

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

AGENDA

Meeting of the Board of Trustees



Thursday, March 25, 2010

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

Board of Trustees

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



Meeting of the Board of Trustees

March 25, 2010

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
 - 1. Public Employee Discipline/Dismissal/Release (2)
 - 2. Public Employee Appointment/Employment/Evaluation (10)
 - a. Vice Chancellor, Technology and Learning Services
 - b. President, Saddleback College
 - c. Vice Chancellor, Human Resources
 - d. Dean, Counseling Services, Irvine Valley College
 - e. Dean, Humanities & Languages/Social Science & Library Services, Irvine Valley College
 - f. Dean, PE, Kinesiology & Athletics, Saddleback College
 - g. Assistant Dean, Counseling Services/Special Programs, Saddleback College
 - h. Dean, Fine Arts, Business Sciences & College Online Education, Irvine Valley College
 - i. Provost/ATEP
 - j. Dean, Health Sciences, PE & Athletics, Irvine Valley College
 - 3. Public Employee Appointment: Transfer of Academic Administrator (1)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: Dr. Raghu Mathur
 - b. Faculty Association Proposal
 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: Dr. Raghu Mathur
 - b. Leave Request (1)

- C. Conference with Real Property Negotiators (GC Section 54956.8)
 - 1. Lease of Property by District: Portion of Saddleback College site at the south End of the campus near the Avery entrance for purposes of granting an easement for drainage and access purposes with Avery Investment Trust located at 26371 Avery Parkway; Agency Designated Representative – Dr. Raghu Mathur.

- D. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1)
Westphal v. Wagner

 - 2. Anticipated Litigation/Significant Exposure to Litigation (1)
(GC Section 54956.9[b][1] and [b][3][A])

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation
Led by Trustee Wagner

2.3 Pledge of Allegiance
Led by Trustee Williams

2.4 Resolutions / Presentations / Introductions

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

3.0 REPORTS

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

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

- How SOCCCD employees qualify for retirement benefits in California

4.0 DISCUSSION ITEM

- 4.1 **SOCCCD: 20 Year Capital and Scheduled Maintenance Needs**
Discussion on Capital and Scheduled Maintenance Needs and Possible Funding Mechanisms through 2031.

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 February 22, 2010 and a special meeting held on March 11, 2010.
- 5.2 **Saddleback College: Portable Building Lease Settlement Amendment**
Approve agreement amendment with McGrath RentCorp dba Mobile Modular Management Corporation in the amount of \$26,154.00.
- 5.3 **Saddleback College: Change Order No. 1 and Notice of Completion: Village Swing Space Renovation**
Authorize the filing of the Notice of Completion and approve Change Order No. 1 decreasing the contract amount with JRH Construction Co. in the amount of \$39,849.80. The revised contract amount is \$1,287,150.20.
- 5.4 **Saddleback College: Change Order No. 1 and Notice of Completion: Fine Arts Restroom Expansion**
Authorize the filing of the Notice of Completion and approve Change Order No. 1 decreasing the contract amount with JRH Construction Co. in the amount of \$56,388.50. The revised contract amount is \$1,804,586.50.
- 5.5 **Saddleback College: Theatre Arts Students –KCACTF**
Approve the participation of Saddleback College theatre arts students and their faculty adviser in the 2010 Kennedy Center American College Theatre Festival at a cost not to exceed \$5,000.
- 5.6 **Saddleback College: Fourth International Small Teapot Show**
Approve the expenditure for the Fourth International Small Teapot Show at a cost not to exceed \$7,000.
- 5.7 **Saddleback College: Grant Acceptance, Community Collaborative**
Accept this award of \$79,000 from the California Community College Chancellor's Office for the Community Collaborative Grant RFA 09-141-890.
- 5.8 **ATEP: Change Order Requests: Hope Drive Parking Lot Maintenance and Repair**
Approve change order requests with NPG resulting in an increase of \$8,682. The total revised contract amount is \$142,842.00.

- 5.9 **Saddleback College and Irvine Valley College: Speakers**
Approve honoraria for speakers at Saddleback College and Irvine Valley College.
- 5.10 **SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting**
Approve authorization of payment to Student Trustee unable to attend Special Board meeting.
- 5.11 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve/ratify the Trustees' requests for attending conferences.
- 5.12 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P10-03249 through P10-03563 amounting to \$1,211,628.65. Approve confirming requisitions dated February 5, 2010 through March 1, 2010 totaling \$94,704.87.
- 5.13 **SOCCCD: Payment of Bills**
Approve checks no. 089073 through 089851, processed through the Orange County Department of Education, totaling \$4,292,766.19; and checks no. 009762 through 009783, processed through Saddleback College Community Education, totaling \$24,572.25; and checks no. 008666 through 008679, processed through Irvine Valley College Community Education, totaling \$28,112.00.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Ratify transfer of budget appropriations as shown.
- 5.15 **SOCCCD: Budget Amendment: Adopt Resolution No. 10-04 to Amend 2009-2010 Restricted General Fund and Child Development Fund**
Adopt resolution as indicated.
- 5.16 **SOCCCD: Gifts to the District and Foundations**
Approve gifts as presented.
- 5.17 **SOCCCD: February/March 2010 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations**
Accept this second-year award of \$551,724.00 from CCCCO for the "Career Development Work-Based Learning Linkages to Professional Organizations" grant.

- 6.2 **Saddleback College: Bridge Replacement: Architectural Services**
Approve architectural agreement with R2A Architecture, Inc. in the amount of \$109,500 and approve basic aid funding for the project.
- 6.3 **Saddleback College: Amended 2010-11 Faculty Request List**
Approve the announcement and recruitment of the replacement of the Matriculation Coordinator/Counselor faculty position added to the list.
- 6.4 **Saddleback College: Certificate and Degree Revisions for the 2010-2011 Academic Year**
Approve the proposed changes in certificates and degrees as listed.
- 6.5 **SOCCCD: Resolution No. 10-05: Intention to Grant an Easement and Hold a Public Hearing**
Adopt resolution declaring its intention to grant an easement and set a public hearing for April 26, 2010.
- 6.6 **SOCCCD: Contract for Independent Auditing Services for Fiscal Years Ending June 30, 2010 through June 30, 2012**
Approve contract with Macias, Gini & O'Connell in an amount not to exceed \$122,556 for the year ending June 30, 2010 and \$126,202 for the year ending June 30, 2011 and \$129,914 for the year ending June 30, 2012.
- 6.7 **SOCCCD: CCCT Board of Directors Election - 2010**
List nominees for the seven vacancies on the CCCT Board of Directors
- 6.8 **SOCCCD: Board Policy Revision: BP-5240 Associated Students' Organization**
Accept for review and study.
- 6.9 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Administrator Contract Extension.
- 6.10 **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, Change of Status, Classified Bilingual Stipend - Additional Compensation, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.11 **SOCCCD: Annual Report on Probationary Faculty Recommended for Tenure**
Approve second and third year faculty contracts.

- 6.12 **Saddleback College: Adopt Resolutions No. 10-06 and 10-07: Classified Employee Layoffs**
Approve the reductions and/or discontinuance of categorically funded classified services.
- 6.13 **SOCCCD: Initial Proposal SOCCCD Faculty Association**
Acceptance of SOCCCD Faculty Association proposal for review and study, and set a public hearing on the proposal.

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Professors of the Year**
Presidents Burnett and Roquemore announce the Saddleback College and Irvine Valley College 2011 Professors of the Year.
- 7.2 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 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: List of Board Requested Reports**
Reports requested by Trustees.
- 7.6 **SOCCCD: Monthly Financial Status Report**
This report is for the quarter ending on February 28, 2010.

8.0 WRITTEN REPORTS

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

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

- K. Irvine Valley College Classified Senate
- L. District Services Classified Senate
- M. Police Officers' Association

9.0 ADDITIONAL ITEMS

9.1 SOCCCD: Hiring Consultant Presentations

Consider and take appropriate action on proposals and possible presentations by hiring consultant firms as part of the Chancellor hiring process.

ADJOURNMENT (or continuation of closed session if required):**12:00 A.M., midnight.**



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 March 2, 2010

Trustee Name Thomas A. Fuentes

Specific Request for Report:

In the context of an article in the OC Register on March 1, 2010 about the retirement benefits for school and college employees, I would like to request information on how our district employees qualify for retirement benefits in California. What portion of their retirement benefits are paid by the District and the State respectively? Currently how many district employees are receiving \$100,000 or more in retirement benefits annually. Please provide their names and retirement benefit dollar amounts.

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):

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: 20 Year Capital and Scheduled Maintenance Needs
ACTION: Discussion

BACKGROUND

The #1 District wide goal for 2009/2010 is: Develop a plan to meet all capital and scheduled maintenance needs.

Saddleback College, Irvine Valley College and ATEP have developed lists of capital needs, both new and renovation, and for scheduled maintenance for the next 20 years. These lists have been sorted in priority and timing order and also include cost estimates. The lists have been developed with the input of presidents and fiscal and facilities staff. ATEP facility needs are being developed by the Phase 3A planning group and will be added to the overall list. The next step is to consult with public finance experts to develop a plan for implementation which would be presented to the Board of Trustees for discussion and consideration at some future time. As appropriate, the information will be included in the five year cycle of the Educational and Facilities Master Plan process.

STATUS

A report of projects identified as needs through 2031, both capital (\$580,029,584) and scheduled maintenance (\$182,352,886) will be presented. In addition, representatives of Public Economics, Inc will present preliminary information about various funding sources (Exhibit A). The total needs amount to \$762,382,470; the total identified funding sources equal \$228,436,208.

The purpose of the agenda item is to begin the planning process.

FUNDING MODELS FOR CAPITAL AND SCHEDULED MAINTENANCE PROJECTS

FINANCING PLAN OVERVIEW

Revenue sources involve one-time or ongoing cash flows to repay the long term debt or lease-purchase obligations. *Financing mechanisms* involve one time, long term debt or lease-purchase obligations.

The ATEP campus will potentially include “dedicated education” facilities for both the District and outside education institutions, “joint use education” facilities (where our students will have education-related work opportunities in an otherwise commercial environment), and “dedicated commercial” facilities for business and industry. These potential ATEP partners and tenants will contribute ongoing lease and other revenues to help pay for capital improvements and fund campus operations. Financial planning at ATEP will depend on these and other ongoing revenue sources, which will be used to repay long term capital obligations associated with multiple financing mechanisms.

The following summary lists the different revenue sources and financing mechanisms under consideration.

REVENUE SOURCES

Revenue sources involve one-time or ongoing cash flows to repay the long term debt or lease-purchase obligations, and/or to fund ongoing ATEP operations.

- 1) **Ground Lease or Building Lease Payments** – (Eligibility: ATEP)
 - a) **Description:** Long term building leases and/or ground leases that third party tenants/partners like other education institutions and joint use or commercial businesses would pay to lease facilities built by the District or to lease land on which third party would build its own facilities.
 - b) **Maximum amount that could be raised:** Depends on future market conditions and mix of building versus ground leases.
 - c) **Related time elements and if one-time or incremental:** Each lease would be a long term agreement in 5-10 year increments preferably for at least 20 to 30 years. These will be individually negotiated.
 - d) **Specified uses (general/construction/technology, etc.:** This revenue source would be used to help pay for capital improvements and programs at the ATEP site, including potential debt service for public financing.
 - e) **Taxpayer impact:** This revenue source will not require increased taxes, assessments, or fees from property owners inside or outside ATEP, nor will it require a registered voter election.

- 2) **State and Federal Funds (ARRA, Grants) – (Eligibility: ATEP and Colleges)**
 - a) **Description:** Federal ARRA funds are being considered for all USA community colleges, no legislation has been approved to implement at this time. Research is ongoing regarding various State and Federal grants for capital improvements and educational programs.
 - b) **Maximum amount that could be raised:** TBD
 - c) **Related time elements and if one-time or incremental:** Depends on grant or funding program.
 - d) **Specified uses (general/construction/technology, etc. :** Depends on grant or funding program.
 - e) **Taxpayer impact:** None

- 3) **Licensing, Royalty, and/or Enterprise Revenues – (Eligibility: ATEP)**
 - a) **Description:** Fees paid by service providers, partners or enterprise tenants.
 - b) **Maximum amount that could be raised:** TBD
 - c) **Related time elements and if one-time or incremental:** Ongoing income per negotiated contracts.
 - d) **Specified uses (general/construction/technology, etc.:** For ATEP site and/or programs.
 - e) **Taxpayer impact:** None

- 4) **Contract / Fee-based Income – (Eligibility: ATEP)**
 - a) **Description:** Recurring revenues related to contract and fee-based activities and education services as provided by ATEP through the CACT operation.
 - b) **Maximum amount that could be raised:** TBD but probably for sustaining these activities
 - c) **Related time elements and if one-time or incremental:** Ongoing
 - d) **Specified uses (general/construction/technology, etc. :** For ATEP site and/or programs.
 - e) **Taxpayer impact:** None

- 5) **Enrollment Growth Income @ ATEP (DRAC formula)**
 - a) **Description:** As community college above-cap FTES is funded, any such growth scheduled at ATEP by the colleges will increase college funding according to the DRAC formula.
 - b) **Maximum amount that could be raised:** Limited to state above-cap funded FTES and then as scheduled by each college at ATEP and as historically scheduled to date.
 - c) **Related time elements and if one-time or incremental:** Ongoing funding stream with limitations
 - d) **Specified uses (general/construction/technology, etc.:** These FTES funds flow to each College's general fund.
 - e) **Taxpayer impact:** None

- 6) **California Community College Center Status Income** (Eligibility: ATEP)
- a) **Description:** As ATEP campus approaches 1000 FTES, applications may be made for Chancellor's Office Facilities and Operations funding. An actual new revenue stream would flow to District/college(s) for ATEP related facilities and operations costs.
 - b) **Maximum amount that could be raised:** TBD
 - c) **Related time elements and if one-time or incremental:** This funding will not begin until 1,000 FTES is reached and "Center" Status is approved. Estimated earliest achievement of this is in third full academic year of operation of Concept Plan Phase 3A.
 - d) **Specified uses (general/construction/technology, etc. :** TBD
 - e) **Taxpayer impact:** None
- 7) **Potential Special Taxes** (Eligibility: ATEP)
- a) **Description:** Potential special taxes received from private ATEP tenants/partners (in-lieu special taxes from public tenants/partners) levied by a Community Facilities District that SOCCCD could establish on ATEP site.
 - b) **Maximum amount that could be raised:** Limited to amount needed to (i) pay debt service on special tax bonds or lease-purchase financing for specific public improvements, or (ii) fund specified levels of selected public services.
 - c) **Related time elements and if one-time or incremental:** Incremental. Typically involves annual special taxes/in-lieu special taxes for up to 30 years, most if not all of which are used to repay public financing, involving one or more series or issuances.
 - d) **Specified uses (general/construction/technology, etc.:** For ATEP-related public improvements and/or selected public services (e.g., police and fire protection).
 - e) **Taxpayer impact:** This revenue source would require increase in special (i.e., non-ad valorem) property taxes/ in-lieu property taxes *within ATEP site only*, as well as landowner election limited to ATEP site.
- 8) **Potential Special Assessments** (Eligibility: ATEP)
- a) **Description:** Potential special assessments received from private and public ATEP tenants/partners, respectively, levied by a 1911/1913 and/or 1972 Act Benefit Assessment District that SOCCCD could establish on ATEP site. Special assessments appear similar to special taxes. However, they're governed by different statutes, are legally NOT considered taxes, are established pursuant to a different process, are subject to different usage restrictions, and are calculated using a different methodology.
 - b) **Maximum amount that could be raised:** Limited to amount needed to (i) pay debt service on special assessment bonds or lease-purchase financing for specific public improvements or (ii) fund specified levels of selected public services.
 - c) **Related time elements and if one-time or incremental:** Incremental. Typically involves annual assessment installments for up to 30 years, all of which are typically used to repay public financing, involving one or more series or issuances.

- d) **Specified uses (general/construction/technology, etc.):** For ATEP-related public improvements and/or selected public services (e.g., landscape maintenance and street lighting).
- e) **Taxpayer impact:** This revenue source would require benefit assessments within ATEP site only and a public hearing, but not a landowner or registered voter election.

9) **Redevelopment Pass-Through Payments**– (Eligibility: ATEP and Colleges)

- a) **Description:** There are 8 redevelopment agencies (RDAs)—County, Irvine, Lake Forest, Mission Viejo, Santa Ana, San Clemente, San Juan Capistrano, and Tustin—with 12 redevelopment project areas (Projects) partially or wholly located within District boundaries, including MCAS Tustin (aka Legacy) Project, which contains ATEP. (Saddleback College and Irvine Valley College are not located within RDA Projects.) In these 12 Projects, District has 15 pass-through entitlements which generate annual payments—five contractual and 10 statutory—which typically increase over time. One entitlement in Mission Viejo is geographically restricted to Mission Viejo, and therefore non-competitive for Saddleback College. Because of ATEP’s location, the MCAS Tustin entitlement is presumably non-competitive for ATEP. The remaining 13 entitlements are presumably competitive for ATEP, Saddleback College, and Irvine Valley College.
- b) **Maximum amount that could be raised:** Depends primarily on future growth in assessed value (AV) inside Projects. In FY 2008-09, projected future RDA pass-through payments over the next 40 years ranged from \$81.5 million to \$109.0 million in future dollars (\$26.5 million to \$36.3 million in constant dollars) from all 15 entitlements. This includes \$16.9 million to \$28.3 million in future dollars (\$7.6 million to \$11.4 million in constant dollars) from MCAS Tustin only.
- c) **Related time elements and if one-time or incremental:** Incremental. In FY 2008-09, some entitlements were projected to generate payments for up to 43 years. If used to repay public financing, pass-through payments may support multiple series or issuances.
- d) **Specified uses (general/construction/technology, etc.):** Must be used “for educational facilities,” including, but not limited to, land acquisition, new construction, reconstruction, remodeling, or deferred maintenance (or for related public financing).
- e) **Taxpayer impact:** None. RDA pass-through payments are generated from increases in assessed value within Projects, not from increased tax rates, assessments, or fees from property owners inside or outside ATEP. A registered voter election is not required.

10) **Redevelopment “Excess Revenues”**– (Eligibility: ATEP and Colleges)

- a) **Description:** Ordinarily, District’s share of property tax growth within RDA Projects is part of tax increment (TI) diverted to RDA. RDA pass-through payments to District represent PORTION of diverted TI paid BACK to District by contract or statute. In contrast, “excess revenues” are District’s share of property tax growth within RDA Projects that’s NOT diverted to RDA, because RDA has insufficient debt to justify being allocated TI, or has reached annual or cumulative dollar limit on receipt of TI. Excess revenues may be received in addition to pass-through payments, or in lieu of pass-through payments.

(Note: If RDA has reached TIME LIMIT on receipt of TI, RDA Project is regarded as COMPLETED, and District's share of property tax growth within (former) Project will now be received as regular property taxes, not excess revenues).

- i) RDAs are required to submit an annual "statement of indebtedness" (SOI) in order to justify receipt of TI revenues. When SOIs show insufficient debt, some or all of what would otherwise be TI may revert to District (and other affected taxing entities) as excess revenues. RDAs generally avoid this problem, since they typically want to be allocated all the TI that's generated.
- ii) However, another problem is more difficult to avoid. All 12 RDA Projects located within District boundaries are subject to TI limits or caps, which in turn limit pass-through payments to District. TI caps may only be raised by amendment to the redevelopment plan, which is a time consuming, costly (and sometimes litigious) process. If TI caps are not raised, TI caps may be reached prior to expiration of RDA's 45 to 50 year TI time limit on receipt of TI revenues. Once TI caps are reached, 100 percent of District's share of additional TI will revert to District as "excess revenues." As long as District remains "basic aid," excess revenues are a net benefit to District, in same manner as RDA pass-throughs.
- b) **Maximum amount that could be raised:** Depends primarily on future growth in assessed value (AV) inside Projects, and on whether RDAs amend redevelopment plans to increase TI caps. Assuming RDAs do NOT increase existing TI caps, in FY 2008-09 projected "excess revenues" over the next 40 years ranged from \$12.1 million to \$105.0 million in future dollars (\$2.6 million to \$30.3 million in constant dollars) from all 15 entitlements. This includes up to \$8.3 million in future dollars (up to to \$2.3 million in constant dollars) from MCAS Tustin only.
- c) **Related time elements and if one-time or incremental:** Incremental. Availability of "excess revenues" depends on whether RDAs amend redevelopment plans in future, and on whether District remains "basic aid." This makes "excess revenues" better suited to pay-as-you-go funding rather than a revenue source to repay long term debt or lease-purchase obligations.
- d) **Specified uses (general/construction/technology, etc.):** May be used in any manner District designates.
- e) **Taxpayer impact:** None. "Excess revenues" are generated from increases in assessed value within RDA Projects, not from increased tax rates, assessments, or fees from property owners inside or outside ATEP. No registered voter election is required.

11) **Basic Aid** – (Eligibility: ATEP and Colleges)

- a) **Description:** This is the annual balance of property tax collections after the state SB361 is fully funded locally. Annual amount generally increases when property tax collections grow at faster rate than FTES enrollment, and decreases when enrollment growth exceeds property tax growth.
- b) **Maximum amount that could be raised:** Changes annually depending on property tax collections and SB361 entitlement. See Board of Trustees Basic Aide Reports (monthly).

- c) **Related time elements and if one-time or incremental:** By Board policy, use limited to one-time or non-recurring costs. Selection of projects for basic aid funding determined by Board.
- d) **Specified uses (general/construction/technology, etc.):** Per board approval.
- e) **Taxpayer impact:** None. Basic aid revenues are generated from difference in *existing* property tax collections and state SB361 funding, not from increased tax rates, assessments, or fees from property owners inside or outside ATEP. No registered voter election is required.

FINANCING MECHANISMS

Financing mechanisms involve one time, long term debt or lease-purchase obligations to pay for capital improvements.

1) **New Markets Tax Credits (NMTC)** – (Eligibility: ATEP)

- a) **Description:** This form of public financing provides federal income tax credits to stimulate private investment in eligible low income census tracts; ATEP is located in eligible census tract 755.15. (Saddleback College and Irvine Valley College are in non-low income census tracts 320.22 and 525.17, respectively, and are not eligible for NMTC financing.) Purchase of tax credits (and other tax benefits) by investor generates a net subsidy to District similar to a grant. Initial “pilot project” may involve NMTCs to generate net subsidy to District to pay for on-site demolition and reimbursement of portion of previous costs incurred by District for Phase 1 ATEP campus, in this case, at no net cost to District. Subsequent NMTC financings for other capital improvements will also generate net subsidies to District to reduce cost to District of paying debt service on related public financing.
- b) **Maximum amount that could be raised:** \$8 million potential net subsidy from initial transaction. While ultimate NMTC financing capacity has not yet been determined, NMTCs could generate upwards of \$23.5 million for Concept Plan Phase 3A.
- c) **Related time elements and one-time or incremental:** Initial transaction could be completed in as little as six months from authorization by Board. Subsequent transactions could take additional six to 12 months from authorization, depending on size and complexity. Continued eligibility of census tract 755.15 subject to review based on 2010 census, which could occur as early as FY 2011-12. Maximum amount of NMTCs available for any single transaction or multiple transactions is largely market driven.
- d) **Specified uses (general/construction/technology etc.):** This use is specific to capital building/infrastructure expenses within the eligible census tract.
- e) **Taxpayer impact:** This financing mechanism will not require increased taxes, assessments, fees, or other payments from property owners inside or outside ATEP, nor will this financing mechanism require a registered voter election.

2) **Lease-Purchase Financing** – (Eligibility: ATEP and Colleges)

- a) **Description:** This form of public financing involves a lease-lease back structure and certificates of participation (COPs) or Lease Revenue Bonds (LRBs), issued directly by District or through a conduit issuer like the Community College League of California. Technically repaid by lease payments, which may be funded by any of the 11 Revenue
Maximum amount that could be raised: As noted above, for 305,000 SF of building space in Concept Plan Phase 3A and assuming building leases alone, a net lease rate of \$3/SF per month could be sufficient to support about \$90 million in lease-purchase financing. Ground lease revenue may support additional lease-purchase financing.
 - b) **Related time elements and if one-time or incremental:** Lease-purchase financing may be implemented relatively quickly (i.e., in as little as a few weeks from authorization by Board). Lease-purchase financing issued in multiple series to ensure that net proceeds are available when needed.
 - c) **Specified uses (general/construction/technology etc.):** By statute, proceeds of lease purchase financing may not be used “for general operating purposes,” but are limited to capital improvements and equipment.
 - d) **Taxpayer impact:** This financing mechanism will not require increased taxes, assessments, fees, or other payments from property owners inside or outside ATEP, nor will this financing mechanism require a registered voter election.
- 3) **Special Tax or Assessment Bonds – (Eligibility: ATEP)**
- a) **Description:** This form of public financing involves issuance of special tax bonds by a community facilities district, to be repaid by special taxes or in-lieu taxes on property at ATEP, or by issuance of special assessment bonds by an assessment district, to be repaid by benefit assessments on property at ATEP.
 - b) **Maximum amount that could be raised:** Limited to amount needed to pay debt service on specific public improvements and/or selected public services
 - c) **Related time elements and if one-time or incremental:** Determined by statute and by negotiations with owners of public improvements if not District (e.g., City of Tustin). Special tax or assessment bonds may be issued in multiple series to ensure that net proceeds are available when needed. Once negotiations are completed with owners of public improvements, this financing mechanism may be implemented relatively quickly (i.e., in as little as a few weeks from authorization by Board).
 - d) **Specified uses (general/construction/technology, etc. :** Limited to amount needed to pay debt service on specific public improvements and/or selected public services (e.g., police and fire protection for special tax bonds, and landscaping and lighting for special assessment bonds).
 - e) **Taxpayer impact:** This financing mechanism would require increase in special property taxes/ in-lieu property taxes (special tax bonds) or benefit assessments (special assessment bonds) *within ATEP site only*, as well as landowner election limited to ATEP site.
- 4) **General Obligation Bonds/Funds – (Eligibility: ATEP and Colleges)**

- a) **Description:** This form of public financing involves issuance of general obligation bonds that would require approval of a specific ballot measure in a registered voter election, and would be repaid from increased ad valorem property tax rates, if approved by a simple or qualified majority of registered voters.
- b) **Maximum amount that could be raised:** This is determined by a calculation of the assessed value (AV) of all taxable property within District boundaries. For example, the AV of taxable property within the District for FY 2009-10 is \$167.02 billion. Property owners currently pay a basic property tax levy of 1 percent of this amount: \$1.67 billion. If voters were to approve issuance of \$335 million in general obligation bonds, this would require an increase in property taxes of about 1 percent, i.e., a total property tax rate of 1.01 percent.
- c) **Related time elements and if one-time or incremental:** Determined by statute and by need to inform voters of the advantages and disadvantages of relying on this financing mechanism. Election could take place in less than one year from authorization by Board. General obligation bonds may be issued in multiple series to ensure that net proceeds are available when needed.
- d) **Specified uses (general/construction/technology, etc.):** Limited to types of capital improvements specified in ballot measure.
- e) **Taxpayer impact:** This funding source would increase property tax rates for all property owners within the District.

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

Minutes from :

February 22, 2010 Regular Meeting of the Board of Trustees (Exhibit A)
and March 11, 2010 Special Meeting of the Board of Trustees (Exhibit B)

are submitted to the Board for review and approval.

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

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING
February 22, 2010

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

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

1. Public Employee Discipline/Dismissal/Release (2)

- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: Dr. Raghu Mathur
 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: Dr. Raghu Mathur
 - b. Leave Request (1)
- C. Conference with Real Property Negotiators (GC Section 54956.8)
 - 1. Lease of Property by District: Portion of Saddleback College site at the southeast corner of Marguerite Parkway and College Drive; Agency Designated Representative - Dr. Raghu Mathur.
- D. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Existing Litigation (GC Section 54956.9[b]) (1) Westphal v. Wagner
 - 2. Anticipated Litigation/Significant Exposure to Litigation (2) (GC Section 54956.9[b][1] and [b][3][A])

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 7-0 vote the Board approved an unpaid leave of absence with benefits to a classified manager.

2.2 Invocation

Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance

Led by Trustee Nancy Padberg

2.4 Resolutions / Presentations / Introductions

2.5 Public Comments

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

3.0 REPORTS

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

- A. Board Reports
- B. Chancellor's Report
- C. Board Request(s) for Report(s)
 - Request for Report on Nepotism in the District.

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

4.0 DISCUSSION ITEM

4.1 SOCCCD: Emergency Preparedness and Disaster Recovery Plans on district and college Emergency Preparedness and Disaster Recovery Plans.

Dr. Robert Bramucci, Saddleback Police Chief Harry Parmer and IVC Police Chief Will Glen provided an update on District and College Emergency Preparedness and Disaster Recovery Plans.

4.2 Saddleback College and Irvine Valley College: Curriculum Review
A report from the academic senates on curriculum review.

Saddleback College Academic Senate President Bob Cosgrove, Professor David Francisco and Irvine Valley College Academic Senate President Lisa Davis Allen and Professor Jody Titus gave reports on curriculum review at their respective colleges.

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 Wagner requested item 5.12 be pulled, Trustee Lang requested Items 5.5 and 5.7 be pulled Trustee Padberg requested Item 5.19 be pulled. On a

motion made by Trustee Fuentes and seconded by Trustee Jay the remaining items were approved.

- 5.1 SOCCCD: Board of Trustees Meeting Minutes
Approve minutes of a regular meeting held on January 25, 2010.
- 5.2 Saddleback College: Western Psychological Association Annual Convention: Faculty and Student Travel
Approve the out-of-country travel request for up to eight students and one faculty advisor to attend the Western Psychological Association 90th Annual Convention in Cancun, Mexico, April 21-26, 2010, at a cost not to exceed \$12,015.
- 5.3 Saddleback College: Study Abroad Program to Santander, Spain
Approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2010 and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.
- 5.4 Saddleback College: Southwestern Anthropological Association (SWAA) Annual Conference
Approve out-of-state travel request for up to ten students and two faculty advisors to attend the Southwestern Anthropological Association (SWAA) Annual Conference, University of Nevada, Reno, April 29-May 2, 2010 at a cost not to exceed \$4,046.00.
- 5.5 Saddleback College: Cosmetology Program Review
Approve \$3,400 for the completion of the Cosmetology Program Review.

On a motion made by Trustee Milchiker and seconded by Trustee Williams this item was approved on a 7-0 vote.
- 5.6 Saddleback College and Irvine Valley College: Grant Acceptance, Community Collaborative
Accept this award of \$319,000 from the California Community College Chancellor's Office for the Community Collaborative Grant RFA 09-140-890.
- 5.7 Saddleback College: Loop Road Project: R2A Architecture, Consultant Services
Approve the agreement with R2A Architecture for the Loop Road Project in the amount of \$198,644.00.

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

- 5.8 Saddleback College: Village Expansion Project: Portable Interior Improvements Change Order
Approve change order with Class Leasing Inc. in the amount of \$58,031.00.
- 5.9 Irvine Valley College: Honors Geography 102, Out-of-State Travel Program
Approve the School of Social Sciences honors field study course in Hawaii from July 15-23, 2010 for up to twelve students at a cost not to exceed \$890.25 per student.
- 5.10 Irvine Valley College: B200 Science Lab Annex and B239 Conversion: Amendment No. 1: Increase Amount for DSA Inspection Services
Approve Amendment No. 1 to the Architectural Services Agreement increasing the contract amount to Joyce Inspection by the amount of \$30,000.00. The total revised contract amount is \$245,064.00.
- 5.11 Saddleback College and Irvine Valley College: Curriculum Revisions for 2010-2011
Approve proposed changes in curriculum for the 2010-2011 academic year.
- 5.12 Saddleback College and Irvine Valley College: Community Education
Approve Community Education courses, presenters, and compensation for Summer 2010.

On a motion made by Trustee Milchiker and seconded by Trustee Lang this item was approved on a 6-0 vote with Trustee Wagner abstaining.

- 5.13 Irvine Valley College: Speakers
Approve honoraria for speakers at Irvine Valley College.
- 5.14 SOCCCD: Purchase Order/Confirming Requisitions
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P10-02891 through P10-03248 amounting to \$1,006,241.43. Approve confirming requisitions dated January 6, 2010 through February 4, 2010 totaling \$174,024.83.
- 5.15 SOCCCD: Payment of Bills
Approve checks no. 088279 through 089072, processed through the Orange County Department of Education, totaling \$5,984,638.78; and checks no. 009755 through 009761, processed through Saddleback College Community Education, totaling \$288,598.75; and checks no. 008656 through 008665, processed through Irvine Valley College Community Education, totaling \$32,190.26.

- 5.16 SOCCCD: Transfer of Budget Appropriations
Ratify transfer of budget appropriations as shown.
- 5.17 SOCCCD: Budget Amendment: Adopt Resolution No. 10-03 to Amend
2009-2010 Restricted General Fund and Child Development Fund
Adopt and amend as indicated.
- 5.18 SOCCCD: Gifts to the District and Foundations
Approve gifts as presented.
- 5.19 SOCCCD: Trustees' Requests for Attending Conferences
Approve/ratify Trustees' requests for attending conferences.

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

At 8:24 p.m. a brief recess was called.

- 5.20 SOCCCD: January/February 2010 Contracts
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 SOCCCD: Chancellor Recruitment
Discuss and take appropriate action on recruitment of new Chancellor.

A motion was made by Trustee Padberg and seconded by Trustee Milchiker to move forward with the Chancellor Hiring Process per BP 4011.6 with Vice Chancellor Human Resources David Bugay as the Board designee and to call a Special Meeting in the next two weeks to address the issues. The motion passed on a 4-3 vote with Trustees Fuentes, Lang and Williams opposing.

At 8:50 p.m. a motion was made by Trustee Padberg and seconded by Trustee Jay to extend the meeting to 9:30 p.m.

- 6.2 SOCCCD: District Educational and Facilities Master Plan
Direct development and update of the District Educational and Facilities Master Plan.

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

- 6.3 Saddleback College and Irvine Valley College: Instructional Material/
Laboratory Fees.
Approve revised instructional material and laboratory fees for 2010-2011.

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

- 6.4 Saddleback College: Lease Agreement: Park Place Lexus
Approve lease agreement with Park Place Lexus.

Revised pages 2 – 4 of the Lease Agreement were distributed to the Board and on a motion made by Trustee Padberg and seconded by Trustee Milchiker to approve the Lease Agreement with the revised pages and correct the principal amount owed at the end of the first year to \$46,667, this item was approved on a 6-0 vote with Trustee Fuentes absent.

- 6.5 SOCCCD: Board Policy Revision: BP-5420: Nursing Program, BP-5510: Student Accident Insurance, BP-5515: Transfer Center, BP-5640: Service Animals, BP-5301: Course Repetition, BP-154: Conflict of Interest
Approve Board Policies.

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

- 6.6 SOCCCD: OCSBA Marian Bergeson Award Nomination
Nomination of trustee for the Marian Bergeson Award.

Trustee Fuentes made a motion to nominate Trustee Williams as recipient of the Marian Bergeson Award, which was seconded by Trustee Jay and approved on a 7-0 vote.

- 6.7 SOCCCD: Academic Personnel Actions - Regular Items
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking.

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

- 6.8 SOCCCD: Classified Personnel Actions - Regular Items
Approve New Personnel Appointments, Authorization to Change Organization Reporting Structure, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment,

Authorization to Revise the Salary Schedule for the Non-Bargaining Unit, Temporary, Short Term Hourly Employees, Volunteers.

Vice Chancellor David Bugay requested the footnote relating to Michael Telson be removed from Item I.1, page 8. On a motion made by Trustee Jay and seconded by Trustee Milchiker this item was approved on a 7-0 vote.

- 6.9 Irvine Valley College: California Community College Classified Employee of the Year Awards Program
Endorse nomination of Linda Renne, Sr. Administrative Assistant, for the Community College Classified Employee of the Year Awards Program sponsored by the California Community Colleges Chancellor's Office.

On a motion made by Trustee Lang and seconded by Trustee Milchiker 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.
- 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: List of Board Requested Reports
Reports requested by Trustees.
- 7.5 SOCCCD: Monthly Financial Status Report
The reports are for transactions through December 31, 2009.
- 7.6 SOCCCD: Quarterly Investment Report
This report is for the quarter ending on December 31, 2009.

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

- A. President, Saddleback College
- B. President, Irvine Valley College

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

Saddleback College President Tod Burnett, IVC President Glenn Roquemore, ATEP Provost Randy Peebles and Saddleback College Academic Senate President Bob Cosgrove gave reports.

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned in memory of former Saddleback College Administrator Bob Bosanko at 9:27 p.m.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF TRUSTEES**

March 11, 2010

CALL TO ORDER: 7:00 p.m.

The Open Session of the Special Meeting of the Board of Trustees was called to order by Vice President Padberg at 7:00 p.m.

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, Vice President
Thomas A. Fuentes, Member
William O. Jay, Member
David B. Lang, Member
John S. Williams, Member

Administrative Officers:

Raghu P. Mathur, Chancellor
David Bugay, Vice Chancellor, Human Resources
Randy Peebles, Provost, ATEP

ABSENT:

Bi'Anca Bailey, Student Member

Members of the public were given the opportunity to address the Board on items to be discussed in Closed Session.

Since there were none, the Vice President recessed the meeting to Closed Session.

The Open Session was reconvened at 7:12 p.m

President Donald P. Wagner and Clerk of the Board Marcia Milchiker joined the meeting at this time.

The Clerk of the Board read the Public Report of Action Taken during Closed Session. On a 5-0 vote with Trustees Milchiker and Wagner absent, the Board approved the non-reelection of a probationary faculty member.

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

Members of the public were given the opportunity to address the Board on any item on the agenda.

2.0 DISCUSSION ITEM

- 2.1 SOCCCD: Presentation regarding the Chancellor Hiring Process
Discuss the Chancellor Recruitment process.

Dr. David Bugay, Vice Chancellor Human Resources made a presentation regarding the Chancellor Hiring Process.

3.0 GENERAL ACTION ITEM

- 3.1 The Board may act to authorize a contract to retain a professional search consultant or firm to assist in the Chancellor Hiring process pursuant to Board Policy 4011.6, and authorize the Deputy Chancellor in consultation with the Board's designee to enter into such contract on its behalf.

On a motion made by Trustee Milchiker and seconded by Trustee Padberg, the Board approved the hiring of a consultant to assist in the Chancellor hiring process on a 6-1 vote with Trustee Williams opposing.

On a motion made by Trustee Milchiker and seconded by Trustee Padberg the Board approved bringing the top three consultants as recommended by Vice Chancellor Bugay to be interviewed by the Board at its regular March meeting. In addition, if, after reviewing the additional consultant proposals, Board members find further consultants they wish to interview, then such requests should be made through Board Leadership within five working days of the date of this Special Board meeting. The motion passed on a 6-1 vote with Trustee Lang opposing.

- 3.2 The Board may act to do any of the following: give direction with respect to the content of the Job Announcement, including but not limited to desirable qualifications beyond minimum qualifications for the successful candidate, applicant screening criteria, and establishing timelines for the Chancellor Hiring process.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker, the Board approved on a 4-3 vote with Trustees Fuentes, Lang and Williams opposing, to proceed with the same qualifications as for the prior Chancellor Search which took place in 2001/02.

ADJOURNMENT: 9:00 P.M.

Raghu P. Mathur, Ed.D., Secretary

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Portable Building Lease Settlement Amendment

ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees approved funding and a one year lease for the Temporary Classroom Facility, (relocatable buildings) at the Saddleback College Village. The Board approved use of a piggyback contract awarded to McGrath RentCorp dba Mobile Modular Management Corporation by the La Habra City School District, Bid No. 2003-1.

In September, 2008, Saddleback College determined a need to keep these portables longer and requested that the agreement be extended. The piggyback contract expired in 2007 and could not be extended. No alternate piggyback contract met the contract parameters. Staff worked with the County Office of Education's Legal Counsel to develop a Settlement Agreement and General Release between the District and Mobile Modular Management Corporation for Saddleback College from September 1, 2008, through March 31, 2010, for a total rental cost of \$291,257.

STATUS

Delay in project completion for the Village Expansion project has resulted in a need to extend the Agreement until May 31, 2010, via the attached Amendment, EXHIBIT A, for the amount of \$26,154.

Funds are available within the approved project budget which is \$4,315,675.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Settlement Agreement Amendment, EXHIBIT A, with McGrath RentCorp dba Mobile Modular Management Corporation for the Saddleback College leased portables in the amount of \$26,154.

AMENDMENT TO
SETTLEMENT AGREEMENT AND GENERAL RELEASE

This Amendment to the Settlement Agreement and General Release dated July 21, 2009 is by and between the South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, CA 92692 (hereinafter "SOCCCD"), and McGrath RentCorp dba Mobile Modular Management Corporation, 11450 Mission Boulevard, Mira Loma, CA 91752 (hereinafter "MMMC").

WHEREAS, On July 21, 2009, the SOCCCD and MMMC entered into a Settlement Agreement and General Release in order for SOCCCD to continue to lease eighteen (18) relocatable buildings from MMMC identified in Lease Nos. 559443-559450, 559455-559456, 559457-559460, and 559451-559454, for the 19 month period of September 2008 through March 2010, for the educational program at Saddleback College which rental costs exceeded the competitive bidding requirements set forth in Public Contract Code section 20651;

WHEREAS, SOCCCD has paid MMMC rental for the eighteen (18) relocatable buildings a total amount of \$248,456.67 up through March 31, 2010;

WHEREAS, SOCCCD and MMMC had agreed that by March 31, 2010, the eighteen (18) relocatable buildings at Saddleback College would be returned to MMMC;

WHEREAS, SOCCCD must continue to lease the eighteen (18) relocatable buildings from MMMC for an additional two (2) months for the months of April and May 2010 for the educational program at Saddleback College.

NOW, THEREFORE, SOCCCD and MMMC hereby agree as follows:

1. All recitals set forth above and in the Settlement Agreement and General Release dated July 21, 2009 shall be considered true and correct and are made a part of this Amendment.
2. SOCCCD and MMMC agree that upon approval by the Board of Trustees of the SOCCCD, SOCCCD shall pay to MMMC lease rental of \$7,616 for eight (8) 24' x 40' DSA relocatable classroom buildings, \$4,107.32 for two (2) 48' x 40' DSA relocatable classroom buildings, \$7,664 for four (4) 24' x 60' DSA relocatable classroom buildings and \$6,766 for four (4) 12' x 40' DSA relocatable restroom buildings, for the period April 1, 2010 through May 31, 2010, for a total amount of \$26,153.32. SOCCCD and MMMC agree that SOCCCD shall pay to MMMC \$35,584 for the dismantle and return of the fourteen (14) DSA relocatable classroom buildings and \$7,216 for the

dismantle and return of the four (4) DSA relocatable restroom buildings for a total amount of \$42,800 within _____ (___) days of May 31, 2010.

3. In consideration of the payment of the amounts as set forth in Section 2, each of SOCCCD and MMMC on behalf of itself, its heirs, executors, administrators, successors, assigns, employees, agents and representatives, hereby fully releases and forever discharges MMMC or SOCCCD, as the case may be, its Board of Trustees, or Board of Directors, as the case may be, their respective officers, employees, agents and representatives, from any and all claims, demands, causes of action, obligations, damages, attorney's fees, costs and liabilities of any nature whatsoever, whether or not known, suspected or claimed, foreseen or unforeseen, which SOCCCD or MMMC, as applicable, has had, now has, or may claim to have had as of the date of this Amendment against MMMC or the SOCCCD, as applicable, or any of them relating to the lease for the period April 1, 2010 through May 31, 2010.
4. MMMC represents and warrants that it has made no assignments and will make no assignment of any claim, demand, right of action, or any right of any kind whatsoever, embodied in any of the subject matter referred to herein and that no other person or entity of any kind had, has or may have any interest in any of the claims, demands, causes of action, obligations, damages, attorney's fees, costs and liabilities referred to herein.
5. MMMC acknowledges that it may hereafter discover facts different from or in addition to those it now knows or believes to be true with respect to the claims, demands, causes of action, obligations, damages, attorney's fees, costs and liabilities of any nature whatsoever that are the subject of this Amendment. MMMC agrees to assume the risk of the possible discovery of additional or different facts and agrees that this Amendment shall be and remain effective in all respects regardless of such additional or different facts.
6. With regards to the payments as described in Section 2, each of SOCCCD and MMMC expressly waives any rights under California Civil Code section 1542 which provides:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECTS TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

Each of SOCCCD and MMMC understands and acknowledges the significance and the consequence of the waiver of Section 1542 of the

California Civil Code. Should SOCCCD or MMMC, as applicable, eventually suffer any additional damages, such party will not be permitted to make any claim for those damages. Each of SOCCCD and MMMC acknowledges that it intends these consequences even as to claims for damages that may exist as of the date of the Amendment of which such party does not know exists, which, if known, would materially affect such party's decision to execute the Amendment regardless of whether such party's lack of knowledge is the result of ignorance, oversight, error, negligence or any other cause.

7. MMMC acknowledges that it has been given the opportunity to consult with independent legal counsel, that it has carefully read and fully understands all of the provisions of this Amendment and that it is voluntarily entering into this Amendment.
8. Nothing in this Amendment shall in any way modify the terms and conditions of the Settlement Agreement and General Release dated July 21, 2009 except to extend the lease of the eighteen (18) relocatable buildings for two (2) additional months. The Settlement Agreement and General Release dated July 21, 2009 shall remain in full force and effect.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

MCGRATH RENTCORP dba
MOBILE MODULAR MANAGEMENT
CORPORATION

By: _____
Signature

By: _____
Signature

Print Name

Print Name

Title

Title

Date

Date

South Orange County CCD
 Saddleback College
 Leased Relocatable Buildings
Amendment to Settlement
Agreement and General Release dated 7/21/09

P.O.	Lease #	Units	Monthly Lease Rate
P07-00131, P08-03673	559443	24 x 40	\$476.00
P07-00131, P08-03673	559444	24 x 40	\$476.00
P07-00131, P08-03673	559445	24 x 40	\$476.00
P07-00131, P08-03673	559446	24 x 40	\$476.00
P07-00131, P08-03673	559447	24 x 40	\$476.00
P07-00131, P08-03673	559448	24 x 40	\$476.00
P07-00131, P08-03673	559449	24 x 40	\$476.00
P07-00131, P08-03673	559450	24 x 40	\$476.00
P07-00131, P08-03673	559455	48 x 40	\$1,026.83
P07-00131, P08-03673	559456	48 x 40	\$1,026.83
P07-00131, P08-03673	559457	24 x 60	\$958.00
P07-00131, P08-03673	559458	24 x 60	\$958.00
P07-00131, P08-03673	559459	24 x 60	\$958.00
P07-00131, P08-03673	559460	24 x 60	\$958.00
P07-00132, P08-03674	559451	12 x 40 RR	\$845.75
P07-00132, P08-03674	559452	12 x 40 RR	\$845.75
P07-00132, P08-03674	559453	12 x 40 RR	\$845.75
P07-00132, P08-03674	559454	12 x 40 RR	\$845.75

Dismantle and Return Buildings	\$ 35,584
Dismantle and Return Bathrooms	\$ 7,216
	<u>\$ 42,800</u>

Monthly	156,920 / 12 =	\$13,076.66
Two Months		\$26,153.32

Exhibit A

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Change Order No. 1 and Notice of Completion:
Village Swing Space Renovation

ACTION: Approval

BACKGROUND

On June 27, 2007, the Board approved funding from basic aid to fund the Village Remodel and Secondary Effects Renovations to accommodate LRC functions. On September 22, 2008, the Board awarded a construction contract to JRH Construction Co., Inc. for Village Swing Space Renovation in the amount of \$1,327,000.00.

STATUS

The Project Manager recommends approval of Change Order No. 1 credit for unused allowance and other contract reduction amounts resulting in a decrease of \$39,849.80 in total project cost and will bring revised total contract amount to \$1,287,150.20 and that a Notice of Completion be filed for the Village Swing Space Renovation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion as shown in EXHIBIT A and approve Change Order No. 1, (EXHIBIT B) with JRH Construction Co., decreasing the contract amount by \$39,849.80 for a total contract amount of \$1,287,150.20 for the Village Swing Space Renovation at Saddleback College. It is also recommended that the Board authorize the release of retention 35 days after filing.

VILLAGE SWING SPACE RENOVATION

BID NO. 1081

CHANGE ORDER NO. 1

MARCH 25, 2010

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	ADDRESS	CONTRACT AMOUNT	Previously Approved COR's	COR #1	REVISED CONTRACT AMOUNT
1081	General Contractor	JRH CONSTRUCTION CO., INC.		\$1,327,000	\$0.00		
				\$1,327,000	\$0.00	(\$39,849.80)	\$1,287,150.20

COR No.	Date	Description	Requested	Status	Amount
1	1/27/2010	Unused Allowance Balance	YES	APP	(\$30,322.30)
		H2 Environmental for Remediation Survey & Field monitoring at Flooded Vil. #5 Bldg. Remediation.	YES	APP	-\$4,300.00
		Timber Products inspection/certification of structural floor diaphragm at flooded Vil. #5 Bldg.	YES	APP	-\$897.50
		R2A Architecture - Add'l services for flooded Vil. #5 Bldg.	YES	APP	-\$4,330.00
				BCO TOTAL	-\$39,849.80

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Change Order No. 1 and Notice of Completion:
Fine Arts Restroom Expansion

ACTION: Approval

BACKGROUND

On September 25, 2006, the Board approved funding from basic aid to fund the construction of a new restroom building for the school of Fine Arts. On April 28, 2008, the Board awarded a construction contract to JRH Construction Co., Inc. for the Fine Arts Restroom Expansion in the amount of \$1,860,975.00.

STATUS

The Project Manager recommends approval of Change Order No. 1 credit for unused allowance and other contract reduction amounts resulting in a decrease of \$56,388.50 in total project cost and will bring revised total contract amount to \$1,804,586.50; and that a Notice of Completion be filed for the Fine Arts Restroom Expansion.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion as shown in EXHIBIT A and approve Change Order No. 1, EXHIBIT B decreasing the amount by \$56,388.50 with JRH Construction Co., for a total contract amount of \$1,804,586.50 for the Fine Arts Restroom Expansion at Saddleback College. It is also recommended that the Board authorize the release of retention 35 days after filing.

Recording Requested
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 92692

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: VILLAGE SWING SPACE RENOVATION at Saddleback College, Bid No. 1081, the contract for the doing of which was heretofore entered into the 23rd day of September 2008, which contract was made with JRH CONSTRUCTION CO., INC. as Contractor; that said improvements were completed on the 21st day of August, 2009, and accepted by formal action of the governing board of said District on the 25th day of March, 2010, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA; that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE
28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

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

STATE OF CALIFORNIA]] ss.
COUNTY OF ORANGE]

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

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

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

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

RAGHU P. MATHUR, Ed.D.
Chancellor

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

FIRE ARTS RESTROOM EXPANSION

EXHIBIT B

BID NO. 1071

CHANGE ORDER NO. 1

MARCH 25, 2010

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	ADDRESS	CONTRACT AMOUNT	Previously Approved COR's	COR #1	REVISED CONTRACT AMOUNT
1071	General Contractor	JRH CONSTRUCTION CO., INC.		\$1,860,975	-0-	-\$56,388.50	
				\$1,860,975	-0-	(\$56,388.50)	\$1,804,586.50

COR No.	Date	Description	Requested	Status	Amount
1	1/27/2010	Unused allowance balance	YES	APP	(-\$33,416.00)
		R2A Architecture add'l Services required to resolve 2' gap due to restroom constructed location being incorrect	YES	APP	(-\$22,972.50)
				BC #1	(-\$56,388.50)
				BC TOTAL	(-\$56,388.50)

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Theatre Arts Students - KCACTF
ACTION: Approval

BACKGROUND

The Saddleback College Division of Fine Arts and Media Technology is committed to offering high quality educational opportunities to its students. One such opportunity is to participate in the scholarship competition at the prestigious annual Kennedy Center American College Theatre Festival. This year's Region 8 Festival was held in February in St. George, Utah. The associate faculty adviser for the students was unaware that Board approval was required, thus approval is being sought retroactively.

STATUS

Six Saddleback College theatre arts students and one faculty adviser were invited to participate in the Kennedy Center American College Theatre Festival in St. George, Utah, on February 9-13, 2010. Participation in this event incurred expenses for entry and judging fees, lodging, transportation, and meals. Maximum cost estimates are described in Exhibit A. Funding will be through the combined budget allocations of the Saddleback College Associated Student Government and the department general fund. A maximum of \$4,000 will come from the ASG allocation for this purpose and the remaining maximum of \$1,000 will come from the department general fund (Exhibit A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of Saddleback College theatre arts students and their faculty adviser in the 2010 Kennedy Center American College Theatre Festival at a cost not to exceed \$5,000 (Exhibit A).

Projected expenditures for Faculty & Student travel to KCACTF Region 8 Festival

Mileage	800 mi roundtrip @ .50/mi.	\$400
Gasoline		\$200
Entry Fees	3 plays @ \$225	\$675
Student registration	6 students @ \$70	\$420
Lodging	3 rooms for 5 nights@ \$115/nt. Inc. tax	\$1,725
Meal reimbursements	6 students @ \$27/day + 1 faculty @ \$50/day x 5 days	\$1,160
Parking & miscellaneous		\$420
	TOTAL	\$5,000

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Fourth International Small Teapot Show
ACTION: Approval

BACKGROUND

The Saddleback College Division of Fine Arts and Media Technology is committed to offering high quality educational opportunities to its students and has hosted an international small teapot competition every two years since 2004. The show also includes a visit from a guest artist in residence from China who conducts workshops for students and creates a piece of art for the Saddleback College collections. This year's show was held February 11 through March 11, 2010. The faculty member coordinating this event was unaware that Board approval had not yet been requested, thus approval is being sought retroactively.

STATUS

Arrangements for the guest artist's visit have been made through the Chinese Ceramic Art Council of San Jose, California, a non-profit organization. This organization provides travel (airfare and land transport), housing (room and board), and materials for the guest artist. A maximum of \$7,000 in funding has been allocated by the Saddleback College Associated Student Government.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the expenditure for the Fourth International Small Teapot Show at a cost not to exceed \$7,000.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College and Irvine Valley College: Grant Acceptance,
Community Collaborative

ACTION: **Approval**

BACKGROUND

In December, 2009, Saddleback College submitted a proposal in response to the Governor's Career Technical Education Initiative Community Collaborative grant RFA No. 09-141-890 issued by the California Community Colleges Chancellor's Office (CCCCO). The proposal requested supplemental funding to support the third year of the Community Collaborative Grant. Additional funding is provided to support the core workforce development component of the primary grant. This project enabled the Saddleback College Child Development Program to create a lab facility at the Child Development Center to provide observational opportunities in infant/toddler care and allowed the TV, Video, Film Production department and its feeder high schools to enhance training in High Definition film production.

STATUS

On January 13, 2010, the CCCCCO notified the College of its intent to award \$79,000 for the period February 1, 2010, through March 31, 2012, to fund the consortium efforts as presented in Exhibit A. Saddleback College will provide project direction and fiscal oversight of this grant. Consortium partners include Irvine Valley College, the five feeder high school districts, the two Regional Occupational Programs and Vital Link. Activities will include continued expansion of the infant-toddler Child Development Center program at Saddleback College; enhancement of the Human Development Program at Irvine Valley College and the Child Development Program at Saddleback College; a full day in-service workshop for film production instructors, and the continuation of a bi-annual high school film festival.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award of \$79,000 from the California Community College Chancellor's Office for the Community Collaborative Grant RFA 09-141-890.

EXPENDITURES SUMMARY

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ 9,550		
2000 Classified Salaries	\$ 45,000	7,900	College
3000 Benefits	\$ 13,773		
4000 Supplies	\$ 2,000		
5000 Contracted Services and Other Expenses	\$ 5,638		
6000 Capital Outlay	\$ 0		
Other Charges (e.g.: Indirect Costs)	\$ 3,039		
TOTALS	\$ 79,000	7,900	

*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Overall Project Director	[]	[x]	[]	[x]
2. CDC Assistant Director	[x]	[]	[]	[x]
3. Clerical support	[x]	[]	[]	[x]
4. TV, Video, Film Sub-award Director	[x]	[]	[]	[x]
5. TV, Video, Film Classified support	[x]	[]	[]	[x]

PARTNERSHIPS (if applicable)

Partnership Name/Location Saddleback Valley, Capistrano, Laguna Beach, Tustin, Irvine USD

- | | | | |
|--------------|--------------|---------------------|--|
| •Retail | •Technology | •Real Estate Public | •Public: City, Education, Municipalities |
| •Hospitality | •Health Care | •Manufacturing | •Charitable Non-Profit |
| | | | •Financial |

Partnership Name/Location Capo Laguna and Coastline ROPs; Vital Link

- | | | | |
|--------------|--------------|---------------------|--|
| •Retail | •Technology | •Real Estate Public | •Public: City, Education, Municipalities |
| •Hospitality | •Health Care | •Manufacturing | •Charitable Non-Profit |
| | | | •Financial |

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: SADDLEBACK COLLEGE

- () GRANT APPLICATION ABSTRACT
- (x) GRANT ACCEPTANCE ABSTRACT
- () GRANT RENEWAL ACCEPTANCE ABSTRACT
- () REVISIONS TO ACCEPTANCE ABSTRACT

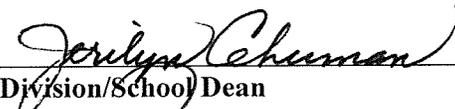
1. PROJECT TITLE: Career Technical Education Community Collaborative
2. PROJECT DIRECTOR: Penny Skaff
3. PROJECT ADMINISTRATOR: Jerilyn Chuman
4. GRANTOR AGENCY: California Community Colleges Chancellor's Office
5. FUNDING SOURCE: California Community College Chancellor's Office, SB 70/SB 1133
6. STARTING AND ENDING DATES OF THE PROJECT: February 1, 2010—March 31, 2012.

7. EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):
 Saddleback College (SC), Irvine Valley College (IVC), Saddleback Valley (SVUSD), Capistrano (CUSD), Laguna Beach (LBUSD), Irvine (IUSD), and Tustin (TUSD) Unified School Districts; Coastline (CROP) and Capo-Laguna (CLROP) Regional Occupational Programs; and business partner Vital Link have formed a consortium to address the need for seamless, non-redundant education and training in California that corresponds to economic demand and strengthen existing CTE sectors. The approach includes continuation of the Child Development Center program at Saddleback College to include children from 1-1/2 to 2 years of age; enhancement of the Human Development Program at Irvine Valley College and the Child Development Program at Saddleback College including stronger linkages to the local high school and ROP feeder programs; and continued development of the HD film production pathway.

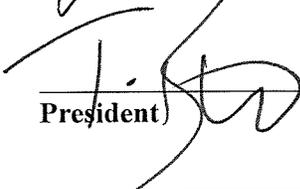
8. SUMMARY BUDGET

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$79,000	7,900		\$86,900

9. APPROVALS

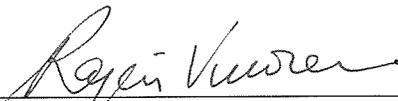


 Division/School Dean



 President

 Chancellor



 Vice President of Instruction/Students

 Vice Chancellor, Technology & Lrug Serv

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: ATEP: Change Order Requests: Hope Drive Parking Lot Maintenance and Repair

ACTION: Approval

BACKGROUND

On April, 27 2009, the Board approved funding from basic aid for the ATEP Hope Drive Parking Lot Maintenance and Repair. On December 7, 2009, the Board awarded a construction contract to NPG for \$134,160, Bid No. 6.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) number 1 and 2. Approval of these CORs will result in an increase of \$8,682 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$142,842.

Funds are available within the approved project budget which is \$950,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Requests number 1 and 2 for ATEP Hope Drive Parking Lot Maintenance and Repair as described in EXHIBIT A and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$8,682 in the total project cost. The revised total contract amount is \$142,842.00.

ATEP Parking Lot Renovation

BID NO. 6

CHANGE ORDER NO.1

March 25, 2010

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR #1	COR #2	REVISED CONTRACT AMOUNT
6	General Contractor	NPG	\$134,160	\$0.00	\$7,799.00	\$883.00	\$142,842.00
			TOTAL	\$ -	\$ 7,799.00	\$ 883.00	\$142,842.00

COR No.	Date	Description	Requested	Additional Days	Status	Amount
1	2/25/2010	Move unforeseen waterline	YES	7	APP	\$7,799.00
2	2/25/2010	Asphalt repair at existing manhole	YES	0	APP	\$883.00
TOTAL CHANGE ORDER REQUESTS					BCO #5	\$8,682.00
				7	BCO TOTALS	\$8,682.00 6.5%

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
3/26/10	Bruce Gilman	Lynn Wright	BSI Workshop	\$500 plus travel
5/1/10	Amira Wegenek	Dr. Sarah Mednick	Neuroscience of Sleep – Current Research	\$400

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
4/21/10	Earth Week	Captain Charles Moore	Seas of Plastic	\$500 from the President's office
4/23/10	Terry Chatkupt, DMA Roopa Mathur, CIM DMA Event	Bruce Franklin	Digital Media Arts	\$700
5/21/10	IVC Commencement Speaker	Jack Scott, Chancellor, CA Community Colleges Chancellor's Office	California Community College Educational System	ASIVC - \$500; Travel expenses paid by President's office, amount not to exceed \$500

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Student Trustee Bi'Anca Bailey was absent from a Special Board Meeting on March 11, 2010 due to academic commitments.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 10-09 (Exhibit A) authorizing payment to Student Trustee Bailey who was unable to attend the Special Board meeting, as noted above, due to academic commitments.

Item Submitted By: Dr. Raghu P. Mathur

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 10- 09

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

WHEREAS, on March 11, 2010, the Board of Trustees of the South Orange County Community College District held a special meeting; and

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

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

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Bailey shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on March 11, 2010.

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
CCLC Annual Trustees Conference Hyatt Regency, Long Beach, CA	4/30 – 5/2/10 (2)	\$968.00	None	None
AACC 90 th Annual Convention Washington State Convention & Trade Center Seattle, WA	4/17 – 4/20 (3)	\$1950.00	None	None

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

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

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

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P10-03249 through P10-03563 amounting to \$1,211,628.65 are submitted to the Board of Trustees for approval. Confirming requisitions dated February 5, 2010 through March 1, 2010 totaling \$94,704.87 are also submitted.

RECOMMENDATION

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

Includes P10-03249 - P10-03563

Board Meeting Date 03/25/10

PO Number	Vendor Name	Site	Description	Account Amount
P10-03249	PREFERRED AERIAL & CRANE TECHNOLOGY, INC.		AERIAL LIFT INSPECTIONS	600.00
P10-03250	CORE SOFTWARE CORP		Annual Maint for Core Run Time Libraries	10,000.00
P10-03251	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES		Membership - Board approved 7/2/09	22,441.00
P10-03252	SEHI PROCOMP COMPUTER PRODUCTS		Printer for work station	536.64
P10-03253	SADDLEBACK GOLF CARS, INC.		INSTALL DRUM AND CHECK AXLE AND BEARING	76.50
P10-03254	ARROYO TRABUCO GOLF CLUB		SSG ADVISORY MTG.	2,138.78
P10-03255	CA STATE DEPT OF INDUSTRIAL RELATIONS, DIVISION OF		Conveyance Invoice	770.00
P10-03256	SEHI PROCOMP COMPUTER PRODUCTS		HP Laser Jet 5M Toner for Payroll	112.62
P10-03257	SEHI PROCOMP COMPUTER PRODUCTS		CTE Grant HP Color Printer	2,050.29
P10-03258	ELECTRONIX EXPRESS		supplies for computer maintenance	125.19
P10-03259	AARDVARK CLAY AND SUPPLIES		CERAMIC SUPPLIES	3,006.83
P10-03260	FISHER SCIENTIFIC		ART SUPPLIES	220.75
P10-03261	LEGION WEST PAPER		ART SUPPLIES	868.66
P10-03262	RANSOM AND RANDOLPH		SCULPTURE SUPPLIES	212.24
P10-03263	SEHI PROCOMP COMPUTER PRODUCTS		Printer for Acctg/Bud Mgr	902.65
P10-03264	AIRGAS SAFETY		CAMPUS HAZARD SIGNAGE	326.11
P10-03265	SILVER STATE COACH, INC.		CTE COLLABORATIVE 7&6TH Grade Job Shadow Day	3,607.50
P10-03266	PINNACLE HOLDINGS GROUP, INC. PINNACLE LANDSCAPE COMPANY		REHAB BUS STOP AREA AND PARKING LOT 1 ISLANDS	14,488.00
P10-03267	DICK BLICK COMPANY		MARKETING MATERIALS	138.44
P10-03268	ACORN NATURALISTS		SKULL REPLICA	154.32
P10-03269	BRIAN DUBE, INC. DUBE JUGGLING EQUIPMENT		ASTRONOMY SUPPLIES	37.92
P10-03270	THERMO FISHER DBA THERMO ELECTRON NORTH AMER		Repair, service and recalibrate	654.85
P10-03271	W. W. GRAINGER		ASTRONOMY SUPPLIES	205.79
P10-03272	RIO GRANDE ALBUQUERQUE		JEWELRY MAKING SUPPLIES	1,306.30
P10-03273	LAKE FOREST BEAUTY COLLEGE		Payment for Cosmetology Program Review	3,400.00
P10-03274	SWRCB		ANNUAL PERMIT FEE	375.00
P10-03275	DELL MARKETING		Laptop Computer	1,205.25
P10-03276	TUSTIN UNIFIED SCHOOL DISTRICT		Tech Prep Grant Reimburse Tustin Unified SD	2,331.00
P10-03277	HOTSY OF SOUTHERN CALIFORNIA		AUTOMOTIVE SUPPLIES	78.08
P10-03278	KEENAN & ASSOCIATES		ANNUAL AQMD AIR EMISSIONS REPORT	2,400.00
P10-03279	CUMMINS-ALLISON CORP.		Shredder Maintenance Agreement	269.87
P10-03280	NPG, INC,		ATEP HOPE DRIVE PARKING LOT, MAINT.	134,160.00
P10-03281	R2A ARCHITECTURE		IT SERVER RM UPGRADE, DISTRICT	82,000.00
P10-03282	COMPUTERLAND OF SILICON VALLEY		After Effects Software	6,150.50
P10-03283	RJM DESIGN GROUP, INC.		IVC LANDSCAPE	102,245.00

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

Page 1 of 10

Includes P10-03249 - P10-03563

Board Meeting Date 03/25/10

PO Number	Vendor Name	Site	Description	Account Amount
P10-03284	SIERRA SOIL, INC.		GROUND SUPPLIES	1,042.91
P10-03285	GLUMAC INTERNATIONAL	IVC Warehouse	for Life Sciences Building at IVC	12,500.00
P10-03286	AVALON TENT & PARTY		High School Counselors Conference	406.02
P10-03287	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Custom Printed Proximity Cards - District	270.78
P10-03288	JSTOR		Library e-books per Tom Weisrock	5,300.00
P10-03289	ACCUVANT INC.		Firewall Upgrade Project	5,400.00
P10-03290	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		for LRC Project SC	3,490.00
P10-03291	GUIDANCE SOFTWARE		Computer Forensics Courses I and II	4,121.63
P10-03292	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		VIL 10 BLDG MICROBIAL ASSESSMENT	975.00
P10-03293	A-1 FENCE COMPANY		FENCING FOR THE FMO YARD	3,556.10
P10-03294	DIRECT PAINTING & DECORATING INC.		TRAINING CENTER EXTERIOR WORK	7,775.00
P10-03295	ON TRACK		Track & Field Supplies	626.39
P10-03296	BRAVO SIGN & DESIGN		CAMPUS MAPS SIGN	788.44
P10-03297	QUEZADA PRO LANDSCAPE, INC.		PE 300 TREE SERVICES	3,900.00
P10-03298	COMPUTERLAND OF SILICON VALLEY		ACROBAT PRO LICENSE/CHILD DEV. CTR.	108.75
P10-03299	RANCHO VIEJO GLASS		replacement of broken window glass	697.13
P10-03300	SchoolOutfitters.com		roller attachment for overhead projectors	112.08
P10-03301	WELLS FARGO #3317		Book for jazz courses	39.10
P10-03302	WELLS FARGO #3317		Books	63.05
P10-03303	RED HILL CORPORATION DBA SUPERGRIT ABRASIVES		ART SUPPLIES	383.88
P10-03304	LAGUNA CLAY CO.		CERAMIC SUPPLIES	772.13
P10-03305	WELLS FARGO #3317		Books for jazz courses	27.53
P10-03306	UNITED INTERIORS		Two new chairs for District IT	1,075.09
P10-03307	NEUDESIC, LLC		SharePoint Health Check	9,800.00
P10-03308	COMPUTERLAND OF SILICON VALLEY		Software needed for Live@edu migration.	212.00
P10-03309	DATA CLEAN CORPORATION		FLOOR MATS	200.96
P10-03310	OXFORD COMPUTER GROUP		Netscape transition to Live@edu Project	7,000.00
P10-03311	DHARMA TRADING CO.		SEWING SUPPLIES	504.14
P10-03312	COASTLINE ROP		Tech Prep Coast Line ROP Agreement	2,500.00
P10-03313	MF ATHLETIC COMPANY		Track & Field Supplies	1,022.82
P10-03314	3M		3M PROJECTOR LAMPS *QUOTE ATTACHED	293.49
P10-03315	HOME DEPOT		BMW TOOLS	685.83
P10-03316	ORANGE COUNTY HUMAN RELATIONS COUNCIL		OC Human Relations/Awards 39	3,000.00
P10-03317	ENVIRONMENTAL SYSTEMS PRODUCTS(ESPH, INC.)		ESP SERVICE CONTRACT RENEWAL *QUOTE ATTACHED	4,321.00
P10-03318	ALLDATA LLC		ALLDATA SUBSCRIPTION RENEWAL *QUOTE ATTACHED	1,060.31
P10-03319	KELLY GRIMES		Instructor	1,080.00
P10-03320	NAVIGATORS PRINT & DESIGN INC		Printing of folders for ISC use	1,436.37

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Includes P10-03249 - P10-03563

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03321	KIRK		one case of Duplicate paper for notetakers	335.59
P10-03322	TOWNE ALLPOINTS COMMUNICATIONS		High School Parents Letter Mailing	2,148.15
P10-03323	CENTRAL SANITARY SUPPLY		CUSTODIAL SUPPLIES	640.70
P10-03324	EMPIRE CLEANING SUPPLY		CUSTODIAN SUPPLIES	744.92
P10-03325	CHAMPION CHEMICAL CO.		CUSTODIAL SUPPLIES	3,329.49
P10-03326	GORM, INC.		CUSTODIAL SUPPLIES	5,051.39
P10-03327	MIRAMAR WHOLESALE NURSERIES		BLANKET PURCHASE ORDER NURSERY ACCOUNT	3,000.00
P10-03328	WESTERN GRAPHICS PLUS, INC.		CTE Collaborative Outreach Canopies	4,182.53
P10-03329	ACUSHNET COMPANY		GOLF SHOES AND GEAR FOR MENS GOLF TEAM	1,845.90
P10-03330	MISSION PRINTING COMPANY		Envelopes for Vet. Mem. Dedication Event	230.55
P10-03331	EDISON FIRE EXTINGUISHER CO.		FIRE EXTINGUISHERS	1,828.63
P10-03332	HANNAH HARRINGTON		GUEST SPEAKER HANNAH HARRINGTON	100.00
P10-03333	CALIFORNIA PLACEMENT ASSN % MAGGI DUNSMORE, COOP EDU DEPT		Chancellor's Office CPA Invoice	5,000.00
P10-03334	DR. GAYE CHRISTOFFERSEN		GUEST SPEAKER GAYE CHRISTOFFERSEN	100.00
P10-03335	TOMARK SPORTS EQUIPMENT		Score board repair service for IVC Soccer field	620.94
P10-03336	MARCIVE, INC.		Library database service	17.28
P10-03337	QUEZADA PRO LANDSCAPE, INC.		EMERGENCY TREE WORK	200.00
P10-03338	A-1 FENCE COMPANY		BASEBALL & TENNIS COURT NET REPLACE/REPAIR	9,094.00
P10-03339	SUN TAMERS WINDOW TINTING		SAFETY FILM FOR THE MIRROR IN PE-102	262.00
P10-03340	LEE ARMSTRONG CO., INC.		FA-118, 119, 211 FLOORING REPLACEMENT	1,798.00
P10-03341	A-1 FENCE COMPANY		FENCING FOR LIBRARY BRIDGE	2,231.00
P10-03342	QUEZADA PRO LANDSCAPE, INC.		VET MEMORIAL QUAD WORK	2,485.00
P10-03343	ASI-MODULEX		AGB BUILDING SIGNS	61.47
P10-03344	CPS SECURITY SOLUTIONS ATTN: MARIE ANTROBUS		to cover patrol hours on January 18th, 2009	218.00
P10-03345	P & R PAPER SUPPLY COMPANY		CUSTODIAL SUPPLIES	3,013.25
P10-03346	UNISOURCE CORPORATION FACILITIES SUPPLY		CUSTODIAL SUPPLIES	9,624.84
P10-03347	WAXIE SANITARY SUPPLY		CUSTODIAL SUPPLIES	117.78
P10-03348	GALE SUPPLY COMPANY		CUSTODIAL SUPPLIES	1,167.98
P10-03349	AK CONSTRUCTORS INC.		CART CHARGING CONSTRUCTION PROJECT	9,425.00
P10-03350	DEMCO INC.		Tech Prep Wall Board	980.29
P10-03351	HITT MARKING DEVICES, INC.		SELF INKING STAMPS	172.26
P10-03352	SMARDAN SUPPLY - EL MONTE		PLUMBING SUPPLIES	329.66
P10-03353	SEHI PROCOMP COMPUTER PRODUCTS		Replacement Monitors in District IT	6,626.73
P10-03354	COLLEGE BOARD CUES SOFTWARE SERVICES		Ability To Benefit (ATB) Assessment Instruments	262.50

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03355	ASI-MODULEX		CONTRACT TO PROVIDE SIGNAGE AND WAYFINDING PLAN	45,240.00
P10-03356	MOORE MEDICAL CORP.		Meds	207.84
P10-03357	DELL MARKETING		Color Laser toner supply and external drive reader	1,273.95
P10-03358	MISSION PRINTING COMPANY		Contract Printing	261.00
P10-03359	NANCY'S NOTIONS		SEWING SUPPLIES	114.67
P10-03360	MKH ELECTRONICS		Blanket PO Repair services/IVC ultrasound machine	200.00
P10-03361	ELECTRONIX EXPRESS		ELECTRONIC SUPPLIES	94.50
P10-03362	QUICKSTART INTELLIGENCE		Implementing Microsoft Office SharePoint Server	1,525.00
P10-03363	NAVIGATORS PRINT & DESIGN INC		printing of A&R envelopes for mailings	1,576.88
P10-03364	ACOUSTIC MAGIC		VOICE TRACKER MICROPHONE *QUOTE ATTACHED	281.79
P10-03365	KATERCRAFTS BOOKBINDERS		Open PO for book binding.	400.00
P10-03366	NU AGE DEVELOPMENT, INC.		REMOVE CURRENT COUNTER/REBUILD WALL ADMISSIONS	12,875.00
P10-03367	TOMARK SPORTS EQUIPMENT		PAINT STRIPER FOR JACK HODGES	135.93
P10-03368	GUNTHER'S ATHLETIC SERVICE		ITEMS FOR IVC GYM	469.51
P10-03369	KEENAN & ASSOCIATES		Loss Control/Risk Mgmt. Agreement	25,000.00
P10-03370	CCPRO, MT. SAN ANTONIO COLLEGE		CCPRO Award Submissions	60.00
P10-03371	VICENTI, LLOYD & STUTZMAN LLP		NSF Program Consultant Services	5,618.80
P10-03372	MILLENNIUM BUSINESS SERVICES		STORES REORDER	1,048.73
P10-03373	ORANGE COUNTY PRINTING ATTN: ACCOUNTS RECEIVABLE		Blossom Ballpoint Pen/Highlighter Price PP \$0.814	2,330.44
P10-03374	AMERICAN LIGHTING ASSOCIATION		Dept. Resources	274.05
P10-03375	WELLS FARGO #3317		Instructional Supplies for Reading Lab.	608.84
P10-03376	THULE SCIENTIFIC DAVID K. LYNCH		Purchase of book for Geology	94.88
P10-03377	MILLENNIUM BUSINESS SERVICES		Business Cards	50.03
P10-03378	SHATTINGER MUSIC		Student Music	171.19
P10-03379	UNITED INTERIORS		Student Services Center Renovation	20,001.65
P10-03380	INTERNATIONAL OPUS		Instructional Music	109.40
P10-03381	RONCORP PUBLICATIONS FOR WOODWINDS		Instructional Music	276.03
P10-03382	KOSS INTERNATIONAL		STUDENT ART SUPPLIES	371.59
P10-03383	NAFSA PUBLICATIONS		purchase of NAFSA manual for ISC use	600.00
P10-03384	ASI-MODULEX		Student Services Center - Lobby Directory	3,310.73
P10-03385	ARENA DISTRIBUTING, INC.		Food and Nutritional Supplies for CDC	1,568.26
P10-03386	SADDLEBACK APPLIANCES		Replacement of 1st floor Refrigerator	747.75

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Includes P10-03249 - P10-03563

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03387	JUDY VALENZUELA		Workshop Instructor	120.00
P10-03388	BATTERY ZONE		BATTERIES	144.28
P10-03389	NEXUS IS, INC.		for Tran Hong, x 5254	1,371.70
P10-03390	PROTEX SAFE CO.		Safe lock override code services	35.00
P10-03391	TOPLINE CONSTRUCTION		DRAIN RETURN BASINS	4,850.00
P10-03392	UNITED RENTALS		LIFT RENTAL FOR PARKING LOT LIGHT FIXTURE REPAIRS	2,098.88
P10-03393	SAMY'S CAMERA		Photography supplies	2,000.00
P10-03394	MONJARES & WISMEYER GROUP, INC		Job Analysis SOCCCD	1,502.50
P10-03395	UNITED INTERIORS		Monitor Arms for Purchasing and Business Services	542.10
P10-03396	MSC INDUSTRIAL SUPPLY CO.		flammable/waste storage for DMP	771.85
P10-03397	WELLS FARGO #3317		Binoculars for En Studies Field Activities	404.55
P10-03398	B & H PHOTO		Equipment Supplies	30.98
P10-03399	EXTENSIS CORPORATION		Software Upgrades	59.35
P10-03400	SEHI PROCOMP COMPUTER PRODUCTS		printer supplies	52.85
P10-03401	GOVCONNECTION		student damage = power cords	57.95
P10-03402	BEST BUY GOV, LLC		DVD player for geology classroom	112.71
P10-03403	COMPUTERLAND OF SILICON VALLEY		SOFTWARE REQ. FOR MLT GRANT	365.00
P10-03404	SALLIE MILLER		PRIDE foster parent co-trainer	420.00
P10-03405	BAMWALL CO.		CREATE PROPER SECURITY FOR POLICE ROOMS	2,691.00
P10-03406	SEHI PROCOMP COMPUTER PRODUCTS		SAMSUNG MONITOR FOR TOD **QUOTE ATTACHED	337.78
P10-03407	TURSI'S SOCCER SUPPLY, INC.		WOMEN'S SOCCER ORDER	4,510.00
P10-03408	VARTANIAN, LAURIE M. dba RELIABLE RESPONSE		CPR/1st Aid Instructor	700.00
P10-03409	WEST-LITE SUPPLY CO.		PROJECTOR LAMPS	676.03
P10-03410	KEN PATTON		NVC MEETING FOR GRANT 0702912	10,000.00
P10-03411	IRVINE UNIFIED SCHOOL DIST. ATTN: P.GRAHAM, ACCOUNTING		CTE COLLABORATIVE AND IVUSD AGREEMENT	5,000.00
P10-03412	SESAC, INC.		SESAC District Music License	2,724.13
P10-03413	MARKERTEK VIDEO SUPPLY		Audio adaptors for field production use	180.51
P10-03414	BURNETT GROUP, LLC		for Village Portables	559.89
P10-03415	GLAXO SMITH KLINE (GSK)		Vaccine	1,427.50
P10-03416	LYNDA.COM, INC.		Training Service Subscription for Classified Staff	3,000.00
P10-03417	QUEZADA PRO LANDSCAPE, INC.		FOR TREE WORK AROUND CAMPUS	4,000.00
P10-03418	SADDLEBACK MATERIALS COMPANY		SAND/GRAVEL	654.46
P10-03419	MATERIAL SALES UNLIMITED		SOFTBALL FIELD INFIELD MIX	1,300.59
P10-03420	MATERIAL SALES UNLIMITED		BASEBALL INFIELD MIX	1,382.85
P10-03421	WELLS FARGO #3317		Request replacement Norton Books	75.72
P10-03422	TOUR STRIKER-TGA LLC		GOLF CLUBS FOR GOLF TEAM	271.00
P10-03423	McKESSON GENERAL MEDICAL CORP		Medical supplies	119.43
P10-03424	HARDY DIAGNOSTICS		MICROBIOLOGY SUPPLIES	822.02
P10-03425	CALIFORNIA GEOLOGICAL SURVEY SCHOOL REVIEW UNIT		FOR GEOLOGIC HAZARD REPORT	3,600.00

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03426	HARDY DIAGNOSTICS		MLT SUPPLIES	650.06
P10-03427	ESSENCE ENTERTAINMENT		Contract Services	3,500.00
P10-03428	MARCELO CESENA		Contract Services	1,200.00
P10-03429	WESTERN GRAPHICS PLUS, INC.		700 Flash Drives for WBL Committee	1,500.00
P10-03430	JOYCE INSPECTION & TESTING		For ATEP Parking Lot Renov.	16,800.00
P10-03431	INTELECOM ATTEN: MICHELLE KOLPIEN		annual Intelcom enrollment assessment	4,506.48
P10-03432	U.S. POSTAL SERVICE ATTENTION: BULK MAIL		mailing for Damn Yankees postcards	1,900.00
P10-03433	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.		MAINTENANCE - CANON COPIER	606.64
P10-03434	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.		Annual Maintenance: Copier	815.00
P10-03435	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.		Annual Maintenance: Copier	700.00
P10-03436	RIVERSIDE PUBLISHING		Deliver to Reading Center	426.31
P10-03437	PATRIC TAYLOR		Reimbursement	500.00
P10-03438	TROXELL COMMUNICATIONS, INC.		projector lamps	3,216.80
P10-03439	NU AGE DEVELOPMENT, INC.		CONSTRUCT CART STORAGE AREA NEAR CUSTODIAL WH	11,800.00
P10-03440	GOVCONNECTION		Hard Drive and Fire wire card for computer	258.06
P10-03441	GOVCONNECTION		REPLACEMENT BATTERIES FOR LAPTOPS	230.29
P10-03442	McKESSON GENERAL MEDICAL CORP		medications	1,457.63
P10-03443	SARAH ANDERSON		Contracted musician services	120.00
P10-03444	BRANDON BRYANT		Contracted musician services	120.00
P10-03445	WILLIAM CAMPBELL		Contracted musician services	120.00
P10-03446	BRAHAM GOLDSTEIN		Contracted musician services	120.00
P10-03447	BENJAMIN HUNTER		Contracted musician services	120.00
P10-03448	JOSHUA TATE HUPPERT		Contracted musician services	120.00
P10-03449	KENTON KLINGBEIL		Contracted musician services	120.00
P10-03450	CAMERON LAND		Contracted musician services	120.00
P10-03451	JILLIAN MACK		Contracted musician services	120.00
P10-03452	TYLER MC GEOUGH		Contracted musician services	120.00
P10-03453	MARYANN MC NAMARA		Contracted musician services	120.00
P10-03454	ERIC MOORE		Contracted musician services	120.00
P10-03455	KURT PEREGRINE		Contracted musician services	120.00
P10-03456	JEFFREY STEPHEN PRICE		Contracted musician services	120.00
P10-03457	RUBEN PUEBLA		Contracted musician services	120.00
P10-03458	ZACHARY SHERMAN		Contracted musician services	120.00
P10-03459	TREECO ARBORIST INC. MAINTENANCE SERVICES		TREE HAZARD EVALUATIONS FOR SC	5,550.00
P10-03460	MISSION PRINTING COMPANY		postcards for sclo; delivery to Taubenpost	1,991.21
P10-03461	SO. ORANGE CO. COMM. COL.DIST		Return to Title IV Funds	711.00
P10-03462	PACIFIC ALLIANCE CAPITAL, INC. WEST COAST TECHNOLOGY		SAN Replacement - Basic Aid Project	7,224.84
P10-03463	FOSTER CARE AUXILIARY OF OC		Workshop Presenter	720.00
P10-03464	RHONDA HOLDEN		Facilitator	720.00
P10-03466	RAY OF LIFE		AEDs	6,344.81

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03467	BLACKBOARD INC.		New Module Training for SC/IVC Support Staff	8,600.00
P10-03468	QUALITY OFFICE FURNISHINGS		Reconfigure Office per Proposal #5728-SBV	1,973.42
P10-03469	HALL & FOREMAN, INC. % LINDA SANDUSKY, PROJ.MGR.		for Life Sciences building	13,337.70
P10-03470	NEWPORT COMPUTER SOLUTIONS,INC		vRangerPro Back-up System Renewal	3,166.80
P10-03471	FISHER SCIENTIFIC		CHEMISTRY SUPPLIES	3,094.75
P10-03472	WELLS FARGO #3317 (DISTRICT)		Request parts for a in class set for astronomy lab	70.53
P10-03473	EBERHARD EQUIPMENT		GROUNDS EQUIPMENT	13,880.34
P10-03474	GREENLEIGH & WONG TECHNICAL SERVICE LLC		A/V PROJECTOR BULBS *QUOTE ATTACHED	3,054.95
P10-03475	ASI-MODULEX		Student Servces Center Lobby Renovation	1,216.97
P10-03476	MUSIC THEATRE INTERNATIONAL		as per contract # 9027305	12,390.00
P10-03478	PRINTRUNNER, INC.		auto tech magnets	173.09
P10-03479	WAUSAU TILE, INC.		RECEPTACLES	19,131.51
P10-03480	EAGLE COMMUNICATIONS		TWO-WAY RADIO EQUIPMENTS RELOCATION	8,848.41
P10-03481	CALIFORNIA STAGE/LIGHTING, INC		THEATRICAL SUPPLIES	1,822.89
P10-03482	FISHER SCIENTIFIC		MICROBIOLOGY SUPPLIES	148.65
P10-03483	CCPRO, MT. SAN ANTONIO COLLEGE		Four entries in CCPRO awards event.	80.00
P10-03484	FISHER SCIENTIFIC		MLT SUPPLIES	799.91
P10-03485	DAVID ABELLA		Bleacher Covers for the IVC Hart Gymnasium	4,719.75
P10-03486	POWER MUSIC		CDs for aerobics class/Duquette	136.27
P10-03487	TEAM STRENGTH SYSTEMS INC.		Bumper plates for the IVC Weightroom/LFC	5,745.27
P10-03488	EMBARCADERO TECHNOLOGIES, INC.		ER/Studio Enterprise Maintenance Renewal	3,930.00
P10-03489	EDVOTEK, INC.		IMMUNOLOGY SUPPLIES	236.13
P10-03490	NEXT DAY GOURMET dba SUPERIOR PRODUCTS		Ice Machine/Bin for the IVC Athletic Training Room	3,489.79
P10-03491	VIDEO SERVICE OF AMERICA		Office supplies for Media	1,203.89
P10-03492	N-OADN NATIONAL OFFICE		NOADN MEMBERSHIP RENEWAL	400.00
P10-03493	NASCO WEST INDUSTRIES, INC.		FOOD/NUTRITION SUPPLIES	447.06
P10-03494	RGP PLANNING & DEVELOPMENT SERVICES	IVC Barranca Rd	Consultant Serv.	66,750.00
P10-03495	DISCOUNT SCHOOL SUPPLY SALES DEPARTMENT		COMPETITIVE EQUIPMENT /CD	2,120.61
P10-03496	QUEZADA PRO LANDSCAPE, INC.		Upper Quad Landscaping	14,875.00
P10-03497	BOB PARRETT CONSTRUCTION		LIBRARY ROAD WEST BRIDGE	19,090.00
P10-03498	PROAIR CONSTRUCTION SVCS. INC.		BGS AH-2 COIL REPLACEMENT	14,872.00
P10-03499	UNITED INTERIORS		FURNITURE DOUBLE HANDLING CHARGES	485.00
P10-03500	THE M.S. ROUSE COMPANY, INC.		New Baseball Field Dugout Flooring	15,700.00
P10-03501	SIGMA-ALDRICH CHEMICAL CO.		ORGANIC CHEMISTRY SUPPLIES	850.65
P10-03502	ORANGE COUNTY REGISTER		AD FOR BID 1094	1,808.00

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03503	BEACH PAVING, INC.		SIDEWALK FOR A100 LAWN AREA	5,250.00
P10-03504	TOTAL ACCESS GROUP		Healthy Lifestyles Program Supplies	356.25
P10-03505	VWR INTERNATIONAL, INC.		MICROBIOLOGY SUPPLIES	236.30
P10-03506	JAMES TALEVICH		Contracted musician services	120.00
P10-03507	BETTY J. WHYTE		Contracted musician services	120.00
P10-03508	DANIEL ZWILL		Contracted musician services	120.00
P10-03509	SHARON LANDIS		Workshop Instructor	1,080.00
P10-03510	PBS VIDEO/SHOP PBS PBS EDUCATIONAL VIDEO		Video for BIO 20 Repro Lab	32.12
P10-03511	FISHER SCIENTIFIC		MLT SUPPLIES	488.20
P10-03512	BAVCO		PLUMBING SUPPLIES	700.86
P10-03513	A-1 INTERNATIONAL VIDEO & TV INC.		Equipment purchased for BOT room	1,087.50
P10-03514	KINSHIP CENTER ATTN: ACCOUNTING		Trainer	1,503.50
P10-03515	KATHY WEATHERWAX		PRIDE Trainer	630.00
P10-03516	QUICKSTART INTELLIGENCE		On-Site Training-MS Windows Server 2008 Deployment	6,600.00
P10-03517	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCLAA		Community Clg Directory	22.58
P10-03518	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES		Inv. 1398, Change Proposal Fee	1,000.00
P10-03519	VWR INTERNATIONAL, INC.		CHEMISTRY SUPPLIES	183.58
P10-03520	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST		Services IVC/OOI/Tran Hong	550.00
P10-03521	FITNESS WHOLESALE, INC.		Storage equipment for PE301	410.68
P10-03522	BONE CLONES, INC.		ANTHROPOLOGY EQUIPMENT	13,706.85
P10-03523	UNITED INTERIORS		NEW CHAIR FOR CLASSIFIED STAFF	410.06
P10-03524	SMARDAN SUPPLY - EL MONTE		PLUMBING SUPPLIES	343.43
P10-03525	UNITED INTERIORS		LEARNING DISABILITIES DOUBLE HANDLING FEES	591.50
P10-03526	DHK PLUMBING & PIPING, INC.		CCTV PIPELINE VIDEO INSPECTION	1,200.00
P10-03527	GOVCONNECTION		INSTRUCTIONAL MATERIAL FEE SUPPLIES FOR BIO.200	85.64
P10-03528	SAMY'S CAMERA		Photography supplies	159.08
P10-03529	WELLS FARGO #3317		Books for geology	55.97
P10-03530	SUPERIOR PRESS		Checks for SC Student Financial Aid	417.87
P10-03531	COVER CONNECTION		Exam gloves for Photography Department	204.14
P10-03532	LEMUR MUSIC COMPANY		2 Double basses	6,998.00
P10-03533	HARLAND TECHNOLOGY SERVICES - A DIVISION OF SCANTRON		Software argreement from Harland Technologies	9,795.00
P10-03534	NEWPORT COMPUTER SOLUTIONS,INC		SAN Replacement - Basic Aid project	20,188.35
P10-03535	DIRECT SYSTEMS SUPPORT		SAN Replacement - Basic Aid Project	3,154.22
P10-03536	LYNETTE MCGEE		Contract Services	500.00
P10-03537	PATRICK W. HANIFIN		Speaker for Classified Staff Dev Day	400.00
P10-03538	TUTTO FRESCO ITALIANA		Food for Classified Staff Day	1,887.74

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PO Number	Vendor Name	Site	Description	Account Amount
P10-03539	ULINE, INC.		FAMILY/CONSUMER SCIENCE SUPPLIES	33.24
P10-03540	CALIFORNIA METAL-X		SCULPTURE SUPPLIES	2,653.50
P10-03541	BAVCO		BACKFLOW SUPPLIES	351.26
P10-03542	ESSENCE ENTERTAINMENT		Contract Services	1,900.00
P10-03543	ELECTRO INDUSTRIES		PHYSICS EQUIPMENT	7,166.50
P10-03544	QUALITY OFFICE FURNISHINGS		monitor arms for dual monitors	4,037.34
P10-03545	ALPHAGRAPHICS		NOTECARDS FOR PRESIDENT/ATTACHMENTS	1,246.33
P10-03546	THE WOODWIND & THE BRASSWIND, INC.		Instruments for SC Pep Band	5,772.45
P10-03547	SMARDAN SUPPLY - EL MONTE		PLUMBING SUPPLIES	514.02
P10-03548	PROGRESSIVE MEDICAL INT.		replenishment for first aid kits	139.07
P10-03549	PROMETRIC, INC.		Test Vouchers for FCP Certification Testing	450.00
P10-03550	MILLENNIUM BUSINESS SERVICES		business cards for Dr. Kathleen Schrader	50.03
P10-03551	FISHER SCIENTIFIC		ASTRONOMY SUPPLIES	35.10
P10-03552	THE CONTAINER STORE		SUPPIES FOR MLT/PHLEB LAB	295.50
P10-03553	DRS. FOSTER & SMITH		BIOLOGY SUPPLIES	162.41
P10-03554	THE RUST STORE		MAINTENANCE SUPPLIES	31.99
P10-03555	VIRCO MFG. CORP.		Chair package for Theatre	6,351.00
P10-03556	ORANGE CO. FARM SUPPLY		HORTICULTURE SUPPLIES	865.38
P10-03557	ARNETTE EDWARDS		Instructor	180.00
P10-03558	E-Z UP FACTORY OUTLET E-Z UP DIRECT.COM		CANOPY PURCHASE FOR IVC	8,036.97
P10-03559	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH		Legal Professional Services	12,000.00
P10-03560	FLS BANNERS		TABLE COVER PURCHASE FOR IVC	2,632.78
P10-03561	LISA CARMEL		PRIDE Panel Member	50.00
P10-03562	CARA BOYER		PRIDE Panel Member	50.00
P10-03563	PYRO-COMM SYSTEMS		FOR BLDG.W, SADDLEBACK COLLEGE	2,875.00
			Total	313
				1,211,628.65

Fund	Description	PO Count	Amount
01	General Fund	278	574,149.64
12	Child Development Fund	2	1,677.01
40	Capital Outlay Fund	32	598,802.00
68	Self-Insurance Fund	2	37,000.00
Total		313	1,211,628.65

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

Includes P10-03249 - P10-03563

Board Meeting Date 03/25/10

PO Number	Vendor Name	Site	Description	Account Amount
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PO Changes	
New PO Amount	Change Amount
Total PO Changes	

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

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

Req #	Vendor	Comment	Total Amt
RQ10-01438	MIKI MIKOLAJCZAK	Reimbursement for Miki Mikolajczak	150.00
RQ10-01440	PHILLIP B. GREER	Mathur Settlement	25,000.00
RQ10-01443	WELLS FARGO EDUCATION FINANCIAL SERVICES	CTE Grant Materials for Event	250.00
RQ10-01444	ROGER OWENS DEAN OF FINE ARTS	CCCAOE/CCCIO Conference	1,250.00
RQ10-01445	WELLS FARGO #3317 (DISTRICT)	Jetico, Inc	39.23
RQ10-01446	WELLS FARGO #3317	amazon.com	97.46
RQ10-01452	MARY J. ALLEN	Reimbursement for SLO Workshop	1,820.08
RQ10-01455	LAGUNA GRAPHIC ARTS, INC.	SOC CCD Podium Sign	48.94
RQ10-01456	LINDA SOUTHWELL	Reimbursement	97.81
RQ10-01462	TOD A. BURNETT	ACCCS Conf. Burlingame Employee Enrollment Fee	1,536.70
RQ10-01466	RAJBIR SINGH	Reimbursement Request	78.00
RQ10-01470	WELLS FARGO EDUCATION FINANCIAL SERVICES	CTE Grant Materials	24.37
RQ10-01471	NEWBEGINNINGS, INC.	Catering for District-wide Goals Session	62.53
RQ10-01473	LINDA GLEASON	CONFERENCE FOR L.GLEASON/MAGIC	380.00
RQ10-01476	LINDA CALL	CONFERENCE FOR L.CALL/MAGIC	380.00
RQ10-01477	SAMANTHA J. VENABLE	CONFERENCE FOR S.VENABLE/MAGIC	380.00
RQ10-01478	DR. ROBERT BRAMUCCI	Conference/travel	410.00
RQ10-01479	LORETTA THARPE	CONFERENCE FOR L.THARPE/MAGIC	380.00
RQ10-01480	DANUTA ZAKRZEWSKI	CONFERENCE FOR D. ZAKRZEWSKI-MAGIC	380.00
RQ10-01481	RACHEL MANDERS	Reimbursement for grant mailing	38.63
RQ10-01492	LINDA CALL	CONFERENCE FOR L.CALL/NLN PREP	315.00
RQ10-01493	LORETTA THARPE	CONFERENCE FOR L.THARPE/NLN PREP.	315.00
RQ10-01499	JULIA JENNER	Reimburse Instructor for DVD Movie purchases	32.43
RQ10-01502	KEN KINDER	Reimbursement	63.27
RQ10-01505	DAVE ODASSO	Reimbursement	73.88
RQ10-01515	PING CO.	GOLF BAGS FOR MEN'S GOLF TEAM	890.05
RQ10-01516	REALVOLLEYBALL.COM	KNEE-PADS FOR MEN'S VOLLEYBALL TEAM	371.54
RQ10-01525	MARK SCHIEFFELBEIN	CONFERENCE (ATTACHMENT) EDUCOMM	1,215.00
RQ10-01528	TOD A. BURNETT	CEO Leadership Institute Symposium	1,485.00
RQ10-01529	NEWBEGINNINGS, INC.	Box Lunches for CalWORKs Mini Conference	267.53
RQ10-01530	FAWN TANRIVERDI	Staff Reimbursement	120.73
RQ10-01531	FAWN TANRIVERDI	Staff Reimbursement	688.56
RQ10-01532	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	ATI TESTING MATERIALS	8,988.19
RQ10-01534	OMAR M. S. IBRAHIM	Reimbursement to Egypt Student for Course Requir.	12.00
RQ10-01541	NEWBEGINNINGS, INC.	8th Grade Job Shadow Day	170.19
RQ10-01542	WELLS FARGO #3317	amazon.com	367.98
RQ10-01549	WELLS FARGO #3465 FISCAL-IVC	Marketing Materials - Vendor: 4imprint	2,771.96
RQ10-01550	J.W. PEPPER & SON, INC.	Music ordered and received	244.70
RQ10-01562	CARMENMARA HERNANDEZ-BRAVO	REIMBURSEMENT FOR KEYBOARD *RECEIPT ATTCHD	61.55
RQ10-01563	S & B FOODS	Campus Orientation for TUSD HS Students 2/24/10	318.64
RQ10-01570	HALEY NGUYEN	Reimbursement to Faculty	152.16
RQ10-01571	JENNIFER GAMEZ-WHITTEN	Reimbursement to Faculty	49.22
RQ10-01575	LASER SOURCE	Service and parts for printers	182.89
RQ10-01581	MIKE PAQUETTE	reimbursement for class supplies - Mike Paquette	51.19
RQ10-01583	REALVOLLEYBALL.COM	VOLLEYBALL SHOES FOR MEN'S VOLLEYBALL TEAM	250.29
RQ10-01585	THE TRANE COMPANY SO. CA PARTS, SALES & SVC.	L.A. TRANE CHILLER TECH SERVICES/FOUND BAD SENSOR	389.00

RQ10-01586	DR. NANCY CARRITTE PSYCHOLOGIST	INDUSTRIAL	Services IVC/OOI/THong and KSchrader - 01/10	850.00
RQ10-01589	DAVID BUGAY		Reimburse Moving Expense	900.00
RQ10-01590	MAQUINSAL SEWING MACHINE CO.		Equip Repair/Supplies	498.39
RQ10-01593	MARY ROMINGER	IVC	reimb for purch of wheelchair for DSPS students	49.99
RQ10-01604	ELLE DUBOIS		Registration & Lodging for conference	871.86
RQ10-01618	DEPT. OF PESTICIDE REGULATION PEST MGMT & LICENSING BRANCH		RENEWAL FEE FOR PESTICIDE CERTIFICATE	30.00
RQ10-01619	PE INSTRUMENTS		REPAIR OF FTIR INSTRUMENT	3,307.65
RQ10-01627	BAKER & TAYLOR		Library books per Tom Weisrock request	727.70
RQ10-01633	DR. CRAIG JUSTICE		Reimbursement for keyboard for laptop computer	43.50
RQ10-01639	AMERICAN RED CROSS CHAPTER	ORANGE COUNTY	CPR cards for HLTH 2 class Fall 09	115.00
RQ10-01642	WELLS FARGO EDUCATIONAL FINANCIAL SERVICES		Accreditation Retreat Food Paradise Bakery	227.78
RQ10-01650	JOHN OZUROVICH		REIMBURSEMENT JOHN OZUROVICH TO ATTEND SOLAR	700.00
RQ10-01655	GALE GROUP		Library book per Tom Weisrock request	29.31
RQ10-01665	???		CONVERT TEST LAMP TO PERMANENT	480.00
RQ10-01669	TASER INTERNATIONAL, INC.		Repair	1,250.63
RQ10-01670	ALL IN ONE POSTER COMPANY, INC		FEDERAL/CALIFORNIA POSTERS FOR IVC	130.50
RQ10-01671	DIANE LEWIS		emergency repair to washer	200.00
RQ10-01672	NATHANIEL GARCIA	% FINE ARTS	Reimbursement	145.99
RQ10-01673	MARIANNE E. THAWLEY		REIMBURSE M.THAWLEY FOR BOOKS	175.16
RQ10-01685	JEFF KAUFMANN		Field course Bio 101 sp 10 64100	259.18
RQ10-01688	BARBARA TAMIALIS		Reimbursement for Renovation Materials	101.12
RQ10-01692	CHERYL ABBAS		Reimbursement For CAEYC Conference	185.00
RQ10-01695	JULIE ANDERSON		Reimbursement for Bio 20 Photosynthesis	39.02
RQ10-01697	NEWBEGINNINGS, INC.		Egypt Grant Representative Reception	66.61
RQ10-01703	ESTER GRAHAM		Reimbursement for Ettie Graham - Job Fair 2010	74.08
RQ10-01709	NATALIA EITENEER		Reimbursement For CAEYC Conference	185.00
RQ10-01710	FANNIE CHU		Reimbursement For CAEYC Conference	185.00
RQ10-01711	KRISTINA WOOD		Reimbursement For CAEYC Conference	185.00
RQ10-01716	DR. ROBERT BRAMUCCI		Travel reimbursement	2,300.00
RQ10-01721	WELLS FARGO #4214		Facility rental Class. Staff Dev Day	880.00
RQ10-01729	A-1 INTERNATIONAL VIDEO	& TV INC.	Repaired/Troubleshoot BOT Sound system	950.00
RQ10-01733	COACH AMERICA		EI Field Trip - bus	821.14
RQ10-01738	DAVID E. ANDERSON, JR.		ACCE Conference 2/26/10	450.00
RQ10-01740	COACH AMERICA		EI Field Trip - bus 3/3/10	440.00
RQ10-01742	YOSEMITE COMMUNITY COL. DIST. FOR CCC REGISTRY JOB FAIR		Job Fair 2010 Additional Expenses	50.00
RQ10-01749	WELLS FARGO #3317		Headphones for Cisco IP Phone	40.35
RQ10-01750	STATE BOARD OF EQUALIZATION		HAZARDOUS WASTE GENERATOR FEES	200.00
RQ10-01752	KIM REZVANI		Reimbursement to Kim Rezvani	6.10
RQ10-01764	LARRY RADDEN		Reimbursement	480.00
RQ10-01765	LARRY RADDEN		Reimbursement	461.00
RQ10-01769	JULIE ANDERSON		reimburse - Elodea for Bio 20	
RQ10-01775	NATHANIEL GARCIA	% FINE ARTS	Photosynthesis lab	26.01
RQ10-01777	KEVIN O'CONNOR		Reimbursement	145.99
RQ10-01779	MARYAM AFSHARI		Conference Reimbursement Kevin O'Connor	799.30
RQ10-01780	AXXIS ADVERTISING		Reimburse Staff member for conference attendance	72.00
RQ10-01781	CARMENMARA HERNANDEZ-BRAVO		Postcards	107.66
RQ10-01787	???		Reimbursement for DVD purchases- Hernandez-Bravo	38.41
RQ10-01788	???		Conference reimbursement	185.00

RQ10-01789	NICKOLAS PERRONE	Reimbursement for Egypt Cultural Exchange SD	119.21
RQ10-01794	STATE BOARD OF EQUALIZATION	Environmental Hazard Fee	200.00
RQ10-01799	COACH AMERICA	EI field trip - bus	903.25
RQ10-01800	HAAKER EQUIPMENT COMPANY	SWEEPER REPAIR PARTS	29.82
RQ10-01802	COACH AMERICA	EI Field Trip - bus	969.87
RQ10-01805	WELLS FARGO EDUCATIONAL FINANCIAL SERVICES	Livescan fee for TPP student	47.00
RQ10-01810	COACH AMERICA	EI Field Trip - bus	1,058.42
RQ10-01821	COACH AMERICA	EI FIELD TRIP - BUS	849.77
RQ10-01825	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	ACCJC ATEP programs/Inv to A/P	500.00
RQ10-01830	STEPHEN DUBAY	Reimbursement for shipping	28.44
RQ10-01837	DON TAYLOR	Requesting reimbursement for parking fee	10.50
RQ10-01841	REPRO XPRESS	FOR PLANS AND SPECS	1,034.84
RQ10-01842	DAVID D. GATEWOOD	CITEA Conf Banquet / David Gatewood	60.83
RQ10-01847	RAY CHANDOS	Reimbursement for electronics supply purchase	147.69
RQ10-01849	HITT MARKING DEVICES, INC.	Paid Stamp for Student Payment Office	140.72
RQ10-01850	HONORS TRANSFER COUNCIL OF CA % KAY RYALS, DIRECTOR	Registration for HTCC Student Research Conference	550.00
RQ10-01851	NONE	Pre-Payment for IVC CDC Training	900.00
RQ10-01859	RICHARD GROSCOST	REIMBURSE GROSCOST	51.31
RQ10-01863	MICHELE WOLFF	REIMBURSEMENT M WOLFF	80.00
RQ10-01870	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	ATI TEAS TESTS	4,620.00
RQ10-01878	WELLS FARGO #4214	Facility Rental Deposit	500.00
RQ10-01885	LAS GOLONDRINAS MEXICAN FOOD	Transfer Celebration Catering Deposit	110.00
RQ10-01889	RANDY HARDICK	Reimbursement for Conference	279.93
RQ10-01890	WILL GLEN	REIMBURSE GLEN	913.17
RQ10-01891	PHOENIX BUSINESS MACHINES, INC	Toner for Richo Copier	171.98
RQ10-01896	GLENN ROQUEMORE	Conference for President Roquemore	380.00
RQ10-01901	OCDE PARAPROFESSIONAL	Conference	150.00
RQ10-01909	TEACHER TRAIN	Benches for Art Gallery	481.43
RQ10-01915	WELLS FARGO #4214	Workshop for Julie Kirk	795.00
RQ10-01915	???		
RQ10-01920	S & B FOODS	Refreshment for TPP Partners Meeting	39.86
RQ10-01921	CAPISTRANO UNIFIED SCHOOL DISTRICT	CUSD subs for mentors attended 01-8 TPP workshop	299.87
RQ10-01922	ROBERT FARNSWORTH	Reimbursement for Equipment Rental	147.60
RQ10-01926	JULIE ANDERSON	reimbursement; Elodea Bio 3a	22.76
RQ10-01929	RANDY HARDICK	Reimbursement for EMT Supplies	75.26
RQ10-01935	ACCUITY	ACH Participant Directory	259.00
RQ10-01938	GEORGINA GUY	Staff Reimbursement	643.56
RQ10-01940	HARRY PARMER	Conference	1,523.81
RQ10-01945	AMTECH RELIABLE ELEVATOR CO.	ELEVATOR EMERGENCY LIGHT BATTERY	50.03
RQ10-01947	WELLS FARGO EDUCATIONAL FINANCIAL SERVICES	DOMAIN NAME RENEWAL *see attached	89.00
RQ10-01953	PAPA PESTICIDE APPLICATORS ASSOC.	PESTICIDE SEMINAR FOR SCOTT COWLEY	120.00
RQ10-01954	WELLS FARGO EDUCATIONAL FINANCIAL SERVICES	Registration for Conference	635.00
RQ10-01958	ALAN CHERRY	REIMBURSEMENT FOR ALAN CHERRY	16.60
RQ10-01966	LISA DAVIS-ALLEN	2010 Accred Inst. Registration L. Davis-Allen	295.00
RQ10-01989	???	Int'l Student Office, NAFSA Conference	786.21
RQ11-00005	CATHERINE BERES	Reimbursement	500.00

94,704.87

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

BACKGROUND

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

STATUS

Checks No. 089073 through 089851, processed through the Orange County Department of Education, totaling \$4,292,766.19; and Checks No. 009762 through 009783, processed through Saddleback College Community Education, totaling \$24,572.25; and Checks No. 008666 through 008679, processed through Irvine Valley College Community Education, totaling \$28,112.00 are submitted for the approval of the Board of Trustees.

RECOMMENDATION

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

Checks Dated 02/05/2010 through 03/01/2010				Board Meeting Date 03/25/10	
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
089073	02/05/2010	MOTOROLA c/o COMSERCO	01-6410		4,676.96
089074	02/05/2010	GALE SUPPLY COMPANY	01-4600		571.81
089075	02/05/2010	GALLS INC. %GALLS RETAIL CA LOCK BOX	01-4600		478.38
089076	02/05/2010	GILBERT & STEARNS, INC.	01-5811		3,848.00
089077	02/05/2010	GLOBAL INDUSTRIAL EQUIPMENT	01-6410	362.79	
			Unpaid Sales Tax	21.79-	341.00
089078	02/05/2010	GOLF VENTURES WEST	01-4600		206.35
089079	02/05/2010	GRAFIX SHOPPE	01-4600	53.06	
			Unpaid Sales Tax	3.06-	50.00
089080	02/05/2010	W. W. GRAINGER	01-4600		142.12
089081	02/05/2010	GRANICUS, INC.	01-5651		1,075.00
089082	02/05/2010	GRAPHIC CHEMICAL & INK CO.	01-4344	352.06	
			Unpaid Sales Tax	25.46-	326.60
089083	02/05/2010	DIANA GRAY	01-5811		715.00
089084	02/05/2010	GRAYBAR ELECTRIC CO.	01-4600		896.86
089085	02/05/2010	GREEN THUMB INTERNATIONAL	01-4300		
			01-4600		114.42
089086	02/05/2010	KELLY GRIMES	01-5153		980.00
089087	02/05/2010	RUBEN GUZMAN	01-5840		110.88
089088	02/05/2010	HACH COMPANY	01-4300		2,115.33
089089	02/05/2010	MELANIE HAERI	01-5271		156.66
089090	02/05/2010	HAITBRINK ASPHALT PAVING, INC.	01-6120		4,800.00
089091	02/05/2010	HARBOR FREIGHT TOOLS CO.	01-4300		126.90
089092	02/05/2010	HARDY DIAGNOSTICS	01-4300		369.17
089093	02/05/2010	WILLIAM HEWITT	01-4600		41.28
089094	02/05/2010	HEWLETT PACKARD	01-5651		4,986.70
089095	02/05/2010	HIGHER ONE INC.	01-5821		883.20
089096	02/05/2010	HIGHSMITH CO., INC.	01-4300		96.35
089097	02/05/2010	HITT MARKING DEVICES, INC.	01-4600		288.20
089098	02/05/2010	HPL MECHANICAL CONTRACTOR, INC.	01-6120		1,650.17
089099	02/05/2010	IN-N-OUT BURGER ATTN: COOKOUT COORDINATOR	01-5271		
			01-5811		8,300.00
089100	02/05/2010	INGARDIA BROTHERS PRODUCE, INC.	01-4344		736.37
089101	02/05/2010	INTEGRATED DNA TECHNOLOGIES	01-4344		101.79
089102	02/05/2010	INTERMOUNTAIN LOCK & SECURITY SUPPLY, INC.	01-4600		310.64
089103	02/05/2010	THE INTERNATIONAL PRINTING MUSEUM	01-6410		8,000.00
089104	02/05/2010	IRVINE PIPE & SUPPLY	01-4600		627.41
089105	02/05/2010	IRVINE RANCH WATER DIST.	01-5593		3,808.11
089106	02/05/2010	RUTH JACOBSON	01-4300		33.49
089107	02/05/2010	JMAC PERFORMANCE	01-4300		195.08
089108	02/05/2010	RJ COACHING AND CONSULTING RITA M. JONES	01-5811		7,500.00
089109	02/05/2010	CONNIE LEE JOSLIN	01-5811		600.00
089110	02/05/2010	DR. CRAIG JUSTICE	01-4200		76.64
089111	02/05/2010	PIPS C/O KEENAN & ASSOCIATES	01-3600		
			01-9510		90,975.00
089112	02/05/2010	FRANCES KELLEY	01-4300		339.50
089113	02/05/2010	KELVIN	01-4300	80.69	
			Unpaid Sales Tax	5.69-	75.00
089114	02/05/2010	KEN'S SPORTING GOODS	01-4300		2,851.76
089115	02/05/2010	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	01-4600		

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

Checks Dated 02/05/2010 through 03/01/2010

Board Meeting Date 03/25/10

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
			01-5651		12,731.77
089116	02/05/2010	KUSUNOKI, GARY I.	01-5811		300.00
089117	02/05/2010	LOS ANGELES TIMES	01-4200		56.50
089118	02/05/2010	LAGUNA BEACH UNIF. SCHOOL DIST	01-5811		1,008.00
089119	02/05/2010	LAGUNA COUNTRY UNITED METHODIST CHURCH	01-5620		1,280.00
089120	02/05/2010	LASER SOURCE	01-4300		
			01-5650		192.19
089121	02/05/2010	ANDREW C. LAYTON	01-5153		15,000.00
089122	02/05/2010	LIEBERT CASSIDY WHITMORE	01-5721		883.60
089123	02/05/2010	LIGHT BULBS ETC.	01-5811		
			01-6410		5,000.00
089124	02/05/2010	LINKS SIGN LANGUAGE INTERPRETING SERVICES	01-5811		355.50
089125	02/05/2010	LOOMIS, FARGO & CO., INC	01-5825		476.13
089126	02/05/2010	MAC MALL	01-4600		111.63
089127	02/05/2010	RACHEL MANDERS	01-5840		67.15
089128	02/05/2010	MAQUINSAL SEWING MACHINE CO.	01-4344		572.04
089129	02/05/2010	MARINA MUSIC	01-4300	961.35	
			Unpaid Sales Tax	77.35-	884.00
089130	02/05/2010	MAXIMUS, INC.	01-5811		2,840.00
089131	02/05/2010	MC CALLUM GROUP, INC.	01-5811		1,000.00
089132	02/05/2010	JENNIFER MC CUE	01-4900		
			01-5821		105.00
089133	02/05/2010	MC KESSON MEDICAL SURGICAL	01-4344		
			01-4600		
			01-6410		2,542.69
089134	02/05/2010	McLOGAN SUPPLY COMPANY, INC.	01-4344		2,242.99
089135	02/05/2010	McMASTER CARR SUPPLY CO.	01-4600		175.84
089136	02/05/2010	MERCURY DOCUMENT IMAGING CO.	01-5651		278.00
089137	02/05/2010	MICROSOFT IT ACADEMY	01-5812		1,712.81
089138	02/05/2010	MARCIA MILCHIKER	01-5811		
			01-9510		44.99
089139	02/05/2010	MILLENNIUM BUSINESS SERVICES	01-4600		
			01-5810		
			01-9210		2,967.71
089140	02/05/2010	SALLIE MILLER	01-5153		180.00
089141	02/05/2010	MISSION PRINTING COMPANY	01-5810		
			01-5811		6,988.06
089142	02/05/2010	MSC INDUSTRIAL SUPPLY CO.	01-4600	78.20	
			Unpaid Sales Tax	6.29-	71.91
089143	02/05/2010	UNIVERSITY OF HAWAII	01-5811		19,140.55
089144	02/05/2010	ACCELERATED IMAGING INC.	40-5811		978.80
089145	02/05/2010	BLACKBOARD INC.	40-6440		10,400.00
089146	02/05/2010	BLACKBOARD INC.	40-6412		39,720.00
089147	02/05/2010	BROOKSTONE CABINETS	40-6220		3,262.50
089148	02/05/2010	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	40-6125		
			40-6220		
			40-6225		
			40-9510		14,817.50
089149	02/05/2010	CLARK SECURITY PRODUCTS INC.	40-6220		1,154.78
089150	02/05/2010	CONTROL MAINTENANCE & REPAIR INC.	40-6220		20,185.63
089151	02/05/2010	COURTESY ROOFING VICTOR M. ORTIZ	40-6220		3,125.00

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Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
089152	02/05/2010	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	40-6226		27,071.25
089153	02/05/2010	EWING IRRIGATION PRODUCTS	40-6120		3,459.75
089154	02/05/2010	EXTENDED RESULTS, INC.	40-6412	9,892.19	
			Unpaid Sales Tax	142.19-	9,750.00
089155	02/05/2010	gkkworks	40-6226		32,209.39
089156	02/05/2010	HCTD, LLC c/o HUDSON CAPITAL, LLC	40-6120		30,000.00
089157	02/05/2010	JOYCE INSPECTION & TESTING	40-6224		
			40-9510		6,960.00
089158	02/05/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	40-6120		4,159.62
089159	02/05/2010	LAMAR SPACE INC.	40-6220		146.81
089160	02/05/2010	JOSE MARTINEZ TREE SERVICE	40-6120		4,650.00
089161	02/05/2010	MC CARTHY BUILDING COMPANIES	40-6220		5,000.00
089162	02/05/2010	MC KENNA LONG & ALDRIDGE, LLP	40-6120		927.24
089163	02/05/2010	NEUDESIC, LLC	40-6440		122,478.00
089164	02/05/2010	NEXUS IS, INC.	40-6411		3,490.43
089165	02/05/2010	PENN CORPORATE RELOCATION SERVICES, INC.	40-6220		49,372.38
089166	02/05/2010	R2A ARCHITECTURE	40-6226		
			40-9510		11,617.24
089167	02/05/2010	RED STONE, INC	40-6224		5,184.00
089168	02/05/2010	RGP PLANNING & DEVELOPMENT SERVICES	40-6120		10,985.13
089169	02/05/2010	RJM DESIGN GROUP, INC.	40-6226		4,511.90
089170	02/05/2010	RJT COMPUQUEST	40-6440		2,600.00
089171	02/05/2010	RR SYSTEMS, INC.	40-6220		29,220.23
089172	02/05/2010	SAF-r-DIG Utility Surveys, Inc	40-6220		5,300.00
089173	02/05/2010	SO. COAST FIRE PROTECTION	40-6220		821.25
089174	02/05/2010	STATE WATER RSRC CONTROL BOARD STORM WATER SECTION	40-6120		375.00
089175	02/05/2010	SUNNY SLOPE TREES	40-6120		1,085.33
089176	02/05/2010	WEST COAST TECHNOLOGY	40-6410		7,611.75
089177	02/05/2010	DAVID BUGAY	01-5270		117.00
089178	02/05/2010	CCLC/CCCAA COA/CCCAA CONVENTION	01-5270		250.00
089179	02/05/2010	CCCAOE	01-5270		395.00
089180	02/05/2010	CINHC	01-5270		75.00
089181	02/05/2010	CARMEN CORTEZ-DOMINGUEZ	01-5270		100.00
089182	02/05/2010	ESTER GRAHAM	01-5270		47.88
089183	02/05/2010	HILTON SAN FRANCISCO FINANCIALDISTRICT	01-5270		358.27
089184	02/05/2010	TEDDI LORCH	01-5270		47.87
089185	02/05/2010	ANITA MC DONALD	01-5270		451.88
089186	02/05/2010	MARCIA MILCHIKER	01-5270		637.38
089187	02/05/2010	BETH MUELLER	01-5270		104.95
089188	02/05/2010	REGENTS OF THE UNIV. OF CALIF UCLA LAKE ARROWHEAD CONF. CTR.	01-5270		6,033.03
089189	02/05/2010	WESTIN LOS ANGELES AIRPORT	01-5271		
			01-5620		368.76
089190	02/08/2010	AT & T MOBILITY	01-5590		35.03
089191	02/08/2010	AT & T MOBILITY	01-5590		
			01-9510		149.70
089192	02/08/2010	AT & T MOBILITY	01-5590		13.91
089193	02/08/2010	AT&T	01-5590		50.00
089194	02/08/2010	AT&T	01-5590		71.12

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Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
089195	02/08/2010	AT&T	01-5590		329.64
089196	02/08/2010	AT&T	01-5590		71.12
089197	02/08/2010	AT&T	01-5590		54.81
089198	02/08/2010	AT&T	01-5590		54.81
089199	02/08/2010	AT&T	01-5590		54.81
089200	02/08/2010	AT&T	01-5590		15.75
089201	02/08/2010	SOUTHERN CALIFORNIA EDISON CO.	01-5591		30,096.84
089202	02/08/2010	ORISON MARKETING EVAPORUST.COM	01-4300	60.88	
			Unpaid Sales Tax	3.68-	57.20
089203	02/08/2010	GOENGINEER	01-5812		1,035.56
089204	02/08/2010	NATYCAA % BRIAN HORNINGS	01-5374		100.00
089205	02/08/2010	NAT'L INST. FOR WOMEN IN TRADES, TECHNOLOGY & SCIENCE	01-5811		227.45
089206	02/08/2010	NLNAC, INC. DIRECTOR FOR ACCOUNTING &	01-5821		1,000.00
089207	02/08/2010	NAT'L STUDENT CLEARINGHOUSE	01-5374		1,275.45
089208	02/08/2010	AUGUSTINE NAVARRO	01-5153		180.00
089209	02/08/2010	NCATC NORTHEAST OFFICE	01-5374		600.00
089210	02/08/2010	NEUDESIC, LLC	01-6440		2,960.00
089211	02/08/2010	NEWBEGINNINGS, INC. CATERING DIVISION	01-5271		1,461.88
089212	02/08/2010	NORTH STATE ENVIRONMENTAL	01-5511		16,057.80
089213	02/08/2010	NOTHING BUT AIR	01-5811		584.00
089214	02/08/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	01-5811		4,126.00
089215	02/08/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	01-5811		4,899.50
089216	02/08/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	01-5620		343.32
089217	02/08/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	01-5620		484.24
089218	02/08/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	01-5812		118.00
089219	02/08/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	01-5812		235.00
089220	02/08/2010	ORANGE CO. BUSINESS JOURNAL	01-4200		58.00
089221	02/08/2010	OC IRON WORK	01-6120		800.00
089222	02/08/2010	ORANGE COUNTY PRINTING ATTN: ACCOUNTS RECEIVABLE	01-4600		
			01-5810		
			01-5811		
			01-5830		16,993.39
089223	02/08/2010	ORANGE CO. PUMP CO.	01-5650		802.13
089224	02/08/2010	ORANGE COUNTY REGISTER COMMERCIAL BILLING	01-5810		1,274.03
089225	02/08/2010	ORANGE CO. SPECTATOR SERVICES DARRELL TIFF, OWNER	01-5811		362.00
089226	02/08/2010	OCE-IMAGISTICS	01-5620		
			01-5651		75.29
089227	02/08/2010	OCEANSIDE PHOTO & TELESCOPE	01-4300		152.89
089228	02/08/2010	OCLC, INC. DEPT #34299	01-5811		1,547.97
089229	02/08/2010	DAVE ODASSO	01-4200		59.10
089230	02/08/2010	VINCENT OLIVIERI	01-5173		100.00
089231	02/08/2010	ON COURSE, INC. DBA ON COURSE WORKSHOP	01-5811		5,704.79
089232	02/08/2010	ORCHARD SUPPLY HARDWARE	01-4600		335.94
089233	02/08/2010	ORKIN INC.	01-5811		1,335.50

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089234	02/08/2010	HELEN OSZ	01-5840		167.20
089235	02/08/2010	SISC III COBRA ADMINISTRATION	01-3400		811.51
089236	02/08/2010	HOLIDAY INN SACRAMENTO-CAPITOL PLAZA	01-5270 01-5271 01-5811		1,023.96
089237	02/08/2010	OFFICEMAX CONTRACT INC.	01-4600		7,435.31
089238	02/08/2010	LILIANN PEREZ-STROUD	01-5153		360.00
089239	02/08/2010	S & B FOODS CATERING DIVISION	01-5271		242.51
089240	02/08/2010	SAFE NAVIGATION, INC.	01-4300		117.84
089241	02/08/2010	SAMY'S CAMERA	01-4344		312.66
089242	02/08/2010	SAVEUR	01-4200		27.00
089243	02/08/2010	SC INC. EMBROIDERY	01-4300		848.25
089244	02/08/2010	SCANTRON CORPORATION	01-4344		1,320.51
089245	02/08/2010	JARED SCOTT	01-5811		810.00
089246	02/08/2010	SEHI PROCOMP COMPUTER PRODUCTS	01-4344 01-4600		1,322.86
089247	02/08/2010	SEPULVEDA BUILDING MATERIALS	01-4600		1,309.41
089248	02/08/2010	SHATTINGER MUSIC	01-4300		35.69
089249	02/08/2010	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	01-4300		40.12
089250	02/08/2010	SHRED-IT CAMPO ENTERPRISES, INC.	01-5811		326.00
089251	02/08/2010	SKY & TELESCOPE	01-4200		42.95
089252	02/08/2010	SLUGGERS BASEBALL	01-4300		881.56
089253	02/08/2010	SNAP-ON INDUSTRIAL A Division of IDSC Holdings	01-4300		128.36
089254	02/08/2010	SOUTHERN COUNTIES OIL DBA/SC FUELS	01-4610		3,610.43
089255	02/08/2010	SPECTRUM CHEMICAL MFG. CORP.	01-4300		141.89
089256	02/08/2010	DANIEL SPIELMAN	01-5691		768.75
089257	02/08/2010	AMY L. STINSON	01-4610		56.56
089258	02/08/2010	ALENA STRICKLAND	01-5153		105.00
089259	02/08/2010	FRANK STRNAD	01-5811		450.00
089260	02/08/2010	HOME DEPOT CREDIT SERVICES	01-4300 01-4344 01-4600 01-6410		3,855.97
089261	02/08/2010	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	01-5620		550.00
089262	02/08/2010	PHOENIX GROUP INFORMATION SYS.	01-5811		3,877.23
089263	02/08/2010	PLASTIC & METAL CENTER, INC.	01-4300		508.95
089264	02/08/2010	PRAXAIR	01-4300		53.26
089265	02/08/2010	DR. WILLIAM PRESCH	01-5173		100.00
089266	02/08/2010	QUICKSTART INTELLIGENCE	01-5270		2,871.00
089267	02/08/2010	JAMES L. RYNNING	01-4300		500.00
089268	02/08/2010	FHEG - SADDLEBACK BOOKSTORE STORE #296	01-7600		1,413.75
089269	02/08/2010	BARBARA TAMIALIS	01-4200		108.00
089270	02/08/2010	TERMITE TERRY PEST CONTROL	01-5811		150.00
089271	02/08/2010	TRI-BEST VISUAL DISPLAY	01-4300 01-6410		1,117.25
089272	02/08/2010	ARACELLI TRUJILLO	01-5153		50.00
089273	02/08/2010	VEOLIA ES TECHNICAL SOLUTIONS, LLC	01-5511		6,042.57
089274	02/08/2010	VICTORY CUSTOM ATHLETIC	01-4300		1,013.75

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089275	02/08/2010	VITAL LINK EDUCATION AND CONSORTIUM	BUSINESS 01-5811		3,247.18
089276	02/08/2010	VWR INTERNATIONAL, INC.	01-4300		24.25
089277	02/08/2010	WARE DISPOSAL CO., INC.	01-5510		2,015.47
089278	02/08/2010	TED WEATHERFORD	01-4300		173.69
089279	02/08/2010	WEST-LITE SUPPLY CO.	01-4344		
			01-4600		454.57
089280	02/08/2010	WESTERN ARTS ALLIANCE	01-5374		400.00
089281	02/08/2010	WESTERN REGIONAL HONORS COUNCIL, HONORS PROGRAM MS112	01-5374		50.00
089282	02/08/2010	MICHAEL E. WILSON	01-5153		9,672.00
089283	02/08/2010	ANGELICA R. ZIKOOR	01-5153		60.00
089284	02/08/2010	OFFICEMAX CONTRACT INC.	12-4600		29.38
089285	02/08/2010	RALPHS GROCERY COMPANY	12-4600		
			12-4710		475.21
089286	02/08/2010	ROCKVIEW FARMS	12-4710		386.10
089287	02/08/2010	SMART & FINAL IRIS CO.	12-4600		
			12-4710		464.02
089288	02/08/2010	SUPERIOR PAPER & PLASTIC INC.	12-4600		372.63
089289	02/08/2010	VICENTI, LLOYD & STUTZMAN LLP	71-5811		1,900.00
089290	02/08/2010	KEENAN & ASSOCIATES RECEIVABLE	ACCOUNTS 68-5811		2,233.66
089291	02/08/2010	MILLENNIUM BUSINESS SERVICES	68-5810		39.15
089292	02/08/2010	HOME DEPOT CREDIT SERVICES	12-6120		384.81
089293	02/08/2010	MARSHALL MATERIALS	12-6120		406.32
089294	02/08/2010	ORKIN INC.	12-5811		90.00
089295	02/09/2010	AARDVARK CLAY AND SUPPLIES	01-4344		509.49
089296	02/09/2010	ACTIVEPDF, INC	01-5651		396.00
089297	02/09/2010	ADCLUB ADVERTISING SERVICE	01-5830		8,174.47
089298	02/09/2010	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	01-4300		2,099.42
089299	02/09/2010	ALISO VIEJO CONFERENCE CENTER	01-5271		256.02
089300	02/09/2010	LEE ARMSTRONG CO., INC.	01-6220		1,000.00
089301	02/09/2010	ART SUPPLY WAREHOUSE	01-4300		75.25
089302	02/09/2010	AUDIO VISUAL INTEGRATION INC.	SYSTEMS, 01-5650		206.53
089303	02/09/2010	LISA AUSTIN	01-4600		16.94
089304	02/09/2010	AVENTURA SAILING ASSOC.	01-5814		280.00
089305	02/09/2010	BAKER & TAYLOR	01-6300		645.67
089306	02/09/2010	BATTERY SPECIALTIES	01-4300		39.64
089307	02/09/2010	BATTERY ZONE	01-4344		139.01
089308	02/09/2010	BESAFE TECHNOLOGIES, INC.	01-5811		738.15
089309	02/09/2010	DENISE BLAIR	01-5153		315.00
089310	02/09/2010	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.	01-5620		500.00
089311	02/09/2010	BUDDY'S ALL STARS	01-4300		671.19
089312	02/09/2010	LARRY BURBRIDGE, D.O., FACEP	01-5153		900.00
089313	02/09/2010	COX COMMUNICATIONS	01-5590		28.88
089314	02/09/2010	PAUL CURTIS	01-4300		75.14
089315	02/09/2010	EDUCATIONAL MUSIC SERVICE	01-4300		248.69
089316	02/09/2010	FRANCHISE TAX BOARD	01-5722		10.00
089317	02/09/2010	COX COMMUNICATIONS	01-5590		10.67
089318	02/10/2010	OFFICEMAX CONTRACT INC.	12-4600		504.23
089319	02/10/2010	A-S MEDICATION SOLUTIONS, LLC	01-4600	650.24	
			Unpaid Sales Tax	52.32-	597.92
089320	02/10/2010	BLACKBOARD INC.	01-5811		1,893.75

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089321	02/10/2010	CALIFORNIA HAZARDOUS SERVICE	01-5811		1,590.00
089322	02/10/2010	KATHERINE CANALES	01-4300		13.13
089323	02/10/2010	CAROLINA BIOLOGICAL SUPPLY	01-4300		45.07
089324	02/10/2010	CCCCSSAA COLLEGE OF THE REDWOODS	01-5374		300.00
089325	02/10/2010	CDW GOVERNMENT, INC.	01-6412		734.07
089326	02/10/2010	CENTER FOR PHLEBOTOMY EDUCATION, INC.	01-4300	830.34	
			Unpaid Sales Tax	65.44-	764.90
089327	02/10/2010	RAY CHANDOS	01-4300		130.62
089328	02/10/2010	CINTAS CORPORATION	01-5811		22.00
089329	02/10/2010	MIKE COLLINS	01-4300		250.00
089330	02/10/2010	CONSOLIDATED ELECTRICAL DIST.	01-4600		98.73
089331	02/10/2010	CORPORATE BUSINESS INTERIORS	01-6410		196.59
089332	02/10/2010	MARY M. COURTNEY	01-5173		300.00
089333	02/10/2010	COUTTS LIBRARY SERVICES, INC.	01-6300		106.38
089334	02/10/2010	CARIE CRUZ	01-5153		105.00
089335	02/10/2010	JOHN DEERE LANDSCAPES, INC.	01-4600		410.23
089336	02/10/2010	ECONOMIC ALTERNATIVES, INC.	01-5811		347.91
089337	02/10/2010	EDUCATIONAL MUSIC SERVICE	01-4300		125.82
089338	02/10/2010	EQUIPMENT PARTS WHOLESALE	01-6410		476.75
089339	02/10/2010	EWING IRRIGATION PRODUCTS	01-4600		171.52
089340	02/10/2010	FEDERAL EXPRESS	01-9221		1,537.16
089341	02/10/2010	FISHER SCIENTIFIC	01-4300		134.12
089342	02/10/2010	FLINN SCIENTIFIC, INC.	01-4344		210.21
089343	02/10/2010	FREESTYLE	01-4300		
			01-4344		4,615.70
089344	02/10/2010	FREEWAY AUTO SUPPLY	01-4600		52.22
089345	02/10/2010	FRY'S ELECTRONICS	01-4600		436.49
089346	02/10/2010	OFFICEMAX CONTRACT INC.	01-4600		14,277.13
089368	02/11/2010	PACIFIC CLIPPINGS	01-4200		118.00
089369	02/11/2010	PACIFIC COAST BUILDING SPECIALTIES, INC.	01-6410		1,190.63
089370	02/11/2010	PACIFIC COLOR PRINTING	01-5810		184.88
089371	02/11/2010	PARAGON PLASTICS COMPANY	01-4300		
			01-4344		1,009.34
089372	02/11/2010	BOB PARRETT CONSTRUCTION	01-6120		
			01-6220		51,780.00
089373	02/11/2010	PB AMERICAS, INC.	01-6220		1,200.00
089374	02/11/2010	BARBARA PENLAND	01-5374		50.00
089375	02/11/2010	PHOENIX BUSINESS MACHINES, INC	01-5651		500.00
089376	02/11/2010	PHOENIX GROUP INFORMATION SYS.	01-5811		1,047.70
089377	02/11/2010	POWER FORD TUSTIN	01-4600		524.01
089378	02/11/2010	POWERTRON BATTERY CO.	01-4600		413.25
089379	02/11/2010	PRAXAIR	01-4300		58.55
089380	02/11/2010	PREFERRED AERIAL & CRANE TECHNOLOGY, INC.	01-5811		600.00
089381	02/11/2010	PRO CHEMICAL & DYE	01-4344	205.25	
			Unpaid Sales Tax	10.58-	194.67
089382	02/11/2010	PRONINE	01-4300		330.42
089383	02/11/2010	PSI-PAYPHONE STATIONS INNOVAT.	01-5590		1,755.00
089384	02/11/2010	PYRO-COMM SYSTEMS	01-5811		2,300.00
089385	02/11/2010	DR. CHRIS STREET	01-5173		500.00
089386	02/16/2010	ACSIG/EDGE	01-3400		
			01-3431		130,569.20
089387	02/16/2010	ACSIG/EDGE	01-3400		

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			01-3431		43,778.56
089388	02/16/2010	HYATT LEGAL	01-3400		6,748.80
089389	02/16/2010	PACIFICARE BEHAVIORAL HEALTH	01-3400		
			01-3431		3,173.73
089390	02/16/2010	PRUDENTIAL INSURANCE COMPANY OF AMERICA	01-3400		26,968.86
089391	02/16/2010	PRUDENTIAL INSURANCE COMPANY OF AMERICA	01-3400		14,925.00
089392	02/16/2010	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	01-3400		
			01-3431		1,065,775.00
089393	02/16/2010	UNUM LIFE INSURANCE COMPANY	01-3400		1,471.99
089394	02/16/2010	UNUM LIFE INSURANCE COMPANY	01-3400		3,181.22
089395	02/16/2010	ACSIG/EDGE	71-3410		
			71-3430		
			71-3431		11,696.38
089396	02/16/2010	ACSIG/EDGE	71-3410		
			71-3430		
			71-3431		3,358.92
089397	02/16/2010	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	71-3410		
			71-3430		
			71-3431		217,317.00
089398	02/16/2010	AT&T	01-5590		50.00
089399	02/16/2010	AT&T	01-5590		67.21
089400	02/16/2010	AT&T	01-5590		25.86
089401	02/16/2010	AT&T	01-5590		35.71
089402	02/16/2010	PACIFIC WATER AND POWER	01-5510		
			01-5592		
			01-5593		31.24
089403	02/16/2010	SAN DIEGO GAS & ELECTRIC	01-5591		1,550.42
089404	02/16/2010	SAN DIEGO GAS & ELECTRIC	01-5591		70.37
089405	02/16/2010	SAN DIEGO GAS & ELECTRIC	01-5591		112.76
089406	02/16/2010	SAN DIEGO GAS & ELECTRIC	01-5591		46.98
089407	02/16/2010	SAN DIEGO GAS & ELECTRIC	01-5591		65.07
089408	02/16/2010	SAN DIEGO GAS & ELECTRIC	01-5591		50,561.20
089409	02/16/2010	SOUTHERN CALIFORNIA EDISON CO.	01-5591		1,567.61
089410	02/16/2010	SOUTHERN CALIFORNIA EDISON CO.	01-5591		201.82
089411	02/16/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		25.50
089412	02/16/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		11,781.39
089413	02/16/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		33.41
089414	02/16/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		41.31
089415	02/16/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		44.27
089416	02/16/2010	DAVID E. ANDERSON, JR.	01-5269		152.68
089417	02/16/2010	JULIE ANDERSON	01-5269		28.42
089418	02/16/2010	LUCY BROWN SADDLEBACK COLLEGE	01-5269		21.15
089419	02/16/2010	DON BUSCHE	01-5269		77.85
089420	02/16/2010	CAMDEN CROWN VALLEY APARTMENTS	01-5620		6,233.12
089421	02/16/2010	ELLE DUBOIS	01-5269		38.40
089422	02/16/2010	ARLEEN ELSEROAD	01-5269		272.36
089423	02/16/2010	TERESA FLUEGEMAN	01-5269		60.98
089424	02/16/2010	ESTER GRAHAM	01-5269		47.62
089425	02/16/2010	RUBEN GUZMAN	01-5269		253.37
089426	02/16/2010	RUBY HAZZARD	01-5269		40.72
089427	02/16/2010	PATTY HELTON	01-5269		53.86

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Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
089428	02/16/2010	HERITAGE POINT LUXURY APTS.	01-5620		1,345.00
089429	02/16/2010	TRAN HONG	01-5269		110.11
089430	02/16/2010	BICHTUYEN JENSEN	01-5269		13.31
089431	02/16/2010	PIPS C/O KEENAN & ASSOCIATES	01-3600		139,333.00
089432	02/16/2010	MARK KRUHMIN	01-5269		20.68
089433	02/16/2010	GLENDIA LINDAHL	01-5269		16.92
089434	02/16/2010	NICOLE LOFTUS	01-5269		173.60
089435	02/16/2010	TEDDI LORCH	01-5269		94.88
089436	02/16/2010	LORI MANGELS	01-5269		139.76
089437	02/16/2010	ANITA MC DONALD	01-5269		29.30
089438	02/16/2010	MILLENNIUM BUSINESS SERVICES	01-5811		1,776.04
089439	02/16/2010	BETH MUELLER	01-5269		19.40
089440	02/16/2010	ORANGE COUNTY PRINTING ATTN: ACCOUNTS RECEIVABLE	01-5811		3,000.00
089441	02/16/2010	JIM PHANEUF	01-5269		54.76
089442	02/16/2010	LINDA RENNE	01-5269		23.77
089443	02/16/2010	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	01-5269		2.88
089444	02/16/2010	SOKHA SONG	01-5269		83.77
089445	02/16/2010	RAJEN VURDIEN	01-5269		41.37
089446	02/16/2010	PERRY WEBSTER	01-5269		39.90
089447	02/16/2010	JIM WRIGHT	01-5269		40.08
089448	02/16/2010	QUEST DIAGNOSTICS	01-5811		782.03
089449	02/16/2010	QUICKSTART INTELLIGENCE	01-5270		1,525.00
089450	02/16/2010	LARRY RADDEN C/O SADDLEBACK FINE ARTS	01-4200		
			01-4300		68.31
089451	02/16/2010	RICOH AMERICAS CORPORATION	01-5651		998.11
089452	02/16/2010	RICOH AMERICAS CORPORATION	01-5620		
			01-5651		1,589.42
089453	02/16/2010	ROTH CARNEY KNUDSEN LLP RICHARD D. ROTH, ESQ.	01-5811		3,722.00
089454	02/16/2010	S & B FOODS CATERING DIVISION	01-5271		1,005.94
089455	02/16/2010	SAMY'S CAMERA	01-4344		927.64
089456	02/16/2010	SC INC. EMBROIDERY	01-4300		1,903.13
089457	02/16/2010	SCANTRON CORPORATION	01-4344		238.49
089458	02/16/2010	PAM SCHADER	01-4344		246.66
089459	02/16/2010	SCHOOL KIDS HEALTHCARE	01-4300		16.19
089460	02/16/2010	SCIAC CSU SAN MARCOS	01-5374		75.00
089461	02/16/2010	LYNN SEMER	01-4344		855.39
089462	02/16/2010	SHATTINGER MUSIC	01-4300		26.35
089463	02/16/2010	SHOKRAI LAW	01-5811		20,947.50
089464	02/16/2010	SIEMENS WATER TECHNOLOGIES	01-5811		109.09
089465	02/16/2010	SIERRA SOIL, INC.	01-4600		4,040.06
089466	02/16/2010	SIMS-ORANGE WELDING SUPPLY	01-4344		207.00
089467	02/16/2010	SOCIETY FOR COLL & UNIV PLNG	01-5374		750.00
089468	02/16/2010	BLAKE STEVENS AIA	01-4300		272.33
089469	02/16/2010	UNITED INTERIORS	01-6410		1,066.92
089470	02/16/2010	VERANDA c/o HEARST MAGAZINE	01-4200		15.00
089471	02/16/2010	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	68-5721		
			68-5899		1,130.68
089473	02/17/2010	ABC ICE HOUSE	01-4300		26.10
089474	02/17/2010	AIR SOURCE INDUSTRIES, INC.	01-5811		73.01
089475	02/17/2010	APPLE COMPUTER INC.	01-6410		1,776.54

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089476	02/17/2010	ARAMARK UNIFORM SERVICES	01-5508		65.07
089477	02/17/2010	ARAMARK UNIFORM SERVICES	01-5508		65.07
089478	02/17/2010	ARROYO TRABUCO GOLF CLUB	01-5271		1,000.00
089479	02/17/2010	BAKER & TAYLOR	01-6300		3,834.91
089480	02/17/2010	BRAND ATHLETICS	01-4300		3,219.24
089481	02/17/2010	BRODART CO.	01-4600		156.63
089482	02/17/2010	BUDDY'S ALL STARS	01-4300		127.24
089483	02/17/2010	CA STATE DEPT OF INDUSTRIAL RELATIONS, OSHA	01-5821		770.00
089484	02/17/2010	CALIFORNIA PLACEMENT ASSN % MAGGI DUNSMORE, COOP EDU DEPT	01-5811		5,000.00
089485	02/17/2010	CAPT BUSINESS OFFICE	01-5814	266.49	
			Unpaid Sales Tax	14.96-	251.53
089486	02/17/2010	CAROLINA BIOLOGICAL SUPPLY	01-4300		302.05
089487	02/17/2010	CINTAS CORPORATION	01-5811		22.00
089488	02/17/2010	CLARK SECURITY PRODUCTS INC.	01-4600		
			01-6120		15,264.42
089489	02/17/2010	COLLEGE SOURCE, INC.	01-5811		
			01-5812		100.00
089490	02/17/2010	COMPANY SEVEN	01-4300	123.10	
			Unpaid Sales Tax	9.10-	114.00
089491	02/17/2010	CONSTANT CONTACT	01-5812		336.00
089492	02/17/2010	CORE SOFTWARE CORP	01-5651		10,000.00
089493	02/17/2010	COX COMMUNICATIONS	01-5812		4,282.88
089494	02/17/2010	SPARKLETTS	01-4600		924.66
089495	02/17/2010	SPARKLETTS	01-5811		561.49
089496	02/17/2010	EMBLEM ENTERPRISES	01-4600		182.93
089497	02/17/2010	EmbroidMe Irvine	01-4300		465.02
089498	02/17/2010	SHELL FLEET CARD SERVICES PROCESSING CENTER	01-4610		
			01-5691		1,670.16
089499	02/17/2010	RPM CONSULTANT GROUP	71-5811		2,370.00
089500	02/18/2010	RALPHS GROCERY COMPANY	12-4600		
			12-4710		869.31
089501	02/19/2010	3DSUG, INC. % GUY BOURDEAU, TREASURER	01-5270		125.00
089502	02/19/2010	3DSUG, INC. % GUY BOURDEAU, TREASURER	01-5270		
			01-5830		5,495.00
089503	02/19/2010	3DSUG, INC. % GUY BOURDEAU, TREASURER	01-5270		495.00
089504	02/19/2010	AACC CONVENTION	01-5270		875.00
089505	02/19/2010	ACCCA ACCCA CONFERENCE	01-5270		395.00
089506	02/19/2010	CCCAOE	01-5270		395.00
089507	02/19/2010	JOANNE CHEN	01-5270		650.00
089508	02/19/2010	CINHC CONFERENCE MAGIC IN TEACHING	01-5270		350.00
089509	02/19/2010	CINHC CONFERENCE MAGIC IN TEACHING	01-5270		350.00
089510	02/19/2010	CINHC CONFERENCE MAGIC IN TEACHING	01-5270		350.00
089511	02/19/2010	CINHC CONFERENCE MAGIC IN TEACHING	01-5270		350.00
089512	02/19/2010	CINHC CONFERENCE MAGIC IN TEACHING	01-5270		350.00
089513	02/19/2010	COMMUNITY COLLEGE LEAGUE OF CA	01-5270		400.00
089514	02/19/2010	CAROLINE GEE	01-5270		30.00

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089515	02/19/2010	SANDRA GILMAN	01-5270		199.00
089516	02/19/2010	CINDY GLENN	01-5270		70.00
089517	02/19/2010	SYLVIE GROTE	01-5270		325.00
089518	02/19/2010	SUSAN HECHT	01-5270		600.00
089519	02/19/2010	JENNIFER HEDGECOCK	01-5270		1,069.59
089520	02/19/2010	HILTON SAN FRANCISCO DISTRICT	FINANCIAL 01-5270		358.26
089521	02/19/2010	HILTON SANTA FE BUFFALO RESORT & CASINO	THUNDER 01-5270		
			01-5830		554.40
089522	02/19/2010	HILTON SANTA FE BUFFALO RESORT & CASINO	THUNDER 01-5270		554.40
089523	02/19/2010	HILTON SANTA FE BUFFALO RESORT & CASINO	THUNDER 01-5270		554.40
089524	02/19/2010	HILTON SANTA FE BUFFALO RESORT & CASINO	THUNDER 01-5270		554.40
089525	02/19/2010	ANTHONY HUNTLEY	01-5270		300.00
089526	02/19/2010	CHRIS HURST-LOEFFLER	01-5270		325.00
089527	02/19/2010	HYATT REGENCY ALBUQUERQUE	01-5270		503.43
089528	02/19/2010	TONI LAKOW	01-5270		25.00
089529	02/19/2010	STEVE LEE	01-5270		300.00
089530	02/19/2010	MARJORIE LUESEBRINK	01-5270		650.00
089531	02/19/2010	MIRAGE LAS VEGAS	01-5270		369.60
089532	02/19/2010	JAKE MUNNS	01-5270		25.00
089533	02/19/2010	NATIONAL LEAGUE FOR NURSING ATTN: ALYSS DOYLE	01-5270		300.00
089534	02/19/2010	NATIONAL LEAGUE FOR NURSING ATTN: ALYSS DOYLE	01-5270		300.00
089535	02/19/2010	NCMPR NATIONAL OFFICE ATTN: BECKY OLSON	01-5270		575.00
089536	02/19/2010	JOSEPH PAK	01-5270		565.00
089537	02/19/2010	MONICA PARKS	01-5270		315.88
089538	02/19/2010	PROFESSIONAL MEDIA GROUP, LLC	01-5270		695.00
089539	02/19/2010	RUBEN C. RAMIREZ	01-5270		95.63
089540	02/19/2010	MIKE REED	01-5270		460.76
089541	02/19/2010	SHERATON SEATTLE HOTEL & TOWER	01-5270		724.81
089542	02/19/2010	PARISA SOLTANI	01-5270		444.87
089543	02/19/2010	JOVAN STOJANOVSKI	01-5270		277.19
089544	02/19/2010	PATTI WEEKES	01-5270		400.00
089545	02/19/2010	WALEED M. M. AHAMED	01-7500		600.00
089546	02/19/2010	ZEINAT EID SOLIMAN AHMED	01-7500		600.00
089547	02/19/2010	WAHEED A. A. ALI	01-7500		600.00
089548	02/19/2010	KARIM A. A. E. ALY	01-7500		600.00
089549	02/19/2010	AMIR H. H. A. AMIN	01-7500		600.00
089550	02/19/2010	SIDIEE S. M. A. AWADIEN	01-7500		600.00
089551	02/19/2010	HANAN A. A. BADAWEY	01-7500		600.00
089552	02/19/2010	STEVE JONES dba ED'S FENCING	01-5650		
			01-5811		1,459.00
089553	02/19/2010	AHMED E. E. M. B. ELHEDENY	01-7500		600.00
089554	02/19/2010	MOHAMED F. E. Y. GABALLA	01-7500		600.00
089555	02/19/2010	OMAR M. S. IBRAHIM	01-7500		600.00
089556	02/19/2010	INDUSTRIAL TECHNICAL SERVICES CORP.	01-5811		5,600.00
089557	02/19/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	68-5811		9,000.00
089558	02/19/2010	AMRO H. A. A. F. A. MANSOUR	01-7500		600.00
089559	02/19/2010	AHMED M. H. MOHAMED	01-7500		600.00
089560	02/19/2010	KHALED M. M. A. NASR	01-7500		600.00

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089561	02/19/2010	MAHMOUD S. A. SAYED	01-7500		600.00
089562	02/19/2010	ALAA S. H. TAHA	01-7500		600.00
089563	02/19/2010	BLACKBOARD INC.	40-6440		310.00
089564	02/19/2010	BLACKBOARD INC.	40-6440		730.00
089565	02/19/2010	BROOKSTONE CABINETS	40-6220		3,262.50
089566	02/19/2010	FOUNDATION FOR CCC TUCK, PURCHASING	ATTN: STEVE 40-5811		4,243.50
089567	02/19/2010	FOUNDATION FOR CCC TUCK, PURCHASING	ATTN: STEVE 40-5811		7,015.25
089568	02/19/2010	CDW GOVERNMENT, INC.	40-6412		3,875.00
089569	02/19/2010	DELL MARKETING L.P. L.P.	C/O DELL USA 40-6410 40-6411		7,163.21
089570	02/19/2010	DHK PLUMBING & PIPING, INC.	40-6120		2,042.26
089571	02/19/2010	EMCOR/Mesa Energy Systems	40-6220		1,041.25
089572	02/19/2010	ENVIRON	40-6120		2,625.30
089573	02/19/2010	ENVIRONMENTAL SYSTEM (ESPH, INC.)	PRODUCTS 40-5812		4,321.00
089574	02/19/2010	gkkworks	40-6126 40-6226 40-9510		7,907.75
089575	02/19/2010	HAITBRINK ASPHALT PAVING, INC.	40-6120		18,450.00
089576	02/19/2010	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	40-6120		40,920.55
089577	02/19/2010	JOYCE INSPECTION & TESTING	40-6224		280.00
089578	02/19/2010	JUDGE NETTING, INC.	40-6120		19,866.00
089579	02/19/2010	LAMAR SPACE INC.	40-6220		146.81
089580	02/19/2010	3M	40-6220		1,285.00
089581	02/19/2010	NEUDESIC, LLC	40-6440		128,188.00
089582	02/19/2010	NU AGE DEVELOPMENT, INC.	40-6220		1,800.00
089583	02/19/2010	PCN3, INC.	40-6220 40-9510		81,855.72
089584	02/19/2010	PUBLIC ECONOMICS, INC.	40-5811 40-6120		7,506.25
089585	02/19/2010	RJT COMPUQUEST	40-6440		5,395.00
089586	02/19/2010	SWRCB	40-6120		375.00
089587	02/19/2010	TBC CONTRACTORS CORPORATION	40-6220		162,135.00
089588	02/19/2010	TROXELL COMMUNICATIONS, INC.	40-6410		7,833.28
089590	02/19/2010	XEROX CORP.	01-4600 01-5620 01-5651 12-5651		36,173.91
089591	02/22/2010	AT&T	01-5590		50.00
089592	02/22/2010	AT&T	01-5590		28.10
089593	02/22/2010	AT&T	01-5590		15.86
089594	02/22/2010	AT&T	01-5590		15.78
089595	02/22/2010	AT&T	01-5590		14.50
089596	02/22/2010	SOUTHERN CALIFORNIA EDISON CO.	01-5591		1,404.62
089597	02/22/2010	SOUTHERN CALIFORNIA EDISON CO.	01-5591		8,575.67
089598	02/22/2010	SOUTHERN CALIFORNIA EDISON CO.	01-5591		12,803.77
089599	02/22/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		184.12
089600	02/22/2010	VERIZON WIRELESS	01-5590		148.14
089601	02/22/2010	U.S. TOY CO.,INC./CONSTRUCTIVE PLAYTHINGS	01-4600		86.25
089602	02/22/2010	UNISOURCE WORLDWIDE INC.	01-4600 01-6410		8,040.94

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089603	02/22/2010	UNITED INTERIORS	01-6410		6,282.39
089604	02/22/2010	UNITED SITE SERVICES OF CALIFORNIA, INC.	01-5811		87.74
089605	02/22/2010	UNIV. OF TENNESSEE CAREER SERVICES	01-5812		125.00
089606	02/22/2010	USI	01-4600		160.75
089607	02/22/2010	VITAL LINK EDUCATION AND CONSORTIUM BUSINESS	01-5153		1,219.50
089608	02/22/2010	WARE DISPOSAL CO., INC.	01-5510		395.83
089609	02/22/2010	WEST PAYMENT CENTER	01-6300		51.12
089610	02/22/2010	WHITE CAP INDUSTRIES	01-4600		48.80
089611	02/23/2010	DR, PRIYA RANJAN	01-5173		100.00
089612	02/23/2010	THE SECOND CITY, INC.	01-5811		8,500.00
089613	02/23/2010	MONIKA CONNOLLY	01-5269		51.10
089614	02/23/2010	GALLS INC. %GALLS RETAIL CA LOCK BOX	01-4600		160.83
089615	02/23/2010	GAYLORD BROTHERS, INC.	01-4600	44.70	
			Unpaid Sales Tax	3.11-	41.59
089616	02/23/2010	GMF SOUND	01-5650		360.00
089617	02/23/2010	GOVCONNECTION	01-4344		69.90
089618	02/23/2010	GRACE TRAINING SUPPLY	01-4344	16,757.36	
			Unpaid Sales Tax	1,313.81-	15,443.55
089619	02/23/2010	W. W. GRAINGER	01-4600		389.53
089620	02/23/2010	GRANICUS, INC.	01-5651		1,075.00
089621	02/23/2010	GRAYBAR ELECTRIC CO.	01-4600		272.49
089622	02/23/2010	GREEN THUMB INTERNATIONAL	01-4300		
			01-4600		22.49
089623	02/23/2010	KELLY GRIMES	01-5153		1,160.00
089624	02/23/2010	RICHARD GROSCOST	01-4600		705.79
089625	02/23/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	01-6220		4,050.00
089626	02/23/2010	HAAKER EQUIPMENT COMPANY	01-5650		6,240.68
089627	02/23/2010	HANNAH HARRINGTON	01-5173		100.00
089628	02/23/2010	IAN HARRIS	01-5173		100.00
089629	02/23/2010	SUZANNE D. HEWITT	01-4300		61.78
089630	02/23/2010	HITT MARKING DEVICES, INC.	01-4200		
			01-4300		
			01-4600		123.05
089631	02/23/2010	MICHAEL HOGGATT	01-5153		60.00
089632	02/23/2010	CHRIS HOGSTEDT	01-4600		112.42
089633	02/23/2010	HOME DEPOT CREDIT SERVICES	01-4300		
			01-4600		2,618.81
089634	02/23/2010	IBI SYNERGY, INC.	01-4600		135.65
089635	02/23/2010	INDUSTRIAL METAL SUPPLY CO.	01-4300		40.10
089636	02/23/2010	KATHRYN INGRUM INGRUM CONSULTING	01-5173		300.00
089637	02/23/2010	INSIGHT MEDIA	01-4300	3.57	
			01-4600	646.12	
			Unpaid Sales Tax	49.73-	599.96
089638	02/23/2010	IRVINE PIPE & SUPPLY	01-4600		186.97
089639	02/23/2010	IRVINE TENNIS	01-4300		2,473.96
089640	02/23/2010	ISC BIOEXPRESS	01-4300		223.74
089641	02/23/2010	JULIA JENNER	01-4300		32.43
089642	02/23/2010	PETER JOHNSON	01-4600		1,292.81
089643	02/23/2010	JOHNSTONE SUPPLY	01-4600		478.50
089644	02/23/2010	JSTOR	01-6300		5,300.00

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Checks Dated 02/05/2010 through 03/01/2010				Board Meeting Date 03/25/10	
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
089645	02/23/2010	JUNIOR'S GOLF CARTS	01-4600		75.51
089646	02/23/2010	DR. CRAIG JUSTICE	01-4200		69.37
089647	02/23/2010	KIEFER SPECIALTY FLOORING, INC	01-4600	650.89	
			Unpaid Sales Tax	49.00-	601.89
089648	02/23/2010	KNA CONSULTING ENGINEERS, INC.	01-6220		4,600.00
089649	02/23/2010	KNORR SYSTEMS, INC.	01-4600		12,789.00
089650	02/23/2010	KOCH FILTER CORPORATION	01-4600		1,844.42
089651	02/23/2010	LAERDAL MEDICAL CORP.	01-6411		20,857.90
089652	02/23/2010	LAURA'S INT PLANTSCAPE SERV	01-5811		160.00
089653	02/23/2010	LESLIE'S SWIMMING POOL SUPPLY	01-4600		302.85
089654	02/23/2010	LIFETIME MEMORY PRODUCTS, INC.	01-4600		128.59
089655	02/23/2010	MARCIVE, INC.	01-5812		17.28
089656	02/23/2010	MARK IV COMMUNICATIONS, INC.*	01-6220		2,966.75
089657	02/23/2010	NEWBEGINNINGS, INC. CATERING DIVISION	01-4600		
			01-5271		2,924.01
089658	02/23/2010	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	01-5374		22,441.00
089659	02/23/2010	ACORN NATURALISTS	01-4600		154.32
089660	02/23/2010	ADCLUB ADVERTISING SERVICE	01-5830		19,240.00
089661	02/23/2010	AIRGAS WEST	01-4600		362.51
089662	02/23/2010	MELODY AKHAVAN	01-5811		3,000.00
089663	02/23/2010	MARY J. ALLEN	01-5811		1,820.08
089664	02/23/2010	TrustWave	01-5651		2,025.00
089665	02/23/2010	AMERICAN RED CROSS ORANGE COUNTY CHAPTER	01-4344		115.00
089666	02/23/2010	AMTECH ELEVATOR SERVICES	01-5811		1,693.33
089667	02/23/2010	JULIE ANDERSON	01-4300		9.78
089668	02/23/2010	ARAMARK UNIFORM SERVICES	01-4600		
			01-5508		35.11
089669	02/23/2010	ARAMARK UNIFORM SERVICES	01-5508		72.67
089670	02/23/2010	ARROWHEAD DRINKING WATER	01-4600		24.16
089671	02/23/2010	AVACOM	01-5651		598.88
089672	02/23/2010	B & H PHOTO	01-4344	1,760.87	
			Unpaid Sales Tax	138.47-	1,622.40
089673	02/23/2010	BAKER & TAYLOR	01-6300		727.70
089674	02/23/2010	DENISE BLAIR	01-5153		315.00
089675	02/23/2010	BLICK ART MATERIALS	01-4344		1,977.75
089676	02/23/2010	BP ENERGY COMPANY BANK OF AMERICA, % REMITTANCE	01-5592		57,686.95
089677	02/23/2010	BRAND ATHLETICS	01-4300		3,979.82
089678	02/23/2010	DANA POINT YACHT MAINTENANCE	01-5811		31.90
089679	02/23/2010	DISPLAYS 2GO	40-6410		145.00
089680	02/23/2010	SPARKLETTS	01-4600		55.26
089681	02/23/2010	EBSCO SUBSCRIPTION SERVICE	01-6300		92.36
089682	02/23/2010	EXPERIAN	01-5811		77.00
089683	02/23/2010	FISHER SCIENTIFIC	01-4344		199.98
089684	02/23/2010	FREEWAY AUTO SUPPLY	01-4600		103.93
089685	02/23/2010	FRY'S ELECTRONICS	01-4300		666.35
089686	02/23/2010	CARMENMARA HERNANDEZ-BRAVO	01-4300		61.55
089687	02/23/2010	OFFICEMAX CONTRACT INC.	01-4600		8,039.05
089688	02/23/2010	THE BLIND FACTORY	01-4600		145.00
089689	02/24/2010	STATE OF CALIFORNIA BOARD OF EQUALIZATION	01-5821		400.00
089690	02/24/2010	MOTOROLA c/o COMSERCO	01-6410		12,114.78
089691	02/24/2010	GUNTHER'S ATHLETIC SERVICE	01-4300		

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Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
			01-5811		150.00
089692	02/24/2010	HOME DEPOT CREDIT SERVICES	01-4300		119.42
089693	02/24/2010	MARKERTEK VIDEO SUPPLY	01-4344	560.55	
			Unpaid Sales Tax	40.65-	519.90
089694	02/24/2010	MATERIAL SALES UNLIMITED	01-4300		2,326.68
089695	02/24/2010	MATRIX BOOKS	01-4200		233.25
089696	02/24/2010	McLOGAN SUPPLY COMPANY, INC.	01-4344		377.19
089697	02/24/2010	MEDICAL DISCOUNT	01-4344		3,749.16
089698	02/24/2010	JO ANN MERRELL	01-4300		35.84
089699	02/24/2010	MID-AMERICA SPORTS ADVANTAGE (M.A.S.A. & OSBORNE)	01-4300	89.07	
			01-6410	295.85	
			Unpaid Sales Tax	30.97-	353.95
089700	02/24/2010	MILLENNIUM BUSINESS SERVICES	01-4600		
			01-5810		
			01-9210		706.01
089701	02/24/2010	SUSAN MILLER	01-4344		908.86
089702	02/24/2010	KATHRYN MILOSTAN-EGUS	01-4300		489.16
089703	02/24/2010	MORGEN MARKETING	01-5830	1,604.76	
			Unpaid Sales Tax	126.88-	1,477.88
089704	02/24/2010	MOULTON-NIGUEL WATER DIST.	01-5593		272.68
089705	02/24/2010	MS ABRASIVE CLEANING EQUIPMENT	01-4344		435.64
089706	02/24/2010	MULTIFAMILY INTERNET VENTURES DBA ERENTERPLAN INSURANCE	01-5411		100.00
089707	02/24/2010	CITIZENS BUSINESS BANK ATTN: LORI MOYNIHAN, VP	01-7100		53,038.55
089708	02/24/2010	EDDIE NASH FOUNDATION	01-5153		300.00
089709	02/24/2010	NAVIGATORS PRINT & DESIGN INC	01-5810		1,436.37
089710	02/24/2010	NEUDESIC, LLC	01-6440		1,816.00
089711	02/24/2010	NORTH STATE ENVIRONMENTAL	01-5511		185.00
089712	02/24/2010	NORTHWOOD HOWLER NORTHWOOD HIGH SCHOOL	01-5830		250.00
089713	02/24/2010	ORANGE COUNTY HUMAN RELATIONS COUNCIL	01-5271		3,000.00
089714	02/24/2010	ORANGE COUNTY REGISTER COMMERCIAL BILLING	01-5810		2,253.80
089715	02/24/2010	HEIDI M. OCHOA	01-4200		52.49
089716	02/24/2010	DAVE ODASSO	01-4200		65.21
089717	02/24/2010	ORGANIZER'S PARADISE	01-4600		149.00
089718	02/24/2010	ORKIN INC.	01-5811		455.25
089719	02/24/2010	4 IMPRINT	01-5830	508.27	
			Unpaid Sales Tax	35.04-	473.23
089720	02/24/2010	AIRGAS WEST	01-4300		792.67
089721	02/24/2010	AVACOM	01-5651		97.40
089722	02/24/2010	BLICK ART MATERIALS	01-4344		
			01-4600		171.00
089723	02/24/2010	CALIFORNIA STAGE/LIGHTING, INC	01-4300		446.69
089724	02/24/2010	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	01-6410		270.78
089725	02/24/2010	MARCELO CESENA	01-5811		1,200.00
089726	02/24/2010	CINTAS CORPORATION	01-5811		510.00
089727	02/24/2010	CLUB CAR, INC.	01-4600		12.65
089728	02/24/2010	COMMUNITY PLAYTHINGS	01-4600		8,284.58
089729	02/24/2010	COASTLINE ROP	01-5811		2,500.00
089730	02/24/2010	COMPUTERLAND	01-6411		
			01-6412		6,301.66
089731	02/24/2010	CONSOLIDATED ELECTRICAL DIST.	01-4600		37.80

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Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
089732	02/24/2010	CPS SECURITY SOLUTIONS ATTN: MARIE ANTROBUS	01-5811		218.00
089733	02/24/2010	CARIE CRUZ	01-5153		105.00
089734	02/24/2010	CUMMINS-ALLISON CORP.	01-5651		269.87
089735	02/24/2010	D3 SPORTS, INC.	01-4300		1,800.90
089736	02/24/2010	DATA CLEAN CORPORATION	01-6410		200.96
089737	02/24/2010	DELL MARKETING L.P. C/O DELL USA L.P.	01-6410		1,205.25
089738	02/24/2010	DICK'S SPORTING GOODS	01-4300		425.34
089739	02/24/2010	BRIAN DUBE, INC. DUBE JUGGLING EQUIPMENT	01-4300	35.52	
			Unpaid Sales Tax	2.10-	33.42
089740	02/24/2010	Sara Rahman	01-8890		412.23
089741	02/24/2010	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT	01-5821		1,328.21
089742	02/25/2010	P & R PAPER SUPPLY COMPANY	01-4600		29,294.28
089743	02/25/2010	BOB PARRETT CONSTRUCTION	01-5811		13,434.00
089744	02/25/2010	J.W. PEPPER & SON, INC.	01-4300		244.70
089745	02/25/2010	PING CO.	01-4300		890.05
089746	02/25/2010	PURETEC	01-5811		876.99
089747	02/25/2010	PYRO-COMM SYSTEMS	01-5811		4,925.00
089748	02/25/2010	QUARTERMASTER	01-4600		338.19
089749	02/25/2010	QUEST DIAGNOSTICS	01-5811		491.20
089750	02/25/2010	QUEZADA PRO LANDSCAPE, INC.	01-6120		4,100.00
089751	02/25/2010	QUICK CAPTION	01-5811		660.00
089752	02/25/2010	QUICKSTART INTELLIGENCE	01-5270		3,225.00
089753	02/25/2010	RALPHS GROCERY COMPANY	01-4300 01-4344 01-5691		189.34
089754	02/25/2010	REALVOLLEYBALL.COM	01-4300		621.83
089755	02/25/2010	RINGOR	01-4300	489.62	
			Unpaid Sales Tax	37.62-	452.00
089756	02/25/2010	RIO GRANDE ALBUQUERQUE GROUP	THE BELL 01-4344	382.99	
			Unpaid Sales Tax	30.24-	352.75
089757	02/25/2010	RITE INC. dba SWAIM BROS FIELD PAINTING	01-4600		1,196.25
089758	02/25/2010	LILIANN PEREZ-STROUD	01-5153		360.00
089759	02/25/2010	SADDLEBACK GOLF CARS, INC.	01-4600		76.50
089760	02/25/2010	SARGENT-WELCH LLC VWR INTERNATIONAL	01-4300		456.36
089761	02/25/2010	THE SCHOOL COMPANY	01-4200	926.82	
			Unpaid Sales Tax	69.46-	857.36
089762	02/25/2010	JARED SCOTT	01-5650		40.00
089763	02/25/2010	SEHI PROCOMP COMPUTER PRODUCTS	01-4600 01-6410 01-6411		7,439.85
089764	02/25/2010	SESAC, INC.	01-5821		2,724.13
089765	02/25/2010	JUDITH SHIELDS	01-4300		30.00
089766	02/25/2010	SHRED-IT CAMPO ENTERPRISES, INC.	01-5811		140.00
089767	02/25/2010	SIEMENS WATER TECHNOLOGIES	01-5811		232.97
089768	02/25/2010	DANIEL SMITH, INC.	01-4344	231.07	
			Unpaid Sales Tax	18.59-	212.48
089769	02/25/2010	SO. COAST FIRE PROTECTION	01-5811		4,150.00
089770	02/25/2010	SOUTHERN COUNTIES OIL DBA/SC FUELS	01-4610		3,136.77

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Checks Dated 02/05/2010 through 03/01/2010

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Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
089771	02/25/2010	SONRISE ELECTRICAL	01-6410	1,639.37	
			Unpaid Sales Tax	109.37-	1,530.00
089772	02/25/2010	LINDA SOUTHWELL	01-4344		97.81
089773	02/25/2010	FRANK STRNAD	01-5811		300.00
089774	02/25/2010	BARBARA TAMIALIS	01-4200		799.11
089775	02/25/2010	TERMITE TERRY PEST CONTROL	01-5811		150.00
089776	02/25/2010	THERMO FISHER DBA THERMO ELECTRON NORTH AMER	01-5650		99.38
089777	02/25/2010	SPORTS SUPPLY GROUP INC.	01-4300		1,457.61
089778	02/25/2010	TOWNE ALLPOINTS COMMUNICATIONS	01-5810		2,146.65
089779	02/25/2010	TRAFFIC CONTROL SERVICE, INC.	01-4600		447.39
089780	02/25/2010	TRI-BEST VISUAL DISPLAY	01-6410		244.63
089781	02/25/2010	TRI-STAR INDUSTRIAL PRODUCTS	01-4300		348.97
089782	02/25/2010	TROXELL COMMUNICATIONS, INC.	01-4300		
			01-5811		2,621.55
089783	02/25/2010	TUSTIN LOCK & SAFE	01-4300		154.99
089784	02/25/2010	TUSTIN UNIFIED SCHOOL DISTRICT	01-5620		
			01-5811		3,319.00
089785	02/25/2010	UNIVERSITY ALLIANCE	01-5811		200.00
089786	02/25/2010	USA MOBILITY ATTN: ACCOUNTS RECEIVABLE	01-5620		87.81
089787	02/25/2010	VICENTI, LLOYD & STUTZMAN LLP	01-5811		5,618.80
089788	02/25/2010	VISTA PAINT CORPORATE OFFICE	01-4600		382.62
089789	02/25/2010	VISUCATE	01-5812		3,045.00
089790	02/25/2010	VWR INTERNATIONAL, INC.	01-4300		
			01-6410		241.81
089791	02/25/2010	WALTERS WHOLESALE ELECTRIC	01-4600		
			01-6410		462.19
089792	02/25/2010	TED WEATHERFORD	01-4300		19.51
089793	02/25/2010	WESTERN GRAPHICS PLUS, INC.	01-4200		919.91
089794	02/25/2010	DR. ROBERT BRAMUCCI	01-5270		177.95
089795	02/25/2010	DAVID BUGAY	01-5270		40.00
089796	02/25/2010	CCCAOE	01-5270		395.00
089797	02/25/2010	COMMUNITY COLLEGE LEAGUE OF CA	01-5270		735.00
089798	02/25/2010	HILTON SAN FRANCISCO FINANCIAL DISTRICT	01-5270		358.27
089799	02/25/2010	HYATT REGENCY CINCINNATI	01-5270		
			01-5830		694.98
089800	02/25/2010	DR. CRAIG JUSTICE	01-5270		1,104.01
089801	02/25/2010	LANDMARK EDUCATION	01-5270		425.00
089802	02/25/2010	LOS ANGELES AIRPORT MARRIOTT	01-5270		135.81
089803	02/25/2010	PAPA PESTICIDE APPLICATORS ASSOC.	01-5270		70.00
089804	02/25/2010	GARDNER PUBLICATIONS, INC. PDX/AMERIMOLD	01-5270		
			01-5830		2,900.00
089805	02/25/2010	QUICKSTART INTELLIGENCE	01-5270		6,600.00
089806	02/25/2010	GLENN ROQUEMORE	01-5270		190.00
089807	02/25/2010	U.S. TOY CO.,INC./CONSTRUCTIVE PLAYTHINGS	12-4300		725.75
089808	02/25/2010	SOUTH COAST FAMILY MEDI-CENTER, INC.	68-5811		290.00
089809	02/25/2010	RICHARD SNEED	71-3430		331.50
089810	02/25/2010	BEACH PAVING, INC.	40-6120		
			40-6220		10,700.00
089811	02/25/2010	CALIFORNIA GEOLOGICAL SURVEY SCHOOL REVIEW UNIT	40-6226		3,600.00

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Checks Dated 02/05/2010 through 03/01/2010

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Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
089812	02/25/2010	DATALINK CORPORATION	40-6440		23,602.00
089813	02/25/2010	DELL MARKETING L.P. C/O DELL USA	40-6412		11,440.50
089814	02/25/2010	gkkworks	40-6226		7,996.63
089815	02/25/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	40-6220		3,490.00
089816	02/25/2010	HPL MECHANICAL CONTRACTOR, INC.	40-6220		3,695.00
089817	02/25/2010	JOYCE INSPECTION & TESTING	40-6224		560.00
089818	02/25/2010	MC CARTHY BUILDING COMPANIES	40-6220		5,000.00
089819	02/25/2010	NEUDESIC, LLC	40-6440		96,077.00
089820	02/25/2010	NU AGE DEVELOPMENT, INC.	40-6220		12,875.00
089821	02/25/2010	ORANGE COUNTY REGISTER	40-6222		1,808.00
089822	02/25/2010	PB AMERICAS, INC.	40-6220		3,158.33
089823	02/25/2010	R2A ARCHITECTURE	40-6226		47,283.60
089824	02/25/2010	RED STONE, INC	40-6224		5,760.00
089825	02/25/2010	RJM DESIGN GROUP, INC.	40-6126		
			40-6226		55,627.29
089826	02/25/2010	SADDLEBACK MATERIALS COMPANY	40-6120		654.46
089827	02/26/2010	BETTY BENSON	12-7600		120.00
089828	02/26/2010	SHEILA BOSWELL	12-7600		120.00
089829	02/26/2010	TAMRA HENDERSON	12-7600		180.00
089830	02/26/2010	ANNABELL JERROLD-JONES	12-7600		60.00
089831	02/26/2010	TINA JOHNSON	12-7600		60.00
089832	02/26/2010	HELEN JONES	12-7600		60.00
089833	02/26/2010	GHANDA JURDI	12-7600		80.00
089834	02/26/2010	MELISSA KANAWYER	12-7600		240.00
089835	02/26/2010	JINJOO KWAK	12-7600		60.00
089836	02/26/2010	BARBARA SHY	12-7600		120.00
089837	02/26/2010	MARISSA WALLIN	12-7600		360.00
089838	02/26/2010	FREE LANCE SALES, LTD	01-5810	254.43	
			Unpaid Sales Tax	19.51	234.92
089839	02/26/2010	AMERICAN CONTRACTORS INDEMNITY COMPANY	40-6220		
			40-9510		40,670.00
089840	03/01/2010	PATRICK W. HANIFIN	01-5173		
			01-5811		200.00
089841	03/01/2010	PATRICK W. HANIFIN	01-5173		
			01-5811		200.00
089842	03/01/2010	AT&T	01-5590		225.92
089843	03/01/2010	AT&T	01-5590		50.00
089844	03/01/2010	AT&T	01-5590		5.13
089845	03/01/2010	AT&T	01-5590		44.74
089846	03/01/2010	AT&T	01-5590		15.76
089847	03/01/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		5,145.98
089848	03/01/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		6,009.15
089849	03/01/2010	SOUTHERN CALIFORNIA GAS CO.	01-5592		45.91
089850	03/01/2010	VERIZON WIRELESS	01-5590		439.80
089851	03/01/2010	VERIZON WIRELESS	01-5812		78.57
			Total	756	4,292,766.19

Includes checks for only Bank Account COUNTY

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Checks Dated 02/05/2010 through 03/01/2010			Board Meeting Date 03/25/10		
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount

Fund Summary			
Fund	Description	Check Count	Expensed Amount
01	General Fund	645	2,711,691.58
12	Child Development Fund	23	6,430.24
40	Capital Outlay Fund	78	1,327,489.54
68	Self-Insurance Fund	5	12,693.49
71	Retiree Benefit Fund	6	236,973.80
	Total	756	4,295,278.65
	Less Unpaid Sales Tax Liability		2,512.46
	Net (Check Amount)		4,292,766.19

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Checks Dated 02/05/2010 through 03/01/2010

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Check Number	Check Date	Pay to the Order of	Check Amount
009762	02/05/2010	ACCE	100.00
009763	02/05/2010	FARLA BINDER	338.50
009764	02/05/2010	CSNP, INC.	40.00
009765	02/05/2010	ESTELLA GARRISON	157.39
009766	02/05/2010	LYON SUPPLY CO.	424.03
009767	02/05/2010	RalphVelasco.com Photography Ralph Velasco	48.00
009768	02/11/2010	COHEN-NAGLESTAD ENTERPRISES LLC	102.00
009769	02/11/2010	CONSTANT CONTACT	408.00
009770	02/11/2010	LORETTA DU BOIS TOURS LORETTA DU BOIS	15,955.00
009771	02/19/2010	COMPUTRAX, INC.	297.50
009772	02/19/2010	KAYLAA FOX	1,035.00
009773	02/19/2010	FRANCES WENDY GREENSPAN ILLUSTRATING BY FRANCES W.	527.50
009774	02/19/2010	REGINA ROCHA TOURS	1,482.00
009775	02/19/2010	ROUNDS, MILLER AND ASSOC NANCY MILLER	366.00
009776	03/01/2010	ACTING EXPRESS	797.50
009777	03/01/2010	FSC SECURITIES DAVID BROWN	33.50
009778	03/01/2010	CSNP, INC.	1,217.00
009779	03/01/2010	COMPUTRAX, INC.	180.00
009780	03/01/2010	FRANCES WENDY GREENSPAN ILLUSTRATING BY FRANCES W.	53.00
009781	03/01/2010	INSIGHT SYSTEMS GROUP, INC.	927.73
009782	03/01/2010	INVESTMENT R/E SOURCE, INC. % ROBERT KEHAYAN	70.00
009783	03/01/2010	ALAN LUGENA	12.60
Total			22
			24,572.25

Includes checks for only Bank Account SC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
09	SC Community Education F	22	24,572.25
	Total		
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		24,572.25

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

Checks Dated 02/05/2010 through 03/01/2010

Board Meeting Date 03/25/10

Check Number	Check Date	Pay to the Order of	Check Amount
008666	02/05/2010	Loren Ehlers	90.00
008667	02/11/2010	KAMPS ASSET MANAGEMENT SERVICES, INC.	649.50
008668	02/11/2010	MARK SEVI	412.50
008669	02/19/2010	GATLIN EDUCATION SERVICES	1,695.00
008670	02/19/2010	NCS PEARSON, INC.	450.00
008671	02/22/2010	Ann Stone	25.00
008672	02/22/2010	Charlotte Sizemore	25.00
008673	02/22/2010	Hormat Mansouri	40.00
008674	02/22/2010	Myrna Heitel	25.00
008675	03/01/2010	Irma Ntzouvaras	25.00
008676	03/01/2010	A.G. WEALTH MANAGEMENT ADVISORS, INC.	290.00
008677	03/01/2010	BOSTON REED COLLEGE	23,040.00
008678	03/01/2010	GATLIN EDUCATION SERVICES	1,295.00
008679	03/01/2010	SHARON LOUIE	50.00
Total			14
			28,112.00

Includes checks for only Bank Account IVC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
07	IVC Community Education F	14	28,112.00
	Total		
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		28,112.00

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 1 of 1

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

South Orange County Community College District

Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BR10-00166	01-2161-0-000-8-016-000-6771 01-5811-0-000-8-016-000-6771	RG SVM SAL: Safety & Security CONTRACT SVCS: Safety & Security	\$95,000.00	
			<u>\$95,000.00</u>	<u>\$95,000.00</u>

Journal Number	Account	Description	From	To
BR10-00168	01-2131-0-000-4-021-080-6510 01-4600-0-000-4-025-000-6599 01-4600-0-000-4-021-078-6530 01-4600-0-000-4-021-080-6510	RG MAN SAL: Bldg Maint & Repairs NINSTR SUP: Maint of Plant NINSTR SUP: Custodial Svcs NINSTR SUP: Bldg Maint & Repairs	\$9,000.00 \$21,000.00	\$10,000.00 \$20,000.00
			<u>\$30,000.00</u>	<u>\$30,000.00</u>

Journal Number	Account	Description	From	To
BR10-00169	01-1317-0-000-4-025-068-4900 01-1315-0-000-4-022-099-3901 01-1317-0-000-4-022-099-3901 01-1312-0-000-4-022-099-3901 01-1313-0-000-4-022-099-3901 01-1314-0-000-4-022-099-3901 01-1316-0-000-4-022-099-3901 01-5999-0-000-4-025-000-6720	BKD OVERLD: Interdisciplinary Studies HR CL FST: OSH BKD OVERLD: OSH HR CL FOL: OSH HR CLS FPT: OSH HR CL FSUM: OSH HR CL FSUB: OSH BALANCING: Fiscal Operations	\$18,831.00 \$408,000.00 \$20,935.00	\$200,917.00 \$297,034.00 \$92,546.00 \$5,657.00
			\$148,388.00	
			<u>\$596,154.00</u>	<u>\$596,154.00</u>

Journal Number	Account	Description	From	To
BR10-00172	01-6410-0-000-1-052-000-6011 01-5811-0-000-1-052-000-6011	NEW EQUIP: Instructional Deans CONTRACT SVCS: Instructional Deans	\$7,000.00	
				\$7,000.00
			<u>\$7,000.00</u>	<u>\$7,000.00</u>

Journal Number	Account	Description	From	To
BR10-00173	01-1211-2-100-1-050-000-4900 01-5270-2-100-1-050-000-4900	RG NC FSAL: Interdisciplinary Studies CONFERENCE: Interdisciplinary Studies	\$5,961.00	
				\$5,961.00
			<u>\$5,961.00</u>	<u>\$5,961.00</u>

Journal Number	Account	Description	From	To
BR10-00175	01-5999-1-050-4-034-089-6950 01-6410-1-050-4-034-089-6950	BALANCING: Parking NEW EQUIP: Parking	\$20,000.00	
				\$20,000.00
			<u>\$20,000.00</u>	<u>\$20,000.00</u>

Journal Number	Account	Description	From	To
BR10-00182	01-1999-0-000-7-013-099-6610 01-2141-0-000-7-014-000-6610 01-5811-0-000-7-014-000-6610	General Fund: District Administration RG CLE SAL: District Administration CONTRACT SVCS: District Administration	\$16,737.00	
				\$14,558.00 \$2,179.00
			<u>\$16,737.00</u>	<u>\$16,737.00</u>

Journal Number	Account	Description	From	To
BR10-00189	01-2141-0-000-7-013-064-6720	RG CLE SAL: Fiscal Operations	\$97,286.00	
	01-2141-0-000-7-013-064-6720	RG CLE SAL: Fiscal Operations	\$3,000.00	
	01-5811-0-000-7-013-064-6720	CONTRACT SVCS: Fiscal Operations	\$10.00	
	01-6999-0-000-7-013-099-6610	General Fund: District Administration	\$1,135.00	
	01-2131-0-000-7-013-064-6720	RG MAN SAL: Fiscal Operations		\$56,500.00
	01-2342-0-000-7-013-064-6720	NINSTR OT: Fiscal Operations		\$10,000.00
	01-2346-0-000-7-013-064-6720	NINSTR SUB: Fiscal Operations		\$30,786.00
	01-5722-0-000-7-013-064-6720	MAND ASSES: Fiscal Operations		\$10.00
	01-6410-0-000-7-013-064-6720	NEW EQUIP: Fiscal Operations		\$3,000.00
	01-6411-0-000-7-013-064-6720	NEW EQUIP TECH: Fiscal Operations		\$1,135.00
			<u>\$101,431.00</u>	<u>\$101,431.00</u>

Journal Number	Account	Description	From	To
BR10-00190	95-4600-D-M11-1-036-000-0000	NINSTR SUP: SENIOR DAY	\$6,400.00	
	95-4600-D-M11-1-036-000-0000	NINSTR SUP: SENIOR DAY	\$1,300.00	
	95-4600-D-M11-1-036-000-0000	NINSTR SUP: SENIOR DAY	\$800.00	
	95-4900-D-M11-1-036-000-0000	AWARDS/REC: SENIOR DAY		\$1,300.00
	95-5271-D-M11-1-036-000-0000	DIST EVENT: SENIOR DAY		\$800.00
	95-5811-D-M11-1-036-000-0000	CONTRACT SVCS: SENIOR DAY		\$6,400.00
			<u>\$8,500.00</u>	<u>\$8,500.00</u>

Journal Number	Account	Description	From	To
BR10-00191	01-4600-1-096-1-054-033-1230	NINSTR SUP: Nursing	\$10,067.00	
	01-5811-1-096-1-054-033-1230	CONTRACT SVCS: Nursing		\$10,067.00
			<u>\$10,067.00</u>	<u>\$10,067.00</u>

Journal Number	Account	Description	From	To
BR10-00192	01-3420-1-096-1-054-033-1230	BEN NI CLS: Nursing	\$8,873.00	
	01-5811-1-096-1-054-033-1230	CONTRACT SVCS: Nursing		\$8,873.00
			<u>\$8,873.00</u>	<u>\$8,873.00</u>

Journal Number	Account	Description	From	To
BR10-00198	01-4344-0-000-8-100-030-0614	INSTR FEE: Gaming	\$400.00	
	01-4344-0-000-8-100-033-1208	INSTR FEE: Medical Assisting	\$220.00	
	01-4344-0-000-8-100-050-1911	INSTR FEE: Astronomy	\$27.00	
	01-4344-0-000-8-400-019-0901	INSTR FEE: Engineering,General	\$1,138.00	
	01-4344-0-000-8-400-022-1007	INSTR FEE: Dramatic Arts, Theatre	\$175.00	
	01-4344-0-000-8-400-030-1030	INSTR FEE: Graphic Arts & Design	\$600.00	
	01-4999-0-000-8-016-099-6625	General Fund: Learning Center Admin,	\$5,000.00	
	01-5999-0-000-8-016-099-6625	BALANCING: Learning Center Admin, ATEP	\$847.00	
	01-4344-0-000-8-100-004-0953	INSTR FEE: Drafting Technology		\$35.00
	01-4344-0-000-8-100-009-0506	INSTR FEE: Business Management		\$156.00
	01-4344-0-000-8-100-024-1501	INSTR FEE: English (Language:College)		\$114.00
	01-4344-0-000-8-100-035-0109	INSTR FEE: Horticulture		\$2,430.00
	01-4344-0-000-8-100-043-0956	INSTR FEE: Manufacturing & Industrial Tech		\$1,560.00
	01-4344-0-000-8-100-052-0511	INSTR FEE: Real Estate		\$135.00
	01-4344-0-000-8-400-011-1011	INSTR FEE: Photography		\$1,275.00
	01-4344-0-000-8-400-043-0956	INSTR FEE: Manufacturing & Industrial Tech		\$1,462.00
	01-4344-0-000-8-100-030-0614	INSTR FEE: Gaming		\$800.00
	01-4344-0-000-8-100-033-1208	INSTR FEE: Medical Assisting		\$440.00
			<u>\$8,407.00</u>	<u>\$8,407.00</u>

Journal Number	Account	Description	From	To
BR10-00201	01-5811-1-219-1-024-000-6499	CONTRACT SVCS: Other Student Svcs	\$24,276.00	
	01-1313-1-219-1-024-000-6499	HR CLS FPT: Other Student Svc		\$2,000.00
	01-2342-1-219-1-024-000-6499	NINSTR OT: Other Student Svcs		\$2,719.00
	01-2346-1-219-1-024-000-6499	NINSTR SUB: Other Student Svcs		\$16,469.00
	01-3120-1-219-1-024-000-6499	STRS NINST: Other Student Svcs		\$959.00
	01-3320-1-219-1-024-000-6499	OASDI NI CLS: Other Student Svcs		\$932.00
	01-3360-1-219-1-024-000-6499	MEDICARE NI EMP: Other Student Svc		\$390.00
	01-3520-1-219-1-024-000-6499	UNEMPLOYMENT NI STAFF: Other Student		\$68.00
	01-3620-1-219-1-024-000-6499	WCO NINSTR: Other Student Svcs		\$405.00
	01-4600-1-219-1-024-000-6499	NINSTR SUP: Other Student Svcs		\$334.00
			<u>\$24,276.00</u>	<u>\$24,276.00</u>

Journal Number	Account	Description	From	To
BR10-00203	01-1414-0-000-8-022-000-6310	HR NC FSUM: Counseling & Guidance	\$1,682.00	
	01-2141-0-000-8-016-000-6625	RG CLE SAL: Learning Center Admin, ATEP	\$25,551.00	
	01-2161-0-000-8-016-000-6771	RG SVM SAL: Safety & Security	\$40,000.00	
	01-2161-0-000-8-016-079-6550	RG SVM SAL: Grounds Maint & Repairs	\$5,000.00	
	01-3420-0-000-8-016-079-6550	BEN NI CLS: Grounds Maint & Repairs	\$258.00	
	01-4600-0-000-8-016-062-6772	NINSTR SUP: Transportation Svcs	\$4,000.00	
	01-5811-0-000-8-016-000-6625	CONTRACT SVCS: Learning Center Admin	\$116.00	
	01-5999-0-000-8-016-099-6625	BALANCING: Learning Center Admin, ATEP	\$35,800.00	
	01-6410-0-000-8-022-000-4900	NEW EQUIP: Interdisciplinary Studies	\$780.00	
	01-6410-0-608-8-016-000-6625	NEW EQUIP: Learning Center Admin, ATEP	\$65,000.00	
	01-2344-0-000-8-016-000-6625	TELEPHONE: Learning Center Admin,		\$551.00
	01-2346-0-000-8-016-000-6625	NINSTR SUB: Learning Center Admin,		\$25,000.00
	01-2346-0-000-8-016-000-6771	NINSTR SUB: Safety & Security		\$40,000.00
	01-2346-0-000-8-016-079-6550	NINSTR SUB: Grounds Maint & Repairs		\$5,258.00
	01-2383-0-000-8-022-100-6890	HR ST SAL: Other Community Svcs		\$1,682.00
	01-4610-0-000-8-016-062-6772	GAS/FUEL: Transportation Svcs		\$4,000.00
	01-5269-0-000-8-016-080-6510	MILEAGE: Building Maint & Repairs		\$200.00
	01-5590-0-000-8-022-000-6011	TELEPHONE: Instructional Deans		\$780.00
	01-5590-0-000-8-016-080-6510	TELEPHONE: Building Maint & Repairs		\$600.00
	01-6410-0-000-8-016-000-6625	NEW EQUIP: Learning Center Admin, ATEP		\$116.00
	01-6411-0-608-8-016-000-6625	NEW EQP TECH: Learning Center Admin,		\$65,000.00
	01-6220-0-000-8-016-080-6510	BLDG (CNT): Building Maint & Repairs		\$35,000.00
			<u>\$178,187.00</u>	<u>\$178,187.00</u>

Journal Number	Account	Description	From	To
BR10-00210	01-5811-0-000-4-025-068-6599	CONTRACT SVCS: Other Operations &	\$98,400.00	
	01-6410-0-000-4-077-000-4900	NEW EQUIP: Interdisciplinary Studies		\$98,400.00
			<u>\$98,400.00</u>	<u>\$98,400.00</u>

Journal Number	Account	Description	From	To
BR10-00216	01-4300-0-000-1-020-000-6630	INSTR SUPP: Reseach, Planning & Grants	\$6,500.00	
	01-6410-0-000-1-020-000-6620	NEW EQUIP: Executive College Admin		\$6,500.00
			<u>\$6,500.00</u>	<u>\$6,500.00</u>

Journal Number	Account	Description	From	To
BR10-00227	01-5270-0-000-1-043-095-6630	CONFERENCE: Research, Planning &	\$225.00	
	01-5810-0-000-1-043-095-6630	CONTRACT PRINT: Research, Planning &	\$1,200.00	
	01-5812-0-000-1-043-095-6630	CONTRCT SVCS, SOFTWARE: Research,	\$2,200.00	
	01-6412-0-000-1-043-095-6630	SOFTWARE: Research, Planning & Grants	\$2,211.00	
	01-5651-0-000-1-043-095-6630	MAINT AGRMT: Research, Planning &		\$5,836.00
			<u>\$5,836.00</u>	<u>\$5,836.00</u>

Journal Number	Account	Description	From	To
BR10-00228	01-6410-1-228-4-025-000-4900 01-5650-1-228-4-025-000-6599 01-6410-1-228-4-077-000-4900	NEW EQUIP: Interdisciplinary Studies EQUIP REPAIR: Other Operations & Maint NEW EQUIP: Interdisciplinary Studies	\$16,847.00	\$15,000.00 \$1,847.00
			<u>\$16,847.00</u>	<u>\$16,847.00</u>

Journal Number	Account	Description	From	To
BR10-00234	40-5411-1-692-6-013-081-7100 40-6220-1-692-6-013-081-7100	INSURANCE: Property & Facilities BLDG (CONT SVCs): Property & Facilities	\$143,200.00	\$143,200.00
			<u>\$143,200.00</u>	<u>\$143,200.00</u>

Journal Number	Account	Description	From	To
BR10-00238	96-5811-D-M01-4-036-000-0000 96-5999-D-M01-4-036-000-0000 96-4600-D-M38-4-036-000-0000 96-4600-D-M11-4-036-000-0000 96-5811-D-M01-4-036-000-0000 96-5811-D-M11-4-036-000-0000	CONTRACT SVCS: ASG OFFICE BALANCING: ASG OFFICE NINSTR SUP: SPECIALTY NINSTR SUP: SENIOR DAY CONTRACT SVCS: ASG OFFICE CONTRACT SVCS: SENIOR DAY	\$3,450.00 \$25,000.00	\$1,200.00 \$250.00 \$25,000.00 \$2,000.00
			<u>\$28,450.00</u>	<u>\$28,450.00</u>

Journal Number	Account	Description	From	To
BR10-00242	01-5811-0-000-4-025-068-6599 01-6410-0-000-4-076-000-4900 01-6410-0-000-4-078-000-4900	CONTRACT SVCS: Other Operations & NEW EQUIP: Interdisciplinary Studies NEW EQUIP: Interdisciplinary Studies	\$27,842.00	\$25,225.00 \$2,617.00
			<u>\$27,842.00</u>	<u>\$27,842.00</u>

Journal Number	Account	Description	From	To
BR10-00244	01-1414-1-023-4-035-077-6430 01-7600-1-023-4-035-077-6430 01-2141-1-023-4-035-077-6430	HR NC FSUM: EOPS OTHER PAYMENTS: EOPS RG CLE SAL: EOPS	\$14,926.00 \$36,382.00	\$51,308.00
			<u>\$51,308.00</u>	<u>\$51,308.00</u>

Journal Number	Account	Description	From	To
BR10-00246	01-5999-0-000-4-022-000-6620 01-2483-0-000-4-074-039-6110	BALANCING: Executive College Admin HR IN SSAL: Learning Center (non-ADA)	\$6,500.00	\$6,500.00
			<u>\$6,500.00</u>	<u>\$6,500.00</u>

Journal Number	Account	Description	From	To
BR10-00248	01-4344-0-000-1-051-066-6470 01-5811-0-000-1-051-066-6470 01-5814-0-000-1-051-065-6499 01-2151-0-000-1-051-066-6470 01-3220-0-000-1-051-066-6470 01-3320-0-000-1-051-066-6470 01-3360-0-000-1-051-066-6470 01-3520-0-000-1-051-066-6470 01-3620-0-000-1-051-066-6470	INSTR FEE: Job Placement Svcs CONTRACT SVCS: Job Placement Svcs CONTRACT SVCS: Other Student Svcs RG TEC SAL: Job Placement Svcs PERS NINST: Job Placement Svcs OAS NI CLS: Job Placement Svcs MED NI EMP: Job Placement Svcs UNE NI STA: Job Placement Svcs WCO NINSTR: Job Placement Svcs	\$2,800.00 \$2,067.00 \$1,359.00	\$5,210.00 \$506.00 \$323.00 \$76.00 \$16.00 \$95.00
			<u>\$6,226.00</u>	<u>\$6,226.00</u>

Journal Number	Account	Description	From	To
BR10-00249	01-4600-2-209-1-024-000-6499 01-6410-2-209-1-024-000-6499 01-6411-2-209-1-024-000-6499 01-5811-2-209-1-024-000-6499	NINSTR SUP: Other Student Svcs NEW EQUIP: Other Student Svcs NEW EQP TECH: Other Student Svcs CONTRACT SVCS: Other Student Svcs	\$500.00 \$5,527.00 \$2,196.00	\$8,223.00
			<u>\$8,223.00</u>	<u>\$8,223.00</u>

Journal Number	Account	Description	From	To
BR10-00251	01-4200-1-109-1-024-000-6499	BKS/MAG/PR: Other Student Svcs	\$12,863.00	
	01-5269-1-109-1-024-000-6499	MILEAGE: Other Student Svcs		\$1,680.00
	01-5590-1-109-1-024-000-6499	TELEPHONE: Other Student Svcs		\$1,291.00
	01-5591-1-109-1-024-000-6499	ELECTRICTY: Other Student Svcs		\$1,940.00
	01-5593-1-109-1-024-000-6499	WATER: Other Student Svcs		\$552.00
	01-7500-1-109-1-024-000-6499	STUDENT FI: Other Student Svcs		\$7,400.00
			<u>\$12,863.00</u>	<u>\$12,863.00</u>

Journal Number	Account	Description	From	To
BR10-00259	01-1415-1-205-4-022-000-4930	HR NC FSTI: General Studies	\$37,719.00	
	01-2483-1-205-4-074-024-6110	HR IN SSAL: Learning Center (non-ADA)		\$1,913.00
	01-2483-1-205-4-077-049-0835	HR IN SSAL: Physical Education & Athletics		\$5,080.00
	01-2483-1-205-4-081-045-6110	HR IN SSAL: Learning Centers (non-ADA)		\$25,800.00
	01-3120-1-205-4-022-000-4930	STRS NINST: General Studies		\$1,500.00
	01-3310-1-205-4-077-049-0835	OASDI IN CLS: Physical Ed & Athletics		\$250.00
	01-3310-1-205-4-081-045-6110	OAS IN CLS: Learning Centers (non-ADA)		\$1,200.00
	01-3350-1-205-4-077-049-0835	MED IN EMP: Physical Ed & Athletics		\$50.00
	01-3350-1-205-4-081-045-6110	MED IN EMP: Learning Center (non-ADA)		\$300.00
	01-3360-1-205-4-022-000-4930	MED NI EMP: General Studies		\$200.00
	01-3510-1-205-4-077-049-0835	UNE IN STA: Physical Ed & Athletics		\$11.00
	01-3510-1-205-4-081-045-6110	UNE IN STA: Learning Center (non-ADA)		\$75.00
	01-3520-1-205-4-022-000-4930	UNE NI STA: General Studies		\$75.00
	01-3610-1-205-4-077-049-0835	WCO INSTRU: Physical Ed & Athletics		\$75.00
	01-3610-1-205-4-081-045-6110	WCO INSTRU: Learning Center (non-ADA)		\$500.00
	01-3620-1-205-4-022-000-4930	WCO NINSTR: General Studies		\$300.00
	01-4580-1-205-4-022-000-4930	DUPL CHBAC: General Studies		\$390.00
			<u>\$37,719.00</u>	<u>\$37,719.00</u>
			<u>\$1,560,507.00</u>	<u>\$1,560,507.00</u>

Recommended for Ratification

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

Saddleback College

Journal Number	BR10-00164	BR10-00187	BR10-00224	BR10-00252
	BR10-00165	BR10-00188	BR10-00225	BR10-00253
	BR10-00167	BR10-00197	BR10-00226	BR10-00254
	BR10-00171	BR10-00204	BR10-00229	BR10-00255
	BR10-00174	BR10-00205	BR10-00230	BR10-00256
	BR10-00176	BR10-00206	BR10-00231	BR10-00257
	BR10-00177	BR10-00212	BR10-00232	BR10-00261
	BR10-00180	BR10-00213	BR10-00235	BR10-00262
	BR10-00181	BR10-00218	BR10-00236	BR10-00263
	BR10-00184	BR10-00219	BR10-00237	
	BR10-00185	BR10-00220	BR10-00240	
	BR10-00186	BR10-00221	BR10-00250	

Irvine Valley College

Journal Number	BR10-00160	BR10-00202	BR10-00217	BR10-00260
	BR10-00161	BR10-00207	BR10-00239	
	BR10-00162	BR10-00208	BR10-00241	
	BR10-00163	BR10-00209	BR10-00243	
	BR10-00178	BR10-00211	BR10-00245	
	BR10-00179	BR10-00214	BR10-00247	
	BR10-00183	BR10-00215	BR10-00258	

District Services

Journal Number	BR10-00222
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A T E P

Journal Number	BR10-00199	BR10-00233
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TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 10-04 to Amend 2009-2010 Restricted General Fund

ACTION: Approval

BACKGROUND

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

STATUS

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

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

Board Financial Assistance Program (BFAP) at Irvine Valley College	(\$9,265)
Disabled Students Programs and Services (DSPS) at Saddleback College	(\$433,603)
CalWORKS Regional Efforts Allocation at Irvine Valley College	\$500
Credit Matriculation at Irvine Valley College	(\$110,222)
Non-Credit Matriculation at Saddleback College	(\$18,654)
Non-Credit Matriculation at Irvine Valley College College	(\$2,400)
Temporary Assistance for Needy Families (TANF) at Saddleback College	\$6,290
Temporary Assistance for Needy Families (TANF) at Irvine Valley College	\$27,567
Parking Fee Services at Irvine Valley College	30,000
Part-time Faculty Compensation Fund at District	(\$174,012)
CTE Community Collaborative at Saddleback College	(\$11,350)
CTE Community Collaborative at Irvine Valley College	\$11,350
Economic & Workforce Development (EWD) at Irvine Valley College College	\$3,500
CTE Community Collaborative Supplemental at Saddleback College	\$79,000
CTE Community Collaborative at Saddleback College	\$310,000
Tech Prep Regional at Saddleback College	\$15,000
Coast Community College District (CCCD) Community Collaborative at Saddleback College	\$16,110
Total Decrease to the General Fund	<u>(\$260,189)</u>

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

Child Development Training Consortium (CDTC) at Irvine Valley College	\$732
Total Increase to the Child Development Fund	<u>\$732</u>
 Total Budget Amendment	 <u>(\$259,457)</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 10-04 to amend the 2009-2010 Adopted Budget as indicated in Exhibits A & B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
GENERAL FUND

RESOLUTION 10-4

March 25, 2010

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of (\$259,457) is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8199	Other Federal Revenue	33,857
01	8619	Other General Apportionments	-\$9,265
01	8623	Disabled Students Programs and Services	-\$433,603
01	8629	Other Categorical Apportionments	-\$304,788
01	8690	Other State Revenue	\$408,610
01	8830	Contract Services	\$15,000
01	8881	Parking Services and Public Transportation	\$15,000
01	8891	Parking Fines	\$15,000
12	8890	Other Local Revenue	\$732
			<u>(\$259,457)</u>

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	-\$309,130
01	2000	Classified Salaries	\$81,410
01	3000	Fringe Benefits	-\$30,578
01	4000	Books and Supplies	\$3,225
01	5000	Other Operating Expenses and Services	-\$5,116
12	7000	Other Outgo	\$732
			<u>(\$259,457)</u>

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
GENERAL FUND

RESOLUTION 10-4

March 25, 2010

BUDGET AMENDMENT EXPENDITURE DETAIL

Board Financial Assistance Program (BFAP) at Irvine Valley College

INCOME

01-	8619-	1-021-4-026-000-6460	BFAP at Irvine Valley College	<u>(9,265)</u>
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EXPENDITURE

01-	5999-	1-021-4-026-083-6460	Allocated but not distributed	<u>(9,265)</u>
				<u>(9,265)</u>

Disabled Students Programs and Services (DSPS) at Saddleback College

INCOME

01-	8623-	1-024-1-000-000-0000	DSPS at Saddleback College	<u>(433,603)</u>
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EXPENDITURE

01-	1111-	1-024-1-051-075-0835	Reg Clsrm Faculty, Contract Assignments	(100,642)
01-	1111-	1-024-1-051-075-4930	Reg Clsrm Faculty, Contract Assignments	(72,754)
01-	2141-	1-024-1-051-075-0835	Reg Clerical Staff (NI), Contract Assignments	(13,163)
01-	2251-	1-024-1-051-075-6420	Reg Tech/Paraprofessional Staff (Instr), Contract Assignments	(48,514)
01-	2453-	1-024-1-051-101-4930	Instr Classified, Hourly Assignments	(33,488)
01-	2483-	1-024-1-051-075-0809	Temp Short-term Staff (Instr), Hourly Assignments	(5,000)
01-	2483-	1-024-1-051-075-0835	Temp Short-term Staff (Instr), Hourly Assignments	(20,000)
01-	2483-	1-024-1-051-075-4930	Temp Short-term Staff (Instr), Hourly Assignments	(1,000)
01-	3110-	1-024-1-051-075-0835	STRS - Instructional Staff	(8,303)
01-	3110-	1-024-1-051-075-4930	STRS - Instructional Staff	(7,147)
01-	3210-	1-024-1-051-075-6420	PERS - Instructional Staff	(4,949)
01-	3310-	1-024-1-051-075-6420	OASDI - -Instructional Staff	(3,308)
01-	3310-	1-024-1-051-075-0835	OASDI - -Instructional Staff	(1,000)
01-	3320-	1-024-1-051-075-0835	OASDI - Non-Instructional Staff	(816)
01-	3350-	1-024-1-051-075-6420	MEDICARE - Instructional Staff	(703)
01-	3350-	1-024-1-051-075-0835	MEDICARE - Instructional Staff	(300)

01-	3350-	1-024-1-051-075-4930	MEDICARE - Instructional Staff	(975)
01-	3360-	1-024-1-051-075-0835	MEDICARE - Non-Instructional Staff	(200)
01-	3410-	1-024-1-051-075-0835	H & W - Clsrm Faculty	(15,036)
01-	3410-	1-024-1-051-075-4930	H & W - Clsrm Faculty	(18,116)
01-	3411-	1-024-1-051-075-6420	H & W - Classified Instr Staff & Instr Retirees	(16,769)
01-	3510-	1-024-1-051-075-0835	UNEMPLOYMENT - Instructional Staff	(302)
01-	3510-	1-024-1-051-075-6420	UNEMPLOYMENT - Instructional Staff	(146)
01-	3510-	1-024-1-051-075-4930	UNEMPLOYMENT - Instructional Staff	(202)
01-	3520-	1-024-1-051-075-0835	UNEMPLOYMENT - Non-Instructional Staff	(39)
01-	3610-	1-024-1-051-075-0835	WORK COMP - Instructional Staff	(1,812)
01-	3610-	1-024-1-051-075-6420	WORK COMP - Instructional Staff	(873)
01-	3610-	1-024-1-051-075-4930	WORK COMP - Instructional Staff	(1,210)
01-	3620-	1-024-1-051-075-0835	WORK COMP - Non-Instructional Staff	(237)
01-	5811-	1-024-1-051-101-4930	CONTRACT SVCS	(56,599)
				<u>(433,603)</u>

CalWORKS Regional Efforts Allocation at Irvine Valley College

INCOME

01-	8629-	1-027-4-035-000-6499	CalWorks Regional Efforts at Irvine Valley College	<u>500</u>
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EXPENDITURE

01-	5811-	1-027-4-035-000-6499	CONTRACT SVCS	<u>500</u>
				<u>500</u>

Credit Matriculation at Irvine Valley College

INCOME

01-	8629-	1-030-4-024-000-6320	Credit Matriculation at Irvine Valley College	<u>(110,222)</u>
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EXPENDITURE

01-	5999-	1-030-4-024-000-6320	Allocated but not distributed	<u>(110,222)</u>
				<u>(110,222)</u>

Non-Credit Matriculation at Saddleback College

INCOME

01-	8629-	1-031-1-051-000-6320	Non-Credit Matriculation at Saddleback College	<u>(18,654)</u>
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EXPENDITURE

01-	1414-	1-031-1-051-000-6320	Temp Non-Clstrm Faculty, Summer	(12)
01-	2141-	1-031-1-051-000-6320	Reg Clerical Staff (NI), Contract Assignments	(15,605)
01-	3220-	1-031-1-051-000-6320	PERS - Non-Instructional Staff	(1,515)
01-	3320-	1-031-1-051-000-6320	OASDI - Non-Instructional Staff	(968)
01-	3360-	1-031-1-051-000-6320	MEDICARE - Non-Instructional Staff	(226)
01-	3520-	1-031-1-051-000-6320	UNEMPLOYMENT - Non-Instructional Staff	(47)
01-	3620-	1-031-1-051-000-6320	WORK COMP - Non-Instructional Staff	(281)
				<u>(18,654)</u>

Non-Credit Matriculation at Irvine Valley College College

INCOME

01-	8629-	1-031-4-024-000-6320	Non-Credit Matriculation at Irvine Valley College	<u>(2,400)</u>
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EXPENDITURE

01-	1413-	1-031-4-073-074-6320	Temp Non-Clstrm Faculty, Part-time	(2,400)
				<u>(2,400)</u>

Temporary Assistance for Needy Families (TANF) at Saddleback College

INCOME

01-	8199-	1-033-1-000-000-0000	TANF at Saddleback College	<u>6,290</u>
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EXPENDITURE

01-	1413-	1-033-1-051-000-6310	Temp Non-Clstrm Faculty, Part-time	5,731
01-	3320-	1-033-1-051-000-6310	OASDI - Non-Instructional Staff	355
01-	3360-	1-033-1-051-000-6310	MEDICARE - Non-Instructional Staff	84
01-	3520-	1-033-1-051-000-6310	UNEMPLOYMENT - Non-Instructional Staff	17
01-	3620-	1-033-1-051-000-6310	WORK COMP - Non-Instructional Staff	103
				<u>6,290</u>

Temporary Assistance for Needy Families (TANF) at Irvine Valley College

INCOME

01-	8199-	1-033-4-035-000-6499	TANF at Irvine Valley College	<u>27,567</u>
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EXPENDITURE

01-	2383-	1-033-4-035-000-6499	Temp Short-term Staff (NI), Hourly Assignments	27,026
01-	3320-	1-033-4-035-000-6499	OASDI - Non-Instructional Staff	2
01-	3360-	1-033-4-035-000-6499	MEDICARE - Non-Instructional Staff	1
01-	3620-	1-033-4-035-000-6499	WORK COMP - Non-Instructional Staff	<u>538</u>
				<u>27,567</u>

Parking Fee Services at Irvine Valley College

INCOME

01-	8881-	1-050-4-034-089-6954	Parking Fee Services at Irvine Valley College	15,000
01-	8881-	1-050-4-034-089-6952	Parking Fee Services at Irvine Valley College	15,000
01-	8881-	1-050-4-034-089-6951	Parking Fee Services at Irvine Valley College	(15,000)
01-	8891-	1-050-4-034-089-6950	Parking Fee Services at Irvine Valley College	<u>15,000</u>
				<u>30,000</u>

EXPENDITURE

01-	5999-	1-050-4-034-089-6950	Allocated but not distributed	<u>30,000</u>
				<u>30,000</u>

Part-time Faculty Compensation Fund at District

INCOME

01-	8629-	1-087-6-000-000-4900	Part-time Faculty Compensation Fund at District	<u>(174,012)</u>
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EXPENDITURE

01-	1315-	1-087-6-000-000-4900	Temp Clsrm Faculty, Stipends & Projects	(168,258)
01-	3110-	1-087-6-000-000-4900	STRS - Instructional Staff	(4,023)
01-	3350-	1-087-6-000-000-4900	MEDICARE - Instructional Staff	(707)
01-	3510-	1-087-6-000-000-4900	UNEMPLOYMENT - Instructional Staff	(146)
01-	3610-	1-087-6-000-000-4900	WORK COMP - Instructional Staff	<u>(878)</u>
				<u>(174,012)</u>

CTE Community Collaborative at Saddleback College

INCOME

01-	8690-	1-219-1-000-000-0000	CTE Community Collaborative at Saddleback College	<u>(11,350)</u>
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EXPENDITURE

01-	1313-	1-219-1-024-000-6499	Temp Clsrm Faculty, Part-time	(8,100)
01-	3120-	1-219-1-024-000-6499	STRS - Non-Instructional Staff	(2,000)
01-	4600-	1-219-1-024-000-6499	Non-Instr Supplies & Materials (< \$200 or life of < 1 yr)	(150)
01-	5269-	1-219-1-024-000-6499	Mileage Expense	(100)
01-	5270-	1-219-1-024-000-6499	Conferences/Travel	(1,000)
				<u>(11,350)</u>

CTE Community Collaborative at Irvine Valley College

INCOME

01-	8690-	1-219-4-000-000-0000	CTE Community Collaborative at Irvine Valley College	<u>11,350</u>
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EXPENDITURE

01-	1313-	1-219-4-024-000-6499	Temp Clsrm Faculty, Part-time	8,100
01-	3120-	1-219-4-024-000-6499	STRS - Non-Instructional Staff	2,000
01-	4600-	1-219-4-024-000-6499	Non-Instr Supplies & Materials (< \$200 or life of < 1 yr)	150
01-	5269-	1-219-4-024-000-6499	Mileage Expense	100
01-	5270-	1-219-4-024-000-6499	Conferences/Travel	1,000
				<u>11,350</u>

Economic & Workforce Development (EWD) at Irvine Valley College College

INCOME

01-	8690-	1-234-4-080-093-0506	EWD at Irvine Valley College	<u>3,500</u>
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EXPENDITURE

01-	1415-	1-234-4-080-093-0506	Temp Non-Clstrm Faculty, Stipends & Projects	2,700
01-	3110-	1-234-4-080-093-0506	STRS - Instructional Staff	300
01-	4580-	1-234-4-080-093-0506	In House Duplicating, Printing & Graphics	400
01-	5891-	1-234-4-080-093-6720	Indirect Charges	100
				<u>3,500</u>

CTE Community Collaborative Supplemental at Saddleback College

INCOME

01-	8690-	1-241-1-000-000-0000	CTE Community Collaborative Supplemental at Saddleback College	<u>79,000</u>
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EXPENDITURE

01-	1315-	1-241-1-058-036-1305	Temp Clsrn Faculty, Stipends & Projects	3,350
01-	1315-	1-241-1-055-011-0604	Temp Clsrn Faculty, Stipends & Projects	1,000
01-	2131-	1-241-1-058-036-1305	Reg Classified Mgmt (NI), Contract Assignments	40,000
01-	2342-	1-241-1-055-011-0604	Non-Instr Classified, Overtime	1,000
01-	3220-	1-241-1-058-036-1305	PERS - Non-Instructional Staff	3,945
01-	3320-	1-241-1-058-036-1305	OASDI - Non-Instructional Staff	1,200
01-	3360-	1-241-1-058-036-1305	MEDICARE - Non-Instructional Staff	410
01-	3420-	1-241-1-058-036-1305	H & W - Classified NI Staff & Board Member	7,000
01-	3520-	1-241-1-058-036-1305	UNEMPLOYMENT - Non-Instructional Staff	40
01-	3620-	1-241-1-058-036-1305	WORK COMP - Non-Instructional Staff	400
01-	5173-	1-241-1-024-000-6499	Lecturer/Guest Speaker	500
01-	5269-	1-241-1-058-036-1305	Mileage Expense	200
01-	5270-	1-241-1-058-036-1305	Conferences/Travel	2,000
01-	5271-	1-241-1-058-036-1305	District Supported Community Event	1,328
01-	5811-	1-241-1-058-036-1305	Contract Services	6,000
01-	5811-	1-241-1-055-011-0604	Contract Services	7,588
01-	5891-	1-241-1-058-036-1305	Indirect Charges	2,655
01-	5891-	1-241-1-055-011-0604	Indirect Charges	<u>384</u>
				<u>79,000</u>

CTE Community Collaborative at Saddleback College

INCOME

01-	8690-	1-249-1-000-000-0000	CTE Community Collaborative at Saddleback College	<u>310,000</u>
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EXPENDITURE

01-	1313-	1-249-1-024-000-6499	Temp Clsrn Faculty, Part-time Assignments	10,000
01-	1315-	1-249-1-058-036-1305	Temp Clsrn Faculty, Stipends & Projects	2,655
01-	1315-	1-249-1-055-011-0604	Temp Clsrn Faculty, Stipends & Projects	2,000
01-	1415-	1-249-1-024-000-6499	Temp NC Faculty, Stipends & Projects	4,500
01-	2131-	1-249-1-024-000-6499	Reg Classified Mgmt (NI), Contract Assignments	10,000
01-	2131-	1-249-1-058-036-1305	Reg Classified Mgmt (NI), Contract Assignments	18,520
01-	2141-	1-249-1-024-000-6499	Reg Clerical Staff (NI), Contract Assignments	69,654
01-	2342-	1-249-1-024-000-6499	Non-Instr Classified, Overtime	10,000
01-	2342-	1-249-1-055-011-0604	Non-Instr Classified, Overtime	2,000

01-	2346-	1-249-1-024-000-6499	NI Classified, Substitutes	35,880
01-	3220-	1-249-1-024-000-6499	PERS - Non-Instructional Staff	6,000
01-	3220-	1-249-1-058-036-1305	PERS - Non-Instructional Staff	2,027
01-	3220-	1-249-1-055-011-0604	PERS - Non-Instructional Staff	275
01-	3320-	1-249-1-024-000-6499	OASDI - Non-Instructional Staff	4,010
01-	3320-	1-249-1-058-036-1305	OASDI - Non-Instructional Staff	910
01-	3320-	1-249-1-055-011-0604	OASDI - Non-Instructional Staff	175
01-	3360-	1-249-1-024-000-6499	MEDICARE - Non-Instructional Staff	940
01-	3360-	1-249-1-058-036-1305	MEDICARE - Non-Instructional Staff	250
01-	3360-	1-249-1-055-011-0604	MEDICARE - Non-Instructional Staff	65
01-	3420-	1-249-1-024-000-6499	H & W - Classified NI Staff & Board Member	25,871
01-	3420-	1-249-1-058-036-1305	H & W - Classified NI Staff & Board Member	3,000
01-	3420-	1-249-1-055-011-0604	H & W - Classified NI Staff & Board Member	200
01-	3520-	1-249-1-024-000-6499	UNEMPLOYMENT - Non-Instructional Staff	195
01-	3520-	1-249-1-058-036-1305	UNEMPLOYMENT - Non-Instructional Staff	27
01-	3520-	1-249-1-055-011-0604	UNEMPLOYMENT - Non-Instructional Staff	10
01-	3620-	1-249-1-024-000-6499	WORK COMP - Non-Instructional Staff	1,110
01-	3620-	1-249-1-058-036-1305	WORK COMP - Non-Instructional Staff	285
01-	3620-	1-249-1-055-011-0604	WORK COMP - Non-Instructional Staff	25
01-	4200-	1-249-1-024-000-6499	Books, Magazine & Periodicals	100
01-	4580-	1-249-1-024-000-6499	In House Duplicating, Printing & Graphics	500
01-	4600-	1-249-1-024-000-6499	Non-Instr Supplies & Materials (< \$200 or life of < 1 yr)	1,500
01-	5173-	1-249-1-024-000-6499	Lecturer/Guest Speaker	500
01-	5269-	1-249-1-024-000-6499	Mileage Expense	200
01-	5269-	1-249-1-058-036-1305	Mileage Expense	138
01-	5269-	1-249-1-055-011-0604	Mileage Expense	200
01-	5270-	1-249-1-024-000-6499	Conferences/Travel	1,000
01-	5270-	1-249-1-058-036-1305	Conferences/Travel	1,000
01-	5270-	1-249-1-055-011-0604	Conferences/Travel	1,000
01-	5271-	1-249-1-024-000-6499	District Supported Community Event	700
01-	5271-	1-249-1-058-036-1305	District Supported Community Event	600
01-	5271-	1-249-1-055-011-0604	District Supported Community Event	5,205
01-	5811-	1-249-1-024-000-6499	Contract Services	56,250
01-	5811-	1-249-1-058-036-1305	Contract Services	7,600
01-	5811-	1-249-1-055-011-0604	Contract Services	11,000
01-	5891-	1-249-1-024-000-6499	Indirect Charges	9,556
01-	5891-	1-249-1-058-036-1305	Indirect Charges	1,481
01-	5891-	1-249-1-055-011-0604	Indirect Charges	886
				<u>310,000</u>

Tech Prep Regional at Saddleback College

INCOME

01-	8830-	2-316-1-052-017-1303	Tech Prep Regional at Saddleback College	<u>15,000</u>
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EXPENDITURE

01-	1315-	2-316-1-052-017-1303	Temp Clsrm Faculty, Stipends & Projects	2,000
01-	2342-	2-316-1-052-017-1303	Non-Instr Classified, Overtime	2,000
01-	3220-	2-316-1-052-017-1303	PERS - Non-Instructional Staff	194
01-	3320-	2-316-1-052-017-1303	OASDI - Non-Instructional Staff	248
01-	3360-	2-316-1-052-017-1303	MEDICARE - Non-Instructional Staff	58
01-	3520-	2-316-1-052-017-1303	UNEMPLOYMENT - Non-Instructional Staff	12
01-	3620-	2-316-1-052-017-1303	WORK COMP - Non-Instructional Staff	72
01-	5173-	2-316-1-052-017-1303	Lecturer/Guest Speaker	3,000
01-	5269-	2-316-1-052-017-1303	Mileage Expense	200
01-	5270-	2-316-1-052-017-1303	Conferences/Travel	1,000
01-	5271-	2-316-1-052-017-1303	District Supported Community Event	3,316
01-	5811-	2-316-1-052-017-1303	Contract Services	<u>2,900</u>
				<u>15,000</u>

Coast Community College District (CCCD) Community Collaborative at Saddleback College

INCOME

01-	8690-	1-326-1-055-011-0604	CCCD Community Collaborative at Saddleback College	<u>16,110</u>
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EXPENDITURE

01-	1315-	1-326-1-055-011-0604	Temp Clsrm Faculty, Stipends & Projects	1,000
01-	2342-	1-326-1-055-011-0604	Non-Instr Classified, Overtime	2,100
01-	3320-	1-326-1-055-011-0604	OASDI - Non-Instructional Staff	192
01-	3360-	1-326-1-055-011-0604	MEDICARE - Non-Instructional Staff	45
01-	3520-	1-326-1-055-011-0604	UNEMPLOYMENT - Non-Instructional Staff	9
01-	3620-	1-326-1-055-011-0604	WORK COMP - Non-Instructional Staff	56
01-	4580-	1-326-1-055-011-0604	In House Duplicating, Printing & Graphics	300
01-	4600-	1-326-1-055-011-0604	Non-Instr Supplies & Materials (< \$200 or life of < 1 yr)	425
01-	5173-	1-326-1-055-011-0604	Lecturer/Guest Speaker	600
01-	5269-	1-326-1-055-011-0604	Mileage Expense	330
01-	5270-	1-326-1-055-011-0604	Conferences/Travel	1,550
01-	5271-	1-326-1-055-011-0604	District Supported Community Event	1,515
01-	5811-	1-326-1-055-011-0604	Contract Services	7,663
01-	5830-	1-326-1-055-011-0604	Advertising	150
01-	5840-	1-326-1-055-011-0604	Postage	<u>175</u>
				<u>16,110</u>

Child Development Training Consortium (CDTC) at Irvine Valley College

INCOME

12-	8890-	1-001-4-079-053-1305	CDTC at Irvine Valley College	<u>732</u>
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EXPENDITURE

12-	7600-	1-001-4-079-053-1305	Other Payments to Students	<u>732</u>
				<u>732</u>

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
March 25, 2010

IRVINE VALLEY COLLEGE

Gift	Donated By:
Books	Wyland Foundation 23042 Alcalde Drive, Suite B Laguna Hills, California 92653
Refrigerator	David Gatewood 29752 Melinda Road, Apt. 923 Rancho Santa Margarita, California 92688

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: February/March 2010 Contracts
ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$76,700 for equipment, supplies and maintenance projects. During February/March 2010, the following contracts were reviewed and approved by the Deputy Chancellor, following review by legal counsel, when appropriate.

CONTRACTOR NAME

CONTRACT AMOUNT

Manassero Farms, Inc. Lease Agreement to lease 13 acre plot located at Irvine Valley College for purposes of agriculture.	\$30,000.00
Supinger Strategies Consultant Agreement to provide information regarding state-level legislative and budgetary matters.	\$27,800.00
Orange County Business Council Consultant Agreement to provide report of Program Area Economic and Workforce Analysis detailing market feasibility, gaps and economic growth prospects of key industry clusters in Orange County.	\$10,000.00
Higher One Services Agreement to arrange for each user to have access to a Direct Deposit Account (DDA) and will allow for deposits and withdrawals, at Saddleback College.	\$10,000.00 est.

Blackboard, Inc.
Training Services Schedule for Saddleback and Irvine
Valley College involving a new Blackboard Module.

Vicenti, Lloyd, Stutzman, LLP
Agreement for Consulting Services to assist Irvine Valley
College in an internal control review of cash handling
practice and procedures within the Bursar function.

Goodwill Industries
License Agreement to grant non-exclusive use of a portion
of the parking lot area to locate an Attended Donation
Center trailer to collect donated goods from the public at
Irvine Valley College campus.

The Fun Company
Event Contract scheduled at Irvine Valley College.

Fleming Artists
Performance Agreement for artist services at Saddleback
College McKinney Theatre.

Melody Akhavan
Consultant Agreement Amendment to extend the length of
the contract.

Los Alamitos Medical Center
Affiliation Agreement to provide clinical internship for
students at Saddleback College-Human Services Student
Program.

RECOMMENDATION

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

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations

ACTION: Approval

BACKGROUND

This statewide leadership grant offered by California Community Colleges Chancellor's Office (CCCCO) is for a second year of funding. Known as "Career Development Work-Based Learning Linkages to Professional Organizations," this grant requires a college-based home where the host understands the value of serving a statewide need for developing relationships between national, state, and regional professional associations and career technical education faculty, students, and programs. Intended outcomes include increased engagement of association members in developing academic programs, internships, and placement opportunities for community colleges. Irvine Valley College was offered this grant because of its growing reputation in providing career technical education leadership in Southern California, and specifically the Orange County/Los Angeles region.

STATUS

We are currently hosting this grant in its first year of funding and will continue with the fiduciary responsibilities by serving as fiscal agent in this second year project. Irvine Valley College has completed the necessary paperwork required by the CCCCCO. The Grant Application Abstract is presented in Exhibit A. The multi-year granting period is from February 1, 2010 through January 31, 2012.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this second-year award of \$551,724.00 from the CCCCCO for the "Career Development Work-Based Learning Linkages to Professional Organizations" grant, RFA No. 09-034.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: IRVINE VALLEY COLLEGE

GRANT APPLICATION ABSTRACT

1. **PROJECT TITLE:** Career Development Work-based Learning Linkages to Professional Organizations
2. **PROJECT DIRECTOR:** Susan Coleman (Principal) & David D. Gatewood (Associate)
3. **PROJECT ADMINISTRATOR:** David D. Gatewood
4. **GRANTOR AGENCY:** State Chancellor's Office
5. **FUNDING SOURCE:** SB70
6. **STARTING AND ENDING DATES OF THE PROJECT:** February 1, 2010 – January 31, 2012
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Professional Associations are an untapped resource for Career Technical Education students and faculty statewide for connecting with business and industry related to work-based learning experiences, scholarships, and ultimately student employment. As this a second award, the grant will build on the work of the first award.

Grant objectives:

- Create a professional association resources database
- Develop opportunities for faculty and students to increase industry knowledge and experience through professional associations
- Create a framework for delivering career development and work-based learning activities, tools, and resources that support educational, career, and personal development goals
- Establish and train a network of intermediaries in each region of the State to deliver career development and work-based learning activities, tools, and resources to community colleges

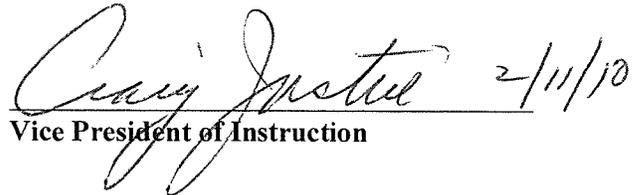
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$530,504.00	\$ N/A	\$21,220.00	\$551,724.00

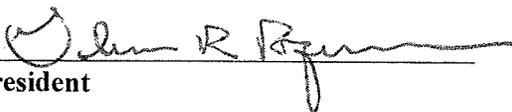
9. **APPROVALS**



 Division/School Dean



 Vice President of Instruction



 President

 Vice Chancellor, Technology & Lrng Serv

 Chancellor

EXPENDITURES SUMMARY

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ <u>27,700</u>	\$ _____	_____
2000 Classified Salaries	\$ <u>96,200</u>	\$ _____	_____
3000 Benefits	\$ <u>32,869</u>	\$ _____	_____
4000 Supplies	\$ <u>8,000</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>356,735</u>	\$ _____	_____
6000 Capital Outlay	\$ <u>9,000</u>	\$ _____	_____
7000 Other Charges <i>(e.g.: Indirect Costs)</i>	\$ <u>21,220</u>	\$ _____	_____
TOTALS	\$ <u>551,724</u>	\$ _____	

*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Web Designer	[]	[X]	[]	[X]
2. Administrator	[]	[X]	[]	[X]
3. Project Manager	[]	[X]	[X]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location _____

- | | | | |
|--------------|--------------|---------------------|--|
| •Retail | •Technology | •Real Estate Public | •Public: City, Education, Municipalities |
| •Hospitality | •Health Care | •Manufacturing | •Charitable Non-Profit •Financial |

Partnership Name/Location _____

- | | | | |
|--------------|--------------|---------------------|--|
| •Retail | •Technology | •Real Estate Public | •Public: City, Education, Municipalities |
| •Hospitality | •Health Care | •Manufacturing | •Charitable Non-Profit •Financial |

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Bridge Replacement: Architectural Services

ACTION: Approval

BACKGROUND

On October 20, 2009, Saddleback College requested that an engineering firm assess the structural condition of two bridges located adjacent to the Library. One of the bridges was determined to no longer conform to the Division of the State Architect's (DSA) approved design and is considered beyond repair. As a safety measure, college staff closed this bridge anticipating replacement.

A Request for Proposals was provided to the Architectural pool approved by the Board of Trustees on July 21, 2009. The request required a conceptual design and corresponding estimate be provided.

STATUS

On February 19, 2010, District received responses from three firms all of which were interviewed on March 4, 2010. The most comprehensive proposal included costs for replacing the concrete abutments and estimated inclusive construction costs at \$1,300,000 for a project budget of \$1,700,000.

Staff recommends the use of R2A Architecture, Inc. to perform the architectural services for the Saddleback College Bridge Replacement project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the architectural agreement, EXHIBIT A, with R2A Architecture, Inc. for the Saddleback College Bridge Replacement Project equal to \$109,500 and approval of Basic Aid funding of \$1,700,000 for the Bridge Replacement project budget.

ARCHITECTURAL SERVICES AGREEMENT – BRIDGE REPLACEMENT, SC

This AGREEMENT is made and entered into this 26th day of March in the year 2010, between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and R2A Architecture, 2900 Bristol Street, Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for the Bridge Replacement, hereinafter referred to as "PROJECT" located at Saddleback College in the DISTRICT; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES

1. The ARCHITECT's services shall consist of those services performed by the ARCHITECT, ARCHITECT's employees and ARCHITECT's consultants as enumerated in Articles II and III of this AGREEMENT.

2. The ARCHITECT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. The ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The services covered by this AGREEMENT shall be completed within fourteen months of the date of this AGREEMENT.

ARTICLE II - SCOPE OF ARCHITECT'S SERVICES

1. The ARCHITECT's services consist of those described in Article II and further delineated in Exhibit A, and include normal civil, structural, electrical and landscape engineering services and any other engineering services necessary to produce a reasonably complete and accurate set of construction documents as described in paragraph 9, except those engineering services provided by the DISTRICT.

2. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate, Etienne Runge as Design Principal and David Lacey as Project Architect. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the Project. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT's firm that will be associated with the Project.

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

3. The ARCHITECT shall ascertain the DISTRICT's needs and the requirements of the PROJECT and shall arrive at a mutual written understanding of such needs and requirements with the DISTRICT, prior to drafting preliminary designs for the PROJECT.

4. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule requirements.

5. The ARCHITECT shall submit a list of qualified engineers for the PROJECT for the DISTRICT's approval. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The

ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this agreement.

6. The ARCHITECT shall prepare, for approval by the DISTRICT, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of PROJECT components. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.

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

8. The ARCHITECT shall develop and provide to the DISTRICT all necessary documentation to meet the California Geological Survey submittal requirements.

9. Based on the approved Schematic Design Documents and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Construction Documents consisting of drawings and other documents to describe the size and character of the PROJECT as to architectural, structural, and electrical systems, materials, and such other elements as may be appropriate.

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

11. The ARCHITECT shall assemble all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Contractor's contract and coordinating same with the technical specifications. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of electrical systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.

12. The ARCHITECT, following the DISTRICT's approval of the Construction Documents shall assist the DISTRICT in obtaining bids for the PROJECT.

13. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a certain percentage), the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its budget.

14. The ARCHITECT's responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT and the final close out acknowledgement by the Division of the State Architect.

15. The ARCHITECT shall provide administration of the construction contract as set forth below. The ARCHITECT shall coordinate construction performed by separate contractors or by the DISTRICT's own employees.

16. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

17. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is due. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.

18. The ARCHITECT shall visit the site not less than once per week while work is in progress, and as often as necessary and appropriate to the stage of construction, to inspect the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the DISTRICT's benefit and protection if the work is proceeding in accordance with the construction contract and schedule. On the basis of his/her on-site observations and inspections as an ARCHITECT, the ARCHITECT shall keep the DISTRICT informed of the progress and quality of the work and he/she shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract and the schedule. The ARCHITECT shall provide services made necessary by major defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor but which he/she failed to do.

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

20. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT's certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT's observations and inspections at the site as provided in paragraph 17, that the work has progressed to the point indicated, that quality of the work is in accordance with the construction contract and that the Contractor is entitled to payment in the amount certified.

21. The ARCHITECT shall reject work which does not conform to the construction contract. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.

22. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT's action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT's professional judgment to permit adequate review and in no case exceed fifteen (15) days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.

23. The ARCHITECT shall prepare a field change directive, review contractor change orders with supporting documentation and data for the DISTRICT's approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall prepare change orders for submittal to the Division of the State Architect. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. ARCHITECT shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.

24. The ARCHITECT shall observe the PROJECT to determine the date or dates of substantial completion and the date of final completion, receive and forward to the DISTRICT

for the DISTRICT's review all written warranties and related documents required by the construction contract and issue a final certificate for payment upon compliance with the requirements of the construction contract.

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

26. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor, obtain written acceptance by the DISTRICT for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from.

27. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Contractor relating to the execution or progress of the work as provided in the construction contract.

28. The ARCHITECT shall provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of ARCHITECT'S personnel from the PROJECT.

29. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the DISTRICT's PROJECT.

ARTICLE III - ADDITIONAL ARCHITECT'S SERVICES

1. The ARCHITECT shall be given additional compensation for the services described in Article III.

2. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control. ARCHITECT shall obtain written authorization from the DISTRICT **before** rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
- b. Providing services required because of significant changes in the PROJECT including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under Article V, paragraph 10.
- c. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
- d. Providing consultation concerning replacement of work damaged by fire and other natural or manmade disasters furnishing services required in connection with the replacement of such work.
- e. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
- f. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- g. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
- h. Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.
- i. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance

manuals, training personnel for operation and maintenance and consultation during operation.

j. Providing services after issuance to the DISTRICT of the final certificate for payment except close out issues as provided for within this Agreement.

k. Providing services of consultants for other than architectural, structural, civil and electrical engineering portions of the PROJECT.

l. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted architectural practice.

3. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described in paragraph 17 of Article II. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ARCHITECT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.

2. The DISTRICT shall prepare a current overall budget for the PROJECT, including the construction cost.

3. The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the ARCHITECT.

4. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT.

5. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT's failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

6. ARCHITECT shall make DISTRICT aware of need for geotechnical or geologic surveys if needed.

7. The DISTRICT shall provide all related and available record/as-built documents as it pertains to the scope of work.

ARTICLE V - COST OF CONSTRUCTION

1. The construction cost shall be the total cost or estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.

2. During the Schematic Design and Construction Document phases, construction cost shall be determined by the DISTRICT's budget for the PROJECT.

3. During the bidding phase, construction cost shall be determined by the lowest responsible bid.

4. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.

5. Construction cost does not include the compensation of the ARCHITECT and ARCHITECT's consultants, or other costs which are the responsibility of the DISTRICT.

6. A fixed limit of construction cost has been established in the amount of \$850,000 and is a condition of this AGREEMENT.

8. Any PROJECT budget or fixed limit of construction cost shall be adjusted, according to the most recent inflationary rate as reflected in ENR, if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

9. If the lowest bid received exceeds the fixed limit of construction cost (adjusted as provided in paragraph 8), the DISTRICT shall:

- a. give written approval of an increase of such fixed limit;
- b. authorize rebidding of the PROJECT within a reasonable time;
- c. if the PROJECT is abandoned, terminate it in accordance with Article VII, paragraph 3; or
- d. cooperate in revising the PROJECT scope and quality as required to reduce the construction cost.

10. If the DISTRICT chooses to proceed under paragraph 9(d), the ARCHITECT, without additional charge, shall modify the construction contract as necessary to comply with the fixed limit.

ARTICLE VI – ARCHITECTS DRAWINGS AND SPECIFICATIONS

The drawings, specifications and other documents prepared by the ARCHITECT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. ARCHITECT grants to DISTRICT the right to reuse all or part of the fore mentioned drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the drawings, specifications and/or other documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that ARCHITECT shall not be responsible for any

reuse of the drawings, specifications and/or other documents. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such drawings, specifications and/or other documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the drawings, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this AGREEMENT.

The ARCHITECT shall perform the work under this agreement using AutoCad version 2008 software and shall deliver electronic copy via CD or DVD in both the software format and PDF format upon submittal to the Division of the State Architect and upon completion of the As-built requirement. If work is terminated prior to DSA submittal, a copy of the work completed to date shall be provided to the DISTRICT.

ARTICLE VII – TERMINATION

1. This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the ARCHITECT. This AGREEMENT may be terminated by either party upon not less than 7 days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.

2. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the ARCHITECT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT's services.

3. If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and ARCHITECT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.

4. The DISTRICT's failure to make payments to the ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the ARCHITECT.

5. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the ARCHITECT within 7 days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.

6. The ARCHITECT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided, since the last billing and up to the notice of termination.

7. In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The ARCHITECT is liable for all damages suffered by the DISTRICT due to ARCHITECT's failure to perform as provided in the AGREEMENT.

ARTICLE VIII - COMPENSATION TO THE ARCHITECT

The DISTRICT shall compensate the ARCHITECT as follows:

1. For ARCHITECT services, as described in Article II, compensation shall be computed as follows:

Compensation is based on a fixed fee of \$103,500 and a reimbursable allowance of 6,000 for a total compensation of 109,500. Progress payments for ARCHITECT services in each phase shall total the following percentages of the total compensation payable:

Schematic Design Phase:	15 percent
Construction Documents Phase:	55 percent
Bidding Phase:	5 percent
Construction Phase:	20 percent

Close Out Phase: 5 percent

Total Compensation: One Hundred Percent (100%)

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

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

4. Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the ARCHITECT's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time at the site of the PROJECT.

5. To the extent that the time initially established for the completion of ARCHITECT's services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time shall be computed as follows: at standard hourly rates.

6. Reimbursable Expenses incurred by the ARCHITECT and ARCHITECT's employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review.

a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project.

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

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

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

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

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

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

ARTICLE IX – INDEMNITY AND INSURANCE

1. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold DISTRICT entirely harmless from all liability arising out of:

- a. any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees or his/her subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT including a waiver of subrogation; and

- i. any and all claims for damages costs and/or charges caused by ARCHITECT's negligent acts, errors and/or omissions, recklessness or willful misconduct in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of ARCHITECT's consultants, employees or agents in the performance of their obligations under this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of ARCHITECT's performance and shall survive the expiration or termination of this AGREEMENT until such time as any matter covered by such indemnity is barred by the applicable statute of limitations.
- ii. Regarding the defense of any claim embraced by Architect's indemnity, each indemnitee shall control its own defense and at the time of claim resolution Architect will reimburse the indemnitees for all costs reasonable and appropriately incurred in this regard to the extent of any fault by or attributable to Architect's negligence and to the extent covered by Architect's liability insurance.

1) ARCHITECT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. Statutory workers' compensation and employers' liability.
- b. Comprehensive general and auto liability insurance with limits of not less than 1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
 1. owned, non-owned and hired vehicles;

2. blanket contractual;
3. broad form property damage;
4. products/completed operations; and
5. personal injury.

c. Professional liability insurance, including contractual liability, with limits of 1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.

d. Each policy of insurance required in (b) above shall name DISTRICT and its officers, agents and employees as additional insureds and shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance. Each policy of insurance stated in (a) and (b) above shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

ARTICLE X - MISCELLANEOUS

1. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements,

scope, performance and/or sequence of the work. The ARCHITECT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Contractor upon request.

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

3. Unless otherwise provided in this AGREEMENT, the ARCHITECT and ARCHITECT's consultants shall have no responsibility for the presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the PROJECT site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

4. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

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

6. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. Neither DISTRICT nor ARCHITECT shall assign this AGREEMENT without the written consent of the other.

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

8. ARCHITECT agrees that ARCHITECT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.

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

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

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

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

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

DISTRICT

ARCHITECT

Walt Rice

Etienne Runge

SOCCCD

R2A Architects

28000 Marguerite Parkway

2900 Bristol Street, Suite E205

Mission Viejo, CA 92692

Costa Mesa, CA 92626

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

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

DISTRICT

ARCHITECT

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

R2A ARCHITECTURE

(Signature)

(Signature)

Gary Poertner
(Printed name)

Etienne Runge
(Printed name)

Deputy Chancellor
(Title)

Principal
(Title)

(Date)

(Date)

(Taxpayer number)

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT

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

A. BASIC SERVICES

ARCHITECT agrees to provide the services described below:

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

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

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

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

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

10. ARCHITECT to review the location of existing utility lines, telephone, water and sewage, etc., within the limits of the project. This information shall be provided by the DISTRICT. ARCHITECT to verify the capacity of pertinent existing project utilities.

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

12. ARCHITECT is not responsible for:

a. Ground contamination or hazardous material analysis

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

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

B. DESIGN SERVICES - TASK I

PROJECT INITIATION

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

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

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

2. Review the developed work plan with the DISTRICT and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.
3. Participate in a general Project kick-off meeting to include the ARCHITECT'S sub-consultants, and DISTRICT staff.
 - a. The project kick-off meeting will introduce key team members from the DISTRICT and the ARCHITECT to each other defining roles and responsibilities relative to the Project.
 - b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.
 - c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
 - d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
 - e. Review documentation of the project kick-off meeting prepared by the Architect and comment prior to distribution.

SITE PLANNING

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

1. Document and take into consideration existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion. In addition, ARCHITECT shall design the foundation of the Project in accordance with recommendations of the DISTRICT'S soil consultant as provided by

the DISTRICT. ARCHITECT must notify the DISTRICT in time to prepare this soil report for ARCHITECT'S use.

2. Review the existing conditions. Analyze the proposed site's existing conditions relative to potential effect on circulation, access, parking, constructability, facility expansion and future development potential.

3. Develop a Site Plan showing in detail the elements of the proposed facility and its supporting elements of site development, including the resolution of access compliance.

C. DESIGN SERVICES TASK II

SCHEMATIC DESIGN

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

1. Architectural:
 - a. Scaled plans showing overall dimensions.
 - b. Preliminary elevations and sections in sufficient detail to demonstrate design concept.
 - c. Identify proposed drainage technique.
 - d. Identify code requirements, include type of construction.
2. Structural:
 - a. Layout structural systems with dimensions. Identify structural systems (pre-cast, structural steel with composite deck, structural steel bar joists, etc.); with preliminary sizing identified.

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

3. Electrical:

a. Calculate overall approximate electrical loads.

b. Identify proposed electrical system for service, power, lighting, and three spare conduit.

c. Show system(s) selected on drawings as follows:

i. Single line drawing(s) showing major distribution system.

ii. Location and preliminary sizing of all major electrical systems and components including:

1. Load centers

2. Main panels

3. Switch gear

4. Civil:

a. Coordination of site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants as they apply to this project.

b. Identify surface improvements including preliminary finish grades and drainage.

5. Specifications:

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

MEETINGS

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

By the completion of the Schematic Design Phase and prior to owner approval of schematic design, ARCHITECT and DISTRICT representative will meet with DSA for a preliminary review of the project. ARCHITECT will document the findings and copy both the DSA and the DISTRICT. ARCHITECT will notify the DISTRICT of the need for programmatic changes, if any, along with an estimate of project cost variation and additional design cost if applicable.

DELIVERABLES

- 6 - Schematic Design Package submittals
- 2 - DSA file, including all correspondence, meeting notes, etc. to date.

PRESENTATION

ARCHITECT along with his SUB-CONSULTANTS shall present and review with the DISTRICT the detailed Schematic Design. The schematic design studies shall be

revised within the program parameters until a final concept has been accepted and approved by the DISTRICT at no additional cost to the DISTRICT.

PROJECT CESSATION PROVISIONS

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

CONSTRUCTION DOCUMENT

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

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

CONSTRUCTION DOCUMENTS (C/D) 50% STAGE:

1. Architectural:
 - a. Site plan developed to show project location, all topographical elements and existing/proposed contour lines.
 - b. Elevations, sections and plans corrected to reflect schematic review comments.
 - c. Architectural details and large blow-ups underway.
 - d. Site utility plans underway.

- i. Finalize any outstanding items for binder with catalogue cut sheets of all selected equipment. Obtain sign off from District and College Director of Facilities listing all added items on transmittal sheet.

2. Structural:
 - a. Structural plans and sections with detailing well advanced.

 - b. Structural footing and foundation plans with detailing well advanced.

 - c. Completed cover sheet with general notes, symbols and legends.

3. Electrical:
 - a. Lighting and power plans including all switching and controls. Fixture schedule and lighting details development underway.

 - b. Distribution information on all power consuming equipment; lighting and device branch wiring development underway. 20% spares must be included per new panel.

 - c. All electrical equipment schedules underway.

 - d. Special system components should be approximately located on plans.

4. Civil:

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

7. Specifications:

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

Where articles, materials and equipment are identified by brand names, at least two names shall be used, and such names shall be followed by the words "or approved equal" in accordance with Public Contract Code, Section 3400. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience as approved by the DISTRICT. At 75% review, specifications shall be reviewed by the DISTRICT and corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS – 100% SUBSTANTIAL COMPLETION STAGE:

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

1. Architectural:

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

2. Structural:

- a. Structural plans and sections with detailing completed.
- b. Structural calculations completed.

3. Electrical:

- a. Lighting and power plan including all switching and controls. Fixture schedule and lighting details completed.
- b. Distribution information on all power consuming equipment, including lighting, power completed.
- c. All electrical equipment schedules completed.
- d. Special system components plans completed.
- e. Electrical load calculations completed.

5. Civil:

All site plans, site utilities completed.

6. Specifications:

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

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

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

CONSTRUCTION DOCUMENTS (C/D) FINAL STAGE

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

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

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

MEETINGS

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

DELIVERABLES

Copies:

4 - Fifty percent (50%) submittal – 4 copies of the fifty percent (50%) working drawings, 4 specifications.

2 - Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes. (Submit with 100% CD submittal).

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

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

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

BIDDING PHASE

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

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

CONSTRUCTION ADMINISTRATION PHASE

The ARCHITECT'S responsibility to provide basic services for the Construction Phase under this Agreement commences with the award of the Contract for Construction and terminates at the earlier of the issuance to the DISTRICT of the final

Certificate for Payment or sixty (60) days after the date of substantial completion of construction.

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

construction progress meetings. The purpose of these visits is to interpret or clarify in the Contract Documents and to monitor the progress of the Project.

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

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

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

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

CLOSE OUT PHASE

The ARCHITECT'S responsibility to provide basic services for the Close Out phase under this Agreement commences with the Contractor's request for a punch list walk and terminates at the close out the project with the Division of the State Architect.

- a. ARCHITECT shall participate in/ develop punch lists including consultants as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.
- b. ARCHITECT shall provide DISTRICT and contractor with a comprehensive punch list itemizing all outstanding issues on an area by area basis.
- c. ARCHITECT shall walk with DISTRICT and contractor to confirm that punch list items are completed. ARCHITECT may use original list with items highlighted to show those areas as still outstanding.
- d. ARCHITECT shall perform follow up walk for any punch list items that were outstanding.
- e. After the third punch list walk, if there remains any incomplete items, ARCHITECT shall provide to the DISTRICT a cost analysis of all outstanding items.
- f. ARCHITECT shall evaluate the success of any required maintenance period upon completion of the timeframe. ARCHITECT will confirm that the requirements for the maintenance period were met with a follow up report to the DISTRICT.
- g. ARCHITECT shall provide architectural/engineering advice to the DISTRICT on start-up, break-in and debugging of systems and equipment.

h. ARCHITECT shall perform a walk one month prior to the one year warranty period (as established by the Notice of Completion filed by the Board of Trustees) to evaluate the condition of all facilities/ improvements. ARCHITECT shall meet with the maintenance and facilities representatives and make recommendations for which, if any, warranty items will be requested prior to warranty expiration.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA WORK

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

5. Providing services made necessary by the default of the contractor, by major defects or deficiencies in the work of the contractor for Payment, or in the absence of a final Certificate of Payment, more than sixty (60) days after the date of substantial completion of work.

6. Providing services in connection with evaluating substitutions (excluding the first substitution) proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting there from if the contractor failed to follow the ARCHITECT'S specified specification of the Project. If the ARCHITECT has made a provision in the specifications for the contractor to be responsible for all substitution design costs, there will be no first substitution exclusion.

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

<u>Architectural Services</u>	<u>Fee Per Hour</u>
Principal Architects	\$180
Associate Architect	\$150
Project Architect	\$140
Job Captain	\$120
Draftsperson	\$105
Construction Administrator	\$150

Special Services: CEO/Principal Consultant \$180

Clerical \$ 55

KPFF **

Principal \$185

Senior Project Manager \$165

Project Manager \$150

Project Engineer \$120

Design Engineer \$100

Drafter \$ 140

Clerical \$ 85

Closson & Closson **

President \$195

Vice President \$185

Senior Production Manager \$165

Senior Project Manager \$155

Project Manager \$145

Asst. Project Manager \$130

Landscape Designer	\$109
Sr. Drafter	\$ 95
Drafter	\$ 75
Clerical	\$ 45
<u>OMB Electrical Engineers **</u>	
Principal Engineer	\$150
Designer	\$140
Project Engineer	\$125
Sr. Designer	\$110
Designer	\$ 90
CAD Drafter	\$ 70
Clerical	\$ 50

** Indicates 10% administrative mark-up has been applied

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Amended 2010-2011 Faculty Request List

ACTION: Approval

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 missions of Saddleback College is to increase the number of qualified full-time faculty at both colleges.

STATUS

Through the collegial consultation processes at Saddleback College, it was determined that an amendment needs to be made to the prioritized list. This amendment is required to fill the Matriculation Coordinator/Counselor faculty position which will become available following the change of status of the present Matriculation Coordinator/Counselor returning to full time Generalist Counselor in fall 2010.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the announcement and recruitment of the replacement of the Matriculation Coordinator/Counselor faculty position added to the list.

Item Submitted By: *Dr. Tod Burnett, President, Saddleback College*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

POSITION REQUEST LIST

FACULTY POSITIONS FOR 2010 - 2011 ACADEMIC YEAR

Saddleback College
 Irvine Valley College

DISCIPLINE/SUB-DISCIPLINE	DIVISION/SCHOOL	TENURE STATUS		POSITION TYPE		% FTE	FUNDING SOURCE
		Tenure Track	Temporary	New	Replacement		
1. Business/Entrepreneurial Studies	Business Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
2. Counselor/Articulation Officer	Counseling & Special Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
3. Art History Instructor	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
4. Emergency Medical Technology Instructor	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
5. Spanish/Arabic Instructor	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
6. Biology Instructor	Math, Science & Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
7. Women's Cross Country /Track & Field Coach	P.E./Kinesiology & Athletics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
8. Nursing	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
9. Nursing	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
10. Architecture	Advance Tech. & Applied Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
11. Human Services Instructor	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
12. Matriculation Coordinator/Counselor	Counseling & Special Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
13. Child Dev. & Educational Studies	Social & Behavioral Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
14. English Composition #1	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
15. Foods & Nutrition Instructor	Advance Tech. & Applied Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
16. Human Services Instructor	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
17. Communication Arts Instructor	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
18. Matriculation Coordinator/Counselor	Counseling & Special Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund

19. Journalism Inst./Student Publication Adviser	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
20. Cataloging Technology Librarian	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
21. Spanish/Italian	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
22. Music Instructor	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
23. English Composition #2	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund

APPROVALS:

Roger Vanden 11-30-09
Vice President Date

100A Miller 11-30-09
President Date

John J. Mather 12/8/09
Chancellor Date

Bob Legum 11/30/09
Academic Senate President Date

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Certificate and Degree Revisions for the
2010-2011 Academic Year

ACTION: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the certificates and degrees for each academic year.

STATUS

Saddleback College proposes revisions to the certificates and degrees of the college. Exhibit A includes new and revised certificates and degrees that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2010-2011 Academic Year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in certificates and degrees as listed in Exhibit A.

Item Submitted By: Tod A. Burnett, Ed. D., *President*

CURRENT
Administrative Assistant
Certificate Program

The Administrative Assistant program prepares individuals for employment in key staff positions or enhances existing skills of office assistants, office managers, and other professionals.

Course ID	Title	Units
BUS 103	Business English	3
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	
CIM 121C*	Keyboarding for Computers—Advanced	1.5
CIM 174+	Computer Operating Systems: Windows	3
CIM 214*+	Word Processing: Word	3
or		
CIM 214A*/B*	Word Processing: Word—Beginning/Advanced	1.5, 1.5
CIM 216*+	Spreadsheets: Excel	3
CIM 227*	Internet and Web Essentials	1.5
CIM 230*	Business Presentations: PowerPoint	3
	Select from Restricted Electives	3
	Total	24

Restricted Electives:

BUS 102	Oral Business Techniques (meets AA Oral Communication requirement)	3
BUS 104*	Business Communication	3
BUS 125	Human Relations in Business	3
CIM 218*	Database: Access	3
CIM 221	Managing Projects with Microsoft Project	3
CIM 223A*/B*	Computerized Accounting: QuickBooks—Beginning/Advanced	1.5, 1.5
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 272B*	Web Design and Web Development Overview—Intermediate	1.5
CIM 278A/B*	Web Development: Dreamweaver—Beginning/Advanced	1.5, 1.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 1, 12, 125, CIM 189, 289*.

REVISED
Administrative Assistant
Certificate Program

The Administrative Assistant program prepares individuals for employment in key staff positions or enhances existing skills of office assistants, office managers, and other professionals.

Course ID	Title	Units
BUS 103	Business English	3
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 121C*	Keyboarding for Computers—Advanced	1.5
CIM 174+	Computer Operating Systems: Windows	3
CIM 214+	Word Processing: Word	3
CIM 216+	Spreadsheets: Excel	3
CIM 230	Business Presentations: PowerPoint	3
	Select from Restricted Electives	4.5
	Total	24

Restricted Electives:

BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 125	Human Relations in Business	3
CIM 218*	Database: Access	3
CIM 221	Managing Projects with Microsoft Project	3
CIM 223A*/B*	Computerized Accounting: QuickBooks—Beginning/Advanced	1.5, 1.5
CIM 227*	Internet and Web Essentials	1.5
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 272*	Web 2.0 Design: Cascading Style Sheets	1.5
CIM 278A/B*	Creating Web Pages: Dreamweaver—Beginning/Advanced	1.5, 1.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 1, 12, 125, CIM 189, 289*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011

CURRENT
Anthropology Associate
Degree Program

The curriculum in the Anthropology Associate Degree program is designed to provide the transfer student the opportunity to achieve an associate degree. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

Course ID	Title	Units
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ANTH 9	Introduction to Archaeology	3
Select from Restricted Electives		6-9
Total		18-21

Restricted Electives:

ANTH 4	Native American Indian Culture	3
ANTH 5	Anthropology of Latin America: Culture, Identity, and Power	3
ANTH 6*	Global Issues in Anthropological Perspective	3
ANTH 7	Indians of Southern California	3
ANTH 8	World Prehistory	3
ANTH 10	Celtic Cultures	3
ANTH 11	Mysteries of the Ancient Maya	3
ANTH 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	Primate Behavior	3
ANTH 17	The Biological Evolution of Human Nature	3
ANTH 21	Women and Culture: Cross-Cultural Perspectives	3
ANTH 42	Culture and Food	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BIO 11*, 12*, GEOL 2*; HIST 20/SOC 20; MATH 10*; PSYC 16*; SOC 1.

REVISED
Anthropology Associate
Degree Program

The curriculum in the Anthropology Associate Degree program is designed to provide the transfer student the opportunity to achieve an associate degree. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

Course ID	Title	Units
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ANTH 9	Introduction to Archaeology	3
Select from Restricted Electives		6
Total		18

Restricted Electives:

ANTH 4	Native American Indian Culture	3
ANTH 5	Anthropology of Latin America: Culture, Identity, and Power	3
ANTH 6*	Global Issues in Anthropological Perspective	3
ANTH 7	Indians of Southern California	3
ANTH 8	World Prehistory	3
ANTH 10	Celtic Cultures	3
ANTH 11	Mysteries of the Ancient Maya	3
ANTH 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	Primate Behavior	3
ANTH 17	The Biological Evolution of Human Nature	3
ANTH 21	Women and Culture: Cross-Cultural Perspectives	3
ANTH 42	Culture and Food	3
ANTH 600	Forensic Anthropology	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree**Associate in Arts Degree**

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BIO 11*, 12*, GEOL 2*; HIST 20/SOC 20; MATH 10*; PSYC 16*; SOC 1.

CURRENT
Architectural Drafting
Certificate Program

This occupational program is a two-year sequence of courses designed for students who wish to train for employment in architecture or a field related to the construction industry.

Course ID	Title	Units
First Year		
ARCH 10	Introduction to Architecture	2
ARCH 12	History of Architecture	3
ARCH 50*/DR 50*	Introduction to Computer-Aided Drafting	3
ARCH 51*/DR 51*	Computer-Aided Drafting	3
ARCH 124A	Architectural Drawing I	4
ARCH 124B*	Architectural Drawing II	4
Second Year		
ARCH 34*	Basic Architectural Design I	3
or		
ARCH 132*	Residential Planning Principles and Design	3
ARCH 42*	Descriptive Drawing and Perspective	3
ARCH 122	Architectural Practice	2
ARCH 124C*	Architectural Drawing III	4
ARCH 126	Materials and Methods of Construction	3
ARCH 152*/DR 152*	Advanced Computer-Aided Drafting	3
	Select from Restricted Electives	3-4
	Total	40-41

Restricted Electives:

ARCH 44*	Architectural Presentation and Rendering	2
ARCH 161	Blueprint Plans and Specification Reading	4
ARCH 163	International Building Code Inspection	4
ARCH 164*	Combination Residential Dwelling Inspection	3
ARCH 165	Electrical Code Inspection	3
ARCH 200	Design in Arizona, Riverside, and Palm Springs	1.5
ARCH 211	Concrete Inspection	3
ARCH 212	Drains, Waste, Vents, Water and Gas	3
ARCH 213	Mechanical Code: Heating, AC, Refrigeration, and Ductwork	3
ARCH 214	Code Enforcement and Disabled Access	3
ARCH 289	Special Topics	1.5-3
DR 289	Special Topics	1.5-3
MFG 200*	Introduction to Rapid-Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2
MFG 204*	3D Computer-Aided Design-Solidworks	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

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Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ARCH 44*, 136*; ART 40, 41*, 80.

REVISED
Architectural Drafting
Certificate Program

This occupational program is a two-year sequence of courses designed for students who wish to train for employment in architecture or a field related to the construction industry.

Course ID	Title	Units
First Year		
ARCH 10	Introduction to Architecture	2
ARCH 12	History of Architecture	3
ARCH 50*/DR 50*	Introduction to Computer-Aided Drafting	3
ARCH 51*/DR 51*	Computer-Aided Drafting	3
ARCH 124A	Architectural Drawing I	4
ARCH 124B*	Architectural Drawing II	4
Second Year		
ARCH 34*	Basic Architectural Design I	3
or		
ARCH 132*	Residential Planning Principles and Design	3
ARCH 42*	Descriptive Drawing and Perspective	3
ARCH 122	Architectural Practice	2
ARCH 124C*	Architectural Drawing III	4
ARCH 126	Materials and Methods of Construction	3
ARCH 152*/DR 152*	Advanced Computer-Aided Drafting	3
	Select from Restricted Electives	3-4
	Total	40-41

Restricted Electives:

ARCH 44*	Architectural Presentation and Rendering	2
ARCH 161	Blueprint Plans and Specification Reading	4
ARCH 163	International Building Code Inspection	4
ARCH 164*	Combination Residential Dwelling Inspection	3
ARCH 165	Electrical Code Inspection	3
ARCH 200	Design in Arizona, Riverside, and Palm Springs	1.5
ARCH 211	Concrete Inspection	3
ARCH 212	Drains, Waste, Vents, Water and Gas	3
ARCH 213	Mechanical Code: Heating, AC, Refrigeration, and Ductwork	3
ARCH 289	Special Topics	1.5-3
DR 289	Special Topics	1.5-3
MFG 200*	Introduction to Rapid-Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2
MFG 204*	3D Computer-Aided Design-Solidworks	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ARCH 44*, 136*; ART 40, 41*, 80

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
~~Business Administration~~
Associate Degree Program**

Business Administration

The curriculum in the Business Administration Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers, earning the Associate degree may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
<i>or</i>		3
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communication	3
CIM 1	Introduction to Computer Information Systems	3
<i>or</i>		3
CIM 10	Introduction to Information Systems	3
ECON 2	Principles (Macro)	3
ECON 4*	Principles (Micro)	3
MATH 3A*	Analytic Geometry and Calculus	5
<i>or</i>		5
MATH 11*	A Brief Course in Calculus	5
	Total	31

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 116, 120, 125, 135, 150; MATH 9*, 10*; PHIL 12* or 15*.

**REVISED
Business
Associate Degree Programs**

Business Administration

The curriculum in the Business Administration Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers, earning the Associate degree may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
<i>or</i>		3
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communication	3
CIM 1	Introduction to Computer Information Systems	3
<i>or</i>		3
CIM 10	Introduction to Information Systems	3
<i>or</i>		3
CIM 112	Microsoft Office	3
ECON 2	Principles (Macro)	3
ECON 4*	Principles (Micro)	3
MATH 3A*	Analytic Geometry and Calculus	5
<i>or</i>		5
MATH 11*	A Brief Course in Calculus	5
	Total	31

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 116, 120, 125, 135, 150; MATH 9*, 10*; PHIL 12* or 15*.

Certificates and Degrees

CURRENT
Business and Commerce

The curriculum in the Business and Commerce Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers in business, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
BUS 1	Introduction to Business	3
<i>or</i>		
BUS 150	Survey of International Business	3
BUS 102	Oral Business Techniques (meets AA Oral Communication requirement)	3
BUS 103	Business English	3
BUS 104*	Business Communication	3
BUS 120	Essentials of Business Management	3
BUS 125	Human Relations In Business	3
CIM 1	Introduction to Computer Information Systems	3
<i>or</i>		
CIM 10	Introduction to Information Systems	3
<i>or</i>		
CIM 120	Computer Literacy	1.5
Total		23.5-25

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

REVISED
Business Management

The curriculum in the Business and Commerce Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers in business, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
BUS 1	Introduction to Business	3
BUS 102	Oral Business Techniques (meets AA Oral Communication requirement)	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations In Business	3
CIM 1	Introduction to Computer Information Systems	3
<i>or</i>		
CIM 10	Introduction to Information Systems	3
<i>or</i>		
CIM 112	Microsoft Office	1.5
Total		21-22

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

CURRENT
Business Management

The ~~Business Management~~ programs are designed for the development of a high quality manager for whom there is an ever-growing need. The ~~Business Management~~ curriculum is structured to furnish a broad preparation for careers in business at the mid-management levels.

Business Leadership Certificate Program

The Business Leadership program is designed to increase the ability to succeed in a highly competitive work environment.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	
<i>or</i>		
BUS 160	Entrepreneurship	3
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Essentials of Business Management	3
BUS 125	Human Relations in Business	3
<i>or</i>		
BUS 221	Human Resources Management	3
BUS 295	Employment Law	3
Total		18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 195, 294

REVISED
Business

The Business certificates are designed for the development of a high quality manager for whom there is an ever-growing need. The Business curriculum is structured to furnish a broad preparation for careers in business at the mid-management levels.

Business Leadership Certificate Program

The Business Leadership program is designed to increase the ability to succeed in a highly competitive work environment.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	
BUS 12	Business Law	
<i>or</i>		
BUS 14	Legal Environment of Business	3
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
<i>or</i>		
BUS 221	Human Resources Management	3
Total		18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 1A, BUS 12 or 14, 116, 195, 294

Certificates and Degrees

CURRENT

Business Marketing Certificate Program

The Business Marketing program offers a focus of courses designed to improve student success in the field of promotion, personal selling, and advertising.

Course ID	Title	Units
BUS 1	Introduction to Business	3
<i>or</i>		
BUS 160	Entrepreneurship	3
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CA 138	Advertising	3
BUS 293	Copyright and Trademark	1.5
Total		22.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 195.

REVISED

Marketing Certificate Program

The Business Marketing program offers a focus of courses designed to improve student success in the field of promotion, personal selling, and advertising.

Course ID	Title	Units
ACCT 1A	Financial Accounting	4
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
<i>or</i>		
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communication	3
BUS 135	Elements of Marketing	3
	Restricted Electives	3
Total		22

Restricted Electives:

BUS 102	Oral Business Techniques	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 195.

**CURRENT
Entrepreneurship
Certificate Program**

The Entrepreneurship Certificate is designed specifically for members of the business community, who are either starting a new business or in the planning stages. The program will provide valuable information, not only in the critical area of legal issues, but step-by-step workshop-type classes to help with business ownership issues such as determining the appropriate legal form in which the business should operate and creating the initial business plan.

Because some of the leading causes of failure in new businesses are legal problems, lack of adequate capitalization and managing your initial capital investment, this program was created to provide specific information in these areas to help you make good decisions to ensure your success.

Many of the courses in the program are designed with the busy professional in mind. Some classes are accelerated so each lecture meets for a longer period of time and the courses are broken into smaller units that do not require a full semester 18-week commitment. In addition, some of the classes are hybrids wherein part of the course is online so the students can do part of the course work at their convenience at home or at work.

There are two courses in the Intellectual Property Series. It is highly recommended that both courses are taken so the business professional can fully understand the many Intellectual Property issues impacting business today.

Course ID	Title	Units
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 120	Essentials of Business Management	
BUS 160	Entrepreneurship	3
BUS 292	Patents and Trade Secrets	1.5
BUS 293	Copyright and Trademark	1.5
BUS 294	Entrepreneurial Accounting	3
BUS 295	Employment Law	3
BUS 296	Financing the Entrepreneurial Business	1.5
Total		22.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**REVISED
Entrepreneurship
Certificate Program**

The Entrepreneurship Certificate is designed for students who wish to emphasize entrepreneurship in their community college business studies, including completing the additional requirements for an Associate in Arts degree in this area. Entrepreneurial studies help prepare students who plan to seek a higher degree in business. Completion of the Entrepreneurship Certificate demonstrates achievement, may support job applications, and, importantly, provides students with critical knowledge and tools for planning and starting a new business. The program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan.

Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, this program was created to provide specific information in these areas to help make good decisions to ensure success.

The Entrepreneurship Certificate is also useful for members of the business community who are planning or starting a new business. Some of these students might prefer to complete the shorter Entrepreneurship Occupational Skills Award.

Many of the courses in the program are designed with the busy professional in mind.

Course ID	Title	Units
BUS 1	Introduction to Business	3
BUS 12	Business Law	
or		3
BUS 14	Legal Environment of Business	
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 160	Entrepreneurship	3
BUS 235	Entrepreneurial Accounting	3
	Marketing Specialities	3
	Restricted Electives	3
	Communication Specialities	1.5-3
Total		25.5-27

Marketing Specialities:

BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3

Restricted Electives:

BUS 236	Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5

Communication Specialities:

BUS 102	Oral Business Techniques	3
CIM 213E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .5
CIM 112	Microsoft Office	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

REVISED

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 102, 125, 221.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 102, 125, 221.

CURRENT

~~International Business Certificate Program~~

Technology and international commerce have redefined business in a global context. The ~~International Business~~ program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business. Elective courses provide specialized areas of study. Transfer International Business majors should refer to the Business Administration transfer curriculum.

Course ID	Title	Units
BUS 1	Introduction to Business	3
or		3
BUS 160	Entrepreneurship	3
BUS 12	Business Law	3
or		3
BUS 14	Legal Environment of Business	3
BUS 104*	Business Communications	3
BUS 135	Elements of Marketing	3
BUS 150	Survey of International Business	3
BUS 260	Strategies for Exporting and Importing	3
Total		18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 102, 116, 120, 125, 136, 137, 138, 195*, 292, 293.

REVISED

Global Business Certificate Program

Technology and international commerce have redefined business in a global context. The Global Business program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business. Elective courses provide specialized areas of study. Transfer International Business majors should refer to the Business Administration transfer curriculum.

Course ID	Title	Units
BUS 1	Introduction to Business	3
BUS 12	Business Law	3
or		3
BUS 14	Legal Environment of Business	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
	Restricted Electives	6
Restricted Electives:		
BUS 102	Oral Business Techniques	3
BUS 135	Marketing	3
BUS 137	Personal Selling	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3
Total		18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 102, 116, 120, 125, 136, 137, 138, 195*, 292, 293.

Certificates and Degrees

CURRENT

Professional Retailing Certificate Program

Success in business roles and merchandising is often found in the skills of management, promotion, or merchandising. The Professional Retailing program is designed to allow a choice of additional study in one of the three skill areas.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	3
BUS 125	Human Relations in Business	3
BUS 137	Professional Selling Fundamentals	3
BUS 195*†	Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Business	1-4
CIM 112	Microsoft Office	3
	Select one Specialty Industry Area	12
Total		26-29

Specialty Industry Areas

Area I—Management

BUS 12	Business Law	3
BUS 14	Legal Environment of Business	3\
BUS 103	Business English	3
<i>or</i>		
BUS 135	Elements of Marketing	3
BUS 104*	Business Communication	3
<i>or</i>		
BUS 120	Essentials of Business Management	3

Area II—Promotion

BUS 135	Elements of Marketing	3
BUS 138/CA 138	Advertising	3
GC 101	Introduction to Graphic Communication	3
FASH 150	Fashion Apparel and Professional Techniques	3

Area III—Merchandising

BUS 31/FASH 31	Textiles	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
<i>or</i>		
BUS 143/FASH 143	Fashion Buying and Merchandising	3
BUS 147/FASH 147	Special Events Coordination and Promotion	3
BUS 148/FASH 148	Visual Merchandising	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 12, 102, 103, 104*, 116, 135, 138, 147, 150, 260, 290, 295; CIM 1, 10, 120, 121A, 171*, 174, 174A, 174; FASH 140, 144, 150.

REVISED

Professional Retailing Certificate Program

Success in business roles and merchandising is often found in the skills of management, promotion, or merchandising. The Professional Retailing program is designed to allow a choice of additional study in one of the three skill areas.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 1	Introduction to Business	3
BUS 125	Human Relations in Business	3
BUS 137	Professional Selling Fundamentals	3
BUS 195*†	Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Business	1-4
CIM 112	Microsoft Office	3
	Select one Specialty Industry Area	12
Total		26-29

Specialty Industry Areas

Area I—Management

BUS 12	Business Law	3
BUS 14	Legal Environment of Business	3\
BUS 103	Business English	3
<i>or</i>		
BUS 135	Elements of Marketing	3
BUS 104*	Business Communication	3
<i>or</i>		
BUS 120	Business Management	3

Area II—Promotion

BUS 135	Elements of Marketing	3
BUS 138/CA 138	Advertising	3
GC 101	Introduction to Graphic Communication	3
FASH 150	Fashion Apparel and Professional Techniques	3

Area III—Merchandising

BUS 31/FASH 31	Textiles	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
<i>or</i>		
BUS 143/FASH 143	Fashion Buying and Merchandising	3
BUS 147/FASH 147	Special Events Coordination and Promotion	3
BUS 148/FASH 148	Visual Merchandising	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 12, 102, 103, 104*, 116, 135, 138, 147, 150, 260, 290, 295; CIM 1, 10, 120, 121A, 171*, 174, 174A, 174; FASH 140, 144, 150.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

Retail Management Certificate Program

The Retail Management program, designed by managers of major retail corporations, prepares individuals to be effective managers or for promotion to management in the retail industry. The curriculum assists student's understanding of the scope of the retail manager's job and the requirements for success. Completion of the certificate in Retail Management enhances the opportunity for entry employment as well as advancement in a retail career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
<i>or</i>		
ACCT 215	General Accounting	3
ACCT 214	Business Analysis and Calculations	3
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Essentials of Business Management	3
BUS 125	Human Relations in Business	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
BUS 221	Human Resources Management	3
CIM 1	Introduction to Computer Information Systems	3
<i>or</i>		
CIM 10	Introduction to Information Systems	3
Total		30-31

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 137, 138, 150, 160, 195*.

REVISED

Retail Management Certificate Program

The Retail Management program, designed by managers of major retail corporations, prepares individuals to be effective managers or for promotion to management in the retail industry. The curriculum assists students' understanding of the scope of the retail manager's job and the requirements for success. Completion of the certificate in Retail Management enhances the opportunity for entry employment as well as advancement in a retail career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ACCT 1A	Financial Accounting	4
ACCT 214	Business Analysis and Calculations	3
BUS 102	Oral Business Techniques	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
BUS 135	Elements of Marketing	3
BUS 136	Principles of Retailing	3
BUS 221	Human Resources Management	3
CIM 1	Introduction to Computer Information Systems	3
<i>or</i>		
CIM 10	Introduction to Information Systems	3
<i>or</i>		
CIM 112	Microsoft Office	3
Total		30-31

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 12 or 14, 116, 137, 138, 150, 160, 195*.

Certificates and Degrees

CURRENT

**Human Resources Management
Occupational Skills Award**

The Human Resources Management Occupational Skills Award is designed to increase the ability to succeed in an emerging and evolving work environment. The curriculum assists student's understanding of the scope of human resources management and the requirements for success. Completion of the program in Human Resources Management enhances the opportunity for entry employment as well as advancement in a career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 120	Essentials of Business Management	3
BUS 125	Human Relations in Business	3
BUS 221	Human Resources Management	3
BUS 295	Employment Law	3
Total		12

REVISED

**Human Resources Management
Occupational Skills Award**

The Human Resources Management Occupational Skills Award is designed to increase the ability to succeed in an emerging and evolving work environment. The curriculum assists students' understanding of the scope of human resources management and the requirements for success. Completion of the program in Human Resources Management enhances the opportunity for entry employment as well as advancement in a career.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BUS 120	Business Management	3
BUS 125	Human Relations in Business	3
BUS 221	Human Resources Management	3
BUS 236	Employment Law	3
Total		12

SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011

NEW

**Entrepreneurship
Occupational Skills Award**

The Entrepreneurship Occupational Skills Award is particularly useful for members of the community and other students who are planning or are in the process of starting a new business.

<u>Course ID</u>	<u>Title</u>	<u>Units</u>
BUS 160	Entrepreneurship	3
BUS 235	Entrepreneurial Accounting	3
BUS 236	Employment Law	3
BUS 237	Financing the Entrepreneurial Business	3
	Total	10.5

CURRENT
Child Development

The Child Development program is a theory-based, hands-on program that offers opportunities for students to deepen their understanding of children and families and the unique teaching and learning process that applies to the early years. The program is designed to strengthen students' skills in developmentally appropriate care and play-based teaching practices for young children. Coursework focuses on the physical, cognitive, and social and emotional growth and development of children under the age of 12 and the unique care and education needs of children ages 0-5.

The Child Development program offers options for professional development, professional certification and transfer to four-year institutions. All options are designed to educate and prepare students to work with culturally diverse groups of children in schools, centers and homes. The major offers preparation for careers in the field of early child education such as state funded children's programs, private and public preschools, family child care and public school programs, and provides a valuable foundation for students considering elementary school teaching. Classes in child development can also lead to careers working directly or indirectly with children in related fields, such as psychology, social services, educational material development, children's center design services, children's advocacy, special education, and pediatric health.

Certificate and degree coursework is with the State issued Child Development permit matrix. Additional work experience may be required to satisfy permit requirements.

The recommended preparations are carefully chosen to guide students to the most successful learning experience. The electives allow students to go into more depth in the areas of their choosing.

Early Childhood Teacher Certificate

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers for young children ages 3-5. Additional work experience with young children (175 days of 3 hours per day within 4 years) is required to qualify for state permit. Saddleback Certificate can be earned with coursework only.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
ED 7*/PSYC 7*	Developmental Psychology: Child Growth and Development	3
ED 15*/SOC 15*	Child, Family, and Community	3
CD 101*	Principles and Practices of Teaching Young Children	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Supervised Field Experience Course

CD 121*	Practicum: The student teaching experience	5
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Lab placement must be in a setting that serves children ages 3-5

General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	
Total	16
	45

REVISED
Child Development

The Child Development program is a theory-based, hands-on program that offers opportunities for students to deepen their understanding of children and families and the unique teaching and learning process that applies to the early years. Coursework focuses on the physical, cognitive, and social and emotional growth and development of children under the age of 12 and the unique care and education needs of children ages 0-5.

The Child Development program offers options for professional development, professional certification and transfer to four-year institutions. The major offers preparation for careers in the field of early child education such as state funded children's programs, private and public preschools, family child care and public school programs, and provides a valuable foundation for students considering elementary school teaching. Classes in child development can also lead to careers working directly or indirectly with children in related fields, such as psychology, social services, educational material development, children's center design services, children's advocacy, special education, and pediatric health.

Certificate and degree coursework are aligned with the State issued Child Development Permit. Core courses are CAP aligned.

Early Childhood Teacher Certificate

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers for young children ages 3-5. Additional work experience with young children (175 days of 3 hours per day within 4 years) is required to qualify for state permit. Saddleback Certificate can be earned with coursework only.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices of Teaching Young Children	3
CD 107*	Child Growth and Development	3
CD 105*	Child, Family, and Community	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Supervised Field Experience Course

CD 121*	Practicum: The student teaching experience	5
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Lab placement must be in a setting that serves children ages 3-5

General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	
Total	16
	45

SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011

CURRENT

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

CURRENT

Early Interventionist Certificate Program

This certificate prepares students for career placements in public and/or private early intervention and educational settings that service typically and atypically developing young children. Specific jobs and responsibilities may include serving as a special education assistant for children birth to eight years of age, a one-one aide to a child, regular classroom aide with expertise in special needs, or as an assistant to the early intervention team for infants' birth to three years of age. This certificate meets the coursework requirements of the Teacher level Child Development Permit.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
ED 7*/PSYC 7*	Developmental Psychology: Childhood and Adolescence	3
CD 15*/SOC 15*	Child, Family, and Community	3
CD 101*	Principles and Practices for Teaching Young Children	3
CD 110*	Intro to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Early Interventionist Courses

CD 123*	Infant and Toddler Development	3
CD 135*	The Young Child with Special Needs	3
CD 140*	Early Intervention and Inclusion	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Lab placement must be in a setting that includes atypically developing children

Prerequisite course:

CD 110*	Introduction to Curriculum
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General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16
Total Units	54

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGTC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

REVISED

Early Interventionist Certificate Program

This certificate prepares students for career placements in public and/or private early intervention and educational settings that service typically and atypically developing young children. Specific jobs and responsibilities may include serving as a special education assistant for children birth to eight years of age, a one-one aide to a child, regular classroom aide with expertise in special needs, or as an assistant to the early intervention team for infants' birth to three years of age. This certificate meets the coursework requirements of the Teacher level Child Development Permit.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices for Teaching Young Children	3
CD 107*	Child Growth and Development	3
CD 105*	Child, Family, and Community	3
CD 110*	Intro to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Early Interventionist Courses

CD 123*	Infant and Toddler Development	3
CD 135*	The Young Child with Special Needs	3
CD 140*	Early Intervention and Inclusion	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Lab placement must be in a setting that includes atypically developing children

Prerequisite course:

CD 110*	Introduction to Curriculum
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General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16
Total Units	54

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGTC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

CURRENT

Infant Toddler Teacher Certificate Program

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers in infant and toddler classrooms.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 7*/PSYC 7*	Developmental Psychology: Child Growth and Development	3
CD 15*/SOC 15*	Child, Family, and Community	3
CD 101*	Principles and Practices of Teaching Young Children	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Infant and Toddler Courses

CD123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Group Care and Programming	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Lab placement must be in a setting that serves children ages 0-2

General Education:

A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	
Total	<u>16</u> 51

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

REVISED

Infant Toddler Teacher Certificate Program

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers in infant and toddler classrooms.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices of Teaching Young Children	3
CD 107*	Child Growth and Development	3
CD 105*	Child, Family, and Community	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Infant and Toddler Courses

CD123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Group Care and Programming	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Lab placement must be in a setting that serves children ages 0-2

General Education:

A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	
Total	<u>16</u> 51

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

CURRENT

Master Teacher Certificate Program

This certificate meets the coursework requirements for the Master Teacher level Children Development Permit: and prepares students to be competent and effective teachers and caregivers for young children ages 0-5 and supervisors of adults in early childhood settings.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
ED 7*/PSYC 7*	Developmental Psychology: Childhood and Adolescence	3
ED 15*/SOC 15*	Child, Family, and Community	3
CD 101*	Principles and Practices for Teaching Young Children	3
CD 110*	Intro to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a setting that serves children ages 3-5		
<u>AND</u>		
CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a setting that serves children ages 0-2 and once placed with children ages 3-5		

Adult Supervision Course (2 units)

CD 127*	Adult Supervision and Mentor Practices	2
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Specialization Units: Choose one of the clusters below 6

Diversity

CD 116*	Teaching in Multilingual Classrooms	3
CD 117*	Teaching Children in a Diverse Society	3

Curriculum (6 units from the following choices)

CD 270*	Preschool Learning Foundations: Social and Emotional Domain	1
CD 271*	Preschool Learning Foundations: Language and Literacy Domain	1
CD 272*	Preschool Learning Foundations: English Language Development	1
CD 273*	Preschool Learning Foundations: Mathematics	1
CD 250*	Gardening with Young Children	1
CD 251*	Cooking with Young Children	1
CD 252*	The Influence of Mass Media on Children	1

Special Needs

CD 119*	Perceptual Motor Development	3
CD 135*	The Young Child with Special Needs	3

Other combinations of course work demonstrating a specialized skill that could be applied in early childhood settings can be selected. Department Chair approval needed.

General Education (16 units): 16

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

- English/Language Arts
- Science or Math
- Social Sciences
- Humanities/Fine Arts

Total 58

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED

Master Teacher Certificate Program

This certificate meets the coursework requirements for the Master Teacher level Children Development Permit: and prepares students to be competent and effective teachers and caregivers for young children ages 0-5 and supervisors of adults in early childhood settings.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices for Teaching Young Children	3
CD 107*	Child Growth and Development	3
CD 105*	Child, Family, and Community	3
CD 110*	Intro to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a setting that serves children ages 3-5		
<u>AND</u>		
CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a setting that serves children ages 0-2 and once placed with children ages 3-5		

Adult Supervision Course (2 units)

CD 127*	Adult Supervision and Mentor Practices	2
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Specialization Units: Choose one of the clusters below 6

Diversity

CD 116*	Teaching in Multilingual Classrooms	3
CD 117*	Teaching Children in a Diverse Society	3

Curriculum (6 units from the following choices)

CD 270*	Preschool Learning Foundations: Social and Emotional Domain	1
CD 271*	Preschool Learning Foundations: Language and Literacy Domain	1
CD 272*	Preschool Learning Foundations: English Language Development	1
CD 273*	Preschool Learning Foundations: Mathematics	1
CD 250*	Gardening with Young Children	1
CD 251*	Cooking with Young Children	1
CD 252*	The Influence of Mass Media on Children	1
CD 274	Documentation of Children's Learning	1

Special Needs

CD 119*	Physical Development in Early Childhood	3
CD 135*	The Young Child with Special Needs	3

Other combinations of course work demonstrating a specialized skill that could be applied in early childhood settings can be selected. Department Chair approval needed.

General Education (16 units): 16

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

- English/Language Arts
- Science or Math
- Social Sciences
- Humanities/Fine Arts

Total 58

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 CURRICULUM YEAR: 2010-2011

CURRENT

REVISED

Associate Degree

Associate Degree

Associate in Science Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

CURRENT
School Age Care and Recreation
Certificate Program

This certificate provide a system of professional development for individuals working as before and after school recreation leaders and care givers in a variety of settings that serve school age children. It meets the coursework requirement for the School Age Child Development Permit at the Teacher level.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
ED 7*/PSYC 7*	Developmental Psychology: Child Growth and Development	3
ED 15*/SOC15	Child, Family, and Community	3
CD 101*	Principles and Practices of Teaching Young Children	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

School Age Course

CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a before/after school care setting with children ages 6-12		
CD 125*	School Age Children and Youth	3

General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16
Total	48

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

REVISED
School Age Care and Recreation
Certificate Program

This certificate provide a system of professional development for individuals working as before and after school recreation leaders and care givers in a variety of settings that serve school age children. It meets the coursework requirement for the School Age Child Development Permit at the Teacher level.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title	Units
CD 101*	Principles and Practices of Teaching Young Children	3
CD 107*	Child Growth and Development	3
CD 105*	Child, Family, and Community	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

School Age Course

CD 121*	Practicum: The Student Teaching Experience	5
Lab placement must be in a before/after school care setting with children ages 6-12		
CD 125*	School Age Children and Youth	3

General Education (16 units):

A course in each of the following 4 areas must be included. See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts	
Science or Math	
Social Sciences	
Humanities/Fine Arts	16
Total	48

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Associate Teacher
Occupational Skills Award**

This skills award meets the coursework requirements for the Associate Teacher level of the Child Development Permit. Additional work experience with young children.

A minimum grade of "C" in each course is required to receive the certificate.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ED 7*/PSYC 7*	Developmental Psychology: Child Growth and Development	3
ED 15*/SOC 15*	Child, Family, and Community	3
CD 101*	Principles and Practices of Teaching Young Children	3
CD 110*	Introduction to Curriculum	3
Total		12

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**REVISED
Associate Teacher
Occupational Skills Award**

This skills award meets the coursework requirements for the Associate Teacher level of the Child Development Permit. Additional work experience with young children.

A minimum grade of "C" in each course is required to receive the certificate.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CD 101*	Principles and Practices of Teaching Young Children	3
CD 107*	Child Growth and Development	3
CD 105*	Child, Family, and Community	3
CD 110*	Introduction to Curriculum	3
Total		12

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

CURRENT
Cinema/Television/Radio
Certificate Program

The certificate program in Cinema/Television/Radio prepares the student in all areas relating to the understanding and use of cinematic and broadcast media, with particular emphasis on hands-on experience. Employment possibilities include: producing, directing, on-air talent, editing, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty. Coursework includes participation in internships at various stations and facilities.

Course ID	Title	Units
CA 1/JRN 1	Mass Media and Society	3
<i>or</i>		
CA 100	Introduction to Radio, TV, Film	3
CA 40*	Television and Film Scriptwriting I	3
CA 101	Video Production Basics	3
	Select from one Specialty Area	15
Total		24

Specialty Area 1—Cinema

Required Courses:

CA 31*	Film Production I	3
CA 32*	Film Production II	3

Electives: (9 units)

CA 42*	TV/Film Directing	3
CA 111*	Audio Sound Design for Television and Film	3
CA 130*	Documentary Production	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 206	Production Management	1
CA 208	Cinematography	2
CA 209	Script Supervising	3
CA 211	Film Production III	3
CA 212	Performance for Television and Film	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Cinema	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Specialty Area 2—Television

Required courses:

CA 124*	Television Production I	3
CA 125*	Television Production II	3

Electives: (9 units)

CA 42*	Television and Film Directing	3
CA 111*	Audio Sound Design for Television and Film	3
CA 128*	Television and Radio News	3
CA 130*	Documentary Production	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 206	Production Management	1
CA 208	Cinematography	2
CA 209	Script Supervising	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Television	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

REVISED
Cinema/Television/Radio
Certificate Program

The certificate program in Cinema/Television/Radio prepares the student in all areas relating to the understanding and use of cinematic and broadcast media, with particular emphasis on hands-on experience. Employment possibilities include: producing, directing, on-air talent, editing, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty. Coursework includes participation in internships at various stations and facilities.

Course ID	Title	Units
CTVR 1/JRN 1	Mass Media and Society	3
<i>or</i>		
CTVR 100	Introduction to Cinema, TV, and Radio	3
CTVR 40*	Television and Film Scriptwriting I	3
CTVR 101	Video Production Basics	3
	Select from one Specialty Area	15
Total		24

Specialty Area 1—Cinema

Required Courses:

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3

Electives: (9 units)

CTVR 42*	TV/Film Directing	3
CTVR 111*	Audio Sound Design for Television and Film	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	1
CTVR 264	Cinematography	2
CTVR 266	Script Supervising	3
CTVR 280*†	Cinema/Television/Radio Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Cinema	1
CTVR 290	Performance for Television and Film	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Specialty Area 2—Television

Required courses:

CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3

Electives: (9 units)

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio Sound Design for Television and Film	3
CTVR 128*	Television and Radio News	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	1
CTVR 264	Cinematography	2
CTVR 266	Script Supervising	3
CTVR 280*†	Cinema/Television/Radio Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Television	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011

CURRENT

REVISED

Specialty Area 3—Radio

Required Courses:

CA 110	Audio Production	3
CA 113*	Radio Broadcasting	3

Electives: (9 units)

CA 111*	Audio Sound Design for Television and Film	3
CA 114*	Radio Station Activities	2
CA 115*	Advanced Radio Broadcasting	2
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 128*	Television and Radio News	3
CA 141	Radio and Television Announcing and Voice-Over	3
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 180*†	Cooperative Work Experience: Radio	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Specialty Area 4—Post Production

Required Courses:

CA 131	Non-Linear Editing I	3
CA 232*	Non-Linear Editing II	3

Electives: (9 units)

CA 42*	TV/Film Directing	3
CA 111*	Audio Sound Design for Television and Film	3
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 180*†	Cooperative Work Experience: Post Production	1
CA 235*	Digital Special Effects	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Specialty Area 5—Critical Studies

Required Courses:

CA 27	Unseen Hollywood	3
CA 28	International Film	3
CA 29	Women in Film	3
CA 30	History and Appreciation of Film	3

Electives: (6 units)

CA 1	Mass Media and Society	3
CA 31*	Film Production I	3
CA 42*	TV/Film Directing	3
CA 100	Introduction to Radio, Television, and Film	3
CA 124*	Television Production I	3
CA 130*	Documentary Production	3
CA 142*	Television and Film Scriptwriting II	3
ENG 52*	Film as Literature	3
CA 233*†	Radio/Television/Film Internship	1
and		
CWE 180*†	Cooperative Work Experience	1-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Specialty Area 3—Radio

Required Courses:

CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3

Electives: (9 units)

CTVR 111*	Audio Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 115*	Advanced Radio Broadcasting	2
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 128*	Television and Radio News	3
CTVR 191	Radio and Television Announcing and Voice-Over	3
CTVR 280*†	Cinema/Television/Radio Internship	1
and		
CWE 180*†	Cooperative Work Experience: Radio	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Specialty Area 4—Post Production

Required Courses:

CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3

Electives: (9 units)

CTVR 42*	TV/Film Directing	3
CTVR 111*	Audio Sound Design for Television and Film	3
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 253*	Digital Special Effects	3
CTVR 280*†	Cinema/Television/Radio Internship	1
and		
CWE 180*†	Cooperative Work Experience: Post Production	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

Specialty Area 5—CTVR-Critical Studies

Required Courses:

CTVR 3	History and Appreciation of Film	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Unseen Hollywood	3
CTVR 9	Women in Film	3

Electives: (6 units)

CTVR 1	Mass Media and Society	3
CTVR 31*	Film Production I	3
CTVR 42*	TV/Film Directing	3
CTVR 100	Introduction to Radio, Television, and Film	3
CTVR 124*	Television Production I	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*†	Cinema/Television/Radio Internship	1
and		
CWE 180*†	Cooperative Work Experience: CTVR Critical Studies	1-3
ENG 52*	Film as Literature	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

SADDLEBACK COLLEGE
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CURRICULUM YEAR: 2010-2011

CURRENT

Specialty Area 6—Screen Acting and Voice Performance

Required Courses: (12 units)

CA 30	History and Appreciation of Film	3
CA 128*	Television and Radio News	3
CA 141	Voice-Over and Announcing	3
CA 213	Production Design for Film and Television	3

Electives: (6 units)

CA 1	Mass Media and Society	3
CA 31*	Film Production I	3
CA 42*	TV/Film Directing	3
CA 100	Introduction to Radio, Television, and Film	3
CA 124*	Television Production I	3
CA 125*	Television Production II	3
CA 130*	Documentary Production	3
CA 142*	Television and Film Scriptwriting II	3
CA 233*	Radio/Television/Film Internship	1
<i>and</i>		
CWE 180*	180 Cooperative Work Experience	1
TA 7*	Acting for Television and Film	3

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

REVISED

Specialty Area 6—Screen Acting and Voice Performance

Required Courses: (12 units)

CTVR 3	History and Appreciation of Film	3
CTVR 128*	Television and Radio News	3
CTVR 191	Voice-Over and Announcing	3
CTVR 260	Production Design for Film and Television	3

Electives: (6 units)

CTVR 1	Mass Media and Society	3
CTVR 31*	Film Production I	3
CTVR 42*	TV/Film Directing	3
CTVR 100	Introduction to Radio, Television, and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*+	Cinema/Television/Radio Internship	1
<i>and</i>		
CWE 180*	180 Cooperative Work Experience	1
TA 7*	Acting for Television and Film	3

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

SADDLEBACK COLLEGE
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CURRENT
**Cinema Production
 Occupational Skills Awards**

The Cinema Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a filmic production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of several broadcast-quality short films suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
CA 31*	Film Production I	3
CA 32*	Film Production II	3
	Select from Restricted Electives	9
Total		15

Restricted Electives:

CA 40*	Television and Film Scriptwriting I	3
CA 42*	TV/Film Directing	3
CA 111*	Audio Sound Design for Television and Film	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 206	Production Management	1
CA 208	Cinematography	2
CA 209	Script Supervising	3
CA 211	Film Production III	3
CA 212	Performance for Television and Film	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship	1
<i>and</i>		
EWE 180*†	Cooperative Work Experience: Cinema	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED
**Cinema Production
 Occupational Skills Awards**

The Cinema Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a filmic production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of several broadcast-quality short films suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
	Select from Restricted Electives	9
Total		15

Restricted Electives:

CTVR 40*	Television and Film Scriptwriting I	3
CTVR 42*	TV/Film Directing	3
CTVR 111*	Audio Sound Design for Television and Film	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	1
CTVR 264	Cinematography	2
CTVR 266	Script Supervising	3
CTVR 280*†	Cinema/Television/Radio Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Cinema	1
CTVR 290	Performance for Television and Film	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Certificates and Degrees

CURRENT
Critical Studies
Occupational Skills Award

The Critical Studies Occupational Skills Award provides the opportunity to master the fundamental proficiencies to analyze and gain appreciation for visual and media literacy in general and motion pictures/cinematic communication in particular. The courses assist in student development by focusing on specific areas of cinematic history, appreciation and analysis. Completion of this skills award increases the value of the technical, aesthetic, and professional skills in the field of entertainment.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
EA 27	Unseen Hollywood	3
EA 28	International Film	3
EA 29	Women in Film	3
EA 30	History and Appreciation of Film	3
Total		12

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED
CTVR-Critical Studies
Occupational Skills Award

The Critical Studies Occupational Skills Award provides the opportunity to master the fundamental proficiencies to analyze and gain appreciation for visual and media literacy in general and motion pictures/cinematic communication in particular. The courses assist in student development by focusing on specific areas of cinematic history, appreciation and analysis. Completion of this skills award increases the value of the technical, aesthetic, and professional skills in the field of entertainment.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 3	History and Appreciation of Film	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Unseen Hollywood	3
CTVR 9	Women in Film	3
Total		12

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 CURRICULUM YEAR: 2010-2011

CURRENT
Post Production
Occupational Skills Awards

The Post Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a film, television or electronic media production from the delivery of media to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks. Completion of this Occupational Skills Award increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
CA 131	Non-Linear Editing I	3
CA 232*	Non-Linear Editing II	3
	Select from Restricted Electives	9
Total		15

Restricted Electives:

CA 42*	TV/Film Directing	3
CA 111*	Audio Sound Design for Television and Film	3
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 233*†	Radio/Television/Film Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience:	
	Post Production	1
CTVR 253*	Digital Special Effects	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED
Post Production
Occupational Skills Awards

The Post Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a film, television or electronic media production from the delivery of media to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks. Completion of this Occupational Skills Award increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
	Select from Restricted Electives	9
Total		15

Restricted Electives:

CTVR 42*	TV/Film Directing	3
CTVR 111*	Audio Sound Design for Television and Film	3
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 253*	Digital Special Effects	3
CTVR 280*†	Cinema/Television/Radio Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience:	
	Post Production	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Certificates and Degrees

**CURRENT
Radio Broadcasting
Occupational Skills Awards**

The Radio Broadcasting Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a radio production from the conception to finished product as well as to understand the principles of radio broadcasting and station management. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality radio programs suitable for use on a demonstration reel and the hands-on management of the college's flagship radio station KSBR. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
CA 110	Audio Production	3
CA 113*	Radio Broadcasting	3
	Select from Restricted Electives	9
	Total	15

Restricted Electives:

CA 111*	Audio Sound Design for Television and Film	3
CA 114*	Radio Station Activities	2
CA 115*	Advanced Radio Broadcasting	2
CA 118/MUS 118	Digital Multi-Track Music Recording	4
CA 128*	Television and Radio News	3
CA 233*†	Radio/Television/Film Internship	1
	<i>and</i>	
CWE 180*†	Cooperative Work Experience: Radio	1
CA 141	Radio and Television Announcing and Voice-Over	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**REVISED
Radio Broadcasting
Occupational Skills Awards**

The Radio Broadcasting Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a radio production from the conception to finished product as well as to understand the principles of radio broadcasting and station management. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality radio programs suitable for use on a demonstration reel and the hands-on management of the college's flagship radio station KSBR. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3
	Select from Restricted Electives	9
	Total	15

Restricted Electives:

CTVR 111*	Audio Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 115*	Advanced Radio Broadcasting	2
CTVR 118/MUS 118	Digital Multi-Track Music Recording	4
CTVR 128*	Television and Radio News	3
CTVR 191	Radio and Television Announcing and Voice-Over	3
CTVR 280*†	Cinema/Television/Radio Internship	1
	<i>and</i>	
CWE 180*†	Cooperative Work Experience: Radio	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 CURRICULUM YEAR: 2010-2011

CURRENT
Television Production
Occupational Skills Awards

The Television Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a television production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality programs suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
CA 124*	Television Production I	3
CA 125*	Television Production II	3
	Select from Restricted Electives	9
	Total	15

Restricted Electives:

CA 40*	Television and Film Scriptwriting I	3
CA 42*	Television and Film Directing	3
CA 111*	Advanced Audio Production and Sound Design	3
CA 128*	Television and Radio News	3
CA 130*	Documentary Production	3
CA 131	Non-Linear Editing I	3
CA 142*	Television and Film Scriptwriting II	3
CA 206	Production Management	1
CA 208	Cinematography	2
CA 209	Script Supervising	3
CA 232*	Non-Linear Editing II	3
CA 233*†	Radio/Television/Film Internship and	1
CWE 180*†	Cooperative Work Experience: Television	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED
Television Production
Occupational Skills Awards

The Television Production Occupational Skills Award provides the opportunity to master the fundamental proficiencies to complete a television production from the conception to finished product. The courses assist in student development by focusing on specific technical skills as well as working on practical assignments that mirror real-world tasks, including the production of broadcast-quality programs suitable for use on a demonstration reel. Completion of this program increases the value of the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field.

Course ID	Title	Units
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
	Select from Restricted Electives	9
	Total	15

Restricted Electives:

CTVR 40*	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Advanced Audio Production and Sound Design	3
CTVR 128*	Television and Radio News	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3
CTVR 262	Production Management	1
CTVR 264	Cinematography	2
CTVR 266	Script Supervising	3
CTVR 280*†	Cinema/Television/Radio Internship and	1
CWE 180*†	Cooperative Work Experience: Television	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**CURRENT
Screen Acting and Voice Performance
Occupational Skills Award**

The Screen Acting and Voice Performance Occupational Skill Award prepares the student in all areas relating to the understanding and application of the skills necessary to perform in mass/electronic media, with particular emphasis on practical on-air/on-camera experience. Employment possibilities include: on-air talent, hosting, news, web-based promotions, film and television production roles, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty. Coursework may include participation in internships at various stations and facilities.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CA 30	History and Appreciation of Film	3
CA 128*	Television and Radio News	3
CA 141	Voice-Over and Announcing	3
CA 213	Production Design for Film and Television	3
Total		12

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**REVISED
Screen Acting and Voice Performance
Occupational Skills Award**

The Screen Acting and Voice Performance Occupational Skill Award prepares the student in all areas relating to the understanding and application of the skills necessary to perform in mass/electronic media, with particular emphasis on practical on-air/on-camera experience. Employment possibilities include: on-air talent, hosting, news, web-based promotions, film and television production roles, and numerous other vocational opportunities. This program provides and encourages both field and studio work in the student's area of specialty. Coursework may include participation in internships at various stations and facilities.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CTVR 3	History and Appreciation of Film	3
CTVR 128*	Television and Radio News	3
CTVR 191	Voice-Over and Announcing	3
CTVR 260	Production Design for Film and Television	3
Total		12

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Computer and
Information Management**

The Computer and Information Management program includes industry standard programs that prepare students for careers using technology in the business workplace. The programs are: Applications Developer, E-Commerce Specialist, Network Administrator, Software Specialist, Web Designer, and Webmaster.

Applications Developer Certificate Program

This program is designed to prepare the student for entry-level employment as an applications developer.

Course ID	Title	Units
CIM 2A	Business Programming I: Visual Basic	3
CIM 7A*	Business Programming: Java—Beginning	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 251*	Introduction to Networking	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 271A*	Web Development: XHTML—Beginning	1.5
	Select from Restricted Electives	3
	Total	21

Restricted Electives:

CIM 2B*	Business Programming II: Visual Basic	3
CIM 6A	Business Programming I: C++	3
CIM 7B*	Business Programming: Java—Advanced	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 205B*	Web 2.0: LAMP PHP/MySQL—Web Site Application Integration	3
CIM 225	Web Development: PHP	3
CIM 246*	Application Development for Excel with Visual Basic	3
CIM 248*	Visual Basic for Applications—Access	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 269B*	Web Development: Advanced JavaScript/CSS/XML/DOM/AJAX	3
CIM 271B*	Web Development: XHTML—Advanced	1.5
CIM 288*	Intelligence Data Reporting	3
CIM 287*	Business Programming—C#	3
CIM 289*	Special Topics	1.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 1A, 1B*; BUS 1, 12; CIM 112, 121A, 189, 227*, 251*, 252*, 289; ECON 2, 4*; MATH 9*, 10*.

**REVISED
Computer and
Information Management**

The Computer and Information Management program includes industry standard programs that prepare students for careers using technology in the business workplace. The programs are: Applications Developer, E-Commerce Specialist, Network Administrator, Software Specialist, Web Designer, and Webmaster.

Applications Developer Certificate Program

This program is designed to prepare the student for entry-level employment as an applications developer.

Course ID	Title	Units
CIM 2A	Business Programming I: Visual Basic	3
CIM 7A*	Business Programming: Java—Beginning	3
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 251*	Introduction to Networking	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 271A*	Web Development: XHTML—Beginning	1.5
	Select from Restricted Electives	3
	Total	21

Restricted Electives:

CIM 2B*	Business Programming II: Visual Basic	3
CIM 6A	Business Programming I: C++	3
CIM 7B*	Business Programming: Java—Advanced	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 205B	Web 2.0: LAMP PHP/MySQL—Web Site Application Integration	3
CIM 225*	Web Development: PHP	3
CIM 246*	Application Development for Excel with Visual Basic	3
CIM 248*	Visual Basic for Applications—Access	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 269B*	Web Development: Javascript, Frameworks, and Intro to AJAX	3
CIM 271B*	Web Development: XHTML—Advanced	1.5
CIM 287*	Business Programming—C#	3
CIM 288*	Database Reporting	3
CIM 289	Special Topics	1.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 1A, 1B*; BUS 1, 12; CIM 112, 121A, 189, 227*, 251*, 252*, 289; ECON 2, 4*; MATH 9*, 10*.

CURRENT

E-Commerce Specialist Certificate Program

The E-Commerce Specialist Certificate program prepares the student to apply business functions to the web. All types of business sectors and activities can be web-based, including retail, wholesale, import-export, human resources, customer service, or departments within an organization. Electronic commerce, or e-commerce, is used in public and private business, both profit and non-profit sectors, in corporations, government, small businesses, professional associations, and personal applications as well. This program provides the skills for conducting business on the web, preparing an electronic approach, and managing an e-commerce web presence.

Course ID	Title	Units
CIM 218*	Database: Access	3
CIM 271A*/271B*	Web Development: XHTML— Beginning/Advanced	1.5, 1.5
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 272B*	Web Design and Web Development Overview—Intermediate	1.5
CIM 278A	Web Development: Dreamweaver— Beginning	1.5
CIM 298*†	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 9
Total		21

Restricted Electives:

BUS 135	Elements of Marketing	3
BUS 138/CA 138	Advertising	3
BUS 195*†	Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Computer and Information Management	1
CIM 225	Web Development: PHP	3
CIM 264A/B*	Web Animation: Flash—Beginning/ Intermediate	1.5, 1.5
CIM 264C*	Web Animation: Flash ActionScript— Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	3
CIM 275	Web Marketing/Positioning	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 278B*	Web Development: Dreamweaver— Advanced	1.5
CIM 279*	Information Security Fundamentals	3
CIM 281	Web Development: Macromedia Fireworks	1.5
CIM 289*	Special Topics	1.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

†Must be taken concurrently

#Final course to be taken

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

REVISED

E-Commerce Specialist Certificate Program

The E-Commerce Specialist Certificate program prepares the student to apply business functions to the web. All types of business sectors and activities can be web-based, including retail, wholesale, import-export, human resources, customer service, or departments within an organization. Electronic commerce, or e-commerce, is used in public and private business, both profit and non-profit sectors, in corporations, government, small businesses, professional associations, and personal applications as well. This program provides the skills for conducting business on the web, preparing an electronic approach, and managing an e-commerce web presence.

Course ID	Title	Units
CIM 218	Database: Access	3
CIM 271A*/271B*	Web Development: XHTML— Beginning/Advanced	1.5, 1.5
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 278A	Creating Web Pages: Dreamweaver— Beginning	1.5
CIM 298*‡	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 9
Total		21

Restricted Electives:

BUS 135	Elements of Marketing	3
BUS 138/CTVR 138	Advertising	3
BUS 195*†	Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Computer and Information Management	1
CIM 225*	Web Development: PHP	3
CIM 264A/B*	Web Animation: Flash— Beginning/Intermediate	1.5, 1.5
CIM 264C*	Web Animation: Flash ActionScript— Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	3
CIM 275	Web Marketing/Positioning	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 278B*	Creating Web Pages: Dreamweaver— Advanced	1.5
CIM 279*	Information Security Fundamentals	3
CIM 281	Web Development: Adobe Fireworks	1.5
CIM 289*	Special Topics	1.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

†Must be taken concurrently

‡Final course to be taken

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

Network Administrator Certificate Program

This program prepares the student for an entry-level position as an information systems network administrator.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 174+	Computer Operating Systems: Windows	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
	Select from Restricted Electives	6
	Total	21

Restricted Electives:

CIM 7A*/B*	Business Programming: Java—Beginning/Advanced	3, 3
CIM 171*	Computer Operating Systems: Windows Command Line Interface	3
CIM 205A	web Development and DB: Intro S@L and MySQL3	3
CIM 218*	Database: Access	3
CIM 227*	Internet and Web Essentials	1.5
CIM 230*	Business Presentations: PowerPoint	3
CIM 249	Administering Microsoft Windows Clients	3
CIM 253*	Supporting Windows Server	3
CIM 254*	Windows Server Active Directory Administration	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 259*	Windows Network Infrastructure Administration	3
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 279*	Information Security Fundamentals	3
CIM 289*	Special Topics	1.5-3
CIM 297	Interconnecting CISCO Network Devices	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: CIM 2A, 2B*, 6A, 214*, 216*, 216A*, 229A*; ECON 2, 4*; ET 215, 220, 225, 230.

REVISED

Network Administrator Certificate Program

This program prepares the student for an entry-level position as an information systems network administrator.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 174+	Computer Operating Systems: Windows	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
	Select from Restricted Electives	6
	Total	21

Restricted Electives:

CIM 7A*/B*	Business Programming: Java—Beginning/Advanced	3, 3
CIM 171*	Computer Operating Systems: Windows Admin at the Command Line	3
CIM 205A	web Development and DB: Intro SQL and MYSQL3	3
CIM 218	Database: Access	3
CIM 227*	Internet and Web Essentials	1.5
CIM 230	Business Presentations: PowerPoint	3
CIM 249	Administering Microsoft Windows Clients	3
CIM 253*	Supporting Windows Server	3
CIM 254*	Windows Server Active Directory	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 259*	Windows Server Network Infrastructure	3
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 279*	Information Security Fundamentals	3
CIM 289	Special Topics	1.5-3
CIM 297	Interconnecting CISCO Network Devices	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

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Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: CIM 2A, 2B*, 6A, 214*, 216*, 216A*, 229A*; ECON 2, 4*; ET 215, 220, 225, 230.

CURRENT

REVISED

Software Specialist Certificate Program

The Software Specialist Certificate program prepares the student for an entry-level position as a knowledge worker in the technical work environment using industry-standard software packages.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 174+	Computer Operating Systems: Windows	
CIM 214*+	Word Processing: Word	3
CIM 216*+	Spreadsheets: Excel	3
CIM 218*	Database: Access	3
CIM 230*	Business Presentations: PowerPoint	3
	Select from Restricted Electives	3
Total		21

Restricted Electives:

CIM 121A/B*/C*	Keyboarding for Computers—Beginning/Intermediate/Advanced	1.5, 1.5, 1.5
CIM 171*	Computer Operating Systems: Windows Command Line Interface	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 216C*	Spreadsheets: Excel—Advanced	1.5
CIM 223A*	Computerized Accounting: QuickBooks—Beginning	1.5
or		
CIM 223B*	Computerized Accounting: QuickBooks—Advanced	1.5
CIM 227*	Internet and Web Essentials	1.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 214, 215; CIM 229A*, 251*, 252*; ECON 2, 4*.

Software Specialist Certificate Program

The Software Specialist Certificate program prepares the student for an entry-level position as a knowledge worker in the technical work environment using industry-standard software packages.

Course ID	Title	Units
CIM 1	Introduction to Computer Information Systems	3
or		
CIM 10	Introduction to Information Systems	3
or		
CIM 112	Microsoft Office	3
CIM 174+	Computer Operating Systems: Windows	
CIM 214+	Word Processing: Word	3
CIM 216+	Spreadsheets: Excel	3
CIM 218	Database: Access	3
CIM 230	Business Presentations: PowerPoint	3
	Select from Restricted Electives	3
Total		21

Restricted Electives:

CIM 121A/B*/C*	Keyboarding for Computers—Beginning/Intermediate/Advanced	1.5, 1.5, 1.5
CIM 171*	Computer Operating Systems: Windows Admin at the Command Line	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 216C*	Spreadsheets: Excel—Advanced	1.5
CIM 223A*	Computerized Accounting: QuickBooks—Beginning	1.5
or		
CIM 223B*	Computerized Accounting: QuickBooks—Advanced	1.5
CIM 227*	Internet and Web Essentials	1.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

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Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 214, 215; CIM 229A*, 251*, 252*; ECON 2, 4*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011

CURRENT

Web Designer Certificate Program

The Web Designer Certificate program prepares the student to develop a web presence for businesses, organizations, and individuals in communication, marketing, and data management through the development of a website. Students will learn how to reach an audience and communicate ideas. The program includes basic and advanced software skills, developing a mission, goals, and the promotion and maintenance of a website. Students may choose electives to round out their program.

Course ID	Title	Units
CIM 264A/B*	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 274A	Web Digital Imagery: Photoshop—Beginning	1.5
CIM 278A/B*	Web Development: Dreamweaver—Beginning/Advanced	1.5, 1.5
CIM 298*‡	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
	Total	18

Restricted Electives:

BUS 195*†	Internship	1
CWE 180* †	Cooperative Work Experience: Computer and Information Management	2
CIM 205A	Web Development and DB: Intro SQL and MySQL	3
CIM 205B*	Web 2.0: LAMP PHP/MySQL—Web Site Application Integration	3
CIM 225	Web Development: PHP	3
CIM 229A*/B*	Business Graphics—Beginning/Advanced	1.5, 1.5
CIM 260A*	Microsoft ASP. NET—Beginning	3
CIM 264C*	Web Animation: Flash ActionScript—Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	3
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 269B*	Web Development: Advanced JavaScript/CSS/XML/DOM/AJAX	3
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	3
CIM 272B*	Web Design and Web Development Overview—Intermediate	1.5
CIM 274B*	Web Digital Imagery: Photoshop—Advanced	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 281	Web Development: Macromedia Fireworks	1.5
CIM 289*	Special Topics	1.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

†Must be taken concurrently

‡Final course to be taken

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

REVISED

Web Designer Certificate Program

The Web Designer Certificate program prepares the student to develop a web presence for businesses, organizations, and individuals in communication, marketing, and data management through the development of a website. Students will learn how to reach an audience and communicate ideas. The program includes basic and advanced software skills, developing a mission, goals, and the promotion and maintenance of a website. Students may choose electives to round out their program.

Course ID	Title	Units
CIM 264A/B*	Web Animation: Flash—Beginning/Intermediate	1.5, 1.5
CIM 271A*/B*	Web Development: XHTML—Beginning/Advanced	1.5, 1.5
CIM 274A	Web Digital Imagery: Photoshop—Beginning	1.5
CIM 278A/B	Creating Web Pages: Dreamweaver—Beginning/Advanced	1.5, 1.5
CIM 298*‡	Web Design: Capstone Portfolio Project Select from Restricted Electives	1.5 6
	Total	18

Restricted Electives:

BUS 195*†	Internship	1
CWE 180* †	Cooperative Work Experience: Computer and Information Management	2
CIM 205A	Web Development and DB: Intro SQL and MYSQL	3
CIM 205B	Web 2.0: LAMP PHP/MYSQL—Web Site Application Integration	3
CIM 225*	Web Development: PHP	3
CIM 229A*/B*	Business Graphics—Beginning/Advanced	1.5, 1.5
CIM 260A*	Microsoft ASP. NET—Beginning	3
CIM 264C*	Web Animation: Flash ActionScript—Beginning	3
CIM 264D*	Web Animation: Advanced Flash Sites and ActionScript Hacks	3
CIM 269A*	Web Development: JavaScript—Beginning	1.5
CIM 269B*	Web Development: Javascript, Frameworks, and Intro to AJAX	3
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 274B*	Web Digital Imagery: Photoshop—Advanced	1.5
CIM 277*	E-Commerce and Web Site Design	3
CIM 281	Web Development: Adobe Fireworks	1.5
CIM 289*	Special Topics	1.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description

†Must be taken concurrently

‡Final course to be taken

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

REVISED

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Webmaster Certificate Program**

The Webmaster Certificate program prepares the student to build and administer a website and set up and maintain its web server. Students learn the technical aspect of server-level concerns of web construction and management to efficiently run websites in business and government organizations or for individuals. Topics include networking, security, web development, and database administration.

Course ID	Title	Units
CIM 7A*	Business Programming: Java—Beginning	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 271A*	Web Development: XHTML—Beginning	1.5
CIM 272A*	Web 2.0 Design: Cascading Style Sheets—Beginning	1.5
CIM 298*†	Web Design: Capstone Portfolio Project	1.5
	Select from Restricted Electives	6
Total		25.5

Restricted Electives:

BUS 195*†	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Computer and Information Management	1
CIM 7B*	Business Programming: Java—Advanced	3
CIM 205A	Web Development and DB: Intro SQL and MySQL3	
CIM 205B*	Web 2.0: LAMP PHP/MySQL—Web Site Application Integration	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 277*	E-Commerce and Web Site Design	3
CIM 279*	Information Security Fundamentals	3
CIM 289*	Special Topics	1.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

#Final course to be taken

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

**REVISED
Webmaster Certificate Program**

The Webmaster Certificate program prepares the student to build and administer a website and set up and maintain its web server. Students learn the technical aspect of server-level concerns of web construction and management to efficiently run websites in business and government organizations or for individuals. Topics include networking, security, web development, and database administration.

Course ID	Title	Units
CIM 7A*	Business Programming: Java—Beginning	3
CIM 172*	Computer Operating Systems: Unix/Linux	3
CIM 251*	Introduction to Networking	3
CIM 252*	Networking Essentials and Technologies	3
CIM 260A*	Microsoft ASP.NET—Beginning	3
CIM 271A*	Web Development: XHTML—Beginning	1.5
CIM 272*	Web 2.0 Design: Cascading Style Sheets	3
CIM 298*‡	Web Design: Capstone Portfolio Project	1.5
	Select from Restricted Electives	3
Total		25.5

Restricted Electives:

BUS 195*†	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Computer and Information Management	1
CIM 7B*	Business Programming: Java—Advanced	3
CIM 205A	Web Development and DB: Intro SQL and MYSQL	3
CIM 205B	Web 2.0: LAMP PHP/MYSQL—Web Site Application Integration	3
CIM 256*	Fundamental Unix/Linux System Administration	3
CIM 257*	Network and Security Administration using Unix/Linux	3
CIM 258*	Advanced Network and Security Administration using Unix/Linux	3
CIM 260B*	Microsoft ASP.NET—Advanced	3
CIM 277*	E-Commerce and Web Site Design	3
CIM 279*	Information Security Fundamentals	3
CIM 289*	Special Topics	1.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken concurrently

#Final course to be taken

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

CURRENT
**Computer Maintenance
Technology Certificate Program**

The Computer Maintenance Technology Certificate program prepares the student for entry-level employment as a computer technologist or computer technician in companies involved in the manufacture, installation, repair, maintenance, upgrading, or sales of personal computers and hardware for personal computers and computer networks.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CIM 1	Introduction to Computer Information Systems	3
<i>or</i>		
CIM 10*	Introduction to Information Systems	3
CIM 174+	Computer Operating Systems: Windows	3
CMT 215	Electronics for Computer Technologists	3
<i>or</i>		
ET 101	Survey of Electronics	3
CMT 220*	Computer Maintenance and Repair I	3
CMT 225*	Computer Maintenance and Repair II	3
CMT 230*	Applied Network Technology	3
CMT 235*	A+ Exam Preparation for Computer Service Technicians	3
	Total	24

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: CIM 227*, 251*, 252*; ET 114*

REVISED
**Computer Maintenance
Technology Certificate Program**

The Computer Maintenance Technology Certificate program prepares the student for entry-level employment as a computer technologist or computer technician in companies involved in the manufacture, installation, repair, maintenance, upgrading, or sales of personal computers and hardware for personal computers and computer networks.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CIM 1	Introduction to Computer Information Systems	3
<i>or</i>		
CIM 10*	Introduction to Information Systems	3
CIM 174+	Computer Operating Systems: Windows	3
CMT 215	Electronics for Computer Technologists	3
<i>or</i>		
ET 101	Survey of Electronics	3
<i>or</i>		
ET 133	DC and AC Fundamentals	4
CMT 220*	Computer Maintenance and Repair I	3
CMT 225*	Computer Maintenance and Repair II	3
CMT 230*	Applied Network Technology	3
CMT 235*	A+ Exam Preparation for Computer Service Technicians	3
	Total	21-22

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

+Completion of the A and B versions of this course can also be used to fulfill this requirement.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: CIM 227*, 251*, 252*; ET 114*

CURRENT
Consumer Services
Certificate Program

The Consumer Services program prepares students for a wide variety of employment opportunities that link the consumer, business, and government and improve communication among all three groups. This includes acting in a responsible manner to consumer problems and trends and providing information so that the consumer can use the products and services of a company correctly and with maximum benefits.

This program offers coursework for professional improvement and retraining as well as core courses to be utilized as transfer courses for students pursuing a Bachelor's degree in programs involving Family and Consumer Sciences/Home Economics, Business/Credit Counseling, or Consumer Affairs.

Course ID	Title	Units
BUS 125	Human Relations in Business	3
BUS 160	Introduction to Small Business Management	3
CIM 112	Microsoft Office	3
FCS 115	Consumer Issues	3
FCS 142	Life Management	3
<i>or</i>		
FCS 142A, B, C	Life Management	1,1,1
CWE 180*	Cooperative Work Experience: Consumer Services	2
	Select one Specialty Area	6-7
Total		23-24
Specialty Area 1—Foods and Nutrition:		
FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
Specialty Area 2—Interior Design:		
ID 110	Fundamentals of Interior Design	3
ID 116	Interior Materials and Products	4
Specialty Area 3—Fashion:		
FASH 31/BUS 31	Textiles	3
FASH 150	Fashion Apparel and Professional Techniques	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

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Associate in Arts Degree

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Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 12; 103, 104, 135, 137; FN 64, 160, 171, 252.

REVISED
Consumer Services
Certificate Program

The Consumer Services program prepares students for a wide variety of employment opportunities that link the consumer, business, and government and improve communication among all three groups. This includes acting in a responsible manner to consumer problems and trends and providing information so that the consumer can use the products and services of a company correctly and with maximum benefits.

This program offers coursework for professional improvement and retraining as well as core courses to be utilized as transfer courses for students pursuing a Bachelor's degree in programs involving Family and Consumer Sciences/Home Economics, Business/Credit Counseling, or Consumer Affairs.

Course ID	Title	Units
BUS 125	Human Relations in Business	3
BUS 160	Introduction to Small Business Management	3
CIM 112	Microsoft Office	3
FCS 115	Consumer Issues	3
FCS 142	Life Management	3
CWE 180*	Cooperative Work Experience: Consumer Services	2
	Select one Specialty Area	6-7
Total		23-24

Specialty Area 1—Foods and Nutrition:

FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3

Specialty Area 2—Interior Design:

ID 110	Fundamentals of Interior Design	3
ID 116	Interior Materials and Products	4

Specialty Area 3—Fashion:

FASH 31/BUS 31	Textiles	3
FASH 150	Fashion Apparel and Professional Techniques	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

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Associate in Arts Degree

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RECOMMENDED ELECTIVES: BUS 12; 103, 104, 135, 137; FN 64, 160, 171, 252.

SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011

CURRENT

REVISED

~~Manicuring
Occupational Skills Award~~

OSA Deleted

~~The Manicuring Occupational Skills Award is designed to prepare the student for licensure as a Manicurist. The student will be able to administer nail care to clients at salons, spas, private clinics, and stores specializing in nail care products.~~

Course ID	Title	Units
EOS 420	Manicuring	11
	Total	11

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Ecological Restoration
Certificate Program**

The certificate in Ecological Restoration trains students for a practical ecological application of appropriate techniques for a variety of ecological restoration projects. The projects may be carried out by industry or government agencies and may have specific legal requirements for implementation and proof of success. Students completing the certificate may be hired by local, county, state, or federal government; private consulting firms; or subcontractors hired by any of these agencies.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ECOL 201	Ecological Restoration Techniques	4
ECOL 202	Advanced Ecological Restoration Techniques	4
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	13
	Total	28

Restricted Electives:

ENV 24	Natural History of California	3
ENV 105*	Environmental. Studies Internship	2
<i>and</i>		
CWE 180*	Cooperative Work Experience: Ecological Restoration	1
ENV 123/HORT 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4
HORT 29	Ornamental Native Plants	3
HORT 113	Soils and Fertilizers	3
HORT 116	Irrigation Systems	3
ENV 202	Green Living	2

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

RECOMMENDED ELECTIVES: ARCH 50/DR 50*; ENV 106; GIS 110*/GEOG 110*; GEOL 23/ENV 23.

**REVISED
Ecological Restoration
Certificate Program**

The certificate in Ecological Restoration trains students for a practical ecological application of appropriate techniques for a variety of ecological restoration projects. The projects may be carried out by industry or government agencies and may have specific legal requirements for implementation and proof of success. Students completing the certificate may be hired by local, county, state, or federal government; private consulting firms; or subcontractors hired by any of these agencies.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ECOL 201	Ecological Restoration Techniques	4
ECOL 202	Advanced Ecological Restoration Techniques	4
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	13
	Total	28

Restricted Electives:

ENV 24	Natural History of California	3
ENV 105*	Environmental. Studies Internship	2
<i>and</i>		
CWE 180*	Cooperative Work Experience: Ecological Restoration	1
ENV 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4
HORT 29	Ornamental Native Plants	3
HORT 113	Soils and Fertilizers	3
HORT 116	Irrigation Systems	3
ENV 202	Green Living	2

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

RECOMMENDED ELECTIVES: ARCH 50/DR 50*; ENV 106; GIS 110*/GEOG 110*; GEOL 23/ENV 23.

**CURRENT
 Education**

The Education department prepares students for a diverse range of teaching opportunities at a variety of levels. The program provides support for those just entering the field as well as to those who are already working in the classroom and community. Classes that meet the early fieldwork and exceptional children coursework requirements of the California Commission on Teacher Credentialing can also be found in this department.

The Educational Assistant Program prepares students to assist teachers in K-12 settings as paraprofessionals. Specialized course work is also available for students interested in working in bilingual/multicultural settings or working with children with special needs.

The Online Educator Program provides professional development skills for secondary and post secondary instructors who are interested in learning about or improving their online teaching skills.

**Educational Assistant-
 Occupational Skills Award**

The purpose of the Educational Assistant award is designed to provide a system of professional development for individuals working as educational assistants in a variety of elementary classroom settings.

Course ID	Title	Units
ED7*/PSYC 7*	Developmental Psychology: Child Growth and Development	3
ED 15*/SOC 15*	Child, Family, and Community	3
CD 111*	Child Guidance and Communication	3
EDUC 289	Special Topics: Child Development	3
Total		12

**Online Educator
 Occupational Skills Award**

This program offers an opportunity for secondary and post secondary instructors to learn about online teaching in a practical, hands-on environment. Coursework is specifically designed to provide new and experienced online instructors information about the development and implementation of best practices in online course delivery and the use of course management systems as supplements to face to face courses. Participants will be introduced to a wide variety of instructional technologies, curriculum design models, assessment methods, quality indicators for online instruction, and strategies to meet state and federal laws for universal design using current educational research as a foundation.

Course ID	Title	Units
EDUC 200	Introduction to Online Teaching	2
EDUC 205	Models of Online Instruction	2
EDUC 210	Technology for Online Instruction	2
EDUC 215	Curriculum for Online Instruction	2
EDUC 220	Universal Design for Online instruction	2
EDUC 225	Student Assessment for Online instruction	2
Total		12

**REVISED
 Education**

The Education department prepares students for a diverse range of teaching opportunities at a variety of levels. The program provides support for those just entering the field as well as to those who are already working in the classroom and community. Classes that meet the early fieldwork and exceptional children coursework requirements of the California Commission on Teacher Credentialing can also be found in this department.

The Instructional Assistant Program prepares students to assist teachers in K-12 settings as paraprofessionals. Specialized course work is also available for students interested in working in bilingual/multicultural settings or working with children with special needs.

The Online Educator Program provides professional development skills for secondary and post secondary instructors who are interested in learning about or improving their online teaching skills.

**Instructional Assistant
 Occupational Skills Award**

The purpose of the Educational Assistant award is designed to provide a system of professional development for individuals working as educational assistants in a variety of elementary classroom settings.

Course ID	Title	Units
CD 107*	Child Growth and Development	3
CD 105*	Child, Family, and Community	3
CD 111*	Child Guidance and Communication	3
EDUC 240	Instructional Assistant	3
Total		12

**Online Educator
 Occupational Skills Award**

This program offers an opportunity for secondary and post secondary instructors to learn about online teaching in a practical, hands-on environment. Coursework is specifically designed to provide new and experienced online instructors information about the development and implementation of best practices in online course delivery and the use of course management systems as supplements to face to face courses. Participants will be introduced to a wide variety of instructional technologies, curriculum design models, assessment methods, quality indicators for online instruction, and strategies to meet state and federal laws for universal design using current educational research as a foundation.

Course ID	Title	Units
EDUC 200	Introduction to Online Teaching	2
EDUC 205	Models of Online Instruction	2
EDUC 210	Technology for Online Instruction	2
EDUC 215	Effective Interaction for Online Courses	2
EDUC 220	Universal Design for Online instruction	2
EDUC 225	Student Assessment for Online instruction	2
Total		12

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 CURRICULUM YEAR: 2010-2011

NEW

Instructional Assistant:
Special Needs Certificate Program
Occupational Skills Awards

The Special Needs Instructional Assistant program is designed to provide a system of professional development for individuals working as instructional assistants in a variety of elementary classroom settings serving children with special needs.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CD 107	Child Growth and Development	3
CD 111	Child Guidance and Communication	3
CD 119	Physical Development in Young Children	3
CD 140	Early Intervention and Inclusion	3
EDUC 118	Exceptional Children	3
EDUC 240	Instructional Assistant	3 2
Total		18 17

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

NEW

**Instructional Assistant: Bilingual/
 Multicultural Certificate Program
 Occupational Skills Awards**

The Bilingual/Multicultural Instructional Assistant program is designed to provide an understanding of various cultures and experiences in working in a bilingual/multicultural setting. It is recommended that the student have or develop competency in a language other than English.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CD 105	Child, Family, and Community	3
CD 107	Child Growth and Development	3
CD 111	Child Guidance and Communication	3
CD 117	Teaching Children in a Diverse Society	3
CD 116	Teaching in Multilingual Classrooms	3
EDUC 240	Instructional Assistant	3
Total		17

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

CURRENT

Electronic Technology

General Electronic Technology
 Certificate Program

This program provides the student an education in the fundamentals of electronics and maximum flexibility to take elective courses of personal interest and complete a certificate in the shortest period of time. This program prepares the student for entry-level employment as an Electronic Technician at many companies.

Course ID	Title	Units
ET 114*	Digital Electronic Circuits	4
ET 133	D.C. and A.C. Fundamentals	4
ET 135*	Semiconductor Devices and Circuits	4
ET 200*	Digital Signal Processing and Microcontrollers	4
	Select from Restricted Electives	2-4
Total		18-20

Restricted Electives:

ET 118*	Electronic Communication Systems	4
ET 189/289	Special Topics	2-4
ET 201	Robotic Fundamentals	2

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED

Electronic Technology

General Electronic Technology
 Certificate Program

This program provides the student an education in the fundamentals of electronics and maximum flexibility to take elective courses of personal interest and complete a certificate in the shortest period of time. This program prepares the student for entry-level employment as an Electronic Technician at many companies.

Course ID	Title	Units
ET 114*	Digital Electronic Circuits	4
ET 133	D.C. and A.C. Fundamentals	4
ET 135*	Semiconductor Devices and Circuits	4
	Select from Restricted Electives	6-8
Total		18-20

Restricted Electives:

ET 118*	Electronic Communication Systems	4
ET 189/289	Special Topics	2-4
ET 200*	Digital Signal Processing and Microcontrollers	4
ET 201	Robotic Fundamentals	2
ET 600/202??	Intermediate Robotics	2

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: Any Electronic Technology course not taken in certificate; CIM 10, CMT 220*, 225*, 230*; MATH 7*, 124*, 251*, 253*, 255*; PHYS 2A*, 2B*, 20.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: Any Electronic Technology course not taken in certificate; CIM 10, CMT 220*, 225*, 230*; MATH 7*, 124*, 251*, 253*, 255*; PHYS 2A*, 2B*, 20.

CURRENT
English as a Second Language
Completion Certificate

REVISED
English as a Second Language
Completion Certificate

BEGINNING LEVEL

The beginning level multiskills courses leading to a certificate prepare students for the next level by working on all four language skills, including reading, writing, speaking, and listening. Students acquire a practical communicative vocabulary, rudimentary skills in conversation, composition, and comprehension as well as an introduction to the American sound system.

<i>Course ID</i>	<i>Title</i>	<i>Hours</i>
ESL 320*	Beginning Multiskills I	99.6
and		
ESL 999*	ESL Laboratory	16.6
ESL 321*	Beginning Multiskills II	99.6
and		
ESL 999*	ESL Laboratory	16.6
ESL 322	Beginning Conversation	49.8
ESL 323*	Beginning Pronunciation	33.2
and		
ESL 999*	ESL Laboratory	16.6
ESL 325*	Beginning Reading and Writing	49.8
Total Semester Hours		381.8

*Course has a prerequisite, corequisite, limitation, or recommended preparation, see course description

INTERMEDIATE LEVEL-PRE COLLEGE

The intermediate level multiskills courses leading to a certificate prepare students for the next level by working on all four language skills, including reading, writing, speaking, and listening while acquiring a practical communicative vocabulary of approximately 1400-1800 words. Additionally students complete specialized courses designed to further develop skills in conversation, composition and comprehension as well as focus on intonation and sounds of American English.

CORE COURSES

<i>Course ID</i>	<i>Title</i>	<i>Hours</i>
ESL 330*	Intermediate Multiskills I	99.6
ESL 331*	Intermediate Multiskills II	99.6
ESL 332*	Intermediate Conversation	49.8
ESL 333 *	Intermediate Pronunciation	49.8
and		
ESL 999*	ESL Laboratory	16.6

Select one Reading and Writing course:

ESL 335*	Intermediate Reading and Writing I	49.8
or		
ESL 336 *	Intermediate Reading and Writing II	49.8
and		
ESL 888*	ESL Skills Lab	16.6
Total Semester Hours		381.8

*Course has a prerequisite, corequisite, limitation, or recommended preparation, see course description

BEGINNING LEVEL

The beginning level multiskills courses leading to a certificate prepare students for the next level by working on all four language skills, including reading, writing, speaking, and listening. Students acquire a practical communicative vocabulary, rudimentary skills in conversation, composition, and comprehension as well as an introduction to the American sound system.

<i>Course ID</i>	<i>Title</i>	<i>Hours</i>
ESL 320*	Beginning Multiskills I	99.6
ESL 321*	Beginning Multiskills II	99.6
ESL 322	Beginning Conversation	49.8
ESL 323*	Beginning Pronunciation	33.2
and		
ESL 999*	ESL Laboratory	16.6
ESL 325*	Beginning Reading and Writing	49.8
Total Semester Hours		348.6

*Course has a prerequisite, corequisite, limitation, or recommended preparation, see course description

INTERMEDIATE LEVEL-PRE COLLEGE

The intermediate level multiskills courses leading to a certificate prepare students for the next level by working on all four language skills, including reading, writing, speaking, and listening while acquiring a practical communicative vocabulary of approximately 1400-1800 words. Additionally students complete specialized courses designed to further develop skills in conversation, composition and comprehension as well as focus on intonation and sounds of American English.

CORE COURSES

<i>Course ID</i>	<i>Title</i>	<i>Hours</i>
ESL 330*	Intermediate Multiskills I	99.6
ESL 331*	Intermediate Multiskills II	99.6
ESL 332*	Intermediate Conversation	49.8
ESL 333 *	Intermediate Pronunciation	49.8
and		
ESL 999*	ESL Laboratory	16.6

Select one Reading and Writing course:

ESL 335*	Intermediate Reading and Writing I	49.8
or		
ESL 336 *	Intermediate Reading and Writing II	49.8
and		
ESL 888*	ESL Skills Lab	16.6
Total Semester Hours		381.8

*Course has a prerequisite, corequisite, limitation, or recommended preparation, see course description

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

REVISED

ADVANCED LEVEL

The required course advanced level multiskills courses leading to a certificate prepare students to mainstream academic or vocational courses by focusing on reading, writing, and grammar while acquiring a more academic vocabulary of an additional 300-500 words. Additionally, students have options within the two remaining required classes. One option is designed to further develop skills in conversation on a variety of topics, vocabulary including affixes, or nuances in pronunciation patterns of American English. The options within the second requirement expose students to American culture through film, literature, or simulated college lectures. These advanced courses transition into mainstream coursework.

CORE COURSES

<i>Course ID</i>	<i>Title</i>	<i>Hours</i>
ESL 340*	Advanced Multiskills	99.6
ESL 342*	Advanced Conversation	49.8
ESL 343*	Advanced Pronunciation	49.8
and		
ESL 999*	ESL Laboratory	16.6

Select one Vocabulary course:

ESL 344*	Idioms and Expressions in American English	33.2
or		
ESL 354*	Vocabulary Skills for College	49.8

Select one Academic/Writing course:

ESL 350*	Essential Academic Skills	99.6
or		
ESL 346*	Advanced Writing for Work	49.8
or		
ESL 345*	Advanced Reading and Writing	49.8
and		
ESL 888*	ESL Skills Lab	16.6

Select one Grammar course with a lab

ESL 347*	Advanced Grammar Review	49.8
and		
ESL 999*	ESL Laboratory	16.6
or		
ESL 357*	Grammar Review for College	49.8
and		
ESL 999*	ESL Laboratory	16.6
	Select one Restricted Elective from below	49.8

Total Semester Hours 348

Restricted Electives:

ESL 355*	ESL Reading for College: American Literature	49.8
ESL 358*	Listening and Note taking Skills for College	49.8
ESL 359*	American Language and Culture through Film	49.8

*Course has a prerequisite, corequisite, limitation, or recommended preparation, see course description

ADVANCED LEVEL

The required course advanced level multiskills courses leading to a certificate prepare students to mainstream academic or vocational courses by focusing on reading, writing, and grammar while acquiring a more academic vocabulary of an additional 300-500 words. Additionally, students have options within the two remaining required classes. One option is designed to further develop skills in conversation on a variety of topics, vocabulary including affixes, or nuances in pronunciation patterns of American English. The options within the second requirement expose students to American culture through film, literature, or simulated college lectures. These advanced courses transition into mainstream coursework.

CORE COURSES

<i>Course ID</i>	<i>Title</i>	<i>Hours</i>
ESL 340*	Advanced Multiskills	99.6
ESL 342*	Advanced Conversation	49.8
ESL 343*	Advanced Pronunciation	49.8
and		
ESL 999*	ESL Laboratory	16.6

Select one Vocabulary course:

ESL 344*	Idioms and Expressions in American English	33.2
or		
ESL 354*	Vocabulary Skills for College	49.8

Select one Academic/Writing course:

ESL 350*	Essential Academic Skills	99.6
or		
ESL 346*	Advanced Writing for Work	49.8
or		
ESL 345*	Advanced Reading and Writing	49.8
and		
ESL 888*	ESL Skills Lab	16.6

Select one Grammar course with a lab

ESL 347*	Advanced Grammar Review	49.8
and		
ESL 999*	ESL Laboratory	16.6
or		
ESL 357*	Grammar Review for College	49.8
and		
ESL 999*	ESL Laboratory	16.6
	Select one Restricted Elective from below	49.8

Total Semester Hours 348

Restricted Electives:

ESL 355*	ESL Reading for College: American Literature	49.8
ESL 358*	Listening and Note taking Skills for College	49.8
ESL 359*	American Language and Culture through Film	49.8

*Course has a prerequisite, corequisite, limitation, or recommended preparation, see course description

Certificates and Degrees

CURRENT
Environmental Studies
Associate Degree Program

Environmental Studies in an interdisciplinary program that provides students with an integrated and critical knowledge of the natural environment and the relationships and interactions humans have with it. The program provides students with the understanding that environmental challenges face every aspect of society, and it provides them with the skills needed to help solve these complex problems through cooperation and negotiation with the different and often competing stakeholders. The program combines classroom, laboratory, and field study instruction giving students a well-rounded preparation in the field of environmental studies.

The curriculum in the Environmental Studies Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment and promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	11
	Total	18

Restricted Electives:

ENV 6*/ECON 6*	Scarcity and Environment	3
ENV 19*/BIO 19*	Marine Biology	4
ENV 23/GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	3
ENV 25	Environmental Hazards to Health	3
ENV 30	Alternative Energy Technologies	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
<i>and</i>		
CWE 180*	Cooperative Work Experience: Environmental Studies	1
ENV 106	Natural Resource Conservation	3
ENV 120/CHEM 120	Chemistry of Everyday Life	4
ENV 123/HORT 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ANTH 2; ARCH 12; BIO 3A*, 3B*; CHEM 1A*, 1B*; CIM 1; CS 1A, 1B or higher programming course; GEOG 1; GEOL 1; HORT 29; PHYS 2A*, 2B*.

REVISED
Environmental Studies
Associate Degree Program

Environmental Studies in an interdisciplinary program that provides students with an integrated and critical knowledge of the natural environment and the relationships and interactions humans have with it. The program provides students with the understanding that environmental challenges face every aspect of society, and it provides them with the skills needed to help solve these complex problems through cooperation and negotiation with the different and often competing stakeholders. The program combines classroom, laboratory, and field study instruction giving students a well-rounded preparation in the field of environmental studies.

The curriculum in the Environmental Studies Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment and promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	11
	Total	18

Restricted Electives:

ENV 6*/ECON 6*	Scarcity and Environment	3
ENV 19*/BIO 19*	Marine Biology	4
ENV 23/GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	3
ENV 25	Environmental Hazards to Health	3
ENV 30	Alternative Energy Technologies	3
ENV 601/37	Environmental Ethics	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
<i>and</i>		
CWE 180*	Cooperative Work Experience: Environmental Studies	1
ENV 106	Natural Resource Conservation	3
ENV 123	Water and Soil Conservation	3
ENV 189	Special Topics	.5-4

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ANTH 2; ARCH 12; BIO 3A*, 3B*; CHEM 1A*, 1B*; CIM 1; CS 1A, 1B or higher programming course; GEOG 1; GEOL 1; HORT 29; PHYS 2A*, 2B*.

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 CURRICULUM YEAR: 2010-2011

CURRENT
Sustainability Studies
Occupational Skills Award

The goal of Sustainability Studies is to create ecologically and socially appropriate solutions to manage our human needs, impacts with the built environment, and the emerging green economy within the capacity of nature without compromising future generations. The goal is to educate students on the importance of sustainability and then train them how to become sustainable not only in their everyday lives, but in their careers as well. Students will be prepared to transfer to sustainability related programs at the university level, be at an advantage for jobs in the coming green economy, be positioned to develop new businesses and other employment opportunities, and become more engaged citizens.

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 6/ECON 6*	Scarcity and Environment	3
ENV 202	Green Living	2
	Select from Restricted Electives	6
Total		14

Restricted Electives:

ENV 30	Alternative Energy Technologies	3
ENV 106	Natural Resource Conservation	3
ENV/HORT123	Water and Soil Conservation	3

REVISED
Sustainability Studies
Occupational Skills Award

The goal of Sustainability Studies is to create ecologically and socially appropriate solutions to manage our human needs, impacts with the built environment, and the emerging green economy within the capacity of nature without compromising future generations. The goal is to educate students on the importance of sustainability and then train them how to become sustainable not only in their everyday lives, but in their careers as well. Students will be prepared to transfer to sustainability related programs at the university level, be at an advantage for jobs in the coming green economy, be positioned to develop new businesses and other employment opportunities, and become more engaged citizens.

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 6/ECON 6*	Scarcity and Environment	3
<i>or</i>		
ENV 601/37	Environmental Ethics	3
ENV 202	Green Living	2
	Select from Restricted Electives	6
Total		14

Restricted Electives:

ENV 30	Alternative Energy Technologies	3
ENV 106	Natural Resource Conservation	3
ENV 123	Water and Soil Conservation	3

CURRENT

**Family and Consumer Sciences
Certificate Program**

The Family and Consumer Sciences program is designed to develop those skills necessary for gainful employment in the field of Home Economics. Combined with courses such as business, journalism, television, or advertising, the Family and Consumer Sciences curriculum can also fulfill the vocational objectives of those who want to use their background in business or communications. Those wishing to transfer to a four-year college and receive a Bachelor's degree in Family and Consumer Sciences/Home Economics should refer to the transfer program in the catalog and in the catalog of the intended college of transfer.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31/BUS 31	Textiles	3
FASH 110*	Contemporary Clothing Construction	3
FCS 115	Consumer Issues	3
FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
ID 110	Fundamentals of Interior Design	3
ID 121*	Space Planning	3
	Select from Restricted Electives	6
	Select from Special Topics	5-3
Total		27.5-30

Restricted Electives:

FASH 112*	Fashion Sewing—Advanced	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FCS 142	Life Management	3
<i>or</i>		
FCS 142 A, B, C	Life Management	1,1,1
FN 64	Nutrition Issues	3
FN 120*	Contemporary Meals	3
FN 160	Nutrition, Weight Management, and Eating Disorders	3
FN 171	Sanitation and Safety	2
FN 210	Servsafe in Food Production	1
ID 122	History of Interior Architecture and Furnishings I	3
ID 125	History of Interior Architecture and Furnishings II	3

Special Topics:

FASH 189/289	Special Topics	.5-3
FCS 189/289	Special Topics	.5-3
FN 189/289	Special Topics	.5-3
ID 189/289	Special Topics	.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: FCS 101; FASH 120*, 130*, 140; FN 140*, 142*, 171.

REVISED

**Family and Consumer Sciences
Certificate Program**

The Family and Consumer Sciences program is designed to develop those skills necessary for gainful employment in the field of Home Economics. Combined with courses such as business, journalism, television, or advertising, the Family and Consumer Sciences curriculum can also fulfill the vocational objectives of those who want to use their background in business or communications. Those wishing to transfer to a four-year college and receive a Bachelor's degree in Family and Consumer Sciences/Home Economics should refer to the transfer program in the catalog and in the catalog of the intended college of transfer.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31/BUS 31	Textiles	3
FASH 110*	Contemporary Clothing Construction	3
FCS 115	Consumer Issues	3
FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
ID 110	Fundamentals of Interior Design	3
ID 121*	Space Planning	3
	Select from Restricted Electives	6
	Select from Special Topics	5-3
Total		27.5-30

Restricted Electives:

FASH 112*	Fashion Sewing—Advanced	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FCS 142	Life Management	3
FN 64	Nutrition Issues	3
FN 120*	Contemporary Meals	3
FN 160	Nutrition, Weight Management, and Eating Disorders	3
FN 171	Sanitation and Safety	2
FN 210	Servsafe in Food Production	1
ID 122	History of Interior Architecture and Furnishings I	3
ID 125	History of Interior Architecture and Furnishings II	3

Special Topics:

FASH 189/289	Special Topics	.5-3
FCS 189/289	Special Topics	.5-3
FN 189/289	Special Topics	.5-3
ID 189/289	Special Topics	.5-3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: FCS 101; FASH 120*, 130*, 140; FN 140*, 142*, 171.

**CURRENT
Fashion Design**

The Fashion Design program prepares students with the necessary skills to obtain positions in the design, apparel manufacturing, tailoring, pattern making, custom dressmaking, and related fields. Students may focus on one of the following certificate programs: Fashion Design and Advanced Fashion Design and Apparel Manufacturing. Many of the clothing courses can be utilized as transfer courses for those pursuing a Bachelor's degree in Family and Consumer Science (Home Economics) with a Clothing and Textiles emphasis. Refer also to Transfer Patterns section of this catalog or of the intended college of transfer.

Fashion Design Certificate Program

This Fashion Design program prepares the student for entry-level positions in the field of Fashion Design. They will be able to design clothing using the three major design procedures: flat pattern-making, draping on a dress form, and designing by sketching.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 124*	Wearable Art	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
or		
FASH 160*†	Fashion Fieldwork	2
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
or		
FASH 204	AIMS Certification	1
Total		34.5-43
Optional Lab/Studio		
FASH 212	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**REVISED
Fashion Design**

The Fashion Design program prepares students with the necessary skills to obtain positions in the design, apparel manufacturing, tailoring, pattern making, custom dressmaking, and related fields. Students may focus on one of the following certificate programs: Fashion Design and Advanced Fashion Design and Apparel Manufacturing. Many of the clothing courses can be utilized as transfer courses for those pursuing a Bachelor's degree in Family and Consumer Science (Home Economics) with a Clothing and Textiles emphasis. Refer also to Transfer Patterns section of this catalog or of the intended college of transfer.

Fashion Design Certificate Program

This Fashion Design program prepares the student for entry-level positions in the field of Fashion Design. They will be able to design clothing using the three major design procedures: flat pattern-making, draping on a dress form, and designing by sketching.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 124*	Wearable Art	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
or		
FASH 204	AIMS Certification	1
Total		34.5-42
Optional Lab/Studio		
FASH 212	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Certificates and Degrees

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 114, 215; BUS 136, 138, 160; FCS 115; FASH 120*, 147, 209*, 221*, 230*, 235*, 236; TA 42.

REVISED

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 114, 215; BUS 136, 138, 160; FCS 115; FASH 120*, 147, 209*, 221*, 230*, 235*, 236; TA 42.

SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011

CURRENT

Advanced Fashion Design and Apparel
Manufacturing Certificate Program

The Advanced Fashion Design and Apparel Manufacturing certificate prepares the Fashion design student to enter the apparel manufacturing field. It explores the fashion industry, studying the many career options available beyond design. It then goes deeply into pattern and clothing manufacturing. The student who completes the Fashion Design program and then completes this advanced program will not only be able to design clothing but will be able to participate in many of the manufacturing processes.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
FASH 113*	Couture Sewing	2
FASH 124*	Wearable Art	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 205*	Corset Construction	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 136*	Apparel Design	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
or		
FASH 160*†	Fashion Fieldwork	2
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 234*	Advanced Pattern and Design Techniques	2
or		
FASH 238*	Advanced Draping and Fashion Design	2
FASH 235*	Designing for the Fashion Industry	2
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
or		
FASH 204	AIMS Certification	1
Total		46.5-53
Optional Lab/Studio		
FASH 212	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

REVISED

Advanced Fashion Design and Apparel
Manufacturing Certificate Program

The Advanced Fashion Design and Apparel Manufacturing certificate prepares the Fashion design student to enter the apparel manufacturing field. It explores the fashion industry, studying the many career options available beyond design. It then goes deeply into pattern and clothing manufacturing. The student who completes the Fashion Design program and then completes this advanced program will not only be able to design clothing but will be able to participate in many of the manufacturing processes.

Course ID	Title	Units
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 111*	Fashion Sewing—Intermediate	3
FASH 112*	Fashion Sewing—Advanced	3
or		
FASH 211*	Advanced Dressmaking & Custom Sewing	3
or		
FASH 120	Tailoring	3
FASH 113*	Couture Sewing	2
FASH 124*	Wearable Art	3
or		
FASH 240	Dye Processes on Fabrics	3
or		
FASH 205*	Corset Construction	3
FASH 130*	Flat Pattern Design	4
FASH 132*	Draping Fashion Designs	3
FASH 136*	Apparel Design	3
or		
FASH 605	Designing for a Cause and Sustainable Fashion	3
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 145*/BUS 145*	Internship	1
and		
CWE 180*†	Cooperative Work Experience: Fashion	1
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 189/289	Special Topics: Fashion	.5-3
or		
FASH 254	Fashion in Southern California	1
FASH 234*	Advanced Pattern and Design Techniques	2
or		
FASH 238*	Advanced Draping and Fashion Design	2
FASH 235*	Designing for the Fashion Industry	2
FASH 260*	Computer Applications in Fashion	2
or		
GD 149*	Digital Illustration	3
or		
FASH 204	AIMS Certification	1
Total		46.5-52
Optional Lab/Studio		
FASH 212	Construction Lab	1
FASH 213*	Designer's Lab	1
FASH 214*	Couture Lab	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

Certificates and Degrees

CURRENT

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 114, 215; ART 42*; CIM 1A; FASH 120*, 143, 147, 209*, 221*; GC 101, TA 42.

REVISED

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 114, 215; ART 42*; CIM 1A; FASH 120*, 143, 147, 209*, 221*; GC 101, TA 42.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

**Basic Costume Construction and Sourcing
Occupational Skills Award**

The Basic Costume Construction and Sourcing Occupational Skills Award prepares the student with the basic skills necessary to source and construct costumes for a costume designer working in the areas of: film, television, dance, theater/opera, theme parks, special events, cultural/ethnic costumes, costume shops, e-commerce, uniform/sports, and advertisement/promotion. Course work covers material sourcing, costume, and underpinning construction for different audiences, costume history, textiles and dyeing, draping, pattern making, drafting, and an internship in the field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31	Textiles	3
FASH 111*	Intermediate Sewing	3
FASH 132*	Draping Fashion Design	3
FASH 144	Fashion Trends	3
<i>or</i>		
TA 42	Costume Design	3
FASH 205*	Corset Construction	3
<i>or</i>		
FASH 240	Dye Processes on Fabrics	3
FASH 145*	Internship	1
CWE 180*	Cooperative Work Experience: Fashion	1
Total		17

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED

**Basic Costume Construction and Sourcing
Occupational Skills Award**

The Basic Costume Construction and Sourcing Occupational Skills Award prepares the student with the basic skills necessary to source and construct costumes for a costume designer working in the areas of: film, television, dance, theater/opera, theme parks, special events, cultural/ethnic costumes, costume shops, e-commerce, uniform/sports, and advertisement/promotion. Course work covers material sourcing, costume, and underpinning construction for different audiences, costume history, textiles and dyeing, draping, pattern making, drafting, and an internship in the field.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31	Textiles	3
FASH 111*	Intermediate Sewing	3
<i>or</i>		
FASH 221	Contemporary Tailoring	2
<i>or</i>		
FASH 600	Designing/Constructing Knitwear, Activewear, Swimwear	3
FASH 132*	Draping Fashion Design	3
FASH 144	Fashion Trends	3
<i>or</i>		
TA 42	Costume Design	3
FASH 205*	Corset Construction	3
<i>or</i>		
FASH 240	Dye Processes on Fabrics	3
<i>or</i>		
FASH 608	Sewing Vintage Fashion	3
FASH 145*	Internship	1
CWE 180*	Cooperative Work Experience: Fashion	1
Total		17

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

NEW
**Sustainable Fashion and Social
 Entrepreneurship**

The Sustainable Fashion and Social Entrepreneurship Occupational Skills Award prepares the student with basic skills necessary to develop, design, source, and manufacture a socially and environmentally friendly line of clothing or accessories. Course work covers developing a line and designing for a cause, ethics of fashion, sourcing and manufacturing in an eco friendly way and marketing your line. Students will complete an internship and tour other eco friendly fashion industry leaders.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31	Textiles	3
FASH 130	Flat Pattern Design	4
or		
FASH 132	Draping Fashion Designs	3
FASH 136	Apparel Design	3
or		
FASH 605	Designing for a Cause and Sustainable Fashion	3
or		
FASH 235	Designing for the Fashion Industry	2
FASH 145	Internship	1
and		
CWE 180	Cooperative Work Experience: Fashion	1
FASH 240	Dye Processes on Fabrics	3
FASH 606	Eco Friendly Fashion	1
FASH 247	Special Events Participation	1
or		
FASH 254	Fashion in Southern California	1
	Total	15-17

Certificates and Degrees

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Fashion Merchandising**

The Fashion Merchandising program is designed to prepare professionally-trained individuals for the fashion industry. The program places emphasis on developing the fashion sense and the unique creativity of each student. The curriculum offers a comprehensive analysis of such subject areas as the manufacture, distribution, buying, and merchandising of fashion apparel.

The Fashion Merchandising program includes two certificates: Fashion Merchandising and Visual Fashion Merchandising.

**Visual Fashion Merchandising
Certificate Program**

The Visual Fashion Merchandising program explores interior and exterior displays with an emphasis on presentation of the products and on lighting and window design. Techniques and utilization of specialized materials in a diverse range of retail options are examined, as are the development of major presentations and overall store design.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143/BUS 143	Fashion Buying and Merchandising	3
FASH 144	Fashion Trends	3
FASH 147/BUS 147	Special Events Coordination and Promotion	3
FASH 148/BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
CWE 180*†	Cooperative Work Experience: Fashion	1
	Select one course from each Group	<u>6-10</u>
	Total	31-37

Group 1

ART 42*	Color Theory and Practice	3
ART 100	Art Gallery/Display and Exhibition	3
ID 114	Applied Color and Design Theory for Interior Design	4

Group 2

GD 144/ART 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
FASH 204	AIMS Certification	1

Group 3

FASH 145*/BUS 145*	Internship	1
<i>or</i>		
FASH 160*†	Fashion Fieldwork	2
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Fashion	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**REVISED
Fashion Merchandising**

The Fashion Merchandising program is designed to prepare professionally-trained individuals for the fashion industry. The program places emphasis on developing the fashion sense and the unique creativity of each student. The curriculum offers a comprehensive analysis of such subject areas as the manufacture, distribution, buying, and merchandising of fashion apparel.

The Fashion Merchandising program includes two certificates: Fashion Merchandising and Visual Fashion Merchandising.

**Visual Fashion Merchandising
Certificate Program**

The Visual Fashion Merchandising program explores interior and exterior displays with an emphasis on presentation of the products and on lighting and window design. Techniques and utilization of specialized materials in a diverse range of retail options are examined, as are the development of major presentations and overall store design.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FASH 31/BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143/BUS 143	Fashion Buying and Merchandising	3
FASH 144	Fashion Trends	3
FASH 147/BUS 147	Special Events Coordination and Promotion	3
FASH 148/BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
CWE 180*†	Cooperative Work Experience: Fashion	1
	Select one course from each Group	<u>6-10</u>
	Total	31-37

Group 1

ART 42*	Color Theory and Practice	3
ART 100	Art Gallery/Display and Exhibition	3
ID 114	Applied Color and Design Theory for Interior Design	4

Group 2

GD 144/ART 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
FASH 204	AIMS Certification	1

Group 3

FASH 145*/BUS 145*	Internship	1
<i>and</i>		
CWE 180*†	Cooperative Work Experience: Fashion	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

Associate in Arts

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ART 20, 40, 41*, 42*, 50*, 80; BUS 138/CA138; FASH 110*, 154, 160, 254; GC 101, GD 141/ART 141, 144; ID 110, 112, 121, 127, TA 44*.

REVISED

Associate in Arts

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ART 20, 40, 41*, 42*, 50*, 80; BUS 138/CA138; FASH 110*, 154, 160, 254; GC 101, GD 141/ART 141, 144; ID 110, 112, 121, 127, TA 44*.

CURRENT

REVISED

Gerontology Certificate Program

one year inactive status

The Gerontology Certificate program is comprehensive in scope. It is designed to meet the needs of career-oriented students who wish career preparation at the Certificate/Associate-degree level.

Course ID	Title	Units
GERO 101	Fundamentals of Aging	1.5
GERO 110	Psychology of Aging	1.5
GERO 115	Sociology of Aging	1.5
GERO 120	Physiology of Aging	1.5
GERO 145	Activity Leadership	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3
HS 120	Human Development in the Social Environment	3
HS 140	Applied Group Leadership and Group Process	3
or		
HS 174	Intervention and Referral Techniques	3
HS 150*	Field Instruction and Seminar II	3
HSC 222	Basic Life Support/CPR for Health Care Providers	7.5
Total		24.75

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Certificates and Degrees

CURRENT Graphics

The Graphics program is designed to prepare students for certificates in the Computer Graphics, Graphic Communications, Graphic Design, and Illustration fields. Training is provided in both theory and practical skills. Directed skill development is stressed in the following areas of study: Computer Graphics (computer art and layout), Graphic Communications (printing), Graphic Design (design and art production), and Illustration/Animation (advertising and editorial art).

This program will provide students with the opportunity to acquire knowledge and skills that are required for employment, Associate degree, or transfer in the related areas of design, illustration, printing, and computer graphics.

Computer Graphics Certificate Program

This program is designed to prepare students for employment in computer graphics fields. Training is provided in both theory and practical skills. This program relies on the student's basic understanding of Graphic Design and/or Graphic Communications principles as they relate to industry standards. Students are encouraged to adhere to electives noted for a rounded educational experience. Some of the careers that are found within the computer graphics field are: Computer Graphics Artist, Desktop Publisher, Pre-Press Technician, Computer Animator, and Multimedia Producer.

Course ID	Title	Units
GD 144/ART 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 148*	Digital Graphic Design	3
GD 149*	Digital Illustration	3
GD 150*	Digital Animation	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
Total		21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: GC 101, ART 140/GD 140, 141, 145, 163.

REVISED Graphics

The Graphics program is designed to prepare students for certificates in the Computer Graphics, Graphic Communications, Graphic Design, and Illustration fields. Training is provided in both theory and practical skills. Directed skill development is stressed in the following areas of study: Computer Graphics (computer art and layout), Graphic Communications (printing), Graphic Design (design and art production), and Illustration/Animation (advertising and editorial art).

This program will provide students with the opportunity to acquire knowledge and skills that are required for employment, Associate degree, or transfer in the related areas of design, illustration, printing, and computer graphics.

Computer Graphics Certificate Program

This program is designed to prepare students for employment in computer graphics fields. Training is provided in both theory and practical skills. This program relies on the student's basic understanding of Graphic Design and/or Graphic Communications principles as they relate to industry standards. Students are encouraged to adhere to electives noted for a rounded educational experience. Some of the careers that are found within the computer graphics field are: Computer Graphics Artist, Desktop Publisher, Pre-Press Technician, Computer Animator, and Multimedia Producer.

Course ID	Title	Units
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 148*	Digital Graphic Design	3
GD 149*	Digital Illustration	3
GD 150*	Digital Animation	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
Total		21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: GC 101, ART 140/GD 140, 141, 145, 163.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Graphic Communications
Certificate Program**

This program prepares students for careers typically found in the graphic communications field, such as Printshop Manager, Press Operator, Silkscreen Production Technician, Camera Operator, Dark-room Technician, Color Separator, Camera Stripper, and Computer Pre-Press/Desktop Publisher.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GC 63/ART 63	Introduction to Screen Printing	3
GC 101	Introduction to Graphic Communications	3
GC 195*	Graphics Studio	3
GD 144/ART 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
GC 210	Letterpress	3
	Total	24

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: GD 140/ART 140, 141, 142, 144.

**REVISED
Graphic Communications
Certificate Program**

This program prepares students for careers typically found in the graphic communications field, such as Printshop Manager, Press Operator, Silkscreen Production Technician, Camera Operator, Dark-room Technician, Color Separator, Camera Stripper, and Computer Pre-Press/Desktop Publisher.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GC 63/ART 63	Introduction to Screen Printing	3
GC 101	Introduction to Graphic Communications	3
GC 195*	Graphics Studio	3
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
GC 210	Letterpress	3
	Total	24

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: GD 140/ART 140, 141, 142, 144.

CURRENT

Graphic Design Certificate Program

This program option prepares students for careers typically found in the graphic design field, such as Art Director, Graphic Designer, Production Artist, Illustrator, Computer Graphics Designer, Package Designer, Product Designer, Airbrush Artist, and Lettering/Calligraphy Artist.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GD 140/ART 140	Beginning Graphic Design	3
GD 142/ART 142	Package Design	3
GD 145/ART 145	Graphic Illustration	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
GD 154*	Digital Pre-Press	3
GD 200	Photoshop Skills for Graphic Designers	3
GD 240/ART 240	Intermediate Graphic Design	3
CWE 180*	Cooperative Work Experience: Graphics	1
Total		25

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ART 40, 41, 80, 85; GC 101.

REVISED

Graphic Design Certificate Program

This program option prepares students for careers typically found in the graphic design field, such as Art Director, Graphic Designer, Production Artist, Illustrator, Computer Graphics Designer, Package Designer, Product Designer, Airbrush Artist, and Lettering/Calligraphy Artist.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GD 140/ART 140	Beginning Graphic Design	3
GD 142/ART 142	Package Design	3
GD 144	Typography	3
GD 145/ART 145	Graphic Illustration	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
GD 154*	Digital Pre-Press	3
GD 200	Photoshop Skills for Graphic Designers	3
GD 240/ART 240	Intermediate Graphic Design	3
CWE 180*	Cooperative Work Experience: Graphics	1
Total		28

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ART 40, 41, 80, 85; GC 101.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

Illustration/Animation Certificate Program

This program prepares students for careers in animation and in editorial illustration such as magazine, book illustration, medical illustration, and marine illustration or in advertising illustration such as product illustration, poster art, tee-shirt, and decal art.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GD 141/ART 141	Graphic Rendering Techniques	3
GD 144/ART 144	Typography	3
GD 145/ART 145	Graphic Illustration	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
GD 150*	Digital Animation	3
GD 241	Airbrush Techniques	3
Total		21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ART 40, 80, 85*.

REVISED

Illustration/Animation Certificate Program

This program prepares students for careers in animation and in editorial illustration such as magazine, book illustration, medical illustration, and marine illustration or in advertising illustration such as product illustration, poster art, tee-shirt, and decal art.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GD 141/ART 141	Graphic Rendering Techniques	3
GD 144/ART 144	Typography	3
GD 145/ART 145	Graphic Illustration	3
GD 147	Introduction to Computer Graphics	3
GD 149*	Digital Illustration	3
GD 150*	Digital Animation	3
Total		18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ART 40, 80, 85*.

CURRENT

Horticulture Certificate Program

The Horticulture program is soundly based on horticultural technology and prepares students for careers related to production and care of plants, trees, and shrubs commonly used in landscape design, retail and wholesale nurseries, and park departments. The certificate offered within the Horticulture program is outlined below.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 10	Plant Materials: Herbaceous Plants	3
HORT 11	Plant Materials: Trees and Shrubs	3
HORT 112	Plant Propagation	3
HORT 113	Soils and Fertilizers	3
HORT 116	Irrigation Systems	3
	Select one course from each Group	<u>7-11</u>
Total		22-26
Group I:		
HORT 20	Introduction to Horticulture Science	4
HORT 115	History of Landscape Design	3
Group II:		
HORT 7	Introduction to Landscape Design	3
HORT 120	Integrated Pest Management	4
Group III:		
CWE 180*	Cooperative Work Experience: Horticulture	1
HORT 29	Ornamental Native Plants	3
HORT 160	Native Ornamental Plants/Morro Bay	1
HORT 161	Horticulture Field Studies: Grand Canyon and Adjacent Areas	1.5
HORT 162	Horticulture Field Studies: Yosemite National Park	1.5
HORT 163	Horticulture Field Studies: Sequoia National Park	1.5
HORT 164	Horticulture Field Studies: Zion National Park	1.5
HORT 165	Horticulture Field Studies: National Parks of the Southwest	2.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 180* should be taken after completing at least 9 units of the Horticulture Certificate.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 1, 120, 137; CIM 1A; HORT 208, 209; SPAN 1*.

REVISED

Horticulture Certificate Program

The Horticulture program is soundly based on horticultural technology and prepares students for careers related to production and care of plants, trees, and shrubs commonly used in landscape design, retail and wholesale nurseries, and park departments. The certificate offered within the Horticulture program is outlined below.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 10	Plant Materials: Herbaceous Plants	3
HORT 11	Plant Materials: Trees and Shrubs	3
HORT 112	Plant Propagation	3
HORT 113	Soils and Fertilizers	3
HORT 116	Irrigation Systems	3
	Select one course from each Group	<u>7-11</u>
Total		22-26

Group I:		
HORT 20	Introduction to Horticulture Science	4
HORT 115	History of Landscape Design	3

Group II:		
HORT 7	Introduction to Landscape Design	3
HORT 120	Integrated Pest Management	4

Group III:		
CWE 180*	Cooperative Work Experience: Horticulture	1
HORT 29	Ornamental Native Plants	1.5
HORT 162	Horticulture Field Studies: Yosemite National Park	1.5
HORT 164	Horticulture Field Studies: Zion National Park	1.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†CWE 180* should be taken after completing at least 9 units of the Horticulture Certificate.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BUS 1, 120, 137; CIM 1A; HORT 208, 209; SPAN 1*.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Plant Identification
Occupational Skills Award**

Plant Identification encourages students to master skills required to identify all of the important annuals, groundcovers, vines, trees, shrubs, and native plants used in Southern California landscapes. Award holders will be able to make recommendations for the incorporation of these species into the landscape based on flower color, time of flowering, height, spread, fruit production, and known problems.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 10	Plant Materials—Herbaceous Plants	3
HORT 11	Plant Materials—Trees and Shrubs	3
HORT 29	Ornamental Native Plants	3
Total		9

**REVISED
Plant Identification
Occupational Skills Award**

Plant Identification encourages students to master skills required to identify all of the important annuals, groundcovers, vines, trees, shrubs, and native plants used in Southern California landscapes. Award holders will be able to make recommendations for the incorporation of these species into the landscape based on flower color, time of flowering, height, spread, fruit production, and known problems.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HORT 10	Plant Materials—Herbaceous Plants	3
HORT 11	Plant Materials—Trees and Shrubs	3
HORT 29	Ornamental Native Plants	1.5
Total		7.5

CURRENT
Human Development
Associate Degree Program

The curriculum in the Human Development Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

Course ID	Title	Units
ANTH 2	Cultural Anthropology	3
CD 7*/PSYC 7*	Child Growth and Development	3
CD 15*/SOC 15*	Child, Family, and Community	3
MATH 10*	Introduction to Statistics	3
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
Total		18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BIO 20; CD 120*, 121.

REVISED
Human Development
Associate Degree Program

The curriculum in the Human Development Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

Course ID	Title	Units
ANTH 2	Cultural Anthropology	3
MATH 10*	Introduction to Statistics	3
PSYC 1	Introduction to Psychology	3
PSYC 7*	Developmental Psychology: Childhood through Adolescence	3
SOC 1	Introduction to Sociology	3
SOC 15*	Socialization of the Child	3
Total		18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BIO 20; CD 120*, 121.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Human Services**

Human Services department offers the following programs of study for people who want to work with people. The curricula are courses of study designed to meet the needs of career-oriented students who wish career preparation at the Associate degree or vocational certificate levels. They will also serve as an introduction to social work, social welfare, criminal justice, counseling, and other helping professions for students planning advanced degrees in these fields.

~~The Human Services department offers the seven programs listed below as well as a Gerontology certificate program.~~

**Alcohol and Drug Studies
Certificate Program**

The Alcohol and Drug Studies program integrates theory and practical experience in developing skills necessary to work with the alcohol and drug abuse population, as well as with families and employers of chemically dependent persons. This program option combines the Human Services behavioral core, skills training, and experiential learning in the field work settings.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 171	Substance Abuse: Intervention, Treatment, and Recovery	3
HS 172*	Physiological Effects and Pharmacology of Alcohol and Drugs	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
	Select from Restricted Electives	6
	Total	37

Restricted Electives:

HS 131	Multicultural and Diverse Populations in the United States	3
HS 176*	Co-occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 182*	Substance Abuse Treatment in Children and Adolescence	3
HS 285	Ethical Issues/Clients' Rights	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**REVISED
Human Services**

Human Services department offers the following programs of study for people who want to work with people. The curricula are courses of study designed to meet the needs of career-oriented students who wish career preparation at the Associate degree or vocational certificate levels. They will also serve as an introduction to social work, social welfare, criminal justice, counseling, mental health, and other helping professions for students planning advanced degrees in these fields.

The Human Services department offers the four programs listed below.

**Alcohol and Drug Studies
Certificate Program**

The Alcohol and Drug Studies program integrates theory and practical experience in developing skills necessary to work with the alcohol and drug abuse population, as well as with families and employers of chemically dependent persons. This program option combines the Human Services behavioral core, skills training, and experiential learning in the field work settings.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 171	Substance Abuse: Intervention, Treatment, and Recovery	3
HS 172*	Physiological Effects and Pharmacology of Alcohol and Drugs	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
	Select from Restricted Electives	6
	Total	37

Restricted Electives:

HS 131	Multicultural and Diverse Populations in the United States	3
HS 176*	Co-occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 182*	Substance Abuse Treatment in Children and Adolescence	3
HS 285	Ethical Issues/Clients' Rights	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Certificates and Degrees

CURRENT
Corrections and Criminal Justice
Certificate Program

The program in Corrections and Criminal Justice provides the student with an introduction to the Human Services behavioral core and skills with a specialized area of study in criminal justice. Students completing the program may find employment in probation, juvenile counseling settings, California Youth Authority, and half-way houses.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HS 37	Introduction to Criminology	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 120	Human Development in the Social Environment	3
HS 128	Community-Based Corrections	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
	Select from Restricted Electives	3
	Total	31

Restricted Electives:

HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 285	Ethical Issues/Clients' Rights	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

REVISED
Corrections and Criminal Justice
Certificate Program

The program in Corrections and Criminal Justice provides the student with an introduction to the Human Services behavioral core and skills with a specialized area of study in criminal justice. Students completing the program may find employment in probation, juvenile counseling settings, California Youth Authority, and half-way houses.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HS 37	Introduction to Criminology	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 120	Human Development in the Social Environment	3
HS 128	Community-Based Corrections	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
	Select from Restricted Electives	3
	Total	31

Restricted Electives:

HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 285	Ethical Issues/Clients' Rights	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

CURRENT

REVISED

Eating Disorders Certificate Program

PROGRAM DELETED

The Eating Disorders program is a unique and innovative program that provides students with a comprehensive background of knowledge and skills in preparing persons to work in this field.

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
or		
FN 160	Nutrition, Weight Management, and Eating Disorders	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 181	Introduction to Eating Disorders	3
HS 184*	Medical Aspects of Eating Disorders	3
HS 185*	Background and Treatment of Eating Disorders	3
HS 285	Ethical Issues/ Clients' Rights	3
Total		37

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Certificates and Degrees

CURRENT

REVISED

Family Services Certificate Program

PROGRAM DELETED

This program seeks to address a growing number of individual and family needs that are an outgrowth of changing family patterns. Parenting skills, single-parent education, methods of coping with stress and chemical abuse, effective budget management, general communication skills, etc., are just a few of the challenges and skills needed for effective family living in the 21st century. This program can meet the challenge by providing training for human services workers who will work in schools, community agencies, rehabilitation centers, and halfway houses and as support persons to law enforcement and other community agencies.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 150*	Field Instruction and Seminar II	3.5
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 182*	Substance Abuse Treatment in Children and Adolescence	3
HS 285	Ethical Issues and Clients' Rights	3
Total		28

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Human Services Generalist
Certificate Program**

The Human Services Generalist program is designed to provide persons with both a historical and a current perspective of the basic issues within the human services field. It will introduce students to the growing career options within the field, provide an opportunity to explore several of the program options, and generally provide the kind of information that will enable students to make informed decisions in regard to career directions.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Population in the United States	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 175	Substance Abuse Education, Prevention, and Intervention	3
HS 177	Family Dynamics of Addiction and Abuse Select from Restricted Electives	3 3
Total		28

Restricted Electives:

APSY 150, 160; HS 170, 171, 172, 174, 176; PSYC 106*; SOC 1, 2, 10, 20; WS 100, 135.

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**REVISED
Human Services Generalist
Certificate Program**

The Human Services Generalist program is designed to provide persons with both a historical and a current perspective of the basic issues within the human services field. It will introduce students to the growing career options within the field, provide an opportunity to explore several of the program options, and generally provide the kind of information that will enable students to make informed decisions in regard to career directions.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Population in the United States	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 175	Substance Abuse Education, Prevention, and Intervention	3
HS 177	Family Dynamics of Addiction and Abuse Select from Restricted Electives	3 3
Total		28

Restricted Electives:

APSY 150, 160; HS 170, 171, 172, 174, 176; PSYC 106*; SOC 1, 2, 10, 20; WS 100, 135.

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

CURRENT

REVISED

**Mentor and Prevention-
Assistance Specialist Certificate Program**

PROGRAM DELETED

This certificate program is designed to provide the knowledge and skills for persons who desire to work as mentor coordinators, mentor volunteers, or prevention specialists. Those who complete this program may work or volunteer in K-12 schools, alternative schools, court mentor mediators, probation or other correctional facilities, and for cities or other community agencies.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
APSY 150	Helping Relationships	3
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Population in the United States	3
<i>or</i>		
HS 176*	Co-occurring Disorders	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 175	Substance Abuse Education, Prevention, and Intervention	3
<i>or</i>		
HS 182*	Substance Abuse Treatment in Children and Adolescence	3
Total		28

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Mental Health
Certificate Program**

The Human Service department has designed the Mental Health Worker program to educate students to understand cultural competency, skills needed for clients and family members to enter the public mental health labor force, benefits acquisitions, the recovery model, co-occurring disorders and integrated services, early identification of mental illness and evidence-based practices.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 120	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Populations in the United States	3
HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 176*	Co-occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 285	Ethical Issues/Clients' Rights	3
HS 220*	Benefits and Entitlement	3
CWE 180*	Cooperative Work Experience: Mental Health	1.5
Total		28.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualify the student for an Associate in Science degree. A minimum of 12 units must be taken at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**REVISED
Mental Health
Certificate Program**

The Human Service department has designed the Mental Health Worker program to educate students to understand cultural competency, skills needed for clients and family members to enter the public mental health labor force, benefits acquisitions, the recovery model, co-occurring disorders and integrated services, early identification of mental illness and evidence-based practices.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 120	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Populations in the United States	3
HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 176*	Co-occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 285	Ethical Issues/Clients' Rights	3
HS 220*	Benefits and Entitlement	3
CWE 180*†	Cooperative Work Experience: Mental Health	2
Total		29

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualify the student for an Associate in Science degree. A minimum of 12 units must be taken at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Certificates and Degrees

CURRENT
**Victim Services/Domestic Violence-
 Certificate Program**

REVISED

PROGRAM DELETED

This program introduces students to the subject of victimization and its implications within various population groups in society. The program is designed to prepare students to work in a variety of settings dealing with victims and their families.

Course ID	Title	Units
HS 100	Human Services in a Changing Society	3
HS 110*	Field Instruction and Seminar I	3.5
HS 119	Introduction to the Criminal Justice System	3
HS 120	Human Development in the Social Environment	3
<i>or</i>		
HS 177	Family Dynamics of Addiction and Abuse	3
HS 128	Community-Based Corrections	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 285	Ethical Issues/Clients' Rights	3
	Select from Restricted Elective	3
Total		28

Restricted Electives:

HS 131	Multicultural and Diverse Population in the United States	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 176*	Co-occurring Disorders	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Humanities
Associate Degree Program**

The curriculum in the Humanities Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering majors in the humanities such as language, history, literature or philosophy, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment.

A minimum of 18 units from the following:

Course ID	Title	Units
International Language level 3 or 4		5
HIST 4	World History to 1750	3
HIST 5	World History from 1750	3
HUM 1*	Introduction to Humanities	3
HUM 3*	The Culture of Medieval and Renaissance Europe	3
HUM 10A*	Culture, Science, and Society I	3
HUM 10B*	Culture, Science, and Society II	3
HUM 21*/IDS 1*	The Search for Meaning: Ideas of Self Across Cultures	3
HUM 22*/IDS 2*	Gods, Clocks, and Visions	3
HUM 25*/IDS 5*	Planet Earth: Contemporary Issues and Controversies	3
PHIL 1*	Introduction to Philosophy	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**REVISED
Humanities
Associate Degree Program**

The curriculum in the Humanities Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering majors in the humanities such as language, history, literature or philosophy, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment.

A minimum of 18 units from the following:

Course ID	Title	Units
International Language level 3 or 4		5
HIST 4	World History to 1750	3
HIST 5	World History from 1750	3
HUM 1*	Introduction to Humanities	3
HUM 2	Origins of Western Culture in Literature	3
HUM 3*	The Culture of Medieval and Renaissance Europe	3
HUM 10A*	Culture, Science, and Society I	3
HUM 10B*	Culture, Science, and Society II	3
HUM 21*	The Search for Meaning: Ideas of Self Across Cultures	3
HUM 22*	Gods, Clocks, and Visions	3
HUM 25*	Planet Earth: Contemporary Issues and Controversies	3
PHIL 1*	Introduction to Philosophy	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Certificates and Degrees

CURRENT
Interior Design

Saddleback College offers an interdisciplinary Interior Design curriculum partnership in conjunction with two other Southern California community colleges: Fullerton College and Orange Coast College. This regional program provides multi-level, accredited courses that prepare students with the competencies required to enter the Interior Design profession.

Level I - Interiors Merchandising Certificate Program

The Interiors Merchandising level provides the student with a short-term certificate program leading to employment in merchandising or sales.

Course ID	Title	Units
BUS 137	Professional Selling Fundamentals	3
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	2
ID 112	Beginning Drafting for Interiors	3
ID 113	Interior Design Careers	2
ID 114	Applied Color and Design Theory for Interior Design	4
ID 115*	Computer-Aided Design/Drafting for Interior Design	3
ID 116	Interior Materials and Products	4
Total		24

Associate Degree will be awarded for Level III only.

Level II - Interior Design Assistant Certificate Program

The Interior Design Assistant level meets the standards that can lead to a minimum preparation for design certification and employment as a design assistant.

Course ID	Title	Units
Level I Courses		24
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 123*	Interior Design Illustration	2
ID 125	History of Interior Architecture and Furnishings II	3
ID 126*	Interior Design Studio II	2
ID 127*	Fundamentals of Lighting	3
ID 128*	Business and Professional Practice for Interior Design	3
ID 129*	Interior Design Internship	1
<i>and</i>		
CWE 180*	Cooperative Work Experience: Interior Design	1
Total		49

Associate Degree will be awarded for Level III only.

REVISED
Interior Design

Saddleback College offers an interdisciplinary Interior Design curriculum providing multi-level, accredited courses that prepare students with the competencies required to enter the Interior Design profession. The Associate degree will be awarded after completion of Level III.

Level I - Interiors Merchandising Certificate Program

The Interiors Merchandising level provides the student with a short-term certificate program leading to employment in merchandising or sales.

Course ID	Title	Units
BUS 137	Professional Selling Fundamentals	3
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
ID 113	Interior Design Careers	2
ID 114	Applied Color and Design Theory for Interior Design	4
ID 115*	Computer-Aided Design/Drafting for Interior Design	3
ID 116	Interior Materials and Products	3
Total		24

Associate Degree will be awarded for Level III only.

Level II - Interior Design Assistant Certificate Program

The Interior Design Assistant level meets the standards that can lead to a minimum preparation for design certification and employment as a design assistant.

Course ID	Title	Units
Level I Courses		24
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 123*	Interior Design Illustration	3
ID 125	History of Interior Architecture and Furnishings II	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
ID 128*	Business and Professional Practice for Interior Design	3
ID 129*	Interior Design Internship	1
<i>and</i>		
CWE 180*	Cooperative Work Experience: Interior Design	1
Total		51

Associate Degree will be awarded for Level III only.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

**Level III - Interior Design Professional
Certificate Program**

The Interior Design Professional level meets the educational standards leading to employment and certification as a professional interior designer.

Course ID	Title	Units
Level I and II Courses		49
BUS 160	Small Business Management	3
ID 133*	Rendering and Rapid Visualization for Interior Design	2
ID 210*	Interior Design Studio III	2
ID 211	Codes and Specifications for Interior Design	2
ID 212*	Advanced Computer-Aided Design/Drafting for Interior Design	3
ID 213*	Interior Design Studio IV	2
Total		63

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED

**Level III - Interior Design Professional
Certificate Program**

The Interior Design Professional level meets the educational standards leading to employment and certification as a professional interior designer.

Course ID	Title	Units
Level I and II Courses		51
ID 133*	Rendering and Rapid Visualization for Interior Design	3
ID 211	Codes and Specifications for Interior Design	3
ID 212*	Advanced Computer-Aided Design/Drafting for Interior Design	3
	Restricted Electives	6
Total		66
Restricted Electives:		
ID 210*	Hospitality Design	3
ID 213*	Health Care Design	3
ID 601/214	Bath Design	3
ID 600/215	Kitchen Design	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Completion of Level III as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Completion of Level III as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

CURRENT
Journalism Certificate Program

The curriculum in the Journalism Certificate provides the range of skills necessary for work in editorial departments of newspapers, magazines, industrial in-house publications, and public relations programs in business and government.

This program provides background and experience needed by persons who may be employed as editors, staff writers, editorial and staff reporters, and photographers.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
JRN 1/CA 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 105	Feature Writing	3
JRN 120*†	Newspaper Publication	4-4
JRN 125*†	Magazine Journalism	3-3
Total		23

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken twice.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: CIM 228A, 228B; PHOT 50, 55.

REVISED
Journalism Certificate Program

The curriculum in the Journalism Certificate provides the range of skills necessary for work in editorial departments of newspapers, magazines, industrial in-house publications, and public relations programs in business and government.

This program provides background and experience needed by persons who may be employed as editors, staff writers, editorial and staff reporters, and photographers.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
JRN 1/CTVR 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 105	Feature Writing	3
JRN 120*†	Newspaper Publication	4-4
JRN 125*†	Magazine Journalism	3-3
Total		23

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Must be taken twice.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: CIM 228A, 228B; PHOT 50, 55.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Kinesiology
Associate Degree Program**

The curriculum in the Kinesiology Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HLTH 1	Contemporary Health Issues	
<i>or</i>		3
HLTH 3	Women's Health Issues	
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
KNES 51	Introduction to Kinesiology and Athletics	3
KNES 52	Fundamentals of Human Movement	3
	<i>and</i>	
	A minimum of 3 units in Training and Theory selected from the following: KNES 53, 54*, 105	3
	<i>and</i>	
	A minimum of 6 units in Kinesiology activity skills courses from at least 4 of the following areas:	
	(1) Fitness	
	(2) Individual Sports	
	(3) Aquatics	
	(4) Dance,	
	(5) Team Sports	
	(6) Combative Skills	
	NOTE: Intercollegiate Athletics may be applied in appropriate areas.	6
	Total	19.5

Associate Degree

Associate in Arts Degree

Complete units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BIO 11*, 20; KNES 107; PSYC 1; SP 1 or 5.

**REVISED
Kinesiology
Associate Degree Program**

The curriculum in the Kinesiology Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HLTH 1	Contemporary Health Issues	
<i>or</i>		3
HLTH 3	Women's Health Issues	
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
KNES 51	Introduction to Kinesiology and Athletics	3
KNES 52	Fundamentals of Human Movement	3
	<i>and</i>	
	A minimum of 3 units in Training and Theory selected from the following: KNES 53, 54*, 105	3
	<i>and</i>	
	A minimum of 6 units in Kinesiology activity skills courses from at least 4 of the following areas:	
	(1) Fitness	
	(2) Individual Sports	
	(3) Aquatics	
	(4) Dance,	
	(5) Team Sports	
	(6) Combative Skills	
	NOTE: Intercollegiate Athletics may be applied in appropriate areas.	6
	Total	19.5

Associate Degree

Associate in Arts Degree

Complete units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: BIO 11*, 20; KNES 107; PSYC 1; SP 1 or 5.

Certificates and Degrees

NEW

Athletic Training Occupational Skills Award

The Athletic Training program prepares the student for careers in Athletic Training and Physical Therapy for skills necessary for entry level positions in Physical Therapy Clinic or acceptance to an Athletic Training program at a four-year college or university.

<u>Course ID</u>	<u>Title</u>	<u>Units</u>
BIO 11	Human Anatomy	4
BIO 20	Introduction to Biology	4
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
KNES 52	Fundamentals of Human Movement	3
KNES 53	Prevention and Care of Athletic Injuries	3
KNES 56	Athletic Training Fieldwork	2
	Total	17.5

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

NEW

Coaching

Occupational Skills Award

This program is designed to prepare students for gaining employment in coaching in a scholastic setting or Sports management in youth sports at community centers, after school programs, and/or city and state sports activities. The students will gain a variety of experiences, skills and knowledge that will cover a multitude of sports.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
FN 164	Sports Nutrition	2
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
KNES 51	Introduction to Kinesiology and Athletics	3
KNES 53	Prevention and Care of Athletic Injuries	3
KNES 54	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3
	Restricted Electives	2
	Total	17.5

Restricted Electives:

IA 1	Men's Football	2
IA 2	Men's Basketball	1 or 2
IA 3	Men's Baseball	2
IA 4	Men's Track and Field	2
IA 5	Men's Cross Country	2
IA 6	Men's Golf	2
IA 7	Men's Water Polo	2
IA 8	Men's Swimming and Diving	2
IA 9	Men's Tennis	2
IA 10	Women's Volleyball	2
IA 11	Women's Softball	2
IA 12	Women's Basketball	1 or 2
IA 13	Women's Tennis	2
IA 14	Women's Swimming and Diving	2
IA 16	Women's Track and Field	2
IA 17	Women's Cross Country	2
IA 18	Women's Water Polo	2
IA 19	Women's Golf	2
IA 21	Women's Soccer	2

NEW

Recreation Administration
Occupational Skills Award

The curriculum in Recreation Administration is designed to help students become prepared to acquire entry-level positions in the field of recreation at community centers, after school program, and/or city and state park recreation programs. The students will gain a variety of experiences, skills, and knowledge that will cover a multitude of recreational settings and activities. A baccalaureate degree or higher is recommended for employment in higher level positions in this field, but earning this award and/or associates degree may support entry-level positions and future promotion in the area of Recreation Administration.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HLTH 2	Responding to Emergencies/First Aid and CPR	1.5
REC 100	Introduction to Recreation	3
REC 102	Recreation Planning and Leadership	3
REC 104	Camping and Outdoor Education	3
REC 105	Supervised Recreation Fieldwork	1
	Total	11.5

SADDLEBACK COLLEGE
 REVISED PROGRAMS
 CURRICULUM YEAR: 2010-2011

CURRENT
Landscape Design
Certificate Program

This program is designed to train students for careers in landscape design and maintenance with municipal and county parks departments, industrial and commercial firms, and residential construction companies.

Course ID	Title	Units
HORT 7	Introduction to Landscape Design	3
HORT 10	Plant Materials: Herbaceous Plants	3
HORT 11	Plant Materials: Trees and Shrubs	3
HORT 106	Landscape CADD	3
HORT 109	Introduction to Planting Design	3
HORT 116	Irrigation Systems	3
HORT 130	Hardscape and Construction Materials	3
	Select from Restricted Electives	1-3
Total		22-24

Restricted Electives:

CWE 180*†	Cooperative Work Experience: Horticulture	1
HORT 29	Ornamental Native Plants	3
HORT 160	Native Ornamental Plants/Morro Bay	1
HORT 161	Horticulture Field Studies: Grand Canyon and Adjacent Areas	1.5
HORT 162	Horticulture Field Studies: Yosemite National Park	1.5
HORT 163	Horticulture Field Studies: Sequoia National Park	1.5
HORT 164	Horticulture Field Studies: Zion National Park	1.5
HORT 165	Horticulture Field Studies: National Parks of the Southwest	2.5

†CWE 180* should be taken after completing at least 9 units of the Landscape Design Certificate Program.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 215; BUS 1, 120, 137; CIM 1A; HORT 113, 115; SPAN 1*.

REVISED
Landscape Design
Certificate Program

This program is designed to train students for careers in landscape design and maintenance with municipal and county parks departments, industrial and commercial firms, and residential construction companies.

Course ID	Title	Units
HORT 7	Introduction to Landscape Design	3
HORT 10	Plant Materials: Herbaceous Plants	3
HORT 11	Plant Materials: Trees and Shrubs	3
HORT 106	Landscape CADD	3
HORT 109	Introduction to Planting Design	3
HORT 116	Irrigation Systems	3
HORT 130	Hardscape and Construction Materials	3
	Select from Restricted Electives	1-3
Total		22-24

Restricted Electives:

CWE 180*†	Cooperative Work Experience: Horticulture	1
HORT 20	Introduction to Horticulture	4
HORT 29	Ornamental Native Plants	1.5
HORT 113	Soils and Fertilizers	3
HORT 115	History of Landscape Design	3
HORT 162	Horticulture Field Studies: Yosemite National Park	1.5
HORT 164	Horticulture Field Studies: Zion National Park	1.5
HORT 201	Professional Practices of Residential Landscape Design	3

†CWE 180* should be taken after completing at least 9 units of the Landscape Design Certificate Program.

Associate Degree

Associate in Science Degree

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RECOMMENDED ELECTIVES: ACCT 215; BUS 1, 120, 137; CIM 1A; HORT 113, 115; SPAN 1*.

CURRENT
Marine Science Technology

The Marine Science Technology program is designed to provide technician training for several ocean-related careers. Two program options are outlined below to orient students to the different emphases necessary for individual interest and career goals.

**Marine Science Technician
 Certificate Program**

Rapid growth of the field of marine environmental management in Southern California brings demand for marine science technicians having the practical seamanship skills of navigation, vessel operation, marine systems and equipment maintenance, as well as scientific expertise. Flexibility in study areas of concentration allows for tailoring coursework to specific employment opportunities.

Classroom work in oceanographic disciplines is combined with seagoing laboratory experience aboard marine research vessels, both sail and power. The program is designed to develop a solid educational foundation so that graduates will be prepared to work closely with scientists, researchers, engineers, and marine survey and operations personnel as they endeavor to manage this enormous resource for the good of mankind.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ENV 18	Intro to Ecology	
or		
ENV 19*/BIO 19*	Marine Biology	4
or		
MS 4	Southern California Coastal Ecology	
MS 20	Introduction to Oceanography	4
	Select from Restricted Electives	15
	Total	23

Restricted Electives:

MST 100	Aquarium Systems	3
and		
MST 101*	Aquarium Management	1.5
MST 201	Marlinspike Seamanship	2
MST 202	Marine Weather	3
MST 205	Water Quality and Toxicity of Captive Aquatic Systems	3
MST 210	Coastal Navigation	3
MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
MST 216	USCG Master License and Examination Preparation Course	3
MST 217	Sub Sea Technology: Remotely Operated Vehicle	2
MST 218*	Electronic Aids to Navigation	3
MST 219*	Marine Ecological Survey/GIS	3
MST 289	Special Topics	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

REVISED
Marine Science Technology

The Marine Science Technology program is designed to provide technician training for several ocean-related careers. Two program options are outlined below to orient students to the different emphases necessary for individual interest and career goals.

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or		
MS 4	Southern California Coastal Ecology	
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	Total	23

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MST 210	Coastal Navigation	3
MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
MST 216	USCG Master License and Examination Preparation Course	3
MST 217	Sub Sea Technology: Remotely Operated Vehicle	2
MST 218*	Electronic Aids to Navigation	3
MST 219*	Marine Ecological Survey/GIS	3
MST 289	Special Topics	1

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science Degree. A minimum of 12 units must be completed at Saddleback College.

SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011

CURRENT

REVISED

Associate Degree

Associate in Science Degree

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Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: CHEM 1A*, 106*; CIM 1A; DR 100; ET 102, 104*; PHYS 2A*.

Associate in Arts Degree

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Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: CHEM 1A*, 106*; CIM 1A; DR 100; ET 102, 104*; PHYS 2A*.

CURRENT
Seamanship Certificate Program

This program is designed to prepare individuals as boat operators and to take Coast Guard licensing examinations, as well as train marine technicians in the seagoing disciplines. Fieldwork is conducted throughout Southern California and the Channel Islands from Dana Point and Newport harbors. Boats include 28 to 48-foot sailing and power vessels, as well as safety sail training and introductory boating experience on Saddleback's fleet of 14-foot Capri sailboats.

Course ID	Title	Units
MST 201	Marlinspike Seamanship	2
MST 202	Marine Weather	3
MST 210	Coastal Navigation	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
	Select from Restricted Electives	9
Total		23

Restricted Electives:

MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
MST 216	USCG Master License and Examination Preparation Course	3
MST 217	Sub Sea Technology: Remotely Operated Vehicle	2
MST 218*	Electronic Aids to Navigation	3
MST 219*	Marine Ecological Survey/GIS	3
MST 224	Channel Islands	1.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

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RECOMMENDED ELECTIVES: ET 101, 102; DR 100, PHYS 2A*.

REVISED
Seamanship Certificate Program

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Course ID	Title	Units
MST 201	Marlinspike Seamanship	2
MST 202	Marine Weather	3
MST 210	Coastal Navigation	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
	Select from Restricted Electives	9
Total		23

Restricted Electives:

MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
MST 216	USCG Master License and Examination Preparation Course	3
MST 217	Sub Sea Technology: Remotely Operated Vehicle	3
MST 218*	Electronic Aids to Navigation	3
MST 219*	Marine Ecological Survey/GIS	3
MST 224	Channel Islands	1.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

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Associate in Arts Degree

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RECOMMENDED ELECTIVES: ET 101, 102; DR 100, PHYS 2A*.

CURRENT
Medical Lab Technician
Certificate Program

REVISED
Medical Lab Technology
Certificate Program

The Medical Laboratory Technician program prepares students for employment as an MLT working in a clinical medical laboratory. Medical laboratory technicians (MLTs) perform a wide variety of routine laboratory procedures and work in both public and private laboratories serving the health care sector.

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The MLT program is a two-year curriculum leading to the Associates in Science degree in Medical Laboratory ~~Technician~~. Completion of pre-requisite courses will be required prior to entering the program. The program course of study is a combination of instruction in principles of laboratory theory and techniques as well as clinical experience at affiliated medical laboratories. Students learn to perform routine laboratory procedures in phlebotomy, microbiology, clinical chemistry, hematology, coagulation, immunology, and urinalysis. They also will learn to operate and maintain clinical laboratory equipment.

The MLT program is a two-year curriculum leading to the Associates in Science degree in Medical Laboratory ~~Technician~~. Completion of pre-requisite courses will be required prior to entering the program. The program course of study is a combination of instruction in principles of laboratory theory and techniques as well as clinical experience at affiliated medical laboratories. Students learn to perform routine laboratory procedures in phlebotomy, microbiology, clinical chemistry, hematology, coagulation, immunology, and urinalysis. They also will learn to operate and maintain clinical laboratory equipment.

Graduates of the program qualify for national certification examinations sponsored by the American Society of Clinical Pathologists (ASCP) Board of Registry or by the American Association of Bioanalysts (ABB) Board of Registry to become state licensed medical laboratory technicians.

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Required pre-requisites prior to Medical Lab Technician Sequence:

Required pre-requisites prior to Medical Lab Technician Sequence:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 15*	General Microbiology	5
BIO 113	Human Anatomy and Physiology	4
CHEM 108	Introduction to General, Organic, and Biochemistry	4
MLT 210	Introduction to the Clinical Lab Profession	1
MLT 211*	Clinical Lab Calculations	1
PHLB 240*	Phlebotomy	4
and		
CWE 180*	Cooperative Work Experience: Phlebotomy	2
	Total	21

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 15*	General Microbiology	5
BIO 113	Human Anatomy and Physiology	4
CHEM 108	Introduction to General, Organic, and Biochemistry	4
MLT 210	Introduction to the Clinical Lab Profession	1
MLT 211*	Clinical Lab Calculations	1
PHLB 240*	Phlebotomy	4
and		
CWE 180*	Cooperative Work Experience: Phlebotomy	2
	Total	21

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
MLT 231*	Clinical Chemistry I	3
MLT 232*	Clinical Microbiology	3
MLT 233*	Clinical Hematology	3
MLT 234*	Clinical Coagulation	1
MLT 235*	Clinical Urinalysis	1
MLT 241*	Clinical Chemistry II	3
MLT 242*	Clinical Chemistry Practicum	3
MLT 243*	Clinical Immunology	3
MLT 244*	Clinical Hematology, Coagulation, Urinalysis Practicum	3
MLT 252*	Clinical Microbiology Practicum	3
MLT 253*	Clinical Immunology Practicum	3
	Total	32

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
MLT 231*	Clinical Chemistry I	3
MLT 232*	Clinical Microbiology	3
MLT 233*	Clinical Hematology	3
MLT 234*	Clinical Coagulation	1
MLT 235*	Clinical Urinalysis	1
MLT 241*	Clinical Chemistry II	3
MLT 242*	Clinical Chemistry Practicum	3
MLT 243*	Clinical Immunology	3
MLT 244*	Clinical Hematology, Coagulation, Urinalysis Practicum	3
MLT 252*	Clinical Microbiology Practicum	3
MLT 253*	Clinical Immunology Practicum	3
	Total	32

General Education courses:

Math Competency-MATH 253*/205*	3-5
Fine Arts/ Humanities	3
Oral Communication	3
Social / Behavioral	3
Written Communication-ENG 1A*	3
Life Skills/ Critical Thinking	1.5
Physical Fitness Assessment	1
Total	67.5-69.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

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**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

REVISED

Associate Degree

Associate in Science Degree

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**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Accredited National
League for Nursing Accrediting
Commission (NLNAC)**

PURPOSES OF THE PROGRAM IN NURSING

The purposes of this program in Nursing are to provide the education necessary to develop competent practitioners in nursing and to provide a base for the continuing development of the student as an individual.

ENROLLMENT PROCEDURES

Procedures for applying to the Nursing program and application packets are available in the Health Sciences and Human Services division office and on the division website. Prospective nursing students are encouraged to attend an RN Information Session. (See schedule of classes)

In order to apply, a student must complete BIO 11* (Anatomy), BIO 12* (Physiology), BIO 15* (Microbiology), and ENG 1A* (Principles of Composition 1) or their equivalents with a grade of "C" or better. BIO 12* (Physiology) must have been completed within the past seven years.

Students must also have a qualifying GPA of 2.5 to apply. Applications will be taken each semester. The application period for the spring semester is June 15-30, and the application period for the fall semester is February 11-28.

Students qualified for application will be ranked according to academic score received for prerequisite biologies and overall GPA from most recent transcript with 12 or more units.

Three-fourths of the students will be admitted from the highest academic to the lowest academic ranking in the applicant pool. Ties will be decided by the number of required core nursing courses completed. One-fourth of the qualified applicants will be selected by lottery.

The Nursing Program at Saddleback College is an impacted program, therefore students who hold F-1 (student visas) will not be considered for admission to the Nursing Program.

Students may use the following resources to obtain information or to seek clarification regarding nursing issues:

California Board of Registered Nursing
P. O. Box 944210
Sacramento, CA 94244
916-322-3350

National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road, NE, Suite 500
Atlanta, Georgia 30326
800-669-1656

**REVISED
Accredited National
League for Nursing Accrediting
Commission (NLNAC)**

PURPOSES OF THE PROGRAM IN NURSING

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Note: Criteria for admission for nursing will change in 2010, effective for Spring 2011 program entry. Please see the web page at <http://www.saddleback.edu/hs/rn/> for the new criteria and application.

Students must also have a qualifying GPA of 2.5 to apply. Applications will be taken each semester. The application period for the spring semester is June 15-30, and the application period for the fall semester is February 11-28.

Students qualified for application will be ranked according to academic score received for prerequisite biologies and overall GPA from most recent transcript with 12 or more units.

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CURRENT
Accredited National League for
Nursing Accrediting Commission
(NLNAC)

REVISED
Accredited National League for
Nursing Accrediting Commission
(NLNAC)

Registered Nurse Certificate Program

Every required prerequisite and core class must be completed with a "C" or better.

Registered Nurse Certificate Program

Every required prerequisite and core class must be completed with a "C" or better.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required pre-requisites prior to Nursing Clinical Sequence:		
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
Total		16

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required pre-requisites prior to Nursing Clinical Sequence:		
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
Total		16

Eligible for Entry into Nursing Clinical Sequence

Semester I		
GERO 101	Fundamentals of Aging	1.5
N 160*	Pharmacology	2.5
N 170*#	Nursing Process	7.75
N 171*#	Mental Health Nursing	3
Total		14.75

Eligible for Entry into Nursing Clinical Sequence

Semester I		
GERO 101	Fundamentals of Aging	1.5
N 160*	Pharmacology	2.5
N 170*#	Nursing Process	7.75
N 171*#	Mental Health Nursing	3
Total		14.75

Semester II		
N 161	Growth and Development	1.5
N 172*#	Medical-Surgical Nursing	8.75
PSYC 1	Introduction to Psychology	3
Total		13.25

Semester II		
N 161	Growth and Development	1.5
N 172*#	Medical-Surgical Nursing	8.75
PSYC 1	Introduction to Psychology	3
Total		13.25

Semester III		
N 173*+##	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
Total		7

Semester III		
N 173*+##	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
Total		7

Semester IV		
N 176*#	Advanced Nursing	8
SP 1	Communication Fundamentals	3
<i>or</i>		3
SP 5	Interpersonal Communication	3
Total		11

Semester IV		
N 176*#	Advanced Nursing	8
SP 1	Communication Fundamentals	3
<i>or</i>		3
SP 5	Interpersonal Communication	3
Total		11

Total units Registered Nursing Certificate 62

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*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

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#Clinical course.

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Selected clinical experiences in various hospitals, clinics, and community agencies are provided throughout the Nursing Program.

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Upon completion of the Registered Nurse Certificate Students are eligible for RN Licensure Exam

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Associate Degree—Nursing Program

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

Associate Degree—Nursing Program

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

**Licensed Vocational Nurse (LVN)
to Registered Nurse (RN) Program**

The Nursing program is designed to provide a system by which vocational nurses can continue their education and become eligible to write the State Board Exam. Procedures for application and admission packets are available in the offices of the Division of Health Sciences and Human Services. Students are admitted from a wait list.

Admission of LVNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of all the core science courses: BIO 11*, 12, 15, and ENG 1A* or equivalent, with a grade of "C" or better.
3. ~~Completion of N 162* with a grade of "C" or better within a maximum of 3 semesters of program entry.~~
4. Completion of matriculation testing.
5. Attendance at "LVN to RN" guidance session.
6. Overall GPA of 2.5 in prerequisite courses.
7. Application submitted with Director/Assistant Director of Nursing.
8. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.
9. Proof of completion of a minimum of one (1) year of direct patient care.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
N 162*	Successful Transition to Professional Nursing	1.5
Total		17.5

Required Core Classes:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GERO 101	Fundamentals of Aging	1.5
N 171*#	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#	Advanced Nursing	8
PSYC 1	Introduction to Psychology	3
SP 1	Communication Fundamentals	3
or		
SP 5	Interpersonal Communication	3
Total		25.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

REVISED

**Licensed Vocational Nurse (LVN)
to Registered Nurse (RN) Program**

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Admission of LVNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of all the core science courses: BIO 11*, 12, 15, and ENG 1A* or equivalent, with a grade of "C" or better.
3. Completion of N 162* and N600 (lecture and lab components) with a grade of "C" or better within a maximum of two years of program entry.
4. Completion of matriculation testing.
5. Attendance at "LVN to RN" guidance session.
6. Overall GPA of 2.5 in prerequisite courses.
7. Application submitted with Director/Assistant Director of Nursing.
8. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.
9. Proof of completion of a minimum of one (1) year of direct patient care.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
ENG 1A*	Principles of Composition I	3
N 162*	Successful Transition to Professional Nursing	1.5
N 600*	LVN to RN Clinical Lab	1.5
Total		19

Required Core Classes:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GERO 101	Fundamentals of Aging	1.5
N 171*#	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#	Advanced Nursing	8
PSYC 1	Introduction to Psychology	3
SP 1	Communication Fundamentals	3
or		
SP 5	Interpersonal Communication	3
Total		25.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

Certificates and Degrees

CURRENT
Licensed Vocational Nurse
(LVN) to Registered Nurse (RN)
30-Unit Option

BRN Rules and Regulations

Section 1429—Preparation Required for Licensed Vocational Nurses

- (a) An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the code. Such applicant shall submit evidence to the board, including a transcript, of successful completion of the requirements set forth in subsection (c) and of successful completion or challenge of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.
- (b) The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.
- (c) The additional education required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forty-five (45) quarter units. Courses required for vocational nurse licensure do not count toward fulfillment of the additional education requirement. However, other courses comparable to those required for licensure as a registered nurse, as specified in Section 1426, may be counted toward fulfillment of the additional education requirement.

Nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses. The nursing content shall include nursing intervention in acute, preventive, remedial, supportive, rehabilitative, and teaching aspects of nursing. Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health, psychiatric nursing, and geriatric nursing. The nursing content shall include the basic standards for competent performance prescribed in Section 1443.5 of these regulations.

This option is available to all LVNs entering the Saddleback College Nursing program. Persons electing this 30-unit option will be eligible to write the State board exam but will not be graduates of the Saddleback College Nursing program.

Admission of VNs to the Nursing program is on a space-available basis. To be placed on the wait list requires:

1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of BIO 12*, BIO 15*, and N 162* with grades of "C" or better and with a GPA of 2.5 or greater.
3. Attendance at "LVN to RN" guidance session.
4. Completion of N 162* with a grade of "C or better within a maximum of 3 semester of program entry.
5. Applicant must commit, in writing, to the 30-unit status prior to or during application.
6. Application submitted with the Director/Assistant Director of Nursing.
7. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.

REVISED
Licensed Vocational Nurse
(LVN) to Registered Nurse (RN)
30-Unit Option

BRN Rules and Regulations

Section 1429—Preparation Required for Licensed Vocational Nurses

- (a) An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the code. Such applicant shall submit evidence to the board, including a transcript, of successful completion of the requirements set forth in subsection (c) and of successful completion or challenge of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.
- (b) The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.
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1. Proof of satisfactory completion of an accredited VN program or a current California VN license.
2. Completion of BIO 12*, BIO 15*, and N 162* with grades of "C" or better and with a GPA of 2.5 or greater.
3. Attendance at "LVN to RN" guidance session.
4. Completion of N 162* with a grade of "C or better within a maximum of 3 semester of program entry.
5. Applicant must commit, in writing, to the 30-unit status prior to or during application.
6. Application submitted with the Director/Assistant Director of Nursing.
7. Completion of standardized Assessment Technology Institute (ATI) tests at or above designated cut scores.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

8. Proof of completion of a minimum of one (1) year of direct patient care as an LVN.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Courses Required for the 30-Unit Option:

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
N 162*	Successful Transition to Professional Nursing	1.5

Required Core Classes:

GERO 101	Fundamentals of Aging	1.5
N 171*	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#¥	Advanced Nursing	8
Total		30

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

¥Fulfills the Management & Leadership and Advanced Medical-Surgical requirement.

REVISED

8. Proof of completion of a minimum of one (1) year of direct patient care as an LVN.

Consideration will be given to each applicant's prior education in determining placement into the program. All classes are challengeable. Every required prerequisite and core class must be completed with a "C" or better.

Courses Required for the 30-Unit Option:

Required Prerequisites:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
N 162*	Successful Transition to Professional Nursing	1.5

Required Core Classes:

GERO 101	Fundamentals of Aging	1.5
N 171*	Mental Health Nursing	3
N 173*#	Nursing Care of Children and Families	3.5
N 174*#	Women's Health Nursing	3.5
N 176*#¥	Advanced Nursing	8
Total		30

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

#Clinical course.

¥Fulfills the Management & Leadership and Advanced Medical-Surgical requirement.

CURRENT
Diploma School
Registered Nursing Program

This program is designed for the RN graduate of a hospital diploma program. Completion of the program listed below and completion of the graduation requirements will qualify the student for an Associate in Science Degree in Nursing.

Upon completion of the following courses, full credit will be awarded in the area of Nursing for holders of current California Registered Nursing Licenses. A minimum of 12 units must be earned at Saddleback College.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ENG 1A*†	Principles of Composition I	3
GERO 101†	Fundamentals of Aging	1
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
SP 1	Communication Fundamentals	3
<i>or</i>		
SP 5	Interpersonal Communication	3
	Total	13

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†A minimum grade of "C" is required.

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

The state universities in the area have planned curricula to dovetail with the community college programs in Orange County; therefore, it will be possible in most instances to make a smooth articulation to a baccalaureate program in Nursing.

The student will need to meet admission requirements as determined by the particular baccalaureate program he/she wishes to enter. These requirements may include courses in the natural sciences or other areas. Students should seek the necessary counseling before taking general education courses at Saddleback College as some additional courses may need to be included.

REVISED
Diploma School
Registered Nursing Program

This program is designed for the RN graduate of a hospital diploma program. Completion of the program listed below and completion of the graduation requirements will qualify the student for an Associate in Science Degree in Nursing.

Upon completion of the following courses, full credit will be awarded in the area of Nursing for holders of current California Registered Nursing Licenses. A minimum of 12 units must be earned at Saddleback College.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ENG 1A*†	Principles of Composition I	3
GERO 101†	Fundamentals of Aging	1
PSYC 1	Introduction to Psychology	3
SOC 1	Introduction to Sociology	3
SP 1	Communication Fundamentals	3
<i>or</i>		
SP 5	Interpersonal Communication	3
	Total	13

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†A minimum grade of "C" is required.

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

The state universities in the area have planned curricula to dovetail with the community college programs in Orange County; therefore, it will be possible in most instances to make a smooth articulation to a baccalaureate program in Nursing.

The student will need to meet admission requirements as determined by the particular baccalaureate program he/she wishes to enter. These requirements may include courses in the natural sciences or other areas. Students should seek the necessary counseling before taking general education courses at Saddleback College as some additional courses may need to be included.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

**CURRENT
Photography Associate
Degree Program**

The curriculum in the Photography Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
First Year		
ART 40	Two-Dimensional Design	3
PHOT 50	Introduction to Photography	3
PHOT 51*	Introduction to Photoshop and Digital Imaging	3
PHOT 55*	Intermediate Photography	3
Second Year		
PHOT 152*	Intermediate Photoshop and Digital Imaging	3
<i>or</i>		
PHOT 189*	Special Topics: Photography	3
<i>or</i>		
PHOT 190	Special Problems in Photography	3
PHOT 156*	Advanced Photography	3
PHOT 160*	Color Digital Photography	3
Total		21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ART 80, 189; JRN 1/CA 1.

**REVISED
Photography Associate
Degree Program**

The curriculum in the Photography Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
First Year		
PHOT 25	History of Photography	3
PHOT 50	Digital Photography I	3
PHOT 51*	Introduction to Photoshop and Digital Imaging	3
PHOT 55*	Digital Photography II	3
Second Year		
PHOT 152*	Intermediate Photoshop and Digital Imaging	3
<i>or</i>		
PHOT 189*	Special Topics: Photography	3
<i>or</i>		
PHOT 190	Special Problems in Photography	3
PHOT 156*	Digital Photography III	3
PHOT 160*	Color Digital Photography	3
Total		21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ART 80, 189; JRN 1/CA 1.

CURRENT
Real Estate Sales/Broker
Certificate Program

This Real Estate program is designed to educate the student to become an effective Real Estate professional. Activities related to the program are real estate practice, law, appraisal, finance, computations, escrow, investment, exchanging, and taxation.

REAL ESTATE SALESPERSON LICENSE: RE 170, 172, and one additional elective must be completed before enrolling for the State exam. Electives list: ACCT 215, BUS 12, RE 122*, 174*, 175*, 176A* 178*, 190, 195, 280. Please check with the California Department of Real Estate for any changes.

REAL ESTATE BROKER LICENSE: Five courses are required: RE 172*, 174*, 175*, 176A*, and 178* or ACCT 215. In addition, three more courses must be taken from the following list: BUS 12, RE 122*, 170, 176B, 190, 195*, 280. Please check with the California Department of Real Estate for any changes. The 30-unit Certificate meets the Broker License examination course requirements.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 170	Real Estate Principles	3
RE 172*	Real Estate Practice	3
RE 174*	Legal Aspects of Real Estate	3
RE 175*	Real Estate Finance	3
RE 176A*	Real Estate Appraisal I	3
RE 178*	Real Estate Economics	3
	Select from Restricted Electives	9
	Select from Specialty Course	3
Total		30

Restricted Electives:

RE 122*	Real Estate Office Administration	3
RE 176B	Real Estate Appraisal II	3
RE 190	Escrow	3
RE 195*	Property Management	3
RE 280	Mortgage Loan Brokering and Lending	3

Specialty Courses:

AMT 200	Apartment Maintenance Technology	2
BUS 137	Professional Selling Fundamentals	3
RE 202*	Computer Applications in Real Estate	3
RE 222*	Real Estate Calculations	3
RE 250*	Real Estate License Preparation	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 110*, 214; BUS 12, 110,120, 125, 135; CIM 121A; ECON 2, 4*; RE 176B, 195.

REVISED
Real Estate Sales/Broker
Certificate Program

This Real Estate program is designed to educate the student to become an effective Real Estate professional. Activities related to the program are real estate practice, law, appraisal, finance, computations, escrow, investment, exchanging, and taxation.

REAL ESTATE SALESPERSON LICENSE: RE 170, 172, and one additional elective must be completed before enrolling for the State exam. Electives list: ACCT 215, BUS 12, RE 122*, 174*, 175*, 176A* 178*, 190, 195, 280. Please check with the California Department of Real Estate for any changes.

REAL ESTATE BROKER LICENSE: Five courses are required: RE 172*, 174*, 175*, 176A*, and 178* or ACCT 215. In addition, three more courses must be taken from the following list: BUS 12, RE 122*, 170, 176B, 190, 195*, 280. Please check with the California Department of Real Estate for any changes. The 30-unit Certificate meets the Broker License examination course requirements.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 170	Real Estate Principles	3
RE 172*	Real Estate Practice	3
RE 174*	Legal Aspects of Real Estate	3
RE 175*	Real Estate Finance	3
RE 176A*	Real Estate Appraisal I	3
RE 178*	Real Estate Economics	3
	Select from Restricted Electives	9
	Select from Specialty Course	2-3
Total		29-30

Restricted Electives:

RE 122*	Real Estate Office Administration	3
RE 176B	Real Estate Appraisal II	3
RE 190	Escrow	3
RE 195*	Property Management	3
RE 280	Mortgage Loan Brokering and Lending	3

Specialty Courses:

AMT 200	Apartment Maintenance Technology	2
BUS 137	Professional Selling Fundamentals	3
RE 202*	Computer Applications in Real Estate	3
RE 222*	Real Estate Calculations	3
RE 250*	Real Estate License Preparation	3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: ACCT 110*, 214; BUS 12, 110,120, 125, 135; CIM 121A; ECON 2, 4*; RE 176B, 195.

**SADDLEBACK COLLEGE
REVISED PROGRAMS
CURRICULUM YEAR: 2010-2011**

CURRENT

**Speech/Communication
Associate Degree Program**

The curriculum in the Speech/Communication Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
SP 1	Communication Fundamentals (meets AA Speech requirements)	3
SP 3*	Argumentation and Debate	3
SP 5	Interpersonal Communication	3
SP 8	Gender Communication	3
SP 20/ANTH 20	Intercultural Communication	3
SP 30/TA 30	Introduction to Oral Interpretation	3
SP 32*/TA 32*	Interpreters' Theatre	3
Total		21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: SP 106.

REVISED

**Speech/Communication
Associate Degree Program**

The curriculum in the Speech/Communication Associate Degree program is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate commitment to the major. Attainment of an Associate degree may support attempts to gain entry-level employment.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
SP 1	Communication Fundamentals (meets AA Speech requirements)	3
SP 2*	Persuasion	3
SP 3*	Argumentation and Debate	3
SP 5	Interpersonal Communication	3
SP 8	Gender Communication	3
SP 20	Intercultural Communication	3
SP 30/TA 30	Introduction to Oral Interpretation	3
SP 32*/TA 32*	Interpreters' Theatre	3
Total		21

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Associate Degree

Associate in Arts Degree

Complete 18 units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

RECOMMENDED ELECTIVES: SP 106.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Adopt Resolution No. 10-05: Intention to Grant an Easement and Hold a Public Hearing

ACTION: Approval

BACKGROUND

Avery Investment Trust, "Avery", has requested an easement from the District for property located at the toe of a slope on Saddleback College in order to address water infiltration occurring at their building. There is no intended use identified in the master plan or anticipated in the future for the requested location.

Legal counsel has advised the use of California Education Code 81310 to adopt a resolution declaring its intention to grant an easement and to conduct a public hearing prior to entering into the agreement.

STATUS

The District and community will benefit from granting this easement as Avery's proposed grading and paving improvements are expected to relieve water infiltration at their building located at 26371 Avery Parkway, Mission Viejo, CA 92692. It will also allow an alternate access for public safety equipment and personnel.

Avery will pay for the mitigating improvements and provide an on-going waiver of liability. Specific information concerning the proposed easement will be made available to the Board and the public prior to the hearing. At the conclusion of the hearing on April 26, 2010, the Board will make a determination on whether to enter into the agreement and whether such agreement is in the best interest of the District and Saddleback College.

No costs are associated with this proposal.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 10-05 (EXHIBIT A) declaring its intention to grant an easement and set a public hearing for April 26, 2010, regarding the Avery easement.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**RESOLUTION NO. 10-05
OF THE BOARD OF EDUCATION OF SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT GIVING NOTICE OF INTENTION TO GRANT AN EASEMENT
(RIGHT OF WAY) TO AVERY INVESTMENT GROUP, LLC**

WHEREAS, the Avery Investment Group (“Avery”) owns property (“Avery Property”) adjacent to the South Orange County Community College District’s (“District”) Saddleback College campus (“District Property”);

WHEREAS, Avery has requested from the District an easement (“Easement”) over a portion of the District Property that borders the Avery Property for the purposes of constructing drainage improvements and paving for ingress and egress. A legal description and map depicting the location of the Easement is attached hereto as Exhibit “A” and incorporated herein;

WHEREAS, the District desires to provide an Easement to Avery for the purposes of constructing drainage improvements and paving for ingress and egress;

WHEREAS, the District and community will benefit from the dedication of the Easement to Avery by allowing Avery to construct drainage improvements and paving for ingress and egress because it will mitigate any drainage or flooding issues and provide access for public safety equipment and personnel, if necessary;

WHEREAS, the District’s governing board must, prior to dedicating an Easement, adopt a resolution declaring its intention to dedicate such Easement in a regular open meeting by two-thirds (2/3) vote of all of its members;

WHEREAS, the District’s governing board must fix a time at its regular place of meeting for a public hearing upon the question making the dedication of the Easement; and

WHEREAS, the District is required to post copies of this Resolution, signed by the board, in three (3) public places within the District’s boundaries not less than ten (10) days before the public hearing, and publish notice once, not less than five (5) days before the public hearing in a newspaper of general circulation published in the District, if there is one, or, if there is no such newspaper published in the District, then in a newspaper published in the county which has a general circulation in the District.

NOW, THEREFORE, THE BOARD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That the above recitals are all true and correct.

Section 2. That the District's governing board ("Board") declares its intent to dedicate the Easement to Avery upon the terms and conditions set forth in the recitals.

Section 3. That the Board establishes April 26, 2010, for a public hearing on the question of the District's intent to dedicate the Easement to Avery.

Section 4. The District staff shall post this resolution in three (3) public places within the District's boundaries and publish notice of the adoption of this Resolution.

ADOPTED, SIGNED AND APPROVED this ____ day of _____, 2009.

President of the Governing Board for the
South Orange County Community College District

I, _____, Clerk of the Governing Board of South Orange County Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the _____ day of _____, 2009, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Clerk of the Governing Board of
South Orange County Community College District

EXHIBIT "A"

EXHIBIT A

Page 3 of 5

LEGAL DESCRIPTION AND MAP OF THE EASEMENT

(TO BE INSERTED)

EXHIBIT A

LEGAL DESCRIPTION

EASEMENT FOR DRAINAGE AND ACCESS PURPOSES OVER THAT PORTION OF PARCEL 1 OF PARCEL MAPS RECORDED IN BOOK 31, PAGE 23 OF PARCEL MAPS, RECORDS OF ORANGE COUNTY CALIFORNIA DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF SAID PARCEL 1, SAID POINT BEING ON THE NORTHEASTERLY RIGHT OF WAY LINE OF AVERY PARKWAY, 94 FEET WIDE; SAID POINT BEING ON A CURVE CONCAVED SOUTHWESTERLY, WITH A RADIUS OF 1247.00 FEET, A RADIAL LINE THROUGH SAID POINT BEARS NORTH 30°03'00" EAST; THENCE ALONG THE WESTERLY LINE OF PARCEL 1, NORTH 30°03'00" EAST 239.50 FEET TO THE NORTHEASTERLY CORNER OF PARCEL 6 OF PARCEL MAP RECORDED IN BOOK 34, PAGE 48 OF PARCEL MAPS, RECORDS OF ORANGE COUNTY CALIFORNIA; THENCE SOUTH 77°12'28" EAST ALONG THE EASTERLY PROLONGATION OF THE NORTHERLY LINE OF SAID PARCEL 6, 29.32 FEET; THENCE SOUTH 30°03'00" WEST PARALLEL TO THE EASTERLY LINE OF PARCEL 6, 247.88 FEET TO THE NORTHEASTERLY RIGHT OF WAY LINE OF AVERY PARKWAY, A SAID POINT BEING ON A CURVE CONCAVE SOUTHWESTERLY WITH RADIUS OF 1247.00 FEET A RADIAL LINE THROUGH SAID POINT BEARS SOUTH 31°20'12" WEST; THENCE NORTHWESTERLY ALONG SAID CURVE 28.00 FEET THROUGH A CENTRAL ANGLE OF 1°17'12" TO THE POINT OF BEGINNING.

SEE EXHIBIT B ATTACHED HERETO AND BY THIS REFERENCE MADE A PART THEREOF.



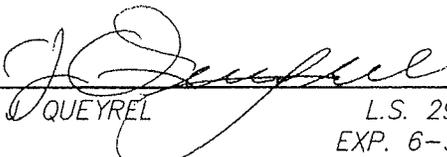

C.J. QUEYREL L.S. 2988
EXP. 6-30-10

EXHIBIT B

PAR 5

PAR 4

P. M. 34/43

S.77°12'28"E.
29.32'

239.50'

247.88'

PAR 6

(RAD.)

N.30°03'00"E.

S.30°03'00"W.

PAR 7
P. M. 31/23

P.O.B.

47'

SCALE: 1"=40'



AVERY PARKWAY

47'

S31°20'12"W
(RAD.)

Δ=1°17'12"
R=1247.00'
L=28.00'



C.J. Queyrel
C.J. QUEYREL

EXP. 6-30-10

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Contract for Independent Auditing Services for Fiscal Years Ending June 30, 2010 through June 30, 2012

ACTION: Approval

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. Vicenti, Lloyd and Stutzman, LLP has performed audit services for the District for the past five years; their contract expired with the completion of the 2008-2009 Audit.

STATUS

A request for proposal for audit services was distributed to nine Southern California CPA firms with experience auditing community college districts. Of those, four submitted a proposal. A committee comprising a board member, the Deputy Chancellor and Business Services staff interviewed two firms, and are recommending the audit firm of Macias, Gini & O'Connell be elected to perform professional audit services as described in EXHIBIT A for fiscal years ending June 30, 2010, 2011 and 2012.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees contract (EXHIBIT A) with Macias, Gini & O'Connell to perform the District's financial audit for three fiscal years at a fee not to exceed \$122,556 for the year ending June 30, 2010, \$126,202 for the year ending June 30, 2011, and \$129,914 for the year ending June 30, 2012.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

AGREEMENT
For Audit Services

THIS AGREEMENT is made this 26th day of March 2010 in the County of Orange, State of California, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (hereinafter "District") and Macias Gini & O'Connell LLP, (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 84030, 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, 2010, 2011, and 2012 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, 2009 and ending on June 30, 2012, 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 84030, et al 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.

4. **Specific 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. The Foundation for South Orange County Community College District
 2. Irvine Valley College Foundation
 3. Saddleback College Foundation
 4. Advanced Technology and Education Park Foundation
 5. South Orange County Community College District Facilities Corporation.
- c. Provide assistance in preparing year-end adjustments needed for GASB 34/35 Reporting Format based on information provided by the District.
- d. Prepare the Data Collection Form in accordance with OMB Circular A-133.
- 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 and Foundation 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 and present to the District, upon fifteen (15) days written notice, any oral or written interim reports as may be required by the District and 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.

A complete description of the audit services is set forth in the Auditor's Proposal attached hereto as Exhibit A and incorporated herein.

5. **Audit Reports**

The final audit report shall be completed and submitted by the Auditor to the District and 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 five (45) bound copies and two (2) unbound copies of the final audit report to the District, and fifty (50) bound copies of each Foundation audit report.

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.

Failure of the District to be prepared, such as not having the general ledger closed and not having the requested documents available, at the mutually agreed upon date to begin final field work shall cause any Auditor services to be deemed extra work and services as defined in Section 14.

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 seven (7) 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:

PERSONNEL CLASSIFICATION	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Partners	\$206	\$217	\$227
Senior Managers	\$165	\$173	\$182
Managers	\$138	\$144	\$152
Consultants	\$165	\$173	\$182
Supervisors	\$165	\$173	\$182
Senior Accountants	\$ 96	\$101	\$106
Junior Accountants	\$ 69	\$ 72	\$ 76

Such hourly rates shall include all costs and expenses 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:

MAXIMUM FEES	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
1) Max. Annual Fee of District Audit including Data Collection Form Preparation and Submittal (a) Anticipated Hours (b) Annual Fee	686 \$71,666	686 \$73,798	686 \$75,958
2) Max. Annual Fee Foundation Audit and Tax Return			
-Foundation for the District (a) Anticipated Hours (b) Annual Fee	57 \$6,633	57 \$6,830	57 \$7,033
-Irvine Valley College Foundation (a) Anticipated Hours (b) Annual Fee	131 \$14,520	131 \$14,952	131 \$15,393
-Saddleback College Foundation (a) Anticipated Hours (b) Annual Fee	131 \$14,520	131 \$14,952	131 \$15,393
-ATEP Foundation (a) Anticipated Hours (b) Annual Fee	80 \$9,136	80 \$9,408	80 \$9,688
3) South Orange County Comm. College District Facilities Corp. (a) Anticipated Hours (b) Annual Fee	53 \$6,081	53 \$6,262	53 \$6,449

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 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 for any extra work and services.

15. **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.

16. **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.

17. **Assignment**

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.

18. **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.

19. **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.

20. **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.

21. **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.

22. **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.

23. **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.

24. **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.

25. **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.

26. **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.

27. **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 letter is available on its website.

28. **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:

Gary Poertner, Deputy Chancellor

So. Orange County Comm. Coll. Dist.

28000 Marguerite Parkway

Mission Viejo, CA 92692-3635

AUDITOR:

James V. Godsey, CPA

515 S. Figueroa Street, Suite 325

Los Angeles, CA 90071

29. **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.

30. **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.

MACIAS GINI & O'CONNELL, LLP

SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT

By _____
James V. Godsey, Partner

Gary Poertner, Deputy Chancellor

ATTACHMENT A
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

THIS IS TO CERTIFY TO: Gary Poertner, Deputy 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: _____

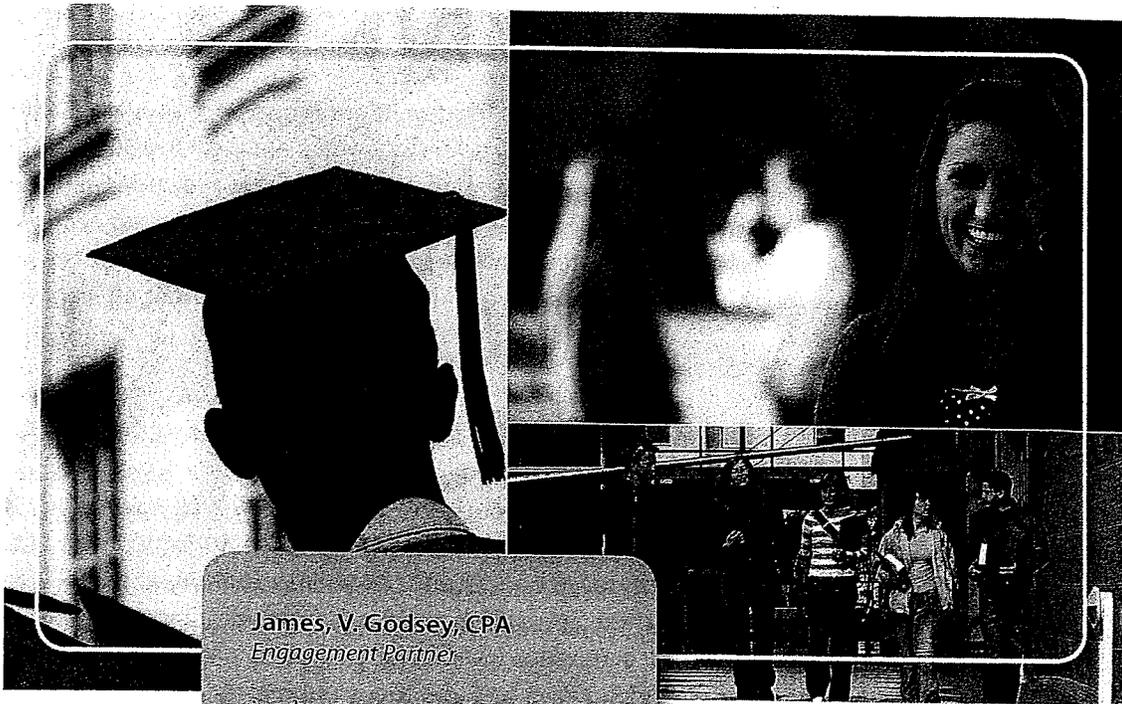
ADDRESS: _____

PHONE: _____

PROPOSAL TO PROVIDE AUDITING SERVICES FOR THE

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

January 22, 2010

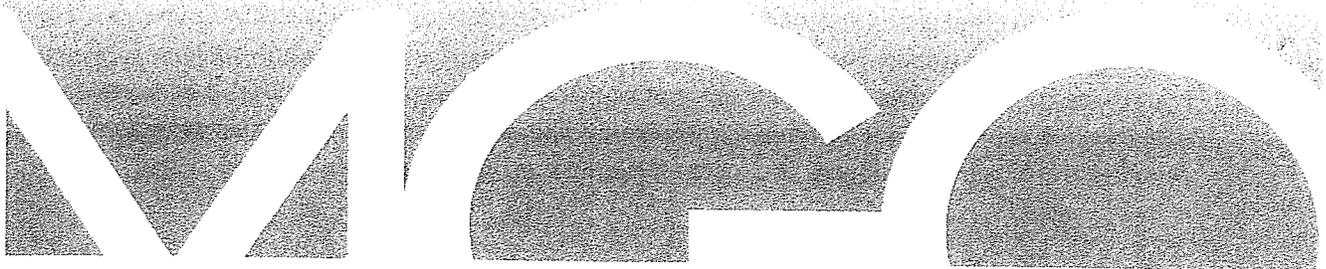


James, V. Godsey, CPA
Engagement Partner

jgodsey@mgocpa.com

Direct: 213.608.8901

515 S. Figueroa Street, Suite 325 | Los Angeles, CA 90071 | Main: 213.286.6400 | Fax: 213.286.4600 | www.mgocpa.com





MACIAS GINI & O'CONNELL LLP
Certified Public Accountants & Management Consultants

LOS ANGELES
515 S. Figueroa Street, Suite 325
Los Angeles, CA 90071
213.286.6400

SACRAMENTO

OAKLAND

WALNUT CREEK

CENTURY CITY

NEWPORT BEACH

SAN DIEGO

January 22, 2010

Beth Mueller, District Director of Fiscal Services
South Orange County Community College District
28000 Marguerite Parkway,
Mission Viejo, CA 92692-3635

Dear Ms. Mueller:

On behalf of Macias Gini & O'Connell LLP (MGO), I am pleased to present our proposal to provide auditing services to the South Orange County Community College District (District) for fiscal years ending June 30, 2010, 2011 and 2012. The District is a higher education organization faced with increasing public demands, we understand your significant business processes and systems and the operational challenges you face. We will put our resources, reliability, technical expertise and timeliness to work in supporting your success. We are excited about the opportunity to serve you. Below is an overview of why our firm is uniquely qualified to provide the most efficient and responsive professional services to the District.

Positioned for Optimal Service

MGO is one of the largest and most highly regarded public sector accounting and consulting firms in the country. Our local government and higher education practice serves a distinguished clientele throughout California. Some of our past and present education clients include: California State University Los Angeles Auxiliaries, California State University Sacramento, Coast Community College District, Rancho Santiago Community College District, and San Francisco Community College District. We bring extensive experience providing auditing and consulting services to institutions of higher education. We understand the operations, reporting processes and the level of coordination required to complete an efficient audit. While our competitor's will require significant "ramp up time", we can leverage our knowledge and experience gained from working with you and focus our efforts on significant audit areas that pose risk or create concern for the District. Our continued commitment to exceeding your expectations with audit knowledge, attentive service and integrity makes us uniquely qualified to provide services to you. Throughout your engagement we will focus on:

- Translating our experience into best practices advice and cost-beneficial solutions to managing efficient use of public resources. In light of heightened public scrutiny of governmental operations, we offer a fresh evaluative view of your operations, financial information, and internal control and compliance systems.
- Offering effective and tested approaches conducted by experienced governmental auditors and consultants, in a cost-efficient manner. Our professionals have a thorough understanding of how higher education institutions conduct business and manage public resources. Because of our depth of experience, we can offer practical solutions without time-intensive re-engineering of job processes. Simply stated, we have the expertise and experience to serve you more efficiently than any other firm.

- Valuable training and regular updates on issues effecting your operations. We provide training to organizations on changes in accounting and auditing standards, technical aspects of Office of Management and Budget (OMB) audits (i.e., changes to OMB Circular A-133) and other accounting and auditing topics. These benefits are available at no additional cost.

Nationally Recognized and Involved

The Public Accounting Report has ranked MGO as the 29th fastest-growing CPA firm in the nation and "a firm to watch" in the West. We are extremely proud of our growth and leadership role in the public accounting industry. Our partners have invested significant energy and resources in participating with standard-setting bodies, industry groups and other regulatory authorities. The American Institute of Certified Public Accountants (AICPA), the Governmental Accounting Standards Board (GASB) and others have recognized our participation and commitment to helping shape the standard-setting and thought landscape. We have the unique honor of giving "voice" to our clients in the development of our profession's policies and standards, and would be honored to count the District among the premier clients we serve.

We are excited about the opportunity to help address your business needs and to exceed your expectations for quality of service. In our proposal which follows, we describe our firm qualifications, the experience and credentials of your engagement team, and the scope and approach of our audit services. As a Partner, I am authorized to represent the firm as well as to sign for and obligate the firm contractually. If you have any questions, or if we can be of assistance to you in any way during your selection process, please do not hesitate to contact me:

James V. Godsey, Partner
Macias Gini & O'Connell LLP
515 South Figueroa Street, Suite 325
Los Angeles, CA 90071
jgodsey@mgo CPA.com
Phone: 213.608.8901
Facsimile: 213.286.6426

Very truly yours,

MACIAS GINI & O'CONNELL LLP
Certified Public Accountants and



James V. Godsey, CPA
Partner

JVG/lbn

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PROFILE OF AUDITOR

Macias Gini & O'Connell LLP (MGO) is a statewide certified public accounting, consulting and personnel services firm with offices in Los Angeles, Century City, San Diego, Newport Beach, Sacramento and the San Francisco Bay Area. We are the leading regional firm serving higher education institutions, nonprofits and local governments in California. Founded in 1987, MGO is a full-service firm with a staff of 13 partners and approximately 250 highly skilled professionals providing auditing, tax, accounting and business management consulting and personnel services to governmental entities, nonprofits, corporations, partnerships and individuals.

Your auditing services will be provided by a highly qualified team staffed out of our downtown Los Angeles office. To ensure the highest quality and timely responses regarding the application of current and emerging accounting principles, we have a dedicated professional standards group who will work directly with the audit team to quickly address respond to the needs of the District throughout the year. We will dedicate the necessary resources to successfully complete any project, regardless of size or complexity, including: 1 partner, 1 director, and a significant number of seniors and staff. The key members of our engagement team have higher education experience, and all MGO auditors have fund accounting experience totaling a minimum of 1800 hours per year. Our professionals have the experience, year round availability, flexibility and commitment necessary to efficiently and effectively serve you.

Attentive Intelligence

Our mission is to passionately exceed your expectations. MGO's hands-on approach coupled with our extensive knowledge and experience with institutions of higher education enables us to anticipate and address potential issues that could affect the audit --before they become a concern. Our experience with clients of similar size and complexity and previous exposure to the concerns you face allows us to focus our efforts on significant audit areas that pose the greatest risk for your organization.

We're proud of our record of hands-on service. Unlike firms who rely on the strength of their brand name or a "cookie cutter" approach to auditing, our ability to provide personal, knowledgeable service is what makes us happy to come to work here every day.

Full-Service Firm

MGO provides clients with a complete spectrum of services – we are not just an accounting and auditing firm, but also a tax firm, consulting firm and a personnel services firm. To avoid potential conflicts of interest, these divisions within our firm are independently directed by experts in their fields who have full decision-making authority.

Financial Auditing Services

Our financial audit approach is distinguished from many of our competitors' approaches as it has been developed as a by-product of our vast experience in serving the public sector. We will update our understanding of the District's structure, strategic plans, operations and operating environment to tailor our audit approach to achieve it's objectives in the most efficient and effective manner possible. The resulting plan minimizes redundant audit procedures while maximizing the potential for providing practical and creative recommendations to improve operations. Our goal is to provide solutions and a means to accomplish your organizational goals and legal mandates.

Tax Preparation and Planning Services

We provide complete federal, state, and local tax services. We perform tax planning for nonprofits, corporations, individuals, and estates, including areas such as compensation, tax shelters, acquisitions, mergers, reorganizations and recapitalizations, multi-state tax issues, estate planning, net operating loss preservation, and research and development tax credit studies. We also prepare all types of tax returns, including information returns for nonprofit organizations, and represent clients before taxing authorities at the federal, state, and local level.

Management Consulting Services

Macias Consulting Group is the consulting division of Macias Gini & O'Connell LLP that conducts evaluations and advises organizations in the following areas:

- Performance based management
- Financial management
- Information management
- Regulatory compliance

Our range of services in these areas includes, among others, performance measurement, best practices studies, policy research and evaluation, fiscal health studies, information security reviews, electronic data processing reviews, IT pre and post implementation reviews, grant monitoring, and regulatory analysis and compliance.

Client Training

Our involvement in many standard setting bodies provides our clients with valuable training and regular updates on issues affecting their operations. We offer a variety of firm-sponsored training events, which our clients are invited to attend. The trainings are held at locations throughout the state and cover a variety of topics. We were contracted by the California Department of Education to instruct over 700 CPAs throughout California about auditing and accounting for nonprofit organizations. Most recently we brought in a leading expert in the area of audit standards to present a 4 hour training session on the impact of new audit standards at no charge to the client. We have also presented seminars on the following topics:

- Documentation for Nonprofits
- New Financial and Governmental Accounting Standards
- Audit Workpaper Documentation for Nonprofits
- The Business of Nonprofits
- Current Accounting and Auditing Issues for Nonprofit Organizations
- Changes to OMB Circular A-133
- Program-Specific Audits
- Strategic Financial Planning
- Computerized Fund Accounting
- How to Develop a Cost Allocation Plan
- Accounting and Personnel Information
- Annual Tax Planning
- Internal Control Structure Audits

Our Understanding of Your Needs

At MGO, we focus on working with higher education entities. Our focus means we understand the issues that are most important to your organization and can tailor staff training and develop services specifically for you and organizations like yours. The following information summarizes our understanding of your needs:

You want efficient, collaborative planning and implementation.

MGO offers an efficient approach to quality assurance services. All members of our engagement team are available year round to serve you. Our approach to the timing of our audit is to test, to the extent possible, all federal and state compliance and internal controls from April to June. This proactive schedule allows us to concentrate on reporting once the accounting records are finalized. By getting a jump on the audit we will be able to provide the District with our potential findings and recommendations early in the audit process and resolve any concerns well in advance of the release of the audit report. In addition, the District and each campus will receive direct communication during all phases of the engagement to eliminate surprises and rushed reports. The emphasis on timely on-site planning of the engagement will help identify and address significant accounting issues.

You want to work with an experienced firm that can provide the attention and commitment you deserve.

As a premier client, you will receive the attention and local commitment you expect, and you will never be neglected in favor of "larger" clients. We are recognized leaders in serving the higher education and nonprofit sector. We have provided professional accounting, auditing, management consulting, and tax services to over 75 nonprofit organizations, including those with subsidiary corporations, and multi-funded associations and community-based agencies, which receive grants funded by governmental entities and private foundations. We use leading edge computer technology and practices to reduce clerical or manual processes, save time and boost efficiency. MGO utilizes the software "WinIDEA" to assist with computer assisted auditing techniques. This software allows us to produce lead schedules directly from your accounting records and to "map" these accounts to produce financial statements. Front-end time will be needed to work with your Finance and IT departments to determine the relevant fields needed in order to prepare lead schedules. This front-end time is a one-time process over the period of the contract but will greatly enhance our audit and save time for the District. These strategies reflect our commitment to provide you with efficient, hands on service.

You want a proactive team of experts.

MGO professionals are highly educated, skilled individuals working within and supported by an efficient, technologically advanced infrastructure that far surpasses what many of our competitors can offer. As illustrated in our proposal, we are recognized as experts in the profession, which means that our clients are up-to-date on changing accounting and auditing standards, as soon as they happen. We represent our clients' needs in the shaping of the standards by leading our profession and helping to define its standards. Additionally, our clients are less exposed to risk because we do not compromise in the application of the standards of our profession.

Higher Education Experience

MGO has served some of the largest Community College Districts in California. Clients served include Coast Community College District, North Orange County, Rancho Santiago, South Orange County and San Francisco Community College Districts. As auditor for these entities we have extensive experience auditing numerous campuses. Coast and North Orange each have three campus locations, Rancho Santiago and South Orange each have two and San Francisco has seven.

College Foundations

MGO's service to Coast Foundation, Rancho Santiago Community College District Foundation, City College of San Francisco and Saddleback College Foundation is representative of our comprehensive understanding of the issues and reporting standards applicable to foundations serving the fundraising needs of colleges.

Bond Audits

MGO serves large local governments and higher education entities with over \$100 million dollars in bonds. We have completed bond audits for the Districts of Coast Community College, Glendale Community College, Rancho Santiago Community College, San Francisco Community College and North Orange County Community College. We have also audited the bonds of many major governmental clients including the Cities of Los Angeles, Oakland, Sacramento, San Francisco and San Diego and the Counties of Los Angeles, Orange, San Mateo and Santa Clara.

Higher Education Client	Bond Obligation	Total Years Audited	Contract Status
California State University, Los Angeles Auxiliaries		3	current
California State University, Sacramento Auxiliaries-Trust Foundation		4	current
California State University, Sacramento Auxiliaries-University Enterprise, Inc	\$ 41,240,000	4	current
California State University, Sacramento Auxiliaries-UBDG		4	current
California State University, Sacramento Auxiliaries-Associated Students, Inc		1	current
California State University, Sacramento- University Union		1	current
California State University, Sacramento- Sonoma Student Union		2	current
Coast Community College District	\$ 364,727,725	2	Contract ended. Auditor Rotation
North Orange County Community College District	\$ 243,626,650	5	Contract ended. Auditor Rotation
Rancho Santiago Community College District	\$ 225,052,573	5	Contract ended. Auditor Rotation
South Orange County Community College District		4	Contract ended. Auditor Rotation
San Francisco Community College District	\$ 83,995,056	3	Contract ended. Auditor Rotation

Computer Audit Capabilities

Our firm has audited numerous governmental and public agency entities. All of these entities utilize some type of computer-based system in processing accounting information. For each of these entities, our management consultant performs a review on the respective information technology systems' general and applications controls. We rely on our experienced consultants to make conclusions on the accounting applications that can materially affect the financial statements being audited and the complexity of processing that may influence the nature, timing and extent of audit procedures. We have been involved with evaluation of controls of most major financial management systems including, among others; SAP, PeopleSoft, JD Edwards, IFAS, Oracle Financials, MS Dynamics GP, MS Dynamics SL, Springbrook, SCT Banner, Escape, Select Financials, AMS Advantage, and Eden. Each of these financial management systems employs a database layer where controls are also evaluated. Upon obtaining our consultant's conclusions on the hardware and software aspects of the Information Technology system and controls, our auditors design audit tests to verify whether the accounting system is able to produce reliable accounting records.

Our experience encompasses selection, installation, and control evaluations of organization-wide integrated computerized accounting systems, including development of chart of accounts by fund and custom financial statement formatting. Although our firm has conducted this work in the past, certified financial accounting firms have been prohibited from making any decisions on the purchase of information management systems or helping an organization install them. However, our firm continues to help organizations with the following: (1) evaluate the sufficiency of system controls on existing and new accounting systems, (2) assess the adequacy of system implementation efforts; (3) conduct post implementation reviews to identify potential system problems that could materially affect the organization's financial statements; (4) review vendor selection processes; and (5) conduct business needs assessments. Should our client need project management services for system selection and implementation, our firm has alliances with information technology firms that have assisted other clients.

Auditing the EDP Environment

We will evaluate your electronic data processing (EDP) environment in accordance with U.S. General Accounting Office guidelines and AICPA guidelines. The objectives of these reviews are to (1) obtain an understanding of relevant system controls to identify areas that could pose potential auditing risks, (2) determine whether sufficient controls are in place to protect the integrity and reliability of financial data, (3) determine the capability of the core financial management system in carrying out financial data processing and (4) test the system control for the core financial management information system.

Our EDP consultants, in conjunction with our financial auditors, will perform the EDP evaluation since they are specifically skilled in evaluating computer-based systems to determine whether systems are operating effectively to provide reliability and integrity of, and security over, the data being processed.

State of the Art Technology

To ensure the most cost effective and efficient audit for our clients, MGO has made a significant commitment to utilizing state-of-the-art technology in the audit process, including our extensive Local Area Network (LAN) and Internet access which allows our professionals to access the Firm's "Knowledge Base" from the field. Our professionals are equipped to perform an array of on-line research and other auditing procedures using:

- BDO Audit – an electronic version of our audit manual that allows instantaneous searches using Folio software.
- Customized CaseView Programs – Assists with risk response linkage during the audit planning process, resulting in an efficient audit approach tailored to our client's operations.
- CaseWare Working Papers – allows us to function in a "paperless" environment quickly and efficiently. Our paperless audit process facilitates the download of the client's general ledger and journal entries, or any other types of electronic information, creating an assortment of working papers and financial reports.
- WinIDEA – microcomputer based, with mainframe and mid-range computer downloading capabilities, used to facilitate MGO's computer assisted auditing techniques (CAATs).
- VISIO Control Templates – MGO has developed customized templates for use with this tool. Visio is a decision support tool that enables us to focus on the strengths and weaknesses in a client's accounting and related control systems by utilizing a computerized flow-charting model to highlight critical control points within those systems.

AUDITOR'S STAFFING AND QUALIFICATIONS

Engagement Team

The project personnel selected to serve the District represents the strong balanced blend of talent, professional skills, and industry experience that is most critical to working effectively with you. All of our staff are trained in the area of nonprofit financial audits and have extensive experience serving clients of size and complexity similar to the District. Each of our key project personnel members bring the following:

- Higher Education industry experience
- Focus on the major issues facing colleges, school districts and foundations
- Demonstrated technical proficiency
- Experience implementing/auditing and reporting

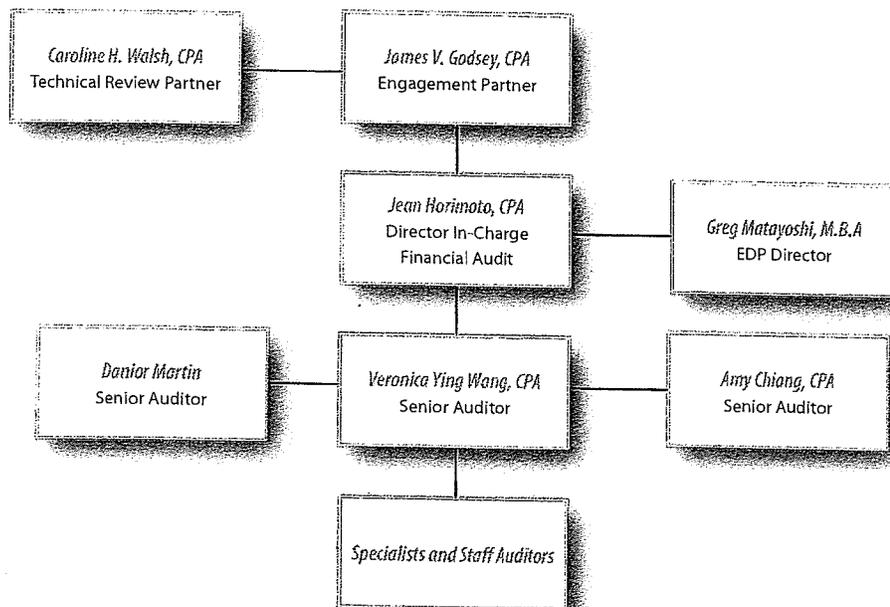
The individuals identified in our proposal will bring enthusiasm and imagination to the District engagement, appropriately blended with experience and maturity. All team members specialize in accounting, auditing, business practices, procedures and taxation. Key members of the District engagement are either Certified Public Accountants licensed to practice in the state of California, or are currently working towards obtaining CPA certification. Their continuing involvement and immediate accessibility will assure that the District will, at all times, be able to contact the decision makers at MGO and have access to our full range of resources.

The key members of our engagement team have higher education experience, and all MGO auditors have fund accounting experience totaling a minimum of 1800 hours per year.

Organization Chart

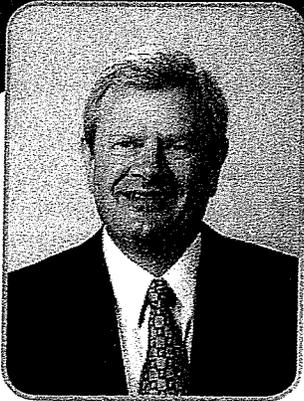
In conducting the audits for the District, our audit team will consist of individuals with extensive background in higher education and non profit audits. The organization chart below provides an overview of the key personnel comprising the engagement team.

Engagement Team Serving
South Orange County Community College
District



JAMES V. GODSEY, CPA

ENGAGEMENT PARTNER



Responsibilities:

- Assurance and Government Advisory Partner in Southern California Offices of MGO
- Leads and coordinates the overall delivery of the audit and technical assistance
- Leads project strategy and planning efforts
- Works closely with your management team
- Available throughout the year to ensure proactive issue identification and service delivery

Background:

Jim has over thirty years of experience in governmental auditing, training, accounting and management services. Jim has also assisted the State Controller's Office and the CA Commission with the procedures for the State Compliance. Prior to joining Macias Gini & O'Connell LLP, Jim was a Senior Partner with Quezada, Godsey & Co.

Jim's areas of expertise include state and local governmental auditing, forensic audits, fraud audits, management audits and audits in compliance with the Single Audit Act. He is an expert in the field of governmental and nonprofit accounting.

Professional Activities and Memberships:

- Advisor to the Fiscal Standards and Accountability Committee for the California Community Colleges
- Member of the Board and Past President, National Association Job Training Assistance (NAJA)
- Advisor to the Board of Directors, Civic Center Chapter of the Association of Government Accountants
- Advisor to the Board of Directors, LAMAAA
- American Institute of Certified Public Accountants
- California Society of Certified Public Accountants

Continuing Professional Education

Jim has satisfied the "Yellow Book" requirement of having at least eighty hours continuing professional education every two years, of which twenty four must directly relate to the government environment and to government auditing.

Education:

- B.S., Business Administration, George Mason University, Fairfax, Virginia

Clients Service:

Educational Institutions

- California State University, Los Angeles Auxiliary Services
- Coast Community College District
- County of Orange Children & Families Commission
- Cypress College Foundation
- Long Beach City College
- Los Angeles Community College District
- Los Angeles Unified School District
- North Orange County Community College District
- Rancho Santiago Community College District
- San Francisco Community College District
- Santa Clarita Community College District
- South Orange County Community College District

Bond Audit

- Glendale Community College District
- North Orange County Community College District
- Rancho Santiago Community College District
- San Francisco Community College District

Foundations

- City College of San Francisco Foundation
- Cypress College Foundation
- Irvine Valley College Foundation
- Coast Community College District Foundation
- Coastline College Foundation
- Golden West College Foundation
- North Orange County Community College District Foundation
- Orange Coast College Foundation
- Rancho Santiago College Foundation
- Saddleback College Foundation

CAROLINE WALSH

TECHNICAL REVIEWER



Responsibilities:

- Caroline will be Firm Quality Control Director and Chair of the firm's Professional Standards Group, responsible for firm-wide quality control standards, including annual internal quality control inspections, and professional standards review of the firm's reports
- Consults with Mr. Godsey on technical decisions
- Responsible for staying current on the engagement process, participating in client discussions about complex technical issues, reviewing selected audit workpapers, and reviewing reports for compliance with generally accepted accounting principles and professional auditing standards

Background:

Caroline has over 31 years of specialized experience in auditing and consulting for local governmental agencies, nonprofit, insurance, healthcare, and corporate enterprises. Prior to joining MGO in 1991, she spent 13 years with the Los Angeles Office of Deloitte & Touche LLP where she was the lead government senior manager.

Effective January 2010 Caroline will be MGO's Quality Control Director and in that capacity serves as the chair of the firm's Professional Standards Group. Caroline is responsible for firm-wide quality control standards, including annual internal quality control inspections, and professional standards review of the firm's reports. Caroline is also the firm's designated technical expert assigned to the BDO Alliance Government Industry Group technical helpline.

Caroline served on the AICPA State and Local Government Expert Panel for a three year term. Her role on the Expert Panel was to provide review and technical support services for the public accounting profession, including drafting and updating the AICPA guides for – Audits of State and Local Governments and Government Auditing Standards and Circular A-133 Audits. In 2009, Caroline chaired the Expert Panel Task Force which reviewed and commented on the recent GASB Invitation to Comment on Pensions on behalf of the AICPA and in August 2009 testified before the GASB summarizing the AICPA's comment letter and responding to GASB Board member questions.

In 2009, Caroline was appointed for a 3 year term to the GASB Advisory Committee. Caroline reviewed the updates to the 2009-2010 Implementation Guide.

Education:

- Bachelor of Arts, Mathematics, with honors California State University, Northridge

Continuing Professional Education

Caroline has satisfied the "Yellow Book" requirement of having at least eighty hours continuing professional education every two years, of which twenty four must directly relate to the government environment and to government auditing.

Clients Served:

Educational Institutions

- North Orange County Community College District
- Rancho Santiago Community College District
- San Francisco Community College District
- South Orange County Community College District

Retirement Systems/Associations

- Contra Costa County Employees' Retirement Association
- Los Angeles County External Investment Pool
- Municipal Improvement Corporation of Los Angeles
- Santa Clara Valley Water District *
- San Diego City Employees' Retirement System
- San Diego County External Investment Pool *
- San Francisco Employees' Retirement System
- San Jose Retirement Systems (Employees and Police and Fire) *

Corporate

- Bustos Media

Nonprofit Organizations

- Shelter Partnership, Inc.
- WestEd

JEAN HORIMOTO, CPA

ENGAGEMENT DIRECTOR



Responsibilities:

- Assists Engagement Partner in planning, controlling, reviewing and evaluating fieldwork
- Consults with audit team on issues and progress of fieldwork
- Discusses accounting and control issues and assists in resolving those issues
- Manages the day-to-day execution of the audit activities and directs task accomplishments, monitors progress, and ensures schedule compliance
- Assists in the coordination of other services provided by MGO

Background:

Jean has over nineteen years of experience in the CPA profession. Prior to her employment with MGO, Jean was a manager in the CPA firm of Quezada Godsey & Co.

Her years of experience include auditing, accounting and management services. Areas of expertise include financial audits, management audits, compliance audits and single audits, as well as assessing internal controls and management systems in governmental and nonprofit accounting.

Professional Activities and Memberships:

- California Society of Certified Public Accountants
- American Institute of Certified Public Accountants

Continuing Professional Education

Jean has satisfied the "Yellow Book" requirement of having at least eighty hours continuing professional education every two years, of which twenty four must directly relate to the government environment and to government auditing.

Education:

- B.S., Sociology, University of California at Los Angeles

Clients Served:

Educational Institutions

- Long Beach Community College District
- Los Angeles Community College District
- Los Angeles Unified School District
- North Orange County Community College District
- Rancho Santiago Community College District
- San Francisco Community College District
- Santa Clarita Community College District
- South Orange County Community College District

Nonprofit Organizations

- City College of San Francisco Foundation
- College of the Canyons Foundation
- Cypress College Foundation
- First 5 LA Children and Families Commission
- Irvine Valley College Foundation
- KAYNE Eras Center
- Los Angeles Shanti Foundation
- Rancho Santiago College Foundation
- Saddleback College Foundation
- Santa Ana College Foundation
- Santiago Canyon College Foundation
- Cal State L.A. University Auxiliary Services, Inc.

Retirement System

- City of Los Angeles Employee Retirement System

GREGORY MATAYOSHI

EDP DIRECTOR



Responsibilities:

- Works closely with assurance professionals to conduct the information systems review
- Conducts IT general and application control assessments
- As needed, conducts focused reviews on systems security and governance

Background:

Greg has twelve years of professional experience as a financial auditor/project manager, including extensive knowledge of engineering principles and applications. His professional skills include compliance audits and evaluations, statistical manipulation and analysis, information management reviews, evaluations of financial management workflows and processes. His responsibilities have included managing various MIS, accounting, financial, and operational assignments; preparing workpapers supporting schedules and performing tests of details.

Greg's areas of expertise include MIS compliance reviews for state and local governmental agencies.

Professional Activities and Memberships:

Greg is a member of the Association of Government Accountants

Instructional Experience:

Greg has been a guest lecturer for the USC MPA program, Program Evaluation; CSUS Accounting Society; and CSUS, Beta Alpha Psi

Education:

- M.B.A., Finance and Technology Management
University of California, Davis
- B.S., Mechanical Engineering, University of Colorado

Clients Served:

State Agencies

- California Public Employees Retirement System
- California State Teachers Retirement System
- California Department of Technology Services
- California Tahoe Conservancy
- California Department of Water Resources

Educational Institutions

- California State University, Sacramento — University Enterprises, Inc.
- North Orange County Community College District
- San Francisco Community College District
- South Orange County Community College District
- WestEd

City Governments

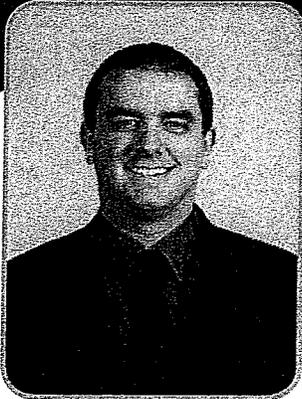
- Oakland
- Sacramento
- San Diego
- San Jose
- Santa Rosa
- Vernon

County Governments

- Orange
- Riverside
- Sacramento
- San Diego
- Santa Clara
- Solano
- Sonoma
- Ventura

DANIOR MARTIN

SENIOR AUDITOR



Responsibilities:

- R Conducts fieldwork
- Reviews and analyzes client internal controls
- Supervises engagement staff
- Researches issues as directed by Engagement Manager
- Signs off on all workpapers before submission to Engagement Manager for further review

Background:

Dan has over four years of governmental auditing and accounting experience. He has been working primarily on financial and compliance audits for our governmental clients. His responsibilities have included performing various accounting, financial and operational assignments; preparing work-papers and supporting schedules; performing tests of details; reviewing and analyzing client internal controls; preparing account reconciliations; assisting to complete financial statements and management recommendation letters in accordance with GAAP, GAAS, and GAGAS requirements.

Continuing Professional Education

Dan has satisfied the "Yellow Book" requirement of having at least eighty hours continuing professional education every two years, of which twenty four must directly relate to the government environment and to government auditing.

Education:

- B.S., Accountancy, California State University, Northridge

Clients Served:

Educational Institutions

- Coast Community College District
- North Orange County Community College District
- Rancho Santiago Community College District
- San Francisco Community College District

Nonprofit Organizations

- City College of San Francisco Foundation
- Coast Community College District Foundation
- Coastline College Foundation
- Golden West College Foundation
- North Orange County Community College District Foundation
- Orange Coast College Foundation
- Rancho Santiago Community College District Foundation
- Santa Ana College Foundation
- Santiago Canyon College Foundation
- Friends of Expo Center

Other Governmental Entities, Including Special Districts and Joint Powers Authorities

- Orange County Children & Families Commission
- Vernon Redevelopment Agency

VERONICA YING WANG

SENIOR AUDITOR



Responsibilities:

- Conducts fieldwork
- Reviews and analyzes client internal controls
- Supervises engagement staff
- Researches issues as directed by Engagement Manager
- Signs off on all workpapers before submission to Engagement Manager for further review

Background:

Ms. Wang is a Senior Assurance Associate for Macias Gini & O'Connell LLP. She has over 3 years of auditing experience and has performed financial, compliance and single audits, as well as assessing internal controls. She also has data mining experience and has led several projects involving journal entry review. Her responsibilities have included performing various accounting, financial and operational assignments; preparing workpapers and supporting schedules; performing tests of details; reviewing and analyzing client internal controls; preparing account reconciliations; entering cash receipts/disbursements, sales, payroll, closing and adjusting journal entries; planning engagements including preparing audit programs and time budgets; supervising and training staff auditors; reviewing all workpapers and documents prepared by subordinates; completing financial statements and management recommendation letters.

Ms. Wang is proficient in a number of accounting, word-processing and spreadsheet computer software applications.

Professional Activities/Memberships:

- ASCEND
- Pan-Asian Leaders in Finance and Accounting

Education:

- M.S. in Accountancy, California State University, Los Angeles

Continuing Professional Education

Veronica has satisfied the "Yellow Book" requirement of having at least eighty hours continuing professional education every two years, of which twenty four must directly relate to the government environment and to government auditing.

Clients Served:

Education

- Cal State LA University Service Auxiliary
- Rancho Santiago Community College

County Governments

- Orange
- Los Angeles

Housing and Redevelopment Agencies

- Orange County HUD-REAC
- San Diego RDA

Hospitals

- County of Los Angeles

Other Governmental Entities, Including Special Districts and Joint Powers Authorities

- Orange County Tobacco Settlement Revenue Fund
- Orange County Office of Criminal Justice Planning
- Orange County Special Financing Authority

AMY CHIANG, CPA

SENIOR AUDITOR



Responsibilities:

- Conducts fieldwork
- Reviews and analyzes client internal controls
- Supervises engagement staff
- Researches issues as directed by Engagement Manager
- Signs off on all workpapers before submission to Engagement Manager for further review

Background:

Amy is a Senior Associate of Macias Gini & O'Connell LLP. She has over 2 years of auditing experience and has performed financial, compliance and single audits, as well as assessing internal controls. Her responsibilities have included performing various accounting, financial and operational assignments; preparing workpapers and supporting schedules; performing tests of details; reviewing and analyzing client internal controls; preparing account reconciliations; entering cash receipts/disbursements, sales, payroll, closing and adjusting journal entries; planning engagements including preparing audit programs and time budgets; supervising and training staff auditors; reviewing all workpapers and documents prepared by subordinates; completing financial statements and management recommendation letters.

Amy is proficient in a number of accounting, word-processing and spreadsheet computer software applications.

Continuing Professional Education

Amy has satisfied the "Yellow Book" requirement of having at least eighty hours continuing professional education every two years, of which twenty four must directly relate to the government environment and to government auditing.

Education:

- Master of Accounting (M.Acc.), University of Southern California

Clients Served:

Educational Institutions

- California State University, Los Angeles Auxiliary
- Coast Community College District

Employee Benefit Plans

- California State University, Los Angeles Auxiliary Services, Inc. Defined Contribution Plan
- San Bernardino County Employees' Retirement Association

County

- Los Angeles

REFERENCES

References

Below are client references from relevant higher education clients:

Rancho Santiago Community College District

Scope of Services: Performed financial audit, single audit and state compliance audit

Contact: Ms. Noemi Kanouse, Assistant Vice Chancellor Fiscal Services

2323 N. Broadway, Suite 404

Santa Ana, CA 92706

714-480-7320

"I want to complement Macias Gini and O'Connell for making the presentation on Implementing the New Audit Risk and Response Standards available to clients such as myself. It was truly a rewarding experience and privilege as well as educational to hear from an accomplished professional in this area. Thanks for giving us the basis to start preparation for the new COSO requirements."

Stephen Garcia, Chief Financial Officer and Vice President for Administration, CSU, Sacramento

California State University, Los Angeles Auxiliary

Scope of Services: Performed financial audit, single audit and state compliance audit

Contact: Thomas Leung, University Controller

5151 State University Drive

Golden Eagle Room 314

Los Angeles, CA 90032

323-343-3571

California State University, Sacramento

Scope: Provided as needed financial consulting services

Contact: Mr. Stephen Garcia, VP for Administration and Bus. Affairs

6000 J Street, Sacramento Hall 272

Sacramento, CA 95819

916-278-6312

San Francisco Community College District

Scope of Services: Performed financial audit, single audit and state compliance audit

Contact: Mr. John Bilmont, CFO Business Services

33 Gough Street

San Francisco, CA 94103

415.241.2230

COST OF SERVICES

Cost Proposal

Our fee philosophy is to foster long-term client relationships by offering fair and competitive pricing. Through our past experience we have gained an in-depth understanding of the resources required to perform these audits. Based on our experience we have developed a pricing model which will allow us to provide the highest level of experience, commitment and quality for your engagement. Our proposed not-to-exceed fees to provide audit services for the District for the years ending June 30, 2010, 2011, 2012 are indicated below:

MAXIMUM FEES	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
1) Max. Annual Fee of District Audit including Data Collection Form Preparation and Submittal			
(a) Anticipated Hours	686	686	686
(b) Annual Fee	\$71,666	\$73,798	\$75,958
2) Max. Annual Fee Foundation Audit and Tax Return			
-Foundation for the District			
(a) Anticipated Hours	57	57	57
(b) Annual Fee	\$6,633	\$6,830	\$7,033
-Irvine Valley College Foundation			
(a) Anticipated Hours	131	131	131
(b) Annual Fee	\$14,520	\$14,952	\$15,393
-Saddleback College Foundation			
(a) Anticipated Hours	131	131	131
(b) Annual Fee	\$14,520	\$14,952	\$15,393
-ATEP Foundation			
(a) Anticipated Hours	80	80	80
(b) Annual Fee	\$9,136	\$9,408	\$9,688
3) South Orange County Comm. College District Facilities Corp.			
(a) Anticipated Hours	53	53	53
(b) Annual Fee	\$6,081	\$6,262	\$6,449

Based on our review, our fees for single audit services is based on two (2) major programs. If there are significant changes to the number of single audit programs we will discuss with the District prior to starting the audit work.

Hourly Rates

Due to the unprecedented events in our economy, we have reduced our hourly rates for this engagement.

PERSONNEL CLASSIFICATION	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Partners	\$206	\$217	\$227
Senior Managers	165	173	182
Managers	138	144	152
Consultants	165	173	182
Supervisors	165	173	182
Senior Accountants	96	101	106
Junior Accountants	69	72	76

The above hourly rates reflect a discount of 45% of the Firm's standard hourly rates.

SUPPLEMENTARY SCHEDULES

As will be described in the planning section, it is our practice to prepare a document request of the schedules, statements and documents necessary to complete the audit. This is provided to the client in advance of the audit to allow sufficient time for the gathering of the items. For first year clients, we will work with them in compiling the information and attempt to work with existing schedules the client utilizes. The following will serve as a preliminary list of schedules we would typically request:

1. Legal entity of the District and Foundation
2. List of the Board of Trustees
3. Board minutes
4. Accounting policies and procedures
5. Access to general ledger
6. Financial statements including cash flows
7. List of bank accounts, account no., purpose and signatories (preparation of confirmations)
8. List of investments including type (preparation of confirmations)
9. Investment policy
10. Listing of accounts receivable and supporting documentation for material receivables
11. Inventory listing as of June 30th. Would like to be present at the taking of inventory
12. Listing of pledges receivable including supporting documentation and payments made during the fiscal year.
13. Schedule of fixed assets and related depreciation schedule
14. Schedule of additions and deletions of fixed assets
15. Listing of accounts payable and accrued expenses balance
16. Listing of notes payable including copies of all notes, capital leases and credit lines
17. Retirement plan contract
18. Schedule of disbursements subsequent to the fiscal year end
19. Payroll ledgers
20. List of payables and receivables to related parties
21. Access to financial aid student records
22. List of students receiving federal financial aid and amounts received during the year
23. FISAP
24. Drawdown records
25. List of voter approved projects
26. Accounting records for bond fund
27. Access to all disbursements including invoices and bid information
28. Copy of official statement of bond
29. Procedures for monitoring bond activity
30. Internal control procedures over disbursements
31. Reports presented to the Board of Trustees on bond projects

We do not anticipate the need for preparation of schedules and statements by the District and Foundation employees for external audit purposes not required for internal operating purposes.

ASSURANCES

The following are assurances from Macias Gini & O'Connell LLP:

License

Our firm and all assigned key professional staff are properly licensed by the State of California to practice as a Certified Public Accountant. MGO meets all requirements imposed by federal, state and local laws, rules and regulations.

Understanding of Services to be Provided

MGO understands that the primary purpose of the examinations specified herein is to express an opinion on the financial statements and that such examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the District and Foundation.

We certify that, in accordance with auditing standards and other applicable guidelines and regulations, Macias, Gini & Company LLP will select the necessary procedures to test compliance and to disclose noncompliance with specific laws, regulations and contracts.

In accordance with the provision of Section 3700 of the Labor Code of the State of California, we will sign and file, with the District and Foundation, the following certificate before performing the work under the contract:

"I am aware of the provisions of Section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code before commencing the performance of the work of the contract."

Independence

Macias Gini & O'Connell LLP is independent of the District as defined by auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards (commonly referred to as the "Yellow Book" standards), issued by the Comptroller General of the United States.

No Record of Substandard Audit Work

Our firm does not have a record of substandard audit work, nor any outstanding claim of substandard work or unsatisfactory performance pending with the State Board of Accountancy. There have not been any positive enforcement actions or other matters that would reflect negatively on our professional qualifications, including any action for substandard audits taken by the State Board of Accountancy.

AUDITOR'S APPROACH TO THE EXAMINATIONS

Our philosophy for a successful engagement is based on planning, organization, communication, and coordination between the two parties responsible for the completion of the audit: the CPA firm and the client. We will meet with the appropriate management personnel on a regular basis to report on the progress of our audit and on our preliminary audit findings. We ask that the District will communicate to us any foreseeable delays in the delivery of accounting records, financial statements, and/or other documents needed to complete the audit.

In order to eliminate to the maximum extent possible the element of "surprise," we will address up front all key accounting and reporting issues that could potentially affect our audit opinion. We are confident that proper planning, timely communication, and the prompt resolution of reporting issues will lead to a smooth transition to the final report. We also believe this approach will result in a positive working relationship between the auditors and District personnel.

Scope of Services

A description of the nature of services required by the District for the fiscal years ending June 30, 2010, 2011 and 2012 is provided below.

District and South Orange County Community College District Facilities Corporation Financial Audits

We will conduct our audits in accordance with generally accepted auditing standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States to enable us to express our opinion. Our audits will include an examination of the accounting records and underlying supporting records under the jurisdiction and control of the District.

We will ensure that the basic financial statements and notes to the basic financial statements are in accordance with GASB 34/35. This will include the Statement of Net Assets, Revenue, Expense and Changes in Net Assets and Cashflow.

Foundation Audits

We will conduct our audit in accordance with generally accepted auditing standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States to enable us to express our opinion. Our audit will include an examination of the accounting records and underlying supporting records under the jurisdiction and control of the Foundations.

Single Audit

We will conduct our audit in accordance with the Single Audit and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and the Single Audit Act Amendments of 1996. This will include a determination of high risk programs (on a rotation basis) and test the applicable compliance requirements for each program. We will prepare a schedule of findings and questioned costs. We will also prepare the SF-SAC Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations to the United States Department of Commerce – Bureau of the Census by the appropriate deadline and assist the District with the submission.

State Compliance Audit

We will audit the State Compliance requirements mandated by the State Chancellor's Office in accordance with the Contracted District Audit Manual for the fiscal year 2009-2010. This will include testing each applicable compliance requirement in order to express an opinion on State Compliance.

Management Letter

Annually, we will present to the District management, findings and recommendations noted during the course of our audit that improve or correct, as necessary, any accounting controls and/or management practices of the District.

We will address the systems of internal control; accounting and financial systems, functions, procedures and processes, especially with regard to cost effectiveness, compliance with laws, regulations, contracts and grants; and the responses of the District to recommendations from the prior year. It is MGO's policy to discuss all findings and recommendations with the appropriate management personnel prior to inclusion in our letter.

Communication

Communication is a vital part of our hands on approach. During the course of the audit, we will meet conduct status meetings monthly with the Director of Fiscal Services or her duly authorized representative at agreed upon intervals. In addition, we will provide a written status report to the District's Director of Fiscal Services. The status report will address any problems encountered, unresolved problems and any other items we believe need to be brought to the attention of the Director of Fiscal Services. We will attend any District Board or Committee meetings as required when notified.

Assistance to Respond to State and Federal Inquiries

We will assist the District in responding to inquiries from federal, state and/or regional agencies on issues related to the audits for which they are responsible. Our liaison with GASB, the AICPA, the AICPA EP and GFOA will ensure the District that they can expect a high level of commitment to obtain precise, relevant information necessary to provide exceptional communication and audit services to them.

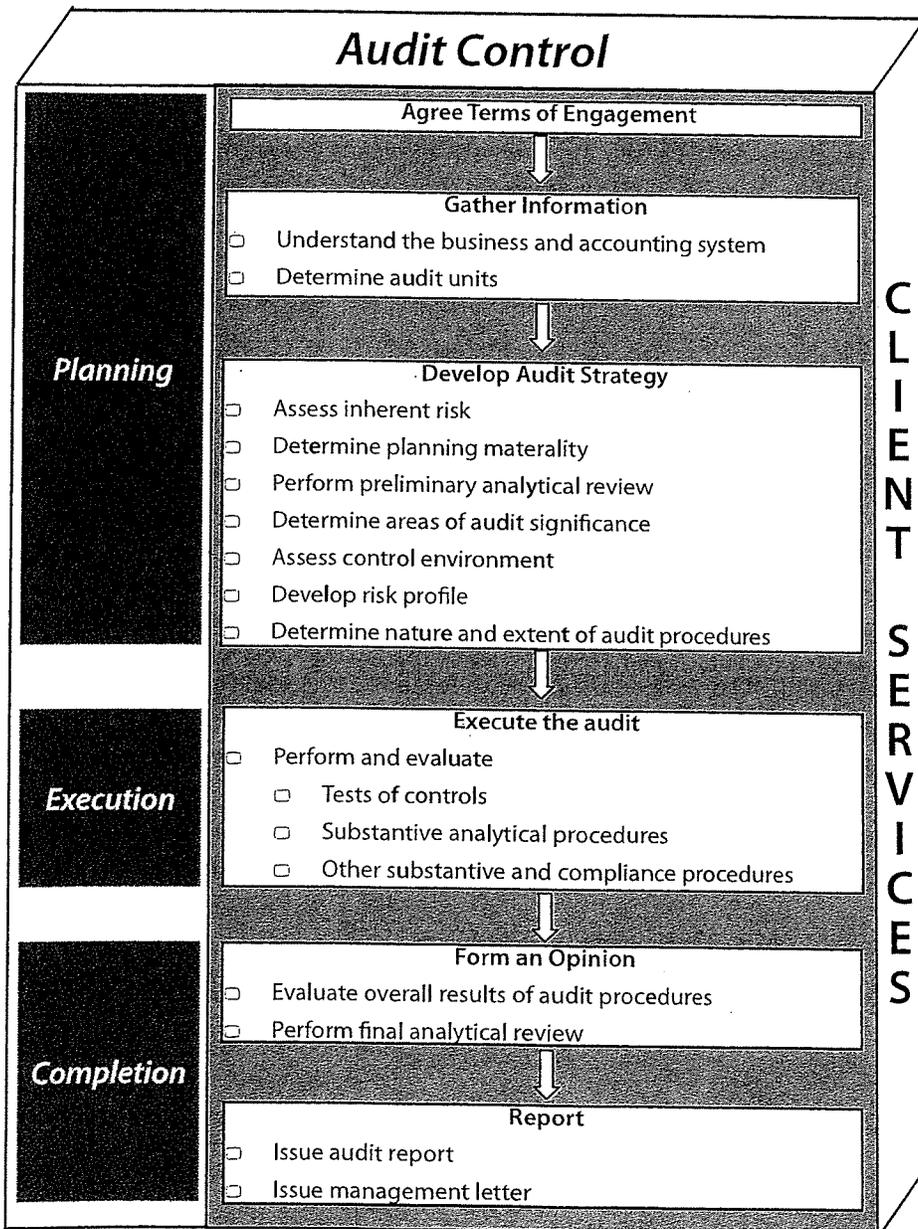
Our audit will be conducted in accordance with all applicable requirements, which include the following:

- Generally Accepted Auditing Standards (GAAS) as defined in the Statements on Auditing Standards of the American Institute of Certified Public Accountants.
- Generally Accepted Auditing Standards as defined by the National Association of College and University Business Officers
- Generally Accepted Auditing Standards as defined by the Governmental Accounting Standards Board
- U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Nonprofit Organizations.
- National Collegiate Athletic Association Financial Audit Guidelines
- Government Auditing Standards (Yellow Book) issued by the Comptroller General of the United States, 1994 revision.
- Applicable Federal and State regulations, contracts and bond covenants.

General Audit Approach

The Auditing Standards Board issued a suite of eight new auditing standards, which are referred to as the Risk Assessment Standards. The standards represent a significant strengthening of auditing standards that will improve the quality and effectiveness of audits. Specifically, the standards enhance the application of the audit risk model by requiring auditors to obtain a more in-depth understanding of the audit client and its environment, perform a more rigorous assessment of risk of material misstatement in the financial statements and improve linkage between assessed risks and the audit procedures performed in response to those risks. These standards will require significant additional documentation and test work over the District's controls of financial reporting.

In response these significant changes, MGO has adopted the following audit approach:



The approach entails an analysis of audit risks leading to a focus of audit effort. MGO has already used this approach in our publicly traded audits and we have provided training and educational programs related to these new standards since 2005 so that we can implement them seamlessly and without interruption to your schedule.

Our audit approach is tailored to meet the specific needs of each client. We will leverage off of our experience base and build upon our deep understanding of governmental and educational operations. As conditions change, we will continue to develop our understanding of critical audit areas through comprehensive audit planning and risk assessment.

The audit involves the following stages:

- Agree terms of engagement - We first agree with the client the objectives of the engagement and the nature and timing of our reports.
- Gather information - We develop an understanding of the client's business, information system and organization, and the ways in which management exercises control.
- Develop audit strategy - Based on our knowledge, we then move to a detailed assessment of the risks potentially affecting the financial statements. A client-specific audit strategy is then developed, focusing our audit efforts on financial statement areas where there are significant risks of material misstatement, whether due to fraud or error. We select those procedures which will provide us with the necessary evidence with optimum timing and efficiency.
- Execute the audit - We then perform the selected audit procedures, ensuring that they are carried out by staff who have a level of experience and knowledge relevant to the planned procedures. The results are evaluated to determine whether we have sufficient appropriate audit evidence or whether additional procedures need to be performed.
- Form an opinion - We draw together all the evidence we have obtained and consider whether we have obtained reasonable assurance that the risk of material misstatement has been reduced to an appropriately low level.
- Report - We issue our report, ensuring that it is a clear expression of opinion on the financial statements. In addition we report on other matters covered by the terms of our engagement.

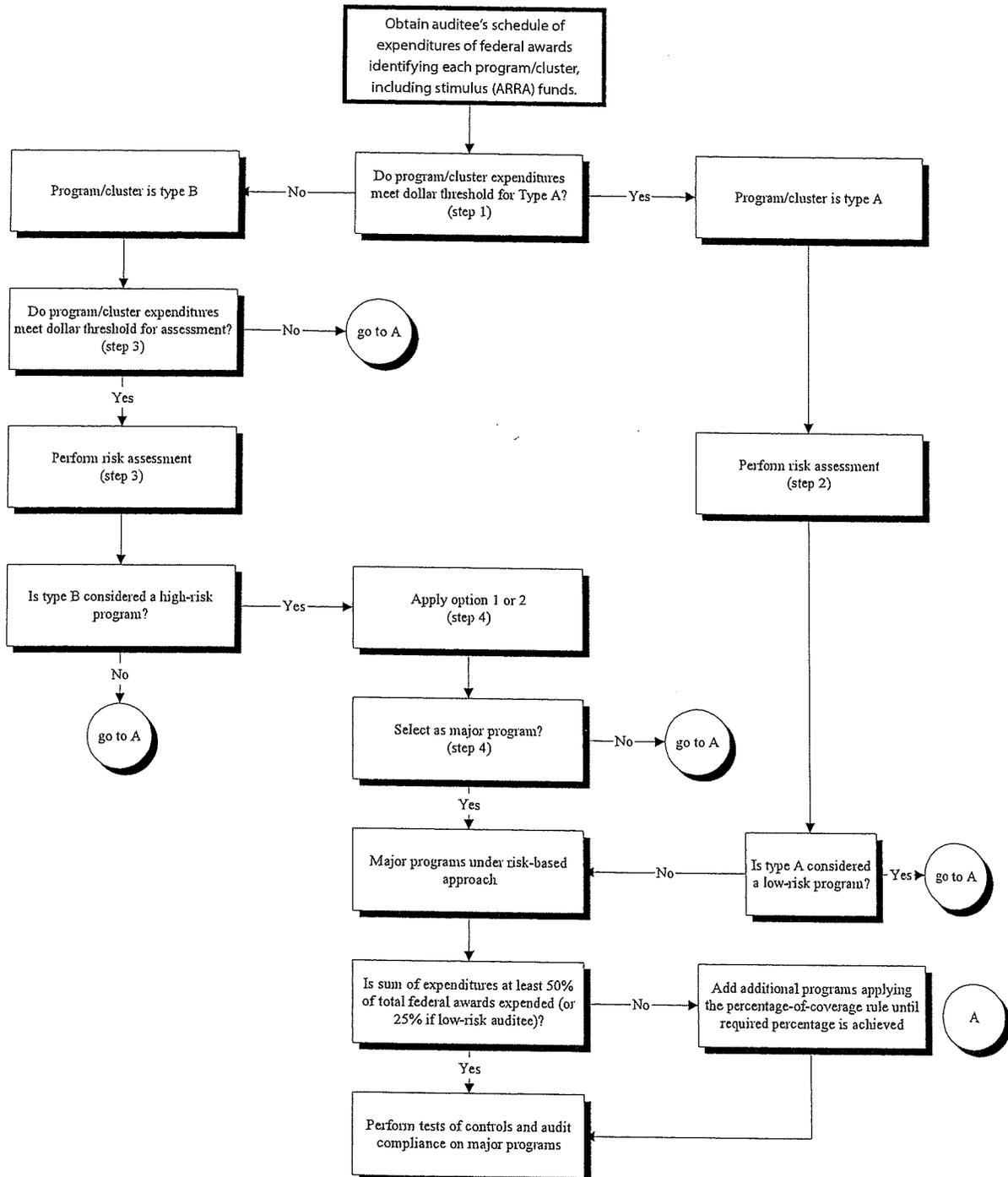
Throughout the audit process we gain knowledge which, combined with our general experience and expertise, will provide us with a unique insight into the District's operations and with opportunities for identifying improvements, not only with respect to accounting and information systems but also regarding broader, and often more significant areas such as organizational structure and financial planning. This insight is often a source of valuable business advice which may be communicated to the District.

Our audit approach is based on our experience auditing governments over many years. The key element in performing a successful audit of a government entity is to have knowledgeable professionals that know the government industry and environment. In order to perform the audit timely and meet or exceed your deadlines, we will work closely with your staff while planning the engagement.

Our approach emphasizes comprehensive and timely audit planning. Some of the techniques to eliminate last-minute surprises are: our managers and partners complete a pre-review of the basic financial statements, stay abreast of new GASB pronouncements and continually communicate with the District personnel to discuss staff assignments, timing of obtaining a comprehensive list of schedules, confirmations, and analysis of selected account balances.

Single Audit Approach

The Office of Management and Budget Circular A-133 requires the auditor to use a risk-based approach to determine which federal programs are major programs. The risk-based approach includes consideration of current and prior audit experience, oversight by federal agencies and pass-through agencies and the inherent risk of the federal programs. The risk-based approach is designed to focus the single audit on higher-risk programs. The flowchart below illustrates our approach and application of the risk-based approach for determining major programs:



Emerging Issues

Today's turbulent time and events of the past have resulted in an unprecedented level of activity in the auditing, accounting and regulatory environment. The following discussion is provided to share with you a summary of critical issues that will be facing Higher Education and not-for-profit organizations in the coming years.

Increase in Enrollment

With enrollment on the rise and reduced state funding, problems will arise that will affect services and the needs of students. The District will struggle with providing the same level of services to students with less funds.

American Recovery and Reinvestment Act (ARRA)

On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009 (Recovery Act). As funds are disbursed to further job creation, economic recovery, and other purposes of the Recovery Act, there will be increased compliance in spending these funds. All ARRA funds would be considered high-risk programs in the first year when expenditures are made and will be included as high-risk programs for Single Audit purposes. The Auxiliary will need to ensure that controls are in place for oversight of these funds in addition to increased reporting requirements on a quarterly basis and reporting in the Schedule of Expenditures of Federal Awards. The OMB is continuing to update and prepare guidance on the implementation of the Recovery Act and its impact on the Single Audit reporting requirements.

Capital Market Environment

Recent events have dramatically impacted the valuation of certain investments tied to sub-prime mortgages and related investment vehicles. An organization's direct investments as well as their pension funds may be impacted by these events both as to their valuation and liquidity. Of additional concern will be events occurring subsequent to the balance sheet date that may need to be evaluated as to their impact on recorded transaction and/or required subsequent event disclosure.

Recent Significant Issues

Auditing

SAS No. 112 changed the terminology used for reporting on internal controls to be consistent with the Public Company Accounting Oversight Board's (PCAOB's) definitions for significant deficiency and material weaknesses.

SAS No. 114, The Auditor's Communication with Those Charged with Governance, supersedes SAS No. 61 dealing with required communications with Audit Committees. While similar to the old standard, No. 114 includes additional matters to be communicated and places more attention on the process.

SAS No. 115, Communicating Internal Control Related Matters Identified in an Audit, establishes standards and provides guidance on communicating matters related to an entity's internal control over financial reporting identified in an audit of financial statements.

OMB A-133. OMB released in 2009 Compliance Supplement which includes numerous updates to individual programs. The research and development cluster did not receive significant changes.

GASB - Below is a listing of several recent GASB pronouncements which are relevant for governmental business type activities:

GASB Statement No. 58 Accounting and Financial Reporting for Chapter 9 Bankruptcies. This standard provides guidance for governments that have petitioned for protection from creditors by filing for bankruptcy under Chapter 9 of the United States Bankruptcy Code. It establishes requirements for recognizing and measuring the effects of the bankruptcy process on assets and liabilities, and for classifying changes in those items and related costs.

GASB Statement No. 57 OPEB Measurements by Agent Employers and Agent Multiple-Employer Plan. This standard addresses issues related to measurement of other postemployment benefit (OPEB) obligations by certain employers participating in agent multiple-employer OPEB plans. GASB 57 amends GASB Statement No. 43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, and GASB Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions.

GASB Statement No. 56 Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards. This standard incorporates accounting and financial reporting guidance previously only contained in the AICPA auditing literature into the GASB's accounting and financial reporting literature for state and local governments. GASB 56 addresses three issues from the AICPA's literature: (1) related party transactions; (2) going concern considerations; and (3) subsequent events.

GASB Statement No. 55 The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments. This standard incorporates the hierarchy of generally accepted accounting principles (GAAP) for state and local governments into the GASB's authoritative literature. It is intended to make it easier for preparers of state and local government financial statements to identify and apply the "GAAP hierarchy," which consists of sources of accounting principles used in the preparation of financial statements so that they are presented in conformity with GAAP and the framework for selecting those principles.

GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This standard is intended to improve the usefulness of information provided to financial report users about fund balance by providing clearer, more structured fund balance classifications, and by clarifying the definitions of existing governmental fund types.

GASB Statement No. 53 On Derivatives. This standard will require all governmental organizations to report derivatives at fair value on the statement of net assets. Hedge accounting will be required if an effective hedge is present.

GASB Statement No. 52 Land and Other Real Estate Held as Investments by Endowments. This standard requires assets held by permanent and term endowments to be reported at fair value. Changes in fair value will be reported as investment income.

GASB Statement No. 51 Accounting and Financial Reporting for Intangible Assets provides users with more complete and consistent information about intangible assets including easements, computer software, water rights, timber rights, patents and trademarks. Under this standard all intangible assets are deemed to be capital assets. **ASB Statement No. 49 Accounting and Financial Reporting for Pollution Remediation Obligations.** Provides guidance on the accounting and reporting of obligations and cost related to existing pollution remediation projects including obligations to clean up spills of hazardous wastes and removal of contamination. Requires estimated liabilities and expenditures to be determined using an expected cash flow technique.

GASB Statement No. 50 Pension Disclosures amends GASB Statements No. 25 and No. 27 for financial reporting for defined benefit pension plans. It is intended to improve the transparency of pension information reported by governmental plans by providing enhanced disclosures and required supplementary information.

Estimated Hours

Below is the estimated effort required to provide auditing services to the District by staff level and deliverable.

	District Audit and Preparation and Submission of Data Collection Form	Foundation for the District and Tax Returns	Irvine Valley College Foundation and Tax Returns	Saddleback College Foundation and Tax Returns	ATFP Foundation	South Orange County Comm College District Facility Corp	Total
Planning and Interim Fieldwork							
Project Partner	6	1	2	2	1	1	13
Technical Review Partner	2	1	1	1	1	1	7
Engagement Director	8	2	2	2	2	1	17
IT Consulting Director	8	-	-	-	-	-	8
Project Manager	60	2	8	8	4	2	84
Audit Senior(s)	100	2	8	8	4	2	124
Semi Senior(s) and Staff	150	2	8	8	4	2	174
Planning and Interim Fieldwork Total	334	10	29	29	16	9	427
Year-End Fieldwork							
Project Partner	8	1	2	2	2	1	16
Engagement Director	16	1	4	4	2	2	29
IT Consulting Director	4	-	-	-	-	-	4
Project Manager	80	8	16	16	8	4	132
Audit Senior(s)	80	10	24	24	16	8	162
Semi Senior(s) and Staff	80	10	24	24	16	8	162
Year-End Fieldwork Total	268	30	70	70	44	23	505
Report Production/Presentation							
Project Partner	4	1	2	2	2	1	12
Technical Review Partner	8	2	2	2	2	2	18
Engagement Director	8	2	4	4	4	2	24
Project Manager	16	4	8	8	4	4	44
Audit Senior(s)	24	4	8	8	4	6	54
Semi Senior(s) and Staff	24	4	8	8	4	6	54
Report Production/Presentation Total	84	17	32	32	20	21	206
Estimated Total	686	57	131	131	80	53	1138

27

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: CCCT Board of Directors Election - 2010

ACTION: Approval

BACKGROUND

The California Community College Trustees Association was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community based, locally governed colleges. The CCCT Board of Directors consists of twenty-one members elected as directors by the membership, all elected officers of the association, and a non-voting Student Trustee Director.

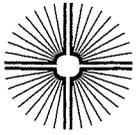
STATUS

The election of members of the CCCT Board of Directors for 2010 will take place between March 10 and April 25. The seven individuals receiving the most votes will serve three-year terms. The memorandum from CCCT and the ballot listing trustees who have been nominated for election to the board are included as exhibits. Each CCCT member community college district board has one vote for each of the seven vacancies on the CCCT Board of Directors. The seven candidates receiving the highest number of votes by the South Orange County Community College District Board of Trustees will be listed on the official ballot and transmitted to the league office by the April 25 deadline.

RECOMMENDATION

The Chancellor recommends that each board member read at the board meeting his or her list of nominees for the seven vacancies on the CCCT Board of Directors for subsequent tallying and transmittal to the League Office by the April 25 deadline.

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



COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA

DATE: February 23, 2010

TO: California Community College Trustees
California Community College District Chancellors/Superintendents

FROM: Judy Centlivre

SUBJECT: CCCT BOARD ELECTION — 2010

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. Since April 25 falls on a Sunday this year, USPS postmark of April 26 will be accepted. There are seven, three-year vacancies on the board.

Each member community college district board of the League shall have one vote for each of the seven vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

The ten trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order. An official ballot for the election is also enclosed in this mailing to each community college district chancellor/superintendent as well as copies of the biographic sketch form and statement of candidacy of each of the ten candidates.

Please remember that: *1) ballots must be signed by the board secretary and board president or vice-president; and 2) ballot return envelopes must have no identifying information or signatures.* Official ballots must be signed and returned to the League office, **postmarked no later than April 26**. Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference.

If you have any questions on the CCCT board election, please call the League office.

Attachments:

List of Candidates

CHANCELLORS/SUPERINTENDENTS ONLY:

Official Ballot and Return Envelope

Candidates' Biographic Sketches and Statements

2010 CCCT ELECTION
CANDIDATES IN RANDOM DRAWING ORDER.

1. *Louise Jaffe, Santa Monica CCD
2. Stephen Castellanos, San Joaquin Delta CCD
3. Nancy Chadwick, Palomar CCD
4. Cy Gulassa, Peralta CCD
5. *Isabel Barreras, State Center CCD
6. *Donald L. Singer, San Bernardino CCD
7. Jerry Hart, Imperial CCD
8. *Walter G. Howald, Coast CCD
9. Bob Hughlett, Cerritos CCD
10. Eva Kinsman, Copper Mountain CCD

* Incumbent

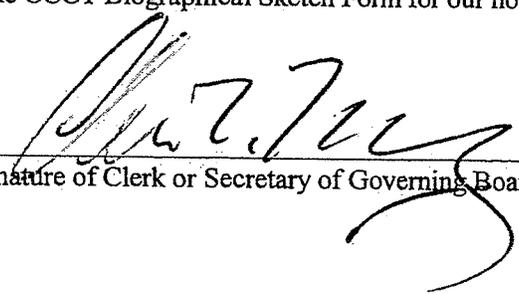
CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Santa Monica Community
College District nominates Louise Jaffe to be a
candidate for the CCCT Board.

This nominee is a member of the Santa Monica Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board

CCCT BOARD
NOMINATION FORM
CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Louise Jaffe DATE: February 5, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

These challenging times define us. CCCT must be a strong voice for preserving access for our students while improving quality. We must listen and learn from each other and seize this opportunity to ensure community colleges are recognized and funded as California's essential link to higher education and skilled jobs.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

An experienced advocate, I am friendly, respectful, deliberative, pragmatic. By continuing to serve as a CCCT Board member, I learn more about each college's concerns. I am committed to being helpful and effective, participating in Sacramento meetings and hearings to look out for and support all our colleges and students.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Louise Jaffe Date: February 8, 2010
Address: 1121 Grant Street
City: Santa Monica Zip: 90405
Phone: (310) 450-2487 (310) 450-2487
(home) (office)
E-Mail: JAFFE LOUISE@smc.edu

EDUCATION

Certificates/Degrees: Bachelor's Degree, Antioch College
Current doctoral student in the UCLA Educational Leadership Program

PROFESSIONAL EXPERIENCE

Present Occupation: Script Supervisor on *The Simpsons*
Other: Script Supervisor on *King of the Hill* and multiple feature films

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Santa Monica
Years of Service on Local Board: 4
Offices and Committee Memberships Held on Local Board: Chair, (2009); Vice-Chair, (2008);
Member, Board of Trustees Real Estate Subcommittee, Board Policy Working Group,
Superintendent's Evaluation Process, Board Engagement & Communication

State Activities (*CCCT and other organizations boards, committees, workshop presenter;*
Chancellor's Committees, etc) Boardmember, CCCT; Member, CCLC Legislation Committee,
(2009); Moderator, *Jobs, Jobs, Jobs: Rebuilding California's Workforce* concurrent session,
2010 CCLC Annual Legislative Conference; Member, Sustainable Transportation Track Planning
Group for the 2010 Higher Education Sustainability Conference; Workshop Presenter, 2008
California State PTA Convention; and, as Co-Chair of a Santa Monica political action committee,
Community for Excellent Public Schools, helped organize *Caravan for Kids* rally in Sacramento and
statewide local press conferences to protest the 2005 proposed budget cuts to public schools.

National Activities (ACCT and other organizations, boards, committees, etc.): _____

2009 National Legislative Summit, plan to attend the 2010 National Legislative Summit

CIVIC AND COMMUNITY ACTIVITIES

Founder and Leader, Santa Monica Lifelong Learning Community Project

Founding Member and Past Co-Chair, Community for Excellent Public Schools

Past PTA President, Will Rogers Elementary School, Santa Monica High School

Past PTA President, Santa Monica-Malibu Council of PTAs

Member, multiple Parcel Tax and Bond exploration and campaign steering committees

Member, Santa Monica Child Care and Early Education Task Force

Member, Santa Monica College General Advisory Board

Member, Santa Monica College President's Circle

Member, Santa Monica College Associates

Member, Santa Monica League of Women Voters

OTHER

Salzburg Fellow, Salzburg Global Seminar, International Studies Program

Workshop Presenter, 33rd District PTA Leg Conference: *Effective Advocacy*

Writer, monthly Lifelong Learning Community eNewsletter

Writer, monthly guest newspaper columnist for Santa Monica Observer

Writer, grant application for "*Ask Me About Kids*"

Speaker, League of Women Voters Salon: *Women Who Shape Santa Monica*

Keynote Speaker, 2009 Unity Resource Festival

Recipient of five PTA Honorary Service Awards including PTA's highest award, the Golden Oak

Recipient of League of United Latin American Citizens/LULAC Community Unity Award

Recipient of Certificate of Recognition from then Assemblymember Fran Pavley

Recipient of County of Los Angeles Commendation from Supervisor Yvonne Brathwaite Burke

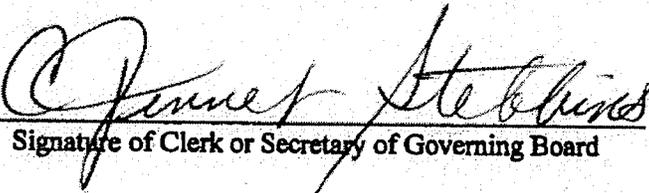
CCCT BOARD NOMINATION FORM

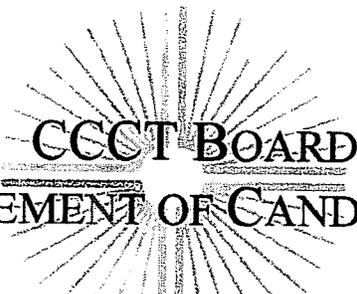
Must be returned to the League office postmarked no later than February 15, 2010, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the SAN JOAQUIN DELTA Community
College District nominates STEPHAN CASTELLANOS to be a
candidate for the CCCT Board.

This nominee is a member of the SAN JOAQUIN DELTA Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.


Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Stephan Castellanos FAIA DATE: February 12, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The nation and California are mired in economic calamity. The threat to education is clear. What must be recognized is the 30-year decline in support for education. If we are to remain competitive as a society we must strongly advocate for increased investment in education at all levels.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

As a practicing architect, former State Architect and involved citizen I have demonstrated my ability to bring people together, reach consensus and move forward. Politics is the art of the possible and it requires leadership. Schools play a role in building community with facilities and program that I understand.

**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Stephan Castellanos FAIA Date: February 12, 2010

Address: 8115 Highway 26

City: Valley Springs Zip: 95252

Phone: (home)209.786.2630

(office)209.462.2873

E-Mail: stephancastellanos@mac.com

EDUCATION

Certificates/Degrees: Bachelor of Architecture

PROFESSIONAL EXPERIENCE

Present Occupation: Architect

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: San Joaquin Delta College

Years of Service on Local Board: 1

Offices and Committee Memberships Held on Local Board: Board Chair

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) _____

American Institute of Architects, Board Member, Vice President, President

California State Architect, 2000-2005

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

American Institute of Architects, Board Member, Institute Secretary

Collaborative for High Performance Schools, Board Member

CIVIC AND COMMUNITY ACTIVITIES

Stockton Cultural Heritage Board

OTHER

CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

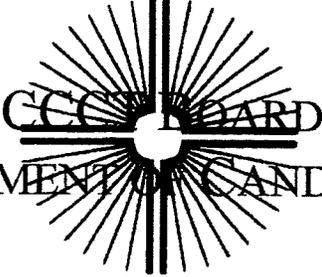
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the PALOMAR Community
College District nominates NANCY CHADWICK to be a
candidate for the CCCT Board.

This nominee is a member of the PALOMAR Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCC BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: NANCY C. CHADWICK DATE: January 25, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

MAJOR ISSUES:

- **Legislative Agenda for Prop 98 Mandated Funding, Property Tax Backfill Mandate, Budgetary Hold Harmless Provisions, Suspension of 75/25 and 50% Rules, and Career Technical Education & Basic Skills Funding**
- **Transfer Policy and Student Success Measures**
- **Green Campuses and Sustainability Policy**

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

CONTRIBUTIONS:

- **Community College Board of Trustees President**
- **Nearly 30 years in higher education with experience in budget and planning, capital planning, academic management, and adjunct clinical faculty**
- **Retired from the University of California with service on four campuses: UC Los Angeles, UC Riverside, UC Davis Medical Center, and UC San Francisco**

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Nancy C. Chadwick Date: January 25, 2010

Address: 5059 Nighthawk Way

City: Oceanside Zip: 92056

Phone: (760) 945-5365 _____
(home) (office)

E-Mail: nancychadwick@cox.net

EDUCATION

Certificates/Degrees: Bachelor of Arts, University of Kansas; Master of Social Work, Catholic University; Master of Public Administration, California State University, Sacramento

PROFESSIONAL EXPERIENCE

Present Occupation:

Retired from the University of California; 30 years in Higher Education

Other: Public social agencies for ten years in supervision and management

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Palomar Community College District

Years of Service on Local Board: Elected 2002; Re-elected 2004; Re-elected 2008

Offices and Committee Memberships Held on Local Board: _____

• President of the Board 2004-2005, 2008-09

• Secretary to the Board 2003-2004, 2007-08

• Real Estate Committee 2002-2010; Palomar Foundation Board 2000-2002

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc.*)

CCLC Advisory Committee on Legislation - 2008-2009; 2009-2010

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

President, San Diego - Imperial Counties Community College Association (SDICCCA)

Board Alliance - 2007 and 2008

CIVIC AND COMMUNITY ACTIVITIES

- **Served on Boards of Directors for Public Television and Public Foundations**
 - **Chaired City Planning Commission and Redevelopment Design Review Organization**
-
-
-
-

OTHER

- **Association of Community College Trustees**
 - **American Association for Women in Community Colleges**
 - **California Women Lead**
-

CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

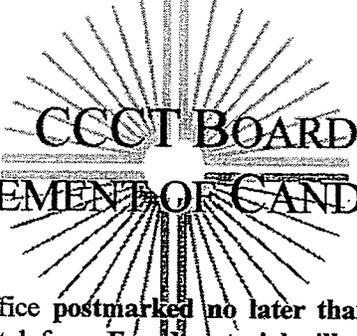
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Peralta Community
College District nominates Trustee Cy Gulassa to be a
candidate for the CCCT Board.

This nominee is a member of the Peralta Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Roxanne Epstein

Signature of Clerk or ~~Secretary~~ of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Cy Gulassa DATE: February 12, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Major issues for CCCT include: work with Master Plan committee to assure universal access, full funding, comprehensive programs and student affordability; promote The California Democracy Act and the Student Aid and Fiscal Responsibility Act (SAFRA); lobby to restore budget and categorical cuts; design workshops on leadership, policy and legal issues.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

As a state leader, seasoned trustee, and consultant with administrators on governance and board relations (California Collegiate Brain Trust), I can add perspective to CCCT deliberations and suggest strategic solutions. I also have experience with Master Plan reviews and chaired the State Task Force that initiated landmark CC reform (AB1725).

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, along with the nominating ballot and statement of candidacy. Faxed material will not be accepted.

Personal

Name: Cy Gulassa Date: February 11, 2010
Address: 6145 Harwood Avenue,
City: Oakland Zip: 94618
Phone: (Office) 510 428 9130 (Cell) 510 551 8359
E-Mail: cgulassa@peralta.edu

Education

Certificates/Degrees: BA English, St. Joseph's (IN); MA English, UC Berkeley
(40 units various CCs)

Professional Experience

Present Occupation: Peralta CC Trustee; Consultant for the California College Brain Trust.
Other: English Instructor De Anza College, (30 years, ret); President, Faculty Association of Foothill/DeAnza College (15 years); Editor, writer various CC publications.

Community College Activities

College District Where Board Member: Peralta Community College District
Years of Service on Local Board: 6 years
Offices and Committee Memberships Held on Local Board: President; Vice President; Chair of Policy Review Committee; Member of Audit and Finance, and Standards committees; member Peralta Foundation Board of Directors.

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc. The following activities span years 1982-present: President (2 years) and board member (15 years) of Faculty Association of California Community Colleges (FACCC); President (2 years) and Board member (7 years) of California Community College Independents; President of Bay Faculty Association (four years); Member of panel to review the Master Plan for Higher Ed (1987-89); Chair of the State Task Force (AB1725) on Reform of CC Personnel Issues; Member of state Chancellor's Committee on Study Abroad; Member of the State Chancellor's Consultation Committee (3 years); Member California Community College Coalition (2 years); Accreditation Team Member to 4 CCC districts; Published over 100 articles on CC issues; Speaker and presenter on AB1725 personnel and governance reforms at numerous workshops sponsored by

the Chancellor, League, State Academic Senate, FACCC, and individual CC districts; consultant on Shared Governance issues and faculty/trustee relations.

National Activities (ACCT and other organizations, boards, committees, etc.):
Attended ACCT conferences; Member Peralta Committee on Federal Legislative Relations.

Civic and Community Activities

(Span years 1997-2008): Member, Rockridge Community Planning Council (8 years); Chief Editor, *Rockridge News* (10 years); participant in various community projects, including building of new library, new community park, children's play park, and creek restoration.

Other

Faculty Member of the Year, FACCC, 1995

Honored by State Assembly (1986) and Senate (1995) resolutions

Letter of Commendation, President Clinton, 1995

John McFarland Award for Literary Achievement (2006)

CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the State Center Community
College District nominates Isabel Barreras to be a
candidate for the CCCT Board.

This nominee is a member of the State Center Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board

CCCT BOARD

STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Isabel Barreras DATE: February 3, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Student access and success are going to be major issues as we battle for more funding. We have seen drastic reductions in course offerings throughout the state. We must continue to aggressively advocate our elected leaders with a unified voice at the state and national levels.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

As an active member of the CCCT Board, I have worked hard at forging strong relationships with my colleagues throughout the state. I am a vocal advocate for community colleges and will continue to fight for the funding our students deserve.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Isabel Barreras Date: February 3, 2010

Address: 1525 E. Weldon Avenue

City: Fresno, California Zip: 93704

Phone: (home) 559-871-1428 (office) 559-244-5902

E-Mail: trusteebarreras@comcast.net

EDUCATION

Certificates/Degrees: MPA, National University

B.A. Liberal Studies, California State University, Fresno

PROFESSIONAL EXPERIENCE

Present Occupation: Administrative Assistant

Madera Unified School District (22 years)

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: State Center Community College District

Years of Service on Local Board: 7 years

Offices and Committee Memberships Held on Local Board: Offices: President, Vice President, and

Board Clerk. Board Representative Appointments: Fresno County Trustee Association; Madera

County Trustee Association; and Chancellor and Vice Chancellor Search Committees

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc _

CCCT Board of Directors since 2006

CCCT Nomination Selection Committee, September 2004 - May 2005

President, California Association Latino Community College Trustees (CALCCT)

National Activities (*ACCT and other organizations, boards, committees, etc.*): _

President, California Association of Latino Community College Trustees (CALCCT)

Director, California Community College Trustees Board

Assistant Teller, ACCT Board of Directors Elections (September 2007 - 2010)

Past Associate Member, ACCT Diversity Committee (2004-2005)

CIVIC AND COMMUNITY ACTIVITIES

Director, Madera 21A District Fair Board - Governor Appointment (July 2003-Present)

Puente Mentor, Fresno City College Puente Mentor Program (2003-Present)

Vice President, Madera Hispanic Chamber of Commerce (2003-2006)

Board Member, Madera Drug and Alcohol Advisory Council (2003-2005)

Volunteer, Big Brothers and Big Sisters Event (May 2004)

OTHER

Graduate, Latino Caucus Institute Leadership Training - by Retired Senator Richard Polanco (March 2005)

CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

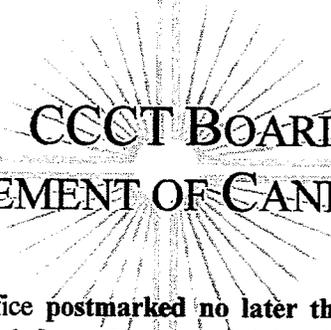
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the San Bernardino Community
College District nominates Dr. Donald L. Singer to be a
candidate for the CCCT Board.

This nominee is a member of the San Bernardino Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of ~~Cliff~~ Secretary of Governing Board
Bruce Baron, Acting Chancellor



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Dr. Donald L. Singer DATE: January 15, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Funding is the primary issue. CCCT must continue to be a strong unified voice for adequate funding during this time of a strained economy and increased demand for services.

CCCT must also lead in working for ways to increase student success and diversity. Local governance must be safeguarded.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

As a result of my experience as a chief executive officer and now as a trustee, I have had the opportunity to build relationships with state legislators. I have also had the opportunity to develop governance skills which can be an asset to the League.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Dr. Donald L. Singer Date: January 15, 2010

Address: 1519 Lynne Court

City: Redlands Zip: 92373

Phone: (home)909-798-2754

(office)909-382-1429

E-Mail: dlsinger@verizon.net

EDUCATION

Certificates/Degrees: B.A.; M.S. in Education; M.A.; Ph.D. - all from the University of Southern California

PROFESSIONAL EXPERIENCE

Present Occupation: President, American Sports University, San Bernardino, 2005 - Present

Other: President, Crafton Hills College, 1982-90

President, San Bernardino Valley College, 1990-97

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: San Bernardino Community College District

Years of Service on Local Board: 2001 - Present

Offices and Committee Memberships Held on Local Board: Clerk of the Board, 2001-03; Vice President of the Board, 2003-05; President of the Board, 2005-07; Clerk of the Board, 2009 - Present

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) Member, Board of Directors, CCCT, 2004 - Present; Member, California Association of Latino Community College Trustee, 2007 - Present; Member, Nominating Committee, CCCT, 2004-05; Member, California Fiscal Crisis Management Assistance Team, 2005 -

Present (appointed by the State Chancellor)

National Activities (ACCT and other organizations, boards, committees, etc.): Member, Board of Directors, ACCT, 2007 - Present; Member, Public Policy Committee, 2007-09; Member, Joint Commission on Federal Relations, 2007 - Present; Member, Governance Bylaws Committee, 2009 - Present

CIVIC AND COMMUNITY ACTIVITIES

Member, Board of Directors, Southern California Leadership Network, 2003-06; Member, St. Bernardine's Medical Center Foundation, 2000-04; President, United Way of the East Valley, 1992-93; Member, San Geronio Girl Scout Council, 1988-93; Member, Board of Directors, Redlands Community Hospital, 1987-91; Member, Redlands Human Relations Commission, 2009-Present; Member, Redlands Kiwanis Club, 1983-Present; Member, San Bernardino Area Chamber of Commerce, 1991-94

OTHER

Have published articles in the following periodicals: Community College Social Science Quarterly; Community College Journal; Negro History Bulletin; Dictionary of American Negro Biography; Southern California Quarterly; Upton Sinclair Symposium; District Digest

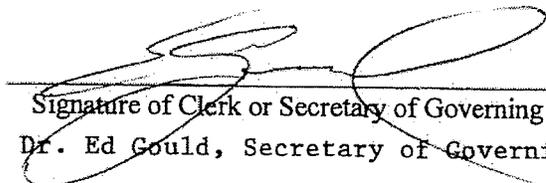
CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Imperial Community
College District nominates Jerry Hart to be a
candidate for the CCCT Board.

This nominee is a member of the Imperial Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board
Dr. Ed Gould, Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Jerry Hart DATE: 2/10/10

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The most pressing issue for all of us to address is establish a funding mechanism in California that will provide adequate funding to community colleges now and in the future. Second, we must provide career technical coursework to help veterans and unemployed workers be trained for jobs of the future.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I have worked diligently to promote community colleges. I have worked with the league in lobbying efforts and pursuing innovative finance ideas. I have attended league workshops and trainings over the last three years and hope to be personally involved in solving funding issues and providing an equipped workforce.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2010, along with the nominating ballot and statement of candidacy. Faxed material will not be accepted.

PERSONAL

Name: Jerry D. Hart Date: 2/10/10
Address: 108 West 2nd Street
City: Imperial, CA Zip: 92251
Phone: (760) 355-1192
(home) (office)
E-Mail: jerry.hart@imperial.edu

EDUCATION

Certificates/Degrees: AA Imperial Valley College
BA & MA San Diego State University, Ed Spec. Point Loma Nazarene College
CA Elementary Teaching Certificate, CA Administrative Service Credential

PROFESSIONAL EXPERIENCE

Present Occupation: Retired Teacher and School Administrator

Other: worked as coach, volunteer, first aid trainer, volunteer fire fighter

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Imperial Community College District

Years of Service on Local Board: 3

Offices and Committee Memberships Held on Local Board: Board Chair, SDICCCA Representative
(Vice President this year), IVTA Representative, IVC Foundation Representative
(Treasurer this year)

State Activities (CCCT and other organizations boards, committees, workshop presenter;
Chancellor's Committees, etc) Attended new member workshop and all other

League conferences since being elected in November 2007. Attended

Board Chair workshop this year.

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

I am scheduled to attend the legislative conference this year and have
lobbied for community college issues since being elected to the Board.

CIVIC AND COMMUNITY ACTIVITIES

IVC Foundation Board, Volunteer for the Red Cross, First Aid Trainer,
Calipatria Lions Club, Little League Coach, Member CSBA and Member ACSA.

OTHER

Since being elected I have worked diligently to find answers to the critical
issues facing colleges today. I have looked at the issues of partnerships
in meeting our funding needs, looked at local parcel taxes as a temporary
fix for meeting local needs, and lobbied for continuation of Cal Grants
since I represent the poorest and most unemployed county in California.

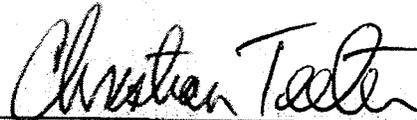
CCCT BOARD NOMINATION FORM

Must be returned to the League office postmarked no later than February 15, 2010, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

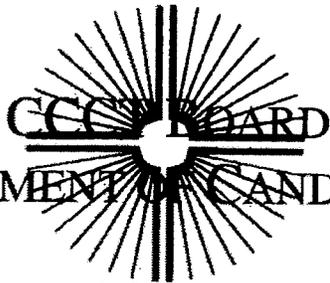
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Coast Community
College District nominates Walter G. Howald to be a
candidate for the CCCT Board.

This nominee is a member of the Coast Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

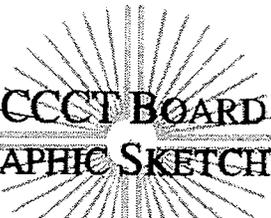
CANDIDATE'S NAME: WALTER G. HOWALD DATE: February 5, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Stable funding is my top priority. Californians recognize the important role our colleges play in California's economic recovery. We must capitalize on this recognition by (1) ensuring access (2) protect workforce training, (3) offer the highest quality transfer courses, and (4) pursue new additional funding.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

As an attorney and community leader, I've learned this lesson: To win, you must take action. The Governor and President Obama voiced support for our mission; we must use this support, build a broader political consensus, and in the future position our colleges to benefit during better economic times.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Walter G. Howald Date: February 5, 2010

Address: Post Office Box 622 Zip: 92625

Phone: (949) 244-6094 (714) 438-4848
(home) (office)

E-Mail: wgh@ccd.edu

EDUCATION

Certificates/Degrees: Juris Doctor, UCLA School of Law

Bachelor of Arts, Economics and English, UCLA

Numerous Estate Planning and Taxation Seminars

PROFESSIONAL EXPERIENCE

Present Occupation: President, Walter G. Howald, Inc., (a professional law corporation, 1975-Present); Consultant, community college foundation leadership

Other: Intermittent Superior Court Pro-Tem Judge; Arbitrator, Directorships for client/corporations

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Coast Community College District

Years of Service on Local Board: 24 Years

Offices and Committee Memberships Held on Local Board: President (eight years); Vice President (eight years); Chair, Committee on Land Development; Chair, CTE Committee; Nominating Committee for the Orange County Committee on School Board Organizations (two years); Orange County Legislative Task Force on Community Colleges (two years); Community College Director, Orange County School Boards Assc.

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc Member and First Vice President, CCCT Board of Directors, Past Member of the Board of Directors of the Community College Leadership Development Initiative (CCLDI); Trustee member, Statewide Strategic Plan Oversight Committee; presenter at several league and CCCT conferences; Served on CCLC Commission on Legislation and Finance; Served on Advisory Committee on Education Services (ACES); Director, Network for California Community College Foundation.

National Activities (*ACCT and other organizations, boards, committees, etc.*): ACCT National
Conference; Lawyers in Education Committee; Orange County Legislative Task Force; Federal
Legislation, Washington, D.C.; Member, Board of Directors, ACCT; ACCT Diversity Committee
Chair

CIVIC AND COMMUNITY ACTIVITIES

Trustee, City Library, City of Newport Beach; Chair, Library Funding Task Force;
Director, Boys and Girls Club Foundation; Director, Friends of Newport Coast; Member,
Newport Harbor Chamber of Commerce

OTHER

Practicing Attorney; Newport Beach, CA; Father of two children who matriculated through
California schools; both attaining Bachelors, Masters, and J.D. Degrees

CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2010**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

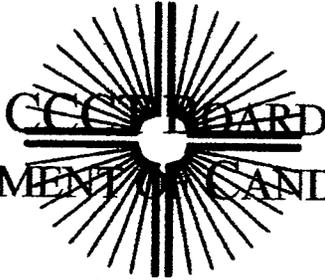
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Cerritos Community
College District nominates Dr. Bob Hughlett to be a
candidate for the CCCT Board.

This nominee is a member of the Cerritos Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Bob Hughlett, Ed.D. DATE: February 1, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Beyond overwhelming financial issues, there must be a combined effort to protect our community college system's "open door" policies and to expand financial aid opportunities, allowing any person to pursue a college education. I also support working collaboratively throughout the education system and with our legislators to ensure student success.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

As a former K-12 school board member, city councilman and mayor, I know how crucial it is that we partner with state and local officials. I bring to the CCCT board the experience and personal connections with educators and political leaders that are necessary to enable true reform in education.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2010** along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Dr. Bob Hughlett Date: February 1, 2010

Address: 10724 Leal Avenue

City: Cerritos Zip: 90703

Phone: (562) 926-5003 (562) 860-2451 ext. 2204
(home) (office)

E-Mail: hughlett@cerritos.edu

EDUCATION

Certificates/Degrees: Ed.D. (Post Secondary Administration), Nova University, Fort Lauderdale,

Florida; March, 1983; M.A. (Education, minor in Special Education), California State University, Los

Angeles, California; September, 1969; B.A. (English), Saint Mary's College, Moraga, California;

May, 1968

PROFESSIONAL EXPERIENCE

Present Occupation: Retired in 2005 as director, Disabled Student Programs and Services, Cerritos College after a 30-year career spent dedicated to students with disabilities. From 1980-2005, was responsible for the management of four on-campus and one off-campus programs for approximately 1,000 students with disabilities (Resource Center for Disabled Students, Speech, Language and Hearing Center, High Tech Micro-Computer Center, Instructional Support Center and Satellite Campus at Rancho Los Amigos Medical Center in Downey). Served as professor, Disabled Student Program, Cerritos College, 1973-1980 and was responsible for the provision of specialized services and instruction to students with disabilities. During that period conducted over 45 credit classes and developed an array of 67 supportive services. Worked as a resource specialist, Downey Unified School District, 1969-1973, in a federally funded, multi-disciplinary program at Rancho Los Amigos Hospital in Downey. Responsible for diagnosis and prescriptive planning for 50 multi-handicapped children yearly.

Other: Dr. Hughlett currently serves as immediate past president of the California Association for Postsecondary Education and Disability (CAPED). He was elected to the Board of Trustees at Cerritos College in 2005 and reelected in 2009 as a board member. Dr. Hughlett served as acting vice president of Cerritos College Student Services on two occasions and served as faculty advisor to student organization Disabled Students of Cerritos College and was recognized by Associated Students of Cerritos College as Club Advisor of the Year six times since 1974.

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Cerritos Community College District

Years of Service on Local Board: Four+

Offices and Committee Memberships Held on Local Board: Currently serve as board president and as board liaison to Cerritos College accreditation process and member of board personnel committee.

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) Served as regional facilitator representing programs for the disabled at 13 local community colleges for the California Community Colleges Chancellor's Office in Sacramento, 1984-87 and 1992-1995. Served as regional facilitator statewide chairman, 1994-95. Also served as a conference presenter at annual meetings of California Post Secondary Educators of the Disabled and Chancellor's Office yearly conference (nine presentations since 1982) and the CCLC Conference in 2009.

National Activities (*ACCT and other organizations, boards, committees, etc.*): Served on WASC accreditation team for Gavilan College.

CIVIC AND COMMUNITY ACTIVITIES

ABC Unified School District Board of Education. First elected in 1987, re-elected 1991. Served as clerk, vice president and president (1990). Representative to California Association of Large Suburban School Districts and Los Angeles County School Trustee Association.

South East Regional Occupation Board of Education. First appointed in 1987. Served as Vice President and President (1990).

Cerritos City Council. Elected to first of two terms on the Cerritos City Council in 1997. Served two terms as mayor (2000, 2004). During tenure on Council served as chairman of Council's Finance and Personnel Committees, Council liaison to ABC Unified School District and Cerritos Chamber of Commerce, among others. City delegate to California Contract Cities Association, League of California Cities, Self-Insurance Authority for Effective Risk Management (SAFER) and Southeast Water Coalition. Director for Sanitation Districts 2, 3, 18 & 19/Waste Management, Southeast Water Board, Council of Governments and Orange Line Development Authority.

Appointed by Los Angeles County Supervisor Don Knabe to Personal Assistance Services Council overseeing development of in-home supportive services for 80,000 residents of L.A. County.

Governing Board Member of Community Family Guidance Association
Governing Board Member of Los Cerritos YMCA.
Governing Board Member of Su Casa Family Support and Crisis Center
Recipient of PTA Lifetime Achievement Award from Gahr High School (1988). PTA member 1979-1995.
Recipient of Association of California College Administrators Community College Administrator of the Year Award in 2002.
Member of School Site Council at Stowers Elementary School (Chair 1984-87)
Coach of 11 youth sports teams from 1981 through 1989; City of Cerritos Volunteer Appreciation Award, 1989.
Volunteer of the Year for Cerritos College Foundation from City of Cerritos (1991).
Founding member of Education Subcommittee of Friends of Cerritos Center for the Performing Arts
Lifetime Member, Friends of the Cerritos Library
Associate Member, Cerritos Chamber of Commerce, since 1986.
Cerritos Optimist Club member since 1976 (director, treasurer, vice president, president (1985-86); Man of the Year in 1978 and 1997.
Three-time recipient of Certificate of Recognition for fundraising from the Los Cerritos YMCA since 1991.
Recognized by American Red Cross for activities during Cerritos air disaster, 1986
Founding vice chairman, Los Cerritos Chapter of American Heart Association, 1991; Chairman, 1995-96

OTHER

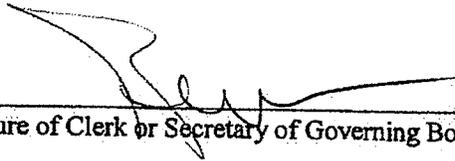
CCCT BOARD NOMINATION FORM

Must be returned to the League office postmarked no later than February 15, 2010, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

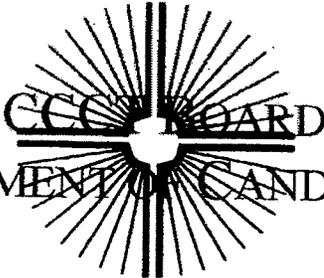
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Copper Mountain Community
College District nominates Eva Kinsman to be a
candidate for the CCCT Board.

This nominee is a member of the Copper Mountain Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board

The logo features a central sunburst design with rays emanating from a central point. The words "CCCT BOARD" are written in a serif font across the top of the sunburst, and "STATEMENT OF CANDIDACY" is written in a similar font across the bottom.

CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Eva Kinsman DATE: February 1, 2010

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

CCCT and the League should reject any proposed budget cuts and continue the efforts with the legislature toward an independent funding calculation not based on K-12 enrollment. We must actively promote the institutionalization of Basic Skills as a foundation for student success at all colleges. Local governance must be safeguarded.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Contributions

I can work independently or in a group to get "the message" out to legislators and the community. Community support through the voting process will be the key to qualifying and passing the funding initiative.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Eva Kinsman Date: February 15, 2010
Address: 74070 Playa Vista Drive
City: 29 Palms, CA Zip: 92277
Phone: 760-367-1963 760-220-4344
(home) (office)
E-Mail: evakinsman@gmail.com

EDUCATION

Certificates/Degrees: BS ED, MA ED

PROFESSIONAL EXPERIENCE

Present Occupation: Board of Trustees, Copper Mountain Community College
District (Retired Educator)
Other: K-12 teacher, Elementary Principal, High School Principal, University Instructor,
WASC Accreditor 26 years , Clinical Supervisor of Student Teachers, Western Governor's
University

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Copper Mountain
Years of Service on Local Board: 8
Offices and Committee Memberships Held on Local Board: President, Vice President, Clerk,
Foundation liaison

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*)
ACES committee member, facilitator, new trustee workshop

National Activities (*ACCT and other organizations, boards, committees, etc.*): none

CIVIC AND COMMUNITY ACTIVITIES

Past Board of Directors, Action Council for 29 Palms, Inc., member, 29 Palms
Historical Society, past Vice-President of Kiwanis, member of Sky's the Limit,
Past Member of Copper Mountain College Foundation, CALPAMs public art group
Member Finance Council, Church

OTHER

Grant Writer for local community park and other non-profits

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Board Policy Revision: BP- 5240 Associated Students' Organization

ACTION: Acceptance for Review and Study

BACKGROUND

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

STATUS

One board policy is presented to the board for "Review and Study." The new language and amendments to the board policy were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes 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 were presented to the Chancellor's Cabinet on March 11, 2010 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

5240

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ASSOCIATED STUDENTS' ORGANIZATION

The students of the district are authorized to organize Associated Students organizations. The Board hereby recognizes those associations as the Associated Students Irvine Valley College (ASIVC) and the Associated Students Government (ASG) Saddleback College (ASSC).

The college Vice President of Student Services and/or designee shall be responsible for the conduct and activities of the Associated Students organization, affiliated groups, and organizations in accordance with state laws and regulations and Board Policies and Administrative Regulations established by the district.

The Associated Students' organization is recognized as the official voice for the students in the College consultation process. It may conduct other activities as approved by the Chancellor or designee. The Associated Students' activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students' organization shall be granted the use of district premises subject to such administrative regulations as may be established by the Chancellor or designee. Such use shall not be construed as transferring ownership or control of the premises.

Student activities, including Associated Students' organizations, are an integral part of every student's college experience. At the colleges they shall be planned with sufficient variety and frequency to provide an opportunity for all students to participate. Careful consideration, however, shall be given to developing programs so that they do not interfere with the instructional program. Students may develop additional co-curricular activities under the direction of the appropriate college administrator when there is a need for them. All student clubs and organizations shall operate under the auspices of the college's Associated Students' organization.

The Associated Students' organizations, affiliated groups, and organizations must comply with the currently approved Associated Students' organization's constitution and by-laws.

Reference:

Education Code Section 76060

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

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Nguyen, Tuyen	MSN/Nursing	Nursing/SC	II/6	04/01/10

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>
Clark, Katherine	MA/English	English/IVC	V/30	08/24/09
Knuth, Lawrence	MA/Journalism	Journalism/SC	V/21	02/23/10
Meyer, David Chris	MBA/Business	Journalism/SC	II/6	02/23/10

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
¹ Mezyk, Stephen	Ph.D/Chemistry	Chemistry/IVC	V/6	01/11/10

Equivalency is based upon an earned Doctorate degree in Chemistry from the University of Melbourne, Melbourne, Australia. Dr. Mezyk is currently a tenured Professor at California State University, Long Beach, where he has taught both General and Physical Chemistry courses for the past eight years. He received the University Distinguished Faculty Teaching Award from California State University, Long Beach in 2007.

¹ Spouse of Nancy Gardner, Adjunct Faculty, Chemistry, School of Physical Sciences and Technologies, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Zubovic-Radosevic, D.	MA/Music	Music/SC	II/6	02/08/10

Equivalency is based upon a Master of Arts degree in Music from Belgrade University, Belgrade, Serbia, and a Bachelor of Arts degree in Music from the Academy of Music, Zagreb, Croatia. Mrs. Zubovic-Radosevic was a local freelance mezzo-soprano for eight years and the leading mezzo- soprano for the National Theatre in Belgrade, Serbia, for over seventeen years.

B. ADDITIONAL COMPENSATION: GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount</u>	<u>Effective Date</u>
Byron, Meredith	Chair, Fasion/SC	\$ 573.61	01/11/10-02/19/10
Carranza, Dale	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Cesareo-Silva, Claire	Prep. Intro. Accreditation/SC	5,500.00	02/11/10-05/20/10
Gouldsmith, Yolanda	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Kil, Joon	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Kirk, Julie	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
McCaughey, Colin	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Meyer, Kurt	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Rudmann, Brent	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Scott, Dan	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Sergeyeva, Larisa	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Taylor, Yemmy	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Tiongson, Edwin	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Tresler, Matthew	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Wilson, Jeff	Trainer eLumen, SLO/IVC	400.00	01/11/10-05/20/10
Yell, Lacy	Choreography, Winter Dance/SC	450.00	11/01/09-04/30/10

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Bander, Carol	BSI, ESL Curriculum/SC	\$ 725.00	01/11/10-05/20/10
Durazo-Senkbeil, C.	BSI, ESL Curriculum/SC	725.00	01/11/10-05/20/10
Hagen, Gerard	Jazz Evals/Foundation/SC	35.00	03/01/10-03/31/10
Hodjera, Eva	BSI, ESL Curriculum/SC	725.00	01/11/10-05/20/10
Hughes, Luther	Jazz Evals/Foundation/SC	60.00	03/01/10-03/31/10
Johnson, Paul	Jazz Evals/Foundation/SC	60.00	03/01/10-03/31/10
Konishi, Hiro	Direct Hi-Def Film/CTE/SC	7,000.00	01/10/10-06/30/10
Lam, Chin	BSI, ESL Curriculum/SC	725.00	01/11/10-05/20/10
Luther, Barbara	BSI, ESL Curriculum/SC	725.00	01/11/10-05/20/10
Maccoun, Wendy	BSI, ESL Curriculum/SC	725.00	01/11/10-05/20/10
Pinter, Gerald	Jazz Evals/Foundation/SC	60.00	03/01/10-03/31/10
Rabun, Timothy	Paralegal Cert. Prog./Perkins/IVC	1,000.00	01/04/10-05/21/10
Roley, William	Environmental Sustain Prog./SC	1,000.00	03/01/10-05/21/10
Rosenn, Tristen	Faculty Concert/Foundation/SC	150.00	01/25/10-01/25/10
Rosenn, Tristen	Jazz Evals/Foundation/SC	35.00	03/01/10-03/31/10
Sleep, Katherine	BSI, ESL Curriculum/SC	725.00	01/11/10-05/20/10
Smith, Christina	Assist functions TPP Grant/SC	3,000.00	08/17/09-05/21/10
Smith, Kathleen	BSI, ESL Curriculum/SC	725.00	01/11/10-05/20/10
Stout, Ronald	Jazz Evals/Foundation/SC	60.00	03/01/10-03/31/10
Ventura, Jan	Tech Prep Coord Training/SC	200.00	01/05/10-01/05/10

D. ADMINISTRATOR CONTRACT EXTENSION

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2010.

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Contract</u>
		<u>Placement</u>	<u>Term/Yr.</u>
Bramucci, Robert	Vice Chancellor, Tech/Learning Svcs/Dist.	IV/3	06/30/2013
Bugay, David	Vice Chancellor, Human Resources/Dist.	IV/3	06/30/2013
Burnett, Tod	President/SC	IV/3	06/30/2013
Cipres, Elizabeth	Dean, Counseling Services/IVC	II/6	06/30/2013
Feldhus, Karima	Dean, Humanit/Lang's/Soc Sci/ Lib Svcs/IVC	II/6	06/30/2013
Lipold, Tony	Dean, PE, Kinesiology & Athletics/SC	II/6	06/30/2013
Nelson, Terence	Asst. Dean, Counseling Svcs/Spec Prog/SC	I/3	06/30/2013
Owens, Roger	Dean, Fine Arts/Bus Sci/Col. Online Ed/IVC	II/3	06/30/2013
Peebles, Randy	Provost/ATEP	III/3	06/30/2013
Shackleford, Keith	Dean, Health Sciences, PE & Athletics/IVC	II/6	06/30/2013

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.10
DATE: 03/25/10**

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT

- a. DEYO, MICHELLE is to be employed as Clerical Assistant – Categorical Funded, Pos #3985, Division of Business Sciences, Vocational Education & Economic Development, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 24 hours per week, 12 months per year, effective February 26, 2010. This categorical position was approved by the Board of Trustees on October 27, 2008, with employment contingent upon the availability of Rapid Tech grant funding.
- b. FANGRAT, GARY is to be employed as Police Officer, Pos #3889, Advanced Technology and Education Park, Irvine Valley College, Classified Police Officers Association Bargaining Unit Range II, Step 1, 26 hours per bi-weekly, 6 months per year, effective February 12, 2010. This position was approved by the Board of Trustees on July 21, 2009.
- c. GAUTHIER, SHIRLEY is to be employed as Senior Admissions and Records Specialist, Pos #3323, Office of Admissions, Records and Enrollment Services, Saddleback College, Classified Bargaining Unit Salary Range 126, Step 1, 40 hours per week, 12 months per year, effective February 22, 2010. This is a replacement position for Joe Liu, who received a change in status.
- d. QUINTANILLA, EFRAIN is to be employed as Custodian, Pos #4014, Facilities Custodial, Office of Physical Plant, Irvine Valley College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective October 12, 2009. This is a replacement position for Jeffrey Hurlbut, who received a change in status.
- e. REZVANI, KIMIA is to be employed as Administrative Assistant, Pos #4031, Advanced Technology and Distance Learning, Irvine Valley College, Classified Bargaining Unit Salary Range 121, Step 2, 29 hours per week, 12 months per year, effective March 22, 2010. This position was approved by the Board of Trustees on February 23, 2009, replacing Senior Administrative Assistant, Hedy Renfro, who was reassigned.
- f. TIBBITTS, CATHERINE is to be employed as Accompanist, Pos #3897, Division of Fine Arts and Media Technology, Saddleback College, Classified Bargaining Unit Salary Range 126, Step 1, 40 hours per week, 12 months per year, effective March 8, 2010. This is a replacement position for Gretchen Peregrine.
- g. WHEELER, AMY is to be employed as College Public Information Officer, Pos #4048, Office of Public Information and Marketing, Saddleback College, Classified Bargaining Unit Salary Range 133, Step 1, 40 hours per week, 12 months per year, effective March 8, 2010. This is a replacement position for Mary Law.

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>
Brezoi, Ion Daniel	Custodian/SC	113/1	02/23/2010
Diamond, Jean Thoma	Instructional Assistant/SC	122/1	02/16/2010
Doherty, Paul	Electrician/SC	128/1	02/04/2010
Duarte, Jesus	Custodian/SC	113/1	02/23/2010
Ilano, Rommel	Custodian/SC	113/1	01/28/2010
¹ Lakow, William	Auto Diagnostic Technician/SC	128/1	03/02/2010
Lopez, Benjamin	Custodian/SC	113/1	01/28/2010
Macdougall Jackson, M.	Theater Production Manager/SC	132/1	01/28/2010
Morales, Jamee	Athletic Trainer/SC	132/1	03/02/2010
Prince, Pamela	Senior Administrative Assistant/SC	127/1	02/16/2010

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

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Aftab, Amna	TPP Aide/SC	\$ 10.00	02/09/10-06/30/10
Bijari, Maryam	Project Specialist/SC	16.00	01/30/10-06/30/10
Gilloon, Crystal	Project Specialist/SC	12.50	02/17/10-06/30/10
Hellriegel, John	Matric. Protor/SC	16.00	02/15/10-06/30/10
Herz, Peter	TMD Aide/SC	20.00	01/12/10-06/30/10
Ibarra, Valeria	Project Specialist/SC	15.00	01/15/10-06/30/10
Ko, Aaron	Project Specialist/SC	8.50	02/25/10-06/30/10
McPartland, Jace	Project Specialist/SC	20.00	12/15/10-06/30/10
Myers, Ashley	TMD Aide/SC	11.50	03/15/10-06/30/10
Olsen, Andrew	Project Specialist/SC	20.00	02/23/10-06/30/10
Roehler, Trevor	TMD Aide/IVC	8.50	02/01/10-06/30/10
Stift, Randy	Project Specialist/SC	20.00	12/15/10-06/30/10
Thai, Kim	TMD Aide/IVC	8.50	02/08/10-06/30/10
Vera, Carlos	TPP Aide/SC	10.00	02/09/10-06/30/10
Walker, Kristen	TPP Aide/SC	8.50	02/11/10-06/30/10
Williams, Adam	Project Specialist/SC	10.50	02/25/10-06/30/10
Wilson, Curtis	Coaching Aide/SC	15.00	03/04/10-06/30/10
Winn, Mallorie	Clerk, Short-Term/SC	11.00	02/15/10-06/30/10

¹ Husband of I. Antonia Lakow, Human Resources Specialist, Office of Human Resources, District; Father of Maria Lakow, Sr. Administrative Assistant, Information Technology Center, Saddleback College and William Lakow, Multimedia Technician, Office of College Technology, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2009/2010** academic year.

<u>Name</u>	<u>Start/End Date</u>
Bezanilla-Cubillos, Sandra	02/25/10-06/30/10
Cabagnot, Al Stephen	03/04/10-06/30/10
Callahan, Sean	02/25/10-06/30/10
Johannsen, Vick	02/16/10-06/30/10
Johannsen, Vick	02/01/10-06/30/10
Kovalchuk, Ekaterina	03/01/10-06/30/10
Menveg, Jennifer	02/25/10-06/30/10
Mochalova, Margarita	03/01/10-06/30/10
Nambiar, Varsha	03/02/10-06/30/10
Nunez, Trent	03/01/10-06/30/10
Palmer, Brent	03/01/10-06/30/10
Perez, Denice	02/10/10-06/30/10
Tan, Ton	03/01/10-06/30/10
Terbeek, Ehren	03/15/10-06/30/10
Thongsuk, Soh	03/01/10-06/30/10

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

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Disrud, Samuel Sheldon	Comm. Ed./IVC	\$ 2500.00/cs	02/23/10-06/30/10
Napoli, William	Comm. Ed./SC	2500.00/cs	02/26/10-06/30/10
Oatman, Ryan	Model/SC	22.00/hr	02/09/10-06/30/10
Peterson, Jennifer	CSS/SC	30.00/hr	02/05/10-06/30/10
Phelan, Linda	Model/SC	22.00/hr	01/28/10-06/30/10
Revelle, Rebecca	Model/SC	22.00/hr	01/29/10-06/30/10
Sorenson, Jeffrey	Clinical Skills Spec./SC	30.00/hr	02/22/10-06/30/10

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

1. ACCOUNTING ASSISTANT, Pos #3388, Classified Bargaining Unit Salary Range 118, Office of College Fiscal Services, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective April 1, 2010, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Position approved: February 27, 2006)
2. ACCOUNTING SYSTEMS SPECIALIST, Pos #3918, Classified Bargaining Unit Salary Range 135, Office of College Fiscal Services, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective March 26, 2010. (Position approved: April 28, 2008)

B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS - Continued

3. LIBRARY TECHNICIAN, Pos #1078, Classified Bargaining Unit Salary Range 125, School of Library Services, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective March 26, 2010, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Position approved: 1985).

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. ACCOUNTING SPECIALIST, Classified Bargaining Unit Salary Range 127, Office of College Fiscal Services, Irvine Valley College seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective April 1, 2010, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. This item is contingent upon the elimination of the Accounting Assistant position #3388 presented to the Board of Trustees on this agenda.
2. ACCOUNTING OFFICER, Classified Bargaining Unit Salary Range 135, Office of College Fiscal Services, 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 March 26, 2010. (New Job Description, Exhibit B)
3. LIBRARY TECHNICIAN, Classified Bargaining Unit Salary Range 125, School of Library Services, Irvine Valley College seeks authorization to establish and announce a part-time, 19 hours per week, 12 months per year position to its staff complement, effective March 26, 2010, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. This item is contingent upon the elimination of the Library Technician position #1078 presented to the Board of Trustees on this agenda.
4. PROGRAM TECHNICIAN – Categorical funded, Classified Bargaining Unit Salary Range 122, Career Technical Education, Office of Planning Research and Grants, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, 10 months per year position to its staff complement, effective March 26, 2010. This categorical position is funded by the Community Collaborative grant through June, 2013, with employment contingent upon the availability of these funds.

D. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. ANSTADT, MARY, ID #10795, Senior Administrative Assistant, Pos #3223, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per weeks, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, is to be employed as Program Specialist, Categorical Funded, Pos #4216, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College effective March 1, 2010. This categorical funded position was approved by the Board of Trustees on March 27, 2006 with employment contingent upon the availability of funding from the Community Collaborative Grant through June, 2013.

D. CHANGE OF STATUS - Continued

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - b. ARAIZA, ELVA, ID #3467, Senior Admissions and Records Specialist – Bilingual, Pos #3229, Classified Bargaining Unit Salary Range 126, Step 6, plus 2% bilingual stipend, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, is to be employed as Admissions and Records Evaluator, Pos #3231, Classified Bargaining Unit Salary Range 126, Step 6, plus 2% bilingual stipend as per item E1 of this agenda, 40 hours per week, 12 months per year, effective March 22, 2010. This is a replacement position for Gillian Ashton, who received a change in status.
 - c. AYAD, CATHERINE, ID #14726, Student Success Grants Assistant, Pos #3979, Classified Bargaining Unit Salary Range 119, Step 5, 40 hours per weeks, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, is to be employed as Health Sciences, Human Services Program Specialist, Categorical Funded, Pos #4160, Classified Bargaining Unit Salary Range 123, Step 4, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, effective February 22, 2010. This position was approved by the Board of Trustees on June 22, 2009 with employment contingent upon the availability of funding through December 31, 2010 from Allied Health Programs-MLT.
 - d. BROOK, RYAN, ID #15302, Program Assistant, Categorical Funded, Pos #3607, Classified Bargaining Unit Salary Range 118, Step 4, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, is to be employed as Administrative Assistant, Pos #3524, Classified Bargaining Unit Salary Range 121, Step 4, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, effective March 1, 2010. This is a replacement position for Marlene Weintraub, who received a change in status.
 - e. FAHIMI, KIMIA, ID #16522, Laboratory Technician, Life/Physical Sciences, Pos #3923, Classified Bargaining Unit Salary Range 122, Step 2, 40 hours per week, 12 months per year, School of Life Sciences and Technology, Irvine Valley College, has been transferred, pursuant to Articles 13.5 and 5.3 of the C.S.E.A. contract, to Admissions and Records Specialist I, Pos #2743, Classified Bargaining Unit Salary Range 116, Step 5, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, effective February 23, 2010. This is a replacement position for Sonia Arcelles, who resigned.
 - f. MCGANN, KATHLEEN, ID #10794, Admissions and Records Specialist I, Pos #2727, Classified Bargaining Unit Salary Range 116, Step 6, 25 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College is to be employed as Admissions and Records Specialist I, Pos #2738, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, effective March 15, 2010. This is a replacement position for Donald Powell, who received a change in status.

D. CHANGE OF STATUS - Continued

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- g. ORTIZ, DESIREE, ID #14245, Accounting Assistant, Pos #3481, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Office of College Fiscal Services, Irvine Valley College, has been transferred, pursuant to Articles 13.5 and 5.3 of the C.S.E.A. contract, to Admissions and Records Specialist I, Pos #2726, Classified Bargaining Unit Salary Range 116, Step 6, 20 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, effective February 23, 2010. This is a replacement position for Linda Hughes, who resigned.
- h. SAUTER, BROOKE, ID #12146, Senior Matriculation Specialist, Pos #3638, Classified Bargaining Unit Salary Range 127, Step 4, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, is to be employed as Senior Administrative Assistant, Pos #4217, Classified Bargaining Unit Salary Range 127, Step 4, 29 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, effective April 1, 2010. This position was approved by the Board of Trustees on August 24, 2009.
- i. WANG, YUBO, ID #15931, Accounting Assistant, Pos #3388, Classified Bargaining Unit Salary Range 118, Step 3, 40 hours per week, 12 months per year, Office of College Fiscal Services, Irvine Valley College, is to be reclassified to Accounting Specialist, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, 12 months per year, Office of College Fiscal Services, Irvine Valley College, effective April 1, 2010, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021.

E. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

- 1. ARAIZA, ELVA, ID #3467, Admissions and Records Evaluator, Pos #3231, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 “Bilingual Stipend”, effective March 22, 2010.

F. OUT OF CLASS ASSIGNMENTS

- 1. ARREOLA, JOSE, ID #1888, Groundskeeper, Pos #2794, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Building Maintenance Worker, Classified Bargaining Unit Salary Range, 124, Step 4, 40 hours per week, Office of Physical Plant, Saddleback College, effective February 1, 2010 through February 5, 2010. This is a temporary reassignment for Pablo Saldana, who was on leave.

F. OUT OF CLASS ASSIGNMENTS - Continued

1. BANGS, BARBARA ID #2535, Buyer, Pos #3263, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 months per year, Purchasing, Office of Administrative and Business Services, District, has been given a temporary change in assignment to Senior Buyer, Classified Bargaining Unit Salary Range 130, Step 5, 40 hours per week, effective March 25, 2010. This is a temporary reassignment for Linda Sommers, who will be on leave.
2. BARTIROMO, JEANISE, ID #10642, Administrative Assistant, Pos #3270, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Purchasing, Office of Administrative and Business Services, District, has been given a temporary change in assignment to Buyer, Classified Bargaining Unit Salary Range 126, Step 5, 40 hours per week, effective March 25, 2010. This is a temporary reassignment for Barbara Bangs, who has been temporarily reassigned.
3. ENGELS, MICHAEL, ID #15360, Senior Administrative Assistant, Pos #3223, a temporary reassignment, Classified Bargaining Unit Salary Range 127, Step 2, 40 hours per week, Division of Counseling Services and Special Programs, Saddleback College, temporary assignment ends on March 5, 2010 and returns to permanent assignment as Career Services Technician, Pos #3487, Classified Bargaining Unit Salary Range 121, Step 4, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College effective March 8, 2010.
4. ESPARZA, JOAQUIN, ID #16243, Custodian, Pos #1392, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Custodian, Classified Bargaining Unit Salary Range 119, Step 1, 40 hours per weeks, Facilities Custodial, Office of Physical Plant, Saddleback College, effective February 19, 2010. This is a temporary reassignment for Francisco Salinas, who is on leave.
5. LONG, ERIN, ID #10875, Student Development Office Assistant, Pos #4107, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Student Development, Office of Student Services, Saddleback College, has been given a temporary change in status to Acting Director of Student Development, Classified Management Salary Range 7, Step 1, 40 hours per week, Student Development, Office of Student Services, Saddleback College, effective March 22, 2010. This is a temporary reassignment for Audra DiPadova, who will be on leave.
6. ROBERTSON, SCOTT, ID #10523, Ticket Office Operations Manager, a temporary reassignment, Pos #4034, Classified Bargaining Unit Salary Range 122, Step 4, 40 hours per week, Division of Fine Arts and Media Technology, Saddleback College, temporary assignment ended on January 31, 2010 and returned to permanent assignment as Ticket Office Operations Assistant, Pos #4026, Classified Bargaining Unit Salary Range 116, Step 6, 29 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, effective February 1, 2010.

G. LEAVE OF ABSENCE

1. HONG, TRAN, ID #11103, Director of Technology Services, Pos #3019, Classified Bargaining Unit Salary Range 9, Step 10, 40 hours per week, 12 months per year, Technology Services, Irvine Valley College has been approved for a three (3) month leave without pay, with paid benefits, effective March 1, 2010 through May 31, 2010.

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. HONG, TRAN, ID #11103, Director of Technology Services, Pos #3019, Classified Bargaining Unit Salary Range 9, Step 10, 40 hours per week, 12 months per year, Office of Technology Services, Irvine Valley College, resignation effective April 2, 2010. Payment is authorized for any compensated time off. (Start date: September 26, 2000)

I. VOLUNTEERS

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

Advanced Technology and Applied Science, Saddleback College

Fry, Theresa Molle, Sean Stoller, Eric

Counseling Services and Special Programs, Saddleback College

Card, Margaret VanSchaack, Marilyn

Fine Arts, Saddleback College

Baumgardner, Kelli	Baumgardner, Tricia	Davenport, Paige
Davenport, Sarina	Dorsey, Brooke	Dorsey, Rima
Gersten, Allison	Gersten, Lindsay	Gersten, Susan
Meredith, Caroline	Miller, Adrienne	Miller, Mikaela
Morris, Claire	Roberts, Janet	Roberts, Kimberly
Slee, Gillian	Thacker, Carine	Thacker, Emilie

Kinesiology, Physical Education and Athletics, Saddleback College

Claypool, Eric Green, Hannah

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

Alcocer, David	Alsarraf, Jamal	Martin, Dennis
Mendoza, Luis	Rezai, Siavash	Santiago, Gilberto
Shirzai, Shahin	Siegel, Erika	Sobotor, Jonathan
Tarpo, Jodie	Truthmann, Susanne	

Mathematics, Sciences and Engineering, Saddleback College

Germano, Laura Grayston, Llewynn

I. **VOLUNTEERS** - Continued

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

School of Humanities and Languages, Irvine Valley College

Araki, Kaori	Chan, Kenny	Fujiwasa, Masaaki
Fukakusa, Makiko	Ha, Jeoung Min	Hiramatsu, Natsuko
Ho, Edward	Hoogerbruzse, Brian	Imai, Shoko
Ishikawa, Eiko	Kato, Shiho	Kitazumi, Satoko
Kozaki, Kae	Kuboshima, Megumi	Kuroha, Yasuo
Lee, Eun Gyeong	Lo, Chelsea	Miyamoto, Manami
Ogawa, Daisuke	Oh, Michi	Sazuki, Yu
Sonoyama, Yoshie	Sugahara, Yuka	Suzuki, Kazumi
Suzuki, Noriyasu	Takabe, Minako	Tamura, Rika
Taniguchi, Kanoko	Taniguchi, Megumi	Yabuta, Kanako
Yokoyama, Tomoko	Ziroki, Shandi	

Learning Assistance Program, Irvine Valley College

Alani, Amer	Berlin, Stewart	McCormack, Gloria
Oladapo, Oluwadamile		

School of Life Sciences and Technology, Irvine Valley College

Stevens, Deborah	Zhoubin, Sheja
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School of Social and Behavioral Sciences, Irvine Valley College

Dixon, Amanda

South Orange County Community College District

ACCOUNTING OFFICER, Classified Bargaining Unit Salary Range 135

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

SUMMARY DESCRIPTION

Under direction from higher level supervisory or management staff, performs technical and complex accounting duties in the preparation, maintenance and review of financial records, accounts and reports; interprets accounting policies and procedures to assure accuracy and compliance; may have functional or technical supervisory responsibility over clerical and technical employees; provides assistance in monitoring and resolving budget problems; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are distinguished from the Accounting Specialist series by extensive knowledge of the capabilities, operation, enhancements and limitations of automated accounting systems. This classification also requires specialized subject matter expertise in the most complex accounting functions. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

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

1. Perform technical and complex accounting and auditing work in the preparation, maintenance and review of financial records, accounts and reports; monitor, reconcile and balance assigned accounts, budgets and bank statements.
2. Interpret and assure assigned functions are in compliance with applicable rules, regulations, policies and procedures.
3. Prepare and process various documents involved in financial transactions, including invoices, requisitions and purchase orders.
4. Review financial documents to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures.
5. Review financial reports and computer print-outs to assure accuracy and completeness; make corrections and adjustments as necessary.
6. Review and reconcile fund balances; compile data and assist in the preparation of regular and special reports; perform related duties as assigned.
7. Provide administrative support to assigned supervisor.
8. Maintain content of college fiscal office web page.
9. Assist in the preparation and monitoring of operating budgets as assigned; prepare and review budget and account transfers; assist in the annual financial audit.
10. Provide information to district/college management and staff regarding various records, budgets, accounts and programs; answer questions and resolve problems related to assigned program or accounting function.
11. Assist assigned supervisor in the coordination of workflow, and resolving and troubleshooting problems; may act as lead in the absence of assigned supervisor.
12. Coordinate budgetary control systems to monitor expenditures, revenues and program performance on an ongoing basis.

South Orange County Community College District
Page 2 - Accounting Officer

REPRESENTATIVE DUTIES

13. Provide assistance and training to staff in utilizing accounting software applications to properly submit requisitions, prepare budget transfers, prepare reports, monitor invoice payments and use the District Chart of Accounts.
14. Assist in the implementation of goals and objectives; assist in the development of policies and procedures; assist with new and revised budget procedures, operations and programs; ensure compliance with federal and state regulations and interpretations.
15. Prepare a variety of complex spreadsheets, invoices and payroll documents.
16. Code and enter information into the computer; verify and correct input; provide fiscal and operating reports, records and documents for budgetary preparation and control management.
17. Develop and maintain college fiscal office guide for use by all college personnel.
18. Provide technical assistance to college administrators and staff in developing the budget, accounting documents and reports in the business system; recommend and assist in development of policies and procedures.
19. Coordinate communication and accounting activities with other college/district department management and staff, governmental and private agencies and vendors.
20. Provide training and information to college management and staff regarding various records, budgets, reports, accounts and programs; answer questions, and resolve problems related to assigned program or accounting function.
21. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Modern principles and practices of general and government accounting and auditing.
Principles and practices of fiscal, statistical, and administrative research and report preparation.
Principles and practices of budget preparation and administration.
Advanced principles, procedures and techniques of budget analysis and development.
Principles and practices of financial record keeping.
Operation of computerized accounting systems and software in a large, complex organization.
Capabilities and limitations of automated accounting systems.
Needs assessment skills and problem-solving techniques used in identifying and developing computer system enhancements.
Applicable sections of State Education Code and other laws.
Mathematical principles.
Principles of lead supervision and training.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Oral and written communication skills.

Ability to:

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of College/District or campus financial records, accounts and reports.
Audit, review, analyze and reconcile accounting and budget fiscal reports.
Maintain complex financial records.
Use and apply specialized knowledge of automated accounting systems and processes to assess accounting system needs.

South Orange County Community College District
Page 3 - Accounting Officer

QUALIFICATIONS

Ability to:

Analyze system capabilities and confer with appropriate staff regarding system enhancements; test and evaluate results and new features.

Interpret, apply and explain rules, regulations, policies and procedures.

Ensure compliance with applicable rules, regulations, policies and procedures.

Provide technical training, expertise and assistance to College administrators, managers and staff.

Operate a variety of office equipment and machines such as computer terminal, copier and calculator.

Make arithmetic calculations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

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:

Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a closely related field.

Experience:

Three years of increasingly responsible accounting experience that involves the use of complex computerized accounting systems.

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 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: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Annual Report on Probationary Faculty Recommended for Tenure

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 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).

STATUS

The Education Code requires the District, before March 15th of the year the contract ends, to follow one of the following steps. The District may notify the employee prior to March 15th before expiration of any of these three contract periods that it will not enter into a contract for the following academic year(s); or, it may notify the employee that it will employ him or her as a regular employee for all subsequent academic years. Exhibit A lists those employees in each probationary contract category. Currently, we have two full-time faculty members who are eligible for tenure effective 2010-11.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve entering second and third year contracts for full-time faculty members as listed in Exhibit A.

Annual Report on Probationary Faculty



MEMORANDUM

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

DATE: February 24, 2010

TO: Dr. David Bugay

FROM: Teddi Lorch

SUBJECT: **ANNUAL REPORT ON PROBATIONARY FACULTY
RECOMMENDED FOR TENURE**

The probationary period for newly hired faculty is four years in length. The following is the annual Tenure Report for probationary faculty members at Irvine Valley College and Saddleback College.

PROBATIONARY FACULTY – 1st Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Christina Abel	Chemistry	SC
Marina Aminy	English Composition	SC
Susan Boettger	Music Keyboard	IVC
April Cabbage-Vega	Sociology	SC
Ernest Freund	Physics	IVC
Amy Grimm	Museum Studies/Art History	IVC
M. Andy Ground	Kinesiology/Head Men's Basketball Coach	SC
Michael Hoggatt	Learning Disabilities	SC
Bradley Hughes	Astronomy/Physics	SC
Chin Lam	ESL	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

Annual Report on Probationary Faculty

PROBATIONARY FACULTY – 2nd Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Michael Bennett	Adapted Kinesiology	SC
Donald Bradshaw	Accounting and Business	IVC
Michael Cassens	Psychology	IVC
Terry Chatkupt	Art: Digital Media/Drawing	IVC
Fang-I Chen	Chinese	SC
Christopher Claffin	Graphic Communications/Design	SC
Barbara Cox	Business	SC
Kerry Crabb	Kinesiology/Asst. Football Coach	SC
Kim d’Arcy	Learning Disability Specialist	SC
John Davison	Chemistry	IVC
Marie De La Palme	Dance	IVC
Julie Evans	English (Writing)	IVC
Robert Farnsworth	Horticulture & Landscape Design	SC
Caroline Gee	Psychology	SC
Bruce Gilman	English Composition	SC
Frank Gonzales	Mathematics	SC
Sanjai Gupta	Mathematics	SC
Georgina Guy	EOPS Coordinator	SC
Melanie Haeri	English (Reading)	IVC
Jennifer Hedgecock	English Composition	SC
Elizabeth Horan	Distance Learning Librarian	SC
Diana Hurlbut	Biology	IVC
Maria Kiernan	Emeritus Fine Arts/Studio	SC
Joon Kil	Political Science	IVC
Ardith Lynch	DSP&S Coordinator/Counselor	SC
Emalee Mackenzie	Biology	IVC
Veronica Obermeyer	Drawing/Computer-Medicated Art	SC
Joshua Pryor	English Composition	SC
Michele Rousseau	Computer Science	SC
Maureen Smith	Geography	SC
Parisa Soltani	EOPS/CARE/CalWORKS Counselor	IVC
Stephanie Sorenson	Mathematics	SC
Blake Stephens	Architecture/Drafting	SC
Scott Tharpe	Medical Lab. Tech./Phlebotomy	SC
Nicholas Trani	Kinesiology/Women’s Softball Coach	SC
Matthew Tresler	Music Instructor/Choral Director	IVC
Matthew Wolken	Drafting/CADD	IVC
James Zoval	Chemistry	SC

Annual Report on Probationary Faculty

PROBATIONARY FACULTY – 3rd Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Barbara Huggins	Nursing	SC
Michael Long	Counselor (Generalist)	SC
Anthony Teng	Accounting	SC

PROBATIONARY FACULTY – 4th Year

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Jenny Hardison	Biology (Microbiology)	SC
Barbara Tamialis	Child Development & Educ. Studies	SC

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Adopt Resolution No. 10-06 and 10-07:
Classified Employee Layoffs

ACTION: Approval/Ratification

BACKGROUND

As a result of the completion of the 2008-2010 Enrollment Growth for Nursing AA Grant and termination of funding, it is necessary to eliminate two categorically funded positions through layoff.

STATUS

The categorically funded classified positions in Exhibit A and Exhibit B shall be eliminated. Order of layoff shall be determined in accordance with the collective bargaining agreement.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 10-06 and 10-07 to approve the reductions and/or discontinuance of classified services shown in Exhibit A and Exhibit B.

South Orange County Community College District

**GOVERNING BOARD
RESOLUTION 10-06**

CLASSIFIED LAYOFF RESOLUTION

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following categorically funded classified position be eliminated, as of June 30, 2010 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Program Senior Laboratory Technician Categorically funded Pos #4040 Saddleback College Classified Range 130</i>	<i>40 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement (“Agreement”) between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employee pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on June 30, 2010.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 25th day of March, 2010 by the following vote.

Donald P. Wagner, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

Thomas Fuentes, Member

William O. Jay, Member

David B. Lang, Member

John S. Williams, Member

Dr. Raghu P. Mathur, Chancellor
and Secretary to the Governing Board

South Orange County Community College District

GOVERNING BOARD
RESOLUTION 10-07

CLASSIFIED LAYOFF RESOLUTION

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following categorically funded classified position be eliminated, as of June 30, 2010 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Program Assistant Categorically funded Pos #3988 Saddleback College Classified Range 118</i>	<i>20 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement (“Agreement”) between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employee pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on June 30, 2010.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

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Thomas Fuentes, Member

William O. Jay, Member

David B. Lang, Member

John S. Williams, Member

Dr. Raghu P. Mathur, Chancellor
and Secretary to the Governing Board

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Initial Proposal: South Orange County Community College District Faculty Association

ACTION: Review and Study

BACKGROUND

Government Code 3546 requires that all initial proposals from an exclusive representative of public school employees shall be presented at a public meeting of the Board of Trustees and shall thereafter be a matter of public record. The District will present its proposal to the Board at the April Board meeting. In addition, before collective bargaining may take place, both the initial proposal of the exclusive representative and the community college district shall be made public for a reasonable time so that members of the public have the opportunity to express themselves regarding either of the initial proposals to the Board of Trustees.

STATUS

The district has received an initial proposal from the SOCCCD Faculty Association (Exhibit A) to modify, amend, or terminate the Master Agreement and to begin negotiations. A public hearing on this proposal will be held at the April Board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the SOCCCD Faculty Association proposal for review and study, and set a public hearing on the proposal at the regularly scheduled April Board meeting.

An Initial Proposal to Amend and Modify the
SOCCCD Academic Employee Master Agreement

SOCCCD Faculty Association

March 22, 2010

Article VI: Association Rights

Revise amount of reassignment available for Association business

Article XIV: Assignment, Contract Year, Hours of Service, and Professional Duties

Establish compensation for SLO development, maintenance and evaluation

Article XV: Workload

Complete revision (begun in previous negotiations) of lecture/lab/tutorial loading levels

Revise and standardize faculty department chair workload and compensation

Article XXIX: Leaves

Revise sick-leave deduction process

Article XXX: Wages

Redesign faculty salary schedule

Article XXXI: Retired Faculty Benefits

Establish retirement incentive plan for senior faculty members

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College and Irvine Valley College: Professors of the Year

ACTION: Information

BACKGROUND

The James Hines Teacher of the Year Foundation annually provides substantial awards to Orange County's outstanding classroom teachers. The awards honor teachers who have inspired and enabled students to improve their lives in ways specifically attributed to the teachers. Each year among the honorees is an Orange County community college faculty member currently employed in one of the Orange County community college districts. Nominees for the community college award are selected by the community colleges in Orange County.

STATUS

For the selection process for the community college award, Saddleback College and Irvine Valley College follow the guidelines established by the Orange County Department of Education. A committee to screen nominees was formed at each college by the Saddleback College Associated Student Government and the Associated Students of Irvine Valley College. The committees included administrators, faculty, and students who made the final selection. The names were forwarded to the academic senates at Saddleback College and Irvine Valley College and were approved by the appropriate college senate.

Saddleback College is proud to announce Rich Goodman, Professor of Health Sciences, Human Services, and Emeritus Institute, as the 2011 Full-Time Professor of the Year, and Louise Jacobs, also Health Sciences, Human Services, and Emeritus Institute, as the Part-Time Professor of the Year.

Irvine Valley College is proud to announce Ilknur Erbas-White, School of Mathematics, Computer Science and Engineering, as the 2011 Full-Time Professor of the Year; Robert Ellis, School of Physical Sciences and Technologies, as the Part-Time Professor of the Year; and Ellen Lang as the Emeritus Institute Professor of the Year.

The nominations will be forwarded to the Orange County Department of Education for the county-wide competition.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Information

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at any college and/or ATEP since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS**SADDLEBACK COLLEGE**

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
2/22/10	TAS 225	Gene Ratcliffe	Hort 113	Dr. Lea Corkidi	Mycorrhizae & Fertilizer Use
Every Saturday 2/27/10 – 3/26/10 9:00am	FA 210 & FA 209	Tony Huntley / Larry Jones	Small Tea Pot Show	.Mr. Zhangfa	Yixing Teapot Demonstrations, studio lectures, sculpture demonstrations
3/2/10 1:00pm	FA 308	Ellen Prince	TA 11 Stage Movement	Kylie Rousellot	Icons
3/2/10 7:00pm	HS 102	Martine Wer	HS 182	Dr. Bill Beacham	Peer Assistance League Drugs and Teens
3/3/10 6:00pm	BGS 104	Malia Hill	Fash 132	Terra Mack	St. John Knits Production design
3/10/10 4:00pm	BGS 119	Malia Hill	Fash 31	Tracy West	Cash Cach Highend Design
3/22/10 5:30pm	BGS 104	Malia Hill	Fash 154	Paul Jaurequi	Harvy's PR & Director of Wholesale
3/24/10 Time TBD	FA 210	Larry Jones	Jewelry I & II ART 133 & 143	Betty Helen Longhi	Jewelry Making Workshop
3/26/10 10:30am	SM 313	Sara Sheybani	Science Lecture Series	Michael Shermer, Ph.D.	Why Darwin Matters
3/27/10 10:30am	BGS 104	Malia Hill	Fash 111	Adrienne Ernst	Oakley Merchandising
3/29/10 5:00pm	BGS 104	Malie Hill		Josh Riessen	Element Men's Accessories Design
3/29/10 Time TBD	FA 210	Larry Jones	Jewelry I & II ART 133 & 143	Betty Helen Longhi	Jewelry Making Workshop
4/1/10 6:00pm	BGS 104	Malie Hill		Jen Barrios & Tamie Bell	Quicksilver Design
4/6/10 5:00pm	BGS 119	Malie Hill		Dustie Smith	Dustie Doll Design
4/7/10 12:00pm	SSC 212	Ardith Lynch	Disability Awareness Week	Kathy Buckley	Disability Awareness
4/9/10 10:30am	SM 313	Sara Sheybani	Science Lecture Series	Keith Woerpel, Ph.D.	Organic Syntheses

4/9/10 10:00am	FA 202	Richard White Larry Jones	All Art, TA, & CA Classes	Nickolas Baumann	Prop Construction
4/12/10 5:00pm	BGS 104	Malia Hill		Henry Cherner	AIMs Fashion Production
4/13/10 10:30am	SSC 212	April Cubbage – Vega	Sociology Speaker Forum	Judge Jim Gray	Why Our Drug Laws Have Failed and What We Can Do About It
4/14/10 4:00pm	BGS 119	Malia Hill	Fash 31	Frances Harder	FBI networking and education
4/16/10 10:30am	SM 313	Sara Sheybani	Science Lecture Series	Karen Christman, Ph.D.	Regenerative Medicine and Biomaterial with focus on the treatment of myocardial infarction and heart failure
4/20/10 6:00pm	BGS 132	Malia Hill	Fash 101	Melissa Robles	Trina Turk Merchandising
4/20/10 1:00pm	FA 209	Richard White	All Ceramic Classes	Marlo Bartels	Tile Making Techniques
4/22/10 3:30pm	HS Board Room	Dr. Georgina Guy	EOPS	Dr. Audrey Yamagata-Noji	History of EOPS
4/20/10 10:30am	SSC 212	Allison Camelot Nicole Loftus	Sociology	Ric Ugen & 3 other panel members	AIDS Services Foundation's mission is to prevent the spread of HIV and improve the lives of men, women, and children affected by HIV/AIDS in OC
4/23/10 8:00am	Cafeteria	Don Taylor	Saddleback Combined Advisory Committee Meeting	Dr. Lynn Shaw	Non-traditional programs
4/27/10 6:00pm	BGS 132	Malia Hill	Fash 101	Martha Harrison	Vintage garments, prints and swatches
4/28/10 5:00pm	BGS 119	Malia Hill		Emily Heintz	California Fashion Association

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
2/24/10	SSC	ASIVC sponsored	Black History	Mark E. Whitlock	Black History Month

Exhibit A

11:30 am-12:45 pm					History and Celebration
3/12/10 3:30-5:30 pm	LIB 213	Lisa Davis Allen David Gatewood	Career Pathways Interview	Bruce Franklin	Career Pathways
4/21/10 5-10 pm	BST 101	David Gatewood	Earth Week	Captain Charles Moore	Seas of Plastic
4/23/10 8 am-2 pm	BST 101	Terry Chatkupt Roopa Mathur	DMA Event	Bruce Franklin	Digital Media Arts
5/21/10	PAC Plaza	N/A	Commencement	Jack Scott, Chancellor, California Community Colleges	California Community College Educational System

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

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

STATUS

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 2/22/10 Total Basic Aid Estimated Receipts of \$350.0M less Total Approved Projects in the amount of \$334.8M leaves a \$15.2M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds. 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.

The District estimates receipts in future years as follows:

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

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of February 22, 2010 Board Meeting**

	<u>1999-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
Actual Basic Aid Receipts	\$47,008,296	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$316,195,584
Estimated Basic Aid Receipts 2009/10								\$33,827,968
							Total Receipts	\$350,023,552
							Total Approved Projects	\$334,831,582
							Uncommitted Basic Aid Funds	\$15,191,970

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$9,103,662	\$18,314,276	\$27,417,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$9,203,957				\$9,203,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$4,750,000				\$4,750,000
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$950,000				\$950,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$12,882,000		\$12,882,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$4,652,000		\$4,652,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$9,930,800		\$9,930,800
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,250,000		\$1,250,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$5,081,000	\$5,081,000
SC M/S/E Renovation					\$2,608,344	\$2,608,344
SC M/S/E Bldg Ventilation System					\$5,000,000	\$5,000,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
SC New Science Building (M/S/E annex)					\$3,742,000	\$3,742,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$210,000					\$210,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$5,000,000			\$5,000,000
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$981,697					\$981,697
Total Approved Projects	\$42,069,136	\$45,888,533	\$32,878,587	\$88,907,498	\$125,087,828	\$334,831,582

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

Project Description	Approved Amount	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated	2010 and Forward	Total	Project Balance
College Scheduled Maintenance Projects	5,000,000		381,124	900,200	431,327	441,875	759,396	1,836,078	250,000	5,000,000	
2005/06 Allocation for Salary Schedule Restructure	4,245,000			4,245,000						4,245,000	
2005/06 College Instructional Equipment Needs	1,392,000			438,461	41,503	378,311	473,955	59,769.69		1,392,000	
Technology Needs for IVC, SC & District	19,367,618		2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,945,925	700,000	19,367,618	
Campus Appearance Improvement IVC & SC	1,000,000						378,837	400,000	221,163	1,000,000	
ATEP Operating Budget*	9,203,957		266,981	706,587	1,119,887	1,841,834	2,273,645	2,995,023		9,203,957	
ATEP Staffing, Equipment, Program Development	4,000,000						20,689	200,000	3,779,311	4,000,000	
ATEP Renovation	15,034,576	370,243	630,096	1,035,239	3,838,068	1,318,978	103,660	100,000	7,638,291	15,034,576	
ATEP Building Demolition	7,000,000						61,693	80,000		6,858,307	7,000,000
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000	
ATEP Site Development Negotiations	4,750,000				12,066	887,067	1,080,568	500,000	2,270,300	4,750,000	
ATEP Development	3,750,000					565,425	1,041,250	1,700,000	443,325	3,750,000	
ATEP Parking Lot Renovation	950,000							950,000		950,000	
College/District Contributions for Debt Retirement - COPS	4,380,701	1,543,653	1,351,330	1,485,718						4,380,701	
Debt Retirement Contribution	34,400,000	21,000,000	5,000,000	4,200,000	4,200,000					34,400,000	
IVC Business & Technology Innovation Center	12,882,000			25,860	981,852	5,563,594	2,392,351	3,600,000	318,342	12,882,000	
IVC Design and Install Entrances from Barranca	2,850,000			9,950				100,000	2,740,050	2,850,000	
IVC Fine Arts Building	4,652,000								4,590,722	4,652,000	
IVC Floor Repairs	58,340		57,458	882			61,163	115		58,340	
IVC Life Sciences Project	9,930,800						81,776	600,000	9,249,024	9,930,800	
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759		1,500	222,418	1,183,432	69,409				1,476,759	
IVC Maintenance and Police Facility	4,575,000		90,046	1,575,308	1,412,747	1,475,172	393	2,000	19,344	4,575,000	
IVC Modular Building	370,000	369,456	544							370,000	
IVC Landscaping (PAC & BSTIC)	1,250,000							250,000	1,000,000	1,250,000	
IVC Performing Arts Center	17,180,000		57,850	623,625	4,235,617	10,727,931	1,137,271	38,469	359,236	17,180,000	
IVC Science Equip & TV Studio	500,000	492,814	7,186							500,000	
IVC Sports Facilities	896,000	896,000								896,000	
IVC Replace Main Water Valves	275,000							275,000		275,000	
IVC Replace Natural Gas Piping A&B Quads	230,000							230,000		230,000	
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000							400,000		400,000	
IVC SSC HVAC System	800,000							400,000	400,000	800,000	
IVC Utility Service Project	416,000			125,332	220,576	315		69,778		416,000	
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000			35,700	413,103	29,853	5,466	29,877		514,000	
IVC Modular Bldg Replacement (CEC)	197,402				197,402					197,402	
IVC Science Lab Addition & Remodel	6,980,000				276,823	86,014	2,373,462	4,243,701		6,980,000	
IVC A-300 Bldg Remodel	2,481,000				49,177	94,785	1,529,452	110,000	697,586	2,481,000	
IVC Early College Program	60,000					19,626	40,374	0		60,000	
Retiree Benefits	27,417,938	2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	2,500,000		27,417,938	
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000		57,748		9,684	61,163	115	10,000	2,198,290	2,337,000	
SC M/S/E Plaza Repairs	5,081,000						69,288	10,000	5,001,712	5,081,000	
SC M/S/E Renovation	2,608,344						39,000	20,000	2,549,344	2,608,344	
SC Building Repairs - TAS Building	1,956,000		26,775	97,135	28,465		1,048		1,802,576	1,956,000	
SC Building Repairs - Library Remodel	20,141,000		40,000	37,892				200,000	19,863,108	20,141,000	
SC Demolition of Lower Campus Buildings	1,719,000	965,373	15,917	737,255				455		1,719,000	
SC Demolition	1,000,000								1,000,000	1,000,000	
SC Village Remodel	4,130,000					244,229	2,014,945	1,870,826		4,130,000	
SC Village Expansion	3,942,000						463,110	3,478,890		3,942,000	
SC Golf Driving Range Net Replacement	300,000			1,800	43,400	46,600	5,000	100,000	103,200	300,000	
SC Health Science/District Office Building	15,251,655	7,156,088	7,887,463	189,994	5,096	13,014		0		15,251,655	
SC Hire Consultant for Parking/Traffic Study	48,500			24,250				24,250		48,500	
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	46,200	1,288,800							1,335,000	
SC Mold Abatement and Air Quality Improvements	9,006,000			682,740	3,735,624	4,277,090	28,746	100,000	181,800	9,006,000	
SC New Science Building (M/S/E annex)	3,742,000				29,595			20,000	3,692,405	3,742,000	
SC Science Equip & TV Studio	500,000	499,908	92							500,000	
SC Science/Applied Science Bldg	14,850		14,850							14,850	
SC Sports Facilities	817,310	778,625	26,695	11,990						817,310	
SC M/S/E Bldg Ventilation System Upgrade	5,000,000							300,000	4,700,000	5,000,000	
SC Pool Deck Replacement	1,500,000							50,000	1,450,000	1,500,000	
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000							500,000	1,000,000	1,500,000	
SC Temporary Classroom Facilities	7,269,285		714	3,729,338	3,341,007	105,308	450	92,468		7,269,285	
SC McKinney Theater Restroom remodel	2,542,000				162,708	105,248	2,023,613	250,431		2,542,000	
SC Loop Road	3,442,000							90,000	3,352,000	3,442,000	
SOCCCD: Replace HR & Bldg Dev Systems	897,740			208,797	672,943	16,000		0		897,740	
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260				3,515,073	5,304,918	4,111,633	1,150,636	20,000	14,102,260	
SOCCCD: Districtwide Telephone System	4,499,498	127,271	3,636,911	627,911	107,404			0		4,499,498	
SOCCCD: Fiscal and HR Systems Repl.	27,500			27,500						27,500	
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010			370,010						370,010	
SOCCCD: HR Recruitment Work Plan	85,911		85,911							85,911	
SOCCCD: Legislative Advocacy Services - Basic Aid	210,000	15,700	24,002	24,298	24,000	14,000	34,354	40,000	33,646	210,000	
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830			184,690	85,327	59,813				329,830	
SOCCCD: IT Projects SC/IVC/ATEP Instruct & Student Svc	5,000,000							4,000,000	1,000,000	5,000,000	
SOCCCD: Additional 1% Contingency	1,278,101							1,278,101		1,278,101	
SOCCCD: Trustee Election/General Election Expense	981,697	453,867	26,988,395	33,077,552	44,726,959	38,365,313	26,394,523	37,522,446	90,123,848	334,831,582	
Totals	334,831,582	37,632,547	26,988,395	33,077,552	44,726,959	38,365,313	26,394,523	37,522,446	90,123,848	334,831,582	

	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated	2010 and Forward
Commitments	83,542,630	57,751,446	11,145,072	34,455,912	70,908,593	54,256,170	22,761,759	
Cumulative Commitments	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	334,831,582	334,831,582
Receipts	74,365,248	40,162,878	46,899,203	52,896,017	50,692,873	51,179,365	33,827,968	
Cumulative Receipts	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	350,023,552	350,023,552
Cumulative Expenses	37,632,547	64,620,942	97,698,494	142,425,453	180,790,766	207,185,289	244,707,734	334,831,582
Cash Balances	36,732,701	49,907,184	63,728,835	71,897,893	84,225,453	109,010,295	105,315,818	15,191,970

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

BACKGROUND

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

STATUS

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

FACILITIES PLAN STATUS REPORT March 25, 2010

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

Construction documents are approved by DSA and the State Chancellor's Office. The State Chancellor's office is aware that an extension for the equipment appropriations is needed. Reallocation of basic aid funding has allowed this project to move forward. Swing space needs must be completed before construction start. Bid documents preparation is complete and the bidding and prequalification cycle began with advertisement on February 1, 2010. A mandatory job walk was conducted on February 11, 2010. *Bids for the project are due on March 25, 2010.* Furniture and equipment planning continues. The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000.

2. SCIENCES BUILDING

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008, to re-compete for funding. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$55,398,000 with \$33,553,000 anticipated from the state and \$21,845,000 proposed as funded through basic aid.

3. MCKINNEY THEATER RESTROOMS (Fine Arts Restrooms)

Construction began on June 23, 2008. The project was complete May, 2009. The design team, College and District staff *has concluded* close out contract issues. *DSA closeout is underway. The Notice of Completion is recommended to the Board of Trustees at this meeting.* The overall project budget is \$2,542,000 funded through basic aid.

4. REMODEL FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved the Portable Renovation, the Gaucho Strength Center renovation and PE100 renovation projects and hiring R2A for architectural services. Portable Renovation began on October 13, 2008, and is complete. The design team, College and District staff *has concluded* close out contract issues. *DSA closeout is underway. The Notice of Completion is recommended to the Board of Trustees at this meeting.*

The Board approved award of contract for PE100 at the March 2009, meeting. Construction began on April 13, 2009 and completed mid-September. DSA close out is underway. The Notice of Completion was approved by the Board in November and has been filed with the county.

The Gaucho Strength Center renovation for Communication Arts began construction in September and continues on schedule and within budget. *Punch list is underway.*

The overall project budget is \$4,130,000 funded through basic aid.

5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2009. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,235,000 with \$19,765,000 anticipated from the state and \$8,471,000 proposed as funded through basic aid.

6. LOOP ROAD

The Board approved the Loop Road project in March, 2009. Currently, the project is estimated at \$5,650,000 which is believed to be an inadequate amount. Architectural selection was Board approved during the February 2010 meeting. \$3,442,000 of the overall project budget is approved for funding through basic aid.

7. M/S/E PLAZA RENOVATION

The Board approved the Math/Science/Engineering building project in March, 2009. Uneven settlement under the plaza area between the Library and the M/S/E building has resulted in slab heaving, cracking and water penetration at the M/S/E building. The overall project budget is \$5,081,000 funded through basic aid.

8. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project during the November, 2008, meeting. There are two construction packages, one for site work and one for building installation and interior improvements. The site work contractor has walked off the job and the surety has taken over. It is staff's assessment that this was due to financial insolvency. The surety has recommended a contractor and provided a Tender agreement which is under review. District staff anticipates an additional 8-10 week delay. This lease on the portables *is under consideration for extension to May*. Buildings delivery is 90% complete. Total change orders represent 2.3% of the original contract amount. The overall project budget is \$3,942,000 funded through basic aid.

9. BRIDGE REPLACEMENT PROJECT

During this March 2010 meeting, the Chancellor is recommending approval of an architect and basic aid funding in the amount of \$1,700,000 for the south bridge located on the east side of the library due to a finding of failing structural integrity.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. *All necessary DSA close out documentation is now submitted.* Design professionals are reporting a delay in turn-around for all DSA submittals due to reduced schedules through the furlough program and out-sourcing of work.

2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building construction is 100% complete. Total change orders represent 1.00% of the original contract amount. The final equipment phase is under review and will proceed as a result of the Board of Trustee's approval to move basic aid funds from the Fine Arts project to the Business Sciences Technology and Innovation Center. DSA closeout is underway. The overall project budget is \$25,593,000 with \$12,711,000 from the state and \$12,882,000 funded through basic aid.

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

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. Electrical, mechanical, plumbing, and interior improvements at the new and existing building are 98% complete and punch list is underway. The overall project budget is \$6,980,000 funded through basic aid.

4. A-300 REMODEL FOR MUSIC DEPARTMENT

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

5. LIFE SCIENCES PROJECT

The state chancellor's office provided the District with approval to move forward with design. The architect has submitted preliminary design to the state chancellor's office for approval to proceed into the next release of funding. Funding "release" is an indication that the District may move into the next phase of their work in accordance with the freeze on funding described in this Board's June 22, 2009, agenda. Staff anticipates construction document submittal to DSA in *June*. The overall project budget is \$24,848,000 with \$17,377,000 from the state and \$7,468,000 funded through basic aid.

6. FINE ARTS BUILDING

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

7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. Currently, the project is estimated at \$2,850,000 which will be evaluated for appropriateness once the designer provides a cost estimate. Architectural selection was approved by the Board on January 25, 2010. The overall project budget is \$2,850,000 funded through basic aid.

8. GREAT LAWN PROJECT

The Board approved funding for landscape improvements in the area of the Performing Arts Center during the March board meeting. The Architect *has been to DSA twice for approval and is continuing to respond to DSA's requests for plan modification*. The overall project budget is \$1,250,000 funded through basic aid.

ATEP

1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. Repair procedures were accepted with remediation 95% complete. ModSpace, the Increment II contractor, has requested a review of previously submitted change orders and a release of retention. District staff has partially released retention and is working with ModSpace on finalizing a few outstanding items. To date, total change orders represent 3.01% of the original contract amount.

2. ATEP BUILDING DEMOLITION

The environmental consultant has performed building surveys and has developed the report, specifications and plans for hazardous material removal and building demolition. City of Tustin provided additional requests during a third review. Plans and specifications for all seven phases of demolition have been returned with minor comments by the City of Tustin and forwarded to the Navy for their review. The overall project budget is \$7,000,000 funded through basic aid.

3. ATEP MONUMENT SIGNAGE

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

4. ATEP PARKING LOT

Plans for improvement at the existing parking lot have been approved through DSA and the City of Tustin has performed their courtesy review. The contractor was given Notice to Proceed for January 11, 2010 with an estimated 60 day project duration. *Though an unforeseen waterline was discovered, the project remains on target for completion.* The overall project budget is \$950,000 funded through basic aid.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: List of Board Requested Reports
ACTION: Information

BACKGROUND

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it was requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report Prepared By:	Date Submitted to the Board of Trustees
2/22/10	Nepotism	Trustee Fuentes	April 26, 2010	David Bugay	
11/17/09	Efficiencies, Reductions and Planning in 2010-2011	Trustee Fuentes	January 2010	Gary Poertner	January 2010
11/17/09	Presentation on Statewide Community College Survey Results	Trustee Fuentes	December 7, 2009	Gary Poertner	January 25, 2010 December 7, 2009
9/24/09	Saddleback College Communication Arts Program	Trustee Padberg	November 17, 2009	Tod Burnett	January 25, 2010 November 17, 2009
9/24/09	Saddleback College Film Program	Trustee Padberg	November 17, 2009	Tod Burnett	November 17, 2009
8/31/09	Salaries of College Professors in Orange County	Trustee Fuentes	October 26, 2009	David Bugay	October 26, 2009

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

BACKGROUND

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

STATUS

The reports display the adopted budget, revised budget, and transactions through February 28, 2010. A review of current revenues and expenditures for the 2009/2010 fiscal year shows that they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

General Fund Income and Expenditure Summary

As of February 28, 2010

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
BEGINNING FUND BALANCE:	31,930,391	31,930,391	0	31,930,391
REVENUES:				
Federal Sources 8100-8199 \$	3,246,917	3,752,267	505,350	1,050,735
Other State Sources 8600-8699	18,548,183	17,678,383	(869,800)	10,356,206
Other Local Sources 8800-8899	170,839,772	170,792,272	(47,500)	109,062,088
Total Revenue	192,634,872	192,222,922	(411,950)	120,469,029
BASIC AID			0	
INCOMING TRANSFERS 8980-8989			0	
TOTAL SOURCES OF FUNDS	224,565,263	224,153,313	(411,950)	152,399,420
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries 1000-1999	65,750,670	65,290,503	(460,167)	41,559,409
Other Staff Salaries 2000-2999	41,023,241	40,764,262	(258,979)	21,988,197
Employee Benefits 3000-3999	32,302,949	32,237,021	(65,928)	19,147,306
Supplies & Materials 4000-4999	6,425,644	6,417,326	(8,318)	1,714,115
Services & Other Operating 5000-5999	21,274,414	20,999,186	(275,228)	8,722,388
Capital Outlay 6000-6999	10,870,940	11,604,534	733,594	2,079,806
Payments to Students 7500-7699	577,264	500,340	(76,924)	335,312
Total Expenditures	178,225,122	177,813,172	(411,950)	95,546,533
OTHER FINANCING USES:				
Inter Fund Transfers Out 7300-7399	864,000	864,000	0	864,000
Basic Aid Transfers Out	31,267,968	31,267,968	0	15,205,000
Intra Fund Transfers Out	0	0	0	0
Debt Service 7100-7199	412,000	412,000	0	257,753
Total Other Sources (Uses)	32,543,968	32,543,968	0	16,326,753
TOTAL USES OF FUNDS	210,769,090	210,357,140	(411,950)	111,873,286
ENDING FUND BALANCE	13,796,173	13,796,173	0	40,526,134
Reserve for Economic Uncertainties	10,446,173	10,446,173	0	
Location Reserves for Economic Uncertainties	3,350,000	3,350,000	0	
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	\$ 0

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of February 28, 2010

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
LOCATION BEGINNING BALANCE	11,702,879	11,702,879	0	11,702,879
REVENUES:				
Unrestricted Budget Allocation	\$ 80,691,012	80,975,567	284,555	50,189,407
Restricted Budget Allocation	11,459,371	11,023,654	(435,717)	6,405,256
Total Revenue	92,150,383	91,999,221	(151,162)	56,594,663
BASIC AID	0	0	0	0
INCOMING TRANSFERS 8980-8989	0	0	0	0
TOTAL SOURCES OF FUNDS	103,853,262	103,702,100	(151,162)	68,297,542
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries 1000-1999	40,933,766	40,589,331	(344,435)	26,010,166
Other Staff Salaries 2000-2999	20,978,861	20,851,509	(127,352)	11,166,028
Employee Benefits 3000-3999	18,577,481	18,565,983	(11,498)	10,705,901
Supplies & Materials 4000-4999	4,363,353	4,331,993	(31,360)	1,176,369
Services & Other Operating 5000-5999	9,712,513	9,870,065	157,552	3,970,688
Capital Outlay 6000-6999	5,749,310	6,031,869	282,559	1,612,514
Payments to Students 7500-7699	387,978	311,350	(76,628)	199,999
Total Expenditures	100,703,262	100,552,100	(151,162)	54,841,665
OTHER FINANCING SOURCES/(USES):				
Transfers Out 7300-7399	400,000	400,000	0	400,000
Other Transfers 7400-7499	0	0	0	0
Debt Service 7100-7199	0	0	0	0
Total Other Sources (Uses)	400,000	400,000	0	400,000
TOTAL USES OF FUNDS	101,103,262	100,952,100	(151,162)	55,241,665
LOCATION OPERATING BALANCE	2,750,000	2,750,000	0	13,055,877
Reserve for Economic Uncertainties	2,750,000	2,750,000	0	0
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of February 28, 2010

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		3,168,759	3,168,759	0	3,168,759
REVENUES:					
Unrestricted Budget Allocation		\$ 43,326,341	43,491,419	165,078	27,363,816
Restricted Budget Allocation		5,637,033	5,225,495	(411,538)	3,065,955
Total Revenue		48,963,374	48,716,914	(246,460)	30,429,771
BASIC AID		0	0	0	0
INCOMING TRANSFERS 8980-8989		0	0	0	0
TOTAL SOURCES OF FUNDS		<u>52,132,133</u>	<u>51,885,673</u>	<u>(246,460)</u>	<u>33,598,530</u>
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		21,764,846	21,667,376	(97,470)	14,360,744
Other Staff Salaries 2000-2999		12,127,529	12,023,447	(104,082)	6,654,911
Employee Benefits 3000-3999		10,008,971	9,948,996	(59,975)	6,091,993
Supplies & Materials 4000-4999		1,232,294	1,249,952	17,658	466,809
Services & Other Operating 5000-5999		4,216,487	4,004,997	(211,490)	1,666,015
Capital Outlay 6000-6999		1,346,720	1,555,915	209,195	326,199
Payments to Students 7500-7699		189,286	188,990	(296)	135,313
Total Expenditures		50,886,133	50,639,673	(246,460)	29,701,984
OTHER FINANCING SOURCES/(USES):					
Transfers Out 7300-7399		234,000	234,000	0	234,000
Other Transfers 7400-7499		0	0	0	0
Debt Service 7100-7199		412,000	412,000	0	257,753
Total Other Sources (Uses)		646,000	646,000	0	491,753
TOTAL USES OF FUNDS		<u>51,532,133</u>	<u>51,285,673</u>	<u>(246,460)</u>	<u>30,193,737</u>
LOCATION OPERATING BALANCE		600,000	600,000	0	3,404,793
Reserve for Economic Uncertainties		600,000	600,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

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

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President

DATE: March 11, 2010

SUBJECT: President's Report for the March 25, Board of Trustees Meeting

Chinese/Japanese Club Open House

On March 5, the IVC Chinese/Japanese Club held an open house. The two-hour event featured culture activities including Tai-ji Quan, Chinese tea tasting, origami paper folding, calligraphy, brush painting, music, games, sushi, Chinese food, and snacks. Guests were also invited to try on traditional Japanese and Chinese wardrobes.

Dr. Stephen Rochford Appointment

IVC's Music Department Chair Dr. Stephen Rochford has been appointed to the College Band Directors National Association (CBDNA) Small College/Community College Task Force. This group consists of representatives from across the country who will make a presentation at the National Conference in Seattle in 2011.

IVC Music Professor Publishes New Book

The Irvine Valley College Music Department is pleased to announce the recent publication of IVC Professor of Music Darren Wilsey's new book, *The Musician's Guide to Licensing Music - How to Get your Music into Film, TV, Advertising, Digital Media & Beyond*. Professor Wilsey co-teaches Music 212, Computer Applications in Music.

Students Mark Black History Month

On February 24, IVC marked Black History month with a celebration sponsored by the Associated Students of Irvine Valley College. Guest speaker Mark E. Whitlock spoke to the audience of students, faculty, and staff. Music and soul food also capped the lunch-time presentation.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Employer

Astounding Inventions Young Inventors Win Top Prizes

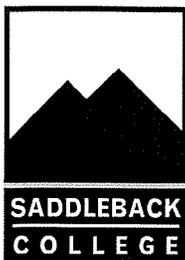
On February 25, at a celebratory reception hosted by Greenberg Traurig LLP at Irvine Valley College, it was announced that two students from Irvine and Tustin won the top prizes at this year's Astounding Inventions. The award entitles each student to a pro bono provisional patent application for their inventions from Greenberg Traurig valued at more than \$10,000. Julius Vo, a student at South Lake Middle School in Irvine, won for his "Scogo Stick," which is a combination scooter and pogo stick. Preston Duarte, a student at Arroyo Elementary School in North Tustin, won for his "SOS Balloon," which will help lost hikers get rescued. Additionally, two students received honorable mention recognition: Sofia Abolfathi from Vista Verde School for her "iLunchbox" and Jenna Fabris from Hicks Canyon Elementary School for her "Y-Knot 2 Person Dog Leash."

IVC Sets June 4 for 25th Anniversary Foundation Dinner

The Irvine Valley College Foundation recently announced that its annual awards dinner would be transformed into a 25th anniversary celebration. The Foundation is inviting the college community, faculty, staff, students and anyone with a connection to IVC to celebrate on Friday evening, June 4, 2010, when the Performing Arts Center will be transformed into a glitzy New York City theatre off Times Square. The celebration will begin with a 6 p.m. catered reception. Guests will enjoy dining and listening to members of the IVC Jazz Ensemble playing some of their favorite musical selections. In addition, there will be a variety of live and silent auction items to bid on, including fine art, wine and some fantastic travel opportunities. Then at 8 p.m., guests will be escorted into the theatre for a fast-moving, razzle-dazzle salute to the hottest shows on Broadway, produced and directed by Professor Ron Manuel-Ellison and featuring IVC's very own student performers, with a little help from some surprise alumni guests. After the show patrons will sample gourmet Starbucks dessert coffees and teas, along with warm jumbo homestyle cookies at a special Coffee Bar, where members of the Jazz Ensemble will again provide contemporary music. Tickets to the event will be available at the IVC Performing Arts Center box office for \$125 per person.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College



MEMORANDUM

TO: Members of the Board of Trustees
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR FEBRUARY 22, 2010 BOARD OF TRUSTEES' MEETING

Mission Hospital/St. Joseph Healthcare, as part of its commitment to healthy populations, is creating large Wellness Centers focusing on education, exercise, and healthy practices, and following extensive market research has identified Saddleback College as the ideal location for its new Orange County facility. The potential for innovative educational opportunities and creation of a unique collaborative model between education and the healthcare service area were additional influencing factors in the proposal to build a Wellness Center in collaboration with Saddleback College.

Construction of this state of the art facility would be funded through Mission Hospital/St. Joseph Healthcare and financial data from their Wellness Center in Napa demonstrates the facility would be self-sustaining. As a non-profit organization, all proceeds would be reinvested into the Wellness Center. Opportunities for student internships and learning experiences are extensive -- not only for Allied Health and Nursing students, but for students studying in such areas as business, graphic arts, child development, and kinesiology, to name a few. Recent insurance data suggest faculty and staff participation in Wellness Center activities could lead to discounted healthcare premiums for the District.

The proposed Wellness Center of approximately 95,000 square feet would include: an indoor therapeutic pool; classrooms for Wellness education; exercise/dance studio; cardiac and physical rehabilitation; and state of the art exercise equipment utilizing techniques that channel the energy generated through exercise into power for the building. Information on their existing 65,000 sq ft facility at Queen of the Valley Medical Center in Napa, CA, can be found at: www.wellnesscenternapa.com.

Congratulations to the men's Gauchos basketball team, who after beating Riverside Community College in the regional playoffs are headed to the state championships.

Planning is underway for the Saddleback College Veterans Memorial Dedication, which will be held on Thursday, April 29th at 4:00 p.m. Save the Date cards have been sent to military and elected officials at the federal, state, and local levels, veterans groups, community members, and students, faculty, staff, and management at the college and district. We are expecting over 700 guests to what is sure to be Saddleback College's largest event in our 41-year history.

Office of Instruction

Mercedes Benz of Laguna Niguel has donated a Smart Car Tridion cell. This cell displays all of the high technology safety equipment and structure used in the Smart Car design. This will be one of the auto technology department's new marketing tools used for department functions and school events. Graphic design students worked for the second year on the design for the Mission Hospital Foundation's Valiant Women fundraiser luncheon, raising money for the women's health program at the hospital. The students designed invitations, programs, reply cards and various marketing pieces for the event. The outdoor garden continues to be restored with the assistance of the students from the ENV 1 and 18 classes. Also, due to prior efforts invasive weed removal, this year there is a significant amount of small understory plants growing that have not been seen in years. More improvements to the area are on their way later this spring.

Professor Larry Perez presented the Algebra2go project to high school students who are aspiring teachers at the Orange County Career Forum at Concordia University, held in partnership with the Orange County Department of Education. Professor Perez's presentation focused on engaging students outside the classroom using technology. Professor Perez also addressed the California Mathematics Council Community Colleges South (CMC3) Spring Conference in Anaheim. CMC³-South is a non-profit organization dedicated to the professional growth of community college mathematics educators in Southern California. Biology 3B students Paige Taylor and Brian Capen presented a paper at the Graduate Women in Science Conference at Chapman University on March 6th. The research was completed at Saddleback College as part of our biology majors' program.

The Foster/Kinship Care program held a workshop on March 3rd to help parents learn age appropriate developmental milestones, possible delays, techniques that foster parents can use to help children "catch up," resource information when outside help is needed.

Student Services

High School Senior Day was held on Thursday, March 25th and was attended by more than 800 students from our area high schools. Information on our academic programs, transfer center, financial aid opportunities, and more was provided and students enjoyed a free lunch from In-N-Out Burger. Thank you to our outreach team for their fantastic efforts in coordinating the day.

The Transfer Center held numerous workshops and welcomed representatives from a number of four-year institutions, including CSU Long Beach, Arizona State University, UC Santa Barbara, and National University.

Planning is underway for commencement and the scholarship ceremony, which will both be held on Friday, May 21st. Commencement will begin at 9:00 a.m. and the scholarship ceremony is scheduled for 2:00 p.m.

Students planned women's history month celebrations during the first week of March, which included a jeopardy-style quiz on women's history, a women's walk, and other events to raise awareness of the contributions of women in history.

Arts

The Saddleback College Art Gallery's Teapot exhibition, *Big Fish Small Pot*, ended on March 11th. The Department of Theatre Arts' bilingual production of *The Tempest* closed on March 7th with more of a student attendance than usual. Scott Farthing's Saddleback College Choral ensembles performed classic and popular choral favorites on March 6th at the Presbyterian Church of the Master in Mission Viejo. Joey Sellers' Saddleback Jazz Lab ensemble performed the music of Cannonball Adderley in the McKinney Theatre on March 8th. The Professional Guest Artist series presented The Second City 50th Anniversary Tour to a packed house on Friday, March 12th in the McKinney Theatre. The troupe also presented an intensive workshop to 15 of our Theatre Arts drama students on March 12th. The Saddleback College Symphony Orchestra, under the direction of Carmen Dominguez, presented the winners of the 2009 concerto competition in concert on March 20th at 8 pm in the McKinney Theatre. Music faculty from Saddleback College and Irvine Valley College performed original music composed by these talented faculty members on March 25th at 8 pm. The Angels for the Arts presented a 1940's style dance party, Big Band Swing Thing, with the Saddleback Big Band on March 26th at 7:30 pm in the Saddleback College Gymnasium.

Saddleback College Foundation

The Apple Apeel employee gift campaign raised \$26,500 for student scholarships. With the matching funds awarded by the Foundation, \$40,000 will be contributed to scholarships. The two divisions raising the most money, Math, Science and Engineering and the Counseling Department, will be treated to a division luncheon for their generosity.

Most recent contributions to the Osher Scholarship are: ASG, \$34,000; Algebra 2 Go, \$10,000; Mission Hospital, \$10,000; Natalie Mitchell, \$2,000; Earth Science Division, \$5,000; and Estate of Lawrence Boyer, \$200,000. The total raised for the Osher Endowment is \$464,000, leaving a balance of \$210,000 remaining to reach the goal of \$672,000.

Community Education

Hosted informational booths at the Presidents Cup, Senior Day, and the Counselors Breakfast, visited RH Dana elementary school visit, developed new partnership with Bowers Museum's Kidseum.

Saddleback College Mission

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.



MEMORANDUM

TO: Chancellor Raghu P. Mathur
Members of the Board of Trustees

FROM: Dr. Randy W. Peebles, Provost

DATE: March 10, 2010

RE: ATEP Report for the March 25, 2010 Board of Trustees Meeting

Dr. Don Busche, ATEP managers and administrators and the Chancellor's Executive Team facilitated a second District Leadership Team workshop on ATEP which included reviewing and finalizing collective input from the group on: ATEP's vision, mission and goals; strategic directions; and Strengths, Weaknesses, Opportunities, and Threats (SWOT). Results from a survey to all managers and administrators on ATEP's delineation of responsibilities between ATEP, the district and colleges, and communication strategies were also presented. The group participated in an additional brainstorming session for program and course focus areas. Provost Randy Peebles also gave a presentation to the group outlining funding models and financing mechanisms for the development of ATEP.

Provost Randy Peebles, President Tod Burnett, President Glenn Roquemore, Chancellor Mathur and Hudson Capital CEO Victor Coleman gave a presentation at the annual ACCCA Conference presentation entitled, "Thinking Outside the College: A Model for Serving Tomorrow's Students" which outlined the unique challenges and innovative opportunities of the ATEP campus development, including ideas for serving tomorrow's students. A 45 minute Q&A was also held with the audience.

Dean Rocky Cifone, Provost Randy Peebles and Marketing Director Tere Fluegeman took an extensive tour of Ex'pression College in Emeryville while at the ACCCA conference. The tour was conducted personally by the President, Spencer Nilsen. Ex'pression College specializes in digital media arts including Sound Arts, Animation and Visual Effects, Game Art and Design, and Motion Graphic Design. Their industry partners include: PIXAR, Dreamworks, Industrial Light and Magic, LucasFilms, and SEGA.

ATEP held its first Development Forum on Friday, Feb. 26 with representation from ATEP, the colleges and district to involve faculty, deans and others in the decision making process regarding educational focus areas, space planning and architectural programming for ATEP's planned expansion.

Provost Randy Peebles is actively participating on accreditation committees at Irvine Valley College and Saddleback College to provide input and feedback regarding ATEP for the college accreditation reports and substantive change documents under development.

Promotion of 6- and 8-week spring classes continues and the summer classes are being scheduled.

Marketing Director Tere Fluegeman participated in the Business Continuity tabletop drill led by Saddleback Police Chief Harry Parmer to work on emergency preparedness plans.

ATEP staff participated in several community relations and outreach events, including Teen Tech Week at Beckman High, the Orange County Legislative Task Force breakfast with state legislators, the OCBC Community College Working Group and Tustin Chamber monthly membership events.

Dean Rocky Cifone and Dr. Maria De la Cruz Besnard participated in the Educating for Careers Annual Conference sponsored by the California Career Pathways Consortia on March 1 and 2. Over 2000 CTE educators from departments of education, community colleges, ROPs, and school districts attended. The theme was "Collaborating for a Seamless Transition."

Dean Cifone also attended the subsequent Orange County Career Technical Education Conference on March 2 sponsored by OC-STEM, Vital Link, the Orange County Department of Education, and the county ROPs. Instructors, administrators, and counselors participated in breakout sessions focusing on emerging career projections, articulation, and planning.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Hiring Consultant Presentations
ACTION: Discussion

BACKGROUND

At the February 22, 2010 Board of Trustees meeting, the Board voted to move forward with the Chancellor hiring process per BP 4011.6. The Board appointed a board designee to coordinate the recruitment process. The Board approved a Special Meeting, which was held on March 11, 2010. At this meeting, the Board of Trustees approved the hiring of a consultant to assist with the Chancellor hiring process. The Board approved three consultants to present to the Board at its regular March meeting, as well as any additional consultants the Board felt it appropriate to consider.

STATUS

The Board of Trustees has directed that there be presentations by two consultants in addition to the three previously approved; further, the Board has directed that proposals and possible presentations be sought from four other hiring consultants recommended by Board members.

RECOMMENDATION

It is recommended that the Board of Trustees consider the presentations of the hiring consultant firms and take appropriate action.