

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

# AGENDA

## Meeting of the Board of Trustees



**Monday, May 20, 2013**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

### Board of Trustees

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



## Meeting of the Board of Trustees

May 20, 2013

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

#### 1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

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

- A. Public Employee Discipline/Dismissal/Release (GC Section 54957) (1)
  - 1. Publication Technician (1)
  
- B. Conference with Labor Negotiators (GC Section 54957.6)
  - 1. SOCCCD Faculty Association
    - a. Agency Designated Negotiator: David Bugay, Ph.D.
  - 2. California School Employees Association (CSEA)
    - a. Agency Designated Negotiator: David Bugay, Ph.D.
  - 3. Police Officers Association (POA)
    - a. Agency Designated Negotiator: David Bugay, Ph.D.
  
- C. Conference with Real Property Negotiators (GC Section 54956.8) (2)
  - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
    - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding price, terms and terms of payment.
  - 2. Exchange of Property by District: Portion of Advanced Technology Education Park: City of Tustin. 15445 Lansdowne Road, Tustin
    - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding exchange of land.

## **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 Tim Jemal

#### **2.3 Pledge of Allegiance**

Led by Trustee Bill Jay

#### **2.4 Resolutions/Commendations**

##### **A. Resolutions**

1. Debra Fitzsimons, District Services Administrator of the Year
2. Patric Taylor, Irvine Valley College Classified Employee Outstanding Service Award 2012-2013
3. Brooke Sauter, Saddleback College Classified Employee Outstanding Service Award 2012-2013
4. Kathryn Nuñez, District Services Classified Employee Outstanding Service Award 2012-2013
5. Saddleback College Forensics Team
6. Irvine Valley College Forensics Team

##### **B. Commendations**

1. Debbie Kerr, Saddleback College Athletic Trainer, recognized by CCCATA as the Athletic Trainer of the Year
2. Dan Walsh, Saddleback College Geography Instructor, named Outstanding Educator by the California Geographical Society
3. Bob Cosgrove for serving as Academic Senate President
4. Don Mineo for serving as Classified Senate President
5. Rodman Oveisi for serving as Associated Student Government President

#### **2.5 Public Comments**

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

### 3.0 **REPORTS**

- 3.1 Oral Reports: ***Speakers are limited to up to two minutes each.***
- A. Board Reports
  - B. Chancellor's Report
  - C. College Presidents' Reports (*Written Reports included in Section 8.0*)
  - D. Board Request(s) for Reports

### 4.0 **DISCUSSION ITEMS**

- 4.1 **Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 8 – “Align Resources with Student Success Recommendations”**  
A presentation on Recommendation 8 of the California Community Colleges Student Success Task Force.

### 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 April 29, 2013.
- 5.2 **Saddleback College: Oxford Semester Abroad in Oxford, England – Spring Semester 2014**  
Approve the Spring 2014 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England, as summarized in Exhibit A, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.
- 5.3 **Saddleback College: Alternative Fuel Vehicle Specialist Certificate/AS Degree**  
Approve the proposed Alternative Fuel Vehicle Specialist certificate/AS new degree.
- 5.4 **Saddleback College: New Transfer Degrees for the Fall Semester 2013-2014 Academic Year**  
Approve the proposed five New Associate Degrees for Transfer (AA-T/AS-T) and one AA-T degree revision (which is the PSY AA-T degree adding PSYC 44 as an option).

- 5.5 **Saddleback College: Community Education, Summer 2013**  
Approve the Community Education courses, presenters, and compensation.
- 5.6 **Saddleback College: Honorary Degree**  
Approve awarding Dr. Michael V. Drake an Honorary Degree of Health Science at the May 24, 2013, Saddleback College Commencement.
- 5.7 **Saddleback College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College.
- 5.8 **Irvine Valley College: Forensics Team Activities, 2013-14**  
Approve the Forensics Team Activities for the 2013-14 academic year. All costs will be funded through the combined budget allocations of student government (ASIVC), department general fund, staff development, and the Foundation as set forth in Exhibit A, not to exceed \$69,000.
- 5.9 **Irvine Valley College: BIO 109 Field Study Course, Out of State Travel**  
Approve the out of state travel request for the School of Life Sciences and Technologies BIO 109 field study course to southern Utah from May 30 – June 6, 2013. All costs including travel, food, lodging, and incidentals will be paid by the participants. There is no impact on the general fund.
- 5.10 **Irvine Valley College: California Works Alliance: Jobs Through Recycling and Resource Management – Sub-Award Modification**  
Approve contract modification and \$50,000 budget reduction.
- 5.11 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-16 to Amend FY 2012-2013 Adopted Budget**  
Adopt resolution to amend the FY 2012-2013 Adopted Budget.
- 5.12 **SOCCCD: Revolving Fund**  
Approve the increase in the revolving fund to \$100,000.
- 5.13 **SOCCCD: Adopt Resolution No. 13-15: Update Account Information for Local Agency Investment Fund**  
Adopt resolution to update the LAIF account information.
- 5.14 **SOCCCD: Maintenance Management and Facility Planning Software and Implementation Agreement, Amendment No. 1**  
Approve amendment with Facilities Planning and Program Services, Inc. extending the contract term to December 30, 2013 at no additional cost.
- 5.15 **SOCCCD: Destruction of Class 3 Disposable Records**  
Approve destruction of Class 3 disposable records in compliance with code.

- 5.16 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-03849 through P13-04153 amounting to \$1,036,970.93 and P14-00025 through P14-00050 amounting to \$122,625.94. Approve confirming requisitions dated April 11, 2013 through May 1, 2013 totaling \$51,957.31.
- 5.17 **SOCCCD: Transfer of Budget Appropriations**  
Approve the transfer of budget appropriations.
- 5.18 **SOCCCD: Payment of Bills**  
Approve check no. 168361 through 169118 processed through the Orange County Department of Education, totaling \$4,340,823.58; and check no. 010628 through 010640, processed through Saddleback College Community Education, totaling \$28,695.11; and check no. 009099 through 009105, processed through Irvine Valley College Community Education, totaling \$33,826.00.
- 5.19 **SOCCCD: April/May 2013 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **ATEP: Conduct a Public Hearing to consider public comments on the Certification of the Addendum to FEIS/EIR and approval of the Project which includes the Agreement for the Exchange of Real Property, Development Agreement and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads).**  
Conduct hearing to consider public comments.
- 6.2 **ATEP: Resolution No. 13-18, Resolution of the Board of Trustees of the South Orange County Community College District certifying the Addendum dated April 2013 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, and Related Agreements.**  
Adopt resolution.

- 6.3 **ATEP: Resolution No. 13-19, Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads) and Authorizing the Chancellor to Sign the Agreements**  
Approve agreements and authorize the chancellor to sign.
- 6.4 **SOCCCD: Retiree OPEB Trust Actuarial Validations and Liability Funding**  
Approve funding the OPEB liability of \$15,889,745 from basic aid funds.
- 6.5 **SOCCCD: Board Policy Revision: BP-3811: College Bookstores, BP-5230: Athletics, BP-2100.2: Role and Scope of Authority of the Academic Senates, BP-5625: Students in the Military, BP-4113: Parental Leave for Administrators and Classified Management Personnel, BP-109: Board Education, BP-112: Duties and Responsibilities of the Board of Trustees, BP-118: Committees of the Board, BP-120: Regular Meetings of the Board, BP-122: Closed Sessions, BP-124: Special and Emergency Meetings, BP-5601: Certificate Programs, BP-2120: Institutional Planning**  
Discussion/Approval
- 6.6 **SOCCCD: Board Policy Revision: BP-168: Board Member Travel, BP-160: Personal Use of Public Resources, BP-148: Evaluation of the Chancellor, BP-5320: Academic Renewal, BP-6115: Community Education Programs, BP-1600: Curriculum, BP-3501: Campus Security and Access, BP-4002.1: Authorization for Employment, BP-128: Board Agendas, BP-136: Minutes of the Board of Trustee Meetings**  
Accept for Review and Study
- 6.7 **SOCCCD: OCSBA Maureen DiMarco Award Nomination**  
Determine if the board wishes to make a nomination for the Maureen DiMarco Award.
- 6.8 **SOCCCD: Layoff**  
Approve the reduction/discontinuance of classified service.
- 6.9 **SOCCCD: Requests to Revise/Rescind Sabbatical**  
Approve requests from two faculty members to reschedule or rescind previously approved sabbatical leaves during the 2013-2014 academic year.
- 6.10 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General

Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/ Retirement/Conclusion of Employment.

- 6.11 **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, Classified Bilingual Stipend, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

## **7.0 REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Annual Accreditation Reports**  
Annual accreditation reports for the Accrediting Commission for Community and Junior Colleges.
- 7.2 **SOCCCD, Saddleback College, Irvine Valley College, and Advanced Technology and Education Park: Mission Statements**  
Annual review of the district and college mission statements.
- 7.3 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.4 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.6 **SOCCCD: Monthly Financial Status Report**  
The reports display the adopted budget, revised budget and transactions through April 30, 2013.
- 7.7 **SOCCCD: Retiree (OPEB) Trust Fund**  
The report is for period ending April 30, 2013.
- 7.8 **SOCCCD: Quarterly Investment Report**  
This report is for the quarter ending on March 31, 2013.



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

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

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

## **9.0 ADDITIONAL ITEMS**

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

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

MAY 20, 2013

## DR. DEBRA L. FITZSIMONS 2012 DISTRICT SERVICES ADMINISTRATOR OF THE YEAR

**W**hereas, Dr. Debra Fitzsimons, Vice Chancellor of Business Services, has been selected as the 2012 District Services Administrator of the Year after just two years of service to the South Orange County Community College District; and

**W**hereas, Dr. Debra Fitzsimons has shown extraordinary leadership in accreditation, planning, and resource allocation processes, arriving in 2011 at a time of great transition and embracing unprecedented challenges with bold leadership; and

**W**hereas, Dr. Debra Fitzsimons supervises many departments and employees in district services, including fiscal services, accounting, payroll, facilities planning and purchasing, warehouse, and mailroom; chairs the majority of district-wide participatory governance committees; and is responsible for most of the district services board agenda items each month; and

**W**hereas, Dr. Debra Fitzsimons has led negotiations with the city of Tustin and the County of Orange to develop a workable agreement for the Advanced Technology and Education Park, including land swaps, conveyances, environment clearances and many improvements which have enhanced the overall value and potential for the project to serve the Orange County community; and

**W**hereas, colleagues admire her hard work and say she is accessible, welcoming and a true professional, keeping her committees on task, bringing a real world business sense, and encouraging district-wide collaboration; therefore,

**B**e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Dr. Debra Fitzsimons for her outstanding service and unwavering dedication to our district, and hereby bestow the award of 2012 District Services Administrator of the Year.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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William O. Jay, Member

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Timothy Jemal, Member

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David B. Lang, Member

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James R. Wright, Member

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David Robinson, Student Member

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Gary L. Poertner, Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

MAY 20, 2013

## PATRIC TAYLOR IRVINE VALLEY COLLEGE CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2012-2013

**W**hereas, Patric Taylor, currently the Irvine Valley College Performing Arts Center Production Manager, has been awarded the Irvine Valley College Classified Employee Outstanding Service Award for 2012-2013; and

**W**hereas, Patric Taylor was hired for this permanent classified employee position in January 2010, previously serving as the Director of Production Management from July 2009 through December 2009, having initially been hired as a part time instructor in Theatre Arts starting in 2005; and

**W**hereas, in nominating Patric Taylor, his colleagues said, "Patric is a joy to be around, his sense of humor is contagious and he makes people smile. He is generous with his time, talents, and resources. The phrase, 'The Show Must Go On' encapsulates Patric's attitude and dedication to his career, school, and life;" and

**W**hereas, Patric Taylor's enthusiasm for life and people is demonstrated by his demeanor, professionalism, dedication to going above and beyond, his high standards and work ethic, and his ongoing commitment to IVC students, colleagues, and the public at large; and

**W**hereas, Patric Taylor's positive attitude and actions reflect how he truly enjoys what he does and genuinely likes the people he works with, being well respected because he respects others and gives of his time freely and without reservation; 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 Patric Taylor for his outstanding service to and representation of Irvine Valley College.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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William O. Jay, Member

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Timothy Jemal, Member

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David B. Lang, Member

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James R. Wright, Member

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David Robinson, Student Member

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Gary L. Poertner, Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

MAY 20, 2013

**BROOKE SAUTER**

**SADDLEBACK COLLEGE**

**CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2012-2013**

*W*hereas, Brooke Sauter, a Senior Administrative Assistant in Saddleback College's Veterans Education and Transition Services Center and an employee of the college for six years, is commended and appreciated for her professionalism, efficiency, skills, and willingness to help in all areas of the college; and

*W*hereas, Brooke Sauter's admiration and affection for Saddleback's veteran students is noticeably mutual; she is called the "backbone" of the VETS Center because of her warmth and natural ability to connect with veteran students, easing their stress and anxiety; and

*W*hereas, Brooke Sauter is an influential and friendly presence in the VETS Center, encouraging the students to apply for financial aid and scholarships, ensuring that they remember important dates and deadlines, and celebrating their accomplishments; and

*W*hereas, Brooke Sauter is known throughout Saddleback College as a person who gets things done, and is recognized for being a troubleshooter who is extremely courteous and helpful to students and employees alike; and

*W*hereas, Brooke Sauter offers her savvy skills to several campus-wide activities, including commencement, senior day, and additional programs in the college's outreach and student development departments; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend Brooke Sauter for her outstanding service and unique dedication to Saddleback College and bestow upon her the Saddleback College Classified Employee Outstanding Service Award for 2012-2013.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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William O. Jay, Member

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Timothy Jemal, Member

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David B. Lang, Member

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James R. Wright, Member

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David Robinson, Student Member

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Gary L. Poertner, Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

MAY 20, 2013

**KATHRYN NUNEZ**

**DISTRICT SERVICES**

**CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2012-2013**

**W**hereas, Kathryn Nunez, a Senior Payroll Specialist, was selected for the 2012-2013 District Services Classified Employee Outstanding Service Award, an award bestowed upon a classified employee each year from Saddleback College, Irvine Valley College and District Services; and

**W**hereas, Kathryn Nunez began working for the district in 1989 in the Saddleback College Fine Arts Division and joined District Services Payroll in 1998 where she has made numerous contributions, including improved customer service district-wide and a process manual for future employees; and

**W**hereas, Kathryn Nunez ensures that procedures are followed to process 2,000 checks a month for a value of \$9 million, and oversees payroll deductions, leave balances, employment verifications, unemployment, and the Part Time Faculty Insurance Allowance program, all of which help employees; and

**W**hereas, Kathryn Nunez has served as 2nd Vice President on the CSEA Executive Board, Member and Chair of the CSEA Scholarship Committee, Chair of the Nomination Committee for the CSEA Executive Board elections, and CSEA Job Steward in order to assist Classified Staff; and

**W**hereas, Kathryn Nunez has earned the respect of her colleagues here and at the County of Orange and is described as a dedicated, thoughtful, patient, and generous employee whose kind heart knows no limits; therefore,

**B**e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Kathryn Nunez for her outstanding service and unwavering dedication to our district, bestowing upon her the District Services Classified Employee Outstanding Service Award for 2012-2013.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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William O. Jay, Member

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Timothy Jemal, Member

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David B. Lang, Member

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James R. Wright, Member

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David Robinson, Student Member

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Gary L. Poertner, Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

M A Y 2 0 , 2 0 1 3

## SADDLEBACK COLLEGE FORENSICS TEAM OUTSTANDING TOURNAMENT PERFORMANCE 2012-2013

*W*hereas, the Saddleback College Forensics Team has had an illustrious year of competitive public speaking, winning team and individual awards in regional, state, and national tournaments; and

*W*hereas, the Saddleback College Forensics Team won the community college sweepstakes award at the annual "Hell Froze Over" tournament, where Saddleback College competed against four-year schools including Rice University, Kansas State University, and Florida State University, to name a few; and

*W*hereas, Carolina Beyer-Flores, a member of the Saddleback College Forensics Team, was named top speaker in the state at the California Community College Forensics Association's championship tournament; and Olivia Noveda, a member of the Saddleback College Forensics Team, was named the third speaker overall at the Phi Rho Pi national tournament; and

*W*hereas, the Saddleback College Forensics team won two silver medals at the Phi Rho Pi national tournament; and

*W*hereas, the Saddleback College Forensics Team advanced two Readers Theatre groups at the American Readers Theatre National Tournament, winning first place sweeps overall, first place for the production entitled *Bellicose*, and fourth place for *Mouth of the Lion*; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend the Saddleback College Forensics Team for its outstanding performance and representation of Saddleback College and the South Orange County Community College District.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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William O. Jay, Member

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Timothy Jemal, Member

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David B. Lang, Member

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James R. Wright, Member

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David Robinson, Student Member

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Gary L. Poertner, Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

M A Y 2 0 , 2 0 1 3

## IRVINE VALLEY COLLEGE FORENSICS TEAM 2013 SWEEPSTAKES WINNERS

**W**hereas, the Irvine Valley College Forensics Team won sweepstakes awards at eight prestigious statewide invitational tournaments; and

**W**hereas, the Forensics Team had 10 students inducted as members of the league All-Academic Team, won first-place sweepstakes at both the fall and spring championships of the Pacific Southwest Collegiate Forensics Association, and therefore became the top school of all two- and four-year colleges in the league; and

**W**hereas, the Forensics Team won second place at the State Championships of the California Community College Forensics Association and repeated as the Community College National Champions for the National Parliamentary Debate Association in both year-long and tournament sweepstakes; and

**W**hereas, the Forensics Team set a new team record of 111 debate points, and thereby won the gold sweepstakes awards in both the debate and overall large school categories at the Phi Rho Pi National Championships and will travel 15 students and three coaches to China to compete in two international debate tournaments, thereby exceeding 100 IVC students and coaches to travel for debate to China since 2000; and

**W**hereas, the Forensics Team Co-Directors Gary Rybold and Edwin Tiongson, Coaches Jules Throckmorton-French, Liza Rios, Kevin Calderwood, William Neesen, Jennifer Page, Matt Volz, Chathi Anderson, and John Wellen, and all team members contributed to an outstanding year; therefore,

**B**e it resolved be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do commend and congratulate the outstanding award-winning performance of the Irvine Valley College Forensics Team.

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Nancy M. Padberg, President

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T.J. Prendergast III, Vice President

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Marcia Milchiker, Clerk

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William O. Jay, Member

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Timothy Jemal, Member

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David B. Lang, Member

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James R. Wright, Member

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David Robinson, Student Member

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Gary L. Poertner, Chancellor



**TO:** Board of Trustees

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

**RE:** Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 8

**ACTION:** Discussion

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### **BACKGROUND**

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

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

- Encourage categorical program streamlining and cooperation
- Invest in the new Student Support Initiative
- Encourage innovation and flexibility in the delivery of basic skills instruction

### **STATUS**

Representatives from Saddleback College and Irvine Valley College will present what the colleges are doing to align resources with student success recommendations.



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

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Minutes from:

April 29, 2013 Regular Meeting of the Board of Trustees (Exhibit A)  
are submitted to the Board for review and approval.

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

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
April 29, 2013**

**PRESENT**

Members of the Board of Trustees:

Nancy M. Padberg, President  
T.J. Prendergast, Vice President  
Marcia Milchiker, Clerk  
Bill Jay, Member  
Timothy Jemal, Member  
David B. Lang, Member  
James R. Wright, Member  
Heather Park, 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  
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**. **Speakers are limited to two minutes each.***

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

- A. Public Employee Discipline/Dismissal/Release/Employment (GC Section 54957) (8)
  - 1. Public Employee Discipline/Dismissal/Release (2)
    - a. Nursing Instructor (1)
    - b. Publication Technician (1)
  - 2. Public Employee Employment (6)
    - a. Vice President for Instruction, Saddleback College (1)
    - b. Fashion Instructor (1)
    - c. Director of Economic and Workforce Development (1)
    - d. Nurse (1)
    - e. Custodian (1)
    - f. Police Officer (1)
- B. Conference with Real Property Negotiators (GC Section 54956.8)(1)
  - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
    - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding price, terms and terms of payment.
- C. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Anticipated Litigation (GC Section 54956.9(b)(1))

**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 7-0 vote, the board voted to rescind the board's decision to non-renew a tenure track faculty member's contract and, in lieu, accept the faculty member's resignation.

On a 7-0 vote, the board voted to approve initiation of termination proceedings of a full-time classified employee.

On a 7-0 vote, the board voted to deny appeal of a full-time faculty member.

On a 7-0 vote, the voted to extend benefits for one month, with no leave granted, to a classified manager.

On a 7-0 vote, the board voted to approve request for an extended leave without pay with benefits for three months to a custodian.

On a 7-0 vote, the board voted to reject the claim filed by William Simpson against the district and refer it to the District's insurance administrator for processing.

## 2.2 **Invocation**

Led by Trustee Nancy Padberg

## 2.3 **Pledge of Allegiance**

Led by Trustee Marcia Milchiker

## 2.4 **Resolutions/Commendations**

### A. Resolutions

1. Heather Park, Student Trustee
2. Classified Employees Week
3. Scott Fier, Professor of the Year, Saddleback College
4. Farida Gabdrakhmanova, Associate Professor of the Year, Saddleback College
5. Melinda Smith, Emeritus Professor of the Year, Saddleback College
6. Diana Hurlbut, Professor of the Year, Irvine Valley College
7. Mercedes Julian, Associate Professor of the Year, Irvine Valley College
8. Annette Hernandez, Emeritus Professor of the Year, Irvine Valley College
9. Model UN Team, Irvine Valley College

### B. Commendations

None

## 2.5 **Public Comments**

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

### 3.0 **REPORTS**

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

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

### 4.0 **DISCUSSION ITEMS**

4.1 **Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 6 – “Revitalize and Re-Envision Professional Development”**

A presentation on Recommendation 6 of the California Community Colleges Student Success Task Force.

IVC Professor Roopa Mathur and SC Dean Kevin O'Connor outlined proposed recommendations for revitalizing and re-envisioning professional development throughout both colleges.

Trustee Padberg announced an amendment to the September 24, 2012 meeting minutes. At that meeting, the board voted unanimously to recommend funding of the unfunded retiree health benefit liability. The amendment will reflect that the board voted on Option 5. At tonight's meeting, the board voted on the amendment. The motion made by Trustee Milchiker and seconded by Trustee Jemal carried unanimously in the affirmative.

Vice Chancellor Fitzsimons requested to pull item 5.10.

Trustee Padberg requested to pull item 5.12.

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

### 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 March 18, 2013.

- 5.2 **Irvine Valley College: Honors Psychology, Out-of-State Travel**  
Approve the out of state travel request for the honors program to attend a professional psychology conference in Reno, Nevada, from April 25-28, 2013. All costs including travel, food, lodging, and incidentals will be paid by the Psychology/Psi Beta Foundation account and the individuals. There is no impact on the general fund.
- 5.3 **Irvine Valley College: Mobile Modular Management Corporation Lease Agreement-Addendum No. 2**  
Approve lease agreement addendum with Mobile Modular Management Corporation at a cost of \$31,262.
- 5.4 **Irvine Valley College: Cafeteria Operations Services – Amendment No. 1**  
Approve amendment with S & B Foods for the first two one-year extension to their agreement.
- 5.5 **Irvine Valley College: Life Sciences Building, Change order No. 11**  
Approve change order requests for the Irvine Valley College Life Sciences project and authorize staff to execute the corresponding change order.
- 5.6 **Saddleback College: Soft Drink Supplier Agreement – Amendment No. 2**  
Approve amendment for the second of the two one-year renewal options with Bottling Group, LLC from July 1, 2013 to June 30, 2014.
- 5.7 **Saddleback College: Cox (Sprint/Nextel) Lease Agreement – Amendment No. 3**  
Approve amendment with Cox for the third of five additional five year extensions from January 1, 2012 to December 31, 2016 for an annual lease amount of \$21,600 paid to the College.
- 5.8 **Saddleback College: Cosmetology and Cosmetician Hair California Beauty College Academy Agreement Amendment No. 2**  
Approve amendment to the agreement with Hair California Beauty Academy to renew the term for the second one-year extension.
- 5.9 **Saddleback College: Cosmetology and Cosmetician Agreement Amendment No. 4 to Advance Beauty College (formerly Lake Forest Beauty College)**  
Approve amendment for a one year extension with Advance Beauty College.
- 5.10 **Saddleback College: Sciences Building Project: Architectural Agreement Amendment No. 2**  
Approve amendment with Dougherty & Dougherty Architects, LLP

increasing the contract amount by \$27,500. The total revised contract amount is \$2,648,500.

Vice Chancellor Fitzsimons announced a correction to the item. The last sentence under "Background" should state a date of April 30, 2012 and the dollar amount should reflect \$2,621,000.

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

- 5.11 **Saddleback College: Construction Management Services – Amendment No. 1**  
Approve amendment with Michael E. Wilson increasing the amount by \$150,000. The total revised contract amount is \$573,504.
- 5.12 **Saddleback College: Foreign Language Services (FLS) International Lease Agreement**  
Approve the agreement with Foreign Language Services International for a 3 year term at a monthly rental rate of \$10,243.
- This item was pulled from the consent calendar and will be submitted at a later date.
- 5.13 **Saddleback College: Certificates/Degrees Revision for the 2013-14 Academic Year**  
Approve the proposed changes in curriculum.
- 5.14 **Saddleback College: Annual California Association for Alcohol & Drug Educators (CAADE) Conference**  
Approve the eligible student to attend the California Association for Alcohol & Drug Educators Annual Convention in Reno, Nevada.
- 5.15 **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.
- 5.16 **ATEP: Award of Bid No. 14, Site Foundation and Infrastructure Demolition**  
Approve the agreement with U.S. Demolition, Inc., in the amount of \$1,350,006.
- 5.17 **SOCCCD: Contract with Neudesic LLC for Software Development**  
Approved contract with Neudesic for software development in the amount of \$45,000.

- 5.18 **SOCCCD: Education Protection Account Funds**  
Approve EPA funds spending plan for FY 2012-2013.
- 5.19 **SOCCCD: Legal Services: Atkinson, Andelson, Loya, Ruud & Romo**  
Approve increase in spending limit to \$440,000 for Atkinson, Andelson, Loya, Ruud & Romo contracts for FY 2012-2013.
- 5.20 **SOCCCD: Professional Services for Irvine Valley College A-400 Design-Build, Design and Construction Phase**  
Approve the agreement with Alternative Delivery Solutions, LLC for an hourly fee of \$185.00 per hour not to exceed \$130,240.
- 5.21 **SOCCCD: District-wide Wireless Network Refresh**  
Approve the use of the CMAS contracts with Presidio for an additional amount of \$60,000. The total revised estimated expenditure is \$408,867.91.
- 5.22 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-12 to Amend FY 2012-2013 Adopted Budget**  
Adopt resolution to amend the FY 2012-2013 Adopted Budget.
- 5.23 **SOCCCD: Gifts to the District and Foundations**  
Accept donations to the District and/or the Foundations as listed.
- 5.24 **SOCCCD: Transfer of Budget Appropriations**  
Approve the transfer of budget appropriations.
- 5.25 **SOCCCD: March/April 2013 Contracts**  
Ratify contracts as listed.
- 5.26 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-03325 through P13-03848 amounting to \$1,804,489.91 and P14-00001 through P14-00024 amounting to \$102,276.91. Approve confirming requisitions dated February 27, 2013 through April 10, 2013 totaling \$641,740.37.
- 5.27 **SOCCCD: Payment of Bills**  
Approve check no. 167104 through 168359 processed through the Orange County Department of Education, totaling \$5,972,627.08; and check no. 010610 through 010627, processed through Saddleback College Community Education, totaling \$185,977.06; and check no. 009087 through 009098, processed through Irvine Valley College Community Education, totaling \$78,065.48.



## **6.0 GENERAL ACTION ITEMS**

### **6.1 Saddleback College & Irvine Valley College: 2013-2014 Student Health Fee Increase**

Approve student health fee increase of \$1 for the 2013-2014 academic year.

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

### **6.2 SOCCCD: 2014-2015 Academic Calendar**

Approve the proposed Academic Calendar for 2013-2014

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 6-1 vote with Trustee Wright casting a negative vote.

### **6.3 Saddleback College: Energy Master Supply Contracts**

Approve two NAESB agreements with an estimated annual cost of \$600,000 for a five year total contract amount of \$3,000,000 commencing on July 1, 2013.

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

### **6.4 Saddleback College: 2013-14 Additional Faculty Hiring Request**

Approve the announcement of the position and recruitment of a full-time speech faculty replacement position, contingent upon funding, at Saddleback College for the 2013-2014 academic year.

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

### **6.5 SOCCCD: Board Policy Revision: BP-100: The South Orange County Community College District, BP-101: Mission, BP-103: Board Membership, BP-105: Organization of the Governing Board, BP-106: Board Elections, BP-108: Vacancies of the Board Discussion/Approval**

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

### **6.6 SOCCCD: Board Policy Revision: BP-3811: College Bookstores, BP 5230: Athletics, BP-2100.2: Role and Scope of Authority of the Academic Senates, BP-5625: Students in the Military, BP-4113: Parental Leave for Administrators and Classified Management**

**Personnel, BP-109: Board Education, BP-112: Duties and Responsibilities of the Board of Trustees, BP-118: Committees of the Board, BP-120: Regular Meetings of the Board, BP-122: Closed Sessions, BP-124: Special and Emergency Meetings, BP-5601: Certificate Programs, BP-2120: Institutional Planning**  
Accept for review and study.

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

- 6.7 **SOCCCD: Request to Revise Sabbatical Project for Spring 2013**  
Approve recommendation from Sabbatical Committee to revise approved sabbatical project.

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

- 6.8 **SOCCCD: SOCCCD Adopt Resolution No. 13-13 Classified Employee Layoff**  
Adopt resolution to approve the discontinuance of classified service.

On a motion made by Trustee Jay and seconded by Trustee Lang, this item was approved by roll call vote.

- 6.9 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund.

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

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

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

## 7.0 **REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Professors of the Year**  
Saddleback College and Irvine Valley College Professors of the Year

- 7.2 **SOCCCD: Part-time Faculty Appreciation Month**  
Representatives from the Faculty Association will recognize part-time faculty appreciation month at SOCCCD.
- 7.3 **Saddleback College and Irvine Valley College: Veterans Services**  
A written report outlining the veterans services provided at Saddleback College and Irvine Valley College (report request made by Trustee Jim Wright at the February Board of Trustees meeting).
- 7.4 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.5 **SOCCCD: Becoming Fiscally Accountable**  
Development of proper internal controls and audit function to submit application for district to become fiscally accountable.
- 7.6 **SOCCCD: List of Board Requested Reports**  
Report to provide status of board requested reports.
- 7.7 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.8 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.9 **SOCCCD: Monthly Financial Status Report**  
The reports display the adopted budget, revised budget and transactions through March 31, 2013.
- 7.10 **SOCCCD: Retiree (OPEB) Trust Fund**  
The report is for period ending March 31, 2013.
- 7.11 **SOCCCD: Quarterly Financial Status Report**  
The report is for the period ending March 31, 2013.

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

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

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

**9.0 ADDITIONAL ITEMS**

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

The meeting was adjourned at 8:12 p.m.

  
Gary L. Poertner, Secretary

**TO:** Board of Trustees

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

**RE:** Saddleback College: Oxford Semester Abroad in Oxford, England – Spring Semester 2014

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program, Oxford Semester in Oxford, England, during the Spring Semester, 2014 as summarized in Exhibit A. All student fees, student insurance, travel, food and lodging requirements will be organized and arranged by AIFS. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in Exhibit C. The cost per student is \$6,995 or \$97.00 per day plus airline-imposed departure taxes and fees (estimated at \$731 per student). Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Spring 2014 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England, as summarized in Exhibit A, and authorizes the administration to approve and execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements as shown in Exhibit B.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STUDY ABROAD PROGRAM INFORMATION SUMMARY**

1. PROGRAM									
Location/Destination:		Oxford, England			First Trip: Yes:		No:		X
Dates: From:		March 13, 2014		To: May 23, 2014		Total No. of Days:		72	
Partner Name (Academic Institution):				American Institute for Foreign Study					
Address:		AIFS, Partnership Programs, River Plaza, 9 W. Broad Street, Stamford, Connecticut 06902							
Contact Person:		Sharon Secki			Telephone No.:		203-399-5507		
Description of Institution:		BA/MA Degree granting university in British university system							
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:	x	No:				
	Transportation		Yes:	x	No:				
	Lodging		Yes:	x	No:				
Other:	Three field trips within England: Bath and Stonehenge, London and Stratford-Upon-Avon. Weekly on-site liaison to assist students with travel, planning, group activities, tours, life, etc.								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Local transportation, personal expenses, Saddleback College tuition, books and airline imposed taxes and fees.							
Other:									
2. FACULTY									
Lead Faculty Name:		Gary Luke							
Coordinates Trip:				Yes:	x	No:			
If No, Explain:									
Travels to Site:				Yes:	x	No:			
Dates: From:		3/13/14			To:		5/23/14		
Teaching Assignment at Program Site:				Yes:	x	No:			
Dates: From:		3/13/14			To:		5/23/14		
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:									
Course No.:	Course Title:			Date(s)			Time(s)		
ENG 1A	Principles of Composition I			1/21-3/14			4-6:50, T/Th		
ENG. 1B	Principles of Composition II			1/21-3/14			9-11:50, M/W		
ENG 17B	Survey of English Literature: Romantic Movement to the Present			1/21-3/14			10:30-11:50, T/Th		

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
HUM1	Introduction to Humanities						3
History 40	English History to 1688						3
English 18	Shakespeare: The Tragedies						3
English 17B	Survey of English Literature: Romantic Movement to the Present (full semester)						3
English 4	Independent Study – Fiction Fundamentals						3
4. STUDENTS							
Minimum number of students required to make program:						20	
Minimum number of units:						12	
Maximum number of units:						15	
If this is a repeat program site, what is the average number of units taken per student?						12	
Other							
5. COSTS							
Student:							
Contracted cost per student:						\$ 6995	
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>						\$ 97	
College:							
Additional costs to the District?			Yes:		No:	x	
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	
Other Costs						\$	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Field trips	ENG 17B	ENG18	ENG 18	Field trips		
10 a.m.	X	X	X	X	X		
11 a.m.	X	X	X	X	X		
12 Noon	X	Lunch	Lunch	Lunch	X		
1 p.m.	X	HUM 1	HIST 40		X		
2 p.m.	X	X	X		X		
3 p.m.	X	X	X		X		
4 p.m.	X	X	X		X		
5 p.m.	X				X		
6 p.m.	X				X		
7 p.m.	X				X		
8 p.m.	X				X		
9 p.m.	X				X		
10 p.m.	X				X		
Exceptions to weekly schedule:			Field trips are scheduled either on Mondays or Fridays during 3 of the 10 weeks students are in Oxford.				
8. ATTACHMENTS							
1. Consular information Sheet for England							


**9. REQUIRED SIGNATURES**

  
\_\_\_\_\_  
Lead Faculty Member

5/2/13  
Date

  
\_\_\_\_\_  
Department Chair


5/2/13  
Date

  
\_\_\_\_\_  
Division/School Dean

5/2/13  
Date

  
\_\_\_\_\_  
Vice President, Instruction

5/7/13  
Date

  
\_\_\_\_\_  
College President

5-7-13  
Date



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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

*Spring 2014 Study Abroad in Oxford, England*

This Agreement is made this 20<sup>th</sup> day of May, 2013 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and American Institute for Foreign Study (AIFS) ("TRAVEL CONTRACTOR") located at Partnership Programs, River Plaza, 9 W. Broad Street, Stamford, Connecticut 06092 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

South Orange County Community  
College District

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

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

By: \_\_\_\_\_  
Sharon Secki

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

Title: Program Administrator

Title: Vice Chancellor, Business Services

Address: Partnership Programs  
River Plaza  
9 W. Broad Street  
Stamford, Connecticut

Address: 28000 Marguerite Parkway  
Mission Viejo, CA 92692

Phone: (203) 399-5507

Phone: (949) 582-4664



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**AIFS LONDON PROGRAMME HEADQUARTERS**

**PROPOSAL FOR SADDLEBACK COLLEGE**

**OXFORD PARTNERSHIP PROGRAM – SPRING SEMESTER 2014**

**Depart US: Thursday, March 13, 2014**  
**Arrive OXFORD: Friday, March 14, 2014**  
**Depart OXFORD: Friday, May 23, 2014**

**PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:**

- Transportation package consisting of international airfare (Los Angeles-London-Los Angeles) and round-trip transfers between the London airport and the housing in Oxford on regular programme dates. Please note that mandatory airline-imposed departure taxes and fees (estimated at **\$731**) are not included and students will be billed separately for these.
- An orientation programme in OXFORD consisting of an orientation meeting with AIFS staff, student information packet including comprehensive student handbook, local area information and a walking tour of OXFORD with the services of a professional guide including entrances to an Oxford University College and afternoon tea.
- Accommodation in single room homestays on a half-board basis with breakfast and dinner provided. Students will live no further than a 30 minute bus ride from Oxford City Centre and will be located in safe, residential areas.
- A meeting room to accommodate the SADDLEBACK COLLEGE classes at an Oxford College. A meeting room will be available for 3 days per week for the duration of the programme. Audio-visual equipment will be provided as required including a data projector and laptop.
- The services of AIFS staff including a local Oxford based homestay coordinator and London based student services staff member to (respectively) allocate and deal with any homestay issues; and to liaise with the SADDLEBACK COLLEGE faculty member and to offer assistance and support throughout the programme. AIFS staff will be available to



- handle any emergencies and will visit the campus on a designated day each week. An AIFS staff member will also be on site for the entire first week of the programme.
- Provision of 2 adjunct lecturers to teach SADDLEBACK COLLEGE approved courses (HUM 1 & HIST40). Teaching will follow the course syllabi as outlined or approved by SADDLEBACK COLLEGE.
- Assistance in arranging and pricing supplementary course-related activities to enhance classroom study. Course fees for these activities will be agreed in advance and details will be clearly communicated to students before the programme begins. AIFS will collect course fees from students in the UK upon arrival.
- Full-day excursion to London by private coach (with late return) with a panoramic tour of London accompanied by a professional guide with entrance to the Tower of London included, and an evening theatre performance in the West End.
- Full-day trip to Bath and Stonehenge by private coach, including the services of a professional guide. Entrances to the Roman Baths and private access to Stonehenge (either during the early morning or evening) are included. Please note there is a limit of 26 people per private tour of Stonehenge so should the group numbers exceed this then they will be split into two groups with different entrance times or general entrance will be arranged.
- Full-day excursion to Stratford-upon-Avon by private coach (with late return) accompanied by a professional guide, including visit with entrances to Warwick Castle, entrance to selected Shakespeare properties and an evening theatre performance at the Royal Shakespeare Theatre in Stratford.
- \$50 non-refundable application fee
- Student medical and programme fee refund insurance policies, as outlined in the AIFS programme brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the programme and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with SADDLEBACK COLLEGE named as co-insured for the duration of the programme
- Accounting / billing services in the U.S.

- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials
- Advance planning services of the AIFS London programme headquarters.

**FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:**

Faculty support services (target enrolment 20 students with 1 faculty member) as listed below:

- Roundtrip flights between Los Angeles and London on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse SADDLEBACK COLLEGE faculty the optional student airfare fee once the minimum programme enrolment has been reached.
- AIFS can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Friday, January 17, 2014, and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- AIFS will provide the SADDLEBACK COLLEGE faculty member with housing in a one bedroom apartment in Oxford. The apartment will be fully furnished and all utilities (except telephone) will be included. Internet will be provided in the apartment.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.
- AIFS will provide the SADDLEBACK COLLEGE faculty member/s with a pay as you go cell phone and printer. Cell phone costs are the responsibility of the faculty.

- Faculty benefits are paid in full for an enrolment of 20 paying students or more, or pro rata for a lower enrolment.

## FEES

Based on an enrolment of **20 to 24 paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$6995**.

Based on an enrolment of **25 or more paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$6650**.

Should SADDLEBACK COLLEGE wish to run this programme with an enrolment below 20 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the programme. AIFS would discuss these options with SADDLEBACK COLLEGE.

This fee excludes a \$250 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SADDLEBACK COLLEGE tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SADDLEBACK COLLEGE faculty and anything not specified.

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

## OPTIONAL COMPONENTS

- Optional three-day, two night, stay in a hotel in York on a bed and breakfast basis, including travel to and from Oxford and York (by train or by private coach), a guided walking tour of the city, with entrances to York Minster and accommodations for **\$535**. A minimum enrolment of 15 students is required in order to run the trip.

- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS programme brochure.

### PROGRAMME APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed programme bookings after Wednesday, December 18, 2013. Therefore AIFS would require the SADDLEBACK COLLEGE to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Wednesday, December 18, 2013. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Friday, January 17, 2014. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Wednesday, December 18, 2013, but cannot guarantee programme costs after this date.

Students applying after the application deadline date of Wednesday, December 18, 2013 can only be accepted on a space-available basis.

### AIRFARE CONDITIONS

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

AIFS cannot arrange airline tickets for students applying after Wednesday, December 18, 2013.

AIFS is financially committed to any confirmed airline seats from Tuesday, December 3, 2013 and therefore an airfare review will take place prior to this date. AIFS requests that SADDLEBACK COLLEGE provide an indication of how many students intend to participate on the programme. However, should SADDLEBACK COLLEGE subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Tuesday, December 3, 2013 and will be able to provide a land only fee.

#### REFUND POLICY

Should an individual participant withdraw on or before Wednesday, December 18, 2013 s/he will receive a refund of all fees paid less the \$100 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Should s/he withdraw after Wednesday, December 18, 2013, but on or before Friday, January 17, 2014 for any reason except medical covered by the Fees Refund and Medical Insurance Coverage, a refund of all fees paid would be made less the \$400 deposit and the \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Students who must withdraw from the program because of a covered injury or illness will receive a refund of all fees paid less the \$50 non-refundable application fee, a \$100 processing fee and a \$210 insurance premium.

Students withdrawing voluntarily for any reason after Friday, January 17, 2014 including withdrawals for medical reasons not protected under the Program Fee Refund and Medical Insurance Coverage, receive no refund.

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

Once the program has started, students withdrawing receive no refund unless AIFS suspends the program.

It is understood that the SADDLEBACK COLLEGE will not cancel the program if the necessary minimum number of participants have been enrolled Wednesday, December 18, 2013.

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

- If the programme has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
- If the programme has started, suspend the programme and fly the students home. If students are returned home they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the programme not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

#### ACCEPTANCE OF PROPOSAL

AIFS require written acceptance of this proposal as soon as possible in order to prepare programme materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfil your programme requirements. This will enable us to prepare your programme materials accurately.

A confirmation in writing is required by Friday, June 7, 2013. Please sign and date below, and please fax this document in its entirety to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT on 203 399 5597.

PROPOSAL ACCEPTED BY

 (Gary A. Luke)

SADDLEBACK COLLEGE

DATE

May 2<sup>nd</sup>, 2013

# U.S. Department of State

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Wednesday, April 24, 2013

## Current Travel Warnings

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

Congo, Democratic Republic of the 04/24/2013  
Burundi 04/22/2013  
Sudan 04/16/2013  
Colombia 04/11/2013  
Pakistan 04/09/2013  
Lebanon 04/01/2013  
Republic of South Sudan 03/29/2013  
Mali 03/22/2013  
Korea, Democratic People's Republic of 03/14/2013  
Guinea 03/14/2013  
Tunisia 03/13/2013  
Libya 03/11/2013  
Syria 03/01/2013  
Iraq 02/25/2013  
Algeria 02/19/2013  
Philippines 01/30/2013  
Afghanistan 01/29/2013  
El Salvador 01/23/2013  
Niger 01/16/2013  
Kenya 01/14/2013  
Haiti 12/28/2012  
Central African Republic 12/28/2012  
Somalia 12/26/2012  
Nigeria 12/21/2012  
Israel, the West Bank and Gaza 12/20/2012  
Iran 12/07/2012  
Mauritania 11/30/2012

Eritrea 11/29/2012  
Chad 11/21/2012  
Honduras 11/21/2012  
Mexico 11/20/2012  
Yemen 11/19/2012  
Saudi Arabia 11/19/2012  
Cote d'Ivoire 11/16/2012

This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein.





U.S. Department of State  
*Bureau of Consular Affairs*  
Washington, DC 20520

## United Kingdom and Gibraltar (England, Wales, Scotland, Northern Ireland) Country Specific Information

October 26, 2012

**COUNTRY DESCRIPTION:** The United Kingdom of Great Britain and Northern Ireland is a highly developed constitutional monarchy composed of Great Britain (England, Scotland, and Wales) and Northern Ireland. Read the Department of State Background Notes on the United Kingdom (UK) for additional information. Gibraltar is a UK Overseas Territory bordering Spain, located at the southernmost tip of Europe at the entrance to the Mediterranean Sea; it is one of 13 former British colonies that have elected to retain political ties with London. Tourist facilities are widely available throughout the United Kingdom and Gibraltar.

**SMART TRAVELER ENROLLMENT PROGRAM (STEP) / EMBASSY LOCATION:** If you are planning visit or reside in the United Kingdom, please take the time to tell our Embassy or Consulates about your trip. If you enroll in the Smart Traveler Enrollment Program, we can keep you up to date with important safety and security announcements. It will also help your friends and family get in touch with you in an emergency.

The American Citizen Services section maintains a blog of easy-to-access information relevant to U.S. citizens living in or traveling to the United Kingdom. Local Embassy and Consulate information is available below and at the Department of State's list of embassies and consulates.

U.S. Embassy London  
24 Grosvenor Square, London W1A 1AE  
Telephone: 020-7499-9000  
Telephone from the United States: 011-44-20-7499-9000 (24 hours)  
Consular fax: 020-7495-5012  
Consular fax from the United States: 011-44-20-7495-5012

U.S. Consulate General Edinburgh, Scotland

3 Regent Terrace, Edinburgh EH7 5BW

Telephone: 013-1556-8315

Telephone from the United States: 011-44-13-1556-8315

Emergency after-hours telephone: 020-7499-9000

Emergency after-hours telephone from the United States: 011-44-20-7499-9000

Fax: 0131-557-6023

Fax from the United States: 011-44-131-557-6023

U.S. Consulate General Belfast, Northern Ireland

Danesfort House, 223 Stranmillis Road, Belfast BT9 5GR

Telephone: 028-9038-6100

Telephone from the United States: 011-44-28-9038-6100

Emergency after-hours telephone: 07545-507738

Emergency after-hours telephone from the United States: 011-44-7545-507738

Fax: 028-9068-1301

Fax from the United States: 011-44-28-9068-1301

There is no U.S. consular representation in Gibraltar. You should direct passport questions from there to the U.S. Embassy in Madrid, located at Serrano 75, Madrid, Spain; telephone: 34-91-587-2200 and fax: 34-91-587-2303. You should direct all other inquiries to the U.S. Embassy in London.

**ENTRY / EXIT REQUIREMENTS FOR U.S. CITIZENS:** While some countries impose minimum passport validity for arriving passengers, there is no such requirement for the United Kingdom. U.S. citizens seeking entry as tourists or visitors are required to present a valid passport. U.S. citizens traveling to the UK for purposes other than tourism should refer to the UK Border Agency website to verify if a visa or entry clearance certificate is required for entry. U.S. citizens traveling from the UK to other countries, or changing planes in the UK en route to onward destinations, should check the passport and visa requirements of any onward destinations prior to entering the UK. The UK Border Agency (UKBA) has a five-tier, point-based visa system that affects U.S. citizens coming to the United Kingdom as well as U.S. citizens and family members already in the country. You can find information on the point-based system on the UKBA website. You must be outside the United Kingdom, the Channel Islands, and the Isle of Man when you apply for a UK visa.

Companies and individuals intending to employ U.S. citizens, or other nationals from countries beyond the European Economic Area and Switzerland, are required to apply to the UKBA for a sponsorship license. Information on the sponsorship license can be found on the UKBA website.

Educational organizations must also apply for a sponsorship license from the UKBA. This includes U.S. educational institutions offering only short-term study abroad programs on their own premises in the United Kingdom to students who are enrolled in the United States but come to the

United Kingdom for one or two semesters prior to returning home to finish their degrees. Information on the license for educational institutions also can be found on the UKBA website.

**Students and prospective students who intend to stay longer than six months, and those coming for less than six months but who wish to work while studying, are required to obtain a student or prospective student visa before traveling to the United Kingdom.** If you do not, you will be refused entry to the United Kingdom. You can find information on student visas on the UKBA website. Students may apply online.

Please note that charity workers, religious workers, and other temporary workers -- even those performing unpaid duties -- are required to obtain a visa prior to traveling to the United Kingdom. You can find information on temporary workers on the UKBA website.

It is your personal responsibility to ensure that you have the appropriate permission to enter the United Kingdom. We cannot intervene on your behalf when applying for a visa, nor can we obtain one for you at the airport. We cannot assist if you are denied entry into the United Kingdom and returned on a flight to the United States. The UKBA website will help you find out whether you need a visa to enter the United Kingdom.

Effective November 1, 2011, the UK Border Agency (UKBA) now requires any visitor or resident without recourse to public funds to clear any National Health Service (NHS) charges before being admitted back into the UK. The threshold for defaulters is £1,000 (approximately \$1,600). Anyone who has not paid their outstanding NHS debts will be refused entry or the issuance of a visa until the charges are settled. Visit the UKBA website for more details. The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of the UK. Anyone who does not appear to be in good health may be required to undergo a medical exam (including an HIV test) prior to being granted or denied entry into the United Kingdom.

You can find information about dual nationality or the prevention of international child abduction on our website. For further information about customs regulations, please read our Customs Information page.

**THREATS TO SAFETY AND SECURITY:** The United Kingdom is politically stable and has a modern infrastructure, but shares with the rest of the world an increased threat of terrorist incidents of international origin, as well as the potential for isolated violence related to the political situation in Northern Ireland.

Like the United States, the United Kingdom shares its national threat levels with the general public to keep everyone informed and explain the context for the various increased security measures that may be encountered. The UK Home Office posts UK threat levels on its website.

The UK Security Service, commonly known as MI5, publishes through its website specific reasons for any changes in the threat level and recommended actions for the public.

U.S. citizens should check with the UK Department for Transport for the latest security updates and carry-on luggage restrictions.

In the past several years, extremists have targeted and attacked public transportation infrastructure in European cities such as London, Madrid, Glasgow, and Moscow, demonstrating that terrorists continue to take an active interest in targeting this sector. The British Home Secretary has urged UK citizens to be alert and vigilant. For example, travelers are encouraged to keep an eye out for suspect packages or people acting suspiciously on buses, on the subway (called the Tube or Underground), at train stations, and at airports, and to report anything suspicious to the appropriate authorities. U.S. citizens should remain vigilant with regard to their personal security and to exercise caution. As has been widely reported in the press, UK law enforcement authorities have taken action to guard against a terrorist attack, underscoring in their public statements that the police are using a range of tactics to mitigate the threat. For more information about UK public safety initiatives, consult the UK Civil Contingencies Secretariat website.

The political situation in Northern Ireland has improved substantially since the days of the "Troubles," with the successful completion of a four-year term by the Northern Ireland Assembly in March 2011 and the devolution of policing and justice authorities to the Assembly in April 2010. Nevertheless, the Police Service of Northern Ireland assesses the dissident republican threat in Northern Ireland to be severe. Three violent dissident republican groups, the Real IRA (RIRA), Oglaiigh na hEireann (ONH), and the Continuity IRA (CIRA) are the main sources of an increased number of security incidents in recent years. Attacks by these groups have focused primarily on police and military targets, and involved the use of firearms and explosives. Attacks have targeted the private vehicles and homes of security personnel, police stations, and other justice sector buildings, increasing the potential for travelers to be caught in the wrong place at the wrong time during such attacks, and also during any sporadic incidents of street violence and/or sectarian confrontation. U.S. citizens traveling to Northern Ireland should remain alert to their surroundings and should be aware that if they choose to visit potential flashpoints or attend parades, sporadic violence remains a possibility. Tensions may be heightened during the summer marching season (April to August), particularly during the month of July (around the July 12th public holiday).

We remind you that even demonstrations intended to be peaceful can turn confrontational and possibly escalate into violence. You should avoid the areas of demonstrations if possible, and be careful within the vicinity of any demonstrations. You should stay current with media coverage of local events and be aware of your surroundings at all times.

The phone number for police/fire/ambulance emergency services – the equivalent of 911 in the United States – is 999 in the United Kingdom and 112 in Gibraltar. You should also use this

number to report warnings about possible bombs or other immediate threats. The UK Anti-Terrorist Hotline, at 0800-789-321, is available for tips and confidential information about possible terrorist activity.

Stay up to date by:

- Bookmarking our Bureau of Consular Affairs website, which contains the current Travel Warnings and Travel Alerts as well as the Worldwide Caution ;
- Following us on Twitter (Consular Affairs or U.S. Embassy London )and on Facebook (Consular Affairs or U.S. Embassy London);
- Downloading our free Smart Traveler iPhone App to have travel information at your fingertips;
- Calling 1-888-407-4747 toll-free within the U.S. and Canada, or a regular toll line, 1-202-501-4444, from other countries; and

Taking some time before travel to consider your personal security. Here are some useful tips for traveling safely abroad. Take some time before you travel to improve your personal security—things are not the same everywhere as they are in the United States. Here are some useful tips for traveling safely abroad.

**CRIME:** The United Kingdom and Gibraltar benefit from generally low crime rates. Overall crime rates have decreased over the past decade; however, according to Metropolitan Police statistics, serious crime (i.e. assault, robbery, burglary, gun-enabled crimes, and rape) in many London boroughs has increased. As with any major metropolitan city, U.S. citizens are urged to be cautious and aware of their surroundings.

Typical criminal incidents include pick pocketing, mugging, and "snatch and grab" theft of mobile phones, watches, and jewelry. Theft of unattended bags, especially at airports and from cars parked at restaurants, hotels, and resorts is common. Pickpockets target tourists, especially at historic sites and restaurants, and on buses, trains, and the London subway. Thieves often target unattended cars parked at tourist sites and roadside restaurants, looking for laptop computers and handheld electronic equipment - especially global positioning satellite (GPS) equipment.

U.S. citizens should also be alert to other criminal schemes, such as imposters posing as undercover police officers and "fining" tourists for bogus minor offences (littering or not having ID documents, for example). A legitimate Metropolitan Police Services officer will never demand an immediate cash payment from a citizen or tourist.

You should avoid walking alone in isolated areas, including public parks, especially after dark, as these are advantageous venues for muggers and thieves. You should be especially careful using underground pedestrian tunnels at night or when there is little foot traffic. As a general rule, either

walk the extra distance to use a surface crossing or wait until there are other adult pedestrians entering the tunnel.

In London, you should use only licensed Black Cabs or car services recommended by hotels or tour operators. Unlicensed taxis or private cars posing as taxis may offer low fares, but are often uninsured and may have unlicensed drivers. In some instances, travelers have been robbed and/or raped while using these cars. You can access 7,000 licensed Black Cabs using one telephone number: 087-1871-8710. This taxi booking service combines all six of London's radio taxi circuits, allowing you to telephone 24 hours a day if you need a cab. Alternatively, to find a licensed minicab, text HOME to 60835 on your mobile phone to get the telephone number to two licensed minicab companies in the area. If you know in advance when you will be leaving for home, you can pre-book your return journey. The Safe Travel at Night partnership among the Metropolitan Police, Transport for London, and the Mayor of London maintains a website with additional information on cabs and car services.

Don't leave your drink unattended in bars and nightclubs. There have been some instances of drinks being spiked with illegal substances, leading to incidents of robbery and rape.

U.S. citizens should take steps to ensure the safety of their U.S. passports. Visitors in the United Kingdom and Gibraltar are not expected to produce identity documents for police authorities and thus may secure their passports in hotel safes or residences.

**ATM Fraud:** You don't need to carry a passport to cash a traveler's check. There are many ATMs that link to U.S. banking networks. When using ATM machines in the United Kingdom, you should use the same common-sense personal security measures you would use in the United States. ATM fraud in the United Kingdom is becoming more sophisticated, incorporating technologies that surreptitiously record customer ATM card and PIN information. Avoid using ATMs that look in any way temporary in structure or location, or are located in isolated areas. Be aware that in busy public areas, thieves use distraction techniques, such as waiting until the PIN has been entered and then pointing to money on the ground or attempting to hand out a free newspaper. When the ATM user is distracted, a colleague will quickly withdraw cash and leave. If you are distracted in any way, cancel the transaction immediately. Don't use an ATM if there is anything stuck to the machine or if it looks unusual in any way. If the machine does not return your card, report the incident to the issuing bank immediately. If you need to visit an ATM always try to use the machines inside the bank, as they are monitored by CCTV and are the least likely to be targeted by thieves.

Don't buy counterfeit and pirated goods, even if they are widely available. Not only are the bootlegs illegal to bring back into the United States, but you may also be breaking local law.

**Scams:** Financial crimes conducted over the Internet have increased dramatically in the United Kingdom as scammers attempt to convince you to send them money. These fraudulent schemes

can include lotteries, online dating/social networking services, inheritance notices, work permits/job offers, bank overpayments, or schemes that make it appear you are helping a loved one or a friend in trouble.

In many cases, scammers troll the Internet for victims, and spend weeks or months building a relationship. Once they have gained their victim's trust, the scammers create a false situation and ask for money. Scammers can be very clever and deceptive, creating sad and believable stories that will make you want to send them money.

A number of U.S. citizens are lured to the United Kingdom each year in the belief that they have won a lottery or have inherited from the estate of a long-lost relative. U.S. citizens may also be contacted by persons with whom they have become acquainted over the Internet – or even receive an email purportedly from a friend or family member – who now need funds urgently to pay for hospital treatment, hotel bills, taxes, or airline security fees. Invariably, the person contacted becomes a victim of fraud. **If you receive an email from family or friends requesting assistance you should first try calling them, as that person may not know their email account has been hacked.** You should view any unsolicited invitations to travel to the United Kingdom to collect winnings or an inheritance with skepticism. Also, there are no licenses or fees required when transiting a UK airport, emergency medical treatment is never withheld pending payment of fees, and hotels in the UK will not detain guests for lack of funds without involving the police. A claim that a hospital or hotel will not let someone depart until their bill is settled is usually a red flag for a scam.

Visit the Embassy London website for more information about Internet Financial Scams and how to protect yourself. The site contains useful tips to prevent becoming a victim. To view a common example of Internet financial scams, see Embassy London's YouTube video. The U.S. Department of State also provides information about other types of international financial scams.

**VICTIMS OF CRIME:** If you or someone you know becomes the victim of a crime abroad, you should contact the local police and the nearest U.S. embassy or consulate (see the Department of State's list of embassies and consulates ). If your passport is stolen, we can help you replace it. For violent crimes such as assault and rape, we can, for example, help you find appropriate medical care, contact family members or friends and help you get money sent from them if you need it. Although the investigation and prosecution of the crime are solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

The local equivalent to the 911 emergency line in the United Kingdom is 999; in Gibraltar, it is 112.

The Victim Support website is maintained by an independent UK charity to help people cope with the effects of crime. A Northern Ireland-based independent charity maintains a similar victim's support website. In Scotland victims of crime should contact Victim Support Scotland.

Please see our information for victims of crime, including possible victim compensation programs in the United States.

**CRIMINAL PENALTIES:** While you are traveling in the United Kingdom, you are subject to its laws even if you are a U.S. citizen. Foreign laws and legal systems can be vastly different than our own. If you break local laws in the United Kingdom, your U.S. passport won't help you avoid arrest or prosecution. It's very important to know what's legal and what's not where you are going.

Penalties for possessing, using, or trafficking in illegal drugs in the United Kingdom are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime prosecutable in the United States.

Many pocket knives and other blades, and mace or pepper spray canisters, although legal in the United States, are illegal in the United Kingdom and will result in arrest and confiscation if detected. Please refer to "A UK Customs Guide," detailing which items visitors are prohibited from bringing into the United Kingdom.

Air travelers to and from the United Kingdom should be aware that penalties against alcohol-related and other in-flight crimes ("air rage") are stiff and are being enforced with prison sentences. Please also see our information on customs regulations that pertain when returning to the United States.

Drivers of non-UK-registered vehicles may have to provide an on-the-spot deposit of up to 900 pounds (approximately \$1400) if stopped for a motoring offense. If the driver cannot pay due to lack of cash or credit, the vehicle may be impounded until payment is made, and a release fee will be charged in addition to the deposit.

Non-UK-resident drivers charged with motoring offenses are often unable to provide a verifiable address where a summons (subpoena) to appear in court can be delivered and/or enforced, or fail to return for court if released on bail. U.S. citizens may be detained and arrested if they cannot provide a UK address to receive a subpoena or are about to depart the United Kingdom and have to be brought to court quickly for a motoring offense. If alleged offenders attend court and are found not guilty, the deposit is returned.

UK authorities nearly always promptly notify the U.S. Embassy or a consulate if a U.S. citizen is detained or arrested in the UK, but to ensure the State Department is aware of your



circumstances, request that the police and prison officials notify the U.S. Embassy or nearest consulate as soon as you are arrested or detained in the UK.

**SPECIAL CIRCUMSTANCES:** The legal drinking age (18 years old to purchase alcohol) in the United Kingdom is lower than in the United States, and social drinking in pubs (bars) is often seen as a routine aspect of British life. Parents, organizers of school trips, and young travelers should be aware of the impact that this environment may have when combined with the sense of adventure that comes with being abroad. Please see our Students Abroad website to help you plan a safe and enjoyable experience.

The United Kingdom has strict gun-control laws, and importing firearms is extremely complicated. Travelers should consider leaving all firearms in the United States. There are restrictions on the type and number of weapons that an individual may possess. All handguns, such as pistols and revolvers, are prohibited, with very few exceptions. Police control the licensing of firearms in the United Kingdom. Applicants for a license must be prepared to show good reason why they require each weapon. Applicants must also provide a copy of their U.S. gun license, a letter of good conduct from their local U.S. police station, and a letter detailing any previous training, hunting, or shooting experience. Background checks will also be carried out. Additional information on applying for a firearm certificate and/or shotgun certificate can be found on the London Metropolitan Police Firearms licensing web page. For firearms certificates for Scotland, please check with the police constabulary in the city you wish to visit as Scotland has separate regulations. Licenses from England or Wales may not be valid in Scotland; please check with the appropriate authorities.

**Accessibility:** In the UK, accessibility and accommodation for individuals with disabilities may be very different from what you find in the United States. UK law mandates access to buildings for persons with disabilities, and the government effectively enforces this requirement in practice. The law requires that all public service providers (except in the transportation sector) make "reasonable adjustments" to ensure their services are available to persons with disabilities.

Getting around in UK cities may be difficult at times since many sidewalks are narrow and uneven. Although the London Underground and the UK's National Rail System are very efficient methods for traveling throughout central London and the UK, most stations are not readily accessible for people with disabilities. Very few stations have elevators, and most have stairways and long corridors for changing trains or exiting to the street. However, many UK buses are equipped with lowering platforms for limited-mobility or sight- or hearing-disabled travelers. Taxis are also a good means of transportation.

The Transport for London and National Rail websites provide information for passengers with disabilities. There are many other resources available on the internet for disabled persons traveling to or living in the UK. You may also contact any of our consular offices by e-mail for further information on this topic

**MEDICAL FACILITIES AND HEALTH INFORMATION:** While medical services are widely available, free care under the National Health System (NHS) is allowed only for UK residents and certain EU nationals. Tourists and short-term visitors will be charged for medical treatment in the United Kingdom. Charges may be significantly higher than those assessed in the United States. Travelers to the United Kingdom should ensure they have adequate medical insurance to cover the cost of any treatment received - please see additional insurance information below.

You can find good information on vaccinations and other health precautions on the Centers for Disease Control and Prevention (CDC) website. For information about outbreaks of infectious diseases abroad, consult the World Health Organization (WHO) website, which also contains additional health information for travelers, including detailed country-specific health information.

Hiking in higher elevations can be treacherous. Several people die each year while hiking, particularly in Scotland, often due to sudden changes in weather. We encourage visitors, including experienced hikers, to discuss their intended routes with local residents familiar with the area and to adhere closely to recommendations.

**MEDICAL INSURANCE:** You can't assume your insurance will go with you when you travel. It's very important to find out BEFORE you leave whether or not your medical insurance will cover you overseas. You need to ask your insurance company two questions:

- Does my policy apply when I'm out of the United States?
- Will it cover emergencies like a trip to a foreign hospital or a medical evacuation?

In many places, doctors and hospitals still expect payment in cash at the time of service. Your regular U.S. health insurance may not cover doctor and hospital visits in other countries. If your policy doesn't go with you when you travel, it's a very good idea to take out another one for your trip. For more information, please see our medical insurance overseas page.

Visitors to the UK should be aware that effective November 1, 2011, the UK Border Agency (UKBA) now requires any visitor or resident without recourse to public funds to clear any National Health Service (NHS) charges before being admitted back into the UK. The threshold for defaulters is £1,000 (approximately \$1,600). Anyone who has not paid their outstanding NHS debts will be refused entry or the issuance of a visa until the charges are settled. Visit the UKBA website for more details.

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in the United Kingdom, U.S. citizens may encounter road conditions that differ significantly from those in the United States.

UK penalties for driving under the influence of even minimal amounts of alcohol or drugs are stiff and often result in prison sentences. In contrast to U.S. and continental European traffic, which moves on the right side of the road, UK traffic moves on the **left**. Visitors uncomfortable with or

intimidated by the prospect of driving on the left side of the road may wish to use the United Kingdom's extensive bus, rail, and air transport networks. Roads in the United Kingdom are generally excellent but are narrow and often congested in urban areas. If you plan to drive while in the United Kingdom, you may wish to obtain a copy of the Highway Code, available for purchase at most UK bookstores.

It is illegal to operate a motor vehicle in the UK while you are using a hand-held cell phone or similar device, including a Personal Data Assistant (PDA) that incorporates a cell phone. Hands-free phones may be used. Use of cell phones and hand-held communication devices while driving can lead to a substantial fine, and in the event of an accident, could result in a jail sentence.

The maximum speed limit on highways/motorways in the United Kingdom is 70 mph. Motorways generally have a hard shoulder (breakdown lane) on the far left, defined by a solid white line. It is illegal to stop or park on a hard shoulder unless it is an emergency. In such cases, you should activate your hazard lights, get out of your vehicle, and go onto an embankment for safety.

Emergency call boxes (orange telephone booths with "SOS" printed on them) may be found at half-mile intervals along the motorway. White and blue poles placed every 100 yards along the motorway point in the direction of the nearest call box. Emergency call boxes dial directly to a motorway center. It is best to use these phones rather than a personal cell phone, because motorway center personnel will immediately know the location of a call received from an emergency call box.

Roadside towing services may cost approximately £150 (approximately \$240). However, membership fees of automotive associations such as the RAC (Royal Automobile Club) or AA (Automobile Association) often include free roadside towing service.

Travelers intending to rent cars in the United Kingdom should make sure they are adequately insured. U.S. auto insurance is not always valid outside the United States, and travelers may wish to purchase supplemental insurance, which is generally available from most major rental agents. Authorities impose a congestion charge on all cars entering much of central London Monday through Friday from 7:00 a.m. to 6:00 p.m. Information on the congestion charge can be found on the Transport for London website.

Public transport in the United Kingdom is excellent and extensive. Information on disruptions to London transportation services can be found on the Transport for London website. Information about the status of National Rail Services can be found on the National Rail Enquiries website. Information on bus and train services in Northern Ireland can be found on the Translink website. Many U.S. citizen pedestrians are injured, some fatally, every year in the United Kingdom because they forget that oncoming traffic approaches from the opposite direction than in the United States. You should exercise extra care when crossing streets; remember to remain alert and look both ways before stepping into the street.

Driving in Gibraltar is on the right side of the road, as in the United States and continental Europe. Persons traveling overland between Gibraltar and Spain may experience long delays in clearing Spanish border controls.

Please refer to our Road Safety page for more information. For specific information concerning UK driving permits, vehicle inspection, road tax, and mandatory insurance, refer to the UK Department for Transport website or the Driving Standards Agency website. The U.S. Embassy in London can also provide information.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the UK government's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of the United Kingdom's air carrier operations. Further information may be found on the FAA's safety assessment page.

**CHILDREN'S ISSUES:** Please see our Office of Children's Issues web pages on inter-country adoption and international parental child abduction.

\* \* \*

This replaces the Country Specific Information for the United Kingdom dated July 24, 2012 to update the following section: Entry and Exit Requirements for U.S. Citizens, Medical Insurance, and Scams.

**TO:** Board of Trustees

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

**RE:** Saddleback College: Alternative Fuel Vehicle Specialist Certificate/AS Degree

**Action:** Approval

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BACKGROUND

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the new Alternative Fuel Vehicle Specialist Certificate/AS Degree.

STATUS

Saddleback College proposes acceptance of the Alternative Fuel Vehicle Specialist certificate/AS degree for Saddleback College. Exhibit A includes the new certificate/degree that is recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the 2013-2014 Academic Year.

RECOMMENDATION

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2013-2014

**New**

**Alternative Fuel Vehicle Specialist  
Certificate Program**

This program provides students with knowledge of all operating systems in the modern hybrid and alternative fueled automobile. The emphasis is on the unique characteristics and maintenance issues associated with hybrid and alternative fuel systems and alternative forms of propulsion. Ideal for the small business owner, independent shop, or the dealership career oriented technician.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<b>Required Courses:</b>		
AUTO 100	Automotive Fundamentals	3
AUTO 101*	Automotive Electrical Systems	3
AUTO 201*	Advanced Automotive Electrical	3
AUTO 207*	Automotive Engineering Fundamentals	3
AUTO 229*	Diesel Technology	3
AUTO 220*	Alternative Propulsion Systems	3
AUTO 231*	Hybrid and Electrical Vehicle Technology	3
AUTO 232*	Diesel Systems Technology	3
	Select from Restricted Electives	3
<b>Total</b>		<b>27</b>

**Restricted Electives:**

AUTO 102*	Automotive Engine Performance/Electronics and Ignition Systems	3
AUTO 103*	Automotive Engine Performance/Fuel and Emissions Systems	3
AUTO 105*	Automotive Power Train	3
AUTO 106A*	Automotive Suspension and Alignment	3
AUTO 106B*	Automotive Brake Systems	3
AUTO 107*	Automatic Transmissions	3
AUTO 108*	Automotive Air Conditioning	3
AUTO 202*	Advanced Engine Performance Diagnosis	3
AUTO 226*	Automotive Service Consultant	2
AUTO 227*	Automotive Service Management	3
AUTO 228*	Advanced Vehicle Performance	1
AUTO 240*	Automotive Lab	3
CWE 180*†	Cooperative Work Experience: Automotive	1

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

†CWE 180\* should be taken after completing at least 9 units of the Alternative Fuel Vehicle Specialist Certificate Program.

**Associate Degree**

**Associate in Science Degree**

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

**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.

**TO:** Board of Trustees

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

**RE:** **Saddleback College:** New Transfer Degrees for the Fall Semester 2013-2014 Academic Year

**ACTION:** Approval

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### **BACKGROUND**

Saddleback College's Curriculum Committee and Academic Senate have reviewed and approved the Associate Degrees for Transfer (AA-T/AS-T) for the Fall semester 2013-2014 Academic Year.

### **STATUS**

Saddleback College proposes five new Associate Degrees for Transfer (AA-T/AS-T) and one AA-T degree revision (which is the PSY AA-T degree adding PSYC 44 as an option) in Exhibit A. This is recommended by the Curriculum Committee and the Academic Senate of Saddleback College for the Fall semester 2013-2014 Academic Year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed New Associate Degrees for Transfer (AA-T/AS-T) as listed in Exhibit A.

**CCC Major or Area of Emphasis:** Business Administration

**TOP Code:** 050500

**CSU Major(s):** Business Administration

**Total Units:** 23-24 (all units are semester units)

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>

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE and LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval. Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at: <http://www.c-id.net/degreereview.html> and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Science in Business Administration for Transfer Degree					
College Name: SADDLEBACK COLLEGE					
TRANSFER MODEL CURRICULUM (TMC)			COLLEGE PROGRAM REQUIREMENTS		
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/IGETC Area
<b>REQUIRED CORE: Select 5 (15 units)</b>					
Financial Accounting (3)	ACCT 110	ACCT 1A	Financial Accounting	4	
Managerial Accounting (3)	ACCT 120	ACCT 1B	Managerial Accounting	4	
Principles of Microeconomics (3)	ECON 201	ECON 4	Principles (MICRO)	3	D2
Principles of Macroeconomics (3)	ECON 202	ECON 2	Principles (MACRO)	3	D2
Business Law (3) OR Legal Environment of Business (3)	BUS 125  BUS 120	BUS 14  BUS 12	Legal Environment of Business  Business Law	3  3	
<b>LIST A: Select one (3 units)</b>					
Business Calculus (3)	MATH 140	MATH 8	College Algebra for Brief Calculus	5	B4
Introduction to Statistics (3)	MATH 110	MATH 10	Introduction to Statistics	3	B4
<b>LIST B: Select two (5-6 units)</b>					
Any course from LIST A not already used.					
Business Information Systems (3) OR Computer Science (2-3)	BUS 140 / ITIS 120  <b>AAM</b>	CIM 1	Computer Information Systems	3	
Introduction to Business (3) OR Business Communication (3)	BUS 110  BUS 115	BUS 1  BUS 104	Introduction to Business  Business Communication	3  3	
<b>Total Units for the Major:</b>	<b>23-24</b>	<b>Total Units for the Major:</b>		sum	
<b>Conditionally Approved C-ID</b>		<b>Total Units that may be double-counted</b>			sum
<b>Approved C-ID</b>		<i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>			
<b>Submitted/In-Progress C-ID</b>		<b>General Education (CSU GE or IGETC) Units</b>			37-39
		<b>Elective (CSU Transferable) Units</b>			sum
		<b>Total Degree Units (maximum)</b>			<b>60</b>



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](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. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE and LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at: <http://www.c-id.net/degreereview.html> and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>. C-ID Approved **C-ID Conditionally Approved** **C-ID Submitted/In Progress**

**Associate in Arts in English for Transfer Degree**  
**College Name: Saddleback College**

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
<b>REQUIRED CORE: (4-8 units)</b>					
<b>Option 1: Select two (6-8 units)</b>					
Argumentative Writing and Critical Thinking (3-4)	ENGL 105	ENG 1B	Principles of Composition II	3	A3
Introduction to Literature (3-4)	ENGL 120	ENG 25	Introduction to Literature	3	C2
<b>OR</b>					
<b>Option 2: Select one (4 units)</b>					
Argumentative Writing and Critical Thinking Through Literature (4)	ENGL 110				
<b>LIST A: Select two (6 units)</b>					
American Literature I (3)	ENGL 130	ENG 15A	Survey of American Literature: 1620-1860	3	C2
American Literature II (3)	ENGL 135	ENG 15B	Survey of American Literature: 1860-Contemporary	3	C2
British Literature I (3)	ENGL 160	ENG 17A	Survey of English Literature: Beowulf to Romantic Movement	3	C2
British Literature II (3)	ENGL 165	ENG 17B	Survey of English Literature: Romantic Movement to the Present	3	C2
World Literature I (3)	ENGL 140	ENG 21A	World Literature: Ancient	3	C2

World Literature II (3)	ENGL 145	<b>ENG 21B</b>	to 17 <sup>th</sup> Century World Literature: 17 <sup>th</sup> Century to Modern Period	3	C2
<b>LIST B:</b> Select courses based on option chosen in <b>REQUIRED CORE:</b> <b>Option 1:</b> 3 units <b>Option 2:</b> 6 units					
Any courses from <b>LIST A</b> not already used.					
Any English course articulated as lower division preparation in the English major at a CSU.	<b>AAM</b>				
Introductory Creative Writing (3)	ENGL 200	<b>ENG 3</b>	Introduction to Creative Writing	3	C2
<b>LIST C: Select one (3 units)</b>					
Any course from <b>LIST A</b> or <b>B</b> not already used.					
Any CSU transferable English course.	<b>BCT</b>	<b>ENG 1A</b>	Principles Of Composition	4	A2
Any language course other than English that is articulated to fulfill CSU-GE Area C or IGETC Area 3A and 3B.	<b>GECC</b>	<b>SPAN 1</b>	Elementary Spanish	5	C2
		<b>SPAN 2</b>	Elementary Spanish	5	C2
		<b>SPAN 3</b>	Intermediate Spanish	5	C2
Any CSU transferable literature course offered in another department.	<b>BCT</b>				
Introduction to Reporting News Writing (3) <b>OR</b> Introduction to Journalism (3)	JOUR 110 <b>BCT</b>	<b>JRN 2</b>	News Writing	3	
Business Communication (3)	BUS 115	<b>BUS 104</b>	Business Communication	3	
Oral Interpretation of Literature (3)	COMM 170	<b>SP 30</b>	Introduction to Oral Interpretation	3	
Introductory Humanities (3)	<b>BCT</b>				
Introductory Theatre (3)	THTR 111	<b>TA 20</b>	Theatre Appreciation	3	C1
Introductory Linguistics (3)	<b>BCT</b>				
<b>Total Units for the Major:</b>	<b>18-20</b>	<b>Total Units for the Major:</b>			<b>18-20</b>
		<b>Total Units that may be double-counted</b> <i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>			<b>18-20</b>
		<b>General Education (CSU GE or IGETC) Units</b>			<b>37-39</b>
		<b>Elective (CSU Transferable) Units</b>			<b>1-5</b>
		<b>Total Degree Units (maximum)</b>			<b>60</b>

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

Template # 1010  
 Rev. 4: 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](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. At a minimum, where there is an indicated **C-ID Descriptor** in the **REQUIRED CORE and LIST A**, the course must have been submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreereview.html>

and attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>. **C-ID Approved** **C-ID Submitted/In Progress**

**Associate in Arts in Studio Arts for Transfer Degree**  
**College Name: Saddleback College**

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
<b>REQUIRED CORE: (12 units)</b>					
Survey of Western Art from Renaissance to Contemporary (3)	ARTH 120	ART 26	Survey of Art History: Renaissance To Modern	3	C1
2-D Foundations (3)	ARTS 100	ART 40	2-D Foundations	3	
3-D Foundations (3)	ARTS 101	ART 41	Three-Dimensional Design	3	
Fundamentals of Drawing (3)	ARTS 110	ART 80	Drawing 1	3	
<b>LIST A: Select one (3 units)</b>					
Survey of Western Art from Prehistory through the Middle Ages (3)	ARTH 110	ART 25	Survey of Art History: Ancient Worlds to Gothic	3	C1
Survey of Asian Art (3)	ARTH 130	ART 22	Survey of Asian Art (India, China, Japan, and Korea)	3	C1
Art of Africa, Oceania, and Indigenous North Americas (3)	ARTH 140	ART 23	African and Oceanic Art	3	C1
Any other Art History survey courses articulated as lower division preparation for the Studio Arts major at a CSU. (Art Appreciation courses do not count towards this requirement.)	<b>AAM</b> <b>CSU</b>	ART 29	Introduction To World Art	3	C1

LIST B: Select three (9 units) Curricular Areas					
<b>Drawing</b> Figure Drawing (3) OR Intermediate Drawing (3)	ARTS 200	ART 85	Drawing From The Live Model I	3	
	ARTS 205	ART 81	Drawing II	3	
<b>Painting</b> Introduction to Painting (3)	ARTS 210	ART 50	Painting I	3	
<b>Printmaking</b> Introduction to Printmaking (3)	ARTS 220	ART 60	Intaglio (Etching) and Relief I	3	
<b>Ceramics</b> Introduction to Ceramics (3)	ARTS 230	ART 9	Ceramic Fundamentals	3	
<b>Sculpture</b> Sculpture (3)	ARTS 240	ART 70	Fundamentals Of Sculpture	3	
<b>Digital Art</b> Introduction to Digital Arts (3)	ARTS 250				
<b>Photography</b> Introduction to Photography (3)	ARTS 260				
<b>Color</b> Color Theory (3)	ARTS 270	ART 42	Color Theory and Practice	3	
<b>Applied Design</b> Introduction to Crafts OR Introduction to Jewelry and Metalsmithing (3) OR Introduction to Fiber Arts	ARTS 280				
	ARTS 281	ART 133	Jewelry I	3	
	ARTS 282				
Any other local Studio Arts course within the preceding curricular areas that are articulated as lower division preparation in Studio Arts major at a CSU.	<b>AAM</b>				
<b>Other Media:</b> Courses articulated as lower division preparation in Studio Arts major at a CSU in curricular areas not represented above.	<b>AAM</b>				
<b>Second Semester:</b> Second semester courses in the above curricular areas articulated as required lower division major preparation at a CSU for a particular area of emphasis within the major.	<b>AAM</b>				
<b>Total Units for the Major:</b>	<b>24</b>	<b>Total Units for the Major:</b>		<b>24</b>	
		<b>Total Units that may be double-counted</b> <i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>		<b>6</b>	
		<b>General Education (CSU GE or IGETC) Units</b>		<b>37-39</b>	
		<b>Elective (CSU Transferable) Units</b>		<b>3-5</b>	
		<b>Total Degree Units (maximum)</b>		<b>60</b>	

**Local Degree Development notes:**

Local degrees may not mandate that a student take any course that is not either articulated as general education or lower division preparation for the Studio Arts major at a CSU. Additionally, not every local campus will offer all courses or courses in categories listed on the TMC. Faculty should refer to the Studio Arts TMC and narrative for additional guidance by going to:

<http://www.c-id.net/degreereview.html>

**Transfer Model Curriculum (TMC) Template for Theatre Arts**  
**CCC Major or Area of Emphasis: Theatre Arts**  
**TOP Code: 100700**  
**CSU Major(s): Theatre Arts; Drama**  
**Total Units: 18** (all units are semester units)

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](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 submitted to C-ID prior to completing the Associate Degree for Transfer (ADT) proposal for Chancellor's Office approval.** C-ID approved Conditionally approved Submitted/IP C-ID

**Associate in Arts in Theatre Arts for Transfer Degree**  
**College Name: Saddleback College**

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/ IGETC Area
<b>REQUIRED CORE: (9 units)</b>					
Introduction to Theatre (3) <b>OR</b> Theatre History I (3)	THTR 111  THTR 113	TA 20  TA 25	Theatre Appreciation  Musical Theatre: Primitive to Renaissance	3  3	C1  C1
Acting I	THTR 151	TA 1	Acting	3	
Rehearsal and Performance Production (maximum of 3 units) <b>OR</b> Technical Theatre in Production (maximum of 3 units)	THTR 191  THTR 192	TA 15  TA 16 TA 17 TA 18 TA 113  ETT 142	Rehearsal and Performance: Drama Comedy Mixed Genres Dance Children's Theatre  Theatre Production	2  2 2 1 2  1	
<b>LIST A: Select three (9 units)</b>					
Acting II (3)	THTR 152	TA 2	Beginning Scene Study	3	
Introduction to Design / Introduction to Theatre Design (3)	THTR 172	ETT 45	Scene Design	3	
Introduction to Stage Lighting / Lighting Design Fundamentals (3)	THTR 173	ETT 41	Stage Lighting	3	
Introduction to Stage Costume / Fundamentals of Costume Design (3)	THTR 174	ETT 42	Costume Design	3	
Introduction to Stage Make-up / Stage Make-up (3)	THTR 175				
Script Analysis (3)	THTR 114				
Stagecraft (3)	THTR 171	ETT 40	Stagecraft	4	
<b>If not used in REQUIRED CORE:</b> Rehearsal and Performance Production (maximum of 3 units) <b>OR</b> Technical Theatre in Production (maximum of 3 units)	THTR 191  THTR 192	TA 15  TA 16 TA 17 TA 18 TA 113 ETT 142	Rehearsal and Performance: Drama Comedy Mixed Genres Dance Children's Theatre Theatre Production	2  2 2 1 2  1	Rehearsal and Performance: Drama Comedy Mixed Genres Dance Children's Theatre Theatre Production

<b>Total Units for the Major:</b>	<b>18</b>	<b>Total Units for the Major:</b>	<b>18-19</b>
		<b>Total Units that may be double-counted</b> <i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>	<b>3</b>
		<b>General Education (CSU GE or IGETC) Units</b>	<b>37-39</b>
		<b>Elective (CSU Transferable) Units</b>	<b>5-8</b>
		<b>Total Degree Units (maximum)</b>	<b>60</b>

**Transfer Model Curriculum (TMC) Template for Physics****CCC Major or Area of Emphasis:** Physics**TOP Code:** 190200**CSU Major(s):** Physics; Physics Education**Total Units:** 24 (all units are semester units)

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>

C-ID approved

C-ID In progress

**Associate in Science in Physics for Transfer Degree**  
**College Name: Saddleback College**

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	CSU GE/IGETC Area
<b>REQUIRED CORE: (24 units)</b>					
Calculus-based Physics for Scientists and Engineers: ABC (12)	PHYS 200S				
<b>OR</b>					
Calculus-based Physics for Scientists and Engineers: A (4)	PHYS 205	PHYS 4A	General Physics	5	B1, B3
<b>AND</b>					
Calculus-based Physics for Scientists and Engineers: B (4)	PHYS 210	PHYS 4B	General Physics	5	B1, B3
<b>AND</b>					
Calculus-based Physics for Scientists and Engineers: C (4)	PHYS 215	PHYS 4C	General Physics	5	B1, B3
<b>AND</b>					
Single Variable Calculus I – Early Transcendentals (4)	MATH 210	MATH 3A	Analytic Geometry and Calculus	5	B4
<b>OR</b>					
Single Variable Calculus I – Late Transcendentals (4)	MATH 211				
Single Variable Calculus II – Early Transcendentals (4)	MATH 220	MATH 3B	Analytic Geometry and Calculus	5	B4
<b>OR</b>					
Single Variable Calculus II – Late Transcendentals (4)	MATH 221				
Multivariable Calculus (4)	MATH 230	MATH 3C	Analytic Geometry and Calculus	5	B4
<b>OR</b>					
Single Variable Calculus Sequence (8)	MATH 900S				
<b>AND</b>					
Multivariable Calculus (4)	MATH 230				
<b>Total Units for the Major:</b>	<b>24</b>	<b>Total Units for the Major:</b>		<b>30</b>	
		<b>Total Units that may be double-counted</b> (Ensure that the total for each Area does not exceed the limit for the specific Area)		<b>10</b>	
		<b>General Education (CSU GE or IGETC) Units</b>		<b>37-39</b>	
		<b>Elective (CSU Transferable) Units</b>		<b>sum</b>	
		<b>Total Degree Units (maximum)</b>		<b>60</b>	

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2013-2014

**Current**

**Associate of Arts  
Degree in Psychology for Transfer**

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

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Course ID	Title	Units
<b>Required Courses:</b>		
MATH 10*	Introduction to Statistics	3
PSYC 1	Introduction to Psychology	3
PSYC 2*	Research Methods in Psychology	3
<b>Select one of the following courses (4 Units)</b>		
BIO 20	Introduction to Biology	4
PSYC 3*	Biological Psychology	4
<b>Select one of the following courses or any course not selected above (3-4 Units)</b>		
PSYC 7*	Developmental Psychology: Childhood through Adolescence	3
PSYC 30*	Social Psychology	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
ENG 1A*	Principles of Composition I	4
ENG 1B*	Principles of Composition 2	3
PHIL 12	Introduction to Logic	3
<b>Select one of the following courses or any course not selected above (3-4 Units)</b>		
PSYC 5*	Psychological Aspects of Human Sexuality	3
PSYC 16*	Introduction to Cross-Cultural Psychology	3
PSYC 21	The Psychology of Women	3
PSYC 33	Psychology of Adjustment	3
PSYC 37*	Abnormal Behavior	3
PSYC 125*	Psychology of Aging	3
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ECON 2*	Principles (Macro)	3
ECON 4*	Principles (Micro)	3
GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 3	World Regional Geography	3
PHIL 1*	Introduction to Philosophy	3
PHIL 15*	Introduction to Ethics	3
<b>Sub Total</b>		<b>19-21</b>
CSU General Education or IGETC pattern		34-40
Transferable units as needed to reach 60 units		
<b>Degree Total</b>		<b>60</b>

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

**Revised**

**Associate of Arts  
Degree in Psychology for Transfer**

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

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

Course ID	Title	Units
<b>Required Courses:</b>		
<del>PSYC 44*</del>	<del>Statistics for the Behavioral Sciences</del>	<del>3</del>
<b>OR</b>		
MATH 10*	Introduction to Statistics	3
PSYC 1	Introduction to Psychology	3
PSYC 2*	Research Methods in Psychology	3
<b>Select one of the following courses (4 Units)</b>		
BIO 20	Introduction to Biology	4
PSYC 3*	Biological Psychology	4
<b>Select one of the following courses or any course not selected above (3-4 Units)</b>		
PSYC 7*	Developmental Psychology: Childhood through Adolescence	3
PSYC 30*	Social Psychology	3
SOC 1	Introduction to Sociology	3
SOC 2	Social Problems	3
ENG 1A*	Principles of Composition I	4
ENG 1B*	Principles of Composition 2	3
PHIL 12	Introduction to Logic	3
<b>Select one of the following courses or any course not selected above (3-4 Units)</b>		
PSYC 5*	Psychological Aspects of Human Sexuality	3
PSYC 16*	Introduction to Cross-Cultural Psychology	3
PSYC 21	The Psychology of Women	3
PSYC 33	Psychology of Adjustment	3
PSYC 37*	Abnormal Behavior	3
PSYC 125*	Psychology of Aging	3
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ECON 2*	Principles (Macro)	3
ECON 4*	Principles (Micro)	3
GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 3	World Regional Geography	3
PHIL 1*	Introduction to Philosophy	3
PHIL 15*	Introduction to Ethics	3
<b>Sub Total</b>		<b>19-21</b>
CSU General Education or IGETC pattern		34-40
Transferable units as needed to reach 60 units		
<b>Degree Total</b>		<b>60</b>

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



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College: Community Education, Summer 2013  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

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

## South Orange County Community College District

## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
CFK	Acting	5/15 - 9/15	Golden, Jeremy	60% net	\$99-169
	Acting	5/15 - 9/15	Massaro, Charles	60% net	\$99-169
	Acting	5/15 - 9/15	Thiffault, Ronda	60% net	\$99-169
	Acting/Public Speaking	5/15 - 9/15	Brumett, Elizabeth	60% net	\$99-169
	All About Plants/Spanish Car	5/15 - 9/15	Hernandez, Norma	60% net	\$99-169
	American Girl Adventures	5/15 - 9/15	Fish, Manisha & Thomas	60% net	\$99-169
	Animal Crackers in My Soup	5/15 - 9/15	Schild, Natalie	60% net	\$99-169
	Around the World in Ten Day	5/15 - 9/15	Leslie, Becky and Kate	60% net	\$99-169
	Art Workshops	5/15 - 9/15	Art to Grow On, Inc	60% net	\$99-169
	Art Workshops	5/15 - 9/15	Fielder, Courtney	60% net	\$99-169
	Art Workshops	5/15 - 9/15	Gibson, Sarah	60% net	\$99-169
	Art Workshops	5/15 - 9/15	Hokonohara, Kathy	60% net	\$99-169
	Art Workshops	5/15 - 9/15	Hudelson, Kelli	60% net	\$99-169
	Art Workshops	5/15 - 9/15	OC Art Studios	60% net	\$99-169
	Art Workshops	5/15 - 9/15	Osborne and Vallejos	60% net	\$99-169
	Art Workshops	5/15 - 9/15	Taylor, Pam	60% net	\$99-169
	Art Workshops	5/15 - 9/15	Weber and Chapman	60% net	\$99-169
	Artesania, Musica, y Comida	5/15 - 9/15	Unzueta, Gabrielle	60% net	\$99-169
	Back To School Readiness	5/15 - 9/15	Kauo, Karen	60% net	\$99-169
	Baseball	5/15 - 9/15	Brail, Rick	60% net	\$99-169
	Baseball	5/15 - 9/15	Faris, Tom	60% net	\$99-169
	Baseball	5/15 - 9/15	Gellatly, David	60% net	\$99-169
	Baseball	5/15 - 9/15	Hanson, Craig	60% net	\$99-169
	Baseball	5/15 - 9/15	Price, Chris	60% net	\$99-169
	Baseball	5/15 - 9/15	Wooten, Jeremy	60% net	\$99-169
	Basic Sewing by Hand	5/15 - 9/15	Riester, Jessica	60% net	\$99-169
	Basketball	5/15 - 9/15	Ahlberg, Mark	60% net	\$99-169
	Basketball	5/15 - 9/15	Arneson, Jim	60% net	\$99-169
	Basketball	5/15 - 9/15	Barnett, Keith	60% net	\$99-169
	Basketball	5/15 - 9/15	Burns, Lacey	60% net	\$99-169
	Basketball	5/15 - 9/15	Commins, Taryn	60% net	\$99-169
	Basketball	5/15 - 9/15	Cullinan, Rob	60% net	\$99-169
	Basketball	5/15 - 9/15	Desiano, Tom	60% net	\$99-169
	Basketball	5/15 - 9/15	Garrett, Steve	60% net	\$99-169
	Basketball	5/15 - 9/15	Hambrick, Kelly	60% net	\$99-169
	Basketball	5/15 - 9/15	Johnson, Edmond	60% net	\$99-169
	Basketball	5/15 - 9/15	Mulligan, Brian	60% net	\$99-169
	Basketball	5/15 - 9/15	Popovich, Marc	60% net	\$99-169
	Beach Sports	5/15 - 9/15	Scott, Ryan	60% net	\$99-169
	Brass and Woodwind Band	5/15 - 9/15	Wade, Steven	60% net	\$99-169
	Camp Co Program	5/15 - 9/15	Rosenthal, Sylvia	60% net	\$99-169

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Capture The Flag	5/15 - 9/15	Elliott, Chris	60% net	\$99-169
	Capture The Flag	5/15 - 9/15	Gray, Jim	60% net	\$99-169
	Capture The Flag	5/15 - 9/15	Johnson and Elliott	60% net	\$99-169
	Cartooning	5/15 - 9/15	Young Rembrandts	60% net	\$99-169
	Chamber Music	5/15 - 9/15	Waldukat, Andy	60% net	\$99-169
	Cheer	5/15 - 9/15	Hagarty, Kirsten	60% net	\$99-169
	Cheer	5/15 - 9/15	Hamren, Robin	60% net	\$99-169
	Cheer	5/15 - 9/15	Murphy, Melissa	60% net	\$99-169
	Children's Art	5/15 - 9/15	Young, Joan	60% net	\$99-169
	Clay Hand Building	5/15 - 9/15	Safford, Meg	60% net	\$99-169
	Comprehension Boot Camp	5/15 - 9/15	Hauschild, Wendie	60% net	\$99-169
	Computer For Kids	5/15 - 9/15	Procter, Michelle	60% net	\$99-169
	Computer Graphics	5/15 - 9/15	James, Doug	60% net	\$99-169
	Computer Keyboarding	5/15 - 9/15	Davis, Nicole	60% net	\$99-169
	Cooking	5/15 - 9/15	Berger, Ann	60% net	\$99-169
	Cooking	5/15 - 9/15	Russell, Sheryl	60% net	\$99-169
	Cooking	5/15 - 9/15	Scholl, Barbara	60% net	\$99-169
	Cooking	5/15 - 9/15	Short, Curtis	60% net	\$99-169
	Cooking	5/15 - 9/15	Super Chefs	60% net	\$99-169
	Crafts	5/15 - 9/15	Riyhani, Evelyn	60% net	\$99-169
	Crafts	5/15 - 9/15	Szczudlak, Lisa	60% net	\$99-169
	Cross Country	5/15 - 9/15	Butler, Tim	60% net	\$99-169
	Cross Country	5/15 - 9/15	Fasola, Patricia	60% net	\$99-169
	Cross Country	5/15 - 9/15	Hall, Rex	60% net	\$99-169
	Cross Country	5/15 - 9/15	Jones, Russ	60% net	\$99-169
	Cross Country	5/15 - 9/15	Middlebrook, Stacy	60% net	\$99-169
	Cross Country	5/15 - 9/15	Price, Robert	60% net	\$99-169
	Cross Country	5/15 - 9/15	Sayles, Ken	60% net	\$99-169
	Cross Country	5/15 - 9/15	Walsh, John	60% net	\$99-169
	Dance	5/15 - 9/15	Desiano, Ann Marie	60% net	\$99-169
	Dance	5/15 - 9/15	Andrews, Julie	60% net	\$99-169
	Dance	5/15 - 9/15	Lightner, Liz	60% net	\$99-169
	Dance	5/15 - 9/15	Mandarin Immersion	60% net	\$99-169
	Debate Training	5/15 - 9/15	Grishaber, Ron	60% net	\$99-169
	Engineers	5/15 - 9/15	Horton, Todd	60% net	\$99-169
	Excercise	5/15 - 9/15	Park, Randy	60% net	\$99-169
	First Grade Readiness	5/15 - 9/15	Adams and Weckerle	60% net	\$99-169
	First Grade Readiness	5/15 - 9/15	Bruce and Hokonohara	60% net	\$99-169
	First Grade Readiness	5/15 - 9/15	Gauthier, Karen	60% net	\$99-169
	First Grade Readiness	5/15 - 9/15	Ingraham, Keelie	60% net	\$99-169
	First Grade Readiness	5/15 - 9/15	Mc Kinstry and Bruce	60% net	\$99-169

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	First Grade Readiness	5/15 - 9/15	Saalberg, Chris	60% net	\$99-169
	Fit Kids Basketball	5/15 - 9/15	Fit Kids	60% net	\$99-169
	Fitness	5/15 - 9/15	Gipe, John	60% net	\$99-169
	Football	5/15 - 9/15	Barnes, Brian	60% net	\$99-169
	Football	5/15 - 9/15	Flowers, Aaron	60% net	\$99-169
	Football	5/15 - 9/15	Ortiz, Jaime	60% net	\$99-169
	Football	5/15 - 9/15	Poston, Matt	60% net	\$99-169
	Football	5/15 - 9/15	Rusinkovich, Todd	60% net	\$99-169
	Football	5/15 - 9/15	Westling, Kurt	60% net	\$99-169
	French	5/15 - 9/15	Ljoka, Quinn	60% net	\$99-169
	Get Organized	5/15 - 9/15	Hoffman, Todd	60% net	\$99-169
	Golf	5/15 - 9/15	Minier, Mike	60% net	\$99-169
	Golf	5/15 - 9/15	Skaff, Don	60% net	\$99-169
	Golf	5/15 - 9/15	Tinker, Jim	60% net	\$99-169
	Hip Hop Camp	5/15 - 9/15	Emnas, Melissa	60% net	\$99-169
	I Want To Teach!!	5/15 - 9/15	Walker, Lori	60% net	\$99-169
	Imaginative Learning	5/15 - 9/15	Farias, Sandra	60% net	\$99-169
	Jazz	5/15 - 9/15	Smart Foundation	60% net	\$99-169
	Jump Rope	5/15 - 9/15	Everett, Melinda	60% net	\$99-169
	Jump Start Grades 3rd - 5th	5/15 - 9/15	Slade and Larwood	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	Abbott, Amy	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	Becerra, Alejandra	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	Becerra, Jesus	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	Beninga, Rita	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	Bochenek, Jenny	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	Clarke and Siglock	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	Keith and Conover	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	Sandoval, Yohana	60% net	\$99-169
	Kindergarten Readiness	5/15 - 9/15	White, Julia	60% net	\$99-169
	Kung Fu	5/15 - 9/15	Heng, Kingston	60% net	\$99-169
	Lacrosse	5/15 - 9/15	Brooks, Michael	60% net	\$99-169
	Lacrosse	5/15 - 9/15	Leahy, Austin	60% net	\$99-169
	Lacrosse	5/15 - 9/15	Pluff, Mary	60% net	\$99-169
	Lacrosse	5/15 - 9/15	Schmit Kallas, Joel	60% net	\$99-169
	Lacrosse	5/15 - 9/15	Jenkins, Patrick	60% net	\$99-169
	Lego	5/15 - 9/15	Bricks4Kidz	60% net	\$99-169
	Legos/Chess	5/15 - 9/15	Brainbuilders	60% net	\$99-169
	Mandarin	5/15 - 9/15	Chou, Ling	60% net	\$239
	Math	5/15 - 9/15	Bailey, April	60% net	\$99-169
	Math	5/15 - 9/15	French, Karen	60% net	\$99-169
	Math	5/15 - 9/15	Hale, Michael	60% net	\$99-169

(E) Employee  
(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Math		5/15 - 9/15	Mc Clean, Bob	60% net	\$99-169
Math		5/15 - 9/15	Pagel, Velda	60% net	\$99-169
Math		5/15 - 9/15	Rothchild, Denise	60% net	\$99-169
Math		5/15 - 9/15	Think Together	60% net	\$99-169
Math		5/15 - 9/15	Zoom Academy	60% net	\$99-169
Musical Theatre		5/15 - 9/15	Casey, Brittany	60% net	\$99-169
Musical Theatre		5/15 - 9/15	Kopenhefer, Melissa	60% net	\$99-169
Orchestra		5/15 - 9/15	Benefield, Steven	60% net	\$99-169
Orchestra		5/15 - 9/15	Vigus, David	60% net	\$99-169
Origami		5/15 - 9/15	Academic Chess	60% net	\$99-169
Pep Squad		5/15 - 9/15	Fischer, Kylie	60% net	\$99-169
Pokemon Training Camp		5/15 - 9/15	Dunncliffe, Mary	60% net	\$99-169
Pre-Biology		5/15 - 9/15	Hudson, Randy	60% net	\$99-169
Running		5/15 - 9/15	VDMES Teachers	60% net	\$99-169
School Games		5/15 - 9/15	Neely, Ed	60% net	\$99-169
Science		5/15 - 9/15	Castle, John	60% net	\$99-169
Science		5/15 - 9/15	Corner, Stacie	60% net	\$99-169
Science		5/15 - 9/15	Destination Science	60% net	\$99-169
Science		5/15 - 9/15	Stinson and Townsend	60% net	\$99-169
Second Grade Jump Start		5/15 - 9/15	Grudynski, Christy	60% net	\$99-169
Singers		5/15 - 9/15	Woods, Ray	60% net	\$99-169
Soccer		5/15 - 9/15	Carey, Peter	60% net	\$99-169
Soccer		5/15 - 9/15	Compean, Leo	60% net	\$99-169
Soccer		5/15 - 9/15	Finnerty, Stacey	60% net	\$99-169
Soccer		5/15 - 9/15	Garcia, Cristina	60% net	\$99-169
Soccer		5/15 - 9/15	Jarvis, Sheena	60% net	\$99-169
Soccer		5/15 - 9/15	Moore, Farrel	60% net	\$99-169
Soccer		5/15 - 9/15	Powell, Neil	60% net	\$99-169
Soccer		5/15 - 9/15	Pronier, Michael	60% net	\$99-169
Soccer		5/15 - 9/15	Schofield, Nick	60% net	\$99-169
Soccer		5/15 - 9/15	Sorrell, Jason	60% net	\$99-169
Soccer		5/15 - 9/15	Dodge, Randy	60% net	\$99-169
Softball		5/15 - 9/15	Baker, Cary	60% net	\$99-169
Softball		5/15 - 9/15	Dedmon, Kristen	60% net	\$99-169
Softball		5/15 - 9/15	La Riva, Mitch	60% net	\$99-169
Softball		5/15 - 9/15	Munsell, Donn	60% net	\$99-169
Softball Camp		5/15 - 9/15	Caouette, Alan	60% net	\$99-169
Spanish		5/15 - 9/15	Becerra and Farias	60% net	\$99-169
Spanish		5/15 - 9/15	Dutch, Amparo	60% net	\$99-169
Spanish		5/15 - 9/15	Hebbard, Kristi	60% net	\$99-169
Spanish		5/15 - 9/15	Markel, Erika	60% net	\$99-169

(E) Employee  
(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Spanish	5/15 - 9/15	Sonnenberg, April	60% net	\$99-169
	Spanish/Manners	5/15 - 9/15	Brannam, Andrea	60% net	\$99-169
	Sports	5/15 - 9/15	Garcia, Randy	60% net	\$99-169
	Sports Sampler	5/15 - 9/15	One on One Staff	60% net	\$99-169
	Storytelling	5/15 - 9/15	Weller and Burgess	60% net	\$99-169
	Strategy Gaming	5/15 - 9/15	Fragassi, Joe	60% net	\$99-169
	String Orchestra	5/15 - 9/15	Deaner, Karen	60% net	\$99-169
	Summary Academy	5/15 - 9/15	Brewer, Kathy	60% net	\$99-169
	Swim	5/15 - 9/15	Stachowski, Mike	60% net	\$99-169
	Swimming	5/15 - 9/15	Reidenbaugh, Byron	60% net	\$99-169
	Tennis	5/15 - 9/15	DiLeo, Tim	60% net	\$99-169
	Tennis	5/15 - 9/15	Green, Justin	60% net	\$99-169
	Tennis	5/15 - 9/15	Machado, Terri	60% net	\$99-169
	Tennis	5/15 - 9/15	Manns, Mitch	60% net	\$99-169
	Tennis	5/15 - 9/15	Stephens, John	60% net	\$99-169
	Theatre	5/15 - 9/15	Silver, Sheila	60% net	\$99-169
	Toddler Time	5/15 - 9/15	Trumbo, Dawn	60% net	\$195
	Track	5/15 - 9/15	Ruffer, Stacy	60% net	\$99-169
	Travel Mania!	5/15 - 9/15	Neely, Lu	60% net	\$99-169
	Video Production	5/15 - 9/15	Schreiman, Mike	60% net	\$99-169
	Volleyball	5/15 - 9/15	Baum, Bryce	60% net	\$99-169
	Volleyball	5/15 - 9/15	Bonetti, Tanya	60% net	\$99-169
	Volleyball	5/15 - 9/15	de la Puente, Carrie	60% net	\$99-169
	Volleyball	5/15 - 9/15	DeBlasio, Justin	60% net	\$99-169
	Volleyball	5/15 - 9/15	Eaton, Pat	60% net	\$99-169
	Volleyball	5/15 - 9/15	Goldstone, Ken	60% net	\$99-169
	Volleyball	5/15 - 9/15	Kincaid, Mitzi	60% net	\$99-169
	Volleyball	5/15 - 9/15	O' Rear, Rob	60% net	\$99-169
	Volleyball	5/15 - 9/15	Polk, Rich	60% net	\$99-169
	Volleyball	5/15 - 9/15	Utterback, Darren	60% net	\$99-169
	Volleyball	5/15 - 9/15	Butler, Peter	60% net	\$99-169
	Water Polo	5/15 - 9/15	Gibson, Mike	60% net	\$99-169
	Water Polo	5/15 - 9/15	Higginson, Pat	60% net	\$99-169
	Water Polo	5/15 - 9/15	Lunch, Erick	60% net	\$99-169
	Water Polo	5/15 - 9/15	Newberry, Dan	60% net	\$99-169
	Water Polo	5/15 - 9/15	Parker, Marc	60% net	\$99-169
	Water Polo	5/15 - 9/15	Powell, Logan	60% net	\$99-169
	Water Polo	5/15 - 9/15	Rosa, Matt	60% net	\$99-169
	Water Polo	5/15 - 9/15	Yancey, Steve	60% net	\$99-169
	Waterpolo	5/15 - 9/15	Ferdinand, Justin	60% net	\$99-169
	Wrestling	5/15 - 9/15	Abedi, Reza	60% net	\$99-169

(E) Employee  
(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SUMMER 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Wrestling	5/15 - 9/15	Bordner, Rich	60% net	\$99-169
	Wrestling	5/15 - 9/15	Calentino, Mark	60% net	\$99-169
	Wrestling	5/15 - 9/15	Colwell, Greg	60% net	\$99-169
	Writing	5/15 - 9/15	Albers, Heidi	60% net	\$99-169
	Writing	5/15 - 9/15	Chapa, Robin	60% net	\$99-169
	Writing	5/15 - 9/15	UCI Writing Project	60% net	\$99-169
	Yoga	5/15 - 9/15	Bray, Kristi Lee	60% net	\$99-169
	Zumba	5/15 - 9/15	Skelly, Barbara	60% net	\$99-169
	Mathobotic STEM Robotics	5/15 - 9/15	Ramajayam, Kumar (I)	50% net	\$220
	Forensic Anthropology	5/15 - 9/15	Renee Garcia (E)	50% net	\$159
	Activities, Camps, Enrichmen	5/15 - 9/15	CUSD (I)	TBD	\$50-250

(E) Employee

(I) Independent Contractor

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Saddleback College: Honorary Degree  
**ACTION:** Approval

---

**BACKGROUND**

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

**STATUS**

Michael V. Drake, M.D., was appointed the fifth chancellor of the University of California, Irvine in July 2005. Since his appointment, Chancellor Drake has led the launch of new programs in public health, pharmaceutical sciences, and nursing science, which are already providing highly trained healthcare professionals to meet the critical needs of the community. Additionally, he oversaw the creation of the first new public law school in California in more than 40 years; it held its first graduation in May 2012. The UC Irvine School of Education was established in July 2012. Under his leadership, the campus has added more than 5 million square feet of new space, including the 500,000-square-foot UC Irvine Douglas Hospital and the 275,000-square-foot Student Center, both delivered on time and under budget. An increasingly popular choice for students, the campus received nearly 70,000 undergraduate applications for admission in fall 2012.

Saddleback College invited Dr. Michael V. Drake, to serve as our 2013 Commencement Speaker. It is our honor that Dr. Drake accepted the invitation and Saddleback College would like to bestow him with an Honorary Associate Degree in Health Science at the May 24, 2013, Saddleback College Commencement. The Saddleback College Academic Senate reviewed this request and supported granting the Honorary Associate Degree.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve awarding Dr. Michael V. Drake an Honorary Degree of Health Science at the May 24, 2013, Saddleback College Commencement.

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



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

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<i><b>Presentation Date</b></i>	<i><b>Faculty Member Course Title/Activity</b></i>	<i><b>Speaker Name</b></i>	<i><b>Topic</b></i>	<i><b>General Fund Honorarium/Travel</b></i>
5/16/13	Part-time Business Instructor	Dr. Helen Eckmann	EMCEE and presenting on Entrepreneurship and Strategic Intent	\$1,000 Perkins 2012-2013 grant

**IRVINE VALLEY COLLEGE**

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

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Irvine Valley College: Forensics Team Activities 2013-14  
**ACTION:** Approval

---

### **BACKGROUND**

Forensics students, through their participation in the speech and debate team, have brought considerable honor to the College, the District, and the community. The Irvine Valley College Forensics Team has competed in a number of speech tournaments throughout the state and country over the years.

### **STATUS**

Irvine Valley College plans to participate in a number of speech tournaments during the 2013-2014 academic year. Each tournament will incur entry and judging fees and several tournaments will require lodging, transportation, meals, and incidentals for the students and coaches on trips that take place over a number of days. The tournaments and cost estimates for each event are described in Exhibit A, a total estimated maximum budget not to exceed \$69,000. Funding will be through the combined budget allocations of student government (ASIVC), department general fund, staff development, and the Foundation.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the participation of the Irvine Valley College Forensics Team and their coaches in the 2013-2014 speech tournament schedule.

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

**Tentative 2013-2014  
IVC Forensics Tournament Schedule**

2012 FALL SEMESTER							
Dates	Tournament	Location	Entry	Meals	Lodging	Air/Ground	Total
Aug. 13-17	So Cal Debate Forum - Summer Camp	IVC	\$0				
Sept. 6-8	PSCFA Coaches Conference	Palm Desert		\$500	\$1,200	\$400	\$2,100
Sept. 21	PSCFA Seminar	OCC	\$0				\$0
Sept. 27-28	PSCFA Warm-up	El Camino	\$0				\$0
Oct. 4-6	California Double Up	APU	\$2,800				\$2,800
Oct. 11-13	US Universities National Open	Clarmont	\$500				\$500
Oct. 25	Free for Me LD Tournament	IVC	\$0				\$0
Oct. 26-27	Watson/Lancer	PCC	\$1,200	\$800	\$1,200		\$3,200
Oct. 31 -Nov. 4	Pacific Meets The Delta	UOP - Stockton	\$1,200	\$1,200	\$4,000		\$6,400
Nov 8-10	Robert Barbera Invitational	CSUN	\$1,200	\$600	\$1,200		\$3,000
Nov. 8-10	Griffin Invitational Swing	Grossmont	\$1,200				\$1,200
Nov. 11	STOA Debate Invitational	IVC	\$0				\$0
Dec. 6-8	PSCFA Fall Champs	tbd	\$2,800				\$2,800
2013 SPRING SEMESTER							
Dates	Tournament	Location	Entry	Lodging	Meals	Air/Ground	Total
Jan. 11	So Cal Debate Forum - Winter Invitational	IVC	\$0				\$0
Jan. 24-26	Back to the Beach Invitational	CSULB/Mt SAC	\$1,200				\$1,200
Feb. 7	Southwestern Invite	Southwestern	\$700				\$700
Feb. 7-9	Round Robin, Sunset Cliffs	Pt Loma	\$1,600	\$1,800	\$1,000		\$4,400
Feb. 14-16	Tabor/Venitsky, LD Champs & Western States	Cerritos, CA	\$2,000				\$2,000
Feb. 28-Mar. 2	PSCFA Spring Champs	Moorpark	\$2,800	\$1,800	\$1,000		\$5,600
Mar. 12-16	CCCCA State Championships	Concord	\$1,800	\$3,000	\$2,000		\$6,800
Mar. 19-24	NPDA National Championships	Northern Arizona U	\$1,800	\$3,000	\$1,500		\$5,300
Apr. 12-20	Phi Rho Pi	Denver	\$2,100	\$6,000	\$3,000	\$8,000	\$19,100
Apr. 26-27	PSCFA Cool-Off	Saddleback	\$900				\$900
<b>GRAND TOTAL</b>			<b>\$25,800</b>	<b>\$18,700</b>	<b>\$16,100</b>	<b>\$8,400</b>	<b>\$69,000</b>

\*\*Estimated Cost Breakdown by Funding

*ASIVC	\$40,000
*IVC Conference Account-Forensics Coach Travel	\$9,000
*IVC Staff Development Fund	\$4,000
*Foundation Account/Fundraising	\$16,000
<b>Total Funding (Estimate)</b>	<b>\$69,000</b>

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: BIO 109 Field Study Course, National Parks & Monuments – Out of State 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. 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 flora and fauna of selected natural sites that have been the focus of influential natural history writers over the last 200 years. Students will study in southern Utah in the vicinity of the Grand Staircase-Escalante National Monument.

### **STATUS**

The IVC School of Life Science and Technologies proposes to offer the field study course, BIO 109 – Field Biology: A 21<sup>st</sup> Century Look at the American West from May 30 - June 6, 2013. A maximum of 20 students can be accommodated. All costs for transportation, food, lodging, and incidentals will be paid directly by the student as set forth in Exhibit A, the Summary and Itinerary. There is no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approves the 2013 Field Study Biology Program travel to southern Utah.

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

## Summary and Itinerary

ACTIVITY: BIO 109 Field Study Course – Out of State Travel  
Field Biology: A 21<sup>st</sup> Century Look at the American West  
 Math, Sciences & Engineering Division

WHEN: May 30 – June 6, 2013 (8 days)

Where: Southern Utah, Grand Staircase-Escalante National Park & Monuments

IVC CONTACT: Professor Jeff Kaufmann and Professor Devon Mohamed  
 Irvine Valley College  
 5500 Irvine Center Dr. Irvine, CA 92618  
 (949) 451-5423 email: [jkaufmann@ivc.edu](mailto:jkaufmann@ivc.edu)  
 email: [dmohamed@ivc.edu](mailto:d Mohamed@ivc.edu)

Travel specifics:

5/30/13 Depart IVC, 6:00 AM, Parking Lot 8, travel by van  
 5/30/13 Arrive at Grand Staircase-Escalante National Park, Utah  
 5/30 – 6/6 Field Study (course is taught entirely in the field)  
 6/6/13 Depart Grand Staircase-Escalante National Park, Utah; return to IVC, early evening

Estimated maximum student participants: 20

Funding source: Each student will pay a Course Fee of \$140, which includes transportation and lodging. All other expenses including meals, entertainment, and incidentals will be paid by the student. Instructors and volunteer drivers will pay their own costs and expenses.

Estimated maximum cost - \$140 per person plus food, entertainment, and incidentals

May 30 – June 6, 2013  
**Student Cost Breakdown**

Costs to be paid by students	
Course cost* per student	\$140.00
* Course cost breakdown: Utah State Park campgrounds: \$38.50 Transportation costs: \$101.50	
Number of students participating	20
Total Cost	\$2,800.00

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: California Works Alliance: Jobs through Recycling and Resource Management - Sub-Award Modification

**ACTION:** Approval

---

**BACKGROUND**

Irvine Valley College (IVC), as a member of the California Works Alliance (CWA), received a sub-award (EXHIBIT A) to prepare and deliver curriculum related to the green industry of Recycling and Resource Management (RRM). The sub-award funding comes from a U.S. Department of Labor Employment & Training Administration Community-Based Job Training (DOLETA-CBJT) grant, formally awarded to Santa Monica College as the fiscal agent of the CWA on July 1, 2010. Grant partners include IVC, Golden West College, Marina del Rey WorkSource Center, Westlake WorkSource Center, Orange County WIB, California Resource and Recovery Association (CRRA), RecyclingJobs.com, and Recycling Organizations of North America. The grant project has conferred more than 500 industry certificates and/or community college certificates. IVC and other grant partners expanded CRRA's professional RRM certificate and adapted it to create and offer a sequence of not-for-credit and for-credit certificate and degree programs for students interested in serving the RRM industry in the greater Southern California area. Through this grant partnership, IVC has delivered valuable training to unemployed, dislocated, and incumbent workers in Orange County.

**STATUS**

The Irvine Valley College sub-award, scheduled to conclude on June 30, 2013, will be reduced from \$530,000 to \$480,000 to allow unexpended funds from Year 1 and 2 of the grant to be redistributed within the CWA grant collaborative. The revised budget (EXHIBIT B) for Year 3 of the grant will be \$264,251 and has no negative impact on the overall program. The contract modification reduced IVC's commitment from 50 enrolled students per year to 46, for a total of 92 students during the grant period. By agreeing to the contract modification and budget reduction, Irvine Valley College allows unexpended funds to be utilized for additional job placement services provided by other grant partners.


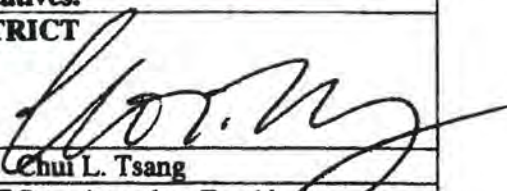
**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the contract modification (EXHIBIT C) and \$50,000 budget reduction to the DOLETA-CBJT sub-grant with the California Works Alliance, led by Santa Monica Community College District.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*  
*Dr. Glenn R. Roquemore, President*

DISTRICT  
COPY

<b>SANTA MONICA COMMUNITY COLLEGE DISTRICT/ SANTA MONICA COLLEGE</b>	
<b>SUBCONTRACTUAL AGREEMENT COVER SHEET</b>	
New Agreement: <b>Yes</b> <u>No</u>	Modification Number: <u>1</u>

<b>1) Subcontractor:</b>  South Orange County Community College District / Irvine Valley College	<b>2) District:</b>  Santa Monica Community College District/ Santa Monica College
<b>3) Source of Funding: Federal</b> <b>a. Agency:</b> U.S. Department of Labor/Employment and Training Administration <b>b. Program:</b> Community Based Job Training Grant <b>c. Award Number:</b> CB-20565-10-60-A-6 <b>d. CFDA #:</b> 17.269	<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">\$530,000 modified here to \$480,000</div> <b>4) Funding Information:</b> <b>a. Performance Period:</b> 07/01/2010 – 06/30/2013  <b>b. Total Authorized Funding:</b> \$530,000 <span style="border: 1px solid red; padding: 2px;">\$480,000</span> 07/01/2010 – 6/30/2011: \$146,990 <span style="border: 1px solid red; padding: 2px;">\$37,023</span> 07/01/2011 – 6/30/2012: \$189,582 <span style="border: 1px solid red; padding: 2px;">\$178,726</span> 07/01/2012 – 6/30/2013: \$193,428 <span style="border: 1px solid red; padding: 2px;">\$264,251</span>
<b>5) Title of Project:</b> California Works Alliance: Jobs through Recycling and Resource Management	
<b>6) Incorporation:</b> The following documents are incorporated into this Subcontract Agreement as noted:  Attachment 1: U.S. Department of Labor/Employment and Training Administration Grant/Agreement Notification of Award/Obligation, which includes: a. Federal Register Solicitation for Grant Applications b. Statement of Work (Technical Proposal) c. Budget Information d. Special Clauses and Conditions Attachment 2: Cost Principles, Related Regulations, and Other Requirements Attachment 3: <del>Revised</del> Subcontractor Budget <span style="border: 1px solid red; padding: 2px;">Replace "Revised" with "Approved"</span>	
In witness whereof, the parties have caused the Subcontract Agreement to be executed by their authorized representatives.	
<b>For: SUBCONTRACTOR</b>  <b>Signature:</b>  <b>Name:</b> Dr. David Bugay <b>Title:</b> Acting Deputy Chancellor Date: <u>12-6-10</u> TIN/EIN: 95-2479872	<b>For: DISTRICT</b>  <b>Signature:</b>  <b>Name:</b> Chui L. Tsang <b>Title:</b> Superintendent/President Date: <u>12/8/2010</u> TIN/EIN:
South Orange County Community College District DEC 13 2010	District Date:

Replace "Dr. David Bugay, Acting Deputy Chancellor" with "Debra L. Fitzsimons, Vice Chancellor, Business Services"

Chancellor  
Services



A SUBCONTRACTUAL AGREEMENT BETWEEN

SANTA MONICA COLLEGE (SMC)

And

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT /  
IRVINE VALLEY COLLEGE (IVC)

Resulting from a Grant Agreement to Implement a

Community Based Job Training Grant (CFDA 17.269)

Between

U.S. Department of Labor/Employment and Training Administration (DOLETA)

And

Santa Monica College (Agreement #: CB-20565-10-60-A-6)

The GRANT AWARD NOTIFICATION, Award Number CB-20565-10-60-A-6, between the U.S. Department of Labor and Santa Monica College is attached to this subcontract and is incorporated herein. The original grant proposal, and any revisions thereof, is included by reference. All provisions noted in the Grant Award Notification, including Administrative Costs (pursuant to 20 CFR 667.210(b), the Solicitation for Grant Applications announced in the Federal Register, Part I: Statement of Work/Technical Proposal, Part II: Budget Information, Part III: Assurances and Certifications, and Part IV: Special Clauses and Conditions, as well as relevant sections of the Uniform Administrative Requirements and the Cost Principles, apply to this Subcontract Agreement, are included by reference, and are binding upon the parties.

insert "that"

I. SCOPE OF CONTRACT

A. District: Santa Monica College

B. Subcontractor: Irvine Valley College

\$480,000

C. Subcontract Amount: ~~\$530,000~~ over the next three years. This sum is subject to reduction by the District should the District experience a reduction in funding from the Department of Labor. However, any impact on services, activities, and planned outcomes as a result of a reduction will be discussed and revised by the project Leadership Team. In addition, future modifications may increase the total amount awarded, as deemed necessary by the project Leadership Team to meet grant outcomes.

D. Effective Date of Contract: July 1, 2010

E. Expiration Date of Contract: June 30, 2013

II. TERMS AND CONDITIONS

A. Purpose: The overall purpose of this project is to expand the educational and career ladder that supports the high growth recycling and resource management industry, thus increasing the number of qualified workers available to enter the workforce, targeting all level of the career ladder, while decreasing region-wide unemployment and improving the long-term well-being of the region. The California Works Alliance will achieve this by strengthening an existing industry-recognized certificate and developing two new credentials, including an academic certificate and an Associate of Arts degree in recycling and resource management. In addition to increasing training capacity, this project will support unemployed, dislocated, and incumbent workers as they pursue training and careers in recycling and resource management. Both the Subcontractor and the District will work together to achieve the following Projected Training and Placement Outcomes, in conjunction with other members of the project team, as appropriate and outlined in the grant proposal:

• Total number of participants served through outreach, training, supportive services, and/or job placement/job retention activities	1200
• Total number of participants beginning education/training activities	660 (including 360 in industry-recognized training and 300 in community college coursework)
• Total number of participants completing education/training activities	528 (80% of 660, including 288 – industry; 240 – community college)
• Total number of participants who complete education/training activities that receive a degree, certificate or other type of credential, including: i. Total number to receive industry certificate ii. Total number to receive community college certificate of completion iii. Total number to receive Associate of Arts Degree	288 144 (60% of 240) 96 (40% of 240)
• Total number of participants who complete education/training activities who enter unsubsidized employment	422 (80% of 528)
• Total number of participants who complete education/training activities who are placed in unsubsidized employment and who retain an employed status in the first and second quarters following initial placement:	380 (90% of 422)
• Total number of participants who complete	315 (60% of 528 and 75% of 422)

education/training activities who enter training-related unsubsidized employment	
--	--

**B. Description of Work:**

**Responsibilities of the Subcontractor**

As a community college training partner, the Subcontractor is responsible for the development, delivery, and evaluation of training services in the field of recycling and resource management for unemployed, dislocated, and incumbent workers at its training location. The following outlines in more detail these responsibilities:

- Identify faculty to serve on the curriculum development team that will work together with subject matter experts to transform the existing non-credit industry-recognized certificate program to a for-credit academic program;
- Upon completion, adapt new curriculum for local delivery, working with the K-12 and baccalaureate systems to identify potential articulation opportunities as appropriate;
- Coordinate with the local Workforce Investment Boards/WorkSource Centers and other training partners to raise awareness of career opportunities in this industry among unemployed, dislocated, and incumbent workers;
- Enroll a minimum of 50 students per year, beginning Fall Semester 2011, in for credit programming;
- Maintain a course completion and retention rate of 80 percent, leveraging resources offered through the WorkSource Centers for WIA eligible participants, as well as existing SMC resources and services, such as tutoring and counseling;
- Incorporate applied teaching and learning strategies to ensure that students are learning theory and application at the same time through real-world activities;
- Obtain all meetings of the Project Leadership Team, if available; and
- Evaluate the effectiveness of training efforts in meeting the needs of workforce.

**Responsibilities of the District**

The District has a dual role in this project, including 1) serving as the Fiscal Agent for this project, and 2) assisting with the development, delivery, and evaluation of training services in the field of recycling and resource management for unemployed, dislocated, and incumbent workers at its training location. The following outlines in more detail these responsibilities:

**FISCAL AGENT RESPONSIBILITIES**

- Serve as the administrative liaison with the U.S. Department of Labor;
- Oversee all aspects of this project, including the development and implementation of each phase of this project;
- Monitor fiscal activity and maintain compliance with local, state, and federal policies;

- Review, approve, and reimburse the Subcontractor for the costs of services and activities described in the Statement of Work, Attachment 1, Part B;
- Perform off-site financial and on-site programmatic monitoring of the Subcontractor for compliance with the terms of this Contract;
- Specify all reports and other deliverables of the Subcontractor;
- Convene meetings of the project advisory committee, addressing sustainability at each meeting;
- Lead evaluation efforts to assess project effectiveness.

#### TRAINING RESPONSIBILITIES

- Identify faculty to serve on the curriculum development team that will work together with subject matter experts to transform the existing non-credit certificate program to a for-credit academic program;
- Upon completion, adapt curriculum for local delivery, working with the K-12 and baccalaureate systems to identify potential articulation opportunities as appropriate;
- Coordinate with the local WIB/WorkSource Centers and CRRA to raise awareness of career opportunities in this industry among unemployed, dislocated, and incumbent workers;
- Enroll a minimum of 50 students per year, beginning Fall Semester 2011, in for credit programming;
- Maintain a course completion and retention rate of 80 percent, leveraging resources offered through the WorkSource Centers for WIA eligible participants, as well as existing SMC resources and services, such as tutoring and counseling;
- Incorporate applied teaching and learning strategies to ensure that students are learning theory and application at the same time through real-world activities; and
- Evaluate the effectiveness of training efforts in meeting the needs of workforce.

The above bulleted items are also expressly stated in the Statement of Work, which is included in its entirety in Attachment 1, Part B. Any changes to the work plan must be approved in writing by the Project Director, or a designee, and the Department of Labor Education, if appropriate, and shall be implemented upon execution of an amendment to this Agreement.

#### C. Deliverables:

The Subcontractor is responsible for achieving the following deliverables in support of the project purpose and the Projected Training and Placement Outcomes described above:

- Develop and offer a for-credit academic curriculum in Recycling and Resource Management that leads to both an academic certification and an Associate of Arts Degree, working in conjunction with the District and other members of the Project Leadership Team;

Replace "50" with "46"

- Enroll ~~50~~ unemployed, dislocated, and/or incumbent workers per year in the academic program beginning Fall 2011 for a total of ~~100~~ students during the award period;
- Achieve a student retention and graduation rate of 80 percent; and
- Coordinate with the Workforce Investment System to achieve a job placement rate of 80 percent.

Replace "100" with "92"

Replace "Education" with "Labor"

These deliverables are expressly stated in the Statement of Work, which was submitted to the U.S. Department of ~~Education~~ as part of the proposal, and which is included in this Subcontract Agreement in Attachment 1, Part B. Any changes to these deliverables must be approved in writing by the ~~Project Director~~, or a designee, and the Department of ~~Education~~, and shall be implemented upon execution of an amendment to this Agreement.

Replace "Education" with "Labor"

### III. CONSIDERATION

Replace "Project Director" with "District's Project Manager"

Replace "Coast" with "South Orange County"

Replace "\$530,000" with "\$480,000"

A. In consideration of the performance by Irvine Valley College in delivering the proposed work product and achieving project objectives, Santa Monica College shall make payments to Irvine Valley College, care of ~~Coast~~ Community College District, totaling ~~\$530,000~~ over the three-year award period, with no more than \$185,000 in Year One, as specified in the project budget outlined in the original grant application and included in Attachment 1, Part C of this Subcontract Agreement, unless a modification is jointly agreed to by the Project Leadership Team. These funds will be released monthly, but only after the delivery of services, the submission of a monthly progress report, and a detailed invoice that includes adequate documentation of all expenses charged to the grant, including, but not limited to, monthly time and effort reports for all personnel costs charged to the grant, purchase requisitions and invoices for services rendered, and travel reimbursement claim forms. The monthly request for reimbursement and supporting documentation shall be sent to the Project Manager.

B. Payment for the delivery of services specified shall be made upon written request of Irvine Valley College to Santa Monica College by the submission of a monthly invoice. As agreed to in advance, financial documentation must report expenses on an actual cost reimbursement basis.

C. SMC shall send payment within 30 days of receipt of all documentation to support the monthly invoice.

D. Santa Monica College must receive the June invoice by the 10<sup>th</sup> of July, so that June can be included in the college's fiscal year-end accruals.

insert "incurred"

E. Subcontractor will not be reimbursed for expenditures ~~under~~ this Subcontract Agreement that do not comply with the Cost Principles and Related Regulations that are incorporated herein as Attachment 2.

- F. Carryover of unexpended funds from one project year to the next will be mutually agreed upon by the Subcontractor and the District, dependent upon the circumstances that led to the carry over.
- G. During the third and fourth quarters of each grant year, both parties agree to re-evaluate the transfer of grant funds under this Subcontract Agreement to reflect actual and anticipated grant deliverables. A Subcontract Amendment may increase or decrease the total amount of consideration due under this Subcontract Agreement.
- H. Any unexpended funds held by the Subcontractor upon expiration or completion of the Subcontract Agreement will be returned to the District and/or shall be distributed to other members of the project team upon mutual agreement of the Project Leadership Team prior to the expiration of the project.
- I. The District has the authority to withhold payment: 1) if the Subcontractor fails to make significant progress toward achieving project deliverables and outcomes as defined in this Subcontract Agreement and in the Grant Award Notification from the Department of Labor; or 2) if the quality of services provided fails to meet District standards and expectations for any reason; or 3) if the Subcontractor fails to submit required reports and/or documentation.

#### IV. GRANT AWARD LIMITATIONS

insert "the"

- A. Equipment: All equipment purchases of more than \$5,000, including those outlined in the grant proposal must be pre-approved by SMC's Project Manager and the Department of Labor Program Officer. Title to furniture, fixtures, and equipment costing in excess of \$5,000 per item acquired by the Subcontractor with grant funds shall vest with the Subcontractor, subject to the Cost Principles and Related Regulations that are incorporated herein as Attachment 2.
- B. Alcohol: Alcohol is not an allowable activity and may not be charged to the grant. Receipts for project-related travel must clearly exclude any alcohol purchased with meals.
- C. Consults: Consultant fees paid under this grant/agreement shall be limited to \$585 per day without pre-approval from the District and the Department of Labor (as noted in Attachment 1, Part 4.)
- D. Salary and Bonus Limitations: Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II (for 2010 the salary for Executive Level II is \$179,700). These limitations also apply to grants funded under this SGA. The salary and bonus limitation

does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification: [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262). (Additional information regarding this limitation is provided in Attachment 1, Part 4.)

replace "subcontract" with "contract out"

- E. **Subcontracting:** Subcontractor shall not subcontract any of the work contemplated under this Subcontract Agreement without prior written approval from the District. Any approved subcontracts shall be subject to all of the conditions of this Subcontract Agreement. The Subcontractor shall be responsible for the performance of the any subcontractor. The District may not pay for work performed by unapproved subcontractors.
- F. **Administrative Costs:** Administrative costs include both direct and indirect costs, as defined in the Grant Award Notification, which is included in Attachment 1. The use of grant funds to support administrative costs, either direct or indirect, must be pre-approved by SMC's Project Manager.
- G. **Budget Revisions:** Subcontractor may not transfer funds in the approved budget from Salaries, Benefits, and Indirect Costs without prior written approval from the District and from the Department of Labor. In addition, Subcontractor may not increase or decrease any other single line item by more than 20% without prior written approval from the District and the Department of Labor.

If any of these expenses are submitted for reimbursement without sufficient pre-authorization, the District reserves the right to deny payment.

## V. RECORDS/AUDITS

- A. **Records:** In accordance with applicable OMB circulars, to be in compliance with federal audit requirements, the Subcontractor must maintain records regarding the use of grant funds, progress made toward grant objectives and performance measures, and placement and use of equipment purchased with grant funds.

Records regarding use of grant funds:

- a) The Subcontractor will maintain appropriate financial records in accordance with generally accepted accounting practices.
- b) The Subcontractor will maintain backup financial documentation, such as invoices, time and effort reports, and receipts, on file at the Subcontractor's location and provide copies of such documentation upon request of District or allow District, District's authorized representatives or agents, auditors, and/or federal program staff to view such records.
- e) The Subcontractor will submit monthly time and effort reports for each staff/faculty member paid by the grant.

Records regarding progress toward grant objectives/performance:

replace "a)" with "1)"

replace "b)" with "2)"

replace "c)" with "3)"

- 1) Subcontractor will submit a Monthly Progress Report that addresses progress made toward meeting grant outcomes and deliverables, equipment and other major purchases, barriers and challenges, evaluation and outcome assessment activities, and acquisition of leveraged resources for the benefit of this project.
- 2) Subcontractor agrees to cooperate with the Project Manager and supply information and records needed to monitor student enrollment and track progress toward training outcomes.

Records regarding purchase, placement, and use of equipment purchased with grant funds:

- 1) Subcontractor will maintain an equipment inventory list that documents the purchase, placement, purpose/intended use, and ongoing location of any equipment purchased with this grant. Such list shall be kept up-to-date and be available for review.

#### B. Audit

- a) ~~The~~ Subcontractor shall preserve and make available all records related to this agreement for examination by the District, the federal government, and/or their duly authorized representatives or agents:
  - a. Subcontractor shall retain these records for a minimum of three years after the completion of the grant.
  - b. If any audit or other actions involving the records has been started before the expiration of this agreement, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later.
  - c. The retention period starts on the day that the District submits its last expenditure report for that period, but not before September 30, 2011. ← replace "2011" with "2013"
  - d. Any costs authorized by the Subcontractor that, upon audit, are found to be unallowable, will be reduced from future claims for reimbursement, or shall be refunded by the Subcontractor, if the agreement has expired.
- b) Subcontractor must adhere to the Single Audit Requirements of States, Local Governments, and Non-Profit Organizations, as outlined in 29 CFR Part 99 (formerly known as OMB Circular A-133), if it expends \$500,000 or more in federal awards in a year.
  - a. Subcontractor must submit a copy of its annual audit to the District each year that it expends more than \$500,000 in federal awards as part of the subrecipient monitoring process.
  - b. Subcontractor will permit auditors as defined in 29 CFR Part 99 to have access to the records and financial statements as necessary to comply with all relevant Cost Principles, Related Regulations and Other Requirements, which are included in Attachment 2.
  - c. Failure to comply with terms of this paragraph may lead to the termination of the Subcontract Agreement in accordance with Article XII.

replace "will" with "shall"



**VI. LIABILITIES AND LEGAL OBLIGATIONS**

- A. Assignments:** No assignment of the Subcontractor's obligations or the Subcontractor's right to receive payment hereunder shall be permitted. Any attempt or purported assignment of any right or obligation pursuant to this Subcontract Agreement shall be void and of no effect.
- B. Beneficiary:** Except as herein specifically provided otherwise, this Subcontract Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and authorized assigns. It is expressly understood and agreed that the enforcement of the terms and conditions of this Subcontract Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the District and the named Subcontractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the District and the Subcontractor that any such person or entity, other than the District or the Subcontractor, receiving services or benefits under this Subcontract Agreement shall be deemed an incidental beneficiary only.
- C. Liabilities:** Each party hereto agrees to be responsible for its own liabilities and that of its officers, employees, agents, or representatives arising out of this Subcontract Agreement, including fiscal responsibility for deviation from this Subcontract Agreement.
- D. Independent Contractor:** Subcontractor is and shall be deemed to be an independent contractor in the performance of this Subcontract Agreement and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Subcontractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this Subcontract Agreement. Such employees shall not be employees of, or have any individual contractual relationship with the District.
- E. Conflict of Interest:** The Subcontractor expressly states that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Subcontract Agreement. The Subcontractor shall not employ any person having such interest during the performance of this Subcontract Agreement. The Subcontractor further agrees to notify the District in writing of any instances that might have the appearance of a conflict of interest.
- F. Insurance:** During the entire term of this Subcontract Agreement, Subcontractor shall, at its own expense, maintain, and shall require all subcontractors to maintain, insurance as set forth below and shall name the District as additional insureds.
- 1) **Minimum Scope of Insurance:** Coverage shall be:

- a) Commercial General Liability - \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
  - b) Automobile Liability – “Any Auto” with \$1,000,000 combined single limit per accident for bodily injury and property damage.
  - c) Workers’ Compensation – As required by the Labor Code of the State of California, or the state in which the Subcontractor is operating; and
  - d) Employers’ Liability Insurance – With limits as required by the Labor Code of the State of California and Employers’ Liability Limits of \$1,000,000 per accident.
- 2) Other Provisions: If the above insurance is written on a claims-made form, it shall have a retroactive date of placement prior to or coinciding with the effective date of this Subcontract Agreement and continue for at least three full years following the completion of Subcontractor’s services/work under this Subcontract Agreement. Any deductibles, self-insured retentions, or changes in these items must be declared to and approved by the District. Subcontractor’s insurance coverage shall be primary insurance with respect to the District. Any insurance or self-insurance maintained by the District shall be in excess of the Subcontractor’s insurance shall not contribute with it. Each insurance policy required by this Subcontract Agreement shall be endorsed to state that coverages shall not be canceled, except after thirty (30) days prior written notice has been given to the District.

insert: "and"

At least fifteen (15) days prior to commencing work under this Subcontract Agreement, Subcontractor shall provide the District with certificates of insurance and required executed endorsements, evidencing compliance with this section. On request, Subcontractor shall furnish copies of any and/or all of the required insurance policies.

replace "On" with "Upon"

## VII. ASSURANCES

### A. Certification

- 1) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor will comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.  
delete ".", insert: ", as outlined in Attachment 2."
- 2) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor will comply with all applicable laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business as outlined in Attachment 2.
- 3) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily exclude from covered transactions by any federal department or agency.

- 4) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor is not delinquent on any federal debt.
- 5) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor is in compliance with sections 5151-5160 of the Drug-Free Workplace Act of 1988.
- 6) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor is in compliance with all federal and state laws relating to equal employment opportunity, including the series 3000 of the Staff Diversity/Affirmative Action policy (in Americans with Disabilities Act, 1990, ED, Code 87100, Title V, California Code of Regulations Policy Number 3010(x)).
- 7) Acceptance of this Subcontract Agreement constitutes certification that to the best of the Subcontractor's knowledge and belief:
  - a) No federal appropriated funds have been paid or will be paid, by or on behalf of the Subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, any extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b) If funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress, in connection with this federal grant, grant, loan, or subcontract agreement, the Subcontractor shall complete and submit standard form-LLL, "Disclosure form to report lobbying," in accordance with its instructions.
  - c) The Subcontractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) that all subrecipients shall certify and disclose accordingly.
  - d) Subcontractor agrees to notify Santa Monica College immediately if there is any change of status in 1, 2, 3, 4, or 5, above. ←

replace "or 5, above." with "5, or 6, above."

#### VIII. MATCHING CONTRIBUTIONS

This agreement does not require any matching contributions. However, the grant does require Leveraged Resources as outlined in the Statement of Work and the Budget Information. The Subcontractor is encouraged to identify and utilize other existing financial resources, either cash or inkind, to provide personnel, supplies, and/or equipment for the benefit of this project. The Subcontractor will assist the District in the acquisition and documentation of these leveraged resources and will report this

insert: "travel"

information on monthly progress reports, utilizing forms developed by the District with input from the Project Leadership Team.

#### IX. REPORTING SCHEDULE

- A. Subcontractor shall submit monthly progress reports to the District by the Friday of the first full week of the following month. The monthly progress reports may be submitted electronically, including by electronic mail within any applicable attachments.
- B. Subcontractor shall submit monthly requests for financial reimbursement at its convenience, except for the June request, which is due the 10<sup>th</sup> of July.
- C. Subcontractor shall submit Participant Tracking Information for all new students with the monthly progress report.
- D. Subcontractor may be required to submit additional information for the Quarterly and Annual Reports to the Department of Labor.

#### X. PRIOR APPROVAL

- A. The following shall constitute deviations from the original intent of the Subcontract Agreement, the Grant Award Notification, including the Statement of Work and the Budget Information, contained in Attachment 1, and any revisions submitted since by the District, on behalf of the partnership, and will require prior written approval from the Department of Labor.
  - 1) Changes in project scope or activities, including changes in project deliverables and outcomes;
  - 2) Costs not specified in the budget and/or costs for which the Cost Principles require prior written approval, such as Equipment, ~~budget revisions~~, as outlined in Section IV of this Subcontract Agreement; and
  - 3) Changes in key personnel, specifically the Contract Administrator identified in Section XI of this Subcontract Agreement.
- B. Both parties agree that requests for prior approval from the Department of Labor will be submitted by SMC's Project Manager on behalf of either college and with the approval of the Project Leadership Team.
- C. Both parties agree that authority and/or approval to make other changes or deviations from the original grant proposal submitted to Department of Labor shall be as specified and allowable in the contract between the Department of Labor and Santa Monica College, including all relevant documents and circulars, and approved by the Project Leadership Team.

insert: "Department of Labor"

Replace  
"budget  
revisions"  
with  
"Budget  
Revisions"

XI. DESIGNATION OF KEY PERSONNEL

Replace "Genevieve Bertone"  
with "Laina Long"

- A. Santa Monica College has identified Genevieve Bertone as the Contract Administrator for this Community Based Job Training Grant Project, entitled California Works Alliance. All inquiries and reports regarding this Subcontract Agreement should be directed to her at:

insert: "/Project  
Manager"

Santa Monica College  
1900 Pico Blvd.  
Santa Monica, CA 90405  
(310) 434-3911 434-3325  
Bertone\_Genevieve@smc.edu

Replace "Bertone\_Genevieve@smc.edu"  
with "Long\_Laina@smc.edu"

Replace "David Gatewood" with  
"Karima Feldhus"

- B. Irvine Valley College has identified ~~David Gatewood~~ as the Contract Administrator for this project. All inquiries and reports regarding this ~~Subcontract~~ Agreement should be directed to ~~him~~ at:

replace "him" with "her"

Irvine Valley College  
5500 Irvine Center Drive  
Irvine, CA 92618  
(949) 451-5650  
dgatewood@ivc.edu

Replace "dgatewood@ivc.edu" with  
"kfeldhus@ivc.edu"

XII. SUSPENSIONS AND TERMINATION OF FUNDS

Pursuant to a mutual understanding that the terms of this Subcontract Agreement do not encumber the implementation of award number CB-20565-10-60-A-6, as granted by the U.S. Department of Labor for the explicit purposes of this project, either party may suspend or terminate this Subcontract Agreement upon thirty (30) days written notice, when at any time in either party's determination, the other party to this subcontract agreement violates or departs from the terms and conditions of this subcontract agreement; or if the program, and its deliverables and outcomes, would not be achieved by continuance of the existing contract; or if the Subcontractor fails to submit the reports required under this subcontract agreement according to the established schedule. In that event, all finished or unfinished deliverable items under this Subcontract Agreement prepared by the Subcontractor shall, at the option of the District, become the property of the District. However, termination of this subcontract agreement will not invalidate commitments or obligations properly incurred by the Subcontractor prior to the date of termination that cannot be cancelled.

Notwithstanding, the Subcontractor shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of this agreement, and the District may withhold any payment due the Subcontractor for the purpose of setoff until such time as the exact amount of damages due the District from such breach can be determined. In case of

default by the Subcontractor, without limiting any other remedies for breach available to it, the District may procure the services from other sources and hold the Subcontractor responsible for any excess cost occasioned thereby.

The filing of a petition for bankruptcy by the Subcontractor shall be an act of default under this Subcontract Agreement.

Neither party shall be deemed to be in fault of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**A. Suspension shall remain in effect until:**

- 1) The Subcontractor has taken corrective action as approved by the District; or
- 2) The Subcontractor has given written assurances satisfactory to the District that corrective action will be taken; or
- 3) The Subcontractor is terminated by either party or by mutual consent of both parties.

**B. Termination may occur in whole or in part at any time:**

- 1) By either party, immediately for cause, upon written notice to the other party's Contract Administrator as noted in Section XI, delivered by certified mail with return receipt requested, or in person; or
- 2) By either party, upon at least thirty (30) days notice in writing to the other party's Contract Administrator as noted in Section XI, delivered by certified mail with return receipt requested, or in person; or
- 3) By mutual consent of both parties; or
- 4) By the District, on any date specified by the District, when funds are no longer available.

After receipt of a notice of termination and except as otherwise directed by the District, the Subcontractor shall cease work under the Subcontract Agreement on the date and to the extent specified in the notice of termination. In the event of termination in part, both parties shall continue the performance of this Subcontract Agreement to the extent not terminated. If the Subcontract Agreement is terminated as provided herein, except if terminated by the District as provided above in Section XII, Subsection A, paragraph 4, the Subcontractor will be paid for services actually delivered through the termination date. In the event that a termination for cause is determined to have been made wrongfully or without cause then the termination shall be treated as a termination under Section XII, Subsection A, paragraph 2, and the Subcontractor shall have no greater rights than it would have had if a termination had been effected under that provision.

**C. Waiver of Default:** Waiver by the District of any default or breach in compliance with the terms of this Subcontract Agreement by the Subcontractor shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification

of the terms of this Subcontract Agreement unless stated to be such in writing, signed by an authorized representative of the District and the Subcontractor and attached to the Subcontract Agreement.

- D. **Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this Subcontract Agreement violates any applicable law, each such provision or requirement shall be enforced only to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of the Subcontract Agreement shall remain in full force and effect.

### **XIII. INDEMNIFICATION**

Each party agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its trustees, officers, agents, employees, volunteers, and representatives, and agrees to hold the other party, including its trustees, officers, agents, employees, volunteers, and representatives, harmless from any and all claims, demands, suits, causes of action, damages, penalties, infringement of patent rights, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses or liability, property damage, personal injuries to, including, but not limited to, bodily injury, emotional injury or distress, sickness, or diseases, or death of persons, in law or in equity, of every kind and nature whatsoever arising out of, alleged to have arisen out of, or relating in any way to negligence, recklessness, or intentional acts or omissions in the work to be performed under this Subcontract Agreement.

It is the intent of the parties that, where the fault of both parties to this agreement contributes to the obligation for which indemnity is owed, principals of comparative fault will be followed, and each party shall bear the proportionate cost provided for in this Section XIII attributable to that party's fault.

Both the District and the Subcontractor in this grant agreement are institutions of higher education of the State of California and assume liability only to the extent allowed by the State of California.

### **XIV. ANTI-KICKBACK**

The Anti-Kickback Act of 1986 was passed to deter subcontractors from making payment for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subcontract relating to a prime contract. By acceptance of this Subcontract Agreement, the Subcontractor agrees to comply with FAR 3.502 and FAR 52.203.7.

### **XV. ACKNOWLEDGEMENT OF FEDERAL SUPPORT**

Section 506 of the "Consolidated Appropriations Act, 2005" of the U.S. Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2005 (Public Law 108-447), and included as Attachment 1, Part 4, in the Grant Award Notification, requires that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, the Subcontractor and any subrecipient shall clearly state:

- 1) The percentage of the total cost of the program or projects, which will be financed with federal money;
- 2) The dollar amount of federal funds for the project or program; and
- 3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

#### **XVI. FEDERAL, STATE, AND LOCAL TAXES**

Except as may be otherwise provided in this Subcontract Agreement, the Subcontractor price includes all applicable Federal, State, and local taxes and duties.

#### **XVII. LAW**

The validity of this Subcontract Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Subcontract Agreement, are governed by the laws of the state of California. The Subcontractor, by signing this Subcontract Agreement, agrees and submits, solely for matters concerning this Subcontract Agreement, to the exclusive jurisdiction of the courts of the State of California and agrees, solely for such purpose, that the only venue for any legal proceedings shall be Superior Court, County of Los Angeles. The place of this Subcontract Agreement, and all transactions, agreements relating to it, and their forum, shall be Los Angeles, California, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement, shall be determined.

#### **XVIII. ENTIRE AGREEMENT**

This Subcontract Agreement and any documents incorporated specifically by reference constitute an integrated agreement and represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or state statutes of limitation.

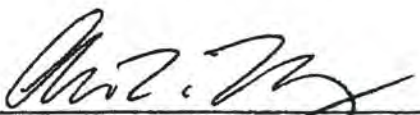



This Subcontract Agreement may not be amended orally or by performance. Any amendment must be in written form and executed by duly authorized representatives of the District and the Subcontractor.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the day and year last specified below:

Santa Monica College

South Orange County Community College  
District / On behalf of Irvine Valley College

  
\_\_\_\_\_  
Chui L. Tsang, Superintendent/President  
Date: 12/8/2010

  
\_\_\_\_\_  
Dr. David Bugay, Acting Deputy Chancellor  
Date: 12-6-10

Replace "Dr. David Bugay, Acting Deputy Chancellor"  
with "Debra L. Fitzsimons, Vice Chancellor, Business  
Services"

DEPT. OF LABOR--COMMUNITY BASED JOB TRAINING GRANT  
Budget (2012-13)

SUBCONTRACTOR: IRVINE VALLEY COLLEGE

<u>Personnel</u>	<u>FTE</u>	<u>Year Three</u>			
Project Manager	0.80				73,538
Faculty Lead	0.10				15,000
Project Secretary and Add'l Hourly	2*.5				35,000
Faculty Stipends					3,150
Instructional Costs					46,700
<b>Total Personnel</b>					<b>173,388</b>
<b><u>Fringe Benefits</u></b>					
Calculated at 30 percent of Total Personnel					52,017
<b>Total Fringe Benefits</b>					<b>52,017</b>
<b><u>Travel</u></b>					
Regional and National Travel to support Professional Development activities for faculty and staff, including attendance at Industry Specific Conferences					2,375
Travel to Support Participation in the For Credit Faculty Workgroup					2,375
<b>Total Travel</b>					<b>4,750</b>
<b><u>Equipment</u></b>					
No funds requested for Equipment					-
<b>Total Equipment</b>					-
<b><u>Supplies</u></b>					
General Office Supplies (and Program Printing)					2,740
Computer Workstations for Student/Faculty Use (2 at \$2000 ea)					-
Course Development Materials (film, CD/DVDs, jewel cases, at \$1000 per course for 4 courses)					3,356
<b>Total Supplies</b>					<b>6,096</b>
<b><u>Contractual</u></b>					
Recruitment/Marketing for Enrollment					20,000
<b>Total Contractual</b>					<b>20,000</b>
<b><u>Construction</u></b>					
No funds requested for Construction					-
<b>Total Construction</b>					-
<b><u>Other</u></b>					
Guest Speakers/Industry Involvement/Work-place learning					7,000
Faculty Workgroup refreshments and incentives					1,000
<b>Total Other</b>					<b>8,000</b>
		<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Total</u>
Original Budget		146,990	189,582	193,428	530,000
Revised Budget		37,023	178,726	264,251	480,000
Indirect Charges (calculated at 5 percent of total)		-	-	-	-
<b>TOTAL</b>		<b>37,023</b>	<b>178,726</b>	<b>264,251</b>	<b>480,000</b>

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

- GRANT APPLICATION ABSTRACT  
 GRANT ACCEPTANCE ABSTRACT  
 GRANT RENEWAL ACCEPTANCE ABSTRACT  
 REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** California Works Alliance: Jobs through Recycling and Resource Management (CWA)
2. **PROJECT DIRECTOR:** Jenna Wadsworth McCarty
3. **PROJECT ADMINISTRATOR:** Karima Feldhus
4. **GRANTOR AGENCY:** U.S. Department of Labor, Employment & Training Administration (DOLETA)
5. **FUNDING SOURCE:** Federal/Sub-Agreement with Santa Monica College
6. **STARTING AND ENDING DATES OF THE PROJECT:** July 1, 2010 through June 30, 2013
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** The purpose of this project is to expand the educational and career ladder that supports the high growth recycling and resource management (RRM) industry, increase the number of qualified workers available to enter the workforce, and decrease region-wide unemployment. To contribute to this goal, Irvine Valley College and other grant partners expanded CRRRA's professional RRM certificate and adapted it to create and offer a sequence of not-for-credit and for-credit certificate and A.S. degree programs for students interested in serving the RRM industry in the greater Southern California area. The California Works Alliance, during the three-year award period, will have conferred over 500 industry certificates and/or community college certificates. By agreeing to this planned \$50,000 budget reduction, Irvine Valley College allows other grant partners to utilize unexpended funds.

8. **SUMMARY BUDGET**

Revised Grant Award	Year 3 (FY 12-13) Revised Budget	Indirect Costs	Revised Project Total
\$530,000			\$530,000
\$480,000	\$264,251	N/A	\$480,000

9. **APPROVALS**

\_\_\_\_\_  
Division/School Dean

\_\_\_\_\_  
Vice President of Instruction/Students

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice Chancellor, Business Services

\_\_\_\_\_  
Chancellor

**EXPENDITURES SUMMARY**

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

	<b>GRANT FY10-13</b> (Amount)	<b>Grant FY 12-13</b> (Amount)	<b>SOURCE OF MATCH</b> (Partnership/College/Vendor)
<b>1000 Certificated Salaries</b>	\$ _____	\$ 64,850.00	_____
<b>2000 Classified Salaries</b>	\$ _____	\$108,538.00	_____
<b>3000 Benefits</b>	\$ _____	\$ 52,017.00	_____
<b>4000 Supplies</b>	\$ _____	\$ 6,096.00	_____
<b>5000 Contracted Services and Other Expenses</b>	\$ _____	\$ 12,750.00	_____
<b>6000 Capital Outlay</b>	\$ _____	\$ _____	_____
<b>7000 Other Charges</b> (e.g.: Indirect Costs)	\$ _____	\$ _____	_____
<b>TOTALS</b>	<u>\$480,000.00</u>	<u>\$264,251.00</u>	

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

**PROJECT PERSONNEL** (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Project Director	[ x ]	[ ]	[ x ]	[ ]
2. Project Specialist	[ ]	[ x ]	[ x ]	[ ]
3. Faculty	[ x ]	[ x ]	[ x ]	[ x ]

**MAJOR GRANT PARTNERS**

**Grant Lead and Fiscal Agent: Santa Monica College, Santa Monica, CA**

•Public: Education

**Grant Partner: Golden West College, Huntington Beach, CA**

•Public: Education

**Grant Partner: Orange County Workforce Investment Board, Santa Ana, CA**

•Public: County

**Grant Partner: California Resource Recovery Association, Sacramento, CA**

•Non-Profit, Statewide Recycling Association

<b>SANTA MONICA COMMUNITY COLLEGE DISTRICT/ SANTA MONICA COLLEGE</b>	
<b>SUBCONTRACT AGREEMENT COVER SHEET</b>	
<b>New Agreement:</b> <u>  No  </u>	<b>Modification Number:</b> <u>  1  </u>

<b>1) Subcontractor:</b>  South Orange County Community College District / Irvine Valley College	<b>2) District:</b>  Santa Monica Community College District/ Santa Monica College
<b>3) Source of Funding:</b> Federal	<b>4) Funding Information:</b> \$530,000 modified here to \$480,000
<b>a. Agency:</b> U.S. Department of Labor/Employment and Training Administration	<b>a. Performance Period:</b> 07/01/2010 – 06/30/2013
<b>b. Program:</b> Community Based Job Training Grant	<b>b. Total Authorized Funding:</b> \$480,000 07/01/2010 – 6/30/2011: \$ 37,023 07/01/2011 – 6/30/2012: \$178,726 07/01/2012 – 6/30/2013: \$264,251
<b>c. Award Number:</b> CB-20565-10-60-A-6	
<b>d. CFDA #:</b> 17.269	
<b>5) Title of Project:</b> California Works Alliance: Jobs through Recycling and Resource Management	
<b>6) Incorporation:</b> The following documents are incorporated into this Subcontract Agreement as noted:  Attachment 1: U.S. Department of Labor/Employment and Training Administration Grant/Agreement Notification of Award/Obligation, which includes: a. Federal Register Solicitation for Grant Applications b. Statement of Work (Technical Proposal) c. Budget Information d. Special Clauses and Conditions Attachment 2: Cost Principles, Related Regulations, and Other Requirements Attachment 3: Approved Subcontractor Budget	
<b>In witness whereof, the parties have caused the Subcontract Agreement to be executed by their authorized representatives.</b>	
<b>For: SUBCONTRACTOR</b>	<b>For: DISTRICT</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Name:</b> Debra L. Fitzsimons	<b>Name:</b> Chui L. Tsang
<b>Title:</b> Vice Chancellor, Business Service	<b>Title:</b> Superintendent/President
<b>Date:</b>	<b>Date:</b>
<b>TIN/EIN:</b>	<b>TIN/EIN:</b> 95-2767537

A SUBCONTRACT AGREEMENT BETWEEN

**SANTA MONICA COLLEGE (SMC)**

And

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT /  
IRVINE VALLEY COLLEGE (IVC)**

Resulting from a Grant Agreement to Implement a

**Community Based Job Training Grant (CFDA 17.269)**

Between

**U.S. Department of Labor/Employment and Training Administration (DOLETA)**

And

**Santa Monica College (Agreement #: CB-20565-10-60-A-6)**

The GRANT AWARD NOTIFICATION, Award Number CB-20565-10-60-A-6, between the U.S. Department of Labor and Santa Monica College is attached to this subcontract and is incorporated herein. The original grant proposal, and any revisions thereof, is included by reference. All provisions noted in the Grant Award Notification, including Administrative Costs (pursuant to 20 CFR 667.210(b), the Solicitation for Grant Applications announced in the Federal Register, Part I: Statement of Work/Technical Proposal, Part II: Budget Information, Part III: Assurances and Certifications, and Part IV: Special Clauses and Conditions, as well as relevant sections of the Uniform Administrative Requirements and the Cost Principles, that apply to this Subcontract Agreement, are included by reference, and are binding upon the parties.

I. SCOPE OF CONTRACT

A. District: Santa Monica College

B. Subcontractor: Irvine Valley College

C. Subcontract Amount: \$480,000 over the next three years. This sum is subject to reduction by the District should the District experience a reduction in funding from the Department of Labor. However, any impact on services, activities, and planned outcomes as a result of a reduction will be discussed and revised by the project Leadership Team. In addition, future modifications may increase the total amount awarded, as deemed necessary by the Project Leadership Team to meet grant outcomes.

D. Effective Date of Contract: July 1, 2010

E. Expiration Date of Contract: June 30, 2013

II. TERMS AND CONDITIONS

A. Purpose: The overall purpose of this project is to expand the educational and career ladder that supports the high growth recycling and resource management industry, thus increasing the number of qualified workers available to enter the workforce, targeting all level of the career ladder, while decreasing region-wide unemployment and improving the long-term well-being of the region. The California Works Alliance will achieve this by strengthening an existing industry-recognized certificate and developing two new credentials, including an academic certificate and an Associate of Arts degree in recycling and resource management. In addition to increasing training capacity, this project will support unemployed, dislocated, and incumbent workers as they pursue training and careers in recycling and resource management. Both the Subcontractor and the District will work together to achieve the following Projected Training and Placement Outcomes, in conjunction with other members of the project team, as appropriate and outlined in the grant proposal:

• Total number of participants served through outreach, training, supportive services, and/or job placement/job retention activities	1200
• Total number of participants beginning education/training activities	660 (including 360 in industry-recognized training and 300 in community college coursework)
• Total number of participants completing education/training activities	528 (80% of 660, including 288 - industry; 240 – community college)
• Total number of participants who complete education/training activities that receive a degree, certificate or other type of credential, including: i. Total number to receive industry certificate ii. Total number to receive community college certificate of completion iii. Total number to receive Associate of Arts Degree	288 144 (60% of 240) 96 (40% of 240)
• Total number of participants who complete education/training activities who enter unsubsidized employment	422 (80% of 528)
• Total number of participants who complete education/training activities who are placed in unsubsidized employment and who retain an employed status in the first and second quarters following initial placement:	380 (90% of 422)
• Total number of participants who complete education/training activities who enter training-related unsubsidized employment	315 (60% of 528 and 75% of 422)

B. Description of Work:

Responsibilities of the Subcontractor

As a community college training partner, the Subcontractor is responsible for the development, delivery, and evaluation of training services in the field of recycling and resource management for unemployed, dislocated, and incumbent workers at its training location. The following outlines in more detail these responsibilities:

- Identify faculty to serve on the curriculum development team that will work together with subject matter experts to transform the existing non-credit industry-recognized certificate program to a for-credit academic program;
- Upon completion, adapt new curriculum for local delivery, working with the K-12 and baccalaureate systems to identify potential articulation opportunities as appropriate;
- Coordinate with the local Workforce Investment Boards/WorkSource Centers and other training partners to raise awareness of career opportunities in this industry among unemployed, dislocated, and incumbent workers;
- Enroll a minimum of 46 students per year, beginning Fall Semester 2011, in for credit programming;
- Maintain a course completion and retention rate of 80 percent, leveraging resources offered through the WorkSource Centers for WIA eligible participants, as well as existing SMC resources and services, such as tutoring and counseling;
- Incorporate applied teaching and learning strategies to ensure that students are learning theory and application at the same time through real-world activities;
- Obtain all meetings of the Project Leadership Team, if available; and
- Evaluate the effectiveness of training efforts in meeting the needs of workforce.

Responsibilities of the District

The District has a dual role in this project, including 1) serving as the Fiscal Agent for this project, and 2) assisting with the development, delivery, and evaluation of training services in the field of recycling and resource management for unemployed, dislocated, and incumbent workers at its training location. The following outlines in more detail these responsibilities:

FISCAL AGENT RESPONSIBILITIES

- Serve as the administrative liaison with the U.S. Department of Labor;
- Oversee all aspects of this project, including the development and implementation of each phase of this project;
- Monitor fiscal activity and maintain compliance with local, state, and federal policies;
- Review, approve, and reimburse the Subcontractor for the costs of services and activities described in the Statement of Work, Attachment 1, Part B;



- Perform off-site financial and on-site programmatic monitoring of the Subcontractor for compliance with the terms of this Contract;
- Specify all reports and other deliverables of the Subcontractor;
- Convene meetings of the project advisory committee, addressing sustainability at each meeting;
- Lead evaluation efforts to assess project effectiveness.

#### TRAINING RESPONSIBILITIES

- Identify faculty to serve on the curriculum development team that will work together with subject matter experts to transform the existing non-credit certificate program to a for-credit academic program;
- Upon completion, adapt curriculum for local delivery, working with the K-12 and baccalaureate systems to identify potential articulation opportunities as appropriate;
- Coordinate with the local WIB/WorkSource Centers and CRRA to raise awareness of career opportunities in this industry among unemployed, dislocated, and incumbent workers;
- Enroll a minimum of 46 students per year, beginning Fall Semester 2011, in for credit programming;
- Maintain a course completion and retention rate of 80 percent, leveraging resources offered through the WorkSource Centers for WIA eligible participants, as well as existing SMC resources and services, such as tutoring and counseling;
- Incorporate applied teaching and learning strategies to ensure that students are learning theory and application at the same time through real-world activities; and
- Evaluate the effectiveness of training efforts in meeting the needs of workforce.

The above bulleted items are also expressly stated in the Statement of Work, which is included in its entirety in Attachment 1, Part B. Any changes to the work plan must be approved in writing by the District's Project Manager, or a designee, and the Department of Labor, if appropriate, and shall be implemented upon execution of an amendment to this Agreement.

#### C. Deliverables:

The Subcontractor is responsible for achieving the following deliverables in support of the project purpose and the Projected Training and Placement Outcomes described above:

- Develop and offer a for-credit academic curriculum in Recycling and Resource Management that leads to both an academic certification and an Associate of Arts Degree, working in conjunction with the District and other members of the Project Leadership Team;
- Enroll 46 unemployed, dislocated, and/or incumbent workers per year in the academic program beginning Fall 2011 for a total of 92 students during the award period;
- Achieve a student retention and graduation rate of 80 percent; and

- Coordinate with the Workforce Investment System to achieve a job placement rate of 80 percent.

These deliverables are expressly stated in the Statement of Work, which was submitted to the Department of Labor as part of the proposal, and which is included in this Subcontract Agreement in Attachment 1, Part B. Any changes to these deliverables must be approved in writing by the District's Project Manager, or a designee, and the Department of Labor, and shall be implemented upon execution of an amendment to this Agreement.

### III. CONSIDERATION

- A. In consideration of the performance by Irvine Valley College in delivering the proposed work product and achieving project objectives, Santa Monica College shall make payments to Irvine Valley College, care of South Orange County Community College District, totaling \$480,000 over the three-year award period, with no more than \$185,000 in Year One, as specified in the project budget outlined in the original grant application and included in Attachment I, Part C of this Subcontract Agreement, unless a modification is jointly agreed to by the Project Leadership Team. These funds will be released monthly, but only after the delivery of services, the submission of a monthly progress report, and a detailed invoice that includes adequate documentation of all expenses charged to the grant, including, but not limited to, monthly time and effort reports for all personnel costs charged to the grant, purchase requisitions and invoices for services rendered, and travel reimbursement claim forms. The monthly request for reimbursement and supporting documentation shall be sent to the Project Manager.
- B. Payment for the delivery of services specified shall be made upon written request of Irvine Valley College to Santa Monica College by the submission of a monthly invoice. As agreed to in advance, financial documentation must report expenses on an actual cost reimbursement basis.
- C. SMC shall send payment within 30 days of receipt of all documentation to support the monthly invoice.
- D. Santa Monica College must receive the June invoice by the 10<sup>th</sup> of July, so that June can be included in the college's fiscal year-end accruals.
- E. Subcontractor will not be reimbursed for expenditures incurred under this Subcontract Agreement that do not comply with the Cost Principles and Related Regulations that are incorporated herein as Attachment 2.
- F. Carry over of unexpended funds from one project year to the next will be mutually agreed upon by the Subcontractor and the District, dependent upon the circumstances that led to the carry over.

- G. During the third and fourth quarters of each grant year, both parties agree to re-evaluate the transfer of grant funds under this Subcontract Agreement to reflect actual and anticipated grant deliverables. A subcontract amendment may increase or decrease the total amount of consideration due under this Subcontract Agreement.
- H. Any unexpended funds held by the Subcontractor upon expiration or completion of the Subcontract Agreement will be returned to the District and/or shall be distributed to other members of the project team upon mutual agreement of the Project Leadership Team prior to the expiration of the project.
- I. The District has the authority to withhold payment: 1) if the Subcontractor fails to make significant progress toward achieving project deliverables and outcomes as defined in this Subcontract Agreement and in the Grant Award Notification from the Department of Labor; or 2) if the quality of services provided fails to meet District standards and expectations for any reason; or 3) if the Subcontractor fails to submit required reports and/or documentation.

#### IV. GRANT AWARD LIMITATIONS

- A. Equipment: All equipment purchases of more than \$5,000, including those outlined in the grant proposal must be pre-approved by the SMC's Project Manager and the Department of Labor Program Officer. Title to furniture, fixtures, and equipment costing in excess of \$5,000 per item acquired by the Subcontractor with grant funds shall vest with the Subcontractor, subject to the Cost Principles and Related Regulations that are incorporated herein as Attachment 2.
- B. Alcohol: Alcohol is not an allowable activity and may not be charged to the grant. Receipts for project-related travel must clearly exclude any alcohol purchased with meals.
- C. Consults: Consultant fees paid under this grant/agreement shall be limited to \$585 per day without pre-approval from the District and the Department of Labor (as noted in Attachment 1, Part 4.)
- D. Salary and Bonus Limitations: Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II (for 2010 the salary for Executive Level II is \$179,700). These limitations also apply to grants funded under this SGA. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification: [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262). (Additional information regarding this limitation is provided in Attachment 1, Part 4.)

- E. **Subcontracting:** Subcontractor shall not contract out any of the work contemplated under this Subcontract Agreement without prior written approval from the District. Any approved contracts shall be subject to all of the conditions of this Subcontract Agreement. The Subcontractor shall be responsible for the performance of any subcontractor. The District may not pay for work performed by unapproved subcontractors.
- F. **Administrative Costs:** Administrative costs include both direct and indirect costs, as defined in the Grant Award Notification, which is included in Attachment 1. The use of grant funds to support administrative costs, either direct or indirect, must be pre-approved by SMC's Project Manager.
- G. **Budget Revisions:** Subcontractor may not transfer funds in the approved budget from Salaries, Benefits, and Indirect Costs without prior written approval from the District and from the Department of Labor. In addition, Subcontractor may not increase or decrease any other single line item by more than 20% without prior written approval from the District and the Department of Labor.

If any of these expenses are submitted for reimbursement without sufficient pre-authorization, the District reserves the right to deny payment.

#### V. RECORDS/AUDITS

- A. **Records:** In accordance with applicable OMB circulars, to be in compliance with federal audit requirements, the Subcontractor must maintain records regarding the use of grant funds, progress made toward grant objectives and performance measures, and placement and use of equipment purchased with grant funds.

Records regarding use of grant funds:

- 1) The Subcontractor will maintain appropriate financial records in accordance with generally accepted accounting practices.
- 2) The Subcontractor will maintain backup financial documentation, such as invoices, time and effort reports, and receipts, on file at the Subcontractor's location and provide copies of such documentation upon request of District or allow District, District's authorized representatives or agents, auditors, and/or federal program staff to view such records.
- 3) The Subcontractor will submit monthly time and effort reports for each staff/faculty member paid by the grant.

Records regarding progress toward grant objectives/performance:

- 1) Subcontractor will submit a Monthly Progress Report that addresses progress made toward meeting grant outcomes and deliverables, equipment and other major purchases, barriers and challenges, evaluation and outcome assessment activities, and acquisition of leveraged resources for the benefit of this project.

- 2) Subcontractor agrees to cooperate with the Project Manager and supply information and records needed to monitor student enrollment and track progress toward training outcomes.

Records regarding purchase, placement, and use of equipment purchased with grant funds:

- 1) Subcontractor will maintain an equipment inventory list that documents the purchase, placement, purpose/intended use, and ongoing location of any equipment purchased with this grant. Such list shall be kept up-to-date and be available for review.

#### B. Audit

- a) Subcontractor shall preserve and make available all records related to this agreement for examination by the District, the federal government, and/or their duly authorized representatives or agents:
  - a. Subcontractor shall retain these records for a minimum of three years after the completion of the grant.
  - b. If any audit or other actions involving the records has been started before the expiration of this agreement, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three-year period, whichever is later.
  - c. The retention period starts on the day that the District submits its last expenditure report for that period, but not before September 30, 2013.
  - d. Any costs authorized by the Subcontractor that, upon audit, are found to be unallowable, will be reduced from future claims for reimbursement, or shall be refunded by the Subcontractor, if the agreement has expired.
- b) Subcontractor must adhere to the Single Audit Requirements of States, Local Governments, and Non-Profit Organizations, as outlined in 29 CFR Part 99 (formerly known as OMB Circular A-133), if it expends \$500,000 or more in federal awards in a year.
  - a. Subcontractor must submit a copy of its annual audit to the District each year that it expends more than \$500,000 in federal awards as part of the subrecipient monitoring process.
  - b. Subcontractor shall permit auditors as defined in 29 CFR Part 99 to have access to the records and financial statements as necessary to comply with all relevant Cost Principles, Related Regulations and Other Requirements, which are included in Attachment 2.
  - c. Failure to comply with terms of this paragraph may lead to the termination of the Subcontract Agreement in accordance with Article XII.

#### VI. LIABILITIES AND LEGAL OBLIGATIONS

- A. Assignments: No assignment of the Subcontractor's obligations or the Subcontractor's right to receive payment hereunder shall be permitted. Any attempt or purported

assignment of any right or obligation pursuant to this Subcontract Agreement shall be void and of no effect.

- B. **Beneficiary:** Except as herein specifically provided otherwise, this Subcontract Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and authorized assigns. It is expressly understood and agreed that the enforcement of the terms and conditions of this Subcontract Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the District and the named Subcontractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the District and the Subcontractor that any such person or entity, other than the District or the Subcontractor, receiving services or benefits under this Subcontract Agreement shall be deemed an incidental beneficiary only.
- C. **Liabilities:** Each party hereto agrees to be responsible for its own liabilities and that of its officers, employees, agents, or representatives arising out of this Subcontract Agreement, including fiscal responsibility for deviation from this Subcontract Agreement.
- D. **Independent Contractor:** Subcontractor is and shall be deemed to be an independent contractor in the performance of this Subcontract Agreement and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Subcontractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this Subcontract Agreement. Such employees shall not be employees of, or have any individual contractual relationship with the District.
- E. **Conflict of Interest:** The Subcontractor expressly states that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Subcontract Agreement. The Subcontractor shall not employ any person having such interest during the performance of this Subcontract Agreement. The Subcontractor further agrees to notify the District in writing of any instances that might have the appearance of a conflict of interest.
- F. **Insurance:** During the entire term of this Subcontract Agreement, Subcontractor shall, at its own expense, maintain, and shall require all subcontractors to maintain, insurance as set forth below and shall name the District as additional insureds.
- 1) **Minimum Scope of Insurance:** Coverage shall be:
- a. Commercial General Liability - \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
  - b. Automobile Liability – “Any Auto” with \$1,000,000 combined single limit per accident for bodily injury and property damage.
  - c. Workers’ Compensation – As required by the Labor Code of the State of California, or the state in which the Subcontractor is operating; and

- d. Employers' Liability Insurance – With limits as required by the Labor Code of the State of California and Employers' Liability Limits of \$1,000,000 per accident.
- 2) Other Provisions: If the above insurance is written on a claims-made form, it shall have a retroactive date of placement prior to or coinciding with the effective date of this Subcontract Agreement and continue for at least three full years following the completion of Subcontractor's services/work under this Subcontract Agreement. Any deductibles, self-insured retentions, or changes in these items must be declared to and approved by the District. Subcontractor's insurance coverage shall be primary insurance with respect to the District. Any insurance or self-insurance maintained by the District shall be in excess of the Subcontractor's insurance and shall not contribute with it. Each insurance policy required by this Subcontract Agreement shall be endorsed to state that coverages shall not be canceled, except after thirty (30) days prior written notice has been given to the District.

At least fifteen (15) days prior to commencing work under this Subcontract Agreement, Subcontractor shall provide the District with certificates of insurance and required executed endorsements, evidencing compliance with this section. Upon request, Subcontractor shall furnish copies of any and/or all of the required insurance policies.

## VII. ASSURANCES

### A. Certification

- 1) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor will comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority, as outlined in Attachment 2.
- 2) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor will comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority, as outlined in Attachment 2.
- 3) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor is not presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily exclude from covered transactions by any federal department or agency.
- 4) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor is not delinquent on any federal debt.

- 5) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor is in compliance with sections 5151-5160 of the Drug-Free Workplace Act of 1988.
- 6) Acceptance of this Subcontract Agreement constitutes certification that the Subcontractor is in compliance with all federal and state laws relating to equal employment opportunity, including the series 3000 of the Staff Diversity/Affirmative Action policy (in Americans with Disabilities Act, 1990, ED, Code 87100, Title V, California Code of Regulations Policy Number 3010(x)).
- 7) Acceptance of this Subcontract Agreement constitutes certification that to the best of the Subcontractor's knowledge and belief:
  - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, any extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress, in connection with this federal grant, grant, loan, or subcontract agreement, the Subcontractor shall complete and submit standard form-LLL, "Disclosure form to report lobbying," in accordance with its instructions.
  - c. The Subcontractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) that all subrecipients shall certify and disclose accordingly.
  - d. Subcontractor agrees to notify Santa Monica College immediately if there is any change of status in 1, 2, 3, 4, 5, or 6, above.

#### VIII. MATCHING CONTRIBUTIONS

This agreement does not require any matching contributions. However, the grant does require Leveraged Resources as outlined in the Statement of Work and Budget Information. The Subcontractor is encouraged to identify and utilize other existing financial resources, either cash or inkind, to provide personnel, supplies, travel and/or equipment for the benefit of this project. The Subcontractor will assist the District in the acquisition and documentation of these leveraged resources and will report this information on monthly progress reports, utilizing forms developed by the District with input from the Project Leadership Team.

#### IX. REPORTING SCHEDULE



- A. Subcontractor shall submit monthly progress reports to the District by the Friday of the first full week of the following month. The monthly progress reports may be submitted electronically, including by electronic mail within any applicable attachments.
- B. Subcontractor shall submit monthly requests for financial reimbursement at its convenience, except for the June request, which is due the 10<sup>th</sup> of July.
- C. Subcontractor shall submit Participant Tracking Information for all new students with the monthly progress report.
- D. Subcontractor may be required to submit additional information for the Quarterly and Annual Reports to the Department of Labor.

X. PRIOR APPROVAL

- A. The following shall constitute deviations from the original intent of the Subcontract Agreement, the Grant Award Notification, including the Statement of Work and the Budget Information, contained in Attachment 1, and any revisions submitted since by the District, on behalf of the partnership, and will require prior written approval from the Department of Labor.
  - 1) Changes in project scope or activities, including changes in project deliverables and outcomes;
  - 2) Costs not specified in the budget and/or costs for which the Department of Labor Cost Principles require prior written approval, such as Equipment, Budget Revisions, as outlined in Section IV of this Subcontract Agreement; and
  - 3) Changes in key personnel, specifically the Contract Administrator identified in Section XI of this Subcontract Agreement.
- B. Both parties agree that requests for prior approval from the Department of Labor will be submitted by SMC's Project Manager on behalf of either college and with the approval of the Project Leadership Team.
- C. Both parties agree that authority and/or approval to make other changes or deviations from the original grant proposal submitted to Department of Labor shall be as specified and allowable in the contract between the Department of Labor and Santa Monica College, including all relevant documents and circulars, and approved by the Project Leadership Team.

XI. DESIGNATION OF KEY PERSONNEL

- A. Santa Monica College has identified Laina Long as the Contract Administrator/Project Manager for this Community Based Job Training Grant Project, entitled California Works Alliance. All inquiries and reports regarding this Subcontract Agreement should be directed to her at:

Santa Monica College  
1900 Pico Blvd.  
Santa Monica, CA 90405  
(310) 434-3325  
[Long\\_Laina@smc.edu](mailto:Long_Laina@smc.edu)

- B. Irvine Valley College has identified Karima Feldhus as the Contract Administrator for this Subcontract Agreement. All inquiries and reports regarding this Agreement should be directed to her at:

Irvine Valley College  
5500 Irvine Center Drive  
Irvine, CA 92618  
(949) 451-5650  
[kfeldhus@ivc.edu](mailto:kfeldhus@ivc.edu)

## XII. SUSPENSIONS AND TERMINATION OF FUNDS

Pursuant to a mutual understanding that the terms of this Subcontract Agreement do not encumber the implementation of award number CB-20565-10-60-A-6, as granted by the U.S. Department of Labor for the explicit purposes of this project, either party may suspend or terminate this Subcontract Agreement upon thirty (30) days written notice, when at any time in either party's determination, the other party to this Subcontract Agreement violates or departs from the terms and conditions of this Subcontract Agreement; or if the program, and its deliverables and outcomes, would not be achieved by continuance of the existing contract; or if the Subcontractor fails to submit the reports required under this Subcontract Agreement according to the established schedule. In that event, all finished or unfinished deliverable items under this Subcontract Agreement prepared by the Subcontractor shall, at the option of the District, become the property of the District. However, termination of this Subcontract Agreement will not invalidate commitments or obligations properly incurred by the Subcontractor prior to the date of termination that cannot be cancelled.

Notwithstanding, the Subcontractor shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of this agreement, and the District may withhold any payment due the Subcontractor for the purpose of setoff until such time as the exact amount of damages due the District from such breach can be determined. In case of default by the Subcontractor, without limiting any other remedies for breach available to it, the District may procure the services from other sources and hold the Subcontractor responsible for any excess cost occasioned thereby.

The filing of a petition for bankruptcy by the Subcontractor shall be an act of default under this Subcontract Agreement.

Neither party shall be deemed to be in fault of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear

explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

A. Suspension shall remain in effect until:

- 1) The Subcontractor has taken corrective action as approved by the District; or
- 2) The Subcontractor has given written assurances satisfactory to the District that corrective action will be taken; or
- 3) The Subcontractor is terminated by either party or by mutual consent of both parties.

B. Termination may occur in whole or in part at any time:

- 1) By either party, immediately for cause, upon written notice to the other party's Contract Administrator, as noted in Section XI, delivered by certified mail with return receipt requested, or in person; or
- 2) By either party, upon at least thirty (30) days notice in writing to the other party's Contract Administrator, as noted in Section XI, delivered by certified mail with return receipt requested, or in person; or
- 3) By mutual consent of both parties; or
- 4) By the District, on any date specified by the District, when funds are no longer available.

After receipt of a notice of termination and except as otherwise directed by the District, the Subcontractor shall cease work under the Subcontract Agreement on the date and to the extent specified in the notice of termination. In the event of termination in part, both parties shall continue the performance of this Subcontract Agreement to the extent not terminated. If the Subcontract Agreement is terminated as provided herein, except if terminated by the District as provided above in Section XII, Subsection A, paragraph 4, the Subcontractor will be paid for services actually delivered through the termination date. In the event that a termination for cause is determined to have been made wrongfully or without cause then the termination shall be treated as a termination under Section XII, Subsection A, paragraph 2, and the Subcontractor shall have no greater rights than it would have had if a termination had been effected under that provision.

C. Waiver of Default: Waiver by the District of any default or breach in compliance with the terms of this Subcontract Agreement by the Subcontractor shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Subcontract Agreement unless stated to be such in writing, signed by an authorized representative of the District and the Subcontractor and attached to the Subcontract Agreement.

D. Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this Subcontract Agreement violates any applicable law, each such provision or requirement shall be enforced only to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of the Subcontract Agreement shall remain in full force and effect.

### XIII. INDEMNIFICATION

Each party agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its trustees, officers, agents, employees, volunteers, and representatives, and agrees to hold the other party, including its trustees, officers, agents, employees, volunteers, and representatives, harmless from any and all claims, demands, suits, causes of action, damages, penalties, infringement of patent rights, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses or liability, property damage, personal injuries to, including, but not limited to, bodily injury, emotional injury or distress, sickness, or diseases, or death of persons, in law or in equity, of every kind and nature whatsoever arising out of, alleged to have arisen out of, or relating in any way to negligence, recklessness, or intentional acts or omissions in the work to be performed under this Subcontract Agreement.

It is the intent of the parties that, where the fault of both parties to this agreement contributes to the obligation for which indemnity is owed, principals of comparative fault will be followed, and each party shall bear the proportionate cost provided for in this Section XIII attributable to that party's fault.

Both the District and the Subcontractor in this grant agreement are institutions of higher education of the State of California and assume liability only to the extent allowed by the State of California.

### XIV. ANTI-KICKBACK

The Anti-Kickback Act of 1986 was passed to deter subcontractors from making payment for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subcontract relating to a prime contract. By acceptance of this Subcontract Agreement, the Subcontractor agrees to comply with FAR 3.502 and FAR 52.203.7.

### XV. ACKNOWLEDGEMENT OF FEDERAL SUPPORT

Section 506 of the "Consolidated Appropriations Act, 2005" of the U.S. Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2005 (Public Law 108-447), and included as Attachment 1, Part 4, in the Grant Award Notification, requires that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, the Subcontractor and any subrecipient shall clearly state:

- 1) The percentage of the total cost of the program or projects, which will be financed with federal money;
- 2) The dollar amount of federal funds for the project or program; and
- 3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

XVI. FEDERAL, STATE, AND LOCAL TAXES

Except as may be otherwise provided in this Subcontract Agreement, the Subcontractor price includes all applicable Federal, State, and local taxes and duties.

XVII. LAW

The validity of this Subcontract Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Subcontract Agreement, are governed by the laws of the state of California. The Subcontractor, by signing this Subcontract Agreement, agrees and submits, solely for matters concerning this Subcontract Agreement, to the exclusive jurisdiction of the courts of the State of California and agrees, solely for such purpose, that the only venue for any legal proceedings shall be Superior Court, County of Los Angeles. The place of this Subcontract Agreement, and all transactions, agreements relating to it, and their forum, shall be Los Angeles, California, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement, shall be determined.

XVIII. ENTIRE AGREEMENT

This Subcontract Agreement and any documents incorporated specifically by reference constitute an integrated agreement and represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or state statutes of limitation.

This Subcontract Agreement may not be amended orally or by performance. Any amendment must be in written form and executed by duly authorized representatives of the District and the Subcontractor.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the day and year last specified below:

South Orange County Community College  
District / On behalf of Irvine Valley College

Santa Monica College

\_\_\_\_\_  
Debra L. Fitzsimons  
Vice Chancellor, Business Services

\_\_\_\_\_  
Chui L. Tsang, Superintendent/President

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

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

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 13-16 to Amend FY 2012-2013 Adopted Budget  
**ACTION:** Approval

**BACKGROUND**

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

**STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2012-2013 Adopted Budget.

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

Cooperative Agencies Resources for Education (CARE) at Irvine Valley College	\$2,328
Extended Opportunity Programs & Services (EOPS) at Irvine Valley College	\$1,395
Extended Opportunity Programs & Services (EOPS) at Saddleback College	\$1,395
Clinical Laboratory Phlebotomy SJSU Subaward at Saddleback College	<u>(\$198)</u>
Total Increase to the General Fund	<u><u>\$4,920</u></u>
 <b>Total Budget Amendment</b>	 <u><u>\$4,920</u></u>

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-16 to amend the FY 2012-2013 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 13-16**

May 20, 2013

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$4,920 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

**General Fund**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8100	Federal Revenue	(\$198)
8600	State Revenue	\$5,118
		<u>\$4,920</u>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	(\$1)
3000	Fringe Benefits	(\$179)
5000	Other Operating Expenses & Services	(\$18)
7000	Other Outgo	\$5,118
		<u>\$4,920</u>





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

---

### **BACKGROUND**

In 1983, the District established a revolving fund for \$25,000. In 1985, the fund was increased to \$50,000. The fund is used to process checks for employees when there is a necessary payroll adjustment and occasionally for emergency vendor checks. When a timesheet for a part-time employee does not get to payroll in time to be processed, or there is a payroll check that must be cancelled, a revolving check is issued so the employee does not have to wait until the following month to receive payment.

On rare occasions, a vendor payment needs to be processed quickly. Since it takes a week or longer to process a check through the County Treasury, a revolving check is issued to make the payment on time.

### **STATUS**

With inflation over the last 28 years, the revolving fund amount is no longer adequate. It takes a month for payroll advances to reimburse the fund and vendor payments can take up to 2 weeks. During that time, the fund balance can dip low and additional payments cannot be made. Increasing the fund to \$100,000 will allow payments to be made when needed and allow enough time for the reimbursements to be processed.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the increase in the revolving fund to \$100,000.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Adopt Resolution No. 13-15: Update Account Information for Local Agency Investment Fund

**ACTION:** Approval

---

### **BACKGROUND**

The Local Agency Investment Fund (LAIF) is an agency of the State of California created by Assembly Bill 3107, and incorporated into the law under Chapter 730 of the statutes of 1976 Section 16429.1 of the California Government Code. The fund allows voluntary participation in an investment pool controlled by the State Treasurer.

### **STATUS**

The information on file at LAIF has not been updated since Resolution No. 06-44 dated November 20, 2006 (EXHIBIT B). Changes in personnel as well as changes in position titles have occurred since that resolution. LAIF requested that the District submit a "LAIF Account Information Update" with any changes (EXHIBIT A), along with a new resolution.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt the attached Resolution No. 13-15 (EXHIBIT C), to update the LAIF account information with current position titles and personnel. These changes will allow investment activity of District Funds to continue in the Local Agency Investment Fund.

**LOCAL AGENCY INVESTMENT FUND (LAIF)  
AUTHORIZATION FOR TRANSFER OF FUNDS**

DATE 5/20/2013 AGENCY NAME South Orange County Community College District LAIF ACCOUNT # 75-30-007  
AGENCY'S LAIF RESOLUTION # 13-15 OR RESOLUTION DATE \_\_\_\_\_

**Only the following individuals of this agency whose signatures appear in the table below are hereby authorized on the LAIF account. *This authorization supersedes all prior authorizations on file with LAIF (current authorized individuals not listed below will be deleted).***

NAME*	TITLE	SIGNATURE
Debra L. Fitzsimons	Vice Chancellor, Business Svcs	
Kimberly R. McCord	Exec. Director, Business Svcs	
Gary Poertner	Chancellor	

\* Please attach additional sheets, if necessary.

**Two authorized signatures required pursuant to your agency's resolution.**

\_\_\_\_\_  
SIGNATURE  
Debra L. Fitzsimons  
\_\_\_\_\_  
PRINT NAME  
Vice Chancellor, Business Services  
\_\_\_\_\_  
TITLE  
949-582-4664  
\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
SIGNATURE  
Kimberly R. McCord  
\_\_\_\_\_  
PRINT NAME  
Executive Director, Business Services  
\_\_\_\_\_  
TITLE  
949-582-4661  
\_\_\_\_\_  
TELEPHONE

Mail completed form to:  
State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001

RESOLUTION AUTHORIZATION INVESTMENT  
OF MONIES IN ALL FUNDS OF THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

LOCAL AGENCY INVESTMENT FUND

**RESOLUTION No. 06-44**

November 20, 2006

**WHEREAS**, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, The Board of Trustees of the South Orange County Community College District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the District.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the South Orange County Community College District does hereby authorize the deposit and withdrawal of South Orange County Community College monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

**BE IT FURTHER RESOLVED**, that the following South Orange County Community College District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Raghu Mathur	Gary Poertner	Beth Mueller
(NAME)	(NAME)	(NAME)
Chancellor	Deputy Chancellor	District Director of Fiscal Services
(TITLE)	(TITLE)	(TITLE)
(SIGNATURE)	(SIGNATURE)	(SIGNATURE)



**TO:** Board of Trustees

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

**RE:** SOCCCD: Maintenance Management and Facility Planning Software and Implementation Agreement, Amendment No. 1

**ACTION:** Approval

---

### **BACKGROUND**

On June 25, 2012, the Board of Trustees approved an agreement with Facilities Planning and Program Services, Inc. for implementation and coordination services of the new computerized maintenance management system and facility planning software system. This system is adopted to address the Board of Trustees' request for a district-wide approach for predicting maintenance needs, coordinating capital improvement needs and for identifying budget needs consistently between campuses.

Software has been selected and condition assessments have been performed on both campuses. Reports are in draft format and coordination efforts are underway to develop a new, real time link with the state chancellor's office facilities website.

### **STATUS**

The nuances of developing a report that addresses district needs and getting one software to speak to another have caused delays and the completion date will exceed the target date of June 30, 2013.

Staff recommends a no cost Amendment No. 1 (EXHIBIT A) to the Facilities Planning and Program Services contract extending this contract to December 30, 2013 to permit project completion and allow for any necessary follow up. No additional costs are being requested.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 (EXHIBIT A) to the Facilities Planning and Program Services, Inc. contract extending this contract to December 30, 2013 at no additional cost.

**AMENDMENT NO. 1  
TO CONSULTANT AGREEMENT-MANAGEMENT OF SOFTWARE  
IMPLEMENTATION SERVICES  
SOCCCD**

**May 21, 2013**

**THIS AMENDMENT** shall modify the original agreement dated May 1, 2012, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Facilities Planning and Program Services, Inc., 22607 La Palma Avenue, Suite 407, Yorba Linda, CA 92887, 714/692-5400, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article VII, Section 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, Article I, Section 5 of the original agreement establishes that the Agreement shall be completed by June 20, 2013; and

**WHEREAS**, original work scope requires an increased contract term for completion; and

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

1. Article I, Section 5, of the agreement shall be modified as follows:

*From:* The services covered by this AGREEMENT shall be completed by June 30, 2012.

*To:* The services covered by this AGREEMENT shall be completed by December 30, 2013.

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

"DISTRICT"

South Orange County Community College District

"CONSULTANT"

Facilities Planning & Programming Services,  
Inc.

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons  
Vice Chancellor, Business Services

By: \_\_\_\_\_  
Ron Beeler  
President

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

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

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Destruction of Class 3 Disposable Records  
**ACTION:** Approval

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### **BACKGROUND**

Title 5, Section 59022 of the California Administrative Code requires that each community college district establish an annual procedure by which the chief administrative officer, or the designee of that officer, shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2-Optional, or Class 3-Disposable. Further, Section 59022(b) states that, if such records are three or more years old and classified as Class 3-Disposable, they may be destroyed without further delay.

### **STATUS**

The District has reviewed the classification of documents provided in Title 5, Section 59022 and has identified those documents listed in attached Exhibit A as those which may now be destroyed in compliance with the Code.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the destruction of documents detailed in Exhibit A.



## CLASS 3 – DISPOSABLE RECORDS

DESTROY AFTER JULY 1, 2013

Payroll

Hourly Time Cards	All Prior to Fiscal Year 2007-2008
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Business Services

Vendor Account Payable Files	All Prior to Fiscal Year 2007-2008
Cash Receipts	All Prior to Fiscal Year 2007-2008
Grant Project Accounts	All Prior to Fiscal Year 2007-2008
Cash Disbursements	All Prior to Fiscal Year 2007-2008
Financial Aid Check Copies	All Prior to Fiscal Year 2007-2008
Student Refunds	All Prior to Fiscal Year 2007-2008
District Depository	All Prior to Fiscal Year 2007-2008
Warrant Registers	All Prior to Fiscal Year 2007-2008
Journal Entry	All Prior to Fiscal Year 2007-2008
Warrant Disbursements	All Prior to Fiscal Year 2007-2008

Human Resources

Employment Applications	All Prior to Fiscal Year 2009-2010
Subpoenas/Requests for Records	All Prior to Fiscal Year 2008-2009

Irvine Valley College Health and Wellness Center

Student Medical Records	All Prior to Academic Year 2004-2005
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Saddleback College Admissions & Records

Add/Drop Cards	All Prior to Academic Year 2010-2011
AB 540 Affidavits	All Prior to Academic Year 2010-2011
Audit Requests	All Prior to Academic Year 2010-2011
Data Change Forms	All Prior to Academic Year 2010-2011
General Petitions	All Prior to Academic Year 2010-2011
K-12 Concurrent Enrollment Requests	All Prior to Academic Year 2010-2011
Positive Attendance Rosters	All Prior to Academic Year 2010-2011
Residency Reclassification Requests	All Prior to Academic Year 2010-2011
Students Records Subpoenas	All Prior to Academic Year 2010-2011

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

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**BACKGROUND**

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

**STATUS**

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-03849 through P13-04153 amounting to \$1,036,970.93 and P14-00025 through P14-00050 amounting to \$122,625.94 are submitted to the Board of Trustees for approval. Confirming requisitions dated April 11, 2013 through May 1, 2013 totaling \$51,957.31 are also submitted.

**RECOMMENDATION**

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

Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-03849	MEDCO SUPPLY COMPANY		Supplies for training room	127.08
P13-03850	DEWEY'S APPLIANCES		Dishwasher Replacements	2,987.01
P13-03851	ALLSTEEL, INC. C/O QUALITY OFF ICE FURNISHINGS		Furniture for Veteran's Office Overhaul	24,213.51
P13-03852	QUALITY OFFICE FURNISHINGS		Furniture for Veterans Office Overhaul	9,589.49
P13-03853	NEW DAY FILMS		DVD & film rights for "BagIt"	340.20
P13-03854	DELL MARKETING		Dell Computers for Desktop Refresh	53,841.89
P13-03855	TOMARK SPORTS EQUIPMENT		Baseball Equipment	19,570.72
P13-03856	LUNA PARK MANAGEMENT		FKCE Wkshp Trainer	120.00
P13-03857	FAWN TANRIVERDI		Advance Payment to Fawn Tanriverdi/CW backpacks	419.00
P13-03858	FASHION SUPPLIES, INC		Supplies for sewing class	3,000.00
P13-03859	MAIN GRAPHICS		New F/A Business Cards	447.12
P13-03860	SANTA MARGARITA FORD		Systematic Fleet Replacement IVC Van	21,533.56
P13-03861	B & H PHOTO		Lighting supplies	187.34
P13-03862	MC KESSON GENERAL MEDICAL CORP		Medical supplies	359.83
P13-03863	B & H PHOTO		Supplies for Photography Classes	70.48
P13-03864	DAVID V. ALDRICH		Contract Services	3,200.00
P13-03865	B & H PHOTO		Student DMA supplies	3,931.09
P13-03866	DICK BLICK COMPANY		Items SC art/oils/papers/hands/canvas	4,600.14
P13-03867	MYERS TIRE SUPPLY		Transportation equipment	6,669.00
P13-03868	ULINE, INC.		supplies for electronics classrooms	241.90
P13-03869	TECHNI-TOOL		Supplies for Soldering class	87.78
P13-03870	BOB MARTIN CO.		Wire for Fine Arts Classes SC	782.91
P13-03871	B & H PHOTO	Bldg W/Com Arts	Remote audio mixing equipment	2,342.52
P13-03872	B & H PHOTO	Bldg W/Com Arts	On Camera Lighting LED Lighting units	288.36
P13-03873	SUNRIVER DISTRIBUTORS		Softball Team Equipment	1,250.56
P13-03874	B & H PHOTO		Photo Class Supplies-Paper SC	161.73
P13-03875	CALIFORNIA ETEC		VETEC Virtual Marketing Services	2,250.00
P13-03876	TUSTIN AWARDS, INC.		Emeritus Teacher of The Year Plaque/IVC	11.34
P13-03877	COLLINS COMPANY		Replace existing netting at baseball field	3,995.00
P13-03878	ANTHONY TENG		Perkins- Acct	250.00
P13-03879	AVALON TENT & PARTY		IVC Commencement Order	3,280.73
P13-03880	TREMCO INC		Upgrade B100 Roof	4,770.00
P13-03882	S & B FOODS		Articulation workshops	685.04
P13-03883	EAGLE COMMUNICATIONS		Battery Backup Equipment for Repeater	493.00
P13-03884	PEPPER MUSIC COMPANY		Student Music	4,000.00
P13-03885	TERMITE TERRY PEST CONTROL		Ant Extermination Due to Construction	500.00
P13-03886	TECHNIC BUSINESS SOLUTIONS		Plotter Supplies	1,068.68
P13-03887	LINH NGUYEN		Payment to Independent Contractor	4,749.96

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

ESCAPE ONLINE

Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-03888	COLLEGE BOARD CUES SOFTWARE SERVICES		License Upgrade Fee	10,253.89
P13-03889	VIDEO SERVICE OF AMERICA	Bldg W/Com Arts	Power supply & Headsets for sound systems	1,557.40
P13-03890	K-LOG COMPANY		Podium and headphones for Career Center	246.03
P13-03891	SADDLEBACK APPLIANCES		Replacement Refrigerator	1,296.82
P13-03892	IMAGE APPAREL FOR BUSINESS INC	SC WAREHOUSE	Uniforms	726.29
P13-03893	WAXIE SANITARY SUPPLY		Building Equipment	466.32
P13-03894	HOME DEPOT MISSION VIEJO STORE #614		Ladder	44.79
P13-03895	APPLE COMPUTER, INC. ATTN: HE d SALES SUPPORT		Software per Elizabeth Horan	21.59
P13-03896	KUBOTA TRACTOR CORPORATION		Grounds equipment	32,140.00
P13-03897	APPLE COMPUTER, INC. ATTN: HE d SALES SUPPORT		OS X Mountain Lion for Graphics	99.95
P13-03898	W. W. GRAINGER		SC art /gloves/ respirators	300.78
P13-03899	BOUNDLESS NETWORK		Poster Size Table Top Display/SC Bus. Sci.	536.80
P13-03900	BOUNDLESS NETWORK		Awards for Classified Senate Attendees SC	299.57
P13-03901	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM		Vital Link contract for STEM events	6,400.00
P13-03902	BMI GENERAL LICENSING		BMI License Fees for District Music Use	9,226.13
P13-03903	MERIT SOFTWARE		Merit Software Licenses & Subscriptions	10,427.00
P13-03904	BARTEL & ASSOCIATES		Actuarial Consulting Services	21,500.00
P13-03905	FLOOR TECH GROUP		Recarpet Library	32,414.00
P13-03906	TEACHING STRATEGIES, INC.		Saddleback CDC/assessment portfolios	239.76
P13-03907	AUTOMOTIVE ELECTRONICS SERVICES INC		Scan tool bundle	1,749.50
P13-03908	GOODSON MANUFACTURING COMPANY		Valve guide driver	24.05
P13-03909	THE BLIND FACTORY		Blinds for Veterans Center	1,100.00
P13-03910	TOWN & COUNTRY GLASS		Repair exterior door at W building	1,000.00
P13-03911	GRAPHICS PLUS ENTERPRISES	Bldg W/Com Arts	Saddleback Logo on shirts	340.20
P13-03912	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT		CTE Spring Articulation workshops	400.00
P13-03913	CAPISTRANO UNIFIED SCHOOL DISTRICT		CTE Spring Articulation workshops	400.00
P13-03914	CAPISTRANO-LAGUNA BEACH ROP		CTE Spring Articulation workshops	400.00
P13-03915	COASTLINE ROP		CTE Spring Articulation workshops	400.00
P13-03916	LAGUNA BEACH UNIF. SCHOOL DIST		CTE Spring Articulation workshops	400.00
P13-03917	DISPENSING SOLUTIONS, INC.		Blanket PO for DSI Rx meds	1,180.00
P13-03918	TONI HELMS		Contract Services	2,880.00
P13-03919	KE DESIGNS		Consultant for CA Career Cafe	7,500.00

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ESCAPE ONLINE

Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-03920	SIGMA-ALDRICH CHEMICAL CO.		Reagents needed for new ester experiment	287.90
P13-03921	ROBOTSHOP		V#, Supplies for Electronics	571.86
P13-03922	SIGMA-ALDRICH CHEMICAL CO.		Organic chemistry research chemicals	1,124.54
P13-03923	EBERHARD EQUIPMENT		Grounds equipment	9,992.64
P13-03924	SOUTH COAST DIST. CO.		Bleach for Biology Lab	23.54
P13-03925	PRESTIGE GOLF CARS		IVC Replacement carts for Grounds Operations	24,253.48
P13-03926	FARWEST MATERIALS		Supplies for SC Art Classes-Wax and Clay	1,632.50
P13-03927	AMTECH RELIABLE ELEVATOR CO.		Installing elevator door detectors	9,500.00
P13-03928	PARTEK SOLUTIONS		Paper - Parking permit Dispensers SC Police	581.40
P13-03929	FLOOR TECH GROUP		Replace Carpeting in SSC 120-Veterans Office	7,378.00
P13-03930	CI SOLUTIONS, CARD INTEGRATORS CORPORATION		Proximity Cards	533.00
P13-03931	MIROSLAVA MANCHIK		Business Faculty Development Event	300.00
P13-03932	AUTOMIC DESIGNS, INC.		Golf cart graphics installed	261.62
P13-03933	WELLS FARGO #3317 (DISTRICT)		Keyboard Case for iPad Dist. HR	129.59
P13-03934	REDINSERT, INC		Graphic Design Contract Service	1,000.00
P13-03935	GUEST ARTISTS		Tech labor for Foundation Gala 2013	500.00
P13-03936	MAIN GRAPHICS HAGGARTY PRINTIN G, INC.		Scholarship Program Covers Printing	690.75
P13-03937	SADDLEBACK GOLF CARS, INC.		Carts for Parking Services SC Police	11,122.00
P13-03938	VILLA FORD		SC MO vehicles/vans	52,153.74
P13-03939	3D SYSTEMS, INC.		DMP instructional/3D printing/binder/powder	2,003.39
P13-03940	QUARK ENTERPRISES, INC.		New & Replacement Glassware	11,063.60
P13-03941	WELLS FARGO #3317		Deep Cleaning machine for CDC IVC	539.46
P13-03942	NUUN NATURAL HYDRATION		Women's tennis supplies	212.22
P13-03943	BSN SPORTS		Equipment Adapted Kinesiology	2,135.62
P13-03944	DELL MARKETING		Printer Ink for local printers	173.34
P13-03945	VIDEO SERVICE OF AMERICA	Bldg W/Com Arts	Carry bags for external hard drives	331.04
P13-03946	EAGLE COMMUNICATIONS		Radio equipment	4,829.20
P13-03947	CULVER-NEWLIN, INC.		Wheels	781.92
P13-03948	GENESIS, INC.		Lab Supplies for Ecology Owl Pettets	428.72
P13-03949	ROY KLOPPING ENTERPRISES		Equipment blades	430.40
P13-03950	PRECISION BRUSH		Pool fence parts	628.94
P13-03951	FLEX-A-CHART.COM		Purchase of 12 mo mag dry erase boards	586.81
P13-03952	HAITBRINK ASPHALT PAVING, INC.		Patching asphalt and concrete	4,700.00
P13-03953	WALTERS WHOLESALE ELECTRIC		Lamps for Parking Lots, Buildings & Parking Lots	3,159.10

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ESCAPE ONLINE

Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-03954	CERAMICS & CRAFTS WAREHOUSE		Molds for Ceramics Slipcasting Classes/Emeritus	625.46
P13-03955	WALRUS MUSIC PUBLISHING		Student music	535.00
P13-03956	OC WEEKLY		Advertising	1,519.00
P13-03957	BRAVO SIGN & DESIGN		Replace marquee sign header panels	1,026.00
P13-03958	SAFELITE AUTO GLASS CORP.		Repair vehicle #125 window	330.81
P13-03959	TROXELL COMMUNICATIONS, INC.		High resolution projector for DMP	5,175.36
P13-03960	INKQUIK		Print heads for ZCORP 310 printer - see note	76.23
P13-03961	FULL COMPASS SYSTEMS	Bldg W/Com Arts	Mic kit for sound mixing	203.76
P13-03962	POCKET NURSE ENTERPRISES, INC.		IV arms for paramedic students	936.84
P13-03963	CARAVAN CANOPY INT'L, INC.	Bldg W/Com Arts	EZ for Department events	1,304.16
P13-03964	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT	Bldg W/Com Arts	Mini Mac for use by faculty	625.32
P13-03965	BSN SPORTS		KNES supplies	652.76
P13-03966	TOMARK SPORTS EQUIPMENT		Lfc supply	58.92
P13-03967	INTERNATIONAL E-Z UP, INC.		Pop-Up Shelters for the IVC Athletics	4,832.18
P13-03968	DELL MARKETING		Dell Optiplex 9010 Desktop Computers	27,275.35
P13-03969	SIGMA-ALDRICH CHEMICAL CO.		Chemistry supplies for students	2,216.20
P13-03970	WOODWORKS, LTD.		Astronomy supplies - Center of Mass parts	119.34
P13-03971	McMASTER CARR SUPPLY COMPANY		Astronomy supplies - Center of Mass parts	96.43
P13-03972	WELLS FARGO #3317		Software SC Sci. Math	436.31
P13-03973	BUSCH, LLC.		Oil for Annex Vacuum Pump	115.20
P13-03974	MARSHALL MATERIALS		Ground supplies	553.85
P13-03975	SchoolOutfitters.com		Equipment Purchase	328.46
P13-03976	ARTIST SUPPLY SOURCE S3 STORES, INC.		Hydro geology stream table IVC	470.66
P13-03977	JACOBSEN WEST		Cart for maint operations IVC	8,465.40
P13-03978	MICROLIFE MEDICAL HOME SOLUTIONS, INC.		Purchasing the bodygem metabolic system kit	3,547.61
P13-03979	NATIONAL BALSA		SC architecture classes/balsa ply	1,011.50
P13-03980	BOUNDLESS NETWORK		Tote bags/Marketing SC	2,577.60
P13-03981	LILIANN PEREZ-STROUD		FKCE Wkshp Trainer	360.00
P13-03982	PARMA		PARMA Member Renewal- Risk Mgmt	100.00
P13-03983	WELLS FARGO #3317 (DISTRICT)		Technology Books/Manuals District	367.92
P13-03984	IBM		Server room machine service	3,500.00
P13-03985	BLACKBAUD, INC.		Blackbaud - Essential Design Sphere	3,459.37
P13-03986	JEFFREY SEGAL		Contract Services	1,105.00
P13-03987	APPLE COMPUTER, INC. ATTN: HIE d SALES SUPPORT		Audio Package for Studio Theater	4,102.92
P13-03988	ELECTRONIX EXPRESS		Supplies for Electronics classes	1,052.94
P13-03989	PROGRESSIVE MEDICAL INT.		Instructional supplies for PM students	1,769.66

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

ESCAPE ONLINE

Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-03990	GOPHER SPORTS EQUIPMENT		Supplies for life fitness center/IVC	2,773.82
P13-03991	ADRENALIN SPORTS APPAREL DBA J OANN MARIE HYDER		Men's volleyball supplies IVC	197.10
P13-03992	ADRENALIN SPORTS APPAREL DBA J OANN MARIE HYDER		Badminton gear IVC	733.32
P13-03993	ASICS AMERICA CORPORATION		Women's tennis shoes IVC	116.47
P13-03994	MEDCO SUPPLY COMPANY		Sport Medicine equipment	375.84
P13-03995	IRVINE TENNIS		Tennis supplies rackets/string/grips IVC	572.40
P13-03996	EASTBAY TEAM SPORTS		Additional men's tennis shoes IVC tennis	169.46
P13-03997	CULVER-NEWLIN, INC.		Desk Modesty Panel-Attachment	128.52
P13-03998	WHITAKER BROS. BUSINESS MACH.		Office Shredder	2,432.16
P13-03999	BSN SPORTS		Equipment - Knea Heart Monitors IVC Athletics	6,415.29
P13-04000	MOTOROLA SOLUTIONS, INC.		Dispatch Console Upgrade	610.50
P13-04001	BECKMAN COULTER, INC.		Spectrophotometer part for Bio 3C	512.83
P13-04002	THORLABS, INC.		Supplies for Astronomy	29.07
P13-04003	McMASTER CARR SUPPLY COMPANY		Supplies for Astronomy	463.40
P13-04004	CAROLINA BIOLOGICAL SUPPLY		Cuvettes for Bio 20 and 3A	404.89
P13-04005	TRIARCH INC.		Slides for Bio 20 and 3A, and Anatomy	894.46
P13-04006	GANS INK & SUPPLY CO		Sublimation Inks SC TAS graphics	109.90
P13-04007	NASCO WEST INDUSTRIES, INC.		Lab supplies for MS20	54.43
P13-04008	THE LAB DEPOT		Biology general supplies	559.44
P13-04009	WAXIE SANITARY SUPPLY		Equipment Order	3,102.96
P13-04010	SVM, LP ATTN: CHECK DEPT.		Gas Cards for EOPS & CARE Eligible Students	3,987.39
P13-04011	LEARNING SEED		Purchasing dvds for foods & nutrition SC	990.15
P13-04012	MAIN GRAPHICS		Business Cards IVC	37.80
P13-04013	A QUARTER BLUE		FKCE Wkshp Trainer	270.00
P13-04014	DIANE M. CRANLEY		FKCE Wkshop Trainer	180.00
P13-04015	LABOR LAW CENTER, INC.		Required law posters ATEP	40.30
P13-04016	SEHI PROCOMP COMPUTER PRODUCTS		Ink Cartridges for Counselors IVC	280.41
P13-04017	LASER SOURCE		Toner for Network Printer IVC	103.68
P13-04018	FITNESS WHOLESALE, INC.		IVC Fitness bands	795.79
P13-04019	DRIVE SOLUTIONS, INC		Computer equipment	308.89
P13-04020	COMPUTERLAND OF SILICON VALLE Y		Adobe Software/Licenses	230.84
P13-04021	SEHI PROCOMP COMPUTER PRODUCTS		Toner for FAMT Div. Printers SC	312.12
P13-04022	US DIGITAL MEDIA INC.		Supplies for Sonya	322.86
P13-04023	VIDEO SERVICE OF AMERICA		Supplies for David	237.82
P13-04024	ABC SCHOOL EQUIPMENT, INC.		White Boards for 4 classrooms	2,179.01
P13-04025	SPECTRUM LABORATORY PRODUCTS		Chemistry supplies for students	569.99
P13-04026	COMPUTERLAND OF SILICON VALLE Y		Software licenses	392.00

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ESCAPE ONLINE

Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-04027	SHOOT-A-WAY INC		Basketball training equipment	6,685.00
P13-04028	SEHI PROCOMP COMPUTER PRODUCTS		Toner for VPSS Office printer IVC	426.55
P13-04029	WELLS FARGO #1598	.	3D printer	4,031.44
P13-04030	SEHI PROCOMP COMPUTER PRODUCTS	.	Photo Class Supplies-Ink FA SC	133.98
P13-04031	SEHI PROCOMP COMPUTER PRODUCTS		Ink cartridges for SC Sci. math	507.45
P13-04032	REYNOLDS ADVANCED MATERIALS		Supplies for Manufacturing classes	1,889.89
P13-04033	TECHNICAL CONSULTANTS INC.		Instructional supplies for geometric tolerancing	885.00
P13-04034	COMPUTERLAND OF SILICON VALLE Y		Adobe Software/Licenses	149.04
P13-04035	MALIA HILL		Fashion A LaMode Reimbursements	2,940.00
P13-04036	SEHI PROCOMP COMPUTER PRODUCTS		Black Toner Cartridge SC Sci. Math	229.93
P13-04037	ARS ENTERPRISES		RUSH Parts required for Repair of Autoclave	345.40
P13-04038	MK DIAMOND DIRECT		Parts for concrete saw	266.31
P13-04039	SMARDAN SUPPLY - EL MONTE		Plumbing equipments	9,633.95
P13-04040	SIRCHIE FINGER PRINT LABS	.	Evidence Supplies	114.64
P13-04041	POSTAL PRODUCTS UNLIMITED	IVC Warehouse	Mail Room Supplies	2,061.36
P13-04042	CHEFS' TOYS	.	Proofer/warming cabinet	1,521.02
P13-04043	SWEETWATER	.	Sony SoundForge Boxed Software	291.55
P13-04044	SEHI PROCOMP COMPUTER PRODUCTS		Printer	824.95
P13-04045	EAGLE COMMUNICATIONS		Radio equipment	5,987.40
P13-04046	THE RACK DEPOT, INC.	SC WAREHOUSE	Supplies - Warehouse racks SC	5,110.55
P13-04047	CONQUEST SECURITY INC.	.	AirPcap Nx to Analyze the Wireless Network	753.84
P13-04048	HARDY DIAGNOSTICS		Anaerobic Jars	519.11
P13-04049	BRUCE RADLOFF MEDICAL DISCOUNT		Equipment for EMT students	2,492.75
P13-04050	VIDACARE CORPORATION		EZ-IO training needles for paramedic students	826.00
P13-04051	BATTERY SYSTEMS ANAHEIM		Cart 6.0 Volt Deep Cycle Batteries for #26	1,200.34
P13-04052	SEHI PROCOMP COMPUTER PRODUCTS		Samsung Monitors for CMs	685.02
P13-04053	SCANTRON CORPORATION	.	Scantron Forms IVC Lib.	75.81
P13-04054	SEHI PROCOMP COMPUTER PRODUCTS		Printer replacements for Bob and Denice	2,579.80
P13-04055	MICRON CONSUMER PRODUCTS GROUP		Computer memory modules	151.20
P13-04056	LABWEAR.COM		Instructional Supplies - Lab Coats	313.88
P13-04057	SADDLEBACK APPLIANCES		Sink for Fine Arts	1,645.00
P13-04058	COMPUTERLAND OF SILICON VALLE Y		Adobe Software for Fine Arts	152.80
P13-04059	SADDLEBACK APPLIANCES		New Equipment - Washer/Dryer	1,024.00
P13-04060	B & H PHOTO		Replacement printer cartridges Sci Math SC	275.24

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ESCAPE ONLINE



Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-04061	COMPUTERLAND OF SILICON VALLE Y		Software	225.72
P13-04062	U.S. AIR CONDITIONING DISTRIBUTORS INC.		Repair part for electrical for pe-600 a/c	328.04
P13-04063	COLLEGE BRAIN TRUST		District External Scan Consulting Services	87,800.00
P13-04064	LASER SOURCE		Printer cartridges for HP LaserJet 4250 IVC	343.44
P13-04065	PROGRESSIVE MEDICAL INT.		Training equipment for paramedic students	217.70
P13-04066	SEHI PROCOMP COMPUTER PRODUCTS		Part for Anthro printer	372.49
P13-04067	MC KESSON GENERAL MEDICAL CORP		Medical Supplies	335.86
P13-04068	ONESA WILLIAMS		FKCE Workshop Trainer	120.00
P13-04069	GEMPLER'S		Gloves and boots for greenhouse	257.10
P13-04070	MAIN GRAPHICS		Business cards IVC PIO	302.40
P13-04071	MERCADO CORONA, INC.		Food for End of Semester Event, B2E Grant	282.99
P13-04072	SO. ORANGE CO. COMM. COL.DIST		2012-2013 CARE Grants	2,328.00
P13-04073	SVM, LP ATTN: CHECK DEPT.		Gas cards for EOPS students	5,027.00
P13-04074	LASER SOURCE		Toner order for EOPS office printers IVC	953.64
P13-04075	SEHI PROCOMP COMPUTER PRODUCTS		HP cartridges 51X, 12A and Color SC CC	2,555.59
P13-04076	NYHART EPLER		Actuarial Consulting Services	7,000.00
P13-04077	KENT HELWIG		Contract Services	2,000.00
P13-04078	DAVID PUFAHL dba NEW VISION CO NSTRUCTION		Repair transportation car port	16,088.43
P13-04079	SPECTRUM INDUSTRIES, INC.		Task Chairs - Replacement	4,919.00
P13-04080	ORANGE COUNTY LOW VISION		Replacement equip. for Alt Media	2,000.00
P13-04081	INTERACT COMMUNICATIONS, INC.		Contract	21,000.00
P13-04082	CDW-G COMPUTER CENTERS		Printer Order for Office of Academic Programs	265.36
P13-04083	POCKET NURSE ENTERPRISES, INC.		Supplies for nursing	247.80
P13-04084	POCKET NURSE ENTERPRISES, INC.		Sharps for PM program	180.54
P13-04085	CAMPUS-VOTE/VOTE-NOW JAMES CLA IBORNE		Campus-Vote.com Election system subscription	695.00
P13-04086	QUEZADA PRO LANDSCAPE, INC.		Partial tree pruning	34,490.00
P13-04087	PONTE VINEYARD INN		Busienss Faculty DevelopmentEvent	4,800.00
P13-04088	BRAVO SIGN & DESIGN		Repair signs at college drive east	4,800.00
P13-04089	METALLIFEROUS		Carol Sivets Emeritus SC stamping forms	496.97
P13-04090	ISLAND PROMOTIONAL PRODUCTS AD VERTISING SPECIALTIES		EOPS/CARE Orientation Workshop flash drives	1,444.87
P13-04091	MAIN GRAPHICS		Honors Program Posters IVC	398.98

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ESCAPE ONLINE

Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-04092	DIV. OF THE STATE ARCHITECT ST ATE OF CALIFORNIA		DSA Re-Opening for SC Visitor Center	500.00
P13-04093	DIV. OF THE STATE ARCHITECT ST ATE OF CALIFORNIA		DSA Re-Opening for SC TAS Building	500.00
P13-04094	DIV. OF THE STATE ARCHITECT ST ATE OF CALIFORNIA		DSA Re-Opening for Const. of Monopole Antenna	500.00
P13-04095	DIV. OF THE STATE ARCHITECT ST ATE OF CALIFORNIA		DSA Re-Opening for SC Bus.&Gen. Srvc. Bldg.	500.00
P13-04096	FLAG SYSTEMS, INC.		Scholarship Ceremony Sound 05/17/13	1,650.00
P13-04097	REINBERGER PRINTWERKS		Commencement Programs 2013	4,533.89
P13-04098	AVALON TENT & PARTY		Tables, Linens for 5/17/13 Scholarship Ceremony	447.86
P13-04099	GOODWILL INDUSTRIES OF ORANG E COUNTY		DPI Services	4,350.00
P13-04100	TIME MASTERS		Ribbon for AMANO 3000X PIX, Elect. Time Recorders	38.43
P13-04101	SIGNATURE CELEBRATIONS		Decorations for 5/17/13 Scholarship Ceremony	507.60
P13-04102	CALIFORNIA STAGE/LIGHTING, INC		ETC Controller Package for Theatre	32,404.76
P13-04103	GRACE TRAINING SUPPLY		Supplies for nursing	3,944.74
P13-04104	HERFF JONES, INC. DIPLOMA SPEC IALISTS		Purchase of 200 IVC Diploma Covers	1,821.96
P13-04105	KUBOTA TRACTOR CORPORATION		Grounds equipment mower	18,949.90
P13-04106	VIDEO SERVICE OF AMERICA	Bldg W/Com Arts	LED Light package for student projects	3,080.20
P13-04107	FIXTURES FURNITURE GSA C/O G/M BUSINESS INTERIORS		Refurnish B300 Math Lab.	2,714.43
P13-04108	KI C/O G/M BUSINESS INTERIORS		Refurnishing B300 Math Lab. CMAS Pricing	2,196.00
P13-04109	G/M BUSINESS INTERIORS		Refurnishing B300 Math Lab.set-up	626.00
P13-04110	ARMORACTIVE dba IPAD ENCLOSURE S		Ipad enclosures	562.76
P13-04111	THOMPSON BUILDING MATERIALS		Faux brick supplies on corner of A300 Building	133.81
P13-04112	DELL MARKETING		Docking Stations for New CMs	312.10
P13-04113	DELL MARKETING		Laptop Computers for Financial Aid Outreach	1,905.16
P13-04114	BEST BUY GOV, LLC		Student Health Center Lobby Television	330.64
P13-04115	LEARNING SEED		Fabric lab swatch SC CFE	170.20
P13-04116	DICK BLICK COMPANY		Markers/water color/pads /paper SC CF	120.79
P13-04117	LEARNING ZONE		Dvd's SC fam. consumer	185.68
P13-04118	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpreter for deaf student in Hum. Srvc	1,488.00
P13-04119	HAITBRINK ASPHALT PAVING, INC.		Install speed bump at Library Rd.	1,800.00
P13-04120	FISHER SCIENTIFIC		Chemistry Supplies	5,434.79
P13-04121	HUMANSCALE		Monitor arms	247.73

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ESCAPE ONLINE

Includes P13-03849 - P13-04153

PO Number	Vendor Name	Site	Description	Account Amount
P13-04122	PRINTECH SERVICES		Banner/box frame canvas prints SC Bus Sci.	1,614.04
P13-04123	INSIGHT MEDIA		Dvd's BGS SC	656.64
P13-04124	DAART ENGINEERING CO., INC.		Retro Fit Pre Action Systems	1,248.00
P13-04125	BOUNDLESS NETWORK		Table drapes for VETS/Re-Entry	209.44
P13-04126	REPRO XPRESS		Reprographics	500.00
P13-04127	SMASH HIT DISPLAYS LLC		CWE Banners and Displays SC BGS	918.92
P13-04128	BOUNDLESS NETWORK		CWE Banners Quad events SC	2,638.00
P13-04129	VWR INTERNATIONAL, INC.		Chemistry Supplies	590.12
P13-04130	MONARCH FLORIST		5/17/13 Scholarship Ceremony Flowers	400.00
P13-04131	MARK KATZ, PhD		FKCE Wkshop Trainer	1,500.00
P13-04132	MOORE MEDICAL CORP.		Supplies for nursing	20.63
P13-04133	MOORE MEDICAL CORP.		OTC Medical Supplies	309.52
P13-04134	WARD'S NATURAL SCIENCE		Models for Anatomy	540.99
P13-04135	PASCO SCIENTIFIC		Universal Interface for Physics	6,470.60
P13-04136	CAPP ASSOCIATES, INC. COMPUTER IZED ASSESSMENT AND		College Test Units	3,999.80
P13-04137	WELLS FARGO #3317		Predictive Analytics Books/Manuals/ Dist.	253.40
P13-04138	DISCOUNT SCHOOL SUPPLY SALES D EPARTMENT		Racing tower/balance board/juggling scarves SC CDC	393.49
P13-04139	STRATA INFORMATION GROUP		Consulting Services	54,400.00
P13-04140	THE BLIND FACTORY		Roller and blackout Shades for SSC	2,570.40
P13-04141	FANTASY DESIGNS		Shirts Kinesiology SC	519.70
P13-04142	JASON H. THOMPSON		Rental photo equipment for "Legally Blonde" show	200.00
P13-04143	CHARLOTTE WILSON		CWE Graphic Designs for several projects	3,000.00
P13-04144	BAD TO THE BONE BBQ		End of the Year Int'l Student Event	577.31
P13-04145	DAVEY'S LOCKER		Field studies science boat cruise	750.00
P13-04146	EXCELSIOR ELEVATOR CORPORATION		Performed Fire Test	294.00
P13-04147	SO. COAST FIRE PROTECTION		ATEP Fire Extinguisher Service	160.00
P13-04148	SO. COAST FIRE PROTECTION		Test Backflow Prevention on ATEP Site	100.00
P13-04149	DAYLE McINTOSH CENTER FOR THE DISABLED		Interpreting for deaf student in Hum Svc courses	496.00
P13-04150	JIST WORKS, INC.		Pamphlets SC Coun.	325.33
P13-04151	SCHWAB APIARIES		Removal of Bees at ATEP	255.00
P13-04152	SVM, LP ATTN: CHECK DEPT.		Gas Cards for CalWORKs Eligible Students	804.64
P13-04153	ALLSTAR AWARDS		Name badges IVC Bus. Sci.	33.42
<b>Total Number of POs</b>			<b>304</b>	<b>Total</b>
				<b>1,036,970.93</b>

## Fund Summary

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

ESCAPE ONLINE

Includes P13-03849 - P13-04153

01	General Fund	285	876,717.10
12	Child Development Fund	4	4,917.08
40	Capital Outlay Fund	12	126,736.75
68	Self-Insurance Fund	1	100.00
71	Retiree Benefit Fund	2	28,500.00
	<b>Total</b>		<b>1,036,970.93</b>

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ESCAPE ONLINE

Includes P14-00025 - P14-00050

PO Number	Vendor Name	Site	Description	Account Amount
P14-00025	CDW-G COMPUTER CENTERS		VMware maintenance renewal	2,098.00
P14-00026	GARTNER GROUP, INC.		Consultant Services	32,800.00
P14-00027	HEWLETT-PACKARD COMPANY		Campus Wide Software License Renewal	2,067.00
P14-00028	ALA STORE AMERICAN LIBRARY ASSOCIATION		RDA Toolkit per Jenny Langrell (subscription)	325.00
P14-00029	LYNDA.COM, INC.		SharePoint training licenses renewal	1,662.50
P14-00030	IRVINE CHAMBER OF COMMERCE		Membership Irvine Chamber	650.00
P14-00031	S & B FOODS		Refreshments for DAM meetings	1,000.00
P14-00032	S & B FOODS		Refreshments for DWPC meetings	300.00
P14-00033	NACUBO		NACUBO Membership Dues	1,580.00
P14-00034	NCTA MEMBERSHIP UNIVERSITY TESTING CENTER		NCTA Institutional Membership	175.00
P14-00035	WELLS FARGO #3317 (DISTRICT)		Institutional Membership	200.00
P14-00037	N-OADN NATIONAL OFFICE		NOADN Membership Renewal	400.00
P14-00038	L.A. TIMES		LA Times Mar 2013-Mar 2014	364.00
P14-00039	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD		Chronicle - Year subscription 2013-2014	79.00
P14-00040	BARCLAYS LAW PUBLISHERS		Subscription Renewal - Calif Comm. College Code	61.57
P14-00041	KRATOS HBE		Maint/Support Renewal HS Bldg Door Security	7,441.80
P14-00042	MAGNA PUBLICATIONS, INC.		Recruitment&Retention Subscription Renewal	287.00
P14-00043	R&H THEATRICALS		"Footloose" Royalty	3,454.50
P14-00044	WELLS FARGO #1598		Geology field course campground reservations	300.00
P14-00045	NUVENTIVE, LLC		2013-2014 TracDat Annual Software Services Renewal	21,900.00
P14-00046	HANFORD TOYOTA		SC MO ToyotaTruck	19,228.57
P14-00047	ACCUVANT INC.		Maint./support of Vulnerability Assessment tool	16,500.00
P14-00048	CCAR (COORDINATING COMMITTEE FOR AUTOMOTIVE REPAIR)		On-line safety tests SC Auto	199.00
P14-00049	CDW-G COMPUTER CENTERS		VMWare VSphere Renewal	9,265.00
P14-00050	CDW-G COMPUTER CENTERS		Maintenance Renewal for Camtasia	288.00
<b>Total Number of POs</b>			<b>25</b>	<b>Total</b> <u><u>122,625.94</u></u>

## Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	24	89,825.94
40	Capital Outlay Fund	1	32,800.00
		<b>Total</b>	<u><u>122,625.94</u></u>

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ESCAPE ONLINE

Includes 04/11/2013 - 05/01/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-05237	WELLS FARGO #4198	Geog self inflating mattress (Sports Authority)	377.73
RQ13-05445	S & B FOODS	Refreshments for Oracle Demo	297.00
RQ13-05629	WELLS FARGO #3317 (DISTRICT)	Vendor- Comer Bakery/ Laguna Nigel	360.00
RQ13-05711	DAVID BUGAY	Conference for David Bugay	1,015.94
RQ13-05721	S & B FOODS CATERING DIVISION	Refreshments for DSPS Advisory Committee Meeting	40.39
RQ13-05768	WELLS FARGO #1606	Music locker locks	150.67
RQ13-05817	FRAMING ARTISTRY	Framing projects for presidents office	205.20
RQ13-05929	MISSION VIEJO COUNTRY CLUB	Refreshments for DWPC retreat	2,500.00
RQ13-05940	PACIFIC COACHWAYS	Bus for Emeritus Institute Field Trip 4/17	1,057.25
RQ13-05941	SILVER STATE COACH, INC.	CD BUS Conf transportation-Attachment	1,527.04
RQ13-05967	S & B FOODS	SPR2013 Career Fair - Food for Employers	808.54
RQ13-05980	ON COURSE CONFERENCE	Conference Registration for Summer Serpas	375.00
RQ13-05986	WELLS FARGO #4198	AACRAO Publications	262.90
RQ13-05988	CARRIE GOULDING	Conference Registration for Carrie Goulding	375.00
RQ13-05998	WELLS FARGO #3317 (DISTRICT)	TechSmith Corporation	29.90
RQ13-06016	MINEO, DONALD	Classified Senate Office Supplies Reimbursement	71.25
RQ13-06026	YUNT, SANDI	Refreshments for external scan meeting	290.92
RQ13-06029	SO COAST A.Q.M.D.	Generator Fee & Flat Fee for Fiscal Emissions	426.41
RQ13-06030	KAY RYALS	Conference and Travel for Honors Program	1,927.40
RQ13-06031	LIFELINE HEALTHCARE EDUCATION	CPR/AED cards	50.00
RQ13-06047	LISA DAVIS-ALLEN	Employee Enrollment Fee Reimbursement	552.00
RQ13-06048	JOE SAN JUAN	Employee Enrollment Fee Reimbursement	460.00
RQ13-06051	REGIONAL TRAINING CENTER	POST website course	155.00
RQ13-06057	IRONWOOD PLUMBING, INC.	Jet Out Cafeteria Clog	225.00
RQ13-06060	WEST PAYMENT CENTER	CA Education Code 2013 Pamphlets	111.26
RQ13-06061	MARK BORDELON	Reimbursement for geology field trip expenditures	107.58
RQ13-06062	GARY RYBOLD	Conference Reimbursement	5,722.60
RQ13-06064	S & B FOODS	Honors Program Awards Ceremony	162.00
RQ13-06067	S & B FOODS	Breakfast for EOPS Advisory Committee Meeting	160.65
RQ13-06070	JODI TITUS	Conference and Travel for Jodi Titus	968.32
RQ13-06071	WELLS FARGO #3317 (DISTRICT)	Prezi.com	59.00
RQ13-06074	CHEFS' TOYS	economy heat lamp for culinary	277.46
RQ13-06078	JASMINE DIEU	ETS Conference Reimbursement - Jasmine Dieu	125.00
RQ13-06083	ANTHONY TENG	Reimbursement-Perkins Grant Items	244.00
RQ13-06085	S & B FOODS	Beverages for Technical Vendor Demos	135.00
RQ13-06087	STEPHEN DUBAY	Shibboleth Workshop	721.50
RQ13-06089	WELLS FARGO #4198	NCCCCF board meeting-Paradise Bakery	430.52
RQ13-06093	WELLS FARGO #1598	Postage for Embassy Billing-USPS	42.36
RQ13-06095	WELLS FARGO #1598	pen refills for President's Pens	33.55
RQ13-06099	ROXANNE METZ	Candidate Reimbursement Claim - Metz	2,387.10
RQ13-06100	JOYCE SEMANIK	Reimbursement for WinZip 17	29.95
RQ13-06101	REBECCA J. KENNEY	Candidate Reimbursement - Kenney	796.13
RQ13-06102	ALICE MURILLO	Candidate Reimbursement - Murillo	416.19
RQ13-06103	UPTAL GOSWAMI	Candidate Reimbursement - Goswami	938.88
RQ13-06106	TUSTIN AWARDS, INC.	Teacher of the Year Awards	140.40
RQ13-06107	THOMAS L. SMITH	Reimburse for supplies purchased	29.25

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ESCAPE ONLINE

Includes 04/11/2013 - 05/01/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-06108	LINDSAY FOX	reimbursement for non instructiona fees	78.38
RQ13-06109	PACIFIC COACHWAYS	Bus for Emeritus Institute Field Trip	713.20
RQ13-06111	LAURIE MURPHY-KLEIN	reimbursement for non instructional supplies	16.18
RQ13-06112	ARLENE THOMAS	ink cartridges and sd memory card	69.44
RQ13-06115	WELLS FARGO #1606	Part for Closer on Door	31.68
RQ13-06116	A-1 AWARDS	Award for District Classified Employee of the Year	110.72
RQ13-06121	TERESA CAMACHO	Reimbursement-Foam Board	15.10
RQ13-06123	FRANK ESTEINOU (ID#356101) IVC	WIA funded student - EsteinouF	864.80
RQ13-06124	DAVID RANDO IVC-ATEP	WIA funded-D. Rando	720.00
	WORKFORCE DEVELOPMENT		
RQ13-06128	ROGER PEDEN	WIA funded student-Peden, R.	480.75
RQ13-06129	WELLS FARGO #3317 (DISTRICT)	California Education Code	72.37
RQ13-06130	DEBRA WARD	CD Conference Guest Speaker-Attachment	100.00
RQ13-06137	DESIREE ROBLES	CD Conference Guest Speaker-Attachment	100.00
RQ13-06140	KATE ALDER	Food for ROP 3D meeting	208.83
RQ13-06142	TUSTIN CHAMBER OF COMMERCE	Tustin City Luncheon	50.00
RQ13-06143	MARCIA MILCHIKER	Conference for Marcia Milchiker	31.00
RQ13-06144	RANDY W. PEEBLES	Conference: Event fee	50.00
RQ13-06149	S & B FOODS	Refreshments for District Meeting	93.85
RQ13-06151	ORANGE CO. FIRE AUTHORITY	Payment for fire false alarm	100.00
	DIVISION 3 FIRE PREVENTION		
RQ13-06153	SOPHIE MILLER	NCCCF board meeting	135.00
RQ13-06156	WELLS FARGO #4198	Printer for Administrative Services Office	626.38
RQ13-06157	WELLS FARGO #3317 (DISTRICT)	Request for Catering, Technical Vendor Demo	247.40
RQ13-06158	WELLS FARGO #4198	Printer for Grants & Contracts Office	626.38
RQ13-06159	LIFELINE HEALTHCARE EDUCATION	Request Pmt for CPR & AED cards	75.00
RQ13-06163	CAROL DANNA	Employee Enrollment Fee Reimbursement	138.00
RQ13-06164	MARIA NUNEZ	Reimbursemet - Postage	6.31
RQ13-06169	BARBARA COX	Business Faculty Development Event	700.00
RQ13-06175	GLEN STEVENSON	Pre-pay for COECCC Conference	541.23
RQ13-06177	CAMERALAND	Repair of Nikon Camera	222.00
RQ13-06178	FARIDA GABDRAKHMANOVA	PERKINS 12/13: Reimb for NI Supplies & Software	593.00
RQ13-06181	S & B FOODS	Commencement Refreshments 5/24/13	684.67
RQ13-06182	KENT MADOLE	Reimburse IVC Baseball coach supply for program	118.75
RQ13-06184	MARK KRUHMIN	Reimburse staff member for film purchase	10.79
RQ13-06186	MARIE DE LA PALME	Reimbursement-Supplies for Dance Concert	38.62
RQ13-06191	SADDLEBACK COLLEGE FOUNDATION	Fashion show catered by culinary	1,000.00
RQ13-06195	KAITLYN PIETRAS	Reimbursement "Legally Blonde" projection supplies	1,805.02
RQ13-06199	ANDREW CRAVEN	Conference	186.13
RQ13-06204	WELLS FARGO #1598	IVCARTS Domain renewal	150.00
RQ13-06209	SOUTH COAST A.Q.M.D	AQMD filing fee	438.68
RQ13-06213	MATT BRODET	National Ass. Broadcaster Convention	660.24
RQ13-06214	BARBARA COX	Book purchases	316.80
RQ13-06216	LAGUNA GRAPHIC ARTS, INC.	Business Cards for New CMs	84.24
RQ13-06218	LORI PARRA	Lori Parra to attend CLI conference	1,345.23
RQ13-06221	WELLS FARGO #1606	Replacement wheels for racks in PAC	313.14

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ESCAPE ONLINE

Includes 04/11/2013 - 05/01/2013

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-06222	WELLS FARGO #1598	To be order from Alere North America, Inc.	207.84
RQ13-06229	GERRY DOOLITTLE	Energy conference for Gerald Doolittle	815.00
RQ13-06231	WELLS FARGO #3317 (DISTRICT)	Vendor- Stonefire Grill	310.78
RQ13-06236	MAIN GRAPHICS	ivczarowaste info cards	515.27
RQ13-06237	NICOLE LOFTUS	Academic Calendar Reimb	21.59
RQ13-06240	WELLS FARGO #4198	Student materials for sewing class	2,000.00
RQ13-06241	WELLS FARGO #1598	Supplies for Scholarship ceremony	961.35
RQ13-06243	WELLS FARGO #3317 (DISTRICT)	Vendor: EWD Solutions.com	72.34
RQ13-06245	WELLS FARGO #3317 (DISTRICT)	Vendor: Crucial.com	38.87
RQ13-06247	S & B FOODS	Barrier 1 Task Force Meeting - Lunch	106.60
RQ13-06258	PRZ SEMINARS	PRZ seminar for facilities employees	455.00
RQ13-06265	LIANNA ZHAO	Reimburse	7.17
RQ13-06266	MATT BRODET	Reimburse staff member for software	179.00
RQ13-06267	KAY RYALS	Refreshments for Honors Program Awards Ceremony	160.00
RQ13-06268	S & B FOODS	Counselor's breakfast food	160.65
RQ13-06270	BEATRIZ J. VASQUEZ	Candidate Reimbursement - Vasquez	467.31
RQ13-06352	APRIL CUNNINGHAM	ConfReimb-Academic & Research Libraries	179.40
RQ14-00236	WELLS FARGO #1598	Geology field study course campground reservations	300.00
RQ14-00253	JANE ROSENKRANS	Women's Ed. Leadership Summit 2013	2,324.65
RQ14-00292	WELLS FARGO #1598	IVCARTS Domain renewal	125.94
		<b>Total</b>	<b>110</b>
			<b>51,957.31</b>

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ESCAPE ONLINE



Fund Summary				
Fund	Description		Requisition Count	Amount
01	General Fund		104	50,532.13
40	Capital Outlay Fund		5	1,350.18
68	Self-Insurance Fund		1	75.00
			<b>Total</b>	<b>110</b>
				<b>51,957.31</b>

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ESCAPE ONLINE

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

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### **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 April 30, 2013, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

### **RECOMMENDATION**

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

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

**For the period 04-01-13 to 04-30-13**

**General Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
1000	Academic Salaries	\$218,677	
2000	Classified Salaries	\$16,252	
3000	Fringe Benefits		\$3,493
4000	Books and Supplies		\$4,590
5000	Other Operating Expenses & Services		\$64,198
6000	Capital Outlay		\$164,394
7000	Other Outgo	\$1,746	
<b>Total Transfers - General Fund</b>		<b>\$236,675</b>	<b>\$236,675</b>

**Child Development Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
4000	Books and Supplies	\$4,246	
5000	Other Operating Expenses & Services	\$560	
6000	Capital Outlay		\$4,806
<b>Total Transfers - Child Development Fund</b>		<b>\$4,806</b>	<b>\$4,806</b>

**Capital Outlay Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
4000	Books and Supplies		\$400
5000	Other Operating Expenses & Services		\$52,100
6000	Capital Outlay	\$52,500	
<b>Total Transfers - Capital Outlay Fund</b>		<b>\$52,500</b>	<b>\$52,500</b>

<b>Total Transfers</b>		<b>\$293,981</b>	<b>\$293,981</b>
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TO: Board of Trustees  
FROM: Gary L. Poertner, Chancellor  
RE: SOCCCD: Payment of Bills  
ACTION: Approval

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**BACKGROUND**

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

**STATUS**

Checks No. 168361 through 169118 processed through the Orange County Department of Education, totaling \$4,340,823.58; and Checks No. 010628 through 010640, processed through Saddleback College Community Education, totaling \$28,695.11; and Checks No. 009099 through 009105, processed through Irvine Valley College Community Education, totaling \$33,826.00 are submitted for the approval of the Board of Trustees.

**RECOMMENDATION**

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

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168361	04/11/2013	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	305.00
168362	04/11/2013	PACIFIC COACHWAYS	7,474.86
168363	04/11/2013	PARADIGM, INC.	86.10
		Unpaid Sales Tax	6.89
		Expensed Amount	92.99
168364	04/11/2013	LILIANN PEREZ-STROUD	360.00
168365	04/11/2013	POSWORLD	84.00
		Unpaid Sales Tax	6.72
		Expensed Amount	90.72
168366	04/11/2013	PRAXAIR DISTRIBUTION	129.55
168367	04/11/2013	PROAIR CONSTRUCTION SVCS. INC.	2,250.00
168368	04/11/2013	ROSE BRAND	531.45
168369	04/11/2013	S & B FOODS CATERING DIVISION	56.11
168370	04/11/2013	S & B FOODS CATERING DIVISION	48.44
168371	04/11/2013	S & B FOODS CATERING DIVISION	64.80
168372	04/11/2013	S & B FOODS CATERING DIVISION	194.40
168373	04/11/2013	SADDLEBACK APPLIANCES	838.92
168374	04/11/2013	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	9,356.04
168375	04/11/2013	SATTERFIELD, BRIAN K.	540.00
168376	04/11/2013	SCANTRON CORPORATION	75.24
168377	04/11/2013	SEHI PROCOMP COMPUTER PRODUCTS	3,034.85
168378	04/11/2013	SIGN WAREHOUSE.COM	599.23
		Unpaid Sales Tax	47.94
		Expensed Amount	647.17
168379	04/11/2013	SOCIETY FOR COLL & UNIV PLNG	810.00
168380	04/11/2013	SOUTHLAND INSTRUMENTS, INC.	4,666.62
168381	04/11/2013	TREE OF LIFE NURSERY	512.73
168382	04/11/2013	TRIARCH INC.	65.18
168383	04/11/2013	U.S. DATA TRUST CORPORATION	6,000.00
168384	04/11/2013	VENTEK INTERNATIONAL	315.00
168385	04/11/2013	VSA, Inc.	4,882.50
168386	04/11/2013	VISTA PAINT CORPORATE OFFICE	63.67
168387	04/11/2013	WARD'S NATURAL SCIENCE	241.92
168388	04/11/2013	MICHAEL E. WILSON	9,384.00
168389	04/11/2013	YALE/CHASE EQUIPMENT AND SERVICES, INC.	1,017.39
168390	04/11/2013	NINA M. YAMASAKI	525.00
168391	04/11/2013	SADDLEBACK APPLIANCES	97.85
168392	04/11/2013	US FOODS	2,061.01
168393	04/11/2013	RPM CONSULTANT GROUP	2,870.00
168394	04/11/2013	ACSIG/EDGE	138,536.37
168395	04/11/2013	ACSIG/EDGE	42,654.78
168396	04/11/2013	HYATT LEGAL	7,204.40
168397	04/11/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	26,747.95
168398	04/11/2013	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,881.69
168399	04/11/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,251,822.00
168400	04/11/2013	UNUM LIFE INSURANCE COMPANY	3,034.48
168401	04/11/2013	UNUM LIFE INSURANCE COMPANY	1,461.20

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ESCAPE ONLINE

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168402	04/11/2013	UNITED BEHAVIORAL HEALTH U.S. BEHAVIORAL HEALTH PLAN	3,105.90
168403	04/11/2013	ACSIG/EDGE	23,382.05
168404	04/11/2013	ACSIG/EDGE	5,862.72
168405	04/11/2013	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	346,243.00
168406	04/12/2013	ARMORACTIVE dba IPAD ENCLOSURES	260.56
		Unpaid Sales Tax	23.24
		Expensed Amount	283.80
168407	04/12/2013	KRUEGER INTERNATIONAL, INC.	18,768.24
168408	04/12/2013	HERCULES PORTABLE POWER, INC.	2,873.66
168409	04/12/2013	ERIC J. SHANOWER	100.00
168410	04/12/2013	IFMA - FM LEARNING DISTRIBUTION CENTER	1,310.60
168411	04/12/2013	IRVINE RANCH WATER DIST.	7,793.43
168412	04/12/2013	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	2,700.00
168413	04/12/2013	M & R PRINTING	555.92
		Unpaid Sales Tax	33.51
		Expensed Amount	589.43
168414	04/12/2013	MARINER'S CHURCH	450.00
168415	04/12/2013	MC CALLUM GROUP, INC.	10,500.00
168416	04/12/2013	TYLER MC GEOUGH	700.00
168417	04/12/2013	MUSICIAN'S FRIEND, INC.	1,069.20
168418	04/12/2013	ORANGE COUNTY JEWISH LIFE	1,200.00
168419	04/12/2013	MARIA ORTIZ	300.00
168420	04/15/2013	SO COAST A.Q.M.D.	310.85
168421	04/15/2013	SO COAST A.Q.M.D.	115.56
168422	04/15/2013	ACBO ASSOCIATION OF CHIEF	285.00
168423	04/15/2013	SUSAN BOETTGER C/O MUSIC DEPT.	654.00
168424	04/15/2013	CCCSFAAA ADRIENNE BURTON	100.00
168425	04/15/2013	VINCENT COOPER c/o PUBLIC INFORMATION DEPT.	66.83
168426	04/15/2013	HILTON SACRAMENTO ARDEN WEST	295.41
168427	04/15/2013	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	780.00
168428	04/15/2013	MICHELLE JACKSON	425.00
168429	04/15/2013	CAMERON LOONEY	80.00
168430	04/15/2013	JUNE MC LAUGHLIN	1,400.00
168431	04/15/2013	HEIDI M. OCHOA	291.00 *
	Cancelled on 05/01/2013, Cancel Register # AP05022013		
168432	04/15/2013	LUCAS OCHOA	291.00 *
	Cancelled on 05/01/2013, Cancel Register # AP05022013		
168433	04/15/2013	LARRY RADDEN	263.00
168434	04/15/2013	STEPHEN ROBERTSON	291.00
168435	04/15/2013	JOYCE SEMANIK	189.84
168436	04/15/2013	BLAKE STEPHENS	1,140.98
168437	04/15/2013	JOE SUPE	700.00
168438	04/15/2013	ALEX ZOTINCA	309.80
168439	04/15/2013	ANDREW L. BARD	130.00
168440	04/15/2013	EARLEY L. BASKIN	75.00
168441	04/15/2013	BEDAZZLED CATERING	3,560.00
168442	04/15/2013	KIRK MICHAEL BENTZ	75.00

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ESCAPE ONLINE

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168443	04/15/2013	STEVEN R. CORTEZ	75.00
168444	04/15/2013	BRUCE H. DOLPH	75.00
168445	04/15/2013	JAMES DURK	75.00
168446	04/15/2013	PETER ENZ	150.00
168447	04/15/2013	ANN MARIE FULLER	75.00
168448	04/15/2013	DUKE FULLER	75.00
168449	04/15/2013	CARLOS GONZALES	75.00
168450	04/15/2013	JEFFREY T. HASPELL	50.00
168451	04/15/2013	HOLIDAY INN EXPRESS VENTURA HARBOR	546.16
168452	04/15/2013	ROBERT W. PALMER	75.00
168453	04/15/2013	MICHAEL RAE	227.00
168454	04/15/2013	RESIDENCE INN OXNARD RIVER RIDGE	709.56
168455	04/15/2013	BYRON F. SMITH	75.00
168456	04/15/2013	EUGENE M. STEMME	150.00
168457	04/15/2013	PETER S. WALTERS	75.00
168458	04/15/2013	COX COMMUNICATIONS	10.31
168459	04/15/2013	COX COMMUNICATIONS	2,051.38
168460	04/15/2013	SPARKLETTS	771.82
168461	04/15/2013	SPARKLETTS	232.25
168462	04/15/2013	OFFICEMAX CONTRACT INC.	7,785.71
168463	04/15/2013	XEROX CORPORATION	175.50
168464	04/15/2013	XEROX CORPORATION	24,089.42
168465	04/15/2013	XEROX CORPORATION	253.26
168466	04/16/2013	MINDIA GABICHVADZE	1,416.66
168467	04/16/2013	GOODWILL INDUSTRIES OF ORANGE COUNTY	1,290.00
168468	04/16/2013	LINH NGUYEN	4,749.96
168469	04/16/2013	ALVAREZ & MARSAL REAL ESTATE ADVISORY SERV.	3,375.48
168470	04/16/2013	CATALYST CONSULTING	1,400.00
168471	04/16/2013	C.W. DRIVER CONTRACTORS, INC.	30,203.92
168472	04/16/2013	ENAMIX, INC.	5,840.00
168473	04/16/2013	FUNDAMENT & ASSOCIATES, INC.	23,485.00
168474	04/16/2013	NEUDESIC, LLC	109,274.00
168475	04/16/2013	NIMBLE CONSULTING	9,000.00
168476	04/16/2013	PUBLIC ECONOMICS, INC.	3,182.38
168477	04/16/2013	PADHRAIC SMYTH	6,500.00
168478	04/16/2013	SYNERGY SOFTWARE SOLUTIONS	6,972.00
168479	04/16/2013	TROXELL COMMUNICATIONS, INC.	51,590.53
168480	04/16/2013	PACIFIC COACHWAYS	1,525.13
168481	04/16/2013	PARKWAY LAWNMOWER SHOP	32.83
168482	04/16/2013	POWER SYSTEMS	1,956.41
		Unpaid Sales Tax	142.51
		Expensed Amount	2,098.92
168483	04/16/2013	SAFEWAY, INC.	86.64
168484	04/16/2013	SARGENT WELCH	430.71
168485	04/16/2013	SEHI PROCOMP COMPUTER PRODUCTS	85.68
168486	04/16/2013	SHRED-IT USA-SAN DIEGO	44.00
168487	04/16/2013	SIERRA SOIL, INC.	473.00
168488	04/16/2013	SMART & FINAL IRIS CO.	503.14

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ESCAPE ONLINE

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168489	04/16/2013	SPECTRUM CHEMICAL MFG. CORP.	253.69
168490	04/16/2013	THEATRE COMPANY	1,233.69
168491	04/16/2013	UNISOURCE WORLDWIDE INC.	813.15
168492	04/16/2013	US GEOLOGICAL SURVEY, CRGIO	185.00
		Unpaid Sales Tax	14.40
		Expensed Amount	199.40
168493	04/16/2013	SAFEWAY, INC.	641.75
168494	04/16/2013	A-1 AWARDS	110.72
168495	04/16/2013	AIR SOURCE INDUSTRIES, INC.	100.40
168496	04/16/2013	AIRGAS WEST	250.76
168497	04/16/2013	DAVID V. ALDRICH	3,200.00
168498	04/16/2013	ALL IN ONE POSTER COMPANY, INC	140.10
168499	04/16/2013	ALLIED REFRIGERATION INC	140.40
168500	04/16/2013	ALLIEDBARTON SECURITY SERVICES	3,059.92
168501	04/16/2013	MARY ANSTADT	44.39
168502	04/16/2013	AP SPECIALTIES	237.10
168503	04/16/2013	ART SUPPLY WAREHOUSE	1,883.65
168504	04/16/2013	AIRPORT VAN RENTAL SOLUTIONS	113.48
168505	04/16/2013	B & P SERVICES, INC.	225.00
168506	04/16/2013	BAKER & TAYLOR	1,363.66
168507	04/16/2013	BERTRAND'S MUSIC	40.00
168508	04/16/2013	DENISE BLAIR	210.00
168509	04/16/2013	BLICK ART MATERIALS	150.94
168510	04/16/2013	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	31,250.62
168511	04/16/2013	BROADCAST MUSIC, INC.	9,226.13
168512	04/16/2013	BUTLER CHEMICALS, INC.	286.47
168513	04/16/2013	CALIFORNIA NEWSREEL	431.00
168514	04/16/2013	CALIFORNIA STAGE/LIGHTING, INC	264.59
168515	04/16/2013	CALIBER SIGNS & IMAGING, INC.	1,689.83
168516	04/16/2013	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	4,000.00
168517	04/16/2013	TERYN CARTER	130.00
168518	04/16/2013	CDW GOVERNMENT, INC.	857.23
168519	04/16/2013	CHEFS' TOYS	277.46
168520	04/16/2013	CINEMAGADGETS.COM	576.54
168521	04/16/2013	CINTAS CORPORATION	80.00
168522	04/16/2013	CINTAS DOCUMENT MANAGEMENT	120.00
168523	04/16/2013	CINTAS DOCUMENT MANAGEMENT	120.00
168524	04/16/2013	COAST FITNESS REPAIR SHOP	190.00
168525	04/16/2013	MIKE COLLINS	1,028.88
168526	04/16/2013	COLORADO TIME SYSTEMS	4,365.00
168527	04/16/2013	COMPENDIUM LIBRARY SERVICES	1,195.00
168528	04/16/2013	COMPUTERLAND	138.00
168529	04/16/2013	CONTRACT DECOR, INC.	971.00
168530	04/16/2013	CROWN FENCE	3,983.00
168531	04/16/2013	CARIE CRUZ	105.00
168532	04/16/2013	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	1,163.00

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ESCAPE ONLINE



## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168533	04/16/2013	DISCOUNT SCHOOL SUPPLY	198.64
168534	04/16/2013	DIVERSIFIED BUSINESS SERVICES	354.72
168535	04/16/2013	DR MYCOMMERCE, INC dba eSELLERATE	325.00
168536	04/16/2013	MICHELE DUGAN	180.00
168537	04/16/2013	EASTBAY TEAM SPORTS DEPT #5374	761.70
168538	04/16/2013	EDWARDS, ARNETTE	180.00
168539	04/16/2013	ESL.NET	1,646.95
		Unpaid Sales Tax	130.80
		Expensed Amount	1,777.75
168540	04/16/2013	ESRI	260.01
168541	04/16/2013	FISHER SCIENTIFIC	599.37
168542	04/16/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	1,485.18
168543	04/16/2013	LINDSAY FOX	78.38
168544	04/16/2013	FREEDOM SCIENTIFIC	6,344.25
168545	04/16/2013	FREEWAY AUTO SUPPLY	2,215.92
168546	04/16/2013	CDW GOVERNMENT, INC.	238.48
168547	04/16/2013	DAIRY DEPOT	52.55
168548	04/16/2013	EASY TURF, INC.	573.09
168549	04/16/2013	BARTEL ASSOCIATES, LLC	9,275.00
168550	04/16/2013	AT & T	442.93 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168551	04/16/2013	AT & T	63.26 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168552	04/16/2013	AT&T	11.68 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168553	04/16/2013	AT&T	11.67 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168554	04/16/2013	SAN DIEGO GAS & ELECTRIC	56,918.89 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168555	04/16/2013	SOUTHERN CALIFORNIA EDISON CO.	75.50 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168556	04/16/2013	SOUTHERN CALIFORNIA GAS CO.	3,051.09 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168557	04/16/2013	SOUTHERN CALIFORNIA GAS CO.	15,367.25 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168558	04/16/2013	SOUTHERN CALIFORNIA GAS CO.	1,507.51 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168559	04/16/2013	SOUTHERN CALIFORNIA GAS CO.	47.50 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168560	04/16/2013	PAMELA TOOHEY	1,000.00 *
	Reissued on 04/16/2013, Cancel Register # AP04162013K		
168561	04/16/2013	AT & T	442.93
168562	04/16/2013	AT & T	63.26
168563	04/16/2013	AT&T	11.68
168564	04/16/2013	AT&T	11.67
168565	04/16/2013	SAN DIEGO GAS & ELECTRIC	56,918.89
168566	04/16/2013	SOUTHERN CALIFORNIA EDISON CO.	75.50
168567	04/16/2013	SOUTHERN CALIFORNIA GAS CO.	3,051.09
168568	04/16/2013	SOUTHERN CALIFORNIA GAS CO.	15,367.25

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ESCAPE ONLINE

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168569	04/16/2013	SOUTHERN CALIFORNIA GAS CO.	1,507.51
168570	04/16/2013	SOUTHERN CALIFORNIA GAS CO.	47.50
168571	04/16/2013	PAMELA TOOHEY	1,000.00
168572	04/16/2013	KIMBERLY KEYTON	158.75
168573	04/16/2013	TAMARA KING	258.00
168574	04/16/2013	HIRO KONISHI	49.84
168575	04/16/2013	NASPA STUDENT AFFAIRS ADMINISTRATORS	38.95
		Unpaid Sales Tax	2.40
		Expensed Amount	41.35
168576	04/16/2013	ORKIN PEST CONTROL 711	850.00
168577	04/17/2013	COX COMMUNICATIONS	2,119.36
168578	04/17/2013	SPARKLETTS	46.60
168579	04/17/2013	SHELL FLEET CARD SERVICES PROCESSING CENTER	5,157.93
168580	04/18/2013	ESTER GRAHAM	39.56
168581	04/18/2013	DEBRA KERR	408.80
168582	04/18/2013	MARK KRUHMIN	893.78
168583	04/18/2013	LYNDSEY M. LEFEBVRE	700.00
168584	04/18/2013	NICOLE LOFTUS	184.81
168585	04/18/2013	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	31.00
168586	04/18/2013	ON COURSE CONFERENCE	375.00
168587	04/18/2013	ON COURSE CONFERENCE	375.00
168588	04/18/2013	GARY POERTNER	520.48
168589	04/18/2013	CHRISTOPHER WILKINSON	226.64
168590	04/18/2013	PACIFIC CLIPPINGS	59.00
168591	04/18/2013	BOB PARRETT CONSTRUCTION	11,150.00
168592	04/18/2013	PETCO ANIMAL SUPPLIES	110.63
168593	04/18/2013	PITNEY BOWES PRESORT SERVICES	2,047.22
168594	04/18/2013	PLATINUM EDUCATIONAL GROUP LLC	4,150.00
		Unpaid Sales Tax	272.00
		Expensed Amount	4,422.00
168595	04/18/2013	PORTABLE POWER SYSTEMS	503.21
168596	04/18/2013	POWER FORD TUSTIN	125.86
168597	04/18/2013	THOMAS JOHN PRENDERGAST	64.99
168598	04/18/2013	PROJECTOR LAMPS AMERICA	1,476.00
		Unpaid Sales Tax	118.08
		Expensed Amount	1,594.08
168599	04/18/2013	PSI-PAYPHONE STATIONS INNOVAT.	315.00
168600	04/18/2013	ALLSTEEL, INC.	4,844.49
168601	04/18/2013	ROSE BRAND	49.56
168602	04/18/2013	JOE SAN JUAN	460.00
168603	04/18/2013	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296	501.12
168604	04/18/2013	VITO-LEONARDO SCAROLA	145.76
168605	04/18/2013	SHRED-IT USA-SAN DIEGO	20.00
168606	04/18/2013	SOURCE GRAPHICS	2,935.84
168607	04/18/2013	SOUTHLAND INSTRUMENTS, INC.	1,821.00
168608	04/18/2013	SYSCO LOS ANGELES, INC.	573.51
168609	04/18/2013	SYSTEMS SOURCE, INC.	2,335.20

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ESCAPE ONLINE

Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168610	04/18/2013	PATRIC TAYLOR	95.43
168611	04/18/2013	UNISOURCE WORLDWIDE INC.	1,352.04
168612	04/18/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	285.56
168613	04/18/2013	USA MOBILITY WIRELESS, INC.	131.24
168614	04/18/2013	VISTA PAINT CORPORATE OFFICE	285.57
168615	04/18/2013	WEST COAST LIGHTS & SIRENS, INC.	367.78
168616	04/18/2013	WEST COAST TECHNOLOGY	25,351.89
168617	04/18/2013	WEST PAYMENT CENTER	111.26
168618	04/18/2013	WESTMINSTER PRESS, INC.	1,449.36
168619	04/18/2013	WORDSMART	1,500.00
168620	04/18/2013	NORMAN S. WRIGHT/AIRELINK MECHANICAL EQUIPMENT, LLC	669.60
168621	04/18/2013	W A X I E	60.10
168622	04/18/2013	SO. ORANGE CO. COMM. COL. DIST	3,420.18
168623	04/18/2013	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	7,744.38
168624	04/18/2013	RYAN MCGRODY	432.00
168625	04/18/2013	SOUTHERN CALIFORNIA GAS CO.	34.97
168626	04/18/2013	G & K SERVICES	272.68
168627	04/18/2013	GALE SUPPLY COMPANY	106.65
168628	04/18/2013	DAVID D. GATEWOOD	1,471.37
168629	04/18/2013	JOAN GOODSPEED	121.92
168630	04/18/2013	GOVCONNECTION	485.18
168631	04/18/2013	GRAYBAR ELECTRIC CO.	1,600.21
168632	04/18/2013	GREEN THUMB INTERNATIONAL	169.41
168633	04/18/2013	JERRY HANNULA	133.00
168634	04/18/2013	HOIST FITNESS SYSTEMS	9,285.80
168635	04/18/2013	KAPAN-KENT CO., INC	848.83
168636	04/18/2013	KAPCO	148.35
		Unpaid Sales Tax	11.04
		Expensed Amount	159.39
168637	04/18/2013	KOSS INTERNATIONAL	471.40
168638	04/18/2013	KR WOLFE INC.	486.50
168639	04/18/2013	MOLLY KRUGER	144.47
168640	04/18/2013	LASER SOURCE	902.88
168641	04/18/2013	LAURA'S INT PLANTSCAPE SERV	200.00
168642	04/18/2013	LEGION WEST PAPER	1,700.40
168643	04/18/2013	THE LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SERV	525.00
168644	04/18/2013	KENT MADOLE	348.61
168645	04/18/2013	MAIN GRAPHICS	2,351.83
168646	04/18/2013	MIROSLAVA MANCHIK	600.05
168647	04/18/2013	MARCIVE, INC.	940.94
168648	04/18/2013	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	380.40
		Unpaid Sales Tax	29.45
		Expensed Amount	409.85
168649	04/18/2013	MARTECH SYSTEMS, INC.	975.00
168650	04/18/2013	KARLA VIVIANA MARTINEZ	50.00
168651	04/18/2013	MICHAEL LOWELL MC CORMICK	159.56
168652	04/18/2013	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	16.89

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## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168653	04/18/2013	JENNIFER MC GEE	50.00
168654	04/18/2013	DAYLE McINTOSH CENTER FOR THE DISABLED	248.00
168655	04/18/2013	McLOGAN SUPPLY COMPANY, INC.	1,110.03
168656	04/18/2013	MICRO CENTER A/R	200.82
168657	04/18/2013	MILLENNIUM BUSINESS SERVICES Marty Cohn	649.08
168658	04/18/2013	SALLIE MILLER	240.00
168659	04/18/2013	MISSION AUTO EQUIP & LIFTS, INC	1,943.08
168660	04/18/2013	MONOPRICE, INC.	682.56
168661	04/18/2013	MONSTERSLAYER, INC.	259.24
		Unpaid Sales Tax	19.37
		Expensed Amount	278.61
168662	04/18/2013	MONTGOMERY HARDWARE	1,024.98
168663	04/18/2013	MISSION VIEJO NADADORES C/O MARK MOORE	350.00
168664	04/18/2013	CHARLES MYERS SADDLEBACK COLLEGE	36.39
168665	04/18/2013	DIANE OAKS	110.83
168666	04/18/2013	OPTICS PLANET, INC.	280.20
		Unpaid Sales Tax	22.42
		Expensed Amount	302.62
168667	04/18/2013	LAKESHORE LEARNING MATERIALS	256.46
168668	04/18/2013	MC KESSON MEDICAL SURGICAL	246.56
168669	04/19/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
168670	04/19/2013	AMERICAN INNOTEK, INC.	672.38
168671	04/19/2013	ARMSTRONG TOOL & SUPPLY CO.	1,595.43
168672	04/19/2013	AIRPORT VAN RENTAL SOLUTIONS	941.92
168673	04/19/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	1,071.41
		Unpaid Sales Tax	85.71
		Expensed Amount	1,157.12
168674	04/19/2013	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP	199.16
168675	04/19/2013	BLICK ART MATERIALS	156.80
168676	04/19/2013	MARK BORDELON	107.58
168677	04/19/2013	BOUNDLESS NETWORK	459.54
168678	04/19/2013	CAMERALAND	222.00
168679	04/19/2013	DR. NANCY CARRITTE INDUSTRIAL PSYCHOLOGIST	2,500.00
168680	04/19/2013	COMMUNITY COLLEGE LEAGUE OF CA	23.00
168681	04/19/2013	COMMUNITY COLLEGE LEAGUE OF CA	43.00
168682	04/19/2013	CDW GOVERNMENT, INC.	2,098.00
168683	04/19/2013	LISA DAVIS-ALLEN	552.00
168684	04/19/2013	EUROSPORT	290.29
168685	04/19/2013	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	456.30
168686	04/19/2013	FOSTER CARE AUXILIARY OF OC	120.00
168687	04/19/2013	LINDSAY FOX	189.52
168688	04/19/2013	FREEDOM PAPER	885.59
168689	04/19/2013	FREEWAY AUTO SUPPLY	83.66
168690	04/19/2013	DEBORAH FRICKE	180.00
168691	04/19/2013	FULLERTON CIVIC LIGHT OPERA CO	190.00
168692	04/19/2013	SADDLEBACK COLLEGE FOUNDATION	1,500.00
168693	04/19/2013	DAIRY DEPOT	91.36

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Check Number	Check Date	Pay to the Order of	Check Amount
168694	04/19/2013	DISH NETWORK	164.84
168695	04/19/2013	FEDERAL EXPRESS	351.47
168696	04/19/2013	OFFICEMAX CONTRACT INC.	9,163.99
168697	04/19/2013	PARAWIRE/PARAMOUNT WIRE CO	263.43
168698	04/19/2013	PASCO SCIENTIFIC	42.40
168699	04/19/2013	POWER FORD TUSTIN	32.31
168700	04/19/2013	POWERTRON BATTERY CO.	1,344.70
168701	04/19/2013	SAMY'S CAMERA           ATTN: ACCOUNTS RECEIVABLES	280.00
168702	04/19/2013	SCANTRON CORPORATION	257.27
168703	04/19/2013	SCHOOL SPECIALTY	129.58
168704	04/19/2013	SEHI PROCOMP COMPUTER PRODUCTS	1,014.71 *
Cancelled on 04/29/2013, Cancel Register # AP04292013F			
168705	04/19/2013	SIEMENS INDUSTRY INC.	222.00
168706	04/19/2013	SMART & FINAL IRIS CO.	100.65
168707	04/19/2013	DANIEL SMITH, INC.	470.70
		Unpaid Sales Tax	37.66
		Expensed Amount	508.36
168708	04/19/2013	SOUTHERN CALIFORNIA EDISON CO.	1,670.69
168709	04/19/2013	SOUTHERN CALIFORNIA EDISON CO.	7,737.01
168710	04/19/2013	SOUTHERN CALIFORNIA EDISON CO.	15,956.00
168711	04/19/2013	TRIARCH INC.	122.47
168712	04/19/2013	ULINE                   ATTN: ACCOUNTS RECEIVABLE	846.48
168713	04/19/2013	UNITED INTERIORS	9,736.18
168714	04/19/2013	VISTA PAINT           CORPORATE OFFICE	11,878.92
168715	04/19/2013	WAXIE	2,571.60
168716	04/19/2013	WESTERN GRAPHICS PLUS, INC.	8,922.00
168717	04/19/2013	AMTECH ELEVATOR SERVICES	32,525.00
168718	04/19/2013	CDW GOVERNMENT, INC.	26,904.96
168719	04/19/2013	COMPUTROLS, INC.	5,430.84
168720	04/19/2013	DOUGHERTY + DOUGHERTY   ARCHITECTS LLP	13,908.45
168721	04/19/2013	JOYCE INSPECTION & TESTING	6,720.00
168722	04/19/2013	LIBERTY MUTUAL       ATTN: JASON STONEFELD	351,704.00
168723	04/19/2013	NEUDESIC, LLC	28,267.00
168724	04/19/2013	STRATA INFORMATION GROUP	19,141.62
168725	04/19/2013	TORREY PINES BANK   ATTN: ROSE RAMSDEN	39,074.00
168726	04/19/2013	U.S. DEMOLITION, INC.	25,488.00
168727	04/22/2013	AT&T	5,595.04
168728	04/22/2013	VERIZON	128.84
168729	04/22/2013	APPLE COMPUTER INC.	1,147.44
168730	04/22/2013	ARS ENTERPRISES	218.28
168731	04/22/2013	B & H PHOTO       VIDEO REMITTANCE PROCESSING	232.05
		Unpaid Sales Tax	95.66
		Expensed Amount	327.71
168732	04/22/2013	BLACKBAUD, INC.	3,459.37
168733	04/22/2013	CALIFORNIA STAGE/LIGHTING, INC	155.94
168734	04/22/2013	CAPP ASSOCIATES, INC.   COMPUTERIZED ASSESSMENT AND	3,999.80
168735	04/22/2013	CAROLINA BIOLOGICAL SUPPLY	9.45

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## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168736	04/22/2013	CDW GOVERNMENT, INC.	4,275.72
168737	04/22/2013	CHRONICLE OF HIGHER EDUCATION BULLETIN BOARD	79.00
168738	04/22/2013	COLLINS COMPANY	3,995.00
168739	04/22/2013	COX COMMUNICATIONS	172.97
168740	04/22/2013	COX COMMUNICATIONS	2,901.87
168741	04/22/2013	DANA WHARF SPORTFISHING	2,400.00
168742	04/22/2013	DELL MARKETING L.P. C/O DELL USA L.P.	303.65
168743	04/22/2013	FISHER SCIENTIFIC	453.33
168744	04/22/2013	FREEWAY AUTO SUPPLY	43.05
168745	04/22/2013	ADVANCED OFFICE SERVICES IMAGING PLUS	23.44
168746	04/22/2013	OFFICEMAX CONTRACT INC.	11,038.08
168747	04/22/2013	ACCESS DISPLAY GROUP INC dba SWINGFRAME	2,627.07
168748	04/22/2013	LILIANN PEREZ-STROUD	360.00
168749	04/22/2013	PHOENIX GROUP	904.54
168750	04/22/2013	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
168751	04/22/2013	PROTECH PROJECTION SYS., INC. HINCKLEY CORPORATE PARK	1,479.00
		Unpaid Sales Tax	118.32
		Expensed Amount	1,597.32
168752	04/22/2013	R2A ARCHITECTURE	2,136.61
168753	04/22/2013	RICOH USA, INC.	2,555.84
168754	04/22/2013	S & B FOODS CATERING DIVISION	292.30
168755	04/22/2013	S & B FOODS CATERING DIVISION	30.13
168756	04/22/2013	S & B FOODS CATERING DIVISION	392.74
168757	04/22/2013	SADDLEBACK GOLF CARS, INC.	11,122.00
168758	04/22/2013	SAFELITE AUTO GLASS	330.81
168759	04/22/2013	FUTURE LIGHTING	6,400.00
168760	04/22/2013	SCHOOL SPECIALTY	269.46
168761	04/22/2013	JEFFREY SEGAL	1,105.00
168762	04/22/2013	SEHI PROCOMP COMPUTER PRODUCTS	252.11
168763	04/22/2013	SMART LEVELS MEDIA	1,269.88
168764	04/22/2013	TABLEAU SOFTWARE	300.00
168765	04/22/2013	TEST EQUIPMENT CONNECTION CORP	2,393.69
		Unpaid Sales Tax	188.00
		Expensed Amount	2,581.69
168766	04/22/2013	UNISOURCE WORLDWIDE INC.	143.70
168767	04/22/2013	PARMA	100.00
168768	04/23/2013	AT & T	27.25
168769	04/23/2013	AT&T	47.32
168770	04/23/2013	SOUTHERN COUNTIES OIL DBA/SC FUELS	10,122.30
168771	04/23/2013	POSTMASTER	354.08
168772	04/23/2013	VERIZON	409.41
168773	04/23/2013	VALERIA BARRAGAN	145.00
168774	04/23/2013	ASMITA BHAKTA	500.00
168775	04/23/2013	TOD A. BURNETT	554.53
168776	04/23/2013	INTERNATIONAL E-Z UP, INC.	4,832.18
168777	04/23/2013	G/M BUSINESS INTERIORS	4,899.68
168778	04/23/2013	GALE SUPPLY COMPANY	13,471.92
168779	04/23/2013	GALLS INC. %GALLS RETAIL CA LOCK BOX	12.69

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## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168780	04/23/2013	HOSPITAL ASSOCIATES	3,418.08
168781	04/23/2013	JENNIFER GOLDEN	95.65
168782	04/23/2013	GOPHER NW5634	565.88
		Unpaid Sales Tax	41.72
		Expensed Amount	607.60
168783	04/23/2013	W. W. GRAINGER	357.71
168784	04/23/2013	GRANICUS, INC.	1,773.50
168785	04/23/2013	GRAPHIC PLUS INTERNATIONAL	340.20
168786	04/23/2013	HAITBRINK ASPHALT PAVING, INC.	4,700.00
168787	04/23/2013	SUZANNE HAMMEL	35.55
168788	04/23/2013	TONI HELMS	2,880.00
168789	04/23/2013	HITT MARKING DEVICES, INC.	359.48
168790	04/23/2013	HORIZON	590.31
168791	04/23/2013	HYDRO ENGINEERING, INC.	153.16
168792	04/23/2013	IDEAL DATA SOLUTIONS, INC.	689.10
168793	04/23/2013	INDUSTRIAL METAL SUPPLY CO.	894.24
168794	04/23/2013	UC FACTORS for INDUSTRIAL TECHNICAL SERV	2,200.00
168795	04/23/2013	LISA INLOW	82.95
168796	04/23/2013	INTERSTATE ELECTRIC	2,060.10
168797	04/23/2013	IPARADIGMS, LLC	56,747.46
168798	04/23/2013	PHILLIS KUCHARSKI	214.52
168799	04/23/2013	CAMBIUM LEARNING, INC.	4,330.00
168800	04/23/2013	TONY LIPOLD	579.70
168801	04/23/2013	KIM MC CORD	228.80
168802	04/23/2013	PATRICK QUIGLEY	1,000.00
168803	04/23/2013	THE SAINTE CLAIRE HOTEL	140.43
168804	04/23/2013	TUSTIN CHAMBER OF COMMERCE	50.00
168805	04/23/2013	RICHARD WHITE	550.00
168806	04/23/2013	SUZANNE WONG	110.00
168807	04/23/2013	INSECT LORE PRODUCTS, INC.	134.70
168808	04/23/2013	NCS PEARSON, INC.	89.00
168809	04/23/2013	PACIFIC COACHWAYS	1,057.25
168810	04/23/2013	BOB PARRETT CONSTRUCTION	4,434.00
168811	04/23/2013	J.W. PEPPER & SON, INC.	1,156.92
168812	04/23/2013	PROJECTOR LAMPS AMERICA	78.00
		Unpaid Sales Tax	6.24
		Expensed Amount	84.24
168813	04/23/2013	SAFEWAY, INC.	39.65
168814	04/23/2013	SCANTRON CORPORATION	1,339.48
168815	04/23/2013	SICO AMERIC INC	2,720.00
		Unpaid Sales Tax	184.00
		Expensed Amount	2,904.00
168816	04/23/2013	SVM, LP	3,987.39
168817	04/23/2013	FAWN TANRIVERDI	419.85
168818	04/23/2013	ULINE ATTN: ACCOUNTS RECEIVABLE	241.90
168819	04/23/2013	WARD'S NATURAL SCIENCE	81.52
168820	04/23/2013	SANDI SEMBIAZZA	290.92
168821	04/23/2013	ERIC SCHULTZ	649.51

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Check Number	Check Date	Pay to the Order of	Check Amount
168822	04/24/2013	LAURA ABRAMS	45.66
168823	04/24/2013	ANN BUCKLEY	15.26
168824	04/24/2013	W. W. GRAINGER	144.63
168825	04/24/2013	GEORGINA GUY	24.08
168826	04/24/2013	PATTY HELTON	61.02
168827	04/24/2013	LESLIE HUMPHREY	158.91
168828	04/24/2013	BILL JAY	8.80
168829	04/24/2013	TIMOTHY JEMAL	27.45
168830	04/24/2013	BICHTUYEN JENSEN	30.51
168831	04/24/2013	DAVID B. LANG	16.93
168832	04/24/2013	DIANE LEWIS	1,107.41
168833	04/24/2013	LIEBERT CASSIDY WHITMORE	7,198.65
168834	04/24/2013	LIFETIME MEMORY PRODUCTS, INC.	635.37
168835	04/24/2013	LOOMIS, FARGO & COMPANY	673.07
168836	04/24/2013	TEDDI LORCH	19.03
168837	04/24/2013	EDITH LOZANO	600.00
168838	04/24/2013	LORI MANGELS	106.79
168839	04/24/2013	ANITA MC DONALD	15.26
168840	04/24/2013	MC KESSON MEDICAL SURGICAL	2,920.37
168841	04/24/2013	LUNA PARK MANAGEMENT	120.00
168842	04/24/2013	CLIFFORD MEYER C/O AUTO TECH	131.32
168843	04/24/2013	MARCIA MILCHIKER	25.50
168844	04/24/2013	MINEO, DONALD	71.25
168845	04/24/2013	ANNA MINNIECE	10.16
168846	04/24/2013	CHARLES MYERS SADDLEBACK COLLEGE	201.73
168847	04/24/2013	YVONNE O'TOUSA	7.63
168848	04/24/2013	DIANE OAKS	90.48
168849	04/24/2013	ORANGE COUNTY REGISTER	2,970.35
168850	04/24/2013	CANON SOLUTIONS AMERICA	144.93
168851	04/24/2013	OCLC, INC. DEPT #34299	527.51
168852	04/24/2013	ORKIN PEST CONTROL 711	3,166.50
168853	04/24/2013	NANCY PADBERG	44.68
168854	04/24/2013	HEATHER PARK	22.78
168855	04/24/2013	THOMAS JOHN PRENDERGAST	19.61
168856	04/24/2013	REALINI, YVONNE	15.26
168857	04/24/2013	SOKHA SONG	73.39
168858	04/24/2013	FELICIA STINSON	125.92
168859	04/24/2013	JIM WRIGHT	87.78
168860	04/24/2013	DENNIS GORDON	61.02
168861	04/24/2013	BRUCE HAGAN	91.53
168862	04/24/2013	DAVIT S. KHACHATRYAN,	137.30
168863	04/24/2013	RUBY HAZZARD	15.26
168864	04/24/2013	PARKWAY LAWNMOWER SHOP	253.05
168865	04/24/2013	PITNEY BOWES INC.	362.30
168866	04/24/2013	POWER FORD TUSTIN	147.84
168867	04/24/2013	SIERRA SOIL, INC.	706.08
168868	04/24/2013	SUNNY SLOPE TREES	449.28
168869	04/24/2013	VENDINI, INC.	235.20
168870	04/24/2013	VILLAGE NURSERIES LANDSCAPE CENTERS	1,096.20

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## Checks Dated 04/11/2013 through 05/01/2013

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168871	04/24/2013	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	6,400.00
168872	04/24/2013	WALTERS WHOLESALE ELECTRIC	103.59
168873	04/24/2013	AGUINAGA GREEN, INC.	331.56 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168874	04/24/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168875	04/24/2013	ARC AMER. REPROGRAPHICS CO.	164.12 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168876	04/24/2013	ARROWHEAD DRINKING WATER	26.92 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168877	04/24/2013	AIRPORT VAN RENTAL SOLUTIONS	1,226.08 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168878	04/24/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	284.76 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168879	04/24/2013	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	61.57 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168880	04/24/2013	BOUNDLESS NETWORK	642.72 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168881	04/24/2013	BUTLER CHEMICALS, INC.	275.96 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168882	04/24/2013	CINTAS CORPORATION	40.00 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168883	04/24/2013	EBERHARD EQUIPMENT	161.46 *
		Reissued on 04/24/2013, Cancel Register # AP04242013G	
168884	04/24/2013	EMERALD MIRROR & GLASS	1,350.00 *
		Reissued on 04/24/2013, Cancel Register # AP04252013	
168885	04/24/2013	EXCELSIOR ELEVATOR CORPORATION	1,137.50
168886	04/24/2013	FISHER SCIENTIFIC	175.80
168887	04/24/2013	FLOOR TECH GROUP	32,414.00
168888	04/24/2013	FRAMING ARTISTRY	205.20
168889	04/24/2013	ADVANCED OFFICE SERVICES IMAGING PLUS	23.44
168890	04/24/2013	DAIRY DEPOT	105.10
168891	04/24/2013	AGUINAGA GREEN, INC.	331.56
168892	04/24/2013	ALLIEDBARTON SECURITY SERVICES	1,463.44
168893	04/24/2013	ARC AMER. REPROGRAPHICS CO.	164.12
168894	04/24/2013	ARROWHEAD DRINKING WATER	26.92
168895	04/24/2013	AIRPORT VAN RENTAL SOLUTIONS	1,226.08
168896	04/24/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	284.76
		Unpaid Sales Tax	22.78
		Expensed Amount	307.54
168897	04/24/2013	THOMSON REUTERS/BARCLAYS BARCLAYS DIVISION	61.57
168898	04/24/2013	BOUNDLESS NETWORK	642.72
168899	04/24/2013	BUTLER CHEMICALS, INC.	275.96
168900	04/24/2013	CINTAS CORPORATION	40.00
168901	04/24/2013	EBERHARD EQUIPMENT	161.46
168902	04/25/2013	CDW GOVERNMENT, INC.	4,446.36
168903	04/25/2013	COMPUTROLS, INC.	70,000.00
168904	04/25/2013	DELL MARKETING L.P. C/O DELL USA L.P.	39,335.65

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ESCAPE ONLINE

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168905	04/25/2013	FUNDAMENT & ASSOCIATES, INC.	36,796.00
168906	04/25/2013	GARTNER GROUP, INC.	32,800.00
168907	04/25/2013	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	22,750.00
168908	04/25/2013	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	84,566.21
168909	04/25/2013	N.O.C. ROTO ROOTER 11	2,325.00
168910	04/25/2013	TROXELL COMMUNICATIONS, INC.	2,542.32
168911	04/25/2013	UNITED SITE SERVICES OF CALIFORNIA, INC.	818.64
168912	04/25/2013	AT&T	1,617.14
168913	04/25/2013	SUNRIVER DISTRIBUTORS	1,250.56
168914	04/25/2013	ROY KLOPPING ENTERPRISES	430.40
168915	04/25/2013	PORT SUPPLY	28.06
168916	04/25/2013	PSI-PAYPHONE STATIONS INNOVAT.	630.00
168917	04/25/2013	QUICK CAPTION	1,925.00
168918	04/25/2013	ROBOTSHOP	529.50
		Unpaid Sales Tax	42.36
		Expensed Amount	571.86
168919	04/25/2013	S & B FOODS CATERING DIVISION	160.65
168920	04/25/2013	SCOTT, JARED	100.00
168921	04/25/2013	SMART & FINAL IRIS CO.	298.11
168922	04/25/2013	SVM, LP	5,027.00
168923	04/25/2013	TECHNI-TOOL	87.78
168924	04/25/2013	TECHNIC BUSINESS SOLUTIONS	1,068.68
168925	04/25/2013	UNITED DIRECT MARKETING	612.00
168926	04/25/2013	WARD'S NATURAL SCIENCE	238.94
168927	04/25/2013	SMART & FINAL IRIS CO.	226.29
168928	04/25/2013	U.S. TOY CO., INC. (dba) CONSTRUCTIVE PLAYTHINGS	462.29
		Unpaid Sales Tax	36.98
		Expensed Amount	499.27
168929	04/26/2013	ACCCA	50.00
168930	04/26/2013	CALIN ANDERSON	500.00
168931	04/26/2013	JOYCE BARTLOMAIN	272.58
168932	04/26/2013	ZINA BORATYNEC	134.02
168933	04/26/2013	CHRIS BROWN	497.78
168934	04/26/2013	TERESA CAMACHO	16.00
168935	04/26/2013	JYOTI CHANDRA	238.00
168936	04/26/2013	BRENDA CONSTANTINO	29.23
168937	04/26/2013	APRIL CUNNINGHAM	820.76
168938	04/26/2013	VANESSA FERREIRA	500.00
168939	04/26/2013	GRACE GARCIA	242.00
168940	04/26/2013	KORI LEE GARNER	19.23
168941	04/26/2013	GEORGINA GUY	369.21
168942	04/26/2013	MICHAEL HOGGATT	678.43
168943	04/26/2013	BARBARA HUGGINS	462.00
168944	04/26/2013	KATHY TUOMINEN-LENNEY	183.94
168945	04/26/2013	JANINE O'BUCHON	212.08
168946	04/26/2013	DIANE OAKS	19.23
168947	04/26/2013	BARBARA PENLAND	775.40

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ESCAPE ONLINE

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168948	04/26/2013	ALLISON PRATT	500.00
168949	04/26/2013	PRZ SEMINARS	455.00
168950	04/26/2013	DEWEY QUACH	19.23
168951	04/26/2013	LARRY RADDEN	302.00
168952	04/26/2013	EFREN RANGEL	183.94
168953	04/26/2013	REGIONAL TRAINING CENTER	155.00
168954	04/26/2013	WILLIAM STEVENSON	941.64
168955	04/26/2013	JODI TITUS	425.95
168956	04/26/2013	UNIV SAN DIEGO WOMENS LEADERSHIP ACADEMY	899.00
168957	04/26/2013	CITY OF WESTMINSTER	110.00
168958	04/26/2013	PAYAM-E-ASHENA	250.00
168959	04/26/2013	LILIANN PEREZ-STROUD	240.00
168960	04/26/2013	PRESS ASSOCIATION, INC.	14,336.09
168961	04/26/2013	REYNOLDS ADVANCED MATERIALS	1,889.89
168962	04/26/2013	RICOH AMERICAS CORP	72.96
168963	04/26/2013	SIGMA ALDRICH CHEMICAL CO.	135.32
168964	04/26/2013	SOUTH COAST DIST. CO.	23.54
168965	04/26/2013	SOURCE GRAPHICS	167.36
168966	04/26/2013	STAR MAINTENANCE SUPPLY	858.60
168967	04/26/2013	PATRIC TAYLOR	40.24
168968	04/26/2013	ARLENE THOMAS	69.44
168969	04/26/2013	ROBERT WADDINGTON	180.00
168970	04/26/2013	WESTERN GRAPHICS PLUS, INC.	7,824.38
168971	04/26/2013	WOODWORKS, LTD.	110.50
		Unpaid Sales Tax	8.84
		Expensed Amount	119.34
168972	04/26/2013	TEACHING STRATEGIES, INC.	223.78
		Unpaid Sales Tax	15.98
		Expensed Amount	239.76
168973	04/26/2013	AT&T	550.94
168974	04/26/2013	AT&T	367.29
168975	04/29/2013	AVALON TENT & PARTY	3,728.59 *
	Cancelled on 04/29/2013, Cancel Register # AP04292013B		
168976	04/29/2013	DirecTV	109.99
168977	04/29/2013	EMERALD MIRROR & GLASS	1,350.00
168978	04/29/2013	FLAG SYSTEMS, INC.	5,550.00 *
	Cancelled on 04/29/2013, Cancel Register # AP04292013B		
168979	04/29/2013	MICHAEL RAE	112.00
168980	04/29/2013	GOODWILL INDUSTRIES OF ORANGE COUNTY	19,382.50
168981	04/29/2013	LIEBERT CASSIDY WHITMORE	5,613.17
168982	04/29/2013	CHRISTOPHER LUEBECK	960.00
168983	04/29/2013	MICRO CENTER A/R	623.06
168984	04/29/2013	MICROLIFE MEDICAL HOME SOLUTIONS, INC.	3,287.05
		Unpaid Sales Tax	260.56
		Expensed Amount	3,547.61
168985	04/29/2013	NETOP	195.00
168986	04/29/2013	YOUNG NGUYEN	90.00
168987	04/29/2013	CARLOS RIVERA, JR.	960.00
168988	04/29/2013	NYHART EPLER	7,000.00

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ESCAPE ONLINE

Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
168989	04/29/2013	AVALON TENT & PARTY	3,280.73
168990	04/29/2013	AVALON TENT & PARTY	447.86
168991	04/29/2013	FLAG SYSTEMS, INC.	3,900.00
168992	04/29/2013	FLAG SYSTEMS, INC.	1,650.00
168993	04/29/2013	UC REGENTS UCSD	135.00
168994	04/29/2013	DAVID RANDO IVC-ATEP WORKFORCE DEVELOPMENT	720.00
168995	04/29/2013	PACIFIC COACHWAYS	713.20
168996	04/29/2013	PHOENIX GROUP	658.26
168997	04/29/2013	KAITLYN PIETRAS	1,805.02
168998	04/29/2013	POWER CLEANERS	67.70
168999	04/29/2013	PSI-PAYPHONE STATIONS INNOVAT.	315.00
169000	04/29/2013	ALLSTEEL, INC.	18,675.55
169001	04/29/2013	THE RACK DEPOT, INC.	2,411.55
169002	04/29/2013	S & B FOODS CATERING DIVISION	93.85
169003	04/29/2013	S & B FOODS CATERING DIVISION	291.01
169004	04/29/2013	TRAFFIC MANAGEMENT INC.	210.60
169005	04/29/2013	TREE OF LIFE NURSERY	1,089.72
169006	04/29/2013	TUSTIN AWARDS, INC.	140.40
169007	04/29/2013	BEATRIZ J. VASQUEZ	467.31
169008	04/29/2013	SMART & FINAL IRIS CO.	75.38
169009	04/29/2013	SAMUELI SCHOOL OF ENGINEERING ATTN: KATHERINE GALLARDO	953.16
169010	04/29/2013	SMASHING SPORTS	1,002.00
169011	04/29/2013	TEXTILE FABRIC CONSULTANTS	278.50
		Unpaid Sales Tax	20.54
		Expensed Amount	299.04
169012	04/30/2013	CHEVRON AND TEXACO BUSINESS CARD SERVICES	1,851.32
169013	04/30/2013	CULLIGAN	109.35
169014	04/30/2013	DR. ROBERT BRAMUCCI	83.56
169015	04/30/2013	G & K SERVICES	64.88
169016	04/30/2013	GALE SUPPLY COMPANY	213.30
169017	04/30/2013	GALLS INC. %GALLS RETAIL CA LOCK BOX	213.80
169018	04/30/2013	STEVE GASKEY	3,700.00
169019	04/30/2013	JACOBSEN WEST	595.08
169020	04/30/2013	GOODSON MANUFACTURING COMPANY	22.55
		Unpaid Sales Tax	1.50
		Expensed Amount	24.05
169021	04/30/2013	UPTAL GOSWAMI	938.88
169022	04/30/2013	M. SCOTT GRABAU	125.17
169023	04/30/2013	W. W. GRAINGER	20.09
169024	04/30/2013	GRANICUS, INC.	1,773.50
169025	04/30/2013	MAIN, DAUNE	122.04
169026	04/30/2013	NACUBO	1,580.00
169027	04/30/2013	NASCO MODESTO	66.96
169028	04/30/2013	NCTA MEMBERSHIP FRANCESCA B. TAYLOR	175.00
169029	04/30/2013	Netsupport	917.91
169030	04/30/2013	NEW DAY FILMS	315.00

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ESCAPE ONLINE

Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	25.20
		Expensed Amount	340.20
169031	04/30/2013	NORTH STATE ENVIRONMENTAL	26,970.10
169032	04/30/2013	NUANCE	2,474.72
169033	04/30/2013	NUUN NATURAL HYDRATION	197.24
		Unpaid Sales Tax	14.98
		Expensed Amount	212.22
169034	04/30/2013	NUVENTIVE, LLC	21,900.00
169035	04/30/2013	DAVID PUFAHL dba NEW VISION CONSTRUCTION	28,197.70
169036	04/30/2013	AT & T MOBILITY	11.23
169037	04/30/2013	AT & T	68.46
169038	04/30/2013	AT & T	397.60
169039	04/30/2013	AT & T	68.41
169040	04/30/2013	AT & T	68.41
169041	04/30/2013	AT & T	68.41
169042	04/30/2013	SMART & FINAL IRIS CO.	111.55
169043	04/30/2013	SOUTHERN CALIFORNIA EDISON CO.	25,989.20
169044	04/30/2013	WELLS FARGO #1598	3,035.85
		Unpaid Sales Tax	66.02
		Expensed Amount	3,101.87
169045	04/30/2013	WELLS FARGO #1606	2,124.29
		Unpaid Sales Tax	87.52
		Expensed Amount	2,211.81
169046	04/30/2013	WELLS FARGO #2078	2,263.08
169047	04/30/2013	WELLS FARGO #3317	4,028.10
		Unpaid Sales Tax	49.84
		Expensed Amount	4,077.94
169048	04/30/2013	WELLS FARGO #4198	2,110.20
		Unpaid Sales Tax	23.26
		Expensed Amount	2,133.46
169049	04/30/2013	WELLS FARGO #3317	2,692.44
169050	05/01/2013	ACCUVANT INC.	16,500.00
169051	05/01/2013	ACUSHNET COMPANY	1,455.90
169052	05/01/2013	ADCLUB ADVERTISING SERVICE	5,201.50
169053	05/01/2013	AG CONSTRUCTION & CONTRACTING INC	4,000.00
169054	05/01/2013	KATE ALDER	208.83
169055	05/01/2013	APPLE COMPUTER INC.	625.32
169056	05/01/2013	AUCA LOS ANGELES	109.91
169057	05/01/2013	ART SUPPLY WAREHOUSE	144.16
169058	05/01/2013	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	73,244.68
169059	05/01/2013	B & H PHOTO VIDEO REMITTANCE PROCESSING	3,739.75
		Unpaid Sales Tax	299.18
		Expensed Amount	4,038.93
169060	05/01/2013	BAKER & TAYLOR	785.13
169061	05/01/2013	BATTERY SYSTEMS ANAHEIM	1,200.34
169062	05/01/2013	CATHERINE BAUMGARDNER	200.00
169063	05/01/2013	BECKMAN COULTER INC	512.83
169064	05/01/2013	BLICK ART MATERIALS	145.23

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ESCAPE ONLINE

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
169065	05/01/2013	BOUNDLESS NETWORK	2,221.81
169066	05/01/2013	BRAVO SIGN & DESIGN	2,192.00
169067	05/01/2013	MATT BRODET	179.00
169068	05/01/2013	BSN SPORTS	2,135.62
169069	05/01/2013	TERESA CAMACHO	15.10
169070	05/01/2013	CAMPUS-VOTE/VOTE-NOW JAMES CLAIBORNE	695.00
169071	05/01/2013	CCAR	199.00
169072	05/01/2013	LESLIE CHRISTEN	200.00
169073	05/01/2013	COLLEGE BRAIN TRUST	21,962.50
169074	05/01/2013	CONSOLIDATED ELECTRICAL DIST.	213.95
169075	05/01/2013	DIANE M. CRANLEY	180.00
169076	05/01/2013	CSS/RANCHO JANITORIAL SUPPLIES	1,553.58
169077	05/01/2013	DELL MARKETING L.P. C/O DELL USA L.P.	78,171.37
169078	05/01/2013	DISCOUNT DANCE SUPPLY CO.	59.97
169079	05/01/2013	DISPLAYS4SALE.COM ACCESS DISPLAY GROUP, INC	523.46
		Unpaid Sales Tax	38.09
		Expensed Amount	561.55
169080	05/01/2013	DIVERSIFIED BUSINESS SERVICES	355.00
169081	05/01/2013	DRIVE SOLUTIONS, INC	308.89
169082	05/01/2013	DUNN-EDWARDS CORPORATION	325.89
169083	05/01/2013	EAGLE COMMUNICATIONS	4,829.20
169084	05/01/2013	EDWARDS, ARNETTE	180.00
169085	05/01/2013	ESSENCE ENTERTAINMENT	2,200.00
169086	05/01/2013	FISHER SCIENTIFIC	185.83
169087	05/01/2013	FITNESS WHOLESALE, INC.	795.79
169088	05/01/2013	FLOOR TECH GROUP	7,378.00
169089	05/01/2013	FREEWAY AUTO SUPPLY	286.20
169090	05/01/2013	FULLERTON CIVIC LIGHT OPERA CO	45.20
169091	05/01/2013	ROBERT LARSON	75.00
169092	05/01/2013	APEC CORP. dba SPECIALTY EQUIPMENT CO.	378.00
169093	05/01/2013	DAIRY DEPOT	149.67
169094	05/01/2013	DEWEY'S APPLIANCES	2,987.01
169095	05/01/2013	BARTEL ASSOCIATES, LLC	11,475.00
169096	05/01/2013	BAD TO THE BONE BBQ	577.31
169097	05/01/2013	BAGGIES UP	321.32
169098	05/01/2013	PACIFIC COACHWAYS	1,225.88
169099	05/01/2013	PARTEK SOLUTIONS	492.05
		Unpaid Sales Tax	32.40
		Expensed Amount	524.45
169100	05/01/2013	PENN CORPORATE RELOCATION SERVICES, INC.	619.20
169101	05/01/2013	PROJECTOR LAMPS AMERICA	215.00
		Unpaid Sales Tax	17.20
		Expensed Amount	232.20
169102	05/01/2013	R&H THEATRICALS	3,454.50
169103	05/01/2013	SAFEWAY, INC.	37.59
169104	05/01/2013	SAMY'S CAMERA ATTN: ACCOUNTS RECEIVABLES	934.20
169105	05/01/2013	SchoolOutfitters.com	313.90

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ESCAPE ONLINE

Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	14.56
		Expensed Amount	328.46
169106	05/01/2013	SEHI PROCOMP COMPUTER PRODUCTS	746.28
169107	05/01/2013	JOYCE SEMANIK	29.95
169108	05/01/2013	SIGMA ALDRICH CHEMICAL CO.	2,047.00
169109	05/01/2013	SIGNATURE CELEBRATIONS	507.60
169110	05/01/2013	SO. ORANGE CO. COMM. COL.DIST	2,328.00
169111	05/01/2013	THORLABS, INC.	19.08
169112	05/01/2013	UNISOURCE WORLDWIDE INC.	673.92
169113	05/01/2013	REMREDIOS VILLEN0	200.00
169114	05/01/2013	WILLIAMS RECORDING	2,400.00
169115	05/01/2013	ONESA WILLIAMS	120.00
169116	05/01/2013	WORLDWIDE RECOVERY SYSTEMS, INC.	154.00
169117	05/01/2013	SOUTH COAST FAMILY PRACTICE	140.00
169118	05/01/2013	DAVEY'S LOCKER	750.00
<b>Total Number of Checks</b>			<b>758</b>
			<b>4,436,224.75</b>

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	5	10,875.30
Reissue	23	84,525.87
Net Issue		4,340,823.58

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	664	2,817,493.82
12	Child Development Fund	18	8,736.39
40	Capital Outlay Fund	35	1,099,349.65
68	Self-Insurance Fund	6	11,851.82
71	Retiree Benefit Fund	7	406,107.77
<b>Total Number of Checks</b>		<b>730</b>	<b>4,343,539.45</b>
<b>Less Unpaid Sales Tax Liability</b>			<b>2,715.87</b>
<b>Net (Check Amount)</b>			<b>4,340,823.58</b>

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ESCAPE ONLINE

## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
010628	04/16/2013	COHEN-NAGLESTAD ENTERPRISES LLC	209.50
010629	04/16/2013	DATA TO DESIGN	1,087.50
010630	04/16/2013	ESTELLA CASTILLO-GARRISON	45.28
010631	04/16/2013	GOOD TIMES TRAVEL, INC.	2,236.00
010632	04/16/2013	INSIGHT SYSTEMS GROUP, INC.	1,288.54
010633	04/16/2013	MASTERS NOTARY ACADEMY	1,400.00
010634	04/16/2013	ARRON SEARCY	54.32
010635	04/16/2013	PANDARIN ACADEMY LORALYN WOLF	497.50
010636	04/16/2013	XEROX CORPORATION	550.89
010637	04/16/2013	SOUTHWEST OFFSET PRINTING CO.	20,380.51
010638	04/19/2013	OFFICEMAX CONTRACT INC.	131.80
010639	04/26/2013	COHEN-NAGLESTAD ENTERPRISES LLC	121.50
010640	04/26/2013	INSIGHT SYSTEMS GROUP, INC.	691.77
<b>Total Number of Checks</b>			<b>13</b>
			<b>28,695.11</b>

Includes checks for only Bank Account SC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	13	28,695.11
Total Number of Checks		<b>13</b>	<b>28,695.11</b>
Less Unpaid Sales Tax Liability			<b>.00</b>
<b>Net (Check Amount)</b>			<b>28,695.11</b>

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ESCAPE ONLINE



## Checks Dated 04/11/2013 through 05/01/2013

Check Number	Check Date	Pay to the Order of	Check Amount
009099	04/12/2013	INDUSTRIAL METAL SUPPLY CO.	444.13
009100	04/12/2013	MARK SEVI	412.50
009101	04/12/2013	Jamy Liu	130.00
009102	04/12/2013	Rebecca Brubaker	19.37
009103	04/22/2013	ONE SOURCE DISTRIBUTORS, INC.	561.82
009104	04/22/2013	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	32,218.18
009105	04/22/2013	Muriel Gray	40.00
<b>Total Number of Checks</b>			<b>7</b>
			<b>33,826.00</b>

Includes checks for only Bank Account IVC-CMED

## Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	7	33,826.00
Total Number of Checks		7	33,826.00
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>33,826.00</b>

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ESCAPE ONLINE

**TO:** Board of Trustees

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

**RE:** SOCCCD: April/May 2013 Contracts

**ACTION:** Ratification

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**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 April/May 2013, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

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

H2 Environmental Consulting Services, Inc. Consultant Agreement – To monitor and perform project oversight for ATEP demolition of site foundation and infrastructure. District Services	\$55,050.00
Quezada Pro Landscape, Inc. Agreement – To prune trees campus-wide. Saddleback College	\$34,490.00
Nuventive, LLC. Addendum Agreement – For an annual subscription renewal effective 4/18/13 – 4/17/14. Costs will be shared equally between Saddleback College, Irvine Valley College and District Services. Saddleback College / Irvine Valley College / District Services	\$21,900.00
Interact Community Image and Needs Survey Agreement – To perform an eight minute, 400 sample random survey regarding Community Image and Needs. Saddleback College	\$21,000.00

<p>New Vision Construction Company  Agreement – To remodel the Student Payment Office in the Student Services Bldg. Room 208.  Saddleback College</p>	<p>\$11,390.94</p>
<p>Amtech Elevator Services  Agreement – To replace elevator door detectors at the Science and Mathematics Building and the Student Services Building.  Saddleback College</p>	<p>\$9,500.00</p>
<p>Kratos  System Service Agreement – To maintain and service the Health Science Building’s door security system.  District Services</p>	<p>\$7,441.80</p>
<p>Campus Concerts  Independent Contract Agreement - To provide contracted musicians to supplement the IVC Music / Choral concerts for the spring of 2013 semester.  Irvine Valley College</p>	<p>\$6,000.00</p>
<p>Ponte Vineyard Inn  Group Booking Agreement – To provide accommodation for business instructors who will participate in and learn from an innovative curriculum and professional development program in Temecula, CA from 6/26/13 – 6/29/13.  Saddleback College</p>	<p>\$4,510.00</p>
<p>End2End Public Safety  Independent Contractor Agreement – To support and maintain the Automated Records Management System (ARMS) Public Safety Systems.  Irvine Valley College</p>	<p>\$3,700.00</p>
<p>R &amp; H Theatricals  License Agreement – Royalty and rental fees for “Footloose” to be performed November 1 – 13, 2013.  Irvine Valley College</p>	<p>\$3,454.50</p>
<p>PD-RX Pharmaceuticals  Independent Contractor Agreement – To provide pre-packaged pharmaceuticals to Irvine Valley College Health and Wellness Center.  Irvine Valley College</p>	<p>\$2,000.00</p>
<p>Gary I. Kusunoki  Contract for Services Agreement – To conduct and record on-site administrative hearings for individuals wishing to contest parking citations.  Saddleback College</p>	<p>\$2,000.00</p>

Haitbrink Asphalt Paving Inc. Proposal / Contract Agreement – To build two speed bumps at Library Road. Saddleback College	\$1,800.00
The Hills Hotel Contract Agreement – To conduct the Business Process Analysis Workshops. District Services	\$6,480.00
Modern Concrete Surfaces Construction Contract Agreement – To repair the floors at the tennis court restroom. Saddleback College	\$1,500.00
Town and Country Glass Contract Proposal Agreement – To repair door seals at the File & TV Studio Building Saddleback College	\$1,000.00
Christopher Luebeck Independent Contractor Agreement – To provide music services for the performance of “Legally Blonde”, April 12 – 21, 2013 in the McKinney Theatre. Saddleback College	\$960.00
Kaitlyn Pietras Independent Contractor Agreement – To provide projection design media services for the 2013 Foundation Gala event. Saddleback College	\$500.00
Jodaiko Independent Contractor Agreement – To perform 10 minutes of Japanese drumming for Multicultural Day on February 24, 2013. Irvine Valley College	\$300.00
Western Graphics Plus Amendment No. 2 Agreement – The vendor provides marketing materials used to develop the CA Career Café to California Community Colleges statewide. The amendment is to reflect a 5% contingency reserve and to reduce shipping costs at an additional cost of \$253. The total revised contract amount is \$41,128.00. Irvine Valley College	\$253.00
Hear Now, Inc. Affiliation Agreement - To provide clinical/internship	\$0.00

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

experience to enhance student experiences in the Health Sciences program. Saddleback College	
Jaclynn Do, MD Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
MemorialCare Medical Foundation Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
South Orange County Orthopedics, Inc. Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Pacific Women's Center – Joan Sasaki, MD Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00
Optima Billing Affiliation Agreement - To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College	\$0.00

### **RECOMMENDATION**

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

**TO:** Board of Trustees

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

**RE:** ATEP: Conduct a Public Hearing to consider public comments on the Certification of the Addendum to FEIS/EIR and approval of the Project which includes the Agreement for the Exchange of Real Property, Development Agreement and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads).

**ACTION:** Public Hearing

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## **BACKGROUND**

District staff negotiated with the City of Tustin changes to the current ATEP campus land configuration to improve the value and development potential of the property. The City of Tustin has approved the changes which are memorialized in a number of agreements, specifically, the Agreement for the Exchange of Real Property (City/District Exchange Agreement), a Development Agreement and Restated Conveyance Agreement (Development Agreement), an Infrastructure Construction and Payment Agreement for the construction of Bell Avenue (Bell Avenue Agreement), and an Infrastructure Construction and Payment Agreement for the construction of McCain Smith/McCord Roads (McCain Smith Agreement) (these documents are collectively referred to as the "Agreements"). Major elements of the Agreements are described below.

### City/District Exchange Agreement

The City/District Exchange Agreement delineates the terms and processes associated with the exchange of the ultimate ownership of land currently within the respective parties' ownership in fee or in the form of a lease or sublease. The exchange covers 6 sites totaling 22 acres. In addition to rationalizing property boundaries for both the City and the District, the land exchange will allow for creation of a new public (City-owned and maintained) right-of-way for the extension of Bell Avenue from Red Hill Avenue to Armstrong Avenue. Excluding areas within the planned Bell Avenue extension, the City would transfer 11.4 acres to the District and the District would transfer 10.8 acres to the City including the current ATEP Campus buildings and parking lot.

Two parcels included in the City/District Exchange Agreement are currently owned by the Navy and leased in furtherance of conveyance (LIFOC). Such lands are expected to be transferred to the City and the District once a Finding of Suitability to Transfer (FOST) is issued by the Navy for the lands. Once issued, the FOST will document that the Navy has determined the parcels environmentally suitable for

transfer and that either all remediation necessary to protect human health and the environment has been completed or is in place and operating properly and successfully such that development can safely occur on the sites.

#### Development Agreement

The Development Agreement replaces the Conveyance Agreement and explicitly recognizes and vests the District's right to develop the land with education, commercial and office uses, and provides the District with an increased amount of building space and sufficient vehicle trips to support the permitted development. The Development Agreement also clarifies ministerial project review requirements to avoid duplicative reviews between the City and the Division of the State Architect and simplifying development review procedures. The City approved amendments to its General Plan and the Tustin Legacy Specific Plan to implement the project.

#### Bell Avenue Agreement

The Bell Avenue Agreement specifies design standards, construction scheduling, and the sharing of costs between the City and District to extend Bell Avenue from its current terminus at Red Hill Avenue eastward to Armstrong Avenue. Bell Avenue will provide the District's property with vehicle access.

#### McCain Smith Agreement

The McCain Smith Agreement reserves easements and establishes certain obligations of the City and District for design and construction of certain private streets and access aisles to develop the land on the north side of Valencia.

#### CEQA Requirements

The Agreements are considered a "project" under the California Environmental Quality Act (CEQA). The Agreements and their implementation activities will be approved, carried out, and implemented by the District and its agents, and the City and its agents; therefore, both the District and the City jointly analyzed and prepared an Initial Study/Addendum to satisfy CEQA. Because the City was the first agency to approve the project under CEQA, the City is considered the Lead Agency, and the District is the responsible agency.

Public hearing notices for the Board of Trustees' public hearing on May 20, 2013, were published in the Orange County Register on May 10 and on the District website. The public notices invited all interested persons to attend the public hearing and express opinions about the Exchange Agreement, Development Agreement, Bell Avenue Agreement, McCain Smith Agreement and CEQA Addendum. The Agreements and Addendum were posted on the District website, and copies were made available for public inspection at the District offices. The documents were also made available for public inspection at the public hearing in the Board of Trustees' boardroom.

## **STATUS**

The Board of Trustees will conduct a public hearing to consider public comments on the Certification of the Addendum to FEIS/EIR and approval of the Project which includes the Agreement for the Exchange of Real Property, Development Agreement and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads) for the purpose of hearing and considering any comments from the public about these documents before the Board of Trustees makes a decision to certify the Addendum and approve the project.



**TO:** Board of Trustees

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

**RE:** ATEP: Resolution No. 13-18: Resolution of the Board of Trustees of the South Orange County Community College District certifying the Addendum dated April 2013 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, and Related Agreements.

**ACTION:** Approval

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### **BACKGROUND**

District staff negotiated with the City of Tustin changes to the current ATEP campus land configuration to improve the value and development potential of the campus. The changes involve exchanging properties to create a more cohesive and developable campus property, allowing private office and commercial uses that provide for education partnerships or funding for ATEP campus development, increasing the allowable development potential onsite, and constructing a new street. The changes agreed to by the City of Tustin are memorialized in a number of agreements, including an Agreement for the Exchange of Real Property (City/District Exchange Agreement), a Development Agreement and Amended Conveyance Agreement (DA), and Infrastructure Construction and Payment Agreement for the construction of Bell Avenue and McCain Smith and McCord Roads (collectively referred to as "Agreements"). These agreements are described in more detail in other agenda items to be considered by the Board of Trustees at the same hearing as this agenda item.

In addition, the City of Tustin approved amendments to its Specific Plan and General Plan that are necessary to implement the agreements including: 1) a General Plan Amendment to the Tustin General Plan; 2) a Specific Plan Amendment (SPA) to add an extension of Bell Avenue as a Secondary Arterial to the circulation plan, and modify permitted land uses and land use intensities in parts of Neighborhood A where the ATEP campus is located; and 3) construction of an extension of Bell Avenue.

These Agreements and changes to the City's planning documents are considered a "project" under the California Environmental Quality Act (CEQA). The Agreements and their implementation activities will be approved, carried out, and implemented by the District and its agents, and the City and its agents; therefore, both the District and the City both qualified as a lead agency and jointly analyzed and prepared an

Initial Study/Addendum to satisfy CEQA. This Agenda Item presents the Initial Study/Addendum and an associated Resolution to the Board of Trustees for consideration and certification as a Responsible Agency under CEQA. Because the City was the first agency to approve the project under CEQA, the City and the District agreed that the City would act as the Lead Agency and the District as the responsible agency.

#### Prior CEQA Analysis

The ATEP campus is located on the former Marine Corps Air Station (MCAS) Tustin, which is now referred to as “Tustin Legacy” and is a planned 1,511-acre mixed-use project. Tustin Legacy will ultimately include housing, various commercial businesses, various light industrial uses, schools, and community and regional parks. Portions of Tustin Legacy are developed, including an approximately one-million-square-foot outdoor shopping mall called “The District,” single- and multi-family home communities, an elementary school, a homeless/transitional shelter, an abused and neglected children facility, a sheriff academy facility, Phase I of the ATEP campus and focal parks.

A Final Joint Program Environmental Impact Statement/Environmental Impact Report (FEIS/EIR) for the Disposal and Reuse of MCAS Tustin (October 1996) was prepared by the City of Tustin and the Department of the Navy (Navy) in accordance with CEQA and the National Environmental Policy Act (NEPA). On March 3, 2001, the Navy issued a Record of Decision (ROD) approving the FEIS/EIR and the MCAS Tustin Specific Plan. The City and the District have since approved subsequent CEQA documents relying upon the FEIS/EIR.

The MCAS Tustin Specific Plan proposed and the FEIS/EIR analyzed a multi-year development period for the planned urban reuse project (Tustin Legacy). When individual activities (e.g. development projects) within the MCAS Tustin Specific Plan are proposed, the individual activities must be examined to determine if their effects were fully analyzed in the FEIS/EIR. The activities can be approved as being within the scope of the project covered by the FEIS/EIR. If it is found that pursuant to Sections 15162, 15163, 15164, and 15183 of the CEQA Guidelines no new effects would occur, nor would a substantial increase in the severity of previously identified significant effects occur, then no supplemental or subsequent EIR is required.

#### Initial Study/Addendum

Through the preparation of an Initial Study and associated technical analyses (e.g., traffic, air quality, greenhouse gas, noise etc.), the City and the District determined that the potential impacts of the project were previously analyzed in or are substantially similar to the impacts analyzed in the previously-certified FEIS/EIR, and an Addendum to the FEIS/EIR can be prepared. Therefore, the City and the District prepared an Initial Study/Addendum (dated April 2013) to FEIS/EIR, which was made available for public review on April 12, 2013, considered on April 23 and unanimously recommended by the City of Tustin’s Planning Commission for certification by the City Council. The City Council certified the Addendum and approved the Agreements and related amendments to the General Plan and Specific Plan on May 13, 2013.

After considering the Initial Study/Addendum and any comments made at the public hearing, the Board is requested to certify this document and make findings that include the following:

- The project was examined in light of the FEIS/EIR and has been adequately analyzed in the FEIS/EIR because the project does not substantively modify the previously-analyzed proposal included in the MCAS Tustin Specific Plan;
- The project would not have any effects that were not already examined in the FEIS/EIR, no new mitigation measures are required, and there are no new significant adverse project-specific or cumulative impacts in any environmental areas that were identified, nor would any project-specific or cumulative impacts in any environmental areas be made worse as a result of implementing the project;
- All feasible mitigation measures identified in the FEIS/EIR have been incorporated into subsequent actions that the City and the District commit to fully implement;
- There is no information indicating that a different alternative should be implemented or is feasible under the MCAS Tustin Specific Plan;
- The project does not propose substantial changes to the MCAS Tustin Specific Plan which would require major revisions to the FEIS/EIR due to new or substantially more severe significant environmental effects than previously analyzed in the FEIS/EIR;
- There have been no substantial changes in circumstances under which the project would be undertaken that would require major revisions to the FEIS/EIR due to new or substantially more severe significant environmental effects than previously analyzed in the FEIS/EIR; and
- No new information of substantial importance as described in subsection (a)(3) of Section 15164 has been revealed that would require major revisions to the FEIS/EIR or its conclusions.

## **STATUS**

The City and District jointly prepared the Initial Study/Addendum (EXHIBIT A, ATTACHMENT 1), which was certified by the City Council on May 13, 2013. It is now before the Board of Trustees for certification. The City of Irvine submitted one written public comment, which the City of Tustin addressed at the May 13 City Council hearing, and will be provided to the Board of Trustees before the public hearing for the Board's consideration.

## **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-18 (EXHIBIT A) entitled "Resolution of the Board of Trustees of the South Orange County Community College District certifying the Addendum dated April 2013 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, and Related Agreements."

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

**RESOLUTION NO. 13-18**

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
CERTIFYING THE ADDENDUM DATED APRIL 2013 TO THE  
FINAL JOINT PROGRAM FINAL ENVIRONMENTAL IMPACT STATEMENT/  
ENVIRONMENTAL IMPACT REPORT FOR THE DISPOSAL AND REUSE  
OF THE MCAS TUSTIN AND THE MCAS TUSTIN SPECIFIC PLAN/  
REUSE PLAN PURSUANT TO THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR THE  
AGREEMENT FOR THE EXCHANGE OF REAL PROPERTY,  
DEVELOPMENT AGREEMENT AND AMENDED AND RESTATED  
CONVEYANCE AGREEMENT, AND RELATED AGREEMENTS**

**RECITALS.**

**WHEREAS**, the City of Tustin (“**City**”) and United States Department of Navy (“**Navy**”) completed a joint planning document for reuse of the former Marine Corps Air Station (“**MCAS Tustin**”) called the “**MCAS Tustin Specific Plan/Reuse Plan**” dated October 1996, as amended by the Errata dated September 1998. The Reuse Plan is a part of the MCAS Tustin Specific Plan/Reuse Plan and consists of Chapters 1, 2 (excluding 2.17) and 5 of the MCAS Tustin Specific Plan/Reuse Plan; and,

**WHEREAS**, the City and Navy completed a Final Joint Program Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Reuse Plan dated October 1996, as amended by the Errata dated September 1998 (“**Initial FEIS/EIR**”) pursuant to the National Environmental Policy Act (“**NEPA**”) and California Environmental Quality Act (“**CEQA**”). According to the Initial FEIS/EIR, section 1.5.2, the Initial FEIS/EIR serves as a program environmental impact report and is intended to be used as the CEQA compliance document for all public and private actions taken to, or in furtherance of, the MCAS Tustin Reuse Plan; and,

**WHEREAS**, the District reviewed drafts of the MCAS Tustin Reuse Plan, the FEIS/EIR, and other related and supporting documents, participated in the formulation of such documents, provided comments, and otherwise fully participated in the process that culminated in the certification of the environmental documents and the adoption and approval of the MCAS Tustin Reuse Plan; and

**WHEREAS**, the Initial FEIS/EIR was certified as adequate and complete under CEQA and the Mitigation Monitoring and Reporting Program (“**MMRP**”) that was adopted by the Tustin City Council on January 16, 2001, and a Record of Decision (“**ROD**”) was issued by the Navy on March 2, 2001, approving the Initial FEIS/DEIR and the MCAS Tustin Reuse Plan; and,

**WHEREAS**, in May 2002, the Navy agreed to convey 1,153 acres of MCAS Tustin to the City by federal deeds as an economic development conveyance (“**EDC**”) under the terms of the Agreement Between The United States of America and the City of Tustin, California, for the Conveyance of a Portion of the Former Marine Corps Air Station Tustin as amended (as so amended, the “**Federal Conveyance Agreement**”); and,

**WHEREAS**, pursuant to the Federal Conveyance Agreement, a portion of the MCAS Tustin was conveyed by federal deeds from the Navy to the City on May 13, 2002; and,

**WHEREAS**, a portion of MCAS Tustin is leased to the City by the Navy under the Lease In Furtherance of Conveyance Between the United States of America and The City of Tustin, California For Portions of the Former Marine Corps Air Station Tustin (“**LIFOC**”) dated May 10, 2002; and,

**WHEREAS**, the City approved and adopted the Specific Plan/Reuse Plan for MCAS Tustin on February 3, 2003, by Ordinance No. 1257, and subsequently amended it on March 1, 2005, by Ordinance Nos. 1294 and 1295; on March 7, 2005, by Ordinance No. 1297; on June 5, 2005, by Ordinance No. 1299; on April 17, 2006, by Ordinance No. 1311, on June 5, 2007 by Ordinance No. 1335, on March 16, 2010 by Ordinance No. 1379, on October 18, 2011 by Ordinance No. 1406, on April 3, 2012 by Ordinance No. 1413, and on March 5, 2013 by Ordinance No. 1426 (the Specific Plan and Reuse Plan and all of the amendments to the Specific Plan and Reuse Plan are referred to herein collectively as the “**Specific Plan/Reuse Plan**”); and,

**WHEREAS**, the District is entitled under section 4.1.3 of the Federal Conveyance Agreement to 68.37 acres of real property known in the Federal Conveyance Agreement as Parcel 1 (less the twenty-two acre portion set aside for Rancho Santiago Community College District, “**RSCCD**”) and the northern portion of Parcel 19 (“**Property**”) at the former MCAS Tustin in the City; and,

**WHEREAS**, the City and District entered into the “Agreement Between the City of Tustin and the South Orange County Community College District for the Conveyance of a Portion of MCAS Tustin and the Establishment of an Advanced Technology Education Campus,” dated April 22, 2004 (the “**Conveyance Agreement**”). On April 5, 2004, the City Council adopted Resolution No. 04-32 for the Conveyance Agreement finding that Conveyance Agreement and establishment of the Advanced Technology Education Park is within the scope of the previously approved Initial FEIS/EIR as well as the Specific Plan/Reuse Plan and that the environmental effects were examined in the Initial FEIS/EIR; and,

**WHEREAS**, the City approved and adopted, by Resolution Nos. 04-76 and 04-77 on December 6, 2004, a supplement to the Initial FEIS/EIR for the extension of Tustin Ranch Road (“**Supplemental FEIS/EIR**”); and,

**WHEREAS**, the City approved and adopted, by Resolution No. 06-43 on April 3, 2006, an addendum to the Initial and Supplemental FEIS/EIR for the purposes of initiating a zone change, approving a Disposition and Development Agreement with Tustin Legacy Community Partners, and adopting a revised MMRP; and,

**WHEREAS**, the City and District entered into the “Agreement Between the City of Tustin and the South Orange County Community College District for the Conveyance of a Portion of MCAS Tustin and the Establishment of an Advanced Technology Education Campus,” dated April 22, 2004 (the “**City Conveyance Agreement**”). On April 5, 2004, the City Council adopted Resolution No. 04-32 for the Conveyance Agreement finding that Conveyance Agreement and establishment of the Advanced Technology Education Park is within the scope of the previously approved Initial FEIS/EIR as well as the Specific Plan/Reuse Plan and that the environmental effects were examined in the Initial FEIS/EIR; and,

**WHEREAS**, the City, acting in its capacity as the Local Redevelopment Authority (“**LRA**”) for the disposition and conveyance of portions of the former MCAS Tustin, conveyed fee title to 37.66 acres of the Property and personal property to the District by the “Quitclaim Deed and Environmental Restriction Pursuant to Civil Code section 1471” dated April 22, 2004, (“**City Quitclaim Deed**”) and the “Bill of Sale For Former Military Personal Property Located at the Former Marine Corps Air Station, Tustin” (“**Bill of Sale**”) dated April 22,, 2004; and,

**WHEREAS**, pursuant to the “Sublease Between the City of Tustin and the South Orange County Community College District for a Portion of MCAS Tustin” dated April 29, 2004 (“**Sublease**”), the City has leased the remaining 30.71 acres of the Property to the District and will convey fee title to such remaining portion when the Navy conveys fee title to such portion of the Property to the City; and,

**WHEREAS**, as provided by California Education Code section 70902, the District is statutorily responsible for establishing policies for, and approval of, courses of instruction and educational programs at the ATEP Campus; and,

**WHEREAS**, the District has used reasonable efforts to plan, develop, maintain and use the Property solely and continuously as an ATEP Campus consistent with the Conveyance Agreement; and,

**WHEREAS**, the District has already built some facilities at the ATEP Campus, Phase 1, specifically on the northwest corner of Valencia Avenue and Lansdowne Road to use the Property as soon as feasible as an education-oriented development and to provide educational opportunities to students; and,

**WHEREAS**, on March 24, 2008, the District adopted the Short-Range Academic and Facilities Plan (“**Short-Range Plan**”) as contemplated in section 4.3.1 of the Conveyance Agreement; and,

**WHEREAS**, on November 12, 2008, the District certified an Addendum as amended by the errata dated November 2008 to the FEIS/EIR by Resolution No. 08-35 (“**LRP Addendum**”) for the Long-Range Academic and Facilities Plan, as amended by the October and November 2008 Erratum (“**LRP**”), and the Long Range Academic Plan, as amended by the October 2008 Errata (“**LRAP**”) (collectively, the “**LRP Project**”); and,

**WHEREAS**, on November 12, 2008, the District adopted the LRP Project as contemplated in section 4.3.1 of the Conveyance Agreement and LRAP by Resolution No. 08-35; and,

**WHEREAS**, on March 24, 2009, the District certified an Addendum dated March 2009 to the FEIS/EIR by Resolution No. 09-05 (“**Concept Plan Addendum**”) for the Concept Plan Phase 3a; and,

**WHEREAS**, on March 24, 2009, the District adopted by Resolution No. 09-06 a Concept Plan for a portion of the Property in accordance with Section 4.2.1 of the Specific Plan; and,

**WHEREAS**, on July 26, 2010, the City of Tustin Zoning Administrator approved the Concept Plan No. 09-001 by Zoning Administrator Action No. 10-002; and,

**WHEREAS**, on October 18, 2011, the City approved by Ordinance No. 1406 Specific Plan Amendment No. 11-003 to the Specific Plan/Reuse Plan to implement that certain Agreement for the Exchange of Real Property between the County of Orange and District dated February 7, 2012 as amended (as amended the “**County Exchange Agreement**”); and,

**WHEREAS**, on December 5, 2011, the District certified an Addendum dated December 2011 to the FEIS/EIR by Resolution No. 11-38 (“**County Exchange Agreement Addendum**”) for the County of Orange and the District to execute the County Exchange Agreement to enable the County to develop an animal care center and to provide the District with a more rational and usable configuration of property for its proposed development of the ATEP campus; and,

**WHEREAS**, on December 5, 2011, the District approved by Resolution No. 11-39 the County Exchange Agreement; and,

**WHEREAS**, the Initial FEIS/EIR dated October 1996 and as amended by the Errata dated September 1998, the supplement to the FEIS/EIR dated December 6, 2004, the addendum to the FEIS/EIR dated April 3, 2006, the LRP Addendum, the Concept Plan Addendum, and County Exchange Agreement Addendum are collectively referred to herein as the “**FEIS/EIR**”; and,

**WHEREAS**, the City and District entered into that certain “Term Sheet Concerning Key Issues on Development at ATEP” on December 15, 2010 (“**Term Sheet**”) that set forth the key conceptual areas of agreement concerning the ATEP site. The Term Sheet addressed permitted uses, Tustin Legacy backbone infrastructure fair share contributions (“**Backbone Fees**”), a land swap, the extension of Bell Avenue, and other terms and conditions; and,

**WHEREAS**, pursuant to the Term Sheet, the City and District negotiated final terms, conditions, and the text of several documents. These documents include (1) a General Plan Amendment 2013-001 to add the extension of Bell Avenue to the City’s circulation plan, and to identify a new floor area ratio for the District’s property after the land exchange; (2) a Specific Plan Amendment 2013-002 to add three new sub-planning areas and boundary modifications, incorporation of Bell Avenue, expanding the permitted uses to include commercial and office uses, and providing an increase in building square footage and necessary vehicle trips for the District’s property after the land exchange; (3) an exchange of approximately 22 acres of property between the City and District, a shared dedication of the Bell Avenue right of way, the District’s acquisition of the City’s day care site, the City’s acquisition of the current ATEP campus buildings (“**City-**



**District Exchange Agreement**”); (4) a development agreement that includes an amended and restatement of the City Conveyance Agreement, vesting the entitlements for the ATEP Campus, expanding the permitted uses to include commercial and office uses, and providing an increase in building square footage and necessary vehicle trips (**“Development Agreement and Restated Conveyance Agreement”**); (5) an infrastructure construction and payment agreement for Bell Avenue (**“Bell Avenue Agreement”**); and (6) an infrastructure construction and payment agreement for McCain Smith Road (**“McCain Smith Agreement”**); and,

**WHEREAS**, the above actions and its implementation activities are considered a project under CEQA and are referred to herein as the **“Project”**; and,

**WHEREAS**, the City and District will be approved, carried out, and implemented by the District and its agents, and the City and its agents, and therefore, both the District and City may be considered **“Lead Agencies”** under CEQA. Pursuant to California Code of Regulations, Title 14, chapter 3 (**“CEQA Guidelines”**), section 15051, subdivision (d), the City and District designated the City as the Lead Agency and the District as the responsible agency for the Project. The City and District also agreed to jointly prepare the appropriate CEQA document. These agreements are memorialized in that certain agreement entitled, **“Agreement for CEQA Processing and Joint Defense”** entered into by the City and District in October 2012; and,

**WHEREAS**, based on the analysis in the Initial Study and Addendum, the City and SOCCCD determined that the potential impacts of the Project were previously analyzed in or are substantially similar to the impacts analyzed in the FEIS/EIR and that none of the conditions identified in Public Resources Code Section 21166 or Section 15162 of the CEQA Guideless applies. The City and District determined that they would prepare an Addendum to: (1) evaluate whether the Project’s environmental impacts were already analyzed in the FEIS/EIR; (2) document the District’s and City’s findings with respect to the Project and its environmental determinations; and, (3) evaluate and document that a new, supplemental or subsequent EIR, Negative Declaration (**“ND”**), or Mitigated Negative Declaration (**“MND”**) or other CEQA document was not warranted; and,

**WHEREAS**, the Addendum documented that the Project will not have any effects that are not already examined in the previously certified FEIS/EIR, there are no new mitigation measures required and there are no new significant adverse project-specific or cumulative impacts in any environmental areas that are identified, nor will any project-specific or cumulative impacts in any environmental areas be made worse as a result of implementing the Project; and,

**WHEREAS**, all feasible mitigation measures identified in the FEIS/EIR that are applicable to the Project are incorporated into subsequent actions that the District and City commits to fully implement; and,

**WHEREAS**, pursuant to CEQA Guidelines section 15168, subdivision (c), there are no new effects that could occur, and no new mitigation measures are required for the Project; and,

**WHEREAS**, there is no information indicating that the City should implement a different Alternative or that a different Alternative is feasible for the Specific Plan/Reuse Plan; and,

**WHEREAS**, the Project is consistent with the General Plan and Specific Plan/Reuse Plan as revised, City Conveyance Agreement, and Concept Plan; and,

**WHEREAS**, the previously certified FEIS/EIR including the Addendum are adequate to serve as the required environmental documentation for the Project and its implementation, and satisfy all of the requirements and obligations of CEQA; and,

**WHEREAS**, the City's Planning Commission on April 23, 2013 recommended certification of the Addendum and approval of the Project to the City Council; and,

**WHEREAS**, the City Council on May 13, 2012, approved the Project including the approval of resolutions to amend the General Plan, City-District Exchange Agreement, Bell Avenue Agreement, and McCain Smith Agreement, and conducting the first reading of the ordinances for the amendment to the Specific Plan and Development Agreement and Restated Conveyance Agreement; and,

**WHEREAS**, the City Council is expected to conduct the second reading of the ordinances for the amendment to the Specific Plan and Development Agreement and Restated Conveyance Agreement on May 21, 2013.

## **1. PROJECT DESCRIPTION.**

- A. The General Plan Amendment will add the extension of Bell Avenue to the City's circulation plan, and identify a new floor area ratio permitted at the Tustin Legacy Specific Plan from 0.38:1 and 0.59:1.
- B. The Specific Plan Amendment will add three new sub-planning areas and boundary modifications, incorporation of Bell Avenue, expand the permitted uses to include up to 49 percent of the total square footage of commercial and offices uses, increase allowable building square footage by a range of 194,119 to 816,929 square feet depending upon the use and vehicle trips availability, and increase the overall average daily trips ("ADT") cap by 10,000 to be evenly spilt between the City and District. Further concept plans will not be required of the District.
- C. The City-District Exchange Agreement involves an exchange of approximately 22 acres of property between the City and District. The District will exchange a 6.8 acre parcel adjacent to the future Warner Avenue that was previously improved with a helicopter hanger and office building, and two parcels comprising 3.98 acres located north of Valencia avenue where the existing ATEP Campus and associated parking is located. The City will exchange a 2.37 acre parcel adjacent

- to the parcel that the District will ultimately acquire in its land exchange with the County of Orange, and two parcels 9 acres in size located adjacent to Red Hill. Both the City and District shared dedication of the Bell Avenue right-of-way, which will extend from Red Hill Avenue across the ATEP property to Armstrong Avenue. The “**Reconfigured Property**” is the property after the implementation of the land exchanges between the City, County of Orange and the District pursuant to the County Exchange Agreement and the City-District Exchange Agreement.
- D. The Development Agreement and Restated Conveyance Agreement restates and replaces the City Conveyance Agreement. This agreement will vest the District’s land use entitlements for the ATEP Campus located on its portion of the Reconfigured Property, and freeze the City’s land use ordinances as of the agreement’s effective date. There will be two categories of uses permitted on the ATEP Campus. Land Use Category 1 uses are educational uses usually found on any college campus. Up to 10% of the building area in this Category may be used for supportive uses such as minor retail, post office, and administrative offices. Land Use Category 2 uses are non-educational, income-producing uses including private sector uses. Ultimately, at least 51% of the building area must be devoted to Land Use Category 1 uses. The agreement provides for phasing in Land Use Category 1 and 2 uses at a different ratio. The agreement guarantees 10,470 ADT’s for the ATEP Campus except that if the District fails to contribute its share of the costs of constructing Bell Avenue, 5,000 ADTs will be withdrawn leaving the ATEP Campus with its original 5,470 ADTs. The agreement increases the gross square footage of buildings that can be constructed at the ATEP Campus from 893,851 square feet of all Category 1 uses (which is a FAR of 0.30) to between 1,087,960 square feet if all Category 2 uses are maximized (FAR of 0.38) to 1,710,180 square feet if only Category 1 uses are constructed (FAR of 0.59). The square footage depends upon the trip generation rates for each proposed uses and cannot exceed 10,470 ADT’s for the ATEP Campus. The Concept Plan requirement is eliminated for the ATEP Campus and the Site Plan process is streamlined. Category 1 uses continue to not contribute Backbone Fees. Category 2 uses are subject to Backbone Fees. The agreement expires in April of 2034.
- E. The Bell Avenue Agreement provides for the District and City to each dedicate a right-of-way, and provides for the design, construction, and reimbursement of costs for Bell Avenue.
- F. The City required the construction of McCain Smith on the District’s Property located north of Valencia Avenue and south of the City’s park site as a condition to approving the District’s Concept Plan 3A. The McCain Smith Agreement complies with the conditions to the City’s approval of the Concept Plan 3A and specifies the constructing party, the design, construction, and reimbursement of costs for McCain Smith Road.

- G. The land exchange is beneficial to both the City and District because it aids in the implementation of the previously approved Specific Plan/Reuse Plan by rationalizing property boundaries and creating a unified land area for the ATEP Campus. The City benefits by the additional Backbone Fees it will receive from Category 2 land uses. The Project provides certainty that is necessary for developing the Reconfigured Property.

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT COMPLIANCE.**

#### **Preparation of the Addendum.**

- i) The City and District conducted reviews of the Project and its implementation pursuant to CEQA Guidelines, section 15002, subdivision (k) – known as the “Three Step Process” under CEQA.
- ii) The City and District examined the scope of the Project and its implementation and determined that these activities are a “project” pursuant to CEQA.
- iii) Based on its examination, the City and District determined that the Project and its implementation are analyzed in the FEIS/EIR, and that none of the conditions identified in Public Resources Code section 21166 or section 15162 of the CEQA Guideless apply. The Project and its implementation will not have any effects that are not already examined in the previously certified FEIS/EIR, there are no new mitigation measures required and there are no new significant adverse project-specific or cumulative impacts in any environmental areas that are identified, nor will any project-specific or cumulative impacts in any environmental areas be made worse as a result of implementing the Project.
- iv) Therefore, the City and District determined that they would prepare an Initial Study and Addendum to: (1) document the City’s and District’s evaluation that the Project’s (and its implementation’s) environmental impacts are already adequately analyzed in the FEIS/EIR; (2) document the City’s and District’s findings with respect to the Project, its implementation, and the City’s and District’s environmental determinations related thereto; and, (3) document the City’s and District’s evaluation and determination that a new, supplemental or subsequent EIR, ND, or MND or other CEQA document is not warranted for the Project and its implementation. The entire Addendum/Initial Study is attached as **Attachment 1** and incorporated herein by this reference as if fully stated in this Resolution.
- i) The Addendum was considered in conjunction with the FEIS/EIR, the MMRP, and the City’s Annual Mitigation Monitoring Status Report (“**MMRP Status Report**”).
- ii) The City and District have determined that an Addendum is an appropriate CEQA documentation because the Project and its implementation are already

analyzed in the FEIS/EIR, no new mitigation measures are required, none of the conditions identified in Public Resources Code section 21166 or Section 15162 of the CEQA Guidelines applies, and there are no new significant adverse project-specific or cumulative impacts in any environmental areas, nor will any project-specific or cumulative impacts in any environmental areas be made worse as a result of the Project and its implementation. An agency may prepare an addendum to document its decision that a subsequent or supplemental EIR is not required. (CEQA Guidelines, § 15164, subds. (a) and (e) and § 15162, subd. (a).)

- iii) The Addendum relies on the FEIS/EIR for the evaluation of alternatives. The FEIS/EIR addressed a reasonable range of alternatives for the Tustin Legacy Project. The City is implementing Alternative 1 of the FEIS/EIR, and there is no information indicating that the City should have implemented a different Alternative or that a different Alternative is feasible. Consistent with section 15183 of the CEQA Guidelines, which addresses projects that are consistent with a community plan or zoning, there is no need to address new alternatives in this Addendum. Additionally, there are no circumstances cited in Section 15162 of the State CEQA Guidelines that require preparation of a subsequent EIR relative to alternatives.
- iv) “Challenges under CEQA to later approvals or to changes in the project are „limited to the legality of the agency’s decision about whether to require a subsequent or supplemental EIR, or subsequent negative declaration, and the underlying EIR...may not be attacked.”” (*Citizens For A Megaplex-Free Alameda v. City of Alameda* (2007) 149 Cal.App.4th 91, 109.) “[T]his limitation applies even if the original [EIR] was invalid or in some way defective.” (*Id.*) Accordingly, an agency preparing an addendum to a previously certified EIR is immune from attacks on the underlying EIR.
- v) The District provided adequate notice by publishing and mailing to landowners within 300 feet of the Project, and posting on the ATEP website a Notice of Public Hearing that stated the District intends to rely on the previously certified FEIS/EIR for CEQA compliance for purposes of its adoption and implementation of the Project. The Notice of Public Hearing notified the public that the District’s proposed activities are within the scope of the previously certified FEIS/EIR and that the FEIS/EIR adequately describes the District’s activities for the purposes of CEQA.

## **B. FEIS/EIR CEQA Impact Areas.**

- i) The following impact areas were addressed in the FEIS/EIR, and as discussed below, the Project and its implementation are within the scope of the previous FEIS/EIR, and there is no new information showing new impacts or that the impacts from the Project and its implementation will be more significant than described in the previously certified FEIS/EIR.

**(1) Aesthetics and Visual Quality.**

**Facts:** The Project proposes to permit substantially the same uses as proposed in the Specific Plan/Reuse Plan and previously analyzed in the FEIS/EIR. Even though the Project would allow for increased building area and FAR, the proposed land exchange and associated approvals would not change the future development condition that was analyzed in the FEIS/EIR because there would be no change to building height restrictions, setbacks, signage, and other development standards – the key elements that would affect aesthetics. The FEIS/EIR anticipated that former MCAS buildings located on the Project site would be demolished and replaced with new construction. Visual changes to the Project vicinity have already occurred with the development of existing ATEP, the RSCCD’s Sheriff’s Training Academy, the County’s Abused Children’s Shelter, residential neighborhoods north and south of Valencia Avenue, the construction of the Tustin Unified School District’s Heritage Elementary School, as well as the demolition of buildings on the ATEP site. The visual impacts of planned construction in Neighborhood A were analyzed in the FEIS/EIR. There are no new or increased significant adverse project-specific or cumulative impacts with regard to aesthetics and visual quality that would occur as a result of the implementation of the Project. There is no new information relative to aesthetics and visual quality that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR. No new mitigation measures are required in relation to impacts to aesthetics and visual quality.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its adoption are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to aesthetics and visual quality as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous

FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts will result from the District's adoption and implementation of the Project; therefore, no new or revised mitigation measures are required for aesthetics and visual quality. In addition, there are no applicable mitigation measures contained in the City's MMRP or MMRP Status Report for the FEIS/EIR with regard to aesthetics and visual quality. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Measures Not Being Implemented:** Mitigation Measure Vis-1, regarding urban design plan adoption in conjunction with any zoning ordinance amendments, is not the responsibility of the Project.

## (2) **Agriculture Resources.**

**Facts:** There are no agricultural resources on the property. The impacts of the development of the properties have already been analyzed in the FEIS/EIR. There are no new or increased significant adverse project-specific or cumulative impacts with regard to agricultural resources that are identified as the result of the adoption and implementation of the Project. There is no new information relative to agricultural resources that was not in existence at the time the FEIS/EIS was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR. As the result, no new mitigation measures are required in relation to impacts to agricultural resources.

## **Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Reports, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to agricultural resources as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that

require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation Monitoring Required:** In certifying the FEIS/EIR, the Tustin City Council adopted Findings of Fact and Statement in Overriding Consideration on January 16, 2001 concluding that impacts to agricultural resources are unavoidable (Resolution No. 00-90). No mitigation is required.

**Mitigation / Monitoring Not Being Implemented:** No new impacts or substantially more severe impacts will result from the District's adoption and implementation of the Project; therefore, no new or revised mitigation measures are required for agricultural resources. In addition, there are no applicable mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to agricultural resources. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

### (3) **Air Quality.**

**Facts:** The Project would not cause impacts to air quality that were not previously analyzed in the FEIS/EIR. The Tustin City Council adopted Findings and a Statement of Overriding Considerations for the FEIS/EIR on January 16, 2001 to address significant unavoidable short-term (construction), long-term (operational), and cumulative air quality impacts for the Specific Plan. Consistent with the findings in the FEIS/EIR, implementation of future development on the Project site could result in significant unavoidable short-term construction air quality impacts because it is a part of the "project" analyzed in the FEIS/EIR for which this finding was made. Construction activities associated with the Project site were previously addressed in the FEIS/EIR. The Project modifies the project analyzed in the FEIS/EIR by including an extension to Bell Avenue, construction of between 194,109 and 816,929 square feet of academic and office space beyond the previously-analyzed amounts, and an increase in the trip cap. These modifications to the original MCAS Tustin Specific Plan project are assessed in a technical report titled Air Quality and Greenhouse Gas Impact Analyses ("AQIA"), prepared by Giroux & Associates in April 2013. The AQIA confirms construction-period emissions resulting from the development of Bell Avenue and the subsequent construction of buildings on the Project site would be below South Coast Air Quality Management District ("SCAQMD") daily emissions thresholds for construction, and that operational emissions resulting from an increased trip cap of 10,000 ADT would be below SCAQMD daily emissions thresholds for operations. There are no new or increased significant adverse project-specific or cumulative impacts with regard to air quality



that would occur as a result of the approval and implementation of the Project that was not previously analyzed in the FEIS/EIR. There is no new information relative to air quality that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with and previously analyzed in the FEIS/EIR and no new mitigation measures are required in relation to impacts to air quality.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts or require the imposition of new mitigation measures. The mitigation measures from the City's adopted MMRP which are applicable to the Project (specified below) are hereby ratified and adopted by the District and County, and will be implemented as described herein.
- (3) The Tustin City Council adopted a Statement of Overriding Considerations for the FEIS/EIR on January 16, 2001, via Resolution No. 00-90, to address significant unavoidable short-term (construction), long-term (operational), and cumulative air quality impacts.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 that would trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures exist with regard to air quality as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effect or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** Specific mitigation measures have been adopted by the Tustin City Council in certifying the FEIS/EIR for both operational and construction-related activities for development at the Tustin Legacy Project. The

mitigation measures for air quality impacts that are applicable to the Project include Mitigation Measures AQ-1, AQ-2, and AQ-3. The District will implement Mitigation Measure AQ-1 by complying with SCAQMD Rules to reduce short-term air pollutant emissions. Mitigation Measure AQ-2 will be implemented by requiring the use of low VOC architectural coatings for all interior and exterior painting operations as appropriate. Mitigation Measure AQ-3 which relates to Transportation Demand Management Plan (“**TDM**”) will be implemented for new non-residential projects with 100 or more employees and expanded projects where additional square footage would result in a total of 100 or more employees.

As stated above, the FEIS/EIR also concludes that the Specific Plan/Reuse Plan related operational air quality impacts are significant and can not be fully mitigated. A Statement of Overriding Considerations for the FEIS/EIR was adopted by the Tustin City Council on January 16, 2001, to address significant unavoidable short-term, long-term, and cumulative air quality impacts associated with all development of the Specific Plan/Reuse Plan. No new mitigation measures are required. The Project will implement the relevant mitigation measures of the City’s adopted MMRP that are applicable to the Project.

#### **(4) Biological Resources.**

**Facts:** The Project would not cause impacts to biological resources that were not previously analyzed in the FEIS/EIR. The FEIS/EIR analyzed the future development of the Reconfigured Property and the associated biological impacts. No new areas will be developed under the Project; only the Project Site’s ownership of land would change. There is no southwestern pond turtle habitat on the Project site. There are no new or increased significant adverse project-specific or cumulative impacts with regard to biological resources that would occur as a result of the adoption and implementation of the Project. In 2010 the U.S. Army Corps of Engineers (“**ACOE**”), Regional Water Quality Control Board (“**RWQCB**”) and California Department of Fish and Game (“**CDFG**”) determined that the ATEP Campus on the Property does not contain land that is subject to their jurisdiction or that warrants their oversight. There is no other new information relative to biological resources that was not in existence at the time the FEIS/EIR were prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts on biological resources.

#### **Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the previously certified FEIS/EIR, and that the Project and its implementation will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.

- (2) It has evaluated and documented that the Project and its implementation will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures. The mitigation measures from the City's adopted MMRP and MMRP Status Report which are applicable (specified below) are hereby ratified and adopted by the District, and will be implemented as described herein.
- (3) The physical impacts resulting from the adoption and implementation of the Project are similar to those identified in the previously certified FEIS/EIR.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate impacts or mitigation measures with regard to biological resources as the result of the Project and its implementation. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** The mitigation measures applicable during implementation of the Project have been identified in the City's adopted MMRP and FEIS/EIR. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required for implementation of the Project. The Project will implement the relevant mitigation measures of the adopted MMRP and as stated in the MMRP Status Report, except that the District would not need to implement Mitigation Bio-1 because the Project would not affect jurisdictional waters of the United States or vegetated wetlands. With regard to Mitigation Bio-2, Bio-3, and Bio-4, which deal with the capture and relocation of southwestern pond turtles and restoration of southwestern pond turtle habitat, these measures do not apply to the Project and its implementation because no ponds exist on the Property and no southwestern pond turtles have been identified on the Property. However, prior to obtaining grading permits, the District will conduct an additional survey of the Property. If southwestern pond turtles are identified in the future survey, Mitigation Measures Bio-2, Bio-3, and Bio-4 will be implemented as necessary.

**Mitigation/Monitoring Not Being Implemented:** As discussed above, an additional survey of the Property will be conducted prior to obtaining grading permits. If the Property continues to reveal no presence of southwestern pond turtles, Mitigation Measures Bio-2, Bio-3, and Bio-4 will not need to be implemented as part of the Project.

## **(5) Cultural and Paleontological Resources.**

**Facts:** The Project would not cause impacts to cultural resources that were not previously analyzed in the FEIS/EIR. The Project proposes to develop the same areas as proposed in the Specific Plan and previously analyzed in the FEIS/EIR; only the ownership of land would change. The Project is within the scope of the FEIS/EIR, and there are no new or increased significant adverse project-specific or cumulative impacts with regard to cultural and paleontological resources that are identified as the result of the adoption and implementation of the Project. The Project would not cause impacts to cultural resources. There continue to be no known cultural and paleontological resources on the Property. There is no new information relative to cultural and paleontological resources that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR. As the result, no new mitigation measures are required in relation to impacts to cultural and paleontological resources.

### **Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures. The mitigation measures from the City's adopted MMRP which are applicable to the Project (specified below) are hereby ratified and adopted by the District, and will be implemented as described herein.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to cultural and paleontological resources as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the previously certified FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** Mitigation measures were adopted by the Tustin City Council in the FEIS/EIR. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required. The Project will implement the relevant mitigation measures of the adopted MMRP that are applicable to the Project. The District will implement Mitigation Measure Arch-2 by retaining a county-certified archeologist and conducting the required consultations prior to obtaining grading permits. The District will implement Mitigation Measures Paleo-1 and Paleo-2 by retaining a county-certified paleontologist and complying with the requirements of the established Paleontology Resources Management Plan for the Project site.

**Mitigation/Monitoring Not Being Implemented:** Mitigation Measure Arch-1 pertains to a parcel outside of the Project area and not owned by the District, and therefore is not within the Project's responsibility. Mitigation Measures Hist-1, Hist-2, Hist-3, Hist-4, and Hist-5 regarding the historic blimp hangars do not apply to the District because the hangars are not on the Project site and are therefore not within the Project's responsibility.

#### **(6) Geology/Soils.**

**Facts:** Implementation of the Project would not cause any direct impacts to geology and soils. The Project proposes to develop the same areas as proposed in the Specific Plan and previously analyzed in the FEIS/EIR; only the ownership of land would change. There are no new or increased significant adverse project-specific or cumulative impacts with regard to geology and soils that are identified as a result of the adoption and implementation of the Project. There is no new information relative to geology and soils that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts to geology and soils.

#### **Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to geology and soils as the result of the adoption and implementation of

the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts will result from the adoption and implementation of the Project; therefore, no new or revised mitigation measures are required for geology and soils. In addition, there are no mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to geology and soils. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Not Being Implemented:** There are no new or revised mitigation measures for geology and soils. In addition, there are no new mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to geology and soils.

#### (7) **Greenhouse Gas Emissions.**

**Facts:** Implementation of the Project would not result in any increase in Greenhouse Gases ("GHG") emissions compared to the Specific Plan/Reuse analyzed in the FEIS/EIR. The same areas that were proposed for development in the Specific Plan/Reuse Plan and previously analyzed in the FEIS/EIR and City CEQA Checklist will be developed; only the precise ownership of land would change. Emitting GHGs into the atmosphere is not itself an adverse environmental effect. Rather, it is the increased accumulation of GHGs in the atmosphere that may result in global climate change. The consequences of that climate change can cause adverse environmental effects. Due to the complex physical, chemical, and atmospheric mechanisms involved in global climate change, it is not possible to predict the specific impact, if any, to global climate change from one project's relatively small incremental increase in emissions. These changes in development intensity and additional ADTs were assessed in the AQIA based on a worse case analysis. Operational and construction emissions were amortized over 30 years as required by SCAQMD. The AQIA showed that the projected GHG emissions will be reduced below the adopted SCAQMD interim threshold for GHG emissions, and there would not be a significant GHG impact from the Project. There are no new or increased significant adverse project-specific or cumulative impacts with regard to GHG emissions that are identified as a result of the adoption and implementation of the Project. There is no new information relative to impacts from GHG emissions that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation

are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts to GHG emissions.

**Findings:** Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Pursuant to Section 15162 of the CEQA Guidelines, the recent developments with respect to the regulatory environment on global climate change do not constitute “new information” of substantial importance which was not known and could not have been known with the exercise of reasonable diligence at the time the previous FEIS/EIR was certified and amended. The concept of global climate change has been publicly discussed and debated for many years now (as stated previously, the U.S. Congress starting studying climate change in 1978), and was certainly a known concern at the time the previous FEIS/EIR was certified. No comments were made on the draft Initial FEIS/EIR, the City of Tustin’s Supplement to the Initial FEIS/EIR, the City of Tustin’s Addendum, the LRP Addendum, the Concept Plan Addendum or the Exchange Agreement Addendum concerning the need to address the proposed projects impacts on global climate change. Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to GHGs as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when

**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts would result from the District’s adoption and implementation of the Project; therefore, no new or revised mitigation measures are required with regard to GHG emissions. In addition, there are no mitigation measures contained in the City’s MMRP for the Specific Plan/Reuse Plan FEIS/EIR with regard to GHG emissions.

No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Not Being Implemented:** There are no new or revised mitigation measures for GHG emissions, and no mitigation measures are contained in the City's MMRP for the Specific Plan/Reuse Plan FEIS/EIR with regard to climate change.

**(8) Hazards and Hazardous Materials.**

**Facts:** Implementation of the Project will not cause any direct impacts to hazards and hazardous materials. There are no new or increased significant adverse project-specific or cumulative impacts with regards to hazards and hazardous materials that are identified as a result of the adoption and implementation of the Project. There is no new information relative to hazards and hazardous materials that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR and no new mitigation measures are required in relation to impacts from hazards and hazardous materials.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects with regard to hazards or hazardous materials that were not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has evaluated and documented that the Project and its implementation will not cause any new environmental impacts, more severe impacts, or require the imposition of new mitigation measures.
- (3) As identified in the FEIS/EIR, the Project site is within the boundaries of the Airport Environs Land Use Plan ("AELUP") and is subject to height restrictions. The Project does not propose changes to the height limitation included in the Specific Plan/Reuse Plan. Nor does the Project pose an aircraft-related safety hazard for future residents or workers. Therefore, there is no new impact or more severe impact caused by the Project or its implementation.
- (4) The Project site is not located in a wildfire danger area. Therefore, there are no new impacts or more severe impacts caused by the Project.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate impacts or mitigation measures with regard to hazards or hazardous materials as the result of the Project or its



implementation. Specifically, the Project and its implementation will not cause or result in: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts will result from the Project and its implementation; therefore, no new or revised mitigation measures are required with regard to hazards and hazardous materials. In addition, there are no mitigation measures contained in the City's MMRP Status Report for the FEIS/EIR with regard to hazards and hazardous materials. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Not Being Implemented:** There are no new or revised mitigation measures with regard to hazards and hazardous materials, and there are no mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to hazards and hazardous materials.

#### **(9) Hydrology/Water Quality.**

**Facts:** The Project will not cause direct impact to hydrology and water quality. While the project would permit an increased development square footage, all such development would be required to comply with then-current Water Quality Management Plan ("WQMP") requirements imposed by the Santa Ana Regional Water Quality Control Board. Additionally, the Project does not include any change to setbacks or other development standards that impact drainage. Any changes in drainage resulting from construction of Bell Avenue will be compliant with the master drainage plan in place for MCAS Tustin, as analyzed in the FEIS/EIR. Construction of the roadway will also require preparation of a WQMP. There are no new or increased significant adverse project-specific or cumulative impacts with regard to hydrology/water quality that are identified as a result of the adoption and implementation of the Project. There is no new information relative to hydrology/water quality that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR and no new mitigation measures are required in relation to impacts to hydrology/water quality.

As concluded in the FEIS/EIR, preparation of a WQMP for future development projects on the Project sites in compliance with all applicable regulatory standards would reduce water quality impacts from development activities to a level of insignificance. The Project would not result in new or substantially more severe

impacts to water quality than what was previously identified in the FEIS/EIR. The Specific Plan/Reuse Plan considered the development of education-oriented and public services land uses on the Project Site. No increase in development intensity is proposed as part of the Project. The Project would not result in an increase of impervious surface area from the amount that was previously analyzed in the Specific Plan/Reuse Plan. The Project proposes no change to the drainage pattern and water management systems previously analyzed in the FEIS/EIR. The drainage pattern and water management systems in the Project Site vicinity would remain consistent with the Tustin Legacy Master Drainage Plan. Therefore, the analysis and conclusions in the FEIS/EIR relative to impacts related to groundwater supply, groundwater levels, or local recharge have not changed substantially. In addition, no change to the backbone drainage system is proposed. Therefore, no new or more severe impacts related to drainage patterns, drainage facilities, and potential flooding would result from the Project.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the Project's environmental effects are adequately analyzed and considered in the FEIS/EIR, and that the adoption and implementation of the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the Project and its implementation will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures. The mitigation measures from the City's adopted MMRP which are applicable to the Project (specified below) are hereby ratified and adopted by the District, and will be implemented as described herein.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to hydrology and water quality as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** Compliance with existing rules and regulations would reduce any potential impacts related to water quality and groundwater to a level of insignificance and no new mitigation is required. The mitigation measures applicable during implementation (i.e., construction) of the Project have been identified in the City's adopted MMRP. Mitigation Measures WQ-1, WQ-2, and WQ-4 establish requirements related to preparation of a Stormwater Pollution Prevention Plan, compliance with Waste Discharge Requirements, and preparation of a Water Quality Management Plan, respectively. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required for implementation of the Project. The Project will implement the relevant mitigation measures of the adopted MMRP and as stated in the FEIS/EIR and MMRP Status Report.

**Mitigation/Monitoring Not Being Implemented:** Mitigation Measure WQ-3 requires the City and the Tustin Legacy Project master developer to participate in the Santa Ana Regional Water Quality Control Board's Nitrogen and Selenium Management Program Working Group and contribute to funding and implementing the Working Plan. Because this Mitigation Measure is the responsibility of the City and the master developer, it does not fall within the responsibility of the Project.

(10) **Land Use/Planning.**

**Facts:** Implementation of the Project will not cause any direct impacts to land use and planning. There would be no change to building height restrictions, setbacks, and signage. Development intensity (the amount of total square footage and corresponding FAR) would be permitted to increase, but this increase would be negligible compared to the total amount of planned development within Tustin Legacy, and would continue to be subject to trip caps imposed by the MCAS Tustin Specific Plan. The Project includes an increase in the trip cap as a result of increased roadway capacity provided by the Bell Avenue extension. The Project would not physically divide any Specific Plan land use (no community exists in the area of the Project), conflict with the Specific Plan, or conflict with any habitat conservation plan or natural community conservation plan. The project aids in the build-out of Tustin Legacy by rationalizing property ownership boundaries and improving accessibility from Red Hill Avenue. There are no new or increased significant adverse project-specific or cumulative impacts with regard to land use and planning that are identified as a result of the adoption and implementation of the Project. There is no new information relative to land use and planning that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts to land use planning.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures. The mitigation measures from the City's adopted MMRP which are applicable to the Project (specified below) are hereby ratified and adopted by the District, and will be implemented as described herein.

**Mitigation/Monitoring Required:** The FEIS/EIR concludes that there will be no significant unavoidable land use impacts. The Project and its implementation do not result in new or increased land use impacts in comparison to those identified previously identified in the FEIS/EIR. The mitigation measures applicable to the Project have been implemented with adoption of the MCAS Tustin Specific Plan/Reuse Plan. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required. The Project will implement the relevant mitigation measures of the adopted MMRP that are applicable to the Project.

The Project will obtain all required grading and drainage permits and continue to comply with Mitigation Measure LU-2(k) as appropriate. Mitigation Measures LU-2(m), (n), (o), (p), (q), (r), and (s) are addressed in the Public Services and Facilities section.

**Mitigation/Monitoring Not Being Implemented:** Mitigation Measures LU-1 and LU-2 require the Cities of Tustin and Irvine respectively to amend their General Plans and zoning ordinances for the Tustin Legacy Project, and therefore are not within the responsibility of the Project. LU-2(a) requires the Cities of Tustin and Irvine to properly phase infrastructure construction, and therefore is not within the responsibility of the Project. LU-2(b) is not applicable to the District since the District is not recording applicable subdivision maps as part of the Project. Per the City's adopted 2008 Revised MMRP, the District recorded the necessary easements for the Property and Mitigation Measure LU-2(b) has been fulfilled.

Mitigation Measure LU-2(c), regarding funding construction of capital improvements, does not apply to the District's Category 1 land use because the City exempted the District's Property from fair share backbone infrastructure fees (per section 4.7.1.2 of the City Conveyance Agreement), and this continued in the Development Agreement and Restated Conveyance Agreement. Mitigation Measure LU-2(c) is implemented for Category 2 land uses by the terms in the Development Agreement and Restated Conveyance Agreement. Measures LU-2(g) and (i) are not applicable to the District because the Project is not within the 100-year flood plain (*see* Federal Emergency Management Agency Map dated August 9, 2002), and thus these Mitigation Measures are not within the responsibility of the Project. Mitigation Measure LU-2(h), regarding obtaining regulatory agency approvals prior to

construction of regional flood control facilities, is not within the responsibility of the Project because it only applies to the Tustin Legacy master developer. Mitigation Measure LU-2(j), regarding local drainage systems, is not applicable because the District is not recording subdivision maps as part of the Project.

Mitigation Measure LU-2(l), regarding an agreement with OCFCD for fair share contributions to flood control facilities, is not applicable because the District is not recording applicable subdivision maps as part of its Project and the Mitigation Measure only applies to the City of Tustin. Mitigation Measure LU-2(t) is not applicable because no school fees are required for the District's Project. Mitigation Measure LU-2(u) is not applicable because the Project does not require a contribution to park facilities. Mitigation Measure LU-2(v) is not applicable to projects within the City of Tustin, and therefore is not within the Project's responsibility to implement. Mitigation Measure LU-2(w), regarding the creation of a landscape maintenance district, is applicable to the Tustin Legacy master developer, and therefore, is not within the Project's responsibility to implement. Finally, Mitigation Measure LU-2(x) is not applicable to the Project because the District is not filing a subdivision map as part of its Project, the Project is not adjacent to the Barranca Channel, and the City will provide any necessary bikeways along Red Hill Avenue.

#### (11) Mineral Resources.

**Facts:** The Project would not cause new impacts to mineral resources that were not previously analyzed in the FEIS/EIR. There are no known mineral resources on the Reconfigured Property. There are no new or increased significant adverse project-specific or cumulative impacts with regard to mineral resources that are identified as a result of the adoption and implementation of the Project. There is no new information relative to mineral resources that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts to mineral resources.

#### **Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to mineral resources as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts would result from the District's adoption and implementation of the Project; therefore, no new or revised mitigation measures are required for mineral resources. In addition, there are no mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to mineral resources. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Not Being Implemented:** There are no new or revised mitigation measures for mineral resources, and no mitigation measures are contained in the MMRP for the FEIS/EIR with regard to mineral resources.

(12) **Noise.**

**Facts:** Implementation of the Project will not cause any direct impacts to noise. The ambient noise environment on the Project site is influenced by the surrounding roadways, the RSCCD's Sheriff's Training Academy, a rail line located north of Edinger Avenue, and construction and remediation activities on surrounding properties. The Project would permit an increased trip cap of 10,000 ADT. Noise associated with this increase in vehicular movements was assessed in the Traffic Noise Impact Analysis ("NIA") prepared by Giroux & Associates in March 2013. The NIA showed that many roadways are expected to experience a decrease in traffic noise when the Bell Avenue extension is complete due to a shifting in traffic patterns resulting from the diverted traffic. Both Valencia Avenue and Warner Avenue are anticipated to experience up to a 2 dB reduction in traffic noise levels. Traffic noise along Armstrong Avenue south of Valencia Ave. could experience a noise increase of +2 dB CNEL at 50 feet from the roadway centerline, but this is less than the level of human detection and less than the significance threshold. Additionally, the "with project" future traffic noise level is still less than 65 dB CNEL, the noise compatibility threshold adopted by the City of Tustin for exterior residential use. The next highest project-associated traffic noise increase is on Red Hill Avenue between Bell Avenue and Valencia Avenue. This +1.0 dB CNEL increase is similarly less than significance thresholds and would not create a detectable noise increase. No new or

increased significant adverse project-specific or cumulative impacts with regard to noise would occur as a result of the approval and implementation of the Project. There is no new information relative to noise that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Proposed Project and its implementation are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts to noise.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to noise as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** The FEIS/EIR concludes that with implementation of identified mitigation measures, there will be no impacts related to noise. The adoption and implementation of the Project does not increase the severity of the noise impacts identified in the previously certified FEIS/EIR. Therefore, no refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Not Being Implemented:** Mitigation Measure N-1 is not applicable to the Project, as no residential buildings are being reused as part of the Project. Mitigation Measure N-2, regarding noise studies on surrounding properties during design of the intersection at Tustin Ranch Road at Edinger Avenue, has been

completed by the City of Tustin. This measure applies to the City of Tustin, and is therefore not within the responsibility of the Project. Mitigation Measure N-3 is not applicable to the Project, as no construction is proposed and no building permits will be required to implement the Project. Mitigation Measure N-4, regarding noise studies adjacent to Warner and Harvard Avenues, also only applies to the City of Tustin and is therefore not within the responsibility of the Project.

(13) **Population/Housing.**

**Facts:** Implementation of the Project would have no impacts to population and housing because the Project does not change City population or the number of housing units. There are no new or increased significant adverse project-specific or cumulative impacts with regard to population and housing that are identified as a result of the adoption and implementation of the Project. There is no new information relative to population and housing that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Proposed Project and its implementation are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts to population and housing.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to population and housing as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.



**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts will result from the District's adoption and implementation of the Project; therefore, no new or revised mitigation measures are required for population and housing. In addition, there are no mitigation measures contained in the MMRP for the FEIS/EIR with regard to population and housing. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Not Being Implemented:** There are no mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to population and housing. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**(14) Public Services and Facilities.**

**Facts:** Implementation of the Project will not cause any direct impacts to public services. Implementation of the Project will require compliance with existing OCFA regulations regarding construction materials and methods, emergency access, water mains, fire flow, fire hydrants, sprinkler systems, building setbacks, and other relevant regulations. Adherence to these regulations will reduce the risk of uncontrollable fire and increase the ability to efficiently provide fire protection services to the Site. Construction of Bell Avenue will enhance OCFA access to the Project site and have a beneficial impact on fire protection. Pursuant to the FEIS/EIR, the existing fire stations in the Project vicinity with additional fire fighting personnel and equipment will meet the demands created by the Project and other development within Tustin Legacy. In addition, the city has started construction of an additional fire station at the intersection of Edinger Avenue and Kensington Park Drive, less than one mile east of the Project site. The Irvine Valley College Police Department has a similar level of law enforcement capabilities as Tustin Police Department officers, including the capacity to cite and arrest offenders. They also have access to the emergency radio network that is shared with the Tustin Police Department, Orange County Sheriff's Department, OCFA, and other emergency personnel. The ATEP Campus is patrolled and serviced 24 hours per day by a combination of the Irvine Valley College police and security services that are under the management of the Irvine Valley College police. The Project does not include any residential development. Therefore, the Project does not generate K-12 students and there is no impact to schools. Consistent with the Specific Plan, the Project does not include any park development. There are no new or increased significant adverse project-specific or cumulative impacts with regard to public services and facilities that are identified as a result of the adoption and implementation of the Project. There is no new information relative to public services and facilities that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts to public services and facilities.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project and its implementation will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the Project and its implementation will not cause any new environmental impacts, more severe impacts, or require the imposition of new mitigation measures. The mitigation measures from the City's adopted MMRP which are applicable (specified below) are hereby ratified and adopted by the District, and will be implemented as described herein. No changes to the mitigation measures are needed.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to public services as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** The FEIS/EIR concluded that there will be no significant unavoidable impacts related to public services. The Project and its implementation will not result in any new or increased impacts to public services beyond those identified in the FEIS/EIR. Therefore, no new mitigation measures are required.

The District will implement Mitigation Measure LU-2(m) by ensuring adequate public services are included to serve the Project as the result of the adoption and implementation of the Project, as described in the MMRP Status Report. Under Mitigation Measure LU-2, the City is responsible for ensuring that adequate fire protection, police protection, library, and parks and recreational facilities needed to adequately serve the Tustin Legacy Project is provided as necessary. The District will implement Mitigation Measures LU-2(o), (p), (q), and (r) by coordinating directly with OCFA regarding potential fire protection impacts of the Project. The District's Fire Master Plan has already been reviewed and approved by OCFA, and

installation is in progress. Mitigation Measure LU-2(s), regarding police protection, has been implemented by the District, and the Tustin Police Department has been consulted regarding the existing ATEP Campus. The District will continue to coordinate with the Tustin Police Department on issues relating to the policing of the District's Property.

**Mitigation/Monitoring Not Being Implemented:** Mitigation Measure LU-2(n) is required to be implemented by the City of Tustin and/or the City of Irvine, and therefore is not within the responsibility of the Project. Mitigation Measure LU-2(t) regarding the payment of school fees is not applicable to the Project, and therefore is not within the responsibility of the Project. Mitigation Measures LU-2(u) and (v) regarding the contribution of park facilities are also not applicable to the Project, and are therefore not within the responsibility of the Project. Mitigation Measure LU-2(w) regarding the creation of a landscape maintenance district is the responsibility of the Tustin Legacy Project master developer, and therefore is not within the responsibility of the Project. Mitigation Measure LU-2(x) regarding agreements with the County of Orange Harbors and Beaches and the City of Tustin for trail improvements are not applicable to the Project, and therefore they are not within the responsibility of the Project.

**(15) Recreation.**

**Facts:** The Project would not result in uses that would result in increased use of existing parks or recreational facilities. There are no new or increased significant adverse project-specific or cumulative impacts with regard to recreation that are identified as a result of the adoption and implementation of the Project. There is no new information relative to recreation that was not in existence at the time the FEIS/EIR was prepared and no new mitigation measures are required in relation to impacts to recreation.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent EIR to evaluate Project impacts or mitigation measures with regard to recreation as the result of the adoption and implementation of the Project.

Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts would result from the District's adoption and implementation of the Project; therefore, no new or revised mitigation measures are required for recreation. In addition, there are no mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to recreation or recreational facilities. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Not Being Implemented:** There are no new or revised mitigation measures for recreation or recreational facilities, and there are no mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to recreation or recreational facilities.

#### **(16) Transportation/Traffic.**

**Facts:** The Project enhances access to Tustin Legacy and increases local roadway capacity through a 1/3 mile extension of Bell Avenue, at a Secondary Arterial design standard. Increasing local roadway capacity allows an increased intensity of development on the Project site without creating new or more significant traffic impacts. A Traffic Study was prepared by Stantec in April 2013 to determine the impacts the Bell Avenue extension would have on local roadway conditions, and to calculate the number of trips that could be added to the Project site without creating a significant traffic impact. Future traffic conditions were projected using the Irvine Transportation Analysis Model and the Tustin Legacy Traffic Model. Based on the size and configuration of the Bell Avenue extension, the Traffic Study estimates the increased local roadway capacity could serve an additional 10,000 ADTs. There are no new or increased significant adverse project-specific or cumulative impacts with regard to traffic that are identified as a result of the adoption and implementation of the Project. There is no new information relative to traffic that was not in existence at the time the FEIS/EIR was prepared and no new mitigation measures are required in relation to impacts to traffic. On April 24, 2013, the City of Irvine sent a comment letter to the City of Tustin regarding the traffic analysis. The City of Tustin responded that the Traffic Study analyzed the additional trips using the updated background vehicle data from the Irvine Business Complex Vision Plan contained in the latest City of Irvine Transportation Analysis Model, Version 12 (ITAM 12). The City of Irvine approved the IBC Complex Vision Plan and traffic study on July 13,

2010, which provided the basis for the updated background traffic numbers in ITAM 12. The additional roadway capacity created by the extension of Bell Avenue and the lower number of background vehicle trips pursuant to the City of Irvine's approved IBC Vision Plan and ITAM 12 permitted the increase in the MCAS Tustin Specific Plan trip cap by 10,000 ADT without resulting in a traffic intensification that would lead to increased environmental impacts beyond those that are already identified in the FEIS/EIR. The methodology used to define the project Traffic Study's study area is consistent with other traffic impact analyses carried out in Tustin and in Irvine. The limits of the study area were reviewed during the course of the study based on no-project versus with-project traffic forecast data to verify whether or not significant project impacts occur, as defined by the circulation system performance criteria applied in the study, beyond the study area boundary. The City of Irvine's comment letter and the City of Tustin's response are made a part of the Addendum.

**Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects of the Project and its implementation are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the adoption and implementation of the Project will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures. The mitigation measures from the City's MMRP which are applicable to the Project (specified below) are hereby ratified and adopted by the District, and will be implemented as described herein.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent EIR to evaluate Project impacts or mitigation measures with regard to traffic and transportation as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts will result from the District's adoption and implementation of the Project than originally considered by the previously certified FEIS/EIR. Therefore, no new or revised mitigation measures are required. The District will implement Mitigation Measure T/C-1 by submitting its traffic operations and control plan to the City prior to the construction of new buildings.

**Mitigation/Monitoring Measures Not Being Implemented:** Mitigation Measures T/C-2 through T/C-9 are implemented by the City and/or the City of Irvine, and therefore are not within the Project's responsibility to implement. Likewise, Mitigation Measures IA-1 and IA-2 are implemented by the City and/or the City of Irvine, and therefore are not within the Project's responsibility to implement. The District is not required to implement Mitigation Measures T/C-3, T/C-5, I/A-4, and IA-5. For Mitigation Measures IA-6 and IA-7, the City determined that no off-site roadway improvements are needed on the Project site.

### (17) Utilities/Service Systems.

**Facts:** Implementation of the Project would not cause any direct impacts to utilities and service systems. There are no new or increased significant adverse project-specific or cumulative impacts with regard to utilities/services systems that are identified as a result of the adoption and implementation of the Project. The Project would not result in any changes to the utilities plan presented in the Specific Plan. Any demolition, removal, replacement, and connection with new underground utilities and service systems in the adjoining streets would occur as previously analyzed in the FEIS/EIR. There is no new information relative to utilities and service systems that was not in existence at the time the FEIS/EIR was prepared. Therefore, the Project and its implementation are consistent with the FEIS/EIR, and no new mitigation measures are required in relation to impacts to utilities and service systems.

### **Findings:**

Based on the previously certified FEIS/EIR, the MMRP, the MMRP Status Report, and the entire record before the Board of Trustees, the Board of Trustees finds that:

- (1) It has evaluated and documented that the environmental effects resulting from the adoption and implementation of the Project are adequately analyzed and considered in the FEIS/EIR, and that the Project will not result in any environmental effects that are not analyzed and considered in the previously certified FEIS/EIR.
- (2) It has also evaluated and documented that the Project and its implementation will not cause any new environmental impacts, more severe environmental impacts, or require the imposition of new mitigation measures.

Based on the foregoing, the Board of Trustees finds that none of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a

subsequent EIR to evaluate Project impacts or mitigation measures with regard to utilities and service systems as the result of the adoption and implementation of the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete.

**Mitigation/Monitoring Required:** No new impacts or substantially more severe impacts will result from adopting and implementing the Project; therefore, no new or revised mitigation measures are required for public utilities. In addition, there are no mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to public utilities. No refinements are necessary to the FEIS/EIR mitigation measures and no new mitigation measures are required.

**Mitigation/Monitoring Not Being Implemented:** There are no new or revised mitigation measures for public utilities, and there are no mitigation measures contained in the City's MMRP for the FEIS/EIR with regard to public utilities.

### **PUBLIC HEARING.**

Public hearing notices for the Board of Trustees' public hearing were published in the newspaper, mailing to landowners within 300 feet of the Project, and posting on the ATEP website. The public notices invited all interested persons to attend the public hearing and express opinions about the Project and CEQA compliance related thereto.

The Project and Addendum were posted on the ATEP's website, and copies were made available for public inspection at the District offices and the ATEP Campus. The documents were also made available for public inspection at the public hearing in the Board of Trustees' boardroom.

On May 20, 2013, the Board of Trustees held a public hearing pertaining to the approval of the Project and certification of the Addendum under CEQA for the purpose of hearing and considering any comments from the public about these documents before the Board of Trustees made a decision.

**RECORD OF PROCEEDINGS.**

**Scope of the Record.**

- i) The record of proceedings upon which the Board of Trustees bases the findings in this Resolution the documents and evidence relied upon by the District in preparing the Project and Addendum.

**B. Custodian of the Record.**

- i) The custodian of the record of proceedings is Dr. Debra Fitzsimons, Vice Chancellor, South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, California, 92692-3635.

**FINDINGS.**

**NOW THEREFORE,** be it resolved by the Board of Trustees of the South Orange County Community College District as follows:

1. That the above recitals, information, facts, and findings are true and correct, and are hereby adopted in their entirety as set forth above.
2. The District intends to continue developing the ATEP Campus, including the property it receives in the Project, as an education-oriented development consistent with the General Plan as amended by Amendment 2013-001, the Specific Plan/Reuse Plan as amended by Amendment 2013-002, LRP, Concept Plan, the City-District Exchange Agreement, Development Agreement and Restated Conveyance Agreement, the Bell Avenue Agreement, and the McCain Smith Agreement;
3. The Project and its implementation constitute a “project” under CEQA.
4. Before considering the certification of the Addendum for the Project, the District Board of Trustees has fully considered comments made by the City of Irvine, and any other party submitting verbal or written comments on any documents before the Board of Trustees.
5. That on May 20, 2013, the Board of Trustees held a duly noticed public hearing at which time the public was give the opportunity to comment on the Project and the Addendum.
6. The Board of Trustees has independently reviewed and considered the Addendum in conjunction with the Navy’s ROD, the FEIS/EIR, the MMRP, MMRP Status Report, and all of the other documents that compose the entire record before the Board of Trustees, and all comments made during the public hearing, before the Board of Trustees made a decision on the District’s adoption and implementation of the Project.



7. The Board of Trustees, based upon its independent review and consideration of the facts and requirements of CEQA, has determined with certainty, on the basis of substantial evidence in the light of the whole record, that:

a. The Project and its implementation were examined in light of the FEIS/EIR and other documents identified above and it is determined that the Project and its implementation have already been adequately analyzed in the FEIS/EIR;

b. There are no substantial changes proposed by the Project and the circumstances under which the Project will be implemented and undertaken that have the potential to cause new significant environmental effects or a substantial increase in the severity of previously identified significant effects, and that there is no new information of substantial importance that affects the analysis in the FEIS/EIR or its mitigation measures;

c. The adoption and implementation of the Project will not have any effects that are not already examined in the FEIS/EIR, there are no new mitigation measures required and there are no new significant adverse project-specific or cumulative impacts in any environmental areas that are identified, nor will any project-specific or cumulative impacts in any environmental areas be made worse as a result of implementing the Project;

d. That there is no possibility that the adoption and implementation of the Project may have a significant effect on the environment;

e. All feasible mitigation measures identified in the FEIS/EIR that are applicable to the Project and its implementation are incorporated into subsequent actions that the District commits to fully implement;

f. There is no information indicating that the City should implement a different Alternative or that a different Alternative is feasible for the Specific Plan/Reuse Plan;

g. The Project and its implementation does not propose substantial changes to the Project which will require major revisions to the FEIS/EIR due to new or substantially more severe significant environmental effects than previously analyzed in the FEIS/EIR;

h. There are no substantial changes in circumstances under which the Project will be implemented and undertaken that will require major revisions to the FEIS/EIR due to new or substantially more severe significant environmental effects than previously analyzed in the FEIS/EIR;

i. No new information of substantial importance as described in subsection (a)(3) of Section 15164 of the CEQA Guidelines has been revealed that will require major revisions to the FEIS/EIR or its conclusions as the result of the Project and its implementation;

j. None of the conditions identified in CEQA Guidelines section 15162 exist and trigger the need to prepare a subsequent or supplemental EIR to evaluate Project impacts or mitigation measures with regard to the Project. Specifically, there have not been: (1) changes to the Project that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; (2) substantial changes with respect to the circumstances under which the Project is undertaken that require major revisions of the previous FEIS/EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects; or (3) the availability of new information of substantial importance relating to significant effects or mitigation measures or alternatives that was not known and could not have been known when the FEIS/EIR was certified as complete; and,

k. Pursuant to CEQA Guidelines section 15168, subdivision (c), there are no new effects that could occur as the result of the adoption and implementation of the Project, and no new mitigation measures are required for the adoption and implementation of the Project.

Therefore, the Board of Trustees finds that the previously certified FEIS/EIR, including the MMRP and MMRP Status Report are adequate to serve as the required environmental documentation for the adoption and implementation of the Project, and satisfy all of the requirements of CEQA.

8. That the Board of Trustees does hereby certify the Addendum for the Project, attached as **Attachment 1**.

9. That the Board of Trustees does hereby ratify and adopt the mitigation measures identified in the FEIS/EIR, MMRP and MMRP Status Report as discussed in this Resolution above.

10. That the Board of Trustees, after fully considering all comments by the City of Irvine and other persons and entities, and all oral and written evidence offered at the public hearing, does hereby determine that the Project implements the LRP Project and is fully consistent with the General Plan as amended by Amendment 2013-001, and the Specific Plan/Reuse Plan as amended by Amendment 2013-002.

11. The Notice of Determination for the Project Addendum will be filed with the Orange County Clerk and the State Clearinghouse immediately following the Board of Trustees' approval of the Project and Addendum.

**APPROVED, PASSED AND ADOPTED** by the Board of Trustees of the South Orange County Community College District on \_\_\_\_ day of \_\_\_\_\_, 2013, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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President of the Board of Trustees of the  
South Orange County Community College District

Attested to:

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Clerk of the Board of Trustees of the  
South Orange County Community College District

Agenda Item 6.2

ATEP: Resolution No. 13-18:

Resolution of the Board of Trustees of the South Orange County Community College District certifying the Addendum dated April 2013 to the Final Joint Program Final Environmental Impact Statement/Environmental Impact Report for the Disposal and Reuse of the MCAS Tustin and the MCAS Tustin Specific Plan/Reuse Plan Pursuant to the California Environmental Quality Act for the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, and Related Agreements.

ATTACHMENT 1

To view attachment, please click on the following link:

["Project Addendum/Initial Study"](#)

**TO:** Board of Trustees

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

**RE:** ATEP: Resolution No. 13-19: Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads) and Approval of the Agreements

**ACTION:** Approval

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## **BACKGROUND**

District staff negotiated with the City of Tustin changes to the current ATEP campus land configuration to improve the value and development potential of the campus. The changes which are memorialized in a number of agreements, including an Agreement for the Exchange of Real Property (City/District Exchange Agreement), a Development Agreement and Restated Conveyance Agreement (Development Agreement), an Infrastructure Construction and Payment Agreement for the construction of Bell Avenue (Bell Avenue Agreement), and an Infrastructure Construction and Payment Agreement for the construction of McCain Smith/McCord Roads (McCain Smith Agreement) (these documents are collectively referred to as the "Agreements"). Major elements of the Agreements are described below. The agreements were approved by the City of Tustin City Council on May 13, 2013.

### City/District Exchange Agreement

The City/District Exchange Agreement delineates the terms and processes associated with the exchange of the ultimate ownership of land currently within the respective parties' ownership in fee or in the form of a lease or sublease. The exchange covers 6 sites totaling 22 acres. In addition to rationalizing property boundaries for both the City and the District, the land exchange will allow for creation of a new public (City-owned and maintained) right-of-way for the extension of Bell Avenue from Red Hill Avenue to Armstrong Avenue that will provide access to the District's property. Excluding areas within the planned Bell Avenue extension, the City would transfer 11.4 acres to the District and the District would transfer 10.8 acres to the City including the current ATEP campus.

Two parcels included in the City/District Exchange Agreement are currently owned by the Navy and leased in furtherance of transfer (LIFOC). Such lands are expected to be transferred to the City and the District once a Finding of Suitability to Transfer (FOST) is issued by the Navy for the lands. Once issued, the FOST will document that the Navy has determined the parcels environmentally suitable for transfer and

that either all remediation necessary to protect human health and the environment has been completed or is in place and operating properly and successfully such that development can safely occur on the site.

#### Development Agreement

The Development Agreement replaces the Conveyance Agreement and explicitly recognizes and vests the District's right to develop the land with education, commercial and office uses, and provides the District with an increased amount of building space and sufficient vehicle trips to support the permitted development. The Development Agreement also clarifies ministerial project review requirements to avoid duplicative reviews between the City and the Division of the State Architect and simplifying development review procedures. The Development Agreement is included within an Amended and Restated Conveyance Agreement and includes related implementation documents.

#### Bell Avenue Agreement

The Bell Avenue Agreement specifies design standards, construction scheduling, and the sharing of costs between the City and District to extend Bell Avenue from its current terminus at Red Hill Avenue eastward to Armstrong Avenue. Bell Avenue will provide the District's property with vehicle access.

#### McCain Smith Agreement

The McCain Smith Agreement reserves easements and establishes certain obligations of the City and District for design and construction of certain private streets and access aisles to develop the land on the north side of Valencia.

### **STATUS**

The City Council approved the City/District Exchange Agreement (BOARD AGENDA EXHIBIT A, ATTACHMENT 1), Development Agreement (AGREEMENT EXHIBIT H), McCain Smith Agreement (AGREEMENT EXHIBIT I), and Bell Avenue Agreement (AGREEMENT EXHIBIT J) on May 13, 2013. The City also approved amendments to its General Plan and the Tustin Legacy Specific Plan to implement the project. If the District Board of Trustees approves the Agreements, the Chancellor or his designee and the City of Tustin City Manager would sign the Agreements, open escrow on the exchange properties, and take other actions necessary consummate the Agreements.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-19 (EXHIBIT A), entitled "Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads)" and to approve the agreements and authorize the Chancellor or designee to sign and execute the agreements and make necessary changes to consummate the transactions contemplated by the agreements.

**RESOLUTION NO. 13-19**

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
APPROVING THE AGREEMENT FOR THE EXCHANGE OF REAL PROPERTY,  
DEVELOPMENT AGREEMENT AND RESTATED CONVEYANCE AGREEMENT,  
INFRASTRUCTURE CONSTRUCTION AND PAYMENT AGREEMENT (BELL  
AVENUE), AND INFRASTRUCTURE CONSTRUCTION AND PAYMENT  
AGREEMENT (MCCAIN SMITH/MCCORD ROADS) AND APPROVAL OF THE  
AGREEMENTS**

## 1. RECITALS.

**WHEREAS**, the City of Tustin (“**City**”) and United States Department of Navy (“**Navy**”) completed a joint planning document for reuse of the former Marine Corps Air Station (“**MCAS Tustin**”) called the “**MCAS Tustin Specific Plan/Reuse Plan**” dated October 1996, as amended by the Errata dated September 1998. The Reuse Plan is a part of the MCAS Tustin Specific Plan/Reuse Plan and consists of Chapters 1, 2 (excluding 2.17) and 5 of the MCAS Tustin Specific Plan/Reuse Plan; and,

**WHEREAS**, the District reviewed drafts of the MCAS Tustin Reuse Plan, and other related and supporting documents, participated in the formulation of such documents, provided comments, and otherwise fully participated in the process that culminated in the certification of the environmental documents and the adoption and approval of the MCAS Tustin Reuse Plan; and

**WHEREAS**, in May 2002, the Navy agreed to convey 1,153 acres of MCAS Tustin to the City by federal deeds as an economic development conveyance (“**EDC**”) under the terms of the Agreement Between The United States of America and the City of Tustin, California, for the Conveyance of a Portion of the Former Marine Corps Air Station Tustin as amended (as so amended, the “**Federal Conveyance Agreement**”); and,

**WHEREAS**, pursuant to the Federal Conveyance Agreement, a portion of the MCAS Tustin was conveyed by federal deeds from the Navy to the City on May 13, 2002; and,

**WHEREAS**, a portion of MCAS Tustin is leased to the City by the Navy under the Lease In Furtherance of Conveyance Between the United States of America and The City of Tustin, California For Portions of the Former Marine Corps Air Station Tustin (“**LIFOC**”) dated May 10, 2002; and,

**WHEREAS**, the City approved and adopted the Specific Plan/Reuse Plan for MCAS Tustin on February 3, 2003, by Ordinance No. 1257, and subsequently amended it on March 1, 2005, by Ordinance Nos. 1294 and 1295; on March 7, 2005, by Ordinance No. 1297; on June 5, 2005, by Ordinance No. 1299; on April 17, 2006, by Ordinance No. 1311, on June 5, 2007 by Ordinance No. 1335, on March 16, 2010 by Ordinance No. 1379, on October 18, 2011 by Ordinance No. 1406, on April 3, 2012 by Ordinance No. 1413, and on March 5, 2013 by Ordinance No. 1426 (the Specific Plan and Reuse Plan and all of the amendments to the Specific Plan and Reuse Plan are referred to herein collectively as the “**Specific Plan/Reuse Plan**”); and,

**WHEREAS**, the District is entitled under section 4.1.3 of the Federal Conveyance Agreement to 68.37 acres of real property known in the Federal Conveyance Agreement as Parcel 1 (less the twenty-two acre portion set aside for Rancho Santiago Community College District, “**RSCCD**”) and the northern portion of Parcel 19 (“**Property**”) at the former MCAS Tustin in the City; and,



**WHEREAS**, the City and District entered into the “Agreement Between the City of Tustin and the South Orange County Community College District for the Conveyance of a Portion of MCAS Tustin and the Establishment of an Advanced Technology Education Campus,” dated April 22, 2004 (the “**City Conveyance Agreement**”); and,

**WHEREAS**, the City, acting in its capacity as the Local Redevelopment Authority (“**LRA**”) for the disposition and conveyance of portions of the former MCAS Tustin, conveyed fee title to 37.66 acres of the Property and personal property to the District by the “Quitclaim Deed and Environmental Restriction Pursuant to Civil Code section 1471” dated April 22, 2004, (“**City Quitclaim Deed**”) and the “Bill of Sale For Former Military Personal Property Located at the Former Marine Corps Air Station, Tustin” (“**Bill of Sale**”) dated April 22, 2004; and,

**WHEREAS**, pursuant to the “Sublease Between the City of Tustin and the South Orange County Community College District for a Portion of MCAS Tustin” dated April 29, 2004 (“**Sublease**”), the City has leased the remaining 30.71 acres of the Property to the District and will convey fee title to such remaining portion when the Navy conveys fee title to such portion of the Property to the City; and,

**WHEREAS**, as provided by California Education Code section 70902, the District is statutorily responsible for establishing policies for, and approval of, courses of instruction and educational programs at the ATEP Campus; and,

**WHEREAS**, the District has used reasonable efforts to plan, develop, maintain and use the Property solely and continuously as an ATEP Campus consistent with the City Conveyance Agreement; and,

**WHEREAS**, the District has already built some facilities at the ATEP Campus, Phase 1, specifically on the northwest corner of Valencia Avenue and Lansdowne Road to use the Property as soon as feasible as an education-oriented development and to provide educational opportunities to students; and,

**WHEREAS**, on March 24, 2008, the District adopted the Short-Range Academic and Facilities Plan (“**Short-Range Plan**”) as contemplated in section 4.3.1 of the City Conveyance Agreement; and,

**WHEREAS**, on November 12, 2008, the District adopted the Long-Range Academic and Facilities Plan (“**LRP**”) Project as contemplated in section 4.3.1 of the Conveyance Agreement and the Long Range Academic Plan (“**LRAP**”) by Resolution No. 08-35; and,

**WHEREAS**, on March 24, 2009, the District adopted by Resolution No. 09-06 a Concept Plan for a portion of the Property in accordance with Section 4.2.1 of the Specific Plan; and,

**WHEREAS**, on July 26, 2010, the City of Tustin Zoning Administrator approved the Concept Plan No. 09-001 by Zoning Administrator Action No. 10-002; and,

**WHEREAS**, on October 18, 2011, the City approved by Ordinance No. 1406 Specific Plan Amendment No. 11-003 to the Specific Plan/Reuse Plan to implement that certain Agreement for the Exchange of Real Property between the County of Orange and District dated February 7, 2012 as amended (as amended the “County Exchange Agreement”); and,

**WHEREAS**, on December 5, 2011, the District approved by Resolution No. 11-39 the County Exchange Agreement; and,

**WHEREAS**, the City and District entered into that certain “Term Sheet Concerning Key Issues on Development at ATEP” on December 15, 2010 (“**Term Sheet**”) that set forth the key conceptual areas of agreement concerning the ATEP site. The Term Sheet addressed permitted uses, Tustin Legacy backbone infrastructure fair share contributions (“**Backbone Fees**”), a land swap, the extension of Bell Avenue, and other terms and conditions; and,

**WHEREAS**, pursuant to the Term Sheet, the City and District negotiated final terms, conditions, and the text of several documents. These documents include (1) a General Plan Amendment 2013-001 to add the extension of Bell Avenue to the City’s circulation plan, and to identify a new floor area ratio for the District’s property after the land exchange; (2) a Specific Plan Amendment 2013-002 to add three new sub-planning areas and boundary modifications, incorporation of Bell Avenue, expanding the permitted uses to include commercial and office uses, and providing an increase in building square footage and necessary vehicle trips for the District’s property after the land exchange; (3) an exchange of approximately 22 acres of property between the City and District, a shared dedication of the Bell Avenue right of way, the District’s acquisition of the City’s day care site, the City’s acquisition of the current ATEP campus buildings (“**City-District Exchange Agreement**”); (4) a development agreement that includes an amended and restatement of the City Conveyance Agreement, vesting the entitlements for the ATEP Campus, expanding the permitted uses to include commercial and office uses, and providing an increase in building square footage and necessary vehicle trips (“**Development Agreement and Restated Conveyance Agreement**”); (5) an infrastructure construction and payment agreement for Bell Avenue (“**Bell Avenue Agreement**”); and (6) an infrastructure construction and payment agreement for McCain Smith Road (“**McCain Smith Agreement**”). Collectively these agreements and implementation activities constitute a “**Project**” under the California Environmental Quality Act (“**CEQA**”); and,

**WHEREAS**, the Project is consistent with the General Plan and Specific Plan/Reuse Plan as revised, City Conveyance Agreement, and Concept Plan; and,

**WHEREAS**, the City’s Planning Commission on April 23, 2013 recommended approval of the Project to the City Council; and,

**WHEREAS**, the City Council on May 13, 2012, approved the Project including the approval of resolutions to amend the General Plan, City-District Exchange Agreement, Bell Avenue Agreement, and McCain Smith Agreement, and conducting the first reading of the ordinances for the amendment to the Specific Plan and Development Agreement and Restated Conveyance Agreement; and,

**WHEREAS**, the City Council is expected to conduct the second reading of the ordinances for the amendment to the Specific Plan and Development Agreement and Restated Conveyance Agreement on May 21, 2013.

**2. THE PROJECT.**

- A.** The General Plan Amendment will add the extension of Bell Avenue to the City’s circulation plan, and identify a new floor area ratio permitted at the Tustin Legacy Specific Plan from 0.38:1 and 0.59:1. This aspect of the Project is being approved by the City.
- B.** The Specific Plan Amendment will add three new sub-planning areas and boundary modifications, incorporation of Bell Avenue, expand the permitted uses to include up to 49 percent of the total square footage of commercial and offices uses, increase allowable building square footage by a range of 194,119 to 816,929 square feet depending upon the use and vehicle trips availability, and increase the overall average daily trips (“ADT”) cap by 10,000 to be evenly spilt between the City and District. Further concept plans will not be required of the District. This aspect of the Project is being approved by the City.
- C.** The City-District Exchange Agreement involves an exchange of approximately 22 acres of property between the City and District. The District will exchange a 6.8 acre parcel adjacent to the future Warner Avenue that was previously improved with a helicopter hanger and office building, and two parcels comprising 3.98 acres located north of Valencia avenue where the existing ATEP Campus and associated parking is located. The City will exchange a 2.37 acre parcel adjacent to the parcel that the District will ultimately acquire in its land exchange with the County of Orange, and two parcels 9 acres in size located adjacent to Red Hill. Both the City and District shared dedication of the Bell Avenue right-of-way, which will extend from Red Hill Avenue across the ATEP property to Armstrong Avenue. The “Reconfigured Property” is the property after the implementation of the land exchanges between the City, County of Orange and the District pursuant to the County Exchange Agreement and the City-District Exchange Agreement. This aspect of the Project is being approved by the City and District.
- D.** The Development Agreement and Restated Conveyance Agreement restates and replaces the City Conveyance Agreement. This agreement will vest the District’s land use entitlements for the ATEP Campus located on its portion of the Reconfigured Property, and freeze the City’s land use ordinances as of the agreement’s effective date. There will be two categories of uses permitted on the ATEP Campus. Land Use Category 1 uses are educational uses usually found on any college campus. Up to 10% of the building area in this Category may be used for supportive uses such as minor retail, post office, and administrative offices. Land Use Category 2 uses are non-educational, income-producing uses including private sector uses. Ultimately, at least 51% of the building area must be devoted to Land Use Category 1 uses. The agreement provides for phasing in Land Use Category 1 and 2 uses at a different ratio. The agreement guarantees 10,470

ADT's for the ATEP Campus except that if the District fails to contribute its share of the costs of constructing Bell Avenue, 5,000 ADTs will be withdrawn leaving the ATEP Campus with its original 5,470 ADTs. The agreement increases the gross square footage of buildings that can be constructed at the ATEP Campus from 893,851 square feet of all Category 1 uses (which is a FAR of 0.30) to between 1,087,960 square feet if all Category 2 uses are maximized (FAR of 0.38) to 1,710,180 square feet if only Category 1 uses are constructed (FAR of 0.59). The square footage depends upon the trip generation rates for each proposed uses and cannot exceed 10,470 ADT's for the ATEP Campus. The Concept Plan requirement is eliminated for the ATEP Campus and the Site Plan process is streamlined. Category 1 uses continue to not contribute Backbone Fees. Category 2 uses are subject to Backbone Fees. The agreement expires in April of 2034. This aspect of the Project is being approved by the City and District.

- E.** The Bell Avenue Agreement provides for the District and City to each dedicate a right-of-way, design, construction, and reimbursement of costs for Bell Avenue. This aspect of the Project is being approved by the City and District.
- F.** The City required the construction of McCain Smith on the District's Property located north of Valencia Avenue and south of the City's park site as a condition to approving the District's Concept Plan 3A. The McCain Smith Agreement complies with the conditions to the City's approval of the Concept Plan 3A and specifies the constructing party, the design, construction, and reimbursement of costs for McCain Smith Road. This aspect of the Project is being approved by the City and District.
- G.** The land exchange is beneficial to both the City and District because it aids in the implementation of the previously approved Specific Plan/Reuse Plan by rationalizing property boundaries and creating a unified land area for the ATEP Campus. The Reconfigured Property creates a configuration that is easier and less costly to develop for the District. The District benefits by the increase in square footage and ability to develop Category 2 land uses that can provide funding for the ATEP Campus. The Project will allow the District to realize public/private partnerships and beneficial connections for the District's two colleges. The Bell Avenue construction increases access to the ATEP Campus, and allows for additional ADTs that in turn supports the increased development potential. The City benefits by the additional Backbone Fees it will receive from Category 2 land uses. The Project provides certainty that is necessary for developing the Reconfigured Property.

### **3. PUBLIC HEARING.**

- A.** Public hearing notices for the Board of Trustees' public hearing were published in the newspaper, mailing to landowners within 300 feet of the Project, and posting on the ATEP website. The public notices invited all interested persons to attend the public hearing and express opinions about the Project and CEQA compliance

related thereto.

- B. The Project and Addendum were posted on the ATEP's website, and copies were made available for public inspection at the District offices and the ATEP Campus. The documents were also made available for public inspection at the public hearing in the Board of Trustees' boardroom.
- C. On May 20, 2013, the Board of Trustees held a public hearing pertaining to the approval of the Project and certification of the Addendum under CEQA for the purpose of hearing and considering any comments from the public about these documents before the Board of Trustees made a decision.

#### **4. RECORD OF PROCEEDINGS.**

##### **A. Scope of the Record.**

- i) The record of proceedings upon which the Board of Trustees bases the findings in this Resolution the documents and evidence relied upon by the District in preparing the Exchange Agreement and Addendum.

##### **B. Custodian of the Record.**

- i) The custodian of the record of proceedings is Dr. Debra Fitzsimons, Vice Chancellor, South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, California, 92692-3635.

#### **5. FINDINGS.**

**NOW THEREFORE, BE IT RESOLVED AND ORDERED** by the Board of Trustees of the South Orange County Community College District as follows:

1. That the above recitals, information, facts, and findings are true and correct, and are hereby adopted in their entirety as set forth above.
2. That on May 20, 2013, the Board of Trustees held a duly noticed public hearing at which time the public was give the opportunity to comment on the Development Agreement and Restated Conveyance Agreement, City-District Exchange Agreement, Bell Avenue Agreement, and the McCain Smith Agreement.
3. The Board of Trustees has independently reviewed and considered the Development Agreement and Restated Conveyance Agreement, City-District Exchange Agreement, Bell Avenue Agreement, and the McCain Smith Agreement. The District's Board of Trustees has fully considered each and every comment made by any party commenting on these agreements.
4. Prior to the approval of the Development Agreement and Restated Conveyance Agreement, City-District Exchange Agreement, Bell Avenue Agreement, and the McCain Smith Agreement, the District's Board of Trustees certified, pursuant to CEQA, Resolution No. 13-18, the Addendum.

5. The District intends to continue developing the ATEP Campus, including the property it receives in the Project, as an education-oriented development consistent with the General Plan as amended by Amendment 2013-001, the Specific Plan/Reuse Plan as amended by Amendment 2013-002, LRP, Concept Plan, the City-District Exchange Agreement, Development Agreement and Restated Conveyance Agreement, the Bell Avenue Agreement, and the McCain Smith Agreement.

6. That the Board of Trustees does hereby approve the City-District Exchange Agreement, Development Agreement and Restated Conveyance Agreement, the Bell Avenue Agreement, and the McCain Smith Agreement, attached as **Attachment 1**, and authorizes the Chancellor to sign these agreements for the District, and that the appropriate District officials are hereby authorized and directed to take all such actions as are necessary to properly effectuate, consummate, and implement each of these agreements.

**APPROVED, PASSED AND ADOPTED** by the Board of Trustees of the South Orange County Community College District on \_\_\_\_ day of \_\_\_\_\_, 2013, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

\_\_\_\_\_  
President of the Board of Trustees of the  
South Orange County Community College District

Attested to:

\_\_\_\_\_  
Clerk of the Board of Trustees of the  
South Orange County Community College District

Agenda Item 6.3

ATEP: Resolution No. 13-19:

Resolution of the Board of Trustees of the South Orange County Community College District Approving the Agreement for the Exchange of Real Property, Development Agreement and Amended and Restated Conveyance Agreement, Infrastructure Construction and Payment Agreement (Bell Avenue), and Infrastructure Construction and Payment Agreement (McCain Smith/McCord Roads) and Approval of the Agreements

ATTACHMENT 1

To view attachment, please click on the following link:

["Development Agreement and Restated Conveyance Agreement, City-District Exchange Agreement, Bell Avenue Agreement, and the McCain Smith Agreement"](#)

**TO:** Board of Trustees

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

**RE:** SOCCCD: Retiree OPEB Trust Actuarial Validations and Liability Funding

**ACTION:** Approval

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### **BACKGROUND**

In September 2012, the District consultant, Total Compensation Systems (TCS), completed the 2012 actuarial study for Retiree Benefits. The Actuarial Accrued Liability (AAL) was \$84.9 million and the plan assets were valued at \$69 million. This resulted in an Unfunded Actuarial Accrued Liability (UAAL) of \$15,820,942, which was predominantly due to changes in retirement age assumptions and mortality rate tables. At the September 24, 2012 Board meeting, the Board of Trustees approved the funding of the liability after the completion of an experience study (which would provide a validation of the assumptions used by the actuary) and a new actuarial study for 2013.

### **STATUS**

In December 2012, TCS completed the experience study. The results of the study identified only one area where the SOCCCD experience differed from the State tables. The statewide retirement rate of classified employees was higher on average than the table used in previous studies. The recommendation was to use a different classified retirement table for future studies, although it will have a very small impact on the liability amount. Staff also reviewed all assumptions and data and identified a correction that needed to be made on the previous study.

In February, 2013, the District hired Nyhart Epler to obtain a second opinion. The scope entailed further validating assumptions used for prior valuations and completing an updated actuarial valuation for 2013 for comparison purposes. Nyhart Epler recommended changing two of the assumptions used previously. The first was to incorporate the more recent 2011 STRS mortality rates instead of the 2009 STRS rates TCS was using. The second change included using higher medical cost trends, which more closely conformed to the District trends. TCS was using a lower medical trend rate. The District supports these recommendations.

The results of this actuarial valuation were an Actuarial Accrued Liability (AAL) of \$89.5 million, an increase of \$4.6 million compared to the 2012 study. Since last year, the value of the trust assets increased to \$73.6 million, also an increase \$4.6 million. The net result is a Unfunded Actuarial Accrued Liability (UAAL) of



\$15,889,745, which is only slightly different from 2012. A comparison of the two studies is displayed in EXHIBIT A.

Both of the actuary firms recommended that the district consider funding the liability by amortizing unfunded liability over 15 years to smooth out the funding amount required each year. Since adequate funds were already set aside to fully fund the liability, this smoothing strategy for funding the liability is not being recommended at this time. Staff will do further research and it may be discussed at a future board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve funding the OPEB liability of \$15,889,745 from Basic Aid funds reserved for this purpose based on Nyhart Epler's validation study and the updated actuarial report.

**South Orange County Community College District  
OPEB Trust Actuarial Valuation Comparison**

VALUATION ITEM	TOTAL COMPENSATION SYSTEMS	NYHART / EPLER
	2/1/2012	1/1/2013
ACTUARIAL PRESENT VALUE OF TOTAL PROJECTED BENEFITS (APVTPB)	\$103,582,984	\$113,423,123
ACTUARIAL ACCRUED LIABILITY (AAL)	\$84,858,604	\$89,492,430
PLAN ASSET VALUE	\$69,037,662	\$73,602,685
UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAAL)	\$15,820,942	\$15,889,745
ANNUAL REQUIRED CONTRIBUTION (ARC)	\$4,072,506	\$4,426,678
NORMAL COST	\$3,170,477	\$3,519,844
PAY-AS-YOU-GO	\$4,134,202	\$4,253,862
<b>TOTAL REQUIRED CONTRIBUTION</b>	<b>\$18,991,419</b>	<b>\$19,409,589</b>

**Major Actuarial Assumptions And Methods**

ASSUMPTIONS AND METHODS	TOTAL COMPENSATION SYSTEMS	NYHART / EPLER
DISCOUNT RATE	7.00%	7.00%
MEDICAL COSTS	FLAT 4.00%	SELECT/ ULTIMATE MODERATE INCREASES PPO 7.00% TO 4.00% HMO 6.50% TO 4.00%
STRS MORTALITY IMPROVEMENTS	YES/2009	YES/2011
INFLATION	3.00% PER ANNUM	3.00% PER ANNUM
SALARY INCREASE	3.00% PER ANNUM, IN AGGREGATE	3.00% PER ANNUM, IN AGGREGATE
ACTUARIAL COST METHOD	ENTRY AGE	ENTRY AGE

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-3811: College Bookstores, BP-5230: Athletics, BP-2100.2: Role and Scope of Authority of the Academic Senates, BP-5625: Students in the Military, BP-4113: Parental Leave for Administrators and Classified Management Personnel, BP-109: Board Education, BP-112: Duties and Responsibilities of the Board of Trustees, BP-118: Committees of the Board, BP-120: Regular Meetings of the Board, BP-122: Closed Sessions, BP-124: Special and Emergency Meetings, BP-5601: Certificate Programs, BP-2120: Institutional Planning

**ACTION:** Discussion/Approval

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### **BACKGROUND**

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

### **STATUS**

Thirteen board policies are presented to the Board of Trustees for "Discussion/Approval." The new language and amendments to the board policy was 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 April 18, 2013 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the April 29, 2013 board meeting.

### **RECOMMENDATION**

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

**BOARD POLICY**  
SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

**3811**  
BUSINESS

**COLLEGE BOOKSTORES**

College bookstores shall be established and operated by a qualified vendor.

Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board for approval, and awarded in the best interests of the students.

*Reference:*  
*Education Code Section 81676*

# BOARD POLICY

5230

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ATHLETICS

The District may maintain organized athletic programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor or designee shall assure that the athletic program complies with state law, the California Community Colleges Athletic Association Constitution (CCCAAC) and bylaws, Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

### *Reference:*

*Title IX, Education Amendments of 1972;*

*Education Code Sections 78223, 66271.6, 66271.8, 67360 et. seq.*

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

2100.2

ADMINISTRATION

## ROLE AND SCOPE OF AUTHORITY OF THE ACADEMIC SENATES

- I. This Policy and Board Policy 2100.1 (“Delegation of Authority to the Academic Senate”) are intended to define the role and scope of authority of the District’s academic senates in relation to the Board of Trustees. Nothing contained in this Policy is intended to limit or abridge any other authority granted to the academic senates by either the Education Code or Title 5 of the California Code of Regulations.
- II. It is the policy of this Board that:
  - A. Faculty have the right to participate in district and college governance;
  - B. Faculty have the opportunity to express their opinions at the college and district level, and to ensure that these opinions are given every reasonable consideration, and;
  - C. The academic senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

~~[See, Education Code Sections 70901(b)(1)(E) and 70902(b)(7), and 5 California Code of Regulations Section 51023.]~~

- III. Pursuant to Education Code ~~Section 87360~~, hiring criteria, policies and procedures for new faculty members shall be developed and shall be mutually agreed upon jointly by representatives of the Board of Trustees and the academic senates, and approved by the Board.<sup>1</sup>
- IV. Pursuant to Education Code ~~Section 87458~~, the process by which the Board of Trustees determines whether an administrator whose administrative assignment has expired or has been terminated possesses the minimum qualifications for assignment as a first year probationary faculty member shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senate, and approved by the Board. The Board of Trustees will rely primarily on the advice and judgment of the academic senates in determining that the administrator possesses the minimum qualifications for employment as a faculty member. The Board of Trustees will provide the academic senates with an opportunity to present their views to the Board before the Board makes the

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<sup>1</sup> See Board Policies 4011.1 and 4011.2

determination whether an administrator possesses the minimum qualifications for assignment as a first year probationary faculty member, and that the written record of the Board's decision, including the views of the academic senate, shall be available for review pursuant to Education Code, ~~Section 87358.~~<sup>2</sup>

- V. Pursuant to Education Code ~~Section 87359~~, the process, as well as the criteria and standards by which the Board of Trustees determines whether a potential faculty member possesses qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board of Governors shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senates, and approved by the Board. The Board of Trustees shall rely primarily upon the advice and judgment of the academic senates in determining that each individual faculty member employed under the authority granted by the regulations of the Board of Governors possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in the regulations adopted by the Board of Governors. The Board of Trustees shall provide the academic senates with an opportunity to present ~~their~~ ~~its~~ views to the Board before the Board makes a determination on possession of equivalent qualifications, and that the written record of the Board's decision, including the views of the academic senates, shall be available for review pursuant to Education Code Section 87358.

Reference:

Education Code Sections 7090(1)(E), 87358-59, 70902(b)(7), 87360, 87458  
California Code Regulations Section 51023, 87360, 87458, 87359

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<sup>2</sup>See Board Policy 4091.

# BOARD POLICY

5625

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## STUDENTS IN THE MILITARY

In order to meet the unique educational demands of active duty services personnel and their dependents, the South Orange County Community College District offers services for active duty military and their dependents, including contracts for degrees; counseling; and service-oriented entrance, resident, transfer, and credit requirements.

### Reference

Title 5 Section 54041, 54042, 55023, 55024, 54050, 58620

Military & Veterans Code Section 824

SOCCCD Administrative Regulation 5608

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 2-23-09



# BOARD POLICY

4113

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

## PARENTAL LEAVE FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

Administrators and classified management personnel may request parental leave without pay with benefits for a period of up to six (6) months within one year of the birth or placement for adoption or foster care of a child. This leave shall run concurrently with any entitlement under the Family Medical Leave Act and the California Family Rights Act. Longer leaves or leave extensions may be granted by the board, depending upon the nature of the employee's position and responsibilities. This leave shall be for the exclusive purpose of child care or child rearing of a natural or adoptive child of the employee, and shall not be available for pregnancy related disabilities, or for gainful employment. The decision to grant a parental leave in excess of statutory entitlement, and the length of the leave, if granted, shall be at the sole discretion of the Board of Trustees.

The employee shall, prior to submitting the written leave request for parental leave in excess of statutory entitlement, obtain the written approval of the immediate supervisor. In approving or denying the requested leave, the supervisor shall consider the proposed dates of the leave, and the length of the leave in light of the responsibilities of the employee's position. A written request approved by the supervisor shall be filed by the employee with the Office of Human Resources specifying the beginning and ending dates requested and the length of leave requested. The written request will be submitted no later than ten (10) working days prior to the requested commencement of the leave. Depending upon the individual circumstances of the employee's need for the parental leave, the Board of Trustees may shorten or waive the advance notice requirement.

Return rights of employees taking parental leave pursuant to state or federal family leave law shall be as set forth in those laws and Board Policy 4117.

For parental leaves of less than six months but in excess of any statutory entitlement, the employee shall be entitled to return to the same classification, but not necessarily to the same position as the employee served in, immediately prior to the leave, unless the position or classification has been discontinued and the employee has been served notice under the layoff provisions of the California Education Code. Employees who do not return at the end of the authorized leave are subject to disciplinary action which may include dismissal.

Pregnancy related disabilities shall be treated as any other disability for purposes of sick leave.

Adopted: 7-02-69	Revised: 4-26-99
Revised: 9-26-69	Revised: 1-31-05
Revised: 7-10-73	Revised: 4-28-08
Revised: 4-24-89	

PARENTAL LEAVE FOR ADMINISTRATORS & CLASSIFIED  
MANAGEMENT PERSONNEL

BP 4113

Reference:

California Family Rights Act

Family Medical Leave Act

# BOARD POLICY

109

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD EDUCATION

The Board of Trustees is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation. To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

### I. RESPONSIBILITY

It is the responsibility of each individual trustee to pursue professional development opportunities to maintain knowledge of evolving educational governance, policies, legislation, best practices, employee relations, and leadership.

### II. GUIDELINES

1. Individual trustees should try to participate in at least one, but not more than three, conferences each year, that provide professional development of trustee related knowledge and skills.
2. On an annual basis, the Chancellor will circulate a list of national, state and regional conferences for trustees to select which they will attend, in order to take advantage of discounts on early registration and travel.
3. The District will budget for each trustee to participate in up to two out of district conferences each year, in addition to participation/presentations at regional meetings and workshops.
4. At the board meetings following conferences, workshops and meetings, trustees are encouraged to share their written report from attendance of such conferences, meetings or workshops. The Board President may allow additional time for oral reports beyond the allotted two minutes, provided in the board report section of the agenda.

#### *Reference:*

*Accreditation Standard IV.B.1.f*

Adopted: 6-26-06

Revised: 8-27-07

Review Only:

# BOARD POLICY

112

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board of Trustees governs on behalf of the citizens of the South Orange County Community College District in accordance with the authority granted and duties defined in Education Code ~~Section 70902~~.

The Board is committed to:

- Establish the mission of the District
- Assure the development and implementation of short-term and long-term educational and facilities plans
- Assure fiscal health and stability
- Monitor institutional effectiveness and educational quality
- Delegate power and authority to the Chancellor/Chief Executive Officer to effectively lead the district
- Work respectfully with the Chancellor and the District/College faculty and staff
- Refer suggestions and concerns to the Chancellor
- Work respectfully with other Board members
- Hire and evaluate the Chancellor
- Advocate for and protect the District
- Establish policies that implement the District mission and goals, and set prudent, ethical and legal standards for college operations
- Represent the public interest

*Reference:*

*Accreditation Standard IVB.1.d*

*Education Code 70902*

# BOARD POLICY

118

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## COMMITTEES OF THE BOARD

The Board of Trustees may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by board action shall comply with the requirements of the Brown Act regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

*Reference:*

*Government Code Section 54952*

# BOARD POLICY

120

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board shall normally be held the fourth Monday of the month at Saddleback College, 28000 Marguerite Parkway, Mission Viejo, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

### *Reference:*

*Education Code Section 72000(d);*

*Government Code 54952.2, 54953 et seq.; 54961*

# BOARD POLICY

122

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- consideration of a response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

CLOSED SESSIONS

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor or Vice Chancellor of HR~~Deputy Chancellor~~. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

*Reference:*

*Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4  
Education Code Section 72122*



# BOARD POLICY

124

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## SPECIAL AND EMERGENCY MEETINGS

Special meetings may be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Every notice for a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that is described in the notice for the meeting before or during consideration of that item.

Emergency meetings may be called by the President of the Board, or the Chancellor in his or her capacity as secretary to the Board, as permitted by the Brown Act. For purposes of this Policy, emergency consists of those circumstances set forth in Government Code ~~Section 54956.5(a)(1) and (2).~~

During an emergency meeting, the Board may meet in closed session when such a meeting is authorized by Government Code ~~Sections 54956.5(e) and 54957.~~

The Chancellor shall ensure that notice of such meetings is posted and published ~~provided to the local news media~~ as required by law.

### *Reference:*

*Government Code Section 54956, 54956.5, 54957;  
Education Code Section 72129*

# BOARD POLICY

5601

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## CERTIFICATE PROGRAMS

The awarding of a certificate acknowledges to the recipient and the potential employer that all courses in an approved career and technical program have been satisfactorily completed. ~~The courses and programs are chosen by the faculty on the basis of determination of education experiences which lead to career and technical competency and that they are consistent with the mission of the District, feasible, and adhere to guidelines of academic achievement.~~

Students with previous educational or career and technical experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in the colleges' Admissions and Records and Counseling offices. -Certificate requirements are published in the college catalog(s) that are reviewed and updated on an annual basis. The certificate is issued upon completion of the required courses including a minimum of twelve (12) units and at least one course required in the certificate program in residence in the District. It is the student's responsibility to make formal application for the certificate to the colleges' Admissions and Records offices of the college of record.

Revised: 5-15-89  
Revised: 4-26-99  
Revised: 8-30-04  
Revised: 4-28-08

# BOARD POLICY

2120

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

## INSTITUTIONAL PLANNING

~~The Chancellor shall ensure that the colleges, ATEP and the District Services utilizes a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.~~

The Chancellor, along with the colleges, shall ensure that a broad based, comprehensive, systematic, and integrated system of planning takes place on a district-wide basis and at the colleges and district services. The integrated planning system shall be supported by institutional effectiveness research and involve appropriate segments of the colleges and district services.

The Chancellor shall submit the plans to the Board of Trustees for approval per Title 5 and California Community College Chancellor's Office.

### *Reference:*

*Accreditation Standard I.B.*

*Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.*

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-168: Board Member Travel, BP-160: Personal Use of Public Resources, BP-148: Evaluation of the Chancellor, BP-5320: Academic Renewal, BP-6115: Community Education Programs, BP-1600: Curriculum, BP-3501: Campus Security and Access, BP-4002.1: Authorization for Employment, BP-128: Board Agendas, BP-136: Minutes of the Board of Trustee Meetings

**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**

Ten 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 May 9, 2013 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 thru J.

# BOARD POLICY

168

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD MEMBER TRAVEL

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Expenses shall be reimbursed according to the limits of travel policies and regulations for employees.

### *Reference:*

*Education Code Section 72423*

*BP-3605-Employee Travel Program*

*AR-3605-Employee Travel-Payment of Employee Travel Expenses*

# BOARD POLICY

160

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## PERSONAL USE OF PUBLIC RESOURCES

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

### *Reference:*

*Government Code Section 8314;*

*Penal Code Section 424*

*Board Policy-4001-Personal Use of Public Resources*

# BOARD POLICY

148

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## EVALUATION OF THE CHANCELLOR

The Board shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed upon by the Board and the Chancellor.

The criteria for evaluation shall be based on board policy, the Chancellor job description, and performance goals and objectives developed in accordance with Board Policy 2100.

### *Reference:*

*Accreditation Standard IV.B.1*

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5320

STUDENTS

## ACADEMIC RENEWAL

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The College President shall establish procedures that provide for academic renewal consistent with the District AR-5320 on Academic Renewal.

### *Reference:*

*Title 5 Section 550446*



# BOARD POLICY

6115

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## COMMUNITY EDUCATION PROGRAMS

The community education programs shall be designed to contribute to the physical, mental, ~~personal development~~~~moral~~, economic or civic development of the individuals or groups enrolled in it.

Community education courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community education courses. Students involved in community education courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

### *Reference:*

*Education Code Section 78300*

# BOARD POLICY

6100

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## CURRICULUM

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

Pursuant to Title 5 of the California Code of Regulations, ~~Section 55022~~, a curriculum committee shall be established at each college by the mutual agreement of the College President and the Academic Senate. The procedures established shall include the requirement that courses of instruction and educational programs shall be written by faculty teaching in instructional and educational programs. The college will provide training opportunities for persons involved in all aspects of curriculum development. All programs and courses approved by the Academic Senate shall be forwarded to the College President for review. The President shall forward the approved programs and courses and recommendations for program deletions to the Chancellor for his/her review and to the Board of Trustees for its review and final approval. Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Pursuant to BP-2100.1, the Board shall rely primarily upon the advice of the Academic Senates regarding appropriate action for curriculum. All courses of instruction and educational programs shall be submitted to the California Community Colleges Chancellor's Office for approval, except as provided in California Code of Regulations, ~~Section 55100(b) and 55160~~.

The Academic Senates, in consultation with the curriculum committees, shall regularly monitor college curriculum to assure that it is current and appropriate pursuant to the Program and Course Approval Handbook published by the Chancellor's Office of the California Community Colleges and job market and other related information for vocational and occupational programs. The Academic Senates shall report to the Board of Trustees annually in February on the currency and appropriateness of curriculum for each program and course under review.

The colleges shall not offer programs and courses that fail to meet the curriculum standards in the Program and Course Approval Handbook, relevant state laws and regulations, and accreditation standards. If such a failure occurs, the College President shall direct the appropriate faculty to immediately conduct and complete curriculum review and bring the programs and courses into compliance.

### References:

Education Code Sections 70901(b), and 78016:

Revised: 6-26-89  
Revised: 4-26-99  
Revised: 5-22-06  
Revised: 5-27-08

CURRICULUM

BP 6100

*Title 5 Sections 51000, 51022, 55100, 55130 and 55150;*

*U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.*

Revised: 6-26-89  
Revised: 4-26-99  
Revised: 5-22-06  
Revised: 5-27-08

# BOARD POLICY

3501

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## CAMPUS SECURITY AND ACCESS

The Chancellor shall work with the Presidents to establish key access control procedures for security and access to District facilities necessary to provide the highest degree of security possible for students, faculty, and staff, and to safeguard the property of the District and the personal property of those who work and study at District facilities. An administrative regulation will be developed to address details of access to campus facilities.

### Reference:

Education Code, Section 81600, et seq.,

California Penal Code Section 469,

ANSI/BHMA Std. A156.28-2007

# BOARD POLICY

4002.1

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## AUTHORIZATION FOR EMPLOYMENT

The Board of Trustees authorizes all employment and all employment transactions per California Education Code. The Board of Trustees hereby delegates to the Chancellor authority to employ persons in all positions ~~except for executive level positions~~. All actions to employ and all employment transactions shall be reported to the Board of Trustees at its next regular meeting. All subsequent employment transactions shall be approved or ratified by the Board of Trustees.

### Reference:

*California Education Code Sections 70902(d), 72411, 87604, 88003*

Adopted: 8-17-92  
Revised: 4-26-99  
Revised: 1-20-04  
Revised: 5-24-04  
Revised: 1-31-05

Reviewed by BPARAC & Chancellor on 2-27-12.  
No recommended change to policy

# BOARD POLICY

128

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD AGENDAS

An agenda shall be posted adjacent to the place of meeting and on line, at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator.

The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President. Agenda items submitted by members of the public must be received by the office of the Chancellor at least 2 weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

*Reference:*

*Government Code Sections 54954 et seq., 6250 et seq.;*

*Education Code Sections 72121, 72121.5*

# BOARD POLICY

136

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## MINUTES OF THE BOARD OF TRUSTEE MEETINGS

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record names of those members present, all motions, name of those making and seconding motions, and votes.

### *Reference:*

*Education Code Section 72121(a);*

*Government Code Section 54957.5*



**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: OCSBA Maureen DiMarco Award Nomination  
**ACTION:** Approval

---

### **BACKGROUND**

The Orange County School Boards Association (OCSBA) created the Maureen DiMarco award to recognize individuals or organizations demonstrating countywide service in addressing the needs of young people.

### **STATUS**

OCSBA is seeking nominations for the Maureen DiMarco Award. The Maureen DiMarco Award Committee consists of five OCSBA past presidents, including the immediate OCSBA past president, who serves as the chair of the committee. The committee determines whether the award is presented annually based on a candidate demonstrating the following criteria: Exemplary and far-reaching leadership countywide in addressing the broad needs of young people. Inspiring others to action in addressing the broad needs of young people. Exhibiting vision in addressing the needs of young people. Recipient may or may not have served as a school board member. The deadline for submission is Wednesday, June 26, 2013. The award will be presented at the first OCSBA dinner meeting in the fall of 2013.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees determine if they wish to make a nomination for the Maureen DiMarco Award, and, if so, approve the nomination for transmittal to OCSBA.

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



# Orange County School Boards Association

200 Kalmus Drive • P.O. Box 9050 • Costa Mesa, CA 92628-9050 • (714) 966-4313 Fax (714) 549-2657

April 22, 2013

TO: Board Members of Orange County School Districts, Community Colleges, and Regional Occupational Programs

FROM: Maureen DiMarco Award Committee

SUBJECT: MAUREEN DIMARCO AWARD NOMINATIONS

This letter is an invitation for your Board of Trustees to nominate a worthy individual or organization for consideration for the Maureen DiMarco award. The Orange County School Boards Association (OCSBA) created the Maureen DiMarco award to recognize individuals or organizations demonstrating countywide service in addressing the needs of young people.

The Maureen DiMarco Award Committee consists of five OCSBA past presidents, including the immediate OCSBA past president, who serves as the chair of the committee. The committee determines whether the award is presented annually based on a candidate demonstrating the following criteria:

1. Exemplary and far-reaching leadership countywide in addressing the broad needs of young people.
2. Inspiring others to action in addressing the broad needs of young people.
3. Exhibiting vision in addressing the needs of young people.
4. Recipient may or may not have served as a school board member.

A nomination form and a list of past recipients are attached. The nomination must be submitted by a school or community college board of trustees. The deadline for submission is **June 26, 2013**. The Maureen DiMarco Award shall be presented at the first OCSBA dinner meeting in the fall of 2013.

Enclosures

cc: Superintendents, Chancellors, and CEOs



Orange County School Boards Association  
2013 Maureen DiMarco Award  
Nomination Form



**Due Date June 26, 2013**

**Submit the completed nomination form and attachments to:**

Orange County Department of Education  
c/o Blanca Zimmerman  
200 Kalmus Drive, P.O. Box 9050, Room B-1008  
Costa Mesa, CA 92628-9050  
or FAX to (714) 549-2657  
or via email: [bjzimmerman@ocde.us](mailto:bjzimmerman@ocde.us)

The Maureen DiMarco Award recognizes an individual or an organization for exemplary and far-reaching leadership in addressing the broad needs of our young people countywide.

Criteria includes:

- a. Inspiring others to take action in addressing the broad needs of young people.
- b. Exhibiting vision in addressing the needs of young people across Orange County.
- c. Recipient may or may not have served as a school board member.

Name of Nominee \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

Organization \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Name of school board making the nomination: \_\_\_\_\_

Contact \_\_\_\_\_

Email Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Please explain in detail the nominee's contribution(s) and service to Orange County in addressing the broad needs of our young people. Please attach a maximum of two pages, single-sided. (The font needs to be 12 point and double-spaced.) No other supporting documentation will be considered. **Failure to follow these directions will result in disqualification of the nomination.**

The award, if any, shall be presented at the fall OCSBA dinner meeting. Confidentiality of the selection shall be maintained by the committee until presentation of the award.



**Maureen DiMarco Award  
Past Recipients**

- 2013 Jan Harp Domene\*
- 2012 LEAPS Initiative (Life Threatening Events Associated with Pediatric Sports)
- 2009 Dr. Dore Gilbert
- 2009 SchoolsFirst Credit Union
- 2004 Lynn Daucher
- 2003 Pam Iles
- 2002 Bob Lindsay\*
- 2002 Marilyn Buchi
- 2000 Joanne Stanton\*
- 1994 Marian Bergeson
- 1993 Maureen DiMarco
- 1993 William Steiner

*\*Deceased*

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Adopt Resolution No. 13-17: Classified Employee Layoff  
**ACTION:** Approval

---

### **BACKGROUND**

As a result of lack of funds and/or lack of work, it is necessary to reduce one classified position through layoff.

### **STATUS**

The classified position in Exhibit A shall be eliminated. Order of layoff shall be determined in accordance with the Education Code and the collective bargaining agreement as applicable.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 13-17 to approve the reduction and/or discontinuance of classified service shown in Exhibit A.

**South Orange County Community College District**

**GOVERNING BOARD  
RESOLUTION 13-17**

**CLASSIFIED LAYOFF RESOLUTION**

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be eliminated, as of July 5, 2013 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Clerical Assistant (113) Pos #4480 Irvine Valley College</i>	<i>20 hours/week 10 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement (“Agreement”) between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employees (considering displacement or bumping rights) pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on July 5, 2013, subject to negotiations to the extent required by law.
4. That employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 20<sup>th</sup> day of May, 2013 by the following vote.

\_\_\_\_\_  
Nancy M. Padberg, President

\_\_\_\_\_  
T.J. Prendergast, III, 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: Requests for Sabbatical Revision and Rescind  
**ACTION:** Approval

---

### **BACKGROUND**

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the 2013-2014 academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the Academic Employee Master Agreement.

On January 22, 2013, the Board of Trustees approved the sabbatical projects of 17 faculty members, including Dr. Kay Ryals, Professor, School of Humanities and Languages, Irvine Valley College for the 2013-2014 academic year; and Kiana Tabibzadeh, Professor, School of Physical Science & Technologies, Irvine Valley College for Fall 2013.

### **STATUS**

Due to professional responsibilities as director of the Irvine Valley College English Honors program, Dr. Kay Ryals requests that approval of her 2013-2014 academic year sabbatical leave be rescinded. For personal reasons, Kiana Tabibzadeh has asked that her sabbatical be rescheduled to the Spring 2014 semester.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the request to rescind approval of sabbatical leave for Dr. Kay Ryals for the 2013-2014 academic year; and reschedule sabbatical leave for Kiana Tabibzadeh from the Fall 2013 semester to the Spring 2014 semester.

Item Submitted by: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

**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 and B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

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

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. CAGGIANO, JODI, is to be employed as Nursing Instructor, Pos #1576, Division of Health Sciences and Human Services, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Margaret Huang, who retired. (Exhibit B, Attachment 1)
- b. HOLE, JASON, is to be employed as a one-year, full-time, temporary, long-term substitute Mathematics Instructor, Division of Mathematics, Science, and Engineering, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class V, Step 1. This is a long-term substitute position (per Education Code 87481 and 87482). (Exhibit B, Attachment 2)
- c. LAWSON, ANNE, is to be employed as Nursing Instructor, Pos #1724, Division of Health Sciences and Human Services, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Elizabeth Brewington, who retired. (Exhibit B, Attachment 3)
- d. MCCLAIN, SERENA, is to be employed as Nursing Instructor, Pos #4457, Division of Health Sciences and Human Services, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class II, Step 1. This is a replacement position for Laura Leedhal, who resigned. (Exhibit B, Attachment 4)
- e. PASSARELLI, BRUNO, is to be employed as Biology Instructor, Pos #4700, Division of Mathematics, Science, and Engineering, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class II, Step 1. This is a new position approved by the Board of Trustees on October 29, 2012. (Exhibit B, Attachment 5)
- f. POLIZZI, VINCENT, is to be employed as Automotive Technology Instructor, Pos #1467, Division of Advanced Technology and Applied Science, Saddleback College, effective August 12, 2013. Approximate Salary Placement: Class I, Step 1. This is a replacement position for Darrell Deeter, full-time instructor. (Exhibit B, Attachment 6)

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Torneo, Nicole	MS/Chemistry	Chemistry/SC	II/1	05/28/13
Carrie, Dennis	MA/Mathematics	Mathematics/IVC	II/1	08/19/13

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**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>
Elespuru, Kathryn	MSN/Nursing	Nursing/SC	II/1	04/15/13

**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 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Allen, Jonelle	Foundation Gala/SC	500.00	04/01/13-04/20/13
Alvarez, Lisa	Co-Chair, English/IVC	3,497.58	08/19/13-12/13/13
Barrows, Morgan	Admin Unit Review/TracDat/SC	1,548.90	08/19/12-12/13/12
Brass, Monique	Facilitator, Fitness Ctr/IVC	2,857.50	08/19/13-12/13/13
Castroconde, Miriam	Chair, Mathematics/IVC	5,577.84	08/12/13-12/20/13
Chen, Joanne	Facilitator, Lang. Acquisit. Ctr/IVC	2,286.00	08/19/13-12/13/13
Choo, Brooke	Facilitator, Stud. Success Ctr/IVC	2,061.45	05/27/13-08/11/13
Crammer, Cale	Co-Facilitator, Model UN/IVC	1,143.00	08/19/13-12/13/13
Davis-Allen, Lisa	Chair, Visual Arts/IVC	2,514.60	08/19/13-12/13/13
Davison, John	Co-Chair, Physical Sciences/IVC	2,205.99	08/19/13-12/13/13
Delson, Cheryl	Co-Chair, Library Services/IVC	1,028.70	08/19/13-12/13/13
DeRoulet, Daniel	Co-Chair, English/IVC	3,497.58	08/19/13-12/13/13
Etter, William	Editor, Accreditation/IVC	4,122.90	05/27/13-08/11/13
Evans, Julie	Co-Facilitator, Writing Ctr/IVC	1,030.73	05/27/13-08/11/13
Evans, Julie	Facilitator, Writing Center/IVC	4,572.00	08/19/13-12/13/13
Felder, Stephen	Chair, Humanities/IVC	3,634.74	08/19/13-12/13/13
<sup>1</sup> Fitz-Maurice, Teri	'How to Read a Textbook' Video/SC	1,996.70	09/01/12-12/01/12
Fitz-Maurice, Teri	Activity for Reading Tutoring/SC	3,511.45	01/14/13-05/23/13
Frame, Stewart	Co-Facilitator, MUN/IVC	1,143.00	08/19/13-12/13/13
Gabriella, Wendy	Chair, Anthropology/Sociology/IVC	1,554.48	08/19/13-12/13/13
Haeri, Melanie	Chair, English/Reading/IVC	1,737.36	08/19/13-12/13/13
Hernandez, Jerry	Co-Chair, Kines/Hlth/Athletics/IVC	2,297.43	08/19/13-12/13/13
Hockwalk, Seth	Co-Chair, Computer Science/IVC	377.19	08/19/13-12/13/13
Huntington, John	Foundation Gala/SC	500.00	04/01/13-04/20/13
Hurlbut, Diana	Chair, Curriculum Committee/IVC	2,061.45	05/27/13-08/11/13
Kaufmann, Jefferey	Co-Chair, Life Sci/Tech/IVC	2,034.54	08/19/13-12/13/13
Kil, Joon	Chair, Political Science/IVC	1,062.99	08/19/13-12/13/13
Lin, Anthony	Co-Chair, Library Services/IVC	1,028.70	08/19/13-12/13/13
Loke, Chan	Co-Chair, Computer Science/IVC	377.19	08/19/13-12/13/13
Macduff, Thomas	Premiere Training/SC	131.95	02/22/13-02/22/13
Manuel-Ellison, R.	Chair, Theatre/IVC	3,977.64	08/19/13-12/13/13
Mathur, Roopa	Flex Officer/IVC	1,649.16	05/27/13-08/11/13
McCaughy, Colin	Chair, Admin. of Justice/IVC	3,143.25	08/19/13-12/13/13
McDonough, Mary	Chair, Human Development/IVC	3,691.89	08/19/13-12/13/13

<sup>1</sup> Original stipend in the amount of \$1,996.70 was approved by the Board of Trustees on 4/29/13 with incorrect effective date of 01/22/13-05/15/13.

**B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
McNeil, Mark	Chair, Economics/IVC	1,485.90	08/19/13-12/13/13
Melendez, Robert	Chair, Counseling/IVC	5,017.77	08/19/13-12/13/13
Pestolesi, Thomas	Co-Chair, Kines./Hlth/Athletics/IVC	2,297.43	08/19/13-12/13/13
Rodriguez, Roland	Co-Chair, Life Sci/Tech/IVC	2,034.54	08/19/13-12/13/13
Ryals, Kay	Director, Honors Program/IVC	2,061.45	05/27/13-08/11/13
Rybold, Gary	Chair, Comm. Arts/IVC	6,869.43	08/19/13-12/13/13
Schmeidler, Kathy	President, Academic Senate/IVC	4,122.90	05/27/13-08/11/13
Schmeidler, Kathy	Co-Chair, Accreditation/IVC	6,184.35	05/27/13-08/11/13
Serpas, Summer	Co-Facilitator, Writing Ctr/IVC	1,030.72	05/27/13-08/11/13
Sheldon, Joel	Facilitator, Math Lab/IVC	2,061.45	05/27/13-08/11/13
Tabibzadeh, Kiana	Co-Chair, Physical Sciences/IVC	2,205.99	08/19/13-12/13/13
Titus, Jodi	Chair, Geography/IVC	571.50	08/19/13-12/13/13
Tucker, Kari	Chair, Psychology/IVC	2000.25	08/19/13-12/13/13
Urell, Robert	Facilitator, Strat. Plan./Budget/IVC	4,122.90	05/27/13-08/11/13
Urell, Robert	Chair, Business Science/IVC	5,200.65	08/19/13-12/13/13
Weatherford, Ted	Chair, Dance/IVC	3,086.10	08/19/13-12/13/13
Wolken, Matthew	Co-Chair, Drafting/Engineering/IVC	880.11	08/19/13-12/13/13
Yell, Lacey	Foundation Gala/SC	250.00	04/01/13-04/20/13

**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 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Aguilar, Amara	CTE Journalism Module/Perkins/SC	200.00	01/22/13-05/23/13
Alexander, Ariel	CTE Music Module/Perkins/SC	200.00	01/22/13-05/23/13
Anthony, Richard	Member, Panel Film Series/IVC	150.00	05/03/13-05/10/13
Azadgan, Alexander	Coach, Bus. Writing Pgrm/Perkins/SC	500.00	01/22/13-05/23/13
Benson, Kyla	Plan/Organize Fashion a la Mode /SC	200.00	03/15/13-04/19/13
Cox, Barbara	Coach/Mentor Pgrm/Perkins/SC	500.00	01/22/13-05/23/13
Cox, Barbara	Curriculum Dev. Project/Perkins/SC	2,100.00	01/22/13-05/23/13
Cox, Barbara	Entr. Infusion Project/Perkins/SC	1,100.00	01/22/13-05/23/13
Dolan, Benjamin	H1B Summer Engin. Instructional/SC	9,610.00	06/03/13-07/31/13
Eckmann, Helen	Curriculum Dev. Project/Perkins/SC	900.00	01/22/13-05/23/13
Fox, Linday	CTE Fashion Entrepr. Module/SC	200.00	01/22/13-05/23/13
Haig, Jeffrey	Coach, Bus. Writing Pgrm/Perkins/SC	500.00	01/22/13-05/23/13
Haig, Jeffrey	Entr. Infusion Project/Perkins/SC	200.00	01/22/13-05/23/13
Hiduke, Gail	Entr. Infusion Project/Perkins/SC	200.00	01/22/13-05/23/13
Inlow, Lisa	CTE Culinary Arts/Perkins/SC	200.00	01/22/13-05/23/13
Lee, Kenneth	CTE Articulation Activity/SC	100.00	04/01/13-04/30/13
Manchik, Victor	Curriculum Dev./Perkins/SC	700.00	01/22/13-05/23/13
Manchik, Victor	Launch Survey Monkey/Perkins/SC	500.00	01/22/13-05/23/13

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2012/2013 and 2013/2014 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
McCarthy, Barry	Curriculum Dev./Perkins/SC	400.00	01/22/13-05/23/13
Murphy-Klein, L.	Plan/Organize Fashion a la Mode /SC	100.00	03/15/13-04/19/13
Pham, Lan	My Math Test Dev./BSI Project/IVC	415.00	05/28/13-08/11/13
Pratt, Allison	Business Curric.Dev. Rprt/Perkins/SC	200.00	01/22/13-05/23/13
Quinlan, Emily	Coach, Bus. Start-up/Perkins/SC	600.00	01/22/13-05/23/13
Sheldon, Joel	My Math Test Dev./BSI Project/IVC	415.00	05/28/13-08/11/13
Tanriverdi, Fawn	Coordinator, EOPS Faculty/IVC	3,442.00	08/19/13-12/13/13
Tatarian, Bruce	Eval. CTE Entr. Modules/Perkins/SC	800.00	01/22/13-05/23/13
Taylor, Karen	Accreditation Review/Proposals/SC	750.00	01/22/13-05/23/13
Teng, Anthony	Entr. Finance Course Rev/Perkins/SC	500.00	01/22/13-05/23/13
Zimmer, Susan	H1B Summer Engin. Institute Dev/SC	5,754.00	03/15/13-05/24/13

**D. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. BRIGHT, JULIE, ID #2490, Nursing Instructor, Pos #2681, Division of Health and Human Services, Saddleback College, resignation effective February 13, 2013 and retirement effective February 19, 2013. Payment is authorized for any compensated time off. (Start date: August 18, 1989)
2. COX, JODY, ID #13649, Mathematics Instructor, Pos #2842, Division of Mathematics, Science, and Engineering, Saddleback College, resignation effective May 31, 2013. Payment is authorized for any compensated time off. (Start date: August 16, 2004)
3. LEEDHAL, LAURA, ID #18800, Nursing Instructor, Pos #4457, Division of Health and Human Services, Saddleback College, resignation effective May 24, 2013. Payment is authorized for any compensated time off. (Start date: August 13, 2012)
4. ROBERTSON, STEPHEN, #16350, Speech Instructor, Pos #1481, Division of Fine Arts, Saddleback College, conclusion of employment effective May 24, 2013. Payment is authorized for any compensated time off. (Start date: August 15, 2011)

**ATTACHMENT 1**

NAME: JODI CAGGIANO

POSITION: NURSING INSTRUCTOR  
Health Sciences and Human Services  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

M.S.N. Nursing Education  
California State University, Dominguez Hills  
Dominguez Hills, CA

B.S.N. Nursing  
California State University, Fullerton  
Fullerton, CA

EXPERIENCE:

Ms. Caggiano has been a registered nurse in the hospital setting for 14 years. She has 10 years of critical care experience and 4 years of program management experience, including Stroke Coordinator and Sepsis Coordinator. During her program management roles, Ms. Caggiano was responsible for developing and presenting education programs to the nursing staff at several large community hospitals. She spent two semesters of her Master's coursework precepting as a student instructor with second and fourth semester nursing students. She began teaching at Saddleback in Spring 2013 as Associate Faculty – Clinical Instructor for Advanced Nursing/Critical Care.

CERTIFICATES AND AWARDS:

- Certificate in Critical Care Nursing (CCRN)
- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS)
- Certified Parish Nurse
- Alice Paone Scholarship Recipient, St. Joseph Hospital (2006)
- Nominee, Service Value Award – Dignity, St. Joseph Hospital (2004)
- Critical Care Nurse of the Year, St. Joseph Hospital (2003)
- Critical Care Unit Employee of the Month, St. Joseph Hospital (2000)
- Nominee, Nurse Yearling Excellence Award (2000)

PROFESSIONAL AFFILIATIONS:

- American Association of Critical Care Nurses (AACN)
- Greater Long Beach – Orange County Chapter of AACN (GLBOC), currently Treasurer
- Sigma Theta Tau International (STTI)

PUBLICATIONS:

- Hewitt, M, Lepman, D, Caggiano, J. Never fear – the critical-care resource nurse is here. *American Nurse Today*, November, 2011.

**ATTACHMENT 2**

NAME: JASON HOLE

POSITION: MATHEMATICS INSTRUCTOR (Temporary, long-term substitute)  
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. Hole is employed as a part-time faculty at Solano Community College, where he is teaching Arithmetic, College Algebra, and Calculus, and as a lecturer at University of California, Davis, where he is teaching Calculus. This summer, for the third time, he will be teaching Arithmetic and Statistics at Solano Community College. He teaches the class by challenging students to internalize the material through critical thinking and deemphasize memorization. He is also piloting a presentation component to the lab activities requirement in the Calculus section I. He incorporates technology in his instruction in the homework he assigns. He demonstrates and instructs using a variety of implementations of graphing software, from calculator emulators and stand-alone computer software to web-based solutions. From June 2003 to August 2007, Dr. Hole was a Teaching Associate at California State University, Los Angeles.

PROFESSIONAL AFFILIATIONS:

Mathematical Association of America, American Mathematical Society

**ATTACHMENT 3**

NAME: ANNE LAWSON

POSITION: NURSING INSTRUCTOR  
Health Sciences and Human Services  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

M.S.N. Nursing  
California State University, Fullerton  
Fullerton, CA

B.S.N. Nursing  
California State University, Fullerton  
Fullerton, CA

EXPERIENCE:

Ms. Lawson has been a part-time clinical instructor at Saddleback College since 2010, where she has been lead instructor for skills lab, teaching 1<sup>st</sup> semester nursing student, and has taught Advanced Med/Surg to 4<sup>th</sup> semester nursing students. During this time, she has had the opportunity to assist in simulation, work as a CTA with 1<sup>st</sup> semester nursing students, and work as the Case Manager for Fostering Student Success. Since August 2012, she has also been a part-time clinical instructor at California State University, Fullerton, where she has taught Advanced Med/Surg and Pediatrics to 5<sup>th</sup> semester nursing students. Ms. Lawson has been a Specialty Registered Nurse II at Mission Hospital since 1997, where she has worked in different areas from Obstetrics to Emergency Room to the SICU, which is a Neuro/Surgical/Trauma Intensive Care Unit.

LICENSES AND CERTIFICATES:

- California Registered Nurse
- Online Educator Certificate
- BC-PM certified
- CPAN certified
- ACLS
- PALS

PROFESSIONAL AFFILIATIONS:

- GLBOC Board Member-Hospital Liaison
- ASPAN Member
- Pain Management

**ATTACHMENT 4**

NAME: SERENA MCCLAINE

POSITION: NURSING INSTRUCTOR  
Health Sciences and Human Services  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

M.S.N. Nursing and Health Care Administration  
California State University, Long Beach  
Long Beach, CA

B.S.N. Nursing  
Southern Illinois University  
Edwardsville, IL

EXPERIENCE:

Mrs. McClaine has been a Registered Nurse for 17 years. Over the course of her career, she has gained a plethora of experience in both acute and long-term care, from direct patient care to administrative roles. Additionally, she taught nursing school in clinical and theory for six years. She currently works per diem at UCI Medical Center as a Care Manager and as a faculty member at University of Phoenix in Costa Mesa.

LICENSES AND CERTIFICATES:

- Achieved Disease Specific Care Certification in Stroke from the Joint Commission, Approved Stroke Center status through Los Angeles County, and the Gold Plus Award in Stroke Care from the American Heart/ American Stroke Association as a Stroke Coordinator.
- ACLS Certified
- BLS Certified

PROFESSIONAL AFFILIATIONS:

- American Heart/American Stroke Association
- Phi Kappa Phi Honor Society



**ATTACHMENT 5**

NAME: BRUNO PASSARELLI

POSITION: BIOLOGY INSTRUCTOR  
Mathematics, Science & Engineering  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

M.S. Biology  
California State University, Long Beach  
Long Beach, CA

B.S. Marine Biology  
California State University, Long Beach  
Long Beach, CA

EXPERIENCE:

Mr. Passarelli has been teaching college-level Biology courses since 2007, when he began his graduate studies at California State University Long Beach. Since 2011, he has been working as a part-time Biology instructor at Saddleback College, Cypress College, and California State University Long Beach. His experience includes teaching lecture and laboratory sections of General Biology, Human Anatomy, and Marine Science at Saddleback College, lecture and laboratory sections of Marine Biology at Cypress College, and laboratory sections of upper-division Invertebrate Zoology at California State University Long Beach. He also has experience teaching laboratory sections for a wide variety of courses in the Biological Sciences Department at California State University Long Beach, where he completed his graduate studies between 2007 and 2010. Mr. Passarelli is well versed in the use of technology-based educational tools for both online and in-class education and is very familiar with web-based teaching platforms such as Blackboard.

PROFESSIONAL AFFILIATIONS:

- Southern California Academy of Sciences (SCAS)
- Society for the Study of Evolution (SSE)

AWARDS:

- 2008-2010 California Sea Grant, Graduate Research Traineeship

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

**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. HOLMES, LISA is to be employed as Coordinated Scheduling Analyst, Pos. #4718, Office of Instruction, Irvine Valley College, Classified Bargaining Unit Salary Range 132, Step 2, 40 hours per week, 12 months per year, effective April 29, 2013. This position was approved by the Board of Trustees on December 17, 2012.
  - b. SWANSON, CORA is to be employed as Senior Administrative Assistant, Pos. #3217, Division of Online Education and Learning Resources, Saddleback College, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, 12 months per year, effective May 8, 2013. This is a replacement position for Khaver Akhter, who received a lateral transfer.
  - c. WANG, LISA ANH is to be employed as Research and Planning Analyst, Pos. #4078, Research, Planning and Accreditation, Office of the President, Irvine Valley College, Classified Bargaining Unit Salary Range 138, Step 2, 40 hours per week, 12 months per year, effective May 6, 2013. This is a replacement position for Christopher Tarman, who resigned.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Boardman, Crystal	Child Development Specialist/IVC	122/1	04/29/13
Boardman, Crystal	Senior Child Development Specialist/IVC	128/1	04/29/13
Chambers, Lary	Electrician/IVC	128/1	04/29/13
Chau, Phuong	Laboratory Technician, Life/Physical Sci./IVC	122/1	04/01/13
Dixon, Sheryn	Dispatcher/IVC	117/1	05/06/13
Fox, Jill	College Information Operator/SC	113/1	04/01/13
Kashiwahi, Izumi	Accompanist/IVC	126/1	05/06/13
Metcalf, Andria	College Information Operator/SC	113/1	04/01/13
Nutting, Patricia	College Information Operator/SC	113/1	04/01/13
Phan, Thuy	Financial Aid Specialist/IVC	125/1	04/05/13
Theriault, James	Police Officer/IVC	2/1	04/18/13

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Cagney, Katie	Project Specialist/IVC	20.00	04/26/13-06/30/13
Chang, Yu-Hsin	Project Specialist/IVC	20.00	04/29/13-06/30/13
Guillen, Yvette	TMD Aide/IVC	8.50	04/18/13-06/30/13

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Holland, Donna	Outreach Aide/IVC	12.50	04/08/13-06/30/13
La Londe, Mia	CDC Aide/SC	11.00	04/24/13-06/30/13
Mejia, Corliss	Project Specialist/IVC	15.00	04/29/13-06/30/13
Sukumaran, Salila	Project Specialist (IT)/Dist.	12.00	04/01/13-06/30/13
Torcivia, Thomas	Outreach Aide/SC	12.50	04/09/13-06/30/13
Wolvin, Barry	Project Specialist/SC	20.00	04/16/13-06/30/13

4. 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>
<sup>1</sup> Avalos, Magdalena	Special Project Coord./SC	30.00	07/01/13-12/31/13
Badran, Matthew	Project Specialist/SC	11.50	07/01/13-12/31/13
Bozmarova, Gabrielle	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
Directo, Brandon	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Druzhinina, Vita	Project Specialist/SC	15.00	07/01/13-12/31/13
Ghavami, Fedra	Project Specialist (IT)/IVC	25.00	07/01/13-12/31/13
Harris, Ashleigh	TMD Aide/SC	16.00	07/01/13-12/31/13
Hartmann, Schuyler	Project Specialist/SC	16.00	07/01/13-12/31/13
Hartwell, Keith	Outreach Aide/SC	12.50	07/01/13-12/31/13
Hassett, Amy	Project Specialist/Dist.	16.00	07/01/13-12/31/13
Hatter, Kelly	Project Specialist/SC	16.00	07/01/13-12/31/13
Haynes, Genevieve	Project Specialist/SC	16.00	07/01/13-12/31/13
Hazavei, Ali	TMD Aide/IVC	16.00	07/01/13-12/31/13
Hellriegel, John	Project Specialist/SC	18.00	07/01/13-12/31/13
Hernandez, Joany	TMD Aide/SC	16.00	07/01/13-12/31/13
Hillenbrand, Nicholas	TMD Aide/IVC	16.00	07/01/13-12/31/13
Hodosh, Seth	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
Hogan, Michael	Coaching Aide/SC	15.00	07/01/13-12/31/13
Holland, Donna	Outreach Aide/IVC	12.50	07/01/13-12/31/13
Hood, Ryan	TMD Aide/IVC	16.00	07/01/13-12/31/13
Hoshall, Melanie	Project Specialist/IVC	20.00	07/01/13-12/31/13
Hughes, Jacob	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
Hutton, Marie	Project Specialist/SC	16.00	07/01/13-12/31/13
Huynh, Shaunna	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
Ibarra, Marleth	Project Specialist/SC	16.00	07/01/13-12/31/13
Irion, Jacob	Coaching Aide/SC	15.00	07/01/13-12/31/13
Jahan, Adam	TMD Aide/SC	16.00	07/01/13-12/31/13
Jarema, Veronica	TMD Aide/SC	16.00	07/01/13-12/31/13

<sup>1</sup>Wife of Juan Avalos, Vice President of Student Services, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

4. 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>
Jones, David	Project Specialist/IVC	16.00	07/01/13-12/31/13
Jost, Donna	Spec. Proj. Coord./SC	25.00	07/01/13-12/31/13
Kemp, Leif	Project Specialist/SC	16.00	07/01/13-12/31/13
Khabovets, Kristina	Project Specialist/SC	20.00	07/01/13-12/31/13
<sup>2</sup> Klein, Marisa	Project Specialist/SC	18.00	07/01/13-12/31/13
Klink, John	Coaching Aide/SC	15.00	07/01/13-12/31/13
Knopick, Eric	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
Ko, Aaron	Project Specialist/SC	16.00	07/01/13-12/31/13
Kochanski, Jennifer	Project Specialist/IVC	20.00	07/01/13-12/31/13
Kohlhas, Paul	Project Specialist/IVC	16.00	07/01/13-12/31/13
<sup>3</sup> Kokesch, Aaron	TMD Aide/IVC	20.00	07/01/13-12/31/13
<sup>3</sup> Kokesch, Joshua	TMD Aide/SC	16.00	07/01/13-12/31/13
Korol, Anastasiya	Project Specialist/SC	16.00	07/01/13-12/31/13
Kristjanson, Johann	Project Specialist/SC	16.00	07/01/13-12/31/13
Kulkarni, Vaishali	Clerk - Short Term/IVC	15.00	07/01/13-12/31/13
Kwan, Susan	Project Specialist/Dist.	18.00	07/01/13-12/31/13
Kwok, Anne	Project Specialist/SC	16.00	07/01/13-12/31/13
La Londe, Mia	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Lam, Miranda	Project Specialist/IVC	16.00	07/01/13-12/31/13
Lapinski, Zachary	TMD Aide/SC	16.00	07/01/13-12/31/13
Larson, Gary	Coaching Aide/SC	15.00	07/01/13-12/31/13
Larson, Jeffrey	Spec. Proj. Coord./IVC	25.00	07/01/13-12/31/13
Lau, Loretta	Project Specialist/IVC	16.00	07/01/13-12/31/13
Leider, Tamara	CDC Project Specialist/SC	20.00	07/01/13-12/31/13
Leigh, Alexander	TMD Aide/SC	20.00	07/01/13-12/31/13
Levine, Samantha	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Liedholm, Christopher	TMD Aide/SC	16.00	07/01/13-12/31/13
Lindahl, Glenda	Project Specialist/SC	16.00	07/01/13-12/31/13
<sup>4</sup> Lipold, Anthony	Coaching Aide/SC	15.00	07/01/13-12/31/13
<sup>5</sup> Looney, Tia	Project Specialist/SC	16.00	07/01/13-12/31/13
Loper-Leddy, Kay	Project Specialist/SC	16.00	07/01/13-12/31/13
Lopez, Maria	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Lu, Hui Juan	Project Specialist/SC	16.00	07/01/13-12/31/13
Lucas, Richard	TMD Aide/IVC	16.00	07/01/13-12/31/13
Luu, Tiffany	Project Specialist/IVC	18.00	07/01/13-12/31/13
Lye, Lain	Project Specialist/IVC	16.00	07/01/13-12/31/13
Madariaga Benavide, M.	Outreach Aide/SC	12.50	07/01/13-12/31/13

<sup>2</sup> Marisa, Mitchell and Kristopher, are siblings and all work for Office of Community Education, Saddleback College.

<sup>3</sup>Siblings, both work in the School of Fine Arts, Irvine Valley College. Aaron Kokesch is also as a Part-time Lecturer, in the School of Fine Arts, Saddleback College.

<sup>4</sup> Son of Anthony Lipold, Dean of Kinesiology and Athletics, Saddleback College.

<sup>5</sup> Wife of Cameron Looney, Custodian, Office of Physical Plant, Irvine Valley College and daughter-in-law of Michael Looney, Police Officer, Office of Campus Safety and Security, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. 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>
Maeda, Evan	TMD Aide/IVC	20.00	07/01/13-12/31/13
Magnetta, Jeri	Project Specialist/SC	16.00	07/01/13-12/31/13
Malec, Christopher	Coaching Aide/SC	15.00	07/01/13-12/31/13
Manley, Jerome	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
Manzanares Castane, A.	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Mareks, Michelle	Project Specialist/SC	16.00	07/01/13-12/31/13
Martin, Mary	Clerk - Short Term/SC	15.00	07/01/13-12/31/13
Martinez, Paul	Project Specialist/SC	16.00	07/01/13-12/31/13
Mayville, Joseph	Adapt. Kines. Aide/SC	16.00	07/01/13-12/31/13
McAnlis, Allen	Project Specialist/SC	16.00	07/01/13-12/31/13
McCann, Samantha	TMD Aide/IVC	16.00	07/01/13-12/31/13
<sup>6</sup> McDonald, Kaye	Project Specialist/IVC	20.00	07/01/13-12/31/13
McGinley, Shaun	Coaching Aide/SC	15.00	07/01/13-12/31/13
McGowan, Christian	TMD Aide/IVC	16.00	07/01/13-12/31/13
McLain, Heather	TMD Aide/SC	16.00	07/01/13-12/31/13
McNamee, Carly	TMD Aide/IVC	16.00	07/01/13-12/31/13
Medlen, Nicole	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Mejia, Corliss	Project Specialist/IVC	15.00	07/01/13-12/31/13
Melendez, Steven	Coaching Aide/SC	15.00	07/01/13-12/31/13
Metcalf, Andria	Clerk - Short Term/SC	15.00	07/01/13-12/31/13
Mino, Carla	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Mitchell, Kevin	Coaching Aide/SC	15.00	07/01/13-12/31/13
Mobedshahi, Noushin	TMD Aide/IVC	20.00	07/01/13-12/31/13
Mohyi, Jasmine	Child Dev. Center Aide/SC	12.00	07/01/13-12/31/13
Monterola, Miguel	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Morales, Jamee	Coaching Aide/SC	15.00	07/01/13-12/31/13
Moran, Devin	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Mortensen, Tina	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Murtaugh, David	Coaching Aide/SC	15.00	07/01/13-12/31/13
Naiknavare, Abhijeet	TMD Aide/SC	16.00	07/01/13-12/31/13
Nakamura, Gary	Coaching Aide/IVC	15.00	07/01/13-12/31/13
Naranjo, Nicholas	Project Specialist/IVC	16.00	07/01/13-12/31/13
Newberry, Daniel	Coaching Aide/SC	15.00	07/01/13-12/31/13
Niculescu, Laura	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
Nocella, Kirsten	Project Specialist/IVC	16.00	07/01/13-12/31/13
Nur, Arian	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
Nutting, Patricia	Clerk - Short Term/SC	15.00	07/01/13-12/31/13
Orr, Justin	Project Specialist/SC	16.00	07/01/13-12/31/13
Pham, Peter	Special Project Coord./IVC	40.00	07/01/13-12/31/13

<sup>6</sup> Wife of Christopher McDonald, Dean, Mathematics, Sciences and Engineering, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. 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>
Robinson, Laura	Special Project Coord./SC	50.00	07/01/13-12/31/13
<sup>7</sup> Searcy, Arronlea	Special Project Coordinator/SC	25.00	07/01/13-12/31/13
Snyder, Deborah	Project Specialist/SC	20.00	07/01/13-12/31/13
Sukumaran, Salila	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
Tate, Christopher	Outreach Aide/SC	11.50	07/01/13-12/31/13
Torcivia, Thomas	Outreach Aide/SC	12.50	07/01/13-12/31/13
Trytten, Lacy	Outreach Aide/SC	11.50	07/01/13-12/31/13
Venkatesan, Salila	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13
<sup>8</sup> Watt, Sara	Project Specialist/SC	12.50	07/01/13-12/31/13
Wegley, Zachary	Project Specialist/SC	12.50	07/01/13-12/31/13
Wolvin, Barry	Project Specialist/SC	20.00	07/01/13-12/31/13
Zajac, Melissa	Project Specialist (IT)/Dist.	12.00	07/01/13-12/31/13

5. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2012/2013** academic year.

<u>Name</u>	<u>Start/End Date</u>
Bolick, Melissa	03/13/13-06/30/13
Carnevale, Vita	04/19/13-06/30/13
Schleicher, Andrew	04/09/13-06/30/13

6. 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>
Abawi, Jasmin	07/01/13-12/31/13
Ali, Amir	07/01/13-12/31/13
Ames, Sydne	07/01/13-12/31/13
Avalos Galvez, Diego	07/01/13-12/31/13
Azartash, Koosha	07/01/13-12/31/13
Bagherieh, Ahmad	07/01/13-12/31/13
Bain, Olivia	07/01/13-12/31/13
Barr, Jessica	07/01/13-12/31/13
Behrens, Huddie	07/01/13-12/31/13
<sup>9</sup> Benkert-Langrell, Alex	07/01/13-12/31/13
Bolick, Melissa	07/01/13-12/31/13

<sup>7</sup> Mother of Nathan Searcy, Recreation Aide, Office of Community Education and Contracts, Saddleback College.

<sup>8</sup> Daughter of Deborah Watt, temporary, substitute, Senior Administrative Assistant, Division of Counseling Services, Saddleback College.

<sup>9</sup> Son of Jenny Langrell, Librarian, Division of Online Education and Learning Resources, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

6. 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>
Bowman, Leah	07/01/13-12/31/13
Carbonaro, Olivia	07/01/13-12/31/13
Carnevale, Vita	07/01/13-12/31/13
Christoval, Ashli	07/01/13-12/31/13
Coombs, Erin	07/01/13-12/31/13
De Roulet, Kevin	07/01/13-12/31/13
DeVoy, Stephanie	07/01/13-12/31/13
Deweese, Mallory	07/01/13-12/31/13
Dickson, Julia	07/01/13-12/31/13
Diederichsen, Tyler	07/01/13-12/31/13
Dinh, Nhan	07/01/13-12/31/13
Fatwan, Aristo	07/01/13-12/31/13
Freeman, Abigail	07/01/13-12/31/13
Gad, Abeer	07/01/13-12/31/13
Gurrola, Jesus	07/01/13-12/31/13
Hahn, Alexander	07/01/13-12/31/13
Hernandez, Madeline	07/01/13-12/31/13
Hoang, Don	07/01/13-12/31/13
Jain, Abhinav	07/01/13-12/31/13
Jang, Wonjae	07/01/13-12/31/13
Jelvani, Alborz	07/01/13-12/31/13
Jones, Benjamin	07/01/13-12/31/13
Kennedy, Meghan	07/01/13-12/31/13
Khezri, Jasmine	07/01/13-12/31/13
Kim, Dean	07/01/13-12/31/13
Kind, Nicole	07/01/13-12/31/13
Larson, Tracy	07/01/13-12/31/13
Laugenour, Kelly	07/01/13-12/31/13
Liang, Sheryne	07/01/13-12/31/13
Liu, Xin	07/01/13-12/31/13
Longo, Amber	07/01/13-12/31/13
McCaslin, Avery	07/01/13-12/31/13
McGee, Cassia	07/01/13-12/31/13
McGee, LaToya	07/01/13-12/31/13
Mirnia, Mojan	07/01/13-12/31/13
Moening, Mathew	07/01/13-12/31/13
Montgomery, Edie	07/01/13-12/31/13
Navarro, Carrie	07/01/13-12/31/13
Nguyen, Dominique	07/01/13-12/31/13
Nguyen, Lam	07/01/13-12/31/13
Nguyen, Michael	07/01/13-12/31/13



**A. NEW PERSONNEL APPOINTMENTS - Continued**

6. 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>
Nguyen, Nicole	07/01/13-12/31/13
Niaki, Shayan	07/01/13-12/31/13
Noel, Kindel	07/01/13-12/31/13
<sup>10</sup> Olaveson, Andrew	07/01/13-12/31/13
<sup>10</sup> Olaveson, Eric	07/01/13-12/31/13
Ong, Garrett	07/01/13-12/31/13
Orlinsky, Kayla	07/01/13-12/31/13
Park, Yoona	07/01/13-12/31/13
Pask, Drake	07/01/13-12/31/13
Pasoz, Shaun	07/01/13-12/31/13
Pats, Viktoryia	07/01/13-12/31/13
<sup>11</sup> Paulis, Angelique	07/01/13-12/31/13
Petersen, Jordan	07/01/13-12/31/13
Roberts-Tessler, Sebastian	07/01/13-12/31/13
Rosen, Anne	07/01/13-12/31/13
Rosenkrantz, Anthony	07/01/13-12/31/13
Sadeghi, Arya	07/01/13-12/31/13
Sanchez, Bridget	07/01/13-12/31/13
Schleicher, Andrew	07/01/13-12/31/13
Shenoy, Rachna	07/01/13-12/31/13
Simmons, Geoffrey	07/01/13-12/31/13
Smith, Kacie	07/01/13-12/31/13
Soleymani, Rouzbeh	07/01/13-12/31/13
Stebbins, Steven	07/01/13-12/31/13
Sudjana, Marcella	07/01/13-12/31/13
Sunperk, Piyanan	07/01/13-12/31/13
Sutton, Caitlin	07/01/13-12/31/13
Tate, Dion	07/01/13-12/31/13
Tehrani, Donna	07/01/13-12/31/13
Tejeda, Guillermo	07/01/13-12/31/13
Tong, Tam	07/01/13-12/31/13
Vigil, Matthew	07/01/13-12/31/13
Waldron, Patrick	07/01/13-12/31/13
Wojno, Leon	07/01/13-12/31/13
Wu, I Fen	07/01/13-12/31/13
Yang, Seunghoon	07/01/13-12/31/13
Zadmehr, Sara	07/01/13-12/31/13
Zevon, Sarah	07/01/13-12/31/13

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<sup>10</sup> Brothers, both work in the Division of Mathematics, Sciences and Engineering, Saddleback College.

<sup>11</sup> Sister of Monique Paulis, Project Specialist, Division of Advanced Technology and Applied Sciences, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2012/2013** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed(\$)</u>	<u>Start/End Date</u>
Aldecoa, Joseph	Clinical Skills Spec./SC	30.00/hr	04/15/13-06/30/13
Buckwalter, Kurt	Clinical Skills Spec./SC	30.00/hr	05/03/13-06/30/13
Cathcart, Jermaine	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Chaboya, Robert	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Gerami, Guive	Tutor/IVC	12.00/hr	05/02/13-06/30/13
Goossens, Nelson	Clinical Skills Spec./SC	30.00/hr	04/04/13-06/30/13
Hale, Katherine	Model/IVC	22.00/hr	04/05/13-06/30/13
Harper, Melody	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Hernandez, Angel	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Juliano, Samuel	Tutor/IVC	12.00/hr	05/06/13-06/30/13
Langille, Rachel	Comm. Ed./SC	2500.00/cs	04/16/13-06/30/13
Marino, Valerie	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Mauney, Monty	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Mooney, Susan M.	Comm. Ed./SC	2500.00/cs	04/26/13-06/30/13
Niggemann, Richard	Clinical Skills Spec./SC	30.00/hr	04/30/13-06/30/13
Noyes, JoAnn	Comm. Ed./IVC	2500.00/cs	05/03/13-06/30/13
Paik, Jocelyn	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Perez, Lawrence	Comm. Ed./SC	2500.00/cs	05/01/13-06/30/13
Smith, Harold	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Uong, Nhu	Tutor/IVC	12.00/hr	04/23/13-06/30/13
Vogel, Jeff	Comm. Ed./SC	2500.00/cs	05/01/13-06/30/13
Vogel, Sarah	Comm.Ed./SC	2500.00/cs	04/16/13-06/30/13
Wolken, Matthew	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13
Ybaben, Carrie	Comm. Ed./IVC	2500.00/cs	05/01/13-06/30/13

8. 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>
Buck, Sharon	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Cathcart, Jermaine	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Chaboya, Robert	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Coddington, Kathleen	Clinical Skills Spec./SC	30.00/hr	07/01/13-12/31/13
De Koning, Shannan	Aquatics Aide/SC	9.00/hr	07/01/13-12/31/13
Garcia, Tony	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Gerami, Guive	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Goossens, Nelson	Clinical Skills Spec./SC	30.00/hr	07/01/13-12/31/13
Grihalva, Lawrence	Clinical Skills Spec./SC	30.00/hr	07/01/13-12/31/13
Guest, Noah	Certified Test Proctor/IVC	11.50/hr	07/01/13-12/31/13

**A. NEW PERSONNEL APPOINTMENTS - Continued**

8. 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>
Hale, Alexander	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Hale, Katherine	Model/IVC	22.00/hr	07/01/13-12/31/13
Hall, Jasmine	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Han, Grace	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Hanacek, Amy	Cert. Test Proct./IVC	12.50/hr	07/01/13-12/31/13
Hanna Chase, Donna	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Hannon, Karen	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13
Hanson, Gina	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Harper, Melody	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Harriger, James	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Harris, Randeleigh	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Hasnain, Amir	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Haynes, Chris	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Heavlin-Martinez, J.	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Heck, Steven	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Heidarpour Bardei, N.	Tutor/SC	12.00/hr	07/01/13-12/31/13
Heinze, Elizabeth	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Henderson, Carrie	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Hernandez, Angel	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Hernandez, Annette	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Hernandez, Mark	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Hetschel, Alyssa	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Hidalgo, Miguel	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Hildebrand, Paul	Model/SC	22.00/hr	07/01/13-12/31/13
Hirschmann, Samuel	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Hobbs, Scott	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Hoffski, James	Model/SC	22.00/hr	07/01/13-12/31/13
Holzappel, Leah	Interpreter III/SC	25.00/hr	07/01/13-12/31/13
Hosseini Qanatqazi, A.	Tutor/SC	12.00/hr	07/01/13-12/31/13
Hosseiny, Habib	Tutor/SC	12.00/hr	07/01/13-12/31/13
Huggins, Barbara	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Hurt, Nicholas	Tutor/SC	12.00/hr	07/01/13-12/31/13
Hutchinson, Charlene	Interpreter V/SC	45.00/hr	07/01/13-12/31/13
Hyttsten, Jaynee	Interpreter III/SC	25.00/hr	07/01/13-12/31/13
Incavo, Kathleen	Captionist/SC	45.00/hr	07/01/13-12/31/13
Ivanoff, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Jacinto, Carolyn	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Jackson, Victoria	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Jacobs, Louise	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13

**A. NEW PERSONNEL APPOINTMENTS** - Continued

8. 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>
Janiga, Beulahjoy	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Janke, Janelle	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Jeffers, Sarah	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13
Jenkins, Angelina	Model/IVC	22.00/hr	07/01/13-12/31/13
Johannsen, Daryl	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Johnson, Belma	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Johnson, Katharine	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Johnson, Matthew	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Jones, Christopher	Tutor/SC	12.00/hr	07/01/13-12/31/13
Jordan, Katherine	Interpreter III/SC	25.00/hr	07/01/13-12/31/13
Juarez, Louis	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Juliano, Samuel	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Kaboodrangidaem, A.	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Kamholz, Erika	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Kandel, Marlene	Interpreter IV/SC	42.00/hr	07/01/13-12/31/13
Karimi Tararani, M.	Tutor/SC	12.00/hr	07/01/13-12/31/13
Kelly, Jennifer	Recreation Leader/SC	15.00/hr	07/01/13-12/31/13
Kelly, Meagan	Interpreter III/SC	25.00/hr	07/01/13-12/31/13
Kemp, Leif	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Kennard, Alan	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Kephart, Dennis	Tutor/SC	12.00/hr	07/01/13-12/31/13
Kermati Shiekholes, M.	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Khan, Samer	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Khashai, Fatemeh	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Khudadatova, Nadezhda	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Kilic, Nehir	Tutor/IVC	12.00/hr	07/01/13-12/31/13
King Covault, Kelly	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
King, Jason	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Kinnaird, John	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
<sup>12</sup> Klein, Mitchell	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Klytta, Kevin	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Knight, Kenneth	Model/SC	22.00/hr	07/01/13-12/31/13
Konstant, Eugene	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Kostapapas, Eoanna	Captionist/SC	42.00/hr	07/01/13-12/31/13
Kramer, Kathryn	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
<sup>13</sup> Kruhmin, Kyle	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Kulasekaran, Swarun	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Labrada, Pedro	Tutor/IVC	12.00/hr	07/01/13-12/31/13

<sup>12</sup>Marisa, Mitchell and Kristopher, are siblings and all work for Office of Community Education, Saddleback College.

<sup>13</sup> Son of Mark Kruhmin, Video Production Specialist, Division of Fine Arts and Media Technology, Saddleback College

**A. NEW PERSONNEL APPOINTMENTS - Continued**

8. 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>
Lackey, Patricia	Model/IVC	22.00/hr	07/01/13-12/31/13
Landingham, Lindsey	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Lane, Eugenia	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Langille, Rachel	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Larragoiti, Nancy	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Lawrence, David	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Lawson, Anne	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Lawson, Danielle	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
<sup>14</sup> Lawson, Hannah	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
<sup>14</sup> Lawson, Justine	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Lazar, Garrick	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Lee, Christopher	Cert. Test Proct./IVC	12.50/hr	07/01/13-12/31/13
Lefevre, Zachary	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Leipzig, George	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Lennon, Nicholas	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Lewallen, Carole	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Li, Annie	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Lin, Eric	Tutor/SC	12.00/hr	07/01/13-12/31/13
Little, Laura	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Lonberger, Steven	Model/SC	22.00/hr	07/01/13-12/31/13
Lorge, Lori	Model/SC	22.00/hr	07/01/13-12/31/13
Lowe, Lesley	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Lund, Nicole	Tutor/SC	12.00/hr	07/01/13-12/31/13
MacDonald, Donald	Tutor/SC	12.00/hr	07/01/13-12/31/13
<sup>15</sup> Mackey, Brittney	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
<sup>15</sup> Mackey, Marica	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
<sup>15</sup> Mackey, Sierralynn	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Magrann, Brooke	Model/SC	22.00/hr	07/01/13-12/31/13
Mancera, Frank	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Mancino, Raymond	Model/SC	22.00/hr	07/01/13-12/31/13
<sup>16</sup> Marandola, Alessandra	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
<sup>16</sup> Marandola, Christina	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Marino, Valerie	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Martinez, Lill	Tutor/SC	12.00/hr	07/01/13-12/31/13
Masoumi, Tahereh	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Mauney, Monty	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
<sup>17</sup> McClusky, Katherine	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13

<sup>14</sup> Siblings, both work for Office of Community Education, Saddleback College.

<sup>15</sup> Siblings, all work for Office of Community Education, Saddleback College.

<sup>16</sup> Siblings, both work for Office of Community Education, Saddleback College.

<sup>17</sup> Daughter of Georganne McClusky, Senior Administrative Assistant, Emeritus Institute, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

8. 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>
McGinley, Patricia	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Mendoza, Felipe	Sr. Lifeguard/SC	16.00/hr	07/01/13-12/31/13
Merda, Megan	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Messenger, Lisa	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Meyer, Tara	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Michele, Mikki	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Mikhail, Sameira	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
<sup>18</sup> Miller, Nancy	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Miller, Susan	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Monacelli, Brian	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
Monjazebe, Nelly	Recreation Aide/SC	10.00/hr	07/01/13-12/31/13
Moody, Debbie	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Mooney, Susan M.	Comm. Ed./SC	2500.00/cs	04/26/13-06/30/13
Moore, Cailon	Tutor/SC	12.00/hr	07/01/13-12/31/13
Moradi Nargesi, Mahnaz	Tutor/SC	12.00/hr	07/01/13-12/31/13
Moran, Elaine	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Morefield, Michael	Interpreter IV/IVC	42.00/hr	07/01/13-12/31/13
Morgan, Taylor	Tutor/SC	12.00/hr	07/01/13-12/31/13
Morrow, Jeffrey	Workforce Trainer/IVC	72.00/hr	07/01/13-12/31/13
<sup>19</sup> Murphy-Klein, Laurie	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Napoli, William	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Nelson, Candy	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Nelson, Christy	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Nguyen, Katie	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Nguyen, Tien	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Nguyen, Tuan	Tutor/SC	12.00/hr	07/01/13-12/31/13
Niggemann, Richard	Clinical Skills Spec./SC	30.00/hr	07/01/13-12/31/13
Noceti, Joseph	Clinical Specialist/SC	30.00/hr	07/01/13-12/31/13
Noyes, JoAnn	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Paik, Jocelyn	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Perez, Lawrence	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Siah, Aurash	Tutor/IVC	12.00/hr	07/01/13-12/31/13
Smith, Harold	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Taylor, Tracey	Model/IVC	22.00/hr	07/01/13-12/31/13
Tilley, Nancy	Certified Test Proctor/IVC	10.50/hr	07/01/13-12/31/13
Uhlman, John	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Uong, Nhu	Tutor/IVC	12.00/hr	07/01/13-12/31/13

<sup>18</sup> Nancy Miller and Michael Rounds are spouses, and both work in Community Education, Saddleback College.

<sup>19</sup> Mother of Mitchell Klein, Recreation Aide, Community Education, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

8. 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>
Vogel, Jeff	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Vogel, Sarah	Comm. Ed./SC	2500.00/cs	07/01/13-12/31/13
Wolken, Matthew	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Ybaben, Carrie	Comm. Ed./IVC	2500.00/cs	07/01/13-12/31/13
Yeh, Tienyao	Cert. Test Proctor/IVC	10.50/hr	07/01/13-12/31/13

**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. CURRICULUM SPECIALIST, Classified Bargaining Unit Salary Range 132, Office of Instruction, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective, May 21, 2013. (Exhibit B, Attachment 1)
2. CURRICULUM SPECIALIST, Classified Bargaining Unit Salary Range 132, Office of Instruction, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective, May 21, 2013. (Exhibit B, Attachment 1)
3. DEVELOPMENT ASSOCIATE I ASSISTANT, Classified Bargaining Unit Salary Range 128, College Foundation, Office of the President, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective May 21, 2013. (Exhibit B, Attachment 2)
4. DEVELOPMENT ASSOCIATE II ASSISTANT, Classified Bargaining Unit Salary Range 131, College Foundation, Office of the President, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective May 21, 2013. (Exhibit B, Attachment 3)
5. PROGRAM TECHNICIAN, Categorical, Classified Bargaining Unit Salary Range 122, Office of Business Services, District, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year categorical funded position to its staff complement, effective July 1, 2013. Employment in this categorical funded position is contingent upon HR/Finance System Project-Project Specific funding.
6. TECHNICAL DIRECTOR, Classified Bargaining Unit Salary Range 132, Division of Fine Arts and Media Technology, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per weeks, 12 months per year positions to its staff complement, effective May 21, 2013. (Exhibit B, Attachment 4)

**C. AUTHORIZATION TO CHANGE CLASSIFIED POSITIONS**

1. IRVINE VALLEY COLLEGE seeks authorization to change months per year on the following Classified positions, within their organization.
  - 1a. **ELIMINATE** LIBRARY ASSISTANT I, School of Library Services, Pos. #3953, Classified Bargaining Unit Salary Schedule Range 115, part-time, 20 hours per week, 12 months per year position from its staff complement, and **CREATE** LIBRARY ASSISTANT I, School of Library Services, Classified Bargaining Unit Salary Schedule Range 115, part-time, 20 hours per week, 11 months per year position to its staff complement, effective May 21, 2013. (Position #3953 was approved by the Board of Trustees on August 26, 2008)
  - 1b. **ELIMINATE** SENIOR HEALTH OFFICE ASSISTANT, Student Health Center, Office of Student Services, Pos. #2821, Classified Bargaining Unit Salary Range 124, part-time, 33 hours per week, 12 months per year position from its staff complement, and **CREATE** SENIOR HEALTH OFFICE ASSISTANT, Student Health Center, Office of Student Services, Classified Bargaining Unit Salary Range 124, part-time, 33 hours per week, 10 months per year position to its staff complement, effective May 21, 2013. (Position #2821 was approved by the Board of Trustees on September 30, 2002)
  - 1c. **ELIMINATE** CAREER PLACEMENT OFFICER, School of Guidance and Counseling, Pos. #3504, Classified Bargaining Unit Salary Range 129, full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** CAREER PLACEMENT OFFICER, School of Guidance and Counseling, Classified Bargaining Unit Salary Range 129, 40 hours per week, 11 months per year position to its staff complement, effective May 21, 2013. (Position #3504 was approved by the Board of Trustees on February 27, 2006)

**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.
  - 1a. **ELIMINATE** DISPATCHER, Office of Campus Safety and Security, Pos. #4258, Classified Bargaining Unit Salary Range 117, full-time, 40 hours per week, 12 months per year position from its staff complement and **CREATE** DISPATCHER/RECORDS, Office of Campus Safety and Security, Classified Bargaining Unit Salary Range 119, 40 hours per week, 12 months per year position to its staff complement, effective May 21, 2013. (Position #4258 was approved by the Board of Trustees on February 22, 2010)
  - 1b. **ELIMINATE** PLUMBER, Office of Physical Plant, Pos. #3499, Classified Bargaining Unit Salary Range 128, full-time, 40 hours per week, 12 months per year position from its staff complement and **CREATE** BUILDING MAINTENANCE WORKER, Office of Physical Plant, Classified Bargaining Unit Salary Range 124, 40 hours per week, 12 months per year position to its staff complement, effective May 21, 2013. (Position #3499 was approved by the Board of Trustees on February 27, 2006)



**D. AUTHORIZATION TO ELIMINATE AND CREATE CLASSIFIED POSITIONS -**

Continued

2. SADDLEBACK 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.
  - 2a. **ELIMINATE** SENIOR ADMINISTRATIVE ASSISTANT, Division of Fine Arts and Media Technology, Pos. #3444, Classified Bargaining Unit Salary Range 127, full-time, 40 hours per week, 12 months per year position from its staff complement and **CREATE** ADMINISTRATIVE ASSISTANT, Division of Fine Arts and Media Technology, Classified Bargaining Unit Salary Range 121, 40 hours per week, 12 months per year position to its staff complement, effective May 21, 2013. (Position #3444 was approved by the Board of Trustees on February 27, 2006)
  - 2b. **ELIMINATE** OFFICE ASSISTANT, Division of Online Education and Learning Resources, Pos. #3406, Classified Bargaining Unit Salary Range 113, part-time, 25 hours per week, 12 months per year position from its staff complement and **CREATE** ADMINISTRATIVE ASSISTANT, Division of Online Education and Learning Resources, Classified Bargaining Unit Salary Range 121, part-time, 25 hours per week, 12 months per year to its staff complement, effective May 21, 2013. (Position #3406 was approved by the Board of Trustees on February 27, 2006)
  - 2c. **ELIMINATE** PROGRAM ASSISTANT, College Foundation, Office of the President, Pos. #3904, Classified Bargaining Unit Salary Range 118, part-time, 15 hours per week, 12 months per year position from its staff complement and **CREATE** PROGRAM ASSISTANT, College Foundation, Office of the President, Classified Bargaining Unit Salary Range 118, part-time, 29 hours per week, 12 months per year to its staff complement, effective May 21, 2013. (Position #3904 was approved by the Board of Trustees on June 24, 2008)

**E. CHANGE OF STATUS**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - a. BANES, SHERRI, ID #12881, Program Coordinator, Categorical, Pos. #3768, Classified Bargaining Unit Salary Range 134, Step 6, 40 hours per week, 11 months per year, Office of Instruction, Saddleback College, has been placed into the assignment of Program Coordinator, CTE, Pos. #4659, a categorical funded position, Classified Bargaining Unit Salary Range 134, Step 6, 40 hours per week, 12 months per year, Division of Business Science and Vocational and Economic Development, Saddleback College, in accordance with Article 17 of the C.S.E.A. contract, effective May 21, 2013. Employment in this categorical, grant funded position #4659 is contingent upon funding by the CTE Transitions and Community Collaborative grant.
  - b. DEYO, MICHELLE, ID #15986, Clerical Assistant, Categorical, Pos. #3985, Classified Bargaining Unit Salary Range 113, Step 4, 24 hours per week, 12 months per year, Office of Instruction, Saddleback College, has been placed into the assignment of Clerical Assistant, Pos. #4480, Classified Bargaining Unit Salary Range 113, Step 4, 20 hours per week, 10 months per year, Extended Education, School of Academic Programs, Irvine Valley College, in accordance with Article 17 of the C.S.E.A. contract, effective May 21, 2013.

**E. CHANGE OF STATUS - Continued**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- a. <sup>20</sup>LAKOW-ORAM, GINA, ID #10094, Health Office Assistant, Pos. #3884, Classified Bargaining Unit Salary Range 115, Step 3, 20 hours per week, 12 months per year, Student Health Center, Office of Student Services, Saddleback College, has received a temporary increase in hours to 25 hours per week effective April 16, 2013 through June 30, 2013, pursuant to Article 7.3.1.1 of the C.S.E.A. contract.
- b. MCGINLEY, ANDREA, ID #16138, Financial Aid Specialist, Pos. #4288, a categorical funded position, Classified Bargaining Unit Salary Range 125, Step 3, 25 hours per week, 12 months per year, Financial Aid, Office of Student Services, Saddleback College, has been granted a permanent lateral transfer to Financial Aid Specialist, Pos. #4739, a categorical funded position, Classified Bargaining Unit Salary Range 125, Step 3, 40 hours per week, 12 months per year, effective April 22, 2013. This position was approved by the Board of Trustees on March 24, 2009. Employment in the categorical funded position is contingent upon fund by the Board Financial Assistance Program (BFAP).
- c. SMITH, THOMAS, ID #11303, Senior Laboratory Technician, Categorical, Pos. #3858, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, 50% general funding through the Division of Advanced Technology and Applied Sciences, Saddleback College, and 50 % funding by the NSF grant, Office of Instruction, Saddleback College, is to return to permanent assignment as Senior Laboratory Technician, Pos. #3385, Classified Bargaining Unit Salary Range 130, Step 6, 20 hours per week, 12 months per year, Division of Advanced Technology and Applied Sciences, Saddleback College, in accordance with California Education Codes 88117 and 88127, and Article 17 of the C.S.E.A. contract effective May 17, 2013.
- d. WEIBEL, STEVEN, ID #1874, Police Officer, Pos. #4401, Classified Bargaining Unit Salary Range 2, Step 6, 29 hours per week, 12 months per year, Office of Campus Safety and Security, Saddleback College, has been given a lateral transfer to Police Officer, Pos. #2579, Classified Bargaining Unit Salary Range 2, Step 6, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Saddleback College, effective May 6, 2013. This is a replacement position for Cloyce Kelly, who retired.

**F. CLASSIFIED BILINGUAL STIPEND**

1. NORIEGA-GOODWIN, NATASHA, ID #18661, Counseling Office Assistant, Pos. #3883, Classified Bargaining Unit Salary Range 115, Step 1, 25 hours per week, 12 months per year, Division of Counseling Services, Saddleback College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 “Bilingual Stipend”, effective April 22, 2013.

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<sup>20</sup> Daughter of I. Antonia Lakow, Senior Human Resources Specialist, Office of Human Resources, District; Sister of Maria Lakow, Sr. Administrative Assistant, Information Technology Center, Saddleback College and William Lakow, Multimedia Technician, Office of College Technology, Saddleback College.

### **G. OUT OF CLASS ASSIGNMENTS**

1. ARIAS, MAYRA, ID #14821, Senior Administrative Assistant, temporary assignment, Pos. #4707, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, Office of the President, Saddleback College, temporary assignment ends effective May 17, 2013, and returns to permanent assignment as Senior Administrative Assistant, Pos. #3429, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Business Services, Saddleback College, effective May 20, 2013.
2. BLASSINGAME, MARGARET, ID #18087, Senior Administrative Assistant, temporary assignment, Pos. #4711, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Office of the President, Irvine Valley College, temporary assignment ends effective May 18, 2013, and returns to permanent assignment as Administrative Assistant, Pos. #4506, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, 12 months per year, School of Mathematics, Sciences and Engineering, Irvine Valley College, effective May 19, 2013.
3. <sup>21</sup>NUNEZ, KATHRYN, ID #2472, Senior Payroll Specialist, Pos. #4091, Classified Bargaining Unit Salary Range 131, Step 6, plus 21% longevity, 40 hours per week, 12 months per year, Office of Business Services, Saddleback College, has been given a temporary change in assignment to Acting Payroll and Benefits Processing Manager, Pos. #4594, a Classified Management position, Integrated Administrator and Manager Salary Range 13, Step 3, 40 hours per week, Office of Business Services, District, effective May 6, 2013. This is a temporary replacement for Laura Abrams, who retired.
4. <sup>21</sup>NUNEZ, MARIA-ESTER, ID #12242, Executive Assistant, temporary assignment, Pos. #3536, Classified Bargaining Unit Salary Range 133, Step 1, 40 hours per week, Office of the Vice President of Student Services, Irvine Valley College, temporary assignment ended effective April 22, 2013, and returns to permanent assignment as Extended Opportunity Program Specialist, Pos. #3381, Classified Bargaining Unit Salary Range 121, Step 5, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, effective April 23, 2013.

### **H. LEAVE OF ABSENCE**

1. MEDRANO, MARTHA, ID #15570, Custodian, Pos. #4042, Classified Bargaining Unit Salary Range 113, Step 4, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been granted a three (3) months leave of absence without pay, but with paid benefits, effective April 29, 2013 through July 29, 2013.

### **I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. DECARLO, SHARON, ID #18596, Health Center Nurse, Pos. #4477, Classified Bargaining Unit Salary Range 136, Step 2, 10 hours per week, 12 months per year, Office of Student Services, Saddleback College, resignation effective May 15, 2013. Payment is authorized for any compensated time off. (Start date: August 27, 2012)

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<sup>21</sup> Mother and Daughter.



**J. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the **2012/2013 and 2013/2014** academic years.

Fine Arts and Media Technology, Saddleback College

Miller, Robin	Monroe, Carol	Monroe, Skye
Navarrete, Yovan	Nenad, Deena	Nieto, Alanna
Ortiz, Solomon	Paglioichini, Nicholas	Philips, Derrick
Priest, Liz	Robinson, Linda	Roe, Annika
Roe, Carca	Roesch, Brayden	Rotchford, Lisa
Ruffino, Andrea	Salisbury, Cia	Schafer, Steven
Schwartz, Mark	Sellers, Ross	Sendaba, Barbara
Shevchuk, Benjamin	Strong, Robert	Strong, Susan
Tatel, Zachery	Thompson, Nancy	Vandenbrock, Karen
Wachtel, Catherine	Watchtel, Whitney	Wedel, Harrison
Winkle, Van	Yee, Kevin	

Kinesiology and Athletics, Saddleback College

Laird, Laura

Online Education and Learning Resources, Saddleback College

Abadi, Reza                      Fadaeiforghan, Doreen

**ATTACHMENT 1**

South Orange County Community College District

**CURRICULUM SPECIALIST, ID #, Classified Bargaining Unit Salary Range 132**

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

**SUMMARY DESCRIPTION**

Under general supervision from the Vice President for Instruction, develops the curriculum production calendar and coordinates the curriculum approval process according to legal guidelines and established timelines; assures that new and revised curriculum is documented and approved by the District and the state in a timely manner; coordinates with the California Community Colleges Chancellor's Office in assuring compliance for program and course approval; assures compliance of the curriculum with Student Services in the areas of Articulation, Matriculation, and Admissions and Records; coordinates, edits, and produces the content for the College catalog; operates and maintains a variety of equipment used in the production of materials; and performs a variety of technical duties relative to assigned area.

**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. Develop the curriculum production calendar and coordinate the curriculum approval process from the course/program proposal level through local and state approval.
2. Attend curriculum Technical Review Committee meetings to provide technical support and act as a resource.
3. Work with faculty to clarify comments and resolve problems.
4. Track completion of changes.
5. Attend college Curriculum Committee meetings and record proceedings.
6. Prepare agendas, minutes, and other documents related to curriculum approval.
7. Maintain documentation of meeting proceedings.
8. Monitor, advise, review, and validate curriculum proposals to assure compliance and technical accuracy with a variety of applicable laws, rules, regulations, and restrictions including Title 5, California Education Code, District policies and regulations, and curriculum and program development as established by the California Community Colleges Chancellor's Office.
9. Act as a resource and provide information, interpretation, and technical support to the Vice President for Instruction, College Curriculum Chair, Academic Senate President, deans, faculty, and staff in all matters pertaining to curriculum and programs.
10. Monitor legal advisories from the California Community Colleges Chancellor's Office and actions taken by the State Board of Governors.
11. Participate in statewide curriculum listserv to monitor discussions on complex and critical directives.
12. Attend California Community Colleges Chancellor's Office and State Academic Senate regional workshops, curriculum institutes, and webinars to maintain currency and compliance with Title 5 and California Education Code.
13. Provide general interpretation of applicable laws, rules, regulations, restrictions, and policies of the California Community Colleges Chancellor's Office.
14. Provide analysis of potential impact on curriculum and programs.
15. Establish business rules that facilitate enforcement of directives and coordinate revisions with College and District curriculum maintenance software.
16. Compile and maintain statistical information for reports.

South Orange County Community College District  
Page 2 – Curriculum Specialist

REPRESENTATIVE DUTIES

17. Research, assess, input, and process State-required, time-sensitive critical changes to curriculum to ensure compliance; synchronize updates to all databases and curriculum maintenance software as necessary and advise the College community of the changes.
18. Independently perform a variety of tasks and analyses in generating reports, records, and other documents necessary for local and state requirements and for curriculum management control.
19. Facilitate successful Management Information System reporting by maintaining accurate databases that reflect current and highly complex referential data elements (Data Element Dictionary) and taxonomy revisions.
20. Coordinate submittal of the Management Information System and Student Information System data with the District.
21. Serve as a liaison with California Community Colleges Chancellor's Office to research and resolve discrepancies.
22. Reconcile and update all curriculum maintenance software with State Inventory of Courses.
23. Coordinate, develop, and provide continuous individual and small group assistance in the training and use of the College's curriculum maintenance software and the best practices for curriculum development as defined by the California Community Colleges Chancellor's Office and Academic Senate for the California Community Colleges.
24. Collaborate to ensure continuity, accuracy, and compliance with State regulations and best practices within the District.
25. Coordinate Office of Instruction requirements for District curriculum maintenance software.
26. Independently maintain and administer underlying databases in College curriculum maintenance software including user accounts, requisite codes, repeat families, taxonomy of programs, data elements, and general education codes.
27. Create new processes and refine/improve existing processes in college curriculum maintenance software.
28. Act as a liaison to analyze, troubleshoot, and advise in the resolution of technical software problems in both College and District curriculum maintenance software.
29. Maintain and validate curriculum actions in multiple curriculum maintenance systems; ensure data integrity across all these systems.
30. Collect, evaluate, and edit certificate and degree program approval documents; serve as a liaison with the California Community Colleges Chancellor's Office for the electronic submission and approval of certificates and degrees.
31. Respond to all inquiries and resolve problems.
32. Track and maintain approval paperwork.
33. Coordinate, edit, and produce content for the College catalog.
34. Provide accurate, formatted electronic files to graphic designer.
35. Research, resolve, and collaborate with Admissions and Records and Matriculation to report and resolve any curriculum-based issues affecting registration and graduation.
36. Update and maintain the General Education and transfer codes used for State reporting purposes and by counselors and evaluators for student transcripts in multiple curriculum maintenance software systems.
37. Archive catalogs, outlines, program approvals, state mandates, and communication as necessary.
38. Respond to auditor requests for information.
39. Operate a computer, using District software, word processing, and spreadsheets in the creation of documents; maintain appropriate logs and files.
40. Respond to a variety of inquiries in a collegial manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
41. Work collaboratively with the Curriculum Office at the other College.
42. Perform related duties as required.

South Orange County Community College District  
Page 3 – Curriculum Specialist

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:

Administrative organizations and functions of community colleges and the State Chancellor's Office.  
District and College policies, regulations, state directives, and laws relating to curriculum and program development.  
Process and procedures used in revising community college curriculum.  
Community college catalog production process and procedures.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Principles of business letter writing and basic report preparation.  
Principles and practices used in minute taking and preparation.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate and organize a wide variety of materials from different sources.  
Interpret, apply, and explain Board policies, College processes and procedures, administrative and departmental policies and procedures, state and federal requirements, and other legal guidelines related to area of assignment.  
Review and monitor curriculum and catalog data for compliance with District, state and federal requirements.  
Perform responsible and difficult work involving the use of independent judgment and personal initiative including curriculum/program development and management, maintenance of computer databases, and the preparation of reports for local information and to meet state requirements.  
Plan, develop, coordinate, and assure the timely and accurate production of the College catalog according to legal requirements.  
Analyze situations effectively and adopt an effective course of action.  
Prepare and maintain accurate, comprehensive, and complete records, reports, and files.  
Interpret and apply data element dictionary.  
Adapt to policy and procedural changes smoothly and efficiently.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Type and word-process at a speed necessary for successful job performance.  
Plan and organize work to meet changing priorities and deadlines with minimum direction.  
Train and provide technical work direction to others.  
Work independently in the absence of supervision.  
Understand the organization and operation of assigned office as necessary to assume assigned responsibilities.  
Prepare accurate reports, agendas, minutes, ballots, handouts, spreadsheets, and exhibits.  
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 – Curriculum 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 business administration, liberal studies, or a related field.

Experience:

Two years of increasingly responsible administrative assistance experience in a college instructional office that involved working with processes for curriculum development and changes and college catalog production.

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.

Finalized by: Forsberg Consulting Services, April, 2013

**ATTACHMENT 2**

South Orange County Community College District

**DEVELOPMENT ASSISTANT I, TECHNOLOGY AND DONOR/ALUMNI DEVELOPMENT, ID #,  
Classified Bargaining Unit Salary Range 128**

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

**SUMMARY DESCRIPTION**

Under general supervision from the Executive Director of a College Foundation, performs a variety of technical and general clerical duties in support of the development/fund raising team; responsible for maintaining the integrity of fundraising and constituent data; participates in the development and implementation of strategies to build an online community using database and social networking internet tools; and assists at special events and other Foundation related activities.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the Development Assistant series providing office support, clerical, and routine technical duties in support of a College Foundation. This class is distinguished from general clerical classifications by the specialized technical database knowledge required. It is further distinguished from the Development Assistant II by the level of technical knowledge required to perform duties with minimal direction and supervision. New incumbents have some experience with database structures and are expected to learn and increase their depth of technical knowledge related to the Foundation's database as well as develop broad knowledge of the Foundation's purpose and mission in order to provide support to all areas. Supervision and work direction is readily available and duties generally follow an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

**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 office support, clerical, and routine technical duties in support of a College Foundation including to participate in the maintenance of the Raiser's Edge fundraising and donor database; regularly review data to ensure integrity.
2. Learn Development programs and support them with electronic systems.
3. Input information accurately and in a timely manner; process and transmit donations and pledges; perform donor acknowledgement services for timely reporting of gifts; run queries, mailing lists, and other items needed by team members.
4. Maintain online presence using social networking internet tools and sites as directed or according to policy and procedure guidelines.
5. Participate in fundraising activities; prepare invitations, letters, and other materials; provide assistance at events; perform follow-up activities, which may include entering and tracking donations and gifts and sending acknowledgement letters.
6. Serve as receptionist for assigned area; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
7. Verify and review materials, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of records, files, and reports; collect and process appropriate information.
8. Type, word process, proofread, duplicate, and distribute a variety of documents and forms including general correspondence, lists, reports, and memoranda from rough draft, recordings, or verbal instruction; disseminate information as appropriate.

South Orange County Community College District  
Page 2 - Development Assistant I

REPRESENTATIVE DUTIES

9. Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information; organize and maintain filing systems.
10. Collect, compile, verify, summarize, and record information; prepare and distribute data as requested.
11. Receive, sort, and distribute incoming and outgoing correspondence.
12. Maintain calendar of activities, meetings, and various events for assigned staff; coordinates activities with others.
13. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
14. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
15. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

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

Basic principles of database structures.

Basic principles of business letter writing and basic report preparation.

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

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

Basic mathematical concepts.

Basic accounting procedures used in handling cash and reconciling accounts.

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

Work organization principles and practices.

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

Ability to:

Learn and understand the organization and operation of the District and College Foundation as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply general administrative and office policies and procedures.

Learn the methods and standards used in processing College Foundation paperwork.

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

Respond to requests and inquiries; effectively present information in person or on the telephone.

Use sound judgment in recognizing scope of authority.

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

Maintain the integrity of a complex database.

Compile and organize data and information.

Maintain filing systems.

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

Plan and organize work to meet schedules and changing deadlines.

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

South Orange County Community College District  
Page 3 - Development Assistant I

### QUALIFICATIONS

#### Ability to:

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

Work independently and effectively in the absence of supervision.

Work independently or in a team environment while working on multiple tasks.

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

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

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

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

#### Education/Training:

Equivalent to the completion of the twelfth grade supplemented by some college level coursework in business administration, communications, public relations, or a related field or specialized training in database administration.

#### Experience:

One year of administrative experience in a customer focused environment and that demonstrates a working understanding of database structures.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

**Environment:** Work is performed primarily in a standard office setting. Duties are typically performed indoors at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone. At least minimal environmental controls are in place to assure health and comfort.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and travel to different locations to attend meetings or events; 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 extensive 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 3**

South Orange County Community College District

**DEVELOPMENT ASSISTANT II, TECHNOLOGY AND DONOR/ALUMNI DEVELOPMENT, ID #,  
Classified Bargaining Unit Salary Range 131**

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

**SUMMARY DESCRIPTION**

Under direction from the Executive Director of a College Foundation, provides technical support and serves as a member of the development/fund raising team; responsible for the management and integrity of fundraising and constituent data; participates in the development of and implements strategies to build an online community using database and social networking internet tools; carries out strategies to enhance the value and use of the information for all development programs and to increase giving from constituents through print, online, and traditional channels; assists in coordinating and implementing special events and other Foundation related activities; and performs general administrative, secretarial, and clerical assistance duties in support of assigned program area and staff.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level class within the Development Assistant series performing a full range of administrative and technical duties in support of a College Foundation. Employees at this level are distinguished from the Development Assistant I level by the performance of the full range of duties as assigned, working independently, applying well developed general and specific program area knowledge, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Development Assistant II incumbents serve as development team members and provide the full range of user support services.

This class is distinguished from the Development Associate class in that the latter is considered the technical expert level with significant expertise in donor database management. Incumbents in the Development Associate position must be able to perform duties with minimal direction, demonstrate leadership in managing and maintaining the database, and work collaboratively with other team members to fulfill the goals and mission of the Foundation. The Development Associate is a highly technical position requiring an individual with a strong knowledge of internet community building and social network marketing.

**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 full range of administrative and technical duties in support of a College Foundation including managing the Raiser's Edge fundraising and donor database; implement policies and procedures to assure the accuracy and quality of constituent information; continually work towards improving the quality of and use of information provided by the database; regularly review and cleanse data to ensure integrity.
2. Develop an understanding and maintain current knowledge of Development programs and support them with electronic systems; develop and implement approved strategies and plans for the maintenance, use, and development of the database.
3. Input information accurately and in a timely manner; process, reconcile, and transmit donations and pledges; establish and maintain donor acknowledgement services for timely reporting of gifts and to maintain strong donor relations; build and run queries, analysis reports, exports, mailing lists, and other items needed by team members; provide regular and ad hoc reports to Executive Director and other staff members to analyze and assess program results.

South Orange County Community College District  
Page 2 - Development Assistant II

REPRESENTATIVE DUTIES

4. Using internet tools, develop and maintain online presence; research appropriate social networking and marketing opportunities; implement approved programs to cultivate and build constituent relations and enhance online giving.
5. Participate in a variety of fundraising activities; assist with the organization and execution of special events; prepare invitations, letters, and other materials appropriate to the event; provide assistance at events; perform follow-up activities, which may include entering and tracking donations and gifts, sending acknowledgement letters, and documenting procedures.
6. Maintain current knowledge of product issues, software improvements, and best practices; in collaboration with District Information Technology and/or the software vendor assist with system upgrades and implementation of new functionality.
7. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for College Foundation staff; process conference reimbursement and other requests.
8. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.
9. Answer telephones and respond to questions and requests for information; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
10. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
11. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
12. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

Database structures.

Donor and fundraising database management at a working level.

Application of online social networking and marketing tools.

Principles and techniques of training and communicating with non-technical users.

Principles and techniques used in building and maintaining public relations.

Basic fundraising principles, techniques and ethics.

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

Principles, practices, and procedures of business letter writing, report writing, and electronic communication.

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

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

Basic mathematical concepts.

Basic accounting procedures using in handling cash and reconciling accounts,

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

South Orange County Community College District  
Page 3 - Development Assistant II

### QUALIFICATIONS

#### Ability to:

- Understand the organization and operation of the College Foundation as necessary to assume assigned responsibilities.
- Maintain the integrity of a complex database.
- Generate and manage effective development reports.
- Research, compile, analyze and interpret data.
- Work independently in the absence of supervision.
- Work independently or in a team environment while working on multiple priorities.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Represent the Foundation in a professional manner; respond to requests and inquiries; effectively present information in person or on the telephone.
- Enter data at a speed necessary for successful job performance.
- Implement and maintain filing systems.
- Plan and organize work to meet schedules and changing deadlines.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Use correct English grammar, spelling, punctuation, and vocabulary.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone, electronically, or in person.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

#### Education/Training:

Equivalent to two years of college level coursework in business administration, communications, public relations, or a related field.

#### Experience:

Two years of increasingly responsible administrative experience working with a complex database; experience with Raiser's Edge and Net Community preferred.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

South Orange County Community College District  
Page 4 - Development Assistant II

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and travel to different locations to attend meetings or events; 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 extensive 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.

Finalized by: Forsberg Consulting Services, March, 2013



**ATTACHMENT 4**

South Orange County Community College District

**TECHNICAL DIRECTOR, ID#, Classified Bargaining Unit Salary Range 132**

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 of the Dean of Fine Arts and Media Technology or his/her administrative designee, plans, oversees, and coordinates all technical aspects of the staging of college, guest artist, School of Fine Arts/Division, and community theatrical performances that utilize the Saddleback College theater; provides lead supervision and technical guidance and oversight to stage and student crews involved in the technical aspects of theatre productions; ensures proper integration of lighting, sound, staging, set, and any/all technical elements of assigned productions or events in the theatre facilities; performs complex technical work in an instructional learning environment including to assist in the preparation of materials and demonstrations for assigned instructional area; provides a high level of academic assistance to assigned instructors; and coordinates assigned activities with faculty, staff, students, and other college divisions and departments.

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. Meet with Department of Theatre Arts faculty, staff, and students to identify and coordinate activities related to all technical needs for successful completion of Department and Entertainment and Theatre Technology productions, activities, projects, and events; clarify technical needs as well as timetables necessary for successful completion of projects and events; determine technical equipment and support personnel needed.
2. Participate in the selection of assigned students and part time staff; collaborate with the Department of Theatre Arts and Entertainment and Theater Technology faculty to make student and crew assignments.
3. Participate in the planning and implementation of laboratory (shop) exercises and experiments in collaboration with the department faculty.
4. Collaborate with technical theatre faculty to research, introduce, and use new technology, materials, and processes in student labs pertinent to the technical aspects of productions.
5. Set up laboratory (shop) apparatus, tools, and equipment; assist students in the use of shop equipment and tools; ensure student compliance with shop policies, procedures, and safety precautions; demonstrate proper care for shop equipment and tools; ensure the maintenance of shop areas in a clean and orderly manner.
6. Oversee, coordinate, and integrate the technical elements of productions including theatrical lighting, sound, video sets, and other items as required for each production, student event, and group using the facility; plan, prioritize, assign, supervise, and review the work of staff and students involved in the setup of all technical systems and house equipment including lighting and sound systems and video sets as well as those involved in construction, painting, rigging, load-in, and strike of scenic elements; work with other staff, faculty, and/or student master carpenter to create the various drawings, schedules, and schematics needed for the construction and set up of scenery and props.

South Orange County Community College District  
Page 2 - Technical Director

### REPRESENTATIVE DUTIES

7. Work with management and administrative personnel, faculty, and staff to monitor production costs; oversee and monitor budgets as related to Department productions and events; provide recommendations to reduce cost in production shops.
8. Work with the technical theatre faculty and staff during technical rehearsal to ensure that all student crews are trained at assigned positions and that technical rehearsals are run effectively and correctly.
9. Ensure all technical equipment and systems operate effectively during productions and student labs.
10. Coordinate with faculty and students the strike and return of all technical equipment in collaboration with the Theatre Production Manager, shop supervisors, and technical theatre faculty.
11. Collaborate with Department of Theatre Arts and Entertainment and Theater program faculty to ensure that shops are operated in such a way as to provide the best environment to successfully achieve Student Learning Outcomes (SLOs) as established by the Departments.
12. Assist faculty with training Theatre Arts students; participate with other staff and faculty in the evaluation and assessment of students.
13. Oversee and coordinate the troubleshooting, repair, and maintenance of theatrical staging equipment and facilities; maintain a preventive maintenance and repair program for theatre facility and shops.
14. Maintain inventory of materials and equipment necessary for the operation of the laboratory (shop) and performance spaces; recommend equipment purchases.
15. Recommend, implement, and administer methods and procedures to enhance operations of the theatre lab facility to successfully achieve student SLOs.
16. Adhere to and enforce departmental and divisional/school procedures and guidelines.
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:

Principles and practices of technical aspects of theatrical production including lighting, scenic design, sound design, costuming, and rigging.

Technology used in theatrical production and Computer Aided Drafting (AutoCAD or Vectorworks and Mac Platform).

Automated scenery, motors, and computer control of rigging and scenery. Steel welding and metal working as it relates to theatrical construction.

Principles of supervision and training of students in the accomplishment of SLOs.

Office procedures, methods and equipment including computers and applicable software applications.

Basic principles and practices of budget preparation and administration.

Basic accounting principles and purchasing techniques. Occupational hazards and standard safety practices.

South Orange County Community College District  
Page 3 - Technical Director

### QUALIFICATIONS

#### Ability to:

Oversee and coordinate activities related to all technical needs for successful completion of Department and Entertainment and Theatre Technology productions, activities, projects, and events.  
Exercise judgment and initiative in coordinating labs as well as other events at instructional facilities.  
Translate concept ideas, drawings, and sketches into finished elements for theatrical productions.  
Prepare drawings and other graphic representations for construction of scenic elements.  
Oversee and participate in the construction of scenic elements with staff and students.  
Use and operate a variety of hand and power tools as needed to construct scenic elements in a safe and efficient manner.  
Participate in budget preparation and administration.  
Order, inventory and maintain equipment, supplies, and materials needed for productions.  
Train, instruct, and oversee staff and students in various technical methods and procedures as well as in the use of the shop and its equipment.  
Ensure adherence to safe work practices and procedures.  
Interpret and apply department policies, procedures, rules and regulations. Weld using Mig, Tig, Arc, and Gas rigs.  
Work with student crews of diverse skills and knowledge, including students with disabilities.  
Work collaboratively with artists, faculty, students, and administrative staff, in establishing and maintaining effective working relationships.  
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:

A Bachelor's degree from an accredited college or university with major course work in technical theatre, theatrical design, or related field.

#### Experience:

Four years of responsible experience in technical theatre, theatre construction, theatre or entertainment production, entertainment construction, or a related field, including one year supervisory or lead responsibility.

### 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 a theatre setting; work near moving mechanical parts; exposure to noise, dust, and inclement weather conditions; works in precarious places; occasionally works around loud noise levels. At least minimal environmental controls are in place to assure health and comfort. Positions may be required to work evenings and weekends.

South Orange County Community College District  
Page 4 - Technical Director

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical: Primary functions require sufficient physical ability and mobility to work in an office and theatre 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 and various hand and power tools and 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; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Finalized by: Forsberg Consulting Services, February, 2013

**TO:** Board of Trustees

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

**RE:** Saddleback College and Irvine Valley College: Annual Accreditation Reports

**ACTION:** Information

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**BACKGROUND**

During the 2012-2013 academic year, accreditation was reaffirmed at Saddleback College and Irvine Valley College. In accordance with the normal accreditation process, the colleges are required to submit an annual report to the Accrediting Commission for Community and Junior Colleges.

**STATUS**

Both Saddleback College and Irvine Valley College have prepared their Annual Accreditation Reports, which were submitted to the Accrediting Commission for Community and Junior Colleges by the March 31 deadline. The Saddleback College Annual Report is provided as Exhibit A. The Irvine Valley College Annual Report is provided as Exhibit B.



| Help | Logout

**2013 Annual Report  
Final Submission**  
04/15/2013

Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**General Information**

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Name of individual preparing report:	Donald Busche
3.	Phone number of person preparing report:	(949) 582-4795
4.	E-mail of person preparing report:	dbusche@saddleback.edu
5a.	Provide the URL (link) from the college website to the section of the college catalog which states the accredited status with ACCJC:	<a href="http://www.saddleback.edu/cc/documents/intro_000.pdf">http://www.saddleback.edu/cc/documents/intro_000.pdf</a>
5b.	Provide the URL (link) from the college website to the college's online statement of accredited status with ACCJC:	<a href="http://www.saddleback.edu/accreditation/">http://www.saddleback.edu/accreditation/</a>
6.	Total unduplicated headcount enrollment:	Fall 2012: 27,287 Fall 2011: 27,989 Fall 2010: 27,523
7.	Total unduplicated headcount enrollment in degree applicable credit courses for fall 2012:	21,479
8.	Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2012:	1,730
9.	Number of courses offered via distance education:	Fall 2012: 175 Fall 2011: 170 Fall 2010: 150
10.	Number of programs offered via distance education:	1

11.	Total unduplicated headcount enrollment in all types of Distance Education:	Fall 2012: 7,306 Fall 2011: 7,662 Fall 2010: 7,159
12.	Total unduplicated headcount enrollment in all types of Correspondence Education:	Fall 2012: 0 Fall 2011: 0 Fall 2010: 0
13.	Were all correspondence courses for which students enrolled in fall 2012 part of a program which leads to an associate degree?	

**Student Achievement Data**

#	Question	Answer
14a.	Successful student course completion rate for the fall 2012 semester:	71.15%
14b.	Institution-set standard for student course completion rate:	n/a
15a.	Percent of students retained from fall 2011 to fall 2012 semesters:	56.73%
15b.	Institution-set standard for student retention percentage:	n/a
16a.	Number of students who received a degree in the 2011-12 academic year:	1,100
16b.	Institution-set standard for student degree completion (percentage—indicate %-- or number):	n/a
17a.	Number of students who transferred to 4-year colleges/universities in 2011-2012:	3,126
17b.	Institution-set standard for student transfer to 4-year colleges/universities (percentage—indicate %-- or number):	n/a
18a.	Number of students who completed certificate requirements and received a certificate in the 2011-12 academic year:	3,108
18b.	Institution-set standard for student certificate completion (percentage—indicate %-- or number):	n/a
19a.	Does the college have any certificate programs which are not career-technical education (CTE) certificates?	Yes
19b.	If yes, please identify them:	3 ESL Certificate of Completion 1 GE Transfer Certificate of Achievement
20.	Number of career-technical education (CTE) certificates and degrees:	160
21.	Percentage of CTE certificates and degrees which have identified technical and professional competencies that meet employment standards and other standards, including those for licensure and certification:	n/a
	2010-2011 examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:	

22.	<table border="1"> <thead> <tr> <th>Program</th> <th>CIP Code-4 digits (##.##)</th> <th>Examination</th> <th>Pass Rate</th> </tr> </thead> <tbody> <tr> <td>Nursing</td> <td>51.38</td> <td>national</td> <td>94 %</td> </tr> <tr> <td>Paramedic</td> <td>51.09</td> <td>national</td> <td>98 %</td> </tr> <tr> <td>Phlebotomy</td> <td>51.10</td> <td>national</td> <td>88 %</td> </tr> <tr> <td>Cosmetology</td> <td>12.04</td> <td>state</td> <td>73 %</td> </tr> </tbody> </table>	Program	CIP Code-4 digits (##.##)	Examination	Pass Rate	Nursing	51.38	national	94 %	Paramedic	51.09	national	98 %	Phlebotomy	51.10	national	88 %	Cosmetology	12.04	state	73 %
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n/a			0 %																		
n/a			0 %																		
n/a			0 %																		
n/a			0 %																		

**Student Learning Outcomes and Assessment**

#	Question	Answer
24.	Number of courses at the institution:	1,529
25.	Percent of all college courses with defined Student Learning Outcomes:	100%
26.	Percent of all college courses with ongoing assessment of learning outcomes:	89%
27.	Number of programs at the institution:	209
28.	Percent of all college programs with defined Student Learning Outcomes:	100%
29.	Percent of college programs with ongoing assessment of learning outcomes:	97%
30a.	Percent of all college programs with SLO assessment results available to prospective students:	0%
30b.	URL(s) from the college website where prospective students can find SLO assessment results for programs:	n/a
31.	Number of student and learning support activities at the institution:	15
32.	Percent of student and learning support activities with defined Student Learning Outcomes:	100%
33.	Percent of student learning and support activities with ongoing assessment of learning outcomes:	93%
34.	Has your institution defined General Education (GE) program Student Learning Outcomes?	Yes
35.	Are your institutional SLOs identical with your General Education program outcomes?	Yes
36.	Do your institution's GE outcomes include all areas identified in the Accreditation Standards?	Yes
37.	Number of courses identified as part of the GE program:	303



38.	Number of GE courses with Student Learning Outcomes mapped to GE program Student Learning Outcomes:	303
39.	Percent of GE courses with ongoing assessment of GE learning outcomes:	100%
40.	Has the institution defined institutional Student Learning Outcomes:	Yes
41.	Number of institutional Student Learning Outcomes:	16
42.	Percent of institutional outcomes with ongoing assessment of learning outcomes:	100%

**Substantive Change Items**

#	Question	Answer
43.	Number of submitted substantive change requests related to distance education and correspondence education:	Fall 2012: 0 Fall 2011: 0 Fall 2010: 0
44a.	Is the institution anticipating a proposal for a substantive change in any of the following change categories? (Check all that apply)	Courses and/or Programs and/or their Delivery Mode
44b.	Explain the change(s) for which you will be submitting a substantive change proposal:	We will be analyzing our offerings to determine if we need to submit a proposal related to distance education for any of our programs

**Other Information**

#	Question	Answer
45a.	Identify site additions and deletions since the submission of the 2011-2012 Annual Report:	none
45b.	List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:	none
46.	List all of the institution's instructional sites out of state and outside the United States:	none

**The data included in this report are certified as a complete and accurate representation of the reporting institution.**

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**2013 Annual Report**  
**Final Submission**  
03/29/2013

Irvine Valley College  
5500 Irvine Center Drive  
Irvine, CA 92618

**General Information**

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Name of individual preparing report:	Craig Justice
3.	Phone number of person preparing report:	949-451-5577
4.	E-mail of person preparing report:	cjustice@ivc.edu
5a.	Provide the URL (link) from the college website to the section of the college catalog which states the accredited status with ACCJC:	<a href="http://www.ivc.edu/catalog/Documents/catalog2012/intro.pdf">http://www.ivc.edu/catalog/Documents/catalog2012/intro.pdf</a>
5b.	Provide the URL (link) from the college website to the college's online statement of accredited status with ACCJC:	<a href="http://www.ivc.edu/resources/administration/accreditation/Pages/default.aspx">http://www.ivc.edu/resources/administration/accreditation/Pages/default.aspx</a>
6.	Total unduplicated headcount enrollment:	Fall 2012: 14,161 Fall 2011: 14,566 Fall 2010: 15,473
7.	Total unduplicated headcount enrollment in	12,393

	degree applicable credit courses for fall 2012:	
8.	Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2012:	4,805
9.	Number of courses offered via distance education:	Fall 2012: 122 Fall 2011: 120 Fall 2010: 122
10.	Number of programs offered via distance education:	9
11.	Total unduplicated headcount enrollment in all types of Distance Education:	Fall 2012: 4,855 Fall 2011: 4,722 Fall 2010: 4,769
12.	Total unduplicated headcount enrollment in all types of Correspondence Education:	Fall 2012: 0 Fall 2011: 0 Fall 2010: 0
13.	Were all correspondence courses for which students enrolled in fall 2012 part of a program which leads to an associate degree?	No

#### Student Achievement Data

#	Question	Answer
14a.	Successful student course completion rate for the fall 2012 semester:	74.3%
14b.	Institution-set standard for student course completion rate:	n/a
15a.	Percent of students retained from fall 2011 to fall 2012 semesters:	50.7%
15b.	Institution-set standard for student retention percentage:	n/a
16a.	Number of students who received a degree in the 2011-12 academic year:	664

16b.	Institution-set standard for student degree completion (percentage—indicate %-- or number):	n/a								
17a.	Number of students who transferred to 4-year colleges/universities in 2011-2012:	1,981								
17b.	Institution-set standard for student transfer to 4-year colleges/universities (percentage—indicate %-- or number):	n/a								
18a.	Number of students who completed certificate requirements and received a certificate in the 2011-12 academic year:	814								
18b.	Institution-set standard for student certificate completion (percentage—indicate %-- or number):	n/a								
19a.	Does the college have any certificate programs which are not career-technical education (CTE) certificates?	No								
19b.	If yes, please identify them:	n/a								
20.	Number of career-technical education (CTE) certificates and degrees:	71								
21.	Percentage of CTE certificates and degrees which have identified technical and professional competencies that meet employment standards and other standards, including those for licensure and certification:	100%								
22.	2010-2011 examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:									
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23.	22010-2011 job placement rates for students completing certificate programs and CTE (career-technology education) degrees:									
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Program	CIP Code-4 digits (##.##)	Certificate or Degree	Placement Rate							
n/a			0 %							

### Student Learning Outcomes and Assessment

#	Question	Answer
24.	Number of courses at the institution:	775
25.	Percent of all college courses with defined Student Learning Outcomes:	99.5%
26.	Percent of all college courses with ongoing assessment of learning outcomes:	99.5%
27.	Number of programs at the institution:	60
28.	Percent of all college programs with defined Student Learning Outcomes:	100%
29.	Percent of college programs with ongoing assessment of learning outcomes:	100%
30a.	Percent of all college programs with SLO assessment results available to prospective students:	0%
30b.	URL(s) from the college website where prospective students can find SLO assessment results for programs:	n/a

31.	Number of student and learning support activities at the institution:	15
32.	Percent of student and learning support activities with defined Student Learning Outcomes:	93.3%
33.	Percent of student learning and support activities with ongoing assessment of learning outcomes:	80%
34.	Has your institution defined General Education (GE) program Student Learning Outcomes?	Yes
35.	Are your institutional SLOs identical with your General Education program outcomes?	Yes
36.	Do your institution's GE outcomes include all areas identified in the Accreditation Standards?	Yes
37.	Number of courses identified as part of the GE program:	362
38.	Number of GE courses with Student Learning Outcomes mapped to GE program Student Learning Outcomes:	362
39.	Percent of GE courses with ongoing assessment of GE learning outcomes:	100%
40.	Has the institution defined institutional Student Learning Outcomes:	Yes
41.	Number of institutional Student Learning Outcomes:	14
42.	Percent of institutional outcomes with ongoing assessment of learning outcomes:	100%

#### Substantive Change Items

#	Question	Answer
43.	Number of submitted substantive change requests related to distance education and correspondence education:	Fall 2012: 0 Fall 2011: 0 Fall 2010: 1
44a.	Is the institution anticipating a proposal for a substantive change in any of the following change categories? (Check all that apply)	No changes planned
44b.	Explain the change(s) for which you will be submitting a substantive change proposal:	n/a

#### Other Information

#	Question	Answer
45a.	Identify site additions and deletions since the submission of the 2011-2012 Annual Report:	n/a
45b.	List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:	ATEP (for Design Model Making and Rapid Prototyping)
46.	List all of the institution's instructional sites out of state and outside the United States:	n/a

The data included in this report are certified as a complete and accurate representation of the reporting institution.

**TO:** Board of Trustees

**FROM:** Gary Poertner, Chancellor

**RE:** SOCCCD, Saddleback College, IVC, and ATEP: Vision and Mission Statements

**ACTION:** Information

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**BACKGROUND**

The accreditation standards recommend periodic reviews of all mission statements. As recommended, SOCCCD, Saddleback College, Irvine Valley College (IVC), and the Advanced Technology and Education Park (ATEP) annually review their mission statements and report revisions to the Board of Trustees at the May meeting of each academic year.

**STATUS**

The SOCCCD vision and mission statements are reviewed each year by the District-wide Planning Council.

On May 7, 2013, the Saddleback College Consultation Council reviewed the college vision and mission statements as part of their strategic planning process. The Consultation Council recommended to President Burnett that no changes be made to the college vision and mission statements. President Burnett concurred with the Consultation Council's recommendation.

On May 8, 2013, the IVC College Council reviewed the college vision and mission statements as part of their strategic planning process. The College Council recommended to President Roquemore that no changes be made to the college vision and mission statements. President Roquemore concurred with the College Council's recommendation.

There are currently no changes to the SOCCCD and ATEP vision and mission statements.

The current vision and mission statements for SOCCCD, Saddleback College, Irvine Valley College, and the Advanced Technology and Education Park are presented in Exhibit A.

Item submitted by: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents; Dr. Robert Bramucci, Vice Chancellor; Dr. Randy Peebles, Associate Vice Chancellor*

## **South Orange County Community College District**

### **VISION**

South Orange County Community College District will be a leader in exemplary teaching and learning, student success and community partnerships.

### **MISSION**

South Orange County Community College District provides a dynamic and innovative learning environment dedicated to student success and economic growth of the region.

---

## **Saddleback College**

### **VISION**

Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

### **MISSION**

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

---

## **Irvine Valley College**

### **VISION**

Irvine Valley College provides students avenues for success through premier educational standards, exceptional services, and dynamic partnerships.

### **MISSION**

Irvine Valley College is committed to student success. The College is devoted to student learning through exemplary teaching, integrated support services, effective stewardship, and continued accessibility in a diverse community.

---

## **Advanced Technology and Education Park**

### **VISION**

The Advanced Technology & Education Park (ATEP) will be a premier economic and workforce development site for the region.

### **MISSION**

The Advanced Technology & Education Park (ATEP) provides development opportunities for Irvine Valley College and Saddleback College as well as land use partners to support community, business and industry workforce development needs.

---



**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**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
4/29/13, 1:40PM		Dr. Helen Eckmann	Lean & Green	Steven LeFlen	Sustainability
4/29/13		Marilee Nielsen	Art 133/134	Particia McAleer	Welk EGG Bead: Necklace: Metal Fabrication
5/1/13, 6:00PM	BGS 234	Lisa Elston	Fashion 225	Wendy Navarro	Online retailing
5/1/13, 3:00PM	HS104	N.Chianese	SOC 2 – Social Problems	Grace Van Thillo	Nuclear Power
5/6/13, 12:00PM			PSI Beta & Psychology Club	Jodi Barber	Dangers of Prescription Drugs
5/6/13, 12:00PM			PSI Beta & Psychology Club	Tanya Brown	Overcoming adversity
5/6/13, 12:00PM			PSI Beta & Psychology Club	Kristi Hugstad	Story of her husband's suicide due to drugs
5/6/13, 12:00PM			PSI Beta & Psychology Club	Tori DeGroote	Working with recovery individuals in the field of counseling
5/6/13, 12:00PM			PSI Beta & Psychology Club	Dimitri Zarate	Overcoming drug addiction
5/6/13, 12:00PM			PSI Beta & Psychology Club	Polly McCormick	Panelist for Overtaken
5/7/13, 3:00PM	BGS 356	N.Chianese	SOC 2 – Social Problems	Daniel Headrick	Drug Addition Overdose & Recovery
5/7/13, 1:00PM			PSI Beta & Psychology Club	Nancy Wooldridge	Personal story from a suicide survivor
5/7/13, 10:00AM			PSI Beta & Psychology Club	Jessica VanDerStad	Suicide prevention and statistics
5/8/13, 12:00PM			PSI Beta & Psychology Club	Dr. Michael Foudy	Use of chiropractic practice to reduce psychological distress
5/8/13, 12:00PM			PSI Beta & Psychology Club	Dr. Steven Peters	Suicide support resources
5/9/13, 7:00PM			Arabic Club	Dr. Danny Doueiri	The Arab Identity
5/9/13, 2:00PM	Village 3-03		Culinary Club	Heather Westenhofer	How to make cheese
5/9/13, 7:00PM	Quad		PSI Beta & Psychology Club	Renee Yohe	Overcoming drug addiction and dealing with depression
5/16/13, 9:00AM	SSC 212			Mike Roesler	State and National perspective on

					Entrepreneurship role of NACCE
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**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
5/7/2013 11:00 am – 2:00 pm	B318	John Hobgood	Physics 4A	Dr. Hassan Sassi	For the Love of Physics

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

---

### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

The actual Basic Aid receipts since the District returned to Basic Aid status in FY 1999-2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds are shown in EXHIBIT A.

As of April 30, 2013, Total Basic Aid Estimated Receipts of \$472.7M less Total Approved Projects in the amount of \$435.2M leaves a \$37.5M balance for uncommitted Basic Aid Funds which includes approximately \$16M to be committed to OPEB retiree medical liability.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the Basic Aid allocation from the April, 2013 Board report.

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
May 20, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
<b>CLOSED PROJECTS</b>							
CLOSED PROJECTS TOTAL	166,258,363	139,428,614	11,697,779	7,520,626	3,582,102	3,818,816	210,426
<b>CAPITAL PROJECTS</b>							
Campus Appearance Improvement IVC & SC (2009)	1,000,000		378,837	215,312	144,365	738	260,748
ATEP Building Demolition (2007)	7,000,000		61,693	12,192	1,439,404	781,124	4,705,587
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	11,601,028	3,935,289	2,273,645	2,390,930	1,798,762	507,119	695,283
ATEP Site Development (2012)	340,436					31,948	308,488
ATEP Site Development (2013)	2,100,000						2,100,000
ATEP Site Development Negotiations (2008)	4,265,883	899,132	1,080,568	592,509	618,846	322,921	751,907
ATEP Staffing, Equipment, Program Development (2007)	891,611		20,689	171,285	346,066	291,119	62,452
IVC A-400 Bldg Remodel (2011)	11,463,000					28,153	11,434,847
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	41,576	45,644	143,803	2,609,026
IVC Fine Arts Building (2008) - State Delay, Future Project request	61,278	61,163	115	-		-	-
IVC Life Sciences Project (2004)	11,710,000		81,776	793,360	448,231	(1,169,892)	11,556,525
IVC New Parking Lot (2013)	2,920,000						2,920,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000			-	215,836	34,022	150,142
IVC Replace Main Water Valves (2010)	275,000			6,035	76,957	97,311	94,697
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000			3,088	41,368		185,544
IVC Science Lab Addition & Remodel (2006)	5,180,000	362,837	2,373,462	2,024,161	412,531	-	7,009
IVC SSC HVAC System (2010)	800,000			1,346	19,668	732	778,254
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	511,511	745,863	1,817,215	3,988,518
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000					-	2,622,000
SC Building Repairs - ATAS Building (2003)	14,733,313	152,376	1,048	-	13,800	94,380	14,471,709
SC Building Repairs - ATAS Swing Space Renov (2013)	5,806,687						5,806,687
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-			1,000,000
SC Fine Arts HVAC Renovation (2013)	1,000,000						1,000,000
SC Golf Driving Range Net Replacement (2005)	300,000	91,800	5,000	5,000	4,950	19,300	173,950
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC Loop Road (2008)	3,442,000		-	5,740	212,701	-	3,223,559
SC 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	33,349
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000			166,833	851,935	337,751	143,481
SC Sciences Building (M/S/E annex) (2003)	58,835,346	29,595	-	-	258,563	1,840,003	56,707,184
SC Storm Drain Repairs (2013)	1,500,000						1,500,000
SC Water Damages/Storm Drainage Issues (2013)	750,000						750,000
<b>CAPITAL PROJECTS TOTAL</b>	<b>179,413,697</b>	<b>5,620,034</b>	<b>6,276,832</b>	<b>6,940,902</b>	<b>8,972,334</b>	<b>5,367,531</b>	<b>146,236,064</b>
<b>SCHEDULED MAINTENANCE</b>							
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	475,000						475,000
IVC Sports Facilities (2012)	342,600						342,600
SC Central Plant (2013)	750,000						750,000
SC Energy Management System (2012)	657,400					323,678	333,722
SC PE Complex (2013)	500,000						500,000
<b>SCHEDULED MAINTENANCE PROJECTS TOTAL</b>	<b>3,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>323,678</b>	<b>2,676,322</b>

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
May 20, 2013**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
<b>IT PROJECTS</b>							
Campus Desktop Refresh (2013)	750,000						750,000
SOCCCD Awards Management System (2013)	500,000						500,000
SOCCCD Blackboard Plug-ins (2013)	150,000						150,000
SOCCCD Degree Audit/MAP Upgrade (2013)	750,000						750,000
SOCCCD Document Management Solution (2011)	659,202					622,823	36,379
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	2,500,000						2,500,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000						150,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	3,000,000					16,131	2,983,869
HRIS Data Migration	20,000						20,000
IT Governance - TeamDymanixHE Software	50,000						50,000
TracDat Integration with SharePoint	35,000						35,000
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000						20,000
Unified Communications System	50,000						50,000
IT Contingency	277,855						277,855
SOCCCD IT Basic Aid Projects (2013)	527,855					-	527,855
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770			2,906,089	2,665,868	1,745,944	1,426,869
SOCCCD Matriculation SEP System (2013)	100,000						100,000
SOCCCD Predictive Analytics (2013)	250,000						250,000
SOCCCD Student Information System Enhancement (2013)	1,500,000						1,500,000
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	8,819,991	4,111,633	1,099,661	4,250	22,466	44,259
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	1,668,384	3,815,348	1,197,263	923,579	392,177	39,726
<b>IT PROJECTS TOTAL</b>	<b>41,720,564</b>	<b>10,488,375</b>	<b>7,926,981</b>	<b>5,203,013</b>	<b>3,593,697</b>	<b>2,799,541</b>	<b>11,708,957</b>

<b>OTHER ALLOCATIONS</b>							
SOCCCD Design/Build Specialty Consultant (2013)	175,000					13,300	161,700
SOCCCD DSA Project Close Out (2013)	160,000						160,000
SOCCCD Facilities System (2013)	704,000						704,000
SOCCCD FPP, IPP, 5 Year Plans (2013)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	175,000						175,000
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	435,000	102,000	34,354	13,140		117,900	167,606
SOCCCD Legal Counsel Facility Related Issues (2013)	300,000						300,000
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	453,867	527,830	-	417,291	-	800,000
SOCCCD Retiree Benefits (2001 - present)	40,617,938	24,417,938	500,000	2,500,000	8,000,000	2,600,000	2,600,000
<b>OTHER ALLOCATIONS TOTAL</b>	<b>44,865,926</b>	<b>24,973,805</b>	<b>1,062,184</b>	<b>2,513,140</b>	<b>8,417,291</b>	<b>2,731,200</b>	<b>5,168,306</b>

<b>BASIC AID PROJECT TOTALS</b>	<b>435,258,550</b>	<b>180,510,829</b>	<b>26,963,776</b>	<b>22,177,681</b>	<b>24,565,424</b>	<b>15,040,766</b>	<b>166,000,074</b>
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Commitments	257,813,653	54,256,170	37,446,916	41,176,493	(9,951,045)	51,522,611
Cumulative Commitments	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187	432,264,798
Receipts	265,016,219	51,179,365	39,022,021	38,737,963	39,301,044	39,462,256
Cumulative Receipts	265,016,219	316,195,584	355,217,605	393,955,568	433,256,612	472,718,868
Cumulative Expenses	180,510,829	207,474,605	229,652,286	254,217,709	269,258,476	435,258,550
Uncommitted Basic Aid Funds	84,505,390	108,720,979	125,565,319	139,737,859	163,998,136	37,460,318

*Change from April 2013 Report:*

**Approved Amount**

**2012/13 and Forward**

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT  
May 20, 2013

**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	\$2,156,000	\$7,141,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$15,673,000 *with \$13,673,000* returned to basic aid account.

Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor. *The remaining state reimbursement will remain in the project budget until completion of these negotiations.*

Status: The contractor completed seventeen months behind schedule. Contractor payment withholdings include stop notices filed by subcontractors and material suppliers. Claim issues have been combined and a Judge has been assigned. *The flooring warranty repair at the third floor has failed and has been rejected by the architect of record.*

In Progress: Project punch list, building systems commissioning with M&O, close out documents and warranties submittals, DSA close out. Landscape maintenance period is underway at quad area.

Recently Completed: *A final pre-construction flooring replacement meeting was held on May 16<sup>th</sup> with all parties and the replacement of failed flooring will begin on May 20<sup>th</sup>.*

Focus: Complete final punch list. Legal issues and close out of outstanding change orders. Warranty repair for flooring delamination at the third floor is scheduled for secondary repair May, 2013.

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: Pending



**2. SCIENCES BUILDING**

	Original	Revision	Total
Project Budget:	\$52,234,000	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000	(\$11,588,000)	\$215,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor’s office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000.

Status: Cost reduction efforts have brought the project estimate back into alignment with the project construction budget. Board approved Resolution to move forward with Validation Action and the Lease, Sublease and Construction Services Agreement contract documents as to form approved.

In Progress: Proceeding into Validation Action and continuing constructability reviews. Sub-trades prequalification documents were received by the contractor on March 4<sup>th</sup> and are under review.

Recently Completed: The *Division of the State Architect (DSA)* approved two of the three reviews: *Fire life safety and Access*. DSA performed a preliminary structural review of the plan set on February 12, 2013.

Focus: Staff, consultants and contractors are continuing efforts on constructability reviews and finalization of the DSA plan set. *The architect and District plan to meet with DSA in late May to review structural back check comments*. Parallel with Validation, the contractor will bid sub-trades with the objective of finalizing the GMP and providing executed agreements back to the Board for final approval.

Project Start: March 2011	Scheduled Finish: October 2014
Projected Finish: October 2014	DSA Close Out: Pending

**3. SECONDARY EFFECTS - LOOP ROAD**

	Original	Revision	Total
Project Budget:	\$11,697,00	(\$2,699,417)	\$8,997,583
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	-	\$3,442,000
Unassigned:	\$8,255,000	(\$2,699,417)	\$5,555,583

Budget Narrative: Budget reflects Board agenda action on 3/24/08. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate.

Status: The Loop Road relocation project *has been* modified with the project’s secondary effects taking priority: Site-work (relocation of the practice fields) and infrastructure (storm drain improvements) increased to include relocation of parking which will be lost as a result of locating the New Sciences Building in parking lot 5 and locating the TAS Swing Space (Auto-tech program) in parking lot 1. This request has been fully vetted at the College level and *was approved in* the Five Year plan. *Next Facilities Report will reflect a new project name to better reflect the new scope of work.* Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Priority order and funding for secondary effects are under consideration by the Capital Improvement Committee.

Recently Completed: The focus on the Loop Road project is directed toward secondary effects.

Focus: District and College staff *are coordinating the final scope description and evaluating delivery methods in order to obtain professional services for design.*

Project Start: Phase I-Feb 2010	Scheduled Finish: On Hold
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	\$12,777,000	\$14,733,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11 and 8/27/2012. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget.

Status: The Design Development phase is underway. (Note: Design phases: Programming, Schematic, Design Development, Construction Documents, DSA Submittal)

In Progress: *District met with the user group on May 5, 2013 and received final Design Development comments. Construction Documents phase will commence this month.*

Recently Completed: A supplemental geotechnical investigation at North Wing is completed. Surveying and utilities location mapping is completed.

Focus: *Design Development sign off with end user participation. Commencement of Construction Documents phase.*

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: March 2015	DSA Close Out: Pending

**5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT**

	Original	Revision	Total
Project Budget:	\$5,807,000		\$5,807,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000		\$5,807,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget.

Status: Schematic Design review is complete.

In Progress: *Two design meetings were held in April with end users. One additional meeting was held this month with District Warehouse staff and administration to discuss site impacts and solutions regarding warehouse operations. The Capital Improvement Committee is considering additional Funding recommendation.*

Recently Completed: The Dean, V.P.I., M&O, District representative and consultant team reviewed programming space and equipment requirements in an effort to reduce project costs. The results demonstrate that instructional program needs require all elements of the current design. A survey of the site was completed on April 16th and 17<sup>th</sup>. *An RFP for geotechnical services was issued this month.*

Focus: Team is moving into design development using full project scope of Schematic Design.

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: December 2014	DSA Close Out: Pending

**IRVINE VALLEY COLLEGE**

**1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION**

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor’s Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Approximately 17 remain in “Pending” status and must be closed to arrive at DSA close out.

Recently Completed:

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the architect to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

**2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL**

	Original	Revision	Total
Project Budget:	\$4,120,000	\$2,860,000	\$6,980,000
State Match:	-	-	-
Basic Aid Allocation:	\$4,120,000	\$2,860,000	\$6,980,000

Budget Narrative: Budget reflects Board actions on 6/26/06 and 9/22/08.

Status: Construction complete and occupied. DSA close out underway.

In Progress: Staff has forwarded final close out documents and fees to DSA.

Recently Completed: The Notice of Completion was filed on July 8, 2010. Three remaining change orders have been approved.

Focus: DSA Close Out

Project Start: July 2006	Scheduled Finish: December 2009
Finish: May 2010	DSA Close Out: Underway

**3. LIFE SCIENCES PROJECT**

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$10,597,000	\$11,710,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, and 5/24/2010. The original 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 \$8,733,153 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 \$4,834,847 which is the remaining portion of the state’s contribution for construction funding and all equipment funding reimbursement.*

Status: After Surety takeover, the new completion date is anticipated as July 31, 2013. Construction is 70% complete.

In Progress: Staff and end users are developing furniture, fixture and equipment lists. Finalizing coordination and contract with Irvine Ranch Water District for Non-Potable water to toilets. Exterior finishes include finishes to weather proofing and IPE Wood detail. Interior installation focuses on first and second floor HVAC, *plumbing fixtures* and casework installation.

Recently Completed: Insulation, ceramic tile, *exterior painting* and lathe & plaster. The State Chancellor’s Office has released expenditure of equipment funding.

Focus: Correction work continues. Negotiations between Surety and District to resolve added costs of schedule delay and minimize project impacts.

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: July 31, 2013	DSA Close Out: Pending

**4. FINE ARTS BUILDING**

	Original	Revision	Total
Project Budget:	\$31,451,000	\$3,541,000	\$34,992,000
Anticipated State Match:	\$28,305,000	(\$3,715,000)	\$24,590,000
Basic Aid Allocation:	\$3,200,000	\$5,697,115	\$8,897,115
Unallocated:	(\$54,000)	1,558,885	\$1,504,885

Budget Narrative: Budget reflects reporting as shown on State Chancellor’s Office FUSION report planning year 2014-15. Budget reflects Board agenda action on 3/24/2008 and 4/27/2009. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised project budget.

Status: The District submitted a Final Project Proposal (FPP) to the State Chancellor’s Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. The State Chancellor’s office has recently adopted a new method for projecting enrollments with the expectation that projections will better align with actual enrollments. With this measure, the IVC Fine Arts project currently does not qualify for FPP approved status. If it is not funded in this fiscal year, it will not be eligible in the following FPP submittal for funding consideration.

In Progress: State Chancellor’s office will take steps toward submittal to the Legislative Analyst Office, though no funding source has been available since 2007.

Recently Completed: The College has determined their priority order for this and other projects as demonstrated in this month’s agenda for the five year plan.

Focus: Determine best approach to obtaining FPP approval for IVC.

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

**5. BARRANCA ENTRANCE**

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Plan coordination issues with the City of Irvine 98% complete. A phone conference between the District and the City of Irvine was held.

In Progress: Like all other similar uses for City property, the City has indicated there will be a use fee for the City property. The amount of that fee is dependent upon the value and size of the property. The size has been determined and a District appraisal will be forthcoming in the near future. The College will maintain the landscape improvements. The City will forward a maintenance agreement for District review which will identify responsibilities for landscape improvements.

Recently Completed: Division of the State Architect complete with accessibility review.

Focus: Finalize usage fee and maintenance agreement with City of Irvine.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2013
Projected Finish: Summer/Fall 2013	DSA Close Out: Pending

## 6. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$8,458,949	\$11,463,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$10,463,000	\$11,463,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011 and 8/27/2012. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. Staff will recommend an increase in the project budget to address the furniture, fixture and equipment expenditure during the 2012-2013 Basic Aid Allocation review process.

Status: The Design Build contract was approved at the January Board meeting and design is underway. The Design Committee chose to demolish the existing structure and re-build all 24,000 gross square feet using a two story configuration.

In Progress: Design meetings are scheduled from January to mid-May.

Recently Completed: The two story configuration is under design with exterior elevations reviewed on March 22<sup>nd</sup> and April 12th.

Focus: Proceed through Design. Each design meeting will build on decisions that are resolved during the previous session.

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending

**ATEP**

**1. ATEP BUILDING DEMOLITION**

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: Four demolition projects are complete with one identified as outstanding: ATEP Building Foundations and Infrastructure Demolition.

In Progress: ATEP Building Foundations and Infrastructure Demolition *Agreement execution and insurance approvals underway.*

Recently Completed: ATEP Building Foundations and Infrastructure Demolition *bid approved at April Board meeting.*

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

Project Start: September 2010	Scheduled Finish: June 2012
Projected Finish: August 2012	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.

In Progress: Criteria Document under review between colleges and Criteria Architect.



Recently Completed: Saddleback College completed review of the technical specifications.

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

**DISTRICT WIDE**

**1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM**

	Original	Revision	Total
Project Budget:	\$704,000	-	\$704,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012.

Status: Consultants are continuing to move forward with the project. Submittal of reports is *one month* behind schedule.

In Progress: Saddleback College report is received and under review. Review process is likely to result in back and forth comments until report reflects desired content. IVC awaiting report.

Recently Completed: Condition Assessments for IVC and Saddleback Student Services complete entire assessment.

Focus: District and College staff will review and edit format and content for consistency with needed information.

Project Start: July 2012	Scheduled Finish: June 2013
Projected Finish: June 2013	DSA Close Out: N/A

Project updates for active projects may be viewed at:  
<http://socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are brought on board for design/project
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. that are outside of the control of District and consultants
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification. Level of project complication dictates timeframe for completing this scope of work.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) 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 April 30, 2013 (EXHIBIT A). A review of current revenues and expenditures for FY 2012-2013 show they are in line with the budget and mostly consistent with prior year trends. Expenditures for the District are significantly higher than last year due to the transfer of Basic Aid funds to the Capital Outlay Fund. Last year the funds were held until they were allocated for FY 2012-2013 projects

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of April 30, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 28,459,232	28,459,232	28,459,232	100.00%
<b>REVENUES:</b>					
Federal Sources	8100-8199	\$ 2,703,442	2,873,702	821,265	28.58%
State Sources	8600-8699	12,696,260	17,807,886	11,078,247	62.21%
Local Sources	8800-8899	180,176,013	180,637,607	180,303,909	99.82%
Other Financing Sources	8900-8912			1,192	
Total Revenue		195,575,715	201,319,195	192,204,613	95.47%
INCOMING TRANSFERS	8980-8989	0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		\$ 224,034,947	229,778,427	220,663,845	96.03%
<b>USES OF FUNDS</b>					
<b>EXPENDITURES:</b>					
Academic Salaries	1000-1999	\$ 65,200,365	66,181,292	53,478,682	80.81%
Other Staff Salaries	2000-2999	40,587,109	41,060,226	29,401,242	71.61%
Employee Benefits	3000-3999	35,985,299	38,272,314	29,057,369	75.92%
Supplies & Materials	4000-4999	5,228,645	5,365,960	2,074,968	38.67%
Services & Other Operating	5000-5999	20,879,241	21,139,899	12,123,567	57.35%
Capital Outlay	6000-6999	5,261,092	6,220,378	2,129,012	34.23%
Payments to Students	7500-7699	258,595	410,899	215,053	52.34%
Total Expenditures		\$ 173,400,346	178,650,968	128,479,893	71.92%
<b>OTHER FINANCING USES:</b>					
Debt Service	7100-7199	435,000	435,000	272,518	62.65%
Inter Fund Transfers Out	7300-7399	\$ 1,379,296	1,379,296	1,528,996	110.85%
Basic Aid Transfers Out	7300-7399	20,235,661	20,235,661	21,235,661	104.94%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Sources (Uses)		22,049,957	22,049,957	23,037,175	104.48%
<b>TOTAL USES OF FUNDS</b>		195,450,303	200,700,925	151,517,068	75.49%
<b>ENDING FUND BALANCE</b>		\$ 28,584,644	29,077,502	69,146,777	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,639,088	17,641,773		
Reserve for Economic Uncertainties		10,345,556	10,612,582		
College Reserves for Economic Uncertainties		600,000	823,147		
<b>TOTAL RESERVES</b>		\$ 28,584,644	29,077,502		

NOTE: As of April 30, 2012, actual revenues to date were 95.81% and actual expenditures to date were 61.74% of the revised budget to date.

**SADDLEBACK COLLEGE**  
General Fund Income and Expenditure Summary  
As of April 30, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 12,646,802	12,646,802	12,646,802	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 80,013,075	81,967,792	78,940,208	96.31%
Restricted Budget Allocation		9,595,863	10,911,455	7,229,901	66.26%
Total Revenue		<u>89,608,938</u>	<u>92,879,247</u>	<u>86,170,109</u>	92.78%
INCOMING TRANSFERS           8980-8989		0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<u>\$ 102,255,740</u>	<u>105,526,049</u>	<u>98,816,911</u>	93.64%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries           1000-1999		\$ 42,644,862	42,966,885	34,650,806	80.65%
Other Staff Salaries       2000-2999		20,520,147	20,753,549	14,984,119	72.20%
Employee Benefits         3000-3999		20,971,457	23,088,470	16,555,657	71.71%
Supplies & Materials       4000-4999		4,105,529	4,186,073	1,369,298	32.71%
Services & Other Operating   5000-5999		9,325,821	8,981,707	5,072,199	56.47%
Capital Outlay             6000-6999		3,703,458	4,423,170	1,492,068	33.73%
Payments to Students       7500-7699		84,466	226,195	73,470	32.48%
Total Expenditures		<u>\$ 101,355,740</u>	<u>104,626,049</u>	<u>74,197,617</u>	70.92%
OTHER FINANCING SOURCES/(USES):					
Debt Service               7100-7199		0	0	0	
Transfers Out             7300-7399		\$ 400,000	400,000	495,100	123.78%
Other Transfers           7400-7499		0	0	0	
Total Other Sources (Uses)		<u>400,000</u>	<u>400,000</u>	<u>495,100</u>	123.78%
<b>TOTAL USES OF FUNDS</b>		<u>101,755,740</u>	<u>105,026,049</u>	<u>74,692,717</u>	71.12%
<b>LOCATION OPERATING BALANCE</b>		<u>\$ 500,000</u>	<u>500,000</u>	<u>24,124,194</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>\$ 500,000</u>	<u>500,000</u>		

NOTE: As of April 30, 2012, actual revenues to date were **95.53%** and actual expenditures to date were **71.98%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of April 30, 2013

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		2,870,165	2,870,165	2,870,165	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 44,737,646	45,756,794	44,519,651	97.30%
Restricted Budget Allocation		5,930,680	6,795,540	5,053,549	74.37%
Total Revenue		50,668,326	52,552,334	49,573,200	94.33%
INCOMING TRANSFERS 8980-8989		0	0	0	
<b>TOTAL SOURCES OF FUNDS</b>		<b>53,538,491</b>	<b>55,422,499</b>	<b>52,443,365</b>	<b>94.62%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries 1000-1999		20,833,232	21,475,236	17,784,848	82.82%
Other Staff Salaries 2000-2999		12,705,378	12,961,993	9,190,728	70.91%
Employee Benefits 3000-3999		11,155,591	11,325,593	9,591,969	84.69%
Supplies & Materials 4000-4999		976,455	1,028,208	631,321	61.40%
Services & Other Operating 5000-5999		5,243,953	5,590,049	2,982,817	53.36%
Capital Outlay 6000-6999		1,185,457	1,369,273	515,683	37.66%
Payments to Students 7500-7699		174,129	184,704	141,583	76.65%
Total Expenditures		52,274,195	53,935,056	40,838,949	75.72%
OTHER FINANCING SOURCES/(USES):					
Debt Service 7100-7199		435,000	435,000	272,518	62.65%
Transfers Out 7300-7399		729,296	729,296	783,896	107.49%
Other Transfers 7400-7499		0	0	0	
Total Other Sources (Uses)		1,164,296	1,164,296	1,056,414	90.73%
<b>TOTAL USES OF FUNDS</b>		<b>53,438,491</b>	<b>55,099,352</b>	<b>41,895,363</b>	<b>76.04%</b>
<b>LOCATION OPERATING BALANCE</b>		<b>100,000</b>	<b>323,147</b>	<b>10,548,002</b>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		100,000	323,147		

NOTE: As of April 30, 2012, actual revenues to date were **92.87%** and actual expenditures to date were **76.84%** of the revised budget to date.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Retiree (OPEB) Trust Fund  
**ACTION:** Information

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### **BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. An additional deposit of \$4,618,708 was made on January 10, 2011 for a total of \$55,409,811.

### **STATUS**

This report is for the period ending April 30, 2013 (EXHIBIT A). The portfolio is comprised of 50.5% Fixed Funds (Bonds) and 49.5% Common Stocks (Domestic and International). The fair market value at April 30, 2013 is \$73,452,895. Since inception, the trust has earned a 6.31% annualized return, which is up .36% from the prior month's annualized return. The annualized return is consistent with the market.

May 6, 2013

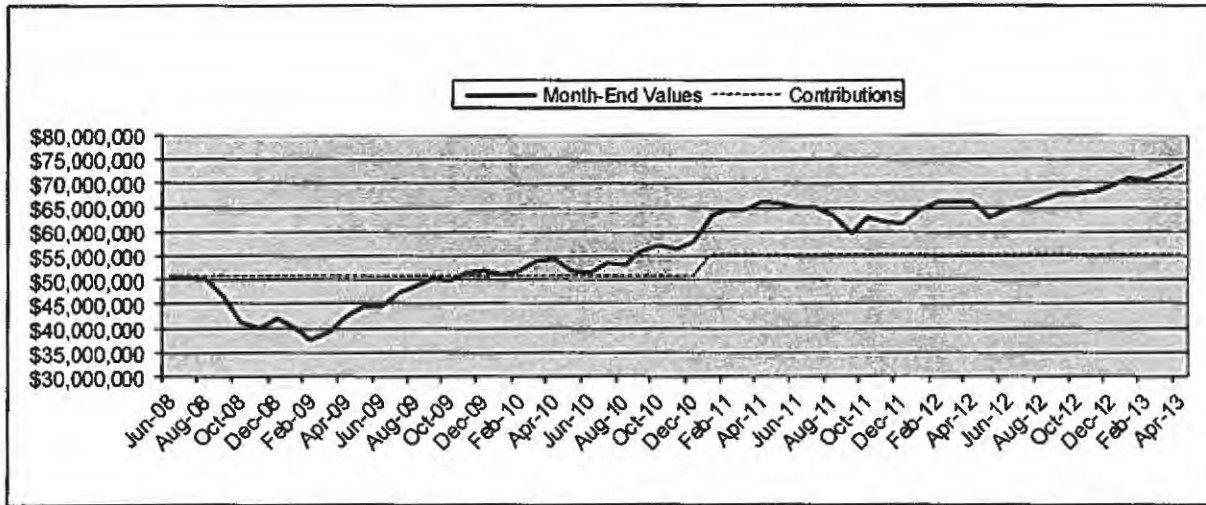
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on April 30th of \$73,452,894.61 your portfolio was up 2.10% for the month and up 6.31% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (50.5%), and common stock funds (49.5%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008 and an additional contribution of \$4,618,708.00 on January 10<sup>th</sup>, 2011 for a total of \$55,409,811. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>April 2013</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	2.10%	5.92%	6.31% annualized return
S&P 500	1.93%	12.74%	7.04% (Domestic Stocks)
MSCI EAFE	5.21%	10.61%	0.60% (International stocks)
Barclays Aggregate	1.01%	0.89%	6.12% (Domestic Bonds)
Barclays Global	1.39%	-0.74%	4.70% (Global Bonds)



Very truly yours,

*Scott W. Rankin*  
Scott W. Rankin  
Senior Vice President



**Benefit Trust - Retiree (OPEB) Trust**

**EXHIBIT A**  
**Page 2 of 2**

<b>Month - Year</b>	<b>Month-End Values</b>	<b>Contributions</b>
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811
November-12	\$ 68,138,640	\$ 55,409,811
December-12	\$ 69,357,729	\$ 55,409,811
January-13	\$ 70,991,112	\$ 55,409,811
February-13	\$ 70,937,479	\$ 55,409,811
March-13	\$ 71,945,351	\$ 55,409,811
April-13	\$ 73,452,895	\$ 55,409,811

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** SOCCCD: Quarterly Investment Report  
**ACTION:** Information

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### **BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

### **STATUS**

This report is for the quarter ending on March 31, 2013. Our cash balances at the end of March 31, 2013 were \$220,923,420.00 in the Orange County Investment Pool (OCIP) and \$25,941,117.91 in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.25% compared to prior quarter of 0.42% and the LAIF investment pool is yielding an average of 0.28% compared to prior quarter of 0.35% for the fiscal quarter ending March 31, 2013. Both pools are highly liquid, with overnight wire transfers available upon request.

**TO:** Board of Trustees  
**FROM:** Gary L. Poertner, Chancellor  
**RE:** Reports from Administration and Governance Groups  
**ACTION:** None

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

Saddleback College Academic Senate  
Faculty Association  
Irvine Valley College Academic Senate  
Associate Vice Chancellor, Economic Development  
Vice Chancellor, Technology & Learning Services  
Vice Chancellor, Human Resources  
Vice Chancellor, Business Services  
Irvine Valley College Classified Senate  
California School Employees Association  
Saddleback College Classified Senate  
Police Officers' Association  
Associated Student Government of SC  
Associated Student Government of IVC



## SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • www.saddleback.edu

**TO:** Members of the Board of Trustees  
Gary L. Poertner, Chancellor

**FROM:** Dr. Tod A. Burnett, President

**SUBJECT:** Report for May 20, 2013 Board of Trustees Meeting

Saddleback College looks forward to its commencement ceremony that will be held on the morning of Friday, May 24<sup>th</sup>. The commencement speaker will be Dr. Michael Drake, Chancellor of UC Irvine, and the student speaker is Regina Shiroma, who is graduating Magna Cum Laude with an Associate in Arts degree in sign language. We are grateful to the faculty, staff, and students who worked tirelessly for what is sure to be another successful commencement, and also thank Chancellor Poertner and our Board of Trustees for serving as our platform party and serving various roles during the ceremony.

The Saddleback College Foundation's scholarship ceremony was held on Thursday, May 17<sup>th</sup>. Jim Leach, President of the Saddleback College Foundation Board of Governors, served as Master of Ceremonies. President Burnett offered opening remarks, and Board of Trustees President Nancy Padberg provided the welcome address. Dean of Business Science and Economic and Workforce Development Rocky Cifone, Academic Senate President Bob Cosgrove, and Scholarship Committee Chairman Michael Foudy presented the scholarships. Student speakers were Stacie Tobie and Randy Wilcox.

The scholar athlete banquet was held on February 16<sup>th</sup> in the gym. Athletes were acknowledged for their academic and athletic success.

Congratulations to the forensics team, who on the weekend of May 5<sup>th</sup> and 6<sup>th</sup> made history at the American Readers Theatre Association Championship. Two shows captured awards: Bellicose, which was awarded Best Ensemble, the Audience Award, and first place overall; and Mouth of the Lion, which placed fourth overall and won a best special sound effect award.

The KSBR Birthday Bash will be held on the Village Green at Oso Community Park on Sunday, May 26<sup>th</sup>. The event will feature more than 30 contemporary jazz stars. This favorite annual event is always spectacular and has become a community favorite.

### **Office of Instruction**

At the Spring 2013 conference of the Community College Association (CCA), History Professor Margot Lovett was awarded a "We Honor Ours" (W.H.O.) award for her excellent work organizing and mobilizing our faculty during the 2012 Board of Trustees campaign, which led to the re-election of Trustee Bill Jay. At the annual conference of the California Geographical Society (CGS) Professor Dan Walsh was awarded the 2013 Outstanding Educator Award. CGS is the oldest and largest statewide organization dedicated to enhancing the understanding of geography. Dan was recognized for his work in improvements and growth to the geography department at Saddleback College, his success with students who go on to

further their geography education, his role in the Academic Senate and improving the voice of faculty, and for his statewide efforts with the new transfers degrees and working to get the geography AA-T in place early. Because of Dan's efforts, geography students throughout California will have available to them the AA-T degree in Geography available to them this Fall.

On Tuesday, April 30<sup>th</sup> the Honors Physical Geography course students presented their semester research projects at the Geography of Water Issues Poster Session held in SSC 212.

Psychology Professor and Psi Beta National President Dr. Kris Leppien-Christensen recently presented at the Terman Teaching Conference on *Beyond Lectures: How Teachers Can Use Findings from Psychological Research to Enhance Everyday Learning Environments*. Additional presentations at the Western Psychological Association Convention that followed in Reno, NV, included *Applying Leadership Theory to Practical Problems* with Psi Chi, the International Honor Society for Psychology and *Interventions to Transform Education: Exploration in Technique, Content, and Service Learning*. Dr. Leppien-Christensen also chaired two sessions: *Psi Beta Social Exchange & Research Presentations* along with a *Psi Beta Student Poster Session*.

Congratulations to Professors Amira Wegenek and April Cubbage who were recently named by two former Saddleback College students (who are among the most academically successful first-year transfer students to the University of California, Irvine) as having had "the most significant impact on their academic performance and successful transfer to UCI." To celebrate their commitment to fostering a strong personal and academic foundation for students, Amira and April attended UCI's Educator Recognition Reception, on Monday, May 6<sup>th</sup>.

### **Office of Student Services**

At the Child Development Center, seven staff members participated in the child development department's spring conference on "Outdoor Learning in Natural Play Environments."

The CDC Introduced and promoted a "Healthy Food Campaign" with parents, children and staff encouraging healthy eating at home and at school, conducted parent conferences focusing on Kindergarten readiness, hosted four classroom "End of the Year" celebrations for children and their parents, and hosted the child development department's practicum student graduation ceremony for those students completing their Early Childhood Education Certificate.

A family enrolled in the CDC donated and constructed, with the children, a new garden box for one of the play yards. The children all worked together to plant seeds that produced spring vegetables and plants for use in their classrooms.

### **Office of Administrative Services**

#### *Grants & Contracts*

Saddleback College and chemical engineering student Valentina Waters was favorably mentioned in the April 26<sup>th</sup> edition of *Science* magazine in an article about improving science, technology, engineering, and mathematics (STEM) education and training programs in the United States. The article explained both the funding mechanism and the programmatic goals of NSF grants for STEM Scholarship programs such as the STEM Scholars grant currently being administered at Saddleback College.



# 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, President *GR*

**DATE:** May 9, 2013

**SUBJECT: President's Report for the May 20, 2013 Board of Trustees Meeting**

## **IVC Smoking Policy Survey**

The IVC Smoking Policy Work Group invited participation in a survey on IVC's smoking policy from students, faculty, staff and administration. The survey generated more than 2,700 responses which are being tabulated by the IVC Research, Planning and Accreditation Office. Students who participated in the survey were offered the opportunity to win a \$200 gift card to the IVC bookstore. Results are being evaluated and are due to be released soon.

## **IVC Faculty Recognition**

Every year, the Division of Undergraduate Studies at the University of California-Irvine asks "their most successful first-year students to name an instructor or counselor at their community college who had the most significant impact on their academic performance and successful transfer to the University of California, Irvine," and this year Tammie Foliaki identified Dr. Jerry Rudmann as that individual, and Blaise Lallathin and Chanel Ulrich identified Dr. Kari Tucker. Both Jerry and Kari are invited to UCI's Educator Recognition Reception on May 6.

## **Professor Jerry Rudmann Recognized by Chancellor's Office**

IVC faculty member Dr. Jerry Rudmann was recently featured on the California Community Colleges Chancellor's Office website. Dr. Rudmann is included as a community college alum along with greats like Hall of Fame baseball player Jackie Robinson; best-selling author Ernest Gaines; and actress Jessica Chastain.

## **IVC Youth Entrepreneurship Camps**

A brand new Summer Camp experience is being offered at IVC. In this economic environment, growing in complexity, there are many searching for tips, training and resources to help prepare students for an increasingly competitive marketplace. Participants will learn real world business skills: team building, leadership development, financial management, verbal communication, and business etiquette through interactive lessons and exercises. Participants also learn how to successfully negotiate for business materials, set goals, and recognize real business opportunities. The Youthpreneur education program at IVC is one way to help meet the need for entrepreneurial leaders. This two-week program offers two unique opportunities this summer for local youth to participate. Youthpreneur Camp is available for middle school students grades 6 - 8, July 15-19, 2013. Camp is also available for high school students, ages 15 - 18, July 22-26, 2013. This unique program is specifically designed for those highly motivated with a passion for business who want to learn more about entrepreneurship.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: William O. Jay, Timothy Jemal, David B. Lang, Marcia Milchker, Nancy M. Padberg, T. J. Prendergast III, James R. Wright  
Gary L. Poertner, Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

An Equal Opportunity Institution

More information and registration information is available at:

[www.ivic.edu/academics/schoolBS/entrepreneur](http://www.ivic.edu/academics/schoolBS/entrepreneur)

### **Honors Transfer Council of California student participants**

On Saturday, March 23, 2013, Irvine Valley College was strongly represented at the 13th Annual HTCC Student Research Conference held at the University of California, Irvine. This multidisciplinary conference, sponsored by UCI and the Honors Transfer Council of California, showcased outstanding research-based work by students from California community colleges, with a focus on honors students. With 43 students presenting, IVC sent the largest contingent of students to this year's conference, which featured over 300 student presenters from 35 colleges. IVC students presented in diverse areas including art, biology, business, dance, engineering, geography, history, literature, mathematics, physics, political science, psychology, and sociology. A number of IVC students took home prestigious awards. IVC Honors Program student Sharon Syau won the first-place research poster award in the sciences division and \$500 for her poster entitled "A Novel Oncogene: The Co-factor of LIM and Its Role in Her2-Positive Breast Cancer Progression." The poster presented findings from experiments in which Syau assisted under the direction of Michael Salmans at the Andersen Lab at UC Irvine. IVC's Roland Rodriguez, Professor of Biology, also assisted Syau in the project. IVC students also won three of four UCI Research Grants presented to HTCC conference presenters. These awards, presented by Said Shokair, Director of UCI's Undergraduate Research Opportunities Program, are based on the students' research abstracts and provide \$500 research stipends and faculty mentoring should the recipients transfer to UCI. These awards were presented to Rocio Ambrocio, for her project entitled "Vanishing Bees: A Closer Look at Colony Collapse Disorder," mentored by Professor Devon Mohamed; to Sharon Syau, for her project entitled "Neuromarketing and Its Assault on Freedom: How Neuromarketing Threatens the American Consumer and Citizen," mentored by Professor Lewis Long; and to Sarah Valdez, for her project entitled "Germany's Downfall: Explaining Germany's Slow Economic Recovery from the 2008-2009 Recession," mentored by Professor Joon Kil. Sharon Syau and fellow IVC Honors Program student Aaron Bola were presented with Exemplary Achievement Awards, worth \$300, which are awarded by the HTCC to select honors students from across the state for academic excellence and for making significant contributions to campus life, particularly to honors education. Other conference presenters included Yasmin Abbaszadeh, Tingyu Chen, Jennifer Choum, Anne Cominsky, Jason Corcoran, Devan Davison, Yudith Dian, Tom Garland, Daphne Gunawan, Sara Haghghi, Matthew Holland, Ye Rin Jeon, Jasbir Kaur, Ali Mahmoud, Den Mark Marcelo, Justine Maybrun, Molly McLaughlin, Ivette Merced, Neema Nodoust, Kaitlin O'Neill, Josh Pham, Hank Phan, Rae-Nicole Rios, Kyle Rubalcava, Aitaj Sanducci, Raika Sanii, Hilda Santana, Kaitlyn Saulman, Jasmine Schwab-Doyle, Dorsa Shirazi, Sophie Tanaka, Chad Thompson, Madoka Ueno, Vivek Venogopal, Nicole Wong, Zheng Wong, Huayang Xie, Christine Yamasaki, and Hongzhe Yang. The following faculty members served as faculty mentors for the students' HTCC research projects: Brittany Adams, Jawad Ali, Jack Appleman, Michael Cassens, Miriam Castroconde, Ilknur Erbas-White, Traci Fahimi, Amy Grimm, Sanjai Gupta, Jefferey Kaufmann, Joon Kil, Chris Loeffler, Chan Loke, Lewis Long, Roy McCord, June McLaughlin, Kurt Meyer, Devon Mohamed, Christie Papagiannis, Roland Rodriguez, Jerry Rudmann, Kay Ferguson Ryals, Alec Sim, Sarah Swenson, Jodi Titus, and Kari Tucker.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Frank M. Meldau, Ph.D., Marcia Milchiker, Nancy M. Padberg, T. J. Prendergast, III  
Gary L. Poertner, Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

### **IVC Marketing Department Wins Five Awards at CCPRO**

The Irvine Valley College Marketing, Communications and Broadcast Services won a total of five awards at CCPRO – the Community College Public Relations Organization. IVC won a first place PRO award for social media marketing, a second place for the college website, electronic collateral, and note/card/invitation. The department received a third place in the brochure category for the college's annual Performing Arts calendar.

### **IVC High School Principal's Breakfast**

On Friday, April 26, IVC held its fourth annual High School Principals' Breakfast in the Business Sciences Technology and Innovation Center (BSTIC). Presenters discussed topics like "The Value of an IVC Education" and "College-readiness and Completion of South Orange County High School Students." Invitations were sent to local public and private high schools, and 16 principals, directors and counselors responded. Attendees included leaders from Irvine High School, Dana Hills High School, Crean Lutheran High School, Foothill High School, Mater Dei High School, Northwood High School, Orange Lutheran High School, Santa Margarita High School, Tustin High School, Woodbridge High School, and the Irvine Unified School District.

The following representatives were on hand to personally emphasize the many programs and achievements that distinguish IVC: Vice President of Student Services, Dr. Linda Fontanilla; Vice President of Instruction, Dr. Craig Justice; Instructional Dean, Dr. David Gatewood; Director of Planning, Research & Accreditation, Dr. Craig Hayward; Executive Director of the IVC Foundation, Richard H. Morley; Enrollment Services Dean, Arleen Elseroad; Counseling Services Dean, Dr. Elizabeth Cipres; Registrar, Ruben Guzman; Financial Aid Director, Darryl Cox; Health and Wellness Director, Chris Hogstedt; Outreach Specialist, Anne Akers; Director of Student Life, Helen Locke; Director of Marketing, Communications & Broadcast Services, Diane Oaks; Executive Assistant, Angela Mahaney; and Temporary Senior Administrative Assistant, Margaret Blassingame.

### **Jack Kent Cooke Foundation 2013 Undergraduate Transfer Scholarship**

Irvine Valley College student Chang "Amy" Gu has won a coveted Jack Kent Cooke Foundation 2013 Undergraduate Transfer Scholarship. Amy is among 73 of the nation's best community college students who seek to complete bachelor's degrees at a selective four-year college and universities. The Jack Kent Cooke Foundation Undergraduate Transfer Scholarship Program, the largest private scholarship for community college transfer students in the country, provides up to \$30,000 per year for up to three years to community college students who are nominated by their schools based on a number of factors including academic excellence and financial need.

In the 2013 application cycle, the Foundation received 769 nominations from 377 community colleges in 45 states and the District of Columbia. A highly selective scholarship, the final 73 recipients represent just 9.5% of the total applicant pool. The chosen Scholars stood out for their exceptional academic ability and achievements, financial need, persistence, leadership, and desire to help others. They were selected by a prestigious committee made up of 37 admissions



professionals and professors, mostly from selective four-year institutions, as well as from community colleges.

**28<sup>th</sup> Annual Scholarship Awards Ceremony**

On Friday, May 17, the 28<sup>th</sup> Annual Foundation Scholarship Awards Ceremony was held in the IVC Performing Arts Center. The event started with a continental breakfast at 8 a.m. in the Performing Arts Center lobby, followed by the program commencing at 9 a.m. This year over 275 scholarships were funded for IVC students—all made possible through contributions by Irvine Valley's benefactors: local businesses, corporations, service organizations, and individuals; and IVC faculty, students and staff. At the ceremony, approximately \$190,000 was awarded to Irvine Valley College students for the 2013-2014 academic year. In total, more than \$330,000 will be awarded during the year.

Report to the SOCCCD Board of Trustees for May 20, 2013  
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

**Below is a brief recap of the Governor's May Revise - FY 2013-2014 Budget:**

**Community College System:**

- \$87.5 million for 1.57% COLA
- \$89.4 million for 1.63% Growth
- \$50 million for Student Success categorical funds with allowance of up to \$7 million for development of e-transcript and e-planning tools
- \$51 million for Prop 39 energy efficiency projects
- \$64.5 million in deferral buy down
- \$30 million for Adult Education planning and implementation grants
- FASFA proposal: requires the Board of Governors to develop a process for determining student independence; provides for one academic term for completion of FASFA; provides for new policy commencing with 2014-2015

**South Orange County CCD:**

- \$1.9 million for 1.57% COLA
- \$2 million for 1.63% Growth
- Estimated \$0.9 million for Student Success categorical funds (formerly matriculation)
- Estimated \$1.2 million for Prop 39 funds if distributed by FTES
- Deferral buy down has no impact since we don't receive general apportionment

**Timing:**

- The constitutional deadline for passage of the budget is June 15<sup>th</sup>
- This leaves a very small window of time for legislative budget committees to meet to craft the Legislature's version of the budget.
- The legislature will be moving rapidly over the next few weeks.

More details will be provided as further analysis of the May Revise takes place and as further developments occur as we get closer to the budget deadline in June.