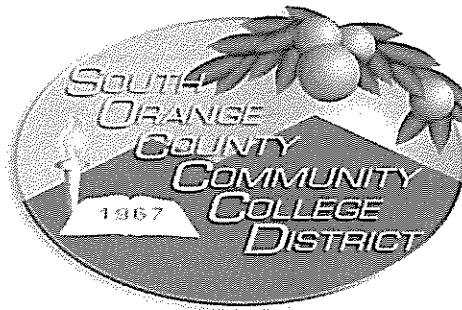


The vision of the
South Orange County Community College District
is to be an educational leader in a changing world.

AGENDA

Meeting of the Board of Trustees



Monday, November 17, 2008

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:30 p.m.

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

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

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

Board of Trustees

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



Meeting of the Board of Trustees

November 17, 2008

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)
 - 1. Public Employee Appointment
 - a. Provost, Advanced Technology & Education Park
 - 2. Public Employee Evaluation of Performance
 - a. Director, CACT Grant/ATEP
 - b. Vice President, Instruction, Irvine Valley College
 - c. Dean, Instruction & Student Services/ATEP
 - d. Vice President, Student Services, Irvine Valley College
 - e. Vice President, Instruction, Saddleback College
 - 3. Public Employee Discipline/Dismissal/Release (5 cases)
- B. Conference with Labor Negotiators (GC 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Negotiations Update: Negotiator – Dr. Raghu Mathur;
 - b. Leave Requests (1)
 - 2. California School Employees Association (CSEA), Chapter 586:
 - a. Negotiations Update: Negotiator – Dr. Raghu Mathur
 - b. Leave Requests (2)

- C. Conference with Real Property Negotiators (GC 54956.8)
 - 1. Lease of District Property – Advanced Technology and Education Park (ATEP)
Agency Designated Representative – Dr. Raghu Mathur; Negotiating parties: Janez Group; Under negotiation: Price and terms of payment.
 - 2. Lease of Property by District – 15661 Red Hill Ave, Tustin and 1400 & 1420 Reynolds Avenue, Irvine. Agency Designated Representative – Dr. Raghu Mathur and Royce A. Sharf, Studley; Negotiating parties: Colliers International and C B Richard Ellis (CBRE); Under negotiation: Price and terms of payment.
- D. Conference with Legal Counsel (GC 54956.9)
 - 1. Existing Litigation (GC54956.9[b])
 - a. Crosby v. SOCCCD
 - b. Dobbs v. SOCCCD
 - c. Hammel v. SOCCCD
 - 2. Initiation of Litigation (GC 54956.9[c]) (2 case)
 - 3. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [b][3][A]) (6 cases)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee William O. Jay

2.3 Pledge of Allegiance

Led by Trustee David B. Lang

2.4 Resolutions / Presentations / Introductions

2.5 Public Comments

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

3.0 REPORTS

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

- A. Board Reports
- B. Chancellor's Report
- C. Board Requests for Report(s)

4.0 DISCUSSION ITEM

4.1 Saddleback College and Irvine Valley College: Accountability Reporting for California Community Colleges

Reports from Saddleback College and Irvine Valley College on performance indicators.

5.0 CONSENT CALENDAR ITEMS

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a regular meeting on October 27, 2008.

5.2 Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year

Approve proposed changes in curriculum for the 2009-10 academic year at Irvine Valley College.

5.3 Irvine Valley College: California Early Childhood Mentor Program

Approve the agreement between Irvine Valley College and San Francisco Community College District. The agreement will provide a mentor-led training environment for student teachers in Early Childhood Education at IVC and would be effective through June 30, 2010.

5.4 Irvine Valley College: Notices of Completion: Business Sciences Technology and Innovation Center

Approve filing of notices of completion

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

Approve change order requests increasing the project cost by \$23,049.00. The revised total contract amount is \$15,134,908.

5.6 Saddleback College: Letter of Agreement

Approve the agreement between Saddleback College and Yosemite Community College District's, Child Development Training Consortium.

- 5.7 **Saddleback College: Study Abroad Program to Peru**
Approve the Saddleback College study abroad program: Studies in Peru in Spring, 2009 and direct administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.
- 5.8 **SOCCCD: Amendment to Blackboard Contract**
Approve addendum to existing contract with Blackboard, Inc. for 2008-09 and 2009-10 academic years at a total cost of \$253,500.
- 5.9 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve /ratify the Trustees' requests for attending conferences.
- 5.10 **SOCCCD: Speakers**
Approve honorarium for speakers for the District, Saddleback College and Irvine Valley College.
- 5.11 **SOCCCD: Purchase Orders/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-01932 through P09-02251 amounting to \$7,476,556.66. Approve confirming requisitions dated October 8, 2008 through October 28, 2008 totaling \$88,082.99.
- 5.12 **SOCCCD: Payment of Bills**
Approve Check Nos. 075362 through 075975 processed through the Orange County Department of Education, totaling \$4,161,480.72; and Check Nos. 009389 through 009416, processed through Saddleback College Community Education, totaling \$18,048.10; and Check Nos. 008495 through 008503, processed through Irvine Valley College Community Education, totaling \$25,749.69.
- 5.13 **SOCCCD: Budget Amendment: Adopt Resolution No. 08-36 to Amend 2008-09 Restricted General Fund and Capital Outlay Funds**
Adopt resolution to amend the 2008-09 adopted budget.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Ratify as detailed in the report.
- 5.15 **SOCCCD: October/November 2008 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College: 2008-09 Associated Students Budget**
Approve the Associated Student Government of Saddleback College Budget for the 2008-09.
- 6.2 **SOCCCD: District Annual Audit Report: 2007-08**
Accept for review and study the 2007-08 audit report.
- 6.3 **SOCCCD: Invocation**
Approve retainer agreement to engage legal counsel in matters involving Invocation at Board meetings and College/District functions.
- 6.4 **Irvine Valley College: Life Science Architectural Services**
Approve architectural agreement with Dougherty and Dougherty in the amount of \$1,080,310.00.
- 6.5 **Saddleback College: Village Expansion Project: Basic Aid Funding**
Approve allocation of basic aid funds of \$2,842,000 for the Village Expansion project.
- 6.6 **Saddleback College: Village Expansion Project: Architectural Agreement with R2A Architecture**
Approve agreement with R2A Architecture in an amount of \$165,000.00.
- 6.7 **Saddleback College and Irvine Valley College: Faculty Hiring, 2009-10**
Approve announcement of and recruitment for full-time faculty positions at Saddleback College and Irvine Valley College
- 6.8 **SOCCCD: Reassigned Time and Stipends**
Approve limits on annual expenditures for reassigned time and/or stipends at colleges.
- 6.9 **SOCCCD: 2010-2011 Academic Calendar**
Accept for review and study the proposed 2010-2011 Academic Calendar.
- 6.10 **SOCCCD: Board Policy Revision: BP- 2001 – Administrative Organization, BP 3003 – Fiduciary Responsibilities and Ethics, BP 5611 – Open Enrollment, Prerequisites, Corequisites, and Advisories Policy, BP 2120 – Institutional Planning, BP 5615 Multiple and Overlapping Enrollments**
Accept board policies for review and study.
- 6.11 **SOCCCD: Academic Year 2009-2010 Non-Resident Tuition Fees for Foreign and Out-of-State Students**
Accept for review and study the Academic Year 2009/2010 Non-Resident Tuition Fees for Foreign and Out-of-State Students.

6.12 Academic Personnel Actions

Approve New Personnel Appointments, Academic Temporary Part-Time/Substitute Staff, Authorization to Abolish Academic Administrative Positions and/or Position Numbers, Authorization to Establish and Announce an Academic Administrative Position, Change of Status, Additional Compensation: General Fund, Additional Compensation: Categorical Non-General Fund.

6.13 Classified Personnel Actions

Approve New Personnel Appointments, Authorization to Eliminate Classified Positions and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Change of Status, Classified Bilingual Stipend, Additional Compensation, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

7.1 SOCCCD: Board Discussion Topics

Proposed topics for discussion at the 2009 Board Meetings.

7.2 SOCCCD: Basic Aid Report

Projected receipts and approved projects.

7.3 SOCCCD: Facilities Plan Status Report

Status of current construction projects.

7.4 SOCCCD: List of Board Requested Reports

List of reports requested by members of the Board.

7.5 SOCCCD: Quarterly Financial Status Report

This report is for the quarter ending September 30, 2008.

7.6 SOCCCD: Trustee Expenditure Report

The report summarizes various items of travel information.

7.7 SOCCCD: District Owned Cell Phone Report

The report provides the amount of expenses paid by the District for Trustee cell phones between 2002/03 and 2007/08.

8.0 WRITTEN REPORTS

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

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

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

Additional Item:

- 4.2 **SOCCCD: Impact of State Budget for 2008-09 and 2009-10**
Discussion of budget planning for remainder of 2008-09 and for budget preparations for 2009-2010.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Accountability Reporting for California Community Colleges

ACTION: Discussion

BACKGROUND

In 2004 Assembly Bill 1417 triggered the creation of a performance measurement system for the California Community Colleges. That legislation and ensuing budget action authorized the California Community Colleges System Office to design and implement a performance measurement system that contained performance indicators for the system and its colleges called the Accountability Reporting for California Community Colleges (ARCC). The first ARCC report was released in March 2007. AB 1417 legislation requires that the ARCC performance indicators be discussed with the Board of Trustees. Exhibit A is the Saddleback College portion of the ARCC report. Exhibit B is the Irvine Valley College portion of the report.

STATUS

In addition to Exhibits A and B, Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents, will present information on the ARCC data.

Saddleback College

South Orange County Community College District

Executive Summary

Saddleback College, located in Mission Viejo, is one of two colleges in the South Orange County Community College District which serves the southern half of Orange County, California. Although the service area ranks among the wealthiest in the state in per household income, approximately 12% of households have an annual income of less than \$15,000. The college student body is approximately 62% White, 13% Hispanic and 9% Asian; Filipino and Black students account for about 2% each.

Peer Indicators: Saddleback College has demonstrated above average performance levels on all but two of the accountability indicators. In Annual Successful Course Completion Rate for Credit Basic Skills Courses, although the college is below the peer group average, the college has shown growth over the previous year's rate. The below average performance in the Improvement Rate for Credit ESL Courses is attributed to the revision of the curriculum during that period of time and the college is certain that this rate will go up next year. Saddleback College continues to have a strong persistence rate of more than 72%, with 77% of students earning in excess of 30 credits. The Annual Successful Course Completion Rate for Credit Vocational Courses is commendable at 80%.

Overall, Saddleback College's accountability indicators demonstrate a solid and healthy performance compared to the peer institutions. They also show that the college has a very strong balance of academic and career-oriented programs, performing extremely well in both areas. The college is committed to ensuring that students persist in their effort and will continue in its path to create an even stronger transfer frame of mind. The latest cohort study for transfer indicates that the college exceeded the expected rate set by the state chancellor's office. Saddleback College is proud to continue the task of fulfilling the mission of the California Community Colleges System.

Transfer: Saddleback College has an impressive transfer program to public and private institutions across the state and nation, ranking first in transfers to USC. In 2007, it transferred students to institutions in 41 states. The college offers a comprehensive array of programs in academic and vocational areas with a combined total of 300 degrees and certificates. Saddleback College is the National Center for Rapid Prototyping Technology, participates in 19 intercollegiate sports, offers solid Emeritus and Continuing Education programs, and is the cultural and artistic center of South Orange County. It has a highly qualified faculty, with a significant number having completed doctoral degrees. The accreditation agency (WASC) reaffirmed the college's accreditation in 2004-2005; the next accreditation visit will occur in 2010-2011.

Saddleback College will be celebrating its 40th birthday in 2008-09. Many of the buildings are as old, so the college has embarked on a renovation program. Saddleback College has just completed the renovation of one of its major classroom buildings and is beginning the renovation of its Library building. This project will be followed by the renovation of the Advanced Technology and Applied Sciences building scheduled for summer 2011. Architectural plans are underway for a new Sciences building thereafter.

ARCC 2008 Report:
An Introduction to the College Level Indicators

The Accountability Reporting for the Community Colleges (ARCC) framework specifies that community college performance data should be aggregated, analyzed, and reported at two levels: the individual college level (college level indicators) and across the community college system (systemwide indicators). The following section of the 2008 ARCC report presents results for the performance indicators chosen for **college level** accountability reporting. Colleges and schools of continuing education are organized alphabetically (by college name). However, colleges that have "College of the..." in their titles will be found under "C."

Results for each college are presented in Tables 1.1 to 1.11. The methodology for performance indicators and college profile demographics is found in Appendix B.

Tables 1.1 to 1.11 are organized under three main categories: College Performance Indicators, College Profiles, and College Peer Grouping. College Performance Indicators are further categorized as Degree/Certificate/Transfer, Vocational/Occupational/Workforce Development, and Pre-Collegiate Improvement (Basic Skills, ESL, and Enhanced Noncredit).

The tables present the following data for each college:

1. Student Progress and Achievement Rate
2. Percent of Students Who Earned at Least 30 Units
3. Persistence Rate
4. Annual Successful Course Completion Rate for Credit Vocational Courses
5. Annual Successful Course Completion Rate for Credit Basic Skills Courses
6. Improvement Rates for Credit ESL Courses
7. Improvement Rates for Credit Basic Skills Courses
8. Enhanced Noncredit Progress and Achievement Rate
9. College profile summaries (e.g., headcounts, percentages of student enrollments by various demographics)
10. Summary of the college's peer groups for each indicator

This college level section includes data for each of the colleges in the system at the time of this report, although data for some earlier time periods may be missing for the newer colleges. Most of the college level tables include data for the three most recent academic years (2004-05, 2005-06, and 2006-07); however, the time periods may differ for a few of the indicators. Thus, it is important to note the years specified in the titles or column headings for the tables.

Because analysts of state level policy often need to know how the entire system has performed on specific indicators, we report the total system rates on the ARCC college level indicators in the table below. The rates in this table use the total number of students in the state that qualified for a specific cohort as the denominator. The numerator

An Introduction to the College Level Indicators

likewise uses the total number of outcomes in the state. For example, attempted basic skills course enrollments in 2006-2007 numbered 562,485 across all colleges. Of these basic skills enrollments, 340,573 proved successful, yielding a total system rate of 60.5 percent for basic skills course completion (Indicator 5 in the table below).

Analysts should avoid using the rates in this table to evaluate the performance of an individual college because these overall rates ignore the local contexts that differentiate the community colleges. Evaluation of individual college performance should focus upon the college level information that appears on the separate pages that follow. On those pages, Tables 1.1 to 1.11 for each college and the college's self-assessment explicitly enable analysts to evaluate a college in an equitable manner.

College Level Performance Indicator	State Rate
1. Student Progress & Achievement (2001-02 to 2006-07)	51.2%
2. Completed 30 or More Units (2001-02 to 2006-07)	70.4%
3. Fall to Fall Persistence (Fall 2005 to Fall 2006)	68.3%
4. Vocational Course Completion (2006-07)	78.2%
5. Basic Skills Course Completion (2006-07)	60.5%
6. Basic Skills Course Improvement (2004-05 to 2006-07)	50.0%
7. ESL Course Improvement (2004-05 to 2006-07)	44.7%

An Important Note About Enhanced Noncredit

The Enhanced Noncredit Progress and Achievement Rate (Table 1.6) was added to the 2008 ARCC report as a result of recent legislation (SB 361, Scott, Chapter 631, Statutes of 2006) that increased funding for specific noncredit courses (see Appendix F).

As of March 2008, 38 community colleges/schools of continuing education had applied for, and received, approval for enhanced noncredit programs. Data for 29 of these 38 colleges were available for the 2008 ARCC report. See Appendix B for a description of the methodology used to obtain data and calculate progress rates for the enhanced noncredit indicator, and a list of the colleges with approved programs.

Given that the enhanced noncredit data collection is in its early stages, the results for this indicator should be considered a pilot effort for the 2008 ARCC report. As such, there is no peer grouping or self-assessment requirement for enhanced noncredit performance.

Adding enhanced noncredit to the ARCC report also meant adding enhanced noncredit performance data and demographic data for schools of continuing education (e.g., Marin Community Education, San Francisco Continuing Education, San Diego Continuing Education, etc.). Because they do not offer programs measured by the other ARCC

An Introduction to the College Level Indicators

indicators, Tables 1.1 through 1.5 and Table 1.11 (peer grouping) are marked with “NA” for schools of continuing education. We have included demographic data for these schools in Tables 1.7 through 1.10.

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ARCC 2008 Report: College Level Indicators

Saddleback College

South Orange County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

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

	1999-2000 to 2004-2005	2000-2001 to 2005-2006	2001-2002 to 2006-2007
Student Progress and Achievement Rate	59.4%	59.9%	59.8%

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

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

	1999-2000 to 2004-2005	2000-2001 to 2005-2006	2001-2002 to 2006-2007
Percent of Students Who Earned at Least 30 Units	75.8%	76.9%	76.9%

Table 1.2:
Persistence Rate

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

	Fall 2003 to Fall 2004	Fall 2004 to Fall 2005	Fall 2005 to Fall 2006
Persistence Rate	72.0%	73.6%	72.1%



ARCC 2008 Report: College Level Indicators

Saddleback College

South Orange County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

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

See explanation in Appendix B.

	2004-2005	2005-2006	2006-2007
Annual Successful Course Completion Rate for Vocational Courses	78.6%	78.5%	77.9%

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

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

See explanation in Appendix B.

	2004-2005	2005-2006	2006-2007
Annual Successful Course Completion Rate for Basic Skills Courses	62.9%	63.8%	64.0%

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

See explanation in Appendix B.

	2002-2003 to 2004-2005	2003-2004 to 2005-2006	2004-2005 to 2006-2007
ESL Improvement Rate	32.8%	34.0%	31.8%
Basic Skills Improvement Rate	55.3%	58.5%	56.8%

Table 1.6:
Enhanced Noncredit
Progress and Achievement Rate

See explanation in Appendix B.

	2002-2003 to 2004-2005	2003-2004 to 2005-2006	2004-2005 to 2006-2007
Enhanced Noncredit Progress and Achievement Rate	22.8%	10.0%	9.8%



ARCC 2008 Report: College Level Indicators

Saddleback College

South Orange County Community College District

College Profile

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

	2004-2005	2005-2006	2006-2007
Annual Unduplicated Headcount	34,963	35,112	36,175
Full-Time Equivalent Students (FTES)*	14,719	14,186	15,311

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

*FTES data for 2004-2005, 2005-2006, and 2006-2007 are based on the FTES recalculation.

Table 1.8:
Age of Students at Enrollment

	2004-2005	2005-2006	2006-2007
Under 18	3.6%	3.8%	3.7%
18 - 24	42.2%	42.3%	43.8%
25 - 49	29.7%	28.7%	27.8%
Over 49	24.4%	25.1%	24.6%
Unknown	0.1%	0.1%	0.1%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2004-2005	2005-2006	2006-2007
Female	60.3%	59.8%	60.0%
Male	39.7%	40.1%	39.6%
Unknown	0.1%	0.1%	0.4%

Source: Chancellor's Office, Management Information System



ARCC 2008 Report: College Level Indicators

Saddleback College

South Orange County Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2004-2005	2005-2006	2006-2007
Asian	8.6%	8.5%	8.8%
Black/African American	1.6%	1.7%	1.7%
Filipino	2.0%	2.0%	2.0%
Hispanic	12.3%	12.5%	12.6%
Native American	0.5%	0.6%	0.7%
Other Non-White	1.1%	1.0%	1.4%
Pacific Islander	0.6%	0.6%	0.6%
White	65.1%	64.8%	62.9%
Unknown/Decline to State	8.3%	8.2%	9.4%

Source: Chancellor's Office, Management Information System



ARCC 2008 Report: College Level Indicators

Saddleback College

South Orange County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	59.8	57.4	50.1	65.6	A5
B	Percent of Students Who Earned at Least 30 Units	76.9	74.0	67.6	79.8	B6
C	Persistence Rate	72.1	70.7	63.5	78.1	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	77.9	75.4	65.8	86.8	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	64.0	66.9	57.3	81.9	E6
F	Improvement Rate for Credit Basic Skills Courses	56.8	43.5	24.2	56.8	F6
G	Improvement Rate for Credit ESL Courses	31.8	51.6	28.9	71.6	G5

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



Chancellor's Office
California Community Colleges

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

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State of California

Irvine Valley College

South Orange County Community College District

Executive Summary

Irvine Valley College serves a diverse population of students in an above-average socioeconomic region in Southern Orange County, California. After remaining static in 2004-05 and 2005-06, in 2006-2007 FTES grew by 11.7%. Despite a recent slowdown in the residential housing market, prices for new and existing homes continue to be higher than in surrounding counties, thus limiting access for median- and below-median income students.

Sixty percent of students are female. Enrolments of African-American, Asian/pacific Islander, Hispanic, and Caucasian students at Irvine Valley College reflect the ethnic and cultural demographics of the service area: one in four students is Asian, two in five are white, and one in ten is Hispanic.

Transfer: Using the State System Office's transfer rate methodology, Irvine Valley College's transfer rate to four-year institutions is the highest among Orange County Community Colleges and remains third highest in the California Community College System.

Distance Education: Enrolments in distance education (DW) courses are growing rapidly: Irvine Valley College currently offers 98 courses in 24 subject areas via online instruction. Currently, IVC has two A.S. Degrees and two occupational certificates whose major requirements can be earned online. Due to high student demand, online offerings are among the first courses to fill.

Peer Indicators: Irvine Valley College's accountability indicators demonstrate above average performance on 4 out of 7 indicators when compared to those of its peer institutions and is the peer group high in 2 indicators (student progress and achievement rate and improvement rate for credit basic skills). While the student persistence rate, the percent of students who earned at least 30 units, basic skills completion rate, and the student progress and achievement rate have each remained stable and relatively high, the vocational completion rate and course improvement rates for ESL have declined. The college has reorganized and redirected resources to vocational leadership and support to address vocational program needs. The Basic Skills Initiative process is addressing needs in ESL for staff development and curriculum redesign.

Irvine Valley College recently opened a state-of-the-art Performing Arts Center, and a business sciences and technology classroom and conference complex will open in July. Irvine Valley College has an Early College program at Beckman High School; a second at another Tustin high school is being planned. A partnership with CSU-Fullerton has led to an agreement to offer lower division courses in the daytime at CSUF's Irvine Campus. Four courses will be offered in Summer 2008 and six courses are planned for Fall 2008 and Spring 2009.

Inspired by the Accreditation Standards and the South Orange County Community District goals, the Irvine Valley College President and Administration, the Academic Senate, and all shared governance groups and committees are participating in a strategic planning process that is committed to providing an excellent learning experience for our diverse and changing communities.

ARCC 2008 Report: An Introduction to the College Level Indicators

The Accountability Reporting for the Community Colleges (ARCC) framework specifies that community college performance data should be aggregated, analyzed, and reported at two levels: the individual college level (college level indicators) and across the community college system (systemwide indicators). The following section of the 2008 ARCC report presents results for the performance indicators chosen for **college level** accountability reporting. Colleges and schools of continuing education are organized alphabetically (by college name). However, colleges that have "College of the..." in their titles will be found under "C."

Results for each college are presented in Tables 1.1 to 1.11. The methodology for performance indicators and college profile demographics is found in Appendix B.

Tables 1.1 to 1.11 are organized under three main categories: College Performance Indicators, College Profiles, and College Peer Grouping. College Performance Indicators are further categorized as Degree/Certificate/Transfer, Vocational/Occupational/Workforce Development, and Pre-Collegiate Improvement (Basic Skills, ESL, and Enhanced Noncredit).

The tables present the following data for each college:

1. Student Progress and Achievement Rate
2. Percent of Students Who Earned at Least 30 Units
3. Persistence Rate
4. Annual Successful Course Completion Rate for Credit Vocational Courses
5. Annual Successful Course Completion Rate for Credit Basic Skills Courses
6. Improvement Rates for Credit ESL Courses
7. Improvement Rates for Credit Basic Skills Courses
8. Enhanced Noncredit Progress and Achievement Rate
9. College profile summaries (e.g., headcounts, percentages of student enrollments by various demographics)
10. Summary of the college's peer groups for each indicator

This college level section includes data for each of the colleges in the system at the time of this report, although data for some earlier time periods may be missing for the newer colleges. Most of the college level tables include data for the three most recent academic years (2004-05, 2005-06, and 2006-07); however, the time periods may differ for a few of the indicators. Thus, it is important to note the years specified in the titles or column headings for the tables.

Because analysts of state level policy often need to know how the entire system has performed on specific indicators, we report the total system rates on the ARCC college level indicators in the table below. The rates in this table use the total number of students in the state that qualified for a specific cohort as the denominator. The numerator

An Introduction to the College Level Indicators

likewise uses the total number of outcomes in the state. For example, attempted basic skills course enrollments in 2006-2007 numbered 562,485 across all colleges. Of these basic skills enrollments, 340,573 proved successful, yielding a total system rate of 60.5 percent for basic skills course completion (Indicator 5 in the table below).

Analysts should avoid using the rates in this table to evaluate the performance of an individual college because these overall rates ignore the local contexts that differentiate the community colleges. Evaluation of individual college performance should focus upon the college level information that appears on the separate pages that follow. On those pages, Tables 1.1 to 1.11 for each college and the college's self-assessment explicitly enable analysts to evaluate a college in an equitable manner.

College Level Performance Indicator	State Rate
1. Student Progress & Achievement (2001-02 to 2006-07)	51.2%
2. Completed 30 or More Units (2001-02 to 2006-07)	70.4%
3. Fall to Fall Persistence (Fall 2005 to Fall 2006)	68.3%
4. Vocational Course Completion (2006-07)	78.2%
5. Basic Skills Course Completion (2006-07)	60.5%
6. Basic Skills Course Improvement (2004-05 to 2006-07)	50.0%
7. ESL Course Improvement (2004-05 to 2006-07)	44.7%

An Important Note About Enhanced Noncredit

The Enhanced Noncredit Progress and Achievement Rate (Table 1.6) was added to the 2008 ARCC report as a result of recent legislation (SB 361, Scott, Chapter 631, Statutes of 2006) that increased funding for specific noncredit courses (see Appendix F).

As of March 2008, 38 community colleges/schools of continuing education had applied for, and received, approval for enhanced noncredit programs. Data for 29 of these 38 colleges were available for the 2008 ARCC report. See Appendix B for a description of the methodology used to obtain data and calculate progress rates for the enhanced noncredit indicator, and a list of the colleges with approved programs.

Given that the enhanced noncredit data collection is in its early stages, the results for this indicator should be considered a pilot effort for the 2008 ARCC report. As such, there is no peer grouping or self-assessment requirement for enhanced noncredit performance.

Adding enhanced noncredit to the ARCC report also meant adding enhanced noncredit performance data and demographic data for schools of continuing education (e.g., Marin Community Education, San Francisco Continuing Education, San Diego Continuing Education, etc.). Because they do not offer programs measured by the other ARCC

An Introduction to the College Level Indicators

indicators, Tables 1.1 through 1.5 and Table 1.11 (peer grouping) are marked with “NA” for schools of continuing education. We have included demographic data for these schools in Tables 1.7 through 1.10.

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ARCC 2008 Report: College Level Indicators

Irvine Valley College

South Orange County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

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

	1999-2000 to 2004-2005	2000-2001 to 2005-2006	2001-2002 to 2006-2007
Student Progress and Achievement Rate	66.9%	65.4%	65.6%

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

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

	1999-2000 to 2004-2005	2000-2001 to 2005-2006	2001-2002 to 2006-2007
Percent of Students Who Earned at Least 30 Units	69.4%	70.6%	69.2%

Table 1.2:
Persistence Rate

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

	Fall 2003 to Fall 2004	Fall 2004 to Fall 2005	Fall 2005 to Fall 2006
Persistence Rate	67.4%	70.0%	68.7%



ARCC 2008 Report: College Level Indicators

Irvine Valley College

South Orange County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

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

See explanation in Appendix B.

	2004-2005	2005-2006	2006-2007
Annual Successful Course Completion Rate for Vocational Courses	77.1%	74.5%	73.3%

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

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

See explanation in Appendix B.

	2004-2005	2005-2006	2006-2007
Annual Successful Course Completion Rate for Basic Skills Courses	71.0%	72.7%	72.3%

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

See explanation in Appendix B.

	2002-2003 to 2004-2005	2003-2004 to 2005-2006	2004-2005 to 2006-2007
ESL Improvement Rate	20.8%	23.5%	23.3%
Basic Skills Improvement Rate	57.5%	63.0%	58.7%

Table 1.6:
Enhanced Noncredit
Progress and Achievement Rate

See explanation in Appendix B.

	2002-2003 to 2004-2005	2003-2004 to 2005-2006	2004-2005 to 2006-2007
Enhanced Noncredit Progress and Achievement Rate	.%	.%	.%



ARCC 2008 Report: College Level Indicators

Irvine Valley College

South Orange County Community College District

College Profile

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

	2004-2005	2005-2006	2006-2007
Annual Unduplicated Headcount	21,061	22,094	22,674
Full-Time Equivalent Students (FTES)*	6,891	6,857	7,658

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

*FTES data for 2004-2005, 2005-2006, and 2006-2007 are based on the FTES recalculation.

Table 1.8:
Age of Students at Enrollment

	2004-2005	2005-2006	2006-2007
Under 18	4.7%	5.9%	6.4%
18 - 24	41.6%	41.0%	40.6%
25 - 49	34.0%	32.7%	31.7%
Over 49	19.6%	20.4%	21.3%
Unknown	0.1%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2004-2005	2005-2006	2006-2007
Female	60.1%	59.6%	59.0%
Male	39.9%	40.3%	40.6%
Unknown	0.0%	0.0%	0.4%

Source: Chancellor's Office, Management Information System



ARCC 2008 Report: College Level Indicators

Irvine Valley College

South Orange County Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2004-2005	2005-2006	2006-2007
Asian	27.8%	27.6%	27.7%
Black/African American	1.9%	2.0%	1.8%
Filipino	2.8%	2.9%	2.7%
Hispanic	9.7%	10.1%	10.2%
Native American	0.4%	0.3%	0.4%
Other Non-White	1.2%	1.4%	1.7%
Pacific Islander	0.6%	0.5%	0.6%
White	46.0%	45.8%	44.5%
Unknown/Decline to State	9.6%	9.3%	10.4%

Source: Chancellor's Office, Management Information System



ARCC 2008 Report: College Level Indicators

Irvine Valley College

South Orange County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	65.6	57.4	50.1	65.6	A5
B	Percent of Students Who Earned at Least 30 Units	69.2	67.0	54.5	74.3	B1
C	Persistence Rate	68.7	70.7	63.5	78.1	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	73.3	75.4	65.8	86.8	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	72.3	66.9	57.3	81.9	E6
F	Improvement Rate for Credit Basic Skills Courses	58.7	47.1	31.5	58.7	F1
G	Improvement Rate for Credit ESL Courses	23.3	39.3	14.4	67.3	G6

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



Chancellor's Office
California Community Colleges

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

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State of California

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Minutes of the Board of Trustees Meeting

ACTION: Approval

Minutes from :

October 27, 2008 Regular Meeting of the Board of Trustees (Exhibit A)
are submitted to the Board for review and approval.

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

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING
October 27, 2008

CALL TO ORDER: 5:00 P.M.

Members of the Board of Trustees

PRESENT:

John S. Williams, Vice President
Thomas A. Fuentes, Clerk
William O. Jay, Member
David B. Lang, Member
Marcia Milchiker, Member
Nancy Padberg, Member
Hannah Lee, Student Member

ABSENT:

Donald P. Wagner, President

Administrative Officers:

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

1.0 PROCEDURAL MATTERS

1.1 Call To Order

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

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

1. Public Employee Discipline/Dismissal/Release (5 cases)

B. Conference with Labor Negotiators (GC 54957.6)

1. SOCCCD Faculty Association

a. Negotiations Update: Negotiator - Dr. Raghu Mathur;

b. Leave Requests (1)

2. California School Employees Association (CSEA), Chapter 586:

a. Negotiations Update: Negotiator - Dr. Raghu Mathur

b. Leave Requests (2)

C. Conference with Real Property Negotiators (GC 54956.8)

1. Lease of District Property - Advanced Technology and Education Park (ATEP) Agency Designated Representative - Dr. Raghu Mathur; Negotiating parties: Janez Group; Under negotiation: Price and terms of payment.

2. Lease of Property by District - 15661 Red Hill Ave, Tustin and 1400 & 1420 Reynolds Avenue, Irvine. Agency Designated Representative - Dr. Raghu Mathur and Royce A. Sharf, Studley; Negotiating parties: Colliers International and C B Richard Ellis (CBRE); Under negotiation: Price and terms of payment.

D. Conference with Legal Counsel (GC 54956.9)

1. Existing Litigation (GC54956.9[b])

a. Crosby v. SOCCCD

b. Dobbs v. SOCCCD

c. Hammel v. SOCCCD

2. Initiation of Litigation (GC 54956.9[c]) (1 case)

3. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [b][3][A]) (5 cases)

RECONVENE OPEN SESSION: 7:10 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation Led by Trustee Thomas A. Fuentes

2.3 Pledge of Allegiance Led by Trustee William O. Jay

2.4 Resolutions / Presentations / Introductions

Resolution: Janine O'Buchon, Full-Time Professor of the Year
Saddleback College

Resolution: Mildred Landecker, Part-Time Professor of the Year
Saddleback College

Resolution: John Licitra, Full-Time Professor of the Year
Irvine Valley College

Resolution: Jennifer Bailly, Part-Time Professor of the Year
Irvine Valley College

Resolution: Pam Schader, Emeritus Professor of the Year
Irvine Valley College

2.5 Public Comments

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

3.0 REPORTS

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

A. Board Reports

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

B. Chancellor's Report

Chancellor Mathur gave a report.

C. Board Requests for Report(s) • Report on Sustainability/Green Technology

Trustee Williams requested a report on Sustainability/Green Technology. On a motion made by Trustee Williams and seconded by Trustee Lang this item passed on a 6-0 vote.

4.0 DISCUSSION ITEM

4.1 Saddleback College, Irvine Valley College and ATEP: Enrollment Management Reports from Saddleback College, Irvine Valley College and ATEP on the Strategies for Enrollment Management.

Vice Chancellor Robert Bramucci, Saddleback College Vice President of Instruction Rajen Vurdien, Vice President of Student Services, Lise Telson, PIO Jennifer McCue, and Irvine Valley College Vice President of Instruction Craig Justice, Vice President of Student Services Gwen Plano and ATEP Acting Associate Provost Tracy Daly gave reports on Strategies for Enrollment Management.

7.1 Saddleback College and Irvine Valley College: Strategic Plan for Reducing Textbook Costs Information on plans for reducing textbook costs for Saddleback College and Irvine Valley College students.

On a motion made by Trustee Lang and seconded by Trustee Padberg the meeting was extended for thirty minutes from 9:00 p.m. to 9:30 p.m.

5.0 CONSENT CALENDAR ITEMS

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

Items 5.19 and 6.9 were pulled altogether by administration. Trustee Padberg requested Items 5.23 and 5.24 be pulled; Trustee Fuentes requested Item 5.22 be pulled; and Trustee Milchiker requested Item 5.28 be pulled.

On a motion made by Trustee Lang and seconded by Trustee Jay the remaining items were approved on a 6-0 vote.

5.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of a regular meeting on September 22, 2008.

5.2 Saddleback College: Student Nurse Organization: Faculty and Student Out-of-State Travel Approve out-of-state travel to the NSNA Midyear Conference in Reno, Nevada for a maximum of five students and one Nursing faculty member not to exceed \$4,017.29

5.3 Saddleback College: Student Out-of-State Travel Approve out-of-state travel to the American College Dance Festival in Salt Lake City, Utah for a maximum of two students and one faculty advisor not to exceed \$2,855.00.

5.4 Saddleback College: Spring 2009 Revised Laboratory Fees Approve proposed revisions to the Spring 2009 Laboratory Fees.

5.5 Saddleback College: Early Childhood Mentor Approve participation in the Orange County Regional Early Childhood Mentor Program.

5.6 Saddleback College: Amendment to Increase Contract Services with R2A Architecture: Communication Arts Swing Space Project Approve amendment to Architectural Services agreement with R2A Architecture for the Communication Arts Swing Space project increasing the fee in the amount of \$12,550.00. Total revised contract amount is \$181,785.00.

5.7 Saddleback College: Amendment to Increase Contract Services with R2A Architecture: PE-100 Demolition and Design Approve amendment to Architectural Services agreement with R2A Architecture for the PE-100 Demolition and Design project increasing the fee in the amount of \$3,500.00. The total revised contract amount is \$156,159.00.

5.8 Saddleback College: Donated Equipment Approve donation of computers to the Saddleback Valley Unified School District, Orange County, California.

5.9 Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year Approve proposed changes in curriculum for the 2009-10 academic year.

5.10 Irvine Valley College: 2009 Out-of-State Travel Approve out-of-state travel for Dance Program to Akron, Ohio for 20 students and two advisors not to exceed \$13,200.00.

5.11 Irvine Valley College: Child Development Training Consortium Approve agreement with Yosemite Community College District for participation in the 2008-09 Child Development Training Consortium.

5.12 Irvine Valley College: Substitution of Subcontractor: A300 Theater Secondary Effects Remodel Approve the removal of The Power Connection Co. and its substitution by Sabco Electric, Inc.

5.13 Irvine Valley College: Amendment to Furniture Consultation Services: Business Sciences and Technology Innovation Center Approve amendment to LPA's scope of work in the amount of \$9,900.00. The total revised contract amount is \$67,320.

5.14 Irvine Valley College: A300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B239 Conversion: Hire DSA Inspector of Record Approve agreement with Joyce Inspections in an amount of \$215,064.00.

5.15 Irvine Valley College: A300 Theater Secondary Effects: Contract Amendment No. 1 for Increased Services Approve Amendment No. 1 with Carrier Johnson in the amount of \$26,260.00. Total revised contract amount is \$168,260.00.

5.16 Irvine Valley College: B200 Science Lab Annex and B239 Conversion: Contract Amendment No. 2 for Increased Services Approve amendment no. 2 with Carrier Johnson in the amount of \$81,741.00. Total revised contract amount is \$428,488.00.

5.17 Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center Approve change order requests with various trade contractors decreasing the contract amount by \$53,312.00. The revised total contract amount is \$15,111,859.00.

5.18 Irvine Valley College: Notice of Completion: Business Sciences Technology and Innovation Center Approve authorizing the filing of the notice of completion.

5.19 Saddleback College and Irvine Valley College: Faculty Hiring 2009-10 Approve announcement of and recruitment for full-time faculty positions, contingent upon funding, at Saddleback College and Irvine Valley College.

5.20 Saddleback College and Irvine Valley College: Spring 2009 Community Education Programs Approve the Community Education courses, presenters, and compensation.

5.21 ATEP: Donate Equipment Approve donation of property to Orange County Rescue Mission Village of Hope.

5.22 SOCCCD: Speakers Approve honorarium for speakers for the District and Saddleback College.

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

5.23 SOCCCD: Subcontractor Agreement Approve subcontracting agreement between North Orange County Community College District and SOCCCD for an amount reimbursable up to \$5,000.00.

On a motion made by Trustee Padberg and seconded by Trustee Jay this item passed on a 6-0 vote.

On a motion made by Trustee Milchiker, seconded by Trustee Padberg and unanimously approved the meeting was extended 15 minutes from 9:30 p.m. to 9:45 p.m..

5.24 SOCCCD: Auction No. 54 - Surplus Property Approve the sale of surplus property and hire a private auction firm to conduct the auction and to dispose of items not sold at the auction.

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

5.25 SOCCCD: Amendment to Include ATEP in Trash Collection Contract Services Approve Amendment No. 1 to trash collection services agreement with Ware Disposal for the addition of trash collection services at the ATEP campus.

5.26 SOCCCD: Award of Cisco Network Equipment for Office Core Network Upgrade Approve purchase of Cisco Network equipment from Metronome, Inc. in the amount of \$96,939.60.

5.27 SOCCCD: Claims Against the District: Grace Minck Reject claim and refer to the District's insurance administrator for processing.

5.28 SOCCCD: Resolution 08-32: Authorization of Payment to Trustee Absent From Meeting Approve payment to Trustee Milchiker who was unable to attend Board Meeting due to family illness.

On a motion made by Trustee Lang and seconded by Trustee Padberg, this item passed on a 5-0 vote with Trustee Milchiker abstaining.

5.29 SOCCCD: Purchase Orders/Confirming Requisitions Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-01459 through P09-01931 amounting to \$2,310,355.72. Approve confirming requisitions dated September 4, 2008 through October 7, 2008 totaling \$195,496.01.

5.30 SOCCCD: Payment of Bills Approve Check Nos. 074350 through 075361 processed through the Orange County Department of Education, totaling \$5,390,503.81; and Check Nos. 009363 through 009388, processed through Saddleback College Community Education, totaling \$32,005.73; and Check Nos. 008482 through 008494, processed through Irvine Valley College Community Education, totaling \$58,618.04.

5.31 SOCCCD: Budget Amendment: Adopt Resolution No. 08-33 to Amend 2008-09 Restricted General Fund Adopt resolution to amend the 2008-09 adopted budget.

5.32 SOCCCD: Transfer of Budget Appropriations Ratify as detailed in the report.

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

5.34 SOCCCD: September/October 2008 Contracts Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 Irvine Valley College: 2008-09 Associated Students Budget Approve the Associated Students of Irvine Valley College (ASIVC) budget for the 2008-09 academic year.

On a motion made by Trustee Jay and seconded by Trustee Milchiker this item passed on a 6-0 vote.

6.2 Saddleback College: Sciences Building: Basic Aid Funding Approve \$10,549,700 to provide a 40% match for the Saddleback College Sciences Building.

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

6.3 SOCCCD: Naming of Health Sciences Building, Room 145, Saddleback College Approve naming the Health Sciences Building, Room 145, as the Ronald Reagan Board of Trustees Room.

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

6.4 SOCCCD: Board Policy Revision: BP-3340 Cellular Telephone/Personal Digital Assistant Usage, BP-1500 Naming of College Facilities, BP-3500 Claims Against the District, BP-3102 Investment Policy Approve board policies.

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

6.5 Academic Personnel Actions Approve New Personnel Appointments, Academic Administrator Reassignment, Authorization to Abolish Academic Administrative Positions and/or Position Numbers, Authorization to Establish and Announce an Academic Administrative Position, Authorization to Change Organization Reporting Structure, Change of Status, Additional Compensation: General Fund, Additional Compensation: Categorical Fund, Workload Banking, Resignation/Retirement/Conclusion of Employment.

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

6.6 Classified Personnel Actions Approve New Personnel Appointments, Authorization to Eliminate Classified Positions and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Establish, Fill and Eliminate Permanent Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

It was noted in Item H.3. that Carol Kennedy-Lindboe would be resigning from Office of Physical Plant, Saddleback College. On a motion made by Trustee Lang and seconded by Trustee Fuentes this item passed on a 6-0 vote.

6.7 SOCCCD: Classified Employee Layoff Approve the reduction in hours and/or discontinuance of classified services.

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

6.8 SOCCCD: Classified Employee Layoff, Saddleback College Approve the reduction in hours and/or discontinuance of classified services.

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

6.9 SOCCCD: Invocation Approve retainer agreement for legal counsel to assist in matters involving invocation at Board meetings and College/District functions.

6.10 Saddleback College: Replace Track Surface Approve contract to purchase and install new track surface with Sport Surfaces Distributing, Inc. in an amount not to exceed \$700,000.

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

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Strategic Plan for Reducing Textbook Costs Information on plans for reducing textbook costs for Saddleback College and Irvine Valley College students.

7.2 SOCCCD: 50% Law Compliance Report Report on District compliance with the 50% Law

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

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

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

**7.6 SOCCCD: Monthly Financial Status Report
This report displays the adopted budget, revised budget and transactions through August 31, 2008.**

7.7 SOCCCD: Quarterly Financial Status Report Report is as of September 30, 2008

On a motion made by Trustee Milchiker and seconded by Trustee Padberg, the meeting was extended to 10:00 p.m.

8.0 WRITTEN REPORTS

A. President, Saddleback College

B. President, Irvine Valley College

C. Acting Associate Provost, ATEP

D. Associated Student Government of SC

E. Associated Students of IVC

F. Saddleback College Academic Senate

G. Irvine Valley College Academic Senate

H. Faculty Association

I. California School Employees Association

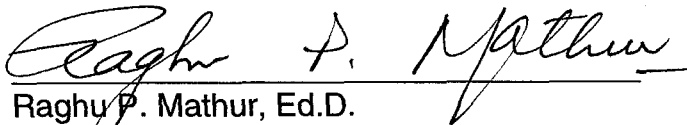
J. Saddleback College Classified Senate

K. Irvine Valley College Classified Senate

L. District Services Classified Senate

M. Police Officers' Association

ADJOURNMENT (or continuation of closed session if required): 10:00 P.M.


Raghu P. Mathur, Ed.D.
Secretary

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year

ACTION: Approval

BACKGROUND

Irvine Valley College's Curriculum Committee and Academic Senate review and approve curriculum on a regular basis. Curriculum is recommended to the college president or designee for approval.

STATUS

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and the Academic Senate of Irvine Valley College for the 2009-10 academic year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2009-10 academic year at Irvine Valley College.

IRVINE VALLEY COLLEGE
Curriculum Changes for 2009/10

SCHOOL	CRSD ID	CATID	TITLE	KEY CODE	ACTION TAKEN						
				assign=assignments							
				c/l w/+ cross-listed with (and list the other crs id)							
				ce=contract education course							
				co=corequisite							
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12							
				dc=delete course							
				desc=description							
				dv=delete version of course							
				hrs=hours							
				lim=limitation							
				lmg obj=learning objectives							
				moe=methods of eval							
				nc=new course							
				nv=new version of existing course							
				prereq=prerequisite							
				rec=recommended prep							
				rpt=repeatability							
				sam = sam code							
				sr=scheduled review is for courses that are scheduled for review and there are no revisions							
				ti=title							
				top = TOP Code							
				tps=topics							
				txt=text-required for all courses numbered 1-299							
				un=units							
				val=validation							
N/A	CE 600*	13074.00	Investigation and Trial Preparation - District Attorney	ce							
FA	ART 25	880.00	Art History Survey I: Western	assign, desc, lmg obj, moe, tps, txt							
FA	ART 26	885.00	Art History Survey II: Western	assign, desc, lmg obj, moe, tps, txt							
HP	PE 205	3289.00	Nutrition for Fitness and Sport	assign, desc, lmg obj, moe, tps, txt							
HU	ESL 330	13073.00	Introduction to Beginning Skills ESL - Basic Skills	nc							
HU	HIST 10	3575.00	The West and the word Through the Renaissance	assign, desc, lmg obj, moe, tps, txt							
HU	SPAN 10	2960.00	Intermediate Conversational Spanish	assign, desc, lmg obj, moe, tps, rpt, txt							
LT	BIO 1	983.00	The Life Sciences	assign, desc, lmg obj, moe, ti, tps, txt							
PT	CHEM 1A	1245.05	General Chemistry I	assign, desc, lmg obj, moe, tps, txt							
PT	CHEM 1B	1250.00	General Chemistry II	assign, desc, lmg obj, moe, tps, txt							

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: California Early Childhood Mentor Program

ACTION: Approval

BACKGROUND

The Department of Human Development, Early Childhood Education at Irvine Valley College has been associated with the California Early Childhood Mentor Program for the past nine years. This grant is administered by the San Francisco Community College District (SFCCD) through a grant from the California State Department of Education. IVC is one of seventy community colleges throughout the state participating in the program. The program allows for a faculty member to coordinate the placements of college students with approved mentors in the Early Childhood Education Program. It provides services such as coordinating and offering courses, offering honoraria for faculty working with the program for matching students with mentors and tracking successes, and providing books and other instructional materials.

STATUS

The Department of Human Development, Irvine Valley College, seeks to continue participation in the Mentor Program for academic years 2008/2009 and 2009/2010. Approval of this agreement, as presented in Exhibit A, would provide a mentor-led training environment for student teachers in Early Childhood Education at IVC. The agreement was approved by SFCCD on September 1, 2008, and forwarded to IVC for approval. The agreement runs through June 30, 2010. There will be no impact on general funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement, as presented in Exhibit A, for the 2008/2009 and 2009/2010 years for the California Early Childhood Mentor Program between Irvine Valley College and San Francisco Community College District.

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

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement, dated for reference purposes only, September 1, 2008, is entered into by and between: the San Francisco Community College District (SFCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Irvine Valley College/South Orange County Community College District, hereinafter known as "Contractor".

This agreement is entered into pursuant to San Francisco Community College District Board of Trustees Resolution No. 080625-B11.

Appropriation or Grant Number 8079

RECITALS:

Whereas, the San Francisco Community College District has applied for and has received a grant from the California State Department of Education (Resolution 080625-B11) for the purposes of operating a Mentor Program; and

Whereas, the SFCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, Therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on September 1, 2008 and terminate June 30, 2010 except as otherwise set forth in this agreement.

2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.

3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.

4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.

6. **ASSIGNMENT:** Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION**: District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE**: All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW**: This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in San Francisco.

10. **SEVERABILITY**: If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER**: The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT**: Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS**: No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST**: Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES**: Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION**: Contractor shall defend and indemnify and hold harmless the District, its officers, and/or its employees from any and all claims, loss, damage, injury and liability of every kind, nature and description including those from or on behalf of employees of the Contractor, arising directly or indirectly from Contractor's performance of this Agreement, including but not limited to, the use of facilities or equipment provided by District or others, regardless of the active or passive negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on District, its officers, and/or its employees except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement and except where such claim, loss, damage, injury or liability is the result of the sole negligence or sole willful misconduct of District, its officers, and/or its employees.

Contractor specifically acknowledges and agrees that it has an independent obligation to defend the District, its officers, and/or its employees from any claim which actually or potentially falls within this indemnification provision even if such claim is or may be groundless, fraudulent or false.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS:** Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to be performed under this Agreement.

18. **LIABILITY OF DISTRICT:** District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this agreement in any manner.

21. **ENTIRE AGREEMENT/MODIFICATION:** This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate on the date specified immediately adjacent to their signatures below.

"District"

"Contractor"

By: **Stephen J. Herman**
Chief Administrative Services Officer
Signature of SFCCD person authorized to execute agreement

By: _____
Signature

Print Name: Stephen J. Herman

Print Name: _____

Title: Chief Administrative Services Officer

Title: _____

Date: September 1, 2008

Address: _____

Date: _____

Recommended By:

Signature: Linda J. Olivenbaum

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 50 Phelan Avenue, S-10

San Francisco, CA 94112

Date: September 1, 2008

Approved as to Form by: Ronald Lee, General Counsel



Attachment A
Irvine Valley College/South Orange County
Community College District
September 1, 2008 – June 30, 2010

Santa Ana College will take the lead in the Orange Regional Early Childhood Mentor Program. In addition to Santa Ana College, the Orange Regional Early Childhood Mentor Program includes four colleges: Fullerton, Irvine Valley, Orange Coast and Saddleback. The Regional Program requires individual contracts between all five colleges and the San Francisco Community College District.

A. San Francisco Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:

1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.
2. Travel expenses for the Contractor's Local, Regional and College Coordinators to attend two statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.
3. \$1,000 (up to half of which will be billable in the '08-'09 contract year) for the Contractor's College Coordinator. The Contractor's Coordinator may be paid directly by the San Francisco Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner.
4. \$300 (up to half of which will be billable in the '08-'09 contract year) for printing and copying costs for program implementation or Mentor materials. The Contractor's Coordinator may be reimbursed directly by the San Francisco Community College District in the sole discretion of the District.

B. Contractor as a college agrees to designate a Regional Coordinator. The Coordinator shall be responsible for the following activities:

Selection and Re-Certification

1. Promoting the program on campus and in the community.
2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.

4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.
6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.
7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
8. Appointing a Selection Committee of up to 15 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g., Head Start, preschool, subsidized, non-profit). The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.
9. Training Selection Committee Members in the use of the Harms and Clifford Scales: the Early Childhood Environment Rating Scale-Revised (ECERS-R), the Infant/Toddler Environment Rating Scale-Revised (ITERS-R), the School-Age Care Environment Rating Scale (SACERS), and Family Child Care Environment Rating Scale-Revised (FCCERS-R). Training Selection Committee Members in the use of the Program Administration Scale (PAS).
10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but **mandatory** for college Coordinators in a Region.
11. Scheduling meetings for the Selection Committee to review Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by **June 1st of each contract year**.
12. Notifying all New and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.
13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.
14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.
15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.

17. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.
18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.
19. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.
20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.
21. Approving In-Service Training Contracts for annual Professional Development activities for Mentor Teachers as currently described in the *Program Manual* and as may reasonably be revised by the District.

Placements and Stipend Activities

22. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.
23. Providing the District with official course outlines for all courses in which students may be placed with Mentors.
24. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
25. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
26. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:
 - Mentor-protégé contracts for Post-Practicum placements;
 - Mentor-student contracts for Individual Student Mentoring;
 - Hourly Mentoring Record stipends for short-term mentoring services;
 - Director Mentor-protégé director contracts for Director placements;
 - Hourly Director Mentoring Record stipends for short-term mentoring services
27. Approving Practicum, Post-Practicum, Individual Student Mentoring Contracts and Mentoring Record hours for use with TANF-CDC students as currently described in the *Program Manual* subject to the guidelines on Mentor Usage Limitation as set forth by the TANF-CDC Program and as may reasonably be revised by the District.
28. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

Payments

29. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.

30. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
31. Submitting all fiscal reporting and requests for reimbursement to the District no later than **June 15th of each contract year**.
32. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely manner.
33. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.
34. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.
35. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.
36. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District.

Evaluations

37. Facilitating program evaluation.
38. Encouraging completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, and Director Seminar Evaluation Forms by program participants.

Agreements and Reports

39. Completing and submitting to the District Quarterly Reports as follows:
 - First Quarter: August 1 to October 15, due **October 15th of each contract year**
 - Second Quarter: October 16 to January 15, due **January 15th of each contract year**
 - Third Quarter: January 16, to April 15, due **April 15th of each contract year**
40. Completing and submitting to the District all Annual Reporting materials on or before **June 15th of each contract year**.

Mentor Program Meetings

41. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
42. Selecting eligible participants for the annual Mentor Institute.
43. If the college is participating in the TANF-CDC Program, collaborating with the Child Development Training Consortium Campus Coordinator, TANF-CDC Program Facilitator, and TANF-CDC CalWORKS Liaison two times per semester.

Maintaining Records

44. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.
45. Maintaining program data and records in archives for seven years.

- C. Contractor will designate a College Coordinator to perform the following functions:
1. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
 2. Collecting student evaluations of Mentors and providing the Regional Coordinator—in a timely and accurate manner—with any data necessary for the monthly, quarterly or annual reports.
 3. Serving on the regional Selection Committee.
 4. Facilitating the evaluation of the statewide program by assisting with the scheduling of observations and follow up.
 5. If the college is participating in the Temporary Assistance for Needy Families Child Development Careers Program (TANF-CDC), collaborate with the Child Development Training Consortium Campus Coordinator, TANF-CDC Program Facilitator, and TANF-CDC CalWORKs Liaison two times per semester.
- D. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:
1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.
 2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and C in this Attachment.
 3. Two years of experience as a classroom teacher or family child care provider.
 4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.
 5. The Mentor Application (see *Program Manual*) which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.
 6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITES-R, SACERS or FCCERS-R).
- E. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:
1. Three years of experience as a director or site supervisor in a child development program (current or prior).
 2. Successful completion of a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District.

3. The Director Mentor Application (see *Program Manual*) which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for Program Administration Scale (PAS) review, and references.
 4. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status and completion of a site review by members of the Mentor Selection Committee using the Program Administration Scale (PAS) interview.
- F. Contractor agrees to provide the following resources for implementation of the program:
1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.
 2. Funds for program costs in excess of amounts provided in Section A of this agreement.
- G. Contractor agrees that in cases where active Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.
- H. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Notices of Completion: Business Sciences
Technology and Innovation Center

ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees hired gkk works for the management of multiple prime contracts for the construction of the Business Sciences Technology and Innovation Center at Irvine Valley College. The Board previously approved filing the Notice of Completion for four contractors.

STATUS

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

Package C: **Concrete**, Exhibit A
Package G: **Roofing & Waterproofing** Exhibit B
Package P: **Paintings and Coatings** Exhibit C

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notices of Completion attached as EXHIBITS A, B and C, for three contracts for the construction of the Business Sciences Technology and Innovation Center at Irvine Valley College. It is also recommended that the Board authorize the release of retention 35 days after filing.

Notary Public in and for said County and State

Recording Requested
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: ROOFING & WATERPROOFING AT IRVINE VALLEY COLLEGE, BID NO. 279, Package G, the contract for the doing of which was heretofore entered into the 26TH day of SEPTEMBER, 2006, which contract was made with BEST ROOFING & WATERPROOFING, INC.; as Contractor; that said improvements were completed on the 30TH day of OCTOBER 2008, and accepted by formal action of the governing board of said District on the 17TH day of NOVEMBER, 2008, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the INTERNATIONAL FIDELITY INSURANCE COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE
5500 IRVINE CENTER DRIVE
IRVINE, CALIFORNIA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

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

STATE OF CALIFORNIA] ss.
COUNTY OF ORANGE]

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

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

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

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

RAGHU P. MATHUR, Ed.D. Dated
Chancellor

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

Notary Public in and for said County and State

Recording Requested
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: PAINTING AND COATINGS AT IRVINE VALLEY COLLEGE, BID NO. 279, Package P, the contract for the doing of which was heretofore entered into the 26TH day of SEPTEMBER, 2006, which contract was made with SAUNDERS & McMILLIN, INC.; as Contractor; that said improvements were completed on the 30TH day of OCTOBER 2008, and accepted by formal action of the governing board of said District on the 17TH day of NOVEMBER, 2008, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the DEVELOPERS SURETY AND INDEMNITY COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE
5500 IRVINE CENTER DRIVE
IRVINE, CALIFORNIA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

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

STATE OF CALIFORNIA]
] ss.
COUNTY OF ORANGE]

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

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

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

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

RAGHU P. MATHUR, Ed.D. Dated
Chancellor

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

Notary Public in and for said County and State

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

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

ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees hired gkkworks for the management of multiple prime contracts for the construction of the Business and Technology Innovation Center at Irvine Valley College. This management includes the negotiation of changes to all contracts. Twenty one trade contracts have been awarded to this date for a total combined amount of \$14,930,340. Previously approved change orders increased the amount by \$181,511 for a revised contract amount of \$15,111,859.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 95, 155, 160, 165, 168, 173, 192, 202, 213, 214, 215, 226 and 227. Approval of these COR's and the credits for the unused allowances will result in an increase of \$23,049 in the total project cost and the individual trade contractors will be impacted as shown in EXHIBIT B.

The total changes to each of the trade contracts do not exceed the 10% limit allowed by Public Contract Code. Approval of these COR's will bring the revised total contract amount to \$15,134,908.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request's numbers 95, 155, 160, 165, 168, 173, 192, 202, 213, 214, 215, 226 and 227 for the Business and Technology Innovation Center project at Irvine Valley College as described in EXHIBIT A and B and authorize staff to execute the corresponding change orders with each of the trade contractors involved which will result in an increase of \$23,049 in the total project cost.

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

EXHIBIT A
Page 1 of 1

November 17, 2008

COR No.	Date	Description	Requested	Status	Amount
95	3/3/2008	Repair damage to 2F clerestory sheetmetal - b/c to USS Cal in BCO 10	Arch	APP	\$3,261.00
155	6/26/2008	Sawcut and Chip floor in Rooms 103/104 for Fixed Seating alignment with floorboxes. Patch	Arch	APP	\$6,541.00
160	6/18/2008	Change soffit closure from perforated panels to solid brake-metal panels - b/c to Martin Integrated in BCO 10	Arch	APP	\$2,539.00
165	6/25/2008	Demo and Repour HC Ramp	Arch	APP	\$4,246.00
168	8/26/2008	Repair Lawn Drain - b/c from HPL	Arch	APP	(\$250.00)
173	5/16/2008	Change Canopy Roof flashing to lo-profile and color match to brick	Arch	APP	\$3,780.00
192	8/28/2008	Sack and Patch Slab/Curb edges at Library	Arch	APP	\$1,791.00
202	8/28/2008	Replace Paving at Student Drop-off and Driveway Approach to Parking Lot	Arch	APP	\$9,798.00
213	5/15/2007	Chip out over-length Anchor Bolts - part of Structural Steel settlement	Arch	APP	\$4,630.00
214	6/9/2008	Raise grades to match PAC and Library paving to meet ADA compliance	Arch	APP	\$10,628.00
215	6/9/2008	Remove temp wood fill from stair pans	Arch	APP	\$461.00
226	8/15/2008	Add Ladder-Up (safety aid) to High Roof Access Ladder	Arch	APP	\$837.00
227	10/30/2008	Replace uplifted panels at front of BTIC	Arch	APP	\$5,298.00
N/A	8/28/2008	Allowance Balance - Penick	Owner	APP	(\$30,511.00)

TOTAL THESE CHANGE ORDER REQUESTS

\$23,049.00

Construction of Business and Technology Innovation Center
Irvine Valley College
Bid No. 279
Board Change Order No. 11
November 17, 2008

BID PKG. #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR# 95	COR# 155	COR# 160	COR# 165	COR# 166	COR# 173	COR# 192	COR# 202	COR# 213	COR# 214	COR# 215	COR# 226	COR# 227	Allowance Adjustment	REVISED CONTRACT AMOUNT
A	Demolition/Grading	Salsbury Engineering	\$297,000	\$21,063															\$318,063
B	Plumbing/Site Utilities	HPL Mechanical	\$671,937	\$30,286															\$702,223
C	Concrete	TB Penick & Sons	\$1,738,000	\$55,195		\$6,541		\$4,246			\$1,791	\$9,798	\$4,630	\$10,628	\$461		\$5,298	(\$30,511)	\$1,806,077
D	Landscape & Irrigation	FYR (dba Pierre Landscaping)	\$227,200	\$13,735															\$240,935
E	Masonry	Winegardner Masonry	\$289,200	\$8,187															\$297,387
F	Structural & Misc Metals	Zimkor Industries	\$2,390,000	(\$112,146)															\$2,277,854
G	Roofing & Waterproofing	Best Roofing	\$349,830	(\$11,561)						\$3,780						\$837			\$342,886
H	Sheet Metal & Flashings	Crowner Sheet Metal	\$298,860		\$3,261		\$2,539		(\$250)										\$304,410
I	Casework & Millwork	K&Z Cabinet	\$146,160	-\$5,886															\$140,274
J	Doors & Hardware	Inland Building	\$158,800	-\$5,428															\$153,372
K	Aluminum Curtain Wall & Glazing	Moonlight Glass	\$1,272,300	\$25,609															\$1,297,909
L	Lath, Plaster, Drywall & Batt Insulation	USS Cal Builders	\$2,792,000	\$11,619															\$2,803,619
M	Ceramic Tile	Inland Pacific Tile	\$86,990	-\$5,000															\$81,990
N	Acoustical Ceilings	Martin Integrated Systems	\$217,263	\$3,182															\$220,445
O	Floor Coverings	The Rouse Company	\$228,000	\$11,614															\$239,614
P	Painting & Coatings	Saunders & McMillin	\$137,800	\$12,981															\$150,781
Q	Specialties	Inland Acoustics, Inc.	\$331,400	\$6,859															\$338,259
R	Hydraulic Elevator	Mitsubishi Electric	\$86,000	\$2,334															\$88,334
S	Fire Protection Systems	Daart Engineering	\$237,608	-\$5,000															\$232,608
T	HVAC	Couts Heating and Cooling	\$1,187,000	\$23,571															\$1,210,571
U	Electrical & Low Voltage Systems	Gilbert & Stearns, Inc.	\$1,787,000	\$100,297															\$1,887,297
TOTAL			\$14,930,348	\$181,511	\$3,261	6,541	2,539	4,246	(250)	3,780	1,791	9,798	4,630	10,628	461	837	5,298	(30,511)	\$15,134,908

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.6
DATE: 11/17/08

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

BACKGROUND

Since 1996, Saddleback College has participated with the Yosemite Community College District (YCCD) and the Child Development Training Consortium (CDTC) in implementing a Child Development Training Consortium Program. The purpose of the program is to assist students in obtaining a new permit for renewing a currently held permit. The California Commission on Teacher Credentialing issues the Child Development Permit to students who complete the required coursework.

STATUS

Saddleback College has been asked to work with the Child Development Training Consortium during the 2008-2009 academic year as shown in Exhibit A. Under the terms of the agreement, Saddleback College has been allocated \$10,000 to be used to assist students with enrollment fee reimbursement, textbook reimbursement, and the application procedure for the Child Development Permit. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement between Saddleback College and Yosemite Community College District's, Child Development Training Consortium, as shown in Exhibit A.

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



September 10, 2008

June Millovich
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692

Dear June:

Enclosed for approval are **TWO (2)** copies of the 2008-2009 Instructional Agreement between the Yosemite Community College District, Child Development Training Consortium (CDTC) and *Saddleback College*. This contract is a conituum of the 2007-2008 Agreement with your institution.

Please obtain the appropriate signatures and **RETURN BOTH Agreements**, with original signatures, to the CDTC at the following address:

Child Development Training Consortium
Gail Brovont, Project Manager
1620 N. Carpenter Road, Suite C-16
Modesto, CA 95351

Upon obtaining the required signature of the Vice Chancellor at Yosemite Community College District, a fully executed copy will be returned for your records.

If you have any questions or need additional information, please contact Gail Brovont at (209) 572-6086. We look forward to working with you in the upcoming year, and please know that your prompt response will be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Patty Scroggins".

Patty Scroggins, Director
Child Development Training Consortium

PS:mm

Enclosures

**CHILD DEVELOPMENT TRAINING CONSORTIUM
2008-2009 INSTRUCTIONAL AGREEMENT
AGREEMENT NUMBER 08-09 - 4161**

This Agreement is made and entered into this 1st day of September, 2008, by and between the Yosemite Community College District, Child Development Training Consortium, hereafter called the YCCD/CDTC, and Saddleback College, hereafter called the CONTRACTOR.

WITNESSETH: That the CONTRACTOR for and in consideration of the covenants, conditions, agreements, and stipulations of the YCCD/CDTC hereinafter expressed, does hereby agree to furnish to the YCCD/CDTC services as follows:

I. STATEMENT OF WORK

- A. The CONTRACTOR will designate a Campus Coordinator. The Campus Coordinator will be responsible to prepare and submit all required reports, coordinate all Consortium activities for the CONTRACTOR, and be readily available to assist students enrolling in the program. The Campus Coordinator is expected to attend two (2) YCCD/CDTC sponsored meetings at YCCD/CDTC expense. The YCCD/CDTC must be notified in writing within fifteen (15) calendar days of any change in Campus Coordinators.
- B. The CONTRACTOR will generate up to 400 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. Enrolled units must be completed between July 1, 2008, and June 30, 2009. Physical education courses and general work experience courses are excluded. Child development work experience and remedial courses are included.
- C. The CONTRACTOR will make good faith efforts to recruit and employ qualified faculty who reflect the ethnic makeup of the student population.
- D. The CONTRACTOR will provide appropriate community college courses, which:
 - 1. Meet the requirements of the Child Development Permit Matrix (included in this Agreement as *Appendix A*) and/or child care licensing regulations.
 - 2. Are degree or certificate applicable.
 - 3. Are offered for credit with the possible exception of remedial courses.
 - 4. Are transferable whenever possible.
 - 5. Are available to family child care providers and employees of child care/development programs serving infants through school-age children.
 - 6. Are responsive to local community needs.

- E. The CONTRACTOR will enroll students who meet the YCCD/CDTC eligibility criteria, numbered 1 through 5 below. Student eligibility must be verified each semester/term using the Participant Profile.
1. Student must be seeking a new or maintaining a currently held Child Development Permit, **AND**
 2. At the time of enrollment, the student must be employed by a child care/development program including licensed family child care and out-of-school care. Center-based programs must be licensed or eligible for an exemption according to Department of Social Services (DSS) regulations. Licensed exempt centers are limited to the following: on school site, parents on site, military, tribal, employment agency, parks and recreation, adult ed/child care, home based program and before/after school program. Employment in a kindergarten classroom is also acceptable, **AND**
 3. Student employment must directly benefit children and/or families. The employment experience must be acceptable to the California Commission on Teacher Credentialing for purposes of obtaining a Child Development Permit, even if experience is not required for the permit, **AND**
 4. Student must work in the state of California.
 5. Unlicensed, exempt, in-home child care providers are not eligible.

- F. The CONTRACTOR will enroll eligible students according to the following three priorities:

*California Department of Education, Child Development Division (CDE/CDD)
Priorities for Enrollment:*

- | | |
|------------|--|
| Priority 1 | Employees of all direct-funded CDE/CDD programs including center-based programs and family child care network programs or center-based programs with satellite family child care providers. This also includes co-located Head Start Programs. |
| Priority 2 | Employees of any program, center-based or licensed family child care homes, that serve children on a voucher basis for Alternative Payment services. |
| Priority 3 | Employees of all other programs including center-based and licensed family child care homes. |

Within each priority group listed above, priority will be given to students fulfilling the requirements for an Assistant or Associate Teacher or Teacher Child Development Permit.

Local Priorities for Enrollment

The local YCCD/CDTC Advisory Committee may establish additional priorities. However, the CDE/CDD priorities listed above must be met before local

priorities can be implemented. Local priorities are encouraged to meet local needs within the context of the CDE/CDD priorities.

- G. The CONTRACTOR will establish a new or use an existing Advisory Committee to solicit input on local needs, courses to be offered and approve the student eligibility and payment policies.
 - 1. The Advisory Committee will make a good faith effort to represent the local child care labor market by including the following program representatives: the Campus Coordinator; one community college child development instructor, one CEC Mentor Coordinator, one TANF-CDC Program Facilitator, one TANF-CDC CalWORKs Liaison, one family child care provider; one representative of a child care program funded by the California Department of Education, Child Development Division (CDE/CDD); one representative of a private-for-profit child care program; one representative of a private-non-profit child care program; one representative of the local Resource and Referral program; one college student majoring in child development; one representative from the Local Child Care and Development Planning Council; and one representative from the county-level Children and Families Commission, and one representative from the local CARES and/or AB212 programs.
 - 2. The Advisory Committee will meet a minimum of once each semester/term.
 - 3. Both meetings must be properly documented with agendas and minutes, which must be submitted by specified due dates.
- H. The CONTRACTOR will complete an annual needs study of the local service area to determine the greatest needs of individuals seeking new or maintaining currently held Child Development Permits. Information collected should include:
 - 1. Description of eligible students to be served
 - 2. Special circumstances or unique challenges and characteristics of eligible students
 - 3. Description of agencies/programs that will benefit
 - 4. Area strengths
 - 5. Area needs
 - 6. Description of most needed courses including topics, times, locations and preferred language of instruction.
- I. The CONTRACTOR will provide student grade documentation to YCCD/CDTC upon request for audit purposes.
- J. The CONTRACTOR will ensure that all required reports and documents are submitted to YCCD/CDTC by the due dates specified. Report titles and due

dates are included in this Agreement as *Appendix B - 2008-2009 Required Reports and Time Lines*. All reports should be submitted to the Child Development Training Consortium, 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351.

- K. The CONTRACTOR will ensure that no full-time equivalent (FTE) will be collected for courses that are funded with YCCD/CDTC funds.
- L. The CONTRACTOR will ensure collaboration (if applicable) with CEC Mentor Coordinator, TANF-CDC Program Facilitator and TANF-CDC CalWORKs liaison two times per semester. This collaboration will include sharing program services and promote integration of services for student success.

II. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2008, to and including June 30, 2009. Enrolled units must be completed between July 1, 2008, and June 30, 2009. All allowable expenditures must be encumbered by June 30, 2009.

III. BUDGET AND ALLOWABLE EXPENSES

- A. By October 17, 2008, a 2008-2009 budget based on the funding authorized in this Agreement must be on file with the YCCD/CDTC. A YCCD/CDTC supplied format must be used.
- B. The CONTRACTOR will submit a revised budget to the YCCD/CDTC for approval due to the following two circumstances:
 - 1. When planned expenditures in any of the **major expense categories** (direct services, support services, or administration) exceed the approved budget by more than ten percent (10%).
 - 2. And when planned expenditures in any of the **line items** exceed the approved budget by more than twenty-five (25)%.
- C. The CONTRACTOR will administer the program budget in accordance with YCCD/CDTC budget development guidelines available in the Campus Coordinator Handbook on page 42. The CONTRACTOR will ensure that all program expenditures are reasonable, necessary, and allowable.
- D. The CONTRACTOR will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program. Approved CDE rates are available in the Campus Coordinator Handbook on page 46.
- E. The CONTRACTOR will not expend YCCD/CDTC funds on food, equipment, donations, or gifts. Equipment is defined as a fixed asset that does not lose its identity when removed from its location and is not changed materially or consumed immediately (typically, within a year) by use. Equipment has relatively permanent value and its purchase increases the value of the physical property such as furniture, vehicles, machinery, computers and furnishings that are not integral parts of the building or the building system.

- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in subsequent years.

IV. PAYMENT FOR SERVICES

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount not to exceed \$10,000.00. The amount of total payments to the CONTRACTOR will be the lesser of program earnings, the amount authorized by this Agreement, or actual expenditures. Any over-payments of more than \$100.00 made by YCCD/CDTC to the CONTRACTOR must be refunded to YCCD/CDTC by June 30, 2009. Checks should be made payable to YCCD.
- B. The CONTRACTOR will be paid \$25.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph 1B. Units for physical education and general work experience classes are excluded. Units for remedial courses and child development work experience are included.
- C. YCCD/CDTC will issue progress payments to CONTRACTOR upon receipt of properly completed documentation including an original 2008-2009 Participant Profile for each enrolled student for each semester/term.
- D. YCCD/CDTC will withhold any payment until all required documentation has been received to substantiate enrolled units.
- E. YCCD/CDTC will make final payment to CONTRACTOR upon satisfactory completion of services as described herein. The final expenditure report is due no later than June 30, 2009. A Budget Narrative Form will be required as an addendum to the Final Expenditure Report.

V. RETENTION OF RECORDS AND AUDITS

The CONTRACTOR will retain all programmatic and fiscal records for a minimum of five (5) full years from the date of final payment under this Agreement. The CONTRACTOR will make these records available to YCCD/CDTC upon request for audit purposes during the progress of the work and for five (5) years following final payment. The federal audit number for this project is 93.575042.

VI. CONTRACT AMENDMENTS

This Agreement may be amended with mutual written consent of both parties and the approval of the California Department of Education, Child Development Division.

VII. 30 DAY TERMINATION NOTICE

It is mutually agreed that either party may terminate this Agreement by giving thirty (30) calendar days advance written notice.

VIII. FUND AVAILABILITY

Funding of this Agreement is contingent upon appropriation and availability of funds from the California Department of Education, Child Development Division. The YCCD/CDTC is funded with federal Child Care and Development Quality Improvement funds.

IX. NONDISCRIMINATION CLAUSE

- A. During the performance of this Agreement, CONTRACTOR will not unlawfully discriminate, harass, or allow harassment against any employee or student because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), sexual orientation, or marital status. CONTRACTOR will ensure that the evaluation and treatment of employees and student participants are free from such discrimination and harassment.
- B. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated there under.
- C. By signing this Agreement, the CONTRACTOR ensures that it will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability.

X. INDEPENDENT CONTRACTORS

It is understood that this is an Agreement by and between independent contractors and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, or joint venture.

XI. HOLD HARMLESS CLAUSE

Both the CONTRACTOR and YCCD/CDTC agree to hold harmless, defend, and indemnify the other party, and the officers, employees, boards, volunteers, and agents of the other party from and against any and all losses, claims or expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of the parties to this Agreement or the activities of either party's boards, officers, agents, employees, or volunteers. The provisions of this indemnity agreement do not, however, apply to any damages or losses caused by the negligence of the other party or any of its officers, employees, boards, volunteers, or agents.

XII. ACKNOWLEDGMENT

The CONTRACTOR will acknowledge the support of the YCCD/CDTC when publicizing the work performed under this Agreement. Materials developed with funds from this Agreement shall contain an acknowledgment of the use of federal Child Care and Development Quality Improvement funds received from the California Department of Education, Child Development Division.

XIII. DRUG-FREE WORKPLACE

The CONTRACTOR certifies compliance with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace.

IX. NON-PERFORMANCE OF TERMS OF INSTRUCTIONAL AGREEMENT

If the CONTRACTOR fails to fulfill the terms of this Instructional Agreement, the CONTRACTOR will be placed on informal probation for the period of one year. If the CONTRACTOR fails to fulfill the terms of the Instruction Agreement while on informal probation, a Probationary Instructional Agreement will be issued in the second year. If the CONTRACTOR fails to fulfill the terms of the Probationary Instructional Agreement, no further Instructional Agreements will be issued to CONTRACTOR.

AGREED TO BY:

CONTRACTOR Authorizing Signature:	
Printed Name of Person Signing:	
Title of Person Signing:	
Date:	

Yosemite Community College District

Authorizing Signature:	
Printed Name of Person Signing:	Teresa Scott
Title of Person Signing:	Executive Vice Chancellor/Fiscal Services, YCCD
Date:	
Attachments for reference: Appendix A - Child Development Permit Matrix Appendix B - 2008-2009 Required Reports and Time Lines	
Return <u>two</u> Instructional Agreements with <u>original signatures</u> to: Gail Brovont, Child Development Training Consortium 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351 For questions, call (209) 572-6086	
For CDTC Use Only: Date Rcvd: _____ To D.O.: _____ From D.O.: _____ To CONTRACTOR: _____	

Child Development Permit Matrix - with Alternative Qualification Options Indicated

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Assist in the care, development and instruction of children in a child care and development program under the supervision of an Associate Teacher or above.	105 hours of professional growth*****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential. CDA Credential must be earned in California	May provide service in the care, development and instruction of children in a child care and development program; and supervise an Assistant Permit holder and an Aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above.	105 hours of professional growth*****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above. Also may serve as a coordinator of curriculum and staff development in a child care & development program.	105 hours of professional growth*****
Site Supervisor	Option 1: AA (or 60 units) which includes: • 24 ECE/CD units with core courses** • 16 GE units* • 6 administration units • 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	May supervise a child care and development program operating at a single site; provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** • 6 administration units • 2 adult supervision units	Site Supervisor status and one program year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; or Option 4: Master's Degree in ECE/CD or Child/Human Development	May supervise a child care and development program operated in a single site or multiple-sites; provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation of matrix available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in the core areas of child/human growth & development and child/family/community.

***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

****A valid Multiple Subject or a Single Subject in Home Economics.

*****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6085 for assistance in locating an advisor.

This matrix was prepared by the Child Development Training Consortium, www.childdevelopment.org. Call (209) 572-6080 for a permit application.

09/07

Appendix B

Child Development Training Consortium 2008-2009 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Professional Growth Advisor Project Training/Networking Documentation Transmittal and Invoice Sheet	Within two weeks following the training/networking sessions or by June 30, 2009.
Participant Profiles and Transmittal Summary and Detail Sheets	Summer '08 Term: September 26, 2008 Fall '08 Term: October 17, 2008 Winter/Spring '09 Term: March 20, 2009
Student Evaluation Composite (submit online)	Summer '08 Term: October 10, 2008 Fall '08 Term: February 20, 2009 Winter/Spring '09 Term: June 30, 2009
2008-2009 Program Budget (submit online)	October 17, 2008
Student Eligibility and Payment Policies	December 12, 2008
Advisory Committee Meeting Documents	Fall '08 Term February 20, 2009 Spring '09 Term June 30, 2009
Coordinator Invoice	Summer/Fall '08 Term: February 20, 2009 Winter/Spring '09 Term: June 30, 2009
Child Development Instructional Staff Profile Composite	March 20, 2009
Course Offering Matrix of Non-Traditional Child Development and CDTC Funded Courses	March 20, 2009
2009-2010 Designation of Campus Coordinator and Agreement Specifications	June 15, 2009
Year-End Report Narrative	June 30, 2009
Final Expenditure Report (submit online) / Final Expenditure Narrative (submit hardcopy)	June 30, 2009

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Study Abroad Program to Peru

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: Studies in Peru during the spring 2009 semester from March 14 to March 22, 2009. The program will be organized and arranged by the American Institute for Foreign Study (AIFS) for a fee of \$2,810 per student or \$312.23 per day. Saddleback College solicited additional bids for this program. The proposed program is the best of the three available programs in terms of educational and student services. The details of the program are summarized in the Study Abroad Program Information Summary in Exhibit A. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in Exhibit C. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Studies in Peru in the spring of 2009 as summarized in Exhibit A, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement as shown in Exhibit B, with the American Institute for Foreign Study for coordinating all travel agreements.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Peru			First Trip:		Yes:	X	No:
Dates:		From:	3/14/09		To:	3/22/09		Total No. of Days:	9
Partner Name (Academic Institution):		N/A							
Address:		N/A							
Contact Person:		N/A			Telephone No.:		N/A		
Description of Institution:		N/A							
Includes:	Accredited Instruction		Yes:	X	No:				
	Transfer College Units		Yes:	X	No:				
	Orientation		Yes:	X	No:				
	Books/Supplies		Yes:	X	No:				
	Tutors		Yes:	X	No:				
	Weekend Study Activities		Yes:	X	No:				
	Food		Yes:	X	No:				
	Transportation		Yes:	X	No:				
Lodging		Yes:	X	No:					
Other:									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Fees exclude a \$125 refundable damage deposit, passport or visa fees, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SOCCCD faculty, U.S. government and airline-imposed departure taxes, fees and fuel charges (estimated at \$595), Peruvian national/international taxes (estimated at \$45), as well as anything not specified.							
Other:		Single supplement for hotel rooms in Cusco, Aguas Calientes/Machu Picchu and Puno is \$375. Optional extra protection insurance coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outline in the AIFS program brochure.							
2. FACULTY									
Lead Faculty Name:		Carmenmara Hernandez-Bravo (3 OSH)							
Coordinates Trip:		Yes:	X	No:					
If No, Explain:									
Travels to Site:		Yes	X	No:					
Dates:		From:	3/14/08		To:	3/14/08			
Teaching Assignment at Program Site:		Yes	X	No:					
Dates:		From:	3/15/08		To:	3/21/08			
Requires Substitute at IVC and/or SC?		Yes		No:	X				
Unpaid Faculty Exchange:		Yes		No:	X				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:			Date(s)			Time(s)		
Other:									

3. COURSE(S) OFFERED AT PROGRAM SITE

[illegible]

4. STUDENTS

Minimum number of students required to make program:	15
Minimum number of units:	3
Maximum number of units:	3
If this is a repeat program site, what is the average number of units taken per student?	
Other	

5. COSTS

Student:				
Contracted cost per student: 15-19 students		\$2,920 (\$324.45/day)	20 or more students	\$ 2,810.00
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)				\$ 312.23
College:				
Additional costs to the District?		Yes:	No:	X
If Yes Explain:				
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.				\$ N/A
Other Costs				\$ 0

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

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Educational	Educational	Educational	Educational	Educational	Educational	Educational
9 a.m.	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,
10a.m.	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips
11a.m.	& Tours	& Tours	& Tours	& Tours	& Tours	& Tours	& Tours
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							

Exceptions to weekly schedule:

8. ATTACHMENTS

1. Travel Warnings
2. Consular Information Sheet

9. REQUIRED SIGNATURES

CMT Bravo Nov. 3, 08
Lead Faculty Member Date

CMT Bravo Nov. 3, 08
Department Chair Date

R. O. L.
Division/School Dean Date

Vice President, Instruction Date

College President Date

Travel Contractor Agreement

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR/FIELD STUDY
TRAVEL CONTRACTOR AGREEMENT
GENERAL TERMS AND CONDITIONS

Incas and Machu Picchu Studies in Peru, Spring, 2009

This Agreement is made this 17th day of November, 2008 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and American Institute for Foreign Study (AIFS) ("TRAVEL CONTRACTOR") located at River Plaza, 9 West Broad Street, Stamford, Connecticut 06902-3788 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

1. **INSTRUCTIONAL SERVICES** – District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour/Field Study Trip.
2. **TRAVEL SERVICES** – TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging for the Educational Tour/Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC TRIP DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. In the event of a conflict between the terms and conditions of any of the SPECIFIC TRIP DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail.
3. **PROMOTIONAL MATERIAL** – TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which material

Travel Contractor Agreement

must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour/Field Study Trip. Such material shall prominently display the statement: "Instructional Activities provided by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR."

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

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

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

Travel Contractor Agreement

Tour/Field Study Trip TRAVEL CONTRACTOR shall refund payments within (10) ten days to said Educational Tour/Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

5. **RESTRICTION ON TRIP PARTICIPATION** – All Educational Tour/Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR/FIELD STUDY TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour/Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour/Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour/Field Study Trip.

6. **EDUCATIONAL TOUR/FIELD STUDY CORRESPONDENCE** -TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.

7. **INDEMNIFICATION** – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour/Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of

Travel Contractor Agreement

or in connection with TRAVEL CONTRACTOR'S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR'S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.

8. **LIQUIDATED DAMAGES.** – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour/Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour/Field Study Trip set forth in SPECIFIC TRIP DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour/Field Study Trip participants, such breach may cause hardship to the Educational Tour/Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour/Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour/Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour/Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.

9. **TRAVEL AGENTS** – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

10. **TRIP CANCELLATION INSURANCE** – TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from

Travel Contractor Agreement

either commencing the trip or requires the participant's early return from the trip.

11. **GENERAL LIABILITY INSURANCE** – TRAVEL CONTRACTOR shall for the duration of each Educational Tour/Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour/Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC TRIP DETAILS. If the Educational Tour/Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour/Field Study Trip naming the District as additional insured with a single limit of liability of a minimum of \$5,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour/Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of the Deputy Chancellor at least (15) fifteen working days prior to commencement of the program.

12. **TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION** – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour/Field Study Trip.

13. **TERM** – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior to the departure of the Educational Tour/Field Study Trip (or fewer

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

14. **NO ASSIGNMENT/TIME OF ESSENCE/HEIRS AND ASSIGNS** – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.

15. **NO MODIFICATION OF AGREEMENT** – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour/Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

16. **NOTICE** – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time

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of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing.

17. **CONTROLLING LAW** – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour/Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

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

TRAVEL CONTRACTOR

Name: American Institute for
Foreign Study (AIFS)

Date: _____

By: _____
Paul H. Watson

Title:
Senior Vice President

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

Phone: (800) 727-2437

DISTRICT

South Orange County Community
College District

Date: _____

By: _____
Gary L. Poertner

Title:
Deputy Chancellor

Address:
28000 Marguerite Parkway
Mission Viejo, California 92692

Phone: (949) 582-4347



**AIFS LONDON PROGRAMME HEADQUARTERS
PROPOSAL FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT (Saddleback College)
8 DAY PERU PARTNERSHIP PROGRAMME – SPRING 2009**

Depart US: Saturday, March 14th, 2009

Arrive Cusco: Sunday, March 15th, 2009

Depart Cusco: Sunday, March 22nd, 2009

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of international airfare (between Los Angeles and Cusco) and round-trip transfers overseas between the airport and the housing in Cusco excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$595) for which students will be billed separately. (Please see Airfare Conditions.) Peruvian national and international airport taxes, estimated at \$45 total per person, are not included and should be paid directly at the airport.
- Housing in twin rooms on a bed and breakfast basis in tourist class hotels in Cusco (4 nights), Aguas Calientes/Machu Picchu (1 night) and Puno (2 nights).
- Welcome dinner in Cusco
- Half-day visit on arrival day to Cusco's historical Inca and Spanish colonial monuments with an English-speaking guide. Sights to be visited are as follows: Main Square, Cathedral, Church and Convent of Santo Domingo, Koricancha, Sacsayhuamán, Tambomachay, Kenko and Puca Pucará.
- Full-day visit to the Sacred Valley of the Incas (Pisac and Ollantaytambo) with an English-speaking guide. Lunch included.
- Guided overnight excursion to Machu Picchu by train. Accommodation in twin rooms on a bed and breakfast basis. Full-day mini Inca trek. Box lunch is included. The following morning visit the Sanctuary of Machu Picchu. Afternoon return to Cusco by train.
- Private bus transfer to Puno with an English-speaking guide. Lunch included. Visits en route will include the village of Andahuaylillas, plus the Racchi and Pucará archaeological sites.
- Full-day visit to Lake Titicaca (Floating Island of Uros and the Island of Taquile) with an English-speaking guide. Lunch included.
- Train transfer from Puno to Cusco. Lunch and transfers to and from accommodation included.
- Farewell dinner in Cusco.
- \$50 non-refundable application fee
- Student medical and programme fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour

emergency care assistance during the programme and repatriation in cases of verified emergency beyond the students' control.

- \$51,000,000 liability coverage with SOCCCD named as co-insured for the duration of the programme
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials
- Advance planning services of the AIFS London programme headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

- Faculty support services (target enrolment 20 students with 1 faculty member) as listed below:
- Roundtrip flights between Los Angeles and Cusco. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse SOCCCD faculty the student airfare fee of **\$795** once the group has departed the U.S.
- AIFS can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Wednesday January 28th, 2009, and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- AIFS will provide the SOCCCD faculty member with single room accommodation in the group hotels on a bed and breakfast basis.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

Faculty benefits are paid in full for an enrolment of 15 paying students or more, or pro rata for a lower enrolment.

FEES

Based on an enrolment of **15 to 19 paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$2920**.

Based on an enrolment of **20 or more paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$2810**.

Should SOCCCD wish to run this programme with an enrolment below 15 paying student participants it would be necessary to either add a supplement to the fee above or to remove some components from the programme. AIFS would discuss these options with SOCCCD.

This fee excludes a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal

expenses, any SOCCCD tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified.

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

OPTIONAL COMPONENTS

- Single Supplement for hotel rooms in Cusco, Aguas Calientes/Machu Picchu and Puno is **\$375**
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS programme brochure.

PROGRAMME APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed programme bookings after Friday January 2nd, 2009. Therefore AIFS would require SOCCCD to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Friday January 2nd, 2009. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Wednesday January 28th, 2009. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Friday January 2nd, 2009, but cannot guarantee programme costs after this date.

Students applying after the application deadline date of Wednesday January 28th, 2009 can only be accepted on a space-available basis.

AIRFARE CONDITIONS

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

AIFS cannot arrange airline tickets for students applying after Friday January 2nd, 2009. AIFS is financially committed to any confirmed airline seats from Tuesday December 9th, 2008 and therefore an airfare review will take place prior to this date. AIFS requests that SOCCCD provide an indication of how many students intend to participate on the programme. However, should SOCCCD subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Tuesday December 9th, 2008 and will be able to provide a land only fee.

REFUND POLICY

Should an individual participant withdraw on or before Wednesday January 28th, 2009 s/he will receive a refund of all fees paid less \$250 plus any nonrefundable deposits paid by the student or by AIFS on behalf of the student. Should s/he withdraw after Wednesday January 28th, 2009, but on or before Friday March 6th, 2009 , a refund of all fees paid would be made less \$450 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. No refunds would be possible after Friday March 6th, 2009 .

Students who must withdraw from the programme because of a covered injury or illness will receive a refund of all fees paid less the \$50 nonrefundable application fee, a \$100 processing fee and a \$125 insurance premium.

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

It is understood that SOCCCD will not cancel the programme if the necessary minimum number of participants have been enrolled by Friday January 2nd, 2009.

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

- If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the \$50 non-refundable application fee, the \$100 processing fee, the \$125 insurance premium and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

AIFS require written acceptance of this proposal as soon as possible in order to prepare programme materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfil your programme requirements. This will enable us to prepare your programme materials accurately. A confirmation in writing is required by Friday November 28th, 2009. This confirmation should be faxed to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT on 203 399 5597.

PROPOSAL ACCEPTED BY _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
(SADDLEBACK COLLEGE)

DATE _____

U.S. Department of State

Friday, October 31, 2008

Current Travel Warnings

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

Somalia 10/24/2008
Sudan 10/02/2008
Pakistan 10/01/2008
Israel, the West Bank and Gaza 09/26/2008
Yemen 09/17/2008
Iran 09/15/2008
Georgia 09/10/2008
Lebanon 09/10/2008
Afghanistan 09/10/2008
Algeria 08/22/2008
Kenya 08/22/2008
Colombia 08/07/2008
Congo, Democratic Republic of the 07/23/2008
Saudi Arabia 07/09/2008
Uzbekistan 07/03/2008
Chad 06/23/2008
Sri Lanka 06/13/2008
Iraq 06/13/2008
Eritrea 06/11/2008
Cote d'Ivoire 06/09/2008
Nepal 05/07/2008
Haiti 04/30/2008
Burundi 04/22/2008
Syria 04/15/2008
Central African Republic 03/25/2008
Philippines 02/13/2008
Nigeria 10/30/2007

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Amendment to Blackboard Contract

ACTION: Approval

BACKGROUND

Over the past five years, South Orange County Community College District has experienced phenomenal growth in distance learning. In 2003-04, 3.5% of the District's FTES came from distance education; in 2007-08, it was 13.1%.

Blackboard was the software selected by the District in 1999 to power its distance learning courses. Blackboard provides learning management system (LMS) software as well as web hosting for both distance and technology-mediated courses.

STATUS

As a consequence of the rapid growth in distance education, we have outgrown the features provided by our current contract and need to purchase additional hosting capacity, bandwidth, storage, and support from Blackboard. Specifically, this involves:

- Increasing the number of active users supported from 15,500 to 23,000;
- Adding additional "Production" computer servers for courses currently being taught;
- Adding an additional "Test" server;
- Increasing storage capacity;
- Increasing our monthly allocation of Internet Bandwidth, and
- Upgrading service levels.

These additional services will provide the District with adequate resources to cope with current demand as well as additional capacity to support growth. We expect these new services to be implemented beginning January 2009.

The addendum (Exhibit A) is supported by the college presidents and adds features and costs for the remainder of the 2008-09 and 2009-10 academic years. Funding will be provided by the colleges in their regular operating budgets.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the addendum to the existing contract with Blackboard, Inc. for the 2008-09 and 2009-10 academic years at a total cost of \$253,500.

VOID IF EXECUTED AFTER DECEMBER 15, 2008
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Blackboard

AMENDMENT THREE

TO THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BLACKBOARD ASP SCHEDULE LS-3 DATED SEPTEMBER 30, 2003 BETWEEN BLACKBOARD INC. AND SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

This Amendment to the ASP Schedule LS-3 dated September 30, 2003 ("Schedule") between Blackboard, Inc. ("Blackboard") and South Orange County Community College District ("Customer") is made as of the last signature date below ("Effective Date").

The purpose of this amendment is to add the Complex Hosting Manager, Test Environment, Service Units, storage and bandwidth to Customer's existing license for eighteen months.

The parties hereby agree to the following terms and conditions:

- Section, entitled SCHEDULE OF FEES is hereby modified to include the following:

ASP - SCHEDULE OF FEES

	Annual Term Fees (USD) December 30, 2008- June 30, 2009 (6 Months)	Annual Term Fees (USD) July 1, 2009- June 30, 2010 (12 Months)
HST SVC COMPLEX HOSTING MGR	\$32,000	\$64,000
	(\$2,000)	(\$4,000)
HST ADD SVC UNIT HENA (7500 users)	\$18,250	\$36,500
One Time Price Reduction:	(\$3,000)	(\$3,000)
HST ADD SVC UNIT HENA (7500 users)	\$18,250	\$36,500
HST SETUP TEST	\$1,000	---
One Time Price Reduction:	(\$1,000)	---
HST SVC TEST	\$6,500	\$13,000
HST ADD STOR 500GB	\$15,000	\$30,000
One Time Price Reduction:	(\$1,500)	(\$3,000)
HST ADD BANDWIDTH 1MBPS (8 SU)	\$23,040	\$46,080
One Time Price Reduction:	(\$23,040)	(\$46,080)
PURCHASE TOTAL:	\$83,500	\$170,000

In consideration for the services granted in this Schedule with respect to the Initial Term, Blackboard agrees to invoice Customer for \$83,500 upon execution of this Amendment and a second invoice for \$170,000 will be sent to the Customer within thirty (30) days of July 1, 2009. In accordance with the Master Terms, both invoices will be due within thirty (30) days after the invoice date.

- Schedule's Exhibit A is hereby modified to include the following:

+ Complex Hosting Technical Manager

Complex Hosting Technical Manager

- Initial term annual fee includes service of 25% CHM
- A Complex Hosting Manager is a Project Manager and Technical Specialist whose resources can be purchased such that the time a CHM dedicates to a client is in line with the individual needs of that client. For example, a client who purchases a 25% CHM will receive ten hours a week – or 25% of a standard forty hour work-week – dedicated to them. That CHM can have up to four clients total. A 50% CHM can have up to two clients total and will dedicate twenty (20) hours a week to one and twenty (20) hours a week to the other, and so forth.
- Roles and responsibilities of the Blackboard Complex Hosting Manager ("CHM") will primarily fall under the following three objectives: management, communication and documentation.
- The Platinum Project Manager – formerly called the CHM for Platinum Package clients – is only available during major upgrade periods, as necessary

- Management** – Plan and project manage Customer's Managed Hosting infrastructure implementation, growth, and planned and reactive changes. To meet this objective, the CHM's tasks may include, but not be limited to, the following:

- Central Point of Contact and Escalation: The CHM will be the central point-of-contact within Blackboard Managed Hosting CHM Services and maintain day-to-day knowledge of all plans, activities, and status of projects and issues involving Customer's hosted environment
- Infrastructure Management: Plan and manage projects involving Customer's infrastructure for scalability, optimal performance, and growth in coordination with Customer and all elements within Blackboard
- Internal Blackboard Delivery Coordination: Coordinate with Blackboard Global Services Project Management, Developers, and Customer's Technical Support Manager in Managed Hosting CHM Services, and Managed Hosting Operations and Engineering and other elements of Blackboard to deliver and manage Customer's requirements
- Managed Hosting Support Activities: Support directly the hosted Blackboard application and infrastructure through:
 - Direct Managed Hosting ticket escalation management and documentation
 - Development support activities focused on impact analysis and evaluation based on updates and upgrades

VOID IF EXECUTED AFTER DECEMBER 15, 2008
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

- **Infrastructure Expansion:** Modify and order hardware when necessary in coordination with Customer
- **Infrastructure and Software Upgrade Management:** Design and implement Managed Hosting testing and/or staging in coordination with Customer as necessary for testing and evaluation purposes (examples: upgrading from one Blackboard version to another, upgrading application servers)
- **Auditing:** Regularly conduct systems audit and analysis on Customer's Managed Hosting environment's performance and utilization for proactive monitoring, infrastructure management, forecasting and reporting purposes
- **Customer Business Planning Integration:** Keep master schedule of Customer's academic activities and key events/milestones. Communicate to entire Blackboard Team on critical events on the calendar.

B. Communication - Build and execute business processes for communication and Customer support (with a special focus on providing transparency and visibility into the purchased Managed Hosting services and change management). To meet this objective, the CHM's tasks may include, but not be limited to, the following:

- **Contact:** Be fully dedicated to Customer's Systems Administrators and Operations staff through a dedicated phone number for day-to-day Managed Hosting support requests and status reporting
- **Project Communication:** Build two-way communication processes in coordination with Customer for project management, support issue escalation, and other communication procedures as necessary
- **Regular Reporting:** Coordinate and facilitate regularly scheduled (weekly or monthly or quarterly) and ad-hoc project and status update meetings
- **Channel Management:** Modify and update communication processes and channels as deemed necessary
- **On-site Support:** CHM will make two on-site visits within the one year contract period.

C. Documentation - Document and report on Customer's Managed Hosting infrastructure, projects status, escalation issues, and other Customer Managed Hosting environment-relevant knowledge. Complete and thorough documentation will be a key aspect of meeting the management and communications objectives of the CHM. As such, the CHM will provide the following documents during the life of the relationship between the CHM and Customer:

- **Operations and Plans:** Develop detailed documents including Escalation process, Operations Handbook, Infrastructure test and implementation plans
- **Regular Status Reporting:** Document and provide weekly reports to Customer on all project plans and updates
- **Infrastructure Reporting:** Document and provide monthly updated reports to Customer on Infrastructure design, hardware inventory, monitoring and management infrastructure, change management logs and other relevant materials
- **Change Management/Status (I):** Provide timely and detailed reports of planned infrastructure changes; planned or unplanned service outages, or degradation of services; and issue resolution reports
- **Change Management/Status (II):** Document and communicate any procedural changes that regulate the flow of code fixes, patches to the production environment
- **SLA Performance Reporting/Analysis:** Provide monthly reports (and as often as necessary to manage system stability) on system utilization and performance, including MRTG graphs, user activities summaries, and systems performance analysis. Goal will be to develop, mutually with Customer, a standard set of reporting for overall systems management.

+ Blackboard Non-Production Test Environment:

- Initial Term is a minimum of one (1) year and renew automatically for successive 6-month terms (each, a "Renewal Term"), unless either Party provides notice of its desire not to renew more than thirty (30) days prior to the end of the Initial-Term or then-current Renewal Term.
- Setup Fee includes installation of Test Copy Hosted Software on computer servers and systems in Blackboard's non-production environment.
- Initial Term Fee includes 9 GB of server storage and burstable bandwidth provided through Blackboard's broadband connection, and grants Customer full root access to servers.
- The Non-Production Environment is not designed to fully replicate or clone the production environment in terms of physical infrastructure
- Non-Production Test Environment by its nature DOES NOT meet the Service Level specifications under Exhibit B, and therefore, DOES NOT qualify for Service Level Guarantees.

*95th Percentile calculation – 95th Percentile calculation is performed by: 1) collecting IP traffic samples (both inbound and outbound traffic) every five (5) minutes over the course of a month; 2) discarding the top 5 percent of the highest peak samples; and 3) measuring the peak usage from the remaining samples.

Data Restoration Policy – per restore fees are separately charged per chargeable restore incident

Additional Storage and Bandwidth Annual Fees are separately charged

***User is defined as a person enrolled in one or more active courses, or part of one or more organization.**

ALL OTHER TERMS AND CONDITIONS REMAIN IN FULL FORCE AND EFFECT

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first written below.

BLACKBOARD

SOUTH COUNTY COMMUNITY COLLEGE DISTRICT

Signature

Signature

TESS FRAZIER-VICE PRESIDENT

Print Name and Title

Print Name and Title

Date:

Date:

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
2009 Community College Futures Assembly, Hilton WDW, Orlando, FL	January 24 – 27, 2009 (4)	\$2,200.00
League of Innovations Conference 2009 Reno-Tahoe, Nevada	March 15- 18, 2000 (4)	\$2,161.00
American Association of Community Colleges 2009 Annual Convention Phoenix, Arizona	April 4 – 7, 2009 (4)	\$2,756.00

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

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

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

DISTRICT

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
1/7/09	Dr. Michael Drake	Role of higher education in strengthening national and global economy.	Chancellor, University of California, Irvine	-0-

SADDLEBACK COLLEGE

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
11/12/08	Esteban Pinilla	Screening of Film on the Amazon Rainforest	Independent filmmaker and journalist originally from Colombia, currently living in Laguna, is the founder of a non-profit organization whose purpose is to provide programming on Latin American culture.	\$300
11/19/08	Minnie Reynosa	Recovery from a Major Mental Illness	Director of Mental Health Association of OC Club House program.	-0-
11/19/08	Julie Shoen	Medicare	Legal Counselor @ Health Insurance Counseling Advocacy Program	-0-
11/20/08	Bill Drake	Medi-Care	Outreach Coordinator @ Health Insurance Counseling Advocacy Program	-0-
1/23/09	Adrian Ere	Advanced 3D Modeling w/AutoCAD	Subject Matter Expert for AutoCAD 3D	-0-
1/23/09	Dr. Jeff Mason	Philosophy and the Good Life	Philosophy Professor, Cal State Fullerton	\$100
1/30/09	Henry Cherner	AIMS Software	President of AIMS Software	-0-
1/30/09	Dr. James Steintrager	The Satirical Tradition	Assoc. Dean of Graduate Study & Research, English Depart. UCI	\$100

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
2/06/09	Dr. Calvin McLaughlin	The Religion versus Science Controversy over Biological Evolution	Emeritus Prof. Biological Chemistry UCI	\$100
2/20/09	Dr. Jacobo Sefami	Jewish Writers in Latin America	Acting Chair, Dept. of Spanish & Portuguese UCI	\$100
2/27/09	Pat Craig	Van Gogh	Assoc. Faculty-Fine Arts, Saddleback College	\$100
3/06/09	Thaddeus Williams	Religious Absolutism, Relativism	Assoc. Faculty-Philosophy, Saddleback Emeritus	\$100
3/13/09	Dr. Zuzanna Biz	Educating Instead of Medicating in Public Health	Health & Disease Prevention, UCI	\$100
3/27/09	Professor Gary Luke	Shakespeare	Prof. of Literature, Saddleback College	\$100
4/03/09	Fiona Sanchez	Water Conservation Practices	Conservation Manager, Irvine Ranch Water District	\$100
4/10/09	Dr. R.E. Herold	Objective Kobe	Retired Lieutenant Colonel	\$100
4/17/09	James Pahl	History of Oceanside Museum	Executive Director, Oceanside Museum of Art	\$100
4/24/09	Dr. Ermanno Bencivenga	Bertrand Russell & Philosophy	Professor of Philosophy, UCI	\$100
5/01/09	Dr. Elijah Levy	Cultural Conceptions of Heroism: Charlie Chaplin	Social Psychologist, University of Redlands	\$100
5/08/09	Dr. David Rosen	College Administrative Practices	Sr. Vice President & Chief Academic Officer Woodbury University	\$100
5/15/09	Honorable Karen L. Robinson	Judicial Issues & the Public	Judge at Harbor Justice Center, Newport Beach	\$100

IRVINE VALLEY COLLEGE

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
11/5/08	Gustavo Arellano	Speak on his book, "Orange County: a Personal History."	Author, OC Weekly columnist, contributing editor to LA Times	-0-
1/9/09	Dr. Elizabeth Guthrie	Grammar in Foreign Language Teaching	Ph.D. Second Language Acquisition, Dir. French Language Program, UCI French Lecturer	\$300 (Faculty Development Funds)
1/23/09	Dr. Elizabeth Guthrie	Texts and Content in Foreign Language Teaching	Ph.D. Second Language Acquisition, Dir. French Language Program, UCI French Lecturer	\$300 (Faculty Development Funds)

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

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-001932 through P09-02251 amounting to \$7,476,556.66 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 8, 2008 through October 28, 2008 totaling \$88,082.99 are also submitted.

RECOMMENDATION

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

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-01932 Through P09-02251

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01932	DELL MARKETING	laptops for classroom use	\$35,227.79
P09-01933	DELL MARKETING	Laptop Computer AC ADAPTERS	\$178.11
P09-01934	SCANTRON CORPORATION	Item analysis scan trons	\$46.02
P09-01935	YOGA DIRECT	supplies for Bessette's yoga class	\$1,347.55
P09-01936	CHL ARTISTS INC.	Contract Services	\$1,000.00
P09-01937	SADDLEBACK COLLEGE BOOKSTORE	Book purchase for EOPS bookloan program	\$3,000.00
P09-01938	REALVOLLEYBALL.COM	WOMEN'S VOLLEYBALL TRAVEL SWEATS	\$603.86
P09-01939	DIVERSIFIED BUSINESS SERVICES	MEN'S BASKETBALL T'S AND BACKPACKS	\$722.79
P09-01940	BRAND ATHLETICS	WOMEN'S BASKETBALL	\$743.19
P09-01941	DELL MARKETING	COMPUTER CLEANING CARTRIDGES	\$127.15
P09-01942	A-1 FENCE COMPANY	BASEBALL FIELD	\$6,806.00
P09-01943	DHK PLUMBING & PIPING, INC.	CONTRACT SERVICES	\$1,920.00
P09-01944	GLOBAL INDUSTRIAL EQUIPMENT	CUSTODIAL SUPPLIES	\$374.27
P09-01945	SMARDAN SUPPLY - EL MONTE	BUILDING MAINTENANCE SUPPLIES	\$585.77
P09-01946	PYRO-COMM SYSTEMS	CONTRACT SERVICES	\$960.00
P09-01947	BENCH EXPRESS INC	BICYCLE RACKS	\$3,957.87
P09-01948	PEPPER, J.W. & SON, INC.	Sheet music	\$42.34
P09-01949	LIBRARY OF CONGRESS	classification web license fee	\$525.00
P09-01950	ALLERGY BE GONE	AIR CLEANER	\$.00
P09-01951	AUDIO VISUAL INTEGRATION SYST	Projector Install	\$.00
P09-01952	SKORA ELECTRIC	FINE ARTS BUILDING	\$.00
P09-01953	SKORA ELECTRIC	ELECTRICAL	\$4,285.00
P09-01954	EBSO SUBSCRIPTION SERVICE	Pay for subscription - standing order.	\$150.66
P09-01955	COUNCIL OF CHIEF LIBRARIANS	Pay for membership/subscription.	\$150.00
P09-01956	PORT SUPPLY	GPS CABLES	\$221.45
P09-01957	SOCODD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$591.00
P09-01958	DIVISION OF THE STATE ARCHITEC	DSA PLAN CHECK FEES	\$6,012.00
P09-01959	DIVISION OF THE STATE ARCHITEC	DSA PLAN CHECK FEES	\$7,140.00
P09-01960	KNORR SYSTEMS, INC.	POOL SUPPLIES	\$8,013.95
P09-01961	PROAIR	CONTRACT SERVICES	\$1,240.00
P09-01962	BOB PARRETT CONSTRUCTION, INC.	CONTRACT SERVICES	\$1,894.00
P09-01963	SAPSIS RIGGING	CONTRACT SERVICES	\$4,850.00
P09-01964	QUEZADA PRO LANDSCAPE, INC.	CONTRACT SERVICES	\$800.00
P09-01965	JRH CONSTRUCTION COMPANY, INC.	BID 1081 -VILLAGE SWING SPACE RENOVATION	\$1,327,000.00
P09-01966	COOK EQUIPMENT COMPANY	TRANSPORTATION PARTS	\$266.94
P09-01967	REFRIGERATION SUPPLIES DIST.	HVAC SUPPLIES	\$941.26
P09-01968	COPWARE	Electronic Sourcebook	\$85.00
P09-01969	SOCCER CENTER	WOMEN'S SOCCER BACKPACKS	\$405.72
P09-01970	SOCCER CENTER	WOMEN'S SOCCER	\$295.54
P09-01971	CAVECCE ENGINEERING & CONSTRU	BID 296, A300 REMODEL	\$1,073,882.00
P09-01972	PCN3, INC.	BID 296, B200 SCIENCE LAB ANNEX AND B239	\$3,523,000.00
P09-01973	GEMPLER'S	HORTICULTURE SUPPLIES	\$192.97
P09-01974	AVENTURA SAILING ASSOC.	Blanket PO for Sailboat Rental	\$3,000.00
P09-01975	MAXIMUS	Renewal Services Cost Claiming FY 08/09	\$6,675.00
P09-01976	CAMPUS CONCERTS	Contract Services	\$325.00
P09-01977	EMPLOYMENT DEVELOPMENT DEPT.	Unemployment Insurance Quarterly P/R Tax	\$325,000.00
P09-01978	MC CONKEY, J.M. CO.	HORTICULTURE SUPPLIES	\$243.09
P09-01979	UNIV. OF CAL., IRVINE (UCI)	SPECIMEN FOR PROSECTON CLASS	\$3,579.00
P09-01980	XEROX CORPORATION	XEROX-Maintenance Agreement WP7232P	\$483.39
P09-01981	WELLS FARGO #3317 (DISTRICT)	AMAZON.COM - REFERENCE BOOKS	\$493.24
P09-01982	IVC BOOKSTORE	Book purchases for EOPS bookloan program	\$6,000.00
P09-01983	DELL MARKETING	purchase toner for Dell printers	\$368.46
P09-01984	DELL MARKETING	purchase toner for Dell printers	\$276.35
P09-01985	MIDWEST LIBRARY SERVICE	Purchase books.	\$5,000.00
P09-01986	CPP, INC.	Strong College Profile Software	\$2,214.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-01932 Through P09-02251

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01987	PEPPER, J.W. & SON, INC.	MUSIC SUPPLIES FOR FALL 2008, SPRING 200	\$680.00
P09-01988	CHEAP JOE'S ART STUFF	SUDENT SUPPLIES - FALL 08	\$118.97
P09-01989	IRVINE HIGH SCHOOL	Ad for Irvine High School Newspaper	\$676.80
P09-01990	FOOTHILL HIGH SCHOOL	Ad for Foothill High School Newspaper	\$562.50
P09-01991	BECKMAN HIGH SCHOOL	Beckman High School Online Chronicle Ad	\$500.00
P09-01992	BLICK, DICK COMPANY	FASHION SUPPLIES	\$238.15
P09-01993	SAMY'S CAMERA	Developer	\$371.74
P09-01994	ALLSCRIPTS	Prescription Meds	\$284.99
P09-01995	SC ASSOCIATED STUDENT BODY	40th anniversary game show	\$2,072.14
P09-01996	A-1 FENCE COMPANY	SECURITY CAGE	\$2,304.00
P09-01997	DOWNS, ROSALYN	728939 FOR FSS SCHOLARSHIP	\$250.00
P09-01998	PARKER & COVERT LLP	Attorney Services	\$3,510.64
P09-01999	AUDIOLINKS	Headphones for Math Module classes	\$118.31
P09-02000	EMERGENCY MEDICAL PRODUCTS	Supplies for Paramedic Students	\$3,953.24
P09-02001	COASTLINE ROP	tech prep allocation	\$4,000.00
P09-02002	CAPISTRANO-LAGUNA BEACH ROP	tech prep allocation	\$4,000.00
P09-02003	LAGUNA BEACH UNIF. SCHOOL DIST	tech prep allocation	\$4,500.00
P09-02004	B & H PHOTO	VIDEO EQUIPMENT FOR MEN'S AND WOMEN'S VO	\$2,024.24
P09-02005	TUSTIN UNIFIED SCHOOL DISTRICT	Reimbursement for input of Cal-PASS data	\$5,000.00
P09-02006	NEXUS IS INC.	Technology supplies	\$118.19
P09-02007	SEHI PROCOMP COMPUTER PRODUCTS	Ink cartridges	\$104.45
P09-02008	FISHER SCIENTIFIC	FEE BASED CHEMISTRY SUPPLIES	\$538.28
P09-02009	XEROX CORPORATION	ink for color printer	\$971.88
P09-02010	MATERIAL HANDLING SALES, INC.	SUPPLIES FOR ELECTRONICS	\$320.78
P09-02011	WEATHERWAX, KATHY	WORKSHOP TRAINER	\$525.00
P09-02012	SCHECHTER, AMY ROSE	WORKSHOP PRESENTER	\$50.00
P09-02013	AERA ENGINE REBUILDERS ASSN.	School membership	\$200.00
P09-02014	BAGGS, TRUDI	Payment needed to CWE workshop for Trudi	\$76.98
P09-02015	S & B FOODS	Catering	\$118.53
P09-02016	SKORA ELECTRIC	ELECTRICAL	\$10,433.00
P09-02017	ARMSTRONG, LEE CO. INC.	SSC BUILDING	\$44,987.00
P09-02018	COMPUTERLAND CORPORATE OFFICE	Adobe Photoshop upgrade	\$86.35
P09-02019	BUDDY'S ALL STARS INC.	WBB shoes and backpacks	\$1,705.04
P09-02020	COPS PLUS	TACTICAL GEAR BAGS	\$205.68
P09-02021	MC KESSON GENERAL MEDICAL	TB syringes	\$50.64
P09-02022	IBI SYNERGY, INC.	condoms	\$105.49
P09-02023	ARS ENTERPRISES, INC.	MICROBIOLOGY AUTOCLAVE SUPPLIES	\$546.09
P09-02024	CHARIOT SOFTWARE GROUP	MicroGrade	\$602.63
P09-02025	ROSS SYSTEMS, INC	Annual Maintenance for Gembase and UB Ru	\$13,261.38
P09-02026	APPLE COMPUTER, INC.	Laptop accessories	\$74.35
P09-02027	AXOSOFT	OnTime Maintenance Renewal	\$2,343.63
P09-02028	PLATESPIN LTD.	Power Convert Software Renewal	\$4,968.75
P09-02029	CONSERVATION PLUS	WATER BROOMS	\$931.88
P09-02030	HOME DEPOT	Art Department supplies	\$300.00
P09-02031	SAFEGUARD BUSINESS SYSTEMS	Medical chart materials	\$129.70
P09-02032	HOME DEPOT	TO PURCHASE INSTRUCTIONAL SUPPLIES FOR E	\$300.00
P09-02033	SOCIETY OF MANUFAC. ENGINEERS	RAPID 2009 CONF/BOOTH SPACE	\$2,400.00
P09-02034	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$36.44
P09-02035	HARDY DIAGNOSTICS	MICROBIOLOGY SUPPLIES	\$500.50
P09-02036	MARKERTEK VIDEO SUPPLY	STUDENT SUPPLIES - FALL 2008	\$601.21
P09-02037	OCB REPROGRAPHICS, INC.	CONTRACT SERVICES	\$162.16
P09-02038	TRI-STAR INDUSTRIAL PRODUCTS	FLOOR SOAP	\$360.76
P09-02039	GRODT, MARLYS & ASSOCIATES	Class Spec - CM Police Operations	\$500.00
P09-02040	RICOH AMERICAS CORPORATION	Printer Maintenance Agreement 2008-2009	\$1,014.00
P09-02041	XEROX CORPORATION	Tech - Xerox WC7232P Printer/Scan/Finish	\$8,721.29

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-01932 Through P09-02251

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02042	CRUTCHFIELD	INSTRUCTIONAL SUPPLIES	\$353.42
P09-02043	VIDEO SERVICE OF AMERICA	P2 Card Reader and DV Decks	\$9,597.29
P09-02044	BIOVERE	video Bessette's yoga class	\$425.61
P09-02045	G/M BUSINESS INTERIORS	Lecterns for PAC 144 and PAC 111.	\$353.98
P09-02046	IVC BOOKSTORE	Book Purchases for EOPS Bookloan Program	\$175,000.00
P09-02047	VISUCATE	AUTODESK SUBSCRIPTION RENEWAL	\$5,883.15
P09-02048	GLAXO SMITH KLINE (GSK)	vaccine for students	\$1,494.00
P09-02049	PC MALL GOV. INC.	Laptop accessories	\$62.72
P09-02050	CITRIX SYSTEMS, INC.	GoToMyPC Access Services	\$6,962.40
P09-02051	U.S. DATA TRUST CORPORATION	Continuous OffSite Data Backup Service (\$42,000.00
P09-02052	PBS VIDEO	Library Dvds per Tom Weisrock request	\$150.01
P09-02053	SHOMPH, CRYSTAL	TECH DIRECTOR/IVC FALL 2008 DANCE CONCERT	\$1,300.00
P09-02054	EIEN, EDWARD	STAGE MANAGER, LIGHT ASSIST./IVC F08 DAN	\$1,300.00
P09-02055	MOORE MEDICAL CORP.	OTC's	\$179.79
P09-02056	SUMMIT RACING EQUIPMENT	AUTOMOTIVE SUPPLIES	\$163.40
P09-02057	KIRK XPEDX	Paper Order	\$726.13
P09-02058	SANTA MARGARITA FORD	OPEN PURCHASE ORDER	\$250.00
P09-02059	BRAND ATHLETICS	WOMEN'S BASKETBALL ORDER	\$2,432.21
P09-02060	BLIND FACTORY	MINI BLINDS FOR A124 & A125	\$165.00
P09-02061	AACC	Membership Dues AACC 2009	\$8,345.00
P09-02062	STERLING ARTS SUPPLY	Blanket PO for Student Supplies	\$1,000.00
P09-02063	AARDVARK CLAY AND SUPPLIES	CERAMICS SUPPLIES	\$2,358.48
P09-02064	CCCCSSAA	INSTITUTIONAL DUES 08/09	\$300.00
P09-02065	MYERS TIRE SUPPLY	HAND CLEANER	\$277.78
P09-02066	BJB ENTERPRISES, INC.	DMP instructional supplies	\$500.00
P09-02067	TREND OFFSET PRINTING	PRINTING OF CLASS SCHEDULES	\$16,717.00
P09-02068	INT'L SCULPTURE CENTER	Advertising Space Contract in Sculpture	\$1,061.00
P09-02069	ARTILLERY MAGAZINE	Advertising space in Artillery magazine	\$640.00
P09-02070	LIFESCAPES PUBLISHING, INC.	Advertising space in Art Ltd. Magazine	\$950.00
P09-02071	RAN SCIENCE & TECHNOLOGY, LLC	CACT Fuel Cell Business Assessment	\$1,200.00
P09-02072	IMAGE PRINTING SOLUTIONS	Transcript paper	\$1,551.60
P09-02073	IRVINE TENNIS	WOMEN'S TENNIS UNIFORM AND SUPPLIES	\$4,306.77
P09-02074	SEHI PROCOMP COMPUTER PRODUCTS	HP C3909X LaserJet Print Cartridge	\$201.26
P09-02075	OWENS, TIM	STAGE TECHNICIAN/IVC FALL 2008 DANCE CON	\$700.00
P09-02076	SEPULVEDA, ANASTASIA	LIGHT BOARD OPERATOR/IVC FALL 2008 DANCE	\$700.00
P09-02077	WILCO SOUND DESIGN	AUDIO ENGINEERING SERV./IVC FALL 08 DANC	\$700.00
P09-02078	PASCO SCIENTIFIC	PHYSICS SUPPLIES	\$56.41
P09-02079	D3 SPORTS, INC.	BASEBALL HATS	\$1,937.95
P09-02080	SWACC	Amendment to Property & Liability Ins.	\$16,601.00
P09-02081	LAGUNA CLAY CO.	CERAMICS SUPPLIES	\$868.47
P09-02082	SADDLEBACK APPLIANCES	Refrigerator needed for Health Center	\$698.05
P09-02083	ORPHARION RECORDINGS	Contract Services	\$500.00
P09-02084	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$290.94
P09-02085	SCIAC	Annual SCIAC Membership Dues 08-09	\$75.00
P09-02086	U.S. POSTMASTER	POSTAL FUNDS	\$1,200.00
P09-02087	HIRSCH PIPE & SUPPLY	HOSE BIBS FOR A-QUAD	\$636.93
P09-02088	DELL MARKETING	Laptop for Denise Inciong	\$2,325.86
P09-02089	SMARDAN SUPPLY - EL MONTE	PLUMBING SUPPLIES	\$210.48
P09-02090	BEACH PAVING	CONCRETE WORK	\$13,935.00
P09-02091	SEHI PROCOMP COMPUTER PRODUCTS	Instructor printer cartridges	\$107.10
P09-02092	MISSION PRINTING COMPANY	Fast Facts Brochure Update Printing.	\$377.13
P09-02093	MUSIC DISPATCH	Book for jazz music courses	\$30.62
P09-02094	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$525.00
P09-02095	GRIFFIN, GABRIELLE	648842 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02096	ARBOR SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$322.45

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Purchase Order Numbers P09-01932 Through P09-02251

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02097	ATI	ATI TESTING	\$1,775.00
P09-02098	SHERRY, LEAH	637431 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02099	ECCTYC	English Council of California Two Year C	\$150.00
P09-02100	DELL MARKETING	Instructional supplies	\$784.15
P09-02101	JOHNSON & ASSOCIATES	Tech Assistance-Job Descriptions	\$632.50
P09-02102	MASTRANGELO, MARLENI	648640 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02103	LANE, DENISE	983388 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02104	JENNY, REBECCA	706497 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02105	ACS DIV.CHED EXAM INSTIT.	CHEMISTRY SUPPLIES	\$74.61
P09-02106	CONSOLIDATED REPROGRAPHICS	REPROGRAPHICS FOR BID DOCS AT IVC A300	\$2,000.00
P09-02107	CONSOLIDATED REPROGRAPHICS	REPROGRAPHICS FOR BID DOCS OF IVC B200	\$3,000.00
P09-02108	CAPISTRANO UNIFIED SCHOOL DIST	tech prep allocation	\$19,500.00
P09-02109	SADDLEBACK VALLEY U.S.D.	tech prep allocation	\$15,600.00
P09-02110	SELECT TRENCHLESS PIPELINES	SEWER LINES	\$72,164.45
P09-02111	BUY PC SUPPLIES, LLC	Vinyl dust covers FOR PRINTERS/MONITORS	\$81.67
P09-02112	HECHT, CLAUS	Consultant Agreement for Medical Directo	\$11,000.00
P09-02113	WELLS FARGO #3317 (DISTRICT)	AMAZON.COM - LEADERSHIP BOOKS	\$115.65
P09-02114	ALERTSITE	AlertSite Monitoring Services Renewal	\$7,609.20
P09-02115	CPT	Uninterruptible Power Systems Prev Maint	\$1,320.00
P09-02116	GANDER-PRINTCO	Business Cards for Diane Oaks	\$49.57
P09-02117	BJB ENTERPRISES, INC.	DMP student supplies/material fees	\$389.37
P09-02118	GANDER-PRINTCO	Business Cards for Gee Dickson	\$49.57
P09-02119	IRVINE TENNIS	MEN'S TENNIS UNIFORM	\$6,664.34
P09-02120	FANTASY DESIGNS	WOMEN'S TENNIS EMBROIDERY	\$484.44
P09-02121	FANTASY DESIGNS	MEN'S TENNIS EMBROIDERY	\$727.53
P09-02122	GANDER-PRINTCO	Business cards	\$99.13
P09-02123	GANDER-PRINTCO	Business cards	\$49.57
P09-02124	MC KESSON GENERAL MEDICAL	Syringes	\$73.79
P09-02125	SAMY'S CAMERA	Quick Release Plates for Steadycams	\$181.02
P09-02126	B & P SERVICES, INC.	A/C UNIT FOR WAREHOUSE OFFICE	\$4,980.00
P09-02127	PYRO-COMM SYSTEMS	CONTRACT SERVICES - FIRE ALARM TESTING	\$14,450.00
P09-02128	GEAR MONKEY	Materials for Cinematogrphy students	\$64.43
P09-02129	G/M BUSINESS INTERIORS	Furniture for AGB lobby & Rm 103	\$20,104.53
P09-02130	SEHI PROCOMP COMPUTER PRODUCTS	HP LaserJet C4127X Black Print Cartridge	\$124.05
P09-02131	EDU BUSINESS SOLUTIONS	On-Site Training for Software	\$587.00
P09-02132	CDW COMPUTER CENTERS	Hard drives for Call Mgr Upgrade	\$1,363.70
P09-02133	NOTHING BUT AIR	Decorations for Career Fair on Nov. 5th	\$300.00
P09-02134	MC KESSON GENERAL MEDICAL	First aid supplies for Theatre	\$43.41
P09-02135	LAERDAL MEDICAL CORP.	SUPPLIES FOR EMT	\$28.71
P09-02136	G/M BUSINESS INTERIORS	Ergonomic Chair	\$2,004.15
P09-02137	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$630.00
P09-02138	MUDGE, CHRISTINE	961534 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02139	ALIX, ALLISON	926973 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02140	PARK, YOON JEONG	583914 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02141	COAST LEARNING SYSTEMS	Enrollment fees for Fall 08 telecourses	\$2,520.00
P09-02142	HEWITT & O'NEIL LLP	ATEP Project	\$15,000.00
P09-02143	GOPHER SPORTS EQUIPMENT	EQUIPMENT FOR WEIGHT ROOM	\$809.63
P09-02144	FLAGS USA, INC.	FLAGS	\$280.15
P09-02145	GANDER-PRINTCO	Job Opportunity Bus. Cards	\$77.58
P09-02146	TNR TECHNICAL, INC.	BATTERIES FOR LAB EQUIPMENT	\$108.02
P09-02147	PEPPER, J.W. & SON, INC.	Music	\$1,620.00
P09-02148	PEARSON EDUCATION	Purchase ESL books.	\$1,943.72
P09-02149	HOME DEPOT	BLANKET PO W/ HOME DEPOT, NOT TO EXCEED	\$500.00
P09-02150	ACE MARKING DEVICES CORP.	Library supplies	\$98.66
P09-02151	NOTHING BUT AIR	PURCHASE OF BALLOONS FOR EMERITUS SHOWCA	\$256.16

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Purchase Order Numbers P09-01932 Through P09-02251

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02152	GORE, LISA JANE	Contract Services	\$1,000.00
P09-02153	EISENTRAUT, DONALD	Contract Services	\$1,500.00
P09-02154	FORMANECK, DONALD	Contract Services	\$1,500.00
P09-02155	CHRISTOPHER, TERRY	Contract Services	\$1,500.00
P09-02156	KELLEY, FRANCES	Contract Services	\$200.00
P09-02157	BRACKEN, GILLIAN	Contract Services	\$200.00
P09-02158	PAINTBALL INTERNATIONAL, LLC	Tables/Chairs for RapidTech	\$431.00
P09-02159	WAXIE SANITARY SUPPLY	VACUUM HARNESS	\$114.09
P09-02160	OADE BROTHERS AUDIO	Field audio recording devices	\$3,097.81
P09-02161	SAMY'S CAMERA	Retouching kit	\$15.09
P09-02162	SPORTS UNLIMITED	SHIRTS FOR MENS SOCCER TEAM	\$242.98
P09-02163	MAQUINSAL SEWING MACHINE CO.	FASHION SUPPLIES	\$113.25
P09-02164	OFFICE MAX	Office Max Supply Orders 2008/2009	\$500.00
P09-02165	BOG'S CALIF COMMUNITY COLLEGES	SC "Student Right To Know" Subscription	\$3,900.00
P09-02166	TFM ASSOCIATES, INC.	ADVERTISEMENT	\$900.00
P09-02167	MC KESSON GENERAL MEDICAL	Supplies for Paramedic students	\$113.65
P09-02168	MC KESSON GENERAL MEDICAL	SUPPLIES FOR EMT	\$138.46
P09-02169	EMERGENCY MEDICAL PRODUCTS	Supplies for Paramedic students	\$595.56
P09-02170	ARMSTRONG MEDICAL INDUSTRIES	Supplies for Paramedic students	\$365.87
P09-02171	TACTICAL & SURVIVAL SPECIALTIE	Supplies for Paramedic students	\$764.43
P09-02172	BERG WHOLESALE	LOCKSMITH SUPPLIES	\$3,000.00
P09-02173	HORIZON	GROUPS SUPPLIES	\$810.45
P09-02174	KIRK XPEDX	NCR GLUE	\$1,603.32
P09-02175	TSAN, VANESSA	565560 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02176	CRESSMAN, PHOEBE	607135 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02177	MC FARLAND, AMANDA RUTH	850118 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02178	KWEON, YOO JIN (KIMBERLY)	594316 SCHOLARSHIP FOR STUDENT	\$251.00
P09-02179	EMERGENCY MEDICAL PRODUCTS	SUPPLIES FOR EMT	\$3,005.85
P09-02180	MC KESSON GENERAL MEDICAL	medical supplies for student care	\$297.34
P09-02181	CIVIL ENGINEERING MATERIAL LAB	CONSULTANT AGRMT-CEM LABS	\$25,000.00
P09-02182	AMER. GEOTECHNICAL	CONSULTANT AGREEMENT -AMER. GEO.	\$25,500.00
P09-02183	DELL MARKETING	New Equip/Laptop for VCHR	\$1,509.58
P09-02184	BOB PARRETT CONSTRUCTION, INC.	TICKET BOOTH	\$2,904.00
P09-02185	BOB PARRETT CONSTRUCTION, INC.	CONTRACT SERVICES	\$1,522.00
P09-02186	STRODBECK, MELISSA	WORKSHOP PANEL MEMBER	\$50.00
P09-02187	DALLAS COUNTY COMMUNITY COLLEG	enrollment fees	\$902.00
P09-02188	FOSTER CARE AUXILIARY OF OC	WORKSHOP PRESENTER	\$120.00
P09-02189	SOCCCD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$114.00
P09-02190	ALL SIGNS AMERICA	CONSTRUCTION INFORMATION SIGN FOR GROUND	\$676.50
P09-02191	BARCODE DISCOUNT	Ticketing equipment for the PAC.	\$6,830.57
P09-02192	MEDCO SUPPLY COMPANY	ATHLETIC TRAINING EQUIPMENT	\$4,066.71
P09-02193	YALE CHASE MATERIALS HANDLING	ELECTRIC BURDEN CARRIERS	\$47,397.07
P09-02194	ULINE, INC.	shop paper for DMP	\$100.09
P09-02195	YALE CHASE MATERIALS HANDLING	ELECTRIC BURDEN CARRIER	\$9,973.66
P09-02196	MC PEEK'S DODGE OF ANAHEIM	2008 Dodge Charger Police Command Vehicl	\$25,505.23
P09-02197	MC PEEK'S DODGE OF ANAHEIM	2009 Dodge Charger Police Patrol Vehicle	\$32,487.43
P09-02198	GANDER-PRINTCO	Chancellor's Business Cards	\$120.68
P09-02199	VERNON LIBRARY SUPPLIES, INC.	Library supplies	\$45.42
P09-02200	APPLE COMPUTER, INC.	Equipment Item for Dr. Horlings	\$332.89
P09-02201	MISSION VIEJO GLASS	CONTRACT SERVICES	\$975.00
P09-02202	SCOTSMAN OF LOS ANGELES	ICE MACHINE REPAIR PARTS/IVC TRAINING RO	\$193.39
P09-02203	B & H PHOTO	Mic Kits for field recording systems	\$721.93
P09-02204	TOMARK SPORTS EQUIPMENT	SUPPLIES FOR MEN'S AND WOMEN'S BASKETBAL	\$415.53
P09-02205	SEHI PROCOMP COMPUTER PRODUCTS	Ink cartridges	\$149.36
P09-02206	APPLE COMPUTER, INC.	EQUIPMENT REPLACEMENT	\$105.60

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Purchase Order Numbers P09-01932 Through P09-02251

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02207	W. W. GRAINGER INC.	FASHION SUPPLIES	\$87.28
P09-02208	BONE CLONES, INC.	ANTHROPOLOGY SUPPLIES	\$89.43
P09-02209	CHICK'S SPORTING GOODS	WOMEN'S SOCCER NET FOR PRACTICES	\$232.74
P09-02210	REALVOLLEYBALL.COM	WOMEN'S VOLLEYBALL SHOES	\$1,982.99
P09-02211	SMITH, DANIEL INC.	STUDENT ART SUPPLIES	\$2,240.49
P09-02212	MC KESSON GENERAL MEDICAL	new medical equipment required for stude	\$734.59
P09-02213	DIAMONDS SPORTS FIELD MTCE INC	GROUND SUPPLIES	\$2,879.95
P09-02214	TNR TECHNICAL, INC.	BATTERIES	\$123.14
P09-02215	3D RAPID PROTOTYPING	Service Contact for P/N Z0050-E & Z0030-	\$8,100.00
P09-02216	COASTAL TRAFFIC SYSTEMS	Signs	\$545.15
P09-02217	BRAND ATHLETICS	WOMEN'S BASKETBALL GEAR	\$2,684.03
P09-02218	VENDINI, INC.	PAC Box Office ticketing program	\$5,580.00
P09-02219	HARLAND TECHNOLOGY SERVICES	Annual maintenance, scanner in matric	\$300.00
P09-02220	DJ ORTHOPEDICS, LLC	Protective Knee Braces	\$2,426.38
P09-02221	BLIND FACTORY	Mini Blinds between A120 & A120A	\$295.00
P09-02222	OC REGISTER	AD FOR AUCTION	\$348.88
P09-02223	TRUE BLUE MUSIC/MOSAIC RECORDS	Library Compact Disks per Tom Weisrock r	\$156.54
P09-02224	MC LOGAN'S SUPPLY CO.	Screen Printing Supplies	\$581.53
P09-02225	U.S. POSTMASTER	Postage paid Post Cards	\$560.00
P09-02226	TROXELL COMMUNICATIONS, INC.	HD Monitors for control room	\$13,358.85
P09-02227	SCANTRON CORPORATION	Scantron forms for Assessment	\$2,029.31
P09-02228	HOWARD'S	Dept. Equipment	\$2,728.26
P09-02229	BLICK, DICK COMPANY	STUDENT ART SUPPLIES	\$869.09
P09-02230	COMMUNITY COLLEGE LEAGUE OF CA	Pay for online database renewals.	\$4,819.00
P09-02231	OFFICE DEPOT	INTERIOR DESIGN SUPPLIES	\$178.22
P09-02232	HOKE OUTDOOR ADVERTISING, INC.	40th Anniversary Lamppost Banners	\$6,369.40
P09-02233	METRONOME, INC.	Cisco Equip for Network Upgrade	\$96,939.60
P09-02234	CWOL.COM	Two USB switches and two USB cables.	\$71.73
P09-02235	SCANTRON CORPORATION	3 Class Climate Stations (\$1917)	\$2,065.57
P09-02236	AFRICAN CORNER	AFRICAN DRUM FOR IVC DANCE DEPARTMENT	\$441.56
P09-02237	BEST BUY CO., INC.	EQUIPMENT FOR EMERITUS CLASSES	\$2,585.62
P09-02238	DELL MARKETING	Battery for server	\$68.63
P09-02239	COMPUTERLAND CORPORATE OFFICE	Tech Refresh Software	\$44.18
P09-02240	BOUNDTREE MEDICAL	Supplies for Paramedic students	\$1,909.74
P09-02241	DRS. FOSTER & SMITH	Bio3b exper	\$49.24
P09-02242	INTERSTATE ELECTRIC	Signage Materials	\$75.34
P09-02243	KATHCO PRODUCTS	MICROFLEX GLOVES	\$277.12
P09-02244	MATERIAL SALES UNLIMITED	GROUPS SUPPLIES	\$1,677.68
P09-02245	RAYVERN LIGHTING SUPPLY CO.	ELECTRICAL SUPPLIES	\$803.73
P09-02246	AGILE360	Dr/Server Consolidation Project	\$2,170.65
P09-02247	METRONOME, INC.	Unified Messaging Project	\$25,600.00
P09-02248	SOCCER CENTER	MEN'S SOCCER UNIFORM	\$8,965.78
P09-02249	CA RETROFIT, INC.	CONTRACT SERVICES	\$5,136.90
P09-02250	SPECTRUM LABORATORY PRODUCTS	SODIUM CHLORIDE	\$213.19
P09-02251	SOCCCD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$284.00

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\$7,476,556.66

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Req. #	Vendor Name	Description	Total Cost
RD09-00849	S & B FOODS	Lunch for employers for Career Fair	\$.00
RD09-00848	RICHMOND, KIM	Music purchased	\$55.00
RD09-00847	FASELER, SHANNON	Reimbursement	\$102.31
RD09-00846	IRVINE UNIFIED SCHOOL DISTRICT	IUSD Recreation Improvement Assessment	\$279.50
RD09-00845	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$54.51
RD09-00844	BURNETT, TOD A.	Reimburse President for refrigerator & w	\$179.53
RD09-00843	SHATTINGER MUSIC	Music purchased	\$109.53
RD09-00842	LASER SOURCE	Non-instructional repair	\$140.66
RD09-00841	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$15.95
RD09-00840	S & B FOODS	PAYMENT FOR FOOD AND DRINKS FOR 40TH PA	\$4,611.57
RD09-00839	MARTIN, GLORIA	Reimbursement for candy	\$9.99
RD09-00838	ALPHAGRAPHS	BROCHURES PRO YHE IVC DANCE ENSEMBLE	\$768.26
RD09-00837	NELSON, JEFF	Reimbursement for fieldtrip expenses	\$80.00
RD09-00836	MYERS, CHARLES	Comm Arts Convention 10-29 thru 11-2-08	\$6,038.88
RD09-00835	D4 SOLUTIONS, INC.	DATA LINE TESTING VILLAGE	\$385.00
RD09-00834	MASTRANGELO, MARLENI	STUDENT SUCCESS GRANT SCHOLARSHIP	\$100.00
RD09-00833	TRANKIEM, TASHA	Reimbursement for online class	\$751.57
RD09-00832	WELLS FARGO #3465 FISCAL-IVC	SSL Certificate for e-SARS	\$29.99
RD09-00831	KELSEY, CRISTA	SCHOLARSHIP FOR C.KELSEY	\$225.00
RD09-00830	HOOKERS REPAIR SERVICE	TO REPAIR LABCONCO DISHWASHER IN THE BIO	\$.00
RD09-00829	COACH AMERICA - LOS ANGELES	Field Trip for EMERITUS on 11/07/08 Chat	\$972.90
RD09-00828	SUAREZ, MATT	CONFERENCE FOR MATT SUAREZ	\$.00
RD09-00827	BARROWS, MORGAN	Conference Reimbursement for Morgan Barr	\$4,000.00
RD09-00826	DALY, TRACY	CONFERENCE FOR TRACY DALY	\$550.00
RD09-00825	DEPT OF GENERAL SERVICES	FOR HAZARDOUS MATERIALS PROJECT	\$606.04
RD09-00824		578991 SCHOLARSHIP FOR M. LIEMMERTZ	\$251.00
RD09-00823	WELLS FARGO #4198 FISCAL-SBC	FIREARMS CARRYING CASE	\$200.00
RD09-00822		SOFTWARE	\$.00
RD09-00821	LASER SOURCE	Non instructional repair	\$60.00
RD09-00813	DURAN, RACHAEL	539620 SCHOLARSHIP FOR R. DURAN	\$251.00
RD09-00812	OC SCHOOL BOARD ASSOCIATION	JWILLIAMS TO OCSBA DINNER MEETING	\$51.00
RD09-00811	MILLER, DANIELLE	862243 SCHOLARSHIP FOR D. MILLER	\$251.00
RD09-00810	SHAFFER, RASCHELLE	589000 SCHOLARSHIP FOR SHAFFER	\$251.00
RD09-00809	PETERSON, CATHIE	CONFERENCE - CCCCSSAA	\$330.00
RD09-00808	TORABI, SHOUKA	Conference Attendance for Shouka Torabi	\$3,000.00
RD09-00807	HARVARD UNIVERSITY	2008 Performance Assmt in Higher Ed-Crai	\$3,123.00
RD09-00806	VURDIEN, RAJEN	Conference Attendance for Rajen Vurdien	\$3,361.00
RD09-00805	HALL, MARY	CASFAA/CSSSFAAA Conferences	\$1,278.17
RD09-00804	OC SCHOOL BOARD ASSOCIATION	RMATHUR TO OCSBA DINNER MEETING	\$51.00
RD09-00803	EMERSON MUSIC	Music purchased	\$139.32
RD09-00802	DOLAN, BEN	Ben Dolan/ATE Principal Inv. Conf/Washin	\$1,723.50
RD09-00801	MATHUR, RAGHU P.	RMATHUR TO CONFERENCE	\$1,311.33
RD09-00800	BAGWELL, JANET	BSI Conference Reimbursement-Janet Bagwe	\$335.00
RD09-00799	REGION VIII CARE CONFERENCE	CARE Conference Registration	\$975.00
RD09-00798	WELLS FARGO #4198 FISCAL-SBC	Administrative Supplies	\$649.64
RD09-00797	S & B FOODS	TECH PREP GRANT CONSORTIUM MEETING	\$74.89
RD09-00796	FORSTER, JENNIFER	REIMBURSEMENT FOR CSU CONFERNEC	\$65.00
RD09-00795	DUMAS, PAT	INSTRUCTIONAL MATERIALS FOR WORKSHOP	\$113.68
RD09-00794		Conference Reimbursement for Amanda Jero	\$.00
RD09-00793	HORAN, ELIZABETH	Conference Reimbursement for Elizabeth H	\$849.00
RD09-00792	CAMELOT, ALLISON	Conference Reimbursement for Allison Cam	\$612.00
RD09-00791	DAVIES, SIMON	GOALIE JERSEY FOR WOMEN'S SOCCER	\$45.26
RD09-00790	TEH, STEVE	Live Organisms (Mice) for Major's Biolog	\$26.83
RD09-00789	SNEED, DONNA	Interact Project Focus Group Refreshment	\$475.00
RD09-00788	SECURE LIVE SCAN	Live Scan/Short-Term Hourly Students	\$45.00
RD09-00787	ANDERSON, JULIE	Reimbursement for instructional supply p	\$705.56

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Req. #	Vendor Name	Description	Total Cost
RD09-00786			\$.00
RD09-00785	FONG, FLEUR	EMERITUS SHOWCASE 9/27/08	\$185.62
RD09-00784	TACKETT, ED WARD	ED TACKETT/Nat'l Ed Workshop (NEW) HARTF	\$1,376.56
RD09-00783	M.A.S.	REPAIR OF REFRIGERATOR IN CLASSROOM	\$289.06
RD09-00782	VU, PHUONG T.	Reimburse staff member for workshop atte	\$75.00
RD09-00781	ROCKLIN, PATTY	Reimburse staff member for conference	\$75.00
RD09-00780	WELLS FARGO #4198 FISCAL-SBC	HOMEDOT.COM RAPIDTECH SUPPLIES	\$100.00
RD09-00779	HAMILTON, RUSSELL	Pre Pay Hotel and registration for confe	\$992.00
RD09-00778	WILLIAMS, JAVIER	Reimburse staff member for conference at	\$75.00
RD09-00777	COACH AMERICA - LOS ANGELES	Bus for Emeritus Institute Field Trip, M	\$1,047.65
RD09-00776	REINA, JOANNA W.	Staff Development funds to assist tuitio	\$650.00
RD09-00775	OC PRINTING CO.	Postcards for Career Fair Nov. 5	\$320.00
RD09-00774	STRAUSS, BARBARA	Conference REIMBURSEMENT BARBARA STRAUSS	\$870.88
RD09-00773	EDUCATIONAL MUSIC SERVICE	Music purchased	\$57.19
RD09-00772	MC CLUSKY, KATIE	REIMBURSE KATIE MCCLUSKY	\$6.99
RD09-00771	CARMONA, SYLVIA	Conference expences for Sylvia Carmona	\$.00
RD09-00770	MARTINEZ, MICHAEL	CONFERENCE FOR MICHAEL MARTINEZ	\$28.55
RD09-00769		Conference for Barbara Strauss	\$.00
RD09-00768	WELLS FARGO #4214 FISCAL-IVC	Inverness, McKesson	\$150.00
RD09-00767	WELLS FARGO #4198 FISCAL-SBC	AGB Press	\$75.00
RD09-00766	CCC	Payment of Conference Fee.	\$85.00
RD09-00745	DI PADOVA, AUDRA	CSSO Southern Drive-In Workshop	\$.00
RD09-00744	SADDLEBACK VALLEY U.S.D.	REIMBURSMET FOR KALEIDOSCOPE BOOT CAMP	\$339.00
RD09-00743	MC REYNOLDS, BRAD	reinburse for supplies	\$.09
RD09-00742	ALTMAN, CHERYL	BSI Conference Reimbursement- Cheryl Alt	\$482.96
RD09-00739	SHATTINGER MUSIC	Music purchased	\$273.25
RD09-00738	SADDLEBACK VALLEY U.S.D.	Reimbursment for 7th & 8th	\$.00
RD09-00737	DIAMONDS SPORTS FIELD MTCE INC	GROUNDS SUPPLIES	\$398.68
RD09-00736			\$.00
RD09-00735	CAPISTRANO-LAGUNA BEACH ROP	STIPEND TO ATTEND KALEIDOSCOPE WORKSHOP	\$300.00
RD09-00734	DUMAS, PAT	INSTRUCTIONAL MATERIALS FOR WORKSHOP	\$.00
RD09-00733	DUMAS, PAT	FOOD FOR WORKSHOP	\$97.31
RD09-00732	HIGGINS, RUTH	SFA Conference	\$953.48
RD09-00731	SMITH, JAMIE	REIMBURSEMENT - STAFF DEVELOPMENT	\$308.00
RD09-00730	HILTON, CAROL	Conference for Carol Hilton	\$2,045.00
RD09-00729		Refrigerator for Health Center	\$.00
RD09-00728	S & B FOODS	CATERING FOR COMM PROTOCOL MTG.	\$202.06
RD09-00727	GREY HOUSE PUBLISHING	Library book per Tom Weisrock request	\$181.56
RD09-00726	CAESAR'S APPLIANCE	Service on Refrigerator	\$318.63
RD09-00725	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$87.34
RD09-00724	INCIONG, DENICE	Travel/conference expenses for Denice In	\$2,625.00
RD09-00723	BRAMUCCI, ROBERT	Travel expenses for Bob Bramucci	\$3,235.00
RD09-00722	CA SCHOOL EMPLOYEES ASSN	CSEA CONFERENCE REIMBURSEMENT	\$1,377.46
RD09-00721	WENZEL, DIANE	Conference Reimbursement for Diane Wenze	\$550.00
RD09-00720	KOBATA, SARAH	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00719	KLUNDER, JAYNE	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00718	MIKOLAJCZAK, MIKI	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00717	BENAVIDES, BARBARA A.	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00716	POHL, JUDI	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00715	RACHMAN, JENNIFER	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00714	NIEVES-LUCAS, SARA	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00713	TELSON, LISE S.	CONFERENCE FOR LISE TELSON	\$130.00
RD09-00712	LERMAN, CAROL	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00711	GUERRERO, JORGE	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00710	NELSON, TERENCE	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00709	JACOBS, PAULA	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-00708	FRANCISCO, DAVID	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00707	ALFORD, JOANN	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00706	MYERS, CHARLES	Conference for Charles Myers	\$256.00
RD09-00705	DE SARACHO, MARIANA	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00704	BALTIERRA, JUANITA	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00703	VENTURA, JAN	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00702	JUSTICE, CRAIG	CCCIO Conference - Dr. Craig Justice	\$1,643.00
RD09-00701	MC CONNELL, TRACY	Reimbursement for supplies	\$25.51
RD09-00700	BRODET, MATT	Reimburse staff member for blank DVD's	\$31.78
RD09-00699	BORATYNEC, ZINA	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD09-00698	CHILD DEVELOPMENT CENTER	Child Care	\$298.90
RD09-00697	EDU BUSINESS SOLUTIONS	Software Subscription	\$3,083.71
RD09-00696	MEYER, CLIFFORD	Conference Reimbursement for Clifford Me	\$199.97
RD09-00695	KUCHARSKI, PHILLIS	Conference Reimbursement for Phillis Kuc	\$2,742.92
RD09-00694	HASTINGS, RON	Conference Reimbursement for Ron Hasting	\$739.26
RD09-00693	HARDISON, JENNY	Conference Reimbursement for Jenny Hardi	\$562.00
RD09-00692	D'ARCY, KIM	Conference Reimbursement for Kim d'Arcy	\$798.46
RD09-00691	CHANDRA, JYOTI	Conference Reimbursement for Jyoti Chand	\$450.00
RD09-00690	BENNETT, MICHAEL	Conference Reimbursement for Mike Bennet	\$740.00
RD09-00689	ALTMAN, CHERYL	Conference Reimbursement for Cheryl Altm	\$.00
RD09-00688	SONRISE ELECTRICAL	Football Stadium Scoreboard Repairs	\$338.00
RD09-00687	UNIVERSAL STUDIOS HOLLYWOOD	Universal Tickets July 2008	\$252.00
RD09-00686	GASTON, JIM	Reimbursement for Articulation Officers	\$450.26
RD09-00685	WELLS FARGO #4198 FISCAL-SBC	Purchase Envelopes for Stationery	\$32.30
RD09-00684	PETERSON, CATHIE	CONFERENCE-CCCAOE FALL 2008 REIMBURSEMEN	\$684.37
RD09-00683	CINCH INDUSTRIES	cte promo video	\$1,000.00
RD09-00682	DENTON, SUZANNE D.	REIMBURSEMENT-CONFERENCE FOR SUSAN DENTO	\$1,702.77
RD09-00681	ADMINISTRATOR'S BOOKSHELF	Library books per Tom Weisrock request	\$80.16
RD09-00680	WELLS FARGO #3317 (DISTRICT)	Newegg.com	\$98.10
RD09-00679	CRISKIDS, INC.	SOFTWARE	\$1,663.25
RD09-00678	KHACHATRYAN, DAVIT S.	Reimbursement for supplies purchased for	\$35.53
RD09-00677	SAXE, ANNE	Conference Reimbursement for Anne Saxe	\$450.00
RD09-00676	S & B FOODS	CATERING FOR OCLTF MEETING	\$186.31
RD09-00675	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$30.49
RD09-00674	WELLS FARGO #2078 (DIST TRAVL)	World Affairs Council of Orange County	\$240.00
RD09-00673		Sharpen Blade	\$.00
RD09-00672	ANDERSON, JULIE	Instructional Supplies for MST 100 Class	\$237.00
RD09-00671	TRAUMA INTERVENTION PROGRAM	HEROES W/HEART DINNER	\$850.00
RD09-00670	WALSH, DAN	Conference Reimbursement for Dan Walsh	\$433.55
RD09-00669	SMITH, MAUREEN	Conference Reimbursement for Maureen Smi	\$154.54
RD09-00668	REZEC, AMIRA A.	Conference Reimbursement for Amira Rezec	\$606.00
RD09-00667	MYERS, CHARLES	Conference Reimbursement for Charles Mye	\$744.00
RD09-00666	LOFTUS, NICOLE	Conference Reimbursement for Nicole Loft	\$215.47
RD09-00665	QUINONES, ALEX	Conference for Alex Quinones	\$400.00
RD09-00664	VIEYRA, MARIA CRISTINA	Conference for Cristina Vieyra	\$400.00
RD09-00663	HENSHAW, BETH	EVENT-TRANS DAY FOR RN STUDENTS	\$391.45
RD09-00662	MATHAVORN, TOM	Conference for Tom Mathavorn	\$400.00
RD09-00661	YU, PAMELA	Conference for Pam Yu	\$400.00
RD09-00660	CHATTOPADHYAY, COLLETTE	Conference Reimbursement for Collette Ch	\$550.00
RD09-00659	BARROWS, MORGAN	Conference Reimbursement for Morgan Barr	\$548.24
RD09-00658			\$.00
RD09-00657	SABER, ARDALAN	Conference for Ardalan Saber	\$399.00
RD09-00656	COX, DARRELL	Conference for Darryl Cox	\$399.00

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\$88,082.99

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

BACKGROUND

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

STATUS

Checks No. 075362 through 075975, processed through the Orange County Department of Education, totaling \$4,161,480.72; and Checks No. 009389 through 009416, processed through Saddleback College Community Education, totaling \$18,048.10; and Checks No. 008495 through 008503, processed through Irvine Valley College Community Education, totaling \$25,749.69 are submitted for the approval of the Board of Trustees.

RECOMMENDATION

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

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075362	10/08/08	AMERICAN EXPRESS	\$6,267.91	Conf-T. Lorch
O	075363	10/08/08	LIONEL CARON	\$250.00	Flashforward 2008 Conference
O	075364	10/08/08	CLARK SECURITY PRODUCTS INC.	\$500.00	CONFERENCE FOR DEAN LE BEAU
O	075365	10/08/08	MARIE DE LA PALME	\$1,635.00	Marie de la Palme to Floor-Barre Cert. Seminar
O	075366	10/08/08	LOIS DI ALTO	\$21.00	Lois DiAlto attending 08 Curriculum Institute
O	075367	10/08/08	TAM DO	\$27.75	Tam Do attending 08 Curriculum Institute
O	075368	10/08/08	DAVID FRANCISCO	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075369	10/08/08	LINDA GLEASON	\$517.96	CONFERENCE FOR LINDA GLEASON
O	075370	10/08/08	GREEN TECHNOLOGY	\$225.00	CONFERENCE FOR ANTHONY RODGERS
O	075371	10/08/08	DENICE INCIONG	\$73.00	Conf reimb expenses for D Inciong
O	075372	10/08/08	INNOVATION SUMMIT REGISTRATION	\$75.00	Workshop expenses for R Bramucci
O	075373	10/08/08	MIKI MIKOLAJCZAK	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075374	10/08/08	NICOLE ORTEGA	\$17.55	Conference Attendace for Nicole Ortega
O	075375	10/08/08	JANICE PARK	\$250.00	Janice Park to Celebrating the Music of America Co
O	075376	10/08/08	JUDI POHL	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075377	10/08/08	TIFFANY TRAN	\$250.34	UC Conference Reimbursement for Tiffany Tran
O	075378	10/08/08	ALLSTEEL INC.	\$2,319.50	Misc. Equipment for the PAC.
O	075379	10/08/08	B & H PHOTO	\$205.00	Audio Visual Equipment for the PAC
O	075380	10/08/08	CALIFORNIA POWER PARTNERS, INC.	\$53,327.93	ENERGY CONSERVATION PROJECTS
O	075381	10/08/08	COMMERCE WEST BANK	\$19,318.84	BID NO.1071, F.A. RESTRM EXPANSION
O	075382	10/08/08	DAY & NIGHT DOOR SERVICE, INC	\$7,859.70	LOCKER ROOM DOOR OPENERS
O	075383	10/08/08	JRH CONSTRUCTION COMPANY, INC.	\$173,869.52	BID NO.1071, F.A. RESTRM EXPANSION
O	075384	10/08/08	KI (KRUEGER INTERNATIONAL)	\$2,022.80	CHAIRS FOR PHASE ONE FURNITURE
O	075385	10/08/08	LAMAR SPACE INC.	\$145.46	TRAILER FOR INSPECTOR OF RECORD ON A300/B200
O	075386	10/08/08	EMCOR/Mesa Energy Systems	\$1,093.75	Annual Maintenance:Support Software of AC equip
O	075387	10/08/08	MOUSER ELECTRONICS	\$2,638.08	12V BACKUP BATTERIES
O	075388	10/08/08	NEXUS IS, INC.	\$3,632.22	Tech Refresh Equipment
O	075389	10/08/08	R2A ARCHITECTURE	\$4,700.38	MAIN PLAZA CONEPTUAL DESIGN SERVICES
O	075390	10/09/08	R2A ARCHITECTURE	\$8,825.35	VIL 1 - DESIGN OF PROPOSED PHOTOGRAPHY WET LAB
O	075391	10/09/08	RAD SOFTWARE	\$270.00	Software Upgrade
O	075392	10/09/08	SAN DIEGO GAS & ELECTRIC	\$2,539.87	Electric Service Billing for SDG&E
O	075393	10/09/08	SAPSIS RIGGING	\$2,224.32	SAFETY INSPECTION OF THEATRE SPACE
O	075394	10/09/08	SCANTRON CORPORATION	\$7,462.77	EQUIPMENT FOR CLASSROOMS
O	075395	10/09/08	SEHI PROCOMP COMPUTER PRODUCTS	\$2,176.73	Printer for Kevin O' Connor
O	075396	10/09/08	SHATTINGER MUSIC	\$146.22	Music purchased
O	075397	10/09/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	075398	10/09/08	SKORA ELECTRIC	\$5,000.00	FINE ARTS - ELECTRICAL INSTALLATION OF FAN SWITCH
O	075399	10/09/08	SNAP-ON INDUSTRIAL	\$63.61	AUTOMOTIVE TOOLS
O	075400	10/09/08	SOUTHERN CALIFORNIA EDISON CO.	\$62,989.78	Annual Electric Service
O	075401	10/09/08	SOUTHERN CALIFORNIA EDISON CO.	\$3,722.89	ELECTRIC SERVICE ATEP
O	075402	10/09/08	SOUTHERN CALIFORNIA EDISON CO.	\$214.00	ELECTRIC SERVICE ATEP
O	075403	10/09/08	SOUTHERN COUNTIES OIL	\$5,425.39	BLANKET PURCHASE ORDER FOR DIESEL FUEL
O	075404	10/09/08	SOCCER CENTER	\$1,233.60	MEN'S SOCCER UNIFORMS
O	075405	10/09/08	SPECTRUM CHEMICAL MFG. CORP.	\$4,001.84	CHEMISTRY SUPPLIES
O	075406	10/09/08	SPORTS IMPORTS	\$7,039.10	EQUIPMENT FOR HART GYMNASIUM
O	075407	10/09/08	ST. ANDREW'S CHILDREN'S CENTER	\$1,195.00	Child Care Services
O	075408	10/09/08	SUN BADGE COMPANY	\$1,425.99	Flat Badges
O	075409	10/09/08	SO. ORANGE CO. COMM. COL. DIST	\$1,635.07	Reimburse Checking Account Workers' Comp Claims
O	075410	10/09/08	AMIT NELIK	\$35.00	REIMBURSE TB TEST
O	075411	10/09/08	RAUL GUTIERREZ	\$35.00	REIMBURSE TB TEST
O	075412	10/09/08	AT&T/MCI	\$1,770.30	Annual P.O. for telephone service

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075413	10/09/08	NANCY BRACKEN	\$500.00	Blanket Purchase Order
O	075414	10/09/08	CALIFORNIA POWER PARTNERS, INC.	\$15,549.30	ECOM EMISSION ANALYZERS
O	075415	10/09/08	CALIFORNIA STAINLESS MFG	\$150.72	Darkroom cleaner
O	075416	10/09/08	CAL'S CAMERAS	\$268.21	Wipes for Photography Department
O	075417	10/09/08	CANON BUSINESS SOLUTIONS, INC.	\$87.45	Replace Lightbulb for Canon Microfilm Reader
O	075418	10/09/08	CAPT	\$414.00	MBTI-Scoring Costs, As Needed
O	075419	10/09/08	CARD INTEGRATORS CORPORATION	\$150.77	Photo ID Cleaning Supplies
O	075420	10/09/08	CAROLINA BIOLOGICAL SUPPLY	\$125.54	BIOCHEMISTRY SUPPLIES
O	075421	10/09/08	JOHN CARVETTE	\$575.00	Piano tuner for Chancellor's Opening Session
O	075422	10/09/08	CDW GOVERNMENT, INC.	\$230.57	Hardware Parts
O	075423	10/09/08	CINTAS CORPORATION	\$60.19	UNIFORM AND TOWEL SERVICE
O	075424	10/09/08	CINTAS DOCUMENT MANAGEMENT	\$45.00	document destruction/paper recycling for A&R
O	075425	10/09/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	075426	10/09/08	COACH AMERICA	\$4,525.92	Bus for EMERITUS INSTITUTE Field Trip- Mahotka-Patt
O	075427	10/09/08	COMPUTERLAND	\$1,974.00	Tech Refresh - Software
O	075428	10/09/08	CONSOLIDATED PLASTICS CO.,	\$104.02	ART SUPPLIES
O	075429	10/09/08	CPP, INC.	\$626.52	Firo-B Self-Scorable Assessment
O	075430	10/09/08	CULLIGAN	\$2.50	Open PO soft water service
O	075431	10/09/08	DA CAPO MUSIC	\$1,639.99	Music purchased
O	075432	10/09/08	DATAMAX O'NEIL PRINTER	\$673.36	Paper
O	075433	10/09/08	DE NAULT'S TRUE VALUE	\$17.88	Open PO for supplies
O	075434	10/09/08	JOHN DEERE LANDSCAPES, INC.	\$682.60	GROUND - SUPPLIES
O	075435	10/09/08	DELL MARKETING L.P.	\$763.48	Printer Cartridges
O	075436	10/09/08	SUZANNE D. DENTON	\$31.46	Reimbursement to faculty
O	075437	10/09/08	FAIRCHILD PUBLISHING	\$9.97	Dept. Resource
O	075438	10/09/08	DEWEY'S APPLIANCES	\$429.92	REFRIGERATOR
O	075439	10/09/08	DOOLEY ENTERPRISES, INC.	\$1,637.80	Ammunition
O	075440	10/09/08	DUNN-EDWARDS CORPORATION	\$4,890.13	ATHLETIC FIELD PAINT
O	075441	10/09/08	BOB PARRETT CONSTRUCTION	\$1,991.00	BGS-MODIFY PANTRY CABINET
O	075442	10/09/08	PENN CORPORATE RELOCATION	\$561.00	BGS MOVE BACK INTO BLDG
O	075443	10/09/08	PENNSAVER	\$326.52	Advertising for Summer 08 Guest Artists
O	075444	10/09/08	JIM PHANEUF	\$128.89	Reimbursement for Internet Services
O	075445	10/09/08	PORT SUPPLY	\$21.75	Blanket PO for Instructional Supplies - MST Class
O	075446	10/09/08	PRAXAIR	\$63.09	Annual Maintenance: Nitrogen Cylinders
O	075447	10/09/08	PRESCOTT HARDWARE/SHEET METAL	\$227.33	MAINTENANCE - SUPPLIES
O	075448	10/09/08	PRINTECH	\$2,436.07	Pocket Folders
O	075449	10/09/08	PYRO-COMM SYSTEMS	\$6,059.86	ELECTRICAL - SMOKE DETECTORS
O	075450	10/09/08	QUALITONE INDUSTRIES, INC.	\$287.09	Mic Accessories
O	075451	10/09/08	QUEST DIAGNOSTICS	\$989.49	Blanket for Quest Diagnostics
O	075452	10/09/08	QUINN RENTAL SERVICES	\$2,046.06	Boom lift for the Baseball score board
O	075453	10/09/08	RAND McNALLY & CO.	\$107.39	MOON GLOBE
O	075454	10/09/08	KATE REALISTA	\$26.73	Expenses for Shangri-la Acrobats Event 09/28/08
O	075455	10/09/08	REFRIGERATION SUPPLIES DIST.	\$278.86	HVAC SUPPLIES
O	075456	10/09/08	RIP-TIE	\$206.47	Rip-Tie supplies for Photo Dept
O	075457	10/09/08	CHUCK ROGERS	\$86.19	Reimbursement
O	075458	10/09/08	S & B FOODS	\$386.66	Fee for refreshments for Accreditation Mtg.
O	075459	10/09/08	SADDLEBACK SAND & GRAVEL	\$527.98	GROUNDS - SAND BAGS
O	075460	10/09/08	SANDLER BROS.	\$97.56	JANITORIAL SUPPLIES
O	075461	10/09/08	PAUL M. SAUER	\$4,800.00	PLAN & DRAFT CACT RENEWABLE ENERGY PROGRAM
O	075462	10/09/08	FHEG - SADDLEBACK BOOKSTORE	\$144.61	Saddleback bookstore billing
O	075463	10/09/08	STERLING ARTS SUPPLY	\$60.97	Blanket order for student supplies

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075464	10/09/08	ARLENE THOMAS	\$64.39	Reimbursement for Dept. Supplies
O	075465	10/09/08	TOMARK SPORTS EQUIPMENT	\$185.88	WHEEL FOR MEN'S BASEBALL BATTING CAGE
O	075466	10/09/08	TRAFFIC CONTROL SERVICE, INC.	\$301.70	CUSTOM NOTICE SIGNS
O	075467	10/09/08	TRI-AD	\$909.00	Admin. & Banking Svcs. for FSA 08/09
O	075468	10/09/08	TRI-STATE ELECTRONIC CORP.	\$424.85	INSTRUCTIONAL SUPPLIES
O	075469	10/09/08	TROXELL COMMUNICATIONS, INC.	\$1,692.41	Media Equipment for President's Office
O	075470	10/09/08	TUTTLE-CLICK FORD	\$165.65	TRANSPORTATION PARTS
O	075471	10/09/08	U.S. POSTAL SERVICE	\$2,316.30	POSTAGE
O	075472	10/09/08	U.S. POSTAL SERVICE	\$22,600.00	Postage for mailing Spring 2009 IVC class schedule
O	075473	10/09/08	U.S. POSTAL SERVICE	\$30.38	POSTAGE SHORTAGE
O	075474	10/09/08	UNITED SITE SERVICES OF CA,	\$176.43	PORTABLE TOILETS
O	075475	10/09/08	VERIZON WIRELESS	\$2.55	Annual Maint: Broadband Back-up system/Email
O	075476	10/09/08	VWR INTERNATIONAL, INC.	\$80.11	MICROBIOLOGY SUPPLIES
O	075477	10/09/08	WARD'S NATURAL SCIENCE	\$110.22	HORTICULTURE SUPPLIES
O	075478	10/09/08	WARE DISPOSAL CO., INC.	\$1,436.13	Annual Maintenance: Trash removal
O	075479	10/09/08	W A X I E	\$570.21	GROUNDS SUPPLIES
O	075480	10/09/08	MICHAEL E. WILSON	\$8,350.00	CONSTRUCTION MGMT SERVICES
O	075481	10/09/08	SANDRA WOOD	\$300.00	Contract Services
O	075482	10/09/08	WORLDWIDE INSTALLATIONS	\$300.00	Graphics Installation
O	075483	10/09/08	XEROX CORP.	\$495.86	Blanket PO for Xerox Specialty Supplies
O	075484	10/09/08	DAIRY DEPOT	\$44.88	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	075485	10/09/08	PETCO	\$223.42	For pet supplies for the CDC.
O	075486	10/09/08	G/M BUSINESS INTERIORS	\$6,858.51	CHAIR FOR NEW FACULTY
O	075487	10/09/08	GANAHL LUMBER	\$1,067.26	Blanket for Instructor Supplies
O	075488	10/09/08	JIM GASTON	\$113.89	Reimbursement for Internet Services
O	075489	10/09/08	W. W. GRAINGER	\$471.19	RAPIDTECH SUPPLIES
O	075490	10/09/08	KELLY GRIMES	\$360.00	WORKSHOP PRESENTER
O	075491	10/09/08	HARBOR FREIGHT TOOLS CO.	\$466.11	RAPIDTECH-POWDER COAT OVEN
O	075492	10/09/08	HOKE OUTDOOR ADVERTISING, INC.	\$605.56	Panners and stands
O	075493	10/09/08	HOME DEPOT CREDIT SERVICES	\$2,206.86	Blanket for instructor supplies
O	075494	10/09/08	HORIZON	\$573.54	GROUNDS SUPPLIES
O	075495	10/09/08	INTERMOUNTAIN LOCK & SECURITY	\$55.92	BLANKET P.O. FOR MAINTENANCE SUPPLIES
O	075496	10/09/08	IRVINE PIPE & SUPPLY	\$194.59	PLUMBING SUPPLIES
O	075497	10/09/08	IRVINE VALLEY COLLEGE	\$79.60	Purchase 20 Notebooks with IVC Logo on front.
O	075498	10/09/08	JONES & BARTLETT PUBLISHERS	\$150.90	EMT Instructional Supplies
O	075499	10/09/08	KAPCO LIBRARY PRODUCTS	\$37.44	Purchase instructional supplies.
O	075500	10/09/08	LABCONCO CORPORATION	\$551.84	BIOLOGY SUPPLIES
O	075501	10/09/08	LAMA BOOKS	\$31.26	Resource Guide
O	075502	10/09/08	LEAGUE FOR INNOVATION	\$950.00	LEAGUE INNOV. 08/09 MEMB. DUES/CHANCELLOR
O	075503	10/09/08	A. M. LEONARD, INC.	\$328.93	GROUNDS SUPPLIES
O	075504	10/09/08	LIBRARY ADVANTAGE	\$280.15	Purchase security strips for books.
O	075505	10/09/08	MAQUINSAL SEWING MACHINE CO.	\$3,737.44	Service of equip. for move back to BGS
O	075506	10/09/08	DANIEL MATTOS	\$32.46	Reimbursement to faculty
O	075507	10/09/08	JENNIFER MC CUE	\$478.18	Reimbursement for supplies
O	075508	10/09/08	MC FADDEN-DALE INDUSTRIAL	\$138.46	BLANKET PURCHASE ORDER FOR PARTS
O	075509	10/09/08	MC KESSON MEDICAL SURGICAL	\$265.01	McKesson order
O	075510	10/09/08	MICRO CENTER	\$198.13	POMPUTER AND ELECTRONIC SUPPLIES
O	075511	10/09/08	JENNIFER MILLER-SNIDER	\$525.00	TRAINING ASSISTANT
O	075512	10/09/08	BRIAN MONACELLI	\$3,150.00	OPTICS DEMONSTRATION FOR CACT PRODUCT CENTER
O	075513	10/09/08	MOULTON-NIGUEL WATER DIST.	\$10,060.91	Billing for Moulton-Niguel water services
O	075514	10/09/08	NAT'L ASSO OF COLL/EMPLOYEES	\$1,500.00	NACelink Network for Gaucho Jobs

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075515	10/09/08	NAT'L ASSOC. OF BROADCASTERS	\$360.00	NAB Membership Renewal
O	075516	10/09/08	JEFF NELSON	\$70.00	Reimbursement for lab supplies
O	075517	10/09/08	HALEY NGUYEN	\$28.74	Reimbursement to faculty
O	075518	10/09/08	NORTH STATE ENVIRONMENTAL	\$9,976.13	BID.....5YR CONTRACT
O	075519	10/09/08	ORANGE CO. DEPT. OF EDUCATION	\$34.73	Dept of Education Directory
O	075520	10/09/08	CHURM PUBLISHING CO., INC.	\$1,685.00	Monthly ad insertions in OC Metro Magazine.
O	075521	10/09/08	ORANGE COUNTY REGISTER	\$1,957.83	PRINT ADVERTISING
O	075522	10/09/08	ORANGE COUNTY REGISTER	\$3,159.00	ONLINE ADVERTISING
O	075523	10/09/08	ORANGE COUNTY REGISTER	\$576.72	PD FOR PROPOSAL
O	075524	10/09/08	ORANGE COUNTY SCHOOL BOARDS	\$125.00	OCSBA 08/09 MEMBER DUES/BOT
O	075525	10/09/08	OCLC, INC.	\$2,727.37	Pibrary electronic books per Tom Weisrock request
O	075526	10/09/08	ORANGEWOOD CHILDREN'S	\$50.00	PANEL MEMBER
O	075527	10/09/08	ORCHARD SUPPLY HARDWARE	\$351.92	SUPPLIES
O	075528	10/10/08	ACSIG/EDGE	\$40,920.23	Vision Services FY 08/09 Fund 01
O	075529	10/10/08	ACSIG/EDGE	\$120,047.00	Delta Dental FY 08/09 Fund 01
O	075530	10/10/08	HYATT LEGAL	\$6,528.40	Hyatt Legal Benefits
O	075531	10/10/08	PACIFICARE BEHAVIORAL HEALTH	\$3,080.91	Pacificare Behavioral FY 08/09 Fund 01
O	075532	10/10/08	PRINCIPAL LIFE INSURANCE	\$32,442.13	Long-Term Disability Benefits for 2008-2009 FY
O	075533	10/10/08	PRINCIPAL LIFE INSURANCE	\$30,061.00	Life Insurance Benefitis 2008/2009 FY
O	075534	10/10/08	SISC III HEALTH BENEFITS	\$1,019,771.00	SISC (PPO)-Benefits FY 2008/09 Fund 01
O	075535	10/10/08	UNUM LIFE INSURANCE COMPANY	\$1,488.95	UNUM LTC FY 2008/09
O	075536	10/10/08	UNUM LIFE INSURANCE COMPANY	\$3,159.30	UNUM LTC FY 2008/09
O	075537	10/10/08	ACSIG/EDGE	\$3,191.92	Vision Services FY 08/09 Fund 07
O	075538	10/10/08	ACSIG/EDGE	\$9,319.40	Delta Dental FY 08/09 Fund 71
O	075539	10/10/08	SISC III HEALTH BENEFITS	\$212,872.00	Blue Shield (Retiree) Benefits FY 2008/09
O	075540	10/13/08	SAMUEL FRENCH	\$3,012.00	Royalty Fees
O	075541	10/14/08	CHEVRON AND TEXACO BUSINESS	\$4,127.90	2008/09 Use of Gasoline by Various Departments
O	075542	10/16/08	CATHERINE BERES	\$299.40	Expenses for Shangri-la Acrobats Event 09/28/08
O	075543	10/16/08	ORANGE CO. FIRE AUTHORITY	\$142.00	Expenses for Shangri-la Acrobats Event 09/28/08
O	075544	10/16/08	PARKER & COVERT LLP	\$3,510.64	Attorney Services
O	075545	10/16/08	PAYAM-E-ASHENA	\$200.00	Advertising for 2008/2009
O	075546	10/16/08	PENN CORPORATE RELOCATION	\$3,586.01	BGS MOVE BACK INTO BLDG
O	075547	10/16/08	PITNEY BOWES INC.	\$302.21	SUPPLIES
O	075548	10/16/08	PORTLAND COMMUNITY COLLEGE	\$1,056.95	Payment for NSF Subaward/DUE 0702912
O	075549	10/16/08	POWERTRON BATTERY CO.	\$977.79	BATTERIES FOR 2-WAY RADIOS
O	075550	10/16/08	PYRO-COMM SYSTEMS	\$240.00	CONTRACT SERVICES
O	075551	10/16/08	QUEST DIAGNOSTICS	\$1,692.79	purchase laboratory testing for students
O	075552	10/16/08	QUICK CAPTION	\$770.00	Captioning services for Hearing impaired students
O	075553	10/16/08	BONNIE RENNIE	\$60.00	Sign Interpreter Services
O	075554	10/16/08	RITE INC.	\$1,319.94	FIELD PAINT
O	075555	10/16/08	ROTO-ROOTER SERVICE &	\$3,150.75	ANNUAL STORM DRAIN CLEANING
O	075556	10/16/08	FHEG - SADDLEBACK BOOKSTORE	\$164.26	Book purchase for EOPS bookloan program
O	075557	10/16/08	SCANTRON CORPORATION	\$9,084.40	Class Climate Scanners, Support, and Maintenance
O	075558	10/16/08	PAM SCHADER	\$212.15	REIMBURSEMENT FOR SUMMER 2008 - ART 405, ART 430 &
O	075559	10/16/08	JOEY SELLERS	\$1,406.41	Reimbursement
O	075560	10/16/08	SKORA ELECTRIC	\$4,285.00	ELECTRICAL
O	075561	10/16/08	SOUTHERN CALIFORNIA GAS CO.	\$20.66	NATURAL GAS
O	075562	10/16/08	SO. COAST FIRE PROTECTION	\$133.63	Annual Maintenance: Hazardous Storage Facility
O	075563	10/16/08	SOUTH ORANGE COUNTY COMMUNITY	\$7,784.06	Reimburse Revolving Fund
O	075564	10/16/08	LINDA SOUTHWELL	\$127.68	Reimbursement
O	075565	10/16/08	SPECTRUM CHEMICAL MFG. CORP.	\$749.55	CHEMISTRY SUPPLIES

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075566	10/16/08	STARPATH SCHOOL OF NAVIGATION	\$975.00	Student Materials for MST218
O	075567	10/16/08	STERLING ARTS SUPPLY	\$64.89	Blanket order for student supplies
O	075568	10/16/08	STOVER SEED COMPANY	\$1,729.39	GRASS SEED AND BLEND
O	075569	10/16/08	SUREFIRE, LLC	\$220.80	BATTERIES
O	075570	10/16/08	SWEETWATER	\$5,549.34	Software for Music Dept.
O	075571	10/16/08	TIME CLOCK SALES & SERVICE	\$99.31	REPAIR COSTS - DATE/TIME STAMPER
O	075572	10/16/08	SPORTS SUPPLY GROUP INC.	\$353.11	MEN'S SOCCER LAUNDRY BAGS
O	075573	10/16/08	TRAFFIC CONTROL SERVICE, INC.	\$4,187.23	PARKING SUPPLIES:SIGNS,CONES, ETC.
O	075574	10/16/08	TURF TIRE DISTRIBUTORS	\$43.10	TIRES FOR ELECTRIC CART
O	075575	10/16/08	TUTTLE-CLICK FORD	\$142.51	TRANSPORTATION PARTS
O	075576	10/16/08	U.S. DATA TRUST CORPORATION	\$1,374.00	Continuous Off-Site Data Backup Service(LiveVault)
O	075577	10/16/08	ULINE	\$189.40	AV Supplies
O	075578	10/16/08	VOMAR PRODUCTS, INC.	\$5,600.00	CAMPUS DIRECTORIES
O	075579	10/16/08	VWR INTERNATIONAL, INC.	\$2,583.55	MICROBIOLOGY SUPPLIES
O	075580	10/16/08	WALTERS WHOLESALE ELECTRIC	\$260.14	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	075581	10/16/08	WARD'S NATURAL SCIENCE	\$485.72	HORTICULTURE SUPPLIES
O	075582	10/16/08	WARE DISPOSAL CO., INC.	\$16,304.61	GREENWASTE
O	075583	10/16/08	STEVE WEISS MUSIC	\$135.85	Cymbal stands
O	075584	10/16/08	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES
O	075585	10/16/08	WESTERN FIELD ORNITHOLOGISTS	\$29.39	MATERIALS FOR FALL 2008 BIO 420 - BIRDS OF SOUTHER
O	075586	10/16/08	JOHN WILEY & SONS, INC.	\$23.00	Reference Materials for Environ. Studies Students
O	075587	10/16/08	WIRED PLANET	\$375.00	Contract District Website maintenance services.
O	075588	10/16/08	WITT COMPANY	\$1,755.55	Blanket PO for RISO Inks & Masters
O	075589	10/16/08	WOHLERS ASSOCIATES, INC.	\$556.54	Contract: Terry Wohlers
O	075590	10/16/08	WOODBIDGE HIGH SCHOOL	\$650.00	Ad for Woodbridge High School Newspaper
O	075591	10/16/08	XEROX CORP.	\$7,781.40	DocuTech 6135 Lease/Maintenance
O	075592	10/16/08	XEROX CORP.	\$5,923.11	XEROX COPIER
O	075593	10/16/08	XEROX CORP.	\$3,968.33	XEROX COPIER-CHANCELLOR'S OFFICE
O	075594	10/16/08	CHARLES ZARIT SEWING SUPPLY	\$64.95	FASHION SUPPLIES
O	075595	10/16/08	US FOODS	\$221.94	For food and supplies for the CDC.
O	075596	10/16/08	XEROX CORP.	\$117.70	MAINTENANCE AGREEMENT FOR XEROX
O	075597	10/16/08	EDWIN TIONGSON	\$30.00	EMPLOYEE TB TEST
O	075598	10/16/08	SHOLEH ALIZADEH	\$35.00	EMPLOYEE TB TEST
O	075599	10/16/08	A TO Z WHOLESALE FLORAL SUPPLY	\$1,383.62	Supplies For Floral Design Lab
O	075600	10/16/08	A-1 AWARDS	\$104.52	Trophy
O	075601	10/16/08	ACCUVANT INC.	\$28,822.00	Nevis Labs Service License/Maintenance Renewal
O	075602	10/16/08	TITLEIST	\$357.11	GOLF BALLS FOR WOMEN'S GOLF TEAM
O	075603	10/16/08	ADCLUB ADVERTISING SERVICE	\$2,899.00	Recruitment/Advertising for SOCCCD
O	075604	10/16/08	ADN DIRECTORS OF SO. CAL.	\$100.00	ADN MEMBERSHIP
O	075605	10/16/08	ADRENALIN SPORTS APPAREL	\$3,284.33	WOMEN'S VOLLEYBALL JERSEY/JACKETS
O	075606	10/16/08	JAMEY AEBERSOLD JAZZ, INC.	\$19.96	Book for jazz courses
O	075607	10/16/08	AERA ENGINE REBUILDERS ASSN.	\$200.00	School membership
O	075608	10/16/08	AFFILIATED COMPUTER SERVICES	\$176.85	Contract Svcs - ACS
O	075609	10/16/08	AIRGAS WEST	\$95.93	CO2 FOR SWIMMING POOL
O	075610	10/16/08	AMERICAN GRIP, INC.	\$458.89	Flags/Nets for student use
O	075611	10/16/08	JULIE ANDERSON	\$237.00	Instructional Supplies for MST 100 Class
O	075612	10/16/08	APPLE COMPUTER INC.	\$2,207.53	CAMCORDERS FOR NURSING
O	075613	10/16/08	ARAMARK UNIFORM SERVICES	\$80.29	SHOP RAGS
O	075614	10/16/08	LEE ARMSTRONG CO., INC.	\$1,832.50	FLOORING
O	075615	10/16/08	ARS ENTERPRISES	\$7.38	Repair services,Consolidated Autoclave,SSR-2A-PB
O	075616	10/16/08	ARTSCENE	\$525.00	Subscription renewal

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075617	10/16/08	ANTE SIMUN GELO	\$175.00	Music preparation services
O	075618	10/16/08	ASSESSMENT TECHNOLOGIES	\$1,494.00	ATI TESTING
O	075619	10/16/08	AVALON TENT & PARTY	\$160.42	President's/Principal's Breakfast
O	075620	10/16/08	BAKER & TAYLOR	\$30.49	Library book per Tom Weisrock request
O	075621	10/16/08	BARNARD, LTD.	\$438.20	STILL LIFE PAINTING OBJECTS
O	075622	10/16/08	BATTERY SYSTEMS OF SANTA ANA	\$1,999.88	CART BATTERIES
O	075623	10/16/08	BEACH PAVING	\$11,870.00	PARKING LOT 5 ENTRY
O	075624	10/16/08	ARNOLD O. BECKMAN HIGH SCHOOL	\$500.00	Beckman High School Online Chronicle Ad
O	075625	10/16/08	NANCY N. BESSETTE	\$81.67	Expense Reimbursement
O	075626	10/16/08	BIO-RAD LABORATORIES, INC.	\$1,146.95	BIOLOGY SUPPLIES/LAB CLASS EXERCISES
O	075627	10/16/08	ATHLETIC PUBLISHING COMPANY	\$159.45	Athletics Directory
O	075628	10/16/08	MIKE BROWN GRANDSTANDS, INC.	\$500.00	Baseball Bleacher Seating
O	075629	10/16/08	BUDDY'S ALL STARS	\$139.30	PE Class Supplies
O	075630	10/16/08	KRISTEN BUSH	\$1,280.00	Consulting Services: Web Development & Maint.
O	075631	10/16/08	SELF INSURANCE PLANS	\$105.00	WHEELCHAIR LIFT CONVEYANCE INVOICE
O	075632	10/16/08	CAMPUS CONCERTS	\$325.00	Contract Services
O	075633	10/16/08	CAPITOL ENQUIRY, INC.	\$452.99	Pocket Directory of the California Legislature.
O	075634	10/16/08	CAPT	\$9.00	MBTI-Scoring Costs,As Needed
O	075635	10/16/08	CARQUEST AUTO PARTS	\$387.06	BLANKET PURCHASE ORDER FOR AUTO SUPPLIES
O	075636	10/16/08	COMMUNITY COLLEGE LEAGUE OF	\$39.00	2008 Community College Directory.
O	075637	10/16/08	CHL ARTISTS INC.	\$1,000.00	Contract Services
O	075638	10/16/08	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
O	075639	10/16/08	CINTAS DOCUMENT MANAGEMENT	\$45.00	document destruction/paper recycling for A&R
O	075640	10/16/08	ROBERT CONRAD	\$50.00	REIMBURSEMENT-ROBERT CONRAD-MAT'L FEE-FALL
O	075641	10/16/08	CONSOLIDATED ELECTRICAL DIST.	\$313.66	ELECTRICAL SUPPLIES
O	075642	10/16/08	COUNCIL OF CHIEF LIBRARIANS	\$150.00	Pay for membership/subscription.
O	075643	10/16/08	COX COMMUNICATIONS, INC	\$4,294.04	COX Communications Intercampus WAN service
O	075644	10/16/08	COX MEDIA, INC.	\$3,505.35	Cable Advertising
O	075645	10/16/08	DANKA OFFICE IMAGING	\$140.77	Annual Maintenance:Copier
O	075646	10/16/08	SHANNON FASELER	\$140.02	Reimbursement to Gallery Director
O	075647	10/16/08	BROWN BEAR SOFTWARE	\$545.00	TRIPLE SYNC/ICAL LICENSES
O	075648	10/16/08	LAURA ABRAMS	\$43.91	MILEAGE
O	075649	10/16/08	JULIE ANDERSON	\$148.24	MILEAGE
O	075650	10/16/08	LINDA BASHOR	\$33.93	MILEAGE
O	075651	10/16/08	EUGENE DRAKE	\$32.06	MILEAGE
O	075652	10/16/08	G/M BUSINESS INTERIORS	\$3,132.23	Modular Furniture for Two Instructors
O	075653	10/16/08	GANDER-PRINTCO	\$2,308.55	NEW LOGO LETTERHEAD DIST
O	075654	10/16/08	KORI LEE GARNER	\$14.39	MILEAGE
O	075655	10/16/08	GAYLORD BROTHERS, INC.	\$41.75	Easy Bind Book Tape.
O	075656	10/16/08	GEMPLER'S	\$510.10	GREENHOUSE SUPPLIES
O	075657	10/16/08	GOVCONNECTION	\$780.97	HARD DISKS FOR RAPIDTECH
O	075658	10/16/08	ESTER GRAHAM	\$60.56	MILEAGE
O	075659	10/16/08	HACH COMPANY	\$267.01	AQUA SCI SUPPLIES
O	075660	10/16/08	PATTY HELTON	\$30.74	MILEAGE
O	075661	10/16/08	HITT MARKING DEVICES, INC.	\$167.28	SUPPLIES
O	075662	10/16/08	HOME DEPOT CREDIT SERVICES	\$457.41	For Purchasing of misc. Supplies for greenhouse
O	075663	10/16/08	TRAN HONG	\$22.11	MILEAGE
O	075664	10/16/08	INCENTRA SOLUTIONS OF	\$370.00	Exchange deployment and troubleshooting support
O	075665	10/16/08	INTERACT COMMUNICATIONS, INC.	\$2,597.82	Interact Marketing Research Project.
O	075666	10/16/08	IRVINE HIGH SCHOOL-EL VAQUERO	\$676.80	Ad for Irvine High School Newspaper
O	075667	10/16/08	IRVINE PIPE & SUPPLY	\$541.44	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075668	10/16/08	BICHTUYEN JENSEN	\$46.10	MILEAGE
O	075669	10/16/08	PIPS	\$166,222.00	Protected Insurance Program for Schools 08/09
O	075670	10/16/08	DAVIT S. KHACHATRYAN	\$132.68	MILEAGE
O	075671	10/16/08	KIRK	\$1,235.96	REPLENISH PAPER/SALMON
O	075672	10/16/08	LAGUNA CANVAS PRODUCTS	\$2,607.55	BGS - INSTALLATION OF AWNINGS OVER VENDING MACHINE
O	075673	10/16/08	LAWNMOWERS ETC.	\$129.14	PLADE SHARPENING/GROUNDS
O	075674	10/16/08	TEDDI LORCH	\$30.74	MILEAGE
O	075675	10/16/08	LORI MANGELS	\$215.15	MILEAGE
O	075676	10/16/08	MAXIMUS, INC.	\$2,670.00	Renewal Services Cost Claiming FY 08/09
O	075677	10/16/08	MC MAHAN DESK	\$48.49	BGS - FURNITURE
O	075678	10/16/08	MCMASTER CARR SUPPLY CO.	\$31.73	MAINTENANCE SUPPLIES
O	075679	10/16/08	MICRO CENTER	\$92.64	COMPUTER AND ELECTRONIC SUPPLIES
O	075680	10/16/08	FRANCES MILLER	\$15.37	MILEAGE
O	075681	10/16/08	MISSION VIEJO RENTALS	\$229.80	stage rental cte night
O	075682	10/16/08	MOBILE MODULAR MGMT. CORP.	\$32,340.00	Annual Maintenance: Comm Ed Buildings
O	075683	10/16/08	MOLE-RICHARDSON	\$284.24	Parts for lighting fixtures
O	075684	10/16/08	NASCO WEST	\$15.05	FASHION SUPPLIES
C	075685	10/16/08	NEW TOUCH GRAPHICS LLC	\$-565.07	ATHLETICS SCHEDULE CARD PRINTING
O	075686	10/16/08	NORTH STATE ENVIRONMENTAL	\$14,667.72	BID.....5YR CONTRACT
O	075687	10/16/08	MICHAEL O'MEARA	\$14.35	MILEAGE
O	075688	10/16/08	ORANGE CO. AUDITOR-CONTROLLER	\$382.28	Range Fees
O	075689	10/16/08	ORANGE COUNTY REGISTER	\$2,500.00	ADVERTISING
O	075690	10/16/08	ORANGE CO. TREASURER	\$309.04	Annual Mandatory Assessments
O	075691	10/16/08	OCE-USA, INC.	\$2,889.67	Maintenance Agreement: Copiers
O	075692	10/16/08	ORANGEWOOD CHILDREN'S	\$50.00	PANEL MEMBER
O	075693	10/16/08	ORKIN INC.	\$721.00	PEST CONTROL
O	075694	10/16/08	RUBEN RAMIREZ	\$92.21	MILEAGE
O	075695	10/16/08	JANE ROSENKRANS	\$86.23	MILEAGE
O	075696	10/16/08	TANISHA WASHINGTON	\$88.78	MILEAGE
O	075697	10/16/08	ORKIN INC.	\$90.00	Annual Maintenance: Bug Control
O	075698	10/16/08	JESSICA M. CHA	\$41.44	MILEAGE
O	075699	10/16/08	EARL PAGAL	\$26.29	MILEAGE
O	075700	10/16/08	TRUDI BAGGS	\$76.98	Payment needed to CWE workshop for Trudi Baggs
O	075701	10/16/08	LARRY DE SHAZER	\$283.38	CONFERENCE FOR LARRY DESHAZER
O	075702	10/16/08	JENNIFER FOROUZESH	\$80.00	CONFERENCE FOR JENNIFER FOROUZESH
O	075703	10/16/08	ESTER GRAHAM	\$399.95	Reim. E. Graham-PIHRA Conf.
O	075704	10/16/08	SARAH KOBATA	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075705	10/16/08	STEVE LEE	\$121.51	Staff Reimbursement
O	075706	10/16/08	RAGHU MATHUR	\$282.05	R. MATHUR TO NCCET NATIONAL CONFERENCE
O	075707	10/16/08	BETH MUELLER	\$82.52	State Budget Workshop 2008-2009
O	075708	10/16/08	HEIDI M. MUELLER	\$120.04	Reimbursement
O	075709	10/16/08	NCATC (NAT'L COALITION OF	\$724.00	Ken Patton/NCATC Dayton, OH Oct 2008
O	075710	10/16/08	KEN PATTON	\$448.32	Ken Patton/NCATC Dayton, OH Oct 2008
O	075711	10/16/08	DIANE PESTOLESI	\$120.00	CONFERENCE FOR DIANE PESTOLESI
O	075712	10/16/08	TAMERA RICE	\$135.00	CONFERENCE FOR TAMERA RICE
O	075713	10/16/08	PENNY SKAFF	\$80.05	CONFERENCE FOR PENNY SKAFF - GRANTS
O	075714	10/16/08	ED WARD TACKETT	\$490.94	Ed Tackett/NCATC Dayton, OH Oct 2008
O	075715	10/16/08	RAJEN VURDIEN	\$78.86	Conference Attendance for Rajen Vurdien
O	075716	10/16/08	DIV. OF THE STATE ARCHITECT	\$6,012.00	DSA PLAN CHECK FEES
O	075717	10/16/08	DIV. OF THE STATE ARCHITECT	\$7,140.00	DSA PLAN CHECK FEES
O	075718	10/17/08	AGILYSYS INC	\$7,405.27	SIS Infrastructure Backfill RAM

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075719	10/17/08	ALVAREZ & MARSAL	\$6,800.00	ATEP Project
O	075720	10/17/08	AMERICAN GEOTECHNICAL	\$375.00	GEOTECHNICAL INSPECTION & TESTING
O	075721	10/17/08	APPLE COMPUTER INC.	\$154,889.57	Tech Refresh - computers
O	075722	10/17/08	ARQUITECTONICA INT'L CORP.	\$15,000.00	ARCHITECTURAL FEES
O	075723	10/17/08	BASTIEN AND ASSOCIATES	\$4,552.68	ATEP Project
O	075724	10/17/08	gkkworks	\$13,088.00	CONSTR. MGMT AGRMT
O	075725	10/17/08	HAITBRINK ASPHALT PAVING,	\$2,800.00	grounds cleanup
O	075726	10/17/08	HPL MECHANICAL CONTRACTOR,	\$10,012.00	BID 279, PKG. B PLUMBING, BUS. & TECHN INNOV.CTR.
O	075727	10/17/08	INCENTRA SOLUTIONS	\$22,010.00	IT Software Engineering/Development Services
O	075728	10/17/08	JOHNSON FLOORING, INC.	\$6,470.00	REFINISH GYM FLOOR
O	075729	10/17/08	JOYCE INSPECTION & TESTING	\$7,768.00	INSPECTOR OF RECORD SERVICES
O	075730	10/17/08	LAMAR SPACE INC.	\$145.46	TRAILER FOR INSPECTOR OF RECORD ON A300/B200
O	075731	10/17/08	LPA, INC.	\$15,077.50	ARCHITECTURAL SERVICES
O	075732	10/17/08	MOBILE MODULAR MGMT. CORP.	\$6,744.00	LEASE OF MUSIC CLASSROOM PORTABLES
O	075733	10/17/08	NEUDESIC, LLC	\$266,123.50	Student Information System, Year 3
O	075734	10/17/08	PENN CORPORATE RELOCATION	\$12,448.21	SURPLUS FURNITURE REMOVAL AND DISPOSAL
O	075735	10/17/08	PUBLIC ECONOMICS, INC.	\$4,284.89	CONSULTING SERVICES-REDEVELOPMENT
O	075736	10/17/08	RJT COMPUQUEST	\$5,460.00	QA Consulting Services
O	075737	10/17/08	SKORA ELECTRIC	\$10,433.00	ELECTRICAL
O	075738	10/17/08	STRATA INFORMATION GROUP	\$1,750.00	Consulting services
O	075739	10/17/08	TROXELL COMMUNICATIONS, INC.	\$35,599.56	BID 295 AV PROJECTIONS SYSTEM
O	075740	10/17/08	TV MAGIC, INC.	\$30,000.00	CONSULTANT AGRMT FOR BS TECH.
O	075741	10/17/08	UNITED SITE SERVICES OF CA,	\$538.86	FENCE RENTAL
O	075742	10/17/08	EMPLOYMENT DEVELOPMENT DEPT.	\$71,752.98	Unemployment Insurance Quarterly P/R Taxes
O	075743	10/20/08	ACADEMIC SENATE FOR CALIF.	\$335.00	Conference Attendace for Nicole Ortega
O	075744	10/20/08	ACADEMIC SENATE FOR CALIF.	\$335.00	Conference Attendace for Shouka Torabi
O	075745	10/20/08	JOANN ALFORD	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075746	10/20/08	JUANITA BALTIERRA	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075747	10/20/08	BARBARA A. BENAVIDES	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075748	10/20/08	CALIFORNIA PLACEMENT ASSN	\$50.00	Conference for Eric Hilden
O	075749	10/20/08	CASFAA CONFERENCE REGISTRATION	\$299.00	Conference for Darryl Cox
O	075750	10/20/08	CASFAA CONFERENCE REGISTRATION	\$299.00	Conference for Tom Mathavorn
O	075751	10/20/08	CASFAA CONFERENCE REGISTRATION	\$299.00	Conference for Pam Yu
O	075752	10/20/08	CCCCSSAA	\$50.00	CONFERENCE FOR LISE TELSON
O	075753	10/20/08	COLLETTE CHATTOPADHYAY	\$550.00	Conference Reimbursement for Collette Chatopadhyay
O	075754	10/20/08	BRANDYE D'LENA	\$76.38	CONFERENCE REGISTRATION
O	075755	10/20/08	TRACY DALY	\$22.00	REIMBURSEMENT
O	075756	10/20/08	MARIANA DE SARACHO	\$95.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075757	10/20/08	JORGE GUERRERO	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075758	10/20/08	PAULA JACOBS	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075759	10/20/08	SARAH KOBATA	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075760	10/20/08	CAROL LERMAN	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075761	10/20/08	NICOLE LOFTUS	\$215.47	Conference Reimbursement for Nicole Loftus
O	075762	10/20/08	MIKI MIKOLAJCZAK	\$95.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075763	10/20/08	CHARLES MYERS	\$256.00	Conference for Charles Myers
O	075764	10/20/08	TERENCE NELSON	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075765	10/20/08	SARA NIEVES-LUCAS	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075766	10/20/08	DR. CATHIE PETERSON	\$22.00	REIMBURSEMENT
O	075767	10/20/08	JUDI POHL	\$95.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075768	10/20/08	JENNIFER RACHMAN	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075769	10/20/08	MAUREEN SMITH	\$154.54	Conference Reimbursement for Maureen Smith

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075770	10/20/08	TRAUMA INTERVENTION PROGRAM	\$850.00	HEROES W/HEART DINNER
O	075771	10/20/08	JAN VENTURA	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075772	10/20/08	DAN WALSH	\$433.55	Conference Reimbursement for Dan Walsh
O	075773	10/20/08	CRUTCHFIELD	\$328.00	INSTRUCTIONAL SUPPLIES
O	075774	10/22/08	CASFAA CONFERENCE REGISTRATION	\$299.00	Conference for Alex Quinones
O	075775	10/22/08	CASFAA CONFERENCE REGISTRATION	\$299.00	Conference for Ardalan Saber
O	075776	10/22/08	CASFAA CONFERENCE REGISTRATION	\$299.00	Conference for Cristina Vieyra
O	075777	10/22/08	COMMUNITY COLLEGE LEAGUE OF	\$475.00	Pre Pay Hotel and registration for conference
O	075778	10/22/08	CROWNE PLAZA HARTFORD DOWNTOWN	\$266.56	ED TACKETT/Nat'l Ed Workshop (NEW) HARTFORD, CT
O	075779	10/22/08	KIM D'ARCY	\$798.46	Conference Reimbursement for Kim d'Arcy
O	075780	10/22/08	TRACY DALY	\$65.00	CONFERENCE FOR TRACY DALY
O	075781	10/22/08	EDMONDS COMMUNITY COLLEGE	\$195.00	ED TACKETT/Nat'l Ed Workshop (NEW) HARTFORD, CT
O	075782	10/22/08	REGION VIII EOPS DIRECTORS	\$975.00	CARE Conference Registration
O	075783	10/22/08	DAVID FRANCISCO	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
O	075784	10/22/08	DAVID D. GATEWOOD	\$400.40	CONFERENCE FOR DAVID GATEWOOD
O	075785	10/22/08	HARVARD UNIVERSITY	\$3,000.00	Travel expenses for Bob Bramucci
O	075786	10/22/08	RON HASTINGS	\$739.26	Conference Reimbursement for Ron Hastings
O	075787	10/22/08	HILTON ANAHEIM	\$368.00	Pre Pay Hotel and registration for conference
O	075788	10/22/08	BETH MUELLER	\$428.90	Registration to attend ACBO 2008 Fall Conf.
O	075789	10/22/08	PARIS LAS VEGAS	\$385.86	SFA Conference
O	075790	10/22/08	LORETTA THARPE	\$740.00	CONFERENCE FOR loretta Tharpe (for Tamera Rice)
O	075791	10/23/08	JULIE ANDERSON	\$705.56	Reimbursement for instructional supply purchase
O	075792	10/23/08	BUCKEYE CLEANING CENTER	\$94.90	JANITORIAL SUPPLIES
O	075793	10/23/08	CALIFORNIA STAGE/LIGHTING, INC	\$432.07	Blanket for instructor supplies
O	075794	10/23/08	CAROLINA BIOLOGICAL SUPPLY	\$115.37	BIOLOGY SUPPLIES
O	075795	10/23/08	JOHN CARVETTE	\$375.00	Piano tunnings
O	075796	10/23/08	CBS RADIO	\$8,250.00	Radio Advertising
O	075797	10/23/08	BOARD OF GOVERNORS	\$48,979.00	FUNDS RETURNED TO STATE
O	075798	10/23/08	CDW GOVERNMENT, INC.	\$1,117.36	forensics writeblock, flash drives, video conf cam
O	075799	10/23/08	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
O	075800	10/23/08	CITRIX ONLINE	\$1,740.60	GoToMyPC Access Services
O	075801	10/23/08	CLARK SECURITY PRODUCTS INC.	\$517.28	BLANKET PURCHASE ORDER FOR PARTS
O	075802	10/23/08	COMPUTERLAND	\$84,656.50	Microsoft Campus Agreement - Irvine Valley College
O	075803	10/23/08	CONSERVATION PLUS	\$931.88	WATER BROOMS
O	075804	10/23/08	COX COMMUNICATIONS, INC	\$3,885.08	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	075805	10/23/08	CULLIGAN	\$106.60	Open PO soft water service
O	075806	10/23/08	DANA POINT FUEL DOCK	\$46.10	Blanket PO for Sailboat Fuel for MST Classes
O	075807	10/23/08	DANA POINT YACHT MAINTENANCE	\$21.75	Blanket PO for Boston Whaler Monthly Hull Cleaning
O	075808	10/23/08	SIMON DAVIES	\$150.82	WOMEN'S SOCCER GOALIE GLOVES
O	075809	10/23/08	JOHN DEERE LANDSCAPES, INC.	\$398.20	GROUNDS - SUPPLIES
O	075810	10/23/08	DELL MARKETING L.P.	\$771.95	purchase toner for Dell printers
O	075811	10/23/08	DEMCO INC.	\$73.31	Purchase labels for books.
O	075812	10/23/08	DEPARTMENT OF JUSTICE	\$216.00	Fingerprinting - HR
O	075813	10/23/08	DIAMONDS SPORTS FIELD	\$398.68	GROUNDS SUPPLIES
O	075814	10/23/08	DISPLAYS 2GO	\$222.85	STANCHIONS FOR CHECK IN/OUT
O	075815	10/23/08	DOWNS, ROSALYN	\$250.00	728939 FOR FSS SCHOLARSHIP
O	075816	10/23/08	SPARKLETTTS	\$37.07	DRINKING WATER FOR ATEP
O	075817	10/23/08	SPARKLETTTS	\$891.33	Bottled water service
O	075818	10/23/08	S & B FOODS	\$388.37	CATERING FOR COMM PROTOCOL MTG.
O	075819	10/23/08	S & B FOODS	\$153.71	CATERING FOR DLC Meeting
O	075820	10/23/08	DAIRY DEPOT	\$74.80	NUTRITIONAL MILK AND DAIRY SUPPLIES

WARRANT REGISTER LISTING

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075821	10/23/08	AT&T/MCI	\$13,850.80	FAX LINES - TRUSTEES FY 08-09
O	075822	10/23/08	OFFICEMAX CONTRACT INC.	\$21,442.41	Office Max Supply Orders 2008/2009
O	075823	10/23/08	PARKWAY LAWNMOWER SHOP	\$517.15	HEDGE TRIMMER
O	075824	10/23/08	TED PELLA, INC.	\$130.48	PHYSIO LAB SUPPLIES
O	075825	10/23/08	J.W. PEPPER & SON, INC.	\$20.86	Sheet music
O	075826	10/23/08	PHOENIX BUSINESS MACHINES,	\$190.72	Toner waste container for Xerox Phaser printer.
O	075827	10/23/08	PHOENIX GROUP INFORMATION SYS.	\$730.76	Annual Maintenance: Citation Fees
O	075828	10/23/08	PORT SUPPLY	\$221.45	GPS CABLES
O	075829	10/23/08	PROAIR CONSTRUCTION SVCS. INC.	\$36,525.00	VIL 03 - REPLACE AND INSTALL TWO 5-TON CARRIER
O	075830	10/23/08	PSYCHOLOGICAL CORPORATION, INC	\$1,669.47	WAIS-fourth edition/DSPS testing materials
O	075831	10/23/08	PULSE UNIFORM	\$181.15	NURSING SUPPLIES
O	075832	10/23/08	QUICK SORT LOS ANGELES	\$315.20	Postage costs
O	075833	10/23/08	RALPHS GROCERY COMPANY	\$272.53	TO PURCHASE SUPPLIES FOR BIO. LAB CLASS EXERCISES
O	075834	10/23/08	RAN SCIENCE & TECHNOLOGY, LLC	\$1,200.00	CACT Fuel Cell Business Assessment
O	075835	10/23/08	REFRIGERATION SUPPLIES DIST.	\$50.37	HVAC SUPPLIES
O	075836	10/23/08	RGP PLANNING & DEVELOPMENT	\$2,102.45	PLANNING SERVICES FOR AVERY EASEMENT CONSIDERATION
O	075837	10/23/08	RICOH AMERICAS CORPORATION	\$1,079.34	Printer Maintenance Agreement 2008-2009
O	075838	10/23/08	RIO GRANDE ALBUQUERQUE	\$832.30	JEWELRY MAKING SUPPLIES
O	075839	10/23/08	ROSS SYSTEMS, INC.	\$13,261.38	Annual Maintenance for Gembase and UB Runtime
O	075840	10/23/08	SAFEWAY INC/PAVILIONS	\$834.62	Groceries for Foods Lab.
O	075841	10/23/08	FHEG SADDLEBACK BOOKSTORE	\$36,904.71	Textbooks for EOPS Eligible students
O	075842	10/23/08	FHEG - SADDLEBACK BOOKSTORE	\$335.96	Book purchase for EOPS bookloan program
O	075843	10/23/08	SCIAC	\$75.00	Annual SCIAC Membership Dues 08-09
O	075844	10/23/08	ANASTASIA SEPULVEDA	\$700.00	LIGHT BOARD OPERATOR/IVC FALL 2008 DANCE CONCERT
O	075845	10/23/08	SARA LEILA SHEYBANI	\$7.58	INSTRUCTIONAL SUPPLIES
O	075846	10/23/08	CRYSTAL SHOMPH	\$1,300.00	TECH DIRECTOR/IVC FALL 2008 DANCE CONCERT
O	075847	10/23/08	SIEMENS WATER TECHNOLOGIES	\$141.75	Annual Contract: Deionized Water Tanks
O	075848	10/23/08	SOUTHERN CALIFORNIA EDISON CO.	\$23,334.33	Annual Electric Service
O	075849	10/23/08	SOUTHERN CALIFORNIA EDISON CO.	\$15,078.58	Annual Electric Service
O	075850	10/23/08	SOUTHERN CALIFORNIA EDISON CO.	\$2,140.84	Annual Electric Service
O	075851	10/23/08	SOUTHERN CALIFORNIA GAS CO.	\$1,635.61	Annual Gas Service
O	075852	10/23/08	SOUTHERN CALIFORNIA GAS CO.	\$27.74	Annual Gas Service
O	075853	10/23/08	SOUTHERN CALIFORNIA GAS CO.	\$11,046.59	Annual Gas Service
O	075854	10/23/08	SOUTHERN CALIFORNIA GAS CO.	\$9,467.66	PO for gas transmission service.
O	075855	10/23/08	SOUTHERN COUNTIES OIL	\$3,714.33	FUEL
O	075856	10/23/08	SOCIETY OF MANUFAC. ENGINEERS	\$2,400.00	RAPID 2009 CONF/BOOTH SPACE
O	075857	10/23/08	SWACC	\$16,601.00	Amendment to Property & Liability Ins.
O	075858	10/23/08	POSTMASTER	\$1,200.00	POSTAL FUNDS
O	075859	10/23/08	USA MOBILITY	\$57.33	PAGER RENTAL AND MAINTENANCE CONTRACT
O	075860	10/23/08	LUIS MAURICIO VASQUEZ	\$375.00	WORKSHOP PRESENTER
O	075861	10/23/08	VERIZON WIRELESS	\$158.57	Cell Phone Service
O	075862	10/23/08	VERIZON WIRELESS	\$132.50	Annual Maint: Broadband Back-up system/Email
O	075863	10/23/08	OFFICEMAX CONTRACT INC.	\$360.12	Office Max Supply Orders 2008/2009
O	075864	10/23/08	RALPHS GROCERY COMPANY	\$949.80	NUTRITIONAL FOOD AND SUPPLIES
O	075865	10/23/08	OFFICEMAX CONTRACT INC.	\$106.48	Office Max Supply Orders 2008/2009
O	075866	10/23/08	SO. ORANGE CO. COMM. COL. DIST	\$5,843.21	Reimburse SOCCCD Checking
O	075867	10/23/08	RPM CONSULTANT GROUP	\$4,250.00	GASB 43 & 45 Compliance
O	075868	10/23/08	GANDER-PRINTCO	\$211.73	TIME CARDS
O	075869	10/23/08	GEMPLER'S	\$180.30	HORTICULTURE SUPPLIES
O	075870	10/23/08	GLAXOSMITHKLINE PHARMACEUTICAL	\$1,494.00	vaccine for students
O	075871	10/23/08	GLOBAL INDUSTRIAL EQUIPMENT	\$354.20	CUSTODIAL SUPPLIES

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075872	10/23/08	GOPHER SPORTS EQUIPMENT	\$125.52	balls for yoga class/Bessette
O	075873	10/23/08	GREEN THUMB INTERNATIONAL	\$13.95	To Purchase Misc. Plants and Material For Labs.
O	075874	10/23/08	GREY HOUSE PUBLISHING	\$168.50	Library book per Tom Weisrock request
O	075875	10/23/08	MARLYS GRODT & ASSOCIATES	\$500.00	Class Spec - CM Police Operations
O	075876	10/23/08	HARDY DIAGNOSTICS	\$500.50	MICROBIOLOGY SUPPLIES
O	075877	10/23/08	BETH HENSHAW	\$391.45	EVENT-TRANS DAY FOR RN STUDENTS
O	075878	10/23/08	HOME DEPOT CREDIT SERVICES	\$227.01	BLANKET PURCHASE ORDER FOR SUPPLIES
O	075879	10/23/08	INGARDIA BROTHERS PRODUCE, INC.	\$1,382.80	Groceries for Foods Lab.
O	075880	10/23/08	INTEGRATED DNA TECHNOLOGIES	\$93.63	BIOLOGY SUPPLIES
O	075881	10/23/08	INTERMOUNTAIN LOCK & SECURITY	\$146.97	BLANKET P.O. FOR MAINTENANCE SUPPLIES
O	075882	10/23/08	INVITROGEN CORPORATION	\$263.39	BIOCHEMISTRY SUPPLIES
O	075883	10/23/08	JOHNSON & ASSOCIATES	\$632.50	Tech Assistance-Job Descriptions
O	075884	10/23/08	SAMIR KHUNDY	\$63.24	MILEAGE
O	075885	10/23/08	KIRK	\$512.87	Paper to make copies
O	075886	10/23/08	KNORR SYSTEMS, INC.	\$196.00	POOL SUPPLIES
O	075887	10/23/08	LAGUNA BALLET, INC.	\$10,762.00	The Nutcracker Ballet - Dec. 08
O	075888	10/23/08	LOOMIS, FARGO & CO., INC	\$498.08	Armored Car Service 08/09
O	075889	10/23/08	RACHEL MANDERS	\$27.41	MILEAGE
O	075890	10/23/08	ORANGE CO. AUDITOR-CONTROLLER	\$3,390.00	Surcharge Parking Citations
O	075891	10/23/08	ORANGE CO. AUDITOR-CONTROLLER	\$1,225.00	Annual Maintenance:Citations
O	075892	10/23/08	JONATHAN MARCUS	\$500.00	Contract Services
O	075893	10/23/08	DIANE RIOPKA	\$104.74	MILEAGE
O	075894	10/23/08	JANE ROSENKRANS	\$15.03	MILEAGE
O	075895	10/23/08	SARA LEILA SHEYBANI	\$11.65	MILEAGE
O	075896	10/23/08	PENNY SKAFF	\$112.67	MILEAGE
O	075897	10/23/08	SOKHA SONG	\$15.37	MILEAGE
O	075898	10/23/08	KEENAN & ASSOCIATES	\$3,023.18	Claims Management Open PO
O	075899	10/23/08	TKSC	\$5,305.00	HS Bldg HVAC Heat Load Increase
O	075900	10/23/08	AUSTIN-FOUST ASSOCIATES, INC.	\$2,705.00	ATEP Project -
O	075901	10/23/08	CONSOLIDATED REPROGRAPHICS	\$3,317.88	REPROGRAPHICS FOR BID DOCS AT IVC A300
O	075902	10/23/08	DAKTRONICS	\$1,299.91	REPLACEMENT MODULE FOR LED MARQUEE
O	075903	10/23/08	DELL MARKETING L.P.	\$1,131.38	laptops for classroom use
O	075904	10/23/08	FYR LANDSCAPING, INC.	\$26,640.00	BID 279, PKG.D, LANDSCAPE, BUS & TECH INNOV.CTR.
O	075905	10/23/08	gkkworks	\$3,583.15	Project: ATEP
O	075906	10/23/08	INLAND BUILDING COMPANIES	\$23,739.12	PKG.Q,MISC.BID 279,BUS.& TECH. INNOV. CTR.
O	075907	10/23/08	JACKSON, DE MARCO, TIDUS,	\$119,253.49	ATEP Legal Professional Services
O	075908	10/23/08	JOYCE INSPECTION & TESTING	\$5,920.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	075909	10/23/08	NEUDESIC, LLC	\$163,691.00	Student Information System, Year 3
O	075910	10/23/08	PB AMERICAS, INC.	\$5,658.66	HIRE L.C. CONSULTANT, BUS & TECH INNOV.CTR.
O	075911	10/23/08	THE M.S. ROUSE COMPANY, INC.	\$4,204.00	PKG. O FLOORING, BID 279, BUS. & TECH. INNOV.CTR.
O	075912	10/23/08	UNION BANK OF CALIFORNIA	\$2,960.00	BID 279, PKG.D, LANDSCAPE, BUS & TECH INNOV.CTR.
O	075913	10/23/08	ZIMKOR INDUSTRIES, INC	\$17,683.03	BID 279, PKG.F, BUS & TECH CTR.
O	075914	10/24/08	SAN DIEGO GAS & ELECTRIC	\$69,589.03	Electric Service Billing for SDG&E
O	075915	10/24/08	SARGENT-WELCH LLC	\$855.15	PHYSICS EQUIPMENT
O	075916	10/24/08	SCANTRON CORPORATION	\$823.44	REPLENISH SUPPLIES
O	075917	10/24/08	SEHI PROCOMP COMPUTER PRODUCTS	\$104.44	Ink cartridges
O	075918	10/24/08	SHATTINGER MUSIC	\$273.25	Music purchased
O	075919	10/24/08	SHIFFLER EQUIPMENT SALES,	\$121.70	DOOR HINGES
O	075920	10/24/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	075921	10/24/08	SMARDAN SUPPLY - EL MONTE	\$585.77	BUILDING MAINTENANCE SUPPLIES
O	075922	10/24/08	DANIEL SMITH, INC.	\$553.00	ART SUPPLIES

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Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075923	10/24/08	SMITHY	\$182.78	GEOLOGY SUPPLIES
O	075924	10/24/08	SO. COAST FIRE PROTECTION	\$3,660.00	Annual Maintenance:Fire Inspections
O	075925	10/24/08	SOCCER CENTER	\$2,580.80	WOMEN'S SOCCER GEAR
O	075926	10/24/08	SONRISE ELECTRICAL	\$338.00	Football Stadium Scoreboard Repairs
O	075927	10/24/08	SPECTRUM CHEMICAL MFG. CORP.	\$1,416.73	CHEMISTRY SUPPLIES
O	075928	10/24/08	SPORTS FACILITIES GROUP, INC.	\$2,625.00	INSPECT. BASKETBALL BACKSTOPS
O	075929	10/24/08	STAR MAINTENANCE SUPPLY	\$4,568.60	JANITORIAL EQUIPMENT
O	075930	10/24/08	TREND OFFSET PRINTING	\$16,717.00	PRINTING OF CLASS SCHEDULES
O	075931	10/24/08	TruGreen, LLP	\$2,100.00	AERATION OF ALL FIVE SPORTS FIELDS
O	075932	10/24/08	US DIGITAL MEDIA INC.	\$238.15	CDs, sleeves, and label ink for Accred. Reports
O	075933	10/24/08	KATHY WEATHERWAX	\$525.00	WORKSHOP TRAINER
O	075934	10/24/08	WEBEX COMMUNICATIONS, INC.	\$575.00	Online Meeting Program Software
O	075935	10/24/08	WILCO SOUND DESIGN	\$700.00	AUDIO ENGINEERING SERV./IVC FALL 08 DANCE CONCERT
O	075936	10/24/08	FOOTHILL HIGH SCHOOL	\$562.50	Ad for Foothill High School Newspaper
O	075937	10/24/08	W. W. GRAINGER	\$1,052.42	SHOP SUPPLIES
O	075938	10/24/08	HARDY DIAGNOSTICS	\$505.01	MICROBIOLOGY SUPPLIES
O	075939	10/24/08	BRITNEE HOLMES	\$26.92	Reimbursement
O	075940	10/24/08	INTEGRA SERVICES	\$11,450.00	SLS MACHINE UPGRADE
O	075941	10/24/08	IRVINE RANCH WATER DIST.	\$10,659.06	Annual Sewage & Royalty fees
O	075942	10/24/08	LAB SAFETY SUPPLY INC.	\$205.27	SAFETY SUPPLIES
O	075943	10/24/08	COMMUNITY COLLEGE LEAGUE OF	\$216.77	Scott Lay/Guest Speaker
O	075944	10/24/08	LIBRARY OF CONGRESS	\$525.00	classification web license fee
O	075945	10/24/08	MARSAN TURF & IRRIGATION SUPP.	\$1,663.66	IRRIGATION SUPPLIES
O	075946	10/24/08	J. M. MC CONKEY CO.	\$243.09	HORTICULTURE SUPPLIES
O	075947	10/24/08	TRACY MC CONNELL	\$25.51	Reimbursement for supplies
O	075948	10/24/08	MC KESSON MEDICAL SURGICAL	\$1,396.63	Latex gloves
O	075949	10/24/08	MARCIA MILCHIKER	\$44.99	MMILCHIKER INTERNET 08/09
O	075950	10/24/08	NASCO WEST	\$116.87	PHYSICS SUPPLIES
O	075951	10/24/08	NEW TOUCH GRAPHICS LLC	\$1,023.63	500 Vet Tower Brochures
O	075952	10/24/08	OCB REPROGRAPHICS, INC.	\$162.16	CONTRACT SERVICES
O	075953	10/24/08	OCE-USA, INC.	\$173.13	PITNEY-BOWES FAX MACHINE RENTAL
O	075954	10/24/08	OCE-IMAGISTICS	\$3,289.67	OCE FAX MAINTENANCE AGREEMENT
O	075955	10/24/08	ORIENTAL TRADING COMPANY, INC.	\$343.16	SUPPLIES FOR SSG EVENT
O	075956	10/27/08	JANET BAGWELL	\$335.00	BSI Conference Reimbursement-Janet Bagwell
O	075957	10/27/08	BALLY'S LAS VEGAS	\$470.88	Conference REIMBURSEMENT BARBARA STRAUSS
O	075958	10/27/08	MORGAN BARROWS	\$548.24	Conference Reimbursement for Morgan Barrows
O	075959	10/27/08	DR. ROBERT BRAMUCCI	\$109.00	Travel expenses for Bob Bramucci
O	075960	10/27/08	TOD A. BURNETT	\$639.75	Reimbursement
O	075961	10/27/08	CASFAA CONFERENCE REGISTRATION	\$299.00	CASFAA/CSSSFAAA Conferences
O	075962	10/27/08	CALIFORNIA COMMUNITY COLLEGE	\$85.00	Payment of Conference Fee.
O	075963	10/27/08	CCCCIO	\$355.00	CCCCIO Conference - Dr. Craig Justice
O	075964	10/27/08	CCCSFAAA	\$250.00	CASFAA/CSSSFAAA Conferences
O	075965	10/27/08	JIM GASTON	\$450.26	Reimbursement for Articulation Officers Reg Mtg
O	075966	10/27/08	DR. CRAIG JUSTICE	\$74.98	Green CA College Summit Conference Fee-C. Justice
O	075967	10/27/08	ANAHEIM MARRIOTT	\$710.24	CASFAA/CSSSFAAA Conferences
O	075968	10/27/08	CLIFFORD MEYER	\$199.97	Conference Reimbursement for Clifford Meyer
O	075969	10/27/08	ORANGE COUNTY SCHOOL BOARDS	\$51.00	RMATHUR TO OCSBA DINNER MEETING
O	075970	10/27/08	ORANGE COUNTY SCHOOL BOARDS	\$51.00	JWILLIAMS TO OCSBA DINNER MEETING
O	075971	10/27/08	GLENN ROQUEMORE	\$39.93	Registration: Glenn Roquemore Green Summit
O	075972	10/27/08	SYLVIA SANCHEZ	\$95.00	Staff Reimbursement
O	075973	10/27/08	KEITH SHACKLEFORD	\$232.85	CONFERENCE/HS, PE & ATHLETICS DEAN/ATHL. DIRECTOR

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #075362 and 075975

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075974	10/27/08	SHOUKA TORABI	\$44.25	Conference Attendace for Shouka Torabi
O	075975	10/27/08	THE WESTIN TABOR CENTER	\$616.74	Conference for Carol Hilton
				<u>\$4,161,480.72</u>	

FUND SUMMARY

Description	Amount
01 - General Fund	\$2,607,391.77
12 - Child Development Fund	\$2,082.66
40 - Capital Outlay Fund	\$1,311,697.30
68 - Self-Insurance Fund	\$10,675.67
71 - Retiree Benefit Fund	\$229,633.32
	<u>\$4,161,480.72</u>

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #009389 and 009416

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009389	10/10/08	FRANCES WENDY GREENSPAN	\$527.50	Com Ed Presenter
O	009390	10/10/08	INSIGHT SYSTEMS GROUP, INC.	\$336.16	Com. Ed. Presenter
O	009391	10/10/08	NATIONAL CAPITAL FUNDING	\$280.00	Com. Ed. Presenter
O	009392	10/10/08	SUSAN M. UNOURA	\$100.00	Com. Ed. Presenter
O	009393	10/17/08	ROY HARADA	\$107.00	SC COMMUNITY ED REFUND
O	009394	10/17/08	ACTING EXPRESS	\$1,825.00	Com. Ed. Presenter
O	009395	10/17/08	CALIFORNIA MIND INSTITUTE	\$2,970.50	Com. Ed. Presenter
O	009396	10/17/08	CSNP, INC.	\$442.00	Proctor Exam Fees
O	009397	10/17/08	COMPUTRAX, INC.	\$1,065.00	Com. Ed. Presenter
O	009398	10/17/08	FRANCES WENDY GREENSPAN	\$390.00	Com Ed Presenter
O	009399	10/17/08	INSIGHT SYSTEMS GROUP, INC.	\$401.60	Com. Ed. Presenter
O	009400	10/17/08	ALAN LUGENA	\$11.30	Instructional supplies for Art Classes
O	009401	10/17/08	DAN MIKELS	\$504.00	Com. Ed. Presenter
O	009402	10/17/08	NEW SCHOOL OF AMERICAN MUSIC	\$499.18	Com. Ed. Presenter
O	009403	10/17/08	SMART BUSINESS RESULTS, INC.	\$294.17	Com Ed Presenter
O	009404	10/17/08	SUSAN M. UNOURA	\$164.50	Com. Ed. Presenter
O	009405	10/24/08	LEE ANNE LEITHEM	\$80.00	SADDLEBACK COMMUNITY EDUCATION REFUND CLASS CANCEL
O	009406	10/24/08	LEE ANNE LEITHEM	\$80.00	SADDLEBACK COMMUNITY EDUCATION REFUND CLASS CANCEL
O	009407	10/24/08	ALICE BARNHILL	\$80.00	SADDLEBACK COMMUNITY EDUCATION REFUND CLASS CANCEL
O	009408	10/24/08	GREGORY J. ATWOOD	\$420.00	Com. Ed. Presenter
O	009409	10/24/08	FARLA BINDER	\$376.00	Com. Ed. Presenter
O	009410	10/24/08	CMG COSMETICS	\$942.50	Com.Ed.Presenter
O	009411	10/24/08	COMPUTRAX, INC.	\$807.50	Com. Ed. Presenter
O	009412	10/24/08	DELL MARKETING L.P.	\$2,933.40	2 DELL OPTIPLEX 755 DESKTOPS
O	009413	10/24/08	EDUCATION TO GO	\$2,003.75	Com. Ed. Presenter - Online Classes
O	009414	10/24/08	RANDELEIGH HARRIS	\$114.84	Reimbursement for Supplies CFK
O	009415	10/24/08	SMART BUSINESS RESULTS, INC.	\$265.50	Com Ed Presenter
O	009416	10/24/08	SOUTH ORANGE COUNTY COMMUNITY	\$26.70	Stores Office Supplies
				<u>\$18,048.10</u>	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$18,048.10
	<u>\$18,048.10</u>

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008495 and 008503

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008495	10/10/08	NR COMPUTER LEARNING CENTER*	\$7,744.20	Contract presenter for IVC Comm. Ed.
O	008496	10/10/08	MARK SEVI	\$525.00	Community Ed. Instructor for IVC 2007-08
O	008497	10/10/08	TEACH ME HELP ME EDUCATIONAL	\$625.00	Contract instructor payment for IVC Comm. Ed
O	008498	10/17/08	EDUCATION TO GO	\$880.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008499	10/17/08	GATLIN EDUCATION SERVICES	\$2,895.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008500	10/17/08	IRVINE VALLEY COLLEGE	\$40.68	Community Ed. Duplicating Charges
O	008501	10/17/08	SOUTH ORANGE COUNTY COMMUNITY	\$12,377.36	Salaries & benefits for July 1-Sept. 30, 2006
O	008502	10/17/08	KYONG SONG	\$500.00	Community Education presenter IVC 2008-2009
O	008503	10/17/08	WORKSHOPS ON WELLNESS	\$162.45	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
				<hr/>	
				\$25,749.69	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$25,749.69
	<u>\$25,749.69</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**ITEM: 5.13**
DATE: 11/17/08

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 08-36 to Amend 2008-2009 Restricted General and Capital Outlay Funds

ACTION: Approval

BACKGROUND

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

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2008/2009 Adopted Budget.

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

College Work Study at Saddleback College	\$7,791
Board Financial Assistance Program (BFAP) at Irvine Valley College	\$27,177
Extended Opportunity Programs & Services at Saddleback College	\$4,017
CA Work Opportunities & Responsibilities to Kids (CalWORKs) at Saddleback	\$22,883
Non-Credit Matriculation at Irvine Valley College	\$9,557
Temporary Assistance for Needy Families (TANF) at Saddleback College	\$5,368
Equal Employment Opportunity (Staff Diversity) Project at the District	(\$900)
Articulation Certification Expenses at Irvine Valley College	\$1,000
New Media/Multimedia/Entertainment Centers Project at Irvine Valley College	(\$8,048)
SB1133 Settle-Up Funds at Saddleback College	\$125,288
SB1133 Settle-Up Funds at Irvine Valley College	\$61,681
Instructional Equipment- 2008/09 Allocation for Saddleback College	\$76,821
Instructional Equipment- 2008/09 Allocation for Irvine Valley College	\$11,076
Scheduled Maint.& Repairs- 2008/09 Allocation for Saddleback College	\$7,518
Scheduled Maint.& Repairs- 2008/09 Allocation for Irvine Valley College	\$22,156
Total Increase to the General Fund	<u>\$373,385</u>
Business Technology and Innovation Center at Irvine Valley College	<u>\$2,721,000</u>
Total Increase to the Capital Outlay Fund	<u>\$2,721,000</u>
Total Budget Amendment	<u>\$3,094,385</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-36 to amend the 2008/2009 Adopted Budget as indicated in Exhibits A & B.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL AND CAPITAL OUTLAY FUNDS

RESOLUTION 08-36

November 17, 2008

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$3,094,385.00 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8120	Federal Revenue	\$7,791
01	8199	Federal Revenue	\$5,368
01	8619	State Revenue	\$27,177
01	8622	State Revenue	\$4,017
01	8629	State Revenue	\$321,243
01	8690	State Revenue	\$1,000
01	8890	Local Revenue	(\$8,048)
01	8982	Other Financing Sources	\$14,837
40	8651	State Revenue	\$2,721,000
			<hr/>
			\$3,094,385

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	\$15,382
01	2000	Classified Salaries	\$7,791
01	3000	Fringe Benefits	\$324
01	4000	Books and Supplies	\$6,550
01	5000	Other Operating Expenses & Services	\$39,237
01	6000	Capital Outlay	\$298,540
01	7000	Other Outgo	\$5,561
40	6000	Capital Outlay	\$2,721,000
			<hr/>
			\$3,094,385

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL AND CAPITAL OUTLAY FUNDS

RESOLUTION 08-36

November 17, 2008

BUDGET AMENDMENT EXPENDITURE DETAIL

College Work Study at Saddleback College

INCOME

01- 8120- 1-004-1-000-000-0000	College Work Study at Saddleback	<u>7,791</u>
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EXPENDITURE

01- 2383- 1-004-1-026-083-6460	Temp STerm Staff (Non-Instr), Hourly	<u>7,791</u>
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Board Financial Assistance Program (BFAP) at Irvine Valley College

INCOME

01- 8619- 1-021-4-026-000-6460	BFAP at Irvine Valley College	27,177
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EXPENDITURE

01- 5999- 1-021-4-026-083-6460	Allocated but not distributed	<u>27,177</u>
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Extended Opportunity Programs & Services (EOPS) at Saddleback College

INCOME

01- 8622- 1-023-1-000-000-0000	EOPS at Saddleback College	<u>4,017</u>
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EXPENDITURE

01- 5270- 1-023-1-051-077-6430	Conferences/Travel	2,500
01- 7600- 1-023-1-051-077-6430	Other Payments to Students ...	<u>1,517</u>
		<u>4,017</u>

CA Work Opportunities & Responsibilities to Kids (CalWORKs) at Saddleback

INCOME

01- 8629- 1-026-1-000-000-0000	CalWORKs at Saddleback College	<u>22,883</u>
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EXPENDITURE

01- 1414- 1-026-1-051-000-6310	Temp NC Faculty, Summer	3,415
01- 1415- 1-026-1-051-000-6310	Temp NC Faculty, Stipends & Projects	4,458
01- 4580- 1-026-1-051-000-6310	In-house Duplicating, Printing & Graphics	1,000

01- 4600- 1-026-1-051-000-6310	Non-Instruct Supplies & Mat (> 200 ...)	4,950
01- 5269- 1-026-1-051-000-6310	Mileage Expense	300
01- 5270- 1-026-1-051-000-6310	Conferences/Travel	4,000
01- 5810- 1-026-1-051-000-6310	Contracted Printing- Off Campus	4,260
01- 5840- 1-026-1-051-000-6310	Postage	500
		<u>22,883</u>

Non-Credit Matriculation at Irvine Valley College

INCOME

01- 8629- 1-031-4-024-000-6320	Matriculation Non-Credit at Irvine Valley	<u>9,557</u>
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EXPENDITURE

01- 1413- 1-031-4-073-074-6320	Temporary Non-Clsm Faculty PT	<u>9,557</u>
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Temporary Assistance for Needy Families (TANF) at Saddleback College

INCOME

01- 8199- 1-033-1-000-000-0000	TANF at Saddleback College	<u>5,368</u>
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EXPENDITURE

01- 3320- 1-033-1-051-074-6310	OASDI- Non Instructional Staff	210
01- 3420- 1-033-1-051-074-6310	H&W- Classified Non Instructional ...	114
01- 5271- 1-033-1-051-074-6310	District Supported Community Event	1,000
01- 7600- 1-033-1-051-074-6310	Other Payments to Students ...	4,044
		<u>5,368</u>

Equal Employment Opportunity (Staff Diversity) Project at the District

INCOME

01- 8629- 1-034-7-013-090-6760	EEO (Staff Diversity) Project at the District	<u>(900)</u>
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EXPENDITURE

01- 4600- 1-034-7-013-090-6760	Non-Instr Supp & Mat (less than \$200 ...)	(400)
01- 5830- 1-034-7-013-090-6760	Advertising	(500)
		<u>(900)</u>

Articulation Certification Expenses at Irvine Valley College

INCOME

01- 8690- 1-038-4-073-074-6310	Articulation Certification Expenses at IVC	<u>1,000</u>
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EXPENDITURE

01- 4600- 1-038-4-073-074-6310	Non-Instr Supp & Mat (less than \$200 ...)	<u>1,000</u>
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New Media/Multimedia/Entertainment Centers Project at Irvine Valley

INCOME

01- 8890- 1-053-4-072-000-6011	New Media/Multimedia ... at Irvine Valley	(8,048)
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EXPENDITURE

01- 1415- 1-053-4-072-000-6011	Temp NC Faculty, Stipends & Projects	(2,048)
01- 6411- 1-053-4-072-000-6011	New Equipment- Technology	(6,000)
		<u>(8,048)</u>

SB1133 Settle-Up Fund at Saddleback College

INCOME

01- 8629- 1-210-1-000-000-0000	SB1133 Settle-up Fund at Saddleback	125,288
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EXPENDITURE

01- 6410- 1-210-1-025-000-4930	New Equipment (\$200 or more, useful ...)	125,288
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SB1133 Settle-Up Fund at Irvine Valley College

INCOME

01- 8629- 1-210-4-000-000-0000	SB1133 Settle-up Fund at Irvine Valley	61,681
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EXPENDITURE

01- 6410- 1-210-1-025-000-4900	New Equipment (\$200 or more, useful ...)	61,681
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Instructional Equipment - 2008/09 Allocation for Saddleback College

INCOME

01- 8629- 1-228-1-025-000-4900	Instruct Equip- 08/09 Alloc for Saddleback	76,821
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EXPENDITURE

01- 6410- 1-228-1-025-000-4900	New Equipment (\$200 or more, useful ...)	76,821
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Instructional Equipment - 2008/09 Allocation for Irvine Valley College

INCOME

01- 8629- 1-228-4-000-000-0000	Instruct Equip- 08/09 Alloc for Irvine Valley	11,076
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EXPENDITURE

01- 6410- 1-228-4-025-000-4900	New Equipment (\$200 or more, useful ...)	11,076
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Scheduled Maint & Repairs - 2008/09 Allocation for Saddleback College

INCOME

01- 8629- 1-229-1-000-000-0000	Sched Maint ... 08/09 State Alloc for SC	3,759
01- 8982- 1-229-1-000-000-0000	Sched Maint ... 08/09 Match Alloc for SC	3,759
		<u>7,518</u>

EXPENDITURE

01- 6220- 1-229-1-025-000-6510	Buildings (Contract Services)	<u>7,518</u>
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Scheduled Maint & Repairs - 2008/09 Allocation for Irvine Valley College

INCOME

01- 8629- 1-229-1-000-000-0000	Sched Maint ... 08/09 State Alloc for IVC	11,078
01- 8982- 1-229-1-000-000-0000	Sched Maint ... 08/09 Match Alloc for IVC	11,078
		<u>22,156</u>

EXPENDITURE

01- 6220- 1-229-4-025-000-4900	Buildings (Contract Services)	<u>22,156</u>
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Business Technology and Innovation Center at Irvine Valley College

INCOME

40- 8651- 1-684-7-013-000-7100	BTIC at Irvine Valley College	<u>2,721,000</u>
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EXPENDITURE

40- 6410- 1-684-7-013-092-7100	New Equipment (\$200 or more, useful ...)	<u>2,721,000</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
GENERAL AND CAPITAL OUTLAY FUNDS

RESOLUTION 08-36

November 17, 2008

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on November 17, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 18th day of November, 2008.

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

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BT09-00236	01-5811-0-000-4-025-068-6599	CONTRACT SERVICES: Physical Plant: Other Operation & Maint	\$25,230.00	
	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services		\$22,230.00
	01-5825-0-000-4-020-000-6790	OTHER OPERATING EXPENSES & SVCS: Other General Institutional		\$3,000.00
			25230	\$25,230.00
Journal Number	Account	Description	From	To
BT09-00240	01-6410-1-050-4-034-089-6950	NEW EQUIPMENT: Parking	\$14,256.00	
	01-5812-1-050-4-034-089-6950	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Parking		\$14,256.00
			14256	\$14,256.00
Journal Number	Account	Description	From	To
BT09-00249	01-4600-0-000-1-038-091-6710	NON-INSTR SUPPLIES & MATERIALS: Public Rel/Fund Raising/Comm	\$6,500.00	
	01-6410-0-000-1-038-091-6710	NEW EQUIPMENT: Public Rel/Fund Raising/Community Rel		\$6,500.00
			6500	\$6,500.00
Journal Number	Account	Description	From	To
BT09-00252	01-4600-0-000-4-070-069-1001	NON-INSTR SUPPLIES & MATERIALS: Fine Arts, General	\$2,911.00	
	01-5812-0-000-4-070-069-1001	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Fine Arts, General	\$4,500.00	
	01-5999-0-000-4-022-000-6620	BALANCING ACCOUNT: Executive College Admin(Pres & Vice Pres	\$5,000.00	
	01-6410-1-045-4-025-000-6720	NEW EQUIPMENT: Fiscal Operations	\$12,411.00	
	01-6120-0-000-4-025-068-6599	SITE (CNTRCT SRV): Physical Plant: Other Operation & Maint		\$12,411.00
	01-6410-1-045-4-070-000-4900	NEW EQUIPMENT: Interdisciplinary Studies		\$6,831.00
	01-6412-1-045-4-070-000-4900	SOFTWARE: Interdisciplinary Studies		\$5,580.00
			24822	\$24,822.00
Journal Number	Account	Description	From	To
BT09-00266	01-6410-1-606-4-078-000-4900	NEW EQUIPMENT: Interdisciplinary Studies	\$4,000.00	
	01-6410-2-025-4-025-000-6720	NEW EQUIPMENT: Fiscal & Budgetary Services	\$4,000.00	
	01-5650-2-025-4-025-000-6599	EQUIPMENT REPAIR: Other Operation & Maintenance of Plant		\$4,000.00
	01-6410-1-606-4-025-000-4900	NEW EQUIPMENT: Interdisciplinary Studies		\$4,000.00
			8000	\$8,000.00
Journal Number	Account	Description	From	To
BT09-00270	01-5999-0-000-4-022-000-6620	BALANCING ACCOUNT: Executive College Admin(Pres & Vice Pres	\$23,000.00	
	01-2483-0-000-4-070-069-1001	HR INSTR STRM SAL: Fine Arts, General		\$20,000.00
	01-4300-0-000-4-070-069-1001	INSTR SUPPLIES & MATERIALS: Fine Arts, General		\$3,000.00
			23000	\$23,000.00
Journal Number	Account	Description	From	To
BT09-00274	96-4710-D-M95-4-036-000-0000	FOOD SUPPLY: ASIVC EVENTS	\$6,000.00	
	96-4600-D-M95-4-036-000-0000	NINSTR SUP: ASIVC EVENTS		\$2,000.00
	96-5811-D-M95-4-036-000-0000	CONTR SERV: ASIVC EVENTS		\$4,000.00
			6000	\$6,000.00
Journal Number	Account	Description	From	To
BT09-00291	01-2161-0-000-8-016-000-6771	RG SVMANT SAL: Safety & Security	\$16,000.00	
	01-5811-0-000-8-016-000-6771	CONTRACT SERVICES: Safety & Security		\$16,000.00
			\$16,000.00	\$16,000.00
Journal Number	Account	Description	From	To
BT09-00303	01-4600-0-000-1-021-080-6510	NON-INSTR SUPPLIES & MATERIALS: Physical Plant: Building Mai	\$5,137.00	
	01-5811-0-000-1-021-080-6510	CONTRACT SERVICES: Physical Plant: Building Maint & Repairs		\$5,137.00
			\$5,137.00	\$5,137.00
Journal Number	Account	Description	From	To
BT09-00316	12-5999-0-000-4-024-067-6920	BALANCING ACCOUNT: Children'S Development Centers	\$21,067.00	
	12-4200-0-000-4-024-067-6920	BOOKS/MAGAZINE & PERIODICALS: Children'S Development Centers		\$200.00
	12-4580-0-000-4-024-067-6920	DUPL CHBACKS: Children'S Development Centers		\$400.00
	12-4600-0-000-4-024-067-6920	NON-INSTR SUPPLIES & MATERIALS: Children'S Development Cente		\$18,817.00
	12-4300-0-000-4-024-067-6920	INSTR SUPPLIES & MATERIALS: Children'S Development Centers		\$1,500.00
	12-4212-0-000-4-024-067-6920	SOFTWARE (UNDER \$200): Children'S Development Centers		\$150.00
			\$21,067.00	\$21,067.00

Journal Number	Account	Description	From	To
BT09-00321	12-5999-0-000-4-024-067-6920	BALANCING ACCOUNT: Children'S Development Centers	\$45,000.00	
	12-2346-0-000-4-024-067-6920	NON-INSTR CL SUB: Children'S Development Centers		\$45,000.00
			<u>\$45,000.00</u>	<u>\$45,000.00</u>
Journal Number	Account	Description	From	To
BT09-00325	01-2131-2-100-1-050-000-4900	RG MANAGER SAL: Interdisciplinary Studies	\$7,100.00	
	01-5153-2-100-1-050-000-4900	CONSULTANT: Interdisciplinary Studies		\$7,100.00
			<u>\$7,100.00</u>	<u>\$7,100.00</u>
Journal Number	Account	Description	From	To
BT09-00329	01-6410-2-025-4-025-000-6720	NEW EQUIPMENT: Fiscal & Budgetary Services	\$6,600.00	
	01-5811-2-025-4-037-087-6120	CONTRACT SERVICES: Library Services		\$6,600.00
			<u>\$6,600.00</u>	<u>\$6,600.00</u>
Journal Number	Account	Description	From	To
BT09-00348	12-5999-0-000-4-024-067-6920	BALANCING ACCOUNT: Children'S Development Centers	\$24,303.00	
	12-6120-0-000-4-024-067-6920	SITE (CNTRCT SRV): Children'S Development Centers		\$24,303.00
			<u>\$24,303.00</u>	<u>\$24,303.00</u>
Journal Number	Account	Description	From	To
BT09-00334	12-5999-0-000-4-024-067-6920	BALANCING ACCOUNT: Children'S Development Centers	\$8,000.00	
	12-2383-0-000-4-024-067-6920	HR SHORTERM SAL: Children'S Development Centers		\$8,000.00
			<u>\$8,000.00</u>	<u>\$8,000.00</u>
Journal Number	Account	Description	From	To
BT09-00151	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	\$28,000.00	
	01-2383-0-026-4-035-000-6460	HR SHORTERM SAL: Student Financial Aid Admin		\$28,000.00
			<u>\$28,000.00</u>	<u>\$28,000.00</u>
Journal Number	Account	Description	From	To
BT09-00153	01-1412-0-000-4-073-074-6310	HR NCLSRM FAC OL: Counseling	\$194,000.00	
	01-2141-0-000-4-025-000-6773	RG CLERIC SAL: Purchasing & Distribution	\$124,000.00	
	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	\$44,000.00	
	01-1413-0-000-4-073-074-6310	HR NCLSRM FAC PT: Counseling		\$318,000.00
	01-1414-0-000-4-073-074-6310	HR NCLSRM FAC SUM: Counseling		\$44,000.00
			<u>\$362,000.00</u>	<u>\$362,000.00</u>
Journal Number	Account	Description	From	To
BT09-00156	01-5811-0-000-4-025-068-6599	CONTRACT SERVICES: Physical Plant: Other Operation & Maint	\$23,400.00	
	01-1413-0-000-4-073-074-6310	HR NCLSRM FAC PT: Counseling		\$23,400.00
			<u>\$23,400.00</u>	<u>\$23,400.00</u>
Journal Number	Account	Description	From	To
BT09-00160	01-5811-0-000-8-016-000-6625	CONTRACT SERVICES: ATEP	\$6,000.00	
	01-4600-0-000-8-016-080-6510	NON-INSTR SUPPLIES & MATERIALS: Physical Plant: Building Mai		\$6,000.00
			<u>\$6,000.00</u>	<u>\$6,000.00</u>
Journal Number	Account	Description	From	To
BT09-00174	01-1413-2-021-1-026-000-6460	HR NCLSRM FAC PT: Student Financial Aid Admin	\$497.00	
	01-2383-2-021-1-026-000-6460	HR SHORTERM SAL: Student Financial Aid Admin	\$4,520.00	
	01-1414-2-021-1-026-000-6460	HR NCLSRM FAC SUM: Student Financial Aid Admin		\$5,017.00
			<u>\$5,017.00</u>	<u>\$5,017.00</u>
Journal Number	Account	Description	From	To
BT09-00182	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	\$9,598.00	
	01-2383-0-004-4-026-083-6460	HR SHORTERM SAL: Student Financial Aid Admin		\$9,598.00
			<u>\$9,598.00</u>	<u>\$9,598.00</u>
Journal Number	Account	Description	From	To
BT09-00192	01-5811-2-050-1-034-089-6950	CONTRACT SERVICES: Parking	\$30,000.00	
	01-2342-2-050-1-034-089-6950	NON-INSTR CLASS, OT: Parking		\$30,000.00
			<u>\$30,000.00</u>	<u>\$30,000.00</u>

Journal Number	Account	Description	From	To
BT09-00184	01-4300-1-006-1-054-033-1230	INSTR SUPPLIES & MATERIALS: Nursing	\$8,000.00	
	01-1415-1-006-1-054-033-1230	HR NCLSRM FAC STI: Nursing		\$7,184.00
	01-3120-1-006-1-054-033-1230	STRS NON-INSTR STAFF: Nursing		\$434.00
	01-3360-1-006-1-054-033-1230	MEDIC NINST EMPLOY: Nursing		\$58.00
	01-3520-1-006-1-054-033-1230	UNEMP NINST STAFF: Nursing		\$12.00
	01-3620-1-006-1-054-033-1230	WCOMP NON-INSTRUCTIONAL: Nursing		\$71.00
	01-6410-1-006-1-054-033-1230	NEW EQUIPMENT: Nursing		\$241.00
	01-5811-1-006-1-054-033-1230	CONTRACT SERVICES: Nursing	\$4,000.00	
	01-5270-1-006-1-054-033-1230	CONFERENCE: Nursing		\$4,000.00
			<u>\$12,000.00</u>	<u>\$12,000.00</u>
Journal Number	Account	Description	From	To
BT09-00202	01-2131-2-100-1-050-000-4900	INSTR SUPPLIES & MATERIALS: Emergency Medical Technology	\$14,400.00	
	01-5830-2-100-1-050-000-4900	COMM RELATIONS: Marine Science Technology		\$2,400.00
	01-6412-2-100-1-050-000-4900	NEW EQUIP TECHNOLOGY: Architecture		\$12,000.00
			<u>\$14,400.00</u>	<u>\$14,400.00</u>
Journal Number	Account	Description	From	To
BT09-00206	01-2141-2-021-1-026-083-6460	RG CLERIC SAL: Student Financial Aid Admin	\$3,054.00	
	01-2383-2-021-1-026-000-6460	HR SHORTTERM SAL: Student Financial Aid Admin	\$4,383.00	
	01-2141-2-021-1-026-000-6460	RG CLERIC SAL: Student Financial Aid Admin		\$4,383.00
	01-3220-2-021-1-026-083-6460	PERS NON-INSTR STAFF: Student Financial Aid Admin		\$218.00
	01-3320-2-021-1-026-083-6460	OASDI NINST CLSSF: Student Financial Aid Admin		\$143.00
	01-3360-2-021-1-026-083-6460	MEDIC NINST EMPLOY: Student Financial Aid Admin		\$33.00
	01-3420-2-021-1-026-083-6460	BENS NINST CLSSF: Student Financial Aid Admin		\$2,613.00
	01-3520-2-021-1-026-083-6460	UNEMP NINST STAFF: Student Financial Aid Admin		\$7.00
	01-3620-2-021-1-026-083-6460	WCOMP NON-INSTRUCTIONAL: Student Financial Aid Admin		\$40.00
			<u>\$7,437.00</u>	<u>\$7,437.00</u>
Journal Number	Account	Description	From	To
BT09-00207	01-2453-1-024-1-051-101-4930	INSTR CL HOURLY: General Studies(App Psy,Pre-coll Math &	\$6,367.00	
	01-3310-1-024-1-051-101-4930	OASDI INSTR CLSSF: General Studies(App Psy,Pre-coll Math &		\$4,061.00
	01-3350-1-024-1-051-101-4930	MEDIC INSTR EMPLOY: General Studies(App Psy,Pre-coll Math &		\$950.00
	01-3510-1-024-1-051-101-4930	UNEMP INSTR STAFF: General Studies(App Psy,Pre-coll Math &		\$197.00
	01-3610-1-024-1-051-101-4930	WCOMP INSTRUCTIONAL: General Studies(App Psy,Pre-coll Math &		\$1,159.00
			<u>\$6,367.00</u>	<u>\$6,367.00</u>
Journal Number	Account	Description	From	To
BT09-00212	01-2141-1-021-4-026-083-6460	RG CLERIC SAL: Student Financial Aid Admin	\$4,290.00	
	01-5830-2-021-4-026-083-6460	ADVERTISING: Student Financial Aid Admin	\$9,408.00	
	01-2383-1-021-4-026-083-6460	HR SHORTTERM SAL: Student Financial Aid Admin		\$4,290.00
	01-2383-2-021-4-026-083-6460	HR SHORTTERM SAL: Student Financial Aid Admin		\$9,408.00
			<u>\$13,698.00</u>	<u>\$13,698.00</u>
Journal Number	Account	Description	From	To
BT09-00216	01-5999-0-000-4-022-000-6620	BALANCING ACCOUNT: Executive College Admin(Pres & Vice Pres	\$118,500.00	
	01-4600-0-000-4-070-069-1001	NON-INSTR SUPPLIES & MATERIALS: Fine Arts, General		\$75,000.00
	01-5620-0-000-4-070-069-1001	RENTS & LEASES: Fine Arts, General		\$9,000.00
	01-5810-0-000-4-070-069-1001	CONTRACT PRINTING: Fine Arts, General		\$5,000.00
	01-5811-0-000-4-070-069-1001	CONTRACT SERVICES: Fine Arts, General		\$20,000.00
	01-5812-0-000-4-070-069-1001	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Fine Arts, General		\$4,500.00
	01-5840-0-000-4-070-069-1001	POSTAGE: Fine Arts, General		\$5,000.00
			<u>\$118,500.00</u>	<u>\$118,500.00</u>
Journal Number	Account	Description	From	To
BT09-00218	01-5999-0-000-4-022-000-6620	BALANCING ACCOUNT: Executive College Admin(Pres & Vice Pres	\$96,500.00	
	01-2483-0-000-4-077-049-1008	HR INSTR STRM SAL: Dance		\$9,000.00
	01-4300-0-000-4-077-006-6960	INSTR SUPPLIES & MATERIALS: Student Cocurricular Activities		\$70,000.00
	01-5811-0-000-4-077-049-1008	CONTRACT SERVICES: Dance		\$17,500.00
			<u>\$96,500.00</u>	<u>\$96,500.00</u>
Journal Number	Account	Description	From	To
BT09-00223	01-1313-2-089-1-054-033-1230	HR CLSSRM FAC PT: Nursing	\$5,088.00	
	01-5270-2-089-1-054-033-1230	CONFERENCE: Nursing		\$5,088.00
			<u>\$5,088.00</u>	<u>\$5,088.00</u>

Journal Number	Account	Description	From	To
BT09-00224	01-2342-0-000-1-025-000-6830	NON-INSTR CLASS, OT: Community Use of Facilities	\$8,000.00	
	01-4600-0-000-1-025-000-6830	NON-INSTR SUPPLIES & MATERIALS: Community Use of Facilities		\$8,000.00
			<u>\$8,000.00</u>	<u>\$8,000.00</u>
Journal Number	Account	Description	From	To
BT09-00226	01-1415-1-204-4-022-000-4930	HR NCLSRM FAC STI: General Studies(App Psy,Pre-coll Math &	\$10,000.00	
	01-2483-1-204-4-081-045-6110	HR INSTR STRM SAL: Learning Centers (non ADA-generating)		\$10,000.00
			<u>\$10,000.00</u>	<u>\$10,000.00</u>
Journal Number	Account	Description	From	To
BT09-00342	01-5814-0-000-1-054-033-1230	CONTR SVCS(FEE): Nursing	\$8,000.00	
	01-4344-0-000-1-054-033-1230	INSTR FEE-BASED SUPPLIES: Nursing		\$8,000.00
			<u>\$8,000.00</u>	<u>\$8,000.00</u>
TOTAL			\$1,005,020.00	\$1,005,020.00

Recommended for Ratification

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

Saddleback College

Journal Number	BT09-00242	BT09-00281	BT09-00335
	BT09-00245	BT09-00289	BT09-00336
	BT09-00246	BT09-00290	BT09-00338
	BT09-00250	BT09-00292	BT09-00339
	BT09-00255	BT09-00293	BT09-00341
	BT09-00257	BT09-00295	BT09-00343
	BT09-00259	BT09-00302	BT09-00347
	BT09-00261	BT09-00304	BT09-00348
	BT09-00262	BT09-00305	
	BT09-00264	BT09-00310	
	BT09-00269	BT09-00311	

Irvine Valley College

Journal Number	BT09-00256	BT09-00327
	BT09-00271	BT09-00328
	BT09-00279	BT09-00353
	BT09-00299	
	BT09-00306	
	BT09-00313	
	BT09-00323	

District Services

Journal Number

A T E P

Journal Number	BT09-00331
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TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: October/November 2008 Contracts
ACTION: Ratification

BACKGROUND

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

CONTRACTOR NAME**CONTRACT AMOUNT**

RGP Planning & Development Services Amendment to consultant agreement expanding the scope of work for the ATEP project.	\$ 49,300.00
American Geotechnical Consultant Agreement to provide geotechnical investigation, testing and preparation of report with recommendations and a plan review for A300 & B200 at IVC.	\$ 25,000.00
Civil Engineering Material Laboratory Consultant Agreement to provide materials testing and special Inspection services for the construction of A300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B239 Conversion.	\$ 25,000.00
Metronome Agreement to provide Cisco Telephony Upgrade.	\$ 25,600.00
CoxCom, Inc. Service Agreement to provide transparent LAN Service.	\$ 7,800.00
U.S. Data Trust Corporation Agreement to provide live vault online backup service.	\$ 3,000.00
TKSC Consulting agreement to provide options for new air conditioning United based on product availability for the HS building.	\$ 2,600.00

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

CPT

Page 2 of 2

\$ 1,320.00

Equipment Maintenance Renewal Agreement to provide service and maintain certain equipment.

RECOMMENDATION

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

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Associated Student Government Budget 2008-09

ACTION: 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 Stamps, revenue from the Bookstore, Coffee Cart, Cafeteria, and other fund-raising activities sponsored by ASG.

STATUS

The 2008-09 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 Planning and Budget Council on October 27, 2008.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Associated Student Government Budget of Saddleback College for 2008-09 academic year as presented in Exhibit A.

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

Saddleback College Associated Student Government (ASG) 2008-2009 Budget Presentation

Presentation to the
South Orange County Community College District (SOCCCD)
Board of Trustees
November 17, 2008



Presented by:
Travis Fuller, 2008-2009 Saddleback College ASG Treasurer
and
Christina Andrews, 2008-2009 ASG Senator and Bookstore Committee Representative



ASG Budget Process

- ☐ Review, discuss, debate and vote upon funding requests.
- ☐ Considerations for all funding requests:
 - Number of students to benefit from the allocated funds.
 - Educational impact.
 - Enhancement of campus life.
- ☐ Total Requests:
 - Requested – \$1,088,237.
 - Funded – \$965,000.

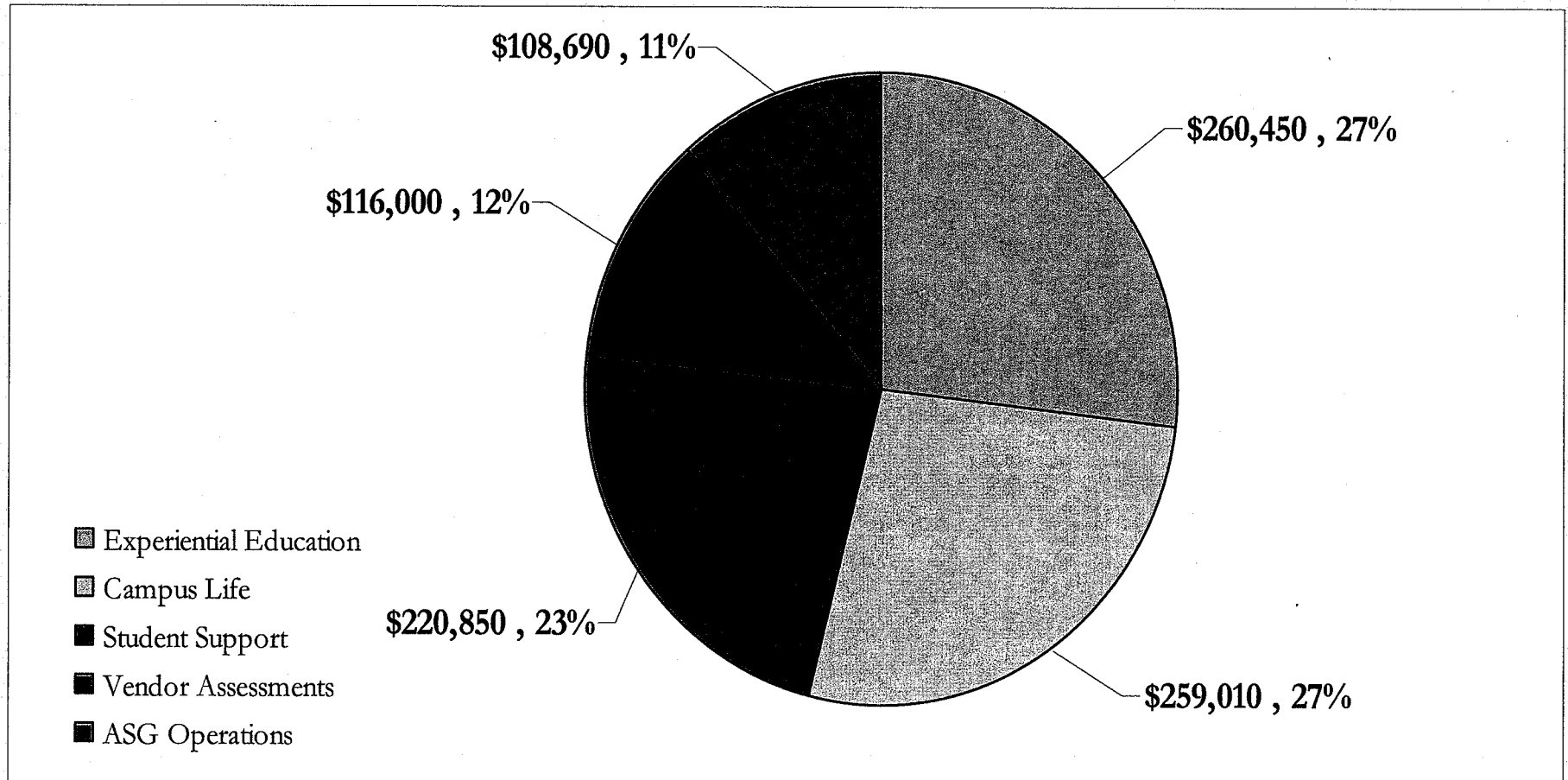
2008-2009 Projected Revenues

Revenues	2007-2008 Actual	2008-2009 Projected
ASB Card	\$69,248	\$47,000
Bookstore	\$656,550	\$655,000
Food/Beverage	\$53,986	\$70,000
Athletics/Dance	\$15,509	\$12,000
Theater	\$35,760	\$40,000
TOTALS	\$831,053	\$824,000

2008-2009 Expenses

Category	2007-2008 Actual	2008-2009 Request	2008-2009 Projected
Student Support	\$163,175	\$266,106	\$220,850
Experiential Education	\$225,895	\$410,345	\$260,450
Campus Life	\$151,095	\$184,096	\$259,010
ASG Operations	\$108,145	\$110,800	\$108,690
Vendor Assessments	\$104,000	\$116,000	\$116,000
TOTALS	\$752,210	\$1,088,237	\$965,000

2008-2009 Expenses



2008-2009 Budget Summary

Budget Categories	2008-2009
Revenues	\$824,000
Expenses	\$965,000
Contingency (4%)	\$32,960
Net Revenues	-\$173,960
Beginning Balance	\$207,641
Ending Balance	\$33,681
Reserve	\$87,886

ASG Budget Beyond 2008-2009

A vision for our future.

Leave a Legacy.

Providing for Student Success.



Questions & Answers

Saddleback College Associated Student Government
2008-2009 Expenses

Student Support -- Scholarships and Support Programs				
Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
1	Scholarships (General)	\$ 32,000	\$ 32,000	\$ 35,000
2	Emergency Loans	\$ 3,000	\$ 5,000	\$ 3,000
3	Foundation Gala Fundraiser	\$ 1,000	\$ 2,500	\$ 1,000
4	Scholarship Ceremony	\$ 12,500	\$ 12,500	\$ 12,000
5	Financial Aid Daze	\$ 120		\$ 100
6	EOPS Support Groups	NA	\$ 1,500	\$ 600
7	Model UN - California	NA	\$ 1,035	\$ 1,000
8	Model UN - UC Berkeley	NA	\$ 5,954	\$ 5,500
9	Model UN - National Conference	NA	\$ 15,220	\$ 12,000
10	CAADE Conference	\$ 1,100	\$ 1,100	\$ 1,100
11	CNSA - State Convention	NA	\$ 11,326	\$ 5,000
12	PTK National Conference	\$ 5,000	\$ 11,048	\$ 10,000
13	NSNA - Annual Conference	\$ 7,750	\$ 14,775	\$ 10,000
14	Assoc. Collegiate Press Conference	\$ 4,250	\$ 6,668	\$ 3,500
15	Forensics (Airfare,Lodging,etc)	\$ 18,000	\$ 27,000	\$ 19,000
16	ASG Conference Travel	\$ 6,000	\$ 3,000	\$ 16,000
17	ASG Leadership Training Retreats	\$ 7,000	\$ 9,000	\$ 8,250
18	ASG Travel	\$ 2,000	\$ 4,000	\$ 2,000
19	Finals Week Assistance Program	\$ 1,000	\$ 1,000	\$ 500
20	Learning Resources (Re-Entry/Women)	\$ 400	\$ 400	\$ 300
21	Mental Health Awareness Workshops	\$ 500	\$ 1,500	\$ 500
22	Ride the Wave Early Bird Orientation	\$ 1,000	\$ 2,350	\$ 1,500
23	Student & Volunteer Recognition (DSPS)	\$ 1,000	\$ 3,200	\$ 2,000
24	Veteran's Appreciation	NA	\$ 3,450	\$ 3,000
25	Nursing Career Fair	\$ 1,000	\$ 1,000	\$ 800
26	Red Ribbon	\$ 1,500	\$ 1,600	\$ 1,000
27	Winter Workshop (EOPS)	\$ 1,500	\$ 3,000	\$ 1,500
28	Surfing Team Meals	\$ 2,300	\$ 2,700	\$ 1,000
29	Forensics Season (Awards)	NA	\$ 1,000	\$ 1,000
30	Forensics Season (Banquet)	NA	\$ 1,500	\$ 1,000
31	Veterans Memorial	\$ 1,000	\$ 2,000	\$ 1,000
32	Child Development Center- supplies	\$ 1,500	\$ 2,000	\$ 1,500
33	Child Development Center - speaker	NA	\$ 1,500	\$ 500
34	Family Night	\$ 2,500	\$ 4,000	\$ 3,000
35	Senior Day	\$ 8,000	\$ 10,000	\$ 9,000
36	Student Ambassadors	\$ 1,000	\$ 1,800	\$ 1,600
37	Welcome Day	\$ 3,000	\$ 6,500	\$ 4,000
38	Ability Awareness Day/Week	\$ 1,500	\$ 2,000	\$ 1,250
39	College Fairs SCHEC (Transfer)	\$ 300	\$ 480	\$ 300
40	College Night Fairs (Transfer)	\$ 200	\$ 300	\$ 150
41	High School Conference Day	\$ 500	\$ 1,500	\$ 1,000
42	High School Counselors Advisory Council	\$ 150	\$ 700	\$ 500
43	JAWS (Jr Athletes in Wheelchairs)	\$ 5,200	\$ 6,500	\$ 5,200
44	Athletics Entry Fees	\$ 15,455	\$ 17,600	\$ 17,600
45	Awareness Week	\$ 1,500	\$ 1,000	\$ 1,000
46	Campus Clean-up/Earth Day	\$ 5,000	\$ 7,000	\$ 5,000

Saddleback College Associated Student Government
2008-2009 Expenses

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
47	Surfing Team Entry Fees	NA	\$ 2,950	\$ 1,500
48	Student Recognition (EOPS)	\$ 1,000	\$ 3,000	\$ 850
49	Transfer Celebration	\$ 4,700	\$ 5,100	\$ 5,000
50	University Transfer Day	\$ 250	\$ 350	\$ 250
51	Readers Theatre Books	NA	\$ 1,000	\$ 500
52	Readers Theatre Supplies	\$ 500	\$ 2,500	\$ 1,000
	TOTALS	\$ 163,175	\$ 266,106	\$ 220,850

Experiential Education -- Educative Activities & Programs

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
53	Anthropology Conference	\$ 2,000	\$ 3,000	\$ 2,000
54	Anthropology Brown Bag	\$ 3,200	\$ 3,000	\$ 2,000
55	Honors Conference	NA	\$ 500	\$ 500
56	Honors Medals	NA	\$ 265	\$ 250
57	Honors Recognition Ceremony	NA	\$ 200	\$ 150
58	MSE Academic Triathlon	\$ 2,000.00	\$ 2,000	\$ 2,000
59	International Film Festival	\$ 800	\$ 1,500	\$ 1,500
60	Journalism Awards Banquet	\$ 800	\$ 1,950	\$ 800
61	Lariat Funding	\$ 10,000	\$ 15,000	\$ 12,500
62	PTK Induction Ceremonies	NA	\$ 1,050	\$ 700
63	Wall Literary Magazine	\$ 3,500	\$ 5,500	\$ 4,000
64	Emeritus Inst. Arts Show	\$ 300	\$ 600	\$ 600
65	Emeritus Inst. Publication (Reflections)	\$ 700	\$ 700	\$ 700
66	Fashion Design Show	\$ 1,200	\$ 1,925	\$ 1,000
67	Film Production Festival	\$ 1,500	\$ 4,000	\$ 2,000
68	Film II Grants	\$ 1,750	\$ 10,000	\$ 3,000
69	American College Dance Festival	NA	\$ 2,855	\$ 2,000
70	Dance Collective	\$ 5,000	\$ 6,250	\$ 3,500
71	Guest Speakers - Eastern Arts	\$ 750	\$ 1,200	\$ 750
72	High School Dance Festival	NA	\$ 2,500	\$ 1,000
73	Noon Concert Hour	\$ 2,000	\$ 8,000	\$ 2,000
74	Athletics Facility Rental Expenses	\$ 7,850	\$ 19,400	\$ 10,500
75	Playoffs/Post Season Expense	\$ 47,000	\$ 47,000	\$ 47,000
76	Athletics Program Development	\$ 2,000	\$ 5,000	\$ 2,000
77	Guest Artist in Residence	\$ 3,000	\$ 6,000	\$ 3,000
78	Instrumental Music Program	\$ 11,000	\$ 43,430	\$ 14,000
79	Jazz Program	\$ 3,000	\$ 5,920	\$ 4,000
80	Music Choral and Vocal Program - contract	NA	\$ 14,200	\$ 5,000
81	Music Choral and Vocal Program - supplies	NA	\$ 31,750	\$ 13,000
82	Supplies/Materials - Theatre Arts	\$ 52,000	\$ 77,650	\$ 53,000
83	Athletics Away Competitions	\$ 64,545	\$ 88,000	\$ 66,000
84	Latino/a Mini Conference	\$ 1,000	\$ 3,000	\$ 1,000
85	Women's Conference	\$ 2,000	\$ 3,000	\$ 2,000
	TOTALS	\$ 225,895	\$ 410,345	\$ 260,450

Saddleback College Associated Student Government
2008-2009 Expenses

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
Campus Life -- Supporting the Vibrant Saddleback College Community				
Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
86	Commencement	\$ 15,000	\$ 20,000	\$ 17,000
87	Human Services Graduation/Reception	\$ 400	\$ 550	\$ 400
88	Medical Assisting Graduation	NA	\$ 400	\$ 250
89	Nursing Pinning Ceremony	\$ 1,500	\$ 5,900	\$ 2,000
90	ASSC BBQs	\$ 5,000	\$ 5,000	\$ 5,000
91	Ramadan	\$ 800	\$ 1,800	\$ 800
92	Multicultural Month	\$ 5,000	\$ 3,000	\$ 5,000
93	ASG Events Cabinet Programming	\$ 5,000	\$ 5,000	\$ 5,000
94	Homecoming	\$ 3,000	\$ 3,000	\$ 3,000
95	Alumni - Homecoming BBQ	\$ 2,000	\$ 2,200	\$ 2,000
96	ASG Election Expenses	\$ 6,000	\$ 3,000	\$ 1,000
97	InterClub Council Funds for Student Club Budgets	\$ 17,000	\$ 17,000	\$ 17,000
98	Recreation Room Expenses	\$ 26,000	\$ 26,000	\$ 26,000
99	Alumni - Dean's List	\$ 500	\$ 2,000	\$ 2,000
100	Alumni - Newsletter	\$ 885	NA	\$ 450
101	Football Games Police Coverage	\$ 4,000	\$ 4,000	\$ 4,000
102	Athletic Trainers Volunteers	\$ 700	\$ 1,450	\$ 500
103	Athletic Banquets	\$ 5,000	\$ 5,000	\$ 5,000
104	Athletic Banquet Special Guests	\$ 300	\$ 500	\$ 300
105	Athletic Championship Awards	\$ 2,000	\$ 3,000	\$ 2,000
106	Football Media Day	\$ 60	\$ 60	\$ 60
107	Game Workers - Sports Info	\$ 7,000	\$ 8,170	\$ 6,000
108	Athletics Officials	\$ 20,000	\$ 35,000	\$ 30,000
109	Pep Squad - Awards	NA	\$ 500	\$ 500
110	Pep Squad - Banquet	\$ 1,300	\$ 556	\$ 400
111	Pep Squad - Workshop	\$ 6,500	\$ 9,000	\$ 6,500
112	Scholar Athlete Recognition Luncheon	\$ 500	\$ 2,000	\$ 1,000
113	Athletics Scouting	\$ 1,000	\$ 1,000	\$ 1,000
114	Sports Info Day Press Box	\$ 200	\$ 300	\$ 250
115	Athletics Team Awards	\$ 1,500	\$ 3,400	\$ 1,500
116	Royalties/Fees - Theatre Arts	\$ 10,000	\$ 13,200	\$ 8,000
117	Classified Staff Development	\$ 450	NA	\$ 450
118	ASG End of Year Banquet	\$ 2,500	\$ 3,000	\$ 3,000
119	Human Services Promotional	\$ 300	\$ 300	\$ 150
120	Medical Assisting Promotional	\$ 400	\$ 600	\$ 500
121	Advertising - Theatre Arts	\$ 4,000	\$ 4,500	\$ 4,000
122	Art Gallery - Contract Printing	NA	\$ 1,000	\$ 500
123	Art Gallery - Duplicating	NA	\$ 10,000	\$ 3,500
124	Art Gallery - Food Supplies	\$ 8,500	\$ 1,000	\$ 500
125	Art Gallery - Office Supplies	NA	\$ 4,000	\$ 3,000
126	Art Gallery - Postage	NA	\$ 500	\$ 500
127	Dry Cleaning - Theatre Arts	\$ 950	\$ 1,600	\$ 1,000
128	Contract Services - Theatre Arts	\$ 63,000	\$ 116,280	\$ 65,000

Saddleback College Associated Student Government
2008-2009 Expenses

Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
129	Equipment Repair - Theatre Arts	\$ 2,500	\$ 8,700	\$ 3,000
130	Rents & Leases - Theatre Arts	\$ 20,000	\$ 38,100	\$ 20,000
	TOTALS	\$ 151,095	\$ 184,986	\$ 259,010
ASG Operations -- Basic ASG Expenses				
Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
131	ASG Copier Services	\$ 2,000	\$ 2,000	\$ 2,000
132	ASG Credit Card Fees	\$ 45	\$ 50	\$ 50
133	ASG Duplication Services	\$ 3,500	\$ 4,000	\$ 3,500
134	Insignia Clothing	\$ 3,000	\$ 3,000	\$ 2,500
135	Movie Tickets (to sell for ASB stamp)	\$ 3,000	\$ 3,000	\$ 3,000
136	ASG New Equipment	\$ 1,000	\$ 1,500	\$ 1,390
137	ASG Plaque Updates	NA	\$ 250	\$ 250
138	ASG Postage	\$ 1,300	\$ 2,000	\$ 1,500
139	ASG Storage Unit Lease	\$ 1,500	\$ 1,500	\$ 1,500
140	ASG Supplies	\$ 1,200	\$ 2,000	\$ 1,500
141	ASG Ticket Consignment	\$ 1,500	\$ 1,500	\$ 1,500
142	Student Development Payroll	\$ 70,000	\$ 70,000	\$ 70,000
143	Student Development Program Budget	\$ 20,000	\$ 20,000	\$ 20,000
	TOTALS	\$ 108,045	\$ 110,800	\$ 108,690
Vendor Assessments				
Item	Program	2007-08 Allocation	2008-09 Request	2008-09 Projected
144	Bookstore Assessment	\$ 40,000	\$ 40,000	\$ 40,000
145	Cafeteria Assessment	\$ 58,000	\$ 58,000	\$ 58,000
146	Cafeteria Repairs	\$ 6,000	\$ 18,000	\$ 18,000
	TOTALS	\$ 104,000	\$ 116,000	\$ 116,000
GRAND TOTALS				
		2007-08 Allocation	2008-09 Request	2008-09 Projected
		\$ 752,210	\$ 1,088,237	\$ 965,000

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: District Annual Audit Report: 2007/2008

ACTION: Review and Study

BACKGROUND

California Education Code Section 84040 requires that an annual audit of all District funds be made by a Certified Public Accountant or a Public Accountant licensed by the State Board of Accounting. Title 5, California Code of Regulations, Section 59104, further requires that the governing board of each community college district review the annual audit at a regularly scheduled public meeting.

STATUS

The Board of Trustees employed the firm of Vicenti, Lloyd & Stutzman LLP, Certified Public Accountants, to conduct the audit of all District funds for the 2007/2008 fiscal year. The general purpose financial statements with accompanying audit report have been completed and are being submitted to all agencies the law requires, as well as to the members of the Board of Trustees. The audit report states one finding or questioned cost related federal awards for the fiscal year ended June 30, 2008. Officials of Vicenti, Lloyd & Stutzman LLP are present to assist the Board with its review and to answer any questions that may arise.

A Board sub-committee on the audit, consisting of Trustees Milchiker, Wagner, and Williams, had an opportunity to meet with the auditors before the final version was printed. The sub-committee was able to question the auditors in depth about the findings and recommendations.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the 2007/2008 audit report (Exhibit A) for review and study.

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

BACKGROUND

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

STATUS

The legal propriety of continued invocations has been challenged by some faculty members. The District has consulted with several legal counsels in this regard and believes that we need to employ a legal counsel to further advise us in this matter on a continuing basis. It is recommended that the Board of Trustees employ John Eastman as our legal counsel for the aforementioned purpose. Mr. Eastman currently serves as the Dean of Law School at Chapman University.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the retainer agreement, as shown in Exhibit A, to engage John Eastman as our legal counsel in matters involving Invocation at Board meetings and College/District functions.

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

**Legal Services Agreement
of the Center for Constitutional Jurisprudence**

1. The Center for Constitutional Jurisprudence ("Center" or "CCJ") is the public legal services sector of the Constitutional Jurisprudence Clinic program of Chapman University School of Law and operates as an educational, litigation and public advocacy center for constitutional law and jurisprudence. Founded in 1999 as the public interest litigation arm of The Claremont Institute for the Study of Statesmanship and Political Philosophy, and hence designated also as The Claremont Institute Center for Constitutional Jurisprudence, the Center provides legal representation and litigation support through the work of attorneys, law students and others in cases of constitutional significance, engaging in strategic efforts to promote the principles of the American Founders to their rightful, preeminent authority and influence in public affairs and law.
2. Subject to the terms of this Legal Services Agreement ("Agreement") and applicable law, CCJ, through the Constitutional Jurisprudence Clinic and associated attorneys, is hereby engaged to provide legal services and representation, as described herein, by and for the following Client(s): the South Orange County Community College District ("SOCCCD" or "District") and its governing board.
3. CCJ will represent and advise Client concerning the following legal matters and related issues: invocations at meetings of the SOCCCD governing board and opening remarks at District sponsored events challenged as invocations or as otherwise unlawful.
4. Client agrees to cooperate fully with CCJ, to provide information and documentation upon request, to be available for any legal procedures or proceedings, and to perform all actions which CCJ and its attorneys may request in their judgment as necessary or useful to the legal representation of Client. Client will confer with CCJ before making any public statements concerning the subject matter covered by this Agreement. CCJ and its associated attorneys have made no representations or promises concerning the outcome of any legal procedures or proceedings.
5. Client will not be charged for the legal services provided by CCJ law students or by CCJ attorneys and faculty for supervision of students. Client acknowledges that CCJ will undertake this representation in affiliation with several independent attorneys who work with the CCJ in an "of counsel" relationship. Client will be charged monthly for costs incurred and legal services provided by these CCJ affiliated attorneys at their customary hourly rates, currently as follows: John Eastman (\$525/hour); Anthony Caso (\$425/hour); David Llewellyn (\$425/hour); Karen Lugo (\$325/hour); and other paralegal and support personnel at market rates. These rates will then be discounted by 50%, with payment of the amount discounted contingent on the award of attorneys fees to Client in any successful litigation defense. Client further acknowledges that any award

of attorney fees or costs to Client by judicial action or settlement of any matters covered by this Agreement, if any, are the property of CCJ and its associated attorneys after reimbursement to Client of any direct monetary expenditures, including prior payment of any fees. CCJ may, in its discretion, obtain contributions from any lawful sources for legal costs or attorney fees associated with the pro bono representation of Client in the matters subject to this Agreement without notice to or authorization from Client.

6. Client authorizes CCJ and its attorneys to use descriptions and non-confidential documentation related to this matter in public and private statements by or on behalf of CCJ or its attorneys. The names of CCJ, its legal counsel and agents, and their opinions, writings, work product and other expression, may be used by Client only with express authorization by CCJ. No statement, work product or other expression by CCJ, its attorneys or agents may be used to support or oppose (a) any candidate for public office, at any time, nor (b) any pending legislation or grass roots lobbying advocacy without the express permission of CCJ and the author of the work product or other expression.

7. Except as otherwise provided herein, CCJ and Client will use their best efforts to maintain confidentiality in their relationship, advice and work product.

8. At the conclusion of the representation of Client by CCJ in this matter, Client will reclaim all documents and other items provided to CCJ, or they will be destroyed after being held for the time period provided by law.

9. This agreement is governed by the laws of the State of California and the United States of America. Any disputes subject to the rules of the California Bar Association must be resolved according its procedures. Judicial venue will be exclusively in the Superior Court of Orange County, California.

10. CCJ and Client may modify this Agreement by a writing signed by authorized representatives of the parties, and either CCJ or Client may terminate this Agreement by written notice, subject to completion of all outstanding duties and subject to court approval when required.

Date:

Date:

South Orange County Community
College District
By:

Center for Constitutional Jurisprudence
By:

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Life Science Architectural Services

ACTION: Approval

BACKGROUND

The Board of Trustees has approved \$7,468,000 in basic aid for the Irvine Valley College Life Sciences building. The State has approved \$17,393,000 for a total project budget of \$24,861,000. The State Chancellor's office has released \$584,000, funding for the architectural services on the preliminary drawings portion of the project. The District uses a competitive selection process for these professional services.

STATUS

The District performed an extensive and competitive selection process to ensure that all interested Architectural firms had an opportunity to participate in this competitive process. Advertisement was placed in the Orange County Register for two consecutive weeks. Additionally, all information was posted on the Bid section of the District website. The pre-proposal conference was attended by 57 firms. The final criteria for evaluating 16 of the 24 submitted proposals. Seven proposals had no lab experience and were considered not competitive. One firm submitted a week late. Interview questions were developed by the selection committee representing IVC Life Sciences staff, District and IVC facilities staff.

Staff recommends Dougherty and Dougherty to perform architectural services on the Irvine Valley College Life Sciences building equal to \$1,080,310.

Funds for these services are available in the project budget which is \$24,861,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the architectural agreement, Exhibit A, with Dougherty and Dougherty for the Irvine Valley College Life Sciences building at a cost not to exceed \$1,080,310.

ARCHITECTURAL SERVICES AGREEMENT

This AGREEMENT is made and entered into this 18th day of November in the year between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **Dougherty and Dougherty Architects LLP**, 3194 Airport Loop Road, Costa Mesa, CA 92626-3405, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for Irvine Valley College Life/Sciences Building more fully defined per the attached FPP, 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. 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 54 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 29 of Article II and further delineated in Exhibit A, and include normal civil, structural, mechanical, electrical, arborist and landscape engineering services, lab designer, and furniture, fixture and equipment consultation services and cost estimating services necessary to produce a reasonably complete and accurate set of construction documents as described in paragraph 9, except those engineering services provided by the DISTRICT.

2. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Brian and Betsy Dougherty, as Principal in Charge, James L. Fortunes as Project Manager and Gene Berry as Laboratory Consultant. Consultants include: Greg Applegate with Arborgate Consulting-Arborist; Glenn Chung and Linda Sandusky with Hall and Foreman-Civil Engineer; Mehran Pourzanjani with Saiful-Bouguet- Structural Engineer; Alber Chiu, Qeumars Mazloomian, Bryan Tran, Rey Sanguenza, Korey Kowata with TMAD Taylor & Gaines – MEP Engineers; Robert Stone and Perry Cardoza, Nuvis – landscape engineering; and Mike Kritscher, Saylor Consulting – Cost Estimating. Furniture, Fixture and Equipment selection and procurement to be determined. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the Project. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT's firm that will be associated with the Project.

If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the ARCHITECT will have 10 working days to remove that person from the Project and replace that person with one acceptable to the DISTRICT. A project manager and all lead or key personnel for any SUBCONSULTANT must also be designated by the ARCHITECT and are subject to all conditions previously stated in this paragraph.

3. 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.

4. 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.

5. The ARCHITECT has submitted a list of qualified engineers for the PROJECT. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this agreement.

6. 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. The ARCHITECT and their consultant shall employ Building Information Modeling (BIM) using Revit and make regular posting to the website throughout the design process. The project shall be designed in accordance with the requirements to meet LEED Silver certification and paperwork for certification shall be complete by the ARCHITECT. Commissioning and Energy Modeling are outside the parameters of this agreement and will be services employed by the District. 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.

7. 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.

8. The ARCHITECT shall investigate existing conditions or facilities and make measured drawings of such conditions or facilities.

9. 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.

10. 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.

11. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT including funding submittals with the DISTRICT's assistance. The DISTRICT shall pay all fees required by such governmental authorities.

12. 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 and coordinating same with the technical specifications. 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.

13. 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.

14. 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.

15. 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 and the final close out acknowledgement by the Division of the State Architect.

16. 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.

17. 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.

18. 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.

19. 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.

20. The ARCHITECT shall have access to the work at all times.

21. 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.

22. 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.

23. 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.

24. 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. DSA change orders shall be submitted for approval on an on-going basis throughout the project. 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.

25. 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.

26. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the DISTRICT.

27. ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to drawings, specifications and other documentation resulting there from.

28. 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.

29. 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.
- 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, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
- h. Providing services for meetings during the construction administration portion of this agreement that exceed the number defined in Exhibit A, Construction Administration Phase. 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.
- i. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 6.
- j. Providing services of consultants for other than those listed Article II of this agreement.
- k. 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 has prepared a current overall budget for the PROJECT, including the construction cost budgeted at \$15,433,000. These costs will be reassessed after completion of the design development phase. Increased construction costs approved by the District during the assessment of the design development phase will result in an adjustment to the ARCHITECT's fixed fee.
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.

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, and Design Development construction cost shall be determined by the DISTRICT's budget for the PROJECT. Construction costs will be assessed during the Design Development phase and upon approval by the District, will be adjusted if necessary for the Construction Document phase.
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 be established at the completion of Design Development documents as a condition of this AGREEMENT. The ARCHITECT shall furnish a proposal to establish the construction cost and obtain DISTRICT agreement in writing before commencing with the Construction Document phase.
8. Any PROJECT budget or fixed limit of construction cost shall be adjusted, according to the most recent inflationary rate as reflected in ENR, 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 – OWNERSHIP OF 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.

The ARCHITECT shall perform the work under this agreement using BIM software and shall deliver electronic copy via CD or DVD in both the software format and PDF format upon submittal to the Division of the State Architect and upon completion of the As-built requirement. If work is terminated prior to DSA submittal, a copy of the work completed to date shall be provided to the DISTRICT.

ARTICLE VII – TERMINATION

1. This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the ARCHITECT. This AGREEMENT may be terminated by either party upon not less than 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 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 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 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 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within 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. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided, since the last billing and up to the notice of termination.

7. In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive compensation due for services satisfactorily rendered prior to the date of

termination. The ARCHITECT is liable for all damages suffered by the 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:

Compensation is based on a fixed fee of \$1,080,310. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Schematic Design Phase:	10 percent
Design Development Phase:	25 percent
Construction Documents Phase:	35 percent
Bidding Phase:	5 percent
Construction Phase:	20 percent
Close Out Phase:	5 percent

Total Compensation: One Hundred Percent (100%)

2. This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.

3. Payments for ARCHITECT services shall be made monthly and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.

4. Invoices shall be on a form and in the format approved by the DISTRICT. 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. 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.

6. 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; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT's normal travel expense and meals are excluded.

c. Expense of reproductions, except those needed for the use of the ARCHITECT and his or her consultants or identified specifically as a deliverable, postage and handling of Drawings, Specifications and other documents including overnight/courier services are reimbursable upon DISTRICT's prior written approval.

d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.

e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT's Basic Services will be reimbursed.

f. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1 %) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project.

g. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the ARCHITECT for such services.

ARTICLE IX – INDEMNITY AND INSURANCE

1. 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

1. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to ARCHITECT's negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of ARCHITECT's consultants, employees or agents in the performance of their obligations as stated in this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. 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 1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
- d. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with

respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation.

ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

ARTICLE X - 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 draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Contractor upon request.

2. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or 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.

3. 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.

4. 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.

5. No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

6. 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.

7. This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

8. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

9. Communications between the parties shall be sent to the following addresses:

DISTRICT

ARCHITECT

10. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

This AGREEMENT entered into as of the day and year first written above.

DISTRICT

ARCHITECT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

(Signature)

(Signature)

(Printed name)

(Printed name)

(Title)

(Title)

(Date)

(Date)

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT

ARCHITECT will provide all professional services necessary for completing the following:

A. BASIC SERVICES

ARCHITECT agrees to provide the services described below:

1. Determine the agencies who have jurisdiction over essential buildings and coordinate with and implement the requirements of the regulatory agencies, i.e.: DSA Structural Safety, State Fire Marshal, etc.
2. Contract for or employ at ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the Project including: architects; mechanical, electrical, structural, civil engineers, landscape architects licensed as such by the State of California. The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the ARCHITECT under terms of this Agreement.
3. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.
4. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Project.
5. Chair, conduct and take minutes of bi-weekly coordination meetings during the entire design phase with sub-consultants, ARCHITECT shall invite the DISTRICT and/or its representative to participate in these meetings. ARCHITECT shall keep a separate log to

document design/coordination comments generated in these meetings, see Exhibit "F" for the Comment Tracking Document to be used by ARCHITECT.

6. Review subsoil data, chemical, mechanical and other data logs of borings, etc., furnished to ARCHITECT pursuant to this Agreement and advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data are necessary.

7. Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by ARCHITECT under this Agreement. ARCHITECT shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other services.

8. If desired by the DISTRICT and agreed to by the ARCHITECT, ARCHITECT shall provide other required services to determine such compliance not specifically identified and included in the scope of this Agreement through an amendment to this Agreement, as an additional service.

9. Be responsible for the design and the layout of data and phones using DISTRICT established standards. The coordination effort shall include location and routing of the raceways, conduits, and outlets and required spaces to accommodate electrical, data and communication wiring. ARCHITECT to coordinate with DISTRICT or their consultants to finalize phone system design.

10. Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.

11. Develop a grading and drainage plan and a site plan from architectural information showing a final development of the site, this drawing will also include a horizontal and vertical control plan and a utility infrastructure plan. The services described in this Subparagraph shall be provided by a professional civil engineer who is to subcontract with the ARCHITECT.

12. ARCHITECT to document the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property. This information shall be provided by the DISTRICT. ARCHITECT to verify the capacity of all existing project utilities.

13. Maintain a log of all meetings, site visits or discussions held in conjunction with the work of this Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the DISTRICT and/or their representative for inclusion in the overall project documentation.

14. ARCHITECT is not responsible for:

- a. Ground contamination or hazardous material analysis
- b. Any asbestos testing, design or abatement
- c. Environmental impact report
- d. Historical significance report
- e. Soils investigation
- f. Geotechnical hazard report
- g. Topographic survey

15. Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and ARCHITECT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by ARCHITECT'S failure to perform any of the services furnished under this Agreement.

16. Providing interior design and other similar services required for or in connection with color coordination including furnishing unless agreed to as an additional service. ARCHITECT is required to establish a template floor plan to demonstrate that each

space houses the required functions. Such floor plans will include furniture layout for functions and adhere to all ADA circulation requirements. The DISTRICT shall procure furnishing and moveable equipment.

B. DESIGN SERVICES - TASK I

PROJECT INITIATION

Upon final execution of the Contract with the DISTRICT, the ARCHITECT shall:

1. Within the first week following execution of the contract, meet with the DISTRICT and their representatives to prepare a detailed task analysis and work plan for documentation in a computer generated project schedule.

This task analysis and work plan will identify specific tasks including as necessary, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities, required times for completion and additional definition of deliverables.

2. Review the developed work plan with the DISTRICT and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

3. Participate in a general Project kick-off meeting to include the ARCHITECT'S sub-consultants, and DISTRICT staff.

- a. The project kick-off meeting will introduce key team members from the DISTRICT and the ARCHITECT to each other defining roles and responsibilities relative to the Project.

- b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.
- c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
- d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
- e. Review documentation of the project kick-off meeting prepared by the ARCHITECT and comment prior to distribution.

DEVELOPMENT OF ARCHITECTURAL PROGRAM

- 1. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
- 2. Complete information check list identifying critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; heating, ventilating and air conditioning requirements; natural gas availability and requirements; and domestic and fire water service requirements.
- 3. Conduct architectural program meeting with the DISTRICT selected project committee.
- 4. Develop probable construction cost for the Project; probable costs are to be based on the developed functional architectural programs as approved by the DISTRICT.

Probable costs prepared by the ARCHITECT:

- a. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be as approved by the DISTRICT.
- b. Contingencies for design, bidding or construction, if included in the probable costs, are to be included as individual line items, with the percentage and base of calculation clearly identified.
- c. All construction probable costs developed per the above should additionally be presented in and summarized by the Construction Specification Institute (CSI) category.
- d. One week prior to the submittal of documents, the ARCHITECT'S proposed cost format must be submitted to the DISTRICT for review and approval.
- e. ARCHITECT shall submit a unit cost breakdown for two types of new building cost models ranging from a low end per square foot cost for the DISTRICT'S consideration, to high end per square foot cost. The unit cost shall not include the site work, the general contractor's overhead and profit, and general condition. (Include separate line items for additional upgrades/condition assessment scope and possible alternate reductions).
- f. Mechanical, electrical, civil, landscaping and estimating sub-consultants shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

SITE PLANNING

Prepare a Site Plan configuration for the proposed facility. The development of this Site Plan should incorporate or be based upon completion of the following tasks:

1. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, ARCHITECT shall design the foundation of the Project in accordance with recommendations of the DISTRICT'S soil consultant as provided by the DISTRICT. ARCHITECT must notify the DISTRICT in time to prepare this soil report for ARCHITECT'S use.
2. Review the existing conditions. Analyze the proposed site's existing conditions relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.
3. Review proposed plans and confer as necessary with the local jurisdiction to obtain their advisory input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.
4. Develop a Site Plan showing in detail the elements of the proposed facility and its supporting elements of site development, including the appropriate accommodations of projected parking, resolution of access and on-site circulation, and existing or proposed commitments of land to other uses.

MEETINGS

During the Architectural Programming Design Phase it is anticipated that approximately one (1) meeting per week, not to exceed three meetings, will be convened between the DISTRICT and the ARCHITECT. These meeting will not exceed one day in duration and will be held on the PROJECT's campus location. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the scope of services of the ARCHITECT.

DELIVERABLES

1. ARCHITECT shall provide to the DISTRICT the following quantities of materials resulting from the work of the Project:

3 copies of Program Report. (Include a comparison between developed program and FPP program, include narrative explaining any deviations).

3 copies of Site Plan

3 copies of Project Probable Cost

1 copy of Information Checklist

2. ARCHITECT along with sub-consultants shall present and review with the DISTRICT the summary and detail of Task I work.

PROJECT CESSATION PROVISIONS

Upon completion and review of the functional and Architectural program and master site planning, no further work shall be done unless and until the DISTRICT has approved Task I as complete and has given a written Notice of proceed to ARCHITECT for Task II.

C. DESIGN SERVICES TASK II

SCHEMATIC DESIGN

Schematic Design: Upon written authorization from the DISTRICT, to proceed with the Schematic Design Phase. The ARCHITECT shall prepare for the DISTRICT'S review a Schematic Design Study as follows:

1. Architectural:
 - a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.
 - b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.
 - c. Identify proposed roof system, deck, insulation system and drainage technique.
 - d. Site plan with building located and minimum one (1) foot contour grade intervals. All major site development, such as paving, utilities and outside facilities shall be shown, including property lines, adjacent existing structures, walls and fences fifty feet beyond the PROJECT.

e. Building design shall pay particular attention to orientation, solar consideration and passive energy techniques and shall exceed all adopted energy regulations by 15%.

f. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.

g. Identify code requirements, include occupancy classification(s) and type of construction.

2. Structural:

a. Layout structural systems with dimensions and floor elevations. Identify structural systems (pre-cast, structural steel with composite deck, structural steel bar joists, etc.); with preliminary sizing identified.

b. Identify foundation systems (fill requirements, piles, caissons, spread footings, etc.); with preliminary sizing identified.

3. Mechanical:

- a. Calculate block heating, ventilation and cooling loads including skin versus internal loading.
- b. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
- c. Show selected system on drawings as follows:
 - i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
 - ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces
 - iii. Schematic piping
 - iv. Temperature control zoning.

4. Electrical:

- a. Calculate overall approximate electrical loads.
- b. Identify proposed electrical system for service, power, lighting, low voltage and communication loads.
- c. Show system(s) selected on drawings as follows:
 - i. Single line drawing(s) showing major distribution system.
 - ii. Location and preliminary sizing of all major electrical systems and components including:

1. Load centers

2. Main panels

3. Switch gear

- d. Identify and define the scope of data/telephone system.

5. Civil:

- a. Development of on and off site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.

- b. Identify surface improvements including roadways, parking (with assumed wheel weights) preliminary finish grades and drainage.

- c. Coordinate finish floor elevations with architectural site plan.

6. Landscaping:

Development and coordination of landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

7. Specifications:

Outline specifications of proposed architectural, structural, mechanical and electrical materials, system and equipment and their criteria and quality standards. ARCHITECT is to use DISTRICT'S standardized equipment/material list for new construction and modernization in development of the project design and specifications.

8. Probable Costs:

- a. Schematic Probable costs: This probable cost consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost meaning labor, material, waste allowance, sales tax and subcontractor's mark-up.
- b. General conditions shall be applied separately. This probable cost shall be prepared by specification section and summarized by the Construction Specification Institute (CSI) category.
- c. The probable cost shall separate the project's building cost from site and utilities cost. ARCHITECT to submit to the DISTRICT the cost estimating format for prior review and approval.
- d. Escalation: all probable costs shall be priced out at current market conditions. The probable costs shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).

MEETINGS

During the Schematic Design Phase it is anticipated that two (2) meetings monthly, will convene between the DISTRICT and the ARCHITECT to address specific design issues and to facilitate the decision making process. Such meetings shall be held at the PROJECT CAMPUS. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsideration of such decisions shall constitute a change in the scope of services of the ARCHITECTS.

DELIVERABLES

- 6 - Schematic Design Package submittal with alternatives

- 4 - Probable Cost
- 2 - A statement indicating changes made to the program design
- 2 - DSA file, including all correspondence, meeting notes, etc. to date.

PRESENTATION

ARCHITECT along with his SUB-CONSULTANTS shall present and review with the DISTRICT the detailed Schematic Design. The schematic design studies shall be revised within the program parameters until a final concept has been accepted and approved by the DISTRICT at no additional cost to the DISTRICT.

PROJECT CESSATION PROVISIONS

Upon completion of the schematic design study, the DISTRICT shall have the right to terminate this Agreement upon written notice of such termination to ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided under the Schematic Design Phase.

DESIGN DEVELOPMENT

Upon written authorization by the DISTRICT to proceed with the Design Development Phase, ARCHITECT shall prepare, from the Schematic Design Phase documents approved by the DISTRICT, Design Development Phase documents consisting of the following:

- 1. Architectural:
 - a. Scaled, dimensioned floor plans with final room locations including all openings.

- b. 1/8" scale building sections showing dimensional relationships and materials.
 - c. Site plan completely drawn with beginning notes and dimensions including grading and paving.
 - d. Preliminary development of details and large scale blow-ups.
 - e. Legend showing all symbols used on drawings.
 - f. Floor plans identifying all fixed and major movable equipment and furniture.
 - g. Further refinement of SD outline specification for architectural, structural, mechanical, electrical, civil and landscape systems and equipment.
 - h. Typical reflected ceiling development including ceiling grid and heights for each ceiling showing:
 - i. Light fixtures
 - ii. Ceiling registers or diffusers
 - iii. Access Panels
 - i. A tabulation of both the net and gross assignable floor areas, and a comparison to the initial program area requirements.
2. Structural:
- a. Structural drawing with all major members located and sized.
 - b. Establish final building and floor elevations.

- c. Preliminary specifications.
- d. Identify foundation requirement (fill requirement, piles, etc.) with associated soil pressure, water table and seismic center. Include necessary soil mitigation if required by soils report.

3. Mechanical:

- a. Heating and cooling load calculations and major duct or pipe runs substantially located and sized to interface with structural.
- b. Schedule major mechanical equipment indicating size and capacity.
- c. Devices in ceiling should be located. Begin coordination with electrical and architectural ceiling plans.
- d. Recommendations to acquire LEED® certification.
- e. Legend showing all symbols used on drawings.
- f. More developed outline specifications indicating quality level and manufacturer.

4. Electrical:

- a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space(s).
- b. All major electrical equipment should be scheduled indicating size and capacity.

- c. Complete electrical distribution including a one line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
 - d. Recommendations to acquire LEED® certification.
 - e. Legend showing all symbols used on drawings.
 - f. More developed outline specifications indicating quality level and manufacturer.
5. Civil:
- a. Further refinement of SD drawings of points of connection and runs for utility systems for sewer, water, storm drain and fire water. Includes pipe sizes, materials, invert elevation location and description of manholes, clean outs, hookups, bedding and installation details.
 - b. Further refinement of SD roadways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
 - c. Outline specifications indicating quality level and manufacturer.
6. Landscape:
- a. Further refinement of SD concepts. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines.

- b. Outline specifications indicating quality level and manufacturer.

7. Specification:

DISTRICT to provide general condition specification and supplementary conditions.

8. Probable Cost:

Design Development Probable Cost: Prepared by specification section, summarized by CSI category. The probable cost shall include unit costs of materials, labor and equipment. Sales tax, contractor's mark-ups shall be identified as a separate line item. Soft cost including estimated CM fee and general conditions shall be listed separately.

MEETINGS

During the Design Development Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will be held at the PROJECT campus. Documented decisions (not pending items) made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions affecting program, master plan and schematic design shall constitute a change in the scope of services of the ARCHITECT. DISTRICT and ARCHITECT shall schedule progress meetings to coincide with the ARCHITECT'S coordination meeting.

DELIVERABLES

- 3 - Drawings from all professional disciplines as necessary to deliver the project
- 3 - Bid Package scoping recommendation

- 3 - Outline Specifications
- 4 - Probable Cost
- 2 - DSA File, including all correspondence, meeting notes, etc. to date

CONSTRUCTION DOCUMENT

Upon written authorization from the DISTRICT to proceed with the Construction Documents Phase, ARCHITECT shall prepare from Design Development Phase Documents approved by the DISTRICT, a Construction Document consisting of the following:

Prepare construction documents in compliance with the appropriate applicable building codes, ordinances and other regulatory authorities.

CONSTRUCTION DOCUMENTS (C/D) 50% STAGE:

- 1. Architectural:
 - a. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.
 - b. Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.
 - c. Architectural details and large blow-ups underway.
 - d. Well developed finish, door, and hardware schedules.
 - e. Site utility plans underway.

- f. Fixed equipment schedules, details and identification underway.
 - g. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.
- 2. Structural:
 - a. Structural floor plans and sections with detailing well advanced.
 - b. Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.
 - c. Completed cover sheet with general notes, symbols and legends.
- 3. Mechanical:
 - a. Mechanical calculations virtually completed with all piping and ductwork sized.
 - b. Large scale mechanical details underway.
 - c. Mechanical equipment schedule substantially developed.
- 4. Electrical:
 - a. Lighting, power, signal and communication plans including all switching and controls. Fixture schedule and lighting details development underway.

- b. Distribution information on all power consuming equipment; lighting and device branch wiring development underway. 20% spares must be included per new panel.
- c. All electrical equipment schedules underway.
- d. Special system components should be approximately located on plans.
- e. Completely develop the layout of data/telephone system, including equipment room layouts, raceway and conduit routing and outlet locations.

5. Civil:

All site plans, site utilities, parking and roadway systems updated to reflect update comments from Design Development review.

6. Landscape:

All landscape, hardscape and irrigation plans updated to reflect update comments from Design Development.

7. Probable cost:

Update and refine the Design Development Phase Probable cost sorted by approved scope for bid packages.

8. Specifications:

- a. Virtually complete development and preparation of technical specifications describing materials, systems and equipment,

workmanship, quality and performance criteria required for the construction of the Project in CSI format.

Where articles, materials and equipment are identified by brand names, at least two names shall be used, and such names shall be followed by the words "or approved equal" in accordance with Public Contract Code, Section 3400. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience as approved by the DISTRICT. Formal review of specifications by the DISTRICT and corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS – 100% SUBSTANTIAL COMPLETION STAGE:

Architect must respond to/incorporate constructability comments during the 100% construction document phases.

1. Architectural:
 - a. Completed site plan, floor plans, elevations and sections.
 - c. Architectural details and large blow-ups completed.
 - d. Finish, door and hardware schedules completed, including all details.
 - e. Site utility plans completed.
 - f. Fixed equipment details and identification completed.
 - g. Reflected ceiling plans completed.
2. Structural:

- a. Structural floor plans and sections with detailing completed.
 - b. Structural calculations completed.
3. Mechanical:
- a. Large scale mechanical details completed.
 - b. Mechanical equipment schedules completed.
 - c. Completed electrical schematic for HVAC equipment.
 - d. Complete energy conservation calculations and report.
4. Electrical:
- a. Lighting and power plan including all switching and controls. Fixture schedule and lighting details completed.
 - b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
 - c. All electrical equipment schedules completed.
 - d. Special system components plans completed.
 - e. Electrical load calculations completed.

5. Civil:

All site plans, site utilities, parking and roadway systems completed.

6. Probable Cost:

Update and refine the 50% Construction Document Probable cost.

7. Specifications:

a. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project in CSI format.

Specifications shall not contain restrictions that will limit competitive bids other than those approved by the DISTRICT as necessary to meet maintenance requirements.

At one hundred percent (100%), specifications shall be reviewed by the DISTRICT to ensure compliance with required modifications and corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS (C/D) FINAL STAGE

The construction document final stage shall be for the purpose of the ARCHITECT incorporating all Regulatory Agencies' comments into the drawings, specifications, and probable cost. All corrections made by the ARCHITECT during this stage should be at no additional cost to the DISTRICT.

The final contract documents delivered to the DISTRICT upon completion of the ARCHITECT'S work shall consist of the following:

1. Drawings: All drawings with ARCHITECT/sub-consultant's State license stamp and DSA stamp.
2. Specifications: Original technical specifications on reproducible masters or CD/DVD format if acceptable to DISTRICT'S reprographics firm in CSI format.
3. Completely coordinated sub-consultant's work.

MEETINGS

During the Construction Document Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will normally be held at the PROJECT campus. Documented decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the Scope of ARCHITECT Services.

DELIVERABLES

Copies:

- 4 - Fifty percent (50%) submittal – 4 copies of the fifty percent (50%) working drawings, 4 specifications, and 4 probable costs.
- 2 - Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes. (Submit with 50% CD submittal).

4 - One hundred percent (100%) submittal – 4 copies of the one hundred percent (100%) working drawings, 4 specifications, one (1) engineering calculations and 4 probable costs.

2 - DSA file including all correspondence, meeting, back check comments, checklists, etc. to date. (Submit with 100% CD submittal).

2 - A statement at each stage of CD review indicating any authorized changes made to the program from the last submittal and the cost impact of such changes on the previously approved Construction Budget. If no material changes occur, but costs are adjusted, clearly identify these changes for DISTRICT review. (Submit with, 50% and 100% submittal).

BIDDING PHASE

The development of the bidding procedure and the general condition of the construction contract shall be the joint responsibility of the DISTRICT and the ARCHITECT. ARCHITECT shall assist the DISTRICT in the prequalification process.

In the event that items requiring interpretation of the drawings or specifications are discovered during bidding period, said items shall be analyzed by the ARCHITECT for decision by the DISTRICT as to the proper procedure required. Corrective action taken will be in the form of an addendum prepared by the ARCHITECT and reviewed by the DISTRICT prior to release.

ARCHITECT shall be present during the bid opening.

CONSTRUCTION ADMINISTRATION PHASE

The ARCHITECT'S responsibility to provide basic services for the Construction Phase under this Agreement commences with the award of the first prime Contract for Construction and terminates at the earlier of the issuance to the DISTRICT of the final Certificate for Payment or sixty (60) days after the date of substantial completion of construction.

- a. During construction, the ARCHITECT shall furnish all necessary additional drawings for supplementing, clarifying and/or correcting purposes and for change orders required. Such drawings shall be at no additional cost unless designated as an additional service to the DISTRICT. The drawings and contract wording for change orders shall be submitted to the DISTRICT for distribution.
- b. The ARCHITECT will proceed with the services required by the Construction Administration Phase of this Agreement upon Board approval for award of construction bid.
- c. The ARCHITECT shall review and approve or take other appropriate action upon contractor's submittals such as: shop drawings, project data, samples and change orders.
- d. The ARCHITECT'S action shall be taken within twenty-one (21) calendar days so as to cause no unreasonable delay in the work or in the construction of the DISTRICT or of separate contractors, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed twenty one (21) calendar days from the receipt by the ARCHITECT.
- e. During the course of construction, all Requests for Information/ Clarification must be responded to in a most expeditious manner so as not to impact and delay the construction progress.

f. Drawings or change orders required due to actions of the DISTRICT which are beyond the scope of the ARCHITECT'S responsibilities, shall be considered extra services.

g. ARCHITECT shall schedule 104 visits to the job site for on-site review of the construction of the Project and in coordination with the construction progress meetings. The purpose of these visits is to interpret or clarify in the Contract Documents and to monitor the progress of the Project.

The ARCHITECT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The ARCHITECT shall endeavor to guard the DISTRICT against defects and deficiencies in the work. However, the ARCHITECT shall not be a guarantor of the contractor's performance.

h. The ARCHITECT shall not be responsible for, nor have control or charge of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for contractors' failure to carry out work in accordance with the Contract Documents. The ARCHITECT shall not be responsible for, nor have control over, the acts or omissions of the contractors, subcontractors, any of their agents or employees.

i. ARCHITECT shall provide a log identifying all operations and maintenance manuals, and warranty documents for all equipment and installed systems. The ARCHITECT shall review contractor's submittal for completeness and submit to DISTRICT.

j. ARCHITECT provide a complete DSA file to the DISTRICT, including all correspondence, meeting notes, back check comments, checklists, inspection affidavits, etc. to the DISTRICT at acceptance.

k. ARCHITECT shall also provide architectural/engineering advice to the DISTRICT on start-up, break-in and debugging of facility systems and equipment; and participate in/ develop punch lists including consultants as

appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.

- I. See Exhibit "F" for ARCHITECT's responsibility chart during the pre-bid, bid, award and construction phases.

CLOSE OUT PHASE

The ARCHITECT shall work with the DISTRICT and their consultants in complete close out of the project. This phase will be considered complete upon a complete submittal to the Division of the State Architect of all close out documentation.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

- A. The following extra services to this Agreement shall be performed by ARCHITECT if needed and requested by the DISTRICT.
1. Making revisions in drawings, specifications or other documents when such revisions are:
 - a. Inconsistent with approvals or instructions previously given by the DISTRICT.
 - b. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparations of such documents.
 - c. Due to changes required as a result of the DISTRICT'S failure to respond to a written request from the ARCHITECT within a reasonable time, as requested by ARCHITECT.
 2. Providing services required because of significant documented changes in the Project initiated by the DISTRICT, including but not limited to, size, quality, complexity, the DISTRICT'S schedule, or method of bidding or negotiating and contracting for construction.
 3. Prepare drawings, specifications and other documentation and supporting data, evaluating contractor's proposals, and providing other services in connection with change orders and construction change directives. ARCHITECT shall not be due any fee for extra services due to change orders resulting from ARCHITECT'S design errors and omissions.

4. Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with replacement of such work.
5. Providing services made necessary by the default of the contractor, by major defects or deficiencies in the work of the contractor for Payment, or in the absence of a final Certificate of Payment, more than sixty (60) days after the date of substantial completion of work.
6. Providing services in connection with evaluating substitutions (excluding the first substitution) proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting there from if the contractor failed to follow the ARCHITECT'S specified specification of the Project.

B. The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The sub-consultant hourly rates as shown below include a 10% administration fee/mark-up fee. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the ARCHITECT and each sub-consultant involved in the Project.

HOURLY RATES
IVC LIFE SCIENCES BUILDING

ARCHITECT

Dougherty + Dougherty Architects LLP

Principal:	\$165
Project Manager:	\$135
Job Captain:	\$115
Technical Architectural:	\$100
Technical Engineering:	\$95
Administrative Personnel:	\$85

LABORATORY CONSULTANT

Design for Science:	\$300
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CONSULTING ARBORIST

Arborgate Consulting:	\$160
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CIVIL ENGINEER

Hall & Foreman

Principal:	\$195
Project Management:	\$165
Senior Engineer/Project Eng/ Project Surveyor/Senior Designer/Principal Planner:	\$135
Staff Engineer:	\$115
Designer/Assis. PM/Planner/ Survey Analyst	\$105
Drafter/CADD	\$95
Project Assistant/Assistant Engineer/Expeditior:	\$80
Administrative:	\$60
2-Person Survey Crew:	\$200
1-Person Survey Crew:	\$150
2-Person high Definition Survey Crew:	\$360

STRUCTURAL ENGINEER

Saiful-Bouquet

Principals:	\$195
Project Manager:	\$180
Senior Project Engineer:	\$160
Project Engineer:	\$150
Senior Analyst:	\$135
Senior Engineer:	\$130
Engineer:	\$115
Junior Engineer:	\$95
Senior Structural Coordinator:	\$130
Project Draftperson:	\$95
Senior Draftperson:	\$85
Draftperson:	\$75
Controller:	\$130
Presentation Designer:	\$120
Administrative Assistant:	\$70
Other Support Staff:	\$60

MECHANICAL/ELECTRICAL/PLUMBING ENGINEERS

TMD

Principal:	\$190
Project Manager:	\$170
Project/Senior Engineer:	\$150
Engineer:	\$125
Designer:	\$115
CADD Operator:	\$85
Construction Administrator:	\$125
Word Processor/Clerical:	\$65

LANDSCAPE ARCHITECT

NUVIS

Senior Principal:	\$155
Principal:	\$135
Senior Associate:	\$115
Associate:	\$100
CADD Technician I:	\$90
CADD Technician II:	\$75
Draftperson:	\$65
Administrative:	\$70

COST ESTIMATOR

Leland Saylor & Associates

Principal:	\$200
Associate Principal:	\$175
Chief Estimator:	\$162
Project Manager:	\$145
Senior Estimator:	\$135
Junior Estimator:	\$115
Technical Services:	\$90
Administrative Services:	\$65

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TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Village Expansion Project: Basic Aid Funding
ACTION: Approval

BACKGROUND

Saddleback College has experienced a surge in student enrollment. From fall 2007-2008 to fall 2008-2009 the District measures 7% growth. An additional percent is anticipated after the start of mid-semester classes.

The Disabled Students program has increased by approximately 300 students since the fall semester 2007-08 and has expanded into available library space.

With time between construction projects, the college is using Village swing space to meet enrollment demand. The Village was developed to accommodate swing space needs for Saddleback College renovation projects.

STATUS

To meet the State Chancellor's schedule requirements, the Library renovation project must start at spring semester's end. Swing space needs will require the use of all existing portables. Saddleback College has requested that portable buildings equaling 28,000 square feet be added to the Village to accommodate for growth, for a two year period beginning fall 2009-2010.

Staff requests funding from basic aid to meet the project costs of \$2,842,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the allocation of \$2,842,000 from basic aid for the Village Expansion Project at Saddleback College.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Village Expansion Project: Architectural Agreement with R2A Architecture

ACTION: Approval

BACKGROUND

Saddleback College is experiencing a surge in student enrollments. The Village was developed to accommodate the swing space needs for Saddleback College renovation projects. With time between construction projects, the college is using the Village swing space to address their need for additional space. To allow for continued use of the Village for a two year period beginning fall 2009, the College is requesting additional Village portables equaling 28,000 square feet.

STATUS

To meet the State Chancellor's schedule requirements, Library renovation must begin at the end of spring semester. To meet the College desire of activating additional space for enrollment growth by fall 2009, a Village expansion project must begin immediately.

R2A is an architectural firm that has worked with Saddleback College on other projects in the Village and has expertise in design for this location. They have also met constrained schedule needs for the District in the past. This combination makes them uniquely qualified to aid the District in the Village expansion project.

Staff recommends approval of an agreement with R2A to provide the architectural services for a not to exceed price of \$165,000.

Funding is included in the Village Expansion project budget of \$2,842,000 being recommended at this November Board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement, EXHIBIT A, with R2A Architecture to provide architectural services for Saddleback College at the Village for a not to exceed price of \$165,000.

ARCHITECTURAL SERVICES AGREEMENT

This AGREEMENT is made and entered into this November 18, 2008, between the **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **R²A Architecture**, 2900 Bristol Street, Suite E-205, Costa Mesa, CA 92626, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for the Saddleback College Village Expansion project, hereinafter referred to as "PROJECT"

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 twelve (12) 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 28 of Article II, and include normal architectural, civil, plumbing, electrical engineering and landscape services.

2. The ARCHITECT has described their scope of work to meet the DISTRICT'S needs and the requirements of the PROJECT according to the following:

- Coordinate all efforts with Saddleback College staff and District Facilities staff
- Assist the District in securing piggyback contracts for relocatables which are DSA pre-approved. This must include all necessary ramping to meet ADA requirements for building access.
- Preliminary review with DSA to determine site layout, appropriate fire hydrant location and evaluation of restroom needs.
- Design the site plan and infrastructure for the placement of seven, approximately 4,000 square foot portables for a total expansion of 28,000 square feet southwest of Village #8 on the lower campus of Saddleback College.
- Design plumbing connections for bathroom expansion as necessary per DSA preliminary review.
- Design interior spaces to meet the classroom and office functions as defined by Saddleback College staff for execution by chosen portable manufacturer.
- Design utilities (power, data and electric) through a single point of connection for each of the classroom buildings. Provide necessary information for relocation or existing irrigation lines.
- Assumptions include the following:
 - Design to a total of 28,000 square feet

- Utilizing District soils report and survey information
- College/District to enter into lease agreement with portable provider
- Required utilities are available in the area of construction
- Mechanical and electrical needs for the buildings will be addressed by the portable provider
- Telecommunication infrastructure and device location will be included in the Architects scope of work
- Plumbing scope will include condensate for mechanical and bathroom expansion

Understanding of such needs and requirements shall be finalized with the DISTRICT, prior to drafting preliminary designs for the PROJECT including all work required of ARCHITECT'S subconsultants.

3. Immediately after two programming meetings with DISTRICT, 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. Drawings will include site plans including utility connections and floor plan and reflected ceiling plans of buildings.

5. The ARCHITECT shall submit to the DISTRICT a written statement of the probable construction cost and shall advise the DISTRICT, in writing, of any adjustments to the preliminary estimate of Construction Cost.

6. The ARCHITECT shall investigate existing conditions of site and facilities infrastructure and make measured drawings of such conditions or facilities.

7. Revisions based on feedback during one meeting with the DISTRICT the ARCHITECT shall seek approval for Schematic Design Documents including any adjustments authorized by the DISTRICT. After approval, the ARCHITECT shall prepare Design Development Documents consisting of drawings and other documents to describe the size and character of the PROJECT as to architectural, civil, plumbing, and electrical systems, materials, and such other elements as may be appropriate.

8. After incorporating revisions based on feedback during one meeting with the DISTRICT, the ARCHITECT shall seek approval for Design Development Documents including any further adjustments authorized by the DISTRICT. After approval, the ARCHITECT shall prepare Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the PROJECT. ARCHITECT has submitted 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 submit to the DISTRICT an updated, written statement of the probable construction cost and shall advise the DISTRICT, in writing, of any adjustments to the schematic level estimate of Construction Cost.

10. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT with the DISTRICT'S assistance. The ARCHITECT will address all necessary corrections for site work scope to bring the documents into compliance and assist the DISTRICT in obtaining any necessary approvals for the building portion of the work, which ultimately must be obtained by the portable provider. The DISTRICT shall pay all fees required by such governmental authorities.

11. 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 electrical systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.

12. The ARCHITECT, following the DISTRICT'S approval of the Construction Documents and of the latest statement of probable Construction Cost, shall assist the DISTRICT in obtaining bids for the PROJECT.

13. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a 10% 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.

14. 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 completion of close-out documentation fully submitted to the Division of the State Architect and after the Contractor's final certificate for payment is approved by the ARCHITECT and the DISTRICT.

15. The ARCHITECT shall provide administration of the construction contract as set forth below. The ARCHITECT shall coordinate construction for the scope of work defined in the construction documents which may be performed by a general contractor, separate contractors or by the DISTRICT'S own employees.

16. 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.

17. 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.

18. The ARCHITECT (and its consultants as needed) 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 become familiar 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 on-site observations and inspections, the ARCHITECT shall keep the DISTRICT informed of the progress and quality of the work and 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.

19. The ARCHITECT shall have access to the work at all times.

20. 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.

21. 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.

22. 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.

23. 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 review the required contractor prepared a set of reproducible record drawings. These drawings are intended to show significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT during the request for information and change order process.

24. The ARCHITECT shall observe 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.

25. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the DISTRICT.

26. 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 as long as the contractor's substitution requests are submitted within the designated substitution requests time period. Contractor shall pay Architect compensation based on attached standard hourly rates for substitution requests evaluation services submitted after the designated substitution time period or if in excess of one per material.

27. 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.

28. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT'S PROJECT.

29. Items not previously noted and specifically excluded are as follows:

- Site Survey
- Soil report
- Hazardous material issues
- Design made necessary as a result of unforeseen circumstances
- Retaining wall design
- Public right of way or Easement concerns
- Construction staking
- Legal descriptions
- Pad certifications/Certificate of Compliance

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. This includes changes to the interior layout after approval of the design development phase.
- c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
- d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
- e. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
- f. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- g. Providing services in connection with the work of consultants retained by the DISTRICT.
- h. Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

- i. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- j. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided in Article VIII, paragraph 5.
- 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.

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 District shall provide as-built drawings of the existing site and surrounding buildings for the Architect's use.

7. The District shall provide a current soils report for the area of improvement.

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 compliant with the DISTRICT'S approved 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 statements of probable construction cost and detailed statements of probable 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 be established as a condition of this AGREEMENT after evaluation of estimated costs during the schematic design phase.

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 choose to do one or more of the following:

- 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 if performed within the parameters of public contract code.

10. If the DISTRICT chooses to proceed under paragraph 9(d), the ARCHITECT, without additional charge, shall modify the construction plans and specifications 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 reimbursable expenses.

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 One Hundred and Sixty Five Thousand and No/ 100 Dollars (\$165,000.00)

2. Progress payments for ARCHITECT services in each phase shall be as a percentage of the total contract as follows:

Schematic Design Phase:	15%
Design Development Phase:	20%
Construction Documents Phase:	30%
Bid Phase	10%
Construction Phase:	20%
Close Out Phase:	5%

This compensation shall be compensated 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 this article, paragraph 2.

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. 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.

6. 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 in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project. ARCHITECT'S normal travel expense are excluded.

c. Expense of reproductions, except those needed for the use of the ARCHITECT and his or her consultants, postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT'S prior written approval.

d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.

e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT'S Basic Services will be reimbursed.

f. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1 %) times the expenses incurred by the Architect, the ARCHITECT'S employees and consultants in the interest of the Project.

g. For additional services of consultants, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the ARCHITECT for such services.

ARTICLE IX - MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a copy of such record to the DISTRICT and upon request, to the Contractor.

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 or damages to property, or other costs and charges, directly or indirectly 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 shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT'S performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations. 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.

3. ARCHITECT shall purchase and maintain project specific 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 \$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 officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance. 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 the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

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

R²A Architects

(Signature)

(Signature)

Gary Poertner

(Printed name)

(Printed name)

Deputy Chancellor

(Title)

(Title)

(Date)

(Date)

EXHIBIT A

ARCHITECT'S HOURLY RATES & ADDITIONAL SERVICES

Additional Services as defined and outlined in Article III of the Architectural Services Agreement between the South Orange County Community College District and the Architect and consultants shall be provided based on the following hourly rates:

Principal	\$ 200.00
Project Manager	\$ 150.00
Specification Writer	\$ 150.00
Senior Contract Administrator	\$ 150.00
Planner	\$ 150.00
Senior Designer	\$ 150.00
Project Architect	\$ 140.00
Interior Designer	\$ 140.00
Senior Planner	\$ 135.00
Intermediate Designer	\$ 130.00
Project Leader	\$ 130.00
Contract Administrator	\$ 120.00
Job Captain	\$ 120.00

CADD Animator	\$ 105.00
CADD, Senior	\$ 105.00
CADD, Intermediate	\$ 90.00
CADD, Junior	\$ 80.00
Graphic Designer	\$ 80.00
Technical Support Staff	\$ 80.00

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College and Irvine Valley College: 2009-10 Faculty Hiring

ACTION: Approval

BACKGROUND

Saddleback College and Irvine Valley College are dedicated to serving the educational needs of their students and communities. The colleges best serve constituents by providing quality lower-division, transfer, career technical, basic skills, and community education courses. A high priority in advancing the missions of Saddleback College and Irvine Valley College is to increase the number of qualified full-time faculty at both colleges.

STATUS

Through the collegial consultation processes at Saddleback College and Irvine Valley College, new and replacement full-time faculty positions have been prioritized. The College Presidents have reviewed the recommendations and present them to the Board for approval as Exhibits A and B.

Due to the uncertain economic and fiscal environment, as well as ongoing program and enrollment considerations, it is expected that the colleges would hire no more than ten new positions for the 2009-10 academic year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the announcement of and recruitment for up to ten new full-time faculty positions, contingent upon funding, at Saddleback College and Irvine Valley College for the 2009-10 academic year.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
POSITION REQUEST LIST

FACULTY POSITIONS FOR 2009 - 2010 ACADEMIC YEAR

☒ Saddleback College
☐ Irvine Valley College

DISCIPLINE/SUB-DISCIPLINE	DIVISION/SCHOOL	TENURE STATUS POSITION TYPE				% FTE FUNDING SOURCE
		Tenure Track	Temporary	New	Replacement	
1. Disabled Students & Program & Services	Counseling & Special Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 Categorical
2. Forensics	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 General Fund
3. English	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 General Fund
4. English	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 General Fund
5. Humanities	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 General Fund
6. Astronomy/Physics	Math, Science & Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 General Fund
7. Men's Basketball Coach	P.E./Kinesiology & Athletics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 General Fund
8. Biology	Math, Science & Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
9. English Composition #1	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
10. Chemistry Instructor	Math, Science & Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
11. Sociology	Social & Behavioral Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
12. Aquarium & Aquaculture Science	Advance Tech. & Applied Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
13. Spanish/Arabic	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund d
14. Child Dev. & Educational Studies	Social & Behavioral Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
15. Matriculation Coordinator/Counselor	Counseling & Special Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 Categorical
16. Culinary Arts Instructor	Advance Tech. & Applied Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 Categorical
17. Music/Music Technology	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 Categorical
18. Cinema/Television/Radio	Advance Tech. & Applied Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund

19. Women's Track & Cross Country Coach	P.E./Kinesiology & Athletics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
20. Art Instructor 2D & 3D Design	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 Categorical
21. Cataloging Technology Librarian	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
22. Journalism Publications	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
23. Nursing	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
24. Medical Laboratory Technician/Phlebotomy	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
25. English Composition #2	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
26. Basic Skills Coordinator	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
27. Spanish/Italian	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund

APPROVALS:

Regin Vunne 10/17/08
Vice President Date

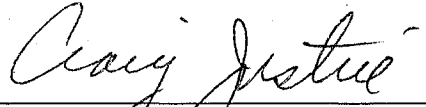
Lois S. Zito 10/20/08
President Date

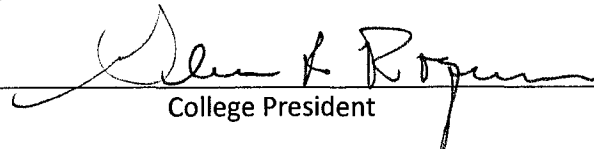
Chancellor Date

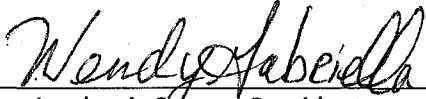
Robert Cuzner 10/17/08
Academic Senate President Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
IRVINE VALLEY COLLEGE
POSITION REQUEST LIST
FACULTY HIRING FOR 2009-2010 ACADEMIC YEAR

PRIORITY	DISCIPLINE/ SUB DISCIPLINE	DIVISION/SCHOOL	TENURE STATUS		POSITION TYPE		% FTE	TIER 1, 2 or 3
			Tenure Track	Temporary	New	Replacement		
1	Counselor	Guidance and Counseling	X			X	100	1
2	Librarian	Library Services	X		X		100	2
3	Journalism	Humanities & Languages	X		X		100	3
4	Counselor	Guidance and Counseling	X			X	100	1
5	Film Studies	Humanities & Languages	X		X		100	2
6	Art History/ Museum Studies	Fine Arts	X		X		100	3
7	Physics	Physical Sciences & Technologies	X			X	100	1
8	Business Science	Business Sciences	X		X		100	2
9	Electronics	Physical Sciences & Technologies	X		X		100	3
10	Music/Keyboard	Fine Arts	X		X		100	2

 10/09/08
Vice President of Instruction Date

 10/13/08
College President Date

 10/09/08
Academic Senate, President Date

Chancellor Date

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Reassigned Time and Stipends

ACTION: Approval

BACKGROUND

According to the existing Academic Employee Master Agreement, reassigned time may be recommended by the College President and approved by the Chancellor. Faculty members must sign a reassigned time contract which will include stated outcomes such as expectations, objectives and dates of completion of the assignment. The faculty member will be required to provide evidence of completion of the assignment. The dean and faculty member will develop a work schedule that will provide the appropriate time for the faculty member to complete the activities identified in the reassigned project.

In addition, a stipend allows a faculty member to accept additional duties and responsibilities in a specific activity such as chairing, directing or coordinating. All stipends will be in addition to the faculty member's workload assignment. Faculty members must sign a stipend contract which will require the faculty member to provide evidence of completion of the assignment.

STATUS

On July 26, 1999, the Board of Trustees approved for each college to limit its annual expenditures for reassigned time and/or stipends to 2% of its Unrestricted General Fund Budget for subject account categories 1100, 1200 and 1300 (also known as instructional budget), but not including "Other (mandated) Faculty Assignments," along with the College Guidelines for Reassigned Time and/or Stipends as contained in Exhibit A.

Since then, the college Unrestricted General Fund Budgets have grown, consequently instructional portion of the budget has grown along with growth in dollars available for reassigned time and stipends. The demand for reassigned time and stipends has grown as well, particularly due to additional requirements of accreditation, including need for coordination, assessment and documentation of student learning outcomes.

STATUS (continued)

In this context, the 2% limit on reassigned time and/or stipends was increased administratively to 2.4% of the instructional budget. Exhibit B provides details of reassigned time and stipend for academic years 1999-2000 through 2007-08 at Irvine Valley College and Saddleback College. Currently the administration is conducting an audit of district wide reassigned time and stipends to ensure their appropriateness and internal equity. Since reassigned time and stipends relate to workload and compensation issues, they are indeed subject to negotiations rather than annual ad hoc adjustments.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve each college to limit its annual expenditures for reassigned time and/or stipends to 2.4% of its Unrestricted General Fund Budget for object account categories of 1100, 1200, and 1300 (instructional budget), but not including "Other Contractual/Mandated Faculty Assignments." The Chancellor recommends reaffirmation of the College Guidelines for Reassigned Time and/or Stipends as contained in Exhibit A.

College Guidelines for Release Time and/or Stipends

Unrestricted General Fund Expenditures:

The colleges shall limit their annual expenditures for release time and/or stipends to 2% of the college unrestricted General Fund budget for object account categories 1100, 1200, and 1300, but not including "Other Faculty Assignments".

1. The cost of released time shall be computed using the actual salary paid to the employee released from instruction.
2. The amount of release time and/or stipends granted shall be reported to the Board for each semester and summer terms.
3. Compensation for non-instructional work shall be paid with a stipend, whenever possible.

Restricted General Fund expenditures:

There shall not be a cap on release time and/or stipend for categorical funds or grants. However, for purposes of uniformity and information each college shall:

1. Calculate the cost of released time by using the actual salary paid to the employee released from instruction.
2. Report the amount of release time and/or stipends granted for each semester and summer terms to the Board.
3. Offer stipends in preference to released time, unless required by the terms of the grant, or rules of the categorical program.

Irvine Valley College

1999-2000

**Total Unrestricted General Fund
Budget**

Instructional Budget			2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	6,039,214	120,784	Stipends	152,100	
1200	F/T Non Classroom Faculty	2,019,989	40,400	Reassign Time	0	
1300	OSH P/T Faculty	4,105,136	82,103			
		Total	12,164,339	243,287	Total	152,100 1.25%
		23,961,980				

Contractual/Mandated Reassigned Time:

Assignment Amount
Information not available

2000-2001

**Total Unrestricted General Fund
Budget**

Instructional Budget			2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	6,514,980	130,300	Stipends	145,095	
1200	F/T Non Classroom Faculty	2,024,903	40,498	Reassign Time	59,666	
1300	OSH P/T Faculty	4,336,141	86,723			
		Total	12,876,024	257,520	Total	204,761 1.59%
		26,876,965				

Contractual/Mandated Reassigned Time:

Assignment Amount
Information not available

2001-2002

**Total Unrestricted General Fund
Budget**

Instructional Budget			2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	7,218,070	144,361	Stipends	147,640	
1200	F/T Non Classroom Faculty	1,978,461	39,569	Reassign Time	56,193	
1300	OSH P/T Faculty	4,819,733	96,395			
		Total	14,016,264	280,325	Total	203,833 1.45%
		29,403,776				

Contractual/Mandated Reassigned Time:

Assignment Amount
Grievance Chair 14,471
Chief Negotiator 9,301
23,772

Irvine Valley College

2002-2003

Total Unrestricted General Fund Budget

Instructional Budget				2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	7,276,689		145,534	Stipends	167,922	
1200	F/T Non Classroom Faculty	1,940,104		38,802	Reassign Time	106,633	
1300	OSH P/T Faculty	4,986,379		99,728			
		Total	14,203,172	284,063	Total	274,555	1.93%
		30,202,123					

Contractual/Mandated Reassigned Time:

Assignment	Amount
Grievance Chair	15,704
Sec Faculty Assoc	5,537
President of SOCCCFA	2,084
Chief Negotiator	8,512
CTA Treasurer	3,163
	<u>35,000</u>

2003-2004

Total Unrestricted General Fund Budget

Instructional Budget				2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	6,997,417		139,948	Stipends	103,071	
1200	F/T Non Classroom Faculty	2,079,593		41,592	Reassign Time	128,926	
1300	OSH P/T Faculty	4,448,356		88,967			
		Total	13,525,366	270,507	Total	231,997	1.72%
		31,465,988					

Contractual/Mandated Reassigned Time:

Assignment	Amount
Grievance Chair	15,186
President of SOCCCFA	4,286
CTA Treasurer	9,490
Ca State Academic Senate	57,682
	<u>86,644</u>

2004-2005

Total Unrestricted General Fund Budget

Instructional Budget				2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	7,612,303		152,246	Stipends	169,824	
1200	F/T Non Classroom Faculty	1,874,868		37,497	Reassign Time	73,585	
1300	OSH P/T Faculty	4,941,383		98,828			
		Total	14,428,554	288,571	Total	243,409	1.69%
		32,991,662					

Contractual/Mandated Reassigned Time:

Assignment	Amount
Grievance Chair	16,703
President of SOCCCFA	27,755
Negot. Team/Treasurer	20,955
Ca State Academic Senate	67,497
	<u>132,910</u>

Irvine Valley College

2005-2006

Total Unrestricted General Fund Budget

Instructional Budget			2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	7,847,974	156,959	Stipends	211,537	
1200	F/T Non Classroom Faculty	2,540,392	50,808	Reassign Time	176,182	
1300	OSH P/T Faculty	5,429,648	108,593			
	Total	15,818,014	316,360	Total	387,719	2.5%

Contractual/Mandated Reassigned Time:

Assignment	Amount
Grievance Chair	8,765
President of SOCCCFA	33,006
Treasurer	44,864
Ca State Academic Senate	31,010
	117,645

2006-2007

Total Unrestricted General Fund Budget

Instructional Budget			2.4% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	8,445,690	168,914	Stipends	198,408	
1200	F/T Non Classroom Faculty	2,355,424	47,108	Reassign Time	263,230	
1300	OSH P/T Faculty	5,596,131	111,923			
	Total	16,397,245	327,945	Total	461,638	2.82%

Contractual/Mandated Reassigned Time:

Assignment	Amount
Grievance Chair	19,031
President of SOCCCFA	33,908
Ca State Academic Senate	30,354
	83,293

2007-2008

Total Unrestricted General Fund Budget

Instructional Budget			2.4% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	8,797,741	175,955	Stipends	189,803	
1200	F/T Non Classroom Faculty	2,483,419	49,668	Reassign Time	204,530	
1300	OSH P/T Faculty	6,455,788	129,116			
	Total	17,736,948	354,739	Total	394,333	2.22%

Contractual/Mandated Reassigned Time:

Assignment	Amount
Chief Negotiator	34,842
Grievance Chair	19,876
Treasurer	57,519
State Faculty Director C-ID Project	38,591
FACCC President	62,183
	112,237

Saddleback College

1999-2000							
Total Unrestricted General Fund Budget:				2% of Instruct Budget	Stipend & Reassign Time Expenses		
				Instructional Budget			
1100	F/T Classroom faculty	13,426,826		268,537	Stipends	256,473	
1200	F/T Non Classroom Faculty	2,985,766		59,715	Reassign Time	77,102	
1300	OSH P/T Faculty	7,473,067		149,461			
		46,311,845	Total	23,885,659	477,713	Total	333,575 1.40%

Contractual/Mandated Reassigned Time:

Assignment	Amount
Chair Legal Studies	8,032
Director Legal Studies	8,032
Paramedic Program Chair	22,456
Asst. Director Nursing	52,748
	91,268

2000-2001							
Total Unrestricted General Fund Budget:				2% of Instruct Budget	Stipend & Reassign Time Expenses		
				Instructional Budget			
1100	F/T Classroom faculty	14,191,045		283,821	Stipends	267,693	
1200	F/T Non Classroom Faculty	2,731,605		54,632	Reassign Time	103,316	
1300	OSH P/T Faculty	7,218,361		144,367			
		50,383,467	Total	24,141,011	482,820	Total	371,009 1.54%

Contractual/Mandated Reassigned Time:

Assignment	Amount
Faculty Association	58,404
Paramedic Program Chair	14,356
Asst. Director Nursing	66,968
	139,728

2001-2002							
Total Unrestricted General Fund Budget:				2% of Instruct Budget	Stipend & Reassign Time Expenses		
				Instructional Budget			
1100	F/T Classroom faculty	14,978,067		299,561	Stipends	260,522	
1200	F/T Non Classroom Faculty	2,842,189		56,844	Reassign Time	105,340	
1300	OSH P/T Faculty	7,511,005		150,220			
		54,596,441	Total	25,331,261	506,625	Total	365,862 1.44%

Contractual/Mandated Reassigned Time:

Assignment	Amount
Faculty Association	69,734
Paramedic Program Chair	21,234
	90,968

Saddleback College

2002-2003

Total Unrestricted General Fund Budget:

Instructional Budget			2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	15,289,085	305,782	Stipends	288,386	
1200	F/T Non Classroom Faculty	2,908,287	58,166	Reassign Time	67,050	
1300	OSH P/T Faculty	7,898,013	157,960			
		Total	26,095,385	Total	355,436	1.36%
		54,099,715				

Contractual/Mandated Reassigned Time:

Assignment	Amount
Faculty Association	57,934
Paramedic Program Chair	21,234
Total	79,168

2003-2004

Total Unrestricted General Fund Budget:

Instructional Budget			2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	14,996,654	299,933	Stipends	251,691	
1200	F/T Non Classroom Faculty	2,953,999	59,080	Reassign Time	52,452	
1300	OSH P/T Faculty	7,686,001	153,720			
		Total	25,636,654	Total	304,143	1.19%
		57,138,990				

Contractual/Mandated Reassigned Time:

Assignment	Amount
Faculty Association	70,890
Paramedic Program Chair	27,676
Total	98,566

2004-2005

Total Unrestricted General Fund Budget:

Instructional Budget			2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	13,594,668	271,893	Stipends	269,373	
1200	F/T Non Classroom Faculty	2,808,983	56,180	Reassign Time	54,805	
1300	OSH P/T Faculty	9,241,124	184,822			
		Total	25,644,775	Total	324,178	1.26%
		62,193,419				

Contractual/Mandated Reassigned Time:

Assignment	Amount
Faculty Association	38,639
Paramedic Program Chair	27,738
Total	66,377

Saddleback College

2005-2006

Total Unrestricted General Fund Budget:

Instructional Budget			2% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	16,232,538	324,651	Stipends	354,417	
1200	F/T Non Classroom Faculty	3,582,305	71,646	Reassign Time	312,750	
1300	OSH P/T Faculty	8,884,335	177,687			
		Total	573,984	Total	667,167	2.32%
		71,288,535				

Contractual/Mandated Reassigned Time:

Assignment	Amount
Faculty Association	62,716
Paramedic Program Chair	32,454
Total	95,170

2006-2007

Total Unrestricted General Fund Budget:

Instructional Budget			2.4% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	17,702,873	424,869	Stipends	383,047	
1200	F/T Non Classroom Faculty	3,892,087	93,410	Reassign Time	313,154	
1300	OSH P/T Faculty	10,497,764	251,946			
		Total	770,225	Total	696,201	2.17%
		74,608,671				

Contractual/Mandated Reassigned Time:

Assignment	Amount
Faculty Association	45,300
State CTA	52,106
Paramedic Program Chair	9,521
Total	106,927

2007-2008

Total Unrestricted General Fund Budget:

Instructional Budget			2.4% of Instruct Budget	Stipend & Reassign Time Expenses		
1100	F/T Classroom faculty	19,061,634	457,479	Stipends	418,150	
1200	F/T Non Classroom Faculty	4,185,463	100,451	Reassign Time	143,796	
1300	OSH P/T Faculty	11,263,455	270,323			
		Total	828,253	Total	561,946	1.63%
		79,964,000				

Contractual/Mandated Reassigned Time:

Assignment	Amount
Faculty Association	40,457
Paramedic Program Chair	18,460
Total	58,917

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: 2010-2011 Academic Calendar
ACTION: Review and Study

BACKGROUND

Annually the South Orange County Community College District Academic Calendar Committee convenes to review the development of the academic calendar. During the 2008-09 academic year, representatives from the governance groups studied calendar options for 2010-2011.

STATUS

The District Academic Calendar Committee met on October 30, 2008, and voted to recommend a calendar for 2010-2011 (Exhibit A). The proposed 2010-2011 Academic Calendar meets Education Code requirements, accounts for holidays mandated by the California Community College Chancellor's Office (Exhibit B), and includes classified staff holidays in compliance with Article 10 of the California School Employees Association (CSEA) contract and Article 9 of the Police Officers Association Master Agreement.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the proposed Academic Calendar for 2010-2011 (Exhibit A).

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FALL SEMESTER 2010

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010









Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

ACADEMIC CALENDAR 2010-2011

Saddleback College - Irvine Valley College

Advanced Technology & Education Park

LEGEND

	Classes Not in Session
	Staff Development Days
	Final Examinations
	Sunday Classes Meet
	Saturday Classes Meet
	Faculty Contractual Days
	Classes Not in Session
	Instructional Days
●	District & Colleges Closed
*	Start of 8-Week Session
**	Start of 6-Week Session
†	SC & IVC Commencement

SUMMARY

	Fall	Spring	Total
<i>Instructional Days</i>			
Monday	15	15	30
Tuesday	16	17	33
Wednesday	16	17	33
Thursday	15	16	31
Friday	14	15	29
Subtotal	76	80	156
Staff Development Days	5	4	9
Staff Contractual Days	1	2	3
Finals	5	5	10
Total	87	91	178

SUMMER SESSION 2011**June 2011**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13

SPRING SEMESTER 2011

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		4	5	6	7	
	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17		
		22	23	24	25	26
27	28					

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**SADDLEBACK COLLEGE • IRVINE VALLEY COLLEGE
ADVANCED TECHNOLOGY & EDUCATION PARK**

ACADEMIC CALENDAR 2010-2011

FALL SEMESTER 2010

- August 16-20 (Monday-Friday) Staff Development Days
- August 23 (Monday)..... Instruction Begins
- * August 23-October 17 (Monday-Sunday)8-Week Session
- September 6 (Monday) Labor Day — Holiday
- * October 18-December 12 (Monday-Sunday)8-Week Session
- November 12 (Friday) Veterans Day — Holiday
- November 25-26 (Thursday/Friday) Thanksgiving — Holiday
- December 13-19 (Monday-Sunday) Final Examinations
- December 20 (Monday) Faculty Contractual Day/Classes Not in Session
- December 21-January 9 (Monday-Sunday) Classes Not in Session
- December 23-January 2 (Wednesday-Sunday) District/Colleges Closed
- December 25 (Saturday) Christmas Day

SPRING SEMESTER 2011

- January 1 (Saturday) New Year's Day Holiday
- January 4-7 (Tuesday-Friday) Staff Development Days
- January 10 (Monday) Instruction Begins
- * January 10-March 20 (Monday-Sunday)8-Week Session
- January 17 (Monday) Martin Luther King, Jr. — Holiday
- February 18 (Friday) Lincoln's Day — Holiday
- February 21 (Monday) Washington's Day — Holiday
- March 13-19 (Sunday-Saturday) Spring Break/Classes Not in Session
- March 17-18 (Friday) Spring Break — Holidays
- * March 21- May 11 (Monday-Wednesday)8-Week Session
- May 12 (Thursday) Faculty Contractual Day/Classes Not in Session
- May 13-19 (Friday-Thursday) Final Examinations
- May 20 (Friday) Faculty Contractual Day/Classes Not in Session
- † May 20 (Friday) Irvine Valley College/Saddleback College Commencements

SUMMER SESSION 2011

- ** May 23-July 1 (Monday-Friday)6-Week Session
- * May 23-July 15 (Monday-Friday)8-Week Session
- May 30 (Monday) Memorial Day — Holiday
- * June 20-August 12 (Monday-Friday)8-Week Session
- July 4 (Monday) Fourth of July — Holiday
- ** July 5-August 12 (Tuesday-Friday)6-Week Session

STATE OF CALIFORNIA

MARSHALL DRUMMOND, CHANCELLOR

**California Community Colleges
System Office**

12 Q STREET
SACRAMENTO, CA 95814-6511
(916) 445-8752
P://WWW.CCCCO.EDU



June 25, 2007

TO: District Superintendent/President

FROM: Frederick E. Harris, Assistant Vice Chancellor
College Finance and Facilities Planning Division

SUBJECT: Mandated Holidays for Fiscal Years 2007-08, 2008-09, 2009-10 and 2010-11

Synopsis: A list of the official 2007-08 academic holidays, as specified by Education Code Section 79020, is provided for convenience in establishing your academic calendar. Also, for districts that wish to do long-range planning, included are the dates for fiscal years 2008-09, 2009-10 and 2010-11 holidays, based on the current statute (ECS 79020).

Fiscal Year 2007-08

July 4, 2007	(Wednesday)	Independence Day
September 3, 2007	(Monday)	Labor Day
November 12, 2007	(Monday)	Veterans Day (Observance)
November 22, 2007	(Thursday)	Thanksgiving Day
December 25, 2007	(Tuesday)	Christmas
January 1, 2008	(Tuesday)	New Year's Day
January 21, 2008	(Monday)	Dr. Martin Luther King, Jr. Day
February 8, 11, 12, or 15, 2008	(Friday, Monday, Tuesday, or Friday)	Lincoln Day
February 18, 2008	(Monday)	Washington Day
May 26, 2008	(Monday)	Memorial Day

A college MAY close on March 31, known as "Cesar Chavez Day," and the fourth Friday in September, known as "Native American Day," if the governing board of the district agrees to close the college for that purpose. The district shall continue to maintain the minimum required 175 days of instruction.

If the district does not close for "Cesar Chavez Day" or "Native American Day," appropriate observances should be held in commemoration.

(Continued)

District Superintendent/President (Continued)

-2-

June 25, 2007

Fiscal Year 2008-09

July 4, 2008	(Friday)	Independence Day
September 1, 2008	(Monday)	Labor Day
November 10 or 11, 2008	(Monday or Tuesday)	Veterans Day
November 27, 2008	(Thursday)	Thanksgiving Day
December 25, 2008	(Thursday)	Christmas
January 1, 2009	(Thursday)	New Year's Day
January 19, 2009	(Monday)	Dr. Martin Luther King, Jr. Day
February 6, 12, or 13, 2009	(Friday, Thursday, or Friday)	Lincoln Day
February 16, 2009	(Monday)	Washington Day
May 25, 2009	(Monday)	Memorial Day

Fiscal Year 2009-10

July 3, 2009	(Friday)	Independence Day (Observance)
September 7, 2009	(Monday)	Labor Day
November 9, 11, or 13, 2009	(Monday, Wed. or Friday)	Veterans Day
November 26, 2009	(Thursday)	Thanksgiving Day
December 25, 2009	(Friday)	Christmas
January 1, 2010	(Friday)	New Year's Day
January 18, 2010	(Monday)	Dr. Martin Luther King, Jr. Day
February 12, 2010	(Friday)	Lincoln Day
February 15, 2010	(Monday)	Washington Day
May 31, 2010	(Monday)	Memorial Day

Fiscal Year 2010-11

July 5, 2010	(Monday)	Independence Day (Observance)
September 6, 2010	(Monday)	Labor Day
November 11 or 12, 2010	(Thursday or Friday)	Veterans Day
November 25, 2010	(Thursday)	Thanksgiving Day
December 24, 2010	(Friday)	Christmas (Observance)
December 31, 2010	(Friday)	New Year's Day (Observance)
January 17, 2011	(Monday)	Dr. Martin Luther King, Jr. Day
February 11 or 18, 2011	(Friday or Friday)	Lincoln Day (Observance)
February 21, 2011	(Monday)	Washington Day
May 30, 2011	(Monday)	Memorial Day

Action/Date Requested: Information

Contact: For holiday or academic calendar configuration questions, call Elias Regalado, Fiscal Services, at (916) 445-1165 or e-mail at eregalad@cccco.edu.

cc: District/College Chief Business Officer
 Chief Instructional Officer
 Dean of Admissions and Records, Registrar
 Chief Information System Officer
 Erik Skinner
 Elias Regalado

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Board Policy Revision: BP 2001- Administrative Organization, BP 3003-Fiduciary Responsibilities and Ethics, BP 5611- Open Enrollment, Prerequisites, Corequisites, and Advisories Policy, BP 2120 – Institutional Planning, BP 5615 – Multiple and Overlapping Enrollments

ACTION: Acceptance for Review and Study

BACKGROUND

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

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on October 16, 2008 or November 6, 2008 respectively for review and recommendation to the Chancellor.

RECOMMENDATION

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

BOARD POLICY

2001

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

DELETE

~~The Board of Trustees affirms its legal responsibility to adopt policies governing the District and its colleges. In so doing, it directs the Chancellor to implement those policies within an approved organizational structure (Calif. Ed. Code, Section 70902).~~

~~For the District and the colleges to be governed and administered in an effective manner, it is necessary that lines of communication be established within the organization so they allow for the orderly transaction of business.~~

~~The Chancellor is authorized and responsible for organizing all District standing and ad hoc committees to assist in the operation of the District. Each College President is authorized and responsible for organizing college committees as needed to assist in college operations.~~

~~To support the board's stated philosophy concerning internal administration, it is the policy of the board that all matters called to its attention by District personnel or by students shall be presented through the Chancellor. Conversely, the board shall direct appropriate matters through the Chancellor.~~

~~Organizational charts shall be prepared by the Chancellor.~~

Adopted: 7-26-71
Revised: 6-03-74
Revised: 3-07-88
Revised: 4-26-99
Revised: 9-29-03

BOARD POLICY

3003

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

FIDUCIARY RESPONSIBILITIES AND ETHICS

An employee shall not have any participation in the recommendation of any contract made by the District in which an employee has a financial interest. An employee shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract. Remote interests are specified in Government Code Section 1091(b).

An employee shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties.

Employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law. The limitation on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. Gifts of travel and related lodging and subsistence shall be subject to the limitations except as described in Government Code Section 89506.

Reference:

Government Code Sections 1091(b), 89506

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5611

STUDENTS

OPEN ENROLLMENT, PREREQUISITES, COREQUISITES, AND ADVISORIES POLICY

The Board of Trustees of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course and course section or class, wherever offered and maintained by the district and where FTES (Full-Time Equivalent Students) is reported for state aid, shall be fully open to enrollment and participation by any person admitted to the college and who meets such prerequisites, corequisites, and advisories as established by the board in accordance with Title 5, Calif. Code of Regulations, Sections 55002, 55000, 55201, 55202, 55530, 55534, 58100, and 58106.

The College President is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. Administrative Regulation 5611 outlines the procedures in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites and advisories shall be identified in District publications available to students.

Reference:

Title 5, Sections ~~55200~~55000, 55201, 55202, 55530, 55534, 58100 and ~~58106-55003~~

Revised: 5-15-89

Revised: 3-14-94

Technical Update: 4-26-99

Revised: 5-27-08

BOARD POLICY

2120

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

INSTITUTIONAL PLANNING

The Chancellor shall ensure that the colleges, ATEP and the District Services utilizes a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The Chancellor shall submit the plans to the Board of Trustees for approval per Title 5 and California Community College Chancellor's Office.

Reference:

Accreditation Standard I.B.

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.

MULTIPLE AND OVERLAPPING ENROLLMENTS

The district may not permit a student to enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time. Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to Title 5 Section 58170 or supplemental learning assistance pursuant to Title 5 Sections 58172 and 58164.

A district may not permit a student to enroll in two or more courses where the meeting times for the courses overlap.

Reference:

Education Code, Section 70901

TO: Board of Trustees**FROM:** Dr. Raghu P. Mathur, Chancellor**RE:** SOCCCD: Academic Year 2009/2010 Non-Resident Tuition Fees for Foreign & Out-of-State Students**ACTION:** Acceptance for Review and Study

BACKGROUND

The California Education Code, Section 76140, requires each community college district of the state to establish a non-resident tuition fee no later than February 1 for the succeeding fiscal year. This rate is based on the expense of education per unit of attendance (FTES) for the previous fiscal year, modified by the projected increase in the U.S. Consumer Price Index for the current year and the year in which the fee will be in effect. The current fiscal year fee is \$180 per unit.

Pursuant to Education Code Section 76141, districts may also charge non-resident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the District for capital outlay in the preceding fiscal year divided by the total FTES in the preceding fiscal year. Revenues derived from this fee shall be expended for purposes of capital outlay, maintenance, and equipment. Any fee charged pursuant to this section should not exceed fifty percent of the non-resident tuition fee established pursuant to California Code of Education, Section 76140. The current fiscal year fee is \$25 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142, which authorized districts to collect up to \$100 application fee from non-resident students who are both citizens and residents of a foreign country for actual document processing costs. The fee is non-refundable if students fail to enroll subsequent to making an application for enrollment. The current fiscal year fee is \$52.

The Associated Student Governments requested they be given advance information on the proposed fee, prior to the Board taking action to establish the fee for the next academic year. As classes will not be in session when the agenda item is prepared for Board approval in January 2009, this item is being submitted now as advance information of the proposed fee.

STATUS

All of the factors necessary to establish these fees as required by Education Code are not available at this time. The District Business Office staff has calculated an estimate of the District non-resident related fees based on current information (EXHIBIT A). This exhibit also includes a suggested set of fees for 2009/2010. A recommendation will be submitted to the Board in January 2009, after comparison data is received from the state.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the Academic Year 2009/2010 Non-Resident Tuition Fees for Foreign & Out-of-State Students, as shown in EXHIBIT A.

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

*** Estimated Current Expense of Education
for 2009/10 Non-Resident Tuition Rate**

A. Expense of Education for Base Year (2007/08 CCFS 311, Pages 15-17, AC 0100-6700, Col. 1-3)	\$ 124,808,526
B. Annual Attendance FTES (2007/08 Audit Report)	24,196
C. Expense of Education per FTES (A / B)	\$ 5,158
D. US CPI Factor (2 years)**	\$ 1.045
E. Costs per FTES for Tuition Year (C x D)	\$ 5,390
F. Estimated 2008/09 Per unit non-resident tuition fee: Semester system colleges (E/30)	\$ 180

**2009/10
Capital Outlay Fee Calculation
E.C.S. 76142**

A. Total Capital Outlay	\$ 40,465,754
B. FTES for 2007/08	24,196
C. Foreign Student Charge per Academic Year (A / B)	\$ 1,672
D. Estimated 2009/10 Capital Outlay Fee, per unit (C / 30)	\$ 56

**2009/10
Application Fee Calculation
E.C.S. 76142**

A. Admissions & Records Operating Expense for 2007/08 (per CCFS-311, A.C. 6200)	\$ 2,831,972
B. FTES for 2007/08	24,196
C. Student cost per academic year (A / B)	\$ 117
D. Estimated 2009/10 Application fee, per semester (C / 2)	\$ 59

Comparison of Non-Resident Fees

	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10*</u>
Non-Resident Tuition	\$ 173	\$ 181	\$ 180
Capital Outlay Fee	\$ 25	\$ 25	\$ 25
Application Fee	\$ 50	\$ 52	\$ 52

* SUGGESTED 2009/10 FEES

*Based on estimates only, actual numbers will be provided by California Community College Chancellor's Office for final calculation.

**The USCPI is not available at this time. This is the same number used last year.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Academic Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Arias, Robyn	Ph.D./Pathobiology	Biology/SC	V/6	01/12/09
Behrens, Heidi	Ph.D./Chemistry	Chemistry/SC	V/6	01/12/09
Ellis, Robert	MS/Environ. Sciences	Marine Sci./IVC	II/6	01/12/09

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Koppel, Greg	BA/Theatre Arts	Sign Language/IVC	I/6	01/12/09

Equivalency is based on a Bachelor of Arts degree in Theatre Arts from California State University, Northridge, and Mr. Koppel's fluency as a native speaker of American Sign Language. Mr. Koppel is a professional mime performer, has studied with Marcel Marceau, and has worked in many professional sign language productions. He has taught mime at California State University, Long Beach, and currently teaches community American Sign Language courses in Lakewood and Tustin.

Geller, Valerie	High Sch Diploma	Emeritus/SC	I/6	01/12/08
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Equivalency is based on thirty-five years of experience working as a conductor, concertmaster, studio musician, and first violinist with several Southern California orchestras including a Carnegie Hall debut with the Los Angeles Philharmonic in 1990. Ms. Gellar is currently a Concertmaster at Disneyland Park, and Guest Concertmaster at Orange Coast College and South Coast Symphony. She is the current conductor and music director for the Laguna Woods Village Symphony.

A. NEW PERSONNEL APPOINTMENTS - Continued

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
¹ Borses, Daniel	MA/History	History/IVC	II/6	10/27/08

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
¹ Christensen, Catherine	BA/Communication	History/IVC	I/6	10/20/08

Equivalency is based on a Bachelor of Arts degree in Communications from the University of California, Los Angeles, with an emphasis in American Studies, in addition to her successful completion of the Oral Comprehensive examinations and advancement to candidacy in the Doctoral program for History at the University of California, Irvine. Her graduate program has included extensive course work, colloquia, and seminars in the areas of Histiography, Historical Theory and Criticism, World History, and United States History. She has extensive experience as a Teaching Assistant and as Teacher of Record in History courses at the University of California, Irvine, and California State University, Fullerton.

¹ Chung, Kay	MA/Ed. Admin.	Emeritus/IVC	II/6	10/20/08
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Equivalency is based on a Master of Arts degree in Educational Administration from California State University, Long Beach, and over fifty-four years of experience in teaching English to students of all ages, both in Japan and in the United States. Her extensive past experience in the instruction of English, Japanese, English as a Second Language (ESL), and Social Sciences has provided her with an exceptional knowledge of the classroom and student learning. Ms. Chung also completed her Bachelor of Arts degree at Duke University in Nashville, Tennessee with a minor in English, and has continued to improve and update her education through certificate programs. She currently provides much time teaching ESL on a volunteer basis in the local Irvine community.

¹ Emergency Hire

B. AUTHORIZATION TO ABOLISH ACADEMIC ADMINISTRATIVE POSITIONS AND/OR POSITION NUMBERS

1. ASSISTANT DEAN OF HEALTH SCIENCE, HUMAN SERVICES AND EMERITUS INSTITUTE, Pos #2875, Division of Health Science and Human Services, Saddleback College, seeks authorization to eliminate this full-time Academic Administrative position, Category I, from its staff complement, effective November 1, 2008.

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE AN ACADEMIC ADMINISTRATIVE POSITION

1. ASSISTANT DEAN OF HEALTH SCIENCE AND HUMAN SERVICES, Academic Administrator Salary Schedule Category I, Division of Health Science and Human Services, Saddleback College, seeks authorization to establish this full-time, Academic Administrative position within its staff complement, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective November 1, 2008. This position reports to the Dean of Health Sciences and Human Services. (See Exhibit B, Attachment 1)

D. CHANGE OF STATUS

1. ADMINISTRATIVE EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. PESTOLESI, DIANE, ID #7909, Nursing Instructor, Pos #1653, Division of Health Sciences and Human Services, Saddleback College, Academic Faculty Salary Schedule Column 4, Step 17, is to be given a temporary change of status to Acting Assistant Dean of Health Science and Human Services, Division of Health Sciences and Human Services, Saddleback College, Academic Salary Schedule Category I, Step 1, effective November 1, 2008. This is a temporary replacement for Tamera Rice who is in a temporary assignment. The change in title for this position is pending approval by the Board of Trustees.

E. ADDITIONAL COMPENSATION: GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Breckenridge, Stan	Tech & Entertainment Prog/IVC	\$ 1,576.92	11/01/08-12/21/08
Borron, Brenda	Co-Chair, English/IVC	1,909.98	01/12/09-05/21/09
Castroconde, Mirian	Facilitator, Math Tutor Ctr/IVC	2,546.64	01/12/09-05/22/09
Davis-Allen, Lisa	Chair, Art Department/IVC	1,591.65	01/12/09-05/21/09
Faseler, Shannon	Facilitator, Art Gallery/IVC	2,546.64	01/12/09-05/21/09
Fesler, Susan	Chair, Languages Department/IVC	3,183.30	01/12/09-05/21/09
Floser, Walter	Co-Chair, Phys. Sci & Tech/IVC	1,591.65	01/12/09-05/21/09
Fong, Fleur	Chair, Emeritus Institute/IVC	3,183.30	01/12/09-05/21/09
Gabriella, Wendy	Co-Chair, Accreditation/IVC	3,183.30	01/12/09-05/21/09
Gray, Donna	Facilitator, Human Dev./IVC	2,546.64	01/12/09-05/21/09
Long, Lewis	Co-Chair, English/IVC	1,909.98	01/12/09-05/21/09
Manuel, Ronald	Chair, Theatre/IVC	1,591.65	01/12/09-05/21/09
Manuel, Ronald	Facilitator, Theatre/IVC	2,546.64	01/12/09-05/21/09

E. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
McCaughey, Colin	Facilitator, Adm. of Justice/IVC	\$ 2,546.64	01/12/09-05/21/09
McCaughey, Colin	Chair, Social Sciences/IVC	3,183.30	01/12/09-05/21/09
McGrogan, Martin	Chair, Athletics Dept./IVC	3,183.30	01/12/09-05/21/09
Pestolesi, Thomas	Chair, HS, PE & Athletics/IVC	3,183.30	01/12/09-05/21/09
Rochford, Stephen	Chair, Music/IVC	1,591.65	01/12/09-05/21/09
Ross, Priscilla	Chair, Life Sciences & Tech./IVC	3,183.30	01/12/09-05/21/09
Rudmann, Gerald	Co-Chair, Accreditation/IVC	3,183.30	01/12/09-05/21/09
Rudmann, Gerald	Co-Facilitator, SLO/IVC	3,183.30	01/12/09-05/21/09
Rybold, Gary	Forensics Director/IVC	4,774.95	01/12/09-05/21/09
Sherling, Dorothy	Chair, Math, Comp Sci & Eng/IVC	3,183.30	01/12/09-05/22/09
Sinegal, Jayne	Chair, Library/IVC	3,183.30	01/12/09-05/21/09
Stinson, Amy	Co-Chair, Phys. Sci & Tech/IVC	1,591.65	01/12/09-05/21/09
Taylor, Yemmy	Facilitator, Flex Officer/IVC	2,546.64	01/12/09-05/21/09
Thomas, Linda	Director, Writing Center/IVC	3,819.96	01/12/09-05/21/09
Tiongson, Edwin	Chair, Speech/IVC	1,591.65	01/12/09-05/21/09
Tucker, Kari	Chair, Early Child/PSyc/Soc/IVC	3,183.30	01/12/09-05/21/09
Tucker, Kari	Co-Facilitator, SLO/IVC	3,183.30	01/12/09-05/21/09
Urell, Robert	Chair, Business Sci/IVC	3,183.30	01/12/09-05/21/09
Urell, Robert	Facilitator, Comp Learning Ctr/IVC	3,819.96	01/12/09-05/21/09
Weatherford, Ted	Coordinator, Dance Prod./IVC	1,273.32	01/12/09-05/21/09
Weatherford, Ted	Chair, Dance Department/IVC	1,591.65	01/12/09-05/21/09

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2008/2009 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Adams, Howard	Schedule EMS Paramedic/SC	\$ 795.83	01/12/09-05/21/09
Altman, Cheryl	Coordinator, Reading Lab/SC	1,591.65	01/12/09-05/21/09
Bagwell, Janet	Chair, Reading Lab/SC	1,591.65	01/12/09-05/21/09
Barrows, Morgan	Chair, Institutional Effect/SC	9,549.90	01/12/09-05/21/09
Barrows, Morgan	Chair, Environ. Studies/MS/SC	2,387.48	01/12/09-05/21/09
Braatz, Timothy	Chair, History, SC	2,387.48	01/12/09-05/21/09
Camelot, Allison	Chair, Sociology/SC	1,193.74	01/12/09-05/21/09
Carroll, Christina	Chair, Computer Science/SC	1,591.65	01/06/09-05/22/09
Cesareo-Silva, Claire	Chair, Cross-Cultural Studies/SC	1,909.98	01/12/09-05/21/09
Cesareo-Silva, Claire	Chair, Anthropology/SC	1,193.74	01/12/09-05/21/09
Chin, Lem	Chair, Architecture/Drafting/SC	1,591.65	01/12/09-05/21/09
Cobos, Ana Maria	Chair, Library/SC	3,183.30	01/12/09-05/21/09
Cox, Anne	Chair, Women's/Gender Stud./SC	1,591.65	01/12/09-05/21/09
DeAgüero, Walter	Chair, Accounting/SC	2,000.00	01/12/09-05/21/09
Denton, Suzanne	Chair, CFS/Food Nutrition/SC	1,591.65	01/12/09-05/22/09
Duquette, Janice	Chair, PE/Kinesiology/Ath./SC	6,366.60	01/12/09-05/22/09
Evancoe, Eugene	Chair, Electronic Tech./SC	1,591.65	01/12/09-05/22/09
Farnsworth, Robert	Chair, Horticulture/SC	1,591.65	01/12/09-05/22/09

E. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2008/2009 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Fennell, Patrick	Chair, Theatre/SC	\$ 1,273.32	01/12/09-05/21/09
Fier, Scott	Chair, Chemistry/SC	2,387.48	01/06/09-05/22/09
Forouzesh, Jennifer	Chair, Nursing/SC	3,183.30	01/12/09-05/21/09
Fox, Lindsay	Chair, Fashion/SC	1,591.65	01/12/09-05/22/09
Galbraith, Mark	Team Physician/SC	1,250.00	01/12/09-02/28/09
Goldberg, Patrizia	Chair, Business/SC	2,546.64	01/12/09-05/21/09
Goodman, Richard	Co-Chair, Human Services/SC	1,591.65	01/12/09-05/21/09
Goodman, Richard	Liaison, So. Cty. Drug Court/SC	2,419.08	01/12/09-05/21/09
Hardick, Randolph	Chair, EMT Program/SC	1,591.65	01/12/09-05/21/09
Haeri, Mitchell	Chair, Astronomy & Physics/SC	1,591.65	01/06/09-05/22/09
Hastings, Ronald	Chair, Adapted Kinesiology/SC	1,425.00	01/12/09-05/21/09
Hernandez-Bravo, C.	Coordinator, Int. Lang. Lab/SC	1,591.65	01/12/09-05/21/09
Hernandez-Bravo, C.	Chair, Int. Language Dept./SC	4,138.29	01/12/09-05/21/09
Hunt, Matthew	Chair, Eng. Second Language/SC	2,228.30	01/12/09-05/21/09
Huntley, Anthony	Chair, Biological Sciences/SC	1,193.74	01/06/09-05/22/09
Kuykendall, Carolyn	Chair, Philosophy/Humanities/SC	1,591.65	01/12/09-05/21/09
Kuykendall, Carolyn	Chair, English/SC	4,774.95	01/12/09-05/21/09
Lebauer, Roni	Chair, Eng. Second Language/SC	477.50	01/12/09-05/21/09
Leighton, Ronald	Chair, Photography/SC	1,273.32	01/12/09-05/21/09
Lowe, Lesley	Chair, Emer. Kinesiology/Curr/SC	3,183.30	01/12/09-05/21/09
Marangi, Kent	Team Physician/SC	1,500.00	01/12/09-02/28/09
McLeod, Paul	Advisor, Lariat/SC	3,183.30	01/12/09-05/21/09
Meyer, Clifford	Chair, Auto Tech/Aviation/SC	1,591.65	01/12/09-05/21/09
Millovich, June	Maintain CDES Website/SC	100.00	01/14/09-05/22/09
Millovich, June	Prep/Present Spg. Advisory Mtg./SC	200.00	01/14/09-05/22/09
Millovich, June	Chair, Child Dev. & Ed. Stud./SC	4,774.95	01/12/09-05/21/09
Myers, Charles	Chair, Communication Arts/SC	1,591.65	01/12/09-05/22/09
Perez, Lawrence	Disc. Exp, Math Basic Skills/SC	3,183.00	01/06/09-05/22/09
Quade, Joyce	Chair, Computer Info. Mgt./SC	4,552.12	01/12/09-05/21/09
Quade, Joyce	Coordinator, IMC Lab./SC	2,626.22	01/12/09-05/21/09
Radden, Larry	Forensics Coach, Speech/SC	4,774.95	01/12/09-05/21/09
Renault, Irene	Chair, Reading Lab/SC	1,591.65	01/12/09-05/21/09
Repka, James	Chair, Geology/Marine Sci/SC	1,591.65	01/06/09-05/22/09
Rezec, Amira	Chair, Psychology/SC	2,387.48	01/12/09-05/21/09
Rosenberg, Alannah	Chair, Economics/Political Sci/SC	2,387.48	01/12/09-05/21/09
Sellers, Joel	Chair, Music/SC	1,591.65	01/12/09-05/21/09
Smith, Jeanne	Chair, Mathematics Dept./SC	6,366.60	01/06/09-05/22/09
Smith, Kathleen	Chair, English Second Lang/SC	477.50	01/12/09-05/21/09
Stankovich, Kimberly	Chair, Speech/SC	1,591.65	01/12/09-05/21/09
Stevens, Kay	Chair, Med. Asst/Phlebotomy/SC	1,591.65	01/12/09-05/21/09
Stevenson, William	Coordinator, English Comp/SC	3,183.30	01/12/09-05/21/09
Tamer, Rita	Chair, Sign Language/SC	3,183.30	01/12/09-05/21/09
Taylor, Karen	Chair, Graphics/SC	1,591.65	01/12/09-05/21/09
Teh, Steve	Chair, Biological Sciences/SC	1,193.74	01/06/09-05/22/09

E. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2008/2009 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Thomas, Arlene	Chair, Int. Design/Travel Mgt/SC	\$ 1,591.65	01/12/09-05/21/09
Turner, Pamme	Chair, Emer. Fine Arts/Curr./SC	3,183.30	01/12/09-05/21/09
Vidal-Prudholme, L.	Coordinator, Child Dev. Lab/SC	4,000.00	01/12/09-05/21/09
Walsh, Daniel	Chair, Geography/SC	1,591.65	01/12/09-05/21/09
Welc, Martin	Chair, Real Estate/SC	2,069.15	01/12/09-05/21/09
White, Richard	Chair, Art Department/SC	3,183.30	01/12/09-05/21/09
Whitt, Theresa	Co-Chair, Human Services/SC	1,591.65	01/12/09-05/21/09
Wolff, Michele	Coordinator, AHA/SC	1,114.16	01/12/09-05/21/09

3. It is recommended that the following **Irvine Valley College/Saddleback College** faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2008/2009 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Atkinson, Dawn	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Beasley, James	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Benson, Madelyn	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Bodnar, Coral	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Fesler, Susan	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Hildebrand, Colleen	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Kukkonen, Noreen	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Livote, Michelle	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Man, Georgina	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Rivas, Daniel	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Sims, Larry	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Stern, Susan	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Striedter, Anna	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09
Woodruff, Sandra	ESL assessment/Writing Samples/IVC	01/05/09-05/22/09

F. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Call, Linda	Faculty Advisor/Student Success/SC	\$ 5,000.00	01/12/09-05/29/09
Chandos, Ray	Curriculum/Teacher Prep/IVC	1,800.00	10/01/08-12/22/08
Collins, Hugh M.	Tech. Theatre Prog. Dev./VTEA/IVC	1,500.00	08/25/08-12/21/08
Jensen, Dianne	Ed./Chief, Intl. Voice/Foundation/SC	500.00	10/01/08-12/21/08
Kraus, Nancy	Attend EPIC/Memorial Care/SC	420.00	08/25/08-09/30/08
Ridnor, Rachel	Online Training SLO/Foundation/SC	1,000.00	06/30/08-08/01/08
Scharf, Michelle	Proj. Director/Teachers Prep/IVC	2,114.00	10/01/08-12/22/08
Stewart, Robert	Project Dir., Multimedia/NOCCCD/IVC	2,500.00	07/01/08-05/21/09
Young, Scott	Lecture/Demo Ceramics/Foundation/SC	350.00	10/15/08-10/15/08

ATTACHMENT 1

South Orange County Community College District

ASSISTANT DEAN, HEALTH SCIENCES, AND HUMAN SERVICES – Administrative Salary Range I

DEFINITION

The Assistant Dean, Health Sciences, and Human Services has responsibility for assisting in the overall management of the Associate Degree Nursing Program and special division projects.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction and supervision from the Dean of Health Sciences and Human Services.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Coordinates, directs and participates in all activities involved in developing, implementing and managing the nursing program and special division projects.

Serves as the nursing program liaison to the Board of Registered Nursing and the National League for Nursing.

Maintains nursing program compliance with the accreditation and legal standards of the Board of Registered Nursing, the National League for Nursing and other accrediting agencies.

Directs the collection and analysis of data for annual reports, self-study reports and site visits required by the Board of Registered Nursing, the National League for Nursing and other accrediting agencies.

Coordinates enrollment management efforts related to nursing and other assigned programs.

Directs outreach efforts to potential nursing and health sciences students at primary and secondary schools.

Coordinates the recruitments, admission and ongoing advisement of generic, LVN-to-RN, transfer and foreign nursing students.

Conducts ongoing systematic program evaluation and assessment of student success.

Provides leadership in the development of new programs and alternative scheduling based on industry, community and college input.

Coordinates the nursing program's involvement in the joint fast-track BSN project with the California State University, Fullerton.

Seeks, maintains and evaluates off-campus clinical placements for nursing and health sciences students in accordance with accreditation guidelines.

Page 2 – Assistant Dean, Health Sciences and Human Services

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Seeks and coordinates agreements with clinical agencies to provide funding for additional nursing and health sciences students and classes.

Participates in the recruitment, selection, orientation, supervision and evaluation of faculty for the nursing program in accordance with the requirements of the accreditation agencies.

Plans and conducts regular nursing faculty meetings and other meetings in accordance with accreditation guidelines.

Directs the development, implementation and evaluation of curriculum for the nursing program and other assigned courses.

Develops the schedule of classes and faculty teaching assignments for the nursing program and other assigned courses.

Assists in the development and management of the nursing program budget.

Serves as the nursing program representative to the California Organization of Associate Degree Nursing Program Directors, the Orange County-Long Beach Nursing Consortium, the Regional Health Occupations Resources Center, the Health Care Association of Southern California and other professional/health-care organizations and advisory groups.

Performs other duties as assigned by the Division Dean.

MINIMUM QUALIFICATIONS

Master's Degree or higher from an accredited college or university which includes course work in nursing, education or administration (Section 1425, Title 16 Regulations).

Possession of or eligibility for a current valid license to practice as a Registered Nurse in California.

A minimum of three years experience teaching in a pre-or post licensure nursing program.

A minimum of one year of experience in an administrative position in nursing education as a director or assistant director.

A minimum of three years continuous full-time experience as a registered nurse providing direct patient care.

Evidence of a sensitivity to and understanding of the diverse academic, socio-economic, cultural, physically challenged, and ethnic backgrounds of community college students.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Classified Personnel Actions – Regular Items

ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- a. DAWOOD, MATTHEW is to be employed as Office Assistant, Pos #3728, Classified Bargaining Unit Salary Range 113, Step 1, 25 hours per week, 12 months per year, effective November 3, 2008. This is a replacement position for Jose Salgado, who resigned.

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

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Bean, Leane	Senior Administrative Assistant/SC	127/1	09/23/08
Dioguardi, Joseph	Groundskeeper/SC	118/1	09/29/08
Grigsby, Shauna	Counseling Office Asst./SC	115/1	09/29/08
Smith, Jason	Financial Aid Specialist/IVC	125/1	09/22/08

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

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Barnes, Shelley	Project Specialist/SC	\$ 20.00	10/28/08-12/31/08
Mehrabian, Shakeh	Project Specialist/IVC	20.00	10/28/08-12/31/08
Peckham, Lindsay	Project Specialist/SC	20.00	10/09/08-12/31/08
¹ Searcy, Arronlea	Project Specialist/SC	20.00	10/24/08-12/31/08
Thompson, Tressa	Coaching Aide/SC	15.00	10/23/08-12/31/08

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

<u>Name</u>	<u>Start/End Date</u>
Dilbeck, Allie	10/01/08-06/30/09
Garcia, Omayra	10/10/08-06/30/09

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

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Asbury, Jason	Clinical Skills Spec./SC	\$ 20.00/hr	10/23/08-06/30/09

¹ Cousin of Tod Burnett, President, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Barrantes Castro, Carolina	Tutor/IVC	\$ 8.50/hr	09/17/08-06/30/09
Basu, Sharmistha	Tutor/IVC	12.00/hr	10/06/08-06/30/09
Gray, Jason	Clinical Skills Spec./SC	20.00/hr	10/09/08-06/30/09
Rigali, Michael	Clinical Skills Spec./SC	20.00/hr	10/23/08-06/30/09
Schaefer, Nicholas	Clinical Skills Spec./SC	20.00/hr	10/23/08-06/30/09
Vitello, Anthony	Clinical Skills Spec./SC	20.00/hr	10/23/08-06/30/09

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

1. COUNSELING OFFICE ASSISTANT, Pos #3678, Classified Bargaining Unit Salary Range 115, Matriculation, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to eliminate this part-time, 20 hours per week, 12 months per year position from its staff complement effective March 1, 2008. (Position approved: October 30, 2006) This position was assigned to Karen Yang, who was approved for a permanent increase in hours to 25 hours per week by the Board of Trustees on May 27, 2008.

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. COUNSELING OFFICE ASSISTANT, Classified Bargaining Unit Salary Range 115, Matriculation, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to establish this part-time, 25 hours per week, 12 months per year position to its staff complement effective February 4, 2008. This position is intended as a permanent assignment for Karen Yang, who was approved for a permanent increase in hours to 25 hours per week by the Board of Trustees on May 27, 2008.

D. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT

- a. AMADEUS, JUSTINE, ID #14860, Counseling Office Assistant, Pos #3677, Classified Bargaining Unit Salary Range 115, Step 4, 20 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, is to be given a temporary increase in hours to 32 hours per week effective September 24, 2008 through October 31, 2008.
- b. GREENE, SCOTT, ID #12380, Laboratory Technician, Communication Arts, Pos #3924, Classified Bargaining Unit Salary Range 122, Step 6, 40 hours per week, 11 months per year, Division of Advanced Technology and Applied Sciences, Saddleback College, is to be given a reduction in hours to 26 hours per week pursuant to Education Code and Article 17 of the CSEA contract, notification of layoff, and Board Resolution 08-30, effective December 15, 2008.

D. CHANGE OF STATUS - Continued

1. CLASSIFIED EMPLOYMENT

- c. O'MEARA, MICHAEL, ID #14715, Graphic Designer, Pos #3895, Classified Bargaining Unit Salary Range 130, Step 4, 40 hours per week, 12 months per year Public Information, Office of the Chancellor, District, is to be given a reduction in hours to 30 hours per week pursuant to Education Code and Article 17 of the CSEA contract, notification of layoff, and Board Resolution 08-29, effective December 15, 2008.

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

- a. STAGGS, CYNTHIA, ID #14142, Accounting Specialist, Pos #3714, Classified Bargaining Unit Salary Range 124, Step 5, 40 hours per week, 12 months per year, Administrative and Business Systems, Fiscal Services, District, has been given a change in status to Senior Accounting Specialist, Pos #3715, Classified Bargaining Unit Salary Range 128, Step 4, 40 hours per week, 12 months per year, Administrative and Business Systems, Fiscal Services, District, effective October 27, 2008. This is a replacement position for Marie Clark.

E. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

- 1. AFSHARI, MARYAM, ID #12385, Counseling Office Assistant, Pos #3238, a temporary out of class assignment, Classified Bargaining Unit Salary Range 115, Step 5, 29 hours per week, Division of Counseling Services and Special Programs, Saddleback College is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective November 1, 2008.

F. LEAVE OF ABSENCE

- 1. PHAM, VANNIE ID #6368, Library Assistant II, Pos #3494, Classified Bargaining Unit Salary Range 119, Step 6, 40 hours per week, 12 months per year, Division of Liberal Arts & Learning Resources, Saddleback College, has been approved for an unpaid leave, with paid benefits, effective November 6, 2008 through December 17, 2008.

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

- 1. BENDER, SUSAN, ID #6183, Child Development Specialist, Pos #3285, Classified Bargaining Unit Salary Range 122, Step 6, Children's Center, Office of Student Services, Irvine Valley College, conclusion of employment effective October 28, 2008. Payment is authorized for any compensated time off. (Start date: October 17, 1996)

H. VOLUNTEERS

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

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Belland, Jessica	Benson, Christopher	Brandom, Chelsea
Castillo, Carina	DeMiguel, Daniel	Encarnacion, Clarissa
Gales, Spencer	Hausheer, Rebecca	Hovanec, Damon
Jackson, Carly	Kim, Regina	Loftin, Ellen
Maier, Justin	Mansourian Nazari, Martin	Martin, Ellen
McGlone, Amber	Peterka, Matthew	Peterson, Shaun
Pick, Zachary	Radu, Diana	Robles, Oved
Schultz, Jeanie	Schumacher, Tina	Sickles, Robin
Suh, Eunice	Young, Charlotte	

KSBR, Advanced Technology and Applied Science, Saddleback College

Andrews, Marshall	Christy, Craig	David, Peggy
Dawson, Wula Lisa	Eldred, Sean	Ghoundsifar, Soraya
Golden, Lisa	Karalis, Chris	Lynch, Michael
Sheuchuk, Benjamin	Zepeda, Michael	

Community Education, Saddleback College

Andreani, Linda

Counseling Services and Special Programs, Saddleback College

Flores, Rolan	Rodriguez, Nancy	Vrooman, Kalon
Wilson, Paul	Walters, Sarah	

Fine Arts, Saddleback College

Bayless, Mike	Dangond, Antonio	Gardner, Adam
Guerena, Elena	Guerena, Riley	Halloran, Dianne
Heath, Matt	Kaufmann, Elizabeth	Kaufmann, Laura
Kudell, Brent	Lawrence, Bob	Liu, Madeline
Lopiccolo, Hannah	Lopiccolo, Marisa	McGauley, Karen
McGauley, Katherine	Montes, Jeremy	Remick, Denise
Remick, Raquel	Reuland, Janell	Skvarna, Kelly
Skvarna, Nicole	Striffelino, Torey	Vansell, Maddie
Vansell, Eileen	Vansell, Hilary	Wurffell, Yoon

Health Sciences, Human Services and Emeritus Institute, Saddleback College

Nguyen, Wendy

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

Archibald, Kim	Arjomand, Reza Amir	Hamagami, Mariko
Mayani, Homa	Safavinaini, Seyedehandia	

Physical Education and Athletics, Saddleback College

Brock, Eric	Carson, Clayton	Fox, Geoff
Pierson, Chris	Wilson, Paul	

H. VOLUNTEERS - Continued

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

Social and Behavioral Sciences, Saddleback College
Chianese, Naomi

Performing Art, School of Fine Arts, Irvine Valley College
Duff, Joyce

Humanities and Languages, Irvine Valley College
Hoshino, Ruriko

Learning Assistance Program, Irvine Valley College
Kobashi, Makiko Scott, David Torrie, Brenda
Vo, Van

Health, Physical Education and Athletics, Irvine Valley College
Crawford, Brittney

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Board Discussion Topics
ACTION: Information

BACKGROUND

Each year at its Organizational Meeting in December, the Board of Trustees approves topics of discussion for Board Meetings for the ensuing year.

STATUS

Exhibit A reflects topics proposed for discussion at the 2009 Board Meetings. The Board of Trustees may add, delete and/or revise the list, as appropriate.

PROPOSED DISCUSSION TOPICS FOR 2008-09

1. Basic Skills Initiative
2. Curriculum/Student Learning Outcomes
3. Career Technical Education Programs
4. Early College Programs
5. Strategic Planning Process
6. ATEP Academic Programs
7. College Foundations
8. Online Education Programs
9. Accountability Report
10. Institutional Effectiveness
11. Veterans Outreach Program
12. Sustainability

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Basic Aid Report

ACTION: Information

BACKGROUND

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

STATUS

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 10/31/08 Total Basic Aid Estimated Receipts of \$312.4M less Total Approved Projects in the amount of \$289.6M leaves an estimated uncommitted Basic Aid Fund balance of \$22.8M. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2008/2009 fiscal year. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding. EXHIBIT C shows in chart form estimated cumulative receipts, Board commitments, actual expenses, and cash balances through 2008/2009.

The District estimates receipts in future years as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2008 – 2009	\$47,398,334
2009 – 2010	\$48,708,717
2010 – 2011	\$47,982,019
2011 – 2012	\$47,229,084
2012 – 2013	\$46,425,138

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of November 17, 2008**

	1999-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	Total
Actual Basic Aid Receipts	\$28,588,377	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$265,016,219
Estimated Basic Aid Receipts 2008/09								\$47,398,334
							Total Receipts	\$312,414,553
							Total Approved Projects	\$289,648,409
							Uncommitted Basic Aid Funds	\$22,766,144

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$8,264,662	\$16,653,276	\$24,917,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$6,703,957				\$6,703,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$2,750,000				\$2,750,000
ATEP Development		\$2,750,000				\$2,750,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$830,000		\$830,000
IVC Fine Arts Building				\$3,200,000		\$3,200,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$7,468,000		\$7,468,000
IVC Lot Expansion and Phase 1 of Lot 6/Barrance Entrance				\$1,480,000		\$1,480,000
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

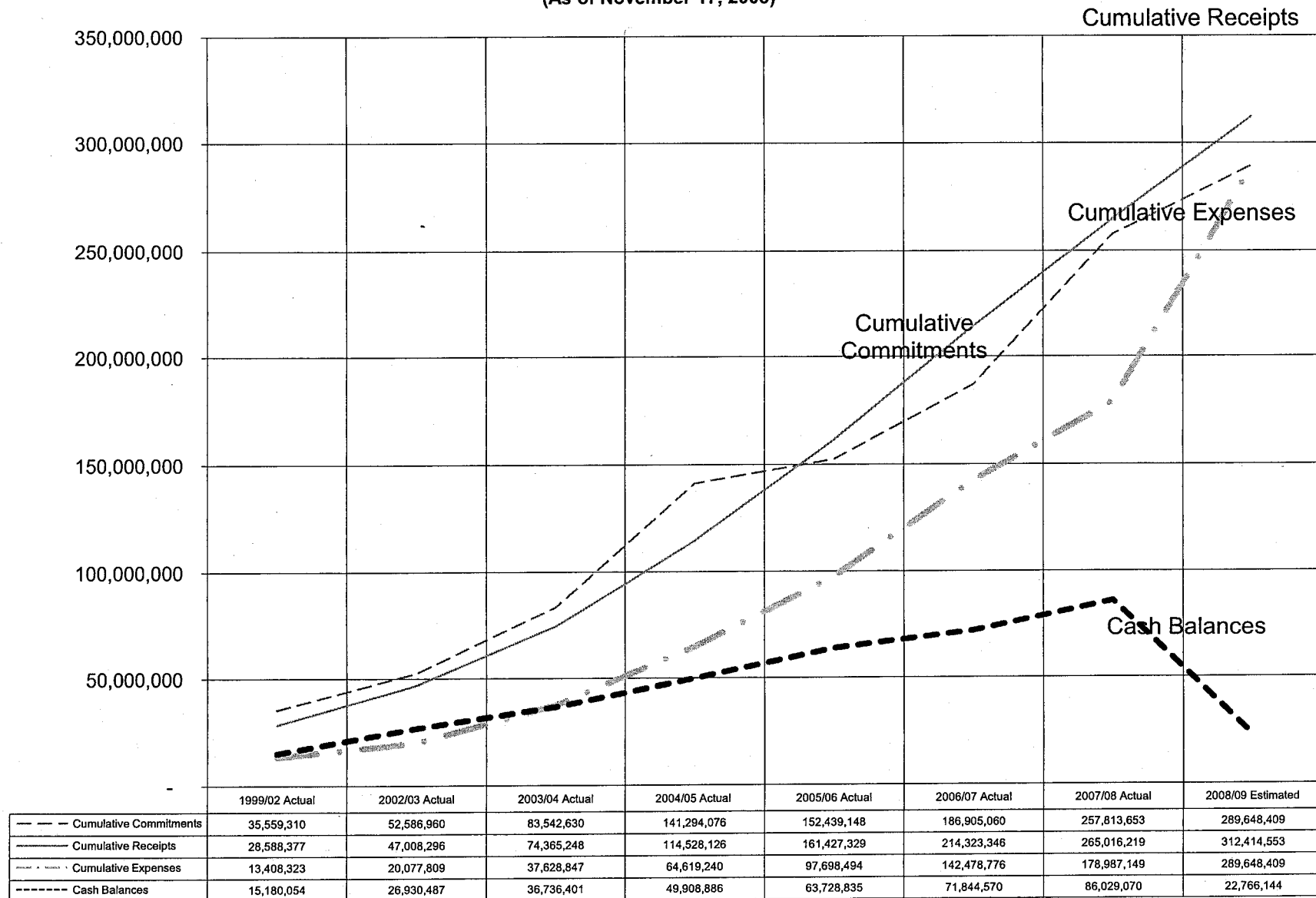
Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$2,300,000	\$2,300,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$4,869,000	\$4,869,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
SC New Science Building (M/S/E annex)					\$17,756,000	\$17,756,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$2,100,000	\$2,100,000
SOCCCD Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$150,000					\$150,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,326,427					\$1,326,427
Total Approved Projects	\$42,353,866	\$39,438,533	\$27,878,587	\$76,481,939	\$103,495,484	\$289,648,409

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

Project Description	Approved Amount	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated	Total	Project Balance
College Scheduled Maintenance Projects	5,000,000				381,124	900,200	431,327	441,875	2,845,473	5,000,000	
2005/06 Allocation for Salary Schedule Restructure	4,245,000					4,245,000			-	4,245,000	-
2005/06 College Instructional Equipment Needs	1,392,000					438,461	41,503	828,311	83,724	1,392,000	-
Technology Needs for IVC, SC & District	19,367,618				2,394,995	3,580,783	3,178,825	1,375,000	8,838,015	19,367,618	-
Campus Appearance Improvement IVC & SC	1,000,000								1,000,000	1,000,000	-
ATEP Operating Budget*	6,703,957				266,981	706,587	1,119,887	1,843,283	2,767,219	6,703,957	-
ATEP Staffing, Equipment, Program Development	4,000,000								4,000,000	4,000,000	-
ATEP Renovation	15,034,576			370,243	630,096	1,035,239	3,838,068	1,318,978	7,841,951	15,034,576	-
ATEP Building Demolition	7,000,000								7,000,000	7,000,000	-
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000	-
ATEP Site Development Negotiations	2,750,000						12,066	887,067	1,850,868	2,750,000	-
ATEP Development	2,750,000							565,425	2,184,575	2,750,000	-
College/District Contributions for Debt Retirement - COPS	4,380,701			1,543,853	1,351,330	1,485,718				4,380,701	-
Debt Retirement Contribution	34,400,000	11,000,000	5,000,000	5,000,000	5,000,000	4,200,000	4,200,000			34,400,000	-
IVC Business & Technology Innovation Center	10,182,000					25,880	981,852	5,563,594	3,610,693	10,182,000	-
IVC Design and Install Entrance from Barranca	830,000					9,950			820,050	830,000	-
IVC Fine Arts Building	3,200,000							61,163	3,138,837	3,200,000	-
IVC Floor Repairs	58,340				57,458	882				58,340	-
IVC Life Sciences Project	7,468,000								7,468,000	7,468,000	-
IVC Lot Expansion and Phase 1 of Lot 6	1,480,000				1,500	222,418	1,183,432	69,409	3,241	1,480,000	-
IVC Maintenance and Police Facility	4,575,000				90,046	1,575,308	1,412,747	1,475,172	21,727	4,575,000	-
IVC Modular Building	370,000		303,790	65,666	544					370,000	-
IVC Performing Arts Center	17,180,000			57,850	623,625	4,235,617	10,727,931	1,137,271	397,705	17,180,000	-
IVC Science Equip & TV Studio	500,000	449,721	21,303	21,791	7,186					500,000	-
IVC Sports Facilities	896,000	896,000								896,000	-
IVC Utility Service Project	416,000					125,332	220,576	315	69,778	416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000					35,700	413,103	29,853	35,343	514,000	-
IVC Modular Bldg Replacement (CEC)	197,402						200,000		(2,598)	197,402	-
IVC Science Lab Addition & Remodel	6,980,000						276,823	86,014	6,617,163	6,980,000	-
IVC A-300 Bldg Remodel	2,481,000						49,177	94,785	2,337,037	2,481,000	-
IVC Early College Program	60,000							19,626	40,374	60,000	-
Retiree Benefits	24,917,938			2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	24,917,938	-
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000				57,748		9,684	61,163	2,208,405	2,337,000	-
SC M/S/E Plaza Repairs	2,300,000								2,300,000	2,300,000	-
SC Building Repairs - TAS Building	1,956,000				26,775	97,135	28,465		1,803,624	1,956,000	-
SC Building Repairs - Library Remodel	4,869,000			40,000	37,892		48,725	(42,151)	4,784,534	4,869,000	-
SC Demolition of Lower Campus Buildings	1,719,000	11,928	430,115	523,330	15,917	737,255			455	1,719,000	-
SC Demolition	1,000,000								1,000,000	1,000,000	-
SC-Village Remodel	4,130,000							244,229	3,885,771	4,130,000	-
SC Golf Driving Range Net Replacement	300,000					1,800	43,400	46,600	208,200	300,000	-
SC Health Science/District Office Building	15,251,655	15,888	728,996	6,411,204	7,887,463	189,994	5,096	13,014	0	15,251,655	-
SC Hire Consultant for Parking/Traffic Study	48,500				24,250				24,250	48,500	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000			46,200	1,288,800					1,335,000	-
SC Mold Abatement and Air Quality Improvements	9,006,000					682,740	3,735,624	4,277,090	310,546	9,006,000	-
SC New Science Building (M/S/E annex)	17,756,000						29,595		17,726,405	17,756,000	-
SC Science Equip & TV Studio	500,000	372,465	124,942	2,501	92					500,000	-
SC Science/Applied Science Bldg	14,850				14,850					14,850	-
SC Sports Facilities	817,310	662,321	60,340	55,964	26,695	11,990				817,310	-
SC Temporary Classroom Facilities	7,269,285				714	3,729,338	3,341,007	105,308	92,918	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000						162,708	105,248	2,274,044	2,542,000	-
SC Loop Road	2,100,000								2,100,000	2,100,000	-
SOCCCD: Replace HR & Bldg Dev Systems	898,000					208,797	672,943		16,260	898,000	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000						3,515,073	5,304,918	5,282,009	14,102,000	-
SOCCCD: Districtwide Telephone System	4,499,498			127,271	3,636,911	627,911	107,404		0	4,499,498	-
SOCCCD: Fiscal and HR Systems Repl.	27,500					27,500				27,500	-
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010					370,010				370,010	-
SOCCCD: HR Recruitment Work Plan	85,911				85,911				0	85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	150,000			12,000	26,000	26,000	26,000	36,000	24,000	150,000	-
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830					184,690	85,327	59,813		329,830	-
SOCCCD: Additional 1% Contingency	1,278,101								1,278,101	1,278,101	-
SOCCCD: Trustee Election/General Election Expense	1,326,427			453,867					872,560	1,326,427	-
Totals	289,648,409	13,408,323	6,669,486	17,551,038	26,990,393	33,079,254	44,780,282	36,508,373	110,661,260	289,648,409	-

	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated
Commitments	35,559,310	17,027,650	30,955,670	57,751,446	11,145,072	34,465,912	70,908,593	31,834,756
Cumulative Commitments	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	289,648,409
Receipts	28,588,377	18,419,919	27,356,952	40,162,878	46,899,203	52,896,017	50,692,873	47,398,334
Cumulative Receipts	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	312,414,553
Cumulative Expenses	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,776	178,987,149	289,648,409
Cash Balances	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	86,029,070	22,766,144

South Orange County Community College District
Basic Aid Receipts, Commitments, Expenses and Cash Balances
 (As of November 17, 2008)



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

BACKGROUND

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

STATUS

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

FACILITIES PLAN STATUS REPORT

November 17, 2008

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

The DSA approved construction documents have been sent to the State Chancellor's Office and they have released the project to bid. Swing space needs must be completed before construction start. The overall project budget is \$20,800,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,800,000.

2. SCIENCES BUILDING

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008 to re-compete for funding. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$48,279,000 with \$27,693,000 anticipated from the state and \$20,586,000 proposed as funded through basic aid.

3. MCKINNEY THEATER RESTROOMS (Fine Arts Restrooms)

The Notice to Proceed was issued commencing construction on June 23, 2008. The contractor is continuing to work on the underground and site improvement portions of the project. About 60% of the new concrete sidewalks and plaza areas have been completed. Footings are completed and the masonry building walls and columns *are also completed*. The new concrete ADA path of travel walkway from the lower parking lot is constructed. *Roof framing is underway and rough-out of utilities within the new building has started.* Construction is on schedule and is expected to be completed by the end of February, 2009.

4. REMODEL FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding \$4,130,000 for this project and hiring R2A to provide architectural services. The advertisement and bidding process is complete and a recommendation to award the construction contract was approved by the Board *in September*. The Notice to Proceed was issued and construction began on October 13, 2008. *The demolition portion of the project is 90% complete and construction is underway in several of the buildings.* Construction is scheduled to be completed in February, 2009. The Gaucho Strength Center and PE-100 projects *were submitted to DSA for plan check review on October 20, 2008.*

5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted the initial project proposal to the State Chancellor's Office on September 30, 2008. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,716,000 with \$18,000,000 anticipated from the state and \$10,716,000 proposed as funded through basic aid.

6. LOOP ROAD

The Board approved funding for the Loop Road project during the March board meeting. Currently, the project is estimated at \$2,100,000 which is believed to be an inadequate amount. This project is included in the recent Request for Qualifications and Proposals for Architectural services. Staff will recommend an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$2,100,000 funded through basic aid.

7. M/S/E PLAZA RENNOVATION

Uneven settlement under the plaza area between the Library and the Math/ Science/ Engineering building has resulted in slab heaving, cracking and water penetration at the M/S/E building. R2A Architects have been enlisted to provide three options toward the design solution. Design is underway.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Minor equipment orders remain. Outstanding warranty issues include stage floor items. *Meetings are underway to determine responsibility and resolution of the uneven finished floor.* Total change orders represent 2.75% of the original contract amount.

2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building is 99% complete. Punch list and minor close out activities are underway. A portion of the trade contracts will be presented at this, October Board meeting for Notice of Completion. Total change orders represent 1.57% of the original contract amount.

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

The Board approved funding for additional accessible restroom facilities February 20, 2008. *A fire line and water line were not in the location identified in the contract documents resulting in a need to reroute these lines. Work took place over the weekend of November 1, 2008. Project is on schedule with completion scheduled for October, 2009.* The overall project budget is \$6,980,000 funded through basic aid.

4. A-300 REMODEL FOR MUSIC DEPARTMENT

Most of the major demolition is complete. Contractor is questioning work scope. Staff working with contractor to clarify issue. Project is on schedule with Completion in July, 2009. The overall project budget is \$2,484,000 funded through basic aid.

5. LIFE SCIENCES PROJECT

The state chancellor's office has provided the District with approval to move forward with design. *Staff is recommending an architectural firm to the Board at this meeting.* The overall project budget is \$24,628,000 with \$17,488,000 from the state and \$7,468,000 funded through basic aid.

IRVINE VALLEY COLLEGE

6. FINE ARTS BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. Because of the expectation that there will be no bond this year, the FPP submittal will be reviewed as an IPP submittal setting the schedule back by one year. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. Staff has initiated conversation with Edison to obtain the additional easement. Currently, the project is estimated at \$830,000 which is believed to be an inadequate amount. This project is included in the recent Request for Qualifications and Proposals for Architectural services. Staff will recommend an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$830,000 funded through basic aid.

ATEP

1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. The contractor is in the process of developing remediation measures having received the final report. Repair procedures have been accepted. *Remediation is scheduled to start November 10, 2008.* To date, total change orders represent 3.01% of the original contract amount.

2. ATEP BUILDING DEMOLITION

The environmental consultant has performed building surveys and has developed the report, specifications and plans for hazardous material removal and building demolition. Documents were forwarded to the City of Tustin; comments have been received and are under review.

3. ATEP LANDSCAPING IMPROVEMENT

Landscape plans have been developed in accordance with the City of Tustin's landscape palette. The Architect has addressed the City of Tustin's comments and resubmitted construction documents for approval. Upon final review by the City, documents will be ready for bid.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: List of Board Requested Reports
ACTION: Information

BACKGROUND

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it is requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report Prepared By:	Date Submitted to the Board of Trustees
10/27/08	Sustainability/Green Technology	Trustee Williams	February 2009	Tod Burnett, Glenn Roquemore, and Tracy Daly	
9/22/08	50% Law Compliance	Trustee Padberg	October 2008	Gary Poertner Beth Mueller	October 27, 2008
9/22/08	Trustee Expenditures	Trustee Padberg	November 2008	Gary Poertner Beth Mueller	November 17, 2008
9/22/08	Trustee Cell Phones Expenses	Trustee Williams	November 2008	Gary Poertner Beth Mueller	November 17, 2008
6/24/08	Policy for Naming Buildings	Trustee Fuentes	September 2008	Gary Poertner	August 26, 2008

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Quarterly Investment Report
ACTION: Information

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

STATUS

This report is for the quarter ending on September 30, 2008. Our cash balances at the end of September 2008 were Eighty-Seven Million, One Hundred Twelve Thousand, Thirty-Three and 99/100 Dollars (\$87,112,033.99) in the Orange County Investment Pool (OCIP) and Twenty-Four Million, Eight Hundred Sixty-Eight Thousand, Four Hundred Thirty-Nine and 08/100 Dollars (\$24,868,439.08) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 2.62% and the LAIF investment pool is yielding an average of 2.77% for the fiscal quarter ending September 30, 2008. Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Trustee Expenditure Report
ACTION: Information

BACKGROUND

At the August 27, 2008 board meeting, Trustee Padberg requested a report on all District and College expenditures on behalf of Trustees. The report was to include the following items: 1) all travel, 2) event attendance fees and food, 3) fax line costs, 4) phone line costs, 5) email costs, 6) benefits (health/dental/LTC/ life insurance/disability, etc) 7) food, 8) car rental, shuttle, and taxi fees, 9) monthly stipend payments before and after the 25,000 FTE and over mark. The report was to include how the charges were paid; i.e. district credit card or trustee credit card.

STATUS

Staff researched data for this report using the District's accounting system and actual accounts payable records for fiscal year 2007-2008. Exhibit A summarizes the various items listed above. Exhibit B details the travel information.

2007-2008 Trustee Expenses

	Fuentes	Jay	Lang	Milchiker	Padberg	Wagner	Williams	Payment Method
Trustee Stipends	4,800	4,800	4,800	4,800	4,800	4,800	4,800	District Check
<i>There has been no change in stipend due to increased FTES</i>								
Health and Welfare	16,240	16,031	16,240	16,240	16,153	16,240	16,240	District Check
Books							83	District Check
<i>Chronicle of Higher Ed</i>								
Mileage	190	201	350	294	456	377	53	Trustee Reimbursement
Cell Phone				659				District Check
Fax Lines	0	0	201	191	181	188	171	District Check
Cable/Internet/Email	413	740	503	503	503	0	1,067	Trustee Reimbursement
Laptop	1,610							District Check
Travel/Conference								
Registration	0	0	0	1,509	45	0	3,017	
Lodging	0	0	0	1,233	0	0	6,943	
Airfare	0	0	0	995	0	0	2,446	
Mileage	0	0	0	15	29	0	205	
Meals	0	0	0	305	0	0	890	
Car Rental	0	0	0	268	0	0	1,659	
Parking	0	0	0	168	0	0	395	
Shuttle	0	0	0	30	0	0	0	
Total Travel/Conference	0	0	0	4,523	74	0	15,555	
Grand Total	<u>\$23,253</u>	<u>\$21,772</u>	<u>\$22,094</u>	<u>\$27,210</u>	<u>\$22,167</u>	<u>\$21,605</u>	<u>\$37,969</u>	

SOCCCD 2007-2008 Trustee Travel Expenses

MARCIA MILCHIKER

	26-Sep-07	15-Oct-07	22-Oct-07	15-Nov-08	27-Jan-08	04-Apr-08	
Conference Name	OCSBA/ACSA Dinner Meeting	E-Learn 2007 World Conference	OC Business Council Economic Forecast	CCLC Annual Convention	CCLC Annual Legislative Conference	South OC Regional Cities Ball	
Location	Irvine, CA	Quebec, Canada	Irvine, CA	San Jose, CA	Sacramento, CA	Irvine, CA	TOTALS
Registration	49.00	525.00	90.00	445.00	225.00	175.00	1,509.00
Lodging	0.00	735.50	0.00	497.70	0.00	0.00	1,233.20
Airfare	0.00	618.59	0.00	138.80	237.50	0.00	994.89
Mileage	0.00	0.00	0.00	15.00	0.00	0.00	15.00
Meals	0.00	250.00	0.00	45.00	10.00	0.00	305.00
Car Rental	0.00	190.68	0.00	77.60	0.00	0.00	268.28
Parking	0.00	91.00	0.00	55.00	22.00	0.00	168.00
Shuttle	0.00	0.00	0.00	0.00	30.00	0.00	30.00
	49.00	2,410.77	90.00	1,274.10	524.50	175.00	4,523.37

NANCY PADBERG

	15-Nov-08	
Conference Name	Tustin's Mayor's Thksgiving Breakfast	
Location	Tustin, CA	TOTALS
Registration	45.00	45.00
Mileage		0.00
	45.00	45.00

JOHN WILLIAMS

	15-Nov-07	26-Jan-08	13-Feb-08	24-Feb-08	31-Mar-08	15-Apr-08	02-May-08	07-May-08	17-Jun-08	
Conference Name	CCLC Annual Convention	Community College Futures Assembly	OCSBA/ACSA Dinner Meeting	Chronicle Technology Forum	Educause	CCLC Capitol Days	Annual Trustees Conference	OCSBA/ACSA Annual Dinner Meeting	CCLC Capitol Days	
Location	San Jose, CA	Orlando, FL	Irvine, CA	Tampa, FL	San Francisco, CA	Sacramento, CA	Palm Springs, CA	Irvine, CA	Sacramento, CA	TOTALS
Registration	445.00	675.00	49.00	995.00	345.00	0.00	455.00	53.00	0.00	3,017.00
Lodging	640.20	956.20	0.00	1,540.00	886.32	782.75	1,531.70	0.00	605.56	6,942.73
Airfare	324.10	649.47	0.00	394.00	435.76	205.50	0.00	0.00	437.00	2,445.83
Mileage	17.46	16.67	0.00	16.67	16.67	16.67	104.03	0.00	16.67	204.84
Meals	60.00	160.00	0.00	175.00	150.00	100.00	145.00	0.00	100.00	890.00
Car Rental	159.66	327.87	0.00	573.01	309.11	135.90	0.00	0.00	153.66	1,659.21
Parking	78.00	0.00	0.00	26.75	220.74	70.00	0.00	0.00	0.00	395.49
Shuttle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1,724.42	2,785.21	49.00	3,720.43	2,363.60	1,310.82	2,235.73	53.00	1,312.89	15,555.10

*Paid as a reimbursement

* Paid Directly to Vendor with District Check

* Paid Directly to Vendor with District Credit Card

* Paid with Trustee Credit Card and later reimbursed

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: District Owned Cell Phone Report
ACTION: Information

BACKGROUND

At the August 27, 2008 board meeting, Trustee Williams requested a report on all District owned cell phone records issued to Trustees. The report was to include monthly statements showing usage from January 2003 through July 2008. The report should include the results of the recent IRS as it pertains to cell phones.

STATUS

The District's accounting system provided the amount of the expense paid by the District for Trustee cell phones between fiscal year 2002-2003 and fiscal year 2007-2008. The chart shown in Exhibit A is a summary of that data.

Actual cell phone statements have been pulled from storage and copied for the years requested however fiscal year 2002-2003 was unavailable since those documents are older than five years and have been destroyed. Fiscal years 2004-2005 and 2005-2006 could not be located in the dead storage area. Documents for the remaining fiscal years are available for review in the District Business Office.

In April 2007 the IRS conducted an audit of Irvine Valley College for calendar year 2005. The IRS agent inquired about District owned cell phones however the inquiry was limited to the focus of the audit, Irvine Valley College. The audit did not include any other segment of the District. No violations were found.

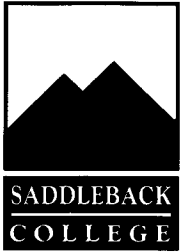
<u>FY</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
2007-2008	Marcia Milchiker	Cell Phone Services	\$ 659.13
2006-2007	Marcia Milchiker	Cell Phone Services	\$ 705.31
2005-2006	Marcia Milchiker	Cell Phone Services	\$ 600.00
2004-2005	Marcia Milchiker	Cell Phone Services	\$ 526.07
2004-2005	Nancy Padberg	Cell Phone Services	\$ 625.00
2003-2004	Marcia Milchiker	Cell Phone Services	\$ 482.60
2003-2004	Nancy Padberg	Cell Phone Services	\$ 859.84
2003-2004	Dorothy Fortune	Cell Phone Services	\$ 161.59
2002-2003	Marcia Milchiker	Cell Phone Services	\$ 544.70
2002-2003	Dorothy Fortune	Cell Phone Services	\$ 714.39
2002-2003	Nancy Padberg	Cell Phone Services	\$ 693.68

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

President, Saddleback College
President, Irvine Valley College
Provost, ATEP
Associated Student Government of SC
Associated Students of IVC
Saddleback College Academic Senate
Irvine Valley College Academic Senate
Faculty Association
California School Employees Association
Saddleback College Classified Senate
Irvine Valley College Classified Senate
District Services Classified Senate
Police Officers' Association



MEMORANDUM

TO: Members of the Board of Trustees
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR NOVEMBER 17, 2008 BOARD OF TRUSTEES'
MEETING

More than 150 students, faculty, staff, administrators, and members of the community gathered in the Saddleback College Student Lounge on Wednesday, October 22nd to see a live screening of The Women's Conference hosted by California First Lady Maria Shriver and Governor Arnold Schwarzenegger. Between conference presentations by luminaries including Warren Buffett, Condoleeza Rice, and Madeleine Albright, female Saddleback College professors of disciplines in the humanities and social sciences led panel discussions on topics including "finding your voice to inspire change" and "challenges of women in leadership."

Dr. Burnett welcomed more than 30 local high school officials to the Saddleback College Principals Breakfast on Wednesday, October 29th. The event provided an opportunity to learn about Saddleback College's degree and certificate programs, career and technical training, and transfer opportunities. In addition to Dr. Burnett, speakers at the Principals Breakfast included Vice President of Instruction Dr. Rajen Vurdien, Dean of Counseling Services and Special Programs Jerilyn Chuman, Dean of Advanced Technology and Applied Science Don Taylor, Dean of Fine Arts Rocky Cifone, Dean of Kinesiology and Athletics Tony Lipold, and Transfer Center Coordinator Miki Mikolajczak.

Dr. Burnett attended the Saddleback College Foundation Gala on Saturday, November 1st, where he was joined by Chancellor Raghu Mathur, Trustee Nancy Padberg, and Marcia Milchiker. Approximately \$70,000 was raised for student scholarships at the gala.

Nine girls' soccer teams in Africa are now equipped with Saddleback College jerseys, thanks to a donation made to Sports Gift, a non-profit organization in Dana Point that collects and distributes second-hand sports equipment to underprivileged children around the world to promote participation in athletics. The Saddleback College jerseys were delivered to Togo, West Africa, where funds are not available for girls' athletics. The donation helps give the girls their first opportunity to play organized sports. The *Saddleback Valley News* ran a story on Saddleback College's donation, along with a photo of one of the teams that benefited from the donation.

Saddleback College hosted Veterans Appreciation Day on Monday, November 10th, to pay tribute to our local veterans and active military personnel and offer information on

veterans services and veterans outreach programs at Saddleback College. Guest speakers included veterans from World War II, the Vietnam War, the Persian Gulf War, and the Iraq War.

Saddleback College participated in the Great Southern California Shakeout on Thursday, November 13th. The emergency exercise focused on a simulated 7.8 magnitude earthquake. The entire college community was encouraged to participate in the exercise to plan and prepare us all for an earthquake or another disaster.

Saddleback College leadership participated in an Emergency Operations Center simulation exercise as part of the college's participation in the Great Southern California Shakeout. The exercise provided a brief overview of the EOC, the Incident Command System, and exercise Concept of Operations.

Dr. Burnett will speak at Family Night on Tuesday, November 18th. This event invites high school seniors and their parents to Saddleback College to attend workshops on transfer and financial aid, get information on degree and certificate programs, and meet college professors.

Associated Student Government President's Report

ASG was pleased to have the opportunity to attend the wildly fabulous and successful Saddleback College Foundation Gala on November 1st.

ASG celebrated Election Day on November 4th! We screened the presidential debates and party conventions all day and handed out cookies and treats to people wearing their "I Voted" stickers.

ASG learned more about parliamentary procedure from a certified parliamentarian and conquered the University of California at Irvine team challenge course.

ASG and EOPS began distributing information about the annual Adopt-A-Family program to bring gifts to families in need.

ASG began assisting with the collection of food for the Turkey Drive on November 3rd and will continue to do so through the 21st. ASG will help prepare baskets of collected food for distribution to EOPS families.

Advanced Technology & Applied Science Division

The month of October was very busy. We have had the Technology requests and the Equipment requests approved and are ordering those materials. The faculty hiring prioritization committee met and submitted our positions which the Aquarium and Aquaculture position was approved to hire. We are completing the paperwork for that position. The Dean attended the CCCAOE convention and brought back information for the CTE programs and he is sharing that information with the appropriate personnel. Faculty Tenure Review Committees and the Dean have been doing class observations and

evaluations for the eight tenure track faculty. The Dean is also doing other part time evaluations. The Dean has served on the ATEP Provost hiring committee and has completed that assignment. The Dean has been working with the Perkins Survey for all the CTE programs and completing those and working with the Saddleback College Perkins Grant recipients to get the report for the 1st quarter complete to the district for submission to the State.

Fine Arts Division

Members of the Saddleback Vocal Program performed *Goose Girl*, an opera for children of all ages, on November 6. This free performance directed by Dr. Scott Farthing was a musical selection for The Concert Hour, open to students and the community. On November 7th through the 16th, the Department of Theatre Arts presented *To Kill a Mockingbird* to large houses. On November 13th, *To Kill a Mockingbird* was presented as a special night for high school and college students along with a panel discussion with the director Maria Mayanzet, designer Kent McFann and experts in American Literature. Saddleback College professor and mixed media artist Pamme Turner's sabbatical exhibition, *In a Sea of Light: The Iconic Landscape*, was held in the Saddleback Art Gallery from November 10th to November 26th. On November 14th Fine Arts students presented a scholarship concert "By Students, For Students," raising funds for foundation scholarships. The Women's Camerata, directed by Dr. Scott Farthing, presented *Awake, Lute and Harp!* on November 22nd at the Newport Harbor Lutheran Church. The Professional Guest Artist Series presented the award-winning *An Evening with Mark Twain*, featuring New York actor Michael Maldin, on November 23rd at in the McKinney Theatre. On November 24th in the McKinney Theatre, Jazz Studies under the direction of Joey Sellers presented guest artist ARC Trio with pianist/composer Rick Helzer, Associate Director of Jazz Studies at San Diego State University. Guest Artist Rebecca Sherburn, coloratura soprano, performed on November 24th. Dr. Scott Farthing accompanied her on the piano.

Health Sciences and Human Services Division

On November 7th, Nursing students at Saddleback Hospital participated in a "drive by shooting" to give flu shots to the community. The students were able to implement their communication skills, organizational skills, working as a team, and the skill of giving a total of 1,870 injections.

The Medical Assistant Program continues to have the highest enrollments seen in years.

Interim Dean Tammy Rice presented a poster on the "Redesign of Nursing Education in California" at the National Organization of Association Degree Nursing Conference in Myrtle Beach, South Carolina, Nov. 14 – 16.

Tammy Rice also served as a panelist on "Nursing Education: Issues and Challenges" at the Community College League of California convention in Anaheim, November 21st.

Math, Science & Engineering Division

Ten Saddleback College students from the Astronomy and Physics Club along with two faculty members from the Mathematics, Science & Engineering Division attended a conference Saturday and Sunday, November 1 and 2, 2008 at UCLA on the life and work of Dr. Albert Einstein. Thanks to the generous donation of funds from the Associated Student Government of Saddleback College the students were able to participate in a stimulating academic event on “Relativity and Einstein” for which they will receive academic credit following the completion of a “take-home examination.” The students will also present and share what they have learned with fellow Saddleback College students and community members at future meetings of the Astronomy and Physics Club.

Social & Behavioral Sciences Division

The Division of Social and Behavioral Sciences is initiating an online teaching training program through the Child Development and Educational Studies Program. This online training program is designed to provide college level professors with the necessary training to effectively design and implement online courses.

Marketing & Public Relations

Press releases were sent out promoting Veterans Appreciation Day, Red Ribbon Criminal Justice Career Fair, Family Night, donated jerseys to help girls in West Africa play organized sports, and The Great Shakeout emergency response exercise.

Director of Public Information and Marketing Jennie McCue, in conjunction with her counterparts at Irvine Valley College and ATEP, made a marketing presentation to the District Leadership Council.

Student Services

This month the central focus of the Transfer Center is transfer applications for in-state public universities that are due at the end of the month.

Transfer Center counselors hosted CSU and UC application workshops throughout the month. Other workshops that were co-sponsored by the Transfer Center are “How to Write a Personal Statement” and “How to Transfer to Cal State Long Beach”.

Students made appointments to talk to college admissions and outreach officers through the Transfer Center. CSU Fullerton, CSU Dominguez Hills, Cal Poly Pomona, CSU Long Beach, and CSU San Marcos sent representatives to Saddleback College to work with our students this month. From the UC system, UC Santa Barbara, UC Irvine, UC Los Angeles, UC Santa Cruz, and UC San Diego have all come to Saddleback College to guide prospective transfer students. University of La Verne and Vanguard University also came to campus.

The Teacher Preparation Pipeline program has begun counseling the Fall 2008 cohort and initiated the recruitment of Spring 2009 mentors and student participants. Workshops were held reviewing program policies with new student recruits. Local CTE instructors are currently applying to mentor our students.

Preparing for A Career in Teaching (PACT) – The program website went live this month assisting counselors with retrieval of timely and accurate teacher education information and linking students with services and resources related to careers in education. CSU Fullerton Center for Careers in Teaching is on campus each week to assist our students who are future teachers.

Transfer Admission Guarantee (TAG)- Transfer counselors have been writing TAG contracts for students interested in transferring to designated UC campuses (UC Irvine, UC Merced, UC Riverside, UC San Diego, and UC Santa Cruz). These contracts guarantee admission to these colleges, if the student meets the designated criteria.

Saddleback students were given the opportunity to visit USC and UCLA this month. The Transfer Center provided transportation to the campus for an event focused on recruiting transfer students. Students were given information about the different schools and admission requirements as well as being toured throughout the respective campus.

Special Services attended College Night sponsored by the Irvine Unified School District. Information on the college's "Ride the Wave" program was provided to deaf high school students who plan to attend Saddleback College. A "Ride the Wave" presentation was made at Saddleback College to 125 prospective students from the Capistrano Valley and Saddleback Valley Unified School Districts.

Saddleback College Foundation

The Foundation gala was held on November 1st at the Mission Viejo Country Club. More than 250 guests attended an evening "on land cruise," enjoying food stations, a silent auction, dance presentation, gaming and music. \$70,000 was raised to benefit students at Saddleback College. Hoag Hospital contributed \$7,500 as title sponsor and Mercedes Benz of Laguna Niguel and Jackson, Demarco, Tidus and Peckenpaugh each contributed \$5,000 as gold sponsors. Clark Jarrett was recognized as Saddleback College's 2008 Alumnus of the Year.

Saddleback College Mission

"To provide access to learning opportunities that promotes student success; to foster intellectual growth and individual expression; and to support a dynamic and diverse environment of innovation and collegiality."



IRVINE VALLEY COLLEGE

OFFICE OF THE PRESIDENT

MEMORANDUM

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President *GR*

DATE: November 6, 2008

SUBJECT: **President's Report for the November 17 Board of Trustees Meeting**

Soccer Coach Scores 250th Victory at IVC

During the game on Friday, October 24, the IVC men's soccer team scored three goals in the second half to beat Cypress, 3-1, at home and deliver Coach Martin McGrogan his 250th victory at IVC. McGrogan, who is in his 19th-year of guiding the Irvine Valley program, now has a record of 250-111-64. He had a winning record in all but one of those seasons and won two state titles (1993 and 2003).

Point of Dispensing Exercise (POD)

On November 7, IVC participated in a one-day training exercise to simulate a multi-jurisdiction response to a pandemic or bioterrorism attack. During the exercise, emergency responders executed response plans, incorporating multi-agency coordination in planning, preparing, executing, and responding to a localized or regional emergency in Orange County. The training exercised by the college included participation by the Orange County Health Care Agency; Irvine Police Department; the Orange County Fire Authority; and the American Red Cross-Orange County Chapter, along with other partners. The emergency preparedness exercise was framed around a free flu shot clinic open to the public from 11:30 a.m. to 2 p.m.

1940's Radio Hour Debuts

On November 14, the theatre department opened its fall 2008 production ***1940's Radio Hour***. The show includes numerous hit songs from the period including "Boogie Woogie Bugle Boy," "Strike up the Band," and "I'll Never Smile Again" with an on stage live Big Band. The show continues through November 23rd with a total of four evening and two matinee performances.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

Emeritus Institute Showcase Moves to the PAC

Over 600 people attended the 5th annual Emeritus Institute Showcase held in the IVC Performing Arts Center on September 27, 2008. The event included student and faculty performances in instrumental and vocal music, dance and demonstrations in Qi Gong, Tai Chi, Cooking, Aerobic Fitness, Quilting and Country Line Dance. Performances included an interpretive dance by Eva Garnet, our 94 year-old faculty member, and world class pianist Judy Huang. Student and faculty artwork was exhibited throughout the PAC Lobby and a vendor's fair featuring other Emeritus classes and activities helped fill the venue. Silent auctions and opportunity drawings help contribute to the raising of more than \$2,500, nearly double the amount raised at any previous event. This year also featured a change in venue from the school gym to the new PAC, considerably improving the sound and performance quality of the numerous performances. Irvine City Council members and other local dignitaries joined the many faculty, students, family and community members who attended. The day also included the awarding of the Emeritus Institute Volunteer of the Year to Ruth Ilman and recognition for the Emeritus Institute Teacher of the Year to Pam Schader.

Bi-Annual Outdoor Sculpture Invitation

IVC has issued a call for submissions for its bi-annual outdoor sculpture invitational. The college is interested in bringing new sculptural works by professional and emerging artists to the campus in an effort to promote art and enhance the educational experience. All entries will be reviewed by an IVC panel.

IVC Music Faculty Member Performs

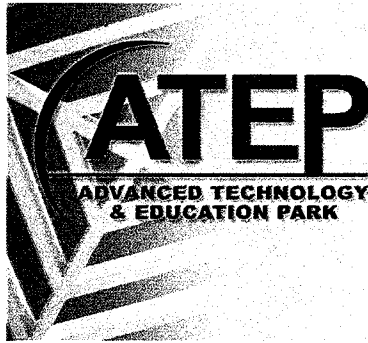
On October 25, 2008, associate faculty member Dr. Stan Breckenridge performed a benefit concert at Meng Concert Hall at CSU Fullerton. Accompanied by his 11-piece ensemble, singer and pianist Dr. Breckenridge performed original material selected from his CDs *Expositions, Meditations, Solo, Live in Poland, This is My Song*, plus several from his new Christmas CD – *A Soulful Christmas*. Proceeds benefited a scholarship fund for students majoring in Afro-Ethnic Studies at Cal State Fullerton, assisting them with traveling abroad to broaden their education.

Forensics News

On November 11, the IVC Forensics Team held its first college debate tournament at Irvine Valley College. On February 2, the IVC Forensics Team plans to host Chinese Debaters for a world-style debate demonstration in the Performing Arts Center.

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Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College



MEMORANDUM

TO: Chancellor Raghu P. Mathur
Members of the Board of Trustees

FROM: Tracy Daly, Acting Associate Provost

DATE: November 7, 2008

RE: Report for the November 17, 2008 Board of Trustees Meeting

FALL ENROLLMENT

Ten "Late Start" courses began the week of October 20th with an enrollment of approximately 150 students (total headcount is 847).

CAMPUS AND FACILITIES

Continuing projects include: hiring IVC police officers to provide 24/7 security coverage, demolition of existing structures, and repair and lighting to the 100 space parking lot adjacent to the Village of Hope. Equipment is being ordered for use by the new, full-time groundskeeper.

NEW EDUCATION PROGRAMS AND PARTNER PROGRESS

Dr. Glenn Roquemore, Dr. Cathie Peterson, and Dr. Don Busche met with Dr. King Alexander, President of California State University, Long Beach to discuss possible educational partnerships. There is enthusiasm about the existing ATEP programs in design model making and prototyping and photonics, and collaborations in communication arts with future development of the campus. Dr. Peterson attended the Chapman University College Advisory Committee meeting where she shared information about the educational plans for ATEP. Dr. Peterson and Dr. Busche met with the South Coast Apartment Association to formalize a plan to offer Apartment Maintenance Certification training at ATEP as part of a workforce education program.

MARKETING AND OUTREACH EFFORTS

The Spring 2009 schedule was distributed to more than 572,000 homes in our district service area, as an insertion in the Saddleback College and Irvine Valley College schedules. An online advertising campaign was completed to promote late start Fall 2008 courses. A demographic analysis and geographic mapping of ATEP students was developed to share with the college deans. The website for the Center for Applied Competitive Technologies (CACT@ATEP) is being updated. A student attending design model making classes will be profiled in a full page ad in a December issue of *OC Metro* as part of the district's campaign to promote all three campuses.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 4.2

DATE: 11/17/08

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Impact of State Budget for 2008-09 and 2009-10

ACTION: Discussion

BACKGROUND

The Governor called a special session of the state Legislature to address California's emerging budget shortfall. State revenues are plunging as the impact of the housing and stock market declines. The Governor estimates the two-year shortfall at approximately \$24.2 billion--\$11.2 billion in 2008-09 and \$13 billion in 2009-10.

The governor proposes significant cuts to community colleges.

- Eliminating the 0.68% COLA adopted in the budget act
- A five percent (5%) cut to each district's general apportionment. Allowing districts to backfill portions of their general apportionment cut by doing a mid- year shift from categorical program funding.

The Legislative Analyst's Office (LAO) estimates that the State will need \$27.8 billion in budget solutions over the next 20 months. LAO is the nonpartisan advisor to the Legislature and it has also made recommendations for reductions to community colleges:

- Eliminating the 0.68% COLA adopted in the budget act
- No 5% cut to the general apportionment
- Increasing fees to \$26 per unit on January 1, 2009 and to \$30 on July 1, 2009
- Reducing funding to the regular noncredit rate for:
 - certain credit-bearing physical education classes (such as pilates, racquetball and golf)" effective January 1, 2008
 - additional enrichment courses (such as ballroom dancing, drawing and photography)" effective July 1, 2009

STATUS

In light of these proposed funding reductions, the Board of Trustees may want to begin a discussion of budget planning for the remainder of 2008-2009 and for budget preparations for 2009-2010.

Item Submitted by: Gary L. Poertner, Deputy Chancellor