

The vision of the  
South Orange County Community College District  
is to be a leader in exemplary teaching and learning,  
student success and community partnerships.

# AGENDA

## Meeting of the Board of Trustees



**Monday, February 25, 2013**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:30 p.m.

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

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

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

### Board of Trustees

Nancy M. Padberg – President, T.J. Prendergast, III - Vice President, Marcia Milchiker – Clerk  
William O. Jay, David B. Lang, Timothy Jemal, James R. Wright, Heather Park – Student Trustee  
Gary L. Poertner - Chancellor



## Meeting of the Board of Trustees

February 25, 2013

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

#### **1.0 PROCEDURAL MATTERS**

1.1 Call to Order

1.2 Public Comments

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

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

- A. Public Employee Employment/Discipline/Dismissal/Release (GC Section 54957) (8)
  - 1. Public Employee Employment/Dismissal/Release (6)
  - 2. Public Employee Employment (2)
- B. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[d][2])
    - a. *Avery Investment Group vs. SOCCCD*
    - b. *In the Matter of the Requests for Review of Bayley Construction and Central Air Conditioning, Inc*
  - 2. Anticipated Litigation (GC Section 54956.9[d][2] and [e] [3])
    - a. *Claim of Gregory Butler*

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

*It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.*

## **2.0 PROCEDURAL MATTERS**

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

### **2.2 Invocation**

Led by Trustee David Lang

### **2.3 Pledge of Allegiance**

Led by Trustee James Wright

### **2.4 Resolutions / Commendations**

A. Resolution: Irvine Valley College Lasers Women's Golf  
2012 State Champions

B. Commendations: Saddleback College winners of the President's Award  
for Leadership and Innovation.

### **2.5 Public Comments**

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

## **3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

C. College Presidents' Reports (*Written Reports included in Section 8.0*)

D. Board Request(s) for Reports

- Request for Report on Progress of Veterans Services provided by the colleges.

## **4.0 DISCUSSION ITEMS**

### **4.1 Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 5 – “Improve the Education of Basic Skills Students”**

A presentation on Recommendation 5 of the California Community Colleges Student Success Task Force.

### **4.2 Saddleback College, Irvine Valley College, and ATEP: An Overview of Mental Health Services**

A report outlining the mental health services provided at Saddleback College, Irvine Valley College, and ATEP (report request made by Trustee

Tim Jemal at the January Board of Trustees meeting)

## **5.0 CONSENT CALENDAR ITEMS**

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**  
Approve minutes of a Regular Meeting held on January 22, 2013.
- 5.2 **Irvine Valley College: Life Sciences Building: Construction Contract, Change Order No. 9**  
Approve change order resulting in a decrease of \$2,974 in the cost. The revised total contract amount is \$11,556,845.11.
- 5.3 **Irvine Valley College: Life Sciences Building: Construction Management Services Agreement, Amendment No. 2**  
Approve amendment with McCarthy Building Companies, Inc. resulting in an increase of \$436,534. The revised total contract amount is \$1,836,534.
- 5.4 **Irvine Valley College: Life Sciences Building: DSA Inspection Services Agreement, Amendment No. 2**  
Approve amendment with Joyce Inspection resulting in an increase of \$87,360. The revised total contract amount is \$480,696.
- 5.5 **Irvine Valley College: Life Sciences Building: Architectural Services, Amendment No. 5 for Increased Services**  
Approve amendment with Dougherty and Dougherty resulting in an increase of \$92,598. The revised total contract amount is \$1,317,608
- 5.6 **Saddleback College and Irvine Valley College: Curriculum and Certificates/Degrees Revisions for 2013-2014**  
Approve proposed changes in curriculum for the 2013-2014 academic year.
- 5.7 **Saddleback College and Irvine Valley College: Revised 2013-2014 Instructional Material/Laboratory Fees**  
Approve revised instructional material and laboratory fees for 2013-2014.
- 5.8 **Saddleback College and Irvine Valley College: Community Education, Summer 2013**  
Approve Community Education courses, presenters, and compensation for Summer Session 2013.
- 5.9 **Saddleback College and Irvine Valley College: Speakers**  
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 5.10 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Authorize payment to Student Trustee Park who was absent from the January 22, 2013 meeting.
- 5.11 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/Ratify Trustees' requests for attending conference(s).
- 5.12 **SOCCCD: Amendment to Agreement for Specialized Legal Services: Jackson DeMarco Tidus Peckenpaugh (JDTP)**  
Approve the amendment to increase the hourly rates effective March 1, 2013.
- 5.13 **SOCCCD: Amendment for Special Services: RGP Planning and Development Services**  
Approve amendment to increase the hourly rates effective March 1, 2013.
- 5.14 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-03 to Amend FY 2012-2013 Adopted Budget**  
Adopt resolution to amend the FY 2012-2013 Adopted Budget.
- 5.15 **SOCCCD: Approve Contract for Independent Auditing Services for Fiscal Years Ending June 30, 2013 through June 30, 2015**  
Approve agreement with Christy White Associates to perform the District's financial audit for three fiscal years at \$120,000 for year ending June 30, 2013, \$123,600 for year ending June 30, 2014 and \$127,307 for the year ending June 30, 2015. The total contract amount is \$370,907.
- 5.16 **SOCCCD: Gifts to the District and Foundations**  
Accept donations to the District and/or the Foundations as listed.
- 5.17 **SOCCCD: Transfer of Budget Appropriations**  
Approve the transfer of budget appropriations.
- 5.18 **SOCCCD: January/February 2013 Contracts**  
Ratify contracts as listed.
- 5.19 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-02753 through P13-03062 amounting to \$1,102,845.24. Approve confirming requisitions dated January 3, 2013 through February 5, 2013 totaling \$91,375.48.
- 5.20 **SOCCCD: Payment of Bills**  
Approve check no. 165414 through 166433 processed through the Orange

County Department of Education, totaling \$5,025,255.04; and check no. 010583 through 010594, processed through Saddleback College Community Education, totaling \$41,885.87; and check no. 009068 through 009081, processed through Irvine Valley College Community Education, totaling \$95,476.73.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 SOCCCD: Adopt Resolution No. 13-04 Authorizing the Execution and Delivery of Lease Leaseback Contracts and Filing of a Validation Action for the Saddleback College Sciences Building**  
Adopt resolution authorizing execution and delivery of Lease Leaseback Contracts and filing of validation action for a not to exceed price of \$43,200,000.
- 6.2 SOCCCD: OCSBA Marian Bergeson Award Nomination**  
Determine if the board wishes to nominate a trustee for the Marian Bergeson Award, and if so, approve the nomination for transmittal to OCDE.
- 6.3 SOCCCD: Board Policy Revision: BP-3420: Local Law Enforcement**  
Accept for review and study.
- 6.4 SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate an Academic Administrative Position and/or Position Numbers, Authorization to Establish an Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/ Retirement/Conclusion of Employment.
- 6.5 SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Establish and Announce Classified Position, Reclassification of Classified Positions, Change of Classified Positions, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.6 Irvine Valley College: Management Reorganization**  
Approve the proposed reorganization. It will streamline operations and create a more efficient and focused administrative support structure that will enhance IVC's ability to reach strategic planning goals, accreditation, and workforce training needs. The fiscal impact is a budgetary savings of \$117,000 per year.

- 6.7 **SOCCCD: Annual Report on First Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**  
Approval of one-year contract for employees who have completed one year as tenure-track full-time faculty members.
- 6.8 **SOCCCD: Annual Report on Second Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**  
Approval of two-year contract for employees who have completed two years as tenure-track full-time faculty members.
- 6.9 **SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure**  
Approval of tenure for full-time faculty members who have completed the four- year tenure-track plan.
- 6.10 **Saddleback College: 2013 -14 Faculty Hiring Correction**  
Approve the announcement of the position and recruitment of one additional new full-time faculty as shown in Exhibit A, contingent upon funding, at Saddleback College for the 2013-2014 academic year.
- 6.11 **SOCCCD: Board of Governors 2013 Classified Employee of the Year Award**  
Endorse nomination for transmittal to the California Community College Chancellor's Office.

## **7.0 REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status**  
Listing of full-time tenure-track faculty members entering into second year of two-year contract previously approved by the Board of Trustees.
- 7.3 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**  
The reports display the adopted budget, revised budget and transactions through December 31, 2012 and January 31, 2013.

- 7.6 **SOCCCD: Retiree (OPEB) Trust Fund**  
The report is for the period ending January 31, 2013.
- 7.7 **SOCCCD: Quarterly Investment Report**  
This report is for the quarter ending on December 31, 2012.
- 7.8 **SOCCCD: Quarterly Financial Status Report**  
This report is as of December 31, 2012 for FY 2012-2013.

## **8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.***

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Associated Student Government of SC
- L. Associated Student Government of IVC
- M. Police Officers Association

## **9.0 ADDITIONAL ITEMS**

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



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

FEBRUARY 25, 2013

## IRVINE VALLEY COLLEGE LASERS WOMEN'S GOLF 2012 STATE CHAMPIONS

**W**hereas, the 2012-2013 Irvine Valley College Lasers Women's Golf Team had an extraordinary season, culminating in the College's 16th State Championship and Women's Golf's second Team Championship by defeating Glendale, Cañada and San Joaquin Delta colleges with a two day total of 628 at Los Serranos Country Club; and

**W**hereas, the Lasers recorded the school's first undefeated season, winning two tournaments along with eight Orange Empire Conference matches, the Conference Finals and Southern California Regionals; and

**W**hereas, the team recorded its second-ever team Regional Championship, defeating five other colleges en route to posting a 624 team score in its sixth regional appearance in the last eight years; and

**W**hereas, players Sally Kim, Kate Cho, Halle Young and Vanessa Honnes earned first team All-Conference honors and Taylor Shweiki and Shaiyana Sam were chosen second team All-Conference; and

**W**hereas, Sally Kim and Kate Cho were named the Co-Conference Players of the Year, and also earned All-State team honors; and

**W**hereas, the team was coached by Ben Burnett who was named Orange Empire Conference Coach of the Year for the sixth time in the last nine years, while collecting his fifth OEC title; therefore,

**B**e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate the 2012-2013 Irvine Valley College Women's Golf Team members Kate Cho, Kristin Enomoto, Toni Honnes, Vanessa Honnes, Sally Kim, Shaiyana Sam, Taylor Shweiki, and Halle Young, Head Coach Ben Burnett, and Assistant Coaches Mark Flippin and Alan Ochiai for their outstanding athletic season and excellent representation of Irvine Valley College.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

Heather Park, Student Member

Gary L. Poertner, Chancellor





## **BOARD OF TRUSTEES REQUEST FOR REPORT**

Trustee requests for staff reports should be submitted on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the "Requests for Reports" section of the Board meeting agenda.

Date: February 14, 2013

Trustee Name: Dr. James R. Wright

### **Specific Request for Report:** Veterans Services

As we have received the means that we, as a district, serve student Veterans at our colleges in past Board of Trustees (BOT) meetings, it has been a year since the topic was brought forth. What has been the progress since our last presentation? Please provide the exact number of Veterans we currently support, the expected growth in student Veterans with our nation's reduction in force, and what is the data regarding our current retention, success, completion, and placement rates of this student population. The BOT would like to hear what types of services are provided outside of the basic processing of the VA benefits.

**Reason for Request** (Please be as detailed as possible and include what Board action may be taken as a result of the report. This will enable a more accurate estimation of the preparation time and that the response is appropriate):

Most importantly, we would like the colleges to provide a report on the existing needs and services we must expand so that the colleges and even our local community can fill to ensure our nation's Veterans who return to SOCCCD colleges will find success, transition to civilian and college life, and ultimately reach their academic and career goals.

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### **FOR INTERNAL STAFF PURPOSES**

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 5

**ACTION:** Discussion

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### **BACKGROUND**

In 2010, Senate Bill 1143 called upon the California Community Colleges Board of Governors to adopt a plan by 2012 for improving student success. The bill also authorized the creation of a task force on student success, which was formed in January 2011 by California Community Colleges Chancellor Jack Scott. The charge of the task force was to develop a strategic blueprint to increase student success. In January 2012, their findings were submitted in the report, *Advancing Student Success in California Community Colleges: Recommendations of the California Community Colleges Student Success Task Force*, which was unanimously endorsed by the Board of Governors. The final report was presented to the Legislature in February 2012. Senate Bill 1456, the Student Success Act of 2012, was approved by the state Senate in May 2012.

Recommendation 5 of the report is to “*improve the education of basic skills students*”. This recommendation includes the following:

- Support the development of alternative basic skills curriculum
- Develop a comprehensive strategy for addressing basic skills education in California

### **STATUS**

Representatives from Saddleback College and Irvine Valley College will present what the colleges are doing to align course offerings to meet student needs.

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College, Irvine Valley College and ATEP: Board Report  
An Overview of Mental Health Services

**ACTION:** Discussion

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**BACKGROUND**

At the January 28, 2013 board meeting, Trustee Tim Jemal requested a report outlining the mental health services provided at Saddleback College, Irvine Valley College, and ATEP.

**STATUS**

Saddleback College and Irvine Valley College prepared written reports on the mental health services provided at Saddleback College, Irvine Valley College, and ATEP. These reports are presented in Exhibits A and B. In addition, a presentation will be made by representatives from Saddleback College and Irvine Valley College on the mental health services provided at the colleges and ATEP.

**Board Report: Mental Health Services**  
**Saddleback College**  
**February 13, 2013**

The Counseling Services faculty and Student Health Center nursing and psychological staff have a long history of working collaboratively to address the mental and emotional issues of our students. The Crisis Intervention Team (CIT) was created in the early 1980's to better address the needs of students, faculty, staff and community members in crisis. This team has continued to work collaboratively over the years to provide immediate assistance to those in need. As we have grown and matured as a campus and community, the occurrence of students in crisis has become a regular occurrence that has required a more proactive offering of education, training, intervention and follow-up of mental health services to better address the needs of our students.

**Measures to Identify, Assist, and Educate Employees Working with At-Risk Students**

**1. Kognito "At-Risk" Gate Keeper Training ( Identify, Assist, and Educate)**

Kognito is an online training program that uses virtual role-play to help identify and assist at-risk students. Through simulation of conversations with potentially at-risk students, the program examines common indicators of psychological distress and methods of approaching an at-risk student for referral to General Counseling or Student Health Center. The goal of the program is to significantly increase the number of people on campus who are trained to identify and motivate help-seeking by students exhibiting signs of psychological distress. Saddleback launched Kognito training in December 2012. As of February 11, 2013, 38 people completed the *For University & College Faculty* module, 70 people completed the *Friends in College* module, and 41 people completed the *Veterans on Campus* module. To access the online training, please go to the following Counseling Services link. <http://www.saddleback.edu/counseling/kognito.html>

It is important to note that Kognito training is also being provided to our Associated Student Government and student club members. This additional training of student leaders provides a unique opportunity for intervention to occur at the student level, before it becomes a full-blown crisis. Their intervention is more likely to be addressed long before the crisis has reached the level of faculty and mental health professionals. Earlier intervention may potentially reduce the extent of damage if the crisis is on-going for long periods of time and intensity.

**2. Responding to Distressed, Disruptive or Threatening Students: A Faculty Guide (Identify, Assist, and Educate)**

The faculty guide was designed and compiled to teach instructors how to identify and assist students with psychological/emotional problems, those with behavioral problems, and those who are

potentially violent or threatening. Detailed information is provided on how to respond to these students and how to refer them to the Student Health Center for evaluation and treatment. The guides are distributed to faculty during one-hour in-service training sessions. The training sessions contain a strong emphasis on identifying on-campus consultation resources for faculty, including the availability of Student Health Center psychologists and generalist counseling faculty familiar with the classroom environment. A special section of the Faculty Guide and the In-Service presentation outlines how to respond to classroom crisis situations. Training sessions are provided in partnership between our Student Health Center and General Counseling Services.

3. **Faculty In-Service Training (Identify and Educate)**

The Student Health Center staff and Counseling Services offer flex week training to faculty on mental health issues. The goal of the training is to significantly increase the number of faculty who are trained to identify, address and motivate help-seeking by students exhibiting signs of psychological distress. Faculty are provided with hands-on activities to recognize and address behavioral problems due to psychological issues. Faculty are provided with referral procedures, as well as, made aware of both on and off campus resources.

4. **Classified Staff In-Service Training (Identify and Educate)**

The Student Health Center psychologists provide pre-scheduled in-service training to classified staff in identifying and assisting students who are in emotional/psychological distress, are disruptive, or who are potentially threatening. The training is organized around three primary areas of preparedness. First, the staff is taught and gains experience in active listening and de-escalating students who are distressed. Second, they are provided information with how to access on-campus resources, including Campus Police, General Counseling, and the Student Health Center for students in need. Last, they are given detailed training on how to respond to crisis situations, with specific information on the Crisis Intervention services.

5. **Student Health Center Website (Identify and Educate)**

Health Center website offers concrete advice and guidance on how to aid emotionally distressed students and how to refer them for on-campus help. A number of important instructional guides and aids are available to employees and staff via this website, including, but not limited to: Signs of distress, Guidelines for interacting with distressed students, Identifying student who need assistance, important on-campus contacts and community resources, etc. For more details, please view our site at <http://www.saddleback.edu/shc/MentalHealth.html>

6. **Counseling Services Website and Crisis Intervention Team Brochures (Identify and Educate)**

The college's counseling website includes a tab for Crisis Intervention Team (CIT). Instructions for faculty and staff are available to provide direction to seek assistance at the college and referrals to

other resources. CIT brochures are available for both faculty, staff, and students to learn about definition of psychological crisis, steps to assist a person in crisis, as well as services that offer assistance both on and off campus.

**7. Classroom Outreach Visits (Educate)**

Outreach visits are designed to educate both faculty and students about the services of the Student Health Center. There is an equal emphasis upon the medical and mental health services, as well as detailed information regarding the crisis intervention services. We include information on the dates/times that the Health Center is open, the qualifications of the medical and mental health professionals, the process of making an appointment, the costs of services (mental health services are 100% covered under the student health fee), and the scope of services. Classroom outreach visits are provided by the Student Health Center psychologists, doctoral-level psychology interns, nurses and the Health Center Director. Generalist Counselors also visit classrooms as guest speakers to discuss personal counseling topics with students. During each classroom visit the counselor educates students on the programs and services available through the Counseling Services Division.

**8. Student Misconduct Referrals (Identify, Assist, and Educate)**

Students who are referred to Dr. Avalos (VP for Student Services) for disciplinary concerns often are at high-risk for ongoing psychological problems and classroom disruptions. When deemed necessary, Dr. Avalos requests a Health Center psychologist to assist him in identifying the level of risk and to determine how a student can be assisted. The psychologists at the Student Health Center collaborate with Dr. Avalos to assist these students in receiving both on- and off-campus services, and to assure that each student is compliant with their voluntary behavioral contracts. These high-risk students meet weekly with a Student Health Center psychologist who, in turn, maintains regular contact with off-campus providers (e.g., psychiatrists, medical doctors, parents, and caregivers) to ensure the student is making progress and the college continues to be safe.

**9. Individual Consultation to Faculty (Identify, Assist, and Educate)**

Faculty members are encouraged to seek consultation from the Student Health Center psychologists when psychological or behavioral concerns arise specific to individual students. During consultation, the psychologists gather data concerning the faculty member's concerns, review possible avenues of action, discuss student code of conduct and disciplinary standards, and provide information on how to refer a student for further assistance.

**10. Referrals From Instructors to Crisis Intervention Team (Identify and Assist)**

Referrals are made when a student is acting out in class, acting strangely or not able to connect with the class and subject matter. These referrals are often from departments, or offices on campus seeking assistance. CIT professionals provide guidance and intervention strategies to instructors. They meet with instructors and students acting as a facilitator when asked if there seems to be

communication or safety issues. They may also provide training or assist in establishing classroom protocols for better class management. If the faculty member is concerned about his/her safety, campus safety is brought into the picture.

**11. Student Self Referrals (Identify and Assist)**

Students often come to both counselors on faculty and the Student Health Center to discuss their personal or emotional issues. Through these sessions determination is made for referrals to appropriate providers both within the college setting and to the community.

**12. Student Appointments with Medical Professionals or Counselors (Identify and Assist)**

Appointments are scheduled through the Student Health Center with a doctorate level psychology interns, a Clinical Psychologist, Medical Physician or Registered Nurse. Student Services provides professional counseling faculty who are available to students and provide Academic, Career, Transfer, Personal, and Crisis Counseling. Their holistic approach allows them to assess and identify each student's needs and commence with brief counseling. At times, there is not a clear objective in the student's mind as to why he/she is meeting with the counselor or he/she does not want staff to know why an appointment is being scheduled. The student may make the appointment indicating he/she wants academic advisement, but as the discussion develops, issues of a personal nature arise that need to be addressed prior to academic advisement taking place. In some cases, counselors refer the student to other on campus or off campus resources, as appropriate.

**13. Implementation of the Drug and Alcohol Prevention Intervention Advisory Committee at Saddleback College (Assist and Educate)**

This advisory committee began in the Fall of 2012 with membership from Physicians, Clinical Psychologists, Behavioral Health faculty, Orange County Department of Health, Nursing Faculty, and students. The purpose is to provide education, prevention, and intervention to students and faculty regarding alcohol and other substances to support student success at Saddleback College.

**14. Academic Coursework (Educate)**

The Counseling Services Division offers two Applied Psychology courses to students seeking to learn about themselves as potential helping providers leading to careers in the helping professions (Applied Psychology 150: Helping Relationships) or to learn more about themselves integrating psychological, sociological and physiological perspectives to address personal challenges that interfere in human connections (Applied Psychology 151: Human Relationships) Both courses include psychological course content that can have a major personal impact on the students enrolled. Counselors teaching these courses make themselves available to provide personal counseling to students experiencing psychological difficulties.



## Measures to Treat At-Risk Students

Covered by the student health fee, enrolled students are entitled to free on-campus psychotherapy at the Student Health Center. The College Mental Health Program is a member of the Southern California Internship Consortium and is Association for Psychology Postdoctoral and Internship Center (APPIC)- Accredited. Additional accreditation to become APA-Approved is in process. As a training facility similar to four-year universities, mental health services at Saddleback College are provided by doctoral-level psychology interns under the direct supervision of two licensed psychologists.

1. **Crisis Intervention Counseling:** Student Health Center staff and college counselors do not require students in crisis to have an appointment to receive services. The Crisis Intervention Team provides immediate services to any student who is self-referred, referred by a peer, or who is referred by faculty, staff, or administration. These services involve intense intervention to identify the student's problems, create solutions, and provide both on- and off-campus referrals. In cases where a student is evaluated to be a danger to self or others (or is gravely disabled), procedures are implemented to transport that student to the local emergency room for psychiatric evaluation and possible hospitalization. These services are provided by a multidisciplinary staff that includes psychologists, doctoral-level psychology interns, registered nurses, and physicians and generalist counselors.
2. **Individual, Couple and Family Psychotherapy:** The levels of psychological issues treated at the Health Center include, but are not limited to, depressive disorders and suicidal ideation; anxiety disorders, including PTSD and OCD; combat-related stress and disorders; psychotic disorders (e.g., schizophrenia and delusional disorders); alcohol and substance abuse and dependency; relational difficulties, including parenting issues and domestic violence; sexual abuse, rape, and sexual harassment; sexual identity concerns, including same-sex couples counseling; immigration and acculturation problems; eating disorders, and general adjustment problems (e.g., adjustment to life changes like college, marriage, career, etc.). When possible, students are treated with short-term psychotherapy. Students requiring long-term care are properly referred to off-campus resources, including low-cost agencies that accept patients without health insurance.
3. **Psychological Evaluation:** Some at-risk students suffer from undiagnosed psychological disabilities. The Student Health Center works in collaboration with Disabled Students Programs and Services (DSPS) and VETS to identify, evaluate, recommend educational accommodations, and provide on-

going therapy and resources to students with psychological disabilities, including those with ADHD and combat-related PTSD. Students who are screened and referred by DSPS or VETS counselors receive intensive assessments. The assessments are provided by doctoral-level psychology interns under the direct training and supervision of two licensed psychologists.

4. **Referrals to Community Providers**: Psychologists, interns, and counselors may counsel the student and a determination may be made that a referral is necessary to other outside community agencies, private therapists or psychiatrists. We maintain strong relationships with various outside agencies and organizations such as the south Orange County Vet Center, among others.
5. **Initiation of an Involuntary Hold (5150)**: Licensed Medical Physicians, Registered Nurses, or Campus Police may institute an involuntary psychological hold if a student presents a danger to self, is gravely disabled, or is a danger to others. The Orange County Health Care Agency may be contacted to send a Centralized Assessment Team (CAT) team to determine if the student is having a psychiatric emergency. If the CAT team is unavailable paramedics are summoned to transport the individual to the hospital for a psychological evaluation.

## **Saddleback College Health Care Professionals**

### **Student Health Center**

Jeanne Harris Caldwell RN MSN BSN CCRN PHN (Director, Student Health Center)

### **Licensed Health Care Professionals**

Jeanne Harris Caldwell RN MSN BSN CCRN PHN

Brian Haskins, M.D. (Medical Director)

Ralph Farinella M.D.

Sonya Murray M.D.

Terese Harris M.D.

Dr. Tina Freeland, Clinical Psychologist

Dr. Lisa Schenitzki, Clinical Psychologist

Debby Vail RN

Sharon DeCarlo RN

Jana Kaffer RN

Elena Johnson RN

Judith Kofford RN

### **Doctoral Level Psychology Interns**

7 Interns. All with earned Master of Arts degrees.

## **General Counseling**

Jerilyn Chuman, MA (Dean, Counseling Services)

### **Licensed Health Care Professionals**

Jan Ventura, Ph.D.  
Steve Handa, MS, L.M.F.T.

### **Generalist Counselors**

Maryam Azary, PsyD  
Doug Barr, MS  
Pam Barr, MS  
Sarah Chang, MA  
Mariana DeSaracho, Ed.D.  
Mike Engels, MA  
David Francisco, MS  
Steve Handa, MS, L.M.F.T.  
Paula Jacobs, MA  
Michael Long, MA  
Ralph Meza, MA  
Sharon Nussenbaum, MS  
Penny Skaff, MA  
Jan Ventura, Ph.D.

### **Adjunct Counseling Faculty**

9 adjunct counseling faculty. All with earned Master degrees or higher.

## **Transfer, Career, and Special Programs Division**

Terence Nelson, M.Ed. M.S. (Dean, Transfer, Career, and Special Programs)  
Georgina Guy, PsyD (Faculty Coordinator, EOPS/Care and CalWORKs)  
Ardith Lynch, MS (Faculty Coordinator/Counselor, Disabled Students Program and Services)  
Orlantha Nin, MS (Faculty Coordinator/Counselor, Transfer Services)

### **Licensed Health Care Professionals**

Georgina Guy, PsyD\*\*  
Kim D'Arcy, PsyD\*\*  
Rebecca Morgan, PsyD, L.M.F.T (part-time counselor)\*\*

\*\*Do not use their license to diagnose or provide mental health services at Saddleback College.

### **Counselors**

Maryam Azary, PsyD  
Zina Boratynec, MS  
Juanita Baltierra, MA  
Kim D'Arcy, PsyD  
Loma Hopkins, MEd  
Kolin Williams, MS

**Adjunct Counseling Faculty**

14 adjunct counseling faculty. All with Master degrees or higher. One is a licensed MFT.  
2 Learning Disability Specialists with Master degrees.  
2 Learning Disability Specialist Interns with Master degrees.

**Board Report: Mental Health Services**

**Irvine Valley College/Advanced Technology Education Park (ATEP)**

**February 25, 2013**

Irvine Valley College is fortunate to have experienced and highly trained staff that provides mental health services to our students on an on-going basis. Since the college was established in 1979, IVC staff and faculty have offered counseling; psychological services; and, referrals to appropriate care to students with mental health needs. These services were initially provided by the nurse in the Health and Wellness Center (HWC) as well as by trained counselors in the Counseling Center. Beginning in 1985, the HWC hired a part-time psychologist who supervises 3-4 interns who provide therapy to students who present themselves. Demand for these services continues to rise, nearly doubling from 2003-2012.

Students with mental health needs are identified or come to us in a variety of ways. A display of specific behaviors in the classroom is often the key to identifying these students. These behaviors may show up in the form of: aggressive; confrontational; angry; restless or agitated behavior; implying or making a direct threat of suicide or harm to others; questioning the instructor's authority, judgment or expertise in front of the class; violating others' personal space; sending threatening emails, letters or correspondence to instructors, other students or staff. Students may also write disturbing things in papers that are turned in to instructors; or confide with an instructor or other staff their mental health concerns. They may also self-identify by coming to the HWC or Counseling Center, or another student may let them know of available services. The HWC staff does outreach by giving classroom presentations which let students know where to go with their mental health concerns.

Academic counselors are key individuals who work closely with students to provide academic, social and personal counseling. During the course of their work, they are often the first ones to identify students who may have mental problems of various kinds. The academic counselors will refer students to the HWC if more intense therapy is warranted, or provide students with a list of off campus resources.

Students who pay a health fee have access to the Health and Wellness Center. The current health fee is \$18 per semester and \$15 for summer session, and the HWC is fully supported by the fees, including the providing of mental health services. The students must be currently enrolled and attending classes to use the services. Students who attend only off campus or on-line classes and students who rely on prayer only do

not pay a health fee, and may not access services. These students may use the HWC if the health fee is voluntarily paid.

The Health and Wellness Center has a protocol for students seeking mental health services. Students may be referred by instructors, other departments, or are self-referred via website, walk in, or referrals from prior clients. The student is seen by the nurse for intake, and paperwork is initiated. Referrals to outside agencies are given to every student in case their schedule does not fit with available therapists. The student is then placed on a waitlist for the psychology interns, is assigned a therapist, and is called when space is available for the first therapy session. The student is seen for short-term therapy only, and is referred if necessary to outside agencies for longer term therapy. Therapists will assist the student in making outside appointments and check that the student has followed through with the referral. Counseling is available for depression, anxiety and panic attacks, family and relationship issues, stress reduction, anger management, school issues, bereavement, acculturation, social skills, self-injurious behavior and many others. Persons with chronic mental illnesses, such as schizophrenia and bipolar disorder may be seen for short term therapy, but are referred out for longer term therapy and medication management.

With regard to other medication such as those used for milder depression and anxiety, one of the IVC physicians will prescribe these medications, but is very strict with follow up and management, particularly as the student leaves IVC. Long term management with psychotropic drugs is referred out.

At any level, nurses, doctors, therapists or the police can, and are required by law to initiate an involuntary hold (referred to as a "5150") if a student presents as a danger to self, others, or is gravely disabled and unable to care for their basic needs. Typically this involves calling the county's Centralized Assessment Team who will come out and do an onsite assessment, and if necessary transport them to a hospital for care.

The Health and Wellness Center also assists in staff development and classroom presentations on a variety of topics including mental health. They also respond to issues in the media that may affect students and staff. For example, after the shooting at Newtown, the HWC psychologist provided written information that was sent to all staff and faculty and was available in the HWC about how to deal with the aftermath of a mass shooting.

IVC staff has developed a process chart which delineates how a student in crisis is identified, counseled and referred. The HWC, counseling, and police as well as other trained staff are the front line people to deal with an immediate mental health crisis and follow it to a successful conclusion.

Staff and faculty may also have mental health issues that may interfere with their ability to perform their jobs. Many of the same behaviors seen in students may be noted in staff, including: poor attendance; declining work performance; confrontational relationships with peers or supervisors and aggression and sadness. When this is noted, the manager is required to show sensitivity to the issue, consult with the staff and assess their needs, and refer the staff member to the employee assistant program or the Human Resources as deemed appropriate.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Minutes of the Board of Trustees Meeting  
**ACTION:** Approval

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Minutes from:

January 22, 2013 Regular Meeting of the Board of Trustees (Exhibit A)  
are submitted to the Board for review and approval.

*Item Submitted by: Gary L. Poertner, Chancellor*



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
RONALD REAGAN BOARD OF TRUSTEES ROOM-RM 145  
HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE**

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
January 22, 2012**

**PRESENT**

Members of the Board of Trustees:

Nancy M. Padberg, President  
T.J. Prendergast, Vice President  
Marcia Milchiker, Clerk  
Bill Jay, Member  
Timothy Jemal, Member  
David B. Lang, Member  
James R. Wright, Member

Administrative Officers:

Gary Poertner, Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
Tod Burnett, President Saddleback College  
Debra Fitzsimons, Vice Chancellor, Business Services  
Randy Peebles, Associate Vice Chancellor, Economic Development  
Glenn Roquemore, President Irvine Valley College

**ABSENT**

Heather Park, Student Member  
David Bugay, Vice Chancellor, Human Resources

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

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

1.2 Public Comments

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

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

- A. Public Employee Employment/Discipline/Dismissal/Release (GC Section 54957)
  - 1. Public Employee Employment/Evaluation (1)
    - a. Director Advanced Technology Project

At the October 29, 2012 meeting, the board granted a request for a 60 day unpaid leave through December 31, 2012 due a family emergency. At tonight's meeting, during closed session, on a 7 to 0 vote, the board approved a request for an additional unpaid leave without benefits through February 25, 2013 or sooner to a classified manager.

**RECONVENE OPEN SESSION: 5:30 P.M.**

*It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.*

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

**2.2 Invocation**

Led by Trustee Bill Jay

**2.3 Pledge of Allegiance**

Led by Trustee David Lang

**2.4 Resolutions / Commendations**

A. Resolutions - None

B. Commendations - None

**2.5 Public Comments**

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

### 3.0 REPORTS

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

- A. Board Reports
- B. Chancellor's Report
- C. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Board Request(s) for Reports
  - Request for Report on Mental Health Services provided at the colleges.

On a motion made by Trustee Lang and seconded by Trustee Wright, the Request for Board Report submitted by Trustee Jemal was approved on a 7-0 vote.

- Request for Report on Business Partnerships between both colleges and the business community.

On a motion made by Trustee Prendergast and seconded by Trustee Milchiker, the Request for Board Report submitted by Trustee Jemal was approved on a 7-0 vote.

- Request for Report on Career and Technical Education Certificate Programs offered by the colleges.

On a motion made by Trustee Wright and seconded by Trustee Jay, the Request for Board Report submitted by Trustee Jemal was tabled on a 4-3 vote with Trustee Jemal, Trustee Lang and Trustee Milchiker voting against the item being tabled.

### 4.0 DISCUSSION ITEMS

4.1 **Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 4 – “Align Course Offerings to Meet Student Needs”**

Representatives from Saddleback College and Irvine Valley College will present what the colleges are doing to align course offerings to meet student needs.

IVC Dean Kathy Werle, SC Vice President Don Busche, IVC Academic Senate President Kathy Schmeidler, IVC Faculty member Diana Hurlbut,

SC Academic Senate President Bob Cosgrove and SC Faculty member Kris Leppien-Christensen discussed current efforts to align course offerings and new initiatives that are being pursued.

**4.2 Saddleback College and Irvine Valley College: Development of High Performing Foundations**

College Presidents and Foundation Executive Committee members will present their plans to increase the success of each Foundation.

SC Foundation Board President Jim Leach, SC President Tod Burnett, IVC Foundation Board President Bill Crosby and IVC President Glenn Roquemore presented their plans to increase the success of each Foundation.

**5.0 CONSENT CALENDAR ITEMS**

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

Trustee Lang requested to pull item 5.3 and Trustee Padberg requested to pull item 5.6.

On a motion made by Trustee Prendergast and seconded by Trustee Lang the balance of the consent calendar was approved on a 7-0 vote.

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

Approve minutes of a Regular Meeting held on December 17, 2012.

**5.2 Saddleback College and Irvine Valley College: Speakers**

Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

**5.3 Saddleback College: Coffee Cart Operation Agreement Amendment No. 1**

Approve amendment for an additional location of coffee cart services and associated clauses related to ownership of the coffee cart and food facility asset.

Trustee Lang requested and was assured that the original coffee cart contract contains a definition for cause.

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

- 5.4 **Saddleback College: Cosmetology and Cosmetician Instruction Agreement Amendment No. 1 to Hair California Beauty College Academy Agreement**  
 Approve amendment with Hair California Beauty Academy to renew the term for one year and increase the hourly rate from \$3.50 to \$4.50 beginning February 1, 2013.
- 5.5 **Saddleback College: Cosmetology and Cosmetician Instruction Agreement Amendment No. 3 to Lake Forest Beauty College Agreement**  
 Approve amendment to change name, renew the term for one year, and increase the hourly rate from \$3.50 to \$4.50.
- 5.6 **SOCCCD: Authorization for District Institutional Memberships FY 2012-2013**  
 Approve memberships and estimated dues for organizations.
- Trustee Padberg announced a revision to page 4 of 11 – add membership to OCBC in the amount of \$1666.00 under Saddleback College, Division of Business Science and Economic Development and page 8 of 11 – add membership to OCBC in the amount of \$1666.00 under Irvine Valley College, President’s Office.
- On a motion made by Trustee Lang and seconded by Trustee Jay this item was approved on a 7-0 vote.
- 5.7 **SOCCCD: Academic Year 2013-2014 Non-Resident Tuition Fees for Foreign & Out-Of-State Students**  
 Adopt the 2013-2014 non-resident tuition fee of \$190 per semester and increase the capital outlay fee as \$33 per semester unit rate and maintain the current \$54 per semester application fee.
- 5.8 **SOCCCD: Renewal of Firewall Protection**  
 Approve the renewal of the CMAS contract at a cost not to exceed \$79,384.40.
- 5.9 **SOCCCD: Amendment to Agenda Item for Award of Bid 297D: Removal of Hazardous Waste for Saddleback College and Irvine Valley College**  
 Approve amendment correcting the annual contract amount estimated at \$53,456 for Saddleback College and \$22,628 for Irvine Valley College.
- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-01 to Amend FY 2012-2013 Adopted Budget**  
 Adopt resolution to amend adopted budget.

- 5.11 **SOCCCD: Gifts to the District and Foundations**  
Accept donations to the District and/or the Foundations as listed.
- 5.12 **SOCCCD: Payment of Bills**  
Approve check no. 164586 through 165413 processed through the Orange County Department of Education, totaling \$4,638,423.94; and check no. 010564 through 010582, processed through Saddleback College Community Education, totaling \$58,277.83; and check no. 009059 through 009067, processed through Irvine Valley College Community Education, totaling \$5,464.07.
- 5.13 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-02472 through P13-02752 amounting to \$1,612,352.07. Approve confirming requisitions dated November 28, 2012 through January 2, 2013 totaling \$76,222.76.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**  
Approve the transfer of budget appropriations.
- 5.15 **SOCCCD: December 2012/January 2013 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **Irvine Valley College: A400 Design Build Agreement**  
Approve the agreement with Swinerton Builders for a total contract amount of \$8,850,000.  
  
Corrections made to Exhibit C, page 3 of 4 should read Swinerton next to the word PRICE and Exhibit C, page 4 of 4 should read Pankow next to the word PRICE.  
  
On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 7-0 vote.
- 6.2 **SOCCCD: CCCT Board of Directors Nominations**  
Determine if the Board wishes to make any nominations for membership on the CCCT Board of Directors and, if so, approve the nomination(s) for transmittal to the CCCT office.  
  
The Board did not nominate a candidate to the CCCT Board. Therefore, no action was taken on this item.

- 6.3 **SOCCCD: Board Policy Revision: BP-138: Recording of Board of Trustee Meetings, BP-158: Political Activity, BP-2125: Weapons on Campus, BP-3102: Investment Policy, BP-3502: Campus Safety, BP-6105: Graduation Requirements for Degrees and Certificates of Achievement**  
Discussion/Approval

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

- 6.4 **SOCCCD: 2013-2014 Bonded Sabbatical Recommendations**  
Approval of faculty sabbaticals for the 2013-2014 academic year as recommended by the SOCCCD District-wide Sabbatical Committee.

On a motion made by Trustee Jay and seconded by Trustee Jemal, this item was approved on a 7-0 vote.

- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Title Change of Full-Time Academic Faculty Positions, Workload Banking, Resignation/Retirement/ Conclusion of Employment.

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

- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

## **7.0 REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.

- 7.3 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.4 **SOCCCD: Monthly Financial Status Report**  
The reports display the adopted budget, revised budget and transactions through November 30, 2012.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**  
The report if for the period ending December 31, 2012.

## **8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.***

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Associated Student Government of SC
- L. Associated Student Government of IVC
- M. Police Officers Association

## **9.0 ADDITIONAL ITEMS**

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

The meeting was adjourned at 7:47 p.m. in memory of Trustee Nancy Padberg's husband, Tom Padberg and President Glenn Roquemore's father, Cass R. Roquemore.

  
\_\_\_\_\_  
Gary L. Poertner, Secretary



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College: Life Sciences Building: Construction Contract, Change Order No. 9

**ACTION:** Approval

---

### **BACKGROUND**

The Board of Trustees approved basic aid funding for the Irvine Valley College Life Sciences project for a total budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved an \$11,387,287 construction contract with Edge Development Inc. Previously approved change orders increased the contract by \$172,532.11 for a revised amount of \$11,559,819.11. Edge defaulted and Liberty Mutual, surety for Edge, will take the contract to project completion.

### **STATUS**

Exhibit A includes Board Change Order No. 9. It describes the required modifications contained in Change Order Requests (COR) numbers 1T, 3T, 4T, 13T, 20T, 21T, 22T, 23T, 26T, 148, and BC#8. Approval of change order No. 9 will result in a decrease of \$2,974.

The total change to the construction contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised construction contract to \$11,556,845.11.

Funds are available within the approved project budget which is \$24,861,000. Other costs covered by this project budget include architectural fees, inspections, testing, buildings and equipment.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Requests (COR) numbers 1T, 3T, 4T, 13T, 20T, 21T, 22T, 23T, 26T, 148, and BC#8 for the Irvine Valley College Life Sciences project as described in EXHIBIT A and authorize staff to execute the corresponding change order with the contractor which will result in a decrease of \$2,974 in the total project cost. The revised construction contract amount is \$11,556,845.11.

IVC - Life Sciences Building

Bid #303

Board Change Order #9

February 25, 2013

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	BCO # 9 COR Total	REVISED CONTRACT AMOUNT	Previoulsy Approved Time Extension (cal days)
303	General Contractor	Edge Development Inc/Amoroso - Benchmark Consulting - Liberty Mutual (Surety)	\$11,387,287.00	\$172,532.11	-\$2,974.00	\$11,556,845.11	
		27368 Via Industria, Suite 101 Temecula, CA 92590	<b>TOTAL</b>	<b>11,387,287.00</b>		<b>11,556,845.11</b>	<b>8</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1T	1/23/2013	T&M for Lobby Soffit Framing at north end	by architect	reviewed	\$1,765.00	0
3T	11/28/2012	Credit for Cat6 in lieu of Cat6A per RFI 1010	by Owner	reviewed	(\$49,654.00)	0
4T	1/23/2013	RFI 1015 - Add sprinklers to boiler room	by architect	reviewed	\$4,098.00	0
13T	1/31/2013	RFP 12 - Revise storm drain point of connection	by architect	reviewed	\$30,767.00	0
20T	1/15/2013	RFI 1066 - Add power to Acid pump	by architect	reviewed	\$1,908.00	0
21T	1/15/2013	RFI 1061 - Delete photo cell in offices	by architect	reviewed	(\$1,182.00)	0
22T	1/15/2013	RFI 1036 - Add for relay for FA damper and HVAC control	by architect	reviewed	\$9,517.00	0
23T	1/21/2013	RFI 1047 - Add floor drains to 2nd floor balcony	by architect	reviewed	\$3,399.00	0
26T	1/15/2013	ASI #026 T - Revise light fixtures and controls	by architect	reviewed	(\$2,727.00)	0
148	7/25/2012	RFP 11 T - Revise doors in Prep rooms for 45min fire rating	by architect	reviewed	\$19,582.00	0
BC #8	1/31/2013	RFI 235.1 - Credit for non-FSC IPE wood slats	by Owner	reviewed	(\$20,447.00)	0

**TOTAL THESE CHANGE ORDER REQUESTS**

**-\$2,974.00**

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College: Life Sciences Building: Construction Management Services Agreement, Amendment No. 2

**ACTION:** Approval

---

**BACKGROUND**

The Board of Trustee has approved \$17,410,000 in basic aid to fund this project. On April 26, 2010, the Board of Trustees approved McCarthy Building Companies, Inc. for construction management services for \$910,000. The original agreement provided for contract amendments, if necessary. One amendment for \$490,000 was previously approved for a total contract amount of \$1,400,000 for an extension to address contractor default and based on a February 28, 2013 completion date with close out services completing March 31, 2013.

The completion contractor is fully engaged, has reviewed the schedule and determined the new project completion date will be July 31, 2013.

**STATUS**

McCarthy Building Companies, Inc. has agreed to extend construction management services to project completion. The firm has requested a total recommended increase of \$436,534.

Staff recommends approval of this contract amendment for a new contract total equaling \$1,836,534 and extending services to allow for the new project completion date of July 31, 2013, with project close out services completing on October 31, 2013. Staff will include these additional costs in negotiations with the surety.

Funds for these services will be deposited upon receipt by the surety into the project budget which is \$17,410,000.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 2 (EXHIBIT A) to the agreement with McCarthy Building Companies, Inc., to provide construction management services through October 31, 2013, for the Irvine Valley College Life Sciences project for a price of \$436,534 and a new contract total equaling \$1,836,534.

**AMENDMENT No. 2  
TO CONSTRUCTION MANAGEMENT SERVICES AGREEMENT  
FOR LIFE SCIENCES PROJECT AT IRVINE VALLEY COLLEGE**

**February 25, 2013**

**THIS AMENDMENT** shall modify the original agreement dated March 26, 2010, by and between the South Orange County Community College District, hereinafter referred to as “DISTRICT,” and McCarthy Building Companies, Inc., hereinafter referred to as “CONSULTANT.”

**WHEREAS**, Article 6 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, the construction contractor did not complete the contract within the scheduled timeframe; and

**WHEREAS**, the scope of the construction duration has been increased from Amendment No. 1 time set to end March 31, 2013 to the new date of October 31, 2013;

**NOW, THEREFORE**, the Parties agree to modify the original agreement as follows:

1. Article 2 of the agreement shall be modified as follows: “CONSULTANT shall commence providing services under this AGREEMENT on or about May 15, 2011, and will diligently perform as required until completion of the project on July 31, 2013 and continue through with addressing close out requirements which are anticipated to be finished by October 31, 2013”.

**FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:**

1. Extend the construction administration services from March 31, 2013 to October 31, 2012.	\$436,534
Total	\$436,534

for a total contract amount of \$1,836,534.

**IN WITNESS HEREOF**, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

McCarthy Building Companies, Inc.

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

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

Title: Vice Chancellor, Business Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College: Life Sciences: DSA Inspection Services Agreement, Amendment No. 2

**ACTION:** Approval

---

**BACKGROUND**

The Board of Trustees has approved \$17,410,000 in basic aid to fund this project. On June 27, 2011, the Board of Trustees approved Joyce Inspection to provide Division of the State Architect (DSA) inspection services for the Irvine Valley College Life Sciences project for \$288,144. This DSA project requires full time inspection.

One amendment for the DSA Inspection Service Agreement \$108,192 was previously approved for a total contract amount of \$396,336 for an extension to address contractor default and based on February 28, 2013, as the estimated completion date.

The completion contractor is fully engaged, has reviewed the schedule and determined the new project completion date will be July 31, 2013.

**STATUS**

Joyce Inspection has agreed to extend Division of the State Architect (DSA) inspection services through to project completion. The inspection firm has agreed to maintain original rates for a total recommended increase of \$87,360.

Staff recommends approval of this contract amendment for a new contract total equaling \$483,696 and extending services to allow for the new project completion date of July 31, 2013, with project close out services completing on August 14, 2013. Staff will include these additional costs in negotiations with the surety.

Funds for these services are available within the approved project budget which is \$17,410,000.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 2 (EXHIBIT A) to the agreement with Joyce Inspection to provide Division of the State Architect (DSA) inspection services through August 14, 2013, for the Irvine Valley College Life Sciences project for a price of \$87,360 and a new contract total equaling \$480,696.

**AMENDMENT No. 2  
TO DIVISION OF THE STATE ARCHITECT (DSA) INSPECTION SERVICES  
AGREEMENT  
FOR LIFE SCIENCES PROJECT AT IRVINE VALLEY COLLEGE**

**February 25, 2013**

**THIS AMENDMENT** shall modify the original agreement dated July 6, 2011, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Joyce Inspections & Testing, Inc., 372 Magnolia Street, Costa Mesa, CA 92627, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article 16 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, the construction contractor did not complete the contract within the scheduled timeframe; and

**WHEREAS**, the scope of the DSA Inspection services has been increased from Amendment No. 1 completion date of February 28, 2013 to August 14, 2013;

**NOW, THEREFORE**, the Parties agree to modify the original agreement as follows:

1. Article 2 of the agreement shall be modified as follows: "CONSULTANT shall commence providing services under this AGREEMENT on or about May 15, 2011, and will diligently perform as required until completion of the project and continue through with addressing close out requirements which are anticipated to be finished by August 14, 2013".

**FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:**

1. Extend the DSA Inspection services from February, 2013 to August 14, 2013.	\$87,360
Total	\$87,360

for a total contract amount of \$483,696.

**IN WITNESS HEREOF**, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Joyce Inspections & Testing, Inc.

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

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

Title: Vice Chancellor, Business Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Irvine Valley College: Life Science Architectural Services: Amendment No. 5 for Increased Services

**ACTION:** Approval

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**BACKGROUND**

On November 17, 2008, the Board of Trustees approved hiring Dougherty and Dougherty Architects, LLP for the Irvine Valley College Life Sciences project for \$1,080,310. The original agreement provided for additional services, if necessary. Amendments for \$144,700 were previously approved for a total contract amount of \$1,225,010 including \$115,750 for an extension to address contractor default and based on February 28, 2013, as the estimated completion date.

The completion contractor is fully engaged, has reviewed the schedule and determined the new project completion date need to be extend to July 31, 2013.

**STATUS**

The architect has agreed to extend construction administration services through to project completion. Per the existing contract rates, the architect's monthly fee is \$15,433. The contractor has agreed to maintain original rates for an increase of \$92,598.

Staff recommends approval of this contract amendment for a new contract total equaling \$1,317,608 and extending services to allow for the new project completion date of July 31, 2013, with project close out services completing on August 14, 2013. Staff will include these additional costs in negotiations with the surety.

Funds for these services will be deposited upon receipt by the surety into the project budget which is \$17,410,000.

**RECOMMENDATION**

| The Chancellor recommends that the Board of Trustees approve Amendment No. 5 (Exhibit A) in the amount of \$92,598, with Dougherty and Dougherty for the Irvine Valley College Life Sciences building for a total fee of \$1,317,608.

**AMENDMENT No. 5  
TO ARCHITECTURAL SERVICES AGREEMENT  
FOR LIFE SCIENCES PROJECT  
AT IRVINE VALLEY COLLEGE**

**February 25, 2013**

**THIS AMENDMENT** shall modify the original agreement dated November 18, 2008, by and between the South Orange County Community College District, hereinafter referred to as “DISTRICT,” and Dougherty and Dougherty Architects LLP, 3194 Airport Loop Road, Costa Mesa, CA 92626-3405, hereinafter referred to as “ARCHITECT.”

**WHEREAS**, Article III of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, the contractor did not complete the contract within the scheduled timeframe; and

**WHEREAS**, the scope of the construction administration services has been increased from the Amendment No. 4 date of February 28, 2013, to August 14, 2013;

**NOW, THEREFORE**, the Parties agree to modify the original agreement as follows:

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: “The DISTRICT” shall compensate the “ARCHITECT” for additional services described in the original agreement and issued after the date of this amendment as follows:

**FIXED FEE FOR SERVICES AS DESCRIBED HEREIN:**

1. Extend the construction administration services from the Amendment No. 4 date of February 28, 2013, to allow for the new project completion date of July 31, 2013, with project close out services completing on August 14, 2013	\$92,598
Total	\$92,598

for a total contract amount of \$1,317,608.

**IN WITNESS HEREOF**, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Dougherty and Dougherty Architects LLP

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

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

Title: Vice Chancellor, Business Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College and Irvine Valley College: Curriculum and Certificates/Degrees Revisions for the 2013-2014 Academic Year

**ACTION:** Approval

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### **BACKGROUND**

The Saddleback College and Irvine Valley College Curriculum Committees and Academic Senates review and approve curriculum for each academic year.

### **STATUS**

Saddleback College and Irvine Valley College propose revisions to the curriculum as outlined in Exhibits A and B. The exhibits include new, revised, and deleted courses recommended by the Curriculum Committees and the Academic Senates of Saddleback College and Irvine Valley College for the 2013-2014 Academic Year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum as listed in Exhibits A and B.

Item Submitted By: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, President*

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

ATAS	ARCH 161	198060.10	BLUEPRINT PLANS AND SPECIFICATION READING	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	ARCH 163	198070.00	INTERNATIONAL BUILDING CODE INSPECTION	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	ARCH 164	198090.00	COMBINATION RESIDENTIAL DWELLING INSPECTION	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	ARCH 200	433706.00	DESIGN IN ARIZONA, RIVERSIDE AND PALM SPRINGS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	ARCH 218	992496.00	FOUNDATION STUDIO IN ARCHITECTURE	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	ARCH 219	992497.00	RESIDENTIAL AND COMMERCIAL SPACE PLANNING	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	ARCH 220	992495.00	REVIT AND BUILDING INFORMATION MANAGEMENT (BIM)	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	ARCH 221	992627.00	ADVANCED REVIT/BUILDING INFORMATION MANAGEMENT II	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	ARCH 260	992647.00	ARCHITECTURE IN NORTHERN CALIFORNIA	units fr <del>1.5</del> to <u>1.0</u> , tps
ATAS	ARCH 261	992625.00	ORANGE AND SAN DIEGO ARCHITECTURE	units fr <del>1.5</del> to <u>1.0</u> , rpt fr <del>R-E-3</del> to <u>none</u> , tps
ATAS	ARCH 262	992626.00	LOS ANGELES ARCHITECTURE	units fr <del>1.5</del> to <u>1.0</u> , rpt fr <del>R-E-1</del> to <u>none</u> , tps
ATAS	CWE 180	992507.00	COOPERATIVE WORK EXPERIENCE: ARCHITECTURAL INTERNSHIP	tps, lrng obj, moes
ATAS	AUTO 101	120020.00	AUTOMOTIVE ELECTRICAL SYSTEMS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 102	120030.00	AUTOMOTIVE ENGINE PERFORMANCE/ELECTRONICS AND IGNITION	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 103	120040.00	AUTOMOTIVE ENGINE PERFORMANCE/FUEL AND EMISSION SYSTEMS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 104A	120050.00	AUTOMOTIVE ENGINES	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 104B	120060.00	AUTOMOTIVE ENGINES	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 105	120070.00	AUTOMOTIVE POWER TRAIN	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 106A	120080.00	AUTOMOTIVE SUSPENSION AND ALIGNMENT	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 106B	428167.00	AUTOMOTIVE BRAKE SYSTEMS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 107	120090.00	AUTOMATIC TRANSMISSION	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 108	120100.00	AUTOMOTIVE AIR CONDITIONING	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 109	120110.00	CALIFORNIA B.A.R. BASIC AREA CLEAN AIR CAR COURSE	rpt fr <del>R-E-1</del> to <u>none</u> , cat desc, sch desc, moes
ATAS	AUTO 200	433654.00	ENHANCED AREA CLEAN AIR CAR COURSE	rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, moes
ATAS	AUTO 201	433655.00	ADVANCED AUTOMOTIVE ELECTRICAL	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 202	433707.00	ADVANCED ENGINE PERFORMANCE DIAGNOSIS	rpt fr <del>R-E-3</del> to <u>none</u>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

ATAS	AUTO 204A	429274.00	HIGH PERFORMANCE ENGINE BLUEPRINTING - ROTATING ASSEMBLY	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 204B	992485.00	HIGH PERFORMANCE ENGINE BLUEPRINTING - CYLINDER HEADS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 205	433053.00	ADVANCED SMOG UPDATE TRAINING	rpt fr- <del>R-E-99</del> to <u>none</u>
ATAS	AUTO 207	433426.00	AUTOMOTIVE ENGINEERING FUNDAMENTALS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 220	430307.00	ALTERNATIVE PROPULSION SYSTEMS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 226	450026.00	AUTOMOTIVE SERVICE CONSULTANT	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 227	450147.00	AUTOMOTIVE SERVICE MANAGEMENT	rpt fr- <del>R-E-1</del> to <u>none</u>
ATAS	AUTO 228	450025.00	ADVANCED VEHICLE PERFORMANCE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 229	450113.00	DIESEL TECHNOLOGY	rpt fr- <del>R-E-2</del> to <u>none</u>
ATAS	AUTO 231	992628.00	HYBRID AND ELECTRICAL VEHICLE TECHNOLOGY	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	AUTO 232	992629.00	DIESEL SYSTEMS TECHNOLOGY	rpt fr- <del>R-E-2</del> to <u>none</u>
ATAS	AUTO 240	992519.00	AUTOMOTIVE LAB	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	CWE 180	433360.00	CO-OP-ED AUTO	rpt fr <del>R-I-1</del> to <del>R-I-3</del> , cat desc, sch desc, tps, moes, assign
ATAS	CWE 181	450100.00	CO-OP-ED AUTO	dc
ATAS	CMT 220	260090.00	COMPUTER MAINTENANCE AND REPAIR I	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	CMT 225	430338.00	COMPUTER MAINTENANCE AND REPAIR II	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	CMT 230	430344.00	APPLIED NETWORK TECHNOLOGY	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	CMT 235	432772.00	A+ EXAM PREPARATION FOR COMPUTER SERVICE TECHNICIANS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	COS 400A	224010.00	COMPREHENSIVE COSMETOLOGY I	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	COS 400B	224020.00	COMPREHENSIVE COSMETOLOGY II	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	COS 400C	224030.00	COMPREHENSIVE COSMETOLOGY III	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	COS 400D	224040.00	COMPREHENSIVE COSMETOLOGY IV	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	COS 440	431988.00	COSMETICIAN	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	DR 200	992630.00	3D PARAMETRIC MODELING	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	DR 201	992631.00	ADVANCED 3D PARAMETRIC MODELING - SOLIDWORKS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	DR 202	992632.00	GEOMETRIC DIMENSIONING AND TOLERANCING	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	DR 203	992633.00	GREEN & SUSTAINABLE MANUFACTURING DESIGN	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	ENV 23	326090.05	ENVIRONMENTAL GEOLOGY	moe, txt
ATAS	ENV 37	992370.00	ENVIRONMENTAL ETHICS	rpt fr- <del>R-E-3</del> to <u>none</u>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

ATAS	ENV 40	450024.00	ENVIRONMENTAL LAW AND POLICY	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	ENV 105	326240.00	ENVIRONMENTAL STUDIES INTERNSHIP	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	ENV 200	432598.00	VOLUNTEER NATURALIST TRAINING	rpt fr <del>R-E-1</del> to <u>none</u>
ATAS	ENV 202	450022.00	GREEN LIVING	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	CWE 180	429976.00	CO-OP-ED ENVIRONMENTAL STUDIES	cat desc, sch desc, tps, lrng obj, moes, assign
ATAS	CWE 181	450093.00	CO-OP-ED ENVIRONMENTAL STUDIES	dc
ATAS	CWE 600		CO-OP-ED ENVIRONMENTAL STUDIES	nc, 2 units/0 lec/0 lab/9.04 lrng cntr
ATAS	CWE 601		CO-OP-ED ECOLOGICAL RESTORATION	nc, 1 unit/0 lec/0 lab/4.52 lrng cntr
ATAS	CWE 602		CO-OP-ED ECOLOGICAL RESTORATION	nc, 2 units/0 lec/0 lab/9.04 lrng cntr
ATAS	ET 200	433737.00	DIGITAL SIGNAL PROCESSING AND MICROCONTROLLERS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	ET 201	433938.00	ROBOTICS FUNDAMENTALS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	ET 202	992271.00	INTERMEDIATE ROBOTICS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 100	162010.05	FASHION SEWING-BEGINNING	ti fr <del>FASHION SEWING-BEGINNING</del> to <u>SEWING FOR FASHION DESIGN I</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign
ATAS	FASH 111	162010.10	FASHION SEWING--INTERMEDIATE	ti fr <del>FASHION SEWING-INTERMEDIATE</del> to <u>SEWING FOR FASHION DESIGN II</u> , rec prep fr <del>FASH 100 or Basic Sewing Skills</del> to <u>FASH 100</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, moes, assign, val
ATAS	FASH 112	162010.20	FASHION SEWING--ADVANCED	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
ATAS	FASH 113	450210.00	COUTURE SEWING	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 120	162170.05	TAILORING	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 124	162210.00	WEARABLE ART	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 130	162220.00	FLAT PATTERN DESIGN	rpt fr <del>R-E-1</del> to <u>none</u>
ATAS	FASH 132	162250.00	DRAPING FASHION DESIGNS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 136	162260.00	APPAREL DESIGN	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 147	162330.05	SPECIAL EVENTS COORDINATION AND PROMOTION	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 148	428948.00	VISUAL MERCHANDISING	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 154	162350.00	FASHION ILLUSTRATION	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 204	450037.00	UNDERSTANDING APPAREL PRINCIPLES-AIMS CERTIFICATION	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	FASH 205	450038.00	CORSET CONSTRUCTION	rpt fr <del>R-E-3</del> to <u>none</u>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

ATAS	FASH 207	992373.00	ECO FRIENDLY FASHION TOUR	rpt fr- <del>R-E-2</del> to <u>none</u>
ATAS	FASH 208	992375.00	SEWING VINTAGE FASHIONS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 209	162460.00	CONSTRUCTION OF CHILDREN'S CLOTHING	rpt fr- <del>R-E-2</del> to <u>none</u>
ATAS	FASH 210	429859.00	CLOTHING CONSTRUCTION STUDIO	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 211	433959.00	ADVANCED DRESSMAKING AND CUSTOM SEWING	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 212	433970.00	CONSTRUCTION LAB	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 213	433972.00	DESIGNER'S LAB	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 214	433978.00	COUTURE LAB	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 216	992480.00	COSTUMER'S LAB	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 221	162510.00	CONTEMPORARY TAILORING	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 223	992609.00	MILLINERY DESIGN	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 224	992608.00	ACCESSORY DESIGN	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 230	162550.00	ALTERATIONS AND FITTING	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 234	162560.00	ADVANCED PATTERN AND DESIGN TECHNIQUES	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 235	162580.00	DESIGNING FOR THE FASHION INDUSTRY	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 238	428455.00	ADVANCED DRAPING AND FASHION DESIGN	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 240	162625.00	DYE PROCESSES ON FABRICS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 247	428943.00	SPECIAL EVENTS PARTICIPATION	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 250	992374.00	FASHION TREND FORECASTING	rpt fr- <del>R-E-2</del> to <u>none</u>
ATAS	FASH 251	992372.00	DESIGNING FOR A CAUSE AND SUSTAINABLE FASHION	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 254	162630.00	FASHION IN SOUTHERN CALIFORNIA	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 260	429857.10	THE DIGITAL FASHION IMAGE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FASH 600		FOOTWEAR DESIGN AND CONSTRUCTION	nc, 2 units/1 lec/2 lab/0 lrng cntr
ATAS	FASH 601		NEW YORK STUDY TOUR	nc, 2 units/1 lec/2 lab/0 lrng cntr
ATAS	FASH 602		CAD PATTERN MAKING WITH TUKATECH	nc, <b>prereq FASH 130</b> , 3 units/2 lec/3 lab/0 lrng cntr
ATAS	FASH 603		DRESSMAKING LAB	nc, <b>coreq FASH 100 or 111</b> , 1 unit/0 lec/3 lab/0 lrng cntr
ATAS	FASH 604		TAILOR'S LAB	nc, <b>coreq FASH 120 or 221</b> , <b>rec prep FASH 111</b> , 1 unit/0 lec/3 lab/0 lrng cntr
ATAS	CWE 180	429977.00	CO-OP-ED FASHION	coreq fr <b>none</b> to <b>FASH 145/BUS 145</b> , cat desc, sch desc, tps, lrng obj, moes, val
ATAS	CWE 181	450094.00	CO-OP-ED FASHION	dc
ATAS	FCS 115	206020.00	CONSUMER ISSUES	moes, txt



**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

ATAS	FN 140	338030.00	CULTURAL CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 142	338040.00	CLASSICAL FRENCH CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 164	430351.00	SPORTS NUTRITION	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 173	338140.00	CATERING AND BANQUETS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 210	450202.00	SERVSAFE IN FOOD PRODUCTION	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 220	338160.10	FRENCH BISTRO CUISINE	rpt fr- <del>R-E-2</del> to <u>none</u>
ATAS	FN 222	338180.00	CHINESE CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 223	338190.00	ASIAN CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 226	338195.00	MEXICAN CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 227	429856.00	MEDITERRANEAN CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 228	428946.00	ITALIAN CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 230	338197.00	VEGETARIAN CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 232	428456.00	TECHNIQUES OF HEALTHY COOKING	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 236	429564.00	AMERICAN REGIONAL CUISINE	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 240	429854.00	CULINARY PRINCIPLES I	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 241	992635.00	CULINARY PRINCIPLES II	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 244	430233.00	BAKING FUNDAMENTALS I	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 245	430235.00	BAKING FUNDAMENTALS II	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 246	992636.00	PANTRY	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	FN 275	431646.00	FOOD AND BEVERAGE OPERATIONS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	CWE 180	992603.00	CO-OP-ED FOODS AND NUTRITION	cat desc, sch desc, moes, txt
ATAS	CWE 180	429975.00	CO-OP-ED FOODS AND NUTRITION	cat desc, sch desc, tps, moe, txt
ATAS	CWE 181	450092.00	CO-OP-ED FOODS AND NUTRITION	dc
ATAS	GC 63	90100.10	INTRODUCTION TO SCREEN PRINTING	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	GC 101	374010.00	INTRODUCTION TO GRAPHIC COMMUNICATION	rpt fr- <del>R-E-1</del> to <u>none</u>
ATAS	GC 106	992498.00	ADVANCED SCREEN PRINTING	rpt fr- <del>R-E-2</del> to <u>none</u>
ATAS	GC 195	374250.05	GRAPHICS STUDIO	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	GC 210	450054.00	LETTERPRESS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	GD 141	90030.10	GRAPHIC RENDERING TECHNIQUES	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	GD 147	374100.00	INTRODUCTION TO COMPUTER GRAPHICS	rpt fr- <del>R-E-2</del> to <u>none</u>
ATAS	GD 200	433670.00	PHOTOSHOP SKILLS FOR GRAPHIC DESIGNERS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	GD 210	992531.00	MOTION GRAPHICS	rpt fr- <del>R-E-3</del> to <u>none</u>
ATAS	GD 601	992786.00	HISTORY OF ANIMATION	nc, 3 units/3 lec/0 lab/0 lrng cntr
ATAS	CWE 180	433361.00	CO-OP-ED GRAPHICS	cat desc, sch desc, tps, lrng obj, moes

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

ATAS	CWE 181	450101.00	CO-OP-ED GRAPHICS	dc
ATAS	HORT 106	430837.00	LANDSCAPE CADD	ti fr <del>LANDSCAPE CADD</del> to <u>LANDSCAPE CAD: AUTOCAD FUNDAMENTALS</u> , rpt fr <del>R-E-3</del> to <u>none</u> , moes, assign, txt
ATAS	HORT 115	429488.00	HISTORY OF LANDSCAPE DESIGN	ti fr <del>HISTORY OF LANDSCAPE DESIGN</del> to <u>HISTORY OF LANDSCAPE DESIGN: ANCIENT THROUGH 19TH CENTURY</u> , cat desc, tps, moes, assign, txt
ATAS	HORT 116	18188.00	IRRIGATION SYSTEMS	ti fr <del>IRRIGATION SYSTEMS</del> to <u>IRRIGATION DESIGN FUNDAMENTALS</u> , moes
ATAS	HORT 130	428773.00	HARDSCAPE AND CONSTRUCTION MATERIALS	ti fr <u>HARDSCAPE AND CONSTRUCTION MATERIALS</u> to <u>HARSCAPE AND CONSTRUCTION MATERIALS FUNDAMENTALS</u> , units fr <del>3</del> to <u>1.5</u> , hrs fr <del>3 lec/wk</del> to <u>1 lec/wk</u> , lab fr <del>0 hrs/wk</del> to <u>2 hrs/wk</u> , tps, moes, assign
ATAS	HORT 166	18080.00	ORNAMENTAL NATIVE PLANTS	ti fr <del>ORNAMENTAL NATIVE PLANTS</del> TO <u>ORNAMENTAL NATIVE PLANTS IDENTIFICATION</u> , units fr <del>1.5</del> to <u>3</u> , hrs fr <del>1 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>1.5 lab/wk</del> to <u>0 lab/wk</u> , rpt fr <del>R-E-1</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
ATAS	HORT 201	433946.00	PROFESSIONAL PRACTICES OF RESIDENTIAL LANDSCAPE DESIGN	ti fr <del>PROFESSIONAL PRACTICES OF RESIDENTIAL LANDSCAPE DESIGN</del> to <u>PROFESSIONAL PRACTICES IN DESIGN PROFESSIONS</u> , cat desc, sch desc, moes, assign, txt
ATAS	HORT 209	18490.00	ADVANCED FLORAL DESIGN	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	HORT 216	992637.00	ADVANCED IRRIGATION DESIGN	ti fr <del>ADVANCED IRRIGATION DESIGN</del> to <u>IRRIGATION PLANS AND DETAILS WITH CAD</u> , tps, moes, assign
ATAS	HORT 600	992679.00	THE SUSTAINABLE LANDSCAPE	nc, 3 units/2 lec/3 lab/0 lrng cntr
ATAS	HORT 601	992788.00	CONTEMPORARY LANDSCAPE DESIGN TRENDS	nc, 3 units/3 lec/0 lab/0 lrng cntr
ATAS	HORT 602	992782.00	LANDSCAPE MANAGEMENT AND CONSTRUCTION	nc, 3 units/3 lec/0 lab/0 lrng cntr
ATAS	HORT 603	992794.00	HARDSCAPE AND CONSTRUCTION DETAILS WITH CAD	nc, <u>rec prep HORT 130</u> , 2 units/1 lec/3 lab/0 lrng cntr
ATAS	HORT 604	992780.00	INTRODUCTION TO DESIGN TECHNOLOGY	nc, 1 unit/1 lec/0 lab/0 lrng cntr

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

ATAS	HORT 605	992781.00	LANDSCAPE CAD MANAGEMENT WITH DESIGN PROJECTS	nc, <b>prereq HORT 106</b> , 3 units/2 lec/3 lab/0 lrng cntr
ATAS	HORT 606	992787.00	LICENSURE FOR THE LANDSCAPE CONTRACTOR	nc, 1.5 units/1.5 lec/0 lab/0 lrng cntr
ATAS	HORT 607	992789.00	PLANTING DESIGN WITH NATIVE PLANTS	nc, 3 units/2 lec/3 lab/0 lrng cntr
ATAS	HORT 608	992783.00	LANDSCAPE DESIGN PORTFOLIO DEVELOPMENT	nc, .5 units/0 lec/1.5 lab/0 lrng cntr
ATAS	CWE 180	433356.00	CO-OP-ED HORT & LANDSCAPE	cat desc, sch desc, tps, lrng obj, moes, assign
ATAS	CWE 181	450099.00	CO-OP-ED HORT & LANDSCAPE	dc
ATAS	ID 115	429809.00	COMPUTER-AIDED DESIGN/DRAFTING FOR INTERIOR DESIGN	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	ID 212	429815.00	ADVANCED COMPUTER-AIDED DESIGN/DRAFTING FOR INTERIOR DESIGN	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	ID 600216		DIGITAL VISUALIZATION FOR INTERIOR DESIGN	nc, <b>rec prep ID 115, 123</b> , 3 units/2 lec/3 lab/0 lrng cntr
ATAS	CWE 180	429974.00	CO-OP-ED INTERIOR DESIGN	coreq fr <b>none</b> to <b>ID 129</b> , cat desc, sch desc, tps, moes, val
ATAS	CWE 181	450091.00	CO-OP-ED INTERIOR DESIGN	dc
ATAS	MFG 200	433650.00	INTRODUCTION TO RAPID-PROTOTYPING TECHNOLOGY	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	MFG 201	433766.00	ADVANCED CAD MODEL MAKING AND TOOLING	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	MFG 202	433716.00	INDUSTRIAL MATERIALS	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	MFG 203	433717.00	INTRODUCTION TO MANUFACTURING PROCESSES	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	MFG 204	433722.00	3D COMPUTER AIDED DESIGN-SOLIDWORKS	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	MFG 205	450174.00	SILICONE AND URETHANE MOLD MAKING	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	MFG 206	450175.00	RESIN AND FOAM CASTING	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	MST 201	512280.00	MARLINSPIKE SEAMANSHIP	rpt fr <b>R-E-3</b> to <b>none</b>
ATAS	MST 202	512290.00	MARINE WEATHER	rpt fr <b>R-E-1</b> to <b>none</b>
ATAS	MST 203	432573.00	ECOLOGY OF CAPTIVE FISH AND INVERTEBRATES	dc
ATAS	MST 204	432572.00	AQUATIC ANIMAL HEALTH AND DISEASE MANAGEMENT	dc
ATAS	MST 205	432574.00	WATER QUALITY AND TOXICITY OF CAPTIVE AQUATIC SYSTEMS	dc
ATAS	MST 206	432557.00	AQUATIC SYSTEM DESIGN AND LIFE SUPPORT	dc
ATAS	MST 207	432575.00	INTERNSHIP AQUARIUM/AQUACULTURE SCIENCE	dc
ATAS	MST 210	512300.00	COASTAL NAVIGATION	rpt fr <b>R-E-2</b> to <b>none</b>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

ATAS	MST 211	512310.00	CELESTIAL NAVIGATION	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	MST 212	512372.00	SAILING, SEAMANSHIP, AND BOATING SAFETY	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	MST 214A	433059.00	INTERMEDIATE OCEAN SAILING	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	MST 214B	512410.05	ADVANCED CRUISING UNDER SAIL	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	MST 215	428952.00	VESSEL COMMAND AND ORGANIZATION	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	MST 216	430431.00	USCG MASTER LICENSE AND EXAMINATION PREPARATION COURSE	rpt fr <del>R-E-2</del> to <u>none</u>
ATAS	MST 218	433424.00	ELECTRONIC AIDS TO NAVIGATION	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	MST 219	433425.00	MARINE ECOLOGICAL SURVEY/GIS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	MST 224	433971.00	INTRODUCTION TO CRUISING THE CHANNEL ISLANDS	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	CWE 180	432960.00	CO-OP-ED-MARINE SCIENCE TECHNOLOGY-AQUARIUM & AQUACULTURE	dc
ATAS	TOUR 260	432577.00	ADVANCED AIRLINE COMPUTER TRAINING	rpt fr <del>R-E-3</del> to <u>none</u>
ATAS	CWE 180	429973.00	CO-OP-ED TRAVEL MANAGEMENT	rpt fr <del>R-I-1</del> to <u>none</u> , cat desc, sch desc, tps, moe
ATAS	CWE 181	450090.00	CO-OP-ED TRAVEL MANAGEMENT	dc
BS	ACCT 216	615000.00	INDIVIDUAL INCOME TAX	rpt fr <del>R-E-3</del> to <u>none</u>
BS	ACCT 217	616000.00	PARTNERSHIP AND CORPORATE TAXATION	rpt fr <del>R-E-3</del> to <u>none</u>
BS	ACCT 275	430483.00	AUDITING	rpt fr <del>R-E-1</del> to <u>none</u>
BS	ACCT 600	992582.00	ACCOUNTING LEARNING CENTER	nc, 0 units/0 lec/0 lab/2.25 lrng cntr
BS	ACCT 601	992486.00	ACCOUNTING INFORMATION SYSTEMS	nc, <u>prereq ACCT 1B</u> , 3 units/3 lec/0 lab/0 lrng cntr
BS	CWE 180	992580.00	COOPERATIVE WORK EXPERIENCE: ACCOUNTING	4.50 hrs lrng cntr/1 unit: txt
BS	CWE 180	992581.00	COOPERATIVE WORK EXPERIENCE: ACCOUNTING	9.04 hrs lrng cntr/2 units: txt
BS	CWE 180	992569.00	CO-OP-ED: ACCOUNTING PROGRAM INTERNSHIP	rec prep fr <del>none</del> to <u>ACCT 1A &amp; 1B</u> , txt, val
BS	BUS 147	162330.10	SPECIAL EVENTS COORDINATION AND PROMOTION	rpt fr <del>R-E-3</del> to <u>none</u>
BS	BUS 148	428948.10	VISUAL MERCHANDISING	rpt fr <del>R-E-3</del> to <u>none</u>
BS	BUS 195	429188.00	INTERNSHIP	dc
BS	BUS 237	450205.00	FINANCING THE ENTREPRENEURIAL BUSINESS	rpt fr <del>R-E-3</del> to <u>none</u>
BS	BUS 600		SOCIAL MEDIA MARKETING	nc, 3 units/3 lec/0 lab/0 lrng cntr
BS	CWE 180	431108.00	CO-OP-ED-BUSINESS	4.50 hrs lrng cntr/1 unit: rpt fr <del>R-I-1</del> to <u>R-I-3</u> , fr <del>net-oe/oe</del> to <u>oe/oe</u> , cat desc, sch desc, assign, txt
BS	CWE 180	429980.00	CO-OP-ED BUSINESS	9.04 hrs lrng cntr/2 units: rpt fr <del>R-I-1</del> to <u>R-I-3</u> , fr <del>net-oe/oe</del> to <u>oe/oe</u> , cat desc, sch desc, assign

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

BS	CWE 180	431090.00	CO-OP-ED-BUSINESS	13.55 hrs lrng cntr/3 units: rpt fr <del>R-I-1</del> to <u>R-I-3</u> , fr not <del>oe/oe</del> to <u>oe/oe</u> , cat desc, sch desc, assign, txt
BS	CWE 180	431092.00	CO-OP-ED-BUSINESS	18.10 hrs lrng cntr/4 units: rpt fr <del>R-I-1</del> to <u>R-I-3</u> , fr not <del>oe/oe</del> to <u>oe/oe</u> , cat desc, sch desc, assign, txt
BS	CIM 1	192010.05	INTRODUCTION TO COMPUTER INFORMATION SYSTEMS	ti fr <del>INTRODUCTION TO COMPUTER INFORMATION SYSTEMS</del> to <u>COMPUTER INFORMATION SYSTEMS</u> , units fr <del>3.0</del> to <u>4.0</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>3 lrng cntr/wk</del> to <u>0 lrng cntr/wk</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
BS	CIM 2A	192280.05	BUSINESS PROGRAMMING I-VISUAL BASIC	crs id fr <del>CIM 2A</del> to <u>CIMP 5</u> , rpt fr <del>R-A-3</del> to <u>none</u>
BS	CIM 7A	430488.00	BUSINESS PROGRAMMING: JAVA--BEGINNING	crs id fr <del>CIM 7A</del> to <u>CIMP 7A</u> , rec prep fr <del>CIM 2A or 6A</del> to <u>none</u> , rpt fr <del>R-A-3</del> to <u>none</u> , sch desc, tps, txt, val
BS	CIM 7B	430488.05	BUSINESS PROGRAMMING: JAVA--ADVANCED	crs id fr <del>CIM 7B</del> to <u>CIMP 7B</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, txt
BS	CIM 10	500260.25	INTRODUCTION TO INFORMATION SYSTEMS	sch desc, tps, moes, txt
BS	CIM 112	192300.05	MICROSOFT OFFICE	rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moes, assign, txt
BS	CIM 120	192265.00	COMPUTER LITERACY	sch desc, tps, moe, assign, txt
BS	CIM 121A	192290.05	KEYBOARDING FOR COMPUTERS: BEGINNING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, moe, txt
BS	CIM 121B	192290.40	KEYBOARDING FOR COMPUTERS: INTERMEDIATE	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, txt
BS	CIM 121C	192290.45	KEYBOARDING FOR COMPUTERS: ADVANCED	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, assign, txt
BS	CIM 171	431690.00	COMPUTER OPERATING SYSTEMS: WINDOWS ADMIN AT THE COMMAND LINE	dc
BS	CIM 172	431691.00	COMPUTER OPERATING SYSTEMS: UNIX/LINUX	crs id fr <del>CIM 172</del> to <u>CIMN 230</u> , rec prep fr <del>CIM 171</del> to <u>none</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moe, val
BS	CIM 174	431692.00	COMPUTER OPERATING SYSTEMS: WINDOWS	crs id fr <del>CIM 174</del> to <u>CIMN 100</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, moes, assign
BS	CIM 174A	429849.00	COMPUTER OPERATING SYSTEMS: WINDOWS--BEGINNING	crs id fr <del>CIM 174A</del> to <u>CIMN 100A</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, moes, assign, txt
BS	CIM 174B	429849.05	COMPUTER OPERATING SYSTEMS: WINDOWS--INTERMEDIATE	crs id fr <del>CIM 174B</del> to <u>CIMN 100B</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, moes, assign, txt

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

BS	CIM 205A	429892.00	WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL	crs id fr <del>CIM 205A</del> to <u>CIMW 105</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moe
BS	CIM 213A	431069.00	OFFICE SKILLS--OFFICE PROCEDURES	crs id fr CIM <del>213A</del> to <u>CIMA 283A</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps
BS	CIM 213B	431070.00	OFFICE SKILLS--KEYBOARDING	crs id fr <del>CIM 213B</del> to <u>CIMA 283B</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moes, txt
BS	CIM 213D	431072.00	OFFICE SKILLS--WINDOWS	crs id fr <del>CIM 213D</del> to <u>CIMA 283D</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, txt
BS	CIM 213E	431073.00	OFFICE SKILLS--WORD PROCESSING (WORD)	crs id fr <del>CIM 213E</del> to <u>CIMA 283E</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, txt
BS	CIM 213F	431074.00	OFFICE SKILLS--SPREADSHEETS (EXCEL)	crs id fr <del>CIM 213F</del> to <u>CIMA 283F</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, txt
BS	CIM 213G	431998.00	OFFICE SKILLS--DESKTOP PRESENTATION FOR BUS (POWERPOINT)	crs id fr <del>CIM 213G</del> to <u>CIMA 283G</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, txt
BS	CIM 213H	431999.00	OFFICE SKILLS--DATABASE (ACCESS)	crs id fr <del>CIM 213H</del> to <u>CIMA 283H</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, txt
BS	CIM 213J	432591.00	OFFICE SKILLS--DESKTOP PUBLISHING (PUBLISHER)	crs id fr <del>CIM 213J</del> to <u>CIMA 283J</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, txt
BS	CIM 214	431695.00	WORD PROCESSING: WORD	crs id fr <del>CIM 214</del> to <u>CIMA 102</u> , hrs fr <del>3 lec/wk</del> to <u>2 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>3 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
BS	CIM 214A	192360.05	WORD PROCESSING: WORD--BEGINNING	crs id fr <del>CIM 214A</del> to <u>CIMA 102A</u> , hrs fr <del>1.5 lec/wk</del> to <u>1.0 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>1.5 lab/wk</u> , hrs fr <del>1.5 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, moes, assign, txt
BS	CIM 214B	192360.35	WORD PROCESSING: WORD--ADVANCED	crs id fr <del>CIM 214B</del> to <u>CIMA 102B</u> , rec prep fr <del>none</del> to <u>CIM 214A</u> , hrs fr <del>1.5 lec/wk</del> to <u>1.0 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>1.5 lab/wk</u> , hrs fr <del>1.5 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, moes, assign, txt, val

2013-2014 Proposed Curriculum Changes  
Saddleback College

Exhibit A

BS	CIM 216	431697.00	SPREADSHEETS: EXCEL	crs id fr <del>CIM 216</del> to <u>CIMA 104</u> , hrs fr <del>3 lec/wk</del> to <u>2 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>3 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, lrng obj, moes, assign, txt
BS	CIM 216A	612000.20	SPREADSHEETS: EXCEL--BEGINNING	crs id fr <del>CIM 216A</del> to <u>CIMA 104A</u> , hrs fr <del>1.5 lec/wk</del> to <u>1.0 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>1.5 lab/wk</u> , hrs fr <del>1.5 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, assign, txt
BS	CIM 216B	612000.35	SPREADSHTS: EXCEL--INTERMEDIATE	crs id fr <del>CIM 216B</del> to <u>CIMA 104B</u> , hrs fr <del>1.5 lec/wk</del> to <u>1.0 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>1.5 lab/wk</u> , hrs fr <del>1.5 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, moes, txt
BS	CIM 218	431698.00	DATABASE: ACCESS	crs id fr <del>CIM 218</del> to <u>CIMA 106</u> , hrs fr <del>3 lec/wk</del> to <u>2 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>3 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moe, assign, txt
BS	CIM 219	992302.00	MS SQL SERVER BUSINESS INTELLIGENCE DEV/T-SQL	rpt fr <del>R-E-1</del> to <u>none</u>
BS	CIM 221	433078.00	MANAGING PROJECTS WITH MICROSOFT PROJECT	crs id fr <del>CIM 221</del> to <u>TBD</u> , hrs fr <del>3 lec/wk</del> to <u>2 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>3 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, txt
BS	CIM 223A	430472.00	COMPUTERIZED ACCOUNTING: QUICKBOOKS--BEGINNING	crs id fr <del>CIM 223A</del> to <u>CIMA 223A</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, txt
BS	CIM 223B	430472.05	COMPUTERIZED ACCOUNTING: QUICKBOOKS--ADVANCED	crs id fr <del>CIM 223B</del> to <u>CIMA 223B</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, val
BS	CIM 225	432603.00	WEB DEVELOPMENT: PHP	crs id fr <del>CIM 225</del> to <u>CIMW 245</u> , ti fr <del>WEB-DEVELOPMENT: PHP</del> to <u>WEB DEVELOPMENT: PHP &amp; CMS/WORD PRESS E-COMMERCE</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, moe, txt, val
BS	CIM 227	429605.00	INTERNET AND WEB ESSENTIALS	crs id fr <del>CIM 227</del> to <u>TBD</u> , ti fr <del>INTERNET AND WEB-ESSENTIALS</del> to <u>SOCIAL MEDIA AND WEB FUNDAMENTALS</u> , rec prep fr <del>CIM 174 or 174A</del> to <u>none</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

BS	CIM 230	192402.10	BUSINESS PRESENTATIONS: POWERPOINT	crs id fr <del>CIM 230</del> to <u>CIMA 108</u> , hrs fr <del>3 lec/wk</del> to <u>2 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>3 lrng-cntr/wk</del> to <u>0 lrng cntr hrs/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, assign, txt
BS	CIM 231	992269.00	AJAX--ADVANCED JAVASCRIPT WITH XML	crs id fr <del>CIM 231</del> to <u>CIMW 262</u>
BS	CIM 251	192398.00	INTRODUCTION TO NETWORKING	crs id fr <del>CIM 251</del> to <u>CIMN 200</u> , rec prep fr <del>CIM 10</del> to <u>none</u> , hrs fr <del>3 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , cat desc, sch desc, tps, assign, txt, val
BS	CIM 252	429296.00	NETWORKING ESSENTIALS AND TECHNOLOGIES	crs id fr <del>CIM 252</del> to <u>CIMN 210</u> , rec prep fr <del>CIM 251</del> to <u>none</u> , units fr <del>3.0</del> to <u>3.5</u> , hrs fr <del>0 lab/wk</del> to <u>1 lab/wk</u> , hrs fr <del>3 lrng-cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-1</del> to <u>none</u> , sch desc, tps, assign, txt, val
BS	CIM 256	432334.00	FUNDAMENTAL UNIX/LINUX SYSTEM ADMINISTRATION	crs id fr <del>CIM 256</del> to <u>CIMN 240</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moe, txt
BS	CIM 257	432335.00	NETWORK AND SECURITY ADMINISTRATION USING UNIX/LINUX	crs id fr <del>CIM 257</del> to <u>CIMN 250</u> , rpt fr <del>R-E-3</del> to <u>none</u>
BS	CIM 260A	432589.00	MICROSOFT ASP.NET--BEGINNING	crs id fr <del>CIM 260A</del> to <u>CIMW 250A</u> , rpt fr <del>R-A-3</del> to <u>none</u>
BS	CIM 260B	432589.05	MICROSOFT ASP.NET--ADVANCED	crs id fr <del>CIM 260B</del> to <u>CIMW 250B</u> , rpt fr <del>R-A-3</del> to <u>none</u>
BS	CIM 264A	432007.00	WEB ANIMATION: FLASH BEGINNING	crs id fr <del>CIM 264A</del> to <u>CIMW 220A</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, moe, txt
BS	CIM 264B	432007.05	WEB ANIMATION: FLASH--INTERMEDIATE	crs id fr <del>CIM 264B</del> to <u>CIMW 220B</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, txt
BS	CIM 264C	432776.00	WEB ANIMATION: FLASH ACTIONSRIPT-BEGINNING	dc
BS	CIM 264D	432776.20	WEB ANIMATION: ADVANCED FLASH SITES AND ACTIONSRIPT HACKS	dc
BS	CIM 269A	432013.00	WEB DEVELOPMENT: JAVASCRIPT--BEGINNING	dc
BS	CIM 269B	432013.05	WEB DEVELOPMENT: JAVASCRIPT, FRAMEWORKS, AND INTRO TO AJAX	crs id fr <del>CIM 269B</del> to <u>CIMW 260</u> , ti fr <del>WEB-DEVELOPMENT: JAVASCRIPT, FRAMEWORKS, and-INTRO to AJAX</del> to <u>WEB DEVELOPMENT: JAVASCRIPT, FRAMEWORKS JQuery, AJAX</u> , rec prep fr <del>CIM 271A</del> to <u>none</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, assign, val



**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

BS	CIM 271A	433032.00	WEB DEVELOPMENT: XHTML--BEGINNING	crs id fr <del>CIM 271A</del> to <u>CIMW 100A</u> , ti fr <del>WEB-DEVELOPMENT: XHTML-BEGINNING</del> to <u>WEB SITE DEVELOPMENT: HTML-BEGINNING</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt, val
BS	CIM 271B	433032.20	WEB DEVELOPMENT: XHTML--ADVANCED	crs id fr <del>CIM 271B</del> to <u>CIMW 100B</u> , ti fr <del>WEB-DEVELOPMENT: XHTML-ADVANCED</del> to <u>WEB SITE DEVELOPMENT: HTML-ADVANCED</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
BS	CIM 272	430446.00	WEB 2.0 DESIGN: CASCADING STYLE SHEETS	crs id fr <del>CIM 272</del> to <u>CIMW 240</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moe, txt, val
BS	CIM 274A	431658.00	WEB DIGITAL IMAGERY: PHOTOSHOP--BEGINNING	rpt fr <del>R-A-3</del> to <u>none</u>
BS	CIM 274B	431658.20	WEB DIGITAL IMAGERY: PHOTOSHOP--ADVANCED	rpt fr <del>R-A-3</del> to <u>none</u>
BS	CIM 278A	431703.00	CREATING WEB PAGES: DREAMWEAVER--BEGINNING	crs id fr <del>CIM 278A</del> to <u>TBD</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, txt, val
BS	CIM 278B	431703.20	CREATING WEB PAGES:DREAMWEAVER--ADVANCED	crs id fr <del>CIM 278B</del> to <u>TBD</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, moe, txt, val
BS	CIM 279	431704.00	INFORMATION SECURITY FUNDAMENTALS	crs id fr <del>CIM 279</del> to <u>CIMS 200</u> , hrs fr <del>3 lrng cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, assign, txt
BS	CIM 281	432596.00	WEB DEVELOPMENT: ADOBE FIREWORKS	crs id fr <del>CIM 281</del> to <u>CIMW 235</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moe, txt
BS	CIM 282	433075.00	NETWORK DEFENSE AND COUNTERMEASURES	crs id fr <del>CIM 282</del> to <u>CIMS 210</u> , hrs fr <del>3 lrng cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, moe, assign, txt
BS	CIM 283	433076.00	INFORMATION SECURITY MANAGEMENT	crs id fr <del>CIM 283</del> to <u>CIMS 220</u> , hrs fr <del>3 lrng cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, moe, assign, txt
BS	CIM 284	433077.00	SECURITY+	crs id fr <del>CIM 284</del> to <u>CIMS 230</u> , hrs fr <del>3 lrng cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, assign, txt
BS	CIM 286	433418.00	INTRODUCTION TO COMPUTER AND VIDEO GAME DESIGN	crs id fr <del>CIM 286</del> to <u>CIMP 230</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moe, txt

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

BS	CIM 287	433995.00	BUSINESS PROGRAMMING--C#	crs id fr <del>CIM 287</del> to <u>CIMP 115</u> , rpt fr <del>R-E-3</del> to <u>none</u>
BS	CIM 288	433988.00	DATABASE REPORTING	crs id fr <del>CIM 288</del> to <u>TBD</u> , rpt fr <del>R-E-3</del> to <u>none</u>
BS	CIM 292A	992295.00	MCITP CERTIFICATION EXAM PREP I	crs id fr <del>CIM 292A</del> to <u>CIMN 220A</u> , rpt fr <del>R-E-2</del> to <u>none</u>
BS	CIM 292B	992296.00	MCITP CERTIFICATION EXAM PREP II	crs id fr <del>CIM 292B</del> to <u>CIMN 220B</u> , rpt fr <del>R-E-2</del> to <u>none</u>
BS	CIM 292C	992297.00	MCITP CERTIFICATION EXAM PREP III	crs id fr <del>CIM 292C</del> to <u>CIMN 220C</u> , rpt fr <del>R-E-2</del> to <u>none</u>
BS	CIM 292D	992298.00	MCITP CERTIFICATION EXAM PREP IV	crs id fr <del>CIM 292D</del> to <u>CIMN 220D</u> , rpt fr <del>R-E-2</del> to <u>none</u>
BS	CIM 292E	992299.00	MCITP CERTIFICATION EXAM PREP V	crs id fr <del>CIM 292E</del> to <u>CIMN 220E</u> , rpt fr <del>R-E-2</del> to <u>none</u>
BS	CIM 292F	992676.00	MCITP CERTIFICATION EXAM PREP VI	crs id fr <del>CIM 292F</del> to <u>CIMN 220F</u> , rpt fr <del>R-E-2</del> to <u>none</u>
BS	CIM 293	992300.00	INTRODUCTORY COMPUTER FORENSICS	crs id fr <del>CIM 293</del> to <u>CIMS 240</u> , hrs fr <del>3 lrng cntr/wk</del> to <u>0 lrng cntr/wk</u> , cat desc, sch desc, tps, moe, assign, txt
BS	CIM 294	450172.00	CYBERLAW	crs id fr <del>CIM 294</del> to <u>CIMS 250</u> , hrs fr <del>3 lrng cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, assign, txt
BS	CIM 295	992301.00	INTRO TO CISCO NETWORKING TECHNOLOGIES	dc
BS	CIM 297	433756.00	INTERCONNECTING CISCO NETWORK DEVICES	crs id fr <del>CIM 297</del> to <u>CIMN 260</u> , hrs fr <del>3 lrng cntr/wk</del> to <u>0 lrng cntr/wk</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, assign
BS	CIM 298	432597.00	WEB DESIGN: CAPSTONE PORTFOLIO PROJECT	crs id fr <del>CIM 298</del> to <u>CIMW 280</u> , rec prep fr <del>CIM 272A</del> to <u>none</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, moe, txt, val
BS	CIM 600	0.00	ANDROID MOBILE APPS - BEGINNER	crs id fr <del>CIM 600</del> to <u>CIMP 220</u> , rpt fr <del>R-E-2</del> to <u>none</u>
BS	CIM 600A		ADVANCED WORD PROCESSING: WORD	nc, <u>rec prep CIM 214 or 213E</u> , 3 units/3 lec/0 lab/3 lrng cntr
BS	CIM 600B	992714.00	ADVANCED SPREADSHEETS: EXCEL	nc, <u>rec prep CIM 216 or 213F</u> , 3 units/3 lec/0 lab/3 lrng cntr
BS	CIM 600C		ADVANCED DATABASE: ACCESS	nc, <u>rec prep CIM 218 or 213H</u> , 3 units/3 lec/0 lab/3 lrng cntr

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

BS	CIM 604	992719.00	WEB SITE DEVELOPMENT: HTML	nc, <u>rec prep CIM 174</u> , 3 units/3 lec/0 lab/3 lrng cntr
BS	CIM 605	992692.00	OFFICE SKILLS --BUSINESS EMAIL (OUTLOOK)	nc, .5 units/.5 lec/0 lab/2.5 lrng cntr
BS	CIM 607264	992615.00	WEB AND MOBILE 3D/2D ANIMATION: ADOBE FLASH	nc, 3 units/3 lec/0 lab/3 lrng cntr
BS	IMC 444	428907.00	INFORMATION MANAGEMENT CENTER CO-REQUISITE LAB	dc
BS	IMC 444	428907.15	INFORMATION MANAGEMENT CENTER CO-REQUISITE LAB	dc
BS	IMC 444	428907.10	INFORMATION MANAGEMENT CENTER CO-REQUISITE LAB	dc
BS	RE 176C	992431.00	REAL ESTATE APPRAISAL III: MARKET ANALYSIS AND STUDIES	rpt fr <del>R-E-3</del> to <u>none</u>
BS	RE 200	429604.00	UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)	rpt fr <del>R-E-3</del> to <u>none</u>
BS	RE 250	740220.00	REAL ESTATE LICENSE PREPARATION	rpt fr <del>R-E-3</del> to <u>none</u>
BS	RE 280	431685.00	MORTGAGE LOAN BROKERING AND LENDING	rpt fr <del>R-E-3</del> to <u>none</u>
CS	APSY 166	429608.00	THEORETICAL AND APPLIED LEADERSHIP	rpt fr <del>R-E-3</del> to <u>none</u>
EI	ACCT 231X	970171.00	ESTATE PLANNING (EI)	dc
EI	ART 13X	971004.20	ADVANCED CERAMICS (EI)	dv
EI	ART 51X	971007.20	INTERMEDIATE PAINTING IN OIL/ACRYLIC (EI)	dv
EI	ART 81X	971023.20	INTERMEDIATE SKETCHING (EI)	dv
EI	ART 221	428675.00	ART APPRECIATION (EI)	dc
EI	CA 70X	428565.00	VIDEO PRODUCTION (EI)	dc
EI	CIM 200	971690.00	COMPUTER FUNDAMENTALS (EI)	dc
EI	CIM 201	971720.00	COMPUTER APPLICATIONS (EI)	dc
EI	ENG 3X		INTRODUCTION TO CREATIVE WRITING (EI)	reactv: cat desc, sch desc, tps, lrng obj, moes, assign, txt
EI	ENG 40XA	972081.10	THE BIBLE AS LITERATURE: GOSPELS TO REVELATIONS (EI)	dv
EI	FASH 110XB	971110.05	INTERMEDIATE CLOTHING CONSTRUCTION (EI)	dv
EI	FASH 130X	971180.00	BASIC PATTERN CUSTOMIZING (EI)	dc
EI	FASH 230X	971230.00	ALTERATIONS AND FITTINGS (EI)	dc
EI	FASH 234X	971225.00	PATTERN DRAFTING (EI)	dc
EI	FASH 234X	971225.20	PATTERN DRAFTING (EI)	dc

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

EI	FASH 283XA	971083.20	BEGINNING KNITTING (EI)	dv
EI	FASH 286X	971296.20	QUILTING AND PATCHWORK (EI)	dv
EI	GERO 120X	971085.20	WEIGHT-RELATED HEALTH RISK FACTORS (EI)	dv
EI	GERO 150X	971089.10	PHYSICAL FITNESS WEIGHT MAINTENANCE (EI)	dc
EI	GERO 150X	971089.20	PHYSICAL FITNESS WEIGHT MAINTENANCE (EI)	dc
EI	HIST 260	973116.00	RUSSIAN HISTORY: CULTURE AND ARTS (EI)	dv
EI	HIST 270	973122.00	HISTORY AND CULTURE OF ASIA (EI)	dc
EI	HIST 275	973132.20	CONTEMPORARY MIDDLE EAST (EI)	dv
EI	HLTH 501	992532.10	PHYSICAL FITNESS AND WEIGHT MAINTENANCE THROUGH AEROBICS (EI)	ti fr <del>Physical Fitness And Weight Maintenance Through Aerobics (EI)</del> to <u>Physical Fitness and Weight Maintenance (EI)</u>
EI	HLTH 503	992746.00	HEALTH AND FITNESS FOR THE OLDER ADULT (EI)	nc, 0 units/.75 lec/.75 lab/0 lrng cntr
EI	HLTH 504	992747.00	HEALTHY AGING FOR THE OLDER ADULT (EI)	nc, 0 units/.5 lec/.5 lab/0 lrng cntr
EI	KNES 2X	971093.20	PERSONALIZED FITNESS (EI)	dc
EI	KNES 2X	971093.30	PERSONALIZED FITNESS (EI)	dc
EI	KNES 3X	971095.40	PERSONALIZED AEROBIC FITNESS (EI)	dc
EI	KNES 3X	971095.60	PERSONALIZED AEROBIC FITNESS (EI)	dc
EI	KNES 4X	971097.10	PHYSICAL FITNESS CIRCUIT TRAINING (EI)	dc
EI	KNES 4X	971097.20	PHYSICAL FITNESS CIRCUIT TRAINING (EI)	dc
EI	KNES 4X	971097.50	PHYSICAL FITNESS CIRCUIT TRAINING (EI)	dc
EI	KNES 5X	433984.00	SEQUENTIAL STRETCHING AND RELAXATION (EI)	dc
EI	KNES 5X	433984.05	SEQUENTIAL STRETCHING AND RELAXATION (EI)	dc
EI	KNES 6X	971099.20	PHYSICAL FITNESS (EI)	dc
EI	KNES 6X	971099.30	PHYSICAL FITNESS (EI)	dc
EI	KNES 6X	971099.40	PHYSICAL FITNESS (EI)	dc
EI	KNES 6X	971099.50	PHYSICAL FITNESS (EI)	dc
EI	KNES 14X	974655.10	BODY RHYTHMICS (EI)	dc
EI	KNES 14X	974655.30	BODY RHYTHMICS (EI)	dc
EI	KNES 14XA	974656.00	EXERCISE TO MUSIC (EI)	dc
EI	KNES 14XA	974656.10	EXERCISE TO MUSIC (EI)	dc
EI	KNES 14XA	974656.30	EXERCISE TO MUSIC (EI)	dc
EI	KNES 29XA	974710.00	BEGINNING TAI CHI CH'UAN (EI)	dc
EI	KNES 29XA	974710.10	BEGINNING TAI CHI CH'UAN (EI)	dc

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

EI	KNES 29XA	974710.20	BEGINNING TAI CHI CH'UAN (EI)	dc
EI	KNES 29XB	432306.00	ADVANCED TAI CHI CH'UAN (EI)	dc
EI	KNES 29XB	432306.10	ADVANCED TAI CHI CH'UAN (EI)	dc
EI	KNES 29XB	432306.20	ADVANCED TAI CHI CH'UAN (EI)	dc
EI	KNES 35XA	428251.10	BEGINNING CHAIR EXERCISES (EI)	dc
EI	KNES 35XA	428251.20	BEGINNING CHAIR EXERCISES (EI)	dc
EI	KNES 35XA	428251.30	BEGINNING CHAIR EXERCISES (EI)	dc
EI	KNES 35XA	428251.40	BEGINNING CHAIR EXERCISES (EI)	dc
EI	KNES 35XB	428258.20	INTERMEDIATE CHAIR EXERCISES (EI)	dc
EI	KNES 35XB	428258.30	INTERMEDIATE CHAIR EXERCISES (EI)	dc
EI	KNES 37X	431653.00	BALANCE AND MOBILITY TRAINING (EI)	dc
EI	KNES 37X	431653.10	BALANCE AND MOBILITY TRAINING (EI)	dc
EI	KNES 44X	971114.10	AQUATIC FITNESS TRAINING (EI)	dc
EI	KNES 44X	971114.20	AQUATIC FITNESS TRAINING (EI)	dc
EI	KNES 44X	971114.40	AQUATIC FITNESS TRAINING (EI)	dc
EI	KNES 44X	971114.60	AQUATIC FITNESS TRAINING (EI)	dc
EI	KNES 65X	433394.00	PILATES CONDITIONING (EI)	dc
EI	KNES 65X	433394.10	PILATES CONDITIONING (EI)	dc
EI	KNES 65X	433394.20	PILATES CONDITIONING (EI)	dc
EI	KNES 84X	974845.00	PHYSICAL FITNESS YOGA (EI)	dc
EI	KNES 84X	974845.20	PHYSICAL FITNESS YOGA (EI)	dc
EI	PS 214	975100.05	CURRENT ISSUES IN GOVERNMENT (EI)	dv
EI	PS 214	975100.10	CURRENT ISSUES IN GOVERNMENT (EI)	dv
EI	SPAN 230	975600.10	BEGINNING PRACTICAL SPANISH (EI)	dv
EI	SPAN 231	975604.00	INTERMEDIATE PRACTICAL SPANISH (EI)	dv
EI	SPAN 232	975677.00	ADVANCED PRACTICAL SPANISH (EI)	dv
FAMT	ART 10	992359.00	CERAMICS - HANDBUILDING I	rpt fr <del>ART 3</del> to <u>none</u>
FAMT	ART 11	992360.00	CERAMICS - WHEEL I	rpt fr <del>ART 3</del> to <u>none</u>
FAMT	ART 12	992307.00	CERAMICS - WHEEL II	rpt fr <del>ART 3</del> to <u>none</u>
FAMT	ART 13	992308.00	CERAMICS - WHEEL III	rpt fr <del>ART 3</del> to <u>none</u>
FAMT	ART 20	96010.00	ART APPRECIATION	crs id fr <del>ART 20</del> to <u>ARTH 20</u> , cat desc, sch desc
FAMT	ART 21	96060.00	WOMEN AND ART	crs id fr <del>ART 21</del> to <u>ARTH 21</u> , cat desc, sch desc
FAMT	ART 22	96080.00	SURVEY OF ASIAN ART (INDIA, CHINA, JAPAN, AND KOREA)	crs id fr <del>ART 22</del> to <u>ARTH 22</u> , cat desc, sch desc

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	ART 23	96090.00	AFRICAN AND OCEANIC ART	crs id fr <del>ART 23</del> to <u>ARTH 23</u> , cat desc, sch desc
FAMT	ART 24	429472.00	INDIGENOUS ARTS OF THE AMERICAS	crs id fr <del>ART 24</del> to <u>ARTH 24</u> , cat desc, sch desc
FAMT	ART 25	96140.00	SURVEY OF ART HISTORY: ANCIENT WORLDS TO GOTHIC	crs id fr <del>ART 25</del> to <u>ARTH 25</u> , cat desc, sch desc
FAMT	ART 26	96190.00	SURVEY OF ART HISTORY: RENAISSANCE TO MODERN	crs id fr <del>ART 26</del> to <u>ARTH 26</u> , cat desc, sch desc
FAMT	ART 29	431903.00	INTRODUCTION TO WORLD ART	crs id fr <del>ART 29</del> to <u>ARTH 29</u> , cat desc, sch desc
FAMT	ART 40	72010.00	TWO DIMENSIONAL DESIGN	ti fr <del>Two Dimensional Design</del> to <u>2-D Foundations</u> , cat desc, sch desc, tps, lrng obj, moe
FAMT	ART 42	72040.00	COLOR THEORY AND PRACTICE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 50	992309.00	PAINTING - I	prereq fr <del>none</del> to <u>ART 40 &amp; 80</u> , rec prep fr <del>ART 40 &amp; 80</del> to <u>none</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, val
FAMT	ART 51	992310.00	PAINTING - II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 52	992311.00	PAINTING - III	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 53	992312.00	PAINTING FROM THE LIVE MODEL I	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 54	992313.00	PAINTING FROM THE LIVE MODEL II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 57	992314.00	WATERCOLOR I	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 58	992315.00	WATERCOLOR II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 59	992316.00	WATERCOLOR III	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 60	992317.00	INTAGLIO (ETCHING) AND RELIEF I	rpt fr <del>R-E-3</del> to <u>none</u> , tps, moe, assign
FAMT	ART 61	992318.00	INTAGLIO (ETCHING) AND RELIEF II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 62	992319.00	INTAGLIO (ETCHING) AND RELIEF III	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 63	90100.05	INTRODUCTION TO SCREEN PRINTING	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 70	992320.00	FUNDAMENTALS OF SCULPTURE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 71	992321.00	ADDITIVE SCULPTURE	rpt fr <del>R-A-3</del> to <u>none</u>
FAMT	ART 72	992322.00	SUBTRACTIVE SCULPTURE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 78	992323.00	BEGINNING LIFE SCULPTURE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 79	992324.00	ADVANCED LIFE SCULPTURE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 80	992325.00	DRAWING I	rpt fr <del>R-E-3</del> to <u>none</u> , tps, lrng obj, moe, assign, txt
FAMT	ART 81	992326.00	DRAWING II	rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, tps, lrng obj, moe, assign, txt, val
FAMT	ART 82	992327.00	DRAWING III	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 85	992328.00	DRAWING FROM THE LIVE MODEL I	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 86	992329.00	DRAWING FROM THE LIVE MODEL II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 87	992330.00	DRAWING FROM THE LIVE MODEL III	rpt fr <del>R-E-3</del> to <u>none</u>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	ART 100	78010.05	ART GALLERY/DISPLAY AND EXHIBITION	crs id fr <del>ART 100</del> to <u>ARTH 100</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc
FAMT	ART 120	96290.00	TOUR-ART HISTORY/APPRECIATION	crs id fr <del>ART 120</del> to <u>ARTH 120</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc
FAMT	ART 133	992331.00	JEWELRY I	dc
FAMT	ART 134	992332.00	JEWELRY II	dc
FAMT	ART 141	90030.05	GRAPHIC RENDERING TECHNIQUES	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 175	108070.00	METAL CASTING	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 216	992361.00	CERAMICS - HANDBUILDING II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 217	992306.00	CERAMICS - HANDBUILDING III	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 250	432764.00	PLEIN AIR LANDSCAPE PAINTING	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ART 628		BENCH JEWELER I	nc, <u>rec prep ART 40</u> , 3 units/3 lec/3 lab/0 lrng cntr
FAMT	ART 629		BENCH JEWELER II	nc, <u>prereq ART 628</u> , <u>rec prep ART 40</u> , 3 units/3 lec/3 lab/0 lrng cntr
FAMT	ART 630		BENCH JEWELER III	nc, <u>prereq ART 629</u> , <u>rec prep ART 40</u> , 3 units/3 lec/3 lab/0 lrng cntr
FAMT	ART 631		BENCH JEWELER IV	nc, <u>prereq ART 630</u> , <u>rec prep ART 40</u> , 3 units/3 lec/3 lab/0 lrng cntr
FAMT	ART 643		ART SURVIVAL: FROM STUDENT TO ARTIST	nc, 3 units/3 lec/3 lab/0 lrng cntr
FAMT	ART 650	992738.00	ARCHITECTURAL CERAMICS	nc, 3 units/3 lec/3 lab/0 lrng cntr
FAMT	ART (ARTH) 610	992725.00	INTRODUCTION TO THE THEORIES OF ART	nc, 3 units/3 lec/0 lab/0 lrng cntr
FAMT	ARTH 60028	992663.00	HISTORY OF MODERN ART 1825-1945	nc, 3 units/3 lec/0 lab/0 lrng cntr
FAMT	ARTH 630	992721.00	SURVEY OF CONTEMPORARY ART	nc, 3 units/3 lec/0 lab/0 lrng cntr
FAMT	CTVR 31	180220.05	FILM PRODUCTION I	rpt fr <del>R-A-3</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , cat desc, sch desc, moe, txt
FAMT	CTVR 32	180220.10	FILM PRODUCTION II	rpt fr <del>R-A-3</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , cat desc, sch desc, moe, txt
FAMT	CTVR 40	180260.10	TELEVISION AND FILM SCRIPTWRITING I	rpt fr <del>R-A-3</del> to <u>none</u>
FAMT	CTVR 42	180280.00	TELEVISION AND FILM DIRECTING	hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , moe
FAMT	CTVR 110	1800020.00	AUDIO PRODUCTION	hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , moe

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	CTVR 114	180050.00	RADIO STATION ACTIVITIES	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	CTVR 115	180090.00	ADVANCED RADIO BROADCASTING	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	CTVR 124	180130.00	TELEVISION PRODUCTION I	hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , tps, moe, val
FAMT	CTVR 125	180140.00	TELEVISION PRODUCTION II	rpt fr <del>R-E-2</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u>
FAMT	CTVR 128	180145.00	TELEVISION AND RADIO NEWS	prereq fr <del>Completion of or concurrent enrollment in CTVR 101</del> to <u>none</u> , rpt fr <del>R-E-3</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , moe, txt, val
FAMT	CTVR 129	433767.00	DOCUMENTARY PRODUCTION	rpt fr <del>R-E-3</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , moe, txt
FAMT	CTVR 140	180260.20	TELEVISION AND FILM SCRIPTWRITING II	rpt fr <del>R-A-3</del> to <u>none</u>
FAMT	CTVR 151	430722.00	NON-LINEAR EDITING I	rpt fr <del>R-A-3</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>2 lab/wk</del> to <u>1 lab/wk</u> , cat desc, sch desc, tps, moe, txt
FAMT	CTVR 191	180275.00	VOICE-OVER AND ANNOUNCING	hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , moe
FAMT	CTVR 233	450042.00	FILM PRODUCTION III	rpt fr <del>R-E-2</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , moe, txt
FAMT	CTVR 251	430722.05	NON-LINEAR EDITING II	rpt fr <del>R-A-3</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>2 lab/wk</del> to <u>1 lab/wk</u> , cat desc, tps, moe, txt
FAMT	CTVR 253	432293.00	DIGITAL SPECIAL EFFECTS	rpt fr <del>R-E-3</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>2 lab/wk</del> to <u>1 lab/wk</u> , moe, txt
FAMT	CTVR 260	450027.00	PRODUCTION DESIGN FOR FILM AND TELEVISION	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	CTVR 261	992521.00	PRODUCING VIDEO FOR THE WEB - BOOT CAMP	rpt fr <del>R-E-2</del> to <u>none</u> , moe, txt
FAMT	CTVR 262	433712.00	PRODUCTION MANAGEMENT	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	CTVR 264	433714.00	CINEMATOGRAPHY	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	CTVR 266	433973.00	SCRIPT SUPERVISING FOR FILM AND TELEVISION	rpt fr <del>R-E-3</del> to <u>none</u> , hrs fr <del>2 lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1 lab/wk</u> , moe, txt
FAMT	CTVR 268	433713.00	EDITOR'S BOOT CAMP	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	CTVR 280	429268.00	CINEMA/TELEVISION/RADIO EMPLOYMENT SKILLS	rpt fr <del>R-E-2</del> to <u>none</u>



**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	CTVR 290	450139.00	ACTING FOR THE CAMERA I	prereq fr <del>TA-290</del> to <u>none</u> , rpt fr <del>R-E-3</del> to <u>none</u> , hrs fr <del>2- lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3-lab/wk</del> to <u>1 lab/wk</u> , moe, val
FAMT	CTVR 291	992464.00	ACTING FOR THE CAMERA II - CREATING A CHARACTER	rpt fr <del>R-E-3</del> to <u>none</u> , hrs fr <del>2- lec/wk</del> to <u>3 lec/wk</u> , hrs fr <del>3- lab/wk</del> to <u>1 lab/wk</u> , moe
FAMT	CTVR 600	992691.00	HISTORY AND APPRECIATION OF TELEVISION BROADCASTING	nc, 3 units/3 lec/0 lab/0 lrng cntr
FAMT	CTVR 601	992718.00	COLD READING AND INTERVIEW TECHNIQUES	nc, 3 units/3 lec/0 lab/0 lrng cntr
FAMT	CTVR 605		VIDEO JOURNALISM	nc, <u>rec prep JRN 2 &amp; CTVR 101</u> , c/l w/JRN 605, 3 units/2 lec/4 lab/0 lrng cntr
FAMT	CTVR 607		INTRO TO PODCASTING AND AUDIO STORYTELLING	nc, <u>rec prep JRN 2 or CTVR 111</u> , c/l w/JRN 607, 2 units/2 lec/3 lab/0 lrng cntr
FAMT	CWE 180	429361.00	COOPERATIVE WORK EXPERIENCE-CINEMA, TV, RADIO	1 unit/4.5 hrs lrng cntr: coreq fr <del>CTVR-280</del> to <u>none</u> , cat desc, sch desc, tps, moe, val
FAMT	CWE 180		COOPERATIVE WORK EXPERIENCE-CINEMA, TV, RADIO	nc, 2 units/9.04 hrs lrng cntr
FAMT	CWE 180		COOPERATIVE WORK EXPERIENCE-CINEMA, TV, RADIO	nc, 3 units/13.5 hrs lrng cntr
FAMT	CWE 181	450088.00	COOPERATIVE WORK EXPERIENCE-COMMUNICATION ARTS	dc
FAMT	ETT 100	433964.00	APPLIED TECHNICAL THEATRE PRODUCTION	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	ETT 142	836080.30	THEATRE PRODUCTION	dv
FAMT	ETT 201	433967.00	ENTERTAINMENT COMPUTER AIDED DRAFTING	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	CWE 180		COOPERATIVE WORK EXPERIENCE: ENTERTAINMENT AND THEATRE TECHNOLOGY	nc, 2 units/0 lec/0 lab/9.08 lrng cntr
FAMT	MUS 14	542100.00	JAZZ COMPOSITION AND ARRANGING	rpt fr <del>R-E-3</del> to <u>none</u> , moes
FAMT	MUS 15	428443.00	MUSIC COMPOSITION	rpt fr <del>R-E-1</del> to <u>none</u>
FAMT	MUS 27	548160.00	HISTORY OF JAZZ	tps, moe, assign, txt
FAMT	MUS 29	548180.00	WOMEN,MUSIC & SOCIETY	dc
FAMT	MUS 31	554011.00	BAROQUE SOCIETY	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 32	554022.00	ORATORIO SOCIETY	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 33	554025.00	MODERN MASTERWORKS: CHORALE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 34	554027.00	EARLY MUSIC ENSEMBLE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 41	560030.00	SYMPHONIC WIND ENSEMBLE	rpt fr <del>R-E-3</del> to <u>none</u>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	MUS 43	560060.00	STRING ORCHESTRA	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 44	560130.00	COMMUNITY BAND	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 46	542060.05	JAZZ IMPROVISATION	rpt fr <del>R-E-3</del> to <u>none</u> , tps, moe
FAMT	MUS 47	560190.00	SADDLEBACK COLLEGE BIG BAND	tps, moe
FAMT	MUS 54A	992333.00	BEGINNING PIANO I	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 54B	992460.00	BEGINNING PIANO II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 55A	992334.00	INTERMEDIATE PIANO I	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 55B	992461.00	INTERMEDIATE PIANO II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 58	584080.00	PIANO REPERTOIRE AND PERFORMANCE PROCEDURES	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 60	992336.00	BEGINNING CLASSICAL GUITAR	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 61	992337.00	INTERMEDIATE CLASSICAL GUITAR	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 62	992338.00	ADVANCED CLASSICAL GUITAR	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 63	429465.00	ENSEMBLE TECHNIQUES FOR 21ST CENTURY	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 64	560100.00	PIANO ENSEMBLE	rec prep fr <del>MUS 55 or demonstrated proficiency</del> to <b>MUS 55A or demonstrated proficiency</b> , moe, assign, txt, val
FAMT	MUS 67	560150.00	WOODWIND ENSEMBLE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 75	429476.00	STRING LITERATURE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 80	992339.00	BEGINNING VOICE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 81	992340.00	INTERMEDIATE VOICE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 82	608040.00	VOCAL REPERTOIRE AND PERFORMANCE PROCEDURES	rpt fr <del>R-E-3</del> to <u>none</u> , tps, moes, txt
FAMT	MUS 117	542130.00	POPULAR SONG WRITING	rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
FAMT	MUS 148	560080.10	JAZZ ENSEMBLE	tps, moe
FAMT	MUS 178	992341.00	BEGINNING PIANO PEDAGOGY	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 179	992342.00	INTERMEDIATE PIANO PEDAGOGY	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 232	433694.00	CHORAL TECHNIQUES	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 233	992466.00	CONTEMPORARY CHORAL MUSIC FOR TREBLE VOICES	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 234	992487.00	SATB VOICED COMMUNITY CHORALE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 240	992436.00	IMPROVISED MUSIC IN A JAZZ COMBO	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 241	992435.00	MEDIUM SIZE MALLEABLE JAZZ ENSEMBLE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 242	992434.00	MID-SIZE AFRICAN-AMERICAN BASED ENSEMBLE JAZZ	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 246	992432.00	CONTEMPORARY BIG BAND LITERATURE	rpt fr <del>R-E-3</del> to <u>none</u>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	MUS 247	992433.00	MODERN BIG BAND CONCEPTS	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 252A	584110.00	JAZZ PIANO I	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 252B	992529.00	JAZZ PIANO II	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 252C	992530.00	JAZZ PIANO III	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 253	992528.00	ADVANCED PIANO MUSIC OF HAYDN	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 255	992525.00	PIANO COMPOSERS OF TODAY	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 256	992527.00	ADVANCED PIANO PEDAGOGY	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 257	992526.00	FAVORITE PIANO CLASSICS	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 260	430835.00	BASIC GUITAR	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 266	992437.00	IMPROVISED CHAMBER MUSIC	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 295	560210.00	REHEARSAL AND PERFORMANCE (INSTRUMENTAL)	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	MUS 297	560230.00	REHEARSAL AND PERFORMANCE (JAZZ STUDIES)	rpt fr <del>R-E-3</del> to <u>none</u>
	<del>600ORG-</del>		INTRODUCTION TO ORGAN TECHNIQUE AND LITERATURE	nc, <u>rec prep MUS 55A or demonstrated keyboard proficiency</u> , 2 units/2 lec/1 lab/0 lrng cntr
FAMT	604ORG		CLASS	
	MUS		ORGAN TECHNIQUE AND LITERATURE CLASS LATE	nc, <u>rec prep MUS 600ORG</u> , 2 units/2 lec/1 lab/0 lrng
FAMT	601ORG		BEGINNING	cntr
	MUS		ORGAN TECHNIQUE AND LITERATURE CLASS	nc, <u>rec prep MUS 601ORG</u> , 2 units/2 lec/1 lab/0 lrng
FAMT	602ORG		INTERMEDIATE (A) EARLY	cntr
	MUS		ORGAN TECHNIQUE AND LITERATURE CLASS	nc, <u>rec prep MUS 602ORG</u> , 2 units/2 lec/1 lab/0 lrng
FAMT	603ORG		INTERMEDIATE (B) LATE	cntr
FAMT	MUS 600	992696.00	INTRODUCTION TO THE MUSIC INDUSTRY	nc, 3 units/3 lec/0 lab/0 lrng cntr
				nc, <u>lim Audition with college staff</u> , 2 units/1 lec/3 lab/0
FAMT	MUS 601	992697.00	COMMERCIAL MUSIC ENSEMBLE	lrng cntr
FAMT	MUS 602	992754.00	COMPUTER ASSISTED MUSIC NOTATION	nc, <u>prereq MUS 1</u> , 1 unit/1 lec/1 lab/0 lrng cntr
	MUS		INTRODUCTION TO HARPSICHORD TECHNIQUE AND	nc, <u>rec prep MUS 55A or demonstrated keyboard</u>
FAMT	609HARP		LITERATURE	<u>proficiency</u> , 2 units/2 lec/1 lab/0 lrng cntr
	MUS		HARPSICHORD LITERATURE AND TECHNIQUE II - LATE	nc, <u>rec prep MUS 605HARP or demonstrated</u>
FAMT	606HARP		BEGINNER	<u>harpsichord proficiency</u> , 2 units/2 lec/1 lab/0 lrng cntr
	MUS		HARPSICHORD LITERATURE AND TECHNIQUE III -EARLY	nc, <u>rec prep MUS 606HARP or demonstrated</u>
FAMT	607HARP		INTERMEDIATE	<u>harpsichord proficiency</u> , 2 units/2 lec/1 lab/0 lrng cntr

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	MUS 608HARP		HARPSICHORD LITERATURE AND TECHNIQUE IV -LATE INTERMEDIATE	nc, <b>rec prep MUS 607HARP or demonstrated harpsichord proficiency</b> , 2 units/2 lec/1 lab/0 lrng cntr
FAMT	MUS 610KLIT		KEYBOARD LITERATURE/INTERPRETATION-BAROQUE AND CLASSICAL	nc, <b>rec prep MUS 55A or demonstrated proficiency</b> , 3 units/3 lec/0 lab/0 lrng cntr
FAMT	PHOT 25	429158.00	HISTORY OF PHOTOGRAPHY	moe, txt
FAMT	PHOT 50	992343.00	DIGITAL PHOTOGRAPHY I	rpt fr <del>R-E-3</del> to <b>none</b>
FAMT	PHOT 51	429799.00	INTRODUCTION TO PHOTOSHOP AND DIGITAL IMAGING	rec prep fr <del>PHOT 50 &amp; basic operational knowledge of a computer</del> to <b>CIM 120 or basic operational knowledge of a computer</b> , rpt fr <del>R-E-3</del> to <b>none</b> , cat desc, sch desc, tps, moes, assign, txt, val
FAMT	PHOT 55	174040.00	DIGITAL PHOTOGRAPHY II	rpt fr <del>R-E-3</del> to <b>none</b>
FAMT	PHOT 152	431627.00	INTERMEDIATE PHOTOSHOP AND DIGITAL IMAGING	prereq fr <del>none</del> to <b>PHOT 51</b> , rec prep fr <del>PHOT 50 &amp; 51</del> to <b>PHOT 50</b> , rpt fr <del>R-E-3</del> to <b>none</b> , cat desc, tps, moes, assign, txt, val
FAMT	PHOT 156	992345.00	DIGITAL PHOTOGRAPHY III	rpt fr <del>R-E-3</del> to <b>none</b>
FAMT	PHOT 160	174100.10	COLOR DIGITAL PHOTOGRAPHY	dc
FAMT	PHOT 190	174140.00	SPECIAL PROBLEMS IN PHOTOGRAPHY	rpt fr <del>R-E-3</del> to <b>none</b>
FAMT	PHOT 200	431628.00	PORTRAITURE PHOTOGRAPHY	prereq fr <del>none</del> to <b>PHOT 55</b> , rec prep fr <del>PHOT 50, 55</del> to <b>none</b> , rpt fr <del>R-E-3</del> to <b>none</b> , tps, moe, assign, txt, val
FAMT	PHOT 201	433383.00	INTRODUCTION TO DIGITAL PHOTOGRAPHY	rpt fr <del>R-E-3</del> to <b>none</b> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	PHOT 600	992706.00	ALTERNATIVE DIGITAL PROCESSES	nc, <b>rec prep PHOT 51</b> , 3 units/2 lec/3 lab/0 lrng cntr
FAMT	PHOT 601	992707.00	STUDIO LIGHTING	nc, <b>prereq PHOT 55</b> , 3 units/2 lec/3 lab/0 lrng cntr
FAMT	SP 3	806060.00	ARGUMENTATION AND DEBATE	moe, txt
FAMT	SP 106	806090.10	FORENSICS ACTIVITY	tps, lrng obj, moe
FAMT	SP 106	806090.25	FORENSICS ACTIVITY	tps, lrng obj, moe
FAMT	SP 106	806090.05	FORENSICS ACTIVITY	tps, lrng obj, moe
FAMT	TA 11	818020.00	STAGE MOVEMENT	tps
FAMT	TA 35	806170.10	VOICE AND DICTION	rpt fr <del>R-E-3</del> to <b>none</b>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	TA 102	433966.00	STAGE MANAGEMENT	crs id fr <del>TA 102</del> to <u>ETT 102</u> , prereq fr <del>TA 1, ETT 40</del> to <u>none</u> , moe, val
FAMT	TA 110	429459.00	CHICANA/O LATINA/O THEATRE	dc
FAMT	TA 125	992656.00	REHEARSAL AND PERFORMANCE: NEW WORKS - MUSICAL	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	TA 210	431575.00	SCENE STUDY FOR AMERICAN MUSICAL THEATRE	lim fr <del>By audition only</del> to <u>none</u> , rpt fr <del>R-E-3</del> to <u>none</u> , gr opt from <del>Letter Grade or Pass/No Pass</del> to <u>Letter Grade Only</u> , tps, val
FAMT	TA 211	431129.00	MUSICAL THEATRE AUDITION TECHNIQUES	rpt fr <del>R-E-3</del> to <u>none</u> , tps, moes
FAMT	TA 212	992462.00	MUSICAL THEATRE MOVEMENT AND DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	TA 213	450082.00	PUPPET-MAKING AND PERFORMANCE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	TA 214	450114.00	AUDITION AND INTERVIEW TECHNIQUES FOR KCACTF AND URTA	gr opt from <del>Letter Grade or Pass/No Pass</del> to <u>Letter Grade Only</u>
FAMT	TA 250	836120.00	SUMMER CONSERVATORY MUSICAL THEATRE	rpt fr <del>R-E-3</del> to <u>none</u> , moes
FAMT	TA 250	836120.10	SUMMER CONSERVATORY MUSICAL THEATRE	dv (1 unit)
FAMT	TA 250	836120.20	SUMMER CONSERVATORY MUSICAL THEATRE	dv (.5 units)
FAMT	TA 251	836140.20	PRODUCTION	rpt fr <del>R-E-3</del> to <u>none</u> , moes
FAMT	TA 251	836140.25	PRODUCTION	dv (1 unit)
FAMT	TA 251	836140.30	PRODUCTION	dv (.5 units)
FAMT	TA 252	433395.00	SUMMER CONSERVATORY EARLY 20TH CENTURY MUSICAL THEATRE	dv (.5 units)
FAMT	TA 252	433395.05	SUMMER CONSERVATORY EARLY 20TH CENTURY MUSICAL THEATRE	dv (1 unit)
FAMT	TA 252	433395.10	SUMMER CONSERVATORY EARLY 20TH CENTURY MUSICAL THEATRE	rpt fr <del>R-E-3</del> to <u>none</u>
FAMT	TA 253	433398.00	SUMMER CONSERVATORY MID 20TH CENTURY MUSICAL THEATRE	dv (.5 units)
FAMT	TA 253	433398.05	SUMMER CONSERVATORY MID 20TH CENTURY MUSICAL THEATRE	dv (1 unit)
FAMT	TA 253	433398.10	SUMMER CONSERVATORY MID 20TH CENTURY MUSICAL THEATRE	rpt fr <del>R-E-3</del> to <u>none</u> , moes
FAMT	TA 254	433401.00	SUMMER CONSERVATORY LATE 20TH CENTURY MUSICAL THEATRE	dv (.5 units)

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

FAMT	TA 254	433401.05	SUMMER CONSERVATORY LATE 20TH CENTURY MUSICAL THEATRE	dv (1 unit)
FAMT	TA 254	433401.10	SUMMER CONSERVATORY LATE 20TH CENTURY MUSICAL THEATRE	rpt fr <del>R-E-3</del> to <u>none</u> , moe
FAMT	TA 255	433404.00	SUMMER CONSERVATORY CONTEMPORARY MUSICAL THEATRE	dv (.5 units)
FAMT	TA 255	433404.05	SUMMER CONSERVATORY CONTEMPORARY MUSICAL THEATRE	dv (1 unit)
FAMT	TA 255	433404.10	SUMMER CONSERVATORY CONTEMPORARY MUSICAL THEATRE	rpt fr <del>R-E-3</del> to <u>none</u>
HS	EMT 207	992601.00	EMERGENCY MEDICAL TECHNICIAN PROCEDURES	lim fr <del>Physical exam and background check required by JCAHCO</del> to <u>American Heart Association BLS Healthcare Provider certification, physical exam and background check required</u> , rpt fr <del>R-E-99</del> to <u>none</u> , cat desc, sch desc, txt, val
HS	EMT 207C	992624.00	EMERGENCY MEDICAL TECHNICIAN CLINICAL OBSERVATION	lim fr <del>Physical exam and background check required by JCAHCO</del> to <u>American Heart Association BLS Healthcare Provider certification, physical exam and background check required</u> , rpt fr <del>R-E-99</del> to <u>none</u> , cat desc, sch desc, moes, val
HS	EMT 210	386320.00	REFRESHER COURSE FOR EMERGENCY MEDICAL CARE	ti fr <del>Refresher Course for Emergency Medical Care</del> to <u>Emergency Medical Technician Refresher Course</u> , rpt fr <del>R-E-99</del> to <u>none</u> , cat desc, sch desc, moes, assign
HS	EMT 219	434037.00	PARAMEDIC PREPARATION	prereq fr <del>none</del> to <u>Current EMT Certification</u> , rec prep from <del>EMT 207C</del> to <u>none</u> , cat desc, sch desc, tps, moes, assign, txt, val
HS	HIT 216	992442.00	DIRECTED PRACTICE I	dc

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

HS	HIT 219	992443.00	DIRECTED PRACTICE II	ti from <del>Directed Practice II</del> to <b>Directed Practice</b> , prereq fr <del>MA 217A or 217C or HIT 216 and HIT 204 &amp; 209</del> to <b>ENG 200, HSC 244, HIT 200, 204, 207, 209, 221, INSR 224A, 226A, 228A, 260, MA 222, 206</b> , coreq fr <del>CWE 180</del> to <b>none</b> , units fr <del>2</del> to <b>3</b> , lab fr <del>0 hrs/wk</del> to <b>3 hrs/wk</b> , tps, lrng obj, moe, assign, txt, val
HS	CWE 180	992502.00	CO-OP-ED HEALTH INFORMATION TECHNOLOGY	dc
HS	CWE 180	992503.00	CO-OP-ED HEALTH INFORMATION TECHNOLOGY	dc
HS	HS 150	422100.00	FIELD INSTRUCTION AND SEMINAR II	rpt fr <del>R-E-3</del> to <b>none</b>
HS	HS 600		CONFLICT RESOLUTION/MEDIATION	nc, <b>rec prep ENG 300</b> , 3 units/3 lec/0 lab/0 lrng cntr
HS	CWE 180	992517.00	COOPERATIVE WORK EXPERIENCE: MENTAL HEALTH	rpt fr <del>R-1-1</del> to <b>none</b> , gr opt fr <del>Letter grade or P/NP</del> to <b>Letter grade only</b> , cat desc, tps, lrng obj, moes, assign, val
HS	HSC 222	386380.00	BASIC LIFE SUPPORT/CPR FOR HEALTHCARE PROVIDERS	rpt fr <del>R-E-99</del> to <b>none</b>
HS	HSC 223	386400.00	BASIC LIFE SUPPORT/CPR FOR HEALTHCARE PROVIDERS RENEWAL	rpt fr <del>R-E-99</del> to <b>none</b>
HS	HSC 226	386425.00	ADVANCED CARDIAC LIFE SUPPORT	rpt fr <del>R-E-99</del> to <b>none</b>
HS	HSC 227	430827.00	PEDIATRIC ADVANCED LIFE SUPPORT	rpt fr <del>R-99</del> to <b>none</b>
HS	HSC 291	955490.00	MANAGEMENT OF AGGRESSIVE BEHAVIOR IN HEALTHCARE SETTINGS	rpt fr <del>R-E-3</del> to <b>none</b> , sch desc, tps, lrng obj, moes, txt
HS	CWE 180	430528.00	CO-OP-ED-HEALTH SCIENCES ASSESSMENT	coreq fr <del>HSC 102</del> to <b>none</b> , cat desc, sch desc, moes, assign, txt, val
HS	CWE 181	450095.00	CO-OP-ED-HEALTH SCIENCES ASSESSMENT	dc
HS	INSR 200	450003.00	ADVANCED CODING AND CERTIFICATION PREPARATION	rpt fr <del>R-E-3</del> to <b>none</b>
HS	N 162	639500.00	SUCCESSFUL TRANSITION TO PROFESSIONAL NURSING	rpt fr <del>R-E-1</del> to <b>none</b>
HS	N 162	450137.00	SUCCESSFUL TRANSITION TO PROFESSIONAL NURSING LAB	rpt fr <del>R-E-1</del> to <b>none</b>
HS	N 164	992364.00	LVN TO RN CLINICAL LAB	rpt fr <del>R-E-2</del> to <b>none</b> , gr opt fr <del>letter grade only</del> to <b>Pass/No Pass</b>
HS	N 171	639200.00	MENTAL HEALTH NURSING	lrng obj, moe, assign, val
HS	N 171	639210.00	MENTAL HEALTH NURSING LAB	lrng obj, moes, val

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

HS	N 202	433723.00	SUCCESS STRATEGIES IN NURSING	rpt fr <del>R-E-1</del> to <u>none</u>
HS	N 204	475002.00	BEGINNING NURSING CONCEPTS	rpt fr <del>R-E-3</del> to <u>none</u>
HS	N 245	644053.00	I.V. THERAPY TECHNIQUES FOR NURSES	rpt fr <del>R-E-3</del> to <u>none</u>
HS	N 263	386700.00	SKILLS LAB--BASIC	rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moes, assign, txt
HS	N 264	386701.00	SKILLS LAB--SPECIALTIES	rpt fr <del>R-E-3</del> to <u>none</u>
HS	N 265	386702.00	SKILLS LAB--ADVANCED	rpt fr <del>R-E-3</del> to <u>none</u>
HS	N 600		SKILLS LAB--INTERMEDIATE	nc, .25 units/0 lec/.75 lab/0 lrng cntr
HS	N 601		LABORATORY VALUES: INTERPRETATION AND APPLICATION	nc, 1.5 units/1.5 lec/0 lab/0 lrng cntr
HS	CWE 180	433087.00	CO-OP-ED STUDENT NURSE CLINICAL PRACTICE	lim fr <del>Official admission &amp; continuing enrollment in the Nursing Program</del> to <u>none</u> , tps, lrng obj, moes, assign, txt, val
HS	CWE 181	450097.00	STUDENT NURSE CLINICAL PRACTICE	dc
HS	PHLB 241	433029.00	PHLEBOTOMY CERTIFICATION PREPARATION	rpt fr <del>R-E-3</del> to <u>none</u> , lrng obj
HS	CWE 180	429970.00	CO-OP-ED PHLEBOTOMIST	coreq fr <u>none</u> to <u>PHLB 240</u> , rpt fr <del>R-1-1</del> to <u>none</u> , sch desc, tps, lrng obj, moes, txt, val
HS	CWE 181	450089.00	CO-OP-ED PHLEBOTOMIST	dc
HS	PM 220	708000.00	PARAMEDIC THEORY	rpt fr <del>R-99</del> to <u>none</u> , gr opt fr <del>Letter Grade or Pass/No-Pass</del> to <u>Letter Grade only</u> , moes
HS	PM 230	708010.00	PARAMEDIC CLINICAL EXPERIENCE	rpt fr <del>R-99</del> to <u>none</u> , gr opt fr <del>Letter Grade or Pass/No-Pass</del> to <u>Letter Grade only</u> , moes
HS	PM 240	708020.00	PARAMEDIC FIELD INTERNSHIP	rpt fr <del>R-99</del> to <u>none</u> , gr opt fr <del>Letter Grade or Pass/No-Pass</del> to <u>Letter Grade only</u> , moes
HS	SL 140	992619.00	SIGN LANGUAGE SKILLS LAB BEGINNING	rpt fr <del>R-E-1</del> to <u>none</u>
HS	SL 141	992620.00	SIGN LANGUAGE SKILLS LAB INTERMEDIATE	rpt fr <del>R-E-1</del> to <u>none</u>
HS	SL 142	992621.00	SIGN LANGUAGE SKILLS LAB ADVANCED	rpt fr <del>R-E-1</del> to <u>none</u>
HS	SL 201	433379.00	FINGERSPELLING AND NUMBERS	rpt fr <del>R-E-1</del> to <u>none</u>
KN	DANC 9	680050.00	CHOREOGRAPHY	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 10	680060.00	DANCE PRODUCTION	rpt fr <del>R-E-3</del> to <u>none</u> , gr opt fr <del>Letter grade or pass/no-pass</del> to <u>Letter grade only</u> , cat desc, sch desc, tps, moe, assign, txt
KN	DANC 10	680060.05	DANCE PRODUCTION	rpt fr <del>R-E-3</del> to <u>none</u> , gr opt fr <del>Letter grade or pass/no-pass</del> to <u>Letter grade only</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt



**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	DANC 11	680070.00	DANCE REHEARSAL AND PERFORMANCE	rpt fr <del>R-E-3</del> to <u>none</u> , gr opt fr <del>Letter grade or pass/no-pass</del> to <u>Letter grade only</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KN	DANC 11	680070.05	DANCE REHEARSAL AND PERFORMANCE	rpt fr <del>R-E-3</del> to <u>none</u> , gr opt fr <del>Letter grade or pass/no-pass</del> to <u>Letter grade only</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KN	DANC 51	992346.00	INTRODUCTION TO BALLET	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 51	992346.05	INTRODUCTION TO BALLET	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 52	992347.00	BALLET DANCING LEVEL I	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 52	992347.05	BALLET DANCING LEVEL I	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 53	992348.00	INTERMEDIATE BALLET	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 53	992348.05	INTERMEDIATE BALLET	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 54	992349.00	INTRODUCTION TO MODERN DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 54	992349.05	INTRODUCTION TO MODERN DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 55	992350.00	MODERN DANCE LEVEL I	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 55	992350.05	MODERN DANCE LEVEL I	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 56	992351.00	INTERMEDIATE MODERN DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 56	992351.05	INTERMEDIATE MODERN DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 57	992352.00	INTRODUCTION TO JAZZ DANCING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 57	992352.05	INTRODUCTION TO JAZZ DANCING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 58	992353.00	JAZZ DANCING LEVEL I	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 58	992353.05	JAZZ DANCING LEVEL I	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 59	992354.00	INTERMEDIATE JAZZ DANCING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 59	992354.05	INTERMEDIATE JAZZ DANCING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 60	992355.00	INTRODUCTION TO TAP DANCING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 60	992355.05	INTRODUCTION TO TAP DANCING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 61	992356.00	TAP DANCING LEVEL I	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 61	992356.05	TAP DANCING LEVEL I	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 62	992357.00	INTERMEDIATE TAP DANCING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 62	992357.05	INTERMEDIATE TAP DANCING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 63	675060.10	EXERCISE FOR DANCERS	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 65	432277.00	PILATES CONDITIONING	ti fr <del>PILATES CONDITIONING</del> to <u>INTRODUCTION TO MAT PILATES</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	DANC 65	432277.15	PILATES CONDITIONING	ti fr <del>PILATES CONDITIONING</del> to <u>INTRODUCTION TO MAT PILATES</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign
KN	DANC 66	433725.00	INTRODUCTION TO LATIN DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 66	433725.05	INTRODUCTION TO LATIN DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 67	433990.00	POINTE BALLET	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 67	433990.05	POINTE BALLET	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 68	992281.00	INTRODUCTION TO SOCIAL DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	DANC 600138	992757.00	INTERMEDIATE MAT PILATES	nc, <u>rec prep DANC 65/KNES 65</u> , c/l w/KNES 600138, 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	DANC 63069	992588.00	INTERMEDIATE SOCIAL DANCE	nc, <u>rec prep DANC 68</u> , 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	DANC 631170	992587.00	INTERMEDIATE LATIN DANCE	nc, <u>rec prep DANC 66</u> , 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	DANC 642174	992690.00	MULTICULTURAL DANCE HISTORY IN THE UNITED STATES	nc, 3 units/3 lec/0 lab/0 lrng cntr
KN	DANC 644112	992750.00	INTERMEDIATE DANCE PRODUCTION	nc, <u>rec prep DANC 10</u> , 1 unit/0 lec/3 lab/0 lrng cntr
KN	DANC 644112		INTERMEDIATE DANCE PRODUCTION	nc, <u>rec prep DANC 10</u> , 2 units/0 lec/6 lab/0 lrng cntr
KN	DANC 646114	992733.00	INTERMEDIATE DANCE REHEARSAL AND PERFORMANCE	nc, <u>rec prep DANC 11</u> , 1 unit/0 lec/3 lab/0 lrng cntr
KN	DANC 646114	992736.00	INTERMEDIATE DANCE REHEARSAL AND PERFORMANCE	nc, <u>rec prep DANC 11</u> , 2 units/0 lec/6 lab/0 lrng cntr
KN	HLTH 1	380010.05	CONTEMPORARY HEALTH ISSUES	cat desc, tps, lrng obj, moe, assign, txt
KN	HLTH 2	380030.00	RESPONDING TO EMERGENCIES/FIRST AID AND CPR	ti fr <del>RESPONDING TO EMERGENCIES/FIRST AID AND CPR</del> to <u>CPR, FIRST AID, AND AUTOMATED EXTERNAL DEFIBRILLATOR</u> , rpt fr <del>R-99</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KN	HLTH 3	380040.00	WOMEN'S HEALTH ISSUES	tps, lrng obj, moe, assign, txt

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	IA 1	668010.00	MEN'S FOOTBALL	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rec prep fr <del>none</del> to <u>Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KN	IA 2	668020.00	MEN'S BASKETBALL	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 2	668020.05	MEN'S BASKETBALL	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , tps, moe, txt, val
KN	IA 3	668030.00	MEN'S BASEBALL	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 4	668040.00	MEN'S TRACK AND FIELD	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , cat desc, sch desc, tps, moe, assign, txt, val
KN	IA 5	668050.00	MEN'S CROSS COUNTRY	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 6	668060.00	MEN'S GOLF	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, lrng obj, moe, assign, txt, val

2013-2014 Proposed Curriculum Changes  
Saddleback College

Exhibit A

KN	IA 7	668070.00	MEN'S WATER POLO	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, moe, assign, txt, val
KN	IA 8	668080.00	MEN'S SWIMMING AND DIVING	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 9	668090.00	MEN'S TENNIS	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rec prep fr <del>none</del> to <u>Previously competed at the high school, community college, 4-year college, or adult advanced tennis level</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KN	IA 10	668100.00	WOMEN'S VOLLEYBALL	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, moe, assign, txt, val
KN	IA 11	668110.00	WOMEN'S SOFTBALL	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 12	668120.05	WOMEN'S BASKETBALL	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 12	668120.00	WOMEN'S BASKETBALL	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , tps, lrng obj, moe, assign, txt, val

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	IA 13	668130.00	WOMEN'S TENNIS	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , moe, assign, txt, val
KN	IA 14	668140.00	WOMEN'S SWIMMING AND DIVING	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 16	668160.00	WOMEN'S TRACK AND FIELD	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, moe, assign, txt, val
KN	IA 17	668170.00	WOMEN'S CROSS COUNTRY	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 18	429923.00	WOMEN'S WATER POLO	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, moe, assign, txt, val
KN	IA 19	431087.00	WOMEN'S GOLF	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <u>R-E-3</u> , tps, lrng obj, moe, assign, txt, val
KN	IA 21	432084.00	WOMEN'S SOCCER	lim fr <del>Pass physical examination</del> to <u>Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , rpt fr <del>R-E-2</del> to <del>R-E-3</del> , tps, lrng obj, mor, assign, txt, val
KN	IA 600130	992689.00	MEN'S SPORTS OFF SEASON TRAINING	nc, <u>lim Physical examination and be declared fit for athletics by a medical doctor (MD)</u> , <u>rec prep Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</u> , 1 unit/0 lec/5 lab/0 lrng cntr

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	IA 601	992693.00	WOMEN'S SPORTS OFF SEASON TRAINING	nc, <u>lim Physical examination and be declared fit for athletics by a medical doctor (MD), rec prep Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</u> , 1 unit/0 lec/5 lab/0 lrng cntr
KN	IA 602130	992745.00	MEN'S SPORTS OFF SEASON TRAINING	nc, <u>lim Physical examination and be declared fit for athletics by a medical doctor (MD), rec prep Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</u> , 2 units/0 lec/10 lab/0 lrng cntr
KN	IA 603	992748.00	WOMEN'S SPORTS OFF SEASON TRAINING	nc, <u>lim Physical examination and be declared fit for athletics by a medical doctor (MD), rec prep Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</u> , 2 units/0 lec/10 lab/0 lrng cntr
KN	KNES 1	674010.05	CARDIOVASCULAR CONDITIONING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 1	674010.10	CARDIOVASCULAR CONDITIONING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 2	674075.00	STRENGTH TRAINING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 3	674070.10	CIRCUIT WEIGHT TRAINING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 3	674070.15	CIRCUIT WEIGHT TRAINING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 4	674110.05	WEIGHT TRAINING AND PHYSICAL FITNESS	ti fr <del>WEIGHT TRAINING AND PHYSICAL FITNESS</del> to <u>BEGINNING WEIGHT LIFTING</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KN	KNES 4	674110.10	WEIGHT TRAINING AND PHYSICAL FITNESS	ti fr <del>WEIGHT TRAINING AND PHYSICAL FITNESS</del> to <u>BEGINNING WEIGHT LIFTING</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KN	KNES 5	674110.15	ADVANCED WEIGHTLIFTING	ti fr <del>ADVANCED WEIGHT LIFTING</del> to <u>INTERMEDIATE-WEIGHT LIFTING</u> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, val

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	KNES 5	674110.20	ADVANCED WEIGHTLIFTING	ti fr <del>ADVANCED WEIGHT LIFTING</del> to <del>INTERMEDIATE WEIGHT LIFTING</del> , rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KN	KNES 6	674170.05	CONDITIONING	ti fr <del>CONDITIONING</del> to <u>ADVANCED WEIGHT LIFTING</u> , rec prep fr <del>none</del> to <u>KNES 5</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KN	KNES 6	674170.10	CONDITIONING	ti fr <del>CONDITIONING</del> to <u>ADVANCED WEIGHT LIFTING</u> , rec prep fr <del>none</del> to <u>KNES 5</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KN	KNES 7	429186.05	STEP TRAINING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 8	674185.00	CARDIO KICKBOXING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 8	674185.20	CARDIO KICKBOXING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 9	428249.00	STRETCHING, FLEXIBILITY, AND CONDITIONING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 9	428249.10	STRETCHING, FLEXIBILITY, AND CONDITIONING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 17	432280.00	BEGINNING BOWLING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 17	432280.05	BEGINNING BOWLING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 18	432280.10	INTERMEDIATE BOWLING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 18	432280.15	INTERMEDIATE BOWLING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, sch desc
KN	KNES 19	674410.05	CYCLING/SPINNING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 19	674410.10	CYCLING/SPINNING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 20	674430.05	BEGINNING GOLF I	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 20	674430.10	BEGINNING GOLF I	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 21	674430.15	BEGINNING GOLF II	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 21	674430.20	BEGINNING GOLF II	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 22	674430.25	INTERMEDIATE GOLF	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 22	674430.30	INTERMEDIATE GOLF	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 23	674430.35	ADVANCED GOLF	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 23	674430.40	ADVANCED GOLF	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 24	674510.05	BEGINNING TENNIS I	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 24	674510.10	BEGINNING TENNIS I	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 25	674510.15	BEGINNING TENNIS II	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 25	674510.20	BEGINNING TENNIS II	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	KNES 26	674510.25	INTERMEDIATE TENNIS	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 26	674510.30	INTERMEDIATE TENNIS	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 27	674510.35	ADVANCED TENNIS	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 27	674510.40	ADVANCED TENNIS	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 28	674590.05	YOGA	ti fr <del>YOGA</del> to <u>BEGINNING YOGA</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KN	KNES 28	674590.10	YOGA	ti fr <del>YOGA</del> to <u>BEGINNING YOGA</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KN	KNES 29	674610.05	TAI CHI CH'UAN	ti fr <del>TAI CHI CH'UAN</del> to <u>INTRODUCTION TO TAI CHI CH'UAN</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, lrng obj, moe, assign
KN	KNES 29	674610.10	TAI CHI CH'UAN	ti fr <del>TAI CHI CH'UAN</del> to <u>INTRODUCTION TO TAI CHI CH'UAN</u> , rpt fr <del>R-E-3</del> to <u>none</u> , sch desc, tps, moe, assign
KN	KNES 30	674640.05	ADVANCED TRACK AND FIELD	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 30	674640.10	ADVANCED TRACK AND FIELD	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 31	432285.00	MUSCLE TONING FOR WOMEN	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 31	432285.05	MUSCLE TONING FOR WOMEN	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 33	432270.00	BEGINNING SURFING I	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 34	432270.05	BEGINNING SURFING II	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 35	432270.10	INTERMEDIATE SURFING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 36	432270.15	ADVANCED SURFING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 40	432539.00	POWER YOGA	ti fr <del>POWER YOGA</del> to <u>ADVANCED YOGA</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KN	KNES 40	432539.05	POWER YOGA	ti fr <del>POWER YOGA</del> to <u>ADVANCED YOGA</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, val
KN	KNES 41	674680.05	SWIMMING FOR NONSWIMMERS	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 41	674680.10	SWIMMING FOR NONSWIMMERS	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 42	674680.15	INTERMEDIATE SWIMMING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 42	674680.20	INTERMEDIATE SWIMMING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc



**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	KNES 43	674680.25	ADVANCED SWIMMING AND DIVING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 43	674680.30	ADVANCED SWIMMING AND DIVING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 44	674770.05	AQUATIC CONDITIONING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 44	674770.10	AQUATIC CONDITIONING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 45	674800.05	ADVANCED WATER POLO (COED)	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 45	674800.10	ADVANCED WATER POLO (COED)	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 47	680080.00	LIFEGUARD TRAINING	rpt fr <del>R-E-99</del> to <u>none</u>
KN	KNES 49	433741.00	AQUA AEROBICS	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 49	433741.05	AQUA AEROBICS	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 50	674820.15	AEROBIC DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 50	674820.20	AEROBIC DANCE	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 51	680010.00	INTRODUCTION TO KINESIOLOGY AND ATHLETICS	ti fr <del>INTRODUCTION TO KINESIOLOGY AND ATHLETICS</del> to <u>INTRODUCTION TO KINESIOLOGY</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
KN	KNES 56	429945.05	ATHLETIC TRAINING FIELD WORK	ti fr <del>ATHLETIC TRAINING FIELD WORK</del> to <u>PRACTICUM FOR ATHLETIC TRAINING - FALL SPORTS</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
KN	KNES 57	680100.00	SKILLS, TECHNIQUES, AND THEORY OF SONGLEADING & CHEERLEADING	ti fr <del>SKILLS, TECHNIQUES, AND THEORY OF SONGLEADING &amp; CHEERLEADING</del> to <u>PEP SQUAD I</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign
KN	KNES 63	433726.00	ROCK CLIMBING	react, ti fr <del>ROCK CLIMBING</del> to <u>BEGINNING ROCK CLIMBING</u> , rpt fr <del>R-E-3</del> to <u>none</u> , tps, moe, assign, txt
KN	KNES 64	992283.00	DISTANCE RUNNING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 65	432277.05	PILATES CONDITIONING	ti fr <del>PILATES CONDITIONING</del> to <u>INTRODUCTION TO MAT PILATES</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign
KN	KNES 65	432277.10	PILATES CONDITIONING	ti fr <del>PILATES CONDITIONING</del> to <u>INTRODUCTION TO MAT PILATES</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign
KN	KNES 66	433727.00	CORE TRAINING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 66	433727.05	CORE TRAINING	rpt fr <del>R-E-3</del> to <u>none</u>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	KNES 66	433727.10	CORE TRAINING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 67	432770.00	LIFETIME FITNESS	dc
KN	KNES 68	432765.00	WALKING FOR FITNESS	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 68	432765.05	WALKING FOR FITNESS	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 69	433719.00	TRAIL HIKING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 69	433719.05	TRAIL HIKING	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 70	675110.05	BASKETBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 70	675110.10	BASKETBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 71	675110.15	ADVANCED BASKETBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 71	675110.20	ADVANCED BASKETBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 72	675150.05	BEGINNING SOCCER	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 72	675150.10	BEGINNING SOCCER	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 73	675150.15	ADVANCED SOCCER	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 73	675150.20	ADVANCED SOCCER	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 74	675190.05	COED SOFTBALL--SLOW PITCH	ti fr <del>COED SOFTBALL SLOW PITCH</del> to <u>SLOW PITCH SOFTBALL</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, moe
KN	KNES 74	675190.10	COED SOFTBALL--SLOW PITCH	ti fr <del>COED SOFTBALL SLOW PITCH</del> to <u>SLOW PITCH SOFTBALL</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, moe
KN	KNES 76	675230.05	BEGINNING VOLLEYBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 76	675230.10	BEGINNING VOLLEYBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 77	675230.15	INTERMEDIATE VOLLEYBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 77	675230.20	INTERMEDIATE VOLLEYBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 78	675230.25	ADVANCED VOLLEYBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 78	675230.30	ADVANCED VOLLEYBALL	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 79	675290.05	ADVANCED BASEBALL	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 79	675290.10	ADVANCED BASEBALL	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 80	675310.05	ADVANCED FOOTBALL	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 80	675310.10	ADVANCED FOOTBALL	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 81	433755.00	BEACH VOLLEYBALL	ti fr <del>BEACH VOLLEYBALL</del> to <u>BEGINNING BEACH VOLLEYBALL</u> , rpt fr <del>R-E-3</del> to <u>none</u> , tps, lrng obj, moe, assign
KN	KNES 82	433969.00	RECREATIONAL BASEBALL	rpt fr <del>R-E-3</del> to <u>none</u>

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

KN	KNES 82	433969.05	RECREATIONAL BASEBALL	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 83	992282.00	FAST PITCH SOFTBALL	rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 90	428244.00	SELF-DEFENSE (COED)	ti fr <del>SELF-DEFENSE (COED)</del> to <u>BEGINNING SELF-DEFENSE</u> , rpt fr <del>R-E-3</del> to <u>none</u> , tps, lrng obj
KN	KNES 90	428244.10	SELF-DEFENSE (COED)	ti fr <del>SELF-DEFENSE (COED)</del> to <u>BEGINNING SELF-DEFENSE</u> , rpt fr <del>R-E-3</del> to <u>none</u> , lrng obj
KN	KNES 93	675350.10	KARATE	ti fr <del>KARATE</del> to <u>BEGINNING KARATE</u> , rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 93	675350.20	KARATE	ti fr <del>KARATE</del> to <u>BEGINNING KARATE</u> , rpt fr <del>R-E-3</del> to <u>none</u>
KN	KNES 94	675355.10	BEGINNING AIKIDO	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 94	675355.20	BEGINNING AIKIDO	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 96	675355.25	ADVANCED AIKIDO	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 96	675355.30	ADVANCED AIKIDO	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc
KN	KNES 60010	992711.00	CROSS TRAINING	nc, 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	KNES 60037	992710.00	INTERMEDIATE TAI CHI CH'UAN	nc, <u>rec prep KNES 29</u> , 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	KNES 600138	992768.00	INTERMEDIATE MAT PILATES	nc, <u>rec prep KNES 65/DANC 65</u> , c/l w/DANC 600138, 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	KNES 60039	992694.00	INTERMEDIATE YOGA	nc, <u>rec prep KNES 28</u> , 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	KNES 60058	992766.00	PEP SQUAD II	nc, <u>rec prep KNES 57</u> , 2.5 units/0 lec/5 lab/0 lrng cntr
KN	KNES 60059	992708.00	PRACTICUM FOR ATHLETIC TRAINING-SPRING SPORTS	nc, <u>rec prep KNES 56</u> , 2 units/1 lec/2 lab/0 lrng cntr
KN	KNES 60084	992759.00	INTERMEDIATE BEACH VOLLEYBALL	nc, <u>rec prep KNES 81</u> , 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	KNES 60091	992763.00	INTERMEDIATE SELF DEFENSE	nc, <u>rec prep KNES 90</u> , 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	KNES 60095	992761.00	INTERMEDIATE AIKIDO	nc, <u>rec prep KNES 94</u> , 1 unit/.67 lec/1.33 lab/0 lrng cntr
KN	KNES 60097	992762.00	INTERMEDIATE KARATE	nc, <u>rec prep KNES 93</u> , 1 unit/.67 lec/1.33 lab/0 lrng cntr

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

LA	ARAB 1	42010.00	ELEMENTARY ARABIC	coreq fr <del>ARAB 999A</del> to <u>ARAB 601A</u> , txt, val
LA	ARAB 2	42040.00	ELEMENTARY ARABIC	coreq fr <del>ARAB 999A</del> to <u>ARAB 601B</u> , moes, val
LA	ARAB 3	433411.00	INTERMEDIATE ARABIC	coreq fr <del>ARAB 999B</del> to <u>ARAB 601C</u> , val
LA	ARAB 4	433412.00	INTERMEDIATE ARABIC	coreq fr <del>ARAB 999B</del> to <u>ARAB 601D</u> , val
LA	ARAB 601A		ARABIC LANGUAGE LAB	nc, <u>coreq ARAB 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ARAB 601B		ARABIC LANGUAGE LAB	nc, <u>coreq ARAB 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ARAB 601C		ARABIC LANGUAGE LAB	nc, <u>coreq ARAB 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ARAB 601D		ARABIC LANGUAGE LAB	nc, <u>coreq ARAB 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ARAB 999A	432366.00	ARABIC LANGUAGE LAB	dc
LA	ARAB 999B	433420.00	ARABIC LANGUAGE LAB	dc
LA	CHI 1	156010.00	ELEMENTARY CHINESE	coreq fr <del>CHI 999A</del> to <u>CHI 601A</u> , moes, txt, val
LA	CHI 2	156040.00	ELEMENTARY CHINESE	coreq fr <del>CHI 999A</del> to <u>CHI 601B</u> , moes, txt, val
LA	CHI 3	433730.00	INTERMEDIATE CHINESE	coreq fr <del>CHI 999B</del> to <u>CHI 601C</u> , txt, val
LA	CHI 4	433731.00	INTERMEDIATE CHINESE	coreq fr <del>CHI 999B</del> to <u>CHI 601D</u> , txt, val
LA	CHI 601A		CHINESE LANGUAGE LAB	nc, <u>coreq CHI 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	CHI 601B		CHINESE LANGUAGE LAB	nc, <u>coreq CHI 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	CHI 601C		CHINESE LANGUAGE LAB	nc, <u>coreq CHI 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	CHI 601D		CHINESE LANGUAGE LAB	nc, <u>coreq CHI 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	CHI 999A	430741.00	CHINESE LANGUAGE LAB	dc
LA	CHI 999B	433734.00	CHINESE LANGUAGE LAB	dc
				nc, <u>prereq Satisfactory score on the English Placement Examination or successful completion of ENG 200 with a "C" or better</u> , 4 units/4 lec/0 lab/0 lrng cntr
LA	ENG 1AH	992785.00	PRINCIPLES OF COMPOSITION I HONORS	
LA	ENG 4	290040.00	FICTION FUNDAMENTALS	rpt fr <del>R-E-1</del> to <u>none</u>
LA	ENG 104	290125.00	WRITING SHORT STORIES	rpt fr <del>R-E-1</del> to <u>none</u>
LA	ENG 107	290128.00	WRITING THE FICTION AND/OR NONFICTION BOOK	rpt fr <del>R-E-1</del> to <u>none</u> , txt
LA	ENG 117	431582.00	ADVANCED SCRIPTWRITING	rpt fr <del>R-E-2</del> to <u>none</u>
LA	ENG 160	431929.00	LITERARY MAGAZINE	rpt fr <del>R-E-3</del> to <u>none</u>
LA	ENG 200	284030.00	FUNDAMENTALS OF COMPOSITION	units fr <del>3.0</del> to <u>4.0</u> , hrs fr <del>3 lec/wk</del> to <u>4 lec/wk</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
LA	ENG 210	284050.20	WRITING CENTER	rpt fr <del>R-E-3</del> to <u>none</u>
LA	ENG 237	433069.00	CRITICAL READING LABORATORY: ADVANCED READING SKILLS	dc

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

LA	ENG 267	428800.00	NOVEL WORKSHOP: REVISING MANUSCRIPTS FOR PUBLICATION	rpt fr <del>R-E-3</del> to <u>none</u>
LA	ENG 332	320212.00	READING AND VOCABULARY SKILLS LABORATORY-ESL	rpt fr <del>R-99</del> to <u>R-E-4</u> , moe
LA	ESL 320	429671.00	BEGINNING MULTISKILLS I	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 321	429674.00	BEGINNING MULTISKILLS II	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 322	302035.00	BEGINNING CONVERSATION	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 323	429676.00	BEGINNING PRONUNCIATION	non-credit version: coreq fr <del>ESL 999</del> to <u>none</u> , rpt fr <del>R-99</del> to <u>R-E-4</u> , moes, val
LA	ESL 323	302010.05	BEGINNING PRONUNCIATION	credit version: coreq fr <del>ESL 999</del> to <u>none</u> , moes, val
LA	ESL 325	433999.00	BEGINNING READING AND WRITING	rpt fr <del>R-99</del> to <u>R-E-4</u> , val
LA	ESL 330	429675.00	INTERMEDIATE MULTISKILLS I	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 331	429673.00	INTERMEDIATE MULTISKILLS II	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 332	302035.20	INTERMEDIATE CONVERSATION	rpt fr <del>R-E-99</del> to <u>R-E-4</u>
LA	ESL 333	254083.00	INTERMEDIATE PRONUNCIATION	non-credit version: coreq fr <del>ESL 999</del> to <u>none</u> , rpt fr <del>R-99</del> to <u>R-E-4</u> , moes, txt, val
LA	ESL 333	254080.00	INTERMEDIATE PRONUNCIATION	credit version: coreq fr <del>ESL 999A</del> to <u>none</u> , moes, txt, val
LA	ESL 335	429681.00	INTERMEDIATE WRITING I	rpt fr <del>R-E-99</del> to <u>R-E-4</u>
LA	ESL 336	429682.00	INTERMEDIATE WRITING II	non-credit version: coreq fr <del>ESL 888</del> to <u>ESL 636NC</u> , rpt fr <del>R-99</del> to <u>R-E-4</u> , val
LA	ESL 336	429305.00	INTERMEDIATE WRITING II	credit version: coreq from <del>ESL 888</del> to <u>ESL 636</u> , val
LA	ESL 340	429686.00	ADVANCED MULTISKILLS	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 342	254085.00	ADVANCED CONVERSATION	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 343	254063.00	ADVANCED PRONUNCIATION	non-credit version: coreq fr <del>ESL 999</del> to <u>none</u> , rpt fr <del>R-99</del> to <u>R-E-4</u> , moes, val
LA	ESL 343	254060.00	ADVANCED PRONUNCIATION	credit version: coreq fr <del>ESL 999B</del> to <u>none</u> , moes
LA	ESL 344	432782.00	IDIOMS AND EXPRESSIONS IN AMERICAN ENGLISH	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 345	429687.00	ADVANCED WRITING I	non-credit version: coreq fr <del>ESL 888</del> to <u>ESL 645NC</u> , rpt from <del>R-99</del> to <u>R-E-4</u> , val
LA	ESL 345	302250.05	ADVANCED WRITING I	credit version: coreq fr <del>ESL 888</del> to <u>ESL 645</u> , val
LA	ESL 346	302285.00	ADVANCED WRITING FOR WORK	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 347	429684.00	ADVANCED GRAMMAR REVIEW	non-credit version: coreq fr <del>ESL 999</del> to <u>ESL 647NC</u> , rpt fr <del>R-99</del> to <u>R-E-4</u> , moe, txt, val

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

LA	ESL 347	302360.05	ADVANCED GRAMMAR REVIEW	credit version: coreq fr <del>ESL 999B</del> to <u>ESL 647</u> , moe, txt, val
LA	ESL 350	302215.10	ESSENTIAL ACADEMIC SKILLS	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 354	302310.00	VOCABULARY SKILLS FOR COLLEGE	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 355	429820.00	ESL READING FOR COLLEGE: AMERICAN LITERATURE	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 357	429685.00	GRAMMAR REVIEW FOR COLLEGE	non-credit version: coreq fr <del>ESL 999</del> to <u>ESL 657NC</u> , rpt fr <del>R-99</del> to <u>R-E-4</u> , moe, val
LA	ESL 357	428210.00	GRAMMAR REVIEW FOR COLLEGE	credit version: coreq fr <del>ESL 999B</del> to <u>ESL 657</u> , moe, val
LA	ESL 358	302325.20	LISTENING AND NOTE-TAKING SKILLS FOR COLLEGE	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 359	433742.00	AMERICAN LANGUAGE AND CULTURE THROUGH FILM	rpt fr <del>R-99</del> to <u>R-E-4</u>
LA	ESL 636NC		INTERMEDIATE WRITING II LAB	nc: <u>coreq ESL 336</u> , 0 units/0 lec/1 lab/0 lrng cntr
LA	ESL 636	992791.00	INTERMEDIATE WRITING II LAB	nc: <u>coreq ESL 336</u> , .5 units/0 lec/1.0 lab/0 lrng cntr
LA	ESL 645NC	1000001.00	ADVANCED WRITING I LAB	nc: <u>coreq ESL 345</u> , 0 units, 0 lec/1.0 lab/0 lrng cntr
LA	ESL 645	1000000.00	ADVANCED WRITING I LAB	nc: <u>coreq ESL 345</u> , .5 units/0 lec/1 lab/0 lrng cntr
LA	ESL 647NC		ADVANCED GRAMMAR REVIEW LAB	nc, <u>coreq ESL 347</u> , 0 units/0 lec/0 lab/1 lrng cntr
LA	ESL 647	992778.00	ADVANCED GRAMMAR REVIEW LAB	nc: <u>coreq ESL 347</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ESL 657NC		GRAMMAR REVIEW FOR COLLEGE LAB	nc: <u>coreq ESL 357</u> , 0 units/0 lec/0 lab/1 lrng cntr
LA	ESL 657	1000002.00	GRAMMAR REVIEW FOR COLLEGE LAB	nc: <u>coreq ESL 357</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ESL 888	430726.00	ESL SKILLS LAB	dc
LA	ESL 888	430728.00	ESL SKILLS LAB	dc
LA	ESL 999	430725.00	ESL LABORATORY	dc
LA	ESL 999A	430724.00	ESL LABORATORY	dc
LA	ESL 999B	432795.00	ESL LABORATORY	dc
LA	FR 1	344010.00	ELEMENTARY FRENCH	coreq fr <del>FR 999A</del> to <u>FR 601A</u> , moes, txt, val
LA	FR 2	344060.00	ELEMENTARY FRENCH	coreq fr <del>FR 999A</del> to <u>FR 601B</u> , moes, txt, val
LA	FR 3	344080.00	INTERMEDIATE FRENCH	coreq fr <del>FR 999B</del> to <u>FR 601C</u> , moes, txt, val
LA	FR 4	344100.00	INTERMEDIATE FRENCH	coreq fr <del>FR 999B</del> to <u>FR 601D</u> , tps, moes, txt, val
LA	FR 250	429575.00	PRACTICAL FRENCH	rpt fr <del>R-E-1</del> to <u>none</u> , sch desc
LA	FR 601A		FRENCH LANGUAGE LAB	nc, <u>coreq FR 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	FR 601B		FRENCH LANGUAGE LAB	nc, <u>coreq FR 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	FR 601C		FRENCH LANGUAGE LAB	nc, <u>coreq FR 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	FR 601D		FRENCH LANGUAGE LAB	nc, <u>coreq FR 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	FR 999A	430735.00	FRENCH LANGUAGE LAB	dc

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

LA	FR 999B	431719.00	FRENCH LANGUAGE LAB	dc
LA	GER 1	362010.00	ELEMENTARY GERMAN	coreq fr <del>GER 999A</del> to <u>GER 601A</u> , moes, txt, val
LA	GER 2	362060.00	ELEMENTARY GERMAN	coreq fr <del>GER 999A</del> to <u>GER 601B</u> , moes, txt, val
LA	GER 3	362080.00	INTERMEDIATE GERMAN	coreq fr <del>GER 999B</del> to <u>GER 601C</u> , moes, txt, val
LA	GER 4	362100.00	INTERMEDIATE GERMAN	coreq fr <del>GER 999B</del> to <u>GER 601D</u> , moes, txt, val
LA	GER 200	433070.00	BEGINNING PRACTICAL GERMAN	rpt fr <u>R-E-1</u> to <u>none</u>
LA	GER 601A		GERMAN LANGUAGE LAB	nc, <u>coreq GER 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	GER 601B		GERMAN LANGUAGE LAB	nc, <u>coreq GER 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	GER 601C		GERMAN LANGUAGE LAB	nc, <u>coreq GER 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	GER 601D		GERMAN LANGUAGE LAB	nc, <u>coreq GER 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	GER 999A	430736.00	GERMAN LANGUAGE LAB	dc
LA	GER 999B	431720.00	GERMAN LANGUAGE LAB	dc
LA	HEBR 1	398010.00	ELEMENTARY HEBREW	coreq fr <del>HEBR 999A</del> to <u>HEBR 601A</u> , moes, txt, val
LA	HEBR 2	398060.00	ELEMENTARY HEBREW	coreq fr <del>HEBR 999A</del> to <u>HEBR 601B</u> , moes, txt, val
LA	HEBR 3	434004.00	INTERMEDIATE HEBREW	coreq fr <del>HEBR 999B</del> to <u>HEBR 601C</u> , tps, txt, val
LA	HEBR 601A		HEBREW LANGUAGE LAB	nc, <u>coreq HEBR 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	HEBR 601B		HEBREW LANGUAGE LAB	nc, <u>coreq HEBR 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	HEBR 601C		HEBREW LANGUAGE LAB	nc, <u>coreq HEBR 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	HEBR 999A	432365.00	HEBREW LANGUAGE LAB	dc
LA	HEBR 999B	434007.00	HEBREW LANGUAGE LAB	dc
LA	ITA 1	452010.00	ELEMENTARY ITALIAN	coreq fr <del>ITA 999A</del> to <u>ITA 601A</u> , txt, val
LA	ITA 2	452060.00	ELEMENTARY ITALIAN	coreq fr <del>ITA 999A</del> to <u>ITA 601B</u> , txt, val
LA	ITA 3	452080.00	INTERMEDIATE ITALIAN	coreq fr <del>ITA 999B</del> to <u>ITA 601C</u> , tps, moe, assign, txt, val
LA	ITA 4	452100.00	INTERMEDIATE ITALIAN	coreq fr <del>ITA 999B</del> to <u>ITA 601D</u> , moe, assign, txt, val
LA	ITA 250	429541.00	PRACTICAL ITALIAN	rpt fr <u>R-E-1</u> to <u>none</u> , sch desc
LA	ITA 601A		ITALIAN LANGUAGE LAB	nc, <u>coreq ITA 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ITA 601B		ITALIAN LANGUAGE LAB	nc, <u>coreq ITA 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ITA 601C		ITALIAN LANGUAGE LAB	nc, <u>coreq ITA 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ITA 601D		ITALIAN LANGUAGE LAB	nc, <u>coreq ITA 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	ITA 999A	430737.00	ITALIAN LANGUAGE LAB	dc
LA	ITA 999B	431721.00	ITALIAN LANGUAGE LAB	dc
LA	JA 1	458010.00	ELEMENTARY JAPANESE	coreq fr <del>JA 999A</del> to <u>JA 601A</u> , moe, txt, val
LA	JA 2	458040.00	ELEMENTARY JAPANESE	coreq fr <del>JA 999A</del> to <u>JA 601B</u> , moe, assign, txt, val

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

LA	JA 3	428381.00	INTERMEDIATE JAPANESE	coreq fr <del>JA 999B</del> to <u>JA 601C</u> , txt, val
LA	JA 4	428382.00	INTERMEDIATE JAPANESE	coreq fr <del>JA 999B</del> to <u>JA 601D</u> , moe, txt, val
LA	JA 250	429540.00	PRACTICAL JAPANESE	rpt fr <del>R-E-1</del> to <u>none</u>
LA	JA 601A		JAPANESE LANGUAGE LAB	nc, <u>coreq JA 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	JA 601B		JAPANESE LANGUAGE LAB	nc, <u>coreq JA 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	JA 601C		JAPANESE LANGUAGE LAB	nc, <u>coreq JA 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	JA 601D		JAPANESE LANGUAGE LAB	nc, <u>coreq JA 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	JA 999A	430738.00	JAPANESE LANGUAGE LAB	dc
LA	JA 999B	431722.00	JAPANESE LANGUAGE LAB	dc
LA	JRN 120	464100.05	NEWSPAPER PUBLICATION	dc
LA	JRN 125	464160.05	MAGAZINE JOURNALISM	rpt fr <del>R-E-3</del> to <u>none</u>
LA	JRN 600		NEWS MEDIA PRODUCTION AND EDITING	nc, <u>rec prep ENG 1A or JRN 2</u> , 4 units/3 lec/3 lab/0 units
LA	JRN 601		NEWS MEDIA PRODUCTION AND INVESTIGATIVE REPORTING	nc, <u>rec prep ENG 1A or JRN 2</u> , 4 units/3 lec/3 lab/0 units
LA	JRN 602		NEWS MEDIA PRODUCTION, BLOGGING AND SOCIAL MEDIA	nc, <u>rec prep ENG 1A or JRN 2</u> , 4 units/3 lec/3 lab/0 units
LA	JRN 603		NEWS MEDIA PRODUCTION AND DATA REPORTING	nc, <u>rec prep ENG 1A or JRN 2</u> , 4 units/3 lec/3 lab/0 units
LA	JRN 604	992741.00	INTERACTIVE MEDIA DESIGN	nc, <u>rec prep JRN 2</u> , 3 units/2 lec/3 lab/0 lrng cntr
LA	JRN 605	992742.00	VIDEO JOURNALISM	nc, c/l w/CTVR 605, <u>rec prep JRN 2 &amp; CTVR 101</u> , 3 units/2 lec/4 lab/0 lrng cntr
LA	JRN 607	992749.00	INTRO TO PODCASTING AND AUDIO STORYTELLING	nc, c/l w/CTVR 607, <u>rec prep JRN 2 or CTVR 111</u> , 2 units/2 lec/3 lab/0 lrng cntr
LA	JRN 608		MAGAZINE PRODUCTION FOR DIGITAL PLATFORMS	nc, <u>rec prep ENG 1A, JRN 105, or ENG 3</u> , 3 units/2 lec/3 lab/0 lrng cntr
LA	CWE 180	433630.00	CO-OP-ED JOURNALISM	prereq fr <del>ENG 1A</del> to <u>none</u> , rpt fr <del>R-I-1</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign
LA	CWE 180	433686.00	CO-OP-ED JOURNALISM	prereq fr <del>ENG 1A</del> to <u>none</u> , rpt fr <del>R-I-1</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign
LA	CWE 180	433687.00	CO-OP-ED JOURNALISM	prereq fr <del>ENG 1A</del> to <u>none</u> , rpt fr <del>R-I-1</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign
LA	KOR 1	434008.00	ELEMENTARY KOREAN	coreq fr <del>KOR 999A</del> to <u>KOR 601A</u> , lrng obj, moe, txt, val



**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

LA	KOR 2	434010.00	ELEMENTARY KOREAN	coreq fr <del>KOR 999A</del> to <u>KOR 601B</u> , moe, txt, val
LA	KOR 3	992476.00	INTERMEDIATE KOREAN	coreq fr <del>KOR 999B</del> to <u>KOR 601C</u> , lrng obj, txt, val
LA	KOR 4	992477.00	INTERMEDIATE KOREAN	coreq fr <del>KOR 999B</del> to <u>KOR 601D</u> , txt, val
LA	KOR 250	429585.00	PRACTICAL KOREAN	rpt fr <del>R-E-1</del> to <u>none</u>
LA	KOR 601A		KOREAN LANGUAGE LAB	nc, <u>coreq KOR 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	KOR 601B		KOREAN LANGUAGE LAB	nc, <u>coreq KOR 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	KOR 601C		KOREAN LANGUAGE LAB	nc, <u>coreq KOR 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	KOR 601D		KOREAN LANGUAGE LAB	nc, <u>coreq KOR 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	KOR 999A	430739.00	KOREAN LANGUAGE LAB	dc
LA	KOR 999B	992478.00	KOREAN LANGUAGE LAB	dc
LA	PHIL 10	662100.05	WORLD RELIGIONS	moes, txt
LA	PHIL 15	662210.00	INTRODUCTION TO ETHICS	moes, txt
LA	PORT 1	992616.00	ELEMENTARY PORTUGUESE	coreq fr <del>PORT 999A</del> to <u>PORT 601A</u> , val
LA	PORT 2	992617.00	ELEMENTARY PORTUGUESE	coreq fr <del>PORT 999A</del> to <u>PORT 601B</u> , assign, txt, val
LA	PORT 601		INTERMEDIATE PORTUGUESE	nc, <u>prereq PORT 3 or four years of high school Portuguese, coreq PORT 601D, rec prep PORT 3</u> , 5 units/5 lec/0 lab/0 lrng cntr
LA	PORT 601A		PORTUGUESE LANGUAGE LAB	nc, <u>coreq PORT 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	PORT 601B		PORTUGUESE LANGUAGE LAB	nc, <u>coreq PORT 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	PORT 601C		PORTUGUESE LANGUAGE LAB	nc, <u>coreq PORT 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	PORT 601D		PORTUGUESE LANGUAGE LAB	nc, <u>coreq PORT 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	PORT 603		INTERMEDIATE PORTUGUESE	nc, <u>prereq PORT 2 or three years of high school Portuguese, coreq PORT 601C, rec prep PORT 2</u> , 5 units/5 lec/0 lab/0 lrng cntr
LA	PORT 999A	992618.00	PORTUGUESE LANGUAGE LAB	dc
LA	PRSN 1	432579.00	ELEMENTARY PERSIAN	coreq fr <del>PRSN 999A</del> to <u>PRSN 601A</u> , moe, assign, txt, val
LA	PRSN 2	432587.00	ELEMENTARY PERSIAN	coreq fr <del>PRSN 999A</del> to <u>PRSN 601B</u> , tps, moe, assign, txt, val
LA	PRSN 3	433061.00	INTERMEDIATE PERSIAN	coreq fr <del>PRSN 999B</del> to <u>PRSN 601C</u> , val
LA	PRSN 4	433062.00	INTERMEDIATE PERSIAN	coreq fr <del>PRSN 999B</del> to <u>PRSN 601D</u> , assign, val
LA	PRSN 601A		PERSIAN LANGUAGE LAB	nc, <u>coreq PRSN 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	PRSN 601B		PERSIAN LANGUAGE LAB	nc, <u>coreq PRSN 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	PRSN 601C		PERSIAN LANGUAGE LAB	nc, <u>coreq PRSN 3</u> , .25 units/0 lec/0 lab/1 lrng cntr

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

LA	PRSN 601D		PERSIAN LANGUAGE LAB	nc, <u>coreq PRSN 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	PRSN 999A	432588.00	PERSIAN LANGUAGE LAB	dc
LA	PRSN 999B	433064.00	PERSIAN LANGUAGE LAB	dc
LA	SPAN 1	788010.00	ELEMENTARY SPANISH	coreq fr <del>SPAN 999A</del> to <u>SPAN 601A</u> , txt, val
LA	SPAN 1A	788020.00	INTRODUCTORY ELEMENTARY SPANISH	coreq fr <del>SPAN 999A</del> to <u>SPAN 601A</u>
LA	SPAN 1B	788030.00	CONTINUING ELEMENTARY SPANISH	coreq fr <del>SPAN 999A</del> to <u>SPAN 601A</u>
LA	SPAN 2	788060.00	ELEMENTARY SPANISH	coreq fr <del>SPAN 999A</del> to <u>SPAN 601B</u> , assign, txt, val
LA	SPAN 3	788080.00	INTERMEDIATE SPANISH	coreq fr <del>SPAN 999B</del> to <u>SPAN 601C</u> , txt, val
LA	SPAN 4	788100.00	INTERMEDIATE SPANISH	coreq fr <del>SPAN 999B</del> to <u>SPAN 601D</u> , assign, txt, val
LA	SPAN 6	429574.00	INTERMEDIATE SPANISH GRAMMAR AND COMPOSITION	rpt fr <del>R-E-1</del> to <u>none</u>
LA	SPAN 250	429506.00	PRACTICAL SPANISH	rpt fr <del>R-E-1</del> to <u>none</u>
LA	SPAN 601A		SPANISH LANGUAGE LAB	nc, <u>coreq SPAN 1</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	SPAN 601B		SPANISH LANGUAGE LAB	nc, <u>coreq SPAN 2</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	SPAN 601C		SPANISH LANGUAGE LAB	nc, <u>coreq SPAN 3</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	SPAN 601D		SPANISH LANGUAGE LAB	nc, <u>coreq SPAN 4</u> , .25 units/0 lec/0 lab/1 lrng cntr
LA	SPAN 999A	430740.00	SPANISH LANGUAGE LAB	dc
LA	SPAN 999B	431723.00	SPANISH LANGUAGE LAB	dc
OELR	TU 100	848010.00	FUNDAMENTALS OF PEER TUTORING	cat desc, sch desc, tps, lrng obj, moe, txt
OELR	TU 300	848050.15	SUPERVISED TUTORING	cat desc, sch desc, tps, lrng obj, moe, assign
MSE	BIO 3C	429248.00	BIOCHEMISTRY AND MOLECULAR BIOLOGY	moes, txt
MSE	BIO 11	144090.00	HUMAN ANATOMY	moes, txt
MSE	BIO 45	432301.00	BIOLOGY OF DISEASES	react: rec prep fr <del>none</del> to <u>BIO 20 or an Introductory Biology college level biology course</u> , moes, txt, val
MSE	BIO 112	429435.00	PATHOPHYSIOLOGY	prereq fr <del>none</del> to <u>BIO 12</u> , moes, txt, val
				prereq fr <del>CHEM 3 or placement through the Chemistry Challenge Exam</del> to <u>MATH 124 &amp; CHEM 3 or placement through the Chemistry Challenge Exam</u> , rec prep fr <del>MATH 124 &amp; PHYS 20</del> to <u>PHYS 20</u> , tps, obj, moes, assign, txt, val
MSE	CHEM 1A	150010.05	GENERAL CHEMISTRY	tps, lrng obj, moes, assign, txt
MSE	CHEM 1B	150030.00	GENERAL CHEMISTRY	tps, lrng obj, moes, assign, txt
MSE	CHEM 3	150110.00	FUNDAMENTAL CHEMISTRY	tps, lrng obj, moes, assign, txt

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

MSE	CS 1A	192025.00	INTRODUCTION TO COMPUTER SCIENCE	ti fr <del>Introducton to Computer Science</del> to <u>Introduction to Computer Science I</u> , units fr <del>3</del> to <u>5</u> , hrs fr <del>3 lec/wk</del> to <u>4 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>6 lng-cntr/wk</del> to <u>0 lng-cntr/wk</u> , rpt fr <del>R-E-1</del> to <u>none</u> , cat desc, sch desc, tps, lng obj, moes, txt, assign
MSE	CS 1B	192070.05	INTRODUCTION TO PROGRAMMING	ti fr <del>Introduction to Programming</del> to <u>Introduction to Computer Science II</u> , units fr <del>3</del> to <u>5</u> , hrs fr <del>3 lec/wk</del> to <u>4 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>6 lng-cntr/wk</del> to <u>0 lng-cntr/wk</u> , rpt fr <del>R-E-1</del> to <u>none</u> , cat desc, sch desc, tps, lng obj, moes, assign, txt, val
MSE	CS 1C	431081.00	ADVANCED PROGRAMMING	ti fr <del>Advanced Programming</del> to <u>Introduction to Computer Science III</u> , units fr <del>3</del> to <u>4</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs from <del>6 lng-cntr/wk</del> to <u>0 lng-cntr/wk</u> , rpt fr <del>R-E-1</del> to <u>none</u> , cat desc, sch desc, tps, lng obj, moes, txt, assign, val
MSE	CS 1D	192080.05	DATA STRUCTURES	units fr <del>3</del> to <u>5</u> , hrs fr <del>3 lec/wk</del> to <u>4 lec/wk</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>6 lng-cntr/wk</del> to <u>0 lng-cntr/wk</u> , cat desc, sch desc, tps, lng obj, moes, assign, txt, val
MSE	CS 3A	192180.05	COMPUTER ORGANIZATION AND MACHINE LANGUAGE	rec prep fr <del>MATH 253 &amp; concurrent enrollment in CS-1B or any programming language course</del> to <u>MATH 253 &amp; CS 1A</u> , units fr <del>3</del> to <u>4</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>6 lng-cntr/wk</del> to <u>0 lng-cntr/wk</u> , sch desc, tps, lng obj, moes, assign, val
MSE	CS 3B	192190.05	COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE	rec prep fr <del>CS-1A</del> to <u>CS 1A &amp; CS 3A</u> , units fr <del>3</del> to <u>4</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>6 lng-cntr/wk</del> to <u>0 lng-cntr/wk</u> , tps, lng obj, moes, assign, val
MSE	CS 4A	431926.00	INTRODUCTION TO JAVA FOR COMPUTER SCIENCE	units fr <del>3</del> to <u>4</u> , hrs fr <del>0 lab/wk</del> to <u>3 lab/wk</u> , hrs fr <del>6 lng-cntr/wk</del> to <u>0 lng-cntr/wk</u> , sch desc, tps, lng obj, moes, assign, txt, val

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

MSE	CS 4B	431927.00	ADVANCED TOPICS IN JAVA FOR COMPUTER SCIENCE	units fr <del>3</del> to <b>4</b> , hrs fr <del>0 lab/wk</del> to <b>3 lab/wk</b> , hrs fr <del>6 lrng-cntr/wk</del> to <b>0 lrng cntr/wk</b> , sch desc, tps, lrng obj, moes, assign, txt, val
MSE	GEOL 3	356030.00	GEOLOGY OF CALIFORNIA	moes
MSE	GEOL 7	432552.00	WEATHER AND CLIMATE	moes, txt
MSE	GEOL 23	326090.10	ENVIRONMENTAL GEOLOGY	moes, txt
MSE	GEOL 173	356250.05	GEOLOGY FIELD STUDIES: DEATH VALLEY	moes
MSE	GEOL 175	356370.05	GEOLOGY FIELD STUDIES: SAN ANDREAS FAULT	moes, assign
MSE	GEOL 182	356690.05	GEOLOGY FIELD STUDIES: COAST RANGE-MORRO BAY	moes, assign
MSE	MATH 3A	518030.00	ANALYTIC GEOMETRY AND CALCULUS	cat desc, sch desc, tps, txt
MSE	MATH 3B	518040.00	ANALYTIC GEOMETRY AND CALCULUS	cat desc, sch desc, tps, lrng obj, txt, val
MSE	MATH 3C	518050.00	ANALYTIC GEOMETRY AND CALCULUS	cat desc, sch desc, tps, lrng obj, txt, val
MSE	MATH 10	518100.00	INTRODUCTION TO STATISTICS	cat desc, sch desc, tps, lrng obj
MSE	MATH 24	428459.00	DIFFERENTIAL EQUATIONS	cat desc, sch desc, tps, lrng obj, txt, val
MSE	MATH 26	428921.00	INTRODUCTION TO LINEAR ALGEBRA	cat desc, sch desc, tps, lrng obj, txt, val
MSE	MATH 112	518120.00	MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS	react: units fr <del>3</del> to <b>5</b> , hrs fr <del>3 lec/wk</del> to <b>5 lec/wk</b> , cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
MSE	MATH 251A	433952.00	BEGINNING ALGEBRA PART 1	dc
MSE	MATH 251B	433953.00	BEGINNING ALGEBRA PART 2	dc
MSE	MS 20	512070.00	INTRODUCTION TO OCEANOGRAPHY	moes
MSE	PHYS 4B	698040.00	GENERAL PHYSICS	rec prep from <del>none</del> to <b>MATH 3B</b> , moes, txt, val
MSE	PHYS 4C	698050.00	GENERAL PHYSICS	rec prep from <del>none</del> to <b>MATH 3B</b> , moes, txt, val
SBS	ANTH 16	30130.00	ARCHAEOLOGICAL FIELD METHODS	rpt fr <del>R-E-1</del> to <b>none</b> , moes, assign
SBS	ANTH 17	434009.00	THE BIOLOGICAL EVOLUTION OF HUMAN NATURE	moes, assign, txt
SBS	CCS 1	429609.00	MULTICULTURAL EXPERIENCES IN THE UNITED STATES	crs id fr <del>CCS-1</del> to <b>ES 1</b> , cat desc, sch desc
SBS	CCS 2	429618.00	MULTICULTURAL IDENTITIES IN THE UNITED STATES	crs id fr <del>CCS-2</del> to <b>ES 2</b> , cat desc, sch desc
SBS	CCS 10	430515.00	MARGINS AND BORDER CROSSINGS	crs id fr <del>CCS-10</del> to <b>ES 10</b> , tps, lrng obj, moes, assign, txt
SBS	CCS (ES) 600-3	992592.00	INTRODUCTION TO CHICANA/O AND LATINA/O CULTURES	nc, 3 units/3 lec/0 lab/0 lrng cntr
SBS	CD 121	416160.10	PRACTICUM: THE STUDENT TEACHING EXPERIENCE	rpt fr <del>R-E-3</del> to <b>none</b> , moe
SBS	CD 271	450189.00	PRESCHOOL LEARNING FOUNDATIONS: LANGUAGE AND LITERACY DOMAIN	dc

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

SBS	CWE 180	434065.00	COOP-ED WORK EXPER-CAREER IN TECH PREP TEACHING	dc
SBS	CWE 180	433329.00	COOPERATIVE WORK EXPERIENCE--CHILD DEVELOPMENT AND ED STUDIES	dc
SBS	CWE 181	4500988.00	COOPERATIVE WORK EXPERIENCE--CHILD DEVELOPMENT AND ED STUDIES	dc
SBS	EDUC 90	432604.00	INTRODUCTION TO ELEMENTARY EDUCATION	cat desc, sch desc, tps, lrng obj, moes, assign, txt
SBS	GEOG 2	350020.00	CULTURAL GEOGRAPHY	moes, txt
SBS	GEOG 3	350030.00	WORLD REGIONAL GEOGRAPHY	moes, txt
SBS	GEOG 38	350060.00	CALIFORNIA GEOGRAPHY	tps, lrng obj, moes
SBS	GEOG 102	430497.00	GEOGRAPHY FIELD STUDIES	rpt fr <del>R-E-3</del> to <u>none</u>
SBS	GEOG 106	992642.00	FIELD STUDIES OF DESERT REGIONS	rpt fr <del>R-E-3</del> to <u>none</u>
SBS	GEOG 107	992643.00	FIELD STUDIES OF MOUNTAIN AREAS	rpt fr <del>R-E-3</del> to <u>none</u>
SBS	GEOG 108	992644.00	FIELD STUDIES OF WESTERN NORTH AMERICA	rpt fr <del>R-E-3</del> to <u>none</u>
SBS	GEOG 110	430513.05	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)	rec prep fr <del>CIM-174A</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, txt, val
SBS	GIS 110	430513.00	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)	rec prep fr <del>CIM-174A</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, txt, val
SBS	HIST 4	404010.00	WORLD HISTORY TO 1750	lrng obj, moes, assign, txt
SBS	HIST 5	404020.00	WORLD HISTORY FROM 1750	lrng obj, moes, assign, txt
SBS	HIST 7	429276.00	SOCIAL AND ECONOMIC HISTORY OF THE U.S. TO 1876	moe, txt
SBS	HIST 8	429277.00	SOCIAL AND ECONOMIC HISTORY OF THE U.S., 1877 TO THE PRESENT	moes, assign, txt
SBS	HIST 16	404060.05	HISTORY OF THE UNITED STATES TO 1876	moes, assign, txt
SBS	HIST 17	404090.05	HISTORY OF THE UNITED STATES SINCE 1876	moes, assign, txt
SBS	HIST 27	430498.00	LATIN AMERICA: PRE-EUROPEAN TO INDEPENDENT NATIONHOOD	moes, assign, txt
SBS	HIST 28	430499.00	LATIN AMERICA: 1800 TO THE PRESENT	moes, assign, txt
SBS	HIST 61	404320.00	HISTORY AND POLITICS OF RUSSIA: SOVIET PERIOD TO THE PRESENT	cat desc, moes, txt
SBS	HIST 70	404340.00	HISTORY OF ASIA TO 1800	moes, assign, txt
SBS	HIST 71	404360.00	HISTORY OF ASIA SINCE 1800	lrng obj, moes, assign, txt
SBS	HIST 135	432781.00	INTRODUCTION TO AMERICAN STUDIES	dc
SBS	HIST 29	992593.00	FILM AND HISTORY IN LATIN AMERICA	nc, 3 units/3 lec/0 lab/0 lrng cntr

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

SBS	PS 14	710120.00	INTERNATIONAL RELATIONS	moes, txt
SBS	PSYC 4	450127.00	INTRODUCTION TO COGNITIVE PSYCHOLOGY	rpt fr <del>R-E-3</del> to <u>none</u> , moes, txt
SBS	PSYC 16	428838.00	INTRODUCTION TO CROSS-CULTURAL PSYCHOLOGY	moes, txt
SBS	PSYC 21	728060.00	THE PSYCHOLOGY OF WOMEN	moe, txt
SBS	PSYC 144	992584.00	STATISTICS FOR THE BEHAVIORAL SCIENCES	crs id fr <del>PSYC 144</del> to <u>PSYC 44</u> , prereq fr <del>MATH 253 and completion of or concurrent enrollment in PSYC 2</del> to <u>MATH 253</u> , val
SBS	SOC 21	776100.00	WOMEN IN CONTEMPORARY SOCIETY	assign, txt
SBS	WS 120	860040.00	WOMEN & CAREERS	moes
SBS	WS 31	992594.00	GENDER AND POPULAR CULTURE	nc, 3 units/3 lec/0 lab/0 lrng cntr
TCSP	CWE 180	992546.00	CO-OP-ED INTERNSHIP FOR PRE-THERAPY STUDENTS	1.5 units: dc
TCSP	CWE 600		CO-OP-ED INTERNSHIP FOR PRE-THERAPY STUDENTS	nc, 2 units/0 lec/0 lab/9.04 lrng cntr, lim <u>Physician clearance, immunizations, liability insurance, and background check</u> , coreq <u>SE 101</u> , rec prep <u>BIO 11</u>
TCSP	CWE 601		CO-OP-ED INTERNSHIP FOR PRE-THERAPY STUDENTS	nc, 1 units/0 lec/0 lab/4.52 lrng cntr, lim <u>Physician clearance, immunizations, liability insurance, and background check</u> , coreq <u>SE 101</u> , rec prep <u>BIO 11</u>
TCSP	KNEA 1	692010.10	ADAPTED PERSONALIZED FITNESS	ti fr <del>Adapted Personalized Fitness</del> to <u>Adapted Strength Training</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
TCSP	KNEA 1	692010.15	ADAPTED PERSONALIZED FITNESS	ti fr <del>Adapted Personalized Fitness</del> to <u>Adapted Strength Training</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
TCSP	KNEA 1	692010.20	ADAPTED PERSONALIZED FITNESS	ti fr <del>Adapted Personalized Fitness</del> to <u>Adapted Strength Training</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
TCSP	KNEA 2	692040.10	ADAPTED WATER EXERCISE AND SWIMMING	rpt fr <del>R-E-3</del> to <u>none</u> , tps, lrng obj, moe, assign, txt
TCSP	KNEA 2	692040.15	ADAPTED WATER EXERCISE AND SWIMMING	rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
TCSP	KNEA 2	692040.20	ADAPTED WATER EXERCISE AND SWIMMING	rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt
TCSP	KNEA 3	992140.00	ADAPTED CONDITONING	1.5 units: ti fr <del>Adapted Conditioning</del> to <u>Adapted Cardiovascular Conditioning</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moe, assign, txt

**2013-2014 Proposed Curriculum Changes  
Saddleback College**

**Exhibit A**

TCSP	KNEA 600		ADAPTED CARDIOVASCULAR CONDITIONING	nc, 1 unit/.5 lec/1.5 lab/0 lrng cntr
TCSP	KNEA 601		ADAPTED CARDIOVASCULAR CONDITIONING	nc, .5 units/.5 lec/.5 lab/0 lrng cntr
TCSP	KNEA 4	450111.00	ADAPTED STRETCHING, BALANCE AND CORE EXERCISES	1 unit/.5 lec/1.5 lab/0 lrng cntr: ti fr <del>Adapted Stretching, Balance, and Core Exercises</del> to <u>Adapted Stretching and Core Training</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
TCSP	KNEA 4	450111.10	ADAPTED STRETCHING, BALANCE AND CORE EXERCISES	1.5 units/1 lec/2 lab/0 lrng cntr: ti fr <del>Adapted Stretching, Balance, and Core Exercises</del> to <u>Adapted Stretching and Core Training</u> , rpt fr <del>R-E-3</del> to <u>none</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
TCSP	KNEA 603		ADAPTED STRETCHING AND CORE TRAINING	nc, .5 units/.5 lec/.5 lab/0 lrng cntr
TCSP	KNEA 6	692100.00	ADAPTED SPORTS	rpt fr <del>R-E-3</del> to <u>none</u> , hrs fr <del>0 lec/wk</del> to <u>.5 lec/wk</u> , hrs fr <del>3 lab/wk</del> to <u>1.5 lab/wk</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
TCSP	KNEA 604		ADAPTED SPORTS	nc, 1.5 units/1 lec/2 lab/0 lrng cntr
TCSP	KNEA 605		ADAPTED SPORTS	nc, .5 units/.5 lec/.5 lab/0 lrng cntr
TCSP	KNEA 8	992367.00	ADAPTED OUTDOOR EDUCATION AND RECREATION	rpt fr <del>R-E-3</del> to <u>none</u>
TCSP	KNEA 300	692120.00	ADAPTED PERSONALIZED FITNESS	ti fr <del>ADAPTED PERSONALIZED FITNESS</del> to <u>ADAPTED STRENGTH TRAINING</u> , rpt fr <del>R-E-99</del> to <u>none</u> , tps, lrng obj, moe, txt
TCSP	KNEA 310	692130.00	ADAPTED WATER EXERCISE AND SWIMMING	rpt fr <del>R-E-99</del> to <u>none</u> , tps, lrng obj, moes, assign
TCSP	SE 101	686010.00	INTRODUCTION TO THERAPY AND REHABILITATION	tps, lrng obj, moe, assign txt
TCSP	SE 102	429116.00	ADAPTED KINESIOLOGY ASSISTING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, tps, lrng obj, moes, assign, txt, val
TCSP	SE 102	429116.10	ADAPTED KINESIOLOGY ASSISTING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, lrng obj, moes, assign, txt, val
TCSP	SE 102	429116.20	ADAPTED KINESIOLOGY ASSISTING	rpt fr <del>R-A-3</del> to <u>none</u> , cat desc, lrng obj, moes, assign, txt, val
TCSP	SPS 600	992680.00	SUCCESS STRATEGIES FOR BASIC MATHEMATICS	nc, 1 unit/1 lec/0 lab/0 lrng cntr

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF SOCIAL SCIENCES

Associate in Science Degree in Administration of Justice  
for Transfer

The curriculum is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice in America. Involvement in courses offered each semester will provide a sound foundation for students intending to transfer and continue further study in criminal justice programs.

*Complete the following course courses:*

AJ 2	Introduction to Administration of Justice	3
AJ 4	Criminal Law I	3

*Complete 6 units from the following list of courses:*

AJ 5	Community-Oriented Policing/ Community and Human Relations	3
AJ 8	Juvenile Law and Procedures	3
AJ 102	Criminal Procedures	3
AJ 103	Introduction to Evidence	3
AJ 105	Introduction to Investigation	3
AJ 119	Introduction to Corrections	3

*Complete 6 units from the following courses:*

SOC 1	Introduction to Sociology	3
PSYC 10	Statistical Methods in the Behavioral Sciences	3
	OR	
MATH 10	Introduction to Statistics	3
PSYC 1	Introduction to Psychology	3
AJ 106	Police Field Operations	3
AJ 107	Criminal Law II	3
AJ 111	Law Enforcement Administration	3
AJ 112	Police Supervision	3
AJ 113	Constitutional Law and the Justice System	3
AJ 150	Report Writing for Administration Of Justice	3
AJ 161	Organized Crime and Criminal Enterprise in America	3
	Total Units:	18



IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF BUSINESS SCIENCES

BUSINESS ADMINISTRATION FOR TRANSFER  
AA-T

This curriculum provides an opportunity to achieve an Associate in Arts Degree in Business Administration for Transfer to the California State University System (CSU) while completing the first and second year requirements for transfer to a four-year institution. A baccalaureate degree is recommended preparation for those considering professional careers in business. Complete of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work. This program is designed specifically for the California State University system. Each SCU school, however, reserves a right to accept students with AA-T degree into some (not all) specific specialization under the BA in Business Administration. Lower Division requirements for the University of California system and private four-year colleges vary by transfer school.

*Required Core:*

ACCT 1A	Financial Accounting	4
ACCT 1B	Managerial Accounting	4
ECON 1	Principles of Economics-Micro	3
ECON 2	Principles of Economics-Macro	3
MGT 12A	The Legal Environment of Business	3

*List A:*

MATH 10	Introduction to Statistics	3
	OR	
MATH 11	A Brief Course in Calculus	4

*List B:*

CIM 107	Introduction to Personal Computer Application	3
	OR	
CS 1	Introduction to Computer Systems	3
MGT 1	Introduction to Business	3
	OR	
MGT 104	Business Communication	3
	Total Units:	26-27

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF MATHEMATICS, COMPUTER SCIENCE AND ENGINEERING

Associate in Science in Computers Languages  
For Transfer  
AS Degree

The Computer Science Department in the School of Mathematics, Computer Science and Engineering conducts a program designed for students who are developing computer programming skills in preparation for professional careers and/or transfer to a four-year college or university. Courses are intended to meet the needs of students at various levels of competence, from the novice to the expert. The department acquaints students with the presently available methods of computer science that are useful in solving problems of science, industry, and government; prepares students for the additional format education and self-education required in this ever-developing field; and fosters students' abilities to solve computer science problems.

*Required Core:*

CS 37	C++ Programming	3
	Or	
CS 38	Java Programming	3
CS 40A	Computer Organization and	3
CS 41	Data Structures	3
CS 6A	Computer Discrete Mathematics I	3
	Or	
MATH 30	Computer Discrete Mathematics I	3
MATH 3A	Analytic Geometry and Calculus I	5
MATH 3B	Analytic Geometry and Calculus II	5
PHYS 4A	General Physics	4
PHYS 4B	General Physics	4
	Total Units:	30

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF SOCIAL SCIENCES

Associate of Arts Degree in Geography for Transfer

The AA-T degree in Geography is designed specifically for students majoring in Geography who plan on transferring to a California State University to complete the BA/BS degree in Geography.

*Complete the following course courses:*

GEOG 1 Physical Geography	3
GEOG 1L Physical Geography Laboratory	1
GEOG 2 Cultural Geography	3

*Complete 6-7 units from the following list of courses:*

GEOG 3 World Regional Geography	3
GEOG 38 California Geography	3
GEOG 10 Introduction to Weather and Climate	3
GEOG 110 Introduction to Geographic Information Systems	2
GEOG 102 Geography Field Studies: Western United States	2

*Complete 6 units from the following courses:*

GEOG 20 Global Environmental Problems	3
GEOL 1 Physical Geology	4
ANTH 2 Cultural Anthropology	3
Total Units:	18-19

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES  
SCHOOL OF PHYSICAL SCIENCES AND TECHNOLOGIES

Associate in Science Degree in Geology for Transfer

The transfer degree offered by the Department of Geological Sciences is designed specifically for geology majors intending to transfer to geology programs in the California State University system. The curriculum in the Department of Geological Sciences integrates studies in the biological sciences, environmental studies, marine science, and the physical sciences, including physics and chemistry.

The course requirements for a transfer degree in geology are intended to provide a solid foundation in geology and other prerequisite math and chemistry courses required at California State University geology programs. An introductory course in physical geology is the prerequisite for the second semester historical geology course required for this transfer degree. Additional academic counseling is readily available from the program faculty and/or a college counselor.

GEOL 1	Physical Geology	4
GEOL 2	Historical Geology	4
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
MATH 3A	Analytic Geometry and Calculus I	5
MATH 3B	Analytic Geometry and Calculus II	5
Total Units:		28

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF HUMANITIES AND LANGUAGES

Associate in Arts Degree in History for Transfer

Courses are offered in American history, European history, and the history of selected non-European and non-Western cultures. The curriculum emphasizes not the rote recognition of facts, but the study of history as a means of developing critical intelligence and fostering an awareness of ourselves and our world through examination of the past, including examination of ways in which human beings have attempted to understand the meaning of historical events and issues. Courses offered through the department meet general education and transfer requirements in American history, humanities, and certain facets of the social sciences. In addition, courses may be taken to satisfy requirements for an Associate in Arts degree with a major in history.

*Complete the following courses:*

HIST 1	The History of World Civilizations To 1500	3
HIST 2	The History of World Civilizations Since 1500	3
HIST 20	American History Through the Civil War	3
HIST 21	American History Since the Civil War	3

*Complete one of the following courses:*

HIST 33	The History of the Mexican American People	3
HIST 40	The History of East Asia Before 1800	3
HIST 41	The History of East Asia Since 1800	3
HIST 51	Women in American History	3

*Complete one of the following courses:*

HIST 10	The West and the World Through the Renaissance	3
HIST 11	The West and the World Since the Renaissance	3
HIST 24	American After the Bomb: 1945 to The Present	3
HIST 25	History of California	3
	Total Units:	18

*Students who have completed equivalent courses or who have acquired fluency may substitute a second foreign language.*

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF PHYSICAL SCIENCES AND TECHNOLOGIES

Associate in Science Degree in Physics for Transfer

The physics curriculum is designed to attract and cultivate the student's imagination as to the origin, composition, and mechanics of the universe; the movement and interaction of objects in relation to gravitational, magnetic, and electrical forces; the interaction between matter and energy; the behavior of light; and the physical characteristics of substances.

PHYS 4A	General Physics	4
PHYS 4B	General Physics	4
PHYS 4C	General Physics	4
MATH 3A	Analytic Geometry and Calculus I	5
MATH 3B	Analytic Geometry and Calculus II	5
MATH 4A	Analytic Geometry and Calculus III	5
Total Units:		27

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF SOCIAL SCIENCES

Associate of Arts Degree in Political Science for Transfer

Since exposure to other political systems and ideas is vital in this increasingly interdependent world, students of all interests and backgrounds will find political science courses relevant and of value. The political science curriculum includes both required and elective courses appropriate for a general liberal arts education and for the major in political science. The core course, American Government, meets the general education requirement in American Institutions and lays a broad analytical framework that may be employed in examining political issues. Other courses in the curriculum meet general education requirements in the social sciences.

*Core course:*

PS 1 American Government 3

*Complete 9 units from the following courses:*

PS 4 Introduction to Political Science 3

PS 5 Political Philosophy 3

PS 12 Comparative Politics 3

PS 14 International Relations 3

MATH 10 Introduction to Statistics 3

OR

PSYC 10 Statistical Methods in the Behavioral  
Sciences 3

*Complete 6 units from the following list of courses:*

PS 3 California Government and Politics 3

PS 6 Politics and Government of the  
Middle East 3

PS 7 The Politics of Communist and  
Post-Communist States 3

PS 17 Latin American Politics and  
Government 3

PS 21 Model United Nations 3

PS 41 The History of East Asia Since 1800 3

CWE 167 Cooperative Work Experience:  
Political Science 3

Total Units: 18

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF HUMANITIES AND LANGUAGES

Chinese  
Associate in Arts

Students who major in a foreign language at the lower division level concentrate on learning to understand, speak, read, and write a foreign language. In the process, students develop a more profound understanding of the world and gain insight into its complexities – culturally, politically, economically, and socially. Of course, as our work grows increasingly interdependent and international travel readily accessible, the knowledge of a foreign language will prove of benefit to all.

Students at Irvine Valley College may choose to major in Chinese, French, Japanese or Spanish. The faculty recommends that majors do not select a language course to meet the arts and language general education requirement, but instead choose a course in one of the arts that is of interest to them.

*Complete the following courses:*

CHI 1	Beginning Chinese I	5
	(or CHI 1A and 1B)	
CHI 2	Beginning Chinese II	5
	(or CHI 2A and 2B)	
CHI 3	Intermediate Chinese I	5
	(or CHI 3A and 3B)	
CHI 4	Intermediate Chinese II	5
CHI 110	Introduction to Chinese Conversation	3
CHI 180	Chinese Language Conference	.5
	Total Units:	23.5

*Students who have completed equivalent courses or who have acquired fluency may substitute a second foreign language.*



IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF MATHEMATICS, COMPUTER SCIENCE AND ENGINEERING

Computers Languages  
Certificate of Achievement

*Complete the following courses:*

CS 1 Introduction to Computer Systems 3

*Complete any four of the following courses:*

CS 6A Computer Discrete Mathematics I 3

CS 6B Computer Discrete Mathematics II 3

CS 10 Introduction to Programming Using  
Python 3

CS 36 C+ Programming 3

CS 37 C++ Programming 3

CS 38 Java Programming 3

CS 50 HTML/XHTML Programming 3

CS 130 Visual Basic Programming 3

CS 131 Database Management Programming 3

*Complete any two of the following courses:*

CS 39 C# Programming Using  
Microsoft.NET 3

CS 40A Computer Organization and  
Assembly Language I 3

CS 40B Computer Organization and  
Assembly Language II 3

CS 41 Data Structures 3

Total Units: 21

Computers Languages  
Certificate of Achievement

*Complete the following courses:*

~~CS 1 Introduction to Computer Systems 3~~

*Complete any four of the following courses:*

~~CS 6A Computer Discrete Mathematics I 3~~

~~CS 6B Computer Discrete Mathematics II 3~~

~~CS 10 Introduction to Programming Using  
Python 3~~

~~CS 36 C+ Programming 3~~

~~CS 37 C++ Programming 3~~

~~CS 38 Java Programming 3~~

~~CS 50 HTML/XHTML Programming 3~~

~~CS 130 Visual Basic Programming 3~~

~~CS 131 Database Management Programming 3~~

*Complete any two of the following courses:*

~~CS 39 C# Programming Using  
Microsoft.NET 3~~

~~CS 40A Computer Organization and  
Assembly Language I 3~~

~~CS 40B Computer Organization and  
Assembly Language II 3~~

~~CS 41 Data Structures 3~~

~~Total Units: 21~~

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF HUMANITIES AND LANGUAGES

Japanese  
Associate of Arts  
Certificate of Achievement

Students who major in a foreign language at the lower division level concentrate on learning to understand, speak, read, and write a foreign language. In the process, students develop a more profound understanding of the world and gain insight into its complexities – culturally, politically, economically, and socially. Of course, as our work grows increasingly interdependent and international travel readily accessible, the knowledge of a foreign language will prove of benefit to all.

Students at Irvine Valley College may choose to major in Chinese, French, Japanese or Spanish. The faculty recommends that majors do not select a language course to meet the arts and language general education requirement, but instead choose a course in one of the arts that is of interest to them.

*Complete the following courses:*

JA 1	Beginning Japanese I (or JA 1A and 1B)	5
JA 2	Beginning Japanese II (or JA 2A and 2B)	5
JA 3	Intermediate Japanese	5
JA 4	Intermediate Japanese	5
JA 10	Intermediate Conversational Japanese	3
JA 21	<del>Introduction to Japanese Culture</del>	<del>3</del>
	Total Units:	26

Japanese  
Associate of Arts  
Certificate of Achievement

Students who major in a foreign language at the lower division level concentrate on learning to understand, speak, read, and write a foreign language. In the process, students develop a more profound understanding of the world and gain insight into its complexities – culturally, politically, economically, and socially. Of course, as our work grows increasingly interdependent and international travel readily accessible, the knowledge of a foreign language will prove of benefit to all.

Students at Irvine Valley College may choose to major in Chinese, French, Japanese or Spanish. The faculty recommends that majors do not select a language course to meet the arts and language general education requirement, but instead choose a course in one of the arts that is of interest to them.

*Complete the following courses:*

JA 1	Beginning Japanese I (or JA 1A and 1B)	5
JA 2	Beginning Japanese II (or JA 2A and 2B)	5
JA 3	Intermediate Japanese	5
JA 4	Intermediate Japanese	5
JA 10	Intermediate Conversational Japanese	3
	Total Units:	23

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF FINE ARTS

ASSOCIATE IN ARTS DEGREE IN  
THEATRE ARTS FOR TRANSFER  
Associate of Arts

The Department of Theatre emphasizes the development of the many and various skills required in theatre-including stagecraft, lighting, costuming, production and video production. Theatre students are encouraged to participate in a variety of theatrical performances, among them drama, comedies and musical theatre.

<i>Required Core (9 units):</i>		TA 142A Theatre Production A	1
<i>Introduction to Theatre (3) or Theatre History I (3)</i>		TA 142B Theatre Production B	2
TA 20 Theatre Appreciation: Classical Overview	3	TA 142C Theatre Production C	3
TA 25 Great Plays: Primitive to Renaissance	3		
TA 26 <del>Great Plays: Renaissance to Contemporary</del>	3	<i>LIST A (Select 3): 9 UNITS</i>	
		<i>Acting II</i>	
		TA 8 Advanced Acting	3
<i>Acting I (3 units)</i>		<i>Introduction to Design</i>	
TA 1 Acting	3	TA 40B Introduction to Theatre Design	3
<i>Rehearsal and Performance (maximum 3 units) or Technical Theatre Practicum (maximum 3 units):</i>		<i>Introduction to State Lighting</i>	
TA 15 Rehearsal and Performance: Drama	2	TA 41 State Lighting	3
TA 15A Introduction to Rehearsal and Performance: Drama	1	<i>Introduction to State Costume</i>	
TA 15B Continuation of Rehearsal and Performance: Drama	1	TA 42 Costume Design	3
TA 16 Rehearsal and Performance: Comedy	2	<i>State Makeup</i>	
TA 16A Introduction to Rehearsal and Performance: Comedy	1	TA 43 Stage Makeup	1
TA 16B Continuation of Rehearsal and Performance: Comedy	1	<i>Script Analysis</i>	
TA 17 Rehearsal and Performance: Mixed Genres	2	TA 2 Beginning Scene Study	3
TA 17A Introduction to Rehearsal and Performance: Mixed Genres	1	Or	
TA 17B Continuation of Rehearsal and Performance: Mixed Genres	1	TA 3 Advanced Scene Study	3
TA 18 Rehearsal and Performance: Dance	2	<i>Stagecraft</i>	
TA 18A Introduction to Rehearsal and Performance: Dance	1	TA 40C Scenic Design for the Theatre	2
TA 18B Continuation of Rehearsal and Performance: Dance	1	Total Units:	18
TA 19 Rehearsal and Performance: Musical Theatre	2		
TA 19A Introduction to Rehearsal and Performance: Musical Theatre	1		
TA 19B Continuation of Rehearsal and Performance: Musical Theatre	1		

	A	B	C	D	E
1				KEY CODE	assign: Assignments
2					c/l w/+: cross-listed with (and list the other crs id)
3					co: corequisite
4					crsd: course id
5					dc: delete course
6					dv: delete version of course
7					hrs: hours
8					lim: limitation
9					lrng obj: learning objectives
10					moe: methods of evaluation
11					nc: new course
12					nv: new version of an existing course
13					prereq: prerequisite
14					rec: recommended preparation
15					rpt: repeatability
16					sam: SAM code
17					sr: scheduled review with no significant revisions
18					ti: title
19					top: TOP code
20					tps: topics
21					txt: textbook
22					un: units
23					val: validation
24	<b>SCHOOL</b>	<b>CRS ID</b>	<b>CATID</b>	<b>TITLE</b>	<b>ACTION TAKEN</b>
25	Business Science	ACCT 1A	100.00	Financial Accounting	desc, rec, tps, lrng obj, moe, assign, txt
26	Business Science	ACCT 1B	105.00	Managerial Accounting	desc, tps, lrng obj, moe, assign, txt, val
27	Business Science	ACCT 204	140.15	Accounting Applications: QuickBooks	nc
28	Business Science	ACCT 204	140.10	Accounting Applications: QuickBooks	dc
29	Emeritus	ACCT 432	10154.00	Structuring and Managing Investments	dc
30	Social Sciences	AJ 2	195.00	Introduction to Administration of Justice	desc, tps, lrng obj, moe, assign, txt

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
31	Social Sciences	AJ 4	200.00	Criminal Law I	desc, tps, lrng objs, txt
32	Social Sciences	AJ 5	215.00	The Community and the Justice System	ti, desc, tps, lrng obj, moe, assign, txt
33	Social Sciences	AJ 8	235.00	Juvenile Law and Procedures	lrng obj, txt, val
34	Fine Arts	ART 186	13237.00	Drawing the Head and Hands	desc, rpt
35	Fine Arts	ART 195	13238.00	Illustration	rpt
36	Fine Arts	ART 253	13239.00	Beginning Life Painting	rpt
37	Fine Arts	ART 50	905.05	Beginning Oil Painting	desc, rpt
38	Fine Arts	ART 51	905.10	Intermediate Painting	desc, rpt
39	Fine Arts	ART 52	905.15	Advanced Painting	desc, rpt
40	Fine Arts	ART 80	760.05	Drawing Fundamentals	desc, rpt
41	Fine Arts	ART 81	760.10	Representational Drawing	desc, rpt
42	Fine Arts	ART 82	760.15	Advanced Drawing	desc, rpt
43	Fine Arts	ART 85	765.05	Life Drawing I	desc, rpt
44	Fine Arts	ART 86	765.10	Advanced Life Drawing	desc, rpt
45	Life Sciences	BIO 101	11017.00	Field Studies: Coastal Marine Ecosystems	ti, desc, lmt, rpt, tps, lrng obj, moe, assign, val
46	Life Sciences	BIO 102	14235.00	Field Studies Island Ecosystems	ti, desc, lmt, rec, rpt, tps, lrng obj, assign, val,
47	Life Sciences	BIO 103	1230.00	Field Studies: Mountain Ecosystems	ti, desc, lmt, rec, rpt, tps, lrng obj, moe, val, txt
48	Life Sciences	BIO 104	1235.00	Field Studies: Desert Ecosystems	ti, desc, rpt, tps, lrng obj, moe, assign, txt, val
49	Life Sciences	BIO 105	14383.00	Field Studies: Valley and Grassland Ecosystems	nc
50	Life Sciences	BIO 109	13015.40	Field Biology: A 21st Century Look at the American West	dc
51	Life Sciences	BIO 109	13015.00	Field Studies: A 21st Century Look at the American West	ti, desc, tps, lrng obj, txt, val
52	Life Sciences	BIO 10	11111.05	Biochemistry for Health Sciences	nc
53	Life Sciences	BIO 10	11110.00	Biochemistry for Health Sciences	Top
54	Life Sciences	BIO 11	1005.00	Human Anatomy	top
55	Life Sciences	BIO 11	1005.00	Human Anatomy	dc
56	Life Sciences	BIO 110	11018.00	Field Biology: Ecology and Natural History of National Parks	dc
57	Life Sciences	BIO 110	11018.05	Field Biology: Ecology and Natural History of National Parks	dc
58	Life Sciences	BIO 12	1010.15	Human Physiology	top
59	Life Sciences	BIO 12	1010.10	Human Physiology	dc

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
60	Life Sciences	BIO 12D	3283.00	Human Physiology Laboratory	top
61	Life Sciences	BIO 12D	3283.00	Human Physiology-Discussion	dc
62	Life Sciences	BIO 13	9133.00	Lab Research	rpt
63	Life Sciences	BIO 140	10716.50	Lab Research in Geological and Biological Sciences	rpt
64	Life Sciences	BIO 15	1020.00	General Microbiology	top
65	Life Sciences	BIO 15	1020.00	General Microbiology	dc
66	Life Sciences	BIO 16	995.05	Cellular Biology	nc
67	Life Sciences	BIO 121	10473.00	Human Anatomy and Physiology	dc
68	Life Sciences	BIO 121	10473.05	Human Anatomy and Physiology	Top
69	Life Sciences	BIO 200	10564.00	Human Prosection	top
70	Life Sciences	BIO 200	10564.00	Human Prosection	dc
71	Life Sciences	BIO 30	1053.00	California Wildlife and Wildlands	ti, desc, tps, lrng obj, moe, assign, txt
72	Emeritus	BIO 410	14139.00	Natural History of Southern California	dc
73	Emeritus	BIO 420	14140.00	Birds of Southern California	dc
74	Life Sciences	BIO 6	995.00	Cellular Biology	dc
75	Life Sciences	BIO 6L	996.00	Cellular Biology Lab	dc
76	Life Sciences	BIO 71	13219.00	Stem Cells and Society	top
77	Life Sciences	BIO 71	13219.00	Stem Cells and Society	dc
78	Life Sciences	BIO 72	13220.10	Human Genetics and Medicine	top
79	Life Sciences	BIO 72	13220.10	Human Genetics and Medicine	dc
80	Physical Sciences	CHEM 1A	1245.05	General Chemistry I	rec, tps, lrng objs, moe, assign, txt, val
81	Physical Sciences	CHEM 1B	1250.00	General Chemistry II	desc, tps, lrng objs, moe, assign, txt, val
82	Humanities	CHI 110	14313.00	Introduction to Chinese Conversation	nc
83	Humanities	CHI 4	14321.00	Intermediate Chinese II	nc
84	Business Science	CIM 103	9104.10	Introduction to Windows	nc
85	Business Science	CIM 203.1	9104.00	Introduction to Windows	dc
86	Business Science	CIM 206	9625.10	A+ Hardware Concepts	nc
87	Business Science	CIM 206.1	9625.00	A+ Hardware Concepts	dc
88	Business Science	CIM 208	11111.10	A+ Operating Systems	nc
89	Business Science	CIM 208.1	11111.00	A+ Operating Systems	dc
90	Business Science	CIM 209	13215.50	Introduction to Outlook	nc
91	Business Science	CIM 209	13215.00	Introduction to Outlook	dc
92	Business Science	CIM 210.1	1835.55	Word Processing I	nc

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
93	Business Science	CIM 210.1	1835.05	Word Processing I	dc
94	Business Science	CIM 210.2	1837.25	Word Processing II	nc
95	Business Science	CIM 210.2	1837.00	Word Processing II	dc
96	Business Science	CIM 210.3	9838.00	Word Processing III-Certification	dc
97	Business Science	CIM 249	13214.10	Cascading Style Sheets (CSS) Website	nc
98	Business Science	CIM 249	13214.00	Cascading Style Sheets (CSS) Website	dc
99	Business Science	CIM 251	11145.10	Dynamic Web Database Management	nc
100	Business Science	CIM 251.1	11145.00	Dynamic Web Database Management	dc
101	Business Science	CIM 260	130535.00	Network+	nc
102	Business Science	CIM 260.1	9215.00	Networking I	dc
103	Business Science	CIM 260.2	9087.00	Networking II	dc
104	Business Science	CIM 261	10714.10	Linux+	nc
105	Business Science	CIM 261.1	10714.00	Fundamentals of Linux	dc
106	Business Science	CIM 263.1	10409.15	CCNA: Internetworking Technologies I	nc
107	Business Science	CIM 263.1	10409.00	Internetworking Technologies I	dc
108	Business Science	CIM 263.2	10410.10	CCNA: Internetworking Technologies II	nc
109	Business Science	CIM 263.2	10410.00	Internetworking Technologies II	dc
110	Business Science	CIM 263.3	10411.05	CCNA: Internetworking Technologies III	nc
111	Business Science	CIM 263.3	10411.00	Internetworking Technologies III	dc
112	Business Science	CIM 263.4	10412.10	CCNA: Internetworking Technologies IV	nc
113	Business Science	CIM 263.4	10412.00	Internetworking Technologies IV	dc
114	Emeritus	CIS 400	7505.00	Computer Fundamentals and Applications	dc
115	Emeritus	CIS 405	13000.00	Spreadsheets and Databases	dc
116	Emeritus	CIS 410	9375.00	Introduction to the Internet	dc
117	Math, CS, Engr	CISS 320	1866.00	Adaptive Computer Assessment	rpt
118	Fine Arts	COMM 35	6350.05	Voice and Diction	desc, rpt
119	Guidance and Cou	COUN 200A	14353.00	Aa/As/Certificate Student Education Plan	nc
120	Guidance and Cou	COUN 200B	14355.00	UC Student Education Plan	nc
121	Guidance and Cou	COUN 200C	14357.00	CSU Student Education Plan	nc
122	Emeritus	CT 400	7430.00	Beginning Needlepoint	dc
123	Emeritus	CT 401	10159.00	Intermediate Needlepoint	dc
124	Emeritus	CT 425	7465.10	Quilting and Patchwork	dc
125	Physical Sciences	CWE 167	13228.00	Cooperative Work Experience: Natural Sciences	lim, rpt
126	Physical Sciences	CWE 167	13228.10	Cooperative Work Experience: Natural Sciences	lim, rpt
127	Physical Sciences	CWE 167	13228.20	Cooperative Work Experience: Natural Sciences	lim, rpt
128	Social Sciences	CWE 167	10729.10	Cooperative Work Experience: Economics	lim, rpt

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
129	Social Sciences	CWE 167	10729.20	Cooperative Work Experience: Economics	lim, rpt
130	Social Sciences	CWE 167	10729.30	Cooperative Work Experience: Economics	lim, rpt
131	Social Sciences	CWE 167	10729.00	Cooperative Work Experience: Economics	lim, rpt
132	Social Sciences	CWE 167	14374.00	Cooperative Work Experience: Psychology	nc
133	Life Sciences	CWE 167	14164.00	Cooperative Work Experience: Life Sciences	rpt
134	Social Sciences	CWE 167	10310.10	Cooperative Work Experience: Political Science	rpt
135	Social Sciences	CWE 167	10310.20	Cooperative Work Experience: Political Science	rpt
136	Social Sciences	CWE 167	10310.30	Cooperative Work Experience: Political Science	rpt
137	Social Sciences	CWE 167	10310.00	Cooperative Work Experience: Political Science	rpt
138	Business Science	CWE 168	13424.10	Cooperative Work Experience: Paralegal	prereq, lim, rpt
139	Business Science	CWE 168	13424.20	Cooperative Work Experience: Paralegal	prereq, lim, rpt
140	Business Science	CWE 168	13424.30	Cooperative Work Experience: Paralegal	prereq, lim, rpt
141	Business Science	CWE 168	13424.00	Cooperative Work Experience: Paralegal	prereq, lim, rpt
142	Physical Sciences	CWE 168	11131.00	Cooperative Work Experience: Electronic Technology	lim, rpt
143	Physical Sciences	CWE 168	11131.20	Cooperative Work Experience: Electronic Technology	lim, rpt
144	Physical Sciences	CWE 168	11131.30	Cooperative Work Experience: Electronic Technology	lim, rpt
145	Physical Sciences	CWE 168	11131.40	Cooperative Work Experience: Electronic Technology	lim, rpt
146	Social Sciences	CWE 168	11123.00	Cooperative Work Experience: Administration of Justice	prereq, lim, rpt
147	Social Sciences	CWE 168	11123.20	Cooperative Work Experience: Administration of Justice	prereq, lim, rpt
148	Social Sciences	CWE 168	11123.30	Cooperative Work Experience: Administration of Justice	prereq, lim, rpt
149	Social Sciences	CWE 168	11123.40	Cooperative Work Experience: Administration of Justice	prereq, lim, rpt
150	Social Sciences	CWE 168	3392.00	Cooperative Work Experience: Human Development	prereq, lim, rpt
151	Social Sciences	CWE 168	3392.10	Cooperative Work Experience: Human Development	prereq, lim, rpt
152	Social Sciences	CWE 168	3392.20	Cooperative Work Experience: Human Development	prereq, lim, rpt
153	Social Sciences	CWE 168	3392.30	Cooperative Work Experience: Human Development	prereq, lim, rpt
154	Kinesiology	CWE 168	14159.00	Cooperative Work Experience: Fitness Professional	dc
155	Kinesiology	CWE 168	14159.20	Cooperative Work Experience: Fitness Professional	dc
156	Kinesiology	CWE 168	14159.30	Cooperative Work Experience: Fitness Professional	dc
157	Kinesiology	CWE 168	14159.40	Cooperative Work Experience: Fitness Professional	dc
158	Business Science	CWE 168	8775.25	Cooperative Work Experience: Management	prereq, lim, rpt
159	Business Science	CWE 168	8775.30	Cooperative Work Experience: Management	prereq, lim, rpt
160	Business Science	CWE 168	8775.35	Cooperative Work Experience: Management	prereq, lim, rpt
161	Business Science	CWE 168	8775.20	Cooperative Work Experience: Management	prereq, lim, rpt
162	Social Sciences	CWE 168	14241.00	Cooperative Work Experience: Sustainable Resource Management	rpt, ti
163	Fine Arts	CWE 168	14290.00	Cooperative Work Experience: Applied Museum Studies	rpt, prereq



IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
164	Social Sciences	CWE 168	14241.20	Cooperative Work Experience: Sustainable Resource Management	rpt, ti
165	Social Sciences	CWE 168	14241.40	Cooperative Work Experience: Sustainable Resource Management	rpt, ti
166	Math, CS, Engr	CWE 168	11127.00	Cooperative Work Experience: Design Model Making	prereq, lim, rpt
167	Math, CS, Engr	CWE 168	11127.20	Cooperative Work Experience: Design Model Making	prereq, lim, rpt
168	Math, CS, Engr	CWE 168	11127.30	Cooperative Work Experience: Design Model Making	prereq, lim, rpt
169	Math, CS, Engr	CWE 168	11127.40	Cooperative Work Experience: Design Model Making	prereq, lim, rpt
170	Fine Arts	DMA 104	14378.00	Introduction to Game Design	nc
171	Fine Arts	DMA 120	13243.00	Motion Graphics Animation	rpt
172	Fine Arts	DMA 130	13244.00	3D Animation	rpt
173	Fine Arts	DMA 140	10422.00	Digital 2D Design and Color Theory	rpt
174	Fine Arts	DMA 160	10150.10	Graphic Design II	desc, rpt
175	Fine Arts	DMA 195	13238.10	Illustration	rpt
176	Math, CS, Engr	DMP 200	10500.00	Introduction to Model Making and Design	rpt
177	Fine Arts	DMA 51	9169.10	Beginning Digital Photography	desc, rpt
178	Fine Arts	DMA 52	9169.15	Intermediate Digital Photography	desc, rec prep, rpt, tps, lrng obj, assign, txt
179	Fine Arts	DMA 55	10150.00	Graphic Design I	desc, rpt
180	Fine Arts	DMA 65	10151.00	Typography	rpt
181	Fine Arts	DMA 70	13271.00	Digital Video Production	rpt
182	Fine Arts	DMA 88	14375.00	3D Character Animation II	nc
183	Fine Arts	DMA 96	14376.00	2D Animation II	nc
184	Fine Arts	DMA 98	14376.00	3D Modeling for Games and Film	nc
185	Math, CS, Engr	DMP 260	10505.00	Modeling and Prototyping Methods and Materials	rpt
186	Fine Arts	DNCE 1	9921.20	Introduction to Dance	desc, rpt
187	Fine Arts	DNCE 12	9927.30	Modern Dance I	desc, rpt
188	Fine Arts	DNCE 12A	9927.25	Modern Dance IA	dc
189	Fine Arts	DNCE 12B	9927.35	Modern Dance IB	dc
190	Fine Arts	DNCE 13	9927.40	Modern Dance II	desc, rpt
191	Fine Arts	DNCE 13A	9927.45	Modern Dance IIA	dc
192	Fine Arts	DNCE 13B	9927.50	Modern Dance IIB	dc
193	Fine Arts	DNCE 142	13143.00	Dance Movement Technique and Analysis: Floor Barre	rpt
194	Fine Arts	DNCE 16	9932.55	Jazz Dance Broadway Styles	nc
195	Fine Arts	DNCE 165	14208.00	Choreographic Projects	dc
196	Fine Arts	DNCE 169	14289.00	Performing Dance Ensemble I: Apprenticeship	nc

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
197	Fine Arts	DNCE 17	9932.30	Jazz Dance I	desc, rpt
198	Fine Arts	DNCE 170	11113.10	IVC Performing Dance Ensemble	rpt
199	Fine Arts	DNCE 17A	9932.25	Jazz Dance IA	desc, rpt
200	Fine Arts	DNCE 17B	9932.35	Jazz Dance IB	desc, rpt
201	Fine Arts	DNCE 18	9932.40	Jazz Dance II	desc, rpt
202	Fine Arts	DNCE 18A	9932.45	Jazz Dance IIA	desc, rpt
203	Fine Arts	DNCE 18B	9932.50	Jazz Dance IIB	desc, rpt
204	Fine Arts	DNCE 1A	9921.00	Introduction to Dance A	desc, rpt
205	Fine Arts	DNCE 1B	9921.15	Introduction to Dance B	desc, rpt
206	Fine Arts	DNCE 22	9938.05	Tap Dance I	desc, rpt
207	Fine Arts	DNCE 23	9938.35	Tap Dance II	desc, rpt
208	Fine Arts	DNCE 253	10829.25	Gyrokinesis @ The Art of Exercising and Beyond	desc, rpt
209	Fine Arts	DNCE 253	10829.00	Gyrokinesis @ The Art of Exercising and Beyond	desc, rpt
210	Fine Arts	DNCE 27	13246.00	Hip Hop/Commercial Dance	desc, rpt
211	Fine Arts	DNCE 3	10584.30	Middle Eastern Dance Fundamentals	nc
212	Fine Arts	DNCE 30	9936.15	African Dance I	dc
213	Fine Arts	DNCE 33	10584.10	Middle Eastern Dance I	desc, rpt
214	Fine Arts	DNCE 34	10584.15	Middle Eastern Dance II	desc, rpt
215	Fine Arts	DNCE 35	10584.35	Folk Dances of Egypt and Lebanon	nc
216	Fine Arts	DNCE 36	9807.10	Ballroom Styles of the 19th and 20th Century	rpt
217	Fine Arts	DNCE 37	9807.15	Intermediate Ballroom	nc
218	Fine Arts	DNCE 40	13246.10	Hip Hop I: History Overview	nc
219	Fine Arts	DNCE 45	14364.00	Yoga and Stress Management	nc
220	Fine Arts	DNCE 46	14227.00	Introduction to Yoga	rpt
221	Fine Arts	DNCE 47	14228.00	Hatha Yoga	rpt
222	Fine Arts	DNCE 50	9815.20	Conditioning: Stretch/Strengthen, Align and Correct	dc
223	Fine Arts	DNCE 50A	9815.15	Conditioning: Stretch/Strengthen, Align and Correct I	dc
224	Fine Arts	DNCE 50B	9815.25	Conditioning: Stretch/Strengthen, Align and Correct II	dc
225	Fine Arts	DNCE 51	10349.20	Pilates	desc, rpt
226	Fine Arts	DNCE 51A	10349.00	Pilates A	desc, rpt
227	Fine Arts	DNCE 51B	10349.15	Pilates B	desc, rpt
228	Fine Arts	DNCE 52	10349.25	Pilates - Mat	nc
229	Fine Arts	DNCE 53	10349.35	Pilates Reformer	nc
230	Fine Arts	DNCE 55	9941.05	Choreography I	rpt
231	Fine Arts	DNCE 57	14379.00	Choreography Projects	nc
232	Fine Arts	DNCE 6	9923.27	Ballet I	desc, rpt

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
233	Fine Arts	DNCE 61	9936.20	Pan African Dance/The Diaspora	nc
234	Fine Arts	DNCE 65	9949.00	Dance Rehearsal and Performance	desc, rpt
235	Fine Arts	DNCE 65	9949.25	Dance Rehearsal and Performance	desc, rpt
236	Fine Arts	DNCE 65	9949.30	Dance Rehearsal and Performance	desc, rpt
237	Fine Arts	DNCE 65	9949.35	Dance Rehearsal and Performance	desc, rpt
238	Fine Arts	DNCE 66	14380.00	Dance Rehearsal and Performance: Comparative Analysis of Creative Processes	nc
239	Fine Arts	DNCE 67	14177.00	Dance Rehearsal and Performance: Solos and Duets	nc
240	Fine Arts	DNCE 6A	9923.15	Ballet IA	dc
241	Fine Arts	DNCE 6B	9923.28	Ballet IB	dc
242	Fine Arts	DNCE 7	9923.27	Ballet II	desc, rpt
243	Fine Arts	DNCE 7A	9923.40	Ballet IIA	dc
244	Fine Arts	DNCE 7B	9923.45	Ballet IIB	dc
245	Fine Arts	DNCE 86	9815.30	Introduction to Condition and Correct	nc
246	Fine Arts	DNCE 87	9815.35	Condition and Correct: Analysis and Body Therapies	nc
247	Fine Arts	DNCE 88	9815.40	Condition and Correct II	nc
248	Fine Arts	DNCE 90	9815.45	Dance Training: Theraband Resistance Workout	nc
249	Fine Arts	DNCE 91	9815.50	Dance Training: Rollers and Rotating Discs Workout	nc
250	Fine Arts	DNCE 93	10829.30	GYROKINESIS ®: Art of Exercising and Beyond, Overview	nc
251	Fine Arts	DNCE 94	10829.35	GYROKINESIS ®: 90 Minute Format	nc
252	Fine Arts	DNCE 95	10829.40	GYROKINESIS ®: 60 Minute Format and Other Sequences	nc
253	Fine Arts	DNCE 96	10829.45	GYROKINESIS ®: Alternative Formats and Music	nc
254	Math, CS, Engr	Dr 100	2045.00	Fundamentals of Drafting and Design	dc
255	Math, CS, Engr	DR 101	2050.00	Engineering Drawing and Design	prereq
256	Math, CS, Engr	DR 102	2055.00	Industrial Drafting and Design	dc
257	Math, CS, Engr	DR 50	2060.00	Introduction to Computer-Aided Drafting	rpt
258	Social Sciences	ECON 178	5980.10	Real Estate Economics	dc
259	Social Sciences	ECON 210	10838.00	Personal Economics-Asset Markets	dc
260	Physical Sciences	ELEC 211	14279.00	Grid-Tied Photovoltaic Systems	nc
261	Physical Sciences	ELEC 212	14284.00	Advanced Solar Photovoltaics	nc
262	Emeritus	ENG 400	14141.00	Introduction to Creative Writing	dc
263	Math, CS, Engr	ENGR 125	14276.00	3D Civil Computer-Aided Design	nc
264	Math, CS, Engr	ENGR 83	2300.00	Computer-Aided Design Techniques	rec, rpt
265	Math, CS, Engr	ENGT 140	14220.00	Materials and Processes	dc
266	Business Science	ENTR 242	14370.00	Persuasive Presentations	nc
267	Business Science	ENTR 200	14332.00	Pathways to Success	nc

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
268	Business Science	ENTR 201	14286.00	Creativity and Idea Generation	nc
269	Business Science	ENTR 202	14331.00	Innovations and Opportunities	nc
270	Business Science	ENTR 211	14336.00	Business Models	nc
271	Business Science	ENTR 212	14337.00	Market Validation and Research	nc
272	Business Science	ENTR 221	14339.00	Money, Accounting and Finance for Entrepreneurs	nc
273	Business Science	ENTR 222	14340.00	Business Structure and Legal Requirements	nc
274	Business Science	ENTR 223	14342.00	Building the Entrepreneurial Team	nc
275	Business Science	ENTR 224	14345.00	Operations Management for Entrepreneurs	nc
276	Business Science	ENTR 241	14369.00	The Successful Business Plan	nc
277	Life Sciences	ENV 101	11017.10	Field Studies: coastal Marine Ecosystems	nc
278	Life Sciences	ENV 102	14235.10	Field Studies Island Ecosystems	nc
279	Life Sciences	ENV 103	1230.10	Field Studies: Mountain Ecosystems	nc
280	Life Sciences	ENV 104	1235.10	Field Studies: Desert Ecosystems	nc
281	Life Sciences	ENV 105	14368.00	Field Studies: Valley and Grassland Ecosystems	nc
282	Life Sciences	ENV 109	13015.10	Field Studies: A 21st Century Look at the American West	nc
283	Life Sciences	ENV 4	13267.05	Introduction to Ecology: Theory and application	nc
284	Life Sciences	ENV 30	1053.10	California Wildlife and Wildlands	nc
285	Physical Sciences	ET 122A	14384.00	Embedded Control Systems	nc
286	Humanities	FR 15A	14153.00	Intermediate French Composition and Grammar I	dc
287	Humanities	FR 15B	14153.00	Intermediate French Composition and Grammar II	dc
288	Humanities	FR 19	11146.00	Basic French Pronunciation	dc
289	Humanities	FR 221	3294.10	French Culture and Cuisine	dc
290	Humanities	FR 5	2956.00	Advanced French	dc
291	Social Sciences	GEOG 1	2980.00	Physical Geography	desc, tps
292	Social Sciences	GEOG 102	10848.25	Geography Field Studies: Western United States	rpt
293	Social Sciences	GEOG 110	14288.00	Introduction to Geographic Information Systems	desc, tps, lrng obj, moe, assign
294	Physical Sciences	GEOL 140	10716.00	Lab Research in Geological and Biological Sciences	rpt
295	Physical Sciences	GEOL 170	3050.09	Geology Field Studies: National Parks and Monuments	rpt
296	Physical Sciences	GEOL 181	10340.00	Geology Field Studies: Coastal and Offshore Geology	rpt
297	Physical Sciences	GEOL 186	10558.00	Geology Field Studies: Geology of California	rpt
298	Humanities	HIST 1	11015.00	The History of World Civilizations to 1500	rec, desc, tps, moe, assign, txt
299	Humanities	HIST 10	3575.00	The West and the Word to 1500	ti, desc, rec, tps, lrn obj, moe, assign, txt
300	Humanities	HIST 11	3576.00	The West and the World Since the Renaissance	tps, moe, assign, txt
301	Humanities	HIST 2	11016.00	The History of World Civilizations Since 1500	assign, moe, txt
302	Humanities	HIST 20	3604.00	American History Through the Civil War	tps, moe, assign, txt

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
303	Humanities	HIST 21	3605.00	American History Since the Civil War	tps, moe, assign, txt
304	Humanities	HIST 24	3615.00	American After the Bomb: 1945 to the Present	desc, tps, moe, assign, text
305	Fine Arts	HIST 40	3467.00	The History of Asia Before 1800	desc, tps, lrn obj, assign, txt
306	Fine Arts	HIST 41	3469.00	The History of Asia Before 1800	desc, tps, lrn obj, assign, txt
307	Humanities	HUM 73	10511.00	Film Genre Studies	rpt
308	Humanities	HUM 80	13232.00	Digital Media and Culture	dc
309	Kinesiology	IA 1	13001.00	Intercollegitge Sports Off Season Training	moe, text
310	Kinesiology	IA 121	130540.00	Strength training and Conditioning for Sport	nc
311	Kinesiology	IA 1A	14338.00	Intercollegitge Sports Off Season Training A	nc
312	Humanities	JRNL 81	14335.00	Journalism for Publication	nc
313	Kinesiology	KNEA 1	5605.15	Adapted Personalized Fitness	rpt
314	Kinesiology	KNEA 1	5605.00	Adapted Personalized Fitness	rpt
315	Kinesiology	KNEA 6	5630.05	Adapted Sports	dc
316	Kinesiology	KNEA 6	5630.00	Adapted Sports	dc
317	Kinesiology	KNES 100	11156.00	Introduction to Therapy and Rehabilitation	desc, rpt
318	Kinesiology	KNES 100	11156.00	Introduction to Therapy and Rehabilitation	dc
319	Kinesiology	KNES 100	11156.05	Introduction to Therapy and Rehabilitation	TOP
320	Kinesiology	KNES 100	11156.30	Introduction to Therapy and Rehabilitation	dc
321	Kinesiology	KNES 100	11156.35	Introduction to Therapy and Rehabilitation	TOP
322	Kinesiology	KNES 101	11155.00	Introduction to Sport Psychology	dc
323	Kinesiology	KNES 101	11155.05	Introduction to Sport Psychology	TOP
324	Kinesiology	KNES 102	13264.00	Introduction to Physical Education, Fitness and Sport	dc
325	Kinesiology	KNES 102	13264.05	Introduction to Physical Education, Fitness and Sport	TOP
326	Kinesiology	KNES 11	13052.00	Badminton I	nc
327	Kinesiology	KNES 11	13052.05	Badminton I	nc
328	Kinesiology	KNES 11	5430.10	Badminton: Beginning to Intermediate I	dc
329	Kinesiology	KNES 11A	5430.05	Badminton: Beginning	dc
330	Kinesiology	KNES 11B	5430.35	Badminton: Intermediate I	dc
331	Kinesiology	KNES 12	13052.10	Badminton II	nc
332	Kinesiology	KNES 12	13052.15	Badminton II	nc
333	Kinesiology	KNES 12	5430.20	Badminton: Intermediate II	dc
334	Kinesiology	KNES 12A	5430.15	Badminton: Intermediate II	dc
335	Kinesiology	KNES 12B	5430.40	Badminton: Advanced	dc
336	Kinesiology	KNES 13	13052.20	Badminton: III	nc
337	Kinesiology	KNES 13	13052.25	Badminton: III	nc
338	Kinesiology	KNES 20	5450.10	Beginning Golf	rpt

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
339	Kinesiology	KNES 20	5450.05	Beginning Golf	rpt
340	Kinesiology	KNES 203	3287.00	Techniques of Instructing Aerobic Exercise	dc
341	Kinesiology	KNES 204	3288.00	Exercise for Special Populations	dc
342	Kinesiology	KNES 205	3289.00	Nutrition for Fitness and Sport	dc
343	Kinesiology	KNES 206	9232.00	First Aid and Injury Prevention	dc
344	Kinesiology	KNES 209	9277.00	Exercise Psychology	dc
345	Kinesiology	KNES 210	9280.00	Marketing Techniques for the Fitness Professional	dc
346	Kinesiology	KNES 212	14171.00	Sports Medicine Internship	dc
347	Kinesiology	KNES 212	14171.05	Sports Medicine Internship I	TOP
348	Kinesiology	KNES 213	14381.00	Sports Medicine Internship II	nc
349	Kinesiology	KNES 214	14382.00	Sports Medicine Internship III	nc
350	Kinesiology	KNES 215	14341.00	Fitness Professional Internship	nc
351	Kinesiology	KNES 215	9141.10	Fitness Professional Internship	dc
352	Kinesiology	KNES 215	9141.00	Fitness Professional Internship	dc
353	Kinesiology	KNES 22	5430.30	Intermediate Golf	rpt
354	Kinesiology	KNES 22	5450.25	Intermediate Golf	rpt
355	Kinesiology	KNES 223	14367.00	Core Training I	nc
356	Kinesiology	KNES 224	14368.00	Core Training II	nc
357	Kinesiology	KNES 225	13205.10	Core Training	ti, rpt
358	Kinesiology	KNES 23	5450.50	Advanced Golf	rpt
359	Kinesiology	KNES 25	5455.10	Tennis: Beginning to Intermediate I	dc
360	Kinesiology	KNES 25	13053.00	Tennis I	nc
361	Kinesiology	KNES 25A	5455.05	Tennis: Beginning	dc
362	Kinesiology	KNES 25B	5455.12	Tennis: Intermediate I	dc
363	Kinesiology	KNES 26	13053.10	Tennis II	nc
364	Kinesiology	KNES 26	5455.30	Tennis: Intermediate II to Advanced	dc
365	Kinesiology	KNES 26A	5455.25	Tennis: Intermediate II	dc
366	Kinesiology	KNES 26B	5455.26	Tennis: Advanced	dc
367	Kinesiology	KNES 27	13053.20	Tennis III	nc
368	Kinesiology	KNES 32	5475.10	Intramural Activities	desc, rpt
369	Kinesiology	KNES 32	5475.05	Intramural Activities	desc, rpt
370	Kinesiology	KNES 3A	14152.00	Life Fitness Center I	rpt
371	Kinesiology	KNES 3B	14152.10	Life Fitness Center II	rpt
372	Kinesiology	KNES 3C	14152.15	Life Fitness Center III	rpt
373	Kinesiology	KNES 4	5410.10	Weight Training I	ti, desc, rpt
374	Kinesiology	KNES 4	5410.50	Weight Training I	nc

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
375	Kinesiology	KNES 4A	5410.05	Weight Training I	dc
376	Kinesiology	KNES 4B	5410.25	Weight Training II	dc
377	Kinesiology	KNES 5	5410.15	Weight Training II	ti, desc, rpt
378	Kinesiology	KNES 5	5410.35	Weight Training II	nc
379	Kinesiology	KNES 5A	5410.20	Advanced Strength Training I	dc
380	Kinesiology	KNES 5B	5410.30	Advanced Strength Training II	dc
381	Kinesiology	KNES 6	13054.00	Weight Training III	nc
382	Kinesiology	KNES 6	13054.05	Weight Training III	nc
383	Kinesiology	KNES 6	9228.00	Advanced Strength Training and Conditioning for Sport	dc
384	Kinesiology	KNES 61	13055.00	Basketball I	nc
385	Kinesiology	KNES 62	13055.10	Basketball II	nc
386	Kinesiology	KNES 63	13055.20	Basketball III	nc
387	Kinesiology	KNES 71	5530.15	Advanced Basketball	dc
388	Kinesiology	KNES 71	5530.20	Advanced Basketball	dc
389	Kinesiology	KNES 71	14324.00	Soccer I	nc
390	Kinesiology	KNES 72	14324.10	Soccer II	nc
391	Kinesiology	KNES 73	14324.20	Soccer III	nc
392	Kinesiology	KNES 73	5535.20	Advanced Soccer	dc
393	Kinesiology	KNES 74	14324.25	Soccer IV	nc
394	Kinesiology	KNES 74	14324.30	Soccer IV	nc
395	Kinesiology	KNES 76	5545.05	Beginning Volleyball	desc, rpt
396	Kinesiology	KNES 76	5545.10	Beginning Volleyball	desc, rpt
397	Kinesiology	KNES 77	5545.15	Intermediate Volleyball	desc, rpt
398	Kinesiology	KNES 77	5545.20	Intermediate Volleyball	desc, rpt
399	Kinesiology	KNES 78	5545.25	Advanced Volleyball	desc, rpt
400	Kinesiology	KNES 78	5545.30	Advanced Volleyball	desc, rpt
401	Kinesiology	KNES 79	9841.00	Advanced Baseball	dc
402	Kinesiology	KNES 79	9841.10	Advanced Baseball	dc
403	Kinesiology	KNES 81	14366.00	Baseball I	nc
404	Kinesiology	KNES 82	14366.10	Baseball II	nc
405	Kinesiology	KNES 83	14366.20	Baseball III	nc
406	Kinesiology	KNES 85	9299.00	Introduction to Athletic Training	dc
407	Kinesiology	KNES 85	9299.05	Introduction to Athletic Training	TOP
408	Kinesiology	KNES 86	10287.00	Theory of Coaching	dc
409	Kinesiology	KNES 86	10287.05	Theory of Coaching	TOP
410	Emeritus	LGL 400	10298.00	Law for the Layperson	dc

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
411	Humanities	LIT 110	9376.00	Popular Literature	rpt
412	Humanities	LIT 42	4217.00	The Myths of the Ancient World	dc
413	Humanities	LIT 47	4234.00	Fable and Folktale	dc
414	Math, CS, Engr	MATH 13	11184.00	Introduction to Abstract Mathematics	dc
415	Math, CS, Engr	MATH 252	4700.00	Plane Geometry	dc
416	Math, CS, Engr	MATH 310	14302.00	Pre-Statistics	nc
417	Business Science	MGT 261	14175.00	Entrepreneurship: Product and Team Operations	dc
418	Business Science	MGT 262	14176.00	Legal Aspects of Entrepreneurship	dc
419	Business Science	MGT 263	14177.00	Entrepreneurship: Financial Tools	dc
420	Business Science	MGT 264	14178.00	Entrepreneurship: The Business Plan	dc
421	Business Science	MGT 210	10838.10	Personal Economics-Asset Markets	dc
422	Fine Arts	MUS 112	14148.00	Computer Applications in Music	rpt
423	Fine Arts	MUS 220*	13272.00	Survey of Recording Technology	dc
424	Fine Arts	MUS 228*	13273.00	History of Sound Recording	dc
425	Fine Arts	MUS 54	5020.05	Piano I	desc, rpt
426	Fine Arts	MUS 55	5020.20	Piano II	desc, rpt
427	Fine Arts	MUS 56	5020.25	Piano III	desc, rpt
428	Fine Arts	MUS 57	5020.30	Piano IV	desc, rpt
429	Fine Arts	MUS 60	13204.00	Instrumental Chamber Music	dc
430	Fine Arts	MUS 70	10466.00	Jazz Improvisation I	dc
431	Fine Arts	MUS 80	5070.15	Voice I	desc, rpt
432	Fine Arts	MUS 81	5070.15	Voice II	desc, rpt
433	Fine Arts	MUS 82	5070.20	Voice III	desc, rpt
434	Fine Arts	MUS 83	11031.00	Classical Guitar I	desc, rpt
435	Fine Arts	MUS 84	11031.05	Classical Guitar II	desc, rpt
436	Fine Arts	MUS 85	11031.15	Classical Guitar III	desc, rpt
437	Kinesiology	NUT 2	14372.00	Sport Nutrition	nc
438	Emeritus	PHIL 420	14142.00	Comparative Religion: A Survey	dc
439	Emeritus	PHOT 400	10186.15	Beginning Photography	dc
440	Emeritus	PHOT 401	10188.15	Intermediate Photography	dc
441	Fine Arts	PHOT 51	9169.00	Beginning Digital Photography	desc, rpt
442	Fine Arts	PHOT 54	1420.00	Beginning Photography	desc, rpt
443	Fine Arts	PHOT 55	1420.05	Intermediate Photography	desc, rpt
444	Fine Arts	PHOT 56	1420.15	Advanced Photography	desc, rpt
445	Physical Sciences	PHYS 4A	5645.00	General Physics	rec, desc, tps, lrng objs, moe, assign, txt, val



IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
446	Physical Sciences	PHYS 4B	5650.00	General Physics	desc, tps, lrng objs, moe, assign, txt, val
447	Physical Sciences	PHYS 4C	5660.00	General Physics	rec, tps, lrng objs, moe, assign, val
448	Emeritus	PS 400	14143.00	Current Issues	dc
449	Social Sciences	PSYC 2	5875.00	Research Methods In Psychology	desc, prereq, rec, tps, txt, val
450	Social Sciences	PSYC 26	14319.00	Psychology of Expert Learning	nc
451	Social Sciences	PSYC 25	14295.00	Academic Success Strategies in Psychology	dc
452	Social Sciences	PSYC 37	5910.00	Abnormal Behavior	desc, moe, assign, txt
453	Social Sciences	PSYC 3	5880.00	Physiological Psychology	prereq, rec, tps, lrng obj, moe, assign, txt
454	Social Sciences	SOC 3	14322.00	Global Sociology: Forces of Change in the Modern World System	nc
455	Humanities	SPAN 2A	6155.05	Introduction to Beginning Spanish II	dc
456	Humanities	SPAN 2B	6155.10	Continuation of Beginning Spanish II	dc
457	Social Sciences	SRM 180	14216.00	Introduction to Recycling and Resource Management	crsd (formerly ENVT)
458	Social Sciences	SRM 185	14217.00	Culture and Zero Waste	crsd (formerly ENVT)
459	Social Sciences	SRM 190	14218.00	Resource Maagement and Zero Waste in Communities	crsd (formerly ENVT)
460	Social Sciences	SRM 195	14219.00	Resource Management and Zero Waste in Business	crsd (formerly ENVT)
461	Fine Arts	TA 10	6405.00	Musical Theatre Workshop	rpt
462	Fine Arts	TA 142A	6525.00	Theatre Production A	rpt
463	Fine Arts	TA 142B	6525.20	Theatre Production B	rpt
464	Fine Arts	TA 142C	6525.10	Theatre Production C	rpt
465	Fine Arts	TA 15	6430.20	Rehearsal and Peformance: Drama	desc, rpt
466	Fine Arts	TA 15A	6430.10	Introduction to Rehearsal and Performance: Drama	desc, rpt
467	Fine Arts	TA 15B	6430.30	Continuation of Rehearsal and Performance: Drama	desc, rpt
468	Fine Arts	TA 16	6534.20	Rehearsal and Performance: Comedy	desc, rpt
469	Fine Arts	TA 16A	6435.10	Introduction to Rehearsal and Performance: Comedy	desc, rpt
470	Fine Arts	TA 16B	6435.25	Continuation of Rehearsal and Performance: Comedy	desc, rpt
471	Fine Arts	TA 17	6440.20	Rehearsal and Performance: Mixed Genres	desc, rpt
472	Fine Arts	TA 17A	6440.10	Introduction to Rehearsal and Performance: Mixed Genres	desc, rpt
473	Fine Arts	TA 17B	6440.15	Continuation of Rehearsal and Performance: Mixed Genres	desc, rpt
474	Fine Arts	TA 18	6445.20	Rehearsal and Performance: Dance	desc, rpt
475	Fine Arts	TA 18A	6455.10	Introduction to Rehearsal and Performance: Dance	desc, rpt
476	Fine Arts	TA 18B	6455.15	Continuation of Rehearsal and Performance: Dance	desc, rpt
477	Fine Arts	TA 19	6445.20	Rehearsal and Performance: Musical Theatre	desc, rpt
478	Fine Arts	TA 19A	6445.10	Introduction to Rehearsal and Performance: Musical Theatre	desc, rpt

IRVINE VALLEY COLLEGE  
Curriculum Changes for 2013/2014

	A	B	C	D	E
479	Fine Arts	TA 19B	6445.15	Continuation of Rehearsal and Performance: Musical Theatre	desc, rpt
480	Fine Arts	TA 241A	6535.10	Irvine Valley Conservatory	rpt
481	Fine Arts	TA 241B	6535.35	Irvine Valley Conservatory	rpt
482	Fine Arts	TA 241C	6535.55	Irvine Valley Conservatory	rpt
483	Fine Arts	TA 35	6350.10	Voice and Diction	rpt
484	Fine Arts	TA 40C	9635.00	Scenic Design for the Theatre	rpt
485	Emeritus	TA 416	14323.00	Voice and Diction for the Mature Adult	nc
486	Emeritus	TA 416	14323.00	Voice and Diction for the Mature Adult	nc
487	Fine Arts	TA 43	6510.00	Stage Makeup	rpt
488	Fine Arts	TA 44	14266.00	Stagecraft	rpt
489	Fine Arts	TA 47	14307.00	Sound Reinforcement for Live Entertainment	nc
490	Fine Arts	TA 7	6395.00	Screen Acting Techniques	rpt
491	Fine Arts	TA 8	9202.00	Advanced Acting	rpt
492	Fine Arts	TA 9	6512.10	Musical Revue	rpt
493	Fine Arts	TA 9	6512.00	Musical Revue	rpt
494	Humanities	WR 11	6584.00	Writing Short Fiction	rpt
495	Humanities	WR 13	6587.00	Writing Poetry	rpt

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College and Irvine Valley College: Revised 2013-2014  
Instructional Material/Laboratory Fees

**ACTION:** Approval

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### **BACKGROUND**

The Board of Trustees annually approves changes in instructional material and laboratory fees. Such fees are charged, in compliance with the California Education Code and state regulations, in order to support the cost of specialized materials, supplies, and activities of various types of instruction. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

### **STATUS**

The introduction of new courses, the alteration of courses in the curriculum, and changes in costs for certain materials and supplies have required Saddleback College and Irvine Valley College to augment and revise instructional material and laboratory fees for 2013-2014. The proposed revised fees for 2013-2014 are presented in Exhibits A and B.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for 2013-2014, as presented in Exhibits A and B.

South Orange County Community College District

**SADDLEBACK COLLEGE**  
**2013-2014 Revised Laboratory Fees**

Course	Cat. I.D.	Title	Fee		Purpose
			Current	Proposed	
<b><u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u></b>					
ENV 24	144280.10	Natural History of California	-0-	14.00	Park Admission & Parking
MST 212	512372.00	Sail, Seaman, Boat Safety	13.00	35.00	Supplies, Charts, Charter
GD 141	90030.10	Graphic Rendering Techniques	-0-	20.00	Misc. Materials, Supplies, Tools
GD 142	90040.10	Package Design	-0-	20.00	Misc. Materials, Supplies, Tools
GD 145	90070.10	Graphic Illustration	-0-	20.00	Graphic Materials, Supplies, Tools
ARCH 34	48100.00	Basic Architectural Design	5.00	15.00	Toner & Paper
ARCH 42	48120.00	Descriptive Drawing and Perspective	5.00	15.00	Toner & Paper
ARCH 44	48130.00	Architectural Presentation & Rendering	5.00	15.00	Toner & Paper
FASH 600	TBA	Special Topics: Footwear Design & Construction	-0-	40.00	Leather, Shoe Making tools, Misc. Materials
FASH 289	992258.00	Special Topics: CAD Pattern Making w/Tukatech	175.00	200.00	Tukatech Pattern Key
FASH 602	TBA	Special Topics: CAD Pattern Making w/Tukatech	-0-	200.00	Tukatech Pattern Key
FASH 603	TBA	Dressmakers Lab	-0-	10.00	Patterns, Fabric, Notions, Misc. Materials
FASH 604	TBA	Tailor's Lab	-0-	10.00	Patterns, Fabric, Notions, Misc. Materials
ID 115	429809.00	CAD for Interior Design	15.00	20.00	Paper & Toner Cartridge
ID 600	TBA	Special Topics: Digital Visualization for Interior Design	-0-	25.00	Paper & Toner Cartridge
ID 212	429815.00	Adv. CAD/Drafting for Interior Design	15.00	25.00	Fabric Lab Workbook
<b><u>BUSINESS SCIENCE, VOCATIONAL EDUCATION &amp; ECONOMIC DEVELOPMENT</u></b>					
BUS 104	500050.05	Business Communication	3.00	-0-	No Supplies Needed
<b><u>EMERITUS INSTITUTE</u></b>					
ART 14XA	907501.1	Beginning Ceramics -Slip-EI	-0-	5.00	Art Materials
ART 35XA	970618.00	Beginning Stained Glass-EI	5.00	10.00	Crushed Glass
ART 35XB	430890.00	Advanced Stained Glass-EI	5.00	10.00	Crushed Glass
ART 50X	971005.20	Beginning Oil/Acrylic Painting-EI	-0-	5.00	Art Materials
ART 52X	971009.20	Advanced Oil/Acrylic Painting-EL	-0-	5.00	Art Materials
FASH 124X	433633.10	Wearable Art (EI)	-0-	15.00	Silk/Dye-able Fabric
PHOT 40X	971035.10	Beginning Slide Show Pre-EI	5.00	10.00	Recordable Media
PHOT 40X	971035.20	Beginning Slide Show Pre-EI	-0-	10.00	Recordable Media
PHOT 41X	433691.00	Digital Show Inter-EI	5.00	10.00	Recordable Media
PHOT 50XA	971037.10	Beginning Digital Photo-EL	5.00	10.00	Recordable Media
PHOT 50XA	971037.20	Beginning Digital Photo-EL	-0-	10.00	Recordable Media
PHOT 50XB	971039.10	Intermediate Digital Photo-EL	-0-	10.00	Recordable Media
<b><u>FINE ARTS</u></b>					
ART 41	72030.00	Three-Dimensional Design	35.00	45.00	Duochrome Acrylic Set & Bondo
ART 70	992320.00	Fundamentals of Sculpture	35.00	45.00	Duochrome Acrylic Set & Bondo
ART 71	992321.00	Additive Sculpture	35.00	45.00	Duochrome Acrylic Set & Bondo

SADDLEBACK COLLEGE  
2013-2014 Revised Laboratory Fees

Course	Cat. I.D.	Title	Fee	Fee	Purpose
			Current	Proposed	
<b><u>FINE ARTS (cont.)</u></b>					
ART 78	992323.00	Beginning Life Sculpture	35.00	45.00	Duochrome Acrylic Set & Bondo
ART 79	992324.00	Advanced Life Sculpture	35.00	45.00	Duochrome Acrylic Set & Bondo
ART 141	90030.05	Graphic Rendering Techniques	-0-	20.00	Misc. Materials, Supplies, Tools
ART 142	90040.05	Package Design	-0-	20.00	Misc. Materials, Supplies, Tools
ART 145	90070.05	Graphic Illustration	-0-	20.00	Graphic Materials, Supplies, Tools
ART 628	TBA	Bench Jeweler I	-0-	45.00	Rio Pickle, Burnishing Compound, Acetlyne, Liver of Sulphur Gel
ART 629	TBA	Bench Jeweler I	-0-	45.00	Rio Pickle, Burnishing Compound, Acetlyne, Liver of Sulphur Gel
ART 630	TBA	Bench Jeweler III	-0-	45.00	Rio Pickle, Burnishing Compound, Acetlyne, Liver of Sulphur Gel
ART 631	TBA	Bench Jeweler IV	-0-	45.00	Rio Pickle, Burnishing Compound, Acetlyne, Liver of Sulphur Gel
<b><u>HEALTH SCIENCES &amp; HUMAN SERVICES</u></b>					
MA 212B	530025.00	Medical Lab Procedures	20.00	30.00	Tourniquets, Dressings
MA 214B	530045.00	Medication Administration	20.00	30.00	Medical Cups, Injection Pads
MA 218B	485305.00	Electrocardiography	20.00	30.00	ECG Tracing Papers, ECG Mounts, Heart Diagrams
MA 211B	530015.00	Physical Exam Procedure	20.00	30.00	Gloves, Elastic Bandages, Sterile Towels
MA 213B	530035.00	Asepsis & Surgical Procedures	20.00	30.00	Sterile Gloves, Elastic Bandages, Sterile Towels
N 162	450137.00	Successful Trns Prof. Nursing Lab	51.00	70.00	Additional Supplies to Practice Clinical Skills
N 162	639500.00	Successful Trns Prof. Nursing Lab	81.00	237.00	ATI Skills Modules & Nurse Logic Online Test
N 164	992364.00	LVN/RN Clinical Lab	80.00	-0-	No Supplies Needed
N 170	639000.00	Nursing Process	116.00	126.00	Lexiecomp Online Program
N 172	639100.00	Medical Surgery Nursing	112.00	122.00	Lexiecomp Online Program
N 174	639300.00	Women's Health Nursing	10.00	22.00	Lexiecomp Online Program, Misc. Supply Cost
N 176	639400.00	Advanced Nursing	60.00	79.00	Lexiecomp Online Program, Misc. Supply Cost
HIT 200	992459.00	Health Information Science	-0-	50.00	Access to Online AHIMA Software
HIT 207	992458.00	Information Tech/EHR in Healthcare	-0-	50.00	Access to Online AHIMA Software
HIT 219	992443.00	Directed Practice	-0-	50.00	Access to Online AHIMA Software
HIT 221	992446.00	Advanced Coding w/Encoder Lab	-0-	50.00	Access to Online AHIMA Software
<b><u>KINESIOLOGY &amp; ATHLETICS</u></b>					
HLTH 2	380030.00	Responding to Emergencies	5.00	6.00	CPR Card, Mouth Piece
KNES 53	680030.00	Preventative Care Athletic Injuries	15.00	5.00	Athletic Tape
KNES 56	429945.05	Athletic Training Field Work	-0-	15.00	Athletic Tape

**LIBERAL ARTS**

No Changes

**MATHEMATICS, SCIENCE & ENGINEERING**

No Changes

**SOCIAL & BEHAVIORAL SCIENCES**  
No Changes

South Orange County Community College District

**IRVINE VALLEY COLLEGE**  
**2013/2014 Revised Instructional Material Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Purpose</b>
<b><u>FINE ARTS</u></b>					
DMA 140	10422.00	Digital 2D Design	\$25.00	\$0.00	Eliminate fee

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** Saddleback College and Irvine Valley College: Community Education, Summer 2013

**ACTION:** Approval

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**BACKGROUND**

The South Orange County Community College District is known for offering high-quality, non-credit programs and fee-based classes. Saddleback College and Irvine Valley College perform an important service and fulfill a vital part of their mission by offering these courses and programs through Community Education. The Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

**STATUS**

A variety of educational and recreational events have been planned by Saddleback College and Irvine Valley College Community Education to serve the community during the Summer Session 2013. Expenses for conducting these courses will be paid by the income from participant fees. Exhibit A lists the Saddleback College course offerings, presenters, and compensation. Exhibit B is the Irvine Valley College list of course offerings, presenters, and compensation.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters, and compensation as presented in Exhibits A and B.

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



South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE	
Adult	Acting Classes	5/15 - 9/15	Jonelle Allen (E)	50% net	\$175
	Acting Classes	5/15 - 9/15	Maria Mayenzet (E)	50% net	\$175
	Adapted Hiking & Camping	5/15 - 9/15	Pam Patterson (E)	50% net	\$118
	Adapted Yoga & Pilates	5/15 - 9/15	Pam Patterson (E)	50% net	\$118
	Adaptive Recreation: Leaders	5/15 - 9/15	Pam Patterson (E)	50% net	\$99
	Advanced Real Estate	5/15 - 9/15	Matt Clements (E)	50% net	\$250
	Are You the Next Inventor	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Artist Co-op	5/15 - 9/15	Staff (E)	Hourly	\$59
	Bare Fit	5/15 - 9/15	Roxanne Bell (E)	50% net	\$90
	Basic Skills Classes	5/15 - 9/15	Larry Perez (E)	Hourly	\$99
	Basic Skills Classes	5/15 - 9/15	Patrick Quigley (E)	Hourly	\$99
	Basic Skills Health Care (Gra	5/15 - 9/15	Health Sciences Div.	TBD	Grant
	Be Your Own Private Investig	5/15 - 9/15	Jim Harriger (E)	50% net	\$39
	Become A Professional Train	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Behind the Wheel	5/15 - 9/15	Driving Concepts (I)	Rates/Day	Varies
	Blogging	5/15 - 9/15	Robert Cohen (I)	50% net	\$39
	Brewing Basics	5/15 - 9/15	Matthew Johnson (E)	50% net	\$99
	Build Your Own Website	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Business Classes	5/15 - 9/15	Michelle Berquist (I)	50% net	\$175
	Business Expo	5/15 - 9/15	Business Science Div.	Varies	Varies
	CA Real Estate License	5/15 - 9/15	Barbara Cox (E)	5% gross	Varies
	CA Real Estate License	5/15 - 9/15	Martin Welc (E)	5% Gross	Varies
	CA Real Estate License	5/15 - 9/15	Rockwell Institute (I)	10% gross	Varies
	Cake Decorating	5/15 - 9/15	Jennifer Jensen (I)	50% net	\$59
	California Notary	5/15 - 9/15	Masters Notary (I)	50% net	\$70
	California Notary Loan Doc	5/15 - 9/15	Masters Notary (I)	50% net	\$70
	Cashing In On Your Ideas	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	CBEST Testing	5/15 - 9/15	BTSP (I)	60% gross	\$259
	Cloud Computing	5/15 - 9/15	Belma Johnson (E)	50% net	\$49
	Clutterology	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Coaching, Consulting, & Trai	5/15 - 9/15	Mike Rounds (E)	50% net	\$39
	Create a 2nd Income	5/15 - 9/15	Nancy Miller (E)	50% net	\$39
	Create Successful Online Bu	5/15 - 9/15	Glenda Shaw (E)	50% net	\$49
	Crisis/Intervention Classes	5/15 - 9/15	Ken Schlenker (I)	50% net	\$250
	Dance Classes	5/15 - 9/15	Kaylaa Fox (I)	40-45% gro	\$50
	Digital Photography Classes	5/15 - 9/15	Parry Shoemaker (E)	50% net	\$65
	Ebay® Classes	5/15 - 9/15	Frances Greenspan (I)	50% net	\$65
	Eclectic Persia	5/15 - 9/15	CALINK Institute (I)	50% net	\$79
	English/Reading Placement 1	5/15 - 9/15	Staff (E)	Hourly	\$90
	Entertaining	5/15 - 9/15	Farla Binder (E)	50% net	\$49

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE
	ePublishing For iPad	5/15 - 9/15	Mike Rounds (E)	50% net \$39
	Feng Shui	5/15 - 9/15	Kartar Diamond (I)	50% net \$49
	First Time Homeowner	5/15 - 9/15	Ryan Hrisca (I)	50% net \$50
	Floral Design	5/15 - 9/15	Theresa Hoefnagels (I)	50% net \$39
	Framing Classes	5/15 - 9/15	Susan Unoura (E)	50% net \$49-55
	French Classes	5/15 - 9/15	Nancy Allah (E)	50% net \$79
	Golf Classes	5/15 - 9/15	Emil Scodeller (E)	50% net \$97
	Green Your Business or Home	5/15 - 9/15	Christina Schwerdtfeger (E)	50% net \$39
	Guitar Classes	5/15 - 9/15	Ron Gorman (E)	60% net \$90
	Harmonica Classes	5/15 - 9/15	David Broida (E)	50% net \$39
	Hollywood 2.0	5/15 - 9/15	Belma Johnson (E)	50% net \$49
	How To Attend A College of `	5/15 - 9/15	Amberley Wolf (E)	50% net \$30
	How To Attend A College of `	5/15 - 9/15	Sharon Buck (E)	50% net \$30
	HVAC Technician Certificate	5/15 - 9/15	Gatlain Educational Services	\$3,095
	Internet Marketing	5/15 - 9/15	Robert Cohen (I)	50% net \$39
	Investment Bootcamp/Money	5/15 - 9/15	Jalon O'Connell (E)	50% net \$49
	Investment Strategies	5/15 - 9/15	Charlie Goffin (E)	50% net \$39
	Iphones, I pads...And Lost	5/15 - 9/15	Robert Cohen (I)	50% net \$39
	Italian Classes	5/15 - 9/15	CALINK Institute (I)	50% net \$105
	Job Searching	5/15 - 9/15	Robert Cohen (I)	50% net \$39
	Just Yell Fire	5/15 - 9/15	Doug Shields (I)	50% net \$139
	Leave A Legacy	5/15 - 9/15	Nancy Miller (E)	50% net \$39
	Letterpress Workshop	5/15 - 9/15	Karen Taylor (E)	50% net \$175
	Livescan Services	5/15 - 9/15	Advanced Live Scan OC	\$32/scan \$47
	Make-Up Classes	5/15 - 9/15	Christina Gaudy (I)	50% net \$90
	Mandarin	5/15 - 9/15	Pandarin Academy (I)	50% net \$130
	Mastering Your Money	5/15 - 9/15	Jalon O'Connell (E)	50% net \$49
	Motorcycle Rider Training	5/15 - 9/15	Saddleback Rider Training	Rates Per [ \$100-235/dy
	Mystery Shopping	5/15 - 9/15	Elaine Moran (E)	50% net \$49
	Notary Exam Only	5/15 - 9/15	Thomas Peavyhouse (I)	50% net \$25
	Online Digital Publishing	5/15 - 9/15	Randeleigh Harris (E)	50% net \$129
	On-Line No-Credit Classes	5/15 - 9/15	Education To Go (I)	\$55-\$175pr \$94-299
	PC Boot Camp	5/15 - 9/15	Bill Napoli (E)	50% net \$275
	PC Boot Camp Access	5/15 - 9/15	Bill Napoli (E)	50% net \$105
	PC Boot Camp Adv. Topics	5/15 - 9/15	Bill Napoli (E)	50% net \$105
	PC Boot Camp Express	5/15 - 9/15	Bill Napoli (E)	50% net \$275
	PC Boot Camp More Photosh	5/15 - 9/15	Bill Napoli (E)	50% net \$105
	PC Boot Camp Photoshop	5/15 - 9/15	Bill Napoli (E)	50% net \$105
	PC Boot Camp Spectacular F	5/15 - 9/15	Bill Napoli (E)	50% net \$105
	PC's Performance	5/15 - 9/15	Robert Cohen (I)	50% net \$39

(E) Employee  
(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE
	Pharmacy Technician Trng	5/15 - 9/15	Boston Reed (I)	50% net \$2,720
	Piano Classes	5/15 - 9/15	Robert Laughlin (I)	50% net \$45-75
	Proctoring Services	5/15 - 9/15	In-House Services (E)	pp \$50-75
	Professional Organizer	5/15 - 9/15	Nancy Miller (E)	50% net \$39
	Professional Speaking for the	5/15 - 9/15	Mike Rounds (E)	50% net \$39
	Property Management	5/15 - 9/15	Stephen Dexter (E)	50% net \$49
	QR Codes For Business	5/15 - 9/15	Carol Chambers (E)	50% net \$39
	Real Estate Workshops	5/15 - 9/15	Robert Kehiayan (I)	50% net \$49
	Retirement Classes	5/15 - 9/15	David Brown (I)	50% net \$49
	Screenprinting Workshop	5/15 - 9/15	Karen Taylor (E)	50% net \$175
	Screenwriting Classes	5/15 - 9/15	Adam Coplan (E)	50% net \$100
	Self-Publishing	5/15 - 9/15	Mike Rounds (E)	50% net \$39
	Six-Figure Speaking	5/15 - 9/15	Mike Rounds (E)	50% net \$39
	Social Media Strategies	5/15 - 9/15	Renee Gurley (E)	50% net \$59
	Songwriting	5/15 - 9/15	Ron Gorman (E)	60% net \$90
	Speed Spanish	5/15 - 9/15	Chris Lincke (E)	50% net \$59
	Stained Glass for Beginners	5/15 - 9/15	Greg Atwood (I)	50% gross \$120
	Start Home-Based Business	5/15 - 9/15	Nancy Miller (E)	50% net \$39
	Suicide Prevention	5/15 - 9/15	Ken Schlenker (I)	50% net \$250
	Supervisor's Series/Leadersh	5/15 - 9/15	Irv Gamal (I)	50% net \$57 -365
	Survival Skills In the Office	5/15 - 9/15	Nancy Miller (E)	50% net \$39
	Test Preparation	5/15 - 9/15	Princeton Review (I)	Rates/dy Varies
	The 99-Cent Gourmet	5/15 - 9/15	Mike Rounds (E)	50% net \$39
	Threading A to Z	5/15 - 9/15	Holly Mikhael (E)	50% net \$150
	Threading A to Z	5/15 - 9/15	Sameira Mikhael (E)	50% net \$150
	Tips & Tricks: Digital Org.	5/15 - 9/15	Randeleigh Harris (E)	50% net \$129
	Travel Tours/Multi-Day Trips	5/15 - 9/15	Good Times Travel (I)	pp pp
	Veterans Art Project (Grant)	5/15 - 9/15	Steve Dilley (E)	\$68.84/hr Grant
	Voice Acting - Beg/Adv	5/15 - 9/15	Patrick Helmsletter (E)	50% net \$250
	What Were You Born to Do?	5/15 - 9/15	Curtis Adney (E)	50% net \$59
	Wine Classes	5/15 - 9/15	David Francisco (E)	50% net \$90
	Writing/Journalism/Media	5/15 - 9/15	Belma Johnson (E)	50% net \$49
	Zumba®	5/15 - 9/15	Atousa Pourreza ( E)	50% net \$5-10/class
CFK	Academic Chess	5/15 - 9/15	Academic Chess - Adam	50% net \$159
	Acting Classes	5/15 - 9/15	Jonelle Allen (E)	50% net \$175
	Acting Classes	5/15 - 9/15	Maria Mayenzet (E)	50% net \$175
	Archaeology for Kids	5/15 - 9/15	Renee Garcia (E)	50% net \$130
	Art Classes	5/15 - 9/15	Nancy Larragoiti (E)	\$28/hr+bon \$105
	Art/Mural/Jewelry Classes	5/15 - 9/15	Jan Wood (E)	\$29/hr+bon \$105
	Baseball Skills Clinic	5/15 - 9/15	Sommer McCartney (E)	50% net \$136

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE
	Basic Skills Classes	5/15 - 9/15	Larry Perez (E)	Hourly \$99
	Basic Skills Classes	5/15 - 9/15	Patrick Quigley (E)	Hourly \$99
	Cake Decorating For Kids	5/15 - 9/15	Jennifer Jensen (I)	50% net \$126
	CFK Onsite Substitute/Tutor	5/15 - 9/15	Staff (E)	\$28/hr+bon Varies
	Computers/Techno- Science	5/15 - 9/15	Computer Explorers (I)	pp \$175
	Culinary Kids	5/15 - 9/15	Culinary Kids (I)	65% gross \$240
	Digital Scrapbooking	5/15 - 9/15	Randeleigh Harris (E)	50% net \$136
	Drop In Aftercare/Hour	5/15 - 9/15	Academic Bridge (E)	Hourly \$10
	Fashion Classes	5/15 - 9/15	Malia Hill (E)	50% net \$100
	Future Millionaires And Junio	5/15 - 9/15	Joshua Ballard (E)	50% net \$115
	Golf Classes	5/15 - 9/15	Emil Scodeller (E)	50% net \$79
	Guitar/Ukulele Classes	5/15 - 9/15	Ron Gorman (E)	60% net \$90
	Homework Club	5/15 - 9/15	Staff (E)	Hourly \$50-150
	How To Attend A College of `	5/15 - 9/15	Sharon Buck (E)	50% net \$30
	How To Attend A College of `	5/15 - 9/15	Amberley Wolf (E)	50% net \$30
	Junior Gauchos Fun Club	5/15 - 9/15	Academic Bridge (E)	50% net \$80
	Junior Gauchos Fun Club	5/15 - 9/15	Staff (E)	Hourly \$80
	Just Yell Fire	5/15 - 9/15	Doug Shields (I)	50% net \$139
	Kaplan Test Prep	5/15 - 9/15	Kaplan (I)	Rates Per [ Varies
	Kartooning	5/15 - 9/15	Nancy Larragoiti (E)	\$29/hr+bon \$105
	Keyboarding Classes	5/15 - 9/15	Joyce Quade (E)	50% net \$136
	KidTricity	5/15 - 9/15	John Uhlman (E)	\$29/hr+bon \$159
	Language Classes/Tutoring	5/15 - 9/15	Alpine Tutoring (I)	pp \$99
	Life Science Classes	5/15 - 9/15	Shaun Burke (E)	\$28/hr+bon \$140
	Main Stage Kids/Revue	5/15 - 9/15	Fine Arts Div.	50% net \$575
	Make-Up Classes	5/15 - 9/15	Christina Gaudy (I)	50% net \$90
	Mandarin	5/15 - 9/15	Pandarín Academy (I)	50% net \$130
	Manners Classes	5/15 - 9/15	Laura Little (E)	50% net \$110
	Math Classes	5/15 - 9/15	Daryl Johannsen (E)	\$29/hr+bon \$99
	Math Classes	5/15 - 9/15	Jennifer Pidgeon-Pagliei (	\$29/hr+bon \$99
	Math Classes	5/15 - 9/15	Justine Lawson (E)	\$29/hr+bon \$99
	Math Classes	5/15 - 9/15	Shelley Beckley (E)	\$29/hr+bon \$99
	Math Classes	5/15 - 9/15	Young Choi (E)	\$29/hr+bon \$99
	Modeling & Style	5/15 - 9/15	Tara Meyer (E)	\$29/hr+bon \$120
	Music and Theatre For Kids	5/15 - 9/15	Fine Arts Div.	TBD \$145
	Music Classes	5/15 - 9/15	Valerie Geller (E)	\$28/hr+bon \$126
	Natural A's	5/15 - 9/15	Curtis Adney (E)	50% net \$49
	Piano For Children	5/15 - 9/15	Kirill Gliadkovsky (E)	\$400 \$150
	Piano/Keyboard For Kids	5/15 - 9/15	Ron Gorman (E)	60% net \$90
	Princess Ballet	5/15 - 9/15	Roxanne Bell (E)	50% net TBD

(E) Employee  
(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE
	Reading Classes	5/15 - 9/15	Institute of Reading Devel	90% gross \$299
	Reading Classes	5/15 - 9/15	John Uhlman (E)	\$29/hr+bon \$99
	SAT Prep	5/15 - 9/15	Kathy Song (E)	50% net Varies
	Science Classes	5/15 - 9/15	Mad Science (I)	pp \$175
	Sewing Classes	5/15 - 9/15	Laurie Murphy Klein (E)	50% net \$100
	Soccer Skills	5/15 - 9/15	BJ McNicol (E)	50% net \$126
	Spanish For Youth	5/15 - 9/15	CALINK Institute (I)	50% net \$105
	Sports Classes	5/15 - 9/15	Nick Trani (E)	50% net \$140
	Sports Classes	5/15 - 9/15	Staff (E)	Hourly \$140
	Study Strategies Classes	5/15 - 9/15	Chris Lincke (E)	50% net \$70
	Study Strategies Classes	5/15 - 9/15	Jason Turney (E)	\$29/hr+bon \$99
	Study Strategies Classes	5/15 - 9/15	John Uhlman (E)	\$29/hr+bon \$99
	Study Strategies Classes	5/15 - 9/15	TBD (E)	\$29/hr+bon TBD
	Summer Bridge PK-5	5/15 - 9/15	Academic Bridge (E)	70% gross \$615
	Teens Road To Safety	5/15 - 9/15	Teens Road2Safety (I)	Rates/Day Varies
	Test Preparation	5/15 - 9/15	Princeton Review (I)	Rates/Day Varies
	Theatre Classes	5/15 - 9/15	Tara Meyer (E)	\$29/hr+bon \$39
	Volleyball Skills	5/15 - 9/15	Carmen Stratton (E)	50% net \$126
	Water Polo	5/15 - 9/15	Pete Cosmakos (I)	50% net \$126
	Writing Classes	5/15 - 9/15	John Uhlman (E)	\$29/hr+bon \$99
	Writing Classes	5/15 - 9/15	Nancy D'Aleo- Russey (I)	50% net \$109
	Writing/English Classes	5/15 - 9/15	Mara Calabretta-Dawson	\$28/hr+bon \$99
	Youth And The Law	5/15 - 9/15	Martine Wehr (E)	10% Gross \$100
	Youth Aquatics - Group	5/15 - 9/15	Pete Cosmakos (I)	\$7500+bon \$55-75
	Youth Aquatics - Private Less	5/15 - 9/15	Pete Cosmakos (I)	60% net \$110-190
	Youth Film/Media Classes	5/15 - 9/15	IncrediFlix (I)	\$127pp \$175
	Youth Onsite Programs	5/15 - 9/15	Staff (E)	Rates/Day \$70 - 150
	Zumbatomic® For Kids	5/15 - 9/15	Kelly Coutras (E)	50% net \$126

(E) Employee

(I) Independent Contractor

*South Orange County Community College District*

*IRVINE VALLEY COLLEGE*

*COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Late Spring/Summer 2013*

<b><i>COURSE TITLE</i></b>	<b><i>DATES</i></b>	<b><i>INSTRUCTOR</i></b>	<b><i>HONORARIA</i></b>	<b><i>FEE</i></b>
2-Day Film School	6/3-8/19/13	Dov Simens	50% gross	\$395
Academic Academy	6/3-8/19/13	Amanda Click	60% gross	\$99
Academic Chess	6/3-8/19/13	Adam Broady	50% gross	\$150
Academic Test Prep	6/3-8/19/13	Kathy Song	50% gross	\$129
Aquatic Fitness	5/28-8/16/13	Barbara Stockler	70% gross	\$20
Art Courses	5/28-8/16/13	Annette Hernandez	70% gross	\$45
Art Courses	5/28-8/16/13	Donna Hanna-Chase	70% gross	\$30
Art Courses	5/28-8/16/13	Pam Schader	70% gross	\$38
Art Courses	5/28-8/16/13	Steve Wang	70% gross	\$60
Art Courses	5/28-8/16/13	Teresa Fernald	70% gross	\$30
Band Rehearsal/Performance	5/28-8/16-13	Bill Nicholls	70% gross	\$30
Band Rehearsal/Performance	5/28-8/16/13	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	5/28-8/16/13	Peter Fournier	70% gross	\$30
Band Rehearsal/Performance	5/28-8/16/13	Cindy Ellis	70% gross	\$30
Business Management	6/3-8/19/13	Gene Konstant	50% gross	\$29-\$159
Choral Music	5/28-8/16/13	Cecilia Kim	70% gross	\$20
Computer Classes	5/28-8/16/13	Louise Records	70% gross	\$30-\$99
Computer Classes	6/3-8/19/13	Vazi Okhandiar	60% gross	\$45-\$329
Country Line Dancing	5/28-8/16/13	Ida Stuart	70% gross	\$20
Creative Writing	5/28-8/16/13	Jeffrey Briar	70% gross	\$45
Dayan Qigong	5/28-8/16/13	Joanna Schoon	70% gross	\$30
Dayan Qigong	5/28-8/16/13	Judith Shields	70% gross	\$30
Discovery Science Camps	6/3-8/19/13	Danielle Treiber	60% gross	\$259-\$299
E-Bay Courses	6/3-8/19/13	Carolyn Jacinto	50% gross	\$95-\$225
Employee Benefits Training	6/3-8/19/13	Susan Bock & Assoc.	50% gross	\$350
Film Genres	5/28-8/16/13	Kathryn Kramer	70% gross	\$20-\$30
Filmmaking Camps	6/3-8/19/13	Tobin Felfe	65% gross	\$180
Fitness Courses	5/28-8/16/13	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	5/28-8/16/13	Beejay Janiga	70% gross	\$25
Fitness Courses	5/28-8/16/13	Carrie Henderson	70% gross	\$25-\$29
Fitness Courses	5/28-8/16/13	Eugenia Lane	70% gross	\$15-\$25
Fitness Courses	5/28-8/16/13	Leslie Lowe	70% gross	\$20
Fitness Courses	5/28-8/16/13	Lisa Messenger	70% gross	\$15-\$25
Fitness Courses	5/28-8/16/13	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	5/28-8/16/13	Renee Fiore-Burton	70% gross	\$25-\$29
Fitness Courses	5/28-8/16/13	Sandra Casado	70% gross	\$30

\*per person, \*\*per session

<b><i>COURSE TITLE</i></b>	<b><i>DATES</i></b>	<b><i>INSTRUCTOR</i></b>	<b><i>HONORARIA</i></b>	<b><i>FEE</i></b>
Internet/Web Certificate Courses	Self-Paced	Rich Talmo	IVC receives \$29-300*pp	\$49-\$4,500
IRD Reading	6/3-8/19/13	David Soloway	IVC receives 8% net	\$249-\$399
Robotics Camps	5/28-8/16/13	Mathbotics	70% gross	\$199-\$299
Language Classes	6/3-8/19/13	Alicia Migliarini	IVC receives 50% gross	\$90
Language Classes	6/3-8/19/13	Cristina Versteegh	IVC receives 50% net	\$229-\$349
Mathobotix STEM Summer Camp	6/3-8/19/13	Kumar Ramajayam	70% gross	\$159-\$299
Mathematical and Physical Engineering	6/3-8/19/13	Jack Appleman	75% gross	
Mad Science Camps	6/3-8/19/13	Trisha Loos	70% gross	\$115-\$144
Medical Courses	5/1-12/31/13	Wendy Flint	IVC receives \$500-\$550 *pp	\$2,795
Music Courses	5/28-8/16/13	Louise Jacobs	70% gross	\$20-\$25
Music Courses	6/3-8/19/13	Ron Gorman	50% gross	\$90
Nike Tennis Camps	6/3-8/19/13	Ross Duncan	IVC receives 20% of net	\$315-\$395
Patchwork & Quilting	5/28-8/16/13	Carolyn Caverly	70% gross	\$48
Personal Enrichment Courses	6/3-8/19/13	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	6/3-8/19/13	Leslee Newman	50% gross	\$45
Piano Courses	6/3-8/19/13	Carol Lippert	70% gross	\$30
POST Training	4/1-8/19/13	Colin McCaughey	Presenter receives \$2,500 **ps	\$199
Reading/Writing/Test Prep Courses	6/3-8/19/13	Ioan Sersea	50% gross	\$50-\$199
Retirement Planning Courses	6/3-8/19/13	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54
Safety Courses	6/3-8/19/13	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	6/3-8/19/13	Mark Sevi	50% gross	\$75-\$150
Self Improvement/Study Skills Courses	6/3-8/19/13	Curtis Adney	65% gross	\$55-\$59
Social Badminton	6/3-8/19/13	Helen Tung	50% gross	\$45-\$75
Social Dance Courses	6/3-8/19/13	Kaylaa Fox	60% gross	\$30-\$60
Social Dance Courses	6/3-8/19/13	Sandra Casado	70% gross	\$32-\$75
Tai Chi	6/3-8/19/13	Sebastian Caramagno	70% gross	\$25
Tai Chi	6/3-8/19/13	Joanna Schoon	70% gross	\$60-\$75
Tap Dance	6/3-8/19/13	Dorothy Bregozzo	70% gross	\$30
Tap Dance	6/3-8/19/13	Marge Forehan	70% gross	\$30
Writing Courses	6/3-8/19/13	Stacia Deutsh	50% gross	\$50
Yoga	5/28-8/16/13	Fleur Fong	70% gross	\$38
Yoga	5/28-8/16/13	Jeffrey Briar	70% gross	\$20
Yoga	5/28-8/16/13	Kathyrn Burns	70% gross	\$25
Yoga	5/28-8/16/13	Mikki Michele	70% gross	\$36-\$60
Yoga	5/28-8/16/13	Ruthe Gluckson	70% gross	\$25

\*per person, \*\*per session

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, 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 the colleges and/or ATEP since the last board meeting. Travel expenses and/or honorarium for speakers must be recommended by the Chancellor or college president and submitted to the Board prior to reimbursement of travel expenses or payment of honorarium.

**RECOMMENDATION**

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



**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<i><b>Presentation Date</b></i>	<i><b>Faculty Member Course Title/Activity</b></i>	<i><b>Speaker Name</b></i>	<i><b>Topic</b></i>	<i><b>General Fund Honarium/Travel</b></i>
2/8/13	Collette Chattopadhyay, HUM 204X Modern World Culture, Ticket #19545	David DiLeo	Head and Heart: The Great American Paradox	\$100.00

**IRVINE VALLEY COLLEGE**

<i><b>Presentation Date</b></i>	<i><b>Faculty Member Course Title/Activity</b></i>	<i><b>Speaker Name</b></i>	<i><b>Topic</b></i>	<i><b>General Fund Honarium/Travel</b></i>

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

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

**ACTION:** Approval

---

### **BACKGROUND**

Education Code Section 72024 (d) 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 Heather Park was absent from the January 22, 2013 board meeting due to academic commitments.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 13-02 (Exhibit A) authorizing payment to Student Trustee Park who was absent from the January 22, 2013 meeting of the Board of Trustees.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

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

**RESOLUTION 13-02**

Section 72024 (d) 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 January 22, 2013, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Student Trustee Heather Park could not be present at the meeting; and

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

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Heather Park shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Tuesday, January 22, 2013.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Trustees' Requests for Attending Conferences  
**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

**TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
AACC Conference Workforce Development Institute Sheraton San Diego San Diego, CA	1/29- 1/30/13 (1)	\$250.00	Tim Jemal	Tim Jemal

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

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

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Amendment to Agreement for Specialized Legal Services:  
Jackson DeMarco Tidus Peckenpaugh (JDTP)

**ACTION:** Approval

---

### **BACKGROUND**

The District has used the services of the legal firm Jackson DeMarco Tidus Peckenpaugh (JDTP) since March 24, 2008. The agreement provides specialized legal services including ATEP legal professional services.

### **STATUS**

The current agreement is still in effect but the firm has requested a rate increase of their professional services. There have been no increases since March 2008. The new agreement will be effective March 1, 2013 through March 1, 2014, with hourly rate changes as follows: designated lawyers \$420 per hour (an increase of \$25 per hour) and \$320 per hour for all other lawyers (an increase of \$15 per hour). The fees for legal services are based on time spent according to the rate schedule.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the letter amendment (Exhibit A) to the agreement with JDTP, effective March 1, 2013 through March 1, 2014.

Item Submitted by: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*  
*Dr. Randy W. Peebles, Associate Vice Chancellor*

**Jackson | DeMarco | Tidus  
Peckenpaugh**  
A L A W C O R P O R A T I O N

February 6, 2013

Direct Dial: 949.851.7446  
Email: abernstein@jdtplaw.com  
Reply to: Irvine Office  
File No: 5764-44062

Dr. Debra Fitzsimons  
Vice Chancellor for Business Services  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635

**Re: Legal Representation**

Dear Debra:

This letter will serve as an amendment to the Engagement Letter to Gary Poertner dated February 8, 2007, as amended by my letter dated March 11, 2008 (as so amended, the "Engagement Letter") concerning the terms and conditions on which Jackson, DeMarco, Tidus and Peckenpaugh (the "Firm") is currently representing the South Orange County Community College District ("District"), in connection with the Advanced Technology and Education Park ("ATEP") and other transactional matters. All capitalized terms not otherwise defined in this letter shall have the meaning ascribed to such terms in the Engagement Letter.

As mentioned in the Engagement Letter, the Firm adjusts its hourly rates from time to time, in our discretion. However, the Firm has not increased its hourly rates since 2008. The Firm has determined that it is necessary to raise its hourly rates concerning ATEP and other transactional matters. Accordingly, effective March 1, 2013, we shall charge \$420 per hour for the Designated Lawyers and \$320 per hour for all other lawyers. This represents an approximately 6% increase over our 2008 rates, and remains substantially below our normal hourly rates. We will agree to hold these rates until March 1, 2014.

In addition, we have updated the list of Designated Lawyers as follows:

Irvine Office  
2030 Main Street, Suite 1200  
Irvine, California 92614  
t 949.752.8585 f 949.752.0597

Westlake Village Office  
2815 Townsgate Road, Suite 200  
Westlake Village, California 91361  
t 805.230.0023 f 805.230.0087

[www.jdtplaw.com](http://www.jdtplaw.com)

Dr. Debra Fitzsimons  
Vice Chancellor for Business Services  
SOCCCD  
February 6, 2013  
Page 2

Leadership and Primary Contacts:	Andrew P. Bernstein	(949) 851-7446	<a href="mailto:abernstein@jdtplaw.com">abernstein@jdtplaw.com</a>
	Alene M. Taber	(949) 851-7492	<a href="mailto:ataber@jdtplaw.com">ataber@jdtplaw.com</a>
	Ronald J. DeFelice	(949) 851-7418	<a href="mailto:rdefelice@jdtplaw.com">rdefelice@jdtplaw.com</a>
Real Estate:	Sonia A. Lister	(949) 851-7408	<a href="mailto:slister@jdtplaw.com">slister@jdtplaw.com</a>
Land Use:	Michael L. Tidus	(949) 851-7424	<a href="mailto:mtidus@jdtplaw.com">mtidus@jdtplaw.com</a>
	Gregory P. Powers	(949) 851-7607	<a href="mailto:gpowers@jdtplaw.com">gpowers@jdtplaw.com</a>
Insurance:	Edward A. Galloway	(949) 851-7461	<a href="mailto:egalloway@jdtplaw.com">egalloway@jdtplaw.com</a>
Corporate:	Douglas F. Landrum	(949) 851-7420	<a href="mailto:dlandrum@jdtplaw.com">dlandrum@jdtplaw.com</a>

Please note that in the event we are asked to represent the District in litigation, our normal hourly rates will apply to such litigation.

We consider it an honor to be able to work with the District, and we very much value the relationship that we have built with you and the other team members over the past years. If you have any questions concerning this letter or our representation, please telephone me at (949) 851-7446.

We look forward to continuing to work with you.

Sincerely,



Andrew P. Bernstein

APB:st

1132589.2



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Amendment for Special Services: RGP Planning and Development Services

**ACTION:** Approval

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**BACKGROUND**

On January 20, 2009, the Board approved an agreement with RGP Planning & Development Services for the ATEP project, on a time and materials basis. The agreement provides specialized development and planning services pertaining to ATEP site development.

**STATUS**

The current agreement is still in effect but the firm has requested a rate increase of their professional services. The amendment will be effective March 1, 2013 through June 30, 2014, with professional fees for these services based on time spent at an hourly rate of: Principal I – Engineer \$185 per hour, Founding Principal \$175 per hour, Principal I \$165 per hour, Principal II \$155, Sr. Associate-Engineer \$135 per hour, Staff Support \$55 per hour, Sr. Associate \$135 per hour, Associate \$115 per hour, Professional Staff \$95 per hour, Professional Support \$85 per hour, Staff \$75 per hour and expenses paid per amendment (Exhibit A).

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the amendment (Exhibit A) with RGP Planning & Development Services for the ATEP project on a time and material basis, effective March 1, 2013 through June 30, 2014.

Item Submitted by: *Dr. Debra L. Fitzsimons, Vice Chancellor of Business Services*  
*Dr. Randy W. Peebles, Associate Vice Chancellor*



## RGP HOURLY RATES & BILLING POLICY

RGP prefers to perform its professional services on an identified budget for an identified scope of work to minimize the chance for misunderstandings and conflict between the client and consultant. It is the policy of the firm to calculate its fee estimate based on the following hourly billing rates:

Principal I-Engineer	\$ 185.00/hour	Sr Associate	\$ 135.00/hour
Founding Principal	\$ 175.00/hour	Associate	\$ 115.00/hour
Principal I	\$ 165.00/hour	Professional Staff	\$ 95.00/hour
Principal II	\$ 155.00/hour	Professional Support	\$ 85.00/hour
Sr Associate-Engineer	\$ 135.00/hour	Staff	\$ 75.00/hour
Staff Support	\$ 55.00/hour		

At Client's express request, RGP will provide any and all of the following additional services:

1. Make revisions to graphics and text previously prepared by RGP where such requested revisions are clearly inconsistent with prior Client's approval or due to substantial changes in the lead agency or Client instructions will be billed at the hourly rates identified herein.
2. Prints or document printing will be billed directly to Client by the print company at no additional RGP administrative cost, or billed by RGP at cost plus fifteen percent (15%). All other reimbursable expenditures will be invoiced at cost plus fifteen percent (15%) handling fee. Mileage will be billed at fifty-five cents (\$0.55) per mile.
3. RGP will provide Client with monthly invoices for services rendered and costs advanced. Each invoice shall be due and payable upon receipt, and delinquent thirty (30) days after its date.
4. Billing rates will remain in effect during the project schedule identified in the proposal agreement. If a schedule is not identified, the above billing rates will remain in effect for one year from the date of the proposal.
5. In light of the obvious advantage of quickly resolving questions and disputes regarding RGP's billing while recollections are fresh, Client will notify RGP of questions or dissatisfaction it may have regarding any particular RGP invoice within fifteen (15) days of the invoice date. Invoice shall be deemed accepted if notification from the Client is not received by RGP within the 15-day period.
6. RGP may, at its sole discretion, stop work on Client's project should invoices not be paid within sixty (60) days of the oldest invoice date.
7. Because of the importance of a good working relationship between Client and RGP, either party may terminate an Agreement by giving written notice to the other, provided only that such notice is given in good faith belief that the working relationship is less than satisfactory. In the event that this Agreement is for any reason terminated, then Client shall compensate RGP for whatever professional time and reimbursable expenses RGP has devoted to the project up to the time of the termination or must necessarily devote to the project thereafter due to governmental requirements or otherwise.
8. RGP will maintain general liability insurance, automobile insurance, worker compensation insurance and professional liability insurance to the benefit of the client during the entire life of any given contract. Costs for protection to the benefit of the client above that normally required and provided will be passed on to the client as a job cost extra.

RGP Initials / Date **Jeremy  
Krout**

Digitally signed by Jeremy Krout  
DN: cn=Jeremy Krout, o=RGP, ou,  
email=jkroutr@rgpcorp.com, c=US  
Date: 2013.02.06 16:33:19 -0800'

Client Initials / Date

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 13-03 to Amend FY 2012-2013 Adopted Budget

**ACTION:** Approval

### **BACKGROUND**

Title 5 of the California Code of Regulations, Section 58308 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 FY 2012-2013 Adopted Budget.

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

#### **General Fund**

Teacher Preparation Pipeline at Saddleback College	\$120,000
CTE Community Collaborative at Saddleback College	\$373,378
Disabled Students Programs & Services (DSPS) at Saddleback College	\$18,391
Workforce Investment Act at Irvine Valley College	\$28,699
Contract Education at Saddleback College	<u>\$7,200</u>
Total Increase to the General Fund	<u><b>\$547,668</b></u>

#### **Total Budget Amendment**

**\$547,668**

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-03 to amend the FY 2012-2013 Adopted Budget as indicated in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 13-03**

February 25, 2013

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$547,668 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 58308;

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

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58308, such excess funds are to be appropriated according to the following schedule:

**General Fund**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8600	State Revenue	\$511,769
8800	Local Revenue	\$35,899
		<hr/>
		<b><u>\$547,668</u></b>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	\$118,129
2000	Classified Salaries	\$200,609
3000	Fringe Benefits	\$90,495
4000	Books and Supplies	\$10,032
5000	Other Operating Expenses and Services	\$90,296
6000	Capital Outlay	\$4,578
7000	Other Outgo	\$33,529
		<hr/>
		<b><u>\$547,668</u></b>



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Approve Contract for Independent Auditing Services for Fiscal Years Ending June 30, 2013 through June 30, 2015

**ACTION:** Approval

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### **BACKGROUND**

Title 5, California Code of Regulations, Section 59102 requires community college districts to contract, no later than May 1, for an independent audit of all funds of the district. Macias, Gini & O'Connell, LLP has performed audit services for the District for the past three years; their contract expired on June 30, 2012. It is considered best practice to change audit firms on a regular basis.

### **STATUS**

A request for proposal for audit services was advertised on November 6 and 16, 2012 and distributed to ten CPA firms who currently audit community college districts. The District received seven proposals. The proposals were reviewed and three firms were selected to interview. A committee of District and College staff interviewed these firms. The results of the interviews were reviewed by the Vice Chancellor of Business Services and presented to the District Audit Committee for consideration. It was determined that the audit firm of Christy White Associates was the best qualified firm and should be selected to perform professional audit services as described in the agreement and engagement letter (EXHIBITS A & B) for fiscal years ending June 30, 2013, 2014 and 2015.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees contract with Christy White Associates to perform the District's financial audit for three fiscal years at a fee not to exceed \$120,000 for the year ending June 30, 2013, \$123,600 for the year ending June 30, 2014, and \$127,307 for the year ending June 30, 2015. If internal audit services are desired by the District, the hourly rates outlined in the agreement will be applied.

South Orange County Community College District

AGREEMENT  
For Audit Services

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_ in the County of Orange, State of California, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (hereinafter "District") and Christy White Associates, (hereinafter "Auditor").

WITNESSETH

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

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

WHEREAS, the District, pursuant to the provisions of Section 84040, et al of the Education Code, desires an audit of all funds under its jurisdiction and control; and

WHEREAS, the Auditor is licensed to practice as a Certified Public Accountant in the State of California and is specially trained, experienced, and competent to perform the special services required by the District and such services are needed on a limited basis;

NOW THEREFORE, the District and Auditor, for the considerations hereinafter set forth agree as follows:

1. **Audit Services In General**

The Auditor will audit the District's financial statements for the fiscal years ending June 30, 2013, 2014, and 2015 for the purpose of expressing an opinion on the fairness with which they present, in all material respects, financial position, results of operations and cash flows in conformity with generally accepted accounting principles.

The audit will be conducted in accordance with generally accepted auditing standards. Those standards require that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. An audit includes examining, on a test basis, evidence that supports the amounts and disclosures included in the financial statements. It also includes assessing the accounting principles used and estimates made by management, as well as evaluating the overall financial statement presentation. The audit is designed to provide reasonable assurance of detecting misstatements that, in the judgment of the Auditor, could have a material effect on the financial statements taken as a whole. Consequently, the audit will not necessarily detect misstatements less than this materiality level that might exist due to error, fraudulent financial reporting, or misappropriation of assets.

It is understood that the District's management is responsible for establishing and maintaining a sound system of internal control, which is the best means of preventing or detecting errors, fraudulent financial reporting, and misappropriation of assets.

The Auditor may propose standard, adjusting, or correcting journal entries to the District's financial statements. The District's management is responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

The District's management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing the Auditor about all known or suspected fraud affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. The District is also responsible for informing the Auditor of its knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, the District is responsible for identifying and ensuring that the District complies with applicable laws and regulations. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and corrective action plan.

The Audit and examination shall be based upon tests and samples of the accounting records and transactions sufficient to satisfy the Auditor of the fairness of presentation of the financial conditions, operating results of the District, and compliance with applicable laws and regulations and shall not comprise detailed examinations of all transactions.

In cases where the Auditor can and does place reliance upon the work of a state agency, another individual accountant or firm of public accountants or certified public accountants, they shall state in their report the extent of such reliance and shall name the agency, accountant, or accountants upon whose work they rely. Nothing in this paragraph shall be construed to obligate the Auditor to accept or perform work which is not in compliance with the specification of this Agreement.

2. **Term of Audit Services**

The Auditor shall provide the District with audit services for the three fiscal years beginning July 1, 2012 and ending on June 30, 2015, unless terminated earlier as set forth herein. The Agreement may be renewed for a period not to exceed two (2) years thereafter upon the same terms and conditions.

3. **Technical Standards**

Examination of financial records and audits for compliance shall be made in accordance with the provisions of Section 84040 of the Education Code of the State of California.



The annual audit shall include minimum requirements of those prescribed by the Community College Chancellor's Office, State of California, as outlined in their publication entitled "California Community Colleges Contracted District Audit Manual", and shall conform to generally accepted auditing standards as specified in "Statements on Auditing Standards" published by the American Institute of Certified Public Accountants, and OMB Circular A-133.

Single Audit Act of 1984 (PL 98-502) and the Single Audit Act Amendments of 1996 (PL 104-156) and related provisions of Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*; and

*Government Auditing Standards*, issued by the Comptroller General of the United States; and

The District auditor shall also consider provisions of the California Education Code, Title 5 of the California Code of Regulations and the Budget and Accounting Manual for California Community Colleges and other such publications relating to community college accounting procedures in effect during the period under audit.

4. **Audit Services to be Performed**

- a. Conduct a comprehensive financial and compliance audit of all funds, books, and accounts under the jurisdiction and control of the District.
- b. Conduct a comprehensive financial and compliance audit of the below listed 501(c)(3) Foundations and prepare related tax returns:
  1. Foundation for South Orange County Community College District
  2. Irvine Valley College Foundation
  3. Saddleback College Foundation
  4. Advanced Technology and Education Park (ATEP) Foundation
  5. Facilities Corporation 2011 of the South Orange County Community College District
- c. Conduct an entrance interview with District Audit Committee to review audit process, timelines, and due dates.
- d. Provide assistance in preparing year-end adjustments needed for GASB 34/35 Reporting Format.
- e. Conduct a comprehensive financial and compliance audit of the District's GASB 43 & 45 Trust Program.
- f. Prepare the Data Collection Form in accordance with OMB Circular A-133.
- g. Attend scheduled meetings with administration to provide audit status, review findings, and communicate any concerns.
- e. Conduct an exit conference with the District and Foundation staff to be scheduled at a mutually agreed upon time. The Auditor shall provide the District with up to six (6) copies of a preliminary draft audit report at least five (5) business days prior to conducting the exit conference.

- f. Prepare written reports to the District. The Auditor agrees, upon fifteen (15) days written notice, to make any oral or written interim reports as may be required by the District and to meet with the District's Board of Trustees to discuss such reports.
- g. Consult with and advise the District as to changes and improvements in the financial structure of the District in administrative or accounting procedures and minor implementation of the changes and improvements resulting from the consultation and advice.

5. **Audit Reports**

The final audit report shall be completed and submitted by the Auditor to the District by November 5<sup>th</sup> and to the State Community College Chancellor's Office no later than December 31 each year. The Auditor will present financial information that is provided by management in the audit report as outlined in GASB Statement No. 34 and 35, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. The Auditor will submit a final draft of the audit report of the District at least ten (10) business days prior to the report being printed and, in order to meet the filing deadline of such report. The Auditor will also file copies with all applicable reporting agencies, will provide the District forty (45) bound copies and two (2) unbound copies of the final audit report to the District, fifty (50) bound copies of each Foundation audit report, and electronic copies of all reports.

Auditor agrees that damage will be sustained by the District for the failure of the Auditor to file the final audit report by December 31 of each year. Auditor agrees that, should said final audit report not be completed by December 31 due to no fault of the District, there will be deducted from the final payment the sum of two hundred dollars (\$200.00) per day as liquidated damages, and not as a penalty, for each day's delay after December 31 of each year until the completion of the final audit report and its delivery to the District and the State Chancellor's office. The District and Auditor shall mutually agree on the cause and/or fault of any delays that result in the final audit report not being completed by December 31 before liquidated damages can be applied.

The District agrees that damages will be sustained by the Auditor for the failure of the District to be prepared at the mutually agreed upon date to begin final field work. District agrees that, should the general ledger not be closed and the documents requested not be available at the start of final field work, the Auditor will bill additionally for such inefficiencies.

6. **Statements and Reports**

Reports of examination of financial statements must state the scope of the examination and that the audit was performed in accordance with generally accepted accounting principles.

Reports of compliance must include a statement that the examination was conducted in accordance with applicable auditing standards. The audit report must state whether the examination disclosed instances of significant noncompliance with laws and regulations.

Finding of noncompliance or ineligible expenditures must be presented in sufficient detail for the District to understand the findings and implement corrective action.

7. **Staffing**

The Auditor shall assign professional staff as appropriate to perform audit services. A manager shall be assigned to coordinate the activities of all Auditor staff and shall be the liaison between the Auditor and the District. An auditor/accountant assigned to supervise field work must have at least two years experience with audits of California Community College Districts. The District shall have the right to remove staff that do not meet with District approval.

8. **Working Papers**

Working papers shall be retained by the Auditor for a period of five (5) years, unless otherwise specified in writing by the District. Such working papers shall be available for review and audit by the District, representatives of the federal and/or state governments, subsequent audit firms and other individuals designated by the District and Foundations.

9. **Resources to be Provided by the District**

Staff Assistance - The District shall have available appropriate staff to assist the Auditor by providing required information and explanation.

Working Space - The District shall provide the Auditor with the necessary working space. Requests for working space should be directed to the attention of the District Director of Fiscal Services or designee one month prior to the time needed.

Worksheets and Supplementary Schedules - Worksheets and Supplementary Schedules prepared by District staff shall be identified and agreed to by District prior to the start of the audit.

10. **Audit Compliance with OMB Circular A-133**

In the event the federal government finds the audit to be inadequate due to Auditor negligence, acts of omission or commission, the Auditor shall indemnify the District. Further, the Auditor shall perform, at no additional cost, reasonable follow-up work based on the compliance supplement in effect for the fiscal year audit in question, to make the audit comply with OMB Circular A-133 and to reimburse the District for any penalties and interest attributable to the adverse determination. The District is responsible for any disallowed costs determined by the grantor.

11. **Compensation**

The District agrees to compensate the Auditor for their satisfactory audit services at hourly rates as set forth below:

<b>PERSONNEL CLASSIFICATION</b>	<b><u>2012-2013</u></b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>
Partners	\$185	\$191	\$196
Managers	\$150	\$155	\$159
Supervisors	\$135	\$139	\$143
Senior Auditors	\$120	\$124	\$127
Staff Auditors	\$105	\$108	\$111
Clerical Staff	\$ 45	\$ 46	\$ 48

Such hourly rates shall include all costs and expenses, except mileage, of performing audit services including preparation and delivery of all reports and bound and unbound copies of the final Audit Report for the District and auxiliary organizations, filing copies of the Audit Report with the appropriate agencies, and preparation and filing tax returns at an Annual Maximum Fee as follows:

<b>MAXIMUM FEES</b>	<b><u>2012-2013</u></b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>
1) Max. Annual Fee of District Audit including Data Collection Form Preparation and Submittal (a) Anticipated Hours (b) Annual Fee	\$92,500	\$95,275	\$98,133
2) Max. Annual Fee Foundation Audit and Tax Return			
-Foundation for the District (a) Anticipated Hours (b) Annual Fee	\$2,500	\$2,575	\$2,652
-Irvine Valley College Foundation (a) Anticipated Hours (b) Annual Fee	6,000	\$6,180	\$6,365
-Saddleback College Foundation (a) Anticipated Hours (b) Annual Fee	\$9,500	\$9,785	\$10,079
-ATEP Foundation (a) Anticipated Hours (b) Annual Fee	\$2,500	\$2,575	\$2,652
3) South Orange County Comm. College District Facilities Corp. (a) Anticipated Hours (b) Annual Fee	\$2,500	\$2,575	\$2,652
4) District GASB 43 & 45 Trust Program (a) Anticipated Hours (b) Annual Fee	\$4,500	\$4,635	\$4,774

The District will reimburse the Auditor for actual mileage at the approved Internal Revenue Service rate in effect for the year audit services are performed. It is understood and agreed that the Maximum Annual Fee is the maximum allowed by the District to perform audit services and is subject to a corresponding reduction in the event that the actual cost of the audit services proves to be less.

12. **Payment for Audit Services**

The District will compensate the Auditor for their satisfactory audit services at hourly rates as agreed. The Auditor may submit monthly progress invoices for the actual hours worked at the applicable hourly rates. Invoices itemizing the work performed and actual hours worked shall be delivered to the attention of the District Director of Fiscal Services. Acceptance of the work and services shall be determined by the District's Director of Fiscal Services or designee. District agrees to pay Auditor within thirty (30)

days of submission of a properly itemized invoice approved by the District Director of Fiscal Services.

13. **Additional Services Included**

Throughout the year, the District may require additional services from the Auditor, such as having auditors accessible to the Business Services Department to provide telephone and written advice for such purposes as answering accounting questions of a routine nature, answering questions from state or federal agencies regarding the audit report and similar items. These services that can be accomplished within a reasonable period of time shall be provided at no additional fee during the term of this Agreement. Requests that are more unusual in nature and require prolonged research will be billed at the hourly rates in Section 11.

14. **Extra Work and Services**

In the event that circumstances disclosed by the audit indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances, the Auditor shall at once notify the District in writing of the fact, together with a written estimate of the extra work and services required and the estimated cost thereof. In the event the District authorizes and approves the performance of such extra work and services, it shall so notify the Auditor in writing. No claims of the Auditor for extra work or services shall be allowed or paid without such written consent and approval of the District first having been so obtained before such extra work and services are entered upon or undertaken. The costs for such extra work and services shall be negotiated separately by District and Auditor and shall be mutually agreed to in writing. Extra work and services may be necessary in subsequent years if audit requirements are increased due to 1) new auditing standards issued by the American Institute of Certified Public Accountants (AICPA); 2) additional state compliance procedures included in the Contract District Audit Manual issued by the Chancellor's Office; or 3) additional federal compliance procedures included in the compliance supplement issued by the Office of Management and Budget. The Auditor shall submit itemized invoices for the time spent any extra work and services.

15. **Internal Audit Services**

Shall the District require internal audit services, the District may engage the Auditor, under a separate agreement, for specific services at the stated hourly rates.

16. **Auditor's Obligation to Perform Work in Accordance with Standards**

If the work performed by the Auditor is not in accordance with the standards as specified herein or, if the reports submitted by the Auditor are not complete or, if the reports are rejected by the California State Department of Finance, and/or the State Chancellor's Office and/or federal government as incomplete, then the Auditor shall be obligated at its sole cost and expense to do whatever is required to correct the reports to meet the requirements as specified in the standards, or as specified by the California State Department of Finance, and/or State Chancellor's Office, and/or federal government.

17. **Independent Contractor Status**

Auditor, in the performance of this Agreement, shall be and act as an independent contractor. Auditor 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 the District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Auditor assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this Agreement. Auditor shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to Auditor's employees.

18. **Assignment of Contract**

The Auditor shall not assign or transfer, by operation of law or otherwise, any or all of the Auditor's rights, burdens, duties, services, or obligations with regard to this Agreement. Any such assignment shall be deemed a breach of this Agreement and shall result in the termination of this Agreement without any further compensation to Auditor.

19. **Insurance**

The Auditor shall be required to file the following proofs of insurance with the District prior to commencing work under this Agreement:

- Certificate of Insurance confirming One Million Dollars (\$1,000,000) combined single limit general liability coverage and automobile insurance, both naming South Orange County Community College District as an additional insured, and copies of the endorsements to the policies naming the South Orange County Community College District as an additional insured;
- Certificate of Insurance confirming Errors and Omissions coverage of no less than One Million Dollars (\$1,000,000); and
- Proof of workers' compensation coverage.

Should any of the above-described policies be canceled or modified prior to their expiration dates, the issuing company shall mail thirty (30) days written notice of cancellation or modification to the District. The Auditor shall maintain current insurance documents for all of the above coverages on file at the District during the term of this Agreement.

20. **Hold Harmless and Indemnification**

The Auditor shall use such care, skill, and due diligence in the exercise of powers and the performance of duties and services under this Agreement as used by consultants in the same or similar business. The Auditor agrees to defend, indemnify and hold harmless the

South Orange County Community College District, its Board of Trustees, employees and agents from every claim or demand made and any and all liability, loss, damage, or expense of any nature whatsoever arising in any way out of Auditor's negligence in the performance of services pursuant to this Agreement. The South Orange County Community College District agrees to defend, indemnify and hold harmless the Auditor, its employees and agents from every claim or demand made and any and all liability, loss, damage, or expense of any nature whatsoever arising in any way out of the District's negligence related to its performance under this Agreement.

21. **Permits and Licenses**

The Auditor and its employees and agents shall secure and maintain valid certifications and licenses as required by law for the execution of services pursuant to this Agreement.

22. **Termination of Agreement**

The District or Auditor may terminate this Agreement upon thirty (30) days written notice to the other party, and the Auditor agrees to cease all work under this Agreement as a result of said notice. The Auditor shall receive compensation for uncompensated services rendered prior to said notice but, in no event, shall the total compensation exceed the maximum payment specified for the fiscal year; nor shall said termination be, or be construed to be, a waiver or release of any rights of the District.

23. **Termination for Cause**

The District may terminate this Agreement upon giving written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Agreement by the Auditor; (b) the Auditor is adjudged bankrupt; or (c) if a receiver should be appointed because of Auditor insolvency. Written notice by the District shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof are made, this Agreement shall cease and terminate. In the event of such termination, the District may secure the required audit services from another auditor. If the cost to the District to retain another auditor exceeds the cost of providing the services pursuant to this Agreement, the excess cost shall be charged to and collected from the Auditor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the Auditor or no later than three days after the day of the mailing, whichever is sooner. In the event of such termination of the Agreement, Auditor shall return or provide copies of those working papers that constitute the books or records of the District. All other working papers will remain the property of the Auditor and become confidential information.

24. **Compliance With Applicable Laws.**

The services completed herein must meet the approval of the District. Auditor 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 Auditor, Auditor's business, equipment,



and personnel engaged in services covered by this Agreement or accruing out of the performance of such services.

25. **Entire Agreement/Amendment**

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

26. **Nondiscrimination**

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

27. **Non Waiver**

The failure of District or Auditor 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.

28. **Other Matters**

Government Auditing Standards require that the Auditor provide the District with a copy of its most recent quality control review report. The Auditor's most recent peer review was submitted with the proposal.

29. **Notice**

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

DISTRICT:

Debra Fitzsimons, Vice Chancellor  
So. Orange County Comm. Coll. Dist.  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635

AUDITOR:

Christy White, President  
Christy White Associates  
2727 Camino Del Rio So., Suite 219  
San Diego, CA 92108

30. **Severability**

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

31. **Governing Law**

The terms and conditions of this Agreement shall be governed by the laws of the state of California with venue in Orange County, California. This Agreement is made in and shall be performed in Orange County, California.

IN WITNESS WHEREOF, the Auditor and the District have caused this Agreement to be subscribed the day and year first hereinabove written.

CHRISTY WHITE & ASSOCIATES

SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT

By \_\_\_\_\_  
Christy White, President

\_\_\_\_\_  
Debra Fitzsimons, Vice Chancellor

ATTACHMENT A

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

THIS IS TO CERTIFY TO:           Debra Fitzsimons, Vice Chancellor  
  South Orange County Community College District  
  28000 Marguerite Parkway  
  Mission Viejo, CA. 92692

THE FOLLOWING DESCRIBED POLICY HAS BEEN ISSUED TO:

INSURED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION AND DESCRIPTION  
OF PROJECT/AGREEMENT:

TYPE OF INSURANCE:           WORKERS' COMPENSATION INSURANCE AS  
  REQUIRED BY CALIFORNIA STATE LAW

INSURANCE COMPANY: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

POLICY TERM: FROM: \_\_\_\_\_ TO \_\_\_\_\_

THE POLICY WILL NOT BE CANCELLED NOR MATERIALLY ALTERED WITHOUT 30  
DAYS PRIOR WRITTEN NOTICE TO \_\_\_\_\_  
AT THE ADDRESS ABOVE.

IT IS HEREBY CERTIFIED THE ABOVE POLICY PROVIDES INSURANCE AS  
REQUIRED BY THE CONTRACT DATED \_\_\_\_\_ BETWEEN  
\_\_\_\_\_ AND THE INSURED.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_



February 1, 2013

South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

We are pleased to confirm our understanding of the services we are to provide South Orange County Community College District for the fiscal years ending June 30, 2013, June 30, 2014, and June 30, 2015. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of South Orange County Community College District as of and for fiscal years ending June 30, 2013, June 30, 2014, and June 30, 2015. In addition, we will conduct the financial audits of the following related entities: the Foundation for South Orange County Community College District; Irvine Valley College Foundation; Saddleback College Foundation; Advanced Technology and Education Park; and, South Orange County Community College District Facilities Corporation.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement South Orange County Community College District's basic financial statements. As part of our engagement, we will apply certain limited procedures to South Orange County Community College District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis.
2. Budgetary Comparison Schedule.
3. Schedule of Funding Progress.

Christy White, CPA

John Dominguez, CFE

Heather Daud

Eric J. Hart

Michael Ash, CPA

Erin Sacco Pineda, CPA

**SAN DIEGO**

2727 Camino Del Rio South  
Suite 219  
San Diego, CA 92108

**RANCHO CUCAMONGA**

8686 Haven Avenue  
Suite 250  
Rancho Cucamonga, CA 91730

**ALAMEDA**

1050 Marina Village Parkway  
Suite 201  
Alameda, CA 94501

tel: 619.270.8222  
fax: 619.260.9085  
www.cwacpa.com

*Licensed by the California  
State Board of Accountancy*

We have also been engaged to report on supplementary information other than RSI that accompanies South Orange County Community College District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards.
2. Other schedules and/or information as required by the State Chancellor's Office.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on-

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the management, specific legislative or regulatory bodies, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and *Contracted District Audit Manual* published by the State Chancellor's Office, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the South Orange County Community College District and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District

complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of the inventories, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures – Internal Controls**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.



As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of the controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of South Orange County Community College District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of South Orange County Community College District's major programs. The purpose of those procedures will be to express an opinion on South Orange County Community College District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

#### **Audit Administration, Fees, and Other**

At the conclusion of the engagement, we will complete the appropriate section of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Christy White Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Chancellor's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the State Chancellor's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit as soon as possible and to issue our reports no later than November 5.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the three fiscal years ended June 30, 2013 through 2015, and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the District. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2015 may be secured on a year by year basis, subject to the agreement of the District and the auditor.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Christy White, CPA  
President  
Christy White Associates

RESPONSE:

This letter correctly sets forth the understanding of South Orange County Community College District.

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Signature

---

Title

---

Date

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Gifts to the District and Foundations  
**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

**DONATIONS**  
**February 25, 2013**

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Paper, Board Markers, 77 Used Music Books, 2 Used Desk Lamps	Dr. Stephen M. Rochford 55 Bramble Lane #113 Aliso Viejo, California 92656
12 Opera News Magazines	Dr. Martin S. Rochford 195 W. Central Avenue #317 Brea, California 92821-3398
Program support to enhance Forensic Team activities	Gary Rybold 24511 Veronica Court Mission Viejo, California 92691

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
14 Hardback and 8 Paperback Books	Wayne Horvath 713 Calle Vallarta San Clemente, California 92673
Student Table and Benches	Brandon Minst 8 Coachman Dove Canyon, California 92679

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, 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**

For the current reporting period ending January 31, 2013, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

### **RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**TRANSFER OF BUDGET APPROPRIATIONS SUMMARY**

**For the period 01-01-13 to 01-31-13**

<b><u>General Fund</u></b>			
<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
1000	Academic Salaries		\$16,861
2000	Classified Salaries		\$10,479
3000	Fringe Benefits	\$4,431	
4000	Books and Supplies	\$46,393	
5000	Other Operating Expenses & Services	\$264,920	
6000	Capital Outlay		\$288,560
7000	Other Outgo	\$156	
	<b>Total Transfers - General Fund</b>	<b><u>\$315,900</u></b>	<b><u>\$315,900</u></b>
	<b>Total Transfers</b>	<b><u>\$315,900</u></b>	<b><u>\$315,900</u></b>

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: January/February 2013 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: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$83,400 for equipment, supplies and maintenance projects. During January/February 2013, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

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

Orange County Electric, Inc. Agreement – To replace the electrical panel and lights at the Saddleback College Fine Arts patio. Saddleback College	\$40,049.00
Richard D. Roth, Esq., Roth Carney APC Amendment No. 1 – For additional and ongoing investigative services. Original contract amount is augmented by an additional \$40,000.00. Total revised contract amount is \$80,000.00. District Services	\$40,000.00
Presidio Proposal Agreement – To complete the planning of the district-wide local area network, "LAN" hardware upgrade. This is part of the 2012/2013 basic aid funded district-wide hardware upgrade project. District Services	\$32,000.00
Dr. Nancy Carritte Independent Contractor Agreement – To provide coaching sessions for Executives, Administrators and Classified Management from 7/01/12 to 6/30/13. District Services	\$20,100.00



Quezada Pro Landscape, Inc Independent Contractor Agreement – To provide campus wide tree maintenance services from January 2, 2013 – June 30, 2013. Saddleback College	\$15,000.00
Vincenti Lloyd Stutzman Agreement – For investigative services. District Services	\$13,570.00
Jackson Kelly Amendment No. 1 Agreement – To add and revise services exclusive to the CA Career Café website to reflect recent changes to industry sectors and / or pathways. Original contract amount is augmented by an additional \$13,100.00. Total revised contract amount is \$35,000.00. Irvine Valley College	\$13,100.00
New Vision Construction Agreement – To install a new sink drain and water heater in the Business / General Studies Bldg. Room 346. Saddleback College	\$10,477.09
EMCOR Service Mesa Energy Systems Agreement – To perform a water systems upgrade by rebuilding pumps. Irvine Valley College	\$10,042.00
Catalyst Consulting Amendment No. 1 – The details of the business analysis activities in support of the predictive analytics project have become better defined, there is now the need to increase the not-to-exceed amount to complete the project. Original contract amount is augmented by an addition \$10,000.00. Total revised contract amount is \$20,000.00 District Services	\$10,000.00
Mike Brown Grandstands, Inc. Rental Agreement – Rental agreement of bleachers for the baseball stadium, effective 7/1/12 – 6/30/13. Saddleback College	\$8,750.00
James Event Productions, Inc. Contract Agreement – To provide team building activities for the 2013 Classified Staff Development Retreat on Wednesday, March 20, 2013 from 8:00 am – 4:00 pm at Oak Canyon. District Services, Irvine Valley College and Saddleback College will each contribute to the cost, depending on attendance. District Services, IVC & SC	\$8,500.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

Graphic Edge Independent Contractor / Consultant Agreement – To make changes / improvements to the CA Career Café website. Irvine Valley College	\$8,000.00
Making Connections Independent Contractor / Consultant Agreement – To research and write content for changes to the CA Career Café website. Irvine Valley College	\$8,000.00
Music Theatre International MTI Production Contract Agreement - To provide Saddleback College with the legal rights (license) to present 6 performances of the musical theatre production “Fiddler on the Roof” from 7/12/13 – 7/28/13. In addition, it provides for the rental of a set of scripts and musical scores for the actors and musicians who will participate in the production. Saddleback College	\$7,668.00
Professional Diversified Flooring Agreement – To replace the flooring in Village 9-3 and 9-4. Saddleback College	\$7,035.00
Theodore Younglove Independent Contractor Agreement – To perform business analysis activities in support of the predictive analytics project. District Services	\$5,000.00
Orange County Electric, Inc. Proposal Agreement – To install new circuits, wire mold, side data and other power for move equipment into the Learning Resources Center Room 220. Saddleback College	\$4,995.00
R2A Architecture Independent Contractor Agreement – Design plan for relocation of Transfer, Career and Special Programs office from Student Services Center Room 207 to Student Services Center Room 140. Saddleback College	\$4,900.00
Joel Chriss & Co. Independent Contractor Agreement – For services by musician Charles McPherson for Jazz Day at the McKinney Theatre on February 2, 2013. Saddleback College	\$4,500.00

<p>Alexander Leigh Independent Contractor Agreement – To act as rehearsal accompanist, pit orchestra conductor and musician for Saddleback College Department’s production of “Legally Blonde”, running April 12-21, 2013 in the McKinney Theatre. Saddleback College</p>	<p>\$4,460.00</p>
<p>Unlimited Environmental, Inc. Proposal Agreement – To perform environmental services at Campus Police. Saddleback College</p>	<p>\$4,460.00</p>
<p>Bob Parrett Construction, Inc. Proposal Agreement – To repair the wall and floor after the abatement at Campus Police. Saddleback College</p>	<p>\$3,780.00</p>
<p>Penn Corporate Relocation Services LRC Relocation Costs Agreement – To dismantle two rows of shelving and install in the Learning Resource Center Room 334 and relocate technical processing staff from Learning Resource Center 220. Saddleback College</p>	<p>\$3,273.64</p>
<p>United Power &amp; Battery Emergency Service Contract – Annual renewal for Leibert maintenance support from 3/1/13 – 2/28/14. Irvine Valley College</p>	<p>\$2,890.00</p>
<p>Amtech Elevator Services Service and Repair Order Agreement – To replace the existing uc-3 valve with a uc-4 to meet the state code requirement on the Math Science Engineering Bldg. north elevator. Saddleback College</p>	<p>\$2,280.00</p>
<p>Knorr Systems, Inc. Sales Quote Agreement – To install surge pit steps at the swimming pool. Saddleback College</p>	<p>\$2,193.86</p>
<p>Adcamp, Inc. Amendment No. 2 – To add an additional marketing kiosk on campus. Each kiosk generates apx. \$75.00 / month and \$1,800.00 / year in revenue. Saddleback College</p>	<p>\$1,800.00 (revenue)</p>

<p>H2 Environmental Consulting Services, Inc.          Proposal No. 1589712 MM Agreement – To oversee environmental services at Campus Police.          Saddleback College</p>	<p>\$1,575.00</p>
<p>Naomi Kasahara          Independent Contractor Agreement – To provide guest artist scenic services for the Saddleback College student production of “The Women of Lockerble” effective from February 1, 2013 to March 31, 2013.          Saddleback College</p>	<p>\$1,000.00</p>
<p>Charlene B. Reed          Amendment No. 1 – For additional compensation to launch a campaign to increase the quantity of students following the Facebook and Twitter pages; promote updates to reach 25% more potential followers, and increase the activity level/posts on each of the Social Media interfaces including the 100 Career Tips. Original contract amount is augmented by an additional \$1,000.00. Total revised contract amount is \$16,000.00.          Irvine Valley College</p>	<p>\$1,000.00</p>
<p>Tustin Unified School District          Use of Facilities Agreement – To provide 2 classrooms for guitar classes 8/20/12 – 12/19/12.          Irvine Valley College</p>	<p>\$936.00</p>
<p>James Event Productions, Inc.          Service Agreement – To provide two spot lights and a cotton candy machine with booth, staff, banner, light, all supplies and equipment on Wednesday, February 13, 2013 from 4:00 – 5:30 for IVC Homecoming.          Irvine Valley College</p>	<p>\$886.00          (funded by student government)</p>
<p>Carl Jones          Independent Contractor Agreement – To provide instruction for the state mandated police training courses, “Arrest &amp; Control Tactics” and “Tactical Communications” on 11-16-12.          Irvine Valley College</p>	<p>\$680.00</p>
<p>Capital Photo Booth Co.          Senior Day Agreement – To provide a photo booth for Senior Day on 3/5/13 from 11:30 am – 1:30 pm.          Irvine Valley College</p>	<p>\$646.92          (funded by student government)</p>

Capital Photo Booth Co. Homecoming Agreement – To provide a photo booth for Homecoming on 2/13/13 from 4:00 pm – 5:30 pm. Irvine Valley College	\$538.92 (funded by student government)
City of Mission Viejo Rental Contract / Permit Facilities Agreement – To rent out the Jacaranda A room at the Norman P. Murray Community & Senior Center on May 23, 2013 and May 24, 2013 for the Business Process Analysis Workshop. District Services	\$520.00
Richard Williams Independent Contractor Agreement – To provide two hours of DJ service for the IVC Homecoming Event on 2/13/13. Irvine Valley College	\$350.00 (funded by student government)
Doheny State Park Special Event Permit Agreement – To provide usage of 4 volleyball courts at Doheny State Park for the KNES 81 Beach Volleyball Class which meets Fridays between 2/15/13 – 5/17/13. Saddleback College	\$475.00
Esri Maintenance Quote – Annual maintenance renewal for GIS Lab Pack from 5/1/13 – 4/30/14. Irvine Valley College	\$270.00
Lacey Yell Independent Contractor Agreement – To provide choreographer services for Saddleback College Angels of the Arts Big Band Swing Thing performance on March 9, 2013 at the Norman P. Murray Center in Mission Viejo. Saddleback College	\$200.00
Scott A. Cokley Independent Contractor Agreement – To provide piano accompanist services for the Saddleback College Theatre Arts Spring Auditions on January 28, 2013 and February 1, 2013. Saddleback College	\$160.00
Alexander Leigh Independent Contractor Agreement – To provide piano accompanist services for the Saddleback College Theatre Arts Spring Auditions on January 30, 2013 and January 31, 2013. Saddleback College	\$160.00

<p>Amanda Strader Independent Contractor Agreement – To perform with Joey Sellers and Norm Weston for the Noon Concert Hour on January 31, 2013 at 12:00 pm in Fine Arts Room 101. Saddleback College</p>	\$150.00
<p>City of Mission Viejo Rental Contract / Permit – Facilities Agreement – To provide 3 contract security staff for the Big Band Swing Thing event on Saturday, March 9, 2013 at the Norman P. Murray Center. Saddleback College</p>	\$130.50
<p>Geographic Solutions, Inc. Development and Hosting Agreement Addendum – To include additional details on implementation of the software agreement. Original contract amount is \$81,470.00. Irvine Valley College</p>	\$0.00
<p>California State University Northridge Mutual Non-Disclosure Agreement – To develop a partnership in the educational media arena between CSU Northridge/KCSN and Saddleback College/KSBR. Saddleback College</p>	\$0.00
<p>Children’s Hospital at Mission Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program (without school instructor on hospital premises). Saddleback College</p>	\$0.00
<p>Children’s Hospital at Mission Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program (with school instructor on hospital premises). Saddleback College</p>	\$0.00
<p>Pacific Clinics Recovery Education Institute Consortium Agreement 2012-2013 – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	\$0.00

### **RECOMMENDATION**

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

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.19  
DATE: 2/25/13

TO: Board of Trustees  
FROM: Gary L. Poertner, Chancellor  
RE: SOCCCD: Purchase Orders/Confirming Requisitions  
ACTION: Approval

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### **BACKGROUND**

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Sections 85230, purchase orders/confirming requisitions, and purchase change 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 P13-02753 through P13-03062 amounting to \$1,102,845.24 are submitted to the Board of Trustees for approval. Confirming requisitions dated January 3, 2013 through February 5, 2013 totaling \$91,375.48 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: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

ReqPay11b

Board Report

Includes P13-02753 - P13-03062

PO Number	Vendor Name	Site	Description	Account Amount
P13-02753	WELLS FARGO #3317 (DISTRICT)		Binding machine for repairing EOPS books	328.20
P13-02754	DELL MARKETING		Local Printer Ink Cartridges	106.89
P13-02755	UNITED FABRICARE SUPPLY, INC.		Fill-in laundry order '12/'13	1,493.80
P13-02756	MF ATHLETIC COMPANY		T&F supplies '12/'13	1,105.66
P13-02757	VS ATHLETICS		Track and field supplies and gloves	1,912.26
P13-02758	DANIEL SMITH, INC.		IVC Art student supplies/paint/paper/oil	1,577.74
P13-02759	EDITS PUBLISHERS		COPS Assessment (Profile and Guide) / Edits Pub	346.29
P13-02760	DICK BLICK COMPANY		Student Supplies for Fash 148/paper roll	72.61
P13-02761	DICK BLICK COMPANY		Student Art supplies IVC pencils/tape/oils	2,715.98
P13-02762	AMERICAN STEEL CARPORTS		Equipment carport	1,290.60
P13-02763	FISHER SCIENTIFIC		Instructional Supplies & Replacement Glassware	3,012.99
P13-02764	NUGIER PRESS CO.		Cable for hydraulic press	47.94
P13-02765	DAVID PUFAHL dba NEW VISION CO NSTRUCTION		Building VII 8 soundwall	9,251.41
P13-02766	WELLS FARGO #3317 (DISTRICT)		Print cart. for dept. printer	249.85
P13-02767	PENN CORPORATE RELOCATION SERVICES, INC.		Moving services	10,000.00
P13-02768	KEN'S SPORTING GOODS		Baseball Helmet Decals	111.86
P13-02769	DICK'S SPORTING GOODS		SB S'13 bats/helmets/balls/socks/game jerseys	2,005.98
P13-02770	C.E.M. LAB CORP. CIVIL ENGINEER RING MATERIAL LAB		Supplemental Soils Testing-SC Science Build	2,500.00
P13-02771	PACWEST AIR FILTER, LLC		Campus Wide Air Filters	7,072.71
P13-02772	HEIDI BERMAN		Cosmetology Program Review	1,000.00
P13-02773	THE SCIENCE FAIR		Physics supplies - Centrifugal Hoops	120.81
P13-02775	J. M. McCONKEY CO.		Supplies	536.76
P13-02776	MSC INDUSTRIAL SUPPLY CO.		Multi layer filter/SC art	193.75
P13-02777	PSYCHOLOGICAL ASSESSMENT RESOURCES, INC.		Assessments:SDS/SC	2,088.00
P13-02778	FAIRCHILD BOOKS & VISUALS		Textbook SC fashion	88.71
P13-02779	PORTABLE POWER SYSTEMS		UPS Sealed Lead Acid Batteries	535.90
P13-02780	U.S. POSTAL SERVICE MISSION VI EJO POST OFFICE		Standard Mail Permit #29	190.00
P13-02781	SEHI PROCOMP COMPUTER PRODUCTS		Printer cartridges for class/lab use	529.29
P13-02782	WELLS FARGO #3317 (DISTRICT)		Vacuum cleaner for Geology lab	98.89
P13-02783	MILLENNIUM BUSINESS SERVICES Marty Cohn		Job Opportunity Letterhead/HR	1,042.20
P13-02784	DEMCO INC.		Office Supplies	336.61
P13-02785	ADAMSON POLICE PRODUCTS		Ammunition	1,808.11
P13-02786	ALL STATE POLICE EQUIPMENT CO.		Ammunition	1,227.91
P13-02787	PARALLAX, INC.		Parts for ET200 class	270.65

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE



ReqPay11b

Board Report

Includes P13-02753 - P13-03062

PO Number	Vendor Name	Site	Description	Account Amount
P13-02788	SHIFFLER EQUIPMENT SALES, INC.		Building Supplies	371.39
P13-02789	UNITED INTERIORS		Lateral File	1,317.81
P13-02790	ELECTRONIX EXPRESS		Parts for Electronics classes	32.48
P13-02791	CDW-G COMPUTER CENTERS		Computer hardware	1,727.13
P13-02792	WELLS FARGO #3317 (DISTRICT)		Predictive Analytics Manuals/Dist.	448.31
P13-02793	JAMECO ELECTRONICS		Physics supplies - Switches	33.33
P13-02794	IDERA		Idera Software Purchase	7,880.40
P13-02795	ALLSTAR AWARDS		Name badges IVC Bus. Sci.	85.26
P13-02796	McMASTER CARR SUPPLY COMPANY		Physics supplies - Hardware	28.42
P13-02797	EUROPRINT, INC.		Degree/certificate flyers for program promotion	415.80
P13-02798	RIO GRANDE ALBUQUERQUE		Supplies for Art Dept. SC/wax/drills	243.69
P13-02799	DICK BLICK COMPANY		Paint for color coding/SC sci math	55.81
P13-02800	IDEAL DATA SOLUTIONS, INC.		Services for Filling 1099	875.00
P13-02801	BAKER & TAYLOR BOOKS		Purchase of books	22,000.00
P13-02802	BARKSHIRE LASER LEVELING, INC.		Laser level fields	3,000.00
P13-02803	MOUSER ELECTRONICS INC.		Physics Supplies	183.07
P13-02804	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT	Bldg W/Com Arts	Apple Operation system upgrade	561.32
P13-02805	PASCO SCIENTIFIC		Physics Equipment - Shoot-the-Target	336.84
P13-02806	HAITBRINK ASPHALT PAVING, INC.		Patch asphalt in lot #5	1,350.00
P13-02807	DICK BLICK COMPANY		Glue for Art Dept./SC	65.71
P13-02808	SAMY'S CAMERA		Photography Supplies inks/toner/SC	710.60
P13-02809	UNITED INTERIORS		Parts for existing work station	4,668.14
P13-02810	VWR INTERNATIONAL, INC.		Test tubes	415.88
P13-02811	MARKETLAB, INC.		Bio-screen roll	180.39
P13-02812	GUEST ARTISTS		Accompanist for Spring 2013 auditions	320.00
P13-02813	CONTRACT DECOR, INC.		Repace verical blinds in SSC-225	591.00
P13-02814	UNITED INTERIORS		Chair for Payroll	519.76
P13-02815	CONTRACT DECOR, INC.		Shade for Village 8	380.00
P13-02816	FISHER SCIENTIFIC		Misc. lab materials & supplies for biology dept.	2,294.88
P13-02817	ORANGE COUNTY ELECTRIC, INC		Replacing Fine Arts patio electrical panel	40,049.00
P13-02818	MUSIC THEATRE INTERNATIONAL		License for SCLO's "Forever Plaid"	6,200.00
P13-02819	DEMCO INC.		IVC Lib. label protectors	54.17
P13-02820	HERFF JONES, INC. DIPLOMA SPECIALISTS		Diploma Covers SC/A+R	4,206.89
P13-02821	UNITED INTERIORS		Office Chair	500.31
P13-02822	POCKET NURSE ENTERPRISES, INC.		Supplies for Medical Assisting	1,941.64
P13-02823	OTHER WORLD COMPUTING ATTN: EDUCATIONAL ACCOUNTS	Bldg W/Com Arts	Memory Upgrade Kit	2,944.20
P13-02824	MOBILE MODULAR MGMT. CORP.		Annual Lease: Comm Ed Bldgs CEC 5-6	6,468.00

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ESCAPE ONLINE

Includes P13-02753 - P13-03062

PO Number	Vendor Name	Site	Description	Account Amount
P13-02825	CAREERBUILDER, LLC	.	Advertising Services	10,000.00
P13-02826	OXFORD UNIVERSITY PRESS ORDER DEPT.	.	Library Ebook hosting fee per Jenny Langrell	35.00
P13-02827	NACCE	.	Membership	750.00
P13-02828	OHLONE COLLEGE	.	Membership	500.00
P13-02829	HITT MARKING DEVICES, INC.	.	Green Ink Refill for rubber stamp/Dist. purch	15.22
P13-02830	HITT MARKING DEVICES, INC.	.	Custom Stamps/SC Lib.	68.07
P13-02831	ENGAGING MINDS NOW, LLC	.	Honorarium/Travel expenses for BSI Speaker	2,000.00
P13-02832	THE BLIND FACTORY	.	Blinds for SSC	1,220.00
P13-02833	DEEP SURPLUS	.	Boxes of Cat5E Cable	466.56
P13-02834	AQUARIUM OF THE PACIFIC	.	MarBio fieldtrip to Aquarium of the Pacific	500.00
P13-02835	UC REGENTS UCSD	.	Birch Aquarium tour for Bio19	300.00
P13-02836	DANA WHARF SPORTFISHING	.	Charter of "Sum Fun" for MS20 at-sea labs	2,400.00
P13-02837	MISSION PRINTING COMPANY	.	Transcript Envelopes with window/SC A+R	1,162.08
P13-02838	WELLS FARGO #3317 (DISTRICT)	.	Library supplies SC/paper towel dispenser	57.84
P13-02839	HITT MARKING DEVICES, INC.	.	3 Postal Code Stamps for VCBS	68.70
P13-02840	CROWN FENCE	.	Repair fence at east practice field	925.00
P13-02841	G/M BUSINESS INTERIORS	.	CPU Holders for BST 119	4,899.68
P13-02842	MY SPORT	.	Soccer balls for women's team	864.00
P13-02843	KIMBALL OFFICE C/O UNITED INTERIORS	.	Library furniture	14,000.17
P13-02844	STEVEN G. AXELROD	.	Guest Speaker	100.00
P13-02845	JACC TREASURER	.	JACC 2013 State Convention Mail-In Fee	100.00
P13-02846	KI C/O G/M BUSINESS INTERIORS	.	Furniture for BST 119	18,768.28
P13-02847	HITT MARKING DEVICES, INC.	.	Library rubber stamps per Jenny Langrell.	141.45
P13-02848	CLARK SECURITY PRODUCTS	.	Locksmith equipment/supplies	15,536.15
P13-02849	W. W. GRAINGER	.	Metal crack detection materials	289.98
P13-02850	SYLVIA CORDOVA	.	FKCE Wkshp Trainer	240.00
P13-02851	JULIE GENTILE	.	FKCE Wkshp Trainer	240.00
P13-02852	ESRI	.	GIS Lab Pack License Renewal	270.00
P13-02853	GOLF CARS OF RIVERSIDE, INC	.	ATEP Light Kit for Golf Car	868.20
P13-02854	SIGMA-ALDRICH CHEMICAL CO.	.	Instructional Supplies	484.23
P13-02855	TERESA V. SUTCLIFFE	.	Honorarium for Guest Speaker	500.00
P13-02856	XEROX CORPORATION	.	Equitrac License for Duplicating Xerox 550	510.00
P13-02857	CHIEF ARCHITECT, INC	.	Chief Architect X5	90.00
P13-02858	PARTEK SOLUTIONS	.	SC campus police /thermal paper	264.96
P13-02859	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	.	Pull Urinals and Clear and Reinstall	690.00
P13-02860	FRANK ZUNIGA	.	FKCE Wkshp Trainer	120.00
P13-02861	MIKE BROWN GRANDSTANDS, INC.	.	2012-2013 Baseball Bleacher Seating	8,750.00

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ESCAPE ONLINE

Page 3 of 9

ReqPay11b

Board Report

Includes P13-02753 - P13-03062

PO Number	Vendor Name	Site	Description	Account Amount
P13-02862	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Emergency assessment of Campus Police bldg	725.00
P13-02863	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpret in-serv."Responding to Disrupt. Student"	124.00
P13-02864	QUALITY OFFICE FURNISHINGS		International Student Office	1,898.64
P13-02865	JOHN DEERE LANDSCAPES, INC.		Irrigator annual supplies/equipment	7,021.66
P13-02866	MARSAN TURF & IRRIGATION SUPP.		Irrigation annual supplies/equipment	6,188.67
P13-02867	SMARDAN SUPPLY - EL MONTE		Irrigation annual supplies/equipment	5,214.41
P13-02868	SMITH PIPE & SUPPLY, INC.		Irrigation annual supplies/equipment	3,799.58
P13-02869	SOURCE GRAPHICS		IVC graphics/ink/vinyl	1,625.12
P13-02870	HARDY DIAGNOSTICS		Microbiology Media	1,056.77
P13-02871	EMD MILLIPORE CORPORATION		ELisa Supplies	196.04
P13-02872	DIVISION HEADQUARTERS NADA SCIENTIFIC LTD		Physics Equipment - Refraction Tank	381.64
P13-02873	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Tripod replacement	215.95
P13-02874	HOME DEPOT MISSION VIEJO STORE #614		Supplies for theatre operations	200.00
P13-02875	MICHAEL LOWELL MC CORMICK		Reimbursement - theatre operations supplies	100.00
P13-02876	WORLDPOINT ECC, INC.		ACLS course completion cards/SC HS	480.85
P13-02877	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Supplies for production	364.63
P13-02878	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		Protein standard for Bio 3C.	111.36
P13-02879	SIGMA-ALDRICH CHEMICAL CO.		Instructional chemical supplies	119.36
P13-02880	HAMPTON TEDDER ELECTRIC CO.		Emergency power outage campus wide	63,702.21
P13-02881	ART SUPPLY WAREHOUSE		IVC Art Supplies/sculpture eye/nose/sphere	98.35
P13-02882	RSM CHAMBER OF COMMERCE		Membership	150.00
P13-02883	LAKE FOREST CHAMBER OF COMMERCE		Membership-Lake Forest	175.00
P13-02884	WELLS FARGO #3317		SC Physics supplies - Ring Terminals	50.80
P13-02885	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE		Funds for Business Reply mail	1,000.00
P13-02886	WELLS FARGO #3317		Genius Wireless Pen Mouse SC bus.sci.	116.61
P13-02887	TECTA AMERICA SOUTHERN CALIFORNIA, INC.		Repair roof at village	2,640.00
P13-02888	MONTGOMERY HARDWARE		Repair community ed door	1,022.30
P13-02889	CORE SOFTWARE CORP		Annual Maint for Core Run Time Libraries	10,000.00
P13-02890	RENAH WOLZINGER		Video Editing & Prod. Svcs.	8,600.00
P13-02891	SPECTRUM LABORATORY PRODUCTS		Marine science lab supplies	427.79

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

ReqPay11b

Board Report

Includes P13-02753 - P13-03062				
PO Number	Vendor Name	Site	Description	Account Amount
P13-02892	SESAC, INC.		SESAC District Music License	3,468.80
P13-02893	MARK IV COMMUNICATIONS, INC.		Network cabling upgrade	2,645.08
P13-02894	CONSOLIDATED ELECTRICAL DIST.		Electrical Supplies for Lawn Area (BSTIC/PAC)	275.31
P13-02895	EDUCATIONAL GLOBAL TECHNOLOGI ES, INC. (EDGT)		Software tutorials for nursing	97.20
P13-02897	GOLF TEAM PRODUCTS		Men's golf gear	2,533.40
P13-02898	DICK BLICK COMPANY		Emeritus/art supplies/ acrylic/paper/ink	886.29
P13-02899	ASICS AMERICA CORPORATION		Women's tennis gear	3,322.80
P13-02900	BBS TECHNOLOGIES, INC.		Idera SQL Dx Mgr Renewal	1,639.20
P13-02901	B & H PHOTO		Printer supply	41.25
P13-02902	MULTI-LITE USA, INC.	Bldg W/Com Arts	Bulbs for lighting kits	92.32
P13-02903	SANTA CRUZ BIOTECHNOLOGY NEED W-9		Antibodies for Bio 3C	620.22
P13-02904	CAL UNITED CONSTRUCTION GROUP		CC Building Demo-BD Approved-11-19-12	42,400.00
P13-02905	CITY OF MISSION VIEJO		BPA Workshop Facility Rental	520.00
P13-02906	ORANGE COUNTY ELECTRIC, INC		Baseball field electrical work	1,100.00
P13-02907	WOMEN IN HIGHER EDUCATION		Subscription WIHE	66.00
P13-02908	WELLS FARGO #3317	Bldg W/Com Arts	Films for Classes/SC film	59.85
P13-02909	SECRETARY OF STATE STATEMENT O F INFORMATION UNIT		Non-Profit Status	20.00
P13-02910	COMPUTERLAND OF SILICON VALLE Y	Bldg W/Com Arts	Adobe Audition for Radio Labs/Classroom	437.40
P13-02911	KINO FLO, INC.	Bldg W/Com Arts	Bulbs for Kino Lighting Kits	273.86
P13-02912	WELLS FARGO BANKS ACCOUNT ANAL YSIS		Wells Fargo Bank Fees	26,000.00
P13-02913	CDW-G COMPUTER CENTERS		Headsets for A&R	227.80
P13-02914	TUFF SHED, INC.		Tuff Shed Building	6,597.61
P13-02915	ELITE MINDS, INC DEPT: SPEEDR EADERX		UltraMind and Speed Reader-X for Reading Lab	647.50
P13-02916	BATTERIES PLUS, #440 LAKE FORE ST STORE	Bldg W/Com Arts	* Batteries for various equipment	68.43
P13-02917	B & H PHOTO	Bldg W/Com Arts	Field Audio Recorders	4,424.80
P13-02918	CDW-G COMPUTER CENTERS		Power Items for VDI Project	4,415.23
P13-02919	XELLERATION		Consultation/training services	870.00
P13-02920	YARDLEY PUMP AND VACUUM, INC.		Vaccum pump supplies	1,006.08
P13-02921	DELL MARKETING		Laptop for Dean McHenry FAMT	924.24
P13-02922	MC KESSON GENERAL MEDICAL CORP		Supplies for Medical Assisting	60.18
P13-02924	HITT MARKING DEVICES, INC.		self inking stamp/purch Dist.	59.75
P13-02925	EASTBAY TEAM SPORTS		Men's tennis gear	2,650.80
P13-02926	VISTA CLEANERS		Laundry for nursing linens	628.00
P13-02927	CALIFORNIA OPTICAL SUPPLIES		Photography Supplies-Cleaning Cloths/SC Fa	101.08
P13-02928	B & H PHOTO	Bldg W/Com Arts	Jib Arm for Studio Use	3,677.40
P13-02929	PRECISION PLUMBING		Infrastructure Upgrade	1,929.15

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ESCAPE ONLINE

ReqPay11b

Board Report

Includes P13-02753 - P13-03062

PO Number	Vendor Name	Site	Description	Account Amount
P13-02930	B & P SERVICES, INC.		Upgrade Police Dept. IDF Cooling Capacity	4,965.00
P13-02931	CUMMINS-ALLISON CORP.		Shredder Maintenance Agreement	277.71
P13-02932	WESTERN HIGHWAY PRODUCTS, INC.		Signs campus police SC	452.90
P13-02933	MED-TECH RESOURCE INC		Out of service banners IVC police	500.61
P13-02934	UNITED NUCLEAR SCIENTIFIC SUPPLIES		Physics Equipment - Replacement Van de Graaff	913.90
P13-02935	MAPLESOFT		Maple Software License Renewal	1,755.00
P13-02936	LYNDA.COM, INC.		K.Mahotka-Patterson-Spring 2013-Instructional	116.43
P13-02937	UNITED POWER & BATTERY		Emergency Support Service for Equipment	2,690.00
P13-02938	KAPAN-KENT CO., INC		Mugs IVC police	871.75
P13-02939	R2A ARCHITECTURE		Design plan to relocate Veteran's Service	4,900.00
P13-02940	HAITBRINK ASPHALT PAVING, INC.		Repair at VII 9 at at Margarite entry	4,550.00
P13-02941	COLLINS COMPANY		Baseball field windscreen	2,043.00
P13-02942	WEST-LITE SUPPLY CO.		SC Photography Supplies-Halogen Lamp	126.90
P13-02943	DAART ENGINEERING CO., INC.		Repair PAC Pre Action Fire System	624.00
P13-02944	SAMY'S CAMERA		Photography Supplies-Toner sc	1,117.05
P13-02945	VICENTI, LLOYD & STUTZMAN LLP		To provide add'l legal and investigative services	13,570.00
P13-02946	BRAVO SIGN & DESIGN		Signs for student service building	2,677.80
P13-02947	WELLS FARGO #3317		Fan for LiveScan/IVC Police	28.04
P13-02948	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		Textbooks and Supplies for CARE eligible students	500.00
P13-02949	AMTECH RELIABLE ELEVATOR CO.		Replace uc-3 valve for sm north elevator	2,280.00
P13-02950	DANIEL SMITH, INC.		Art-Drawing Paper SC	343.44
P13-02951	DICK BLICK COMPANY		SC-Art-Illustration Board	316.44
P13-02952	RANSOM AND RANDOLPH		SC Supplies-Art-Investment	767.92
P13-02953	CALIFORNIA METAL-X		SC-Art-Ingots	2,781.00
P13-02954	WELLS FARGO #3317		Astronomy supplies - Toner	112.69
P13-02955	SIMS TREE HEALTH SPEC., INC.		Tree evaluation campus wide	1,000.00
P13-02956	SMARDAN SUPPLY - EL MONTE		Bid R-00478-Plumbing supplies	571.94
P13-02957	GEOGRAPHIC SOLUTIONS		Develop a Community College Portal	81,470.00
P13-02958	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		International Student Office	18,924.71
P13-02959	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD		Subscription: The Chronicle of Higher Education	75.00
P13-02960	READY STEADY GO PRODUCTIONS AT TN: LISA PARKER-MEREDITH		Video Production for Reading Department	4,700.00
P13-02961	SAN CLEMENTE CHAMBER OF COMMERCE		Membership	289.00
P13-02962	ORANGE CO. BUSINESS JOURNAL		OC Business Journal Subscription	79.00
P13-02963	AMERICAN LEAK DETECTION		Locating leak in pe-102	350.00

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

ReqPay11b

Board Report

Includes P13-02753 - P13-03062

PO Number	Vendor Name	Site	Description	Account Amount
P13-02964	ALISO VIEJO CHAMBER OF COMMERCE		Membership-AVCO	175.00
P13-02965	DEBORAH FRICKE		FKCE Wkshp Trainer	1,080.00
P13-02966	APRIL THOMPSON dba SPERO FAMILY SERVICES		FKCE Wkshp Trainer	180.00
P13-02967	FOSTER CARE AUXILIARY OF OC		FKCE Wkshp Trainer	720.00
P13-02968	ARNETTE EDWARDS		FKCE Wkshp Trainer	2,340.00
P13-02969	MICHAEL K. DOMINIC		FKCE Wkshp Trainer	600.00
P13-02970	PAMELA TOOHEY		FKCE Wkshp Speaker	1,000.00
P13-02971	PENN CORPORATE RELOCATION SERVICES, INC.		Dismantle two ranges of shelving	3,273.64
P13-02972	ORANGE COUNTY ELECTRIC, INC		Installing LRC floor outlets	4,995.00
P13-02973	KNORR SYSTEMS, INC.		Installing manhole steps at pool	2,019.39
P13-02974	FISHER SCIENTIFIC		Restriction enzymes for Bio 3C	191.01
P13-02975	ACCUVANT INC.		PAN Support & Threat Prevention Support Renewal	79,384.40
P13-02976	QUEZADA PRO LANDSCAPE, INC.		Tree service campus wide	15,000.00
P13-02977	PASCO SCIENTIFIC		Physics Equipment - Replace Freefall Adapters	4,108.40
P13-02978	EDUCATIONAL INNOVATIONS		Bio/Chem/Phys Equipment - Replace Barometers	2,221.94
P13-02979	ORANGE COUNTY REGISTER		Advertising with OC Register-FA events	2,000.04
P13-02980	WELLS FARGO #3317		Book for Jazz Studies SC- Joey Sellers	67.49
P13-02981	CLARK SECURITY PRODUCTS		Men's Restroom Door	2,212.99
P13-02982	UNITED STATES PLASTIC CORP		Yorker spouts	33.38
P13-02983	LAERDAL MEDICAL CORP.		Equipment for Nursing	40,294.52
P13-02985	THE PATON GROUP		3D printer for MFG program	13,032.00
P13-02986	EDUCATIONAL MAPS AND GLOBES		New Equip Geography-Attachment	1,719.36
P13-02987	B & H PHOTO		Supplies for Graphics dept/matte/ink	719.28
P13-02988	SAMY'S CAMERA		SC graphics/ink maint tank	82.69
P13-02989	EASTBAY TEAM SPORTS		Baseball turfs	256.92
P13-02990	BOUNDLESS NETWORK		Zip-Pocket Non-Woven Tote/BGS SC	180.53
P13-02991	COMPUTERLAND OF SILICON VALLEY	Bldg W/Com Arts	Adobe software package	18,900.00
P13-02992	BOUNDLESS NETWORK		Table Cover/ SC BGS	324.24
P13-02993	MISSION PRINTING COMPANY		A&R Letterhead Envelopes	827.28
P13-02994	PEOPLE ADMIN, INC.		Enterprise 5 Fees Renewal - Partial Payment	15,000.00
P13-02995	ANDREW MACK & SON BRUSH CO.		Paint brushes for scene painting	350.00
P13-02996	WELLS FARGO #4198		Diamond honing stones	1,561.14
P13-02997	EDUCATION FOR SUCCESSFUL PARENTING		FKCE Wkshp Trainer	690.00
P13-02998	KIMBERLY MOUNSEY		FKCE Wkshp Trainer	90.00
P13-02999	QIAGEN		Supplies for Bio 3C	447.47

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ESCAPE ONLINE

ReqPay11b

Board Report

Includes P13-02753 - P13-03062

PO Number	Vendor Name	Site	Description	Account Amount
P13-03000	LAGUNA GRAPHIC ARTS, INC.		Harassment Brochure & Complaint Policy/HR	1,738.80
P13-03001	MEDCO SUPPLY COMPANY		Instructional Supplies/Health classes	129.19
P13-03002	CYNMAR CORPORATION		Stain dispensing bottles	217.22
P13-03003	FLAGPOLES ETC		Flag pole handle	544.32
P13-03004	LIFELINE HEALTHCARE EDUCATION		CPR and 1st aid training	150.00
P13-03005	WELLS FARGO #3317		Flash drives	154.01
P13-03006	RGP PLANNING & DEVELOPMENT SERVICES		CEQA CONSULTANT SERVICES   ATEP	112,223.00
P13-03007	SCANTRON CORPORATION		Physics supplies - Scantron Quiz Forms	172.16
P13-03008	PEOPLE ADMIN, INC.		Enterprise Fees 5 Renewal - Partial Payment	32,700.00
P13-03009	MILLENNIUM BUSINESS SERVICES M arty Cohn		Business Cards for David D. Young/IVC police	49.68
P13-03010	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	Films for Film History Classes/SC	135.29
P13-03011	MAYO CLINIC HEALTH LETTER SUBS CRIPTION SERVICES		One year subscription to Mayo Clinic Health Letter	29.55
P13-03012	DANIEL SMITH, INC.		Art Supplies/SC ferric chloride/ cobalt drier	146.01
P13-03013	ECONOMIC ALTERNATIVES, INC.		CP water treatment	2,247.02
P13-03014	MICHAEL LOWELL MC CORMICK		Supplies and props for Spring Semester	500.00
P13-03015	SHIMADZU SCIENTIFIC INSTRUMENT		Equipment Repair and Maintenance	7,850.00
P13-03016	CCPRO C/O CRAIG PETINAK, TREAS URER		CCPRO Institutional Membership for 4	175.00
P13-03017	MOBILE MODULAR MGMT. CORP.		Annual Lease: Comm Ed Bldgs CEC 5-6	6,468.00
P13-03018	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Photo ID cards for Campus Police	781.00
P13-03019	USI		SC graphics department signage supplies	178.65
P13-03020	SNADER AND ASSOCIATES, INC.	Bldg W/Com Arts	Lens control cables for Camera	700.92
P13-03021	CESA-SC		CESA Membership Renewal	175.00
P13-03022	SJM INDUSTRIAL RADIO		Replacement Antennas	159.70
P13-03023	BROADCAST SUPPLY WORLDWIDE	Bldg W/Com Arts	Program Delay for KSBR	2,640.46
P13-03024	MF ATHLETIC COMPANY		Track and Field Supplies	534.90
P13-03025	PROVISIO, LLC SiteKiosk SALES TEAM		SiteKiosk Licenses	297.00
P13-03026	CCCMVCA % TOM PESTOLESI, TREAS URER		CCCMVCA membership/M. Volleyball	150.00
P13-03027	MOORE MEDICAL CORP.		Medical Supplies	142.75
P13-03028	ALERT SERVICES, INC.		Athletic Trainer's Equipment	1,548.55
P13-03029	FROMUTH TENNIS		Tennis Ball Machine	4,266.00
P13-03030	COLORADO TIME SYSTEMS		Aquatics Sports Timer	4,365.00
P13-03031	MICHELE DUGAN		FKCE Wkshp Trainer	1,080.00
P13-03032	LILIANN PEREZ-STROUD		FKCE Wkshp Trainer	2,160.00
P13-03033	TUSTIN UNIFIED SCHOOL DISTRICT		Lease of Beckman HS Classrooms Spring-Fall 2012	1,872.00

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ESCAPE ONLINE

ReqPay11b

Board Report

Includes P13-02753 - P13-03062

PO Number	Vendor Name	Site	Description	Account Amount
P13-03034	IRVINE TENNIS		Women's tennis supplies	720.36
P13-03035	D3 SPORTS, INC.		Baseball shirts	377.20
P13-03036	EASTBAY TEAM SPORTS		Men's tennis supplies	1,026.42
P13-03037	MICRON CONSUMER PRODUCTS GROUP		Memory Upgrade for iMacs	160.70
P13-03038	ORKIN EXTERMINATING, INC. ACUR ID		Emergency bee service	300.00
P13-03039	THEODORE YOUNGLOVE		Consultant Agrmt-Predictive An. Project	5,000.00
P13-03040	CROWN FENCE		Repair tennis court light pole	4,644.00
P13-03041	B & H PHOTO		SC Photography Equipment/camera body/grip	6,619.32
P13-03042	MC KESSON GENERAL MEDICAL CORP		Medical Supplies	167.90
P13-03043	HOIST FITNESS SYSTEMS		Fitness Class Equipment	9,285.80
P13-03044	APPLE PRINTING INC.		FKCE Annual Conf Catalog	1,123.20
P13-03045	SchoolOutfitters.com		BUS 103- Cart	243.88
P13-03046	THE CHILDREN'S PROJECT		FKCE Books for Wkshps	1,292.26
P13-03047	CHEFS' TOYS		Oven for culinary lab	7,375.00
P13-03048	SAN CLEMENTE ART SUPPLY		SC hort. drafting vellum	104.20
P13-03049	KATHY WHITE LEARNING SYSTEMS		SC Health Sci. Book for instructor	58.56
P13-03050	LILIANN PEREZ-STROUD		FKCE Wkshp Trainer	1,440.00
P13-03051	MARVAC ELECTRONICS		Football Coach's Communication System	4,198.80
P13-03052	FISHER SCIENTIFIC		Oil immersion bottles	135.15
P13-03053	ORANGE COUNTY REGISTER		Bid 303d advertisement	838.00
P13-03054	WELLS FARGO #3317 (DISTRICT)		Geography GPS-WALMART	1,822.69
P13-03055	STAR MAINTENANCE SUPPLY		Custodial supplies	3,606.77
P13-03056	SCANTRON CORPORATION		Scantron forms IVC	75.29
P13-03057	UNISOURCE WORLDWIDE		2part NCR paper for DSPS notetaking	289.85
P13-03058	HALO BRANDED SOLUTIONS, INC. A KA LEE WAYNE CORPORATION		CTE Drawstring Backpacks/SC Outreach	1,036.80
P13-03059	HITT MARKING DEVICES, INC.		SC TAS self inking stamp	25.18
P13-03060	BOUNDLESS NETWORK		Temporary Tattoos for Senior Day SC AGB	364.40
P13-03061	FISHER SCIENTIFIC		Instructional Supplies-Chemicals	1,248.52
P13-03062	DICK BLICK COMPANY		IVC FA Student Art Materials/chisel set/taskboards	240.16
<b>Total Number of POs</b>			<b>306</b>	<b>Total</b>
				<b>1,102,845.24</b>

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	284	913,149.09
40	Capital Outlay Fund	12	189,696.15
		<b>Total</b>	<b>1,102,845.24</b>

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ESCAPE ONLINE



## ReqPay211a

Board of Trustees Confirming Requisition  
Listing

Includes 01/03/2013 - 02/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-03569	TEDDI LORCH	2013 Employment Law Conference	137.50
RQ13-03570	ESTER GRAHAM	2013 Employment Law Conference	137.50
RQ13-03633	KATE ALDER	Educating for Careers Conference	1,000.00
RQ13-03760	CARL JONES	TCC/ACT P.O.S.T. Training	680.00
RQ13-03880	S & B FOODS	Articulation Workshop	188.89
RQ13-03916	MINA FIROOZI	Textbook reimbursement	42.99
RQ13-03937	WELLS FARGO #1598	SSL Certificate Purchases - GoDaddy.com	179.94
RQ13-03959	ACHRO/EEO ATTN: RUTH CORTEZ	Registration Fees	150.00
RQ13-03963	WELLS FARGO #2078	PIHRA Meeting Registration - Lorch	64.98
RQ13-03964	WELLS FARGO #2078	PIHRA Meeting Registration - Graham	64.98
RQ13-03972	BRANDYE D'LENA	travel for ACBO task force mtg.	517.00
RQ13-03979	DEPT. OF INDUSTRIAL RELATIONS (ACCOUNTING)	Elevator Permit Fees	1,475.00
RQ13-03980	COMPUTER CO-OP	Copier repair estimate- Photography	89.00
RQ13-03985	WELLS FARGO #4198	Vehicle floor mats & supplies-Walmart	94.65
RQ13-04013	WELLS FARGO #7561 ASG-SBC	Leadership material/SC ASG	562.05
RQ13-04018	MICHELLE R. MACDOUGALL JACKSON	Transportation to Asilomar Leadership Seminar	300.00
RQ13-04020	TJIKO, LLC	3-D printer kit	750.00
RQ13-04023	LAURA ABRAMS	Reimbursement for postage	72.00
RQ13-04027	ARLENE THOMAS	Reimbursement-Reference Materials	72.76
RQ13-04028	LINDSAY FOX	Reimbursement-FASH 223 Supplies	58.73
RQ13-04029	MAQUINSAL SEWING MACHINE CO.	Repair & Juki Supplies	791.57
RQ13-04035	CATHERINE BERES	Fire permit for Comedy and Magic Show 1/12/13	79.00
RQ13-04039	CHIN LAM	ConfReimb-Kaleidoscope Leadership Institute	804.05
RQ13-04045	DEBORAH FREEMEL	ConfReimb-GSA Annual Scientific Meeting/Conference	477.54
RQ13-04046	SUZANNE HAMMEL	Management Skills Conference	132.76
RQ13-04047	EDWARD TACKETT	Additive Manufacturing in CA Meeting	628.80
RQ13-04048	LAGUNA GRAPHIC ARTS, INC.	Business cards/Dist purch	93.24
RQ13-04049	SUMAYA M. MC CLEAVE	ConfReimb-IncreasingRigor for CommonCoreAssessment	242.50
RQ13-04051	ROBIN TURNER	ConfReimb-NCTE Annual Convention	499.00
RQ13-04052	KIM MC CORD	Travel Exp-annual ACBO Annual Budget Wrkshp	478.80
RQ13-04053	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	Repair Roof Drain Line in Library	1,690.00
RQ13-04057	JAMES ROGERS	Supply reimbursement to Jim Rogers	20.44
RQ13-04058	BRIAN MCMAHON SADDLEBACK COLLEGE	Pesticide seminar for Brian McMahon	160.00
RQ13-04062	THOMAS L. SMITH	Reimbursement - HP Carriage Bushing	26.31
RQ13-04066	SOCCCD REVOLVING FUND	Reimburse revolving for penalties & interest	23.56
RQ13-04068	BAKER & TAYLOR	Library books per Jenny Langrell	4,240.20
RQ13-04070	JERRY MC GRATH	Reimbursement for Photo Dept.-Batteries	107.51
RQ13-04072	WELLS FARGO #3317 (DISTRICT)	Workbench for bandsaw	123.44
RQ13-04085	WELLS FARGO #1598	Food for Eng Advy Comm	157.93
RQ13-04089	BAKER & TAYLOR	Library Ebook per Jenny Langrell	27.50
RQ13-04092	CRAIG CAMMELL	Music sheets for J. Sellers	1,100.00
RQ13-04093	DR. CRAIG JUSTICE	C. Justice - CCCIO meeting 1/16/13	699.74
RQ13-04098	PAPA	Pesticide seminar for Luis Silva	160.00

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ESCAPE ONLINE

Page 1 of 5

## ReqPay211a

Board of Trustees Confirming Requisition  
Listing

Includes 01/03/2013 - 02/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-04099	KAREN BRONSON	Postage Reimbursement	11.50
RQ13-04104	EDWIN TIONGSON	Reimbursement	307.44
RQ13-04106	A-1 AWARDS	President's Plaque	73.22
RQ13-04108	JEANISE BARTIROMO	Reimbursement-Academic Senate Mtg Refreshments	200.00
RQ13-04110	DR. LINDA FONTANILLA	Conference Attendance	3,634.06
RQ13-04123	WELLS FARGO #3317 (DISTRICT)	Computer developer program	99.00
RQ13-04126	A-1 AWARDS	Administrator of Yr 2012 Award	88.28
RQ13-04128	RAJANPAL DHILLON	Reimbursement	72.40
RQ13-04130	RANDY W. PEEBLES	CONFERENCE RPEEBLES (FSA Attached)	3,135.00
RQ13-04133	S & B FOODS	Refreshments/Catering for Distirct Meetings	324.49
RQ13-04134	FRANCHISE TAX BOARD	Nonresident Withholding Payment	1,243.00
RQ13-04135	WELLS FARGO #4198	Emergency van towing	125.00
RQ13-04136	KATE ALDER	CCCAOE conference attendance for KAlder	1,350.00
RQ13-04142	TAMERA RICE	COADN conference	1,042.80
RQ13-04144	JAKE MUNNS	Jake Munns - Job Fair 2013	260.00
RQ13-04146	TONI LAKOW	Toni Lakow - Job Fair 2013	260.00
RQ13-04150	JOE CLAYTON JR.	Reimbursement	66.43
RQ13-04153	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	Hydro Jet and Clear Roof Drains	700.00
RQ13-04155	S & B FOODS	Food/Elec Adv Comm Mtg	77.76
RQ13-04156	S & B FOODS	Food/ Beverage for BPA Workshops	265.09
RQ13-04170	SENNHEISER ELECTRONIC CORP.	Repair of microphone	250.00
RQ13-04171	THE EMBROIDERY STORE	Men's golf gear	1,010.88
RQ13-04172	SOPHIE MILLER	Reimburse S. Miller for office supplies	26.99
RQ13-04175	BAKER & TAYLOR	Library books per Jenny Langrell	971.08
RQ13-04180	COMPREHENSIVE CONTROL SYSTEMS,	Copy Control Invoice for maintenance	1,064.00
RQ13-04187	DON BUSCHE	CCCCIO Conf. - April 3-5th, 2013	1,380.00
RQ13-04195	PAYAM-E-ASHENA	Color advertisement	275.00
RQ13-04201	A G CONSTRUCTION	Ceilings and Walls in B100 (Change Order Amount)	1,600.00
RQ13-04210	HIGHER EDUCATION PUBLICATIONS	2013 Higher Education Director	75.00
RQ13-04212	ANTHONY HUNTLEY	Reimbursement for dept. tools	52.92
RQ13-04214	A-1 AWARDS	President's Awards	552.53
RQ13-04216	PETE'S ROAD SERVICE	Service ATEP Tractor	357.98
RQ13-04221	DR. LINDA FONTANILLA	Conference Reimbursement = ACCCA	1,180.50
RQ13-04223	GLENN ROQUEMORE	Travel for Glenn Roquomore	680.00
RQ13-04227	DERRICK L. FAISON FOUNDATION	Cpr/Aed certifications invoice	690.00
RQ13-04231	S & B FOODS	Basic Skills Workshop	563.22
RQ13-04233	LASER SOURCE	LaserSource repair	60.00
RQ13-04236	WELLS FARGO #1598	Replacement headset parts	51.49
RQ13-04237	T. J. PRENDERGAST	Conference for T. J. Prendergast	31.00
RQ13-04238	TOD A. BURNETT	CEO Conference - CCLC	780.00
RQ13-04239	TOD A. BURNETT	CASE VII Conference	1,498.81
RQ13-04241	LAGUNA GRAPHIC ARTS, INC.	Brochures	280.80
RQ13-04243	ACADEMIC INNOVATIONS	Workshop Registration	297.00
RQ13-04258	CYNTHIA WILDE	Scholarship for student	100.00
RQ13-04260	DR. ROBERT BRAMUCCI	ACCCA Conference Feb20-22, 2013	1,795.00

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ESCAPE ONLINE

Page 2 of 5

## ReqPay211a

Board of Trustees Confirming Requisition  
Listing

Includes 01/03/2013 - 02/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-04261	KATARZYNA SELWA	Scholarship for Nursing Student	100.00
RQ13-04262	CATHERINE DICKSON	Scholarship for Nursing Student	100.00
RQ13-04263	SHREESTI SINGH	Scholarship for Nursing Student	100.00
RQ13-04264	JENNIFER COOMER	Scholarship for Nursing Student	100.00
RQ13-04266	LUISA CIRSON	Scholarship for Nursing Student	100.00
RQ13-04267	LAUREN PRIAN	Scholarship for Nursing Student	100.00
RQ13-04270	KEN PATTON	Additive Mfr in CA Meeting - Reimb. Only	392.80
RQ13-04278	WELLS FARGO #3317 (DISTRICT)	Report Covers - Board of Trustees - Office Max	39.27
RQ13-04280	YAMAHA GOLF CARS OF CA, INC.	IVC Training Room's golf cart repair	1,254.67
RQ13-04284	KEITH SHACKLEFORD	Travel CCCAA 2012 Conference for K. Shackelford	903.00
RQ13-04285	SERGIO OJEDA	Sergio Ojeda 2012 PAPA Meeting	80.00
RQ13-04287	DR. LINDA FONTANILLA	Conference Linda Fontanilla	670.78
RQ13-04289	BONNIE JOY MASSEY	Reimbursement-Recycling/Zero Waste Program	36.20
RQ13-04290	YALE CHASE MATERIALS HANDLING	28 Grounds Cart Charger	718.89
RQ13-04291	COUTTS LIBRARY SERVICES, INC.	Library book per Jenny Langrell	47.23
RQ13-04293	EAGLE COMMUNICATIONS	Batch Radio Programming	294.00
RQ13-04304	CAROLINE DURDELLA	PrepaidExpCDurellaConf	660.00
RQ13-04305	ZAMA SPORTS	Women's soccer shirts	145.53
RQ13-04316	SAFELITE AUTO GLASS CORP.	Repair of Courier Van Windshield	266.01
RQ13-04317	GEORGINA GUY	Conference Reimbursement for Georgina Guy	758.00
RQ13-04319	TOD A. BURNETT	2013 Accreditation Institute	1,098.96
RQ13-04320	S & B FOODS	CTE Collaborative	1,620.00
		Entrepreneurship/Entertainment	
RQ13-04322	S & B FOODS	CTE Coll. Career Day and Job Fair/Feb 2013	1,620.00
RQ13-04323	EDWIN TIONGSON	Conference 2013 Sunset Cliffs Classic	3,914.67
RQ13-04324	THOMAS L. SMITH	reimburse for supplies purchased	102.62
RQ13-04325	JUAN AVALOS	CSU Conference 3/9/13	100.00
RQ13-04328	JANINE O'BUCHON	ConfReimb-Diabetes, Obesity and Heart Disease	97.00
RQ13-04330	JO ANN MERRELL	ConfReimb-American Astronomical Society Meeting	500.00
RQ13-04333	TERESA FLUEGEMAN	T.Fluegeman - Leg Visits Washington D.C. 4/2012	1,722.60
RQ13-04336	ROCKY CIFONE	CCCAOE Oakland Conference Spring 2013	1,025.09
RQ13-04337	GLENN ROQUEMORE	Travel for Glenn Roquemore	1,515.00
RQ13-04338	NANCY PADBERG	Conference for Nancy Padberg	31.00
RQ13-04339	JIM WRIGHT	Conference for Jim Wright	31.00
RQ13-04345	LAGUNA GRAPHIC ARTS, INC.	Job Fair Poster Boards	133.92
RQ13-04348	ELIZABETH CIPRES	ACCCA - Conference Reimbursement	1,258.80
RQ13-04354	WELLS FARGO #3317 (DISTRICT)	Lanyards	293.00
RQ13-04357	CALIFORNIA ELECTRIC SERVICE	repair 2 mixers for CUlinary Dept.	351.15
RQ13-04358	BAKER & TAYLOR	Library books per Jenny Langrell	1,223.45
RQ13-04359	FARIDA GABDRAKHMANOVA	IDEC Conference	1,200.00
RQ13-04360	JERRY HANNULA	CCCAA Annual Convention	200.00
RQ13-04365	LISA INLOW	Reimburse Lisa Inlow for food supplies for class	22.54
RQ13-04375	WELLS FARGO #1598	To purchase fresh produce for Botany class	15.00
RQ13-04376	MONICA PARKS	Employee Enrollment Fee Reimbursement	184.00
RQ13-04377	DARRYL COX	CCME Conference for Darryl Cox	2,400.00
RQ13-04380	NICOLE LOFTUS	Conference for Nicole Loftus	1,105.67
RQ13-04385	PRINT FINISHING SOLUTIONS	Repair for Challenge Cutter	494.27

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 3 of 5

## ReqPay211a

Board of Trustees Confirming Requisition  
Listing

Includes 01/03/2013 - 02/05/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-04394	WELLS FARGO #4198	Good Hand Cleaners/Tablecloths	180.00
RQ13-04395	TOD A. BURNETT	Annual CCCAA Convention	1,212.00
RQ13-04397	BERTRAND'S MUSIC	Instrument repair	392.91
RQ13-04399	CAROLINE GEE	Employee Enrollment Fee Reimbursement	92.00
RQ13-04400	ELIZABETH HORAN	Employee Enrollment Fee Reimbursement	241.50
RQ13-04414	KATHLEEN WERLE	Reimbursement for Business Breakfast Meeting	39.50
RQ13-04422	OC DEPT OF EDUCATION ATTN: CHRIS KRIEBEL	Reimburse OC Dept of Ed Guest Speaker-Attachment	2,000.00
RQ13-04432	CCC EOPS REGION VIII FULLERTON COLLEGE	CARE Conf "CARE TO CLIMB" 3/1/13 Santiago College	250.00
RQ13-04437	S & B FOODS	Catering for BPA Workshops, 2013	825.55
RQ13-04439	TOD A. BURNETT	ACCCA 38th Annual Conference	1,540.00
RQ13-04442	LAGUNA GRAPHIC ARTS, INC.	Notepads for Chancellor's Office	408.24
RQ13-04444	KATHLEEN WERLE	Reimbursement for office supplies	29.39
RQ13-04445	KATHLEEN WERLE	Reimbursement for office supplies	21.60
RQ13-04447	ROCKY CIFONE	Reimbursement- Chamber Dinner	43.19
RQ13-04449	S & B FOODS	High School Counselor Conference	810.00
RQ13-04456	TONY'S LOCKSMITH & SAFE SERVICE	Vehicle key tags	64.65
RQ13-04459	YOLANDA GOULDSMITH	Conf. Reimbursement.	155.00
RQ13-04468	DIANE PESTOLESI	COADN Conference	1,129.00
RQ13-04470	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	Lanyrn for Id's	115.99
RQ13-04479	WELLS FARGO #4198	Honing stone for RQ13-04484 and RQ13-04388 kit	207.90
RQ13-04480	CADENCE A. WYNTER	Conference for Cadence Wynter-Attachment	2,050.00
RQ13-04481	WELLS FARGO #4198	Heaters	107.91
RQ13-04482	COMMITTEE ON ACCREDITATION OF EDUCATIONAL PROGRAMS FOR THE	CoAEmsp late fee	120.00
RQ13-04493	NAOMI KASAHARA	Scenic services for "Lockerbie"	1,000.00
RQ13-04494	TOD A. BURNETT	CompTIA southern ca TechVoice briefing	30.00
RQ13-04505	GLENN ROQUEMORE	Travel for G. Roquemore	550.00
RQ13-04508	MARIA MILLER	Reimbursement-labels, tabs for filing	23.19
RQ13-04527	S & B FOODS	Refreshments/Catering for CIC Meeting	40.93
RQ13-04544	THE BLACK BOOK DEPOT INTERPWORKS CORP.	Pg Bundles & Binders- Speech Dept.	127.36
RQ13-04555	TERYN CARTER	Music sheets for J. Sellers	80.00
		<b>Total</b>	<b>164</b>
			<b>91,375.48</b>

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ESCAPE ONLINE

Page 4 of 5

ReqPay211a

**Board of Trustees Confirming Requisition Listing**

Fund Summary				
Fund	Description		Requisition Count	Amount
01	General Fund		181	88,594.84
40	Capital Outlay Fund		3	2,780.84
		<b>Total</b>	<b>164</b>	<b>91,375.48</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.20**  
**DATE: 2/25/13**

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Payment of Bills  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

Checks No. 165414 through 166433 processed through the Orange County Department of Education, totaling \$5,025,255.04; and Checks No. 010583 through 010594, processed through Saddleback College Community Education, totaling \$41,885.87; and Checks No. 009068 through 009081, processed through Irvine Valley College Community Education, totaling \$95,476.73 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: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165414	01/03/2013	OC TREASURER-TAX COLLECTOR	26.38
165415	01/03/2013	G & K SERVICES	157.70
165416	01/03/2013	GALE SUPPLY COMPANY	11,878.36
165417	01/03/2013	GALLS INC. %GALLS RETAIL CA LOCK BOX	585.03
165418	01/03/2013	JOSEPH GERGES	248.97
165419	01/03/2013	JACOBSEN WEST	424.83
165420	01/03/2013	GOODSON MANUFACTURING COMPANY	243.72
		Unpaid Sales Tax	15.19
		Expensed Amount	258.91
165421	01/03/2013	W. W. GRAINGER	693.50
165422	01/03/2013	GRANICUS, INC.	1,075.00
165423	01/03/2013	KELLY GRIMES	360.00
165424	01/03/2013	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	226.51
165425	01/03/2013	HD SUPPLY WATERWORKS	1,161.55
165426	01/03/2013	HERNANDEZ, GABRIELA	50.00
165427	01/03/2013	HIGHMARK SMART RELIABLE SEATING, INC.	2,158.13
165428	01/03/2013	MALIA HILL	17.11
165429	01/03/2013	HITT MARKING DEVICES, INC.	177.52
165430	01/03/2013	HL CORPORATION	630.15
165431	01/03/2013	CHRIS HOGSTEDT	81.88
165432	01/03/2013	ICONOSYS, INC.	500.00
165433	01/03/2013	IRVINE RANCH WATER DIST.	4,954.37
165434	01/03/2013	EFAX CORPORATE c/o J2 GLOBAL, INC.	150.10
165435	01/03/2013	LIGHTNING TOOLS, LTD.	3,421.92
165436	01/03/2013	OC REGISTER COMMERCIAL BILLING	1,132.00
165437	01/03/2013	OFFICEMAX CONTRACT INC.	6,642.24
165438	01/03/2013	WELLS FARGO #1598	796.52
		Unpaid Sales Tax	29.73
		Expensed Amount	826.25
165439	01/03/2013	WELLS FARGO #1606	238.55
165440	01/03/2013	WELLS FARGO #2078	2,661.32
165441	01/03/2013	WELLS FARGO #4198	2,783.08
165442	01/03/2013	RICHARD J. MILLER	1,450.00
165443	01/04/2013	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	445.00
165444	01/04/2013	AALR&R	198.00
165445	01/04/2013	ACCCA	125.00
165446	01/04/2013	ACHRO/EEO ATTN: RUTH CORTEZ	150.00
165447	01/04/2013	CCCAOE	445.00
165448	01/04/2013	KIM D'ARCY	39.29
165449	01/04/2013	PHILLIS KUCHARSKI	562.40
165450	01/04/2013	CHRISTINA L. LOEFFLER	224.00
165451	01/04/2013	CARLA REISCH	180.00
165452	01/04/2013	VITO-LEONARDO SCAROLA	1,000.00
165453	01/04/2013	SHERATON SAN DIEGO HOTEL & MARINA	375.98
165454	01/04/2013	KIMBERLY STANKOVICH	27.00
165455	01/04/2013	RICHARD ZUCKER	955.76
165456	01/07/2013	ALPHA FACILITIES SOLUTIONS	38,913.00
165457	01/07/2013	AT&T	5,600.00

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ESCAPE ONLINE

Page 1 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165458	01/07/2013	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	22,992.00
165459	01/07/2013	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	17,381.53
165460	01/07/2013	ENVIRON INTERNATIONAL CORP.	1,503.35
165461	01/07/2013	FACILITIES PLANNING & PROGRAM SERVICES, INC	17,530.00
165462	01/07/2013	GKKWORKS	2,443.96
165463	01/07/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	2,409.50
165464	01/07/2013	JOYCE INSPECTION & TESTING	6,720.00
165465	01/07/2013	LIONAKIS	8,600.64
165466	01/07/2013	MC CARTHY BUILDING COMPANIES	61,140.00
165467	01/07/2013	PARSONS BRINCKERHOFF, INC.	9,853.00
165468	01/07/2013	R2A ARCHITECTURE	16,730.30
165469	01/07/2013	RGP PLANNING & DEVELOPMENT SERVICES	1,126.57
165470	01/07/2013	RJM DESIGN GROUP, INC.	2,223.71
165471	01/07/2013	STUTZ ARTIANO SHINOFF & HOLTZ A.P.C.	636.00
165472	01/07/2013	A-1 AWARDS	180.91
165473	01/07/2013	AARDVARK CLAY AND SUPPLIES	3,312.24
165474	01/07/2013	ABC SCHOOL EQUIPMENT, INC.	658.36
165475	01/07/2013	ADCLUB ADVERTISING SERVICE	1,260.00
165476	01/07/2013	ADI	523.34
165477	01/07/2013	AIRGAS WEST	379.41
165478	01/07/2013	AMERICAN LIBRARY ASSOCIATION ACRL	690.00
165479	01/07/2013	ALLIED ELECTRONICS INC. ACCTS. RECEIVABLE DEPT.	94.08
165480	01/07/2013	ALLIEDBARTON SECURITY SERVICES	5,479.11
165481	01/07/2013	APPLE COMPUTER INC.	2,418.30
165482	01/07/2013	ARROWHEAD DRINKING WATER	40.93
165483	01/07/2013	ASCAP	9,015.20
165484	01/07/2013	ASCCA	25.00
165485	01/07/2013	AVENTURA SAILING ASSOC.	215.00
165486	01/07/2013	AIRPORT VAN RENTAL SOLUTIONS	3,993.13
165487	01/07/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	618.00
		Unpaid Sales Tax	47.90
		Expensed Amount	665.90
165488	01/07/2013	BAKER & TAYLOR	3,113.20
165489	01/07/2013	MARGUERITE BEAL	140.00
165490	01/07/2013	BOUNDLESS NETWORK	2,603.03
165491	01/07/2013	BUDDY'S ALL STARS	262.74
165492	01/07/2013	COMPREHENSIVE CONTROL SYSTEMS	608.00
165493	01/07/2013	KATE FUENTES	325.00
165494	01/07/2013	STEPHEN HENKLE	275.00
165495	01/07/2013	ADVANCED OFFICE SERVICES IMAGING PLUS	23.42
165496	01/07/2013	THOMAS D. KOENIG	75.00
165497	01/07/2013	MC CALL PATTERNS	26.60
		Unpaid Sales Tax	2.06
		Expensed Amount	28.66
165498	01/07/2013	SCOTT MC REYNOLDS	50.00
165499	01/07/2013	KELVIN MOTA	390.00
165500	01/07/2013	OFFICEMAX CONTRACT INC.	8,565.61

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ESCAPE ONLINE

Page 2 of 24



Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165501	01/07/2013	TREVOR WHYTE	240.00
165502	01/07/2013	BCH WATERWORKS	135.00
165503	01/07/2013	PACKEDWAREHOUSE.COM	328.70
		Unpaid Sales Tax	21.51
		Expensed Amount	350.21
165504	01/07/2013	BARBARA PENLAND	290.41
165505	01/07/2013	J.W. PEPPER & SON, INC.	45.81
165506	01/07/2013	LILIANN PEREZ-STROUD	600.00
165507	01/07/2013	DIANE PESTOLESI	831.43
165508	01/07/2013	PHOENIX GROUP	442.39
165509	01/07/2013	PING CO.	1,235.35
165510	01/07/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
165511	01/07/2013	POCKET NURSE ENTERPRISES, INC.	463.40
		Unpaid Sales Tax	33.83
		Expensed Amount	497.23
165512	01/07/2013	POWER MUSIC, INC.	217.58
		Unpaid Sales Tax	15.77
		Expensed Amount	233.35
165513	01/07/2013	PRAXAIR DISTRIBUTION	55.80
165514	01/07/2013	QUICK CAPTION	120.00
165515	01/07/2013	R2A ARCHITECTURE	4,389.04
165516	01/07/2013	RAINBOW SYMPHONY STORE	51.20
165517	01/07/2013	RICOH USA, INC.	75.13
165518	01/07/2013	RICOH AMERICAS CORP	72.83
165519	01/07/2013	ROTH CARNEY APC	5,831.50
165520	01/07/2013	S & B FOODS CATERING DIVISION	44.02
165521	01/07/2013	S & B FOODS CATERING DIVISION	45.26
165522	01/07/2013	SAFEWAY, INC.	62.34
165523	01/07/2013	SARGENT WELCH	140.03
165524	01/07/2013	SCANTRON CORPORATION	76.34
165525	01/07/2013	JARED SCOTT	600.00
165526	01/07/2013	CHARLES C. STILL SECURE LIVE SCAN	45.00
165527	01/07/2013	SEHI PROCOMP COMPUTER PRODUCTS	396.15
165528	01/07/2013	SEW TRUE SUPPLY	441.60
165529	01/07/2013	SIGMA ALDRICH CHEMICAL CO.	686.71
165530	01/07/2013	SIXTEN, INC. dba SIXTEN & ASSOC.	1,094.47
165531	01/07/2013	ROBERT SKEELS & CO.	60.72
165532	01/07/2013	SKS, INC. PETROLEUM DISTRIBUTORS	288.13
165533	01/07/2013	SMART & FINAL IRIS CO.	48.94
165534	01/07/2013	THOMAS L. SMITH	10.76
165535	01/07/2013	SOC CCD REVOLVING FUND	23.56
165536	01/07/2013	SO. ORANGE CO. COMM. COL. DIST	340.00
165537	01/07/2013	SPECTRUM CHEMICAL MFG. CORP.	152.90
165538	01/07/2013	SUN MOUNTAIN SPORTS	1,890.00
		Unpaid Sales Tax	139.97
		Expensed Amount	2,029.97
165539	01/07/2013	TALLEY, INC.	440.98
165540	01/07/2013	ARLENE THOMAS	72.76
165541	01/07/2013	EDWIN TIONGSON	30.00

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ESCAPE ONLINE

Page 3 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165542	01/07/2013	EDWIN TIONGSON	57.02
165543	01/07/2013	EDWIN TIONGSON	112.01
165544	01/07/2013	EDWIN TIONGSON	124.97
165545	01/07/2013	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
165546	01/07/2013	DIEMMY TRAN	240.00
165547	01/07/2013	TRIARCH INC.	158.95
165548	01/07/2013	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	430.27
165549	01/07/2013	TX RX SYSTEMS, INC.	5,375.86
165550	01/07/2013	UNISOURCE WORLDWIDE INC.	5,233.51
165551	01/07/2013	UNITED INTERIORS	372.42
165552	01/07/2013	VENTEK INTERNATIONAL	600.00
165553	01/07/2013	VERNIER SOFTWARE	114.52
165554	01/07/2013	VS ATHLETICS	1,912.26
165555	01/07/2013	VWR INTERNATIONAL, INC.	487.60
165556	01/07/2013	WEST-LITE SUPPLY CO.	11,073.41
165557	01/07/2013	WILSON SPORTING GOODS, INC	1,448.16
165558	01/07/2013	JIM WRIGHT	53.99
165559	01/07/2013	XEROX CORPORATION	440.02
165560	01/07/2013	YALE CHASE MATERIALS HANDLING	436.72
165561	01/07/2013	MARK ZANDONELLA	185.33
165562	01/07/2013	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,130.68
165563	01/07/2013	RPM CONSULTANT GROUP	2,968.24
165564	01/08/2013	WELLS FARGO #3317	2,961.68
		Unpaid Sales Tax	27.68
		Expensed Amount	2,989.36
165565	01/08/2013	AT & T MOBILITY	58.13
165566	01/08/2013	AT&T	11.81
165567	01/08/2013	SAN DIEGO GAS & ELECTRIC	821.05
165568	01/08/2013	SOUTHERN CALIFORNIA EDISON CO.	1,549.30
165569	01/08/2013	SOUTHERN CALIFORNIA EDISON CO.	230.17
165570	01/08/2013	UNITED STATES POSTAL SERVICE SAN JUAN CAPISTRANO	190.00
165571	01/08/2013	XEROX CORPORATION	11,433.42
165572	01/09/2013	GRANICUS, INC.	1,075.00
165573	01/09/2013	CARMENMARA HERNANDEZ-BRAVO	72.64
165574	01/09/2013	MICHAEL JAMES	76.72
165575	01/09/2013	TIMOTHY JEMAL	51.02 *
	Cancelled on 01/14/2013, Cancel Register # AP01142013D		
165576	01/09/2013	JERRY'S ARTARAMA	364.12
		Unpaid Sales Tax	28.22
		Expensed Amount	392.34
165577	01/09/2013	JOHNSTONE SUPPLY	210.53
165578	01/09/2013	KELLY PAPER	85.50
165579	01/09/2013	ERIN KIM	50.00
165580	01/09/2013	KINA, MORITAKA	600.00
165581	01/09/2013	ELWIN KISHIMOTO	306.00
165582	01/09/2013	LAGUNA CLAY CO.	2,275.69
165583	01/09/2013	LAGUNA GRAPHIC ARTS, INC.	219.11

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ESCAPE ONLINE

Page 4 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165584	01/09/2013	LASER SOURCE	1,093.66
165585	01/09/2013	LAURA'S INT PLANTSCAPE SERV	200.00
165586	01/09/2013	LESLIE'S POOLMART, INC.	74.73
165587	01/09/2013	DIANE LEWIS	246.63
165588	01/09/2013	MATTHEW BENDER & CO., INC. LEXIS NEXIS MATTHEW BENDER	228.14
165589	01/09/2013	LIEBERT CASSIDY WHITMORE	13,148.90
165590	01/09/2013	LIFE TECHNOLOGIES, INC. c/o BANK OF AMERICA	365.77
165591	01/09/2013	LIFETIME MEMORY PRODUCTS, INC.	629.16
165592	01/09/2013	LOEX CLEARINGHOUSE FOR LIBRARY INSTRUCTION (LOEX)	80.00
165593	01/09/2013	LOOMIS, FARGO & COMPANY	663.79
165594	01/09/2013	MIROSLAVA MANCHIK	392.51
165595	01/09/2013	MANHATCO	212.90
		Unpaid Sales Tax	15.14
		Expensed Amount	228.04
165596	01/09/2013	MARCIVE, INC.	297.44
165597	01/09/2013	MICHAEL LOWELL MC CORMICK	19.92
165598	01/09/2013	McMASTER CARR SUPPLY CO.	670.67
165599	01/09/2013	MARGIE MCNELLY LICENSED MARRIAGE & FAMILY THERAPIST	480.00
165600	01/09/2013	MEDCO SUPPLY COMPANY	54.42
165601	01/09/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	1,327.48
165602	01/09/2013	SALLIE MILLER	890.00
165603	01/09/2013	MITY-LITE, INC.	719.78
165604	01/09/2013	MKH ELECTRONICS	250.00
165605	01/09/2013	MOORE MEDICAL CORP.	93.79
165606	01/09/2013	MWAVE.COM div of CLT COMPUTER	27.61
165607	01/09/2013	NEW ALTERNATIVES, INC.	600.00
165608	01/09/2013	NORTHERN SAFETY COMPANY	28.32
		Unpaid Sales Tax	1.77
		Expensed Amount	30.09
165609	01/09/2013	ELLEN F. OLSHANSKY	100.00
165610	01/09/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,763.71
165611	01/09/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	3,500.00
165612	01/09/2013	WELLS FARGO #7561 ASG-SBC	562.05
165613	01/09/2013	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	6,696.70
165614	01/09/2013	FRED PRYOR SEMINARS	99.00
165615	01/09/2013	DEBORAH FREEMEL	477.54
165616	01/09/2013	ESTER GRAHAM	19.98
165617	01/09/2013	IRWIN, DELORES	61.21
165618	01/09/2013	CHIN LAM	804.05
165619	01/09/2013	TEDDI LORCH	19.98
165620	01/09/2013	JOHN MARR	423.82
165621	01/09/2013	SUMAYA M. MC CLEAVE	242.50
165622	01/10/2013	CHEVRON AND TEXACO BUSINESS CARD SERVICES	38.11
165623	01/10/2013	DICK'S SPORTING GOODS	2,005.98
165624	01/10/2013	DEPT OF INDUSTRIAL RELATIONS SELF-INSURANCE PLANS	18,627.49

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ESCAPE ONLINE

Page 5 of 24

Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165625	01/10/2013	HOME DEPOT	3,953.09
165626	01/10/2013	NAT'L INSTRUMENTS	2,313.18
165627	01/10/2013	NAT'L STUDENT CLEARINGHOUSE	1,791.60
165628	01/10/2013	NETOP	1,944.00
165629	01/10/2013	OC Treasurer-Tax Collector	14,301.00
165630	01/10/2013	ORANGE CO. BUSINESS JOURNAL	200.00
165631	01/10/2013	ORANGE COUNTY ELECTRIC, INC	4,600.00
165632	01/10/2013	OC REGISTER COMMERCIAL BILLING	2,774.83
165633	01/10/2013	OCEANSIDE PHOTO & TELESCOPE	423.29
165634	01/10/2013	OCLC, INC. DEPT #34299	547.31
165635	01/10/2013	ORKIN PEST CONTROL 711	2,884.00
165636	01/10/2013	MARIA ORTIZ	100.00
165637	01/10/2013	ORKIN PEST CONTROL 711	93.60
165638	01/10/2013	ASHLEY BROWN	300.00
165639	01/10/2013	CALIFORNIA AUTO BODY SHOP SUPPLIES	139.35
165640	01/10/2013	CALED (CA ASSOCIATION FOR LOCAL ECONOMIC DEVELOPMENT)	80.00
165641	01/10/2013	CALUMET PHOTOGRAPHIC INC	138.25
165642	01/10/2013	CAMPUS CONCERTS ATTN: PAT MAKI	650.00
165643	01/10/2013	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	2,621.00
165644	01/10/2013	PAUL CARMAN	210.00
165645	01/10/2013	CAROLINA BIOLOGICAL SUPPLY	240.01
165646	01/10/2013	COMMUNITY COLLEGE LEAGUE OF CA	4,180.78
165647	01/10/2013	CCUPCA (CALIFORNIA COLLEGE & UNIV POLICE CHIEFS ASSOC)	100.00
165648	01/10/2013	CDW GOVERNMENT, INC.	71.85
165649	01/10/2013	CENTURION TECHNOLOGIES, INC.	1,202.40
165650	01/10/2013	JANINE C. CIRRITO	2,300.00
165651	01/10/2013	CLARK SECURITY PRODUCTS INC.	277.89
165652	01/10/2013	MIKE COLLINS	472.63
165653	01/10/2013	COMPUTERLAND	2,032.50
165654	01/10/2013	COX COMMUNICATIONS	3,774.92
165655	01/10/2013	CR&R	3,763.12
165656	01/10/2013	CR&R	2,461.00
165657	01/10/2013	CREATION ENGINE, INC.	450.00
165658	01/10/2013	CULLIGAN	116.35
165659	01/10/2013	DAART ENGINEERING CO., INC.	400.00
165660	01/10/2013	DANA POINT CHAMBER OF COMMERCE	100.00
165661	01/10/2013	DANA POINT YACHT MAINTENANCE	31.90
165662	01/10/2013	JOHN DEERE LANDSCAPES, INC.	592.71
165663	01/10/2013	DirecTV	107.99
165664	01/10/2013	DISH NETWORK	71.77
165665	01/10/2013	MICHAEL K. DOMINIC	300.00
165666	01/10/2013	ENGRAVING, AWARDS & GIFTS dba ENGRAVINGAWARDSGIFTS.COM	319.50
		Unpaid Sales Tax	23.37
		Expensed Amount	342.87
165667	01/10/2013	DAIRY DEPOT	92.38
165668	01/11/2013	ALPHA FACILITIES SOLUTIONS	35,308.00

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ESCAPE ONLINE

**Checks Dated 01/03/2013 through 02/05/2013**

Check Number	Check Date	Pay to the Order of	Check Amount
165669	01/11/2013	APPLE COMPUTER INC.	1,306.54
165670	01/11/2013	BFK ENGINEERS	8,170.00
165671	01/11/2013	C.R.I. ELECTRIC	1,495.00
165672	01/11/2013	CATALYST CONSULTING	3,800.00
165673	01/11/2013	ENAMIX, INC.	6,862.00
165674	01/11/2013	JOYCE INSPECTION & TESTING	5,376.00
165675	01/11/2013	MC CARTHY BUILDING COMPANIES	23,221.80
165676	01/11/2013	MC KENNA LONG & ALDRIDGE, LLP	1,145.00
165677	01/11/2013	NIMBLE CONSULTING	19,000.00
165678	01/11/2013	RGP PLANNING & DEVELOPMENT SERVICES	7,800.83
165679	01/11/2013	S & B FOODS CATERING DIVISION	247.29
165680	01/11/2013	SYNERGY SOFTWARE SOLUTIONS	12,616.00
165681	01/11/2013	FRANCHISE TAX BOARD	1,243.00
165682	01/14/2013	BAKERSFIELD COLLEGE	275.00
165683	01/14/2013	MARVIN ANDY GROUND	152.00
165684	01/14/2013	JENNIFER HIGGINSON	440.00 *
Cancelled on 02/04/2013, Cancel Register # AP02052013			
165685	01/14/2013	MEALS, LODGING, ENTRY FEES & BANQUETS	300.00 *
Cancelled on 01/14/2013, Cancel Register # AP01142013A			
165686	01/14/2013	OFFICEMAX CONTRACT INC.	9,636.26
165687	01/14/2013	MICHAEL RAE	117.00
165688	01/14/2013	OFFICEMAX CONTRACT INC.	68.27
165689	01/14/2013	KATE ALDER	82.36
165690	01/14/2013	TAMARA BOSTWICK	15.65
165691	01/14/2013	DR. ROBERT BRAMUCCI	39.07
165692	01/14/2013	DON BUSCHE	17.00
165693	01/14/2013	CHANG, DAVID H.	6.78
165694	01/14/2013	G & K SERVICES	254.20
165695	01/14/2013	GALLS INC. %GALLS RETAIL CA LOCK BOX	1,840.88
165696	01/14/2013	GOENGINEER, INC.	776.99
165697	01/14/2013	DENNIS GORDON	74.93
165698	01/14/2013	GRACE EVANGELICAL LUTHERAN CHURCH	50.00
165699	01/14/2013	BRUCE HAGAN	44.96
165700	01/14/2013	HAITBRINK ASPHALT PAVING, INC.	1,350.00
165701	01/14/2013	HIGHER ONE INC.	280.00
165702	01/14/2013	INGARDIA BROTHERS PRODUCE, INC.	246.20
165703	01/14/2013	IRVINE PIPE & SUPPLY	2,212.02
165704	01/14/2013	IRVINE UNIFIED SCHOOL DIST. ATTN: P.GRAHAM, ACCOUNTING	936.51
165705	01/14/2013	EFAQ CORPORATE c/o J2 GLOBAL, INC.	154.50
165706	01/14/2013	JAMECO ELECTRONICS	55.84
165707	01/14/2013	BILL JAY	8.65
165708	01/14/2013	TIMOTHY JEMAL	74.60
165709	01/14/2013	JIST WORKS, INC.	1,199.87
165710	01/14/2013	KAPCO LIBRARY PRODUCTS	113.03
			Unpaid Sales Tax 7.96
			Expensed Amount 120.99
165711	01/14/2013	KIEFER	1,274.21

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## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	27.87
		Expensed Amount	1,302.08
165712	01/14/2013	JOHN KURI	100.00
165713	01/14/2013	SUSAN KWAN	14.99
165714	01/14/2013	LABOR LAW CENTER, INC.	412.90
165715	01/14/2013	LABSCO	886.35
165716	01/14/2013	LAGUNA BALLET, INC.	11,675.00
165717	01/14/2013	DAVID B. LANG	16.63
165718	01/14/2013	LAWNMOWERS ETC., LLC	171.93
165719	01/14/2013	DIANE LEWIS	511.93
165720	01/14/2013	NICOLE LOFTUS	30.97
165721	01/14/2013	TEDDI LORCH	65.16
165722	01/14/2013	MAIN GRAPHICS	269.59
165723	01/14/2013	MAIN, DAUNE	74.93
165724	01/14/2013	LORI MANGELS	119.88
165725	01/14/2013	MAQUINSAL SEWING MACHINE CO.	791.57
165726	01/14/2013	MARCIVE, INC.	25.52
165727	01/14/2013	MARK IV COMMUNICATIONS, INC.	4,287.04
165728	01/14/2013	MC CALLUM GROUP, INC.	3,500.00
165729	01/14/2013	ANITA MC DONALD	14.99
165730	01/14/2013	KENT S. MC FANN	43.08
165731	01/14/2013	DAYLE McINTOSH CENTER FOR THE DISABLED	124.00
165732	01/14/2013	MC KESSON MEDICAL SURGICAL	763.80
165733	01/14/2013	MC MURRAY STERN, INC.	1,040.00
165734	01/14/2013	MICRO CENTER A/R	1,166.35
165735	01/14/2013	MARCIA MILCHIKER	4.44
165736	01/14/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	2,868.14
165737	01/14/2013	MISSION PRINTING COMPANY	230.59
165738	01/14/2013	MISSION VIEJO CHAMBER OF COMMERCE	150.00
165739	01/14/2013	MOBILE MODULAR MGMT. CORP.	6,468.00
165740	01/14/2013	MOORE MEDICAL, LLC	5.81
165741	01/14/2013	MOULTON-NIGUEL WATER DIST.	1,853.66
165742	01/14/2013	JAKE MUNNS	14.99
165743	01/14/2013	NEWPORT COMPUTER SOLUTIONS	3,641.95
165744	01/14/2013	NANCY PADBERG	14.63
165745	01/14/2013	HEATHER PARK	18.22
165746	01/14/2013	SANDRA POPE	29.53
165747	01/14/2013	THOMAS JOHN PRENDERGAST	62.60
165748	01/14/2013	RJ COACHING AND CONSULTING RITA M. JONES	10,000.00
165749	01/14/2013	SOKHA SONG	22.48
165750	01/14/2013	JIM WRIGHT	116.53
165751	01/14/2013	EARL PAGAL	67.01
165752	01/14/2013	RCC GOLF TRUST RIVERSIDE CITY COLLEGE	300.00
165753	01/14/2013	PACIFIC CLIPPINGS	59.00
165754	01/14/2013	PACIFIC COLOR PRINTING DANIEL HUNG TRAN	183.18
165755	01/14/2013	PSYCHOLOGICAL ASSESSMENT RESOURCES, INC.	1,944.00
		Unpaid Sales Tax	144.00
		Expensed Amount	2,088.00
165756	01/14/2013	PARKWAY LAWNMOWER SHOP	435.23

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ESCAPE ONLINE

Page 8 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165757	01/14/2013	KEN PATTON	850.46
165758	01/14/2013	PENN CORPORATE RELOCATION SERVICES, INC.	10,093.23
165759	01/14/2013	PETCO ANIMAL SUPPLIES	54.47
165760	01/14/2013	JIM PHANEUF	161.97
165761	01/14/2013	THOMAS JOHN PRENDERGAST	64.99
165762	01/14/2013	QUEST DIAGNOSTICS	5,540.13
165763	01/14/2013	CHARLENE REED	8,000.00
165764	01/14/2013	ROTH CARNEY APC	12,047.00
165765	01/14/2013	ROYAL PLYWOOD CO., LLC	1,580.80
165766	01/14/2013	SAFEWAY, INC.	126.07
165767	01/14/2013	SALLY BEAUTY CO. INC. STORE ACCOUNT	259.69
165768	01/14/2013	SARGENT WELCH	75.55
165769	01/14/2013	SEHI PROCOMP COMPUTER PRODUCTS	175.93
165770	01/14/2013	SEW TRUE SUPPLY	541.95
165771	01/14/2013	SHRED-IT USA-SAN DIEGO	184.00
165772	01/14/2013	SMART & FINAL IRIS CO.	368.61
165773	01/14/2013	SMART LEVELS MEDIA	6,522.11
165774	01/14/2013	THOMAS L. SMITH	26.31
165775	01/14/2013	SNAP-ON INDUSTRIAL A Division of IDSC Holdings	30.04
165776	01/14/2013	SO. COAST FIRE PROTECTION	3,720.18
165777	01/14/2013	TOMARK SPORTS, INC.	782.87
165778	01/14/2013	TOWN & COUNTRY GLASS	1,236.00
165779	01/14/2013	TRUSTWAVE HOLDINGS, INC.	1,650.00
165780	01/14/2013	U.S. DATA TRUST CORPORATION	6,000.00
165781	01/14/2013	UNISOURCE WORLDWIDE INC.	2,658.19
165782	01/14/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	354.46
165783	01/14/2013	UNITED VOLLEYBALL SUPPLY, LLC.	1,124.10
		Unpaid Sales Tax	78.00
		Expensed Amount	1,202.10
165784	01/14/2013	MICHAEL E. WILSON	12,920.00
165785	01/14/2013	SAFEWAY, INC.	751.24
165786	01/14/2013	SO. ORANGE CO. COMM. COL. DIST	1,164.18
165787	01/14/2013	AAA ELECTRIC MOTOR SALES	1,058.53
165788	01/14/2013	AMTECH ELEVATOR SERVICES	32,525.00
165789	01/14/2013	LEE ARMSTRONG CO., INC.	8,650.00
165790	01/14/2013	i3 SOLUTIONS	4,200.00
165791	01/14/2013	HAIR CALIFORNIA BEAUTY ACADEMY	12,927.25
165792	01/15/2013	APPERSON	18.49
165793	01/15/2013	HEIDI BERMAN	1,000.00
165794	01/15/2013	MIKE BROWN GRANDSTANDS, INC.	6,600.00
165795	01/15/2013	EASTBAY TEAM SPORTS DEPT #5374	3,489.81
165796	01/15/2013	EDWARDS, ARNETTE	180.00
165797	01/15/2013	ESSENCE ENTERTAINMENT	1,100.00
165798	01/15/2013	EUROPRINT, INC.	1,729.08
165799	01/15/2013	EXCELSIOR ELEVATOR CORPORATION	1,137.50
165800	01/15/2013	EXPERIAN	77.00
165801	01/15/2013	FACILI-SERV	4,323.00
165802	01/15/2013	FACILITIES PLANNING & PROGRAM SERVICES, INC	190.00
165803	01/15/2013	FEDERAL EXPRESS	285.99

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ESCAPE ONLINE

Page 9 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount	
165804	01/15/2013	FISHER SCIENTIFIC	1,770.57	
165805	01/15/2013	LINDSAY FOX	58.73	
165806	01/15/2013	FREEWAY AUTO SUPPLY	172.81	
165807	01/15/2013	SHELL FLEET CARD SERVICES PROCESSING CENTER	1,039.54	
165808	01/15/2013	ACSIG/EDGE	139,012.44	
165809	01/15/2013	ACSIG/EDGE	42,850.22	
165810	01/15/2013	HYATT LEGAL	7,212.70	
165811	01/15/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,902.39	
165812	01/15/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	26,724.85	
165813	01/15/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,292,408.00	
165814	01/15/2013	UNUM LIFE INSURANCE COMPANY	2,769.12	
165815	01/15/2013	UNUM LIFE INSURANCE COMPANY	1,477.80	
165816	01/15/2013	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,109.47	
165817	01/15/2013	ACSIG/EDGE	24,107.44	
165818	01/15/2013	ACSIG/EDGE	6,138.83	
165819	01/15/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	329,814.00	
165820	01/16/2013	AT & T	71.13	
165821	01/16/2013	AT & T	27.32	
165822	01/16/2013	AT & T	35.90	
165823	01/16/2013	AT&T	15.54	
165824	01/16/2013	AT&T	6,761.06	
165825	01/16/2013	AT&T	11.83	
165826	01/16/2013	AT&T	11.81	
165827	01/16/2013	SAN DIEGO GAS & ELECTRIC	42,242.78	
165828	01/16/2013	SOUTHERN CALIFORNIA GAS CO.	3,969.57	
165829	01/16/2013	SOUTHERN CALIFORNIA GAS CO.	176.08	
165830	01/16/2013	SOUTHERN CALIFORNIA GAS CO.	20,455.44	
165831	01/16/2013	SOUTHERN CALIFORNIA GAS CO.	51.00	
165832	01/16/2013	EISENHOWER DANCE ENSEMBLE	4,500.00	
165833	01/16/2013	MUSIC THEATRE INTERNATIONAL	400.00	
165834	01/16/2013	FERNANDO VASQUEZ	250.00	
165835	01/16/2013	A1 INTERNATIONAL TV, INC.	900.00	
165836	01/16/2013	AAA ACCESS SMOG	65.00	
165837	01/16/2013	LAURA ABRAMS	72.00	
165838	01/16/2013	AGON SPORT LLC dba agonswim.com	708.00	
165839	01/16/2013	AIR SOURCE INDUSTRIES, INC.	25.20	
165840	01/16/2013	ALISO VIEJO CONFERENCE CENTER	432.00	
165841	01/16/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44	
165842	01/16/2013	ALLSTAR AWARDS	85.26	
165843	01/16/2013	ATHENA COLLEGE OF BEAUTY	22,736.88	
165844	01/16/2013	AVENTURA SAILING ASSOC.	140.00	
165845	01/16/2013	ADVANTA ENERGY	800.00	
165846	01/16/2013	STEVEN G. AXELROD	100.00	
165847	01/16/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	196.96	
			Unpaid Sales Tax	15.26
			Expensed Amount	212.22

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ESCAPE ONLINE

Page 10 of 24



## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165848	01/16/2013	BAKER & TAYLOR	4,267.70
165849	01/16/2013	CATHERINE BERES	79.00
165850	01/16/2013	BESAFE TECHNOLOGIES, INC.	738.15
165851	01/16/2013	BONDED WET-DRY CLEANERS	210.13
165852	01/16/2013	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	36,471.03
165853	01/16/2013	NANCY BRACKEN	1,996.07
165854	01/16/2013	KAREN BRONSON	11.50
165855	01/16/2013	BUDDY'S ALL STARS	362.88
165856	01/16/2013	KRISTEN BUSH	1,470.00
165857	01/16/2013	BUTLER CHEMICALS, INC.	246.33
165858	01/16/2013	CAL PRO SPORTS	643.77
165859	01/16/2013	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	2,585.99
165860	01/16/2013	CAREERBUILDER, LLC	10,000.00
165861	01/16/2013	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	1,200.00 *
Cancelled on 01/22/2013, Cancel Register # AP01222013B			
165862	01/16/2013	CDW GOVERNMENT, INC.	4,546.76
165863	01/16/2013	COMPUTERLAND	1,865.00
165864	01/16/2013	COX COMMUNICATIONS	4,179.14
165865	01/16/2013	CR&R	1,358.00
165866	01/16/2013	CR&R	92.00
165867	01/16/2013	JEFFREY T. HASPELL	600.00
165868	01/16/2013	LOS SERRANOS GOLF COURSE	350.00
165869	01/16/2013	CDW GOVERNMENT, INC.	97.00
165870	01/17/2013	A-1 AWARDS	161.50
165871	01/17/2013	ESSENCE ENTERTAINMENT	3,850.00
165872	01/17/2013	SAN DIEGO CITY COLLEGE SOFTBALL FOUNDATION	375.00
165873	01/17/2013	SPRING VALLEY LAKE COUNTRY CLUB	200.00
165874	01/17/2013	DONAVAN, KEITH	258.48
165875	01/17/2013	KAREN BRONSON	61.21
165876	01/17/2013	TOD A. BURNETT	485.15
165877	01/17/2013	CCCCIO C/O CLAIRE BIANCALANA	380.00
165878	01/17/2013	COADN OHLONE COLL. HLTH SCI/TECH	200.00
165879	01/17/2013	JACC TREASURER	100.00
165880	01/17/2013	TERENCE NELSON C/O VETS CENTER	55.00
165881	01/17/2013	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	31.00
165882	01/17/2013	PAPA PESTICIDE APPLICATORS ASSOC.	160.00
165883	01/17/2013	PAPA	160.00
165884	01/17/2013	REGISTRATIONS FOR YOU	345.00
165885	01/17/2013	SHERATON GRAND SACRAMENTO	493.74
165886	01/17/2013	EDWARD TACKETT	451.70
165887	01/18/2013	THE BLIND FACTORY	1,435.00
165888	01/18/2013	CRESCENT SOLUTIONS	6,804.00
165889	01/18/2013	EMCOR/Mesa Energy Systems	7,149.00
165890	01/18/2013	GARTNER GROUP, INC.	15,900.00
165891	01/18/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	3,002.00
165892	01/18/2013	MICRON CONSUMER PRODUCTS GROUP	2,749.38

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ESCAPE ONLINE

Page 11 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165893	01/18/2013	NEUDESIC, LLC	230,251.00
165894	01/18/2013	PUBLIC ECONOMICS, INC.	154.50
165895	01/18/2013	PADHRAIC SMYTH	1,500.00
165896	01/18/2013	DEPT. OF INDUSTRIAL RELATIONS (ACCOUNTING)	1,475.00
165897	01/18/2013	CHRISTOPHER WILKINSON	577.00
165898	01/18/2013	AT & T	63.91
165899	01/18/2013	SOUTHERN CALIFORNIA EDISON CO.	109.33
165900	01/18/2013	SOUTHERN CALIFORNIA GAS CO.	27,105.93
165901	01/18/2013	POSTMASTER	1,000.00
165902	01/18/2013	XEROX CORPORATION	13,565.81
165903	01/22/2013	SECRETARY OF STATE STATEMENT OF INFORMATION UNIT	20.00
165904	01/22/2013	PENN CORPORATE RELOCATION SERVICES, INC.	959.00
165905	01/22/2013	J.W. PEPPER & SON, INC.	88.06
165906	01/22/2013	POCKET NURSE ENTERPRISES, INC.	492.20
		Unpaid Sales Tax	36.14
		Expensed Amount	528.34
165907	01/22/2013	PORTABLE POWER SYSTEMS	500.70
		Unpaid Sales Tax	35.20
		Expensed Amount	535.90
165908	01/22/2013	PURETEC	261.85
165909	01/22/2013	QUEZADA PRO LANDSCAPE, INC.	1,350.00
165910	01/22/2013	RANCHO SANTIAGO COLLEGE	3,665.40
165911	01/22/2013	RIDDELL ALL AMERICAN	2,547.40
165912	01/22/2013	RIO GRANDE ALBUQUERQUE THE BELL GROUP	226.23
		Unpaid Sales Tax	17.46
		Expensed Amount	243.69
165913	01/22/2013	JAMES ROGERS	20.44
165914	01/22/2013	RSA SOIL PRODUCTS	2,139.50
165915	01/22/2013	RSM CHAMBER OF COMMERCE	150.00
165916	01/22/2013	SAFEWAY, INC.	139.30
165917	01/22/2013	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	571.28
165918	01/22/2013	SEHI PROCOMP COMPUTER PRODUCTS	529.29
165919	01/22/2013	SESAC, INC.	3,468.80
165920	01/22/2013	SharepointEduTech	6,580.70
165921	01/22/2013	SHIFFLER EQUIPMENT SALES, INC.	371.39
165922	01/22/2013	SHRED-IT USA-SAN DIEGO	100.00
165923	01/22/2013	SIERRA SOIL, INC.	602.40
165924	01/22/2013	SMART & FINAL IRIS CO.	67.14
165925	01/22/2013	DANIEL SMITH, INC.	319.59
		Unpaid Sales Tax	25.56
		Expensed Amount	345.15
165926	01/22/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	3,382.55
165927	01/22/2013	TERESA V. SUTCLIFFE	500.00
165928	01/22/2013	SMS SYSTEMS MAINTENANCE SERVICES, INC.	5,856.00
165929	01/22/2013	TECHNIC BUSINESS SOLUTIONS	380.11
165930	01/22/2013	TECTA AMERICA SOUTHERN CALIFORNIA, INC.	2,640.00
165931	01/22/2013	EDWIN TIONGSON	307.44
165932	01/22/2013	TJIKO, LLC	750.00

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ESCAPE ONLINE

Page 12 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165933	01/22/2013	TUTTLE-CLICK FORD	410.94
165934	01/22/2013	UNIVERSAL SPECIALTIES, INC.	172.89
165935	01/22/2013	USA MOBILITY WIRELESS, INC.	66.15
165936	01/22/2013	VENTEK INTERNATIONAL	900.00
165937	01/22/2013	VISTA PAINT CORPORATE OFFICE	141.52
165938	01/22/2013	WARD'S NATURAL SCIENCE	630.46
165939	01/22/2013	WOLTERS KLUWER HEALTH	524.86
165940	01/22/2013	WOMEN IN HIGHER EDUCATION	66.00
165941	01/22/2013	QUEZADA PRO LANDSCAPE, INC.	1,960.00
165942	01/22/2013	SADDLEBACK APPLIANCES	1,245.84
165943	01/22/2013	SMART & FINAL IRIS CO.	421.96
165944	01/22/2013	US FOODS	1,334.56
165945	01/22/2013	NANCY BRACKEN	442.56
165946	01/22/2013	LESLIE HUMPHREY	165.42
165947	01/22/2013	IVC/AATEP WORKFORCE DEVELOPMENT	720.00
165948	01/22/2013	FRANK M. MELDAU	323.94
165949	01/22/2013	FELICIA STINSON	86.59
165950	01/22/2013	TIFFANY TRAN	30.16
165951	01/22/2013	JAY AMOS	130.00
165952	01/22/2013	EDWIN DAVIS	130.00 *
Cancelled on 02/04/2013, Cancel Register # AP02052013			
165953	01/22/2013	GOLDEN WEST COLLEGE AQUATICS	450.00
165954	01/22/2013	NSSA	475.00
165955	01/23/2013	CAL UNITED CONSTRUCTION GROUP	18,496.50
165956	01/23/2013	ENAMIX, INC.	5,840.00
165957	01/23/2013	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	45,500.00
165958	01/23/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	36,059.20
165959	01/23/2013	NIMBLE CONSULTING	10,625.00
165960	01/23/2013	PARSONS BRINCKERHOFF, INC.	4,230.00
165961	01/23/2013	R2A ARCHITECTURE	16,140.46
165962	01/23/2013	S & B FOODS CATERING DIVISION	265.09
165963	01/23/2013	STRATA INFORMATION GROUP	7,857.23
165964	01/23/2013	SYNERGY SOFTWARE SOLUTIONS	6,972.00
165965	01/23/2013	JAY AMOS	540.00
165966	01/23/2013	JAY AMOS	130.00
165967	01/23/2013	JAY AMOS	130.00
165968	01/23/2013	JAY AMOS	130.00
165969	01/23/2013	EDUCATION 4 WORK SUSAN M. COLEMAN	11,250.00
165970	01/23/2013	EDWIN DAVIS	130.00
165971	01/23/2013	EDWIN DAVIS	130.00
165972	01/23/2013	EDWIN DAVIS	130.00
165973	01/23/2013	EDWIN DAVIS	130.00
165974	01/23/2013	MARVIN ANDY GROUND	152.00
165975	01/23/2013	MARVIN ANDY GROUND	152.00
165976	01/23/2013	MARVIN ANDY GROUND	152.00
165977	01/23/2013	MARVIN ANDY GROUND	152.00
165978	01/23/2013	JENNIFER HIGGINSON	572.00
165979	01/23/2013	JENNIFER HIGGINSON	572.00

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ESCAPE ONLINE

Page 13 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
165980	01/23/2013	SOMMER MC CARTNEY	558.00
165981	01/23/2013	SOMMER MC CARTNEY	558.00
165982	01/23/2013	SOMMER MC CARTNEY	403.00
165983	01/23/2013	SOMMER MC CARTNEY	1,116.00
165984	01/23/2013	MICHAEL RAE	162.00
165985	01/23/2013	MICHAEL RAE	90.00
165986	01/23/2013	MICHAEL RAE	90.00
165987	01/23/2013	MICHAEL RAE	90.00
165988	01/23/2013	LINDSAY STEINRIEDE	396.00
165989	01/23/2013	NICK TRANI	208.00
165990	01/23/2013	NICK TRANI	576.00
165991	01/23/2013	NICK TRANI	208.00
165992	01/23/2013	NICK TRANI	208.00
165993	01/23/2013	FENTRISS WINN	120.00
165994	01/23/2013	FENTRISS WINN	120.00
165995	01/23/2013	FENTRISS WINN	120.00
165996	01/23/2013	FENTRISS WINN	120.00
165997	01/23/2013	AT & T	224.04
165998	01/23/2013	SOUTHERN CALIFORNIA EDISON CO.	1,794.75
165999	01/23/2013	SOUTHERN CALIFORNIA EDISON CO.	7,193.26
166000	01/23/2013	SOUTHERN CALIFORNIA EDISON CO.	12,439.53
166001	01/23/2013	VERIZON	148.37
166002	01/23/2013	VERIZON	409.41
166003	01/23/2013	XEROX CORPORATION	2,262.19
166004	01/23/2013	COMFORT INN & SUITES	1,689.67
166005	01/23/2013	PT LOMA NAZARENE UNIVERSITY	465.00
166006	01/23/2013	EDWIN TIONGSON	1,760.00
166007	01/23/2013	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	1,200.00
166008	01/23/2013	D3 SPORTS, INC.	1,473.55
166009	01/23/2013	DANA POINT YACHT MAINTENANCE	31.90
166010	01/23/2013	DB MECHANICAL, INC.	4,500.00
166011	01/23/2013	DE NAULT'S TRUE VALUE HARDWARE	55.39
166012	01/23/2013	DEEP SURPLUS	466.56
166013	01/23/2013	DELL MARKETING L.P. C/O DELL USA L.P.	106.89
166014	01/23/2013	RAJANPAL DHILLON	72.40
166015	01/23/2013	SPARKLETTS	39.95
166016	01/23/2013	SPARKLETTS	768.98
166017	01/23/2013	SPARKLETTS	806.37
166018	01/23/2013	EASTBAY TEAM SPORTS DEPT #5374	3,880.35
166019	01/23/2013	ECONOMIC ALTERNATIVES, INC.	716.66
166020	01/23/2013	EDITS	346.29
166021	01/23/2013	ENGLISH TALK SHOP	1,700.00
166022	01/23/2013	FISHER SCIENTIFIC	821.26
166023	01/23/2013	FONTIS SOLUTIONS	441.43
166024	01/23/2013	FREEWAY AUTO SUPPLY	49.63
166025	01/23/2013	DAIRY DEPOT	157.06
166026	01/23/2013	DISCOUNT SCHOOL SUPPLY	657.00
166027	01/24/2013	IDERA, INC.	7,880.40

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ESCAPE ONLINE

Page 14 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
166028	01/24/2013	W. W. GRAINGER	217.06
166029	01/24/2013	HAMPTON TEDDER ELECTRIC CO.	58,602.21
166030	01/24/2013	HIGHER ONE INC.	1,001.72
166031	01/24/2013	IRVINE RANCH WATER DIST.	1,465.51
166032	01/24/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,600.00
166033	01/24/2013	PIPS C/O KEENAN & ASSOCIATES	154,247.83
166034	01/24/2013	KIMBALL OFFICE KIMBALL INT'L.	42,198.35
166035	01/24/2013	LAGUNA GRAPHIC ARTS, INC.	51.02
166036	01/24/2013	LOOMIS, FARGO & COMPANY	645.06
166037	01/24/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	99.13
166038	01/24/2013	MOORE MEDICAL, LLC	26.76
166039	01/24/2013	NEWPORT COMPUTER SOLUTIONS, INC	3,590.23
166040	01/24/2013	NORTH STATE ENVIRONMENTAL	24,317.88
166041	01/24/2013	OCE-IMAGISTICS	131.12
166042	01/24/2013	OXFORD UNIVERSITY PRESS ORDER DEPT.	35.00
166043	01/24/2013	ACADEMIC INNOVATIONS	297.00
166044	01/24/2013	ACADEMIC SENATE	385.00
166045	01/24/2013	DOUBLETREE HOTEL	113.96
166046	01/24/2013	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	62.00
166047	01/24/2013	GLENN ROQUEMORE	86.62
166048	01/25/2013	PARALLAX, INC.	270.65
166049	01/25/2013	PASCO SCIENTIFIC	336.84
166050	01/25/2013	PAYAM-E-ASHENA	250.00
166051	01/25/2013	J.W. PEPPER & SON, INC.	10.78
166052	01/25/2013	PHOENIX GROUP	1,263.01
166053	01/25/2013	PRAXAIR DISTRIBUTION	27.41
166054	01/25/2013	LAUREN PRIAN	100.00
166055	01/25/2013	PSI-PAYPHONE STATIONS INNOVAT.	1,890.00
166056	01/25/2013	PURETEC	2,958.57
166057	01/25/2013	QUALITY OFFICE FURNISHINGS	4,300.08
166058	01/25/2013	QUEST DIAGNOSTICS	634.45
166059	01/25/2013	R2A ARCHITECTURE	37.21
166060	01/25/2013	DONNA RANE-SZOSTAK	18.95
166061	01/25/2013	ROTH CARNEY APC	8,872.66
166062	01/25/2013	ROYAL PLYWOOD CO., LLC	1,490.45
166063	01/25/2013	RSA SOIL PRODUCTS	4.50
166064	01/25/2013	S & B FOODS CATERING DIVISION	128.36
166065	01/25/2013	S & B FOODS CATERING DIVISION	90.72
166066	01/25/2013	S & B FOODS CATERING DIVISION	77.76
166067	01/25/2013	S & B FOODS CATERING DIVISION	188.89
166068	01/25/2013	S & B FOODS CATERING DIVISION	129.30
166069	01/25/2013	S & B FOODS CATERING DIVISION	432.08
166070	01/25/2013	S & B FOODS CATERING DIVISION	159.19
166071	01/25/2013	S & B FOODS CATERING DIVISION	20.47
166072	01/25/2013	S & B FOODS CATERING DIVISION	1,120.87
166073	01/25/2013	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	139.32
166074	01/25/2013	SCIENCE FIRST	38.70

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ESCAPE ONLINE

Page 15 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	2.23
		Expensed Amount	40.93
166075	01/25/2013	SCREENSCOPE, INC.	850.00
		Unpaid Sales Tax	68.00
		Expensed Amount	918.00
166076	01/25/2013	KATARZYNA SELWA	100.00
166077	01/25/2013	SHREESTI SINGH	100.00
166078	01/25/2013	SIXTEN, INC. dba SIXTEN & ASSOC.	993.87
166079	01/25/2013	THOMAS L. SMITH	102.62
166080	01/25/2013	AMY SUPINGER dba SUPINGER STRATEGIES	5,250.00
166081	01/25/2013	UNITED INTERIORS	8,937.00
166082	01/25/2013	UNITED NUCLEAR SCIENTIFIC SUPPLIES	913.90
166083	01/25/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	321.19
166084	01/25/2013	VENTEK INTERNATIONAL	708.75
166085	01/25/2013	VICENTI, LLOYD & STUTZMAN LLP	13,570.00
166086	01/25/2013	VISTA CLEANERS	628.00
166087	01/25/2013	VWR INTERNATIONAL, INC.	415.88
166088	01/25/2013	LISA R. WELLER	300.00
166089	01/25/2013	WELLS FARGO BANKS ACCOUNT ANALYSIS	12,759.30
166090	01/25/2013	CYNTHIA WILDE	100.00
166091	01/25/2013	WILMAD/LAB GLASS	46.77
166092	01/25/2013	WITT COMPANY	208.31
166093	01/25/2013	YAMAHA GOLF CARS OF CA, INC.	1,254.67
166094	01/25/2013	FRANK ZUNIGA	120.00
166095	01/25/2013	SOUTH COAST FAMILY PRACTICE	65.00
166096	01/25/2013	MINDIA GABICHVADZE	1,416.66
166097	01/25/2013	AMAN NETWORKS, INC. dba FIREWALL JUNCTION	79,566.48
166098	01/25/2013	LEE ARMSTRONG CO., INC.	8,961.75
166099	01/25/2013	DATA CLEAN CORPORATION	1,140.00
166100	01/25/2013	HAITBRINK ASPHALT PAVING, INC.	64,350.00
166101	01/25/2013	LIBERTY MUTUAL ATTN: JASON STONEFELD	208,058.00
166102	01/25/2013	NEUDESIC, LLC	53,429.00
166103	01/25/2013	SO CAL GLAZING, INC.	4,991.00
166104	01/25/2013	TORREY PINES BANK ATTN: ROSE RAMSDEN	23,119.00
166105	01/25/2013	A G CONSTRUCTION	1,600.00
166106	01/25/2013	A-1 AWARDS	552.53
166107	01/25/2013	ADCLUB ADVERTISING SERVICE	10,000.00
166108	01/25/2013	ALLSTEEL INC.	505.62
166109	01/25/2013	AUCA LOS ANGELES	92.07
166110	01/25/2013	ARROWHEAD DRINKING WATER	20.89
166111	01/25/2013	ADVANTA ENERGY	800.00
166112	01/25/2013	BAKER & TAYLOR	90.67
166113	01/25/2013	BLICK ART MATERIALS	3,106.93
166114	01/25/2013	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	30,629.25
166115	01/25/2013	KATHARINE S. BROOKS	8,000.00
166116	01/25/2013	MIKE BROWN GRANDSTANDS, INC.	4,322.61 *
		Cancelled on 01/30/2013, Cancel Register # AP01302013	
166117	01/25/2013	CDW GOVERNMENT, INC.	849.87

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ESCAPE ONLINE

Page 16 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
166118	01/25/2013	CINTAS CORPORATION	100.00
166119	01/25/2013	CINTAS DOCUMENT MANAGEMENT	120.00
166120	01/25/2013	CINTAS DOCUMENT MANAGEMENT	120.00
166121	01/25/2013	CINTAS DOCUMENT MANAGEMENT	120.00
166122	01/25/2013	CINTAS DOCUMENT MANAGEMENT	120.00
166123	01/25/2013	LUISA CIRSON	100.00
166124	01/25/2013	JOE CLAYTON JR.	66.43
166125	01/25/2013	COMPUTER CO-OP	89.00
166126	01/25/2013	CONTRACT DECOR, INC.	842.00
166127	01/25/2013	JENNIFER COOMER	100.00
166128	01/25/2013	SYLVIA CORDOVA	240.00
166129	01/25/2013	CORE SOFTWARE CORP	10,000.00
166130	01/25/2013	COX COMMUNICATIONS	5,478.37
166131	01/25/2013	CR&R	2,461.00
166132	01/25/2013	CUMMINS-ALLISON CORP.	277.71
166133	01/25/2013	ALLSTEEL, INC.	40,049.90
166134	01/28/2013	DR. ROBERT BRAMUCCI	807.63
166135	01/28/2013	CCLC/CCCAA CONVENTION	310.00
166136	01/28/2013	CCLC/CCCAA CONVENTION	200.00
166137	01/28/2013	COMMUNITY COLLEGE LEAGUE OF CA	580.00
166138	01/28/2013	COMMUNITY COLLEGE LEAGUE OF CA	580.00
166139	01/28/2013	CSCC % UCLA GRAD SCHOOL OF ED	145.00
166140	01/28/2013	KARIMA FELDHUS	12.50
166141	01/28/2013	SUZANNE HAMMEL	33.78
166142	01/28/2013	HOME DEPOT	1,604.02
166143	01/28/2013	HYATT REGENCY MONTEREY	367.30
166144	01/28/2013	DAVIT S. KHACHATRYAN,	72.38
166145	01/28/2013	MACIAS, GINI & O'CONNELL, LLP	5,189.33
166146	01/28/2013	MARKETLAB, INC.	168.95
		Unpaid Sales Tax	11.44
		Expensed Amount	180.39
166147	01/28/2013	SAN MATEO MARRIOTT SFO	134.31
166148	01/28/2013	MARVAIR	477.80
		Unpaid Sales Tax	25.87
		Expensed Amount	503.67
166149	01/28/2013	BONNIE JOY MASSEY	36.20
166150	01/28/2013	MC CALLUM GROUP, INC.	3,500.00
166151	01/28/2013	J. M. MC CONKEY CO.	536.76
166152	01/28/2013	KIM MC CORD	353.80
166153	01/28/2013	JERRY MC GRATH	107.51
166154	01/28/2013	McMASTER CARR SUPPLY CO.	26.42
166155	01/28/2013	PATTERSON MEDICAL SUPPLY, INC.dba MEDCO SUPPLY COMPANY	334.27
166156	01/28/2013	MICRO CENTER A/R	546.19
166157	01/28/2013	MARCIA MILCHIKER	39.99
166158	01/28/2013	SOPHIE MILLER	26.99
166159	01/28/2013	MISSION PRINTING COMPANY	1,162.08
166160	01/28/2013	MONTGOMERY HARDWARE	1,673.22
166161	01/28/2013	MOUSER ELECTRONICS	179.35

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ESCAPE ONLINE

Page 17 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
166162	01/28/2013	MSC INDUSTRIAL SUPPLY CO.	193.75
166163	01/28/2013	ANNEMARIE JOHNSON	506.00
166164	01/28/2013	ASHLEY SWANGO	276.00
166165	01/28/2013	HEATHER WAREJKO	414.00
166166	01/28/2013	HEIDI WILLIAMS	414.00
166167	01/28/2013	IRMA MARTINEZ	138.00
166168	01/28/2013	JACQUELINE MOUA	276.00
166169	01/28/2013	JACQUELINE SOBRAL	414.00
166170	01/28/2013	JEANINE ALGOSO-RAMIREZ	138.00
166171	01/28/2013	JENNIFER MAU	276.00
166172	01/28/2013	JENNIFER NIELSEN	138.00
166173	01/28/2013	JESSICA SEIGEL	276.00
166174	01/28/2013	JORDAN VANSCHAIK	138.00
166175	01/28/2013	KATHY UTTERBACK	138.00
166176	01/28/2013	LISA SALGADO	138.00
166177	01/28/2013	MARIA ARMSTRONG	138.00
166178	01/28/2013	MARIA GERMINI	138.00
166179	01/28/2013	MARTHA VOELTZ	138.00
166180	01/28/2013	MATTHEW YEAKEL	276.00
166181	01/28/2013	MELINA ALFARO	138.00
166182	01/28/2013	MELINDA POULIOT	552.00
166183	01/28/2013	MIGNONETTE HELBERK MALIK	138.00
166184	01/28/2013	NICOLE TAGUE	138.00
166185	01/28/2013	RACHEL WARD	138.00
166186	01/28/2013	SALLY HUNTINGTON	276.00
166187	01/28/2013	SHARON JENNINGS	276.00
166188	01/28/2013	SHEELA RAO	138.00
166189	01/28/2013	STEPHANIE MECHEM	138.00
166190	01/28/2013	TINA ALLEN	276.00
166191	01/28/2013	WENDY MAGDALENO	368.00
166192	01/28/2013	ELIZABETH M. PARKER-MEREDITH READY STEADY GO PRODUCTIONS	4,700.00
166193	01/28/2013	RICOH USA, INC.	1,277.92
166194	01/28/2013	S & B FOODS CATERING DIVISION	41.96
166195	01/28/2013	S & B FOODS CATERING DIVISION	315.58
166196	01/28/2013	SAFE NAVIGATION, INC.	165.24
166197	01/28/2013	SAN CLEMENTE CHAMBER OF COMMERCE	289.00
166198	01/28/2013	SHRED-IT USA-SAN DIEGO	80.00
166199	01/28/2013	SIGNET SYSTEMS INC	6,336.72
166200	01/28/2013	DANIEL SMITH, INC.	1,055.42
		Unpaid Sales Tax	84.43
		Expensed Amount	1,139.85
166201	01/28/2013	SOURCE GRAPHICS	487.22
166202	01/28/2013	UNISOURCE WORLDWIDE INC.	406.60
166203	01/28/2013	VISTA PAINT CORPORATE OFFICE	152.37
166204	01/29/2013	IDERA, INC.	1,639.20
166205	01/29/2013	ANTONIA CASTRO-GRAHAM	69.93
166206	01/29/2013	CRAIG CONNOR	76.30
166207	01/29/2013	G & K SERVICES	216.46

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ESCAPE ONLINE

Page 18 of 24



## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
166208	01/29/2013	GALLS INC. %GALLS RETAIL CA LOCK BOX	3,281.72
166209	01/29/2013	JULIE GENTILE	240.00
166210	01/29/2013	GOLF TEAM PRODUCTS	2,349.00
		Unpaid Sales Tax	184.40
		Expensed Amount	2,533.40
166211	01/29/2013	JACOBSEN WEST	671.66
166212	01/29/2013	GRACE TRAINING SUPPLY	18,926.75
		Unpaid Sales Tax	1,440.20
		Expensed Amount	20,366.95
166213	01/29/2013	W. W. GRAINGER	1,694.22
166214	01/29/2013	GRESHAM SAVAGE NOLAN & TILDEN ATTORNEYS AT LAW	90.00
166215	01/29/2013	GEORGINA GUY	46.53
166216	01/29/2013	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	725.00
166217	01/29/2013	HARDY DIAGNOSTICS ACCOUNTS RECEIVABLE	969.96
166218	01/29/2013	HIGHER EDUCATION PUBLICATIONS	75.00
166219	01/29/2013	HIGHER ONE INC.	548.80
166220	01/29/2013	HIGHMARK SMART RELIABLE SEATING, INC.	2,510.49
166221	01/29/2013	HIRSCH PIPE & SUPPLY	791.57
166222	01/29/2013	HITT MARKING DEVICES, INC.	338.43
166223	01/29/2013	HORIZON	5,050.28
166224	01/29/2013	ANTHONY HUNTLEY	52.92
166225	01/29/2013	INDUSTRIAL METAL SUPPLY CO.	74.79
166226	01/29/2013	IRVINE PIPE & SUPPLY	266.36
166227	01/29/2013	IRVINE RANCH WATER DIST. ATEP	301.66
166228	01/29/2013	IVC/ATEP WORKFORCE DEVELOPMENT	1,440.00
166229	01/29/2013	JACKSTIN JACKSON KELLY	2,950.00
166230	01/29/2013	JAMECO ELECTRONICS	88.95
166231	01/29/2013	TIMOTHY JEMAL	49.99
166232	01/29/2013	JOHNSTONE SUPPLY	650.26
166233	01/29/2013	KRATOS HBE	1,240.30
166234	01/29/2013	DAVID B. LANG	377.93
166235	01/29/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	393.29
166236	01/29/2013	MOULTON-NIGUEL WATER DIST.	9,444.16
166237	01/29/2013	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	700.00
166238	01/29/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	2,596.47
166239	01/30/2013	BLICK ART MATERIALS	72.61
166240	01/30/2013	MIKE BROWN GRANDSTANDS, INC.	4,250.00
166241	01/30/2013	C & H DISTRIBUTORS, INC.	598.90
166242	01/30/2013	CALIFORNIA ELECTRIC SERVICE	351.15
166243	01/30/2013	CDW GOVERNMENT, INC.	376.11
166244	01/30/2013	CHRONICLE OF HIGHER EDUCATION	75.00
166245	01/30/2013	CLARK SECURITY PRODUCTS INC.	8,328.50
166246	01/30/2013	MIKE COLLINS	470.29
166247	01/30/2013	COX COMMUNICATIONS	1,163.65
166248	01/30/2013	DE NAULT'S TRUE VALUE HARDWARE	126.23
166249	01/30/2013	DEMCO INC.	390.78
166250	01/30/2013	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	1,274.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 19 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
166251	01/30/2013	CATHERINE DICKSON	100.00
166252	01/30/2013	DISH NETWORK	71.83
166253	01/30/2013	MICHAEL K. DOMINIC	240.00
166254	01/30/2013	DUNN-EDWARDS CORPORATION	570.83
166255	01/30/2013	EASTBAY TEAM SPORTS DEPT #5374	3,423.40
166256	01/30/2013	ECONOMIC ALTERNATIVES, INC.	358.33
166257	01/30/2013	EDWARDS, ARNETTE	360.00
166258	01/30/2013	ELECTRONIX EXPRESS	28.80
166259	01/30/2013	EMCOR/Mesa Energy Systems	1,300.00
166260	01/30/2013	ENTERPRISE RENT-A-CAR	290.89
166261	01/30/2013	ESSENCE ENTERTAINMENT	153.71
166262	01/30/2013	EUROPRINT, INC.	415.80
166263	01/30/2013	FAIRCHILD BOOKS & VISUALS	82.95
		Unpaid Sales Tax	5.76
		Expensed Amount	88.71
166264	01/30/2013	DERRICK L. FAISON FOUNDATION	690.00
166265	01/30/2013	FERGUSON ENTERPRISES INC #1350	505.87
166266	01/30/2013	FISHER SCIENTIFIC	4,534.64
166267	01/30/2013	FLOOR TECH GROUP	3,390.00
166268	01/30/2013	FOSTER CARE AUXILIARY OF OC	120.00
166269	01/30/2013	FREEWAY AUTO SUPPLY	346.15
166270	01/30/2013	OFFICEMAX CONTRACT INC.	3,000.42
166271	01/30/2013	CDW GOVERNMENT, INC.	111.20
166272	01/30/2013	DAIRY DEPOT	52.00
166273	01/31/2013	W. W. GRAINGER	400.27
166274	01/31/2013	JIST WORKS, INC.	1,337.85
166275	01/31/2013	LAGUNA GRAPHIC ARTS, INC.	507.96
166276	01/31/2013	LASER SOURCE	60.00
166277	01/31/2013	LAURA'S INT PLANTSCAPE SERV	200.00
166278	01/31/2013	LIFETIME MEMORY PRODUCTS, INC.	59.34
166279	01/31/2013	LYNDA.COM, INC.	116.43
166280	01/31/2013	MICHAEL LOWELL MC CORMICK	17.27
166281	01/31/2013	MED-TECH RESOURCE INC	500.61
166282	01/31/2013	MONTGOMERY HARDWARE	306.31
166283	01/31/2013	CITIZENS BUSINESS BANK ATTN: LORI MOYNIHAN, VP	57,960.05
166284	01/31/2013	NACCE	750.00
166285	01/31/2013	NORTHERN SAFETY COMPANY	43.35
		Unpaid Sales Tax	2.56
		Expensed Amount	45.91
166286	01/31/2013	OC Treasurer-Tax Collector	10,539.50
166287	01/31/2013	ORANGE CO. BUSINESS JOURNAL	79.00
166288	01/31/2013	ORANGE COUNTY ELECTRIC, INC	1,100.00
166289	01/31/2013	OC REGISTER COMMERCIAL BILLING	2,000.04
166290	01/31/2013	OCLC, INC. DEPT #34299	541.71
166291	01/31/2013	OHLONE COLLEGE COMMUNITY EDUCATION	500.00
166292	01/31/2013	ONE SOURCE DISTRIBUTORS, INC.	7,775.39
166293	01/31/2013	ORKIN PEST CONTROL 711	637.50

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ESCAPE ONLINE

Page 20 of 24

Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
166294	01/31/2013	OTHER WORLD COMPUTING ATTN: EDUCATIONAL ACCOUNTS	2,727.90
		Unpaid Sales Tax	216.30
		Expensed Amount	2,944.20
166295	01/31/2013	AT & T MOBILITY	10.89
166296	01/31/2013	AT & T	84.80
166297	01/31/2013	AT & T	361.54
166298	01/31/2013	AT & T	6.02
166299	01/31/2013	AT & T	61.28
166300	01/31/2013	AT & T	61.28
166301	01/31/2013	AT & T	61.28
166302	01/31/2013	AT&T	556.58
166303	01/31/2013	AT&T	371.04
166304	01/31/2013	AT&T	1,564.33
166305	01/31/2013	SIEMENS INDUSTRY INC.	499.16
166306	01/31/2013	SOUTHERN CALIFORNIA EDISON CO.	29,557.06
166307	01/31/2013	SOUTHERN CALIFORNIA GAS CO.	1,844.04
166308	01/31/2013	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE	1,386.59
166309	01/31/2013	XEROX CORPORATION	351.10
166310	01/31/2013	XEROX CORPORATION	4,094.89
166311	01/31/2013	XEROX CORPORATION	31.27
166312	01/31/2013	WELLS FARGO #1598	784.36
166313	01/31/2013	WELLS FARGO #1606	3,613.68
166314	01/31/2013	WELLS FARGO #2078	4,119.64 *
Cancelled on 02/01/2013, Cancel Register # AP02012013E			
166315	01/31/2013	WELLS FARGO #3317	1,735.39
		Unpaid Sales Tax	51.82
		Expensed Amount	1,787.21
166316	01/31/2013	WELLS FARGO #4198	125.00
166317	02/01/2013	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	21,158.87
166318	02/01/2013	ACCCA	445.00
166319	02/01/2013	CA SCHOOL EMPLOYEES ASSN CHAPTER 586	1,157.59
166320	02/01/2013	CASE DISTRICT VII ATTN: CONFERENCES	425.00
166321	02/01/2013	CCLC/CCCAA CONVENTION	200.00
166322	02/01/2013	CCCCSSAA ATTN: BRUCE PATT	250.00
166323	02/01/2013	CCCEOPSA CERRITOS COLLEGE	125.00
166324	02/01/2013	COMMUNITY COLLEGE LEAGUE OF CA	1,275.00
166325	02/01/2013	COMMUNITY COLLEGE LEAGUE OF CA	1,175.00
166326	02/01/2013	EMBASSY SUITES HOTEL	414.20
166327	02/01/2013	HYATT REGENCY MONTEREY	495.30
166328	02/01/2013	HYATT REGENCY - SAN FRANCISCO	473.81
166329	02/01/2013	DR. CRAIG JUSTICE	699.74
166330	02/01/2013	LIFELINE HEALTHCARE EDUCATION	150.00
166331	02/01/2013	MARRIOTT OAKLAND CITY CENTER	544.29
166332	02/01/2013	SAN MATEO MARRIOTT SFO	268.56
166333	02/01/2013	PEOPLE ADMIN, INC.	32,700.00
166334	02/01/2013	LARRY RADDEN	658.21
166335	02/01/2013	KATHLEEN WERLE	39.50
166336	02/01/2013	CATALYST CONSULTING	3,500.00

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## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
166337	02/01/2013	CDW GOVERNMENT, INC.	1,581.79
166338	02/01/2013	i3 SOLUTIONS	3,200.00
166339	02/01/2013	MARK IV COMMUNICATIONS, INC.	2,645.08
166340	02/01/2013	ORANGE COAST FENCE COMPANY	2,625.00
166341	02/01/2013	PEOPLE ADMIN, INC.	15,000.00
166342	02/01/2013	RGP PLANNING & DEVELOPMENT SERVICES	13,596.10 *
Reissued on 02/01/2013, Cancel Register # AP02012013F			
166343	02/01/2013	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	1,690.00 *
Reissued on 02/01/2013, Cancel Register # AP02012013F			
166344	02/01/2013	WELLS FARGO #2078	4,119.64
166345	02/01/2013	RGP PLANNING & DEVELOPMENT SERVICES	13,596.10
166346	02/01/2013	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	1,690.00
166347	02/04/2013	A TO Z CIRCUIT BREAKERS	52.29
166348	02/04/2013	AIRGAS WEST	916.78
166349	02/04/2013	ALISO VIEJO CHAMBER OF COMMERCE	175.00
166350	02/04/2013	AMERICAN LEAK DETECTION	350.00
166351	02/04/2013	AMER. RED CROSS	1,080.00
166352	02/04/2013	ARROWHEAD DRINKING WATER	20.85
166353	02/04/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	30,393.39 *
Cancelled on 02/04/2013, Cancel Register # AP02042013B			
166354	02/04/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	33,883.53 *
Cancelled on 02/04/2013, Cancel Register # AP02042013B			
166355	02/04/2013	BAKER & TAYLOR	2,194.53
166356	02/04/2013	BERTRAND'S MUSIC	392.91
166357	02/04/2013	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	1,780.88
166358	02/04/2013	BLICK ART MATERIALS	306.95
166359	02/04/2013	BOUNDLESS NETWORK	253.22
166360	02/04/2013	C & H DISTRIBUTORS, INC.	196.60
166361	02/04/2013	CALIFORNIA AUTO BODY SHOP SUPPLIES	47.78
166362	02/04/2013	CESA-SC	175.00
166363	02/04/2013	CRAIG CAMELL	1,100.00
166364	02/04/2013	CARQUEST AUTO PARTS	237.31
166365	02/04/2013	CCCMVCA % TOM PESTOLESI, TREASURER	150.00
166366	02/04/2013	CCPRO C/O CRAIG PETINAK, TREASURER	175.00
166367	02/04/2013	CDW GOVERNMENT, INC.	991.16
166368	02/04/2013	CINTAS CORPORATION	60.00
166369	02/04/2013	CLARK SECURITY PRODUCTS INC.	262.81
166370	02/04/2013	CONSOLIDATED ELECTRICAL DIST.	286.05
166371	02/04/2013	COUTTS LIBRARY SERVICES, INC.	47.23
166372	02/04/2013	DEBORAH FRICKE	180.00
166373	02/04/2013	ADVANCED OFFICE SERVICES IMAGING PLUS	23.44
166374	02/04/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	30,393.39
166375	02/04/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	33,883.53
166376	02/04/2013	COMPREHENSIVE CONTROL SYSTEMS	1,064.00
166377	02/04/2013	ASHLEIGH FUNCHES	207.09
166378	02/05/2013	PACWEST AIR FILTER, LLC	7,072.71
166379	02/05/2013	PARKWAY LAWNMOWER SHOP	119.51
166380	02/05/2013	PAYAM-E-ASHENA	250.00

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ESCAPE ONLINE

Page 22 of 24

## Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
166381	02/05/2013	LILIANN PEREZ-STROUD	600.00
166382	02/05/2013	PETE'S ROAD SERVICE	357.98
166383	02/05/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
166384	02/05/2013	PORTLAND COMMUNITY COLLEGE	15,561.52
166385	02/05/2013	POWER FORD TUSTIN	591.63
166386	02/05/2013	PRINT FINISHING SOLUTIONS	494.27
166387	02/05/2013	RANSOM AND RANDOLPH	767.92
166388	02/05/2013	REGISTRATIONS FOR YOU	85.00
166389	02/05/2013	RICOH USA, INC.	16.98
166390	02/05/2013	RICOH AMERICAS CORP	72.96
166391	02/05/2013	S & B FOODS CATERING DIVISION	442.69
166392	02/05/2013	SAFELITE AUTO GLASS	266.01
166393	02/05/2013	SAFEWAY, INC.	60.62
166394	02/05/2013	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	1,199.74
166395	02/05/2013	SANTA CRUZ BIOTECHNOLOGY	620.22
166396	02/05/2013	SCHLAIFER'S ENAMELING SUPPLIES INC.	346.60
		Unpaid Sales Tax	25.80
		Expensed Amount	372.40
166397	02/05/2013	SENNHEISER ELECTRONIC CORP.	250.00
166398	02/05/2013	SIGMA ALDRICH CHEMICAL CO.	119.36
166399	02/05/2013	SIMS TREE HEALTH SPEC., INC.	165.00
166400	02/05/2013	ROBERT SKEELS & CO.	465.00
166401	02/05/2013	SMARDAN SUPPLY - EL MONTE	5,786.35
166402	02/05/2013	SMART & FINAL IRIS CO.	264.71
166403	02/05/2013	DANIEL SMITH, INC.	267.12
		Unpaid Sales Tax	21.37
		Expensed Amount	288.49
166404	02/05/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,296.44
166405	02/05/2013	SOURCE GRAPHICS	1,137.90
166406	02/05/2013	SPECTRUM CHEMICAL MFG. CORP.	427.79
166407	02/05/2013	SUNNY SLOPE TREES	987.12
166408	02/05/2013	PATRIC TAYLOR	147.08
166409	02/05/2013	TECHNIC BUSINESS SOLUTIONS	389.52
166410	02/05/2013	APRIL THOMPSON dba SPERO FAMILY SERVICES	180.00
166411	02/05/2013	TONY'S LOCKSMITH & SAFE SERVICE	64.65
166412	02/05/2013	TURF TIRE DISTRIBUTORS	151.85
166413	02/05/2013	TUSTIN UNIFIED SCHOOL DISTRICT	1,872.00
166414	02/05/2013	UNITED FABRICARE SUPPLY, INC.	1,493.80
166415	02/05/2013	UNITED POWER & BATTERY	2,890.00
166416	02/05/2013	VENTEK INTERNATIONAL	315.00
166417	02/05/2013	KATHLEEN WERLE	50.99
166418	02/05/2013	WEST-LITE SUPPLY CO.	1,353.32
166419	02/05/2013	MICHAEL E. WILSON	13,124.00
166420	02/05/2013	WORLDPOINT ECC, INC.	480.85
166421	02/05/2013	YALE CHASE MATERIALS HANDLING	2,419.21
166422	02/05/2013	YARDLEY PUMP AND VACUUM, INC.	1,006.08
166423	02/05/2013	ZAMA SPORTS	145.53

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ESCAPE ONLINE

Page 23 of 24

**Checks Dated 01/03/2013 through 02/05/2013**

Check Number	Check Date	Pay to the Order of	Check Amount
166424	02/05/2013	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	2,537.74
166425	02/05/2013	RPM CONSULTANT GROUP	2,870.00
166426	02/05/2013	PACIFIC WEST MAPS	190.77
166427	02/05/2013	KEN PATTON	392.80
166428	02/05/2013	QIAGEN	447.47
166429	02/05/2013	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	3,300.00
166430	02/05/2013	SIMS TREE HEALTH SPEC., INC.	245.00
166431	02/05/2013	SMART & FINAL IRIS CO.	40.00
166432	02/05/2013	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
166433	02/05/2013	WESTERN GRAPHICS PLUS, INC.	2,322.00
<b>Total Number of Checks</b>			<b>1,020</b>
			<b>5,115,381.33</b>

**Includes checks for only Bank Account COUNTY**

	Count	Amount
Cancel	9	74,840.19
Reissue	2	15,286.10
Net Issue		5,025,255.04

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	882	3,317,503.44
12	Child Development Fund	45	14,361.47
40	Capital Outlay Fund	68	1,296,969.11
68	Self-Insurance Fund	9	33,452.28
71	Retiree Benefit Fund	5	365,898.51
<b>Total Number of Checks</b>		<b>1,009</b>	<b>5,028,184.81</b>
<b>Less Unpaid Sales Tax Liability</b>			<b>2,929.77</b>
<b>Net (Check Amount)</b>			<b>5,025,255.04</b>

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ESCAPE ONLINE

Checks Dated 01/03/2013 through 02/05/2013

Check Number	Check Date	Pay to the Order of	Check Amount
010583	01/04/2013	EDUCATION TO GO	1,389.50
010584	01/04/2013	UNLIMITED ENVIRONMENTAL, INC.	4,700.00
010585	01/11/2013	GREGORY J. ATWOOD THE GLASS SPECTRUM	720.00
010586	01/11/2013	AUGUSOFT, INC.	3,000.00
010587	01/11/2013	EDUCATION TO GO	1,182.75
010588	01/11/2013	KAYLAA FOX	1,058.40
010589	01/11/2013	BOB PARRETT CONSTRUCTION	10,558.00
010590	01/11/2013	XEROX CORPORATION	445.79
010591	01/18/2013	OFFICEMAX CONTRACT INC.	198.08
010592	01/25/2013	SOUTHWEST OFFSET PRINTING CO.	17,731.10
010593	02/01/2013	EDUCATION TO GO	871.50
010594	02/01/2013	OFFICEMAX CONTRACT INC.	30.75
<b>Total Number of Checks</b>			<b>12</b>
			<b>41,885.87</b>

Includes checks for only Bank Account SC-CMED

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	12	41,885.87
	Total Number of Checks	12	41,885.87
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>41,885.87</b>

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ESCAPE ONLINE

**Checks Dated 01/03/2013 through 02/05/2013**

Check Number	Check Date	Pay to the Order of	Check Amount
009068	01/04/2013	OFFICEMAX CONTRACT INC.	213.11
009069	01/04/2013	LAKE FOREST II HOMEOWNERS ASSOCIATION	580.30
009070	01/11/2013	EDUCATION TO GO	186.75
009071	01/18/2013	REBECCA MAY BRUBAKER	8.19
009072	01/18/2013	FHEG IVC BOOKSTORE STORE 895	1,805.76
009073	01/18/2013	KAMPS INC.	580.50
009074	01/23/2013	BENJAMIN LEE	60.00
009075	01/25/2013	DELL MARKETING L.P. C/O DELL USA L.P.	1,391.28
009076	01/25/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	58,528.41
009077	01/25/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	30,913.18
009078	02/01/2013	EDUCATION TO GO	455.75
009079	02/01/2013	MARK SEVI	487.50
009080	02/01/2013	WELLS FARGO #1598	259.92
009081	02/05/2013	REBECCA MAY BRUBAKER	6.08
<b>Total Number of Checks</b>			<b>14</b>
			<b>95,476.73</b>

Includes checks for only Bank Account IVC-CMED

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	14	95,476.73
Total Number of Checks		14	95,476.73
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>95,476.73</b>

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ESCAPE ONLINE



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Adopt Resolution No. 13-04 Authorizing the Execution and Delivery of Lease Leaseback Contracts and Filing of a Validation Action for the Saddleback College Sciences Building

**ACTION:** Approval

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**BACKGROUND**

On February 28, 2011, staff and legal counsel conducted a presentation on the Lease/Leaseback delivery method. On October 29, 2012, staff presented a summary of the Lease/Leaseback delivery method and the Board of Trustees authorized a Preconstruction Services Agreement with C.W. Driver with the intent of entering into Lease/Leaseback Agreements after successful completion of the Preconstruction services.

Baseline costs provided by all three Lease/Leaseback proposers for the construction of the Saddleback College Sciences building had a less than 1.3% differential between highest and lowest proposals. All three proposals were over budget by no less than 24%. Cost saving measures have been incorporated and the project estimate is in alignment with the construction budget of \$39.5 million dollars. Constructability review, phasing and estimating services are running concurrent with the on-going Division of the State Architect's (DSA) review and approval.

Lease/Leaseback projects are constructed pursuant to the provisions set forth in the Education Code section 81330 *et seq.*

**STATUS**

Upon receipt of DSA approval, District staff will provide project management oversight while the chosen contractor, C.W. Driver, undertakes a bid process for multiple trades in order that they may arrive at a guaranteed maximum price for the project which is expected to be less than or equal to \$42,000,000, which includes a construction contingency of 5% or no greater than \$2,000,000, plus an additional District allowance of 3% or no greater than \$1,200,000 for a total value of no greater than \$43,200,000.

The Lease/Leaseback approach will be realized when the District enters into a Construction Services agreement and two leases with, C.W. Driver: a Site Lease and a Sublease. The Site Lease is the initial lease document in which the District will lease a defined portion of the site to the contractor for \$1 per year for the purpose of constructing the building. The Sublease is the second lease document in which the

Item Submitted By: Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

District will gain back the leased site and the completed constructed facilities and is the document that sets the fixed price to be paid by the District for the completion of the project. The Sublease document will include a Construction Services Agreement as an exhibit which directs the contractor to construct the project pursuant to the plans and specifications approved by the Division of the State Architect. The Construction Services Agreement will also include legal requirements associated with public works projects, such as certain labor and payment of prevailing wage requirements, requirements regarding payment and performance bonds, as well as pertinent construction contract provisions such as indemnity and insurance language. It is through the lease payments by the District that the contractor will be paid for its construction services.

District legal counsel will file and litigate an appropriate validation action in the appropriate court with respect to the construction of the Project and the matters approved by this Resolution.

Legal Counsel has reviewed the recommended Site Lease, Sublease and Construction Services Agreement. Staff recommends construction of the Saddleback College Sciences Building Project pursuant to the Lease/Leaseback construction delivery method and recommends Board approval the Resolution authorizing execution and delivery of Lease Leaseback Contracts and filing of the validation action for the Saddleback College Sciences Building. Staff will provide the final agreements for board approval at receipt of guaranteed maximum price by the lease leaseback contractor, C.W. Driver.

Funds for these services are available in the project budget which is \$59,050,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-04 (Exhibit A) authorizing execution and delivery of Lease Leaseback Contracts and filing of validation action for the Saddleback College Sciences Building for a not to exceed price of \$43,200,000.

RESOLUTION NO. 13-04

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AUTHORIZING THE EXECUTION AND DELIVERY OF A SITE LEASE, SUBLEASE AND CONSTRUCTION  
SERVICES AGREEMENT AND THE FILING OF A VALIDATION ACTION RELATING TO THE CONSTRUCTION OF  
THE SADDLEBACK COLLEGE SCIENCES BUILDING PROJECT

**WHEREAS**, the South Orange County Community College District ("District") desires to construct improvements on the Saddleback College campus, as more particularly described in the Plans and Specifications for the Saddleback College Sciences Building Project (the "Site"), as a lease-leaseback project whereby the District will lease the Site which the District owns to C.W. Driver ("Builder") who will construct the Project thereon and lease the Project and underlying Site back to the District during the construction of the Project;

**WHEREAS**, Education Code Section 81330 *et seq.* authorizes the governing board of a community college district to let to any person, firm or corporation let any real property belonging to the district if the instrument by which such property is let requires the lessee to construct on the demised premises, a building or buildings for use of the district during the term thereof, and provides that title to the building shall vest in the district at the expiration of that term;

**WHEREAS**, it is in the best interest of the District to cause the construction of the Project through lease and sublease of the Site pursuant to Education Code Section 81330 *et seq.*;

**WHEREAS**, in order to complete the Project, it is necessary that the District enter into the Site Lease, in which the Site will be leased to Builder, and a Sublease which provides for the sublease of the Site and the lease of the Project by Builder to the District, and that authorized validation action is filed;

**WHEREAS**, the Sublease includes construction provisions with which Builder shall comply with respect to construction of the Project ("Construction Services Agreement");

**WHEREAS**, pursuant to Section 81332 of the Education Code, the plans and specifications for the Project must be prepared and adopted prior to entering into Site Lease and the Sublease agreement for the Project ("Plans and Specifications");

**WHEREAS**, the Plans and Specifications have been submitted to the Division of State Architect ("DSA");

**WHEREAS**, pursuant to Education Code Section 81332 *et seq.*, District shall obtain the DSA preliminary approval of the Plans and Specifications for the Project subject to minor revisions, if any, prior to execution of the Site Lease or Sublease, and prior to commencement of the Project;

**WHEREAS**, in order to ensure that moneys sufficient to pay all costs will be available for the Project, the District has appropriated funds for the Project as will be provided by the Sublease;

**WHEREAS**, the Board of Trustees ("Board") or their designee has been presented with the Plans and Specifications for the Project and has examined and approves of such documents, subject to minor

revisions, if any, by DSA, and subject to the delegation of authority provided by the Board as set forth below;

**WHEREAS**, the Board has been presented with the form of each document referred to herein relating to the transaction contemplated hereby and the Board has examined and approved each document and desires to authorize and direct the execution of such documents and the consummation of such transaction, subject to the delegation of authority provided by the Board as set forth below;

**WHEREAS**, all acts, conditions, and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transaction authorized hereby, do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such lease-leaseback financing and to appropriate agreements for the purpose, in the manner, and upon the terms herein provided.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the South Orange County Community College District does hereby resolve, determine and order as follows:

Section 1. Recitals. All of the recitals herein contained are true and correct.

Section 2. Site Lease and Sublease. The form of agreements entitled "Site Lease," "Sublease" and "Construction Services Agreement," each presented to this meeting and each to be entered into by and between the District and Builder which together provide generally for (i) the lease by the District of the Site to Builder, (ii) the sublease of the Site and the lease of the Project by Builder to the District, and (iii) the payment of certain lease payments by the District under the Sublease in an amount equal to the aggregate construction costs for the Project as set forth in the Construction Services Agreement ("Lease Payments") are hereby approved subject to any revisions which are acceptable to both District's Vice Chancellor- Business Services and District's legal counsel. The Vice Chancellor- Business Services or their designee is hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver to Builder such agreements, once finalized, pursuant to the delegation of authority provided for hereby.

Section 3. Approval of Process. The Board hereby approves of the lease-leaseback process and approves of the Guaranteed Maximum Price amount not to exceed Forty-Two Million Dollars (\$42,000,000.00), which includes a construction contingency of 5% or no greater than Two Million Dollars (\$2,000,000.00), plus a District Contingency amount of 3% or no greater than One Million Two Hundred Thousand Dollars (\$1,200,000.00), for a total amount not to exceed Forty-Three Million Two Hundred Thousand Dollars (43,200,000.00), for the construction of the Project pursuant to the terms of the Construction Services Agreement. The Board shall, at a later date, be presented with a final Guaranteed Maximum Price amount, final DSA-approved Plans and Specifications and final agreements described in Section 2.

Section 4. Validation Action. The Board hereby authorizes District counsel to file and litigate an appropriate validation action in the appropriate court with respect to the construction of the Project and the matters approved by this Resolution.

Section 5. Other Acts; Delegation. The District's Board hereby approves a delegation of authority and appoints the Vice Chancellor- Business Services, or the designee of the Vice Chancellor- Business Services, who is/are hereby authorized and directed, to execute and deliver the Site Lease, Sublease and Construction Services Agreement as provided by Section 2 above, execute and deliver documents and/or negotiate documents with Builder, execute court pleadings or documents necessary to effectuate the prompt litigation of the validation action, and to do any and all things necessary, in consultation with the staff, that they may deem necessary or advisable in order to effectuate the purpose and intent of this Resolution, all provided to the Board of Trustees for ratification upon completion. Said delegation shall be valid during the construction of the Project, or until otherwise rescinded by the Board.

Section 6. Effective Date. This Resolution shall take effect upon adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, \_\_\_\_\_, President of the South Orange County Community College District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of the resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which resolution is on file in office of said Board.

\_\_\_\_\_  
President of the Board of Trustees  
South Orange County Community College District

I, \_\_\_\_\_, Clerk of the South Orange County Community College District Board of Trustees, do hereby certify that the foregoing Resolution was introduced and adopted by said Board at a regular session meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

EXHIBIT "A"

**DESCRIPTION OF SITE**

Site is defined as the project perimeter as defined by the DSA approved construction documents.

**LIFE SCIENCES BUILDING PROJECT**  
**SUBLEASE AGREEMENT**

Between

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

and

**C. W. DRIVER**

Dated as of \_\_\_\_\_, 2013

**LIFE SCIENCES BUILDING PROJECT**  
**SUBLEASE AGREEMENT**

This SUBLEASE AGREEMENT ("Sublease") is dated as of \_\_\_\_\_, 2013 and is by and between the South Orange County Community College District, a community college district duly organized and existing under the laws of the State of California ("District"), and C. W. DRIVER, a \_\_\_\_\_ corporation and operating under the laws of the State of California ("Lessor").

RECITALS:

WHEREAS, the District deems it essential for its own governmental purpose, to finance the construction and installation of certain improvements related to a life sciences building project as described in Exhibit "A" attached hereto (the "Project") and situated on the Saddleback College Campus site described in Exhibit "B" attached hereto (the "Site"); and

WHEREAS, pursuant to Section 81330 *et seq.* of the Education Code, the District may enter into leases and agreements relating to real property and buildings used by the District; and

WHEREAS, pursuant to Section 81335 of the Education Code, the District is leasing the Site to Lessor under a lease agreement dated the date hereof (the "Site Lease") attached hereto as Exhibit "C" in consideration of Lessor leasing and subleasing the Project and the Site to the District pursuant to the terms of this Sublease; and

WHEREAS, the District owns the Site and pursuant, to that certain Construction Services Agreement entered into by and between the District and Lessor of even date herewith (the "Construction Services Agreement") attached hereto as Exhibit "D," has prepared and adopted plans and specifications for the completion of the Project which have been approved pursuant to law as required by Section 81332 of the Education Code; and

WHEREAS the District and Lessor agree to mutually cooperate now or hereafter, to the extent possible, in order to sustain the intent of this Sublease and the bargain of both parties hereto, and to provide Sublease Payments to be made on the dates and in the amount set forth herein.

WITNESSETH:

In consideration of the mutual covenants hereinafter set forth, the District and Lessor parties hereto agree as follows:

SECTION 1. **DEFINITIONS.** Unless the context otherwise requires, the terms defined in this Section shall, for all purposes of this Sublease, have the meanings as herein specified.

- A. **"Certificate of Acceptance and Notice of Completion"** mean those certificates signed by a District Representative to the effect that the Project has been substantially completed.
- B. **"Construction Costs"** means any and all costs incurred by the Lessor with respect to the construction and equipping, as the case may be, of the Project, whether paid or incurred prior to or after the date hereof, including, without limitation, costs for Site preparation, the removal or demolition of existing structures, the construction of the Project and related facilities and improvements, and all other work in connection therewith and all costs of financing, including, without limitation, the cost of consultant, accounting and legal services, other expenses necessary or incident to determining the feasibility of the Project, contractors' and developers' overhead and supervisors' fees and costs directly allocable to the Project, all costs and expenses including any taxes or insurance premiums paid by the Lessor with respect to the Property, administrative and other expenses necessary or incident to the Project and the financing thereof (including reimbursement to any municipality, the District or other entity for expenditures made, with the approval of the District, for the Project).
- C. **"Construction Services Agreement"** means the Construction Services Agreement for construction of improvements on the Saddleback College Campus site by and between the District and the Lessor of even date herewith.
- D. **"Contract Documents"** means the Construction Services Agreement, this Sublease and the Site Lease.



- E. **"District"** means the South Orange County Community College District, a community college district duly organized and existing under the laws of the State of California.
- F. **"Effective Date"** shall mean the Project commencement date found in the Notice to Proceed for the Project in accordance with Section 5 of the Construction Services Agreement.
- G. **"Event of Default"** means one or more events of default as defined in Section 21 of this Sublease.
- H. **"Guaranteed Maximum Price" or "GMP"** means the Guaranteed Maximum Price established pursuant to Section 4 of the Construction Services Agreement.
- I. **"Lessor"** shall mean C. W. DRIVER, \_\_\_\_\_ and its successors and assigns.
- J. **"Prepayment Price"** means the price to be paid by the District to exercise its option to purchase the Site and the Project prior to the natural termination of this Sublease, in accordance with the provisions of Section 26 herein.
- K. **"Project"** means the improvements and equipment to be constructed and installed by the Lessor, as more particularly described in Exhibit "A" attached hereto.
- L. **"Site"** means that certain parcel of real property and improvements thereon (if any) more particularly described in Exhibit "B" attached hereto.
- M. **"Site Lease"** means the Site Lease of even date herewith, by and between the District and the Lessor as set forth in Exhibit "C" attached hereto, together with any duly authorized and executed amendment thereto under which the District leases the Site to the Lessor.
- N. **"Sublease"** means this Sublease together with any duly authorized and executed amendment hereto.
- O. **"Sublease Payment"** means any payment required to be made by the District pursuant to Section 7 of this Sublease.
- P. **"Sublease Prepayment"** means any payment required to be made by the District pursuant to Section 26 of this Sublease.
- Q. **"Term of this Sublease" or "Term"** means the time during which this Sublease is in effect, as provided for in Section 3 of this Sublease.

SECTION 2. **SUBLEASE.**

Lessor hereby leases and subleases to District, and District hereby leases and subleases from Lessor the Project and the Site, including any real property improvements now or hereafter affixed thereto in accordance with the provisions herein for the full term of this Sublease. The leasing by the Lessor to the District of the Site shall not effect or result in a merger of the District's leasehold estate pursuant to this Sublease and its fee estate as lessor under the Site Lease, and the Lessor shall continue to have and hold a leasehold estate in said Site pursuant to the Site Lease throughout the term thereof and the term of this Sublease.

SECTION 3. **TERM OF THE SUBLEASE.**

The terms and conditions of this Sublease shall become effective upon issuance of a Notice to Proceed. The term of the Sublease shall terminate upon the completion of the Project and payment of the last Sublease Payment, unless sooner terminated as hereinafter provided.

- A. Termination of Term. Except as otherwise provided, the Term of this Sublease shall terminate upon the earliest of any of the following events:
- (1) An Event of Default and the Lessor's election to terminate this Sublease pursuant to the provisions of Sections 21 and 22, hereof;
  - (2) The arrival of the last day of the Term of this Sublease and payment of all Sublease Payments hereunder; or
  - (3) The exercise of the District's option under Section 26 hereof.

SECTION 4. **REPRESENTATIONS, WARRANTIES AND COVENANTS OF DISTRICT.** The District represents and warrants to Lessor that:

- A. District is a public community college district, duly organized and existing under the Constitution and laws of the State of California with authority to enter into this Sublease and to perform all of its obligations hereunder;
- B. District's governing body has duly authorized the execution and delivery of this Sublease and further represents and warrants that all requirements have been met and procedures followed to ensure its enforceability;
- C. The execution, delivery and performance of this Sublease does not and will not result in any breach of or constitute a default under any indenture, mortgage, contract, agreement or instrument to which District is a party by which it or its property is bound;
- D. There is no pending or, to the knowledge of District, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of District to perform its obligations under this Sublease;
- E. The Project and the Site are essential to District in the performance of its governmental functions and their estimated useful life to the District exceeds the term of this Sublease;
- F. District shall take such action as may be necessary to include all Sublease Payments in its annual budget and annually to appropriate an amount necessary to make such Sublease Payments;
- G. District shall not abandon the Site for the use for which it is currently required by District and, to the extent permitted by law, District shall not seek to substitute or acquire property to be used as a substitute for the uses for which the site is maintained under the Sublease; and
- H. District shall not allow any Hazardous Substances (as such term is defined in the Site Lease and limited by that which shall be disclosed by the District prior to the Project commencement date in the Notice to Proceed) to be used or stored on, under or about the Site.

SECTION 5. **REPRESENTATIONS AND WARRANTIES OF LESSOR.** Lessor represent and warrant to District that:

- A. Lessor is duly organized in the State of California, and in good standing as a corporation under the laws of the State of California, with full corporate power and authority to lease and own real and personal property;
- B. Lessor has full power, authority and legal right to enter into and perform its obligations under this Sublease, and the execution, delivery and performance of this Sublease has been duly authorized by all necessary corporate actions on the part of Lessor and does not require any further approvals or consents;
- C. The execution, delivery and performance of this Sublease does not and will not result in any breach of or constitute a default under any indenture, mortgage, contract, agreement or instrument to which Lessor is a party by which they or their property is bound;
- D. There is no pending or, to the knowledge of Lessor, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of Lessor to perform their obligations under this Sublease; and
- E. Lessor will not mortgage or encumber the Site or the Sublease or assign this Sublease or their rights to receive Sublease Payments hereunder, except as permitted herein.

**SECTION 6. CONSTRUCTION/ACQUISITION.**

- A. District has entered into a Construction Services Agreement and a Site Lease with Lessor in order to acquire and construct the Project. The cost of the construction and installation of the Project is determined by the GMP as set forth in Section 4 of the Construction Services Agreement.
- B. In order to ensure that moneys sufficient to pay all costs will be available for this purpose when required, District shall maintain on deposit, and shall annually appropriate funds sufficient to make all Sublease Payments which become due to Lessor under this Sublease Agreement.

**SECTION 7. SUBLEASE PAYMENTS.**

- A. District shall pay Lessor lease payments (the "Sublease Payments") as provided by the Construction Services Agreement. In no event shall the sum of the Sublease Payments due hereunder exceed the GMP as it may be revised by the District from time to time in accordance with the provisions set forth in the Construction Services Agreement. The Sublease Payments shall be adjusted to reflect any adjustment to the GMP agreed to in writing by the District and the Contractor. The District shall have no obligation to make Sublease payments hereunder in the event the Effective Date of this Sublease does not occur as a result of District's inability to issue a Notice to Proceed.
- B. Should the District fail to pay any part of the Sublease Payments not otherwise excused pursuant to this Section or Section 9 hereof, or otherwise questioned or challenged by the District pursuant to the Construction Services Agreement, within twenty-five (25) business days from the due date thereof, the District shall, upon Lessor's written request, pay interest on such delinquent payment from the date said payment was due until paid at the rate of ten percent (10%) per annum or the maximum legal rate, whichever is less. The obligation of the District to pay Sublease Payments hereunder shall constitute a current expense of the District and shall not in any way be construed to be a debt of the District in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the District, nor shall anything contained herein constitute a pledge of the general tax revenues, funds or moneys of the District.

- C. In the event that the District exercises its option under Section 26(B) below, and purchases the Project by paying the Prepayment Price, the District's obligations under this Sublease, including but not limited to the District's obligation to pay Sublease Payments under this Section, shall thereupon cease and terminate.
- D. Except as specifically provided in this Section and in Section 9 hereof or as otherwise provided by law, the obligation of the District to make Sublease Payments when due and payable hereunder will be absolute and unconditional in all events and will not be subject to any set-off, defense, counterclaim, abatement or recoupment for any reason whatsoever.

SECTION 8. **FAIR RENTAL VALUE.**

Sublease Payments shall be paid by District in consideration of the right of possession of, and the continued quiet use and enjoyment of, the Project and the Site during the lease. The parties hereto have agreed and determined that such total rental is not in excess of the fair rental value of the Project and the Site. In making such determination, consideration has been given to the fair market value of the Project and the Site, other obligations of the parties under this Sublease (including but not limited to costs of maintenance, taxes and insurance), the uses and purposes which may be served by the Project and the Site and the benefits therefrom which will accrue to the District and the general public, the ability of the District to make additions, modifications and improvements to the Project and the Site which are not inconsistent with the Construction Services Agreement (Exhibit "D" hereof) and which do not interfere with the Lessor's work on the Project and the Site.

SECTION 9. **SUBLEASE ABATEMENT.**

In addition to delay of Sublease Payments provided in Section 7, above, Sublease Payments due hereunder with respect to the Project and the Site shall be subject to abatement prior to the commencement of the use of the Project and the Site by the District or during any period in which, by reason of material damage to or destruction of the Project or the Site, there is substantial interference with the use and right of possession by the District of the Project and the Site or any substantial portion thereof. For each potential incident of substantial interference, decisions to be made on i) whether or not abatement shall apply; ii) the date upon which abatement shall commence; iii) the applicable portion of Sublease Payments to be abated and; iv) the concluding date of the particular abatement shall all be subject to determinations by the District. The amount of Sublease abatement shall be such that the Sublease Payments paid by the District during the period of Project and Site restoration do not exceed the fair rental value of the usable portions of the Project and Site. In the event of any damage or destruction to the Project or the Site, this Sublease shall continue in full force and effect.

SECTION 10. **USE OF SITE AND PROJECT.**

During the term of this Sublease, Lessor shall provide the District with quiet use and enjoyment of the Site without suit, or hindrance from Lessor or their assigns, provided District is in compliance with its duties under this Sublease. District will not use, operate or maintain the Site or Project improperly, carelessly, in violation of any applicable law or in a manner contrary to that contemplated by this Sublease. District shall provide all permits and licenses, if any, necessary for the operation of the Project and Site. In addition, the District agrees to comply in all respects (including, without limitation, with respect to the time, maintenance and operation of the Project and Site) with laws of all jurisdictions in which its operations involving the Project and Site may extend and any legislative, executive, administrative or judicial body exercising any power or jurisdiction over the Site or the

Project; provided, however, that District may contest in good faith the validity or application of any such law or rule in any reasonable manner which does not, in the opinion of Lessor, adversely affect the estate of Lessor in and to the Site or the Project or its interest or rights under this Sublease. Lessor acknowledges that at any time during the term of this Sublease, District may access the Site to conduct District business. Lessor acknowledges and agrees to the District's use or occupation of the Site, so long as such use or occupation does not unreasonably interfere with construction of the Project. Upon substantial completion of the Project or severable portions hereof, the Lessor shall provide the District with quiet use and enjoyment of the Site without suit or hindrance from the Lessor or its assigns, subject to reasonable interference from ongoing construction operations on any remaining portion of the Site under construction by the Lessor.

SECTION 11. **LESSOR'S INSPECTION/ACCESS TO THE SITE.**

District agrees that Lessor and any of Lessor's representatives shall have the right at all reasonable times to enter upon the Site or any portion thereof to construct and improve the Project, to examine and inspect the Site and the Project and to exercise its remedies pursuant to the section in this Sublease entitled "Remedies on Default." District further agrees that Lessor and any of Lessor's representatives shall have such rights of access to the Site as may be reasonably necessary to cause the proper maintenance of the Site and the Project in the event of failure by District to perform its obligations hereunder.

SECTION 12. **PROJECT ACCEPTANCE.**

District shall acknowledge final inspection and completion of the Project by executing a Certificate of Acceptance and recording a Notice of Completion. The validity of this Sublease will not be affected by any delay in or failure of completion of the Project.

SECTION 13. **ALTERATIONS AND ATTACHMENTS.** All permanent additions and improvements that are made to the Project shall belong to and become the property of Lessor, subject to the provisions of this Sublease and Sections 25 and 26 hereof. Separately identifiable attachments added to the Project by the District shall remain the property of the District. At Lessor's request, the District agrees to remove the attachments and restore the Project to substantially as good condition as when acquired and constructed, normal wear and tear excepted, in the event of failure by the District to perform its obligations hereunder.

SECTION 14. **INTENTIONALLY DELETED.**

SECTION 15. **UTILITIES.**

Unless otherwise so specified in the Construction Services Agreement, District shall, in its own name, contract for and pay the expenses of all utility services required for the Project once constructed and Site, such utilities, including but not limited to, all air conditioning, heating, electrical, gas, water, and sewer units. The District shall be liable for payment as well as maintenance of all utility services received.

SECTION 16. **INTENTIONALLY DELETED.**

SECTION 17. **INTENTIONALLY DELETED.**

SECTION 18. **INTENTIONALLY DELETED.**

SECTION 19. **TAXES.**

District shall keep the Project and the Site free and clear of all levies, liens, and encumbrances and shall pay all license fees, registration fees, assessments, charges, and taxes (municipal, state, and federal) if applicable, which may now or hereafter be imposed upon the ownership, leasing, renting, sale, possession, or use of the Project and the Site, excluding, however, all taxes on or measured by Lessor's income.

SECTION 20. **INTENTIONALLY DELETED.**

SECTION 21. **EVENTS OF DEFAULT.** The term "Event of Default," as used in this Sublease means the occurrence of any one or more of the following events:

- A. The District fails to make any unexcused Sublease Payment (or any other payment) within fifteen (15) days after the due date thereof or the District fails to perform or observe any other covenant, condition or agreement to be performed or observed by it hereunder and such failure to either make the payment or perform the covenant, condition or agreement is not cured within ten (10) days after written notice thereof by Lessor;
- B. The Lessor discovers that any statement, representation or warranty made by the District in this Sublease, or in any document ever delivered by the District pursuant hereto or in connection herewith is misleading or erroneous in any material respect;
- C. The District becomes insolvent, is unable to pay its debts as they become due, makes an assignment for the of creditors, applies or consents to the appointment of a receiver, trustee, conservator or liquidator of the District or of all or a substantial part of its assets, or a petition for relief is filed by the District under federal bankruptcy, insolvency or similar laws.

SECTION 22. **REMEDIES ON DEFAULT.** Upon the happening of any Event of Default, Lessor may exercise remedies set forth below; provided, however, that notwithstanding anything herein to the contrary, there shall be no right under any circumstances to accelerate the Sublease Payments or otherwise declare any Sublease Payments not then in default to be immediately due and payable. The District shall continue to remain liable for the payment of Sublease Payments and damages for breach of this Sublease and the performance of all conditions herein such Sublease Payments and damages shall be payable to Lessor at the time and in the manner set forth in subsections (A) and (B) of this Section:

- A. In the event that Lessor does not elect to terminate this Sublease pursuant to subsection (B) below, the District agrees to and shall remain liable for the payment of Sublease Payments and the performance of all conditions herein and shall reimburse Lessor for the full amount of the Sublease Payments to the end of the Sublease term.
- B. In the event of termination of this Sublease by Lessor at its option and in the manner hereinafter provided on account of default by the District, the District shall pay Lessor Sublease Payments then owing for past Sublease Payments due and not paid, compensation on the basis of time and materials for all labor, materials and services provided up to the date of Lessor's termination of the Sublease. Neither notice to pay Sublease Payments or to deliver up possession of the Project and the Site given pursuant to law nor any proceeding in unlawful detainer taken by Lessor shall of itself operate to terminate this Sublease. In the event of any such litigation between the parties, the parties shall pay for their respective costs incurred, including attorneys' fees.

No right or remedy herein conferred upon or reserved to Lessor is exclusive of any other right or remedy herein, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time; provided, however, that notwithstanding any provisions to the contrary herein, Lessor shall not under any

circumstances have the right to accelerate the Sublease Payments that fall due in future Sublease periods or otherwise declare any Sublease Payments not then in default to be immediately due and payable.

SECTION 23. **NON-WAIVER.**

No covenant or condition to be performed by District or Lessor under this Sublease can be waived except by the written consent of the other party. Forbearance or indulgence by District or Lessor in any regard whatsoever shall not constitute a waiver of the covenant or condition in question. Until complete performance by the District or Lessor of said covenant or condition, the other party shall be entitled to invoke any remedy available to it under this Sublease or by law or in equity despite said forbearance or indulgence.

SECTION 24. **ASSIGNMENT.**

Without the prior written consent of the Lessor, which consent shall not be unreasonably withheld, the District shall not (a) assign, transfer, pledge, or hypothecate this Sublease, the Project and the Site, or any part thereof, or any interest therein, or (b) sublet or lend the use of the Project or any part thereof, except as authorized by the provisions of the California Civic Center Act, Education Code section 38130 *et seq.* However, District may lease, license or otherwise allow use or occupation of the Site for third party use so long as such use or occupation does not unreasonably interfere with construction of the Project. Consent to any of the foregoing prohibited acts applies only in the given instance and is not a consent to any subsequent like act by the District or any other person. The Lessor shall not assign its obligations under this Sublease with the exception of their obligation to issue default notices and to convey or reconvey their interest in the Project and Site to the District upon full satisfaction of the District's obligations hereunder; however, the Lessor may assign their right, title and interest in this Sublease, the Sublease Payments and other amounts due hereunder and the Project in whole or in part to one or more assignees or subassignees at any time upon written notice to the District. No assignment shall be effective as against the District unless and until the District is so notified in writing. The District shall pay all Sublease Payments due hereunder pursuant to the direction of Lessor or the assignee named in the most recent assignment or notice of assignment. During the Sublease term, the District shall keep a complete and accurate record of all such assignments. Subject always to the foregoing, this Sublease inures to the benefit of, and is binding upon, the heirs, legatees, personal representatives, successors, and assigns of the parties hereto.

SECTION 25. **OWNERSHIP.**

The Project is and shall at all times be and remain the sole and exclusive property of the Lessor, and the District shall have no right, title, or interest therein or thereto except as expressly set forth herein. During the Term of this Sublease Agreement, the District shall hold title to the Site and obtain title to the Project from the Lessor, and any and all additions which comprise fixtures, repairs, replacements or modifications thereof, as construction progresses and lease payments are made to Lessor. During the term of this Sublease Agreement, the Lessor shall have a leasehold interest in the Site pursuant to the Site Lease. If the District prepays the Sublease Payments in full pursuant to Section 27 hereof or otherwise pays all Sublease Payments, all remaining right, title and interest of the Lessor, if any, in and to the Project and the Site, shall be fully transferred to and vested in the District. Title shall be transferred to and vested in the District hereunder without the necessity for any further instrument of transfer. At the termination of this Sublease Agreement, title to the Site, and any improvements constructed thereon shall vest in the District.

SECTION 26. **SUBLEASE PREPAYMENTS/PURCHASE OPTION.**

- A. **Sublease Prepayments.** At any time during the term of this Sublease, the District may, upon the request of the Lessor or on upon its own initiative, make Sublease Prepayments to the Lessor. No Sublease Prepayments requested by the Lessor may be made by the District in an amount not to exceed the aggregate true cost to the Lessor of the work on the Project completed to the date the Lessor submits the request for a Sublease Prepayment less the aggregate amount of: (1) all Sublease Payments previously made by the District to the Lessor; (2) all Sublease Prepayments previously made by the District to the Lessor; (3) all amounts previously retained pursuant to Section 26(A)(3), below, from Sublease Prepayments previously made by the District to the Lessor (unless the Lessor shall have previously substituted securities for such retained amounts pursuant to Section 26(A)(3)); and (4) the Retention for such Sublease Prepayment pursuant to Section 26(A)(3). Lessor must submit evidence that the conditions precedent set forth in Section 26(A)(1), below, have been met. In the event District elects to make Sublease Prepayments, the Prepayment Price, contemplated in Section 26(B), below, shall be adjusted accordingly.
- (1) The following are conditions precedent to any Sublease Prepayments made to the Lessor pursuant to a request of the Lessor:
    - a. Satisfactory progress of the Construction pursuant to the time schedule required pursuant to Section 10(E) of the Construction Services Agreement (the "Time Schedule") shall have been made as determined in Section 26 (A)(2), below.
    - b. Lessor shall also submit to the District (i) duly executed conditional lien releases and waivers (in the form provided in California Civil Code Section 3262) from the Lessor and all Subcontractors, consultants and other persons retained by the Lessor in connection with the Project, whereby such persons conditionally waive all lien and stop notice rights against the District, the Project and the Project site with respect to the pending Sublease Prepayment to be made by the District, (ii) duly executed unconditional lien releases and waivers (in the form provided in California Civil Code Section 3262) from the Lessor and all subcontractors, consultants and other persons retained by the Lessor in connection with the Project, whereby such persons unconditionally and irrevocably waive all lien and stop notice rights against the District, the Project and the Project site with respect to all previous Sublease Prepayments made by the District, and (iii) any other items that the Lessor may be required to collect and distribute to the District pursuant to the terms and provisions of the Construction Services Agreement. Lessor shall promptly pay all amounts due to each subcontractor, consultant and other person retained by Lessor in connection with the Project no later than ten (10) days after Lessor's receipt of a Sublease Prepayment from the District.
  - (2) The determination of whether satisfactory progress of the Construction pursuant to the Time Schedule has occurred shall be made by the inspector hired by the District pursuant to Section 24 of the Construction Services Agreement. If the District's inspector determines that pursuant to the Time Schedule, the work required to be performed, as stated in the Lessor's Sublease Prepayment request has not been substantially completed, the Lessor shall not be eligible to receive the requested Sublease Prepayment.
  - (3) The District shall retain an amount equal to five percent (5%) of each Sublease Prepayment ("Retention") made at Lessor's request, unless said Retention is modified pursuant to Section 20 of the Construction Provisions. Lessor shall have the right, as delineated in Section 35 of the Construction Services Agreement, to substitute



securities for any Retention withheld by the District, pursuant to the provisions of Public Contract Code section 22300. At any time after fifty percent of the work has been completed, if the Governing Board of the District finds that satisfactory progress is being made, it may make any of the remaining Sublease Prepayments in full.

- B. **Purchase Option.** If the District is not in default hereunder, the District shall be granted options to purchase not less than all the Project in as-is condition. The Prepayment Price at any given time shall be an amount equal to the GMP, as it may be revised from time to time, less the sum of any Sublease Payments and/or Sublease Prepayments made by the District prior to the date on which the District elects to exercise its option under this Section.

SECTION 27. **RELEASE OF LIENS.**

- A. Notwithstanding Section 26, upon District executing a Certificate of Acceptance and filing a Notice of Completion on the Project, as such term is defined herein and in the Construction Services Agreement, Lessor or its assignee and the District shall release Lessor's leasehold interest in Project and the Site. However, District shall retain any and all claims and or warranties it may have under the Construction Services Agreement.
- B. Lessor shall authorize, execute and deliver to the District all documents reasonably requested by the District to evidence (i) the release of any and all liens created pursuant to the provisions of this Sublease and the Site Lease, and (ii) any other documents required to terminate the Site Lease and this Sublease.

SECTION 28. **TERMINATION OF CONSTRUCTION SERVICES AGREEMENT.**

In the event the Construction Services Agreement is terminated pursuant to the provisions contained therein, this Sublease shall immediately terminate.

SECTION 29. **SEVERABILITY.**

If any provision of this Sublease shall be held invalid or unenforceable by a court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provision of this Sublease, unless elimination of such provision materially alters the rights and obligations embodied in this Sublease.

SECTION 30. **INTEGRATION/MODIFICATION.**

This Sublease constitutes the entire agreement between Lessor and the District as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered herein, and it shall not be amended, altered, or changed except by a written agreement signed by the parties hereto.

SECTION 31. **NOTICES.**

Services of all notices under this Sublease shall be sufficient if given personally or mailed to the party involved at its respective address hereinafter set forth or at such address as such party may provide in writing from time to time. Any change in the addresses noted shall not be binding upon the other party unless preceded by no less than thirty (30) days prior written notice. Any such notices shall be deemed to have been received by the addressee if delivered to the person for whom they are intended or if sent by registered mail, return receipt requested, or by telex, telegram, or fax followed by regular mail, addressed as follows:

If to Lessor: C.W. Driver  
15614 Alton Pkwy, Suite 150  
Irvine, CA 92618  
Attn: Bruce Curry

If to District: South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Brandye D'Lena

SECTION 32. **TITLES.**

The titles to the sections of this Sublease are solely for the convenience of the parties and are not an aid in the interpretation thereof.

SECTION 33. **TIME.**

Time is of the essence in this Sublease and each and all of its provisions.

SECTION 34. **LAWS, VENUE AND ATTORNEYS' FEES.**

The terms and provisions of this Sublease shall be construed in accordance with the laws of the State of California. If any action is brought in a court of law to enforce any term of this Sublease, the action shall be brought in a state court situated in the County of Orange, State of California, unless a court finds jurisdiction or venue is only proper in a federal court, or a court outside this county. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorneys' fees, as determined by the courts or arbitrator(s).

IN WITNESS WHEREOF, the parties hereto have executed this Sublease by their authorized officers as of the day and year first written above.

**SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT  
"DISTRICT"**

**C. W. DRIVER  
"LESSOR"**

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

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

Title: Vice Chancellor, Business Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**DESCRIPTION OF PROJECT**

**EXHIBIT B**  
**DESCRIPTION OF SITE**

**EXHIBIT C**  
**SITE LEASE**

**EXHIBIT D**  
**CONSTRUCTION SERVICES AGREEMENT**

**LIFE SCIENCES BUILDING PROJECT**

**SITE LEASE**

Between

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

and

**C. W. DRIVER**

Dated as of \_\_\_\_\_, 2013



## LIFE SCIENCES BUILDING PROJECT

### SITE LEASE

This SITE LEASE is dated as of \_\_\_\_\_, 2013 and is by and between the South Orange County Community College District, a community college district duly organized and existing under the laws of the State of California (the "District") as lessor and C. W. DRIVER, a \_\_\_\_\_ corporation operating under the laws of the State of California (the "Lessee").

WHEREAS, the District desires to provide for the construction of certain public improvements at the Saddleback College Campus site related to a life sciences building construction project (the "Project"); and

WHEREAS, the District's governing board has determined that it is in the best interests of the District and for the common benefit of the citizens it serves to construct the Project by leasing to the Lessee land and existing buildings at the Saddleback College Campus site at which the public improvements are to be constructed, as more specifically described in Exhibit "A," (the "Site"), and subleasing from the Lessee the Site and the Project under a Sublease Agreement (the "Sublease") attached hereto as Exhibit "B" and by this reference incorporated herein; and

WHEREAS, the District and the Lessee have entered into a Construction Services Agreement ("Construction Services Agreement"), attached hereto as Exhibit "C" and by this reference incorporated herein, to ensure that the Project will meet the District's expectations; and

WHEREAS, the District is authorized under Section 81355 of the California Education Code to lease the Site and its governing body has duly authorized the execution of this Site Lease; and

WHEREAS, the Lessee is authorized to lease the Site and to construct the Project on the Site, and has duly authorized the execution and delivery of the Sublease and this Site Lease.

NOW THEREFORE, in consideration of the covenants hereinafter set forth, District and Lessee agree as follows:

SECTION 1. **DEFINITIONS.** Unless the context otherwise requires, the terms defined in this section shall, for all purposes of this lease, have the meanings as herein specified.

- A. **"Construction Services Agreement"** means the Construction Services Agreement for construction of improvements on the Saddleback College Campus site by and between the District and the Lessee dated of even date herewith.
- B. **"Contract Documents"** means the Construction Services Agreement, the Sublease and this Site Lease.
- C. **"District"** means the South Orange County Community College District, a community college district duly organized and existing under the laws of the State of California.
- D. **"Effective Date"** shall mean the Project commencement date found in the Notice to Proceed for the Project in accordance with Section 5 of the Construction Services Agreement.
- E. **"Lessee"** shall mean C. W. Driver, a \_\_\_\_\_, and its successors and assigns.
- F. **"Project"** means the improvements and equipment to be constructed and installed by the Lessee, as more particularly described in Exhibit "A" of the Sublease hereto.
- G. **"Site"** means that certain parcel of real property and improvements thereon (if any) more particularly described in Exhibit "A" attached hereto.

- H. **"Site Lease"** means this Site Lease together with any duly authorized and executed amendment hereto under which the District leases the Site to the Lessee.
- I. **"Sublease"** means the Sublease dated of even date herewith, by and between the District and the Lessee together with any duly authorized and executed amendment thereto.
- J. **"Sublease Payment"** means any payment required to be made by the District pursuant to Section 7 of the Sublease.
- K. **"Sublease Prepayment"** means any payment required to be made by the District pursuant to Section 26 of the Sublease.
- L. **"Term of this Lease" or "Term"** means the time during which this Lease is in effect, as provided for in Section 3 of this Lease.

SECTION 2. **SITE LEASE.**

The District leases to the Lessee, and the Lessee leases from the District, on the terms and conditions set forth herein, the Site situated in the City of Mission Viejo, County of Orange, State of California, more specifically described in Exhibit "A" attached hereto, including any real property improvements now or hereafter affixed thereto.

SECTION 3. **TERM.**

The term of this Site Lease shall become effective upon issuance of a Notice to Proceed. The term of this Site Lease shall terminate as of the last day of the Sublease, unless sooner terminated as provided thereby. If on the scheduled date of termination of this Site Lease, Sublease Payments shall have therefore been abated at any time and for any reason, then the term of this Site Lease shall be extended until the date upon which all such Sublease Payments shall be fully paid. Without limiting any other term or provision of the Sublease Agreement or Construction Services Agreement between the parties, at the termination of this Site Lease, natural or otherwise, title to the Site, and any improvements constructed thereon by the Lessee, shall vest in the District in accordance with Education Code section 81335.

SECTION 4. **REPRESENTATIONS, COVENANTS, AND WARRANTIES OF THE DISTRICT.**

The District represents, covenants and warrants to the Lessee that:

- A. The District has good and merchantable fee title to the Site and has authority to enter into and perform its obligations under this Site Lease;
- B. There are no liens on the Site other than Permitted Encumbrances;
- C. All taxes, assessments or impositions of any kind with respect to the Site, if applicable, except current taxes, have been paid in full;
- D. The Site is properly zoned for the intended purpose and utilization of the Site ;
- E. The District is in compliance with all laws, regulations, ordinances and orders of public authorities applicable to the Site;
- F. There is no litigation of any kind currently pending or threatened regarding the Site or the District's use of the Site for the purposes contemplated by this Site Lease;

- G. To the best of the District's knowledge, except for that which shall be disclosed by the District prior to the Project commencement date in the Notice to Proceed:
- (1) no dangerous, toxic or hazardous pollutants, contaminants, chemicals, waste, materials or substances, as defined in or governed by the provisions of any State or Federal Law relating thereto (hereinafter collectively called "Environmental Regulations", and also including, but not limited to, urea-formaldehyde, polychlorinated biphenyls, asbestos, asbestos containing materials, nuclear fuel or waste, radioactive materials, explosives, carcinogens and petroleum products, or any other waste, material, substance, pollutant or contaminant which would subject the owner of the Site or the Lessee or the Lessee's subcontractors to any damages, penalties or liabilities under any applicable Environmental Regulation (hereinafter collectively called "Hazardous Substances", are now or have been stored, located, generated, produced, processed, treated, transported, incorporated, discharged, emitted, released, deposited or disposed of in, upon, under, over or from the Site;
  - (2) no threat exists of a discharge, release or emission of a Hazardous Substance upon or from the Site into the environment;
  - (3) the Site has not been used as or for a mine, a landfill, a dump or other disposal facility, industrial or manufacturing facility, or a gasoline service station;
  - (4) no underground storage tank is now located in the Site or has previously been located therein;
  - (5) no violation of any Environmental Regulation now exists relating to the Site, no notice of any such violation or any alleged violation thereof has been issued or given by any governmental entity or agency, and there is not now any investigation or report involving the Site by any governmental entity or agency which in any way relates to Hazardous Substances;
  - (6) no person, party or private or governmental agency or entity has given any notice of or asserted any claim, cause of action, penalty, cost or demand for payment or compensation, whether or not involving any injury or threatened injury to human health, the environment or natural resources, resulting or allegedly resulting from any activity or event described in (1) above;
  - (7) there are not now any actions, suits, proceedings or damage settlements relating in any way to Hazardous Substances, in, upon, under over or from the Site;
  - (8) the Site is not listed in the United States Environmental Protection Agency's National Priorities List of Hazardous Waste Sites or any other list of Hazardous Substance sites maintained by any federal, state or local governmental agency; and
  - (9) the Site is not subject to any lien or claim for lien or threat of a lien in favor of any governmental entity or agency as a result of any release or threatened release-of any Hazardous Substance.
- H. To the extent permitted by law, the District shall not abandon the Site for the use for which it is currently required by the District and further, shall not seek to substitute or acquire property to be used as a substitute for the uses for which the Site and Project are to be maintained under the Site Lease.

- I. The term "Permitted Encumbrances" as used herein shall mean, as of any particular time:
- (1) liens for general ad valorem taxes and assessments, if any, not then delinquent;
  - (2) this Site Lease; the Sublease; any right or claim of any mechanic, laborer, materialman, supplier, or vendor, if applicable, not filed or perfected in the manner prescribed by law; easements, rights of way, mineral rights, drilling rights, and other rights, reservations, covenants, conditions, or restrictions which exist of record as of the date of this Site Lease and which will not materially impair the use of the Site;
  - (3) easements, rights of way, mineral rights, drilling rights and other rights, reservations, covenants, conditions, or restrictions established following the date of recordation of this Site Lease and to which the Lessee and the District consent in writing which will not impair or impede the operation of the Site.

SECTION 5. **REPRESENTATIONS AND WARRANTIES OF THE LESSEE.** The Lessee represents and warrants to the District that:

- A. The Lessee is duly organized in the State of California, and in good standing under the laws of the State of California, with full corporate power and authority to lease and own real and personal property;
- B. The Lessee has full power, authority and legal right to enter into and perform its obligations under this Site Lease, and the execution, delivery and performance of this Site Lease has been duly authorized by all necessary corporate actions on the part of the Lessee and does not require any further approvals or consents;
- C. Execution, delivery and performance of this Site Lease does not and will not result in any breach of or constitute a default under any indenture, mortgage, contract, agreement or instrument to which the Lessee is a party or by which it or its property is bound;
- D. There is no pending or, to the best knowledge of the Lessee, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of the Lessee to perform its obligations under this Site Lease; and

SECTION 6. **RENTAL.**

The Lessee shall pay to the District as and for advance rental hereunder \$1.00 per year or part thereof, or the aggregate sum of One Dollar [\$1.00 x number of years of lease] (\$1.00), on or before the date of commencement of the term of this Site Lease. The Lessee shall have no obligation to make rental payments hereunder in the event the Effective Date of this Site Lease does not occur as a result of the District's inability to issue a Notice to Proceed for the Project pursuant to the provisions of Section 5 of the Construction Services Agreement.

SECTION 7. **PURPOSE.**

The Lessee shall use the Site solely for the purpose of constructing the Project thereon and for subleasing the Site and the Project to the District; provided, that upon the occurrence of an Event of Default by the District under the Sublease, the Lessee may exercise the remedies provided for in the Construction Services Agreement or the Sublease.

SECTION 8. **TERMINATION.** The Lessee agrees, upon termination of this Site Lease:

- A. To quit and surrender the Site in the same good order and condition as it was in at the time of commencement of the term hereunder, reasonable wear and tear excepted;
- B. To release and reconvey to the District any liens and encumbrances created or caused by the Lessee; and
- C. That any permanent improvements and structures existing upon the Site at the time of the termination of this Site Lease shall remain thereon and title thereto shall vest in the District.

Notwithstanding the District's foregoing rights in the event of termination, the Lessee shall retain the right to full compensation for all services rendered prior to the termination, including all rights they have under the Construction Services Agreement and the Sublease as well as all recourse provided by California law including common law, for the value of the work performed on the Site and/or the Project.

In the event the Construction Services Agreement is terminated pursuant to the provisions therein, this Site Lease shall immediately terminate.

SECTION 9. **QUIET ENJOYMENT.**

The District covenants and agrees that it will not take any action to prevent the Lessee's quiet enjoyment of the Site during the term hereof; and, that in the event District's fee title to the Site is ever challenged so as to interfere with the Lessee's right to occupy, use and enjoy the Site, the District will use all governmental powers at its disposal, including the power of eminent domain, to obtain unencumbered fee title to the Site and to defend the Lessee's right to occupy, use, and enjoy the Site. The District, however, retains the right, throughout the Site Lease Term, to use the Site for District purposes, pursuant to the terms of the Sublease.

SECTION 10. **NO LIENS.**

The District shall not mortgage, sell, assign, transfer or convey the Site or any part thereof to any person during the term of this Site Lease, without the written consent of the Lessee. Nothing herein shall preclude the District from granting utility easements across the Site to facilitate the use and operation of the Project for which it is intended.

SECTION 11. **RIGHT OF ENTRY.**

The District reserves the right for any of its duly authorized representatives to enter upon the Site at any reasonable time to inspect the same or to make any repairs, improvements or changes necessary for the preservation thereof, but in doing so shall not interfere with the Lessee's operations on the Project.

SECTION 12. **ASSIGNMENT AND SUBLEASING.**

The Lessee will not assign or otherwise dispose of or encumber the Site or this Site Lease without the written consent of the District.

SECTION 13. **NO WASTE.**

The Lessee agrees that at all times that it is in possession of the Site it will not commit suffer or permit any waste on the Site, and it will not willfully or knowingly use or permit the use of the Site for any illegal act or purpose.

SECTION 14. **DEFAULT.**

In the event the Lessee shall be in default in the performance of any obligation on its part to be performed under the terms of the Construction Services Agreement and this Site Lease, which default continues for thirty (30) days following notice and demand for correction thereof to the Lessee, the District may exercise any and all remedies granted by law, except that no merger of this Site Lease and of the Sublease shall be deemed to occur as a result thereof.

SECTION 15. **EMINENT DOMAIN.**

In the event the whole or any part of the Site or the improvements thereon, including but not limited to the Project, is taken by eminent domain, the financial interest of the Lessee shall be recognized and is hereby determined to be the amount of all Sublease Payments then due or past due, the next succeeding Sublease Payment and the purchase option price as set forth in Section 26 of the Sublease less any unearned interest as of the date the Lessee receives payment in full. The balance of the award in such eminent domain action, if any, shall be paid to the District.

SECTION 16. **TAXES.**

The terms of this Lease may result in the creation of a possessory interest. If such a possessory interest is vested in a private party to this document, the private party may be subjected to the payment of personal property taxes levied on such interest.

SECTION 17. **INDEMNIFICATION.**

The District covenants and agrees to indemnify, defend and hold the Lessee harmless from and against any and all losses, claims, suits, damages and expenses (including reasonable attorneys fees) arising out of the condition of the Site, including but not limited to, all costs required to be incurred by the Lessee as a result of any condition described in Section 4, paragraph G hereof, unless the condition is caused or created by Lessee, whether or not known to the District on the date of execution of this Site Lease, or unless such cost is contemplated to be paid by the Lessee pursuant to the provisions of the Construction Services Agreement. All other indemnification issues related to this Site Lease, the Site or the progress and prosecution of the Project shall be governed by the Construction Services Agreement and Sublease.

SECTION 18. **PARTIAL INVALIDITY.**

If any one or more of the terms, covenants or conditions of this Site Lease shall to any extent be declared invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, the finding or order or decree of which becomes final, none of the remaining terms, provisions, covenants and conditions of this Site Lease shall be affected thereby, and each provision of this Site Lease shall be valid and enforceable to the fullest extent permitted by law.

SECTION 19. **NOTICES.**

Any notices or filings required to be given or made under this Site Lease shall be served, given or made in writing upon the District or the Lessee, as the case may be, by personal delivery or registered mail to the respective addresses given below. Any change in the

addresses noted shall not be binding upon the other party unless preceded by no less than thirty (30) days prior written notice. Any such notices shall be deemed to have been received by the addressee if delivered to the person for whom they are intended or if sent by registered mail, return receipt requested, or by telex, telegram, or fax followed by regular mail, addressed as follows:

If to Lessor: C.W. Driver  
15614 Alton Pkwy, Suite 150  
Irvine, CA 92618  
Attn: Bruce Curry

If to District: South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Brandye D'Lena

SECTION 20. **BINDING EFFECT.**

This Site Lease shall inure to the benefit of and shall be binding upon the District, the Lessee and its respective successors in interest and assigns.

SECTION 21. **AMENDMENTS AND MODIFICATIONS.**

This Site Lease shall not be effectively amended, changed, modified, altered or terminated without the written agreement of the District and the Lessee.

SECTION 22. **EXECUTION IN COUNTERPARTS.**

This Site Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

SECTION 23. **LAWS, VENUE AND ATTORNEYS' FEES.**

The terms and provisions of this Site Lease shall be construed in accordance with the laws of the State of California. If any action is brought in a court of law to enforce any term of this Site Lease, the action shall be brought in a state court situated in the County of Orange, State of California, unless a court finds jurisdiction or venue is only proper in a federal court, or a court outside this county. In the event of any such litigation between the parties, the parties shall pay for their respective costs incurred, including attorneys' fees.

SECTION 24. **INTEGRATION/MODIFICATION.**

This Site Lease represents the entire understanding of the District and Lessee as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered herein and shall not be amended, altered, or changed except by a written agreement signed by the parties hereto.

SECTION 25. **HEADINGS.**

The captions or headings in this Site Lease are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Site Lease.

SECTION 26. **TIME.**

Time is of the essence in this Site Lease and each and all of its provisions.

IN WITNESS WHEREOF, the parties hereto have executed this Site Lease by their authorized officers as of the day and year first written above.

**SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT  
"DISTRICT"**

**C. W. DRIVER  
"LESSEE"**

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

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

Title: Vice Chancellor, Business Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**EXHIBIT "A"**  
**DESCRIPTION OF SITE**

**EXHIBIT "B"**

**SUBLEASE**

**EXHIBIT "C"**  
**CONSTRUCTION SERVICES AGREEMENT**

**LIFE SCIENCES BUILDING PROJECT  
CONSTRUCTION SERVICES AGREEMENT**

Between

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

and

**C. W. DRIVER**

Dated as of \_\_\_\_\_, 2013

## TABLE OF CONTENTS

Page

SECTION 1	CONTRACTOR'S DUTIES AND STATUS	
SECTION 2	DEFINITIONS	2
SECTION 3	ADDITIONAL SERVICES	4
SECTION 4	ESTABLISHMENT OF GUARANTEED MAXIMUM PRICE "GMP"	4
SECTION 5	NOTICE TO PROCEED	5
SECTION 6	SAVINGS	5
SECTION 7	SELECTION OF SUBCONTRACTORS	6
SECTION 8	CONSTRUCTION SCOPE OF WORK	7
SECTION 9	EXTRA WORK/MODIFICATIONS	12
SECTION 10	TIME OF COMPLETION	15
SECTION 11	TERMINATION OF AGREEMENT	20
SECTION 12	PERSONNEL ASSIGNMENT	22
SECTION 13	MAINTENANCE OF RECORDS; AUDIT/Ownership of documents.	23
SECTION 14	PREVAILING RATES OF WAGES	24
SECTION 15	DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS	27
SECTION 16	EMPLOYMENT OF APPRENTICES	27
SECTION 17	HOURS OF WORK	28
SECTION 18	PAYROLL RECORDS	28
SECTION 19	BONDING REQUIREMENTS	29
SECTION 20	SUBLEASE PAYMENTS AND RETENTION	30
SECTION 21	CORRECTION OF WORK: WARRANTY	32
SECTION 22	ASSIGNMENT OF ANTI TRUST CLAIMS	33
SECTION 23	PROTECTION OF PERSONS AND PROPERTY	33
SECTION 24	INSPECTION OF WORK/ Inspector and Architect	36
SECTION 25	SUPERVISION	37
SECTION 26	SEPARATE CONTRACTS	38
SECTION 27	USE OF PREMISES/SAFETY	39
SECTION 28	CLEANING UP	39
SECTION 29	SITE REPRESENTATIONS	39
SECTION 30	TRENCH SHORING	40
SECTION 31	HAZARDOUS WASTE AND UNKNOWN PHYSICAL CONDITIONS	40
SECTION 32	INSURANCE	41
SECTION 33	HOLD HARMLESS	46
SECTION 34	RESOLUTION OF AGREEMENT CLAIMS	46
SECTION 35	SUBSTITUTION OF SECURITY	48
SECTION 36	TITLE TO WORK	48
SECTION 37	CONTRACT DOCUMENTS AND INTERPRETATIONS	48
SECTION 38	REQUEST FOR SUBSTITUTIONS	51
SECTION 39	COMPLIANCE WITH STATE STORM WATER PERMIT FOR CONSTRUCTION	52
SECTION 40	EQUAL OPPORTUNITY CLAUSE	52
SECTION 41	COMPLIANCE WITH DTSC GUIDELINES – IMPORTED SOIL/Soils Inspection	53
SECTION 42	PATENTS, ROYALTIES, AND INDEMNITIES	54
SECTION 43	EXCISE TAX	54
SECTION 44	PROHIBITED INTERESTS	54
SECTION 45	NO ASBESTOS certification	54
SECTION 46	LAWS AND REGULATIONS	55
SECTION 47	AGREEMENT MODIFICATIONS	55
SECTION 48	NOTICES	55
SECTION 49	THIRD-PARTY CLAIMS	56
SECTION 50	ASSIGNMENT	56
SECTION 51	HEADINGS	56

**TABLE OF CONTENTS  
(Continued)**

**Page No.**

SECTION 52	INTEGRATION/MODIFICATION	56
SECTION 53	APPLICABLE LAW/ Provisions required by Law Deemed Inserted	56
SECTION 54	SUCCESSION OF RIGHTS AND OBLIGATIONS	57
	EXHIBIT "A" Scope of Work / Plans and Specifications	
	EXHIBIT "B" Master Budget	
	EXHIBIT "C" DVBE Requirements	
	EXHIBIT "D" Payment Bond	
	EXHIBIT "E" Performance Bond	
	EXHIBIT "F" Substitution Affidavit	
	EXHIBIT "G" Contractor's Certificate Regarding Workers' Compensation	
	EXHIBIT "H" Drug-Free Workplace Certification	
	EXHIBIT "I" Asbestos Free Materials Certification	
	EXHIBIT "J" Conduct Rules for Contractors	
	EXHIBIT "K" Layout and Field Engineering Requirements	

# **LIFE SCIENCES BUILDING PROJECT**

## **CONSTRUCTION SERVICES AGREEMENT**

This Construction Services Agreement is made as of \_\_\_\_\_, 2013, by and between the South Orange County Community College District, a California community college district organized and existing under the laws of the State of California (hereinafter called the "District"), and C. W. Driver, a \_\_\_\_\_ operating under the laws of the State of California ("Contractor").

### **RECITALS**

WHEREAS, on \_\_\_\_\_, the District entered into an agreement with \_\_\_\_\_ (the "Architect") to provide architectural services for the District for the purpose of developing plans and specifications for the sciences building project at the Saddleback College Campus site (the "Project"); and

WHEREAS, the District has determined that it is necessary to retain the services of a construction firm to assist in modifying the plans and specifications for, and to provide for the construction of, the Project; and

WHEREAS, California Education Code section 81300 permits the governing board of a community college district to lease to any person, firm, or corporation any real property owned by the District if the instrument by which such property is leased requires the lessee to construct on the leased premises, or provide for the construction thereon, of a building for the use of the community college district, during the term of the lease, and provides that title to that building shall vest in the community college district prior to or at the expiration of the lease; and

WHEREAS, in connection with the approval of this Construction Services Agreement, the District will enter into a site lease with Contractor (the "Site Lease"), under which it will lease to the Contractor a portion of the Saddleback College Campus site, and improvements thereon, as described in Exhibit "A" of the Site Lease (the "Site") in order for Contractor to construct improvements to this existing campus; and

WHEREAS, the Contractor will lease the Site and the Project back to the District pursuant to a Sublease Agreement (the "Sublease") under which the District will be required to make sublease payments to the Contractor for the use and occupancy of the Site and Project; and

WHEREAS, at, or prior to, the expiration of the Lease and Sublease terms, title to the Project shall vest in the District; and

WHEREAS, the District and Contractor desire to enter into this Construction Services Agreement to ensure that the Project will meet the District's expectations prior to the construction of the Project and the Lease of the Project back to the District; and

WHEREAS, Contractor is experienced in construction of the type of improvements included in the Project that are desired by the District, is duly licensed as a contractor in the State of California, and is willing to perform construction work for the District, all as more fully set forth herein; and

WHEREAS, upon completion of the Construction Documents the Contractor will have thoroughly investigated the site conditions and reviewed the Construction Documents to establish that there are no known problems with respect to the site conditions or the Construction Documents and that Contractor can and will construct the Project for the Guaranteed Maximum Price as set forth and defined in Article 4 of this Construction Services Agreement, and Contractor will not seek any additional compensation whatsoever, including, without limitation, any requests based upon known site conditions or any requests.

NOW, THEREFORE, in consideration of the covenants hereinafter set forth, District and Contractor agree as follows:

## SECTION 1 CONTRACTOR'S DUTIES AND STATUS

- A. Contractor accepts the contractual relationship established between it and District by this Construction Services Agreement, and Contractor covenants with District to furnish reasonable skill and judgment in constructing the Project as set forth in the Construction Documents, as defined in Section 2(D) for the Project which are described and/or set forth herein as Exhibit "A." Contractor agrees to furnish efficient business administration and superintendence and to attempt to furnish at all times an adequate supply of professionals, workers, and materials and to perform the work appropriately, expeditiously, economically, and consistent with the Construction Services Agreement and Construction Documents as defined in Section 2, paragraphs A and D, below.
- B. Contractor is and shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of the Contract Documents. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the District and Contractor or any of Contractor's agents or employees. Contractor assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment. Contractor, its agents and employees shall not be entitled to any rights or privileges of District employees and shall not be considered in any manner to be District employees. District shall be permitted to monitor the activities of the Contractor to determine compliance with the terms of the Contract Documents.
- C. Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any Contractor not so licensed is subject to penalties under the law, and the contract will be considered void pursuant to Section 7028.7 of the Business and Professions Code. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, 9821 Business Park Drive, P. O. Box 26000, Sacramento, CA 95826.
- D. Before Contractor makes any change in the name or legal nature of the Contractor's entity, Contractor shall first notify the District in writing and cooperate with District in making such changes as the District may request in the Contract Documents.

## SECTION 2 DEFINITIONS

- A. **"Action of the Governing Board" means a vote of a majority of the members in a lawful meeting.**
- B. **"Allowances" means budgets established for specific scopes of the Work which cannot be clearly defined at the time that the GMP is established. Whenever costs are more than or less than the established allowances, the GMP shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect the difference between actual costs approved by the District and the allowance amounts established in the GMP.**
- C. **"Approval" means written authorization by Architect or District.**
- D. **"Construction Services Agreement" means this Construction Services Agreement, together with any duly authorized and executed amendments hereto.**
- E. **"Construction" or "Construction Services" means all labor and services necessary for the construction of the Project, and all materials, equipment, tools, supplies and incidentals incorporated or to be incorporated in such construction as fully described in the Construction Scope of Work set forth in Section 8 and Exhibit "A." Unless otherwise expressly stipulated, Contractor shall perform all work and provide and pay for all materials, labor, tools, equipment and utilities necessary for the proper execution and completion of the Project pursuant to the Construction Documents."**



- F. "Construction Costs" means any and all costs incurred by the Contractor with respect to the construction and equipping, as the case may be, of the Project, whether paid or incurred prior to or after the date hereof, including, without limitation, costs for Site preparation, the removal or demolition of existing structures, the construction of the Project and related facilities and improvements, and all other work in connection therewith, security of the Site and Project, Contractors' and Developers' overhead and supervision at the project site, all costs and expenses including any taxes or insurance premiums paid by the Contractor with respect to the Property, and administrative and other expenses necessary or incident to the Project, excluding Contractors' and Developers' home office overhead and profit. The term "Construction Costs" includes all Contractor's costs associated with preparing or generating additional copies of any Construction Documents, as defined below, related to or required for the Project, including preparation or generation of additional plans and specifications for Contractor's subcontractors. In no event shall Construction Costs exceed the Guaranteed Maximum Price. In no event shall Construction Costs exceed the Guaranteed Maximum Price unless otherwise provided by this Agreement.
- G. "Construction Documents" means the final drawings, profiles, cross sections, design development drawings, construction drawings, and supplemental drawings based on the plans and specifications developed for the Project, including any reference specifications or reproductions prepared by the Architect and specifications approved by District and the Division of the State Architect ("DSA") which show or describe the location, character, dimensions or details of the Project and specifications for construction thereof.
- H. "Contract Documents" means those documents which form the entire Contract by and between District and Contractor. The Contract Documents consist of this Construction Services Agreement, including all exhibits and attachments hereto, the Construction Documents, the Site Lease, the Sublease, and the Labor Compliance Program.
- I. "Day" means calendar day unless otherwise noted.
- J. "Guaranteed Maximum Price" or "GMP" means the Guaranteed Maximum Price established pursuant to Section 4 to be paid to Contractor for Contractor's construction of the Project hereunder, subject to any adjustments for Extra Work/Modifications as provided in Section 9.
- K. "Project" means the improvements and equipment to be constructed and installed by the Contractor, as more particularly described and/or referenced in Exhibit "A" attached hereto.
- L. "Site" means those certain parcels of real property and improvements thereon (if any) more particularly described in Exhibit "A" of the Site Lease.
- M. "Site Lease" means the Site Lease of even date herewith, by and between the District and the Contractor together with any duly authorized and executed amendment thereto under which the District leases the Site to the Contractor.
- N. "Subcontractor" means any person or entity, including trade contractors, who have a contract with Contractor to perform any work on the improvements to the Site.
- O. "Sublease" means the Sublease of even date herewith by and between the District and Contractor together with any duly authorized and executed amendment hereto under which the District subleases the Site from the Contractor.
- P. "Sublease Payment" means any payment required to be made by the District pursuant to Section 7 of the Sublease.

- Q. "Sublease Prepayment" means any payment required to be made by the District pursuant to Section 26 of the Sublease.
- R. "Surety" means the person, firm, or corporation that executes as a California admitted surety insurer, the Contractor's faithful performance bond and payment bond.

### **SECTION 3 ADDITIONAL SERVICES; District Contingency**

If the District requests Contractor to perform additional services ("Additional Services") not described in this Construction Services Agreement, Contractor shall provide a cost estimate and a written description of the Additional Services required to perform such work. The District shall set aside a contingency amount of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) ("District Contingency"), which District Contingency shall be used for such Additional Services. Compensation for such Additional Services shall be negotiated and agreed upon in writing, in advance of Contractor's performing or contracting for such Additional Services and paid to Contractor in addition to the GMP established pursuant to Section 4 hereof. In the absence of such written agreement, the District will not compensate Contractor for such work, and the Contractor will not be required to perform it. Nothing in this Construction Services Agreement shall be construed as limiting the valuation and amount to be paid to Contractor for such Additional Services or its implementation should a written agreement for such services be executed. Contractor shall not be entitled to compensation for Additional Services required as a result of Contractor's acts, errors or omissions.

Additionally, while District is in no way limited by the manner in which it decides to utilize the District Contingency, said District Contingency shall not be used for any costs associated with errors or omissions in the plans and specifications until such time, if ever, the Errors and Omissions Allowance (defined in Section 4(A)(2) below) has been fully exhausted. Any funds remaining in the District Contingency at the completion of the Project shall remain unspent and remain allocated to the District.

### **SECTION 4 ESTABLISHMENT OF GUARANTEED MAXIMUM PRICE "GMP"**

- A. GMP. The GMP for the Project shall be \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_). The GMP is based upon plans and specifications existing and reviewed by the Contractor at the time this Construction Services Agreement is entered into as more fully described and referenced in the Scope of Work set forth in Exhibit "A." Contractor's detailed line item costing of the Project, or Master Budget, totaling the GMP is attached hereto as Exhibit "B." Furthermore, District and Contractor represent and warrant that the GMP consists of Sublease Payments which incorporate tenant improvement/progress payments to be paid by District during the course of construction, plus the additional sums to be paid as a portion of the rental of the Site. District and Contractor represent and warrant that 1) the total amount of Sublease Payments and optional prepayment thereof includes the total rental for the Project, which total does not exceed the fair market value for the Project, 2) said rental amount has been incorporated into the GMP in consideration and inducement of this document and the Site Lease and Sublease Agreement, the uses and purposes which may be served by the Project, and the benefits therefrom which will accrue to the District and the general public, and 3) said rental amount shall be paid by the District as a part of the GMP, pursuant to the terms of this document, with District non-local match contribution local funds. The parties agree that the GMP includes an agreed upon fair market rental value to be paid as rental/lease payments or prepayment thereof, therefore no additional rental payments shall be made by District. Sublease Payments by the District pursuant to the Sublease and Section 20 hereof shall be commensurate with the GMP. The GMP is subject to adjustments for Extra Work/Modifications in accordance with the provisions of Section 9 and adjustments for reductions in the Scope of Work pursuant to the provisions of Section 4(B), below.

(1) **Contractor Contingency.** The Contractor Contingency is for the exclusive use of the Contractor, as approved by the District, to pay for miscellaneous work items, and Contractor errors, omissions and negligence, which are required to complete the Project. The Contractor shall not use the Contractor Contingency to pay for costs related to the following: (a) errors or omissions in the construction documents; (b) discrepancies with the plans and specifications pertaining to applicable building code requirements; (c) substitution of subcontractors, in the event such extra costs related to substitution of subcontractors are protected by an applicable subcontractor bond (provided, however, that if no such subcontractor bond exists, such extra costs associated with substitution of subcontractors may be paid from Contractor Contingency provided District reasonably agrees to such substitution); and/or (d) enhancements or additions to the Scope of Work desired by the District. Costs related to (a)-(d) above will be paid for pursuant to the provisions of Section 9, below. If on final completion of the Project, funds are remaining in the Contractor Contingency, such funds shall be fully retained by the District.

(2) **Errors and Omissions Allowance.** Within the GMP shall be a line item amount to cover errors and omissions in the plans and specifications (“Errors and Omissions Allowance”). In the event errors or omissions are discovered in the plans and specifications which make strict compliance with the specifications impractical, Contractor shall notify District of the need for such work by placing the matter on the agenda of regularly scheduled construction meetings with District for discussion as soon as practicable after the need for such work is determined. Additionally, Contractor shall submit to the District for its consideration and approval or disapproval, a written request for the work before such work is performed. If District approves such request in writing, the costs of the work, shall be added to or deducted from the Errors and Omissions Allowance within the GMP. Any funds remaining in this Errors and Omissions Allowance at the completion of the Project shall remain unspent and allocated to the District, except for any portion of Savings added to the Errors and Omissions Allowance, which Savings shall be allocated between the parties as provided in Section 6 below.

- B. The District at all times shall have the right to reduce the scope of the Project. If the District reduces the scope of the Project, the GMP shall be reduced to contemplate the reduced Scope of Work, pursuant to the provisions of Section 9. To the extent possible, it is the mutual goal of the District and Contractor to maximize the Scope of Work possible within the GMP. Reductions in scope are not considered savings, and as such there shall be no savings participation due to Contractor.

## **SECTION 5 NOTICE TO PROCEED**

- A. After execution of this Construction Services Agreement and the Site Lease and Sublease between the parties, the District shall issue a notice to the Contractor to proceed with the Project (“Notice to Proceed”), which Notice to Proceed shall include the date upon which commencement for the Project shall commence. District will serve a Notice to Proceed upon Contractor by hand delivery, facsimile, email or delivery to Contractor at legal address.
- B. Start date for contract time shall be on the date indicated in the Notice to Proceed. If no date is indicated, then the start date for contract time shall be the 5th calendar day from date that Contractor receives District’s written Notice to Proceed, unless the Notice to Proceed is served by mail only, then the Start Date under the Contract shall be the tenth (10th) calendar day following the date of mailing. The Contractor shall commence work on such day, and shall prosecute the Work diligently to completion thereafter. No Work shall commence before contract bonds and insurance certificates have been filed with the District and the Contract Documents have been signed by the District.

## **SECTION 6 SAVINGS**

- A. The purpose of Savings is to minimize the expenditure of funds for the construction of the Project on items that exceed the minimum criteria required without a corresponding benefit to the District. The District also wishes to eliminate any excess quality levels or performance criteria provided in

the construction documents so long as such elimination does not alter the design, aesthetics, safety standards or configuration or space, and does not increase future maintenance and operation costs. The District and the Contractor shall work cooperatively with each other, in good faith, to identify appropriate opportunities to reduce the Project costs and promote Savings.

- B. If Contractor realizes a Savings on an aspect of the Project related to value engineering or proposed modifications to the plans and specifications after execution of this Construction Services Agreement, and such value engineering or proposed modifications to the plans and specifications are approved by DSA, such Savings shall be divided in the following proportion: Seventy Five Percent (75%) of any Savings shall be returned to the District and Twenty Five Percent (25%) of any Savings shall be returned to the Contractor. However, in the event any savings to the Project is realized due to the substitution of any subcontractor(s), such amounts shall not be considered Savings, and such amounts shall not be available for sharing under the terms of this Section 6.

## **SECTION 7 SUBCONTRACTORS**

- A. In the interest of minimizing the expenditure of funds for the construction of the Project, the Contractor agrees to select appropriately State of California licensed subcontractors for each trade component of the Project in a manner that fosters competition. Contractor agrees that it will either solicit bids from subcontractors pursuant to the competitive bid procedures set forth in the Public Contract Code, including the specific provisions of Public Contract Code section 20110 et seq., or utilize an informal bidding process established by the Contractor which also incorporates competitive bid procedures. Contractor shall ensure a minimum of three (3) bids are received for each trade package, unless District agrees to an alternate number. Contractor shall make a good faith effort to contact and utilize DVBE contractors and suppliers in securing bids for performance of the Project in accordance with the provisions of Section 7(A)(1) below. The District reserves the right to oversee the bidding process. Contractor shall inform all bidders that the District will not be a party to any contracts for construction services executed by the Contractor and selected bidders. Contractor shall submit a listing of proposed subcontractors to the District for the District's review. In no case will the Contractor award any subcontracts until the District has concurred to the scope and price of the subcontracted services. In addition, Contractor shall provide the District with full documentation regarding the bids or competitive quotes received by Contractor. In no event shall such documentation be redacted or obliterated. In the event the Contractor does not comply with this provision, the District may terminate this Construction Services Agreement in accordance with the provisions of Section 11 below.

- (1) Compliance with Disabled Veteran Business Enterprise (DVBE) contracting goals is required under this Construction Services Agreement. In accordance with Education Code section 71028 the District has a DVBE participation goal of 3% for this Project. The District is seeking DVBE participation under this Construction Services Agreement.
- (2) The Contractor must make a good faith effort to contact and utilize DVBE contractors and suppliers in securing bids for performance of the Project. Information regarding certified DVBE firms can be obtained from the Office of Small Business Certification and Resources (OSBCR) at (916) 323-5478 or (916) 322-5060 as well as the OSBCR website at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr). Verification of DVBE status must be obtained from the OSBCR by receiving an approved certification letter and reference number from that office. The Contractor is encouraged to retain documentation of its good faith efforts, in the event such documentation is requested by the District. Good faith efforts are demonstrated by evidence of the following: a) Contact was made with the District regarding the identification of DVBEs; b) Contact was made with other state agencies and with local DVBE organizations to identify DVBEs; c) Advertising was published in trade papers and papers focusing on DVBEs; d) Invitations to bid were submitted to potential DVBE contractors; e) Available DVBEs were considered and f) Contractor provides a list of DVBE contractors and percentage of participation.

- B. Contractor agrees to bind every subcontractor by terms of the Project Documents as far as such terms are applicable to subcontractor's work. If Contractor shall subcontract any part of the work, Contractor shall be as fully responsible to District for acts and omissions of any subcontractor and of persons either directly or indirectly employed by any subcontractor, as it is for acts and omissions of persons directly employed by Contractor. Nothing contained in Project Documents shall create any contractual relation between any subcontractor and District, nor shall the contract documents be construed to be for the benefit of any subcontractor.
- C. District's consent to any subcontractor shall not in any way relieve Contractor of any obligations under the Project Documents and no such consent shall be deemed to waive any provision of any Project Document.
- D. A copy of each subcontract, if in writing, or, if not in writing, then a written statement signed by the Contractor giving the name of the subcontractor and the terms and conditions of such subcontract, shall be filed with the District before the subcontractor begins work. Each subcontract shall contain a reference to the Agreement between the District and the Contractor and the terms of that Agreement and all parts of the Project Documents shall be made a part of such subcontract insofar as applicable to the work covered thereby. Each subcontract will provide for termination in accordance with this agreement. Each subcontract shall provide for its annulment by the Contractor at the order of the Architect if in the Architect's opinion the subcontractor fails to comply with the requirements of the Project Documents insofar as the same may be applicable to this work. Nothing herein contained shall relieve the Contractor of any liability or obligation hereunder.

## **SECTION 8 CONSTRUCTION SCOPE OF WORK**

- A. **CPM Master Schedule.** Prior to commencing construction, Contractor shall submit to District a reasonably detailed CPM (Critical Path Method) Master Schedule for the construction, as set forth in Section 10(C) herein, and Contractor shall be required to provide monthly schedule updates and updates regarding any identified delays fifteen (15) days beyond baseline schedule and methods for correcting such delays.
- B. **Pre-Construction Orientation/Construction Meetings.** The Contractor, in conjunction with the Architect, shall conduct pre construction orientation conferences for the benefit of Subcontractors to orient the Subcontractors to the various reporting procedures and site rules and to coordinate trades prior to the commencement of actual construction. The Contractor shall also conduct construction and progress meetings with District Representatives and other interested parties, which meetings shall occur at least weekly and as otherwise requested by the District, to discuss such matters as procedures, progress problems and scheduling. The Contractor shall prepare and promptly distribute draft meeting minutes for review by participants followed by official minutes of such meetings to all parties in attendance including Architect, District and Inspector.
- C. **Budget/Cash Flow Reports.** The Contractor shall incorporate approved changes as they occur, and develop cash flow reports and forecasts for submittal to the District on a monthly basis. The Contractor shall provide regular monitoring of the approved estimates of Construction Costs, showing actual costs for activities in progress, and estimates for uncompleted tasks. The Contractor shall identify variances between actual and budgeted or estimated costs, and advise the District and the Architect whenever Project costs exceed budgets or estimates. The Contractor shall maintain cost accounting records on authorized additional services or work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, or other work requiring accounting records.
- D. **Progress Reports.** The Contractor shall record the progress of the Project, and shall submit monthly written progress reports to the District and the Architect including information on the entire Project, showing percentages of completion and the number and amounts of proposed Extra Work/Modifications and their effect on the Construction Costs as of the date of the report. The Contractor shall also keep a daily log containing a record of weather, Contractors, work on the

site, number of workers, work accomplished, problems encountered, and other similar relevant data as the District may require. Contractor shall maintain an open book policy and will keep the daily logs accessible either in an electronic or hard copy location. The Contractor shall make the daily log available to the District and the Architect no later than 9:00 a.m. of the following day. The District shall be promptly informed of all anticipated delays. In the event that the Contractor determines that a schedule modification is necessary, the Contractor shall promptly submit a revised Schedule for approval by the District. A revised schedule will be required if at any time the agreed upon Project completion date is in jeopardy or activity delays extend the schedule beyond a fifteen (15) day delay.

- E. **Shop Drawings.** Contractor shall check and verify all field measurements and shall submit with such promptness as to cause no delay in the Work or in that of any other contractor, subcontractor, Architect, other independent contractor or worker on the Project, five (5) copies of all shop or setting drawings, schedules, and materials list, and all other submittals in accordance with other provisions of the contract required for the work of various trades. Contractor shall sign all submittals affirming that submittals have been reviewed and approved by Contractor prior to submission to Architect. Each signed submittal shall affirm that the submittal meets all the requirements of the Contract Documents except as specifically and clearly noted and listed on the cover sheet of the submittal.
- (1) The term "shop drawing" as used herein shall be understood to include, but not be limited to, detail design calculations, fabrication and installation drawings, lists, graphs and operating instructions.
  - (2) Shop drawings shall be submitted at a time sufficiently early to allow review of same by the Division of State Architect (DSA) if required, and the Architect, and to accommodate the rate of construction progress required under the Contract Documents. Contractor will be required to pay Architect's reasonable and customary fees in order to expedite review of shop drawings which are not submitted in a timely fashion.
  - (3) All shop drawing submittals shall be accompanied by an accurately completed transmittal form using the format bound herein. Any shop drawing submittal not accompanied by such a form, or where all applicable items on the form are not completed, will be returned for resubmittal. The Contractor may authorize a material or equipment supplier to deal directly with the Architect with regard to shop drawings, however, ultimate responsibility for the accuracy and completeness of the information contained in the submittal shall remain with the Contractor.
  - (4) Normally, a separate transmittal form shall be used for each specific item or class of material or equipment for which a submittal is required. Transmittal of shop drawings on various items using a single transmittal form will be permitted only when the items taken together constitute a manufacturer's "package" or are so functionally related that expediency indicates review of the group or package as a whole. At its option, the Contractor or Supplier may obtain from the Architect quantities of the shop drawing transmittal form at reproduction cost.

- (5) Contractor's review and approval of shop drawings shall include the following stamp:

"The Contractor has reviewed and approved not only the field dimensions but the construction criteria and has also made written notation regarding any information in the shop drawings that does not conform to the Project Documents. This shop drawing has been coordinated with all other shop drawings received to date by Contractor and this duty of coordination has not been delegated to subcontractors, material suppliers, the Architect, or the engineers on this project.

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Signature of Contractor "

- (6) Within fourteen (14) calendar days after receipt of shop drawings, the Architect will return one or more prints of each drawing to Contractor with his or her comments noted thereon. The Contractor shall make a complete and acceptable submittal to the Architect by the second submission of drawings. The District shall withhold funds due the Contractor cover additional costs of the Architect's review beyond the second submission and any other costs incurred by District.
- (7) If prints of the shop drawing are returned to the Contractor marked "NO EXCEPTIONS TAKEN," formal revision of said drawing will not be required. If prints of the drawing are returned to the Contractor marked "MAKE CORRECTIONS NOTED," formal resubmittal of said drawings will not be required. If prints of the drawing are returned to the Contractor marked "REVISE AND RESUBMIT," the Contractor shall revise said drawing and shall resubmit five (5) copies of the revised drawing to the Architect. If prints of the drawing are returned to the Contractor marked "REJECTED RESUBMIT," the Contractor shall resubmit five (5) new copies of the drawing to the Architect.
- (8) Fabrication of an item shall not be commenced before the Architect has reviewed the pertinent shop drawings and returned copies to the Contractor marked with "NO EXCEPTIONS TAKEN," or "MAKE CORRECTIONS NOTED." Revisions indicated on shop drawings shall be considered as changes necessary to meet the requirements of the Project Documents and shall not be taken as the basis of claims for extra work. The review of such drawings by the Architect will be limited to checking for general agreement with the Project Documents, and shall in no way relieve the Contractor of responsibility for errors or omissions contained therein, nor shall such review operate to waive or modify any provision contained in the Project Documents. Fabricating dimensions, quantities of material, applicable code requirements, and other contract requirements shall be the Contractor's responsibility.
- (9) No work represented by required shop drawings shall be purchased or commenced until the applicable submittal has been approved. The work shall conform to the approved shop drawings and all other requirements of the Project Documents. The Contractor shall not proceed with any related work which may be affected by the work covered under shop drawings until the applicable shop drawings have been approved, particularly where piping, machinery, and equipment and the required arrangements and clearances are involved.
- (10) Except where the preparation of a shop drawing is dependent upon the approval of a prior shop drawing, all shop drawings pertaining to the same class or portion of the work shall be submitted simultaneously.
- (11) Calculations of a structural nature must be approved by the Division of State Architect.
- (12) The Contractor have no claim for damages or extension of time due to any delay resulting from the Contractor having to make the required revisions to shop drawings unless review

by the Architect of said drawings is delayed beyond the time provided hereinbefore and the Contractor can establish that the Architect's delay in review actually resulted in a delay in the Contractor's construction schedule. Contractor shall not be entitled to any claim for damages resulting from DSA review extending beyond fifteen (15) calendar days after submittal. However, District may consider an extension of time due to any delay caused by DSA review.

- F. **Deferred Approvals.** Contractor shall advise District immediately, if Architect has not checked and approved within fourteen (14) calendar days, such schedules and drawings for conformance with design concept of project and compliance with information given in contract documents. Contractor shall make any corrections required by Architect, file with him three (3) corrected copies, and furnish such other copies as may be needed for construction. Architect's approval of such drawings or schedules also shall not relieve Contractor from responsibility for deviations from drawings or specifications unless Contractor has in writing called Architect's attention to such deviations at time of submission and has secured his written approval. Architect's approval of such drawings and schedules also shall not relieve contractor from responsibility for errors in shop drawings or schedules.
- G. **Submittals.** Contractor shall furnish for approval, within fourteen (14) days following the Project commencement date in the Notice to Proceed, or within any other time frame agreed to by the parties, a log of all samples, material lists and certifications, mix designs, schedules, and other submittals, as required in specifications. Such log shall indicate whether samples will be provided as specified and in accordance with other provisions of this Construction Services Agreement. Contractor will provide samples and submittals, together with catalogs and supporting data required by Architect within thirty-five (35) days after submitting the sample log. First review of all submittals shall be complete 30% into the Sublease payment schedule with exceptions including close out and warranty submittals or others as agreed to in writing between the Contractor, the Architect and the District.. This provision shall not authorize any extension of time for performance of this Construction Services Agreement. Architect will check and approve such samples, only for conformance with design concept of work and for compliance with information given in contract documents. Work shall be in accordance with approved samples. Architect's action will be taken within fourteen (14) calendar days after receiving such samples and submittals. If in the Architect's professional judgment fourteen (14) days is an insufficient amount of time to permit adequate review, Architect shall, within the initial fourteen (14) day period, notify the Contractor, with a copy to the Inspector and the District, of the amount of time that will be required to respond. If the Architect's response results in a change in the Project, then such change shall be effected by a written change order.
- H. **Scheduling.** Contractor shall complete the construction pursuant to the CPM Construction Documents, subject to DSA approval and change in scope, performing all work set forth in the Scope of Work (Exhibit "A" to this Construction Services Agreement) and shall ensure proper scheduling occurs as necessary to prevent disruption to classes and District programs. Should such disruption occur, District shall have the right to temporarily stop work as necessary, which stoppage of work shall not be considered a construction delay and shall not result in any additional construction time allotment or increase in Project costs, provided that such stoppage does not exceed ten (10) calendar days.



- I. **District Permit and Other Obligations.** It is expressly understood that the District shall pay the DSA for the DSA inspector, soils testing, DSA fees, special testing, etc. If additional review or permits become necessary for reasons not due to Contractor's fault or because of DSA requirements or regulations implemented after the date the GMP is established and not reasonably anticipated at the time the GMP is established, Contractor may seek compensation only for the direct cost (without mark up or added fees) of that review, as an additional cost. In the alternative, District may pay such costs directly to DSA. If additional review time for special inspections results from Contractor failing to adhere to baseline schedule for associated scopes of work, Contractor shall be responsible to pay for related costs.
- J. **Contractor Permit Obligations.** District shall pay for all remaining general building permits and ancillary permits and licenses not paid by District prior to the commencement of this Construction Services Agreement. Upon a minimum of a forty-eight (48) hours notice by Contractor, District shall also be responsible for arranging and overseeing all necessary inspections and tests, permits, and ensure compliance with any Federal and State laws. A DSA inspector will be on site during regular hours of operation, unless Contractor makes arrangements for and agrees to pay for off-hours inspection. All municipal inspection fees and other municipal charges for permanent utilities including, but not limited to, sewer, electrical, phone, gas, water, and irrigation shall be paid for by District. Contractor shall be responsible for arranging the payment of such fees, but inspection fees and other municipal fees relating to permanent utilities shall be paid by District. Contractor may either request reimbursement from District for such fees (at direct cost only), or obtain the funds from District prior to paying such fees.
- K. **Protection.** The Contractor shall establish procedures for the protection of all existing structures, equipment, utilities, and other existing improvements, both on site and off site. When modifying existing work or installing new work adjacent to existing work, Contractor shall match, as closely as conditions of site and materials will allow, the finishes, textures, and colors of the original work, refinishing existing work as required, at no additional cost to District.
- L. **Nuisance Abatement.** The Contractor shall develop a mutually agreed upon documented program with the District to abate and minimize noise, dust, and disruption to normal activities at the existing facilities on the Site, including procedures to control on site noise, dust, and pollution during construction.
- M. **Utilities.** The Contractor shall perform and pay for all temporary utility hook ups and connections; the District shall pay for use of utilities during construction, as well as any fees owed to utility suppliers for connection to existing mainline facilities. When it is necessary to interrupt any existing utility service to make connections, a minimum of forty-eight (48) hours advance notice shall be given to the District, the College Director of Facilities and Architect. Interruptions in utility services shall be of the shortest possible duration for the work at hand and shall be approved by the District and the Architect. In the event any utility service is interrupted without the required forty-eight (48) hour notice, then Contractor shall be liable for all damage suffered by District due to the interruption. Upon completion of work, Contractor shall remove all temporary distribution systems.
- N. **Sanitary Facilities.** The Contractor shall provide sanitary temporary toilet buildings and wash facilities in no fewer numbers than required by law and such additional facilities as may be directed by the Inspector for the use of all workers. The building shall be maintained in a sanitary condition at all times and shall be left at the site until construction is complete. Use of toilet facilities in the work under construction shall not be permitted.
- O. **Layout and Field Engineering.** All field engineering required for laying out this work and establishing grades for earthwork operations shall be furnished by the Contractor at its expense and shall include all elements set forth in Exhibit roth comply with . Such work shall be done by a qualified civil engineer or land surveyor licensed in California and approved by the Architect through the submittal process. Any required "as built" drawings of site development shall be

prepared by a qualified civil engineer or land surveyor licensed in California and approved by the Architect.

- P. **Cutting and Patching.** Contractor shall do all cutting, fitting, or patching of work as required to make its several parts come together properly and fit it to receive or be received by work of other contractors showing upon, or reasonably implied by, the drawings and specifications for the completed structure. Contractor shall make good after them as Architect may direct. All cost caused by defective or ill timed work shall be borne by party responsible therefore. Contractor shall not endanger any work by cutting, excavating, or otherwise altering work and shall not cut or alter work of any other contractor save with consent or at the direction of Architect.
- Q. **Close Out Submittals.** The Contractor shall be responsible for the delivery of the technical manuals, warranties and guarantees as required in the technical specifications prior to filing the Notice of Completion of the Project.

## **SECTION 9 EXTRA WORK/MODIFICATIONS**

- A. In addition to those errors and omissions of the drawings and specifications, if any, which are to be addressed by the Errors and Omissions Allowance, the District may prescribe extra work or a modification or reduction of requirements or of methods of performing the Construction which differ from the work or requirements set forth in the Construction Documents ("Extra Work/Modifications"); and for such purposes, the District may at any time during the life of this Construction Services Agreement by written order, make such changes as it shall find necessary in the design, line, grade, form, location, dimensions, plan, or material of any part of the work or equipment specified herein or in the Construction Documents, or in the quantity or character of the work or equipment to be furnished. In the event conditions develop which make strict compliance with the specifications impractical, Contractor shall notify District of the need for such Extra Work/Modification by placing the matter on the agenda of the weekly construction meetings with District for discussion the week during or the week immediately after the need for such Extra Work/Modification is determined. Additionally, Contractor shall submit to the District for its consideration and approval or disapproval, a written request for Extra Work/Modifications before such work is performed. If District approves such request in writing, the costs of the Extra Work/Modifications, as established pursuant to this Section 9, shall be added to the GMP, or otherwise deducted from the GMP, as applicable.
- B. Value of any such Extra Work/Modification, change, or deduction shall be determined at the discretion of the District, in consultation with the Architect, in one or more of the following ways:
1. By acceptable lump sum proposal from Contractor with itemization as required by the District and/or the Architect.
  2. By unit prices contained in Contractor's cost estimates and incorporated in the Contract Documents or fixed by subsequent agreement between the District and Contractor.
  3. By the cost of material and labor and a percentage for the Contractor's construction management fee. If the value is determined by this method the following requirements shall apply:
    - (A) **Daily Reports by Contractor.**
      - (i) **General.** At the close of each working day, the Contractor shall submit a daily report to the Architect and the Inspector, on forms approved by the District, together with applicable delivery tickets, listing all labor, materials, and equipment involved for that day, and for other services and expenditures when authorized concerning extra work items. An attempt shall be made to reconcile the report daily, and it shall be signed by the Architect and the Contractor. In the event of disagreement, pertinent notes shall be entered by each party to explain points which cannot be resolved immediately. Each

party shall retain a signed copy of the report. Reports by Subcontractors or others shall be submitted through the Contractor.

(ii) Labor. The report shall show names of workers, classifications, and hours worked and hourly rate. Project Superintendent expenses are not allowed.

(iii) Materials. The report shall describe and list quantities of materials used and unit cost.

(iv) Equipment. The report shall show type of equipment, size, identification number, and hours of operation, including loading and transportation, if applicable, and hourly/daily cost.

(v) Other Services and Expenditures. Other services and expenditures shall be described in such detail as the District may require.

(B) **Basis for Establishing Costs.**

(i) Labor. The costs of labor will be the actual cost for wages prevailing locally for each craft classification or type of workers at the time the extra work is done, plus employer payments of payroll taxes and insurance, health and welfare, pension, vacation, apprenticeship funds, and other direct costs resulting from federal, state or local laws, as well as assessments or benefits required by lawful collective bargaining agreements. The use of labor classification which would increase the extra work cost will not be permitted unless the Contractor establishes the necessity for such additional costs. Labor costs for equipment operators and helpers shall be reported only when such costs are not included in the invoice for equipment rental.

(ii) Materials. The cost of materials reported shall be at invoice or lowest current price at which such materials are locally available and delivered to the work site in the quantities involved, plus sales tax, freight and delivery. The District reserves the right to approve materials and sources of supply, or to supply materials to the Contractor if necessary for the progress of the work. No markup shall be applied to any material provided by the District.

(iii) Tool and Equipment Rental. No payment will be made for the use of tools which have a replacement value of FIVE HUNDRED DOLLARS (\$500) or less or where an invoice is not provided. Regardless of ownership, the rates to be used in determining equipment rental costs shall not exceed listed rates prevailing locally at equipment rental source, or distributors, at the time the work is performed. The rental rates paid shall include the cost of fuel, oil, lubrication, supplies, small tools, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, and all incidentals. Necessary loading and transportation costs for equipment used on the extra work shall be included.

If equipment is used intermittently and, when not in use, could be returned to its rental source at less expense to the District than holding it at the work site, it shall be returned, unless the Contractor elects to keep it at the work site at no expense to the District.

All equipment shall be acceptable to the Architect, in good working condition, and suitable for the purpose for which it is to be used. Manufacturer's ratings and manufacturer's approved modifications shall be used to classify equipment and it shall be powered by a unit of at least the minimum rating recommended by the manufacturer.

(iv) Other Items. The District may authorize other items which may be required on the extra work. Such items include labor, services, material and equipment which are different in their nature from those required by the work and which are of a type not ordinarily available from the Contractor or any of the subcontractors. Invoices covering all such items in detail shall be submitted with the request for payment.

(v) Invoices. Vendors' invoices for material, equipment rental, and other expenditures, shall be submitted with the request for payment. If the request for payment

is not substantiated by invoices or other documentation, the District may establish the cost of the item involved at the lowest price which was current at the time of the report.

(C) The following form shall be followed as applicable for additions and deductions to the Construction Services Agreement:

	EXTRA/ (CREDIT)
(a) Material (attach itemized quantity and unit cost plus sales tax and profit/overhead not to exceed ten percent (10%))	_____
(b) Contractor's/Subcontractor's labor and profit/overhead (profit/overhead not to exceed five percent (5%)) (attach itemized hours and base rates from identified prevailing wage rate schedules)	_____
(c) Commercial General Liability and Property Damage Insurance, Workers' Compensation Insurance, Social Security and Unemployment taxes at actual and verified cost	_____
(d) Subtotal	_____
(e) Contractor's additional profit/overhead not to exceed four percent (4%) of Item (d), if applicable	_____
(f) Subtotal	_____
(g) Bond Premium, not to exceed one percent (1%) of Item (f)	_____
(h) Total	_____

- C. It is expressly understood that the value of such extra work or changes, as determined by any of the aforementioned methods, expressly includes any and all of Contractor's costs and expenses, both direct and indirect, resulting from additional time required on the project, or resulting from delays to the Project. Any costs or expenses not included are deemed waived. For purposes of determining the cost, if any, of any extra work, change, addition or omission hereunder, all trade discounts, rebates, refunds, and all returns from the sale of surplus materials and equipment shall accrue and be credited to Contractor, and Contractor shall ensure that such discounts, rebates, refunds, and returns may be secured, and the amount thereof shall be allowed as a reduction of Contractor's cost in determining the actual cost of construction for purposes of any extra work, change, addition or omissions in the work as provided herein.
- D. Regardless of whether the cost of the Extra Work/Modification is determined pursuant to 1, 2, or 3, above, in addition to the cost of the material and labor for deleted items, Contractor shall credit back an in kind amount for the bonding and mark up for deleted items at the time of the request for the Extra Work/Modification.
- E. Should Contractor claim that any instruction, request, drawing, specification, action, condition, omission, default, or other situation (i) obligates the District to pay additional compensation to the Contractor; or (ii) obligates the District to grant an extension of time for the completion of the

Construction Services Agreement; or (iii) constitutes a waiver of any provision in this Construction Services Agreement, Contractor shall notify the District in writing or such claim as soon as possible, but in no event within more than ten (10) business days from the date Contractor has actual or constructive notice of the claim. Contractor shall also provide District with sufficient written documentation supporting the factual basis of the claim including in the documentation items (B)(3)(C)a-h described in this Section. Contractor shall be required to certify under penalty of perjury the validity and accuracy of any claims submitted. The Contractor's failure to notify the District within the ten (10) business day period shall be deemed a waiver and relinquishment of the claim against the District. If such notice be given within the specified time, the procedure for its consideration shall be as stated above in this Section.

- F. All costs associated with the Extra Work/Modification may be in terms of time, money or both.
- G. Expenses of reconstruction and/or costs to replace and/or repair damaged materials and supplies, provided that Contractor is not fully compensated for such expenses and/or costs by insurance or otherwise, may be added to the GMP, if said expenses are the result of the sole established negligent acts or omissions or willful misconduct of the District, or its subcontractors, principals, agents, servants, or employees. In all other instances, Contractor is responsible for all components of the Project up to and until final acceptance of the Project by the District.
- H. The term "profit/overhead" for any subcontractors shall be considered to include insurance other than mentioned in Section 9(c) above, field and office supervisors and assistants, watchmen, use of small tools, consumables and general field and home office expenses, and no separate allowance will be made therefor.
- I. "Prohibited usage of Contractor qualifying language stamps on District drawings or contract forms". Contractor shall not countersign or endorse any form, drawing, change order, contract or other documents with any conditions not mutually agreed to in advance by the District and the Contractor. Endorsement of a contract, change order, specification, drawing or form with the following: "This change order is being executed without waiver of the right to seek additional compensation for such services," shall be of no legal force or effect.

**SECTION 10 TIME OF COMPLETION**

- A. Once the District has issued a Notice to Proceed, Contractor shall proceed with the construction of the project with reasonable diligence. Contractor agrees that the Project will be fully completed by \_\_\_\_\_, as said time may be extended for such periods of time as Contractor is prevented from proceeding with or completing the Project for any cause described in this section 10, or as otherwise agreed to in writing by the District and Contractor. If the work is not completed in accordance with the foregoing, it is understood that the District will suffer damage. Contractor shall not be entitled to a bonus or incentive payment for completing the Project prior to the contractual duration. It being impractical and infeasible to determine the amount of actual damage, it is agreed that Contractor shall pay to District as fixed and liquidated damages and not as a penalty the sum of TWO THOUSAND SEVEN HUNDRED AND FIFTY DOLLARS (\$2,750.00) per day for each calendar day of delay until work is completed and accepted. Contractor and their surety shall be liable for the amount thereof. Any money due or to become due the Contractor may be retained by the District to cover said liquidated damages. Should such money not be sufficient to cover said liquidated damages, the District shall have the right to recover the balance from the Contractor or its sureties, who will pay said balance forthwith.

This Section 10 and the liquidated damages referred to directly above is expressly understood and agreed to by the Parties hereto:

\_\_\_\_\_ Contractor's Initials

\_\_\_\_\_ District's Initials

- B. Within five (5) business days after the Project commencement date in the District's Notice to Proceed, Contractor shall furnish District with a preliminary schedule showing all activities to be performed within the first thirty (30) days of construction. Twenty-one (21) days following the preliminary schedule submittal Contractor shall furnish a CPM (Critical Path Method) Schedule fully detailed to a maximum of fifteen (15) day maximum duration of work, setting forth the expected dates for commencement and completion of each of the various stages of construction to be performed by Contractor pursuant to this Construction Services Agreement (the "Time Schedule"). The Contractor shall submit the master schedule to the District for acceptance and update the master schedule as appropriate on at least a monthly basis. The Contractor shall incorporate the activities of Contractors on the Project, submittals and delivery of products requiring long lead time procurement. The schedule will separately identify those milestones or events that must be completed before other portions of the work can be accomplished. The Contractor shall also include the District's occupancy requirements showing portions of the Projects having occupancy priority. It is specifically understood that District will utilize said schedule as it is revised from time to time to determine completion dates of various aspects of the Project. The District may reject such a schedule and require modification to it if, in the opinion of the Architect or District, adherence to the progress schedule will cause the work not to be completed in accordance with the Agreement.
- C. Contractor will exchange scheduling information with subcontractors and suppliers. Contractor will order work, equipment and materials with sufficient lead time to avoid interruption of the work. The Contractor shall be responsible for providing the District with a Schedule of Values within ten (10) business days of the Project commencement date in the District's Notice to Proceed, which will be updated as needed. Sublease Prepayments under the Sublease shall be conditioned upon completion of various aspects of the Project as determined by District's Inspector pursuant to the Time Schedule and the Schedule of Values. Contractor shall furnish on form(s) approved by District:
- (1) Within ten (10) calendar days of award of contract a detailed schedule of values giving complete breakdown of contract price for each component of the Project or site which shall include all subcontractor/supplier agreements showing dollar amounts of these agreements to justify the schedule of values; and
  - (2) A periodical itemized estimate of work done for purpose of making partial payments thereon. Change order work shall be clearly identified on a separate schedule of values.
  - (3) Within ten (10) calendar days of request of District, a schedule of estimated monthly payments which shall be due Contractor under the Agreement.
  - (4) Values employed in making up any of these schedules are subject to the Architect's written approval and will be used only for determining basis of partial payments and will not be considered as fixing a basis for additions to or deductions from contract price.
- D. The contract times may only be changed by change order or written amendment and time is of this essence in this Contract Documents.
- E. The contract times will be adjusted in an amount equal to the time lost as shown on a critical path schedule due to the following:
- (1) Changes in the Work ordered by District;
  - (2) Acts or neglect by District's consultants, acts or neglect of utility districts, acts or neglect of other Contractors performing other Work, provided Contractor has fully and completely performed its responsibilities under the Contract Documents, including but not limited to, its cooperation and coordination responsibilities required by the Contract Documents

- F. In accordance with Section 4215 of the Government Code, if the Contractor while performing the work on the project discovers any existing main or trunkline utility facilities not identified by the public agency (the District) in the contract plans or specifications, Contractor shall immediately notify the public agency (the District) and utility in writing. The public utility, where they are the owner, shall have the sole discretion to perform repairs or relocation work or permit the Contractor to do such repairs or relocation work at a reasonable price. The Contractor shall be compensated for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the Project necessarily idled during such work. Such compensation shall be in accordance with the extra work provisions set out in Section 9 hereof. The Contractor shall not be assessed liquidated damages for this Construction Services Agreement and shall not be subject to any damages for delay in completion of the Project, when such delay was caused by the failure of the District or the owner of the utility to provide for removal or relocation of the existing main or trunkline utility facilities; however, when the Contractor is aware that removal or relocation of an existing utility has not been provided for, Contractor shall promptly notify the District and the utility in writing, so that provision for such removal or relocation may be made to avoid and minimize any delay which might be caused by the failure to remove or relocate the main or trunkline utility facilities, or to provide for its removal or relocation.
- G. Contractor shall not be charged for liquidated damages, as set forth in the Agreement, because of any delays in completion of work due to unforeseeable causes beyond the control and without the fault or negligence of Contractor, including but not restricted to: acts of God, or of public enemy, acts of Government, acts of District or anyone employed by it or acts of another contractor in performance of a contract (other than the Contract Documents) with District, fires, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather or delays of subcontractors due to such causes, provided that Contractor has taken reasonable precautions to prevent further delays owing to such causes. The normal seasonal weather conditions for the Mission Viejo, California area, is agreed herein to result in fourteen (14) days wherein construction work may not be performed due to inclement weather. Any resulting "dry-out" time shall not be included within the fourteen (14) days and shall not be considered reason for a time extension.
- (1) Contractor will only be allowed a time extension for unusually severe weather if it results in precipitation or other conditions which in the amount, frequency, or duration is in excess of the days established above. No less than fourteen (14) calendar days will be allotted for in Contractor's schedule. The weather days shall be shown on the schedule and if not used will become float for the Project's use. Contractor will only be allowed a day-for-day weather delay when a weather condition impacts critical path work. Contractor is expected to work seven (7) days per week (if necessary, irrespective of inclement weather), to maintain access, and to protect the work under construction from the effects of inclement weather.
- (2) If the weather is unusually severe and prevents Contractor from beginning work at the usual daily starting time, or prevents Contractor from proceeding with seventy-five (75%) of the normal labor and equipment force towards completion of the day's current controlling item on the accepted schedule for a period of at least five hours, and the crew is dismissed as a result thereof, Architect will designate such time as unavoidable delay and grant one (1) calendar-day extension.
- H. Contractor shall within ten (10) calendar days of beginning of any delay notify District in writing of causes of delay. Thereupon District shall ascertain the facts and extent of delay and grant extension of time for completing work when, in its judgment, the findings of fact justify such an extension. District's findings of fact thereon shall be final and conclusive on the parties hereto. Extension of time shall apply only to that portion of work affected by the delay, and shall not apply to other portions of work not so affected. Contractor agrees that the extension of time

granted under this Article shall be its sole and exclusive remedy for the consequences of any delay described above. For any such delay resulting from the actions or inactions of Architect, District, or their officers, agents, and employees, or changes to the scope of the Work which impact the schedule, Contractor shall be entitled to reimbursement for its reasonable additional costs resulting from such delay, but not any additional profit or fee.

- I. Contractor acknowledges the extreme importance of promptly notifying and thoroughly documenting any request for time extension and further specifically acknowledges that District will suffer extreme prejudice should Contractor fail in any way to comply with this requirement. Failure to comply with the procedures and time limits established in this Article shall constitute a waiver of such request. Evidence presented by Contractor that District had actual notice of the time extension request, that District was not prejudiced by Contractor's failure to comply with this requirement, and/or that District considered Contractor's request despite Contractor's failure to strictly comply with this provision shall not render this requirement unenforceable.
- J. Contractor is required to order, obtain, and store materials and equipment sufficiently in advance of its work at no additional cost or advance payment from District to assure that there will be no delays. An extension of time will not be granted for a delay caused by a shortage of materials, except District-furnished materials. Contractor is responsible to bring inability to obtain material in a timely fashion to the Architect's attention and so as not to cause delay to the Project. No consideration will be given to any claim that material could not be obtained at a reasonable, practical, or economical cost, unless it is shown to the satisfaction of Architect that such material could have been obtained only at exorbitant prices, entirely inconsistent with current rates for such material taking into account the quantities involved and the usual practices in obtaining such quantities and that such fact could not have been known or anticipated at the time this Construction Services Agreement was entered into.
- K. Contractor shall not be entitled to additional compensation for delays within its control. Contractor is aware that governmental agencies, such as the Department of General Services, gas companies, electrical utility companies, water districts and other agencies may have to approve Contractor-prepared drawings or approve a proposed installation. In the event of delays to the Project from such agencies for which Contractor has no control, provided such delays are not caused by Contractor's or any subcontractor's acts or omissions, Contractor may be entitled to extensions for any deferred approvals that are longer than six (6) weeks in continued duration, but shall not be allowed additional compensation for the costs of such delays. Any deferred approvals less than six (6) weeks in duration shall not extend completion of work.
- L. District reserves the right to occupy any building or portion thereof or use any improvement contemplated by the Contract Documents prior to the completion of the entire Project. A list of work to be completed and corrected by Contractor, if any, shall be prepared and agreed to between District and Contractor before any such occupancy or use. Such occupancy or use shall not operate as an acceptance of any part of the Project but shall start the guaranty-warranty period on the structure or portion thereof so occupied or improvement or equipment so used; provided, however, that such occupancy or use shall not start the guaranty-warranty period as to items appearing on the list of work yet to be completed and corrected or as to structures or improvements (or portions thereof) that are not occupied or used. No such occupancy or use shall be deemed to have occurred unless and until District has given Contractor written notice of its intention to so occupy or use any particular structure or improvement specifying the portion or portions of the structure, improvement or equipment which will be deemed so occupied or used. District and Contractor shall take reasonable steps to obtain the consent of Contractor's insurance company or companies and shall, without mutual written consent, take no action with respect to partial occupancy or use that would cause cancellation, lapse of or reduction of such insurance. Such occupancy or use by District shall relieve Contractor of (and District shall assume) the responsibility for injury or damage to said occupied or used portions of the Project resulting from use by District or the public or from the action of the elements or from any other cause, except



injury or damage resulting from the operations, negligence or intentional acts of Contractor, any subcontractors or material suppliers of any tier, or their officers, employees or agents.

- M. If Contractor submits a revised schedule showing an earlier completion date for the Project, District's acceptance of this revised schedule shall not entitle Contractor to any delay claim or disruption damages or any other damages due to any such revised schedule. Nothing provided here in shall be construed as a direct, indirect or implicit acceleration order to the Contractor.
- N. Contractor agrees that failure to timely submit the progress schedule, the monthly schedule or any revised progress schedule requested by the Architect or the District may result in delay in payment to Contractor.
- O. In addition to the requirement to update the baseline schedule, Contractor is responsible to provide a four week rolling progress schedule at each progress meeting. This Schedule will include activities that are 1 week behind the Data Date and 3 weeks ahead of the Data Date. The Data Date shall be the date of the progress meeting. Schedule shall include information for all trades on-site. Schedule will identify any work that is proposed outside the regular working hours.
- P. Contractor will provide a digger report (version 3.0 or later) with each schedule submittal.
- Q. The term "Fully Completed and Accepted," as used herein, shall mean that all work has been completed in accordance with the Construction Documents and that successful testing, startup and commissioning, LEED certification if required by Project and satisfactory operation of the Project as a total unit has been accomplished in conformance with the Construction Documents.
  - 1. The District shall accept completion of the Project and have the Notice of Completion recorded within ten (10) days of acceptance of completion of the Project when the entire work including punch list items shall have been completed to the satisfaction of the District. Civil Code Section 3093. The work may only be accepted as complete by action of the District's Governing Board.
  - 2. However, the District, at its sole option, may accept completion of the Project and have the Notice of Completion recorded when the entire work including individual portions of the work shall have been completed to the satisfaction of the District, except for minor corrective items, as distinguished from incomplete items.
  - 3. A final walk through of the Project to determine completion and to record the Notice of Completion shall occur only upon a valid claim by Contractor that the Project is complete except for minor corrective items. Any erroneous claims of completion by Contractor resulting in a premature walk through shall be at Contractor's sole cost and expense and District shall make adjustments to the contract price by reducing the amount thereof to pay for any costs incurred by the District due to the erroneous claims by the Contractor that the Project is complete. Minor corrective items shall be identified in the final walk through of the Project.
  - 4. If the Contractor fails to complete the minor corrective items prior to the expiration of the thirty-five (35) day period immediately following recording of the Notice of Completion, the District shall withhold from the final payment an amount equal to one hundred fifty percent (150%), as determined by the District, of the amount of each item until such time as the item is completed. Public Contract Code Section 7107. At the end of such 35-day period, if there are items remaining to be corrected, the District may elect to proceed as follows:

- (a) If Contractor defaults or neglects to carry out the work in accordance with the Project Documents or fails to perform any provision thereof, District may, after ten (10) days written notice to the Contractor and without prejudice to any other remedy it may have, make good such deficiencies.
- (b) The District shall adjust the total contract price by reducing the amount thereof by the cost of making good such deficiencies. If District deems it inexpedient to correct work not done in accordance with the Project Documents, an equitable reduction in the contract price shall be made therefore.

## **SECTION 11 TERMINATION OF AGREEMENT**

### **A. Termination for Breach.**

- (1) If the Contractor refuses or fails to proceed with the construction of the Project or any separable part thereof with such diligence as will insure its completion within the time specified by this Construction Services Agreement or any extension thereof, or fails to complete the Project within such time, or if the Contractor should be adjudged bankrupt, or if it should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, or the Contractor or any of its subcontractors should violate any of the provisions of this Construction Services Agreement, the District may serve written notice upon the Contractor and its Surety of the District's intention to terminate this Construction Services Agreement. This notice of intent to terminate shall contain the reasons for such intention to terminate this Construction Services Agreement and a statement to that effect that the Contractor's right to perform work on the Project shall cease and terminate upon the expiration of ten (10) days unless such violations have ceased and arrangements satisfactory to the District have been made for correction of said violations.
- (2) In the event that the District serves such written notice of termination upon the Contractor and the Surety, the Surety shall have the right to take over and perform this Construction Services Agreement. If the Surety does not: (1) give the District written notice of Surety's intention to take over and commence performance of this Construction Services Agreement within fifteen (15) days of the District's service of said notice of intent to terminate upon Surety; and (2) actually commence performance of this Construction Services Agreement within thirty (30) days of the District's service of said notice upon Surety; then the District may take over the Project and prosecute the same to completion by separate contract or by any other method it may deem advisable for the account and at the expense of the Contractor.
- (3) In the event that the District elects to obtain an alternative performance of the Construction Services Agreement as specified above: (1) the District may, without liability for so doing, take possession of and utilize in completion of the Project such materials, appliances, plants and other property belonging to the Contractor that are on the site and reasonably necessary for such completion; and (2) Surety shall be liable to the District for any cost or other damage to the District necessitated by the District securing an alternate performance pursuant to this Section 11.
- (4) The expense of finishing the work, including compensation for additional Architectural, managerial, and administrative services, shall be a charge against Contractor and Contractor agrees that the charge may be deducted from any money due or becoming due to Contractor from District or Contractor shall pay the charge to the District. Expense incurred by District as herein provided, and damage incurred through Contractor's default, shall be certified to District by Architect. The surety shall become liable for payment should Contractor fail to pay in full any cost incurred by the District.

B. Termination for Convenience.

- (1) The District may terminate performance of the Project called for by the Contract Documents in whole or, from time to time, in part, if the District determines that a termination is in the District's interest.
- (2) The District shall terminate all or any part of the Project upon delivery to the Contractor of a "Notice of Termination" specifying that the termination is for the convenience of the District, the extent of termination, and the effective date of such termination.
- (3) After receipt of Notice of Termination, and except as directed by the District's Representative, the Contractor shall, regardless of any delay in determining or adjusting any amounts due under this Termination for Convenience clause, immediately proceed with the following obligations:
  - a. Stop Work as specified in the Notice of Termination.
  - b. Complete any work specified in the Notice of Termination in a least cost/shortest time manner while still maintaining the quality called for under the Contract Documents and to ensure quality of material left on-site.
  - c. Leave the Property upon which the Contractor was working and upon which the facility (or facilities) forming the basis of the Contract Documents is situated in a safe and sanitary manner such that it does not pose any threat to the public health or safety.
  - d. Terminate all subcontracts to the extent that they relate to the portions of the work terminated.
  - e. Place no further subcontracts or orders, except as necessary to complete the continued portion of the Construction Services Agreement.
  - f. Submit to the District's Representative, within ten (10) days from the Project termination date found in the Notice of Termination, all of the usual documentation called for by the Contract Documents to substantiate all costs incurred by the Contractor for labor, materials and equipment through the Project termination date, including termination costs related to demobilizing and closing out the project, found in the Notice of Termination. Any documentation substantiating costs incurred by the Contractor solely as a result of the District's exercise of its right to terminate this Construction Services Agreement pursuant to this clause, which costs the Contractor is authorized under the Construction Services Agreement to incur, shall: (i) be submitted to and received by the District no later than thirty (30) days after the Project termination date found in the Notice of Termination; (ii) describe the costs incurred with particularity; and (iii) be conspicuously identified as "Termination Costs occasioned by the District's Termination for Convenience."
- (4) Termination of the Construction Services Agreement shall not relieve the Surety of its obligation for any just claims arising out of or relating to the work performed on the Project.
- (5) In the event that the District exercises its right to terminate this Construction Services Agreement pursuant to this clause, the District shall pay the Contractor, upon the Contractor's submission of the documentation required by this provision, and other applicable provisions of the Construction Services Agreement the following amounts:

- a. All actual costs incurred according to the provisions of this Construction Services Agreement including but not limited to insurance costs incurred in connection with the Project.
- b. A reasonable allowance for profit on the cost of the work on the Project performed, provided Contractor establishes to the satisfaction of the District, that it is reasonably probable that the Contractor would have made a profit had the Construction Services Agreement been completed and provided further, that the profit allowed shall in no event exceed five percent (5%) of costs. In no event shall the total amount exceed GMP.
- c. \_\_\_\_\_ (\_\_\_%) of the GMP for Contractor's administrative costs in determining the amount payable due to termination of the Construction Services Agreement under this Section 11.

C. Termination of Agreement by Contractor.

- (1) The Contractor may terminate the Construction Services Agreement upon ten (10) days written notice to the District, whenever: (1) the entire Project has been suspended for ninety (90) consecutive days through no fault or negligence of the Contractor and notice to resume the Construction Services Agreement or to terminate the Construction Services Agreement has not been received from the District within this time period; or (2) the District should fail to pay the Contractor any sums due it following the receipt by District of a written request from the Contractor (unless such sums are contested by the District) in accordance with the terms of the Construction Services Agreement and within the time limits prescribed; or (3) the District shall elect not to appropriate funds and/or not to make two (2) successive Sublease Prepayments following the receipt by District of a request from the Contractor in its capacity as Lessor for each such Sublease Prepayment submitted pursuant to Section 26(A) of the Sublease. In the event of such termination, the Contractor shall have no claims against the District except for work performed on the Project as of the date of termination.

- D. In the event of a dispute between the parties as to performance of the work or the interpretation of this contract, or payment dispute, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, Contractor agrees to continue the work diligently to completion.

## **SECTION 12 PERSONNEL ASSIGNMENT**

A. Contractor shall employ a competent, English speaking Project personnel including Project Manager, Field Superintendent, Project Engineer and necessary assistants who shall be in attendance at the Project Site during the performance of the work. Before commencing the work, Contractor shall designate in writing the name, qualifications, experience and references from owners and architects on previous projects for Contractor's proposed Project personnel who, on approval of District, shall have full authority to represent and act for Contractor. All directions given to the Project Manager shall be as binding as if given to Contractor. A facsimile of the signatures of the authorized representatives of Contractor shall be submitted to Architect and District. Contractor's authorized representatives, or designated substitutes, acceptable to District, shall be present at the Site at all times that any work is in progress and at any time that any employee or subcontractor of Contractor is present at the Site and shall attend all job meetings. The Project personnel shall be present on a full-time basis, shall be dedicated exclusively to the Project and shall not share management duties with another project or job. The Project personnel shall not be replaced except with written consent of District, unless Project personnel proves to be unsatisfactory to Contractor and ceases to be in its employ, in which case, Contractor shall notify District and Architect in writing within one day of occurrence. In this event, Contractor shall

provide immediate replacement, while undergoing District review of proposed permanent replacement. Proposed replacement must be provided within five (5) days of occurrence. The Project Manager shall represent Contractor in its absence and shall be fully authorized to receive and fulfill any instruction from Architect, Inspector, District or any other District representative. All Requests for Information shall be originated by the Project Manager and responses thereto shall be given to the Project Manager. No work shall begin on any day by any subcontractor or other person on the Project site until Contractor management personnel has arrived, or shall any work continue during the day after the Contractor management personnel has departed from the Project Site. The Project Manager shall have authority to bind Contractor through the Project Manager's acts.

B. Contractor shall notify District and Architect, in writing, when Contractor desires to change the Project personnel for the Project, and shall provide the information specified above. The new permanent Project personnel cannot serve on the Project beyond five day temporary timeframe until approved by District. District shall have the right, at any time, to direct a change in Contractor's Project personnel if performance is unsatisfactory, as determined by District, in its sole discretion.

C. Contractor shall be solely responsible for the construction means, methods, techniques, sequences, procedures, and coordinating all portions of the work under the Contract Documents, unless the Contract Documents give other specific instructions concerning these matters. Contractor shall be responsible to see that the finished work complies accurately with the Contract Documents. Contractor shall not perform the work without utilizing the Contract Documents or, where required, approved shop drawings, product data, or samples for any such portion of the work.

D. Contractor shall be responsible to District for acts and omissions of Contractor's employees, subcontractors, material and equipment suppliers, and their agents, employees, invitees, and other persons performing portions of the work under direct or indirect contract with Contractor or any of its subcontractors.

### **SECTION 13 MAINTENANCE OF RECORDS; AUDIT/Ownership of documents.**

A. The Contractor, and any subcontractors, shall keep or cause to be kept true and complete books, records, and accounts of all financial transactions in the course of its activities and operations related to the Project. These documents may include sales slips, invoices, payrolls, personnel records, requests for subcontractor payment, and other data relating to all matters covered by the Contract Documents. At all times during the construction of the Project, and for four (4) years following the termination of the term of the last Document, the Contractor, and any subcontractors, shall retain such data and records. During construction of the Project, the Contractor shall make available all requested data and records at reasonable locations within the County of Orange, at any time during normal business hours, and as often as the District deems necessary. If records are not made available within the County of Orange during the construction of the Project, the Contractor shall pay the District's travel costs to the location where the records are maintained. Upon completion of the construction of the Project, Contractor shall provide District with one (1) complete copy of all books, records and accounts of all financial transactions in the course of its activities and operations related to the Project, including but not limited to sales slips, invoices, payrolls, personnel records, requests for subcontractor payment and other data relating to all matters covered by the Contract Documents. Failure to make requested records available for audit by the date requested will entitle the District to terminate this Construction Services Agreement, subject to the notice and right to cure periods specified within section 11(A)(1) of this Construction Services Agreement. Contractor, at all times, shall remain responsible for providing all such documentation, and shall ensure all subcontractors provide such information to ensure Contractor's complete copy of all books, records and accounts described above are, in fact, complete.

- B. At its own cost, the District shall have the right to review and audit, upon reasonable notice, the books and records of the Contractor concerning any monies associated with the Project. This right does not extend to books and records that do not, in any way, relate to or concern the accounting of monies associated with the Project. Any such audit shall be performed by an independent auditor, having no direct or indirect relationship with the functions or activities being audited or with the business conducted by the Contractor or District. In the event the independent auditor determines that Savings realized during the prosecution and progress of the Project were not allocated as provided for in Section 6 of this Construction Services Agreement, the District shall be entitled to deduct the amount of such Savings from the next Sublease Payment due or Sublease Prepayments, as applicable, under the provisions of the Sublease between District and Contractor. If the Contractor disputes the findings of the independent auditor, such dispute shall be handled in accordance with the provisions of Section 34 of this Construction Services Agreement.
- C. Ownership of Drawings. Notwithstanding any provision of this Agreement, all drawings, specifications, and copies thereof furnished by District are its property. They are not to be used on other work and with exception of signed contract sets, are to be returned to District on request at completion of work.

## **SECTION 14 PREVAILING RATES OF WAGES; records, apprentices**

### **A. Wage Rates, Travel and Subsistence.**

#### (1) Wage Rates.

Pursuant to the provisions of Article 2 (commencing at § 1720), Chapter 1, Part 7, Division 2, of the Labor Code, the District has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this public works project is to be performed for each craft, classification, or type of worker needed for this Project from the Director of the Department of Industrial Relations (“Director”). These rates are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Copies will be made available to any interested party on request. The Contractor shall post a copy of such wage rates at appropriate, conspicuous, weatherproof points at the Site.

Any worker employed to perform work on the Project, but such work is not covered by any classification listed in the published general prevailing wage rate determinations or per diem wages determined by the Director of the Department of Industrial Relations, shall be paid not less than the minimum rate of wages specified therein for the classification which most nearly corresponds to the employment of such person in such classification.

#### (2) Holiday and Overtime Pay.

Holiday and overtime work, when permitted by law, shall be paid for at the rate set forth in the prevailing wage rate determinations issued by the Director of the Department of Industrial Relations or at least one and one-half (1½) times the specified basic rate of per diem wages, plus employer payments, unless otherwise specified in the contract documents or authorized by law.

#### (3) Wage Rates Not Affected by Subcontracts.

The Contractor shall pay and shall cause to be paid each worker engaged in the execution of the Work on the Project not less than the general prevailing rate of per diem wages determined by the Director, regardless of any contractual relationship which may be alleged to exist between the Contractor or any subcontractor and such workers.

(4) Per Diem Wages.

The Contractor shall pay and shall cause to be paid to each worker needed to execute the Work on the Project per diem wages including, but not limited to, employer payments for health and welfare, pensions, vacation, travel time and subsistence pay as provided for in Labor Code §1773.1.

(5) Forfeiture and Payments.

Pursuant to Labor Code §1775, the Contractor shall forfeit to the District, not more than Two Hundred Dollars (\$200.00) for each calendar day, or portion thereof, for each worker paid less than the prevailing wages rates as determined by the Director of the Department of Industrial Relations, for the work or craft in which the worker is employed for any work done under the Agreement by the Contractor or by any subcontractor under it. The amount of the penalty shall be determined by the Labor Commissioner and shall be based on consideration of: (1) whether the Contractor or subcontractor's failure to pay the correct rate of per diem wages was a good faith mistake and, if so, the error was promptly and voluntarily correct upon being brought to the attention of the Contractor or subcontractor; and (2) whether the Contractor or subcontractor has a prior record of failing to meet its prevailing wage obligations.

B. Records of Wages Paid.

(1) Payroll Records.

(a) Pursuant to §1776 of the Labor Code, each Contractor and subcontractor shall keep an accurate payroll record showing the name, address, social security number, work classification and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed by him or her in connection with the Project.

(b) All payroll records shall be certified and submitted to the District with each application for payment, but shall not be submitted less than once per month. All payroll records shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

(i) a certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(ii) a certified copy of all payroll records shall be made available for inspection or furnished upon request to a representative of District, the Division of Labor Standards Enforcement or the Division of Apprenticeship Standards of the Department of Industrial Relations.

(iii) a certified copy of all payroll records shall be made available upon request by the public for inspection or for copies thereof. However, a request by the public shall be made through the District, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to Paragraph (2) above, the requesting party shall, prior to being provided the records, reimburse the costs, according to law for the preparation by the Contractor, subcontractor(s), and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Contractor.

(c) The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the Division of Labor Standards Enforcement.

(d) The Contractor or subcontractor(s) shall file a certified copy of all payroll records with the entity that requested such records within 10 (ten) calendar days after receipt of a written request.

(e) Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement shall be marked or obliterated to prevent disclosure of an individual's name, address and social security number. The name and address of the Contractor awarded the contract or the subcontractor(s) performing the contract shall not be marked or obliterated. Any copy of records made available for inspection by, or furnished to, a joint labor-management committee established pursuant to the federal Labor Management Cooperation Act of 1978 (Section 175a of Title 29 of the United States Code) shall be marked or obliterated only to prevent disclosure of an individual's name and social security number. Notwithstanding any other provision of law, agencies that are included in the Joint Enforcement Strike Force on the Underground Economy established pursuant to Section 329 of the Unemployment Insurance Code and other law enforcement agencies investigating violations of law shall, upon request, be provided non-redacted copies of certified payroll records.

(f) The Contractor shall inform the District of the location of all payroll records, including the street address, city and county, and shall, within five (5) business days, provide a notice of a change of location and address.

(g) The Contractor or subcontractor(s) shall have ten (10) calendar days in which to comply subsequent to receipt of a written notice requesting payroll records. In the event that the Contractor or Subcontractor(s) fails to comply within the 10-day period, the Contractor or subcontractor(s) shall, as a penalty to the District, forfeit One Hundred Dollars (\$100.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due.

Responsibility for compliance with this Section shall rest upon the Contractor.

(2) Withholding of Contract Payments & Penalties.

The District may withhold or delay contract payments to the Contractor if:

(a) The required prevailing rate of per diem wages determined by the Director of the Department of Industrial Relations is not paid to all workers employed on the Project; or

(b) The Contractor or any subcontractor(s) fail to submit all required certified payroll records with each application for payment, but not less than once per month; or

(c) The Contractor or subcontractor(s) submit incomplete or inadequate payroll records; or

(d) The Contractor or subcontractor(s) fail to comply with the Labor Code requirements concerning apprentices; or

(e) The Contractor or subcontractor(s) fail to comply with any applicable state laws governing workers on public works projects.

When determining GMP, Contractor shall include to the extent possible anticipated general prevailing wage rates for the time when work on the Project will actually be performed.



## SECTION 15 DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS

The Contractor, or any subcontractor working under the Contractor may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.7 of the California Labor Code. Any contract on a public works project entered into between the Contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid, or may have been paid to a debarred subcontractor by the Contractor on the project shall be returned to the District. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project.

## SECTION 16 EMPLOYMENT OF APPRENTICES

- A. Apprentice Wages and Definitions. All apprentices employed by the Contractor to perform services under the Contract Documents shall be paid the standard wage paid to apprentices under the regulations of the craft or trade for which he or she is employed, and as determined by the Director of the Department of Industrial Relations, and shall be employed only at the craft or trade to which he or she is registered. Only apprentices, as defined in Section 3077 of the Labor Code, who are in training under apprenticeship standards that have been approved by the Chief of the Division of Apprenticeship Standards and who are parties to written apprenticeship agreements under Chapter 4 (commencing with Section 3070) of Division 3, are eligible to be employed under these Contract Documents. The employment and training of each apprentice shall be in accordance with the apprenticeship standards and apprentice agreements under which he or she is training, or in accordance with the rules and regulations of the California Apprenticeship Council.
- B. Employment of Apprentices. Contractor agrees to comply with the requirements of Labor Code section 1777.5. The Contractor awarded the Project, or any Subcontractor under him or her, when performing any of the work under the Contract Documents or subcontract, employs workers in any apprenticeable craft or trade, the Contractor and Subcontractor shall employ apprentices in the ratio set forth in Labor Code section 1777.5. The Contractor or any Subcontractor must apply to any apprenticeship program in the craft or trade that can provide apprentices to the Project Site for a certificate approving the contractor or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected. However, the decision of the apprenticeship program to approve or deny a certificate shall be subject to review by the Administrator of Apprenticeship. The apprenticeship program or programs, upon approving the Contractor or Subcontractor, shall arrange for the dispatch of apprentices to the Contractor or Subcontractor upon the Contractor's or Subcontractor's request. "Apprenticeable craft or trade" as used in this Article means a craft or trade determined as an apprenticeable occupation in accordance with the rules and regulations prescribed by the California Apprenticeship Council. The ratio of work performed by apprentices to journeyman employed in a particular craft or trade on the Project shall be in accordance with Labor Code section 1777.5.
- C. Submission of Contract Information. Prior to commencing work on the Project, the Contractor and Subcontractors shall submit contract award information to the applicable apprenticeship program(s) that can supply apprentices to the Project and make the request for the dispatch of apprentices in accordance with the Labor Code. The information submitted shall include an estimate of journeyman hours to be performed under the Contract, the number of apprentices proposed to be employed, and the approximate dates the apprentices would be employed. A copy of this information shall also be submitted to the District if requested. Within sixty (60) days after concluding work on the Project, the Contractor and Subcontractors shall submit to the District, if requested, and to the apprenticeship program a verified statement of the journeyman and apprentice hours performed on the Project.
- D. Apprentice Fund. The Contractor or any Subcontractor under him or her, who, in performing any of the Work under the Contract, employs journeymen or apprentices in any apprenticeable craft or trade shall contribute to the California Apprenticeship Council the same amount that the Director determines is the prevailing amount of apprenticeship training contributions in the area of the Project. The Contractor and Subcontractors may take as a credit for payments to the California Apprenticeship

Council any amounts paid by the Contractor or Subcontractor to an approved apprenticeship program that can supply apprentices to the Project. The Contractor and Subcontractors may add the amount of the contributions in computing his or her proposal or bid for the Contract Documents.

- E. Contractor Compliance. The responsibility of compliance with Article 13 and Section 1777.5 of the Labor Code for all apprenticeable occupations is with the Contractor. Any Contractor or Subcontractor that knowingly violates the provisions of this Article or Labor Code section 1777.5 shall be subject to the penalties set forth in Labor Code section 1777.7.

## **SECTION 17 HOURS OF WORK**

- A. Eight (8) hours of work shall constitute a legal day's work. The Contractor and each subcontractor shall forfeit, as penalty to the District, twenty five dollars (\$25) for each worker employed in the execution of work on the Project by the Contractor or any subcontractor under him for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any calendar week in violation of the provisions of the Labor Code, and in particular, Section 1810 to Section 1815, thereof, inclusive, except that work performed by employees of the Contractor and his subcontractors in excess of eight hours per day at not less than one and one half times the basic rate of pay, as provided in Labor Code section 1815.
- B. Construction work on the Project shall be accomplished on a regularly scheduled eight (8) hour per day work shift basis, Monday through Friday, during those business hours allowed by the City of Mission Viejo for the type of work to be performed, however, nothing herein shall prevent Contractor from working weekends and after hours in order to complete the Project so long as not otherwise prohibited by law or local ordinances or regulations.
- C. Any work necessary to be performed after regular working hours, or on Sundays or other holidays shall be performed and included within the GMP, unless otherwise agreed to in writing before the work in question is commenced pursuant to Section 9, Extra Work/Modifications.

## **SECTION 18 PAYROLL RECORDS**

- A. This Project is subject to labor compliance monitoring and enforcement by the Compliance Monitoring Unit ("CMU") within the Division of Labor Standards Enforcement pursuant to Title 8, California Code of Regulations, Section 16450 et seq.
- B. The Contractor and all Subcontractors shall be required to furnish, at least monthly, electronic certified payroll records directly to the Labor Commissioner/ Compliance Monitoring Unit in accordance with Title 8, California Code of Regulations, Section 16450 et seq. All payroll records shall be furnished in a format prescribed by Title 8, California Code of Regulations, Section 16401. The Contractor and all Subcontractors are directed to go to <https://app.mylcm.com> and follow the instructions to enroll in CMU's eCPR system to submit electronic certified payroll records. The District will have direct and immediate access to all CPRs for the Project that are submitted through the eCPR system. The District can use this information for any appropriate purpose, including monitoring compliance, identifying suspected violations, and responding to Public Records Act requests.
- C. The CMU may conduct various compliance monitoring and enforcement activities including, but not limited to, confirming the accuracy of payroll records, conducting worker interviews, conducting audits, requiring submission of itemized statements prepared in accordance with Labor Code section 226, and conducting random in-person inspections of the Project site ("On-Site Visits"). On-Site Visits may include inspections of records, inspections of the work site and observation of work activities, interviews of workers and others involved with the Project, and any other activities deemed necessary by the CMU to ensure compliance with prevailing wage requirements. The CMU shall have free access to any construction site or other place of labor and

may obtain any information or statistics pertaining to the lawful duties of the Labor Commissioner.

- D. Any lawful activities conducted or any requests made by the CMU shall not be the basis for any delays, claims, costs, damages or liability of any kind against the District by the Contractor. Contractor and all Subcontractors shall cooperate and comply with any lawful requests by the Compliance Monitoring Unit. The failure of the CMU, the Division of Labor Standards Enforcement, or any other part of the Department of Industrial Relations to comply with any requirement imposed by the California Code of Regulations, Title 8, Chapter 8 shall not of itself constitute a defense to the failure to pay prevailing wages or to comply with any other obligation imposed by Division 2, Part 7, Chapter 1 of the Labor Code.
- E. Prior to commencing any work on the Project, the Contractor shall post the notice/poster required under Title 8, California Code of Regulations, Section 16451(d) in both English and Spanish at a conspicuous, weatherproof area at the Project site. The required notice/poster is available on the CMU website, at the Division of Labor Standards Enforcement District Offices or can be obtained by emailing a request to CMU@dir.ca.gov.

## **SECTION 19 BONDING REQUIREMENTS**

The Contractor shall provide the following bonds:

- A. A “Payment Bond” (material and labor bond) from a California admitted surety and in the form attached hereto, shall be provided by Contractor for the Project within five (5) business days after the Project commencement date in the Notice to Proceed for the Project. The Payment Bond shall be for One Hundred Percent (100%) of the GMP of the Project, to satisfy claims of materials suppliers and of mechanics and laborers employed on the Project. The Payment Bond shall be maintained by the Contractor in full force and effect for the Project until the Project is fully completed and accepted and until all claims for materials and labor are paid, and shall otherwise comply with California law. The Payment Bond, once obtained, shall be attached to this Construction Services Agreement as Exhibit “D.” In the event the GMP is increased in accordance with the provisions set forth in Section 9 above, the Contractor must increase the Payment Bond to equal the revised GMP. The Payment Bond must be executed by an admitted Surety approved to conduct business in the State of California, pursuant to California Code of Civil Procedure Section 995.120. In addition, to the extent required by law, the Payment Bond must be accompanied by a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California, a certificate from the Clerk of the County of Orange that the certificate of authority of the insurer has not been surrendered, revoked, cancelled, annulled, or suspended, or if it has that it has been renewed, and four copies of the insurer’s most recent annual statement and quarterly statement filed with the Department of Insurance of the State of California.
- B. A “Faithful Performance Bond” from a California admitted surety and in the form attached hereto shall be provided by Contractor for the Project within five (5) business days after Project commencement date in the Notice to Proceed. The Faithful Performance Bond shall be for One Hundred Percent (100%) of the GMP for the Project to guarantee faithful performance of all work, within the time prescribed, in a manner satisfactory to the District, and that all materials and workmanship shall be free from original or developed defects. The Faithful Performance Bond shall be in the form attached hereto and shall be maintained by the Contractor in full force and effect until the Project is fully completed and accepted and until all claims for materials and labor are paid, and shall otherwise comply with California law. The Faithful Performance Bond shall name the District as the entity to which the Principal and Surety, as defined in the Faithful Performance Bond, are bound. The Faithful Performance Bond shall be attached to this Construction Services Agreement as Exhibit “E.” In the event the GMP is increased in accordance with the provisions set forth in Section 9 above, Contractor must increase the Faithful Performance Bonds to equal the revised GMP. The Performance Bond must be executed by an

admitted Surety approved to conduct business in the State of California, pursuant to California Code of Civil Procedure Section 995.120. In addition, to the extent required by law, the Performance Bond must be accompanied by a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California, a certificate from the Clerk of the County of Orange that the certificate of authority of the insurer has not been surrendered, revoked, cancelled, annulled, or suspended, or if it has that it has been renewed, and four copies of the insurer's most recent annual statement and quarterly statement filed with the Department of Insurance of the State of California.

- C. The bonds required by this section shall meet the following criteria:
- (1) Each bond shall be signed by both the Contractor and a notary and the signature of the authorized agent of the surety shall be notarized.
  - (2) Should any bond become insufficient, the Contractor shall renew or amend the bond within ten (10) business days after receiving notice from the District.
  - (3) Should any surety at any time not be a California admitted surety, notice will be given to the District to that effect. No further payments shall be deemed due or shall be made under this Construction Services Agreement until a new surety shall qualify and be accepted by the District.
  - (4) Changes in the work, or extensions of time, made pursuant to the Construction Services Agreement shall in no way release the Contractor or the surety from its obligations. Notice of such changes or extensions shall be waived by the surety.
- D. Contractor is hereby authorized to obtain a Performance and Payment Bond from any subcontractors selected by Contractor at its discretion and cost. Any bonds required by this subsection shall comply with the requirements set forth above in Section 19 (A)-(C). With the prior approval of the District, Contractor may implement a Contractor's Default Insurance (CDI) Program in lieu of providing Subcontractor Payment and Performance Bonds. Should the District allow the Contractor to implement such a CDI program, the costs shall not exceed 1.2% of the value of the subcontract agreements.

## **SECTION 20 SUBLEASE PAYMENTS AND RETENTION**

- A. Contractor shall finance the cost of construction of the Project which costs shall not exceed the GMP, except as otherwise provided in this Construction Services Agreement. Subject to the provisions set forth in the Sublease Agreement, each month while Contractor is providing Construction Services, District shall pay to Contractor a sum equal to ninety percent (90%) of value of the construction service work performed up to the last day of the previous month, less aggregate of previous payments. If all of the necessary information is submitted and accurate (including the schedule of values), District shall approve the Lease Payments within fifteen (15) days after District's receipt of the periodic estimate for partial payment and District shall pay such payments within fifteen (15) days after the District's approval of the periodic estimate for partial payment. The parties agree that the District may, in its sole and absolute discretion, decrease any and all remaining retention amounts for Project scope of work to a fixed amount, after such work is completed, and still allow for Extra Work/Modifications as may be agreed upon by the parties pursuant Section 9 hereof for minor work added to the Project's additional scope of work. Lease Payments shall be made on the basis of monthly estimates which shall be prepared by Contractor on a form approved by District with a pencil draft provided and percentages reviewed by the 21<sup>st</sup> of every month. The final Lease Payment will be certified by Architect and Project Inspector, or any other approved representative of the District, and filed before the fifth day of the month during which payment is to be made. Work completed as estimated shall be an estimate only and no inaccuracy or error in said estimate shall release Contractor or any bondsman from such work or from enforcing each and every provision of this document and District shall have the right

subsequently to correct any error made in any estimate for payment. Contractor shall not be entitled to have any payment estimates processed or be entitled to have any payment made for work performed so long as any lawful or proper direction concerning non-complying work or any portion thereof given by the District lacks correction by Contractor. District shall withhold from the Progress Payments 150% of the estimated value of non-complying work unless satisfactorily corrected or remedied.

In no event shall the cumulative total of the Lease Payments, along with the balance of any anticipated retention ever exceed the GMP as defined herein, unless modified pursuant to Article 9 of this document.

- B. Title to new materials and/or equipment for the work of this contract, on a continuous basis while the Project is being completed, shall vest in the District. However, responsibility for such new material and/or work of this contract shall remain with the Contractor until incorporated into the work and accepted by District; no part of said materials and/or equipment shall be removed from its place of storage except for immediate installation in the work of this contract; and Contractor shall keep an accurate inventory of all said materials and/or equipment in a manner satisfactory to the owner or his authorized representative.
- C. District may pay Contractor Sublease Prepayments pursuant to the terms and conditions set forth in Section 26 of the Sublease and this Section 20, which terms and conditions include the ten percent (10%) described in Section 26 of the Sublease (the "retention"). The District shall retain and release such retention pursuant to Public Contract Code sections 7107, 7201 and 9203, as those sections may be amended from time to time. Provided, however, prior to, and as a condition precedent for the release of retention, the Contractor shall provide the District with all written documentation required by the DVBE policy attached hereto as Exhibit "C."
- D. District may withhold a sufficient amount or amounts of any payment or payments otherwise due to Contractor, as in its judgment may be necessary to cover:
  - (1) Payments which may be past due and payable for just claims against Contractor or any subcontractors, or against and about the performance of work on the Project.
  - (2) The cost of defective work which Contractor has not remedied.
  - (3) Liquidated damages assessed against Contractor.
  - (4) Penalties for violation of labor laws.
  - (6) The cost of completion of this Agreement if there exists a reasonable doubt that this Agreement can be completed for the balance then unpaid to Contractor.
  - (7) Damage to District, another contractor, or subcontractor.
  - (8) Site clean-up
  - (9) Payments to indemnify, defend, or hold harmless the District.
  - (10) Any payments due to the District including but not limited to payments for failed tests, utilities or imperfections.
  - (11) Extra services for Architect.
  - (12) Extra services for the Inspector including but not limited to reinspection required due to Contractor's failed tests or installation of unapproved or defective materials and Contractor's requests for inspection and Contractor's failure to attend the inspection.
  - (13) Failure of Contractor to submit on a timely basis, proper and sufficient documentation required by the Project Documents, including without limitation, monthly progress schedules, shop drawings, submittal schedules, schedule of values, product data and samples, proposed product lists, executed change orders and verified reports.

- (14) Any other obligation(s) of the District which the District is authorized and/or compelled by law to perform.

If the above grounds are in the opinion of the District removed by or at the expense of Contractor, payment shall be made for amounts withheld because of them.

District may apply such withheld amount or amounts to payment of such claims or obligations at its discretion. In so doing, District shall make such payments on behalf of Contractor. If any payment is so made by District, then such amount shall be considered as a payment made under contract by District to Contractor and District shall not be liable to Contractor for such payments made in good faith. Such payments may be made without prior judicial determination of claim or obligations. District will render Contractor an accounting of such funds disbursed on behalf of Contractor.

As an alternative to payment of such claims or obligations, District, in its sole discretion, may reduce the total contract price.

## **SECTION 21 CORRECTION OF WORK: WARRANTY**

- (1) Contractor shall promptly remove all work identified by District as failing to conform to the Contract Documents, whether incorporated or not. Contractor shall promptly replace and re-execute its own work to comply with Contract Documents without additional expense to District and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.
- (2) If Contractor does not remove such work within a reasonable time, fixed by written notice, District may remove it and may store the material at Contractor's expense. If Contractor does not pay expenses of such removal within ten (10) days' time thereafter, District may, upon ten (10) days written notice, sell such materials at auction or at private sale and shall account for net proceeds thereof, after deducting all costs and expenses that should have been borne by Contractor
- (3) Neither final payment nor any provision in the Contract Documents shall relieve Contractor of responsibility for faulty materials or workmanship incorporated in the Project. Contractor warrants that all work under this Construction Services Agreement will be free of faulty materials or workmanship and hereby agrees, within ten (10) business days upon receiving notification from District, to remedy, repair or replace, without cost to District, all defects which may appear as a result of faulty materials or workmanship in the Project, at any time, or from time to time, during a period beginning with commencement of the Project and ending one (1) years after the date of completion of the Project, as defined in Section 10 hereof. The foregoing warranty of Contractor also applies to the remedy, repair or replacement of defects which may appear as a result of faulty designs prepared by Contractor and/or any party retained by, through or under Contractor in connection with the Project, but the foregoing warranty of Contractor does not guarantee against damage to the Project sustained by use, wear, intentional acts, accidents, or lack of normal maintenance or as a result of changes or additions to the Project made or done by parties not directly responsible to Contractor, except where such changes or additions to the Project are made in accordance with Contractor's directions. No guarantee furnished by a party other than Contractor with respect to equipment manufactured or supplied by such party shall relieve Contractor from the foregoing warranty obligation of Contractor. The warranty period set forth herein above shall not apply to latent defects appearing in the Project, and with respect to such defects, the applicable statute of limitations shall apply. Contractor agrees to provide the District with all equipment and materials warranties provided by manufacturers to District but has no obligation to assist in processing such warranty claims after said one (1) year warranty period.

## **SECTION 22 ASSIGNMENT OF ANTI TRUST CLAIMS**

The Contractor offers and agrees to assign to the District all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 USC Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchase of goods, services, or materials pursuant to the Construction Services Agreement. This assignment shall become effective at the time the District tenders the final Lease Payment to Contractor, without further acknowledgment by the parties.

## **SECTION 23 PROTECTION OF PERSONS AND PROPERTY**

A. Contractor has been advised and is aware that District limits the use of tobacco products on the construction site. Contractor shall be responsible for the enforcement of District's tobacco policy among all Contractors' employees and subcontractors while on District property. Contractor understands and agrees that should any employee or subcontractor of Contractor violate this procedure, after having already been warned once for violating District's tobacco policy, Contractor shall remove the individual for the duration of the Project. Contractor shall not be entitled to any additional compensation and/or time in completing the Project as a result of such removal.

B. Contractor shall take all steps necessary to insure that employees of Contractor or any of its subcontractors' employees do not use, consume, or work under the influence of alcohol or illegal drugs while on the Project. Contractor shall prevent any of its employees or its subcontractors' employees from playing any recorded music devices or radios or wearing any radio headphone devices for entertainment while working on the project.

C. Contractor shall be responsible for all damages to persons or property that occur as a result of its fault or negligence in connection with the prosecution of this Contract and shall take all necessary measures and be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance by District. All work shall be solely at Contractor's risk with the exception of damage to the work in excess of five (5) percent of the Contract amount caused by "acts of God" as defined in Public Contract Code Section 7105(b)(2).

D. Contractor shall take, and require subcontractors to take, all necessary precautions for safety of workers on the work and shall comply with all applicable federal, state, local and other safety laws, standards, orders, rules, regulations, and building codes to prevent accidents or injury to persons on, about, or adjacent to premises where work is being performed and to provide a safe and healthful place of employment. In addition to meeting all requirements of OSHA, Cal-OSHA, state, and local codes, Contractor shall furnish, erect and properly maintain at all times, as directed by District or required by conditions and progress of work, all necessary safety devices, safeguards, construction canopies, signs, audible devices for protection of the blind, safety rails, belts and nets, barriers, lights, and watchmen for protection of workers and the public and shall post danger signs warning against hazards created by such features in the course of construction. Contractor shall designate a responsible member of its organization on the work, whose duty shall be to post information regarding protection and obligations of workers and other notices required under occupational safety and health laws, to comply with reporting and other occupational safety requirements, and to protect the life, safety and health of workers. Name and position of person so designated shall be reported to District by Contractor. Contractor shall correct any violations of safety laws, rules, orders, standards or regulations. Upon the issuance of a citation or notice of violation by the Division of Occupational Safety and Health, such violation shall be corrected promptly.

E. In an emergency affecting safety of life or of work or of adjoining property, Contractor, without special instruction or authorization from District, is hereby required to act, at its

discretion, to prevent such threatened loss or injury; and Contractor shall so act if so authorized or instructed by District. Any compensation claimed by Contractor on account of emergency work shall be determined by agreement.

F. Contractor shall provide such heat, covering, and enclosures as are necessary to protect all work, materials, equipment, appliances, and tools against damage by weather conditions.

G. Contractor shall take adequate precautions to protect existing landscaping, roads, sidewalks, curbs, pavements, utilities, adjoining property and structures (including, without limitation, protection from settlement or loss of lateral support), and to avoid damage thereto, and repair any damage thereto caused by construction operations. All permits, licenses, or inspection fees required for such repair work shall be obtained and paid for by Contractor.

H. Contractor shall (unless waived by District in writing):

(1) When performing construction on existing sites, become informed and take into specific account the maturity of the students on the site; and when performing work which may interfere with the academic routine before, during or after hours, enclose working area with a substantial barricade, and arrange work to cause minimum amount of inconvenience and danger to students and faculty in their regular campus activities; and schedule major delivery, import, or export activities around times demonstrated traffic congestion, as determined in the District's sole reasonable discretion.

(2) Not allow any person, other than workers on the Project, or individuals authorized by District to come upon any portion of the premises where work is being performed. Contractor shall require all workers on the Project to be conspicuously identified either by a firm logo on their clothing, or by means of a prominent identification badge.

preserved.

(3) Provide substantial barricades around any shrubs or trees indicated to be

(4) Deliver materials to building area over route designated by District.

(5) Take preventive measures to eliminate objectionable dust.

(6) Confine apparatus, the storage of materials, and the operations of workers to limits indicated by law, ordinances, permits, or directions of District; and shall not interfere with the work or unreasonably encumber premises or overload any structure with materials; and enforce all instructions of District regarding signs, advertising, fires, smoking, the presence of liquor, and the presence of firearms and require that all workers comply with all regulations while on construction site.

(7) Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by an approved land surveyor or civil engineer at no cost to District.

(8) Not allow personal radios used for entertainment on the work site.

(9) Where the Project involves work at an operating campus, inform and take such preventive measures necessary to insure that all employees, subcontractors and other individuals authorized on the Project site refrain from any personal contact or conversations with the students, staff and faculty not specifically assigned to address construction issues.

I. Should Contractor encounter any material defined as being hazardous by Section 25249.5 *et seq.* of the California Health and Safety Code, also known as the Safe Drinking Water and Toxic Enforcement Act of 1986 Proposition 65, on the site which has not been rendered harmless,



Contractor shall immediately stop work in the affected area and notify District and the Architect of the condition in writing. Work in the affected area shall not be resumed except by written agreement of District and Contractor if the hazardous material has not been rendered harmless. The work in the affected area shall be resumed in the absence of hazardous material, or when it has been rendered harmless.

J. Contractor shall not impose structural loading upon any part of the work under construction or upon existing construction on or adjacent to the Site in excess of safe limits, or loading such as to result in damage to the structural, architectural, mechanical, electrical, or other components of the work. The design of all temporary construction equipment and appliances used in construction of the work and not a permanent part thereof, including, without limitation, hoisting equipment, cribbing, shoring, and temporary bracing of structural steel, is the sole responsibility of Contractor. All such items shall conform with the requirements of governing codes and all laws, ordinances, rules, regulations, and orders of all authorities having jurisdiction. Contractor shall take reasonable and customary precautions, such as shoring of masonry walls and temporary tie bracing of structural steel work, to prevent possible wind damage during construction of the work. The installation of such bracing or shoring shall not damage the work in place or the work installed by others. Any damage which does occur shall be promptly repaired by Contractor at no cost to District.

K. Contractor shall require that subcontractors participate in, and enforce, the safety and loss prevention programs established by Contractor for the Project, which will cover all work performed by Contractor and its subcontractors. All subcontractors and material or equipment suppliers shall cooperate fully with Contractor, District, and all insurance carriers. Subcontractors shall immediately, within twenty four (24) hours, report in writing to Contractor all accidents whatsoever arising out of, or in connection with, the performance of the work, whether on or off the Site, which caused death, personal injury, or property damage, giving full details and statements of witnesses. Contractor shall thereafter immediately, within two (2) days, report the facts in writing to District giving full details of the accident.

L. Contractor and subcontractors shall use only those ingress and egress routes designated by District, observe the boundaries of the Site designated by District, park only in those areas designated by District, which areas may be on or off the Site, and comply with any parking control program established by District, such as furnishing license plate information, placing identifying stickers on vehicles, and paying parking fee for privilege of parking outside of laydown area.

M. Contractor shall be responsible for providing security services for the Site as needed for the protection of the Site, materials, persons and property.

N. Contractor shall, for all contracts involving state funds, submit a "Drug-Free Workplace Certification." This form is attached hereto as Exhibit "H" and must be signed under the penalty of perjury and dated prior to commencing work on this Project. Contractor shall take all reasonable steps necessary to ensure that any employees of Contractor or any of its subcontractors' employees report for work in a manner fit to do their job. Such employees shall not be under the influence of or in possession of any alcoholic beverage or of any controlled substance (except a controlled substance as prescribed by a physician so long as the performance or safety at the Project Site is not affected thereby). Contractor shall advise its employees of these requirements before they enter on the Site and shall immediately remove from the site any employee in violation of these requirements as determined by Contractor or by the District. Contractor shall impose these requirements on its subcontractors.

O. Contractor and subcontractors shall at all times enforce strict discipline and good order among their employees and other persons carrying out the Contract and shall not employ on work any unfit person or anyone not skilled in work assigned to such person. It shall be the responsibility of Contractor to ensure compliance with this Article. Any person in the employ of Contractor or subcontractors whom District may deem incompetent, unfit, intemperate, troublesome or otherwise

undesirable shall be excluded from the work site and shall not again be employed on it except with written consent of District. Contractor must sign and cause all subcontractors to sign the Conduct Rules for Contractors form attached as Exhibit "J" and incorporated herein by this reference prior to commencing work on the Project.

- P. Contractor shall be at all times during the performance of work hereunder in full compliance with the provisions of the Immigration Reform and Control Act of 1986 ("IRCA") in the hiring of its employees, and Contractor shall indemnify, hold harmless and defend District against any and all actions, proceedings, penalties or claims arising out of Contractor's failure to comply strictly with the IRCA.

## **SECTION 24 INSPECTION OF WORK/ Inspector and Architect**

- A. Inspection of Work/Inspector. Tests and inspections will comply with California Code of Regulations and with all other laws, ordinances, rules, regulations, or orders of public authorities having jurisdiction over the Project. The District shall hire its own Division of State Architect Inspector as required by law. District, District's Representatives, and the Division of the State Architect shall at all times have access to the work whether it is in preparation or progress, and Contractor shall provide proper facilities for such access and for inspection.
- (1) If the specifications, District's timely instructions, the Division of the State Architect, or any public authority shall require the Site or the Project to be specially tested or approved, Contractor shall give District forty-eight (48) hour notice of its readiness for inspection and, if the inspection is to be performed by a party other than the District, of the date fixed for such inspection. Contractor understands and agrees that the Inspector for the Project may also serve concurrently as inspector for other District projects and may not therefore be available on site during the entire work day. It shall be the responsibility of Contractor to notify the Inspector not less than twenty-four (24) hours in advance of materials and equipment deliveries and required inspections. Inspections by District shall be promptly made, and, where practicable, shall be at the source of supply. Inspection of work shall not relieve Contractor from any obligation to fulfill the Contract Documents.
  - (2) If any work required to be inspected by the specifications, District's timely instruction or by a public authority should be covered up without the approval or consent of District, it must, if required by District, be uncovered for examination at Contractor's expense. Re-examination of previously approved and questioned work may be ordered by District and if so ordered, such work shall be uncovered by Contractor. If such work is found to be in accordance with the Contract Documents, District shall pay the time and material cost of re-examination and replacement. If such work is not in accordance with the Contract Documents, Contractor shall pay such costs, unless Contractor can demonstrate to the reasonable satisfaction of District that the defects in such work were caused by persons or entities other than Contractor or any of its subcontractors or employees.
  - (3) Inspector or Architect shall have authority to stop work whenever provisions of Project Documents are not being complied with and such noncompliance is discovered. Contractor shall instruct its employees accordingly.
  - (4) No work shall be performed by the Contractor solely upon the instructions or comments by the Inspector. The Inspector has no authority to interpret the Project Documents or order extra work and any extra work performed without the written instruction of the District shall be at Contractor's sole cost and expense and there will be no delay damages incurred by District for such work
- B. Inspector's Field Office. Contractor shall provide for the use of inspector a separate trailer or temporary private office of not less than one hundred twenty (120) square feet of floor area to be located as directed by Inspector and to be maintained until removal is authorized by District. The

Office shall be of substantial waterproof construction with adequate natural light and ventilation by means of stock design windows. Door shall have a key type lock or padlock hasp. The Inspector's field office shall have heating and air-conditioning and shall be equipped with a telephone, a telephone answering machine, internet access, a fax machine and use of an on-site copier at Contractor's expense. A table satisfactory for the study of plans, a desk, and two chairs shall be provided by Contractor. Contractor shall provide and pay for adequate electric lights, local telephone service, internet, and adequate heat and air conditioning for the field office until authorized removal.

C. Architect.

- (1) Architect's Status. In general and where appropriate and applicable, the Architect shall observe the progress and quality of the work on behalf of the District. The Architect shall have the authority to act on behalf of District only to the extent expressly provided in this Construction Services Agreement. After consultation with the Inspector and after using his/her best efforts to consult with the District, the Architect shall have authority to stop work whenever such stoppage may be necessary in his reasonable opinion to insure the proper execution of the Construction Services Agreement. Contractor further acknowledges that the Architect shall be, in the first instance, the judge of the performance of this Construction Services Agreement
- (2) Architect's Decisions. The Architect shall have all authority and responsibility established by law. The Architect has the authority to enforce compliance with the Project Documents and the Contractor shall promptly comply with instructions from the Architect or an authorized representative of the Architect. On all questions related to the quantities, the acceptability of material, equipment or workmanship, the execution, progress or sequence of work, the interpretation of plans, specifications or drawings, and the acceptable performance of the Contractor pursuant to the decision of the Architect shall govern and shall be precedent to any payment unless otherwise ordered by the Governing Board.
- (3) The progress and completion of the work shall not be impaired or delayed by virtue of any question or dispute arising out of or related to the foregoing matters and the instructions of the Architect relating thereto. Contractor shall promptly notify District in writing if the Architect fails within a reasonable time to make decisions on all claims of the District or Contractor and on all other matters relating to the execution and progress of the Project.
- (4) General supervision and direction of the work by the Architect shall in no way imply that the Architect or his or her representatives are in any way responsible for the safety of the Contractor or its employees or that the Architect or his or her representatives will maintain supervision over the Contractor's construction methods or personnel other than to ensure that the quality of the finished work is in accordance with the Project Documents.

## **SECTION 25 SUPERVISION**

- A. Contractor shall maintain on site a competent Project Manager, Field Superintendent, Project Engineer and any other necessary assistants during the work. Before commencing the work herein, Contractor shall give written notice to District and Architect of the name, qualifications and experience of such superintendent. If Superintendent is found unsatisfactory by District, Contractor shall replace the Superintendent with one acceptable to the District. Superintendent shall not be changed except with written consent of District, unless a superintendent proves to be unsatisfactory to Contractor and ceases to be in its employ, in which case, Contractor shall notify

District and Architect in writing and replace said Superintendent with one acceptable to the District. Superintendent shall represent Contractor and all directions given to Superintendent shall be as binding as if given to Contractor.

- B. The Project Manager shall represent Contractor and all directions given to the Project Manager shall be deemed to have been given to Contractor. Important directions shall be confirmed in writing to Contractor, and other direction shall be so confirmed to Contractor upon the written request of Contractor, in accordance with Section 47 hereof and the address listed therein. Replacement of the Project Manager shall be subject to the provisions of Section 12 above.
- C. Contractor shall give efficient supervision to the work, using its skill and attention and shall cause working drawings and specifications to be prepared and submitted to the District. Following agreement by Contractor and District with respect to said working drawings and specifications, it shall be Contractor's responsibility to perform the work described in said working drawings and specifications in substantial compliance with the Construction Documents. Notwithstanding the foregoing, Contractor may from time to time make minor and insignificant changes in said working drawings and specifications and perform the construction in accordance with such changed drawings and specifications without the consent of the District, provided that any such work performed by Contractor in accordance with such changed drawings and specifications shall be consistent with that specifically required to be performed by Contractor under the Construction Documents. For purposes of this Section, the term "minor and insignificant" shall mean changes which result in no change in quality, aesthetics or integrity of the original specifications of the Project. All changes, including minor and insignificant changes to the extent possible, should be placed on the agenda for regularly scheduled construction meetings between Contractor and District to ensure that District is aware of such changes. District agrees to promptly respond to Contractor's requests for information and approvals; and if it fails to do so, Construction Services Agreement completion dates will be extended.
- D. The Contractor shall verify all indicated dimensions before ordering materials or equipment, or before performing work. The Contractor shall take field measurements, verify field conditions, and shall carefully compare such field measurements and conditions and other information known to the Contractor with the Project Documents before commencing work. Errors, inconsistencies or omissions discovered shall be reported to the District at once. Upon commencement of any item of work, the Contractor shall be responsible for dimensions related to such item of work and shall make any corrections necessary to make work properly fit at no additional cost to District. This responsibility for verification of dimensions is a non-delegable duty and may not be delegated to subcontractors or agents.
- E. The Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction. The Contractor shall be responsible to see that the finished work complies accurately with the Project Documents.

## **SECTION 26 SEPARATE CONTRACTS**

- A. District reserves the right to let other contracts in connection with the construction of portions of the Project which are not being performed by Contractor hereunder. Any such contracts entered into by the District, and the work they provide for shall in no event interfere with the activities of the Contractor on the Project, but if they do, the District shall be liable to Contractor for its damages in connection with such interference. Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work and shall properly connect and coordinate the Project with the work of such Contractors. Such contractors shall comply with all applicable State safety laws and regulations and shall provide a certificate of insurance naming Contractor as additional insured.
- B. If the proper execution of any part of the Contractor's work on the Project depends upon the work of any such Contractors, Contractor shall inspect and promptly report to District any patent defects or other problems it identifies in such work that render it unsuitable for such proper execution and

results. Contractor is only required to inspect the work of such other Contractors and provide written acceptance of condition if adequate and prior to commencing its own further work in connection with or in relation to that other work. Further, Contractor is only expected to identify patent defects or other problems, and is not required to do any destructive testing or to monitor the progress of such work by other Contractors prior to its completion. In no event shall the work of such other Contractors be covered by the warranty given by Contractor to the District, nor shall Contractor be required to provide insurance for such work.

- C. Nothing herein contained shall be interpreted as granting to Contractor exclusive occupancy at site of Project. Contractor shall not cause any unnecessary hindrance or delay to any other contractor working on Project. If simultaneous execution of any contract for Project is likely to cause interference with performance of some other contract or contracts, District shall decide which contractor shall cease work temporarily and which contractor shall continue or whether work can be coordinated so that contractors may proceed simultaneously.

## **SECTION 27 USE OF PREMISES/SAFETY**

Contractor shall confine operations at the Site to areas permitted by law, ordinances, permits and the Construction Documents and shall not encumber the Site or existing facilities on the Site with any materials or equipment. Contractor shall not load or permit any part of the work to be loaded with a weight so as to endanger the safety of persons or property at the Site. The Contractor shall maintain emergency first aid treatment for his employees which complies with the Federal Occupational Safety and Health Act of 1970 (29 USC, section 651 *et seq.*).

## **SECTION 28 CLEANING UP**

Contractor shall at all times keep the Site of the Construction free from accumulations of waste material or rubbish caused by the performance of the Construction by Contractor, and weekly, Contractor shall remove from the Site of the Construction all such waste material and rubbish. Contractor shall remove from the Site of Construction at the completion of the Construction all tools, scaffolding and surplus materials belonging to Contractor and/or Contractor's subcontractors, laborers or materialmen, it being specifically understood that at the close of construction and prior to turning over the premises to the District for beneficial use and occupancy, Contractor shall leave the Site "broom clean," or its equivalent, and perform final housekeeping of building, unless more exactly specified.

## **SECTION 29 SITE REPRESENTATIONS**

District warrants and represents that, District has, and will continue to retain at all times during the course of construction, legal title to the Site and that said land is properly subdivided and zoned so as to permit the construction and use of said Site. District further warrants and represents that title to said land is free of any easements, conditions, limitation, special permits, variances, agreements or restrictions which would prevent, limit, or otherwise restrict the construction or use of said facility. However, in the event easements for permanent structures or permanent changes in existing facilities are necessary, they shall be secured and paid for by District, unless otherwise specified. Reference is made to the fact that District has provided information on the Site to Contractor. Such information shall not relieve the Contractor of its responsibility; and the interpretation of such data regarding the Site, as disclosed by any borings or other preliminary investigations, is not warranted or guaranteed, either expressly or implicitly, by the District. The Contractor shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the Site and for having satisfied himself as to the conditions under which the work is to be performed. No claim for any allowances because of Contractor's error or negligence in acquainting himself with the conditions at the Site will be recognized.

## **SECTION 30 TRENCH SHORING**

- A. Trenches Five Feet or More in Depth. The Contractor shall submit to the District, in advance of excavation, a detailed plan showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground during the excavation of any trench or trenches five feet or more in depth. The Contractor shall also submit a copy of its annual trench/excavation permit approved by CAL-OSHA. The plan shall be prepared by a registered civil or structural engineer. As part of the plan, a note shall be included stating that the registered civil or structural engineer certifies that the plan complies with CAL OSHA Construction Safety Orders, or stating that the registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping, or other provisions of the Safety Orders.
- (1) All shoring submittal shall include surcharge loads from adjacent embankments, construction loads and spoil bank. Submittal shall indicate minimum horizontal distance from top of trench to edge of all surcharge loads for all cases of shoring and side slopes.
  - (2) Nothing in this Section shall relieve Contractor of the full responsibility for providing shoring, bracing sloping, or other provisions adequate for worker protection. If such plan varies from the shoring system standards established by the Construction Safety Orders, the plan shall be prepared by a registered civil or structural engineer and shall be approved by CAL-OSHA. No excavation of such trench or trenches shall be commenced until said plan has been accepted by the District or the person to whom authority to accept has been delegated by the District.

## **SECTION 31 HAZARDOUS WASTE AND UNKNOWN PHYSICAL CONDITIONS**

- A. Contractor shall promptly, and before the following conditions are disturbed, notify the District, in writing, of any:
- (1) Material that Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
  - (2) Subsurface or latent physical conditions at the Site differing from those indicated, including geological, soils, and or water table issues which impede construction or increase Construction Costs.
  - (3) Unknown physical conditions at the Site (not including structures or improvements) of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Construction Services Agreement.
- B. District shall promptly investigate the conditions, and if it finds that the conditions materially so differ, and cause a decrease or increase in Contractor's cost of, or the time required for, performance of any part of the work, may approve use of funds pursuant to the procedures described in the Construction Services Agreement. If asbestos related work or hazardous substance removal is discovered which is not disclosed in the Construction Documents, such work shall be performed pursuant to a contract separate from any other work to be performed as required by Section 25914.2 of the Health and Safety Code, as may from time to time be amended.
- C. In the event that a dispute arises between District and Contractor whether the conditions set forth in Paragraph A above materially differ, or involve hazardous waste, or cause a decrease or increase in Contractor's cost of, or time required for, performance of any part of the work, Contractor shall not be excused from any scheduled completion date provided for by this Construction Services Agreement but shall proceed with all work to be performed under the Construction Services Agreement. Contractor shall retain any and all rights provided either by

contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

- D. The Provisions of Section 31 (A) - (C), above, shall also apply to this Construction Services Agreement if this Construction Services Agreement involves digging trenches or other excavations that extend deeper than four feet below the surface.

## **SECTION 32 INSURANCE.**

A. Contractor's Insurance Requirements.

- (1) Contractor shall not commence work nor shall it allow any subcontractor to commence work under this Agreement until all required insurance certificates and endorsements from admitted surety insurers have been obtained and delivered in duplicate to and approved by District. Such insurance shall be issued by admitted surety insurers under the same conditions as required for bonds on the Project. Contractor shall provide proof of insurance on District approved forms without revisions.

Certificates and insurance policies shall include the following:

1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amount of insurance until notice has been mailed to District stating date of cancellation or reduction. Date of cancellation or reduction may not be less than thirty (30) days after date of mailing notice.
  2. "Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
  3. Statement that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.
- (2) The Contractor shall purchase and maintain, during the performance of all work under this Construction Services Agreement insurance in amounts as specified below in this Construction Services Agreement.

a. Commercial General Liability

- i. Coverage for Commercial General Liability insurance shall be at least as broad as the following:
  - (a) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001)
  - (b) Commercial General Liability Insurance must include coverage for the following:
    - (i) Bodily Injury and Property Damage
    - (ii) Personal Injury/Advertising Injury
    - (iii) Premises/Operations Liability
    - (iv) Products/Completed Operations Liability
    - (v) Aggregate Limits that Apply per Project

- (vi) Explosion, Collapse and Underground (UCX) exclusion deleted
  - (vii) Contractual Liability with respect to this Contract
  - (viii) Broad Form Property Damage
  - (ix) Independent Contractors Coverage
- ii. All such policies shall name the District, the board (past and present) and each member of the board, its officers, employees, agents and volunteers as Additional Insureds under the policy.
  - iii. The general liability program may utilize either deductibles or provide coverage excess of a self insured retention, subject to written approval by the District. Subcontractor policies should require District approval. If such approvals are not obtained, it is agreed that the Contractor's insurance policy will serve as a primary policy in the event that any subcontractor's policy is insufficient to cover a loss sustained as a result of the Project.

(3) Automobile Liability

- a. At all times during the performance of the work under this Construction Services Agreement the Contractor shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non owned and hired vehicles, in a form and with insurance companies admitted to conduct business in the State of California by the Department of Insurance, acceptable to the District, in the amount specified below in this Construction Services Agreement.
- b. Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 (ed. 6/92) covering automobile liability, Code 1 (any auto).
- c. The automobile liability program may utilize deductibles, but not a self insured retention, subject to written approval by the District. Subcontractor policies do not require District approval. If, however, such approvals are not obtained, it is agreed that the Contractor's insurance policy will serve as a primary policy in the event that any subcontractor's policy is insufficient to cover a loss sustained as a result of the Project.
- d. All such policies shall name the District, the board and each member of the board, its officers and employees as Additional Insureds under the policies.

(4) Workers' Compensation/Employer's Liability

- a. The Contractor shall provide, during the life of this contract, workers' compensation insurance in compliance with applicable statutory requirements and Employer's Liability Coverage in amounts not less than the limits specified below in this Construction Services Agreement for all of his employees engaged in work under this Construction Services Agreement, on or at the site of the project, and, in case any of his work is sublet, the Contractor shall require the subcontractor similarly to provide workers' compensation insurance for all the latter's employees. Any class of employee or employees not covered by a subcontractor's insurance shall be covered by the Contractor's insurance. In case any class of employees engaged in work under this contract, on or at the site of the



project, is not protected under the Workers' Compensation Statutes, the Contractor shall provide or shall cause a subcontractor to provide, adequate insurance coverage for the protection of such employees not otherwise protected. The Contractor shall file with the District certificates of his insurance protecting workers.

- b. Company or companies providing insurance coverage shall be acceptable to the District, and in the following form and coverage.

Statutory Workers' Compensation and Employer's Liability Coverage: Contractor shall maintain insurance to afford protection for all claims under California Workers' Compensation Act and other employee benefit acts, and in addition, shall maintain Employer's Liability Insurance for a minimum limit of \$1,000,000. The Workers' Compensation Policy shall include the following endorsements, copies of which shall be provided to District:

- i. The Voluntary Compensation Endorsement; and

- ii. Broad Form All States Endorsement; and

- iii. The Longshoremen's and Harbor Workers endorsement, where applicable to the work under this contract; and

- iv. Waiver of Subrogation Endorsement.

- c. If insurance is maintained, the workers' compensation and employer's liability program may utilize either deductibles or provide coverage excess of a self insured retention, subject to written approval by the District.
- d. Before beginning work, the Contractor shall furnish to the District satisfactory proof that he/she has taken out for the period covered by the work under this Construction Services Agreement full compensation insurance for all persons employed directly by him/her or through subcontractors in carrying out the work contemplated under this Construction Services Agreement all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof.
- e. Contractor shall sign a Certificate Regarding Workers' Compensation Insurance which is attached to this Construction Services Agreement as Exhibit "G" incorporated herein by this reference.

(5) Builder's Risk "All Risk" Insurance

- a. At all times during the performance of the work, Contractor shall maintain builder's risk insurance on an "all risk" completed value basis (including flood and earthquake) upon the entire project which is the subject of the Construction Services Agreement. Coverage shall include completed work as well as work in progress. Such insurance shall include the District as Loss Payee. In the alternative, District may obtain such insurance directly.
- b. Such insurance may have a deductible clause but not to exceed the smaller of: five percent (5%) of the total amount of the Contract; or \$25,000.00 for all risks, except flood and earthquake. The deductible for flood shall not exceed five percent (5%) of the total amount of the Construction Services Agreement. The deductible for earthquake shall be determined by District.

- c. Such policies shall name the District and subcontractors of every tier as Additional Insured. However, any class of employee or employees not covered by a subcontractor's insurance policy shall be covered by the Contractor's insurance. In case any class of employees engaged in work under this Agreement, on or at the Project site, is not protected under the Worker's' Compensation Statutes, the Contractor shall provide, or shall cause a subcontractor to provide, adequate insurance coverage for the protection of such employees not otherwise protected.
- d. The making of Sublease Payments or Sublease Prepayments to the Contractor shall not be construed as creating an insurable risk interest by or for the District or be construed as relieving the Contractor or his subcontractors of responsibility for loss from any direct physical loss, damage, or destruction occurring prior to completion of the work by the District.
- e. Waivers of Subrogation: The District and Contractor waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other for damages caused by fire or other perils to the extent covered by the property insurance or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance held by the Contractor as fiduciary. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.
- f. The insurer shall waive all rights of subrogation against the District and shall provide the District with a Certificate of Insurance for Builder's Risk insurance coverage and evidence of waiver of rights of subrogation against the District.

(6) Fire Insurance

Contractor will procure at Contractor's own expense, and before commencement of any work under this Agreement, fire insurance on the Project. Amount of fire insurance shall be sufficient to protect against loss or damage in full until work is accepted by District. Contractor shall submit proof of insurance and shall provide endorsements on forms provided by the District or on forms approved by the District.

B. Minimum Policy Limits Required.

The following insurance limits are required for the Contract:

	Combined Single Limit
Commercial General Liability	\$3,000,000 per occurrence/\$5,000,000 aggregate for bodily injury, personal injury and property damage  (However, subcontracts may include a minimum insurance requirement for subcontractor of \$1,000,000 per occurrence/\$2,000,000 aggregate for bodily injury, personal injury and property damage)
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Builder's Risk	Completed value or replacement cost

Umbrella Excess Liability

\$5,000,000 over primary insurance

C. Evidence Required.

- (1) Prior to execution of the Construction Services Agreement the Contractor shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 2010 (ed. 11/85) (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (ACORD Form 25 S or equivalent). All evidence of insurance shall be certified by a properly authorized officer, agent or qualified representative of the insurer and shall certify the names of the insured, any additional primary insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance. As noted below, the District or its authorized representative, may at its discretion, also request and obtain all required insurance policies presented through certificates of insurance for review and compliance.

D. Policy Provisions Required.

- (1) All policies of the Contractor shall contain a provision for 30 days advance written notice by the insurer(s) to the District of any cancellation. Statements that the carrier "will endeavor" and "that failure to mail such notice shall impose no obligation and liability upon the company, its agents or representatives," will not be acceptable on certificates.
- (2) All policies shall contain a provision stating that the Contractor's policies are primary insurance and that the insurance of the District or any named insureds shall not be called upon to contribute to any loss.

E. Qualifying Insurers.

- (1) All policies required shall be issued by acceptable insurance companies, as determined by the District, which satisfy the following minimum requirements:

Insurance carriers shall be qualified to do business in California and maintain an agent for process within the state. Such insurance carrier shall have not less than an "A-" policyholder's rating and a financial rating of not less than "Class VII" according to the latest Best Key Rating Guide.

F. Additional Insurance Provisions.

- (1) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Contractor and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Construction Services Agreement including but not limited to, the provisions concerning indemnification.
- (2) If at any time during the life of the Construction Services Agreement the Contractor fails to maintain in full force any insurance required by the Construction Services Agreement, including required limits, the District may acquire the necessary insurance for the Contractor and deduct the cost thereof from the appropriate Sublease Payments due the Contractor, or Sublease Prepayments made by the District.
- (3) The Contractor shall include all subcontractors as insureds under its policies or furnish separate certificates and endorsements for each subcontractor. Contractor shall make certain that any and all subcontractors hired by Contractor are insured in accordance with this Construction Services Agreement. If any subcontractor's coverage does not comply with the foregoing provisions, Contractor shall indemnify and hold District harmless from any damage, loss, cost, or expense, including attorneys' fees, incurred by District as

a result thereof, and shall cover all claims in excess of subcontractor's policy limits with Contractor's policies.

- (4) If coverage is written on a "claims made" basis, the Certificate of Insurance shall clearly so state. In addition to the coverage requirements specified above, such policy shall provide that:
- a. The policy retroactive date coincides with or precedes Contractor's commencement of work under this Construction Services Agreement (including subsequent policies purchased as renewals or replacements).
  - b. With respect to correction of work and warranty matters described herein, Contractor will make every effort to maintain similar insurance during the required extended period of coverage following expiration of this Construction Services Agreement, including the requirement of adding all additional insureds.
  - c. If insurance is terminated for any reason, Contractor shall purchase an extended reporting provision of at least two years to report claims arising in connection with the Construction Services Agreement.
  - d. The policy allows for reporting of circumstances or incidents that might give rise to future claims.
  - e. The District may require the Contractor to provide complete copies of all insurance policies in effect for the duration of the Project.
  - f. Neither the District nor the Board, nor any member of the Board, nor any of the directors, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of the Construction Services Agreement.

### **SECTION 33 HOLD HARMLESS**

The District, its Board and each member of the Board, its officers, employees and agents shall not be liable for, and Contractor shall indemnify and hold harmless the District, its Board and each member of the Board, its officers, employees and agents (excluding the Architect) from and against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, injuries to property or persons (including death), expenses, charges or costs of any kind or character, including reasonable attorneys' fees and court costs (herein collectively referred to as "Claims") which arise out of or are in any way connected to the work covered by this Construction Services Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its contractors, consultants, licensees, agents, servants or employees, including, without limitation, Claims caused by the concurrent act, error, omission or negligence of District or its agents or employees. However, Contractor shall have no obligation to defend or indemnify District from a Claim to the extent it is determined by a court of competent jurisdiction that such Claim was caused by the active negligence or willful misconduct of the District's agents or employees.

### **SECTION 34 RESOLUTION OF AGREEMENT CLAIMS**

- A. For purposes of this section, the term "Claim" has the meaning as set forth in Public Contract Code section 20104(b)(2), as that section may be amended from time to time. Section 20104(b)(2) currently defines "claim" to mean a separate demand by the Contractor for (a) time extension, (b) payment of money or damages arising from work done by or on behalf of the Contractor pursuant to the Construction Services Agreement and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (c) an amount the payment of which is disputed by the District.

- B. Notwithstanding any other provision herein, all claims that are equal to or less than Three Hundred Seventy-five Thousand Dollars (\$375,000) shall be resolved pursuant to Public Contract Code section 20104 et seq., as may be amended from time to time, and which provisions are incorporated herein by reference.
- C. For claims not addressed in Section 34 (A) and (B) above, the dispute review process set forth in this subsection (C) shall apply
- (1) The dispute review process set forth in this Section 34 shall be administered by the American Arbitration Association (AAA) and governed by their rules in effect at the time of filing, or by any other neutral organization agreed to by the parties (hereinafter called "Administrator".)
  - (2) If a dispute arises out of, or relates to this Construction Services Agreement or the breach thereof, and if said dispute cannot be settled through normal contract negotiations, the parties agree to first endeavor to settle the dispute using mediation.
  - (3) The costs for all mediation, including the Administrative fees and mediator compensation, will be shared equally by all parties. Fees shall be jointly negotiated by all parties directly with the Administrator. If all parties agree, then the mediation costs may increase as required for resolution of the dispute. The expenses of witnesses for any party shall be paid by the party producing such witnesses.
  - (4) A single mediator, acceptable to all parties, shall be used to mediate the dispute. The mediator will be knowledgeable in construction aspects and will be selected from lists furnished by the Administrator. The initial mediation session shall commence within thirty (30) days of filing, unless otherwise agreed by the parties, or at the direction of the mediator.
  - (5) Mediation hearings will be conducted in an informal manner and discovery will not be allowed unless agreed by all parties. All discussions, statements, or admissions will be confidential to the proceedings and will not be used for any other purpose as it relates to the party's legal position.
  - (6) Spokespersons shall be limited to the District, Contractor, Subcontractor, and Supplier personnel and their consultants. Contractor, Subcontractor and Supplier may have an attorney present and shall advise the other parties no less than five (5) business days before the mediation so that the other parties may also have their attorneys present.
  - (7) Any resultant agreements from mediation shall be documented in writing, and may be used as the basis for a change order or other directive as appropriate. All mediation results and documentation shall be non-binding and inadmissible for any purpose in any legal proceedings, in accordance with Evidence Code Section 1152, unless such admission is otherwise agreed in writing by all parties. Mediators shall not be subject to any subpoena or liability and their actions shall not be subject to discovery.
  - (8) If mediation is unsuccessful, the parties thereafter may, but are not required to, agree to submit the matter to the Administrator for binding arbitration. If the parties so agree to arbitrate, the following provision shall govern such arbitration, unless the parties otherwise agree in writing. The parties agree that the matter shall be submitted to one (1) arbitrator, unless they agree in writing to three (3) arbitrators. A judgment of a court having competent jurisdiction may be entered upon the award, and such judgment shall be enforceable as a final judgment to the fullest extent under the law. The parties agree to split evenly all arbitration and arbitrator(s)' fees and expenses, subject to readjustment by the arbitrator as part of any award. The arbitration shall be subject to, and proceed in accordance with California Code of Civil Procedure, Sections 1280 through 1294.2. If

the parties do not agree to submit to binding arbitration, neither party is prevented from pursuing other legal remedies.

## **SECTION 35 SUBSTITUTION OF SECURITY**

In accordance with Public Contract Code section 22300, the District will permit the substitution of securities for any moneys withheld by the District to ensure performance under the Construction Services Agreement. At the request and expense of the Contractors, securities equivalent to the amount withheld shall be deposited with the District, or with a state or federally chartered bank as the escrow agent, who shall then pay such moneys to the Contractor. Upon satisfactory completion of the Construction Services Agreement the securities shall be returned to the Contractor.

## **SECTION 36 TITLE TO WORK**

- A. Title to all work completed and in the course of construction paid for by District and title to all materials on account of which payment has been made by District to Contractor shall vest in District pursuant to the applicable provisions of the Sublease.
- B. No materials, supplies, or equipment for work under this Agreement shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by seller or supplier. Contractor warrants good title to all material, supplies, and equipment installed or incorporated in work and agrees upon completion of all work to deliver premises, together with all improvements and appurtenances constructed or placed thereon by it, to District free from any claims, liens, or charges. Contractor further agrees that neither it nor any person, firm, or corporation furnishing any materials or labor for any work covered by this Agreement shall have any right to lien upon premises or any improvement or appurtenance thereon, except that Contractor may install metering devices or other equipment of utility companies or of political subdivisions, title to which is commonly retained by utility company or political subdivision. In the event of installation of any such metering device or equipment, Contractor shall advise District as to owner thereof.
- C. Nothing contained in this Article, however, shall defeat or impair the rights of persons furnishing material or labor under any bond given by Contractor for their protection or any rights under any law permitting such persons to look to funds due Contractor in hand of District, and this provision shall be inserted in all subcontracts and material contracts and notice of its provisions shall be given to all persons furnishing materials or labor when no formal contract is entered into for such materials or labor.

## **SECTION 37 CONTRACT DOCUMENTS AND INTERPRETATIONS**

- A. The Contract Documents shall be executed, and/or initialed as appropriate, in triplicate by District and Contractor. The Contract Documents are complementary, and what is required by any one shall be as binding as if required by all. The intention of the Contract Documents is to include all labor, services and materials reasonably necessary for the proper execution of the work.
- B. It is not intended that work and/or services not covered under any heading, section, branch, class or trade of the specifications shall be supplied, unless it is required elsewhere in the Contract Documents or is reasonably inferable therefrom as being necessary to produce the intended results, in which case such work and/or services shall be supplied by Contractor. Words which have well known technical or trade meanings are used herein in accordance with such recognized meanings. Mutual agreement shall be reached with respect to words which do not have a well known technical or trade meaning and the definition of which come into question.
- C. Drawings and Specifications. Drawings and specifications are intended to be fully cooperative and to agree.

- (1) Drawings and Specifications are intended to delineate and describe the Project and its component parts to such a degree as will enable skilled and competent contractors to intelligently bid upon the work, and to carry said work to a successful conclusion.
- (2) Drawings and Specifications are intended to comply with all laws, ordinances, rules and regulations of constituted authorities having jurisdiction, and where referred to in the Project Documents, said laws, ordinances, rules and regulations shall be considered as a part of the Agreement within the limits specified. The Contractor shall bear all expenses of correcting work done contrary to said laws, ordinances, rules and regulations and if the Contractor performed same (1) without first consulting the Architect for further instructions regarding said work, or (2) disregarded the Architect instructions regarding said work.
- (3) Questions regarding interpretation of drawings and specifications shall be clarified by the Architect. Before commencing any portion of the work, Contractor shall carefully examine all drawings and specifications and other information given to Contractor. Contractor shall immediately notify Architect and District in writing of any perceived or alleged error, inconsistency, ambiguity, or lack of detail or explanation in the drawings and specifications. If Contractor or its subcontractors, material or equipment suppliers, or any of their officers, agents, and employees performs, permits, or causes the performance of any work under the Project Documents, which it knows or should have known to be in error, inconsistent, or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all costs arising therefrom including, without limitation, the cost of correction thereof. In the event Architect determines that Contractor's requests for clarification or interpretation are not justified or do not reflect adequate competent supervision or knowledge by the Contractor or his/her subcontractors, Contractor shall be required to pay Architect's reasonable and customary fees in processing and responding to such requests. Should the Contractor commence work or any part thereof without seeking clarification, Contractor waives any claim for extra work or damages as a result of any ambiguity, conflict or lack of information.
- (4) In case of ambiguity, conflict, or lack of information, Architect shall furnish additional instructions by means of drawings or otherwise, necessary for proper execution of work. All such drawings and instructions shall be consistent with Project Documents, true developments thereof, and reasonably inferable therefrom. Such additional instructions shall be furnished with reasonable promptness, provided that Contractor informs the Architect of the relationship of the request to the critical path of construction.
- (5) All parts of the described and shown construction shall be of the best quality of their respective kinds and the Contractor is hereby advised to use all diligence to become fully involved as to the required construction and finish, and in no case to proceed with the different parts of the work without obtaining first from the Architect such directions and/or drawings as may be necessary for the proper performance of the work. If it is found at any time, before or after completion of the work, that the Contractor has varied from the drawings and/or specifications, in materials, quality, form or finish, or in the amount or value of the materials and labor used, the Architect shall make a recommendation: (1) that all such improper work should be removed, remade and replaced, and all work disturbed by these changes be made good at the Contractor's expense; or (2) that the District deduct from any amount due, the sum of money equivalent to the difference in value between the work performed and that called for by the drawings and specifications. Architect shall determine such difference in value. The District, at its option, may pursue either recommendation made by the Architect
- (6) Figured dimensions on drawings shall govern, but work not dimensioned shall be as directed. Work not particularly shown or specified shall be the same as similar parts that are shown or specified. Large-scale drawings shall take precedence over smaller scale

drawings as to shape and details of construction. Specifications shall govern as to materials, workmanship, and installation procedures. Drawings and specifications are intended to be fully cooperative and to agree. If Contractor observes that drawings and specifications are in conflict, Contractor shall promptly notify the Architect in writing, and any necessary changes shall be adjusted provided, however, that the specification calling for the higher quality material or workmanship shall prevail without additional cost to District.

- (7) Materials or work described in words which so applied has a well-known technical or trade meaning shall be deemed to refer to such recognized standards. It is not the intention of the Agreement to go into detailed descriptions of any materials and/or methods commonly known to the trade under "trade name" or "trade term." The mere mention or notation of such "trade name" or "trade term" shall be considered a sufficient notice to Contractor that it will be required to complete the work so named with all its incidental and accessory items according to the best practices of the trade. The naming of any material and/or equipment shall mean furnishing and installing of same, including all incidental and accessory items thereto and/or labor necessary to achieve full and complete functioning of the material and/or equipment as per best practices of the trade(s) involved, unless specifically noted otherwise.
- (8) All drawing and specification changes shall be dated and sequentially recorded. All modifications to drawings and specifications shall be interpreted in conformity with the Contract Documents, which shall govern, unless otherwise specified.

D. Documents on the Project Site. Contractor shall keep one copy of all Contract Documents, including addenda, change orders, Division I, Title 21 of the California Code of Regulations, Parts 1-5 and 12 of Title 24, and Title 22 of the California Code of Regulations, and the prevailing wage rates applicable to the Project, which are a part of Contract Documents, on job at all times. Said documents shall be kept in good order and shall be available to District representative, Architect and his representatives. Contractor shall be acquainted with and comply with the provisions of said Titles 21, 22 and 24 as they relate to this Project. (See particularly Duties of the Contractor, Title 24 California Code of Regulations, section 4343.) Contractor shall also be acquainted with and comply with all California Code of Regulations provisions relating to this project, particularly Titles 17, 19, 21, 22 and 24.) Contractor shall also make available all books, records, accounts, contracts, bids, etc. upon request of District and keep auditable copy for three years following contract completion.

E. Record "As Built" Drawings. Contractor shall maintain a clean, undamaged set of contract drawings and shop drawings. In addition to maintaining one complete set of record drawings (herein referred to as "as-builts"), Contractor shall require each trade subcontractor to do its own as-builts. The trade subcontractor as-builts shall contain information showing clean and clear drawings with horizontal and vertical controls suitable for conversion to electronic media. Graphic quality must be equal to clean and clear original drawings; adequacy of the drawings shall be determined by the District's Representative or Architect. Contractor shall mark the set to show the actual installation where the installation varies from the work as originally shown. Contractor shall mark whichever drawings are most capable of showing conditions fully and accurately where shop drawings are used, and shall record a cross-reference at the corresponding location on the contract drawings. Contractor shall give particular attention to concealed elements that would be difficult to measure and record at a later date. Contractor shall use colors to distinguish variations in separate categories of the work. Contractor shall note related change order numbers where applicable. Contractor shall organize record drawings sheets into manageable sets, bound with durable paper cover sheets and shall print suitable title, dates and other identification on the cover of each set. At the end of the Project, the Contractor shall provide the District with a complete set of as-built drawings. The complete set shall contain information showing clean and clear drawings with horizontal and vertical controls suitable for conversion to electronic media. Graphic quality must be equal to clean and clear original drawings; adequacy of the drawings shall



be determined by the District or Architect. The as-builts must show the entire site for each major trade, including but not limited to water, sewer, electrical, data, telephone, cable, fire, alarm, gas, and plumbing.

## **SECTION 38 REQUEST FOR SUBSTITUTIONS**

- A. For purposes of this provision the term "substitution" shall mean the substitution of any material, process or article that is substantially equal or better in every respect to that so indicated or specified in the Construction Documents.
- B. Pursuant to Public Contract Code section 3400(b) the District may make a finding designating certain products, things, or services by specific brand or trade name for the statutorily enumerated purposes. These findings if made, as well as the products and their specific brand or trade names that must be used for the Project may be found in Exhibit "A" of this Construction Services Agreement, if applicable.
- C. Unless specifically designated in Exhibit "A" of this Construction Services Agreement, whenever in specifications any material, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating the description of the material, process or article desired and shall be deemed to be followed by words "or equal." Contractor may, unless otherwise stated, offer for substitution any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified. However, the District has adopted certain uniform standards for certain materials, processes and articles. If any material, process or article offered for substitution by Contractor is not, in the opinion of the District and the Architect, substantially equal or better in every respect to that specified, Contractor shall furnish the material, process or article specified. The burden of proof as to the equality of any material, process or article shall rest with the Contractor.
- D. Contractor shall submit requests together with substantiating data for substitution of any "or equal" material, process or article no later than thirty-five (35) days after the execution date in this Construction Services Agreement for the Project. Provisions authorizing submission of "or equal" substitution justification data shall not in any way authorize an extension of time for performance of this Construction Services Agreement. Furthermore, if a proposed "or equal" substitution request is rejected, Contractor shall be responsible for including the specified material, process or article for the Project. The District shall not be responsible for any costs of Contractor associated with "or equal" substitution requests. The District has the complete and sole discretion to determine if a material, process or article is an "or equal" material, process or article that may be substituted.
- E. For purposes of subdivision (D) above, data required to substantiate requests for substitutions of an "or equal" material, process or article shall include a signed affidavit from the Contractor stating that the substituted "or equal" material, process or article is equivalent to that specified in the specification in every way except as listed on the affidavit, in the format set forth in Exhibit "F". Substantiating data shall also include any and all illustrations, specifications, and other relevant data including catalogue information which describes the requested substituted "or equal" material, process or article and substantiates that it is an "or equal" to the material process or article specified. In addition, the submittal documentation must also include a statement of the cost implications of the substitution being requested stating whether and why the substitution of the "or equal" material, process or article will reduce or increase the GMP. The substantiating data must also include information regarding the durability and lifecycle cost of the requested substituted "or equal" material, process or article. Failure to submit all the needed substantiating data, including the signed affidavit, to the Architect in a timely fashion so that the substitution can be adequately reviewed may result in the rejection of the proposed substitution. The District is not obligated to review multiple substitution submittals for the same product or item due to the Contractor's failure to submit a complete package initially.

- F. Time limitations in this Section must be complied with strictly and in no case will an extension of time for completion be granted because of Contractor's failure to request the substitution of an alternative item at the times and manner set forth herein in subdivision (D). Further, Contractor shall bear the costs of all engineering work associated with the review of submittals for substitution of equals.
- G. In event Contractor furnishes material, process, or article more expensive than that specified, the difference in cost of such material, process, or article so furnished shall be borne by Contractor.
- H. Contractor agrees to include the provisions of this Section in all subcontractor bid documents.

### **SECTION 39 COMPLIANCE WITH STATE STORM WATER PERMIT FOR CONSTRUCTION**

- A. The Contractor shall be required to comply with all conditions of the State Water Resources Control Board (State Water Board) National Pollutant Discharge Elimination System General Permit for Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activity (Permit) for all construction activity which results in the disturbance of in excess of one acre of total land area or which is part of a larger common area of development or sale. The Contractor shall be responsible for providing the necessary information to the district for filing the Notice of Intent and for obtaining the Permit. The Contractor shall be solely responsible for preparing and implementing a Storm Water Pollution Prevention Plan (SWPPP) prior to initiating Work. It shall be the Contractor's responsibility to evaluate the cost of procuring the Permit and preparing the SWPPP as well as complying with the SWPPP and any necessary revision to the SWPPP. The Contractor shall comply with all requirements of the State Water Resources Control Board. The Contractor shall include all costs of compliance with specified requirements in the GMP.
- B. Contractor shall be responsible for procuring, implementing and complying with the provisions of the Permit and the SWPPP, including the standard provisions, monitoring and reporting requirements as required by the Permit. Contractor shall provide copies of all reports and monitoring information to the District and the Architect.
- C. The Contractor shall comply with the lawful requirements of any applicable municipality, the County, drainage district, and other local agencies regarding discharges of storm water to separate storm drain system or other watercourses under their jurisdiction, including applicable requirements in municipal storm water management programs.
- D. Failure to comply with the Permit is in violation of federal and state law. The Contractor hereby agrees to indemnify and hold harmless the District, its Board members, officers, agents, employees and authorized volunteers from and against any and all claims, demands, losses or liabilities of any kind or nature which the District, its Board members, officers, agents, employees and authorized volunteers may sustain or incur for noncompliance with the Permit arising out of or in connection with the Project, except for liability resulting from the sole established negligence, willful misconduct or active negligence of the District, its Board members, officers, agents, employees or authorized volunteers. District may seek damages from the Contractor for delay in completing the Project in accordance with Section 10 hereof, caused by the Contractor's failure to comply with the Permit.

### **SECTION 40 EQUAL OPPORTUNITY CLAUSE**

- A. *The Contractor herein agrees not to discriminate in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age or physical handicap in the performance of this Construction Services Agreement and to comply with the provisions of the following laws:*

- (1) California Fair Employment and Housing Act (Gov. Code 12900 *et seq.*, prohibiting discrimination in employment on account of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex, and prohibiting harassment of an employee or applicant because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or age);
- (2) Federal Civil Rights Act of 1964 (42 USC '2000e *et seq.*, prohibiting discrimination in employment on the basis of race, color, national origin, religion, or sex); Title I of the Americans With Disabilities Act of 1990 (42 USC 12101 *et seq.*, prohibiting discrimination against qualified individuals with a disability in hiring and employment practices);
- (3) The Age Discrimination in Employment Act (29 USC 621 *et seq.*, prohibiting age discrimination in employment against individuals who are at least forty years of age);
- (4) California Labor Code section 1102.1 (prohibiting discrimination in any aspect of employment or opportunity for employment based on actual or perceived sexual orientation); and
- (5) Any other laws or regulations prohibiting discrimination as may be applicable to Contractor.

#### **SECTION 41 COMPLIANCE WITH DTSC GUIDELINES – IMPORTED SOIL/Soils Inspection**

- A. If the Project requires the use of imported soils, the Contractor shall be responsible to use and shall certify that the imported material it uses is free of any hazardous and/or toxic substance or material of any nature or type as defined in accordance with California Law and the California Health and Safety Code. The District reserves the right to reject any imported material that has come from agricultural or commercial land uses. Contractor must notify the District of the source of material and comply with the applicable Regional Water Quality Control Board Resolution and when applicable, with the guidelines of the Department of Toxic Substances Control (DTSC).
- B. Unless otherwise provided, when a soils investigation report obtained from test holes at the site is available, such report shall not be a part of this contract. Nevertheless, with respect to any such soils investigation and/or geotechnical report regarding the site, it shall be the responsibility of the Contractor to review and be familiar with such report. Any information obtained from such report or any information given on drawings as to subsurface soil condition or to elevations of existing grades or elevations of underlying rock is approximate only, is not guaranteed, and does not form a part of the contract, unless otherwise specifically provided. Contractor is required to make a visual examination of site and must make whatever tests it deems appropriate to determine the underground condition of the soil. Limited soil tests and subsurface investigations, if any, are available for review and consideration by Contractor and were conducted for the purpose of design only. Subsurface investigation information is made available by District solely as a matter of convenience and general information for Contractor and Contractor is expected to review and be familiar with such information. No representation is made by District or Architect that information provided is completely representative of all conditions and materials which may be encountered. If such a report is referenced in the Contract Documents for performance of the Project, such reference shall be to establish minimum requirements only. Further, no representation is made by District or Architect that information provided is solely adequate for purposes of construction. District disclaims responsibility for interpretations by Contractor of soil and subsurface investigation information, such as in protecting soil-bearing values, rock profiles, presence and scope of boulders and cobbles, soil stability and the presence, level and extent of underground water. Contractor shall determine means, methods, techniques and sequences

necessary to achieve required characteristics of completed Work. Conditions found after execution of the Construction Services Agreement to be materially different from those reported and which are not customarily encountered in the geographic area of the Project shall be governed by provisions of this Construction Services Agreement for unforeseen conditions.

## **SECTION 42 PATENTS, ROYALTIES, AND INDEMNITIES**

The Contractor shall hold and save the District and its officers, agents, and employees harmless from liability of any nature or kind, including cost and expense, for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of this Construction Services Agreement, including its use by the District, except to the extent a method or means was specifically required by the Contract Documents.

## **SECTION 43 EXCISE TAX**

If under federal excise tax law any transaction hereunder constitutes a sale on which a federal excise tax is imposed and the sale is exempt from such excise tax because it is a sale to a state or local government for its exclusive use, the District, upon request, will execute a certificate of exemption which will certify (1) that the District is a political subdivision of the state for the purposes of such exemption and (2) that the sale is for the exclusive use of the District. No excise tax for such materials shall be included in the GMP.

## **SECTION 44 PROHIBITED INTERESTS**

No official of District and no District representative who is authorized in such capacity and on behalf of District to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting or approving any architectural, engineering, inspection, construction or material supply contract or any subcontract in connection with construction of Project, shall be or become directly or indirectly interested financially in this Construction Services Agreement or any part thereof. No officer, employee, architect, attorney, engineer or inspector of or for District who is authorized in such capacity and on behalf of District to exercise any executive, supervisory or other similar functions in connection with construction of Project, shall become directly or indirectly interested financially in this Construction Services Agreement or in any part thereof.

## **SECTION 45 NO ASBESTOS certification**

No Asbestos Certification.

- (1) Contractor shall execute and submit an "Asbestos Free Materials Certification" Contractor attached hereto as Exhibit "I", and further, is aware of the following:

Should asbestos containing materials be installed by the Contractor in violation of this certification, or if removal of asbestos containing materials is part of the Project, decontaminations and removals will be performed in accordance with the requirements of all applicable laws and will meet the following criteria:

- iv. Decontamination and removal of work found to contain asbestos or work installed with asbestos containing equipment shall be done only under the supervision of a qualified consultant, knowledgeable in the field of asbestos abatement and accredited by the Environmental Protection Agency (EPA).
- v. The asbestos removal contractor shall be an EPA accredited contractor qualified in the removal of asbestos and shall be chosen and approved by the asbestos consultant who shall have sole discretion and final determination in this matter.

- vi. The asbestos consultant shall be chosen and approved by the District which shall have sole discretion and final determination in this matter.
  - vii. The work will not be accepted until asbestos contamination is reduced to levels deemed acceptable by the asbestos consultant.
- (2) If removal of asbestos containing materials is part of the Project, the cost of all asbestos removal, including, but not necessarily limited to the cost of the asbestos removal contractor, the cost of the asbestos consultant, analytical and laboratory fees, time delays and additional costs that may be incurred by the District shall be borne entirely by the Contractor.
- (3) **Hold Harmless:** Interface of work for the Project with work containing asbestos shall be executed by the Contractor at his/her risk and at his/her discretion with full knowledge of the currently accepted standards, hazards, risks and liabilities associated with asbestos work and asbestos containing products. By execution of the Construction Services Agreement the Contractor acknowledges the above and agrees to the fullest extent permitted by law to hold harmless the District, its Board and each member of the Board, its officers, employees, agents, representatives, including its architect and assigns, for all asbestos liability which may be associated with this work. The Contractor further agrees to instruct his/her employees with respect to the above mentioned standards, hazards, risk and liabilities.

**SECTION 46 LAWS AND REGULATIONS**

- A. Contractor shall give all notices and comply with all laws, ordinances, rules, and regulations bearing on conduct of work as indicated and specified. If Contractor observes that drawings and specifications are at variance therewith, it shall promptly notify Architect in writing and any necessary changes shall be adjusted as provided in this Construction Services Agreement for changes in work. If Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the District’s Architect, it shall bear all costs arising therefrom.
- B. Contractor shall be responsible for familiarity with the Americans with Disabilities Act (ADA) (42 USC 12101 et seq.). Installations of equipment and other devices shall be in compliance with ADA regulations.

**SECTION 47 AGREEMENT MODIFICATIONS**

No waiver, alteration or modification of any of the provisions of this Construction Services Agreement shall be binding upon either District or Contractor unless the same shall be in writing and signed by both District and Contractor.

**SECTION 48 NOTICES**

- A. All communications in writing between District and Contractor, including without limitation, applications for payment, shall be deemed to have been received by the addressee if delivered to the person for whom they are intended or if sent by registered mail, return receipt requested, or by telex, telegram, or fax followed by regular mail, addressed as follows:

If to Contractor: **[Contractor]**  
 Attn: **[REDACTED]**

If to District: South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Brandye D'Lena

- B. ***For the purpose of directions, representatives from Contractor shall be [REDACTED] and District's Representative shall be [REDACTED], unless otherwise specified in writing.***

## **SECTION 49 THIRD-PARTY CLAIMS**

Pursuant to Public Contract Code section 9201, District shall provide Contractor with timely notification of the receipt of any third-party claim, relating to the Contract. District is entitled to recover its reasonable costs incurred in providing such notification.

## **SECTION 50 ASSIGNMENT**

Neither party to this Construction Services Agreement shall assign this Construction Services Agreement or sublet it as a whole without the written consent of the other, nor shall Contractor assign any monies due or to become due to it hereunder without the prior written consent of District.

## **SECTION 51 HEADINGS**

The headings herein contained are inserted only as a matter of convenience and reference and are not meant to define, limit or describe the scope or intent of the Contract Documents or in any way to affect the terms and provisions set forth herein.

## **SECTION 52 INTEGRATION/MODIFICATION**

This Construction Services Agreement represents the entire understanding of District and Contractor as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered herein, and it shall not be amended, altered or changed except by a written agreement signed by the parties hereto.

## **SECTION 53 APPLICABLE LAW/ Provisions required by Law Deemed Inserted**

The terms and provisions of this Construction Services Agreement shall be construed in accordance with the laws of the State of California. If any action is brought in a court of law to enforce any term of this Construction Services Agreement the action shall be brought in a state court situated in the County of Orange, State of California, unless a court finds jurisdiction or venue is only proper in a federal court, or a court outside this county. In the event of any such litigation between the parties, the parties shall pay for their respective costs incurred, including attorneys' fees.

Each and every provision of law and clause required by law to be inserted in this Construction Services Agreement shall be deemed to be inserted herein and the Construction Services Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party, the Construction Services Agreement shall forthwith be physically amended to make such insertion or correction.

**SECTION 54 SUCCESSION OF RIGHTS AND OBLIGATIONS**

All rights and obligations under this Construction Services Agreement shall inure to and be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have, by their duly authorized representatives, executed this Construction Services Agreement, in duplicate, as of the day and year first above written.

**SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT  
"DISTRICT"**

**C. W. DRIVER  
"LESSOR"**

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

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

Title: Vice Chancellor, Business Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT "A"**

**SCOPE OF WORK / PLANS AND SPECIFICATIONS / ADDENDA**

**(TO BE ATTACHED)**



**EXHIBIT “B”**

**MASTER BUDGET**

**(TO BE ATTACHED)**

**EXHIBIT "C"**

**DVBE REQUIREMENTS**

**CERTIFICATION – PARTICIPATION OF DISABLED VETERAN BUSINESS ENTERPRISES IN ACCORDANCE WITH EDUCATION CODE SECTION 17076.11**

In accordance with Education Code section 17076.11, the South Orange County Community College District has a participation goal for Disabled Veteran Business Enterprises of at least three percent (3%) per year of the overall dollar amount of funds allocated by the District for construction or modernization of school buildings and expended each year by the District. At the time of execution of the contract, the Contractor will provide a statement to the District of anticipated participation of Disabled Veteran Business Enterprises in the contract. Prior to, and as a condition precedent for final payment under the contract, the Contractor will provide appropriate documentation to the District identifying the amount paid to Disabled Veteran Business Enterprises pursuant to the contract, so that the District can assess its success at meeting this goal.

The Contractor may provide the anticipated participation of Disabled Veteran Business Enterprises in terms of percentage of its total contract or the dollar amount anticipated to be paid to Disabled Veteran Business Enterprises or by providing the names of the Disabled Veteran Business Enterprises that will participate in the contract. If there is a discrepancy between the anticipated goal and the actual goal at the completion of the contract or a failure to meet the anticipated goal or dollar amount, the District will require the Contractor to provide, at the completion of the contract, a detailed statement of the reason(s) for the discrepancy or failure to meet the anticipated goal or dollar amount.

I certify that I have read the above and will comply with the anticipated participation of Disabled Veteran Business Enterprises in this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-Mail

**EXHIBIT "D"**  
**PAYMENT BOND**  
**(CALIFORNIA PUBLIC WORK)**

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the South Orange County Community College District (sometimes referred to hereinafter as "Obligee") has awarded to \_\_\_\_\_ (hereinafter designated as the "Principal" or "Contractor"), an agreement for the work described as follows: \_\_\_\_\_ Project (hereinafter referred to as the "Public Work"); and

WHEREAS, said Contractor is required to furnish a bond in connection with said Contract, and pursuant to California Civil Code Section 3247;

NOW, THEREFORE, We, \_\_\_\_\_, the undersigned Contractor, as Principal; and \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the South Orange County Community College District and to any and all persons, companies, or corporations entitled by law to file stop notices under California Civil Code Section 3181, or any person, company, or corporation entitled to make a claim on this bond, in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which payment will and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, its heirs, executors, administrators, successors, or assigns, or subcontractor, shall fail to pay any person or persons named in Civil Code Section 3181; or fail to pay for any materials, provisions, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind; or shall fail to deduct, withhold, and pay over to the Employment Development Department, any amounts required to be deducted, withheld, and paid over by Unemployment Insurance Code Section 13020 with respect to work and labor thereon of any kind, then said Surety will pay for the same, in an amount not exceeding the amount herein above set forth, and in the event suit is brought upon this bond, also will pay such reasonable attorneys' fees as shall be fixed by the court, awarded and taxed as provided in California Civil Code Sections 3247 *et seq.*

This bond shall inure to the benefit of any person named in Civil Code Section 3181 giving such person or his/her assigns a right of action in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, or specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described; or pertaining or relating to the furnishing of labor, materials, or equipment therefor; nor by any change or modification of any terms of payment or extension of time for payment pertaining or relating to any scheme or work of improvement herein above described; nor by any rescission or attempted rescission of the contract, agreement or bond; nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond; nor by any fraud practiced by any person other than the claimant seeking to recover on the bond; and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given; and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the Obligee and the Contractor or on the part of any obligee named in such bond; that the sole condition of recovery shall be that the claimant is a person described in California Civil Code Sections 3110 and 3112, and who has not been paid the full amount of his or her claim; and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PRINCIPAL/CONTRACTOR:

\_\_\_\_\_

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

SURETY:

\_\_\_\_\_

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

Attorney-in-Fact



**EXHIBIT "E"**  
**CONTRACT PERFORMANCE BOND**  
**(CALIFORNIA PUBLIC WORK)**

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, South Orange County Community College District (sometimes referred to hereinafter as "Obligee") has awarded to \_\_\_\_\_ (hereinafter designated as the "Principal" or "Contractor"), an agreement for the work described as follows: \_\_\_\_\_ Project (hereinafter referred to as the "Public Work"); and

WHEREAS, the work to be performed by the Contractor is more particularly set forth in that certain contract for said Public Work dated \_\_\_\_\_, (hereinafter referred to as the "Contract"), which Contract is incorporated herein by this reference; and

WHEREAS, the Contractor is required by said Contract to perform the terms thereof and to provide a bond both for the performance and guaranty thereof.

NOW, THEREFORE, we, \_\_\_\_\_, the undersigned Contractor, as Principal, and \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the South Orange County Community College District in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the bounded Contractor, his or her heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in said Contract and any alteration thereof made as therein provided, on his or her part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill guarantees of all materials and workmanship; and indemnify, defend and save harmless the Obligee, its officers and agents, as stipulated in said Contract, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any change, extension of time, alteration in or addition to the terms of the contract or to the work to be performed there under or the specifications accompanying the same, nor by any change or modification to any terms of payment or extension of time for any payment pertaining or relating to any scheme of work of improvement under the contract. Surety also stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any overpayment or underpayment by the Obligee that is based upon estimates approved by the Architect. The Surety stipulates and agrees that none of the aforementioned changes, modifications, alterations, additions, extension of time or actions shall in any way affect its obligation on this bond, and it does hereby waive notice of any such changes, modifications, alterations, additions or extension of time to the terms of the contract, or to the work, or the specifications as well notice of any other actions that result in the foregoing.

Whenever Principal shall be, and is declared by the Obligee to be, in default under the Contract, the Surety shall promptly either remedy the default, or shall promptly complete the Contract through its agents or independent contractors, subject to acceptance and approval of such agents or independent contractors by Obligee as hereinafter set forth, in accordance with its terms and conditions and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages; or, at Obligee's sole discretion and election, Surety shall obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Obligee of the lowest responsible bidder, arrange for a contract between such bidder and the Obligee and make available as Work progresses (even though there should be a default or succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the "balance of the Contract price" (as hereinafter defined), and to pay and perform all obligations of Principal under the Contract, including, without

limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages. The term "balance of the Contract price," as used in this paragraph, shall mean the total amount payable to Principal by the Obligee under the Contract and any modifications thereto, less the amount previously paid by the Obligee to the Principal, less any withholdings by the Obligee allowed under the Contract.

Surety expressly agrees that the Obligee may reject any agent or contractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Principal. Unless otherwise agreed by Obligee, in its sole discretion, Surety shall not utilize Principal in completing the Contract nor shall Surety accept a bid from Principal for completion of the work in the event of default by the Principal.

No final settlement between the Obligee and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

The Contractor and Surety shall remain responsible and liable for all patent and latent defects that arise out of or are related to the Contractor's failure and/or inability to properly complete the Public Work as required by the Contract and the Contract Documents. The obligation of the Surety hereunder shall continue so long as any obligation of the Contractor remains.

Contractor and Surety agree that if the Obligee is required to engage the services of an attorney in connection with enforcement of the bond, Contractor and Surety shall pay Obligee's reasonable attorneys' fees incurred, with or without suit, in addition to the above sum.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including reasonable attorneys' fees to be fixed by the Court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PRINCIPAL/CONTRACTOR:

\_\_\_\_\_

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

SURETY:

\_\_\_\_\_

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

Attorney-in-Fact

The rate of premium on this bond is \_\_\_\_\_ per thousand.

The total amount of premium charged: \$ \_\_\_\_\_ (This must be filled in by a corporate surety).

**IMPORTANT: THIS IS A REQUIRED FORM.**

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety's name must also appear on the Treasury Department's most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety)

(Name and Address of agent or representative for service for service of process in California)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

STATE OF CALIFORNIA )

) ss.

COUNTY OF )

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

On \_\_\_\_\_, before me, \_\_\_\_\_, a Notary

Public in and for said State, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument as the Attorney-in-Fact of the \_\_\_\_\_ (Surety) and acknowledged to me that he/she/they subscribed the name of the \_\_\_\_\_ (Surety) thereto and his own name as Attorney-in-Fact on the executed instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

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

(SEAL)

Commission expires: \_\_\_\_\_

NOTE: A copy of the power-of-attorney to local representatives of the bonding company must be attached hereto.



**EXHIBIT "F"**

**SUBSTITUTION AFFIDAVIT**

**\* SUBSTITUTION REQUEST FORM**

Project: \_\_\_\_\_

South Orange County Community College District

Contractor hereby requests substitution of the following articles, devices, equipment, products, materials, fixtures, patented processes, forms, methods, or types of construction:

Specified Item _____	Requested Substituted Item _____	Agree to Provide Specific Item In the Event Request is Denied <sup>1</sup> (circle one)		District Decision (circle one)	
		Yes	No	Grant	Deny
1. _____	_____	Yes	No	Grant	Deny
2. _____	_____	Yes	No	Grant	Deny
3. _____	_____	Yes	No	Grant	Deny
4. _____	_____	Yes	No	Grant	Deny
5. _____	_____	Yes	No	Grant	Deny
6. _____	_____	Yes	No	Grant	Deny
7. _____	_____	Yes	No	Grant	Deny
8. _____	_____	Yes	No	Grant	Deny
9. _____	_____	Yes	No	Grant	Deny

<sup>1</sup> Contractor must state whether contractor will provide the Specified Item in the event that District denies the request for substitution. If contractor states that contractor will not provide the Specified Item in the event their request for substitution is denied, the District may reject the contractor's pricing proposal. However, if contractor states that contractor will provide the Specified Item in the event that contractor's request for substitution is denied, contractor shall execute the Agreement and provide such Specified Item(s).

This Request Form must be accompanied by evidence as to whether the proposed substitution (1) is equal in quality, service, and ability to the Specified Item; (2) will entail no change in detail, construction, and scheduling of related work; (3) will be acceptable in consideration of the required design and artistic effect; (4) will provide no cost disadvantage to the District; (5) will require no excessive or more expensive maintenance, including adequacy and availability of replacement parts; and (6) will require no change of the construction schedule.

The undersigned states that the following, unless modified on attachments, are correct:

1. The proposed substitution does not affect the dimensions shown on the Drawings.
2. The undersigned will pay for changes to the building design, including engineering design, detailing, and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse affect on other trades, the construction schedule, or specified warranty requirements.
4. Maintenance and service parts will be available locally for the proposed substitution.

**SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT  
"DISTRICT"**

**C. W. DRIVER  
"LESSOR"**

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

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

Title: Vice Chancellor, Business Services

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT "G"**

**CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION**

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self insure, either as an individual employee or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Construction Services Agreement.

Contractor \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Construction Services Agreement.)

**EXHIBIT "H"**

**DRUG-FREE WORKPLACE CERTIFICATION**

**EXHIBIT "I"**

**ASBESTOS FREE MATERIALS CERTIFICATION**

**EXHIBIT "J"**

**CONDUCT RULES FOR CONTRACTORS**

Each contractor/subcontractor, when performing work on South Orange County Community College District property, in addition to complying with the provisions of the Construction Services Agreement, shall adhere to the following rules of conduct:

1. Professional and courteous conduct is expected and will be displayed at all times.
2. Interaction with students, staff, faculty and/or other visitors is prohibited with the exception of designated administrators.
3. The use of profanity and/or disparaging language will not be tolerated.
4. All contractors/subcontractors shall wear a means of identification on site when classes are in session which must be approved by the District prior to commencement of work.
5. All contractors/subcontractors shall remain in the vicinity of his/her work and will not stray to other areas of the property not involved in the project, including student and staff toilet facilities.
6. Pursuant to Government Code Section 8350 *et seq.*, the South Orange County Community College District is a drug-free workplace. This policy shall be strictly enforced.
7. Contractors are prohibited from bringing on site and/or consuming alcoholic beverages on any District property.
8. The use of any tobacco products on District property other than in designated area is strictly prohibited.
9. Any lewd, obscene or otherwise indecent acts, words, or behavior by any contractor/subcontractor shall not be tolerated.
10. All contractors/subcontractors shall conform to a dress code whereby:
  - A. No clothing that contains violent, suggestive, derogatory, obscene, or racially-biased material may be worn.
  - B. Garments, accessories or personal grooming artifacts with slogans, graphics, or pictures promoting drugs, alcohol, tobacco, or any other controlled substances which are prohibited to minors will not be allowed.
11. No fire arms are allowed on campuses/District property.

Non-compliance with any of the above-stated rules of conduct by any contractor/subcontractor may be sufficient grounds for immediate removal from the job site and termination of the contract.

I acknowledge that I am aware of the above-stated rules of conduct and hereby certify that all of my Company's employees, consultants, suppliers, and/or any subcontractors will adhere to these provisions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company

**EXHIBIT "J"**

**LAYOUT AND FIELD ENGINEERING REQUIREMENTS**

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: OCSBA Marian Bergeson Award Nomination  
**ACTION:** Approval

---

### **BACKGROUND**

The Orange County School Boards Association (OCSBA) created the Marian Bergeson Award in 1974 to recognize those trustees who best exemplify the spirit of boardmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

### **STATUS**

OCSBA is now seeking nominations for the Marian Bergeson Award for transmittal to the Orange County Department of Education. The deadline for submission is Friday, March 1, 2013. The award will be presented on Wednesday, April 17, 2013 at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees determine if they wish to nominate a trustee for the Marian Bergeson Award, and, if so, approve the nomination for transmittal to OCDE.

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





# Orange County School Boards Association

200 Kalmus Drive • P.O. Box 9050 • Costa Mesa, CA 92628-9050 • (714) 966-4313 Fax (714) 549-2657

January 18, 2013

TO: Board Members of Orange County School Districts, Community Colleges, and Regional Occupational Programs

FROM: Suzie Swartz, Chair, Marian Bergeson Award Committee  
President, OCSBA

SUBJECT: MARIAN BERGESON AWARD NOMINATIONS

In 1974, the Orange County School Boards Association (OCSBA) created the Marian Bergeson Award to recognize those trustees who best exemplify the spirit of boardsmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

This letter is an invitation for your Board to nominate a worthy trustee. Nominees can be submitted by individual trustees or boards of education. Past recipients should abstain from the nominating process. However, that member may vote as a member of a board of trustees making a nomination. Criteria for the award are as follows:

1. Recipient shall serve or have served within twelve (12) months prior to selection on a board in good standing in the OCSBA.
2. Emphasis shall be on school board and community service on behalf of public education. The application must differentiate between work done as a volunteer and work done as a paid employee.
3. Consideration may be given for participation in Orange County School Boards Association, California School Boards Association, National School Boards Association, California County Boards of Education or any similar, appropriate service.
4. Previous nominees may be nominated again.
5. Only OCSBA members are allowed to nominate an individual to receive this award.
6. Confidentiality of the nomination is to be maintained until the presentation of the award.

A nomination form and a list of past recipients are enclosed. The deadline for submission is **Friday, March 1, 2013**. The Marian Bergeson Award will be presented on Wednesday, April 17, 2013, at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel in Irvine.

Enclosures: Nomination Form and List of Past Recipients

cc: Superintendents, Chancellors, and CEOs

## Marian Bergeson Award

### *Past Recipients*

<u>Honoree</u>	<u>District</u>	<u>Year</u>
Marian Bergeson	Newport-Mesa Unified School District	1974
Sheila Meyers O'Neal*	Fountain Valley School District	1978
Bert Skiles*	Orange Unified School District	1978
Marian P. Aguierre	Westminster School District	1979
Worth Keene	Coast Community College District	1979
Lawrence W. Taylor*	South Orange County Community College	1979
J. Franklin Sullivan*	Fullerton Joint Union High School District	1980
Dean McCormick*	Tustin Unified School District	1981
Robert Lindsay*	Centralia School District	1981
Barbara Benson*	Tustin Unified School District	1982
Joan Begovich *	Fullerton Joint Union High School District	1982
Lee Sicoli*	Irvine Unified School District	1983
Ruth Evans	Orange Unified School District	1984
Herb Warren*	North Orange County Community College	1985
Joyce Canfield*	Lowell Joint Unified School District	1986
Felix LeMarinel*	North Orange County Community College	1987
Roger Belgen*	Fountain Valley School District	1987
Richard Shimeall	Magnolia School District	1988
Joan Wilkinson*	Santa Ana Unified School District	1988
Jan Overton*	Capistrano Unified School District	1988
Albert Peraza	Anaheim City School District	1989
Joanne Stanton*	Anaheim Union High School District	1990
Maureen DiMarco	Garden Grove Unified School District	1991
Roderick MacMillian	Newport Mesa Unified School District	1991
Sherry Loofbourrow	Newport Mesa Unified School District	1992
Mary Ellen Hadley	Irvine Unified School District	1993
Harriet Walther	South Orange County Community College	1994
Jan Averill	Lowell Joint Unified School District	1995
Annette Gude	Capistrano Unified School District	1995
Virginia Wilson	Los Alamitos Unified School District	1996
Marilyn Buchi	Fullerton Joint Union High School District	1997
Crystal Kochendorfer	Capistrano Unified School District	1998
Margie Wakeham	Irvine Unified School District	1998
Esther H. Wallace	Magnolia School District	1999
Robert C. Fisler*	Fullerton School District	2000
Donna Artukovic	Los Alamitos Unified School District	2000
Sheila Benecke	Capistrano Unified School District	2001
Elizabeth Parker	Orange County Board of Education	2002
Judy Franco	Newport-Mesa Unified School District	2003
Antonio Valle, Jr.*	La Habra City School District	2003
Shirley Carey*	Huntington Beach City School District	2004
Karin Freeman	Placentia-Yorba Linda Unified School District	2005
Mary Fuhrman	Buena Park School District	2006
Donna McDougall	Cypress School District	2006
Susie Sokol	Brea Olinda Unified School District	2007
Elizabeth Swift	Buena Park School District	2008
Judy Edwards	Fountain Valley School District	2009
Suzie Swartz	Saddleback Valley Unified School District	2009
John "Jack" W. Bedell	Orange County Board of Education	2010
Meg Cutuli	Los Alamitos Unified School District	2011
Sharon Wallin	Irvine Unified School District	2011
Hilda Sugarman	Fullerton School District	2012

*\*deceased*

*June 2012*



Orange County School Boards Association  
2013 Marian Bergeson Award  
Nomination Form



**Due: Friday, March 1, 2013**

**Submit the completed nomination form and attachments to:**

Orange County Department of Education  
c/o Blanca Zimmerman  
200 Kalmus Drive, P.O. Box 9050, Room B-1008  
Costa Mesa, CA 92628-9050  
or FAX to (714) 549-2657  
or via email: [blzimmerman@ocde.us](mailto:blzimmerman@ocde.us)

Name of Nominee \_\_\_\_\_

Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

School District \_\_\_\_\_

Length of Service as a Board Member \_\_\_\_\_

Name of Nominator (Individual or District) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

**Criteria for the award are as follows:**

1. Recipient shall serve or have served within twelve (12) months prior to selection on a board in good standing in the OCSBA.
2. Emphasis shall be on school board and community service on behalf of public education. The application must differentiate between work done as a volunteer and work done as a paid employee.
3. Consideration may be given for participation in Orange County School Boards Association, California School Boards Association, National School Boards Association, California County Boards of Education or any similar, appropriate service.
4. Previous nominees may be nominated again.
5. Only OCSBA members are allowed to nominate an individual to receive this award.
6. Confidentiality of the nomination is to be maintained until the presentation of the award.

Please explain in detail the nominee's contribution(s) and service to your local board, community, and public education through county, state, and national service. Please attach a maximum of two pages, single-sided, and a two-paragraph description of nominee to be used for publicity purposes. (The font needs to be 12 point and double-spaced.) In addition, you may include a single page resume. No other supporting documentation will be considered.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Board Policy Revision: BP-3420: Local Law Enforcement  
**ACTION:** Review and Study

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### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are 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 and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on February 14, 2013 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

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

**BOARD POLICY**  
SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

**3420**  
BUSINESS

LOCAL LAW ENFORCEMENT

Each college or center of the District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request

Reference:

Education Code 67381

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

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

- a. MAMOON, SAFIAH is to be employed, for the Spring 2013 semester only, as a temporary, full-time Health Information Technology Instructor, Division of Health Sciences and Human Services, Saddleback College, effective January 14, 2013, in accordance with AHIMA. Approximate Salary Placement: Class I, Step 4. (Exhibit B, Attachment 1)

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Benitez, Alma	MS/Education	ESL/SC	II/1	01/22/13
Brody, Jeffrey	MS/Journalism	Journalism/SC	II/1	01/22/13
Chu, Hencelyn	PhD/Philosophy	Med Lab Tech/SC	V/7	01/22/13
<sup>1</sup> Doren, Ricia	MS/Education	ESL/SC	II/11	01/22/13
Ghuloum, Adam	MA/Economics	Economics/IVC	II/1	01/22/13
Hall, Brenna	MA/Linguistics	ESL/IVC	II/1	01/22/13
Hobgood, John	MAT/Physics	Physics/IVC	II/1	01/22/13
Kalensky, Karen	MFA/Acting/Direct.	Theater Arts/SC	II/1	01/22/13
Valot, Susan	BA/Communications	Radio, TV, Film/SC	I/1	01/22/13
Vhora, Mohammed	MS/Zoology	Biology/IVC	II/1	01/22/13

**EQUIVALENCY**

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

<sup>1</sup> STRS Retiree returning to work part-time.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Duncan, Stuart R.	BA/Religious Studies	Athletics/IVC	I/1	01/22/13

Equivalency is based upon a Bachelor of Arts in Religious Studies and a minor in Sports Management from the University of California, Santa Barbara. After graduation, Mr. Duncan played on the tennis professional tour gaining ATP points in both singles and doubles. He spent eight years playing in the prestigious German Bundesliga for TSV Schott Mainz. He is currently ranked #1 in the nation in the Men's 35 Singles Division and has back-to-back National Hard Court Championships in singles. He is currently ranked #9 in the world and represented Team USA as the #1 singles player in the 2012 World Championships. Mr. Duncan has served as Associate Head Coach at the University of Oregon, Interim Head Coach at the University of California, Santa Barbara, is a certified USPTA Professional level 1 coach, to mention a few. He owns Peak Performance Tennis and is Director of the Tennis Division for Norton Sports Management. As a Tennis Agent, he is responsible for managing, coaching, and directing the professional tennis career of its clients.

Patton, Eric	EdD/Inst. Leadership	English/SC	V/1	01/22/13
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Equivalency is based upon a Bachelor of Arts degree in English from University of Notre Dame, South Bend, Indiana, a Master of Science degree in Educational Computing from Pepperdine University, Irvine, and a Doctor of Education degree in Instructional Leadership from Argosy University. Dr. Patton taught English for over nineteen years at Capistrano Valley High School (Basic Composition, Intermediate Composition, Literature, Science Fiction Literature, and Creative Writing), and thirteen years at San Clemente High School (Research Methods, Intermediate Composition, American Literature, Bible as Literature, Basic Composition, Literature of the Sea), and over one year part time at Saddleback College (English) from 1995-1996.

<sup>2</sup> Shults, MaryAnne	BA/Communications	Journalism/SC	I/1	01/22/13
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Equivalency is based upon a Bachelor of Arts degree in Communications from California State University, Fullerton, and eighteen years of professional media experience. Ms. Shults served as a graduate teaching assistant at the university level and is currently completing coursework towards a Master of Arts degree in Communications from California State University, Fullerton. Ms. Shults' extensive professional experience in the field includes co-owning and operating an eighteen-year-old successful company, offering services and consulting in web development and design, online marketing, and social media integration. Ms. Shults is the advertising manager for the Saddleback College *Lariat* paper and is a Saddleback College journalism alumna.

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<sup>2</sup> MaryAnne Shults is a Classified NBU Employee (Project Specialist) for the Liberal Arts division at Saddleback College.



**B. AUTHORIZATION TO ELIMINATE AN ACADEMIC ADMINISTRATIVE POSITION AND/OR POSITION NUMBERS**

1. DEAN, ONLINE EDUCATION AND LEARNING RESOURCES, Pos #4648, Integrated Academic/Classified Administrators/Managers Salary Range 22, Irvine Valley College, seeks authorization to eliminate this full-time position from its staff complement, effective July 1, 2013. This item is contingent upon approval by the Board of Trustees of Item C1. (Position approved: July 30, 2012)
2. DIRECTOR, EXTENDED EDUCATION, Pos #4550, Integrated Academic/Classified Administrators/Managers Salary Range 13, Irvine Valley College, seeks authorization to eliminate this full-time position from its staff complement, effective July 1, 2013. This item is contingent upon approval by the Board of Trustees of Item C1. (Position approved: July 30, 2012)
3. DEAN, LIBERAL ARTS, Pos. #4646, Integrated Academic/Classified Administrators/Managers Salary Range 22, Irvine Valley College, seeks authorization to eliminate this full-time position from its staff complement, effective July 1, 2013. This item is contingent upon approval by the Board of Trustees of Item C2. (Position approved: July 30, 2012)
4. DEAN, ACADEMIC PROGRAMS, Pos. #4618, Integrated Academic/Classified Administrators/Managers Salary Range 22, Irvine Valley College, seeks authorization to eliminate this full-time position from its staff complement, effective July 1, 2013. This item is contingent upon approval by the Board of Trustees of Item C3. (Position approved: May 21, 2012)

**C. AUTHORIZATION TO ESTABLISH AN ACADEMIC ADMINISTRATIVE POSITION**

1. DEAN, ONLINE AND EXTENDED EDUCATION, Integrated Academic/Classified Administrators/Managers Salary Range 22 (Academic Administrator), Irvine Valley College, seeks authorization to establish this full-time position to its staff complement, effective July 1, 2013. This item is contingent upon approval by the Board of Trustees of Item B1 and B2. (See Exhibit B, Attachment 2)
2. DEAN, LIBERAL ARTS, Integrated Academic/Classified Administrators/Managers Salary Range 22 (Academic Administrator), Irvine Valley College, seeks authorization to establish this full-time position to its staff complement, effective July 1, 2013. This position will oversee Social and Behavioral Sciences, Humanities and Languages, Honors, and Library and Learning Services. This item is contingent upon approval by the Board of Trustees of Item B3. (See Exhibit B, Attachment 3)
3. DEAN, ACADEMIC PROGRAMS, Integrated Academic/Classified Administrators/Managers Salary Range 22 (Academic Administrator), Irvine Valley College, seeks authorization to establish this full-time position to its staff complement, effective July 1, 2013. This position will oversee ATEP Site Management, Academic Programs, Accreditation and Institutional Effectiveness, Early College Programs, University Outreach, and Grants Development. This item is contingent upon approval by the Board of Trustees of Item B4. (See Exhibit B, Attachment 4)

**D. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Bereiter, Sarah	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Crammer, Cale	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
DiLeo, David	Guest Lecture Series Speaker/SC	100.00	02/08/13-02/08/13
Do, Tu	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Frame, Stewart	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Fujiwara, Melissa	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
<sup>3</sup> Grihalva, Lawrence	Co-Chair EMS/Dir. EMT Pgrm/SC	974.92	01/22/13-05/23/13
Grimalda, Andrew	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
<sup>4</sup> Haeri, Melanie	Facilitator, Reading Ctr/IVC	1,732.00	01/22/13-05/23/13
Henmi, Judy	Assist Dean Couns. Svcs, DSPS/IVC	3,442.00	01/22/13-05/23/13
Marzilli, Sandra	PT Coordinator, Emeritus/SC	19,050.00	01/22/13-05/23/13
Hill, Sean	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Ho, Thach Vu	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Hogan, Daniel	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Khosrowpour, Iman	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Khosrowpour, Iman	Concertmaster Spr. Concerts/IVC	1,100.00	05/18/13-05/18/13
Laus, Vincent	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Lefebvre, Lyndsey	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
<sup>5</sup> Lowe, Leslie	Chair, Emeritus Institute/SC	6,475.00	01/22/13-05/23/13
Marangi, Kent	Athletic Team Physicals/SC	1,000.00	01/15/13-01/31/13
Pearlstein, Barry	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Schneiderman, John	Guest Artist Services/IVC	1,000.00	02/06/13-02/06/13
Seraphin, Eva	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Smith, Jeanne	Matriculation Consultant/Math/SC	1,300.00	01/14/13-05/23/13
Southwell, Linda	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Stahler, John	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13
Street, Karah	Science Lecture Series/SC	500.00	02/01/13-02/01/13
Thomas, Toni	Early College Pgrm Facilitation/IVC	100.00	01/22/13-05/23/13

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

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Hinkle, Christina	BSI Faculty Support Spec./SC	8,571.00	01/22/13-05/23/13
McLaughlin, June	CWE Procedures Work/IVC	1,200.00	03/01/13-05/23/13
Titus, Jodi	Faculty Lead, CA Wk Alliance/IVC	5,000.00	01/22/13-05/23/13

<sup>3</sup> Stipend Correction: The Board of Trustees approved this stipend on December 17, 2012, for the amount of \$860.50. The actual amount should be \$974.92.

<sup>4</sup> Stipend Correction: The Board of Trustees approved this stipend on December 17, 2012, for the amount of \$1,721.00. The actual amount should be \$1,732.00.

<sup>5</sup> Stipend Correction: The Board of Trustees approved Ms. Lowe's stipend on December 17, 2012, for the amount of \$3,237.50. She was to serve at 50% of Emeritus Department Chair. It has now been determined that she will serve as 100% Chair and the correct amount should be \$6,475.00.

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

1. Dachslager, Howard, ID#2488, Mathematics Instructor, School of Mathematics, Computer Science, and Engineering, Irvine Valley College, Pos #1520, resignation effective May 27, 2013 and retirement May 28, 2013. Payment is authorized for any compensated time off. (Start date: August 20, 1979)

**ATTACHMENT 1**

NAME: SAFIAH MAMOON

POSITION: HEALTH INFORMATION TECHNOLOGY INSTRUCTOR  
Division Health Sciences and Human Services  
Saddleback College

EDUCATION:

B.S. Health (United States Equivalent)  
Josef Silny and Associates, Inc., International Education Consultants  
Coral Gables, FL  
Bachelor of Homoeopathic Medicine and Surgery  
Smt. Chandaben Patel Homoeopathic Medical College  
Mumbai, India

A.S. Health Information Technology  
Santa Barbara City College  
Santa Barbara, CA

Diploma Medical Assisting  
National Education Center, Bryman Campus  
Anaheim, CA

EXPERIENCE:

Ms. Mamoon has been teaching Billing and Coding for Saddleback College as a part-time Lecturer since November 2002. She has also taught for the North Orange County Regional Occupational Program as a part-time Instructor since May, 2000; for South Coast College, Anaheim as a full-time Medical Assisting Program Coordinator from March, 1999 to December, 2001; for Bryman College as a part-time Instructor from April, 1997 to March, 1999; and for Smt. Chandaben Patel Homoeopathic Medical College, Mumbai, India as a full-time Instructor from June, 1990 to February, 1992. Her teaching experience includes various courses in Billing, Coding, Front Office, Back Office; Medical Assisting and Physiology. Ms. Mamoon has also worked as a Medical Assistant for Friendly Hills Medical Group, Buena Park from October, 1994 to January 1997; and was a Physician Assistant for Dr. Ismailjee in Mumbai, India from July, 1989 to April, 1992.

CERTIFICATION AND CREDENTIALS:

- Certified Procedural Coder (CPC) from AAPC, 2008-2012
- Vocational Education Teaching Credential, Health Occupations, California State University, Long Beach, CA, 2010-2015
- CBEST, Teaching, 2001

AFFILIATIONS:

- Member of American Health Information Management Association (AHIMA)
- Member of American Academy of Professional Coders (AAPC)

## ATTACHMENT 2

South Orange County Community College District

**DEAN OF ONLINE AND EXTENDED EDUCATION – ID #, Integrated Academic/Classified Administrators/ Managers Salary Schedule Range 22 (Academic Administrator)**

### DEFINITION

To serve as administrator and supervisor of an instructional support area of a community college by planning and administering the development and organization of the area's goals and objectives; provide leadership and vision for distance and online education, extended education programs, coordinated scheduling and planning, delivery of services (credit and noncredit) designed to enhance student learning and foundational skills, the online education training, and the Student Success Centers.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the faculty and support staff and promote an organizational culture of customer service, innovation, and quality services.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Instruction.

Exercises functional and technical supervision over academic and classified staff as assigned.

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

Work with faculty and college administration in the expansion of a creative, effective, and responsive distance and online education program in concert with the college's mission and strategic plan.

Oversee the provision of instructional support to a variety of distance and online education programs services across the campus.

Support the successful integration and continual upgrading of instructional technology into online and web-enhanced distance education courses and programs, as well as in traditional courses and programs.

Oversee the enhancement and maintenance of the college's websites related to the unit.

Develop implement and promote resources and services for online education, Emeritus Institute, Community Education, Testing Center, and student success centers.

Represent the college on district-wide committees related to the areas supervised.

Develop, implement and manage the unit budget in support of the college strategic plan.

**Monitor**, analyze and interpret the student success rates of the distance and online education program and Emeritus non-credit program student preparedness and recommends change as needed.

Supervise and evaluate the staff assigned to the area; review, approve and conduct performance evaluations; participate in the selection of staff; and administer employment contracts.

Provide leadership in planning and administration of non-credit continuing education classes ("Emeritus" classes), fee-based classes and testing service contracts and contacts., and develop a program of fee based non-mission (community education) across the college curriculum where apportionment funding is limited (recreational courses) or disallowed (physical education activity classes). South Orange County Facilitate communication within and between areas supervised and the greater college community.

Seek external sources of funding for the college with an emphasis on the programs and services supervised.

Serve as a liaison for online education courses and services among the academic units and student services departments.

Develop and implement unit policies and procedures.

Oversee the completion of student learning outcomes (SLO), administrative unit outcomes (AUO), and program reviews in all areas within the unit; provide curriculum coordination and supervision as appropriate.

South Orange County Community College District  
Dean of Online and Extended Education - Page 2

Provide leadership in the development, implementation and assessment of foundational skills and monitor student preparedness and success rates.

Promote and facilitate information competency instruction across the curriculum.

Participate in the implementation of the Basic Skills Initiative effective practices by collaboratively developing foundational skills action plans.

Ensure that programs and courses delivered through foundational skills and learning assistance are in compliance with college, state and federal codes, guidelines, and policies.

Serve as a liaison among the College vice presidents, deans, faculty and staff engaging in foundational skills activities, course schedule coordination, and summer school.

Participate in the planning and budgeting process in cooperation with faculty, managers and classified staff, and in concert with college goals.

Coordinate ongoing faculty training in current pedagogy and effective practices in education, through flex workshops, unit and department meetings, and individual sessions with support from Technology Services.

Serve as the instructional administration's representative to the Curriculum Committee.

Coordinate and support faculty and staff development planning; develop and publish (with Graphic Services) the flex week program; support and administer the faculty travel and reimbursement program in consultation with the leadership of the Academic Senate.

Plan, organize, coordinate, monitor and evaluate the Emeritus Institute (non-credit) instruction; provide leadership and direction in developing program curriculum; develop a schedule of classes that facilitates maximum student enrollment and satisfaction in assigned programs within budget constraints; direct and coordinate the production of class schedules and other marketing materials; secure the use of facilities for classes in compliance with rules and regulations for non-college facilities, and provide classroom sites of sufficient size to accommodate highly populated senior communities.

Develop and implement practices and procedures to deliver efficient and effective services to clients, students, independent contractors, testing vendors and online collegiate distance education partners; review and schedule Emeritus and non-credit basic skills, community education and vocational classes; plan and organize, staff and direct administrative processes. Oversee the testing center operations and activities, including employees and vendors; ensure the establishment of testing sites and schedules, compliance with updated rules and regulations as it pertains to a testing center; obtain and maintain/retain updated proctor certifications with online vendors. South Orange County Community College District Dean of Online (OE) and Extended (EE) Education - Page 3 Cultivate new Community Education opportunities and activities to meet identified community interests and needs not met by the traditional college programs, primarily in the career-technical training/workforce investment board focus areas.

Coordinate program activities with student services functions such as registration; provide technical expertise concerning the Emeritus Institute non-credit instruction, community education not for credit programs and testing center activities.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding the Emeritus Institute non-credit instruction, community education programs and testing center services; develop and direct the distribution of brochures and other marketing materials to publicize Extended Education opportunities.

In consultation with the VPI and other deans, develop course offerings, schedule, and budget for Irvine Valley College's summer term.

Serve as the extended day administrator (Mondays-Thursdays 5-7:30 p.m.).

Perform other related duties as assigned.

## QUALIFICATIONS

### Education and Experience Guidelines:

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

South Orange County Community College District  
Dean of Online and Extended Education - Page 3

Education:

Master's degree from an accredited institution in a discipline commonly taught in a community college.  
An earned Doctorate degree from an accredited college or university preferred.

Minimum Experience:

At least one year of increasingly responsible experience involving the following:

Developing and promoting fee-based classes and programs

Online teaching at the post-secondary level, including course development.

A leadership role specifically associated to online education and/or in managing the daily operations, providing leadership in a multidisciplinary environment.

Administering budgets, personnel and facilities.

Demonstrated evidence of participation in activities with campus, business or community organizations such as a member of a planning body or committee.

Understanding and commitment to working with culturally and ethnically diverse groups.

Managing and accessing technology needs and implementation in an instructional or training environment.

Demonstrated evidence of working collaboratively with faculty, staff, students, and managers.

Communicating complex facts and ideas both in writing and in group presentations.

Evidence of a sensitivity, understanding and commitment to working with community college students of diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds.

Maintain current knowledge and certifications for testing center operations, understanding of test vendor regulations, policies and procedure requirements.

Desirable Experience:

A minimum of two years of administrative experience managing at least one of the following areas: instructional technology, online education, non-credit (older adult programs) and/or fee-based programs.

Licenses and other Certification:

Valid California driver's license.

Knowledge of:

A community college system.

All instructional units and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.

Applicable District policies and local, State and federal laws, codes and regulations.

Basic data collection and analysis related to student learning outcomes, retention, and success.

California Community Colleges basic skills initiative.

Community demographics and consumer trends

Computer systems and software applications related to area of assignment.

Contract negotiation techniques

Curriculum development processes for non-credit and not-for-credit fee based courses.

Development and coordination of extended education programs at a community college.

District Safety Policies.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

Evidence of understanding and experience with the principles of collegial consultation.

Interpersonal skills including tact, patience and diplomacy.

Management techniques that encourage creativity improve efficiency and increase productivity.

Marketing promotions and public relations techniques.

Organizational and management practices as applied to area of assignment.

Operation of computers, servers and specialized software.

South Orange County Community College District  
Dean of Online and Extended Education - Page 4

Participatory governance process and venue fostering open communication among unit, programs and services.

Principles and practices of budget preparation and management

Principles and practices of training and supervision.

Principles of program evaluation, student assessment, and organizational development.

Role and purpose of technological systems in providing online instruction and instructional support.

Team-oriented leadership style.

Title 5 and California Education Code regulations and procedures, particularly related to Distance Learning and curriculum mandates.

Accreditation standards applicable to community colleges.

Web page design, Blackboard and/or other course management systems, and other instructional software.

Ability to:

Advocate for the unit's programs and needs.

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

Assess, manage, implement, use and apply technology in the management and delivery of instructional or training programs.

Assist in forecasting current and future needs and costs affecting area of assignment.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively both orally and in writing, including writing complex proposals, with diverse constituencies within and outside of the District.

Demonstrate commitment to academic and professional excellence.

Demonstrate flexibility and adaptability.

Develop and implement technology-based solutions to curriculum and instructional issues. Develop markets and promotional strategies for distance learning courses, library services and projects related to foundational skills that will promote enrollment growth, retention and student success.

Develop mutually beneficial relationships and partnerships with leaders of community businesses and organizations.

Develop, prepare and administer project budgets.

Embrace and work effectively within a system of participatory governance.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

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

Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.

Exercise initiative and work independently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Interact effectively with diverse students, staff, faculty and administrators.

Interpret, analyze, apply and explain applicable local, State and federal laws and regulations.

Interpret, apply and explain applicable District policies and procedures.

Lead, train, supervise, and evaluate assigned staff.

Learn District and College organization, operations, and objectives.

Manage complex budgets including grants.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.

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

Perform with tact, patience and sensitivity.

Plan and organize work.



South Orange County Community College District  
Dean of Online and Extended Education - Page 5

Plan, evaluate and supervise delivery of instructional programs and strategies.  
Plan, organize, coordinate, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.  
Prepare oral and written reports and recommendations.  
Provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology.  
Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.  
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.  
Represent the college at the community, State and national levels.  
Resolve conflicts and solve problems.  
Serve as an effective management team member.  
Train and provide supervision and work direction to others as assigned.  
Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.  
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.  
Work collaboratively with administration, classified management, faculty, staff and students.  
Work in a fast paced environment with numerous interruptions.

WORK ENVIRONMENT AND PHYSICAL DEMANDS :

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

Work Environment:

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls are needed to assure health and comfort. Must serve as the extended day administrator Monday through Thursday from 5 to 7:30 p.m.

Physical Demands:

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, February 1, 2013

### ATTACHMENT 3

South Orange County Community College District

**DEAN OF LIBERAL ARTS** – ID #, Integrated Academic/Classified Administrators/ Managers Salary Schedule Range 22 (Academic Administrator)

#### DEFINITION

To serve as administrator and supervisor of Liberal Arts and Learning Resources, including a library, a learning center, a reading center, a writing center and a language acquisition center; provide leadership to develop, organize and implement the goals and objectives of assigned programs and services; serve as administrator of the honors program and the newly-emerging student success initiatives; provide leadership to plan, develop, organize, implement, schedule, direct, improve and evaluate assigned programs, curriculum and related student support services in consultation with Academic Chairs, faculty and classified staff.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Instruction.

Exercises functional and technical supervision over academic, professional and classified staff as assigned.

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

Provide leadership in the administration of the schools of Humanities & Languages, Social and Behavioral Sciences, and Library Services (including learning resources), including personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; direct and evaluate the programs and departments assigned to Liberal Arts, which currently include: Languages (including Chinese, English, French, Japanese, Sign Language and Spanish), Film Studies, History, Humanities, Philosophy, Religious Studies, Administration of Justice, Anthropology, Early Childhood Education, Economics, Geography (with field trips), Political Science (including Model UN), Psychology and Sociology as well as a reading center, a writing center and a language acquisition center.

Provide college-wide leadership in distance education delivery of courses, certificates, and degrees.

Analyze, interpret and monitor the student success rates of assigned education programs and student preparedness and recommend change as needed.

Participate in the development of the College's strategic plan, communicating the needs, goals, plans and overall role of areas of assignment.

Provide college-wide leadership in distance education delivery of courses, certificates, and degrees.

Lead, direct and approve the planning, development, organizing, scheduling, direction, performance and evaluation of the curriculum, instructional programs and services of assigned area of instruction.

Lead the instructional area in planning, program development and performance of the mission and in carrying out the College's mission, goals and objectives.

Formulate and develop long and short-range goals and strategic plans, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college and District plans; prepare long-range plans and statements of goals and objectives.

Communicate with College, District, State, and federal personnel to coordinate instructional needs, programs, services and activities; resolve conflicts and issues and develop new and effective certificate and degree programs; provide leadership in delivery of courses, certificates, and degrees for assigned instructional area.

Develop, prepare, submit, administer, monitor and review annual program budgets for assigned areas, including annual budget requests for equipment, supplies and personnel; direct the acquisition,

South Orange County Community College District  
Dean of Liberal Arts - Page 2

maintenance and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan; direct the maintenance of adequate records and controls to assure instructional area expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions and prepare agenda items for Board approval as needed.

Direct fundraising and financial development for assigned instructional area; disseminate information about the availability of external funding; communicate with faculty members and administrators regarding grants relevant to their academic field; provide information concerning specific funding sources; coordinate timelines and protocol for grants.

Direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding instructional area personnel, facilities, and activities.

Train, supervise and evaluate the performance of assigned probationary and regular academic and classified staff in keeping with the policies of the Board of Trustees and administrative procedures; visit classroom/work sites and observe and evaluate methods and effectiveness.

Participate in the selection of new faculty and classified staff and temporary professional staff in accordance with various District policies and legal requirements.

Interface with the community and external agencies in all matters of community relations and academic affairs associated with the area of instruction.

Organize, attend or chair a variety of administrative and staff meetings related to strategic planning, budget, curriculum, advisory committees and other activities; participate in collegial consultation, shared governance and appropriate advisory committee meetings.

Supervise the planning, organization and arranging of appropriate staff development programs and activities for faculty and staff; orient new employees and direct the implementation of flex time procedures.

Develop the schedule of classes; promote and coordinate a variety of programs and services and arrange for the development of promotional materials and college publications; manage assigned facilities and approve all Fine Arts and Media Technology facilities usage.

Attend workshops, professional conferences, and trade shows for program planning and development; serve on a variety of campus, District, community, and State committees; and meet with representatives of business, industry, and local government.

Maintain current knowledge of instructional methods and new technologies pertinent to areas of assignment; monitor legislation, new State Education Code regulations and other State guidelines to determine instructional program impact.

Provide leadership and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure student success; communicate the changing expectations, trends and needs of educational preparation effectively to College personnel.

Assist the Vice President of Instruction in the resolution of student and faculty concerns related to assigned areas of instruction.

Create a positive campus climate that fosters innovation in curriculum development for instruction and services in assigned areas; work with the community, business, industry and other educational institutions to promote assigned areas of instruction; contribute to the development and implementation of a coordinated outreach, marketing and public relations process and plan for assigned instructional programs and services.

Provide direction for the development of new programs, including contribution to the development or redesign of curriculum, and coordinate program approvals as appropriate.

Work collaboratively and develop partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry; cultivate and promote positive and substantive relationships with local business and industry; serve as a leader of and advocate for the College within the business community.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

South Orange County Community College District  
Dean of Liberal Arts - Page 3

## QUALIFICATIONS

### 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:

A Master's degree from an accredited college or university with emphasis on a discipline within the division. An earned doctorate from an accredited college or university is preferred.

#### Experience:

At least of two years of successful faculty experience at the postsecondary level, in at least one of the areas of this assignment, at least one year of successful postsecondary administrative/supervisory experience, with a preferred emphasis in one of the areas of assignment and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students.

#### Desirable Experience:

Administrative leadership experience in the development, organization, and management of two or more instructional programs, including at least one program area related to this assignment.

#### Licenses and other Certification:

Valid California driver's license.

#### Knowledge of:

A community college system.

All instructional areas and their inter-relationships; a thorough knowledge of the various student support South Orange County Community College District Dean of Liberal Arts IVC Page 4 services required to enhance instruction.

Applicable District policies and local, State and federal laws, codes and regulations, Including Title V and California Education Code.

Basic data collection and analysis related to student learning outcomes, retention, and success.

California Community Colleges basic skills initiative.

Community relations and external resource development.

Computer systems and software applications related to area of assignment.

Curriculum development.

District safety policies and procedures.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

Evidence of understanding and experience with the principles of collegial consultation.

Interpersonal skills including tact, patience and diplomacy.

Management techniques that encourage creativity improve efficiency and increase productivity.

Oral and written communication skills.

Organizational and management practices as applied to area of assignment.

Participatory governance process and venue fostering open communication among instructional areas, programs and services.

Principles and practices of budget preparation and management.

Principles and practices of training and supervision.

Principles of program evaluation, student assessment, and organizational development.

Role and purpose of technological systems in providing online instruction and instructional support.

South Orange County Community College District  
Dean of Liberal Arts - Page 4

Team-oriented leadership style.

Web page design, Blackboard and/or other course management systems, and other instructional software.

Ability to:

Advocate for the instructional area's programs and needs.

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

Assess, manage, implement, use and apply technology in the management and delivery of instructional or training programs.

Assist in forecasting current and future needs and costs affecting area of assignment.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate flexibility and adaptability.

Develop markets and promotional strategies for courses, services and projects related to foundational skills that will promote enrollment growth, retention and student success.

Develop, prepare and administer project budgets.

Embrace and work effectively within a system of participatory governance.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.

Exercise initiative and work independently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Interact effectively with diverse students, staff, faculty and administrators.

Interpret, analyze, apply and explain applicable local, State and federal laws and regulations.

Interpret, apply and explain applicable District policies and procedures.

Lead, train, supervise, and evaluate assigned staff.

Learn District and College organization, operations and objectives.

Manage complex budgets including grants.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.

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

Perform with tact, patience and sensitivity.

Plan and organize work.

Plan, evaluate and supervise delivery of instructional programs and strategies.

Plan, organize, coordinate, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.

Prepare oral and written reports and recommendations.

Provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology.

Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.

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

Represent the college at the community, State and national levels.

Resolve conflicts and solve problems.

Serve as an effective management team member.

Train and provide supervision and work direction to others as assigned.

South Orange County Community College District  
Dean of Liberal Arts - Page 5

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Demonstrate commitment to academic and professional excellence.

Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.

Work collaboratively with administration, classified management, faculty, staff and students.

Work effectively in a fast paced environment with numerous interruptions.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

#### Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

#### Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate a an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, February 7, 2013.

**ATTACHMENT 4**

South Orange County Community College District

**DEAN OF ACADEMIC PROGRAMS – ID #, Integrated Academic/Classified Administrators/Managers Salary Schedule Range 22 (Academic Administrator)**

DEFINITION

To serve in a staff capacity and work closely with the Vice President of Instruction and other District and College administrators in an environment of shared governance to provide optimum quality instructional, student learning and research services at Irvine Valley College; coordinate and evaluate the performance outcomes of the instructional programs and departments assigned to the Schools of the College; work closely with the Deans of the schools to coordinate the Early College Program offered by IVC in local high schools, ATEP offerings, CSU Fullerton offerings and all other off-site credit classes; serve as administrator of grant development; supervise and coordinate Institutional Research; perform assigned duties in compliance with applicable State and federal regulations and guidelines, District policies and procedures, and the College's educational goals and objectives and serve as onsite administrator for the Advanced Technical Education Park (ATEP).

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Instruction or designee of the President.

Exercises functional and technical supervision over faculty, professional, academic, classified and other staff as assigned.

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

Provide leadership in the administration of ATEP operations and the ATEP Center for Advanced Competitive Technology. Some of these programs will be offered jointly or exclusively at ATEP.

Serve as administrator of grant development; ensure that all grants are implemented according to the terms and conditions of the grants; supervise grant-funded personnel as assigned.

Coordinate and evaluate the performance outcomes of the instructional programs and departments assigned to the schools of the college as a part of the Program Review, Academic Planning, Accreditation, Institutional Effectiveness, and Strategic Planning and Budget Development processes.

Develop reports supported by empirical research about our students so that student learning is supported and enhanced.

Coordinate (with the Deans of the schools) the Early College Program offered by IVC in local high schools, ATEP offerings, CSU Fullerton offerings, and all other off-site credit classes.

Coordinate with the Dean of Counseling appropriate components of the Early College Program, and the CSU STAR transfer program, among others, to ensure maximum performance of these programs on behalf of IVC's transfer students.

Coordinate scheduled offerings in Summer Session and the weekend program of offerings to enhance effectiveness of enrollment management scheduling strategies.

With the Dean of assigned to Online Education, coordinate the offering of distance education delivery of courses, certificates, and degrees.

Manage the Basic Skills Initiative grant for IVC and coordinate projects with the faculty and administrators in the basic skills disciplines.

In collaboration with deans of the schools, periodically review processes for student intake processing, accountability, and enrollment reporting functions of the Student Success and Learning Centers to ensure compliance with Education Code, title 5, and Board policies.

Participate and show leadership in strategic planning among academic programs, including service on the Academic, Facilities, and Technology Planning Committee, the Institutional Effectiveness Committee, the Honors Committee, and Accreditation Steering Committee, among others.

South Orange County Community College District  
Dean of Academic Programs - Page 2

Participate, as needed, in the selection of new faculty and classified staff members for the Schools and other departments of the college.

Using college/district software, databases, and analytical tools, provide regular reports on FTES targets, room utilization, curricular patterns, and other scheduling performance analyses.

Assist the Director of Facilities in updating the database for classroom, laboratory, and other instructional spaces.

Supervise and evaluate classified staff in keeping with the policies of the Board of Trustees and administrative procedures.

Participate in collegial consultation and appropriate advisory committee meetings.

Interface with the community and external agencies in all matters of community relations and academic affairs associated with the colleges.

Assist the Vice President of Instruction to develop the schedule of classes; manage the assigned facilities; prepare long-range plans and statements of goals and objectives; develop, submit and manage the annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; maintain an equipment-replacement plan, maintain planning documents that provide evidence of institutional performance used in such programs and activities as the Accreditation process.

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

Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits.

Communicate with instruction and student services personnel for other colleges, District and College administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for instructional and student services programs, including computer hardware and software enhancements.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding instruction and related units of assignment.

Perform other related duties as assigned.

## QUALIFICATIONS

### Education and Experience Guidelines:

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

### Education:

Master's degree from an accredited college or university in a discipline currently offered at Irvine Valley College. An earned doctorate from an accredited college or university is preferred.

### Experience:

At least two years of faculty experience at the post-secondary level, at least three consecutive years of recent successful post-secondary administrative and supervisory experience or four years of recent management or faculty leadership experience in an educational capacity related to a college or university, and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds of community college students.



South Orange County Community College District  
Dean of Academic Programs - Page 3

Desirable Qualifications:

Preference will be given to those candidates demonstrating a high level of professional expertise on the basis of: administrative leadership experience in the development, organization, and management of instructional programs, evidence of an understanding of and experience with the principles of participatory governance and principles of effective participation, evidence of experience in presenting summary analytical reports about enrollment trends, FTES trends and fluctuations, program offering patterns, accreditation reports, cost/benefit analyses, among other reports, and experience in budget development and management at school and department levels.

Licenses and other Certification:

Valid California driver's license.

Knowledge of:

Principles and practices of leadership and administration, including organization, budget administration and grant writing.

Principles and practices of strategic planning, institutional research and alternative funding for public agencies.

Principles and practices of training and supervision.

Organizational and management practices as applied to unit of assignment.

Applicable District policies and local, State and federal laws, codes and regulations.

Applications of instructional technology to enhance classroom instruction and to deliver education through innovative delivery modes, including online education and distance learning.

Community relations and external resource development.

Computer systems and software applications related to unit of assignment.

District and College organization, operations and objectives.

Interpersonal skills including tact, patience and diplomacy.

Oral and written communication skills.

Ability to:

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

Assist in forecasting current and future needs and costs affecting unit of assignment.

Assist in the development and implementation of technology-based solutions to curriculum and instructional issues.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate leadership, management, supervisory, and team-building skills.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Demonstrate strong and effective writing, editing and verbal communication skills

Develop, prepare and administer program and project budgets.

District and College organization, operations and objectives.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

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

Exercise initiative and work independently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Facilitate and coordinate the activities of large groups for the purpose of institutional planning.

South Orange County Community College District  
Dean of Academic Programs - Page 4

Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to unit of assignment.

Plan, design and produce extensive reports, proposals, position papers, recommendations and other formal documents.

Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale.

Plan, organize and execute effective oral presentations, supported by sophisticated multi-media programs for large audiences.

Plan, organize and execute effective written reports supported by facts, documentation and research.

Plan, organize, coordinate, manage and expedite projects related to assignment.

Prepare oral and written reports and recommendations.

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

Train and provide supervision and work direction to others as assigned.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with diverse individuals and groups including, but not limited to, race, ethnicity, physical ability, religion and sexual orientation.

Work independently with little direction in a multi-project, fast-paced environment while meeting concurrent deadlines.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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

#### **Work Environment**

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also travels to various locations to visit instructional sites, attend meetings and conduct work; and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

#### **Physical Demands**

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates, February 8, 2013

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

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

**A. NEW PERSONNEL APPOINTMENTS**

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
  - a. DICKINSON, CHRISTINA is to be employed as Student Development Office Assistant, Pos. #4295, Student Affairs, Office of Student Services, Irvine Valley College, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, 12 months per year, effective January 17, 2013. This is a replacement for Anna Minniece, who received a change in status.
  - b. EUTIMIO, ALFREDO is to be employed as Library Assistant I, Pos. #4682, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 115, Step 1, 20 hours per week, 10 months per year, effective February 4, 2013. This position was approved by the Board of Trustees on October 29, 2012.
  - c. GROVE, THOMAS is to be employed as Irrigation Systems Specialist, Pos. #2702, Facilities Grounds, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 129, Step 1, 40 hours per week, 12 months per year, effective January 22, 2013. This is a replacement for Dennis Wyche, who retired.
  - d. NGO, CECILIA is to be employed as Accounting Assistant, Pos. #4309, Office of College Fiscal Services, Irvine Valley College, Classified Bargaining Unit Salary Range 118, Step 1, 25 hours per week, 12 months per year, effective January 22, 2013. This is a replacement for Heidi Miranda, who resigned.
  - e. NORIEGA-GOODWIN, NATASHA is to be employed as Counseling Office Assistant, Categorical, Pos. #3883, Matriculation, Division of Counseling Services, Saddleback College, Classified Bargaining Unit Salary Range 115, Step 1, 25 hours per week, 12 months per year, effective January 29, 2013. This is a replacement for Karen Yang, who was given a change in status.
  - f. PATE, BRITNEE is to be employed as Office Assistant, Pos. #4485, Community and Contract Education, Office of Instruction, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 6, 28 hours per week, 12 months per year, effective January 23, 2013. This is a replacement for Bonnie Minnis.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
<sup>1</sup> Akhter, Madihah	Laboratory Technician Computers/SC	122/1	01/08/13
Albert, Lora	Program Assistant/SC	118/1	01/15/13
Anzlovar, Barbara	Senior Administrative Assistant/SC	127/1	01/02/13
Aviles, Denise	Senior Administrative Assistant/SC	127/1	02/11/13

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<sup>1</sup> Daughter of Khaver Akhter, Senior Administrative Assistant, Liberal Arts, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
<sup>2</sup> Casillas, Meghan	Office Assistant/SC	113/1	01/28/13
Cataldo, Monica	Senior Administrative Assistant/Dist.	127/1	01/07/13
Jones, Renee	Administrative Assistant/IVC	121/1	01/14/13
Doyle, Raymond	Graphic Designer/SC	130/1	01/15/13
Mier Y Teran, Eduardo	Lab. Technician, Life/Physical Sci./IVC	122/1	01/02/13
Minot, Mason	Lab. Technician, Life/Physical Sci./IVC	122/1	01/02/13
Pedraza, Faizal	Warehouse Work./Delivery /Dist.	114/1	01/14/13
Rocca, Maria	Sr. Health Office Asst./IVC	124/1	01/22/13
Tiernan, Austin	Custodian/IVC	113/1	01/16/13
Watt, Deborah	Senior Administrative Assistant/SC	127/1	01/29/13

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
<sup>3</sup> Anstadt, Cassandra	Project Specialist/SC	11.50	01/01/13-06/30/13
Appel, Elizabeth	CDC Aide/SC	12.00	01/15/13-06/30/13
Araiza, Jorge	Coaching Aide/SC	15.00	01/29/13-06/30/13
Athwal, Harjot	Project Specialist/SC	12.50	02/04/13-06/30/13
Artemov, Tatyana	Project Specialist/SC	20.00	01/01/13-06/30/13
Barrientos, Belem	Project Specialist/SC	9.50	01/15/13-06/30/13
Boklan, Ksenia	Project Specialist/SC	15.00	01/01/13-06/30/13
Brandom, Chad	Project Specialist/SC	15.00	01/08/13-06/30/13
Braniecki, Alyssa	CDC Aide/SC	12.00	01/08/13-06/30/13
Bullard, Kellie	Project Specialist/SC	15.00	01/08/13-06/30/13
Chau, Phuong	Project Specialist/IVC	15.00	02/01/13-06/30/13
Chiang, Li-Chuan	Project Specialist/IVC	20.00	12/06/12-06/30/13
Collins, Linda	Project Specialist/SC	10.50	01/01/13-06/30/13
Cueto, Catherine	Project Specialist/IVC	20.00	12/06/12-06/30/13
Druzhinina, Vita	Project Specialist/SC	13.00	01/01/13-06/30/13
Faltis, Kelly	Project Specialist/SC	15.00	01/29/13-06/30/13
Fraser, Kyle	Project Specialist/SC	8.50	01/08/13-06/30/13
Frazian, Rachel	Project Specialist/IVC	15.50	01/17/13-06/30/13
Garcia Carmona, Javier	Project Specialist/SC	9.50	01/15/13-06/30/13
Ghaffari, Yasmin	Project Specialist/SC	10.50	01/22/13-06/30/13
Gibson, John	Special Proj. Coord/IVC	40.00	10/25/12-06/30/13

<sup>2</sup> Daughter of Lurdes Casillas, Senior Administrative Assistant, Admissions, Records & Enrollment Services, Saddleback College.

<sup>3</sup> Daughter of Mary Anstadt, Program Coordinator (CTE Grants), Business Science & Vocation Education & Economic Development, Saddleback College

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Hartmann, Schuyler	Project Specialist/SC	15.00	01/15/13-06/30/13
Hassett, Amy	Project Specialist/Dist.	16.00	01/07/13-06/30/13
Hodosh, Seth	Adapted Kines. Aide/SC	12.50	01/15/13-06/30/13
Hughes, Jacob	Adapted Kines. Aide/SC	10.50	01/15/13-06/30/13
Khabovets, Kristina	Project Specialist/SC	18.00	01/01/13-06/30/13
<sup>4</sup> Lipold, Anthony	Coaching Aide/SC	15.00	01/30/13-06/30/13
Loper-Leddy, Kay	Project Specialist/SC	20.00	01/15/13-06/30/13
Lu, Huijuan	Project Specialist/SC	12.50	01/17/13-06/30/13
<sup>5</sup> McDonald, Kaye	Project Specialist/IVC	20.00	01/23/13-06/30/13
Ontiveros, Sergio	Project Specialist/SC	8.50	01/11/13-06/30/13
Parra, Anthony	Adapted Kines. Aide/SC	11.50	01/15/13-06/30/13
Pouresfandiari, Shahram	Project Specialist/IVC	15.00	01/02/13-06/30/13
Reed, Margaret	TMD Aide/IVC	12.50	01/28/13-06/30/13
Rezvani, Kimia	Project Specialist/Dist.	18.00	01/07/13-06/30/13
Tate, Christopher	Outreach Aide/SC	11.50	01/14/13-06/30/13
Wagner-Steiner, Sheri	Project Specialist/SC	10.50	08/20/12-06/30/13
Yearwood, Susan	Project Specialist/SC	12.50	02/04/13-06/30/13

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 **2012/2013** academic year.

<u>Name</u>	<u>Start/End Date</u>
Behrens, Huddie	01/11/13-06/30/13
Christoval, Ashli	02/01/13-06/30/13
Dickson, Julie	02/01/13-06/30/13
Jelvani, Alborz	01/31/13-06/30/13
Kennedy, Meghan	02/01/13-06/30/13
Noel, Kindel	02/05/13-06/30/13
<sup>6</sup> Olaveson, Andrew	01/31/13-06/30/13
<sup>6</sup> Olaveson, Eric	01/31/13-06/30/13
Shenoy, Rachna	01/25/13-06/30/13
Simmons, Geoffrey	02/05/13-06/30/13
Sutton, Caitlin	01/17/13-06/30/13
Wu, I-Fen	02/01/13-06/30/13

<sup>4</sup> Son of Anthony Lipold, Dean, Kinesiology and Athletics, Saddleback College

<sup>5</sup> Wife of Chris Mc Donald, Dean, Mathematics, Sciences and Engineering, Saddleback College

<sup>6</sup> Brothers; both work in Computer Science, Mathematics, Sciences and Engineering, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2012/2013** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Abate, Eliezer	Tutor/IVC	12.00/hr	01/09/13-06/30/13
Buechler, Michael	Workforce Trainer/IVC	72.00/hr	01/29/13-06/30/13
Gross, Cynthia	Clinical Skills Spec./SC	30.00/hr	01/22/13-06/30/13
Kelly, Meagan	Interpreter/SC	45.00/hr	12/20/12-06/30/13
Morgan, Taylor	Tutor/SC	12.00/hr	01/28/13-06/30/13
Noyes, JoAnn	Workforce Trainer/IVC	72.00/hr	01/15/13-06/30/13
Purcell, Scott	Clinical Skills Spec./SC	30.00/hr	01/10/13-06/30/13
Ranjbar, Sima	Tutor/IVC	12.00/hr	02/04/13-06/30/13
Rodgers-Griffin, Allison	Interpreter/SC	45.00/hr	02/01/13-06/30/13
Rosendale, Steve	Clinical Skills Spec./SC	30.00/hr	01/15/13-06/30/13
Schiff, Maureen	Interpreter V/SC	45.00/hr	02/15/13-06/30/13
Shenoy, Rachina	Tutor/SC	12.00/hr	01/29/13-06/30/13
Thompson, David	Clinical Skills Spec./SC	30.00/hr	02/05/13-06/30/13
Torche, Teri	Clinical Skills Spec./SC	30.00/hr	01/22/13-06/30/13
Viloria, Asis	Interpreter/SC	45.00/hr	02/05/13-06/30/13
Winters, Rachel	Captionist/SC	35.00/hr	01/07/13-06/30/13
Xie, Huayang	Tutor/IVC	12.00/hr	01/09/13-06/30/13

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

1. LEAD GROUNDSKEEPER, Classified Bargaining Unit Salary Range 124, Office of Physical Plant, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement, effective February 26, 2013.

**C. RECLASSIFICATION OF CLASSIFIED POSITIONS**

1. **IRVINE VALLEY COLLEGE, Office of Marketing, Communications and Broadcast Systems**, seeks authorization to reclassify the following Classified positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
- 1a. **REPLACE SENIOR ADMINISTRATIVE ASSISTANT**, by eliminating Pos. #3526, Classified Bargaining Unit Salary Range 127, full-time, 40 hours per week, 12 months per year position from its staff complement effective February 26, 2013, and establishing a ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 121, full-time, 40 hours per week, 12 months per year position, effective February 26, 2013. (Position #3526 was approved February 27, 2006)

**C. RECLASSIFICATION OF CLASSIFIED POSITIONS** - Continued

2. **IRVINE VALLEY COLLEGE, School of Library Services**, seeks authorization to reclassify the following Classified Bargaining Unit position within their department as defined in Title V Education Regulation, Section (c), Recruitment 53021.
  - 2a. **REPLACE SENIOR LABORATORY TECHNICIAN, COMPUTER**, by eliminating Pos. #3312, Classified Bargaining Unit Salary Range 130, full-time, 40 hours per week, 12 months per year position from its staff complement, effective February 26, 2013, and establishing a **LABORATORY TECHNICIAN, STUDENT SUCCESS CENTER**, Classified Bargaining Unit Salary Range 122, full-time, 40 hours per week, 10 months per year position, effective February 26, 2013. (Position #3312 was approved February 27, 2006)
  
3. **SADDLEBACK COLLEGE, Office of Campus Safety and Security**, seeks authorization to reclassify the following Classified positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
  - 3a. **REPLACE CAMPUS POLICE OFFICE ASSISTANT**, by eliminating Pos. #3393, Classified Bargaining Unit Salary Range 115, full-time, 40 hours per week, 12 months per year position from its staff complement effective February 26, 2013, and establishing a **DISPATCHER/RECORDS**, Classified Bargaining Unit Salary Range 119, full-time, 40 hours per week, 12 months per year position, effective February 26, 2013. (Position #3393 was approved February 27, 2006) (Exhibit B, Attachment 1)
  - 3b. **REPLACE CAMPUS POLICE OFFICE ASSISTANT**, by eliminating Pos. #3450, Classified Bargaining Unit Salary Range 115, full-time, 40 hours per week, 12 months per year position from its staff complement effective February 26, 2013, and establishing a **DISPATCHER/RECORDS**, Classified Bargaining Unit Salary Range 119, full-time, 40 hours per week, 12 months per year position, effective February 26, 2013. (Position #3450 was approved February 27, 2006) (Exhibit B, Attachment 1)
  
4. **SADDLEBACK COLLEGE, College Publications, Office of Marketing and Communications**, seeks authorization to reclassify the following Classified positions within their organization as defined in Title V Education Regulation, Section (c), Recruitment 53021.
  - 4a. **REPLACE SENIOR GRAPHIC DESIGNER**, by eliminating Pos. #3525, Classified Bargaining Unit Salary Range 134, full-time, 40 hours per week, 12 months per year position from its staff complement effective February 11, 2013, as was contingent for establishing the **SENIOR GRAPHIC DESIGNER/PUBLICATIONS EDITOR**, Pos. #4720, which was approved by the Board of Trustees and established on December 17, 2012, Classified Bargaining Unit Salary Range 136, a full-time, 40 hours per week, 12 months per year position. (Position #3525 was approved February 27, 2006)
    - 4ai. **RECLASSIFY PRIBYL, DONNA, ID #14728, Senior Graphic Designer**, Pos. #3525, Classified Bargaining Unit Salary Range 134, Step 6, 40 hours per week, 12 months per year, College Publications, Office of Marketing and Communications, Saddleback College to be employed as Senior Graphic Designer/Publication Editor, Pos. #4720, Classified Bargaining Unit Salary Range 136, Step 6, 40 hours per week, 12 months per year, College Publications, Office of Marketing and Communications, Saddleback College, effective February 11, 2013.



**C. RECLASSIFICATION OF CLASSIFIED POSITIONS - Continued**

5. **SADDLEBACK COLLEGE, Office of Planning, Research and Accreditation**, seeks authorization to reclassify the following Classified Bargaining Unit position within their department as defined in Title V Education Regulation, Section (c), Recruitment 53021.
  - 5a. **REPLACE** RESEARCH SPECIALIST, by eliminating Pos. #4079, Classified Bargaining Unit Salary Range 130, full-time, 40 hours per week, 12 months per year position from its staff complement, effective March 1, 2013, and establishing a RESEARCH AND PLANNING ANALYST, Classified Bargaining Unit Salary Range 138, full-time, 40 hours per week, 12 months per year position, effective March 1, 2013. (Position #4079 was approved May 26, 2009)
    - 5ai. **RECLASSIFY** TORABI, SHOUKA, ID #7690, from Research Specialist, Pos. #4079, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, to Research and Planning Analyst, Classified Bargaining Unit Salary Range 138, Step 3, 40 hours per week, 12 Months per year, effective March 1, 2013.
6. **SADDLEBACK COLLEGE, Division of Transfer, Career and Special Programs**, seeks authorization to reclassify the following Classified Bargaining Unit position within their department as defined in Title V Education Regulation, Section (c), Recruitment 53021.
  - 6a. **REPLACE** RE-ENTRY AND WOMEN'S CENTER SERVICE OFFICER, by eliminating Pos. #3218, Classified Bargaining Unit Salary Range 129, full-time, 40 hours per week, 12 months per year position from its staff complement, effective February 26, 2013, and establishing a RE-ENTRY CENTER SPECIALIST, Classified Bargaining Unit Salary Range 136, full-time, 40 hours per week, 12 months per year position, effective February 26, 2013. (Position #3218 was approved May 26, 2009) (Exhibit B, Attachment 2)
    - 6ai. **RECLASSIFY** ALIZADEH, SHOLEH, ID #8525, from Re-Entry and Women's Center Service Officer, Pos. #3218, Classified Bargaining Unit Salary Range 129, Step 6, 40 hours per week, 12 months per year, to Re-Entry Center Specialist, Classified Bargaining Unit Salary Range 136, Step 4, 40 hours per week, 12 Months per year, effective February 26, 2013.

**D. CHANGE OF CLASSIFIED POSITIONS**

1. **IRVINE VALLEY COLLEGE, School of Life and Physical Sciences**, seeks authorization to change the assigned months per year for the following Classified Bargaining Unit position.
  - 1a. **REPLACE** SENIOR LABORATORY TECHNICIAN, LIFE AND PHYSICAL SCIENCES, by eliminating Pos. #1245, Classified Bargaining Unit Salary Range 130, full-time, 40 hours per week, 12 months per year position from its staff complement, effective February 26, 2013, and establishing a SENIOR LABORATORY TECHNICIAN, LIFE AND PHYSICAL SCIENCES, Classified Bargaining Unit Salary Range 130, full-time, 40 hours per week, 11 months per year position, effective February 26, 2013. (Position #1245 was approved August 22, 1988)

**D. CHANGE OF CLASSIFIED POSITIONS** - Continued

2. **IRVINE VALLEY COLLEGE, School Business Sciences**, seeks authorization to change the assigned months per year for the following Classified Bargaining Unit position.
  - 2a. **REPLACE SENIOR ADMINISTRATIVE ASSISTANT**, by eliminating Pos. #3226, Classified Bargaining Unit Salary Range 127, full-time, 40 hours per week, 12 months per year position from its staff complement, effective February 26, 2013, and establishing a SENIOR ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 127, full-time, 40 hours per week, 10 months per year position, effective February 26, 2013. (Position #3226 was approved February 27, 2006)

**E. CHANGE OF STATUS**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - a. AKHTER, KHAVER, ID #6381, Senior Administrative Assistant, Pos. #3217, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Division of Online Education and Learning Resources, Saddleback College, has been granted a lateral transfer to Senior Administrative Assistant, Pos. #3277, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Division of Liberal Arts, Saddleback College, effective February 11, 2013. This is a replacement Marlene Weintraub, who retired.
  - b. TRUONG, PHEOLIN, ID #16899, Financial Aid Specialist, Pos. #3650, Classified Bargaining Unit Salary Range 125, Step 4, 25 hours per week, 12 months per year, Office of Financial Aid, Saddleback College, has been granted a lateral transfer to Financial Aid Specialist, Pos. #4195, Classified Bargaining Unit Salary Range 125, Step 4, 40 hours per week, 12 months per year, Office of Financial Aid, Irvine Valley College, effective January 14, 2013. This is a replacement for Erica Sutcliffe.
  - c. WEIDENKOPF, SASHIKO, ID #14987, Accounting Assistant, Pos. #3751, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, College Fiscal Services, Office of Administrative Services, Saddleback College, is to be employed as Senior Administrative Assistant, Pos. #3471, Classified Bargaining Unit Salary Range 127, Step 3, 40 hours per week, 12 months per year, Office of Administrative Services, Saddleback College, effective February 25, 2013. This is a replacement for Sheri Nelson, who retired.

**F. OUT OF CLASS ASSIGNMENTS**

1. DEYO, MICHELLE, ID #15986, Clerical Assistant, Categorical, Pos. #3985, Classified Bargaining Unit Salary Range 113, Step 4, 24 hours per week, 12 months per year, Office of Instruction, Saddleback College, has been given a temporary change in assignment to Administrative Assistant, Pos. #3402, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, Facilities, Planning and Purchasing, Office of Business Services, District, effective January 22, 2013. This is a temporary reassignment for Jacqueline Zimbalist, who is in a temporary assignment.

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

2. MC DONALD, ANITA, ID #16094, Human Resources Assistant, Pos. #3669, Classified Bargaining Unit Salary Range 121, Step 5, 40 hours per week, 12 months per year, Office of Human Resources, District has been given a temporary change in assignment to Human Resources Specialist, Pos. #3293, Classified Bargaining Unit Salary Range 127, Step 3, 40 hours per week, Office of Human Resources, District, effective January 28, 2013. This is a temporary reassignment for a vacant position.
3. NORMAN, SHAWN, ID #5881, Child Development Specialist, Pos. #3476, Classified Bargaining Unit Salary Range 122, Step 6, 40 hours per week, 12 months per year, Child Development Center, Office of Student Services, Saddleback College has been given a temporary change in assignment to Senior Child Development Specialist, Pos. #3500, Classified Bargaining Unit Salary Range 128, Step 4, 40 hours per week, Child Development Center, Office of Student Services, Saddleback College, effective January 3, 2013. This is a temporary reassignment for Wes Thomas, who retired.
4. ORTIZ, DESIREE, ID #14245, Financial Aid Specialist, a temporary assignment, Pos. #4666, Classified Bargaining Unit Salary Range 125, Step 6, 40 hours per week, Office of Financial Aid, Irvine Valley College, temporary assignment ended effective November 12, 2012, returned to permanent assignment as Administrative Assistant, Pos. #4283, Classified Bargaining Unit Salary Range 121, Step 6, 25 hours per week, 12 months per year, effective November 13, 2012.
5. SMITH, BENJAMIN, ID #13530, Building Maintenance Worker, Pos. #3625, Classified Bargaining Unit Salary Range 124, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, has been given a permanent change in schedule to night shift, adding 5% shift differential to monthly salary compensation, pursuant to Article 7.9 of the C.S.E.A. contract, effective February 25, 2013.
6. ZIMBALIST, JACQUELINE, ID #14283, Administrative Assistant, Pos. #3402, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, Office of Business Services, District, has been given a temporary change in assignment to Senior Administrative Assistant, Pos. #3224, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, Division of Fine Arts and Media Technology, Saddleback College, effective January 16, 2013. This is a temporary reassignment for Patti Sue Bugay, who is in a temporary assignment.

**G. LEAVE OF ABSENCE**

1. <sup>7</sup>BARNAK, GARY, ID #18591, Director of Advanced Technology Projects, Rapid Tech, Categorical, Pos. #4633, Administrator/Manager Integrated Salary Schedule Range 17, Step 3, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College has been approved for an extension of an approved leave of absence without pay, and without benefits through February 25, 2013.

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<sup>7</sup> Mr. Barnak was approved by the Board of Trustees for a leave without pay and without benefits from November 1, 2012 through December 31, 2012, at the November 19, 2012 Board meeting.

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

1. ABRAMS, LAURA, ID #4023, Payroll and Benefits Processing Manager, Pos. #4594, 40 hours per week, 12 months per year, Payroll, Office of Business Services, District, resignation effective May 10, 2013 and retirement May 11, 2013. Payment is authorized for any compensated time off. (Permanent start date: November 19, 1990)
2. DE LA CRUZ, JUAN, ID #9947, Office Assistant, Pos. #3519, 19 hours per week, 11 months per year, Division of Transfer, Career and Special Services, Saddleback College, resignation effective January 3, 2013. Payment is authorized for any compensated time off. (Permanent start date: June 15, 2001)
3. MARIANO, SHERYL MARIE, ID #17263, Accounting Specialist, Pos. #4108, 40 hours per week, 12 months per year, Fiscal Services, Office of Business Services, District, resignation effective February 22, 2013. Payment is authorized for any compensated time off. (Permanent start date: November 23, 2009)

## **I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic year.

### Advanced Technology and Applied Science/Environmental Studies, Saddleback College

Abrams, Paul	Ahmari, Michael	Albert, Crystal
Allen, Jared	Alrizo, Alan	Alsmadi, Eman
Andersen, Eleni	Arndt, Erik	Arrias, Austin
Baek, Eunjin	Baham, Michael	Baldrige, Amy
Bareford, Stephanie	Barrett, Cameron	Barta, Nicholas
Bartlow, Holly	Baque, Georgianna	Beach, Kimberly
Bednar, Pamela	Benge, Colby	Berber, Jose
Berney, Brenna	Bernier, Dylan	Bertilsson, Alexander
Biggs, Cody	Biten, Lauren	Blackburn, Whitney
Bourdon, Michael	Bourne Ormande, Kayla	Branstetter, Nicholas
Briles, Ronald	Brillakis, Kosta	Briones, Keith
Browning, Carter	Bryant, Matt	Bullard, Nicole
Bulosan, Mark	Bustamante, Edwin	Butterfield, Janesse
Cabello, Priscilla	Cain, Alexnader	Camiolo, Amanda
Caputo, Kyra	Castillo, Amber	Cavanaugh, Jarrod
Cawiezell, Kelsey	Chao, Andy	Chapman, Luke
Chau, Alan	Chau, Alvin	Cho, Addison
Choi, Hyun Il	Christakis, Jacqueline	Christian, Spencer
Chung, Jonathan	Clark, Brandon	Clark, Danica
Clarke, Brennan	Coronado, Yasmin	Costa, Patrick
Cracraft, Skyler	Crager, Andrew	Cronk, Ashley
Cumin, Summer	Curran, Sean	DeGraffenreid, Bryan
De La Mora, Joseph	DeLeon Travers, Matthew	DeMeire, Nathan
Dettman, Brooke	Diaz, Ramon	Donofrio, Vanessa
Dubois, Ashlee	Dunham, Taylor	Empero, Sam
Everts, Chelsea	Fagan, Adam	Falk, Kyler
Fasheh, Lina	Fehlman, Brennan	Flaherty, David
Flores, Asuzena	Flores, Elizabeth	Flores, Madelaine
Fong, Jonathan	Ford, Darrel	Foreman, Daren

I. **VOLUNTEERS** - Continued

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic year.

Advanced Technology and Applied Science/Environmental Studies, Saddleback College

Fosdick, Natalie	Fries, Jared	Gallitto, Kelsey
Galvez, Maria Rosa	Garaud, Dimitri	Garza, Roman
Godfrey, Garrett	Goff, Thomas	Golemo, Brandon
Grgas, Michelle	Griffin, Allie	Griswold, Barbara
Groeniger, Jake	Grumbles Dorantes, Nicholas	Guizar, Luis
Harake, Michelle	Harake, Nicole	Hemnes, Tessa
Hennessey, Shannon	Hinton, Isabel	Houlihan, Sean
Huertero, Fidel	Huntley, Matthew	Hurd, Chris
Huynh, Alfred	Ibarra, Reuden	Janneck, Lauren
Johnson, Kelsey	Johnson, Ronald	Jones, Zac
Just, Kierstyn	Kallestad, Alyssa	Katiraei, Reza
Kegel, Ben	Kelshchik, Mitchel	Kemp, Leif
Khan, Sargan	Klein, Brianna	Knerl, Marissa
Kunicki, Michael	Kurrasch, Kristine	Lager, Kyle
Lam, Alex	Larek, Natalia	Le, Julie
Lefevre, Lauren	Lefevre, Sarah	Leichet, Chase
Leitner, Jeanie	Leppert, Amelia	Lotito, Michael
Lowenstein, Kyle	Loya, Karen	Loyola, Ayla
Lucero, Jessica	Macedo, Ivan	Madden, Chris
Magdaleno, Josh	Maka, Brian	Maldonado, Brittney
Manresa, Mike	Marks, Scott	Martinez-Bennett, Kirra
Martinez, Vanessa	Massey, Brandon	McAndrews, Daniel
McCarthy, Terrence	McCluskey, Chase	McCormick, Kim
McDaniel, Olivia	McDonald, Kaitlin	McIntyre, Lauren
Medeiros, Kelsey	Medina, Anissa	Metzger, Ted
Michael, Roxana	Miller, Dakota	Mills, Justin
Mister, Madison	Mofid, Jaclyn	Montecillo, Nicole
Montgomery-pool, Edie	Moreno, Tanner	Morgan, Nicole
Mosier, Sydney	Moskow, Hunter	Murphy, Kiernan
Nahangi, Mehdi	Narciso, Katherine	Nava, Santos
Neal, Brandon	Newman, Anissa	Newton, Annalise
Nguyen, Eric	Nguyen, Joelle	Noell, Cheyenne
Noonan, Nicole	Novoa, Jennifer	O'Brien, Jacob
Orozco, Kevin	Ortega, Brianna	Ortega, Jose
Ortiz, Isaas	Osumi, Nikolas	Overman, Lorraine
Parker, Jacob	Parsley, Reighlynn	Patel, Rushil
Patino, Danieli	Peak, Marissa	Perez, Adrian
Perez, Alyssa	Perez, Sarah	Pest, Eric
Pierre, Ana Carla	Popovici, Petre	Porter, Jacqueline
Rabahieh, Jason	Rathowshi, Colin	Raulston, Holden
Rebensdorf, Emily	Remeyer, Nicholas	Reyes, Kathryn
Richardson, Bryan	Riehs, Ashley	Rivera, Alexandra
Rock, Lisa	Rodriguez, Andrew	Rodriguez, Maria
Rogers, Kyle	Rubiano, Nicolas	Ruiz, Stephen
Sabo, Cheyne	Sadegh, Reza	Sadeghian, Kimia
Salinas, Ryan	Sanchez, Martin	Sanchez, Naima

**I. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic year.

Advanced Technology and Applied Science/Environmental Studies, Saddleback College

Sanchez, Philippe	Sandoval, Michael	Santoyo, Karina
Savino, Spencer	Schiffman, Marisa	Schreiner, Ryan
Schumacher, Bryan	Scott, Frances	Selegean, Andrew
Shapard, James	Shivaei, Shayan	Sidman, Remi
Simon, Giuliano	Skaron, Elizabeth	Sklaver, Michael
Smith, Lauren	Smith, Stephanie	Smythe, Jamelynn
Southwell, James	Sprouse, Frederick	Starfury, Shimon
Straka, Kaitlin	Strom, Jason	Stueben, Nancy
Swann, Nathan	Tabatabai, Soheil	Takenaka, Joshua
Tang, Shun Chi	Taylor, Victory	Teck, Justin
Thomas, Chanelle	Torres, Josh	Toth, Attila
Tromberg, Daniel	Trujillo, Rachel	Tsai, Thomas
Tsigris, Eleni	Turner, Gregory	Twiggs, Sharon
Vance, Tyler	Villalobos, Fernando	Violette, Austin
Wahler, Aleta	Wang, Bayan	Warner, Erin
Way, Ashley	Weagley, Zachary	Webb, Rebecca
Welch, Martha	White, Jason	Wilkey, Garrett
Willey, Lauren	Williams, Christopher	Wood, Kevin
Wordes, Jacob	Workman, Dook	Yearwood, Drew
Yocca, James	Young, Emily	Zaborski, Gregory

Advanced Technology and Applied Science, Saddleback College

Anderson, Tim	Miller, Steffan	Varia, Joshua
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Community Education, Saddleback College

Ding, Ding	Gin, Ray	Jimenez, Geraldo
Schlenker, Ken	Zhao, Hao	

Fine Arts and Media Technology, Saddleback College

Baker, Renee	Barraza, Evan	Barraza, Reid
Berkson, Soleil	Binder, Jordan	Bokin, Renee
Burger, Lauren	Burger, Nancy	Cannon, Kathryn
Cannon, Maura	Cannon, Meghan	Cannon, Sally
Comer, Acacia	Gaskey, Steve	Hoklotubbe, Hailey
Hoklotubbe, Sandy	Hung, Josie	Isen, Thalia
Kostic, Alexis	Lamar, Kara	Lee, Melody
Lewis, Terry	Priest, Amalia	Priest, Liz
Szabo, Lisa	Szabo, Mekenna	Thompson, Daniel
Tupy, Phillip	Vantrease, Michael	Verde, Alanna
Verde, Debra		

Fine Arts, Irvine Valley College

Rowe, Barry

**I. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic year.

Health Sciences and Human Services, Saddleback College

Betts, Shaun	Davis, Brittany	DuBois, Dawn
Dunkin, Dani	Dzandzara, Alicia	Dzandzara, Natasha
Epstein, Sharon	Hachadoorian, Jacki	Kerns, Allison
Krol, Ashlee	Levy, Gillian	Matheny, Sandy
Phan, Laura	Rodriguez, Annette	Shioji, Gina

Humanities & Languages, Irvine Valley College

Guive, Gerami	Kawabe, Makiko	Li, Xiao
Yokoyama, Yukiko		

Kinesiology, Health and Athletics, Irvine Valley College

Cram, Michael	Roman, Lani	Sharp, Michael
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Kinesiology and Athletics, Saddleback College

Abe, Robert	Acevedo, Hernan	Resnick, Craig
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Library Services, Irvine Valley College

Gomez, Jose de Jesus

Physical Sciences and Technologies, Irvine Valley College

Kunbargi, Bisher

Social and Behavioral Sciences, Irvine Valley College

Erbus-White, Kevin

Transfer, Career & Special Programs, Saddleback College

August, Erika	Boos, Kaili	Choi, Goldie
DeRoos, Xavier	Dubont, Michell	Dolan, Jenni
Gonzalez, Agustin	Houser, Brandon	Knowles, Gloria
Kunze-Thibeau, Lori	Marquez, Kaila	Maukonc, Violet
McKeague, Sharon	Montoya, Jackie	Park, Hyun Jung
Rodstein, Bianca	Stratsord, Jon	Yoo, Jean

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**ADDENDUM**

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

2. CURRICULUM/SCHEDULING SPECIALIST, Classified Bargaining Unit Salary Range 130, Office of Instruction, Saddleback College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 26, 2013.



**ATTACHMENT 1**

South Orange County Community College District

**DISPATCHER/RECORDS, ID #**

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

**SUMMARY DESCRIPTION**

Under general supervision from the Chief of Police or designee, performs radio dispatch for police, parking services, and other public safety personnel; dispatches police units and communicates with other emergency service agencies as appropriate in support of the police department at an assigned campus; performs a wide variety of specialized clerical duties involved in the preparation, retention, maintenance, distribution, and release of criminal records and materials related to public safety activities in accordance with the California Law Enforcement Telecommunication Systems (CLETS); manages and coordinates service, training, and maintenance of the Live Scan fingerprint system; and provides a variety of information and assistance to students, faculty, staff, and the general public relative to assigned area of responsibility in person and over the telephone.

**DISTINGUISHING CHARACTERISTICS**

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Incumbent is expected to complete both Dispatch and Records training through POST and maintain current knowledge by attending regular POST continued training. Regular ongoing duties include performing the full range of Dispatcher duties and, in addition, specialized functions related to the computerized and non-computerized law enforcement records management systems including preparation, retention, maintenance, distribution, and release of criminal records and materials related to public safety activities in accordance with the California Law Enforcement Telecommunication Systems (CLETS).

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbent 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. Receive emergency and non-emergency telephone calls for service from the campus community, general public, law enforcement, and field personnel; determine nature, priority, and location of emergencies; dispatch campus police and other emergency responders as necessary.
2. Operate police radio communications systems to transmit and receive a variety of messages and calls for service while dispatching personnel and equipment according to standard operating procedures or personnel requests.
3. Operate a variety of computer based software systems including CAD, records management system, and California Law Enforcement Telecommunications System (CLETS); operate CLETS to enter, modify, and retrieve data associated and connected with law enforcement records and criminal history databases; serve as primary or alternate Agency CLETS Coordinator (ACC) on matters pertaining to the use of CLETS.
4. Correspond in person, in writing, or by phone when a request for records is received; respond to subpoena duces tecums for department records; consult with the City Attorney, District Attorney's Office, and Department of Justice as needed.
5. Research Public Records Act laws relating to criminal records and case law to determine authority to release or deny request for records; appear in court on behalf of the department as required; interpret and apply various state laws regulating the control and release of criminal records.

South Orange County Community College District  
Page 2 - Dispatcher/Records

REPRESENTATIVE DUTIES

6. Monitor campus fire alarms, intrusion alarms, and panic alarms and dispatch appropriate personnel as needed.
7. Operate network systems related to the college access control and CCTV systems and security objects; perform backup procedures; import/export cardholder records; generate reports.
8. Answer maintenance service emergencies during evenings, weekends, and holidays; contact appropriate maintenance staff after hours as necessary.
9. Perform general clerical duties; type, word process, and proofread a variety of documents and forms including general correspondence, reports, and memoranda from rough draft, recordings, or verbal instruction; compile information and data for statistical reports; enter information into computer system; access student information as requested/necessary.
10. Maintain accurate and up-to-date public safety files, records, and logs; develop and monitor various logs, accounts, and files for current and accurate information to establish and maintain daily log of all calls and field units dispatched; verify accuracy of information, researching discrepancies and recording information; file police reports and other documents; organize and maintain filing systems to maintain records and reports in a safe/secure filing system for permanent record keeping; process requests for records and subpoenas; perform annual Clery Act reporting.
11. Process criminal identification and evidence.
12. Serve as receptionist for assigned area; receive office visitors and telephone calls; provide material and information in response to requests for information related to assigned area of responsibility; route calls to appropriate personnel and convey telephone messages; refer callers to appropriate staff for further assistance as needed.
13. Provide information and reports to Police Officers including daily and weekend reports with information regarding weekend classes and events on campus.
14. Operate office equipment including computer, typewriter, calculator, copier, and facsimile machine; utilize various computer applications and software packages; maintain and generate reports from a database or network system.
15. Provide support for front counter and other general office operations; maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare and deliver requisitions, purchase orders, and work order forms.
16. Assist the Chief of Police with the development, evaluation, and testing of emergency and disaster operating procedures in conjunction with other departments of the District and other agencies.
17. Provide Live Scan fingerprinting service.
18. 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:

Technical aspects of field of specialty.

Principles and procedures of public safety dispatching including operation of computer aided dispatch software applications.

Emergency procedures and proper radio communication procedures and rules.

Operations, services, and activities of a law enforcement records management program.

CLETS/NCIC.

Principles and practices of police records retention and disposition.

Principles and practices of Uniform Crime Reporting.

## QUALIFICATIONS

### Knowledge of:

Pertinent federal, state, and local codes, laws, and regulations including applicable laws governing the retention and dissemination of police reports and records.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Basic principles of business letter writing and basic report preparation.  
Principles and practices used to establish and maintain files and information retrieval systems.  
Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.  
Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.  
Interpersonal skills using tact, patience and courtesy.  
Basic mathematical concepts.  
Work organization principles and practices.  
English usage, grammar, spelling, punctuation, and vocabulary.

### Ability to:

Read passages and listen to orally-imparted information and retrieve facts, draw conclusions, and derive meaning.  
Use language to convey information clearly in writing.  
Apply general rules to specific problems to attain logical answers.  
Correctly follow a given rule or set of rules to arrange things or actions in a certain order.  
Mentally store and retrieve facts, details, and other information.  
Quickly and accurately compare letters and numbers presented orally on a form; shift back and forth between two or more sources of information, both written and orally-imparted, in performing a set of tasks.  
Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.  
Learn, understand, interpret, and apply policies and procedures according to the Rules and Regulations Manual.  
Learn geographic features and streets of the campus.  
Perform a variety of office support and clerical duties and activities of a general and specialized nature for assigned campus police office.  
Interpret changes in Federal Communications Commission rules and regulations.  
Understand, interpret, and apply general radio dispatch, police records, administrative, and office policies and procedures.  
Interpret and apply various state laws regulating the control and release of criminal records.  
Interpret changes in policies, codes, regulations, and laws governing communications, use and confidentiality of police records, and property and evidence control.  
Manage the retention and distribution of criminal reports.  
Receive and appropriately respond to calls for emergency service.  
Effectively communicate with and elicit information from, upset and irate callers.  
Operate radio communications equipment to dispatch, support, and maintain contact with campus police officers and other field personnel.  
Respond appropriately to the needs, requests, and inquiries from students, staff, faculty, or the public; effectively present information in person, on the telephone, or via radio.  
Remain calm and efficient in emergency situations.

### QUALIFICATIONS

#### Ability to:

Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records and reports.

Use sound judgment in recognizing scope of authority.

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

Compile and organize data and information.

Maintain filing systems.

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

Plan and organize work to meet schedules and changing deadlines.

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

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

Perform customer and community service with a calm professional demeanor while under stress.

Accurately evaluate information and situations, and make appropriate decision in routine, non-routine, and emergency situations.

Read maps and floor plans to provide directions to officers in the field.

Accurately interpret written policies, follow oral and written instructions, and transfer information.

Provide clear and concise verbal directions quickly and accurately.

Present and summarize information in a variety of written formats, using clear and concise language.

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 course work related to assignment. College level course work in criminal justice, records management, or other related program area is desirable.

#### Experience:

Two years of general clerical experience involving extensive public contact including some prior experience in a dispatch center, parking and traffic control, radio communications, or in public relations.

### 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.

Completion of a POST Dispatcher course within one year of employment.

Completion of POST Records course within one year of employment.

Must satisfactorily complete on-going Continuing Professional Training requirements set by POST.

Ability to obtain current First Aid and CPR certification.

South Orange County Community College District  
Page 5 - Dispatcher/Records

#### TESTING AND BACKGROUND CHECK

Must pass the POST Entry-Level Dispatcher Selection Test Battery (written exam) or alternative job-related tests of these abilities.

Must submit to a thorough background investigation pursuant to standards established by the Commission for POST.

Must undergo a medical examination as required by the Commission for POST.

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

##### Physical:

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

##### Vision:

See in the normal visual range with or without correction.

##### Hearing:

Hear in the normal audio range with or without correction.

Finalized by: Forsberg Consulting Services, January 2013

**ATTACHMENT 2**

South Orange County Community College District

**RE-ENTRY CENTER SPECIALIST, ID #**

*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 the Dean of Transfer, Career, and Special Programs, performs a full range of administrative, professional, and programmatic duties related to coordinating and providing the operations and services of the Re-Entry Student Program within the Career and Re-Entry Center; provides appropriate and comprehensive information, assistance, resources, referrals, and professional advisement to students and community members with various financial, physical, psychological, or other needs; provides orientation and instruction to students and staff in the use of various Career and Re-Entry Center resources, programs, and services; coordinates and provides various programs, educational workshops, and support groups for those seeking educational and career advancement; and recruits new students through various outreach programs.

**REPRESENTATIVE DUTIES**

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

1. Participate in program management and development; participate in the development of goals and objectives as well as guidelines and procedures for assigned operations and services.
2. Participate in selecting assigned staff; participate in the orientation and training of new employees, student assistants, and volunteers; assign, schedule, train, and provide work direction to lower-level office staff, volunteers, and student workers as assigned; prioritize work assignments; review and validate completed work for accuracy.
3. Prepare and administer the Re-Entry Office 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.
4. Recruit new students through various outreach programs; advertise the College through contact with other colleges and universities; contact community organizations including community services organizations and organizations that provide low-cost services to explain College programs.
5. Provide a full range of assessment and advisement services; identify and assess students' knowledge, skills, and abilities as well as needs; recognize the students' barriers and life obstacles to continuing their education; assist students in overcoming barriers by providing personal advisement and guidance in their educational and career goals, personal objectives, and life transitions; refer students to appropriate individuals and departments on- and off-campus.
6. Provide appropriate and comprehensive resources, services, and referrals; present general information regarding various College programs, services, and functions including admissions/registration, financial aid, childcare, tutoring, health, and related services; develop and provide referral list of community resources; organize, conduct, coordinate, and oversee educational groups and workshops to address concerns and special needs of re-entry students; provide resource library materials, handouts, brochures, and related information.
7. Plan, organize, coordinate, and implement Re-Entry Center events; document procedures, measures, and results of events.

South Orange County Community College District  
Page 2 – Re-Entry Center Specialist

8. Recommend and obtain services of professionals including counselors, businesses, and community leaders for workshops, conferences, support groups, and other special events.
9. Establish and maintain cooperative working relationships with other agencies and other College offices and programs; coordinate with Career and Re-Entry Center staff to ensure collaboration and continuity of services; meet with other departments and programs on campus to discuss questions, concerns, and problems of students; serve as advocate and liaison between the College and community for re-entry student issues and needs within the College and community.
10. Collect, research, compile, analyze, verify, summarize, record, and evaluate a variety of data and information related to assigned program and services; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports including to participate in the preparation of annual administrative reports on the operations, activities, accomplishments, and goals of the Re-Entry Center.
11. Advertise the Re-Entry Center to the College and community; develop, design, and distribute various program publicity materials including posters, brochures, flyers, schedules, Internet advertisements, and bulletin board displays; participate in on-campus activities and events to inform students, community members, staff, and faculty about the Re-Entry Center services, programs, and activities and the Career and Re-Entry Center; advertise the Re-Entry Center program through campus resources including campus radio station, newspaper, and cable television station.
12. Support the annual scholarship program of the Foundation; allocate proceeds from the yearly Women's Conference to student scholarships; select qualified and deserving scholarship recipients based on the established eligibility criteria; participate in scholarship ceremony.
13. Solicit donations from community organizations and local business leaders.
14. Perform related duties as required.

### QUALIFICATIONS

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

#### Knowledge of:

Operational characteristics, services, and activities of the functions, programs, and operations of the Re-Entry Office within the Career and Re-Entry Center.

Community organizations, social agencies, services, and resources available to adults in transition.

Advanced methods and techniques of career planning and counseling.

Advanced interviewing and advisement techniques.

Advanced marketing and advertising techniques.

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

Unique issues and concerns facing re-entry students.

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

Pertinent federal, state, and local laws, codes, and regulations.

Work organization and office management principles and practices.

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

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

Principles, practices, and procedures of business letter writing.

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

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

South Orange County Community College District  
Page 3 – Re-Entry Center Specialist

QUALIFICATIONS

Knowledge of:

- Principles and techniques used in public relations.
- 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:

- Coordinate, oversee, and implement the operations, services, and activities of the Re-Entry Office within the Career and Re-Entry Center.
- Plan, organize, and implement programs, workshops, seminars, support groups, and conferences regarding Re-Entry Office services and activities.
- Provide lead supervision and training to assigned staff.
- Understand the organization and operation of the College, the Career and Re-Entry Center, and the Re-Entry 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 a variety of responsible and difficult professional, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Provide information and assistance to re-entry students from a variety of populations with diverse and complex needs on a variety of topics.
- Assess student needs, provide advisement, develop viable plans and alternatives, and make appropriate on- and off-campus referrals.
- Plan, organize, and implement student services, activities, and programs.
- Assist students in identifying career interests, goals, and opportunities.
- Assist individuals of diverse socioeconomic, ethnic and educational backgrounds, and with various disabilities.
- Maintain and update the resource library; develop various community resources.
- Effectively represent the Re-Entry Office to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations; research and provide referrals as required.
- Respond to a variety of requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Participate in the preparation and administration of assigned budgets.
- Research, compile, analyze, and interpret data and information.
- Prepare a variety of clear and concise administrative and financial reports.
- Implement and maintain filing and record-keeping systems.
- Independently compose and prepare correspondence and memoranda.
- Plan and organize work to meet schedules and changing deadlines.
- Work within the policies, functions, and requirements of area of assignment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Type or enter data at a speed necessary for successful job performance.



South Orange County Community College District  
Page 4 – Re-Entry Center Specialist

### QUALIFICATIONS

#### Ability to:

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

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

Work independently and effectively in the absence of supervision.

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

Communicate clearly and concisely, both orally and in writing.

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

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

#### Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, liberal studies, psychology, or a related field. A Master's degree in counseling, psychology, sociology, social work, marriage and family therapy, guidance counseling, family and child counseling, or a closely related field is highly desirable.

#### Experience:

Four years of increasingly responsible administrative and programmatic experience including two years of experience related to career and/or re-entry assistance.

### 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.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Irvine Valley College: Management Reorganization  
**ACTION:** Approval

---

## **BACKGROUND**

The recent transfer of Irvine Valley College's Director of Extended Education to Saddleback College and the retirement of the Dean of Online Education and Learning Services effective June 30, 2013 combine to provide Irvine Valley College with an opportunity to streamline operations and enhance the delivery of learning services in online education, lifelong learning, and fee-based classes. In addition, growing demand by displaced and unemployed workers seeking training programs in short-term fee-based classes will improve the college's ability to address workforce training needs more effectively in the future. As a result of these opportunities, Irvine Valley College seeks to reorganize managerial duties in the area of online education, library services, and extended education within the instructional services division (Exhibit A). The current organization chart for the Office of Instruction is depicted in Exhibit B. The proposed reorganization (Exhibit C) results in a budgetary savings of \$117,000 annually.

***Dean, Online Education and Learning Resources*** – This position will be eliminated.

***Director, Extended Education*** – This position will be eliminated.

***Dean, Academic Programs and Services*** – Supervision of the Director, Extended Education is removed from this dean's assignment.

***Dean, Liberal Arts*** – This managerial position will supervise the school of library services commencing July 1, 2013.

***Dean, Online and Extended Education*** -- This is a new academic managerial position that assigns leadership and oversight to the areas of online education, lifelong learning (Emeritus), fee-based classes (Community Education), the Testing Center, as well as performing liaison and coordination with adult education programs in the contiguous school districts. This administrator will also plan and coordinate with other deans course offerings on weekends, online, and in the summer term.

## **STATUS**

The proposed instructional management reorganization is expected to create many positive outcomes for students, faculty, the college, and the district. The reorganization creates a more efficient and focused administrative support structure that will enhance Irvine Valley College's ability to reach strategic planning goals, accreditation, and workforce preparation and training.

The fiscal impact of this reorganization is a budgetary savings of \$117,000 per year.

## **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Irvine Valley College management reorganization.

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

# ***RATIONALE FOR 2013-2014 INSTRUCTIONAL REORGANIZATION***

## **BACKGROUND**

The recent transfer of Irvine Valley College's Director of Extended Education to Saddleback College and the retirement of the Dean of Online Education and Learning Services effective June 30, 2013 combine to provide Irvine Valley College with an opportunity to streamline operations and enhance the delivery of learning services in online education, lifelong learning, and fee-based classes. In addition, growing demand by displaced and unemployed workers seeking training programs in short-term fee-based classes will improve the college's ability to address workforce training needs more effectively in the future. As a result of these opportunities, Irvine Valley College seeks to reorganize managerial duties in the area of online education, library services, and extended education within the instructional services division (see Exhibit A). The current organization chart for the Office of Instruction is depicted in Exhibit B. The proposed reorganization (see Exhibit C) results in a budgetary savings of \$117,000 annually.

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The fiscal impact of this reorganization is a budgetary savings of \$117,000 per year.

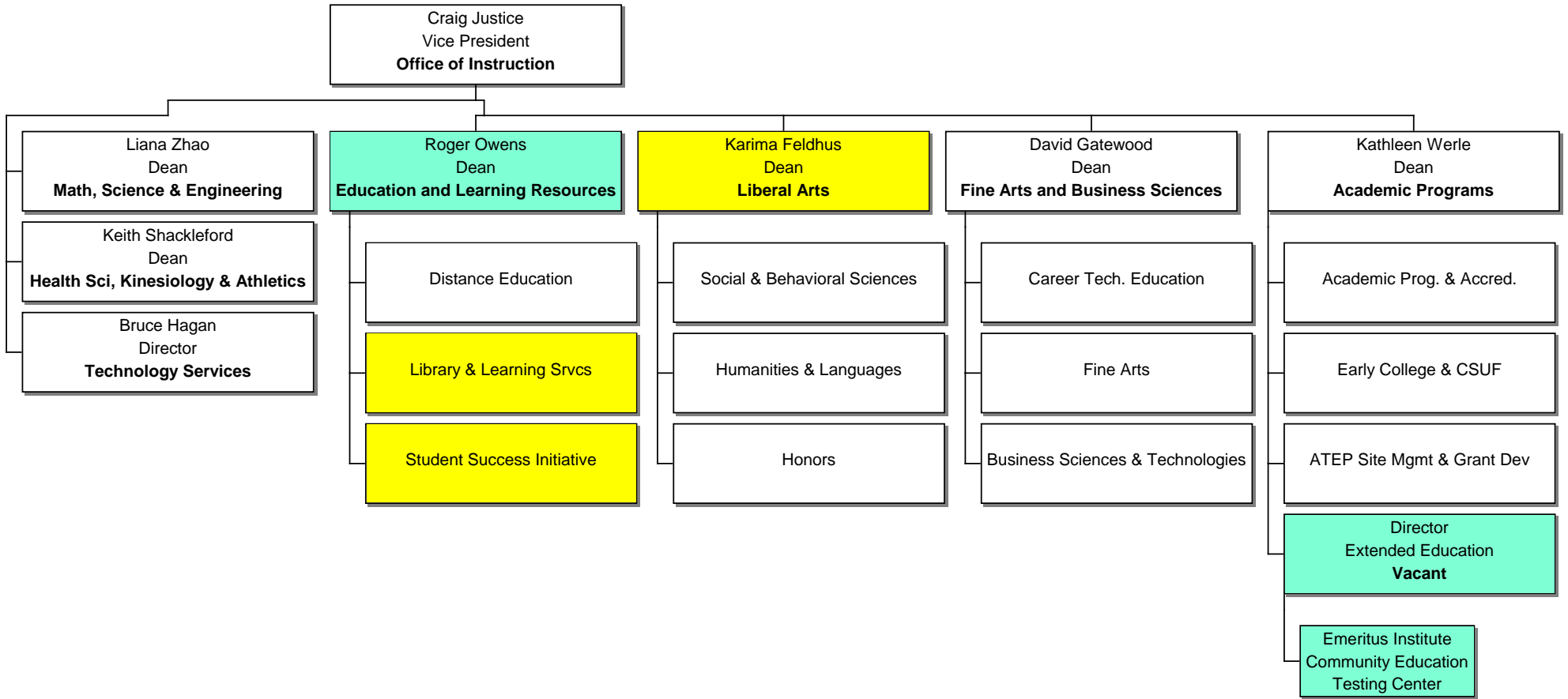
***February 6, 2013***

**EXHIBIT A**

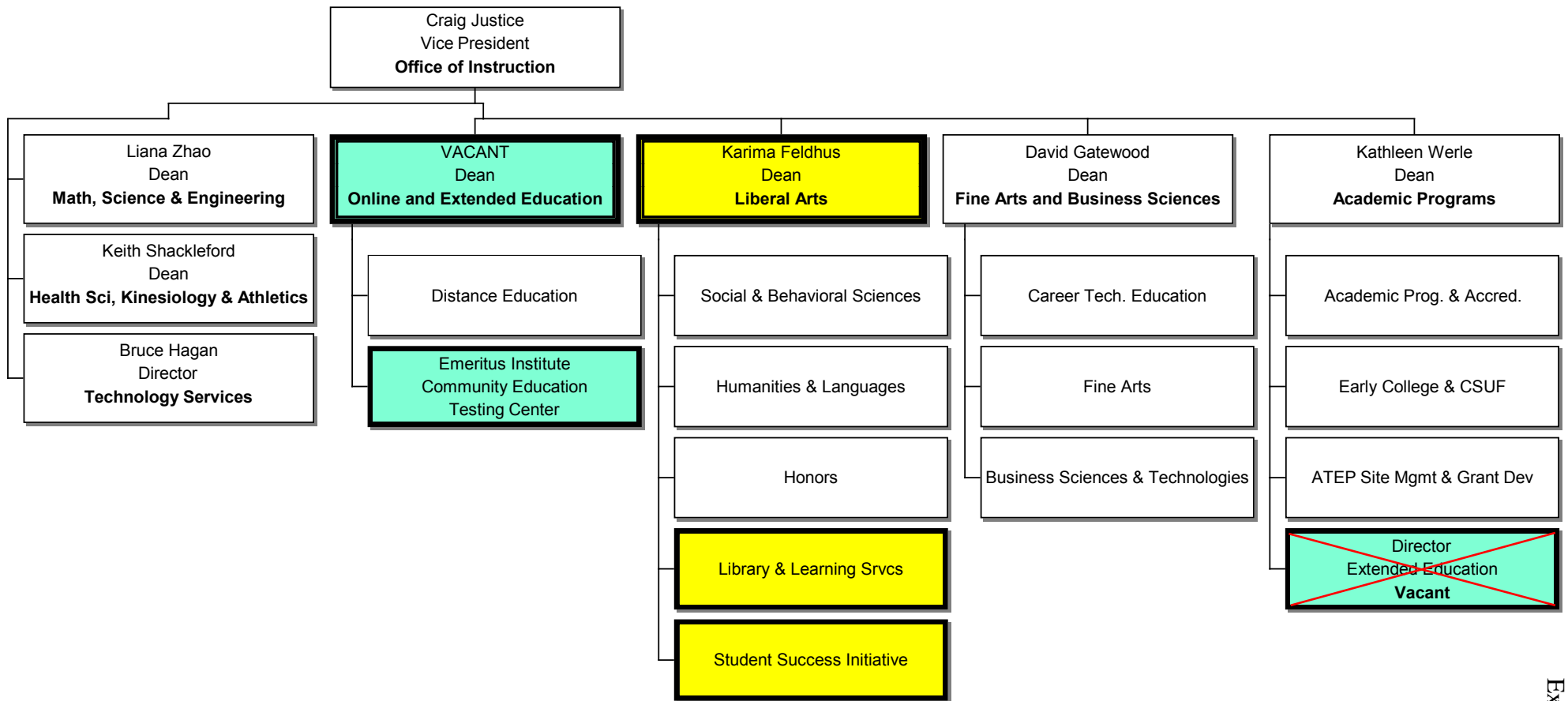
**INSTRUCTIONAL AREA ORGANIZATION: IRVINE VALLEY COLLEGE**

CURRENT TITLE	2012-2013 ASSIGNMENTS	NEW TITLE	2013-2014 ASSIGNMENTS
<p><b>“Dean, Online Education and Learning Resources”</b></p> <p><b>(Roger Owens)</b></p>	<ol style="list-style-type: none"> <li>1. Online Education</li> <li>2. Library &amp; Learning Services (Student Success Centers)</li> </ol>	<p><b>“Dean, Online and Extended Education”</b></p> <p><b>(Replacement for R. Owens and D. Anderson)</b></p>	<ol style="list-style-type: none"> <li>1. Online Education</li> <li>2. Emeritus Institute (Lifelong Learning)</li> <li>3. Community Education</li> <li>4. Testing Center</li> </ol>
<p><b>“Director, Extended Education”</b></p> <p><b>(Formerly David Anderson)</b></p>	<ol style="list-style-type: none"> <li>1. Emeritus Institute (Lifelong Learning)</li> <li>2. Community Education</li> <li>3. Testing Center</li> </ol>	<p><b>POSITION ELIMINATED</b></p>	<p><b>Classified Director, Range 14</b></p> <p><b>Estimated Total Savings: \$117,000</b></p>
<p><b>“Dean, Liberal Arts”</b></p> <p><b>(Karima Feldhus)</b></p>	<ol style="list-style-type: none"> <li>1. Social &amp; Behavioral Sciences</li> <li>2. Humanities &amp; Languages</li> <li>3. Honors</li> </ol>	<p><b>“Dean, Liberal Arts”</b></p> <p><b>(Karima Feldhus)</b></p>	<ol style="list-style-type: none"> <li>1. Social &amp; Behavioral Sciences</li> <li>2. Humanities &amp; Languages</li> <li>3. Honors</li> <li>4. Library &amp; Learning Services</li> </ol>
<p><b>“Dean, Academic Programs”</b></p> <p><b>(Kathy Werle)</b></p>	<ol style="list-style-type: none"> <li>1. ATEP Site Management</li> <li>2. Academic Programs</li> <li>3. Accreditation &amp; Institutional Effectiveness</li> <li>4. Early College Programs</li> <li>5. University Outreach</li> <li>6. Grants Development</li> <li>7. Supervision of Extended Education Unit</li> </ol>	<p><b>“Dean, Academic Programs”</b></p> <p><b>(Kathy Werle)</b></p>	<ol style="list-style-type: none"> <li>1. ATEP Site Management</li> <li>2. Academic Programs</li> <li>3. Accreditation &amp; Institutional Effectiveness</li> <li>4. Early College Programs</li> <li>5. University Outreach</li> <li>6. Grants Development</li> </ol>

**Irvine Valley College  
Current Instructional Organizational Chart**



**Irvine Valley College  
Proposed Instructional Organizational Chart  
Effective July 1, 2013**



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Annual Report on First Year Probationary Faculty  
Recommended for Continuation of Tenure-Track Status

**ACTION:** Approval

---

### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next academic year.

### **STATUS**

The thirty-three (33) employees listed in Exhibit A have satisfactorily completed their first year as tenure-track faculty members and are recommended for a one-year contract renewal.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve a second one-year contract for the full-time faculty members listed in Exhibit A.

South Orange County Community College District  
**Annual Report on First Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their first year as tenure-track employees and are recommended for a one-year contract renewal:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Amara Aguilar	Journalism	SC
Ariel Alexander	Music	SC
Arthur Ambrose	Chemistry	IVC
Shellie Banga	English Composition	SC
Rebecca Beck	English as a Second Language	IVC
Jack Beckham	English Composition	SC
Patricia Beckmann	Digital Media Art (Video)	IVC
Donald Bowman	Accounting Instructor	SC
Todd Brei	Physics	SC
Deidre Cavazzi	Dance	SC
Sarah Chang	Counselor	SC
Kathryn Damm	Psychology	SC
Stevie Daniels	English as a Second Language	SC
David Dixon	Physics	SC
Michelle Duffy	Reading	SC
Michael Engels	Counselor	SC
Monica Friedrich	Biology	SC
Joseph Gerges	Art (Drawing & Prints)	IVC
Esther Gravis	Nursing	SC
Judy Henmi	Counselor DSP&S	IVC
Georgios Kouritas	Music (Instrumental)	SC
Kenneth Lee	Horticulture	SC
William McGuire	Theatre Arts	SC
Bouchra Nadeau	International Languages (French)	SC
Orlantha Nin	Transfer Center Coordinator/Counselor	SC
Anca Popescu	French	IVC
James Quigley	Mathematics	SC
John Reese	Art (Printmaking/Drawing)	SC
Douglas Ryals	English Composition	IVC
Kiarash Shafe	Mathematics	SC
Virginia Shank	English Composition	IVC
Jeff Vogel	Reading	SC
Lydia Welhan	Librarian	SC



**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Annual Report on Second Year Probationary Faculty Recommended for Continuation of Tenure-Track Status

**ACTION:** Approval

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next two academic years.

### **STATUS**

The twenty (20) employees listed in Exhibit A have satisfactorily completed their second year as tenure-track faculty members and are recommended for a two-year contract renewal.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve a contract for a term of two years, for the full-time faculty members listed on Exhibit A.

South Orange County Community College District  
**Annual Report on Second Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their second year as tenure-track employees and are recommended for a two-year contract renewal:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Brittany Adams	History	IVC
Deanna Avetesian	Mathematics	SC
Teresa Bear	Chemistry	SC
Christina Bowles	Nursing	SC
Cheryl Delson	Library (Instruction)	IVC
Ryan Even	Photography	SC
Kirill Gliadovsky	Music	SC
M. Scott Grabau	Theatre Arts	IVC
Lawrence Grihalva	Emergency Medical Tech.	SC
Rebecca Groff	Counselor	IVC
Anthony Lin	Library	IVC
Chan Loke	Computer Science	IVC
Maria Mayenzet	Screen Acting & Video Production	SC
Patricia McGinley	Nursing	SC
Jedrek Mularski	World History	SC
Lucas Ochoa	Speech	SC
Joel Sheldon	Mathematics (Math Tutoring Center)	IVC
Alec Sim	Physics	IVC
Penelope Skaff	Matriculation & Counseling	SC
Kolin Williams	Counseling (Veterans & Generalist)	SC

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure

**ACTION:** Approval

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under his or her first probationary contract for one year (Education Code Section 87608), under his or her second probationary contract for one year (Education Code Section 87608.5), and under his or her third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee prior to March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for all subsequent academic years.

### **STATUS**

Exhibit A lists those employees who have satisfactorily completed the four-year tenure process. These fifteen (15) full-time faculty members are recommended for tenure to be effective on the first day of service of their fifth year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve for tenure the full-time faculty members listed in Exhibit A.

South Orange County Community College District  
**Annual Report on Fourth Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their fourth year as tenure-track employees and are recommended for tenure, to be effective on the first day of service of their fifth year:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Christina Abel	Chemistry	SC
Marina Aminy	English Composition	SC
April Cabbage-Vega	Sociology	SC
M. Andy Ground	Kinesiology/Head Men's Basketball Coach	SC
Michael Hoggatt	Learning Disabilities	SC
Chin Lam	English as a Second Language	SC
Robert Melendez	Counselor (Generalist)	IVC
Heidi Ochoa	Speech/Forensics	SC
Jamie Poster	Film Studies	IVC
Michelle Scharf	Counselor (Generalist)	IVC
Daniel Scott	Accounting/Business Management	IVC
Abby Sirulnik	Biology	SC
Basil Smith	Philosophy	SC
Christina Smith	Child Development & Education	SC
Ray Zimmerman	English Composition	SC

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College: 2013-2014 Faculty Hiring Request Correction  
**ACTION:** **Approval**

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**BACKGROUND**

Saddleback College is dedicated to serving the educational needs of its students and communities. The college best serves constituents by providing quality lower-division, transfer, career technical, basic skills, and community education courses. A high priority in advancing the mission of Saddleback College is to increase the number of qualified full-time faculty.

**STATUS**

Through the collegial consultation process, Saddleback College identified new and replacement full-time faculty positions. The college president reviewed the recommendation and presented it to the board for approval at its October 29, 2012, meeting. A full-time tenured nursing faculty member retired after the position list was approved by the board. Upon closer analysis of program needs and in consultation with the Health Science and Human Services Dean and Assistant Dean, it was determined there was a need for one additional nursing position to meet accreditation standards. The Saddleback College President is presenting the additional full-time faculty position identified in Exhibit A to the board for approval.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the announcement of the position and recruitment of one additional new full-time faculty as shown in Exhibit A, contingent upon funding, at Saddleback College for the 2013-2014 academic year.

## Saddleback College

Full-Time Faculty Request List

2013-2014 Academic Year

### Addendum – February 2013 Due to Resignations

<b>Division</b>	<b>Academic Discipline</b>	<b>Tenure Status</b>	<b>Position Type</b>	<b>Faculty Type</b>
Health Science and Human Services	Nursing	Tenure-Track	Replacement-Huang	Classroom

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Board of Governors 2013 Classified Employee of the Year Award

**ACTION:** Approval

---

### **BACKGROUND**

The Classified Employee of the Year Award was established through a resolution at the May 2008 Board of Governors meeting. The Award has been given out annually since May 2009 to honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by members of their college/district community and endorsed by their local Board of Trustees. Award recipients are selected by representatives of the Board of Governors for California Community Colleges, the Chancellor's Office, and the Foundation for California Community College and must have a record of outstanding performance of professional activities, as well as a record of active participation on campus and beyond.

The Classified Employee of the Year Award is supported through a grant from the Foundation for California Community Colleges. Each recipient will receive a \$500 cash award and a commemorative plaque at the May 2013 Board of Governors meeting.

### **STATUS**

Each local Board of Trustees may forward the information for one nominee no later than March 15 to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community College Board of Governors, Chancellor's Office, and the Foundation for California Community Colleges.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees endorse the nomination for transmittal to California Community Colleges Chancellor's Office.

## COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 15<sup>th</sup> each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

**Name of Nominee** Angela Orozco Mahaney

**Date** February 7, 2013

Executive Assistant to the Vice President for Student Services  
Job Title of Nominee

5500 Irvine Center Drive, Irvine, CA 92618  
Address City Zip Code

(949)451-5100  
Telephone


South Orange County Community College District  
College District

28000 Marquerite Parkway, Mission Viejo, CA 92692  
Address City Zip Code

Chancellor: Gary Poertner (949)582-4840 / College President: Glenn Roquemore (949)451-5210  
Name of District Chancellor College President Telephone

**Disqualification warning:** It is the responsibility of nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, that it is on the CORRECT form, and that NO alterations have occurred.

**Signature Required.**

 (949) 451-5272 Dennis J. Gordon  
Signature of Nominator with Contact Telephone Number (Print Name)

5500 Irvine Center Drive, Irvine, CA 92660  
Mailing Address City Zip Code

**INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.**



**Name of Nominee Angela Orozco Mahaney**

18 **Years of service** with the district      NOTE: minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

**1. Explain ways the nominee demonstrates commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district?**

The nominee is an individual who is firmly committed to the success of the students of Irvine Valley College and the South Orange County Community College District. She has consistently demonstrated the ability to promote the development and strengthen the leadership capabilities of our classified staff to provide the best support services for our students.

She has been an advocate for staff training and development programs to enhance the knowledge base of our classified employees and has been instrumental in promoting policy changes to ensure that classified staff resources are committed to ensuring student success.

While serving as President of the Classified Senate, she championed the adoption of the "Classified Hiring Priority List Development Process" which was adopted by the college as an integral part of the annual budget process and the college Strategic Plan. This hiring process provides an inclusive and participatory mechanism that leads the campus community to the best possible identification of new classified hiring needs.

**2. Describe the nominees' commitment to high standards of job performance and ways he/she exemplifies professionalism.** Factors to be considered include: motivated and interested in the job; demonstrates high skills, competence, and knowledge on the job; plays a leadership role in employee/management collaboration; promotes collaboration within the work environment; is committed to high standards of performance; exemplifies professionalism at all times; steps up to cooperatively work through problems.

The nominee functions as the executive assistant to the Vice President of Student Services. In her role she consistently demonstrates outstanding technical skills and a thorough knowledge and competency in performing her duties. As the executive assistant she interacts with staff personnel and administrators and managers within the departments of Admissions and Records, EOPS, DSPS, Financial Aid, counseling, international students and the career/transfer center. She has worked diligently to promote collaboration between the student services departments and with the faculty, staff and administration to maximize the services delivered to our students.

As President of the Classified Senate, the nominee realized that our swing shift classified personnel that worked in the evenings were unable to attend Classified Senate meetings and be informed about issues affecting classified staff, faculty, administration and students at the college. She contacted the managers of the classified staff involved and with their approval arranged to conduct meetings after the normal work day so that the swing shift personnel could attend.

**3. Provide examples of how the nominee demonstrates commitment to serving the institution through participation in college, professional and/or community activities.** Examples should include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups; willingness to take the extra step.

The nominee has served on numerous college and district committees as a representative for her classified constituents by her active participation on the following committees and taskforces:

- The Chancellor's Cabinet
- The IVC College Council
- The Strategic Planning Operating and Budget Development Committee
- The District Board Policy and Administrative Regulations Committee
- The District Academic Calendar Committee
- The IVC Institutional Effectiveness Committee
- The District Classified Staff Development Committee
- The IVC Accreditation Task Force

Her two year tenure as President of the IVC Classified Senate was marked by a resurgence of activity and collaboration among the classified staff members. She organized and formalized a committee and taskforce assignment grid to ensure that all District, College and Senate committees and taskforces were properly staffed and participatory governance was inclusive for classified staff and the campus community.

During her Presidency, the IVC Classified Senate was recognized a "Model Classified Senate" by the California Community Colleges Classified Senate (4CS) The Model Senate award is one of the highest honors bestowed on community college senate organizations. The award recognized our senate as "an exemplary organization" that operated professionally and encouraged a cooperative working relationship with the campus constituency.

**4. Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

Angela has served the campus as a leader in her position as President of the IVC Classified Senate for two years and as Past President for an additional two years. In 2010, she was elected to represent classified employees in our state organization, the California Community Colleges Classified Senate (4CS) as a Regional Representative. During her tenure as Regional Representative, she organized formal workshops for the colleges in her region so classified senate leaders could meet to discuss issues and how to solve them. The workshops were also open to colleges that did not have Classified Senates as a forum where they could come and learn how to establish a senate on their campus. The success of these workshops soon spread to the other 4CS Regions and the workshops have become an integral part of the leadership development programs offered by the 4CS organization.

Her outstanding leadership skills and hard work on behalf of the colleges in her region was recognized by the 4CS leadership which elected her to serve as Vice President for the South Region in 2012.

At the Classified Leadership Conference (CLI) in June, 2012, the 4CS Executive Committee presented the nominee with the 4CS Achievement Award for her Outstanding Leadership.

Angela was selected as a presenter at the most recent Community College League of California (CCLC) Conference held in Los Angeles. Her workshop on Institutional Performance and Accountability was co-presented by our college President, Glenn Roquemore. The workshop was designed to "explore methods of enhancing institutional performance and accountability by engaging classified employees through communication, training and leadership development programs to maximize student support and success.

**5. Briefly provide any additional reason(s) this nominee should be selected as Community College Classified Employee of the Year.**

The nominee came to the United States as a young child when her parents emigrated from Columbia. Although English was a second language, Angela successfully completed high school and attended community college in Northern California where she earned her Associates Degree.

She loved the educational environment and after obtaining her degree took a position with a community college in the Bay Area. After working in the Bay Area for a number of years, she married and moved to Southern California where she began raising a family. She again found work in the community college system at the South Orange County Community College District.

Angela has been recognized for her outstanding work at the district and the college and in 2011 was presented the President's Award for her leadership efforts in rebuilding the Irvine Valley College Classified Senate.

**EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT  
POSTMARKED BY MIDNIGHT, MARCH 15, TO:**

**(Note: If March 15 falls on a Saturday or Sunday, the deadline is the following Monday.)**

California Community Colleges Chancellor's Office  
**Attn: Classified Employee Awards Program/BOG**  
1102 Q Street, 4<sup>th</sup> Floor  
Sacramento, California 95811-6549

\* Note: Signature Below certifies that the nominee has been endorsed by the local Board of Trustees

Signature of Board of Trustees President      (Print Name)

Name of Community College District

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College and Irvine Valley College: Speakers  
**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
1/30/13, 7:30 PM	TAS 216	Lem Chin	Arch.122	Anders Lasater	Residential/Commerical Architectural Practice
2/6/13, 11:00 AM	SSC 212	Natolie Hart		Ellen Donofrio	Wound Ostomy Care
2/13/13, 7:30 PM	TAS 216	Lem Chin	Arch. 122	Horst Noppenberger	Residential/Commerical Architectural Practice
2/20/13, 7:30PM	TAS 216	Lem Chin	Arch. 122	Chris Lampert	Residential/Commerical Architectural Practice
2/27/13, 7:30 PM	TAS 216	Lem Chin	Arch. 122	Rick Finkel	Residential/Commerical Architectural Practice
3/13/13, 6:30 PM	TAS 216	Lem Chin	Arch. 136	Serafin Maraman	Entitlements
3/27/13, 6:30 PM	TAS 216	Lem Chin	Arch. 136	Robert Kraft	Hi-Rises
4/17/13, 6:30 PM	TAS 216	Lem Chin	Arch. 136	Catherine Herbst	Woodbury University
4/24/13, 6:30 PM	TAS 216	Lem Chin	Arch. 136	Karl Cameron	New School of Architect

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
2/12/13, 7:00PM	BSTIC 103	Brent Shoji	CIM Mgmt 217	Chris Reetz	LinkedIn.com – How to use LinkedIn and set your profile up for success
2/14/13, 7:00PM	A403	KimBerly Keyton	Zero Waste Business	Kenneth Guertin	Working with Goodwill to Design Zero Waste Programs
2/19/13, 7:00PM	BSTIC 103	Brent Shoji	CIM Mgmt 217	Michael Thompson	Aqua Hydrate – How to use paid ads for social media growth
2/20/13, 7:30PM	A403	Antonia Castro Graham	Envt. 190	Isabel Rios	Countywide Recycling Programs and Landfill update
2/26/13, 7:00PM	BSTIC 103	Brent Shoji	CIM Mgmt 217	Sven Johnston	We Are OC / GigaSavvy – How to use LinkedIn to build you the brand



3/5/13, 7:00PM	BSTIC 103	Brent Shoji	CIM Mgmt 217	Lauren Stoll	Facebook.com
3/12/13, 7:00PM	BSTIC 103	Brent Shoji	CIM Mgmt 217	Ed Santos	Wahoo's Fish Tacos
3/15/13, 1:30PM	Lib, L101	Anthony Lin, Cheryl Delson, Jodi Titus	Geography	Jerry Wong, US Census	The US Census American FactFinder

**TO:** Board of Trustees

**FROM:** Gary L. Poertner, Chancellor

**RE:** SOCCCD: Annual Report on Third Year Probationary Faculty  
Continuation of Tenure-Track

**ACTION:** Information

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for subsequent academic years.

### **STATUS**

For informational purposes, Exhibit A lists twenty-four (24) full-time employees who have satisfactorily completed the first year of a two-year contract as tenure-track faculty members. The two-year contract was previously approved by the Board on February 27, 2012.

South Orange County Community College District  
**Annual Report on Third Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed the first year of a two-year contract previously approved by the Board on February 27, 2012, completing a total of three years as tenure-track faculty members:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Renee Bangerter	English Composition	SC
Kim Branch-Stewart	Human Services	SC
Robert Chaboya	Electricity/Alternative Energy	IVC
Brooke Choo	Learning Disability Specialist	IVC
Carolyn Danko	Nursing	SC
Daniel DeRoulet	English Composition	IVC
Robert Hollenbaugh	Sociology	IVC
Lisa Inlow	Culinary Arts	SC
Rebecca Knapp	Business	SC
Brett McKim	Design/Model Making	IVC
Elizabeth McLaughlin	Business Law/Paralegal Program	IVC
Ralph Meza	Counselor (Generalist & Articulation)	SC
Devon Mohamed	Biology	IVC
Candy Nelson	Nursing	SC
Thomas O'Leary	Art History	SC
Lan Pham	Mathematics	IVC
Marcelo Pires	Biological Sciences	SC
Summer Serpas	English Composition	IVC
Gina Shaffer	English Composition	SC
Matthew Sherman	Kines./Wmn's Track & X-Country Coach	SC
Robert Stevenson	Mechanical Drafting/CAD	SC
Benjamin Vargas	Mathematics	IVC
Jeffrey Wilson	English as a Second Language	IVC
Amina Yassine	Spanish/Arabic	SC

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

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### **BACKGROUND**

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

### **STATUS**

The actual Basic Aid receipts since the District returned to Basic Aid status in FY 1999-2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds are shown in EXHIBIT A.

As of January 31, 2013, Total Basic Aid Estimated Receipts of \$472.7M less Total Approved Projects in the amount of \$455.1M leaves a \$17.6M balance for uncommitted Basic Aid Funds which includes approximately \$16M to be committed to OPEB retiree medical liability.

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.

There were no changes for the Basic Aid allocation from the January, 2013 Board report.

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
February 25, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
<b>CLOSED PROJECTS</b>							
CLOSED PROJECTS TOTAL	114,482,353	112,114,469	1,747,393	619,815	675	-	-
<b>CAPITAL PROJECTS</b>							
Campus Appearance Improvement IVC & SC (2009)	1,000,000		378,837	215,312	144,365	738	260,748
ATEP Building Demolition (2007)	7,000,000		61,693	12,192	1,439,404	781,124	4,705,587
ATEP Development (2008)	3,750,000	565,425	1,041,250	750,807	735,035	555,174	102,309
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	11,601,028	3,935,289	2,273,645	2,390,930	1,798,762	507,119	695,283
ATEP Renovation (2002)	7,964,191	7,192,625	103,660	450,213	153,872	29,990	33,831
ATEP Site Development (2012)	340,436					31,948	308,488
ATEP Site Development (2013)	2,100,000						2,100,000
ATEP Site Development Negotiations (2008)	4,265,883	899,132	1,080,568	592,509	618,846	322,921	751,907
ATEP Staffing, Equipment, Program Development (2007)	891,611		20,689	171,285	346,066	291,119	62,452
IVC A-400 Bldg Remodel (2011)	11,463,000					28,153	11,434,847
IVC Business & Technology Innovation Center (2002)	10,182,000	6,571,307	2,292,938	23,716	-	(346)	1,294,385
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	41,576	45,644	143,803	2,609,026
IVC Fine Arts Building (2008)	8,897,115	61,163	115	-		-	8,835,837
IVC Landscaping PAC & BSTIC (2009)	1,796,000		-	105,493	146,485	1,286,761	257,261
IVC Life Sciences Project (2004)	17,410,000		81,776	793,360	448,231	(1,169,892)	17,256,525
IVC New Parking Lot (2013)	2,920,000						2,920,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000			-	215,836	34,022	150,142
IVC Replace Main Water Valves (2010)	275,000			6,035	76,957	97,311	94,697
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000			3,088	41,368		185,544
IVC Science Lab Addition & Remodel (2006)	6,980,000	362,837	2,373,462	2,024,161	412,531	-	1,807,009
IVC SSC HVAC System (2010)	800,000			1,346	19,668	732	778,254
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
IVC Utility Service Project (2006)	416,000	346,223	-	-		-	69,777
SC Bridge Replacement (2010)	1,700,000			2,693	97,266	661,721	938,320
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	511,511	745,863	1,817,215	3,988,518
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000					-	2,622,000
SC Building Repairs - ATAS Building (2003)	14,733,313	152,376	1,048	-	13,800	94,380	14,471,709
SC Building Repairs - ATAS Swing Space Renov (2013)	5,806,687						5,806,687
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-			1,000,000
SC Demolition of Lower Campus Buildings (2002)	1,719,000	1,718,545	-	-			455
SC Fine Arts HVAC Renovation (2013)	1,000,000						1,000,000
SC Golf Driving Range Net Replacement (2005)	300,000	91,800	5,000	5,000	4,950	19,300	173,950
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC Loop Road (2008)	3,442,000		-	5,740	212,701	-	3,223,559
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	128,595	115	-			-
SC M/S/E Plaza Repairs (2008)	69,288		69,288	-			-
SC M/S/E Renovation (2009)	39,000		39,000	-			-
SC McKinney Theater Restroom remodel (2007)	2,542,000	267,956	2,023,613	72,862	121	8,244	169,204
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
February 25, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
SC Pool Deck Replacement (2010)	1,500,000			23	1,276,844	189,784	33,349
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000			166,833	851,935	337,751	143,481
SC Sciences Building (M/S/E annex) (2003)	58,835,346	29,595	-	-	258,563	1,840,003	56,707,184
SC Storm Drain Repairs (2013)	1,500,000						1,500,000
SC Temporary Classroom Facilities (2005)	7,269,285	7,176,367	450	300		-	92,168
SC Village Expansion (2009)	3,942,000		463,110	2,942,595	474,450	(33,574)	95,418
SC Village Remodel (2007)	4,130,000	244,229	2,014,945	1,311,975	124,943	13,762	420,147
SC Water Damages/Storm Drainage Issues (2013)	750,000						750,000
<b>CAPITAL PROJECTS TOTAL</b>	<b>241,397,008</b>	<b>29,831,305</b>	<b>14,325,202</b>	<b>12,601,556</b>	<b>10,704,505</b>	<b>7,889,263</b>	<b>166,045,177</b>

<b>SCHEDULED MAINTENANCE</b>							
College Scheduled Maintenance Projects (2005)	1,000,000	965,319	7,765	2,630	-	24,285	0
College Scheduled Maintenance Projects (2006)	4,000,000	909,270	1,420,296	1,182,288	250,144	40,735	197,267
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	475,000						475,000
IVC Sports Facilities (2012)	342,600						342,600
SC Central Plant (2013)	750,000						750,000
SC Energy Management System (2012)	657,400					323,678	333,722
SC PE Complex (2013)	500,000						500,000
<b>SCHEDULED MAINTENANCE PROJECTS TOTAL</b>	<b>8,000,000</b>	<b>1,874,589</b>	<b>1,428,061</b>	<b>1,184,918</b>	<b>250,144</b>	<b>388,698</b>	<b>2,873,590</b>

<b>IT PROJECTS</b>							
Campus Desktop Refresh (2013)	750,000						750,000
SOCCCD Awards Management System (2013)	500,000						500,000
SOCCCD Blackboard Plug-ins (2013)	150,000						150,000
SOCCCD Degree Audit/MAP Upgrade (2013)	750,000						750,000
SOCCCD Document Management Solution (2011)	659,202					622,823	36,379
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	2,500,000						2,500,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000						150,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	3,000,000					16,131	2,983,869
HRIS Data Migration	20,000						20,000
IT Governance - TeamDymanixHE Software	50,000						50,000
TracDat Integration with SharePoint	35,000						35,000
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000						20,000
Unified Communications System	50,000						50,000
IT Contingency	277,855						277,855
SOCCCD IT Basic Aid Projects (2013)	527,855					-	527,855
SOCCCD IT Projects SC/IVC/AEP Instruct & Student Svc (2010)	8,744,770			2,906,089	2,665,868	1,745,944	1,426,869
SOCCCD Matriculation SEP System (2013)	100,000						100,000
SOCCCD Predictive Analytics (2013)	250,000						250,000
SOCCCD Student Information System Enhancement (2013)	1,500,000						1,500,000
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	8,819,991	4,111,633	1,099,661	4,250	22,466	44,259
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	1,668,384	3,815,348	1,197,263	923,579	392,177	39,726
<b>IT PROJECTS TOTAL</b>	<b>41,720,564</b>	<b>10,488,375</b>	<b>7,926,981</b>	<b>5,203,013</b>	<b>3,593,697</b>	<b>2,799,541</b>	<b>11,708,957</b>

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
February 25, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
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<b>OTHER ALLOCATIONS</b>							
College (SC) Instructional Equipment Needs (2005)	1,392,000	858,276	473,955	55,238	-	1,847	2,685
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	735,010	370,010	-	-	321,010	21,400	22,590
SOCCCD Design/Build Specialty Consultant (2013)	175,000					13,300	161,700
SOCCCD DSA Project Close Out (2013)	160,000						160,000
SOCCCD Facilities System (2013)	704,000						704,000
SOCCCD FPP, IPP, 5 Year Plans (2013)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	175,000						175,000
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	435,000	102,000	34,354	13,140		117,900	167,606
SOCCCD Legal Counsel Facility Related Issues (2013)	300,000						300,000
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817					1,208,817	-
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	453,867	527,830	-	417,291	-	800,000
SOCCCD Additional 1% Contingency (2009)	1,278,101		-	-	1,278,101	-	-
SOCCCD Retiree Benefits (2001 - present)	40,617,938	24,417,938	500,000	2,500,000	8,000,000	2,600,000	2,600,000
<b>OTHER ALLOCATIONS TOTAL</b>	<b>49,479,854</b>	<b>26,202,091</b>	<b>1,536,139</b>	<b>2,568,378</b>	<b>10,016,402</b>	<b>3,963,264</b>	<b>5,193,580</b>

<b>BASIC AID PROJECT TOTALS</b>	<b>455,079,779</b>	<b>180,510,829</b>	<b>26,963,776</b>	<b>22,177,681</b>	<b>24,565,424</b>	<b>15,040,766</b>	<b>185,821,304</b>
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	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
Commitments	257,813,653	54,256,170	37,446,916	41,176,493	(9,951,045)	74,337,592
Cumulative Commitments	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187	455,079,779
Receipts	265,016,219	51,179,365	39,022,021	38,737,963	39,301,044	39,462,256
Cumulative Receipts	265,016,219	316,195,584	355,217,605	393,955,568	433,256,612	472,718,868
Cumulative Expenses	180,510,829	207,474,605	229,652,286	254,217,709	269,258,475	455,079,779
Uncommitted Basic Aid Funds	84,505,390	108,720,979	125,565,319	139,737,859	163,998,137	17,639,089

<i>Change from January 2013 Report:</i>	<i>Approved Amount</i>					<i>2012/13 and Forward</i>
	-					-
<b>Total Change</b>	<b>-</b>					<b>-</b>

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

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



FACILITIES PLAN STATUS REPORT  
February 25, 2013

**SADDLEBACK COLLEGE**

**1. JAMES B. UTT LIBRARY REMODEL**

	Original	Revision	Total
Project Budget:	\$21,124,000	\$1,690,000	\$22,814,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$2,156,000	\$7,141,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$15,673,000 and this amount was returned to the basic aid account.

Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor.

Status: The contractor *completed* seventeen months behind schedule. Contractor payment withholdings include stop notices filed by subcontractors and material suppliers. Claim issues have been combined and a Judge has been assigned.

In Progress: Project punch list, building systems commissioning with M&O, close out documents and warranties submittals, DSA close out. *A DLSE hearing was held with all parties on December 19, 2012, and an agreement is nearly finalized. Landscape maintenance period is underway at quad area.*

Recently Completed: The demolition and removal of the CC Building is complete. The Division of Labor Standards Enforcement (DLSE) negotiation is *complete*. Warranty repair for flooring delamination at the third floor *is complete*.

Focus: Complete final punch list. Legal issues and close out of outstanding change orders.

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: Pending

**2. SCIENCES BUILDING**

	Original	Revision	Total
Project Budget:	\$52,234,000	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000	(\$11,588,000)	\$215,000

**Budget Narrative:** Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000.

**Status:** *Cost reduction efforts have brought the project estimate back into alignment with the project construction budget.*

**In Progress:** *This month's agenda includes a request to approve the Lease, Sublease and Construction Services Agreement as to form with an approximation of the Guaranteed Maximum Price (GMP) and an approval to move forward with the Validation Action.*

**Recently Completed:** *The architect met with the Division of the State Architect (DSA) for a preliminary structural review of the plan set on February 12, 2013 and a preliminary access compliance meeting took place the week of February 18<sup>th</sup>. These meetings were pre-arranged for two weeks prior to the actual submittal with the goal of expediting DSA's review and in relationship to plan modifications resulting from cost saving measures.*

**Focus:** *Staff, consultants and contractors are continuing efforts on constructability reviews. Parallel with Validation, the contractor will prequalify and bid sub-trades with the objective of finalizing the GMP and providing executed agreements back to the Board for final approval.*

Project Start: March 2011	Scheduled Finish: October 2014
Projected Finish: October 2014	DSA Close Out: Pending

### 3. SECONDARY EFFECTS - LOOP ROAD

	Original	Revision	Total
Project Budget:	\$11,697,00	(\$2,699,417)	\$8,997,583
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	-	\$3,442,000
Unassigned:	\$8,255,000	(\$2,699,417)	\$5,555,583

Budget Narrative: Budget reflects Board agenda action on 3/24/08. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate.

Status: The College has requested the Loop Road relocation no longer be considered with the project's secondary effects: Site-work (relocation of the practice fields) and infrastructure (storm drain improvements) increased to include relocation of parking which will be lost as a result of locating the New Sciences Building in parking lot 5 and locating the TAS Swing Space (Auto-tech program) in parking lot 1. This request has been fully vetted at the College level and will be reflected in the upcoming submittal of the Five Year plan. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Priority order and funding for secondary effects are under consideration by the Capital Improvement Committee.

Recently Completed: Focus on the Loop Road project is directed toward secondary effects.

Focus: District and College staff and administration identified the secondary effects for the Loop Road project, relocation of practice fields and storm drainage improvements, as a high priority. The upcoming budget assignment will combine with part of the defective work budget assignment for storm drainage to achieve economy of scale.

Project Start: Phase I-Feb 2010	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

#### 4. TAS RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$12,777,000	\$14,733,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11 and 8/27/2012. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget.

Status: The Design Development phase is underway. (Note: Design phases: Programming, Schematic, Design Development, Construction Documents, DSA Submittal)

In Progress: The architect and District are working with the user groups to further define user needs in support of educational delivery.

Recently Completed: A supplemental geotechnical investigation at North Wing was conducted last month. Surveying and utilities location mapping is completed.

Focus: Design Development with end user participation.

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: March 2015	DSA Close Out: Pending

**5. TAS SWING SPACE PROJECT**

	Original	Revision	Total
Project Budget:	\$5,807,000		\$5,807,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000		\$5,807,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget.

Status: *Staff is revisiting Schematic Design to determine whether cost saving measures can reduce the identified Project scope in order to address budget overage.*

In Progress: Two design meetings were held *in January* with end users.

Recently Completed: *The estimate for Schematic Design is received.*

Focus: *Project Scope review to determine if projected costs can be reduced.*

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: December 2014	DSA Close Out: Pending

**IRVINE VALLEY COLLEGE**

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

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor’s Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Approximately 17 remain in “Pending” status and must be closed to arrive at DSA close out.

Recently Completed:

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

**2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL**

	Original	Revision	Total
Project Budget:	\$4,120,000	\$2,860,000	\$6,980,000
State Match:	-	-	-
Basic Aid Allocation:	\$4,120,000	\$2,860,000	\$6,980,000

Budget Narrative: Budget reflects Board actions on 6/26/06 and 9/22/08.

Status: Construction complete and occupied. DSA close out underway.

In Progress: District staff and the architect continue coordination toward this DSA close out effort.

Recently Completed: The Notice of Completion was filed on July 8, 2010. Three remaining change orders have been approved.

Focus: DSA Close Out

Project Start: July 2006	Scheduled Finish: December 2009
Finish: May 2010	DSA Close Out: Underway

**3. LIFE SCIENCES PROJECT**

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000

Basic Aid Allocation:	\$1,113,000	\$16,297,000	\$17,410,000
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Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, and 5/24/2010. The original budget totaled \$24,861,000. The budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$8,733,153 resulting in no need for additional basic aid funding. A portion of the state's contribution for construction funding and all equipment funding reimbursement is pending.

Status: Surety take-over results in Work that is once again underway. The completion contractor's schedule indicates a completion date beyond the Surety and District agreement. This extension results from challenges with casework procurement. *The new completion date is anticipated as July 31, 2013. Construction is greater than 50% complete and staff may now request release of the state's equipment matching funds.*

In Progress: Staff and end users are developing furniture, fixture and equipment lists. Finalizing coordination and contract with Irvine Ranch Water District for Non-Potable water to toilets. Exterior finishes include curtain wall, lathe and plaster installation. Interior installation focuses on *first and second floor HVAC, drywall, insulation and ceramic tile.*

Recently Completed: First of two phases for electrical switchgear upgrade and mainline electrical cable installation. Negotiation with various subcontractors to resolve building membrane issues, heading toward building weather-tight condition. Finalize contract change issues. *Masonry installation is complete.*

Focus: Correction work continues. Negotiations between Surety and District are necessary to resolve added costs of schedule delay and minimize project impacts. *With the exterior skin installation, focus is on weatherproofing the building. Rain events have demonstrated a need for minor roof repair. Contractor is waiting for a dry period to review and address.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: July 31, 2013	DSA Close Out: Pending

#### 4. FINE ARTS BUILDING

	Original	Revision	Total
Project Budget:	\$31,451,000	\$3,541,000	\$34,992,000
Anticipated State Match:	\$28,305,000	(\$3,715,000)	\$24,590,000
Basic Aid Allocation:	\$3,200,000	\$5,697,115	\$8,897,115
Unallocated:	(\$54,000)	1,558,885	\$1,504,885

Budget Narrative: Budget reflects reporting as shown on State Chancellor’s Office FUSION report planning year 2014-15. Budget reflects Board agenda action on 3/24/2008 and 4/27/2009. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised project budget.

Status: The District submitted a Final Project Proposal to the State Chancellor’s Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. The State Chancellor’s office has recently adopted a new method for projecting enrollments with the expectation that projections will better align with actual enrollments. With this measure, the IVC Fine Arts project no longer qualifies for FPP approved status. If it is not funded in this fiscal year it will not be eligible in the following for funding consideration.

In Progress: *The College is reviewing their recommended position for prioritizing and funding this project and will provide this position to the Capital Improvement Committee during this year’s considerations for funding recommendations to the Basic Aid Allocation Resource Committee.*

Recently Completed: On Hold

Focus: Determine best approach to obtaining FPP approval for IVC.

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

**5. BARRANCA ENTRANCE**

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Plan coordination issues with the City of Irvine 98% complete. *A phone conference between the District and the City of Irvine was held.*

In Progress: *The City has indicated there will be a need to charge a use fee for the City property. The amount of that fee is dependent upon the value and size of the property. The size has been determined and an appraisal will be forthcoming in the near future. The College will maintain the landscape improvements. The City has forwarded a maintenance agreement for District/College review.*

Recently Completed: Division of the State Architect complete with accessibility review.

Focus: *Finalize usage fee and maintenance agreement with City of Irvine.*

Project Start: March 2010	Scheduled Finish: Summer/Fall 2013
Projected Finish: Summer/Fall 2013	DSA Close Out: Pending

**6. A400 RENOVATION AND EXPANSION PROJECT**

	Original	Revision	Total
Project Budget:	\$3,004,051	\$8,458,949	\$11,463,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$10,463,000	\$11,463,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011 and 8/27/2012. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. Staff will recommend an increase in the project budget to address the furniture, fixture and equipment expenditure during the 2012-2013 Basic Aid Allocation review process.

Status: *The Design Build contract was approved at the January Board meeting and design is underway.*

In Progress: Site topographic and utility surveys are underway. *Design meetings are scheduled from January to mid-May*

Recently Completed: *The kick off meeting was held on February 8<sup>th</sup> with second meeting on February 22<sup>nd</sup>. The Design/Builder provided three options for moving forward including the chosen option to demolish the existing structure and re-build all 24,000 gross square feet using a two story configuration.*

Focus: *Proceed through Design. Each design meeting will build on decisions that are resolved during the previous session.*

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending



**ATEP**

**1. ATEP BUILDING DEMOLITION**

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,00,000

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: Four demolition projects are complete with one identified as outstanding: ATEP Building Foundations and Infrastructure Demolition.

In Progress: Discussions are underway with City of Tustin and the Navy regarding a potential amendment to a previous agreement permitting construction and identifying conditions for same. Prequalification and bid document development is underway.

Recently Completed: Plan check by City of Tustin.

Focus: Ensure that site is left in good condition to meet on-going maintenance needs. Obtain permission necessary to move forward with construction.

Project Start: September 2010	Scheduled Finish: June 2012
Projected Finish: August 2012	DSA Close Out: N/A

**2. ATEP MONUMENT SIGNAGE**

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	-	-	-

Budget Narrative: There is money in the ATEP Renovation/Temporary Buildings fund should this project move forward.

Status: The Valencia Loop Road monument sign reflects the design of the City's sign on the opposite corner. Plan comments have been addressed and resubmitted to the City.

In Progress: On Hold and part of the current negotiations with the City of Tustin.

Recently Completed: On Hold

Focus: On Hold

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

**3. ATEP FIRST BUILDINGS - PHASE 3A**

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect to begin developing the Criteria documents and programming. Programming completed January 2012.

In Progress: Criteria Document development.

Recently Completed: *Saddleback College has completed their review of the technical specifications.*

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

**DISTRICT WIDE**

**1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM**

	Original	Revision	Total
Project Budget:	\$704,000	-	\$704,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012.

Status: *Consultants are continuing to move forward with the project. Submittal of reports is two weeks behind schedule to ensure quality submittal.*

In Progress: *Reports development is underway.*

Recently Completed: Condition Assessments for IVC and Saddleback Student Services complete *entire* assessment.

Focus: *Upon receipt of reports, District and College staff will review and edit format and content for consistency with needed information.*

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: June 2013	DSA Close Out: N/A

Project updates for active projects may be viewed at:  
<http://socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

- Project Start: Month Architect/Consultant(s) are brought on board for design/project
- Scheduled Finish: Assumed duration of project depending on variables, such as agency review, etc. that are outside of the control of District and consultants
- Projected Finish: Identified finish at the time of the report
- DSA Close Out: The process of sending required documents to DSA to obtain project certification. Level of project complication dictates timeframe for completing this scope of work.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 7.5**  
**DATE: 2/25/13**

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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### **BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A and B) 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 two reports display the adopted budget, revised budget and transactions through December 31, 2012 (Exhibit A) and January 31, 2013 (Exhibit B). A review of current revenues and expenditures for FY 2012-2013 show they are in line with the budget and consistent with prior year trends.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of December 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 28,459,232	28,459,232	28,459,232	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 2,703,442	2,873,900	326,855	11.37%
State Sources	8600-8699	12,696,260	13,597,819	5,720,128	42.07%
Local Sources	8800-8899	180,176,013	180,418,772	105,927,221	58.71%
Other Financing Sources	8900-8912			1,192	
Total Revenue		195,575,715	196,890,491	111,975,396	56.87%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 224,034,947</b>	<b>225,349,723</b>	<b>140,434,628</b>	<b>62.32%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 65,200,365	65,506,208	30,937,931	47.23%
Other Staff Salaries	2000-2999	40,587,109	40,911,900	16,653,915	40.71%
Employee Benefits	3000-3999	35,985,299	36,089,473	17,501,600	48.50%
Supplies & Materials	4000-4999	5,228,645	5,367,279	1,254,149	23.37%
Services & Other Operating	5000-5999	20,879,241	20,989,543	7,827,851	37.29%
Capital Outlay	6000-6999	5,261,092	5,481,944	1,170,099	21.34%
Payments to Students	7500-7699	258,595	368,775	148,100	40.16%
Total Expenditures		\$ 173,400,346	174,715,122	75,493,645	43.21%
OTHER FINANCING USES:					
Debt Service	7100-7199	435,000	435,000	115,920	26.65%
Inter Fund Transfers Out	7300-7399	\$ 1,379,296	1,379,296	763,996	55.39%
Basic Aid Transfers Out	7300-7399	20,235,661	20,235,661	2,600,000	12.85%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Sources (Uses)		22,049,957	22,049,957	3,479,916	15.78%
<b>TOTAL USES OF FUNDS</b>		<b>195,450,303</b>	<b>196,765,079</b>	<b>78,973,561</b>	<b>40.14%</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 28,584,644</b>	<b>28,584,644</b>	<b>61,461,067</b>	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,639,088	17,639,088		
Reserve for Economic Uncertainties		10,345,556	10,345,556		
College Reserves for Economic Uncertainties		600,000	600,000		
<b>TOTAL RESERVES</b>		<b>\$ 28,584,644</b>	<b>28,584,644</b>		

NOTE: As of December 31, 2011, actual revenues to date were **62.13%** and actual expenditures to date were **37.43%** of the revised budget to date.

**SADDLEBACK COLLEGE**  
General Fund Income and Expenditure Summary  
As of December 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>				
LOCATION BEGINNING BALANCE	\$ 12,646,802	12,646,802	12,646,802	100.00%
REVENUES:				
Unrestricted Budget Allocation	\$ 80,013,075	80,013,075	44,074,804	55.08%
Restricted Budget Allocation	9,595,863	10,381,879	4,371,772	42.11%
Total Revenue	<u>89,608,938</u>	<u>90,394,954</u>	<u>48,446,576</u>	53.59%
INCOMING TRANSFERS	8980-8989	0	0	
<b>TOTAL SOURCES OF FUNDS</b>	<u>\$ 102,255,740</u>	<u>103,041,756</u>	<u>61,093,378</u>	59.29%
<b>USES OF FUNDS</b>				
EXPENDITURES:				
Academic Salaries	1000-1999 \$ 42,644,862	42,952,683	20,206,413	47.04%
Other Staff Salaries	2000-2999 20,520,147	20,610,743	8,446,381	40.98%
Employee Benefits	3000-3999 20,971,457	21,030,211	10,023,018	47.66%
Supplies & Materials	4000-4999 4,105,529	4,203,549	769,010	18.29%
Services & Other Operating	5000-5999 9,325,821	9,312,987	3,203,966	34.40%
Capital Outlay	6000-6999 3,703,458	3,817,644	811,510	21.26%
Payments to Students	7500-7699 84,466	213,939	41,594	19.44%
Total Expenditures	<u>\$ 101,355,740</u>	<u>102,141,756</u>	<u>43,501,892</u>	42.59%
OTHER FINANCING SOURCES/(USES):				
Debt Service	7100-7199 0	0	0	
Transfers Out	7300-7399 \$ 400,000	400,000	255,100	63.78%
Other Transfers	7400-7499 0	0	0	
Total Other Sources (Uses)	<u>400,000</u>	<u>400,000</u>	<u>255,100</u>	63.78%
<b>TOTAL USES OF FUNDS</b>	<u>101,755,740</u>	<u>102,541,756</u>	<u>43,756,992</u>	42.67%
<b>LOCATION OPERATING BALANCE</b>	<u>\$ 500,000</u>	<u>500,000</u>	<u>17,336,386</u>	
<b>RESERVES</b>				
Reserve for Economic Uncertainties	<u>\$ 500,000</u>	<u>500,000</u>		

NOTE: As of December 31, 2011, actual revenues to date were **61.01%** and actual expenditures to date were **42.71%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of December 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		2,870,165	2,870,165	2,870,165	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 44,737,646	44,737,646	28,408,998	63.50%
Restricted Budget Allocation		5,930,680	6,459,440	3,373,601	52.23%
Total Revenue		50,668,326	51,197,086	31,782,599	62.08%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<u>53,538,491</u>	<u>54,067,251</u>	<u>34,652,764</u>	64.09%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	20,833,232	20,831,254	10,112,932	48.55%
Other Staff Salaries	2000-2999	12,705,378	12,939,573	5,284,792	40.84%
Employee Benefits	3000-3999	11,155,591	11,201,011	5,920,296	52.86%
Supplies & Materials	4000-4999	976,455	1,015,827	431,648	42.49%
Services & Other Operating	5000-5999	5,243,953	5,392,482	1,873,891	34.75%
Capital Outlay	6000-6999	1,185,457	1,267,972	292,583	23.07%
Payments to Students	7500-7699	174,129	154,836	106,506	68.79%
Total Expenditures		52,274,195	52,802,955	24,022,648	45.49%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	435,000	435,000	115,920	26.65%
Transfers Out	7300-7399	729,296	729,296	258,896	35.50%
Other Transfers	7400-7499	0	0	0	
Total Other Sources (Uses)		1,164,296	1,164,296	374,816	32.19%
<b>TOTAL USES OF FUNDS</b>		<u>53,438,491</u>	<u>53,967,251</u>	<u>24,397,464</u>	45.21%
<b>LOCATION OPERATING BALANCE</b>		<u>100,000</u>	<u>100,000</u>	<u>10,255,300</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>100,000</u>	<u>100,000</u>		

NOTE: As of December 31, 2011, actual revenues to date were **58.89%** and actual expenditures to date were **45.32%** of the revised budget to date.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of January 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 28,459,232	28,459,232	28,459,232	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 2,703,442	2,873,900	429,110	14.93%
State Sources	8600-8699	12,696,260	14,109,588	7,498,652	53.15%
Local Sources	8800-8899	180,176,013	180,454,671	116,111,745	64.34%
Other Financing Sources	8900-8912			1,192	
Total Revenue		195,575,715	197,438,159	124,040,699	62.83%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		\$ 224,034,947	225,897,391	152,499,931	67.51%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 65,200,365	65,641,198	36,516,860	55.63%
Other Staff Salaries	2000-2999	40,587,109	41,122,988	19,759,222	48.05%
Employee Benefits	3000-3999	35,985,299	36,175,537	20,485,956	56.63%
Supplies & Materials	4000-4999	5,228,645	5,330,918	1,506,611	28.26%
Services & Other Operating	5000-5999	20,879,241	20,814,919	8,761,858	42.09%
Capital Outlay	6000-6999	5,261,092	5,775,082	1,406,986	24.36%
Payments to Students	7500-7699	258,595	402,148	151,622	37.70%
Total Expenditures		\$ 173,400,346	175,262,790	88,589,115	50.55%
OTHER FINANCING USES:					
Debt Service	7100-7199	435,000	435,000	173,880	39.97%
Inter Fund Transfers Out	7300-7399	\$ 1,379,296	1,379,296	763,996	55.39%
Basic Aid Transfers Out	7300-7399	20,235,661	20,235,661	2,600,000	12.85%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Sources (Uses)		22,049,957	22,049,957	3,537,876	16.04%
<b>TOTAL USES OF FUNDS</b>		195,450,303	197,312,747	92,126,991	46.69%
<b>ENDING FUND BALANCE</b>		\$ 28,584,644	28,584,644	60,372,940	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,639,088	17,639,088		
Reserve for Economic Uncertainties		10,345,556	10,345,556		
College Reserves for Economic Uncertainties		600,000	600,000		
<b>TOTAL RESERVES</b>		\$ 28,584,644	28,584,644		

NOTE: As of January 31, 2012, actual revenues to date were **66.65%** and actual expenditures to date were **43.59%** of the revised budget to date.



**SADDLEBACK COLLEGE**  
General Fund Income and Expenditure Summary  
As of January 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>				
LOCATION BEGINNING BALANCE	\$ 12,646,802	12,646,802	12,646,802	100.00%
REVENUES:				
Unrestricted Budget Allocation	\$ 80,013,075	80,013,075	49,259,993	61.56%
Restricted Budget Allocation	9,595,863	10,900,848	4,901,357	44.96%
Total Revenue	<u>89,608,938</u>	<u>90,913,923</u>	<u>54,161,350</u>	59.57%
INCOMING TRANSFERS	8980-8989	0	0	
<b>TOTAL SOURCES OF FUNDS</b>	<u>\$ 102,255,740</u>	<u>103,560,725</u>	<u>66,808,152</u>	64.51%
<b>USES OF FUNDS</b>				
EXPENDITURES:				
Academic Salaries	1000-1999 \$ 42,644,862	43,069,892	23,778,293	55.21%
Other Staff Salaries	2000-2999 20,520,147	20,838,007	10,038,611	48.17%
Employee Benefits	3000-3999 20,971,457	21,123,149	11,638,259	55.10%
Supplies & Materials	4000-4999 4,105,529	4,172,954	965,460	23.14%
Services & Other Operating	5000-5999 9,325,821	9,112,462	3,673,309	40.31%
Capital Outlay	6000-6999 3,703,458	4,125,492	957,851	23.22%
Payments to Students	7500-7699 84,466	218,769	43,126	19.71%
Total Expenditures	<u>\$ 101,355,740</u>	<u>102,660,725</u>	<u>51,094,909</u>	49.77%
OTHER FINANCING SOURCES/(USES):				
Debt Service	7100-7199 0	0	0	
Transfers Out	7300-7399 \$ 400,000	400,000	255,100	63.78%
Other Transfers	7400-7499 0	0	0	
Total Other Sources (Uses)	<u>400,000</u>	<u>400,000</u>	<u>255,100</u>	63.78%
<b>TOTAL USES OF FUNDS</b>	<u>101,755,740</u>	<u>103,060,725</u>	<u>51,350,009</u>	49.83%
<b>LOCATION OPERATING BALANCE</b>	<u>\$ 500,000</u>	<u>500,000</u>	<u>15,458,143</u>	
<b>RESERVES</b>				
Reserve for Economic Uncertainties	<u>\$ 500,000</u>	<u>500,000</u>		

NOTE: As of January 31, 2012, actual revenues to date were **66.22%** and actual expenditures to date were **49.97%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of January 31, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		2,870,165	2,870,165	2,870,165	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 44,737,646	44,737,646	31,447,009	70.29%
Restricted Budget Allocation		5,930,680	6,488,139	3,728,031	57.46%
Total Revenue		50,668,326	51,225,785	35,175,040	68.67%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<u>53,538,491</u>	<u>54,095,950</u>	<u>38,045,205</u>	70.33%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	20,833,232	20,849,035	12,013,870	57.62%
Other Staff Salaries	2000-2999	12,705,378	12,923,397	6,215,876	48.10%
Employee Benefits	3000-3999	11,155,591	11,194,137	6,822,947	60.95%
Supplies & Materials	4000-4999	976,455	1,010,441	478,029	47.31%
Services & Other Operating	5000-5999	5,243,953	5,416,503	2,136,853	39.45%
Capital Outlay	6000-6999	1,185,457	1,254,762	373,826	29.79%
Payments to Students	7500-7699	174,129	183,379	108,496	59.16%
Total Expenditures		52,274,195	52,831,654	28,149,897	53.28%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	435,000	435,000	173,880	39.97%
Transfers Out	7300-7399	729,296	729,296	258,896	35.50%
Other Transfers	7400-7499	0	0	0	
Total Other Sources (Uses)		1,164,296	1,164,296	432,776	37.17%
<b>TOTAL USES OF FUNDS</b>		<u>53,438,491</u>	<u>53,995,950</u>	<u>28,582,673</u>	52.93%
<b>LOCATION OPERATING BALANCE</b>		<u>100,000</u>	<u>100,000</u>	<u>9,462,532</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>100,000</u>	<u>100,000</u>		

NOTE: As of January 31, 2012, actual revenues to date were **63.96%** and actual expenditures to date were **53.10%** of the revised budget to date.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Retiree (OPEB) Trust Fund  
**ACTION:** Information

---

### **BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. An additional deposit of \$4,618,708 was made on January 10, 2011 for a total of \$55,409,811.

### **STATUS**

This report is for the period ending January 31, 2013 (Exhibit A). The portfolio is comprised of 51.2% Fixed Funds (Bonds) and 48.8% Common Stocks (Domestic and International). The fair market value at January 31, 2012 is \$70,991,112. Since inception, the trust has earned a 5.85% annualized return, which is up .42% from the prior month. The annualized return is consistent with the market.

February 8, 2013

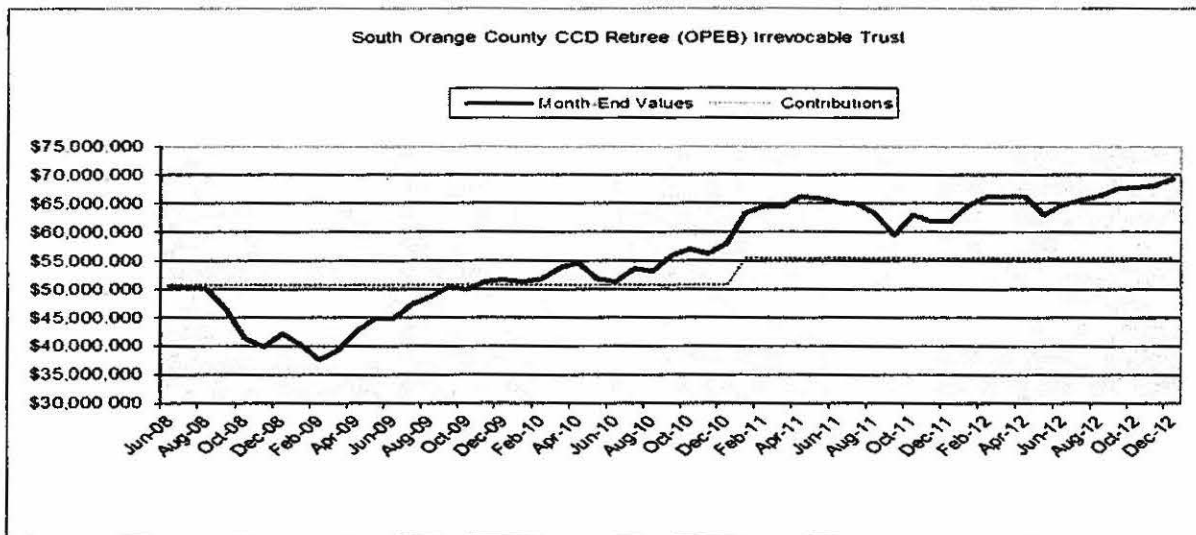
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on January 31st of \$70,991,112.44 your portfolio was up 2.30% for the month and up 5.85% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (51.2%), and common stock funds (48.8%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008 and an additional contribution of \$4,618,708.00 on January 10<sup>th</sup>, 2011 for a total of \$55,409,811. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>January 2013</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	2.30%	2.30%	5.85% annualized return
S&P 500	5.18%	5.18%	5.82% (Domestic Stocks)
MSCI EAFE	5.27%	5.27%	-0.45% (International stocks)
Barclays Aggregate	-0.70%	-0.70%	6.09% (Domestic Bonds)



Very truly yours,

*Scott W. Rankin*  
Scott W. Rankin  
Senior Vice President

**Benefit Trust - Retiree (OPEB) Trust****EXHIBIT A**  
**Page 2 of 2**

<b>Month - Year</b>	<b>Month-End Values</b>	<b>Contributions</b>
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811
November-12	\$ 68,138,640	\$ 55,409,811
December-12	\$ 69,357,729	\$ 55,409,811
January-13	\$ 70,991,112	\$ 55,409,811

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Quarterly Investment Report  
**ACTION:** Information

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### **BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

### **STATUS**

This report is for the quarter ending on December 31, 2012. Our cash balances at the end of December 31, 2012 were \$233,947,166.15 in the Orange County Investment Pool (OCIP) and \$25,902,053.39 in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.42% compared to prior quarter of 0.45% and the LAIF investment pool is yielding an average of 0.32% compared to prior quarter of 0.36% for the fiscal quarter ending December 31, 2012. Both pools are highly liquid, with overnight wire transfers available upon request.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.8  
DATE: 2/25/13

TO: Board of Trustees  
FROM: Gary L. Poertner, Chancellor  
RE: SOCCCD: Quarterly Financial Status Report  
ACTION: Information

---

### **BACKGROUND**

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

### **STATUS**

The California Community Colleges Quarterly Financial Status Report for SOCCCD, as of December 31, 2012 for FY 2012-2013, is attached (EXHIBIT A) for the Board of Trustees' information and review.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2012-2013

Quarter Ended: (Q2) Dec 31, 2012

District: (890) SOUTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	181,588,225	179,153,234	178,949,792	180,033,416
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>181,588,225</b>	<b>179,153,234</b>	<b>178,949,792</b>	<b>180,033,416</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	136,661,585	143,192,286	138,718,862	150,698,570
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,656,082	41,067,999	40,871,237	21,845,661
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>181,317,667</b>	<b>184,260,285</b>	<b>179,590,099</b>	<b>172,544,231</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>270,558</b>	<b>-5,107,051</b>	<b>-640,307</b>	<b>7,489,185</b>
<b>D. Fund Balance, Beginning</b>					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>26,572,259</b>	<b>26,842,817</b>	<b>21,735,766</b>	<b>21,095,459</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>26,842,817</b>	<b>21,735,766</b>	<b>21,095,459</b>	<b>28,584,644</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.8%	11.8%	11.7%	16.6%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	26,233	28,199	27,828	27,803
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		50,371,854	71,639,843	55,973,993
H.2	Cash, borrowed funds only		15,000,000	0	20,000,000
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>73,018,783</b>	<b>65,371,854</b>	<b>71,639,843</b>	<b>75,973,993</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	180,033,416	180,033,416	104,221,995	57.9%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>180,033,416</b>	<b>180,033,416</b>	<b>104,221,995</b>	<b>57.9%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	150,698,570	150,698,570	68,963,799	45.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	21,845,661	21,845,661	3,415,920	15.6%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>172,544,231</b>	<b>172,544,231</b>	<b>72,379,719</b>	<b>41.9%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>7,489,185</b>	<b>7,489,185</b>	<b>31,842,276</b>	
L.	<b>Adjusted Fund Balance, Beginning</b>	<b>21,095,459</b>	<b>21,095,459</b>	<b>21,095,459</b>	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>28,584,644</b>	<b>28,584,644</b>	<b>52,937,735</b>	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.6%	16.6%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	



YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO  
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2012-2013

Quarter Ended: (Q2) Dec 31, 2012

District: (890) SOUTH ORANGE

Your Quarterly Data is ready for certification.

Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name:

CBO Phone:

CBO Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Chief Executive Officer Name:

CEO Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Electronic Cert Date: \_\_\_\_\_

District Contact Person

Name:

Title:

Telephone:

Fax:

E-Mail:

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4554  
Sacramento, California 95814-6511

Send questions to:  
Christine Atalg (916)327-5772 [catalo@cccco.edu](mailto:catalo@cccco.edu) or Tracy Britten (916)323-6899 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

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**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Reports from Administration and Governance Groups  
**ACTION:** None

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Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. *Speakers are limited up to two minutes each.*

Saddleback College Academic Senate  
Faculty Association  
Irvine Valley College Academic Senate  
Associate Vice Chancellor, Economic Development  
Vice Chancellor, Technology & Learning Services  
Vice Chancellor, Human Resources  
Vice Chancellor, Business Services  
Irvine Valley College Classified Senate  
California School Employees Association  
Saddleback College Classified Senate  
Police Officers' Association  
Associated Student Government of SC  
Associated Student Government of IVC



**TO:** Gary L. Poertner, Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, PhD, President *GR*

**DATE:** February 14, 2013

**SUBJECT:** **President's Report for the February 25, 2013 Board of Trustees Meeting**

### **IVC Student All-California Academic Team**

IVC student Sharon Syau was selected for the 2013 Phi Theta Kappa (PTK) All-California Academic Team. Sharon will be honored on March 6 in Sacramento at an award luncheon hosted by the Community College League of California for her outstanding academic achievement.

### **IVC2IVC Faculty Lecture Series**

The IVC2IVC Faculty Lecture Series was held on Monday, February 4 at Irvine Valley College and featured professor Jack Appleman, Mathematics, discussing the future of robotics. The presentation included a discussion on how technology, economics, culture, politics, and religion are determining autonomous learning systems. The lecture was free and sponsored by the IVC Academic Senate.

### **Tax Assistance Offered**

On Saturday, February 2, the first Volunteer Income Tax Assistance (VITA) event of the year was held at IVC. While these types of events are organized throughout the area, IVC's event was unusual, in that it included representatives from various tax agencies, volunteers, city officials and various non-profits from throughout the County. Participants included Jerome Horton, Chairman of the California Board of Equalization, 4<sup>th</sup> district; Allan Mansoor, California State Assemblyman, 74<sup>th</sup> district; Michelle Steel, Vice Chair of the California Board of Equalization, 3<sup>rd</sup> district (which includes Irvine); Max Gardner, Orange County United Way President and CEO; Barbara Kuhns, IRS Special Territory Manager; Sheridan Heidemann, AARP Foundation Tax Aide CA5 District State Coordinator; Irvine Valley College representative Business Sciences Dean Dr. David Gatewood; and representatives from the Franchise Tax Board and the City of Irvine. The goal of the day was to serve 100 qualified recipients. This program will continue on selected Saturdays at IVC until the April tax deadline. Many other colleges in Orange County and Los Angeles are also participating at other locations. While IVC is promoting this service to qualifying IVC students, with special emphasis on student veterans, other people from the local community were also offered assistance. Last year approximately 45 IVC business students participated in the program, which is supervised at IVC by faculty member Professor Don Bradshaw.

### **Distinguished Academic Lecture Series**

On Friday, February 1, the IVC Academic Senate and the Associated Students of IVC presented NASA Dryden: "Is That It?" The lecture was held in the Performing Arts Center and featured Dr. Christian Gelzer, Chief Historian of NASA Dryden Flight Research Center. The facility, in the western Mohave Desert, is NASA's primary center for atmospheric flight research and operations. Dryden tested some of the most exciting air vehicles in the nation. For over 60 years, the newest, the fastest, and the highest have all made their debut in the skies above the center. Dryden's projects have led to major advancements in the design and capabilities of sophisticated civilian and military aircraft. Dr. Gelzer has written extensively on the history of Dryden and the U.S. lunar landing programs. In 2012, he was a recipient of the NASA Group Achievement Award in support of the space shuttle.

### **Homecoming**

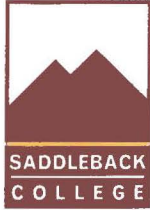
On Wednesday, February 13, IVC celebrated its annual homecoming. The homecoming celebration began at 4 p.m. with free food, music and games. Associated Students of Irvine Valley College (ASIVC) sponsored the Homecoming festivities, which included free In-N-Out burgers before the men's game, cotton candy, inflatables, a photo booth, free IVC t-shirts for IVC alumni attending, and much more. Beginning at 5:15 p.m. with a Spirit Pep Rally, complimentary hot dogs, popcorn, and beverages were served until halftime of the women's basketball game. During halftime of the men's game, the IVC Homecoming King/Queen announcements were made. During halftime of the women's games, Irvine Valley College student club members vied for prizes in a basketball shooting competition, and entertainment was provided by the IVC Cheerleading Team.

### **Completion by Design**

On January 30, IVC hosted two seminars where Dr. Robert Johnstone discussed how to translate design principles and findings from recent research into action. He focused on increasing student success and student completion, in particular. Dr. Johnstone offered resources and techniques for developing dialogue around evidence-based inquiry, and for using evidence to promote a culture of inquiry. IVC faculty, administrators, managers, staff, students, and colleagues from Saddleback, along with Vice Chancellor Robert Bramucci joined in the discussion. The focus on student completion is a significant and meaningful effort nationally, at the state level, and at Irvine Valley College. Dr. Johnstone is a Senior Researcher with the Research & Planning Group (RP Group), where he leads their national programs and provides technical assistance to California community colleges. He came to IVC to help support the college's strategic objective to increase student completion.

### **High School Counselors Conference**

On February 8, the annual High School Counselors Conference was held in the Performing Arts Center at IVC. The counselors were given updates on financial aid, enrollment priorities, and a presentation from our faculty on gaming and animation. In addition to Student Services/IVC Counselor presentations, David Gatewood, Dean, Business Sciences, Fine Arts, & Career Technical Education presented to counselors and fielded many questions regarding Career Technical Education. The high school student transfer panel was of particular interest to the counselors as they had the opportunity to hear first-hand how their graduates (their former students) are doing at IVC. A total of 80 participants from District high schools attended this conference.



## **SADDLEBACK COLLEGE**

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**TO:** Members of the Board of Trustees  
Gary L. Poertner, Chancellor

**FROM:** Dr. Tod A. Burnett, President

**SUBJECT:** Report for February 25, 2013 Board of Trustees Meeting

Congratulations to our winners of the President's Award for Leadership and Innovation: Full-Time Faculty: Renee Bangerter, English, Kim Branch-Stewart, Human Services; Associate Faculty: Abigail Astley, Counseling, Brock Schermerhorn, Real Estate; Administrator/Manager: Christian Alvarado, Director of Financial Assistance; Full-Time Classified Staff: Deborah Armstrong, Library Technician, Donna Pribyl, Senior Graphic Designer; Part-Time Classified Staff: Jon Ginnaty, Senior Fine Arts Lab Technician.

On Tuesday, February 12<sup>th</sup>, 80 representatives from 21 middle and high schools attended the Saddleback College High School Partnership Conference. Attendees learned about Saddleback's high school partnership program, which brings an applied psychology college preparation course into the high schools to help students to clarify career and educational goals, and to develop an academic plan that will help them reach those goals. The conference featured a welcome from President Burnett, a presentation from Speech Communication Professor Lucas Ochoa that included student performers from the college's championship forensics team, and centerpieces designed and donated by the college's horticulture department.

Saddleback College thanks Irvine Valley College for another exciting Presidents' Cup series of basketball games between the colleges' men's and women's teams. The Gauchos were very happy to win the Presidents' Cup this year, their second win in the series' five-year existence.

President Burnett attended the Accreditation Institute on February 8<sup>th</sup> and 9<sup>th</sup> in San Jose with Academic Senate President Bob Cosgrove and Professors Jenny Langrell, Blake Stephens, Tony Teng, and Dan Walsh. This year's theme was "Meeting and Exceeding the Standards – the Evolution of Accreditation."

President Burnett attended the Community College League of California conference in Sacramento, where he and Foundation Director Don Rickner presented information to trustees and college/district CEO's on foundation success. He also met with several legislators, including Assemblyman Don Wagner, Assemblyman Rocky Chavez, and Assemblywoman Diane Harkey, Assemblywoman Mimi Walters, and Assemblywoman Melissa Melendez.

President Burnett attended the Association of California Community College Administrators conference February 20<sup>th</sup> through 22<sup>nd</sup>.

## **Office of Instruction**

### *Advanced Technology and Applied Science*

An Entrepreneurship Module has been implemented into the culinary arts catering class. Over the course of several weeks students will learn how to develop a business plan to open a food service oriented business. Students are really excited about this enhancement to our curriculum.

The Fashion Department faculty attended the special day long Vitalink meeting at Working Wardrobes in Santa Ana. The day included an industry panel, networking with our high school fashion instructors and a PLC meeting headed by Malia Vago to help plan Fashion A La Mode for this Spring.

The GD240 Intermediate Graphic Design class will be designing the cover for Saddleback College's annual student handbook. Ten thousand copies of this publication are printed, so the student who designs the "winning" cover will end up with a published piece in their portfolio - and a feather in their cap.

### *Emeritus Institute*

Saddleback Emeritus Institute faculty member Valerie Geller has teamed up with the City of Mission Viejo's Cultural Arts Committee to offer a monthly mid-day recital series "Moment Musicale". These free ½ hour recitals are open to the public, starting on Wednesday, March 13<sup>th</sup>, and will continue through December on the second Wednesday of the month. All performances will be in the Saddleback Room at the Mission Viejo City Hall and will feature students in the Saddleback College Emeritus Institute Symphony Orchestra.

### *Social and Behavioral Sciences*

Dr. Amira Wegenek, psychology instructor, was granted funds to host the Southern California Teaching of Psychology Conference on campus in Saddleback College in fall 2013. Working in collaboration with Jerry Rudmann of Irvine Valley College, she was granted conference funding from San Diego Mesa Community College. This regional conference will promote best practices in the teaching of psychology and communication between psychology instructors in high schools, 2-year colleges, and 4-year universities, and feature prominent guest speakers.

Dr. Kris Leppien-Christensen, psychology instructor, was recently appointed faculty advisor to the Psi Beta / Heroic Imagination Advisory and Program Development Board. This national community service program aims to provide young people with the skills needed to stand up, speak out and act courageously and effectively in challenging situations (e.g., bullying, prejudice, and discrimination, etc.).

The Department of Psychology hosted a very well-attended talk by Dr. Mark Costanzo of Claremont McKenna College. He spoke about his research regarding psychology and the law. This was the first of the PsychTalks speaker series talks this semester.

The Women's and Gender Studies Advisory Committee will be holding its Second Annual Human Trafficking Event on February 26<sup>th</sup> from 1:30 p.m. to 2:45 p.m. in SSC 212. The event will feature Linh Tran from the Orange County Human Trafficking Task Force, who will speak on current trends and policies affecting human trafficking in Orange County and the nation.

## **Office of Administrative Services**

### *Campus Safety*

Chief Christopher Wilkinson has been providing presentations to various departments involving personal safety, threat assessment and disaster recovery. In addition Campus Police staff and officers attended workshops in the areas of Threat Assessment Regional Evaluation Team (TARGET) where they learned how to develop best practices in the identification, assessment, and management of threats to Institutes of Higher Education (IHE) and California Emergency Management Agency for a disaster recovery with emphasis on debris removal, local assistance centers and safety inspections.

The College's InformaCaste Emergency notification software is being updated to address current standards and needs. In addition, a variety of newly updated Campus Safety resources can be found at: <http://www.saddleback.edu/police/>

### *Grants & Contracts*

A Grant Workshop is scheduled for March 1, 2013 in BGS 356 (9 a.m. – 10:30 a.m.). This session will cover basic topics of the grant process, including development, approval, implementation, and management. The workshop will also include budget management tools and tips, sample ESCAPE reporting, worksheets, and invoicing suggestions.

The following grants applications are in process:

- U.S. Department of Health & Human Services • National Institutes of Health Bridges to Baccalaureate
- National Science Foundation • Science, Technology, Engineering, and Mathematics Talent Expansion Program
- National Science Foundation • Moving the Starting Line: Motivating and Mentoring High School Students for STEM Teaching Careers
- Southern CA Edison Community Investment • In Support of STEM Student Success (IS<sup>4</sup>)
- National Endowment for the Humanities/American Library Association • Muslim Journeys, a *Bridging Cultures* Bookshelf Program
- The Community Foundation, S.L. Gimbel Foundation • Saddleback College Linear Arboretum

### *Budget*

A college-wide Budget Analysis Process has been created, approved and communicated. The college is about to embark on this college-wide analysis of the entire budget, with a goal of reducing salaries and benefits as a percentage of overall budget.