



Meeting of the Board of Trustees

March 31, 2014

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**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (1)
A. Public Employee Employment (1)

- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
A. SOCCCD Faculty Association
Agency Designated Negotiator: David Bugay, Ph.D.

- 1.5 Conference with Real Property Negotiators (GC Section 54956.8)(1)
A. Sale or Exchange of Property by District: Portion of ATEP Site, Parcel 3: City of Tustin, 300 Centennial Way, Tustin, regarding exchange of land and terms of payment.
Agency Designated Negotiator: Debra Fitzsimmons, Ph.D.

- 1.6 Conference with Legal Counsel (GC Section 54956.9)(1)
A. Anticipated Litigation (GC Section 54956.9[b][1] and [b][3][C][1] (1 case)

RECONVENE OPEN SESSION: 6:00 P.M.

It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the

completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Nancy Padberg

2.3 Pledge of Allegiance

Led by Trustee T.J. Prendergast

2.4 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. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

2.5 Recognitions: Speakers are limited to two minutes each.

A. Resolutions:

1. Denice Inciong, District Services Manager of the Year

B. Commendations:

1. President Glenn Roquemore will be commending Professor Tom Pestolesi for being named Alumni of the Year for the men's volleyball team by the University of Hawaii.
2. President Tod Burnett will be commending Professor Gina Shaffer and her spring 2013 students in ENG 160 for producing the latest award-winning edition of *the Wall*.
3. President Tod Burnett will be commending Professor Diane Pestolesi for being recognized by the University of Hawaii as a new inductee into the UH Sports Circle of Honor for her contributions to the growth, history and tradition of UH Athletics.

3.0 REPORTS

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

- A. Board Reports
- B. Chancellor's Report
- C. College Presidents' Reports (*Written Reports included in Section 8.0*)

- D. Associated Student Government Reports
- E. Board Request(s) for Reports
 - 1. Request for report on the management of the OPEB Trust Fund.

4.0 DISCUSSION ITEMS

4.1 Irvine Valley College: Data-validated Approaches to Fostering a Culture of Student Success at Irvine Valley College

Representatives from Irvine Valley College will present what the college is doing to encourage innovation and flexibility in the delivery of basic skills instruction to demonstrate how IVC has implemented measures to address Recommendation 8.3.

4.2 Saddleback College and Irvine Valley College: Board Report on Financial Aid Services

Board report requested by Trustee Milchiker. Representatives from Irvine Valley College and Saddleback College will share the presentation and be available to answer questions regarding the financial aid services available to students at the 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.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on January 27, 2014 and approve minutes of a Special Meeting held on February 1, 2014.

5.2 Saddleback College: Curriculum Revisions 2014-15 Academic Year

Accept the proposed changes in curriculum.

5.3 Saddleback College: Program Revisions for the 2014-15 Academic Year

Approve the proposed program changes for the 2014-15 academic year at Saddleback College.

5.4 Saddleback College: National Student Nurses' Association National Convention

Approve the out-of-state travel request for up to eleven students and two faculty advisors to attend the 62nd Annual National Student Nurses' Association Convention in Nashville, Tennessee at a cost not to exceed \$11,000.

5.5 Saddleback College: Community Education, Summer 2014 – Additional Class Offerings

Approve the Community Education courses, presenters, and compensation.

5.6 Saddleback College: Revised 2014-15 Instructional

Material/Laboratory Fees

Approve additional instructional material and laboratory fees for 2014-15 that were not included in the February shared board agenda item.

- 5.7 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 5.8 **Irvine Valley College: Honors Psychology Out of State Travel – Portland, Oregon**
Approve the out-of-state travel request for the Psychology Department to attend and participate in the Western Psychological Association conference from April 24-27, 2014, in Portland, Oregon. The impact to the general fund consists of faculty development funds for instructors' expenses in an amount not to exceed \$3,500.

- 5.9 **Irvine Valley College: Geography 102 Out of State Travel – Arizona and Utah**
Approve the out-of-state travel request for the School of Social Sciences field study course from Aug. 8-15, 2014 in the vicinity of Zion and Bryce in Southwest Utah and Grand Canyon National Park in northern Arizona. The impact to general funds consists of the use of a college van and fuel costs.

- 5.10 **Irvine Valley College: Curriculum Revisions for the 2014-15 Academic Year**
Approve curriculum revisions for the 2014-15 academic year pursuant to Title 5, Section 53200 et seq.

- 5.11 **SOCCCD: Irvine Valley College - Barranca Entrance, Assignment of Easement Agreement, The Irvine Company LLC**
Approve the Assignment of Easement Agreement.

- 5.12 **SOCCCD: Irvine Valley College - A400 Design-Build Project, Testing & Special Inspection Agreement, C.E.M. Lab Corp.**
Approve consultant agreement for \$140,000.

- 5.13 **SOCCCD: Irvine Valley College - A400 Design-Build Project, DSA Inspection Agreement, TYR, Inc.**
Approve consultant agreement for \$183,000.

- 5.14 **SOCCCD: Saddleback and Irvine Valley College - Bid 297D Removal of Hazardous Waste Amendment No. 2, North State Environmental**
Approve an increase to the annual allowable expenditures for the five year consultant for removal of hazardous waste; not to exceed \$90,000 for Saddleback College and not to exceed \$36,000 for Irvine Valley College.

- 5.15 **SOCCCD: Membership Composition of District Resources Allocation Council**
Approve additions to the committee membership composition of DRA. In addition, to ensure that DRAC operates like all other district-wide councils and committees, approve DRAC to be folded into the normal process for district-wide councils and committees and any future changes to DRAC follow that process.
- 5.16 **SOCCCD: Retiree OPEB Trust Funding**
Accept Nyhart Epler's updated actuarial report.
- 5.17 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-09 to Amend FY 2013-2014 Adopted Budget**
Adopt resolution to amend the adopted budget.
- 5.18 **SOCCCD: Payment of Bills**
Approve Checks No. 177607 through 178765 processed through the Orange County Department of Education, totaling \$7,036,891.34; and Checks No. 010959 through 010974, processed through Saddleback College Community Education, totaling \$39,130.70; and Checks No. 009220 through 009229, processed through Irvine Valley College Community Education, totaling \$5,508.43.
- 5.19 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-03185 through P14-03543 amounting to \$5,884,417.31 and P15-00001 through P15-00010 amounting to \$49,782.00 are submitted to the Board of Trustees for approval. Confirming requisitions dated February 6, 2014 through March 11, 2014 totaling \$801,114.19 are also submitted.
- 5.20 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the period ending February 28,, 2014.
- 5.21 **SOCCCD: February and March 2014 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Public Hearing for the Irvine Valley College Lighting Retrofit for Roadways, Walkways, and Parking Lots Project, Energy Service Contract**
A public hearing will be conducted to invite members of the public to present their comments with regard to the Irvine Valley College Energy Service Contract for the Retrofit Lighting for Roadways, Walkways And Parking Lots.

- 6.2 **SOCCCD: Irvine Valley College - Lighting Retrofit for Roadways, Walkways, and Parking Lots Project, Adopt Resolution No. 14-10 Authorizing Entering into an Energy Service Contract**
Adopt Resolution No. 14-10 to authorize entering into an Energy Service Contract.
- 6.3 **SOCCCD: Irvine Valley College- Lighting Retrofit for Roadways, Walkways & Parking Lots Project, Award of Energy Service Contract, Anderson & Howard Electric, Inc.**
Approve the Energy Service Agreement in the amount of \$1,300,000.
- 6.4 **SOCCCD: CCCT Board Election 2014**
Recommendation for SOCCCD Board members to nominate eight candidates to the CCCT Board of Directors.
- 6.5 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Authorize payment to Trustee Milchiker who was absent from the February 24, 2014 board meeting.
- 6.6 **SOCCCD: Irvine Valley College - Life Sciences Building Project, Change Order No. 14, Liberty Mutual Insurance and S.J. Amoroso Construction Co., Inc.**
Approve closeout of the project and authorize staff to execute the corresponding change order with the contractor which will result in a decrease of \$84,874.75 in the total project cost. The revised contract amount is \$11,570,468.36.
- 6.7 **SOCCCD: Irvine Valley College - Life Sciences Building Project, Unilateral Change Order No. 15, Liberty Mutual Insurance and S.J. Amoroso Construction Co., Inc.**
Approve change order and authorize staff to execute the corresponding change order with the contractor which will result in an increase of \$54,051.56 in the total project cost. The revised contract amount is \$11,624,519.92
- 6.8 **SOCCCD: Saddleback College Storage Area Networks (SAN) Technology Equipment, NetApp, Inc. – NASPO Contract, ePlus, Inc.**
Approve contracting with consultant for contract not exceed \$500,000.
- 6.9 **SOCCCD: Computer Equipment and Related Devices, Hewlett Packard Co.**
Approve agreement for the purchase of computer equipment and related devices. Annual expenditures will not exceed \$2,500,000.
- 6.10 **SOCCCD: District Server and Storage Replacement, Nutanix – Carahsoft Technology, Corp. CMAS Contract**

Approve agreement at an annual cost not exceed \$500,000.

- 6.11 **SOCCCD: Irvine Valley College - Life Sciences Building Project, Notice of Completion, Liberty Mutual Insurance and S.J. Amoroso Construction Co., Inc.**
Authorize the filing of the Notice of Completion for a final contract amount of \$11,624,519.92.
- 6.12 **SOCCCD: Board Policy Revision: BP-180 Respectful Interactions and Collaboration, BP-3007 Cash Handling, BP – 5410 Student Equity, BP-4014 Smoke Free District**
Accept for review and study.
- 6.13 **Saddleback College: Division of Community Education, Emeritus Institute, and K-12 Partnerships**
Approve the proposed Saddleback College instructional management reorganization.
- 6.14 **SOCCCD: Initial Proposal: South Orange County Community College District Faculty Association**
Accept the SOCCCD Faculty Association proposal for review and study.
- 6.15 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Reorganization, Amendment to Start Date of Academic Administrator, Resignation/Retirement/Conclusion of Employment.
- 6.16 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change Classified Positions, Authorization to Eliminate and Create Classified Positions, Change of Status, Authorization to Reorganize a Classified Position, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.17 **SOCCCD: Request to Rescind Spring 2015 Sabbatical**
Approve request from faculty member to rescind approval of Spring 2015 sabbatical leave.

7.0 REPORTS

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

- 7.3 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.4 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through February 28, 2014.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending February 28, 2014.

8.0 **REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

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

9.0 **ADDITIONAL ITEMS**

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

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

M A R C H 3 1 , 2 0 1 4

DENICE INCIONG

2013 DISTRICT SERVICES ADMINISTRATOR/MANAGER OF THE YEAR

*W*hereas, Denice Inciong, District Director of Research, Planning and Data Management, has been selected as the 2013 District Services Administrator/Manager of the Year, having demonstrated a positive and profound impact on our district; and

*W*hereas, Denice Inciong embraced a heavy burden during the accreditation process, spearheading the first district-wide strategic plan with widespread input and collaboration and shepherding district services through a myriad of planning and reporting initiatives; and

*W*hereas, Denice Inciong facilitated an external scan to assess demographics, enrollment trends, and labor market data for our service area, identifying potential needs and informing the basis for a district-wide strategic plan that will guide our district to 2020; and

*W*hereas, Denice Inciong is responsible for the district's mandated data reporting to the state and compliance on district-wide grants which provide millions of dollars in revenue to our district; she oversees the inFORM Data Warehouse, one of the best in the state, and developed tools to track academic success for athletic scholars and a dashboard report to assist thousands of faculty in monitoring every section of every class they teach; and

*W*hereas, her colleagues describe her as a team player who values everyone's input; a professional who brings energy, enthusiasm, work ethic and a contagious laugh to the workplace; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do commend and congratulate Denice Inciong for her outstanding service to our district, and hereby bestow the award of 2013 District Services Administrator/Manager of the Year.

T.J. Prendergast III, President

Nancy M. Padberg, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

Timothy Jemal, Member

David B. Lang, Member

James R. Wright, Member

David Robinson, Student Member

Gary L. Poertner, Chancellor





BOARD OF TRUSTEES REQUEST FOR REPORT

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

Date: February 24, 2014

Trustee Name: David Lang

Specific Request for Report:

The Retirement Board of Authority is the responsible body designated by the Board to oversee the OPEB (other post-employment benefits) retiree medical benefit trust fund. Please explain the investment policy, structure, and processes used to manage the trust funds to ensure fiscal stewardship.

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):

To provide transparency regarding process and structure for managing the investments with the SOCCCD OPEB trust funds.

FOR INTERNAL STAFF PURPOSES

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Data-validated Approaches to Fostering a Culture of Student Success at Irvine Valley College

ACTION: Presentation/Discussion

BACKGROUND

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

Recommendation 8 of the report is to “align resources with student success recommendations.” This recommendation includes the following:

- Encourage categorical program streamlining and cooperation. (8.1)
- Invest in a student support initiative. (8.2)
- Encourage innovation and flexibility in the delivery of basic skills instruction. (8.3)

STATUS

Representatives from IVC will present what the college is doing to encourage innovation and flexibility in the delivery of basic skills instruction to demonstrate how IVC has implemented measures to address Recommendation 8.3 as stated above.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Board Report on Financial Aid Services

ACTION: Presentation/Discussion

BACKGROUND

At the February 24, 2014 board meeting, Trustee Marcia Milchiker requested a report regarding financial aid services available to students at Saddleback College and Irvine Valley College.

STATUS

Saddleback College and Irvine Valley College prepared a presentation on the financial aid services available to students at Saddleback College and Irvine Valley College. Representatives from Saddleback College and Irvine Valley College will share the presentation and be available to answer questions regarding the financial aid services available to students at the colleges.

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

Minutes from:

February 24, 2014 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
February 24, 2014**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

Gary Poertner, Chancellor
Robert Bramucci, Vice Chancellor, Technology and Learning Services
David Bugay, Vice Chancellor, Human Resources
Tod Burnett, President Saddleback College
Debra Fitzsimons, Vice Chancellor, Business Services
Randy Peebles, Associate Vice Chancellor, Economic Development

ABSENT

Marcia Milchiker, Clerk
Glenn Roquemore, President Irvine Valley College

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**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak"*

and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.**

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Employment (Government Code section 54957 (b) (1).)
 - A. Title of Position: Human Resources Specialist
- 1.4 Public Employee Discipline/Dismissal/Release (Government Code section 54957 (b)(1).) (5 matters)
- 1.5 Public Employee Performance Evaluation (Government Code section 54957 (b)(1).)
 - A. Title of Position: Facilities Operations Supervisor
- 1.6 Conference with Labor Negotiators (Government Code section 54956.9.)
 - A. SOCCCD Faculty Association
Employee Organization: SOCCCD Faculty Association
Agency Designated Representative: David Bugay, Ph.D.
- 1.7 Conference with Legal Counsel (Government Code section 54956.9.)
 - A. Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision (e) of Section 54956.9 (1 case)

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (2) of subdivision (e) of Section 54956.9: (1 case) - Discrimination Complaint by Employee Pursuant to 5 CCR section 59300 et seq.

RECONVENE OPEN SESSION: 6:00 P.M.

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

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 6-0 vote with Trustee Milchiker absent, the board approved a three-month unpaid leave of absence with benefits to a classified employee at the District office.

On a 6-0 vote with Trustee Milchiker absent, the board approved the recommendation to transfer a classified manager at Saddleback College to a different position.

On a 6-0 vote with Trustee Milchiker absent, the board approved non-renewal of two probationary faculty members, one at Saddleback College and one at Irvine Valley College.

On a 6-0 vote with Trustee Milchiker absent, the board denied a classified employee's appeal of an administrative determination alleging discrimination.

2.2 **Invocation**

Led by Trustee Marcia Milchiker

In Trustee Milchiker's absence, Trustee Prendergast led the invocation and asked for a moment of silence.

2.3 **Pledge of Allegiance**

Led by Trustee Nancy Padberg

2.4 **Recognitions: Speakers are limited to two minutes each.**

A. Resolutions

None

B. Commendations

None

2.5 **Public Comments**

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

There were three public comments pertaining to item 6.5 – Five Year Construction Plan and the order of priority for the Saddleback College football stadium.

3.0 **REPORTS**

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

A. Board Reports

B. Chancellor's Report

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

- D. Associated Student Government Reports
- E. Board Request(s) for Reports
 - Request for Report on Financial Aid Services at Saddleback and Irvine Valley College

On a 6-0 vote with Trustee Milchiker absent, the board approved the board request for report on financial aid services at both colleges.

4.0 DISCUSSION ITEMS

4.1 Saddleback College: A New Vision for Student Success at Saddleback College

Representatives from Saddleback College made a presentation on the development of a college wide student success committee and the implementation of student success work groups.

Faculty members Bruce Gilman and Penny Skaff and student Shay Sharp presented Saddleback College's plans for addressing student success. The plans include enhancing professional development; reviewing pedagogy and encouraging innovation in the classroom to continuously improve the student learning experience; performing a college-wide scan to understand all the student success efforts on campus; completing an online student success portal; building a student success center and creating ambassadors to help students throughout the campus; and, a freshman advantage program with face to face orientations for incoming students.

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.

Item 5.4 was pulled from the consent calendar for discussion/action.

On a motion made by Trustee Padberg and seconded by Trustee Lang, the balance of the consent calendar was approved on a 6-0 vote with Trustee Milchiker absent.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on January 27, 2014 and approve minutes of a Special Meeting held on February 1, 2014.

5.2 Irvine Valley College: Geology 170 Out of State Travel – Zion National Park, Utah

Approve the out-of-state travel request for the School of Physical Sciences

and Technologies field study course from April 24-27, 2014, in the vicinity of Zion National Park, southwest Utah. The impact to the general fund consists of the use of a college van.

- 5.3 **Saddleback College: Phi Theta Kappa 94th International Convention**
Approve the out-of-state travel request for up to six students and one faculty advisor to attend the Phi Theta Kappa 94th International Convention in Orlando, Florida at a cost not to exceed \$8,500.

- 5.4 **SOCCCD: ATEP Development Master Planning Services, HMC Architects**
Approve the HMC Architect Agreement for the Development Master Planning Services in the amount of \$205,000.

On a motion made by Trustee Padberg and seconded by Trustee Wright, this item was approved on a 6-0 vote.

- 5.5 **SOCCCD: Saddleback College Site Improvements, Design-Build Criteria and Programming Architectural Services, DLR Group**
Approve the Saddleback College Site Improvements, Design-Build Criteria and Programming Architectural Services agreement with DLR Group in the amount of \$280,000 effective February 24, 2014.

- 5.6 **Saddleback College and Irvine Valley College: Curriculum and Certificates/Degrees Revisions for 2014-2015**
Approve proposed changes in curriculum for the 2014-2015 academic year.

- 5.7 **Saddleback College and Irvine Valley College: Revised 2014-2015 Instructional Material/Laboratory Fees**
Approve revised instructional material and laboratory fees for 2014-2015.

- 5.8 **Saddleback College and Irvine Valley College: Community Education, Summer 2014**
Approve Community Education courses, presenters, and compensation for Summer Session 2014.

- 5.9 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 5.10 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve/ratify Trustees' requests for attending conference/meeting

- 5.11 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-04 to Amend FY 2013-2014 Adopted Budget**
Adopt resolution to amend the adopted budget.

- 5.12 **SOCCCD: Gifts to the District and Foundations**
Accept donations.

- 5.13 **SOCCCD: Payment of Bills**
Approve checks No. 176560 through 177606 processed through the Orange County Department of Education, totaling \$7,680,831.40; and Checks No. 010925 through 010958, processed through Saddleback College Community Education, totaling \$174,456.14; and Checks No. 009216 through 009219, processed through Irvine Valley College Community Education, totaling \$2,398.20 are submitted for the approval of the Board of Trustees.
- 5.14 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-02907 through P14-03184 amounting to \$1,004,869.21 are submitted to the Board of Trustees for approval. Confirming requisitions dated January 8, 2014 through February 5, 2014 totaling \$110,228.21 are also submitted.
- 5.15 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the period ending January 31, 2014.
- 5.16 **SOCCCD: January / February 2014 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Public Hearing for the Irvine Valley College Energy Service Contract**
A public hearing to invite members of the public to present their comments with regard to the Irvine Valley College Energy Service Contract to replace the air handling units and re-build the existing chiller that services the units on the Student Services Center Building at Irvine Valley College.

A Public Hearing was held to allow the District to enter into an energy service contract pursuant to the requirements of California Government Code 4217.
- 6.2 **SOCCCD: Irvine Valley College Student Services Center Air Handling Unit Replacement Project, Adopt Resolution No. 14-05 Authorizing entering into an Energy Service Contract**
Adopt Resolution No. 14-05 to authorize entering into an Energy Services Contract for the Irvine Valley College Student Services Center Air Handling Unit Replacement Project.

On a motion made by Trustee Padberg and seconded by Trustee Jemal, this item was approved on a 6-0 vote.

6.3 SOCCCD: Irvine Valley College Student Services Center Air Handling Units Replacement Project, Award of Energy Services Contract, Trane U.S. Inc. (DBA Trane)

Approve the Energy Services Agreement for the Irvine Valley College Student Services Air Handling Units Replacement project with Trane U.S. Inc. (DBA Trane), City of Industry, CA, in the amount of \$590,010.

On a motion made by Trustee Jemal and seconded by Trustee Jay, this item was approved on a 6-0 vote.

6.4 SOCCCD: OCSBA Marian Bergeson Award Nomination

Determine if the board wishes to nominate a trustee for the Marian Bergeson Award, and if so, approve the nomination for transmittal to OCDE.

Trustee Lang nominated Trustee Milchiker for the Marian Bergeson Award. No other trustees were nominated.

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

6.5 SOCCCD: Five Year Construction Plan FY 2014-2015

Approve the District's Order of Priority for the Five Year Construction Plan FY 2014-2015.

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

6.6 SOCCCD: Revision to the Approved 2014-2015 Academic Calendar

Approve revised 2014-2015 academic calendar. The last week of the summer session has been removed, as it overlapped the first week of Fall 2015 on the proposed 2015-2016 academic calendar.

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

6.7 SOCCCD: Board Policy Revision: BP-146-Chancellor Succession, BP-4040-Public Disclosure of Employee Compensation, BP-4076-Compensation, BP-4700-Whistleblower Protection, BP-5130-Financial Aid

Accept for Discussion/Approval

On a motion made by Trustee Padberg and seconded by Trustee Jemal this item was approved on a 6-0 vote.

6.8 SOCCCD: Approval of Independent Consultant Services Agreement for Strata Information Group (SIG) – Business Process Change Management and Project Management Services for the HR/Financial

Software System Project

Approve the Independent Consultant Services Agreement for Business Process Change Management and Project Management Services for Strata Information Group (SIG) for an amount not to exceed \$500,000 effective February 25, 2014 through June 30, 2016.

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

6.9 SOCCCD: Irvine Valley College, Life Sciences Construction Management Services Agreement, Amendment No. 3, McCarthy Building Companies, Inc.

Approve Amendment No. 3 to the agreement with McCarthy Building Companies, Inc., to provide construction management services through March 31, 2014, for the Irvine Valley College Life Sciences project for a price of \$65,659 and a new contract total equaling \$1,902,193.

On a motion made by Trustee Padberg and seconded by Trustee Lang this item was approved by a 6-0 vote.

6.10 SOCCCD: Irvine Valley College ATEP Swing Space, Adopt Resolution 14-03 Design-Build Delivery Method and Transfer Funds

Adopt Resolution No. 14-03 to authorize the use of Design-Build for the Irvine Valley College ATEP Swing Space Project and approve this recommendation to transfer \$984,000 from the IVC A200 [New Surface Parking Lot Phase I](#) project to the IVC ATEP Swing Space project.

A replacement page was distributed with a correction specifying a new funding source as indicated above.

On a motion made by Trustee Padberg and seconded by Trustee Jemal, this item was approved on a 6-0 vote.

6.11 SOCCCD: Saddleback College, Technology & Applied Sciences Building Renovation, Architectural Agreement Amendment No. 2, gkkworks

Approve Amendment No. 2 with gkkworks in the amount of \$65,982 for the Saddleback College Technology & Applied Sciences Building project for a total fee of \$823,907.

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was approved on a 6-0 vote.

6.12 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Title Change of Full-Time, Academic Faculty Positions.

A replacement page was distributed indicating a correction to Exhibit A, B.1

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

6.13 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Extend Temporary Classified Position, Authorization to Eliminate and Create Classified Positions, Change of Status, Classified Bilingual Stipend, Additional Compensation, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

6.14 SOCCCD: Annual Report on First Year Probationary Faculty Recommended for Continuation of Tenure-Track Status

Approval of one-year contract for employees who have completed one year as tenure-track full-time faculty members.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 6-0 vote.

6.15 SOCCCD: Annual Report on Second Year Probationary Faculty Recommended for Continuation of Tenure-Track Status

Approval of two-year contract for employees who have completed two years as tenure-track full-time faculty members.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 6-0 vote.

6.16 SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure

Approval of tenure for full-time faculty members who have completed the four- year tenure-track plan.

Full-time tenured faculty members were recognized.

On a motion made by Trustee Padberg and seconded by Trustee Wright, this item was advanced following Board Request for Reports and was approved on a 6-0 vote.

6.17 SOCCCD: Office of Human Resources Management Reorganization

Approve proposed structural change to the office of Human Resources to reclassify two classified positions and one management position to streamline operations and increase efficiencies. Fiscal impact less than \$10,000 annually.

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

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status**
Listing of full-time tenure-track faculty members entering into second year of two-year contract previously approved by the Board of Trustees.
- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through January 31, 2014.
- 7.6 **SOCCCD: Quarterly Investment Report**
The quarterly report as of January 31, 2014 for FY 2013-2014.
- 7.7 **SOCCCD: Retiree (OPEB) Trust Fund**
The report is for period ending January 31, 2014.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 7:52 p.m. in memory of Irvine Valley College Student Joseph Robinson.

A handwritten signature in blue ink, appearing to read "G. Poertner", written over a horizontal line.

Gary L. Poertner, Secretary

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Curriculum Revisions for 2014-15 Academic Year
Action: Approval

BACKGROUND

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

STATUS

Saddleback College proposes revisions to the curriculum of the college. Exhibit A includes C-ID revised and deleted courses that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2014-2015 Academic Year.

RECOMMENDATION

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

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

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign = assignments
				cat desc = catalog description
				c/l w/+ = cross-listed with (and list the other crs id)
				coreq = corequisite
				crs id = course prefix and/or number
				dc= delete course
				dv = delete version of course
				gr opt = grading option
				hrs = hours
				lim = limitation
				lrng obj = learning objectives
				moe = methods of evaluation
				nc = new course
				nv = new version of existing course
				oe/oe = open entry/open exit
				prereq = prerequisite
				reactv = course reactivation
				rec prep = recommended prep
				rpt = repeatability
				sch desc = schedule description
				sr = scheduled review is for courses that are scheduled for review and there are no revisions
				ti = title
				tps = topics
				txt = text-required for all courses numbered 1-299
				un = units
				val = validation
BS	ACCT 1A	601000.00	FINANCIAL ACCOUNTING	tps, lrng obj, moe, txt
BS	ACCT 1B	602000.00	MANAGERIAL ACCOUNTING	tps, lrng obj, moe, txt, val
FAMT	ART 50	992309.00	PAINTING - I	prereq fr ART 40, 80 to <u>none</u> , rec prep from none to <u>ART 40, 80</u> , tps, lrng obj, moe, txt, val
FAMT	ETT 40	836010.00	STAGECRAFT	units fr 4.0 to <u>3.0</u> , hrs fr 3 lec/wk to <u>2 lec/wk</u> , cat desc, sch desc, tps, lrng obj, moes, assign, txt
FAMT	ETT 41	836030.00	STAGE LIGHTING	ti fr STAGE LIGHTING to <u>LIGHTING DESIGN FUNDAMENTALS</u> , cat desc, sch desc, tps, moe, txt, val
FAMT	ETT 142	836080.00	THEATRE PRODUCTION	cat desc, sch desc, tps, lrng obj, moe, txt

FAMT	SP 5	806180.05	INTERPERSONAL COMMUNICATION	lrng obj, txt
FAMT	SP 20	429764.00	INTERCULTURAL COMMUNICATION	tps, lrng obj, txt
FAMT	TA 20	824010.00	THEATRE APPRECIATION	cat desc, tps, lrng obj, moe, txt
FAMT	TA 43	836050.00	STAGE MAKE-UP	units fr 1.0 to <u>3.0</u> , hrs fr 0 lec/wk to <u>2 lec/wk</u> , sch desc, tps, lrng obj, moes, assign, txt
LA	ENG 21B	314140.00	WORLD LIT/17TH C/MDRN	prereq fr none to <u>eligibility for ENG 1A</u> , rec prep fr eligibility for ENG 1A to <u>none</u> , val
LA	ENG 25	314190.00	INTRODUCTION TO LITERATURE	prereq fr none to <u>ENG 1A</u> , rec prep fr eligibility for ENG 1A to <u>none</u> , val
LA	ENG 17A	314050.00	SURVEY OF ENGLISH LITERATURE: BEOWULF TO ROMANTIC MOVEMENT	prereq fr none to <u>eligibility for ENG 1A</u> , rec prep fr eligibility for ENG 1A to <u>none</u> , moe, val
LA	ENG 170	320030.00	REASONING/COL READING	cat desc, tps, lrng obj, moe, assign, txt, val
LA	SPAN 3	788080.00	INTERMEDIATE SPANISH	prereq fr SPAN 2 or three years of high school Spanish to <u>SPAN 2 or four years of high school Spanish</u> , tps, moe
MSE	CHEM 1A	150010.05	GENERAL CHEMISTRY	tps, lrng obj, moe, txt
MSE	CHEM 1B	150030.00	GENERAL CHEMISTRY	cat desc, sch desc, tps, lrng obj, moe, txt
MSE	GEOL 2	356020.00	HISTORICAL GEOLOGY	cat desc, sch desc, tps, lrng obj, moe, txt
MSE	GEOL 20	242010.00	INTRO TO EARTH SCIENC	tps, moe, txt
MSE	GEOL 23	326090.10	ENVIRONMENTAL GEOLOGY	tps, moe, assign
MSE	PHYS 4B	698040.00	GENERAL PHYSICS	prereq fr PHYS 4A to <u>PHYS 4A and MATH 3B</u> , rec prep fr MATH 3B to <u>none</u>
MSE	PHYS 4C	698050.00	GENERAL PHYSICS	prereq fr PHYS 4A to <u>PHYS 4A and MATH 3B</u> , rec prep fr MATH 3B to <u>none</u>
SBS	PSYC 2	728020.00	RESEARCH METH IN PSYC	prereq from PSYC 1 to <u>PSYC 1 and PSYC 44 or MATH 10</u> , moe, val
SBS	PSYC 33	728090.05	PSYCHOLOGY OF ADJUST	cat desc, sch desc, tps, lrng obj, moe, txt
SBS	SOC 2	776030.00	SOCIAL PROBLEMS	tps, lrng obj, moe, assign, txt

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Program Revisions for 2014-15 Academic Year
Action: Approval

BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the new, revised, and deleted programs for the 2014-15 academic year.

STATUS

Saddleback College proposes additions, revisions, and deletions to the programs of the College. Exhibit A includes new, revised, and deleted certificates, degrees, and occupational skills awards that are recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2014-2015 academic year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed program changes for the 2014-15 academic year at Saddleback College as listed in Exhibit A.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

Dance Associate Degree Program

The curriculum in the Dance 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>
DANC 9*	Choreography	3
DANC 10	Dance Production	
or		2
DANC 11	Dance Rehearsal and Performance	
DANC 52*	Ballet Dancing Level I	1-1.5
DANC 53*	Intermediate Ballet	1-1.5
DANC 55*	Modern Dance Level I	1-1.5
DANC 56*	Intermediate Modern Dance	1-1.5
DANC 58*	Jazz Dancing Level I	1-1.5
DANC 64	History of Dance	3
	Select from Restricted Electives	5.5-8
Total		18.5-23.5

Restricted Electives:

DANC 51, 54, 57, 59*, 60, 61*, 62*, 63, 65, 66, 67, 68; ETT 42; KNES 28.

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

Associate Degree

Associate in Arts 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 Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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
ACADEMIC YEAR 2014-2015

Revised

Dance Associate Degree Program

The curriculum in the Dance 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, **whereas inexperienced graduates may not be hired. Baccalaureate majors or related majors include: Fine Arts in Dance; Theatre Arts option in Dance; Arts in Education option in Dance; and Arts in Dance with option in Dance Science. Students who successfully complete a Bachelor's Degree in Dance may find employment in: High School Dance, Semi-Professional and Professional Dance Companies, Dance Studios, Theatre Companies, and Commercial Dance.**

Course ID	Title	Units
DANC 9*	Choreography	3
DANC 10	Dance Production	
or		1-2
DANC 11	Dance Rehearsal and Performance	
DANC 12*	Intermediate Dance Production	1
or		1
DANC 14*	Intermediate Dance Rehearsal and Performance	1
DANC 115*	Repertory I	1
DANC 53*	Intermediate Ballet	1-1.5
DANC 171*	Advanced Ballet	1-1.5
DANC 56*	Intermediate Modern Dance	1-1.5
DANC 172*	Advanced Modern Dance	1-1.5
DANC 59*	Intermediate Jazz Dancing	1-1.5
DANC 64	History of Dance	
or		3
DANC 74	Multicultural Dance History in the United States	
	Select from Restricted Electives	5.5-8
Total		19.5-25.5

Restricted Electives:

DANC 116*	Repertory II	1
KNES 28	Beginning Yoga	1-1.5
DANC 128	Yoga for Dancers	1.5
DANC 51	Introduction to Ballet	1-1.5
DANC 52*	Ballet Dancing Level I	1-1.5
DANC 54	Introduction to Modern Dance	1-1.5
DANC 55*	Modern Dance Level I	1-1.5
DANC 57	Introduction to Jazz Dancing	1-1.5

DANC 58*	Jazz Dancing Level I	1-1.5
DANC 173*	Advanced Jazz Dance	1
DANC 60	Introduction to Tap Dancing	1-1.5
DANC 61*	Tap Dancing Level I	1-1.5
DANC 62*	Intermediate Tap Dancing	1-1.5
DANC 175*	Advanced Tap Dance	1
DANC 63	Exercise for Dancers	1
DANC/ KNES 65	Introduction to Mat Pilates	1-1.5
DANC 66	Introduction to Latin Dance	1-1.5
DANC 67*	Pointe Ballet	1-1.5
DANC 68	Introduction to Social Dance	1
DANC/KNES 38*	Intermediate Mat Pilates	1-1.5
DANC 69*	Intermediate Social Dance	1
DANC 70*	Intermediate Latin Dance	1
DANC 177	Dance Activities: Latin Aerobics	1
DANC 178	Hip Hop	1
ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3

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

Associate Degree

Associate in Arts 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 Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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
ACADEMIC YEAR 2014-2015

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	
or		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
	and	
	A minimum of 3 units in Training and Theory	
	Selected from the following: KNES 53, 54*,	3
	105	
	and	
	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	
<hr/>		
	Total	19.5

Associate Degree

Associate in Arts 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 Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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.

Suggested coursework not required for the major: BIO 11, 20; KNES 407; PSYC 1; SP 1 or 5.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

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 **professional careers** related to this field, earning the Associate degree **would demonstrate achievement and** may support attempts to gain entry-level employment or promotion, **whereas inexperienced graduates may not be hired. Baccalaureate majors or related majors include: Exercise Science, Exercise Physiology, Physical Education and Kinesiology, Physical Education with Fitness Director Option, Teaching Option, and Pre-Physical Therapy Option. Students who successfully complete a Bachelor's Degree in Kinesiology may find employment in: Teaching Elementary and Secondary Physical Education, Exercise Physiology, Commercial Fitness, Personal Training, Fitness Director, Physical Therapy, and Coaching.**

Course ID	Title	Units
HLTH 1	Contemporary Health Issues	3
or		
HLTH 3	Women's Health Issues	
HLTH 2	First Aid, CPR, And Automated External Defibrillator	1.5
KNES 51	Introduction to Kinesiology	3
KNES 52	Fundamentals of Human Movement	3
	Select from Training and Theory	3
	Select from at least four of the Movement Based Skills Categories	6
	Total	19.5
Training and Theory:		
KNES 53	Introduction to Athletic Training	3
KNES 54*	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3
Skills Courses:		
Aquatics		
KNES 41	Swimming for Nonswimmers	1-1.5
KNES 42*	Intermediate Swimming	1-1.5
KNES 43*	Advanced Swimming and Diving	1-1.5
KNES 44*	Aquatic Conditioning	1-1.5
KNES 45*	Advanced Water Polo (Coed)	1-1.5
KNES 49	Aqua Aerobics	1-1.5
Combatives		
KNES 90	Beginning Self-Defense	1-1.5
KNES 91*	Intermediate Self-Defense	1
KNES 93	Beginning Karate	1-1.5
KNES 94	Beginning Aikido	1-1.5
KNES 95*	Intermediate Aikido	1
KNES 96*	Advanced Aikido	1-1.5
KNES 97*	Intermediate Karate	1
Dance		
DANC 51	Introduction to Ballet	1-1.5
DANC 54	Introduction to Modern Dance	1-1.5
DANC 57	Introduction to Jazz Dancing	1-1.5
DANC 60	Introduction to Tap Dancing	1-1.5
DANC 66	Introduction to Latin Dance	1-1.5
DANC 68	Introduction to Social Dance	1
Fitness		
KNES 1	Cardiovascular Conditioning	1-1.5

KNES 3	Circuit Weight Training	1-1.5
KNES 4	Beginning Weight Lifting	1-1.5
KNES 5*	Intermediate Weight Lifting	1-1.5
KNES 6*	Advanced Weight Lifting	1-1.5
KNES 7	Step Training	1
KNES 8	Cardio Kickboxing	1-1.5
KNES 9	Stretching, Flexibility, and Conditioning	1-1.5
KNES 10	Cross Training	1
KNES 28	Beginning Yoga	1-1.5
KNES 29	Introduction to Tai Chi Ch'uan	1
KNES 31	Muscle Toning for Women	1-1.5
KNES 37*	Intermediate Tai Chi Ch'uan	1
KNES/DANC 38*	Intermediate Mat Pilates	1
KNES 39*	Intermediate Yoga	1
KNES 40*	Advanced Yoga	1-1.5
KNES 50	Aerobic Dance	1-1.5
KNES 64	Distance Running	1.5
KNES/DANC 65	Introduction to Mat Pilates	1-1.5
KNES 66	Core Training	1-1.5
KNES 68	Walking for Fitness	1-1.5
KNES 69	Trail Hiking	1-1.5
KNES 107	Survey and Assessment of Fitness	1

Individual Sports

KNES 17	Beginning Bowling	1-1.5
KNES 18	Intermediate Bowling	1-1.5
KNES 19	Cycling/Spinning	1-1.5
KNES 20	Beginning Golf I	1-1.5
KNES 21*	Beginning Golf II	1-1.5
KNES 22*	Intermediate Golf	1-1.5
KNES 23*	Advanced Golf	1-1.5
KNES 24	Beginning Tennis I	1-1.5
KNES 25*	Beginning Tennis II	1-1.5
KNES 26*	Intermediate Tennis	1-1.5
KNES 27*	Advanced Tennis	1-1.5
KNES 33*	Beginning Surfing I	1
KNES 34*	Beginning Surfing II: Shortboarding	1
KNES 35*	Intermediate Surfing	1
KNES 36*	Advanced Surfing	1

Team Sports

KNES 70	Basketball	1-1.5
KNES 71*	Advanced Basketball	1-1.5
KNES 72	Beginning Soccer	1-1.5
KNES 73*	Advanced Soccer	1-1.5
KNES 76	Beginning Volleyball	1-1.5
KNES 77*	Intermediate Volleyball	1-1.5
KNES 78*	Advanced Volleyball	1-1.5
KNES 81	Beginning Beach Volleyball	1
KNES 84*	Intermediate Beach Volleyball	1

Associate Degree

Associate in Arts 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 Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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.

Suggested coursework not required for the major: BIO 11*, 20; PSYC 1; SP 1 or 5.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

Athletic Training Occupational Skills Award

The Athletic Training Occupational Skills Award 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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 11*	Human Anatomy	4
BIO 20	Introduction to Biology	4
HLTH 2	First Aid, CPR, And Automated External Defibrillator	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

Revised

Athletic Training Occupational Skills Award

The Athletic Training Occupational Skills Award 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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
BIO 11*	Human Anatomy	4
BIO 20	Introduction to Biology	4
HLTH 2	First Aid, CPR, And Automated External Defibrillator	1.5
KNES 52	Fundamentals of Human Movement	3
KNES 53	Introduction to Athletic Training	3
KNES 56	Practicum in Athletic Training – Fall Sports	2
	or	
KNES 59	Practicum in Athletic Training – Spring Sports	2
Total		17.5

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

Coaching Occupational Skills Award

This Occupational Skills Award 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	First Aid, CPR, And Automated External Defibrillator	1.5
KNES 51	Introduction to Kinesiology	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
	Select from 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

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

Revised

Coaching Occupational Skills Award

This Occupational Skills Award 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	First Aid, CPR, And Automated External Defibrillator	1.5
KNES 51	Introduction to Kinesiology	3
KNES 53	Introduction to Athletic Training	3
KNES 54	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3
	Select from 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 20*	Women's Sports Off Season Training	1 or 2
IA 21*	Women's Soccer	2
IA 30	Men's Sports Off Season Training	1 or 2

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

SADDLEBACK COLLEGE
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Current

**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 schools programs, 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 Defibrillator	First Aid, CPR, And Automated External 1.5	
REC 100	Introduction to Recreation	3
REC 102	Recreation Planning and Leadership	3
REC 104	Camping and Outdoor Education	3
Total		10.5

Deleted

**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 schools programs, 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 Defibrillator	First Aid, CPR, And Automated External 1.5	
REC 100	Introduction to Recreation	3
REC 102	Recreation Planning and Leadership	3
REC 104	Camping and Outdoor Education	3
Total		10.5

SADDLEBACK COLLEGE
REVISED PROGRAMS
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NEW

**Yoga Teacher Training
Occupational Skills Award**

Yoga Teacher Training is designed to deepen students' understanding of yoga by investigating the biomechanics of yoga postures, learning to use anatomical cueing for proper alignment in poses, examining effective teaching techniques for a variety of settings, and exploring the history and philosophy of yoga. Upon successful completion of the Yoga Teacher Training Occupational Skills Award, students will be eligible to apply for their Yoga Alliance 200-hour instructor certification and will be prepared for employment as a trained yoga teacher in public and private settings. Yoga Alliance is the largest and most influential governing body in the yoga field, thus providing our Yoga Teacher Training students with a prestigious certification. A minimum grade of "C" in all courses is required to receive this award, and 10 additional hours of practice teaching hours and feedback forms are mandated for those students applying for the Yoga Alliance credential.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<u>KNES 160*</u>	<u>Anatomy and Fundamentals of Yoga</u>	<u>3</u>
<u>KNES 161*</u>	<u>Teaching of Yoga</u>	<u>3</u>
<u>KNES 162</u>	<u>Philosophy of Yoga</u>	<u>3</u>
<u>Select 2 courses from Restricted Electives</u>		<u>2</u>
<hr/>		
	Total	11-11.5

Restricted Electives:

<u>KNES 28</u>	<u>Beginning Yoga</u>	<u>1</u>
<u>KNES 39*</u>	<u>Intermediate Yoga</u>	<u>1</u>
<u>KNES 40*</u>	<u>Advanced Yoga</u>	<u>1</u>
<u>DANC 128</u>	<u>Yoga for Dancers</u>	<u>1.5</u>

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

SADDLEBACK COLLEGE
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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.

Course ID	Title	Units
JRN/CTVR 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 105	Feature Writing	3
JRN 125*†	Magazine Journalism	3
and		
JRN 113*	Magazine Production for Digital Platforms	3
	Select two News Media Production courses	8
Total		23

News Media Production

JRN 107*	News Media Production and Investigative Reporting	4
JRN 109*	News Media Production and Data Reporting	4
JRN 111*	News Media Production and Editing	4
JRN 112*	News Media Production, Blogging and Social Media	4

*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.

General Education Requirements for Associate Degrees

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.

Suggested coursework not required for the major: PHOT 50, 55*.

Revised

Journalism Certificate Program

The curriculum in the Journalism program provides the range of skills necessary for work in editorial departments of news organizations, magazines, industrial in-house publications, public relations, and emerging businesses in media and related industries. This program provides background and experience needed by persons who may be employed as photographers, video journalists, designers, and others.

The journalism program at Saddleback College seeks to give students an understanding of the media industry and First Amendment. Students develop their writing and reporting skills for a variety of news platforms, public relations and new and emerging businesses in the media and related industries.

In production courses, students receive hands-on training producing multi-dimensional content for student news publications on a variety of platforms. In skills classes, students learn the fundamentals of producing news content, interviewing, reporting, writing stories, news judgment, visual journalism, social media and are introduced to media law, ethics and professional standards. An emphasis is placed on emerging technology and journalism.

Course ID	Title	Units
JRN/CTVR 1	Mass Media and Society	3
JRN 2*	News Writing	3
JRN 111*	News Media Production and Editing	4
or		
JRN 112*	News Media Production, Blogging and Social Media	4
JRN 113*	Magazine Production for Digital Platforms	3
JRN 107*	News Media Production and Investigative Reporting	4
or		
JRN 109*	News Media Production and Data Reporting	4
JRN 125*†	Magazine Journalism	3
JRN 105	Feature Writing	3
Total		23

*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.

General Education Requirements for Associate Degrees

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.

Suggested coursework not required for the major: **JRN 106*, 110***; PHOT 50, 55*.

SADDLEBACK COLLEGE
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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
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 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	World of Primates	3
ANTH 16*	Archaeological Field Methods	4
ANTH 17	The Biological Evolution of Human Nature	3
ANTH 21	Women, Gender, and Culture: Cross-Cultural Perspectives	3
ANTH 100*	Forensic Anthropology	3

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

Associate Degree

Associate in Arts 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 Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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.

Suggested coursework not required for the major: BIO 11, 22, 40; CES 1, 2, 40; GEOG 2; GEOL 2; HIST 20/SOC 20; MATH 10; PSYC 16; SOC 1.

Revised

Anthropology Associate Degree Program

Anthropology is a diverse discipline that investigates the biological and cultural life of human beings in all times and in all places. An anthropology degree provides students with an appreciation of other ways of life, different systems of belief, and different ways of constructing knowledge, and, perhaps most importantly, a better understanding of the world in which they live. The curriculum in the Anthropology program is designed to provide the transfer student the opportunity to achieve an Associate in Arts degree **by providing the necessary breadth in the field and an introduction to the methods used.** While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree **in anthropology, which can be achieved through transfer, is recommended for those considering professional careers.**

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 Cultures	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 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	World of Primates	3
ANTH 17	The Biological Evolution of Human Nature	3
ANTH 21	Women, Gender, and Culture: Cross-Cultural Perspectives	3
ANTH 100*	Forensic Anthropology	3

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

Associate Degree

Associate in Arts 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 Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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.

Suggested coursework not required for the major: BIO 11*, 22*, 40; **ES** 1, 2; GEOG 2; HIST 20/SOC 20; MATH 10*; PSYC 16*; SOC 1.

SADDLEBACK COLLEGE
REVISED PROGRAMS
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Current

**Instructional Assistant
Occupational Skills Award**

The purpose of the Instructional Assistant award is designed to provide a system of professional development for individuals working as educational assistants in a variety of elementary classroom settings.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
EDUC 118*	Exceptional Children	3
EDUC 131*	Educational Psychology	3
EDUC 240	Instructional Assistant	3
Total		15

Deleted

**~~Instructional Assistant
Occupational Skills Award~~**

~~The purpose of the Instructional Assistant award is designed to provide a system of professional development for individuals working as educational assistants in a variety of elementary classroom settings.~~

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
EDUC 118*	Exceptional Children	3
EDUC 131*	Educational Psychology	3
EDUC 240	Instructional Assistant	3
Total		15

SADDLEBACK COLLEGE
REVISED PROGRAMS
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Current

**Online Educator
Occupational Skills Award**

This program offers an opportunity for secondary and postsecondary 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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
EDUC 200	Introduction to Online Teaching and Learning	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 Methods for Online Instruction	2
Total		12

Deleted

**Online Educator
Occupational Skills Award**

~~This program offers an opportunity for secondary and postsecondary 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.~~

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
EDUC 200	Introduction to Online Teaching and Learning	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 Methods for Online Instruction	2
Total		12

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

Cosmetology Certificate Program

The following program is designed to prepare students for the State Board of Cosmetology examination and, with successful completion of the program, students should be able to enter careers as cosmetologists. This program is offered on an open enrollment basis, and a waiting list may be maintained for those students who desire to enroll. Interested students should contact the Advanced Technology and Applied Science division office.

This program has a minimum requirement of 1600 hours with 400 hours required for each course.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
COS 400A	Comprehensive Cosmetology I (400 hours)	12
COS 400B*	Comprehensive Cosmetology II (400 hours)	12
COS 400C*	Comprehensive Cosmetology III (400 hours)	12
COS 400D*	Comprehensive Cosmetology IV (400 hours)	12
Total (1,600 hours)		48

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

The Cosmetology Certificate Program is a nondegree-granting program; the courses in this program may not be used to satisfy Associate degree major elective unit requirements.

Revised

Cosmetology Certificate Program

The Cosmetology program consists of sixteen hundred (1600) hours of intensive training and study to prepare the student to take the California State Board of Cosmetology examination for licensure. Units include theory and practice in fundamental skills in all phases of beauty culture. Assignment of units is based on hours in attendance. See the Course Description portion of the Catalog for prerequisite requirements for admission to the program. Transfer students will be accepted on a space-available basis providing they have not achieved more than 500 certified hours of training.

A career in cosmetology offers men and women personal satisfaction in one of the nation's largest service industries. It provides a pleasant environment with year-round employment and full-time and part-time employment opportunities. Licensed graduates may be employed as hair dressers, salon managers or owners, hair coloring specialists, hair stylists, make-up artists, facial specialists, manicurists, nail technicians, wig stylists, manufacturers' field representatives, demonstrators and lecturers, receptionists, laboratory technicians, and cosmetic buyers.

Students enrolling in the Cosmetology Program are required to purchase an equipment kit that will be used during the program.

This program is offered on an open enrollment basis, and a waiting list may be maintained for those students who desire to enroll. Interested students should contact the Advanced Technology and Applied Science division office.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<u>COS 410A*</u>	<u>Cosmetology Freshman—Level 1 (400 hours)</u>	<u>12</u>
<u>COS 410B*</u>	<u>Cosmetology Intermediate—Level 2 (400 hours)</u>	<u>12</u>
<u>COS 410C*</u>	<u>Cosmetology Advanced—Level 3 (400 hours)</u>	<u>12</u>
<u>COS 410D*</u>	<u>Cosmetology Senior—Level 4 (400 hours)</u>	<u>12</u>
Total (1,600 hours)		48

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

The Cosmetology Certificate Program is a nondegree-granting program; the courses in this program may not be used to satisfy Associate degree major elective unit requirements.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

Health Information Technology Certificate Program

The Health Information Technician (H.I.T.) program is a two-year certificate and associate degree program that prepares the student for employment as a health information professional with the knowledge and skills to accurately code diagnoses and procedures for healthcare services provided to patients, and to collect, maintain, and analyze clinical data in electronic health records that physicians, nurses, and other healthcare staff rely on to deliver quality healthcare. ~~The curriculum is designed to facilitate articulation from the Medical Assistant program and provides training through didactic instruction and directed practice externships.~~ Facilities employing health information technology professionals include hospitals, ambulatory care centers, physician offices, long-term care facilities, dialysis centers, public health agencies, pharmaceutical companies, medical supply companies, rehabilitation centers, managed care organizations, behavioral and mental health facilities, law firms, and insurance firms.

Students are required to hold a valid basic life support CPR card for healthcare providers and carry professional liability insurance prior to commencing their directed practice.

A minimum grade of "C" in all courses is required to receive the certificate.

Course ID	Title	Units
BIO 113	Human Anatomy and Physiology	4
CIM 112	Microsoft Office	3
ENG 200*	Fundamentals of Composition	3
HIT 200	Health Information Science	3
HIT 204*	Quality Performance Improvement in Healthcare	3
HIT 207*	Information Technology/EHR in Healthcare	3
HIT 209*	Management of Resources	3
HIT 216*	Directed Practice I	2
and		
CWE 180*	Cooperative Work Experience: HIT	1
HIT 219*	Directed Practice II	2
and		
CWE 180*	Cooperative Work Experience: HIT	1
HIT 221*	Advanced Coding with Encoder Lab	4
HSC 201	Medical Terminology	3
HSC 244*	Disease Processes for the Health Sciences	3
INSR 224A	Reimbursement Methodologies	3
INSR 226A	CPT/Ambulatory Care Coding	3
INSR 228A	Fundamentals of ICD Coding	3
INSR 260	Computer Applications/EHR in Healthcare	3
MA 206	Introduction to Healthcare Systems and Delivery	3
MA 222	Legal and Ethical Aspects of Health Information	3
Total		56

*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.

General Education Requirements for Associate Degrees

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

Health Information Technology Certificate Program

The Health Information Technician (H.I.T.) program is a two-year certificate and associate degree program that prepares the student for employment as a health information professional with the knowledge and skills to accurately code diagnoses and procedures for healthcare services provided to patients, and to collect, maintain, and analyze clinical data in electronic health records that physicians, nurses, and other healthcare staff rely on to deliver quality healthcare. Facilities employing health information technology professionals include hospitals, ambulatory care centers, physician offices, long-term care facilities, dialysis centers, public health agencies, pharmaceutical companies, medical supply companies, rehabilitation centers, managed care organizations, behavioral and mental health facilities, law firms, and insurance firms.

Students are required to hold a valid basic life support CPR card for healthcare providers and carry professional liability insurance prior to commencing their directed practice.

A minimum grade of "C" in all courses is required to receive the certificate.

Course ID	Title	Units
HSC 201	Medical Terminology	3
CIM 112	Microsoft Office	3
HIT 200	Health Information Science	3
BIO 113	Human Anatomy and Physiology	4
HSC 233	Legal and Ethical Aspects of Health Information	3
HIT 203	Alternative Healthcare Delivery Systems	2
HIT 207*	Information Technology/EHR in Healthcare	3
HIT 202	Reimbursement Methodologies	2
HSC 244*	Disease Processes for the Health Sciences	3
HIT 221*	ICD-10-CM	3
HIT 220*	ICD-10-PCS	3
HIT 212*	Reporting Healthcare Data	2
HIT 209*	Management of Resources in Healthcare	3
HIT 204	Performance Improvement in Healthcare	3
HIT 215*	CPT/Ambulatory Care Coding	3
HIT 219*	Directed Practice	3
Total		46

*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.

General Education Requirements for Associate Degrees

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
ACADEMIC YEAR 2014-2015

Current

**Administrative Medical Assistant
Certificate Program**

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. ~~The Administrative Medical Assistant program is designed to articulate into the Health Information Technology (H.I.T.) program and prepares the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage electronic health records and other medical records, and do insurance billing. The externship in the front office of a physician's office will help provide the student with the administrative experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217*.~~

A minimum grade of "C" in all courses is required to receive the certificate.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
INSR 260	Computer Applications/EHR in Health Care	3
INSR 224A	Reimbursement Methodologies	3
INSR 226A	CPT/Ambulatory Care Coding	3
INSR 228A	Fundamentals of ICD Coding	3
MA 206	Introduction to Healthcare Systems and Delivery	3
MA 211A	Medical Reception Techniques	2.5
MA 212A	Medical Office Financial Procedures	2.5
MA 213A	Medical Records Management	2.5
MA 217A	Medical Assisting Clinical Experience—Administrative	3
MA 222	Legal and Ethical Aspects of Health Information	3
Total		31.5

*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.~~

General Education Requirements for Associate Degrees

~~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.~~

Suggested coursework not required for the major: EMT 207, 207C; PHLB 240; MA 211B, 212B, 213B, 214B, 218B.

Revised

**Administrative Medical Assistant
Certificate Program**

This program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. The program prepares the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage electronic health records and other medical records, and do insurance billing. The externship in the front office of a physician's office will help provide the student with the administrative experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217A*.

A minimum grade of "C" in all courses is required to receive the certificate.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
MA 206	Introduction to Medical Assisting	3
MA 224A	Basic Medical Insurance	3
MA 211A	Medical Reception Techniques	2.5
MA 213A	Medical Records Management	2.5
MA 260	Computer Applications/EHR in Health Care	3
MA 226A	Fundamentals of CPT/Ambulatory Coding for Medical Assistants	3
MA 228A*	Fundamentals of ICD Coding	3
MA 212A	Medical Office Financial Procedures	2.5
HSC 223	Legal and Ethical Aspects of Health Information	3
MA 217A*	Medical Assisting Clinical Experience—Administrative	3
Total		31.5

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

Suggested coursework not required for the major: **BIO 113**; EMT 207*, 207C*; **INSR 200***; MA 211B, 212B, 213B, 214B, 218B.

SADDLEBACK COLLEGE
REVISED PROGRAMS
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Current

**Clinical Medical Assistant
Certificate Program**

This program prepares the student for employment as a clinical (back office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to aid the physician by assisting with examinations and treatments, performing venipunctures and collecting other routine laboratory procedures, assisting with office surgery, giving medications including by injection, performing electrocardiograms, practicing medical and surgical asepsis, and working with electronic health records and other medical records. An externship in the back office of a physician's office will help provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217B*.

A minimum grade of "C" in all courses is required to receive the certificate.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
INSR 260	Computer Applications/EHR in Health Care	3
MA 206	Introduction to Healthcare Systems and Delivery	3
MA 211B	Physical Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217B*	Medical Assisting Clinical Experience—Clinical	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 222	Legal and Ethical Aspects of Health Information	3
Total		29

*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.

General Education Requirements for Associate Degrees

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.

Suggested coursework not required for the major: BIO 113; EMT 207, 207C, INSR 200, 224A, 226A, 228A; MA 211A, 212A, 213A; PHLB 240.

Revised

**Clinical Medical Assistant
Certificate Program**

This program prepares the student for employment as a clinical (back office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to aid the physician by assisting with examinations and treatments, performing venipunctures and collecting other routine laboratory procedures, assisting with office surgery, giving medications including by injection, performing electrocardiograms, practicing medical and surgical asepsis, and working with electronic health records and other medical records. An externship in the back office of a physician's office will help provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217B*.

A minimum grade of "C" in all courses is required to receive the certificate.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
MA 206	Introduction to Medical Assisting	3
MA 211B	Physical Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 260	Computer Applications/EHR in Health Care	3
HSC 233	Legal and Ethical Aspects of Health Information	3
MA 217B*	Medical Assisting Clinical Experience—Clinical	3
Total		29

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

Suggested coursework not required for the major: BIO 113; EMT 207*, 207C*; INSR 200; MA 211A, 212A, 213A, 224A, 226A*, 228A*.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

**Comprehensive Medical Assistant
Certificate Program**

This program prepares the student for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in both administrative and clinical procedures and practices. Instruction is given in basic medical office procedures, including appointment scheduling, billing, insurance, medical reception, medical records management, electronic health records and other medical records management, surgical and laboratory procedures, venipuncture, pharmacology, injections, electrocardiography, public relations, and practice-building techniques. An externship in a physician's office combining administrative and clinical experience helps provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217C*.

A minimum grade of "C" in all courses is required to receive the certificate.

Course ID	Title	Units
HSC 201	Medical Terminology	3
INSR 260	Computer Applications/EHR in Health Care	3
INSR 224A	Reimbursement Methodologies	3
INSR 226A	CPT/Ambulatory Care Coding	3
INSR 228A	Fundamentals of ICD Coding	3
MA 206	Introduction to Healthcare Systems and Delivery	3
MA 211A	Medical Reception Techniques	2.5
MA 211B	Physical Examination Procedures	3
MA 212A	Medical Office Financial Procedures	2.5
MA 212B	Medical Office Laboratory Procedures	3
MA 213A	Medical Records Management	2.5
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 217C*	Medical Assisting Clinical Experience—Comprehensive	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 222	Legal and Ethical Aspects of Health Information	3
Total		45.5

*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.

General Education Requirements for Associate Degrees

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.

Suggested coursework not required for the major: BIO 113; EMT 207, 207C; INSR 200; PHLB 240.

Revised

**Comprehensive Medical Assistant
Certificate Program**

This program prepares the student for employment as a medical assistant in a physician's office or clinic. The curriculum is designed to provide training in both administrative and clinical procedures and practices. Instruction is given in basic medical office procedures, including appointment scheduling, billing, insurance, medical reception, medical records management, electronic health records and other medical records management, surgical and laboratory procedures, venipuncture, pharmacology, injections, electrocardiography, public relations, and practice-building techniques. An externship in a physician's office combining administrative and clinical experience helps provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217C*.

A minimum grade of "C" in all courses is required to receive the certificate.

Course ID	Title	Units
HSC 201	Medical Terminology	3
MA 206	Introduction to Medical Assisting	3
MA 224A	Basic Medical Insurance	3
MA 211A	Medical Reception Techniques	2.5
MA 213A	Medical Records Management	2.5
MA 226A	Fundamentals of CPT/Ambulatory Coding for Medical Assistants	3
MA 212A	Medical Office Financial Procedures	2.5
MA 212B	Medical Office Laboratory Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 218B	Electrocardiography for the Medical Assistant	2
MA 260	Computer Applications/EHR in Health Care	3
HSC 233	Legal and Ethical Aspects of Health Information	3
MA 228A*	Fundamentals of ICD Coding	3
MA 211B	Physical Examination Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 217C*	Medical Assisting Clinical Experience Comprehensive	3
Total		45.5

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

Suggested coursework not required for the major: BIO 113; EMT 207*, 207C*; INSR 200.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2014-2015

Current

**Medical Insurance Coding
Occupational Skills Award**

Completion of the occupational skills award in Medical Insurance ~~Coding~~ prepares the student for employment in a medical office or as an independent consultant/contractor who specializes in medical insurance billing and coding.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
INSR 260	Computer Applications/EHR in Health Care	3
INSR 224A	Reimbursement Methodologies	3
INSR 226A	CPT/Ambulatory Care Coding	3
INSR 228A	Fundamentals of ICD Coding	3
<hr/>		
Total		15

Revised

**Medical Insurance Billing
Occupational Skills Award**

Completion of the occupational skills award in Medical Insurance **Billing** provides entry level skills for employment in a medical office or as an independent consultant/contractor in medical insurance billing.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HSC 201	Medical Terminology	3
MA 260	Computer Applications/EHR in Health Care	3
MA 224A	Basic Medical Insurance	3
MA 226A	Fundamentals of CPT/Ambulatory Coding for Medical Assistants	3
MA 228A*	Fundamentals of ICD Coding	3
<hr/>		
Total		15

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: National Student Nurses' Association National Convention

ACTION: Approval

BACKGROUND

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

STATUS

Up to eleven students and two faculty advisors are planning to attend the 62nd annual National Student Nurses' Association Convention in Nashville, Tennessee. Dates of the conference, inclusive of travel, are from Tuesday, April 8, 2014 through Sunday, April 13, 2014. Funds for this conference are available in the California Nursing Students' Association chapter account in an amount not to exceed \$11,000. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to eleven students and two faculty advisors to attend the 62nd annual National Student Nurses' Association Convention in Nashville, Tennessee at a cost not to exceed \$11,000.

NATIONAL STUDENT NURSES' ASSOCIATION CONVENTION EXPENSES

Location: Nashville, Tennessee

Dates of Convention: 4/8/14 – 4/13/14

Number of Students: 11

Number of Advisors: 2

Budget:

Conference Registration:	\$110 (per person) x 13	\$1430.00
Transportation (Air Fare):	\$336.85 (per person) x 13	\$4739.00
Hotel (4 rooms for 5 nights)	\$220.32 (per night shared)	\$4406.40
Total:		\$ 10,575.40

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Community Education, Summer 2014 –
Additional Class Offerings

ACTION: Approval

BACKGROUND

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

STATUS

A variety of educational and recreational events have been planned by Saddleback College Community Education to serve the community during Summer 2014. Expenses for conducting these classes will be paid by the income from participant fees. Following Board approval of the Summer 2014 Community Education course offerings at the February 24, 2014 meeting, the college planned some additional courses to include in their Summer 2014 program. Exhibit A lists the additional classes offerings, presenters, and compensation.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters, and compensation.

South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM-Summer II 2014

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA FEE	
Adult	Hand And Wheel Ceramics	5/15 - 9/1	Kathryn Stovall-Dennis (E)	50% Net	\$175
CFK	American Girl Adventures	5/15 - 9/1	Manisha Fish (E)	60% Net	\$165
	Angry Birdies Bad Piglets	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$150
	Catch A Wave Into Second Grade	5/15 - 9/1	Carrie Gray (E)	60% Net	\$150
	Comic Creator Camp	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$150
	Fourth Grade Common Core Prep Camp	5/15 - 9/1	Lisa Kopcxynski (E)	60% Net	\$140
	Getting Excited For Kindergarten	5/15 - 9/1	Nancy Conover (E)	30% Net	\$160
	Getting Excited For Kindergarten	5/15 - 9/1	Brooks Keith (E)	30% Net	\$160
	Jump Start First Grade	5/15 - 9/1	Kim Downing (E)	60% Net	\$150
	Jump Start Kindergarten	5/15 - 9/1	Amy Clarke (E)	30% Net	\$125
	Jump Start Kindergarten	5/15 - 9/1	Kylie Siglock (E)	30% Net	\$125
	Kindergarten Kickoff	5/15 - 9/1	Avonette Bruce (E)	60% Net	\$125
	Middle School Math Prep	5/15 - 9/1	Michael Haley (E)	60% Net	\$160
	Mining And Crafting 1 With Lego® Bricks	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$150
	Mining And Crafting 2 With Lego® Bricks	5/15 - 9/1	Future Builders With Bricks (I)	60% Net	\$150
	UCI Writing Project	5/15 - 9/1	UCI Summer Youth Programs (I)	85% Gross	\$690
	Wagon Wheel Kindergarten Corral	5/15 - 9/1	Rita Beninga (E)	60% Net	\$115

(E) Employee

(I) Independent Contractor

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Revised 2014-15 Instruction Material/Laboratory Fees

ACTION: Approval

BACKGROUND

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

STATUS

Saddleback College proposes to revise fees as outlined in Exhibit A. The material fees listed on the Exhibit A were not included on the 2014-2015 Revised Material/Laboratory Fees submitted to the Board for approval on February 24, 2014.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed revisions to fees as presented in Exhibits A.

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

SADDLEBACK COLLEGE
2014-2015 Revised Laboratory Fees

Course	Cat. I.D.	Title	Fee Current	Fee Proposed	Purpose
<u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u>					
GD 601	992773.00	GD Concepts Mobile Devices	-0-	20.00	Binder w/sleeves, Ink, Comprehensives
GD 602	992213.00	Prof Practices Graphic Design	-0-	20.00	Binder w/sleeves, Ink Comprehensives
<u>FINE ARTS</u>					
ART 71	992321.00	Additive Sculpture	35.00	45.00	Paint Set, Bondo
ART 72	992322.00	Subtractive Sculpture	35.00	45.00	Paint Set, Bondo
ART 78	992323.00	Begin. Life Sculpture	35.00	45.00	Paint Set, Bondo
ART 164	431873.00	Intaglio (Etching) & Relief IV	-0-	39.50	Ink, Oil, Tarlatan, Solarplate
ART 175	108070.00	Metal Casting	35.00	45.00	Plaster, Agra Shell, Casting Wax

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
3/10/14 1:30-3:00pm SSC 212	Allison Camelot - Sociology	Panel	AIDS Services Foundation Orange County's mission is to prevent the spread of HIV and improve the lives of men, women, and children affected by HIV/AIDS in Orange County.	\$0 will be used from the general fund. ASG funds will be used. \$500 will be used from ASG
3/18/14 1:30-3:00pm SSC 212	April Cabbage - Vega	Audra DiPadova, Melinda Williams, Olivia Klaus, Commissioner Watt	Women's History Panel for Women's History Month	\$700 out of ASG/WGSAC funds
3/18/14 1:30-3:00pm SSC 212	Women's and Gender Studies Advisory Committee Speaker's Series	Commissioner Janel Watt	Women's History Month Panel	\$150 out of WGSAC/ASG funds
4/3/14 1:30-2:45pm BGS 254	Caroline Gee - Biological Psychology	Rain Bosworth, Ph.D	Visual Processing in Deaf Individuals	\$500
4/10/14 10:30-11:45am SSC 212	Women's and Gender Studies Advisory Committee Speaker's Series	Live2Free DBA Lydia Today Foundation	Human Trafficking Awareness	\$25.00 out of ASG/WGSAC funds and \$475 ASG/Psychology Total: \$500
4/14/14 12:00-1:15pm SSC 212	Caroline Gee - Research Methods in Behavioral Sciences	Scott McGann	Consumer Behavior	\$350
4/22/14 10:30-11:45am SSC 212	Women's and Gender Studies Advisory Committee Speaker's Series	Karim Maksoud	Transgender Awareness	\$200.00 out of ASG/WGSAC funds and \$200

				ASG/Psychology Total: \$400
4/24/14 12:00-1:30pm SSC 212	Allison Camelot - Sociology	Panel	"PFLAG promotes the health and well-being of gay, lesbian, bisexual and transgender persons, their families and friends through: support, to cope with an adverse society; education, to enlighten an ill-informed public; and advocacy, to end discrimination and to secure equal civil rights."	\$0 will be used from the general fund. ASG funds will be used \$500 will be used from ASG
4/24/14 12:00-1:30pm BGS 144	Kara Thorsen- Research Methods	Sean Wojcik	Measuring subjective well-being	\$350
5/1/14 12:00-1:30pm BGS 144	Kara Thorsen- Research Methods	Svetlana Bershadsky	Psychology of Exercise	\$350
5/13/14 12:00-1:15pm FA 308	Women's and Gender Studies Advisory Committee Speaker's Series	Dr. Stephanie D'Auria and Norma Cupino	Domestic Violence, Incarceration and Re-entry	\$550 out of ASG/WGSAC funds

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>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Honors Psychology, Out-of-State Conference Travel

ACTION: Approval

BACKGROUND

Irvine Valley College (IVC) is committed to providing high-quality education and a full range of scientific and cultural activities for students. The Psychology Department and its psychology honors club (Psi Beta) has arranged for students to attend and participate in the annual meeting of the Western Psychological Association conference.

As part of offering high quality education to students, the IVC Psychology Department is offering an opportunity for students to attend the 2014 conference to be held at the Portland Marriott Downtown Waterfront, Portland, Oregon. Students will present research posters, attend symposia, distinguished lectures, and a variety of poster sessions.

STATUS

The IVC School of Social Sciences and Department of Psychology proposes to take 15 students to the Western Psychological Association conference from April 24-27, 2014. The individual cost breakdown summary is presented in Exhibit A. Funding for student registration and meals will be paid by the student; funding for lodging and transportation will be paid from donations contributed by students, parents, and faculty to the Psychology/Psi Beta Foundation account. The impact to the general fund involves faculty professional development funds to pay for the expenses of IVC instructors in an amount not to exceed \$3,500.00.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the School of Social Sciences, Department of Psychology, out-of-state conference travel to the Western Psychological Association Conference in Portland, Oregon.

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

**INDIVIDUAL COST BREAKDOWN SUMMARY
AND PROGRAM DESCRIPTION**

IRVINE VALLEY COLLEGE
SCHOOL OF SOCIAL SCIENCES AND BEHAVIORAL SCIENCES

PSYCHOLOGY PROGRAM / PSI BETA CLUB
OUT-OF-STATE TRAVEL
WESTERN PSYCHOLOGICAL ASSOCIATION CONFERENCE
April 24-27, 2014

ESTIMATED COSTS OF CONFERENCE ATTENDANCE

COSTS TO BE PAID BY STUDENTS	
Conference registration (15 students, \$65 each)	\$975.00
Food (15 students, 4 days, \$31/day)	\$1,860.00
TOTAL COST	\$2,835.00
APPROXIMATE COSTS TO BE PAID BY PSYCHOLOGY/PSI BETA FOUNDATION ACCOUNT	
Student airfare to and from conference (15 students, \$400 each)	\$6,000.00
Student lodging (5 rooms at \$600 per room for 4 nights)	\$2,600.00
Student shuttle to and from Portland airport to hotel	\$360.00
TOTAL COST TO IVC PSYCHOLOGY FOUNDATION ACCOUNT	\$8,960.00
GRAND TOTAL	\$11,795.00

Professional development funds will pay for the expenses of three IVC instructors in an amount not to exceed \$3,500.00.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Geography 102, Out-of-State Travel Program

ACTION: Approval

BACKGROUND

Irvine Valley College (IVC) is committed to providing high-quality education and a full range of scientific and cultural activities for students. For many years, IVC has offered courses in many areas of the world with expert talented faculty providing a quality academic experience combined with cultural travel.

As part of offering high quality education to students, IVC is offering an opportunity for students to study the physical and cultural geography of Zion and Bryce National Parks in southwest Utah and the Grand Canyon National Park in northern Arizona.

STATUS

The IVC School of School of Social Sciences, propose to offer this course, from 8/8/14 to 8/15/14, of field study in Zion, Bryce and Grand Canyon National Parks as an out-of-state travel program. A minimum enrollment of 12 students is required and a maximum of 20 students can be accommodated. The Out-of-State Travel Program Information Summary is presented in Exhibit A. The Field Study Course Fee Approval Form, Authorized Fee Detail Per Student is presented in Exhibit B. The impact to the general fund consists of the use of a college van and fuel costs.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Geography 102 Out-of-State Travel Field Program to southwest Utah and northern Arizona.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

1. PROGRAM										
Location/Destination:		Zion, Bryce and Grand Canyon National Park, Utah and Arizona			First Trip: Yes:		X	No:		
Dates: From:		8/8/14		To:		8/15/14		Total No. of Days:		8
Partner Name (Academic Institution):				N/A						
Address:		N/A								
Contact Person:		N/A			Telephone No.:		N/A			
Description of Institution:		N/A								
Includes:	Accredited Instruction		Yes:	X	No:					
	Transfer College Units		Yes:	X	No:					
	Orientation		Yes:	X	No:					
	Books/Supplies		Yes:		No:	X				
	Tutors		Yes:		No:	X				
	Weekend Study Activities		Yes:	X	No:					
	Food		Yes:		No:	X				
	Transportation LOCAL ONLY		Yes:	X	No:					
	Lodging		Yes:		No:	X				
Other:		Camping fees; entrance fees to National Park (fee waiver granted by National Park Service)								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals.								
Other:		Irvine Valley College tuition/administrative fees.								
2. FACULTY										
Lead Faculty Name:		Jodi Titus (1.5 OSH); Brennan Wallace (1.5 OSH)								
Coordinates Trip:				Yes:	X	No:				
If No, Explain:										
Travels to Site:				Yes	X	No:				
Dates: From:		8/8/14		To:		8/15/14				
Teaching Assignment at Program Site:				Yes	X	No:				
Dates: From:		8/8/14		To:		8/15/14				
Requires Substitute at IVC and/or SC?				Yes		No:	X			
Unpaid Faculty Exchange:				Yes		No:	X			
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Other:										
3. COURSE(S) OFFERED AT PROGRAM SITE										
Course No.:	Course Title:							No. of Units		
GEOG 102	Field Studies: Western United States							2.0 Units		
	TOTAL							2.0 Units		
4. STUDENTS										

Minimum number of students required to make program:	10
Minimum number of units:	2.0
Maximum number of units:	2.0
If this is a repeat program site, what is the average number of units taken per student?	N/A
Other – Maximum number of students	20

5. COSTS

Student:	
Contracted cost per student:	\$ 210.00
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>	\$ 26.25
College:	
Additional costs to the District?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
If Yes Explain:	Use of Irvine Valley College vehicles and fuel for transportation.
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
Other Costs	\$ 0

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

N/A

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Classes	Classes	Classes	Classes	Classes	Classes	Classes
9 a.m.							
10a.m.							
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	↓	↓	↓	↓	↓	↓	↓
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							

Exceptions to weekly schedule: N/A

8. ATTACHMENTS

NONE.

9. REQUIRED SIGNATURES

Course ID: Geog 102 Section ID: 61075 Units: 2 Division/School: Social Behavioral Sciences

Note: Per Sections 55220 of Title 5 of the California Code of Regulations, with the exception of items described below, charging students a fee (for planning and organizing a field trip, for participating in a field trip, and for the use of district equipment and supplies) is prohibited.

MEALS

Meals	Description	Cost per Meal per Student	# of Meals	Total
1) Breakfast		\$2.50	8	\$20.00
2) Lunch		\$2.50	8	\$20.00
3) Dinner		\$5.00	8	\$40.00
SUBTOTAL Meals				\$80.00

LODGING

Lodging Site	Description	Cost per Night per Student	# of Nights	Total
1) Group campsites	7 nights	\$7.75	7	\$54.25
2)				\$0.00
SUBTOTAL Lodging				\$54.25

MILEAGE/ TRANSPORTATION

Automobile	Description	Estimated # of Students	Student Cost per Mile	# of Miles	Total
1) 3 IVC Vans	IVC to Zion NP to Bryce NP to Grand Canyon to IVC: Each round trip is 1,423 miles x 3 vans = 4,269 miles	12	\$0.05	1423	\$71.15
2)			\$0.00		\$0.00
3)			\$0.00		\$0.00
**Enter Reimbursable Cost per Mile: \$0.55					
SUBTOTAL Mileage/ Transportation					\$71.15

INCIDENTAL EXPENSES

Expense Type	Description	Cost per Item per Student	# of Items	Total
1) Firewoodlce		\$4.17	1	\$4.17
2)				\$0.00
3)				\$0.00
SUBTOTAL Incidental Expenses				\$4.17

TOTAL COST per student \$209.57

Originator/author: _____ Date: _____

Forward this form, with a copy of the curriculum, to the academic chair for signature.

Academic Chair: _____ Date: _____

Forward this form, with a copy of the curriculum, to the dean for signature. Signature by the chair verifies that the department has discussed and approved the field study course fee being submitted.

Dean: _____ Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Curriculum Revisions for the 2014-15 Academic Year

ACTION: Approval

BACKGROUND

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

STATUS

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Irvine Valley College for the 2014-15 academic year pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2014-15 academic year at Irvine Valley College.

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

SCHOOL OF BUSINESS SCIENCE

A+, Network+, Linus+
Certificate of Proficiency

A+, Network+, Linus+
Certificate of Proficiency

Complete the following courses:

CIM 206	A+ Hardware Concepts	3
CIM 208	A+ Operating Systems Preparation	3
CIM 260	Network +	3
CIM 261	Linux+	3
	Total Units	12

Complete the following courses:

CIM 106	A+ Hardware Concepts	3
CIM 108	A+ Operating Systems Preparation	3
CIM 260	Network +	3
CIM 261	Linux+	3
	Total Units	12

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

SCHOOL OF FINE ARTS

Animation for Games
Certificate of Proficiency

Complete the following courses:

ART 185	Figure Drawing for Animation	3
IMA 88	3D Character Animation II	3
IMA 120	Writing and Storyboarding for Games	3
IMA 130	3D Animation	3
	Total Units:	12

Transfer Model Curriculum (TMC) Template for Anthropology
CCC Major or Area of Emphasis: Anthropology
TOP Code: 220200
CSU Major(s): Anthropology
Total Units: 18-20 (all units are semester units)

Template # 1006
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website:
http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses must be submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.**

Associate in Science in Art History for Transfer Degree College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (9 units)					
Introduction to Cultural Anthropology (3)	ANTH 120	ANTH 2	Cultural Anthropology	3	D1/4A
Introduction to Biological Anthropology (3)	ANTH 110	ANTH 1	Introduction to Physical Anthropology	3	B3-5B
Introduction to Archaeology (3)	ANTH 150	ANTH 9	Introduction to Archelogy	3	D1/4A
LIST A: Select one (3 units)					
Any course articulated as lower division preparation for the Anthropology major at a CSU. See example courses on TMC.	AAM	ANTH 3	Culture and Language	3	D1/4A
LIST B: Select one (3 units)					
Any course from LIST A not already used				3	C1
1. Science Methods				3	
Introduction to Research Methods in Psychology (3)	PSY 200	PSYC 2	Research Methods in Psychology	3	D9/4I
OR				3	
Introduction to Research Methods in Psychology (with Laboratory) (4)	PSY 205B				
OR					
Introduction to Research Methods	SOCI 120				
Philosophy of Science (3)	GECC				
2. Sciences					
Human Anatomy (with Laboratory) (4)	BIOL 110B	BIO 11	Human Anatomy	4	B2/B5
Physical Geology (3) AND Physical Geology Laboratory (1) OR Physical Geology (with Laboratory) (4)	GEOL 100 GEOL 100L GEOL 101	GEOL 1	Physical Geology	4	B1/5A
Earth Science (3) AND Earth Science Laboratory (1) OR Earth Science (with Laboratory) (4)	GEOL 120 GEOL 120L GEOL 121	ERTH 20	Introduction to Earth Science	4	B1/5A
Environmental Geology (3) AND Environmental Geology Laboratory (1) Or Environmental Geology (with Laboratory) (4)	GEOL 130 GEOL 130L GEOL 131				

Introduction to Geographic Information Systems and Techniques (with Laboratory) (2)	GEOG 155	GEOG 110	Introduction to Geographic Information Systems	3	
List C: Select one (3-5 units)					
Any course from LIST A or B not already used					
Any CSU transferable Anthropology course	BCT	ANTH 4	Native American Culture	3	D1/4A
		ANTH 7	Native Americans of Southern California		
Any non-Anthropology course from the humanities or social sciences on cultural diversity. See example courses on TMS>	GECC	GEOG 2	Cultural Geography	3	Area C2/D and Area 3B and 4
		GEOG 20	Global Environmental Problems		
		HIST 33	The History of the Mexican American People		
		HIST 40	The History of East Asia Before 1800		
		HIST 41	This History of East Asia Since 1800		
		HUM 2	The Culture of Ancient Greece and Rome		
		HUM 21	Intro to Asian Religions		
		HUM 22	Intro to Judaism, Christianity, and Islam		
		PS 6	Politics and Government of the Middle East		
		SOC 20	Ethnic and Minority Group Relations		
Total Units for the Major:	18-20	Total Units for the Major:		18	
		Total Units that may be double-counted <i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>			16
		General Education (CSU GE or IGETC) Units			37-39
		Elective (CSU Transferable) Units			19-21
		Total Degree Units (maximum)			60

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

SCHOOL OF BUSINESS SCIENCE

DIGITAL MEDIA TECHNOLOGIES

Associate in Science and Certificate of Achievement

Complete the following courses:

CIM 221.1	Photoshop I	2
CIM 221.2	Photoshop II	2
CIM 222.1	Illustrator I	2
CIM 224.1	After Effects I	3.5
CIM 242.1	Flash I	3.5
CIM 243.1	Dreamweaver I	1.5
CIM 243.2	Dreamweaver II	1.5
DMA 55	Graphic Design I	3
DMA 140	Digital 2D Design and Color Theory	2

Complete 4 units from the following courses:

CIM 230.1	InDesign I	2
CIM 230.2	InDesign II	2
CIM 245.1	Digital Sound and Video	3.5
	Total Units:	26

DIGITAL MEDIA TECHNOLOGIES

Associate in Science and Certificate of Achievement

Complete the following courses:

CIM 221.1	Photoshop I	2
CIM 221.2	Photoshop II	2
CIM 222.1	Illustrator I	2
CIM 224.1	After Effects I	3.5
CIM 242.1	Flash I	3.5
CIM 243.1	Dreamweaver I	1.5
CIM 243.2	Dreamweaver II	1.5
DMA 55	Graphic Design I	3
DMA 140	Digital 2D Design and Color Theory	2

Complete 4 units from the following courses:

CIM 230.1	InDesign I	2
CIM 230.2	InDesign II	2
CIM 245.1	Digital Sound and Video	3.5
	Total Units:	26

Transfer Model Curriculum (TMC) Template for English
CCC Major or Area of Emphasis: English
TOP Code: 150100
CSU Major(s): English; English Literature; Creative Writing
Total Units: 18-20 (*all units are semester units*)

Template # 1007
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at: <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website: http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses must be submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.**

Associate in Science in English for Transfer Degree College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (4-8 units)					
Option 1: Select two (6-8 units)					
Argumentative Writing and Critical Thinking (3-4)	ENGL 105	WR 2	College Writing 2: Critical Thinking/Writing	4	A3/1B
		Or WR 2H	College Writing 2: Critical Thinking/Writing Honors	4	
Introduction to Literature (3-4)	ENGL 120	LIT 1	Introduction to Literature	3	C2/3B
OR					
Option 2: Select one (4 units)					
Argumentative Writing and Critical Thinking Through Literature (4)	ENGL 110				
LIST A: Select two (6 units)					
American Literature I (3)	ENGL 130	LIT 22	American Literature to Twain	3	C2/3B
American Literature II (3)	ENGL 135	LIT 23	American Literature: Twain to the Present	3	C2/3B
British Literature I (3)	ENGL 160	LIT 20	Survey of British Literature to 1776	3	C2/3B
British Literature II (3)	ENGL 165	LIT 21	British Literature from Blake to the Present	3	C2/3B
World Literature I (3)	ENGL 140				
World Literature II (3)	ENGL 145				
LIST B: Select courses based on option chosen in REQUIRED CORE: Option 1: 3 units Option 2: 6 units					
Any courses from LIST A not already used					
Any English course articulated as lower division preparation in the English major at a CSU	AAM	WR 11 WR 13 LIT 33 LIT 46	Writing Short Fiction Writing Poetry Introduction to Drama Intercultural Literature	3 3 3 3	C2 C2 C2/3B C2/3B
Introductory Creative Writing (3)	ENGL 200	WR 10	Introduction to Creative Writing	3	C2
LIST C: Select one (3 units)					
Any course from LIST A or B not already used					

Any CSU transferable English course	BCT	LIT 7	Survey of Children's Literature	3	C2/3B
		LIT 24	Contemporary Literature	3	C2/3B
		LIT 30	Introduction to the Novel	3	C2/3B
		LIT 31	Introduction to Short Fiction	3	C2/3B
		LIT 32	Introduction to Poetry	3	C2/3B
		LIT 33	Introduction to Drama	3	C2/3B
		LIT 40	Introduction to the Hebrew Bible (Old Testament)	3	C2/3B
		LIT 41	Introduction to the New Testament	3	C2/3B
		LIT 43	Introduction to Shakespeare	3	C2/3B
		LIT 45	Women in Literature	3	C2/3B
		LIT 46	Intercultural Literature	3	C2/3B
LIT 48	Film and Literature	3	C2/3B		
LIT 110	Popular Literature	3	C2/3B		
Any language course other than English that is articulated to fulfill CSU-GE Area C or IGETC Area 3B	GECC				
Any CSU transferable literature course offered in another department					
Introduction to Reporting News Writing (3) OR Introduction to Journalism (3)	JOURN 110 Or BCT				
Business Communication (3)	BUS 115				
Oral Interpretation of Literature (3)	COMM 170				
Introductory Humanities (3)	BCT				
Introductory Theatre (3)	THTR 111				
Introductory Linguistics (3)	BCT				
Total Units for the Major:	18	Total Units for the Major:		22	
		Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area)			10
		General Education (CSU GE or IGETC) Units			37-39
		Elective (CSU Transferable) Units			9-11
		Total Degree Units (maximum)			60

NOTE:

While 3 units are required from LIST A, no units are required from LIST B. The major must be a minimum of 18 semester units.

Transfer Model Curriculum (TMC) Template for Mathematics
CCC Major or Area of Emphasis: Mathematics
TOP Code: 170100
CSU Major(s): Mathematics
Total Units: 18 (all units are semester units)

Template # 1007
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at: <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website: http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses must be submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.**

Associate in Science in Mathematics for Transfer Degree College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (12 units from one of the following options)					
Option 1:					
Single Variable Calculus I – Early Transcendentals (4) OR Single Variable Calculus I – Late Transcendentals (4)	MATH 210 MATH 211	MATH 3A Or MATH 3AH	Analytic Geometry and Calculus I Or Analytic Geometry and Calculus I Honors	5 5	B4/2
Single Variable Calculus II– Early Transcendents (4) OR Single Variable Calculus II – Late Transcendentals (4)	MATH 220 MATH 221	MATH 3B Or MATH 3BH	Analytic Geometry and Calculus II Or Analytic Geometry and Calculus II Honors	5 5	B4/2
Multivariable Calculus (4)	MATH 230	MATH 4A	Analytic Geometry and Calculus III	5	B4/2
OR					
Option 2					
Single Variable Calculus Sequence (2 semesters or 3 quarters) (8) OR Single Variable Calculus I – Early Transcendentals (4) OR Single Variable Calculus II– Early Transcendents (4) AND Single Variable Calculus I – Late Transcendentals (4) OR Single Variable Calculus II – Late Transcendentals (4) Multivariable Calculus (4)	MATH 900S MATH 210 MATH 220 MATH 211 MATH 221 MATH 230				
OR					

Option 3					
Single Variable and Multivariable Calculus Sequence (3 semesters/4 quarters for 12 units)	AAM				
Choose a minimum of 6 units from the LISTS below with at least 3 units from LIST A					
LIST A: Select one to two (3-6 units)					
Ordinary Differential Equations (3)	MATH 240	MATH 24	Elementary Differential Equations OR Elementary Differential Equations Honors	4 4	B4/2
Linear Algebra (3)	MATH 250	MATH 26	Introduction to Linear Algebra	4	B4/2
OR					
Differential Equations and Linear Algebra (5)	MATH 910				
LIST B: Select one (1-4 units)					
Discrete Mathematics (3)	MATH 160	CS 6B/MATH 31	Computer Discrete Math II	3	B4/2
Calculus-based Physics for Scientists and Engineers: A (4)	PHYSICIS 205	PHYS 4A	General Physics	4	B1/B3/5 A/5C
Mathematical Computing Systems (1)	AAM				
Computer Programming (3)	AAM	CS 36 or CS 37 or CS 38 or CS 40A or CS 40B or CS 41 or CS 130	C Programming C++ Programming Java Programming Computer Organization and Assembly Language I Computer Organization and Assembly Language II Data Structures Visual Basic Programming	3 3 3 3 3 3 3	
Proof (3)	AAM				
Introduction to Statistics (3)	MATH 110	MATH 10	Statistics	3	B4/2
Total Units for the Major:	18	Total Units for the Major:		22-23	
		Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area)		9	
		General Education (CSU GE or IGETC) Units		37-39	
		Elective (CSU Transferable) Units		7-10	
		Total Degree Units (maximum)		60	

NOTE:

While 3 units are required from LIST A, no units are required from LIST B. The major must be a minimum of 18 semester units.

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES
SCHOOL OF MATH, COMPUTER SCIENCE, AND ENGINEERING

Mathematics
Associate in **Arts**

Complete the following courses:

MATH 3A	Analytic Geometry and Calculus I	5
MATH 3B	Analytic Geometry and Calculus II	5
MATH 4A	Analytic Geometry and Calculus III	5
MATH 24	Elementary Differential Equations	4
MATH 26	Introduction to Linear Algebra	4

Complete one of the following courses:

PHYS 4A	General Physics	4
CS 36	C Programming	3
CS 37	C++ Programming	3
Total Units:		26-27

Mathematics
Associate in **Science**

Complete the following courses:

MATH 3A	Analytic Geometry and Calculus I	5
Or		
MATH 3AH	Analytic Geometry and Calculus I Honors	5
MATH 3B	Analytic Geometry and Calculus II	5
MATH 3BH	Analytic Geometry and Calculus II Honors	5
Or		
MATH 4A	Analytic Geometry and Calculus III	5
MATH 24	Elementary Differential Equations	4
Or		
MATH 24H	Elementary Differential Equations Honors	4
Or		
MATH 26	Introduction to Linear Algebra	4

Complete one of the following courses:

PHYS 4A	General Physics	4
CS 10	Introduction to Programming Using Python	3
CS 36	C Programming	3
CS 37	C++ Programming	3
Total Units:		26-27

Transfer Model Curriculum (TMC) Template for Studio Arts
 CCC Major or Area of Emphasis: Studio Arts
 TOP Code: 100200
 CSU Major(s): Art, Studio Art
 Total Units: 24 (all units are semester units)

Template # 1010
 Rev. 1: 03/01/13

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at: <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx> or the ASSIST website: http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses must be submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.**

Associate in Science in Studio Arts for Transfer Degree College Name: Irvine Valley College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
REQUIRED CORE: (12 units)					
Survey of Western Art from Renaissance to Contemporary (3)	ARTH 120	ARTH 26	Art History Survey I: Western	3	C1/3A
2-D Foundations (3)	ARTS 100	ART 40	2-D Design and Color	3	C1
3-D Foundations (3)	ARTS 101	ART 41	3D Design	3	
Fundamentals of Drawing	ARTS 110	ART 80	Drawing Fundamentals	3	C1
LIST A: Select one (3 units)					
Survey of Western Art from Prehistory through the Middle Ages (3)	ARTH 110	ARTH 25	Art History Survey I: Western	3	C1/3A
Survey of Asian Art (3)	ARTH 130	ARTH 22	Survey of Asian Art	3	C1/3A
Art of Africa, Oceania, and Indigenous North Americans (3)	ARTH 140	ARTH 23	Survey of Asian Art	3	C1/3A
Any SCU transferable non-western Art History course	BCT	ARTH 27	Art History Survey III: Non-Western	3	C1/3A
LIST B: Select three (9 units) Curricular Areas					
Drawing					
Figure Drawing (3) or Intermediate Drawing (3)	ARTS 200 ARTS 205	ART 85 or ART 86 ART 81	Life Drawing or Advanced Life Drawing Representational Drawing	3 3 3	
Painting					
Introduction to Painting (3)	ARTS 210	ART 50	Beginning Oil Painting	3	
Printmaking					
Introduction to Printmaking (3)	ARTS 220				
Ceramics					
Introduction to Ceramics (3)	ARTS 230				
Sculpture					
Sculpture	ARTS 240				
Digital Art				3	
Introduction to Digital Arts	ARTS 250	DMA 55	Graphic Design I		
Photography					
Introduction to Photography (3)	ARTS 260				
Color					
Color Theory (3)	ARTS 270				
Applied Design					
Introduction to Crafts OR Introduction to Jewelry and Metalsmithing (3) OR Introduction to Fiber Arts	ARTS 280 ARTS 281 ARTS 282				
Any other local Studio Arts course within the preceding curricular areas that are articulated as	AAM	ART 51 ART 52	Intermediate Painting Advanced Painting		

lower division preparation in Studio Arts major at a CSU		ART 53 ART 82 ART 186 ART 195 DMA 65	Beginning Life Painting Advanced Drawing Drawing the Head and Hands Illustration Typography		
Other Media: Courses articulated as lower division preparation in Studio Arts major at a CSU in curricular areas not represented above.	AAM				
Second Semester: Second semester courses in the above curricular areas articulated as required lower division major preparation as a CSU for a particular area of emphasis within the major.	AAM				
Total Units for the Major:	24	Total Units for the Major:		24	
		Total Units that may be double-counted (Ensure that the total for each Area does not exceed the limit for the specific Area)			6
		General Education (CSU GE or IGETC) Units			37-39
		Elective (CSU Transferable) Units			3-5
		Total Degree Units (maximum)			60

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
1				KEY CODE	assign: Assignments
2					c/l w/+ : cross-listed with (and list the other crs id)
3					co: corequisite
4					crsd: course id
5					dc: delete course
6					dv: delete version of course
7					hrs: hours
8					lim: limitation
9					lrng obj: learning objectives
10					moe: methods of evaluation
11					nc: new course
12					nv: new version of an existing course
13					prereq: prerequisite
14					rec: recommended preparation
15					rpt: repeatability
16					sam: SAM code
17					sr: scheduled review with no significant revisions
18					ti: title
19					top: TOP code
20					tps: topics
21					txt: textbook
22					un: units
23					val: validation
24	SCHOOL	CRS ID	CATID	TITLE	ACTION TAKEN
25	Business Science	ACCT 1BH	105.05	Managerial Accounting Honors	nc: 4 units; 4 hrs lec/1 hr lab; prereq: ACCT 1A; SAM: B; TOP: 502.00
26	Business Science	ACCT 203	13235.00	Cost Accounting	prereq: from ACCT 1B to ACCT 1B or 1BH
27	Business Science	ACCT 209	14174.00	Internal Controls Under Sarbanes-Oxley	prereq: from ACCT 1A and 1B to ACCT 1A and 1B or 1BH

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
28	Social Sciences	AJ 168	11123.00	Cooperative Work Experience: Administration of Justice	Formerly CWE 168
29	Social Sciences	AJ 168	11123.20	Cooperative Work Experience: Administration of Justice	Formerly CWE 168
30	Social Sciences	AJ 168	11123.30	Cooperative Work Experience: Administration of Justice	Formerly CWE 168
31	Social Sciences	AJ 168	11123.40	Cooperative Work Experience: Administration of Justice	Formerly CWE 168
32	Social Sciences	ANTH 1H	555.05	Introduction to Physical Anthropology Honors	nc: 3 units; 3 hrs lec; TOP: 2202.00
33	Social Sciences	ANTH 2H	560.05	Cultural Anthropology Honors	nc: 3 units; 3 hrs lec; TOP: 2202.00
34	Social Sciences	ANTH 9	600.00	Introduction to Archeology	
35	Social Sciences	ANTH 9	600.00	Introduction to Archeology	desc, tps, lrng obj, moe, assign, txt
36	Fine Arts	ART 41	745.00	3D Design	tps; lrm obj; assign; text; val
37	Fine Arts	ART 51	905.10	Intermediate Painting	desc; rec; tps; lrng obj; moes; assign; txt; val
38	Fine Arts	ART 60	14411.00	Introduction to Printmaking	nc: 3 units; 3 hrs lec, 4 hrs lab; SAM: E; TOP 1002.10; prereq: ART 80; rec: ART 40
39	Fine Arts	ART 61	14411.05	Intermediate Printmaking	nc: 3 units; 3 hrs lec, 4 hrs lab; SAM: E; TOP 1002.10; prereq: ART 80; rec: ART 40
40	Fine Arts	ART 185	14426.00	Figure Drawing for Animation	nc: 3 units; 2 hrs lec/4 hrs lab; prereq: ART 80; REC: ART 85 and/or 86; TOP: 1002.10; SAM: E
41	Fine Arts	ARTH 20	855.00	Art Appreciation	desc; Rec: Completion of or concurrent enrollment in WR 1; tps; lrm obj; moe; assign; txt; val
42	Live Sciences	BIO 167	14164.00	Cooperative Work Experience: Biology	Formerly CWE 167: Cooperative Work Experience: Life Sciences
43	Live Sciences	BIO 1H	983.05	The Life Sciences Honors	nc: 3 units; 3 hrs lec; SAM: E; TOP: 401
44	Live Sciences	BIO 19H	1035.15	Marine Biology Honors	nc: 4 units; 3 hrs lec; 3 hrs lab; TOP: 0401.00; SAM: E
45	Business Science	CIM 106	9625.15	A+ Hardware Concepts	nc: 3 units; 3 hrs lec; SAM: C; TOP: 702.00

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
46	Business Science	CIM 108	11111.15	A+ Operating Systems Preparation	nc: 3 units; 3 hrs lec; SAM: C; TOP: 702.00
47	Business Science	CIM 115	1850.45	Databases	nc: 3 units; 3 hrs lec; SAM: C; TOP: 707.20
48	Business Science	CIM 142	14408.00	Web Development - JavaScript	dc
49	Business Science	CIM 170	14443.00	Network Security+	nc: 3 units; 3 hrs lec; Rec: CIM 106, 106, 260; TOP: 708.10; SAM: C
50	Business Science	CIM 172	13216.05	Introduction to Computer Forensics	nc: formerly CIM 272.1; 3 units; 3 hrs lec; Rec: AJ 103, CIM 106, 106; TOP: 702.00; SAM: C
51	Business Science	CIM 206	9625.10	A+ Hardware Concepts	dc
52	Business Science	CIM 208	11111.10	A+ Operating Systems Preparation	dc
53	Business Science	CIM 272.1	13216.00	Introduction to Computer Forensics	dc
54	Guidance and Counseling	COUN 1H	653.05	Academic Planning Honors	nc: 1.5 units; 1.5 hr lec; TOP: 4930.13; SAM: E
55	Math, CS, Engr.	CS 1H	1620.35	Introduction to Computer Systems Honors	nc: 3 units; 3 hrs lec/1 hr lab; SAM E; TOP: 706.00
56	Fine Arts	DMA 52	9169.15	Intermediate Digital Photography	c/l w/ PHOT 52; desc; Rec: DMA/PHOT 51; txt
57	Math, CS, Engr.	DMP 168	11127.00	Cooperative Work Experience: Design Model Making	Formerly CWE 168
58	Math, CS, Engr.	DMP 168	11127.20	Cooperative Work Experience: Design Model Making	Formerly CWE 168
59	Math, CS, Engr.	DMP 168	11127.30	Cooperative Work Experience: Design Model Making	Formerly CWE 168
60	Math, CS, Engr.	DMP 168	11127.40	Cooperative Work Experience: Design Model Making	Formerly CWE 168
61	Fine Arts	DNCE 33	10584.10	Middle Eastern Dance I	tps; lrm obj; assign; text; val
62	Fine Arts	DNCE 37	9807.20	Intermediate Ballroom	nc: 1 unit; .5 lec hrs/1.5 lab hrs; Rec: DNCE 36 or instructor's approval; TOP: 1008.00; SAM: E

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
63	Fine Arts	DNCE 38	9807.25	Ballroom: Latin Dances	nc: 1 unit; .5 lec hrs/1.5 lab hrs; Rec: DNCE 36 or 37; TOP: 1008.00; SAM: E
64	Fine Arts	DNCE 39	9807.35	Ballroom: American Smooth	nc: 1 unit; .5 lec hrs/1.5 lab hrs; Rec: DNCE 36 or 37; TOP: 1008.00; SAM: E
65	Fine Arts	DNCE 48	14419.00	Yoga: Contemporary and Traditional Eastern Forms	nc: 2 units; 1 hr lec, 3 hrs lab; SAM: E; TOP: 1008.00
66	Fine Arts	DNCE 54	14420.00	Pilates: Apparatus and Props	nc: 2 units; 1 hr lec, 3 hrs lab; SAM: E; TOP: 1008.00
67	Fine Arts	DNCE 58	14438.00	Choreography for Competitions	nc: 1 units; 3 hrs lab; Rec: DNCE 55 and 57 or a choreography class taken at another college/university may be accepted subject to faculty evaluation; TOP: 1008.00; SAM: E; rpt: 3
68	Fine Arts	DNCE 68	14433.00	Dance Competition	nc: 1 units; 3 hrs lab; Lim: By audition; Rec: Students must be proficient in the technique(s) required for the dances (i.e., Ballet, Jazz, Modern, etc.); TOP: 1008.00; SAM: E
69	Fine Arts	DNCE 72	14440.00	Aerial, Acrobatic, Partnering Techniques	nc: 1 units; 3 hrs lab; Rec: DNCE 7, 13, or 18 or equivalent technical ability as determined by the instructor; TOP: 1008.10; SAM: D
70	Fine Arts	DNCE 78	14428.00	Dance Appreciation	nc: 3 units; 3 hrs lec; Rec: RD 370; TOP: 1008.00; SAM: E
71	Fine Arts	DNCE 92	13143.00	Dance Training: Floor Barre	Formerly DNCE 142; ti; desc; Rec: Any of the following courses: DNCE 6, 7, 11, 12, 16, 17, 18, 51, 52, 53, 54 or 86, 87, 88; desc; tps; moe; assign; txt; val

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
72	Social Sciences	ECON 1H	2100.05	Principles of Economics - Micro Honors	nc: 3 units; 3 lec hrs; prereq: MATH 353; Rec: ECON 20; TOP: 2204.00; SAM: E
73	Social Sciences	ECON 2H	2105.05	Principles of Economics - Macro Honors	nc: 3 units; 3 lec hrs; prereq: MATH 353; Rec: ECON 20; TOP: 2204.00; SAM: E
74	Social Sciences	ECON 167	10729.10	Cooperative Work Experience: Economics	Formerly CWE 168
75	Social Sciences	ECON 167	10729.20	Cooperative Work Experience: Economics	Formerly CWE 168
76	Social Sciences	ECON 167	10729.30	Cooperative Work Experience: Economics	Formerly CWE 168
77	Social Sciences	ECON 167	10729.40	Cooperative Work Experience: Economics	Formerly CWE 168
78	Math, CS, Engr.	ENGR 20	14463.00	Introduction to Programming and Problem Solving with MATHLAB	nc: 3 units; 3 hrs lec; 1 hr lab; prereq: MATH 2; rec: CS 1; TOP: 0924.00; SAM: D
79	Business Science	ENTR 160	4400.05	Entrepreneurship: Managing Your Business	Formerly MGT 160
80	Physical Sciences	ERTH 20	2095.00	Introduction to Earth Science	tps; lrn obj; assign; text
81	Humanities	ESL 330	13073.10	Introduction to Beginning Skills ESL - Basic Skills	dc
82	Humanities	ESL 342B	10626.15	Beginning Conversation B	dc
83	Fine Arts	ESL 389	13265.00	ESL Language Conference	co: ESL 201, 301, 340A/B, 341A/B, 360A/B, 361A/B, 363, 370, 372, 373, 382, 383, 388, 392, 393, 398
84	Physical Sciences	ET 168	11131.00	Cooperative Work Experience: Electronic Technology	Formerly CWE 168
85	Physical Sciences	ET 168	11131.20	Cooperative Work Experience: Electronic Technology	Formerly CWE 168
86	Physical Sciences	ET 168	11131.30	Cooperative Work Experience: Electronic Technology	Formerly CWE 168
87	Physical Sciences	ET 168	11131.40	Cooperative Work Experience: Electronic Technology	Formerly CWE 168
88	Humanities	EXP 389	14303.00	Accelerated Introduction to College Writing	dc
89	Physical Sciences	GEO 1	3010.00	Physical Geology	moe; assign; txt

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
90	Physical Sciences	GEOL 167	13228.00	Cooperative Work Experience: Geology	Formerly CWE 167: Cooperative Work Experience: Natural Sciences
91	Physical Sciences	GEOL 167	13228.10	Cooperative Work Experience: Geology	Formerly CWE 167: Cooperative Work Experience: Natural Sciences
92	Physical Sciences	GEOL 167	13228.20	Cooperative Work Experience: Geology	Formerly CWE 167: Cooperative Work Experience: Natural Sciences
93	Physical Sciences	GEOL 181	10340.00	Geology Field Studies: Coastal and Offshore Geology	desc; tps; lrm obj; moe; assign; txt; val
94	Physical Sciences	GEOL 2	3015.00	Historical Geology	tps; moe; assign; txt; val
95	Humanities	HIST 30	14431.00	History of Ethnicity and Culture in the United States	nc; 3 units; 3 hrs lec; TOP: 2205.00; SAM: E
96	Humanities	HIST 51	3650.00	Women in American History	desc; tps; lrm obj; moe; assign; txt
97	Humanities	HIST 51H	3650.05	Women in American History Honors	nc; 3 units; 3 hrs lec; TOP: 2205.00; SAM: E
98	Humanities	HUM 71H	1515.10	Introduction to Film	nc; 3 units; 3 hrs lec; SAM: E; TOP: 612.00
99	Fine Arts	IMA 120	14418.00	Writing and Storyboarding for Games	nc; 3 units; 2 hrs lec/4 hrs lab; TOP: 614.20; SAM: C
100	Humanities	JA 1H	4095.15	Beginning Japanese I Honors	nc; 5 units; 5 hrs lec; SAM: E; TOP: 1108.00
101	Kinesiology, Health and Athletics	KNES 100	11156.35	Introduction to Therapy and Rehabilitation	desc, tps, lrmg obj, moe, assign, txt
102	Physical Sciences	LET 225	14447.00	Quality Assurance for Precision Optics	nc: 4 units; 3.5 hrs lec; 1.5 hrs lab; SAM: C; TOP: 934.80
103	Physical Sciences	LET 235	14448.00	Optical Metrology and Interferometry	nc: 3 units; 2.5 hrs lec; 1.5 hrs lab; SAM: C; TOP: 934.80
104	Business Science	LGL 168	13424.10	Cooperative Work Experience: Paralegal	Formerly CWE 168

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
105	Business Science	LGL 168	13424.20	Cooperative Work Experience: Paralegal	Formerly CWE 168
106	Business Science	LGL 168	13424.30	Cooperative Work Experience: Paralegal	Formerly CWE 168
107	Business Science	LGL 168	13424.00	Cooperative Work Experience: Paralegal	Formerly CWE 168
108	Business Science	LGL 210	14346.00	Intellectual Property	nc: 3 units; 3 hrs lec; prereq: LGL 201; TOP: 1402.00; SAM: C
109	Business Science	LGL 211	14425.00	Administrative Law	nc: 3 units; 3 hrs lec; SAM: C; TOP: 1402.00
110	Business Science	LGL 220	14460.00	Family Law	nc: 3 units; 3 hrs lec; SAM: C; TOP: 1402.00
111	Humanities	LIT 1	4201.00	Introduction to Literature	desc; prereq: WR 1; tps; lrm obj; assign; txt; val
112	Humanities	LIT 20	4203.00	Survey of British Literature to 1776	prereq: WR 201, WR 399 or ESL 201; lrm obj; moe; assign; txt; val
113	Humanities	LIT 21	4203.00	British Literature from Blake to the Present	prereq: WR 201, WR 399 or ESL 201; moe; assign; val
114	Humanities	LIT 22	4204.00	American Literature to Twain	desc; prereq: WR 201, WR 399 or ESL 201; Rec: none; tps; lrm obj; moe; assign; txt; val
115	Humanities	LIT 23	4206.00	American Literature: Twain to the Present	desc; prereq: WR 201, WR 399 or ESL 201; Rec: none; tps; lrm obj; moe; assign; txt; val
116	Math, CS, Engr.	MATH 2	4595.05	Pre-Calculus	tps, moes, lrm obj, txt, val
117	Math, CS, Engr.	MATH 3BH	4605.10	Analytic Geometry and Calculus II Honors	nc: 5 units; 5 hrs lec; prereq: MATH 3A; rec: Concurrent enrollment in TU 301 strongly recommended; SAM: E; TOP: 1701.00
118	Business Science	MGT 104	4310.05	Business Communication	tps, lrm obj; assign
119	Business Science	MGT 168	8775.25	Cooperative Work Experience: Management	Formerly CWE 168

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Curriculum Changes for 2014/2015

	A	B	C	D	E
120	Business Science	MGT 168	8775.30	Cooperative Work Experience: Management	Formerly CWE 168
121	Business Science	MGT 168	8775.35	Cooperative Work Experience: Management	Formerly CWE 168
122	Business Science	MGT 168	8775.20	Cooperative Work Experience: Management	Formerly CWE 168
123	Fine Arts	MUS 1	4745.00	The Basics of Music	desc, tps, moe, txt nc: 3 units; 3 hrs lec; SAM: E; TOP: 1004
124	Fine Arts	MUS 1H	4745.05	The Basics of Music Honors	dc
125	Fine Arts	MUS 3	4750.00	Harmony I	nc: 4 units; 4 hrs lec; Rec: MUS 1; TOP: 1004.00; SAM: E
126	Fine Arts	MUS 3	4750.05	Harmony I	dc
127	Fine Arts	MUS 4	4755.00	Harmony II	nc: 4 units; 4 hrs lec; Prereq: MUS 3; TOP: 1004.00; SAM: E
128	Fine Arts	MUS 4	4755.05	Harmony II	dc
129	Fine Arts	MUS 5	4760.00	Harmony III	nc: 4 units; 4 hrs lec; Prereq: MUS 4; TOP: 1004.00; SAM: E
130	Fine Arts	MUS 5	4760.05	Harmony III	dc
131	Fine Arts	MUS 6	4765.00	Harmony IV	nc: 4 units; 4 hrs lec; Prereq: MUS 5; TOP: 1004.00; SAM: E
132	Fine Arts	MUS 6	4765.05	Harmony IV	txt
133	Fine Arts	MUS 20	4790.05	Music Appreciation	nc: 3 units; 3 hrs lec; TOP: 1004.00; SAM: E
134	Fine Arts	MUS 20H	4790.15	Music Appreciation Honors	dc
135	Fine Arts	MUS 39	4865.00	Irvine Valley Master Chorale	nc: 3 units; 3 hrs lab; Lim: By audition only; Rec: Prior completion of or concurrent enrollment in MUS 1; TOP: 1004.00; SAM: E; rpt: 3
136	Fine Arts	MUS 39	4865.05	Irvine Valley Master Chorale	dc
137	Fine Arts	MUS 40	4890.05	Wind Symphony	dc

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
					nc: 1 unit; 3 hrs lab; Lim: Not a beginning instruments course. Students must have previous band or orchestral wind or percussion instrument training and experience; TOP: 1004.00; SAM: E; rpt: 3
138	Fine Arts	MUS 40	4890.15	Wind Symphony	
139	Fine Arts	MUS 42	10481.00	Symphony Orchestra	dc
					nc: 1 units; 3 hrs lab; Lim: Not a beginning instruments course. Students must have already have played string, wind or percussion instrument in an orchestra; TOP: 1004.00; SAM: E; rpt: 3
140	Fine Arts	MUS 42	10481.05	Symphony Orchestra	dc
141	Fine Arts	MUS 44	10494.00	Guitar Performance Ensemble	nc: 1 units; 3 hrs lab; Lim: Not a beginning instruments course. Students must have previous classical guitar training; TOP: 1004.00; SAM: E; rpt: 3
142	Fine Arts	MUS 44	10494.05	Guitar Performance Ensemble	nc: 1 units; 3 hrs lab; prereq: By audition only; Lim: Not a beginning instruments course. Students should have previous experience playing saxophone, trumpet, trombone, keyboard or rhythm section instruments; TOP: 1004.00; SAM: E; rpt: 3
143	Fine Arts	MUS 46	4910.15	Jazz Ensemble	desc: tps; moes; assign; txt; val
144	Fine Arts	MUS 50	4985.10	Applied Music: Instrumental	desc; tops; moes; txt; val
145	Fine Arts	MUS 52	4995.10	Applied Music: Voice	nc: 2 units; 1.5 hrs lec; 1.5 hrs lab; TOP: 1004.00; SAM: E
146	Fine Arts	MUS 86	14442.00	Classical Guitar IV	ti; desc; Rec: WR 201, WR 399 or ESL 201; tps; lrn obj; moe; assign; txt; val
147	Humanities	PHIL 10	5285.00	Ancient Philosophy	

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
148	Humanities	PHIL 11	5287.00	Modern Philosophy	ti; desc; Rec: WR 201, WR 399 or ESL 201; tps; lrm obj; moe; assign; txt; val
149	Humanities	PHIL 2	5262.00	Introduction to Ethics	desc; Rec: WR 201, WR 399 or ESL 201; tps; lrm obj; moe; assign; txt; val
150	Humanities	PHIL 3	5265.00	Introduction to Logic	desc; Rec: WR 201, WR 399 or ESL 201; tps; lrm obj; moe; assign; txt; val
151	Fine Arts	PHOT 52	9169.20	Intermediate Digital Photography	nc: c/l w/ DMA 52; 3 units; 2 hrs lec; 4 hrs lab; Rec: DMA/PHOT 51; TOP: 1011.00; SAM: E
152	Physical Sciences	PHYS 2A	5635.00	Introduction to Physics	tps; lrm obj; moe; assign; txt, val
153	Physical Sciences	PHYS 2B	5640.00	Introduction to Physics	tps; lrm obj; moe; assign; txt, val
154	Social Sciences	PS 1	5720.00	American Government	rec: WR 201, WR 399 or ESL 201; tps; lrm obj; moe; assign; txt; val
155	Social Sciences	PS 1H	5720.05	Americal Government Honors	nc: 3 units; 3 hrs lec; rec: WR 201, WR 399 or ESL 201; TOP: 2207.00; SAM: E
156	Social Sciences	PS 12H	5750.05	Comparative Politics Honors	nc: 3 units; 3 hrs lec; rec: WR 201, WR 399 or ESL 201; TOP: 2207.00; SAM: E
157	Social Sciences	PS 14H	5760.05	International Relations Honors	nc: 3 units; 3 hrs lec; rec: WR 201, WR 399 or ESL 201; TOP: 2207.00; SAM: E
158	Social Sciences	PSYC 1H	5870.05	Introduction to Psychology Honors	nc: 3 units; 3 hrs lec; TOP: 2001.00; SAM: E
159	Social Sciences	PSYC 10H	5887.05	Statistical Methods in the Behavioral Sciences Honors	nc: 3 units; 3 hrs lec; prereq: MATH 253; TOP: 2001.00; SAM: E

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
160	Social Sciences	PSYC 13	10742.00	Psychology of Reasoning and Problem Solving	prereq: WR 1; rec: none; lrm obj; val nc: 3 units; 3 hrs lec; prereq: WR 1; TOP: 2001.00; SAM: E Formerly CWE 167
161	Social Sciences	PSYC 13H	10742.05	Psychology of Reasoning and Problem Solving Honors	
162	Social Sciences	PSYC 167	14374.00	Cooperative Work Experience: Psychology	
163	Social Sciences	PSYC 2	5875.00	Research Methods in Psychology	prereq (PSYC 1 and PSYC 10); assign tps, lrm obj; assign; moe; txt;
164	Humanities	SPAN 1	6140.00	Beginning Spanish I	tps, lrm obj; assign; moe; txt; val
165	Humanities	SPAN 10	6170.00	Intermediate Conversational Spanish	desc; tps, lrm obj; assign; moe; txt;
166	Humanities	SPAN 1A	6140.05	Introduction to Beginning Spanish I	
167	Humanities	SPAN 1B	6140.10	Continuatin of Beginning Spanish I	desc; tps, lrm obj; assign; moe; txt; val
168	Humanities	SPAN 2	6155.00	Beginning Spanish II	desc; tps, lrm obj; assign; moe; txt; val
169	Humanities	SPAN 3	6160.00	Intermediate Spanish I	desc; tps, lrm obj; assign; moe; txt; val
170	Humanities	SPAN 4	6165.00	Intermediate Spanish II	desc; tps, lrm obj; assign; moe; txt; val
171	Social Sciences	SRM 168	14241.00	Cooperative Work Experience: Sustainability and Resource Management	Formerly CWE 168
172	Social Sciences	SRM 168	14241.20	Cooperative Work Experience: Sustainability and Resource Management	Formerly CWE 168
173	Social Sciences	SRM 168	14241.30	Cooperative Work Experience: Sustainability and Resource Management	Formerly CWE 168
174	Fine Arts	TA 19	6445.20	Rehearsal and Performance: Musical Theatre	tps; moe; txt; val
175	Fine Arts	TA 19A	6445.10	Introduction to Rehearsal and Performance: Musical Theatre	tps; moe; txt; val
176	Fine Arts	TA 19B	6445.15	Continuation of Rehearsal and Performance: Musical Theatre	tps; moe; txt; val
177	Fine Arts	TA 22	14461.00	Introduction to Theater	nc: 3 units; 3 hrs lec; SAM: E; TOP: 1007
178	Fine Arts	TA 8	9202.00	Advanced Acting	prereq: Successful completion of TA 1 or by audition; lim: none; txt; val
179	Fine Arts	TA 25H	6470.05	Great Plays: Primitive to Renaissance Honors	nc: 3 units; 3 hrs lec; Rec: WR 1; TOP: 1007.00; SAM: E

IRVINE VALLEY COLLEGE
Curriculum Changes for 2014/2015

	A	B	C	D	E
180	Fine Arts	TA 26H	6475.05	Great Plays: Renaissance to Contemporary Honors	nc: 3 units; 3 hrs lec; Rec: WR 1; TOP: 1007.00; SAM: E
181	Fine Arts	TA 28H	14373.05	Production Design: Theater, Film and Television Honors	nc: 3 units; 3 hrs lec; Rec: WR 1; TOP: 1006.00; SAM: D
182	Humanities	WR 2H	6567.05	College Writing 2: Critical Thinking/Writing Honors	nc: 4 units; 4 hrs lec; prereq: WR 1 or 1H; TOP: 1501.00; SAM: E

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - Barranca Entrance, Assignment of Easement Agreement, The Irvine Company LLC

ACTION: Approval

BACKGROUND

On December 29, 1971, The Irvine Company LLC transferred via Grant Deed to Southern California Edison two parcels of land with an easement provision for future construction of an access road to Irvine Valley College from Barranca Parkway.

On November 12, 1996, The Irvine Company LLC transferred via Gift Grant Deed to the City of Irvine a parcel of land with an easement provision for future construction of an access road to Irvine Valley College from Barranca Parkway.

On April 27, 2009, the Board of Trustees approved an additional \$2,020,000 in basic aid for Irvine Valley College Barranca Entrance Project for a total basic aid allocation of \$2,850,000.

STATUS

The Irvine Company LLC's Assignment of Easement Agreement (EXHIBIT A) provides the District with a non-exclusive right to use the Road & Utility Easement over the Easement Area for the construction of the new access road to Irvine Valley College from Barranca Parkway. The Easement Agreement has been reviewed by legal counsel and staff recommends approval.

No costs are associated with this agreement.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Assignment of Easement Agreement (EXHIBIT A) with The Irvine Company LLC, effective March 31, 2014.

**Recording requested by and
when recorded, return to:**

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Vice Chancellor of Business Services

With a Conformed Copy To:

The Irvine Company LLC
550 Newport Center Drive
Newport Beach, CA 92660
Attn: General Counsel's Office

**EXEMPT FROM RECORDING FEES PER
GOVT. CODE SEC. 27383
EXEMPT FROM DOCUMENTARY TRANSFER
TAX PER REV. & TAX. CODE SEC. 11922**

(Space Above For Recorder's Use)

ASSIGNMENT OF EASEMENT

This Assignment of Easement ("**Assignment Agreement**") is made as of March 31, 2014, by and between **THE IRVINE COMPANY LLC**, a Delaware limited liability company ("**Company**"), as assignor, and the **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**, a community college district of the State of California ("**District**"), as assignee.

A. Company is the successor in interest to The Irvine Company, a West Virginia corporation. Pursuant to exceptions and reservations in that certain Grant Deed from Company's predecessor in interest, as grantor, and Southern California Edison Company ("**SCE**"), as grantee, recorded on December 29, 1971, in Book 9944, Pages 607 – 609 of the Official Records of Orange County, California (the "**Grant Deed**"), Company holds a non-exclusive easement and right-of-way to construct, reconstruct, use, operate, maintain and repair roads and various utilities and facilities (the "**Road & Utility Easement**") in, on, over, under, through and across certain land in the City of Irvine, County of Orange, State of California as described more specifically in the Grant Deed (the "**SCE Land**"). Company's exercise of its reserved rights under the Road & Utility Easement is subject to the conditions that any exercise of same (a) shall be without cost to SCE, and (b) shall not interfere with or endanger, in the opinion of SCE, the operation or maintenance of the facilities of SCE.

B. In connection with District's desire to provide additional access to its campus at Irvine Valley College ("**IVC**"), District wishes to construct an access road (the "**Roadway**") between the IVC campus boundary and Barranca Parkway. Part of the Roadway would cross over the portion of the SCE Land described on **Exhibit A** and depicted on **Exhibit B** attached hereto (the "**Easement Area**").

C. In order to implement the construction and operation of the Roadway over the Easement Area, District desires to obtain from Company and Company desires to assign to District a non-exclusive right to use the Road & Utility Easement over the Easement Area, subject

to the terms and conditions of the Grant Deed. A copy of the Grant Deed that contains the language of the Road & Utility Easement and the terms and conditions related to the exercise of said easement is attached as **Exhibit C** to this Assignment Agreement.

NOW THEREFORE, in consideration of the mutual covenants herein contained and other valuable consideration, Company and District agree as follows:

1. **Assignment of Road & Utility Easement; Acceptance by District.** Pursuant to its rights under the Grant Deed, Company hereby assigns, grants and conveys to District the Road & Utility Easement over the portion of the SCE Land located within the Easement Area, and District hereby accepts such assignment, effective on the date set forth in Section 3 below (the "**Effective Date**"). District acknowledges and agrees that (a) Company is not the fee owner of the SCE Land upon which the Easement Area is located, (b) the easement assigned hereunder is non-exclusive and does not affect Company's rights to utilize the Road & Utility Easement in any portion of the SCE Land, and (c) the assignment and grant of such easement hereunder is subject to the relevant terms and conditions of the Grant Deed.

2. **Assumption by District.** Effective upon the Effective Date, District, for the benefit of Company, hereby (a) agrees to the terms of the Road & Utility Easement assigned hereunder, and (b) agrees, with respect to its exercise of the rights assigned to it hereunder, including but not limited to the construction, use, operation and maintenance of the Roadway, to be bound by and comply with all obligations under the Grant Deed related to the Road and Utility Easement.

3. **Attorney's Fees.** In the event any declaratory or other legal or equitable action is instituted between Company and District in connection with this Assignment Agreement, then the prevailing party shall be entitled to recover from the losing party all of the prevailing party's costs and expenses, including court costs and reasonable attorneys' fees as determined by the trier of fact.

4. **Effective Date.** This Assignment Agreement shall be deemed effective as of the recordation of this document in the Official Records of Orange County, California.

5. **Governing Law.** This Assignment Agreement shall be construed and enforced in accordance with the laws of the State of California.

IN WITNESS WHEREOF, Company and District have executed this Assignment Agreement as of the date first set forth above.

THE IRVINE COMPANY LLC,
a Delaware limited liability company

By: _____
Daniel T. Miller
Senior Vice President

By: _____
Jamie Yoshida
Assistant Secretary

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

On _____, 2014, before me, _____, a Notary Public in and for said State, personally appeared **Daniel T. Miller**, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public in and for said State

(SEAL)

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

On _____, 2014, before me, _____, a Notary Public in and for said State, personally appeared **Jamie Yoshida**, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public in and for said State

(SEAL)

EXHIBIT A

DESCRIPTION OF EASEMENT AREA

EXHIBIT "A"
ROAD EASEMENT DEDICATION
LEGAL DESCRIPTION
APN 466-024-19&20 (SCE)

A PORTION OF LOT 260, BLOCK 103 OF IRVINE'S SUBDIVISION, IN THE CITY OF IRVINE, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 1 OF MISCELLANEOUS MAPS, PAGE 88, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, BEING A VARIABLE WIDTH STRIP OF LAND DESCRIBED AS FOLLOWS:

COMMENCING AT A BOAT SPIKE AND WASHER TAGGED CITY OF IRVINE AT THE CENTERLINE INTERSECTION OF BARRANCA PARKWAY AND JEFFREY ROAD, SAID CENTERLINES AS SHOWN ON PARCEL MAP NO. 99-131 FILED IN BOOK 309, PAGES 48 THROUGH 50 OF PARCEL MAPS, IN THE OFFICE OF THE RECORDER OF SAID COUNTY; THENCE ALONG THE CENTERLINE OF SAID BARRANCA PARKWAY SOUTH 53°52'38" EAST 738.35 FEET TO THE CENTERLINE OF CONSTRUCTION OF THE IRVINE COLLEGE BARRANCA PARKWAY ENTRANCE ROAD, PREPARED BY RGP AND ON FILE IN THE CITY OF IRVINE, SAID CENTERLINE HEREINAFTER REFERRED TO AS LINE "A"; THENCE NORTH 40°41'29" EAST 299.73 FEET ALONG SAID LINE "A" TO THE NORTHEASTERLY LINE OF SITE "A" IN THE GIFT DEED TO THE CITY OF IRVINE, COUNTY OF ORANGE, STATE OF CALIFORNIA, RECORDED AS INSTRUMENT NO. 19960569864 OF OFFICIAL RECORDS, ALSO BEING THE SOUTHWESTERLY LINE OF THE SOUTHERN CALIFORNIA EDISON COMPANY RIGHT-OF-WAY PER GRANT DEED RECORDED IN BOOK 9944, PAGE 607 OF OFFICIAL RECORDS, BOTH IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY; THENCE NORTH 49°19'29" WEST 35.00 FEET ALONG SAID SOUTHWESTERLY LINE TO THE POINT OF BEGINNING; THENCE SOUTH 49°19'29" EAST 70.00 FEET ALONG SAID SOUTHWESTERLY LINE TO A LINE THAT IS 35.00 FEET SOUTHEASTERLY OF AND PARALLEL WITH SAID LINE "A"; THENCE NORTH 40°41'42" EAST 189.00 FEET ALONG SAID PARALLEL LINE; THENCE NORTH 89°54'45" EAST 38.29 FEET TO THE SOUTHWESTERLY LINE OF THAT CERTAIN 56.00 FOOT STRIP OF LAND DESCRIBED IN THE GRANT DEED TO THE IRVINE COMPANY RECORDED IN BOOK 10700, PAGE 724 OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY; THENCE NORTH 49°19'29" WEST 118.08 FEET ALONG SAID SOUTHWESTERLY LINE; THENCE SOUTH 08°33'47" EAST 25.20 TO A LINE THAT IS 35.00 FEET NORTHWESTERLY OF AND PARALLEL WITH SAID LINE "A"; THENCE SOUTH 40°41'42" EAST 197.55 FEET ALONG SAID PARALLEL LINE TO THE POINT OF BEGINNING.

CONTAINING: 15,499 SQ. FT. OR 0.356 AC. OF LAND, (MORE OR LESS).

ALL SHOWN ON EXHIBIT "B" ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF.

PREPARED UNDER MY SUPERVISION:

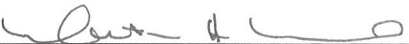
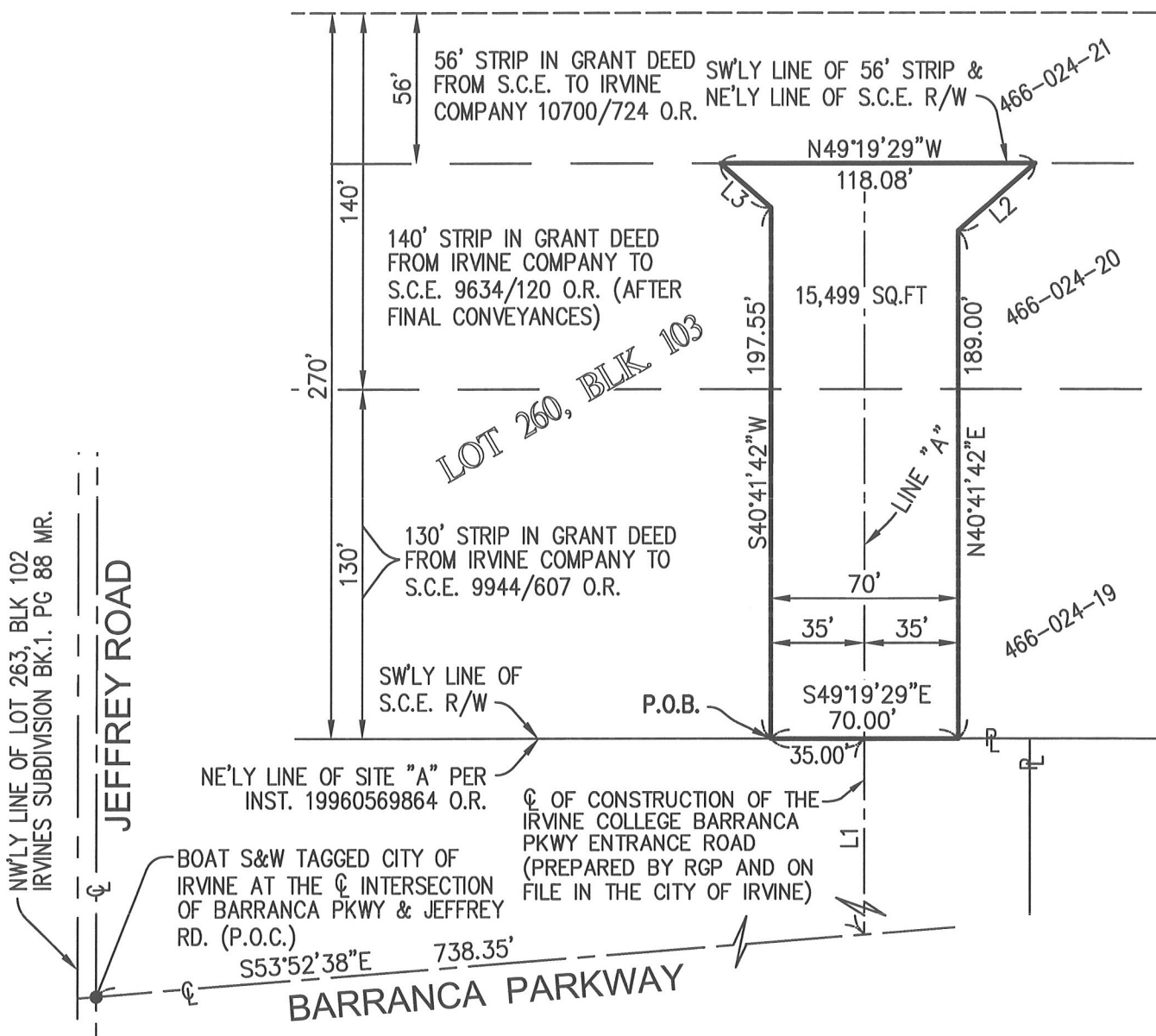

MATTHEW H. OKUBO, P.L.S. 8686 08/20/13 DATE
LICENSE EXPIRES: 12/31/13



EXHIBIT B
DEPICTION OF EASEMENT AREA

EXHIBIT "B"

SHEET 1 OF 1



LEGEND

- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING

EASEMENT BEING DEDICATED FOR ROAD PURPOSES

LINE TABLE		
LINE	BEARING	LENGTH
L1	N40'41'42"E	299.73'
L2	N89'54'45"E	38.29'
L3	S08'33'47"E	25.20'

**TITLE: IRVINE VALLEY COLLEGE
PLAT TO ACCOMPANY LEGAL
DESCRIPTION**



Hall & Foreman, Inc.

Engineering · Planning · Surveying

14297 CAJON AVE, SUITE 101 · VICTORVILLE, CA 92392 · 760-524-9100

DATE OF PREPARATION: 8/20/13

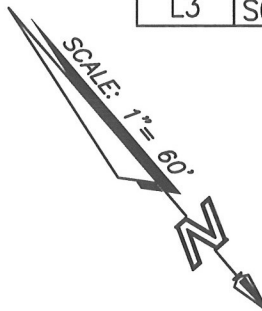


EXHIBIT C

COPY OF GRANT DEED

REQUESTED BY
CALIFORNIA EDISON COMPANY

23630

9344 607

WHEN RECORDED MAIL TO
SOUTHERN CALIFORNIA EDISON COMPANY
P. O. Box 351
Los Angeles, California 90053
Attention: D. J. JENKINS

RECORDED AT REQUEST OF
FIRST AMER. TITLE INS. CO.
IN OFFICIAL RECORDS OF
ORANGE COUNTY, CALIF.
8:00 AM DEC 29 1971
WYLIE DARLYLE, County Recorder

\$3.60

SPACE ABOVE THIS LINE FOR RECORDER'S USE

DOCUMENTARY TRANSFER TAX \$ 99.55
COMPUTED ON FULL VALUE OF PROPERTY CONVEYED.
OR COMPUTED ON FULL VALUE LESS LIENS AND
ENCUMBRANCES REMAINING AT TIME OF SALE.
SIGNATURE OF DECLARANT OR AGENT DETERMINING TAX: FIRM NAME
SOUTHERN CALIFORNIA EDISON CO.

GRANT DRED Location: unincorporated area

FOR A VALUABLE CONSIDERATION, receipt of which is hereby
acknowledged, THE IRVINE COMPANY, a West Virginia corporation, does
hereby GRANT to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation,
that certain real property in the County of Orange, State of Calif-
ornia, described as follows:

PARCEL 1:

A strip of land, two hundred seventy (270) feet
wide, lying within Lot 259 of Block 123 and Lots 255
and 260 of Block 103 of the Irvine's Subdivision, as
per map recorded in Book 1, page 88 of Miscellaneous
Maps, in the office of the County Recorder of said
Orange County.

The surveyed reference line of said strip of land
two hundred seventy (270) feet wide is described as
follows:

Beginning at the Westerly corner of that certain
parcel of land conveyed to Southern California Edison
Company, by deed recorded on February 1, 1967, in Book
8167, page 79 of Official Records, in the office of the
County Recorder of said Orange County; thence North 40°
38' 01" East, along the Northwesterly line of said par-
cel, a distance of 210.00 feet to a point hereinafter
referred to as Point "A" and being the TRUE POINT OF
BEGINNING of this description; thence North 48° 22' 01"
West, 275.00 feet; thence North 52° 19' 51" West, 1236.92
feet; thence North 49° 19' 38" West, 3679.29 feet to a
point in a line that is parallel with and 95 feet South-
easterly, measured at right angles from the Northwesterly
line of said Lot 260, said point being hereinafter re-
ferred to as Point "B"; thence North 40° 41' 30" East
along said parallel line, a distance of 2495.38 feet to
a point in a line that is parallel with and 95 feet South-
easterly, measured at right angles from the Northwesterly
line of said Lot 255; thence North 40° 37' 28" East, along
said last mentioned parallel line, a distance of 2642.40
feet to a point hereinafter referred to as Point "C",
said point being in the Northeasterly line of said Lot
255 of Block 103, said point bears North 49° 20' 50"
West along the Northeasterly lines of Lot 255 of Block 103
and Lot 256 of Block 123, a distance of 3187.51 feet from
the Northeast corner of said Lot 256 of Block 123.

APPROVED AS TO DESCRIPTION
P. B. FEEBOOK, MGR. BY S/A
DATES: 1/10/71 & LAND DEPT.
FUNG. 2-11-71
I.C. 11/11
SEE 11/10/71

CLERK
DECEMBER 29 1971
DOCUMENTARY TRANSFER TAX

MAIL TAX STATEMENTS TO:

Southern California Edison Company
P. O. Box 351
Los Angeles, CA 90053
(Attn: Tax Department)

Grant Deed
The Irvine Company, a West Virginia corp., to
S.C.E. Co., a corp.
Serial No. [REDACTED]
43988A

9944-608

The side line of said strip of land, two hundred seventy (270) feet wide being thirty-five (35) feet Southwesterly and two hundred thirty-five (235) feet Northeasterly from a point hereinbefore referred to as Point "A" to Point "B" and thirty five (35) feet Northwesterly and two hundred thirty-five (235) feet Southeasterly from a point hereinbefore referred to as Point "B" to Point "C", measured at right angles respectively, from said Survey Reference line.

EXCEPTING THEREFROM that portion of Lot 259 of Block 123, conveyed to Victor Thomas Maxwell by deed recorded on May 29, 1945 in Book 1319, page 94 of Official Records, in the office of the County Recorder of said Orange County.

ALSO EXCEPTING THEREFROM that portion of Lot 259 of Block 123 conveyed to William McKenzie Jeffrey by deed recorded on November 19, 1965 in Book 7747, page 473 of Official Records, in the office of the County Recorder of said Orange County.

ALSO EXCEPTING THEREFROM that portion thereof conveyed to San Bernardino and San Diego Railway Company, by deed recorded on June 14, 1887, in Book 245, page 223 of Deeds, in the office of the County Recorder of Los Angeles County, State of California.

ALSO EXCEPTING THEREFROM any portion of said strip of land lying within Parcel 1 and Parcel 2 of that certain deed recorded on May 10, 1971 in Book 9634, page 120 of Official Records of said Orange County.

ALSO EXCEPTING AND RESERVING unto the Grantors, their successors or assigns, all oil, gas, petroleum and other mineral or hydrocarbon substances in and under or which may be produced from said PARCEL 1 together with the right to use that portion only of said Parcel which underlies a plane parallel to and five hundred (500) feet below the present surface of said Parcel for the purpose of prospecting for, developing and/or extracting said oil, gas, petroleum and other mineral or hydrocarbon substances from said Parcel by means of wells drilled into said subsurface of said Parcel from drill sites located on other land, it being expressly understood and agreed that the Grantors, their successors or assigns, shall have no right to enter upon the surface of said Parcel or to use said Parcel or any portion thereof, to said depth of five hundred (500) feet, for any purpose whatsoever.

ALSO EXCEPTING AND RESERVING unto the Grantors, its successors or assigns, an easement and right of way to construct, reconstruct, use, operate, maintain and repair roads, water pipe lines, storm drains, drainage and facilities, irrigation facilities, electric lines, gas lines, oil lines, telephone lines, telegraph lines, sewer lines, and/or other such public utility service lines or facilities in, on, over (under, through and across but not longitudinally along) said parcel, provided, however, that the exercise of such rights does not interfere with or endanger in the opinion of the Grantee the operation or maintenance of the facilities of the Grantee. It is also understood and agreed that the exercise of these reserved rights shall be without cost to the Grantee.

Deed
The Irvine Company, a West Virginia corp., to
S.C.E.Co., a corp.
Serial No.
A3988A

9344 609

The Grantee agrees that if at any time the real property described herein or any part thereof is offered for sale, Grantor shall have the option to repurchase at the then current fair market value thereof. Grantee will notify the Grantor, its successors or assigns, of such intent and the Grantor must notify the Grantee in writing within 20 days that they wish to exercise this option to purchase said real property. If formal letter of intent is not received by the Grantee within 20 days, then the Grantee may place said real property on the open market.

SUBJECT TO the real property taxes for the fiscal year 1971-1972, a lien not yet due or payable, and to covenants, conditions, restrictions, reservations, exceptions, rights and easements of record.

IN WITNESS WHEREOF, this instrument has been executed this 29th day of June, 1971.



THE IRVINE COMPANY

By [Signature] VICE President

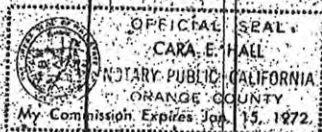
By [Signature] Secretary

STATE OF CALIFORNIA)
) ss.
COUNTY OF Orange)

On this 29th day of June, 1971, before me, a Notary Public in and for said State, personally appeared [Signature], known to me to be the VICE President, and [Signature], known to me to be the ASSISTANT Secretary of The Irvine Company, the corporation that executed the within instrument on behalf of the corporation herein named, and acknowledged to me that such corporation executed the same, pursuant to its by-laws or a resolution of its board of directors.

WITNESS my hand and official seal.

[Signature]



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - A400 Building Design-Build Project, Testing & Special Inspection Agreement, C.E.M. Lab Corp.

ACTION: Approval

BACKGROUND

The Board of Trustees approved funding from basic aid for the SOCCCD A400 Building Design-Build project at Irvine Valley College for a total project budget of \$13,012,895. On November 25, 2013, the Board of Trustees approved use of a Geotechnical, Testing and Special Inspection pool.

There is a need to hire a testing and special inspection firm for the A400 Building Design-Build project. A request for proposals was provided to the firms in the Geotechnical, Testing and Special Inspection pool.

STATUS

On February 18, 2014, the District received responses from eight firms (EXHIBIT A). The selection committee, consisting of college and district staff, determined C.E.M Lab Corp. as the best qualified firm. After selection, C.E.M Lab Corp. pricing was reviewed and deemed acceptable at \$140,000 and staff negotiated the recommended Agreement (EXHIBIT B).

Basic aid funds for these services are available in the project budget of \$13,012,895.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Irvine Valley College A400 Building Design-Build project, Testing and Special Inspection Services Agreement (EXHIBIT B) with C.E.M. Lab Corp. in the amount of \$140,000.

**Proposals submitted for
Irvine Valley College A400 Building Design-Build Project
Testing & Special Inspection Services
February 18, 2014**

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTOR'S NAME</u>
AMEC Environment & Infrastructure, Inc.	Los Angeles, Ca.	Ian Maclean
*C.E.M. Lab Corp.	Irvine, Ca.	Teri A. Knoll
Koury Engineering & Testing, Inc.	Chino, Ca.	Tommy Wright
MTGL Inc.	Anaheim, Ca.	Steven Koch
Ninyo & Moore Geotechnical & Environmental Sciences Consultants	Irvine, Ca.	Kurt S. Yoshi
Smith–Emery Laboratories, Inc.	Anaheim, Ca.	Daniel M. Slater
Twining Consulting, Inc.	Irvine, Ca.	Benito Caban
United Inspection & Testing	Carlsbad, Ca.	Jenny J. Snodgrass

*Recommended firm for the A400 Project

AGREEMENT: A400 BUILDING DESIGN-BUILD PROJECT, TESTING & SPECIAL INSPECTION SERVICES - IRVINE VALLEY COLLEGE

This AGREEMENT is hereby made and entered into this 31st day of March in the year 2014 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and C.E.M. Lab Corp., 45 Post, Irvine, California, 92618, hereinafter referred to as "CONSULTANT";

WHEREAS, 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, DISTRICT desires to obtain Testing & Special Inspection Consultant services for the A400 Design Build Project, hereinafter referred to as "PROJECT" located at "Irvine Valley College" in the DISTRICT; and

WHEREAS, CONSULTANT is specially trained and fully licensed as required by the State of California, experienced and competent to provide CONSULTANT services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 CONSULTANT'S SERVICES AND RESPONSIBILITIES

- 1.1 **Basic Services.** The CONSULTANT's services shall consist of those services performed by the CONSULTANT and CONSULTANT's employees as enumerated in this AGREEMENT.
- 1.2 **Standard of Care.** The CONSULTANT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The CONSULTANT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT the terms hereof and applicable law, code, rule or regulations. CONSULTANT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3 **Key Individual Assignment.** The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Tony Binaei as Project Manager, Wahab Noori as soil tech inspector on site, and Richard Roth as welding inspector. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in their respective positions on the PROJECT. Additionally, the CONSULTANT must furnish the name of all other key people in CONSULTANT's firm that will be associated with the PROJECT.
- 1.4 **Replacement of Key Individual.** 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 CONSULTANT 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 CONSULTANT and are subject to all conditions previously stated in this paragraph.
- 1.5 **Relationship of CONSULTANT to Other PROJECT Participants.** CONSULTANT's services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the Architect; (b) the Contractor; (c) the Inspector; (d) Test/Inspection Service Providers; and (e) others providing services in connection with bidding and/or construction of the PROJECT. The Architect is responsible for the adequacy and sufficiency of the PROJECT design and the contents of Design Documents for the PROJECT. The Architect shall perform its duties in accordance with its contract(s) with the DISTRICT. Except as expressly set forth herein, neither this AGREEMENT, nor CONSULTANT's rendition of services hereunder shall be deemed

CONSULTANT's assumption of responsibility for the adequacy or sufficiency of the PROJECT design or the Design Documents for the PROJECT, which are and remain that of the Architect. CONSULTANT shall coordinate all work with DISTRICT consultants as necessary to complete contract requirements.

- 1.6 **Acceptance of Project Schedule.** The CONSULTANT shall accept the DISTRICT's project schedule for the performance of the CONSULTANT'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 CONSULTANT.

The services covered by this AGREEMENT shall be completed within (TBD) months of the date of this AGREEMENT except for the post construction phase work.

ARTICLE 2 SCOPE OF CONSULTANT'S SERVICES

- 2.1 Scope of professional services are as follows:
- a. Testing and Inspection
 1. All services required per DSA form 103 (attached hereto)
 2. Plan and specification review
 3. Geotechnical site observation, soil placement observation, and soil testing for compliance with Geotechnical investigation Report by C.E.M Lab Corp. and DSA approved documents
 4. Site observation during construction, including all special inspections required by DSA in form DSA-10.
 5. Written daily reporting of on-site activities to project Inspector
 6. Project material testing and inspections on site and off site venues
 7. Offsite structural steel fabrication inspection
 8. Site observation during construction
 9. Attend pre-installation meeting when special inspection is required.
 10. Review PROJECT requirements, approved submittal and required licenses
 11. Concrete, rebar, retaining walls, masonry, reinforcing, welding, steel, high strength bolt, pull test, and all special inspections required by the PROJECT including as required:
 - i. Testing of reinforcing steel (#5 and larger)
 - ii. Batch plant inspection of concrete
 - iii. Take samples of cement and collection of concrete supplier certifications
 - iv. Concrete field testing including slump, temperature, and cylinder collection for subsequent testing
 - v. Continuous inspection for masonry
 - vi. Compression testing for concrete cylinders, mortar and grout prisms
 - vii. Testing of masonry unit
 - viii. Testing and inspection of anchors, bolts, and dowels

- ix. Drilling and testing of masonry cores
 - x. Preparation of final affidavits
 - xi. Review of steel placement
 - xii. UT welding inspection of shop welded structural steel
 - xiii. Visual field welding inspection
 - xiv. Asphalt Testing
 12. Site Inspection of construction materials and fabrications
 13. Laboratory and field testing of project materials
 14. Provide reports to Project Inspector
 15. Site observation during construction, including all special inspections required by DSA in form DSA-103
 16. Daily reporting to IOR
 17. Post-report consultation, as required
- b. Geotechnical and/or Testing and Special Inspections
1. Only the DISTRICT and its authorized representative will have the authority to request services.
 2. Unless otherwise agreed in advance and authorized by the DISTRICT, all requests for services must be in writing and must be faxed to the CONSULTANT's office a minimum of 24 hours in advance.
 3. A two hour minimum charge will be applied to each request for in-house services and four hours for material testing (i.e. concrete, steel, masonry and welding) services with no travel time included. Where possible, a single trip will be used to address multiple testing issues.
 4. Technicians will check in with the DISTRICT'S DSA inspector of record at the job site before start of daily work and prior to leaving the site. The technician will submit a field report that will indicate the services performed the amount of time spent, and the number of tests taken.
 5. The rates shown on the attached fee schedule shall include the cost of all related equipment.
 6. Test samples taken, but not required, may be disposed of by CONSULTANT.
 7. An assessment of the billing against the contract amount will be maintained by the CONSULTANT and submitted to the DISTRICT for monthly review with the invoice submittal. If it appears that any testing/inspection line items will be exceeding the planned budget, the CONSULTANT will immediately notify the DISTRICT to review the reasons for the overage and whether any corrective action is appropriate for budget adjustments.

ARTICLE 3 ADDITIONAL CONSULTANT'S SERVICES

- 3.1 The CONSULTANT shall be given additional compensation for the services described in Article 3.

- 3.2 CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT's control. CONSULTANT 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. Coordinating with the design professionals regarding 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 5.
 - c. Coordinating with the design professionals on the preparation of 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 CONSULTANT.
 - d. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
 - e. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
 - f. Providing services in connection with an arbitration proceeding or legal proceeding except where the CONSULTANT is a party thereto.
 - g. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided herein.
 - h. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted CONSULTANT's practice.

ARTICLE 4 TERM OF SERVICES

- 4.1 **Time is of the Essence**. Time is of the essence in the performance of each Party's obligations under this AGREEMENT, including without limitation CONSULTANT's performance of the service required hereunder and DISTRICT's payment of all sums due to CONSULTANT.
- 4.2 **Term**. Services under this AGREEMENT shall be diligently performed by the CONSULTANT for 16 months. This term shall be extended at no cost to the DISTRICT as result of delays caused directly by CONSULTANT actions. Should services be necessary after the expiration of 16 months of service, they can be provided as Additional Services in accordance with the Billing Rates as provided in Exhibit "A". Extensions to the duration of the CONSULTANT services shall be addressed as outlined in Article 3.
- 4.3 **Suspension Notice**. DISTRICT may suspend this AGREEMENT at any time without penalty by written notice to CONSULTANT of such suspension. (refer to Article 7)

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1 **CONSULTANT Indemnity of DISTRICT**. CONSULTANT shall indemnify, defend and hold harmless the Indemnified Parties from all claims, demands, liabilities, actions and causes of action arising out of this AGREEMENT, including without limitation, claims for bodily injury, death, physical property damage (other than to the work of the PROJECT itself and property damage covered by a Builders Risk Insurance obtained by the Contractor) and demands, losses, liabilities or other claims arising out of CONSULTANT's

services hereunder or the negligent, willful acts omissions. The Indemnified Parties are: the DISTRICT, the DISTRICT's Board of Trustees and each individual member thereof and the employees, officers, agents and representatives of the DISTRICT. The CONSULTANT's obligations hereunder shall survive termination of this AGREEMENT and the completion of obligations hereunder, until barred by the applicable statute of limitations.

5.2 **Hold Harmless.** To the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold DISTRICT, and its board of Trustees, officers, employees and agents, entirely harmless from all liability arising out of:

- a. **Workers' Comp Claims.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT's employees or his/her subcontractor's employees arising out of CONSULTANT's work under this AGREEMENT including a waiver of subrogation; and
- b. **CONSULTANT Negligence.** Any and all claims for damages costs and/or charges caused by CONSULTANT'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 CONSULTANT'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 CONSULTANT'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.
- c. **Reimbursement for Defense.** Regarding the defense of any claim embraced by CONSULTANT's indemnity, each indemnitee shall control its own defense and at the time of claim resolution CONSULTANT will reimburse the indemnitees for all costs reasonable and appropriately incurred in this regard to the extent of any fault by or attributable to CONSULTANT's negligence and to the extent covered by CONSULTANT's liability insurance.

5.3 **CONSULTANT 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 CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'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. **Workers' Compensation and Employers Liability Insurance.** CONSULTANT shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts under which CONSULTANT may be liable. CONSULTANT shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by CONSULTANT. The Employer's Liability Insurance required of CONSULTANT hereunder may be obtained by CONSULTANT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by CONSULTANT hereunder.
- b. **Comprehensive general and auto liability.** CONSULTANT shall purchase and maintain Commercial General Liability and Property Insurance as will protect CONSULTANT from the types of claims set forth below which may arise out of or result from CONSULTANT's services under this AGREEMENT

and for which CONSULTANT may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CONSULTANT's employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by CONSULTANT, or (b) by another person; (iii) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle; (v) contractual liability insurance applicable to CONSULTANT's obligations under this AGREEMENT; and (vi) for completed operations.

1. CONSULTANT shall purchase and maintain 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:
 2. owned, non-owned and hired vehicles;
 3. blanket contractual;
 4. broad form property damage;
 5. products/completed operations; and
 6. 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 CONSULTANT 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. **Additional Insured**. Each policy of insurance required in (b) above shall name DISTRICT, District Board of Trustees, District officers, District agents, District employees, and District Contractors as additional insureds and shall state that, with respect to the operations of CONSULTANT 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 30 days written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy.
- 5.4 **State Authorized Insurers**. All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the DISTRICT. Coverages under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the DISTRICT.
- 5.5 **Certificates of Insurance**. Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT 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 CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.

5.6 **DISTRICT Indemnity of CONSULTANT.** The DISTRICT shall indemnify, defend and hold harmless CONSULTANT from all claims arising out of this AGREEMENT, including without limitation, claims for bodily injury (including death) and physical property damage (other than to the work of the PROJECT itself and property damage covered by a Builders Risk Insurance) which arise out of the negligent or willful acts, work of the omissions. The DISTRICT shall cause the Contractor to indemnify CONSULTANT to the same extent as the DISTRICT is indemnified and to have the CONSULTANT named as an additional insured on all policies associated with the PROJECT.

5.7 **Coverage Amounts**

Insurance Policy	Minimum coverage Amount
Workers Compensation	In accordance with applicable law
Employers Liability	One Million dollars (\$1,000,000)
Professional Liability	One Million (\$1,000,000) per occurrence and One Million dollars (\$1,000,000) project specific in the aggregate

ARTICLE 6 COMPENSATION TO THE CONSULTANT

6.1 **Contract Price for Basic Services.** The Contract Price for the CONSULTANT's performance of the Basic Services under this AGREEMENT shall consist of the following Not to Exceed prices:

a.	Construction Phase	\$ 129,622	(Pricing per RFQ & P info)
b.	Reimbursable Expenses	\$ 10,378	(to be preapproved by CM)
	TOTAL:	\$ 140,000	

6.2 **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the CONSULTANT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all other overhead/administrative expenses or costs associated with performance of the Basic Services, except for Allowable Reimbursable Expenses described in this AGREEMENT. At no time shall meals be considered a reimbursable expense.

6.3 **CONSULTANT Monthly Billing Statements.** CONSULTANT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Basic Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CONSULTANT.

6.4 **DISTRICT Payment of Contract Price.** Within 30 days of the date of the DISTRICT's receipt of CONSULTANT's billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Basic Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CONSULTANT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Contractor.

- 6.5 **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this AGREEMENT, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.6 **Payment in Full.** This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
- 6.7 **Monthly Payments.** Payments for CONSULTANT 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.
- 6.8 **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT'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.
- 6.9 **Schedule Delay.** To the extent that the time initially established for the completion of CONSULTANT's services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates. See Exhibit (attached with Sample Agreement) or as a fixed fee.
- 6.10 **Reimbursable Expenses** incurred by the CONSULTANT and CONSULTANT'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. The DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing. Expenses may be invoiced during the monthly pay request at cost plus 10% markup.
- a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT'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. CONSULTANT's normal travel expense (including to and from the PROJECT) and meals are excluded.
 - c. Expense of reproductions, except those needed for the use of the CONSULTANT 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 CONSULTANT'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 CONSULTANT, the CONSULTANT's employees and consultants in the interest of the PROJECT. Cost + 10%

- 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 CONSULTANT for such services. Cost + 10%

ARTICLE 7 CONSULTANT'S DOCUMENTS

- 7.1 **DISTRICT Ownership of Documents.** The documents prepared by the CONSULTANT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CONSULTANT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the documents prepared or caused to be prepared by the CONSULTANT pursuant to this AGREEMENT.
- 7.2 **Documentation.** The CONSULTANT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, CONSULTANT 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 CONSULTANT 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.
- 7.3 **Electronic Copy of Documents.** The CONSULTANT shall perform the work under this AGREEMENT and shall deliver electronic copy of all reports and documentation via CD, DVD or flash drive in PDF format upon completion of each of the three phases, design, construction, and post construction. If work is terminated prior to completion, a copy of the work completed to date shall be provided to the DISTRICT.
- 7.4 **Copyright/Trademark/Patent.** CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission, except CONSULTANT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE 8 TERMINATION

- 8.1 **Termination for Convenience.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Thirty (30) day written notice by DISTRICT shall be sufficient to stop performance of services by CONSULTANT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the CONSULTANT or no later than 3 days after the day of mailing, whichever is sooner.
- 8.2 **Termination for Cause.** DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged a bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within 10 days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the 10 days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another

contractor. 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 other party or no later than 3 days after the day of mailing, whichever is sooner.

- 8.3 **Termination by Either Party**. This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the CONSULTANT. 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.
- 8.4 **Suspension of PROJECT**. The DISTRICT may suspend this AGREEMENT at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CONSULTANT not less than 15 days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than 90 consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the CONSULTANT's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the CONSULTANT's services.
- 8.5 **Abandonment of PROJECT**. If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to the abandonment and CONSULTANT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
- 8.6 **Non Payment**. The DISTRICT's failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.
- a. In the event the DISTRICT fails to make timely payment, the CONSULTANT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT. Unless payment in full is received by the CONSULTANT 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 CONSULTANT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.7 **CONSULTANT Compensation**. The CONSULTANT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CONSULTANT. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.8 **Liability for DISTRICT Damages**. In the event of termination due to the fault of CONSULTANT, CONSULTANT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CONSULTANT is liable for all damages suffered by the DISTRICT due to CONSULTANT's failure to perform as provided in the AGREEMENT.

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1 **Work to Continue**. In the event of a dispute between the parties as to performance of the work, the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this AGREEMENT nor stop the progress of the

work. The DISTRICT and CONSULTANT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.

- 9.2 **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the PROJECT or to this AGREEMENT or the breach thereof shall be first attempted to be resolved through mediation.
- 9.3 **AGREEMENT Governance.** Unless otherwise provided, this AGREEMENT shall be governed by the law of the state and county where the PROJECT is located.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1 **DISTRICT Provided Information.** The DISTRICT shall provide to the CONSULTANT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
- 10.2 **DISTRICT Representative.** 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 CONSULTANT.
- 10.3 **DISTRICT Notification.** The DISTRICT shall give prompt written notice to the CONSULTANT 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 CONSULTANT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

ARTICLE 11 MISCELLANEOUS

- 11.1 **Affirmative Action.** CONSULTANT agrees that CONSULTANT 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.
- 11.2 **Compliance with Applicable Laws.** 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. CONSULTANT 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 CONSULTANT, CONSULTANT's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3 **CONSULTANT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this AGREEMENT, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of 3 years after final payment is made under this AGREEMENT. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
- 11.4 **Cumulative Rights; Non-Waiver.** Duties and obligations imposed by this AGREEMENT and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or CONSULTANT 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.

11.5 **Definitions**

- a. **Contract.** A Contract for Construction awarded by the DISTRICT to a Contractor for the construction of a portion of the PROJECT.
 - b. **Contractor.** A Contractor to the DISTRICT under a Contract awarded by the DISTRICT for construction of the PROJECT.
 - c. **Design Documents.** The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the Architect for the PROJECT. Design Documents include surveys, soil reports and other documents prepared for the PROJECT by a licensed Architect or registered Engineer, whether under contract to the Architect or DISTRICT.
 - d. **Architect.** The Architect is (DLR Group). References to the Architect include (Swinerton Builders and DLR Group) and its consultants retained to prepare or provide any portion of the Design Documents.
 - e. **Submittals.** Shop Drawings, Product Data or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the PROJECT.
 - f. **Site.** The physical area for construction and activities relating to construction of the PROJECT.
 - g. **Construction Contract Documents.** The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECT. Construction Contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Construction Contract Documents are referenced to all of the Contract Documents issued for the Contract awarded for PROJECT construction.
 - h. **Substantial Completion.** Substantial Completion is when the Work of a Contract has been completed and installed and the Work can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.
 - i. **Final Completion.** Final Completion is when all of the Work of a Contract has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Contractor has completed all other obligations to be performed on its part under the Contract.
- 11.6 **Employment with Public Agency.** CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, 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.
- 11.7 **Full Force of Remaining Contract.** 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.
- 11.8 **Governing Law.** 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.
- 11.9 **Independent Contractor.** CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT 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. CONSULTANT 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. CONSULTANT 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 CONSULTANT's employees.

11.10 **Marginal Headings; Captions.** The titles of the various Paragraphs of the AGREEMENT and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CONSULTANT and DISTRICT hereunder.

11.11 **Non-Assignment.** The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. 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 CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and/or control of CONSULTANT firm shall be deemed and assignment for purposes of this AGREEMENT. Nothing contained in this AGREEMENT is intended to make any person or entity who is not a signatory to the AGREEMENT a third party beneficiary of any right created by the AGREEMENT or by operation of law.

11.12 **Permits/Licenses.** CONSULTANT and all CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

11.13 **Notifications.** 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 requiring signature acknowledging receipt, 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.

11.14 **Communications** between the parties shall be sent to the following addresses:

DISTRICT	CONSULTANT
David Schiermeyer	Tony Binaei
Project Manager	Project Manager
South Orange County	C.E.M. Lab Corp.
Community College District	45 Post
28000 Marguerite Parkway	Irvine, Ca. 92618
Mission Viejo, CA 92692	

11.15 **Entire Agreement/Amendment.** This AGREEMENT and the parameters identified in reference documents listed below hereto represent the entire AGREEMENT between the DISTRICT and CONSULTANT and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.

- a. DSA Form 103 dated 9/15/2013
- b. Project Schedule dated 11/18/2013
- c. Geotechnical Investigation Report dated 11/6/2012

d. C.E.M Lab Corp Professional Fees dated 2/18/2014

11.16 **Binding Agreement.** The DISTRICT and CONSULTANT, 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.

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

DISTRICT

CONSULTANT

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

C.E.M Lab Corp.

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

Teri A. Knoll
V.P., Director of Client Development

(Date)

(Date)

Reference Documents

(Taxpayer number)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - A400 Design-Build Project, DSA Inspection Agreement, TYR, Inc.

ACTION: Approval

BACKGROUND

The Board of Trustees approved funding from basic aid for the SOCCCD A400 Design-Build project at Irvine Valley College for a total project budget of \$13,012,895. On July 22, 2013, the Board of Trustees approved the use of a DSA Inspection Services pool.

There is a need to hire a DSA class 1 inspector for the A400 Design-Build project. A request for proposals was provided to the DSA Inspection Services pool.

STATUS

On February 13, 2014, the District received proposals from six firms submitting candidates for review. The first round of submitted candidates was deemed unacceptable for this specific project and the firms were requested to provide additional candidates for consideration.

On February 26, 2014, the District received proposals from six firms (EXHIBIT A) submitting alternate candidates for review. The selection committee, consisting of college and district staff determined TYR, Inc. as the best qualified candidate. After selection, TYR, Inc. pricing was reviewed and deemed acceptable at \$183,000 and staff negotiated the recommended Agreement (EXHIBIT B).

Funds for these services are available in the project budget of \$13,012,895.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the DSA Class 1 Inspection Agreement (EXHIBIT B) with TYR, Inc. for the A400 Design-Build project at Irvine Valley College equal to \$183,000.

**Proposals submitted for
Irvine Valley College A400 Building Design-Build Project
DSA Class 1 Inspection Services
February 26, 2014**

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTOR'S NAME</u>
Blue Coast Consulting, Inc.	Del Mar, Ca.	Jason C. Maletic
BPI Inspection Service	Los Angeles, Ca.	Bob Payinda
Consulting & Inspection Services, LLC	San Marcos, Ca.	Kent Schafer
Knowland Construction Services, Inc.	Rancho Palos Verdes, Ca.	Chris Knowland
The Vinewood Company, LLC	La Verne, Ca.	Howard E. Mason
*TYR, Inc.	Long Beach, Ca.	Youssef Sobhi

*Firm recommended for the A400 Project

AGREEMENT: A400 DESIGN-BUILD PROJECT, DSA CLASS 1 INSPECTION SERVICES, IRVINE VALLEY COLLEGE

This AGREEMENT is hereby entered into this 31st day of March in the year 2014 between **South Orange** between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and TYR, Inc., 2760 E. Spring Street, Long Beach, California 90806, Suite 180, (562) 426-1965, hereinafter referred to as "CONSULTANT."

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

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 CONSULTANT'S SERVICES AND RESPONSIBILITIES

- 1.1. **Basic Services**. The CONSULTANT's services shall consist of those services performed by the CONSULTANT and CONSULTANT's employees as enumerated in this AGREEMENT.
- 1.2. **Standard of Care**. The CONSULTANT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The CONSULTANT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT the terms hereof and applicable law, code, rule or regulations. CONSULTANT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment**. The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. CONSULTANT assignment for this PROJECT is for one DSA Class One Inspector of Record. The CONSULTANT shall designate Rob Campbell as DSA Class One Inspector of Record. So long as performance continues to be acceptable to the DISTRICT, this named individuals shall remain in charge of the PROJECT.
- 1.4. **Replacement of Key Individual**. If the designated person fails to perform to the satisfaction of the DISTRICT, then upon written notice the CONSULTANT will have 10 working days to remove that person from the PROJECT and replace that person with one acceptable to the DISTRICT after review of resume' and/or interview.
- 1.5. **Relationship of CONSULTANT to Other Project Participants**. CONSULTANT's services hereunder shall be provided in conjunction with agreements between the DISTRICT and others providing services in connection with the PROJECT. CONSULTANT shall coordinate all work with DISTRICT CONSULTANTS as necessary to complete contract requirements

- 1.6. **Acceptance of Project Schedule.** The CONSULTANT shall accept the DISTRICT's project schedule for the performance of the CONSULTANT'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 CONSULTANT.

ARTICLE 2 SCOPE OF CONSULTANT'S SERVICES

- 2.1. **Code Requirements.** Services to be provided by CONSULTANT: Inspector of Record services as required by Section 34 of the California Administrative Code, Title 21, Public Works, for the construction of the A400 Design Build project at Irvine Valley College.
- 2.2. **Services.** The Inspector's services shall include but not be limited to the following tasks:
- a. Provide inspection services to insure compliance with code, plans, specifications and quality control required of an educational facility. Issue correction and stop work notices and notify the District and Construction Manager in writing if work does not conform to contract document.
 - b. Prior to commencement of work, Inspector will cooperate with the District and Construction Manager to develop an inspection plan for the construction of the PROJECT.
 - c. Participate in the constructability review of project documents with contracting firm, District, and College representatives.
 - d. Maintain liaison with the A/E, Construction Manager, Testing Lab, District and other regulatory agencies and governing bodies as necessary to maintain project continuity.
 - e. Submit, on a daily basis, an activity report to the Construction Manager, including the following information:
 1. Activities performed by the Contractors, and areas where work is performed.
 2. Manpower assigned to each Contractor and Subcontractor.
 3. Weather conditions.
 4. Equipment and materials delivered to the site.
 5. Construction equipment and vehicles utilized.
 6. Nature and location of the work being performed (starting and completion dates for various portions of the work).
 7. Verbal instruction and clarifications of the work given to the Contractor.
 8. Inspection by representatives of regulatory agencies.
 9. Note occurrences or conditions that might affect Contract Sum or Contract Time.

10. List visitors to the site, titles, and reasons for visit.
 11. List telephone calls made or received, and a substantial outline of the nature of such calls, including statements or commitments made during the call. Identify the parties calling.
 12. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
- f. Inspector shall comply with all federal, state, county and local governmental requirements.
 - g. Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc.
 - h. Attend all meetings as required in contract documents and requested by District, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.
 - i. Assist the Construction Manager and District in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.
 - j. Inspect, verify, and document Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection must occur within 48 hours of Contractor's delivery of equipment to the job site.
 - k. Submit to the Construction/Project Manager, in a timely manner, a detailed report or request for a clarification whenever any corrective change is necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
 - l. Review the Contractor's Payment Requests at billing meetings.
 - m. Inspect and verify that Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.
 - n. Adhere to all reporting requirements as established by the Division of the State Architect.
- 2.3. **Materials.** CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT.
- 2.4. **Standard of Care.** CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

- 2.5. **Punch List.** When the Contractor's work or a designated portion thereof is substantially complete, prepare for the District a list of incomplete or unsatisfactory items via a "punch list" and submit to the Construction Manager.
- 2.6. **Submittal Reviews.** Assist the District in the review of Contractor's Submittals.
- 2.7. **Records.** At completion of PROJECT, deliver all inspection records and project correspondence to the District.

ARTICLE 3 ADDITIONAL CONSULTANT SERVICES

- 3.1. The CONSULTANT shall be given additional compensation for the services described in Article 3.
- 3.2. CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT's control. CONSULTANT 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. **Material PROJECT Scope Changes.** Services required or necessary as a result of significant changes in the PROJECT scope or other requirements of the PROJECT, including PROJECT size, quality, or complexity or material changes to the schedule.
 - b. **Damage or Destruction to PROJECT.** Except to the extent caused by the CONSULTANT, services and consultation associated or necessitated by damage or destruction to the PROJECT prior to completion by an act of God, fire or other casualty
- 3.3. Compensation for Additional Services. If the duration of CONSULTANT services is extended, due to the DISTRICT's need for Additional Services, the CONSULTANT shall be entitled to additional compensation.

ARTICLE 4 TERM OF SERVICES

- 4.1. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this AGREEMENT, including without limitation CONSULTANT's performance of the service required hereunder and DISTRICT's payment of all sums due to CONSULTANT.
- 4.2. **Term.** CONSULTANT shall commence providing services under this AGREEMENT on or about May 01, 2014, and will diligently perform as required until completion of the PROJECT which is anticipated to be finished by July 31, 2015.
- 4.3. **Billing Rate.** Should services be necessary after the expiration of contract duration, they can be provided as Additional Services in accordance with the Billing Rates as provided in Exhibit "A".
- 4.4. **Suspension Notice.** DISTRICT may suspend this AGREEMENT at any time, without penalty, by written notice to CONSULTANT of such suspension (refer to Article 7).

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. **CONSULTANT Indemnity of District.** CONSULTANT shall indemnify, defend and hold harmless the Indemnified Parties from all claims, demands, liabilities, actions and causes of action arising out of this AGREEMENT, including without limitation, claims for bodily injury, death, physical property damage (other than to the work of the PROJECT itself and property damage covered by a Builders Risk Insurance obtained by the Contractor) and demands, losses, liabilities or other claims arising out of CONSULTANT's services hereunder or the negligent, willful acts omissions. The Indemnified Parties are: the DISTRICT, the DISTRICT's Board of Trustees and each individual member thereof and the employees, officers, agents and representatives of the DISTRICT. The CONSULTANT's obligations hereunder shall survive termination of this AGREEMENT and the completion of obligations hereunder, until barred by the applicable statute of limitations.
- 5.2. **Hold Harmless.** To the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold DISTRICT, and its board of Trustees, officers, employees and agents, entirely harmless from all liability arising out of:
- a. **Workers Comp Claims.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT's employees or his/her subcontractor's employees arising out of CONSULTANT's work under this AGREEMENT including a waiver of subrogation; and
 - b. **CONSULTANT Negligence.** Any and all claims for damages costs and/or charges caused by CONSULTANT'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 CONSULTANT's CONSULTANTS, employees or agents in the performance of their obligations under this AGREEMENT. The coverage 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 CONSULTANT'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.
 - c. **Reimbursement for Defense.** Regarding the defense of any claim embraced by CONSULTANT's indemnity, each indemnitee shall control its own defense and at the time of claim resolution CONSULTANT will reimburse the indemnities for all costs reasonable and appropriately incurred in this regard to the extent of any fault by or attributable to CONSULTANT's negligence and to the extent covered by CONSULTANT's liability insurance.
- 5.3. **CONSULTANT 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 CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'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. **Workers' Compensation and Employers Liability Insurance.** CONSULTANT shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts under which CONSULTANT may be liable. CONSULTANT shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by CONSULTANT. The Employer's Liability Insurance required of CONSULTANT hereunder may be obtained by CONSULTANT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by CONSULTANT hereunder.
- b. **Comprehensive general and auto liability.** CONSULTANT shall purchase and maintain Commercial General Liability and Property Insurance as will protect CONSULTANT from the types of claims set forth below which may arise out of or result from CONSULTANT's services under this AGREEMENT and for which CONSULTANT may be legally responsible:
 - (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CONSULTANT's employees;
 - (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by CONSULTANT, or (b) by another person;
 - (iii) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - (iv) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle;
 - (v) contractual liability insurance applicable to CONSULTANT's obligations under this AGREEMENT; and
 - (vi) for completed operations.

CONSULTANT shall purchase and maintain 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. **Additional Insured.** Each policy of insurance required in (b) above shall name DISTRICT, District Board of Trustees, District officers, District agents, District employees, and

District Contractors as additional insureds and shall state that, with respect to the operations of CONSULTANT 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. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy.

- d. **Provide Certificates.** No later than **4/15/2014**, CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage.
- 5.4. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the DISTRICT. Coverages under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.
- 5.5. **Prior to commencing work.** CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT 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 CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.
- 5.6. **DISTRICT Indemnity of CONSULTANT.** The DISTRICT shall indemnify, defend and hold harmless CONSULTANT from all claims arising out of this AGREEMENT, including without limitation, claims for bodily injury (including death) and physical property damage (other than to the work of the PROJECT itself and property damage covered by a Builders Risk Insurance) which arise out of the negligent or willful acts, work of the omissions. The DISTRICT shall cause the Contractor to indemnify CONSULTANT to the same extent as the DISTRICT is indemnified and to have the CONSULTANT named as an additional insured on all policies associated with the PROJECT.
- 5.7. **Coverage Amounts**

Insurance Policy	Minimum coverage Amount
Workers Compensation	In accordance with applicable law
Employers Liability	One Million dollars (\$1,000,000)
Comprehensive General and Auto Liability	One Million dollars (\$1,000,000)

- 6.1. **Contract Price for Basic Services.** DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT upon satisfactory completion of the services. CONSULTANT will perform the services on a monthly basis at \$75.00/hour with an average monthly cost of \$12,138.00 for a total NOT TO EXCEED contract amount of One Hundred Eighty Three Thousand and 00/100 (\$183,000.00)
- 6.2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the CONSULTANT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all other overhead/administrative expenses or costs associated with performance of the Basic Services, except for Allowable Reimbursable Expenses described in this AGREEMENT. At no time shall meals be considered a reimbursable expense.
- 6.3. **CONSULTANT Monthly Billing Statements.** CONSULTANT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Basic Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CONSULTANT.
- 6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the District's receipt of CONSULTANT's billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Basic Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CONSULTANT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Contractor.
- 6.5. **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this AGREEMENT, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for CONSULTANT services shall be made monthly on the basis set forth in paragraph 1.

- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT'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.
- 6.9. **Schedule Delay.** To the extent that the time initially established for the completion of CONSULTANT's services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates. See hourly rate listed previously.
- 6.10. **Reimbursable Expenses** incurred by the CONSULTANT and CONSULTANT'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. The District shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing. Expenses may be invoiced during the monthly pay request at cost plus 10% markup.
- a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT's employees and CONSULTANTS in the interest of the PROJECT.
 - b. Reimbursable expenses shall be expenses in connection with authorized out-of-town travel. CONSULTANT's normal travel expense (including to and from the PROJECT) and meals are excluded.

ARTICLE 7 CONSULTANT'S WORK PRODUCT

- 7.1. **District Ownership of Work.** The work prepared by the CONSULTANT for this PROJECT shall be and remain the property of the DISTRICT. Such work supplied as herein required shall be the property of the DISTRICT whether or not the services for which work was made is executed. CONSULTANT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the work product prepared or caused to be prepared by the CONSULTANT pursuant to this AGREEMENT.
- 7.2. **Documentation.** The CONSULTANT shall make a daily written report during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CONSULTANT shall provide a final copy to the DISTRICT upon request.
- 7.3. **Electronic Copy of Documents.** The CONSULTANT shall perform the work under this AGREEMENT and shall deliver electronic copy of all reports and documentation via CD or DVD in PDF format upon completion of the work. If work is terminated prior to completion, a copy of the reports completed to date shall be provided to the DISTRICT.

- 7.4. **Copyright/Trademark/Patent.** CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission, except CONSULTANT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE 8 TERMINATION

- 8.1. **Termination for Convenience.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Thirty (30) day written notice by DISTRICT shall be sufficient to stop performance of services by CONSULTANT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.
- 8.2. **Termination for Cause.** DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged a bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT's insolvency. Written notice by 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 be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. 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 other party or no later than three days after the day of mailing, whichever is sooner.
- 8.3. **Termination by Either Party.** This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the CONSULTANT. 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.
- 8.4. **Suspension of PROJECT.** The District may suspend this AGREEMENT at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CONSULTANT not less than fifteen days prior to the suspension date. If the PROJECT is

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

- 8.5. **Abandonment of PROJECT.** If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to the abandonment and CONSULTANT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
- 8.6. **Non Payment.** The DISTRICT's failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.
- a. In the event the DISTRICT fails to make timely payment, the CONSULTANT may, upon seven days written notice to the DISTRICT, suspend performance of services under this AGREEMENT.
 - b. Unless payment in full is received by the CONSULTANT within seven days of the date of the notice, the suspension shall take effect without further notice.
 - c. In the event of a suspension of services, the CONSULTANT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.7. **CONSULTANT Compensation.** The CONSULTANT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CONSULTANT. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided, since the last billing and up to notice of termination.
- 8.8. **Liability for District Damages.** In the event of termination due to the fault of CONSULTANT, CONSULTANT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CONSULTANT is liable for all damages suffered by the DISTRICT due to CONSULTANT's failure to perform as provided in the AGREEMENT.

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1 **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this AGREEMENT nor stop the progress of the work. The DISTRICT and CONSULTANT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.

- 9.2 **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the PROJECT or to this AGREEMENT or the breach thereof shall be first attempted to be resolved through mediation.
- 9.3 **Agreement Governance.** Unless otherwise provided, this AGREEMENT shall be governed by the law of the state and county where the PROJECT is located.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. **District Provided Information.** The DISTRICT shall provide to the CONSULTANT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
- 10.2. **District Representative.** 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 CONSULTANT.
- 10.3. **District Notification.** The DISTRICT shall give prompt written notice to the CONSULTANT 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 CONSULTANT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** CONSULTANT agrees that CONSULTANT 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.
- 11.2. **Compliance with Applicable Laws.** 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. CONSULTANT 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 CONSULTANT, CONSULTANT's business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **CONSULTANT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this AGREEMENT, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this AGREEMENT. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.

- 11.4. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this AGREEMENT and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or CONSULTANT 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.
- 11.5. **Definitions:**
- a. **Agreement.** A contract for services awarded by the DISTRICT to the CONSULTANT for all or a portion of the PROJECT.
 - b. **Submittals.** Electronic files, Product Data or Samples prepared or provided by a CONSULTANT illustrating some portion of work of the PROJECT.
 - c. **Substantial Completion.** Substantial Completion is when the Work of a Contract has been completed and becomes operational including completion of any necessary testing confirming the Work and can be used for its intended purposes, subject only to minor corrections, repairs or modifications.
 - d. **Final Completion.** Final Completion is when all of the Work of a Contract has been completed (including items noted for correction, repair or modification upon Substantial Completion) and the c has completed all other obligations to be performed on its part under the AGREEMENT.
- 11.6. **Employment with Public Agency.** CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, 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.
- 11.7. **Full Force of Remaining Contract.** 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.
- 11.8. **Governing Law.** 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.
- 11.9. **Independent Contractor.** CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT 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. CONSULTANT 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. CONSULTANT 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 CONSULTANT's employees.

- 11.10. **Marginal Headings; Captions.** The titles of the various Paragraphs of the AGREEMENT and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CONSULTANT and DISTRICT hereunder.
- 11.11. **Non-Assignment.** The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. 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 CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and/or control of CONSULTANT firm shall be deemed an assignment for purposes of this AGREEMENT. Nothing contained in this AGREEMENT is intended to make any person or entity who is not a signatory to the AGREEMENT a third party beneficiary of any right created by the AGREEMENT or by operation of law.
- 11.12. **Permits/Licenses.** CONSULTANT and all CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.13. **Notifications.** 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 requiring signature acknowledging receipt, 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.
- 11.14. **Communications** between the parties shall be sent to the following addresses:

DISTRICT:
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: David Schiermeyer

CONSULTANT:
TYR, Inc
2760 E. Spring Street
Suite 180
Long Beach, CA 90806
Attn: Youssef Sobhi

- 11.15. **Entire Agreement/Amendment.** This AGREEMENT and any exhibits attached hereto represent the entire AGREEMENT between the DISTRICT and CONSULTANT and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.
- 11.16. **Binding Agreement.** The DISTRICT and CONSULTANT, 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.

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

DISTRICT
South Orange County Community College District

CONSULTANT
TYR, Inc

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

(Signature) _____
Youssef Sobhi
President

(Date)

(Date)

(Taxpayer number)

Exhibit A

FEES - Hourly Rates

DSA Class 1 Inspector

\$75.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback and Irvine Valley College - Bid 297D Removal of Hazardous Waste Amendment No. 2, North State Environmental

ACTION: Approval

BACKGROUND

On June 25, 2012, the Board of Trustees approved an agreement for the removal of hazardous waste for Saddleback College and Irvine Valley College with North State Environmental. On January 22, 2013, the Board of Trustees approved annual amounts based on estimates from previous years. Saddleback College was approved for an annual contract amount of \$53,456 and Irvine Valley College was approved for an annual contract amount of \$22,628.

STATUS

Based on volume, both colleges are estimating costs higher than previous years and amounts are expected to reach approximately \$90,000 for Saddleback College and \$36,000 for Irvine Valley College. Staff recommends an increase to the annual allowable expenditure for this time and materials contract with North State Environmental to address these anticipated amounts with all terms and conditions remaining the same. The Board approved Agreement is available for review in the Facilities, Planning, and Purchasing Department.

Funds for this service are budgeted in the colleges' operating budgets

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approved an increase to the annual allowable expenditures for the five year agreement between South Orange County Community College District and North State Environmental for Removal of Hazardous Waste; Saddleback College with an annual contract amount not to exceed \$90,000 and Irvine Valley College with an annual contract amount not to exceed \$36,000.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Membership Composition of District Resources
Allocation Council

ACTION: Approval

BACKGROUND

In March 25, 1996, the board of trustees approved the new District Resource Allocation process and the formation of District Resource Allocation Council (DRAC) which included the committee member composition.

Since that time, the district has evolved into a large, complex multi-college district. Accreditation standards have changed over time. The two colleges were placed on accreditation warning in 2011, and the Accrediting Commission for California Community and Junior Colleges (ACCJC) had six district recommendations including some recommendations on planning and the need for a formal planning structure, having a resource allocation model that is open and transparent, driven by planning, along with development of a communication process for areas of district-wide concern. It also recommended that the district develop a clear delineation of functional responsibilities; have a district level process for decision making and the role of the district services in college planning and decision making, perform a regular review of district-wide committees, conduct an assessment of the overall effectiveness of services to the colleges and communicate the results of those reviews. As part of the response to the accreditation report, a District-Wide Planning and Decision Making Manual was approved and a planning council formed to oversee district-wide strategic planning, District-Wide Planning Council (DWPC).

STATUS

On December 13, 2013, during its annual required self-evaluation, DRAC evaluated its membership composition and recommended changes to the membership to include the addition of one faculty association representative, one CSEA representative, and the Classified Senate president or designee from each college.

The recommendation was being made so DRAC could be more inclusive, participatory, and communicative as a key district-wide participatory governance resource allocation council. The DRAC recommendation was forwarded to and approved by the DWPC on February 21, 2014, which is normally one of the last steps in the process for making changes to district-wide councils and

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

committees. The final step is for the DWPC to recommend to the chancellor and the chancellor makes the final determination.

The chancellor supports this recommendation; however, DRAC is unique as its original formation was approved by the Board of Trustees and is currently an exception to the District-Wide Planning and Decision Making Manual. It is not clear whether the Board of Trustees needs to approve any changes made to the DRAC committee composition.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve additions to the committee membership composition of DRAC in EXHIBIT A. In addition, to ensure that DRAC operates like all other district-wide councils and committees, the Chancellor recommends that the Board of Trustees approve DRAC to be folded into the normal process for district-wide councils and committees and any future changes to DRAC follow that process.



DISTRICT RESOURCES ALLOCATION COUNCIL (DRAC)

Purpose of the Committee:

DRAC is the SOCCCD's District Resource Allocation Council, which is a district-wide participatory governance council, charged with recommendations for the income allocation model on which the budget is based. It is charged with development and oversight of the allocation process for Unrestricted General Funds and it makes recommendations to the chancellor. The DRAC Model is an allocation model for the district. It distributes available general fund unrestricted resources (according to the state funding formula) and other funding such as enrollment fees, non-resident fees, local income, miscellaneous income, and ending balances. It is distributed to five areas: 1) Saddleback College, 2) Irvine Valley College, 3) Contingency Reserve, 4) General Expenditures, and 5) District Services. The intention of the model is to guarantee the colleges a predictable, fair, and equitable distribution of revenues.

Meets:

The council typically meets once a month on Fridays, rotating between the two colleges

Chair: Vice Chancellor, Business Services (non-voting member, if voting is necessary)*

Members:

District Services representative (appointed by the chancellor)
 Vice President for Instruction (or designee) – one from each college
 Academic Senate Presidents (or designee) – one from each college
 Academic Senate representative – one from each college
 College Fiscal Office representative – one from each college
 Classified Senate President (or designee) – one from each college
 CSEA – one district-wide representative
 Faculty Association – one district-wide representative

Resources:

Executive Director of Fiscal Services/Comptroller
 Financial Analyst/Audit Supervisor
 District Director Research, Planning and Data Management

Reporting/Recommending Responsibilities:

Recommends to the Chancellor

SharePoint Site:

<http://sharepoint.socccd.edu/sites/dwc/drac>

Decision-Making Process:

*Consensus

Communication Process:

SharePoint site for DRAC is used for all agendas, minutes, and handouts.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Retiree OPEB Trust Funding
ACTION: Approval

BACKGROUND

In February, 2013, the District consultant, Nyhart Epler, completed the 2013 actuarial study for retiree benefits. The Actuarial Accrued Liability (AAL) was \$89.5 million and the plan assets were valued at \$73.6 million. This resulted in an Unfunded Actuarial Accrued Liability (UAAL) of \$15,889,745, which was predominantly due to changes in retirement and mortality rate tables and higher medical trend costs. At the May 20, 2013 Board meeting, the Board of Trustees approved the funding of the liability From Basic Aid funds set aside for this purpose. The funds were transferred into the trust as of August 20, 2013.

STATUS

In January, 2014, Nyhart Epler completed the 2014 actuarial study for retiree benefits. The AAL is \$80.4 million and the value of the plan assets is \$90.7 million resulting in a net actuarial accrued asset of \$10.3 million. The primary reason for the reduced AAL is the reduction of the medical premium rate for retirees over age 65 of 15% in contrary to the anticipated rate increase of 7%. An executive summary and full report are provided in EXHIBIT A.

Since the trust is adequately funded to meet the AAL, it is not necessary to place additional funds into the trust for FY 2014-2015. The next annual actuarial study will be prepared as of January 1, 2015 as per the Board direction in which figures will be updated.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept Nyhart Epler's updated actuarial report.

nyhart

EPLER

MEMO

To: South Orange County Community College District

From: Marilyn Jones, Consulting Actuary

Date: March 3, 2014

Re: January 1, 2014 Retiree Health Actuarial Valuation Results

At the District's request, I have conducted an updated actuarial valuation of the District's retiree health program as of January 1, 2014. Below is a summary of the results and a comparison to the prior year valuation.

The results of the updated valuation of the District's retiree health program show that the District's unfunded accrued liability went from an unfunded amount of approximately \$16M at February 1, 2013 to a surplus of approximately (\$10M) at January 1, 2014. The District fully funded the prior year unfunded amount in FY 2012-2013. The primary reason for the current year surplus is a decrease in the accrued liability which resulted from Medicare (post-65) healthcare premiums decreasing approximately 15% instead of increasing 7.5% as assumed.

The District's current funded status on an accrued basis is 113%. A reasonable target for the funded status for an ongoing plan is 100% on an accrued basis. When the funded status is more or less than targeted by the District, the District can impact the funded status by adjusting the contributions and disbursements it makes in subsequent years.

While actuarial gains and losses will cause fluctuations in the funded status from year to year, over time these tend to be offsetting. If not offsetting, this typically signals a need to reevaluate one or more assumptions. The assumptions used in the actuarial valuation represent our best estimate of anticipated District experience and are in line with assumptions used by other employers with similar demographics and benefit structures.

We are available to address any questions on the valuation results.



**South Orange County
Community College District
GASB Actuarial Valuation
Retiree Health Program
As of January 1, 2014**

January, 2014

Prepared By:
Nyhart Epler
450 B Street, Suite 750
San Diego, CA 92101-8002
(619) 239-0831
www.nyhart.com

· Indianapolis · Chicago · Kansas City ·
· Atlanta · St. Louis · San Diego · Houston ·

An Alliance Benefit Group Licensee

nyhart

EPLER

450 B Street, Suite 750
San Diego, CA 92101-8002
(p) 619-239-0831
(f) 619-239-0807
www.nyhart.com

March 5, 2014

PRIVATE

Ms. Kim McCord
Executive Director, Fiscal Services
South Orange County CCD
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree Health Actuarial Valuation

Dear Ms. McCord:

We are presenting our report of the January 1, 2014 actuarial valuation conducted on behalf of the South Orange County Community College District (SOCCCD) for its retiree health program.

The purpose of the report is to measure the District's liability for retiree health benefits and to determine the District's accounting requirements under the Government Accounting Standard Board Statements No. 43 & 45 (GASB 43 & 45) in regard to unfunded liabilities for retiree health benefits.

Nyhart Epler is the San Diego office of the Nyhart Company, an employee owned actuarial, benefits and compensation consulting firm specializing in group health and retiree health and qualified pension plan valuations. We have set forth the results of our valuation in this report.

We have enjoyed working on this assignment and are available to answer any questions.

Sincerely,
NYHART EPLER



Marilyn K. Jones, ASA, MAAA, EA, FCA
Consulting Actuary

MKJ:rl

Enclosure

As required by U.S. Treasury Regulations governing tax practice, IRS Circular 230 Tax Advice Disclaimer, you are hereby advised that any written tax advice contained herein was not written or intended to be used (and cannot be used) by any taxpayer for the purpose of avoiding penalties that may be imposed under the U.S. Internal Revenue Code.

**South Orange County Community College District
GASB Actuarial Valuation
Retiree Health Program
As of January 1, 2014**

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SECTION I. EXECUTIVE SUMMARY

Background

The South Orange County Community College District (SOCCCD) selected Nyhart Epler to perform an actuarial valuation of its retiree health program. The purpose of the actuarial valuation is to measure SOCCCD's liability for retiree health benefits and to determine SOCCCD's accounting requirements for other post-employment benefits (OPEB) under the recently issued Governmental Accounting Standards Board Statements No. 43 & 45 (GASB 43 & GASB 45). GASB 45 requires accrual accounting for the expensing of OPEB. GASB 43 requires additional financial disclosure for funded OPEB Plans.

SOCCCD currently provides a contribution towards health benefits to approximately 305 retirees. In addition, there are approximately 825 active employees earning service credit for eligibility for future retiree health benefits. Eligibility for a contribution towards retiree health benefits and duration of coverage (to age 65 or lifetime) varies by employee group. In general, SOCCCD provides a contribution for 100% of the cost of health coverage to eligible retirees. Section IV of the report details the plan provisions that were included in the valuation and the current premium costs for coverage.

Results of the Retiree Health Valuation

We have determined that the amount of the actuarial liability for SOCCCD's retiree health plan, as of January 1, 2014, is \$103,189,774. This represents the present value of all contributions or benefits projected to be paid by SOCCCD for current and future retirees. If SOCCCD were to place this amount in a fund earning interest at the rate of 7% per year, and all other actuarial assumptions were met, the fund would have enough to pay all expected benefits. This includes benefits for the current retirees as well as the current active employees expected to retire in the future. The valuation does not consider employees not yet hired as of the valuation date.

If the amount of the actuarial liability is apportioned into past service, current service and future service components; the past service component (actuarial accrued liability) is \$80,371,743, the current service component (normal cost or current year accrual) is \$3,255,343 and the future service component (not yet accrued liability) is \$19,562,688.

Annual Required Contribution (ARC)

Under GASB 45, SOCCCD is required to expense for its retiree benefits using accrual accounting. The accrual expense or annual required contribution under GASB terminology is generally accrued over the working career of employees. The annual required contribution for SOCCCD's current fiscal year is \$2,876,821 or 4.0% of pay. This amount is comprised of the present value of benefits accruing in the fiscal year (normal cost) plus a 30-year amortization (on a level-percentage of pay basis) of the unfunded actuarial accrued liability (surplus) at January 1, 2014. Thus, it represents a means to expense the plan's liabilities in an orderly manner. The additional net OPEB obligation/(asset) at the end of the fiscal year will reflect any actual retiree health contributions or premiums and any GASB eligible pre-funding amounts made by SOCCCD during the period. The estimated retiree contributions for the current fiscal year are \$3,828,735.

Changes from Prior Valuation

The valuation reflects updated premium, plan and census information as well as an update to the STRS mortality table. A reconciliation of the change in the actuarial liability (AL) from the prior valuation is provided in the following table:

February 1, 2013 Valuation @7%	\$108.3 Million
Increase due to passage of time (interest on the 2/1/2013 AL less estimated benefit payments paid from 2/1/2013 to 12/31/2013)	2.9 Million
Decrease due to healthcare cost less than assumed (primarily due to Medicare PPO premium coming in approximately 15% less than expected; approximately 80% of the liabilities are due to post-65 costs)	(13.2 Million)
Increase due to update to the STRS mortality table	2.7 Million
Increase due to net demographic experience loss (primarily due to delayed retirements offset by gains from more terminations than expected)	0.3 Million
Increase due to new entrants (not included in prior valuation)	<u>2.2 Million</u>
January 1, 2014 Valuation @7%	\$103.2 Million

A reconciliation of the change in the actuarial accrued liability (AAL) from the prior valuation is provided in the following table:

February 1, 2013 Valuation @7%	\$85.8 Million
Increase due to passage of time (interest on the 2/1/2013 AAL less estimated benefit payments paid from 2/1/2013 to 12/31/2013 plus normal cost accrual for 2/1/2013 to 12/31/2013)	4.3 Million
Decrease due to healthcare cost less than assumed (primarily due to Medicare PPO premium coming in approximately 15% less than expected; approximately 80% of the liabilities are due to post-65 costs)	(10.2 Million)
Increase due to update to the STRS mortality table	2.0 Million
Decrease due to net demographic experience gain (primarily due to delayed retirements and gains from more terminations than expected; for some participants delayed retirements result in more accruals spread into future years thus decreasing the AAL)	(1.6 Million)
Increase due to new entrants (not included in prior valuation)	<u>0.1 Million</u>
January 1, 2014 Valuation @7%	\$80.4 Million

Funding

SOCCCD has established a GASB eligible trust to pre-fund for its retiree health benefits. Based on the December asset statement provided by the District, the market value of assets in the trust as of December 31, 2013 was \$90,697,726. The actuarial value of assets is based on the market value of assets at December 31, 2013. The unfunded actuarial accrued liability/(surplus) at December 31, 2013 is (\$10,325,983). The funded ratio of the plan is 113%.

SOCCCD communicated that investment policy was established to achieve a 7% rate of return on plan assets after expenses so the results of the valuation were based on a 7% discount rate. The assets at December 31, 2013 were reported to be 50% invested in fixed incomes and 50% in equities. The impact of using a 1% lower discount is provided in Section II-G of the report.

Actuarial Basis

The actuarial valuation is based on the assumptions and methods outlined in Section VI of the report. To the extent that a single or a combination of assumptions is not met, the future liability may fluctuate significantly from its current measurement. As an example, the healthcare cost increase anticipates that the rate of increase in medical cost will be at moderate levels and decline over several years. Increases higher than assumed would bring larger liabilities and expensing requirements. A 1% increase in the

healthcare trend rate for each future year would result in an increase of 48% in the annual required contribution.

Another key assumption used in the valuation is the discount (interest) rate which is based on the expected rate of return of plan assets. The valuation is based on a discount rate of 7%. A 1% decrease in the discount rate would increase the annual required contribution by 45%. A 1% increase in the discount rate would decrease the annual required contribution by 41%.

GASB 45 requires that implicit rate subsidies be considered in the valuation of medical costs. An implicit rate subsidy occurs when the rates for retirees are the same as for active employees. Since pre-Medicare retirees are typically much older than active employees, their actual medical costs are almost always higher than for active employees. The valuation does not include any additional implicit rate subsidy that SOCCCD may be providing to retirees through the current composite premiums. Typically, inclusion of the rate subsidy will result in significantly larger liabilities and expensing requirements.

To date SOCCCD specific experience data in aggregate or split by actives and retirees is not available from the SISC, the District's health plan provider. An illustration of how the inclusion of the implied rate subsidy could impact SOCCCD's liability and annual required contribution estimating the subsidy using health cost factors based on age is shown below:

	Increase Due to Estimated <u>Implied Rate Subsidy</u>
Actuarial Liability:	\$6,199,582
Actuarial Accrued Liability (AAL):	\$4,078,055
Unfunded Actuarial Accrued Liability (UAAL):	\$4,078,055
Annual Required Contribution:	\$ 563,985
Expected SOCCCD Contribution for Subsidy*:	\$ 277,208

*Paid through active premiums

The valuation is based on the census information provided by SOCCCD. To the extent that the data provided lacks clarity in interpretation or is missing relevant information, this can result in liabilities different than those presented in the report. Often missing or unclear information is not identified until future valuations.

SECTION II. FINANCIAL RESULTS

A. Valuation Results as of January 1, 2014

The table below presents the employer liabilities associated with SOCCCD's retiree health benefits determined in accordance with GASB 43 & 45. The actuarial liability is the present value of all benefits projected to be paid under the program. The actuarial accrued liability reflects the amount attributable to the past service of current employees and retirees. The normal cost reflects the accrual attributable for the current period.

	<u>Admin With Board Mbrs</u>	<u>Faculty</u>	<u>Classified</u>	<u>Classified Leadership</u>	<u>POA</u>	<u>Total</u>
1. Actuarial Liability (AL)						
Actives	\$4,397,293	\$42,853,044	\$10,251,089	\$ 7,672,730	\$236,591	\$ 65,410,747
Retirees	<u>2,550,929</u>	<u>28,189,036</u>	<u>719,127</u>	<u>6,319,935</u>	<u>0</u>	<u>37,779,027</u>
Total AL	\$6,948,222	\$71,042,080	\$10,970,216	\$13,992,665	\$236,591	\$103,189,774
<i>Post-65 AL</i>						\$ 79,383,551
2. Actuarial Accrued Liability (AAL)						
Actives	\$2,764,910	\$27,001,147	\$ 6,986,415	\$ 5,690,070	\$150,174	\$42,592,716
Retirees	<u>2,550,929</u>	<u>28,189,036</u>	<u>719,127</u>	<u>6,319,935</u>	<u>0</u>	<u>37,779,027</u>
Total AAL	\$5,315,839	\$55,190,183	\$ 7,705,542	\$12,010,005	\$150,174	\$80,371,743
<i>Post-65 AAL</i>						\$64,610,049
3. Normal Cost	\$ 243,996	\$ 2,167,650	\$ 509,160	\$ 321,398	\$ 13,139	\$ 3,255,343
<i>Post-65 NC</i>						\$ 2,132,687
No. of Actives*	37	352	358	68	10	825
Average Age	55.9	50.9	48.0	54.0	52.0	50.1
Average Service	7.7	11.5	11.1	12.6	7.8	11.2
Est. Payroll	\$6,490,000	\$33,559,000	\$22,478,000	\$7,884,000	\$704,000	\$71,115,000
No. of Retirees	24	212	24	45	0	305
Average Age	75.2	72.6	63.5	71.0	NA	71.8
Average Age @Retirement	62.9	62.8	61.1	59.5	NA	62.2

* Count excludes 7 active Board Members who may continue benefits at retirement.

B. Development of Actuarial Value of Assets

The actuarial value of assets is based on the market value of assets and is equal to \$90,697,726 at December 31, 2013.

C. Development of Unfunded Actuarial Accrued Liability/(Surplus)

The table below presents the development of the unfunded actuarial accrued liability/(surplus). The unfunded actuarial accrued liability/(surplus) is the excess of the actuarial accrued liability (AAL) over the actuarial value of eligible plan assets. Eligible assets under GASB 45 must be segregated and secured for the exclusive purpose of paying for the retiree health benefits.

1. Actuarial Accrued Liability (AAL)	\$80,371,743
2. Actuarial Value of Assets	<u>(90,697,726)</u>
3. Unfunded AAL/(Surplus)	(\$10,325,983)

D. Amortization of Unfunded Actuarial Accrued Liability/(Surplus)

The amortization of the unfunded actuarial accrued liability/(surplus) component of the annual contribution (ARC) is being amortized over a period of 30 years on a level-percentage of pay basis. Under the level-percentage of pay method, the amortization payment is scheduled to increase in future years based on wage inflation.

1. Unfunded AAL/(Surplus)	(\$10,325,983)
2. Amortization Factor	17.02844
3. Amortization of Unfunded AAL/(Surplus)	(\$ 606,396)

E. Annual Required Contribution (ARC)

The table below presents the development of the annual required contribution (ARC) under GASB 45.

1. Normal Cost at End of Fiscal Year	\$ 3,483,217
2. Amortization Component	<u>(606,396)</u>
3. Annual Required Contribution (ARC)	\$ 2,876,821
4. Estimated Payroll	\$71,115,000
5. ARC as Percentage of Payroll	4.0%

F. Required Supplementary Information (Funding Progress @December 31, 2013)

The table below presents a sample disclosure of the funding progress as of December 31, 2013.

1. Actuarial Accrued Liability (AAL)	\$80,371,743
2. Actuarial Valuation of Assets	<u>(90,697,726)</u>
3. Unfunded AAL/(Surplus)	(\$10,325,983)
4. Funded Ratio	113%
5. Current Payroll	\$71,115,000
6. Unfunded AAL/(Surplus) as Percentage of Current Payroll	(15%)

G. Sensitivity Analysis:

1. The impact of a 1% decrease in the discount (interest) rate on SOCCCD's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability/(surplus) and the annual required contribution is provided below:

	Percentage (%) Increase/ <u>(Decrease)</u>	Dollar (\$) Increase/ <u>(Decrease)</u>
- Actuarial Liability	16%	\$16,827,724
- Actuarial Accrued Liability (AAL)	12%	\$ 9,564,471
- Unfunded AAL/(Surplus)	NA	\$ 9,564,471
- Annual Required Contribution	45%	\$ 1,295,508

2. The impact of a 1% increase in the discount (interest) rate on SOCCCD's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability/(surplus) and the annual required contribution is provided below:

- Actuarial Liability	(13%)	(\$13,336,759)
- Actuarial Accrued Liability (AAL)	(10%)	(\$ 8,058,614)
- Unfunded AAL/(Surplus)	NA	(\$ 8,058,614)
- Annual Required Contribution	(41%)	(\$ 1,183,673)

3. The impact of a 1% increase in the healthcare trend rates on SOCCCD's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability/(surplus) and the annual required contribution is provided below:

- Actuarial Liability	16%	\$16,810,388
- Actuarial Accrued Liability (AAL)	14%	\$10,969,245
- Unfunded AAL/(Surplus)	95%	\$10,969,245
- Annual Required Contribution	48%	\$ 1,392,397

SECTION III. PROJECTED CASH FLOWS

The valuation process includes the projection of the expected benefits to be paid under SOCCCD's retiree health benefits program. The expected cash flows takes into account the likelihood of each employee reaching age for eligibility to retire and receive health benefits. The projection is performed by applying the turnover assumption to each active employee for the period between the valuation date and early retirement date. Once the employees reach the earliest retirement date, a certain percent are assumed to enter the retiree group each year. All remaining employees are assumed to have retired by age 65 at the latest. Employees already over age 65 as of the valuation date are assumed to retire immediately. The per capita cost as of the valuation date is projected to increase at the applicable healthcare trend rates both before and after the employee's assumed retirement. The projected per capita costs are multiplied by the number of expected future retirees in a given future year to arrive at the cash flow for that year. Also, a certain number of retirees will leave the group each year due to expected deaths or reaching a limit age and this group will cease to be included in the cash flow from that point forward. Because this is a closed-group valuation, the number of retirees dying each year will eventually exceed the number of new retirees, and the size of the cash flow will begin to decrease and eventually go to zero.

The expected employer cash flows for selected future years are provided in the following table.

Projected Employer Cash Flows – Representative Years

<u>Year Ending</u>	<u>Future Retirees</u>	<u>Retired Employees</u>	<u>District Total</u>
2014	\$ 287,467	\$ 3,541,268	\$ 3,828,735
2015	\$ 846,187	\$ 3,410,838	\$ 4,257,025
2016	\$ 1,374,805	\$ 3,301,814	\$ 4,676,619
2017	\$ 1,824,170	\$ 3,257,685	\$ 5,081,855
2018	\$ 2,308,817	\$ 3,246,900	\$ 5,555,717
2019	\$ 2,806,583	\$ 3,275,931	\$ 6,082,514
2020	\$ 3,184,405	\$ 3,279,808	\$ 6,464,213
2021	\$ 3,596,072	\$ 3,246,377	\$ 6,842,449
2022	\$ 3,884,816	\$ 3,217,397	\$ 7,102,213
2023	\$ 4,417,296	\$ 3,176,317	\$ 7,593,613
2024	\$ 4,749,897	\$ 3,140,962	\$ 7,890,859
2025	\$ 5,017,147	\$ 3,094,089	\$ 8,111,236
2026	\$ 5,287,913	\$ 3,035,123	\$ 8,323,036
2027	\$ 5,802,935	\$ 2,964,211	\$ 8,767,146
2028	\$ 5,863,829	\$ 2,881,774	\$ 8,745,603
2029	\$ 6,081,126	\$ 2,787,531	\$ 8,868,657
2030	\$ 6,426,235	\$ 2,681,319	\$ 9,107,554
2031	\$ 6,694,976	\$ 2,562,811	\$ 9,257,787
2032	\$ 6,965,734	\$ 2,433,077	\$ 9,398,811
2033	\$ 7,333,429	\$ 2,293,253	\$ 9,626,682
2034	\$ 7,514,370	\$ 2,144,993	\$ 9,659,363
2035	\$ 7,803,757	\$ 1,990,147	\$ 9,793,904
2036	\$ 8,020,826	\$ 1,830,042	\$ 9,850,868
2037	\$ 8,386,021	\$ 1,667,342	\$ 10,053,363
2038	\$ 8,639,059	\$ 1,504,444	\$ 10,143,503
2039	\$ 9,013,151	\$ 1,343,741	\$ 10,356,892
2040	\$ 9,100,946	\$ 1,187,708	\$ 10,288,654
2045	\$ 9,016,706	\$ 556,486	\$ 9,573,192
2050	\$ 7,947,600	\$ 219,572	\$ 8,167,172
2055	\$ 6,771,868	\$ 71,208	\$ 6,843,076
2060	\$ 5,351,427	\$ 12,625	\$ 5,364,052
2065	\$ 3,806,022	\$ 1,555	\$ 3,807,577
2070	\$ 2,351,693	\$ 0	\$ 2,351,693
2075	\$ 1,212,227	\$ 0	\$ 1,212,227
2080	\$ 528,606	\$ 0	\$ 528,606
2085	\$ 201,355	\$ 0	\$ 201,355
2090	\$ 63,261	\$ 0	\$ 63,261
2095	\$ 6,317	\$ 0	\$ 6,317
2100	\$ 0	\$ 0	\$ 0
All Years	\$348,537,470	\$78,880,668	\$427,418,138

SECTION IV. BENEFIT PLAN PROVISIONS

This study analyzes the postretirement health benefit plans provided by SOCCCD. Our findings and assumptions are based on the plans in effect as of the Measurement Date. The postretirement health benefits provided to retirees are basically a continuation of the medical, dental and vision plans for active employees.

Administrators

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS (on or after age 55 for STRS and on or after age 50 for PERS) with at least 10 years of service. SOCCCD pays 100% of the cost of coverage to the retiree's attainment of age 65. At age 65, the retiree can continue in a Medicare Supplement Plan for medical coverage only. The District's contribution ends upon the death of the retiree.

Faculty Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS on or after age 55 with at least 10 years of service. SOCCCD pays 100% of the cost of coverage to the retiree's attainment of age 65. The District's contribution ends upon the death of the retiree. At age 65, the retiree can continue in a Medicare Supplement Plan for medical coverage only.

Classified Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS on or after age 60 with at least 10 years of service. SOCCCD pays 100% of the cost of coverage to the retiree's attainment of age 65. The District's contribution ends upon the death of the retiree. Upon the retiree reaching age 65, the coverage and the SOCCCD's contribution ends.

Classified Leadership Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS (on or after age 55 for STRS and on or after age 50 for PERS) with at least 10 years of service. SOCCCD pays 100% of the cost of coverage to the retiree's attainment of age 65. The District's contribution ends upon the death of the retiree. At age 65, the retiree can continue in a Medicare Supplement Plan for medical coverage only.

POA Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under PERS on or after age 60 with at least 10 years of service. SOCCCD pays 100% of the cost of coverage to the retiree's attainment of age 65. The District's contribution ends upon the death of the retiree. Upon the retiree reaching age 65, the coverage and the SOCCCD's contribution ends.

Board Members

Members of the SOCCCD Board of Trustees first elected into office after January 1, 1995 who have served two terms, may continue coverage at retirement on a self-pay basis. Members in office prior to January 1, 1995 who have served twelve years after January 1, 1981 may continue coverage and receive a District contribution for coverage.

Premium Rates

The District participates in the Self-Insured Schools of California (SISC) health program. The tables below summarize the 2013/2014 premiums for the retiree health plans available through SISC. All premiums are monthly and are effective for the period from October 1, 2013 to September 30, 2014.

	Blue Shield HMO	Blue Shield PPO	Blue Shield PPO Medicare	Blue Shield PPO w/o Medicare	Companion Care Plan	BS Medicare Advantage
Retiree Only	\$1,310	\$1,567	\$825	\$1,795	\$320	\$199
Retiree Plus Spouse	\$1,310	\$1,567	\$1,650	\$3,590	NA	\$398
Retiree Plus Family	\$1,310	\$1,567	\$2,063	\$4,003	NA	NA

The District pays for the retiree's non-Medicare (pre-65) coverage on a composite basis and on a tiered basis for Medicare (post-65) coverage. The District's current monthly premiums for the retiree's dental and vision coverage are provided below:

	Delta Dental PPO	VSP Vision
Retiree Only	\$123.67	\$38.24
Retiree Plus Spouse	\$210.23	\$76.53
Retiree Plus Family	\$321.54	\$89.93
Composite	\$158.69	\$48.86

SECTION V. VALUATION DATA

The valuation was based on the census furnished to us by the District. The following tables display the age distribution for retirees and the age/service distribution for active employees as of the Measurement Date.

Age Distribution of Eligible Retired Participants & Beneficiaries

	Admin	Faculty	Classified	Classified Leadership	POA	Board Members	All Retirees
<55	0	0	0	0	0	0	0
55-59	0	2	0	3	0	0	5
60-64	0	25	24	9	0	1	59
65-69	5	61	0	12	0	0	78
70-74	3	53	0	8	0	2	66
75-79	7	35	0	5	0	0	47
80-84	5	26	0	4	0	1	36
85+	<u>0</u>	<u>10</u>	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>14</u>
Total:	20	212	24	45	0	4	305
Average Age:	75.8	72.6	63.5	71.0	NA	71.9	71.8
Average Retirement Age*:	63.9	62.8	61.1	59.5	NA	57.7	62.2

* Based on those with reported retirement dates

Age/Service Distribution of All Active Benefit Eligible Employees*

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	2									2
25-29	12	1								13
30-34	37	23								60
35-39	47	33	14							94
40-44	42	33	14	5	1					95
45-49	40	31	22	11	10	2				116
50-54	36	37	20	18	14	15	4			144
55-59	27	33	26	21	23	14	4	3		151
60-64	9	22	17	14	17	13	8	3	0	103
65-69	0	8	6	5	8	4	3	4	0	38
70+	<u>2</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>	<u>0</u>	<u>9</u>
Total:	254	221	120	74	74	48	22	12	0	825
Average Age:			50.1							
Average Service:			11.2							
Average Hire Age:			38.9							
Annual Payroll:			\$71,115,000							

* Count excludes 7 Board Members included in the valuation who may continue benefits at retirement.

Age/Service Distribution of All Eligible Administration Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	0									0
30-34	0									0
35-39	2									2
40-44	2	1								3
45-49	2	0								2
50-54	2	6	1							9
55-59	4	3	0	0	0					7
60-64	2	2	4	0	1	1	1			10
65-69	0	0	1	0	1	0	0	0		2
70+	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
Total:	15	12	7	0	2	1	1	0	0	37
Average Age:		55.9								
Average Service:		7.7								
Average Hire Age:		48.2								
Annual Payroll:		\$6,490,000								

Age/Service Distribution of Eligible Faculty Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	2									2
30-34	15	5								20
35-39	33	10	4							47
40-44	20	16	7	1						44
45-49	21	12	14	4	2					53
50-54	10	15	10	9	6	1	1			52
55-59	8	10	10	8	12	4	0			52
60-64	4	8	4	4	9	10	5	3		47
65-69	0	6	3	5	6	4	3	3	0	30
70+	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>5</u>
Total:	113	82	52	31	36	19	11	8	0	352
Average Age:		50.9								
Average Service:		11.5								
Average Hire Age:		39.4								
Annual Payroll:		\$33,559,000								

Age/Service Distribution of Eligible Classified Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	2									2
25-29	10	1								11
30-34	20	17								37
35-39	12	20	10							42
40-44	16	12	7	4	1					40
45-49	13	18	5	7	6	2				51
50-54	22	10	7	9	6	9	3			66
55-59	10	18	15	12	8	8	4	2		77
60-64	0	7	6	9	7	2	1	0		32
65-69	0	0	0	0	0	0	0	0	0	0
70+	0	0	0	0	0	0	0	0	0	0
Total:	105	103	50	41	28	21	8	2	0	358
Average Age:			48.0							
Average Service:			11.1							
Average Hire Age:			36.9							
Annual Payroll:			\$22,478,000							

Age/Service Distribution of Eligible Classified Leadership Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	0									0
30-34	2									2
35-39	0	3								3
40-44	4	3								7
45-49	4	0	3	0	2					9
50-54	1	5	2	0	2	4				14
55-59	4	1	1	1	3	2	0	1		13
60-64	2	4	3	1	0	1	1	0		12
65-69	0	2	2	0	1	0	0	1	0	6
70+	1	0	0	0	0	0	1	0	0	2
Total:	18	18	11	2	8	7	2	2	0	68
Average Age:			54.0							
Average Service:			12.6							
Average Hire Age:			41.4							
Annual Payroll:			\$7,884,000							

Age/Service Distribution of Eligible POA Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	0									0
30-34	0	1								1
35-39	0	0								0
40-44	0	1	0							1
45-49	0	1	0	0						1
50-54	1	1	0	0	0	1				3
55-59	1	1	0	0	0	0	0			2
60-64	1	1	0	0	0	0	0	0		2
65-69	0	0	0	0	0	0	0	0	0	0
70+	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total:	3	6	0	0	0	1	0	0	0	10
Average Age:			52.0							
Average Service:			7.8							
Average Hire Age:			44.2							
Annual Payroll:			\$704,000							

SECTION VI. ACTUARIAL ASSUMPTIONS AND METHODS

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Fiscal Year: July 1st to June 30th

Measurement Date: January 1, 2014

Discount Rate: 7.0% per annum.

Sensitivity analysis showing a 1% increase or decrease in the discount rate is also provided.

Inflation: 3% per annum

Salary Increase: 3% per annum, in aggregate

Pre-retirement Turnover: Termination rates for Classified, Management and other employees in PERS are based on the 2009 rates used by CalPERS for the pension valuation. Sample rates are as follows:

Service	Entry Age			
	20	30	40	50
0	17.30%	15.25%	13.19%	11.14%
5	10.94%	8.70%	6.46%	1.07%
10	8.01%	5.72%	0.74%	0.25%
15	6.52%	4.18%	0.32%	0.02%
20	4.93%	0.38%	0.02%	0.02%
25	3.28%	0.10%	0.02%	0.02%
30	0.15%	0.02%	0.02%	0.02%

Termination rates for employees in STRS are based on the most recent rates used by the California State Teachers Retirement System (STRS) pension valuation. Sample rates for male and females are as follows:

Service	Males	Females
0	16.0%	15.0%
5	3.9	3.9
10	1.8	1.8
15	0.9	0.9
20	0.5	0.5
25	0.3	0.3
30	0.2	0.2

[The STRS rates have been updated to reflect those used in the 2011 STRS pension valuation which reflect changes in turnover experience]

Mortality Rates:

Mortality rates are based on the 2009 rates used by CalPERS and STRS for the pension valuations. Sample rates are as follows:

CalPERS Age	Actives		Retirees	
	Males	Females	Males	Females
25	0.050%	0.026%		
30	0.053%	0.036%		
35	0.067%	0.046%		
40	0.087%	0.065%		
45	0.120%	0.093%		
50	0.176%	0.126%		
55	0.260%	0.170%	0.474%	0.243%
60	0.395%	0.266%	0.720%	0.431%
65	0.608%	0.419%	1.069%	0.775%
70			1.675%	1.244%
75			3.080%	2.071%
80			5.270%	3.749%

STRS Age	Actives		Retirees*	
	Males	Females	Males	Females
25	0.023%	0.013%		
30	0.033%	0.014%		
35	0.034%	0.018%		
40	0.057%	0.034%		
45	0.076%	0.041%		
50	0.103%	0.063%		
55	0.143%	0.093%	0.164%	0.118%
60	0.238%	0.179%	0.300%	0.254%
65	0.435%	0.368%	0.596%	0.468%
70			1.095%	0.864%
75			1.886%	1.451%
80			3.772%	2.759%

* Rates applicable to future retirees include a 2 year setback.

[The STRS mortality rates have been updated to reflect those used in the 2011 STRS pension valuation which reflect additional mortality improvement experience]

Retirement Rates:

Classified retirement rates are based on the 2009 rates used by CalPERS for the pension valuation. Sample rates are as follows:

Age	Years of Service			
	5	15	25	35
50	1.1%	1.8%	2.3%	2.8%
51	0.9%	1.6%	2.0%	2.5%
52	1.3%	2.2%	2.8%	3.4%
53	1.1%	1.9%	2.5%	3.0%
54	1.5%	2.5%	3.2%	3.9%
55	2.3%	3.9%	4.9%	6.0%
56	1.9%	3.2%	4.1%	5.0%
57	2.5%	4.2%	5.4%	6.6%
58	3.0%	5.1%	6.5%	8.0%
59	3.5%	6.0%	7.6%	9.3%
60	6.2%	10.5%	13.3%	16.3%
61	7.9%	13.4%	16.9%	20.8%
62	13.2%	22.5%	28.4%	35.0%
63	12.6%	21.6%	27.2%	33.5%
64	12.2%	20.7%	26.2%	32.2%
65	17.3%	29.6%	37.3%	45.8%
66	11.4%	19.4%	24.5%	30.1%
67	15.9%	27.1%	34.2%	42.1%
68	11.3%	19.3%	24.3%	29.9%
69	11.4%	19.5%	24.6%	30.2%
70	12.7%	21.6%	27.3%	33.5%
71	8.2%	14.0%	17.7%	21.8%
72	9.7%	16.5%	20.8%	25.6%
73	5.5%	9.4%	11.9%	14.6%
74	8.8%	15.0%	18.9%	23.3%
75	100.0%	100.0%	100.0%	100.0%

Faculty retirement rates are based on the most recent rates used by STRS for the pension valuation. Sample rates are as follows:

Age	Under 30 Years		30 or More Years	
	Male	Female	Male	Female
55	2.7%	4.5%	8.0%	9.0%
56	1.8%	3.2%	8.0%	9.0%
57	1.8%	3.2%	10.0%	11.0%
58	2.7%	4.1%	14.0%	16.0%
59	4.5%	5.4%	18.0%	19.0%
60	6.3%	9.0%	27.0%	31.0%
61	6.3%	9.0%	43.0%	40.0%
62	10.8%	10.8%	38.0%	37.0%
63	11.7%	16.2%	30.0%	35.0%
64	10.8%	13.5%	30.0%	32.0%
65	13.5%	14.4%	30.0%	32.0%
66-69	10.8%	13.5%	30.0%	32.0%
70	100.0%	100.0%	100.0%	100.0%

[The STRS retirement rates have been updated to reflect the unadjusted rates used in the 2011 STRS pension valuation which reflect more recent pension retirement experience]

Sworn police retirement rates are based on the 2009 rates used by CalPERS for the pension valuation. Sample rates are as follows:

Age	Years of Service			
	5	15	25	35
50	0.5%	1.3%	1.6%	2.2%
51	0.5%	1.4%	1.9%	2.5%
52	0.6%	1.7%	2.2%	2.9%
53	0.7%	1.9%	2.6%	3.3%
54	1.2%	3.3%	4.4%	5.7%
55	2.4%	6.7%	8.8%	11.6%
56	2.0%	5.5%	7.2%	9.5%
57	2.1%	5.9%	7.8%	10.2%
58	2.5%	7.0%	9.2%	12.1%
59	2.9%	8.0%	10.5%	13.8%
60	3.7%	10.2%	13.4%	17.6%
61	4.6%	12.6%	16.6%	21.8%
62	7.6%	21.2%	27.8%	36.6%
63	6.9%	19.1%	25.1%	33.0%
64	6.7%	18.5%	24.4%	32.0%
65	9.1%	25.1%	33.1%	43.5%
66	7.2%	20.0%	26.4%	34.7%
67	6.7%	18.5%	24.3%	31.9%
68	6.0%	16.5%	21.7%	28.6%
69	6.7%	18.7%	24.6%	32.3%
70	6.6%	18.3%	24.1%	31.6%
71	5.1%	14.3%	18.8%	24.6%
72	4.5%	12.6%	16.6%	21.8%
73	4.4%	12.2%	16.1%	21.2%
74	5.5%	15.3%	20.1%	26.4%
75	5.5%	15.1%	19.9%	26.2%
76	4.4%	12.1%	15.9%	20.9%
77	5.0%	13.7%	18.1%	23.8%
78	5.0%	14.0%	18.4%	24.2%
79	9.3%	25.8%	34.0%	44.7%
80	100.0%	100.0%	100.0%	100.0%

* Of those having met eligibility for retirement under the health program. The percentage refers to the probability that an active employee who has reached the stated age will retire within the following year.

Participation Rates: 100% of eligible active employees are assumed to elect medical coverage at retirement.

Of those electing coverage, 100% are assumed to elect PPO coverage. Actual plan coverage is used for current retirees.

Spouse Coverage: 80% of future retirees are assumed to be married and electing coverage for their spouse. Male spouses are assumed to be 3 years older than female spouses. Actual spouse coverage is used for current retirees.

Claim Cost Development: The District participates in SISC for health coverage. Under SISC, the active and non-Medicare retirees are pooled together for purposes of determining the cost of coverage. Since active costs for coverage are typically less than retiree costs, there is likely a rate subsidy contained in the premiums being charged. Because the District pays for its active and early retiree coverage on a composite basis, there is a subsidy from the family composition of the active employees versus the retirees. For purposes of the valuation we have assumed that these would be offsetting and have based the initial costs on the actual premiums paid for insurance coverage. Future costs will be trended based on the trend rates stated below.

Sensitivity analysis showing an additional liability for an implicit rate subsidy is provided.

Medical Trend Rates: Medical costs are adjusted in future years by the following trends:

Year	PPO	HMO
2014/15	7.0%	6.5%
2015/16	6.5%	6.0%
2016/17	6.0%	5.5%
2017/18	5.5%	5.0%
2018/19	5.0%	4.5%
2019/20	4.5%	4.0%
2020/21+	4.0%	4.0%

Dental & Vision Trend Rates:

Year	Trend
2014/15+	4.0%

Actuarial Cost Method: The actuarial cost method used to determine the allocation of the retiree health actuarial liability to the past (accrued), current and future periods is the Entry Age Normal (EAN) cost method. The EAN cost method is a projected benefit cost method which means the “cost” is based on the projected benefit expected to be paid at retirement.

The EAN normal cost equals the level annual amount of contribution from the employee’s date of hire (entry date) to their retirement date that is sufficient to fund the projected benefit. For plans unrelated to pay, the normal cost is calculated to remain level in dollars; for pay-related plans the normal cost is calculated to remain level as a percentage of pay. The District has selected to use the level percentage of pay method for determining the normal cost. The EAN actuarial accrued liability equals the present value of all future benefits for retired and current employees and their beneficiaries less the portion expected to be funded by future normal costs.

All employees eligible as of the measurement date in accordance with the provisions of the Plan listed in the data provided by the District were included in the valuation.

Actuarial Value of Assets: The actuarial value of assets is equal to the market value of assets with future gains/losses smoothed over 5 years.

Amortization of UAAL: The residual unfunded actuarial accrued liability after the District’s prefunding is being amortized using an open 30 year amortization period.

SECTION VII. ACTUARIAL CERTIFICATION

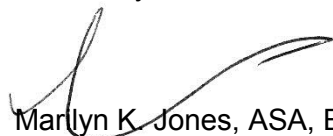
The results set forth in this report are based on the actuarial valuation of the retiree health benefit plans of South Orange County Community College District (SOCCCD) as of January 1, 2014.

The valuation was performed in accordance with generally accepted actuarial principles and practices and in accordance with GASB Statements No. 43 & 45. We relied on census data for active employees and retirees provided to us by the District. We also made use of plan information, premium information, and enrollment information provided to us by the District.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of anticipated experience and actuarial cost of the retiree health benefits program.

I am a member of the American Academy of Actuaries and believe I meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Certified by:



Marilyn K. Jones, ASA, EA, MAAA, FCA
Consulting Actuary

Date: 3/5/2014

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 14-09 to Amend FY 2013-2014 Adopted Budget

ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58308 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2013-2014 Adopted Budget.

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

General Fund

Disabled Student Programs and Services (DSPS) at Irvine Valley College	\$298,139
Student Success & Support Program (SSSP) at Irvine Valley College	\$412,731
Non-credit Student Success & Support Program (NCSSSP) at Saddleback College	\$16,746
Total Increase to the General Fund	<u><u>\$727,616</u></u>

Capital Outlay Fund

Prop 39 Clean Energy at Irvine Valley College	\$391,598
Total Increase to the Capital Outlay Fund	<u><u>\$391,598</u></u>

Total Budget Amendment

\$1,119,214

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 14-09 to amend the FY 2013-2014 Adopted Budget as indicated in EXHIBIT A.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 14-09

March 31, 2014

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$1,119,214 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$727,616
		<u>\$727,616</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$234,333
2000	Classified Salaries	\$185,825
3000	Fringe Benefits	\$66,763
4000	Books and Supplies	\$16,800
5000	Other Operating Expenses and Services	\$78,470
6000	Capital Outlay	\$145,425
		<u>\$727,616</u>

Capital Outlay

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$391,598
		<u>\$391,598</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
6000	Capital Outlay	\$391,598
		<u>\$391,598</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 14-09
March 31, 2014

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$1,119,214 was duly and regularly adopted by the said Board at a regular meeting thereof held on March 31, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 1st day of April 2014.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees
FROM: Gary L. Poertner, 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. 177607 through 178765 processed through the Orange County Department of Education, totaling \$7,036,891.34; and Checks No. 010959 through 010974, processed through Saddleback College Community Education, totaling \$39,130.70; and Checks No. 009220 through 009229, processed through Irvine Valley College Community Education, totaling \$5,508.43 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 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177607	02/06/2014	ALTERNATIVE DELIVERY SOLUTIONS	2,072.00
177608	02/06/2014	ENAMIX, INC.	12,345.00
177609	02/06/2014	ENVIRON INTERNATIONAL CORP.	181.26
177610	02/06/2014	FAST TRAX BOBCAT SERVICES	4,850.00
177611	02/06/2014	HAMPTON TEDDER ELECTRIC CO.	19,970.00
177612	02/06/2014	HUDSON PACIFIC SERVICES LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
177613	02/06/2014	HCI ENVIRONMENTAL & ENGINEERING SERVICE	3,116.54
177614	02/06/2014	MC CARTHY BUILDING COMPANIES	24,364.77
177615	02/06/2014	MERIDIAN IT INC	7,820.00
177616	02/06/2014	NEUDESIC, LLC	90,352.50
177617	02/06/2014	NIMBLE CONSULTING	10,125.00
177618	02/06/2014	P2S ENGINEERING, INC ATTN:ARVIND BATRA	5,490.00
177619	02/06/2014	PENN CORPORATE RELOCATION SERVICES, INC.	1,324.00
177620	02/06/2014	REDISQ TECHNOLOGIES	4,180.00
177621	02/06/2014	REPRO XPRESS	264.50
177622	02/06/2014	S & K ENGINEERS	7,125.00
177623	02/06/2014	SWINERTON BUILDERS	96,399.45
177624	02/06/2014	SYNERGY SOFTWARE SOLUTIONS	6,840.00
177625	02/06/2014	TRENCH PLATE RENTAL CO	1,981.64
177626	02/06/2014	LA NELL PEEBLES	34.90
177627	02/06/2014	JIM SCHNEIDER	13.95
177628	02/06/2014	RAJBIR SINGH	184.00
177629	02/06/2014	THOMAS L. SMITH	47.54
177630	02/06/2014	JOHN TIMBERLAKE	1,666.67
177631	02/06/2014	EMBASSY SUITES	89.65
177632	02/06/2014	JENNIFER HIGGINSON	520.00
177633	02/06/2014	JENNIFER HIGGINSON	520.00
177634	02/06/2014	SC ASSOCIATED STUDENT BODY	2,560.14
177635	02/06/2014	ACADEMIC SENATE	375.00
177636	02/06/2014	AMARA AGUILAR	1,395.00
177637	02/06/2014	JUAN AVALOS	8.00
177638	02/06/2014	REBECCA BECK	1,066.84
177639	02/06/2014	DAVID BUGAY	105.63
177640	02/06/2014	TONI LAKOW	106.30
177641	02/06/2014	OC SCHOOL BOARDS ASSOC.	32.00
177642	02/06/2014	CARLA REISCH	213.73
177643	02/06/2014	MARYANNE SHULTS	341.00
177644	02/06/2014	BRENNAN WALLACE	700.00
177645	02/06/2014	WILLIE WASHINGTON	555.15
177646	02/06/2014	WESTIN HOTEL SAN FRANCISCO AIRPORT	456.80
177647	02/06/2014	COLLEGESOURCE, INC.	1,575.00
177648	02/06/2014	MARSHALL MATERIALS	10,886.76
177649	02/06/2014	QUEST ENERGY GROUP, LLC	9,501.55
177650	02/06/2014	EARL PAGAL	356.75
177651	02/06/2014	ACCUVANT INC.	81,000.00
177652	02/06/2014	ACE SAW & SUPPLY	127.33
177653	02/06/2014	AG CONSTRUCTION & CONTRACTING INC	2,034.92
177654	02/06/2014	APPLE COMPUTER INC.	4,016.16

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177655	02/06/2014	YVETTE ARBIZO	35.00
177656	02/06/2014	ARROWHEAD DRINKING WATER	187.76
177657	02/06/2014	ASICS	4,334.08
177658	02/06/2014	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	42,811.85
177659	02/06/2014	BALANCED BODY	498.94
177660	02/06/2014	BENNETT PRODUCTIONS UNLIMITED	3,075.00
177661	02/06/2014	BLICK ART MATERIALS	1,868.21
177662	02/06/2014	BOUNDLESS NETWORK	582.45
177663	02/06/2014	BMI GENERAL LICENSING	9,308.79
177664	02/06/2014	BUDDY'S ALL STARS	797.86
177665	02/06/2014	BULBTRONICS	900.72
177666	02/06/2014	CAL BUILDING SYSTEMS	366.00
177667	02/06/2014	CAMPUS CONCERTS	2,050.00
177668	02/06/2014	CAMPUS CONCERTS	2,910.00
177669	02/06/2014	CAPITOL ADVOCACY PARTNERS LLC ATTN: DANA DEBEAUMONT	10,545.55
177670	02/06/2014	COLLEGE HEALTH SERVICES, LLC	6,050.00
177671	02/06/2014	MIKE COLLINS	132.48
177672	02/06/2014	CONSTELLATION NEWENERGY GAS DIVISION LLC	27,630.08
177673	02/06/2014	BANK OF AMERICA	
177673	02/06/2014	SYLVIA CORDOVA	240.00
177674	02/06/2014	CROWN VALLEY BODY SHOP	830.50
177675	02/06/2014	CULLIGAN	118.50
177676	02/06/2014	ADVANCED OFFICE SERVICES IMAGING PLUS	43.18
177677	02/07/2014	KRISTI AYON	914.33
177678	02/07/2014	KELLY FALTIS C/O SADDLEBACK COLLEGE	4,117.72 *
Cancelled on 03/03/2014, Cancel Register # AP03032014C			
177679	02/10/2014	SAFEWAY, INC.	38.45
177680	02/10/2014	SMART & FINAL	140.83
177681	02/10/2014	STATE BOARD OF EQUALIZATION	209.00
177682	02/10/2014	OFFICEMAX CONTRACT INC.	8,177.72
177683	02/10/2014	LILIANN PEREZ-STROUD	240.00
177684	02/10/2014	PHARMEDIX	45.82
177685	02/10/2014	PURETEC	261.85
177686	02/10/2014	QUEST DIAGNOSTICS	46.14
177687	02/10/2014	ROYAL PLYWOOD CO., LLC	921.35
177688	02/10/2014	S & B FOODS CATERING DIVISION	882.42
177689	02/10/2014	SCENIC EXPRESSIONS, INC.	595.00
177690	02/10/2014	SIERRA SOIL, INC.	824.00
177691	02/10/2014	SMART LEVELS MEDIA	159.60
177692	02/10/2014	THOMAS L. SMITH	14.35
177693	02/10/2014	SO. COAST FIRE PROTECTION	1,098.40
177694	02/10/2014	SOUTH COAST FAMILY MEDI-CENTER, INC.	235.00
177695	02/10/2014	SOUTH COAST STRIPING INC	2,175.00
177696	02/10/2014	SPORTS IMPORTS	175.50
177697	02/10/2014	TIM SWISS	13.38
177698	02/10/2014	THOMSON REUTERS - WEST PAYMENT CENTER	3,098.02
177699	02/10/2014	TOMARK SPORTS, INC.	395.00
177700	02/10/2014	TRU WEST, INC.	1,188.68

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177701	02/10/2014	BEN TURRIETTA	105.00
177702	02/10/2014	U.S. DATA TRUST CORPORATION	5,000.00
177703	02/10/2014	UNITED RENTALS	1,718.15
177704	02/10/2014	VENTEK INTERNATIONAL	467.15
177705	02/10/2014	W A X I E	1,006.71
177706	02/10/2014	WEST-LITE SUPPLY CO.	126.90
177707	02/10/2014	MICHAEL E. WILSON	13,396.00
177708	02/10/2014	J. WINK, INC. WEISS HEADWEAR	1,089.20
177709	02/10/2014	YBP LIBRARY SERVICES	2,167.35
177710	02/10/2014	ELIZABETH CIPRES	42.55
177711	02/10/2014	SPARKLETTS	1,249.33
177712	02/10/2014	G/M BUSINESS INTERIORS	12,052.36
177713	02/10/2014	JOSEPH GERGES	48.83
177714	02/10/2014	GOODWILL INDUSTRIES OF ORANGE COUNTY	15,465.00
177715	02/10/2014	GRACE TRAINING SUPPLY	228.95
		Unpaid Sales Tax	16.32
		Expensed Amount	245.27
177716	02/10/2014	ESTER GRAHAM	15.12
177717	02/10/2014	GREEN THUMB INTERNATIONAL	28.12
177718	02/10/2014	GREY HOUSE PUBLISHING	240.50
177719	02/10/2014	HAITBRINK ASPHALT PAVING, INC.	7,875.00
177720	02/10/2014	HARDY DIAGNOSTICS	309.44
177721	02/10/2014	PATTY HELTON	45.36
177722	02/10/2014	HINES INDUSTRIES, INC.	91.25
		Unpaid Sales Tax	7.30
		Expensed Amount	98.55
177723	02/10/2014	HOME DEPOT CREDIT SERVICES	1,395.29
177724	02/10/2014	INTERNATIONAL CRYSTAL LABORATORIES	1,098.50
		Unpaid Sales Tax	85.44
		Expensed Amount	1,183.94
177725	02/10/2014	INGARDIA BROTHERS PRODUCE, INC.	223.97
177726	02/10/2014	IRVINE CHAMBER ATTN: WENDY HAASE	1,500.00
177727	02/10/2014	EFAX CORPORATE c/o J2 GLOBAL, INC.	145.80
177728	02/10/2014	JACKSON-HIRSCH, INC.	66.76
		Unpaid Sales Tax	4.24
		Expensed Amount	71.00
177729	02/10/2014	JACKSTIN JACKSON KELLY	25,000.00
177730	02/10/2014	MICHAEL JAMES	62.23
177731	02/10/2014	BILL JAY	8.72
177732	02/10/2014	TIMOTHY JEMAL	36.83
177733	02/10/2014	DR. CRAIG JUSTICE	85.32
177734	02/10/2014	KENNY'S AUTO UPHOLSTERY, INC.	2,700.00
177735	02/10/2014	DAVIT S. KHACHATRYAN,	121.64
177736	02/10/2014	TAMARA KING	104.28
177737	02/10/2014	KRATOS HBE	620.15
177738	02/10/2014	KUBOTA TRACTOR CORPORATION	19,128.58
177739	02/10/2014	LAGUNA GRAPHIC ARTS, INC.	732.24
177740	02/10/2014	TONI LAKOW	12.95
177741	02/10/2014	SHARON LANDIS	480.00

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177742	02/10/2014	DAVID B. LANG	16.78
177743	02/10/2014	LAURA'S INT PLANTSCAPE SERV	200.00
177744	02/10/2014	DIANE LEWIS	9.71
177745	02/10/2014	LOOMIS, FARGO & COMPANY	20.99
177746	02/10/2014	LORI MANGELS	166.32
177747	02/10/2014	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	55.89
		Unpaid Sales Tax	6.32
		Expensed Amount	62.21
177748	02/10/2014	MATCO TOOLS MARK JACOBSON	493.85
177749	02/10/2014	MC KESSON MEDICAL SURGICAL	553.42
177750	02/10/2014	ROBERT MELENDEZ	64.62
177751	02/10/2014	MERIT SOFTWARE	12,257.00
177752	02/10/2014	MILLENNIUM BUSINESS SERVICES Marty Cohn	48.60
177753	02/10/2014	SALLIE MILLER	35.00
177754	02/10/2014	MISSION VIEJO CHAMBER OF COMMERCE	150.00
177755	02/10/2014	MOULTON-NIGUEL WATER DIST.	6,752.75
177756	02/10/2014	NACCE	750.00
177757	02/10/2014	NEWPORT COMPUTER SOLUTIONS	3,568.32
177758	02/10/2014	AEROFUND FINANCIAL, INC.	23,200.00
177759	02/10/2014	BLUETARP FINANCIAL	590.97
		Unpaid Sales Tax	40.00
		Expensed Amount	630.97
177760	02/10/2014	NUSTEP, INC.	7,481.00
		Unpaid Sales Tax	560.00
		Expensed Amount	8,041.00
177761	02/10/2014	OC TREASURER-TAX COLLECTOR	210.00
177762	02/10/2014	ORANGE CO. COMMERCIAL PRINTING	927.00
177763	02/10/2014	ORANGE CO. FARM SUPPLY	103.65
177764	02/10/2014	ORANGE COAST FENCE COMPANY	3,741.78
177765	02/10/2014	JOHN OZUROVICH	15.12
177766	02/10/2014	NANCY PADBERG	29.52
177767	02/10/2014	PRENDERGAST, T. J.	89.69
177768	02/10/2014	NEW VISION CONSTRUCTION DAVID PUF AHL	1,091.20
177769	02/10/2014	DAVID ROBINSON	198.72
177770	02/10/2014	SC ASSOCIATED STUDENT BODY	3,740.00
177771	02/10/2014	JOYCE SEMANIK	29.43
177772	02/10/2014	ANASTASIA VENDROVSKY	77.80
177773	02/10/2014	JIM WRIGHT	70.54
177774	02/10/2014	MISSION AUTO EQUIP & LIFTS	5,356.50
177775	02/10/2014	ACBO ASSOCIATION OF CHIEF	700.00
177776	02/10/2014	KIMBERLY BELL	488.46
177777	02/10/2014	CCCEOPSA CERRITOS COLLEGE	125.00
177778	02/10/2014	CASHIER DEPT. OF PESTICIDE REGULATION	180.00
177779	02/10/2014	TAM DO	115.00
177780	02/10/2014	MICHAEL ENGELS	137.00
177781	02/10/2014	BRUCE GILMAN	364.00
177782	02/10/2014	WILLIAM HEWITT	428.23
177783	02/10/2014	HOLIDAY INN CAPITOL PLAZA	218.50
177784	02/10/2014	NANCY IKEDA	160.00

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177785	02/10/2014	MICHELLE LIVOTE	89.96
177786	02/10/2014	LARRY SIMS	550.00
177787	02/10/2014	JOVAN STOJANOVSKI	151.00
177788	02/10/2014	TAMARA WAGNER	500.00
177789	02/10/2014	FACILITIES PLANNING & PROGRAM SERVICES, INC	1,160.00
177790	02/10/2014	GKKWORKS	6,111.00
177791	02/10/2014	TODD'S INSPECTION TESTING SERV	14,583.00
177792	02/10/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	66,167.38
177793	02/10/2014	DELL MARKETING L.P. C/O DELL USA L.P.	125.24
177794	02/10/2014	DOCTOR'S AMBULANCE SERVICE	110.00
177795	02/10/2014	SHEILA DUFRESNE	3,500.00
177796	02/10/2014	EASTBAY TEAM SPORTS DEPT #5374	196.07
177797	02/10/2014	ESSENCE ENTERTAINMENT	1,100.00
177798	02/10/2014	ETR ASSOCIATES	89.51
177799	02/10/2014	EXPERIAN	127.00
177800	02/10/2014	FANTASY DESIGNS	64.80
177801	02/10/2014	FASTENAL COMPANY	301.57
177802	02/10/2014	DEBRA L. FITZSIMONS	50.00
177803	02/10/2014	FOSTER CARE AUXILIARY OF OC	120.00
177804	02/10/2014	DAIRY DEPOT	157.37
177805	02/11/2014	PUBLIC SQUARED LLC	30,500.00
177806	02/12/2014	SHELL FLEET CARD SERVICES PROCESSING CENTER	1,895.04
177807	02/12/2014	DIAMONDS SPORTS FIELD MAINTENANCE INC.	1,058.40
177808	02/12/2014	DUNN-EDWARDS CORPORATION	48.73
177809	02/12/2014	ARNETTE EDWARDS	120.00
177810	02/12/2014	END2END, INC.	10,380.00
177811	02/12/2014	FEDERAL EXPRESS	558.85
177812	02/12/2014	ANNE FITZGERALD	56.53
177813	02/12/2014	GOVCONNECTION	451.44
177814	02/12/2014	MARLYS GRODT	2,600.00
177815	02/12/2014	HAIR CALIFORNIA BEAUTY ACADEMY	19,476.00
177816	02/12/2014	HARDY DIAGNOSTICS	430.60
177817	02/12/2014	HIGHER ONE INC.	671.20
177818	02/12/2014	HIRSCH PIPE & SUPPLY	316.81
177819	02/12/2014	HITT MARKING DEVICES, INC.	51.53
177820	02/12/2014	HOME DEPOT CREDIT SERVICES	294.18
177821	02/12/2014	ELIZABETH HORAN	138.00
177822	02/12/2014	HORIZON	231.40
177823	02/12/2014	INGARDIA BROTHERS PRODUCE, INC.	362.73
177824	02/12/2014	TIMOTHY JEMAL	22.75
177825	02/12/2014	JOHNSTONE SUPPLY	585.09
177826	02/12/2014	KELE INC.	287.07
		Unpaid Sales Tax	22.36
		Expensed Amount	309.43
177827	02/12/2014	MORITAKA KINA	600.00
177828	02/12/2014	LAGUNA GRAPHIC ARTS, INC.	93.24
177829	02/12/2014	TEDDI LORCH	87.59
177830	02/12/2014	VICTOR MANCHIK	77.29

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177831	02/12/2014	TRACY MC CONNELL	27.30
177832	02/12/2014	McLOGAN SUPPLY COMPANY, INC.	2,627.59
177833	02/12/2014	MARCIA MILCHIKER	287.46
177834	02/12/2014	ANNA MINNIECE	23.03
177835	02/12/2014	MONSTERSLAYER, INC.	345.40
		Unpaid Sales Tax	26.18
		Expensed Amount	371.58
177836	02/12/2014	MOORE MEDICAL, LLC	58.90
177837	02/13/2014	AJA BLANCO	4,571.00
177838	02/13/2014	ALBORZ JELVANI	4,571.00
177839	02/13/2014	ANDREW RICKER	4,571.00
177840	02/13/2014	AZIN SAEBI	4,571.00
177841	02/13/2014	DIEGO AVALOS GALVEZ	4,571.00
177842	02/13/2014	KAMRAN SADAGHIANI	4,571.00
177843	02/13/2014	LENA GUZMAN	4,571.00
177844	02/13/2014	MICHAEL CARSON	4,571.00
177845	02/13/2014	NASIM ESHRAGH NIA	4,571.00
177846	02/13/2014	NEHALL IDRIS	4,571.00
177847	02/13/2014	NWAHIL IDRIS	4,571.00
177848	02/13/2014	REZA ABADI	4,571.00
177849	02/13/2014	SARA ZADMEHR	4,571.00
177850	02/13/2014	SERGIO FLORES	4,571.00
177851	02/13/2014	ACCCA	445.00
177852	02/13/2014	ACTLA CONF, DR HOWARD MASUDA UNIV TUTORIAL CTR PW1062A	155.00
177853	02/13/2014	CALWORKS ASSOCIATION C/O SALENA MAMUYAC	325.00
177854	02/13/2014	CCLC/CCCAA CCCAA CONVENTION	200.00
177855	02/13/2014	KARIMA FELDHUS	75.00
177856	02/13/2014	BRUCE HAGAN	1,629.18
177857	02/13/2014	HILTON SAN DIEGO RESORT	403.00
177858	02/13/2014	MARJORIE HIMES	225.00
177859	02/13/2014	MARCIA MILCHIKER	35.00
177860	02/13/2014	RIVERSIDE COUNTY SHERIFF'S DEPARTMENT	154.00
177861	02/13/2014	RIVERSIDE COUNTY SHERIFF'S DEPARTMENT	154.00
177862	02/13/2014	SHERATON GRAND SACRAMENTO	445.40
177863	02/13/2014	PENNY SKAFF	50.00
177864	02/13/2014	KOLIN WILLIAMS	166.90
177865	02/13/2014	C.W. DRIVER CONTRACTORS INC.	823,251.00
177866	02/13/2014	KITCHELL GEM	23,359.00
177867	02/13/2014	LCC3 CONSTRUCTION SERVICES INC	23,871.00
177868	02/13/2014	REDISQ TECHNOLOGIES	4,015.00
177869	02/18/2014	ACUSHNET COMPANY	1,463.06
177870	02/18/2014	YVETTE AGUAYO	105.00
177871	02/18/2014	AMARA AGUILAR	455.59
177872	02/18/2014	ALLIEDBARTON SECURITY SERVICES	1,463.44
177873	02/18/2014	ALVARADO MFG. CO.	839.50
177874	02/18/2014	AMTECH ELEVATOR SERVICES	51.63
177875	02/18/2014	APPLE COMPUTER INC.	3,404.95
177876	02/18/2014	ASICS	4,983.40

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
177877	02/18/2014	BAKER & TAYLOR	345.58
177878	02/18/2014	BENNETT PRODUCTIONS UNLIMITED	2,952.00
177879	02/18/2014	BESAFE TECHNOLOGIES, INC.	738.15
177880	02/18/2014	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	508.88
177881	02/18/2014	BOUNDLESS NETWORK	706.23
177882	02/18/2014	KRISTEN BUSH	1,365.00
177883	02/18/2014	CAL BUILDING SYSTEMS	941.60
177884	02/18/2014	CANON SOLUTIONS AMERICA, INC.	52.92
177885	02/18/2014	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	11,200.84
177886	02/18/2014	COMMUNITY COLLEGE LEAGUE OF CA	1,150.00
177887	02/18/2014	CDW GOVERNMENT, INC.	23,552.82
177888	02/18/2014	ROBERT CHABOYA	100.28
177889	02/18/2014	CINTAS CORPORATION	160.85
177890	02/18/2014	NATALIE COONEY	26.39
177891	02/18/2014	CORNER BAKERY CAFE STORE #219	846.48
177892	02/18/2014	COX COMMUNICATIONS	1,943.30
177893	02/18/2014	COX COMMUNICATIONS	2,098.56
177894	02/18/2014	COX COMMUNICATIONS	10.26
177895	02/18/2014	COX COMMUNICATIONS	1,101.74
177896	02/18/2014	CYLANCE, INC	11,000.00
177897	02/18/2014	CDW GOVERNMENT, INC.	95.59
177898	02/18/2014	AT & T	70.78
177899	02/18/2014	AT & T	31.38
177900	02/18/2014	AT & T	36.15
177901	02/18/2014	RSM CHAMBER OF COMMERCE	150.00
177902	02/18/2014	SAFEWAY, INC.	335.56
177903	02/18/2014	SAN CLEMENTE CHAMBER OF COMMERCE	50.00
177904	02/18/2014	SAN DIEGO GAS & ELECTRIC	1,006.10
177905	02/18/2014	SAN JUAN CAPISTRANO CHAMBER OF COMMERCE	100.00
177906	02/18/2014	SMART & FINAL	337.81
177907	02/18/2014	SOUTHERN CALIFORNIA EDISON CO.	1,572.42
177908	02/18/2014	SOUTHERN CALIFORNIA EDISON CO.	190.96
177909	02/18/2014	SOUTHERN CALIFORNIA GAS CO.	4,205.23
177910	02/18/2014	SOUTHERN CALIFORNIA GAS CO.	3,501.33
177911	02/18/2014	SOUTHERN CALIFORNIA GAS CO.	51.14
177912	02/18/2014	SAFEWAY, INC.	406.51
177913	02/18/2014	SMART & FINAL	439.79
177914	02/18/2014	AT & T MOBILITY	32.61
177915	02/18/2014	AT & T MOBILITY	11.01
177916	02/18/2014	ACSIG/EDGE	142,821.00
177917	02/18/2014	ACSIG/EDGE	43,974.00
177918	02/18/2014	HYATT LEGAL	7,403.60
177919	02/18/2014	PRUDENTIAL INSURANCE COMPANY OF AMERICA	27,594.13
177920	02/18/2014	PRUDENTIAL INSURANCE COMPANY OF AMERICA	15,511.99
177921	02/18/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,375,455.00
177922	02/18/2014	UNUM LIFE INSURANCE COMPANY	3,064.86
177923	02/18/2014	UNUM LIFE INSURANCE COMPANY	1,373.72

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Check Number	Check Date	Pay to the Order of	Check Amount
177924	02/18/2014	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,191.58
177925	02/18/2014	ACSIG/EDGE	5,780.20
177926	02/18/2014	ACSIG/EDGE	23,091.66
177927	02/18/2014	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	326,805.00
177928	02/18/2014	JAY AMOS	80.00
177929	02/18/2014	JAY AMOS	130.00
177930	02/18/2014	JAY AMOS	130.00
177931	02/18/2014	MARK BLETHEN	1,026.00 *
Cancelled on 02/28/2014, Cancel Register # AP02282014F			
177932	02/18/2014	MARK BLETHEN	180.00
177933	02/18/2014	MARK BLETHEN	180.00
177934	02/18/2014	MARK BLETHEN	1,026.00
177935	02/18/2014	MARK BLETHEN	1,026.00
177936	02/18/2014	STEVE CRAPO	117.00
177937	02/18/2014	STEVE CRAPO	234.00
177938	02/18/2014	EDWIN DAVIS	130.00
177939	02/18/2014	EDWIN DAVIS	80.00
177940	02/18/2014	EDWIN DAVIS	180.00
177941	02/18/2014	EDWIN DAVIS	130.00
177942	02/18/2014	EDWIN DAVIS	130.00
177943	02/18/2014	EDWIN DAVIS	130.00
177944	02/18/2014	JENNIFER HIGGINSON	520.00
177945	02/18/2014	SOMMER MC CARTNEY	403.00
177946	02/18/2014	SOMMER MC CARTNEY	403.00
177947	02/18/2014	SOMMER MC CARTNEY	403.00
177948	02/18/2014	SOMMER MC CARTNEY	310.00
177949	02/18/2014	SOMMER MC CARTNEY	403.00
177950	02/18/2014	LINDSAY STEINRIEDE	684.00
177951	02/18/2014	NICK TRANI	2,192.00 *
Cancelled on 02/20/2014, Cancel Register # AP02202014A			
177952	02/19/2014	TOTTY PRINTING	318.30
177953	02/19/2014	PACIFIC CLINICS TRAINING INSTITUTE	5,900.00
177954	02/19/2014	U.S. POSTAL SERVICE MISSION VIEJO POST OFFICE	220.00
177955	02/19/2014	REFRIGERATION SUPPLIES DIST.	307.39
177956	02/19/2014	RIO GRANDE ALBUQUERQUE	3,783.14
		Unpaid Sales Tax	301.88
		Expensed Amount	4,085.02
177957	02/19/2014	S & B FOODS CATERING DIVISION	259.20
177958	02/19/2014	S & B FOODS CATERING DIVISION	259.20
177959	02/19/2014	SEHI PROCOMP COMPUTER PRODUCTS	9,545.13
177960	02/19/2014	SHRED-IT USA-SAN DIEGO	192.88 *
Reissued on 02/19/2014, Cancel Register # AP02192014C			
177961	02/19/2014	SO COAST A.Q.M.D.-AREA SOURCES	121.44
177962	02/19/2014	TALLY-LIGHTS	5,019.80
		Unpaid Sales Tax	400.38
		Expensed Amount	5,420.18
177963	02/19/2014	THOMSON REUTERS - WEST PAYMENT CENTER	116.40
177964	02/19/2014	TRICIA L. TINER	280.00

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Check Number	Check Date	Pay to the Order of	Check Amount
177965	02/19/2014	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	69.95
177966	02/19/2014	TUSTIN LOCK & SAFE	89.62
177967	02/19/2014	UNITED DIRECT MARKETING	674.95
177968	02/19/2014	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
177969	02/19/2014	WATRY DESIGN INC.	2,860.00
177970	02/19/2014	W A X I E	151.37
177971	02/19/2014	XEROX CORPORATION	148.24
177972	02/19/2014	SO. ORANGE CO. COMM. COL. DIST	1,070.97
177973	02/19/2014	AT&T	5,596.08
177974	02/19/2014	VERIZON	128.84
177975	02/19/2014	WORKDAY INC	25,000.00
177976	02/19/2014	WORKDAY INC	459,875.00
177977	02/19/2014	WORKDAY INC	148,062.00
177978	02/19/2014	AT & T	63.40
177979	02/19/2014	AT&T	12.71
177980	02/19/2014	AT&T	12.68
177981	02/19/2014	SHRED-IT USA-SAN DIEGO	192.88
177982	02/19/2014	SOUTHERN CALIFORNIA GAS CO.	67.24
177983	02/19/2014	SO COAST A.Q.M.D.	1,572.52
177984	02/19/2014	CCCAOE	395.00
177985	02/19/2014	CCCAOE	395.00
177986	02/19/2014	CCCAOE	395.00
177987	02/19/2014	CCCCSSAA C/O BRUCE PATT	375.00
177988	02/19/2014	CCUPCA	375.00
177989	02/19/2014	DBIA - WPR	41.99
177990	02/19/2014	MARIANA DESARACHO	1,200.00
177991	02/19/2014	STEPHEN FELDER	1,259.04
177992	02/19/2014	HILTON SAN FRANCISCO FINANCIAL DISTRICT	1,648.20
177993	02/19/2014	HOLIDAY INN CAPITOL PLAZA	320.83
177994	02/19/2014	HOLIDAY INN CAPITOL PLAZA	308.20
177995	02/19/2014	HOLIDAY INN CAPITOL PLAZA	308.20
177996	02/19/2014	DR. CRAIG JUSTICE	8.00
177997	02/19/2014	SANDRA F. KENNEDY	600.00
177998	02/19/2014	LAKE TAHOE RESORT HOTEL	425.91
177999	02/19/2014	JOHN LICITRA	105.00
178000	02/19/2014	DIANA MC CULLOUGH	624.54
178001	02/19/2014	MARTIN MC GROGAN	1,400.00
178002	02/19/2014	NOOSHAFARIN RAVAGHI	700.00
178003	02/19/2014	KEVIN O'CONNOR	79.17
178004	02/19/2014	PAMELA PATTERSON	447.41
178005	02/19/2014	TOM PESTOLESI	1,400.00
178006	02/19/2014	GARY RYBOLD	4,348.90
178007	02/19/2014	JOEL SHELDON	1,111.77
178008	02/19/2014	BARBARA TAMIALIS	245.00
178009	02/19/2014	TIFFANY TRAN	375.00
178010	02/19/2014	ALEX ZOTINCA	700.00
178011	02/19/2014	RICHARD ZUCKER	636.80
178012	02/20/2014	GKKWORKS	4,475.00
178013	02/20/2014	HAITBRINK ASPHALT PAVING, INC.	52,090.00

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Check Number	Check Date	Pay to the Order of	Check Amount
178014	02/20/2014	HI-POD	6,093.91
178015	02/20/2014	HIRSCH PIPE & SUPPLY	549.27
178016	02/20/2014	HOLLANDER GLASS, INC.	406.36
178017	02/20/2014	HOME DEPOT CREDIT SERVICES	192.27
178018	02/20/2014	HORIZON	8,582.86
178019	02/20/2014	INT'L TEACHING SYSTEMS	4,890.00
178020	02/20/2014	IRVINE VALLEY COLLEGE	85.00
178021	02/20/2014	SANDY JEFFRIES	37.30
178022	02/20/2014	KELE INC.	63.35
		Unpaid Sales Tax	5.07
		Expensed Amount	68.42
178023	02/20/2014	LAGUNA WOODS VILLAGE POTTERS	4,455.00
178024	02/20/2014	LAKE FOREST CHAMBER OF COMMERCE	175.00
178025	02/20/2014	MICHAEL LEVINE, INC.	391.47
178026	02/20/2014	DIANE LEWIS	76.86
178027	02/20/2014	MAIN GRAPHICS	1,060.31
178028	02/20/2014	MARCIVE, INC.	168.30
178029	02/20/2014	MC KESSON MEDICAL SURGICAL	372.86
178030	02/20/2014	MERIDIAN IT INC	15,271.56
178031	02/20/2014	MICRO CENTER A/R	813.99
178032	02/20/2014	MISSION AUTO EQUIP & LIFTS	10,236.20
178033	02/20/2014	MKH ELECTRONICS	155.00
178034	02/20/2014	MOORE MEDICAL, LLC	67.34
178035	02/20/2014	ORANGE COUNTY ELECTRIC, INC	1,854.00
178036	02/20/2014	ORANGE COUNTY REGISTER	3,532.00
178037	02/20/2014	OCLC, INC. DEPT #34299	560.71
178038	02/20/2014	ONE STOP PARTS SOURCE	92.02
178039	02/20/2014	ORKIN PEST CONTROL 711	2,759.00
178040	02/20/2014	Sbcc SOFTBALL TRUST SANTA BARBARA CITY COLLEGE	375.00
178041	02/20/2014	SC ASSOCIATED STUDENT BODY	200.00
178042	02/20/2014	EARL PAGAL	21.77
178043	02/20/2014	AAA ELECTRIC MOTOR SALES	405.00
178044	02/20/2014	AARDVARK CLAY AND SUPPLIES	4,527.36
178045	02/20/2014	ADI	113.39
178046	02/20/2014	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	353.16
178047	02/20/2014	ADVANCED EXERCISE EQUIPMENT CORPORATE OFFICE	9,666.60
178048	02/20/2014	AIR SOURCE INDUSTRIES, INC.	25.45
178049	02/20/2014	AIRGAS USA, LLC	293.55
178050	02/20/2014	ALLIED REFRIGERATION INC	145.89
178051	02/20/2014	ALLIEDBARTON SECURITY SERVICES	2,926.88
178052	02/20/2014	APPLE COMPUTER INC.	1,321.21
178053	02/20/2014	ARAMARK UNIFORM SERVICES	156.81
178054	02/20/2014	ARCHETONOMY, LLC	996.00
178055	02/20/2014	ARROWHEAD DRINKING WATER	15.10
178056	02/20/2014	ART.COM	329.04
		Unpaid Sales Tax	1.23
		Expensed Amount	330.27

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Check Number	Check Date	Pay to the Order of	Check Amount
178057	02/20/2014	ASICS	84.07
178058	02/20/2014	ADVANCE BEAUTY COLLEGE, INC.	45,655.88
178059	02/20/2014	AIRPORT VAN RENTAL SOLUTIONS	249.96
178060	02/20/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	1,006.40
		Unpaid Sales Tax	80.51
		Expensed Amount	1,086.91
178061	02/20/2014	BAKER & TAYLOR	25.50
178062	02/20/2014	BRODY CHEMICAL	307.63
178063	02/20/2014	BUTLER CHEMICALS, INC.	233.32
178064	02/20/2014	CALIFORNIA STAGE/LIGHTING, INC	208.74
178065	02/20/2014	CAPITOL ADVOCACY PARTNERS LLC ATTN: DANA DEBEAUMONT	3,500.00
178066	02/20/2014	BARBARA CAREY	59.60
178067	02/20/2014	CARQUEST AUTO PARTS	111.22
178068	02/20/2014	CDW GOVERNMENT, INC.	1,071.20
178069	02/20/2014	CHEF WORKS, INC.	286.66
178070	02/20/2014	CHEMSEARCH	2,950.54
178071	02/20/2014	CINTAS CORPORATION	56.90
178072	02/20/2014	CITRIX ONLINE	2,767.60
178073	02/20/2014	COUNTRY ESTATE FENCE INC	619.75
178074	02/20/2014	COUTTS LIBRARY SERVICES, INC.	83.11
178075	02/20/2014	CULLIGAN WATER CONDITIONING	2.85
178076	02/20/2014	SPARKLETTS	26.99
178077	02/20/2014	SPARKLETTS	811.43
178078	02/20/2014	EAGLE COMMUNICATIONS	298.00
178079	02/20/2014	AUTONATION FORD TUSTIN	249.97
178080	02/20/2014	NICK TRANI	128.00
178081	02/20/2014	NICK TRANI	208.00
178082	02/20/2014	NICK TRANI	864.00
178083	02/20/2014	NICK TRANI	128.00
178084	02/20/2014	NICK TRANI	864.00
178085	02/20/2014	PUBLIC SQUARED LLC	5,500.00
178086	02/20/2014	W. W. GRAINGER	124.38
178087	02/20/2014	PETCO ANIMAL SUPPLIES, INC.	203.90
178088	02/20/2014	PSI-PAYPHONE STATIONS INNOVAT.	315.00
178089	02/20/2014	REYNOLDS ADVANCED MATERIALS	32.28
178090	02/20/2014	JAMES ROGERS	93.96
178091	02/20/2014	S & B FOODS CATERING DIVISION	94.93
178092	02/20/2014	S & B FOODS CATERING DIVISION	61.40
178093	02/20/2014	S & B FOODS CATERING DIVISION	2,000.00
178094	02/20/2014	S & B FOODS CATERING DIVISION	33.32
178095	02/20/2014	S & B FOODS CATERING DIVISION	1,620.00
178096	02/20/2014	S & B FOODS CATERING DIVISION	2,052.00
178097	02/20/2014	GUISELLE SCOTT	140.00
178098	02/20/2014	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	16.20
178099	02/20/2014	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	120.78
178100	02/20/2014	UNITED INTERIORS	864.29
178101	02/20/2014	USA MOBILITY WIRELESS, INC.	92.24

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Check Number	Check Date	Pay to the Order of	Check Amount
178102	02/20/2014	UTRECHT	185.76
178103	02/20/2014	VISTA PAINT CORPORATE OFFICE	253.45
178104	02/20/2014	VS ATHLETICS	700.50
178105	02/20/2014	WALTERS WHOLESALE ELECTRIC	587.46
178106	02/20/2014	WARD'S NATURAL SCIENCE	1,727.31
178107	02/20/2014	JENNIFER WIJNKER	2,000.00
178108	02/20/2014	WORLD OF MOULDING	240.93
178109	02/20/2014	WORLDPOINT ECC, INC.	458.85
		Unpaid Sales Tax	34.63
		Expensed Amount	493.48
178110	02/20/2014	XEROX EDUCATION SERVICES, INC.	178.77
178111	02/20/2014	YALE/CHASE EQUIPMENT AND SERVICES, INC.	126.28
178112	02/20/2014	YBP LIBRARY SERVICES	92.80
178113	02/20/2014	RICHARD SNEED	314.70
178114	02/20/2014	SAFEWAY, INC.	84.63
178115	02/20/2014	SMART & FINAL	410.53
178116	02/20/2014	NAZLY REYES	390.00
178117	02/21/2014	ALLANA BUICK & BERS, INC.	2,275.00
178118	02/21/2014	CITY OF TUSTIN ATTN: ACCOUNTS RECEIVABLE	550.00
178119	02/21/2014	ENOVITY, INC ATTN: ACCOUNTS RECEIVABLE	2,632.84
178120	02/21/2014	GKKWORKS	97,483.94
178121	02/21/2014	HAITBRINK ASPHALT PAVING, INC.	12,890.00
178122	02/21/2014	HALL & FOREMAN, INC.	17.22
178123	02/21/2014	HCI ENVIRONMENTAL & ENGINEERING SERVICE	814.00
178124	02/21/2014	EPD SOLUTIONS, INC.	8,378.38
178125	02/21/2014	NEUDESIC, LLC	88,859.00
178126	02/21/2014	NIMBLE CONSULTING	10,375.00
178127	02/21/2014	ORANGE COUNTY ELECTRIC, INC	1,700.00
178128	02/21/2014	QUEZADA PRO LANDSCAPE, INC.	4,970.00
178129	02/21/2014	STRATA INFORMATION GROUP	400.00
178130	02/21/2014	SYNERGY SOFTWARE SOLUTIONS	7,600.00
178131	02/24/2014	ACCCA	50.00
178132	02/24/2014	AMARA AGUILAR	933.46
178133	02/24/2014	DR. ROBERT BRAMUCCI	342.61
178134	02/24/2014	CALWORKS ASSOCIATION C/O SALENA MAMUYAC	325.00
178135	02/24/2014	VINCENT COOPER c/o PUBLIC INFORMATION DEPT.	630.75
178136	02/24/2014	CAROL DANNA	630.75
178137	02/24/2014	DEEP SURPLUS	105.41
178138	02/24/2014	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	3,083.00
178139	02/24/2014	DISH NETWORK	85.58
178140	02/24/2014	MICHELE DUGAN	120.00
178141	02/24/2014	DUNN-EDWARDS CORPORATION	3,274.13
178142	02/24/2014	EBERHARD EQUIPMENT	183.66
178143	02/24/2014	EBSCO SUBSCRIPTION SERVICE	10.35
178144	02/24/2014	ECOLOGICAL FERTIGATION INC	702.45
178145	02/24/2014	EMBASSY SUITES HOTEL	411.90
178146	02/24/2014	KRISTEN J. FELLI	57.11

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Check Number	Check Date	Pay to the Order of	Check Amount
178147	02/24/2014	DENNIS GORDON	754.50
178148	02/24/2014	JACKIE HAN	61.60
178149	02/24/2014	DEAN LE BEAU	630.75
178150	02/24/2014	LOS SERRANOS GOLF COURSE	992.00
178151	02/24/2014	KAREN MARTIN	630.75
178152	02/24/2014	JAKE MUNNS	182.17
178153	02/24/2014	MARIA NUNEZ	630.75
178154	02/24/2014	ANGELA OROZCO-MAHANEY	630.75
178155	02/24/2014	ANGELIA RIEDEL	630.75 *
Cancelled on 03/07/2014, Cancel Register # AP03072014G			
178156	02/24/2014	DAIRY DEPOT	60.70
178157	02/24/2014	APPLE COMPUTER INC.	2,959.96
178158	02/24/2014	BRAVO SIGN & DESIGN	2,275.00
178159	02/24/2014	ENAMIX, INC.	12,498.75
178160	02/24/2014	G/M BUSINESS INTERIORS	275,469.12
178161	02/24/2014	i3 SOLUTIONS	5,700.00
178162	02/24/2014	ABC ICE HOUSE	19.44
178163	02/24/2014	ADCLUB ADVERTISING SERVICE	5,070.00
178164	02/24/2014	AIRGAS USA, LLC	228.13
178165	02/24/2014	KATE ALDER	32.39
178166	02/24/2014	APEX AUDIO	426.50
178167	02/24/2014	APPLE COMPUTER INC.	3,197.52
178168	02/24/2014	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	1,000.00
178169	02/24/2014	ZUZANA BIC	100.00
178170	02/24/2014	BLICK ART MATERIALS	324.53
178171	02/24/2014	BULBTRONICS	205.58
178172	02/24/2014	BUTLER CHEMICALS, INC.	210.65
178173	02/24/2014	CANON SOLUTIONS AMERICA, INC.	29.70
178174	02/24/2014	CDW GOVERNMENT, INC.	131.39
178175	02/24/2014	CINEMA SECRETS, INC.	65.44
178176	02/24/2014	CINTAS CORPORATION	56.90
178177	02/24/2014	CLARK SECURITY PRODUCTS	39.12
178178	02/24/2014	SCOTT A. COKELY	240.00
178179	02/24/2014	CCN FINANCIAL SERVICES	1,736.44
178180	02/24/2014	MIKE COLLINS	108.00
178181	02/24/2014	COMPUTERLAND	9,855.00
178182	02/24/2014	CORNER BAKERY CAFE STORE #219	986.91
178183	02/24/2014	SOUTHERN CALIFORNIA EDISON CO.	1,820.15
178184	02/24/2014	SOUTHERN CALIFORNIA EDISON CO.	9,449.15
178185	02/24/2014	SOUTHERN CALIFORNIA EDISON CO.	16,905.26
178186	02/24/2014	SOUTHERN CALIFORNIA EDISON CO.	97.99
178187	02/24/2014	SOUTHERN CALIFORNIA GAS CO.	11,455.00
178188	02/24/2014	OFFICEMAX CONTRACT INC.	8,134.71
178189	02/24/2014	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
178190	02/24/2014	VERIZON	75.06
178191	02/24/2014	VISUAL SIGN SHOP	1,010.12
178192	02/24/2014	SPECTRUM CHEMICAL MFG. CORP.	140.83
178193	02/24/2014	PACIFIC CLIPPINGS	59.00
178194	02/24/2014	PACIFIC COACHWAYS	3,646.12

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
178195	02/24/2014	MONICA PARKS	138.00
178196	02/24/2014	PENINSULA PRIDE	1,452.60
178197	02/24/2014	PETE'S ROAD SERVICE	177.52
178198	02/24/2014	PITNEY BOWES INC.	362.60
178199	02/24/2014	POCKET NURSE ENTERPRISES, INC.	455.65
		Unpaid Sales Tax	33.21
		Expensed Amount	488.86
178200	02/24/2014	POWERTRON BATTERY CO.	19.47
178201	02/24/2014	PRAXAIR DISTRIBUTION	176.88
178202	02/24/2014	PRODUCTION RESOURCE GROUP	1,605.50
178203	02/24/2014	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	1,197.12
178204	02/24/2014	JAMES REPKA	172.78
178205	02/24/2014	JOHN RICHARDS	26.58
178206	02/24/2014	RICOH USA, INC.	1,277.92
178207	02/24/2014	RIO GRANDE ALBUQUERQUE	24.16
		Unpaid Sales Tax	1.12
		Expensed Amount	25.28
178208	02/24/2014	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	218.16
178209	02/24/2014	SEHI PROCOMP COMPUTER PRODUCTS	2,444.46
178210	02/24/2014	SOUTH COAST SAILING TEAM ATTN: JIM WEHAN	840.00
178211	02/24/2014	SOUTHERN COUNTIES OIL CO.	3,935.71
178212	02/24/2014	STAR MAINTENANCE SUPPLY	75.88
178213	02/24/2014	SUPERIOR PRESS, INC.	622.18
178214	02/24/2014	SWEETWATER	8,478.00
		Unpaid Sales Tax	678.24
		Expensed Amount	9,156.24
178215	02/24/2014	SYSCO RIVERSIDE INC	289.05
178216	02/24/2014	TREMCO/WEATHERPROOFING TECH.	1,370.00
178217	02/24/2014	UNITED INTERIORS	775.39
178218	02/24/2014	LUIS MAURICIO VASQUEZ	675.00
178219	02/24/2014	WARD'S NATURAL SCIENCE	304.67
178220	02/24/2014	WORLDWIDE RECOVERY SYSTEMS, INC.	172.00
178221	02/24/2014	WESTERN REGIONAL HONORS COUN C/O ANNE SCOTT HONORS PROG	75.00
178222	02/24/2014	XPEDX	421.41
178223	02/24/2014	JOHN TIMBERLAKE	1,666.67
178224	02/25/2014	GALL'S/QUARTERMASTER	57.34
178225	02/25/2014	HARDY DIAGNOSTICS	119.61
178226	02/25/2014	HILLYARD FLOOR CARE SUPPLY HILLYARD/LOS ANGELES	2,424.50
178227	02/25/2014	HITT MARKING DEVICES, INC.	130.69
178228	02/25/2014	HOME DEPOT CREDIT SERVICES	346.68
178229	02/25/2014	INGARDIA BROTHERS PRODUCE, INC.	671.02
178230	02/25/2014	FHEG IVC BOOKSTORE STORE NO 895 MA	25,396.54
178231	02/25/2014	JACKSON-HIRSCH, INC.	49.59
178232	02/25/2014	TIMOTHY JEMAL	97.84
178233	02/25/2014	JOHNNY'S SELECTED SEEDS	48.60
178234	02/25/2014	JOHNSTONE SUPPLY	194.39

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Check Number	Check Date	Pay to the Order of	Check Amount
178235	02/25/2014	KOROSEAL INTERIOR PRODUCTS GRP	525.63
178236	02/25/2014	JACQUELINE MARAZZI, PRP	300.00
178237	02/25/2014	GARY MARTIN	300.00
178238	02/25/2014	McMASTER CARR SUPPLY CO.	34.56
178239	02/25/2014	MONTGOMERY HARDWARE	512.07
178240	02/25/2014	JONATHAN MOONEY	1,000.00
178241	02/25/2014	OC TREASURER-TAX COLLECTOR REVENUE RECOVERY/	1,543.70
178242	02/25/2014	OCTMA IRVINE POLICE DEPT	100.00
178243	02/25/2014	FELICIA STINSON	121.26
178244	02/25/2014	AT & T	27.29
178245	02/25/2014	AT&T	48.76
178246	02/25/2014	VERIZON	299.77
178247	02/25/2014	SCHOOLDUDE.COM	11,995.56
178248	02/26/2014	PIPS C/O KEENAN & ASSOCIATES	147,604.75
178249	02/26/2014	MARK BLETHEN	180.00
178250	02/26/2014	MISSION AUTO EQUIP & LIFTS,INC	5,356.00 *
Cancelled on 02/26/2014, Cancel Register # AP02262014C			
178251	02/26/2014	MISSION AUTO EQUIP & LIFTS	5,356.50
178252	02/26/2014	PIPS C/O KEENAN & ASSOCIATES	147,604.75
178253	02/26/2014	FASTENAL COMPANY	27.01
178254	02/26/2014	FEDERAL EXPRESS	435.99
178255	02/26/2014	FLAG STORE USA	265.70
		Unpaid Sales Tax	21.26
		Expensed Amount	286.96
178256	02/26/2014	FREEWAY AUTO SUPPLY	194.35
178257	02/26/2014	DEMCO INC.	283.87
178258	02/26/2014	DSE ARCHITECTURE, INC.	2,078.73
178259	02/26/2014	EWING IRRIGATION PRODUCTS	166.75
178260	02/26/2014	DAYLE McINTOSH CENTER FOR THE DISABLED	640.00
178261	02/26/2014	S & B FOODS CATERING DIVISION	594.86
178262	02/26/2014	TODD SCHMALTZ	25.00
178263	02/26/2014	A G CONSTRUCTION	7,347.15
178264	02/26/2014	CDW GOVERNMENT, INC.	1,373.85
178265	02/26/2014	COLLEGESOURCE, INC.	8,834.74
178266	02/26/2014	EPD SOLUTIONS, INC.	7,370.25
178267	02/26/2014	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	52,634.03
178268	02/26/2014	JOHNSON SCIENTIFIC	35,251.20
178269	02/26/2014	MERIDIAN IT INC	12,000.00
178270	02/26/2014	NATIONAL CONSTRUCTION & MAINTENANCE, INC.	8,900.00
178271	02/26/2014	R2A ARCHITECTURE	19,050.00
178272	02/26/2014	U.S. DEMOLITION, INC.	81,018.00
178273	02/26/2014	OFFICEMAX CONTRACT INC.	5,969.43
178274	02/26/2014	THE PATON GROUP	16,499.60
178275	02/26/2014	PAULINES PROFESSIONAL POTPOURRI	3,467.00
178276	02/26/2014	POLISHED IMAGE	52.92
178277	02/26/2014	POWERTRON BATTERY CO.	863.14
178278	02/26/2014	T. J. PRENDERGAST	64.99
178279	02/26/2014	REFRIGERATION UNLIMITED, INC	438.56

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Check Number	Check Date	Pay to the Order of	Check Amount
178280	02/26/2014	RICOH USA, INC.	11.50
178281	02/26/2014	RIO GRANDE ALBUQUERQUE	603.09
		Unpaid Sales Tax	48.75
		Expensed Amount	651.84
178282	02/26/2014	JAMES ROGERS	8.62
178283	02/26/2014	S & B FOODS CATERING DIVISION	48.44
178284	02/26/2014	S & B FOODS CATERING DIVISION	317.74
178285	02/26/2014	SAFEWAY, INC.	27.11
178286	02/26/2014	SEHI PROCOMP COMPUTER PRODUCTS	262.60
178287	02/26/2014	SHRED-IT USA-SAN DIEGO	80.00
178288	02/26/2014	SIGMA ALDRICH CHEMICAL CO.	141.99
178289	02/26/2014	THOMAS L. SMITH	38.84
178290	02/26/2014	SOUTH COAST ROP	1,062.00
178291	02/26/2014	SWEETWATER	3,750.00
		Unpaid Sales Tax	300.00
		Expensed Amount	4,050.00
178292	02/26/2014	TIM SWISS	53.99
178293	02/26/2014	TRAFFIC MANAGEMENT INC.	7,763.20
178294	02/26/2014	ULINE, INC. ATTN: ACCOUNTS RECEIVABLE	39.06
178295	02/26/2014	UNITED POWER & BATTERY	3,180.00
178296	02/26/2014	VILLAGE NURSERIES	1,163.55
178297	02/26/2014	WARD'S NATURAL SCIENCE	725.56
178298	02/26/2014	WESTMINSTER PRESS, INC.	1,152.36
178299	02/26/2014	WORLDPOINT ECC, INC.	205.95
		Unpaid Sales Tax	15.36
		Expensed Amount	221.31
178300	02/26/2014	YBP LIBRARY SERVICES	3,471.57
178301	02/26/2014	ZARA DISTRIBUTION	114.46
178302	02/26/2014	WAI YUEN	150.00
178303	02/26/2014	GALE SUPPLY COMPANY	179.28
178304	02/26/2014	GALL'S/QUARTERMASTER	351.37
178305	02/26/2014	LINDA HALL	39.96
178306	02/26/2014	RONALD HILL	400.00
178307	02/26/2014	HOME DEPOT CREDIT SERVICES	846.40
178308	02/26/2014	HORIZON	224.96
178309	02/26/2014	MICHELLE JACKSON	10.00
178310	02/26/2014	KIMBALL OFFICE KIMBALL INTL.	496.39
178311	02/26/2014	LAGUNA GRAPHIC ARTS, INC.	529.20
178312	02/26/2014	LEXIS-NEXIS/MATTHEW BENDER	244.19
178313	02/26/2014	MAIN GRAPHICS	189.00
178314	02/26/2014	MC CALLUM GROUP, INC.	12,000.00
178315	02/26/2014	McMASTER CARR SUPPLY CO.	31.76
178316	02/26/2014	JAKE MUNNS	23.68
178317	02/26/2014	ON COURSE CONFERENCE	3,670.30
178318	02/26/2014	ORKIN PEST CONTROL 711	1,475.00
178319	02/26/2014	JACK R. RECLA	400.00
178320	02/26/2014	SC ASSOCIATED STUDENT BODY	522.00
178321	02/27/2014	AAA ELECTRIC MOTOR SALES	507.15
178322	02/27/2014	AUTOMOTIVE ELECTRONIC SERVICES	607.46

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Check Number	Check Date	Pay to the Order of	Check Amount
178323	02/27/2014	ALISO VIEJO CHAMBER OF COMMERCE	150.00
178324	02/27/2014	ALLIEDBARTON SECURITY SERVICES	3,459.04
178325	02/27/2014	APPLE COMPUTER INC.	1,037.00
178326	02/27/2014	ARAMARK UNIFORM SERVICES, INC	53.96
178327	02/27/2014	ART SUPPLY WAREHOUSE	348.66
178328	02/27/2014	ADVANTA ENERGY C/O AVIVA ENERGY CORP	800.00
178329	02/27/2014	AIRPORT VAN RENTAL	724.44
178330	02/27/2014	BATTERIES PLUS	138.24
178331	02/27/2014	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	477.56
178332	02/27/2014	BLICK ART MATERIALS	296.81
178333	02/27/2014	BULBTRONICS	1,396.40
178334	02/27/2014	CAROLINA BIOLOGICAL SUPPLY	225.67
178335	02/27/2014	CDW GOVERNMENT, INC.	9,716.76
178336	02/27/2014	CHAMPION CHEMICAL CO.	530.82
178337	02/27/2014	CORE SOFTWARE CORP	10,000.00
178338	02/27/2014	CR&R	2,461.00
178339	02/27/2014	CR&R	2,215.76
178340	02/27/2014	EAGLE COMMUNICATIONS	131.82
178341	02/27/2014	EBERHARD EQUIPMENT	540.18
178342	02/27/2014	EWING IRRIGATION PRODUCTS	453.12
178343	02/27/2014	FEDERAL EXPRESS	76.24
178344	02/27/2014	FORESTRY SUPPLIERS, INC.	58.43
		Unpaid Sales Tax	3.90
		Expensed Amount	62.33
178345	02/27/2014	FRY'S ELECTRONICS	584.45
178346	02/27/2014	AUTONATION FORD TUSTIN	41.70
178347	02/27/2014	BEST BUY BUSINESS ADVANTAGE	76.53
178348	02/28/2014	ROGER DUNN GOLF SHOPS	2,592.43
178349	02/28/2014	PSYCHOLOGICAL ASSESSMENT RESOURCES, INC.	200.00
178350	02/28/2014	PETE'S ROAD SERVICE	521.80
178351	02/28/2014	SOCIETY FOR CONSERVATION BIOL.SUBSCRIPTION SERVICES	29.00
178352	02/28/2014	TROXELL COMMUNICATIONS, INC.	717.66
178353	02/28/2014	SAFEWAY, INC.	389.60
178354	02/28/2014	CAITLIN SUTTON	700.15
178355	02/28/2014	LIVING COAST DISCOVERY CENTER	180.00
178356	03/03/2014	AT & T	93.21
178357	03/03/2014	AT & T	475.70
178358	03/03/2014	AT & T	83.94
178359	03/03/2014	AT & T	83.94
178360	03/03/2014	AT & T	83.94
178361	03/03/2014	AT&T	1,586.86
178362	03/03/2014	MARY ANSTADT	100.21
178363	03/03/2014	JOYCE BARTLOMAIN	7.56
178364	03/03/2014	ELIZABETH CIPRES	21.31
178365	03/03/2014	KRISTEN J. FELLI	37.43
178366	03/03/2014	FINISHED RESULTS CHRISTOPHER T. DRESCHER	400.00
178367	03/03/2014	GRACE GARCIA	15.12

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Check Number	Check Date	Pay to the Order of	Check Amount
178368	03/03/2014	RUBEN GUZMAN	213.57
178369	03/03/2014	MOBARIK HANEEF	400.00
178370	03/03/2014	NANCY HULSE	39.71
178371	03/03/2014	IRVINE RANCH WATER DIST.	2,172.96
178372	03/03/2014	NICOLE MAJOR	117.20
178373	03/03/2014	LISA ANH H WANG	30.51
178374	03/03/2014	SAMUEL FRENCH	55.00
178375	03/03/2014	W. W. GRAINGER	236.95
178376	03/03/2014	PACIFIC COACHWAYS	1,126.13
178377	03/03/2014	PARADIGM, INC.	48.68
		Unpaid Sales Tax	3.90
		Expensed Amount	52.58
178378	03/03/2014	PARKWAY LAWNMOWER SHOP	62.73
178379	03/03/2014	PHOENIX GROUP	2,241.30
178380	03/03/2014	DAWN PICKERING	20.00
178381	03/03/2014	PROFESSIONAL PERSONNEL LEASING	3,685.20
178382	03/03/2014	PSI-PAYPHONE STATIONS INNOVAT.	315.00
178383	03/03/2014	JOHN RAPSON	225.00
178384	03/03/2014	CHARLENE REED	7,700.00
178385	03/03/2014	RICOH USA, INC.	72.96
178386	03/03/2014	RIO GRANDE ALBUQUERQUE	8.50
		Unpaid Sales Tax	.68
		Expensed Amount	9.18
178387	03/03/2014	SADDLEBACK COLLEGE FOUNDATION	300.00
178388	03/03/2014	SEHI PROCOMP COMPUTER PRODUCTS	967.03
178389	03/03/2014	SIMS-ORANGE WELDING SUPPLY	147.47
178390	03/03/2014	SOLINCO LLC	341.09
178391	03/03/2014	SOUTHERN COUNTIES OIL CO.	4,420.44
178392	03/03/2014	SONOMA CO JUNIOR COLLEGE DIST dba SANTA ROSA JUNIOR COLLEGE	10,052.00
178393	03/03/2014	FARNOOSH SORAYA	240.00
178394	03/03/2014	STAR MAINTENANCE SUPPLY	2,306.84
178395	03/03/2014	TECHNIC BUSINESS SOLUTIONS	396.92
178396	03/03/2014	APRIL THOMPSON dba SPERO FAMILY SERVICES	120.00
178397	03/03/2014	TREE OF LIFE NURSERY	297.17
178398	03/03/2014	TUSTIN CHRYSLER JEEP DODGE WHOLESALE PARTS	329.54
178399	03/03/2014	UNITED FABRICARE SUPPLY, INC.	1,534.84
178400	03/03/2014	UNITED SITE SERVICES OF CALIFORNIA, INC.	718.36
178401	03/03/2014	REGENTS OF THE UNIVERSITY OF CALIFORNIA	3,989.00
178402	03/03/2014	UNIVERSAL SPECIALTIES, INC.	313.97
178403	03/03/2014	VISTA PAINT CORPORATE OFFICE	207.12
178404	03/03/2014	WARD'S NATURAL SCIENCE	114.16
178405	03/03/2014	WATER TECH AG SUPPLY	2,519.20
178406	03/03/2014	WATRY DESIGN INC.	935.00
178407	03/03/2014	WESTERN GRAPHICS PLUS, INC.	33,652.45
178408	03/03/2014	SAFEWAY, INC.	98.28
178409	03/04/2014	AT & T MOBILITY	11.80
178410	03/04/2014	UNITED STATES POSTAL SERVICE SAN JUAN CAPISTRANO	1,500.00

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Check Number	Check Date	Pay to the Order of	Check Amount
178411	03/04/2014	ANDREW SCHLEICHER	12.00
178412	03/04/2014	AARDVARK CLAY AND SUPPLIES	4,801.68
178413	03/04/2014	ABC SCHOOL EQUIPMENT, INC.	343.16
178414	03/04/2014	JENNIFER ABRAHAMS	6.54
178415	03/04/2014	AG CONSTRUCTION & CONTRACTING INC	3,835.00
178416	03/04/2014	ARC AMER. REPROGRAPHICS CO.	265.83
178417	03/04/2014	ARTS ORANGE COUNTY	300.00
178418	03/04/2014	AIRPORT VAN RENTAL	226.97
178419	03/04/2014	BELL'S INDUSTRIAL SERVICE	261.29
		Unpaid Sales Tax	.22
		Expensed Amount	261.51
178420	03/04/2014	BENNETT PRODUCTIONS UNLIMITED	3,280.00
178421	03/04/2014	BLICK ART MATERIALS	25.87
178422	03/04/2014	SPORT SUPPLY GROUP	540.54
178423	03/04/2014	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	6,014.10
178424	03/04/2014	TERYN CARTER	100.00
178425	03/04/2014	JEREMY CAVATERRA	500.00
178426	03/04/2014	CDW GOVERNMENT, INC.	2,832.93
178427	03/04/2014	CINTAS DOCUMENT MANAGEMENT	134.00
178428	03/04/2014	CINTAS DOCUMENT MANAGEMENT	134.00
178429	03/04/2014	CINTAS DOCUMENT MANAGEMENT	134.00
178430	03/04/2014	CINTAS CORPORATION	56.90
178431	03/04/2014	COAST FITNESS REPAIR SHOP	500.00
178432	03/04/2014	EDUCATION 4 WORK SUSAN M. COLEMAN	10,000.00
178433	03/04/2014	CONSTELLATION NEWENERGY GAS DIVISION LLC	23,084.77
178434	03/04/2014	BANK OF AMERICA	
178434	03/04/2014	CR&R INC.	983.88
178435	03/04/2014	CR&R	92.00
178436	03/04/2014	CRI ELECTRIC, INC	2,735.00
178437	03/04/2014	DANA POINT YACHT MAINTENANCE	34.40
178438	03/04/2014	DELL MARKETING L.P. C/O DELL USA L.P.	5,294.51
178439	03/04/2014	DirecTV	120.98
178440	03/04/2014	ARNETTE EDWARDS	120.00
178441	03/04/2014	EPLUS TECHNOLOGY, INC.	2,625.00
178442	03/04/2014	FISHER SCIENTIFIC ACCT #719629-002	3,449.87
178443	03/04/2014	ADVANCED OFFICE SERVICES IMAGING PLUS	43.18
178444	03/04/2014	S & B FOODS CATERING DIVISION	1,128.33
178445	03/04/2014	ANTIMITE TERMITE & PEST CONTROL	1,974.00
178446	03/04/2014	DAIRY DEPOT	56.14
178447	03/04/2014	ANTIMITE TERMITE & PEST CONTROL	65.00
178448	03/04/2014	WELLS FARGO #1606	2,180.31
		Unpaid Sales Tax	15.80
		Expensed Amount	2,196.11
178449	03/04/2014	WELLS FARGO #2785	1,753.65
		Unpaid Sales Tax	16.79
		Expensed Amount	1,770.44
178450	03/04/2014	WELLS FARGO #3317	7,283.67
		Unpaid Sales Tax	155.69
		Expensed Amount	7,439.36

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178451	03/04/2014	TAMARA BOSTWICK	54.02
178452	03/04/2014	CITY OF IRVINE	875.00
178453	03/04/2014	GALE SUPPLY COMPANY	268.92
178454	03/04/2014	GEMPLER'S	229.89
178455	03/04/2014	JACQUELINE GOODE	240.00
178456	03/04/2014	GRANICUS, INC.	1,075.00
178457	03/04/2014	EDGAR GUADARRAMA	21.72
178458	03/04/2014	HITT MARKING DEVICES, INC.	110.23
178459	03/04/2014	HOME DEPOT CREDIT SERVICES	964.32
178460	03/04/2014	UC FACTORS for INDUSTRIAL TECHNICAL SERV	3,806.90
178461	03/04/2014	IRVINE VALLEY COLLEGE	1,450.00
178462	03/04/2014	IWORX SYSTEMS INC	3,508.00
		Unpaid Sales Tax	276.80
		Expensed Amount	3,784.80
178463	03/04/2014	MICHAEL JAMES	15.00
178464	03/04/2014	GEORGE KATZENBERGER	200.00
178465	03/04/2014	KE DESIGNS	7,500.00
178466	03/04/2014	UNIFORM HEADQUARTERS, INC. dba KEYSTONE UNIFORM DEPOT	347.94
178467	03/04/2014	MORITAKA KINA	120.00
178468	03/04/2014	LASER SOURCE	343.44
178469	03/04/2014	LEARNING ZONE	79.85
		Unpaid Sales Tax	6.40
		Expensed Amount	86.25
178470	03/04/2014	LESLIE'S POOLMART, INC.	142.35
178471	03/04/2014	DIANE LEWIS	380.11
178472	03/04/2014	THE LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SERV	525.00
178473	03/04/2014	LIEBERT CASSIDY WHITMORE	3,229.50
178474	03/04/2014	LIFETIME MEMORY PRODUCTS, INC.	716.04
178475	03/04/2014	McMASTER CARR SUPPLY CO.	33.03
178476	03/04/2014	MICRO CENTER A/R	195.45
178477	03/04/2014	SALLIE MILLER	120.00
178478	03/04/2014	ANNA MINNIECE	9.96
178479	03/04/2014	MY BINDING.COM	760.47
		Unpaid Sales Tax	60.84
		Expensed Amount	821.31
178480	03/04/2014	NATIONAL BALSA	1,030.30
		Unpaid Sales Tax	66.10
		Expensed Amount	1,096.40
178481	03/04/2014	NATIONAL IMPRINT CORPORATION	140.75
		Unpaid Sales Tax	9.92
		Expensed Amount	150.67
178482	03/04/2014	AEROFUND FINANCIAL, INC.	9,950.00
178483	03/04/2014	MARIA NUNEZ	61.02
178484	03/04/2014	OC TREASURER-TAX COLLECTOR	12,545.58
178485	03/04/2014	ANGELA OROZCO-MAHANEY	41.14
178486	03/04/2014	RJ COACHING AND CONSULTING RITA M. JONES	6,666.67
178487	03/04/2014	BARBARA STRAUSS	6.60

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
178488	03/04/2014	MATT SUAREZ	149.67
178489	03/04/2014	PHEOLIN TRUONG	6.60
178490	03/04/2014	PAMELA YU	6.60
178491	03/04/2014	MICHELLE DEYO	101.90
178492	03/04/2014	THE IRVINE RANCH OUTDOOR EDUCATION CENTER	5,098.07
178493	03/04/2014	LOOMIS, FARGO & COMPANY	545.97
178494	03/05/2014	MEEGAN FEORI	144.11
178495	03/05/2014	AT&T	546.66
178496	03/05/2014	AT&T	364.43
178497	03/05/2014	OFFICEMAX CONTRACT INC.	6,913.49
178498	03/05/2014	PARKWAY LAWNMOWER SHOP	119.06
178499	03/05/2014	SO. COAST FIRE PROTECTION	125.00
178500	03/05/2014	OFFICEMAX CONTRACT INC.	527.66
178501	03/05/2014	XEROX CORPORATION	27,705.74
178502	03/05/2014	XEROX CORPORATION	39.36
178503	03/05/2014	CCCFA C/O FRESNO CITY COLLEGE	1,317.00
178504	03/05/2014	CROWNE PLAZA CONCORD HOTEL	5,097.20
178505	03/05/2014	LARRY RADDEN	3,330.00
178506	03/06/2014	AACC CONVENTION	865.00
178507	03/06/2014	DR. ROBERT BRAMUCCI	360.15
178508	03/06/2014	BOARD OF GOVERNORS CALIFORNIA COMMUNITY COLLEGES	250.00
178509	03/06/2014	CCUPCA	150.00
178510	03/06/2014	NATALIE COONEY	168.00
178511	03/06/2014	CAROL DANNA	75.00
178512	03/06/2014	FESS PARKER'S DOUBLETREE RESORT	250.62
178513	03/06/2014	TERESA FLUEGEMAN	1,056.15
178514	03/06/2014	JULIANNA FRENCH	59.00
178515	03/06/2014	FWATA	175.00
178516	03/06/2014	DAVID D. GATEWOOD	809.00
178517	03/06/2014	DENNIS GORDON	210.00
178518	03/06/2014	HILTON GARDEN INN SACRAMENTO ELK GROVE	433.44
178519	03/06/2014	CAROL HILTON	78.00
178520	03/06/2014	LAKE TAHOE RESORT HOTEL	283.94
178521	03/06/2014	LAS VEGAS HOTEL & CASINO	265.44
178522	03/06/2014	ANTHONY MACIEL	49.23
178523	03/06/2014	KAREN MARTIN	75.00
178524	03/06/2014	WILLIAM MC GUIRE	1,056.00
178525	03/06/2014	WILLIAM NEESEN	101.00
178526	03/06/2014	OAK CREEK GOLF CLUB	1,980.00
178527	03/06/2014	PRI MANAGEMENT GROUP	375.00
178528	03/06/2014	KEITH PRINZING	593.23
178529	03/06/2014	GLENN ROQUEMORE	77.63
178530	03/06/2014	GARY RYBOLD	4,864.50
178531	03/06/2014	SCIAC CSU SAN MARCOS	225.00
178532	03/06/2014	BARBARA TAMIALIS	387.25
178533	03/06/2014	MATT VOLZ	59.00
178534	03/06/2014	WILLIE WASHINGTON	59.00
178535	03/06/2014	HOLIDAY INN DUBLIN-PLEASANTON	375.20

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Check Number	Check Date	Pay to the Order of	Check Amount
178536	03/06/2014	DR. ROBERT BRAMUCCI	10.00
178537	03/06/2014	CACCRAO REGISTRATION c/o SBCC	200.00
178538	03/06/2014	GOPHER NW5634	79.52
178539	03/06/2014	GEORGINA GUY	47.79
178540	03/06/2014	MATTHEW HEATH	250.00
178541	03/06/2014	PATTY HELTON	45.36
178542	03/06/2014	HITT MARKING DEVICES, INC.	24.55
178543	03/06/2014	DONNA L. HOLLAND	18.88
178544	03/06/2014	IRVINE RANCH WATER DIST.	6,812.79
178545	03/06/2014	BILL JAY	17.45
178546	03/06/2014	SANDY JEFFRIES	35.45
178547	03/06/2014	PHOTOGRAPHY LIGHTING CO. dba JTL LIGHTING	482.88
178548	03/06/2014	KAREN KELLEY	7.20
178549	03/06/2014	TONI LAKOW	45.36
178550	03/06/2014	DAVID B. LANG	33.56
178551	03/06/2014	LAURA'S INT PLANTSCAPE SERV	245.36
178552	03/06/2014	LORI MANGELS	120.96
178553	03/06/2014	MARCIA MILCHIKER	108.24
178554	03/06/2014	SOPHIE MILLER	180.00
178555	03/06/2014	MOULTON-NIGUEL WATER DIST.	4,457.57
178556	03/06/2014	ELLEN NIALIS	124.82
178557	03/06/2014	JOHN OZUROVICH	15.26
178558	03/06/2014	SANDRA POPE	113.40
178559	03/06/2014	PRENDERGAST, T. J.	49.72
178560	03/06/2014	DAVID ROBINSON	198.17
178561	03/06/2014	SASHIKO WEIDENKOPF	36.06
178562	03/06/2014	JIM WRIGHT	79.74
178563	03/06/2014	MC KESSON MEDICAL SURGICAL	246.56
178564	03/06/2014	RUBY HAZZARD	78.96
178565	03/06/2014	KEVIN BANKSON	50.00
178566	03/06/2014	KATE FUENTES	175.00
178567	03/06/2014	TREY HANNULA	300.00
178568	03/06/2014	STEPHEN HENKLE	325.00
178569	03/06/2014	KELVIN A. MOTA	210.00
178570	03/06/2014	MERCADO CORONA, INC.	325.42
178571	03/06/2014	SPECTRUM CHEMICAL MFG. CORP.	480.42
178572	03/06/2014	PACIFIC CLIPPINGS	59.00
178573	03/06/2014	PAYAM-E-ASHENA	250.00
178574	03/06/2014	PAYPHONE STATIONS INC	900.00
178575	03/06/2014	BARBARA PENLAND	863.20
178576	03/06/2014	PHOENIX GROUP	103.00
178577	03/06/2014	PROFORCE MARKETING INC. PROFORCE LAW ENFORCEMENT	264.54
178578	03/06/2014	QUEST DIAGNOSTICS	289.16
178579	03/06/2014	RICHARD THE THREAD EMPIRE TAPE	494.96
178580	03/06/2014	ROTTLER MANUFACTURING CO.	247.96
178581	03/06/2014	S & B FOODS CATERING DIVISION	986.04
178582	03/06/2014	SADDLEBACK GOLF CARS, INC.	1,251.04
178583	03/06/2014	SAPLING LEARNING	47.98

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Check Number	Check Date	Pay to the Order of	Check Amount
178584	03/06/2014	SCANTRON CORPORATION	265.83
178585	03/06/2014	GUISELLE SCOTT	70.00
178586	03/06/2014	SUNNY SLOPE TREES	1,602.72
178587	03/06/2014	UNLIMITED ENVIRONMENTAL, INC.	21,070.00
178588	03/06/2014	US MARKERBOARD BRITE VISUAL PRODUCTS INC.	9,265.10
		Unpaid Sales Tax	714.54
		Expensed Amount	9,979.64
178589	03/06/2014	WALTERS WHOLESALE ELECTRIC	89.45
178590	03/06/2014	W A X I E	402.41
178591	03/06/2014	JENNIFER WIJNKER	2,000.00 *
	Reissued on 03/06/2014. Cancel Register # AP03062014G		
178592	03/06/2014	MICHAEL E. WILSON	11,288.00
178593	03/06/2014	JIM WRIGHT	61.99
178594	03/06/2014	SAFEWAY, INC.	21.24
178595	03/06/2014	SMART & FINAL	321.74
178596	03/06/2014	SOUTHERN CALIFORNIA EDISON CO.	41,012.26
178597	03/06/2014	SCHOOLSFIRST FCU/RBP FBO DEBRA FITZIMONS	6,424.08 *
	Reissued on 03/10/2014. Cancel Register # AP03102014A		
178598	03/06/2014	JENNIFER WIJNKER	2,000.00
178599	03/06/2014	ALTERNATIVE DELIVERY SOLUTIONS	2,072.00
178600	03/06/2014	DENISE AVILES	59.04
178601	03/06/2014	CEDARCRESTONE INC	1,105.00
178602	03/06/2014	ENAMIX, INC.	12,430.00
178603	03/06/2014	HAITBRINK ASPHALT PAVING, INC.	4,500.00
178604	03/06/2014	i3 SOLUTIONS	6,400.00
178605	03/06/2014	LIONAKIS	11,478.58
178606	03/06/2014	KIM MC CORD	47.86
178607	03/06/2014	NEUDESIC, LLC	86,658.00
178608	03/06/2014	NIMBLE CONSULTING	10,375.00
178609	03/06/2014	ORANGE COUNTY ELECTRIC, INC	3,830.00
178610	03/06/2014	OFFICE MAX INCORPORATED	1,658.77
178611	03/06/2014	P2S ENGINEERING, INC ATTN:ARVIND BATRA	2,850.00
178612	03/06/2014	PENCO ENGINEERING	4.82
178613	03/06/2014	PRESIDIO NETWORKED SOLUTIONS	592.41
178614	03/06/2014	QUEZADA PRO LANDSCAPE, INC.	4,825.00
178615	03/06/2014	REDISQ TECHNOLOGIES	3,300.00
178616	03/06/2014	SYNERGY SOFTWARE SOLUTIONS	7,600.00
178617	03/06/2014	TODD'S INSPECTION TESTING SERV TODD ROBINSON	14,583.00
178618	03/06/2014	TROXELL COMMUNICATIONS, INC.	6,074.68
178619	03/06/2014	CSF ATHLETICS JOHN ELDERS TRACK COACH	570.00
178620	03/07/2014	ANTELOPE VALLEY COLLEGE AVC TRACK	200.00
178621	03/07/2014	AT & T MOBILITY	32.54
178622	03/07/2014	SMART & FINAL	20.98
178623	03/07/2014	VFS FIRE & SECURITY SERVICES	3,165.00
178624	03/07/2014	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,786.78
178625	03/07/2014	AGUINAGA GREEN, INC.	226.80
178626	03/07/2014	ALLIEDBARTON SECURITY SERVICES	1,463.44
178627	03/07/2014	ALLURA PRINTING	1,479.54

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Check Number	Check Date	Pay to the Order of	Check Amount
178628	03/07/2014	MARY ANSTADT	46.67
178629	03/07/2014	AUTOMIC DESIGNS, INC.	270.00
178630	03/07/2014	SHERRI J. BANES	31.41
178631	03/07/2014	BESAFE TECHNOLOGIES, INC.	738.15
178632	03/07/2014	BOUNDTREE MEDICAL	181.80
178633	03/07/2014	KRISTEN BUSH	1,347.50
178634	03/07/2014	CAL BUILDING SYSTEMS	58.00
178635	03/07/2014	CAPITOL ADVOCACY PARTNERS LLC ATTN: DANA DEBEAUMONT	6,658.30
178636	03/07/2014	Cal Asso of School Business Officials	775.00
178637	03/07/2014	CCCCIO C/O CLAIRE BIANCALANA	300.00
178638	03/07/2014	CDW GOVERNMENT, INC.	2,359.58
178639	03/07/2014	CINTAS CORPORATION	56.90
178640	03/07/2014	CULLIGAN	108.50
178641	03/07/2014	DATAMAX O'NEIL	1,214.13
178642	03/07/2014	DIRECT PAINTING & DECORATING INC.	4,575.00
178643	03/07/2014	EBERHARD EQUIPMENT	460.87
178644	03/07/2014	EWING IRRIGATION PRODUCTS	379.85
178645	03/07/2014	FEDERAL EXPRESS	251.10
178646	03/07/2014	FISHER SCIENTIFIC ACCT #719629-002	1,566.21
178647	03/07/2014	FITNESS WHOLESALE, INC.	269.28
178648	03/07/2014	FLIR SYSTEMS, INC	4,281.00
178649	03/07/2014	FLOOR TECH AMERICA INC	9,072.00
178650	03/07/2014	FONTIS SOLUTIONS	497.50
178651	03/07/2014	MARTHA FRUICHANTIE	120.00
178652	03/07/2014	ANTIMITE TERMITE & PEST CONTROL	65.00
178653	03/07/2014	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO INC	4,287.00
178654	03/07/2014	JUAN AVALOS	377.96
178655	03/07/2014	COMMUNITY COLLEGE LEAGUE OF CA	250.00
178656	03/07/2014	TIMOTHY JEMAL	264.81
178657	03/07/2014	RANDY W. PEEBLES	672.94
178658	03/07/2014	ANGELIA RIEDEL	630.75
178659	03/07/2014	GLENN ROQUEMORE	123.67
178660	03/07/2014	WELLS FARGO #2496	4,397.40
178661	03/07/2014	AT&T	12.38
178662	03/07/2014	OFFICE MAX INCORPORATED	5,859.60
178663	03/07/2014	PHOENIX GROUP	932.26
178664	03/07/2014	QUICK CAPTION	227.50
178665	03/07/2014	RIO GRANDE ALBUQUERQUE	362.92
		Unpaid Sales Tax	29.03
		Expensed Amount	391.95
178666	03/07/2014	S & B FOODS CATERING DIVISION	750.60
178667	03/07/2014	S & B FOODS CATERING DIVISION	124.74
178668	03/07/2014	SEASIDE BRASS	150.00
178669	03/07/2014	KEITH SHACKLEFORD	257.04
178670	03/07/2014	SIMS TREE HEALTH SPEC., INC.	655.00
178671	03/07/2014	SMART LEVELS MEDIA	2,968.16
178672	03/07/2014	SOUTHERN CALIFORNIA EDISON CO.	1,867.08

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
178673	03/07/2014	SOUTHERN CALIFORNIA EDISON CO.	232.55
178674	03/07/2014	SOCIETY FOR COLL & UNIV PLNG	840.00
178675	03/07/2014	SMS SYSTEMS MAINTENANCE SERVICES, INC.	5,856.00
178676	03/07/2014	TABLEAU SOFTWARE	4,500.00
178677	03/07/2014	TECHSMITH CORP SOFTWARE ORDER	3,060.00
178678	03/07/2014	TECHNOLOGY INTEGRATION GROUP	5,908.70
178679	03/07/2014	UNIVERSITY PRODUCTS	329.35
		Unpaid Sales Tax	26.35
		Expensed Amount	355.70
178680	03/07/2014	UPBEAT, INC.	7,703.57
		Unpaid Sales Tax	500.00
		Expensed Amount	8,203.57
178681	03/07/2014	YBP LIBRARY SERVICES	303.66
178682	03/10/2014	SCHOOLSFIRST FCU/RBP FBO DEBRA FITZSIMONS	6,424.08
178683	03/11/2014	ACCUITY, INC.	419.00
178684	03/11/2014	APPLE COMPUTER INC.	640.87
178685	03/11/2014	ARCHIE'S ICE CREAM	1,430.00
178686	03/11/2014	ANTE SIMUN GELO C/O ASG MUSIC	100.00
178687	03/11/2014	B & H PHOTO VIDEO REMITTANCE PROCESSING	549.00
		Unpaid Sales Tax	43.92
		Expensed Amount	592.92
178688	03/11/2014	BELL'S INDUSTRIAL SERVICE	679.34
178689	03/11/2014	BLICK ART MATERIALS	457.26
178690	03/11/2014	BOUNDLESS NETWORK	854.72
178691	03/11/2014	BOUNDTREE MEDICAL	151.71
178692	03/11/2014	CONTINENTAL CHEM & SANITARY SUPPLY	3,103.92
178693	03/11/2014	COX COMMUNICATIONS	2,041.10
178694	03/11/2014	COX COMMUNICATIONS	2,098.56
178695	03/11/2014	COX COMMUNICATIONS	10.26
178696	03/11/2014	COX COMMUNICATIONS	1,101.74
178697	03/11/2014	SHEILA DUFRESNE	3,000.00
178698	03/11/2014	DUNN-EDWARDS CORPORATION	183.25
178699	03/11/2014	EASTBAY TEAM SPORTS DEPT #5374	695.52
178700	03/11/2014	ECONOMIC ALTERNATIVES, INC.	376.25
178701	03/11/2014	EVIDENCE-BASED, INC	1,592.02
178702	03/11/2014	FONTIS SOLUTIONS	1,188.00
178703	03/11/2014	HOANG-QUYEN DANG	38.53
178704	03/11/2014	SARA FRAZIER	52.08
178705	03/11/2014	FARIDA GABDRAKHMANOVA	148.76
178706	03/11/2014	GOODWILL INDUSTRIES OF ORANGE COUNTY	3,290.00
178707	03/11/2014	ESTER GRAHAM	71.88
178708	03/11/2014	GREEN THUMB INTERNATIONAL	36.48
178709	03/11/2014	HAIR CALIFORNIA BEAUTY ACADEMY	19,262.25
178710	03/11/2014	GEORGE T. HALL	703.21
178711	03/11/2014	HARDY DIAGNOSTICS	877.20
178712	03/11/2014	HITT MARKING DEVICES, INC.	44.04
178713	03/11/2014	HOIST SERVICE, INC.	522.50
178714	03/11/2014	HOLLANDER GLASS, INC.	285.69

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Check Number	Check Date	Pay to the Order of	Check Amount
178715	03/11/2014	INGARDIA BROTHERS PRODUCE, INC.	1,382.00
178716	03/11/2014	LISA INLOW	11.92
178717	03/11/2014	IRVINE TENNIS	648.00
178718	03/11/2014	EFAX CORPORATE c/o J2 GLOBAL, INC.	158.90
178719	03/11/2014	BICHTUYEN JENSEN	15.12
178720	03/11/2014	DAVIT S. KHACHATRYAN,	98.45
178721	03/11/2014	SCOTT KIM	287.13
178722	03/11/2014	MORITAKA KINA	240.00
178723	03/11/2014	TAMARA KING	119.85
178724	03/11/2014	CAMBIUM LEARNING, INC.	3,000.00
178725	03/11/2014	CAROLINA KUSSOY C/O IRVINE VALLEY COLLEGE	48.28
178726	03/11/2014	LOS ANGELES TIMES	520.00
178727	03/11/2014	LAGUNA GRAPHIC ARTS, INC.	64.80
178728	03/11/2014	LIGHTING SUPPLY, INC.	185.33
178729	03/11/2014	METALOGIX INTERNATIONAL	2,388.00
178730	03/11/2014	MICRO CENTER A/R	300.19
178731	03/11/2014	MOORE MEDICAL, LLC	83.10
178732	03/11/2014	MP BIOMEDICALS LOCKBOX#774472	83.00
178733	03/11/2014	NAT'L INSTRUMENTS	2,381.18
178734	03/11/2014	NUVENTIVE, LLC	21,900.00
178735	03/11/2014	ORANGE CO. COMMERCIAL PRINTING	1,454.00
178736	03/11/2014	NANCY PADBERG	56.58
178737	03/11/2014	KIM REZVANI	38.53
178738	03/11/2014	PATTY ROCKLIN	38.53
178739	03/11/2014	NATALIE J. TIMPSON	38.53
178740	03/11/2014	PHUONG T. VU	38.53
178741	03/11/2014	THE NYHART COMPANY ATTN: FINANCE DEPT	5,200.00
178742	03/11/2014	SPECTRUM CHEMICAL MFG. CORP.	136.82
178743	03/11/2014	MARIA SIMPSON, PhD.	2,300.00
178744	03/11/2014	PRO GROUP CO.	144.60
178745	03/11/2014	RICHARD ROTH, ESQ	4,897.00
178746	03/11/2014	RYDIN DECAL	403.12
		Unpaid Sales Tax	30.96
		Expensed Amount	434.08
178747	03/11/2014	S & B FOODS CATERING DIVISION	128.36
178748	03/11/2014	S & B FOODS CATERING DIVISION	2,552.04
178749	03/11/2014	SAFEWAY, INC.	14.77
178750	03/11/2014	SEHI PROCOMP COMPUTER PRODUCTS	2,572.82
178751	03/11/2014	SHRED-IT USA-SAN DIEGO	269.81 *
	Reissued on 03/11/2014, Cancel Register # AP03112014F		
178752	03/11/2014	c/o HELEN TUNG SMASHING SPORTS	1,196.40
178753	03/11/2014	STOUT & BURG ELECTRIC INC	2,865.00
178754	03/11/2014	SUN BADGE COMPANY	531.45
178755	03/11/2014	TECHNICAL SAFETY SERVICES	150.00
178756	03/11/2014	VENTEK INTERNATIONAL	315.00
178757	03/11/2014	WALTERS WHOLESALE ELECTRIC	576.96
178758	03/11/2014	XEROX CORPORATION	673.64
178759	03/11/2014	OFFICE MAX INCORPORATED	33.28

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Check Number	Check Date	Pay to the Order of	Check Amount
178760	03/11/2014	DONNA RANE-SZOSTAK	79.95
178761	03/11/2014	SAN DIEGO GAS & ELECTRIC	989.56
178762	03/11/2014	SHRED-IT USA-SAN DIEGO	269.81
178763	03/11/2014	SIGNATURE CELEBRATIONS	723.60
178764	03/11/2014	SMART & FINAL	205.06
178765	03/11/2014	SYSCO RIVERSIDE INC	748.99
Total Number of Checks			1,159
			7,059,100.58

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	5	13,322.47
Reissue	4	8,886.77
Net Issue		7,036,891.34

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	1,045	3,783,037.49
12	Child Development Fund	12	2,582.56
40	Capital Outlay Fund	83	2,891,416.14
68	Self-Insurance Fund	5	3,315.23
71	Retiree Benefit Fund	5	361,191.56
Total Number of Checks		1,150	7,041,542.98
Less Unpaid Sales Tax Liability			4,651.64
Net (Check Amount)			7,036,891.34

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

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
010959	02/07/2014	WIKI THINK	25,325.17
010960	02/07/2014	KAYLAA FOX	705.60
010961	02/07/2014	MATHOBOTIX	3,500.00
010962	02/07/2014	XEROX CORPORATION	449.01
010963	02/11/2014	FITWORX	2,151.00
010964	02/18/2014	WIKI THINK	788.48
010965	02/18/2014	ESTELLA CASTILLO-GARRISON	176.80
010966	02/18/2014	MATHOBOTIX	3,032.00
010967	02/24/2014	KYLIE GUIRAL	37.78
010968	02/24/2014	DENISE LUDES	121.21
010969	02/24/2014	ARRON SEARCY	127.80
010970	02/24/2014	SMART LEVELS MEDIA	1,647.00
010971	02/28/2014	ESTELLA CASTILLO-GARRISON	17.68
010972	03/07/2014	COHEN-NAGLESTAD ENTERPRISES LLC	564.00
010973	03/07/2014	ESTELLA CASTILLO-GARRISON	9.70
010974	03/07/2014	XEROX CORPORATION	477.47
Total Number of Checks			16
			39,130.70

Includes checks for only Bank Account SC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	16	39,130.70
Total Number of Checks		16	39,130.70
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			39,130.70

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

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Checks Dated 02/06/2014 through 03/11/2014

Check Number	Check Date	Pay to the Order of	Check Amount
009220	02/07/2014	BRUBAKER, REBECCA MAY	12.72
009221	02/07/2014	EDUCATION TO GO	540.25
009222	02/11/2014	WELLS FARGO #1598	94.28
009223	02/24/2014	POSTMASTER	640.00 *
Reissued on 02/24/2014			
009224	02/24/2014	POSTMASTER	640.00
009225	02/28/2014	BRUBAKER, REBECCA MAY	7.88
009226	02/28/2014	EDUCATION TO GO	1,141.00
009227	02/28/2014	EDUCATION TO GO GATLIN EDUCATION SERVICES	2,990.00
009228	02/28/2014	CATHLEEN GREINER	69.26
009229	02/28/2014	SHARON LOUIE	13.04
Total Number of Checks			10
			6,148.43

Includes checks for only Bank Account IVC-CMED

	Count	Amount
Reissue	1	640.00
Net Issue		5,508.43

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	9	5,508.43
Total Number of Checks		9	5,508.43
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			5,508.43

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

TO: Board of Trustees
FROM: Gary L. Poertner, 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 change listings are submitted for approval of the Board of Trustees.

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-03185 through P14-03543 amounting to \$5,884,417.31 and P15-00001 through P15-00010 amounting to \$49,782.00 are submitted to the Board of Trustees for approval. Confirming requisitions dated February 6, 2014 through March 11, 2014 totaling \$801,114.19 are also submitted.

RECOMMENDATION

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

Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03185	ORANGE COUNTY REGISTER	SC Lib Renov	Bid ad 2014 Photo-Radio-TV Reno SC	2,342.00
P14-03186	CAL BUILDING SYSTEMS		Five Year Test for Wet Side / Fire Life System	4,776.00
P14-03187	WARD'S NATURAL SCIENCE		* Geology lab thermometers	382.81
P14-03188	ZARA DISTRIBUTION		Calibration gases	114.46
P14-03189	FORESTRY SUPPLIERS, INC.		Flap cap for field trips	62.33
P14-03190	UNITED DIRECT MARKETING		Payment Emeritus Spring 2013 mailing	674.95
P14-03191	DSE ARCHITECTURE, INC.		Architectural & engineering at Union Office	24,280.00
P14-03192	WELLS FARGO #3317 (DISTRICT)		IBM Wheelwriter Typewriter Ribbon SC Coun.	73.44
P14-03193	CDW-G COMPUTER CENTERS		Cloud Managed Wireless Access Point	1,140.96
P14-03194	NATIONAL Balsa		1/8" plywood for Arch models SC	1,096.40
P14-03195	DELL MARKETING		Laptop for Morae software (project work) & Battery	1,981.22
P14-03196	POWERTRON BATTERY CO.		8 Golf Cart Batteries	863.14
P14-03197	NACCE		Membership	750.00
P14-03198	EPD SOLUTIONS, INC.	IVC Barranca Rd	Phase III Design Barranca Road	101,000.00
P14-03199	BRAVO SIGN & DESIGN		LRC pre-construction signs	2,275.00
P14-03200	ORANGE COAST FENCE COMPANY		Install fencing at LRC	3,580.55
P14-03201	ORANGE COUNTY ELECTRIC, INC		Relocate furniture in LRC 102 & 103	1,700.00
P14-03202	HOLLANDER GLASS, INC.		Copper foil/silver foil/solder Emeritus SC	373.26
P14-03203	EAGLE COMMUNICATIONS		Renew Facilities Radio License	298.00
P14-03204	HOLLANDER GLASS, INC.		Course glass Emeritus SC	33.10
P14-03205	HITT MARKING DEVICES, INC.		Accounting stamps District	130.69
P14-03206	ALVARADO MFG. CO.		Stanchions IVC events	839.50
P14-03207	DIRECT PAINTING & DECORATING INC.		Repaint fences at CDC	4,575.00
P14-03208	GENERAL DYNAMICS INFORMATION TECHNOLOGY INC		1098-T tax form mailing/web access - 2013 tax yr	39,010.00
P14-03209	JERRY'S ARTARAMA		Arches water color paper SC Emeritus	388.91
P14-03210	DICK BLICK COMPANY		SC Fashion adhesive/glitter/paper	103.68
P14-03211	CDW-G COMPUTER CENTERS		Xerox WorkCentre 3220 DN	559.40
P14-03212	SYSTEMS MAINTENANCE SERVICES		Dell Server Maintenance Renewal	5,856.00
P14-03213	DEMCO INC.		Book covers, cleaner, tyvek hinge repair	125.03
P14-03214	HILLYARD FLOOR CARE SUPPLY		Floor machines, wet dry vacs	2,424.50
P14-03215	REILLY WORKPLACE INVESTIGATION S		Consultant/Investigator	15,000.00
P14-03216	BEST BUY BUSINESS ADVANTAGE		Library supplies per Jenny Langrell	76.53
P14-03217	AARDVARK CLAY AND SUPPLIES		Plaster, porcelain, sand SC fine arts	4,801.68
P14-03218	MENDTRONIX INC		Equipment Repair for Media Services	162.00
P14-03219	GALE SUPPLY COMPANY	IVC Life Sci	Paper towel rolls 2013-2014 Chemistry classes	300.00
P14-03220	ORANGE CO. TREASURER TAX COLLECTOR		Installation t1 line/switch/telephone service	3,155.45
P14-03221	TRAFFIC MANAGEMENT INC.		Signs SC Campus Police	7,763.20

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

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03222	CDW-G COMPUTER CENTERS		WiFi Antennas for IVC	976.30
P14-03223	MIROSLAVA MANCHIK		President's Roundtable on E&WD	200.00
P14-03224	TROXELL COMMUNICATIONS, INC.		Relocation of Projector in LRC 103	1,432.66
P14-03225	BATTERIES PLUS, #440 LAKE FORE ST STORE	Bldg W/Com Arts	Batteries for audio recorders	138.24
P14-03226	US MARKERBOARD BRITE VISUAL PRODUCTS INC.		Replace all setup chairs	9,979.64
P14-03227	DELL MARKETING		Replacement Battery Laptop INSPI 1545	121.49
P14-03228	WARD'S NATURAL SCIENCE		Dig. Thermometers for labs	367.20
P14-03229	COLLEGE CENTRAL NETWORK		Software renewal	1,736.44
P14-03230	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		MacBook Pro 15 inch	2,959.96
P14-03231	OCTMA IRVINE POLICE DEPT		Membership dues for Orange Co Train Mgr Assn	100.00
P14-03232	WORLDPOINT ECC, INC.		BLS course completion cards/SC HS	221.31
P14-03233	T3 MOTION, INC.		Service & Repair	500.00
P14-03234	ASICS AMERICA CORPORATION		Men's volleyball gear	1,170.10
P14-03235	DICK BLICK COMPANY		Clrd. pencils/paper/charcoal pencils/SC Fine Arts	284.88
P14-03236	EN4ORM OFFICE INTERIORS	IB4	Chairs for IVC Life Sciences Project	1,261.22
P14-03237	LUIS MAURICIO VASQUEZ		FKCE Wkshp Trainer	2,425.00
P14-03238	LAURIE M. VARTANIAN dba RELIABLE RESPONSE		FKCE Wkshp Trainer	2,100.00
P14-03239	GUISELLE SCOTT		FKCE Wkshp Monitor	210.00
P14-03240	MICHELE DUGAN		FKCE Wkshp Trainer	600.00
P14-03241	FOSTER CARE AUXILIARY OF OC		FKCE Wkshp Trainer	600.00
P14-03242	APRIL THOMPSON dba SPERO FAMILY SERVICES		FKCE Wkshp Trainer	120.00
P14-03243	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Foms - Deposit Advice District	497.50
P14-03244	WELLS FARGO #1598		Flag Accessories	145.38
P14-03245	RYDIN DECAL		Parking permits SC Police	434.08
P14-03246	LIVESCRIBE	IVC Warehouse	Smart pens and accessories for DSPS students	4,542.32
P14-03247	APPLE COMPUTER, INC. ATTN: HiEd SALES SUPPORT		iPads	3,197.52
P14-03248	PRECISION PLUMBING		Replace water fitting	912.00
P14-03249	WESTERN GRAPHICS PLUS, INC.		Warehousing for Career Cafe	1,800.00
P14-03250	SEHI PROCOMP COMPUTER PRODUCTS		HP X55 and other lab supplies	967.03
P14-03251	SIGNATURE CELEBRATIONS		Balloons for Senior Day 2014	723.60
P14-03252	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	USB Extension for Students devices SC Film	129.28
P14-03253	MAIN GRAPHICS	IVC Warehouse	Business Cards for DSPS office IVC	113.40
P14-03254	SOUTHWEST MATERIAL HANDLING, INC.	SC WAREHOUSE	Forklift SC Warehouse	28,513.08
P14-03255	SOUTHWEST MATERIAL HANDLING, INC.	SC WAREHOUSE	Fork lift IVC warehouse	28,248.48
P14-03256	BEAM OF LIGHT TECHNOLOGIES		Lasers for observational astronomy	240.72
P14-03257	PARKHOUSE TIRE, INC.		Tires	574.69
P14-03258	GEORGE KATZENBERGER		Workshop Speaker	200.00

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03259	JACKSON-HIRSCH, INC.	.	Laminating Pouches for Library	49.59
P14-03260	GARY MARTIN	.	Create logo for Entrep & Innov. Learning Center	300.00
P14-03261	DEMCO INC.	.	Book Covers for Library	158.84
P14-03262	GEMPLER'S	.	Disposable gloves, lense cleaner	229.89
P14-03263	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	.	Pencils promo IVC A+R	489.00
P14-03264	JOHNNY'S SELECTED SEEDS	.	Seeds for Bio 31	48.60
P14-03265	McMASTER CARR SUPPLY COMPANY	.	Physics socket	34.56
P14-03266	LEARNING ZONE	.	Dvd & PowerPoint SC Culinary	86.25
P14-03267	WESTMINSTER PRESS, INC.	.	At a glance brochures	1,152.36
P14-03268	LAKE FOREST CHAMBER OF COMMERCE	.	Membership	175.00
P14-03269	ABC SCHOOL EQUIPMENT, INC.	.	Whiteboard for Division Office Conference Room	343.16
P14-03270	ULINE, INC.	.	Swiffer Duster Refills for Library	39.06
P14-03271	WARD'S NATURAL SCIENCE	.	Scale & meter sticks , biology	301.58
P14-03272	ART.COM	.	Library art SC	330.27
P14-03273	GKKWORKS	SC FineArts Ren	Architectural Srvcs, FA HVAC Improvements	250,000.00
P14-03274	SCRIP-SAFE SECURITY PRODUCTS	.	Secure transcript paper SC A+R	2,439.42
P14-03275	WORKDAY INC	.	HR/Financial Software System Premium CSM	50,000.00
P14-03276	MARCIVE, INC.	.	Library database service per Lydia Welhan	168.30
P14-03277	SCANTRON CORPORATION	.	Test forms for classes SC Sci. Math	265.83
P14-03278	DICK BLICK COMPANY	.	Pastel paper SC Emeritus	172.38
P14-03279	MAIN GRAPHICS	.	Business cards for the Director	37.76
P14-03280	CDW-G COMPUTER CENTERS	.	Cancellation page pak	600.00
P14-03281	AGUINAGA GREEN, INC.	.	Mutch for the native garden	226.80
P14-03282	SOUTH COAST A.Q.M.D	.	AQMD annual emissions fee	1,572.52
P14-03283	SIMS TREE HEALTH SPEC., INC.	.	Tree assessment	1,500.00
P14-03284	ZUZANA BIC	.	Guest speaker - Zuzana Bic	100.00
P14-03285	A G CONSTRUCTION	IVC Life Sci	IPE wood removal at ivc life sciences	7,347.15
P14-03286	SCOTT A. COKELY	.	Accompanist for Spring 2014 auditions	240.00
P14-03287	LOS SERRANOS GOLF COURSE	.	Green fees for IVC men's golf	992.00
P14-03288	WESTERN GRAPHICS PLUS, INC.	.	Career Cafe Reorder Items	18,880.45
P14-03289	FISHER SCIENTIFIC	.	Glassware order for Phys Sci class	5,525.76
P14-03290	WESTERN GRAPHICS PLUS, INC.	.	Reorders for career cafe	14,772.00
P14-03291	XPEDX	.	Paper for IVC Duplicating	187.65
P14-03292	INGARDIA BROTHERS PRODUCE, INC.	.	Culinary arts supplies, groceries	5,000.00
P14-03293	WELLS FARGO #3317 (DISTRICT)	.	iPad Purchase	1,190.64
P14-03294	WESTERN REGIONAL HONORS COUN C/O ANNE SCOTT HONORS PROG	.	Membership Dues	75.00
P14-03295	IRVINE VALLEY COLLEGE BOOKSTOR E	.	Digital Textbooks for iPads for Perkins Grant	11,811.99
P14-03296	WELLS FARGO #3317	.	Hole punch IVC	148.59

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.

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03297	BATTERIES PLUS, #440 LAKE FORE ST STORE	Bldg W/Com Arts	Batteries for recording units	122.04
P14-03298	R2A ARCHITECTURE		Design services for Vil 4	9,762.00
P14-03299	SADDLEBACK GOLF CARS, INC.		Golf cart for locksmith SC	6,974.64
P14-03300	HITT MARKING DEVICES, INC.		Payroll stamp District	24.55
P14-03301	CHAMPION CHEMICAL CO.		Custodial supplies	1,000.00
P14-03302	HITT MARKING DEVICES, INC.		Custom Nameplate/Stamp IVC Police	110.23
P14-03303	SCHOOLDUDE.COM		IVC renewal fees to existing contract to 12/31/14	11,995.56
P14-03304	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Ball Joint for A&R Zebra Printer	29.10
P14-03305	WELLS FARGO #3317		Under desk keyboard shelf SC Sci Math	43.96
P14-03306	WELLS FARGO #3317 (DISTRICT)		CD storage/dvd-ri zip drive SC Emeritus	100.43
P14-03307	RICHARD THE THREAD EMPIRE TAPE COMPANY		Alpha numeric paper/filter resin SC Fashion	494.98
P14-03308	MISSION AUTO EQUIP & LIFTS	Bldg W/Com Arts	Ramp for Portable Production System	209.41
P14-03309	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		iPad purchase for A&R office	640.87
P14-03310	WALTER CLARK		guest artist music program	200.00
P14-03311	EASTBAY TEAM SPORTS		Fill in football jerseys	821.90
P14-03312	BOUNDTREE MEDICAL LLC		supplies for paramedic program	151.71
P14-03313	CDW GOVERNMENT, INC.	IVC Warehouse	Desk top scanners for testing area & offices	2,832.93
P14-03314	DELL MARKETING		Dell Precision T3600 for ATEP	5,414.34
P14-03315	LIFETIME MEMORY PRODUCTS, INC.	Bldg W/Com Arts	Flash drives for student use	716.04
P14-03316	WELLS FARGO #3317		Books for Webmaster IVC	344.25
P14-03317	BUDDY'S ALL STARS		W Tennis S'14 warmups	635.00
P14-03318	PEARSON CLINICAL ASSESSMENT (P sychCorp)		LD testing forms and booklets	1,579.02
P14-03319	APEX AUDIO		Repair of sound equip FY13/14 season	1,500.00
P14-03320	FLAGS USA, INC.		Flag for Spring Theatre Production	807.20
P14-03322	WAXIE SANITARY SUPPLY	SC WAREHOUSE	district stores facial tissue.	402.41
P14-03323	DISCOUNT SCHOOL SUPPLY SALES D EPARTMENT		markers/wood bits/cd player/easels SC childcare	2,033.63
P14-03324	XEROX CORPORATION		Xerox Staples for Workstation Printer	136.28
P14-03325	WELLS FARGO #3317 (DISTRICT)		Timers District HR	106.14
P14-03326	EASTBAY TEAM SPORTS		Tennis balls for tennis team	695.52
P14-03327	CAMAYAK LTD		Content management system	1,300.00
P14-03328	GOPHER SPORTS EQUIPMENT		Supplies for adaptive PE	79.52
P14-03329	TUSTIN AWARDS, INC.		Honors Program medallions	1,341.80
P14-03330	THE COLAD GROUP, LLC		Folders for matric IVC	2,463.40
P14-03331	FITNESS WHOLESALE, INC.		Fitness class supplies	269.28
P14-03332	PROFORCE MARKETING INC. PROFOR CE LAW ENFORCEMENT		Taser cartridges	264.54
P14-03333	CDW-G COMPUTER CENTERS		Xerox 6500DN	369.36
P14-03334	LASER SOURCE		Ink for assessments	343.44
P14-03335	BOUNDLESS NETWORK		CTE outreach pens	854.72
P14-03336	WELLS FARGO #3317	SC WAREHOUSE	CTE Reference materials, books	134.69
P14-03337	MONTGOMERY, NANCY		Misc office supplies	400.00

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

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03338	APPERSON EDUCATION PRODUCTS A PPERSON PRINT RESOURCES		Accuscan forms Soc. Sci. SC	898.48
P14-03339	INDUSTRIAL TECHNICAL SERVICES CORP.		Replace fan for Chiller	1,678.91
P14-03340	McKESSON GENERAL MEDICAL CORP		CDC Supplies-Latex Gloves	246.56
P14-03341	DUNN-EDWARDS CORPORATION		Theatre supplies	500.00
P14-03342	B & H PHOTO		Electronic Storage for Music Department	610.20
P14-03343	OFFICE MAX A BOISE COMPANY		Ergonomic Stapler for HR Specialist	33.28
P14-03344	THE BOOK VINE FOR CHILDREN		Board books/books/ SC Childcare	556.68
P14-03345	JOHNSTONE SUPPLY		HVAC equip, heat exchanger	915.25
P14-03346	PEARSON CLINICAL (PsychCorp)		LD testing materials SC	1,343.74
P14-03347	WARD'S NATURAL SCIENCE		Jars/bottles for increased # of bio lab classes	186.49
P14-03348	CORE SOFTWARE CORP		Annual Maint for Core Run Time Libraries	10,000.00
P14-03349	YARDLEY PUMP AND VACUUM, INC.		HVAC vacuum pumps, gaskets, filters	1,644.16
P14-03350	JOHNSTONE SUPPLY		Parts to repair studio theater heat pump	1,017.46
P14-03351	GEORGE T. HALL		HVAC equip, heater & control valve	959.17
P14-03352	LIGHTING SUPPLY, INC.		Lamps and Stock	679.73
P14-03353	MANAGING EDITOR, INC.		Application builder for mobile publications	6,300.00
P14-03354	RON ELLISON		Theatre reimbursement	2,000.00
P14-03355	DIVERSIFIED BUSINESS SERVICES		Webster's Pocket Dictionarys SC counseling	3,668.20
P14-03356	IRVINE PIPE & SUPPLY		Materials for hot tank venting	479.46
P14-03357	WORKDAY INC		HR/Financial software delivery system	314,080.00
P14-03358	BRIDGES INITIATIVES, INC.		Bridges software renewal	1,850.00
P14-03359	BIG TEX TRAILERS WEST		Heavy transport trailer IVC MO	7,249.00
P14-03360	EVENTS		OC social entrepreneurship luncheon	1,050.00
P14-03361	ARTS ORANGE COUNTY		Advertising for 2014 FA Events	300.00
P14-03362	PRESIDIO NETWORKED SOLUTIONS		Network Refresh Basic Aid Project	592.41
P14-03363	ALISO VIEJO CHAMBER OF COMMERCE		Membership	150.00
P14-03364	AVALON TENT & PARTY		Equipment rental for Commencement	3,908.65
P14-03365	SOCIETY FOR CONSERVATION BIOLOGY		Conservation magazine renewal	29.00
P14-03366	JACQUELINE GOODE		FKCE wksp trainer	240.00
P14-03367	FARNOOSH SORAYA		FKCE wkshp trainer	240.00
P14-03368	CARASOFT TECHNOLOGY CORP		HR-Fiscal computer/technology for village bldg. 4	78,217.92
P14-03369	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		iPad Air for ATEP	5,197.20
P14-03370	FISHER SCIENTIFIC		Items for increased # of bio lab class sections	2,412.86
P14-03371	CDW-G COMPUTER CENTERS		Purchase scanners for ISC	1,990.22
P14-03372	B & H PHOTO		Instructional Equipment	1,027.86
P14-03373	W. W. GRAINGER		SC Art Supplies/gloves/respirators	970.16
P14-03374	PAYPHONE STATIONS INC		Payphone Service	1,800.00

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

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03375	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Promo items for ISC flash drives	1,701.00
P14-03376	JEREMY CAVATERRA		Guest artist	500.00
P14-03377	MEDCO SUPPLY COMPANY		Athletic training supplies	279.74
P14-03378	SEHI PROCOMP COMPUTER PRODUCTS		Printer replacement	1,026.13
P14-03379	SEHI PROCOMP COMPUTER PRODUCTS		HP LaserJet CP4025DN Color Printer	2,572.82
P14-03380	CEDARCRESTONE INC		HR/Financial software sys. CedarCrestone	3,189,501.00
P14-03381	INTL SECURITY PRODUCTS		Printing of IVC security transcript paper	4,384.20
P14-03382	NAVIGATORS PRINT & DESIGN INC		Transcript security envelopes IVC	4,229.00
P14-03383	MAIN GRAPHICS		Printing of custom letterhead IVC	610.79
P14-03384	D4 SOLUTIONS INC.		Data cables	1,518.37
P14-03385	PRO GROUP CO.		Sketch paper for arch classes SC	144.60
P14-03386	BSN SPORTS		Adapted PE supplies	2,438.83
P14-03387	MARTHA FRUICHANTIE		FKCE Wkshp Trainer	120.00
P14-03388	PARADIGM, INC.		Printing - misc. diplomas & certificates	52.58
P14-03389	BATTERIES PLUS, #440 LAKE FORE ST STORE		Batteries for lab use	64.54
P14-03390	SAMUAL FRENCH		Best little whorehouse conductor score rental	55.00
P14-03391	CAL BUILDING SYSTEMS		Campus Wide Inspection of Backflow Preventors	4,589.00
P14-03392	SADDLEBACK BOOKSTORE - #296 FO LLETT HIGHER EDUCATION GROUP		Senior Day t-shirts	4,808.16
P14-03393	LIVING COAST DISCOVERY CENTER		Entrance Fee for ENV 24 Class	180.00
P14-03394	INTENT DIGITAL LLC		Managed software service renewal	3,500.00
P14-03395	PSYCHOLOGICAL ASSESSMENT RESO URCES, INC.		LD Testing Materials DSPS SC	200.00
P14-03396	JUNIOR'S GOLF CARTS		District golf carts	13,367.40
P14-03397	FISHER SCIENTIFIC	IB4	Spectrophotometer, stir plates class cap increase	2,234.69
P14-03398	CDW-G COMPUTER CENTERS		Symantec ghost software renewal	3,500.00
P14-03399	PCMG, INC		E-hard drive perks	148.60
P14-03401	POCKET NURSE ENTERPRISES, INC.		Supplies for Medical Assisting	48.61
P14-03402	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		Furniture for Maintenance Coordinator Area	3,803.65
P14-03403	ZOGICS, LLC		Disinfectant foam dispensers	167.09
P14-03404	FULLERTON CIVIC LIGHT OPERA CO		Costume rentals for "Best Little Whorehouse"	800.00
P14-03405	HACH COMPANY		Replacement bulb for Beckman DU730.	275.16
P14-03406	VWR		Lab carts for Biology Prep	3,795.07
P14-03407	THE LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SVC.		Classification web renewal	525.00
P14-03408	CDW-G COMPUTER CENTERS		Network Refresh - Cisco Phones/Plycoms	17,485.20

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03409	PARTS EXPRESS		Dura Race Spool for Media Servs	345.15
P14-03410	PASCO DOORS		Repair B200 restroom door	2,885.00
P14-03411	SIGN A RAMA		Signage for Saddleback Star event	500.00
P14-03412	CALIFORNIA HAZARDOUS SERVICE		Preparing ground tank for AQMD	4,837.71
P14-03413	EAGLE COMMUNICATIONS		Radio FCC ilicense fee	1,135.00
P14-03414	U.S. POSTAL SERVICE MISSION VI EJO POST OFFICE		Funds for Business Reply mail	1,500.00
P14-03415	HAITBRINK ASPHALT PAVING, INC.		install storm drain at LRC roof	10,428.00
P14-03416	FISHER SCIENTIFIC		Instruct gloves, clips & Replacement Glassware	1,542.68
P14-03417	SEHI PROCOMP COMPUTER PRODUCTS		Black/white printers	1,359.74
P14-03418	CCCCIO C/O CLAIRE BIANCALANA		2014-14 CCCCIO Membership Dues	300.00
P14-03419	SHRED-IT		Monthly contract with Shred-It-Attachment	125.00
P14-03420	XEROX CORPORATION		New Lease/Maint for 6 Division Copiers	8,465.96
P14-03421	ARCHIE'S ICE CREAM		Ice cream for senior day	1,430.00
P14-03422	PRECISION PLUMBING		M500 plumbing	3,732.36
P14-03423	MGB CONSTRUCTION		Replacing asphalt walkway with concrete	6,730.00
P14-03424	DABCO, INC.		Modified hot water in PE-100	1,178.00
P14-03425	CORE MANAGEMENT SERVICES		Consultant service for custodial dept.	14,700.00
P14-03426	WESTERN ALLIED CORPORATION		HVAC equipment	3,985.00
P14-03427	WALTERS WHOLESALE ELECTRIC		Replace light fixture for softball field	2,771.33
P14-03428	GILBERT ENGINEERING & ASSOCIATES INC		Engineering services for LRC drainage	12,050.00
P14-03429	PASCO SCIENTIFIC		Physics equipment - Force tables	4,473.48
P14-03430	FISHER SCIENTIFIC		PCR hotplates for Bio 3ABC and Micro.	1,715.17
P14-03431	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		Ligation kit refill for Biochemistry	284.38
P14-03432	B & H PHOTO	Bldg W/Com Arts	Software and speakers for portable system	1,154.51
P14-03433	INDUSTRIAL TECHNICAL SERVICES CORP.		Maintenance of hvac variable drives	4,050.00
P14-03434	PACIFIC RESEARCH & EVALUATION ATTN: STEVEN RIDER, PRES.		Contract services TAACCCT grant	168,490.00
P14-03435	W. W. GRAINGER		Facilities supplies stair tred	3,400.70
P14-03436	GENESIS, INC.		Lab supplies for Ecology owl pellets	325.04
P14-03437	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		PD workstation	2,341.22
P14-03438	AUTOMOTIVE ELECTRONIC SERVICES	SC WAREHOUSE	Hybrid electrical testing equipment	445.46
P14-03439	R2A ARCHITECTURE		BGS FIRE - Architectural Services	113,703.00
P14-03440	QUALITY OFFICE FURNISHINGS		Furniture to overhaul for DSPS testing	6,661.89
P14-03441	INTERNATIONAL MEDIA SOLUTIONS LLC		Mojo kits video for Journalism	1,955.76
P14-03442	UNITED INTERIORS		Lg ergonomic chairs for Campus Police department	3,706.34

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03444	SIRCHIE FINGER PRINT LABS	.	Fingerprinting supplies	50.82
P14-03445	SMART LEVELS MEDIA		FKCE newsletter printing	3,328.80
P14-03446	G/M BUSINESS INTERIORS		Chair for asst director facilities planning	396.60
P14-03447	WELLS FARGO #3317 (DISTRICT)		Books/batteries/charger SC CD	253.70
P14-03448	NEW ALTERNATIVES, INC.		FKCE workshop trainer	600.00
P14-03449	GARMIN INT'L INC.		Geog upload Garmin	106.19
P14-03450	LIGHTING SUPPLY, INC.		Replace lights for softball field	185.33
P14-03451	FEDEX OFFICE		Laminate Geog maps	214.81
P14-03452	SO. COAST FIRE PROTECTION		Ansul system testing	588.04
P14-03453	MISSION VIEJO GLASS		Replace broken mirrors	1,700.00
P14-03454	CHRISTY WHITE ASSOCIATES		Auditing professional service	20,000.00
P14-03455	ORANGE COUNTY ELECTRIC, INC		Data power poles for Vil 4	3,830.00
P14-03456	JOHN T. CASAGRANDE JTC CONSULT ING		EOPS System Consultant	4,000.00
P14-03457	SIGMA-ALDRICH CHEMICAL CO.		Chemicals for Biology 3A and C	333.35
P14-03458	MERIDIAN IT INC		HR-Fiscal Upgrade - Village Bldg 4 Project	47,384.74
P14-03459	XEROX CORPORATION	.	New copier for OE/LR	1,093.39
P14-03460	ACCUVANT INC.		HR/Fiscal Upgrade - Village Bldg 4 Project	43,854.00
P14-03461	OFFICE MAX A BOISE COMPANY		Office Supp. for HR/Financial Software System	5,440.67
P14-03462	OFFICE MAX A BOISE COMPANY		Office Supplies for HR/Financial Software System	1,039.22
P14-03463	STRATA INFORMATION GROUP		Project management	500,000.00
P14-03464	VWR		Geog tray organize-Attachment	231.17
P14-03465	WARD'S SCIENCE		Geog rock collection-Attachment	467.81
P14-03466	SWEETWATER	.	Sony sound forge licenses	5,398.65
P14-03467	MERIDIAN IT INC		Switch/support warranty	15,081.36
P14-03468	AIRWOLF3D	.	3D printer for DMP	3,234.60
P14-03469	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	Bldg W/Com Arts	Headphones for student use	720.79
P14-03470	BOUNDLESS NETWORK		Banners bgs SC	443.25
P14-03471	CDW-G COMPUTER CENTERS		HR-Fiscal Upgrade - Village Bldg 4 Project	56,704.81
P14-03472	USA SCIENTIFIC		Gloves for Biology Students	1,136.90
P14-03473	HIGH SCHOOL MEDIA, LLC	SC WAREHOUSE	CTE realestate add outreach	1,000.00
P14-03474	DOW DIVERSIFIED	IVC Life Sci	Modification of 17 lab work stations	6,743.00
P14-03475	BONE CLONES, INC.		Anthropology bones-Attachemnt	581.86
P14-03476	CAROLINA BIOLOGICAL SUPPLY		Psychology taste paper	62.80
P14-03477	McMASTER CARR SUPPLY COMPANY	.	Repair part for CNC router	96.05
P14-03478	EDUCATIONAL MAPS & GLOBES, LLC		Geography maps-Attachment	1,255.21
P14-03479	WELLS FARGO #3317	Bldg W/Com Arts	Chairs for mobil production system SC	260.67
P14-03480	REI		Geog field study supplies, lantern,filter etc.	1,056.94
P14-03481	MIKE BROWN GRANDSTANDS, INC.		Football Stadium Bleacher Rental 2013/2014	29,000.00

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03482	AMERICAN KINESIOLOGY ASSOC		Am Kinesiology Assn mbrshp/Jan Duquette	150.00
P14-03483	MEM BERSHIP		DUNKEL BROTHERS	
P14-03484	USA SCIENTIFIC		Moving Machinery	3,200.00
P14-03485	ECONOMIC ALTERNATIVES, INC.		PCR Supplies for Bio 3A,B,&Mirco,votex genie, etc.	2,414.50
P14-03486	SEHI PROCOMP COMPUTER PRODUCTS		Chemicals for B400 Waste Treatment System	1,754.35
P14-03487	AMERICAN LIBRARY ASSOCIATION		Equipment for Nursing	1,358.46
P14-03488	REGENCY LIGHTING		RDA toolkit software renewal	180.00
P14-03489	WORKDAY INC		Library Lighting	820.80
P14-03490	KR WOLFE INC.		Workday training credits	125,000.00
P14-03491	AI NETWORKS DRIVECRASH.COM		HR/Fiscal Upgrade - Village Bldg 4 Project	11,547.64
P14-03492	B & H PHOTO		Data recovery	1,045.00
P14-03493	PRESTIGE GOLF CARS	IVC Warehouse	Theatre-wireless mics	6,177.60
P14-03494	ROBOTSHOP	IB4	IVC Warehouse electric delivery cart	11,924.16
P14-03495	MONNIT CORP.	IB4	Engineering Supplies, servo motor, connectors,etc.	783.99
P14-03496	WELLS FARGO #3317 (DISTRICT)	IB4	Engineering supplies, sensor gateway,lux sensor	267.86
P14-03497	MEDIA EDUCATION FOUNDATION		amscope/borescope/pulse oximeter IVC	525.92
P14-03498	ELECTRONIX EXPRESS		Sociology dvd's SC	572.25
P14-03499	MOUSER ELECTRONICS INC.		Transistors, capacitors, etc./electronics class	398.44
P14-03500	WELLS FARGO #3317	SC WAREHOUSE	Converter, interface driver/Electronics classes	1,164.37
P14-03501	TROXELL COMMUNICATIONS, INC.		Environmental studies instructional scale SC	259.20
P14-03502	AMSTERDAM PRINTING & LITHO		Installation of laerdal nursing system	2,707.56
P14-03503	Att n: MATT SPLITGERBER WELLS FARGO #3317		SBS calendars	168.64
P14-03504	WELLS FARGO #3317 (DISTRICT)		Replacement drill driver battery SC Sci Math	39.51
P14-03505	WELLS FARGO #3317 (DISTRICT)	Bldg W/Com Arts	New Equipment: dynamometer DSPS SC	276.09
P14-03506	SYSCO LOS ANGELES		Recording media for digital cameras SC film	145.62
P14-03507	SMART & FINAL		Culinary supplies - groceries	2,000.00
P14-03508	WELLS FARGO #3317 (DISTRICT)		Culinary arts supplies - groceries	1,000.00
P14-03509	AMAZON WEB SERVICES INC		LED lights for geology lab project SC	29.15
P14-03510	EEOC TRAINING INSTITUTE ATTN:S ANDRA RHODES RM NE31J		Virtual cloud monthly charges	10,000.00
P14-03511	AGUINAGA GREEN, INC.		EEO training	2,340.00
P14-03512	CABLEMASTERS, A DIVISION OF AL OHA ISLAND CABLE INC		Renovation of Slope and Campus Landscaping	606.96
P14-03513	TOTTY PRINTING		Terminate cables in VII 4	2,519.24
			Transcript envelopes with window SC A+R	1,162.11

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Includes P14-03185 - P14-03543

PO Number	Vendor Name	Loc	Description	Account Amount
P14-03514	PRO OFFICE AND FILING SUPPLIES		Office supplies	1,161.73
P14-03515	B & H PHOTO		Geo. camera SC	615.60
P14-03517	BRAVO SIGN & DESIGN		Flag signs	636.00
P14-03518	WELLS FARGO #3317	Bldg W/Com Arts	Speakers for voice over booth SC Film	316.41
P14-03519	BRAVO SIGN & DESIGN		Sign changes for staff parking	2,861.40
P14-03520	SOUTH COAST A.Q.M.D		AQMD annual emissions fee	117.87
P14-03521	HIGHMARK		Chairs for campus police	1,186.97
P14-03522	AGILENT TECHNOLOGIES C/O AGILE NT SALES OFFICE		Exchange defective O'scope	594.42
P14-03523	ORANGE COUNTY JEWISH LIFE		Advertising for SCLO "Hello Dolly"	2,000.00
P14-03524	POCKET NURSE ENTERPRISES, INC.		Equipment for Nursing	1,302.13
P14-03525	BSN SPORTS		Strength lab supplies	5,406.95
P14-03526	PAC ENGINEERING CRAIG CLAYTOR	Bldg W/Com Arts	Network router for portable system	40.82
P14-03527	CDW-G COMPUTER CENTERS		Liebert receptacle management	1,900.26
P14-03528	NCS PEARSON, INC. dba PEARSON ASSESSMENTS		Renewal of license for LD testing materials	96.00
P14-03529	VERNIER SOFTWARE		Data acquisition and sensor equipment.	5,136.95
P14-03530	CDW-G COMPUTER CENTERS		Monitors for Bruce Hagan	1,112.82
P14-03531	P & R PAPER SUPPLY COMPANY		Laundry detergent	883.92
P14-03532	UNIQUE MANAGEMENT SERVICES		Library fee collection service per Jenny Langrell	119.40
P14-03533	BOB PARRETT CONSTRUCTION, INC.		Repair drywall in V# 4	3,864.00
P14-03534	WELLS FARGO #2785		Facebook advertising	1,500.00
P14-03535	SOUTH COAST A.Q.M.D		Filing fee for SCAQMD rule 2202	447.45
P14-03536	DICK BLICK COMPANY		Itoya blk/ mirvention board/erasers IVC FA	291.44
P14-03537	PDE INC		Network refresh proj-power upgrades	5,607.18
P14-03538	CABLEMASTERS, A DIVISION OF AL OHA ISLAND CABLE INC		Network refresh proj-Library MDF racks	3,869.17
P14-03539	DB MECHANICAL, INC.		Repair Exterior of A300	8,208.00
P14-03540	QUALITY LOGO PRODUCTS INC		Promotional items for Electronics dept SC	226.40
P14-03541	WELLS FARGO #3317 (DISTRICT)		Fan for geology field project SC	26.91
P14-03542	WELLS FARGO #3317		Geology SC battery chargers	38.20
P14-03543	WELLS FARGO #3317		Keyboard folios for district	1,571.24
Total Number of POs			355	Total 5,884,417.31

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	309	804,325.48
12	Child Development Fund	3	2,836.87
40	Capital Outlay Fund	43	5,077,254.96
		Total	5,884,417.31

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Includes P15-00001 - P15-00010

PO Number	Vendor Name	Loc	Description	Account Amount
P15-00001	TABLEAU SOFTWARE		User software and maintenance renewal	4,500.00
P15-00002	AMERICAN LIBRARY ASSOCIATION A CRL	.	ALA membership per Jenny Langrell	1,515.00
P15-00003	L.A. TIMES		LA Times - Mar 2014-2015	520.00
P15-00004	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD		Chronicle - 1 year subscription	87.00
P15-00005	SOCIETY FOR COLLEGE AND UNIVERSITY PLANNING (SCUP)		Annual Membership Renewal	840.00
P15-00006	MAPLESOFT	.	Maple software renewal	2,400.00
P15-00007	NUVENTIVE, LLC		TracDat annual district-wide subscription renewal	21,900.00
P15-00008	ACCUVANT INC.		Maint./support of vulnerability assessment tool	16,500.00
P15-00009	PROCESS SOFTWARE CORPORATION		Process software for multinet maintenance	440.00
P15-00010	MAIN GRAPHICS	.	Business Card orders for college	1,080.00
Total Number of POs			10	Total
				49,782.00

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	10	49,782.00

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Listing

Includes 02/06/2014 - 03/11/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-03708	S & B FOODS	First Lego League Event 11/11/12-Lost Invoice	882.42
RQ14-03807	PENNY SKAFF	Reimbursement for Penny Skaff	50.00
RQ14-03911	GREY HOUSE PUBLISHING	Sports Market Place Directory	240.50
RQ14-04047	NANCY IKEDA	Ikeda Conference Reimbursement	160.00
RQ14-04331	MEEGAN FEORI	Fabric and art supplies for, Fash 31 & Fash 150	144.10
RQ14-04492	WELLS FARGO #1606	CISOA & 3CBC Conference 2014	350.00
RQ14-04583	TERENCE NELSON C/O VETS CENTER	ACCCA Confemce 2/26-28/14	1,113.00
RQ14-04645	S & B FOODS	Fast Friday Lunch 3/7/2014	473.04
RQ14-04646	S & B FOODS	Fast Friday Lunch 3/21/2014	473.04
RQ14-04647	S & B FOODS	Fast Friday Lunch 4/4/2014	473.04
RQ14-04657	KEVIN O'CONNOR	Early & Middle Colleges Conference reimbursement	79.17
RQ14-04667	S & B FOODS	Fast Friday Lunch 4/11/2014	473.04
RQ14-04668	S & B FOODS	Fast Friday Lunch 4/18/2014	473.04
RQ14-04669	S & B FOODS	Fast Friday Lunch 5/2/2014	473.04
RQ14-04670	S & B FOODS	Fast Friday Lunch 5/9/2014	473.04
RQ14-04727	NATHAN HEARTT	Honorarium fee	100.00
RQ14-04728	TORREY TAYENAKA	Reimbursement for honorarium	100.00
RQ14-04730	DAVE HELMAN	Honorarium reimbursement	100.00
RQ14-04732	ALEC CONTESTABILE	Honorarium reimbursement	100.00
RQ14-04742	GEORGINA GUY	Conference Attendance	1,253.00
RQ14-04759	DAVID BUGAY	Conference for David Bugay	816.11
RQ14-04762	WELLS FARGO #1598	Aquari supplies & produce for bio lab class	30.00
RQ14-04773	TOD A. BURNETT	AACC Conference 2014	4,765.00
RQ14-04779	BARBARA TAMIALIS	confer reimburse perkins contract	387.25
RQ14-04818	REFRIGERATION UNLIMITED, INC	Cafeteria Ice Maker Repair	800.00
RQ14-04830	CAROL HILTON	Carol Hilton to attend ACBO Institute II Session 2	876.90
RQ14-04833	PATRICIA K. FLANIGAN	ACTLA 2014 Conference	155.00
RQ14-04836	BARBARA BLANCHARD, Ed.D. ACTING DEAN OF INSTRUCTION	CCCAOE Sacramento 2014	1,208.20
RQ14-04838	TERYN CARTER	Music for Jazz Program	100.00
RQ14-04846	LAGUNA GRAPHIC ARTS, INC.	Business Cards for Two New HR Employees	93.24
RQ14-04852	SOUTH COAST AIR QUALITY MGMT DISTRICT HEADQUARTERS	Registration Fee for Refrigerant Usage	121.44
RQ14-04855	GLENN ROQUEMORE	President's Academy Executive committee	1,000.00
RQ14-04859	GEORGINA GUY	conference calworks	1,450.40
RQ14-04862	ANTHONY TENG	Spring CCCAOE Conference	1,073.20
RQ14-04879	ROBERT CHABOYA	Reimbursement for instructional supplies	100.28
RQ14-04889	DEPT. OF PESTICIDE REGULATION	Pesticide testing for Patrick Eades	180.00
RQ14-04894	WILLIAM HEWITT	Hewitt Conference Reimbursement	428.23
RQ14-04895	JOVAN STOJANOVSKI	Stojanovski Conference Reimbursement	151.00
RQ14-04897	EDWARD GRIJALVA	training	202.00
RQ14-04898	JOE CLAYTON JR.	training	202.00
RQ14-04899	THOMAS L. SMITH	reimburse for purchase of supplies	14.35
RQ14-04901	LARRY A. SIMS	Sims Conference Registration	550.00
RQ14-04904	KIMBERLY BELL	Bell Conference Registration	488.46
RQ14-04905	TAMARA WAGNER	Wagner Conference Reimbursement	500.00
RQ14-04907	TAM DO	Do Conference Reimbursement	75.00

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Listing

Includes 02/06/2014 - 03/11/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-04910	ANNE FITZGERALD	Reimbursement for stamps and batteries	56.53
RQ14-04913	TAM DO	Do Conference Reimbursement	40.00
RQ14-04918	MARIA MAYENZET	ConferenceReimb-ASCCC Accreditation Institute	800.00
RQ14-04920	MICHELLE LIVOTE	Livote Conference Reimbursement	89.96
RQ14-04922	ELIZABETH HORAN	Employee enrollment fee reimbursement	138.00
RQ14-04925	GARY RYBOLD	Sunset Cliffs Speech Tourment	4,348.90
RQ14-04927	WELLS FARGO #3317 (DISTRICT)	Name Badges - Federal Briefing	49.54
RQ14-04931	TAMARA KING	Reimbursement T.King - MySite Event	104.28
RQ14-04935	TECHNIC BUSINESS SOLUTIONS	Fine Arts HP DesignJet 800 repair	396.92
RQ14-04937	BLAKE STEPHENS	Conference - ASCCC Spring Plenary Session	1,200.00
RQ14-04939	NATALIE COONEY	Postage - Fed Briefing Invites	16.64
RQ14-04942	TOD A. BURNETT	CCCAA convention	650.00
RQ14-04945	S & B FOODS	Pathway Grants Lunch Meeting	289.98
RQ14-04946	TIFFANY TRAN	Tran Conference Reimbursement	375.00
RQ14-04947	MATCO TOOLS MARK JACOBSON	Shop tools	212.22
RQ14-04948	S & B FOODS	TPP Advisory Committee Meeting	199.80
RQ14-04949	DIANA MC CULLOUGH	McCullough Conference Reimbursement	624.54
RQ14-04950	JOEL SHELDON	Sheldon Conference Reimbursement	1,111.77
RQ14-04951	NOOSHAFARIN RAVAGHI	Ravaghi Conference Reimbursement	700.00
RQ14-04952	JOHN LICITRA	Licitra Conference Reimbursement	40.00
RQ14-04953	JOHN LICITRA	Licitra Conference Reimbursement	65.00
RQ14-04954	LAGUNA GRAPHIC ARTS, INC.	Fed Briefing Invites - Feb 2014	71.28
RQ14-04955	S & B FOODS	Breakfast for Presidents Roundtable 2014	913.41
RQ14-04960	ALEX ZOTINCA	Zotinca Conference Reimbursement	700.00
RQ14-04961	ASICS AMERICA CORPORATION	Asics polos	84.07
RQ14-04962	LAGUNA GRAPHIC ARTS, INC.	Window envelopes P/T Faculty Agreement mailings	529.20
RQ14-04965	PARISA SOLTANI	CalWORKs Assoc. Annual Training Conf.	1,120.40
RQ14-04967	XEROX CORPORATION	Staples	148.24
RQ14-04968	BRANDYE D'LENA	DBIA Luncheon re: Community Colleges	41.99
RQ14-04976	PARISA SOLTANI	Parisa - EOPS/CARE Tech Training Conf. 3/4 & 3/5	536.00
RQ14-04979	MARTIN MC GROGAN	McGrogan Conference Reimbursement	1,400.00
RQ14-04981	JAKE MUNNS	Reimburse for Job Fair supplies	23.68
RQ14-04982	JOHN RAPSON	Music for Jazz Program	225.00
RQ14-04985	TAMARA BOSTWICK	CCCAOE Sacramento 2014	1,397.20
RQ14-04988	WELLS FARGO #1598	Produce for botany lab class	25.00
RQ14-04989	MALIA VAGO	Purchased items for Student Use in Fash 132 & 238	16.19
RQ14-04990	BARBARA CAREY	Iron repair. Iron used in Fashion classes.	59.60
RQ14-04991	DR. CRAIG JUSTICE	Hotel Parking Fee Reimbursement C. Justice	8.00
RQ14-04992	DR. CRAIG JUSTICE	C. Justice to CCCCIO/CCCCSSAA Conf., 3/10-3/14/14	2,603.20
RQ14-04993	COACH AMERICA	Bus for El Field Trip	620.50
RQ14-04994	COUTTS LIBRARY SERVICES, INC.	Library books per Jenny Langrell	83.11
RQ14-05000	S & B FOODS	TPP Statewide Conference	393.98
RQ14-05003	S & B FOODS	High School Partnership Council	124.74
RQ14-05005	KELLY FALTIS C/O SADDLEBACK COLLEGE	Reimburse craft services comocon film	265.60
RQ14-05006	CHELSEA GONNERING	reimburse craft services comocon film	350.00

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Includes 02/06/2014 - 03/11/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-05008	DAWN PICKERING	Dawn - EOPS/CARE Tech Training Conf. 3/4 & 3/5	291.00
RQ14-05023	PACIFIC COACHWAYS	Bus for EI Field Trip	928.00
RQ14-05024	WELLS FARGO #2785	Book for Carol Hilton	21.32
RQ14-05031	WELLS FARGO #3317 (DISTRICT)	iPad cases for TLS and R&P Departments	467.55
RQ14-05036	WELLS FARGO #2785	Senior Day 2014- Opportunity Drawings	900.00
RQ14-05038	ANTHONY TENG	ACCCA conference	1,026.85
RQ14-05040	BELL'S INDUSTRIAL SERVICE	Laundry Equipment Repair	261.51
RQ14-05041	LAGUNA WOODS VILLAGE POTTERS	Art Supplies for Spring 2014 Art Classes at LWV	4,455.00
RQ14-05044	WORKDAY INC	HR/Financial Software System Subscription	459,875.00
RQ14-05045	WORKDAY INC	HR/Financial Software System Training	148,082.00
RQ14-05048	WELLS FARGO #1598	Standard SLL Renewal 1 year	69.99
RQ14-05051	RICHARD ZUCKER	Zucker Conference Reimbursement	636.80
RQ14-05054	MONICA PARKS	Employee enrollment fee reimbursement	138.00
RQ14-05055	TOM PESTOLESI	Pestolesi Conference Reimbursement	1,400.00
RQ14-05056	STEPHEN FELDER	Felder Conference Reimbursement	1,259.04
RQ14-05064	WILL GLEN	Reimbursement	1,553.86
RQ14-05065	ROBERT CHABOYA	CCCAOE Conference	1,289.83
RQ14-05066	S & B FOODS	Articulation Workshops	1,300.00
RQ14-05067	WELLS FARGO #1606	Campground reservation for GEOG course	427.00
RQ14-05070	MARCIA MILCHIKER	Conference for Marcia Milchiker	35.00
RQ14-05073	KATE ALDER	Headphones for webinar	32.39
RQ14-05074	IRVINE VALLEY COLLEGE	Phi Theta Kappa membership paid for EOPS student	85.00
RQ14-05077	WELLS FARGO #2785	Seminar for Tom Grove	39.00
RQ14-05080	CAROLINA KUSSOY C/O IRVINE VALLEY COLLEGE	Reimbursement for classroom software	380.00
RQ14-05084	SANDRA F. KENNEDY	con-reimbursement anthropology teachers	600.00
RQ14-05087	PENINSULA PRIDE	President cup tshirts	869.40
RQ14-05088	PENINSULA PRIDE	Dig pink shirts	583.20
RQ14-05092	S & B FOODS	Water for Senior Day 2014	216.00
RQ14-05094	WELLS FARGO #3317 (DISTRICT)	Toner cartridge	161.99
RQ14-05095	KIM MC CORD	Travel reimbursement	361.00
RQ14-05096	TATIANNA KUILANOFF	Reimbursement student supplies	100.00
RQ14-05101	WELLS FARGO #1598	Campus Police Business Cards- not to exceed \$120	89.68
RQ14-05105	JENNIFER ABRAHAMS	Aquarium water for biology	6.54
RQ14-05112	BAKER & TAYLOR	Library book per Jenny Langrell	25.50
RQ14-05119	TOD A. BURNETT	CCLC - Equity 2014 conference	825.00
RQ14-05121	WELLS FARGO #2785	Supplies Needed for Forensics-BJB Enter	96.77
RQ14-05123	JOHN RICHARDS	Reimbursement for Lab Supplies	26.58
RQ14-05127	WELLS FARGO #1606	VIP Ticket for Chamber Luncheon	65.00
RQ14-05128	CHAMPION CHEMICAL CO.	Custodial supplies	530.82
RQ14-05137	JAMES ROGERS	Reimbursement for Jim Rogers	8.62
RQ14-05146	WELLS FARGO #2785	DWPC - Services Group Meeting	71.28
RQ14-05147	TIA LOONEY	workshop SC Police	35.00
RQ14-05152	FARIDA GABDRAKHMANOVA	IDEC 2014 Annual Conference	1,599.81
RQ14-05154	SOLINCO LLC	Men's tennis string	341.09
RQ14-05156	KURT MEYER	Phi Theta Kappa Academic Team Awards	2,738.44

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Includes 02/06/2014 - 03/11/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-05160	DEBRA L. FITZSIMONS	WACUBO Conference	3,258.00
RQ14-05161	WILLIAM MC GUIRE	ConfReimb-KCACTF Theatre Festival	1,056.00
RQ14-05162	THOMAS O'LEARY	ConfReimb-College Art Assoc Annual Conf.	890.00
RQ14-05163	ARIEL ALEXANDER	ConfReimb-Technology in Music Education Conf.	1,003.00
RQ14-05164	MICHAEL BENNETT	ConfReimb-ACSM Certified Inclusive Fitness Trainer	435.00
RQ14-05165	DIANE MC GROARTY	ConfReimb-MAGIC Fashion Trade Show	883.00
RQ14-05166	MICHELLE GUSTAFSON	ConfReimb-Campus&SchoolViolenceThreatMgmt/Assess.	600.00
RQ14-05167	MARK MC ELROY	ConfReimb-OklahomaStateUnivFootballClinic/Practice	1,200.00
RQ14-05168	PATTON, ERIC	ConfReimb-OklahomaStateUnivFootballClinic/Practice	600.00
RQ14-05169	MARYANNE SHULTS	ConfReimb-ACP Midwinter Nat'l College Journalism	600.00
RQ14-05170	DENNIS GORDON	Attendance at the CLI Conference in Ventura, CA	1,006.00
RQ14-05171	ANGELIA RIEDEL	Attendance at the CLI Conference in Ventura, CA	841.00
RQ14-05172	CHRISTINA SMITH	ConfReimb-Comm.College Teacher Educ.Programs Conf.	557.00
RQ14-05173	EDGAR HALEY	ConfReimb-CMC3-South Spring 2014 Conference	160.00
RQ14-05174	SCOTT FREDRICKSON	ConfReimb-CA Entrepreneurship Educators	529.00
RQ14-05175	LAWRENCE PEREZ	ConfReimb-Nat'l Assoc.Developmental Education	1,200.00
RQ14-05176	PATRICK QUIGLEY	ConfReimb-Nat'l Assoc.Developmental Education	1,200.00
RQ14-05177	ALINDE HERRON	ConfReimb-Interior Design Educators Council	1,200.00
RQ14-05178	SENIYE MARGARET HUANG	ConfReimb-American Society on Aging	600.00
RQ14-05179	ALLISON PRATT	ConfReimb-Labor&EmploymentLawAdvancedPracticesSymp	600.00
RQ14-05180	RICK REESE	ConfReimb-Flatstock 43	665.00
RQ14-05181	VALERIA BARRAGAN	ConfReimb-CA Language Teachers' Association	346.00
RQ14-05182	ESPINOSA, MANUEL	ConfReimb-CA Language Teachers' Association	600.00
RQ14-05183	LUA, BEATRIZ GARCIA	ConfReimb-CA Language Teachers' Association	600.00
RQ14-05184	IRVINE VALLEY COLLEGE	Payment for ASG stickers for EOPS students	1,450.00
RQ14-05185	CARMENMARA HERNANDEZ-BRAVO	ConfReimb-CA Language Teachers' Association	1,200.00
RQ14-05187	BOUCHRA NADEAU	ConfReimb-CA Language Teachers' Association	796.00
RQ14-05190	PARAMIO, SILVIA VAZQUEZ	ConfReimb-CA Language Teachers' Association	600.00
RQ14-05191	ESTHER GRAVIS	ConfReimb-Nursing 2014 Symposium	995.00
RQ14-05193	THOMAS L. SMITH	Reimburse for chair repair items purchased	38.84
RQ14-05196	TIFFANY TRAN	Pre-Payment 2014 CIAC Conference	775.00
RQ14-05199	WELLS FARGO #1606	More IVC4ME bookmarks & emergency cards	71.98
RQ14-05200	TODD SCHMALTZ	Reimbursement for safety training	25.00
RQ14-05205	SCOTT FREDRICKSON	reimburse for paper and bus cards	128.16
RQ14-05206	ANGELA OROZCO-MAHANEY	Attendance at the CLI Conference in Ventura, CA	841.00
RQ14-05207	MARIA NUNEZ	Attendance at the CLI Conference in Ventura, CA	841.00
RQ14-05208	VINCENT COOPER c/o PUBLIC INFORMATION DEPT.	Attendance at the CLI Conference in Ventura, CA	841.00
RQ14-05209	KAREN MARTIN	Attendance at the CLI Conference in Ventura, CA	841.00
RQ14-05210	CAROL DANNA	Attendance at the CLI Conference in Ventura, CA	841.00
RQ14-05211	MARK ZANDONELLA	Attend CCUPCA Conf.	1,187.22
RQ14-05212	DEAN LE BEAU	Attendance at the CLI Conference in Ventura, CA	841.00

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Includes 02/06/2014 - 03/11/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-05214	GARY RYBOLD	PSCFA Conference 2014	5,142.50
RQ14-05216	JOHNSTONE SUPPLY	thermostat atep	194.39
RQ14-05219	JAMES REPKA	Reimbursement for lantern replacement	172.78
RQ14-05222	WELLS FARGO #3317 (DISTRICT)	Editing and proofreading cd-rom webinar	59.75
RQ14-05224	LINDA HALL	Reimbursement for non-instruc office supply	39.96
RQ14-05226	REFRIGERATION UNLIMITED, INC	repair of ice machine in training room PE108	438.56
RQ14-05231	ASICS AMERICA CORPORATION	Women's tennis supplies	235.84
RQ14-05232	WELLS FARGO #1598	Produce for Bio 2 lab exercise	25.00
RQ14-05234	KIM MC CORD	Business process analyses refreshments	47.86
RQ14-05240	CLARK SECURITY PRODUCTS INC.	Chain & padlock for gate at ATEP	39.12
RQ14-05246	KIM MC CORD	Travel registration and reimbursement	1,422.75
RQ14-05247	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP	T-Shirts for Outreach	207.20
RQ14-05256	LINDA FONTANILLA	Veterans Affairs Panelist	275.00
RQ14-05257	S & B FOODS	High School Counselor Conference	970.27
RQ14-05259	REBECCA KNAPP	Social Entrepreneurship Competition-SMM	107.88
RQ14-05262	BSN SPORTS	Coaches vs cancer supplies	540.54
RQ14-05264	S & B FOODS	High School Counselor Conference	918.00
RQ14-05270	SHERRI J. BANES	Management books	31.41
RQ14-05273	KELLY FALTIS C/O SADDLEBACK COLLEGE	Reimbursement for comic con film	5,176.00
RQ14-05277	MACASAE, KATRINA	Conference reimbursement	545.00
RQ14-05280	TRIPLE7 PRODUCTIONS	Production services for Comic Con	4,750.00
RQ14-05284	WELLS FARGO #1606	PDF copy for pycs course	44.84
RQ14-05286	WELLS FARGO #1606	Registration for Chamber workshop	150.00
RQ14-05290	OAK CREEK GOLF CLUB	Entry fee IVC W. Golf	1,980.00
RQ14-05294	DAVID D. GATEWOOD	CCAOE Sacramento Spring 2014	1,079.00
RQ14-05297	SADDLEBACK COLLEGE FOUNDATION	Return Fdn revenue collected thru general fund	300.00
RQ14-05302	WELLS FARGO #3317 (DISTRICT)	MySite Table Cover for Student PR	285.78
RQ14-05303	LARRY RADDEN	CCCFA State Champ. Tour 3/12-16/14	10,444.20
RQ14-05308	MICHAEL JAMES	Reimbursement for supplies	15.00
RQ14-05312	ROSIE AGUILAR	Travel registration and reimbursement	1,075.20
RQ14-05314	BERNADETTE SANTANA	Travel registration and reimbursement	1,075.20
RQ14-05315	DAWN PICKERING	Reimburse for dry cleaning IVC tablecloth	20.00
RQ14-05319	KEITH PRINZING	Reimbursement CCUPCA Conf.	790.97
RQ14-05326	MARY ANSTADT	Reimbursement for CTEoc Regional Planning Meeting	46.67
RQ14-05329	SCHOLARSHIPS	Scholarship Nursing student	200.00
RQ14-05331	SCHOLARSHIPS	Nursing scholarship	500.00
RQ14-05334	CAROL DANNA	Reimburse conferece women of influence	75.00
RQ14-05335	KAREN MARTIN	Women of Infulence Conference	75.00
RQ14-05338	WELLS FARGO #1598	Water for Senior Day March 4th, 2014	400.00
RQ14-05342	IRVINE TENNIS	Men's tennis supplies	648.00
RQ14-05343	S & B FOODS	Saddleback College Active Shooter Exercise	811.73
RQ14-05344	TERESA FLUEGEMAN	AACC Conference/Leg Visits April 2014	3,450.00
RQ14-05354	MAJOR, NICOLE	Conference for Nicole Major	757.50
RQ14-05356	S & B FOODS	Transfer College Fair - Wednesday, April 23, 2014	414.13

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Listing

Includes 02/06/2014 - 03/11/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-05358	ROBERT RICKERSON	Reimbursement: Faculty Exhibit 2014	308.30
RQ14-05363	SPORTSPAGE	Women's soccer supplies	447.12
RQ14-05364	SANDY THERIAULT	Reimbursement for Records Seminar	452.85
RQ14-05369	KEITH SHACKLEFORD	Reimburse IVC Knes Athl. Dean/Supplies	257.04
RQ14-05371	MATTHEW HEATH	Music for Jazz Program	250.00
RQ14-05372	SEASIDE BRASS	Music for Jazz Big Band	150.00
RQ14-05375	BARBARA PENLAND	Reimbursement for treatment guidelines-Class 73	863.20
RQ14-05379	DENNIS GORDON	4CS Executive Board Meeting	280.00
RQ14-05381	DEBRA KERR	conference FWATA	801.00
RQ14-05382	DR. ROBERT BRAMUCCI	RP Group Conference-R. Bramucci	660.00
RQ14-05383	MARY ANSTADT	Reimbursement for CTE Supplies	86.40
RQ14-05385	GARY RYBOLD	Ca Comm College State Championship 2014	7,440.00
RQ14-05386	WELLS FARGO #1606	2014 CCPRO Awards Submissions	90.00
RQ14-05387	W. W. GRAINGER	Display Case for A100 Building	1,066.28
RQ14-05390	WELLS FARGO #3317 (DISTRICT)	Refreshments for board meeting	500.00
RQ14-05391	WELLS FARGO #3317 (DISTRICT)	Office Supplies for HR/Financial Software Proj.	571.38
RQ14-05396	WELLS FARGO #1606	Sparkol Videoscribe license	579.50
RQ14-05405	WELLS FARGO #1598	NCR paper for Forms	67.39
RQ14-05409	BOUNDTREE MEDICAL LLC	Supplies for HSHS	181.80
RQ14-05410	WELLS FARGO #2785	OC Business Summit	200.00
RQ14-05411	MARCIA MILCHIKER	Reimbursement for iPad keyboard	108.24
RQ14-05423	WELLS FARGO #1598	Drafting supplies	176.99
RQ14-05424	WELLS FARGO #1598	Drafting Supplies	184.85
RQ14-05425	WELLS FARGO #1598	Drafting supplies	176.97
RQ14-05426	WELLS FARGO #1598	Engineering supplies	199.42
RQ14-05431	CANDACE KINCAID	Travel registration and reimbursement	1,915.00
RQ14-05433	AMARA AGUILAR	Reimbursement for equipment	306.46
RQ14-05435	VIANNEY GONZALEZ-DELGADO	AALRR Workshop	99.00
RQ14-05436	ANASTASIA VENDROVSKY	AALRR Workshop	99.00
RQ14-05437	FRANCES MILLER	AALRR Workshop - Miller	249.00
RQ14-05440	RICHARD DAHLIN	Reimbursement for Vessel Mooring - MST Class	45.00
RQ14-05441	KELLY KEYS	Organ repairs-Music	209.88
RQ14-05443	BERTRAND'S MUSIC	Instrument repair-Soprano Sax	176.32
RQ14-05446	SHAWN NORMAN	Conference reimbursement for Shawn Norman	684.00
RQ14-05452	SOPHIE MILLER	Reimbursement to S. Miller/Dry Cleaning	180.00
RQ14-05453	BARRY MC CARTHY	OC Business Summit Registration	29.00
RQ14-05454	GAIL HIDUKE	OC Business Summit Registration	29.00
RQ14-05455	LOUIS SESSLER	Reimbursement for express mail	16.95
RQ14-05457	SOUTH COAST A.Q.M.D	Science building AQMD generator fee	695.96
RQ14-05461	BUDOMART AMERICA	Emergency badminton supplies	211.80
RQ14-05466	LORI PARRA	A2mend Conference for Lori Parra	325.00
RQ14-05469	WELLS FARGO #2785	Geo tents,Attachment	283.06
RQ14-05472	WELLS FARGO #1606	Assessment for WF Card #1606	39.00
RQ14-05473	GRACE GARCIA	Conference for Grace Garcia	600.00
RQ14-05475	JOYCE BARTLOMAIN	Conference for Joyce Bartlomain	600.00
RQ14-05479	M. SCOTT GRABAU	Reimbursement for Misc. Theatre items	200.00
RQ14-05482	WELLS FARGO #2785	Make-up	153.11

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Includes 02/06/2014 - 03/11/2014

Requisition Number	Vendor Name	Description	Requisition Total
RQ14-05483	DAVID B. LANG	Conference for David Lang	600.00
RQ14-05484	TOD A. BURNETT	CCLC Southern CEO Conference 2014	900.00
RQ14-05486	JOYCE SEMANIK	CACCRAO Annual Conference 2014 - Sacramento	975.00
RQ14-05489	WELLS FARGO #1598	Oxygen XML Editor renewal	44.00
RQ14-05493	SUN BADGE COMPANY	Badges	531.45
RQ14-05495	BELL'S INDUSTRIAL SERVICE	Laundry Equipment Repair	679.34
RQ14-05496	ANTE SIMUN GELO C/O ASG MUSIC	Music for Jazz Program	100.00
RQ14-05498	LUCIE DURAN-HERWEHE	Conference reimbursement	545.00
RQ14-05509	LAGUNA GRAPHIC ARTS, INC.	SOCCCD Logo Posters	64.80
RQ14-05512	MARK KRUHMIN	Conference for M. Kruhmin	1,000.00
RQ14-05515	SKILLPATH SEMINARS	Workshop	179.00
RQ14-05517	CHRISTOPHER WILKINSON	Conference reimbursement	40.00
RQ14-05518	TAMERA RICE	Board of Governors Meeting	438.00
RQ14-05522	MARK KRUHMIN	Ink for DVD label printer reimbursement	20.51
RQ14-05524	ACCUTY	ACH participant directory	419.00
RQ14-05535	ORANGE CO. COMMERCIAL PRINTING	Lariat print expense	1,454.00
RQ14-05540	COAST FITNESS REPAIR SHOP	Repair fitness equipment PE102/601 Jan 13 '14	1,077.10
RQ14-05543	PETER EVANOW	OC Business Summit	59.00
RQ14-05544	SCOTT KIM	Reimbursement for groceries for student use.	287.13
RQ14-05545	SOUTH COAST FAMILY MEDI-CENTER, INC.	PrePlacement exam for Police Services employee	130.00
RQ14-05552	CHRIS CLAFLIN	Perkins - conference for Chris Claflin	2,000.00
RQ14-05559	HOIST SERVICE CO.,INC.	Yearly hoist inspection	522.50
RQ14-05560	JANE ALBO	Reimbursement for grocery purchase for student use.	139.26
RQ14-05562	LISA INLOW	Groceries purchased for student use.	11.92
RQ14-05571	ELIZABETH CIPRES	Reimbursement for HS conference flowers	290.45
RQ14-05576	SOPHIE MILLER	Reimbursement for dry cleaning	180.00
RQ14-05601	JAMES REPKA	Reimbursement for camp supplies	151.16
RQ15-00006	MARK KRUHMIN	Ink for DVD label printer reimbursement	20.51
RQ15-00017	DEBRA L. FITZSIMONS	NACUBO Conference	3,665.00
RQ15-00031	WELLS FARGO #1598	Reservations for geology field studies course	400.00
RQ15-00034	WELLS FARGO #1598	Reservations for geology field course	385.00
RQ15-00036	WELLS FARGO #4198	Easy DNS secondary DNS subscrip renewal	89.00
RQ15-00037	WELLS FARGO #4198	SSL certificate for TracDat	177.90
RQ15-00038	WELLS FARGO EDUCATION FINANCIAL SERVICES	RapidSSL certificate	86.00
		Total	301
			801,114.19

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Fund Summary			
Fund	Description	Requisition Count	Amount
01	General Fund	292	186,373.84
40	Capital Outlay Fund	9	614,740.35
		Total	301
			801,114.19

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ESCAPE ONLINE

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Transfer of Budget Appropriations
ACTION: Ratify

BACKGROUND

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

STATUS

For the current reporting period ending February 28, 2014, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 02-01-14 to 02-28-14

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$10,854	
2000	Classified Salaries	\$9,814	
3000	Fringe Benefits	\$24,797	
4000	Books and Supplies	\$12,305	
5000	Other Operating Expenses & Services	\$12,441	
6000	Capital Outlay		\$53,836
7000	Other Outgo		\$16,375
Total Transfers - General Fund		<u>\$70,211</u>	<u>\$70,211</u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
2000	Classified Salaries		\$400
5000	Other Operating Expenses & Services		\$4,360,600
6000	Capital Outlay	\$4,361,000	
Total Transfers - Capital Outlay		<u>\$4,361,000</u>	<u>\$4,361,000</u>

Total Transfers		<u>\$4,431,211</u>	<u>\$4,431,211</u>
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: February/March 2014 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$83,400 for equipment, supplies and maintenance projects. During February/March 2014, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME

CONTRACT AMOUNT

Academic Chess Educational Services Agreement – To provide chess classes as an after-school program for community education during the 2014 spring semester. Saddleback College	\$87,500.00 (Estimated based upon anticipated attendance)
Fit Kids America Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College	\$85,000.00 (Estimated based upon anticipated attendance)
Mad Science Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College	\$76,000.00 (Estimated based upon anticipated attendance)
Good Times Travel Educational Services Agreement – To provide educational travel services for community education during the 2014 spring semester. Saddleback College	\$60,000.00 (Estimated based upon anticipated attendance)
Brain Builders Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College	\$59,196.00 (Estimated based upon anticipated attendance)

<p>Culinary Kids Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College</p>	<p>\$51,000.00 (Estimated based upon anticipated attendance)</p>
<p>Confidence in the Spotlight Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College</p>	<p>\$50,000.00 (Estimated based upon anticipated attendance)</p>
<p>Meridian IT Agreement – For network server, equipment and software for district-wide training lab located in Village Bldg 4 for HR/Financial Software System Project. District Services</p>	<p>\$46,743.52</p>
<p>Ben's Asphalt Agreement – To perform road and curb maintenance on campus perimeter road. Irvine Valley College</p>	<p>\$35,800.00</p>
<p>wikiTHINK Educational Services Agreement – To provide math tutoring classes for community education during the 2014 spring semester. Saddleback College</p>	<p>\$34,500.00 (Estimated based upon anticipated attendance)</p>
<p>Future Builders with Bricks Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College</p>	<p>\$33,600.00 (Estimated based upon anticipated attendance)</p>
<p>Mathobotix Educational Services Agreement – To provide science, technology, engineering and mathematics (STEM) classes for community education during the 2014 spring semester. Saddleback College</p>	<p>\$30,000.00 (Estimated based upon anticipated attendance)</p>
<p>Joyce Arntson Educational Services Agreement – To provide life skill classes for community education during the 2014 summer semester. Irvine Valley College</p>	<p>\$30,000.00 (Estimated based upon anticipated attendance)</p>
<p>Learning by Design Independent Contractor Agreement – To facilitate development of an Economic and Workforce Development Plan in collaboration with designated faculty and staff from Saddleback and IVC during the 2014 spring semester. Saddleback College</p>	<p>\$30,000.00 (Estimated)</p>
<p>Young Rembrandts Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College</p>	<p>\$26,094.00 (Estimated based upon anticipated attendance)</p>

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

Christy White Associates Independent Contractor Agreement – To audit internal control processes during implementation of software system. District Services	\$20,000.00
Super Readers Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College	\$17,240.00 (Estimated based upon anticipated attendance)
TGA Staff Educational Services Agreement – To provide golf classes as an after-school program for community education during the 2014 spring semester. Saddleback College	\$15,000.00 (Estimated based upon anticipated attendance)
TGA Staff Educational Services Agreement – To provide golf classes for community education during the 2014 spring semester. Saddleback College	\$15,000.00 (Estimated based upon anticipated attendance)
Art Just Create It Educational Services Agreement – To provide art classes as an after-school program for community education during the 2014 spring semester. Saddleback College	\$15,000.00 (Estimated based upon anticipated attendance)
Bricks 4 Kidz Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College	\$15,000.00 (Estimated based upon anticipated attendance)
OC Arts Studios Educational Services Agreement – To provide art classes as an after-school program for community education during the 2014 spring semester. Saddleback College	\$14,900.00 (Estimated based upon anticipated attendance)
CORE Management Services Independent Contractor Agreement – For consultant services for assessment of custodial department. Saddleback College	\$14,700.00
Toddler Time Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College	\$14,000.00 (Estimated based upon anticipated attendance)
Gilbert Engineering & Associates, Inc. Independent Contractor Agreement – For civil engineering services for the proposed drainage improvements at the LRC building. Saddleback College	\$11,800.00
Coast 2 Coast Soccer Educational Services Agreement – To provide soccer classes as an after-school program for community education during the 2014 spring semester. Saddleback College	\$11,447.00 (Estimated based upon anticipated attendance)

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

Rancho Santiago Community College District Grant Sub-Agreement – To support partnership development with the local business community, a business plan competition, and organized entrepreneurship networking activities. Saddleback College	\$10,000.00
R2A Architecture Independent Contractor Agreement – For professional service for schematic design services for Village 4 building. Saddleback College	\$9,262.00
Mike Brown Grandstands, Inc. Rental Agreement – To move, elevate and add handrails to rental bleachers in the Baseball Stadium. Saddleback College	\$9,000.00
DB Mechanical Agreement – To repair exterior of A300, south facing wall. Irvine Valley College	\$8,208.00
Rancho Santiago Community College District Grant Sub-Agreement – To provide in-demand skill training for employers, creating career pathways and stackable credential programs. Irvine Valley College	\$8,000.00 (Revenue)
Care 4 Yoga Educational Services Agreement – To provide yoga classes as an after-school program for community education during the 2014 spring semester. Saddleback College	\$7,500.00 (Estimated based upon anticipated attendance)
Master's Notary Academy Educational Services Agreement – To provide notary classes for community education during the 2014 spring semester. Saddleback College	\$7,000.00 (Estimated based upon anticipated attendance)
Dance Quick Educational Services Agreement – To provide dance classes for community education during the 2014 spring semester. Saddleback College	\$7,000.00 (Estimated based upon anticipated attendance)
Dow Diversified, Inc. Independent Contractor Agreement – For modification to 17 laboratory work stations in Life Sciences Building B400 at Irvine Valley College. District Services	\$6,743.00
MGB Construction Agreement – To replace asphalt with concrete for the walkway by PE-200 Gym. Saddleback College	\$6,730.00
Strata Information Group Professional Services Agreement – For business process analysis sessions for the Extended Opportunity Program and Services (EOPS) selection, awarding, and tracking process. District Services	\$6,400.00

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

Pacific Data Electric, Inc. Agreement – For additional outlets in the data room of the Health Science Building at Saddleback College. District Services	\$5,607.18
Clarus Corporations Addendum – For one year subscription for program brochures. Irvine Valley College	\$5,500.00
Caliber Paving Company Agreement – To provide wooden bench seating for PE200 area. Irvine Valley College	\$5,460.00
F.A.S.T. Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College	\$5,000.00 (Estimated based upon anticipated attendance)
BrainStorm Educational Services Agreement – To provide educational services for after-school programs for community education during the 2014 spring semester. Saddleback College	\$5,000.00 (Estimated based upon anticipated attendance)
Good Times Travel Educational Services Agreement – To provide travel classes for community education during the 2014 spring semester. Irvine Valley College	\$5,000.00 (Estimated based upon anticipated attendance)
Bob Parrett Construction, Inc. Agreement – To install a door in BGS-321. Saddleback College	\$4,167.00
Insight Systems Group Educational Services Agreement – To provide business classes for community education during the 2014 spring semester. Saddleback College	\$4,000.00 (Estimated based upon anticipated attendance)
John Casagrande Independent Contractor Agreement – For maintenance services and support for the Extended Opportunity Program and Services (EOPS) software for Saddleback College and Irvine Valley College. District Services	\$4,000.00
Cohen-Naglestad Enterprises Educational Services Agreement – To provide computer classes for community education during the 2014 spring semester. Saddleback College	\$4,000.00 (Estimated based upon anticipated attendance)
Orange County Tennis Association Educational Services Agreement – To provide tennis classes as an after-school program for community education during the 2014 spring semester. Saddleback College	\$4,000.00 (Estimated based upon anticipated attendance)
Glass Spectrum Educational Services Agreement – To provide art classes for community education during the 2014 spring semester. Saddleback College	\$4,000.00 (Estimated based upon anticipated attendance)

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

Dunkel Bros., Machinery Moving, Inc. Independent Contractor Agreement – Moving services to relocate Rapid Tech equipment from UCI Irvine and transport to Saddleback College. Saddleback College	\$3,200.00
Haitbrink Asphalt Paving, Inc. Agreement – To repair walkway by Fine Arts building. Saddleback College	\$3,900.00
CableMasters Installation Services Proposal – For network switch racks for Saddleback College. District Services	\$3,869.17
Conversa, Inc. Educational Services Agreement – To provide classes and activities for adults and children for community education during the 2014 spring semester. Saddleback College	\$3,000.00 (Estimated based upon anticipated attendance)
Conversa, Inc. Educational Services Agreement – To provide classes and activities for adults and children for community education during the 2014 spring semester. Saddleback College	\$3,000.00 (Estimated based upon anticipated attendance)
PAC Engineering Agreement – For design, installation, testing and configuration of equipment for SCTV Channel 39. Saddleback College	\$2,980.00
Orange County Sheriff's Department Communications & Technology Division Agreement – To update emergency radio equipment. Saddleback College	\$2,482.00
Dayle McIntosh Agreement – For American Sign Language Interpreting Services effective February 1, 2014 to September 30, 2014. Saddleback College	\$2,350.00
Mike Rouse Independent Contractor Agreement – For scouting of high school athletes and college opponents November 15, 2013-May 22, 2014. Irvine Valley College	\$2,000.00
Anthony Bahde Educational Services Agreement – To provide real estate courses for community education during the 2014 summer semester. Irvine Valley College	\$2,000.00 (Estimated based upon anticipated attendance)
Pure Financial Advisors, Inc. Educational Services Agreement – To provide retirement courses for community education during the 2014 spring semester. Irvine Valley College	\$2,000.00 (Estimated based upon anticipated attendance)
Rancho Santiago Community College District Grant Sub-Agreement – To provide in-demand skill training for employers, creating career pathways and stackable credential programs. Irvine Valley College	\$2,000.00 (Revenue)

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

Orange County Sheriff's Department-Communications & Technology Division Agreement – To update emergency radio equipment. Irvine Valley College	\$1,930.00
Watry Design, Inc. Amendment – To augment original contact to a total of \$5,690.00 for additional parking design layouts around stadium. Saddleback College	\$1,690.00
Regal CineMedia Agreement – For pre-paid movie tickets Irvine Valley College (ASG Funds)	\$1,508.00
Scott Martin Independent Contractor Agreement – To perform as a guest artist for the IVC Jazz Picnic on May 3, 2014. Irvine Valley College	\$1,500.00
French Tennis Academy Educational Services Agreement – To provide tennis classes for community education during the 2014 summer semester. Irvine Valley College	\$1,500.00 (Revenue)
Kevin Kumar Independent Contractor Agreement – To perform as a guest artist for the IVC Performing Arts Center, piano recital on February 21, 2014. Irvine Valley College	\$1,500.00
Berta Rojas Independent Contractor Agreement – For Distinguished Academic Lecture Series (DALs) speaker. Irvine Valley College	\$1,500.00
SIMS Tree Health Spec., Inc. Independent Contractor Agreement – For professional arborist services for trees in front of LRC building and tennis court. Saddleback College	\$1,500.00
Archie's Ice Cream Agreement – For ice cream truck on Senior Day, March 20, 2014. Saddleback College	\$1,430.00
Quality Health Educators Independent Contractor Agreement – To provide CPR and pediatric first aid review. Irvine Valley College	\$1,100.00
Gail Sunshine Educational Services Agreement – To provide event planning classes for community education during the 2014 spring semester. Irvine Valley College	\$1,000.00 (Estimated based upon anticipated attendance)
Madhava Das Educational Services Agreement – To provide health classes for community education during the 2014 summer semester. Irvine Valley College	\$1,000.00 (Estimated based upon anticipated attendance)
AMC Theatres Agreement – For pre-paid movie tickets Irvine Valley College (ASG Funds)	\$809.95

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

South Coast Fire Protection, Inc. Service Agreement – To provide fire system testing, twice per year in two locations. Irvine Valley College	\$588.04
Marin Chalifour Independent Contractor Agreement – To perform as guest artist for event on February 8, 2014. Saddleback College	\$500.00
Text Kills Agreement – For safety driving simulations for students. Saddleback College	\$500.00
Exquisite Cakes By Jennifer Educational Services Agreement – To provide personal interest classes for community education during the 2014 spring semester. Saddleback College	\$500.00 (Estimated based upon anticipated attendance)
Fen Shui Solutions Educational Services Agreement – To provide personal interest classes for community education during the 2014 spring semester. Saddleback College	\$500.00 (Estimated based upon anticipated attendance)
Kelly Jones Independent Contractor Agreement – To perform as guest emcee for an event on March 6, 2014. Saddleback College	\$300.00
Esri, Inc. Maintenance Agreement – For educational teaching lab pak software maintenance. Irvine Valley College	\$260.01
Scott A. Cokely Independent Contractor Agreement – To perform as accompanist for auditions on January 28-30, 2014. Saddleback College	\$240.00
Melody Chang Independent Contractor Agreement – To perform as guest artist for event on January 30, 2014. Saddleback College	\$200.00
Shred It Service Agreement – For shredding and recycling of confidential documents district-wide. District Services	\$175.00 (Estimated Monthly Fee)
U.S. Vets MOU – To work collaboratively with IVC to offer free mental health services to veterans and their families. Irvine Valley College	\$0.00
Careforce Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

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

<p>Healthsouth Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	\$0.00
<p>Linda Alimadadian Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	\$0.00
<p>Laguna Hills Surgery Center Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	\$0.00
<p>Network Medical Solutions Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	\$0.00
<p>AHMC Anaheim Regional Medical Center Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	\$0.00
<p>Kelly Bennett-Bennett Productions Unlimited Amendment – To extend completion date from February 28, 2014 to June 30, 2014 for services which will increase visibility and community awareness of the Fine Arts and Technology division programs. Saddleback College</p>	\$0.00
<p>MicroVention, Inc. Nondisclosure Agreement – For nondisclosure agreement between IVC/AATEP-EWD and MicroVention. Irvine Valley College</p>	\$0.00
<p>University of California, Irvine Amendment – To amend agreement regarding collaboration on RapidTech Center dated May 19, 2011 extending the term of agreement to December 31, 2018. Saddleback College</p>	\$0.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Public Hearing for the Irvine Valley College Lighting Retrofit for Roadways, Walkways, and Parking Lots Project, Energy Services Contract

ACTION: Public Hearing

BACKGROUND

California's Government Code (GC) sections 4217.10 through 4217.18 authorize community college districts to develop energy conservation, cogeneration and alternative energy supply source agreements. Districts may enter into energy services contracts which the governing board determines is in the best interest of the district provided that such determination is made at a regularly scheduled public hearing in which public notice is given at least two weeks in advance.

The Notice of Public Hearing has been posted to the district's website and is publically displayed at Saddleback College, Irvine Valley College and the ATEP campus.

District staff has identified an energy services project at Irvine Valley College to replace existing exterior lighting fixtures along roadways, walkways and in parking lots with new energy efficient LED fixtures and install new wireless.

The Board of Trustees will hold a public hearing at its regularly scheduled meeting to consider the energy services project at Irvine Valley College before taking acting to approve the energy services contract.

RECOMMENDATION

Conduct a public hearing to invite members of the public to present their comments with regard to the Irvine Valley College Energy Services Contract to replace the exterior lighting fixtures along roadways, walkways and in parking lots.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - Lighting Retrofit for Roadways, Walkways, and Parking Lots Project, Adopt Resolution No. 14-10 Authorizing Entering into an Energy Service Contract

ACTION: Approval

BACKGROUND

California's Government Code (GC) sections 4217.10 through 4217.18 authorize community college districts to develop energy conservation, cogeneration and alternative energy supply source agreements without competitive bidding. Districts may enter into energy service contracts based on terms and conditions which the governing board determines is in the best interest of the District provided that such determination is made at a regularly scheduled public hearing in which public notice is given at least two weeks in advance.

District staff has identified an energy services project at Irvine Valley College to replace exterior light fixtures along roadways, walkways and parking lots, including the addition of new wireless controls.

STATUS

Staff recommends the Board authorize the entering into an Energy Service Contract for the Irvine Valley College Lighting Retrofit for Roadways, Walkways, and Parking Lots project (EXHIBIT A).

Irvine Valley College Capital Outlay funds are available for this project.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 14-10 (EXHIBIT A) to authorize entering into an Energy Service Contract for the Irvine Valley College Lighting Retrofit for Roadways, Walkways, and Parking Lots Project.

RESOLUTION NO. 14-10

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING ENTERING INTO AN ENERGY SERVICE CONTRACT AT IRVINE VALLEY COLLEGE LIGHTING
RETROFIT FOR ROADWAYS, WALKWAYS AND PARKING LOTS PROJECT

MARCH 31, 2014

WHEREAS, California Government Code Section 4217.12(a)(1) authorizes a public agency to enter into an energy service contract with respect to an energy conservation facility on terms that the public agency's governing board determines are in the best interests of the public agency and if the governing board finds that the anticipated cost to the public agency for the energy provided by the energy conservation project will be less than the anticipated marginal cost to the district of thermal, electrical or other energy that would have been consumed by the District in the absence of those purchases: and

WHEREAS, District staff in connection with Southern California Edison and their consultants have completed an assessment of the existing exterior lighting fixtures and associated controls across the Irvine Valley College campus and have determined that replacement of the fixtures with LED fixtures and new wireless controls, will provide energy conservation to the district in the amount of approximately \$64,992 annually; and,

WHEREAS, on March 31, 2014, pursuant to Government Code Section 4217.10 *et seq.*, the Board held a public hearing at a regularly scheduled Board meeting, with respect to the district entering into an energy service contract; and,

WHEREAS, based upon review by district staff, college staff and consultants, the anticipated cost to the district for the electrical utilities for the new lighting fixtures will be less than the anticipated marginal cost to the district for same utilities that would have been consumed in the absence of this energy conservation project ; and,

WHEREAS, the district desires to enter into an energy service contract, to install new exterior lighting fixtures and wireless controls.

NOW, THEREFORE, BE IT RESOLVED, that the South Orange County Community College District Board of Trustees hereby finds that:

1. The above recitals are true and correct.
2. The district held a public hearing at a regularly scheduled meeting of the Board for which notice was given not less than two weeks in advance.
3. Based on all available information reviewed by the Board in connection herewith, and pursuant to Government Code section 4217.12, the Board hereby determines that it is in the

best interest of the district to enter into an energy service contract for the implementation of the Lighting Retrofit for Roadways, Walkways and Parking Lots at Irvine Valley College.

4. The district's Vice Chancellor of Business Services and designees are authorized to take all steps and perform all actions necessary to enter into an energy service contract, and to take any actions deemed necessary to protect the interests of the district.

PASSED AND ADOPTED, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on March 31, 2014.

T.J. Prendergast, III, President

Nancy Padberg, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

David B. Lang, Member

Timothy Jemal, Member

James R. Wright, Member

Gary L. Poertner, Chancellor
And Secretary to the Governing Board

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - Lighting Retrofit for Roadways, Walkways, and Parking Lots Project, Award of Energy Services Contract, Anderson & Howard Electric, Inc.

ACTION: Approval

BACKGROUND

Government Code Sections 4217.10 through 4217.18 authorize community college districts to develop energy conservation, cogeneration and alternate energy supply source agreements without competitive bidding.

A public hearing was held and the Board has approved a resolution authorizing the use of an energy service contract for the IVC Lighting Retrofit for Roadways, Walkways & Parking Lots project.

Under GC 4217.12 the Board must find that the anticipated cost to the district for conservation services provided under this agreement will be less than the anticipated cost to the district of thermal, electrical, or other energy that would have been consumed by the district in the absence of these purchases. The annual yearly savings (EXHIBIT A) is approximately \$64,992.

STATUS

On February 13, 2014, a request for bid proposals was issued for the IVC Lighting Retrofit for Roadways, Walkways and Parking Lots project. Proposal responses were received March 4, 2014 and members of the district, both college facilities departments and the design Engineer of Record joined as a selection committee to evaluate the proposals. Based on a combination of technical merit and total cost, the committee recommends award to Anderson & Howard Electric, Inc., Irvine, CA (EXHIBIT B) in the amount of \$1,300,000 as best value to the District.

Funds are available for this project in the Irvine Valley College Capital Outlay budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Energy Services Agreement (EXHIBIT C) for the Irvine Valley College Lighting Retrofit for Roadways, Walkways, and Parking Lots project with Anderson & Howard Electric, Inc., Irvine, CA, in the amount of \$1,300,000.

**LIGHTING RETROFIT FOR ROADWAYS, WALKWAYS & PARKING LOTS
PROJECT, ENERGY SERVICES
IRVINE VALLEY COLLEGE
MARCH 31, 2014**

Based upon inspection form, site visit and rough savings calculation, Newcomb|Anderson|McCormick, a consultant to Southern California Edison, provided the following estimate of energy conservation for retrofit of the exterior lighting (roadways, walkways and parking lots) and installation of new wireless controls at Irvine Valley College:

Electricity Savings: 499,940 kWh/yr

Annual yearly utility savings: Approximately \$64,992 per year.

**LIGHTING RETROFIT FOR ROADWAYS, WALKWAYS & PARKING LOTS
PROJECT, ENERGY SERVICES
IRVINE VALLEY COLLEGE
MARCH 31, 2014**

*Anderson & Howard Electric, Inc.	Irvine, CA	Base Bid	\$1,280,000
		Contractor Alt #1	Declined
		Owner Allowance	<u>\$ 20,000</u>
		Total	\$1,300,000
		Technical Points	461**
Baker Electric, Inc.	Escondido, CA	Base Bid	\$1,250,000
		Add for bonds	\$ 15,625
		Owner Allowance	<u>\$ 20,000</u>
		Total	\$1,285,625
		Technical Points	279
Gilbert & Stearns, Inc. Corporation	Santa Ana, CA	Base Bid	\$1,394,500
		Contractor Alt #1	Declined
		Owner Allowance	<u>\$ 20,000</u>
		Total	\$1,414,500
		Technical Points	460
Morrow-Meadows Corporation	City of Industry, CA	Base Bid	\$1,638,000
		Owner Allowance	<u>\$ 20,000</u>
		Total	\$1,658,000
		Technical Points	240

***RECOMMENDED AWARD**

**** TECHNICAL POINTS – Proposals were evaluated and scored as per the issued RFP. Scores were based upon respondent background, references and experience, proposed phasing plan for the lighting retrofit project, proposed overall project schedule validating a substantial completion date on or before June 30, 2014, and contractor proposed alternates, value engineering, improved sustainability and/or life cycle suggestions that could result in cost reductions and/or improved efficiencies.**

AGREEMENT – IRVINE VALLEY COLLEGE LIGHTING RETROFIT FOR ROADWAYS, WALKWAYS & PARKING LOTS PROJECT, ENERGY SERVICES

THIS AGREEMENT, dated the 31ST day of March, 2014, in the County of Orange, State of California, is by and between South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, CA 92692, (hereinafter referred to as "DISTRICT"), and Anderson & Howard Electric, Inc., 1791 Reynolds Avenue, Irvine, CA 92614, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Irvine Valley College Lighting Retrofit for Roadways, Walkways & Parking Lots project according to all the terms and conditions set forth in the Project Documents, including but not limited to Non-collusion Affidavit, Workers' Compensation Certificate, Drug-Free Workplace Certification, Change Orders, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Scope of Work description, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.
2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the Scope of Work description and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply, unless an act or omission by the DISTRICT actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.
3. DISTRICT shall pay to the CONTRACTOR, as full consideration for faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Million Three Hundred Thousand dollars and no cents (\$1,300,000). Contract price includes base contract scope of work, less patch of SSC roof at location of new penetration for wireless controls. Within the lump sum price is an "owner contingency" of \$20,000 for exclusive use of the Contractor, as approved by the College and such approval shall not be unreasonably withheld, to pay for miscellaneous work items which are required to complete the Project.
4. Once the District has issued a Notice to Proceed, Contractor shall proceed with the construction of the project with reasonable diligence. Contractor agrees that the project will be substantially complete no later than June 30, 2014. If the work is not completed in accordance with the foregoing, it is understood that the District will suffer damage. It being impractical and infeasible to determine the amount of actual damage, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages and not as a penalty the sum of THREE THOUSAND DOLLARS (\$3,000.000) per day for each calendar day of delay until work is completed and accepted. CONTRACTOR and their surety shall be liable for the amount thereof. Any money due or to become due the CONTRACTOR may be retained by the DISTRICT to cover said liquidated damages. Should such money not be sufficient to cover said liquidated damages, the District shall have the right to recover the balance from the Contractor or its sureties, who will pay said balance forthwith.
5. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions, then this Agreement shall terminate or be suspended as set forth in General Conditions.

Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT's convenience, CONTRACTOR shall:

- a. Cease operations as directed by DISTRICT in the notice;
- b. Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- c. Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

6. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:
 - a. Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.
 - b. Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,
7. The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

To the fullest extent permitted by law, the CONTRACTOR, at the CONTRACTOR's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the DISTRICT, including but not limited to any of its governing board members, officers, employees, and all other Agents and Representatives, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the CONTRACTOR or any of its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Agreement, or the Project, including but not limited to any costs or liabilities arising out of or in connection with:

- a. failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- b. any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- c. any breach of duty, obligation or requirement under the Project Documents;
- d. any failure to coordinate the work of other contractors;
- e. any failure to provide notice to any party as required under the Project Documents;
- f. any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- g. any failure to protect the property of any utility company or property owner.

This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT's interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
and	
Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Property Damage Insurance in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
Excess Liability Insurance (Contractor only)	\$2,000,000

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

- a. Automotive and truck where operated in amounts as above
- b. Material hoist where used in amounts as above

9. Waiver of Subrogation

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might

give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

The Contractor shall name, on any policy of insurance required the District, their officers, employees, and all other Agents and Representatives as additional insureds. Subcontractors and shall name the Contractor, the District, their officers, employees, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Greg Elliott, whose title is Vice President, is authorized to act for and bind the corporation.
11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.
12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT
South Orange County Community College District

By: _____
Dr. Debra L. Fitzsimons
Vice Chancellor of Business Services

CONTRACTOR
Anderson & Howard Electric, Inc.

By: _____
Greg Elliott
Vice President

258268
Contractor's License No.

95-2497870
Tax ID

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- b) establishing a drug-free awareness program to inform employees about all of the following:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) the availability of drug counseling, rehabilitation and employee-assistance programs;
 - 4) the penalties that may be imposed upon employees for drug abuse violations;
- c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350, et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Anderson & Howard Electric, Inc.
Name of Contractor

Signature

Print Name

Title

Date

NONCOLLUSION DECLARATION

(Public Contract Code section 7106)

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state].

Signature

Print Name

WORKERS' COMPENSATION CERTIFICATE

Labor Code Section 3700.

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.
- (c) For any county, city, city and county, municipal corporation, public district, public agency or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702."

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Anderson & Howard Electric, Inc.
Name of the Contractor

By: _____
Signature

Print Name

Title

Date

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under the contract.)

CONTRACTOR'S CERTIFICATE REGARDING NON-ASBESTOS CONTAINING MATERIALS

We, _____, hereby certify that no Asbestos, or Asbestos Containing Materials shall be used in this Project, _____, or in any tools, devices, clothing, or equipment used to affect the work which we have installed in the South Orange County Community College District.

- (a) The Contractor further certifies that he/she has instructed his/her employees with respect to the above mentioned standards, hazards, risks and liabilities.
- (b) Asbestos and/or asbestos containing material shall be defined as all items containing but not limited to chrysotile, corcidolite, amosite, anthopyllite, tremolite and actinolite.
- (c) Any or all material containing greater than one-tenth of one percent (.1%) asbestos shall be defined as asbestos containing material.
- (d) Any disputes involving the question of whether or not material contains asbestos shall be settled by electron microscopy. The costs of any such tests shall be paid by the Contractor if the material is found to contain asbestos.
- (e) All work or materials found to contain asbestos or work or material installed with asbestos containing equipment will be immediately rejected and this work will be removed at no additional cost to the District.

Date

Anderson & Howard Electric, Inc.
Name of Contractor

By: _____
Signature

Print Name

Title

CHANGE ORDER NO. _____

PROJECT: _____

TO: _____

You are hereby directed to comply with this Change Order.

DESCRIPTION OF CHANGE: _____

COST (This cost shall be deleted.):

Original contract price: \$ _____

Change Order amount: \$ _____

New contract price: \$ _____

TIME FOR COMPLETION:

Original completion date: _____

Time for completion of
Change Order: _____

New completion date: _____

Contractor agrees to deduct the above-described work in accordance with the above terms and in compliance with applicable sections of the Project Documents. Contractor agrees to the adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in this Change Order.

No additions or deletions to this Change Order shall be allowed, except with written permission of District. Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order.

This Change Order is hereby agreed to, accepted and approved.

CONTRACTOR

DISTRICT

By: _____

By: _____

Print Name

Print Name

Title

Title

Date

Date

PAYMENT BOND

KNOW ALL PERSONS BY THESE PRESENT:

WHEREAS, the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California ("hereinafter referred to as DISTRICT"), has awarded to _____, hereinafter referred to as the "Contractor/Principal" a contract for the work described as

_____;

WHEREAS, said Contractor/Principal is required by Division 3, Part IV, Title XV, Chapter 7 (commencing at Section 3247) of the California Civil Code to furnish a bond in connection with said contract;

NOW, THEREFORE, we, the Contractor/Principal and _____, as Surety, a California admitted surety insurer, are held firmly bound unto the DISTRICT for one hundred percent (100%) of the total amount payable by the DISTRICT under the terms of the contract awarded by the DISTRICT to the Contractor/Principal lawful money of the United States of America for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Contractor/Principal, his/her or its heirs, executors, administrators, successors, or assigns, or a subcontractor, shall fail to pay any person or persons named in Civil Code Section 3181 or fail to pay for any materials, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind, or shall fail to deduct, withhold, and pay over to the Employment Development Department, any amounts required to be deducted, withheld, and paid over by Section 13020 of the Unemployment Insurance Code with respect to work and labor thereon of any kind, then said Surety will pay for the same, in or to an amount not exceeding the amount hereinabove set forth, and also will pay in case suit is brought upon this bond, such reasonable attorney's fees as shall be fixed by the court, awarded and taxed as provided in Division 3, Part IV, Title XV, Chapter 7 (commencing at Section 3247) of the California Civil Code.

This bond shall inure to the benefit of any of the persons named in Section 3181 of the California Civil Code, so as to give a right of action to such person or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement hereinabove described or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement hereinabove described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the DISTRICT and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 3110 and 3112 of the California Civil Code, and has not been paid the full amount of his/her or its claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

Any claims under this bond may be addressed to:

(Name and address of Surety)

(Name and address of agent or

representative in California,
if different from above)

(Telephone and facsimile number of
Surety or agent or representative
in California)

IN WITNESS HEREOF, we have hereto set our hands and seals on this _____ day of _____, 20____.

CORPORATE SEAL, IF
APPLICABLE, AND NOTARIAL
ACKNOWLEDGEMENT OF
CONTRACTOR

Contractor/Principal

By: _____
Signature

Print Name and Title

SEAL AND NOTARIAL
ACKNOWLEDGEMENT OF
SURETY

Surety

By: _____
Signature

Print Name and Title

(Mailing Address, Telephone and
Facsimile No. of Surety)

(Attach Attorney-in-Fact Certificate and
Required Acknowledgement)

ESCROW AGREEMENT FOR SECURITY DEPOSITS IN LIEU OF RETENTION

This Escrow Agreement is made and entered into, as of _____, 20_____, by and between South Orange County Community College District, whose address is 28000 Marguerite Parkway, Mission Viejo, CA 92692 hereinafter called "DISTRICT;" _____, whose address is _____ hereinafter called "Contractor;" and, _____, whose address is _____ hereinafter called "Escrow Agent."

For the consideration hereinafter set forth, the DISTRICT, Contractor, and Escrow Agent agree as follows:

(1) Pursuant to Section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by DISTRICT pursuant to the Agreement entered into between the DISTRICT and Contractor for _____ in the amount of _____, dated _____ (hereinafter referred to as the "Agreement"). Alternatively, on written request of the Contractor, the DISTRICT shall make payments of the retention earnings directly to the Escrow Agent. When the Contractor deposits the securities as a substitute for retention earnings, the Escrow Agent shall notify the DISTRICT within ten (10) days of the deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention under the terms of the Agreement between the DISTRICT and Contractor. Securities shall be held in the name of DISTRICT, and shall designate the Contractor as the beneficial owner.

(2) The DISTRICT shall make progress payments to the Contractor for those funds which otherwise would be withheld from progress payments, provided that the Escrow Agent holds securities in the form and amount specified above.

(3) When the DISTRICT makes payment of retentions earned directly to the Escrow Agent, the Escrow Agent shall hold them for the benefit of the Contractor until the time the escrow created under this Escrow Agreement is terminated. The Contractor may direct the investment of the payments into securities. All terms and conditions of this Escrow Agreement and the rights and responsibilities of the parties shall be equally applicable and binding when the DISTRICT pays the Escrow Agent directly.

(4) Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the Escrow Account and all expenses of the DISTRICT. These expenses and payment terms shall be determined by the DISTRICT, Contractor and Escrow Agent.

(5) The interest earned on the securities or the money market accounts held in escrow and all interest earned on that interest shall be for the sole account of Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to the DISTRICT.

(6) Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from the DISTRICT to the Escrow Agent that DISTRICT consents to the withdrawal of the amount sought to be withdrawn by Contractor.

(7) The DISTRICT shall have a right to draw upon the securities in the event of default by the Contractor. Upon seven (7) days' written notice to the Escrow Agent from the DISTRICT of the default, the Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by the DISTRICT.

(8) Upon receipt of written notification from the DISTRICT certifying that the Agreement is final and complete, and that the Contractor has complied with all requirements and procedures applicable to the Agreement, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all monies and securities on deposit and payments of fees and charges.

(9) Escrow Agent shall rely on the written notifications from the DISTRICT and the Contractor pursuant to Sections (5) to (8), inclusive, of this Escrow Agreement and the DISTRICT and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of the securities and interest as set forth above.

(10) The names of the persons who are authorized to give written notice or to receive written notice on behalf of the DISTRICT and on behalf of Contractor in connection with the foregoing, and exemplars of their respective signatures are as follows:

On behalf of DISTRICT:

On behalf of Contractor:

Title

Title

Name

Name

Signature

Signature

Address

Address

On behalf of Escrow Agent:

Title

Name

Signature

Address

At the time the Escrow Account is opened, the DISTRICT and Contractor shall deliver to the Escrow Agent a fully executed counterpart of this Escrow Agreement.

IN WITNESS WHEREOF, the parties have executed this Escrow Agreement by their proper officers on the date first set forth above.

DISTRICT

CONTRACTOR

Title

Title

Name

Name

Signature

Signature

Escrow Agent

Title

Name

Signature

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: CCCT Board of Directors Election - 2014

ACTION: Approval

BACKGROUND

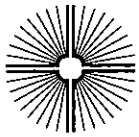
The California Community College Trustees Association was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community based, locally governed colleges. The CCCT Board of 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 2014 will take place between March 10 and April 25. This year, there are seven (7) three-year vacancies and one (1) one-year vacancy. The seven individuals receiving the most votes will serve three-year terms. The eighth top vote-getter will complete the term that was vacated by a CCCT member that did not seek re-election in her district last November. 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 eight vacancies on the CCCT Board of Directors. The eight 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 eight vacancies on the CCCT Board of Directors for subsequent tallying and transmittal to the League Office by the April 25 deadline.



COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA

DATE: February 27, 2014

TO: California Community College Trustees
California Community College District Chancellors/Superintendents

FROM: Judy Centlivre, Executive Assistant

SUBJECT: CCCT BOARD ELECTION — 2014

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. This year there are seven (7) three-year vacancies on the board and one (1) one-year vacancy.

Each member community college district board of the League shall have one vote for each of the eight 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. The eighth top vote-getter will complete the term that was vacated by a CCCT member that did not seek re-election in her district last November. That term expires in 2015 and the candidate elected to complete that term will be eligible to run for re-election as an incumbent in 2015. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

The fourteen 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 of February 3, 2014. An official ballot for the election is also enclosed in this mailing to each community college district governing board office, as well as copies of the statement of candidacy and biographic sketch form of each of the 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.** Although it is not required, you may want to send your ballots via certified mail as we will not have the ability to confirm receipt. Official ballots must be signed and returned to the League office, with a USPS postmarked **no later than April 25**. Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT board president and the results announced at the CCCT Annual Conference, May 1-2 in Newport Beach.

If you have any questions on the CCCT board election, please call the League office at (916) 444-8641.

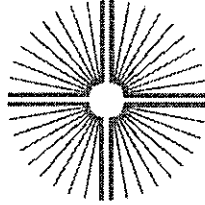
Attachments:

List of Candidates

CHANCELLORS/SUPERINTENDENTS (GOVERNING BOARD OFFICES) ONLY:

Official Ballot and Return Envelope

Candidates' Biographic Sketches and Statements



2014 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF FEBRUARY 3, 2014

1. Richard Watters, Ohlone CCD
2. *Paul Gomez, Chaffey CCD
3. Adrienne Grey, West Valley-Mission CCD
4. Jeffrey Lease, San Jose-Evergreen CCD
5. Brent Hastey, Yuba CCD
6. Pam Haynes, Los Rios CCD
7. Nathan Miller, Riverside CCD
8. *Jim Moreno, Coast CCD
9. Donna Ziel, Cabrillo CCD
10. Lorrie A. Denson, Victor Valley CCD
11. Stephen P. Blum, Ventura CCD
12. *Laura Casas, Foothill-DeAnza CCD
13. *Stephan Castellanos, San Joaquin Delta CCD
14. *Nancy Chadwick, Palomar CCD

* Incumbent



CCCT BOARD
NOMINATION FORM

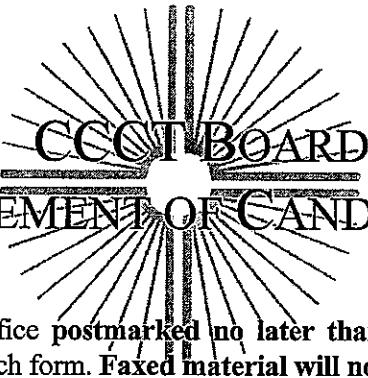
Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Ohlone Community
College District nominates Richard Watters to be a
candidate for the CCCT Board.

This nominee is a member of the Ohlone 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.

Jane Browning FEB 10 2014
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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Richard Watters


DATE: 2/7/14

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.)**

I think the two major issues CCCT and the League should focus on are: implementing the goals recommended by the Commission on the Future 2020 Vision and lobbying for California Community Colleges to grant baccalaureate degrees to accommodate the needs of students in particular areas and disciplines.

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.)**

With my 20 years experience working in higher education and experience as a trustee, I can offer my strategic planning and project management skills to assist with the implementation of goals and actions plan, and to lobby the legislature for CCCT and League initiatives.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Richard Watters	DATE: 2/7/14
ADDRESS: 6887 Graham Avenue	CITY & ZIP CODE: Newark, CA 94560
PHONE: 510-648-4616	EMAIL: rwatters@ohlone.edu

EDUCATION

CERTIFICATES/DEGREES: BA in English; BS in Hospitality & Tourism; MA in Higher Education Administration (in progress); California Licensed Realtor

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: University Administrator

OTHER:

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Ohlone Community College District

YEARS OF SERVICE ON LOCAL BOARD: 7

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President, Vice President, Audit Committee

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Member and former board member, National Orientation Directors Association; Member, National Association of Student Personnel Administrators; Member, American College Personnel Association; Member, National Association of Campus Activities; Member, Association of College Unions -

International; Member, Association of College and University Housing Officers - International.

CIVIC AND COMMUNITY ACTIVITIES

School Site Council, Bunker Elementary School; Superintendent's Advisory Council, Newark Unified School District.

OTHER



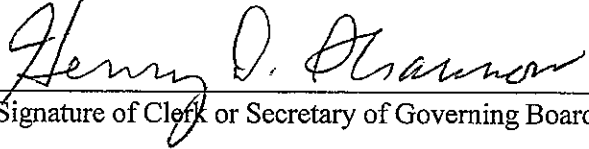
CCCT BOARD
NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

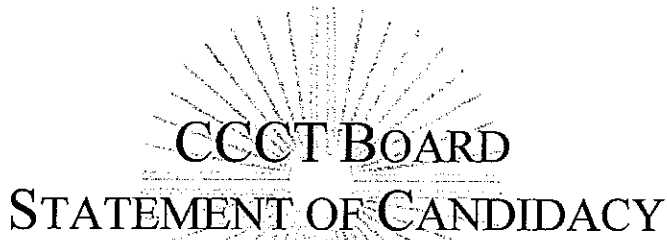
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Chaffey Community
College District nominates Paul J. Gomez to be a
candidate for the CCCT Board.

This nominee is a member of the Chaffey 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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Paul J. Gomez DATE: 1/23/2014

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 major issues and activities the Chancellor's Office, CCLC, and the CCCT Board should focus on are integration and implementation of key actionable strategies to improve student success and ameliorate the achievement gap, as identified in SB 1456. Participation in CCLC's Excellence in Trusteeship program also supports 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.)**

I can contribute because of my vast experience and knowledge to address student success and equity challenges. My specific experiences include the following: 24 years on a community college governing board; 28 years in municipal government; service on local, state and national boards; and founded non-profit and educational foundations.


CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Paul J. Gomez Date: 01/23/2014
Address: 8545 Calle Carabe
City: Rancho Cucamonga, CA Zip: 91730
Phone: 909-238-6444 909-652-6100
(home) (office)
E-Mail: pgomez177@roadrunner.com

EDUCATION

Certificates/Degrees: -Associate of arts degree, Bakersfield College
-Bachelor of arts degree, California State University, Los Angeles

PROFESSIONAL EXPERIENCE

Present Occupation: -Retired; City of Ontario, CA; City Manager's Office and Public Works Administration; 26 years
-City of South El Monte, CA; Community and Planning Assistant; 2 years
Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Chaffey Community College District, Rancho Cucamonga, CA
Years of Service on Local Board: 24 years
Offices and Committee Memberships Held on Local Board: _____
President (4 terms); Vice President (7); Clerk (2); Board Liaison-District Budget; Member, ad-hoc committee
on trustee orientation and continuing education and development program; Chair, presidential search committee (2)

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc)
-Nominee, 2nd Vice President, CCCT Board, 2014-15
-California Community College Board (CCCT), present
-Member, K-12 and community college committee on statewide vocational education
-Member, ACCJC accreditation team (2)
-Past vice-president and treasurer, California Association of Latino Community College Trustees (CALCCT)
-Awarded "Fulfilling the Trust Award" by Community College League of California, May 2011

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

-ACCT board member, 2001-2007, served on the following ACCT board committees: Finance and Audit, Governance and Bylaws, Member Communications and Education, and Public Policy

-Past president, ACCT Trust Fund Board

-Past president, Association of Latino Community College Trustees (ALCCT)

CIVIC AND COMMUNITY ACTIVITIES

-Founder and board member emeritus; The Esperanza Scholarship Foundation/Dollars for Scholars; awards academic scholarships and academic support programs to high school graduates and college-going students

-American Association of University Women, Ontario-Upland-Rancho Cucamonga branch, "Status of Women Award", 2008

-Member, Rotary Club of Rancho Cucamonga

-Congressional "Community Leadership Award," 2004

-Current President, Genealogical Society of Hispanic America-Southern California branch

-City of Upland Housing Authority Board of Commissioners

-Advisory committee for the local Osher Lifelong Learning Institute, an organization that provides learning experiences at a modest cost for people over age 50

OTHER

-Veteran, U.S. Army, 1965-68; Ft. Ord, CA, 1965-66; Republic of South Vietnam, 1966-67; and Ft. Bliss, TX, 1967-68

-Founding member, Inland Valley Trustees & CEO Association; consisting of the following CCDs: Chaffey, Riverside, Imperial, Palo Verde, Desert, Antelope Valley, San Bernardino, Mt. San Jacinto, Copper Mountain, Victor Valley, Barstow

-Founding member, San Gabriel/Foothill Association of Community Colleges consisting of the following colleges: Chaffey, Citrus, Glendale, Mt. San Antonio, Pasadena City, and Rio Hondo

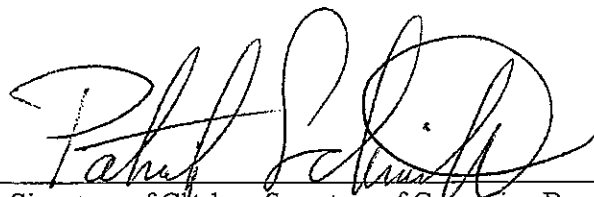
CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

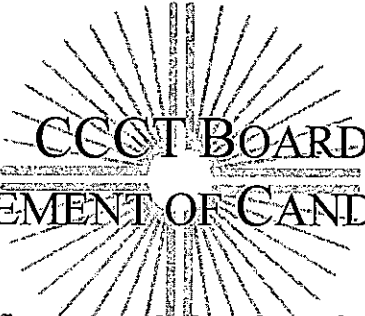
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the West Valley-Mission Community College District nominates Adrienne Grey to be a candidate for the CCCT Board.

This nominee is a member of the West Valley-Mission 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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Adrienne Grey

DATE: Feb 12, 2014

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.)**

- Implement SSTF initiatives (transform ourselves, or be transformed), to protect our core mission of student success: college transfer, career/technical ed, and basic skills (close the opportunity gap).
- Foster additional funding sources, particularly untapped potential in foundation giving, so our colleges remain fiscally sound and affordable for all.

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 am a pragmatic optimist who works collaboratively with others to understand issues and craft solutions. My deep gratitude for the opportunities afforded me by community colleges makes me an effective advocate and cheerleader for our CC system to legislators, business, and community leaders.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Adrienne Grey	DATE: Feb 12, 2014
ADDRESS: 216 N 1st Street	CITY & ZIP CODE: Campbell, CA 95008
PHONE: 408-219-4896	EMAIL: Adrienne4WVMCCD@comcast.net

EDUCATION

CERTIFICATES/DEGREES: B.S. Management - Golden Gate University
Certified in Integrated Resources Management (CIRM) - APICS: The Association for Operations Management

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Supply Chain Consultant
OTHER: 30 year bio-tech and high-tech manufacturing career; management positions in finance, information systems, manufacturing operations, and materials/procurement

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: West Valley-Mission Community College District
YEARS OF SERVICE ON LOCAL BOARD: 5 years (elected 2008; reelected 2012)
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: 2012 Campaign Chair Measure C \$350M Bond passed June 2012; 2012 BOT President; 2011 BOT Vice President; 2011 & 2013 Legislative Committee Chair; 2011/12 Data Dashboard Committee Member/Chair; 2010 Land Corporation President; 2010/2012/2014 Audit and Budget Oversight Committee Member; 2009 District Goal Alignment Committee

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

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NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

CIVIC AND COMMUNITY ACTIVITIES

Member Rotary Club of Campbell; Sponsorship Committee Chair; Membership Committee

Leadership Campbell Class of 2013

2011 Campbell Woman of Distinction Awardee - City of Campbell & Santa Clara County Office of Women's Policy

2005-2010: 3-Term CA State Democratic Party Delegate and 2-Term Executive Board Representative, Assembly District 24

2007-2008 Director of Voter Registration and Community Services - Santa Clara County Democratic Party Executive Board

2007 Madge Overhouse Awardee, Volunteer of the Year - Santa Clara County Democratic Party

2005-2006 Voter Registration Program Coordinator - Santa Clara County Democratic Party

OTHER


CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the SAN JOSE / EVERGREEN Community
College District nominates DR. JEFFREY LEASE to be a
candidate for the CCCT Board.

This nominee is a member of the SAN JOSE / EVERGREEN 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, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: DR. JEFFREY LEASE DATE: 02-06-14

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.)**

CONTINUE TO ADVOCATE FOR RESTORATION OF RESOURCES LOST DURING THE STATE BUDGET CRISIS, SO THAT COMMUNITY COLLEGE EDUCATION REMAINS ACCESSIBLE AND AFFORDABLE. MONITOR IMPLEMENTATION OF THE STUDENT SUCCESS ACT TO ENSURE RECOMMENDATIONS DO NOT ADVERSELY AFFECT UNDERREPRESENTED STUDENTS OR BURDEN COLLEGES WITH UNFUNDED MANDATES. STRENGTHEN COMMUNITY COLLEGES THROUGH POLICY DEVELOPMENT.

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.)**

HAVING AN EXCEPTIONAL ABILITY TO ANALYZE, COMPREHEND AND COMMUNICATE COMPLEX INFORMATION, AND A CLEAR UNDERSTANDING OF THE ROLE COMMUNITY COLLEGES PLAY IN TODAY'S HIGHER EDUCATION, I AM DEEPLY COMMITTED TO IMPROVING STUDENT ACCESS AND SUCCESS BY UTILIZING TECHNOLOGY, INNOVATION, COLLABORATION, AND A TEAM EFFORT TO ACHIEVE A COMMON GOAL.

**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office postmarked no later than February 15, 2014, along with the nomination form and statement of candidacy. Faxed material will not be accepted.

PERSONAL

Name: DR. JEFFREY LEASE Date: 02-06-14
Address: 1288 PEMBRIDGE DRIVE
City: SAN JOSE Zip: 95118
Phone: 408-365-4750 (SAME)
(home) CELL (office)
E-Mail: JEFFREY.LEASE@SJECCD.EDU

EDUCATION

Certificates/Degrees: DOCTOR OF CHIROPRACTIC
BS - COMMERCIAL RECREATION ADMINISTRATION
CERTIFIED KINESIO TAPING INSTRUCTOR

PROFESSIONAL EXPERIENCE

Present Occupation: DOCTOR OF CHIROPRACTIC - OWNER
OF PRIVATE PRACTICE - In Motion Chiropractic & Lifestyle
Other: CERTIFIED KINESIO TAPING INSTRUCTOR

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: SAN JOSE / EVERGREEN
Years of Service on Local Board: 3
Offices and Committee Memberships Held on Local Board: BOARD PRESIDENT - CURRENT
COMMITTEES - STUDENT SUCCESS, ACCREDITATION,
LAND DEVELOPMENT, AUDIT, FOUNDATION BOARD,
LEGISLATIVE, PAST VICE PRESIDENT, COUNTY COMMITTEE ON
State Activities (CCCT and other organizations boards, committees, workshop presenter; SCHOOL DISTRICT ORGANIZATION
Chancellor's Committees, etc WORKSHOP PRESENTER - CCLC & RP CONFERENCES
TOPICS: ① 360 BOARD SELF-EVALUATION CREATION & IMPLEMENTATION
② A RESPONSIBLE AND RESPONSIVE DEFINITION OF STUDENT SUCCESS
③ TAILORING STUDENT SUCCESS ACT IMPLEMENTATION TO MEET
UNDERSERVED STUDENTS NEEDS

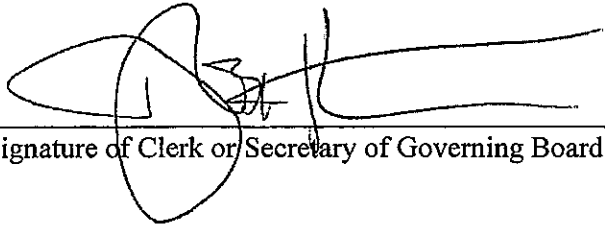
**CCCT BOARD
NOMINATION FORM**

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

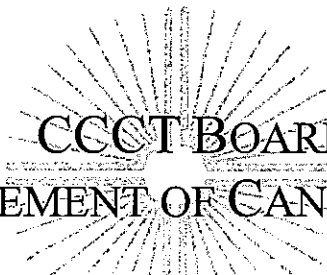
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the _____ Yuba _____ Community
College District nominates _____ Brent Hastey _____ to be a
candidate for the CCCT Board.

This nominee is a member of the _____ Yuba _____ 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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Brent Hastey DATE: February 13, 2014

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.)**

I pledge to work cooperatively and collaboratively
with community college colleagues throughout California
to reduce the cost of a college degree, to improve
matriculation rates, and to improve access, affordability
and services for all students. I will also work toward a
fuller integration of technology to better serve student
needs.

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 bring my extensive experience in local government, my
working knowledge of the legislative process, and my
commitment to maintaining affordability for all California
college students. I envision an expanded partnership
with K-12 districts, UC, CSU and the private sector to
create clear and open pathways for improved student success.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: BRENT HASTEY	DATE:
ADDRESS: 3024 Plumas-Arboga Road	CITY & ZIP CODE: Olivehurst, CA 95961
PHONE: 530-400-1992 (Cell) 530-741-3223 (Home)	EMAIL: bhastey@gmail.com

EDUCATION

CERTIFICATES/DEGREES:	AA Yuba College BS Golden Gate University
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PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION:	Owner of Plumas Lake Self Storage Adjunct instructor for Central Texas College
OTHER:	

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER:	Yuba Community College District
YEARS OF SERVICE ON LOCAL BOARD:	
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:	Board President 2013 and 2012 Board Vice President 2011 Clerk of the Board 2010 Governing Board's Policy Committee 2014 Governing Board's Finance Committee 2013

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Workshop Presenter with YCCD Chancellor Douglas Houston at:
(1) Community College League of California's Annual Trustee Conference, November 22, 2013
Presentation: "New Trustee Orientation"
(2) Rural Community College Alliance, September 26, 2013
Presentation: "A Rural Community College Collaborative - Rural Colleges Play Their Part in Statewide Reforms"

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

CIVIC AND COMMUNITY ACTIVITIES

Public Member of the Yuba County Local Agency Formation Commission (LAFCO)
South Yuba Rotary Sunrise, Past President
Yuba County Board of Supervisors 1993 - 2001
Yuba County Water Agency 1993 - 2001
Sacramento Area Council of Governments, Past Chairperson

OTHER

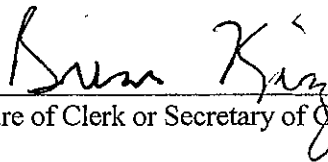
CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Los Rios Community College District nominates Pam Haynes to be a candidate for the CCCT Board.

This nominee is a member of the Los Rios 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, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Pam Haynes

DATE: February 13, 2014

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.)**

There are three top priorities for California's community colleges:

- Close the persistent achievement gap among Latino and African-American students
- Scale up and integrate the most successful, data-proven basic skills and "Student Success" courses and programs
- Advocate for an equity agenda (increased funding, engagement and alignment with K-12, UC and CSU)

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.)**

My work experience includes:

- Researching and analyzing K-12, higher education, labor and workforce development issues and policies for the Assembly speaker and Democratic caucus
- Developing and managing a literacy-focused afterschool program for low-income, at-risk students
- Designing, developing and implementing successful legislative advocacy campaigns that include partnering with under-represented communities

**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Pam Haynes	DATE: February 13, 2014
ADDRESS: 1169 Brownwyk Drive	CITY & ZIP CODE: Sacramento, 95822
PHONE: (916) 752-5860	EMAIL: pamhaynes@sbcglobal.net

EDUCATION

CERTIFICATE/DEGREES: AA, Santa Monica City College; BA, UCLA; MPA, Harvard University

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Recently retired
OTHER: Deputy Director, Speaker's Floor Analysis and Research, California State Assembly

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER SERVES: Los Rios Community College District
YEARS OF SERVICE ON LOCAL BOARD: 15
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board President: 2003, 2009, 2013 Board Vice President: 2002, 2008, 2012 Los Rios Foundation Board: 2009, 2010, 2011, 2012, 2013 Chancellor's Search Committee: 2012

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

California Community College Trustees (CCCT)
--

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Association of Community College Trustees (ACCT)
--

CIVIC AND COMMUNITY ACTIVITIES

American Leadership Fellowship (ALF) Class XVII, African American Leadership Coalition, Sacramento Black Chamber
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OTHER

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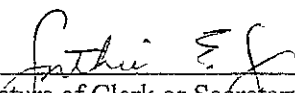
CCCT BOARD
NOMINATION FORM

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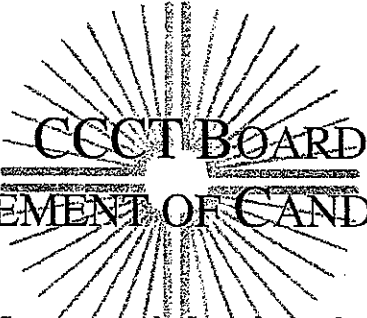
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Riverside Community
College District nominates Trustee Nathan Miller to be a
candidate for the CCCT Board.

This nominee is a member of the Riverside 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
Cynthia E. Azari, Ed.D.
Interim Chancellor



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Nathan Miller DATE: 1/ /14

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.)**

Spearhead efforts to close the gap between graduation rates and college
readiness via the Student Success Initiative and legislation that allows for
funding streams that promote greater local autonomy and the flexibility
necessary to meet the needs of students. We must oversee the responsible
transition and application of Adult Education.

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.)**

Extensive experience and familiarity with the legislative process.
Relationship and coalition building skills as well as specific relationships
gained through experience working within the body of the CA State Legislature.
Advanced skills and knowledge of computer technological advances as applied to
systems efficiency and modern student cultural behaviors and practices.


CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Nathan Miller Date: 2/09/13
Address: 1436 Evergreen Lane
City: Corona Zip: 92879
Phone: (213) 926-3331 (951) 505-2594
(home) (office)
E-Mail: nathan.miller@rccd.edu

EDUCATION

Certificates/Degrees: Bachelor's Degree Political Science, Completed intermediate coursework in Physics and Astronomy.

PROFESSIONAL EXPERIENCE

Present Occupation: Riverside County Building Industry Association, Director of Government Affairs.

Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Riverside Community College District
Years of Service on Local Board: One (1)
Offices and Committee Memberships Held on Local Board: Chair of Facilities Committee
Chair of Chancellor Search Committee, Officer - Secretary of the Board

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc) _____

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

CIVIC AND COMMUNITY ACTIVITIES

Chambers of Commerce Membership - Greater Corona Valley Chamber of
Commerce, Norco Chamber of Commerce, Corona Hispanic Chamber of Commerce.
Corona Norco Parent Teachers Association, 2012/2013 San Bernardino County
Superintendent of Schools - Family/Community Action Planning Committee

OTHER

BIA Biography

Nathan Miller currently works as Director of Governmental Affairs for the Riverside County Building Industry Association (BIA). In this capacity Nathan Miller advocates for pro-homeownership policies throughout Western Riverside County providing opportunities for affordable housing and works directly in all levels with local government. Nathan Miller comes to the BIA Riverside County Chapter having most recently served as District Director to 40th District Assemblyman Mike Morrell. Nathan is widely recognized in the Assembly for his District Office model. His "Best Practices" Playbook is now utilized by several Assembly District Offices throughout the California State Legislature.

Nathan attended California Polytechnic University, Pomona and received a Bachelor's Degree in Political Science with completed coursework in physics prior to transferring from Loyola Marymount University.

Nathan is a California native, born and raised in Los Angeles, he later moved to the Beach Cities area until later moving to the Inland Empire with his family. Nathan is married to Heather, a Norco native and together they live in Corona with their three children: Max, Michelle and Alexander.

Most recently Nathan was elected as Trustee for the Riverside Community College District in November 2012. He currently serves as Chair of the Riverside Community College District Facilities Committee, Chair of the Chancellor Search Committee and is a Board Officer serving as Secretary.

Nathan always seeks to spearhead efforts to close the gap between graduation rates and college readiness. He believes that local solutions serve students interests best and greater local autonomy allows for any Community College District the flexibility necessary to meet the needs of students where they are at when walk through the doors of our institutions. Community Colleges are our best chance of improving educational standards in California and instilling essential confidence in students that will allow them to succeed with greater independence.

His past positions include serving as Field Representative in the California State Legislature and for the Congressional House of Representatives. His duties there included working with community and business leaders as well as various organizations on issues ranging from transportation and infrastructure to education.



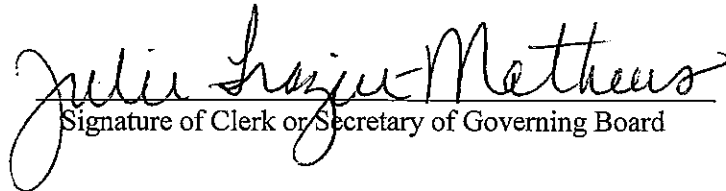
CCCT BOARD
NOMINATION FORM

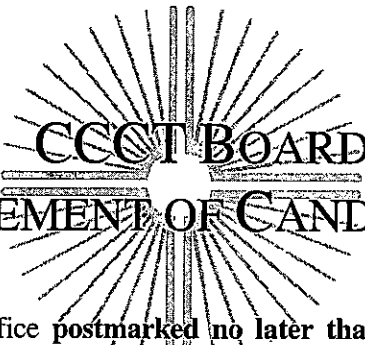
Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Coast Community College District nominates Trustee Jim Moreno 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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Trustee Jim Moreno


DATE: February 5, 2014

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.)**

Given demands of the global market, CCCT and the League should continue to focus on career technical education matters to support our economy. We must demonstrate leadership by building alliances with industry, developing cutting-edge curricula, and maintaining ties to businesses in order to provide the greatest opportunities.

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.)**

My many years of public service experience, years as Chair of our District's Career & Technical Education Committee, and expertise in budgeting will afford me the opportunity to advocate for the needs of our colleges, to stress the importance of workforce development, and to connect with industry leaders on all levels.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Trustee Jim Moreno	DATE: February 5, 2014
ADDRESS: 15262 Stanford Lane	CITY & ZIP CODE: Huntington Beach 92647
PHONE: 714 438 4848	EMAIL: jmoreno@ccd.edu

EDUCATION

CERTIFICATES/DEGREES: Graduate Degree in Public Administration, Cal State Northridge. Bachelor of Arts, California State Long Beach.
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PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Coast Community College District Trustee
OTHER: Served as Chief Deputy to a Member of the L.A. County Board Supervisors

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Coast Community College District.
YEARS OF SERVICE ON LOCAL BOARD: Elected to the Board in November 2006, Re-elected Nov 2010
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board President 2009 and 2012; Board Clerk 2010; Board Vice President 2011. Currently member of Board of Trustees' Personnel and Land Development Committees, and Member of Nominating Committee for Orange County School District Organization. Prior Chair of Board of Trustees' Audit and Budget Committee (2009-2013) and Career & Technical Education Committee (2009-2013).

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCCT Board Member 2011 - Present. Past Member Advisory Committee on Education Services 2008-2012.

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

ACCT National Conference Member, Workshop Presenter, National Leadership Summit Fall 2009.

CIVIC AND COMMUNITY ACTIVITIES

Former member Coastline Community College Paralegal Advisory Board; Past Chairman Citizen Participation Advisory Board for City of Huntington Beach; Past Board Member Orange County Legislative Task Force; Volunteer Live Oak Adult Literacy Program; Member of the CHP Community Advisory Board.

OTHER

Author "Establishing Budget Transparency at the Coast Community College District" within ACCT Trustee Quarterly, Winter 2009; Author, Op-Ed "State Budget Raises Student Fees at Coast Community Colleges" July 2009; Author, Op-Ed "Colleges Need Support from Residents, State" Daily Pilot Newspaper, October 13, 2009.



CCCT BOARD
NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Cabrillo Community
College District nominates Donna Ziel to be a
candidate for the CCCT Board.

This nominee is a member of the Cabrillo 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.

Janel Jones
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, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: DONNA ZIEL DATE: FEBRUARY 13, 2014

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.)**

WE MUST MAINTAIN THE BROADEST POSSIBLE ACCESS UNDER
THE STUDENT SUCCESS ACT AND MAINTAIN THE SPIRIT OF THE
MASTER PLAN. GIVEN THE BROAD MISSION OF CALIFORNIA'S
COMMUNITY COLLEGES, WE SHOULD SUPPORT OUR CAMPUSES
IN MEETING THE COMPONENTS OF THAT MISSION THROUGH
THE MOST EFFICIENT USE OF RESOURCES.

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.)**

MY PROFESSIONAL EXPERIENCE IN CALIFORNIA HIGHER
EDUCATION HAS FOCUSED ON SUPPORTING STUDENTS IN
FINDING THEIR WAY TO SUCCESSFULLY REACH THEIR
EDUCATIONAL GOALS. I WILL CONTRIBUTE KNOWLEDGE
OF THE CALIFORNIA COMMUNITY COLLEGE AND STATE
UNIVERSITY SYSTEMS INCLUDING, MOST IMPORTANTLY,
THEIR RELATIONSHIPS THAT BENEFIT OUR STUDENTS AND
OUR TAXPAYERS.

**CCCT BOARD
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: DONNA ZIEL Date: February 13, 2014
Address: 8121 FREMONT AVENUE
City: BEN LOMOND Zip: 95005
Phone: 931.336.5043 N/A
(home) (office)
E-Mail: ZIEL43@yahoo.com

EDUCATION

Certificates/Degrees: B.A. HISTORY WITH DEPT. HONORS AND
UNIVERSITY DISTINCTION, SAN JOSE STATE UNIVERSITY,
1973
M.A. HISTORY, SAN JOSE STATE UNIVERSITY, 1979

PROFESSIONAL EXPERIENCE

Present Occupation: RETIRED

Other: SAN JOSE STATE UNIVERSITY 1973-2003
ASSOC. AND INTERIM DIR., STUDENT OUTREACH + RECRUITMENT
ASSOC. DIR., SJSU MONTEREY COUNTY CAMPUS, SALINAS, CA
DIR., STUDENT ADVISEMENT CENTER FOR SJSU'S TRI-COUNTY
ACADEMIC ADVISOR, SJSU HUMANITIES DEPARTMENT PROGRAM

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: CABRILLO

Years of Service on Local Board: 3+

Offices and Committee Memberships Held on Local Board: VICE CHAIR - CURRENT.
CLERK - 2013; ASSISTED WITH PRESIDENTIAL SEARCH; BOARD
LIASON TO TRANSFER ADVISORY; STUDENT HEALTH SERVICES, AND
VETERANS SERVICES ADVISORY COMMITTEES

State Activities (CCCT and other organizations boards, committees, workshop presenter;
Chancellor's Committees, etc)

National Activities (ACCT and other organizations, boards, committees, etc.): _____

CIVIC AND COMMUNITY ACTIVITIES

SANTA CRUZ COUNTY WOMEN'S COMMISSION 1984-89. Co-Chair 1985-86
VALLEY WOMEN'S CLUB - BOARD MEMBER 1994-2013. PAST Co-CHAIR,
VICE-CHAIR, CHAIR EDUCATION COMMITTEE, MEMBER SCHOLARSHIP Cmte.

SANTA CRUZ COUNTY GRAND JURY 2002-03.

SAN JOSE STATE ALUMNI ASSOCIATION - SANTA CRUZ CHAPTER -
2000-2012; PRESIDENT 2010-2012 + 2007-09. CHAIR -
SCHOLARSHIP COMMITTEE 2008 - PRESENT

SAN LORENZO VALLEY WATER DISTRICT EDUCATION COMMISSION 2005 -
PRESENT; CHAIR 2013 - present
SANTA CRUZ COUNTY COMMUNITY FOUNDATION BOARD 2004-2012
CHAIR AND MEMBER SCHOLARSHIP COMMITTEE 2006 - PRESENT

OTHER

CALIFORNIA STATE UNIVERSITY ADMINISTRATIVE FELLOW 1980-81

WHO'S WHO IN CALIFORNIA - 1989

HAMMER - MARCELMAN AWARD, 2009 - outstanding community service

PROFESSIONAL ORGANIZATIONS:

NATIONAL ASSN. STUDENT PERSONNEL ADMINISTRATORS - NATIONAL
AND STATE CONFERENCE PRESENTER
NATIONAL ASSOCIATION OF ACADEMIC ADVISORS - NATIONAL
AND STATE CONFERENCE PRESENTER

CALIFORNIA WOMEN IN HIGHER EDUCATION - CSU BOARD
REPRESENTATIVE, STATEWIDE PRESIDENT

CALIFORNIA ADVOCATES FOR RE-ENTRY EDUCATION - CSU
BOARD REPRESENTATIVE, STATEWIDE PRESIDENT



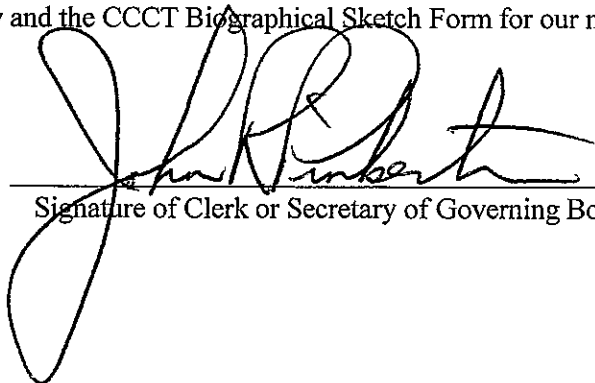
CCCT BOARD
NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Victor Valley College Dist Community
College District nominates Loisie Al Denzin to be a
candidate for the CCCT Board.

This nominee is a member of the Victor Valley College Dist 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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME:

Lorrie A. Jensen

DATE:

1/21/14

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.)**

I believe due to the revolving (election of trustees) door training on the board side is a mandatory & constant need. Continued training & workshops regarding [^]student prep for college, including student continued success. Assistance on maintaining a fiscally sound budget to protect ~~the~~ & support college growth.

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 the passion & time to participate actively in the planning & execution of workshops, conferences & leadership [^]classes. As an educator I will do my best to ensure that learning is available, accessible & affordable for all of community. Knowledge is power!

CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Lois A Jensen Date: 1/21/14
Address: 13012 San Ysidro St
City: Victorville Zip: 92392
Phone: 760-961-8864 (home) _____ (office)
E-Mail: loisajensen@gmail.com

EDUCATION

Certificates/Degrees: Bachelors Elementary Education
Masters Educational Administration

PROFESSIONAL EXPERIENCE

Present Occupation: Unemployed since 8/13 Charter
Teacher VESD 10yrs; Facilitator 3yrs Excessior School
Other: _____

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Victor Valley Community
Years of Service on Local Board: 3yrs
Offices and Committee Memberships Held on Local Board: President, Vice
President, Clerk

State Activities (CCCT and other organizations boards, committees, workshop presenter;
Chancellor's Committees, etc) Attendee SBC School Board Assoc

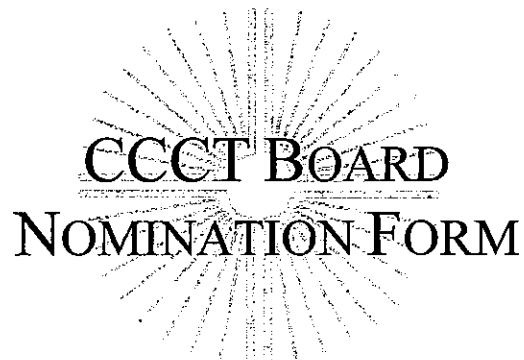
National Activities (ACCT and other organizations, boards, committees, etc.): N/A

CIVIC AND COMMUNITY ACTIVITIES

Very active in non denominational, and non profit organizations. At educational youth ministries etc

Selected as a Dreamer, Visionary Leader 2012

OTHER



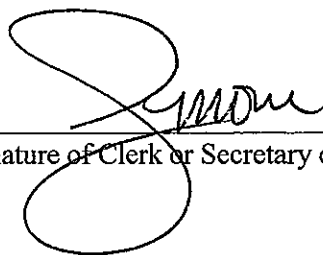
CCCT BOARD
NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

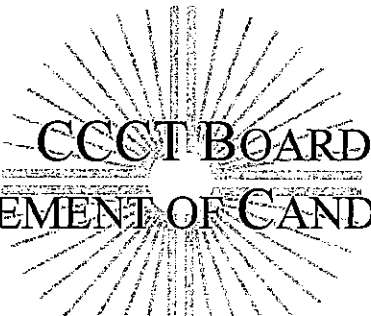
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Ventura County Community College District nominates Stephen P. Blum to be a candidate for the CCCT Board.

This nominee is a member of the Ventura County 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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Stephen P. Blum


DATE: February 13, 2014

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 major issues of California's community colleges are: increasing student success; increasing the number of degrees, transfers, and certificates awarded; improving college readiness and remediation; increasing and improving workforce development; improving collaboration with other educational systems; maintaining access; adequate funding; and maintaining and/or increasing educational quality while addressing multiple missions.

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 can contribute because I'm an attorney who has spent his career as a classroom teacher, coach, teachers' union president, and board member. I have a vast understanding of California's education system and excel at forging consensus and compromise. I am easygoing with a good sense of humor.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Stephen P. Blum	DATE: February 13, 2014
ADDRESS: 505 Briarwood Terrace	CITY & ZIP CODE: Ventura, CA 93001
PHONE: (905) 660-8959	EMAIL: blumper2@gmail.com

EDUCATION

CERTIFICATES/DEGREES: Bachelor's Degree, History, California Lutheran University; Master's Degree, Education, California Lutheran University; and Juris Doctorate, Ventura College of Law.

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Attorney, Education and Criminal Law

OTHER: Twenty-five years as a teacher at Buena High School, Foothill Technology High School, and Ventura Adult Education; 22 years coaching cross-country and track; and 12 years serving as Ventura Unified Education Association President.

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Ventura County Community College District

YEARS OF SERVICE ON LOCAL BOARD: Seven

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Chair; Vice Chair; Policy Committee Chair; Capital Planning Chair; Finance Committee Chair; Legislative Committee; and Planning, Accreditation, and Student Success Committee.

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Tri-Counties Education Coalition member; Vanguard University Education Law Professor; and Ventura College of Law Professor.

NATIONAL ACTIVITIES

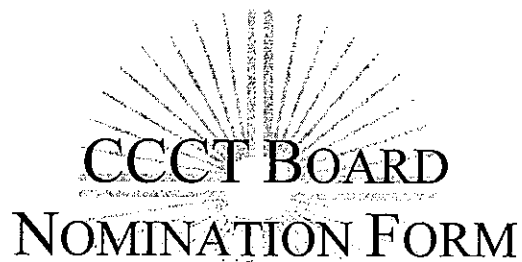
(ACCT and other organizations, boards, committees, etc.)

Three-time delegate to National Education Association Representative Assembly.

CIVIC AND COMMUNITY ACTIVITIES

Grey Law Attorney and past board member; and Segue past board member.

OTHER



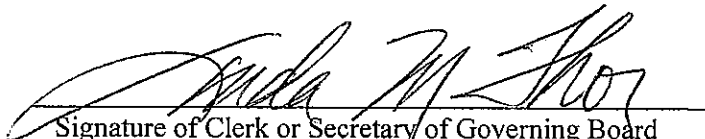
CCCT BOARD
NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

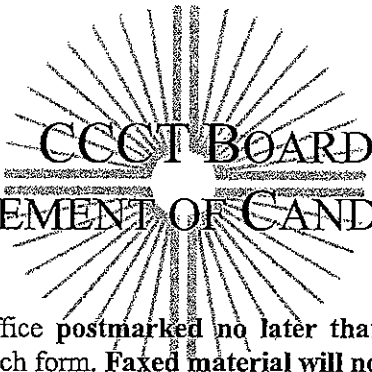
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Foothill-De Anza Community College District nominates Laura Casas to be a candidate for the CCCT Board.

This nominee is a member of the Foothill-De Anza 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
Linda M. Thor, Secretary, Board of Trustees
Foothill-De Anza Community College District



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Laura Casas

DATE: 1/13/2014

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.)**

Bridge the achievement gap
Student equity, success, and completion
Transfer increase to four-year institutions
Success in online education
Support science, technology, engineering, and math
Support the arts
Increase delivery and efficiency of support services
Expand adult education
Increase dual enrollment

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.)**

My contribution to the CCCT Board and the vast legislative and leadership experience will be used to improve, manage, and promote the financial health of our institution and the success of our students. Opportunity belongs to those who seek its gift.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Laura Casas	DATE: 1-13-14
ADDRESS: 1957 Amalfi Way	CITY & ZIP CODE: Mountain View 94040
PHONE: 650-906-1514	EMAIL: lauracasascc@gmail.com

EDUCATION

EDUCATION
CERTIFICATES/DEGREES: Juris doctorate - University of Santa Clara, Law B.A., Political Science - California State University, Northridge

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Education advocate
OTHER: Senior Claims Representative - Legal department for international commercial liability carrier

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Foothill-De Anza Community College District
YEARS OF SERVICE ON LOCAL BOARD: Eight years (2005 - present)
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President and vice president of Board, member of Audit and Finance Committee, Trustee Scholarship Committee, Legislative Committee, and Foundation Board.

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Past representative of State Community College League of California Board Past chair of State Legislative Committee of League Member of the California Community College Trustee Board
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NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Hispanics Organized for Political Equality (HOPE) graduate - Represented HOPE in advocating/lobbying in Washington, D.C., for the DREAM Act. Support of legalization and citizenship for undocumented students who have grown up in the United States.
--

CIVIC AND COMMUNITY ACTIVITIES

Board member Children Now, a national organization where children are a public policy priority.
Board member ALearn, a grass roots organization committed to helping underrepresented students get to and succeed in college.
Puente Project - Statewide academic program with goal of college success.

OTHER

Past

League of Women Voters Education Committee for Santa Clara County
Co-founder - Battered Women's Shelter
Legislative Director - PTA 6th District, Santa Clara County
Chair - Adelante Conference supporting low income high school students in seeking higher education



CCCT BOARD
NOMINATION FORM

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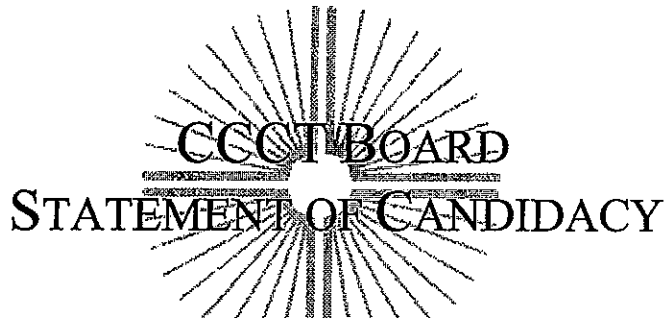
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

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.

Claudia Moreno

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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Stephen Castellanos

DATE: February 12, 2014

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.)**

I believe that the two significant areas of focus for the CCCT will continue to be budget restoration and student success. Additionally, the concerns that are developing around the accreditation process deserves attention.

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.)**

My experience as an appointed state official has given me a unique perspective and understanding of state government. As a lifelong Central Valley resident, with its rural areas, provides a voice that is needed. As an architect/business owner, I understand the importance of good facilities that contribute to education.

CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Stephan Castellanos Date: February 12, 2014
Address: 8115 Highway 26
Valley Springs, CA City: Valley Springs, CA Zip: 95252
Phone: 209-481-9678
(home) (office)
E-Mail: s Castellanos@deltacollege.edu

EDUCATION

Certificates/Degrees: Bachelor of Architecture, California Polytechnic State University

PROFESSIONAL EXPERIENCE

Present Occupation: Executive Director, California Commission on Disability Access,
Partner, Derivi Castellanos Architects, California State Architect

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: _____
Years of Service on Local Board: 5
Offices and Committee Memberships Held on Local Board: Chair, Vice Chair

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) Member, CCCT

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____

CIVIC AND COMMUNITY ACTIVITIES

Member, American Institute of Architects /Chair, California Architectural Foundation, .

Member California Task Force on Court Cost Reduction with the Administrative
Office of the Courts,

OTHER

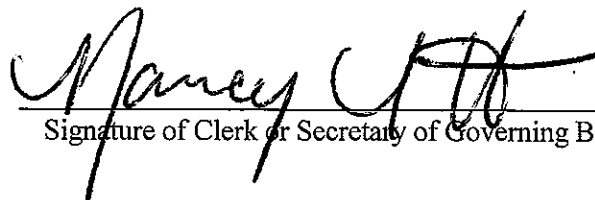
CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

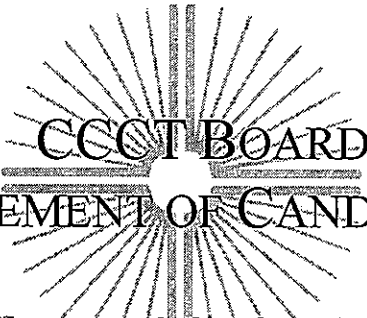
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Palomar Community College District nominates Nancy C. 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.

A handwritten signature in black ink, appearing to read "Nancy C. Chadwick", is written over a horizontal line.

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, 2014** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Nancy C. Chadwick

DATE: 1/14/2014

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.)**

Baccalaureate degrees for high-demand workforce
Student Success implementation
Career technical education/basic skills funding
Transfer/completion rates
Performance-based funding
Adult education
Concurrent/dual enrollment
Financial aid/BOG waivers
Property tax backfill
Suspension of 75/25 & 50% rules
Stabilization apportionment

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.)**

- 1) Community College Board of Trustees three term President
- 2) Nearly 30 years in higher education with experience in budget and planning, capital planning, academic management, and adjunct clinical faculty
- 3) Retired from the University of California with service on four campuses: UCLA, UC Riverside, UC Davis Medical Center, and UCSFo

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Nancy C. Chadwick	DATE: January 14, 2014
ADDRESS: 5059 Nighthawk Way	CITY & ZIP CODE: Oceanside, 92056
PHONE: 760-945-5365	EMAIL: 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: 12
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President of the Board 2004-05, 2008-09, 2012-13 Secretary to the Board 2003-04, 2007-08, 2011-12 Real Estate Committee 2002-14 Palomar Foundation Board 2000-02

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCLC CCCT Board 2011-14
CCLC Advisory Committee on Legislation 2008-09, 2009-10, 2012-11

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

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CIVIC AND COMMUNITY ACTIVITIES

Serve on Oversight Board for the Successor Agency of the Vista Redevelopment Agency Served on the Boards of Directors for Public Television and Public Foundations Chaired City Planning Commission and Redevelopment Design Review Organization
--

OTHER

Community College League of California San Diego-Imperial Counties Community Colleges Association Board Alliance Association of Community College Trustees American Association for Women in Community Colleges California Women Lead Mana Run Women Run
--

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

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

ACTION: Approval

BACKGROUND

Education Code Section 72024 (d) was amended to read "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."

STATUS

Trustee Marcia Milchiker was absent from the February 24, 2014 board meeting due to out of town family matters.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 14-08 (Exhibit A) authorizing payment to Trustee Milchiker who was absent from the February 24, 2014 meeting of the Board of Trustees.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

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

RESOLUTION 14-08

Section 72024 (d) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district;" and

WHEREAS, on February 24, 2014, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee Marcia Milchiker could not be present at the meeting; and WHEREAS, it was determined that Trustee Milchikers' absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Marcia Milchiker shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, February 24, 2014.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - Life Sciences Building Project, Change Order No. 14, Liberty Mutual Insurance and S.J. Amoroso Construction Co., Inc.

ACTION: Approval

BACKGROUND

The Board of Trustees approved basic aid funding for the Irvine Valley College Life Sciences Building project for a total budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved an \$11,387,287 construction contract with Edge Development Inc. Edge defaulted and Liberty Mutual Insurance, surety for Edge, assigned S.J. Amoroso Construction Co., Inc. to take the contract to project completion. Previously approved change orders increased the contract by \$268,056.11 for a revised amount of \$11,655,343.11.

STATUS

Board Change Order No. 14 (EXHIBIT A) closes out the allowances provided for in the contract. Approval of change order No. 14 will result in a decrease of \$84,874.75.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$11,570,468.36.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order No. 14 (EXHIBIT A) for the Irvine Valley College Life Sciences Building project for a decrease of \$84,874.75 in the total project cost. The revised contract amount is \$11,570,468.36.

IVC - Life Sciences Building
 Bid #303
 Board Change Order No. 14
 March 31, 2014

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
303	General Contractor	Edge Development Inc/Amoroso - Benchmark Consulting - Liberty Mutual (Surety)	\$11,387,287.00	\$268,056.11	-\$84,874.75	\$11,570,468.36	
		P.O. Box 34670 Seattle, WA 98124-1670	TOTAL			11,570,468.36	8

COR No.	Date	Description	Requested	Status	Amount	Time Extension
14	2/28/2014	Close-out of contract allowance	by architect	reviewed	(\$84,874.75)	0 days
		TOTAL THESE CHANGE ORDER REQUESTS			-\$84,874.75	

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - Life Sciences Building Project, Unilateral Change Order No. 15, Liberty Mutual Insurance and S.J. Amoroso Construction Co., Inc.

ACTION: Approval

BACKGROUND

The Board of Trustees approved basic aid funding for the Irvine Valley College Life Sciences Building project for a total budget of \$24,861,000. On April, 25, 2011, the Board of Trustees approved an \$11,387,287 construction contract with Edge Development Inc. Edge defaulted and Liberty Mutual Insurance, surety for Edge Development, Inc., assigned S.J. Amoroso Construction Co., Inc. to take the contract to project completion. Previously approved change orders increased the contract by \$183,181.36 for a revised amount of \$11,570,468.36.

STATUS

Board Change Order No. 15 (EXHIBIT A) describes the required modifications contained in Change Order Requests (COR) numbers E48, E51, E102, E123, E125, E134 and TM68. Approval of Change Order No. 15 will result in an increase of \$54,051.56.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval will bring the revised contract to \$11,624,519.92.

This change order is unilateral. The District and surety are in dispute regarding additional time associated with this work. This change order provides a mechanism to pay for the work and permits continued negotiation on the disputed time extension.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve change order requests (COR) numbers E48, E51, E102, E123, E125, E134 and TM68 (EXHIBIT A) for the Irvine Valley College Life Sciences Building project and authorize staff to execute the corresponding change order with the contractor which will result in an increase of \$54,051.56 in the total project cost. The revised contract amount is \$11,624,519.92.

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

IVC - Life Sciences Building
 Bid #303
 Board Change Order No. 15
 March 31, 2014

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
303	General Contractor	Edge Development Inc/Amoroso - Benchmark Consulting - Liberty Mutual (Surety)	\$11,387,287.00	\$183,181.36	\$54,051.56	\$11,624,519.92	
		P.O. Box 34670 Seattle, WA 98124-1670	TOTAL			11,624,519.92	8

COR No.	Date	Description	Requested	Status	Amount	Time Extension
E51	7/13/2012	RFI 060 - Add 5" HSS	by architect	reviewed	\$6,385.00	0
E51	7/13/2012	RFIs 99,100, 101, 102 and 104 - connection revisions	by architect	reviewed	\$2,707.00	0
E51	7/13/2012	RFI 15 - add hairpins to handrail sleeves	by architect	reviewed	\$3,922.00	0
E51	7/13/2012	RFI 150 - add W12x19 beam next to mechanical opening	by architect	reviewed	\$2,398.00	0
E51	7/13/2012	RFI 30 - add holes for fastening wood slats at benches	by architect	reviewed	\$1,080.00	0
E51	7/13/2012	RFI 191 - modify wire mesh to accommodate hardware	by architect	reviewed	\$2,327.00	0
E48	7/13/2013	RFI 225 - Move HSS Wood Slat Supports	by architect	reviewed	\$3,000.00	0
E123	7/13/2012	RFI 292 - change anchors for bench supports	by architect	reviewed	\$1,000.00	0
E102	7/13/2012	RFI 154.2 changed bent plate and added curb	by architect	reviewed	\$11,000.00	0
E125	7/12/2012	RFI 324 - remove channel and hdg at box beam	by architect	reviewed	\$10,663.00	0
E51	7/12/2012	RFI 300 - added bent plate penetrations	by architect	reviewed	\$750.00	0
E134	7/12/2012	RFI 374 - Extend columns at roof	by architect	reviewed	\$5,000.00	0
TM68	9/25/2012	RFI 392 - field trim angle along grids 7/E-F	by architect	reviewed	\$736.00	0
		Surety OH&P (5%) + bond (1%)	by contract	reviewed	\$3,083.56	
		TOTAL THESE CHANGE ORDER REQUESTS			\$54,051.56	

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College Storage Area Networks (SAN)
Technology Equipment, NetApp, Inc. – NASPO Contract, ePlus, Inc.

ACTION: Approval

BACKGROUND

Scheduled replacement of data center technology is ongoing. Saddleback College has selected NetApp, Inc. as the standard for storage area networks (SAN) and related software. The district has previously used agreements awarded in association with the National Association of State Procurement officials (NASPO) and the Western States Contracting Alliance (WSCA). These agreements provide members with better purchasing power and discounted prices.

STATUS

The state of Minnesota, in association with NASPO/WSCA, has awarded Master Price Agreement No. B27170 to NetApp, Inc. The state of California approved the usage of this agreement on November 5, 2009 through the California Participating Addendum No. B27170. Saddleback College IT staff compared features of various vendors, as well as compatibility with existing systems and determined that NetApp, Inc. offers the best value. NetApp, Inc. offers its best available prices through resellers. ePlus, Inc. is an authorized reseller of NetApp equipment and related software. After legal counsel review, staff has determined that it is in the district's best interest to procure SAN Technology Equipment using this Agreement which is available for review in the Facilities Planning and Purchasing Department.

This approval applies to purchases made within the term of the Agreement, June 23, 2009 through August 31, 2014, and is contingent upon the availability of funds for each purchase. The estimated purchases are not to exceed \$500,000. Funding for the project is available in the District IT approved basic aid account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve contracting with ePlus, Inc. for the purchase of NetApp equipment and related software pursuant to Master Price Agreement No. B27170 awarded by the state of Minnesota and approved for usage by the state of California through Addendum No. B27170 for expenditures not to exceed \$500,000.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Computer Equipment and Related Devices, Hewlett Packard Co.

ACTION: Approval

BACKGROUND

Computer replacement for instructional and office use is ongoing. Hewlett Packard Co. (HP) has been selected as one of the district wide standards and HP computers and related devices are routinely ordered. The district has previously used agreements awarded in association with the National Association of State Procurement officials (NASPO) and the Western States Contracting Alliance (WSCA). These agreements provide members with better purchasing power and discounted prices.

STATUS

The state of Minnesota, in association with NASPO/WSCA, has awarded a Master Price Agreement No. B27164 to Hewlett Packard Co. The state of California approved use of this agreement on December 27, 2004 through the California Participating Addendum No. B27164. District IT staff has evaluated the market leaders in desktop computing and found Hewlett Packard to provide the best value. After legal counsel review, staff has determined that it is in the district's best interest to procure HP computers and related devices using this Agreement which is available for review in the Facilities, Planning, and Purchasing Department.

This approval applies to purchases made within the term of the Agreement, September 1, 2009 through August 31, 2014, and is contingent upon the availability of funds for each purchase. The annual purchases are not to exceed \$2,500,000. Funding for the FY 2013-2014 project is available in the District IT approved Basic Aid account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve contracting with Hewlett Packard Co. for the purchase of computer equipment and related devices pursuant to the Master Price Agreement No. B27164 awarded by the state of Minnesota and approved for use in the state of California through Addendum No. B27164. Annual expenditures for the term under this agreement will not exceed \$2,500,000.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: District Server and Storage Replacement, Nutanix – Carahsoft Technology, Corp. CMAS Contract

ACTION: Approval

BACKGROUND

The Board of Trustees approved the scheduled replacement of district computer servers and data storage for FY 2013-2014. A Nutanix virtualized datacenter has been selected for district server and data storage replacement.

Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 include approval for local government agencies to use California Multiple Award Schedule (CMAS). The contracts are structured to comply with California procurement codes, guidelines, and policies.

STATUS

The California Department of General Services has entered into an agreement with Carahsoft Technology, Corp., Contract No. 3-12-70-2247E to provide a Nutanix virtualized datacenter. District IT staff has determined that Carahsoft Technology, Corp. provides the best value. After legal counsel, staff has determined that it is in the district's best interest to procure a Nutanix virtualized datacenter using this Agreement which is available for review in the Facilities, Planning, and Purchasing Department.

This approval applies to purchases made within the term of the Agreement, August 28, 2012 through March 31, 2017, and is contingent upon the availability of funds for each purchase. The annual purchases are not to exceed \$500,000. Funding for the project is available in the District IT approved Basic Aid account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves contracting with Carahsoft Technology, Corp. for the purchase of a Nutanix virtualized datacenter pursuant to the CMAS Contract No. 3-12-70-2247E. Annual expenditures for the term under this agreement will not exceed \$500,000.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College - Life Sciences Building Project, Notice of Completion, Liberty Mutual Insurance and S.J. Amoroso Construction Co., Inc.

ACTION: Approval

BACKGROUND

The Board of Trustees approved funding from basic aid for the Irvine Valley College Life Sciences Building project for a total budget of \$24,861,000. On April 25, 2011, the Board of Trustees approved a construction contract with Edge Development, Inc. for \$11,387,287. Edge Development, Inc. defaulted and Liberty Mutual Insurance, surety for Edge Development, Inc., utilized S.J. Amoroso Construction Co., Inc. to take the contract to completion. Previously approved change orders increased the construction contract by \$268,056.11. Pending March board approval, change order request Nos. 14 and 15 are recommended for a decrease of \$30,823.19 resulting in a final contract amount of \$11,624,519.92.

STATUS

Negotiations are underway with the surety to close out project costs. Contract work is complete. Legal counsel and staff recommend that a Notice of Completion (EXHIBIT A) be filed for the Irvine Valley College Life Sciences Building project.

Funds are available in the approved basic aid project budget which is \$24,861,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion (EXHIBIT A) for Irvine Valley College Life Sciences Building project with Liberty Mutual Insurance for a final contract amount of \$11,624,519.92.

Recording Requested
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: LIFE SCIENCES BUILDING at IRVINE VALLEY COLLEGE, the contract for the doing of which was heretofore entered into the 25th day of April, 2011, which original contract was made with EDGE DEVELOPMENT, INC., as Contractor, and upon the default of EDGE DEVELOPMENT, INC., completed by LIBERTY MUTUAL INSURANCE and S.J. AMOROSO CONSTRUCTION CO., INC.; that said improvements were completed and accepted by formal action of the governing board of said District on the 31st day of March, 2014, 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 LIBERTY MUTUAL INSURANCE; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE
5500 IRVINE CENTER DRIVE
IRVINE, CA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By _____ Dated _____
Gary L. Poertner
Chancellor

STATE OF CALIFORNIA]] ss.
COUNTY OF ORANGE]

Gary L. Poertner 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 Orange County, California;

That he has read the foregoing Notice of Completion and knows the contents thereof and that the facts stated therein are true and correct.

By _____ Dated _____
Gary L. Poertner
Chancellor

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on
this _____ day of _____, 20 ____
by Gary L. Poertner
be the person who appeared before me.

Signature

(Seal)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-180 Respectful Interactions and Collaboration, BP-3007 Cash Handling, BP – 5410 Student Equity, BP-4014 Smoke Free District, BP-4014 Smoking

ACTION: Review and Study

BACKGROUND

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

STATUS

Five board policies are presented to the Board of Trustees for “Review and Study.” The new language and amendments to the board policies were reviewed and revised by the District’s Board Policy and Administrative Regulation Advisory Council 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 policies were presented to the Chancellor’s Council on March 20, 2014 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBITS A through E.

BOARD POLICY

180

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

RESPECTFUL INTERACTIONS AND COLLABORATION

The South Orange County Community College District Board of Trustees, Chancellor, Presidents, administrators and managers, faculty, students, and staff, foster a district-wide culture of mutually respectful interactions, cooperation, and a climate of civility.

It is recognized that disagreement and informed debate may occur in an academic setting. This Policy does not seek to abridge for any purpose the freedoms of employees, students, or the public, nor support retaliatory behavior for any reason.

BOARD POLICY
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3007
BUSINESS

CASH HANDLING

The SOCCCD will ensure that proper internal controls are in place for cash collections and cash handling.

Cash is defined as coin, currency, check, money order, and credit/debit card transactions. The emphasis should be on internal controls, including segregation of duties, safeguarding of assets, and authorization of cash collection points.

The Chancellor shall establish administrative regulations for proper cash handling.

BOARD POLICY

5410

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

STUDENT EQUITY

The Board of Trustees is committed to assuring student equity in educational programs and College services. The President at each College shall establish and implement a student equity plan that meets Title 5 standards.

Reference:

Education Code Section 66030, et. seq.

Title 5, Section 54220

BOARD POLICY

4014

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

SMOKE FREE DISTRICT

It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conducive to the health and safety of our students and employees.

Realizing the health hazards posed by smoking and by second-hand smoke, it is the policy of the South Orange County Community College District to maintain a smoke free environment for all district sites. The use of tobacco products is prohibited within or on any district facility or property.

This policy pertains to students, faculty, staff, administrators, visitors and the general public attending events at any site within the district. Additionally, this policy shall apply to all district facilities, owned or leased, regardless of location, and all state and auxiliary vehicles.

Tobacco products include but are not limited to the burning of any type of cigar, cigarette or pipe. Uses of a electronic cigarettes (vapor) or smokeless/chewing tobacco are also prohibited.

Tobacco products shall not be commercially sold or distributed in any manner on any district site. This includes free samples distributed by vendors. Advertising and sponsorship of events by tobacco companies is also prohibited.

The District and colleges shall make available to students and employees information about smoking-cessation programs. Signage will be posted as appropriate.

NOTE: This board policy is not to be implemented until the related administrative regulation (AR-4014 – Smoke Free District) is approved so that both may be put into practice together. The current BP-4014- Smoking and AR-4014 Smoking, will be deleted following approval of new administrative regulation.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

4014
PERSONNEL

SMOKING

~~Consistent with the requirements of state law, no person shall engage in the smoking of tobacco products in an enclosed space at any District facility, or within 25 feet of such facility.~~

Reference:

~~————— Labor Code; C 6404.5~~

~~————— Health & Safety Code 118910~~

DELETE – See new BP 4014 Smoke Free District. A new companion AR-4014 Smoke Free District is being developed.

UPON APPROVAL OF NEW AR-4014, FORMER BP-4014 and AR-4014 WILL BE DELETED and NEW BP/AR-4014 WILL BE IMPLEMENTED.

Adopted: 12-05-88
Revised: 4-26-99
Revised: 1-20-04
Reviewed: 3-28-11

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Division of Community Education, Emeritus Institute and K-12 Partnerships

Action: Approval

BACKGROUND

There is a dramatic emphasis at the national, state, and local levels regarding K-12 collaborations, and Saddleback College is no exception. Over the past several years, Saddleback has greatly expanded and enhanced its K-12 efforts such as:

- Implementing the High School Partnership Program (HSPP) that was recently developed with Capistrano Unified School District (CUSD) and Saddleback Valley Unified School District (SVUSD);
- Responding to Assembly Bill 86 which calls for local consortiums to rewrite Adult Education in California in the areas of basic skills, English as a second language (ESL), programs for adults with disabilities, short-term career technical education programs, and programs for apprentices;
- Leading an unprecedented effort to form an effective and lasting county-wide K-career partnership for improving career pathways for all students under the California Career Pathways Trust;
- Building collaborations with K-12 feeder districts to strengthen and develop a comprehensive dual/concurrent enrollment program to provide courses to high school students to enhance, not replace, their educational experience;
- Managing successful summer and after-school programs for CUSD; and
- Developing common standards for college and career readiness as called for under the state's Student Success Taskforce Recommendations.

In addition to the college's K-12 efforts, Saddleback has a growing community education program and is firmly committed to meeting the needs of older adult learners in the Emeritus Institute. In order to effectively manage and strengthen all of these programs and initiatives, Saddleback is proposing to create a new Division of Community Education, Emeritus Institute and K-12 Partnerships (see Exhibit A).

STATUS

The new division will be led by a Dean of Community Education, Emeritus Institute and K-12 Partnerships that is a proposed new academic managerial position. This

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

position will replace the existing Director of Community Education position and report directly to the Vice President for Instruction (see Exhibit B). The proposed reorganization will not impact the college's general fund since the reclassification and added Senior Administrative positions will be supported with revenues from Community Education.

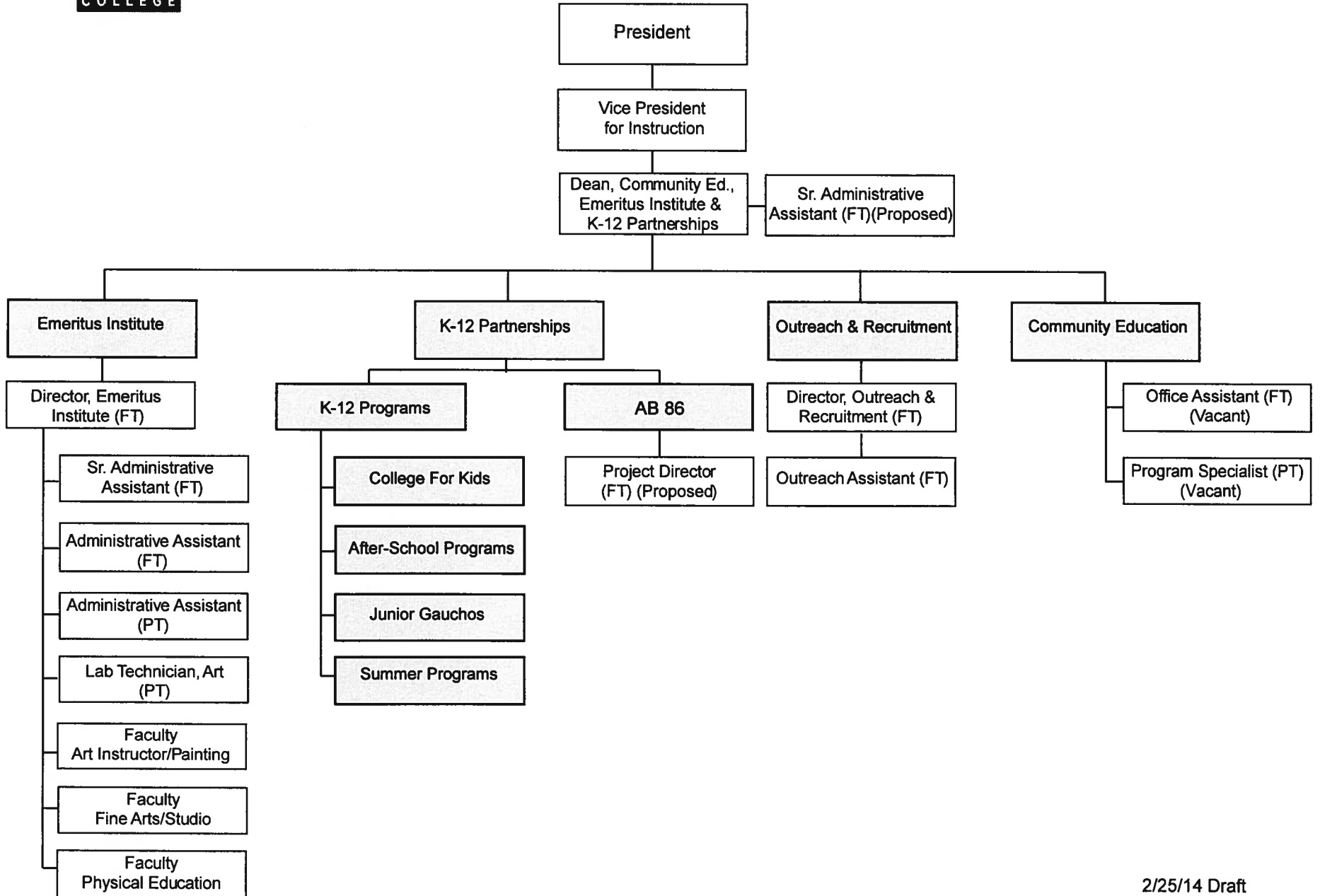
RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed Saddleback College instructional management reorganization.



Saddleback College
Draft - Proposed Organization Chart
Division of Community Education, Emeritus Institute, & K-12 Partnerships

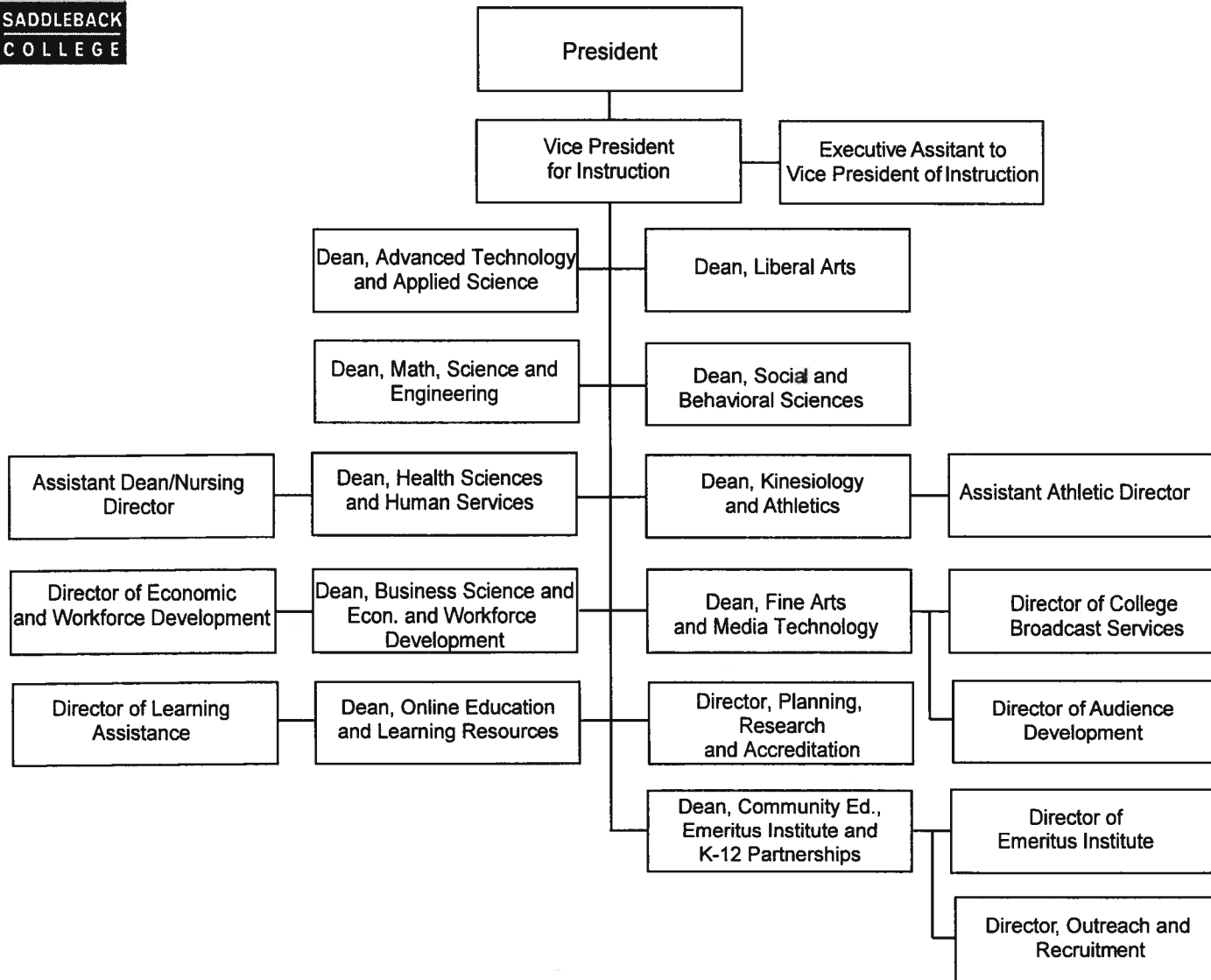
Exhibit A





Saddleback College Office of Instruction Proposed Organization Chart

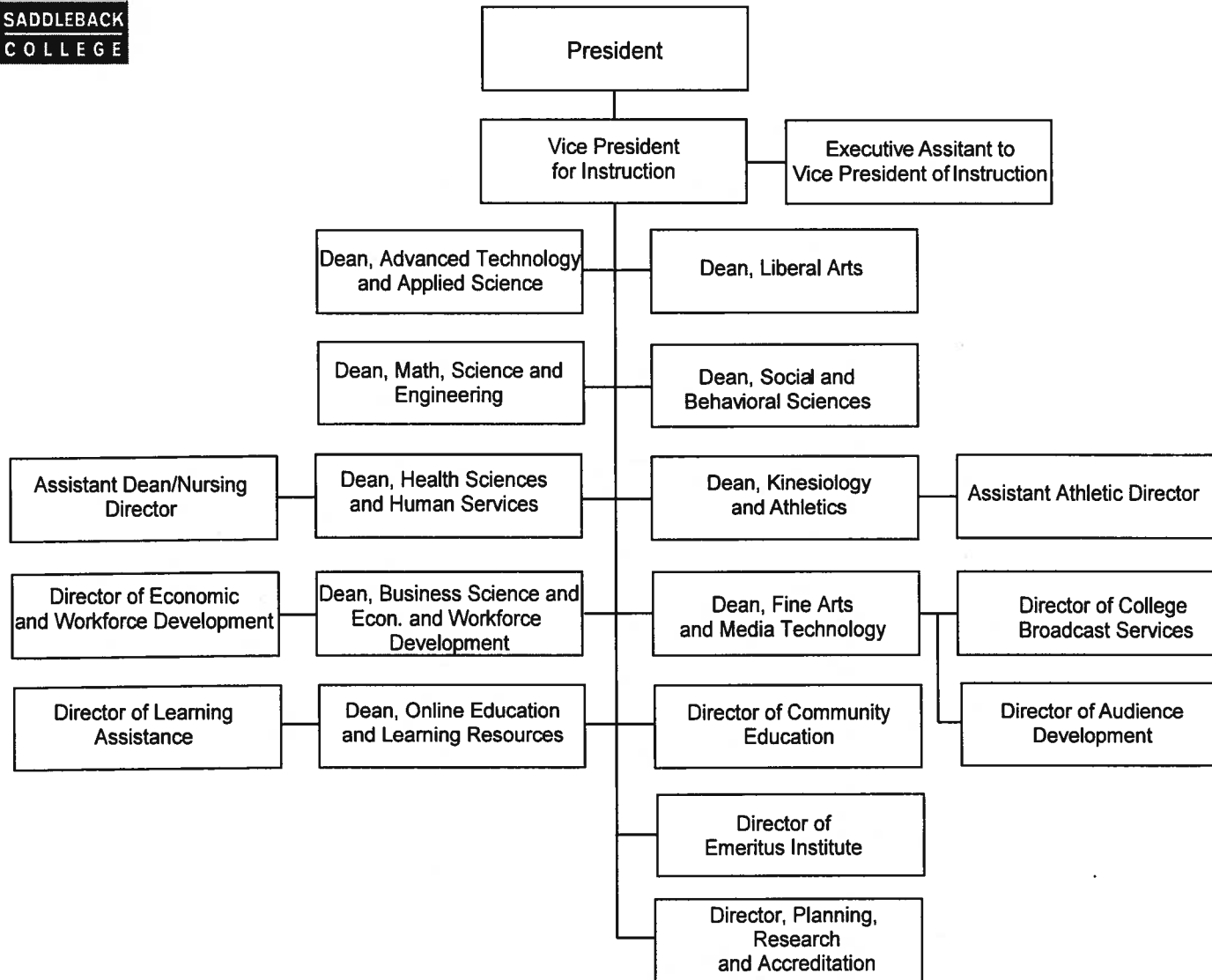
Exhibit B
Page 1 of 2





Saddleback College Office of Instruction Current Organization Chart

Exhibit B
Page 2 of 2



TO: Board of Trustees

FROM: Gary L. Poertner, 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 comment 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.

The South Orange County Community College District Faculty Association

P.O. Box 4800, Mission Viejo, CA 92690

Pursuant to Article VIII, Section 1, Subsection A of the Academic Employees Master Agreement, either the District or the Faculty Association may notify, between March 1 and May 1 of the contract's expiration year, the other party of the desire to bargain a new Master Agreement. This letter is intended to serve as that notification.

Pursuant to EERA Section 3547 (a), the Faculty Association has attached its initial proposal for publication in the agenda for the March meeting of the SOCCCD Board of Trustees, and requests an item on the agenda for that purpose.

Sincerely,


Paula Jacobs
President, SOCCCD Faculty Association


Lewis Long
Chief Negotiator, SOCCCD Faculty Association

An Initial Proposal to Amend and Modify the *SOCCCD Academic Employee Master Agreement*

SOCCCD Faculty Association

March 2014

Article VI: Association Rights

1. Revise reassigned time available for Faculty Association officers, grievance chairs and negotiators to represent the faculty and conduct Association business.
2. Provide for increased availability of the Association President during the summer.

Article VIII: Negotiation Procedures

Revise the timeline to allow contract negotiations to begin at an earlier date.

Article IX: Unit Stability

Require the colleges to hire full-time replacements for full-time vacancies within a specific period.

Article XIV: Assignment, Contract Year, Hours of Service, and Professional Duties

Adjust workload for full-time faculty to allow for additional duties such as SLO development, with a corresponding salary adjustment.

Article XV: Workload

1. Revise "Instructional Activity" definitions to reflect distinction between 1:1 and 1.2:1 loaded classes.
2. Establish application process for 1:1 loading of laboratories.
3. Establish minimum class size as a percentage of class capacity.
4. Revise CWE internship conditions.
5. Establish extra duty days for Dance Performance Coordinators.
6. Establish additional sick leave for faculty with extra duty days.
7. Establish summer compensation for department chairs.
8. Revise part-time faculty workload and assignment conditions.

Article XXVI: Bonded Sabbatical and Professional Development

Establish bond protection for bond-ineligible faculty members seeking sabbaticals.

Article XXX: Wages

1. Increase full- and part-time faculty compensation.
2. Establish additional longevity steps on the full-time salary schedule.
3. Establish definition of doctoral stipend amount.
4. Create stipend for faculty holding professional licenses, multiple master's degrees, or post-baccalaureate degrees in fields in which a doctorate is not offered.
5. Establish doctoral stipend for part-time faculty members.
6. Revise language regarding previous experience credit for initial salary schedule placement.

Article XXXI: Retired Faculty Benefits

1. Establish retirement incentive plan.
2. Expand retired faculty dependent benefits.

TO: Board of Trustees
FROM: Gary L. Poertner, 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 Exhibits A, B, and C are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibits.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibits A, B, and C.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. CHAN, CARLO, is to be employed as Mathematics Instructor, Pos #1564, School of Mathematics, Computer Science & Engineering, Irvine Valley College, effective August 11, 2014. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Mas Hayashi, who retired. (Exhibit B, Attachment 1)
- b. DANUFSKY, JOSHUA, is to be employed as Mathematics Instructor, Pos #1832, School of Mathematics, Computer Science & Engineering, Irvine Valley College, effective August 11, 2014. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Chen Shu-Yung, who retired. (Exhibit B, Attachment 2)
- c. HOLE, JASON, is to be employed as Mathematics Instructor, Pos #1703, Division of Mathematics, Science & Engineering, Saddleback College, effective August 11, 2014. Approximate Salary Placement: Class V, Step 2. This is a replacement position for Steve Sworder. (Exhibit B, Attachment 3)
- d. HUBER, KENN, is to be employed as Mathematics Instructor, Pos #2134, School of Mathematics, Computer Science & Engineering, Irvine Valley College, effective August 11, 2014. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Dottie Sherling, who retired. (Exhibit B, Attachment 4)
- e. SEAMAN, CAROLYN, is to be employed as Librarian (Instructional, Pos #1558, Division of Online Education and Learning Resources, Saddleback College, effective August 11, 2014. Approximate Salary Placement: Class IV, Step 1. This is a replacement position for April Cunningham, who resigned. (Exhibit B, Attachment 5)
- f. TRACY, JACOB, is to be employed as Mathematics Instructor, Pos #2842, Division of Mathematics, Science & Engineering, Saddleback College, effective August 11, 2014. Approximate Salary Placement: Class V, Step 1. This is a replacement position for Jody Cox, who resigned. (Exhibit B, Attachment 6)

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>
Correa, Alma	PhD/Philosophy	Psychology/SC	V/1	03/31/14
Fanego, Cristofer	MS/Sociology	Sociology/IVC	II/1	03/31/14
Fanney, Elise	MA/Communications	Speech/SC	II/1	03/31/14
Mattson, Kevin	MA/Geography	Environ. Tech/SC	II/1	03/31/14
Landis, Michael	PhD/Sociology	Sociology/IVC	V/1	03/31/14

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1) - Continued

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>
Moran, Linda	BA/Theatre/Education	Theatre/IVC	I/1	03/31/14

Equivalency is based on professional work in Southern California Theater, and professional work as a theatre director, choreographer and college instructor. Ms. Moran has expertise in the areas of *Stage Direction, Musical Theatre and Voice*. Additionally, Ms. Moran has taught for the Irvine Valley College Department of Theatre for over five 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 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Aminy, Marina	Chair, English Dept/SC	3,373.00	01/21/14-05/22/14
Bhakta, Asmita	Chair, Med. Lab. Tech./SC	2,287.00	01/21/14-05/22/14
¹ Deerheart, Andrea	Chair, Emeritus (Fine/Lib. Arts)/SC	565.25	01/21/14-01/31/14
Hinkle, Christina	PASS (Tutor Student Athletes)/SC	7,650.00	01/21/14-05/22/14
Kiernan, Maria	Co-Chair, Curric./Health/EI/SC	2,313.50	02/01/14-05/22/14
Lowe, Leslie	Co-Chair, Curr./Health/EI/SC	2,313.50	02/01/14-05/22/14
² Messenger, Lisa	Chair, Emeritus (Health)/SC	565.25	01/21/14-01/31/14
Quinlan, Emily	AVID HE (Stud. Success Init.)/SC	1,741.02	01/21/14-05/22/14
Quinlan, Emily	Guest Lecture Series Speaker/SC	100.00	04/18/14-04/18/14
Turner, Pamela	Co-Chair, FA/Lib.Arts/EI/SC	2,313.50	02/01/14-05/22/14

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2013/2014 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Casil, Amy	Read/Grade Writing Samples/SC	01/21/14-05/22/14
Casil, Amy	Read/Grade Writing Samples/SC	05/24/14-08/18/14

¹ Correction to \$3,237.50 stipend amount approved on the February 24, 2014 Board Agenda.

² Correction to \$3,237.50 stipend amount approved on the February 24, 2014 Board Agenda.

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2013/2014 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Date</u>
Langille, Rachel	Read/Grade Writing Samples/SC	01/21/14-05/22/14
Langille, Rachel	Read/Grade Writing Samples/SC	05/24/14-08/18/14
Myhren, Brett	Read/Grade Writing Samples/SC	01/21/14-05/22/14
Myhren, Brett	Read/Grade Writing Samples/SC	05/24/14-08/18/14
Stanfield, Scott	Read/Grade Writing Samples/SC	01/21/14-05/22/14
Stanfield, Scott	Read/Grade Writing Samples/SC	05/24/14-08/18/14
Ziehm, Carol	Read/Grade Writing Samples/SC	01/21/14-05/22/14
Ziehm, Carol	Read/Grade Writing Samples/SC	05/24/14-08/18/14
Zimmerman, Ray	Read/Grade Writing Samples/SC	01/21/14-05/22/14
Zimmerman, Ray	Read/Grade Writing Samples/SC	05/24/14-08/18/14

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 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Accomando, John	Guest Lecture Series Speaker/SC	100.00	03/07/14-03/07/14
Barrows, Morgan	Water Resource Curric. Dev./SC	1,500.00	01/21/14-05/22/14
Bowman, Donald	Tutor, Accounting Lab/SC	2,859.00	01/21/14-05/15/14
Branch-Stewart, K.	Coord. ASL Project/SC	2,994.54	01/21/14-05/22/14
Branch-Stewart, K.	Deaf Stud. Pgrm/Curric. Enhanc./SC	3,476.42	01/21/14-05/22/14
Bromberger, K.	BSI Professional Dev. Practicum/SC	206.52	01/21/14-05/22/14
Dimick, Janae	BSI Professional Dev. Practicum/SC	206.52	01/21/14-05/22/14
Gardner, Daniel	BSI Professional Dev. Practicum/SC	206.52	01/21/14-05/22/14
Gleason, Linda	Manage Nursing Success/SC	3,442.00	01/21/14-05/22/14
Goulding, Carrie	BSI Professional Dev. Practicum/SC	206.52	01/21/14-05/22/14
Gregory, Eric	BSI Professional Dev. Practicum/SC	206.52	01/21/14-05/22/14
Grimm, Amy	Outreach Museum Studies/IVC	970.00	01/21/14-05/22/14
Homma, Mary S.	Perkins V-Conference Facilit./SC	125.00	02/21/14-02/22/14
Johnson, Paul	Performer Jazz Concert/SC	150.00	01/27/14-01/27/14
Kaiser, Kai	Perkins V-Conference Facilit./SC	125.00	02/21/14-02/22/14
Langille, Rachel	BSI Professional Dev. Practicum/SC	206.52	01/21/14-05/22/14
Macasaet, Katrina	Perkins V-Conference Facilit./SC	125.00	02/21/14-02/22/14
McReynolds, Brad	Sports Medicine Lab/Perkins/SC	1,175.00	01/21/14-05/22/14
Medling, Jane	Tutor, Accounting Lab/SC	2,210.00	01/21/14-05/15/14
Meyer, Clifford	Women in Green Trans./Perkins/SC	1,500.00	01/21/14-05/15/14
Nelson, Candy	Nursing Faculty Mentor/SC	571.37	01/21/14-05/22/14
Pinter, Gerald	Performer Jazz Concert/SC	150.00	01/27/14-01/27/14
Ramser, Dean	BSI Professional Dev. Practicum/SC	206.52	01/21/14-05/22/14
Rosenn, Tristen	Performer Jazz Concert/SC	150.00	01/27/14-01/27/14
Smith, Christina	Perkins V-Conference Falicit./SC	125.00	02/21/14-02/22/14
Stephens, Blake	Curric. Architecture/Perkins/SC	1,500.00	01/21/14-05/22/14

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Stout, Ronald	Performer Jazz Concert/SC	150.00	01/27/14-01/27/14
Tamer, Rita	Deaf Stud. Pgrm/Curric. Enhanc./SC	3,476.42	01/21/14-05/22/14
Thomas, Julie	Sports Medicine Lab, Perkins/SC	6,000.00	01/21/14-05/22/14
Vidal-Prudholme, L.	Perkins V-Conference Falicit./SC	125.00	02/21/14-02/22/14
Wong, Virginia	IT Prof. Development/Perkins/SC	500.00	01/21/14-05/15/14

D. REORGANIZATION

1. SADDLEBACK COLLEGE seeks authorization to eliminate a classified manager position, create an academic administrator position, and change the reporting structure within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** DIRECTOR OF COMMUNITY EDUCATION, Pos. #4547, a classified management position, Community Education and Contract Education, Office of Instruction, Academic & Classified Administrators/Classified Managers Salary Schedule Range 14, a full-time, 40 hour per week, 12 months per year position from its staff complement, and **CREATE** DEAN OF COMMUNITY EDUCATION, EMERITUS INSTITUTE, AND K-12 PARTNERSHIPS, an academic administrator position, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Office of Instruction, Academic & Classified Administrators/Classified Managers Salary Schedule Range 22, a full-time, 40 hour per week, 12 months per year position to its staff complement, effective April 1, 2014. (Pos. #4547 was approved by the Board of Trustees on May 21, 2012) (Exhibit C, Attachment 1)
 - i. **RECLASSIFY** ESTELLA CASTILLO-GARRISON, ID #14352, from Director of Community Education, a classified manager, Pos. #4547, Division of Community Education and Contract Education, Office of Instruction, Academic & Classified Administrators/Classified Managers Salary Schedule Range 14, Step 8, 40 hours per week, 12 months per year; to Dean of Community Education, Emeritus Institute, and K-12 Partnerships, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Office of Instruction, Academic & Classified Administrators/Classified Managers Salary Schedule Range 22, Step 2, 40 hours per week, 12 months per year, effective April 1, 2014.
 - ii. **REORGANIZE** the reporting structure for the Director of Emeritus Instructional Programs, from reporting directly to the Vice President for Instruction, to reporting directly to the Dean of Community Education, Emeritus Institute, and K-12 Partnerships, effective April 1, 2014.
 - iii. **REORGANIZE** the reporting structure for the faculty and staff of Community Education and Contract Education, from reporting to the Director of Community Education, to reporting directly to the Dean of Community Education, Emeritus Institute and K-12 Partnerships, effective April 1, 2014. (Exhibit C, Attachment 2)

D. REORGANIZATION - Continued

- iv. **REORGANIZE** the reporting structure for the Director of Outreach and Recruitment, from reporting directly to the Dean of Enrollment to reporting directly to the Dean of Community Education, Emeritus Institute and K-12 Partnerships, effective April 1, 2014. (Exhibit C, Attachment 3)

E. AMENDMENT TO START DATE OF ACADEMIC ADMINISTRATOR

1. KIGER, CHRIS, ID #19500, Acting Director of Health and Wellness Center, Irvine Valley College, amend assignment start date to begin January 3, 2014. Assignment had been approved by the Board of Trustees on December 16, 2013, to begin January 21, 2014.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BALTIERRA, JUANITA, ID #1156, Counselor, Division of Transfer, Career and Special Services, Department of Educational Opportunities Program, Saddleback College, Pos #1639, resignation effective May 23, 2014, and retirement effective May 24, 2014. Payment is authorized for any compensated time off. (Start date: February 11, 1985)

ATTACHMENT 1

NAME: CARLO CHAN

POSITION: MATHEMATICS INSTRUCTOR
Mathematics, Computer Science & Engineering
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

Ph.D. Applied Mathematics
University of California, Irvine
Irvine, CA

B.S. Mathematics
University of California, Irvine
Irvine, CA

EXPERIENCE:

Dr. Carlo Chan has been a full-time faculty in the Mathematics Department at College of the Canyons, College of the Sequoias, and the University of Central Oklahoma. He has also been a part-time faculty at the University of California, Irvine, and the San Diego Community College District. He received his Ph.D. in Applied Mathematics and B.S in Mathematics from the University of California, Irvine. He is also a graduate of the California Community College system, receiving his A.A. from Golden West College in Huntington Beach.

Dr. Chan is a first author in a peer-reviewed journal; Protein Scaffolds Can Enhance the Bistability of Multisite Phosphorylation Systems published in PLOS Computational Biology journal.

Dr. Chan has experience in the classroom, teaching in transfer level and development courses at the community colleges, and at the 4-year institutions. In addition, Dr. Chan has been involved with student support programs such as MESA, Upward Bound, and Basic Skills initiatives.

ATTACHMENT 2

NAME: JOSHUA DANUFSKY

POSITION: MATHEMATICS INSTRUCTOR
Mathematics, Computer Science & Engineering
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

M.S. Mathematics
California State University, Long Beach
Long Beach, CA

B.A. Music
University of California, Irvine
Irvine, CA

B.A. English
University of California, Irvine
Irvine, CA

EXPERIENCE: Joshua Danufsky has been a full-time instructor in the Mathematics and Computer Science Division at Fullerton College since 2008 and has taught a wide variety of mathematics courses from Basic Math through Calculus. During his tenure at Fullerton College, Mr. Danufsky was the chair of the math department's Basic Skills Committee and represented the math department on the campus-wide Basic Skills Committee. He participated in the Institute for Evidence Based Change North Orange County Math Faculty Council. This council brought together faculty from local high school districts, Fullerton College, and California State University at Fullerton to improve student transition from high school to four-year institutions. For several years, he participated in both the Transfer Achievement and the Supplemental Instruction Programs at Fullerton College. Mr. Danufsky has also served on a wide variety of committees that included: faculty senate, SLO committees, hiring committees, new faculty orientation committee and the math lab committee. Last year Mr. Danufsky taught one semester as an adjunct at California State University, Fullerton. Prior to teaching at Fullerton College, he taught mathematics for seven years at a high school drop-out recovery program at the Long Beach Unified School District. He was also the math department head at this school. In 2008 Mr. Danufsky also taught one semester at Rio Hondo College.

HONORS/AWARDS:

- Scholar-Athlete Award – University of California, Irvine – 1989
- Fullerton College Teacher of the Year Nominee – 2011, 2014
- Disability Support Services Outstanding Faculty Award – 2011
- Outstanding Service to Students in Extended Opportunity Programs and Services – 2012

LICENSES AND CERTIFICATES:

- California Single Subject Clear Credential in Mathematics, CSU Long Beach

PROFESSIONAL AFFILIATIONS:

- Member of AMATYC (The American Mathematical Association of Two-Year Colleges).
- Member of CMC3 (California Mathematics Council Community Colleges)

ATTACHMENT 3

NAME: JASON HOLE

POSITION: MATHEMATICS INSTRUCTOR
Mathematics, Science, and Engineering
Saddleback College
Full-Time, Tenure Track

EDUCATION:

Ph.D. Mathematics
University of California, Davis
Davis, CA

M.S. Mathematics
California State University, Los Angeles
Los Angeles, CA

B.S. Economics
Santa Clara University
Santa Clara, CA

EXPERIENCE:

Dr. Jason Hole is currently employed at Saddleback College as a temporary, long-term substitute Mathematics Instructor. In his short time at Saddleback College, Jason has gotten to know his division and others in the college through his service on committees at the department-, division- and college-levels. He serves on the Honors Math 3A Committee, Math-Tutor Hiring Committee, MSE Safety Committee and Part-Time Faculty Support Committee.

Dr. Hole has been a dedicated instructor at Saddleback College, both inside and outside of the classroom, where the LRC at Saddleback College has been a phenomenal facilitator for student-instructor interaction. A vibrant atmosphere dominates the LRC and Dr. Hole joyfully and regularly volunteers his time there. Extending his support for students, he has been able to provide employment to a former student through Saddleback College's vital SI program. Mindful of Student Success, he created a WOW workshop for his spring term calculus class.

Dr. Hole has taught at California community colleges, as well as in the CSU and UC systems.

PROFESSIONAL AFFILIATIONS:

- Mathematical Association of America, American Mathematical Society

ATTACHMENT 4

NAME: KENN HUBER

POSITION: MATHEMATICS INSTRUCTOR
Mathematics, Computer Science & Engineering
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

Ph.D. Mathematics
University of California, Irvine
Irvine, CA

M.S. Mathematics
University of California, Irvine
Irvine, CA

B.S. Mathematics
University of California, Irvine
Irvine, CA

EXPERIENCE:

Dr. Huber has been a part-time instructor in the Mathematics Department at Saddleback College, Chapman University, and UC Irvine since January 2013, and has taught a wide variety of mathematic courses. In this time, he has maintained one of the highest student ratings among all professors at UC Irvine, as well as consistently having the highest class averages on the common finals. He also spends time working at the Elite Educational Institute in Irvine, preparing high-school students to take standardized tests such as the SAT, SAT II, and ACT tests. While completing his M.S. and Ph.D. at the University of California Irvine, he was a teaching assistant in a variety of mathematics courses. His thesis centered on probability modeling, and specifically discussed random polymer models in relation to phase transitions. Dr. Huber has over eight years of experience teaching high-school, college, and graduate level courses.

HONORS/AWARDS:

- Deans Honor List (*Winter '05, Fall '05, Winter '06, Spring '06, Winter '07, Spring '07*)
- Phi Beta Kappa – *'06 to present*

SKILLS:

- Proficient in: Java, HTML, Matlab, LaTeX, Word, and Excel
- Competent in: PHP, MySQL

INTERESTS:

- Basketball, Website Design, Community Service

ATTACHMENT 5

NAME: CAROLYN SEAMAN

POSITION: LIBRARIAN (INSTRUCTIONAL)
Online Education and Learning Resources
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.L.S. Library and Information Science
San Jose State University
San Jose, CA

B.A. English Literature
California State University, Long Beach
Long Beach, CA

EXPERIENCE:

Ms. Seaman has significant experience in teaching many different learning levels. Being a member of the Education & Outreach Department of the UCI Libraries in different capacities throughout the years has provided her the opportunity to teach information literacy skills to student enrolled in a variety of undergraduate writing courses. Ms. Seaman is highly knowledgeable in creating and delivering online information and instruction materials. Her experience with Learning Management Systems, such as Blackboard and Canvas, and creating online learning objects with Libguides, wikis, and blogs allows her to create rich learning environments for any level of student. Ms. Seaman updated the previous UCI Libraries' online *Begin Your Research* tutorial with current content and created user-friendly lessons that facilitated active learning for the diverse population of undergraduate students. The tutorial was recognized as August 2010's Peer-Reviewed Instructional Material Online (PRIMO) by ACRL. She has currently begun coursework for an eLearning/Instructional Design Certificate. She keeps current with the trends and technology being examined in academic libraries by attending webinars and colloquia.

PROFESSIONAL AFFILIATIONS:

- American Library Association (ALA)
- Association of College and Research Libraries (ACRL)
- Phi Kappa Phi Honor Society, Long Beach State Chapter
- Beta Phi Mu Honor Society, International

ATTACHMENT 6

NAME: JACOB TRACY

POSITION: MATHEMATICS INSTRUCTOR
Mathematics, Computer Science & Engineering
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.S. Mathematics
University of Arizona

M.A. Education
University of California, Santa Cruz
Santa Cruz, CA

B.A. Mathematics
University of California, Santa Cruz
Santa Cruz, CA

EXPERIENCE:

Jacob Tracy has been a mathematics instructor in the Mathematics Department at the University of Arizona since 2007 where he has taught a wide variety of mathematics courses in a variety of formats. Prior to that position, he also taught mathematics at Scotts Valley high school from 2005-2007. Since 2010 Mr. Tracy has been a course developer with the University of Arizona, where he first worked on improving the online college algebra course and was then requested to develop the university's hybrid trigonometry course. Since spring 2012, Mr. Tracy has regularly taught the university's mathematics content course for future elementary teachers. Prior to teaching he completed a Master's degree in Education at University of California, Santa Cruz emphasizing in mathematics education. While at the University of Arizona, he also completed a Master's in Mathematics and is currently a doctoral student working on his dissertation in Mathematics Education through the Teaching and Teacher Education Department.

PROFESSIONAL AFFILIATIONS:

- Member of AERA (The American Educational Research Association)
- Member of NCTM (The National Council of Teachers of Mathematics)

ATTACHMENT 1

South Orange County Community College District

DEAN, COMMUNITY EDUCATION, EMERITUS INSTITUTE & K-12 PARTNERSHIPS, Job ID# - Academic & Classified Administrators/Classified Managers Salary Schedule - Range 22)

DEFINITION

To serve as administrator and supervisor of Community Education, Emeritus Institute, Adult Education, K-12 Partnerships and Outreach & Recruitment for the college; provide leadership to plan, develop, organize, direct, implement and evaluate the division's goals and objectives; provide leadership to plan, develop, organize, schedule, direct, improve and evaluate the assigned division's programs, curriculum and related student support services in consultation with managers, department chairs, faculty and classified staff.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Instruction.

Exercises functional and technical supervision over academic, professional and classified staff as assigned, including the department chairs and the Directors of the Emeritus Institute and Outreach and Recruitment.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Provide leadership in the administration of Community Education, Emeritus Institute, Adult Education, K-12 Partnership Programs and Outreach and Recruitment for the college, including personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; direct and evaluate the programs and departments assigned to the division which currently include the departments of Community Education, Emeritus Institute, and Outreach and Recruitment; assume responsibility for K-12 initiatives, including Adult Education, and provide oversight for grants related to these programs; coordinate credit, noncredit and adult education initiatives for the college, coordinating credit offerings with the appropriate division deans and department chairs.

Interface and build partnerships with community and external agencies and staff in matters associated with the division.

Facilitate concurrent enrollment of high school students enrolled simultaneously in community college classes to meet partnership and enrollment management objectives.

Plan and direct programs that address Saddleback community needs; provide leadership for Saddleback College to develop, market, and manage education and training programs and services.

Provide critical oversight and administration of funds to support division programs; direct fundraising and financial development efforts for assigned division; disseminate information about the availability of external funding to appropriate parties as discovered; communicate with academic and classified staff and/or administrators regarding relevant grants; provide information concerning specific funding sources; coordinate timelines and protocol for grants.

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Attend workshops, professional conferences, and trade shows for program planning and development; serve on a variety of campus, District, community, and State committees; and meet with representatives of community, business, industry, and local government.

Participate in a variety of committees and staff meetings in support of matters associated with the division; participate in other related committee assignments as required both on and off campus.

Represent the college on local, state, and national committees and taskforces regarding Community Education, the Emeritus Institute, Adult Education, K-12 Program Partnerships and Outreach and Recruitment.

Work collaboratively and develop partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry; cultivate and promote positive and substantive relationships with local business and industry; serve as a leader of and advocate for the College within the community.

Analyze, interpret and monitor the student success rates of assigned programs and student preparedness and recommend change as needed.

Participate in the development of the College's strategic plan, communicating the needs, goals, plans and overall role of areas of assignment.

Lead, direct and approve the planning, development, organizing, scheduling, direction, performance and evaluation of the curriculum, instructional or student services programs and services of assigned division.

Lead assigned division in planning, program development and performance of the mission and in carrying out the College's mission, goals and objectives.

Formulate and develop long and short-range goals and strategic plans, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college and District plans; prepare long-range plans and statements of goals and objectives.

Communicate with College, District, State, and federal personnel to coordinate instructional or student services needs, programs, services and activities; resolve conflicts and issues and develop new and effective certificate and degree programs; provide leadership in delivery of courses, certificates, and degrees for assigned instructional division.

Develop, prepare, submit, administer, monitor and review annual program budgets for assigned division, including annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; and maintain an equipment and technology replacement plan; direct the maintenance of adequate records and controls to assure instructional division expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions and prepare agenda items for Board approval as needed.

Direct the preparation and maintenance of detailed, comprehensive and appropriate college, district, State of California, and federal reports as required.

Train, direct, supervise, review, approve and evaluate the performance of assigned probationary and tenured academic and classified staff in keeping with the policies of the Board of Trustees and

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administrative procedures; visit classroom/work sites and observe and evaluate methods and effectiveness.

Participate in the selection of new faculty, classified staff and temporary professional staff in accordance with District policies and legal requirements; and administer employment contracts.

Organize, attend or chair a variety of administrative and staff meetings related to strategic planning, budget, curriculum, advisory committees and other activities; with input from area personnel, develop and implement annual updates to the academic master plan, College Strategic Plan, and overall college mission.

Supervise the planning, organization and arranging of appropriate staff development programs and activities for faculty and staff; orient new employees and direct the implementation of flex time procedures.

Identify facility needs and help direct planning for the movement, creation or elimination of facilities for programs.

Promote and coordinate a variety of programs and services and arrange for the development of promotional materials and college publications; manage assigned facilities and approve all assigned facilities usage.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned division; monitor legislation, new State Education Code regulations and other State guidelines to determine instructional program impact.

Establish liaison with business organizations, community and regional groups, other community colleges, and four-year colleges and universities.

Provide leadership and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure student success; communicate the changing expectations, trends and needs of educational preparation effectively to College personnel.

Assist assigned Vice President in the resolution of student and faculty concerns related to area of assignment.

Create a positive campus climate that fosters innovation in curriculum development for instruction and services in assigned divisions; direct and approve curriculum development; work with the community, business, industry and other educational institutions to promote assigned divisions of instruction; contribute to the development and implementation of a coordinated outreach, marketing and public relations process and plan for assigned instructional programs and services.

Provide direction for the development of new programs, including contribution to the development or redesign of curriculum, and coordinate program approvals as appropriate.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

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QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES:

The minimum qualifications for service as an educational administrator, as outlined in Title V Regulation 53420, shall be both of the following: a) Possession of a master's degree; and b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Master's degree and one year of formal training, internship or leadership, experience reasonably related to the administrator's administrative assignment.

Experience Required:

At least three years of directly-related experience, including at least two years of successful faculty experience in an accredited postsecondary institution or business setting and at least one year of successful postsecondary administrative/supervisory experience in one of the areas of assignment and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

1. Earned doctorate degree in related field.
2. Administrative leadership experience in the development, organization, and management of two or more instructional programs, including at least one program area related to this assignment.
3. Evidence of an understanding of and experience with the principles of participatory governance.
4. Ability to develop and implement technology-based solutions to curriculum and instructional issues is preferred.

Licenses and other Certification:

Valid California driver's license.

Knowledge of:

All divisions and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.

Applicable District policies and local, State and federal laws, codes and regulations.

Basic data collection and analysis related to student learning outcomes, retention, and success.

Budget preparation and administration.

California Community College accreditation.

California Community Colleges basic skills initiative.

Community demographics and consumer trends.

Community relations and external resource development.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Computer systems and software applications related to area of assignment, including student information systems, database management, spreadsheet, word processing and specialized software.

Correct English composition, grammar, spelling and vocabulary.

Curriculum content and development of non-credit, not-for-credit, fee-based courses.

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Development and coordination of community education programs, educational programs for older adults, and k-12 education programs.

District and College organization, operations and objectives.

District policies and State and federal laws and regulations concerning division areas.

District safety policies and procedures.

Effective business letter writing and report preparation.

Effective planning and scheduling.

Evidence of a working knowledge of local, regional and national workforce trends, legislation and agencies.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

Evidence of understanding and experience with the principles of collegial consultation.

Extensive knowledge of grant-funded programs and processes.

Financial record keeping.

Interpersonal skills including tact, patience and diplomacy.

Laws, regulations, and program policies and procedures that affect the department operations.

Management techniques that encourage creativity, improve efficiency and increase productivity.

Marketing, promotion and public relations techniques.

Modern principles, practices, methods and techniques of administration.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Organizational and management practices as applied to assigned division.

Participatory governance process and venue, fostering open communication among divisions, programs and services.

Principles and practices of budget preparation and management

Principles and practices of financial record keeping and reporting.

Principles and practices of management, training, supervision and performance evaluation.

Principles of program evaluation, student assessment, and organizational development.

Role and purpose of technological systems in providing online instruction, instructional support and student services.

Statistical procedures and mathematical concepts.

Strategic planning and organizational skills.

Team-oriented leadership style.

Web page design, Blackboard and/or other course management systems, and other instructional and student services software.

Ability to:

Accomplish work through effective supervision.

Administer budgets, personnel and facilities.

Advocate for assigned division's programs and needs.

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

Assess the needs and trends of the community and develop appropriate programs.

Assess, manage, implement, use and apply technology in the management and delivery of instructional or training programs.

Assist in forecasting current and future needs and costs affecting assigned division.

Build educational partnerships with business, industry, the community, or other educational institutions.

Collect, compile and analyze data.

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Communicate clearly, concisely and effectively, using various means, including written and oral methods, including public speaking.

Demonstrate commitment to academic and professional excellence.

Demonstrate evidence of a sensitivity, understanding and commitment to working with community college students of diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds.

Demonstrate evidence of participation in activities with campus, business or community organizations such as a member of a planning body or committee.

Demonstrate flexibility and adaptability.

Demonstrate prior success in obtaining outside funding sources and developing and implementing innovative grant programs and follow-up reporting.

Develop and implement technology-based solutions to curriculum and instructional issues.

Develop appropriate seminars, classes, workshops, events, and excursions in response to community interests and needs.

Develop markets and promotional strategies for courses, services and projects related to foundational skills that will promote enrollment growth, retention and student success.

Develop, prepare and administer project budgets.

Embrace and work effectively within a system of participatory governance.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.

Exercise initiative and work independently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Gain cooperation through discussion and persuasion.

Implement and evaluate the delivery of services to students.

Interact effectively with diverse students, staff, faculty and administrators.

Interact with and develop relationships with local businesses.

Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.

Learn District and College organization, operations and objectives.

Maintain current knowledge of community education, credit and non-credit educational programs for older adults, and k-12 education programs.

Maintain the security of confidential materials.

Make effective decisions under demanding timelines.

Manage and assess technology needs and implementation in an instructional or training environment.

Manage complex budgets including grants.

Manage operations, schedules, and personnel on a day-to-day basis and in a manner which focuses on short and long-term goals.

Negotiate contracts with vendors.

Operate a vehicle, observing legal and defensive driving practices.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to assigned instructional division.

Operate in a political environment.

Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.

Participate in a variety of College and District committees, task forces and work groups.

Perform with tact, patience and sensitivity.

Plan and organize work.

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Plan, develop, organize, coordinate, implement, direct, supervise, evaluate and promote programs utilizing government funds for training and development purposes.

Plan, evaluate and supervise delivery of instructional programs and strategies.

Plan, organize, coordinate, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.

Plan, schedule, organize, and implement multiple projects and programs.

Prepare oral and written reports and recommendations.

Prepare and maintain written records and reports.

Provide leadership, including program and curriculum development, in a multidisciplinary environment.

Provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology.

Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.

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

Represent the college at the community, State and national levels.

Resolve conflicts and solve problems.

Respond to requests and inquiries from the public.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Serve as an effective management team member.

Understand and commit to working with culturally and ethnically diverse groups.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.

Work collaboratively with administration, classified management, faculty, staff and students.

Work effectively in a fast paced environment with numerous interruptions.

Work effectively with others to achieve common goals including student recruitment and retention.

Work independently with minimum administrative direction.

Write grants, proposals, recommendations, contracts, reports and correspondence.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional and instructional sites, attend meetings and conduct work; uses hands and fingers to operate a computer keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- a. CONWAY, JASON is to be employed as Counseling Office Assistant, Pos. #4821, Student Veterans Services, Division of Transfer, Career and Special Programs, Saddleback College, Classified Bargaining Unit Salary Schedule Range 115, Step 1, 29 hours per week, 11 months per year, effective April 1, 2014. This position was approved by the Board of Trustees on July 22, 2013.
- b. FRIEND, CHRISTINE is to be employed as Program Technician, Categorical, a grant funded position, Pos. #4804, School of Academic Program and Extended Education and Workforce Development, Irvine Valley College, Classified Bargaining Unit Salary Range 122, Step 1, 20 hours per week, 12 months per year, effective January 13, 2014 through November 30, 2014. This grant funded position was approved by the Board of Trustees on June 17, 2013, with employment contingent upon funding by the Career Technical Education grant, which is to end November 30, 2014.
- c. GRIFFITH, ASHLEY is to be employed as Student Services Specialist, Categorical, a grant funded position, Pos. #4891, Division of Health Sciences and Human Services, Saddleback College, Classified Bargaining Unit Salary Range 125, Step 1, 40 hours per week, 12 months per year, effective March 17, 2014. This grant funded position was approved by the Board of Trustees on October 28, 2013, with employment contingent upon funding by the Trade Adjustment Assistant Community College Career Training (TAACCCT) grant, a four year grant.
- d. ROBINSON, TERRILL is hereby employed on a temporary, interim basis as Acting Director of Emeritus Instructional Program, a classified management position, Pos. #4549, Division of Emeritus Institute, Saddleback College, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 14, Step 8, at 50 percent of full-time (20 hours per week), effective February 27, 2014 through June 30, 2014. This is a temporary replacement for David Anderson, who received a change in status.
- e. WEST, CHERYL is to be employed as Grant Project Manager, Categorical, a grant funded position, Pos. #4874, Division of Health Sciences and Human Services, Saddleback College, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 9, Step 1, 40 hours per week, 12 months per year, effective March 26, 2014. This grant funded position was approved by the Board of Trustees on October 28, 2013, with employment contingent upon funding by the Trade Adjustment Assistant Community College Career Training (TAACCCT) grant, a four year grant.

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>
Bolourchi, Mahrokh	Child Development Spec./IVC	122/1	01/22/2014
Bolourchi, Mahrokh	Sr. Child Development Spec./IVC	128/1	01/22/2014
Chambers, Lary	Bldg. Maintenance Worker/IVC	124/1	01/15/2014
Chan, Rick	Sr. Matriculation Specialist/SC	127/1	02/15/2014
Cubillos Bezanilla, Sandra	Student Dev. Office Assistant/SC	121/1	01/27/2014
Cueto, Catherine	Laboratory Technician, SSC/IVC	122/1	01/21/2014
Darby, Lucy	Administrative Assistant/SC	121/1	01/22/2014
¹ Dickson, Garilynn	Sr. Administrative Assistant/IVC	127/6	02/13/2014
Faanes, Rosane	Publications Tech./SC	122/1	02/27/2014
Fajardo, Aurelio	Custodian/SC	113/1	02/18/2014
Feokistova, Maria	Human Resources Assistant/SC	121/1	02/03/2014
Ganley, Cynthia	Program Assistant/SC	118/1	01/16/2014
Long, Jeff	Sr. Matriculation Specialist/SC	127/1	02/15/2014
Ludes, Denise	Program Assistant/SC	118/1	01/15/2014
Magnetta, Jeri	Program Assistant/SC	118/1	02/01/2014
Nutting, Patricia	Admissions/Records Spec. I/SC	116/1	01/21/2014
Salarfar, Maryam	Office Assistant/IVC	113/1	01/17/2014
Schoellen, Mariarina	Child Development Spec./SC	122/1	02/13/2014
Schoellen, Mariarina	Sr. Child Development Spec./SC	128/1	02/13/2014
Soh, Timothy	Sr. Administrative Assistant/IVC	127/1	02/27/2014

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
Barrett-O'Callahan, Molly	Project Specialist/SC	15.00	02/06/14-06/30/14
Castro, Erik	Project Specialist/SC	16.00	02/11/14-06/30/14
Cram, Michael	Coaching Aide/IVC	15.00	02/24/14-06/30/14
Dear, Derek	ST Campus Off./SC	12.00	01/29/14-06/30/14
Emmil-Lugo, Alison	Project Specialist/SC	20.00	02/11/14-06/30/14
Ferdousian, Ameen	Project Specialist/SC	12.50	01/01/14-06/30/14
Gulin, Serafim	Project Specialist/SC	16.00	02/11/14-06/30/14
Harris, Ashley	Adapted Knes. Aide/IVC	10.50	01/24/14-06/30/14
Hume, Dorothy	Project Specialist/SC	16.00	02/20/14-06/30/14
Jacob, Daryl	Project Specialist/SC	20.00	02/25/14-06/30/14
Janisch, Gail	Project Specialist/SC	20.00	03/04/14-06/30/14
Lee, Florence	Project Specialist/SC	20.00	03/03/14-06/30/14

¹ CalPERS Retiree, retired from District December 29, 2012

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2013/2014** 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>
² Leftwich, Denham	Project Specialist/SC	20.00	03/04/14-06/30/14
Lombardi, Marcus	Project Specialist/SC	16.00	02/11/14-06/30/14
Madrid, Tracey	Project Specialist/SC	13.00	02/26/14-06/30/14
Millard, William	Project Specialist/SC	12.50	01/27/14-06/30/14
Miller, Melody	Project Specialist/SC	18.00	02/05/14-06/30/14
Naranjo, Nicholas	Clerk, Short-Term/IVC	9.50	02/01/14-06/30/14
Oatman, Geniffer	TMD Aide/SC	20.00	02/13/14-06/30/14
Patterson, Amber	Adapted Knes. Aide/SC	20.00	02/05/14-06/30/14
Swanson, Sherrie	Project Specialist (IT)/Dist.	20.00	01/24/14-06/30/14
³ Teng, Marisa	Project Specialist/SC	12.50	02/10/14-06/30/14
Thompson, Marie	Project Specialist/Dist.	20.00	03/04/14-06/30/14

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 **2013/2014** academic year.

<u>Name</u>	<u>Start/End Date</u>
Cornejo, Luis	01/21/14-06/30/14
Gao, Yunxiang	02/18/14-06/30/14
Grosch, Devon	02/01/14-06/30/14
Lucero, Christian	01/21/14-06/30/14
Maguire, Sean	01/21/14-06/30/14
Massaro, Michael	02/06/14-06/30/14
Miramontes, Marissa	02/04/14-06/30/14
Nguyen, Michael	01/21/14-06/30/14
Pasqueletto, Zachary	01/21/14-06/30/14
Stenroos, Stefan	02/20/14-06/30/14
Willmore, Lovell	01/21/14-06/30/14
Yarber, Mariam	02/03/14-06/30/14

² Son of Helene Giziel Leftwich, Senior Administrative Assistant, Division of Liberal Art, Saddleback College

³ Daughter of Anthony Teng, Acting Dean of Advanced Technology & Applied Sciences, Saddleback College

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2013/2014** 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>
Barnhill, Barry	Clinical Skills Spec./SC	30.00/hr	02/05/14-06/30/14
Barnhill, Barry	Clinical Skills Spec./SC	30.00/hr	02/05/14-06/30/14
Bastani, Armani	Workforce Trainer/IVC	72.00/hr	02/01/14-06/30/14
Bastani, Armani	Workforce Trainer/IVC	72.00/hr	02/01/14-06/30/14
Chou, Ling	Comm. Ed./SC	2500.00/cs	02/20/14-06/30/14
Chou, Ling	Comm. Ed./SC	2500.00/cs	02/20/14-06/30/14
Fumera, Joy	Clinical Skills Spec./SC	30.00/hr	02/25/14-06/30/14
Fumera, Joy	Clinical Skills Spec./SC	30.00/hr	02/25/14-06/30/14
Gerard, Matthew	Comm. Ed./SC	2500.00/cs	02/06/14-06/30/14
Gerard, Matthew	Comm. Ed./SC	2500.00/cs	02/06/14-06/30/14
Glassman, Ifat	Model/SC	22.00/hr	03/03/14-06/30/14
Khosravimanesh, Mahbod	Tutor/SC	15.00/hr	01/30/14-06/30/14
Lillycroft, John	Workforce Trainer/IVC	72.00/hr	02/01/14-06/30/14
Loh, Nicole	Comm. Ed./SC	2500.00/cs	03/03/14-06/30/14
Lojpur, Gojko	Tutor/SC	15.00/hr	03/04/14-06/30/14
Murphy, Chelsea	Model/SC	22.00/hr	02/21/14-06/30/14
Nguy, Mary	Clinical Skills Spec./SC	30.00/hr	02/24/14-06/30/14
Nourmohamadian, Gina	Clinical Skills Spec./SC	30.00/hr	02/13/14-06/30/14
Taheri, Hossein	Tutor/SC	15.00/hr	02/18/14-06/30/14
Trapani, Peter	Clinical Skills Spec./SC	30.00/hr	02/05/14-06/30/14
Woolard, Abigail	Lead Interpreter/IVC	50.00/hr	02/15/14-06/30/14

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. CONSTRUCTION MANAGER, Categorical, classified management positions, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 16, Office of Facilities, Planning and Purchasing, District seeks authorization to establish and announce two full-time, 40 hours per week, 12 months per year positions to its staff complement, effective April 1, 2014. These are categorical funded positions with employment contingent upon funding by Major Capital Improvement Projects-project specific.
2. DIRECTOR OF STUDENT SUCCESS AND SUPPORT PROGRAM, classified management position, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 11, School of Admissions, Records and Enrollment Services, Irvine Valley College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective April 1, 2014. (Job Description, Exhibit B, Attachment 2)
3. SENIOR ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Schedule Range 127, Office of Community Education and Contract Education, Saddleback College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement, effective April 1, 2014.

C. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS

1. IRVINE VALLEY COLLEGE seeks authorization to change the hours per week and/or months per year for the following Classified position within their organization.
 - a. **ELIMINATE** ADMINISTRATIVE ASSISTANT, Pos. #4283, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 121, part-time, 25 hours per week, 12 months per year position from its staff complement, and **CREATE** ADMINISTRATIVE ASSISTANT, Financial Aid, Office of Student Services, Classified Bargaining Unit Salary Schedule Range 121, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 1, 2014 (Position #4283 is appointed to Desiree Ortiz, ID #14245)

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS

1. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** ADMINISTRATIVE ASSISTANT, School of Mathematics, Computer Sciences and Engineering, Pos. #4506, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hours per week, 12 months per year from its staff complement, and **CREATE SENIOR ADMINISTRATIVE ASSISTANT**, School of Mathematics, Computer Sciences and Engineering, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 12 months per year position to its staff complement, effective April 1, 2014. (Pos. #4506 was approved by the Board of Trustees on February 27, 2012)
 - b. **ELIMINATE** VIDEO PRODUCTION SPECIALIST, Office of Marketing, Communications and Broadcast Systems, Pos. #3265, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hours per week, 12 months per year from its staff complement, and **CREATE MEDIA PRODUCTION SPECIALIST**, Classified Bargaining Unit Salary Schedule Range 136, Office of Marketing, Communications and Broadcast Systems, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective April 1, 2014. (Pos. #3265 was approved by the Board of Trustees on February 27, 2006) (Job Description, Exhibit B, Attachment 3)
 - i. **RECLASSIFY** SONYA BANGSTON, ID #1392, from Video Production Specialist, Pos. #3265, Office of Marketing, Communications and Broadcast Systems, Classified Bargaining Unit Salary Schedule Range 132, Step 6, 40 hours per week, 12 months per year; to Media Production Specialist, Office of Marketing, Communications and Broadcast Systems, Classified Bargaining Unit Salary Schedule Range 136, Step 5, 40 hours per week, 12 months per year effective April 1, 2014.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -

Continued

- c. **ELIMINATE** VIDEO PRODUCTION SPECIALIST, Office of Marketing, Communications and Broadcast Systems, Pos. #3447, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hours per week, 12 months per year from its staff complement, and **CREATE** MEDIA PRODUCTION SPECIALIST, Classified Bargaining Unit Salary Schedule Range 136, Office of Marketing, Communications and Broadcast Systems, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective April 1, 2014. (Pos. #3447 was approved by the Board of Trustees on February 27, 2006) (Job Description, Exhibit B, Attachment 3)
 - i. **RECLASSIFY** VINCE COOPER, ID #1615, from Video Production Specialist, Pos. #3447, Office of Marketing, Communications and Broadcast Systems, Classified Bargaining Unit Salary Schedule Range 132, Step 6, 40 hours per week, 12 months per year; to Media Production Specialist, Office of Marketing, Communications and Broadcast Systems, Classified Bargaining Unit Salary Schedule Range 136, Step 5, 40 hours per week, 12 months per year effective April 1, 2014.
2. SADDLEBACK seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title V Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** NETWORK SYSTEMS TECHNICIAN III, Technology Services, Office of College Administrative Services, Pos. #4684, Classified Bargaining Unit Salary Schedule Range 140, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** PROGRAMMER ANALYST, Technology Services, Office of College Administrative Services, Classified Bargaining Unit Salary Schedule Range 142, full-time, 40 hour per week, 12 months per year position to its staff complement, effective April 1, 2014. (Pos. #4684 was approved by the Board of Trustees on October 29, 2012)
 - b. **ELIMINATE** VIDEO PRODUCTION SPECIALIST, Division of Fine Arts and Media Technology, Pos. #3280, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** MEDIA PRODUCTION SPECIALIST, Classified Bargaining Unit Salary Schedule Range 136, Division of Fine Arts and Media Technology, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective April 1, 2014. (Pos. #3280 was approved by the Board of Trustees on February 27, 2006) (Job Description, Exhibit B, Attachment 3)
 - i. **RECLASSIFY** MARK KRUHMIN, ID #2557, from Video Production Specialist, Pos. #3280, Division of Fine Arts and Media Technology, Classified Bargaining Unit Salary Schedule Range 132, Step 6, 40 hours per week, 12 months per year; to Media Production Specialist, Division of Fine Arts and Media Technology, Classified Bargaining Unit Salary Schedule Range 136, Step 5, 40 hours per week, 12 months per year effective April 1, 2014.

D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -

Continued

- c. **ELIMINATE** VIDEO PRODUCTION SPECIALIST, Division of Fine Arts and Media Technology, Pos. #3338, Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** MEDIA PRODUCTION SPECIALIST, Classified Bargaining Unit Salary Schedule Range 136, Fine Arts and Media Technology, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective April 1, 2014. (Pos. #3338 was approved by the Board of Trustees on February 27, 2006) (Job Description, Exhibit B, Attachment 3)
- i. **RECLASSIFY** MATTHEW BRODET, ID #10966, from Video Production Specialist, Pos. #3338, Division of Fine Arts and Media Technology, Classified Bargaining Unit Salary Schedule Range 132, Step 6, 40 hours per week, 12 months per year; to Media Production Specialist, Division of Fine Arts and Media Technology, Classified Bargaining Unit Salary Schedule Range 136, Step 5, 40 hours per week, 12 months per year effective April 1, 2014.
- d. **ELIMINATE** RESEARCH AND PLANNING ANALYST, Office of Planning, Research and Accreditation, Pos. #4050, Classified Bargaining Unit Salary Schedule Range 138, full-time, 40 hour per week, 12 months per year from its staff complement, and **CREATE** SENIOR RESEARCH AND PLANNING ANALYST, Office of Planning, Research and Accreditation, Classified Bargaining Unit Salary Schedule Range 144, full-time, 40 hour per week, 12 months per year position to its staff complement, effective April 1, 2014. (Pos. #4050 was approved by the Board of Trustees on May 26, 2009)

E. CHANGE OF STATUS

- 1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
 - a. ANDERSON, DAVID, ID #11325, Director of Emeritus Instructional Program, Pos. #4549, a classified management position, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 14, Step 8, 40 hours per week, 12 months per year, Emeritus Institute, Office of Instruction, Saddleback College, has been granted a voluntary transfer to Director of Audience Development, Pos. #4942, a classified management position, Integrated Academic and Classified Administrators and Managers Salary Schedule Range Y14, Step 8, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, effective February 25, 2014. This position was approved by the Board of Trustees on November 25, 2013.
 - b. LEONARD, SALLY, ID #15663, Administrative Assistant, Pos. #3279, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Child Development Center, Office of Student Services, Irvine Valley College, is to be employed as Senior Administrative Assistant, Pos. #3221, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, 12 months per year, Student Development, Office of Student Services, Irvine Valley College, effective March 10, 2014. This is a replacement position for Suzanne Hammel, who retired.

F. AUTHORIZATION TO REORGANIZE A CLASSIFIED POSITION

1. DISTRICT seeks authorization to reorganize the following Classified position as defined by Title V Education Regulation, Section (c), Recruitment 53021.
 - a. **REORGANIZE BENEFITS SPECIALIST**, Pos. #4396, Classified Bargaining Unit Salary Schedule Range 127, from reporting directly to the Risk Manager, Fiscal Services, Office of Business Services, District, to begin reporting directly to the Executive Director of Fiscal Services and Comptroller, Fiscal Services, Office of Business Services, District, effective April 1, 2014. This position is appointed to Ruby Hazzard, ID #16706. (Job Descriptions, Exhibit B, Attachment 1)
 - b. **REORGANIZE RISK MANAGER**, Pos. #4599, a classified manager, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 12, receives general direction from the Vice Chancellor of Business Services and immediate supervision and technical work direction from the Executive Director of Fiscal Services and Comptroller, Fiscal Services, Office of Business Services, District, effective April 1, 2014. This position is appointed to Earl Pagal, ID #5546. (Job Descriptions, Exhibit B, Attachment 4)

G. OUT OF CLASS ASSIGNMENTS

1. ARAIZA, JOSE, ID #13611, Groundskeeper, Pos. #3138, Classified Bargaining Unit Salary Schedule 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 Lead Groundskeeper, Pos. #3455, Classified Bargaining Unit Salary Schedule Range 124, Step 4, 40 hours per week, Office of Physical Plant, Saddleback College, effective February 10, 2014 through March 3, 2014. This is a temporary reassignment for Brian McMahan, who was on leave.
2. BROWN, JANICE, ID #4565, Senior Matriculation Specialist, Pos. #4847, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, School of Admissions, Records, and Enrollment Services, Irvine Valley College, temporary assignment ends on March 30, 2014, returns to permanent assignment as Senior Admissions and Records Specialist, Pos. #3337, Classified Bargaining Unit Salary Schedule Range 126, Step 6, 40 hours per week, 12 months per year, School of Admissions, Records, and Enrollment Services, Irvine Valley College, effective March 31, 2014.
3. ⁴CASILLAS, MEGHAN, ID #16831, Office Assistant, Pos. #3519, Classified Bargaining Unit Salary Schedule Range 113, Step 2, 19 hours per week, 11 months per year, Career Center, Division of Transfer Center and Special Programs, Saddleback College, has been given a temporary change in assignment to Counseling Office Assistant, Pos. #3238, Classified Bargaining Unit Salary Schedule Range 115, Step 2, 29 hours per week, Division of Transfer Center and Special Programs, Saddleback College, effective January 27, 2014. This is a temporary reassignment for Maryam Afshari, who is on leave.

⁴ Correction to effective date of temporary assignment, as approved by the Board of Trustees on February 24, 2014

G. OUT OF CLASS ASSIGNMENTS - Continued

4. LEATHERMAN, MARY, ID #19447, Dispatcher/Records, Pos. #4782, Classified Bargaining Unit Salary Schedule Range 119, Step 1, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, has been given a temporary change in assignment to Lead Dispatcher, Pos. #4721, Classified Bargaining Unit Salary Schedule Range 123, Step 1, 40 hours per week, Office of Campus Safety and Security, Irvine Valley College, effective March 4, 2014 through March 7, 2014. This was a temporary reassignment for Sandrina Theriault, who was on leave.
5. MAROTTA, RINA, ID #14146, Clerical Assistant, Pos. #4479, Classified Bargaining Unit Salary Schedule Range 113, Step 3, 20 hours per week, 10 months per year, Office of Community Education and Contract Education, Irvine Valley College, has been given a temporary change in assignment to Administrative Assistant, Pos. #3279, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, Child Development Center, Office of Student Services, Irvine Valley College, effective March 10, 2014. This is a temporary replacement for Sally Leonard, who received a change in status.
6. MCGANN, KATHLEEN, ID #10794, Admissions & 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, has been given a temporary change in assignment to Senior Admissions & Records Specialist, Pos. #3378, Classified Bargaining Unit Salary Range 126, Step 2, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, effective March 12, 2014. This is a temporary replacement for Constance Harrington, who retired.
7. NGUYEN, VINCENT, ID #8500, Senior Admissions and Records Specialist, Pos. #3337, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 126, Step 4, 40 hours per week, School of Admissions, Records, and Enrollment Services, Irvine Valley College, temporary assignment ends on March 30, 2014, returns to permanent assignment as Admissions and Records Specialist II, Pos. #4460, Classified Bargaining Unit Salary Schedule Range 120, Step 6, 40 hours per week, 12 months per year, School of Admissions, Records, and Enrollment Services, Irvine Valley College, effective March 31, 2014.
8. PALMER, JAMES, ID #17332, Public Safety Assistant, Pos. #4735, Classified Bargaining Unit Salary Schedule Range 113, Step 2, 25 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College has been given a temporary change in assignment to Dispatcher/Records, Pos. #4782, Classified Bargaining Unit Salary Schedule Range 119, Step 1, 40 hours per week, Office of Campus Safety and Security, Irvine Valley College, effective March 4, 2014 through March 7, 2014. This is a temporary reassignment for Mary Leatherman, who was in a temporary assignment.
9. RAMIREZ, ESTEBAN, ID #5758, Custodian, Pos. #1268, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, has been given a temporary change in assignment to Building Maintenance Worker, Pos. #3844, Classified Bargaining Unit Salary Range 124, Step 2, 40 hours per week, Office of Physical Plant, Irvine Valley College, effective March 3, 2014. This is a temporary replacement for a Ramon Montiel, who is in a temporary assignment.

G. OUT OF CLASS ASSIGNMENTS - Continued

10. TIMPSON, NATALIE, ID #19569, Financial Aid Specialist, Pos. #4288, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 25 hours per week, 12 months per year, Financial Aid, Office of Student Services, Saddleback College, has been given a temporary change in assignment, and increase in hours pursuant to Article 7.3.1.1 of the CSEA contract, to Financial Aid Specialist, Pos. #3403, Classified Bargaining Unit Salary Schedule Range 125, Step 2, 40 hours per week, Financial Aid, Office of Student Services, Saddleback College, effective October 10, 2013 through May 31, 2014. This is a temporary replacement for Phuong Vu, who has been temporarily reassigned.
11. VU, PHUONG, ID #15426, Senior Financial Aid Specialist, Pos. #4864, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 129, Step 5, 40 hours per week, Financial Aid, Office of Student Services, Saddleback College, temporary assignment has been extended and ends on May 31, 2014, returns to permanent assignment as Financial Aid Specialist, Pos. #3403, Classified Bargaining Unit Salary Schedule Range 125, Step 6, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Saddleback College, effective June 1, 2014.

H. LEAVE OF ABSENCE

1. GRIFFIN, SANDRA, ID #15229, Human Resources Specialist, Pos. #3516, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Office of Human Resources, District, has been granted an unpaid leave of absence for three months, with benefits, effective January 27, 2014 through April 26, 2014.

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. CHRISTENSEN, STUART, ID #11551, Laboratory Technician, Photography, Pos. #4921, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 25 hours per week, 10 months per year, School of Fine Arts, Irvine Valley College, resignation effective February 3, 2014. Payment is authorized for any compensated time off. (Permanent Start date: April 1, 2001)
2. DEVUSSER, HENRY, ID #10020, Mailroom Assistant, Pos. #3522, Facilities, Planning and Purchasing, Office of Business Services, District, Classified Bargaining Unit Salary Schedule Range 114, Step 6, 40 hours per week, 12 months per year, resignation effective May 2, 2014, and retirement effective May 3, 2014. Payment is authorized for any compensated time off. (Permanent Start date: April 5, 1999)
3. LOGAN, CAROL, ID #18176, Health Office Assistant, Pos. #3473, Student Health Center, Office of Student Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 115, Step 4, 16 hours per week, 10 months per year, resignation effective March 13, 2014. Payment is authorized for any compensated time off. (Permanent Start date: July 6, 2011)

J. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2013/2014 academic year.

Outreach, Admissions, Records and Enrollment Services, Saddleback College

Akhavan, Shayan	Alavi, Nina	Arjomandi, Shahrzad
Branson, Dakota	Brooks, Dylan	Ghassemian, Pooya
Joveini, Sheena	Khosia, Shiyani	Maclaine, Matthew
Moujtahed, Iman	Pahlavan, Sarvy	Rahmani, Lily
Sedaghiani, Kamran		

Fine Arts and Media Technology, Saddleback College

Aguilar-Roca, Nancy	Babayan, Sandra	Carlisle, Brooke
Carlisle, Heather	Cendejas, Armando	Cudich, Felix Alberto
Espinoza, Eric	Espinoza, May	Fiori, Kay
Garza, Roman	Hauk, Jill	Klingbeil, Kenton
Kovaleva, Lyuba	Love, Bob	McFadden, Shauna
McNamara, Maryann	Nelson, Paul	Patel, Varsha
Pettus, Richard	Price, David	Price, Jeff
Rios, Ulises	Roe, Annika	Roe, Carla
Russo-Neustadt, Amelia	Scheller, Jeannette	Siu, Jessica
Siu, Madyson	Siu, Wendy	Stombaugh, Briana
Tate, Patrick	Tucker, Maryann	Valentine, Michael
Vanderboscl, Carl	Whelan, Andrew	Whyte, Betty
Woodworth, Brian	Zuill, Danny	

Health Sciences and Human Services, Saddleback College

Bahr, Holly	Renfro, Lorita	Whitt, Theresa
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Humanities and Languages, Irvine Valley College

Aguilar, Diana	Nakamura, Mami	Napnari, Houssame
Sung, Grace		

Kinesiology and Athletics, Saddleback College

Claypool, Eric	Maruma, Stella	Padgett, Matthew
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Health Science, Kinesiology and Athletics, Irvine Valley College

Mahle, Curt	Xiao, Zebin
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Liberal Arts, Saddleback College

Wainwright, Matthew

Life Sciences, Mathematics, Computer Science and Engineering, Irvine Valley College

Cheng, Charlie	Shirazi, Roksana
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Learning Assistance Program, Online Education and Learning Resources, Saddleback College

Demetrio, Carmen	Mattocks, Joseph	Mendoza, Amanda
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Safety and Security, Saddleback College

Seymour, Anastasia

J. VOLUNTEERS - Continued

The following individuals are to be approved as Volunteers for the 2013/2014 academic year.

Child Development, Social and Behavioral Sciences, Saddleback College

Leon, Erik

Transfer, Career and Special Programs, Saddleback College

Abzakh, Nawal	Arreola, Erica	Beltran, Griffin
Branson, Krysta	Buffham, Molly	Cho, Moses
Filtz, Henry	Fogt, Donna	Forrest, Cathy
Gabold, Ginger	Hurley, Sarah	Hvertero, Ivan
Lupher, Anton	Renner, Carmen	Regas, Rima
Seyed, Natasha	Thaete, Nicole	Valadez, Rocio
Volk, Dallas	Weiss, Kathy	Woltman, Veronica

ATTACHMENT 1

South Orange County Community College District

BENEFITS SPECIALIST, JC ID #243- Classified Bargaining Unit Salary Schedule Range 127

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 assigned supervisor, performs a variety of complex, technical, and paraprofessional duties involved in support of District employee benefits programs including insurance, enrollment, eligibility, and orientation functions; provides consultation, technical assistance and liaison services related to employee benefits, and other assigned areas; provides administrative and clerical support to administrative staff; and may provide assistance to other departmental staff as needed.

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 a variety of specialized duties in support of District employee benefits programs including insurance, enrollment, eligibility, and orientation functions; administer and assist in implementing District employee benefits programs and coordinate the daily functions of the fringe benefits program in accordance with established laws, rules, regulations, policies, and procedures.
2. Provide various services related to health, welfare, and other employee benefits programs; coordinate activities to assure employees receive appropriate health and other benefits and proper distribution of various fees and disbursements.
3. Conduct open enrollment activities for District employees; enroll, add, and delete employees and dependents to and from various benefit plans; review, process, and assist employees with completing a variety of enrollment forms and applications; determine eligibility for benefits.
4. Provide consultation to employees concerning employee benefits programs, insurance, and eligibility; respond to inquiries and provide detailed and technical information concerning related plans, options, claims, laws, codes, regulations, processes, policies, and procedures.
5. Serve as a liaison between District administrators, personnel, and outside agencies concerning assigned benefits; resolve benefit issues and conflicts in a proper and timely manner; work with insurance agencies to assure employees are provided with appropriate benefits.
6. Meet and confer with employees concerning employee benefits; conduct benefit orientations for new employees; distribute informational materials and enrollment forms and explain health, disability, and various other benefits programs and related deductions, options, and eligibility guidelines.
7. Distribute, collect, review, prepare, process and evaluate eligibility of benefit forms and applications; verify accuracy and completeness and make corrections as needed; assist employees with completing forms and applications as needed.
8. Research, compile, and evaluate a variety of benefits data and information; prepare and maintain various records, reports, and files related to benefits, plans, insurance, personnel, claims, and injuries.
9. Process and reconcile payments for insurance; collect premium payments as needed; calculate, prepare, process, revise, and assure accuracy and proper distribution of various payments and disbursements; monitor and follow up on status of employees on leave.
10. Coordinate communications between employees, other District departments, providers, claims administrators, consultants, outside organizations, and various state and federal agencies to assure smooth and efficient functioning of employee benefits programs.
11. Input and update a variety of employee and benefits data in assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate a variety of computerized documents, lists, and reports; assure accuracy of input and output data.

South Orange County Community College District
Page 2 - Benefits Specialist

12. Compose, distribute, and respond to a variety of correspondence; prepare and develop various benefits forms to meet departmental needs.
13. Communicate with personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
14. Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
15. Assist in assuring cost-effectiveness of the District's employee benefits programs; research, evaluate, and recommend benefit options to reduce costs; provide technical recommendations concerning employee benefits changes, additions, policies, and procedures.
16. Maintain current knowledge of various employee benefits programs and related laws, regulations, legislature, policies and procedures; keep current with and notify employees of mandated and negotiated changes affecting employee benefits programs.
17. 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:

Fundamental principles and practices of benefit administration including insurance, enrollment, eligibility, and orientation functions.
Methods, practices, terminology and procedures used in benefits administration.
Employee benefit packages and insurance programs.
Employee benefits enrollment practices and procedures.
Mathematical principles.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and procedures of confidential record keeping and filing.
District benefit policies and procedures.
Principles of business letter writing and basic report preparation.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Pertinent federal, state, and local codes, laws, and regulations pertaining to benefit administration operations and practices, COBRA, and related areas.

Ability to:

Perform a variety of technical and paraprofessional duties related to the benefits function.
Provide technical training, information and assistance to others concerning benefit laws, policies and procedures.
Administer and assist in implementing District employee benefits programs and coordinate the daily functions of the fringe benefits program.
Provide consultation to employees concerning employee benefits programs, insurance, and eligibility.
Review, evaluate, and determine eligibility and benefit amount.
Enroll, add, and delete employees to and from various benefit plans.
Review, process, verify, and evaluate a variety of forms and applications.
Conduct benefit orientations for new employees.
Serve as a liaison between personnel, administrators, and various outside agencies.
Plan and organize work to meet changing priorities and deadlines.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.

South Orange County Community College District
Page 3 - Benefits Specialist

Ability to:

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

Work confidentially with discretion.

Understand and follow oral and written instructions.

Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to two years of college level course work in human resources, business administration or a related field.

Experience:

Two years of employee benefits experience.

License or Certificate:

Possession of a Certified Employee Benefits Specialist certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

ATTACHMENT 2

South Orange County Community College District

DIRECTOR OF THE STUDENT SUCCESS AND SUPPORT PROGRAM, JC ID # - Classified Manager - Integrated Academic and Classified Administrators and Managers Salary Schedule Range 11

DEFINITION

To plan, develop, organize, coordinate, direct, review and evaluate the operations and activities of the Student Support and Success Program at Irvine Valley College, including the matriculation process; ensure the timely development, implementation and promotion of program services, events, operations and activities; coordinate assigned activities with other College programs and departments and outside agencies; select, hire, supervise and evaluate assigned staff; and provide responsible and complex administrative support to the Dean of Enrollment Services.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Enrollment Services or President's designee.

Exercises functional and technical supervision over specialists and support staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, coordinate, direct, review and evaluate the operations and activities of the Student Support and Success Program, including the matriculation process; develop and implement program objectives, policies and procedures; and assure consistency of goals, objectives, policies and procedures with those of the college and the district; develop work processes that facilitate attainment of established program goals and objectives.

Organize, coordinate and supervise the day-to-day activities and operations of the assessment staff; develop, schedule, assign, direct, manage, review, monitor and evaluate program operations, activities and staff to ensure efficient delivery of services to students; and assure program compliance with State regulations and District policies and procedures.

Provide technical information and assistance to students, staff, faculty, administrators and others concerning Student Success and Support program requirements, interpret policies and regulations and determine appropriate courses of action in unusual and complex circumstances.

Promote awareness of the college's matriculation processes; develop advertising and marketing plans and materials, including flyers, website, and social media.

Schedule and coordinate orientation and assessment sessions and participate in outreach programs; oversee the process for clearing of prerequisites and the evaluation of transfer equivalencies.

Train, supervise and evaluate the performance of assigned professional and support personnel; delegates and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate student needs for information and assistance; establish and monitor timelines and prioritize work.

South Orange County Community College District
Page 2 - Director of the Student Success and Support Program

Develop and recommend matriculation and student equity plan program budgets, monitor budgets to ensure that expenditures and operations remain within established budget limitations; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials, and supplies; implement mid-year budget adjustments; and authorize expenditures according to District policies and applicable regulations; and prepare fiscal reports as directed.

Prepare and maintain detailed and comprehensive records and files regarding the assigned program; research and respond to inquiries from federal, State and local agencies; compile and analyze data related to program participation and evaluation; and oversee data collection for accurate MIS reporting; ensure compliance with District policies and procedures and State and federal laws related to assigned program; review and certify the accuracy of data concerning program participation.

Prepare and submit a variety of statistical and narrative reports, proposals and recommendations related to area of responsibility; coordinate and respond to periodic audits.

Coordinate program activities, events and special activities with other student services functions and instructional programs; serve on college and District committees, task forces and other work groups; provide technical expertise concerning Student Success and Support Programs, including the matriculation process.

Learn and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner.

Maintain current knowledge of the regulations, policies and program requirements, including computer hardware and software enhancements; work with Information Technology personnel on a continual basis to assist in improving relevant computer systems; conduct workshops for faculty and staff as needed.

Serve as part of the management team in the Division of Enrollment Services.

Coordinate special activities, events and program activities with other student services functions and instructional programs; serve on college and District committees, task forces and other work groups; provide technical expertise concerning the college's matriculation process.

Prepare and submit a variety of statistical and narrative reports as needed, such as annual recap data and special reports, proposals, recommendations and other materials as requested; and coordinate and respond to periodic audits.

Communicate with instructional and student services program personnel, College and District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities and increase student enrollment and community involvement.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding the Student Success and Support Program, including the matriculation process.

Perform related duties as assigned.

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Page 3 - Director of the Student Success and Support Program

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

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

Education:

A Bachelor's Degree from an accredited college or university preferably in a discipline related to the assignment, such as Public or Business Administration, Marketing, Public Relations, Social Sciences, Liberal Studies, Psychology or Sociology. A Master's Degree is highly desirable.

Experience:

At least five years of increasingly responsible experience working in a community college student services program involving the matriculation process, including at least one year of lead or supervisory experience.

LICENSES OR OTHER REQUIREMENTS:

Must possess a valid unrestricted California Driver's License; the use of a personal vehicle for local travel in performance of job duties will be required on an occasional basis.

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.

Budget preparation and administration.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

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

Development and coordination of a student success and support program at a community college.

District and College organization, operations and objectives.

Information management systems as applied to office automation, spreadsheets, and standard accounting procedures.

Interpersonal skills including tact, patience and diplomacy.

Marketing, promotion and public relations techniques.

Modern principles, practices, methods and techniques of administration.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills to include public speaking.

Orientation and assessment programs, operations and procedures.

Planning and organizational skills.

Preparation, publication and distribution of informational and promotional materials.

Principles and practices of financial record-keeping and reporting.

Principles and practices of training, supervision and performance evaluation.

Principles of business administration, management, marketing and record keeping.

Ability to:

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

Collect, compile and analyze data.

South Orange County Community College District
Page 4 - Director of the Student Success and Support Program

Ability to:

Communicate clearly, concisely and effectively, both orally and in writing, with a wide range of administrators, faculty, staff, students and others outside the District.

Develop, implement and evaluate the delivery of an effective student success and support program.

Develop, implement, manage, monitor and evaluate the delivery of matriculation services.

Draft, edit and submit copy for college publications on the College's matriculation services.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

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

Expand and oversee the global marketing efforts of the college relative to the recruitment of international students.

Interpret, apply and explain applicable federal, State and local laws, regulations and policies.

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

Maintain current knowledge of assigned community college student services program.

Maintain the security of confidential materials.

Operate applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate office equipment such as computer, printer, and copier.

Plan and organize work.

Plan, organize, coordinate and direct the activities of the Student Success and Support program.

Prepare and administer budgets for assigned program areas.

Prepare effective letters, press releases and promotional materials.

Prepare and present oral and written reports and recommendations.

Provide leadership to the college on issues related to student success and support.

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

Respond to requests and inquiries from the public.

Train, lead, direct, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals including student recruitment and retention.

Work independently with minimum administrative direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are typically performed at a counter or desk using a computer; subject to noise from office equipment operation; frequent interruptions and contact with students, staff and the general public. At least minimal environmental controls are in place to assure health and comfort.

South Orange County Community College District
Page 5 - Director of the Student Success and Support Program

Physical Demands

Incumbents regularly sit or stand for long periods, walk short distances on a regular basis, travel to various locations on and off campus to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Created by Marlys Grodt and Associates, March 2014

ATTACHMENT 3

South Orange County Community College District

MEDIA PRODUCTION SPECIALIST, JC ID # - Classified Bargaining Unit Salary Schedule Range 136

SUMMARY DESCRIPTION

Under general supervision from supervisory and/or management staff, is responsible for a wide variety of technical activities involved in the production, broadcast and streaming of programs; coordinates and participates in pre-production, production, and post-production activities; works collaboratively with faculty, students, and outside community organizations providing expertise in studio and field productions; programs the college's media outlets as assigned; writes, produces, and directs programming for a variety of formats; creates digital images for inclusion in the college's bulletin board service on the cable channel; interfaces with Board Members, the Chancellor, College President, faculty members, support staff, outside agencies, and members of the community as appropriate to assignment; installs, maintains and operates all related equipment; researches innovations in technology and advises on equipment needs to remain current; meets with the faculty and staff to clarify needs and determine technical equipment, support personnel as related to assignment, and applicable timetables; assists and coordinates with faculty, staff and students as related to all productions, activities, and events in a classroom or studio setting; provides direct instructional assistance and support to faculty in a classroom setting and supervises students under the direction of the faculty; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a technical expert level that demonstrates a high level of initiative and expertise in studio and field productions. Employees in this class work independently and/or collaboratively with faculty, students, and outside organizations to produce, write, and direct media programming as assigned. As a technical expert, employees assist faculty in developing programs for classroom use with current delivery methods. Employees may serve as a lead worker on assigned projects, are required to be fully trained in all procedures related to assigned area of responsibility. Individuals may have specific assignments within the broad field of media production but are expected to acquire knowledge over time to assist others within this classification in order to meet changing workload demands.

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. Oversee and coordinate with assigned staff and students the production, direction, streaming, and broadcasting of meetings and programs including but not limited to news shows, talk shows, travel shows, magazine format shows, educational shows, and others; as necessary and appropriate to assignment, provide lead direction.
2. Plan, organize and review the work of students and assigned staff; ensure that deadlines are met and the products meet client needs; review technical quality of programs and make recommendations for improvements; ensure program content is in compliance with established regulations and licensee standards.
3. Train and provide work direction to assigned staff, students and student workers regarding the operation of video and audio equipment and software used to produce radio and television programs in a classroom setting under the direction of an instructor.

South Orange County Community College District
Page 2 - Media Production Specialist

4. Assist in recommending goals and objectives and develop policies and procedures for media production; develop, prepare and monitor budgets; research new and emerging technological advancements and recommend purchases in accordance with established policies and budget constraints.
5. Advise faculty, students, and administrative staff on available media production services and equipment capabilities; assist in developing programs and projects that meet their needs, goals and objectives.
6. Direct broadcasting of telecourses and informational materials aired on the cable channel and radio station with assistance from assigned staff and students; respond to questions and troubleshoot problems and malfunctions; coordinate media production requests with students, staff and departments.
7. Direct and participate with students and assigned staff during studio and field productions and requested media products; produce, write, and direct audio and video for distribution via cable or internet; oversee personnel and subjects involved in productions; respond to questions from clients; meet with the faculty and staff to clarify needs and determine technical equipment, support personnel as related to student involvement, and timetables necessary to student films; assist and coordinate with faculty and students as related to all productions, activities, and events in a classroom setting; provide direct instructional assistance and support to faculty in a classroom setting and supervise students under the direction of the faculty.
8. Participate with college and district faculty and staff in the creation of pages and/or digital still images for placement on the cable channel as assigned.
9. Develop program schedule for the college's media outlets as assigned; input schedule into respective playback systems; transcode and encode programs into digital formats appropriate for distribution outlets, including cable channel, radio stations, video-on-demand servers, and websites; ensure timely airing of all instructional programs for students.
10. As assigned, ensure that videos produced are closed captioned.
11. Participate with staff in the installation, operation and maintenance of a variety of equipment, computers, and applications including microphones, recording and playback hardware and software, cameras, monitors, control units, editors, lighting and other equipment; demonstrate proper use and operation of equipment; evaluate and recommend major equipment and software purchases, repair and replacement; provide direct instructional assistance and support to the students under the direction of the faculty.
12. Accompany students on field assignments and operate camera during news reporting; assist in other field productions as necessary; provide direct instructional assistance and support to the students under the direction of the faculty.
13. Maintain accurate inventory of media equipment; schedule equipment use; record loaned and borrowed equipment; ensure proper condition upon return; maintain inventory records.
14. Assist in purchasing equipment and supplies as assigned; research products; create requisitions; coordinate purchases with other divisions including purchasing, accounting, and warehouse; work with vendors in the acquisition of equipment, computer hardware and software.
15. Attend and participate in professional group meetings; review publications, journals and literature to stay abreast of changing communication technologies and philosophies related to assigned area of responsibility.
16. Interact with Board Members, the Chancellor, the College President, faculty members, support staff, outside agencies, and members of the community as appropriate to assignment; respond to questions and inquiries; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
17. Coordinate the receiving and/or delivering of broadcast programs to and from other entities.
18. Maintain and update college media outlet schedules, websites, and other publications as necessary.

South Orange County Community College District
Page 3 - Media Production Specialist

19. Assist faculty in the instructional program including creation of class schedules with room use and equipment requirements to be considered.
20. 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:

Communications and media technologies, including the various systems and procedures related to television and radio broadcasting and streaming.
Professional media and communications standards.
Principles and practices of electronic journalism production.
Principles and practices of broadcasting, streaming, and media production and programming.
Methods, techniques, and equipment used in the production of television and radio programming.
Principles of directing live audio and video productions.
Principles of the creation and manipulation of two and three dimensional images.
Operational characteristics of audio and video equipment used in the area of assignment.
Computers and specialized media software applications and related concepts.
Principles and practices used in troubleshooting various hardware and software application problems.
Methods and techniques of providing training to faculty and staff on software applications.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and practices of training and providing work direction to students and assigned staff.
Budget preparation and monitoring.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Research, write, produce and direct a variety of radio and television programs.
Organize and coordinate broadcasting and streaming activities and ensure optimum use of equipment and facilities.
Operate a variety of equipment and computer hardware and software involved in media programming, production, and distribution.
Edit programming using digital editing software.
Create and manipulate two and three dimensional images.
Create high quality DVDs including the use of chapters.
Train and provide work direction to other staff and students.
Assign and review the work of assigned production and technical staff and students.
Analyze, troubleshoot and apply problem solving skills to technical problems.
Respond to critical broadcast problems after normal working hours.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Remain current with changing practices and technology used in media production.
Prepare and administer budgets.
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

South Orange County Community College District
Page 4 - Media Production Specialist

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, broadcasting or a related field.

Experience:

Three years of increasingly responsible audio and video program development and equipment operation experience that involves the use of current technology.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Work is performed in indoor and outdoor environments; travel from site to site; work at heights on scaffolding and ladders; exposure to noise, dust, radiant and electrical energy and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; At least minimal environmental controls to assure health and comfort. Positions may be required to work evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in indoor and outdoor environments; 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.

Updated by Forsberg Consulting Services, March 2014

ATTACHMENT 4

South Orange County Community College District

RISK MANAGER, JC ID #655 - Classified Manager - Integrated Academic and Classified Administrators and Managers Salary Schedule Range 12

DEFINITION

To plan, organize, coordinate, manage, control and evaluate the functions, programs, services and activities assigned to the Risk Management section of District Business Services, including workers' compensation, property, and liability; ensure that programs are operating within the appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; report, investigate and coordinate all claims with the District's third party administrator; prepare and submit accurate reports, as required, according to established timelines; coordinate assigned activities at the District and college levels; and provide highly complex staff assistance to the Executive Director of Fiscal Services and Comptroller.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice Chancellor of Business Services and immediate supervision and technical work direction from the Executive Director of Fiscal Services and Comptroller.

Exercises direct supervision over subordinate staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Plan, develop, organize, coordinate, manage and evaluate the risk management programs, services, operations and activities of the District.

Serve as the District contact person with injured employee(s), hospital and clinic personnel, physicians, employee supervisors and District's third party administrator to obtain and provide information on the employee's status and District liability; answer inquiries regarding District insurance programs; act as liaison between student accident insurance carrier and students at Saddleback College and Irvine Valley College.

Assist the Executive Director of Fiscal Services and Comptroller in forecasting short-range and long-range District costs involved in risk management; assist in preparing multi-year projections analysis for the Vice Chancellor of Business Services, Board of Trustees, District management, and other interested parties.

Ensure that all risk management operations and activities of the District are performed according to legal requirements; ensure the timely and accurate processing of payments and depositing of receipts; and ensure the timely and accurate maintenance of all risk management records the District, both colleges and their ancillary organizations, including Associated Student Government (ASG) and Foundation.

Assist the Executive Director of Fiscal Services and Comptroller with planning, developing and implementing risk management policies and controls; develop, implement and maintain appropriate methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

South Orange County Community College District
Page 2 – Risk Manager

Serve on committees, task forces and other work groups as needed; provide technical expertise and guidance regarding areas of responsibility; research, analyze and resolve problems; find solutions and improve operations while keeping an open mind and complying with legal requirements and established procedures.

Assist District and College management and staff in developing, preparing, maintaining and reporting records related to risk management; maintain records and files on work related injury cases, liability and property claims; record all communication from physicians and attorneys regarding status of such claims.

Communicate with employees, insurance carriers, vendors, representatives of State and federal agencies, social service organizations and others to coordinate programs and activities.

Participate in the identification of hazards and any safety issues pertaining to all District sites and facilities to ensure success of the Injury and Illness Prevention Plan and to minimize insurance losses.

Appraise workstations for employees needing ergonomics assessment and reasonable accommodations in order to comply with the Americans with Disabilities Act; address and correct ergonomic issues to reduce continuous trauma claims and comply with the Early Return to Work Program.

Coordinate and appraise medical claims issues for employees and students; delegate issues to various medical insurance providers and consultants to achieve timely resolution of claims; initiate claims review with insurance carriers to discuss, plan and establish guidelines to settle claims or develop a plan of action to reach timely resolution of open claims.

Participate in mandatory settlement conferences, hearings, trails and depositions pertaining to workers compensation claims to encourage a fair settlement for all affected parties.

Instruct employees, students and the public on accident reporting and claims procedures; inform District employees about insurance coverage and solutions for insurance problems; coordinate and administer malpractice insurance for physicians working at college health centers.

Interpret, understand, apply and explain local, County, State and federal government laws and risk management practices and ensure legal compliance; inform, guide and monitor District and college staff, and vendors regarding legal compliance.

Receive and prepare reports of work related injury or illness; determine and authorize appropriate medical treatment; coordinate claims reporting and investigation with District third party administrator; prepare reports and maintain logs as required by the State of California and other governing agencies.

Train, guide, supervise, support and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group.

Prepare, administer and monitor annual budgets for area of assignment; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.

South Orange County Community College District
Page 3 – Risk Manager

Maintain current knowledge of changes, concepts, methods, requirements, regulations and policies for assigned programs, including computer programs and software enhancements.

Serves as chairperson of District-wide safety committee; make oral presentations at various gatherings; conduct workshops to provide specialized information regarding risk management; assure the development and dissemination of information related to new or revised automated systems, requirements or regulations affecting assigned areas of fiscal operations and services.

Perform other related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

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

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration or a closely related field with an emphasis on insurance, risk management or contract law.

Or an Associate of Arts degree with major course work in insurance, risk management or contract law and an additional two years of directly-related experience as a risk manager in a public agency.

Experience:

Five years of increasingly responsible professional risk management experience, including two years in a lead or supervisory capacity.

Licenses and Other Requirements:

A valid California driver's license. Certification as an Associate in Risk Management (ARM) is desirable.

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations, including laws regulating public risk management and insurance operations.

Automated system capabilities and limitations, including mainframe and personal computers.

Interpersonal skills including tact, patience and diplomacy.

Modern office practices, procedures, methods, and equipment.

Modern principles and practices of risk management, including loss control, safety and multi-lines claims handling.

Oral and written communication skills, including correct English usage, spelling, grammar, punctuation and composition.

Principles and practices of training, supervision and performance evaluation.

Principles, procedures and practices of budget development and administration.

Principles, procedures and technical aspects of workers' compensation, and liability claims administration.

Program analysis and revenue forecasting.

Terminology and practices of medical treatment.

South Orange County Community College District
Page 4 – Risk Manager

Ability to:

Analyze and interpret records related to risk management.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Collect, compile and analyze data.
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
Design and install new and improved record keeping systems for areas of assignment.
Develop, implement and manage methods and procedures for areas of assignment.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
Interpret, apply and explain applicable District policies and procedures.
Interpret, apply and explain applicable local, State and federal laws, codes and regulations.
Learn basic insurance bookkeeping practice and procedures.
Learn the District organization, operations and policies.
Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.
Operate modern office equipment such as computer, printer, calculator, copier and fax.
Organize, coordinate, manage and implement comprehensive risk management programs and services, including insurance and safety.
Participate in forecasting current and future loss control programs and services.
Perform accurately under changing work priorities.
Plan and organize work to meet schedules and timelines.
Prepare and administer budgets for assigned program areas.
Prepare complex and comprehensive financial or statistical data, summaries, statements, reports and analyses.
Prepare oral and written reports and recommendations.
Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
Work independently with minimum direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to contact with administrators and other personnel, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort. Occasionally travels to employees' work locations or other locations to observe environment or attend meetings.

South Orange County Community College District
Page 5 – Risk Manager

Physical Demands

Incumbents regularly sit or stand for long periods of time; walk short distances on a regular basis; travel to various locations to attend meetings and conduct work; use hands and fingers to operate an electronic keyboard or other office machines; bend at the waist; reach over head, above shoulders and diagonally with hands and arms; stoop or kneel or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, push, pull and carry and/or move objects weighing up to 25 pounds.

Updated by Marlys Grodt and Associates, March 2014

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Request to Rescind Spring 2015 Sabbatical
ACTION: Approval

BACKGROUND

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the Academic Employee Master Agreement.

On January 27, 2014, the Board of Trustees approved the sabbatical projects of 15 faculty members for the 2014-2015 academic year, including Kay Ryals, English Professor, School of Humanities and Languages, Irvine Valley College, for Spring Semester 2015.

STATUS

For personal reasons and professional reasons, Kay Ryals has asked that approval of her sabbatical leave for Spring 2015 be rescinded.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the request to rescind approval of sabbatical leave for Kay Ryals for the Spring 2015 semester.

TO: Board of Trustees
FROM: Gary L. Poertner, 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 the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

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>
2/25/14 6:00 pm	BGS 200	Larissa Bull	FASH/BUS 143 Buying/ Merchandising	Danny Reyes	Apparel Design and Merchandising
2/28/14 8:30 am	TAS 123	Raj Dhillon/ Vince Pollizi	Auto 100	Dean Freed	Hazardous Waste and Recycling Oil
3/14/14 12:45 pm	BGS 119	JD Nowland	Fashion 207	Angel Martinez	Sustainable Scandals as Business Model
3/18/14 6:00 pm	BGS 200	Larissa Bull	FASH/BUS 143 Buying/ Merchandising	Melissa Vertheim	Merchandising and Operations
4/4/14 12:00-1:00pm	BGS 245	Naomi Chianese	Women's Studies 10	Corina Scott	Female Athletes in Male- Dominated Sports
4/23/14 6-8:00pm	SSC 212	Advisor: Morgan Barrows; John Richards	Student Club/ St. Dev Office "Environmental Awareness Club"	Ray Hiemstra; OC Coastkeeper	Desalination
5/23/2014 9:00 am	Gymnasium	Tod Burnett	SC Commencement Speaker	Jim Mooney	Graduation

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>
2/11/14 7-9:50am	BSTIC 119	Dr. Pauline Merry	Women Studies (WS) 20	Pat Magee & Nolan	LGBTQ Rights
3/11/14 7-9:50am	BSTIC 119	Dr. Pauline Merry	WS 20	Rene Fox	Woman Artists
4/15/14 7-9:50am	BSTIC 119	Dr. Pauline Merry	WS 20	Sherry Harris	Sex Trafficking
4/22/14 7-9:50am	BSTIC 119	Dr. Pauline Merry	WS 20	Amy Streaval	Women's Reproductive Health
4/29/14 7-9:50am	BSTIC 119	Dr. Pauline Merry	WS 20	Thea Iberall	Women's History
5/6/14 7-9:50am	BSTIC 119	Dr. Pauline Merry	WS 20	Kristen Pankratz	Mental Health
5/20/14	BSTIC 119	Dr. Pauline	WS 20	Andrea Riggs	"Wake Up American

7-9:50am		Merry			Women"
5/23/14 5:00pm	Live Oak Terrace (LOT)	Glenn Roquemore	IVC Commencement Speaker	Scott Lay	Graduation

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports (EXHIBIT A) about projected basic aid receipts and approved projects.

STATUS

As of February 28, 2014, total estimated Basic Aid receipts are \$519.4M, and total approved projects are 507.7M. The balance of \$11.7M includes the reserve of \$7.8M, and unallocated funds of \$3.9M.

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.

Changes from the February, 2014 report includes a Basic Aid reallocation of funds between two Irvine Valley College projects approved by the Board of Trustees last month.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
March 31, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	166,258,363	151,126,393	7,520,626	3,582,102	3,818,817	177,023	33,403
CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	378,837	215,312	144,365	738	140,555	120,193
ATEP Building Demolition (2007)	13,700,000	61,693	12,192	1,439,404	781,124	109,025	11,296,561
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	12,197,558	6,208,934	2,390,930	1,798,762	507,119	564,290	727,523
ATEP Site Development (2012)	340,436				31,948	98,851	209,637
ATEP Site Development (2013)	4,100,000					693,427	3,406,573
ATEP Site Development Negotiations (2008)	4,265,883	1,979,700	592,509	618,846	322,921	652,433	99,475
ATEP Staffing, Equipment, Program Development (2007)	891,611	20,689	171,285	346,066	291,119	7,785	54,667
IVC A200 Success Center (2014)	46,095						46,095
IVC A400 Bldg Remodel (2011)	13,013,000				28,153	608,333	12,376,514
<i>IVC ATEP Swing Space (2014)</i>	<i>984,000</i>						<i>984,000</i>
IVC Defects Performing Arts Center (2014)	1,400,000						1,400,000
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	41,576	45,644	143,803	25,074	2,583,952
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,278					-
IVC Life Sciences Project (2004)	13,490,000	81,776	793,360	448,231	(1,169,892)	693,544	12,642,981
<i>IVC New Parking Lot (2013)</i>	<i>2,026,000</i>						<i>2,026,000</i>
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000		-	215,836	34,022	57,439	92,703
IVC Replace Main Water Valves (2010)	275,000		6,035	76,957	97,311	17,485	77,213
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000		3,088	41,368		78,605	106,939
IVC Science Lab Addition & Remodel (2006)	5,180,000	2,736,299	2,024,161	412,531	-		7,009
IVC SSC HVAC System (2010)	800,000		1,346	19,668	732	12,124	766,130
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Building Repairs - Library Remodel (2003)	12,091,000	77,892	511,511	745,863	1,817,215	(630,004)	9,568,522
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000				-	12,320	2,609,680
SC Building Repairs - ATAS Building (2003)	6,210,313	153,424	-	13,800	94,380	167,292	5,781,417
SC Building Repairs - ATAS Swing Space Renov (2013)	9,520,687					124,917	9,395,770
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-				1,000,000
SC Fine Arts HVAC Renovation (2013)	4,950,000					2,754	4,947,246
SC Golf Driving Range Net Replacement (2005)	300,000	96,800	5,000	4,950	19,300	42,520	131,430
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115
SC Pool Deck Replacement (2010)	1,500,000		23	1,276,844	189,784	8,121	25,228
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000		166,833	851,935	337,751	63,860	79,621
SC Sciences Building (M/S/E annex) (2003)	67,358,346	29,595	-	258,563	1,840,003	295,740	64,934,444
SC Site Improvements (2008)	12,580,000	-	5,740	212,701	-	1,464	12,360,095
SC SM 12KV Elec Distr Repair (2014)	200,000						200,000
SC SM HVAC PE 100 (2014)	800,000						800,000
SC SM PE 200 Bleacher Repairs (2014)	725,000						725,000
SC SM PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC SM PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000					10,710	739,290
CAPITAL PROJECTS TOTAL	217,353,322	11,896,866	6,940,902	8,972,334	5,367,531	3,858,665	180,317,024
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	900,000						900,000
IVC Sports Facilities (2012)	342,600					702	341,898
SC Central Plant (2013)	750,000					61,780	688,220
SC Energy Management System (2012)	657,400				323,678	333,722	-
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	3,425,000	-	-	-	323,678	396,204	2,705,117.71

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
March 31, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
IT PROJECTS							
Campus Desktop Refresh (2013)	2,250,000					648,198	1,601,802
SOCCCD Awards Management System (2013)	500,000					303,641	196,359
SOCCCD Blackboard Plug-ins (2013)	150,000					2,000	148,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,000,000					230,118	769,882
SOCCCD Document Management Solution (2011)	659,202				622,823	18,731	17,648
SOCCCD DW Hardware Refresh (2014)	505,000						505,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	5,500,000					446,032	5,053,968
SOCCCD Enterprise Backup Solution (2014)	150,000						150,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000					31,386	118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	5,250,000				16,131	150,433	5,083,436
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
HRIS Data Migration	20,000					15,000	5,000
IT Governance - TeamDymanixHE Software	50,000					14,400	35,600
TracDat Integration with SharePoint	36,000					35,964	37
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000					420	19,581
Unified Communications System	50,000					28,928	21,072
IT Contingency	306,855					31,800	275,055
SOCCCD IT Basic Aid Projects (2013)	557,855					126,511	431,344
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770		2,906,089	2,665,868	1,745,944	888,629	538,240
SOCCCD Master Calendar Integration (2014)	300,000						300,000
SOCCCD Matriculation SEP System (2013)	100,000					332	99,668
SOCCCD MySite Message Customization (2014)	150,000						150,000
SOCCCD MySite Security (2014)	50,000						50,000
SOCCCD New Library System (2014)	100,000						100,000
SOCCCD Online Catalog (2014)	125,000						125,000
SOCCCD Predictive Analytics (2013)	250,000					54,052	195,948
SOCCCD Student Information System Enhancement (2013)	3,000,000					1,047,013	1,952,987
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	12,931,624	1,099,661	4,250	22,466	1,350	42,909
SOCCCD Student Success Dashboard (2014)	550,000						550,000
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	5,483,732	1,197,263	923,579	392,177	28,547	11,179
SOCCCD Virtual Desktop (2014)	50,000						50,000
SOCCCD Waitlist Modification (2014)	250,000						250,000
IT PROJECTS TOTAL	52,535,064	18,415,356	5,203,013	3,593,697	2,799,541	3,976,974	18,546,483
OTHER ALLOCATIONS							
IVC Debt Retirement - Energy Loans (2014)	2,316,647						2,316,647
SOCCCD Design/Build Specialty Consultant (2013)	350,000				13,300	91,725	244,975
SOCCCD Dist Union Offices (2014)	100,000						100,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	175,000						175,000
SOCCCD DSA Project Close Out (2013)	280,000					12,256	267,744
SOCCCD Facilities Software System (2013)	1,004,000					309,248	694,752
SOCCCD FPP, IPP, 5 Year Plans (2013)	175,000						175,000
SOCCCD Insurance Deductibles (2014)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	350,000					8,531	341,469
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	510,000	136,354	13,140		117,900	100,578	142,027
SOCCCD Legal Counsel Facility Related Issues (2013)	600,000					35,073	564,927
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	981,697	-	417,291	-	354,083	445,917
SOCCCD Retiree Benefits (2001 - present)	60,027,683	24,917,938	2,500,000	8,000,000	2,600,000	18,489,745	3,520,000
OTHER ALLOCATIONS TOTAL	68,187,318	26,035,989	2,513,140	8,417,291	2,731,200	19,401,240	9,088,457
BASIC AID PROJECT TOTALS	507,759,067	207,474,605	22,177,681	24,565,424	15,040,767	27,810,106	210,690,485

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
March 31, 2014**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>Balance Remaining for 2013/14</i>
Commitments		312,069,823	37,446,916	41,176,493	(9,951,045)	70,406,108	56,610,772
Cumulative Commitments		312,069,823	349,516,739	390,693,233	380,742,187	451,148,295	507,759,067
Receipts		316,195,584	39,022,021	38,737,963	39,301,044	46,888,399	39,269,228
Cumulative Receipts		316,195,584	355,217,605	393,955,568	433,256,612	480,145,011	519,414,239
Cumulative Expenses		207,474,605	229,652,286	254,217,709	269,258,476	297,068,582	507,759,067
Uncommitted Basic Aid Funds		108,720,979	125,565,319	139,737,859	163,998,136	183,076,429	11,655,172

<i>Change from February 2014 Report:</i>	<i>Approved Amount</i>						<i>2013/14 and Forward</i>
<i>IVC New Parking Lot (2013)</i>	<i>(984,000)</i>						<i>(984,000)</i>
<i>IVC ATEP Swing Space</i>	<i>984,000</i>						<i>984,000</i>
<i>Total Change from February 2014 Report</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>

TO: Board of Trustees
FROM: Gary L. Poertner, 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 31, 2014

SADDLEBACK COLLEGE

1. LIBRARY AND LEARNING RESOURCE REMODEL

	Original	Revision	Total
Project Budget:	\$21,124,000	\$1,690,000	\$22,814,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$7,106,000	\$12,091,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04, 6/22/09 and 6/17/13. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$15,673,000 with \$13,673,000 returned to basic aid account.

Status: Project is closed with DSA.

In Progress:

Recently Completed: DSA Close Out

Focus: *This project will be removed from future reports.*

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: February 2014

2. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$8,308,000	\$67,358,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. On October 28, 2013, the Board approved reassignment of funds from existing encumbered funding from

the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

Status: *Underground utility installation underway.*

In Progress: Preparing credits for design portion of the LEED certification. *Construction team is coordinating with campus for soil export to the driving range. Planning for site grading is underway. Coordination of welding protocols and structural steel fabrication is underway.*

Recently Completed: Coordination for utilities re-route and utilities points of connections *is complete*. Reviewing modification to fiber installation to compliment District wide Fiber Installation project *is complete*.

Focus: Infrastructure work preceding soil relocation to portion of golf driving range. *Coordination for pile drilling and rough grading.*

Project Start: March 2011	Scheduled Finish: December 2015
Projected Finish: December 2015	DSA Close Out: Pending

3. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$1,883,000	\$13,580,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$10,138,000	\$13,580,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08. With the project shifting focus from the Loop Road to its secondary effects (Site Improvements), several previously budgeted projects have been integrated into a single project budget for scales of economy: Upper Quad (2008 - \$1M) incorporated into work scope with isolated budget, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000.

Status: Site Improvements includes site-work (relocation of the practice fields), infrastructure (storm drain improvements) and relocation of parking lots at the New Sciences Building in parking lot 5. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: *Stakeholder kick-off meeting and criteria scope development.*

Recently Completed: *Criteria Architect Board Approval and execution of contract.*

Focus: *Project scope development in accordance with project budget.*

Project Start: Phase I-Feb 2010	Scheduled Finish: June 2016
Projected Finish: On Hold	DSA Close Out: On Hold

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$4,254,000	\$6,210,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012 and 10/25/2013. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. On October 25, 2013, the Board approved reassignment of funds from the ATAS renovation project for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a reduced budget equaling \$6,210,000 with an understanding that this project will hold a high priority when requesting future basic aid funding.

Status: DSA is reviewing construction documents.

In Progress: Color selection with Saddleback Campus, CD milestone approvals.

Recently Completed: 100% CD Milestone meeting with Saddleback Campus, IT review of documents.

Focus: Final selection of building colors, native plants, campus milestone approval. *Construction anticipated to begin January 2016 upon completion of the TAS Auto Tech Swing Space project.*

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: April 2017	DSA Close Out: Pending

5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$3,714,000	\$9,521,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$3,714,000	\$9,521,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012 and 6/17/13. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,714,000.00.

Status: Schematic design phase is complete.

In Progress: 50% *Document Design phase.*

Recently Completed: *Schematic design documents, Saddleback campus approvals*

Focus: *Submit 50% Document Design with probable costs for review*

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

6. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$1,000,000	\$3,950,000	\$4,950,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$3,950,000	\$4,950,000

Budget Narrative: Budget reflects Board agenda action on 5/21/2012 and 6/17/13. On May 21, 2012, the Board approved \$1,000,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,950,000.00.

Status: Programming phase underway.

In Progress: Investigating HVAC upgrade requirements.

Recently Completed: Initial presentation of programming scope of work and probable costs.

Focus: Complete programming phase.

Project Start: July 2012	Scheduled Finish: September 2015
Projected Finish: September 2015	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor’s Office FUSION report fiscal year 03-04 and 07-08.

Status: The final Notice of Completion was filed on September 24, 2007.

In Progress: Six *change orders* remain in “Pending” status and must be closed to arrive at DSA close out.

Recently Completed: Resubmittal of required documents to DSA for close out.

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$1,780,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state’s short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$12,843,000 resulting in no need for additional basic aid funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds. Outstanding state reimbursement is \$725,000 which is the remaining portion of the state’s contribution for equipment funding reimbursement.

Status: *Notice of Completion is being presented on the agenda at the March 31 meeting of the Board of Trustees.*

In Progress: *DSA Closeout and Surety negotiations.*

Recently Completed: *Building commissioning was complete on February 28th.*

Focus: Negotiations between Surety and District to resolve added costs of schedule delay.

Project Start: December 2008	Scheduled Finish: July 2012
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Projected Finish: February 28, 2014	DSA Close Out: Pending
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3. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: *Construction documents are at the City of Irvine for final back-check approval. The Irvine Company LLC easement has been finalized and is on this March 31st agenda for Board of Trustees approval.*

In Progress: *District comments have been provided to the City of Irvine on their proposed easement and maintenance agreement for review and discussion.*

Recently Completed: Negotiated final easement language with The Irvine Company.

Focus: Conclude agency negotiations and prepare documents to bid.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2015
Projected Finish: Early 2016	DSA Close Out: Pending

4. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On June 17, 2013 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: The construction documents have been submitted to DSA for review.

In Progress: DSA review of construction documents, design/build team responses to submitted documents.

Recently Completed: IVC review of submitted documents.

Focus: Design Builder to provide responses to 100% CD documents for comment. Ongoing furniture, fixture and equipment selection.

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: May 2015	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Six demolition projects including the ATEP Building Foundations and Infrastructure Demolition are complete.

In Progress: Development of Demolition plans for the property associated with the City of Tustin land exchange.

Recently Completed:

Focus: Ensure that site is left in good condition to meet on-going maintenance needs. *Bid Land Exchange Demo project.*

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: On-going	DSA Close Out: N/A

2. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect has developed the Criteria documents. Programming completed January 2012. IVC Technical Specifications approved during A400 project development. Saddleback College completed review of the technical specifications.

In Progress: Colleges are performing reviews on programming objectives.

Recently Completed: Technical specifications have been prepared for both colleges.

Focus: Development Master Planning to maximize use of site.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	300,000	\$1,004,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012 and 6/17/2013.

Status: Irvine Valley and Saddleback College are beginning to employ the Maintenance Direct portion of the software modules.

In Progress: Coordinate condition assessment and scheduled maintenance information into a graphic representation at State Chancellor's website.

Recently Completed: Analyzed recently completed projects and the associated schedule of values to develop customized cost model(s).

Focus: Upload information with State Chancellor's Office FUSION website. Use available report information to develop scheduled maintenance plan. Perform infrastructure condition assessment.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: January 2014	DSA Close Out: N/A

Project updates for active projects may be viewed at:
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design/project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports 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, 2014 (EXHIBIT A). A review of current revenues and expenditures for FY 2013-2014 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of February 28, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 34,319,623	34,319,623	34,319,623	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 1,437,406	4,638,161	506,740	10.93%
State Sources	8600-8699	16,576,274	19,939,520	11,106,695	55.70%
Local Sources	8800-8899	187,210,910	187,606,956	119,955,506	63.94%
Other Financing Sources	8900-8912			8,682	
Total Revenue		205,224,590	212,184,637	131,577,623	62.01%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 239,544,213	246,504,260	165,897,246	67.30%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 67,332,618	68,711,655	43,264,957	62.97%
Other Staff Salaries	2000-2999	41,249,943	43,060,441	23,039,819	53.51%
Employee Benefits	3000-3999	35,816,180	36,596,646	22,076,408	60.32%
Supplies & Materials	4000-4999	5,090,739	4,982,567	1,829,168	36.71%
Services & Other Operating	5000-5999	20,660,367	22,587,520	10,609,333	46.97%
Capital Outlay	6000-6999	5,781,881	6,452,624	1,906,137	29.54%
Payments to Students	7500-7699	398,441	987,404	323,469	32.76%
Total Expenditures		\$ 176,330,169	183,378,857	103,049,291	56.19%
OTHER FINANCING USES:					
Debt Service	7100-7199	2,254,321	2,316,647	2,316,647	100.00%
Inter Fund Transfers Out	7300-7399	\$ 3,209,000	3,489,806	3,259,806	93.41%
Basic Aid Transfers Out	7300-7399	33,804,051	33,804,051	3,620,000	10.71%
Intra Fund Transfers Out	7400-7499	0	0	8,682	0.00%
Total Other Uses		39,267,372	39,610,504	9,205,135	23.24%
TOTAL USES OF FUNDS		215,597,541	222,989,361	112,254,426	50.34%
ENDING FUND BALANCE		\$ 23,946,672	23,514,899	53,642,820	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 11,717,496	11,655,170		
Reserve for Economic Uncertainties		11,296,568	11,296,568		
College Reserves for Economic Uncertainties		932,608	563,161		
TOTAL RESERVES		\$ 23,946,672	23,514,899		

NOTE: As of February 28, 2013, actual revenues to date were **68.92%** and actual expenditures to date were **53.24%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of February 28, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 9,959,945	9,959,945	9,959,945	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 85,095,866	85,095,866	53,120,859	62.42%
Restricted Budget Allocation		9,097,454	14,440,849	6,399,518	44.32%
Total Revenue		94,193,320	99,536,715	59,520,377	59.80%
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		\$ 104,153,265	109,496,660	69,480,322	63.45%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		\$ 43,634,681	44,401,719	27,808,350	62.63%
Other Staff Salaries 2000-2999		20,664,930	21,962,718	11,515,063	52.43%
Employee Benefits 3000-3999		20,323,819	21,015,320	12,386,315	58.94%
Supplies & Materials 4000-4999		3,643,373	3,748,207	1,271,664	33.93%
Services & Other Operating 5000-5999		8,977,419	10,604,139	4,519,801	42.62%
Capital Outlay 6000-6999		4,110,114	4,351,726	1,460,289	33.56%
Payments to Students 7500-7699		223,929	653,847	179,866	27.51%
Total Expenditures		\$ 101,578,265	106,737,676	59,141,348	55.41%
OTHER FINANCING SOURCES/(USES):					
Debt Service 7100-7199		0	0	0	
Transfers Out 7300-7399		\$ 2,075,000	2,258,984	2,278,984	100.89%
Other Transfers 7400-7499		0	0	8,682	
Total Other Uses		2,075,000	2,258,984	2,287,666	101.27%
TOTAL USES OF FUNDS		103,653,265	108,996,660	61,429,014	56.36%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	8,051,308	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of February 28, 2013, actual revenues to date were **67.64%** and actual expenditures to date were **57.03%** of the revised budget to date.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of February 28, 2014

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		1,544,479	1,544,479	1,544,479	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 47,898,208	47,898,208	31,369,780	65.49%
Restricted Budget Allocation		5,674,197	7,286,377	5,160,868	70.83%
Total Revenue		53,572,405	55,184,585	36,530,648	66.20%
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		<u>55,116,884</u>	<u>56,729,064</u>	<u>38,075,127</u>	67.12%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		21,888,688	22,500,687	14,570,707	64.76%
Other Staff Salaries 2000-2999		12,795,573	13,208,283	7,283,824	55.15%
Employee Benefits 3000-3999		11,506,470	11,595,435	7,162,455	61.77%
Supplies & Materials 4000-4999		1,200,271	986,459	503,606	51.05%
Services & Other Operating 5000-5999		5,092,095	5,533,296	2,595,666	46.91%
Capital Outlay 6000-6999		1,142,667	1,527,364	361,790	23.69%
Payments to Students 7500-7699		174,512	333,557	143,603	43.05%
Total Expenditures		53,800,276	55,685,081	32,621,651	58.58%
OTHER FINANCING SOURCES/(USES):					
Debt Service 7100-7199		0	0	0	
Transfers Out 7300-7399		884,000	980,822	980,822	100.00%
Other Transfers 7400-7499		0	0	0	
Total Other Uses		884,000	980,822	980,822	100.00%
TOTAL USES OF FUNDS		<u>54,684,276</u>	<u>56,665,903</u>	<u>33,602,473</u>	59.30%
LOCATION OPERATING BALANCE		<u>432,608</u>	<u>63,161</u>	<u>4,472,654</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>432,608</u>	<u>63,161</u>		

NOTE: As of February 28, 2013, actual revenues to date were **67.88%** and actual expenditures to date were **60.88%** of the revised budget to date.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending February 28, 2014 (EXHIBIT A). The portfolio is comprised of 49.6% Fixed Funds (Bonds) and 50.4% Common Stocks (Domestic and International). The portfolio's performance increased 2.80% in the month of February, 2014, ending with a fair market value of \$92,015,106. Since inception, the trust has earned a 6.39% annualized return which is consistent with the market.

March 7, 2014

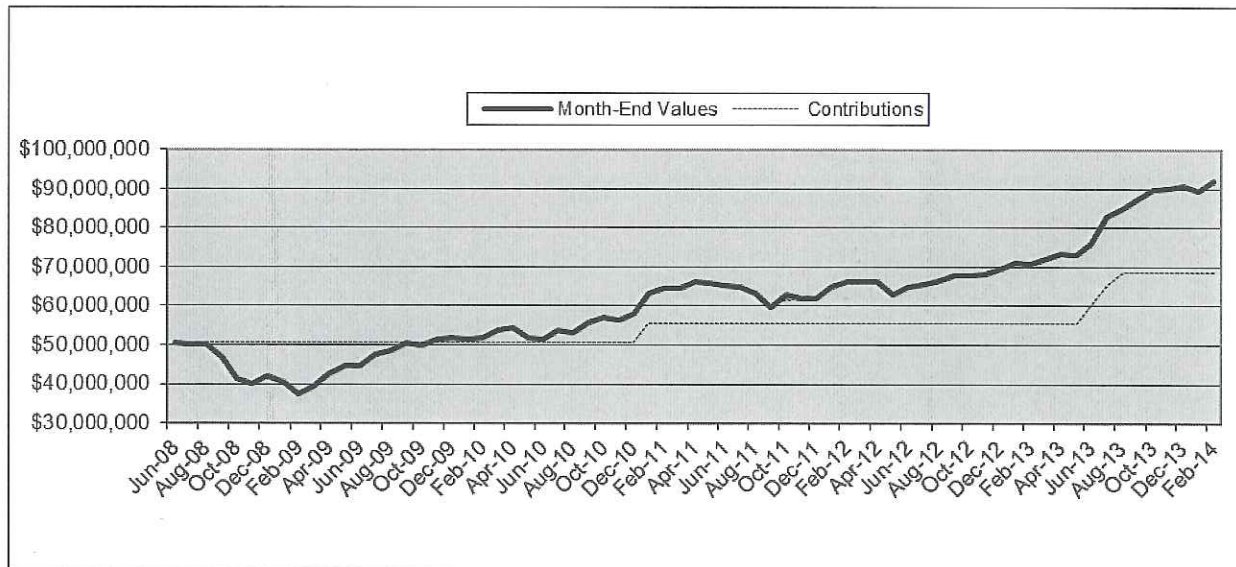
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

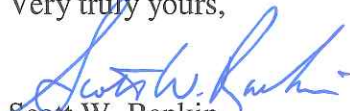
With a fair market value on February 28th of \$92,015,105.54 your portfolio's performance was up 2.80% for the month and up 6.39% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (49.6%), and common stock funds (50.4%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>February 2014</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	2.80%	1.36%	6.39% annualized return
S&P 500	4.57%	0.95%	9.21% (Domestic Stocks)
MSCI EAFE	5.56%	1.31%	2.62% (International stocks)
Barclays Aggregate	0.53%	2.02%	5.03% (Domestic Bonds)
Barclays Global	1.40%	2.47%	4.10% (Global Bonds)



Very truly yours,



Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
July-11	\$ -	\$ 55,409,811	\$ 64,945,129
August-11	\$ -	\$ 55,409,811	\$ 63,185,567
September-11	\$ -	\$ 55,409,811	\$ 59,495,123
October-11	\$ -	\$ 55,409,811	\$ 63,076,658
November-11	\$ -	\$ 55,409,811	\$ 61,958,358
December-11	\$ -	\$ 55,409,811	\$ 61,922,567
January-12	\$ -	\$ 55,409,811	\$ 64,741,289
February-12	\$ -	\$ 55,409,811	\$ 66,183,867
March-12	\$ -	\$ 55,409,811	\$ 66,171,932
April-12	\$ -	\$ 55,409,811	\$ 66,175,447
May-12	\$ -	\$ 55,409,811	\$ 63,042,614
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
July-12	\$ -	\$ 55,409,811	\$ 65,563,930
August-12	\$ -	\$ 55,409,811	\$ 66,464,346
September-12	\$ -	\$ 55,409,811	\$ 67,752,206
October-12	\$ -	\$ 55,409,811	\$ 67,885,330
November-12	\$ -	\$ 55,409,811	\$ 68,138,640
December-12	\$ -	\$ 55,409,811	\$ 69,357,729
January-13	\$ -	\$ 55,409,811	\$ 70,991,112
February-13	\$ -	\$ 55,409,811	\$ 70,937,479
March-13	\$ -	\$ 55,409,811	\$ 71,945,351
April-13	\$ -	\$ 55,409,811	\$ 73,452,895
May-13	\$ -	\$ 55,409,811	\$ 72,940,697
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
July-13	\$ 5,000,000	\$ 65,409,811	\$ 82,877,790
August-13	\$ 3,389,913	\$ 68,799,724	\$ 84,697,024
September-13	\$ -	\$ 68,799,724	\$ 87,424,231
October-13	\$ -	\$ 68,799,724	\$ 89,609,089
November-13	\$ -	\$ 68,799,724	\$ 89,951,634
December-13	\$ -	\$ 68,799,724	\$ 90,697,726
January-14	\$ -	\$ 68,799,724	\$ 89,457,863
February-14	\$ -	\$ 68,799,724	\$ 92,015,106
	\$ 68,799,724		



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | www.ivc.edu

TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President *GR*

DATE: March 20, 2014

SUBJECT: President's Report for the March 31, 2014 Board of Trustees Meeting

Irvine Valley College Dedicates New Life Sciences Building

On Wednesday, March 19, 2014 from 3:30 to 5 p.m., IVC held the dedication of its new Life Sciences Building. There was a short ceremony and ribbon cutting followed by light refreshments and building tours. The new building provides the college with approximately 30,000 square feet of classroom and laboratory space that combines not only formal space to facilitate scientific study and experimentation, but also informal spaces to promote chance encounters, collegial discourse, and new discovery. The building is designed to be the physical embodiment of life science, creating excitement among the students and faculty who share a passion for their field of study. Indoor space will blend seamlessly with the exterior. Outdoor features include tiered seating and geographically themed gardens demonstrating variations in California's native plant materials and the impact of exposure and microclimate. The building is LEED Gold certified.

IVC2IVC Faculty Lecture Series

On Monday, March 3, in BSTIC 101, Counselor Parisa Soltani spoke on the topic: Developing an Educated Citizen: A Historical Perspective. The lecture was presented as part of the faculty professional development lecture series. The public was also welcome.

Irvine Police Department SWAT Training

On February 27, Irvine Police Department SWAT team conducted training inside A400 from 12 noon to 5pm. The SWAT team was trained to move through the interior of the building clearing any physical obstacles they might encounter inside, while securing the designated areas. The training exercises were only conducted inside the building and had no impact on the scheduled classes in adjacent buildings or offices.

Sophomore and Alumni Music Concert

On Friday, February 28, sophomore music students performed alongside music alumni in the A 311 Rehearsal Studio. Featured student musicians included guitarists Lana Hur and Miguel Lamprea.

Master Chorale Show Tunes Performance

On Sunday, March 9, the IVC Master Chorale performed on the PAC Main Stage. The Master Chorale performed melodies from luminaries of the Great White Way, such as Marvin Hamlisch, Rogers and Hammerstein, Stephen Schwartz, Stephen Sondheim, and Jule Styne.

Guest UCI Music Lecturer

On Thursday, March 13, Dr. Lorna Griffitt, music lecturer at UC Irvine, was the featured guest musician at the Piano Master Class Recital.

Kudos to Debate Team

IVC's Debate Team had a fabulous February by dominating three tournaments: Point Loma February 8-9, Norwalk February 14-16, and Moorpark February 21-22. At all three tournaments the team received more debate awards than any other school. The IVC team also rose above Orange Coast College to capture the spring league championships sweepstakes award.

National Entrepreneurship Week

On February 20, the IVC School of Business Sciences hosted a National Entrepreneurship Week celebration in room A 306. The event included free pizza and soda, free raffle drawings, and an opportunity to meet local entrepreneurs. The students had the opportunity to ask questions about creating a business and discovered how fellow students have started ventures of their own.

2014 Homecoming

Congratulations to the 2014 IVC Homecoming Court. IVC celebrated homecoming at the Men's and Women's Basketball games played against rival Santa Ana. Homecoming King Safar Khadijatulloi and Homecoming Queen Megan Francisco were crowned between the games. The court included: Star Serrato and Ji Chung; Daphne Angeline Gunawan and Arnold Luu; Crystaline Tran and Matt Rommel.

AB 86 Grant

IVC will be the fiscal agent for Assembly Bill (AB) 86 Adult Education in a collaborative effort that brings together both IVC and SC colleges and the five K-12 Districts located within the SOCCCD boundary. The consortia will focus on six program areas including elementary and secondary basic skills, classes and courses related to English as a second language, workforce preparation classes in basic skills, education programs for adults with disabilities, short-term career technical education with high employment potential, and programs for apprentices. IVC will utilize partners from the educational entities, governmental agencies, and representatives of local community, business, and industry in order to be responsive to current and emerging learning skills and workforce needs.

High School Senior Day

On Tuesday, March 4 IVC held its annual Senior Day, which had a new format modeled after Saddleback motto: "We Meet - You Eat." Approximately 2,000 high school seniors attended and were required to participate in a presentation highlighting IVC's programs and services. Once the students finished their informational session, they were guided to booths and to the In-N-Out Burger lunch. Students had the opportunity to find out about early priority registration, Irvine Valley College Honors Program, guidance and counseling, scholarships and financial aid, student government, campus clubs, career and technical programs, special services, admission and registration, athletics and intercollegiate programs, and instructional programs. This day offered students and their parents a tremendous opportunity to meet the IVC faculty, tour the campus, and see, first-hand, all that IVC has to offer.

California Career Pathways Trust Grant Opportunity

Several IVC departments are planning for participation in the California Career Pathways Trust grant. This grant can help IVC to create pathways from K-12 to our community college programs and then on to the workplace. The grant will provide resources to get the pathways in place with our local high schools and provide industry input to ensure our students are being trained for jobs in our community. The grant will assist the college in its planning to institutionalize these pathways so they will be fully college supported within three years. Spearheaded by the Office of Workforce Development, this will provide IVC with an excellent opportunity to build closer ties between K-12 schools and industry partners.



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4722 • www.saddleback.edu

Tod A. Burnett, Ed.D.
President

TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for March 31, 2014 Board of Trustees Meeting

Sue Gross Scholars Program – Saddleback College has received \$240,000 from Sue and Bill Gross to establish the Sue Gross Scholars program for scholarships to help students in the “forgotten middle” – those who have an unmet financial need yet are ineligible for a full Pell Grant or other government assistance to pay for college – successfully complete education and career training at Saddleback College and secure skilled jobs. The scholarships will not only provide much-needed funding to help students pay for their college education, but will also address the profound increase in available jobs that require education or training beyond high school, but often less than a bachelor’s degree.

The scholarships will cover the cost of attendance in a Career Technical Education (CTE) program at Saddleback College, which can be completed in two years or less and provide an opportunity to earn a living wage in Orange County. During the two-year demonstration phase of the Sue Gross Scholars program, students in the following CTE programs will be eligible for scholarships: automotive technology, cinema/television/radio, medical assistant, medical laboratory technician, and nursing. With the \$240,000 initial donation, Saddleback expects to support a minimum of 40 students over a two-year period.

Scholarships will be available to current Saddleback students, veterans, displaced workers, and other adult learners who possess a high school diploma or general education development credential and are currently enrolled in one of the selected CTE programs. High school seniors with a 2.5 or better grade point average will also be eligible if they have completed at least one course in a defined CTE career pathway through a Regional Occupational Program, a CTE program at Saddleback College, or a local high school academy. Scholarship recipients will be required to maintain a 2.5 or better GPA.

Recipients of the Sue Gross Scholars program will be named at the annual Saddleback College scholarship ceremony on May Friday, May 16, 2014 at 3:00 p.m. in the Saddleback College Gymnasium. Donors interested in contributing to the Sue Gross Scholars program may contact the Saddleback College Foundation at (949) 582-4479 or saddlebackfoundation@saddleback.edu.

Economic and Workforce Development Plan – Saddleback College kicked off its economic and workforce development plan on March 6th at the annual President’s Roundtable for Economic and Workforce Development, an event that brings together representatives from business and education to identify regional workforce needs for the college to address. Over 100 participants in attendance included Lucy Dunn, president and CEO of the Orange County Business Council, and Andrew Munoz, Executive Director of the Orange County Workforce Investment Board.

Saddleback’s economic and workforce development plan will focus on increasing the college’s

responsiveness to the region's economy and labor market needs, guide the development of current and data-driven workforce education and training programs, strengthen communication with the business community and demonstrate the resources and services offered at the college, integrate student support programs with EWD course offerings, and develop and sustain funding to support and grow effective EWD practices.

The coordination of the plan will enable Saddleback College to establish a training and education delivery infrastructure that will collaborate with business and industry to identify training needs, develop customized curricula, and provide training that is current, relevant, and oriented on future needs. In addition, the college's Cooperative Work Experience program will be improved by developing employer partnerships and increasing placements of students in paid internships.

Senior Day – Senior Day was held on Thursday, March 20th. Over a thousand high school students from local high schools attended the event, which included information booths, workshops, and other events.

Office of Instruction

The Saddleback College Faculty Art and Photo Exhibition ended on March 14th. The Saddleback faculty displayed their works from painting, sculpture and jewelry to photography, ceramics and more. Concert Hour on March 6th at noon featured the Algonquin Quartet comprised of musicians Alex Iles, Scott Whitfield, Joey Sellers and George Thatcher as they redefined chamber music and raised the roof beams. The admission was free and the house was packed with students, faculty, staff and members of the community. Also on March 6th, the Music Department hosted its very first vocal competition, Saddleback Star, where 14 contestants performed and the audience voted the winner. Music student Jon Luc Rollando received the \$500 prize but it was a close race. On March 7th, speech students entertained a lively audience in the McKinney Theatre with their annual Speech and Debate Showcase where they performed three thought-provoking reader's theatre numbers. On March 8th, the Angels for the Arts sponsored the Big Band Swing Thing at the Norman P. Murray Center. Proceeds benefit student scholarships in the arts. On March 9th, the Saddleback College Community Chorale and the College Choir, under the direction of Dr. Scott Farthing, performed great music for choirs including Mozart and Mendelssohn. On March 10th, the Jazz Lab Ensemble, directed by Joey Sellers, performed a concert in the McKinney Theatre with guest artist alto saxophonist Bruce Babad. The Department of Theatre Arts' production of *Five Women Wearing the Same Dress* was held in the intimate Studio Theatre on March 14th through the 23rd. On March 14th, the Wind Ensemble, conducted by Yorgos Kouritas, performed some of the most popular pieces written for Wind Ensemble. On March 15th, the Saddleback College Symphony Orchestra, under the direction of Yorgos Kouritas, presented Concerto Gala – Catch a Rising Star featuring the winners of the Music Teachers Association of Concerto Competition. On March 16th, Reflections of the Ocean Classical Keyboard Series presented a recital with Starla Hibler-Raley and featuring Kirill Gliadkovsky in Gershwin's Porgy and Bess Suite in the McKinney Theatre. On March 17th, Jazz Studies presented guest artist the Jonathan Rowden Group in the McKinney Theatre.

Office of Administrative Services

College Emergency Preparedness – We have been steadily improving the Saddleback College Emergency Preparedness Program. On Tuesday, March 25th Saddleback College hosted an active shooter training exercise, using the Student Services Building as the location for the active shooter drills, which were held in the morning and afternoon. Officers from the Saddleback College Police, Orange County Sheriff's Department, Orange County Fire Authority, Partnership with Office of Emergency Services (Cal OES), and college CERT trained staff took part in the training/drill. This exercise assessed the college and local

agencies response to a simulated active shooter incident created in a realistic environment. Participating agencies, plans, policies, and procedures for responding to an Active Shooter Incident were assessed in relation to the Orange County Fire Services Operational Annex for Active Shooter Incident (ASI), and the results used for improvement. In an effort to create a realistic environment responders were not provided details of the scenario in advance, volunteer actors were used to simulate victims, and health center staff provided emergency medical attention to the victims.

Report to the SOCCCD Board of Trustees for March 31, 2014
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

Update on the Affordable Care Act (ACA):

Recently, the US Treasury and IRS announced updated guidelines for the Affordable Care Act (ACA).

Many items will not impact SOCCCD.

Some highlights that will impact the District include:

- For 2015, the District needs to offer coverage to at least 70% of full-time employees instead of 95% as previously defined in the ACA guidelines. The 70% target will be revised to 95% in 2016. The 70% revised target allows for greater flexibility in the initial year. The District will not have any issues with complying to the 70% target.
- The District already offers full time employees benefits, but the definition of full time under the ACA is defined as employees working 30 hours and over. Seasonal workers are not be considered full-time employees.
- SOCCCD's health plan is considered a non-calendar year plan. This is because the plan year begins on Oct 1st of each year and ends on September 30th of the following year. If an organization is on a non-calendar year plan, then some aspects of implementation of ACA may be delayed. Non-calendar year plans may be able to delay the implementation of offering coverage to all full time employees, until the start of the plan year in 2015. Therefore, our district does not have to implement certain aspects of ACA until Oct 1, 2015. This would delay SOCCCD from implementing some aspects of ACA from the previous date of January 1, 2015 to a new implementation date of October 1, 2015.

Additional updates will be provided as information becomes available.

Fiscal Accountability

The District received notification from the Orange County Department of Education (OCDE) that SOCCCD's application to become Fiscally Accountable for non-payroll checks was approved. Effective July 1, 2014, SOCCCD will provide a faster turn-around for paying vendors and reimbursing staff due to internal processing of all vendor related checks at the district as previously outlined to the board.