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

## Meeting of the Board of Trustees



## Friday, December 5, 2008

Call to order: Noon [Followed by Public Comments/Closed Session] Reconvene Open Session: 1:30 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

December 5, 2008

#### CALL TO ORDER: NOON

#### 1.0 PROCEDURAL MATTERS

- 1.1 Call To Order
- 1.2 Public Comments

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)
  - 1. Public Employee Discipline/Dismissal/Release (4 cases)
- B. Conference with Labor Negotiators (GC 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Negotiator Dr. Raghu Mathur;
    - b. Leave Requests (1)
  - 2. California School Employees Association (CSEA), Chapter 586:
    - a. Negotiator Dr. Raghu Mathur
    - b. Leave Requests (2)
- C. Conference with Real Property Negotiators (GC 54956.8)
  - Lease of District Property Advanced Technology and Education Park (ATEP)
     Agency Designated Representative – Dr. Baghy Mathyr: Negotiation
    - 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.

#### 3.0 REPORTS

- 3.1 Oral Reports: Speakers are limited to up 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: Institutional Effectiveness

Reports from Saddleback College and Irvine Valley College on Institutional Effectiveness

#### 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 SOCCD: Board of Trustees Meeting Minutes

Approve minutes of a Special Meeting held on November

Approve minutes of a Special Meeting held on November 12, 2008 and a regular meeting held on November 17, 2008

5.2 Saddleback College: Pool Deck Replacement Design Services: Architectural Agreement

Approve agreement with PJHM Architecture for a fixed fee of \$104,500.00.

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

Approve change order requests with various trade contractors which will result in a decrease of \$15,571.00 in the total project cost. The revised total contract amount is \$15,119,337.00.

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

Authorize the filing of the Notice of Completion.

5.5 Irvine Valley College: Business Sciences and Technology Innovation Center: Furniture Acquisition, Phase III, Bid No. 297

Approve purchase of furniture with various dealers in an amount not to

Approve purchase of furniture with various dealers in an amount not to exceed \$225,000.00.

5.6 Saddleback College and Irvine Valley College: Speakers Approve honoraria for speakers for Saddleback College.

#### 5.7 SOCCCD: Purchase Orders/Confirming Requisitions

Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-02252 through P09-02410 amounting to \$1,348,456.15. Approve confirming requisitions dated October 29, 2008 through November 11, 2008 totaling \$52,089.66.

#### 5.8 SOCCCD: Payment of Bills

Approve Check Nos. 075976 through 076388, processed through the Orange County Department of Education, totaling \$3,167,017.73; Check Nos. 009417 through 009424, processed through Saddleback College Community Education, totaling \$6,558.03; and Check Nos. 008504 through 008505, processed through Irvine Valley College Community Education, totaling \$1,280.00.

5.9 SOCCCD: Budget Amendment: Adopt Resolution No. 08-37 to Amend 2008-2009 Restricted General Fund

Adopt resolution to amend the 2008-2009 adopted budget.

5.10 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

Approve resolution 08-39.

5.11 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

Approve resolution 08-40.

- 5.12 **SOCCCD: Transfer of Budget Appropriations** Approve transfers as detailed.
- 5.13 SOCCCD: October/November 2008 Contracts Ratify contracts as listed.
- 5.14 **SOCCCD:** Gifts to the District and Foundations Approve acceptance of various donated items.

#### 6.0 GENERAL ACTION ITEMS

6.1 Saddleback College: Study Abroad Program to Peru

Approve 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.

6.2 Saddleback College: Adopt Resolution No. 08-38: Intention to Enter Into Agreement and Hold a Public Hearing for AT&T California Easement

Adopt resolution and set a public hearing for January, 2009.

- 6.3 SOCCCD: 2010-2011 Academic Calendar
  Approve the proposed 2010-2011 Academic Calendar.
- 6.4 SOCCD: Board Policy Revision: 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

  Submitted for discussion/approval.
- 6.5 SOCCCD: Board Policy Revision: BP 2101 Delegation of Authority to the College President

  Accept for review and study.
- 6.6 SOCCCD: Adoption of Resolution No. 08-41: Trustee Compensation Approve Resolution No. 08-41 to increase compensation to \$750.00 for Board members for their services consistent with Education Code Section 72024, effective December 1, 2008.
- 6.7 SOCCD: Academic Personnel Actions
  Approve New Personnel Appointments, Administrator Contract Extension,
  Additional Compensation: Categorical/Non-General Fund,
  Resignation/Retirement/Conclusion of Employment.
- 6.8 SOCCCD: Classified Personnel Actions
  Approve New Personnel Appointments, Authorize to Eliminate Classified
  Position, Authorize to Establish and Announce Classified Position, Change
  of Status, Out of Class Assignments, Resignation/Retirement, Conclusion of
  Employment Volunteers.
- 6.9 SOCCCD: Memorandum of Understanding Academic Master Agreement Article XV
  Approve Memorandum of Understanding with the Faculty Association.

#### 7.0 INFORMATION ITEMS

- 7.1 **SOCCCD: Basic Aid Report**Projected receipts and approved projects.
- 7.2 SOCCCD: Facilities Plan Status Report Status of current construction projects.
- 7.3 **SOCCD: Monthly Financial Status Report**This report displays the adopted budget, revised budget and transactions through October 31, 2008.
- 7.4 **SOCCCD:** Trustee Expenditure Report
  The report summarizes various items of travel information.

#### 7.5 SOCCCD: List of Board Requested Reports

List of reports requested by members of the Board.

#### 8.0 WRITTEN REPORTS

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

President, Saddleback College
President, Irvine Valley College
Provost, ATEP
Associated Student Government of SC
Associated Students of IVC
Saddleback College Academic Senate
Irvine Valley College Academic Senate
Faculty Association
California School Employees Association
Saddleback College Classified Senate
Irvine Valley College Classified Senate
District Services Classified Senate
Police Officers' Association

ADJOURNMENT (or continuation of closed session if required): 4:00 P.M.

ITEM: 2.5 DATE: 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Annual Organizational Meeting

**ACTION:** 

Approval

#### **BACKGROUND**

The provisions of Education Code Section 72000 require the Governing Board of each school and community college district to hold an Annual Organizational Meeting within a prescribed 15-day period. The Orange County Department of Education notified South Orange County Community College District that the 15-day period for 2008 is December 5 through December 29, 2008.

#### **STATUS**

This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 5, 2008, for the purpose of electing officers of the Board (Exhibit A), appointing a secretary and an assistant secretary of the Board (Exhibit B), appointing Trustee representatives to various committees and organizations (Exhibit C), establishing regular Board meeting dates and times (Exhibit D) establishing an agenda planning calendar (Exhibit E), approving the Board meeting agenda format (Exhibit F), and approving schedule of discussion topics (Exhibit G).

#### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees take separate action on Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting.

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

#### **ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES**

It is recommended that the board nominate and elect a president, vice president and clerk to a term of office extending until the date of the next annual organizational meeting.

## APPOINTMENT OF SECRETARY AND ASSISTANT SECRETARY TO THE BOARD OF TRUSTEES

It is recommended that Dr. Raghu P. Mathur be reappointed to the office of Secretary, and that Gary Poertner be reappointed to the office of Assistant Secretary.

#### **APPOINTMENT OF TRUSTEE REPRESENTATIVES FOR 2009**

- Representative to the Nominating Committee to the Committee on School District Organization (1) and Alternate Representative (1)
- District's Political Action Representative to the Orange County School Boards Association (1)
- Liaison to Orange County Community College Trustees Association (1)
- Representative to the Orange County Legislative Task Force (1) and Alternate Representative (1)
- Representative to the Orange County Transportation Authority: Stakeholders Working Group for South Orange County Major Investment Study (1)

#### REGULAR MEETINGS OF THE BOARD OF TRUSTEES

#### Ronald Reagan Board of Trustees Room, Room 145 Health Sciences/District Offices Bldg., Saddleback College

## January 2009 through December 2009

TUESDAY, JANUARY 20

MONDAY, FEBRUARY 23

TUESDAY, MARCH 24

MONDAY, APRIL 27

TUESDAY, MAY 26

MONDAY, JUNE 22

MONDAY, JULY 20

MONDAY, AUGUST 31

TUESDAY, SEPTEMBER 29

MONDAY, OCTOBER 26

MONDAY, NOVEMBER 23

MONDAY, DECEMBER 7 (Regular and Organizational Meeting)

Unless otherwise posted, the time of Board of Trustees' meetings will be as follows:

Open Session convened, followed by adjournment to Closed Session

5:00 p.m.

Open Session reconvened

6:30 p.m.

Adjournment

by

9:00 p.m

#### 2009 BOARD AGENDA PLANNING CALENDAR

PROPOSED BOARD	TENNA TOD CONCEDED A TROM
MEETING DATES	ITEMS FOR CONSIDERATION
January 20, 2009	CCCT Nomination
•	New Curriculum (presented throughout the year as needed)
	Study Abroad Program (presented throughout the year as needed) Out of State Travel for Students (presented throughout the year as
	Out-of-State Travel for Students (presented throughout the year as needed)
	Sabbatical Leave Recommendations
	Institutional Memberships
	Nonresident Fees
February 23, 2009	Commencement Speakers
1 Columny 23, 2009	Instructional and Student Material/Lab Fees, Summer and Fall
	Semesters
	Tenure Review
	Academic Senate Curriculum Review Report
	Community Education Programs, Summer Sessions
March 24, 2009	CCCT Election
1, 2009	2008-09 College Curriculum Revisions for Catalogs
	Orange County Teacher of the Year Selection
April 27, 2009	Outstanding Classified Employee Service Award presentation
	Classified Employees Week Resolution
May 26, 2009	Annual Accreditation Reports
	2008-09 Child Development Center Fees
	Faculty Stipend Approvals, Summer and Fall Semester
	District/Colleges/ATEP Mission Statements
	Five-Year Construction Plan – Information
June 22, 2009	Gann Limitation Worksheet
	Adoption of Tentative Budget
	Five-Year Construction Plan – Approval
	Establishment of District Goals
	Board of Trustees' Self-Evaluation and Evaluation of Chancellor
	Community Education Programs, Fall Semester
July 27, 2009	Institutional Memberships
August 24, 2009	Adoption of Final Budget
September 21, 2009	Total Expenditures Report of Faculty Stipends for Previous
	Academic Year
	Irvine Valley College Student Government Budget
	Resolutions for Teachers of the Year
	Proposed New Faculty Positions

October 26, 2009	Instructional and Student Material/Lab Fees, Spring Semester
	Chancellor and Presidents Present Evaluations of Academic
	Administrators
	Saddleback College Student Government Budget
November 16, 2009	Academic Calendar (Review and Study)
	Acceptance of District Audit Report
	Nonresident Fees (Information Item)
	Community Education Programs, Spring Semester
	Faculty Stipend Approvals, Spring Semester
L	Renewal or Noticing of Administrators' Contracts
December 7, 2009	Academic Calendar (Approval)
	Board of Trustees Organizational Meeting
	Facilities Corporation Annual Meeting



# Meeting of the Board of Trustees [put date here]

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

**RECONVENE OPEN SESSION: 6:30 P.M.** 

#### 2.0 PROCEDURAL MATTERS

- 2.1 Actions Taken in Closed Session
- 2.2 Invocation
- 2.3 Pledge of Allegiance
- 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

#### 4.0 <u>DISCUSSION ITEMS</u>

- 4.1 <u>Scheduled Discussion Item</u>
- 4.2 Additional Discussion Item

#### 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.

#### 6.0 GENERAL ACTION ITEMS

- 6.1 Academic Personnel Actions
- 6.2 Classified Personnel Actions
- 6.3 Other Action Items

#### 7.0 REPORTS

7.1 Information Reports

#### 8.0 WRITTEN REPORTS

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

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

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

#### 9.0 ADDITIONAL ITEMS

9.1 Items submitted late for Board approval

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

#### SCHEDULE OF BOARD MEETING DISCUSSION TOPICS FOR 2009

1.	Basic Skills Initiative
2.	Curriculum/Student Learning Outcome
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

Sustainability

12.



## ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

#### 1:30 P.M., DECEMBER 5, 2008

RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145, HEALTH
SCIENCES/DISTRICT OFFICES BLDG.
SADDLEBACK COLLEGE, 28000 MARGUERITE PARKWAY, MISSION VIEJO, CA 92692

#### **AGENDA**

#### CALL TO ORDER OF ANNUAL ORGANIZATIONAL MEETING

#### 1. <u>ANNUAL ORGANIZATIONAL MEETING</u>

It is recommended that the board take action on each of the items in Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting.

**EXHIBIT A. Election of Officers** 

EXHIBIT B. Appointment of Secretary and Assistant Secretary

EXHIBIT C. Appointment of Trustee Representatives

EXHIBIT D. Establishment of Regular Meeting Dates and Times

EXHIBIT E. Establishment of Agenda Planning Calendar

EXHIBIT F. Approval of Agenda Format

EXHIBIT G. Schedule of Discussion Topics

## RECESS TO SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT FACILITIES CORPORATION MEETING



## FACILITIES CORPORATION SPECIAL MEETING OF THE BOARD OF DIRECTORS DECEMBER 5, 2008

RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145, HEALTH SCIENCES/DISTRICT OFFICES BLDG. SADDLEBACK COLLEGE, 28000 MARGUERITE PKWY., MISSION VIEJO, CA 92692

#### **AGENDA**

#### **CALL TO ORDER**

1. ELECTION OF DIRECTORS AND OFFICERS

The President recommends that the Board of Directors elect the same persons holding membership on the South Orange County Community College District Board of Trustees as directors of the South Orange County Community College District Facilities Corporation, to a term of office extending until the date of the next annual organizational meeting. The President further recommends that the Board of Directors elect a president, vice president, secretary, and treasurer to a term of office extending until the date of the next annual organizational meeting.

**RECESS TO BOARD OF TRUSTEES' MEETING** 

ITEM: 4.1 DATE: 12/5/08

TO:

Board of Trustees

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Institutional Effectiveness

**ACTION:** 

**Discussion** 

#### **BACKGROUND**

Saddleback College and Irvine Valley College are dedicated to providing quality educational opportunities for the residents of south Orange County. To ensure educational quality, the colleges conduct annual assessments of effectiveness and student success. The assessment of overall measures of institutional effectiveness gauges past performance and identifies areas for future improvement and growth.

Exhibit A is the Saddleback College annual Institutional Effectiveness report. Exhibit B is the Irvine Valley College report.

#### **STATUS**

In addition to Exhibits A and B, Dr. Robert Bramucci, Vice Chancellor of Technology and Learning Services, Denice Inciong, Director of Research and Planning, Dr. Morgan Barrows, Chair, Saddleback College Institutional Effectiveness Committee, and Wendy Gabriella, Chair, Irvine Valley College Institutional Effectiveness Committee, will present information on the data contained in the Institutional Effectiveness reports.



# INSTITUTIONAL EFFECTIVENESS ANNUAL REPORT

2007-08

### South Orange County Community College District

#### SADDLEBACK COLLEGE

# INSTITUTIONAL EFFECTIVENESS ANNUAL REPORT

2007-2008

Tod A. Burnett, Ed.D. President

Presented To:

Raghu P. Mathur, Ed.D.

Chancellor

South Orange County Community College District

Board of Trustees
South Orange County Community College District

December 2008

#### **EXECUTIVE SUMMARY**

Celebrating its 40th anniversary, Saddleback College has welcomed more than half a million students since first opening its doors in 1968. What began as 13-buildings on a few acres with 1,536 students has grown into a multiple-building, 200 acre campus offering more than 300 academic and career technical programs serving over 26,000 students annually.

Saddleback College's priority is student success. The Transfer Center has helped students transfer to four-year colleges and universities in 41 states across the nation and is ranked 11th out of 110 California community colleges in transfers to the University of California. Out of all community colleges in Orange County, the college ranks first in transfers to USC and San Diego State University. Students pursuing a technical career find that they are highly-competitive in the workplace after receiving their training and certification at Saddleback College.

Saddleback College's Institutional Effectiveness Annual Report enables us to measure our number one priority – student success. Studying past performance and identifying potential for improvement and growth are integral to promoting and achieving student success.

The Institutional Effectiveness Annual Report is divided into five components:

Student Learning and Achievement
Student Outreach and Responsiveness to the Community
Faculty and Staff
Applications of Technology
Facility and Fiscal Support

#### Institutional Effectiveness in the Area of Student Learning and Achievement

Over the past five years, Saddleback College has maintained high overall success rates, with exceptionally high success rates in weekend courses. However, course success rates in online education lag behind the overall course success rates. Students' progression from basic skills English classes into college level English is high, though the fairly low progression level for math is a concern, as are the course success rates in basic skills math.

Over the last two years, Saddleback College has increased the number of degrees awarded annually, and the annual number of transfers to UC and CSU campuses has increased over the five year period. Transfer rates have remained fairly stable.

Saddleback College has performed well in the Accountability Reporting for the Community Colleges (ARCC) measures, exceeding its peer group average in four of the six measures and reaching the highest within its peer group in the improvement rate of credit basic skills courses.

## Institutional Effectiveness in the Area of Student Outreach and Responsiveness to the Community

Saddleback College has made progress in enhancing student success over the past five years. New online and hybrid offerings have been created, providing more instructional options for students. The data indicates that the college has established itself as the college of choice for many of its local high school graduates and has been successful in developing and maintaining a student body that is reflective of the ethnic diversity of the college's service area.

#### Institutional Effectiveness in the Area of Faculty and Staff

Saddleback College's total number of permanent employees has grown steadily over the past five years, with classified employees experiencing the greatest growth in the last year. The number of permanent faculty grew after the 2003-2004 retirement incentive, and the overall number of administrators/managers has grown slowly over the past three years.

#### Institutional Effectiveness in the Area of Applications of Technology

Saddleback College and the District have made significant progress over the past five years in the deployment of various technologies in support of instruction, services, and overall operations. Since 2004-05, the college has received more than \$7.3 million from basic aid funding for technology infrastructure and projects. District Information Technology (IT) is responsible for all administrative applications and the network and telecommunications infrastructure. College IT is responsible for college-specific instructional software and applications, local hardware, network infrastructure, college telephone support, wireless data network, and desktop user support and training.

The college's infrastructure in terms of desktops and servers is robust. Online education has expanded significantly and is a critical component of the college's instructional offerings. The college IT staff that provides local server maintenance has remained stable, while the user support staff has increased by one full-time position.

#### Institutional Effectiveness in the Area of Facility and Fiscal Support

Saddleback College is committed to using available resources to maintain a physical environment that provides the best possible conditions for teaching, learning, and conducting college operations and services. Annual expenditures for maintenance demonstrate this commitment.

The college's fiscal condition is very good. The rate of spending from the unrestricted general fund increased at a lower rate over the last five years compared to the growth of revenues, leading to fiscal stability and an increase in the ending balance. Moreover, compared to other community colleges, Saddleback College's percentage of salary and benefits of the total unrestricted general fund revenues (78%) is relatively low, giving the college more discretionary funding to use for new programs and initiatives.

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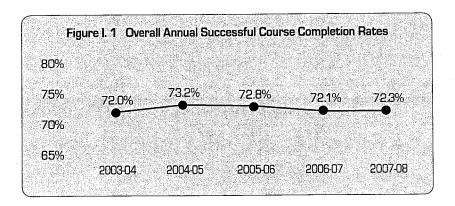
#### **CHAPTER I**

#### STUDENT LEARNING AND ACHIEVEMENT

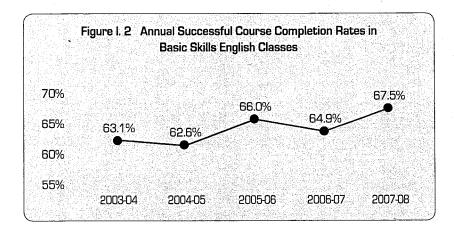
Tracking and evaluating the academic success of students is the primary focus of this institutional effectiveness report.

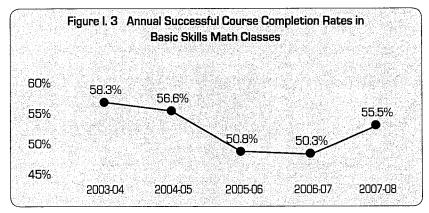
#### **Successful Course Completion Rates**

Successful course completion is important for students' progression through the sequence of courses they need to meet their educational goals. The percentage of successful grades (A, B, C or CR) has remained stable at roughly 73% over the five year period (see Figure I.1).

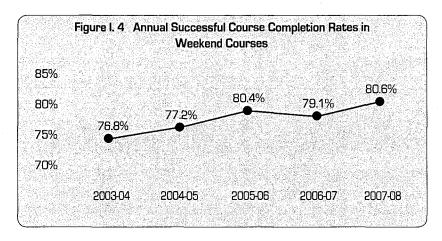


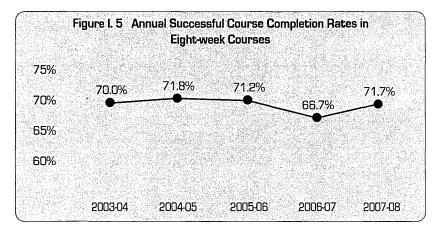
The course success rate in basic skills English has improved and has reached a high of 67.5% in 2007-08 (see Figure I.2). Basic skills Math rates dropped 8% in the first three years of this period, but increased 5% over last year (see Figure I.3).

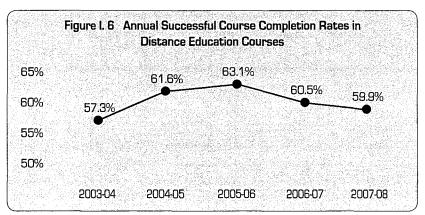




The college has made a commitment to providing instruction via alternative delivery modes to meet the educational needs of students. Weekend courses have the highest rates of successful completion, exceeding the rates of any other type of courses (see Figure I. 4). Short courses experienced a decline in success rates in 2006-07 but rebounded in 2007-08. (see Figure I. 5). Distance education courses continue to have success rates lower than the college wide rates (see Figure I. 6). While success rates in Distance Education classes appear to be lower than in traditional classes, this is due in part to the high number of "F" grades caused by the difficulties instructors have in dropping students who stop logging into classes. In traditional classes, lack of attendance is far easier to ascertain and students are dropped accordingly.







#### **Progression from Basic Skills to College Level Courses**

Basic Skills courses are defined as courses that are two or more levels below college level English or Math courses. Students enrolled in any basic skills English or Math courses in three consecutive fall semester cohorts were tracked over a three-year period to determining the extent to which they a) progressed into college level English or Math and b) completed with grades of C/CR or better. Over the five year period, the average rate for students who completed a basic skills English course and then completed a college level English course was 67%. For students who started in basic skills Math and succeed at a college level Math course the average rate over five years was 56% (see Table 1.1).

Table I.1	Progression from Basic Skills to College Level English or Math Courses				
ENGLISH	Number in Cohort	Number Completing College Level English in 3 Years	Rate		
Fall 98	998	681	68.2%		
Fall 99	1,057	746	70.6%		
Fall 00	1,047	667	63.7%		
Fall 02	1,090	699	64.1%		
Fall 03	1,060	728	68.7%		
MATH	Number in Cohort	Number Completing College Level Math in 3 Years	Rate		
Fall 98	908	484	53.3%		
Fali 99	858	477	55.6%		
Fall 00	805	440	54.7%		
Fall 02	1,008	580	57.5%		
Fall 03	967	585	56.4%		

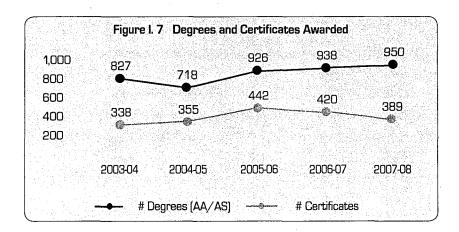
#### Matriculation and Persistence Rate for First-Time College Students 17-20 Years Old

Persistence through the first academic year into the second year is an important step in subsequent achievement of educational goals, particularly for degree completion and transfer. First-time college students, 17-20 years old, who have completed a matriculation orientation, assessment, and advisement sessions were tracked to determine whether they persisted into the next academic year. Over the five years, the average persistence rate for the cohorts was 68% (see Table I. 2).

Table I. 2 Matriculation and Persistence Rate for First-time College Students 17 - 20					
Cohort Start Term	First-Time College 17-20 Year Old	Did Not Matriculate	Completed Matriculation	Persisted to Following Fall Term	% Persisted
Fall 02	1,732	335	1,397	944	67.6%
Fall 03	1,824	348	1,476	1,043	70.7%
Fall 04	1,800	346	1,454	968	66.6%
Fall 05	2,697	532	2,165	1,516	70.0%
Fall 06	2,333	204	2,129	1,540	66.0%

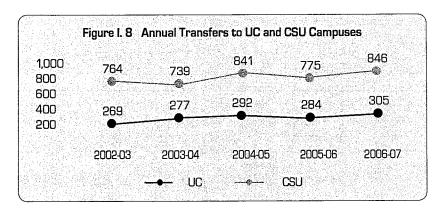
#### **Degrees and Certificates Awarded**

After a decline in 2004-05, the number of degrees awarded have increased to a high of 950 in 2007-08. Certificates awarded have fluctuated over the past five years, with 2005-06 being the highest year (see Figure 1. 7).



#### **Annual Volume of Transfers & State Derived Transfer Rates**

The number of annual transfers to both UC and CSU campuses has grown over the past five years. The number of annual transfers to CSU campuses reached a high this past year at 846 students; the average rate for the five year period is approximately 790 transfers a year. The number of annual transfers to a UC campus has grown to 305 in 2006-07. The average number of transfer to the UC campuses is approximately 285 students a year (see Figure I. 8).



The following schools account for the majority of the Saddleback's transfers to a UC or CSU campus: CSU Fullerton, CSU Long Beach, UC Irvine, San Diego State, UCLA, UC San Diego, and UC Berkeley (see Table I. 3).

2	002-03	2003-04	2004-05	2005-06	2006-07
California State University, Fullerton	413	400	482	426	435
California State University, Long Beach	146	122	130	133	174
University of California, Irvine	132	115	119	130	115
San Diego State University	44	45	48	72	79
University of California, Los Angeles	32	56	59	63	67
University of California, San Diego	29	30	26	39	42
University of California, Berkeley	26	33	32	55	30
San Francisco State University	15	44	27	26	27
California State Polytechnic University, Pomona	24	23	. 26	24	26
California State University, San Marcos	44	23	24	16	24
University of California, Santa Barbara	30	24	32	10	21
California Polytechnic State University,					
San Luis Obispo	13	11	- 8	. 19	15

Many community college students transfer to private four-year institutions. Over the last two years the California Community College (CCC) System Office has reported the number of students who have transferred to private institutions (see Table 1.4). Over the last two years the in-state private institutions that received the largest number of transfers from Saddleback are the University of Phoenix, Chapman University, the University of Southern California, Concordia University and Biola University.

#### Table I. 4 Saddleback College Total Transfers to In-state Private and Out of State Private Institutions

2004-05 2005-06

Total Transfer to Private Institutions

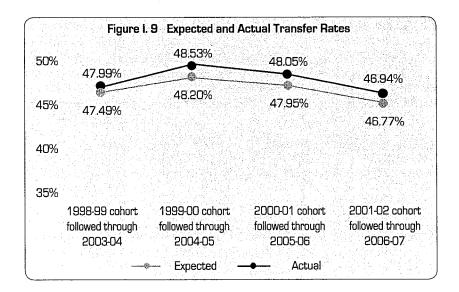
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Source: CCCCO http://www.cccco.edu/SystemOffice/Divisions/TechResearchInfo/

ResearchandPlanning/ResearchReports/tabid/299/Default.aspx

Transfer rates are also an important measure of institutional effectiveness. As opposed to annual numbers, transfer rates are a more defined measure of actual transfers of a particular group/cohort of students. The CCC System Office has developed a methodology for calculating transfer rates that has been widely recognized and accepted statewide as one of the best approaches for calculating expected and actual transfer rates. The methodology tracks cohorts of first-time college freshmen who completed a minimum of 12 units and enrolled in a transfer level Math or English course during enrollment (transfer oriented first-time freshmen). Each cohort is tracked for subsequent transfer to a four-year institution within six years, including UC, CSU, California private and out-of-state colleges and universities.

47% of transfer oriented first-time college freshmen who started at Saddleback in 2001-2002 transferred within six years. Saddleback's actual transfer rates have been consistently slightly higher than its expected transfer rates (see Figure I. 9). Expected transfer rates are calculated taking into account factors outside the control of the college such as percentage of students 25 years or older at the college (the larger the percentage of students 25 or older, the lower the expected transfer rate) and the Bachelor of Arts/Sciences Plus Index. The index represents the bachelor degree attainment of the population, 25 years or older, in a college's service area. This index combines the enrollment patterns of students by ZIP code of residence with educational data for ZCTA (ZIP Census Tabulation Area) codes that the CCC System Office staff obtained from Census 2000. The higher this index, the higher is the expected transfer rate.

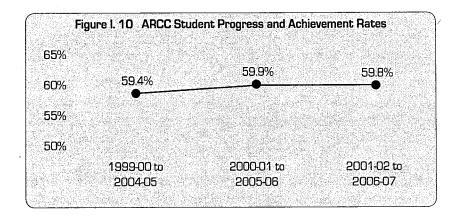


#### 2008 Accountability Reporting for Community Colleges (ARCC) Indicators

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 CCC System Office to design and implement a performance measurement system that contained performance indicators for the system and its colleges. The information in this section presents the 2008 ARCC performance indicators for Saddleback College.

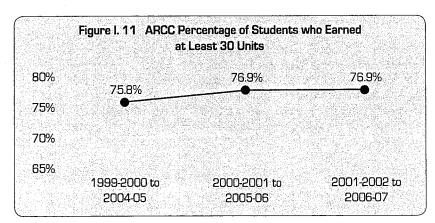
#### **ARCC Student Progress and Achievement Rate**

This rate represents the percentage of first-time students within a given academic year who showed intent to complete and who achieved any of the following outcomes within six years: 1) transferred to a four-year institution 2) earned an AA/AS degree 3) earned a certificate (18 units or more) or 4) achieved "Transfer Directed" or "Transfer Prepared" status. Sixty percent of such Saddleback first-time students achieve at least one of the stated outcomes (see Figure I. 10).



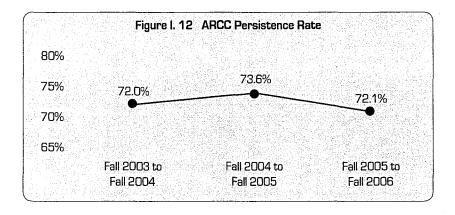
#### ARCC Percentage of Students who Earned at Least 30 Units

This measure represents the percentage of first-time students who started at Saddleback within a given academic year, showed intent to complete and who earned at least 30 units within six years while in the California Community College System. This measure recognizes that for many students, taking courses to improve specific skills or attaining knowledge in certain areas without achieving a degree or transferring is also one of the missions of community colleges. It is also a measure of persistence within the system. Seventy seven percent of first time students who start at Saddleback earn at least 30 units within six years (see Figure I. 11).



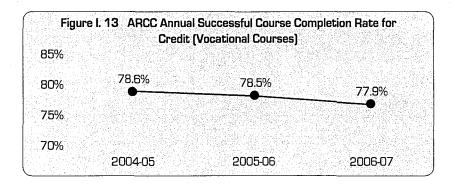
#### **ARCC Persistence Rate**

This measure represents the percentage of first-time students at Saddleback with a minimum of six units earned in a Fall term who returned and enrolled in the subsequent fall term anywhere in the system. The average persistence rate over the three cohort years was 72.5% (see Figure 1.12).



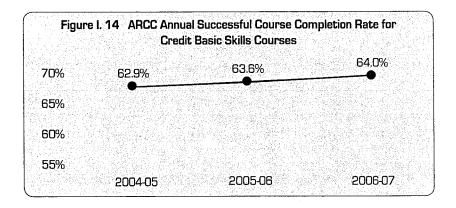
#### **ARCC Annual Successful Course Completion Rate for Vocational Courses**

The cohort for vocational course completion rate consisted of students enrolled in credit vocational courses in the academic year of interest. Vocational courses were defined via their SAM (Student Accountability Model) codes. SAM codes A, B, and C indicate courses that are clearly occupational. Success was defined as having been retained to the end of the term (or end of the course) with a final grade of A, B, C, or CR. The average successful course completion rate over the last three years was 78% (see Figure I. 13).



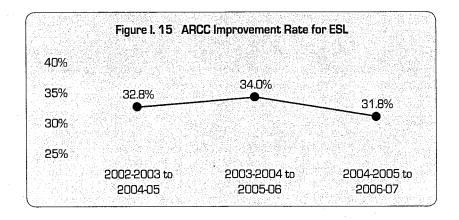
#### ARCC Annual Successful Course completion Rate for Credit Basic Skills Courses

The cohort for basic skills course completion rate consisted of students enrolled in credit basic skills courses in the academic year of interest. Basic skills courses were those having a course designation of P (pre-collegiate basic skills) or B (basic skills, but not pre-collegiate basic skills). Success was defined as having been retained to the end of the term (or end of the course) with a final grade of A, B, C, or CR. The average successful course completion rate for credit basic skill courses over the last three years was 63.5% (see Figure I. 14).



#### **ARCC Improvement Rate for ESL**

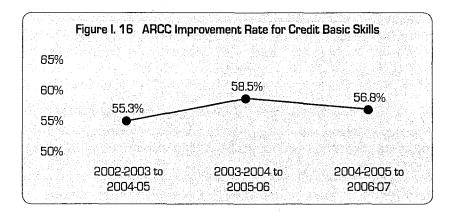
The ESL improvement rate cohorts consisted of students enrolled in credit ESL courses who successfully completed the initial course. The cohorts include only those students who started at two or more levels below college/transfer level. Taxonomy of Programs (TOP) codes were used to identify ESL courses. Success was defined as having been retained to the end of the term (or end of the course) with a final grade of A, B, C, or CR. Students who successfully completed the initial ESL course were then followed across three academic years (including the year and term of the initial course). The outcome of interest was the group of students who successfully completed a higher-level ESL course or college level English course within three academic years of completing their first ESL course. The average rate over the last three years was approximately 33% (see Figure I. 15). 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 expects that this rate will increase next year.



#### **ARCC Improvement Rate for Credit Basic Skills**

The basic skills improvement rate cohorts consisted of students enrolled in credit basic skills English or Mathematics courses who successfully completed that initial course. The cohorts include only those students who started at two or more levels below college/transfer level. Taxonomy of Programs (TOP) codes were used to identify Math and English courses. Basic skills courses were those having a course designation of P (pre-collegiate basic skills) or B (basic skills, but not pre-collegiate basic skills). Success was defined as having been retained to the end of the term (or end of the course) with a final grade of A, B, C, or CR.

Students who successfully completed the initial basic skills course were then followed across three academic years (including the year and term of the initial course). The outcome of interest consisted of the group of students who successfully completed a higher level course in the same discipline within three academic years of completing their first basic skills course. The average rate over the last three years was 57% (see Figure I. 16).



#### **ARCC Peer Grouping**

The ARCC report also includes a peer grouping approach. The purpose of peer grouping is to complement the other ARCC sources of information about college level performance by giving "decision makers a way to compare each college's performance with the performances of other 'like' colleges on each selected performance indicator (each ARCC outcome measure), in a fair and valid manner." The composition of each peer group resulted only from statistical analysis of the available uncontrollable factors related to each outcome. Therefore, the peer groupings may list some colleges as peers when we customarily would consider them as quite dissimilar.

Saddleback's rates for four of the seven ARCC performance indicators exceed the average of corresponding peer groups (see Table I. 5). Saddleback has the highest rate within its peer group for the improvement rate of credit basic skills courses.

		Table I.5 AF	ICC Peer Gro	uping	
ARCC Indicator	SC's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
Student Progress and Achievement Rate	59.8	57.4	50.1	65.6	Alameda; Berkeley City College; Cabrillo; Foothill; Irvine Valley, Laney; Marin; MiraCosta; Ohlone; Saddleback; San Diego Miramar; San Francisco City; San Mateo; West Valley
Percentage of Students who Earned at Least 30 units	76.9	74.0	67.6	79.8	American River, De Anza; Diablo Valley, Moorpark; Mt. San Antonio; Orange Coast; Palomar, Pasadena City, Riverside; Saddleback; San Francisco City, Santa Ana; Santa Monica City, Santa Rosa
Persistence Rate	72.1	70.7.	63.5	78.1	Canada; Evergreen Valley, Foothill; Irvine Valley, Las Positas; Marin; Mission; Ohlone; Saddleback; San Jose City; San Mateo; West Valley
Annual Successful Course Completion Rate for Credit Vocational Courses	77.9	75.4	65.8	86.8	Allan Hancock; Barstow; Berkeley City College; Canada; Cerro Coso; Coastline; Columbia; Compton; Contra Costa; Cuyamaca; Feather River; Folsom Lake; Glendale; Irvine Valley, LA City, Lake Tahoe; Laney, Marin; Mendocino; Merced; Merritt; Mission; Monterey, Napa Valley, Saddleback; Santa Rosa Southwest L.A.; West L.A.; West Valley
Annual Successful Course Completion Rate for Credit Basic Skills Courses	64.0	66.9	57.3	81.9	Canada; De Anza; Diablo Valley Foothill; Irvine Valley, Marin; Ohlone; Saddleback; San Mateo; West Valley
Improvement Rate for Credit Basic Skills Courses	56.8	43.5	24.2	56.8	Diablo Valley, Orange Coast, Saddleback, Santa Monica
mprovement Rate for Credit ESL Course	31.8	51.6	28.9	71.6	American River; De Anza; Diablo Valley, Foothill; Palomar; Saddleback; San Diego Mesa; San Francisco City, Santa Monica City, Santa Rosa

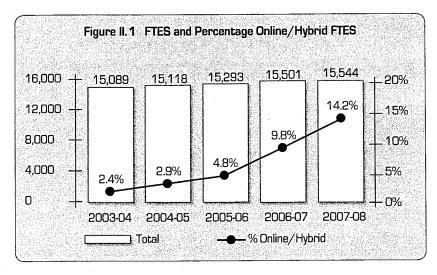
# **CHAPTER II**

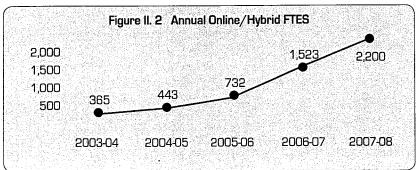
# STUDENT OUTREACH AND RESPONSIVENESS TO THE COMMUNITY

In order to meet the needs of an increasingly diverse population, Saddleback is faced with the challenge of ensuring access to all students who can benefit from its courses and programs. The changing student population also requires high quality instruction and support services responsive to the needs of all students, regardless of ethnicity, language skills, socioeconomic background, or disability.

# **Annual Full-Time Equivalent Students (FTES)**

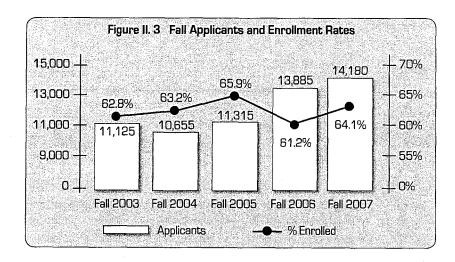
The college has steadily increased in FTES and has made significant increases in online and hybrid (50% or more online) FTES. In 2007-08, the online and hybrid FTES was 14.2% of all FTES, the highest percentage in the last five years (see Figure II. 1). Figure II. 2 illustrates the absolute numbers of on-line and hybrid FTES.





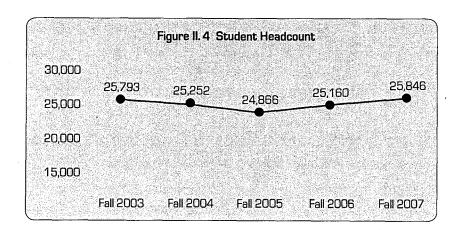
# **Applicant and Enrollment Rates**

An applicant is defined as 1) a student who has never attended college 2) a student who has attended college but not Saddleback (new transfer) or 3) a student who is returning to Saddleback after stopping for at least one semester. "Enrollment rate" is defined as the percentage of students who enrolled in at least one class over the total number of applicants. The number of applicants has greatly increased in the last two years. Enrollment rate averaged over the last five years 63%. (see Figure II. 3).



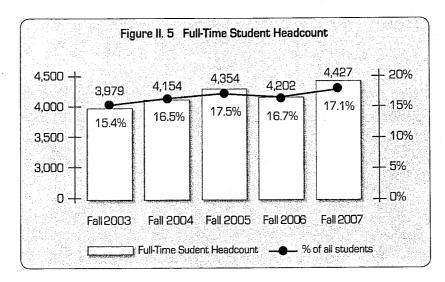
# **Student Headcount**

Student headcount is defined as the unduplicated count of students enrolled at the college at the census date of the semester. Student headcount dipped slightly in Fall 2005 but grew to the highest enrollment in the five year period.



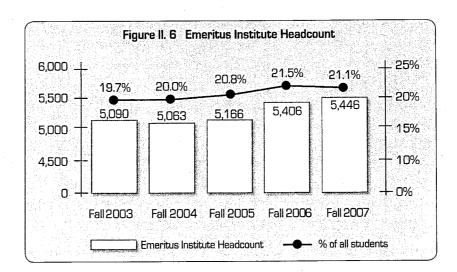
## **Full-Time Student Headcount**

The number of full-time students (enrolled in 12 units or more) has increased steadily over the last five years. Overall, full-time students represent 17% of the total student headcount (see Figure II. 5).



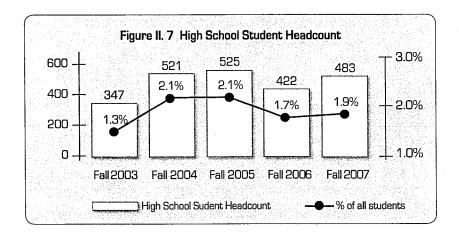
# **Emeritus Institute Headcount**

The number of students enrolled in one or more Emeritus Institute courses has grown in both absolute numbers and as a percentage of the total student headcount. This past fall saw the largest number of students enrolled in Emeritus classes (see Figure II. 6).



# **High School Students Attending Saddleback**

The number of high school students taking Saddleback courses while in high school reached a high in the Fall 2005 and has fallen over the last two years. High school students represented 1.9% of all students in Fall 2006 (see Figure II. 7).



# Local High School Graduates "Take" Rate

"Take" rate is based on high school students enrolling at Saddleback in the year immediately following their high school graduation. Saddleback College has enrolled an average of 40% of Capistrano Unified's graduating class and an average of 31% from Saddleback Valley Unified's graduating class (see Table II. 1).

Capistrano Unified	Graduating Class	Enrolled at Saddleback the Following Academic Year	"Take" Rate
Graduates 03-04	2,726	889	32.6%
Graduates 04-05	3,006	1,445	48.1%
Graduates 05-06	3,041	1,157	38.1%
Saddleback Valley Unified	Graduating Class	Enrolled at Saddleback the Following Academic Year	"Take" Rate
Graduates 03-04	2,211	652	29.5%
Graduates 04-05	2,007	745	35.9%
Graduates 05-06	2,339	675	28.9%

# First-Time College Students from Local Feeder High Schools

First-time college students, 17-20 years old, who enrolled in the academic year following their graduating year, were selected and their last high school listed on their application was used to determine the high school district of origin. The number of students in this group has increased steadily over the last five years (see Table II. 2). The percentage of first-time college students 17-20 years old from local feeder high schools has remained stable over the period with 75% of this student group being from local feeder high schools.

Tal	ble II. 2 First-Time C	College Students 17-20 Years Old
	Term	First-time 17-20 Years Old
	Fall 2003	1,727
	Fall 2004	1,669
	Fall 2005	2,467
	Fall 2006	2,333
	Fall 2007	2,493

Table II. 3 First-Time College Students 17-20 Years Old by High School District							
High School District	Fall 03	Fall 04	Fall 05	Fall 06	Fall 07		
Capistrano Unified	39.8%	40.2%	48.3%	40.5%	46.4%		
Saddleback Valley Unified	30.1%	32.4%	25.7%	28.6%	27.1%		
Irvine & Tustin Unified	- 2.1%	2.8%	2.0%	1.9%	2.6%		
Not from Feeder Districts	28.0%	24.6%	24.0%	29.0%	23.9%		

# Adult Student Ethnic Composition Compared to the College's Service Area Adult Population

U.S. Census Bureau 2005 data were used to estimate the distribution of adult population - 18 years of age or older - by ethnicity in the college's immediate service area. Over 73% of the adult population in the college service area were White, while 67% of adult students at Saddleback were White (see Table II. 4). About 9% of the adult population in Saddleback's immediate service area were Asian, which mirrors closely the percentage of adult Saddleback students. The 2005 U.S. Census data show that Hispanics in the service area represented 14.1% of the adult population, whereas this group represented 13.2% of the Saddleback students 18 years of age or older.

Ethnicity	Percentage in Adult Population	Percentage at SC Fall 2007				
	-chilanu!	30 Fall 6007				
Alaskan Native/ Native American	0.5%	0.6%				
Asian .	8.7%	9.6%				
African American	1.2%	1.6%				
Pacific Islander	0.4%	0.6%				
<b>W</b> hite	73.4%	62.2%				
lispanic	14.1%	13.2%				
Other/Multiple	1.7%	12.2%				

### **CHAPTER III**

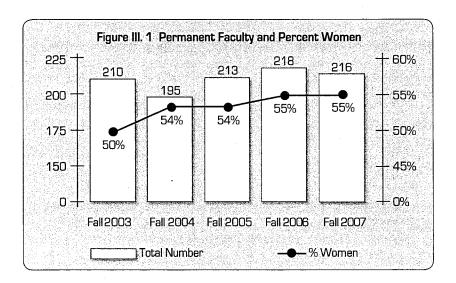
# **FACULTY AND STAFF**

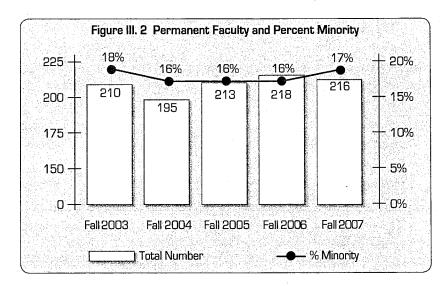
Faculty and staff carry out the mission of the college and represent the most important resource of the college.

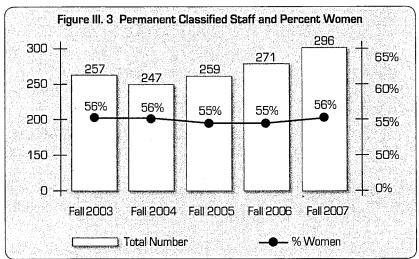
# Gender and Ethnic Composition of Faculty and Staff

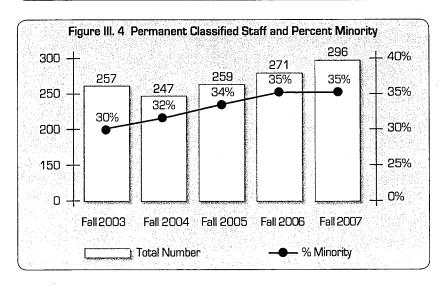
The number of permanent faculty fluctuated slightly over the past five years (see Figure III. 1). The number of permanent classified staff increased and reached its highest level of 296 in Fall 2007 (see Figure III. 3). The number of administrators/managers grew slightly over this same period (see Figure III. 5).

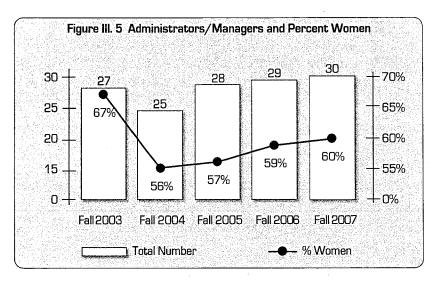
The percentage of women remained stable within faculty and classified staff. The percentage of women within administrators/managers has climbed back up after a dip in 2004 (see Figures III. 1, III. 3 and III. 5). The percentage of minorities remained stable within faculty (see Figure III. 2) and increased significantly within administrators/managers (see Figure III.6). However due to the relatively small numbers of administrators/managers, several individuals represent a high percentage within the group. The percentages of minorities within the classified staff is the highest amongst all levels at 35% (see Figure III. 3).

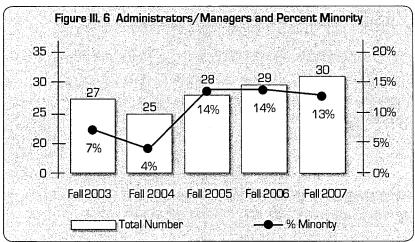












# Percent Growth in FTES Compared to Percent Growth in Permanent Employees

The percent of growth in all categories of employees exceeded the percent growth in FTES for the last two years of the comparison (see Table III. 1). The changes in administrators and managers appear high because of the relatively small number of individuals in this group. For example, the 12% increase from 2004-05 to 2005-06 represents the growth from 25 to 28 individuals. The 9% increase in permanent faculty from 2004-05 to 2005-06 is the result of the retirement incentive offered in 2003-04, as noted earlier. Overall, the total number of permanent employees was 494 in Fall 2003 compared to 542 in Fall 2007.

	% Growth Faculty	% Growth Staff	% Growth Adm/Managers	% Growth FTES
2003-04 to 04-05	-7%	-4%	-7%	0%
2004-05 to 05-06	9%	5%	12%	1%
2005-06 to 06-07	2%	5%	4%	1%

### **CHAPTER IV**

# APPLICATIONS OF TECHNOLOGY

Saddleback College and the South Orange County Community College District (SOCCCD) strive to provide state-of-the art technology to students and employees. In 2007-08, SOCCCD invested over \$11 million in technology projects and infrastructure district wide. Some projects that benefited Saddleback College included new computer labs, new printers, audio visual equipment for classrooms, and a wide variety of new software. The district has launched new online registration systems to better serve students. In addition, students now have the ability to complete college orientation, develop educational plans, and obtain parking permits online.

# Ratio Full-Time Equivalent Students (FTES) per Number of Computers Available on Campus

Beginning in 2004-05, the district allocated annual funding for the specific purpose of refreshing the college technology infrastructure and acquiring new technology as needed (see Table IV. 1). Over the last four years, Saddleback received over \$7.3 million dollars from basic aid for technology infrastructure and projects. As a result, the total numbers of computers on campus has increased 22% over the last five years. The increased number of computers is due to additional student labs in the following areas: communication arts, health sciences, career center, laptop mobile carts in the library, science, math and engineering, and health sciences. (see Table IV. 2).

	Table IV	. 1 Basic Aid A	Allocation for	Technology	resident appropria
	2003-04	2004-05	2005-06	2006-07	2007-08
Basic Aid Allocation for	\$0	\$1,470,139	\$1,487,203	\$2,248,000	\$2,150,000
Technology					

Table IV. 2	2 Ratio FTE	S per Numbe	r of Compute	rs Available (	on Campus
	2003-04	2004-05	2005-06	2006-07	2007-08
# of Computers	1,328	1,339	1,370	1,430	1,613
Total FTES	15,089	15,118	15,293	15,501	15,544
Ratio FTES/# of Computers	11.4	11.3	11.2	10.8	9.6

# Ability to Renew and Replace Technology Equipment on a Regular Basis

Due to minimal technology funding in 2003-04, the majority of the college technology was in need of replacement. As noted above, starting with the 2004-05 academic year, the district began to assist the college with substantial technology funding. At that point, the college was able to engage in a three-year technology refresh plan (see Table IV. 3). As a result, annual expenditures for technology replacement have increased (see Table IV. 4). Since 2004-05, basic aid funding covered all of the college technology expenditures. This dollar amount represents approximately two thirds of the technology money. An additional one third was spent each year on software.

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Table IV. 3 Average	e Age of Cor	nputers an	d Servers a	t Time of H	leplacement
Later to the same of the same					
	2003-04	2004-05	2005-06	2006-07	2007-08
	LUUU U4	LUUT UU			
Average Age of			45-40142-01468		PARTITION OF THE
Computers (Years)	6	3	3	. 3	j
	en destati.				
Average Age of	1	3	. 3	3	3
Servers (Years)					

Table IV. 4 Ann	ual Expenditu	res for Techno	ology Replacei	ments
2003-04	2004-05	2005-06	2006-07	2007-08
Replacement				913 P.
Expenditures \$196,389	\$1,352,713	\$1,242,549	\$1,095,524	\$766,000

When basic aid funding for technology started in 2004-05, the college focused primarily on computer refresh. After desktop computers were updated, funds were available to apply to specific projects on campus such as additional student labs, data storage and wireless access (see Table IV. 5).

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Table IV. 5 Annual Expenditures	
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2003-04 2004-05	2005-06 2006-07 2007-08
2003-04 2004-05	
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# Ability to Support and Maintain Instructional Computer Classrooms and Labs

The ratio of computers in classrooms and labs to IT support staff increased in 2004-05. The addition of a full-time position in 2006-07 helped reduce the ratio (see Table IV. 6). The increase in the number of computers is a direct result of opening additional computer labs to improve the service to students and faculty. It should be noted that a substantial part of the college IT staff workload is not reflected in these figures. Over the past five years, the college has added many additional network systems that consume a considerable amount of staff support. Examples include: SARS (call, track, alert), ATI filer, PAR Score, and ID card system. This same group also services all faculty and staff computers on campus, thus a more accurate ratio would be about 250/1.

Table IV	6 Ratio Compute	ers in Classr	noms and La	bs/IT Staff S	upport
		2004-05	2005-06	2006-07	2007-08
" (0	2003-04				
# of Computer		939	970	1,030	1,213
# of IT Suppor	utik situak, 20-lehin terbadaka Pontun Maraham sulah beberaba	4.75	5.	5.75	5.75
Ratio	191	198	194	179	211

# Ability to Support and Maintain the Network and Server Infrastructure

College IT supports and maintains the college data network, servers used for college data/file sharing, printing, wireless access, backup, applications, and voice/phones. The college has one full-time network administrator who currently supports 31 servers.

# Ability to Provide User Support and Training

The college has four full-time employees who provide user support and training for faculty and staff for desktop applications such as Microsoft Office. Because of the growth in distance education, the college added one additional support person in 2006-07.

# **CHAPTER V**

# **FACILITY AND FISCAL SUPPORT**

# **Square Footage**

The overall space available for instructional and non-instructional activities increased by 8% over the last five years. The overall space available in 2007-08 was 655,739 square feet of which 70% was dedicated to instruction (see Table V. 1).

	Table V. 1 Square Footage			
	Total Square Footage	Instructional Square Footage	% Instructional	
2003-04	605,549	428,143	71%	
2004-05	640,482	438,162	68%	
2005-06	649,862	436,494	67%	
2006-07	655,739	456,668	70%	
2007-08	655,739	456,668	70%	

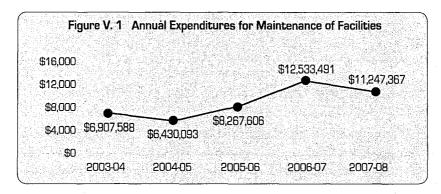
# **Cost of Utilities**

Overall, the cost of utilities increased by 48% over the last five years. The highest increases were for electricity and gas (see Table V. 2).

Table V. 2 Cost of Utilities				
Cost of Electricity	Cost of Gas	Cost of Water	Total	
\$324,016	\$721,566	\$111,742	\$1,157,324	
\$342,870	\$720,250	\$104,096	\$1,167,217	
\$451,836	\$978,238	\$129,479	\$1,559,552	
\$491,659	\$947,459	\$169,083	\$1,608,200	
\$487,240	\$1,079,472	\$148,859	\$1,710,571	
	Cost of Electricity \$324,016 \$342,870 \$451,836 \$491,659	Cost of Electricity         Cost of Gas           \$324,016         \$721,566           \$342,870         \$720,250           \$451,836         \$978,238           \$491,659         \$947,459	Cost of Electricity         Cost of Gas         Cost of Water           \$324,016         \$721,566         \$111,742           \$342,870         \$720,250         \$104,096           \$451,836         \$978,238         \$129,479           \$491,659         \$947,459         \$169,083	

# **Annual Expenditures for Maintenance of Facilities**

The annual cost for maintenance of facilities has increased by 63% over the last five years (see Figure V. 1).



### **Unrestricted General Fund**

Unrestricted general fund revenues increased by 32% over the past five years and expenditures increased by 33%. Salaries and benefits increased 32%. Salaries and benefits represented 81% of revenues in 2007-08. (see Table V. 3).

	ur.	Table V. 3 Unre	stricted General	Funds	
nge e	Beginning Balance	Revenue	Expenditures	Salaries & Benefits	Ending Balanc
2003-04	\$3,214,050	\$56,938,355	\$53,729,358	\$46,269,734	\$6,423,047
2004-05	\$6,423,047	\$55,849,542	\$56,770,335	\$49,367,060	\$5,502,254
2005-06	\$5,502,254	\$66,170,757	\$62,805,387	\$54,500,769	\$8,867,624
2006-07	\$8,867,624	\$66,104,693	\$69,668,897	\$58,488,095	\$5,303,420
2007-08	\$5,303,420	\$74,984,269	\$71,680,903	\$60,922,303	\$8,606,786

# **Restricted General Fund**

Restricted general fund revenues increased by 48% over the past five years while expenditures increased by 67%. Salaries and benefits increased 58%. Salaries and benefits represented 57% of revenues in 2007-08. 7 (see Table V. 4).

	Beginning				
	Balance	Revenue	Expenditures	Salaries & Benefits	Ending Balanc
2003-04	\$1,734,210	\$7,041,755	\$6,909,815	\$3,779,040	\$1,866,150
2004-05	\$1,866,150	\$7,052,863	\$6,698,040	\$3,975,142	\$2,220,973
2005-06	\$2,220,973	\$9,216,326	\$8,321,854	\$4,283,189	\$3,115,445
2006-07	\$3,115,445	\$11,617,448	\$10,416,462	\$5,127,531	\$4,316,432
2007-08	\$4,316,432	\$10,444,174	\$11,529,032	\$5,981,919	\$3,231,573

# **ACKNOWLEDGMENTS**

# REPORT PREPARED BY THE OFFICE OF THE VICE CHANCELLOR OF TECHNOLOGY AND LEARNING SERVICES

Robert S. Bramucci, Ph.D. Vice Chancellor

Denice L. Inciong
Director of Research and Planning

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Saddleback College Institutional Effectiveness Committee

Morgan E. Barrows, Ph.D. Chair, Institutional Effectiveness Committee Associate Professor, Environmental Studies

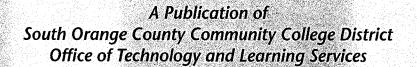
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# INSTITUTIONAL EFFECTIVENESS ANNUAL REPORT

2007-08

# South Orange County Community College District

# **IRVINE VALLEY COLLEGE**

# INSTITUTIONAL EFFECTIVENESS ANNUAL REPORT

2007-2008

Glenn R. Roquemore, Ph.D. President

Presented To:

Raghu P. Mathur, Ed.D.

Chancellor

South Orange County Community College District

Board of Trustees

South Orange County Community College District

December 2008

# **EXECUTIVE SUMMARY**

Since 1985, Irvine Valley College (IVC) has been improving the quality of life for residents of southern Orange County. More than 14,000 students are enrolled in IVC's day, evening, and online programs. With the highest transfer rate in the county and the third highest transfer rate in the state, IVC prides itself on excellence. To ensure continued distinction, the college fosters and encourages a culture of planning and assessment in which institutional reflection and action are prompted and supported by data about student learning and institutional performance. The analysis of this data, which includes an examination of past performance as well as an identification of areas for improvement and growth, constitute the heart of this Institutional Effectiveness Annual Report. The primary purposes of the Institutional Effectiveness Report are to inform Irvine Valley College's instructional and student services programs, and support the development of initiatives designed to promote student success. The results from this evaluation, along with program reviews and assessments of student learning outcomes, assist the college in achieving those fundamental purposes.

The report is divided into five major areas related to the college's mission, functions, and resources. These areas include: (1) Student Learning and Achievement; (2) Student Outreach and Responsiveness to the Community; (3) Faculty and Staff; (4) Applications of Technology; and (5) Facility and Fiscal Support. While a detailed analysis defines the content of the document, the summary findings are noted below:

## Institutional Effectiveness in the Area of Student Learning and Achievement

IVC has maintained high overall course success rates and exceptionally high success rates in weekend courses; however, the course success rates in online education lag behind the overall course success rates. Students' progression from basic skills English courses into college level English is high.

The annual transfer rates to UC and CSU have remained stable; in fact, IVC has consistently exceeded its expected transfer rates. The number of degrees and certificates awarded annually, however, has declined over the last five years. In terms of state Accountability Reporting for the Community Colleges (ARCC) performance measures, IVC has fared well, surpassing its peer group average for four out of the seven measures and reaching the highest within its peer group for student progress and achievement rate and the improvement rate for credit basic skills courses.

# Institutional Effectiveness in the Area of Student Outreach and Responsiveness to the Community

Over the past five years, the college has made progress in enhancing student access. The college has created new instructional options through its online and hybrid offerings as well as diversified Emeritus Institute courses. The data indicates that IVC is becoming increasingly the college of choice for many of its local high school graduates. IVC has been successful in developing and maintaining a student body that reflects the diversity of the college's service area in terms of ethnicity.

# Institutional Effectiveness in the Area of Faculty and Staff

The total number of permanent employees has grown steadily over the past five years. The number of permanent classified employees has experienced the greatest growth, while the number of administrators and managers has remained somewhat stable. The number of permanent faculty has fluctuated.

# Institutional Effectiveness in the Area of Applications of Technology

IVC and the District have made significant progress in the deployment of various technologies in support of instruction, services, and overall operations. Since 2004-05 the college has received over \$4.5 million from basic aid funding for technology infrastructure and projects. As a result, the total number of computers on campus has increased by 20%. The college staff who provides local server maintenance has remained stable as has the staff who provides user support.

# Institutional Effectiveness in the Area of Facility and Fiscal Support

The college is committed to maintaining a physical environment that provides the best possible conditions for teaching and learning, and this commitment is apparent in its increase in instructional square footage and the annual expenditures for maintenance.

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STUDENT LEARNING AND ACHIEVEMENT	1
STUDENT OUTREACH AND RESPONSIVENESS TO THE COMMUNITY	13
FACULTY AND STAFF	19
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FACILITY AND FISCAL SUPPORT	27

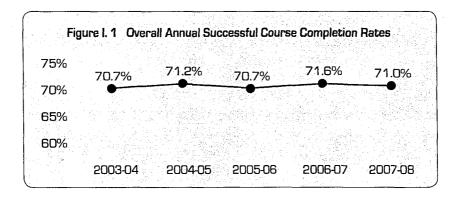
### CHAPTER I

# STUDENT LEARNING AND ACHIEVEMENT

Tracking and evaluating the academic success of students is the primary focus of this institutional effectiveness report.

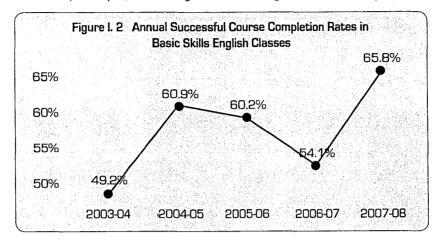
# **Successful Course Completion Rates**

Successful course completion is important for students' progression through the sequence of courses they need to meet their educational goals. The percentage of successful grades (A, B, C, or CR) remained fairly stable at 71% over the five-year period (see Figure I. 1).



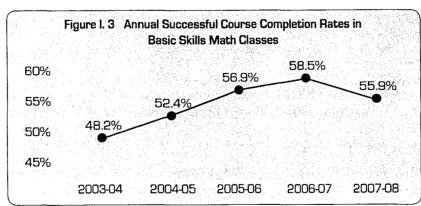
The course success rates in Basic Skills English have fluctuated over the last five years (see Figure 1.2) from a low of 49.21% in 2003-04 to a high of 65.8% for 2007-08. In response to a decline of 6.1% in 2006-07 (from 60.2% in 2005-06 to 54.1% in 2006-07), the English department instituted a series of changes to address success rates in the Basic Skills classes (2007-08). The primary changes include 1) adding Basic Skills workshops for faculty teaching courses in Basic Skills English, 2) revising the curriculum so that students take complementary classes in the writing center (instituting a co-requisite), 3) increasing the number of required hours in the writing center, and 4) instituting mandatory conferences for course credit for the writing center. The English department is also collecting data and conducting several studies to measure student success in

Basic Skills English courses. The areas being studied are appropriate placement, programmatic factors that affect student success, and alignment of the course sequence. The 2007-08 data indicates a success rate of 65.8%, an increase of 11.7% over 2006-07 (54.1%), an increase attributable, it is hoped, to the changes instituted during the 2007-08 school year.

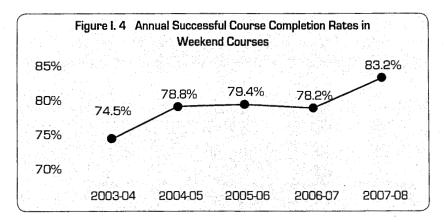


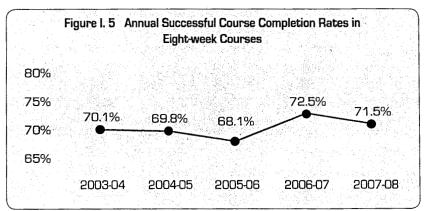
Basic skills math success rates have increased substantially over the first four years, but have fallen slightly in the last year (see Figure I.3). This slight decrease could be simply a natural fluctuation or a result of the statistical methods used to analyze the data. It could also be a reflection of the removal of the supervision of the Math Tutorial Center from the mathematics department that resulted in a major decrease in the number of students seeking supplemental instruction at the center.

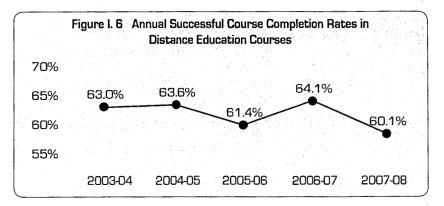
Irvine Valley College recognizes the need for focused support in assisting students in basic skills math courses. Through the College's strategic planning efforts and the Basic Skills Initiative, the college has dedicated resources to improve support in this area. The college has returned supervision of the Math Tutorial Center to the mathematics department. The college has also established the mathematics tutor-training program, increasing both the number of trained tutors and the available hours for assistance. The mathematics department is seeking funding to return the level of services in the Math Tutorial Center to what it was prior to Spring 2007, which included staffing the Center not only with tutors but also with discipline experts. In addition, in fall 2008 the mathematics department began offering a sequence of eight arithmetic modules to help students master their basic skills. New models of co-requisite, zero-unit courses for basic skills and developmental mathematics courses are being developed as part of the mathematics department's master plan to provide a sustainable learning center for assisting students in need of additional help outside the classroom.



The college has made a commitment to providing instruction in alternative delivery modes to meet the educational needs of students. Weekend courses have the highest rates of successful completion, exceeding the rates of any other type of courses (see Figure I. 4). Short term courses have a 71% success rate similar to the overall college success rate (see Figure I. 5). Distance education courses continue to have success rates lower than the college wide rates or other alternative delivery modes (see Figure I. 6).







# **Progression from Basic Skills to College Level Courses**

Basic Skills courses are defined as courses that are two or more levels below college level English or Math courses. Students enrolled in any basic skills English or Math courses in three consecutive fall semester cohorts were each tracked over a three-year period to determine the extent to which students progress into college level English or Math and complete with a grade of C/CR or better. Over five years the average rate for students who moved from a basic skills English to a college level English class was 73%. For students who started in basic skills Math and succeed at a college level Math course the average rate over five years was 45%. Since the graduation requirements for an associates degrees include a college level English course but only a pre-collegiate level Math course, the lower average rate of completion of a college level Math course is expected. (See Table I.1)

	THE RESERVE OF THE PARTY OF THE PARTY.	n from Basic Skills to Colleç h or Math Courses	
english	Number in Cohort	Number Completing College Level English in 3 Years	Rate
Fall 98	519	345	66.5%
Fall 99	480	340	70.8%
Fall OO	508	373	73.4%
Fall 02	500	370	74.0%
Fall O3	520	411	79.0%
MATH	Number in Cohort	Number Completing College Level Math in 3 Years	Rate
Fall 98	689	332	48.2%
Fall 99	599	275	45.9%
Fall OO	606	263	43.4%
Fall O2	644	277	43.0%
Fall O3	547	241	44.1%

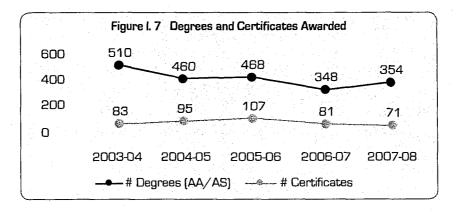
# Matriculation and Persistence Rate for First-time College Students 17-20 Years Old

Persistence through the first academic year into the second year is an important step in subsequent achievement of educational goals, particularly for degree completion and transfer. First-time college students, 17-20 years old, who have completed matriculation orientation, assessment and advisement sessions were tracked to determine whether they persisted into the next academic year. Over the five years, the average persistence rate for the cohorts was 60% (see Table I. 2).

Table I. 2 Matriculation and Persistence Rate for First-time College Students 17 - 20						
Cohort Start Term	First-time College 17-20 Year Old	Did Not Matriculate	Completed Matriculation	Persisted to Following Fall Term	% Persisted	
Fall 02	540	39	501	288	57.5%	
Fall 03	542	42	501	313	62.5%	
Fall 04	606	58	548	315	57.6%	
Fall 05	798	87	711	437	61.5%	
Fall 06	865	55	810	546	63.1%	

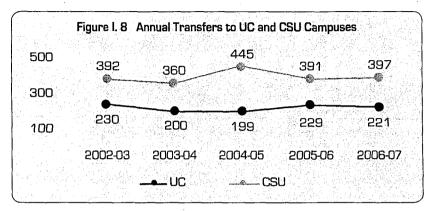
# **Degrees and Certificates Awarded**

The number of degrees awarded annually has declined over the last five years from a high of 510 in 2003-2004 to 354 in 2007-2008. Certificates awarded have fluctuated from a high of 107 in 2005-06 to a low of 71 in 2007-08 (see Figure 1. 7). Irvine Valley College is monitoring the number of degrees and certificates awarded as part of the strategic planning process. A factor that may have contributed to the decrease in degrees awarded related to the change in associate degree requirements set forth by the CCC System's Office. The System's Office recently approved associate degrees with broadly defined areas of emphasis which may results in an increase in degrees awarded in 2008-2009. The college is also reviewing the Career Technical Education certificates to ensure that the certificates currently offered are well-aligned with industry needs and are offered in a timely manner. The Career Technical Education fields have increased their reliance on certificate advisory boards and conduct program review every two years to ensure relevancy, full enrollment, and completion of certificates.



### Annual Volume of Transfers & State Derived Transfer Rates

The number of annual transfers to both UC and CSU campuses has fluctuated over the past five years. The number of annual transfer to CSU campuses reached a high in 2004-05 at 445 students; the average rate for the five year period is almost 400 transfers a year. The number of annual transfers to a UC campus has been stable at around 215 students a year (see Figure I. 8).



The following schools account for the majority of IVC's transfers to a UC or CSU campus: CSU Fullerton, UC Irvine, CSU Long Beach, UCLA, and CSU Pomona (see Table I. 3).

	5005-03	2003-04	2004-05	2005-06	2006-07
California State University, Fullerton	248	232	304	240	245
University of California, Irvine	147	105	115	130	128
California State University, Long Beach	74	79	71	63	67
University of California, Los Angeles	32	43	29	48	41
California State Polytechnic University, Pomona	18	12	22	26	23
San Diego State University	10	6	В	16	20
University of California, Berkeley	14	14	15	12	20
University of California, San Diego	17	20	18	20	13
University of California, Riverside	10	6	8	9	10
San Francisco State University	8	4	. 5	4	10
California State University, San Marcos	4	5	4	4	6
University of California, Santa Cruz	. 0	3	4	3	5

Many community college students transfer to private four-year institutions. Over the last two years the California Community College (CCC) System Office has produced a report that totals the number of students who have transferred to private institutions (see Table 1.4). Over the last two years the in-state private institutions that received the largest number of transfers from IVC are University of Phoenix, Chapman University, the University of Southern California and Concordia University.

Table I. 4 Irvine Valley College Total Transfer to In-state Private and Out of State Private Institutions

2004-05 2005-06

Total Transfer to Private Institutions

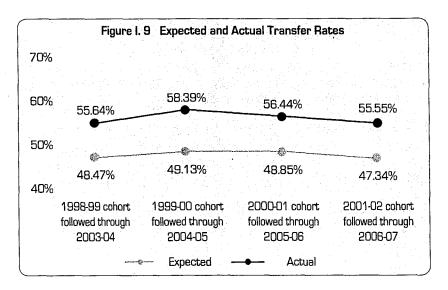
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224

Source: CCCCO http://www.ccco.edu/SystemOffice/Divisions/TechResearchInfo/ResearchandPlanning/ResearchReports/tabid/299/Default.aspx

Transfer rates are also an important measure of institutional effectiveness. As opposed to annual numbers, transfer rates are a more defined measure of actual transfers of a particular group/cohort of students. The CCC System Office has developed a methodology for calculating transfer rates that has been widely recognized and accepted statewide as one of the best approaches for calculating expected and actual transfer rates. The methodology tracks cohorts of first-time college freshmen who completed a minimum of 12 units and enrolled in a transfer level Math or English course during enrollment (transfer oriented first-time freshmen). Each cohort is tracked for subsequent transfer to a four-year institution within six years, including UC, CSU, private California and out-of-state colleges and universities.

Over 55% of transfer oriented first-time college freshmen who started at IVC in 2001-02 transferred within six years. IVC's actual transfer rates have been consistently higher than its expected transfer rates (see Figure I. 9). Expected transfer rates are calculated taking into account factors outside the control of the college such as percentage of students 25 years or older (the larger the percentage of students 25 or older, the lower the expected transfer rate) and the Bachelor of Arts/Sciences Plus Index. The index represents the bachelor degree attainment of the population, 25 years or older, in a college's service area. This index combines the enrollment patterns of students by ZIP code of residence with educational data for ZCTA (ZIP Census Tabulation Area) codes that the CCC System's Office staff obtained from Census 2000. The higher the index, the higher is the expected transfer rate.

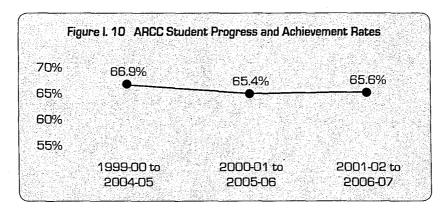


# 2008 Accountability Reporting for Community Colleges (ARCC) Indicators

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 CCC System Office to design and implement a performance measurement system that contained performance indicators for the system and its colleges. The information in this section presents the 2008 ARCC performance indicators for IVC.

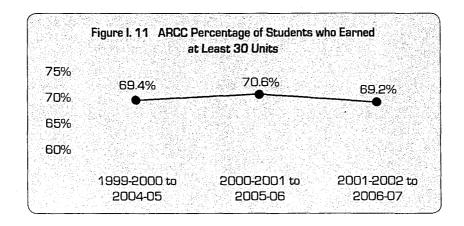
# **ARCC Student Progress and Achievement Rate**

This rate represents the percentage of first-time students within a given academic year who showed intent to complete and who achieved any of the following outcomes within six years: 1) transferred to a four-year institution 2) earned an AA/AS degree 3) earned a certificate (18 units or more) or 4) achieved "Transfer Directed" or "Transfer Prepared" status. Sixty-six percent of such IVC first-time students achieve at least one of the stated outcomes (see Figure I. 10).



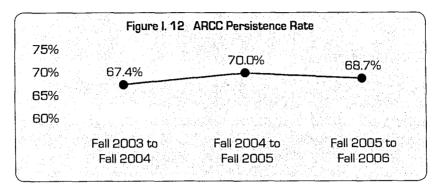
# ARCC Percentage of Students who Earned at Least 30 Units

This measure represents the percentage of first-time students who started at IVC within a given academic year, showed intent to complete and earned at least 30 units within six years while in the California Community College System. This measure recognizes that many students take courses to improve specific skills or attaining knowledge in certain areas without achieving a degree or transferring. It is also a measure of persistence within the system. Seventy percent of first time students who start at IVC earn at least 30 units within six years (see Figure I. 11).



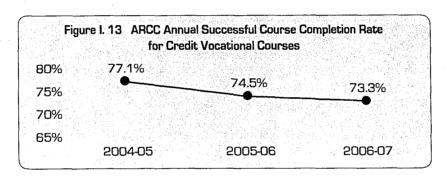
# **ARCC Persistence Rate**

This measure represents the percentage of first-time students at IVC 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. The persistence rate of such students has averaged around 69% over the three years (see Figure 1.12).



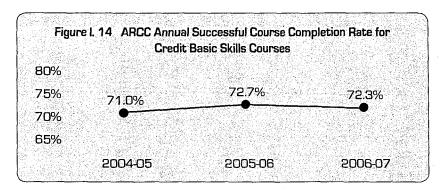
# **ARCC Annual Successful Course Completion Rate for Credit Vocational Courses**

The cohort for vocational course completion rate consisted of students enrolled in credit vocational courses in the academic year of interest. Vocational courses were defined via their SAM (Student Accountability Model) codes. SAM codes A, B, and C indicate courses that are clearly occupational. Success was defined as having been retained to the end of the term (or end of the course) with a final grade of A, B, C, or CR. The average successful course completion rate over the last three years was 75% (see Figure I. 13).



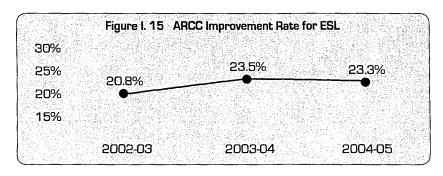
## ARCC Annual Successful Course Completion Rate for Credit Basic Skills Courses

The cohort for basic skills course completion rate consisted of students enrolled in credit basic skills courses in the academic year of interest. Basic skills courses were those having a course designation of P (pre-collegiate basic skills) or B (basic skills, but not pre-collegiate basic skills). Success was defined as having been retained to the end of the term (or end of the course) with a final grade of A, B, C, or CR. The average successful course completion rate for credit basic skills courses over the last three years was 72% (see Figure I. 14).



# **ARCC Improvement Rate for ESL**

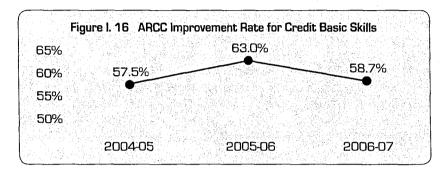
The ESL improvement rate cohorts consisted of students enrolled in credit ESL courses who successfully completed the initial course. The cohorts include only those students who started at two or more levels below college/transfer level. Taxonomy of Programs (TOP) codes were used to identify ESL courses. Success was defined as having been retained to the end of the term (or end of the course) with a final grade of A, B, C, or CR. Students who successfully completed the initial ESL course were then followed across three academic years (including the year and term of the initial course). The outcome of interest was the group of students who successfully completed a higher level ESL course or college level English course within three academic years of completing the first ESL course. The average rate over the last three years was approximately 23% (see Figure I. 15).



# **ARCC Improvement Rate for Credit Basic Skills**

The basic skills improvement rate cohorts consisted of students enrolled in credit basic skills English or Mathematics courses who successfully completed their initial course. The cohorts include only those students who started at two or more levels below college/transfer level. Taxonomy of Programs (TOP) codes were used to identify Math and English courses. Basic skills courses were those having a course designation of P (pre-collegiate basic skills) or B (basic skills, but not pre-collegiate basic skills). Success was defined as having been retained to the end of the term (or end of the course) with a final grade of A, B, C, or CR.

Students who successfully completed the initial basic skills course were then followed across three academic years (including the year and term of the initial course). The outcome of interest consisted of the group of students who successfully completed a higher level course in the same discipline within three academic years of completing their first basic skills course. The average rate over the last three years was approximately 60% (see Figure 1. 16).



# **ARCC Peer Grouping**

The ARCC report also includes a peer grouping approach. The purpose of peer grouping is to complement the other ARCC sources of information about college level performance by giving "decision makers a way to compare each college's performance with the performances of other 'like' colleges on each selected performance indicator (each ARCC outcome measure) in a fair and valid manner." The composition of each peer group resulted only from statistical analysis of the available uncontrollable factors related to each outcome. Therefore, the peer groupings may list some colleges as peers when we customarily would consider them as quite dissimilar.

Four of Irvine Valley College's seven ARCC performance indicators exceed the average of corresponding peer groups (see Table I. 5). Irvine Valley College has the highest rate within its peer group for the student progress and achievement rate as well as the improvement rate for credit basic skills courses.

		Table I	.5 ARCC	Peer Groupi	
ARCC Indicator	IVC's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
Student Progress and Achievement Rate	65.6	57.4	50.1	65.6	Alameda; Berkeley City College; Cabrillo; Foothill; Irvine Valley; Laney, Marin; MiraGosta; Ohlone; Saddleback; San Diego Miramar; San Francisco City, San Mateo; West Valley
Percentage of Students who Earned at Least 30 units	69.2	67.0	54.5	743	Alameda; Allan Hancock; Barstow, Berkeley City College; Cerro Coso; Columbia; Contra Costa; Cosumnes River; Cuyamaca; Desert; Evergreen Valley, Gavilan; Golden West, Hartnell; Irvine Valley, LA Harbor; Laney, Las Positas; Lassen; Los Medanos; Mendocino; Merritt; Mission; Monterey, Napa Valley, Ohlone; San Diego City, San Diego Miramar; San Jose City, Santiago Canyon; Siskiyous; Skyline; Solano; Ventura; West L.A.
Persistence Rate	68.7	70.7	63.5	78.1	Canada; Evergreen Valley, Foothill; Irvine Valley, Las Positas; Marin; Mission; Ohlone; Saddleback; San Jose City, San Mateo; West Valley
Annual Successful Course Completion Rate for Credit Vocational Courses	73.3	75.4	65.8	86.8	Allan Hancock; Barstow; Berkeley City College; Canada; Cerro Coso; Coastline; Columbia; Compton; Contra Costa; Cuyamaca; Feather River; Folsom Lake; Glendale; Irvine Valley, LA City, Lake Tahoe; Laney, Marin; Mendocino; Merced; Merritt; Mission; Monterey, Napa Valley, Saddleback; Santa Rosa; Southwest LA; West LA; West Valley
Annual Successful Course Completion Rate for Credit Basic Skills Courses	72.3	66.9	57.3	81.9	Canada; De Anza; Diablo Valley, Foothill; Irvine Valley, Marin; Ohlone; Saddleback; San Mateo; West Valley
Improvement Rate for Credit Basic Skills Courses	58.7	47.1	31.5	58.7	Alameda; Allan Hancock; Berkeley City College; Cabrillo; Foothill; Coastline; Contra Costa; Cuesta Cuyamaca; Irvine Valley, Laney; Los Medanos; Merritt; Napa Valley, San Diego Miramar; Santa Barbara City, Solano
Improvement Rate for Credit ESL Course	23.3	.39.3	14.4	67.3	Alameda; Berkeley City College; Cabrillo; Canada; Coastline; Cuesta; Irvine Valley, Laney, Las Positas; Lassen; Marin; Merritt; Mira Costa; Mission; Monterey, Moorpark; Ohlone; San Diego Miramar; San Jose City; San Mateo; Santa Barbara City, Skyline; West Valley

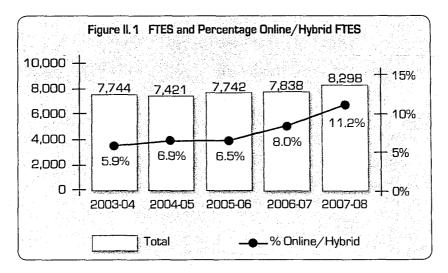
### **CHAPTER II**

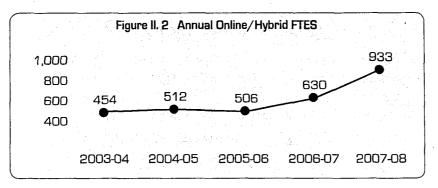
# STUDENT OUTREACH AND RESPONSIVENESS TO THE COMMUNITY

In order to meet the needs of an increasingly diverse population, Irvine Valley College is faced with the challenge of ensuring access to all students who can benefit from its courses and programs. The changing student population also requires high quality instruction and support services responsive to the needs of all students, regardless of ethnicity, language skills, socioeconomic background, or disability.

# **Annual Full-Time Equivalent Students (FTES)**

The college has steadily increased in FTES and has made significant increases in online and hybrid (50% or more online) FTES. In 2007-08, the online and hybrid FTES was 11.2% of all FTES, the highest percentage in the last five years (see Figure II. 1). Figure II.2 illustrates the absolute numbers of on-line and hybrid FTES.

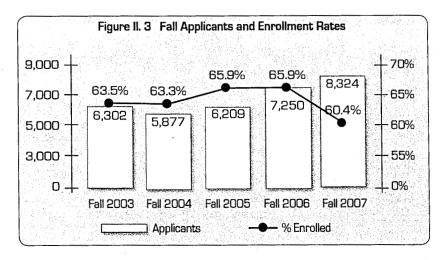




# **Applicant and Enrollment Rates**

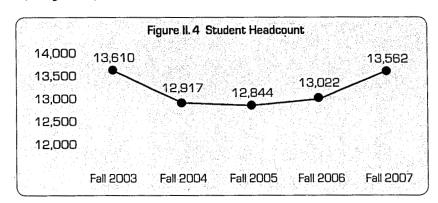
An applicant is defined as 1) a student who has never attended college 2) a student who has attended college but not IVC (new transfer) or 3) a student who is returning to IVC after stopping out for at least one semester. "Enrollment rate" is defined as the percentage of students who enrolled in at least one class over the total number of applicants.

The number of applicants has greatly increased in the last two years. The enrollment rate has fallen this past fall but averages around 64% over last five years (see Figure II. 3).



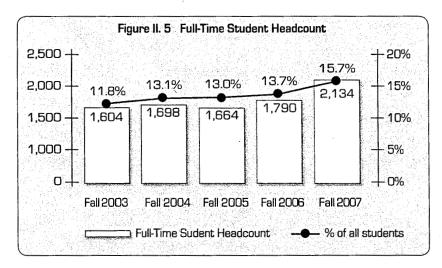
### **Student Headcount**

Student headcount is defined as the unduplicated count of students enrolled at the college at the census date of the semester. In Fall 2004 IVC experienced a decrease in headcount. Over the past four years headcount has steadily increased to nearly the numbers of Fall 2004. (see Figure II. 4).



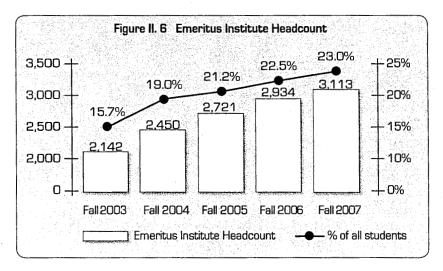
#### **Full-Time Student Headcount**

The number of full-time students (enrolled in at 12 units or more) has steadily increased over the last five years, reaching a high in Fall 2007. Overall, full-time students represent 13.5% of the total student headcount (see Figure II. 5).



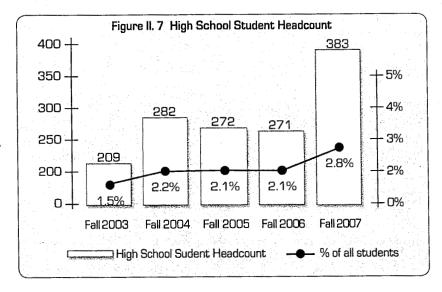
#### **Emeritus Institute Headcount**

The number of students enrolled in one or more Emeritus Institute courses has grown in both absolute numbers and as a percentage of the total student headcount. This past fall saw the largest number of students enrolled in Emeritus classes (see Figure II. 6).



#### **High Schools Students Attending IVC**

The number of high school students taking IVC courses while in high school has grown and reached its highest levels in Fall 2007. High school students represented 2.8% of all students in Fall 2007 (see Figure II. 7).



#### Local High School Graduates "Take" Rate

"Take" rate is based on high school students enrolling at IVC in the year immediately following their high school graduation. Irvine Valley College enrolled an average of 14% of the Irvine Unified's graduating class and an average of 8% of Tustin Unified's graduating class (see Table II. 1).

Irvine Unified	Graduating Class	Enrolled at IVC the Following Academic Year	"Take" Rate
Graduates 03-04	1,887	223	11.8%
Graduates 04-05	1.959	336	17.2%
Graduates 05-06	2,062	271	13.1%
		Enrolled at IVC	
	Graduating Class	the Following Academic Year	"Take" Rate
Tustin Unified Graduates 03-04	_	the Following	"Take" Rate 7.8%
Unified	Class	the Following Academic Year	Rate

#### First-Time College Students from Local Feeder High Schools

First-time college students, 17-20 years old, who enrolled in the academic year following their graduating year, were selected and their last high school listed on their application was used to determine the high school district of origin. The number of students in this group has increased steadily over the last five years (see Table II. 2). The percentage of first-time college students 17-20 years old from local feeder high schools has slightly increased over the five years.

Table II. 2 First-Time College Stude	ents 17-20 Years Old
	e 17-20 Years Old
Fall 2003 Fall 2004	505 527
Fall 2005	673
Fall 2006	865
Fall 2007	903

	by High S	chool Dist	rict		
High School District	Fall 03	Fall 04	Fall 05	Fall 06	Fall 07
Irvine Unified	29.5%	24.3%	27.3%	26.7%	30.0%
Tustin Unified	6.9%	8.5%	9.2%	8.8%	9.0%
Saddleback & Capistraono Unified	20.8%	18.4%	20.8%	23.6%	23.7%
Not from Feeder Districts	42.8%	48.8%	42.6%	40.9%	37.3%

#### Adult Student Ethnic Composition Compared to the College's Service Area Adult Population

U.S. Census Bureau 2005 data were used to estimate the distribution of adult population - 18 years of age or older - by ethnicity in the city of Irvine. Slightly more than half of the adult population in the city of Irvine was white, while 47% of adult students at IVC were white (see Table II. 4). More than a third of the adult population in IVC's immediate service area were Asian (36.3%), while approximately 30% of adult students at IVC were Asian. The 2005 U.S. Census data show that Hispanics in the Irvine area represented 7.5% of the adult population, whereas this group represented slightly more than 10% of the IVC students 18 years of age or older. The census survey did not capture "Middle Eastern" as an ethnic category. Irvine Valley College serves many students of Middle Eastern background and this is not represented in the comparison data.

for the first term of the second of the seco	tribution by Ethnicity of IVC's ation and Fall 2007 IVC Adu	医乳腺 医多种 医克里氏 医二甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基
Ethnicity	Percentage in Adult Population	Percentage at IVC Fall 2007
Alaskan Native/ Native American	0.1%	0.4%
Asian African American	36.3% 0.9%	29.4% 1.9%
Pacific Islander	D.1% 54.1%	0.6%
White Hispanic	54.1% 7:5%	41.6% 10.4%
Other/Multiple	1:0%	15.7%

#### **CHAPTER III**

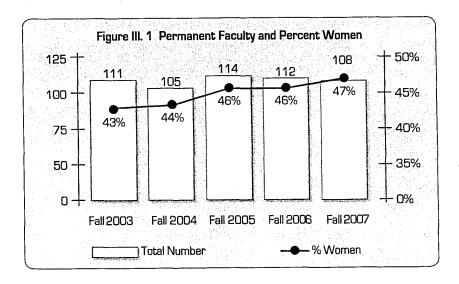
#### **FACULTY AND STAFF**

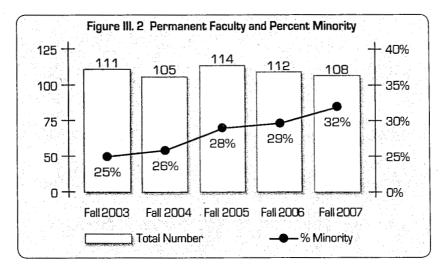
Faculty and staff carry out the mission of the college and represent the most important resource of the college.

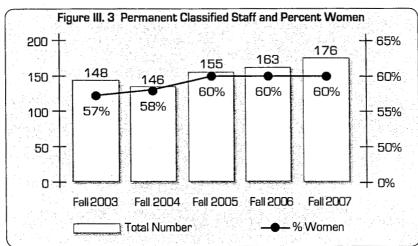
#### Gender and Ethnic Composition of Faculty and Staff

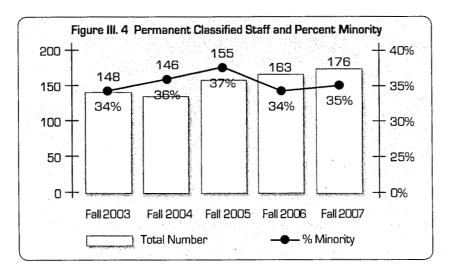
The number of permanent faculty fluctuated slightly over the past five years (see Figure III.1). The number of permanent classified staff increased and reached its highest level of 176 in Fall 2007 (see Figure III. 3). The number of administrators/managers remained stable over this same period (see Figure III. 5).

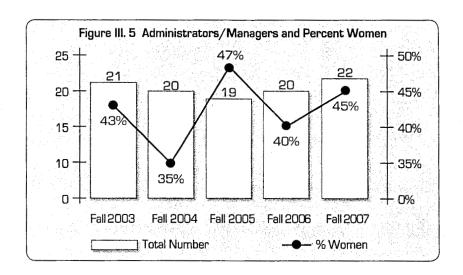
The percentage of women increased within classified staff and faculty, but fluctuated within administrators/managers (see Figures III. 1, III. 3 and III. 5). The percentage of minorities steadily increased within faculty (see Figure III. 2) and significantly increased within administrators/managers (see Figure III.6). However, due to the relatively small numbers of administrators/managers, several individuals represent a high percentage within the group. The percentages of minorities within the classified staff are the highest among all levels at 35% (see Figure III.4).

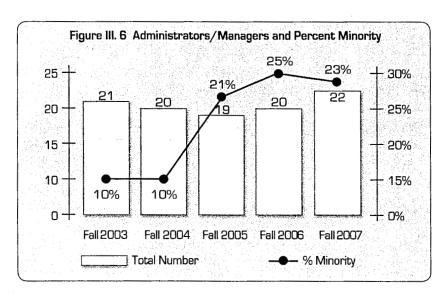












#### Percent Growth in FTES Compared to Percent Growth in Permanent Employees

The percent of growth in classified staff exceeded the percent growth in FTES for the last two years of the comparison (see Table III. 1). The changes in administrators and managers appear high because of the relatively small number of individuals in this group. For example, the 10% increase from 2006-07 to 2007-08 of Administrators and Managers represents the addition of just two individuals. The 9% increase in permanent faculty from 2004-05 to 2005-06 is the result of the retirement incentive offered in 2003-04, as noted earlier. Overall, the total number of permanent employees was 280 in Fall 2003 compared to 306 in Fall 2007.

	% Growth Faculty	% Growth Staff	% Growth Adm/Managers	% Growth FTES
2003-04 to 04-05	-5%	-1%	-5%	-4%
2004-05 to 05-06	9%	6%	-5%	4%
2005-06 to 06-07	-2%	5%	5%	1%

#### **CHAPTER IV**

#### APPLICATIONS OF TECHNOLOGY

IVC and the South Orange County Community College District (SOCCCD) strive to provide state-of-the art technology to students and employees. In 2007-08, SOCCCD invested over \$11 million in technology projects and infrastructure district wide. Some projects that benefited IVC included campus-wide wireless capabilities, wireless Voice Over IP, student kiosks, classroom multimedia installations, new instructor desks and equipment, new emergency call boxes, business continuity and disaster recovery solutions, additional computer labs, videoconferencing solutions including Tandberg and Cisco, and new stations for disabled students in all labs. The district has launched new online registration systems to better serve students. Students also have the ability to develop educational plans and obtain parking permits online.

#### Ratio Full-Time Equivalent Students (FTES) per Number of Computers Available on Campus

Beginning in 2004-05, the district has allocated annual funding for the specific purpose of refreshing the college technology infrastructure and acquiring new technology as needed (see Table IV. 1). Over the last three years, IVC received over \$3.5 million dollars from basic aid for technology infrastructure and projects. As a result, the total numbers of computers on campus has increased 20% over the last five years (see Table IV. 2).

Table	IV. 1 Basic Aid Allocation for Technology	
2003-04	3 2004-05 2005-06 2006-07 2007-	08
Basic Aid Allocation for \$0	\$1,400,000 \$1,110,000 \$1,030,000 \$1,000,	םלח
Technology	φι,400,000 φι,110,000 φι,500,500 φι,500,	0,0
	그 문항되는 불문학부 문제 약속으로 무르게 받았다고요요?	

Table IV. 2	2 Ratio FTES	6 per Number	of Compute	ers Available o	n Campus
# of Computers	<b>2003-04</b> 950	2004-05 1,014	<b>2005-06</b> 1,064	<b>2006-07</b> 1,139	<b>2007-08</b> 1,139
Total FTES	7,744	7,421	7,742	7,838	B,461
Ratio FTES/# of Computers	8.2	7.3	7.3	6.9	7.4

#### Ability to Renew and Replace Technology Equipment on a Regular Basis

The reduction in the average age of replacement of desktop computers and servers resulted from the annual district allocation for technology that started in 2004-05, as noted above (see Table IV. 3). As a result, annual expenditures for technology replacement have increased from a low of \$50,000 in 2002-03 to \$800,000 in 2006-07 (see Table IV. 4).

Table IV. 3 Ave	erage Age of Cor	nputers and	d Servers at	Time of R	eplacement
	2003-04	2004-05	2005-06	2006-07	2007-08
Average Age of Computers (Years	<b>)</b> 5	à	3	2	3
Average Age of Servers (Years)	5	4	3	2	3

Ta	ble IV. 4 Av	erage Age f	or Technolo	gy Replacem	ents
	2003-04	2004-05	2005-06	2006-07	2007-08
Replacement Expenditures	\$50.000	\$1,000,000	\$900,000	\$800,000	) \$800,000
		র নির্বাহী ভরার হিন্তু হ'ব ১৯৮১। সংক্রমত হলে বিশ্ববিদ্যালয়ে		Miller (1945) (1945) (1945) (1945) Topological American (1945) (1945)	
% of inventory	5%	33%	33%	33%	33%

As a result of the basic aid allocation, over the last three years, IVC has completed projects that have enhanced the infrastructure and services to students and employees including campus-wide wireless, a 50kW backup generator, SAN/DAE, student kiosks, all classroom multimedia installation, new instructor desks and equipment, digital headend for CH33, CH33 streamed over the internet, new emergency call boxes, Berbee zone paging/alert, DLT backup solution, Microsoft Sharepoint intranet/internet, new computer labs, new video conferencing solutions including Tandberg and Cisco, and new stations for disabled students in all labs.

-	Table IV. 5 Anni	Jal Expenditu	res for New T	echnology Pro	jects
	2003-04	2004-05	2005-06	2006-07	2007-08
		2004-03	2003-00	2006-07	2007-08
New Techr Projects	лоюду \$0	\$400.000	\$200.000	\$200,000	\$200.000
( , , , ,					

#### Ability to Support and Maintain Instructional Computer Classrooms and Labs

The ratio of computers in classrooms and labs to IT support staff increased significantly in 2003-04 and 2004-05. The addition of a full-time position in 2005-06 helped reduce the ratio to the 2002-03 level (see Table IV. 6). The increase in the number of computers is a direct result of opening additional computer labs to improve service to students and faculty.

Table IV. 6	Ratio Compute	ers in Classro	ooms and La	bs/IT Staff !	Support
	2003-04	2004-05	2005-06	2006-07	2007-08
# of Computers	490	500	550	609	609
# of IT Support	2.7	2.7	3.7	3.7	3.7
Ratio	181	185	149	165	165

#### . Ability to Support and Maintain the Network and Server Infrastructure

The network infrastructure is primarily supported and maintained by District IT. The College IT supports and maintains servers used for college data/file sharing, printing, wireless access, backup, applications, and voice/phones. The college has one full-time network administrator who currently supports 40 servers.

#### **Ability to Provide User Support and Training**

The college has two full-time employees who provide user support and training for faculty and staff for desktop applications such as Microsoft Office.

#### **CHAPTER V**

### **FACILITY AND FISCAL SUPPORT**

#### **Square Footage**

The overall space available for instructional and non-instructional activities increased 32% in the last year. The overall space available in 2007-08 was 355,397 square feet of which 70% was dedicated to instruction (see Table V. 1).

	Table V. 1 S	iquare Footage	
	Total Square Footage	Instructional Square Footage	% Instructional
2003-04	268,647	198,141	74%
2004-05	268,647	198,141	74%
2005-06	268,647	198,141	74%
2006-07	268,647	195,066	73%
2007-08	355,397	248,861	70%

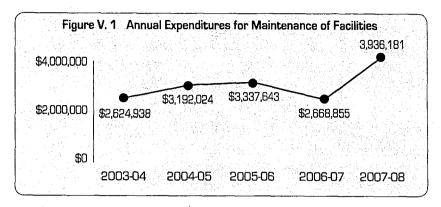
#### **Cost of Utilities**

Overall, the cost of utilities increased by 68% over the last five years. The highest increases were for gas and water (see Table V. 2).

Table V. 2 Cost of Utilities							
	Cost of Electricity	Cost of Gas	Cost of Water	Total			
2003-04	\$574,989	\$20,242	\$39,246	\$634,476			
2004-05	\$555,308	\$60,322	\$34,551	\$650,181			
2005-06	\$582,564	\$137,025	\$83,810	\$803,399			
2006-07	\$714,524	\$111,498	\$87,182	\$913,204			
2007-08	\$747,263	\$231,679	\$83,269	\$1,062,211			

#### **Annual Expenditures for Maintenance of Facilities**

The annual cost for maintenance of facilities has increased by 50% over the last five years (see Figure V. 1).



#### **Unrestricted General Fund**

Unrestricted general fund revenues increased by 33% over the past five years and expenditures increased by 32%. Salaries and benefits increased 33%. Salaries and benefits represented 86% of revenues in 2007-08 (see Table V. 3).

	Beginning				
	Balance	Revenue	Expenditures	Salaries & Benefits	Ending Balance
2003-04	\$2,140,311	\$29,434,379	\$27,722,403	\$25,171,958	\$3,852,287
2004-05	\$3,852,287	\$29,219,124	\$30,469,982	\$27,121,667	\$2,601,429
2005-06	\$2,601,429	\$33,190,795	\$33,147,571	\$29,692,952	\$2,644,653
2006-07	\$2,644,653	\$33,472,079	\$34,986,496	\$31,966,969	\$1,130,236
2007-08	\$1,130,236	\$39,020,819	\$36,666,120	\$33,556,034	\$3,484,935

#### **Restricted General Fund**

Restricted general fund revenues increased by 23% over the past five years while expenditures increased by 43%. Salaries and benefits increased 22%. Salaries and benefits represented 65% of revenues in 2007-08 (see Table V. 4).

Table V. 4 Restricted General Funds						
	Beginning Balance	Revenue Expenditures	Salaries & Benefits	Ending Balance		
2003-04	\$567,079	\$4,153,764 \$4,101,949	\$2,717,217	\$618,894		
2004-05	\$618,894	\$4,437,954 \$4,402,259	\$2,761,968	\$654,589		
2005-06	\$654,589	\$5,438,999 \$4,696,471	\$2,690,852	\$1,397,117		
2006-07	\$1,397,117	\$6,287,902 \$5,992,246	\$2,943,253	\$1,692,773		
2007-08	\$1,692,773	\$5,094,987 \$5,881,772	\$3,305,325	\$905,988		

#### **ACKNOWLEDGMENTS**

### REPORT PREPARED BY THE OFFICE OF THE VICE CHANCELLOR OF TECHNOLOGY AND LEARNING SERVICES

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Research and Planning Analyst

#### Committee Members:

Lisa Davis Allen, Stefanie Alvarez, Terry Cheng, Elizabeth Cipres, Traci Fahimi, David Gatewood, Craig Justice, Robert Kopecky, John Licitra, Colin McCaughey, Lisa Nguyen, Marie De La Palme, Gwen Plano, Linda Renne, Daniel Rivas, Jerry Rudmann, Kay Ryals, Kathleen Schrader

#### **DESIGN AND PRODUCTION:**

Michael O'Meara Graphic Designer, SOCCCD

Diane Smith Senior Graphic Designer, Saddleback College

# A Publication of South Orange County Community College District Office of Technology and Learning Services

IRVINE VALLEY COLLEGE
Glenn R. Roquemore, Ph.D., President

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: DATE: 5.1 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Minutes of the Board of Trustees Meeting

**ACTION:** 

Approval

#### Minutes from:

November 12, 3008 Special Meeting of the Board of Trustees (Exhibit A) November 17, 2008 Regular Meeting of the Board of Trustees (Exhibit B) are submitted to the Board for review and approval.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

#### MINUTES OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES November 12, 2008

#### CALL TO ORDER: 5:00 p.m.

The Open Session of the Special Meeting of the Board of Trustees was called to order by President Wagner at 5:00 p.m.

#### **PRESENT**

Members of the Board of Trustees:

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

#### **Administrative Officers:**

Raghu P. Mathur, Chancellor
Gary Poertner, Deputy Chancellor
Robert Bramucci, Vice Chancellor, Technology and Learning Services
David Bugay, Vice Chancellor, Human Resources
Tod Burnett, President Saddleback College
Tracy Daly, Acting Associate Provost, ATEP
Don Busche, Acting educational Program Director, ATEP

#### **ABSENT:**

Hannah Lee, Student Member

The Board recessed to Closed Session at 5:03 p.m. and Open Session reconvened at 6:10 p.m.

There were no reports of actions taken in Closed Session.

The Invocation was led by Trustee Jay
The Pledge of Allegiance was led by Trustee Lang.

President Wagner announced the Public Hearing portion of the meeting was now open.

The Board received Public Comments from members of the public regarding the Public Hearing on: The Report from SOCCCD Staff and Consultants

Relating to the Adoption of Resolution No. 08-35, which would result in the Certification of the Advanced Technology & Education Park (ATEP) Addendum/Initial Study Pursuant to the California Environmental Quality Act (CEQA), Adoption of the Long-Range Academic Plan (LRAP), Adoption of the Long Range Facilities Plan (LRP), Acceptance of the Project's Market Feasibility Study, and Acceptance of Letters of Support.

#### 4. 0 CONSIDER ADOPTION OF RESOLUTION 08-35

4.1 The Board will consider the Adoption of Resolution No. 08-35, which includes the following actions: Consideration of All Public Testimony, Both Written & Oral, Certification of Addendum/Initial Study; Adoption of Long Range Academic Plan (LRAP) & Errata; and Adoption of Long Range Facilities Plan (LRP) & Errata. The Board will also receive and discuss information relating to the Independent Market Feasibility Analysis prepared by Natelson Dale Group Inc. pertaining to the potential studio/sound stage component of the ATEP.

On a motion made by Trustee Fuentes and seconded by Trustee Padberg, Resolution 08-35 was approved on a 7-0 vote with the incorporation of an amendment to the resolution as read in to the record. A copy of Resolution 08-35 will be attached to the minutes of the meeting to provide a permanent record.

#### **ADJOURNMENT**

The meeting was adjourned at 7:14 p.m.

Raghu P. Mathur, Ed.D.

Secretary

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

#### MINUTES OF THE BOARD OF TRUSTEES' MEETING November 17, 2008

CALL TO ORDER: 5:00 P.M.

Members of the Board of Trustees PRESENT:

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

**Administrative Officers:** 

Raghu P. Mathur, Chancellor Gary Poertner, Deputy Chancellor 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 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: 7:10 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

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

#### **B. Chancellor's Report**

Chancellor Mathur gave a 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.

Dr. Raghu Mathur, Chancellor, introduced the Discussion Item 4.1 explaining that the California Community College System Office was mandated by AB 1417 to design and implement a performance measurement system that contained performance indicators for the system and its colleges' credit programs. In compliance with this requirement, he and Dr. Glenn Roquemore, President, Irvine Valley College made a powerpoint presentation to the Board of Trustees on their respective colleges' findings which will be incorporated into the Accountability Reporting for the Community Colleges (ARCC).

### 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.

Chancellor Mathur gave a report on the impact the State Budget for 2008-09 and 2009-10 will have on the District.

#### **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.

At 8:59 p.m. a motion was made by Trustee Williams, seconded by Trustee Fuentes and unanimously carried to extend the meeting to 9:30 p.m.

Trustee Padberg requested Items 5.8 and 5.9 be pulled from the Consent Calendar for discussion. Trustee Fuentes requested Item 5.7 be pulled.

On a motion made by Trustee Williams and seconded by Trustee Lang the balance of items on the Consent Calendar were approved on a 7-0 vote.

- 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.

On a motion made by Trustee Fuentes and seconded by Trustee Williams this item was tabled to be brought back to the December meeting of the Board on a 6-1 vote with Trustee Milchiker opposing.

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.

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

### 5.9 SOCCCD: Trustees' Requests for Attending Conferences Approve /ratify the Trustees' requests for attending conferences.

On a motion made by Trustee Williams and seconded by Trustee Fuentes and unanimously carried, it was agreed to separate the item.

On a 6-1 vote with Trustee Padberg opposing, the 2009 Community College Futures Assembly, at the Hilton WDW, Orlando, Florida was approved.

On a 6-1 vote with Trustee Padberg opposing, the League of Innovations Conference, Reno-Tahoe, Nevada was approved.

On a 6-1 vote with Trustee Padberg opposing, the American Association of Community Colleges 2009 Annual Convention, Phoenix, Arizona was approved.

- 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.

On a motion made by Trustee Lang and seconded by Trustee Fuentes this item was tabled until the December Board meeting on a 4-3 vote with Trustees Jay, Padberg and Milchiker opposing.

<u>6.2 SOCCCD: District Annual Audit Report: 2007-08 Accept for review and study the 2007-08 audit report.</u>

A motion made by Trustee Padberg and seconded by Trustee Fuentes to accept for review and study the audit report for the fiscal year ended June 30, 2008, passed on a 7-0 vote.

#### 6.3 SOCCCD: Invocation

Approve retainer agreement to engage legal counsel in matters involving Invocation at Board meetings and College/District functions.

On a motion made by Trustee Jay and seconded by Trustee Williams, this item passed on a 3-3 vote with Trustee Fuentes abstaining, and Trustees Lang, Padberg and Milchiker opposing.

### 6.4 Irvine Valley College: Life Science Architectural Services Approve architectural agreement with Dougherty and Dougherty in the amount of \$1,080,310.00.

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

### 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.

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

### 6.6 Saddleback College: Village Expansion Project: Architectural Agreement with R2A Architecture Approve agreement with R2A Architecture in an amount of \$165,000.00.

This item passed on a 7-0 vote.

# 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

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

### <u>6.8 SOCCCD: Reassigned Time and Stipends</u> <u>Approve limits on annual expenditures for reassigned time and/or stipends at colleges.</u>

This item was pulled completely by Administration.

### 6.9 SOCCCD: 2010-2011 Academic Calendar Accept for review and study the proposed 2010-2011 Academic Calendar.

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

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.

The Chancellor requested Item BP 2001 be pulled from this item; on a motion made by Trustee Lang and seconded by Trustee Fuentes, this item, as amended, passed on a 7-0 vote.

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.

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

At 9:28 p.m. on a motion made by Trustee Williams and seconded by Trustee Milchiker it was unanimously agreed to extend the meeting 15 minutes.

#### 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.

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

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.

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

#### 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.
- <u>7.5 SOCCCD: Quarterly Financial Status Report This report is for the quarter ending September</u> 30, 2008.
- <u>7.6 SOCCCD: Trustee Expenditure Report The report summarizes various items of travel information.</u>

Trustee Padberg requested this report be brought back to the December meeting.

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**

- 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.

The meeting was adjourned at 9:45 p.m. in honor of the Fire and Police Departments and all first responders.

Raghu P Mathur, Ed.D.
Secretary

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: DATE: 5.2 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

Saddleback College: Pool Deck Replacement Design Services:

**Architectural Agreement:** 

**ACTION:** 

Approval

#### **BACKGROUND**

The pool deck at Saddleback College has deteriorated to the point of becoming a safety hazard. Differential settlement creates an uneven walking surface and tripping hazards. Additionally, concrete at the pool's edge is experiencing spall.

#### **STATUS**

Pool use is heavy with a small window for construction from November 2009 to May 2010. The design duration is anticipated for nine months with a bid time during late August to November. In hiring an architect at this time, we will meet our window of construction opportunity.

PJHM Architects is a San Clemente firm with experience in designing the reconstruction of pool decks. They have performed this type of work for the Huntington Beach Edison High School as well as for community colleges in the San Diego area. College staff experienced success previously with PJHM during the preliminary design phase for the Saddleback College Stadium consideration. The College determines PJHM qualified to meet the Pool Deck Replacement project demands.

Staff recommends approval of an agreement with PJHM to provide the architectural services for a fixed fee of \$104,500.

The Saddleback College Pool Deck Replacement project is estimated at \$1,500,000. Budget is available through the schedule maintenance for Saddleback College.

#### RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement, EXHIBIT A, with PJHM Architecture to provide architectural services for Saddleback College at the Pool Deck Replacement project for a fixed fee of \$104,500.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

#### ARCHITECTURAL SERVICES AGREEMENT - POOL DESK REPLACEMENT, SC

This AGREEMENT is made and entered into this 6<sup>th</sup> day of December in the year 2008, between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and **PJHM Architects, Inc.** 647 Camino de los Mares, Suite 201, San Clemente, CA 92673, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for the Pool Deck Replacement Project, hereinafter referred to as "PROJECT" located at Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692 in the DISTRICT; 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 twelve months of the date of this AGREEMENT.

#### ARTICLE II - SCOPE OF ARCHITECT'S SERVICES

- 1. The ARCHITECT's services consist of those described in Article II and further delineated in Exhibit A, and include normal architectural, pool engineering services, including electrical and mechanical subconsultants by Rowley Engineering; and structural engineering by Thornton Tomasetti which are necessary to produce a reasonably complete and accurate set of construction documents as described in paragraph 9, except those engineering services identified in this agreement as 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 Thomas Kruse as the Design Principal/Architect, Steve Key as Project Manager and Dan Barr as Construction Administrator. So long as his performance continues to be acceptable to the DISTRICT, the named individual 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 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. 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 shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. 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. 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. At the end of the Schematic Design phase, 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 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.
- 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 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. 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 provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of ARCHITECT'S personnel from the PROJECT.
- 30. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT's PROJECT.

- 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 <u>compensated based on attached standard hourly</u> 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 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 6.
- k. Providing services of consultants for other than architectural, structural, mechanical and electrical engineering portions of the PROJECT.
- I. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.
- 3. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described in paragraph 17 of Article II. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES

- 1. The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
- 2. The DISTRICT shall prepare a current overall budget for the PROJECT, including the construction cost.
- 3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT.
- 4. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT.
- 5. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

#### ARTICLE V - COST OF CONSTRUCTION

- 1. The construction cost shall be the total cost or estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.
- 2. During the Schematic Design, Design Development and Construction Document phases, construction cost shall be determined by the DISTRICT's budget for the PROJECT.
- 3. During the bidding phase, construction cost shall be determined by the lowest responsible bid.

- 4. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.
- 5. Construction cost does not include the compensation of the ARCHITECT and ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.
- 6. The ARCHITECT's evaluations of the DISTRICT's PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost, if any, represent the ARCHITECT's best judgment as a professional familiar with the construction industry.
- 7. A fixed limit of construction cost shall be established at the completion of schematic 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 - ARCHITECTS 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 drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the drawings, specifications and/or other documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that ARCHITECT shall not be responsible for any reuse of the drawings, specifications and/or other documents. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such drawings, specifications and/or other 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 drawings, 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 CADD 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 \$99,500 (ninety-nine thousand and five hundred dollars and 00/100) with an additional \$5,000 to address potential reimbursable expenses. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Schematic Design Phase:

15 percent

Design Development Phase:

15 percent

**Construction Documents Phase:** 

40 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 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
- any and all claims for damages costs and/or charges, directly or indirectly arising out of, pertaining or relating to, in whole or in part, to ARCHITECT's negligent acts, errors and/or omissions, recklessness or willful misconduct in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of ARCHITECT's consultants, employees or agents in the performance of their obligations under 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 indemnity is barred by the applicable statute of limitations.
- 3. ARCHITECT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. Statutory workers' compensation and employers' liability.
- b. Comprehensive general and auto liability insurance with limits of not less than 1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
  - 1. owned, non-owned and hired vehicles;
  - 2. blanket contractual;
  - 3. broad form property damage;
  - 4. products/completed operations; and
  - 5. personal injury.
- c. Professional liability insurance, including contractual liability, with limits of 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 with a minimum limit of \$1,000,000 dollars per occurrence with each subcontractor.
- d. Each policy of insurance required in (b) above shall name DISTRICT and its officers, agents and employees as additional insureds and shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance. Each policy of insurance stated in (a) and (b) above 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 DISTIRCT 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. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. ARCHITECT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to ARCHITECT, ARCHITECT's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 8. ARCHITECT agrees that ARCHITECT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 9. The failure of DISTRICT or ARCHITECT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 10. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11. 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.

- 12. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions hereof will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.
  - 13. Communications between the parties shall be sent to the following addresses:

DISTRICT	ARCHITECT
John Ozurovich, Director of Facilities	Thomas Kruse, Principal
28000 Marguerite Parkway	647 Camino de los Mares, No. 201
Mission Viejo, CA 92692	San Clemente, CA 92673

14. 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)
	(Taxpayer number)

# **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; pool consultant, including electrical and mechanical subconsultants; and structural engineer 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.

- 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. Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.
- 10. 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 engineer who is to subcontract with the ARCHITECT.
- 11. 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.
- 12. 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.
  - 13. 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
- 14. 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.

#### B. DESIGN SERVICES - TASK I

# **PROJECT INITIATION**

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

a. 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 A and comment prior to distribution.

#### DEVELOPMENT OF ARCHITECTURAL PROGRAM

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.

1. 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; storm sewer service requirements; electrical power service and requirements.

- 2. Conduct architectural program meeting with the DISTRICT selected project committee.
- 3. 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

EXHIBIT A
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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. 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.
- 2. Review the existing conditions. Analyze the proposed site's existing conditions relative to potential effect on circulation, access, parking, and constructability.
- 3. 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, 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 Site Plan

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 plans showing overall dimensions, identifying the various major areas and their relationship.
- b. Preliminary elevations and sections in sufficient detail to demonstrate design concept.
- c. Identify proposed drainage technique.
- d. Site plan with a 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. Design shall pay particular attention to orientation, solar consideration and passive energy techniques and shall exceed all adopted energy regulations by 15%.
- f. Identify code requirements.

# 2. Electrical:

- a. Calculate overall approximate electrical loads.
- b. Identify proposed electrical system for service, power, lighting, low voltage.
- 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

# 3. Civil:

- a. Development of on and off site utility systems such as water, storm drain.
- b. Identify surface improvements including preliminary finish grades and drainage.

c. Coordinate finish elevations with architectural site plan.

# 4. Specifications:

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

## 5. 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

#### **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 plans
- b. 1/8" scale 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. Further refinement of SD outline specification for architectural, electrical, civil systems and equipment.

# 2. Electrical:

- a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels.
- 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 controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
- d. Legend showing all symbols used on drawings.
- e. More developed outline specifications indicating quality level and manufacturer.

# 3. Civil:

- a. Further refinement of SD drawings of points of connection and runs for utility systems for sewer, water, storm drain. Includes pipe sizes, materials, invert elevation location and description of manholes, clean outs, hookups, bedding and installation details.
- b. Further refinement of SD storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole.
- c. Outline specifications indicating quality level and manufacturer.

# 7. Specification:

DISTRICT to provide general condition specification and supplementary conditions.

#### 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

#### **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, all topographical elements and existing/proposed contour lines.
- b. Architectural details and large blow-ups underway.
- c. Site utility plans underway.

d. Fixed equipment schedules, details and identification underway.

# 2. Electrical:

- a. Lighting, power, signal 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.
- c. All electrical equipment schedules underway.
- d. Special system components should be approximately located on plans.

# 3. Civil:

All site plans, site utilities, updated to reflect update comments from Design Development review.

# 4. 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. At 75%

review, specifications shall be reviewed by the DISTRICT and corrections made as directed at no cost to the DISTRICT.

# **CONSTRUCTION DOCUMENTS 75% STAGE**

Architect must respond to/incorporate constructability comments during the 75% and 100% construction document phases.

# 1. Architectural:

- a. Virtually complete site plan.
- b. Virtually complete elevations and sections.
- c. Architectural details and large blow-ups near completion.
- d. Site utility plan virtually complete.
- e. Fixed equipment details and identification virtually complete.
- f. Provide Finish Schedule
- g. All equipment catalog cuts.

# 2. Electrical:

- a. Lighting, power, signal plan(s) should reflect all switching and controls. Fixture schedule(s) should be virtually complete.
- b. Distribution information on all power consuming equipment; ighting and device branch wiring should be virtually complete.
- c. All electrical equipment schedules should be virtually complete.

d. Special system components should be located on plans.

# 5. Civil:

All site plans, site utilities, systems updated to reflect update revisions from 50% CD's.

# 6. Specifications:

Formal review of specifications by the DISTRICT and Facilities/ Maintenance group with 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 75% and 100% construction document phases.

# 1. Architectural:

- a. Completed site plan, elevations and sections.
- c. Architectural details and large blow-ups completed.
- d. Site utility plans completed.
- e. Fixed equipment details and identification completed.

# 2. 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, 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 systems completed.

# 6. Probable Cost:

Update and refine the Design Development 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 and DISTRICT 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:

2 - Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes. (Submit with 75% 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 A statement 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.

# **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.

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.

### CONSTRUCTION ADMINISTRATION PHASE

The ARCHITECT'S responsibility to provide basic services for the Construction Phase under this Agreement commences with the award of the 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 14 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 14 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 weekly 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.

# 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.

<u>Architectural Services</u>	Fee Per Hour	
Principal Architects	\$200.00	
Project Architect	\$160.00	
Draftsperson	\$100.00	
Construction Administrator	\$135.00	
Special Services: CEO/Principal Consultant	\$200.00	
Clerical	\$60.00	

# Pool Consultant\*\*

Principal	\$225.00
Senior Engineer	\$165.00
Draftsman	\$100.00
Clerical	\$60.00
Structural Engineering Consultant**	
Principal	\$270.00
Senior Engineer/Project Director	\$195.00
Senior Field Engineer	\$140.00
Draftsperson	\$115.00
Clerical	\$85.00

<sup>\*\*</sup> Indicates 10% administrative mark-up has been applied

ITEM:

5.3

DATE:

12/05/08

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 Sciences 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 \$204,560 for a revised contract amount of \$15,134,908.

### **STATUS**

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 144, 186, 189, 190, 223 and 228. Approval of these COR's and the credits for the unused allowances will result in a decrease of \$15,571 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 \$15,119,337.

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 144, 186, 189, 190, 223 and 228 for the Business Sciences 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 a decrease of \$15,571 in the total project cost.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

# BUSINESS AND TECHNOLOGY INNOVATION CENTER $\begin{array}{c} \text{EXHIBIT A} \\ \text{Page 1 of 1} \end{array}$ **IRVINE VALLEY COLLEGE**

## December 5, 2008

COR					
No.	Date	Description	Requested	Status	Amount
144	6/25/2008	b/c from Best Roofing - Weld/solder roof jacks	Arch	APP	(\$787.00)
186	3/3/2008	Relocate Strip Lights in Rooms 103/104	Arch	APP	\$321.00
189	6/26/2008	b/c from Martin Integrated - Replace damaged ceiling tiles where classroom recessed lights were installed 'backwards'.	Arch	APP	(\$788.00)
190	6/18/2008	Replace Selux solid plastic diffuser with blade- style (labor only - material provided by mfgr)	Arch	APP	\$1,831.00
223	5/16/2008	Top cap for relocated column light from PAC	Arch	APP	\$350.00
228	8/26/2008	Grind electrical vault cover flush with paving - vault installed by PAC project	Arch	APP	\$742.00
N/A	8/28/2008	Allowance Balance - G&S	Owner	APP	(\$17,240.00)

**TOTAL THESE CHANGE ORDER REQUESTS** 

-\$15,571.00

Construction of Business and Technology Innovation Center
Irvine Valley College
Bid No. 279
Board Change Order No. 12
December 15, 2008

BID PKG.#	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR# 144	COR# 186	COR# 189	COR# 190	COR# 223	COR# 228	Allowance Adjustment	REVISED CONTRACT
	Demolition/Grading	Salsbury Engineering	\$297.000	\$21,063		0011, 100		001111 100	00:07 220	GOIGF 220	Aujustinent	\$318.063
В	Plumbing/Site Utilities	HPL Mechanical	\$671,937	\$30,286					··			\$702,223
С	Concrete	TB Penick & Sons	\$1,738,000	\$68,077								\$1,806,077
D	Landscape & Irrigation	FYR (dba Pierre		·								4 1,000,011
		Landscaping)	\$227,200	\$13,735	}							\$240.935
Ε	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	(\$6,944)	-							\$342,886
Н	Sheet Metal & Flashings	Crowner Sheet Metal	\$298,860	\$5,550								\$304,410
I	Casework & Millwork	K&Z Cabinet	\$146,160	-\$5,886							· ······	\$140,274
	Doors & Hardware	Inland Building	\$158,800	-\$5,428								\$153,372
К	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
М	Ceramic Tile	Inland Pacific Tile	\$86,990	-\$5,000								\$81,990
Z	Acoustical Ceilings	Martin Integrated Systems	\$217,263	\$3,182								\$220,445
0	Floor Coverings	The Rouse Company	\$228,000	\$11,614							111111111111111111111111111111111111111	\$239,614
	Painting & Coatings	Saunders & McMillin	\$137,800	\$12,981								\$150,781
	Specialties	Inland Acoustics, Inc.	\$331,400	\$6,859								\$338,259
	Hydraulic Elevator	Mitsubishi Electric	\$86,000	\$2,334								\$88,334
S	Fire Protection Systems	Daart Engineering	\$237,608	-\$5,000								\$232,608
Т	HVAC	Couts Heating and Cooling	\$1,187,000	\$23,571								\$1,210,571
U	Electrical & Low Voltage Systems	Gilbert & Steams, Inc.	\$1,787,000	\$100,297	-\$787	\$321	-\$788	\$1,831	\$350	\$742	(17,240)	\$1,871,726
		TOTAL	\$14,930,348	\$204,560	(787)	321	(788)	1,831	350	742	(17,240)	\$15,119,337

ITEM: DATE: 5.4

12/05/08

TO:

**Board of Trustees** 

FROM: ~

Dr. Raghu P. Mathur, Chancellor

RE:

Irvine Valley College: Notice of Completion: Business Sciences

Technology and 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 Sciences Technology and Innovation Center at Irvine Valley College. The Board previously approved filing the Notice of Completion for twelve contractors.

#### **STATUS**

The Construction manager recommends that the Notice of Completion be filed for the following contract:

Package U:

Electrical and Low Voltage Systems, Exhibit A

#### RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion attached as EXHIBIT A, for one contract 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.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

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: ELECTRICAL & LOW VOLTAGE SYSTEMS AT IRVINE VALLEY COLLEGE, BID NO. 279, Package Ü, the contract for the doing of which was heretofore entered into the 26<sup>TH</sup> day of SEPTEMBER, 2006, which contract was made with GILBERT & STEARNS, INC.; as Contractor; that said improvements were completed on the 12<sup>TH</sup> day of NOVEMBER 2008, and accepted by formal action of the governing board of said District on the 5<sup>TH</sup> day of DECEMBER, 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 INSURANCE COMPANY OF THE WEST; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE 5500 IRVINE CENTER DRIVE IRVINE, CALIFORNIA 92618

#### 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, bei	ng first duly sworn, deposes and says:	
That he is Secretary of the Board of COLLEGE DISTRICT of the County of Or	of Trustees of the SOUTH ORANGE COUNT range;	TY COMMUNITY
That the SOUTH ORANGE COU California, is the owner of said property de-	NTY COMMUNITY COLLEGE DISTRICT scribed in the foregoing notice;	of Orange County,
That he has read the foregoing r therein are true.	notice and knows the contents thereof and t	hat the facts stated
	RAGHU P. MATHUR, Ed.D. Chancellor	Dated
SUBSCRIBED AND SWORN TO BEFOR	RE ME	
this, 20	<del></del>	
Notary Public in and for said County and S	tate	

TEM: 5.5

**DATE: 12/5/08** 

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

Irvine Valley College: Business Sciences and Technology Innovation

Center: Furniture Acquisition, Phase III, Bid No. 297

**ACTION:** 

Approval

### **BACKGROUND**

On February 20, 2008, the Board approved hiring LPA as the furniture consultant for the Business Sciences and Technology Innovation Center. On April 28, 2008, the Board approved Phase I contracts to furnish nine classrooms for fall, 2008. On September 22, 2008, the Board approved Phase II contracts to furnish multiple spaces with minor furniture and accessories remaining to be bid.

LPA met with district and college staff over a five month period to define the college staff's furniture preferences.

### **STATUS**

Staff selected the remaining furniture and accessories in time for a bid on November 21, 2008. Due to the short time between Board meetings, the results of the bid were not available in time for agenda distribution. District staff will bring results for the bid to this December meeting with award recommendations.

Staff anticipated the total for all bids will not exceed \$225,000. Funds are available in the project budget which is \$22,817,000.

#### RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve of the purchase of furniture and accessories from various dealers for the Business Sciences and Technology Innovation Center in an amount not to exceed \$225,000.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

ITEM: 5.6 DATE: 12/5/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

Saddleback College and Irvine Valley College: Speakers

**ACTION:** 

**Approval** 

### **BACKGROUND**

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

### **STATUS**

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

#### **RECOMMENDATION**

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

Item Submitted By: Dr. Tod Burnett and Dr. Glenn R. Roquemore, Presidents

### SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

## SADDLEBACK COLLEGE

Date of				General Fund Cost
Presentation	Speaker Name	Topic	Brief Biography	(Honorarium/Travel
11-10-08	Rudy Coralles	Mass Storage	President of RC Electronics Inc.	-0-
11-12-08	Alejandro Ortiz	Portfolio/Resume	Recruiter for 24 Seven Inc. which	-0-
	e e		is the leading full-service talent	
			recruitment agency for the biggest	
			names in fashion, beauty, retail,	
			marketing, advertising and	
·			creative services, home	
			furnishings, action sports, and	
			entertainment.	
03-06-09	Brenda Breen	Women's Conference	Business leader and goal-oriented	-0-
		2009: Women &	informational technology	
		Technology	executive with more than 20 years	
,			of management experience.	
			Breen specializes in business	
			process improvement and has	
			had top IT management positions	
			in educational environments.	
			Currently president of the	
,	·		Association for Women in	
			Technology (AWT) in Irvine, CA	
· ·			and principal at Craft Strategies,	
			LLC, an educational consulting	
			group.	
			·	

## **IRVINE VALLEY**

Date of				General Fund Cost
Presentation	Speaker Name	Topic	Brief Biography	(Honorarium/Travel
1/29/09	Ray Bradbury	The Reflections of an American Fiction Writer	Author: Fahrenheit 451, Martian Chronicles	\$2,300 ASIVC Guest Speaker Funds

ITEM: DATE:

5.7

12/05/08

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 P09-02252 through P09-02410 amounting to \$1,348,456.15 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 29, 2008 through November 11, 2008 totaling \$52,089.66 are also submitted.

#### RECOMMENDATION

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

Item Submitted By: Gary L. Poertner, Deputy Chancellor

BOARD OF TRUSTEES PURCHASE ORDER LISTING

\_\_\_\_\_v4.2

Purchase Order Numbers P09-02252 Through P09-02410

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02252	CREATION ENGINE	RAPIDTECH/BEN DOLAN	\$2,354.22
P09-02253	S & R SPORTS	Pool endlines per quote	\$2,439.85
P09-02254	PETROCELLI, NANNETTE	594316 SCHOLARSHIP FOR STUDENT	\$500.00
P09-02255	NAT'L LEAGUE FOR NURSING	NATIONAL LEAGUE FOR NURSING MEMBERSHIP	\$1,500.00
P09-02256	SMARDAN SUPPLY - EL MONTE	PLUMBING SUPPLIES	\$743.48
P09-02257	SEHI PROCOMP COMPUTER PRODUCTS	New fax and printer supplies	\$601.72
P09-02258	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$525.00
P09-02259	NAT'L ORGANIZATION FOR HUMAN	National Organization for Human Services	\$190.00
P09-02260	JH RECOGNITION COMPANY	PINS FOR NURSING GRADS.	\$262.50
P09-02261	MODICA, DANIELLE	STUDENT REIMBURSEMENT	\$251.39
P09-02262	BATTERY SYSTEMS OF SANTA ANA	BATTERIES	\$278.75
P09-02263	TOTAL C S TEAM, INC.	RAPIDTECH Software	\$9,500.00
P09-02264	SAMY'S CAMERA	INK CARTRIDGES	\$451.00
P09-02265	SAMY'S CAMERA	Kodak film	\$1,433.72
P09-02266	ECCTYC	Subscription Membership	\$105.00
P09-02267	PRESS SOLUTIONS, INC.	IVC Newsletter	\$974.71
P09-02268	OM WORKSPACE	FURNITURE FOR MULTIPLE ROOMS BST BLDG.	\$144,708.22
P09-02269	CORPORATE BUSINESS INTERIORS	File Cabinets	\$1,224.44
P09-02270	EBSCO SUBSCRIPTION SERVICE	Annual periodical subscription per Tom W	\$15,841.96
P09-02271	BARNES & NOBLE	Dept. Resource	\$102.92
P09-02272	BLICK, DICK COMPANY	GRAPHIC ART SUPPLIES for DMA	\$84.45
P09-02273	ALL ELECTRONICS CORP.	ELECTRONIC SUPPLIES	\$132.60
P09-02274	NORTHERN TOOL & EQUIPMENT CO.	PHYSICS INSTRUCTIONAL SUPPLIES	\$119.47
P09-02275	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$295.92
P09-02276	MATERIAL SALES UNLIMITED	BASEBALL FIELD MATERIALS	\$805.20
P09-02277	YAMINSKI, NINA	PANEL PRESENTER	\$105.00
P09-02278	SMITH, DANIEL INC.	STUDENT ART SUPPLIES	\$454.81
P09-02279	SCOTSMAN OF LOS ANGELES	ICE MACHINE REPAIR PARTS/IVC TRAINING RO	\$33.86
P09-02280	SARGENT-WELCH	PHYSICS INSTRUCTIONAL SUPPLIES	\$136.95
P09-02281	GUEST ARTISTS	Contract Services	\$8,360.00
P09-02282	RENTERIA, MARIA	WORKSHOP TRAINER	\$525.00
P09-02283	MILLER, DAVID	PANEL PRESENTER	\$50.00
P09-02284	WORKMAN, TIM	PANEL PRESENTER	\$50.00
P09-02284	G/M BUSINESS INTERIORS	Taller chairs for JDorsz & SDubay	\$1,407.85
P09-02286	CARMEL, LISA	PANEL PRESENTER	\$50.00
P09-02287	RAM AIR ENGINEERING, INC.	CONTRACT SERVICES	\$257.50
P09-02288	HERNANDEZ, GABRIELA	PANEL PRESENTER	\$50.00
P09-02288	LETHAN CORPORATION	PHYSICS INSTRUCTIONAL SUPPLIES	\$97.04
	CLARK SECURITY PRODUCTS	PNEUMATIC DOOR CLOSER FOR SSC	\$1,018.61
P09-02290	INTERIOR OFFICE SOLUTIONS	VARIOUS AND TASK CHAIRS	\$48,004.99
P09-02291	HARDY DIAGNOSTICS	MICROBIOLOGY SUPPLIES	\$595.32
P09-02292		EQUIPMENT FOR THE HART GYMNASIUM	\$393.32
P09-02293	SPORTS IMPORTS PASCO SCIENTIFIC	PHOTOSYSTHESIS TANKS	\$1,034.47
P09-02294	WELLS FARGO #3317 (DISTRICT)	Purchase of reference books	
P09-02295			\$104.91
P09-02296	MARINA MUSIC	Music HORTICULTURE EQUIPMENT	\$1,998.21
P09-02297	BAKER COMPANY	· ·	\$8,503.39
P09-02298	WELLS FARGO #3317 (DISTRICT)	Reference Book for use in Biochemistry P GROUNDS SUPPLIES	\$118.41
P09-02299	HORIZON	SOCCER WALL TEAM SHELTERS/IVC SOCCER PRO	\$3,969.81
P09-02300	SATOR SOCCER	COMPETITION EQUIPMENT/BANNERS/IVC ATHLET	\$8,679.20
P09-02301	DAVID ABELLA	<del>-</del>	\$533.36
P09-02302	CAROLINA BIOLOGICAL SUPPLY	BIOCHEMISTRY SUPPLIES	\$611.10
P09-02303	JIST WORKS, INC.	College Survival Success Scale	\$2,144.93
P09-02304	DELL MARKETING	RAPIDTECH COMPUTER/ED TACKETT	\$1,419.07
P09-02305	GANDER - PRINTCO	Special Invoice Forms for Fiscal	\$156.24
P09-02306	U.S. POSTMASTER	Postage for mailing Spr. 09Perf Arts bro	\$5,500.00

#### BOARD OF TRUSTEES PURCHASE ORDER LISTING

\_\_\_\_\_v4.2

Purchase Order Numbers P09-02252 Through P09-02410

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02307	GANDER-PRINTCO	Window Envelopes	\$524.74
P09-02308	MISSION PRINTING COMPANY	Printing of Spring 2009 brochures	\$4,990.00
P09-02309	KIRK XPEDX	Paper Order	\$995.11
P09-02310	WAECHTER'S SILK SHOP	FASHION SUPPLIES	\$37.85
P09-02311	HEWLETT PACKARD	Web Security Assessment Software	\$4,550.16
P09-02312	KOSS INTERNATIONAL	STUDENT ART SUPPLIES	\$460.61
P09-02313	SIMPLE TRUTHS, LLC	DVD: The Power of Attitude-F Pangborn	\$51.77
P09-02314	EDUCATIONAL MUSIC SERVICE	Music database lease	\$60.00
P09-02315	CSU FULLERTON	Balance of CSUF Daily Titan ad	\$50.00
P09-02316	MATERIAL SALES UNLIMITED	CONTRACT SERVICES	\$2,308.48
P09-02317	MAGANA, HOLLY	WORKSHOP PRESENTER	\$200.00
P09-02318	KEENAN & ASSOCIATES	Gen.Liability and Terrorism Coverage	\$5,489.00
P09-02319	HOME DEPOT	Home Depot PO	\$500.00
P09-02320	WALTERS WHOLESALE ELECTRIC	SUPPLY MATERIALS FOR THE S.C. VILLAGE PR	\$1,839.79
P09-02321	POWER SYSTEMS	Conditioning Equipment	\$5,233.79
P09-02322	COAST FITNESS REPAIR SHOP	FITNESS CENTER EQUIPMENT MAINTENANCE AND	\$3,000.00
P09-02323	SMARDAN SUPPLY - EL MONTE	PLUMBING SUPPLIES	\$452.25
P09-02324	MOBILITY RESEARCH	EOUIP. FOR ADAPTED KNEA CLASSES	\$14,648.35
P09-02325	RED DIGITAL CAMERA COMPANY	RED HD Cinema Camera	\$34,999.36
P09-02326	VILLA FORD	F-150 PICKUP TRUCK	\$13,315.85
P09-02327	INVERNESS MEDICAL, INC.	medical supplies for student care	\$264.94
P09-02328	PEARSON (PsychCorp)	LD TESTING SUPPLIES	\$2,622.60
P09-02329	BASEBALL EXPRESS	BASEBALL BATS/IVC BASEBALL PROGRAM	\$2,680.11
P09-02330	GOLF TEAM PRODUCTS	WOMEN'S GOLF GEAR	\$1,071.71
P09-02331	GROLL, LESLIE	Contract Services-Installation of PAC li	\$1,250.00
P09-02332	HELPSTAR HELP DESK TECHNOLOGY	Help Desk Solution Software	\$20,926.40
P09-02333	SHAFFER, RASCHELLE	589000 SCHOLARSHIP FOR SHAFFER	\$251.00
P09-02334	MASTRANGELO, MARLENI	STUDENT SUCCESS GRANT SCHOLARSHIP	\$100.00
P09-02335	KELSEY, CRISTA	SCHOLARSHIP FOR C.KELSEY	\$225.00
P09-02336	LIEMMERTZ, MANDY	578991 SCHOLARSHIP FOR M. LIEMMERTZ	\$251.00
P09-02337	DURAN, RACHAEL	539620 SCHOLARSHIP FOR R. DURAN	\$251.00
P09-02338	MILLER, DANIELLE	862243 SCHOLARSHIP FOR D. MILLER	\$251.00
P09-02339	BIO-RAD LABORATORIES, INC.	MICROBIOLOGY SUPPLIES	\$1,631.25
P09-02340	RAYVERN LIGHTING SUPPLY CO.	ELECTRICAL SUPPLIES	\$524.47
P09-02341	OCHSNER, JAKE	697808 SCHOLARSHIP FOR J. OCHSNER	\$85.00
P09-02342	AMER, RED CROSS	AMERICAN RED CROSS RTE & APCR CARDS/IVC	\$600.00
P09-02343	SAMY'S CAMERA	Cases for remote audio gear	\$504.27
P09-02344	VICTORY CUSTOM ATHLETIC, INC	Baseball Uniform Supplies	\$8,042.95
P09-02345	FORD, TRACI	567462 SCHOLARSHIP FOR T. FORD	\$251.00
P09-02346	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$210.00
P09-02347	NAT'L LEAGUE FOR NURSING	ACCREDITATION FEE FOR NURSING	\$1,875.00
P09-02348	VIDEO SERVICE OF AMERICA	TAPES FOR PSYCHOLOGY	\$44.79
P09-02349	HITT MARKING DEVICES, INC.	Signature Stamp	\$34.10
P09-02350	HEAD, STACY	457060 SCHOLARSHIP FOR S. HEAD	\$251.00
P09-02351	COLLINS COMPANY	SC BASEBALL	\$2,753.00
P09-02352	CLARKE & ASSOCIATES, INC.	RONALD REAGAN BOARD ROOM SIGNAGE	\$6,287.07
P09-02353	DEFENSE TECHNOLOGIES, INC.	REWORK TRANSITION WINDOW RAIL AT HS LOBB	\$690.00
P09-02354	NEW TOUCH GRAPHICS LLC	1500 Veterans Tower Brochures	\$732.16
P09-02355	GENISPHERE INC.	BIOLOGY SUPPLIES	\$571.20
P09-02356	CA OPTICAL SUPPLIES	Microfiber cleaning cloths	\$77.11
P09-02357	ALPHAGRAPHICS	Transfer Center Newsletter	\$762.19
P09-02358	SOCCCD TRUSTEE FOR FEDERAL/STA	R2T4 Repayment 2008	\$173.00
P09-02359	S & B FOODS	REFRESH.& COFFEE/COUNSELOR DAY EVENT/IVC	\$73.00
P09-02360	GRODT, MARLYS & ASSOCIATES	Class Spec - CM Management Position	\$500.00
P09-02361	SEHI PROCOMP COMPUTER PRODUCTS	Printer - Honors Office	\$259.45

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-02252 Through P09-02410

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-02362	PIONEER STATIONERS	Dept. Resource	\$44.60
P09-02363	TROXELL COMMUNICATIONS, INC.	Media Equipment for BST	\$28,058.64
P09-02364	GRACE TRAINING SUPPLY	MATERIALS FOR NURSING	\$23,285.06
P09-02365	STATE WATER RES. CONTROL BOARD	STORM WATER PERMIT ANNUAL FEE	\$375.00
P09-02366	CALUMET PHOTOGRAPHIC INC	Doran spigots	\$40.94
P09-02367	GOVCONNECTION	Flash drives for Astro photography	\$25,47
P09-02368	ASG MUSIC	Music preparation services	\$60.00
P09-02369	CHICK'S SPORTING GOODS	BASEBALL UNIFORMS AND SUPPLIES	\$3,178.03
P09-02370	SPORTS UNLIMITED	WOMEN'S SOCCER PRINTING	\$765.94
P09-02371	SPORTS UNLIMITED	MEN'S SOCCER EMBROIDERY	\$274.77
P09-02372	MOUSER ELECTRONICS	PHYSICS SUPPLIES	\$136.53
P09-02373	APPERSON	Advantage Scanner Supplies	\$943.79
P09-02374	BALANCED BODY, INC.	PILATES SUPPLIES/IVC DANCE DEPARTMENT	\$592.71
P09-02375	BALANCED BODY, INC.	PILATES SUPPLIES/IVC DANCE DEPARTMENT	\$1,382.54
P09-02376	HITT MARKING DEVICES, INC.	Purchase stamps	\$39.11
P09-02377	SPORTS IMPORTS	ITEMS FOR BADMINTON CLASSES	\$999.82
P09-02378	VIDEO SERVICE OF AMERICA	To purchase supplies f/media dept.	\$923.72
P09-02379	DISCOUNT DANCE SUPPLY CO.	DANCE COSTUMES FOR IVC DANCE DEPARTMENT/	\$3,000.00
P09-02380	SPORTSURFACES DISTRIBUTING INC	REPLACE TRACK SURFACE	\$700,000.00
P09-02381	RANSOM AND RANDOLPH	ART SUPPLIES	\$783.58
P09-02382	DURAN, RACHAEL	539620 SCHOLARSHIP FOR R. DURAN	\$500.00
P09-02383	SUPRIYANTI, EKA	617337 STUDENT SCHOLARSHIP	\$500.00
P09-02384	ALANS LAWNMOWER & GARDEN	LAWN MOWER/BASEBALL FIELD	\$1,596.30
P09-02385	SUNNY SLOPE TREES	OPEN PURCHASE ORDER	\$7,000.00
P09-02386	WELLS FARGO #4198 FISCAL-SBC	Carry Bags for Field Audio Recorders	\$107.11
P09-02387	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$1,008.14
P09-02388	SAMY'S CAMERA	Remote switches	\$142.23
P09-02389	B & H PHOTO	Film developer	\$618.70
P09-02390	SEHI PROCOMP COMPUTER PRODUCTS	PRINTERS FOR FRONT COUNTER LOBBY	\$492.96
P09-02391	TROXELL COMMUNICATIONS, INC.	Surveillance System for Assessment Cente	\$9,470.15
P09-02392	CCS PRESENTATION SYSTEMS, INC.	AV Equipment	\$54,824.81
P09-02393	TROXELL COMMUNICATIONS, INC.	AV Equipment	\$1,572.07
P09-02394	TOMARK SPORTS EQUIPMENT	BASEBALL EQUIPTMENT/IVC BASEBALL	\$2,602.12
P09-02395	DELL MARKETING	Desktop Refresh Project (IT)	\$33,556.58
P09-02396	SCHOFIELD, ERIC	STAGE TECHNICIAN/IVC FALL 08 DANCE CONCE	\$700.00
P09-02397	D3 SPORTS, INC.	BASEBALL GEAR	\$2,397.44
P09-02398	IMPEX TECHNOLOGIES, INC.	Load Balancing Support Renewal	\$2,250.00
P09-02399	ACTIVEPDF, INC	activePDF Subscription Renewal	\$287.10
P09-02400	AGILYSYS	Server Consolidation Project	\$21,827.48
P09-02401	DARTFISH	DARTFISH SOFTWARE LICENSE	\$1,636.25
P09-02402	GANDER-PRINTCO	PAYROLL TIME CARDS	\$413.76
P09-02403	PEARSON (PsychCorp)	WAIS-fourth edition/DSPS testing materia	\$1,660.05
P09-02404	WELLS FARGO #3317 (DISTRICT)	Instructional DVD for Environmental Stud	\$37.14
P09-02405	CACCRAO	2008-2009 CACCRAO Annual Membership Dues	\$200.00
P09-02406	MICHAEL WOLF INTERIORS INC.	Window shades for Village Culinary Lab	\$1,129.00
P09-02407	COMMUNITY HOUSE, INC.	FACILITY USAGE FEE FOR EMERITUS CLASSES	\$800.00
P09-02408	LAKE HILLS COMMUNITY CHURCH	FACILITY USAGE FEE FOR EMERITUS CLASS	\$2,000.00
P09-02409	LAGUNA COUNTRY METHODIST CHURC	FACILITY USAGE FEE FOR EMERITUS CLASS	\$1,280.00
P09-02410	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY SUPPLIES	\$426.38
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\$1,348,456.15

#### BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-00947	JENNIFER FOROUZESH	CONFERENCE FOR JENNIFER FOROUZESH	\$848.03
RD09-00946	PESTOLESI, DIANE	CONFERENCE FOR DIANE PESTOLESI	\$848.03
RD09-00945	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$.00
RD09-00944	COPYRIGHT CLEARANCE CENTER	Royalties for Westscott's Journalism 2	\$56.25
RD09-00943	SHATTINGER MUSIC	Music purchased	\$46.18
RD09-00942	HIGHER EDUCATION PUBLICATIONS	Publication for HR	\$.00
RD09-00941	HIGHER EDUCATION PUBLICATIONS	Publication for HR	\$71.00
RD09-00940	RICHARDS, EDMUND	Reimburse Bud Richards	\$5.32
RD09-00939	WELLS FARGO #4214 FISCAL-IVC	32" SHARP TELEVISION TO BE USED IN EOC,	\$702.42
RD09-00938	FERNALD, THERESA	REIMBURSEMENT FOR STUDENT SUPPLIES	\$78.52
RD09-00937	DALY, TRACY	CONFERENCE FOR TRACY DALY	\$576.20
RD09-00936	COACH AMERICA - LOS ANGELES	Bus for Emeritus Institute Field Trip/Ch	\$973.00
RD09-00935	HIXON, LORNA	Reimb. for Postage	\$11.06
RD09-00934	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$204.00
RD09-00933	ASHTON, GILLIAN	CONFERENCE REIMBURSEMENT FOR GILLIAN ASH	\$.00
RD09-00932		Reimbursement for Mileage	\$.00
RD09-00931	GOLDBERG, PATRIZIA	Reimbursement for non-instr supplies	\$350.46
RD09-00930	MILLOVICH, JUNE M.	REIMBURSE POSTAGE/CDES	\$134.89
RD09-00929	·	Career Planning System	\$2,500.00
RD09-00928	BRIDGES.COM CO	Software purchase for the CTE Grant	\$2,304.00
RD09-00927	CAPISTRANO UNIFIED SCHOOL DIST	Additional Intern Hours	\$1,048.00
RD09-00926	GLEIZER, JENNIFER	Reimbursiment to Jennifer Gleizer for su	\$38.47
RD09-00925	SERVICE SOLUTIONS GROUP	Equipment Repair	\$534.50
RD09-00924	JUAREZ, DUKE	Reimbursement for EMT supplies	\$213.28
RD09-00923	BRAMUCCI, ROBERT	Travel expenses for Bob Bramucci	\$1,040.71
RD09-00922	S & B FOODS	CATERING FOR OCLTF MEETING	\$166.41
RD09-00921			\$.00
RD09-00920	LEE, HANNAH H.E.	HANNAH LEE TO CCLC Conference	\$580.00
RD09-00919	KRUHMIN, MARK	Reimburse staff member for DVD purchase	\$8.43
RD09-00918	GREY HOUSE PUBLISHING	Library books per Tom Weisrock request	\$504.27
RD09-00917	SOLTANI, PARISA	Workshop DVD	\$74.17
RD09-00916	CHANDOS, RAY	REIMBURSEMENT FOR ELECTRONICS SUPPLIES	\$141.50
RD09-00914	STINSON, AMY L.	REIMBURSEMENT FOR INCURRED FIELD TRIP CO	\$90.00
RD09-00913	OC SHERIFF/CORONER	Training	\$1,060.00
RD09-00905	OAKS, DIANE	To reimburse Diane Oaks for focus groups	\$300.00
RD09-00904	WELLS FARGO #4214 FISCAL-IVC	Use of Wells Fargo Credit Card for repor	\$550.00
RD09-00903	WELLS FARGO #4214 FISCAL-IVC	IVCPD POLO SHIRTS FOR EMPLOYEE USE	\$155.16
RD09-00902	GREY HOUSE PUBLISHING	Library books per Tom Weisrock request	\$450.93
RD09-00901	CALDWELL, AVERY	Conference Reimbursement for Avery Caldw	\$450.00
RD09-00900	RICHARDS, JOHN	REimbursement for Ecology Laboratory Sup	\$4.40
RD09-00899	RADDEN, LARRY	Reimbursement	\$3,082.59
RD09-00898		Catering for Chancellor Seminar	\$.00
RD09-00897	SAVIO, BELINDA "HALLY"	Reimb. for Postage/Supplies	\$41.91
RD09-00896	THROCKMORTON, JULIANNA	Reimbursement	\$100.00
RD09-00895	MUELLER, HEIDI M.	Reimbursement	\$100.00
RD09-00894	MILLOVICH, JUNE M.	REIMBURSEMENT SUPPLIES FOR CDES	\$155.54
RD09-00893	ALLEN, ROBINA	RALLEN TO CCLC Conference	\$295.00
RD09-00892	GARCIA, GRACE	GGARCIA TO CCLC Conference	\$295.00
RD09-00891	BUDDY'S ALL STARS INC.	Basketball Uniform Supplies	\$612.29
RD09-00890	MC CUE, JENNIFER	Reimbursement	\$595.00
RD09-00889	S & B FOODS	INTERNATIONAL STUDENTS ORIENTATION CATER	\$540.91
RD09-00888	MILLOVICH, JUNE M.	COMPETITIVE EQUIPMENT REIMBURSEMENT	\$1,018.57
RD09-00887	MILLOVICH, JUNE M.	COMPETITIVE EQUIPMENT REIMBURSEMENT	\$301.68
RD09-00886	SCHOOLS FIRST FEDERAL CREDIT U	Borders	\$21.08
RD09-00885	AVALON TENT & PARTY	Presidents/Principals Breakfast	\$154.61
RD09-00884	S & B FOODS	CATERING FOR DLC MEETING	\$204.19

#### BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

BOARD OF TRUSTEES CONFIRMING REQUISITION DISTING

Req. #	Vendor Name	Description	Total Cost
RD09-00883	BUDDY'S ALL STARS INC.	Golf/Basketball/Cross Country Uniform Su	
RD09-00882		BASIC AID EQUIPMENT ORDER - CREDIT CARD	\$3,300.00
RD09-00881	HOGSTEDT, CHRIS	Membership reimbursement	\$75.00
RD09-00880	MILLOVICH, JUNE M.	REIMBURSMENT FOR EDUCATIONAL MATERIAL	\$386.15
RD09-00879	EAGLE COMMUNICATIONS	Reprogram call boxes	\$410.00
RD09-00878	GAYLE'S EMBROIDERY	EMBROIDERY FOR MEN'S BASKETBALL	\$256.00
RD09-00877	MARK IV PRINT COMMUNICATIONS	Repair of cables	\$1,565.55
RD09-00876	S & B FOODS	S & B catering for Red Ribbon on 10/29/0	\$1,400.75
RD09-00875	EAGLE COMMUNICATIONS	Repair Callbox	\$492.00
RD09-00874	MILLOVICH, JUNE M.	REIMBURSE DUES FOR NAEYC	\$89.25
RD09-00873	MILLOVICH, JUNE M.	REIMBURSE SUPPLIES FOR CDES	\$346.54
RD09-00872	MILLOVICH, JUNE M.	REIMBURSE SUPPLIES/CDES	\$275.94
RD09-00871	TAMIALIS, BARBARA	REIMBURSEMENT FOR EDUCATIONAL MATERIALS	\$766.08
RD09-00870	VU, PHUONG T.	CASFAA 1040 Tax Workshop Reimb	\$.00
RD09-00869	ROCKLIN, PATTY	CASFAA 1040 Tax Workshop Reimb	\$.00
RD09-00868	WILLIAMS, JAVIER	CASFAA 1040 Tax Workshop	\$.00
RD09-00867	WELLS FARGO #4214 FISCAL-IVC	BestBuy 32" TV for use in the EOC	\$.00
RD09-00866	WEST GROUP	Pay for books.	\$106.68
RD09-00865	PENLAND, BARBARA	Reimbursement for Accreditation visit fo	\$211.19
RD09-00864	ALFORD, JOANN	Jo Ann Alford to attend CCLC 2008 Annual	\$495.00
RD09-00863	GEORGE T. HALL, INC.	HVAC SUPPLIES	\$534.16
RD09-00859	DI PADOVA, AUDRA	Conference: CCCCIO	\$341.78
RD09-00856	WELLS FARGO #4214 FISCAL-IVC	Pay for 10 entries in the NCMPR Paragon	\$650.00
RD09-00855	WELLS FARGO #3465 FISCAL-IVC	Modern Postcards printing job	\$12,000.00
RD09-00854	COAST FITNESS REPAIR SHOP	Equipment Repair	\$523.25
RD09-00853	WEST GROUP	Library books per Tom Weisrock request	\$467.10
RD09-00852	WELLS FARGO #4214 FISCAL-IVC	Purchase software (Telerik)	\$399.20
RD09-00851	UNITED SITE SERVICES OF CA, IN	PORTABLE TOILETS	\$.00
			=======================================

\$52,089.66

ITEM: 5.8

DATE:

12/05/08

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. 075976 through 076388, processed through the Orange County Department of Education, totaling \$3,167,017.73; and Checks No. 009417 through 009424, processed through Saddleback College Community Education, totaling \$6,558.03; and Checks No. 008504 through 008505, processed through Irvine Valley College Community Education, totaling \$1,280.00 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.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

WARRANT REGISTER LISTING

\_\_\_\_v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

s	Check #	Check Dt	Company Name	Check Amount	Description
0 0	75976	10/30/08	MICHAEL BENNETT	\$740.00	Conference Reimbursement for Mike Bennett
0 0	75977	10/30/08	ZINA BORATYNEC	\$65.00	REIMBURSEMENT FOR CSU CONFERENCE
0 0	75978	10/30/08	ALLISON CAMELOT	\$368.01	Conference Reimbursement for Allison Camelot
0 0	75979	10/30/08	MONICA PARKS	\$1,674.62	Conference reimbursement-C.A.P.E.D.
0 0	75980	10/30/08	JOANNA W. REINA	\$650.00	Staff Development funds to assist tuition fees
0 0	75981	10/30/08	ANNE SAXE	\$450.00	Conference Reimbursement for Anne Saxe
0 0	75982	10/30/08	SOLDERMASK INC.	\$8,100.00	Service Contact for P/N Z0050-E & Z0030-ME
0 0	75983	10/30/08	AT&T/MCI	\$109.43	DATA LINES AT ATEP
0 0	75984	10/30/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
0 0	75985	10/30/08	SIMON DAVIES	\$45.26	GOALIE JERSEY FOR WOMEN'S SOCCER
0 0	75986	10/30/08	PATRICIA DUMAS	\$97.31	FOOD FOR WORKSHOP
0 0	75987	10/30/08	PARK CENTER REALTY ADVISORS	\$4,000.00	APPRAISAL
0 0	75988	10/30/08	YOON JEONG PARK	\$251.00	583914 SCHOLARSHIP FOR STUDENT
0 0	75989	10/30/08	BOB PARRETT CONSTRUCTION	\$44,511.00	TICKET BOOTH
0 0	75990	10/30/08	PAULINE JOHNSON, PAULINE'S	\$3,163.08	Plastic Bags for Outreach Materials
0 0	75991	10/30/08	PBS VIDEO	\$150.01	Library Dvds per Tom Weisrock request
0 0	75992	10/30/08	LILIANN PEREZ-STROUD	\$840.00	WORKSHOP PRESENTER
0 0	75993	10/30/08	PROAIR CONSTRUCTION SVCS. INC.	\$5,250.00	COLLEGE LANDSCAPE
0 0	75994	10/30/08	Q-PLUS	\$16,163.52	RAPIDTECH - SOFTWARE
0 0	75995	10/30/08	QUEZADA PRO LANDSCAPE, INC.	\$800.00	CONTRACT SERVICES
0 0	75996	10/30/08	QUINN RENTAL SERVICES	\$1,955.90	Boom lift for the Baseball score board
0 0	75997	10/30/08	RECALL SECURE DESTRUCTION	\$124.04	Shredding Services
0 0	75998	10/30/08	S & B FOODS	\$74.89	TECH PREP GRANT CONSORTIUM MEETING
0 0	75999	10/30/08	SADDLEBACK APPLIANCES	\$697.28	Refrigerator needed for Health Center
0 0	76000	10/30/08	SADDLEBACK VALLEY UNIFIED	\$339.00	REIMBURSMENT FOR KALEIDOSCOPE BOOT CAMP
0 0	76001	10/30/08	SAFEGUARD BUSINESS SYSTEMS	\$129.70	Medical chart materials
0 0	76002	10/30/08	SANTA MARGARITA FORD	\$30.97	OPEN PURCHASE ORDER
0 0	76003	10/30/08	FHEG SADDLEBACK BOOKSTORE	\$19,836.69	Textbooks for EOPS Eligible students
0 0	76004	10/30/08	FHEG - SADDLEBACK BOOKSTORE	\$24.59	Textbooks & Supplies for CARE eligible students
0 0	76005	10/30/08	FHEG - SADDLEBACK BOOKSTORE	\$64.33	BLANKET PO FOR BOOKSTORE
0 0	76006	10/30/08	SECURE LIVE SCAN	\$45.00	Live Scan/Short-Term Hourly Students
0 0	76007	10/30/08	SEHI PROCOMP COMPUTER PRODUCTS	\$201.25	HP C3909X LaserJet Print Cartridge
0 0	76008	10/30/08	LEAH SHERRY	\$251.00	637431 SCHOLARSHIP FOR STUDENT
0 0	76009	10/30/08	SO. ORANGE CO. COMM. COL.DIST	\$114.00	Return to Title IV Funds
0 0	76010	10/30/08	SPECTRUM CHEMICAL MFG. CORP.	\$229.09	CHEMISTRY SUPPLIES
0 0	76011	10/30/08	SPORTS FACILITIES GROUP, INC.	\$2,650.00	SCOREBOARD MAINT.
0 0	76012	10/30/08	STERLING ARTS SUPPLY	\$79.65	Blanket PO for Student Supplies
0 0	76013	10/30/08	MELISSA STRODBECK	\$50.00	WORKSHOP PANEL MEMBER
0 0	76014	10/30/08	SUMMIT RACING EQUIPMENT	\$151.65	AUTOMOTIVE SUPPLIES
0 0	76015	10/30/08	SUN BADGE COMPANY	\$3,965.42	BADGES
0 0	76016	10/30/08	SYSTEMS SOURCE, INC.	\$86.20	replacement chair arms
0 0	76017	10/30/08	STEVE TEH	\$26.83	Live Organisms (Mice) for Major's Biology Lab
0 0	76018	10/30/08	TISCARENO CATERING	\$601.25	CATERING FOR WORKSHOP EVENT
0 0	76019	10/30/08	TNR TECHNICAL, INC.	\$108.02	BATTERIES FOR LAB EQUIPMENT
O 0	76020	10/30/08	TRI-STAR INDUSTRIAL PRODUCTS	\$360.76	FLOOR SOAP
0 0	76021	10/30/08	TRI-STATE ELECTRONIC CORP.	\$22.80	INSTRUCTIONAL SUPPLIES
0 0	76022	10/30/08	TRUE BLUE MUSIC/MOSAIC	\$146.00	Library Compact Disks per Tom Weisrock request
0 0	76023	10/30/08	VANESSA TSAN	\$251.00	565560 SCHOLARSHIP FOR STUDENT
0 0	76024	10/30/08	TURF TIRE DISTRIBUTORS	\$226.28	OPEN P.O. FOR PARTS
0 0	76025	10/30/08	U.S. PLASTICS COMPANY	\$733.04	PLASTIC PAILS
0 0	76026	10/30/08	POSTMASTER	\$560.00	Postage paid Post Cards

---- Report Date: 11/12/08

WARRANT REGISTER LISTING

Escape - AP

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

S Check #	Check Dt	Company Name	Check Amount	Description
0 076027	10/30/08	UNITED SITE SERVICES OF CA,	\$87.64	PORTABLE TOILETS
0 076028	10/30/08	VERIZON WIRELESS	\$636.40	VERIZON Wireless Aircards/PDA Service
0 076029	10/30/08	VIDEO SERVICE OF AMERICA	\$117.26	Headphones for Math Module classes
0 076030	10/30/08	VINO LOGOS	\$1,507.33	Women's team equipment bags
0 076031	10/30/08	VISTA PAINT	\$328.72	PAINT SUPPLIES
0 076032	10/30/08	VWR INTERNATIONAL, INC.	\$243.34	MICROBIOLOGY SUPPLIES
O 076033	10/30/08	WARD'S NATURAL SCIENCE	\$46.45	Open PO Live
O 076034	10/30/08	WAXIE	\$189.86	CUSTODIAL SUPPLIES
0 076035	10/30/08	WESTMINSTER PRESS, INC.	\$1,370.58	PRINTING OF E.I. SCHEDULES OF CLASSES
0 076036	10/30/08	XEROX CORP.	\$18,452.19	maintenance kit for color copier
0 076037	10/30/08	XEROX CORP.	\$4,760.41	DocuTech 6135 Lease/Maintenance
0 076038	10/30/08	YALE CHASE MATERIALS	\$114.93	OPEN P.O. FOR PARTS
0 076039	10/30/08	YOGA DIRECT	\$1,259.51	supplies for Bessette's yoga class
0 076040	10/30/08	SHERRI J. BANES	\$32.88	MILEAGE
0 076041	10/30/08	JEFF DORSZ	\$79.55	MILEAGE
0 076042	10/30/08	GALE SUPPLY COMPANY	\$107.21	SOAP DISPENSERS
0 076043	10/30/08	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
0 076044	10/30/08	GEAR MONKEY	\$64.43	Materials for Cinematogrphy students
0 076045	10/30/08	GOLF VENTURES WEST	\$57.71	MOWER AND CART PARTS
0 076046	10/30/08	W. W. GRAINGER	\$118.61	MAINTENANCE SUPPLIES
0 076047	10/30/08	GRAPHAIDS INC-DANIELS	•	FASHION SUPPLIES
0 076048	10/30/08	GABRIELLE GRIFFIN	\$251.00	648842 SCHOLARSHIP FOR STUDENT
0 076049	10/30/08	HARDY DIAGNOSTICS	\$2,632.12	MICROBIOLOGY SUPPLIES
O 076050	10/30/08	HOKE OUTDOOR ADVERTISING, INC.	\$6,369.40	40th Anniversary Lamppost Banners
0 076051	10/30/08	HOME DEPOT CREDIT SERVICES	\$1,455.22	Blanket for instructor supplies
0 076052	10/30/08	HORIZON	\$810.45	GROUNDS SUPPLIES
O 076053	10/30/08	IBI SYNERGY, INC.	• •	condoms
O 076054	10/30/08	IMAGE PRINTING SOLUTIONS	\$6,701.41	Promotional Items for Outreach
O 076055	10/30/08	INSTRUMENT COVERS II		Organ Cover
0 076056	10/30/08	INTERACT COMMUNICATIONS, INC.		Interact Marketing Research Project.
O 076057	10/30/08	IRVINE PIPE & SUPPLY	\$165.68	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
0 076058	10/30/08	IRVINE RANCH WATER DIST.	\$384.82	WATER SERVICE
O 076059	10/30/08			BIOCHEMISTRY SUPPLIES
0 076060	10/30/08	REBECCA JENNY	•	706497 SCHOLARSHIP FOR STUDENT
0 076061	10/30/08	BICHTUYEN JENSEN		REPLACE STALE DATED CHECK# 046350 12/09/05
0 076062	10/30/08	JOHNSTONE SUPPLY	,	SUPPLIES FOR MAINTENANCE
0 076063	10/30/08	YOO JIN KWEON		594316 SCHOLARSHIP FOR STUDENT
0 076064	10/30/08	LAGUNA CLAY CO.		CERAMICS SUPPLIES
0 076065	10/30/08	DENISE LANE	•	983388 SCHOLARSHIP FOR STUDENT
0 076066		LIEBERT CASSIDY WHITMORE		Attorney Services FY 2008/2009
0 076067	•	LIFESCAPES PUBLISHING, INC.		Advertising space in Art Ltd. Magazine
0 076068		LINKS SIGN LANGUAGE	, .	Provide Interpreting Services
O 076069		LINKS SIGN LANGUAGE		Provide Interpreting Services
0 076070		LINKS SIGN LANGUAGE		Provide Interpreting Services
0 076071	10/30/08			FASHION SUPPLIES
0 076072	10/30/08			STUDENT SUPPLIES - FALL 2008
0 076073	10/30/08			648640 SCHOLARSHIP FOR STUDENT
0 076074		KATIE MC CLUSKY		REIMBURSE KATIE MCCLUSKY
0 076075		J. M. MC CONKEY CO.	•	HORTICULTURE SUPPLIES
0 076076		MC DOWELL-CRAIG OFFICE		BGS DISTANCE EDUCATION FURNITURE
0 076077	10/30/08	AMANDA RUTH MC FARLAND	\$251.00	850118 SCHOLARSHIP FOR STUDENT

\_\_\_\_\_ Report Date: 11/12/08

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

0 075078   10/30/08   MC KHRSON MEDICAL SURDICAL   S16.14 TB Syringes   O 075079   10/30/08   MC KHRSON DESK   \$48.55   pencil Leays for staff desks   S48.55   penc	s	Check #	Check Dt	Company Name	Check Amount	Description
0 076092   10/30/08 MICRO PORMAT, INC.   \$314.00 required CA sequentry prescription pad   0 076092   10/30/08 MISSION VIRIO GLASS   \$975.00 CONTRACT SERVICES   0 076093   10/30/08 MISSION VIRIO GLASS   \$975.00 CONTRACT SERVICES   0 076096   10/30/09 MISSION VIRIO GLASS   \$975.00 CONTRACT SERVICES   0 076096   10/30/09 MISSION VIRIO GRAPH   \$12.00 MISSION POR STATEMENT   0 076096   10/30/09 MISSION MANARO   \$12.10 MISSION MISSION MANARO   \$18.10 MISSION MISSION MANARO   \$190.00 MISSION PRESIDENTE   0 076097   10/30/09 MISSION MANARO   \$190.00 MISSION PRESIDENTE   0 076098   10/30/09 MISSION MANARO   \$190.00 MISSION PRESIDENTE   0 076099   10/30/09 MISSION MANARO   \$190.00 MISSION PRESIDENTE   0 076091   10/30/09 MISSION MANARO   \$190.00 MISSION PRESIDENTE   0 076092   10/30/09 MISSION MANARO   \$190.00 MISSION PRESIDENTE   0 076093   10/30/09 MISSION PRESIDENTE   \$224.50 MISSION PRESIDENTE   0 076095   10/30/09 MISSION PRESIDENTE   \$256.16 PURCHASO PER BALLOONS FOR EMBRICAGE EVENT   0 076095   10/30/09 MISSION PRESIDENTE   \$24.50 MISSION PRESIDENTE   0 076096   10/30/09 MISSION PRESIDENTE   \$24.50 MISSION PRESIDENTE   0 076097   10/30/09 MISSION PRESIDENTE   \$24.50 MISSION PRESIDENTE   0 076098   10/30/09 MISSION PRESIDENTE   \$31.90 MISSION PRESIDENTE   0 076100   10/30/09 MISSION PRESIDENTE   \$31.90 MISSION PRESIDENTE   0 076101   10/30/09 MISSION PRESIDENTE   0 076102   10/30/09 MISSION PRESIDENTE   0 076103   10/30/09 MISSION PRESIDENTE   0 076104   10/30/09 MISSION PRESIDENTE   0 076105   10/30/09 MISSION PRESIDENTE   0 076106   10/30/09 MISSION PRESIDENTE   0 076107   10/30/09 MISSION PRESIDENTE   0 07	0 0.	76078	10/30/08	MC KESSON MEDICAL SURGICAL	\$165.14	TB syringes
0 076082   10/30/08   SALLET MILLER   \$315.00 WORKSHOP PRESENTER   0 076084   10/30/08   WORK MENICAL CORP.   \$171.55 OTC'8   0 076085   10/30/08   CITIZENS BUSINESS BANK   \$517.15 OTC'8   0 076086   10/30/08   CITIZENS BUSINESS BANK   \$517.15 OTC'8   0 076087   10/30/08   COUNTRACT SERVICES   \$721.05 OTC'8   0 076088   10/30/08   WORK MENICAL CORP.   \$521.05 Viron mechanical retrofit and energy mgt. program   0 076087   10/30/08   WORKSHOP PRESENTER   0 076088   10/30/08   WORKSHOP PRESENTER   0 076089   10/30/08   WORKSHOP PRESENTER   0 076091   10/30/08   WORKSHOP PRESENTER   0 076092   10/30/08   WORKSHOP PRESENTER   0 076093   10/30/08   WORKSHOP PRESENTER   0 076093   10/30/08   WORKSHOP PRESENTER   0 076094   10/30/08   WORKSHOP PRESENTER   0 076094   10/30/08   WORKSHOP PRESENTER   0 076094   10/30/08   WORKSHOP PRESENTER   0 076095   10/30/08   WORKSHOP PRESENTER   0 076096   10/30/08   WORKSHOP PRESENTER   0 07609   10/30/08   WORKSHOP PRESENTER   0 07600   10/30/08   WOR	0 0.	76079	10/30/08	MC MAHAN DESK	\$49.59	pencil trays for staff desks
0 076092   10/30/08   MISSION VISIO CLASS   \$975.00 CONTRACT SERVICES   0 076094   10/30/08   CHISTINE MUDGE   \$251.00 98:1314 SCHOLANSHIF FOR STOORN?   0 076095   10/30/09   CHISTINE MUDGE   \$251.00 98:1314 SCHOLANSHIF FOR STOORN?   0 076096   10/30/09   CHISTINE MUDGE   \$251.00 98:1314 SCHOLANSHIF FOR STOORN?   0 076097   10/30/09   AUGUSTINE NAVARRO   \$180.00 WIRENTING SUPPLY   0 076098   10/30/09   AUGUSTINE NAVARRO   \$180.00 WIRENTING SUPPLY   0 076098   10/30/09   ROW MOUCH GRAPHICS LLC   \$180.43 ANHAETES SCHEDULE CARD FRINTING   0 076091   10/30/09   CONTINO BUT AIR   \$286.14 FURGISER   0 076092   10/30/09   CONTINO BUT AIR   \$286.14 FURGISER   0 076093   10/30/09   CONTINO BUT AIR   \$286.14 FURGISER   \$280.00 FIRENTING SHOWCASS EVENT   0 076093   10/30/09   CONTINO BUT AIR   \$286.14 FURGISER   \$280.00 FIRENTING SHOWCASS EVENT   0 076093   10/30/09   CONTINO BUT AIR   \$286.14 FURGISER   \$31.08.68 FURGISER   0 076095   10/30/09   CONTINO BUT AIR   \$280.00 FIRENTING SUPPLIES   0 076095   10/30/09   CONTINO BUT AIR   \$280.00 FIRENTING SUPPLIES   0 076095   10/30/09   CONTINO BUT AIR   \$280.00 FIRENTING SUPPLIES   0 076095   10/30/09   CONTINO BUT AIR   \$280.00 FIRENTING SUPPLIES   0 076095   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076095   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076095   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076097   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076097   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076097   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076097   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076097   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076000   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076101   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076102   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076102   10/30/09   CONTINO BUT AIR   \$31.00 FIRENTING SUPPLIES   0 076102   10/30/09   CONT	0 0.	76080	10/30/08	MICRO FORMAT, INC.	\$314.00	required CA security presciption pad
0 75083 10/330/08 MODER MEDICAL COMP. 9213.59 OTC'S	0 0.	76081	10/30/08	SALLIE MILLER	\$315.00	WORKSHOP PRESENTER
0 076086 10/30/08 CHRISTINE MUDGE 51,462.05 VIRON mechanical retrofit and energy mgt. program 0 076086 10/30/08 MYERS TIRE SUPLIY 5277.78 PAND CLEANER 110/30/08 AUGUSTINE NAVARRO 8180.00 WORKSHOP FRESENTER 10/30/08 INT TOUR GRAPHICS LLC 10/30/08 NEW TOUR GRAPHICS LLC 10/30/08 NEW TOUR GRAPHICS LLC 10/30/09 OUT OF TOUR OWN OF TOUR GRAPHICS LLC 10/30/09 OUT OF TOUR OWN	0 0	76082	10/30/08	MÍSSION VIEJO GLASS	\$975.00	CONTRACT SERVICES
0 076085	0 0.	76083	10/30/08	MOORE MEDICAL CORP.	\$171.59	OTC's
0 076086 10/30/08 AUCRES THE SUPPLY 5277.78 PAND CLEANMER O	0 0.	76084	10/30/08	CHRISTINE MUDGE	\$251.00	961534 SCHOLARSHIP FOR STUDENT
0 076087 10/30/08 AUDUSTINE NAVABRO \$18.0 NO WORKSHOP PRESENTER 0 076089 10/30/08 NEW TOUCH GRAPHICS LLC \$108.93 ATHERITS SCHEDULE CARD PRINTING 0 076090 10/30/08 NEWS 10/30/08 NEWS 10 13.5 INC. \$118.13 Technology supplies 0 076091 10/30/08 OADE BEDINESS AUDIO \$26.616 PURCHASE OF PALLONS FOR EMERITUS SHOWCASE EVENT 0 076092 10/30/08 CARDE CO.THER \$25.616 PURCHASE OF PALLONS FOR EMERITUS SHOWCASE EVENT 0 076093 10/30/08 ORANGE COUNTY REGISTER \$1.198.87 Lariat printing & delivery charges. 0 076095 10/30/08 ORANGE COUNTY REGISTER \$1.198.87 Lariat printing & delivery charges. 0 076097 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$2.20 PITER-POWER FAX MACHINE REWIAL 0 076097 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$1.44.04 Annual Maintenance:Copier 0 076101 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$1.44.04 Annual Maintenance:Copier 0 076102 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$1.44.07.37 RQUIPMENT FOR TROXELL 103, 104 0 076103 10/30/08 ORANGE COUNTY REGISTER \$4.050.00 Loss Control/Risk Mgmt. Agreement 0 076104 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$1.40.07.37 RQUIPMENT FOR TROXELL 103, 104 0 076103 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$33,313.54 leptops for classroom use 0 076104 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$1.60.40 FOR BIZ 79, FOR JR. ARSONINY 0 076105 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$33,313.54 leptops for classroom use 0 076106 10/30/08 ORANGE COUNTY REGISTER 0 076107 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$1.60.40 FOR BIZ 79, FOR JR. ARSONINY 0 076108 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$33,313.54 leptops for classroom use 0 076107 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$1.60.40 FOR BIZ 79, FOR JR. ARSONINY 0 076108 10/30/08 ORSOURCE DISTRIBUTORS, INC. \$1.50.40 FOR BIZ 79, FOR JR. ARSONINY 0 076107 10/30/08 ORSOURCE DISTRIBUTORS 0 076108 10/30/08 ORSOURCE DISTRIBUTORS PURCHASE FOR PROTECTINE ORGONING PROTECTION, INC. \$1.50.40 FOR BIZ 79, FOR JR. ARSONINY 0 076107 10/30/08 ORSOURCE DISTRIBUTORS PURCHASE FOR PROTECTINE ORGONING PROTECTION, INC. \$1.50.40 FOR BIZ 79, FOR JR. CERMIC TITLE, BUS & TECH INNOV.CTR. 0 076107 1	0 0	76085	10/30/08	CITIZENS BUSINESS BANK	\$51,462.05	Viron mechanical retrofit and energy mgt. program
0 076088	0 0.	76086	10/30/08	MYERS TIRE SUPPLY	\$277.78	PAND CLEANER
0 076089	0 0.	76087	10/30/08	AUGUSTINE NAVARRO	\$180.00	WORKSHOP PRESENTER
0 076090 10/30/08 NEXUS IS, INC. \$118.19 Technology supplies 0 076091 10/30/08 NOTHING BUT AIR \$256.16 FURCHASE OF BALLDONS FOR EMERITUS SHOWCASE EVENT 0 076093 10/30/08 ORANGE COUNTY REGISTER \$2,600.00 Field addo recording devices 0 076094 10/30/08 ORANGE COUNTY REGISTER \$3,198.87 Lariat printing & delivery charges. 0 076095 10/30/08 ORANGE COUNTY REGISTER \$3,198.87 Lariat printing & delivery charges. 0 076096 10/30/08 ORE-IMMAISTICS \$1.00 \$118.19 FOR FURET-BONES FAX MACHINE RENTAL 0 076097 10/30/08 ORE-SOURCE DISTRIBUTORS, INC. \$1.24.00 Annual Maintenance:Copier 0 076098 10/30/08 ORESOURCE DISTRIBUTORS, INC. \$1.24.00 Annual Maintenance:Copier 0 076010 10/30/08 KEERAN & ASSOCIATES \$4,050.00 Loss Control/Fisk Mgmt. Agreement 0 076101 10/30/08 JOHN DISTRIBUTION \$1.40.47.37 EQUIPMENT FOR TROXELL 103, 104 0 076103 10/30/08 INLAND FACIFIC TILE, INC. \$81,09.00 BLOS CONTROL/FISK MGMT. AGREEMENT & 0.00 FOR BUT 279, PKG. E, MASONNY 0 076105 10/30/08 REALTER & OR BELL LED & S80.00 AND FOR BUT 279, PKG. E, MASONNY 0 076106 10/30/08 TROUBLI COMMUNICATIONS, INC. \$11.60 FOR BID 279, PKG. E, MASONNY 0 076107 10/30/08 REALTER & OR BELL LED & S80.00 AND FOR BUT 279, PKG. E, MASONNY 0 076108 10/30/08 VOCUM BUSINESS FURNISHINGS \$3,313.53 latepop for classroom use 0 076101 10/30/08 VOCUM BUSINESS FURNISHINGS \$3.18.19.95 AFEP Project 0 076102 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076104 10/30/08 VOCUM BUSINESS FURNISHINGS \$3.18.19.95 AFEP Project 0 076105 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076106 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076107 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076108 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076109 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076101 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076107 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076107 10/31/08 ARE CELEMOSE \$31.00 FOR BUT 279, PKG. E, MASONNY 0 076107 10/31/08 ARE CELEMOSE \$3	0 0	76088	10/30/08	JEFF NELSON	\$80.00	Reimbursement for fieldtrip expenses
0 076091	0 0	76089	10/30/08	NEW TOUCH GRAPHICS LLC	\$108.83	ATHLETICS SCHEDULE CARD PRINTING
0 076692 10/30/08 OADE BROTHERS AUDIO \$2,600.00 Field audio recording devices 0 076093 10/30/08 CHANGE COLFARM SUPPLY \$204.50 HORTICULTURES SUPPLIES \$204.5	0 0	76090	10/30/08	NEXUS IS, INC.	\$118.19	Technology supplies
0 076093 10/30/08 ORANGE CO. FARM SUPPLY \$204.50 HORTICULTURE SUPPLIES 0 076094 10/30/08 ORANGE COUNTY REGISTER \$3,198.07 Lariet printing & delivery charges. \$31.98.07 Lariet printing & delivery charges. \$31.99.07 Lariet printing & delivery charges. \$31.99.07 Lariet printing & delivery charges. \$31.99.07 Lariet printing & delivery charges. \$3	0 0	76091	10/30/08	NOTHING BUT AIR	\$256.16	PURCHASE OF BALLOONS FOR EMERITUS SHOWCASE EVENT
0 076094 10/30/08 ORANGE COUNTY REGISTER 53,198.87 Lariat printing & delivery charges. 0 076095 10/30/08 OCE-USA, INC. \$52.80 PTINEY-BOOKS FAX MACHINE RENTAL C 076097 10/30/08 OCE-USA, INC. \$52.80 PTINEY-BOOKS FAX MACHINE RENTAL C 076098 10/30/08 OCE-USA, INC. \$52.80 PTINEY-BOOKS FAX MACHINE RENTAL C 076099 10/30/08 ONESOURCE DISTRIBUTORS, INC. \$1.524.01 ELECTRICAL SUPPLIES C 076100 10/30/08 JANE ROSSENKRAINS \$1.524.01 ELECTRICAL SUPPLIES C 076101 10/30/08 AUDIO VISUAL INTEGRATION \$14,047.37 RQUIPMENT FOR TROXELL 103, 104 C 076102 10/30/08 IDEL MARKENTING L.P. \$33,313.54 Laptops for classroom use C 076103 10/30/08 IDEL MARKENTING L.P. \$33,313.54 Laptops for classroom use C 076103 10/30/08 INLAND PACIFIC TILE, INC. \$80.08.00 ATEP Project C 076105 10/30/08 REWITT & C OVELL LLD \$800.08 ATEP Project C 076106 10/30/08 ROP PLANING & DEVELOPMENT C 076107 10/30/08 ROP PLANING & DEVELOPMENT C 076108 10/30/08 ROP PLANING & DEVELOPMENT C 076109 10/30/08 ROP PLANING & DEVELOPMENT C 076109 10/30/08 TOOKS ROP PLANING & DEVELOPMENT C 076109 10/30/08 ROP PLANING & DEVELOPMENT C 076109 10/30/08 AUDIO ROPER SERVICES C 076111 10/31/08 ARCOLD RESIDENCE C 076112 10/31/08 ARCOLD RESIDENCE C 076114 10/31/08 ARCOLD RESIDENCE C 076115 10/31/08 ARCOLD RESIDENCE C 076116 10/31/08 ARCOLD RESIDENCE C 076117 10/31/08 ARCOLD RESIDENCE C 076118 10/31/08 ARCOLD RESIDENCE C 076119 10/31/08 ARCOLD RESIDENCE C 076110 10/31/08 ARCOLD RESIDENCE C 076111 10/31/08 ARCOLD RESIDENCE C 076111 10/31/08 ARCOLD RESIDENCE C 076112 10/31/08 ARCOLD RESIDENCE C 076113 10/31/08 ARCOLD RESIDENCE C 076114 10/31/08 ARCOLD RESIDENCE C 076115 10/31/08 ARCOLD RESIDENCE C 076117 10/31/08 ARCOLD RESIDENCE C 076120 10/31/08 ARCOLD RESIDENCE C 076121 10/31/08 ARCOLD RESIDENCE C 076122 10/31/08 ARCOLD RESIDENCE C 076125 10/31/08 ARCOLD RESIDENCE C 076125 10/31/08 ARCOLD RESIDENCE C 076127 10/31/08 ARCOLD RESIDENCE C 076127 10/31/08 ARCOLD RESIDENCE C 076127 10/31/08 AR	0 0	76092	10/30/08	OADE BROTHERS AUDIO	\$2,600.00	Field audio recording devices
0 076095	0 0	76093	10/30/08	ORANGE CO. FARM SUPPLY	\$204.50	HORTICULTURE SUPPLIES
0 076095 10/30/08 OCE-USA, INC. \$52.80 PITNEY-BOWES FAX MACHINE RENTAL C 076097 10/30/08 OCE-URAGISTICS \$-144.04 Annual Maintenance:Copier O 76099 10/30/08 ONESOURCE DISTRIBUTORS, INC. \$1,524.01 ELECTRICA SUPPLIES O 76099 10/30/08 VERENNA & ASSOCIATES \$4,050.00 Loss Control/Risk Mgmt. Agreement O 76100 10/30/08 KEENIN & ASSOCIATES \$4,050.00 Loss Control/Risk Mgmt. Agreement O 76101 10/30/08 DELL MARKETING L.P. \$33,313.54 laptops for classroom use O 76102 10/30/08 DELL MARKETING L.P. \$33,313.54 laptops for classroom use O 76103 10/30/08 INTERVENTIAL BANK \$106.40 FOR BID 279, PKG.E.MASONRY O 76104 10/30/08 REMITT & O'NEIL LLP \$800.80 ATEP Project O 76105 10/30/08 ROP PLANNING & DEVELOPMENT O 76106 10/30/08 RARCHITECTURE \$15,806.01 PHOTOGRAPHY WEB LAB O 76107 10/30/08 TOXABL COMMUNICATIONS, INC. \$957.60 FOR BID 279, PKG.E.MASONRY O 76108 10/30/08 WINEGARDMER MASONRY, INC. \$957.60 FOR BID 279, PKG.E.MASONRY O 76101 10/30/08 WINEGARDMER MASONRY, INC. \$957.60 FOR BID 279, PKG.E.MASONRY O 76111 10/31/08 WINEGARDMER MASONRY, INC. \$957.60 FOR BID 279, PKG.E.MASONRY O 76111 10/31/08 AD EQUIPMENT RENTALS \$206.55 Reissus stale-dated check O 76112 10/31/08 AD EQUIPMENT RENTALS \$509.01 BLANKET PKG. FOR PARTS O 76113 10/31/08 AD EQUIPMENT RENTALS \$509.01 BLANKET PKG.PKG.E.G.C.C.C.C.C.C.C.C.C.C.C.C.C.C.C.C.C.	0 0	76094	10/30/08	ORANGE COUNTY REGISTER	\$3,198.87	Lariat printing & delivery charges.
C 076097 10/30/08 OCE-IMAGISTICS \$ -144.04 Annual Maintenance:Copier   0 076098 10/30/08 ONESOURCE DISTRIBUTORS, INC. \$ 1,524.01 ELECTRICAL SUPPLIES   0 076100 10/30/08 ZABR ROSINKANNS \$ 51.8 MILEAGE   0 076101 10/30/08 AUDIO VISUAL INTEGRATION \$ 14,047.37 EQUIPMENT FOR TROELL 103, 104   0 076101 10/30/08 DELL MARKETING L.P. \$ 333,313.54 laptops for classroom use   0 076103 10/30/08 DELL MARKETING L.P. \$ 333,313.54 laptops for classroom use   0 076104 10/30/08 HEMITI & O'NEIL LLP \$ 800.80 ATEP Project   0 076105 10/30/08 HEMITI & O'NEIL LLP \$ 800.80 ATEP Project   0 076106 10/30/08 RGP PLANNING & DEVELOPMENT \$ 315,806.01 PHOTOGRAPHY WEB LAB   0 076107 10/30/08 RGP PLANNING & DEVELOPMENT \$ 313,819.55 ATEP Project   0 076109 10/30/08 TROXELL COMMUNICATIONS, INC. \$ 58,818.50 BID 225 AV PROJECTIONS SYSTEM   0 076109 10/30/08 WINEGARDNER MASONRY, INC. \$ 58,818.50 BID 225 AV PROJECTIONS SYSTEM   0 076101 10/30/08 VOCUM BUSINESS FURNISHINGS \$ 2,437.00 RECEIVE AND INSTALL 381 STRIVE CHAIRS FOR BSTIC   0 076110 10/30/08 AD EQUIPMENT RENTALS \$ 500.01 BLANKET FURCHASE ORDER FOR PARTS   0 076111 10/31/08 AD EQUIPMENT RENTALS \$ 500.01 BLANKET FURCHASE ORDER FOR PARTS   0 076116 10/31/08 AD ADMSON POLICE PRODUCTS \$ 10,408.65 TACTICAL VESTS   0 076116 10/31/08 ADDITIONAL SERVICE \$ 10,408.65 TACTICAL VESTS   0 076117 10/31/08 ADMINISTATIONS SERVICE \$ 10,600.00 Recruitment/Advertising for SOCCCD   0 076112 10/31/08 APPERIATIONS SERVICE \$ 174.39 Library GOOL   0 07612 10/31/08 APPERIATIONS SERVICE \$ 10,600.20 Alertiste Monitoring Services Renewal   0 076121 10/31/08 APPERIATIONS SERVICE \$ 1,600.20 Alertiste Monitoring Services Renewal   0 076121 10/31/08 APPERIATIONS SERVICES \$ 1,693.33 ELEVATOR SERVICE   0 076124 10/31/08 APPERIATIONS SERVICES \$ 1,693.33 ELEVATOR SERVICE   0 076125 10/31/08 APPERIATIONS SERVICES \$ 1,693.33 ELEVATOR SERVICE   0 076126 10/31/08 APPERIATIONS SERVICES \$ 1,693.33 ELEVATOR SERVICE   0 076127 10/31/08 APPERIATIONS SERVICES \$ 1,693.33 ELEVATOR SERVICE   0 076127 10/31/08 APPERIATIONS SERVICES \$ 1,693.3	0 0	76095	10/30/08	ORANGE COUNTY REGISTER	\$348.88	AD FOR AUCTION
0 76698	0 0	76096	10/30/08	OCE-USA, INC.	\$52.80	PITNEY-BOWES FAX MACHINE RENTAL
0.76099	C 0	76097	10/30/08	OCE-IMAGISTICS	\$-144.04	Annual Maintenance:Copier
0.76100	0 0	76098	10/30/08	ONESOURCE DISTRIBUTORS, INC.	\$1,524.01	ELECTRICAL SUPPLIES
0 076101	0 0	76099 .	10/30/08	JANE ROSENKRANS	\$52.18	MILEAGE
0 076102	0 0	76100	10/30/08	KEENAN & ASSOCIATES	\$4,050.00	Loss Control/Risk Mgmt. Agreement
0 076103	0 0	76101	10/30/08	AUDIO VISUAL INTEGRATION	\$14,047.37	EQUIPMENT FOR TROXELL 103, 104
0 076104	0 0	76102	10/30/08	DELL MARKETING L.P.	\$33,313.54	laptops for classroom use
0 076105	0 0	76103	10/30/08	1ST CENTENNIAL BANK	\$106.40	FOR BID 279, PKG.E, MASONRY
0 076106 10/30/08 R2A ARCHITECTURE \$15,806.01 PHOTOGRAPHY WEB LAB 0 076107 10/30/08 RGP PLANNING & DEVELOPMENT \$31,819.55 ATEP Project 0 076108 10/30/08 TROKELL COMMUNICATIONS, INC. \$5,818.50 BID 295 AV PROJECTIONS SYSTEM 0 076109 10/30/08 WINEGARDNER MASONRY, INC. \$957.60 FOR BID 279, PKG.E,MASONRY 0 076110 10/30/08 YOCUM BUSINESS FURNISHINGS \$2,437.00 RECEIVE AND INSTALL 381 STRIVE CHAIRS FOR BSTIC 0 076111 10/31/08 TIAM ABDEREZAI \$206.55 Reissue stale-dated check 0 076112 10/31/08 AA EQUIPMENT RENTALS \$509.01 BLANKET FURCHASE ORDER FOR PARTS 0 076113 10/31/08 ABC ICE HOUSE \$2,717.03 CONTRACT SERVICES 0 076114 10/31/08 ABC ICE HOUSE \$22.80.00 RECEIVE AND INSTALL 381 STRIVE CHAIRS FOR BSTIC 0 076115 10/31/08 ADAMSON POLICE PRODUCTS \$1,080.00 Recruitment/Advertising for SOCCCD 0 076117 10/31/08 ADDINISTRATOR'S BOOKSHELF \$74.39 Library books per Tom Weisrock request 0 076118 10/31/08 AFFILIATED COMPUTER SERVICES \$1.080.00 Recruitment/Advertising for SOCCCD 0 076120 10/31/08 AIRGAS WEST \$66.23 CO2 FOR SWIMMING POOL 0 076121 10/31/08 AIRTSITE \$7,609.20 AlertSite Monitoring Services Renewal 0 076122 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT 0 076124 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE 0 076125 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE 0 076126 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE 0 076126 10/31/08 AMTECH ELEVATOR SERVICES \$83.57 SHOP RAGS 0 076127 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS	0 0	76104	10/30/08	HEWITT & O'NEIL LLP	\$800.80	ATEP Project
0 076107 10/30/08 RGP PLANNING & DEVELOPMENT \$31,819.55 ATEP Project 0 076108 10/30/08 TROXELL COMMUNICATIONS, INC. \$5,818.50 BID 295 AV PROJECTIONS SYSTEM 0 076109 10/30/08 WINEGARDNER MASONRY, INC. \$55.7.60 FOR BID 279,PKG.E,MASONRY 0 076110 10/30/08 YOCUM BUSINESS FURNISHINGS \$2,437.00 RECEIVE AND INSTALL 381 STRIVE CHAIRS FOR BSTIC 0 076111 10/31/08 ATEM ABDEREZAI \$206.55 Reissue stale-dated check 0 076112 10/31/08 AA EQUIPMENT RENTALS \$509.01 BLANKET PURCHASE ORDER FOR PARTS 0 076113 10/31/08 ADMINISTRATOR SERVICES \$509.01 BLANKET PURCHASE ORDER FOR PARTS 0 076114 10/31/08 ADDITED PRODUCTS \$10,408.65 TACTICAL VESTS 0 076115 10/31/08 ADMINISTRATOR'S BOOKSHELF \$1,080.00 Recruitment/Advertising for SOCCCD 0 076117 10/31/08 ADMINISTRATOR'S BOOKSHELF \$74.39 Library books per Tom Weisrock request 0 076118 10/31/08 AFFILIATED COMPUTER SERVICES \$1,66.23 CO2 FOR SWIMMING POOL 0 076120 10/31/08 ARGEN TALL BILLING- BOISE \$935.57 Groceries for Foods Lab. 0 076121 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT 0 076123 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE 0 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories 0 076126 10/31/08 ARMARK UNIFORM SERVICES \$83.57 SHOP RAGS 0 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76105	10/30/08	INLAND PACIFIC TILE, INC.	\$8,199.00	BID 279, PKG.M, CERAMIC TILE, BUS & TECH INNOV.CTR.
O 076108 10/30/08 TROXELL COMMUNICATIONS, INC. \$5,818.50 BID 295 AV PROJECTIONS SYSTEM O 076109 10/30/08 WINEGARDNER MASONRY, INC. \$957.60 FOR BID 279, PKG.E, MASONRY O 076110 10/30/08 YOCUM BUSINESS FURNISHINGS \$2,437.00 RECEIVE AND INSTALL 381 STRIVE CHAIRS FOR BSTIC O 076111 10/31/08 TIAM ABDEREZAI \$206.55 Reissue stale-dated check O 076112 10/31/08 AA EQUIPMENT RENTALS \$509.01 BLANKET PURCHASE ORDER FOR PARTS O 076113 10/31/08 ADC ICE HOUSE \$25.86 INSTRUCTIONAL SUPPLIES O 076114 10/31/08 ADCIDE ADVERTISING SERVICE \$1,080.00 Recruitment/Advertising for SOCCCD O 076117 10/31/08 ADCIDE ADVERTISING SERVICE \$1,080.00 Recruitment/Advertising for SOCCCD O 076118 10/31/08 AFFILIATED COMPUTER SERVICES \$176.25 Contract Svcs - ACS O 076119 10/31/08 AIRGAS WEST \$66.23 COZ FOR SWITMING POOL O 076120 10/31/08 AIRCS SERVICE \$7,609.20 AlertSite Monitoring Services Renewal O 076121 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT O 076123 10/31/08 AMTECH BLEVATOR SERVICES \$1,983.33 ELEVATOR SERVICE O 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories O 076126 10/31/08 APRAMAK UNIFORM SERVICES \$83.57 SHOP RAGS O 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76106	10/30/08	R2A ARCHITECTURE	\$15,806.01	PHOTOGRAPHY WEB LAB
O 076109 10/30/08 WINEGARDNER MASONRY, INC. \$957.60 FOR BID 279, PKG.E, MASONRY O 076110 10/30/08 YOCUM BUSINESS FURNISHINGS \$2,437.00 RECEIVE AND INSTALL 381 STRIVE CHAIRS FOR BSTIC O 076111 10/31/08 TIAM ABDEREZAI \$206.55 Reissue stale-dated check O 076112 10/31/08 AA EQUIPMENT RENTALS \$509.01 BLANKET PURCHASE ORDER FOR PARTS O 076113 10/31/08 AAMCO TRANSMISSION \$2,717.03 CONTRACT SERVICES O 076114 10/31/08 ADDINISTRATOR'S SERVICE \$10,408.65 TACTICAL VESTS O 076116 10/31/08 ADDINISTRATOR'S BOOKSHELF \$74.39 Library books per Tom Weisrock request O 076119 10/31/08 AFFILIATED COMPUTER SERVICES \$16.25 Contract Svcs - ACS O 076119 10/31/08 AIRGAS WEST \$66.23 CO2 FOR SWIMMING POOL O 076120 10/31/08 APERCATE \$7,609.20 AlertSite Monitoring Services Renewal O 076121 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT O 076122 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE O 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories O 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS O 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76107	10/30/08	RGP PLANNING & DEVELOPMENT	\$31,819.55	ATEP Project
O 76110	0 0	76108	10/30/08	TROXELL COMMUNICATIONS, INC.	\$5,818.50	BID 295 AV PROJECTIONS SYSTEM
0 076111 10/31/08 TIAM ABDEREZAI \$206.55 Reissue stale-dated check 0 076112 10/31/08 AA EQUIPMENT RENTALS \$509.01 BLANKET PURCHASE ORDER FOR PARTS 0 076113 10/31/08 AAMCO TRANSMISSION \$2,717.03 CONTRACT SERVICES 0 076114 10/31/08 ABC ICE HOUSE \$25.86 INSTRUCTIONAL SUPPLIES 0 076115 10/31/08 ADAMSON POLICE PRODUCTS \$10,408.65 TACTICAL VESTS 0 076116 10/31/08 ADMINISTRATOR'S BOOKSHELF \$1,080.00 Recruitment/Advertising for SOCCCD 0 076117 10/31/08 ADMINISTRATOR'S BOOKSHELF \$74.39 Library books per Tom Weisrock request 0 076118 10/31/08 AFFILIATED COMPUTER SERVICES \$176.25 Contract Svcs - ACS 0 076119 10/31/08 AIRGAS WEST \$66.23 CO2 FOR SWIMMING POOL 0 076120 10/31/08 AIRCSTED \$7,609.20 AlertSite Monitoring Services Renewal 0 076121 10/31/08 ALIS. ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT 0 076123 10/31/08 ALIS. ALLISON \$272.43 Prescription Meds 0 076124 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE 0 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories 0 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS 0 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76109	10/30/08	WINEGARDNER MASONRY, INC.	\$957.60	FOR BID 279, PKG.E, MASONRY
0 076112 10/31/08 AA EQUIPMENT RENTALS \$509.01 BLANKET PURCHASE ORDER FOR PARTS 0 076113 10/31/08 AAMCO TRANSMISSION \$2,717.03 CONTRACT SERVICES 0 076114 10/31/08 ABC ICE HOUSE \$25.86 INSTRUCTIONAL SUPPLIES 0 076115 10/31/08 ADAMSON POLICE PRODUCTS \$10,408.65 TACTICAL VESTS 0 076116 10/31/08 ADCLUB ADVERTISING SERVICE \$1,080.00 Recruitment/Advertising for SOCCCD 0 076117 10/31/08 ADMINISTRATOR'S BOOKSHELF \$74.39 Library books per Tom Weisrock request 0 076118 10/31/08 AFFILIATED COMPUTER SERVICES \$176.25 Contract Svcs - ACS 0 076119 10/31/08 AIRGAS WEST \$66.23 CO2 FOR SWIMMING POOL 0 076120 10/31/08 A/R CENTRAL BILLING- BOISE \$935.57 Groceries for Foods Lab. 0 076121 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT 0 076122 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT 0 076123 10/31/08 ALIX, ALLISON \$272.43 Prescription Meds 0 076124 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE 0 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories 0 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS 0 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76110	10/30/08	YOCUM BUSINESS FURNISHINGS	\$2,437.00	RECEIVE AND INSTALL 381 STRIVE CHAIRS FOR BSTIC
0 076113 10/31/08 AAMCO TRANSMISSION \$2,717.03 CONTRACT SERVICES 0 076114 10/31/08 ABC ICE HOUSE \$25.86 INSTRUCTIONAL SUPPLIES 0 076115 10/31/08 ADAMSON POLICE PRODUCTS \$10,408.65 TACTICAL VESTS 0 076116 10/31/08 ADCLUB ADVERTISING SERVICE \$1,090.00 Recruitment/Advertising for SOCCCD 0 076117 10/31/08 ADMINISTRATOR'S BOOKSHELF \$74.39 Library books per Tom Weisrock request 0 076118 10/31/08 AFFILIATED COMPUTER SERVICES \$176.25 Contract Svcs - ACS 0 076119 10/31/08 AIRGAS WEST \$66.23 CO2 FOR SWIMMING POOL 0 076120 10/31/08 A/R CENTRAL BILLING- BOISE \$935.57 Groceries for Foods Lab. 0 076121 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT 0 076123 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT 0 076124 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE 0 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories 0 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS 0 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76111	10/31/08	TIAM ABDEREZAI	\$206.55	Reissue stale-dated check
O 076114 10/31/08 ABC ICE HOUSE \$25.86 INSTRUCTIONAL SUPPLIES O 076115 10/31/08 ADAMSON POLICE PRODUCTS \$10,408.65 TACTICAL VESTS O 076116 10/31/08 ADCLUB ADVERTISING SERVICE \$1,080.00 Recruitment/Advertising for SOCCCD O 076117 10/31/08 ADMINISTRATOR'S BOOKSHELF \$74.39 Library books per Tom Weisrock request O 076118 10/31/08 AFFILIATED COMPUTER SERVICES \$176.25 Contract Svcs - ACS O 076119 10/31/08 AIRGAS WEST \$66.23 CO2 FOR SWIMMING POOL O 076120 10/31/08 A/R CENTRAL BILLING- BOISE \$935.57 Groceries for Foods Lab. O 076121 10/31/08 Alertsite \$7,609.20 AlertSite Monitoring Services Renewal O 076122 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT O 076123 10/31/08 ALISCRIPTS, INC \$272.43 Prescription Meds O 076124 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE O 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories O 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS O 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76112	10/31/08	AA EQUIPMENT RENTALS	\$509.01	BLANKET PURCHASE ORDER FOR PARTS
10/31/08   ADAMSON POLICE PRODUCTS   \$10,408.65 TACTICAL VESTS	0 0	76113	10/31/08	AAMCO TRANSMISSION	\$2,717.03	CONTRACT SERVICES
O 076116 10/31/08 ADCLUB ADVERTISING SERVICE \$1,080.00 Recruitment/Advertising for SOCCCD 0 076117 10/31/08 ADMINISTRATOR'S BOOKSHELF \$74.39 Library books per Tom Weisrock request \$176.25 Contract Svcs - ACS 10/31/08 AIRGAS WEST \$16.25 Contract Svcs - ACS \$66.23 CO2 FOR SWIMMING POOL \$935.57 Groceries for Foods Lab. 935.57 Groceries for Foods Lab. 10/31/08 Alertsite \$7,609.20 Alertsite Monitoring Services Renewal 0 076122 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT 0 076123 10/31/08 ALISCRIPTS, INC \$272.43 Prescription Meds 0 076124 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE 0 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories 0 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS 0 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76114	10/31/08	ABC ICE HOUSE	\$25.86	INSTRUCTIONAL SUPPLIES
0 076117       10/31/08       ADMINISTRATOR'S BOOKSHELF       \$74.39       Library books per Tom Weisrock request         0 076118       10/31/08       AFFILIATED COMPUTER SERVICES       \$176.25       Contract Svcs - ACS         0 076119       10/31/08       AIRGAS WEST       \$66.23       CO2 FOR SWIMMING POOL         0 076120       10/31/08       A/R CENTRAL BILLING- BOISE       \$935.57       Groceries for Foods Lab.         0 076121       10/31/08       AlertSite       \$7,609.20       AlertSite Monitoring Services Renewal         0 076122       10/31/08       ALIX, ALLISON       \$251.00       926973       SCHOLARSHIP FOR STUDENT         0 076123       10/31/08       ALLSCRIPTS, INC       \$272.43       Prescription Meds         0 076124       10/31/08       AMTECH ELEVATOR SERVICES       \$1,693.33       ELEVATOR SERVICE         0 076125       10/31/08       APPLE COMPUTER INC.       \$74.35       Laptop accessories         0 076126       10/31/08       ARAMARK UNIFORM SERVICES       \$83.57       SHOP RAGS         0 076127       10/31/08       LEE ARMSTRONG CO., INC.       \$650.00       REPAIR CARPET	0 0	76115	10/31/08	ADAMSON POLICE PRODUCTS		
O 076118 10/31/08 AFFILIATED COMPUTER SERVICES \$176.25 Contract Svcs - ACS O 076119 10/31/08 AIRGAS WEST \$66.23 CO2 FOR SWIMMING POOL O 076120 10/31/08 A/R CENTRAL BILLING- BOISE \$935.57 Groceries for Foods Lab. O 076121 10/31/08 AlertSite \$7,609.20 AlertSite Monitoring Services Renewal O 076122 10/31/08 ALIX, ALLISON \$251.00 926973 SCHOLARSHIP FOR STUDENT O 076123 10/31/08 ALLSCRIPTS, INC \$272.43 Prescription Meds O 076124 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE O 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories O 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS O 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76116	10/31/08	ADCLUB ADVERTISING SERVICE	\$1,080.00	Recruitment/Advertising for SOCCCD
0 076119       10/31/08       AIRGAS WEST       \$66.23       CO2 FOR SWIMMING POOL         0 076120       10/31/08       A/R CENTRAL BILLING- BOISE       \$935.57       Groceries for Foods Lab.         0 076121       10/31/08       AlertSite       \$7,609.20       AlertSite Monitoring Services Renewal         0 076122       10/31/08       ALIX, ALLISON       \$251.00       926973       SCHOLARSHIP FOR STUDENT         0 076123       10/31/08       ALLSCRIPTS, INC       \$272.43       Prescription Meds         0 076124       10/31/08       AMTECH ELEVATOR SERVICES       \$1,693.33       ELEVATOR SERVICE         0 076125       10/31/08       APPLE COMPUTER INC.       \$74.35       Laptop accessories         0 076126       10/31/08       ARAMARK UNIFORM SERVICES       \$83.57       SHOP RAGS         0 076127       10/31/08       LEE ARMSTRONG CO., INC.       \$650.00       REPAIR CARPET	0 0	76117	10/31/08	ADMINISTRATOR'S BOOKSHELF	\$74.39	Library books per Tom Weisrock request
0 076120       10/31/08       A/R CENTRAL BILLING- BOISE       \$935.57 Groceries for Foods Lab.         0 076121       10/31/08 AlertSite       \$7,609.20 AlertSite Monitoring Services Renewal         0 076122       10/31/08 ALIX, ALLISON       \$251.00 926973 SCHOLARSHIP FOR STUDENT         0 076123       10/31/08 ALLSCRIPTS, INC       \$272.43 Prescription Meds         0 076124       10/31/08 AMTECH ELEVATOR SERVICES       \$1,693.33 ELEVATOR SERVICE         0 076125       10/31/08 APPLE COMPUTER INC.       \$74.35 Laptop accessories         0 076126       10/31/08 ARAMARK UNIFORM SERVICES       \$83.57 SHOP RAGS         0 076127       10/31/08 LEE ARMSTRONG CO., INC.       \$650.00 REPAIR CARPET	0 0	76118	10/31/08	AFFILIATED COMPUTER SERVICES	\$176.25	Contract Svcs - ACS
0 076121       10/31/08       AlertSite       \$7,609.20       AlertSite Monitoring Services Renewal         0 076122       10/31/08       ALIX, ALLISON       \$251.00       926973       SCHOLARSHIP FOR STUDENT         0 076123       10/31/08       ALISCRIPTS, INC       \$272.43       Prescription Meds         0 076124       10/31/08       AMTECH ELEVATOR SERVICES       \$1,693.33       ELEVATOR SERVICE         0 076125       10/31/08       APPLE COMPUTER INC.       \$74.35       Laptop accessories         0 076126       10/31/08       ARAMARK UNIFORM SERVICES       \$83.57       SHOP RAGS         0 076127       10/31/08       LEE ARMSTRONG CO., INC.       \$650.00       REPAIR CARPET	0 0	76119	10/31/08	AIRGAS WEST	\$66.23	CO2 FOR SWIMMING POOL
0 076122       10/31/08       ALIX, ALLISON       \$251.00       926973 SCHOLARSHIP FOR STUDENT         0 076123       10/31/08       ALLSCRIPTS, INC       \$272.43 Prescription Meds         0 076124       10/31/08       AMTECH ELEVATOR SERVICES       \$1,693.33 ELEVATOR SERVICE         0 076125       10/31/08       APPLE COMPUTER INC.       \$74.35 Laptop accessories         0 076126       10/31/08       ARAMARK UNIFORM SERVICES       \$83.57 SHOP RAGS         0 076127       10/31/08 LEE ARMSTRONG CO., INC.       \$650.00 REPAIR CARPET	0 0	76120	10/31/08	A/R CENTRAL BILLING- BOISE	\$935.57	Groceries for Foods Lab.
0 076123       10/31/08       ALLSCRIPTS, INC       \$272.43       Prescription Meds         0 076124       10/31/08       AMTECH ELEVATOR SERVICES       \$1,693.33       ELEVATOR SERVICE         0 076125       10/31/08       APPLE COMPUTER INC.       \$74.35       Laptop accessories         0 076126       10/31/08       ARAMARK UNIFORM SERVICES       \$83.57       SHOP RAGS         0 076127       10/31/08       LEE ARMSTRONG CO., INC.       \$650.00       REPAIR CARPET	0 0	76121	10/31/08	AlertSite	\$7,609.20	AlertSite Monitoring Services Renewal
O 076124 10/31/08 AMTECH ELEVATOR SERVICES \$1,693.33 ELEVATOR SERVICE O 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories O 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS O 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76122	10/31/08	ALIX, ALLISON	\$251.00	926973 SCHOLARSHIP FOR STUDENT
O 076125 10/31/08 APPLE COMPUTER INC. \$74.35 Laptop accessories O 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS O 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76123	10/31/08	ALLSCRIPTS, INC	\$272.43	Prescription Meds
O 076126 10/31/08 ARAMARK UNIFORM SERVICES \$83.57 SHOP RAGS O 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76124	10/31/08	AMTECH ELEVATOR SERVICES	\$1,693.33	ELEVATOR SERVICE
O 076127 10/31/08 LEE ARMSTRONG CO., INC. \$650.00 REPAIR CARPET	0 0	76125	10/31/08	APPLE COMPUTER INC.	\$74.35	Laptop accessories
	0 0	76126	10/31/08	ARAMARK UNIFORM SERVICES		
O 076128 10/31/08 ARROWHEAD DRINKING WATER \$56.90 BLANKET PURCHASE ORDER FOR SUPPLIES	0 0	76127	10/31/08	LEE ARMSTRONG CO., INC.	\$650.00	REPAIR CARPET
	0 0	76128	10/31/08	ARROWHEAD DRINKING WATER	\$56.90	BLANKET PURCHASE ORDER FOR SUPPLIES

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

s	Check #	Check Dt	Company Name	Check Amount	Description
0	076129	10/31/08	ART SUPPLY WAREHOUSE	\$192.73	Blanket for Theatre supplies
	076130	10/31/08	ASSESSMENT TECHNOLOGIES		ATI TESTING
	076131		AudioLink Services, LLC, Inc.		Headphones for Math Module classes
0	076132			\$525.00	Blanket PO for Sailboat Rental
	076133		AXOSOFT, LLC	\$2,343.63	OnTime Maintenance Renewal
0	076134	10/31/08	BIOVERE	\$404.99	video Bessette's yoga class
0	076135	10/31/08	BJB ENTERPRISES, INC.	\$383.49	DMP student supplies/material fees
0	076136		DICK BLICK		DRAFTING SUPPLIES
0	076137	10/31/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076138	10/31/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076139	10/31/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076140	10/31/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076141	10/31/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076142	10/31/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076143	10/31/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
	076144	10/31/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
	076145	10/31/08	BOARD OF REGISTERED NURSING		SCHOLARSHIPS FOR LICENSURE
	076146		BOARD OF REGISTERED NURSING		SCHOLARSHIPS FOR LICENSURE
	076147		BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
	076148	10/31/08	BOG'S CALIF COMMUNITY COLLEGES		SC "Student Right To Know" Subscription
	076149	10/31/08			COMPETITIVE EQUIP/ANTHROPOLOGY
	076150	10/31/08	BOOKPOOL LLC	•	Computer reference books.
	076151		BP ENERGY COMPANY		NATURAL GAS PURCHASES
	076152		BRACKEN, GILLIAN		Contract Services
	076153		ARNOLD BRAY	*	Legislative Advocacy
	076154	10/31/08	MATT BRODET		Reimburse staff member for blank DVD's
	076155	10/31/08			W XC Uniform supplies
	076156	10/31/08			Service on Refrigerator
	076157	10/31/08			STIPEND TO ATTEND KALEIDOSCOPE WORKSHOP
	076158	10/31/08			MBTI-Scoring Costs, As Needed
	076159	10/31/08	CCCCIO		2008-2009 CCCCIO Membership Dues
	076160	10/31/08			SUDENT SUPPLIES - FALL 08
	076161	10/31/08			Instructional Supplies-Lang.Lab.
	076162	10/31/08			Child Care
	076163	10/31/08			Contract Services
	076164	10/31/08			Blanket PO for make-up supplies
	076165	10/31/08			UNIFORM AND TOWEL SERVICE
	076166		CLARK SECURITY PRODUCTS INC.	•	computer padlocks
	076167	10/31/08	COAST LEARNING SYSTEMS		Enrollment fees for Fall 08 telecourses
	076168	10/31/08			Adobe Photoshop upgrade
	076169	10/31/08			HVAC EQUIPMENT
	076170	10/31/08	COPWARE		Electronic Sourcebook
	076171	10/31/08			607135 SCHOLARSHIP FOR STUDENT
	076172	10/31/08			Open PO soft water service
	076173		CURTIS 1000 INV - WEST		Official Transcript Envelopes
	076174		DALLAS COUNTY COMMUNITY		enrollment fees
	076175		DANKA OFFICE IMAGING		Annual Maintenance: EOPS Copier
	076176		DIRECT PAINTING & DECORATING		SOFTBALL FIELD - PAINTING
	076177		EAGLE COMMUNICATIONS		Headsets for Theatre communication
	076178		EBSCO SUBSCRIPTION SERVICE		Pay for subscription - standing order.
	076179	10/31/08			English Council of California Two Year Colleges.
~	1.01/3	, -+,		4150.00	

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

s	Check #	Check Dt	Company Name	Check Amount	Description
0	076180	10/31/08	ECOLAB PROFESSIONAL PRODUCTS	\$179.89	FASHION SUPPLIES
0	076181	10/31/08	ECONOLITE CONTROL PRODUCTS,	\$216.58	ELECTRICAL SUPPLIES
0	076182	10/31/08	ECONOMIC ALTERNATIVES, INC.	\$7,123.66	WATER TREATMENT CHEMICALS
0	076183	10/31/08	EDUCATIONAL MUSIC SERVICE	\$57.19	Music purchased
0	076184	10/31/08	EDMONDS COMMUNITY COLLEGE	\$10,135.51	Payment for NSF Subaward DUE 0702912
0	076185	10/31/08	ELECTRIC MARINE	\$75.32	Blanket PO for Sailboat Rental & related MST Expen
0	076186	10/31/08	ELECTRONIC DISPLAYS INC.	\$459.31	electronic display clock PE 600
0	076187	10/31/08	ESSENCE ENTERTAINMENT	\$2,750.00	Contract Services
, O	076188	10/31/08	FEDERAL EXPRESS	\$976.13	FEDERAL EXPRESS CHARGES
0	076189	10/31/08	DELL MARKETING L.P.	\$262,827.65	Tech Refresh Computers
0	076190	11/03/08	BOARD OF GOVERNORS	\$3,900.00	Student's Right to Know Contract
0	076191	11/03/08	CHEVRON AND TEXACO BUSINESS	\$3,491.05	2008/09 Use of Gasoline by Various Departments
0	076192	11/05/08	WELLS FARGO BANK #4198	\$2,790.57	EQUIPMENT FOR RAPIDTECH
0	076193	11/05/08	WELLS FARGO BANK #4214	\$276.50	To purchase an image for the accreditation manual
0	076194	11/05/08	WELLS FARGO BANK #3317	\$922.91	Newegg.com
0	076195	11/05/08	WELLS FARGO #2078	\$3,861.51	SHIFT 4, MO.CHARGES
0	076196	11/05/08	WELLS FARGO #2078	\$505.00	CONFERENCE FOR TRACY DALY
0	076197	11/05/08	EWD COORDINATION SERVICES	\$500.00	STATEWIDE ECONOMIC & WORKFORCE MARKETING
0	076198	11/05/08	EXCELSIOR ELEVATOR CORPORATION	\$812.50	ANNUAL ELEVATOR MAINTENANCE SERVICE
0	076199	11/05/08	EXPERIAN	\$77.00	Contract Svcs - Experian
0	076200	11/05/08	MC MAHAN DESK	\$139,234.31	BGS FURNITURE
0	076201	11/05/08	MC MAHAN DESK	\$80,773.47	BGS - FURNITURE
0	076202	11/06/08	LINDA BASHOR	\$40.00	Payment of Registration/hotel fees for conference
0	076203	11/06/08	DAVID BUGAY	\$505.16	Conf-David Bugay
0	076204	11/06/08	CCCCSSAA	\$280.00	Conference: CCCCIO
0	076205	11/06/08	TAM DO	\$65.00	Staff Reimbursement
0	076206	11/06/08	JENNIFER FORSTER	\$65.00	REIMBURSMENT FOR CSU CONFERENCE
0	076207	11/06/08	ESTER GRAHAM	\$140.54	Conf-E. Graham
0	076208	11/06/08	HARVARD UNIVERSITY	\$1,500.00	Conference Attendance for Shouka Torabi
0	076209	11/06/08	HARVARD UNIVERSITY	\$1,500.00	Conference Attendance for Rajen Vurdien
0	076210	11/06/08	HARVARD UNIVERSITY	\$1,500.00	2008 Performance Assmt in Higher Ed-Craig Justice
0	076211	11/06/08	TEDDI LORCH	\$62.66	Conf-T. Lorch
0	076212	11/06/08	FRANCES MILLER	\$121.00	Conf-F. Miller
0	076213	11/06/08	JANINE O'BUCHON	\$45.99	O'BUCHON CONF. ATTENDANCE
0	076214	11/06/08	PATTY ROCKLIN	\$86.75	Reimburse staff member for conference
0	076215	11/06/08	DON TAYLOR	\$606.54	Conference requisition for Don Taylor
0	076216	11/06/08	JAVIER WILLIAMS	\$75.00	Reimburse staff member for conference attendance
0	076217	11/06/08	ABC ICE HOUSE		Blanket purchase order for purchase of dry ice
0	076218	11/06/08	ACE MARKING DEVICES CORP.	\$96.45	Library supplies
0	076219	11/06/08	A/R CENTRAL BILLING- BOISE	\$553.45	Groceries for Foods Lab.
0	076220	11/06/08	LEE ARMSTRONG CO., INC.	\$475.00	GROUNDS OFFICE - VINYL TILE INSTALLATION
0	076221	11/06/08	ASI-MODULEX	\$646.28	BGS INSTALLATION OF SIGNS
0	076222	11/06/08	BAKER & TAYLOR	\$70.46	Library book per Tom Weisrock request
0	076223	11/06/08	THOMAS BARGER	\$640.00	Football Filming Services
0	076224	11/06/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076225	11/06/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076226	11/06/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076227	11/06/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076228	11/06/08		\$105.00	SCHOLARSHIPS FOR LICENSURE
0	076229	. 11/06/08	·		ANTHROPOLOGY SUPPLIES
0	076230	11/06/08	BUDDY'S ALL STARS	\$1,790.47	WBB shoes and backpacks

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Bank Account (COUNTY ) - County Account

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s	Check #	Check Dt	Company Name	Check Amount	Description
0	076231	11/06/08	BURMINCO	\$518.28	For purchase of items for geology student rock kit
0	076232	11/06/08	CAPISTRANO-LAGUNA BEACH ROP		tech prep allocation
0	076233	11/06/08	CAPISTRANO UNIFIED SCHOOL	\$4,875.00	tech prep allocation
0	076234	11/06/08	COMMUNITY COLLEGE LEAGUE OF	\$4,819.00	Pay for online database renewals.
0	076235	11/06/08	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
0	076236	11/06/08	CINTAS DOCUMENT MANAGEMENT	\$90.00	document destruction/paper recycling for A&R
0	076237	11/06/08	CLARKE & ASSOCIATES, INC.	\$3,308.91	for signage
0	076238	11/06/08	COACH AMERICA	\$961.38	Bus for Emeritus Institute Field Trip 9/26/08
0	076239	11/06/08	COASTAL TRAFFIC SYSTEMS	\$507.74	Signs
0	076240	11/06/08	COLLICUTT ENERGY SERVICES	\$93.65	BLANKET PURCHASE ORDER FOR SUPPLIES
0	076241	11/06/08	D4 SOLUTIONS INC.	\$1,570.13	Network wiring services
0	076242	11/06/08	DANA POINT FUEL DOCK	\$36.49	Blanket PO for Sailboat Fuel for MST Classes
0	076243	11/06/08	GOODWILL INDUSTRIES OF	\$6,650.00	Provide Interpreting Svs for Stds w/disabilities
0	076244	11/06/08	JOHN DEERE LANDSCAPES, INC.	\$97.19	GROUNDS SUPPLIES
0	076245	11/06/08	DELL MARKETING L.P.	\$784.15	Instructional supplies
0	076246	11/06/08	PATRICIA DUMAS	\$113.68	INSTRUCTIONAL MATERIALS FOR WORKSHOP
0	076247	11/06/08	DUNN-EDWARDS CORPORATION	\$679.43	Blanket for instructor supplies
0	076248	11/06/08	EAGLE COMMUNICATIONS	\$492.00	Repair Callbox
0	076249	11/06/08	EBSCO SUBSCRIPTION SERVICE	\$15,841.96	Annual periodical subscription per Tom Weisrock
0	076250	11/06/08	ECONOMIC ALTERNATIVES, INC.	\$347.91	Annual Maintenance: Water Treatment
0	076251	11/06/08	Biz2Bizmarketing.com	\$3,083.71	Software Subscription
O	076252	11/06/08	DONALD EISENTRAUT	\$1,500.00	Contract Services
0	076253	11/06/08	ELSEVIER HEALTH SCIENCE	\$305.00	JOURNAL SUBSCRIPTION
0	076254	11/06/08	EMERGENCY MEDICAL PRODUCTS	\$3,776.86	Supplies for Paramedic Students
0	076255	11/06/08	EMERSON MUSIC	\$139.32	Music purchased
0	076256	11/06/08	ENTERPRISE RENT-A-CAR	\$2,049.42	OPEN P.O. FOR VEHICLE RENTAL
0	076257	11/06/08	EWING IRRIGATION PRODUCTS	\$365.91	OPEN P.O. FOR SUPPLIES
0	076258	11/06/08	SHANNON FASELER	\$102.31	Reimbursement
0	076259	11/06/08	TINA FIETSAM	\$300.00	WORKSHOP PRESENTER
0	076260	11/06/08	FIRST SCHOOL MONTESSORI	\$800.00	Child Care Services
0	076261	11/06/08	FISHER SCIENTIFIC	\$2,254.42	CHEMISTRY SUPPLIES
0	076262	11/06/08	FLEUR FONG	\$185.62	EMERITUS SHOWCASE 9/27/08
0	076263	11/06/08	DONALD FORMANECK	\$1,500.00	Contract Services
0	076264	11/06/08	FOSTER CARE AUXILIARY OF OC	\$120.00	WORKSHOP PRESENTER
0	076265	11/06/08	FRAMES BY MAIL	\$216.39	Purchase supplies for LC Classification posters.
0	076266	11/06/08	FRAZEE INDUSTRIES, INC.	\$48.49	PAINT & SUPPLIES
0	076267	11/06/08	FREEMAN MFG & SUPPLY CO	\$1,423.12	RAPIDTECH SUPPLIES
0	076268	11/06/08	SCHOOL SPECIALTY INC.	\$56.19	BIOLOGY SUPPLIES
0	076269	11/06/08	FRY'S ELECTRONICS	\$628.01	OPEN PO FOR COMPUTER SUPPLIES
0	076270	11/06/08	S & B FOODS	\$313.34	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
0	076271	11/06/08	DAIRY DEPOT	\$48.62	NUTRITIONAL MILK AND DAIRY SUPPLIES
0	076272	11/06/08	AT&T/MCI	\$1,810.06	Annual:Telephone Service
0	076273	11/06/08	OFFICEMAX CONTRACT INC.	\$6,505.44	Office Max Supply Orders 2008/2009
0	076274	11/06/08	PACIFIC CLIPPINGS	\$59.00	020496
0	076275	11/06/08	PASCO SCIENTIFIC	\$56.41	PHYSICS SUPPLIES
0	076276	11/06/08	PAYAM-E-ASHENA	\$200.00	Advertising for 2008/2009
0	076277	11/06/08	PC MALL GOV. INC.	\$62.72	Laptop accessories
0	076278	11/06/08	PEARSON EDUCATION ESL	\$1,943.72	Purchase ESL books.
0	076279	11/06/08	BARBARA PENLAND	\$211.19	Reimbursement for Accreditation visit food.
0	076280	11/06/08	PENNYSAVER	\$154.72	Advertising for Summer 08 Guest Artists
0	076281	11/06/08	J.W. PEPPER & SON, INC.	\$21.55	Sheet music

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Bank Account (COUNTY ) - County Account

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s	Check #	Check Dt	Company Name	Check Amount	Description
0 0	76282	11/06/08	NANNETTE PETROCELLI	\$500.00	594316 SCHOLARSHIP FOR STUDENT
	76283	11/06/08	PHOENIX GROUP INFORMATION SYS.	•	Citation Management
	76284	11/06/08	PRAXAIR		Emergency supplies
	76285	11/06/08	OUEST DIAGNOSTICS		Blanket for Quest Diagnostics
	76286	11/06/08	QUICK CAPTION		Captioning services for Hearing impaired students
	76287	11/06/08	R2A ARCHITECTURE		SCCD-CONSTRUCTION COORDINATION/MASTER PLANNING
	76288	11/06/08			WORKSHOP TRAINER
0 0	76289	11/06/08		\$230.07	PART FOR RICOH/NOT COVERED IN SERVICE AGREEMENT
0 0	76290	11/06/08		\$4,686.46	PAYMENT FOR FOOD AND DRINKS FOR 40TH PARTY
0 0	76291	11/06/08	SAN DIEGO GAS & ELECTRIC	\$1,738.71	Electric Service Billing for SDG&E
0 0	76292	11/06/08	SAN DIEGO SCALE CO., INC.	\$306.96	service for Voyager Balance
0 0	76293	11/06/08	SEHI PROCOMP COMPUTER PRODUCTS	\$273.41	HP LaserJet C4127X Black Print Cartridge
0 0	76294	11/06/08	SEHI COMPUTER PRODUCTS, INC.	\$107.10	Instructor printer cartridges
0 0	76295	11/06/08	SHATTINGER MUSIC	\$109.53	Music purchased
0 0	76296	11/06/08	SMARDAN SUPPLY - EL MONTE	\$1,223.78	IRRIGATION SUPPLIES
0 0	76297	11/06/08	DANIEL SMITH, INC.	\$334.84	STUDENT ART SUPPLIES
0 0	76298	11/06/08	SOUTHERN CALIFORNIA EDISON CO.	\$29,043.16	Annual Electric Service
0 0	76299	11/06/08	SOUTHERN COUNTIES OIL	\$2,814.47	FUEL
0 0	76300	11/06/08	SO. ORANGE CO. COMM. COL.DIST	\$284.00	Return to Title IV Funds
0 0	76301	11/06/08	SOCCER CENTER	\$700.36	WOMEN'S SOCCER
0 0	76302	11/06/08	SPECTRUM CHEMICAL MFG. CORP.	\$82.47	CHEMISTRY SUPPLIES
0 0	76303	11/06/08	STERLING ARTS SUPPLY	\$213.34	Blanket order for student supplies
0 0	76304	11/06/08	TACTICAL & SURVIVAL	\$714.12	Supplies for Paramedic students
0 0	76305	11/06/08	BARBARA TAMIALIS	\$766.08	REIMBURSEMENT FOR EDUCATIONAL MATERIALS
0 0	76306	11/06/08	TERMITE TERRY PEST CONTROL	\$300.00	Bee removal as needed
0 0	76307	11/06/08	TFM ASSOCIATES, INC.	\$176.00	ADVERTISEMENT
0 0	76308	11/06/08	SPORTS SUPPLY GROUP INC.	\$23.54	MEN'S SOCCER LAUNDRY BAGS
0 0	76309	11/06/08	TRAFFIC CONTROL SERVICE, INC.	\$632.74	McCain and parking lot signs
0 0	76310	11/06/08	TUTTLE-CLICK FORD	\$301.45	TRANSPORTATION PARTS
0 0	76311	11/06/08	U.S. POSTAL SERVICE	\$5,500.00	Postage for mailing Spr. 09Perf Arts brochures
0 0	76312	11/06/08	WAECHTER'S SILK SHOP	\$35.70	FASHION SUPPLIES
0 0	76313	11/06/08	WARE DISPOSAL CO., INC.	\$2,121.63	Annual Maintenance: Trash removal
0 0	76314	11/06/08	WAXIE	\$114.09	VACUUM HARNESS
0 0	76315	11/06/08	WEST PAYMENT CENTER	\$467.10	Library books per Tom Weisrock request
0 0	76316	11/06/08	XEROX CORP.	\$99.80	XEROX MAINTENANCE RENEWAL
0 0	76317	11/06/08	NINA M. YAMASAKI	\$105.00	PANEL PRESENTER
0 0	76318	11/06/08	YELLOW PAGES, INC.	\$585.00	Yellow Pages
0 0	76319	11/06/08	OFFICEMAX CONTRACT INC.	•	Office Max Supply Orders 2008/2009
0 0	76320	11/06/08	ROCKVIEW FARMS	\$589.75	For milk for the CDC children.
0 0	76321	11/06/08	TERESA CAMACHO	\$49.49	MILEAGE
0 0	76322	11/06/08	STEPHEN DUBAY		MILEAGE
0 0	76323	11/06/08	G/M BUSINESS INTERIORS		OFFICE SUPPLIES
0 0	76324	11/06/08	LISA JANE GORE	\$1,000.00	Contract Services
0 0	76325	11/06/08	GRAFIX SHOPPE	\$378.73	GRAPHICS FOR POLICE CAR
0 0	76326	11/06/08	W. W. GRAINGER	•	MAINTENANCE SUPPLIES
	76327	11/06/08			Board Meeting Streaming Video Monthly Support
	76328		KELLY GRIMES		PORKSHOP PRESENTER
0 0	76329		HARLAND TECHNOLOGY SERVICES		Annual maintenance, scanner in matric
0 0	76330		HOME DEPOT CREDIT SERVICES		Open PO Home Depot
	76331		LESLIE HUMPHREY		MILEAGE
0 0	76332	11/06/08	J.H. RECOGNITION COMPANY	\$262.50	PINS FOR NURSING GRADS.

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Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

S Check #	Check Dt	Company Name	Check Amount	Description
0 076333	11/06/08	JUNIOR'S GOLF CARTS	\$82.65	OPEN P.O. FOR SUPPLIES
0 076334	11/06/08	KEENAN & ASSOCIATES	\$5,489.00	Gen.Liability and Terrorism Coverage
0 076335	11/06/08	PIPS	\$132,977.00	Protected Insurance Program for Schools 08/09
0 076336	11/06/08	FRANCES KELLEY	\$200.00	Contract Services
0 076337	11/06/08	CANDY KINCAID	\$54.62	MILEAGE
C 076338	11/06/08	KIRK	\$-1,581.76	NCR GLUE
0 076339	11/06/08	KSI CONSULTING ENGINEERS, INC.	\$12,000.00	NEW CHILLER INSTALLATION - CENTRAL PLANT
0 076340	11/06/08	GARY L. KUSUNOKI	\$60.00	Hearing Examiner
0 076341	11/06/08	LOS ANGELES TIMES	\$30.33	LA TIMES SUBSCRIPTION
0 076342	11/06/08	LAERDAL MEDICAL CORP.	\$29.11	SUPPLIES FOR EMT
0 076343	11/06/08	LASER SOURCE	\$200.81	Non instructional repair
0 076344	11/06/08	RACHEL MANDERS	\$65.66	MILEAGE
0 076345	11/06/08	MC KESSON MEDICAL SURGICAL	\$1,052.34	Supplies for Paramedic students
0 076346	11/06/08	MESA GOLF CARTS	\$110.79	electric cart maintenance
0 076347	11/06/08	DAVID MILLER	\$50.00	PANEL PRESENTER
0 076348	11/06/08	SUSAN MILLER	\$340.28	REIMBURSEMENT-SUMMER 2008-FN 400-TICKET #619
0 076349	11/06/08	DANIELLE MODICA	\$251.39	STUDENT REIMBURSEMENT
0 076350	11/06/08	MOULTON-NIGUEL WATER DIST.	\$13,477.31	Billing for Moulton-Niguel water services
0 076351	11/06/08	NASCO WEST		FASHION SUPPLIES
0 076352	11/06/08	NLNAC, INC.	\$1,500.00	NATIONAL LEAGUE FOR NURSING MEMBERSHIP
O 076353	11/06/08	NAT'L ORGANIZATION FOR HUMAN	\$190.00	National Organization for Human Services membershi
O 076354	11/06/08	NEW TOUCH GRAPHICS LLC		Accred. Manual Covers & Tabs
0 076355	11/06/08	ORANGE COUNTY PRINTING	\$344.80	Postcards for Career Fair Nov. 5
0 076356	11/06/08	OCE-USA, INC.	\$120.33	Annual Maintenance:Copier
0 076357		OCE-IMAGISTICS		OCE FAX MAINTENANCE AGREEMENT
0 076358		OFFICE DEPOT	\$178.22	INTERIOR DESIGN SUPPLIES
0 076359	11/06/08		\$850.00	ANNUAL MAINTENANCE: Bug Control
0 076360	11/06/08			MILEAGE
0 076361	11/06/08			MILEAGE
0 076362	11/06/08		·	MILEAGE
0 076363		CARLOS TUCCIO	\$289.06	REPAIR OF REFRIGERATOR IN CLASSROOM
0 076364		JUNE M. MILLOVICH		REIMBURSE SUPPLIES FOR CDES
0 076365	11/06/08		•	40th anniversary game show
0 076366	11/06/08			ATEP Project
0 076367	11/06/08			Hard drives for Call Mgr Upgrade
0 076368	11/06/08	COMMERCE WEST BANK		BID NO.1071, F.A. RESTRM EXPANSION
0 076369		D4 SOLUTIONS INC.		DATA LINE TESTING VILLAGE
0 076370	11/06/08			ATEP Project
0 076371	11/06/08			INSPECTOR AGRMT FOR F.A. RESTROOM
0 076372	11/06/08			BID NO.1071, F.A. RESTRM EXPANSION
0 076373	11/06/08	· ·		STORAGE LECTURE HALL SEATING
0 076374	11/06/08			QA Consulting Services
0 076375	11/06/08	**		BID 295 AV PROJECTIONS SYSTEM
0 076375	11/06/08	·		AUTODESK SUBSCRIPTION RENEWAL
0 076377		ACSIG/EDGE		Vision Services FY 08/09 Fund 01
0 076377	11/10/08			Delta Dental FY 08/09 Fund 01
0 076378		HYATT LEGAL		Hyatt Legal Benefits
0 076379	11/10/08			Pacificare Behavioral FY 08/09 Fund 01
0 076380	11/10/08			Life Insurance Beneftis 2008/2009 FY
0 076381	11/10/08			Long-Term Disability Benefits for 2008-2009 FY
				-
0 076383	11/10/08	SISC III HEALTH BENEFITS	⊋1,∪1∠,93∠.00	SISC (PPO) Benefits FY 2008/09 Fund 01

Report Date: 11/12/08

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-- Escape - AP

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #075976 and 076388

S Check #	Check Dt	Company Name	Check Amount	Description
O 076384	11/10/08	UNUM LIFE INSURANCE COMPANY	\$2,168.15	UNUM LTC FY 2008/09
0 076385	11/10/08	UNUM LIFE INSURANCE COMPANY	\$3,215.79	UNUM LTC FY 2008/09
0 076386	11/10/08	ACSIG/EDGE	\$2,910.28	Vision Services FY 08/09 Fund 07
O 076387	11/10/08	ACSIG/EDGE	\$8,497.10	Delta Dental FY 08/09 Fund 71
0 076388	11/10/08	SISC III HEALTH BENEFITS	\$207,056.00	Blue Shield (Retiree) Benefits FY 2008/09

\$3,167,017.73

-- Report Date: 11/12/08

WARRANT REGISTER LISTING

\_\_\_\_\_ Escape - AP

### FUND SUMMARY

Description	Amount
01 - General Fund	\$2,348,478.02
12 - Child Development Fu	nd \$2,060.57
40 - Capital Outlay Fund	\$593,965.76
68 - Self-Insurance Fund	\$4,050.00
71 - Retiree Benefit Fund	\$218,463.38
	\$3,167,017.73

- Report Date: 11/12/08

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#### --- WARRANT REGISTER LISTING ---

- Escape - AP

Bank Account (SC-CMED ) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #009417 and 009424

S Check #	Check Dt	Company Name	Check Amount	Description
C 009417	10/31/08	FRANCES WENDY GREENSPAN	\$-535.00	Com Ed Presenter
O 009418	10/31/08	INSIGHT SYSTEMS GROUP, INC.	\$645.94	Com. Ed. Presenter
O 009419	10/31/08	ALAN LUGENA	\$37.21	Instructional supplies for Art Classes
0 009420	10/31/08	SMART BUSINESS RESULTS, INC.	\$1,373.38	Com Ed Presenter
0 009421	11/07/08	COMPUTRAX, INC.	\$485.00	Com. Ed. Presenter
0 009422	11/07/08	FRANCES WENDY GREENSPAN	\$50.00	Com Ed Presenter
0 009423	11/07/08	INSIGHT SYSTEMS GROUP, INC.	\$304.00	Com. Ed. Presenter
0 009424	11/07/08	TERRY ROWEN, INC.	\$4,197.50	Comm. Ed. Presenter

\$6,558.03

#### FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$6,558.03
	\$6,558,03

South Orange	County CCD	WARRAN	T REGISTER LISTING	Page Report Date Escape - AP	: 11/12/08
Bank Account	Sort	- IVC Community Ed : Sorted by Warrant # : Between #008504 and 008505			V 4.2
S Check #	Check Dt	Company Name	Check Amount	Description	
O 008504 O 008505	, ,	ROGER E. MINKLE KAYLAA FOX	•	t for Contract Instructor 2008-09 ndent Contractor for IVC Comm. Ed. Clas	ses

\$1,280.00

### FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$1,280.00
	\$1,280.00

ITEM:

5.9

**DATE: 12/05/08** 

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Budget Amendment: Adopt Resolution No. 08-37 to

Amend 2008-2009 Restricted General Fund

**ACTION:** 

Approval

### **BACKGROUND**

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

#### **STATUS**

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

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

Cooperative Agencies Resources for Education (CARE) at Irvine Valley	\$64
Extended Opportunity Programs & Services (EOPS) at Irvine Valley	\$80,497
CA Work Opportunities & Responsibilities to Kids (CalWORKs) at IVC	\$18,459
Temporary Assistance for Needy Families (TANF) at Irvine Valley	\$3,526
Foster and Kinship Care Education (FKCE) at Saddleback College	\$26,802
Total Increase to the General Fund	\$129,348

**Total Budget Amendment** 

\$129,348

#### RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-37 to amend the 2008/2009 Adopted Budget as indicated in Exhibits A & B.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

#### GENERAL FUND

#### **RESOLUTION 08-37**

December 05, 2008

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$129,348.00 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>	Income Source	<u>Amount</u>
01	8199	Federal Revenue	\$3,526
01	8622	State Revenue	\$80,561
01	8629	State Revenue	\$18,459
01	8690	State Revenue	\$26,802
			\$129,348

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>	Expenditure Description	<u>Amount</u>
01	1000	Academic Salaries	\$14,582
01	2000	Classified Salaries	\$3,547
01	3000	Fringe Benefits	(\$16,770)
01	4000	Books and Supplies	\$17,030
01	5000	Other Operating Expenses & Services	\$51,847
01	7000	Other Outgo	\$59,112
			\$129,348

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:

### **GENERAL FUND**

### **RESOLUTION 08-37**

December 05, 2008

### BUDGET AMENDMENT EXPENDITURE DETAIL

### Cooperative Agencies Resources for Education (CARE) at Irvine Valley

INCOME		
01- 8622- 1-022-4-035-000-6310	CARE at Irvine Valley College	64
		<del>-</del>
<u>EXPENDITURE</u>		
01- 7600- 1-022-4-035-077-6310	Other Payments to Students	64
Extended Opposituation	Draguama & Carriaga (EODS) at Insina Vallay Call	
INCOME	Programs & Services (EOPS) at Irvine Valley Coll	ege
01- 8622- 1-023-4-035-077-6430	FOPS at Irvine ValleyCollege	80,497
01 0022 1 020 4 000 077 0400		00,407
EXPENDITURE		
<del></del>	Temporary Non-Clsrm Faculty PT	3,000
01- 1414- 1-023-4-035-077-6430	Temporary Non-Clsrm Faculty, Summer	5,706
01- 2383- 1-023-4-035-077-6430	Temp ST Staff (Non-Instr) Hourly Assignments	1,245
01- 3620- 1-023-4-035-077-6430	Work Comp - Non Instructional Staff	844
01- 4200- 1-023-4-035-077-6430	Books/Magazine & Periodicals	1,000
01- 4580- 1-023-4-035-077-6430	In-house Duplicating, Printing & Graphics	1,000
01- 4600- 1-023-4-035-077-6430	Non-Instruct Supplies & Mat (> 200)	4,000
01- 4900- 1-023-4-035-077-6430	Awards/Recognition	1,400
01- 5651- 1-023-4-035-077-6430	Equipment Maintenance Agreement	250
01- 5810- 1-023-4-035-077-6430	Contracted Printing- Off Campus	1,000
01- 5811- 1-023-4-035-077-6430	Contract Services	2,000
01- 5840- 1-023-4-035-077-6430	Postage	2,000
01- 7500- 1-023-4-035-077-6430	Student Financial Aid	10,000
01- 7600- 1-023-4-035-077-6430	Other Payments to Students	47,052
	_	80,497
CA Work Opportunities	& Responsibilities to Kids (CalWORKs) at Irvine	Valley
INCOME		
01- 8629- 1-026-4-035-000-6310	CalWORKs at Irvine Valley College	18,459

<u>EXPENDITURE</u>		
01- 1415- 1-026-4-035-000-6310	Temp, Non Clsrm Faculty, Stipends & Projects	4,346
01- 2383- 1-026-4-035-000-6460	Temp ST Staff (Non-Instr) Hourly Assignments	14,113
		18,459
Temporary Assistan	ce for Needy Families (TANF) at Irvine Valley Colle	ge
INCOME		
01- 8199- 1-033-4-035-000-6310	TANF at Irvine Valley College	3,526
EVENIENTURE		
EXPENDITURE	Dan Nan Olawa Faa Oawtuat Aasimuu aata	4 500
01- 1211- 1-033-4-035-000-6310	Reg Non Clsrm Fac, Contract Assignments	1,530
01-7600-1-033-4-035-000-6310	Other Payments to Students	1,996
		3,526
Foster and Kinsh	nip Care Education (FKCE) at Saddleback College	
INCOME		
01- 8690- 1-069-1-058-036-1305	FKCE at Saddleback College	26,802
EVDENDITUDE		
EXPENDITURE	Dan Oly/Can Otaff /Non-In-th) Combined Assistan	(44.044)
01-2141-1-069-1-058-036-1305	, ,,	(11,811)
01- 3220- 1-069-1-058-036-1305	PERS - Non Instructional Staff	(129)
01- 3320- 1-069-1-058-036-1305		(44)
01- 3360- 1-069-1-058-036-1305		92
01- 5269- 1-069-1-058-036-1305	Mileage Expense	150
01- 5270- 1-069-1-058-036-1305	Conference/Travel	800
01- 5271- 1-069-1-058-036-1305	District Supported Community Event	3,140
01- 5840- 1-069-1-058-036-1305	Postage	955
01- 5891- 1-069-1-058-036-1305	Indirect Charges	671
		26,802

#### GENERAL FUND

#### **RESOLUTION 08-37**

December 05, 2008

COUNTY OF ORANGE		
		-
,	hur, Secretary to the Board of Trustees of South Orange e District of Orange County, California, hereby certify that th	ne

STATE OF CALIFORNIA

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 6th day of December, 2008.

above and foregoing Resolution was duly and regularly adopted by the said Board at a

regular meeting thereof held on December 05, 2008.

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

ITEM: 5.10

DATE: 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Authorization of Payment to Trustee Absent from Board

Meeting

**ACTION:** 

Approval

### **BACKGROUND**

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

### **STATUS**

Trustee Donald P. Wagner was absent from the Regular Board Meeting on October 27, 2008 due to family illness.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 08-39 (Exhibit A) authorizing payment to Trustee Wagner who was unable to attend the regular Board meeting, as noted above, due to family illness.

Item Submitted By: Dr. Raghu P. Mathur

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

# RESOLUTION AUTHORIZING PAYMENT TO TRUSTEE ABSENT FROM BOARD MEETING

#### **RESOLUTION 08-39**

Section 72425 (c) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."; and WHEREAS, on October 27, 2008, the Board of Trustees of the South Orange County Community College District held a regular meeting; and WHEREAS, Trustee Donald P. Wagner could not be present at the regular meeting; and

WHEREAS, it was determined that Trustee Wagner's absence was due to family illness;

NOW, THEREFORE, BE IT RESOLVED that Trustee Wagner shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on October 27, 2008.

ITEM: 5.11

DATE: 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Authorization of Payment to Student Trustee Absent from Board

Meeting

**ACTION:** 

Approval

### **BACKGROUND**

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

### **STATUS**

Student Trustee Hannah Lee was absent from the Special Board Meeting on November 12, 2008 due to student commitments.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 08-40 (Exhibit A) authorizing payment to Student Trustee Lee who was unable to attend the special Board meeting, as noted above, due to student commitments.

Item Submitted By: Dr. Raghu P. Mathur

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

## RESOLUTION AUTHORIZING PAYMENT TO STUDENT TRUSTEE ABSENT FROM BOARD MEETING

### **RESOLUTION 08-40**

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

WHEREAS, on November 12, 2008, the Board of Trustees of the South Orange County Community College District held a special meeting; and

WHEREAS, Student Trustee Hannah Lee could not be present at the special meeting; and WHEREAS, it was determined that Student Trustee Lee's absence was due student commitments;

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Lee shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on November 12, 2008.

5.12 ITEM: DATE:

12/05/08

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.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

### South Orange County Community College District

### Transfer of Budget Appropriations

Journal Number	r Account	Description	From	То
BT09-00374	01-1415-0-000-4-025-068-4900	HR NCLSRM FAC STI: Interdisciplinary Studies	\$220,000.00	
	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		\$96,000.00
		- -	\$220,000.00	\$220,000.00
Journal Number	r Account	Description	From	To
BT09-00378		INSTR SUPPLIES & MATERIALS: Interdisciplinary Studies	\$15,000.00	
0,000,000,0		BLDG (CNTRCT SRV): Physical Plant: Building Maint & Repairs	\$9,200.00	
		GASOLINE/FUEL: Transportation Services	40,	\$15,000.00
	·	BLDG (CNTRCT SRV): Building Maintenace & Repairs		\$9,200.00
			\$24,200.00	\$24,200.00
Journal Number	* Account	Description	From	To
BT09-00396		HR NCLSRM FAC STI: Counseling & Guidance	\$6,200.00	10
6109-00390		CONTRACT SERVICES: Counseling & Guidance	30,200.00	\$6,200.00
	01-3811-1-203-4-080-033-0310	CONTINACT SERVICES, Courseining & duidance	\$6,200.00	\$6,200.00
		•	70,200.00	70,200.00
Journal Numbe	r Account	Description	From	То
BT09-00404		INSTR SUPPLIES & MATERIALS: Student Cocurricular Activities	\$280.00	10
B105 00404		NEW EQUIPMENT: Interdisciplinary Studies	\$8,780.00	
	,	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	ψο,,, αστου	\$280.00
		NEW EQUIPMENT: Interdisciplinary Studies		\$8,780.00
			\$9,060.00	\$9,060.00
Journal Numbe		Description	From	То
BT09-00406		LECTURER/GUEST SPEAKER FEE-BASED: Guest Artist Series	\$93,000.00	
		DUPL CHBACKS: Guest Artist Series		\$2,000.00
	01-5173-0-000-1-055-084-6892			\$16,000.00
	•	CONTRACT SERVICES: Guest Artist Series		\$70,000.00
	01-5830-0-000-1-055-084-6892	ADVERTISING: Guest Artist Series	\$93,000.00	\$5,000.00
		-	\$95,000.00	\$95,000.00
Journal Numbe	r Account	Description	From	To
BT09-00407	01-1415-2-088-1-054-033-1230	•	\$4,757.00	
	01-5271-2-088-1-054-033-1230	and the second s	\$408.00	
	01-7600-2-088-1-054-033-1230	OTHER PAYMENTS TO STUDENTS: Nursing		\$5,165.00
		• •	\$5,165.00	\$5,165.00
Journal Numbe	r Account	Description	From	То
BT09-00412		RG MANAGER SAL: Interdisciplinary Studies	\$6,000.00	10
8103-00412		NON-INSTR SUPPLIES & MATERIALS: Interdisciplinary Studies	\$0,000.00	\$6,000.00
	01-4000-2-100 1 050 000 4500	Not Not to be a minimum merupapinary studies	\$6,000.00	\$6,000.00
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Journal Numbe	r Account	Description	From	То
BT09-00414	12-6120-0-000-4-024-067-6920	SITE (CNTRCT SRV): Children'S Development Centers	\$5,436.00	
	12-5999-0-000-4-024-067-6920	BALANCING ACCOUNT: Children'S Development Centers		\$5,436.00
			\$5,436.00	\$5,436.00
		TOTAL	\$369,061.00	\$369,061.00

### Recommended for Ratification

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

### Saddleback College

Journal Number	BT09-00354	BT09-00379
	BT09-00356	BT09-00387
	BT09-00360	BT09-00388
	BT09-00363	BT09-00389
	BT09-00365	BT09-00390
	BT09-00367	BT09-00393
	BT09-00368	BT09-00394
	BT09-00377	BT09-00409
•		

### **Irvine Valley College**

Journal Number	BT09-00362
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BT09-00369 BT09-00372 BT09-00384 BT09-00415

### **District Services**

Journal Number BT09-00392

BT09-00408

### ATEP

**Journal Number** 

ITEM: DATE: 5.13 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: November/December 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 November/December 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	<u> AMOUNT</u>
Links Sign Language & Interpreting Services Consultant Agreement to provide interpreting services.	\$ 16	6,458.00
The Living Suns Performance Agreement for IVC campus.	\$	300.00
JRH Construction Company Escrow Agreement for Security Deposits in Lieu of Retention	\$ n.	0
Western Medical center Santa Ana Affiliation agreement to provide clinical training to students.	\$	0
Robert H. Lange Christian Preschool Affiliation agreement to provide clinical training to students.	\$	0
OC Rescue Mission – Village of Hope Affiliation agreement to provide clinical training to students.	\$	0
Tustin Hospital and Medical Center Affiliation agreement to provide clinical training to students.	\$	0

### RECOMMENDATION

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

Item Submitted By: Gary L. Poertner, Deputy Chancellor

ITEM: 5.14 DATE: 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Gifts to the District and Foundations

**ACTION:** 

Approval

### **BACKGROUND**

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

### **STATUS**

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

### RECOMMENDATION

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

Item Submitted By: Gary L. Poertner, Deputy Chancellor

# DONATIONS December 5, 2008

### SADDLEBACK COLLEGE

Gift	Donated By:
Yamaha Golf Cart	Elysbeth Mathews
·	240 Avenida Baja
	San Clemente, CA 92672

### **IRVINE VALLEY COLLEGE**

Gift	Donated By:
2-\$5.00 Gift Certificates	Al Tello
	17261 Chestnut
	Irvine, California 92612
Vintage Ladies Hats	George Badget
	32 Waterway
·	Irvine, California 92614
2 Nights Lodging for British Debate	Hilton Orange County
Team	3050 Bristol Street
	Costa Mesa, California 92626
Lunch & Dinner for British Debate Team	Al Tello
	17261 Chestnut
	Irvine, California 92612
Books	Anonymous Donation

ITEM: 6.1 DATE: 12/5/08

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 (\$85 dollars less than the same trip in 2008) or \$312.23 per day. Saddleback College solicited additional bids for this program. The proposed program is the best of the three 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 with the American Institute for Foreign Study for coordinating all travel agreements in Exhibit B.

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

### STUDY ABROAD PROGRAM INFORMATION SUMMARY

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Address:		N/A							
Contact Per		N/A				Tele	phone No	o.: <b>N/A</b>	
Description	of Instituti	on:	N/A						
Includes: Accredited Instruction				Yes:	Х	No:			
	Transfer College Units Orientation				Х	No:			
		Yes:	Х	No:	12000				
·	Books/Supplie	es		Yes:	<b>X</b>	No:	All the second		
	Tutors			Yes:	Х	No:			
	Weekend Stud	dy Activitie	es	Yes:	Х	No:			
	Food			Yes:	Х	No:			
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- 1. Travel Warnings
- 2. Consular Information Sheet

### 9. REQUIRED SIGNATURES

Lead Faculty Member

900-19,08

Department Chair

400 19,08 Date

Division/School Dean

11/19/08

Vice President, Instruction

11-19-00

dent, Instruction Da

College President 0

*/|-|9-0*2 Date

### 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 5th day of December, 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. <u>INSTRUCTIONAL SERVICES</u> 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

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. <u>PAYMENT BY TRIP PARTICIPANTS</u> – 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

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.

- RESTRICTION ON TRIP PARTICIPATION All Educational Tour/Field 5. 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. <u>EDUCATIONAL TOUR/FIELD STUDY CORRESPONDENCE</u> -TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.
- 7. INDEMNIFICATION TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney's fees) that any person (including but not limited to Educational Tour/Field Study Trip participants or TRAVEL CONTRACTOR'S employees), or such person's heirs, executors, administrators or assigns may have against the DISTRICT, arising out of

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

- LIQUIDATED DAMAGES. TRAVEL CONTRACTOR acknowledges that 8. the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour/Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour/Field Study Trip set forth in SPECIFIC TRIP DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour/Field Study Trip participants, such breach may cause hardship to the Educational Tour/Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour/Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour/Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour/Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.
- 9. TRAVEL AGENTS All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.
- 10. TRIP CANCELLATION INSURANCE TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from

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

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

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour/Field Study Trip naming the District as additional insured with a single limit of liability of 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. <u>TERM</u> This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior to the departure of the Educational Tour/Field Study Trip (or fewer

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

- 14. NO ASSIGNMENT/TIME OF ESSENCE/HEIRS AND ASSIGNS This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.
- 15. NO MODIFICATION OF AGREEMENT This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour/Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.
- 16. NOTICE Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time

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

17. <u>CONTROLLING LAW</u> – 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.

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

TRAVEL CONTRACTOR	DISTRICT
Name: American Institute for Foreign Study (AIFS)	South Orange County Community College District
Date:	Date:
By: Paul H. Watson	By:Gary L. Poertner
<u>Title:</u>	<u>Title:</u>
Senior Vice President	Deputy Chancellor
Address:	Address:
River Plaza, 9 West Broad Street Stamford, Connecticut 06902-3788	28000 Marguerite Parkway Mission Viejo, California 92692
Phone: (800) 727-2437	<b>Phone:</b> (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 2<sub>nd</sub>, 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	
<del></del>	•

**Exhibit D** 

### **Travel Information**

Country Specific Information

Travel Warnings

**Travel Alerts** 

### **Current Travel Warnings**

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

Eritrea 11/15/2008
Somalia 11/15/2008
Chad 11/14/2008
Kenya 11/14/2008
Yemen 11/10/2008
Congo, Democratic Republic of the 10/30/2008
Sudan 10/02/2008
Pakistan 10/01/2008
Israel, the West Bank and Gaza 09/26/2008
Iran 09/15/2008
Georgia 09/10/2008
Lebanon 09/10/2008
Afghanistan 09/10/2008
Algeria 08/22/2008
Colombia 08/07/2008
Saudi Arabia 07/09/2008
Uzbekistan 07/03/2008
Sri Lanka 06/13/2008
Iraq 06/13/2008
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

**ITEM:** 6.2

DATE:

12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

Saddleback College: Adopt Resolution No. 08-38: Intention to Enter

Into Agreement and Hold a Public Hearing for AT&T California

Easement

**ACTION:** 

Approval

### **BACKGROUND**

In August 1985, the Board of Trustees entered into a long-term lease agreement for the Marguerite Parkway development of 400 apartment units. AT&T California (AT&T) installed a telephone cabinet on the city right of way which now requires replacement and an upgrade. AT&T is working to fulfill the requirements set forth by the City of Mission Viejo including a one foot high retaining wall. The proposed location for this wall is determined to be on the District's leased property.

California Education Code 17557 requires the Board to adopt a resolution declaring its intention to convey any real property belonging to the District and to conduct a public hearing prior to entering into the dedication or conveyance of any property.

### **STATUS**

AT&T's requested Grant of Easement is for a retaining wall approximately 40' long and 2' wide. All other improvements will occur within the city right of way. The Grant of Easement must be signed by both the Leasee and Leasor of the property.

Specific information concerning the proposed agreement will be made available to the Board and the public prior to the hearing. At the conclusion of the public hearing, the Board will make a determination on whether to enter into the agreements and whether such agreements are in the best interest of the District and Saddleback College.

No costs are associated with this proposal.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-38 (EXHIBIT A) declaring its intention to enter into an agreement and set a public hearing at the January 2009 board meeting, regarding the AT&T easement.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

### Resolution No. 08-38

# RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DECLARING IT'S INTENT TO ENTER INTO AT&T CALIFORNIA GRANT OF EASEMENT

IT'S INTENT TO ENTER INTO AT&T CALIFORNIA GRANT OF EASEMENT
AGREEMENT AND PUBLIC HEARING
ON THESE AGREEMENTS
SADDLEBACK COLLEGE

December 5, 2008

WHEREAS, Education Code sections 17556, et seq., authorizes the Board of Trustees of a community college district to dedicate real property for electric or telephone line improvements; and

WHEREAS, the District staff and Saddleback College staff have reviewed the terms set forth in the proposed Grant of Easement agreement by and between Pacific Bell Telephone Company dba AT&T California, the District and the Leasee to the property and determined the request to acceptable.

**NOW, THEREFORE**, the Board of Trustees of the South Orange County Community College District FINDS, DECLARES, RESOLVES and ORDERS as follows:

- 1. The Board of Trustees hereby declares its intention to enter into an agreement with AT&T California to provide a Grant of Easement.
- 2. NOTICE IS HEREBY GIVEN that the Board of Trustees will conduct a public hearing to determine (a) if the terms of the Grant of Easement agreement with AT&T California are acceptable to the District.

At the conclusion of the public hearing, the Board of Trustees will determine whether or not to enter into the proposed Grant of Easement agreement with AT&T California upon the terms and conditions set forth therein or upon such other terms as the Board may determine to be in the best interests of the District.

- 3. The secretary of the Board of Trustees is hereby authorized and directed to:
  - (b) Give notice of the adoption of this resolution by publication in the Orange County Register newspaper not less than fifteen (15) days prior to the date of the public hearing on this matter.

**PASSED AND ADOPTED,** by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on December 5, 2008.

President		Member	
Vice President		Member	
	**		
Clerk		Member	
		Member	

# Resolution No. 08-38 RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DECLARING IT'S INTENT TO ENTER INTO A GRANT OF EASEMENT AGREEMENT AND PUBLIC HEARING ON THIS AGREEMENT SADDLEBACK COLLEGE

December 5, 2008

STATE OF CALIFORNIA)

COUNTY OF ORANGE )

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of the South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Board at a regular meeting held on the 5<sup>th</sup> day of December, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this  $6^{\rm th}$  day of December, 2009.

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

ITEM: 6.3 DATE: 12/5/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: 2010-2011 Academic Calendar

**ACTION:** 

**Approval** 

### **BACKGROUND**

The South Orange County Community College District Academic Calendar Committee convenes annually 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.

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 System 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.

### **STATUS**

On November 17, 2008, the Board of Trustees accepted for review and study the proposed 2010-2011 Academic Calendar (Exhibit A).

### RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed Academic Calendar for 2010-2011 (Exhibit A).

### **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	3	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		13
14	15	16	17	18	19	20
21.	22	23	24	75	) ))(	2.7
28	29	30				

### December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	JIS.	į/A	75		17	18
10	20	21	.22	23.	'24	
26	27	<b>'</b> 28	29	30	31	

### **ACADEMIC CALENDAR 2010-2011**

Saddleback College - Irvine Valley College

Advanced Technology & Education Park

	LEGEND
	Classes Not in Session
	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				
Instructional Days							
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		** 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
		ς.	5	5	7	
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16		18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February 2011

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28					
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### March 2011

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27	28	29	30	31				

### April 2011

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### May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
ì	2	3	4	5	6	7
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22	23	24	25	26	27	28
29		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
<b>,*</b>	August 23-October 17 (Monday-Sunday)	8-Week Session
•	September 6 (Monday)	
*	October 18-December 12 (Monday-Sunday)	
•	November 12 (Friday)	
•	November 25-26 (Thursday/Friday)	
	December 13-19 (Monday-Sunday)	Final Examinations
	December 20 (Monday) Faculty Contractual D	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)	Now Year's Day Holiday
•	January 4-7 (Tuesday-Friday)	
	January 10 (Monday)	
*	January 10-March 20 (Monday-Sunday)	
•		
•	February 21 (Monday) W	· · · · · · · · · · · · · · · · · · ·
	March 13-19 (Sunday-Saturday) Spring Br	
•	March 17-18 (Friday)	
*	March 21- May 11 (Monday-Wednesday)	
	May 12 (Thursday)Faculty Contractual [	
	May 13-19 (Friday-Thursday)	
	May 20 (Friday)Faculty Contractual I	Day/Classes Not in Session
+	May 20 (Friday) Irvine Valley College/Saddlebac	k College Commencements
٠,١		
	SUMMER SESSION 2011	
*1	* May 23-July 1 (Monday-Friday)	
*	May 23-July 15 (Monday-Friday)	
	May 30 (Monday)	
	June 20-August 12 (Monday-Friday)	
•	July 4 (Monday)	Fourth of July — Holiday
*:	** July 5-August 12 (Tuesday-Friday)	6-Week Session

### MARSHALL DRUMMOND, CHANCELLOR

### E OF CALIFORNIA

# ornia Community Colleges em Office

2 STREET MENTO, CA 95814-6511 445-8752 MWW.CCCCO.EDU



ine 25, 2007

O:

District Superintendent/President

ROM:

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, 20	08	
(Friday, Mon	day, 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)

-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, 200	09	
(Frida	y, 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

For holiday or academic calendar configuration questions, call Elias Regalado, Fiscal Contact:

Services, at (916) 445-1165 or e-mail at eregalad@cccco.edu.

District/College Chief Business Officer cc: Chief Instructional Officer

Dean of Admissions and Records, Registrar

Chief Information System Officer

Erik Skinner Elias Regalado

ITEM: 6.4

**DATE: 12/05/08** 

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Board Policy Revision: 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:** 

Discussion/Approval

### **BACKGROUND**

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

### **STATUS**

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on October 16, 2008 or November 6, 2008 respectively for review and recommendation to the Chancellor, and to the Board of Trustees for review and study at the November 17, 2008 board meeting.

### **RECOMMENDATION**

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

Item Submitted By: Gary L. Poertner, Deputy Chancellor

### **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**

5611

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT 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 5520055000, 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.

## BOARD POLICY

5615

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDENTS

#### 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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM:** 6.5

**DATE: 12/05/08** 

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Board Policy Revision: BP 2101-Delegation of Authority to

the College President

**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**

One board policy is presented to the board for "Review and Study." The new language and amendments to the board policy 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 policy was presented to the Chancellor's Cabinet on November 20, 2008 for review and recommendation to the Chancellor.

#### RECOMMENDATION

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

Item Submitted By: Gary L. Poertner, Deputy Chancellor

## BOARD POLICY

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT **ADMINISTRATION** 

#### DELEGATION OF AUTHORITY TO THE COLLEGE PRESIDENT

The President is the Chief Executive Officer of the college. The President reports to, assists, and supports the Chancellor in the performance of the duties delegated by the Board of Trustees in Board Policy 2100. The President is responsible for implementing the colleges' strategic plan and district policies. The President's administrative organization shall be the established authority on campus and the College President is the final authority at the college level.

The Chancellor delegates authority to the College President for the following functions:

- 1. Provide leadership in the development and implementation of a sustainable master plan and integrated strategic plan. Based upon on-going institutional research, both plans should consider accreditation standards and student success issues, as well as drive the budget process and resource allocation.
- 2. Promote and support learning, teaching, and student success, including the maintenance and improvement of quality instructional and support services.
- 3. Provide leadership in the development and implementation of career technical education to meet the needs in the community.
- 4. Provide leadership in the development and implementation of a comprehensive enrollment management plan.
- 5. Develop and monitor the college budget and assume fiscal responsibility.
- 6. Provide college employees with the opportunity to successfully achieve high standards in their work by fostering a culture of teamwork and professional and leadership development.
- 7. Propose strategies for selecting and retaining a diverse high quality full-time faculty, staff and administrators.
- 8. Select and extend offers of employment for faculty, administrators and classified positions for the college.
- 9. Provide leadership and empower the administrative team.
- 10. Provide leadership focusing on accountability and professional conduct.
- 11. Assume a highly visible leadership role in the community and build strategic partnerships with corporate, educational and community-based organizations.

- 12. Develop and implement emergency preparedness plans.
- 13. Provide a participatory governance process.
- 14. Other related functions.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM:** 6.6

DATE: 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Adoption of Resolution 08-41: Trustee Compensation

**ACTION:** 

Approval

#### **BACKGROUND**

According to Board Policy 164: Board Member Compensation (Exhibit A), members of the Board who attend all Board Meetings shall receive \$400 per month. Education Code Section 72024 provides that in any community college district in which the Full Time Equivalent Students (FTES) for the prior college year exceeds 25,000, each member of the Governing Board, who actually attends all meetings held by the Board, may receive a compensation for his/her services a sum not to exceed \$750.00 in any month.

#### **STATUS**

The District's number of Full Time Equivalent Students (FTES) for the 2007-08 college year was 25,279.10. The District's enrollment has continued to grow during 2008-09 college year.

#### RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Resolution No. 08-41 and thus compensate each Board member \$750.00 per month for his/her services consistent with Education Code Section 72024, effective December 1, 2008.

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

#### **RESOLUTION NO. 08-41**

# RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ESTABLISHING BOARD MEMBER COMPENSATION IN ACCORDANCE WITH EDUCATION CODE SECTION 72024 AND AMENDING BOARD POLICY 164

**WHEREAS,** the District's number of Full Time Equivalent Students ("FTES") for the 2007-2008 college year was 25,279.10; and

WHEREAS, Education Code Section 72024 provides that in any community college district in which the FTES for the prior college year exceeds 25,000, each member of the governing board who actually attends all meetings held by the board, unless excused pursuant to other provisions of law, may receive as compensation for his or her services a sum not to exceed seven hundred and fifty dollars (\$750) in any month;

NOW THEREFORE, it is hereby RESOLVED, DETERMINED, AND ORDERED as follows:

**Section 1:** That pursuant to Education Code Section 72024(a)(2) members of the District Governing Board shall receive as compensation \$750 per month if they attend all meetings unless otherwise excused from attendance pursuant to Education Code Section 72024(d) and Board Policy 164;

**Section 2**: That Board Policy 164 is hereby amended to read as set forth in Exhibit A attached to this resolution and incorporated herein by this reference.

APPROVED, ADOPTED	AND SIGNED	this	day o	of,	2008
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BOARD OF TRUSTEES
SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT

By:\_\_\_\_\_
President, Board of Trustees

ATTEST:

By:

Secretary to the Board of Trustees

#### **EXHIBIT A**

### BOARD POLICY

164

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

#### **BOARD MEMBER COMPENSATION**

Members of the Board who attend all board meetings shall receive \$750\$400 per month and the student member \$200 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

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

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

Reference:

Education Code Section 1090, 35120, 72024

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.7

**DATE: 12/05/08** 

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

Academic Personnel Actions – Regular Items

**ACTION:** 

Approval/Ratification

#### **BACKGROUND**

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

#### **STATUS**

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

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

#### 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. **ADMINISTRATIVE EMPLOYMENT** (Ratified Pursuant to Board Policy 4002.1)
  - A. PEEBLES, Ed.D., RANDY, is to be employed as Provost, Pos #2912, Administration, Advanced Technology and Education Park, Academic Administrator Salary Range III, Step 1, effective December 1, 2008. (See Exhibit B, Attachment 1)

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

			Approx.	
			<u>Salary</u>	
<u>Applicant</u>	Highest Degree	<u>Assignment</u>	<u>Placement</u>	Start Date
Jerue, Roseanne	MA/Sociology	Sociology/IVC	II/6	01/12/09
Palmisano, Michelle	PhD/Bioengineering	Biology/IVC	.V/6	01/12/09
Petitpas, Dionne	BA/Communications	Comm. Arts/SC	I/6	01/12/09
Pino, David	MA/Political Science	Political Science/SC	II/6	03/24/09
Rebia, Sergio	MFA/Fine Arts	Fine Arts/SC	II/6	01/12/09
Runyan, Stephen	PhD/Physiology	Biology/IVC	V/6	01/12/09
Toosi, Farah	MS/Electrical Eng.	Elect. Technology/SC	II/6	01/12/09

3. <u>ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF</u> (Ratified - Pursuant to Board Policy 4002.1) - Continued

			Approx.	
			Salary	
<u>Applicant</u>	Highest Degree	<u>Assignment</u>	<u>Placement</u>	Start Date
<sup>1</sup> Rudmann, Brent	MA/History	History/IVC	II/6	10/27/08
<sup>1</sup> Seraphin, Eva	PhD/History	History/IVC	V/6	10/27/08

#### **B.** ADMINISTRATOR CONTRACT EXTENSION

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2009.

_	·	<u>Salary</u>	Contract
<u>Administrator</u>	<u>Assignment</u>	<u>Placement</u>	Term/Year
Justice, S. Craig	Vice President, Instruction/IVC	III/3	06/30/2012
Plano, Gwendolyn	Vice President, Student Services/IVC	III/6	06/30/2012
Vurdien, Ramalingum	Vice President, Instruction/SC	III/6	06/30/2012

December 5, 2008

<sup>&</sup>lt;sup>1</sup> Emergency Hire

#### C. ADDITIONAL COMPENSATION: GENERAL FUND

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

•		Not to Exceed	
<u>Name</u>	Activity	<u>Amount</u>	Effective Date
Adams, Howard	Chair, Curriculum Committee/SC	\$ 6,367.00	01/12/09-05/21/09
Millovich, June	Develop Child Dev. Prog Lab/SC	3,000.00	01/12/09-05/21/09

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

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

·		Not to Exceed	
<u>Name</u>	Activity	<u>Amount</u>	Effective Date
Callum, Oceana	Writing Workshop/Foundation/SC	\$ 150.00	10/14/08-10/28/08
Frazier, Vanessa	Writing Workshop/Foundation/SC	150.00	10/28/08-11/18/08
Jerome, Amanda	Writing Workshop/Foundation/SC	100.00	11/05/08-11/10/08
Neubauer, Laura	Writing Workshop/Foundation/SC	100.00	10/21/08-11/13/08
Reading, Cynthia	Writing Workshop/Foundation/SC	100.00	11/10/08-11/19/08
Tanriverdi, Fawn	Coordinator, CalWORKs/TANF/IVO	C 6,366.60	08/18/08-05/22/09

#### E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

- 1. DE SHAZER, LARRY, ID #9592, Director CACT, Pos #2459, Administration, Advanced Technology and Educational Park, Academic Administrator Salary Range I, Step 6, resignation effective February 4, 2009, retirement effective February 5, 2009. (Permanent hire date: September 16, 1998)
- 2. RUDMANN, BARI, ID #3619, Counselor DSP&S, Pos #1982, School of Guidance and Counseling Services, Irvine Valley College, Academic Faculty Salary Class III, Step 20, resignation effective July 31, 2009, retirement effective August 1, 2009. (Permanent hire date: August 21, 1990)

#### **ATTACHMENT 1**

NAME:

RANDY PEEBLES, Ed.D.

POSITION:

PROVOST, ATEP

Advanced Technology and Education Park

**EDUCATION:** 

Ed.D.

Education

Pepperdine University, Malibu, CA

M.A.

**Industrial Education** 

California State University, Long Beach

B.A.

**Industrial Arts** 

California State University, Long Beach

#### **EXPERIENCE**:

Dr. Randy Peebles has a successful and active career in institutional administration, as well as six years of full-time community college teaching experience. He has been employed as Instructional Dean in the Technology Division at Cerritos Community College from 1985 to the present. During this period, he also served as Interim Instructional Dean in the Business Division for three years and Interim Executive Dean in Community Industry Technology Education for two years. Dr. Peebles was a full-time instructor from 1978 to 1985 at Rancho Santiago Community College, where he taught Computer Numerical Control and Manufacturing. While there, he also served as Industry Education Projects Coordinator/Department Chair for two years. Prior positions held were President/Chief Executive Officer at Amerimach Corporation, Industrial Inspector for the County of Orange, Aerospace Manufacturing Technician/Specialist at Bertea Corporation, and Director of Operations at Western River Expeditions in Utah.

Dr. Peebles experience and success in designing and managing grants and educational contracts is extensive and ongoing. He has had over \$15 million in successful projects that he directly designed, wrote, and managed. Dr. Peebles continues to be active in the business and community providing unique technical training options by way of contracts, grant funds or fees.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.8

**DATE: 12/05/08** 

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

Classified Personnel Actions - Regular Items

**ACTION:** 

Approval/Ratification

#### **BACKGROUND**

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

#### **STATUS**

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

#### **RECOMMENDATION**

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

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

#### CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

#### A. NEW PERSONNEL APPOINTMENTS

- 1. CLASSIFIED EMPLOYMENT (Information Items Pursuant to Board Policy 4002.1)
  - a. SILVA, LUIS is to be employed as Groundskeeper, Pos #3907, Classified Bargaining Unit Salary Range 118, Step 1, Office of Physical Plant, Saddleback College, 40 hours per week, 12 months per year, effective November 19, 2008. This is a new position approved by the Board of Trustees on April 28, 2008.
- 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>	Classification	Range/Step	Start Date
Grigsby, Shauna	Office Assistant/SC	113/1	10/27/2008
Hurlbut, Jeffrey	Custodian/SC	113/1	11/04/2008
Kothari, Rashmi	Child Development Specialist/SC	122/1	11/06/2008
<sup>1</sup> Owens-Gilliam, Shirelle	Counseling Office Assistant/SC	115/1	11/03/2008

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>	Hourly Rate	Start/End Date
Abila, Ryan	Outreach Aide/SC	\$ 12.50	01/01/09-06/30/09
Abrahams, Lawrence	Coaching Aide/IVC	15.00	01/01/09-06/30/09
Acker, Curtis	TPP/SC	10.00	01/01/09-06/30/09
Adams, Brandt	Project Specialist/IVC	9.50	01/01/09-06/30/09
Anderson, Rachel	Coaching Aide/IVC	15.00	01/01/09-06/30/09
Anthony, Jared	Adapted Kinesiology Aide/IVC	9.00	01/01/09-06/30/09
Anthony, Sarah	TPP/SC	10.00	01/01/09-06/30/09
Arkell, Simon	Coaching Aide/SC	15.00	01/01/09-06/30/09
Atkins, Kimberly	Clerk - Short Term/SC	11.00	01/01/09-06/30/09
Azizi, Omar	Project Specialist/SC	18.00	01/01/09-06/30/09
Baird, Daniel	TMD Aide/SC	18.00	01/01/09-06/30/09
Barcenas, Patricia	Clerk - Short Term/IVC	10.00	01/01/09-06/30/09
Barnes, Shelley	Project Specialist/SC	16.00	01/01/09-06/30/09
Belardes, Yvonne	Clerk - Short Term/SC	10.00	01/01/09-06/30/09
Bernal, Robert	Coaching Aide/SC	15.00	01/01/09-06/30/09
Blair, Adam	TMD Aide/SC	8.50	01/01/09-06/30/09
Booker, Nicholas	Coaching Aide/SC	15.00	01/01/09-06/30/09
Boutte, Rhonda	TMD Aide/SC	10.50	01/01/09-06/30/09
Bremer, Laura	TPP/SC	10.00	01/01/09-06/30/09

<sup>&</sup>lt;sup>1</sup> Shirelle Owen-Gilliam, Substitute Counseling Office Assistant, Saddleback College & Aaron Gilliam, Project Specialist are Mother and Son.

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>	Position	Hou	rly Rate	Start/End Date
<sup>2</sup> Brennan, Karissa	Project Specialist/SC	\$	11.50	01/01/09-06/30/09
Brotherton, Eric	TPP/SC	·	10.00	01/01/09-06/30/09
Brown, Gloria	DSPS Proctor/SC		16.00	01/01/09-06/30/09
Brown, Jerry	Project Specialist/SC		20.00	11/04/08-12/31/08
Brown, Jerry	Project Specialist/SC		20.00	01/01/09-06/30/09
Brown, Lucy	Clerk - Short Term/SC		13.00	01/01/09-06/30/09
Brown, Megan	TMD Aide/SC		9.50	10/30/08-12/31/08
Brown, Megan	TMD Aide/SC		9.50	01/01/09-06/30/09
Brown, Stephanie	TPP/SC		10.00	01/01/09-06/30/09
Buchea, Jason	Project Specialist/IVC		14.00	01/01/09-06/30/09
Buchman, Bruce	Coaching Aide/SC		15.00	01/01/09-06/30/09
Buehler, Jason	Project Specialist/SC		16.00	01/01/09-06/30/09
Burns, Kathy	Clerk - Short Term/SC		10.50	01/01/09-06/30/09
Burns, Samantha	TPP/SC		10.00	01/01/09-06/30/09
Butcher, Donald	Coaching Aide/SC		15.00	01/01/09-06/30/09
Cabrera, Enrique	TPP/SC		10.00	01/01/09-06/30/09
Caldwell, Thomas	Project Specialist/SC		8.50	01/01/09-06/30/09
Campos, Diana	TPP/SC		10.00	01/01/09-06/30/09
Carlin, Timothy	TMD Aide/IVC		8.50	01/01/09-06/30/09
<sup>3</sup> Carneal, Christina	TPP/SC		10.00	01/01/09-06/30/09
<sup>2</sup> Carneal, Christopher	TPP/SC		10.00	01/01/09-06/30/09
Carr, Delores	Project Specialist/SC		14.00	01/01/09-06/30/09
Carson, Clayton	Coaching Aide/SC		15.00	01/01/09-06/30/09
Cascardo, Matthew	Coaching Aide/SC		15.00	01/01/09-06/30/09
Castillo, Carina	TPP/SC		10.00	01/01/09-06/30/09
Cervantes, Martha	Clerk - Short Term/SC		13.00	01/01/09-06/30/09
Chandler, Cory	Coaching Aide/SC		15.00	01/01/09-06/30/09
Choe, Samuel	Coaching Aide/IVC		15.00	01/01/09-06/30/09
Christman, Tyler	TMD Aide/SC		9.50	01/01/09-06/30/09
Clement, Tony	Project Specialist/SC		8.50	01/01/09-06/30/09
Cone, Allison	Project Specialist/IVC		8.50	01/01/09-06/30/09
Contreras, Karina	TPP/SC		10.00	01/01/09-06/30/09
Cook-Sneathen, A.	Project Specialist/IVC		9.50	01/01/09-06/30/09
Coon, Ryan	TMD Aide/SC		9.50	01/01/09-06/30/09
Cordova, Lynne	Project Specialist/SC		14.00	01/01/09-06/30/09
Cuevas, Mary Lynn	Project Specialist/SC		8.50	11/06/08-12/31/08
Dadivas, Bianca	TPP/SC		10.00	01/01/09-06/30/09
Dantanarayana, P.	Clerk - Short Term/IVC		9.50	01/01/09-06/30/09
Davani, Farideh	TMD Aide/IVC		9.00	01/01/09-06/30/09

<sup>2</sup> Daughter of Kathleen Brennan, Athletic Equipment Specialist, Saddleback College.

<sup>&</sup>lt;sup>3</sup> Sister of Christopher Carneal, Teacher Prep. Program, Saddleback College and Brother of Christina Carneal, Teacher Prep. Program, Saddleback College.

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)

Name	Position	Hou	ırly Rate	Start/End Date
Davis, Madhava	Coaching Aide/SC	\$	15.00	01/01/09-06/30/09
DeGrignon, Jean	Project Specialist/DIST		20.00	01/01/09-06/30/09
Deyo, Michelle	Project Specialist/SC		20.00	01/01/09-06/30/09
Dill, Laura	Coaching Aide/SC		15.00	01/01/09-06/30/09
Donobarros Locken, R.	_		12.50	01/01/09-06/30/09
Donohue, Sean	TMD Aide/SC		8.50	01/01/09-06/30/09
Duquene, Monica	Project Specialist/SC		16.00	11/05/08-12/31/08
Duquene, Monica	Project Specialist/SC		16.00	01/01/09-06/30/09
Dutcher-Centers, S.	Clerk - Short Term/IVC		13.00	01/01/09-06/30/09
Dwinell, Patti	Clerk - Short Term/SC		12.00	01/01/09-06/30/09
Edwards, Travis	Project Specialist/SC		12.50	10/22/08-12/31/08
Edwards, Travis	Outreach Aide/SC		12.50	01/01/09-06/30/09
El Ahmar, Nidal	Clerk - Short Term/IVC		10.00	01/01/09-06/30/09
Elecciri, David	Coaching Aide/SC		15.00	01/01/09-06/30/09
Escalante, Mario	Project Specialist/SC		14.00	01/01/09-06/30/09
Espinal Guadarrama, C.	<u> </u>		9.50	01/01/09-06/30/09
Evans, Vanessa	TMD Aide/IVC		9.00	01/01/09-06/30/09
Fadaiefard, Mohammad	Project Specialist/IVC		18.00	01/01/09-06/30/09
Fahimi, Kimia	Project Specialist/IVC		14.00	01/01/09-06/30/09
Fellner, John	Project Specialist/SC		8.50	01/01/09-06/30/09
Fischer, Alice	Clerk - Short Term/IVC		12.00	01/01/09-06/30/09
Fletcher, Jenny	Adapted Kinesiology Aide/IVC		9.00	01/01/09-06/30/09
Flippin, Mark	Coaching Aide/IVC		15.00	01/01/09-06/30/09
Florentino, Yesenia	Project Specialist/SC		13.00	01/01/09-06/30/09
Fox, Geoffrey	Coaching Aide/SC		15.00	01/01/09-06/30/09
Fox, Jill	Clerk - Short Term/SC		12.00	01/01/09-06/30/09
Frayne, Dennis	TPP/SC		10.00	01/01/09-06/30/09
Freitas, Sami	Coaching Aide/SC		15.00	01/01/09-06/30/09
Furuta, Jeanne	Clerk - Short Term/SC		13.00	01/01/09-06/30/09
Gannon, Ashley	TMD Aide/IVC		9.00	01/01/09-06/30/09
Garber, Shaylene	TMD Aide/SC		9.50	01/01/09-06/30/09
Garcia Lua, Beatriz	Clerk - Short Term/SC		10.00	01/01/09-06/30/09
Gau, Mary	Project Specialist/SC		16.00	01/01/09-06/30/09
Gauthier, Shirley	Clerk - Short Term/SC		13.00	01/01/09-06/30/09
Geach, Raymond	TPP/SC		10.00	01/01/09-06/30/09
Geier, Brian	Adapted Kinesiology Aide/SC		20.00	01/01/09-06/30/09
<sup>1</sup> Gilliam, Aaron	Project Specialist/SC		14.00	01/01/09-06/30/09
Gleizer, Jennifer	Project Specialist/SC		20.00	01/01/09-06/30/09
Gonzalez, Deyanira	Project Specialist/SC		12.50	01/01/09-06/30/09
Gonzalez, Guillermo	TPP/SC		10.00	01/01/09-06/30/09
Good, Pauline	TMD Aide/SC		10.50	01/01/09-06/30/09
Graff, William	Project Specialist/SC		20.00	01/01/09-06/30/09
Grichine, John	TPP/SC		10.00	01/01/09-06/30/09

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)

Name	Position	Hourly Rate	Start/End Date
Grigorieff, Matthew	Adapt. Kinesiology Aide/IVC	\$ 11.50	01/01/09-06/30/09
Grigsby, Shauna	Project Specialist/SC	16.00	01/01/09-06/30/09
Gross, Rachel	TMD Aide/SC	9.50	01/01/09-06/30/09
Hamada, Brian	TMD Aide/IVC	8.50	01/01/09-06/30/09
Harms, Sheryl	TPP/SC	10.00	01/01/09-06/30/09
Harris, Ashley	Adapted Kinesiology Aide/IVC		01/01/09-06/30/09
Hay, Joe	Coaching Aide/SC	15.00	01/01/09-06/30/09
Hellriegel, John	Matriculation Proctor/SC	16.00	01/01/09-06/30/09
Helm, Benjamin	Coaching Aide/IVC	15.00	01/01/09-06/30/09
Hepburn, Destiny	TPP/SC	10.00	01/01/09-06/30/09
Hernandez, Joany	TMD Aide/SC	10.50	01/01/09-06/30/09
Higgins, Christopher	TMD Aide/SC	8.50	01/01/09-06/30/09
Hill, Malia	Project Specialist/SC	18.00	01/01/09-06/30/09
Hill, Sean	Project Specialist/IVC	18.00	01/01/09-06/30/09
Hillyer, Marian	Clerk - Short Term/SC	13.00	01/01/09-06/30/09
<sup>4</sup> Hilton, Natasha	Outreach Aide/SC	12.50	01/01/09-06/30/09
Hobbs, Aida	Project Specialist/SC	16.00	01/01/09-06/30/09
Holland, Larry	Coaching Aide/SC	15.00	01/01/09-06/30/09
Honeyman, Ilona	TMD Aide/IVC	8.50	01/01/09-06/30/09
Hosack, Jarel	Coaching Aide/IVC	15.00	01/01/09-06/30/09
Huang, Ximeng	Adapted Kinesiology Aide/IVC		01/01/09-06/30/09
Hunn, Amanda	TMD Aide/SC	9.00	01/01/09-06/30/09
Hyde, Heidi	TMD Aide/SC	10.50	01/01/09-06/30/09
Jahan, Adam	TMD Aide/SC	8.50	01/01/09-06/30/09
Jahed, Shirin	TMD Aide/IVC	8.50	01/01/09-06/30/09
Jarema, Veronica	TMD Aide/SC	9.50	01/01/09-06/30/09
Jauregui, Brenda	TPP/SC	10.00	01/01/09-06/30/09
Jimenez, Belen	Coaching Aide/SC	15.00	01/01/09-06/30/09
Johansen, Vick	Clerk, Short-Term/SC	10.00	11/17/08-12/31/08
Johansen, Vick	Clerk, Short-Term.SC	10.00	01/01/09-06/30/09
Johnson, Edmond	Coaching Aide/SC	15.00	01/01/09-06/30/09
Johnson, Stephen	TMD Aide/SC	10.50	01/01/09-06/30/09
Jones, David	Project Specialist/IVC	14.00	01/01/09-06/30/09
Keene, Daniel	TPP Aide/SC	10.00	01/01/09-06/30/09
Knopick, Eric	Adapted Kinesiology Aide/SC	8.50	01/01/09-06/30/09
Kohbodi, Golenaz	Clerk - Short Term/IVC	11.00	01/01/09-06/30/09
Kokesch, Aaron	TMD Aide/IVC	20.00	01/01/09-06/30/09
Koulias, Bethany	TPP/SC	10.00	01/01/09-06/30/09
Kristjanson, Johann	DSPS Proctor/SC	16.00	01/01/09-06/30/09
Kulick, August	Coaching Aide/SC	15.00	01/01/09-06/30/09
Lantz, Marilyn	Adapted Kinesiology Aide/SC	10.50	01/01/09-06/30/09

<sup>&</sup>lt;sup>4</sup> Daughter of Carol Hilton, Director of Fiscal Services, Saddleback College.

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)

Name	Position	Hou	rly Rate	Start/End Date
Lawson, Raphael	Coaching Aide/SC	\$	15.00	01/01/09-06/30/09
Ledbetter, Jeffrey	Adapted Kinesiology Aide/IVC	,	9.00	01/01/09-06/30/09
Lehrer, Richard	TPP Aide/SC		10.00	01/01/09-06/30/09
LeMire, Natalie	Clerk - Short Term/IVC		11.00	01/01/09-06/30/09
Liedholm, Christopher	TMD Aide/SC		8.50	01/01/09-06/30/09
Lin, Joseph	Coaching Aide/IVC		15.00	01/01/09-06/30/09
Lindahl, Glenda	Project Specialist/SC		16.00	01/01/09-06/30/09
Ling, Jyueguang	Clerk - Short Term/SC		10.50	01/01/09-06/30/09
<sup>5</sup> Lipold, Anthony	Outreach Aide/SC		12.50	01/01/09-06/30/09
Long, David	TPP/SC		10.00	01/01/09-06/30/09
Lopez, Mariel	Project Specialist/SC		8.50	01/01/09-06/30/09
Lucas, Richard	TMD Aide/IVC		12.50	01/01/09-06/30/09
Lucus, Patricia	Project Specialist/SC		20.00	01/01/09-06/30/09
Mansfield, Anne	Clerk - Short Term/SC		11.50	01/01/09-06/30/09
Margel, Scott	Project Specialist/SC		9.50	01/01/09-06/30/09
Marino, John	Coaching Aide/SC		15.00	01/01/09-06/30/09
Marquez, Melissa	TMD Aide/SC		9.00	01/01/09-06/30/09
Marsden, Pamela	TMD Aide/SC		10.50	01/01/09-06/30/09
Martin, Mary	Clerk, Short-Term/SC		12.00	11/17/08-12/31/08
Martin, Mary	Clerk - Short Term/SC		13.00	01/01/09-06/30/09
<sup>6</sup> Mastrangelo, Dennis	Outreach Aide/SC		10.50	01/01/09-06/30/09
Matthews, Brenda	Clerk - Short Term/IVC		9.50	01/01/09-06/30/09
Matthews, JamieAnn	TMD Aide/SC		9.00	01/01/09-06/30/09
Mayoral, Michael	Coaching Aide/SC		15.00	01/01/09-06/30/09
Mayville, Joseph	Adapted Kinesiology Aide/SC		8.50	01/01/09-06/30/09
McCormick, Michael	TMD Aide/SC		16.00	01/01/09-06/30/09
McGinley, Andrea	Project Specialist/SC		15.50	01/01/09-06/30/09
Mehrabian, Shakeh	Project Specialist/IVC		20.00	01/01/09-06/30/09
Metz, Jessica	TPP/SC		10.00	01/01/09-06/30/09
Miller, Matthew	Project Specialist/SC		15.00	01/01/09-06/30/09
Miller, Michael	TPP/SC		10.00	01/01/09-06/30/09
Mitchell, Robert	Coaching Aide/SC		15.00	01/01/09-06/30/09
Molina, Angela	Adapted Kinesiology Aide/IVC	l	8.50	01/01/09-06/30/09
Mondi, Anthony	Project Specialist/SC		8.50	01/01/09-06/30/09
Morales, Jamee	Coaching Aide/SC		15.00	01/01/09-06/30/09
Mullen, Patricia	Clerk - Short Term/SC		13.00	01/01/09-06/30/09
<sup>7</sup> Muniz, Travis	TMD Aide/SC		11.50	01/01/09-06/30/09
Murtaugh, David	Coaching Aide/SC		15.00	01/01/09-06/30/09
Myers, Ashley	TMD Aide/SC		10.50	01/01/09-06/30/09

 <sup>&</sup>lt;sup>5</sup> Son of Tony Lipold, Dean of P.E., Kinesiology, and Athletics, Saddleback College.
 <sup>6</sup> Son of Janice Mastrangelo, Applications Specialist I, Office of College Technology, Saddleback College.

<sup>&</sup>lt;sup>7</sup> Son of Harry Snowden, Ticket Office Operations Manager and Mary Snowden, Theatre Aide, Division of Fine Arts, Saddleback College.

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)

Name	Position	Но	urly Rate	Start/End Date
Newberry, Daniel	Coaching Aide/SC	\$	15.00	01/01/09-06/30/09
Nocella, Kirsten	Project Specialist/IVC		9.50	01/01/09-06/30/09
Noonen, Ethlean	TMD Aide/SC		11.50	01/01/09-06/30/09
Novack, Mary	Clerk - Short Term/SC		10.00	01/01/09-06/30/09
Nowland, Judith	TMD Aide/SC		10.50	01/01/09-06/30/09
Ochiai, Alan	Coaching Aide/IVC		15.00	01/01/09-06/30/09
Oliver, Andrea	TPP/SC		10.00	01/01/09-06/30/09
<sup>8</sup> Olvera, Amanda	Clerk - Short Term/SC		10.50	01/01/09-06/30/09
Palma Serrano, Nayeli	Adapted Kinesiology Aide/SC		10.50	01/01/09-06/30/09
<sup>9</sup> Parmer, Barbara	Clerk - Short Term/SC		13.00	01/01/09-06/30/09
<sup>10</sup> Patterson, June	Project Specialist/SC		16.00	01/01/09-06/30/09
Patterson, Pamela	Adapted Kinesiology Aide/SC		20.00	01/01/09-06/30/09
Patterson, Sherri	Clerk - Short Term/IVC		9.00	01/01/09-06/30/09
Peckham, Lindsay	Project Specialist/SC		10.00	01/01/09-06/30/09
Pisano, Christina	Coaching Aide/SC		15.00	01/01/09-06/30/09
Poling, Ellen	Clerk, Short-Term/SC		12.00	11/17/08-12/31/08
Poling, Ellen	Clerk, Short-Term/SC		12.00	01/01/09-06/30/09
Price, Kay	TMD Aide/SC		10.50	01/01/09-06/30/09
Prietto, Selina	TPP/SC		10.00	01/01/09-06/30/09
Quintino, Aldo	TPP/SC		10.00	01/01/09-06/30/09
Rawlins, Antonietta	Project Specialist/SC		8.50	01/01/09-06/30/09
Regan, Jacqueline	TPP/SC		10.00	01/01/09-06/30/09
Reynolds, Sean	TPP/SC		10.00	01/01/09-06/30/09
Rezaian, Mahta	Project Specialist/IVC		13.00	01/01/09-06/30/09
Ricard, Rachel	TPP/SC		10.00	01/01/09-06/30/09
Ringor, Justin	Project Specialist/SC		18.00	01/01/09-06/30/09
Rizzo, Frank	Coaching Aide/SC		15.00	01/01/09-06/30/09
Roach, Dana	Coaching Aide/SC		15.00	01/01/09-06/30/09
Rodriguez, Ryan	TMD Aide/SC		8.50	01/01/09-06/30/09
Roh, Matthew	TMD Aide/IVC		8.50	01/01/09-06/30/09
Russell, Donovan	Coaching Aide/SC		15.00	01/01/09-06/30/09
Sadeghieh, Iden	Project Specialist (IT)/DIST		17.00	01/01/09-06/30/09
Salarfar, Maryam	Clerk - Short Term/IVC		11.00	01/01/09-06/30/09
Salimi, Mina	Clerk - Short Term/IVC		9.50	01/01/09-06/30/09
Schuldt, Tyler	Project Specialist/SC		11.50	01/01/09-06/30/09
Schultz, James	Clerk - Short Term/IVC		12.50	01/01/09-06/30/09
Schumacher, Amber	TPP/SC		10.00	01/01/09-06/30/09
<sup>11</sup> Searcy, Arronlea	Project Specialist/SC		18.00	01/01/09-06/30/09
Sebold, Margaret	Clerk - Short Term/SC		13.00	01/01/09-06/30/09

<sup>&</sup>lt;sup>8</sup> Daughter of Alicia Olvera, Admissions & Records Spec/ I, Admissions, Records & Enrollment Svc., Saddleback College. <sup>9</sup> Wife of Harry Parmer, Director of Safety & Security/Chief of Police, Office of Safety & Security, Saddleback College.

<sup>10</sup> Mother of Dana Manley, Multi Media Technician, Media Service, Saddleback College/

<sup>&</sup>lt;sup>11</sup> Cousin of Tod Burnett, President, Saddleback College.

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)

Name	Position	Hourly Rate	Start/End Date
Sersea, Valerica	Clerk - Short Term/IVC	\$ 9.00	01/01/09-06/30/09
Shalhub, Sonia	Clerk - Short Term/SC	13.00	01/01/09-06/30/09
Shvetsky, Natalya	Project Specialist/IVC	13.00	01/01/09-06/30/09
Sims, Jesse	Coaching Aide/SC	15.00	01/01/09-06/30/09
Sirchea, Elizabeth	Project Specialist/IVC	20.00	11/03/08-12/31/08
Sirchia, Elizabeth	Project Specialist/IVC	20.00	01/01/09-06/30/09
Sison, Christian	Project Specialist/SC	9.00	01/01/09-06/30/09
Skipper, Garret	Coaching Aide/SC	15.00	01/01/09-06/30/09
Slater, Jackie	Coaching Aide/SC	15.00	01/01/09-06/30/09
Smith, Linda	Clerk - Short Term/SC	11.50	01/01/09-06/30/09
Smith, Shannon	Project Specialist/SC	10.50	01/01/09-06/30/09
<sup>12</sup> Snowden, Marybeth	TMD Aide/SC	13.00	01/01/09-06/30/09
Snyder, Rick	Coaching Aide/SC	15.00	01/01/09-06/30/09
Soifua, Monalito	Coaching Aide/SC	15.00	01/01/09-06/30/09
St Amant, Erik	Adapted Kinesiology Aide/IVC	10.50	01/01/09-06/30/09
Stanley, Keith	TMD Aide/SC	9.00	01/01/09-06/30/09
Stewart, Sean	TPP/SC	10.00	01/01/09-06/30/09
Stratton, Carmen	Coaching Aide/SC	15.00	01/01/09-06/30/09
Steinriede, Lindsay	Coaching Aide/SC	15.00	11/04/08-12/31/08
<sup>13</sup> Steinriede, Lindsay	Coaching Aide/SC	15.00	01/01/09-06/30/09
<sup>13</sup> Steinriede, William	Coaching Aide/SC	15.00	01/01/09-06/30/09
Strazzulla, Linda	Coaching Aide/SC	15.00	11/03/08-12/31/08
Strazzulla, Linda	Coaching Aide/SC	15.00	01/01/09-06/30/09
Sullivan, Patrick	TPP/SC	10.00	01/01/09-06/30/09
Sutcliffe, Erica	Project Specialist/IVC	14.00	11/06/08-12/31/08
Sutcliffe, Erica	Project Specialist/IVC	14.00	01/01/09-06/30/09
Swoope, Charles	TPP/SC	10.00	01/01/09-06/30/09
Taylor Huddleston, S.	Project Specialist/SC	12.50	01/01/09-06/30/09
Terbeek, Ehren	ST Campus Sec. Off./SC	18.00	01/01/09-06/30/09
Thom, Bethany	Coaching Aide/SC	15.00	01/01/09-06/30/09
Thomas, John	TPP/SC	10.00	01/01/09-06/30/09
Thompson, Carole	TMD Aide/SC	10.50	01/01/09-06/30/09
Thompson, Tressa	Coaching Aide/SC	15.00	01/01/09-06/30/09
Tindall, Alexis	Project Specialist/SC	20.00	01/01/09-06/30/09
Tomlinson, Warren	DSPS Proctor/SC	16.00	01/01/09-06/30/09
Trumbo, Eric	TPP/SC	10.00	01/01/09-06/30/09
Turnquist, Barbara	Clerk - Short Term/SC	13.00	01/01/09-06/30/09
<sup>14</sup> Uhlman, John	ST Campus Sec. Off./SC	18.00	01/01/09-06/30/09

<sup>&</sup>lt;sup>12</sup> Wife of Harry Snowden, Ticket Office Operations Manager and mother of Travis Muniz, Theatre Aide, Division of Fine Arts, Saddleback College.

13 Daughter of William Steinriede, Coaching Aide, Saddleback College and Father of Lindsay Steinriede, Coaching Aide,

Saddleback College.

<sup>&</sup>lt;sup>14</sup> Father of Jennifer & Diana Uhlman, Community Education, Saddleback College.

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)

Name	Position	Hourly Rate	Start/End Date
Uzawa, Asami	Coaching Aide/SC	\$ 15.00	01/01/09-06/30/09
VanDeren, Leslie	Adapted Kinesiology Aide/SC	15.00	01/01/09-06/30/09
Vann, Amber	Coaching Aide/IVC	15.00	01/01/09-06/30/09
Vasquez, Fernando	TMD Aide/SC	18.00	01/01/09-06/30/09
Velasquez, James	TMD Aide/IVC	8.50	01/01/09-06/30/09
Vexler, Melissa	TMD Aide/IVC	8.50	01/01/09-06/30/09
Wallace, Kyle	Outreach Aide/SC	10.50	01/01/09-06/30/09
Ward, Meagan	TPP/SC	10.00	01/01/09-06/30/09
Webb, Rebecka	TMD Aide/IVC	8.50	01/01/09-06/30/09
Webster, Perry	Outreach Aide/SC	10.50	01/01/09-06/30/09
Wells, Douglas	Adapted Kinesiology Aide/SC	10.50	01/01/09-06/30/09
Wilford, Scott	Coaching Aide/SC	15.00	01/01/09-06/30/09
Wilson, Paul	Coaching Aide/SC	15.00	01/01/09-06/30/09
Winfrey, Sarah	TMD Aide/SC	8.50	01/01/09-06/30/09
Yaghobi, Siamackreza	TPP/SC	10.00	01/01/09-06/30/09
Yamaguchi, Troy	Coaching Aide/SC	15.00	01/01/09-06/30/09
Yasukochi, Donal	Coaching Aide/SC	15.00	01/01/09-06/30/09
Yunes, Omar	Adapted Kinesiology Aide/SC	15.00	01/01/09-06/30/09

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.

Start/End Date
01/01/09-06/30/09
01/01/09-06/30/09
01/01/09-06/30/09
01/01/09-06/30/09
01/01/09-06/30/09
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01/01/09-06/30/09
01/01/09-06/30/09
11/06/08-12/31/08
01/01/09-06/30/09
01/01/09-06/30/09
01/01/09-06/30/09

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.

Name	Start/End Date
Iwashita, Rio	01/01/09-06/30/09
Kim, Ghet	01/01/09-06/30/09
Kim, Wongyu	01/01/09-06/30/09
Koloko Kameni, Stephanie	01/01/09-06/30/09
Madjlessi, Shireen	01/01/09-06/30/09
Matsuda, Nelson	01/01/09-06/30/09
Meier, Lane	01/01/09-06/30/09
Nabwani, Bassam	01/01/09-06/30/09
Nouri, Esterela	01/01/09-06/30/09
Pircher, Mark	01/01/09-06/30/09
Shah, Ashish	01/01/09-06/30/09
Sledge, Colin	01/01/09-06/30/09
Tipura, Selma	01/01/09-06/30/09
Whaley, David	01/01/09-06/30/09
Yirak, Andrew	01/01/09-06/30/09

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)

Name	Position Position	Not to Exceed	Start/End Date
Abell, Roxanne	Model/SC	\$ 22.00/hr	01/01/09-06/30/09
Acocella, Laura	Model/SC	22.00/hr	01/01/09-06/30/09
Acosta, Anthony	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Adkins, Mauricette	Tutor/SC	10.00/hr	01/01/09-06/30/09
Adney, Curtis	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Aldanese, Michelle	Clinical Skills Specialist/SC	30.00/hr	11/06/08-06/30/09
Andes, Karyn	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Anduaga, Francisco	Tutor/IVC	8.50/hr	01/01/09-06/30/09
Armstrong, Dawn	Interpreter IV/IVC	25.00/hr	01/01/09-06/30/09
Arnold, Brenda	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09
Arquette, Patty	Model/IVC	22.00/hr	01/01/09-06/30/09
Aryabod, Ardeshir	Tutor/IVC	10.00/hr	01/01/09-06/30/09
Bachmayer, Carrie	Community Education/SC	2500.00/cs	11/06/08-06/30/09
Bascom, Chantal	Tutor/SC	8.50/hr	01/01/09-06/30/09
Becker, Paula	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09
Bedolfe, Tamara	Tutor/SC	8.50/hr	01/01/09-06/30/09
Bell, John	Cert. Test Proct./IVC	12.50/hr	01/01/09-06/30/09
Bernaudo, Et	Tutor/SC	8.50/hr	01/01/09-06/30/09
Blake, Julie	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09

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>	Position	Not to Exceed	Start/End Date
Blanco, Sylvia	Community Education/SC	\$ 2500.00/cs	01/01/09-06/30/09
<sup>15</sup> Boland, Mary	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Booth, Melissa	Model/SC	22.00/hr	01/01/09-06/30/09
Bowers, Deborah	Model/SC	22.00/hr	01/01/09-06/30/09
Boyle, Miki	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
<sup>16</sup> Brewington, Elizabeth	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
<sup>16</sup> Brewington, H.	Interpreter IV/SC	25.00/hr	01/01/09-06/30/09
<sup>16</sup> Brewington, John	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Brio, Stephen	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Broida, David	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Brookshear, Dane	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Buckman, Andrea	Interpreter IV/IVC	25.00/hr	01/01/09-06/30/09
Buckman, Jennifer	Interpreter III/SC	19.00/hr	01/01/09-06/30/09
Calabretta-Dawson, Mara	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Carli-Kennedy, Sizanne	Clinical Skills Specialist/SC	25.00/hr	01/01/09-06/30/09
Carriger, Lisa	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Carter, Sommer	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Chang, Mu Sywe	Tutor/IVC	9.00/hr	01/01/09-06/30/09
Chi, Chih-Wong	Tutor/SC	8.50/hr	01/01/09-06/30/09
Chiong, Ludivina	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Clark, Evelyn	Model/SC	22.00/hr	01/01/09-06/30/09
Clem, Cecilia	Tutor/SC	8.50/hr	01/01/09-06/30/09
Collas, Ivans	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09
<sup>17</sup> Concialdi, Matthew	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
<sup>20</sup> Concialdi, Steve	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Cook, Christopher	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Cooper, Stacy	Interpreter IV/IVC	25.00/hr	01/01/09-06/30/09
Corlett, Barbara	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Dadsetan, Sharareh	Tutor/SC	10.00/hr	01/01/09-06/30/09
Davis, Karen	Tutor/SC	8.50/hr	01/01/09-06/30/09
DeCoudreaux, Aja	Model/IVC	22.00/hr	01/01/09-06/30/09
Dempsey, Gene	CACT/ATEP	68.89/hr	01/01/09-06/30/09
Dempsey, Jennifer	Model/SC	22.00/hr	01/01/09-06/30/09
Dmytrowicz, Mike	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Doushkina, Valentina	CACT/ATEP	68.89/hr	01/01/09-06/30/09
Drew, John	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09

<sup>&</sup>lt;sup>15</sup> Mother of Christina Mahoney. Recreation Leader, Community Education, Saddleback College.
<sup>16</sup> Elizabeth Brewington, also a Temporary Nursing Instructor and John Brewington from the Division of Health Sci, Human Svc., Emeritus Institute, are married; and H. James Brewington, Division of Counseling Services & Special Programs, Saddleback College is brother of John Brewington.

<sup>&</sup>lt;sup>17</sup> Matthew & Stephen Concialdi are brothers.

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)

».T	D 14	NI / / E 1	C (F 17)
Name	Position F. I. W.C.	Not to Exceed	Start/End Date
Easley, Mary Ann	Comm. Ed./IVC	\$ 2500.00/cs	01/01/09-06/30/09
Ebat, Maryann	Interpreter IV/IVC	25.00/hr	01/01/09-06/30/09
Evans, Laura	Tutor/SC	10.00/hr	01/01/09-06/30/09
Fan, Mei	Tutor/IVC	8.50/hr	01/01/09-06/30/09
Fedko, John	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Ferrandino, Vinny	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Ford, Traci	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Forder-Millard, Gala	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Fossati, Gino	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Francisco, David	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Fugitt, Jonathan	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Gallardo, Theresa	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Gardner, Valerie	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Gibson, Grazina	Tutor/IVC	10.00/hr	01/01/09-06/30/09
Globus, Lawrence	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09
Goddard, Sally	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Goffin, Charles	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Goodman, Eileen	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Gorman, Ron	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Grace, Klair	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Grossman, Marc	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Hamm, Christopher	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Hanke, Kathy	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Hannon, Karen	Interpreter IV/SC	25.00/hr	01/01/09-06/30/09
Harriger, James	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Harris-Caldwell, Jeanne	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Hassani Afshar, Aram	Tutor/IVC	10.00/hr	01/01/09-06/30/09
Hateley, James	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Hauck, James	CACT/ATEP	68.89/hr	01/01/09-06/30/09
Herald, Christopher	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Hodges, John	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Hoffski, James	Model/SC	22.00/hr	01/01/09-06/30/09
Holaday, Paul	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Hong, Dennis	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Hsu, Shirley	Model/SC	22.00/hr	01/01/09-06/30/09
Huber, Peter	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Hutchinson, Charlene	Interpreter IV/IVC	25.00/hr	01/01/09-06/30/09
Imhoff, Gerarde	Model/SC	22.00/hr	01/01/09-06/30/09
Jacinto, Carolyn	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09
Jarrett, Donald	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Jayakumar, Jillian	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
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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)

Name	Position	Not to Exceed	Start/End Date
Jeffers, Sarah	Interpreter IV/SC	\$ 25.00/hr	01/01/09-06/30/09
Jhu, Candice	Tutor/SC	10.00/hr	01/01/09-06/30/09
Johannsen, Daryl	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Johnson, Katharine	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Jones, Brian	Model/SC	22.00/hr	01/01/09-06/30/09
Jordan, Blake	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Juarez, Louis	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Kandel, Marlene	Interpreter IV/SC	25.00/hr	01/01/09-06/30/09
Kaufman, Donald	Tutor/IVC	10.00/hr	01/01/09-06/30/09
Kazemi, Farzaneh	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Kelly, Erik	Cert. Test Proct./IVC	10.50/hr	01/01/09-06/30/09
Khoshnevis, Vahid	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Khudadatova, Nadezhda	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Kim, Sung Mo	Tutor/IVC	8.50/hr	01/01/09-06/30/09
King Covault, Kelly	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Klytta, Kevin	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Knight, Kenneth	Model/SC	22.00/hr	01/01/09-06/30/09
Konstant, Eugene	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09
Kruse, Waylan	Clinical Skills Specialist/SC	25.00/hr	01/01/09-06/30/09
Laird, Alan	Tutor/SC	8.50/hr	01/01/09-06/30/09
Larragoiti, Nancy	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Lawrence, David	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Lawson, Justine	Community Education/SC	2500.00/hr	01/01/09-06/30/09
Lee, Christopher	Cert. Test Proct./IVC	9.50/hr	01/01/09-06/30/09
<sup>18</sup> Lee, Heidi	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Little, Laura	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Lopez-Brown, Gabriela	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Lugena, Alan	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Luna, Christopher	Tutor/SC	8.50/hr	01/01/09-06/30/09
Lundgren, Cherise	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
MacDonald, Donald	Tutor/SC	8.50/hr	01/01/09-06/30/09
Machael, Jason	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
<sup>19</sup> Mahoney, Christina	Recreation Leader/SC	20.00/hr	01/01/09-06/30/09
Mancera, Frank	Clinical Skills Specialist/SC	20.00/hr	10/30/08-06/30/09
Mancino, Raymond	Model/SC	22.00/hr	01/01/09-06/30/09
Mar, David	Tutor/IVC	10.00/hr	10/31/08-06/30/09
Marinotti, Eva	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09

Daughter of Florence Lee, Sr. Lab Technician, Computers, Office of Computer Learning Ctr., Irvine Valley College.
 Daughter of Mary Boland, Community Education Instructor, Saddleback College.

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)

Name Position Not t		Start/End Date
May, Jaylen Model/SC \$	22.00/hr (	01/01/09-06/30/09
<sup>20</sup> McCann, Bryan Clinical Skills Specialist/SC	15.00/hr (	01/01/09-06/30/09
<sup>27</sup> McCann, Neal Clinical Skills Specialist/SC	20.00/hr (	01/01/09-06/30/09
<sup>21</sup> McClusky, Katherine Clinical Skills Specialist/SC	15.00/hr (	01/01/09-06/30/09
McElroy, Erin Model/SC	22.00/hr (	01/01/09-06/30/09
Meadows, Lina Tutor/IVC	10.00/hr (	01/01/09-06/30/09
Medcalf, Van Model/SC	22.00/hr (	01/01/09-06/30/09
Mercado, Romeo Tutor/SC	8.50/hr (	01/01/09-06/30/09
Montalvo, Patricia Interpreter IV/IVC	25.00/hr (	01/01/09-06/30/09
Moran, Elaine Community Education/SC 25	500.00/cs (	01/01/09-06/30/09
Morefield, Michael Interpreter IV/IVC	25.00/hr (	01/01/09-06/30/09
Moshar, Sianoosh Tutor/IVC	12.00/hr (	01/01/09-06/30/09
Mullen, James Model/IVC	22.00/hr (	01/01/09-06/30/09
Nakata, Yukiko Tutor/IVC	10.00/hr (	01/01/09-06/30/09
Neal, Phyllis Community Education/SC 25	500.00/cs (	01/01/09-06/30/09
Nelson, Candy Clinical Skills Specialist/SC	15.00/hr (	01/01/09-06/30/09
Nethery, Betty Comm. Ed./IVC 25	500.00/cs (	01/01/09-06/30/09
Newman, Brent Sr. Lifeguard/SC	14.00/hr (	01/01/09-06/30/09
Nguyen, Thanh Tutor/IVC	10.00/hr (	01/01/09-06/30/09
Nguyen, Thao Clinical Skills Specialist/SC	30.00/hr (	01/01/09-06/30/09
Njaka, Adaeze Model/SC	22.00/hr (	01/01/09-06/30/09
O'Connell, Jalon Community Education/SC 25	500.00/cs (	01/01/09-06/30/09
Olivas, Jude Clinical Skills Specialist/SC	20.00/hr (	01/01/09-06/30/09
Ovadia, Nargues Comm. Ed./IVC 25	500.00/cs (	01/01/09-06/30/09
Oye, Bradley Clinical Skills Specialist/SC	20.00/hr (	01/01/09-06/30/09
Padden, Thomas Clinical Skills Specialist/SC	20.00/hr (	01/01/09-06/30/09
Parks, Timothy Model/SC	22.00/hr (	01/01/09-06/30/09
Pena, Ruben Model/SC	22.00/hr (	01/01/09-06/30/09
Pinto, Andrew Cert. Test Proct./IVC	9.50/hr (	01/01/09-06/30/09
<sup>22</sup> Poertner, Adair Tutor/IVC	12.00/hr (	01/01/09-06/30/09
Pokrajac, Dragan Tutor/IVC	9.00/hr (	01/01/09-06/30/09
Polidoro, Alfred Tutor/SC		01/01/09-06/30/09
* '		01/01/09-06/30/09
Pryor, George Clinical Skills Specialist/SC		01/01/09-06/30/09
Puckett, Scott Model/SC	22.00/hr (	01/01/09-06/30/09

<sup>&</sup>lt;sup>20</sup> Bryan McCann, Clinical Skills Specialists, Saddleback College and Neal McCann, Clinical Skills Specialists, Saddleback

College are brothers.

21 Daughter of Georganne McClusky, Sr. Administrative Assistant, School of Extended Education, Irvine Valley College.

22 Wife of Gary Poertner, Deputy Chancellor, Office of Administrative and Business Services, District.

#### A. <u>NEW PERSONNEL APPOINTMENTS</u>

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)

Name	Position	Not to Exceed	Start/End Date
Purcell, Scott	Clinical Skills Specialist/SC	\$ 15.00/hr	01/01/09-06/30/09
Purdy, Linda	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Putney, Aimee	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Qari, Masooda	Tutor/IVC	9.00/hr	01/01/09-06/30/09
Quade, Joyce	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Quinzio, Michelle	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Rabideaux, Janice	Model/SC	22.00/hr	01/01/09-06/30/09
Roberts, Brian	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Roberts, Kimberly	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Robinson, Claudine	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Rupert, Cindy	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Sadigh, Dorsa	Tutor/IVC	10.00/hr	01/01/09-06/30/09
Saee, Kohra	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09
Samulski, Jana	Comm. Ed./IVC	2500.00/cs	01/01/09-06/30/09
Schiff, Maureen	Interpreter IV/SC	25.00/hr	01/01/09-06/30/09
Schultz, Dolores	Tutor/SC	10.00/hr	01/01/09-06/30/09
Scodeller, Emil	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Scott, John	Tutor/IVC	12.00/hr	01/01/09-06/30/09
Sherreitt, Joel	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Shoemaker, Parry	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Shulman, Jennifer	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Simeroth, Leslie	Sr. Lifeguard/SC	14.00/hr	01/01/09-06/30/09
Skinner, Diane	Interpreter IV/SC	25.00/hr	01/01/09-06/30/09
Slikker, James	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Smith, Austin	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Smith, Diane	Clinical Skills Specialist/SC	25.00/hr	01/01/09-06/30/09
Soodsaard, Suda	Tutor/IVC	9.00/hr	01/01/09-06/30/09
Steffensmeier, Mari	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Stellar, C.	Tutor/IVC	12.00/hr	01/01/09-06/30/09
<sup>23</sup> Tabibzadeh, Akbar	Cert. Test Proct./IVC	11.50/hr	01/01/09-06/30/09
Taylor, Deborah	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
Thompson, Brian	Tutor/SC	8.50/hr	01/01/09-06/30/09
Thompson, Jonathan	Model/SC	22.00/hr	01/01/09-06/30/09
Torche, Teri	Clinical Skills Specialist/SC	30.00/hr	01/01/09-06/30/09
Trani, Nicholas	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Trolinger, James	CACT/ATEP	68.89/hr	01/01/09-06/30/09
Turney, Jason	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Van Wie, Ryan	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Varker, Michael	Clinical Skills Specialist/SC	15.00/hr	01/01/09-06/30/09
	*		

<sup>&</sup>lt;sup>23</sup> Father in-law of Dr. Glenn Roquemore, President, Irvine Valley College and father of Kiana Tabibzadeh, Chemistry Instructor, Irvine Valley College.

#### A. NEW PERSONNEL APPOINTMENTS

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>	Not to Exceed	Start/End Date
Varney, Rosemary	Community Education/SC	\$ 2500.00/cs	01/01/09-06/30/09
<sup>24</sup> Wecklich, Shiloh	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
<sup>33</sup> Wecklich, Steven	Clinical Skills Specialist/SC	20.00/hr	01/01/09-06/30/09
Whidden, Pamela	Model/SC	22.00/hr	01/01/09-06/30/09
Williams, Christopher	Tutor/IVC	10.00/hr	01/01/09-06/30/09
Willis, Ursula	Tutor/SC	10.00/hr	01/01/09-06/30/09
Wood, Jeffrey	Interpreter IV/SC	25.00/hr	01/01/09-06/30/09
Wood-Cochran, Jan	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Worcester, Pamela	Community Education/SC	2500.00/cs	01/01/09-06/30/09
Yazdanian, Khodadad	Tutor/IVC	9.00/hr	01/01/09-06/30/09
Zavialova, Ludmila	Tutor/IVC	10.00/hr	01/01/09-06/30/09
Zitelli, Gregory	Tutor/IVC	10.00/hr	01/01/09-06/30/09

# B. <u>AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS</u>

- 1. ADMINISTRATIVE ASSISTANT II GRANT, Pos #3126, Classified Bargaining Unit Salary Range 121, Division of Social and Behavioral Sciences, Saddleback College seeks authorization to eliminate this 40 hours per week, 12 months per year grant funded position from its staff complement, effective December 31, 2008. (Position approved: August 29, 2005)
- 2. ADMINISTRATIVE ASSISTANT, Pos #3700, Classified Bargaining Unit Salary Range 121, Office of Instruction, Irvine Valley College seeks authorization to eliminate this 20 hours per week, 10 months per year position from its staff complement, effective December 8, 2008. (Position approved: March 26, 2007)
- 3. ADMISSIONS AND RECORDS SPECIALIST I BILINGUAL, Pos #3692, Classified Bargaining Unit Salary Range 116, Office of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to eliminate this 26.5 hours per week, 12 months per year position from its staff complement, effective December 8, 2008. (Position approved: March 26, 2007)
- 4. MEDIA AND MARKETING SPECIALIST, Pos #3360, Classified Bargaining Unit Salary Range 137, Office of the Chancellor, District seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective December 8, 2008. (Position approved: February 27, 2006)

<sup>&</sup>lt;sup>24</sup> Steven and Shiloh Wecklich, Clinical Skills Specialists, Div. of Health Sci, Human Svc. & Emeritus Institute, Saddleback College are husband and wife.

# B. <u>AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS</u> - Continued

5. RECEPTIONIST, Pos #3532, Classified Bargaining Unit Salary Range 113, Division of Social and Behavioral Sciences, Saddleback College seeks authorization to eliminate this part-time, 20 hours per week, 12 months per year position, from its staff complement, effective December 8, 2008. (Position approved: February 27, 2006)

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

- 1. ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 121, Office of Instruction, Irvine Valley College seeks authorization to establish a part-time, 29 hours per week, 12 months per year position to its staff complement, effective November 1, 2008. (Job Description, Exhibit B, Attachment 1)
- 2. ADMISSIONS AND RECORDS SPECIALIST I BILINGUAL, Classified Bargaining Unit Salary Range 116, Office of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to establish and announce a part-time, 23.5 hours per week, 12 months per year position to its staff complement, effective December 8, 2008. (Job Description, Exhibit B, Attachment 2)
- 3. ATHLETIC EQUIPMENT SPECIALIST/DRIVER, Classified Bargaining Unit Salary Range 121, School of Health, Physical Education and Athletics, Irvine Valley College seeks authorization to establish and announce a part-time, 20 hours per weeks, 10 months per year position to its staff complement, effective December 8, 2008. (Job Description, Exhibit B, Attachment 3)
- 4. CUSTODIAN, Classified Bargaining Unit Salary Range 113, Office of Physical Plant, Irvine Valley College seeks authorization to establish and announce a part-time, 16 hours per weeks, 12 months per year position to its staff complement, effective December 8, 2008. (Job Description, Exhibit B, Attachment 4)
- 5. EXECUTIVE ASSISTANT, Classified Bargaining Unit Salary Range 133, Office of the Chancellor, District seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 8, 2008. (Job Description, Exhibit B Attachment 5)
- 6. FOSTER AND KINSHIP CARE EDUCATION (FKCE) PROGRAM ASSISTANT CATEGORICAL FUNDED, Classified Bargaining Unit Salary Range 121, Division of Social and Behavioral Sciences, Saddleback College seeks authorization to establish and announce this 29 hours per week, 12 months per year categorical grant funded position to its staff complement, effective January 1, 2009. This position is funded by the Foster and Kinship Care Education grant, with employment contingent upon the availability of these funds. (Job Description, Exhibit B, Attachment 6)
- 7. GROUNDSKEEPER, Classified Bargaining Unit Salary Range 118, Office of Physical Plant, Irvine Valley College seeks authorization to establish and announce a part-time, 16 hours per weeks, 12 months per year position to its staff complement, effective December 8, 2008. (Job Description, Exhibit B Attachment 7)

# C. <u>AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION</u> - Continued

- 8. NEW MEDIA SPECIALIST, Classified Bargaining Unit Salary Range 137, Public Information and Marketing, Office of the President, Irvine Valley College seek authorization to establish this full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 1, 2008. (Job Description, Exhibit B, Attachment 8)
- 9. OUTREACH SPECIALIST, Classified Bargaining Unit Salary Range 131, Office of Outreach and Community Relations, Irvine Valley College seek authorization to establish this full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 8, 2008. (Job Description, Exhibit B, Attachment 9)
- 10. RECEPTIONIST, Classified Bargaining Unit Salary Range 113, Division of Social and Behavioral Sciences, Saddleback College seeks authorization to establish and announce a part-time 29 hours per week, 12 months per year position to its complement, effective December 8, 2008. (Job Description, Exhibit B, Attachment 10)
- 11. SENIOR ADMISSIONS AND RECORDS SPECIALIST, Classified Bargaining Unit Salary Range 126, Office of Admissions, Records and Enrollment Services, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective December 8, 2008. (Job Description, Exhibit B, Attachment 11)

#### D. CHANGE OF STATUS

#### 1. CLASSIFIED EMPLOYMENT

- a. ALVAREZ, STEFANIE, ID #13181, Administrative Assistant, Pos #3700, Classified Bargaining Unit Salary Range 121, Step 2, 20 hours per week, 10 months per year, Office of Instruction, Irvine Valley College has been given a permanent increase in hours and months to 29 hours per week, 12 months per year effective November 1, 2008.
- b. AYAD, CATHERINE, ID #14726, Student Success Grants Assistant, Pos #3145, a categorical grant funded position, Classified Bargaining unit Salary Range 119, Step 4, 29 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College is to be given a permanent change in hours to 40 hours per week, 12 months per year, effective December 15, 2008. This position is grant funded, with employment contingent upon the availability of funding by the Student Success Grant.
- c. CARTER, DARRYL, ID #11858, Custodian, Pos #2509, Classified Bargaining Unit Salary Range 113, Step 6, plus 5% Shift Differential, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, has been reassigned to Custodian, Pos #1427, Classified Bargaining Unit Salary Range 113, Step 6, plus 7.5% Shift Differential, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, effective November 1, 2008. This is a replacement position for Sandra Carter, who resigned.

#### D. **CHANGE OF STATUS** - Continued

#### 1. CLASSIFIED EMPLOYMENT

- d. GARNER, KORI, ID #14632, Media and Marketing Specialist, Pos #3360, Classified Bargaining Unit Salary Range 137, Step 3, 40 hours per week, 12 months per year, Public Affairs and Marketing, Office of the Chancellor, District, has been given a change in status to New Media Specialist, Classified Bargaining Unit Salary Range 137, Step 3, 40 hours per week, 12 months per year, Public Information and Marketing, Irvine Valley College, effective December 1, 2008. This is a new position pending approval by the Board of Trustees on this agenda.
- e. LAKOW-ORAM, GINA, ID #10094, Clerical Assistant Categorical Funded, Pos #3839, Classified Bargaining Unit Salary Range 113, Step 3, 16 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, assignment has been extended effective December 31, 2008 through June 30, 2009. Funding for this position is from the Nursing Grant from Health Sciences and Human Services, Saddleback College, with employment contingent upon the availability of the grants funds.

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

a. ISAI, ALEX, ID #12373, Custodian, Pos #1392, Classified Bargaining Unit Salary Range 113, step 6, 7.5% Shift Differential, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a change in status to Lead Custodian, Pos #3276, Classified Bargaining Unit Salary Range 119, Step 5, 7.5% Shift Differential, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective November 10, 2008. This is a replacement position for James De La Paz.

#### E. OUT OF CLASS ASSIGNMENTS

- 1. FIACCO, NANCY, ID #8616, Admissions and Records Specialist I, Pos #2999, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, has been given a temporary change in assignment to Admissions and Records Specialist II, Pos #3547, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, effective November 17, 2008. This is a temporary reassignment for My Phuong Truong, who is in a temporary assignment.
- 2. TRUONG, MY PHUONG, ID #7327, Admissions and Records Specialist II, Pos #3547, Classified Bargaining Unit Salary Range 120, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, has been given a temporary change in assignment to Admissions and Records Systems Specialist, Pos #3957, Classified Bargaining Unit Salary Range 126, Step 4, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, effective November 17, 2008. This is a temporary reassignment in a new position approved by the Board of Trustees on October 27, 2008.

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

- 1. BURKHOLDER, DAVID, ID#12513, Building Maintenance Worker, Pos #3343, Classified Bargaining Unit Salary Range 124, Step 6, Office of Physical Plant, Saddleback College, resignation effective December 30, 2008, retirement effective December 31, 2008. Payment is authorized for any compensated time off. (Permanent Start date: June 25, 2002)
- 2. JOHNSON, KATHLEEN, ID#11596, Administrative Assistant, Pos #3431, Classified Bargaining Unit Salary Range 121, Step 6, School of Business Sciences, Irvine Valley College, resignation effective December 30, 2008, retirement effective December 31, 2008. Payment is authorized for any compensated time off. (Permanent Start date: May 1, 2001)
- 3. KOHLER, BETH, ID #5147, Admissions and Records Evaluator, Pos #3273, Classified Bargaining Unit Salary Range 126, Step 6, Office of Admission, Records and Enrollment Services, Irvine Valley College, resignation effective December 30, 2008, retirement effective December 31, 2008. Payment is authorized for any compensated time off. (Permanent Start date: November 1, 1994)
- 4. WASHINGTON, TANISHA, ID#16176, Human Resources Assistant, Pos #3669, Classified Bargaining Unit Salary Range 121, Step 2, Office of Human Resources, District, conclusion of employment effective November 7, 2008. Payment is authorized for any compensated time off. (Probationary Start date: May 12, 2008)
- 5. WEEKES, PATRICIA, ID# 9264, College Information Operator, Pos #3520, Classified Bargaining Unit Salary Range 113, Step 6, Office of Safety and Security, Irvine Valley College, resignation effective November 17, 2008. Payment is authorized for any compensated time off. (Initial Start date: May 15, 1998; Permanent Start date: January 25, 1999)

#### G. VOLUNTEERS

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

#### Fine Arts, Saddleback College

Cannon, Kathryn	Cannon, Keely	Dellerba, Danielle
Dellerba, Karen	Dickman, Kaitlin	Dickman, Patti
Dickmann, Meghan	Edwards, Bruce	Guerena, Riley
Guerena, Elena	Gallitto, Kelsey	Gallitto, Jenna
Hart, Lauren	Hart, Lenore	Hart, Lindsay
Jarvis, Jadeen	Jarvis, Roxane	Mandala, Alexandra
Mandala, Linda	Miller, Lindsay	Miller, Marcee
Skvarna, Karen	Spearman, Cassidy	Spearman, Dorene
Spector, Alana	Virgil, Chloe	Virgil, Terri

<u>Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College</u>
Botros, Justin Ma, Rui

Fine Arts, Irvine Valley College Young, Mary Cay

#### G. **VOLUNTEERS** - Continued

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

Learning Assistance Program, Irvine Valley College

Hamada, Yu

Mirgha Semi, Seyedeh Saedeh

Pouresfandiari, Shahram

Takahashi, Yuki

Physical Sciences, Irvine Valley College

Jobin, Barbara

South Orange County Community College District **ADMINISTRATIVE ASSISTANT** - Classified Bargaining Unit Salary Range 121

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

#### **SUMMARY DESCRIPTION**

Under general supervision from the assigned administrator of record of a single-function program of moderate size, staff, budget, and complexity or the Dean of a large instructional, business, or student services program, performs general administrative, secretarial, and clerical assistance duties in support of assigned program and administrative, academic, and classified staff, students, and the public; OR may serve as secondary administrative support for a larger business, instructional, or student services division such as an instructional division office.

May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or a higher-level administrative assistant.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other levels of the Administrative Assistant series in that the Administrative Assistant is the intermediate-level classification of the series. Incumbents are assigned to perform a wide range of administrative support, secretarial, and clerical duties independently for a single-function program area or to provide secondary support to a large/complex business, instructional, or student services program. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and should be aware of the operating procedures and policies of the work unit upon completion of the probationary period.

#### REPRESENTATIVE DUTIES

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

- 1. Perform secretarial and administrative support duties for assigned administrator; relieve assigned administrator and other staff of a variety of clerical, technical, and administrative details.
- 2. Perform administrative support duties to assist the administrator in meeting reporting requirements, functional responsibilities, and research objectives; coordinate the office work of the administrator; develop schedules related to division/department activities and services; review, update, and inform the administrator and others of essential timelines; coordinate the flow of activities through the office in relation to priorities and schedules; assure the timely completion of work in accordance with established policies, procedures, and standards.
- Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments.
- 4. Facilitate communications between assigned supervisor, other administrators, students, academic and classified staff, other offices, educational institutions, public agencies, and the general public; interact and relay information, questions, and decisions regarding administrator's area of assignment; prepare preliminary responses to correspondence for administrator's approval.
- 5. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
- 6. Assist supervisor in budget administration; track budget activity and resolve budget issues and problems; process and prepare time sheets for signature; post, monitor, and track invoices and other expenditures; process budget/expense transfers; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment.

- 7. Order office supplies and materials as directed; assure their timely receipt and storage; assure proper functioning of office equipment.
- 8. Answer telephones and respond to routine questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
- 9. Train and provide work direction to assigned student workers, clerical assistants, and other staff as assigned.
- 10. Establish and maintain complex, interrelated filing systems including confidential files; collect, compile, and record narrative, statistical, and financial data and other information; research and verify information as requested.
- 11. Type, format, proofread, duplicate, and distribute a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; type from rough draft, verbal instructions, or transcribing machine recordings; compose correspondence related to area of assignment.
- 12. Receive mail and identify and refer matters to the administrator in order of priority.
- 13. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
- 14. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
- 15. When assigned to an instructional division: may assist in the development of the schedule of classes; may participate in the process for the development of new courses/curriculum and/or program offerings and assist in keeping current programs up-to-date; may assist in coordinating the use of facilities assigned to the division; may assist with the process to audit and facilitate submission of grades and attendance records in accordance with guidelines and time schedules to meet established deadlines.
- 16. Perform related duties as required.

#### **QUALIFICATIONS**

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

#### **Knowledge of:**

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

Principles, practices, and procedures of business letter writing.

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

Principles, practices and procedures of fiscal, statistical, and administrative record keeping.

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

Basic mathematical concepts.

Basic research methods and techniques.

Work organization and basic office management principles and practices.

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

#### Ability to:

Learn and understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.

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

Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment and personal initiative.

Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

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

Use sound judgment in recognizing scope of authority.

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

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

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Research, compile, analyze, and interpret data.

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

Implement and maintain filing systems.

Independently compose and prepare routine correspondence and memoranda.

Train and provide work direction to others.

Establish, review, and revise office work priorities.

Plan and organize work to meet schedules and changing deadlines.

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

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

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

Work effectively with minimal supervision.

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

Communicate clearly and concisely, both orally and in writing.

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

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

#### **Education/Training:**

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

#### Experience:

Two years of increasingly responsible secretarial and clerical experience preferably in an administrative office of a public agency or in an educational environment.

#### **License or Certificate:**

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

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### **Environment:**

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

# **Physical:**

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

#### **Vision**:

See in the normal visual range with or without correction.

# **Hearing:**

Hear in the normal audio range with or without correction.

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

# **ADMISSIONS AND RECORDS SPECIALIST I – BILINGUAL** – Classified Bargaining Unit Salary Range 116

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

# **SUMMARY DESCRIPTION**

Under supervision from assigned supervisory or management staff, performs a variety of routine technical and clerical duties in support of the Admissions and Records functions including in the areas of student registration and admissions and records data and information input, retrieval, and maintenance; responds to questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person; and communicates in a designated second language with limited-English speaking students as necessary.

# DISTINGUISHING CHARACTERISTICS

Classifications within the Admissions and Records Specialist series are distinguished from each other by the diversity and complexity of assigned duties and level of responsibility. Positions assigned to the Admissions and Records Specialist I – Bilingual are required to speak English and an additional designated second language while performing the more routine/less complex duties that are of a more limited scope than those assigned to positions at higher levels within the series including assisting students in filing various forms.

# REPRESENTATIVE DUTIES

- 1. Communicate in English or a designated second language to help prospective, new, or returning students to understand the College's admissions, registration, and enrollment policies, requirements, procedures, timelines, and forms and to assist them with the accurate and timely completion of such forms.
- 2. Respond to telephone, email, and personal inquiries regarding registration, application, residency, high school permits, telephone and internet registration and applications, transcripts, and course schedules; disperse forms and answer general information questions; refer complex questions to higher-level admissions and records staff.
- 3. Receive application forms; review for accuracy; input into computer terminal; assign identification number; schedule appointments.
- 4. Accept transcripts, verification forms, reclass of residency forms, and related forms; receive special petition forms including general petitions, illegal repeat forms, readmission after dismissal forms, applications for certificates or Associate degree, and other forms; process special request for registration; accept and process student data changes.
- 5. Make matriculation appointments and refer questions regarding the matriculation process and testing results to the Matriculation Office.
- 6. Assist students in filling out transcript request forms, add/drop cards, petitions, grade requests, and other Admissions and Records forms; input information into computer terminal.
- 7. Collect fees; input/post charges, cash/check/bankcard transactions/payments, and other information to student accounts; issue receipts; close out and balance registers; prepare monies for bank deposit by reconciling funds and closing accounting pages.
- 8. Process on-line registration, drops, and adds; respond to inquiries made through the web pages.
- 9. Monitor enrollment of courses; notify students of filled, canceled, or changed classes.
- 10. Receive grades and grade changes from instructors.

- 11. Process, scan, and input student documents into the document imaging management system; prioritize the scanning of documents; separate documents by type and prepare documents for scanning; scan, index, and post documents and information including applications, residency documentation, incoming transcripts, high school permits, evaluations, petitions, test scores, and other documents; review scanned materials for accuracy and clarity; file or dispose of documents when posted; troubleshoot basic system problems as necessary.
- 12. Retrieve, open, sort, and distribute mail for the department; respond to inquiries related to assigned area.
- 13. Order, stock, and maintain office supplies including needed forms; file and stock class schedules, applications, data change forms, add and drop forms, and related forms; maintain counter inventory sheets.
- 14. May assist in the training of new specialists in various procedures including counter, scanning, and related procedures and processes.
- 15. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
- 16. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
- 17. Perform related duties as required.

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

# **Knowledge of:**

A designated second language.

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

Principles, practices, and procedures of record keeping.

Basic principles and practices used to establish and maintain files and information retrieval systems.

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

Basic mathematical concepts.

Basic accounting procedures.

Work organization principles and practices.

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

#### Ability to:

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

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

Learn the methods and standards used in processing College paperwork.

Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office.

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

Balance accounting ledgers and prepare monies for deposit.

Use sound judgment in recognizing scope of authority.

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

Compile and organize data and information.

Maintain filing and record-keeping systems.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

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

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

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

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

Communicate clearly and concisely, both orally and in writing in English and a designated second language.

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

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

# **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized office-related training or course work.

# **Experience:**

Two years of general clerical experience including one year of customer service experience involving the operation of a computer.

# PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

# **Environment:**

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

# Physical:

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

#### Vision:

See in the normal visual range with or without correction.

# **Hearing:**

Hear in the normal audio range with or without correction.

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

# ATHLETIC EQUIPMENT SPECIALIST/DRIVER – Classified Bargaining Unit Salary Range 121

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

# **SUMMARY DESCRIPTION**

Under general supervision from assigned management staff, performs a variety of duties related to fitting, issuing, repairing, maintaining and storing athletic and physical education uniforms, equipment and supplies; oversees and maintains the locker room; prepares and maintains related records and reports; sets up equipment for athletic events; and drives athletes and equipment to away athletic games.

#### REPRESENTATIVE DUTIES

- 1. Issue and collect athletic and physical education uniforms, lockers and equipment; inspect equipment and materials for proper condition upon return; work closely with athletes for the proper fitting of helmets, pads and uniforms to ensure comfort and safety; following proper procedure holds transcript of any student who does not return college property and releases transcript when property is returned.
- 2. Launder, sort, fold and store athletic uniforms, towels and equipment; mend and alter uniforms; mark identification number on equipment and uniforms.
- 3. Participate in the ordering, maintenance, and inventory of clothing, materials and equipment; serve as liaison between coaches, physical education instructors and sales representatives to ensure ordering the best quality uniforms, equipment and instructional supplies; at competitive prices according to budget and timelines; store materials according to standard procedures.
- 4. Repair and maintain a variety of athletic and physical education equipment including helmets, shoes, shoulder pads, gloves, spikes, blocking sleds, tackling machines, pitching machines, tennis machines, and weight machines; replace basketball, volleyball and tennis nets; lube weight machine cables and pulleys; re-upholster weight benches; schedule major repairs on equipment as necessary.
- 5. Answer telephones and respond to inquiries and requests for information regarding athletic and physical education programs or events; assist in resolving complaints or problems regarding equipment, uniforms, lost items and other issues.
- 6. Issue lockers to students and staff; assist with combination problems; change locker combinations at end of each semester; sanitize, clean and repair lockers.
- 7. Set up required equipment for athletic and physical education events; work closely with coaches and instructors to make sure events run smoothly; work with pool maintenance to replace lane lines, diving boards and starting blocks as needed; prepare tennis courts for matches; break down and inventory equipment after each event.
- 8. Drive athletes and various athletic equipment to games and events; prepare, pack and unload uniforms and equipment; schedule transportation for teams as necessary.
- 9. Serve as liaison with coaching staff, department personnel, and maintenance departments; respond to a variety of inquiries; provide information within the area of assignment; resolve complaints in an efficient and timely manner
- 10. Open and secure locker room; resolve problems and ensure safety; respond to accidents in locker room as needed; clean equipment room; sweep floors; mop shower room, empty trash receptacles; secure equipment.
- 11. Schedule and train game workers for assigned sporting events; perform game management duties as necessary.

- 12. As assigned, participate in monitoring and preparing assigned budget; assist in cost estimates; assist in monitoring and controlling expenditures of allocated funds.
- 13. Perform related duties as required.

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

# **Knowledge of:**

Methods and procedures used to fit, launder, repair, maintain, inventory and store a variety of athletic uniforms.

Techniques and procedures used to repair, maintain, inventory and store athletic and physical education equipment and machinery.

Various physical education and athletic programs offered at a community college.

Principles and procedures of record keeping.

Basic janitorial and housekeeping practices.

Operational characteristics of cleaning equipment and materials.

Basic rules for athletic events.

Basic mathematical principles.

Occupational hazards and standard safety practices.

Basic office procedures, methods, and equipment including computers.

#### Ability to:

Work closely with athletes for the proper fitting of uniforms according to recognized safety standards. Stock, receive, mark, issue, collect, inventory and store athletic and physical education equipment and uniforms.

Set up, repair and maintain a variety of athletic and physical education equipment.

Operate various equipment including washers, dryers and sewing machines used in the maintenance of uniforms and supplies.

Prepare and maintain accurate, orderly and timely records and reports.

Work cooperatively with other college departments and outside agencies.

Drive athletes and various athletic equipment to games and events.

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

Communicate clearly and concisely, both orally and in writing.

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

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

#### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in the rules and requirements of a variety of sports and physical education.

#### **Experience**:

One year of increasingly responsible experience in the repair and maintenance of athletic uniforms and equipment.

# **License or Certificate:**

Possession of, or ability to obtain, a valid Athletic Equipment Manager certification issued by the Athletic Equipment Managers Association within completion of probationary period.

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

# PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### **Environment:**

Work is performed in indoor and outdoor environments; travel from site to site; work with a variety of athletic equipment; exposure to noise, dust, unpleasant odors, and inclement weather conditions. Occasional exposure to risks controlled by safety precautions.

#### Physical:

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

# Vision:

See in the normal visual range with or without correction.

# **Hearing**:

Hear in the normal audio range with or without correction.

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

**CUSTODIAN** – Classified Bargaining Unit Salary Range 113

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

#### **SUMMARY DESCRIPTION**

Under general supervision from higher level supervisory and/or management staff, performs a full range of custodial duties related to the care, maintenance, and cleaning of assigned buildings and facilities; sets up and removes tables, chairs and equipment for meetings; and performs a variety of general tasks relative to assigned areas of responsibility.

May receive functional supervision, technical training and work direction from a higher-level custodian.

# **DISTINGUISHING CHARACTERISTICS**

This is the journey level class within the Custodian series. Employees within this class are distinguished from the Lead Custodian in that the latter position serves as a lead worker over lower level custodial staff. Employees at this level are fully aware of the operating procedures and policies of the work unit.

# REPRESENTATIVE DUTIES

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

- 1. Clean and sanitize restroom facilities and fixtures including sinks, urinals and toilets; wash windows, mirrors and walls; clean and sanitize showers; replenish supplies in restrooms; clear minor drain blockages as necessary.
- 2. Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.
- 3. Dust and polish furniture, woodwork, fixtures, and equipment; remove cob webs; clean desks and counter tops; clean chalk boards and white boards; replenish chalk; clean erasers.
- 4. Empty, clean and sanitize waste receptacles; pick up papers and other debris; empty pencil sharpeners.
- 5. Move and arrange furniture and equipment and set up rooms for conferences and meetings; operate District vehicle to pick up or deliver supplies as requested.
- 6. Lock and unlock buildings and facilities as required; disarm and secure alarms; ensure buildings are locked and safeguarded against unauthorized use.
- 7. Replace lights and adjust shades and blinds.
- 8. Regulate ventilation and temperature; clean air vents as required.
- 9. Identify and report building maintenance needs in assigned buildings and facilities.
- 10. Remove graffiti from surfaces as necessary.
- 11. Assist in maintaining custodial closet; receive, stock, organize and maintain supplies and equipment as necessary.
- 12. Perform related duties as required.

# **QUALIFICATIONS**

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

# **Knowledge of:**

Methods, materials, and equipment used in custodial work.

Safe work practices.

Methods and techniques of cleaning and preserving floors, furniture, walls and fixtures.

Operational characteristics of cleaning equipment and materials.

Proper methods of storing equipment, materials and supplies.

Occupational hazards and standard safety practices.

#### Ability to:

Perform the full range of custodial tasks.

Clean and care for assigned areas and equipment.

Learn to use a variety of custodial equipment, supplies and materials.

Operate and use a variety of custodial equipment, supplies and materials in a safe and effective manner.

Perform minor maintenance repairs on assigned equipment.

Use and monitor the need for a variety of custodial equipment and materials.

Work independently in the absence of supervision.

Understand and follow oral and written directions.

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

Communicate clearly and concisely, both orally and in writing.

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

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

# **Education/Training:**

Equivalent to the completion of the twelfth grade.

#### **Experience:**

Six months of custodial experience is desirable.

#### **License or Certificate:**

A valid California driver's license and proof of insurability may be required for some positions.

# PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

# **Environment:**

Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

# Physical:

Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; operate assigned equipment; and to verbally communicate to exchange information.

#### Vision

See in the normal visual range with or without correction.

# **Hearing**:

Hear in the normal audio range with or without correction.

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

**EXECUTIVE ASSISTANT - Classified Bargaining Unit Salary Range 133** 

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

# **SUMMARY DESCRIPTION**

Under general direction from a college Vice President, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of an assigned college Vice President's Office; and provides information and assistance to administration, academic and classified staff, students, and the general public.

# DISTINGUISHING CHARACTERISTICS

An incumbent in this classification independently performs a full range of highly responsible and complex executive support duties and confidential assistance, as well as secretarial and clerical duties, for assigned functions of a college Vice President's Office. Incumbent at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit and entire college.

# REPRESENTATIVE DUTIES

- 1. Participate and assist in the administration of a college Vice President's office; assist the assigned Vice President in meeting reporting requirements, functional responsibilities, and research objectives; provide complex and responsible secretarial and executive support and confidential assistance including the areas of union negotiation processes, grievances, student discipline, staff and student harassment and discrimination complaints, unfair labor practices, civil rights, and fair housing complaints, and in the Vice President's role as Section 504/ADA Officer; relieve the assigned Vice President of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities promoted by the District or college; may assist the Vice President in ensuring the confidentiality and due process in matters of student discipline including the coordination of discipline hearings; may process paperwork for and distribute financial aid, scholarships, and student loan disbursements.
- 2. Plan and organize executive office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; recommend improvements in work flow, procedures, and use of equipment and forms; review, update, and inform the assigned Vice President and others of essential timelines; discuss and review calendar of events on a regular basis with the Vice President to assure timely coordination of office activities and status of assigned projects; develop schedules related to division/department activities and services.
- 3. Utilize electronic technology to correspond with others and to maintain calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for department staff; coordinate web and teleconferences; process conference reimbursement and other requests.
- 4. Participate in the selection, orientation, and training of new classified and academic employees when assigned; assign, schedule, train, and provide work direction to lower-level office staff and student workers as assigned; prioritize work assignments; review and validate completed work for accuracy; determine the necessity for and assign substitute classified and/or academic personnel as needed.

- 5. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.
- 6. Coordinate and oversee specialized functions or projects independently as assigned; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
- 7. Screen office and telephone callers; respond to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
- 8. Serve as liaison between the vice president and the chancellor, vice chancellors, College presidents, other vice presidents, management staff, academic and classified staff, students, representatives of educational and community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures, or referring callers to the administrator or others as necessary.
- 9. Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.
- 10. Participate in preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to administrator for control of expenditures; assist in resolving budget issues and problems; process budget/expense transfers; recommend budget revisions.
- 11. Recommend expenditures of office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures; process and prepare time sheets for signature.
- 12. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
- 13. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students and staff grievances and complaints, for administrator's approval.
- 14. Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.
- 15. Establish and maintain a variety of complex, intra- and inter-related filing systems including confidential files; establish and maintain files for information, records, and reports involving classified, academic, and administrative payroll and attendance, budget, production and cost records, inventory, manuals, and updated resource materials; maintain records related to specific area of assignment.
- 16. Receive mail and identify and refer matters to the administrator in order of priority.
- 17. Utilize various computer applications and software packages; maintain and generate reports from a database or network system; recommend changes to and update college web pages.
- 18. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
- 19. Interact with the community, external agencies, South Orange County Community College District, Irvine Valley College, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.

- 20. May compose, edit, and coordinate the printing and publication of outreach publications including newsletters, calendars, and direct mail pieces.
- 21. When assigned to an instructional division: assure the development, proof-reading, and submittal of the schedule of classes; direct the process for development of new course/curriculum and/or program offerings and assure that current programs are kept up-to-date; assure the management and coordination of use of facilities assigned to the division; assure that grades and attendance records are audited and submitted in accordance with guidelines and time schedules to meet established deadlines.
- 22. Perform related duties as required.

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

# **Knowledge of:**

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned Vice President's Office.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.

Instructional process and college environment.

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

Work organization and office management principles and practices.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

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

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

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

Statistical procedures and mathematical concepts.

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

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

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

# Ability to:

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

Understand the organization and operation of the assigned Vice President's Office as necessary to assume assigned responsibilities.

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

Perform responsible and difficult executive assistant duties involving the use of independent judgment and personal initiative.

Oversee and participate in the management of the administrative functions and operations of the assigned office.

Establish, review, and revise office work priorities.

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

Use sound judgment in recognizing scope of authority.

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

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

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

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

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

Participate in the preparation and administration of assigned budgets.

Research, compile, analyze, and interpret data.

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

Implement and maintain filing systems.

Independently compose and prepare correspondence and memoranda.

Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.

Plan and organize work to meet schedules and changing deadlines.

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

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

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

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

Work independently and effectively in the absence of supervision

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

Communicate clearly and concisely, both orally and in writing.

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

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

# **Education/Training:**

Equivalent to two years of college level course work in public administration, business administration, secretarial science, or a related field.

#### **Experience:**

Five years of increasingly responsible experience as an administrative assistant or office coordinator, preferably in an administrative or executive office of a public agency or in an educational environment, including two years of experience in a lead or supervisory capacity.

# **License or Certificate:**

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

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### **Environment:**

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

# Physical:

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

#### Vision:

See in the normal visual range with or without correction.

# **Hearing:**

Hear in the normal audio range with or without correction.

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

# FOSTER & KINSHIP CARE EDUCATION (FKCE) PROGRAM ASSISTANT -CATEGORICAL FUNDED - Classified Bargaining Unit Range 121

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

# **SUMMARY DESCRIPTION**

Under general supervision from the FKCE Director/Instructional Specialist, performs a variety of general administrative, secretarial, and clerical duties in support of the Foster & Kinship Care Education (FKCE) program; and performs a variety of duties related to State reporting in support of the Foster and Kinship Care Education program.

# **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from similar classifications in that the position assigned to this class is categorically funded, not financed by District funds. Incumbents are assigned to perform a wide range of administrative support, secretarial, and clerical duties independently for the FKCE program area. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and should be aware of the operating procedures and policies of the work unit upon completion of the probationary period.

# REPRESENTATIVE DUTIES

- 1. Perform secretarial and administrative support duties for the FKCE Director/Instructional Specialist; relieve assigned administrator and other staff of a variety of clerical, technical, and administrative details.
- 2. Perform administrative support duties to assist the administrator in meeting reporting requirements and functional responsibilities; input class data into the California Community Colleges Chancellor's Office (CCCCO) Data Automation System (DAS).
- 3. Utilize electronic technology to correspond with others, to maintain registration list for FKCE classes, to create and distribute materials for classes (profile sheets, evaluations and class certificate), and to create the FKCE newsletter/class schedule, brochures, and/or flyers as needed.
- 4. Provide staff support to required quarterly FKCE Advisory Committee meetings; attend meetings, including those held off campus, and take notes; prepare and distribute minutes as appropriate.
- 5. Assist supervisor in budget administration; post, monitor, and track invoices and other expenditures; process budget/expense transfers; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment.
- 6. Order office supplies and materials as directed; assure their timely receipt and storage; assure proper functioning of office equipment.
- 7. Answer telephones and respond to routine questions and requests for information related to the FKCE program area.
- 8. Establish and maintain complex, interrelated filing systems including confidential files for the FKCE program; collect, compile, and record narrative, statistical, and financial data and other information; research and verify information as requested.
- 9. Type, format, proofread, duplicate, and distribute a wide variety of documents including FKCE program newsletter/schedule of classes and class materials including profile sheets, class certificates, and evaluations.

- 10. Receive mail and identify and refer matters to the administrator in order of priority.
- 11. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
- 12. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
- 13. Perform related duties as required.

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

# **Knowledge of:**

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

Principles, practices, and procedures of business letter writing.

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

Principles, practices and procedures of fiscal, statistical, and administrative record keeping.

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

Basic mathematical concepts.

Basic research methods and techniques.

Work organization and basic office management principles and practices.

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

### Ability to:

Learn and understand the organization and operation of the FKCE program area as necessary to assume assigned responsibilities.

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

Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment and personal initiative.

Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

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

Use sound judgment in recognizing scope of authority.

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

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

Input class data and access class documents and transcripts form the CCCCO FKCE Data Automation System (DAS).

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

Implement and maintain filing systems.

Independently compose and prepare routine correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

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

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

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

Work effectively with minimal supervision.

Communicate clearly and concisely, both orally and in writing.

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

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

# **Education/Training:**

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

#### **Experience:**

Two years of increasingly responsible secretarial and clerical experience preferably in an administrative office of a public agency or in an educational environment.

# **License or Certificate:**

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle.

# PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### **Environment:**

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

#### Physical:

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

#### Vision:

See in the normal visual range with or without correction.

#### **Hearing**:

Hear in the normal audio range with or without correction.

Created by Johnson & Associates: November 2008

**GROUNDSKEEPER** – Classified Bargaining Unit Salary Range 118

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

# SUMMARY DESCRIPTION

Under general supervision from higher level supervisory and/or management staff, performs a variety of semi-skilled and skilled duties in the development, maintenance and repair of landscaped areas, athletic fields, and related facilities and open spaces of a community college campus; assists in the maintenance and repair of irrigation systems; operates and maintains a variety of hand and power tools and equipment; and performs a variety of general maintenance work relative to assigned area of responsibility.

May receive functional supervision, technical training and work direction from a higher-level groundskeeper.

# DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Groundskeeper series. Employees within this class are distinguished from the Grounds Specialist in that the latter has primary responsibility for specialized duties including the installation, maintenance, and repair of irrigation systems. This class is distinguished from the Lead Groundskeeper in that the latter position serves as a lead worker over lower level groundskeeping staff. Employees at the Groundskeeper level are fully aware of the operating procedures and policies of the work unit.

# REPRESENTATIVE DUTIES

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

Participate in a variety of landscape maintenance duties including watering, mowing, weeding, trimming, edging, renovating and fertilizing lawns. Participate in planting, watering and maintaining landscaped areas consisting of bushes, trees, flowers and shrubs; re-seed, plant and maintain new grass and plants; trim and prune bushes, trees and shrubs; stake trees as necessary. Rake leaves and/or clear debris from walks, fields, courts, parking lots and other open areas using a blower; load, remove and dispose of trimmings and cuttings; pick-up trash; empty trash receptacles and transport rubbish to the local landfill. Safely apply herbicides, fungicides and pesticides according to established rules and procedures; maintain records of fertilizers and chemicals used. Participate in preparing, maintaining and painting athletic fields for a variety of sporting events. Operate a variety of heavy equipment and other maintenance equipment such as dump trunks, backhoes, front loaders, and power tools such as mowers, edgers and blowers; ensure adherence to established safety procedures. Perform preventative maintenance to vehicles, equipment, and tools; make minor adjustments and repairs; report the need for major repairs and maintenance. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Utilize proper safety precautions related to all work performed. Assist in the maintenance and repair of the District's irrigation system; change and adjust heads; maintain controllers and assist in large irrigation system installation and maintenance projects. Perform related duties as required.

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

### **Knowledge of:**

Operations, services, and activities of a grounds maintenance program. Methods, tools, materials and equipment used in comprehensive grounds maintenance program. Methods and techniques of mowing, edging, pruning and trimming a variety of lawns, shrubs and trees. Operational characteristics of grounds maintenance equipment and tools used in the area of assignment. Common insecticides, pesticides and herbicides and their application. Occupational hazards and standard safety practices. Basic sprinkler operation and maintenance. Principles and practices of record keeping. Pertinent federal, state, and local codes, laws, and regulations pertaining to the application of various insecticides, pesticides and herbicides.

#### Ability to:

Perform a variety of maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas. Operate a variety of tools, equipment and vehicles used in grounds maintenance work. Perform grounds maintenance work in accordance with established schedules and in preparation for special events. Care for and maintain plants, shrubs, flowers, turf and trees. Assist in the maintenance and repair of the District's irrigation system including installing, operating, maintaining and making minor repairs and adjustments to automatic sprinkler systems. Safely and effectively apply fertilizers, pesticides and herbicides. Learn NCAA Athletic Field rules and Measurements. Learn local water district and health department laws and guidelines involving reclaimed water usage. Perform heavy manual labor. Understand and follow oral and written instructions. Mix, pour and finish concrete as needed. Apply insecticides and herbicides to assure insect and weed control when authorized. Ensure adherence to safe work practices and procedures. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

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

#### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in grounds maintenance.

#### **Experience**:

One year of grounds maintenance experience.

# **License or Certificate:**

Possession of a valid California driver's license and proof of insurability. Some positions in this class may be required to attend Forklift Training and obtain certification. Some positions in this class may be required to attend Pesticide Application Training, involving requirements, safety and training, and obtain certification Some positions in this class may be required to attend Heavy and Power Equipment Training and obtain certification.

# PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

# **Environment:**

Work is performed in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Occasional exposure to risks controlled by safety precautions.

# Physical:

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

#### Vision:

See in the normal visual range with or without correction.

#### **Hearing**

Hear in the normal audio range with or without correction.

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

# NEW MEDIA AND MARKETING SPECIALIST - Classified Bargaining Unit Salary Range 137

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

#### **SUMMARY DESCRIPTION**

Under direction from the Director of Public Information & Marketing, performs a variety of activities in support of the college's public information, marketing, special events, and communications functions, which integrates the college's public relations, media relations, governmental relations, and marketing areas; advances the overall quality and deployment of interactive media content and assigned college's website; creates, produces, and readies multi-media features, including text, audio, video and still images, either within online sites or for emerging technologies in order to maximize the college's presence; designs, writes, and edits in traditional mediums such as flyers, brochures, media releases, and other publications; coordinates assigned activities with the publications department, as well as the webmaster; provides coordinating and logistical assistance to support various events and programs designated by the Office of the President, including seminars, performing arts events, and other special events that occur at the college; and provides highly complex staff assistance to the Director of Public Information & Marketing.

# REPRESENTATIVE DUTIES

- 1. Lead and collaborate in the development of web and new-media content initiatives; develop content products that enhance the value of the college website for all audiences, including students, faculty, community, and staff.
- 2. Develop content to be distributed to external new mediums via public relations and advertising.
- 3. Develop and leverage a variety of online and offline communications methodologies, including social media such as blogs, podcasts, vodcasts, RSS feeds, and social networking sites; maintain and secure new avenues for listings and banners ads.
- 4. Develop, write, design, produce, and review college public relations and marketing materials, including, but not limited to web and new-media content, news releases, community newsletters, internal college communications, brochures, special event invitations, scripts, programs, photographs, ads, and other marketing materials for a variety of college activities and events.
- 5. Generate innovative ideas and solutions that support the strategic goals of the Office of Public Information & Marketing.
- 6. Develop search engine optimization strategies.
- 7. Create, edit, write, and maintain an electronic bi-weekly internal communication tool (newsletter or email format) targeted to faculty and staff that promotes past successes and upcoming events and happenings at the college.
- 8. Assist in the development of multi-media presentations.
- 9. Publish and update college event information, event stories, statistics and general information on external websites.
- 10. Develop and manage the flow of content on the college's digital display monitors.
- 11. Participate in the planning, organizing, and execution of special events with various college committees for events including community, business, and student audiences.

- 12. Establish, identify and cultivate relationships across the college to support the coordination of events supported by the marketing office such as: Flex Week, President's Opening Breakfasts, 9/11 Observance, Veterans Day, Scholarship Awards Breakfast, Foundation Awards Banquet, Commencement, groundbreakings, building dedications, media events, visiting speakers, and other dinners, receptions, gatherings on and off-campus and anniversary milestone events.
- 13. Assist in the writing, editing, and production of college publications, including, but not limited to, the Foundation Annual Report; write, edit, and produce materials for use by other departments as necessary.
- 14. Compile and maintain statistical information for reports.
- 15. Archive college brochures, schedules, catalogs, and media coverage as necessary.
- 16. Provide assistance in budget preparation and administration; monitor and control expenditures.
- 17. Perform related duties as required.

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

# **Knowledge of:**

Principles and practices of public relations and marketing.

Principles of copy writing, layout and design, and Web content management, accessibility, and publishing.

Special Events coordination and/or planning.

Methods utilized in web development tools—HTML editors, web accessibility testing, and content management.

Design and familiarity with graphics programs such as Photoshop or Illustrator, as well as general familiarity with current Web standards and best practices.

Technical activities involved in the production and broadcast of televised programs and creation of web communications.

Techniques and equipment used to create various forms of media and marketing material.

Desktop computer use applications such as desktop publishing, word processing, data base, graphics, presentation, Internet and Web design software.

Eco-friendly/green/sustainability trends that are relevant and cutting edge in the design considerations for traditional vs. non-traditional – new forms of media delivery – web messaging, text messaging, phone messaging, and video delivery.

Media relations and organizational communication strategies.

Methods and techniques of journalistic writing and reporting.

Office procedures, methods and equipment.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

#### Ability to:

Develop, write, and coordinate interactive media content initiatives.

Respond to inquiries and requests for information.

Operate office equipment and effectively utilize appropriate software applications.

Operate a digital camera and manipulate digital images.

Train and provide work direction to assigned staff.

Demonstrate interpersonal skills while using tact, patience and courtesy.

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

Communicate clearly and concisely, both orally and in writing.

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

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

# **Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in journalism, communications, public relations, marketing or a related field.

#### Experience:

Two years of increasingly responsible experience in advertising, marketing or public relations.

# PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

# **Environment:**

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

# Physical:

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

# Vision:

See in the normal visual range with or without correction.

# **Hearing:**

Hear in the normal audio range with or without correction.

Created by Johnson & Associates: November 2008

# **OUTREACH SPECIALIST-** Classified Bargaining Unit Salary Range 131

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

# **SUMMARY DESCRIPTION**

Under direction from assigned supervisory or management staff, performs a variety of highly responsible and specialized duties related to participating in the planning, development, organization, coordination, and implementation of marketing, outreach, and retention programs, services, operations, and activities to recruit, assist, and retain community college students; assists in the selection and distribution of promotional and marketing materials related to outreach; provides matriculation, assessment, and guidance to current and potential college students; and ensures compliance with District and College policies and applicable state and federal laws and regulations related to College functions including outreach and matriculation.

#### REPRESENTATIVE DUTIES

- 1. Assist management and supervisory staff as well as faculty and administrative leaders in coordinating high school outreach and other public and community relations efforts; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services to potential and enrolled students as well as in the retention of students.
- 2. Perform a full range of highly responsible and specialized duties related to participating in the planning, development, organization, coordination, and implementation of the operations and activities of the assigned College's outreach efforts; coordinate all College outreach efforts to ensure staff coverage is consistent; identify and schedule all outreach opportunities and advertising sites; maintain calendar of outreach and marketing activities related to area of assignment.
- 3. Develop relationships within K-12 school districts and community entities from which to recruit potential students; ensure a favorable image of the College through organized marketing campaigns and information dissemination.
- 4. Assist in the conduct of in-person and online market surveys of potential and current students; utilize information to improve outreach and matriculation programs and services.
- 5. Assist Public Information and Marketing staff in establishing marketing plans related to outreach activities and services; assist Public Information and Marketing staff in coordinating marquee recruitment announcements; assist in the development and evaluation of new or improved public relations and marketing goals, objectives, policies, and procedures related to area of assignment.
- 6. Conduct orientation, assessment, and advisement/guidance sessions, both on and off campus, for new and potential students to answer questions and provide information concerning the College's expectations for both academic achievement and personal goals; participate in activities to expand and enhance the Student Ambassador Program and to support the Student Mentor Program.
- 7. Perform a variety of specialized duties involved in the matriculation processing of new, continuing, and returning students; work closely with other District departments and staff to ensure smooth implementation of matriculation component activities; interpret and communicate matriculation policies, procedures, regulations and other information.
- 8. Serve as key member and/or chair of outreach and marketing task forces and committees as assigned including those related to the accomplishment of marketing/outreach goals and those related to various events.

- 9. Participate in the development and implementation of new and innovative outreach marketing activities, such as financial assistance workshops for parents/students and outreach by ASG members to high school leaders; coordinate high school concurrent enrollment recruitment; lead campus tours of visiting dignitaries; conduct campus tours for prospective students and their parents.
- 10. Assist in the development and review of all outreach related promotional materials intended for general distribution; research, recommend, coordinate the acquisition of, and maintain an inventory of appropriate college promotional giveaways and outreach items; select, order, and secure all giveaways and oversee the storage, delivery, and use of items.
- 11. Work with the graphics department to develop, produce, and maintain an inventory of a variety of marketing and promotional items such as graphic designs and artwork, logos, signs, posters, flyers, brochures, and other outreach materials.
- 12. Respond to outreach and matriculation requests for information; serve as a campus matriculation policy resource and liaison, as directed.
- 13. Make oral presentations to students, parents, counselors, and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding assigned outreach programs and related student services.
- 14. Provide basic educational advisement to K-12 students and potential new college students.
- 15. Work with the College webmaster to provide outreach, recruitment, and guidance updates and enhance the College website.
- 16. Recruit, hire, train, schedule, assign, supervise, mentor, evaluate, and coordinate the work of parttime outreach specialists and a core of Student Ambassadors; ensure professional staff coverage for planned outreach events.
- 17. Provide training to EOPS, Financial Aid, Student Ambassadors, Student Mentors, and Counseling outreach staff in the college application and matriculation process.
- 18. Communicate with District and College administrators and support personnel, representatives of state and federal agencies, educational institutions, social service organizations, counselors, and others as directed to coordinate programs and activities.
- 19. Prepare, maintain, collect, compile, and maintain statistical information and other data related to outreach services provided to potential and enrolled students and the number of students served; review and certify the accuracy of data concerning program participation; analyze and evaluate data, identify trends, and develop recommendations for improved services and outcomes.
- 20. Participate in the development and implementation of an outreach tracking program; prepare statistics and monthly reports of outreach activities.
- 21. Assist in the preparation of data related to matriculation, outreach and advisement costs; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations; serve as liaison with ASG, EOPS, and Financial Aid to ensure the most efficient use of BFAP and ASG funds for outreach and marketing programs and services.
- 22. Perform related duties as required.

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

# **Knowledge of:**

Principles and procedures used in community college outreach and matriculation programs and services.

Student recruitment and retention strategies and techniques.

Basic public information, public speaking, community relations, and marketing principles and practices.

Methods and techniques used in conducting promotional and information sessions for current and prospective students.

Paraprofessional guidance techniques used to assist students.

Operational characteristics, services, and activities of the functions, programs, and operations of the

assigned program area.

Matriculation requirements and procedures at a community college.

Pertinent federal, state, and local laws, codes, and regulations including Title V matriculation requirements.

Transcript evaluation techniques.

Confidentiality requirements when dealing with personal and sensitive student information.

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

Statistical procedures and mathematical concepts.

Principles, practices, and procedures of business letter writing and report preparation.

Recordkeeping methods and procedures.

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

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

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

Work organization principles and practices.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

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

#### Ability to:

Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

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

Perform responsible and difficult specialized duties involving the use of independent judgment and personal initiative.

Participate in planning, developing, organizing, coordinating, implementing, directing, and evaluating comprehensive outreach programs to attract, enroll, orient, assist, and retain community college students.

Assist in developing, implementing, and evaluating public relations and marketing goals, objectives, policies, and procedures related to outreach.

Maintain current knowledge of student outreach, enrollment, matriculation, and retention programs for a community college.

Participate in the preparation and administration of budgets for assigned program areas.

Effectively work with faculty, staff, the general public, and the community to assess and respond to their needs.

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

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

Recruit, select, hire, train, mentor, supervise and evaluate the performance of assigned personnel.

Collect, compile, and analyze detailed data related to assigned functions.

Prepare oral and written reports and recommendations.

Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.

Respond to requests and inquiries from students, staff, and the public including regarding the interpretation of matriculation procedures and policies; effectively present information in person or on the telephone to students, staff, or the public.

Implement and maintain filing and record-keeping systems.

Maintain the security of confidential materials.

Independently compose and prepare correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

Establish goals and timetables to meet program needs.

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

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

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

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

Demonstrate interpersonal skills while using tact, patience and courtesy.

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

Communicate clearly and concisely, both orally and in writing.

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

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

# **Education/Training:**

Equivalent of Bachelor's degree from an accredited college or university with major course work in social sciences, liberal studies, communications, education, counseling, or a closely related field.

#### **Experience:**

Five years of increasingly responsible administrative and programmatic experience including three years of responsible matriculation, outreach, or other directly related work experience, preferably in an institution of higher education, including experience in a lead or supervisory capacity.

# **License or Certificate:**

A valid California driver's license and proof of insurability is required to drive a District or personal vehicle to other locations, such as local high schools, to conduct work.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### **Environment:**

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

#### Physical:

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

#### Vision:

See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Prepared by: Grodt, 06-08-2005

Revised by: Johnson & Associates, 07-08-2005 Approved by Board of Trustees: 07-19-2005

**RECEPTIONIST** – Classified Bargaining Unit Salary Range 113

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

# **SUMMARY DESCRIPTION**

Under supervision from assigned supervisory or management staff, performs a variety of general clerical duties involved in providing support and assistance to various District departments; operates a switchboard; and provides information and assistance to the general public and to District and college personnel.

# REPRESENTATIVE DUTIES

- 1. Perform a variety of clerical work involving several specific routines and/or defined policies and procedures; prepares various document for various District operations.
- 2. Operate the main telephone general switch board for the District; refer and transfer calls to appropriate District departmental personnel; serve as receptionist; take and transmit messages for all staff; assist the general public and college personnel by providing information regarding the location, dates, and times of committee meetings, interviews, and other District activities.
- 3. Greet the public, answer telephone inquires, and give out information as related to District departmental operations.
- 4. Explain regulations and procedures.
- 5. Distribute District information at a public counter.
- 6. Maintain files where discretion is involved in assigning items to their proper places; revise files and procedures in accordance with new methods.
- 7. Code and classify information in accordance with current District procedures.
- 8. Maintain a variety of forms and records; review forms and records for accuracy and completeness; verify unusual entries.
- 9. Post a variety of information from standardized media to various types of control records.
- 10. Type, word process, and proofread a variety of documents and forms from rough draft, recordings, or verbal instruction; disseminate information as appropriate.
- 11. Perform a variety of general clerical duties including photocopying, distributing information and forms, and operating a fax machine; reply to emails with general requests; provide general clerical support.
- 12. Make computations that involve simple arithmetic processes.
- 13. Coordinate work with that of other departments in developing procedures and establishing interdepartmental controls.
- 14. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
- 15. Perform related duties as required.

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

# **Knowledge of:**

Operating characteristics of a general switchboard and understanding of computer based display attended console for IP telephony.

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

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

Basic principles and practices used to establish and maintain files and information retrieval systems.

Basic principles, practices, and procedures of record keeping.

Interpersonal skills using tact, diplomacy, patience and courtesy.

Basic mathematical concepts.

Work organization principles and practices.

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

# Ability to:

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

Learn, understand, interpret, and apply general administrative and office policies and procedures and applicable rules, regulations, and instructions.

Operate a general switchboard, computer based console for IP telephony, serving District operations comprised of multi-departments.

Perform a variety of receptionist and general office support/clerical duties and activities of a general nature for an assigned office.

Maintain records, complete standard forms and records, and prepare basic reports as assigned.

Maintain current postings.

Spell correctly using proper English.

Perform clerical work with speed and accuracy.

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

Compare names and numbers rapidly and accurately.

Respond tactfully, clearly, concisely, and appropriately to requests and inquiries from students, staff, the general public, press, or other agencies; effectively present information in person or on the telephone to students, staff or the public.

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

Use sound judgment in recognizing scope of authority.

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

# **Education/Training:**

Equivalent to the completion of the twelfth grade.

#### **Experience:**

Some general switchboard and receptionist experience in a large institution and/or company is desirable.

# PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

## **Environment:**

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

# Physical:

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

#### Vision:

See in the normal visual range with or without correction.

#### Hearing:

Hear in the normal audio range with or without correction.

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

**SENIOR ADMISSIONS AND RECORDS SPECIALIST** – Classified Bargaining Unit Salary Range 126

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

# **SUMMARY DESCRIPTION**

Under direction from assigned supervisory or management staff, performs a variety of advanced level technical duties in support of Admissions and Records program activities including evaluation of residency applications or serving as regular lead during registration; prepares a variety of records and reports; and responds to difficult questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person.

# DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Admissions and Records Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including evaluating residency applications and serving as regular lead during registration. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

# REPRESENTATIVE DUTIES

- 1. Provide customer service; address and provide solutions to customer problems and concerns; respond to questions and requests from students and the general public; serve as technical resource; provide information regarding admissions and records procedures and functions.
- 2. Evaluate admissions applications for residency requirements and determine residence status according to state and federal law and District policies; verify integrity of and validate residency reclassifications requests; advise and assist students through the reclassification process.
- 3. Compile residency data; maintain computerized database for residence statistics; prepare and provide statistical reports.
- 4. Lead, plan, train, and review the work of staff responsible for registration procedures; participate in performing the most complex work of the unit including to analyze complex registration problems and recommend/take effective course of action.
- 5. Oversee daily counter operations as assigned; register new and continuing students; assist students having difficulty using the automated registration systems; make enrollment changes for students; collect and post fees for student registrations and debts; issue receipts and identification cards. prepare cash drawers; count and collect monies through daily transactions from cash drawers and registers; prepare receipts; evaluate and analyze student accounting statements and problems; correct statements as necessary; work with Financial Aid Office in recalculating student fees; maintain integrity of hardware and software at the admission counter; maintain and manage forms necessary for the operations of the counter.
- 6. Instruct students in correct procedures for completion of forms and applications; review completed forms for completeness and accuracy; process applications and forms; review and determine status of applications and forms.
- 7. Research, follow-up on, and make recommendations/decisions pertaining to student petitions and related matters; correspond with students regarding issues.

- 8. Analyze illegal repeat report; recommend student to be dropped from classes.
- 9. Verify eligibility and credit attained for classes completed by exam or advanced placement.
- 10. Provide outreach to high schools.
- 11. Determine the accuracy of K-12 student forms and applications according to state and District regulations.
- 12. Maintain appropriate documentation and records; compile and maintain copies of appropriate information; enter information into appropriate database.
- 13. Compute statistical data; compile and prepare various reports and lists.
- 14. Interview, recommend the hiring of, train and supervise staff and student assistants including during registration process; develop schedules for assigned staff.
- 15. Prepare procedural manuals; update procedural manual with changes made to programs and new office requirements; provide recommendations for changes in operations and procedures.
- 16. Perform related duties as required.

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

## **Knowledge of:**

Operations, services, and activities of an Admissions and Records program area.

Principles of lead supervision and training.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the state education code.

District policies and requirements regarding admissions and records, residency evaluation, appeal resolution, and other general admissions and records requirements.

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

Principles, practices, and procedures of record keeping.

Business letter writing and basic report preparation.

Methods and standards used in processing College paperwork.

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

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

Basic mathematical concepts.

Basic accounting procedures.

Work organization principles and practices.

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

# Ability to:

Understand the organization and operation of the assigned Admissions and Records functional area as necessary to assume assigned responsibilities.

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

Independently perform the most difficult specialized office support, clerical, and technical duties and activities of a general and specialized nature in support of the assigned Admissions and Records functions.

Lead, organize, and review the work of assigned staff.

Evaluate residency status of incoming students.

Research and evaluate information.

Analyze problems and identify alternative solutions.

Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines.

Develop recommendations for problematic areas and implement and monitor changes.

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

Resolve conflicts and deal effectively with difficult people.

Balance accounting ledgers and prepare monies for deposit.

Use sound judgment in recognizing scope of authority.

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

Maintain filing and record-keeping systems.

Exercise good judgment in maintaining information, records, and reports.

Plan and organize work to meet schedules and changing deadlines.

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

# **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized clerical or office related training or course work.

# **Experience:**

Three years of increasingly responsible technical and clerical experience related to admissions and records functions.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

# **Environment:**

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

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#### Vision

See in the normal visual range with or without correction.

#### **Hearing**:

Hear in the normal audio range with or without correction.

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

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.9

DATE: 12/05/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Memorandum of Understanding- Academic Master

Agreement Article XV

**ACTION:** 

Approval

# **BACKGROUND**

According to the current Academic Employee Master Agreement 2004-07, a maximum assignment for a part-time faculty member will be no more than nine (9) equivalent LHE (60%) per semester (California Ed. Code 87482.6).

# STATUS

According to AB 591, enacted July 10, 2008, the part-time faculty workload may be extended to 67% (to a maximum of 10 LHE) of the full-time assignment per semester, effective January 1, 2009. The South Orange County Community College District and the SOCCCD Faculty Association have tentatively agreed to this provision as part of a negotiated MOU, as required by AB 591. The proposed MOU assists the District administration in assigning teaching workload for part-time faculty.

# RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Memorandum of Understanding with the Faculty Association as shown in Exhibit A

Item Submitted By: David Bugay, Ph.D., Vice Chancellor, Human Resources

# MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND THE SOCCCD FACULTY ASSOCIATION

The South Orange County Community College District and the SOCCCD Faculty Association agree to make the following provisions effective January 1, 2009. It is understood that both parties have tentatively agreed to this provision in negotiations for the revision for the collective bargaining agreement and this Memorandum of Understanding provides for the implementation of this provision. Both parties agree as follows:

# ARTICLE XV WORKLOAD

### VI. Part-time Workload

D. A maximum assignment will be no more than nine (9) equivalent LHE (60%) per semester (Calif. Ed. Code section 87482.5) excluding ancillary activities (see Article XVI, II, D). Effective January 1, 2009, a maximum assignment will be no more than sixty-seven percent (67%) of a full-time workload, or ten (10) OSH, per semester (Calif. Ed. Code section 87482.5).

Lee Haggerty

President

For SOCCCD

Raghu P. Mathur, Ed.D.

Chancellor

Date

Date

ITEM: 7.1

DATE: 12/05/08

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 11/30/08 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>	<b>Basic Aid Receipts</b>
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

Item Submitted By: Gary L. Poertner, Deputy Chancellor

# South Orange County Community College District Board Approved Basic Aid Project Distribution As of November 30, 2008

	<u> 1999-02</u>	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 App	roved Projects	\$289,648,409
						Uncommitted B	asic Aid Funds	\$22,766,144

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure	Gen. Exp.		\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation	<del></del>		Ψ334,301	\$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	<del>-    </del>		\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects			Ψ101,000	\$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	Ψ0,231,000	ψυ,200,270	Ψ0,007,040	\$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		<u> </u>		\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000			4999,1299	7017,010	\$34,400,000
IVC Business & Technology Innovation Center	<del>-                                    </del>			\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca			<del></del>	\$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	ATEP	District	IVC	SC	Total
	Gen. Exp.		Services			
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		i			\$14,850	\$14,850
SC Temporary Classroom Facilities					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$2,100,000	\$2,100,000
SOCCCD Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,499,498	;				\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010	:				\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$150,000					\$150,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,326,427					\$1,326,427
Total Approved Projects	\$42,353,866	\$39,438,533	\$27,878,587	\$76,481,939	\$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	Actual	Actual	Actual	381,124	900,200	431,327	441,875	2,845,473	5,000,000	
2005/06 Allocation for Salary Schedule Restructure	4,245,000				007,121	4,245,000		- 111/92	-	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			1,543,653	1,351,330	1,485,718			-	4,380,701	-
Debt Retirement Contribution	34,400,000	11,000,000	5,000,000	5,000,000	5,000,000	4,200,000	4,200,000			34,400,000	
IVC Business & Technology Innovation Center	10,182,000	11,000,000	0,000,000	3,000,000	5,555,555	25,860	981,852	5,563,594	3,610,693	10,182,000	
IVC Design and Install Entrance from Barranca	830,000					9,950	- 001,002	0,000,007	820,050	830,000	
						0,000		61,163	3,138,837	3,200,000	
IVC Fine Arts Building	3,200,000				57,458	882		01,103	0,130,037	58,340	
IVC Floor Repairs	58,340				37,438	002			7.468.000	7.468,000	
IVC Life Sciences Project	7,468,000				1,500	222,418	1,183,432	69,409	3,241	1,480,000	, <del>-</del>
IVC Lot Expansion and Phase 1 of Lot 6	1,480,000										
IVC Maintenance and Police Facility	4,575,000		200 700		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	1005.0:5	10 707 55 1	4 407 074	207.705	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	<u>-</u>
IVC Science Lab Addition & Remodel	6,980,000						276,823	86,014		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	-, 2, 100	,,,,,,	2,001	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	502,021	30,040	30,004	714	3,729,338	3,341,007	105,308	92,918	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000				7,14	5,.20,000	162,708	105,248	2,274,044	2.542.000	-
SC Loop Road	2,100,000						102,100	100,270	2,100,000	2,100,000	
	898,000					208,797	672,943		16,260	898,000	
SOCCCD: Replace HR & Bdgt Dev Systems						200,131	3,515,073	5.304.918	5,282,009	14,102,000	
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000			127,271	3,636,911	627,911	107,404	3,304,818	5,282,009	4,499,498	:
SOCCCD: Districtwide Telephone System	4,499,498			127,271	3,030,911	27,500	107,404			27,500	:
SOCCCD: Fiscal and HR Systems Repl.	27,500									370,010	
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010				25.001	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	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	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 30, 2008)

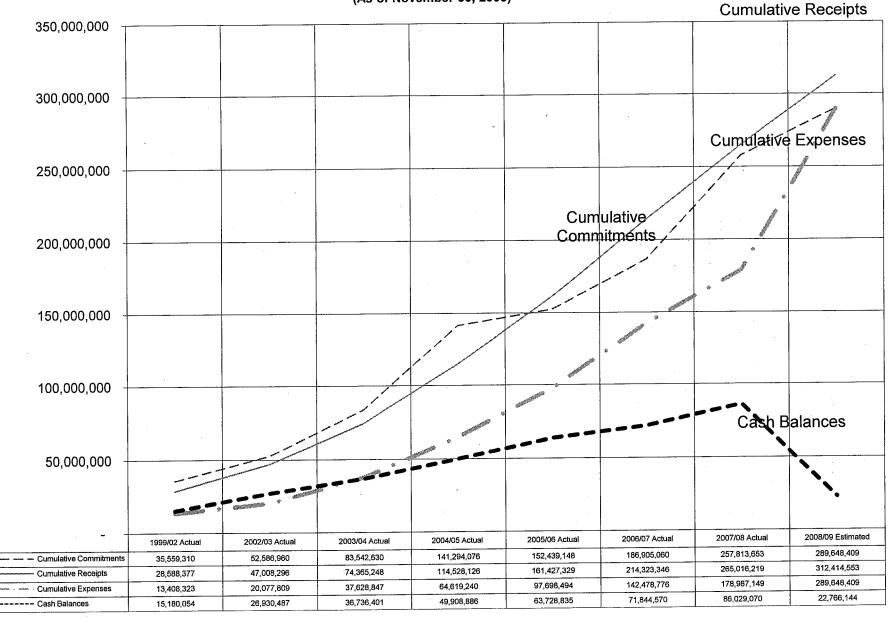


EXHIBIT C Page 1 of 1

ITEM: 7.2

**DATE: 12/05/08** 

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.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

# FACILITIES PLAN STATUS REPORT December 5, 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 recompete 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. The District is working with the contractor to resolve building placement issues. 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 Notice to Proceed was issued and construction began on October 13, 2008. The demolition portion of the project is 100% 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

Outstanding warranty issues include stage floor items and electrical. 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, *December* 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. Grading and over-excavation are underway. Good progress comes with no rain. 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. Staff working with contractor to clarify work scope. Ductwork requires re-sizing or relocation. It was not appropriately designed for existing space. 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. The kick off meeting for the design phase is scheduled for November 21, 2008. The overall project budget is \$24,628,000 with \$17,488,000 from the state and \$7,468,000 funded through basic aid.

# 6. FINE ARTS BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. Because of the expectation that there will be no bond this year, the FPP submittal will be reviewed as an IPP submittal setting the schedule back by one year. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

### 7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. 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. Repair procedures were accepted with remediation scheduled to start November 10, 2008. Upon receipt of the cost for appropriate repair, the contractor has determined it is not their responsibility to perform full repair. District staff is considering alternatives to obtain necessary window repair. 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 have been sent to the City of Tustin for their second 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.

ΓEM: 7.3

**DATE:** 11/17/08

TO:

**Board of Trustees** 

FROM:

Dr. Raghu P. Mathur, Chancellor

RE:

SOCCCD: Monthly Financial Status Report

**ACTION:** 

Information

# **BACKGROUND**

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

# **STATUS**

The reports display the adopted budget, revised budget, and transactions through October 31, 2008. A review of current revenues and expenditures for the 2008/2009 fiscal year shows that they are in line with the budget.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of October 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE			Adopted Budget		Revised Budget		Difference		Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS		_		•		-		_	
BEGINNING FUND BALANCE:		-	32,823,629	-	32,823,629	_	0	-	32,823,629
REVENUES:	. •								
Federal Sources	8100-8199	\$	2,339,290		2,466,255		126,965		210,001
Other State Sources	8600-8699		20,714,307		20,939,307		225,000		7,069,961
Other Local Sources	8800-8899	_	171,107,649		171,107,649	_	0	_	21,701,586
Total Revenue			194,161,246		194,513,211		351,965		28,981,548
BASIC AID			450,000		450,000		0		0
INCOMING TRANSFERS	8980-8989		230,088		230,088		0		0
TOTAL SOURCES OF FUNDS		-	227,664,963		228,016,928	_	351,965	_	61,805,177
USES OF FUNDS									
EXPENDITURES:	,								
Academic Salaries	1000-1999		64,283,621		64,568,237		284,616		17,256,112
Other Staff Salaries	2000-2999		38,655,321		38,640,179		(15,142)		8,826,713
Employee Benefits	3000-3999		30,471,246		30,519,693		48,447		9,355,902
Supplies & Materials	4000-4999		6,167,978		6,002,354		(165,624)		710,939
Services & Other Operating	5000-5999		19,213,075		19,449,815		236,740		5,452,245
Capital Outlay	6000-6999		11,217,556		11,183,618		(33,938)		774,905
Payments to Students	7500-7699		418,033		414,899		(3,134)		84,446
Total Expenditures		-	170,426,830	•	170,778,795	_	351,965		42,461,262
OTHER FINANCING USES:									
Inter Fund Transfers Out	7300-7399		1,350,015		1,350,015		0		484,000
Basic Aid Transfers Out	1000 7000		42,567,933		42,567,933		0		0
Intra Fund Transfers Out	7400-7499		230,088		230,088		0		0
Debt Service	7100-7199	_	405,000	_	405,000	_	0		102,924
Total Other Sources (Uses)		-	44,553,036	-	44,553,036		0		586,924
TOTAL USES OF FUNDS			214,979,866	-	215,331,831		351,965	_	43,048,186
ENDING FUND BALANCE			12,685,097		12,685,097		0		18,756,991
Reserve for Economic Uncertainties			9,585,097		9,585,097		0		
Location Reserves for Economic Uncertainti	ies		3,100,000		3,100,000		ő		
Nondesignated Budget Allocation		\$	0	- \$	0	. <b>-</b> \$	0	· -	0
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SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of October 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE			Adopted Budget		Revised Budget		Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS		-				_		
LOCATION BEGINNING BALANCE		-	11,838,359	_	11,838,359	-	0	11,838,359
REVENUES: Unrestricted Budget Allocation Restricted Budget Allocation		\$	76,293,985 10,900,214		76,293,985 11,019,401		0 119,187	9,391,780 4,484,760
Total Revenue		_	87,194,199		87,313,386	_	119,187	13,876,540
BASIC AID INCOMING TRANSFERS	8980-8989		300,000 160,365		300,000 160,365		0 0	0 <sup>*</sup>
TOTAL SOURCES OF FUNDS		_	99,492,923	<del></del>	99,612,110	_	119,187	25,714,899
USES OF FUNDS								
EXPENDITURES:								
Academic Salaries Other Staff Salaries Employee Benefits	1000-1999 2000-2999 3000-3999		40,134,552 20,142,306 17,402,379		40,138,627 20,123,373 17,422,012		4,075 (18,933) 19,633	10,625,695 4,637,137 5,101,881
Supplies & Materials Services & Other Operating Capital Outlay	4000-4999 5000-5999 6000-6999		4,319,971 8,425,902 5,874,093		4,310,283 8,559,923 5,860,626		(9,688) 134,021 (13,467)	510,694 2,268,392 543,311
Payments to Students	7500-7699	_	183,355		186,901		3,546	78,093
Total Expenditures			96,482,558		96,601,745		119,187	23,765,203
OTHER FINANCING SOURCES/(USES):	7000 7000		050 000		050 000		•	050 000
Transfers Out Other Transfers Debt Service	7300-7399 7400-7499 7100-7199		350,000 160,365 0		350,000 160,365 0		0 0 0	250,000 0 0
Total Other Sources (Uses)			510,365		510,365		0	250,000
TOTAL USES OF FUNDS		-	96,992,923	· _	97,112,110	· -	119,187	24,015,203
LOCATION OPERATING BALANCE			2,500,000		2,500,000		0	1,699,696
Reserve for Economic Uncertainties		_	2,500,000		2,500,000	_		0
Nondesignated Budget Allocation		\$_	0	\$_	0	 - \$_	0	0

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of October 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE			Adopted Budget		Revised Budget		Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS		_		-		-		
LOCATION BEGINNING BALANCE		-	4,390,923	-	4,390,923	-	0	4,390,923
REVENUES:								
Unrestricted Budget Allocation		\$	40,157,208		40,157,208		0	5,395,977
Restricted Budget Allocation		_	5,049,910	-	5,282,688	-	232,778	2,225,748
Total Revenue			45,207,118		45,439,896		232,778	7,621,725
BASIC AID			150,000		150,000		0	0
INCOMING TRANSFERS	8980-8989		69,723		69,723		0	0
TOTAL SOURCES OF FUNDS		-	49,817,764	-	50,050,542	· -	232,778	12,012,648
USES OF FUNDS								<i>a.</i>
EXPENDITURES:								
Academic Salaries	1000-1999		20,803,438		21,083,979		280,541	6,048,270
Other Staff Salaries	2000-2999		11,355,987		11,404,378		48,391	2,600,871
Employee Benefits	3000-3999		9,482,482		9,511,296		28,814	2,827,041
Supplies & Materials	4000-4999		1,237,430		1,075,857		(161,573)	172,082
Services & Other Operating	5000-5999		3,320,952		3,377,969		57,017	1,098,138
Capital Outlay	6000-6999		2,055,962		2,042,230		(13,732)	148,372
Payments to Students	7500-7699	_	234,678		227,998		(6,680)	6,353
Total Expenditures			48,490,929		48,723,707		232,778	12,901,127
OTHER FINANCING SOURCES/(USES):								
Transfers Out	7300-7399		252,112		252,112		0	234,000
Other Transfers	7400-7499		69,723		69,723		0	. 0
Debt Service	7100-7199	_	405,000		405,000		00	102,924
Total Other Sources (Uses)			726,835		726,835		0	336,924
TOTAL USES OF FUNDS		-	49,217,764	- :	49,450,542		232,778	13,238,051
LOCATION OPERATING BALANCE			600,000		600,000		0	(1,225,403)
Reserve for Economic Uncertainties			600,000		600,000		0	0
Nondesignated Budget Allocation		\$	0	\$	0	- - - *	0	0

ITEM: 7.4

**DATE: 12/05/08** 

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.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

# 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
There has been no change in stipe	nd due to incre	ased FTES						
Health and Welfare	16,240	16,031	16,240	16,240	16,153	16,240	16,240	District Check
Books							83	District Check
Chronicle of Higher Ed		-						
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**

	20 0 07	15.0-4.07	22-Oct-07	15-Nov-08	27-Jan-08	04-Apr-08		<b>(%)</b>
	26-Sep-07	15-Oct-07	22-001-07	15-1107-08	27-Jan-00	04-Apr-08		(a) (b)
_			OC Business					
Conference	OCSBA/ACSA Dinner	E-Learn 2007	Council		CCLC Annual	South OC		
Name	Meeting	World	Economic	CCLC Annual	Legislative	Regional		
		Conference	Forecast	Convention	Conference	Cities Ball		No.
Location	trvine, 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

Tustin's Mayor's

Name

Thisgivng Breakfast

Location

Tustin, CA

Registration Mileage

45.00

45.00

TOTALS 45.00

0.00 45.00

IOHN WILLIAM:	S 15-Nov-07	26-Jan-08	13-Feb-08	24-Feb-08	31-Mar-08	15-Apr-08	02-Mav-08	07-May-08	17-Jun-08	ts.
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

<sup>\*</sup>Paid as a reimbursement

<sup>\*</sup> Paid Directly to Vendor with District Check

<sup>\*</sup> Paid Directly to Vendor with District Credit Card

<sup>\*</sup> Paid with Trustee Credit Card and later reimbursed

ITEM: 7.5

**DATE: 12/05/08** 

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.

Item Submitted By: Gary L. Poertner, Deputy Chancellor

# 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

ITEM: 8.0

**DATE: 12/05/08** 

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 DECEMBER 5, 2008 BOARD OF TRUSTEES'

**MEETING** 

Dr. Burnett addressed approximately 250 prospective students and their families at Family Night on Tuesday, November 18<sup>th</sup>. He emphasized that students are the priority at Saddleback College, and that the college's quality programs and affordability should make Saddleback College the first choice college for all students in south Orange County. Family Night is an event that brings 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.

Dr. Burnett attended the Orange County Teacher of the Year appreciation dinner at the Disneyland Hotel on November 19<sup>th</sup>. Nursing Instructor Janine O'Buchon was acknowledged as Saddleback College's Professor of the Year.

Dr. Burnett attended the Community College League of California annual convention and partner conference on November 20<sup>th</sup> and 21<sup>st</sup> in Anaheim. The topic of the conference was "Strengthening California Through Student Success."

President Burnett's Holiday Open House will be held on Wednesday, December 10<sup>th</sup> from 4:00 to 6:00 p.m. in room 212 of the Student Services Building. All college and district faculty, staff, and administrators are welcome to attend. Hors d'oeuvres and dessert will be served, and a raffle will be held with fabulous door prizes.

President Burnett is pleased to inform the Chancellor and Board of Trustees that the Saddleback College Website Task Force has completed its redesign of the Saddleback College home page. Decisions in the creation of the new homepage were made with data collected from student surveys and Google Analytics reports to track the information students look for when they come to the Saddleback College website. President Burnett worked extensively with the Website Task Force on the home page, and Vice Chancellor of Technology and Learning Services Robert Bramucci was instrumental in helping the Task Force collect its data. The public unveiling of the new home page is expected to occur during the month of December.

Dr. Burnett will be attending the Nurses' Pinning Ceremony on December 16<sup>th</sup>. Fifty-four graduates fro the Saddleback College Nursing Program will be honored at

McKinney Theatre in a traditional candle-light ceremony that symbolizes passing knowledge from one generation to the next.

# Associated Student Government President's Report

ASG recognized World AIDS Day on December 1st.

December 1st – 12th: Adopt-A-Family Program (30 Saddleback College EOPS families to benefit).

December 9th: The Saddleback College Big Butt Clean-Up. Students, faculty, & staff come together to clean up the cigarette butts that litter campus and to raise awareness about the environmental impact of smoking.

Week of December 9th: ASG Final Week Support (ASG gives away scantrons and pencils).

# Advanced Technology & Applied Science Division

The Rapid Manufacturing Program is continuing to expand due to the involvement of the National Science Foundation grant and Rapid Tech. Tools (\$5,500) from the \$50,000 donation to the Automotive Technology Program scholarship have been received and distributed to the students. The ATAS Division lost a dedicated part-time faculty member in Foods and Nutrition for over 15 years in the death of Linda Lukasik due to cancer. Communication Arts high definition equipment is being used and incorporated in that department's instruction. KSBR has had numerous broadcasts for community events, such as "Taste of Saddleback Valley", the Catalina Jazz Trax Festival and the "Walk Against Drugs" event to mention a few. The Fall Plant Sale from the Horticulture department raised funds for student scholarships. The Fashion Design Department sponsored an "A" ware "ness Day with music, food, shopping and a fashion show. Efforts to establish "Green Technology" are continuing in the Environmental Studies Department. We hope increase the sustainability of our college with these efforts and programs. The Saddleback College Cosmetology students from our Lake Forest Beauty College volunteered time and sponsored a "Pamper Party" for military wives at Camp Pendleton. More that 160 wives of Marines and Navy personnel were shampooed, styled and manicured by our students.

### **Business Science Division**

Course enrollment continues to increase across all BUS SCI departments this semester. Division holds the highest WSCH for both on campus and online course offerings. According to the State Chancellor's office, our RE program has been in first, second and third place to S.F.C.C. and or L.A.C.C. for the highest enrollment. Due to popular demand we will offer a number of the high-demand Real Estate classes this summer as hybrid classes. On November 20, 2008, as a part of Global Entrepreneurship Week, Patrizia Goldberg, Chair of the Business Department, represented Saddleback College as an Entrepreneur Champion.

### Emeritus Institute

The Saddleback College, Emeritus Institute's "Men's and Women's Barbershop Choral" will be performing at the President's Holiday Party on Wednesday, December 10<sup>th</sup> from 4:00 – 6:00pm. A select group of strolling carolers will bring a light air of Christmas and Hanukkah music to add to the excitement and celebration of the holiday season. Holiday performances featuring the Laguna Woods Village, Emeritus Choral will be held in Club House 3, on Dec. 20<sup>th</sup> at 7:00pm and the Costa Del Sol, Emeritus Choral will be performing on Dec. 12<sup>th</sup> at 7:00pm in the Costa Del Sol, Multi-Purpose room. A "Sing Along Messiah" will be held at the Grace Presbyterian Church in El Toro featuring the music of the Emeritus Orchestra and Choral. Smaller holiday performances will be given at Senior Facilities throughout the community by the Emeritus Institute Voice and Rhythms classes. The students in the Emeritus Institute music classes look forward to sharing their talents by bringing joy to others during this holiday season.

### Fine Arts Division

On December 1<sup>st</sup> at 8pm in the McKinney Theatre, Joey Sellers' Jazz Lab band presented a concert including Christmas songs arranged by students.

The Saddleback Wind Ensemble performed on December 5<sup>th</sup> at 8pm in the McKinney Theatre.

The Department of Theatre Arts presented the world premiere of *A Contemporary Christmas Carol* to sold-out houses on December 5<sup>th</sup> through 14<sup>th</sup> in the Studio Theatre.

On December 6<sup>th</sup> and 7<sup>th</sup>, the Saddleback College Choirs and Saddleback College Symphony presented *A Feast of Lights* to full houses in the McKinney Theatre. This festive program directed by Dr. Scott Farthing and Carmen Dominguez, in time for the holidays, featured Christmas and Hanukkah music.

On December 8<sup>th</sup> at 8pm in the McKinney Theatre, the students from Joey Sellers' Jazz Combos exhibited their creative Gaucho spirit with jazz standards and original music.

Back by popular demand, the Saddleback Big Band presented their holiday show on December 10<sup>th</sup> at 8pm in the McKinney Theatre. Directed by Joey Sellers, this everpopular band played seasonal favorites to a full house.

The Concert Hour presented Saddleback Music Students in Recital on December 11<sup>th</sup> at noon in FA 101. Admission was free.

On December 19<sup>th</sup> through 21<sup>st</sup>, our Professional Guest Artist Series presented a traditional family favorite in the McKinney Theatre. Laguna Ballet's *The Nutcracker* thrilled audiences of all ages.

# Health Sciences and Human Services Division

The Phlebotomy Program received a two year approval from the Department of Health Services.

The Human Services Alcohol and Drug Certificate received accreditation from the California Association for Alcohol/Drug Educators.

Tammy Rice participated in two panel discussions this month:

Department of Consumer Affairs Summit, Ensuring Workforce Supply is Consumer Protection. The focus is on Nursing Supply and Demand. Nov. 19, 08

CC League of CA conference, Nursing Education: Issues and Challenges. November 21, 2008. This is a panel especially for Board of Trustee Members.

Thirty paramedic students completed didactic training and have started clinical internships at our local hospitals. One hundred and forty Emergency Medical Technicians are completing their training required for certification. The Human Services Department is working on creating a 31 Unit Mental Health Worker Certificate Program as a response to Proposition 63 (The Mental Health Services Act). The curriculum for the Medical Lab Technician program is being prepared for curriculum approval.

The nursing students and faculty have successfully made it through their first semester incorporating the use of Human Patient simulators into all core nursing courses. The simulated patient experiences were found to be extremely valuable. The faculty noticed a significant improvement in the student's skill and comfort level in delivering appropriate patient care. Fifty four nursing students are completing their nursing education in clinical with preceptors and will be pinned in McKinney Theatre on Dec 16<sup>th</sup>.

### Liberal Arts and Learning Resources Division

The Liberal Arts and Learning Resources Division is eagerly anticipating the expected summer 2009 closure of the Library building, the move to the Village, and commencement of the exciting Library Renovation Project. To prepare for the move, the Library, the Learning Assistance Program (LAP), and the Writing Center have been making preparations this fall, including a careful assessment of the Library's bound collection. With smaller quarters in the Village, the Library has identified and will take to the Village those items most likely to be accessed by students and faculty during the Library closure.

### Math, Science & Engineering Division

The Division of Mathematics, Science & Engineering has increased 4.3% in enrollment (head count) for the fall 2008 semester and 6.7% in weekly student contact hours

(WSCH). The Division is one of the largest generators of WSCH on campus. Several additional offerings in distance education classes have aided in this growth. Initial enrollment for the spring 2009 semester also shows additional growth of 6.0% in head count and 7.1% in WSCH. The faculty hiring prioritization committee met in October 2008 and the Division has been approved to hire a new Biology Instructor (ranked #1) and a Chemistry Instructor (ranked #3) for fall 2009. The search is still continuing to hire an Astronomy/Physics Instructor.

# Physical Education/Kinesiology & Athletics Division

The Fall sports seasons are wrapping up during the end of November and beginning of December and the Gauchos turned in several successful seasons. Both the men's and women's cross country teams placed eighth at the regional meet to qualify for the State Championship meet (Nov. 22) in Fresno. It was the first time since 1997 that the women's team qualified for the state meet. The men's water polo team also qualified for post-season play after a lengthy absence. The Gauchos reached the regional playoffs for the first time since 2001 and won their first round game over Cuesta, 11-9, before falling to top-seeded Golden West College, 15-7, in the quarterfinal round to finish the season with a 17-10 overall record.

The basketball season has begun and Saddleback will host the Bill Brummel Classic men's basketball tournament December 18-20. The tournament is named after longtime basketball coach Bill Brummel who retired this past summer after spending 31 years with the basketball program, including 27 years and 569 victories as the head coach.

The baseball team held its annual Casino Night fundraiser (on Nov. 8) which featured hundreds of prizes and silent auction items and helped to raise funds for that program.

Saddleback introduced its 28 fall semester sophomore Scholar-Baller student-athletes during halftime of its last home football game. These Scholar-Baller student-athletes have maintained a 3.0 GPA during their entire college career. The college will announce its spring semester Scholar-Baller student-athletes at the end of January.

### Social & Behavioral Sciences Division

The department of Child Development and Educational Studies is strengthening its program by creating a new program in Education. New curriculum has been designed to create certificates in Multiple Subjects/Single Subjects Preparation AA, Education Assistant, and Educational Assistant-Bilingual. This expansion will greatly lend to the success of our department. Many of its classes are currently offered online.

### Marketing & Public Relations

Press releases were sent out promoting Family Night, Fashion A'wear'ness Day, the nurses' pinning ceremony, and a 100-year-old Emeritus Institute fitness class student.

Director of Public Information and Marketing Jennie McCue, in conjunction with her counterparts at Irvine Valley College and ATEP, made a presentation to the District Leadership Council on marketing efforts including public relations, advertising, and outreach.

As the Chair of the Website Task Force, the Director of Public Information and Marketing in conjunction with the members of the Task Force made presentations to the Planning & Budget Council, the Classified Senate, and the Academic Senate to provide a preview of the newly redesigned home page. The Task Force hopes to have the new home page up and running during the month of December.

### Student Services

The Child Development Center hosted an annual Holiday Tea for center parents and their families on Friday, December 12<sup>th</sup> from 3:00 – 4:30 p.m. It's a special time to gather together, share some baked goods with apple cider and make new friends.

The Child Development Center will hosted a Scholastic Book Fair from December 1<sup>st</sup> – 5<sup>th</sup>. Children's books were offered at reasonable rates.

The children and staff from the Child Development Center went caroling around the campus during the week of December 15<sup>th</sup> - 19<sup>th</sup>.

Thirty EOPS/CARE/CalWORKs students received Turkey Dinners donated by faculty/staff/students of Saddleback College.

Twenty EOPS/CARE/CalWORKs students were adopted for the holidays by community organizations, faculty/staff and students of Saddleback College.

The Winter Workshop Fair was held on Friday, December 12, 2008, 3:00 pm -5:00 pm for EOPS/CARE and CalWORKs students and their children. This is an annual event that is held for EOPS/CARE/CalWORKs students. It is a time for students to distress before finals and to bring their children to meet and have their picture taken with Santa. Children had the opportunity to do crafts and play games. Students participated at the distress booth. Light snacks were provided for everyone. There was an approximate 150 in attendance (students, their children, community members, faculty and staff).

The Student Financial Assistance Office held their annual Financial Aid Daze on December 9<sup>th</sup> and 10<sup>th</sup>. Information for the 2009-2010 Free Application for Federal Student Aid (FAFSA) and Cal Grants was made available. Students enjoyed cookies and apple cider and obtained good information.

The online Saddleback College scholarship application was launched for the 2009-2010 academic year. Students will have until March 2, 2009 too apply.

Representatives from UC Irvine, UC Los Angeles, Cal Poly Pomona, CSU Fullerton, and CSU Fullerton – Center for Careers in Teaching (CCT) visited the Transfer Center during the month of December. Students were able to schedule individual appointments with the representatives to discuss admission criteria and to obtain additional information about these universities.

Vanguard University hosted a visit in the Student Services Center (SSC) Quad. Students were able to obtain information from the universities regarding admission requirements and academic programs.

CSU Fullerton's – Centers for Careers in Teaching (CCT) held a Teaching Information Seminar for students interested in teaching grades K-12 in California and planning to attend CSU Fullerton. The seminar covered admission requirements, credential programs, and course preparation available at Saddleback College.

The Teacher Preparation Program (TPP) is actively recruiting students and teaching mentors for the upcoming spring semester.

# Community Education

The Community Education Spring 2009 online catalog was launched on November 15<sup>th</sup>.

The Spring 2009 printed catalog will be mailed to local residents on or about December 29<sup>th</sup>.

In November Community Education and Outreach departments launched the Junior Gauchos program in an effort to build a strong network of all local public and private schools with Saddleback College. Program emphasis will be on fostering long-standing relationships with schools, parents, and children that will lead to increased involvement and enrollment in Saddleback College's credit and non-credit programs. Introduction letters and information letters were mailed to 91 local elementary schools soliciting participation in the First Annual Junior Gauchos Conference to be held in February.

# 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."

# ĪRVINE VALLEY COLLEGE

### OFFICE OF THE PRESIDENT

TO:

Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM:

Glenn R. Roquemore, President

DATE:

November 20, 2008

**SUBJECT:** 

President's Report for the December 5 Board of Trustees Meeting

### Women's Golf Team Wins Conference Title

IVC freshman Felicia Titus was named conference player of the year and Ben Burnett was selected as coach of the year. This is Irvine Valley's second conference title. The medalist for the finals was Titus (Valencia High) with a score of 162. Titus was also the scoring average leader for the conference during the regular match-play season. Irvine Valley freshman Samantha Roberts (Woodbridge High) was the runner-up for the player of the year award. Sophomores Courtney Schroeder (El Toro High) and Alex Calvillo (Edison High) joined Titus and Roberts on the all-conference team. The Lasers moved on to the Southern California Regional finals November 10-11 played at the Desert Dunes in Desert Hot Springs. IVC finished fourth there and saw its team season end. But Titus and Roberts qualified as individuals to move on to the state championships this week at Olivas Links in Ventura.

### Jazz Ensemble to Perform

The IVC Wind Jazz Ensemble, Mr. Edward Peffer, Conductor, Johnnie Maurer and Hali Gaskins, vocal soloists will perform Sunday, December 7 at 8:00 p.m. in the IVC Performing Arts Center Studio Theatre. Music by Francis Scott Key, Don Menza, Cole Porter, Ernie Wilkens and more will be presented.

# **ASIVC Sponsors Annual Angel Toy Tree**

ASIVC is again sponsoring its Annual Angel Toy Tree benefiting the Boys and Girls Club of Tustin. The angel tree will remain in the lobby of the Student Services Building until noon on December 12. Toys, gift cards, & cash donations are being accepted.

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# Newly Formed IVC Dance Ensemble in Concert

The IVC Performing Dance Ensemble will present its fall concerts on December 10 at 3 and 7 p.m., and December 11 at 3 p.m. on the Performing Arts Center Main Stage. The concert will feature works by student and faculty choreographers in a variety of genres, including jazz, ballet, modern, tap, hip-hop, world dance and repertoire from the newly formed IVC Dance Ensemble.

# **Art Gallery Show**

Work from the studio art faculty is currently on display at the IVC gallery through December 12. This year's show is called "*Those Who Can*, *Teach*." Admission to the gallery is free and available by appointment.

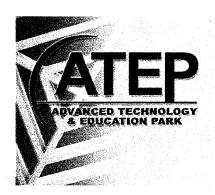
# **IVC Marks Veterans Day**

Approximately 100 faculty, students, staff and members of the community gathered on Monday, November 10 to join in the college's annual observance of Veterans Day. The commemoration was held to mark the service to America by veterans and to honor the sacrifices made by troops and their families. Participants included: Dr. Glenn Roquemore, IVC President; Darryl Cox, IVC Financial Aid, U.S. Army; John Edwards, IVC Facilities and Maintenance, U.S. Air Force; Thomas Mathavorn, IVC Veterans Affairs, U.S. Navy; Frank Pangborn, IVC Business Sciences Professor, U.S. Army; Ted Weatherford, IVC Health Sciences, Physical Education and Athletics Professor, U.S. Marine Corps; Dr. Raghu P. Mathur, Chancellor, South Orange County Community College District and Tom Ruck, author of Sacred Ground: A Tribute to America's Veterans. A large color photo of Frank Pangborn was on the front page of the November 11 issue of the Orange County Register and a different photo of Frank Pangborn was on the front cover of the Irvine World News on Thursday, November 12. Also, the ceremony was broadcast on Veterans Day on IVCTV.

# **IVC Hosts Collegiate Debate Tournament**

IVC hosted its first collegiate debate tournament on November 11. The tournament had 58 debaters from ten schools competing on topics concerning the First Amendment, election reform, free trade and intellectual property. The IVC novice team, Rodel Inacay and Nick Sitko, took a gold medal in the final round debating the topic: campaign advertising does more harm than good to the electoral process. Chris Hacela was fifth speaker in the novice division. In the open division, Toyo Chen was eighth speaker and Michael Rodriguez was second speaker. Competing schools were: IVC, Saddleback College, Fullerton College, Mt. SAC, Concordia University, Vanguard University, CSULB, CSULA, UCLA, and UCI.

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



# **MEMORANDUM**

TO:

Chancellor Raghu P. Mathur

Members of the Board of Trustees

FROM:

Tracy Daly, Acting Associate Provost

DATE:

November 20, 2008

RE:

Report for the December 5, 2008 Board of Trustees Meeting

### LONG RANGE PLAN AND NEW PROVOST ANNOUNCED

On November 12, the Board of Trustees held a public hearing and subsequently approved the long range plan for development of the 68 acre ATEP campus! Next steps over the coming months include creation of a more detailed concept plan for submission to the City of Tustin and securing other higher education partners. Dr. Randy Peebles was named the new ATEP Provost.

### STAFF, ENROLLMENT, CAMPUS AND FACILITIES

Dr. Larry DeShazer is retiring after having served for 10 years as the Director of the Center for Applied Competitive Technologies (CACT), first located at IVC and now at ATEP. Thanks to his leadership, CACT @ ATEP was designated a Center of Excellence by the National Science Foundation, one of only 13 centers in the U.S. He has helped to train hundreds of students in various high tech skill sets in lasers, optics and photonics.

Registration for continuing students has begun for spring semester with over 60 students registered to date. Continuing projects include: hiring IVC police officers to provide 24/7 security coverage at ATEP, demolition of existing structures, and repair and lighting to the 100 space parking lot adjacent to the Village of Hope. ATEP participated in the Great Southern California Shakeout, with Ray Montiel, ATEP Building Maintenance Worker, leading the exercise.

### **NEW EDUCATION PROGRAMS AND PARTNER PROGRESS**

The deans and vice presidents from Saddleback College and Irvine Valley College participated in a planning meeting focused on ATEP this month. A review of ATEP's annual demographics was presented revealing healthy enrollment growth, significant course development from both colleges, as well as interesting student residency data. An outcome of the meeting is that Dr. Cathie Peterson, Dean of Instruction and Student Services, and Dr. Don Busche, Director of Educational Programs, will develop a one year academic program plan that will focus on certificate and general education programs.