

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

# AGENDA

## Meeting of the Board of Trustees



**Wednesday, November 17, 2010**

**Call to order: 5:00 p.m.**

**[Followed by Public Comments/Closed Session]**

**Reconvene Open Session: 6:30 p.m.**

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

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

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

### **Board of Trustees**

Donald P. Wagner – President, Nancy M. Padberg - Vice President, Marcia Milchiker – Clerk  
Thomas A. Fuentes, William O. Jay, David B. Lang, John S. Williams, Eve Shieh – Student Trustee  
Dixie Bullock - Acting Chancellor



## Meeting of the Board of Trustees

November 17, 2010

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

#### **1.0 PROCEDURAL MATTERS**

##### 1.1 Call To Order

##### 1.2 Public Comments

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
  - 1. Public Employee Appointment, Employment (2)
    - a. Chancellor
  - 2. Public Employee Discipline, Dismissal (6)
  
- 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.
  - 4. Unrepresented Employee - Chancellor
    - a. Agency Designated Representative: Donald Wagner, Board President
  
- C. Conference with Real Property Negotiators (GC Section 54956.8)
  - 1. ATEP: Property located at 15101 Redhill Avenue, Tustin, CA; Agency Designated Negotiator: Hudson Pacific Properties and CB Richard Ellis with \$9.2 million on Price and Conditions.
  
- D. Conference with Legal Counsel (GC Section 54956.9)
  - 1. Existing Litigation (GC Section 54956.9[b]) (1 case)  
Westphal v. Wagner

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

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

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

**2.2 Invocation**

Led by Trustee Dave Lang

**2.3 Pledge of Allegiance**

Led by Trustee Marcia Milchiker

**2.4 Resolutions / Presentations / Introductions**

Resolution: Donald P. Wagner, President, Board of Trustees

Resolution: Dixie Bullock, Acting Chancellor

Presentations: Commemorative Video of Irvine Valley College 25<sup>th</sup>  
Anniversary

**2.5 Public Comments**

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

**3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

C. Board Request(s) for Report(s)

**4.0 DISCUSSION ITEM**

**4.1 Saddleback College and Irvine Valley College:  
Accountability Reporting for the Community  
Colleges**

A presentation on performance indicators for  
Saddleback College and Irvine Valley College.

## **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 October 25, 2010.
- 5.2 **Saddleback College: Forensics Team Out of State Travel**  
Approve the participation of the Saddleback College Forensics Team and their coaches in the Phi Rho Pi National Tournament in Greenwich, Connecticut, at a cost not to exceed \$24,050.
- 5.3 **Saddleback College: Letter of Agreement**  
Approve the agreement between Yosemite Community College District, the Child Development Training Consortium, and Saddleback College.
- 5.4 **Saddleback College: Substitution of Subcontractor: James B. Utt Memorial Learning Resource Center Renovation: K&Z Cabinets**  
Approve removal of Pars Industries, Inc. and approve its substitution by K&Z Cabinets.
- 5.5 **Saddleback College: Change Order No. 1 and Notice of Completion: Fine Arts Repairs and Exterior Finishes**  
Approve change order request decreasing the contract amount by \$17,358.00. Total revised contract amount is \$376,567.00. Authorize the filing of the Notice of Completion and recommend the release of retention.
- 5.6 **Irvine Valley College: Out-Of-State Travel – Student Dance Festival**  
Approve the Associated Students of Irvine Valley College (ASIVC) out-of-state travel request for a Co-Curricular Dance conference. There is no impact to general funds.
- 5.7 **Irvine Valley College: Curriculum Revisions for the 2011- 12 Academic Year**  
Approve proposed changes in curriculum for the 2011-12 academic year.
- 5.8 **Saddleback College and Irvine Valley College: Spring 2011 Community Education Programs**  
Approve Community Education courses, presenters, and compensation for Spring 2011.
- 5.9 **Saddleback College: Speakers**  
Approve honoraria for speakers at Saddleback College.



- 5.10 **SOCCCD: Award of Bid: Janitorial Supplies**  
Award bid for janitorial supplies in the amount of \$112,882.00 to vendors as listed.
- 5.11 **SOCCCD: Transfer of Budget Appropriations**  
Ratify transfer of budget appropriations as shown.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 10-20 to Amend 2010/2011 Restricted General Fund**  
Adopt resolution to amend the adopted budget.
- 5.13 **SOCCCD: Purchase Order/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P11-02082 through P11-02409 amounting to \$3,340,137.22. Approve Confirming requisitions dated October 6, 2010 through October 26, 2010 totaling \$55,114.27.
- 5.14 **SOCCCD: Payment of Bills**  
Approve check no. 096978 through 097658, processed through the Orange County Department of Education, totaling \$3,827,981.31; and check no. 009992 through 010007, processed through Saddleback College Community Education, totaling \$35,518.63; and check no. 008780 through 008783, processed through Irvine Valley College Community Education, totaling \$1,224.00.
- 5.15 **SOCCCD: October/November 2010 Contracts**  
Ratify contracts as listed.

## 6.0 **GENERAL ACTION ITEMS**

- 6.1 **Irvine Valley College: Sub-Award Grant from U.S. Department of Labor Employment & Training Administration (DOLETA)**  
Approve the U.S. Department of Labor Employment & Training Administration (DOLETA) funded sub-award grant for \$530,000.00 that will permit IVC to perform and deliver valuable training to unemployed, dislocated, and incumbent workers in Orange County. This Community Based Job Training Grant (CFDA 17.269) is to be initiated on November 18, 2010 and scheduled to conclude on June 30, 2013.

- 6.2 **Irvine Valley College: Reorganization in Two College Areas**  
Approve the reorganization in the areas of the Performing Arts Center and the Facilities and Maintenance Operations. Funding has been identified and is available in the college general budget.
- 6.3 **Saddleback College and Irvine Valley College: 2011-12 Faculty Hiring**  
Approve the announcement and recruitment of new full-time faculty for the 2011-2012 academic year.
- 6.4 **SOCCCD: Board Policy Revision: BP-1400 Code of Ethics for Members of the Board of Trustees, BP-3450 Traffic and Parking Regulations, BP-4009 Drivers for College-Sponsored Activities, BP-4201.3 Re-Employment of Classified Personnel, BP-4203 Sick Leave for Educational Administrators and Classified Management Personnel, BP-5627 Student Participation in Governance and BP-6122 Challenge of Adopted Instructional Materials**  
Discussion/Approval.
- 6.5 **SOCCCD: Board Policy Revision: BP-3700 Instructional and Course Material Fees**  
Approve board policy as presented.
- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Establish and Announce Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Leave of Absence.
- 6.7 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change a Classified Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.8 **SOCCCD: Employment Agreement – Gary L. Poertner, Chancellor**  
Consider and approve contract of Gary L Poertner as Chancellor, South Orange County Community College District.

## **7.0 REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and IVC.
- 7.2 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.4 **SOCCCD: Quarterly Investment Report**  
This report is for the quarter ending on September 30, 2010.
- 7.5 **SOCCCD: Quarterly Financial Status Report**  
Report for information and review.
- 7.6 **SOCCCD: Academic Year 2011-2012 Non-Resident Tuition Fees for Foreign & Out-of-State Students**  
Information provided as advanced notice and based on current information. A recommendation will be submitted to the Board of Trustees in January 2011.

## **8.0 WRITTEN REPORTS**

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

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

## **9.0 ADDITIONAL ITEMS**

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

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

NOVEMBER 17, 2010

## DIXIE BULLOCK

*W*hereas, Dixie Bullock came out of retirement for the third time, on this occasion in July 2010 to serve as acting chancellor of the South Orange County Community College District; and

*W*hereas, immediately Dixie Bullock established her leadership hallmarks of stability, civility, communication and fun; and

*W*hereas, due to Dixie Bullock's willingness to take on tough assignments, she solidified positive relationships with the City of Tustin and the County of Orange and facilitated organizational change and clarification of the Advanced Technology & Education Park, all while navigating through two college accreditation site visits; and

*W*hereas, Dixie Bullock served with distinction over twenty-eight years at Saddleback College as a professor of nursing, department chair, dean, vice president of instruction and ultimately college president for six years until her retirement in 2004; and

*W*hereas, Dixie Bullock first came out of retirement to serve as the acting dean of the Irvine Valley College School of Mathematics, Science and Engineering and then a second time to be the acting dean of Saddleback College Division of Fine Arts and Media Technology; therefore,

*B*e it resolved that the Board of Trustees of the South Orange County Community College District does hereby convey its deep appreciation to Dixie Bullock for her steadfast dedication to our district and students, and wish her the very best in resuming her well-deserved retirement until we call upon her again.

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Donald P. Wagner, President

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Nancy M. Padberg, Vice President

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Marcia Milchiker, Clerk

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Thomas A. Fuentes, Member

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William O. Jay, Member

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David B. Lang, Member

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John S. Williams, Member

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Eve Shieh, Student Member



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

NOVEMBER 17, 2010

**DONALD P. WAGNER**  
PRESIDENT, BOARD OF TRUSTEES

*W*hereas, Donald P. Wagner was elected to represent the citizens of the 70th District in the Assembly of the State of California; and

*W*hereas, Donald P. Wagner has served on the Board of Trustees since 1998 and been elected to an unprecedented six terms as Board President; and

*W*hereas, due to the leadership of Donald P. Wagner and the Board of Trustees our District has achieved some of its greatest accomplishments in a forty-three year history such as: reaching an enrollment of twenty-five thousand full time equivalent students and the highest level of capital construction and renovation; and

*W*hereas, Donald P. Wagner contributed countless hours as an engaged and contributing member of the Irvine Valley College 2008 Accreditation Focus Group and 2010 Accreditation Steering Committee; and

*W*hereas, Donald P. Wagner and the Board of Trustees had the foresight of sound fiscal management as evidenced by a board policy setting a seven and one half percent reserve, retirement of all debt, and being one of the first districts in the state to fully fund its retiree liability; therefore,

*B*e it resolved that the Board of Trustees and the Acting Chancellor of the South Orange County Community College District do hereby congratulate Donald P. Wagner on his election to the Assembly and express their deepest appreciation for his twelve years of dedication to faculty, staff and administrators throughout our district and enduring commitment to generations of students attending Irvine Valley College and Saddleback College.

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Nancy M. Padberg, Vice President

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Marcia Milchiker, Clerk

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Thomas A. Fuentes, Member

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William O. Jay, Member

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David B. Lang, Member

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John S. Williams, Member

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Dixie Bullock, Acting Chancellor

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Eve Shieh, Student Member



**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Accountability Reporting for the Community Colleges  
**ACTION:** Discussion

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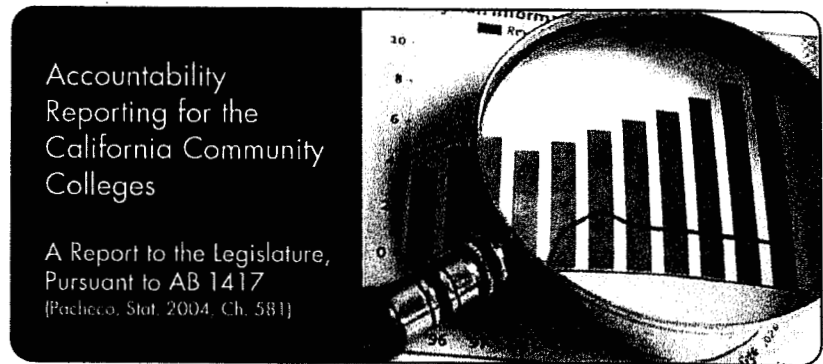
### **BACKGROUND**

In 2004 Assembly Bill 1417 triggered the creation of a performance measurement system for the California Community Colleges known as the Accountability Reporting for the Community Colleges (ARCC). AB 1417 legislation requires that the ARCC performance indicators be discussed with the Board of Trustees.

### **STATUS**

Exhibit A contains the ARCC executive summary and system-wide indicators. Exhibit B is the Saddleback College portion of the report, and Exhibit C is the Irvine Valley College report. Dr. Tod A. Burnett, President, Saddleback College, and Dr. Glenn R. Roquemore, President, Irvine Valley College (IVC), will lead the discussion on ARCC performance indicators.

# Focus On Results



Accountability  
Reporting for the  
California Community  
Colleges

A Report to the Legislature,  
Pursuant to AB 1417  
(Pacheco, Stat. 2004, Ch. 581)



California Community Colleges Chancellor's Office

**Jack Scott**, Chancellor

**Patrick Perry**, Vice Chancellor  
*Technology, Research, and Information Systems*

March 31, 2010

## **Executive Summary**

### **Introduction**

In 2004, Assembly Bill 1417 triggered the creation of a performance measurement system for the California Community Colleges (CCC). That legislation and ensuing budget action authorized the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system that contained performance indicators for the system and its colleges. As per legislative intent, the CCCCCO collaborated with the system's colleges and advisory structure, a panel of national experts, the Legislative Analyst's Office, the Department of Finance, and the Secretary of Education to formulate this comprehensive system that has become known as "ARCC" (Accountability Reporting for the Community Colleges). In recognizing that the initial report in 2007 required the CCCCCO to test innovative ideas about performance measurement and to use a massive state database, the CCCCCO completed the 2007 ARCC report as a pilot report for the Legislature. The 2010 ARCC report builds upon the prior reports through various improvements in data quality and a new year of data.

### **Systemwide Performance**

This report will benefit policy makers by detailing many of the critical contributions that the California Community Colleges have made in recent years. The most notable findings at the state level include the following:

- Community college students who earned a vocational degree or certificate in 2003-2004 saw their wages jump from \$25,856 (for the last year before receipt of the award) to \$57,594 three years after earning their degree (2007), an increase of over 100 percent.
- A large number of Californians access and use the CCC system; participation rates are high, with almost 90 out of every 1,000 people (ages 18 to 65) in the state enrolled in a CCC in 2008-2009.
- The system enrolls almost one-fourth of all 20- to 24-year olds in California, with participation rates of 243.1 per 1,000 for 2008-2009.
- In 2008-2009, the system transferred 99,583 students to four-year institutions (public, private, in-state, and out-of-state). The California State University (CSU) system continues as the most frequent transfer destination for community college students with the enrollment of 49,770 students from the community colleges. Over 14,000 community college students enrolled in the University of California (UC) system, the state's most selective public higher education system. This figure continues a four-year trend of increasing transfers to the UC system.
- Transfers during 2008-2009 to in-state-private institutions and all out-of-state institutions account for 19,827 and 15,927 transfers, respectively.



## Executive Summary

- In 2008-2009, the system contributed to the state's critical health care labor force, as 8,515 students earned degrees or certificates in nursing.
- The system's contribution in 2008-2009 to the state's workforce included 64,617 associate degrees and certificates in vocational/occupational areas.

### College Level Performance

The bulk of the ARCC report covers each college's performance on eight critical indicators.

The table below lists the seven indicators for which ARCC has complete data. These numbers are percentages of success among target populations that the colleges and the CCCCO jointly defined. As a quick snapshot of how the system has done on these indicators, this table displays the figures for the year in which the most recent data are available. If a person needs to analyze the performance of a specific community college, he/she should refer to the individual college rates that appear in the section for "College Level Indicators" rather than to these systemwide rates.

College Level Performance Indicator	State Rate
1. Student Progress & Achievement (2003-04 to 2008-09)	52.3%
2. Completed 30 or More Units (2003-04 to 2008-09)	72.4%
3. Fall to Fall Persistence (Fall 2007 to Fall 2008)	68.7%
4. Vocational Course Completion (2008-09)	77.5%
5. Basic Skills Course Completion (2008-09)	61.5%
6. ESL Course Improvement (2006-07 to 2008-09)	50.1%
7. Basic Skills Course Improvement (2006-07 to 2008-09)	53.2%

Because the ARCC indicators have unique definitions, we cannot compare these indicators to those generated for other states or by other studies of the California Community Colleges. The evaluation of individual college performance requires the use of the extensive tabulations that we cover next.

Each of the community colleges covered in this report has six pages of information to facilitate and stimulate discussions about college performance within each community. In these six pages per college, the report shows (1) the three-year trend for each of the

## **Executive Summary**

seven indicators; (2) the college profile (i.e., its enrollment demographics); (3) a comparison of its performance with a peer group (i.e., colleges that have similar environments that affect an indicator); and (4) a self-assessment by each college. Together, this information provides readers with a fair and comprehensive picture of the achievements at any community college—a picture that simple scorecards or rankings would fail to present.

The ensemble of information in the six pages must act jointly as the inputs for any evaluation of a college's performance. Each piece of information contributes something to an evaluation of performance. For example, the year-to-year information alerts us to any trends that may be occurring at a college. The peer grouping information gives us a useful base of comparison (across equally advantaged institutions) for the most recent time period. The college's self-assessment substantially enhances both the year-to-year information and the peer group information by identifying the unique factors of a college that affect its performance. The college demographic profile, in turn, supplies a unique snapshot of the college's service population, information that local officials can use to evaluate community access and the overall enrollment picture.

These six pages for each college deliver the essence of the ARCC's objective for local accountability. Ideally, each college's local governing board and local community will use this package of information for data-based policy discussions. This strategy will benefit communities throughout the state because it equips them with data to address their local priorities. To ensure that this process occurs in each community, the legislation for ARCC requires each college to submit to the CCCCCO by March 14, 2011, documentation of interaction by each local board of trustees with the 2010 ARCC report.

### **Conclusion**

This fourth year of the ARCC effort improves the annual report that provides the State Legislature and the Governor's Office an ongoing, cost-effective structure for performance improvement that respects and promotes local decision-making. All of the state's community colleges have already shared the 2009 report with their own local board of trustees, as required by law, and many college administrations have subsequently begun analyses to leverage the data and findings in the ARCC project. As evidenced by the self-assessments within this report, the community colleges have used the ARCC report in different ways to learn how they can improve their performances. Lastly, the ARCC reports for 2011 and 2012 will probably capture college performances more precisely than the 2010 report because the colleges will have completed extensive data quality improvement efforts (budgets permitting).

## **Introduction to the 2010 ARCC Report**

### **Background**

This report on a set of performance indicators for the California Community Colleges (CCC) meets a legislative requirement that resulted from Assembly Bill 1417 (Pacheco, Statutes of 2004, Chapter 581). The details of the legislation appear in Appendix F of this report. For clarity's sake, we have named this reporting system *Accountability Reporting for the Community Colleges* (or ARCC). The report itself has the title of "Focus On Results." As required by the Legislature, the CCC Chancellor's Office (CCCCO) will produce this report each year and disseminate it so that each college will share the report with its local board of trustees. The Chancellor's Office will also make the report available to state government policymakers and the public at large.

The report's objectives are to make policymakers, local college officials, and elected boards aware of system and college performance in specific areas of effort and to inform the public about overall system performance. Readers will observe that the 2010 report continues to cover noncredit courses as required by Senate Bill 361 (Scott, Statutes of 2006, Chapter 631). Again, this coverage of noncredit outcomes only extends across courses designated as part of the "Enhanced Noncredit" funding. For clarity, this report refers to this group of noncredit courses as CDCP (an acronym for the objective known as Career Development and College Preparation). Readers who want additional details on CDCP performance should refer to a supplemental report that the ARCC staff produce as a follow-up to *Focus On Results*. The CCCCCO will issue this supplemental report after it has released *Focus On Results* because of scheduling and resource limitations.

*Focus On Results* drew upon the contributions of many parties. The framework for ARCC used the expertise of a team of researchers from the Research and Planning Group for the California Community Colleges (i.e., the RP Group), a panel of nationally recognized researchers on college performance, a statewide technical advisory workgroup, and staff at the Chancellor's Office. In Appendix H we list the individuals who played important roles in producing the 2010 ARCC Report.

### **How to Use This Report**

We acknowledge that a variety of people will see this report, and we recognize that individuals will differ widely in their reading objectives and in their familiarity with the report's topic. With this in mind, we have tried to design the report so that policy makers at both the state and local levels will have a clear presentation of essential performance indicators for the system and for each community college within it. The body of the report emphasizes tables of summary data that provide snapshots of system and college level performance. Readers should read the brief introductions to each of these sections (system and college level) to understand their contents. These introductions cover the framework for ARCC, and they should help most readers to understand the performance indicators cited in this report. Appendix E, which presents a short list of terms and abbreviations, may also help the general reader.

## Introduction to the 2010 ARCC Report

We recognize that researchers, analysts, and college officials will require documentation of the methodology for the performance indicators in this report. Such technical details appear in three of the appendices. Appendix B (methods for calculating the indicators), Appendix C (regression analyses for the peer grouping), and Appendix D (cluster analyses for the peer grouping) specifically address methodological issues, and they tend to require technical knowledge on the part of the reader.

The report's first section covers the system's overall performance over time, and this will help readers to see the broad context of the system's performance. The section that follows system performance presents specific information for each college. The first two pages of college-level tables display how that college performed over time on eight basic indicators. The year-to-year figures for these performance indicators should give readers a good idea of how any given college has done during the past few years, especially in terms of its progress in areas that are generally recognized as critical in community colleges.

The third and fourth pages for each college display basic demographic data for the college's enrollment. This information will help readers understand the student population served by that college. For many readers, such information can indicate relevant aspects of a college's effectiveness (i.e., who does the college serve?), plus it can provide additional context for the reported performance indicators.

The fifth page for each college shows the "peer grouping" information for the college. On this page, readers will find a comparison of a college's performance on each of the seven indicators that have adequate data for peer grouping. For each of these seven performance indicators, we have performed a statistical analysis (peer grouping) to identify other California Community Colleges that most closely resemble the college in terms of environmental factors that have linkage to (or association with) the performance indicator. Interested readers should refer to Appendix A to see the names of the colleges that comprise each peer group. We emphasize that the peer group results are rough guides for evaluating college level performance because each college may have unique local factors that we could not analyze statistically for the peer group identification. Because year-to-year stability in peer grouping facilitates local planning and analysis, the 2010 peer groups will remain the same as they were in the 2009 ARCC report. Also, this report will continue to omit from peer grouping the indicator for Career Development and College Preparation (CDCP, or Enhanced Noncredit) courses because the data for CDCP are still under development.

The sixth page for a college shows that college's own self-assessment. This brief statement from the college administration may note, among other things, unique factors that our statistical analysis may have missed. The self-assessment is important because it may help to explain the performance figures for a college. The ARCC staff members in

## **Introduction to the 2010 ARCC Report**

the Chancellor's Office do not edit these self-assessments from the college administrators, and the only requirement for the content is that it stay within a 500-word limit. Because the word limit forces the self-assessment to focus upon a few basic points, some readers may wish to follow-up with a college that may have other analyses or data that it could not include in the ARCC's brief self-assessment.

The best use of the ARCC Report will require the integration of information from various parts of the report. Judgments about the performance of any particular college should especially pay attention to the sections on year-to-year performance, peer group comparison, enrollment demographics, and the college self-assessment. A focus upon only one of these pieces of information will probably provide an incomplete evaluation of college performance, and this may lead one to make unfair judgments about an institution. Consequently, we hope that users of this report will maintain this multi-dimensional viewpoint (from the different report sections) as they draw their conclusions or as they communicate about the report to other people.

The 2010 report will contain numerous changes to past data as well as new data for the most recent academic year. For this reason, analysts should rely primarily upon the 2010 report instead of data from prior ARCC reports. The Chancellor's Office MIS (Management Information System) unit has continued to implement various data improvements that are virtually impossible to complete within a narrow time frame.

Additional information about ARCC is available at the following website:  
<http://www.cccco.edu/OurAgency/TechResearchInfo/ResearchandPlanning/ARCC/tabid/292/Default.aspx>

If you have any questions or comments about the report, please e-mail them to:  
[arcc@cccco.edu](mailto:arcc@cccco.edu).

**ARCC 2010 Report:  
An Introduction to the Systemwide Indicators**

The Accountability Reporting for the Community Colleges (ARCC) framework specifies that community college performance data should be aggregated, analyzed, and reported at two levels: the individual college level (college level indicators) and across the community college system (systemwide indicators).

Tables 1 through 18 and Figures 1 through 6 in the following section of the ARCC report present results for the seven performance indicators chosen for **systemwide** accountability reporting, organized into four major categories:

- Student Progress and Achievement – Degree/Certificate/Transfer
- Student Progress and Achievement – Vocational/Occupational/Workforce Development
- Pre-Collegiate Improvement – Basic Skills and ESL
- Participation Rates

The seven performance indicators presented in this section are:

1. The annual number and percentage of baccalaureate students graduating from UC and CSU who originally attended a California Community College
2. The annual number of Community College transfers to baccalaureate granting institutions
3. The transfer rate to baccalaureate granting institutions from the California Community College System
4. The annual number of degrees/certificates conferred by vocational programs
5. The increase in total personal income following completion of a vocational degree/certificate
6. The annual number of basic skills improvements
7. Systemwide participation rates (by selected demographics).

The Data Sources and Methodology for each of the indicators can be found in Appendix B.

The time periods and data sources differ across performance indicators so it is important to pay attention to the dates and information specified in the column headings and titles for each table or figure.

For the 2010 report, systemwide participation rates per 1,000 population reflect community college participation by individuals ages 18 to 65 only, based on data from the Chancellor's Office Management Information System (COMIS) and the California Department of Finance (DOF). For a few demographic categories the participation rate

## **An Introduction to the Systemwide Indicators**

per 1,000 exceeds 1,000. Possible reasons for these higher rates are as follows. Self reporting of demographics (e.g., student ethnicity) leads to higher community college counts for a particular group relative to DOF's Census-based projections. This is especially true for population groups with relatively small DOF counts. In addition, absence of a unique identifier (e.g., Social Security Number) for some students at the systemwide level might produce duplicate student counts thus increasing the systemwide numbers for certain demographics relative to DOF counts.

Note that these systemwide indicators are not simply statewide aggregations of the college level indicators presented elsewhere in this report. Some systemwide indicators cannot be broken down to a college level or do not make sense when evaluated on a college level. For example, students may transfer between, or concurrently attend courses at, multiple community colleges during their studies, and their performance outcomes must be analyzed using data from several community colleges rather than from an individual college.

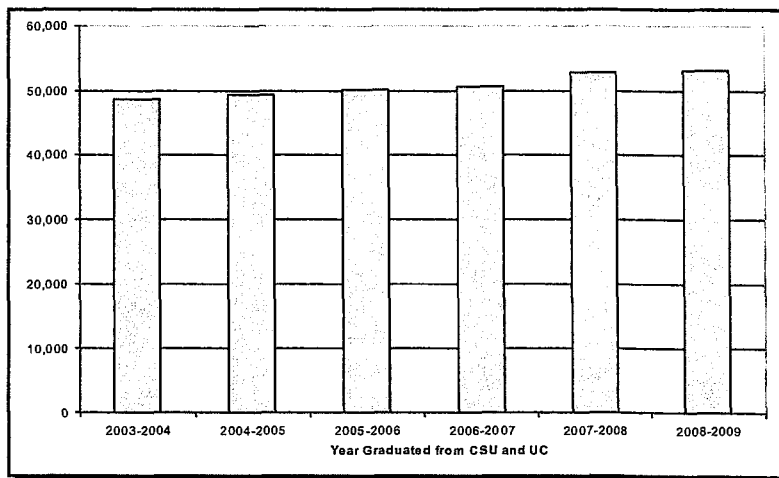
Additional analysis for the 2010 ARCC report revealed that a data-reporting artifact may occur for the year that an institution joins National Student Clearinghouse (NSC). All of the matches that occur for that institution from previous years (a cumulative count that spans pre-NSC membership years) would be reported by the NSC as transfers for that first year. To eliminate this artifact from the ARCC report, we zero out the transfer count for the first year that an institution joins the NSC. Therefore, the volume of transfer counts for Tables 4, 5 and 8 (ISP and OOS) is lower for the same years from previous ARCC reports.

# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 1:**

Annual Number of California State University (CSU) and University of California (UC) Baccalaureate Students from 2003-2004 to 2008-2009 Who Attended a California Community College (CCC)



**Table 1:**

Annual Number of California State University (CSU) and University of California (UC) Baccalaureate Students from 2003-2004 to 2008-2009 Who Attended a California Community College (CCC)

	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Total BA/BS (CSU & UC)	104,320	107,630	110,990	112,464	115,548	117,309
Total Who Attended CCC	48,657	49,439	50,248	50,611	52,825	53,238
CSU and UC Percent	46.6%	45.9%	45.3%	45.0%	45.3%	45.4%

**Table 2:**

Annual Number and Percentage of CSU Baccalaureate Students from 2003-2004 to 2008-2009 Who Attended a CCC

	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Total BA/BS from CSU	65,741	66,768	69,350	70,877	73,132	74,643
Total Who Attended CCC	37,329	37,316	38,365	38,827	40,337	40,968
CSU Percent	56.8%	55.9%	55.3%	54.8%	55.3%	54.9%

**Table 3:**

Annual Number and Percentage of UC Baccalaureate Students from 2003-2004 to 2008-2009 Who Attended a CCC

	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Total BA/BS from UC	38,579	40,862	41,640	41,587	42,416	42,666
Total Who Attended CCC	11,328	12,123	11,883	11,784	12,488	12,270
UC Percent	29.4%	29.7%	28.5%	28.3%	29.4%	28.8%

### Results:

Figure 1 presents an increasing six-year trend of the annual number of California State University (CSU) and University of California (UC) baccalaureate students who attended a California Community College (CCC). Table 1 shows the number of CSU and UC baccalaureate students, and of those, the total who attended a CCC. The table also reflects the percentage of graduates who originally attended a CCC across the six-year period. Table 2 displays the annual number and percentage of CSU students and Table 3 portrays the UC students.

For Methodology and Data Source, see Appendix B.



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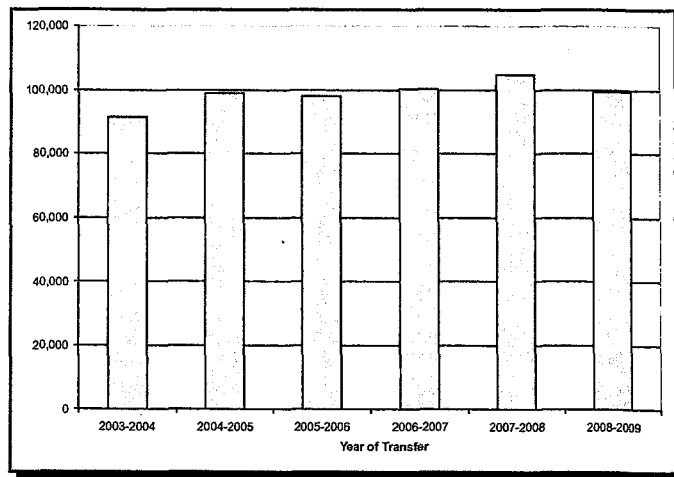
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# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 2:**  
Annual Number of California Community College  
Transfers to Baccalaureate Granting Institutions  
from 2003-2004 to 2008-2009



**Table 4:**  
Annual Number of California Community College  
Transfers to Baccalaureate Granting Institutions  
from 2003-2004 to 2008-2009

	Year of Transfer					
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
<b>Total Transfers</b>	91,443	99,034	98,113	100,529	104,855	99,583

**Table 5:**  
Annual Number of California Community College  
Transfers to California State University (CSU),  
University of California (UC), In-State Private (ISP) and  
Out-of-State (OOS) Baccalaureate Granting Institutions

	Year of Transfer					
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
<b>CSU Transfers</b>	48,321	53,695	52,641	54,391	54,971	49,770
<b>UC Transfers</b>	12,539	13,114	13,510	13,871	13,909	14,059
<b>ISP Transfers</b>	19,311	20,000	19,429	19,312	21,927	19,827
<b>OOS Transfers</b>	11,272	12,225	12,533	12,955	14,048	15,927

### Results:

Figure 2 and Table 4 feature the annual number of California Community College (CCC) transfers to four-year institutions across six years. Although there is a general increase over time, the overall number of transfers declines in 2005-2006 and 2008-2009. Table 5 displays the annual number of transfers for four segments; California State University (CSU), University of California (UC), In-State Private and Out-of-State (OOS) four-year institutions.

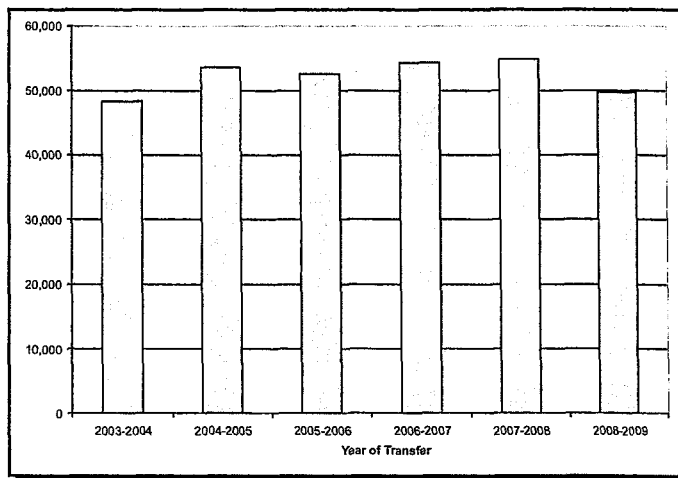
For Methodology and Data Source, see Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 3:**  
Annual Number of California Community College  
Transfers to California State University (CSU)  
from 2003-2004 to 2008-2009



**Table 6:**  
Annual Number of California Community College  
Transfers to California State University (CSU)  
from 2003-2004 to 2008-2009

	Year of Transfer					
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
<b>CSU Transfers</b>	48,321	53,695	52,641	54,391	54,971	49,770

### Results:

Figure 3 and Table 6 display the annual number of California Community College (CCC) transfers to California State University (CSU). The number of transfers decreases in 2005-2006 but increases the subsequent two years (2006-2007 and 2007-2008) before decreasing again in 2008-2009.

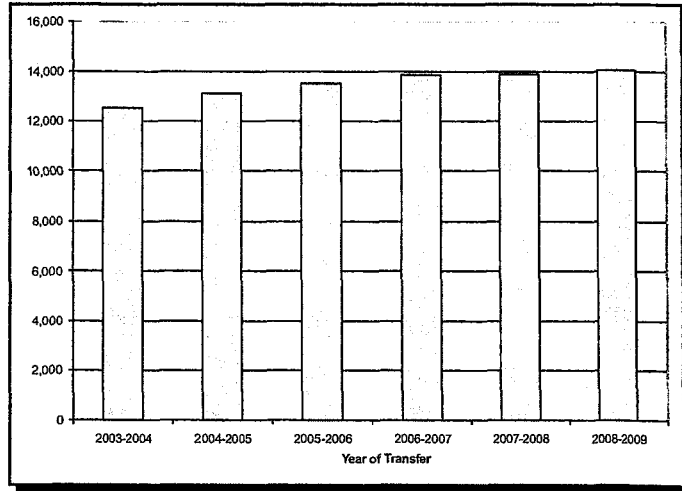
For Methodology and Data Source, see Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 4:**  
Annual Number of California Community College  
Transfers to the University of California (UC)  
from 2003-2004 to 2008-2009



**Table 7:**  
Annual Number of California Community College  
Transfers to the University of California (UC)  
from 2003-2004 to 2008-2009

	Year of Transfer					
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
<b>UC Transfers</b>	12,539	13,114	13,510	13,874	13,909	14,059

### Results:

Figure 4 and Table 7 illustrate the annual number of California Community College (CCC) transfers to University of California (UC). The number of transfers increases across the six-year period.

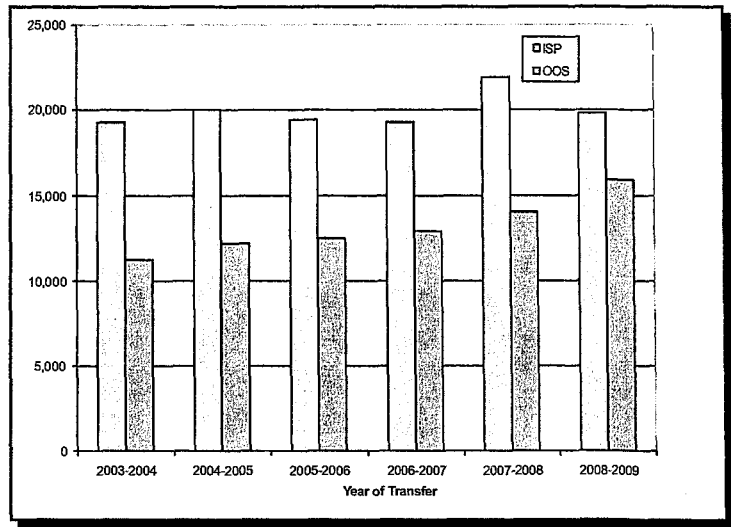
For Methodology and Data Source, see Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Degree/Certificate/Transfer

**Figure 5:**  
Annual Number of California Community College Transfers to In-State Private (ISP) and Out-of-State (OOS) Baccalaureate Granting Institutions from 2003-2004 to 2008-2009



**Table 8:**  
Annual Number of California Community College Transfers to In-State Private (ISP) and Out-of-State (OOS) Baccalaureate Granting Institutions from 2003-2004 to 2008-2009

	Year of Transfer					
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
<b>ISP Transfers</b>	19,311	20,000	19,429	19,312	21,927	19,827
<b>OOS Transfers</b>	11,272	12,225	12,533	12,955	14,048	15,927

### Results:

The annual number of California Community College (CCC) transfers to In-State Private (ISP) and Out-of-State (OOS) four-year institutions is displayed in Figure 5 and Table 8. The transfer volume decreases for ISP four-year institutions and increases for OOS four-year institutions for the most recent academic year, 2008-2009.

For Methodology and Data Source, see Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Degree/Certificate/Transfer

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**Table 9:** Percentage of first-time students with a minimum of 12 units earned who attempted transfer-level Math or English during enrollment who transferred to a Baccalaureate granting institution within six years.

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
<b>Transfer Rate</b>	40.2%	40.5%	40.9%

---

### Results:

Table 9 reflects the statewide transfer rate to four-year institutions for three different cohorts of first-time students. The cohorts include students who earned at least 12 units and who attempted transfer-level Math or English during the six-year enrollment period. The transfer rate increases slightly over time, with the rate of transfer to four-year institutions for the 2003-2004 cohort at 40.9%.

For Methodology and Data Source, see Appendix B



# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Vocational / Occupational / Workforce Development

**Table 10: Annual Number of Vocational Awards by Program from 2006-2007 to 2008-2009  
(Program Title based on four-digit TOP Code, Alphabetical Order)**

Includes Certificates Requiring Fewer Than 18 Units

Program Title	Total Credit Awards			AA/AS Degrees			Certificates (Credit)		
	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009
Accounting	2,487	2,431	2,548	1,012	1,018	1,038	1,475	1,413	1,510
Administration of Justice	6,980	6,414	6,180	1,834	1,800	2,074	5,146	4,614	4,106
Aeronautical and Aviation Technology	403	311	332	79	68	51	324	243	281
Agricultural Power Equipment Technology	56	87	97	9	7	14	47	80	83
Agriculture Business, Sales and Service	76	62	98	68	53	63	8	9	35
Agriculture Technology and Sciences, General	24	29	50	19	17	26	5	12	24
Animal Science	463	467	456	310	288	286	153	179	170
Applied Photography	179	215	148	65	80	66	114	135	82
Architecture and Architectural Technology	313	460	442	138	198	211	175	262	231
Athletic Training and Sports Medicine	20	15	21	14	15	17	6	0	4
Automotive Collision Repair	134	114	173	11	22	27	123	92	146
Automotive Technology	2,011	2,157	1,885	290	304	326	1,721	1,853	1,559
Aviation and Airport Management and	204	209	173	138	144	116	66	65	57
Banking and Finance	68	53	57	36	20	34	32	33	23
Biotechnology and Biomedical Technology	204	173	99	47	35	27	157	138	72
Business Administration	2,433	2,652	2,701	2,113	2,284	2,358	320	368	343
Business and Commerce, General	1,260	1,433	1,456	1,092	1,195	1,292	168	238	164
Business Management	2,036	1,518	2,091	854	822	881	1,182	696	1,210
Cardiovascular Technician	152	119	142	49	47	62	103	72	80
Chemical Technology	13	15	3	4	2	1	9	13	2
Child Development/Early Care and Education	7,766	7,090	7,130	1,916	1,821	1,890	5,850	5,269	5,240
Civil and Construction Management	410	410	552	85	117	120	325	293	432
Commercial Art	44	80	55	30	64	39	14	16	16
Commercial Music	179	228	311	38	53	56	141	175	255
Community Health Care Worker	5	7	8	0	1	3	5	6	5
Computer Information Systems	630	593	575	323	311	314	307	282	261
Computer Infrastructure and Support	527	663	561	171	172	201	356	491	360
Computer Software Development	370	309	357	126	115	92	244	194	265
Construction Crafts Technology	904	1,155	1,168	87	107	130	817	1,048	1,038



# ARCC 2010 Report: Systemwide Indicators

Table 10 (continued)

Program Title	Total Credit Awards			AA/AS Degrees			Certificates (Credit)		
	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009
Cosmetology and Barbering	1,546	1,495	1,538	59	89	91	1,487	1,406	1,447
Customer Service	3	2	5	0	0	1	3	2	4
Dental Occupations	875	802	915	353	368	414	522	434	501
Diagnostic Medical Sonography	88	64	74	23	35	47	65	29	27
Diesel Technology	179	279	261	36	45	49	143	234	212
Digital Media	602	529	558	233	205	241	369	324	317
Drafting Technology	473	539	519	171	178	171	302	361	348
Educational Aide (Teacher Assistant)	53	58	103	21	12	22	32	46	81
Educational Technology	2	3	2	2	2	1	0	1	1
Electro-Mechanical Technology	26	35	25	8	12	5	18	23	20
Electro-Neurodiagnostic Technology	6	15		5	15		1	0	
Electrocardiography	18	19	20	0	0	0	18	19	20
Electronics and Electric Technology	1,089	888	954	262	236	231	827	652	723
Emergency Medical Services	1,712	1,347	1,934	4	4	6	1,708	1,343	1,928
Engineering Technology, General (requires Trigonometry)	20	16	20	14	10	12	6	6	8
Environmental Control Technology	315	423	480	49	51	57	266	372	423
Environmental Technology	238	183	120	24	35	10	214	148	110
Family and Consumer Sciences, General	117	110	116	106	107	115	11	3	1
Family Studies	13	42	43	9	39	42	4	3	1
Fashion	354	379	407	109	152	120	245	227	287
Fire Technology	3,373	3,073	2,759	908	934	883	2,465	2,139	1,876
Food Processing and Related Technologies	1			1			0		
Forestry	76	54	50	30	26	21	46	28	29
Gerontology	46	38	75	16	19	16	30	19	59
Graphic Art and Design	387	352	350	194	162	160	193	190	190
Health Information Technology	323	301	175	102	92	49	221	209	126
Health Occupations, General	30	33	59	6	4	46	24	29	13
Health Professions, Transfer Core Curriculum	196	191	290	189	187	285	7	4	5
Horticulture	478	356	346	113	111	121	365	245	225
Hospital and Health Care Administration	2	2		1	1		1	1	
Hospital Central Service Technician	9	17	36	0	0	0	9	17	36



# ARCC 2010 Report: Systemwide Indicators

Table 10 (continued)

Program Title	Total Credit Awards			AA/AS Degrees			Certificates (Credit)		
	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009
Hospitality	370	380	403	96	101	116	274	279	287
Human Services	1,548	1,547	1,476	466	452	442	1,082	1,095	1,034
Industrial Systems Technology and Maintenance	108	81	89	10	9	7	98	72	82
Information Technology, General	209	116	156	3	9	2	206	107	154
Instrumentation Technology	2	5	2	1	1	1	1	4	1
Insurance		1	7		0	2		1	5
Interior Design and Merchandising	491	561	414	155	188	161	336	373	253
International Business and Trade	306	164	296	39	56	47	267	108	249
Journalism	74	85	90	58	67	66	16	18	24
Labor and Industrial Relations	17	24	11	2	2	3	15	22	8
Laboratory Science Technology	11	28	15	6	10	7	5	18	8
Legal and Community Interpretation	29	20	50	4	5	9	25	15	41
Library Technician (Aide)	117	155	143	25	36	32	92	119	111
Logistics and Materials Transportation	62	51	37	7	0	3	55	51	34
Manufacturing and Industrial Technology	917	774	888	128	126	145	789	648	743
Marine Technology	21	31		3	1		18	30	
Marketing and Distribution	317	265	228	125	103	103	192	162	125
Mass Communications	4	4	5	1	2	4	3	2	1
Massage Therapy	32	31	40	9	9	9	23	22	31
Medical Assisting	971	837	922	152	146	130	819	691	792
Medical Laboratory Technology	143	123	126	13	20	16	130	103	110
Mortuary Science	39	47	51	39	47	51	0	0	0
Natural Resources	64	62	63	35	44	38	29	18	25
Nursing	7,782	8,262	8,515	5,168	5,742	5,970	2,614	2,520	2,545
Nutrition, Foods, and Culinary Arts	1,181	1,339	1,228	186	192	157	995	1,147	1,071
Occupational Therapy Technology	32	43	66	32	43	65	0	0	1
Ocean Technology	9	15	6	4	2	4	5	13	2
Office Technology/Office Computer Applications	1,838	1,747	1,546	479	482	427	1,359	1,265	1,119
Orthopedic Assistant	6	9	12	2	5	5	4	4	7
Other Agriculture and Natural Resources	8	5	11	2	2	7	6	3	4
Other Architecture and Environmental Design	4	1	2	0	1	0	4	0	2





# ARCC 2010 Report: Systemwide Indicators

Table 10 (continued)

Program Title	Total Credit Awards			AA/AS Degrees			Certificates (Credit)		
	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009
Other Business and Management	268	330	290	190	237	258	78	93	32
Other Commercial Services	3	0	0	0	0	0	3	0	0
Other Education		1			0			1	
Other Engineering and Related Industrial Technology	48	56	111	30	25	39	18	31	72
Other Family and Consumer Sciences			1			0			1
Other Fine and Applied Arts	8	12	6	2	2	2	6	10	4
Other Health Occupations	115	93	89	0	0	0	115	93	89
Other Information Technology	81	86	126	1	1	0	80	85	126
Other Media and Communications	8	4	4	0	0	0	8	4	4
Other Public and Protective Services	100	53	95	0	0	2	100	53	93
Paralegal	941	911	841	439	389	357	502	522	484
Paramedic	535	450	439	86	95	73	449	355	366
Pharmacy Technology	161	163	188	45	46	53	116	117	135
Physical Therapist Assistant	66	116	103	65	116	103	1	0	0
Physicians Assistant	64	73	69	6	9	10	58	64	59
Plant Science	8	14	35	5	10	14	3	4	21
Polysomnography	15	2	8	9	2	8	6	0	0
Printing and Lithography	98	73	47	10	15	9	88	58	38
Psychiatric Technician	335	431	563	60	45	56	275	386	507
Public Administration	32	30	34	7	9	14	25	21	20
Public Relations	4	5	3	0	1	1	4	4	2
Radiation Therapy Technician	11	14	9	11	13	7	0	1	2
Radio and Television	245	242	242	130	127	105	115	115	137
Radio, Motion Picture and Television		2	1		0	0		2	1
Radiologic Technology	687	621	575	462	427	387	225	194	188
Real Estate	668	567	444	221	224	180	447	343	264
Respiratory Care/Therapy	537	528	587	399	411	423	138	117	164
Special Education	38	42	34	14	11	19	24	31	15
Speech/Language Pathology and Audiology	84	79	126	51	59	82	33	20	44
Surgical Technician	30	40	49	7	14	10	23	26	39
Technical Communication	16	14	14	7	2	3	9	12	11



# ARCC 2010 Report: Systemwide Indicators

**Table 10** (continued)

Program Title	Total Credit Awards			AA/AS Degrees			Certificates (Credit)		
	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009	2006-2007	2007-2008	2008-2009
Technical Theater	27	20	34	12	8	8	15	12	26
Travel Services and Tourism	228	239	153	53	34	44	175	205	109
Viticulture, Enology, and Wine Business	40	22	29	18	13	18	22	9	11
Water and Wastewater Technology	174	159	225	47	52	70	127	107	155
World Wide Web Administration	49	49	42	7	6	7	42	43	35
Total	65,437	63,468	64,617	23,650	24,617	25,422	41,787	38,851	39,195

**Results:**

Table 10 shows the numbers of awards issued by 127 vocational programs across the three most recent academic years, organized alphabetically by program title. The columns under "Total Credit Awards" (i.e., columns 2, 3, and 4) are the sums of degrees plus certificates for the specified years. Totals for all programs are presented in the last row of the table. Degrees make up about 36 to 39 percent of the credit awards issued, with certificates making up the remaining 61 to 64 percent.

For Methodology and Data Source, see Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Vocational / Occupational / Workforce Development

**Table 11: "Top 25" Vocational Programs in 2008-2009, by Volume of Total Awards  
(Program Title based on four-digit TOP Code)**

Includes Certificates Requiring Fewer Than 18 Units

	Program Title	Total Credit Awards 2008-2009	AA/AS Degrees 2008-2009	All Certificates (Credit) 2008-2009
1	Nursing	8,515	5,970	2,545
2	Child Development/Early Care and Education	7,130	1,890	5,240
3	Administration of Justice	6,180	2,074	4,106
4	Fire Technology	2,759	883	1,876
5	Business Administration	2,701	2,358	343
6	Accounting	2,548	1,038	1,510
7	Business Management	2,091	881	1,210
8	Emergency Medical Services	1,934	6	1,928
9	Automotive Technology	1,885	326	1,559
10	Office Technology/Office Computer Applications	1,546	427	1,119
11	Cosmetology and Barbering	1,538	91	1,447
12	Human Services	1,476	442	1,034
13	Business and Commerce, General	1,456	1,292	164
14	Nutrition, Foods, and Culinary Arts	1,228	157	1,071
15	Construction Crafts Technology	1,168	130	1,038
16	Electronics and Electric Technology	954	231	723
17	Medical Assisting	922	130	792
18	Dental Occupations	915	414	501
19	Manufacturing and Industrial Technology	888	145	743
20	Paralegal	841	357	484
21	Respiratory Care/Therapy	587	423	164
22	Computer Information Systems	575	314	261
23	Radiologic Technology	575	387	188
24	Psychiatric Technician	563	56	507
25	Computer Infrastructure and Support	561	201	360

### Results:

As shown in Table 11, Nursing programs issued the highest total number of awards in 2008-2009 (i.e., degrees plus certificates), primarily in the form of AA/AS degrees. Child Development/Early Care and Education programs issued the second highest total number of awards, primarily certificates, followed by Administration of Justice programs. The highest number of AA/AS degrees was issued in Nursing, followed by Business Administration.

For Methodology and Data Source, see Appendix B.

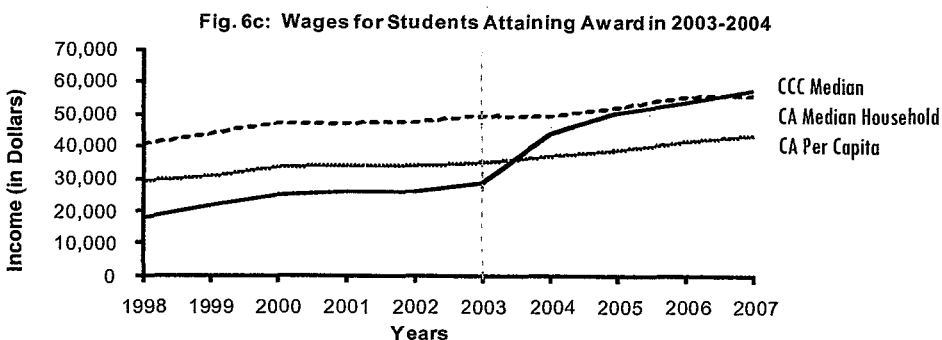
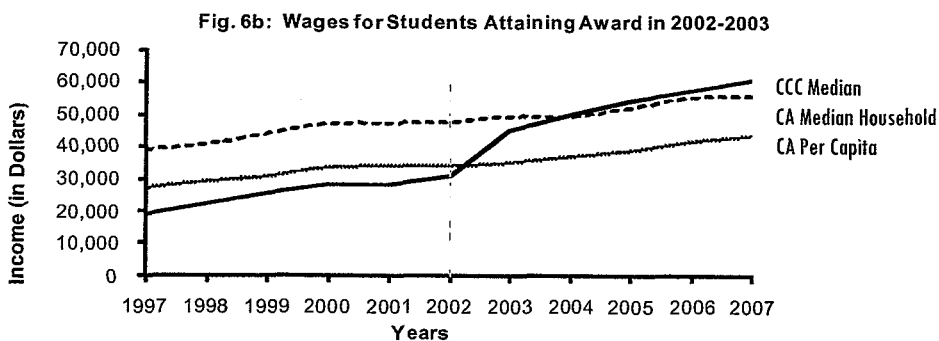
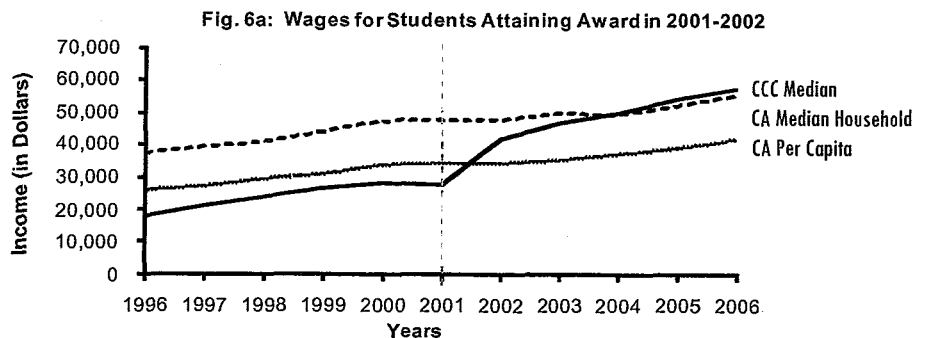


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# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Vocational / Occupational / Workforce Development



### Results:

Figures 6a, 6b, and 6c represent income trends for students attaining a degree or certificate in (a) 2001-2002, (b) 2002-2003, and (c) 2003-2004. The dashed vertical line in each figure signifies the award year for each cohort. The trend lines for CCC Median Income in Figure 6 (solid line) suggest that students receiving awards from community college programs generally experience wage gains in the years following vocational award attainment for which wage data are available. We include trend lines for California Median Household Income (dashed line) and California Per Capita Income (dotted line) to provide additional perspective.

While there are several important caveats to the CCC Median Income trends shown in these figures, the lines indicate a noticeable "jump" in median income that occurs following receipt of an award. This jump takes place for all three wage cohorts (2001-2002, 2002-2003, and 2003-2004). The wage trends continue at that higher level across the years for which we have post-award wage data.

For Methodology and Data Source, see Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Student Progress and Achievement: Vocational / Occupational / Workforce Development

**Table 12a: Income for Students Attaining a Degree or Certificate in 2001-2002**

(N = 4,936)  
(Data for Figure 6a)

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
CA Median Household Income	37,100	39,000	40,600	43,800	46,900	47,177	47,500	49,320	49,185	51,831	55,000
CA Per Capita Income	25,788	27,063	29,195	30,679	33,394	33,869	34,006	34,922	36,830	38,670	41,404
CCC Median Income	17,930	20,830	23,619	26,421	27,887	27,724	41,797	46,621	50,005	54,190	57,390

**Table 12b: Income for Students Attaining a Degree or Certificate in 2002-2003**

(N = 5,939)  
(Data for Figure 6b)

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
CA Median Household Income	39,000	40,600	43,800	46,900	47,177	47,500	49,320	49,185	51,831	55,000	55,450
CA Per Capita Income	27,063	29,195	30,679	33,394	33,869	34,006	34,922	36,830	38,670	41,404	43,221
CCC Median Income	18,669	22,047	25,415	28,083	28,215	31,022	44,843	49,711	54,386	57,370	60,880

**Table 12c: Income for Students Attaining a Degree or Certificate in 2003-2004**

(N = 4,933)  
(Data for Figure 6c)

	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
CA Median Household Income	40,600	43,800	46,900	47,177	47,500	49,320	49,185	51,831	55,000	55,450
CA Per Capita Income	29,195	30,679	33,394	33,869	34,006	34,922	36,830	38,670	41,404	43,221
CCC Median Income	17,788	21,685	25,082	26,212	25,856	28,828	43,760	50,502	53,784	57,594

**Results:**

The income data in Tables 12a, 12b, and 12c above were used to develop the trend lines depicted in Figures 6a, 6b, and 6c of this report. The last data row of each table, CCC Median Income, contains the annual median income for a cohort of students who received any award during a particular cohort year (2001-2002, 2002-2003, 2003-2004). Data on California Median Household Income and Per Capita Income are included to provide additional perspective on the income trends.

For Methodology and Data Source, see Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Pre-Collegiate Improvement: Basic Skills and ESL

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**Table 13:**  
Annual Number of Credit Basic Skills Improvements

The number of students completing coursework at least one level above their prior basic skills enrollment within the three-year cohort period.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
Number of Students	92,620	93,284	96,075

### Results:

As Table 13 indicates, the statewide annual number of students completing coursework at least one level above their prior credit basic skills enrollment coursework increased slightly from the first cohort (2004-2005 to 2006-2007) to the second cohort (2005-2006 to 2007-2008), with a relatively larger increase from the second cohort to the most recent cohort (2006-2007 to 2008-2009).

For Methodology and Data Source, see Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Participation Rates

**Table 14:**  
Systemwide Participation Rate Per 1,000 Population

	2006-2007	2007-2008	2008-2009
<b>Systemwide Participation Rate</b>	85.5	87.6	89.9

**Table 15:**  
Participation Rates by Age Group Per 1,000 Population

	2006-2007	2007-2008	2008-2009
<b>18 to 19</b>	327.3	332.4	340.0
<b>20 to 24</b>	229.7	235.2	243.1
<b>25 to 29</b>	116.8	121.4	124.8
<b>30 to 34</b>	72.1	75.6	78.7
<b>35 to 39</b>	54.1	55.2	55.9
<b>40 to 49</b>	42.3	42.5	42.4
<b>50 to 65</b>	29.7	29.8	29.1

**Table 16:**  
Participation Rates by Gender Per 1,000 Population

	2006-2007	2007-2008	2008-2009
<b>Female</b>	95.3	97.0	98.5
<b>Male</b>	75.9	78.5	81.4

**Table 17:**  
Participation Rates by Ethnicity Per 1,000 Population

	2006-2007	2007-2008	2008-2009
<b>Asian</b>	115.0	116.1	116.1
<b>Black/African American</b>	116.9	122.9	128.2
<b>Hispanic</b>	88.2	91.0	92.9
<b>Native American</b>	132.2	135.3	137.9
<b>Pacific Islander</b>	180.0	191.7	211.0
<b>White</b>	72.6	73.9	76.2
<b>Multirace</b>	0.0	0.0	2.2

### Results:

Tables 14 to 18 show how the community colleges provide access to higher education for all segments of the state's population. The participants include substantial numbers from all categories of age, gender, and race/ethnicity. For an explanation of population rates exceeding 1,000, see the Introduction to the Systemwide Indicators.

For Methodology and Data Source, See Appendix B.



# ARCC 2010 Report: Systemwide Indicators

## Participation Rates

**Table 18: Participation Rates by Age, Gender, and Ethnicity Per 1,000 Population**

Age	Gender	Ethnicity	2006-2007	2007-2008	2008-2009
18 to 19	Female	Asian	505.0	508.6	506.5
18 to 19	Female	Black/African American	400.6	410.2	418.8
18 to 19	Female	Hispanic	338.6	344.3	352.8
18 to 19	Female	Native American	493.7	487.9	508.6
18 to 19	Female	Pacific Islander	874.3	934.0	1,029.4
18 to 19	Female	White	320.0	321.2	329.1
18 to 19	Female	Multirace	0.0	0.0	9.9
18 to 19	Male	Asian	489.8	495.6	499.2
18 to 19	Male	Black/African American	360.4	371.5	384.2
18 to 19	Male	Hispanic	282.2	289.0	298.3
18 to 19	Male	Native American	366.9	407.7	431.4
18 to 19	Male	Pacific Islander	910.3	984.5	1,030.5
18 to 19	Male	White	286.2	290.6	299.2
18 to 19	Male	Multirace	0.0	0.0	8.1
20 to 24	Female	Asian	377.3	388.7	394.3
20 to 24	Female	Black/African American	287.9	301.0	316.1
20 to 24	Female	Hispanic	235.4	240.6	244.7
20 to 24	Female	Native American	324.7	345.9	352.0
20 to 24	Female	Pacific Islander	533.4	591.4	653.8
20 to 24	Female	White	231.5	232.4	238.7
20 to 24	Female	Multirace	0.0	0.0	5.0
20 to 24	Male	Asian	341.3	353.8	368.5
20 to 24	Male	Black/African American	224.0	237.7	255.0
20 to 24	Male	Hispanic	185.7	192.7	200.6
20 to 24	Male	Native American	257.6	258.8	274.4
20 to 24	Male	Pacific Islander	487.8	533.0	610.7
20 to 24	Male	White	202.4	206.0	215.8
20 to 24	Male	Multirace	0.0	0.0	4.8





# ARCC 2010 Report: Systemwide Indicators

Table 18 (continued)

Age	Gender	Ethnicity	2006-2007	2007-2008	2008-2009
25 to 29	Female	Asian	177.1	184.4	187.8
25 to 29	Female	Black/African American	181.7	188.9	191.1
25 to 29	Female	Hispanic	121.9	125.2	126.8
25 to 29	Female	Native American	210.1	209.4	215.7
25 to 29	Female	Pacific Islander	208.5	226.4	262.5
25 to 29	Female	White	124.8	127.9	131.6
25 to 29	Female	Multirace	0.0	0.0	2.1
25 to 29	Male	Asian	135.4	142.6	147.3
25 to 29	Male	Black/African American	120.2	129.2	137.7
25 to 29	Male	Hispanic	89.2	93.4	95.6
25 to 29	Male	Native American	160.3	165.0	173.7
25 to 29	Male	Pacific Islander	182.8	195.1	229.4
25 to 29	Male	White	105.6	111.3	116.5
25 to 29	Male	Multirace	0.0	0.0	1.9
30 to 34	Female	Asian	105.9	106.7	106.7
30 to 34	Female	Black/African American	132.8	141.4	143.5
30 to 34	Female	Hispanic	79.3	82.2	82.8
30 to 34	Female	Native American	145.9	160.6	153.6
30 to 34	Female	Pacific Islander	113.7	124.4	135.8
30 to 34	Female	White	71.2	74.0	79.7
30 to 34	Female	Multirace	0.0	0.0	1.2
30 to 34	Male	Asian	72.9	75.6	76.6
30 to 34	Male	Black/African American	86.1	96.8	105.0
30 to 34	Male	Hispanic	56.5	60.3	61.8
30 to 34	Male	Native American	126.4	132.9	138.5
30 to 34	Male	Pacific Islander	108.2	115.6	121.5
30 to 34	Male	White	61.3	65.2	71.7
30 to 34	Male	Multirace	0.0	0.0	0.8



# ARCC 2010 Report: Systemwide Indicators

Table 18 (continued)

Age	Gender	Ethnicity	2006-2007	2007-2008	2008-2009
35 to 39	Female	Asian	81.7	81.3	78.4
35 to 39	Female	Black/African American	105.9	108.1	108.7
35 to 39	Female	Hispanic	60.0	61.3	60.7
35 to 39	Female	Native American	119.2	118.6	116.0
35 to 39	Female	Pacific Islander	85.8	88.3	98.9
35 to 39	Female	White	55.1	54.7	55.2
35 to 39	Female	Multirace	0.0	0.0	1.0
35 to 39	Male	Asian	52.6	52.6	52.2
35 to 39	Male	Black/African American	70.3	76.5	82.4
35 to 39	Male	Hispanic	39.3	41.7	42.8
35 to 39	Male	Native American	104.0	95.1	101.8
35 to 39	Male	Pacific Islander	87.0	89.9	93.5
35 to 39	Male	White	45.2	46.4	48.7
35 to 39	Male	Multirace	0.0	0.0	0.6
40 to 49	Female	Asian	62.8	62.4	61.1
40 to 49	Female	Black/African American	82.3	83.2	82.7
40 to 49	Female	Hispanic	47.7	48.5	0.0
40 to 49	Female	Native American	88.2	85.6	84.0
40 to 49	Female	Pacific Islander	68.2	69.6	74.7
40 to 49	Female	White	46.9	46.3	45.9
40 to 49	Female	Multirace	0.0	0.0	0.6
40 to 49	Male	Asian	36.3	36.8	36.3
40 to 49	Male	Black/African American	55.2	57.6	61.2
40 to 49	Male	Hispanic	29.6	30.7	30.0
40 to 49	Male	Native American	69.8	71.5	74.5
40 to 49	Male	Pacific Islander	60.3	61.7	66.2
40 to 49	Male	White	32.7	32.9	33.8
40 to 49	Male	Multirace	0.0	0.0	0.4



# ARCC 2010 Report: Systemwide Indicators

**Table 18** (continued)

Age	Gender	Ethnicity	2006-2007	2007-2008	2008-2009
50 to 65	Female	Asian	42.1	40.7	40.1
50 to 65	Female	Black/African American	46.1	47.3	47.0
50 to 65	Female	Hispanic	29.0	30.2	29.1
50 to 65	Female	Native American	58.3	59.9	54.7
50 to 65	Female	Pacific Islander	42.9	42.1	46.8
50 to 65	Female	White	37.3	37.2	36.3
50 to 65	Female	Multirace	0.0	0.0	0.6
50 to 65	Male	Asian	26.4	25.4	25.1
50 to 65	Male	Black/African American	33.8	35.1	35.6
50 to 65	Male	Hispanic	18.2	18.9	18.5
50 to 65	Male	Native American	43.2	44.3	43.0
50 to 65	Male	Pacific Islander	31.9	33.9	33.8
50 to 65	Male	White	22.7	22.8	22.3
50 to 65	Male	Multirace	0.0	0.0	0.1

**Results:**

For an explanation of population rates exceeding 1,000, see the Introduction to the Systemwide Indicators.

For Methodology and Data Source, See Appendix B.



<p><b>Saddleback College</b>                  South Orange County Community College District</p>
<p><b>College Performance Indicators</b></p>

**Student Progress and Achievement: Degree/Certificate/Transfer**

**Table 1.1:**  
 Student Progress and Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
<b>Student Progress and Achievement Rate</b>	60.6%	60.8%	60.9%

**Table 1.1a:**  
 Percent of Students Who Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
<b>Percent of Students Who Earned at Least 30 Units</b>	76.9%	76.8%	76.9%

**Table 1.2:**  
 Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008
<b>Persistence Rate</b>	72.3%	74.4%	75.4%



# ARCC 2010 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Performance Indicators

#### Student Progress and Achievement: Vocational/Occupational/Workforce Development

**Table 1.3:**  
Annual Successful Course  
Completion Rate for  
Credit Vocational Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
<b>Annual Successful Course Completion Rate for Vocational Courses</b>	77.9%	76.2%	76.0%

#### Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

**Table 1.4:**  
Annual Successful Course  
Completion Rate for  
Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
<b>Annual Successful Course Completion Rate for Basic Skills Courses</b>	64.0%	61.9%	64.9%

**Table 1.5:**  
Improvement Rates for ESL  
and Credit Basic Skills Courses

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
<b>ESL Improvement Rate</b>	35.0%	36.5%	34.1%
<b>Basic Skills Improvement Rate</b>	56.7%	60.0%	61.8%

**Table 1.6:**  
Career Development and  
College Preparation (CDCP)  
Progress and Achievement Rate

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
<b>CDCP Progress and Achievement Rate</b>	13.5%	14.0%	10.1%



# ARCC 2010 Report: College Level Indicators

<b>Saddleback College</b>
South Orange County Community College District
<b>College Profile</b>

**Table 1.7:**  
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2006-2007	2007-2008	2008-2009
<b>Annual Unduplicated Headcount</b>	33,957	35,655	38,240
<b>Full-Time Equivalent Students (FTES)*</b>	15,311	16,169	16,934

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.  
\*FTES data for 2006-2007 and 2007-2008 are based on the FTES recalculation. FTES data for 2008-2009 are based on the FTES annual data. The 2008-2009 recalculation data were not available at the time of this report.

**Table 1.8:**  
Age of Students at Enrollment

	2006-2007	2007-2008	2008-2009
<b>19 or less</b>	23.2%	23.8%	24.0%
<b>20 - 24</b>	25.3%	24.8%	24.9%
<b>25 - 49</b>	26.4%	26.5%	26.4%
<b>Over 49</b>	25.0%	24.9%	24.7%
<b>Unknown</b>	0.1%	0.1%	0.0%

Source: Chancellor's Office, Management Information System

**Table 1.9:**  
Gender of Students

	2006-2007	2007-2008	2008-2009
<b>Female</b>	59.9%	59.9%	59.2%
<b>Male</b>	39.7%	39.5%	39.9%
<b>Unknown</b>	0.4%	0.6%	0.9%

Source: Chancellor's Office, Management Information System



# ARCC 2010 Report: College Level Indicators

<b>Saddleback College</b> South Orange County Community College District
<b>College Profile</b>

**Table 1.10:**  
Ethnicity of Students

	2006-2007	2007-2008	2008-2009
<b>African American</b>	1.6%	1.6%	1.6%
<b>American Indian/Alaskan Native</b>	0.7%	0.6%	0.7%
<b>Asian</b>	8.8%	8.9%	8.9%
<b>Filipino</b>	2.0%	1.9%	2.1%
<b>Hispanic</b>	12.6%	12.7%	12.7%
<b>Pacific Islander</b>	0.6%	0.6%	0.5%
<b>Unknown/Non-Respondent</b>	10.4%	11.7%	5.5%
<b>White Non-Hispanic</b>	63.3%	62.0%	68.1%

Source: Chancellor's Office, Management Information System



# ARCC 2010 Report: College Level Indicators

<b>Saddleback College</b>
South Orange County Community College District
<b>College Peer Grouping</b>

**Table 1.11: Peer Grouping**

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	60.9	55.7	42.3	67.3	A4
B	Percent of Students Who Earned at Least 30 Units	76.9	75.0	68.1	83.8	B4
C	Persistence Rate	75.4	71.1	48.0	78.8	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	76.0	75.1	63.6	87.3	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	64.9	65.7	56.6	84.1	E3
F	Improvement Rate for Credit Basic Skills Courses	61.8	54.2	34.9	69.5	F2
G	Improvement Rate for Credit ESL Courses	34.1	50.7	34.1	71.4	G4

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.





# ARCC 2010 Report: College Level Indicators

## Saddleback College

South Orange County Community College District

### College Self-Assessment

Saddleback College, located in Mission Viejo, is one of two colleges in the South Orange County Community College District, which serves the southern half of Orange County. The college offers a comprehensive array of programs in academic and vocational areas with a combined total of 300 degrees and certificates. The college student body is approximately 68% White, 12.7% Hispanic and 8.9% Asian. Furthermore, Filipino, American Indian/Alaskan Native, Pacific Islander, and African American students account for approximately less than 2 % each. The student body is well represented by all age groups ranging from "19 or Less" to "Over 49." Additionally, the student body has consisted of approximately 59% females and 39% males over the past three academic years.

When examining the college's data in the ARCC report, overall data on Student Progress and Achievement as well as the Percent of Students Who Earned at Least 30 units have remained somewhat consistent for the past three reporting periods. Moreover, there is a steady increase in the Persistence Rate for this same time periods. However, there is a slight decrease in the Annual Successful Course Completion Rate for Credit Vocational Courses. The college will remain committed to improving performance in this area throughout the development of the new Strategic Plan process.

With regard to the Pre-Collegiate Improvement area of the report, the overall Annual Successful Course Completion Rate for Credit Basic Skills Courses has remained somewhat consistent and the Basic Skills Improvement Rate has slightly increased over the last three reporting periods. However, there have been slight decreases in the ESL Improvement Rates as well as the Career Development and College Preparation Progress and Achievement Rate. This is an area of concern for the college and it is possible this is related to the coding of courses in this area. It was determined that the majority of courses in this area were coded at the same level, which made it difficult to identify student progress in these areas. The college is currently working on more precise coding of these courses in an effort to better identify student progress.

When comparing Saddleback College to its Peer Groups, Saddleback performs higher than the peer group average in all indicators except Annual Successful Course Completion Rate for Credit Basic Skills Courses as well as Improvement Rate for Credit ESL Courses. However, as mentioned before this may in part be due to the coding of certain courses in this area. Once the new coding has been established, additional steps toward improving these rates can then be explored. Moreover, the future of Saddleback College is supported by the consistent increase in The Annual Unduplicated Headcount and FTES over the past three academic years, which implies continued solid and healthy performance from Saddleback College.



**Irvine Valley College**  
 South Orange County Community College District  
**College Performance Indicators**

## Student Progress and Achievement: Degree/Certificate/Transfer

**Table 1.1:**  
 Student Progress and  
 Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
<b>Student Progress and Achievement Rate</b>	66.5%	64.2%	65.9%

**Table 1.1a:**  
 Percent of Students Who  
 Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
<b>Percent of Students Who Earned at Least 30 Units</b>	69.5%	72.7%	74.1%

**Table 1.2:**  
 Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008
<b>Persistence Rate</b>	68.6%	70.2%	75.9%



# ARCC 2010 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Performance Indicators

#### Student Progress and Achievement: Vocational/Occupational/Workforce Development

**Table 1.3:**  
Annual Successful Course  
Completion Rate for  
Credit Vocational Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
<b>Annual Successful Course Completion Rate for Vocational Courses</b>	73.3%	71.9%	73.0%

#### Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

**Table 1.4:**  
Annual Successful Course  
Completion Rate for  
Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
<b>Annual Successful Course Completion Rate for Basic Skills Courses</b>	72.3%	72.0%	74.0%

**Table 1.5:**  
Improvement Rates for ESL  
and Credit Basic Skills Courses

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
<b>ESL Improvement Rate</b>	39.4%	40.0%	37.1%
<b>Basic Skills Improvement Rate</b>	58.8%	61.1%	62.2%

**Table 1.6:**  
Career Development and  
College Preparation (CDCP)  
Progress and Achievement Rate

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
<b>CDCP Progress and Achievement Rate</b>	.%	.%	.%



# ARCC 2010 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Profile

**Table 1.7:**  
Annual Unduplicated Headcount and  
Full-Time Equivalent Students (FTES)

	2006-2007	2007-2008	2008-2009
<b>Annual Unduplicated Headcount</b>	21,673	22,649	24,673
<b>Full-Time Equivalent Students (FTES)*</b>	7,658	8,021	9,018

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

\*FTES data for 2006-2007 and 2007-2008 are based on the FTES recalculation. FTES data for 2008-2009 are based on the FTES annual data. The 2008-2009 recalculation data were not available at the time of this report.

**Table 1.8:**  
Age of Students at Enrollment

	2006-2007	2007-2008	2008-2009
<b>19 or less</b>	21.6%	23.0%	24.8%
<b>20 - 24</b>	26.6%	26.5%	25.3%
<b>25 - 49</b>	31.0%	29.5%	28.8%
<b>Over 49</b>	20.8%	21.0%	21.2%
<b>Unknown</b>	0.0%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

**Table 1.9:**  
Gender of Students

	2006-2007	2007-2008	2008-2009
<b>Female</b>	58.8%	58.8%	58.1%
<b>Male</b>	40.8%	40.5%	40.7%
<b>Unknown</b>	0.4%	0.7%	1.2%

Source: Chancellor's Office, Management Information System



# ARCC 2010 Report: College Level Indicators

<b>Irvine Valley College</b> South Orange County Community College District
<b>College Profile</b>

**Table 1.10:**  
Ethnicity of Students

	2006-2007	2007-2008	2008-2009
<b>African American</b>	1.8%	1.9%	1.9%
<b>American Indian/Alaskan Native</b>	0.4%	0.4%	0.4%
<b>Asian</b>	28.0%	27.5%	26.6%
<b>Filipino</b>	2.8%	2.7%	2.7%
<b>Hispanic</b>	10.2%	9.9%	10.4%
<b>Pacific Islander</b>	0.6%	0.6%	0.5%
<b>Unknown/Non-Respondent</b>	11.8%	12.7%	6.7%
<b>White Non-Hispanic</b>	44.4%	44.3%	50.7%

Source: Chancellor's Office, Management Information System



# ARCC 2010 Report: College Level Indicators

**Irvine Valley College**  
 South Orange County Community College District  
**College Peer Grouping**

**Table 1.11: Peer Grouping**

	<b>Indicator</b>	<b>College's Rate</b>	<b>Peer Group Average</b>	<b>Peer Group Low</b>	<b>Peer Group High</b>	<b>Peer Group</b>
A	Student Progress and Achievement Rate	65.9	55.7	42.3	67.3	<i>A4</i>
B	Percent of Students Who Earned at Least 30 Units	74.1	68.3	52.2	77.3	<i>B1</i>
C	Persistence Rate	75.9	71.1	48.0	78.8	<i>C6</i>
D	Annual Successful Course Completion Rate for Credit Vocational Courses	73.0	75.1	63.6	87.3	<i>D1</i>
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	74.0	63.8	55.0	74.0	<i>E1</i>
F	Improvement Rate for Credit Basic Skills Courses	62.2	55.0	44.0	65.0	<i>F5</i>
G	Improvement Rate for Credit ESL Courses	37.1	33.8	0.0	67.0	<i>G1</i>

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



# ARCC 2010 Report: College Level Indicators

## Irvine Valley College

South Orange County Community College District

### College Self-Assessment

Irvine Valley College serves a diverse population of students in an above average socio-economic region in South Orange County. Cities in the service area of the college include Laguna Beach, Aliso Viejo, Tustin, Lake Forest, as well as Irvine. The gender balance is stable—58% of the students are female. Age groupings show relatively stable shares in all groups. The enrollments of African-American, Asian/Pacific Islander, Hispanic, and Caucasian students at Irvine Valley College reflect the ethnic and cultural demographics of the service area—27% are Asian, 51% are Caucasian, 10% are Hispanic, and dozens of other cultures are pursuing educational opportunities at Irvine Valley College. FTES has experienced significant growth over the past few years. From 7,658 FTES in 2006-07, FTES increased to 8,021 (5%) in 2007-08, and to 9,018 (12%) in 2008-09. Irvine Valley College has established Early College programs at Beckman High School, Tustin High School, and at El Toro High School in Lake Forest, which began in summer 2009. A partnership with CSU-Fullerton has led to an agreement to offer lower division courses in the daytime at CSUF's Irvine Campus. Using the State System Office transfer rate methodology, Irvine Valley College's transfer rate to four-year institutions is 3rd highest in the California Community College System; it remains the highest for Orange County Community Colleges. Enrollment in distance education courses is growing rapidly as is the number of DE sections offered. Irvine Valley College currently offers 104 courses in 25 subject areas in the online mode of instruction. Online offerings are among the first courses to close due to high student demand. Currently, IVC has two A.S. Degrees and two occupational certificates whose major requirements can be earned completely online. Irvine Valley College's accountability indicators in the ARCC 2010 Report demonstrate above average performance on six out of seven indicators when compared to its peer institutions and is the peer group high in one indicator (annual successful course completion rate for credit basic skills). While the student progress and achievement rate, annual successful course completion rate for vocational courses, and ESL improvement rate have each remained stable and relatively high, the percentage of students completing at least 30 units, the persistence rate, completion rate for basic skills courses, and basic skills improvement rate have all steadily improved in the last few years. The Basic Skills Initiative process is addressing needs in ESL for staff development, curriculum redesign, and development of an ESL/World Languages Student Success Center. Inspired by the Accreditation Standards and the South Orange County Community District goals, the Irvine Valley College President and Administration, the Academic Senate, and all governance groups and committees are participating in a strategic planning process that is committed to providing an excellent learning experience for our diverse and changing communities. In February of 2009, the College's 2008 Accreditation Progress Report was accepted without recommendations.



**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Minutes of the Board of Trustees Meeting  
**ACTION:** Approval

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**Minutes from :**

**October 25, 2010 Regular Meeting of the Board of Trustees (Exhibit A)**

**are submitted to the Board for review and approval.**

*Item Submitted by: Dixie Bullock, Acting 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  
OCTOBER 25, 2010

PRESENT

Members of the Board of Trustees:

Donald P. Wagner, President  
Nancy M. Padberg, Vice President  
Marcia Milchiker, Clerk  
John S. Williams, Member  
William O. Jay, Member  
David B. Lang, Member  
Eve Shieh, Student Member

Administrative Officers:

Dixie Bullock, Acting Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
David Bugay, Vice Chancellor, Human Resources  
Tod Burnett, President Saddleback College  
Glenn Roquemore, President Irvine Valley College  
Randy Peebles, Provost, ATEP

ABSENT

Thomas A. Fuentes, Member

**CALL TO ORDER: 5:30 P.M.**

**1.0 PROCEDURAL MATTERS**

1.1 Call To Order

1.2 Public Comments

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

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

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

1. Public Employee Appointment, Employment (2)
  - a. Chancellor
  - b. Saddleback Classified Member Admissions and Records Specialist
2. Public Employee Discipline, Dismissal (2)

**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.
4. Unrepresented Employee - Chancellor
  - a. Agency Designated Representative: Donald Wagner, Board President

**C. Conference with Legal Counsel (GC Section 54956.9)**

1. Existing Litigation (GC Section 54956.9[b]) (1 case) Westphal v. Wagner
2. Anticipated Litigation/Significant Exposure to Litigation (2 cases) (GC Section 54956.9[b][1] and [b][3][A])

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

**2.0 PROCEDURAL MATTERS**

2.1 Actions Taken in Closed Session

On a 5 to 1 vote with Trustee Fuentes absent and Trustee Wagner casting a negative vote, a faculty member was placed on paid administrative leave pending further action.

On a 6 to 0 vote with Trustee Fuentes absent, the board has decided to offer Mr. Gary Poertner the position of District chancellor, subject to approval of a mutually satisfactory employment agreement which will be presented for approval at a subsequent public meeting of the Board.

2.2 Invocation Led by Trustee Bill Jay

2.3 Pledge of Allegiance Led by Trustee Dave Lang

2.4 Resolutions / Presentations / Introductions

Resolution: Saddleback College Nursing Program, First in Nation Licensure Exam Rates

Presentation: Commemoration of Irvine Valley College's 25<sup>th</sup> Anniversary.

2.5 Public Comments

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

**3.0 REPORTS**

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

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

**4.0 DISCUSSION ITEM**

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

On a motion made by Trustee Lang and seconded by Trustee Jay the consent calendar was approved on a 6-0 vote.

- 5.1 SOCCCD: Board of Trustees Meeting Minutes  
Approve minutes of a regular meeting held on September 27, 2010.
- 5.2 Irvine Valley College: Child Development Training Consortium  
Approve the continued participation in the Child Development Training Consortium for the 2010-11 academic year. There is no impact to general funds.
- 5.3 Irvine Valley College: Life Science Architectural Services:  
Amendment No. 2 for Increased Services Approve Amendment No. 2 to contract with Dougherty and Dougherty increasing the fee in the amount of \$6,000. The total revised amount is \$1,105,810.
- 5.4 Saddleback College: Grant Acceptance - MLT Program  
Accept the award of \$334,025 from the California Community College Chancellor's Office that will enable continued development of the Medical Laboratory Technician program at Saddleback College using funding provided through the Governor's 15% Workforce Investment Act Funds for Allied Health Programs.

- 5.5 Saddleback College: Grant Acceptance, National Center For Rapid Prototyping and Additive Manufacturing Technologies (RapidTech)  
Accept award of \$50,000 from the National Science Foundation for the National Center for Rapid Prototyping and Additive Manufacturing Technologies (RapidTech), Grant No. 0702912.
- 5.6 Saddleback College: Sub-Award Grant Acceptance from San Jose State University Research Foundation  
Accept the award of \$48,576 from the San Jose State University Research Foundation that will enable continued development of the Medical Laboratory Technician program at Saddleback College using funding provided through the Governor's 15% Workforce Investment Act Funds for Allied Health Programs.
- 5.7 Saddleback College: Study Abroad Program to Oxford, England  
Approve the Saddleback College study abroad program: Oxford Semester in Oxford, England, in the spring of 2011.
- 5.8 Irvine Valley College: California Early Childhood Mentor Program  
Approve the continued participation in the California Early Childhood Mentor Program for the 2010-2011 academic year. There is no impact on general funds.
- 5.9 Saddleback College: Early Childhood Mentor Program  
Approve the participation of Saddleback College in the Orange County Regional Early Childhood Mentor Program.
- 5.10 Irvine Valley College: ACCJC Substantive Change Proposal  
Accept as information the Irvine Valley College ACCJC Substantive Change Proposal dated October 5, 2010.
- 5.11 Saddleback College: ACCJC Substantive Change Proposal  
Accept as information the Saddleback College ACCJC Substantive Change Proposal dated October 4, 2010.
- 5.12 Saddleback College: Speaker  
Approve honoraria for a speaker at Saddleback College.

- 5.13 SOCCCD: Amend Contract:  
Jackson/DeMarco/Tidus/Peterson/Peckenpaugh  
Approve amendment to engagement letter dated February 7, 2007.
- 5.14 SOCCCD: Claim Against the District: Vickie Stevens  
Approve the rejection of claim Vickie Stevens dated October 5, 2010 and refer it to the District's insurance administrator for processing.
- 5.15 SOCCCD: Auction No. 56-Surplus Property  
Approve the sale of surplus property and authorize the Director of Facilities Planning and Purchasing to hire a private auction firm to conduct the auction and to dispose of items not sold at the auction.
- 5.16 SOCCCD: Transfer of Budget Appropriations  
Ratify transfer of budget appropriations as shown.
- 5.17 SOCCCD: Budget Amendment: Adopt Resolution No. 10-18 to Amend 2010/2011 Restricted General Fund  
Adopt resolution to amend the adopted budget.
- 5.18 SOCCCD: Purchase Order/Confirming Requisitions  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P11-01621 through P11-02081 amounting to \$2,484,339.85 are submitted to the Board of Trustees for approval. Confirming requisitions dated September 8, 2010 through October 5, 2010 totaling \$51,447.28 are also submitted.
- 5.19 SOCCCD: Payment of Bills  
Approve Checks No. 096158 through 096977, processed through the Orange County Department of Education, totaling \$4,937,746.79; and Checks No. 009960 through 009991, processed through Saddleback College Community Education, totaling \$118,851.92; and Checks No. 008768 through 008779, processed through Irvine Valley College Community Education, totaling \$116,477.86.
- 5.20 SOCCCD: September/October 2010 Contracts  
Ratify contracts as listed.

**6.0 GENERAL ACTION ITEMS**

- 6.1 ATEP: Division of Responsibilities of Current and Future Development at the Advanced Technology & Education Park (ATEP) Site:  
Resolution 10-19

Approve Resolution outlining responsibilities of Irvine Valley College Saddleback College and SOCCCD administration in the operation and development of the current ATEP site and the undeveloped acres at ATEP.

On a motion made by Trustee Williams and seconded by Trustee Lang this item passed on a 6-0 vote.

- 6.2 Saddleback College: Award of Bid: Pool Deck Replacement  
Approve award of bid and agreement to Condor, Inc. in the amount of \$1,058,000.

On a motion made by Trustee Padberg and seconded by Trustee Williams this item passed on a 6-0 vote.

- 6.3 ATEP: Award of Bid: Site Utility Severance and Demolition, Bid No. 8  
Approve award of bid and agreement for Phase A to US Demolition in the amount of \$1,275,166, and for Phase B to CST Environmental in the amount of \$600,000.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker this item passed on a 6-0 vote.

- 6.4 Irvine Valley College: Administrative Reorganization  
Approve the Irvine Valley College administrative structure.

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

- 6.5 Saddleback College: Management Reorganization  
Approve the Saddleback College management reorganization.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker this item passed on a 6-0 vote.

- 6.6 Saddleback College and Irvine Valley College: 2011-12 Faculty Hiring  
Approve the announcement and recruitment of new full-time faculty for the 2011-2012 academic year.

This item was pulled by administration.

- 6.7 SOCCCD: Board Policy Revision: BP 3700 Instructional and Course Materials Fees  
Accept for Discussion/Approval

On a motion made by Trustee Williams and seconded by Trustee Jay this item passed on a 6-0 vote.

- 6.8 SOCCCD: Board Policy Revision: BP 1400 Code of Ethics for Members of the Board of Trustees, BP 3450 Traffic and Parking Regulations, BP 4009 Drivers for College-Sponsored Activities, BP 4201.3 Re-Employment of Classified Personnel, BP 4203 Sick Leave for Educational Administrators and Classified Leadership Personnel, BP 4316 Telephones, BP 5627 Student Participation in Governance and BP 6122 Challenge of Adopted Instructional Materials  
Accept for Review/Study

On a motion made by Trustee Williams and seconded by Trustee Lang this item passed on a 6-0 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 Milchiker and seconded by Trustee Williams this item passed on a 6-0 vote.

- 6.10 SOCCCD: Classified Personnel Actions - Regular Items  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change a Classified Position, Authorization to Reorganize a Classified Position, Transfer, Change of Status, Classified Bilingual Stipend, Additional Compensation,



Out of Class Assignments, Leave of Absence,  
Resignation/Retirement/Conclusion of Employment, Volunteers.

On a motion made by Trustee Jay and seconded by Trustee Williams this item passed on a 6-0 vote.

- 6.11 SOCCCD: Request to Rescind Spring 2011 Sabbatical Approve request from Jeffrey Clark to rescind approval of sabbatical leave for the Spring 2011 semester.

On a motion made by Trustee Lang and seconded by Trustee Williams this item passed on a 6-0 vote.

## **7.0 REPORTS**

- 7.1 Saddleback College and Irvine Valley College: Speakers A listing of speakers for events and/or classes at Saddleback College and IVC.
- 7.2 SOCCCD: Basic Aid Report Report on projected receipts and approved projects.
- 7.3 SOCCCD: Facilities Plan Status Report Status of current construction projects.
- 7.4 SOCCCD: Monthly Financial Status Report Report displays the adopted budget, revised budget and transactions through September 30, 2010.
- 7.5 SOCCCD: Retiree (OPEB) Trust Fund This report is for the period ending September 30, 2010.

## **8.0 WRITTEN REPORTS**

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

- A. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP

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

Saddleback College President Tod Burnett, IVC President Glenn Roquemore, IVC Classified Senate President Lisa Davis Allen, Saddleback College Senate President Carmen Dominguez, Faculty Association President Lewis Long, Associated Student Governments of Saddleback College President, Associated Students of IVC President, CSEA President Shanna Moorhouse, Saddleback College Classified Senate President Russell Hamilton, and IVC Classified Senate President, Angela Mahaney.

**9.0 ADDITIONAL ITEMS**

**ADJOURNMENT (or continuation of closed session if required): 8:35 P.M.**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Saddleback College: Forensics Team Out of State Travel  
**ACTION:** Approval

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**BACKGROUND**

Students serving our forensics team have achieved numerous successes that have contributed to the recognition of the College, the District, and the community. The Saddleback College Forensics Team has competed at several tournaments throughout the state and across the country over the years. The Saddleback College team has placed well at the Phi Rho Pi National Tournament.

**STATUS**

Saddleback College plans to participate in the Phi Rho Pi National Tournament, held April 8-16, 2011, in Greenwich, Connecticut. Up to 14 student Forensic Team members and four faculty coaches are planning to attend this event. This tournament will incur entry and judging fees, lodging, transportation, and meals for the students and coaches at a cost not to exceed \$24,050 (Exhibit A). Funds for this Tournament have been budgeted and approved by the Saddleback College Associated Student Government and the team's Foundation account.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the participation of the Saddleback College Forensics Team and their coaches in the Phi Rho Pi National Tournament in Greenwich, Connecticut, at a cost not to exceed \$24,050.

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

South Orange County Community College District

SADDLEBACK COLLEGE

PHI RHO PI NATIONAL FORENSICS TOURNAMENT

LOCATION: Greenwich, Connecticut

DATES: April 8-16, 2011

Up to 14 student Forensics Team members will be chosen to attend the event and will be accompanied by four faculty coaches.

Anticipated Expenses:

Per student:	
Registration	\$100
Airfare	\$420
Lodging (\$105/night x 8 nights, 3-4 students/room)	\$420
Meals (\$25/day x 9 days)	\$225
Ground transportation	\$50
Total per student	\$1,215
x 14 students	\$17,010

Per faculty coach:	
Registration	\$0
Airfare	\$420
Lodging (\$105/night x 8 nights)	\$840
Meals (\$50/day x 9 days)	\$450
Ground transportation	\$50
Total per faculty coach	\$1,760
x 4 faculty coaches	\$7,040

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.3**  
**DATE: 11/17/10**

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** **SADDLEBACK COLLEGE: LETTER OF AGREEMENT**

**ACTION:** Approval

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### **BACKGROUND**

Since 1996, Saddleback College has participated with the Yosemite Community College District (YCCD) and the Child Development Training Consortium (CDTC) in implementing a Child Development Training Consortium Program. The purpose of the program is to assist students in obtaining a new permit for renewing a currently held permit. The California Commission on Teacher Credentialing issues the Child Development Permit to students who complete the required coursework.

### **STATUS**

Saddleback College has been asked to work with the Child Development Training Consortium during the 2010-2011 academic year as shown in Exhibit A. Under the terms of the agreement, Saddleback College has been allocated \$10,000 to be used to assist students with enrollment fee reimbursement, textbook reimbursement, and the application procedure for the Child Development Permit. There is no impact to the general fund.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the agreement between Yosemite Community College District, the Child Development Training Consortium, and Saddleback College as shown in Exhibit A.

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

**CHILD DEVELOPMENT TRAINING CONSORTIUM  
2010-2011 INSTRUCTIONAL AGREEMENT  
AGREEMENT NUMBER 10-11 - 4161**

This Agreement is made and entered into this 1<sup>st</sup> day of September, 2010, by and between the Yosemite Community College District, Child Development Training Consortium, hereafter called the YCCD/CDTC, and **Saddleback College**, hereafter called the CONTRACTOR.

WITNESSETH: That the CONTRACTOR for and in consideration of the covenants, conditions, agreements, and stipulations of the YCCD/CDTC hereinafter expressed, does hereby agree to furnish to the YCCD/CDTC services as follows:

**I. STATEMENT OF WORK**

- A. The CONTRACTOR will designate a Campus Coordinator. The Campus Coordinator will be responsible to prepare and submit all required reports; coordinate all Consortium activities; attend two (2) mandatory YCCD/CDTC sponsored meetings at YCCD/CDTC expense; and inform child development/early childhood education department of program requirements and components specific to campus Child Development Training Consortium.

Effective September 2010, the designated Campus Coordinator is preferably either full-time or adjunct faculty, department chair, or director of the campus child development lab center/children's center. If the current Campus Coordinator does not meet these recommendations, they are permitted to continue in the position and new requirements will be applicable upon designation of a new Campus Coordinator. Since the requirement of faculty is preferred, but not required, exceptions will be considered by YCCD/CDTC on an individual basis.

The Campus Coordinator must be located on campus with regularly scheduled office hours; thereby being accessible to students enrolled in the program. The YCCD/CDTC must be notified in writing within fifteen (15) calendar days of any change in Campus Coordinator status.

- B. The CONTRACTOR will generate up to **400 units** of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. Enrolled units must be completed between July 1, 2010, and June 30, 2011. Physical education courses and general work experience courses are excluded. Child development work experience and remedial courses are included.
- C. The CONTRACTOR will make good faith efforts to recruit and employ qualified faculty who reflect the ethnic makeup of the student population.
- D. The CONTRACTOR will provide appropriate community college courses, which:
1. Meet the requirements of the Child Development Permit Matrix (included in this Agreement as *Appendix A*) and/or child care licensing regulations.

2. Are degree or certificate applicable.
3. Are offered for credit with the possible exception of remedial courses.
4. Are transferable whenever possible.
5. Are available to family child care providers and employees of child care/development programs serving infants through school-age children.
6. Are responsive to local community needs.

E. The CONTRACTOR will enroll students who meet the YCCD/CDTC eligibility criteria, numbered 1 through 5 below. Student eligibility must be verified each semester/term using the Participant Profile.

1. Student must be seeking a new or maintaining a currently held Child Development Permit, **AND**
2. At the time of enrollment, the student must be employed by a child care/development program including licensed family child care and out-of-school care. Center-based programs must be licensed or eligible for an exemption according to Department of Social Services (DSS) regulations. Licensed exempt centers are limited to the following: on school site, parents on site, military, tribal, employment agency, parks and recreation, adult ed/child care, home based program and before/after school program. Employment in a kindergarten classroom is also acceptable, **AND**
3. Student employment must directly benefit children and/or families. The employment experience must be acceptable to the California Commission on Teacher Credentialing for purposes of obtaining a Child Development Permit, even if experience is not required for the permit, **AND**
4. Student must work in the state of California.
5. In-home care providers (nannies) are not eligible. Unlicensed, exempt, in-home child care providers are not eligible.

F. The CONTRACTOR will enroll eligible students according to the following three priorities:

*California Department of Education, Child Development Division (CDE/CDD)  
Priorities for Enrollment:*

- |            |  |
|------------|--|
| Priority 1 | Employees of all direct-funded CDE/CDD programs including center-based programs and family child care network programs or center-based programs with satellite family child care providers. This also includes co-located Head Start Programs. |
| Priority 2 | Employees of any program, center-based or licensed family child care homes, that serve children on a voucher basis for Alternative Payment services.   |

Priority 3 Employees of all other programs including center-based and licensed family child care homes.

*Within each priority group listed above, priority will be given to students fulfilling the requirements for an Assistant or Associate Teacher or Teacher Child Development Permit.*

*Local Priorities for Enrollment*

The local YCCD/CDTC Advisory Committee may establish additional priorities. However, the CDE/CDD priorities listed above must be met before local priorities can be implemented. Local priorities are encouraged to meet local needs within the context of the CDE/CDD priorities.

- G. The CONTRACTOR will establish a new or use an existing Advisory Committee to solicit input on local needs, courses to be offered and approve the student eligibility and payment policies.
1. The Advisory Committee will make a good faith effort to represent the local child care labor market by including the following program representatives: the Campus Coordinator; one community college child development instructor, one CEC Mentor Coordinator, one CDC WORKs (TANF-CDC) Program Facilitator, one CDC WORKs (TANF-CDC) CalWORKs Liaison, one family child care provider; one representative of a child care program funded by the California Department of Education, Child Development Division (CDE/CDD); one representative of a private-for-profit child care program; one representative of a private-non-profit child care program; one representative of the local Resource and Referral program; one college student majoring in child development; one representative from the Local Child Care and Development Planning Council; and one representative from the county-level Children and Families Commission, and one representative from the local CARES and/or AB212 programs.
  2. The Advisory Committee will meet a minimum of once each semester/term.
  3. Both meetings must be properly documented with agendas and minutes, which must be submitted by specified due dates.
- H. The CONTRACTOR will complete an annual needs study of the local service area to determine the greatest needs of individuals seeking new or maintaining currently held Child Development Permits. Information collected should include:
1. Description of eligible students to be served
  2. Special circumstances or unique challenges and characteristics of eligible students
  3. Description of agencies/programs that will benefit
  4. Area strengths



5. Area needs
  6. Description of most needed courses including topics, times, locations and preferred language of instruction.
- I. The CONTRACTOR will provide student grade documentation to YCCD/CDTC upon request for audit purposes.
  - J. The CONTRACTOR will ensure that all required reports and documents are submitted to YCCD/CDTC by the due dates specified. Report titles and due dates are included in this Agreement as *Appendix B – 20 10-2011 Required Reports and Time Lines*. All reports should be submitted to the Child Development Training Consortium, 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351.
  - K. The CONTRACTOR will ensure that no full-time equivalent (FTE) will be collected for courses that are funded with YCCD/CDTC funds.
  - L. The CONTRACTOR will ensure collaboration (if applicable) with CEC Mentor Coordinator, CDC WORKs (TANF-CDC) Program Facilitator and CDC WORKs (TANF-CDC) CalWORKs liaison two times per semester. This collaboration will include sharing program services and promote integration of services for student success.

## II. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2010, to and including June 30, 2011. Enrolled units must be completed between July 1, 2010, and June 30, 2011. All allowable expenditures must be encumbered and/or the services rendered prior to June 30, 2011.

## III. BUDGET AND ALLOWABLE EXPENSES

- A. By October 15, 2010, a 2010-2011 budget based on the funding authorized in this Agreement must be posted online with the YCCD/CDTC. A YCCD/CDTC supplied format must be used.
- B. The CONTRACTOR will submit a revised budget to the YCCD/CDTC for approval due to the following two circumstances:
  1. When planned expenditures in any of the **major expense categories** (direct services, support services, or administration) exceed the approved budget by more than ten percent (10%).
  2. And when planned expenditures in any of the **line items** exceed the approved budget by more than twenty-five (25)%.
- C. The CONTRACTOR will administer the program budget in accordance with YCCD/CDTC budget development guidelines available in the Campus Coordinator Handbook on page 42. The CONTRACTOR will ensure that all program expenditures are reasonable, necessary, and allowable.
- D. The CONTRACTOR will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program.

- E. The CONTRACTOR will not expend YCCD/CDTC funds on food, equipment, donations, or gifts. Equipment is defined as a fixed asset that does not lose its identity when removed from its location and is not changed materially or consumed immediately (typically, within a year) by use. Equipment has relatively permanent value and its purchase increases the value of the physical property such as furniture, vehicles, machinery, computers and furnishings that are not integral parts of the building or the building system.
- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in subsequent years.

#### **IV. PAYMENT FOR SERVICES**

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount not to exceed **\$10,000.00**. The amount of total payments to the CONTRACTOR will be the lesser of program earnings, the amount authorized by this Agreement, or actual expenditures. Any over-payments of more than \$100.00 made by YCCD/CDTC to the CONTRACTOR must be refunded to YCCD/CDTC by June 30, 2011. Checks should be made payable to YCCD.
- B. The CONTRACTOR will be paid \$25.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph IB. Units for physical education and general work experience classes are excluded. Units for remedial courses and child development work experience are included.
- C. YCCD/CDTC will issue progress payments to CONTRACTOR upon receipt of properly completed documentation including an original 2010-2011 Participant Profile for each enrolled student for each semester/term.
- D. YCCD/CDTC will withhold any payment until all required documentation has been received to substantiate enrolled units.
- E. YCCD/CDTC will make final payment to CONTRACTOR upon satisfactory completion of services as described herein. The final expenditure report is due no later than June 30, 2011. A Budget Narrative Form will be required as an addendum to the Final Expenditure Report.

#### **V. RETENTION OF RECORDS AND AUDITS**

The CONTRACTOR will retain all programmatic and fiscal records for a minimum of five (5) full years from the date of final payment under this Agreement. The CONTRACTOR will make these records available to YCCD/CDTC upon request for audit purposes during the progress of the work and for five (5) years following final payment. The federal audit number for this project is 93.575042.

#### **VI. CONTRACT AMENDMENTS**

This Agreement may be amended with mutual written consent of both parties and the approval of the California Department of Education, Child Development Division.

**VII. 30 DAY TERMINATION NOTICE**

It is mutually agreed that either party may terminate this Agreement by giving thirty (30) calendar days advance written notice.

**VIII. FUND AVAILABILITY**

Funding of this Agreement is contingent upon appropriation and availability of funds from the California Department of Education, Child Development Division. The YCCD/CDTC is funded with federal Child Care and Development Quality Improvement funds.

**IX. NONDISCRIMINATION CLAUSE**

- A. During the performance of this Agreement, CONTRACTOR will not unlawfully discriminate, harass, or allow harassment against any employee or student because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), sexual orientation, or marital status. CONTRACTOR will ensure that the evaluation and treatment of employees and student participants are free from such discrimination and harassment.
- B. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated there under.
- C. By signing this Agreement, the CONTRACTOR ensures that it will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability.

**X. INDEPENDENT CONTRACTORS**

It is understood that this is an Agreement by and between independent contractors and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, or joint venture.

**XI. HOLD HARMLESS CLAUSE**

Both the CONTRACTOR and YCCD/CDTC agree to hold harmless, defend, and indemnify the other party, and the officers, employees, boards, volunteers, and agents of the other party from and against any and all losses, claims or expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of the parties to this Agreement or the activities of either party's boards, officers, agents, employees, or volunteers. The provisions of this indemnity agreement do not, however, apply to any damages or losses caused by the negligence of the other party or any of its officers, employees, boards, volunteers, or agents.

**XII. ACKNOWLEDGMENT**

The CONTRACTOR will acknowledge the support of the YCCD/CDTC when publicizing the work performed under this Agreement. Materials developed with funds from this Agreement shall contain an acknowledgment of the use of federal Child Care and

Development Quality Improvement funds received from the California Department of Education, Child Development Division.

**XIII. DRUG-FREE WORKPLACE**

The CONTRACTOR certifies compliance with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace.

**IX. NON-PERFORMANCE OF TERMS OF INSTRUCTIONAL AGREEMENT**

If the CONTRACTOR fails to fulfill the terms of this Instructional Agreement, the CONTRACTOR will be placed on informal probation for the period of one year. If the CONTRACTOR fails to fulfill the terms of the Instruction Agreement while on informal probation, a Probationary Instructional Agreement will be issued in the second year. If the CONTRACTOR fails to fulfill the terms of the Probationary Instructional Agreement, no further Instructional Agreements will be issued to CONTRACTOR.

**AGREED TO BY:**

CONTRACTOR Authorizing Signature:	
Printed Name of Person Signing:	
Title of Person Signing:	
Date:	

**Yosemite Community College District**

Authorizing Signature:	
Printed Name of Person Signing:	<b>Teresa Scott</b>
Title of Person Signing:	<b>Executive Vice Chancellor/Fiscal Services, YCCD</b>
Date:	

**Attachments for reference:** Appendix A - Child Development Permit Matrix  
Appendix B - 2010-2011 Required Reports and Time Lines

Return **two** Instructional Agreements with **original signatures** to:  
Patty Scroggins, Child Development Training Consortium  
1620 North Carpenter Road, Suite C-16, Modesto, CA 95351  
For questions, call (209) 572-6087

For CDTC Use Only: Date Rcvd: \_\_\_\_\_ To D.O.: \_\_\_\_\_ From D.O.: \_\_\_\_\_ To CONTRACTOR: \_\_\_\_\_

Appendix A

Child Development Permit Matrix - with Alternative Qualification Options Indicated					
Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	<b>Option 1:</b> 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	<b>Option 2:</b> Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth*****
Associate Teacher	<b>Option 1:</b> 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	<b>Option 2:</b> Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	<b>Option 1:</b> 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	<b>Option 2:</b> AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth*****
Master Teacher	<b>Option 1:</b> 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	<b>Option 2:</b> BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Site Supervisor	<b>Option 1:</b> AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	<b>Option 2:</b> BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or <b>Option 3:</b> Admin. credential*** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or <b>Option 4:</b> Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Program Director	<b>Option 1:</b> BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	<b>Option 2:</b> Admin. credential*** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or <b>Option 3:</b> Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; or <b>Option 4:</b> Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation is available.

\*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

\*\*Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

\*\*\*Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

\*\*\*\*A valid Multiple Subject or a Single Subject in Home Economics.

\*\*\*\*\*Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advisor.

## Appendix B

### Child Development Training Consortium 2010-2011 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Professional Growth Advisor Project Training/Networking Documentation Transmittal and Invoice Sheet	Within two weeks following the training/networking sessions or by June 15, 2011.
Participant Profiles and Transmittal Summary and Detail Sheets	Summer/Fall '10 Term:      October 15, 2010 Winter/Spring '11 Term:      March 18, 2011
Student Evaluations (Composite generated online)	Summer/Fall '10 Term:      February 18, 2011 Winter/Spring '11 Term:      June 30, 2011
2010-2011 Program Budget (submit online)	October 15, 2010
Student Eligibility and Payment Policies	December 10, 2010
Advisory Committee Meeting Documents	Fall '10 Term                      February 18, 2011 Spring '11 Term                      June 30, 2011
Coordinator Invoice	Summer/Fall '10 Term:      February 18, 2011 Winter/Spring '11 Term:      June 1, 2011
Child Development Instructional Staff Profiles and Master List	March 18, 2011
Course Offering Matrix of Child Development and CDTC Funded Courses	March 18, 2011
2011-2012 Designation of Campus Coordinator and Agreement Specifications	June 15, 2011
Year-End Report Narrative	June 30, 2011
Final Expenditure Report (submit online) / Final Expenditure Narrative (submit hardcopy)	June 30, 2011

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Saddleback College: Substitution of Subcontractor: James B. Utt  
Memorial Learning Resource Center Renovation: K & Z Cabinets  
**ACTION:** Approval

---

### **BACKGROUND**

On April 26, 2010, the Board approved the award of bid for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.

Chapter 4, Section 4107 of the California Public Contract Code known as the "Subletting and Subcontracting Fair Practices Act," requires that in all public contracts, the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The acceptable reasons for requesting substitutions provided in Government Code Section 4107 include, "when the listed subcontractor fails to execute a written contract."

### **STATUS**

Bayley Construction, the general contractor for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College, has informed the District that the listed Millwork subcontractor, Pars Industries, Inc. dba Woodcraft Company, is unable to perform the work and has asked to be released of its obligation. Bayley Construction recommends that K & Z Cabinets be accepted as its replacement, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying Pars Industries, Inc. dba Woodcraft Company of this request was sent on October 27, 2010, EXHIBIT B.

This substitution will have no impact on the cost of the project.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the removal of Pars Industries, Inc. dba Woodcraft Company as subcontractor and its substitution by K & Z Cabinets as subcontractor on the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College.

  
**BAYLEY  
CONSTRUCTION**

California Office  
3730 S. Susan St.  
Suite 200  
Santa Ana, CA  
92704-3456  
Tel 714-540-8863  
Fax 714-556-1484

September 9, 2010

Attn: Steve Baker  
**MC CARTHY BUILDING COMPANIES**  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**RE: JAMES B. UTT LEARNING RESOURCE CENTER at SADDLEBACK COLLEGE  
Subcontractor Substitution / Delisting Job #10058**


Washington Office  
8005 SE 28th Street  
P.O. Box 9004  
Mercer Island, WA  
98040-9004  
Tel 206-621-8884  
Fax 206-343-7728

Dear Steve:

Pursuant to Public Contract Code Article 4107 Bayley Construction is hereby requesting that Pars Industries, Inc. dba Woodcraft Company be de-listed from the Millwork scope of work for the above referenced project. We will be substituting K&Z Cabinets for Pars Industries, Inc. dba Woodcraft Company. Per their statement in the attached letter, they are unable to comply with Bayley Construction's contract general terms and conditions and are therefore withdrawing their bid (reference 4107,item # 1).

If you have any additional questions please contact me to discuss.

Sincerely,  
**BAYLEY CONSTRUCTION**



Mark Freeman  
Project Manager  
File: Millwork Subcontractor, M. Florer, T. Dutcher

State Licenses  
Arizona  
124221  
California  
734880  
Colorado  
1520912  
Idaho  
RCE-20059  
Nevada  
49114  
Oregon  
127881  
Utah  
50771325501  
Washington  
BAYLECG034JC



# WOODCRAFT COMPANY

1520 Corporate Center Drive • Suite 100 • San Diego, CA 92154

We Make Furniture For Better Living

September 3, 2010

**Bayley Construction**  
3730 S. Susan Street, Suite #200  
Santa Ana, CA 92704

Attention: Mark Freeman, project manager, EMAIL [MWFreeman@Bayley.net](mailto:MWFreeman@Bayley.net)  
Roxanne Larini, FAX 714-556-1484

RE: James B. Utt LRC Renovation - Saddleback College

Dear Mark:

Woodcraft Company is unable to comply with Bayley Construction's contract for this project.

While there are several issues with the terms and conditions, as previously documented, the essential ones are:

We are unable to meet the terms of the subcontract agreement received from Bayley Construction for the James B. Utt Learning Resource Center @ Saddleback College. For this we have requested to be delisted from this project as a subcontractor. Please make sure we are delisted and send me the confirmation as soon as possible. Because we are no longer in a position to do that job under any circumstances.

As a result of these issues, we request that Woodcraft Company be delisted from this project.

Sincerely,



Dick Lee  
Estimator / Project Manager



October 27, 2010

Mr. Dick Lee  
Wood Craft Co.  
1520 Corporate Center Dr., Suite 100  
San Diego, CA 92154

Subject: Substitution of Subcontractor

Dear Mr. Lee:

We have received from Bayley Contractors a request for substitution of the millwork subcontractor for the James B. Utt Memorial Learning Resource Center Renovation project at Saddleback College (please see attached copy).

In compliance with Article 4107 of the California Contract Code, this is your notification of said request. You have five working days to submit a written objection to the substitution. Failure to file a written objection will constitute your consent to the substitution.

Sincerely,

Walter R. Rice  
Assistant Director of Facilities Planning

WRR/lh

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Saddleback College: Change Order No. 1 and Notice of Completion:  
Fine Arts Repairs and Exterior Finishes  
**ACTION:** Approval

---

**BACKGROUND**

Saddleback College staff determined a need for a structural repair at the Fine Arts building. Included was a comprehensive exterior finishes improvement with the structural work scope. On June 28, 2010, the Board awarded a construction contract to DLS Builders for the Fine Arts Repairs and Exterior Finishes Project in the amount of \$393,925.00.

**STATUS**

EXHIBIT A describes the required modifications contained in Change Order Request (COR) No. 1. Approval of this COR will result in a decrease of \$17,358.00 in total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$376,567.00.

Funds are available from Scheduled Maintenance.

Staff recommends that a Notice of Completion be filed for the Fine Arts Repairs and Exterior Finishes.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve Change Order Request No. 1, EXHIBIT A, decreasing the contract amount by \$17,358.00 with DLS Builders for a total contract amount of \$376,567.00 and authorize the filing of the Notice of Completion, EXHIBIT B, for the Fine Arts Repairs and Exterior Finishes at Saddleback College. It is also recommended that the Board authorize the release of retention 35 days after filing.

SADDLEBACK COLLEGE  
 FINE ARTS REPAIRS AND EXTERIOR FINISHES  
 BID NO. 1095

CHANGE ORDER NO. 1

NOVEMBER 17, 2010

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	ADDRESS	CONTRACT AMOUNT	Previously Approved COR's	COR #1	REVISED CONTRACT AMOUNT
1095	General Contractor	DLS BUILDERS		\$393,925	\$0.00	-\$17,358.00	\$376,567.00
				<b>\$393,925</b>	<b>\$0.00</b>	<b>(\$17,358.00)</b>	<b>\$376,567.00</b>

COR No.	Date	Description	Requested	Status	Amount
1	10/6/2010	Unused Allowance Balance	YES	APP	(\$17,358.00)
				<b>BCO #1</b>	<b>-\$17,358.00</b>
				<b>BCO TOTALS</b>	<b>-\$17,358.00</b>

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: FINE ARTS REPAIRS AND EXTERIOR FINISHES PROJECT at SADDLEBACK COLLEGE, Bid No. 1095, the contract for the doing of which was heretofore entered into the 29<sup>th</sup> day of June 2010, which contract was made with DLS BUILDERS, as Contractor; that said improvements were completed on the 6<sup>th</sup> day of October, 2010, and accepted by formal action of the governing board of said District on the 17<sup>th</sup> day of November 2010, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is THE GUARANTEE COMPANY OF NORTH AMERICA USA; that the property hereinafter referred to and on which said improvements said improvements were made is described as follows:

SADDLEBACK COLLEGE  
28000 MARGUERITE PKWY.  
MISSION VIEJO, CA 92692

\_\_\_\_\_  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By \_\_\_\_\_ Dated \_\_\_\_\_  
Dixie Bullock  
Acting Chancellor

STATE OF CALIFORNIA] ss.  
COUNTY OF ORANGE ]

Dixie Bullock, being first duly sworn, deposes and says:

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

That he/she has read the foregoing Notice of Completion and knows the contents thereof and that the facts stated therein are true and correct.

\_\_\_\_\_  
Dixie Bullock Dated \_\_\_\_\_  
Acting Chancellor

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Dixie Bullock proved to me on the basis of satisfactory evidence to be the person who appeared before me.

\_\_\_\_\_  
Signature

(Seal)

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Irvine Valley College: Out-Of-State Travel – Student Dance Festival  
**ACTION:** Approval

---

**BACKGROUND**

The Board of Trustees has supported student programs to promote leadership and scholarship through student organizations such as the Administration of Justice, Honor Society (Phi Theta Kappa), Wind Symphony, Geology Association, Psi Beta Honor Society, Dance, and Model United Nations. Participation in national conferences and/or competitions provides invaluable learning experiences for students and brings recognition to Irvine Valley College. Travel to conferences and/or competitions held out-of-state requires approval of the Board of Trustees.

**STATUS**

Associated Students of Irvine Valley College (ASIVC) seeks approval for participation in conferences and/or competitions during the 2010-2011 academic year. The conference and/or competition will incur registration fees, meal expenses, travel, and lodging costs for the students and their advisor(s) as described in Exhibit A. Funds for the out-of-state travel are included in the 2010-2011 ASIVC Budget. There is no impact on the general fund.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the Co-Curricular Dance 2010-2011 Out-Of-State Travel request for Irvine Valley College students and their advisor(s) for a total cost not to exceed \$15,654.

**EXHIBIT A**

**2010-2011  
OUT-OF-STATE STUDENT TRAVEL  
IRVINE VALLEY COLLEGE ALLOCATION**

<b>DATE</b>	<b>CONFERENCE</b>	<b>LOCATION</b>	<b>ALLOCATION</b>	<b>PARTICIPATION</b>
<b>3/19- 3/22/11</b>	<b>American College Dance Festival</b>	<b>Northfield, Minnesota</b>	<b>\$15,654.00**</b>	<b>10 students 2 advisors Dance</b>

**Notes:**

**\*\*Co-Curricular programs supplement the ASIVC funds with fund raising activities.**

- ◆ Costs may vary for some Co-Curricular programs because IVC coordinates with other colleges to share rooms and team concepts.**
- ◆ Differences in costs also can be affected by differing amounts in registration fees for events.**
- ◆ Co-Curricular advisors may choose to take only one advisor in order to take more students to competitions.**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Irvine Valley College: Curriculum Revisions for the 2011-12 Academic Year  
**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Irvine Valley College for the 2011-12 academic year pursuant to Title 5, Section 53200 et seq.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2011-12 academic year at Irvine Valley College.



**IRVINE VALLEY COLLEGE**  
Curriculum Changes for 2011/12

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Emeritus	ART 403	14138.00	Art Media for Older Adults	nc
Emeritus	ART 403	10053.00	Introduction to Art Media	dc
Emeritus	ART 403A	10053.00	Introduction to Art Media: Drawing	dc
Emeritus	ART 403B	10053.00	Introduction to Art Media: Painting	dc
Emeritus	ART 403C	10053.00	Introduction to Art Media: Mixed Media	dc
Emeritus	BIO 410	14139.00	Natural History of Southern California	nc
Emeritus	BIO 410	10286.00	Natural History of Southern California	dc
Emeritus	BIO 420	14140.00	Birds of Southern California	nc
Emeritus	BIO 420	10293.00	Birds of Southern California	dc
Emeritus	PE 400	7295.20	Aerobic Conditioning for the Mature Adult	dc
Emeritus	PE 401A	10226.10	Physical Fitness	dc
Emeritus	PE 401B	10226.20	Physical Fitness	dc
Emeritus	PE 401	10226.30	Physical Fitness	dc
Emeritus	PE 415	8440.15	Physical Fitness: Yoga	dc
Emeritus	PE 416	8410.15	Tai Chi	dc
Emeritus	PE 416	8410.55	Tai Chi	dc
Emeritus	PE 435	10236.15	Beginning Chair Exercise	dc
Emeritus	PE 436	10241.20	Intermediate Chair Exercise	dc
Emeritus	PE 437	10246.20	Advanced Chair Exercise	dc
Emeritus	PE 438	10251.15	Beginning Chair Aerobics	dc
Emeritus	PE 440	10259.20	Advanced Chair Aerobics	dc
Emeritus	PE 480	10265.15	Aquatic Fitness Training	dc
Emeritus	PESS 400	7365.30	Mild Exercise for Fitness	dc
Emeritus	PESS 405	10279.10	Physical Fitness/Back	dc
Emeritus	PESS 486	10284.15	Mild Water Exercise for Fitness	dc
Emeritus	BIO 420A	10601.00	Birds of Southern California: Land Birds	dc
Emeritus	BIO 420B	10602.00	Birds of Southern California: Sea Birds	dc
Emeritus	ENG 400	14141.00	Introduction to Creative Writing	nc
Emeritus	ENG 400	10195.00	Introduction to Creative Writing	dc
Emeritus	PHIL 420	10225.20	Comparative Religions: A Survey	dc
Emeritus	PS 400	8485.05	Current Events	dc
Emeritus	PHIL 420	14142.00	Comparative Religions: A Survey	nc
Emeritus	PS 400	14143.00	Current Events	nc
Fine Arts	ART 144	9148.10	Gallery Design and Exhibition	dc
Guidance & Counseling	WS 10	6570.00	Introduction to Women's Studies	assign, desc, lrng obj, moe, tps, txt
Life Sciences	BIO 11	1005.00	Human Anatomy	sr, txt
Life Sciences	BIO 200	10564.00	Human Prosection	moe, tps, txt
Life Sciences	BIO 99	9130.00	Molecular Biology and Biochemistry	sr, txt

**IRVINE VALLEY COLLEGE**  
Curriculum Changes for 2011/12

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			<b>KEY CODE</b>	assign=assignments
				c/i w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Math, CS, Engr	CS 230	10452.00	Advanced Visual Basic programming	dc
Social Sciences	AJ 102	205.00	Criminal Procedures	sr, txt
Social Sciences	AJ 103	210.00	Introduction to Evidence	sr, txt
Social Sciences	AJ 105	220.00	Introduction to Investigation	sr, txt
Social Sciences	AJ 106	225.00	Police Field Operations	sr, txt
Social Sciences	AJ 107	230.00	Criminal Law II	sr, txt
Social Sciences	AJ 112	255.00	Police Supervision	sr, txt
Social Sciences	AJ 113	260.00	Constitutional Law and the Justice System	sr, txt
Social Sciences	AJ 119	270.00	Introduction to Corrections	sr, txt
Social Sciences	AJ 150	11019.00	Report Writing for Administration of Justice	sr, txt
Social Sciences	AJ 2	195.00	Introduction to Administration of Justice	sr, txt
Social Sciences	AJ 250	445.00	P.O.S.T. Certified - Arrest, Search, Seizure, and Firearms	sr, txt
Social Sciences	AJ 4	200.00	Criminal Law I	sr, txt
Social Sciences	AJ 8	235.00	Juvenile Law and procedures	sr, txt

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Saddleback College and IVC: Spring 2011 Community Education Programs

**ACTION:** Approval

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**BACKGROUND**

The South Orange County Community College District is known for offering high-quality Community Education programs for its residents. By providing non-credit programs and fee-based classes, Saddleback College and Irvine Valley College perform an important community service and fulfill a vital part of their missions. 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 the Saddleback College and Irvine Valley College Community Education departments for the Spring Semester 2011. Expenses for conducting these courses will be paid by income from participant fees. The Saddleback College course offerings, presenters, and compensation are outlined in Exhibit A. The Irvine Valley College course offerings, presenters, and compensation are presented in Exhibit B.

**RECOMMENDATION**

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

South Orange County Community College District  
SADDLEBACK COLLEGE  
COMMUNITY EDUCATION NOT FOR CREDIT PROGRAM - SPRING 2011

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Are You the Next Inventor?	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	Become A Mystery Shoppe	1/4 - 6/1	Elaine Moran (E)	50% net	\$49
	Become A Substitute Teact	1/4 - 6/1	Charles Prosper (E)	50% net	\$39
	Beg. Medical Ins. Billing I	1/4 - 6/1	Terry Rowen & Assoc. (I)	50% net	\$125
	Beg. Medical Ins. Billing II	1/4 - 6/1	Terry Rowen & Assoc. (I)	50% net	\$120-255
	Behind the Wheel	1/4 - 6/1	Driving Concepts (I)	Rates/Day	Varies
	Build Your Own Web Site F	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	CA Notary Public - Exam	1/4 - 6/1	CSNP (I)	40% gross	\$25
	CA Notary Loan Signing	1/4 - 6/1	CSNP (I)	40% gross	\$80
	CA Notary Public	1/4 - 6/1	CSNP (I)	40% gross	\$80
	CA Notary Public (Online)	1/4 - 6/1	CSNP (I)	50% gross	\$80
	CA Real Estate License	1/4 - 6/1	Barbara Cox (E)	5% Gross	Varies
	CA Real Estate License	1/4 - 6/1	Martin Welc (E)	5% Gross	Varies
	CA Real Estate License	1/4 - 6/1	Rockwell Institute (I)	10% Gross	Varies
	Capturing The Essence	1/4 - 6/1	Ralph Velasco (I)	50% net	\$69
	Cashing In On Your Ideas	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	Clutterology	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	Coaching, Consulting, & Tr	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	Commercial Real Estate	1/4 - 6/1	Robert Kehiayan (I)	50% net	\$49
	Crash Course in Family Car	1/4 - 6/1	V. Jeanne Gormick (E)	50% net	\$39
	Create a 2nd Income with A	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	Dance Classes	1/4 - 6/1	Kaylaa Fox (I)	40-45% gross	\$50
	Dance Classes	1/4 - 6/1	Sandra Casado (E)	50% net	\$50
	Digital Photography - Level	1/4 - 6/1	Parry Shoemaker (E)	50% net	\$65
	Digital Photography - Level	1/4 - 6/1	Parry Shoemaker (E)	50% net	\$70
	Digital Scrapbooking	1/4 - 6/1	Randeleigh Harris(I)	50% net	\$129
	Dream Books	1/4 - 6/1	Belma Johnson (I)	50% net	\$49
	European Experience	1/4 - 6/1	Joe Calwell (I)	95% gross	\$4,500
	Feng Shui	1/4 - 6/1	Kartar Diamond (I)	50% net	\$49
	Financial Independence for	1/4 - 6/1	Gary E. Miller (I)	50% net	\$39
	Financial Strategies For A F	1/4 - 6/1	David Brown (I)	50% net	\$49
	Finding the Best Loans	1/4 - 6/1	Stephen Dexter (I)	50% net	\$49
	Getting To Know Your DSL	1/4 - 6/1	Parry Shoemaker	50% net	\$65
	Golf Clinics for Adults	1/4 - 6/1	Emil Scodeller (E)	50% net	\$97
	Guitar Classes	1/4 - 6/1	Ron Gorman (E)	60% net	\$90
	Hollywood 2.0	1/4 - 6/1	Belma Johnson (I)	50% net	\$49
	How to Be Your Own Privat	1/4 - 6/1	Jim Harriger (E)	50% net	\$39
	How to Sell on Ebay	1/4 - 6/1	Frances Greenspan (I)	50% net	\$65
	How to Sell On eBay: Creat	1/4 - 6/1	Frances Greenspan (I)	50% net	\$65

(E) Employee  
(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE  
COMMUNITY EDUCATION NOT FOR CREDIT PROGRAM - SPRING 2011

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	How To Start A Gift Basket	1/4 - 6/1	Michelle Berquist (I)	50% net	\$175
	How To: Buy On Ebay	1/4 - 6/1	Frances Greenspan (I)	50% net	\$65
	HVAC Technician Certificat	1/4 - 6/1	Gatlain Educational Services	pp	\$3,095
	Hypnotherapist Certificator	1/4 - 6/1	CMI (I)	50% net	\$799
	Improving Your PC's Perfor	1/4 - 6/1	Robert Cohen (I)	50% net	\$39
	Investment Bootcamp	1/4 - 6/1	Jalon O'Connell (E)	50% net	\$49
	Investment Strategies	1/4 - 6/1	Charlie Goffin (E)	50% net	\$39
	Journalism 2.0	1/4 - 6/1	Belma Johnson (I)	50% net	\$49
	Journeys In Computing	1/4 - 6/1	Bill Napoli (E)	50% net	\$105
	LEAN Start Program	1/4 - 6/1	Noelle Dera (E)	50% net	\$75
	Make Up 101	1/4 - 6/1	Christina Gaudy (I)	50% net	\$90
	Mastering Your Money	1/4 - 6/1	Jalon O'Connell (E)	50% net	\$49
	Mastering Your Travel	1/4 - 6/1	Ralph Velasco (I)	50% net	\$69
	Motorcycle Rider Training	1/4 - 6/1	Saddleback Rider Traning (I)	Rates Per Day	\$100-235/dy
	OC Dental Careers	1/4 - 6/1	George Eliades (I)	pp	\$2,895
	On-Line Non-Credit Classe	1/4 - 6/1	Education To Go (I)	\$55-\$175pp	\$94-299
	Optometric Technician Trng	1/4 - 6/1	Boston Reed (I)	50% net	\$2595-\$2995
	Orthopedic Technician Trng	1/4 - 6/1	Boston Reed (I)	50% net	\$2595-\$2995
	PC Boot Camp	1/4 - 6/1	Bill Napoli (E)	50% net	\$275
	PC Boot Camp Adv. Topics	1/4 - 6/1	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Access	1/4 - 6/1	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Express	1/4 - 6/1	Bill Napoli (E)	50% net	\$275
	PC Boot Camp More Photo	1/4 - 6/1	Bill Napoli (E)	50% net	\$105
	PC Boot Camp More Photo	1/4 - 6/1	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Photoshop	1/4 - 6/1	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Photoshop	1/4 - 6/1	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Spectacular	1/4 - 6/1	Bill Napoli (E)	50% net	\$105
	Pharmacy Technician Trng	1/4 - 6/1	Boston Reed (I)	50% net	\$2595-\$2995
	Piano Made Easy Series	1/4 - 6/1	Robert Laughlin (I)	50% net	\$45-75
	Picture Framing (Beg & Adv)	1/4 - 6/1	Susan Unoura (I)	50% net	\$49-55
	Power Entertaining	1/4 - 6/1	Farla Binder (I)	50% net	\$49
	Proctoring Services	1/4 - 6/1	In-House Services	pp	\$50-75
	Professional Speaking for tl	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	Property Management	1/4 - 6/1	Stephen Dexter (I)	50% net	\$49
	Rescuing Your Retirement	1/4 - 6/1	Gary E. Miller (I)	50% net	\$39
	Retail Cosmetics 101	1/4 - 6/1	Christina Gaudy (I)	50% net	\$90
	Self-Publishing for the Clue	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	Shoppers Get-Together	1/4 - 6/1	Elaine Moran (E)	50% net	\$25
	Smart Steps to Starting A B	1/4 - 6/1	Michelle Berquist (I)	50% net	\$175

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE  
COMMUNITY EDUCATION NOT FOR CREDIT PROGRAM - SPRING 2011

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Songwriting	1/4 - 6/1	Ron Gorman (E)	60% net	\$90
	Speed Spanish	1/4 - 6/1	Dan Mikels (I)	50% net	\$59
	Stained Glass for Beginners	1/4 - 6/1	Greg Atwood (I)	50% gross	\$120
	Start Med. Insurance Billing	1/4 - 6/1	Terry Rowen & Assoc. (I)	50% net	\$55 -255
	Supervisor's Series	1/4 - 6/1	Irv Gamal (I)	50% net	\$57 -365
	Survival Skills In the Office	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	The 99 Cent Gourmet	1/4 - 6/1	Rounds, Miller & Assoc. (I)	50% net	\$39
	The Secret Revealed	1/4 - 6/1	Charles Prosper (E)	50% net	\$39
	The Top 15 Laws of Real E	1/4 - 6/1	Stephen Dexter (I)	50% net	\$49
	Tips & Tricks: Digital Org.	1/4 - 6/1	Randeleigh Harris(I)	50% net	\$129
	Travel Photography	1/4 - 6/1	Ralph Velasco (I)	50% net	\$69
	Travel Tours	1/4 - 6/1	Collette Vacations (I)	90% gross	Varies
	Travel Tours	1/4 - 6/1	Loretta DuBois (I)	pp	pp
	Travel Tours	1/4 - 6/1	Regina Rocha Tours (I)	pp	pp
	Turn Multi-Media Into Profit	1/4 - 6/1	Belma Johnson (I)	50% net	\$39
	Weekend Warrior Sports M	1/4 - 6/1	Laura Dill (E)	50% net	\$60
	What Were You Born to Do	1/4 - 6/1	Curtis Adney (E)	50% net	\$59
	Wine Classes	1/4 - 6/1	David Francisco (E)	50% net	\$90
	Write From The Heart	1/4 - 6/1	Belma Johnson (I)	50% net	\$49
CFK	Creative Wrting for Teens	1/4 - 6/1	John Uhlman (E)	\$28/hr+bonus	\$99
	Developmental Reading	1/4 - 6/1	John Uhlman (E)	\$28/hr+bonus	\$56
	English Composition	1/4 - 6/1	Mara Calabretta-Dawson (I)	\$28/hr+bonus	\$99
	English Composition	1/4 - 6/1	Shelby Long (E)	\$28/hr+bonus	\$99
	Math	1/4 - 6/1	Jennifer Paglieli (E)	\$28/hr+bonus	\$99
	Musical Theatre Performan	1/4 - 6/1	Fine Arts Department (E)	TBD	TBD
	Working In Television and C	1/4 - 6/1	Maria Mayenzet (E)	50% net	\$175
	Piano For Children	1/4 - 6/1	Pam Worcester (E)	\$400	\$150
	Prep For Chemistry and Ph	1/4 - 6/1	Shaun Burke (E)	\$28/hr+bonus	\$99
	Spanish For Youth	1/4 - 6/1	CALINK Institute (I)	50% net	\$95
	Teens Road To Safety	1/4 - 6/1	Teens Road2Safety (I)	Rates/Day	Varies
	Test Preparation	1/4 - 6/1	Princeton Review (I)	Rates/Day	Varies
	Youth And The Law	1/4 - 6/1	Martine Wehr (E)	10% Gross	\$100
	Youth Guitar	1/4 - 6/1	Ron Gorman (E)	60% net	\$90
	Youth Onsite Programs	1/4 - 6/1	Varies Per School (E)	Rates/Day	\$70 - 150

(E) Employee  
(I) Independent Contractor

South Orange County Community College District  
IRVINE VALLEY COLLEGE  
COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Spring 2011

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
2-Day Film School	1/3/11-5/22/11	Dov Simens	50% gross	\$389
Aquatic Fitness	1/3/11-5/22/11	Barbara Stockler	75% gross	\$20
Art Courses	1/3/11-5/22/11	Donna Hanna-Chase	75% gross	\$30
Art Courses	1/3/11-5/22/11	Pam Schader	75% gross	\$25-\$30
Art Courses	1/3/11-5/22/11	Regina Hurley	75% gross	\$30
Art Courses	1/3/11-5/22/11	Steve Wang	75% gross	\$30
Art Courses	1/3/11-5/22/11	Teresa Fernald	75% gross	\$30
Choral Music	1/3/11-5/22/11	Sheldon Disrud	75% gross	\$20
Choral Music	1/3/11-5/22/11	Cecilia Kim	75% gross	\$20
Computer Classes	1/3/11-5/22/11	Vazi Okhandiar	60% gross	\$105-\$199
Cooking Course	1/3/11-5/22/11	Lynn Semer	75% gross	\$20
Cooking Course	1/3/11-5/22/11	Susan Miller	75% gross	\$40
Country Line Dancing	1/3/11-5/22/11	Ida Stuart	75% gross	\$20
Creative Needlepoint	1/3/11-5/22/11	Sue Drobish	75% gross	\$25
Dayan Qigong	1/3/11-5/22/11	Judith Shields	75% gross	\$30
Dayan Qigong	1/3/11-5/22/11	Joanna Schoon	75% gross	\$30
E-Bay Courses	1/3/11-5/22/11	Carolyn Jacinto	50% gross	\$95-\$175
Film Genres	1/3/11-5/22/11	Lou Ortega	75% gross	\$26
Film Genres	1/3/11-5/22/11	John Dowden	75% gross	\$26
Film Genres	1/3/11-5/22/11	Kathryn Kramer	75% gross	\$15
Fitness Courses	1/3/11-5/22/11	Ellen Lang	75% gross	\$25
Fitness Courses	1/3/11-5/22/11	Sandra Casado	75% gross	\$30
Fitness Courses	1/3/11-5/22/11	Eugenia Lane	75% gross	\$25
Fitness Courses	1/3/11-5/22/11	Michelle Smith	75% gross	\$25
Fitness Courses	1/3/11-5/22/11	Renee Burton	75% gross	\$20-\$25
Fitness Courses	1/3/11-5/22/11	Nargues Ovardia	75% gross	\$30
Fitness Courses	1/3/11-5/22/11	BJ Janiga	75% gross	\$25
Fitness Courses	1/3/11-5/22/11	Becky Rigali	75% gross	\$15-\$25
Fitness Courses	1/3/11-5/22/11	Lisa Messenger	75% gross	\$10-\$20
Fitness Courses	1/3/11-5/22/11	Lesley Lowe	75% gross	\$20
Instrumental Rehearsal/Performance	1/3/11-5/22/11	Bill Nicholls	75% gross	\$30
Instrumental Rehearsal/Performance	1/3/11-5/22/11	Ed Peterson	75% gross	\$30
Instrumental Rehearsal/Performance	1/3/11-5/22/11	Peter Fournier	75% gross	\$30
Internet/Web Certificate Courses	1/3/11-5/22/11	Rich Talmo	IVC receives \$29-300*pp	\$599-\$4,500
Investment Management	1/3/11-5/22/11	Richard Meyerson	75% gross	\$25
Language Classes	1/3/11-5/22/11	Alicia Migliarini	50% gross	\$100
LEED Training/Test Prep	1/3/11-5/22/11	Grant McGregor	IVC receives \$1,000-\$2,500 per session	\$595-\$795
Medical Courses	1/3/11-5/22/11	Angie Deter	IVC receives 15-50% *pp	\$1,199
Medical Courses	1/3/11-5/22/11	Wendy Flint	IVC receives \$300-\$500 *pp	\$2,425-\$2,695
Music Courses	1/3/11-5/22/11	Marlene Hutchinson	50% gross	\$59-\$79
Music Courses	1/3/11-5/22/11	Louise Jacobs	75% gross	\$20-\$25
Music Courses	1/3/11-5/22/11	Mary Lou Landes	75% gross	\$30
Music Courses	1/3/11-5/22/11	Carol Lippert	75% gross	\$20-\$30
Notary Courses	1/3/11-5/22/11	Han (Merlina) Combs	40% gross	\$69
Patchwork & Quilting	1/3/11-5/22/11	Carolyn Caverly	75% gross	\$30
Personal Enrichment Courses	1/3/11-5/22/11	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	1/3/11-5/22/11	Mike Rounds	50% gross	\$39-\$249
Personal Enrichment Courses	1/3/11-5/22/11	Gene Konstant	50% gross	\$39-\$249
Personal Training Courses	1/3/11-5/22/11	Kim Gaonach	IVC receives \$20-\$100 *pp	\$499
Photography (Beg.)	1/3/11-5/22/11	Mike Ramirez	75% gross	\$25
Photography (Int.)	1/3/11-5/22/11	Steven Burns	75% gross	\$25
Reading/Writing/Test Prep Courses	1/3/11-5/22/11	Ioan Sersea	50% gross	\$149
Real Estate Courses	1/3/11-5/22/11	Marshall Reddick	35% gross	\$49-\$79
Retirement Planning Courses	1/3/11-5/22/11	Andrew Gordon	IVC receives \$20 *pp, \$5 for spouse	\$49-\$54

\*=per person

<b>COURSE TITLE</b>	<b>DATES</b>	<b>INSTRUCTOR</b>	<b>HONORARIA</b>	<b>FEE</b>
Retirement Planning Courses	1/3/11-5/22/11	Rod Kamps	50% gross	\$59
Safety Courses	1/3/11-5/22/11	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	1/3/11-5/22/11	Mark Sevi	50% gross	\$75-\$150
Social Dance Courses	1/3/11-5/22/11	Kaylaa Fox	60% gross	\$50-\$60
Social Dance Courses	1/3/11-5/22/11	Sandra Casado	70% gross	\$32-\$75
Tai Chi	1/3/11-5/22/11	Sebastian Caramagno	75% gross	\$25
Tap Dance	1/3/11-5/22/11	Marge Forehan	75% gross	\$35
Television Production	1/3/11-5/22/11	Robert Conrad	75% gross	\$35
Tennis	1/3/11-5/22/11	Ivan Collas	50% gross	\$50-\$200
Test (Math) Courses	1/3/11-5/22/11	Kathy Song	50% gross	\$149
Theatre Rehearsal/Performance	1/3/11-5/22/11	Robert Conrad	75% gross	\$35
Yoga	1/3/11-5/22/11	Miki Michele	75% net	\$36-\$60
Yoga	1/3/11-5/22/11	Ruthe Gluckson	75% net	\$25
Yoga	1/3/11-5/22/11	Kathryn Burns	75% net	\$25
Yoga	1/3/11-5/22/11	Jeffrey Briar	75% net	\$20
Yoga	1/3/11-5/22/11	Fleur Fong	75% net	\$36



**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Saddleback College: Speakers  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at any college and/or ATEP since the last board meeting. Travel expenses and/or honoraria 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 honoraria.

**RECOMMENDATION**

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

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

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b>Presentation Date</b>	<b>Faculty Member Course Title/Activity</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>General Fund Honorarium/Travel</b>
1/14/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Dixie Bullock	<i>When You Really Don't Want To Retire</i>	100.00
1/21/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Joseph Huszti	<i>Why Man Sings! From Caveman to Astronaut</i>	100.00
1/28/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Aaron Barth	<i>Supermassive Black Holes in Galaxies</i>	100.00
2/04/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Jacqueline Hahn	<i>Octavio Paz: His Life &amp; Poetry</i>	100.00
2/11/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Jeffery Scott Mio	<i>Our Cultural Diversity</i>	100.00
3/04/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Yong Chen	<i>"What to Eat?": Food, Society, and Culture</i>	100.00
3/11/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Liliana Leopardi	<i>Carlo Crivelli: A 'Venetian' Renaissance Artist in the Marches Region</i>	100.00
3/25/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Elizabeth Jarvo	<i>The Organic Chemistry of Zombies, Witches, and Poisons</i>	100.00

<b>Presentation Date</b>	<b>Faculty Member Course Title/Activity</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>General Fund Honorarium/Travel</b>
4/01/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Sunny Jiang	<i>Water Quality and Pollution</i>	100.00
4/08/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Victoria Zackheim	<i>Women Writers: Personal on the Page</i>	100.00
4/15/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Kristin Behfar	<i>Leading and Managing Teams</i>	100.00
4/22/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Aileen Anderson	<i>Sell Me a Cell</i>	100.00
4/29/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Cece Sloan	<i>Louise Bourgeois: A Grande Dame of Modern Art</i>	100.00
5/06/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Susan Bryant	<i>Frontiers of Stem Cell Research</i>	100.00
5/13/11 9:30am-11:30am Laguna Woods Village Auditorium Clubhouse 3	Distinguished Guest Lecture Series, Collette Chattopadhyay	Karen Merced Willner	<i>Shooting in Tombstone: History, Legend, Identity through Films</i>	100.00

TO: Board of Trustees  
FROM: Dixie Bullock, Acting Chancellor  
RE: SOCCCD: Award of Bid: Janitorial Supplies  
ACTION: Approval

---

**BACKGROUND**

Each year, South Orange County Community College District invites bids for the anticipated needs of janitorial supplies, which are purchased in bulk to secure volume discounts. All items are bid separately with each vendor permitted to bid on any and all items.

**STATUS**

On September 10, 2010, Bid No. 292D for Janitorial Supplies was sent to thirty-six (36) prospective vendors. Twenty (20) vendors responded to the invitation for bids and their bids were opened September 28, 2010. Twelve (12) vendors submitted low bids on specific items as shown on EXHIBIT A for a total amount of \$112,882.00, including sales tax. Irvine Valley College, Saddleback College and ATEP staff reviewed the bids and recommend award as indicated.

Funds are budgeted in the colleges' general fund.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees award Bid No. 292D for Janitorial Supplies for 2010-2011 fiscal year for a total amount of \$112,882.00, to the vendors listed on EXHIBIT A.

**BID NO. 292D  
JANITORIAL SUPPLIES & EQUIPMENT  
SOCCCD  
NOVEMBER 17, 2010**

<u>VENDORS</u>	<u>AMOUNT</u>
PYRAMID SCHOOL PRODUCTS Tampa, FL	\$ 201.68
AMERICAN CHEMICAL Anaheim, CA	346.03
RANCHO JANITORIAL SUPPLIES Fontana, CA	535.59
HILLYARD FLOOR CARE SUPPLIES Los Angeles, CA	2,401.52
STAR MAINTENANCE SUPPLY San Gabriel, CA	3,553.95
WAXIE SANITARY SUPPLY Santa Ana, CA	3,762.52
MAINTEX, INC. City of Industry, CA	4,423.95
CONTINENTAL CHEMICAL & SANITARY Anaheim, CA	5,767.09
EMPIRE CLEANING SUPPLY Northridge, CA	7,743.53
GORM INC. Ontario, CA	12,795.94
GALE SUPPLY CO. Los Angeles, CA	32,878.10
UNISOURCE CORP. La Palma, CA	<u>38,472.10</u>
<b>GRAND TOTAL</b>	<b>\$112,882.00</b>

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Transfer of Budget Appropriations  
**ACTION:** Ratify

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TRANSFER OF BUDGET APPROPRIATIONS

Journal Number	Account	Description	From	To
BR11-00117	96-5270-E-M42-4-077-006-0000	CONFERENCE	\$43,000.00	
	96-4900-E-M42-4-077-006-0000	AWARDS & RECOGNITION		\$5,000.00
	96-5163-E-M42-4-077-006-0000	GAME WORKER		\$38,000.00
			<u>\$43,000.00</u>	<u>\$43,000.00</u>
BR11-00122	01-5153-1-253-4-080-093-6630	CONSULTANT	\$30,000.00	
	01-2342-1-253-4-080-093-6630	NON-INSTR CLASS, OT		\$30,000.00
			<u>\$30,000.00</u>	<u>\$30,000.00</u>
BR11-00123	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING	\$6,500.00	
	01-1415-0-000-4-020-000-6790	HR NCLSRM FAC ST1		\$4,500.00
	01-5270-0-000-4-020-000-6790	CONFERENCE		\$1,300.00
	01-4600-0-000-4-020-000-6790	NON-INSTR SUPPLIES & MATERIALS		\$700.00
			<u>\$6,500.00</u>	<u>\$6,500.00</u>
BR11-00124	01-4344-0-000-1-051-066-6470	INSTR FEE-BASED SUPPLIES	\$2,500.00	
	01-5814-0-000-1-051-065-6499	CONTR SVCS(FEE)	\$3,300.00	
	01-4580-0-000-1-051-065-6499	DUPL CHBACKS		\$500.00
	01-5812-0-000-1-051-065-6499	CONTRACT SVCS SOFTWARE LICENSI		\$2,200.00
	01-5651-0-000-1-051-065-6499	MAINT AGREEMNT		\$200.00
	01-5840-0-000-1-051-065-6499	POSTAGE		\$200.00
	01-4200-0-000-1-051-065-6499	BOOKS/MAGAZINE & PERIODICALS		\$200.00
	01-4600-0-000-1-051-066-6470	NON-INSTR SUPPLIES & MATERIALS		\$1,000.00
	01-5840-0-000-1-051-066-6470	POSTAGE		\$500.00
	01-5811-0-000-1-051-066-6470	CONTRACT SERVICES		\$500.00
	01-6410-0-000-1-051-066-6470	NEW EQUIPMENT		\$250.00
	01-5271-0-000-1-051-066-6470	DISTRICT EVENTS		\$250.00
			<u>\$5,800.00</u>	<u>\$5,800.00</u>
BR11-00125	01-5270-0-608-8-016-060-0956	CONFERENCE	\$10,000.00	
	01-4600-0-608-8-016-060-0956	NON-INSTR SUPPLIES & MATERIALS		\$10,000.00
			<u>\$10,000.00</u>	<u>\$10,000.00</u>
BR11-00126	01-2131-1-249-1-024-000-6499	RG MANAGER SAL	\$48,240.00	
	01-2342-1-249-1-024-000-6499	NON-INSTR CLASS, OT		\$15,000.00
	01-5271-1-249-1-024-000-6499	DISTRICT EVENTS		\$5,000.00
BR11-00126	01-5900-1-249-1-024-000-6499	GRANTS/ALLOCATION		\$28,240.00
			<u>\$48,240.00</u>	<u>\$48,240.00</u>
BR11-00130	95-5620-F-M74-1-055-056-0000	RENTS & LEASES	\$15,000.00	
	95-4600-F-M74-1-055-056-0000	NON-INSTR SUPPLIES & MATERIALS		\$12,000.00
	95-5650-F-M74-1-055-056-0000	EQUIPMENT REPAIR		\$3,000.00
			<u>\$15,000.00</u>	<u>\$15,000.00</u>
BR11-00136	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING	\$12,000.00	
	01-5810-0-000-4-024-100-6890	CONTRACT PRINTING		\$12,000.00
			<u>\$12,000.00</u>	<u>\$12,000.00</u>
BR11-00137	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING	\$20,000.00	
	01-5825-0-000-4-020-000-6790	OTHER OPERATING EXPENSES & SVC		\$20,000.00
			<u>\$20,000.00</u>	<u>\$20,000.00</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TRANSFER OF BUDGET APPROPRIATIONS

Journal Number	Account		From	To
BR11-00140	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING	\$25,000.00	
	01-5650-0-000-4-021-062-6772	EQUIPMENT REPAIR		\$1,000.00
	01-4600-0-000-4-021-080-6599	NON-INSTR SUPPLIES & MATERIALS		\$5,000.00
	01-5811-0-000-4-021-079-6550	CONTRACT SERVICES		\$19,000.00
			<u>\$25,000.00</u>	<u>\$25,000.00</u>
BR11-00141	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING		\$13,500.00
	01-5270-0-000-4-073-074-6310	CONFERENCE	\$13,500.00	
			<u>\$13,500.00</u>	<u>\$13,500.00</u>
BR11-00148	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING	\$50,000.00	
	01-5620-0-000-4-022-000-4999	RENTS & LEASES		\$50,000.00
			<u>\$50,000.00</u>	<u>\$50,000.00</u>
BR11-00149	01-5811-0-000-4-070-069-1001	CONTRACT SERVICES	\$5,000.00	
	01-2999-0-000-4-025-000-6720	CLASSIFIED HOLDING		\$8,000.00
	01-4600-0-000-4-070-069-1001	NON-INSTR SUPPLIES & MATERIALS	\$3,000.00	
			<u>\$8,000.00</u>	<u>\$8,000.00</u>
BR11-00150	01-5271-0-000-4-020-091-6710	DISTRICT EVENTS	\$15,000.00	
	01-4999-0-000-4-025-000-6720	SUPP & MAT HOLDING		\$15,000.00
			<u>\$15,000.00</u>	<u>\$15,000.00</u>
BR11-00158	01-5811-1-002-1-050-000-6011	CONTRACT SERVICES	\$33,400.00	
	01-5900-1-002-1-050-000-6011	GRANTS/ALLOCATION		\$31,400.00
	01-4600-1-002-1-050-000-6011	NON-INSTR SUPPLIES & MATERIALS		\$2,000.00
			<u>\$33,400.00</u>	<u>\$33,400.00</u>
BR11-00159	01-5830-0-000-1-038-091-6710	ADVERTISING	\$10,000.00	
	01-4600-0-000-1-038-091-6710	NON-INSTR SUPPLIES & MATERIALS		\$10,000.00
			<u>\$10,000.00</u>	<u>\$10,000.00</u>
BR11-00160	01-5270-1-246-1-024-000-6499	CONFERENCE	\$500.00	
	01-2342-1-246-1-052-017-1303	NON-INSTR CLASS, OT		\$500.00
	01-4580-1-246-1-024-000-6499	DUPL CHBACKS	\$344.00	
	01-4600-1-246-1-052-017-1303	NON-INSTR SUPPLIES & MATERIALS		\$344.00
	01-5271-1-246-1-024-000-6499	DISTRICT EVENTS	\$1,000.00	
	01-5271-1-246-1-052-017-1303	DISTRICT EVENTS		\$1,000.00
	01-5811-1-246-1-024-000-6499	CONTRACT SERVICES	\$1,000.00	
	01-5811-1-246-1-052-017-1303	CONTRACT SERVICES		\$1,000.00
	01-5900-1-246-1-024-000-6499	GRANTS/ALLOCATION	\$3,316.00	
	01-5900-1-246-1-052-017-1303	GRANTS/ALLOCATION		\$3,316.00
			<u>\$6,160.00</u>	<u>\$6,160.00</u>
BR11-00161	01-2342-1-024-1-051-075-6420	NON-INSTR CLASS, OT	\$5,444.00	
	01-4600-1-024-1-051-075-6420	NON-INSTR SUPPLIES & MATERIALS	\$3,500.00	
	01-5811-1-024-1-051-101-4930	CONTRACT SERVICES		\$8,944.00
			<u>\$8,944.00</u>	<u>\$8,944.00</u>
BR11-00162	01-1313-2-090-1-054-033-1208	HR CLSSRM FAC PT	\$20,000.00	
	01-6410-2-090-1-054-033-1205	NEW EQUIPMENT	\$15,000.00	
	01-5812-2-090-1-054-033-1205	CONTRACT SVCS SOFTWARE LICENSI		\$35,000.00
			<u>\$35,000.00</u>	<u>\$35,000.00</u>



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TRANSFER OF BUDGET APPROPRIATIONS

Journal Number	Account		From	To
BR11-00163	01-1315-1-336-1-052-017-1303	HR CLSSRM FAC STI(interns)	\$500.00	
	01-2342-1-336-1-052-017-1303	NON-INSTR CLASS, OT	\$1,800.00	
	01-4580-1-336-1-052-017-1303	DUPL CHBACKS	\$750.00	
	01-4600-1-336-1-024-000-6499	NON-INSTR SUPPLIES & MATERIALS	\$740.00	
	01-5173-1-336-1-052-017-1303	LECTURER/GUEST SPEAKER	\$400.00	
	01-5269-1-336-1-052-017-1303	MILEAGE	\$100.00	
	01-5270-1-336-1-024-000-6499	CONFERENCE	\$760.00	
	01-5270-1-336-1-052-017-1303	CONFERENCE	\$1,000.00	
	01-5271-1-336-1-024-000-6499	DISTRICT EVENTS	\$1,500.00	
	01-5271-1-336-1-052-017-1303	DISTRICT EVENTS	\$1,200.00	
	01-5811-1-336-1-052-017-1303	CONTRACT SERVICES	\$2,635.00	
	01-5811-1-336-1-024-000-6499	CONTRACT SERVICES		\$11,385.00
				<u>\$11,385.00</u>
BR11-00164	01-5153-1-006-1-054-033-1230	CONSULTANT	\$6,000.00	
	01-1415-1-006-1-054-033-1230	HR NCLSRM FAC STI		\$6,000.00
			<u>\$6,000.00</u>	<u>\$6,000.00</u>
BR11-00165	01-5270-0-000-1-043-095-6630	CONFERENCE	\$4,205.00	
	01-4600-0-000-1-043-095-6630	NON-INSTR SUPPLIES & MATERIALS	\$1,000.00	
	01-6412-0-000-1-043-095-6630	SOFTWARE		\$5,205.00
			<u>\$5,205.00</u>	<u>\$5,205.00</u>
<b>Total for Org 001</b>			<u><u>\$418,134.00</u></u>	<u><u>\$418,134.00</u></u>

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Recommended for Ratification

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

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**Saddleback College**

Journal Number	BR11-00116	BR11-00138	BR11-00154
	BR11-00118	BR11-00143	BR11-00155
	BR11-00127	BR11-00144	BR11-00157
	BR11-00128	BR11-00145	BR11-00168
	BR11-00131	BR11-00147	BR11-00169
	BR11-00132	BR11-00151	BR11-00170
	BR11-00133	BR11-00152	BR11-00171
	BR11-00134	BR11-00153	BR11-00172
	BR11-00135		

**Irvine Valley College**

Journal Number	BR11-00119	BR11-00139	BR11-00146
	BR11-00120	BR11-00142	BR11-00156
	BR11-00121	BR11-00146	

**District**

Journal Number	BR11-00166
	BR11-00167

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 10-20 to Amend 2010-2011 Restricted General Fund  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2010-2011 Adopted Budget.

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

American Recovery Reinvestment Act (ARRA) Program at Irvine Valley College	\$17,803
American Recovery Reinvestment Act (ARRA) Program at Saddleback College	\$34,421
Board Financial Assistance Program (BFAP) Program at Saddleback College	<u>\$71</u>
Total Increase to the General Fund	<u>\$52,295</u>
Total Budget Amendment	<u>\$52,295</u>

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees adopt Resolution No. 10-20 to amend the 2010-2011 Adopted Budget as indicated in Exhibits A & B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 10-20**

November 17, 2010

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$52,295 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8190	Other Federal Revenue, ARRA	\$52,224
01	8619	Other State Revenue, General Apportionment	\$71
			<hr/>
			\$52,295

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	\$46,566
01	2000	Classified Salaries	\$0
01	3000	Fringe Benefits	\$5,658
01	4000	Books and Supplies	\$0
01	5000	Other Operating Expenses & Services	\$2,642
01	6000	Capital Outlay	-\$2,571
			<hr/>
			\$52,295

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND  
**RESOLUTION 10-20**  
November 17, 2010

BUDGET AMENDMENT EXPENDITURE DETAIL  
**American Recovery Reinvestment Act (ARRA) Program at Irvine Valley College**

INCOME

01-	8190-	1-150-4-073-074-6310	Other Federal Revenue, ARRA	<u>\$17,803</u>
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EXPENDITURE

01-	1414-	1-150-4-073-074-6310	TEMP NCLSRM FAC, SUMMER	\$15,874
01-	3120-	1-150-4-073-074-6310	STRS NON-INSTR STAFF	\$1,310
01-	3360-	1-150-4-073-074-6310	MEDICARE NON-INSTR STAFF	\$230
01-	3520-	1-150-4-073-074-6310	UNEMPLOYMENT NON-INSTR STAFF	\$114
01-	3620-	1-150-4-073-074-6310	WORK COMP NON- INSTR STAFF	<u>\$275</u>
				<u>\$17,803</u>

**American Recovery Reinvestment Act (ARRA) Program at Saddleback College**

INCOME

01-	8190-	1-150-1-051-074-6310	Other Federal Revenue, ARRA	<u>\$34,421</u>
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EXPENDITURE

01-	1414-	1-150-1-051-074-6310	TEMP NCLSRM FAC, SUMMER	\$30,692
01-	3120-	1-150-1-051-074-6310	STRS NON-INSTR STAFF	\$2,532
01-	3360-	1-150-1-051-074-6310	MEDICARE NON-INSTR STAFF	\$445
01-	3520-	1-150-1-051-074-6310	UNEMPLOYMENT NON-INSTR STAFF	\$221
01-	3620-	1-150-1-051-074-6310	WORK COMP NON- INSTR STAFF	<u>\$531</u>
				<u>\$34,421</u>

**Board Financial Assistance Program (BFAP) Program at Saddleback College**

INCOME

01- 8619- 1-021-1-026-000-6460	Other State Revenue, General Apportionment	\$12,333
01- 8619- 1-021-1-026-083-6460	Other State Revenue, General Apportionment	<u>(\$12,262)</u>
		<u>\$71</u>

EXPENDITURE

01- 5812- 1-021-1-026-083-6460	CONTRACT SVCS, SOFTWARE	\$2,642
01- 6410- 1-021-1-026-000-6460	NEW EQUIPMENT > \$200	<u>(\$2,571)</u>
		<u>\$71</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 10-20**

November 17, 2010

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Dixie Bullock, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on November 17, 2010.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 18th day of November, 2010.

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Dixie Bullock  
Secretary to the Board of Trustees

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.13**  
**DATE: 11/17/10**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting 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 P11-02082 through P11-02409 amounting to \$3,340,137.22 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 6, 2010 through October 26, 2010 totaling \$55,114.27 are also submitted.

**RECOMMENDATION**

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



Includes P11-02082 - P11-02409

Board Meeting Date 11/17/10

PO Number	Vendor Name	Site	Description	Account Amount
P11-02082	WELLS FARGO #3317		Purchase book for tutors.	29.20
P11-02083	KAESER & BLAIR, INC. dba SNAP MARKETING & PROMO.		Pens w/ Highlighters for Marketing	2,372.38
P11-02084	ORANGE CO. SPECTATOR SERVICES DARRELL TIFF, OWNER		Ticketing Services	1,500.00
P11-02085	VIDEO SERVICE OF AMERICA	Bldg W/Com Arts	Mini DV tapes for student use	396.94
P11-02086	FIRE MOUNTAIN GEMS		ART & JEWELRY SUPPLIES	68.30
P11-02087	KRISTIRI FARSELLA		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02088	CARLA N. YORKE		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02089	TERRIE LOPEZ		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02090	DEWAYNE SHEAFFER		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02091	JOY FISHER		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02092	MARIANNA MORENO		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02093	JOANNA Z. TOWNE		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02094	LINDA COLE		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02095	DR. LINDA SMITH-GASTON		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02096	SYNTHIA SALTOUN		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02097	CYNTHIA BURNETT		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02098	IRMA ZUNIGA,		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02099	KATHERINE SWAIN		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02100	CECILE D. ANDERSON		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02101	BELEN TORRES-GIL		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02102	VICKI ROTHMAN		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02103	JUDY WHITE		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02104	STEPHANIE YEE		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02105	NANCY MILLER		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02106	DEANN BURCH		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02107	CHRYSTAL VAN BEYNEN		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02108	MARISELA GODINEZ		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02109	SANDY MORRIS		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02110	JENNIFER COTO		For a grant-funded conference on Oct. 25,-27, 2010	300.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-02111	DORA CONTRERAS-BRIGHT		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02112	MARCELA HERNANDEZ		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02113	TRUDIE GIORDANO		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02114	YOLANDA DUENAS		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02115	RENA QUINONEZ		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02116	EILEEN TOM		For a grant-funded conference on Oct. 25,-27, 2010	300.00
P11-02117	KLINGER EDUCATIONAL PRODUCTS		PHYSICS SUPPLIES	660.40
P11-02118	B & H PHOTO		Photography supplies	60.90
P11-02119	JAMECO ELECTRONICS		PHYSICS SUPPLIES	91.94
P11-02120	B & H PHOTO		Flip Cameras-CD	499.82
P11-02121	BERGMAN & ALLDERDICE		Legal Services	90,000.00
P11-02122	MILLENNIUM BUSINESS SERVICES		Printing/purchase of business cards for A&R staff	150.08
P11-02123	MILLENNIUM BUSINESS SERVICES		Printing/purchase of business cards for IVC ISC	50.03
P11-02124	XEROX CORPORATION ATTN: ARDIE HOOD		Hard Drive Retention-Copier- Office of Chan	271.88
P11-02125	JENNIFER PENNER		Workshop Presenter	840.00
P11-02126	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA		Library e-book collection per Ana Maria Cobos	998.40
P11-02127	BRIAN ESTRADA		Workshop Co-Trainer	405.00
P11-02128	SEHI PROCOMP COMPUTER PRODUCTS		2 HP PRINTERS FOR PRESIDENT'S OFFICE	1,564.55
P11-02129	CDW-G COMPUTER CENTERS		BELKIN AUDIO CABLES	216.63
P11-02130	BRIAN SATTERFIELD		Workshop Presenter	1,020.00
P11-02131	SEHI PROCOMP COMPUTER PRODUCTS		OFFICE SCANNER	463.96
P11-02132	SMART MADNESS		AUTOMOTIVE SUPPLIES	106.86
P11-02133	MOORE MEDICAL CORP.		First Aid Kits	183.68
P11-02134	WELLS FARGO #4198		TABLES-GEOG/ATTACHMENT COSTCO ONLINE	284.97
P11-02135	MERCURY DOCUMENT IMAGING CO.		Copier/fax service contract	292.00
P11-02136	CCCLGCA % DAVE NEER, HEAD GOLF COACH		CCCLGCA membership/IVC W.Golf coach	150.00
P11-02137	MITCHELL 1		MITCHELL ON DEMAND SUBSCRIPTION	999.00
P11-02138	ANGELICA R. ZIKOOR		Workshop presenter	1,080.00
P11-02139	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES		Annual membership/Subscription per Kevin O'Connor	150.00
P11-02140	BUDDY'S ALL STARS		WBB F'10/S'10 game balls	865.20
P11-02141	BUDDY'S ALL STARS		M/W WP balls F'10	589.63
P11-02142	WELLS FARGO #3317 (DISTRICT)		Blackstone Industries-Motor parts-Art Dept	85.30
P11-02143	UNITED INTERIORS		Ergonomic request for monitor arms	316.25
P11-02144	INSIGHT MEDIA		Dept. Resources	5,590.62
P11-02145	HD SUPPLY FACILITIES MAINT.		ANNUAL PLUMBING SUPPLIES	551.46
P11-02146	ESSENCE ENTERTAINMENT		Contract Services	12,000.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-02147	DIY BANGLES INDUS TRADING COMPANY, LLC		ART SUPPLIES	133.92
P11-02148	DHARMA TRADING CO.		FASHION SUPPLIES	203.08
P11-02149	DICK BLICK COMPANY		ART SUPPLIES	177.29
P11-02150	HIRSCH PIPE & SUPPLY		PLUMBING SUPPLIES	164.52
P11-02151	INTEGRATED DNA TECHNOLOGIES		BIOCHEMISTRY INSTRUCTIONAL SUPPLIES	36.43
P11-02152	CAROLINA BIOLOGICAL SUPPLY		BIOCHEMISTRY SUPPLIES	1,937.28
P11-02153	MILLENNIUM BUSINESS SERVICES		Business Cards for Emeritus Professors	50.03
P11-02154	AGUINAGA GREEN, INC.		Mulch for TAS Native Garden	255.56
P11-02155	SAMY'S CAMERA		Photography supplies	80.48
P11-02156	NASCO WEST INDUSTRIES, INC.		BIOLOGY INSTRUCTIONAL SUPPLIES	256.52
P11-02157	HALO BRANDED SOLUTIONS, INC. AKA LEE WAYNE CORPORATION		PERKINS GRANT-CD/ATTACHMENT	849.25
P11-02158	PETER JACOBSON		Contract Services	500.00
P11-02159	MILLENNIUM BUSINESS SERVICES		Business Cards	150.08
P11-02160	STEVEN VANHAUWAERT		Contract Services	400.00
P11-02161	LORENZ GAMMA		Contract Services	500.00
P11-02162	LAGUNA CLAY CO.		CERAMICS SUPPLIES	777.56
P11-02163	MILLENNIUM BUSINESS SERVICES		Business Cards: Peebles, Fluegeman (Atchmnt)	87.00
P11-02164	VWR INTERNATIONAL, INC.		BIOLOGY SUPPLIES	613.48
P11-02165	HOOKEER HANDLING SYSTEMS, INC.		SAFETY SHOES	178.32
P11-02166	GRAPHIC CHEMICAL & INK CO.		PRINTMAKING SUPPLIES	199.50
P11-02167	OCE-IMAGISTICS		Fax toner & drum unit	.00
P11-02168	EBERHARD EQUIPMENT		997 MOWER REPAIR	378.17
P11-02169	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES		Pay for annual membership.	150.00
P11-02170	DELL MARKETING		RAPIDTECH NEW EQUPT TECH	1,019.72
P11-02171	AACC CONVENTION		AACC Institutional Membership	16,110.00
P11-02172	WARD'S NATURAL SCIENCE		GEOLOGY SUPPLIES	27.09
P11-02173	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES	273.01
P11-02174	DICK BLICK COMPANY		Student Art Supplies	250.92
P11-02175	BIO-RAD LABORATORIES, INC. LIFE SCIENCE GROUP		BIOCHEMISTRY INSTRUCTIONAL SUPPLIES	618.56
P11-02176	McKESSON GENERAL MEDICAL CORP		Medical Supplies	1,490.68
P11-02177	ISC BIOEXPRESS		BIOCHEMISTRY INSTRUCTIONAL SUPPLIES	322.56
P11-02178	FISHER SCIENTIFIC		BIOCHEMISTRY LAB SUPPLIES	215.61
P11-02179	ETR ASSOCIATES		Educational Brochures for Students	103.85
P11-02180	NU AGE DEVELOPMENT, INC.		INSTALLATION FOR M400	10,583.80
P11-02181	AVALON TENT & PARTY		Rental of Furniture	1,263.19
P11-02182	ESSENCE ENTERTAINMENT		Audio Services	400.00
P11-02183	KINO FLO, INC.	Bldg W/Com Arts	LIGHTING KITS	267.19
P11-02184	NEO/SCI CORPORATION		Ecology Laboratory Materials	57.90
P11-02185	TECTA AMERICA SOUTHERN CALIFORNIA, INC.		VIL 7 ROOFING	72,000.00
P11-02186	LPA, INC.		DESIGN SERVICE WINDOW GASKET SYSTEM AT HS BLDG	10,000.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-02187	SEHI PROCOMP COMPUTER PRODUCTS		Toner for HP P2055DN Printers	794.75
P11-02188	PARAMOUNT PAINTING		PAINT AND ACID WASH B100	9,800.00
P11-02189	TEAM ATHLETICS		Men's Basketball Uniforms	1,674.75
P11-02190	ULINE, INC.		CARDBOARD MAILERS	806.58
P11-02191	PRESQUE ISLE CULTURES		MICROBIOLOGY CULTURES	117.35
P11-02192	CHRISTOPHER BULL		Guest Artist Services	1,000.00
P11-02193	LISA FITCHNER		PRIDE Panel Member	50.00
P11-02194	JENNIFER SNIDER		PRIDE Panel Member	50.00
P11-02195	TROXELL COMMUNICATIONS, INC.		VIDEO CAMERA FOR MENS BASKETBALL TEAM	587.77
P11-02196	EMPLOYMENT DEVELOPMENT DEPT.		Unemployment Insurance Quarterly P/R Taxes	810,000.00
P11-02197	ORIGIN PC CORP		RAPIDTECH NEW EQUIP TECH	10,138.20
P11-02198	iModules Software, Inc.		iModules Contract	30,000.00
P11-02199	PACIFIC PARKING SYSTEMS, INC.		PERMIT DISPENSERS	46,041.19
P11-02200	W. W. GRAINGER		BATTERIES	15.07
P11-02201	PC MALL GOV. INC.		Two USB Hubs	75.22
P11-02202	DANIEL SMITH, INC.		Student Art Supplies	3,438.87
P11-02203	RIO GRANDE ALBUQUERQUE		ART SUPPLIES	566.95
P11-02204	ENCO MANUFACTURING CO.		ART SUPPLIES	113.87
P11-02205	SIGMA-ALDRICH CHEMICAL CO.		BIOCHEMISTRY INSTRUCTIONAL SUPPLIES	69.59
P11-02206	PASCO SCIENTIFIC		PHYSICS SUPPLIES	41.63
P11-02207	COLLEGE BOARD CUES SOFTWARE SERVICES		PowerFAIDS & Net Partner	21,063.96
P11-02208	WAUSAU TILE, INC.		TABLES & UMBRELLAS	15,252.00
P11-02209	POSTMASTER		Postage -- spring schedule mailer	19,995.00
P11-02210	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES		Accreditation Fees	30,000.00
P11-02211	SCOPE CITY		Telescope Filter	101.74
P11-02212	MODERN POSTCARD		Printing for Art Gallery	146.65
P11-02213	UNITED INTERIORS		Furniture for the Fiscal Veterans Office	6,904.94
P11-02214	THE LIBRARY OF CONGRESS CATALOGING DISTRIBUTION SVC.		classification web license fee	525.00
P11-02215	FISHER SCIENTIFIC		ORGANIC CHEMISTRY SUPPLIES	231.75
P11-02216	SPECTRUM LABORATORY PRODUCTS		ORGANIC CHEMISTRY CHEMICALS/SUPPLIES	2,180.89
P11-02217	ELSEVIER SPECIAL MARKETS		NURSING SOFTWARE AND ANNUAL LICENSE	12,008.00
P11-02218	HARDY DIAGNOSTICS		SUPPLIES FOR MICRO CLASS-MLT PROGRAM	4,767.65
P11-02219	POCKET NURSE ENTERPRISES, INC.		SUPPLIES FOR NURSING	76.49
P11-02220	LAURA'S INT PLANTSCAPE SERV		Plant Maintenance Services	160.00
P11-02221	SEHI PROCOMP COMPUTER PRODUCTS		Printer ink for Photography Department	172.80
P11-02222	UNITED INTERIORS		Furniture for the Fiscal Office	8,703.68
P11-02223	SCANTRON CORPORATION		Scantron Programming for 7-Digit Student ID	695.00
P11-02224	MYERS TIRE SUPPLY		Automotive Supplies	651.22
P11-02225	MIKE COLLINS		FY 2010-2011 Reimbursement for Supplies	1,000.00

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PO Number	Vendor Name	Site	Description	Account Amount
P11-02226	OC FAMILY		Advertisement	425.00
P11-02227	EXCHANGE		Renewal for CDC	76.00
P11-02228	TIM WORKMAN		PRIDE Panelist	100.00
P11-02229	GLORIA OROZCO		PRIDE Panelist	50.00
P11-02230	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		ORGANIC CHEMISTRY SUPPLIES	282.80
P11-02231	COPYNET OFFICE SOLUTIONS, INC		Dept. Supplies	205.59
P11-02232	CHEF WORKS, INC.		Food/Nutrition Supplies	58.35
P11-02233	RAINBOW SYMPHONY STORE		PHYSICS SUPPLIES	105.16
P11-02234	FISHER SCIENTIFIC		EQUIP/SUPPLIES FOR URINALYSIS CLASS-MLT PROGRAM	933.82
P11-02235	ATLANTA THREAD & SUPPLY CO.		SEWING SUPPLIES	191.42
P11-02236	COMPUTERLAND OF SILICON VALLEY		Vegas Pro software upgrade	4,241.25
P11-02237	TC LIFE SAFETY		CHEMISTRY SAFETY SUPPLIES	125.25
P11-02238	NLNAC, INC. DIRECTOR FOR ACCOUNTING		ACCREDITATION FEE FOR NURSING	2,125.00
P11-02239	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA		Music bldg.	.00
P11-02240	BOB PARRETT CONSTRUCTION		FA-202 LEAK	2,194.00
P11-02241	BOB PARRETT CONSTRUCTION		FA-202	4,043.00
P11-02242	COMMERCIAL ROOFING SYSTEMS, INC.		FINE ARTS TICKET BOOTH ROOFING	2,183.00
P11-02243	GUISELLE SCOTT		Workshop Presenter	120.00
P11-02244	DELL MARKETING		COMPUTER REFRESH FOR STAFF/LABS	578,036.88
P11-02245	BUTTERICK/MCCALL/VOGUE PATTERN COMPANY		Student Supplies	113.64
P11-02246	IMAGE PRINTING SOLUTIONS CATHY ARONSON		Transcript paper	4,513.13
P11-02247	SNAP-ON INDUSTRIAL TOOLS		PRECISION MEASURING TOOLS	4,656.97
P11-02248	ORGANIZE.COM THE STORAGE STORE		Fashion Supplies	54.77
P11-02249	GLEN SAMPLE SIGNS		EQUIPMENT LABELS/SIGNS	71.25
P11-02250	HISTORY EDUCATION THE HISTORY CHANNEL		Instructional supplies (DVDs)	104.36
P11-02251	CAPISTRANO SEWING MACHINE CO		SEWING MACHINES	2,890.95
P11-02252	IN COLOR, INC. ATTN: ORDERS		Safety cabinet signage	83.36
P11-02253	COLLEGE CENTRAL NETWORK		College Central Network	1,500.00
P11-02254	SUCCESSORIES, INC.		Appreciation Award for D. Wagner	194.85
P11-02255	FLS BANNERS		Table Covers for PAC	695.78
P11-02256	INTERSTATE BATTERIES OF CALIFORNIA COAST		GOLF CART BATTERIES	1,113.17
P11-02257	STUDIO DEPOT EXPENDABLES	Bldg W/Com Arts	LIGHTING	173.73
P11-02258	LISA SMOLEN & ASSOCIATES		Upgrade Kurzweil software	1,468.13
P11-02259	LASZLO MEZO		Guest Artist Performance	400.00
P11-02260	APPLE STORE MISSION VIEJO		Apple One to One membership	99.00
P11-02261	PARKWAY LAWNMOWER SHOP		GROUND'S EQUIPMENT	782.98
P11-02262	G & G ENGINEERING, INC.		TOPOGRAPHIC SURVEY @POWER HOUSE	2,350.00
P11-02263	AMEC GEOMATRIX, INC.		GREENHOUSE GAS EMISSION DATA REPORT	950.00
P11-02264	McMASTER CARR SUPPLY COMPANY		PHYSICS SUPPLIES	161.08

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PO Number	Vendor Name	Site	Description	Account Amount
P11-02265	MAQUINSAL SEWING MACHINE CO.		FASHION SUPPLIES	186.47
P11-02266	MARLYS GRODT & ASSOCIATES		Preparation of Class Specification	500.00
P11-02267	MARLYS GRODT & ASSOCIATES		Preparation of Class Specification	500.00
P11-02268	J. M. McCONKEY CO.		HORTICULTURE SUPPLIES	440.43
P11-02269	W. W. GRAINGER		GEOGRAPHY 102-ATTACHMENT	153.15
P11-02270	E.D. LUCE PACKAGING		MICROBIOLOGY SUPPLIES	373.01
P11-02271	FASHION BUSINESS INCORPORATED		Membership Renewal	200.00
P11-02272	COUNTY OF ORANGE AUDITOR-CONTROLLER		CLETS FEES	2,600.00
P11-02273	COUNTY OF ORANGE AUDITOR-CONTROLLER		Annual Maintenance: Radio Fees	2,000.00
P11-02274	SNAP-ON INDUSTRIAL TOOLS		TOOL STORAGE CHESTS	25,634.87
P11-02275	MARVELSOFT ENTERPRISES, INC. dba FUTURE AIDS		Upgrade Typing Software	795.87
P11-02276	APPLE COMPUTER, INC.		MAC Computer for Michael O'Meara	2,796.63
P11-02277	ADAPTIVE VOICE LLC		C-Desk Lite Software for Disabled Students	1,396.94
P11-02278	WELLS FARGO #3317		Star wheels	584.80
P11-02279	H & H PUBLISHING COMPANY		self assessments	335.64
P11-02280	POSITIVE PROMOTIONS INC.		PROM TOTES FOR MLT PROGRAM	417.41
P11-02281	McKESSON GENERAL MEDICAL CORP		Medical supplies	357.96
P11-02282	JARED SCOTT		Contract Services	480.00
P11-02283	USI		Library supplies	408.87
P11-02284	PIONEER STATIONERS		Fashion Supplies	68.24
P11-02285	W. W. GRAINGER		JEWELRY MAKING SUPPLIES	125.68
P11-02286	CARLY MC NAMEE		Contract Services	500.00
P11-02287	ANDY ROBERTS		Contract Services	300.00
P11-02288	SEAN WILLIAMS		Contract Services	600.00
P11-02289	TERRY CHRISTOPHER		Contract Services	1,200.00
P11-02290	GILLIAN BRACKEN		Contract Services	600.00
P11-02291	LISA JANE GORE		Contract Services	1,000.00
P11-02292	JHOANLUK MASAYA PALMER		Contract Services	1,200.00
P11-02293	SCANTRON CORPORATION		Scantron form 815-E	57.98
P11-02294	PAUL BUNCH		Contract Services	400.00
P11-02295	ARTstor		Library e-books per Ana Maria Cobos	2,106.25
P11-02296	DISCOUNT DANCE SUPPLY CO.		Dance Costumes	3,000.00
P11-02297	MARIE DE LA PALME		Reimbursement	500.00
P11-02298	TED WEATHERFORD		Reimbursement	500.00
P11-02299	TERESA AVINA		Contract Services	1,000.00
P11-02300	DVV ASSOCIATES, INC.	IVC Life Sci	BUILDING ENVELOPE CONSULTANT	49,750.00
P11-02301	CALIFORNIA STAGE/LIGHTING, INC		Focusing Iris	941.34
P11-02302	gkkworks		ARCHITECTURAL SERV.	10,000.00
P11-02303	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		PHYSICS SUPPLIES	61.43
P11-02304	IRVINE PIPE & SUPPLY		PLUMBING SUPPLIES - M100	81.39
P11-02305	APPERSON PRINT MANAGEMENT dba APPPERSON EDUC. PRODUCTS		Scanner	890.63

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P11-02306	FISHER SCIENTIFIC		MICROBIOLOGY SUPPLIES	204.59
P11-02307	WARD'S NATURAL SCIENCE		Geology Supplies	567.68
P11-02308	AlertSite		AlertSite Monitoring Services Renewal	9,420.00
P11-02309	TRI-BEST VISUAL DISPLAY		TACKBOARDS FOR STUDENT LABS IN ANNEX	394.88
P11-02310	DELL MARKETING		Video Conferencing Project	5,376.86
P11-02311	DIGITAL NETWORKS GROUP, INC.		AV system and cabling installation	3,455.51
P11-02312	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT		CTE Grant Allocation 2010-2011	6,900.00
P11-02313	IRVINE UNIFIED SCHOOL DIST. ATTN: P. GRAHAM, ACCOUNTING		CTE Grant Allocation 2010-2011	6,900.00
P11-02314	TUSTIN UNIFIED SCHOOL DISTRICT		CTE GRANT ALLOCATION WITH PARTNER	6,900.00
P11-02315	LAGUNA BEACH UNIF. SCHOOL DIST		CTE GRANT ALLOCATION WITH PARTNER	3,400.00
P11-02316	CAPISTRANO-LAGUNA BEACH ROP		CTE GRANT ALLOCATION WITH PARTNER	4,400.00
P11-02317	COASTLINE ROP		CTE GRANT ALLOCATION WITH PARTNER	4,400.00
P11-02318	CAPISTRANO UNIFIED SCHOOL DISTRICT		CTE GRANT ALLOCATION WITH PARTNER	6,900.00
P11-02319	SINGLEWIRE SOFTWARE, LLC		Telecom Informacast License Renewal	4,750.00
P11-02320	IMPEX TECHNOLOGIES, INC.		Load Balancing Support Renewal	2,250.00
P11-02321	MAQUINSAL SEWING MACHINE CO.		Equipment Rental	247.68
P11-02322	SO. ORANGE CO. COMM. COL.DIST		Return to Title IV Funds	101.00
P11-02323	COLLINS COMPANY		Tennis Court, Net Replacement Part	277.00
P11-02324	MARK IV COMMUNICATIONS, INC.		CABLING FOR LIVESCAN	609.77
P11-02325	MISSION VIEJO GLASS		MIRROR REPAIRS IN FA 118 & TENNIS COURT	425.00
P11-02326	SAPSIS RIGGING		SAFETY INSPECTION OF MCKINNEY THEATRE	1,890.00
P11-02327	TECTA AMERICA SOUTHERN CALIFORNIA, INC.		ROOF CURBS FOR FINE ARTS BLDG	4,200.00
P11-02328	W. W. GRAINGER		TOOL CABINET CART	622.07
P11-02329	SPECTRUM LABORATORY PRODUCTS		CHEMISTRY SUPPLIES	130.84
P11-02330	WARD'S NATURAL SCIENCE		PHYSICS SUPPLIES	120.22
P11-02331	INVITROGEN CORPORATION		BIOCHEMISTRY INSTRUCTIONAL SUPPLIES	146.09
P11-02332	FISHER SCIENTIFIC		BIOCHEMISTRY LAB SUPPLIES	239.10
P11-02333	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		PHYSICS SUPPLIES	93.80
P11-02334	WARD'S NATURAL SCIENCE		BIOLOGY SUPPLIES	989.63
P11-02335	B & H PHOTO		Signage Supplies	106.58
P11-02336	FISHER SCIENTIFIC		SAFETY SUPPLIES	34.25
P11-02337	ADVANCE CUSTOM PROMOTIONS		PROMOTIONAL FOR MLT PROGRAM	363.68
P11-02338	NU AGE DEVELOPMENT, INC.		REPAIR DOORS AND WALLS IN PRESIDENT'S OFFICE A100	10,488.95

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PO Number	Vendor Name	Site	Description	Account Amount
P11-02339	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		BIOLOGY SUPPLIES	156.77
P11-02340	B & H PHOTO		Speaker and cables	601.93
P11-02341	U.S. DATA TRUST CORPORATION		Continuous OffSite Data Backup Service-Live Vault	60,000.00
P11-02342	SEW TRUE SUPPLY		FASHION SUPPLIES	311.20
P11-02343	ORANGE CO/LONG BEACH CONSORT. % KAREN GOTTLIEB,RN, MSN		OC/LB CONSORTIUM NURSING MEMBERSHIP	150.00
P11-02344	SPECTRUM LABORATORY PRODUCTS		BIOLOGY SUPPLIES	136.97
P11-02345	RITE INC. dba THE PERFECT FIELD		FIELD PAINT	1,196.25
P11-02346	ZARA DISTRIBUTION		CALIBRATION GASES	189.23
P11-02347	ZEEMAN CORPORATION		Student Supplies	55.50
P11-02348	SMART LEVELS MEDIA		Choral concert postcard printing	114.45
P11-02349	ARNETTE EDWARDS		Panel Member	120.00
P11-02350	NORMA CARDENAS		Panel Member	50.00
P11-02351	CAROLINA BIOLOGICAL SUPPLY		BIOLOGY SUPPLIES	848.25
P11-02352	FISHER SCIENTIFIC		CHEMISTRY SUPPLIES	56.18
P11-02353	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		CHEMISTRY SUPPLIES	30.45
P11-02354	DIAMONDS SPORTS FIELD MAINTENANCE INC.		HILLTOPPER FOR BASEBALL	1,979.25
P11-02355	KOVENEX		CHEMISTRY SAFETY SUPPLIES	359.69
P11-02356	CDW GOVERNMENT, INC.		Upgrade Naturally Speaking Software	565.32
P11-02357	JAMECO ELECTRONICS		Electronics Supplies	344.56
P11-02358	MAIN GRAPHICS		Student Handbooks	12,936.04
P11-02359	JAMES PUBLISHING, INC.		Library book per Ana Maria Cobos	58.29
P11-02360	TORHON BARNES		Workshop Presenter	180.00
P11-02361	WEST COAST LIGHTS & SIRENS, INC.		Install Gun Racks in Police Vehicles	1,946.76
P11-02362	JONES DAY		Legal Services Westphal Case 2010-11	1,000,000.00
P11-02363	FISHER SCIENTIFIC		EXAM GLOVES FOR PHLB/MLT PROGRAMS	117.27
P11-02364	SARGENT-WELCH LLC VWR INTERNATIONAL COMPANY		CHEMISTRY SUPPLIES	320.31
P11-02365	FISHER SCIENTIFIC		SUPPLIES FOR CHEMISTRY ANNEX	1,900.25
P11-02366	INTERSTATE ELECTRIC		Signage Supplies	445.34
P11-02367	WESTERN GRAPHICS PLUS, INC.		Grant Marketing materials to be distributed	10,619.48
P11-02368	FISHER SCIENTIFIC		SUPP FOR MLT/PHLEB CLASS	220.29
P11-02369	GOODWILL INDUSTRIES OF ORANGE COUNTY		Sign language interpreting services	5,000.00
P11-02370	WOODBIDGE HIGH SCHOOL BASKETBALL PROGRAM		Woodbridge HS Boys Basketball ad	225.00
P11-02371	CALIFORNIA STAGE/LIGHTING, INC		Rental equipment	400.00
P11-02372	Z CORPORATION		RAPIDTECH CONTRACT SVC	2,675.00
P11-02373	WELLS FARGO #3317	Bldg W/Com Arts	DVD's for classes and Ch. 39	63.02
P11-02374	CHILD RESOURCE & INFO CENTER		Annual Membership Renewal	100.00
P11-02375	CORE SUPPORT SYSTEMS, INC.		APC Preventive Maint/Next-Day Response	7,451.80

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

ESCAPE ONLINE

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Includes P11-02082 - P11-02409

Board Meeting Date 11/17/10

PO Number	Vendor Name	Site	Description	Account Amount
P11-02376	JOHN T. CASAGRANDE JTC CONSULTING		EOPS System Consultant	10,000.00
P11-02377	SADDLEBACK GOLF CARS, INC.		Replacement Batteries for Softball Cart	885.44
P11-02378	MILLENNIUM BUSINESS SERVICES		Business Cards - Robert Melendez	50.03
P11-02379	NAVIGATORS PRINT & DESIGN INC		transcript/verification & gen A&R envelopes	2,868.75
P11-02380	DHK PLUMBING & PIPING, INC.		Plumbing Services for HAAS Lab	2,500.00
P11-02381	WELLS FARGO #3317		Department Resouce	30.40
P11-02382	SMART LEVELS MEDIA		Concert postcard printing	500.00
P11-02383	GUISELLE SCOTT		Foster Parent Co-Trainer	1,155.00
P11-02384	DIVERSIFIED BUSINESS SERVICES		TOURNAMENT T-SHIRTS FOR MEN'S BASKETBALL	413.56
P11-02385	HERNANDEZ, GABRIELA		PRIDE Panelist	100.00
P11-02386	HAITBRINK ASPHALT PAVING, INC.		RELOCATE DIRT FROM GROUNDSYARD	1,800.00
P11-02387	QUEZADA PRO LANDSCAPE, INC.		EMERGENY TREE WORK	1,560.00
P11-02388	POSTMASTER		Postage for Spring 2011 IVC Postcard	19,360.00
P11-02389	APPLE COMPUTER, INC.		GRAPHICS KIT FOR MAC PRO	243.60
P11-02390	WELLS FARGO #3317		AMAZON Stop watch	40.95
P11-02391	COMPUTERLAND OF SILICON VALLEY		Order LightRoom software for DMA classes	2,496.50
P11-02392	KIRK		2-part NCR paper	156.35
P11-02393	BRAND ATHLETICS		MENS BASKETBALL REPLACEMENT SHOES	651.64
P11-02394	TECHSMITH CORP		Snagit software for office use	259.40
P11-02395	U.S. TOY CO., INC./CONSTRUCTIVE PLAYTHINGS		Items for Children/classroom	219.17
P11-02396	FANTASY DESIGNS		WOMENS TENNIS GEAR	665.11
P11-02397	UNITED INTERIORS		CREDENZA FOR AGB CONFERENCE ROOM	1,897.69
P11-02398	UNITED INTERIORS		Chair	372.85
P11-02399	QUALITY OFFICE FURNISHINGS		Chairs for Lorch; Lakow; Miller; Pebbles	2,370.75
P11-02400	VISION BUSINESS PRODUCTS		Smart UPS Battery Replacement	1,053.08
P11-02401	BUDDY'S ALL STARS		Basketball Net Supplies	61.46
P11-02402	HAMPTON TEDDER ELECTRIC CO.		PREVENTIVE MAINT. FOR HIGH VOLTAGE SUBSTATION	49,850.00
P11-02403	NATIONAL SPORTS APPAREL, LLC		BASKETBALL SHORTS FOR COACHES	146.81
P11-02404	SORIANO ELECTRIC RICK SORIANO		Electrical services for HAAS lab (ATCHMT)	5,450.00
P11-02405	SMART & FINAL IRIS CO.		Student Supplies	2,500.00
P11-02406	McKESSON GENERAL MEDICAL CORP		Medical supplies	188.20
P11-02407	CDW-G COMPUTER CENTERS		supplies for plotter	555.30
P11-02408	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION		OCSBA 10/11 MEMBER DUES/BOT	125.00
P11-02409	DENISE BLAIR		PRIDE co-trainer	455.00

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ESCAPE ONLINE

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**Includes P11-02082 - P11-02409** **Board Meeting Date 11/17/10**

PO Number	Vendor Name	Site	Description	Account Amount
			Total	328
				3,340,137.22

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	308	2,066,040.61
12	Child Development Fund	4	820.17
40	Capital Outlay Fund	15	273,276.44
68	Self-Insurance Fund	1	1,000,000.00
Total		328	3,340,137.22

PO Changes	
New PO Amount	Change Amount
Total PO Changes	

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

ESCAPE ONLINE

Includes 10/06/2010 - 10/26/2010

Board Meeting Date 11/17/10

Requisition	Vendor Name	Description	Requisition Total
RQ11-02452	NEWBEGINNINGS, INC.	Advisory Committee Meeting & Lunch	417.00
RQ11-02534	DAVID D. GATEWOOD	CCCAOE Fall 2010 Conference Expenses	794.94
RQ11-02637	DAVID D. GATEWOOD	CONFERENCE	300.00
RQ11-02777	BRUCE SOBCZAK	CONFERENCE FOR BRUCE SOBCZAK (ATCMT-FS354)	1,706.00
RQ11-02806	ROBERT CHABOYA	Green building code seminar - see notes	138.70
RQ11-02813	WILLIAM (BEAU)	Conference/Training	478.50
RQ11-02854	ROBERT CHABOYA	OSHA conference 10/16 - 10/24	868.46
RQ11-02921	WELLS FARGO #1598	EMERGENCY REPAIR OF BSTIC DOORS	138.49
RQ11-02964	LAGUNA WOODS VILLAGE POTTERS & GLENN ROQUEMORE	Material fees art supplies	4,035.00
RQ11-02972	JENNIFER ABRAHAMS	Luncheon for Glenn Roquemore	35.00
RQ11-02982	JENNIFER ABRAHAMS	GREEN CONFERENCE FOR JEFF KAUFMANN	191.00
RQ11-02983	DEVON MOHAMED	GREEN CONFERENCE FOR DEVON MOHAMED, 10/12/10	191.00
RQ11-02989	WELLS FARGO #4198	OCWD Conference 2010	260.00
RQ11-03000	JODI TITUS	CONFERENCE FOR JODI TITUS	560.00
RQ11-03009	RUSSELL HAMILTON	Conference & Lodging for Russ Hamilton	1,485.10
RQ11-03014	SHAKEH MEHRABIAN	reimbursement for TTP event	311.03
RQ11-03015	PAPERCLIP	September 30, 2010 Webinar	293.00
RQ11-03026	BILLY TEES	Volleyball Uniform Supplies	404.84
RQ11-03029	WELLS FARGO #3317	Electronic pageFlipper (Flashloaded)	49.95
RQ11-03040	CHARLES MYERS SADDLEBACK COLLEGE	Reimburse Faculty member for DVD purchases	32.59
RQ11-03046	TERRY WEDEL	Conference Reimbursement for Terry Wedel	500.00
RQ11-03049	BROOKE CHOO	Conference Reimbursement for Dr. Brooke Choo	500.00
RQ11-03050	WELLS FARGO #4198	TARGET-GEOGRAPHY SUPPLIES	274.43
RQ11-03052	ORANGE CO. HEALTH CARE AGENCY	2010-2011 FIRE AUTHORITY	64.90
RQ11-03054	VALERIA BARRAGAN	Conference Reimbursement for Maryam Azary	35.00
RQ11-03055	MICHAEL BENNETT	Conference Reimbursement for Mike Bennett	499.40
RQ11-03058	KIM D'ARCY	Conference Reimbursement for Kim d'Arcy	983.00
RQ11-03062	RON HASTINGS	conference Reimbursement for Ron Hastings	500.00
RQ11-03065	EVA HODJERA	conference Reimbursement for Eva Hodjera	81.00
RQ11-03067	MICHAEL HOGGATT	Conference Reimbursement for Michael Hoggatt	890.00
RQ11-03068	LOMA HOPKINS	Conference Reimbursement for Loma Hopkins	983.00
RQ11-03069	MARGOT LOVETT	Conference Reimbursement for Margot Lovett	977.00
RQ11-03073	ARDITH LYNCH	Conference Reimbursement for Ardith Lynch	289.40
RQ11-03075	CASEY MOIR	Conference Reimbursement for Casey Moir	55.00
RQ11-03076	JOANNE DE MARCHI	Conference Reimbursement for Joanne	500.00
RQ11-03078	JANINE O'BUCHON	Conference Reimbursement for Janine	192.00
RQ11-03079	VITO LEONARDO	Conference Reimbursement for Vito-Leonardo Scarola	983.00
RQ11-03081	CHRISTINA SMITH	Conference Reimbursement for Christina Smith	255.00
RQ11-03082	SHARON EILEEN TASH	Conference Reimbursement for Sharon Tash	405.00
RQ11-03089	KEN PATTON	EUROMOLD 2010	2,862.50
RQ11-03090	EDWARD TACKETT	Conference	2,717.50
RQ11-03091	MIROSLAVA MANCHIK	CalCPA meeting - 10/22/2010	600.00
RQ11-03102	SO. ORANGE CO. COMM.	R2T4 Fall Repayments 2010	1,340.00
RQ11-03116	MELANIE HAERI	Reimbursement for BSI Workshop Refreshments	200.00

**Includes 10/06/2010 - 10/26/2010**

Requisition Number	Vendor Number	Description	Requisition Total
RQ11-03118	DAVIT S. KHACHATRYAN	Reimbursement for items purchased for	57.87
RQ11-03131	CHRISTINA NIGRELLI	Conference Reimbursement for Christina Nigrelli	255.00
RQ11-03133	LARRY RADDEN	Conference Reimbursement for Larry Radden	1,000.00
RQ11-03134	MARYAM AZARY	Conference Reimbursement for Maryam Azary	350.00
RQ11-03145	GRETCHEN BENDER	CCCAOE Conference	468.80
RQ11-03152	MELANIE HAERI	Reimbursement for BSI Refreshments	200.00
RQ11-03155	ADRENALIN SPORTS APPAREL DBA JOANN	VOLLEYBALL GEAR	1,144.59
RQ11-03158	DAVID BUGAY	Conference for David Bugay	637.99
RQ11-03172	DIONNE PETITPAS	Reimburse faculty for studio tour	250.00
RQ11-03179	WELLS FARGO #4198	CCCAOE Fall 2010 Conference	395.00
RQ11-03185	KEN PATTON	WORKFORCE DEVELOPMENT INSTITUTE	220.00
RQ11-03199	CHARLES MYERS SADDLEBACK COLLEGE	Reimburse faculty for DVD films	16.30
RQ11-03207	WELLS FARGO #3317	costco.com	418.35
RQ11-03217	WILL GLEN	CONFERENCE FOR GLEN	720.00
RQ11-03218	WILL GLEN	CONFERENCE FOR GLEN	720.00
RQ11-03239	BETTY G. INCLAN	Candidate Reimbursement	353.58
RQ11-03245	XEROX CORPORATION ATTN: ARDIE HOOD	Repair to Michael O'Meara's Printer - 7400	300.00
RQ11-03256	S & B FOODS	Lunch for 55 on 10/19/10	836.83
RQ11-03265	DIANE OAKS	Chocolates for IVC's 25th Anniversary	38.52
RQ11-03284	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER	Sweatshirts for Outreach * C attached	501.12
RQ11-03296	LARRY RADDEN	Reimbursement	267.20
RQ11-03302	LISA INLOW	Reimbursement to Faculty	65.21
RQ11-03305	JAVIER WILLIAMS	Federal Student Aid Conference	1,430.50
RQ11-03306	IKEGAMI ELECTRONICS	Equipment Repair in BOT room	787.68
RQ11-03307	CARMEN CORTEZ-	Conference for Carmen Dominguez	729.44
RQ11-03308	NORMAN WESTON	Conference for Norman Weston	729.44
RQ11-03310	ROBERT COSGROVE	Conference for Bob Cosgrove	729.44
RQ11-03311	JOANN ALFORD	Conference for Jo Ann Alford	729.44
RQ11-03312	DAN WALSH	Conference for Dan Walsh	627.22
RQ11-03313	RICOH AMERICAS CORPORATION RICOH	Copier Billing-Mailroom	127.41
RQ11-03316	WELLS FARGO #1598	National Parks & Monuments: Grand Canyon	450.00
RQ11-03317	S & B FOODS	25th Anniversary Pres. Pancake Breakfast	2,175.00
RQ11-03320	RUTH HIGGINS	Ruth Higgins to attend Federal Aid Conference	1,398.80
RQ11-03326	DJ ORTHOPEDICS, LLC	Athletic Training Safety Supplies	252.80
RQ11-03331	JUAN AVALOS	Dr. Avalos to attend CSSO training	438.40
RQ11-03338	SPORTS UNLIMITED	EMBROIDERY FOR WOMENS SOCCER	179.44
RQ11-03342	WELLS FARGO #1598	WENZEL CO. Tent replacement parts	68.00
RQ11-03348	COURTNEY MOTAK	REIMBURSEMENT FOR APLPLICATION FEES	268.30
RQ11-03364	LASER SOURCE	Service and parts for printer	178.81
RQ11-03370	WELLS FARGO #4198	Hats by Leko	456.00
RQ11-03374	SIMON DAVIES	WOMENS SOCCER EMERGENCY CLEATS	89.99
RQ11-03380	WELLS FARGO #4198	GUITAR CENTER online purchases	750.00
RQ11-03393	HALEY NGUYEN	Reimbursement to Faculty	212.79

**Includes 10/06/2010 - 10/26/2010**

Requisition Number	Vendor Name	Description	Requisition Total
RQ11-03398	JAMIE SMITH	REIMBURSEMENT FOR SUPPLIES FOR CHEMISTRY ANNEX	95.51
RQ11-03401	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER	Educational Books for CalWORKs eligible	783.00
RQ11-03412	JOHN DAVERSA	Music ordered and received	75.00
RQ11-03415	BART MC HENRY	Reimbursement	59.81
RQ11-03425	S & B FOODS	IVC 25th Anniversary Cakes	370.73
RQ11-03426	SPORTS UNLIMITED	MEN'S BASEKTBALL PRACTICE SHIRTS	600.00
RQ11-03447	MARK KRUHMIN	Reimburse M.Kruhmin for 8GB Flash Drive	27.18
RQ11-03452	PAPA PESTICIDE APPLICATORS ASSOC.	PAPA TRAINING FOR BRIAN MCMAHON	70.00
RQ11-03464	THOMAS L. SMITH	Reimburse for supplies purchased	96.36
RQ11-03469	THOMAS L. SMITH	RAPIDTECH NONINSTR SUPPL	83.74
RQ11-03477	MARVAC ELECTRONICS	Football Equipment Repair	240.55
RQ11-03487	TONY LIPOLD	2010 CCCAA Fall Conference	135.00
RQ11-03489	MONIKA CONNOLLY	NAFSA Region XII Conf. Reno NV Oct 26-29	1,074.40
		<b>TOTAL</b>	<b>100</b>
			<b>55,114.27</b>

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

ESCAPE ONLINE

**001 - South Orange County Community  
College District**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting 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. 096978 through 097658, processed through the Orange County Department of Education, totaling \$3,827,981.31; and Checks No. 009992 through 010007, processed through Saddleback College Community Education, totaling \$35,518.63; and Checks No. 008780 through 008783, processed through Irvine Valley College Community Education, totaling \$1,224.00 are submitted for the approval of the Board of Trustees.

**RECOMMENDATION**

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

## Checks Dated 10/06/2010 through 10/26/2010

Board Meeting Date 11/17/10

Check Number	Check Date	Pay to the Order of	Check Amount
096978	10/06/2010	SOUTHERN CALIFORNIA EDISON CO.	4,483.74
096979	10/06/2010	SOUTHERN CALIFORNIA EDISON CO.	232.96
096980	10/06/2010	WELLS FARGO #2078	3,251.01
096981	10/06/2010	CITY OF TUSTIN                      ATTN: ACCOUNTS RECEIVABLE	550.00
096982	10/06/2010	PASCO SCIENTIFIC	286.39
096983	10/06/2010	J.W. PEPPER & SON, INC.	145.58
096984	10/06/2010	PLUMBING & INDUSTRIAL SUPPLY	5,331.47
096985	10/06/2010	QUICK CAPTION	1,320.00
096986	10/06/2010	REFRIGERATION SUPPLIES DIST.	552.61
096987	10/06/2010	RICOH AMERICAS CORPORATION	65.04
096988	10/06/2010	ROTO-ROOTER SERVICE &            PLUMBING COMPANY	2,995.85
096989	10/06/2010	FHEG - SADDLEBACK BOOKSTORE   STORE 296 M.A. 2962610	1,400.00
096990	10/06/2010	SCANTRON CORPORATION	108.88
096991	10/06/2010	SCHLAIFER'S ENAMELING            SUPPLIES INC.	410.13
		Unpaid Sales Tax	33.45
		Expensed Amount	443.58
096992	10/06/2010	SCHOOL SPECIALTY	185.96
096993	10/06/2010	SchoolOutfitters.com	616.88
		Unpaid Sales Tax	53.98
		Expensed Amount	670.86
096994	10/06/2010	WILLIAM T. SCROGGINS	237.09
096995	10/06/2010	SHAMROCK SUPPLY	474.95
096996	10/06/2010	SIERRA SOIL, INC.	609.00
096997	10/06/2010	ROBERT SKEELS & CO. INC.	3,831.81
096998	10/06/2010	SMITH PIPE & SUPPLY, INC.	1,550.06
096999	10/06/2010	SPECTRUM INDUSTRIES, INC.	20.60
097000	10/06/2010	SPECTRUM CHEMICAL MFG. CORP.	90.34
097001	10/06/2010	ALENA STRICKLAND	175.00
097002	10/06/2010	SWEETWATER	251.94
097003	10/06/2010	UNISOURCE WORLDWIDE INC.	1,620.21
097004	10/06/2010	UNITED INTERIORS	1,173.66
097005	10/06/2010	UNITED RENTALS	671.23
097006	10/06/2010	VENTEK INTERNATIONAL	180.00
097007	10/06/2010	VICENTI, LLOYD & STUTZMAN LLP	4,814.00
097008	10/06/2010	VISTA PAINT                      CORPORATE OFFICE	369.96
097009	10/06/2010	WARE DISPOSAL CO., INC.	2,015.47
097010	10/06/2010	SCOTT WEATHERWAX	50.00
097011	10/06/2010	DOUGLAS WESTLAKE	705.00
097012	10/06/2010	WILLIAMS RECORDING	400.00
097013	10/06/2010	WIRED PLANET	75.00
097014	10/06/2010	LYNN YOUNG	1,080.00
097015	10/06/2010	Z CORPORATION	1,235.67
097016	10/07/2010	SMART & FINAL IRIS CO.	454.13
097017	10/07/2010	ACBO	285.00
097018	10/07/2010	ALFORD, JOANN	35.00
097019	10/07/2010	AMERICAN EXPRESS                TRAVEL RELATED SERVICES CO INC	5,849.90
097020	10/07/2010	DAVID BUGAY	84.83
097021	10/07/2010	CCCCIO	230.00
097022	10/07/2010	ELIZABETH CIPRES	75.00
097023	10/07/2010	COMMUNITY COLLEGE LEAGUE OF CA	475.00
097024	10/07/2010	COMMUNITY COLLEGE LEAGUE OF CA	475.00
097025	10/07/2010	EMBASSY SUITES HOTEL            MANDALAY BEACH RESORT	607.59

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

ESCAPE ONLINE

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Checks Dated 10/06/2010 through 10/26/2010

Board Meeting Date 11/17/10

Check Number	Check Date	Pay to the Order of	Check Amount
097026	10/07/2010	KRISTA FISHER	35.00
097027	10/07/2010	VALERIE GELLER	500.00
097028	10/07/2010	COLLEEN HILDEBRAND	325.00
097029	10/07/2010	HILTON PASADENA	182.95
097030	10/07/2010	TEDDI LORCH	40.42
097031	10/07/2010	JW MARRIOTT DESERT RIDGE RESORT & SPA	642.24
097032	10/07/2010	JW MARRIOTT DESERT RIDGE RESORT & SPA	642.24
097033	10/07/2010	MIKI MIKOLAJCZAK	35.00
097034	10/07/2010	NATIONAL COLLEGIATE HONORS COUNCIL (NCHC)	350.00
097035	10/07/2010	ZERO TO THREE - 2010 NATIONAL TRAINING INSTITUTE	1,040.00
097036	10/07/2010	HEIDI M. OCHOA	385.00
097037	10/07/2010	SHERATON PASADENA HOTEL	596.00
097038	10/07/2010	SOKHA SONG	44.31
097039	10/07/2010	TIFFANY TRAN	91.00
097040	10/08/2010	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296 M.A. 296110	28,578.13
097041	10/08/2010	JULIE ANDERSON	57.45
097042	10/08/2010	LUCY BROWN	42.30
097043	10/08/2010	ELLE DUBOIS	39.00
097044	10/08/2010	GALLS INC. %GALLS RETAIL CA LOCK BOX	239.21
097045	10/08/2010	MICHELLE GAYNOR	60.68
097046	10/08/2010	JENNIFER GLEIZER	12.75
097047	10/08/2010	GOLF VENTURES WEST	377.22
097048	10/08/2010	ESTER GRAHAM	28.54
097049	10/08/2010	W. W. GRAINGER	10,464.28
097050	10/08/2010	GREY HOUSE PUBLISHING	242.50
		Unpaid Sales Tax	19.69
		Expensed Amount	262.19
097051	10/08/2010	GRILLO'S FILTER SALES	1,339.58
097052	10/08/2010	HAITBRINK ASPHALT PAVING, INC.	11,880.00
097053	10/08/2010	RUSSELL HAMILTON	51.91
097054	10/08/2010	HARBOR FREIGHT TOOLS CO.	123.81
097055	10/08/2010	RUBY HAZZARD	39.41
097056	10/08/2010	ALINDE HERRON	32.95
097057	10/08/2010	HIGHER ONE INC.	284.80
097058	10/08/2010	HITT MARKING DEVICES, INC.	246.92
097059	10/08/2010	HORN IMPROVEMENT	985.65
097060	10/08/2010	ANTHONY HUNTLEY	19.95
097061	10/08/2010	INGARDIA BROTHERS PRODUCE, INC.	1,512.01
097062	10/08/2010	IRVINE PIPE & SUPPLY	1,632.86
097063	10/08/2010	TALITHA JAMES	180.00
097064	10/08/2010	ANDREW C. JONES	636.73
097065	10/08/2010	KEN'S SPORTING GOODS	163.49
097066	10/08/2010	CANDACE KINCAID	22.95
097067	10/08/2010	THE LAB DEPOT	67.17
097068	10/08/2010	LAGUNA GRAPHIC ARTS, INC.	706.88
097069	10/08/2010	TONI LAKOW	39.41
097070	10/08/2010	MICHAEL LEVINE, INC.	737.56
097071	10/08/2010	LIFECOURSE ASSOCIATES	63.65
		Unpaid Sales Tax	4.65
		Expensed Amount	68.30
097072	10/08/2010	NICOLE LOFTUS	157.22
097073	10/08/2010	MAIN GRAPHICS	3,836.57
097074	10/08/2010	LORI MANGELS	66.55
097075	10/08/2010	MANN'S WOODCARE PRODUCTS	54.00

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Check Number	Check Date	Pay to the Order of	Check Amount
		Unpaid Sales Tax	3.83
		Expensed Amount	57.83
097076	10/08/2010	MAQUINSAL SEWING MACHINE CO.	109.79
097077	10/08/2010	STEVE MARADIAN	340.42
097078	10/08/2010	ANITA MC DONALD	25.66
097079	10/08/2010	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	428.04
097080	10/08/2010	MC KESSON MEDICAL SURGICAL	3,989.77
097081	10/08/2010	ORCHARD SUPPLY HARDWARE	466.82
097082	10/08/2010	JULIE ANDERSON	8.97
097083	10/08/2010	ARAMARK UNIFORM SERVICES	73.89
097084	10/08/2010	ARAMARK UNIFORM SERVICES	38.32
097085	10/08/2010	LEE ARMSTRONG CO., INC.	1,550.00
097086	10/08/2010	ARROWHEAD DRINKING WATER	43.49
097087	10/08/2010	B & K WHOLESALE ELECTRIC	654.75
097088	10/08/2010	BARNES & NOBLE	270.91
097089	10/08/2010	BESAFE TECHNOLOGIES, INC.	738.15
097090	10/08/2010	BISHOP COMPANY	384.80
097091	10/08/2010	BLICK ART MATERIALS	133.39
097092	10/08/2010	BRAND ATHLETICS	14,081.56
097093	10/08/2010	TOM BURROWS	28.63
097094	10/08/2010	CA COMMERCIAL LIGHTING SUPPLY	271.87
097095	10/08/2010	CALIFORNIA METAL-X	2,745.00
		Unpaid Sales Tax	240.19
		Expensed Amount	2,985.19
097096	10/08/2010	CAPISTRANO SEWING MACHINE CO	268.77
097097	10/08/2010	CAROLINA BIOLOGICAL SUPPLY	50.97
097098	10/08/2010	CCCMBCA	350.00
097099	10/08/2010	CCSCA % RODNEY RAGSDALE	150.00
097100	10/08/2010	CDW GOVERNMENT, INC.	1,619.12
097101	10/08/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	4,111.62
097102	10/08/2010	EMILY CRICK	700.00
097103	10/08/2010	DE NAULT'S TRUE VALUE HARDWARE	345.71
097104	10/08/2010	DIGI-KEY CORP.	78.57
097105	10/08/2010	SPARKLETTS	506.71
097106	10/08/2010	SPARKLETTS	1,253.39
097107	10/08/2010	EDUCATIONAL MUSIC SERVICE	75.59
097108	10/08/2010	EIGER SPORTS WEAR	1,815.00
		Unpaid Sales Tax	157.50
		Expensed Amount	1,972.50
097109	10/08/2010	EMERGENCY MEDICAL PRODUCTS	146.27
097110	10/08/2010	ENTERPRISE RENT-A-CAR	119.84
097111	10/08/2010	FITNESS WHOLESALE, INC.	706.79
097112	10/08/2010	FLOOR TECH GROUP	3,940.00
097113	10/08/2010	DAIRY DEPOT	39.60
097114	10/08/2010	ACCUVANT INC.	9,037.20
097115	10/08/2010	AdvanceTek	8,000.00
097116	10/08/2010	CATALYST CONSULTING	9,450.00
097117	10/08/2010	DATALINK CORPORATION	24,440.00
097118	10/08/2010	DLS BUILDERS, INC.	116,929.14
097119	10/08/2010	GUTTER MASTERS	1,916.00
097120	10/08/2010	MUIR-CHASE PLUMBING CO., INC.	5,322.00
097121	10/08/2010	NEUDESIC, LLC	73,980.00
097122	10/08/2010	PB AMERICAS, INC.	1,643.33
097123	10/08/2010	RED STONE, INC	6,048.00

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097124	10/08/2010	RJT COMPUQUEST	5,600.00
097125	10/08/2010	XEROX CORP.	22,661.97
097126	10/08/2010	XEROX CORP.	197.68
097127	10/08/2010	LAURA ABRAMS	55.96
097128	10/08/2010	HOME DEPOT CREDIT SERVICES	1,269.69
097129	10/08/2010	KAESER COMPRESSORS, INC.	8,407.48
097130	10/08/2010	JOSEPH JAY MENDOZA	700.00
097131	10/08/2010	MIKI MIKOLAJCZAK	105.62
097132	10/08/2010	MILLENNIUM BUSINESS SERVICES	100.05
097133	10/08/2010	MINITEX LIBRARY INFO. NETWORK 15 ANDERSON LIB-UNIV OF MINN.	733.00
		Unpaid Sales Tax	63.53
		Expensed Amount	796.53
097134	10/08/2010	MIRAMAR WHOLESALE NURSERIES	306.19
097135	10/08/2010	MITCHELL INSTRUMENTS	552.17
097136	10/08/2010	MKH ELECTRONICS	241.05
097137	10/08/2010	MOBILE MODULAR MGMT. CORP.	39,806.50
097138	10/08/2010	MOLE-RICHARDSON CO.	3,532.56
097139	10/08/2010	MOORE MEDICAL, LLC	73.97
097140	10/08/2010	MOULTON-NIGUEL WATER DIST.	15,689.47
097141	10/08/2010	BETH MUELLER	19.24
097142	10/08/2010	MUSIC THEATRE INTERNATIONAL	15.00
097143	10/08/2010	NASCO MODESTO	32.24
097144	10/08/2010	NEWBEGINNINGS, INC. CATERING DIVISION	1,299.02
097145	10/08/2010	NEWPORT COMPUTER SOLUTIONS, INC	21,398.66
097146	10/08/2010	NORMS REFRIGERATION	219.91
097147	10/08/2010	OC REGISTER COMMERCIAL BILLING	4,229.00
097148	10/08/2010	ORKIN EXTERMINATING	1,327.75
097149	10/08/2010	VICTORIA ORLICH	93.59
097150	10/11/2010	ACSIG/EDGE	131,411.36
097151	10/11/2010	ACSIG/EDGE	43,485.40
097152	10/11/2010	HYATT LEGAL	7,345.50
097153	10/11/2010	PACIFICARE BEHAVIORAL HEALTH	3,163.02
097154	10/11/2010	PRUDENTIAL INSURANCE COMPANY OF AMERICA	14,928.07
097155	10/11/2010	PRUDENTIAL INSURANCE COMPANY OF AMERICA	26,939.29
097156	10/11/2010	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	1,149,154.00
097157	10/11/2010	UNUM LIFE INSURANCE COMPANY	1,471.03
097158	10/11/2010	UNUM LIFE INSURANCE COMPANY	3,217.87
097159	10/11/2010	ACSIG/EDGE	14,152.48
097160	10/11/2010	ACSIG/EDGE	4,028.20
097161	10/11/2010	SISC III HEALTH BENEFITS ACCOUNTS RECEIVABLE	247,352.00
097162	10/11/2010	ADVANTA ENERGY	800.00
097163	10/11/2010	APPLE COMPUTER INC.	75.04
097164	10/11/2010	ASI	88.99
097165	10/11/2010	ASW EXPRESS	246.87
		Unpaid Sales Tax	20.99
		Expensed Amount	267.86
097166	10/11/2010	BLICK ART MATERIALS	200.97
097167	10/11/2010	THE BLIND FACTORY	495.00
097168	10/11/2010	ATHLETIC PUBLISHING COMPANY	156.91
		Unpaid Sales Tax	12.86
		Expensed Amount	169.77
097169	10/11/2010	KRISTEN BUSH	2,380.00
097170	10/11/2010	CAESAR'S APPLIANCE SERVICE, INC.	53.00
097171	10/11/2010	CAPT BUSINESS OFFICE	31.00

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097172	10/11/2010	CINTAS DOCUMENT MANAGEMENT	26.79
097173	10/11/2010	CINTAS DOCUMENT MANAGEMENT	26.79
097174	10/11/2010	CINTAS DOCUMENT MANAGEMENT	26.79
097175	10/11/2010	CINTAS DOCUMENT MANAGEMENT	144.05
097176	10/11/2010	CINTAS DOCUMENT MANAGEMENT	128.60
097177	10/11/2010	COACH AMERICA	2,777.92
097178	10/11/2010	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA/CCCAA	998.40
097179	10/11/2010	DELL MARKETING L.P. C/O DELL USA L.P.	73.40
097180	10/11/2010	DirecTV	96.98
097181	10/11/2010	ECONOMIC ALTERNATIVES, INC.	347.91
097182	10/11/2010	ENTERPRISE RENT-A-CAR	132.05
097183	10/11/2010	EWING IRRIGATION PRODUCTS	163.17
097184	10/11/2010	EXCELSIOR ELEVATOR CORPORATION	1,359.00
097185	10/11/2010	BOB PARRETT CONSTRUCTION	22,573.35
097186	10/11/2010	COMMUNITY PLAYTHINGS	226.20
097187	10/11/2010	SAN DIEGO GAS & ELECTRIC	49,151.49
097188	10/11/2010	SAN DIEGO GAS & ELECTRIC	1,511.01
097189	10/11/2010	3 DAY BLINDS	2,511.60
097190	10/11/2010	ACUSHNET COMPANY	1,479.63
097191	10/11/2010	AGUINAGA GREEN, INC.	255.56
097192	10/11/2010	AIRGAS WEST	103.45
097193	10/11/2010	TAMMY BECKNER	240.00
097194	10/11/2010	BERG WHOLESALE	1,629.08
097195	10/11/2010	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.	500.00
097196	10/11/2010	BUTLER CHEMICALS, INC.	917.39
097197	10/11/2010	CALIFORNIA STAGE/LIGHTING, INC	60.00
097198	10/11/2010	NORMA CARDENAS	50.00
097199	10/11/2010	CCCLGCA % DAVE NEER, HEAD GOLF	150.00
097200	10/11/2010	COACH	
097200	10/11/2010	CHENG & TSUI ORDERS DEPARTMENT	65.99
		Unpaid Sales Tax	5.25
		Expensed Amount	71.24
097201	10/11/2010	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES	300.00
097202	10/11/2010	COX COMMUNICATIONS	4,277.86
097203	10/11/2010	CULLIGAN	47.70
097204	10/11/2010	CUSTOMINK, LLC	2,105.79
		Unpaid Sales Tax	184.26
		Expensed Amount	2,290.05
097205	10/11/2010	MICHELE DUGAN	180.00
097206	10/11/2010	EAGLE COMMUNICATIONS	432.04
097207	10/11/2010	ESSENCE ENTERTAINMENT	1,650.00
097208	10/11/2010	BRIAN ESTRADA	405.00
097209	10/11/2010	FISHER SCIENTIFIC	1,648.33
097210	10/11/2010	FREEWAY AUTO SUPPLY	5.42
097211	10/12/2010	ACBO	285.00
097212	10/12/2010	DR. ROBERT BRAMUCCI	130.00
097213	10/12/2010	CCCAOE	395.00
097214	10/12/2010	CROWNE PLAZA HOTEL	292.94
097215	10/12/2010	EMBASSY SUITES HOTEL MANDALAY BEACH RESORT	339.02
097216	10/12/2010	DAVID FRANCISCO	35.00
097217	10/12/2010	WILL GLEN	817.36
097218	10/12/2010	GREEN TECHNOLOGY	193.50
097219	10/12/2010	GREEN TECHNOLOGY	118.70

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097220	10/12/2010	THE SPRING HILLS SUITES BY MARRIOTT	103.50
097221	10/12/2010	FRANCES MILLER	43.93
097222	10/12/2010	DR. LORI PHELPS	500.00
097223	10/12/2010	JENNIFER RACHMAN	35.00
097224	10/12/2010	DOUGHERTY + DOUGHERTY ARCHITECTS LLP	25,287.21
097225	10/12/2010	gkkworks	538.31
097226	10/12/2010	JACKSON, DE MARCO, TIDUS, & PE	49,256.57
097227	10/12/2010	LIEBERT CORPORATION	588.05
097228	10/12/2010	MC CARTHY BUILDING COMPANIES	4,049.62
097229	10/12/2010	PB AMERICAS, INC.	3,440.39
097230	10/12/2010	QUEST ENERGY GROUP, LLC	15,750.00
097231	10/12/2010	REPRO XPRESS	57.53
097232	10/12/2010	RGP PLANNING & DEVELOPMENT SERVICES	11,647.84
097233	10/12/2010	RR SYSTEMS, INC.	962.00
097234	10/12/2010	PROAIR CONSTRUCTION SVCS. INC.	12,865.00
097235	10/12/2010	QUEST DIAGNOSTICS	690.90
097236	10/12/2010	QUICK CAPTION	1,540.00
097237	10/12/2010	DONNA RANE-SZOSTAK	18.30
097238	10/12/2010	REI	175.30
097239	10/12/2010	RICOH AMERICAS CORPORATION RICOH CUSTOMER FINANCE CORP.	12.51
097240	10/12/2010	SEHI PROCOMP COMPUTER PRODUCTS	213.26
097241	10/12/2010	SARA LEILA SHEYBANI % MSE DIVISION OFFICE	142.52
097242	10/12/2010	SHRED-IT CAMPO ENTERPRISES, INC.	80.00
097243	10/12/2010	SIMS-ORANGE WELDING SUPPLY	162.45
097244	10/12/2010	JENNIFER SNIDER	50.00
097245	10/12/2010	SPECTRUM CHEMICAL MFG. CORP.	996.24
097246	10/12/2010	ALENA STRICKLAND	70.00
097247	10/12/2010	TICKET ENVELOPE COMPANY	164.00
		Unpaid Sales Tax	14.35
		Expensed Amount	178.35
097248	10/12/2010	TURSI'S SOCCER SUPPLY, INC.	5,039.42
097249	10/12/2010	UNITED SITE SERVICES OF CALIFORNIA, INC.	93.11
097250	10/12/2010	USA MOBILITY ATTN: ACCOUNTS RECEIVABLE	85.77
097251	10/12/2010	STEVEN VANHAUWAERT	400.00
097252	10/12/2010	VSA, Inc.	525.15
097253	10/12/2010	VWR INTERNATIONAL, INC.	2,833.14
097254	10/12/2010	WEST-LITE SUPPLY CO.	1,883.82
097255	10/12/2010	WESTERN COSTUME CO.	19.82
097256	10/12/2010	ANGELICA R. ZIKOOR	120.00
097257	10/12/2010	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,696.02
097258	10/12/2010	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,696.02
097259	10/13/2010	POSTMASTER	19,995.00
097260	10/15/2010	AAA ACCESS SMOG	50.00
097261	10/15/2010	AABACA, INC.	397.00
		Unpaid Sales Tax	33.86
		Expensed Amount	430.86
097262	10/15/2010	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	16,110.00
097263	10/15/2010	ADCLUB ADVERTISING SERVICE	3,789.00
097264	10/15/2010	AIR SOURCE INDUSTRIES, INC.	28.04
097265	10/15/2010	ALAN'S LAWNMOWER & GARDEN	8,010.74
097266	10/15/2010	APPLE COMPUTER INC.	183.00
097267	10/15/2010	ARMSTRONG TOOL & SUPPLY CO.	261.55

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097268	10/15/2010	AVALON TENT & PARTY	487.57
097269	10/15/2010	B & H PHOTO	1,576.00
		Unpaid Sales Tax	137.90
		Expensed Amount	1,713.90
097270	10/15/2010	BLACKBOARD INC.	81,762.00
097271	10/15/2010	CHRISTOPHER BULL	1,000.00
097272	10/15/2010	CAPT BUSINESS OFFICE	266.59
097273	10/15/2010	CHEFS' TOYS	1,061.99
097274	10/15/2010	CLUB CAR, INC.	45.21
097275	10/15/2010	COLE-PARMER INSTRUMENT COMPANY	54.05
097276	10/15/2010	COLLEGE BOARD ATTN: ACCTS. RECEIVABLE	21,063.96
097277	10/15/2010	MIKE COLLINS	15.07
097278	10/15/2010	CPP, INC. DAVIES-BLACK PUBLISHING	315.00
097279	10/15/2010	CSK AUTO, INC.	238.11
097280	10/15/2010	DIGI-KEY CORP. 610887	67.96
097281	10/15/2010	EL CAMINO ASPHALT PAVING CORP.	14,850.00
097282	10/15/2010	ESSENCE ENTERTAINMENT	2,442.00
097283	10/15/2010	EXPERIAN	77.00
097284	10/15/2010	FISHER SCIENTIFIC	568.98
097285	10/15/2010	LISA FITCHNER	50.00
097286	10/15/2010	BRENDA FRAME	2,500.00
097287	10/15/2010	OFFICEMAX CONTRACT INC.	7,755.21
097288	10/15/2010	TAMERA RICE	40.00
097289	10/15/2010	WILLIAMS RECORDING	400.00
097290	10/18/2010	JACC	600.00
097291	10/18/2010	AT&T	223.54
097292	10/18/2010	AT&T	62.14
097293	10/18/2010	AT&T	22.72
097294	10/18/2010	AT&T	35.54
097295	10/18/2010	AT&T	5,944.08
097296	10/18/2010	AT&T	12.00
097297	10/18/2010	AT&T	11.43
097298	10/18/2010	SOUTHERN CALIFORNIA GAS CO.	17.12
097299	10/18/2010	SOUTHERN CALIFORNIA GAS CO.	11,181.21
097300	10/18/2010	PETCO ANIMAL SUPPLIES	197.25
097301	10/18/2010	SAFEWAY INC/PAVILIONS	826.93
097302	10/18/2010	US FOODS	1,127.09
097303	10/18/2010	SO. ORANGE CO. COMM. COL. DIST	1,344.00
097304	10/18/2010	AIR SOURCE INDUSTRIES, INC.	22.85
097305	10/18/2010	LEE ARMSTRONG CO., INC.	2,885.00
097306	10/18/2010	ARTALKS DESIGN, LLC	2,653.12
097307	10/18/2010	AVENTURA SAILING ASSOC.	180.00
097308	10/18/2010	CALIFORNIA STAGE/LIGHTING, INC	194.96
097309	10/18/2010	CDW GOVERNMENT, INC.	345.99
097310	10/18/2010	SPARKLETTS	57.30
097311	10/18/2010	DUNN-EDWARDS CORPORATION	157.90
097312	10/18/2010	EBERHARD EQUIPMENT	304.34
097313	10/18/2010	ELSEVIER INC.	12,008.00
097314	10/18/2010	FEDERAL EXPRESS	723.42
097315	10/18/2010	FOSTER CARE AUXILIARY OF OC	240.00
097316	10/18/2010	FREEWAY AUTO SUPPLY	26.77
097317	10/18/2010	BCH WATERWORKS	135.00
097318	10/18/2010	DAIRY DEPOT	57.96
097319	10/18/2010	EXCHANGE	76.00
097320	10/18/2010	CATHERINE AYAD	57.10
097321	10/18/2010	CCCEOPSA CERRITOS COLLEGE	50.00
097322	10/18/2010	CCCEOPSA CERRITOS COLLEGE	50.00

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097323	10/18/2010	CCCEOPSA CERRITOS COLLEGE	50.00
097324	10/18/2010	CCCEOPSA CERRITOS COLLEGE	50.00
097325	10/18/2010	CCCEOPSA CERRITOS COLLEGE	50.00
097326	10/18/2010	CAL STATE DOMINGUEZ HILLS DIV. OF EXTENDED EDUCATION	725.00
097327	10/18/2010	JENNIFER FOROUZESH	633.65
097328	10/18/2010	JENNIFER FORSTER	35.00
097329	10/18/2010	GREEN TECHNOLOGY	108.00
097330	10/18/2010	GREEN TECHNOLOGY	108.00
097331	10/18/2010	JAYNE KLUNDER	35.00
097332	10/18/2010	CHIN LAM	64.01
097333	10/18/2010	CAROL LERMAN	35.00
097334	10/18/2010	OCSBA % BLANCA ZIMMERMAN	31.00
097335	10/18/2010	PAPERCLIP COMMUNICATIONS	54.00
097336	10/18/2010	PATTON, KEN	137.56
097337	10/18/2010	TAMERA RICE	288.00
097338	10/18/2010	EDWARD TACKETT	89.99
097339	10/18/2010	AT&T	10.14
097340	10/18/2010	RICOH BUSINESS SYSTEMS	127.41
097341	10/18/2010	XEROX CORP.	918.11
097342	10/18/2010	AdvanceTek	8,000.00
097343	10/18/2010	CATALYST CONSULTING	8,235.00
097344	10/18/2010	COMMERCIAL ROOFING SYSTEMS, INC.	2,183.00
097345	10/18/2010	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	466.73
097346	10/18/2010	C.W. DRIVER CONTRACTORS, INC.	32,200.67
097347	10/18/2010	ECLIPSE WINDOW TINTING	1,656.43
097348	10/18/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	4,700.00
097349	10/18/2010	LCS CONSTRUCTORS, INC.	3,600.00
097350	10/18/2010	LIEBERT CORPORATION	20,369.00
097351	10/18/2010	MC CARTHY BUILDING COMPANIES	61,258.40
097352	10/18/2010	MC KENNA LONG & ALDRIDGE, LLP	4,424.00
097353	10/18/2010	MOBILE MODULAR MGMT. CORP.	958.00
097354	10/18/2010	NIMBLE CONSULTING	10,000.00
097355	10/18/2010	PB AMERICAS, INC.	1,643.33
097356	10/19/2010	DAVID E. ANDERSON, JR.	51.70
097357	10/19/2010	LORENZ GAMMA	500.00
097358	10/19/2010	GEOPRIME MINERALS	11,853.75
097359	10/19/2010	GETTY IMAGES, INC.	3,000.00
097360	10/19/2010	GOLF VENTURES WEST	229.17
097361	10/19/2010	GOVCONNECTION	400.52
097362	10/19/2010	GREEN THUMB INTERNATIONAL	38.05
097363	10/19/2010	GREENLEIGH & WONG TECHNICAL SERVICE LLC	2,987.00
097364	10/19/2010	KELLY GRIMES	540.00
097365	10/19/2010	MARLYS GRODT & ASSOCIATES	800.00
097366	10/19/2010	GUY, GEORGINA	64.12
097367	10/19/2010	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	625.00
097368	10/19/2010	HARDY DIAGNOSTICS	49.92
097369	10/19/2010	HIGHER ONE INC.	391.60
097370	10/19/2010	HIRSCH PIPE & SUPPLY	423.98
097371	10/19/2010	HITT MARKING DEVICES, INC.	111.20
097372	10/19/2010	MICHAEL HOGGATT	120.00
097373	10/19/2010	CHRIS HOGSTEDT	61.27
097374	10/19/2010	IMPACT IMAGES CLEAR IMAGE, INC.	169.85
097375	10/19/2010	INTERSTATE BATTERIES OF CALIFORNIA COAST	2,504.62
097376	10/19/2010	PETER JACOBSON	500.00
097377	10/19/2010	JIM'S MUSIC CENTER, INC.	494.22
097378	10/19/2010	JOHNSTONE SUPPLY	44.38

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097379	10/19/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,280.00
097380	10/19/2010	PROTECTED INSURANCE PROGRAM FOR SCHOOLS	145,609.00
097381	10/19/2010	LAGUNA GRAPHIC ARTS, INC.	119.63
097382	10/19/2010	FOREST LAKE EDUCATION MANAGEMENT	60,694.38
097383	10/19/2010	LASER SOURCE	86.37
097384	10/19/2010	LAURA'S INT PLANTSCAPE SERV	445.68
097385	10/19/2010	LAWNMOWERS ETC., LLC	104.69
097386	10/19/2010	LINKS SIGN LANGUAGE INTERPRETING SERVICES	10,278.00
097387	10/19/2010	LOOMIS, FARGO & CO., INC	378.21
097388	10/19/2010	INSTITUTE FOR PROFESSIONAL DEVdba LOVE AND LOGIC, INC.	414.00
		Unpaid Sales Tax	31.50
		Expensed Amount	445.50
097389	10/19/2010	M. HARA LAWNMOWER CENTER	2,893.81
097390	10/19/2010	MAIN GRAPHICS	733.05
097391	10/19/2010	MARINA MUSIC	684.50
		Unpaid Sales Tax	58.17
		Expensed Amount	742.67
097392	10/19/2010	McMASTER CARR SUPPLY CO.	230.46
097393	10/19/2010	MEDCO SUPPLY COMPANY	1,154.02
097394	10/19/2010	MERCURY DOCUMENT IMAGING CO.	292.00
097395	10/19/2010	MILLENNIUM BUSINESS SERVICES	252.30
097396	10/19/2010	SALLIE MILLER	630.00
097397	10/19/2010	MINITEX LIBRARY INFO. NETWORK 15 ANDERSON LIB-UNIV OF MINN.	343.00
		Unpaid Sales Tax	29.40
		Expensed Amount	372.40
097398	10/19/2010	MITCHELL1	999.00
097399	10/19/2010	NEWBEGINNINGS, INC. CATERING DIVISION	255.84
097400	10/19/2010	NIELSEN, MERKSAMER, PARRINELLOMUELLER & NAYLOR, LLP	1,500.00
097401	10/19/2010	NORTH STATE ENVIRONMENTAL	15,242.10
097402	10/19/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	5,100.00
097403	10/19/2010	COUNTY OF ORANGE AUDITOR-CONTROLLER	9,592.00
097404	10/19/2010	OC Treasurer-Tax Collector	898.40
097405	10/19/2010	ORANGE COUNTY BUSINESS COUNCIL	10,000.00
097406	10/19/2010	ORANGE CO. HEALTH CARE AGENCY ENVIRONMENTAL HEALTH	64.90
097407	10/19/2010	OC REGISTER COMMERCIAL BILLING	4,489.32
097408	10/19/2010	ORANGE CO. SPECTATOR SERVICES DARRELL TIFF, OWNER	506.00
097409	10/19/2010	OCB REPROGRAPHICS, INC.	104.48
097410	10/19/2010	ONESOURCE DISTRIBUTORS, LLC	571.97
097411	10/19/2010	ORIGIN PC CORP	8,537.43
		Unpaid Sales Tax	747.03
		Expensed Amount	9,284.46
097412	10/19/2010	GLORIA OROZCO	50.00
097413	10/19/2010	JAY SIERZCHULA	27.00
097414	10/19/2010	ALL SIGNS AMERICA	1,294.12
097415	10/19/2010	JULIE ANDERSON	34.62
097416	10/19/2010	ANTHONY SHOE REPAIR	347.46
097417	10/19/2010	ARAMARK UNIFORM SERVICES	66.14
097418	10/19/2010	ARAMARK UNIFORM SERVICES	71.82
097419	10/19/2010	ARAMARK UNIFORM SERVICES	77.30

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097420	10/19/2010	BRAND ATHLETICS	361.45
097421	10/19/2010	CROWN VALLEY MARKETPLACE	5.67
097422	10/19/2010	DELL MARKETING L.P. C/O DELL USA L.P.	1,349.33
097423	10/19/2010	DHARMA TRADING CO.	203.08
097424	10/19/2010	ETR ASSOCIATES	103.85
097425	10/19/2010	FIRE MOUNTAIN GEMS & BEADS INC	63.42
		Unpaid Sales Tax	4.88
		Expensed Amount	68.30
097426	10/19/2010	MAIN GRAPHICS	784.51
097427	10/19/2010	OFFICEMAX CONTRACT INC.	6,569.72
097428	10/19/2010	SHELL FLEET CARD SERVICES PROCESSING CENTER	2,542.86
097429	10/19/2010	OFFICEMAX CONTRACT INC.	361.79
097430	10/19/2010	JACKSON, DE MARCO, TIDUS, & PE	14,426.25
097431	10/19/2010	JONES DAY	128,411.77
097432	10/20/2010	JHOANLUK MASAYA PALMER	1,200.00
097433	10/20/2010	PARKWAY LAWNMOWER SHOP	371.15
097434	10/20/2010	THE PATON GROUP	1,781.25
097435	10/20/2010	PBS DISTRIBUTION, LLC	32.13
097436	10/20/2010	PC MALL GOV. INC.	75.22
097437	10/20/2010	J.W. PEPPER & SON, INC.	389.35
097438	10/20/2010	PHOENIX GROUP	4,168.86
097439	10/20/2010	POWER FORD TUSTIN	636.15
097440	10/20/2010	PRESCOTT HARDWARE/SHEET METAL	60.36
097441	10/20/2010	QUARTERMASTER	331.58
097442	10/20/2010	LARRY RADDEN	267.20
097443	10/20/2010	REFRIGERATION SUPPLIES DIST.	2,997.66
097444	10/20/2010	RICOH AMERICAS CORPORATION	12.51
097445	10/20/2010	ANDREW ROBERTS	300.00
097446	10/20/2010	S & B FOODS CATERING DIVISION	389.05
097447	10/20/2010	SAFEWAY INC/PAVILIONS	2,085.40
097448	10/20/2010	SAMY'S CAMERA	664.46
097449	10/20/2010	SAMY'S CAMERA	2,484.94
097450	10/20/2010	FHEG - SADDLEBACK BOOKSTORE STORE NO. 296 M.A. 2961329	51.61
097451	10/20/2010	THE SCIENCE FAIR	1,393.42
		Unpaid Sales Tax	121.92
		Expensed Amount	1,515.34
097452	10/20/2010	GUISELLE SCOTT	120.00
097453	10/20/2010	JARED SCOTT	480.00
097454	10/20/2010	SEHI PROCOMP COMPUTER PRODUCTS	1,564.55
097455	10/20/2010	SHATTINGER MUSIC	1,968.95
097456	10/20/2010	SIEMENS WATER TECHNOLOGIES	225.16
097457	10/20/2010	SIERRA SOIL, INC.	609.00
097458	10/20/2010	SMART LEVELS MEDIA	444.42
097459	10/20/2010	SO. COAST FIRE PROTECTION	180.00
097460	10/20/2010	SPECTRUM CHEMICAL MFG. CORP.	756.64
097461	10/20/2010	ALENA STRICKLAND	140.00
097462	10/20/2010	STEVE TEH	16.20
097463	10/20/2010	TIGER DIRECT C/O SYX SERVICES	552.09
		Unpaid Sales Tax	47.51
		Expensed Amount	599.60
097464	10/20/2010	TRI-AD	1,125.00
097465	10/20/2010	TROXELL COMMUNICATIONS, INC.	106.58
097466	10/20/2010	TURF TIRE DISTRIBUTORS	258.65

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097467	10/20/2010	TURSI'S SOCCER SUPPLY, INC.	110.70
097468	10/20/2010	TUTTLE-CLICK FORD	88.33
097469	10/20/2010	THE TUVA TRADER                      DEVAN MILLER	55.00
		Unpaid Sales Tax                      4.20	
		Expensed Amount                      59.20	
097470	10/20/2010	UNITED INTERIORS	435.69
097471	10/20/2010	UNITED SITE SERVICES OF              CALIFORNIA, INC.	187.38
097472	10/20/2010	UNITED PARCEL SERVICE	76.77
097473	10/20/2010	USA MOBILITY                      ATTN: ACCOUNTS	105.24
097474	10/20/2010	RECEIVABLE	
097474	10/20/2010	VSA, Inc.	396.94
097475	10/20/2010	VWR INTERNATIONAL, INC.	214.61
097476	10/20/2010	WAUSAU TILE, INC.	293.62
097477	10/20/2010	W A X I E	273.01
097478	10/20/2010	SEAN WILLIAMS	600.00
097479	10/20/2010	YALE CHASE MATERIALS HANDLING	703.62
097480	10/20/2010	YARDLEY PUMP AND VACUUM, INC.	946.29
097481	10/20/2010	Z CORPORATION	5,250.00
097482	10/20/2010	TRI-AD	41.00
		Unpaid Sales Tax                      2.63	
		Expensed Amount                      43.63	
097483	10/20/2010	ARTstor	2,106.25
097484	10/20/2010	B & H PHOTO	515.60
		Unpaid Sales Tax                      45.12	
		Expensed Amount                      560.72	
097485	10/20/2010	BIO-RAD LABORATORIES, INC.      LIFE SCIENCE GROUP	545.49
097486	10/20/2010	BRAND ATHLETICS	2,982.63
097487	10/20/2010	CAROLINA BIOLOGICAL SUPPLY	176.55
097488	10/20/2010	CINTAS DOCUMENT MANAGEMENT	26.79
097489	10/20/2010	CINTAS DOCUMENT MANAGEMENT	144.05
097490	10/20/2010	EBERHARD EQUIPMENT	378.17
097491	10/20/2010	FISHER SCIENTIFIC	1,212.09
097492	10/20/2010	FHEG IVC BOOKSTORE              STORE NO. 895 M.A 609	172.26
097493	10/20/2010	DANIEL SMITH, INC.	89.64
		Unpaid Sales Tax                      7.84	
		Expensed Amount                      97.48	
097494	10/20/2010	SOUTHERN CALIFORNIA EDISON CO.	2,398.64
097495	10/20/2010	SOUTHERN CALIFORNIA EDISON CO.	12,048.00
097496	10/20/2010	SOUTHERN CALIFORNIA EDISON CO.	99.08
097497	10/20/2010	VERIZON	147.88
097498	10/21/2010	EMPLOYMENT DEVELOPMENT DEPT.	187,156.47
097499	10/21/2010	SUZANNE CRAWFORD	92.27
097500	10/22/2010	ARTALKS DESIGN, LLC	521.44
097501	10/22/2010	DIRECT SYSTEMS SUPPORT	2,361.45
097502	10/22/2010	BOB PARRETT CONSTRUCTION	6,237.00
097503	10/22/2010	R2A ARCHITECTURE	9,601.15
097504	10/22/2010	TheNerds.net	1,030.42
		Unpaid Sales Tax                      87.32	
		Expensed Amount                      1,117.74	
097505	10/22/2010	MICHAEL WOLF INTERIORS INC.	3,575.55
097506	10/22/2010	WOLVERINE FENCE CO., INC.	19,500.00
097507	10/22/2010	ARLEEN ELSEROD	256.93
097508	10/22/2010	G/M BUSINESS INTERIORS	986.59
097509	10/22/2010	GALLS INC.                      %GALLS RETAIL CA LOCK BOX	239.21

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097510	10/22/2010	WILL GLEN	29.88
097511	10/22/2010	GOLDEN RAIN FOUNDATION	582.00
097512	10/22/2010	LISA JANE GORE	1,000.00
097513	10/22/2010	GREEN THUMB INTERNATIONAL	32.19
097514	10/22/2010	MARLYS GRODT & ASSOCIATES	1,000.00
097515	10/22/2010	GUNTHER'S ATHLETIC SERVICE	197.13
097516	10/22/2010	GEORGE T. HALL	3,743.18
097517	10/22/2010	HD SUPPLY FACILITIES MAINT.	551.46
097518	10/22/2010	HERTZ FURNITURE SYSTEMS	55.77
097519	10/22/2010	HIGHER ONE INC.	986.80
097520	10/22/2010	HIRSCH PIPE & SUPPLY	6,133.56
097521	10/22/2010	HOLIDAY INN EXPRESS	945.80
097522	10/22/2010	HORN IMPROVEMENT	61.75
097523	10/22/2010	IMAGE PRINTING SOLUTIONS CATHY ARONSON	1,196.25
097524	10/22/2010	IMODULES SOFTWARE, INC.	30,000.00
097525	10/22/2010	INGARDIA BROTHERS PRODUCE, INC.	1,611.31
097526	10/22/2010	INTEGRATED DNA TECHNOLOGIES	36.43
097527	10/22/2010	IRVINE PIPE & SUPPLY	372.63
097528	10/22/2010	JAMECO ELECTRONICS	91.94
097529	10/22/2010	JOHNSTONE SUPPLY	2,645.70
097530	10/22/2010	MACIAS, GINI & COMPANY LLP	15,089.75
097531	10/22/2010	MAQUINSAL SEWING MACHINE CO.	655.79
097532	10/22/2010	DIANE MC GROARTY	100.09
097533	10/22/2010	CARLY MC NAMEE	500.00
097534	10/22/2010	LASZLO MEZO	400.00
097535	10/22/2010	MILLENNIUM BUSINESS SERVICES	277.31
097536	10/22/2010	BETH MUELLER	28.56
097537	10/22/2010	ANTHONY RODGERS OPERATIONS SUPERVISORS	103.48
097538	10/22/2010	KAESER & BLAIR, INC.	587.02
097539	10/22/2010	PATRICK WEBSTER	31.09
097540	10/22/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	5,016.15
097541	10/22/2010	KEENAN & ASSOCIATES ACCOUNTS RECEIVABLE	4,600.00
097542	10/25/2010	SOUTHERN CALIFORNIA EDISON CO.	26,207.85
097543	10/25/2010	SOUTHERN CALIFORNIA GAS CO.	2,370.73
097544	10/25/2010	SOUTHERN CALIFORNIA GAS CO.	4,554.47
097545	10/25/2010	SOUTHERN CALIFORNIA GAS CO.	28.65
097546	10/25/2010	XEROX CORP.	575.16
097547	10/25/2010	HYPERION PRODUCTIONS, LLC	1,953.00
097548	10/25/2010	NEW SHANGHAI CIRCUS c/o Gurtman & Murtha Assoc.	1,976.25
097549	10/25/2010	A TO Z CIRCUIT BREAKERS	217.50
097550	10/25/2010	AAA ACCESS SMOG	50.00
097551	10/25/2010	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	247.77
097552	10/25/2010	AlertSite	9,420.00
097553	10/25/2010	ANDREW ALHADEFF	56.95
097554	10/25/2010	AMTECH ELEVATOR SERVICES	2,358.55
097555	10/25/2010	JULIE ANDERSON	4.24
097556	10/25/2010	ARAMARK UNIFORM SERVICES	41.82
097557	10/25/2010	ARMSTRONG TOOL & SUPPLY CO.	47.95
		Unpaid Sales Tax	3.68
		Expensed Amount	51.63
097558	10/25/2010	BLICK ART MATERIALS	428.21
097559	10/25/2010	BONDY PIANO, INC.	705.00

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		Unpaid Sales Tax	58.19
		Expensed Amount	763.19
097560	10/25/2010	GILLIAN BRACKEN	600.00
097561	10/25/2010	BRAVO SIGN & DESIGN	612.81
097562	10/25/2010	ROSALBA CERVANTES	210.00
097563	10/25/2010	TERRY CHRISTOPHER	1,200.00
097564	10/25/2010	JANE L. COLLIER	180.00
097565	10/25/2010	COPYNET OFFICE SOLUTIONS, INC	205.59
097566	10/25/2010	DANA POINT YACHT MAINTENANCE	31.90
097567	10/25/2010	DELL MARKETING L.P. C/O DELL USA L.P.	1,019.72
097568	10/25/2010	INDUS TRADING COMPANY, LLC	124.05
		Unpaid Sales Tax	9.87
		Expensed Amount	133.92
097569	10/25/2010	ENCO MANUFACTURING CO.	113.87
097570	10/25/2010	ESSENCE ENTERTAINMENT	7,392.00
097571	10/25/2010	FEDERAL EXPRESS	62.62
097572	10/25/2010	FREEWAY AUTO SUPPLY	71.72
097573	10/25/2010	FRY'S ELECTRONICS	561.74
097574	10/25/2010	AT&T	56.08
097575	10/25/2010	POSTMASTER	19,360.00
097576	10/25/2010	VERIZON	295.36
097577	10/25/2010	XEROX CORP.	322.17
097578	10/26/2010	AFFILIATED COMPUTER SERVICES	175.75
097579	10/26/2010	AIRGAS WEST	113.20
097580	10/26/2010	LEE ARMSTRONG CO., INC.	3,587.00
097581	10/26/2010	ART SUPPLY WAREHOUSE	672.00
097582	10/26/2010	TORHON BARNES	180.00
097583	10/26/2010	CATHERINE BERES	119.43
097584	10/26/2010	BUDDY'S ALL STARS	865.20
097585	10/26/2010	NORMA CARDENAS	50.00
097586	10/26/2010	COACH AMERICA	1,836.50
097587	10/26/2010	COLLINS COMPANY	277.00
097588	10/26/2010	CULLIGAN	2.75
097589	10/26/2010	STEPHEN DUBAY	152.94
097590	10/26/2010	ARNETTE EDWARDS	120.00
097591	10/26/2010	FISHER SCIENTIFIC	492.22
097592	10/26/2010	BRENDA FRAME	1,886.00
097593	10/26/2010	MC CALL PATTERN CO.	104.50
		Unpaid Sales Tax	9.14
		Expensed Amount	113.64
097594	10/26/2010	DANIEL SMITH, INC.	2,606.12
097595	10/26/2010	AT&T	11.39
097596	10/26/2010	AT&T	31.81
097597	10/26/2010	AACC WORKFORCE DEV. INSTITUTE	175.00
097598	10/26/2010	ACADEMIC SENATE CA COMM COLL	325.00
097599	10/26/2010	ACADEMIC SENATE CA COMM COLL	325.00
097600	10/26/2010	ACADEMIC SENATE CA COMM COLL	325.00
097601	10/26/2010	ACADEMIC SENATE CA COMM COLL	325.00
097602	10/26/2010	ACADEMIC SENATE CA COMM COLL	325.00
097603	10/26/2010	NANCY N. BESSETTE	927.00
097604	10/26/2010	DR. ROBERT BRAMUCCI	36.00
097605	10/26/2010	CCCMPA TREASURER, CCCMPA	50.00
		CONFERENCE	
097606	10/26/2010	CCCCSSAA c/o BRUCE PATT	50.00
097607	10/26/2010	MICHAEL ENGELS	87.96

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097608	10/26/2010	WENDY GABRIELLA	44.70
097609	10/26/2010	DENICE INCIONG	37.31
097610	10/26/2010	DR. CRAIG JUSTICE	12.00
097611	10/26/2010	JOHN LICITRA	91.49
097612	10/26/2010	ROBERT MELENDEZ	39.90
097613	10/26/2010	NORTHEAST WISCONSIN TECHNICAL COLLEGE	175.00
097614	10/26/2010	ORANGE COUNTY SHERIFF'S DEPT. TRAINING DIVISION	102.00
097615	10/26/2010	OC TREASURER-TAX COLLECTOR REVENUE RECOVERY/	38.00
097616	10/26/2010	SANDRA POPE	771.00
097617	10/26/2010	JERRY RUDMANN	401.70
097618	10/26/2010	LOUIS SESSLER	64.41
097619	10/26/2010	SHERATON SAFARI HOTEL & SUITES	1,251.00
097620	10/26/2010	SHERATON PARK HOTEL AT THE ANAHEIM RESORT	304.44
097621	10/26/2010	SHERATON PARK HOTEL AT THE ANAHEIM RESORT	152.22
097622	10/26/2010	SHERATON PARK HOTEL AT THE ANAHEIM RESORT	304.44
097623	10/26/2010	SHERATON PARK HOTEL AT THE ANAHEIM RESORT	304.44
097624	10/26/2010	SHERATON PARK HOTEL AT THE ANAHEIM RESORT	304.44
097625	10/26/2010	SKILLPATH SEMINARS	89.00
097626	10/26/2010	SKILLPATH SEMINARS	89.00
097627	10/26/2010	KARI L. TUCKER	413.70
097628	10/26/2010	PATTI WEEKES	431.49
097629	10/26/2010	KENNETH GRAY WOODWARD	489.16
097630	10/26/2010	PACIFIC CASCADE CORP. THE PARKING ZONE	129.25
		Unpaid Sales Tax	9.45
		Expensed Amount	138.70
097631	10/26/2010	JENNIFER PENNER	360.00
097632	10/26/2010	PEP BOYS REMITTANCE DEPARTMENT	1,748.09
097633	10/26/2010	LILIANN PEREZ-STROUD	360.00
097634	10/26/2010	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	464.00
097635	10/26/2010	QUEZADA PRO LANDSCAPE, INC.	1,560.00
097636	10/26/2010	RICOH AMERICAS CORPORATION	295.68
097637	10/26/2010	RIO GRANDE ALBUQUERQUE THE BELL GROUP	329.83
		Unpaid Sales Tax	28.28
		Expensed Amount	358.11
097638	10/26/2010	S & B FOODS CATERING DIVISION	35.29
097639	10/26/2010	SAFEWAY INC/PAVILIONS	54.74
097640	10/26/2010	BRIAN K. SATTERFIELD	1,020.00
097641	10/26/2010	FHEG - SADDLEBACK BOOKSTORE STORE 296 M.A. 2964310	783.00
097642	10/26/2010	GUISELLE SCOTT	525.00
097643	10/26/2010	SECURE LIVE SCAN	60.00
097644	10/26/2010	SECURITAS SECURITY SVCS, USA	13,276.72
097645	10/26/2010	SHRED-IT CAMPO ENTERPRISES, INC.	258.00
097646	10/26/2010	SMARDAN SUPPLY - EL MONTE	7,336.31
097647	10/26/2010	SOUTHERN COUNTIES OIL DBA/SC FUELS	4,188.63
097648	10/26/2010	SO. ORANGE CO. COMM. COL.DIST	101.00
097649	10/26/2010	SPECTRUM CHEMICAL MFG. CORP.	43.48
097650	10/26/2010	SUPPORT PRODUCT SERVICES	1,210.11
097651	10/26/2010	SYSCO LOS ANGELES, INC.	247.90

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

ESCAPE ONLINE

Page 14 of 15

Checks Dated 10/06/2010 through 10/26/2010

Board Meeting Date 11/17/10

Check Number	Check Date	Pay to the Order of	Check Amount
097652	10/26/2010	TECHNOFIT	288.55
097653	10/26/2010	VARTANIAN, LAURIE M. dba RELIABLE RESPONSE	760.00
097654	10/26/2010	VWR INTERNATIONAL, INC.	1,829.96
097655	10/26/2010	WARE DISPOSAL CO., INC.	3,271.93
097656	10/26/2010	WESTERN EXTERMINATOR COMPANY	895.00
097657	10/26/2010	TIM WORKMAN	100.00
097658	10/26/2010	YALE CHASE MATERIALS HANDLING	662.10
<b>Total</b>			<b>681</b>
			<b>3,827,981.31</b>

Includes checks for only Bank Account COUNTY

Fund Summary			
Fund	Description	Check Count	Expensed Amount
01	General Fund	617	2,827,255.50
12	Child Development Fund	11	3,699.63
40	Capital Outlay Fund	42	576,552.08
68	Self-Insurance Fund	8	157,233.84
71	Retiree Benefit Fund	3	265,532.68
Total		<b>681</b>	<b>3,830,273.73</b>
Less Unpaid Sales Tax Liability			2,292.42-
<b>Net (Check Amount)</b>			<b>3,827,981.31</b>

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

ESCAPE ONLINE

Checks Dated 10/06/2010 through 10/26/2010

Board Meeting Date 11/17/10

Check Number	Check Date	Pay to the Order of	Check Amount
009992	10/08/2010	TAUBENPOST, INC*	369.31
009993	10/08/2010	U.S. POSTAL SERVICE ATTENTION: BULK MAIL	370.99
009994	10/19/2010	LINDA KOLLIAS	60.00
009995	10/19/2010	LORI RODRIGUEZ	39.00
009996	10/19/2010	NOELLE DERA	53.00
009997	10/19/2010	CSNP, INC.	903.50
009998	10/19/2010	DEWEY'S APPLIANCES	538.31
009999	10/19/2010	OFFICEMAX CONTRACT INC.	244.96
010000	10/19/2010	LINDA WOOD	19.56
010001	10/22/2010	CMG COSMETICS	150.00
010002	10/22/2010	COHEN-NAGLESTAD ENTERPRISES LLC	79.50
010003	10/22/2010	FRANCES WENDY GREENSPAN ILLUSTRATING BY FRANCES W.	210.00
010004	10/22/2010	NATIONAL CAPITAL FUNDING STEVE DEXTER	215.50
010005	10/22/2010	BOB PARRETT CONSTRUCTION	30,222.50
010006	10/22/2010	ROUNDS, MILLER AND ASSOC NANCY MILLER	362.50
010007	10/22/2010	TERRY ROWEN, INC. ATTN: TERRY ROWEN	1,680.00
<b>Total</b>			<b>16</b>
			<b>35,518.63</b>

Includes checks for only Bank Account SC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
09	SC Community Education F	16	35,518.63
	Total		
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>35,518.63</b>

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

Checks Dated 10/06/2010 through 10/26/2010

Board Meeting Date 11/17/10

Check Number	Check Date	Pay to the Order of	Check Amount
008780	10/11/2010	ACCE ERICA LEBLANC, ACCE 2ND VP	159.00
008781	10/11/2010	KAYLAA FOX	60.00
008782	10/11/2010	IVC CAMPUS SAFETY	630.00
008783	10/11/2010	MARK SEVI	375.00
<b>Total</b>			<b>4 1,224.00</b>

Includes checks for only Bank Account IVC-CMED

Fund Summary			
Fund	Description	Check Count	Expensed Amount
07	IVC Community Education F	4	1,224.00
	Total		
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>1,224.00</b>

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

ESCAPE ONLINE

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: October/November 2010 Contracts  
**ACTION:** Ratification

---

**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$76,700 for equipment, supplies and maintenance projects. During October/November 2010, 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**

Joyce Inspections and Testing, Inc. Consultant Agreement to provide Inspector of Record services for the Pool Deck Replacement project at Saddleback College.	\$66,240.00
U.S. Data Trust Contract renewal for Live Vault backup systems which is part of the Business Continuity/Disaster Recovery Plan.	\$60,000.00
Securitas Consultant Agreement to provide unarmed security guard service to patrol ATEP Campus.	\$48,000.00
Governet Extension Agreement for annual maintenance, support and hosting fee for Saddleback College and Irvine Valley College relating to the CurricUNET System.	\$19,260.00
Training Funding Partners Agreement to provide Application Development Services, Project Set-Up and Consulting Services, Administrative Services in assisting Irvine Valley College in identifying training vendors, work with training providers to determine skill gaps, etc.	\$17,500.00

Item Submitted By: *David Bugay, Ph.D., Acting Vice Chancellor, Business Services*



Geospectra, Inc.  
Consultant Agreement for testing and inspection services  
for Pool Deck Replacement project at Saddleback College.

\$10,000.00

John Casagrande  
Consultant Agreement for services to maintain and support  
of the EOPS software for Saddleback College and Irvine  
Valley College.

In-N-Out Burger  
Mobile Unit Agreement to provide cookout services at an  
event at Saddleback College.

\$6,650.00

Essence Entertainment  
Contract to Engage Performers for the Swingdolls  
performance at Irvine Valley College.

\$1,500.00

Delta Dental of California  
Amendment to Agreement to clarify age and definition of  
dependent children and conditions for extending coverage  
through the dental program.

\$0.00

Rancho Santiago Community College District  
Memorandum of Understanding to permit Saddleback  
College to offer college credit cosmetology courses within  
the Rancho Santiago Community College District service  
area.

\$0.00

2-1-1 Orange County  
Affiliation Agreement to provide clinical/internship  
experience to the students of Saddleback College.

\$0.00

New Method Wellness  
Affiliation Agreement to provide clinical/internship  
experience to the students of Saddleback College.

\$0.00

Newport Specialty Hospital  
Business Associate Agreement to provide clinical/internship  
experience to the students of Saddleback College.

\$0.00

Western Medical Center-Santa Ana  
Affiliation Agreement to provide clinical/internship  
experience to the students of Saddleback College.

\$0.00

Bristol Park Medical Group  
Affiliation Agreement to provide clinical/internship  
experience to the students of Saddleback College.

\$0.00

**RECOMMENDATION**

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

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** Irvine Valley College: Sub-Award Grant Acceptance from U.S.  
Department of Labor Employment & Training Administration (DOLETA)

**ACTION:** Approval

---

### **BACKGROUND**

Irvine Valley College as a member of the California Works Alliance (CWA), has received a sub award for \$530,000.00 to prepare and deliver curriculum related to the green industry of Recycling and Resource Management. The sub award is funded by a U.S. Department of Labor Employment & Training Administration (DOLETA) grant in the amount of \$4,877,451.00 and awarded to Santa Monica College as the fiduciary partner of the CWA. Initial not-for-credit training—developed by CWA partner California Resource and Recovery Association (CRRA)—will be expanded and adapted to create a sequence of for-credit certificate and degree programs to provide multiple career pathways for students interested in serving the recycling and resource management industry in the greater Southern California area. The California Works Alliance, during the three year award period, has been designed to serve over 1200 participants, including plans to confer over 660 industry certificates and/or community college certificates and Associate of Science Degrees.

### **STATUS**

The Irvine Valley College Division of Career Technical Education & Workforce Development will administer the sub award for \$530,000.00, formally awarded by DOLETA on July 1, 2010, to be initiated November 18, 2010, and scheduled to conclude on June 30, 2013. The lead and fiscal agent for the California Works Alliance project is Santa Monica College in partnership with Irvine Valley College, Golden West College, Los Angeles County WIB, Marina del Rey WorkSource Center, Westlake WorkSource Center, Orange County WIB, CRRA, RecyclingJobs.com, and Recycling Organizations of North America. Approval of this agreement, as presented in Exhibit A, will permit IVC to perform and deliver valuable training to unemployed, dislocated, and incumbent workers in Orange County.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the DOLETA sub- award grant with the California Works Alliance, led by Santa Monica Community College District.

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

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

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

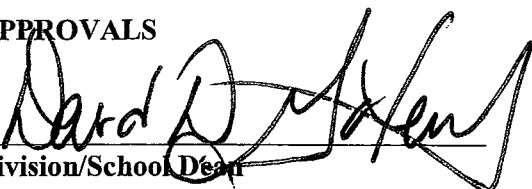
1. **PROJECT TITLE:** California Works Alliance: Jobs through Recycling & Resource Management
2. **PROJECT DIRECTOR:** Megan Harlow
3. **PROJECT ADMINISTRATOR:** David D. Gatewood
4. **GRANTOR AGENCY:** U.S. Department of Labor, Employment & Training Administration
5. **FUNDING SOURCE:** Federal/Sub Agreement with Santa Monica College
6. **STARTING AND ENDING DATES OF THE PROJECT:** July 1, 2010-June 30, 2013

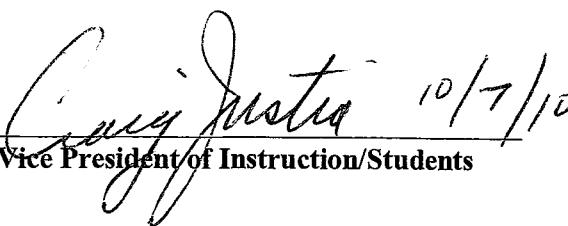
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):** Funded by the U.S. Department of Labor Employment & Training Administration, the California Works Alliance, of which Irvine Valley College is a partner, has been formed to prepare and deliver curriculum related to the green industry of Recycling and Resource Management. Initial not-for-credit training—developed by partner California Resource and Recovery Association—will be expanded and adapted to create a sequence of for-credit certificate and degree programs to provide multiple career pathways for students interested in serving the recycling and resource management industry in the greater Southern California area. The California Works alliance, during the three year award period, will serve over 1200 participants including plans to confer over 660 industry certificates and/or community college certificates and Associate of Science Degrees.

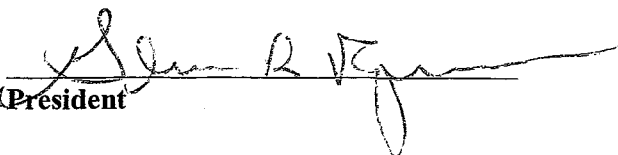
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$530,000.00	\$	\$	\$530,000.00

9. **APPROVALS**

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

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

  
 \_\_\_\_\_  
 (President)

\_\_\_\_\_  
 Vice Chancellor, Technology & Lrng Serv

\_\_\_\_\_  
 Chancellor

**SANTA MONICA COMMUNITY COLLEGE DISTRICT/  
SANTA MONICA COLLEGE**

**SUBCONTRACTUAL AGREEMENT COVER SHEET**

**New Agreement:** Yes

**Modification Number:** \_\_\_\_\_

<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>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	<b>4) Funding Information:</b> <b>a. Performance Period:</b> 07/01/2010 – 06/30/2013  <b>b. Total Authorized Funding:</b> \$530,000 07/01/2010 – 6/30/2011: \$146,990 07/01/2011 – 6/30/2012: \$189,582 07/01/2012 – 6/30/2013: \$193,428
<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: Revised 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>	<b>Name:</b> Chui L. Tsang
<b>Title:</b>	<b>Title:</b> Superintendent/President

<b>Date:</b>	<b>Date:</b>
<b>TIN/EIN:</b> 95-2479872	<b>TIN/EIN:</b>

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.

I. SCOPE OF CONTRACT

A. District: Santa Monica College

B. Subcontractor: Irvine Valley College

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:

<ul style="list-style-type: none"> <li>Total number of participants served through outreach, training, supportive services, and/or job placement/job retention activities</li> </ul>	1200
<ul style="list-style-type: none"> <li>Total number of participants beginning education/training activities</li> </ul>	660 (including 360 in industry-recognized training and 300 in community college coursework)
<ul style="list-style-type: none"> <li>Total number of participants completing education/training activities</li> </ul>	528 (80% of 660, including 288 – industry; 240 – community college)
<ul style="list-style-type: none"> <li>Total number of participants who complete education/training activities that receive a degree, certificate or other type of credential, including:               <ul style="list-style-type: none"> <li>i. Total number to receive industry certificate</li> <li>ii. Total number to receive community college certificate of completion</li> <li>iii. Total number to receive Associate of Arts Degree</li> </ul> </li> </ul>	288 144 (60% of 240) 96 (40% of 240)
<ul style="list-style-type: none"> <li>Total number of participants who complete education/training activities who enter unsubsidized employment</li> </ul>	422 (80% of 528)
<ul style="list-style-type: none"> <li>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:</li> </ul>	380 (90% of 422)
<ul style="list-style-type: none"> <li>Total number of participants who complete</li> </ul>	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 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;

- 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.

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.

### 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 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.
- 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

- 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.)

- 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.
- c) 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) 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.
  - 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.

## 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.

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.

## 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.
- 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.

## 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 in kind, 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

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.

## XI. DESIGNATION OF KEY PERSONNEL

- 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:

Santa Monica College  
1900 Pico Blvd.  
Santa Monica, CA 90405  
(310) 434-3911  
[Bertone.Genevieve@smc.edu](mailto:Bertone.Genevieve@smc.edu)

- 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:

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

\_\_\_\_\_  
Insert Name, Superintendent/President

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

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

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Irvine Valley College: Reorganization in Two College Areas  
**ACTION:** Approval

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### **BACKGROUND**

A study of the organizational structure in two areas at Irvine Valley College resulted in the recommendation to authorize two new positions at the appropriate levels of responsibility to align positions with duties to be performed. Both the Performing Arts Center (PAC) and the Facilities and Maintenance Operations areas at Irvine Valley College periodically assess their staffing needs in relation to changes in demand for services.

### **STATUS**

The President of Irvine Valley College recommends the following changes to the structures of the Performing Arts Center staff and the Facilities and Maintenance Operations staff. Funding required for the proposed restructuring has been identified and is available in the college general fund budget. The proposed changes are shown in Exhibit A.

Due to the additional complexity and variety of tasks related to Performing Arts Center (PAC) shows in theatre, music, dance, and outside events, a Technical Director/Scenic Designer (132) is necessary to design and implement construction of sets and supporting systems.

The addition of a Facilities Maintenance Coordinator (135) is designed to achieve the following outcomes: 1) obtain bids and supervise contractors on site, 2) provide greater supervision and oversight of campus facilities projects, and; 3) reduce costs to the college and the district. This skilled position will facilitate and inspect work to ensure it is correct and to code; will provide an onsite contact person for contractors on campus; will coordinate scheduling so that impact on instruction is minimized; will coordinate with all trade leads impacted by the work being performed and; is a unique position created to avoid expansion of management. To reduce costs, it is a conversion of an existing Building Maintenance Worker (124) position.

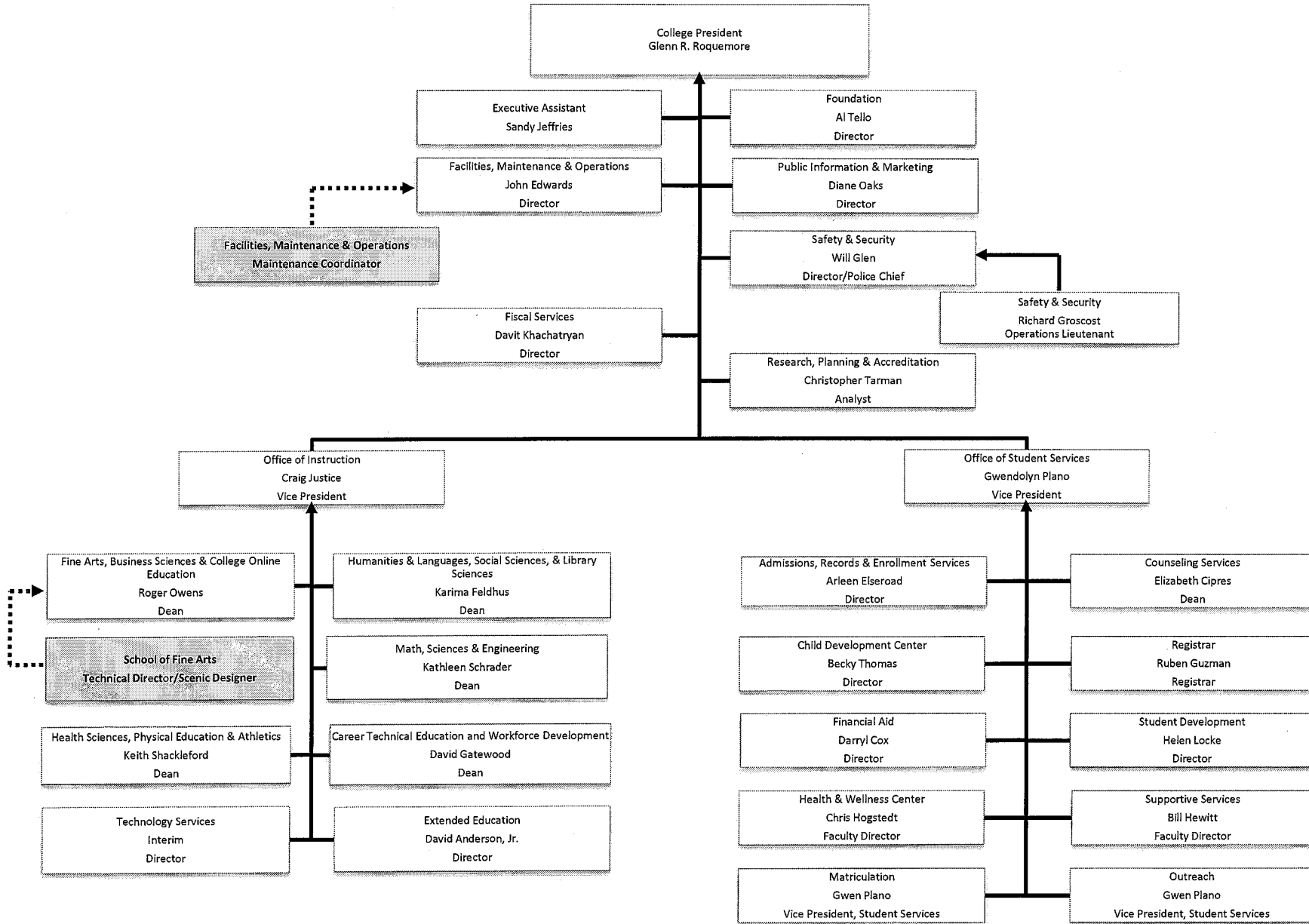
### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the Irvine Valley College reorganization in the areas of the Performing Arts Center and the Facilities and Maintenance Operations.

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



# Irvine Valley College Organizational Chart (Proposed 11/17/2010)



**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Saddleback College and Irvine Valley College: 2011-12 Faculty Hiring  
**ACTION:** Approval

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**BACKGROUND**

Saddleback College and Irvine Valley College are dedicated to serving the educational needs of their students and communities. The colleges best serve constituents by providing quality lower-division, transfer, career technical, basic skills, and community education courses. A high priority in advancing the missions of Saddleback College and Irvine Valley College is to increase the number of qualified full-time faculty at both colleges.

**STATUS**

Through the collegial consultation processes at Saddleback College and Irvine Valley College, new and replacement full-time faculty positions have been prioritized. The college presidents have reviewed the recommendations and present them to the board for approval as Exhibits A and B.

**RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the announcement of positions and recruitment of new full-time faculty shown on Exhibits A and B, contingent upon funding, at Saddleback College and Irvine Valley College for the 2011-2012 academic year.

**Saddleback College**  
Full-Time Faculty Request List  
2011-2012 Academic Year

<b>Division</b>	<b>Academic Discipline</b>	<b>Tenure Status</b>	<b>Position Type*</b>	<b>Faculty Type</b>
Mathematics Science and Engineering	Mathematics	Tenure-Track	Replacement (Hada)	Classroom
Mathematics Science and Engineering	Chemistry	Tenure-Track	Replacement (McClendon)	Classroom
Fine Arts and Media Technology	Photography	Tenure-Track	Replacement (Layton)	Classroom
Fine Arts and Media Technology	Music	Tenure-Track	Replacement (Rollins)	Classroom
Fine Arts and Media Technology	Speech	Tenure-Track	Replacement (Crary)	Classroom
Fine Arts and Media Technology	Art	Tenure-Track	Replacement (Riley)	Classroom
Fine Arts and Media Technology	Speech	Tenure-Track	Replacement (Bornemann)	Classroom
Counseling Services and Special Programs	Matriculation Coordinator/Counselor	Tenure-Track	Replacement (Lindsay)	Non-Classroom
Liberal Arts and Learning Resources	Library Science	Tenure-Track	Replacement (Weisrock)	Non-Classroom
Emeritus Institute	Kinesiology	Tenure-Track	Replacement (Robinson)	Classroom
Health Science and Human Services	Health Information Technology	One-year - Categorically Funded	New (Categorically Funded)	Classroom
Fine Arts and Media Technology	Cinema, Television, Radio	Tenure-Track	New	Classroom
Social and Behavioral Science	History	Tenure-Track	New	Classroom
Counseling Services and Special Programs	Veterans/Generalist Counselor	Tenure-Track	New	Non-Classroom
Fine Arts and Media Technology	Art Design	Tenure-Track	New	Classroom
Liberal Arts and Learning Resources	English-as-a-Second Language	Tenure-Track	New	Classroom
PE/Kinesiology and Athletics	Dance/Kinesiology Instructor	Tenure-Track	New	Classroom
Liberal Arts and Learning Resources	English Composition	Tenure-Track	New	Classroom
Business Science and Economic and Workforce Development	Real Estate Instructor	Tenure-Track	New	Classroom
Health Science and Human Services	Human Services Faculty	Tenure-Track	New	Classroom

\* Replacement positions are not in priority order

Updated: 11/02/2010

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
POSITION REQUEST LIST: IRVINE VALLEY COLLEGE  
FACULTY HIRING FOR 2011-2012 ACADEMIC YEAR**

Priority	School	Discipline/Emphasis	Replacement Position	New Position	Tier 1, 2, 3*
1	Library Services	Librarian	Fred Forbes		1
2	Library Services	Librarian		X	2
3	Mathematics, CS & Engineering	Math Learning Center		X	3
4	Humanities & Languages	History	Maddie Benson		1
5	Mathematics, CS, & Engineering	Computer Science		X	2
6	Counseling & Guidance	Counselor, Athletics		X	3
7	Humanities & Languages	ESL	Kathy Ledbetter		1
8	Health Sciences, PE & Athletics	Physical Education		X	2
9	Humanities & Languages	English, Basic Skills		X	3
10	Fine Arts	Drawing & Prints	George Kyle		1
11	Humanities & Languages	Japanese		X	2
12	Mathematics, CS, & Engineering	Engineering		X	3
13	Fine Arts	Dance	Greg Bishopp		1
14	Social & Behavioral Sciences	Economics		X	2
15	Business Sciences	Accounting & Management	Terry Thorpe		1
16	Mathematics, CS, & Engineering	Mathematics		X	2
17	Fine Arts	Speech	Craig Grossman		1
18	Physical Sciences & Technologies	Chemistry		X	2

\*Tier 1 – Replacement Positions; Tier 2 – Positions to Address Full-time/Part-time Faculty Ratio;  
Tier 3 – Positions Identified by Deans for Innovation, Program Need, and New Programs

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
POSITION REQUEST LIST: IRVINE VALLEY COLLEGE  
FACULTY HIRING FOR 2011-2012 ACADEMIC YEAR**

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Vice President of Instruction

Date

---

College President

Date

---

Academic Senate President

Date

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Acting Chancellor

Date

**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Board Policy Revision: BP 1400 Code of Ethics for Members of the Board of Trustees, BP 3450 Traffic and Parking Regulations, BP 4009 Drivers for College-Sponsored Activities, BP 4201.3 Re-Employment of Classified Personnel, BP 4203 Sick Leave for Educational Administrators and Classified Management Personnel, BP 5627 Student Participation in Governance and BP 6122 Challenge of Adopted Instructional Materials

**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**

Seven board policies are presented to the board for "Discussion/Approval." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council 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 Cabinet on October 14, 2010 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the October 25, 2010 board meeting.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBITS A through G.

# BOARD POLICY

1400

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

COMMUNITY  
RELATIONS

## CODE OF ETHICS/ ~~FOR MEMBERS OF THE BOARD OF~~ TRUSTEES STANDARDS OF PRACTICE

### PREFACE

As a board member, I am a member of a select group of people, chosen by the citizens of the South Orange County Community College District to perform a vital service. I, as a member of the board, have been granted a position of "trusteeship" over the colleges and the District. I have an obligation to fulfill this trust to the best of my ability. To become a capable and successful board member, I must be willing to devote many hours to serving as trustee, attend board meetings, college functions, conferences and workshops, and study issues and problems demanding thoughtful consideration and decision-making.

### To This End, I Pledge My Best Efforts To:

1. Exhibit good citizenship in community, - state, and national affairs;
2. Accept the legal and ethical commitments and responsibilities of the colleges to residents of the district, to the staff, to the taxpayers and, most importantly, to the students I serve;
3. Dedicate myself to the highest ideals of honor, honesty, and integrity in all public and personal relationships;
4. Recognize that board members work with fellow board members and that decisions can be made only by a majority vote of the board at a duly convened meeting;
5. Render all decisions regarding the issues at hand based on the available facts and my independent judgments and to refuse to surrender that judgment to individuals or special interest groups;
6. Make responsive decisions to meet the needs of citizens considering their geographic distribution and the cultural and economic makeup of the community;
7. Encourage the free expression of opinion by all board members and to seek systematic communications between the board and students, staff and all elements of the community;
8. Abide by majority decisions of the board, while retaining the right to seek changes in decisions through ethical and constructive channels;

CODE OF ETHICS FOR MEMBERS OF THE  
GOVERNING BOARD

BP-1400

9. Keep confidential all information and discussions whenever conducted during closed sessions of the board;
10. Bring direct and indirect credit to the colleges through personal effort — in business, social, professional and personal relationships;
11. Avoid any conflict of interest or the appearance of impropriety that could result because of my position, and avoid intentionally using my board membership for personal gain or personal prestige;
12. Bring to the attention of the Chancellor and fellow board members any existing conflict of interest or impediment to service;
13. Fulfill the responsibilities of my office without regard to prejudice, provinciality, partisanship or animosity;
14. Recognize that I share responsibilities as a major employer and my actions will affect the capacity of many people to practice the profession or trade in which they have so much personal investment;
15. Work with other board members to establish and implement effective board policies and to delegate authority for the administration of the District to the Chancellor;
16. Demonstrate respect for the Chancellor, Board President, and all fellow board members at board meetings and at District as well as community events;
17. Dedicate myself and my efforts to the principle that my country can advance only by maintaining the constitutional rights that provide for the education of its people and the preservation of their ability to solve the problems of society.

Reference:

Accreditation Standard IV.B.1.a.e.h.

Adopted: 9-26-77  
Revised: 3-07-88  
Revised: 4-26-99  
Revised: 9-29-03  
Revised:



# BOARD POLICY

3450

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## TRAFFIC AND PARKING REGULATIONS

Traffic and parking regulations are developed at the college level, recommended by the Chancellor, approved by the Board of Trustees, and ~~published in the catalog and other appropriate publications.~~ made available through publications and college websites. These regulations will be relatively consistent on all campuses to accommodate those students attending classes at more than one location.

The Board of Trustees authorizes the Department of Safety and Security to issue traffic and parking citations within the boundaries of District properties.

Reference:

*California Education Code Section 76360*  
*Vehicle Code Section 21113*

Adopted: 3-28-77	Revised: 5-23-88
Revised: 8-28-78	Revised: 11-14-94
Revised: 2-13-79	Revised: 4-26-99
Revised: 6-09-80	Revised: 9-29-03
Revised: 10-21-80	<u>Revised:</u>

**BOARD POLICY**  
SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

**\*4009**  
PERSONNEL

**DRIVERS FOR COLLEGE SPONSORED ACTIVITIES**

**DELETED:**

Please remove from Board Policy Manual and include in Administrative Regulations Manual.  
AR-4009

~~The following rules and regulations shall apply concerning transporting students to college-sponsored activities, including field trips:~~

- ~~1. A district or commercial vehicle shall be given first consideration.~~
- ~~2. Within budget limitations the use of full time employees of the district as drivers of district vehicles is encouraged.~~
- ~~3. If necessary, adult members of the community or college students who are at least eighteen (18) years of age may be allowed to drive district or private vehicles.~~
- ~~4. If private vehicles are used, their owners shall also be reimbursed at the current rate of reimbursement allowed by the Internal Revenue Service (adjusted annually by the Board of Trustees January 1).~~
- ~~5. All private vehicles shall carry public liability insurance of not less than \$50,000/\$100,000 and property damage insurance of not less than \$25,000.~~
- ~~6. Prior to an approved trip, drivers who are employed on an hourly basis shall be investigated by the district's insurance carrier to determine whether or not they are classified as safe drivers.~~
- ~~7. All drivers shall be properly licensed. (Note: Vehicles designed to seat ten (10) or more passengers, including the driver, require the driver to have a Class 2 driver's license.)~~
- ~~8. Final approval of drivers shall be the responsibility of the appropriate college president or an appointed designee.~~

~~\*Affected by Academic Employee Master Agreement, Article XXIII~~

Adopted: 4-13-70  
Revised: 10-08-73  
Revised: 4-10-89  
Revised: 2-28-94  
Revised: 12-04-95  
Technical Update: 4-26-99  
Revised:

~~9. All drivers shall be subject to any applicable provisions of the Federal Omnibus Transportation Employee Testing Act.~~

~~\*Affected by Academic Employee Master Agreement, Article XXIII~~

Adopted: 4-13-70  
Revised: 10-08-73  
Revised: 4-10-89  
Revised: 2-28-94  
Revised: 12-04-95  
Technical Update: 4-26-99  
Revised:

# BOARD POLICY

4201.3

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## RE-EMPLOYMENT OF CLASSIFIED PERSONNEL

At the discretion of the Board of Trustees, any permanent classified employee whose employment is terminated after submitting a written resignation and who is separated in good standing may be returned to the same position or to a similar position to that formerly held without further competitive examination within thirty-nine (39) months after the employee's last date of paid employment. If the employee is rehired, the district shall disregard the break in service and restore all the rights, benefits, and ~~burdens-responsibilities~~ of a permanent employee, ~~except for the provisions applicable to classified bargaining and non-bargaining unit employees~~ that the employee's seniority date will be the date of rehire.

When an employee is re-employed thirty-nine (39) or more months after the last day of the previous service, the employee shall be considered a new employee and the regulations that govern new employees to the district shall apply.

Under this policy the employee's re-employment shall be discretionary and include the Chancellor's recommendation in addition to the board's approval.

Adopted: 9-29-69

Revised: 2-28-77

Revised: 4-10-89

Technical Update: 4-26-99

Revised:

**BOARD POLICY**  
SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

**4203**  
PERSONNEL

**SICK LEAVE FOR EDUCATIONAL ADMINISTRATORS  
AND CLASSIFIED LEADERSHIP-MANAGEMENT PERSONNEL**

Employees who are not members of a collective bargaining unit shall be entitled to a leave of absence for personal illness or injury with full salary at the rate of one (1) day for each month served. Credit for a leave of absence need not be accrued prior to the taking of such leave by the employee. The leave of absence may be taken at any time during the year. However, a new Educational Administrator/ ~~Classified Leadership-Management~~ employee of the district shall not be eligible to take more than six (6) days or the proportionate amount to which the employee may be entitled under Education Code Section 88191 until the first day of the calendar month after the completion of six (6) months of service with the district. Sick leave that is not used during any fiscal year shall be allowed to accumulate from year to year. ~~(Calif. Ed. Code, Section 88191).~~

~~Additional sick leave for non-industrial accident or illness shall be granted as provided in the employee handbook for Educational Administrators and Classified Leadership employees.~~

Reference:

*California Education Code, Section 88191*

Adopted: 9-29-69  
Revised: 7-10-73  
Revised: 4-10-89  
Technical Update: 4-26-99  
Revised:

**BOARD POLICY**  
SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

**5627**  
STUDENTS

STUDENT PARTICIPATION IN GOVERNANCE

The Associated Students of the colleges of the South Orange County Community College District shall be given an opportunity to participate in the formulation and development of district policies and ~~procedures-regulations~~ that have a significant effect on students, as defined by law (Title 5, Calif. Code of Regulations, Section 51023.7 and Calif. Ed. Code, Section 70902[b][7]). The selection of student representatives to serve on SOCCCD committees or task forces shall be made after consultation with the Associated Student Governments of the respective colleges. The opinions and recommendations of the students will be given every reasonable consideration.

Except for emergency situations, the Board of Trustees shall not take any action on matters subject to this policy until the designated student groups have been provided the opportunity to participate.

~~Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Education Employment Relations Act, Government Code, Section 3540, et seq.~~

~~Nothing in this policy shall be construed to cause changes in current practices of student participation in the formulation and development of SOCCCD policies and procedures.~~

Reference:

*Title 5, California Education Code of Regulations, Section 51023.7;*  
*California Education C, Section 70902[b][7]*

Adopted: 12-11-00  
Revised:

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

\*6122

INSTRUCTION

## CHALLENGE OF ADOPTED INSTRUCTIONAL MATERIALS

~~The selection of instructional materials is the professional responsibility of faculty members and administrators of the colleges with the approval of the Board of Trustees. The district guarantees academic freedom and encourages the faculty to exercise this right in the selection of instructional materials. Opportunities are provided for objective examination of all adopted instructional materials, and review procedures are available at the colleges in the Office of the Vice President of Instruction (Calif. Ed. Code, Section 70902).~~

DELETED: Removed from Board Policy Manual

\*Affected by Academic Employee Master Agreement, Article XXIII

Adopted: 2-14-77

Revised: 7-17-89

Revised: 2-28-94

Technical Update: 4-26-99

Deleted:

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Board Policy Revision: BP 3700 Instructional and Course Material Fees  
**ACTION:** 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**

One board policy is presented to the board for "Approval." The new language and amendments to the board policy were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Cabinet on September 16, 2010 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the September 27, 2010 board meeting and for discussion/approval at the October 25, 2010.

### **RECOMMENDATION**

The Acting Chancellor recommends that the Board of Trustees approve the board policy, as shown in EXHIBIT A.



**BOARD POLICY**  
SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

**3700**  
BUSINESS

**INSTRUCTIONAL AND COURSE MATERIALS FEES**

~~In accordance with Title 5, California Code of Regulations, Part VI, Sections 59400 through 59408,~~ The policy for requiring students to provide instructional and other materials and establishing the provisions for assessing the students a fee for a credit or non-credit course shall conform to the following guidelines:

1. The materials shall be tangible personal property which are owned or primarily controlled by an individual student.
2. The material is of a continuing value to the student outside of the classroom setting, which can be taken from the classroom setting, and which is not wholly consumed, used up or rendered valueless as it is applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
3. The material shall not be solely or exclusively available from the district except if it is provided to the student at the District's actual cost; and:
  - a. The material is otherwise generally available, but is provided by the district for health and safety reasons; or
  - b. The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Any materials not meeting these guidelines will be provided by the District to students as no cost to the student.

This policy shall be published in all subsequent college catalogs.

**Reference:**

***Title 5, California Code of Regulations, Part VI, Sections 59400 through 59408***

Adopted: 8-26-85

Revised: 5-23-88

Revised: 4-26-99

**Reviewed:**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.6  
DATE: 11/17/10**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

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

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

**1. ADMINISTRATIVE EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)**

- a. WERLE, KATHLEEN, is to be employed as Dean, Academic Programs, Student Learning and Research, Pos #4289, Academic Administrator Salary Range II, Step 2, Office of Instruction, Irvine Valley College, effective January 3, 2011. This position was approved by the Board of Trustees on August 4, 2010. (Exhibit B, Attachment 1)
- b. <sup>1</sup>POERTNER, GARY, ID #10025, has been appointed Chancellor, District, Pos #1693, per the Board of Trustees approval on October 25, 2010, to be effective December 1, 2010.

**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>
Adams, Carol	JD/Law	Accounting/SC	V/6	01/10/11
Crescimanno, Annamaria	MS/Human Biology	Anthropology/SC	II/6	01/10/11
<sup>2</sup> Chu, David	BS/Medical Technology	Phlebotomy/SC	I/6	01/10/11
Galindo, James	MFA/Art	Art/SC	II/6	01/10/11
Inouye, Fang-Fang	MA/Music	Music/IVC	II/6	01/10/11
Kalamian, Jenifer	MA/Philosophy	Philosophy/IVC	II/6	01/10/11
Ong, Jonathan	MM/Music	Music/IVC	II/6	01/10/11
Susskind, Joshua	PhD/Psychology	Psychology/IVC	V/6	01/10/11

**EQUIVALENCY**

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<sup>1</sup> Chancellor, Poertner has rescinded his retirement with State Teachers Retirement System.

<sup>2</sup> Per Minimum Qualifications for California Community Colleges, a Master's degree is not required to teach in this subject area.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

**EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
McGowan, Candace	MS/Interdiscip. Studies	Anthropology/SC	II/6	01-10-11

Equivalency is based upon a Master of Science degree in Interdisciplinary Studies/Anthropological Genetics, and a Bachelor of Arts degree in Anthropology from California State University, Long Beach, California. Ms. McGowan is in the process of completing her doctorate in Anthropology from University of California, Riverside where her dissertation research is on the presence of lactase persistence in some human populations. Ms. McGowan is a part time faculty instructor for Mt. San Jacinto College in Menifee, California, where she has taught World Prehistory and Anthropology since 2006.

Takakura, Takeshi	MA/Foreign Language	Japanese/IVC	II/6	01-10-11
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Equivalency is based upon a Bachelor of Arts degree in Japanese from Sophia University in Tokyo, Japan, and a Master of Arts degree in Foreign Language Education from New York University, New York City, New York. Mr. Takakura was a Japanese and computer instructor at Passaic County Academy High School in New Jersey for several years before moving to California, where he has been teaching Japanese part time at San Dieguito High Academy in Encinitas, California since September 2009.

**3. 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>
Piazza, Enrico	MA/Italian	Italian/SC	II/6	10-19-10

**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE ACADEMIC ADMINISTRATIVE POSITION**

1. DEAN OF ONLINE EDUCATION AND LEARNING RESOURCES, Academic Administrator Salary Range II, Office of Instruction, Saddleback College seeks authorization to establish and announce this full-time position to its staff complement effective November 18, 2010. (Exhibit B, Attachment 2)

**C. 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 2010/2011 fiscal years.

Name	Activity	Not to Exceed		Effective Date
		Amount		
Altman, Cheryl	Coord., Reading Lab/SC	\$ 1,721.00		01/10/11-05/20/11
Bagwell, Janet	Co-Chair., Reading/SC	1,721.00		01/10/11-05/20/11
Bander, Carol	Co-Chair, ESL/SC	1,721.00		01/10/11-05/20/11
Barrows, Morgan	Chair, Envir. Stud./Marine Sci/SC	2,581.50		01/10/11-05/20/11
Bennett, Michael	Chair, Adapted Kinesiology/SC	3,428.23		01/10/11-05/20/11
Branch-Stewart, Kim	Chair, Human Services/SC	3,442.00		01/10/11-05/20/11
Castroconde, Miriam	Facilitator, Math Tutor Ctr./IVC	3,442.00		01/10/11-05/20/11
Castroconde, Miriam	Co-Chair, Math/Comp Sci/Eng/IVC	2,581.50		01/10/11-05/20/11
Chattopadhyay, Collette	Co-Chair, Honors Program/SC	10,326.00		01/10/11-05/20/11
Cobos, Ana Maria	Chair, Library/SC	3,442.00		01/10/11-05/20/11
Cox, Barbara	Chair, Business/SC	3,579.68		01/10/11-05/20/11
Davis-Allen, Lisa	Chair, Visual Art/IVC	2,581.50		01/10/11-05/20/11
Davison, John	Chair, Physical Sciences/IVC	1,721.00		01/10/11-05/20/11
Dominguez, Carmen	Chair, Music/SC	1,721.00		01/08/11-05/20/11
Duquette, Jan	Chair, P.E./Kinesiology/Ath./SC	6,884.00		01/10/11-05/20/11
Etter, William	Co-Chair, English/IVC	2,581.50		01/10/11-05/20/11
Evancoe, Eugene	Chair, Elec' s/Apl' d Comp Tech/SC	1,721.00		01/10/11-05/20/11
Farnsworth, Robert	Chair, Horticulture/SC	1,721.00		01/10/11-05/20/11
Fasler, Shannon	Facilitator, Art Gallery/IVC	2,753.60		01/10/11-05/20/11
Fennell, Patrick	Chair, Theatre/SC	1,376.00		01/10/11-05/20/11
Fesler, Susan	Chair, Languages/IVC	4,302.50		01/10/11-05/20/11
Fier, Scott	Chair, Chemistry/SC	2,581.50		01/10/11-05/20/11
Fisher, Katherine S.	Co-Coordinator, English/SC	1,721.00		01/10/11-05/20/11
Forouzes, Jennifer	Chair, Nursing/SC	3,442.00		01/10/11-05/20/11
Fox, Lindsay	Chair, Fashion/SC	1,721.00		01/10/11-05/20/11
Frame, Stewart	Facilitator, Model UN Events/IVC	1,721.00		01/10/11-05/20/11
Galbraith, Mark	Physician/Team Physicals/SC	750.00		01/10/11-01/31/11
Gialamas, Gus	Physician/Team Physicals/SC	2,000.00		01/10/11-01/31/11
Gilman, Bruce	Co-Chair, English/SC	2,581.50		01/10/11-05/20/11
Goodman, Rich	Liaison, Drug Court/SC	1,376.80		01/10/11-05/20/11
Grubb, Ruth	Chair, EMT Program/SC	1,721.00		01/10/11-05/20/11
Haeri, Melanie	Facilitator, Reading Center/IVC	1,721.00		01/10/11-05/20/11
Hernandez-Bravo, C.	Coordinator, Int'l Language/SC	1,721.00		01/10/11-05/20/11
Hernandez-Bravo, C.	Chair, International Language/SC	4,474.60		01/10/11-05/20/11
Hewitt, Suzanne	Chair, Consumer Fam Sci/FN/SC	1,721.00		01/10/11-05/20/11
Hoggatt, Michael	Chair, Special Services/SC	2,237.00		01/10/11-05/20/11
Hunt, Matthew	Coordinator, Writing Ctr./SC	1,721.00		01/10/11-05/20/11
Huntley, Anthony	Co-Chair, Biology/SC	1,290.75		01/10/11-05/20/11
Kiernan, Maria	Chair, Emeritus/Fine Arts/SC	2,294.60		01/10/11-05/20/11
Kil, Joon	Chair, Soc/Behavioral Sci/IVC	3,442.00		01/10/11-05/20/11
Konishi, Hiro	Co-Chair, Cinema/TV/Radio/SC	860.50		01/08/11-05/20/11
Lowe, Lesley	Chair, Kinesiology/Emeritus/SC	2,294.60		01/10/11-05/20/11
Manuel-Ellison, Ronald	Chair, Theatre/IVC	1,721.00		01/10/11-05/20/11
Manuel-Ellison, Ronald	Facilitator, Theatre Prod./IVC	2,753.60		01/10/11-05/20/11

**C. 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 2010/2011 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Marangi, Kent	Physician/Team Physicals/SC	\$ 500.00	01/10/11-01/31/11
Marmolejo, Francisco	Chair, Humanities/IVC	3,442.00	01/10/11-05/20/11
McCaughey, Colin	Facilitator, Admin of Justice/IVC	2,753.60	01/10/11-05/20/11
McDonough, Mary	Facilitator, Human Develop./IVC	2,753.60	01/10/11-05/20/11
McGrogan, Martin	Facilitator, Athletics/IVC	1,721.00	01/10/11-05/20/11
McLeod, Paul	Advisor, Lariat/SC	3,442.00	01/10/11-05/20/11
Meyer, Clifford	Bar Certification Test/License/SC	500.00	08/23/10-10/01/10
Meyer, Clifford	Chair, Automotive Technology/SC	1,721.00	01/10/11-05/20/11
Meyer, Kurt	Co-Chair, English/IVC	2,581.50	01/10/11-05/20/11
Meyer-Canales, Kath.	Chair, Astronomy/Physics/Eng/SC	1,721.00	01/10/11-05/20/11
Myers, Charles	Co-Chair, Cinema/TV/Radio/SC	860.50	01/10/11-05/20/11
Ochoa, Heidi	Co-Director, Forensics Team/SC	5,163.00	08/23/10-12/20/10
Ochoa, Heidi	Co-Director, Forensics Team/SC	5,163.00	01/08/11-05/20/11
<sup>3</sup> Pestolesi, Diane	Asst. Nursing Program Director/SC	1,721.00	01/10/11-05/20/11
<sup>3</sup> Pestolesi, Thomas	Chair, Health Sci/PE/Athletics/IVC	2,581.50	01/10/11-05/21/11
Polloczek, Paul	Chair, Humanities/Philosophy/SC	1,721.00	01/10/11-05/20/11
Quade, Joyce	Chair, Computer Info Mgt/SC	4,405.76	01/10/11-05/20/11
Radden, Larry	Co-Director, Forensics Team/SC	5,163.00	01/10/11-05/20/11
Reed, Michael	Chair, Journalism/SC	1,721.00	01/10/11-05/20/11
Renault, Irene	Co-Chair, Reading/SC	1,721.00	01/10/11-05/20/11
Repka, James	Chair, Geology/Marine Sci/SC	1,721.00	01/10/11-05/20/11
Rochford, Stephen	Chair, Music/IVC	2,581.50	01/10/11-05/20/11
Ross, Priscilla	Chair, Life Sciences/IVC	3,442.00	01/10/11-05/20/11
Rousseau, Michele	Chair, Computer Science/SC	1,721.00	01/10/11-05/20/11
Rudmann, Jerald	Co-Facilitator, SLO/IVC	3,442.00	01/10/11-05/20/11
Rybold, Gary	Director, Forensics/IVC	2,581.50	01/10/11-05/20/11
Sherling, Dorothy	Chair, Math/Computer Sci/Eng/IVC	2,581.50	01/10/11-05/20/11
Sinegal, Jayne	Facilitator, Library Services/IVC	1,721.00	01/10/11-05/20/11
Sinegal, Jayne	Chair, Library Academic/IVC	1,721.00	01/10/11-05/20/11
Smith, Christina	Chair, Educational Studies/SC	1,376.80	01/10/11-05/20/11
Smith, Jeanne	Chair, Mathematics/SC	6,884.00	01/10/11-05/20/11
Smith, Kathleen	Co-Chair, ESL/SC	1,721.00	01/10/11-05/20/11
Soltani, Parisa	Co-Facilitator, SLO/IVC	3,442.00	01/10/11-05/20/11
Stankovich, Kimberly	Chair, Speech/SC	1,721.00	01/10/11-05/20/11
Stephens, Blake	Chair, Architecture/Drafting/SC	1,721.00	01/10/11-05/20/11
Stevens, Kay	Chair, Medical Asst/Insur Code/SC	1,721.00	01/10/11-05/20/11
Stevenson, William	Co-Coordinator, English/SC	1,721.00	01/10/11-05/20/11
Stevenson, William	Co-Chair, English/SC	2,581.50	01/10/11-05/20/11
Tamer, Rita	Chair, Sign Language/SC	3,442.00	01/10/11-05/20/11
Tamialis, Barbara	Chair, Child Development/SC	3,786.20	01/10/11-05/20/11

<sup>3</sup> Spouses: Diane Pestolesi, Nursing Instructor, Health Science & Human Services, Saddleback College; Thomas Pestolesi, PE Instructor/Head Volleyball Coach, Health, Physical Education & Athletic, Irvine Valley College.

**C. 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 2010/2011 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount</u>	<u>Effective Date</u>
Taylor, Karen	Chair, Graphic Design/SC	\$ 1,721.00	01/10/11-05/20/11
Teh, Steve	Co-Chair, Biology/SC	1,290.75	01/10/11-05/20/11
Teng, Anthony	Chair, Accounting/SC	3,579.68	01/10/11-05/20/11
Thomas, Arlene	Chair, Interior Design/Travel/SC	1,721.00	01/10/11-05/20/11
Thomas, Linda	Facilitator, Writing Center/IVC	4,130.40	01/10/11-05/20/11
Tiongson, Edwin	Chair, Speech/IVC	1,721.00	01/10/11-05/20/11
Tiongson, Edwin	Director, Forensics/IVC	2,581.50	01/10/11-05/20/11
Tucker, Kari	Chair, Soc/Behavioral Sci/IVC	3,442.00	01/10/11-05/20/11
Tucker, Kari	Co-Facilitator, SLO/IVC	3,442.00	01/10/11-05/20/11
Urell, Robert	Facilitator, Computer Lrng. Ctr/IVC	4,130.40	01/10/11-05/20/11
Urell, Robert	Chair, Business Sciences/IVC	3,442.00	01/10/11-05/20/11
Weatherford, Theodore	Chair, Dance/IVC	1,721.00	01/10/11-05/20/11
Weatherford, Theodore	Coordinator, Dance Prod./IVC	1,376.80	01/10/11-05/20/11
Welc, Martin	Chair, Real Estate/SC	1,927.52	01/10/11-05/20/11
White, Richard	Chair, Art/SC	3,442.00	01/10/11-05/20/11
Wolff, Michelle	Liason/Coord AHA Training Ctr/SC	1,135.86	01/10/11-05/20/11

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2010/2011 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Bander, Carol	Writing Sample Reader-ESL/SC	08/23/10-12/19/10
Bander, Carol	Writing Sample Reader-ESL/SC	01/10/11-05/20/11
Beasley, James	ESL Writing Samples/IVC	01/03/11-05/20/11
Beck Rebecca	ESL Writing Samples/IVC	01/03/11-05/20/11
Bodnar, Coral	ESL Writing Samples/IVC	01/03/11-05/20/11
Bromberger, Kristine	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Callum, Oceana	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Carlander, David	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Chao, Iris	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Coleman, Catherine	ESL Writing Samples/IVC	01/03/11-05/20/11
Cooper, Karin	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Dongell, Robert	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Fisher, Katherine S.	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Henderson, Pamela	ESL Writing Samples/IVC	01/03/11-05/20/11
Hildebrand, Coleen	ESL Writing Samples/IVC	01/03/11-05/20/11
Lam, Chin	Writing Sample Reader-ESL/SC	08/23/10-12/19/10
Lam, Chin	Writing Sample Reader-ESL/SC	01/10/11-05/20/11
Livote, Michelle	ESL Writing Samples/IVC	01/03/11-05/20/11
Luther, Barbara	ESL Writing Samples/IVC	01/03/11-05/20/11
Man, Georgina	ESL Writing Samples/IVC	01/03/11-05/20/11
McGirr, Julie	ESL Writing Samples/IVC	01/03/11-05/20/11
Montagne-Galloway, Lisa	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11

**C. ADDITIONAL COMPENSATION: GENERAL FUND - Continued**

3. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for 2010/2011 fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Morris Freshwater, Linda	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Sims, Larry	ESL Writing Samples/IVC	01/03/11-05/20/11
Smith, Kathleen	Writing Sample Reader-ESL/SC	01/10/11-05/20/11
Stachenfeld, Marilyn	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Stern, Susan	ESL Writing Samples/IVC	01/03/11-05/20/11
Stevenson, William	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Striedter, Anna	ESL Writing Samples/IVC	01/03/11-05/20/11
Tash, Sharon	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Van Beek, Milo	ESL Writing Samples/IVC	01/03/11-05/20/11
Westover, Leo	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Wilson, Jeffrey	ESL Writing Samples/IVC	01/03/11-05/20/11
Woodruff, Sandra	ESL Writing Samples/IVC	01/03/11-05/20/11
Ziehm, Carol	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11
Zimmerman, Raymond	Reading of Challenge & ESL Essays/SC	01/03/11-05/20/11

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

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2009/2010 and 2010/2011 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Altman, Cheryl	BSI/Reading Project/SC	\$ 344.20	08/23/10-12/20/10
Altman, Cheryl	BSI/Reading Project/SC	344.20	01/10/11-05/20/11
Bagwell, Janet	BSI/Reading Project/SC	344.20	08/23/10-12/20/10
Bagwell, Janet	BSI/Reading Project/SC	344.20	01/10/11-05/20/11
Chasin, Richard	Musical Performance/ASG/SC	200.00	10/07/10-10/07/10
Lombardi, Deborah	BSI/Reading Project/SC	344.20	08/23/10-12/20/10
Lombardi, Deborah	BSI/Reading Project/SC	344.20	01/10/11-05/20/11
Luesebrink, Marjorie	BSI/English Website/IVC	3442.00	08/17/09-05/21/10
Massaro, Dixie	Mentor TPP Program/IVC	500.00	10/23/10-12/11/10
Mathur, Roopa	Mentor TPP Program/IVC	500.00	10/23/10-12/11/10
O'Buchon, Janine	Advanced Nursing Curriculum/SC	2,000.00	07/01/10-07/31/10
Pangborn, Frank	Mentor TPP Program/IVC	400.00	10/23/10-12/11/10
Sleep, Katherine	BSI/ESL Project/SC	516.30	01/10/11-05/20/11
Sun, Sanden	Mentor TPP Program/IVC	500.00	10/23/10-12/11/10
Urell, Robert	Mentor TPP Program/IVC	500.00	10/23/10-12/11/10
Vogel, Sarah	BSI/Reading Project/SC	516.30	08/23/10-12/20/10
Vogel, Sarah	BSI/Reading Project/SC	516.30	01/10/11-05/20/11



**E. LEAVE OF ABSENCE**

1. SCHRADER, KATHLEEN, ID #16095, Dean, Mathematics, Sciences and Engineering, Pos #2301, Academic Administrator Salary Range II, Step 4, School of Mathematics, Computer Sciences and Engineering, Irvine Valley College is on administrative leave of absence with pay and benefits, effective November 1, 2010.

**ATTACHMENT 1**

NAME: KATHLEEN WERLE

POSITION: Dean, Academic Programs, Student Learning and Research  
Irvine Valley College

EDUCATION:

PH.D. Gerontology  
University of Southern California  
Los Angeles, CA

M.S.N. Nursing Administration  
California State University  
Los Angeles, CA

B.S.N. Nursing  
California State University  
San Bernardino, CA

EXPERIENCE:

Dr. Kathleen Werle has twenty-eight years of experience in the community college system. Seventeen years have been as an administrator and eleven years as a nursing instructor. For the past year, she has been serving as Vice President of Instruction at San Diego Miramar College. Prior to this position, Dr. Werle served as Dean of Applied Science, Technology and Physical Education at San Jose/Evergreen Community College District for eight years and as Dean of Applied Arts and Sciences for five years. Additionally, she served as Assistant Director and Department Chair at Victor Valley College for four years. Dr. Werle worked also as Associate Coordinator of the Statewide Nursing Program at California State University, Dominguez Hills, for six years and as a Nursing Supervisor at St. Bernardine Medical Center, San Bernardino, for eleven years. As faculty, she was a Lecturer, Statewide Nursing Program, at California State University, Dominguez Hills, for 1989 through 1995; a tenured faculty at Victor Valley College, Victorville from 1984 through 1991; and an Instructor at San Bernardino Valley College in 1984. From 1996 through 2010, Dr. Werle has been a grant writer/administrator for eight grants and co-grant writer for six grants.

CREDENTIALS:

- Lifetime Community College Teaching Credential in Nursing and Allied Health
- California Registered Nurse License
- Public Health Nurse Certificate

**ATTACHMENT 2**

South Orange County Community College District

**DEAN, ONLINE EDUCATION AND LEARNING RESOURCES - Academic Administrative  
Salary Schedule Range II**

DEFINITION

Serve as administrator and supervisor of an instructional support area of a community college by planning and directing the development and organization of the area's goals and objectives; and by providing leadership and vision for distance and online education, library services, foundational skills, the Center for Instructional Design and Distance Education (CIDDE), the Institute for Teaching and Learning (ITL), and the Learning Assistance Program (LAP).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Instruction. Exercises functional and technical supervision over academic and classified staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Work with faculty and college administration in the expansion of a creative, effective, and responsive distance and online education program in concert with the college's mission and strategic plan.

Oversee the provision of instructional support to a variety of distance and online education programs services across the campus.

Support the successful integration and continual upgrading of instructional technology into online and web-enhanced distance education courses and programs, as well as in traditional courses and programs.

Oversee the enhancement and maintenance of the college's websites related to the division.

Develop, implement and promote resources and services for online education, library services, CIDDE, ITL, and the LAP.

Represent the college on district-wide committees related to the area supervised.

Develop, implement and manage the division budget in support of the college strategic plan.

Analyze, interpret and monitor the student success rates of the distance and online education program and student preparedness and recommends change as needed.

Supervise and evaluate the staff assigned to the area; review, approve and conduct performance appraisals; participate in the selection of staff; and administer employment contracts.

Implement and promote technology that supports library services and learning resources.

Manage traditional and digital library learning services and information technology.

South Orange County Community College District  
Page 2 - Dean, Online Education and Learning Resources

### EXAMPLES OF DUTIES

Facilitate communication within and between areas supervised and the greater college community.

Seek external sources of funding for the college with an emphasis on the programs and services supervised.

Serve as a liaison among online education courses, services, the academic divisions, and student services departments.

Develop and implement division policies and procedures.

Oversee the completion of student learning outcomes (SLO), administrative unit outcomes (AUO), and program reviews in all areas within the division; provide curriculum coordination and supervision as appropriate.

Provide leadership in the development, implementation and assessment of foundational skills and monitor student preparedness and success rates.

Promote and facilitate information competency instruction across the curriculum.

Coordinate the implementation of the Basic Skills Initiative effective practices by collaboratively developing foundational skills action plans.

Ensure that programs and courses delivered through foundational skills and learning assistance are in compliance with college, state and federal codes, guidelines, and policies.

Serve as a liaison among the College Vice Presidents, deans, faculty and staff engaging in foundational skills activities.

Participate in the planning and budgeting process in cooperation with faculty, managers and classified staff, and in concert with college goals.

Coordinate ongoing faculty training in current pedagogy and effective practices in education, through flex workshops, division and department meetings, and individual sessions through the ITL.

Perform other related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Library, online education and foundational skills development and learning resources operations.

Web page design, Blackboard and/or other course management systems, and other instructional software.

Principles and practices of budget preparation and management

Principles and practices of training and supervision.

Applicable District policies and local, State and federal laws, codes and regulations.

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### QUALIFICATIONS

#### Knowledge of:

Organizational and management practices as applied to area of assignment.  
Computer systems and software applications related to area of assignment.  
District safety policies.  
Title V and California Education Code regulations and procedures, particularly related to Distance Learning and curriculum mandates.  
All instructional divisions and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.  
Role and purpose of technological systems in providing online instruction and instructional support.  
Principles of program evaluation, student assessment, and organizational development.  
Participatory governance process and venue fostering open communication among division, programs and services.  
Curriculum development.  
Basic data collection and analysis related to student learning outcomes, retention, and success.  
California Community Colleges basic skills initiative.  
Interpersonal skills including tact, patience and diplomacy.  
Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.  
Evidence of understanding and experience with the principles of collegial consultation.  
A community college system.  
Team-oriented leadership style.  
Management techniques that encourage creativity, improve efficiency and increase productivity.

#### Ability to:

Communicate clearly, concisely and effectively both orally and in writing, including writing complex proposals.  
Plan, organize, coordinate, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.  
Plan, evaluate and supervise delivery of instructional programs and strategies.  
Develop markets and promotional strategies for distance learning courses, library services and projects related to foundational skills that will promote enrollment growth, retention and student success.  
Interact effectively with diverse students, staff, faculty and administrators.  
Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.  
Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.  
Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.  
Lead, train, supervise, and evaluate assigned staff.  
Serve as an effective management team member.  
Work in a fast paced environment with numerous interruptions.  
Embrace and work effectively within a system of participatory governance.  
Manage complex budgets including grants.

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### QUALIFICATIONS

#### Ability to:

Demonstrate commitment to academic and professional excellence.

Demonstrate flexibility and adaptability.

Perform with tact, patience and sensitivity.

Provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology.

Learn District and College organization, operations, and objectives.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Assist in forecasting current and future needs and costs affecting area of assignment.

Develop, prepare and administer project budgets.

Interpret, analyze, apply and explain applicable local, State and federal laws and regulations.

Interpret, apply and explain applicable District policies and procedures.

Assess, manage, implement, use and apply technology in the management and delivery of instructional or training programs.

Advocate for the division's programs and needs.

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

Train and provide supervision and work direction to others as assigned.

Work collaboratively with administration, classified management, faculty, staff and students.

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

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

Collect, compile and analyze data.

Prepare oral and written reports and recommendations.

Plan and organize work.

Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Exercise initiative and work independently.

Resolve conflicts and solve problems.

Represent the college at the community, State and national levels.

Develop and implement technology-based solutions to curriculum and instructional issues.

### EDUCATION AND EXPERIENCE GUIDELINES:

The minimum qualifications for service as an educational administrator, as outlined in Title V Regulation 53420, shall be both of the following: a) Possession of a master's degree; and b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

South Orange County Community College District  
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EDUCATION AND EXPERIENCE GUIDELINES:

Education:

Master's degree in a discipline taught in a community college. An earned Doctorate Degree from an accredited college or university preferred.

Experience in:

At least one year of increasingly responsible experience involving the following:

1. Online teaching at the post-secondary level, including course development.
2. A leadership role specifically associated to online education and/or in managing the daily operations of a library facility, providing leadership in a multidisciplinary environment.
3. Administering budgets, personnel and facilities.
4. Demonstrated evidence of participation in activities with campus, business or community organizations such as a member of a planning body or committee.
5. Understanding and commitment to working with culturally and ethnically diverse groups.
6. Managing and assessing technology needs and implementation in an instructional or training environment.
7. Demonstrated evidence of working collaboratively with faculty, staff, students, and managers.
8. Communicating complex facts and ideas both in writing and in group presentations.
9. Evidence of a sensitivity, understanding and commitment to working with community college students of diverse academic, socioeconomic, cultural, physically challenged and ethnic backgrounds.

Desirable Experience:

A minimum of two years of administrative experience managing at least one of the following areas: library or information science, instructional technology, online education, or foundational skills support.

Licenses and other Certification:

Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

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WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Prepared and Finalized by Marlys Grodt and Associates: November 8, 2010



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.7  
DATE: 11/17/10**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
  - a. <sup>1</sup>ARAIZA, J. ARTURO is to be employed as Counseling Office Assistant, Pos #3442, Division of Counseling Services and Special Programs, Saddleback College, Classified Bargaining Unit Salary Range 115, Step 1, 40 hours per week, 12 months per year, effective November 1, 2010. This is a replacement position for Carla Conn, who received a change in status.
  - b. <sup>2</sup>FELLI, KRISTIN is to be employed as Accounting Specialist, Pos #4053, District Fiscal Services, Office of Administrative and Business Services, District, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, 12 months per year, effective October 25, 2010. This is a replacement position for Lisa Walker, who resigned.
  - c. MESSICK, KATHRYN is to be employed as Admissions and Records Specialist I, Pos #2617, Office of Admissions, Records and Enrollment Services, Saddleback College, Classified Bargaining Unit Salary Range 116, Step 1, 25 hours per week, 12 months per year, effective November 1, 2010. This is a replacement position for Fariba Dei, who received a change in status.
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>
Ferdman, Dean	Building Maintenance Worker/SC	124/1	10/18/2010
Hilton, John	College Information Operator/SC	113/1	09/15/2010
<sup>3</sup> Iwason, Richard	Building Maintenance Worker/IVC	124/1	10/22/2010
<sup>3</sup> Iwason, Richard	Electrician/IVC	128/1	10/22/2010
Kwon, Elliott	Accounting Assistant/IVC	118/1	10/08/2010
Luu, Tiffany	Accounting Assistant/IVC	118/1	10/01/2010
Schmid, Teresa	Child Development Center Specialist/SC	122/1	10/06/2010

<sup>1</sup>Son of Elva Araiza, Admissions & Records Evaluator, Office of Admissions, Records & Enrollment Svc., Saddleback College and J. Estanislao Araiza, Substitute Custodian, Office of Physical Plant, Irvine Valley College; Brother of Luz Maria Luna, Library Assistant II, Division of Liberal Arts and Learning Resources, Saddleback College; Nephew of Jose Alberto Araiza, Groundskeeper, Office of Physical Plant, Saddleback College and Evelia Ramirez, Admissions & Records Evaluator, Office of Admissions, Records & Enrollment Svc., Saddleback College.

<sup>2</sup>Daughter-In Law of Alice Katie Felli, Senior Administrative Assistant, School of Business Sciences, Irvine Valley College.

<sup>3</sup>Nephew of Michael Boquet, Electrician, Office of Physical Plant, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2010/2011** 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>
Abrahams, Lawrence	Coaching Aide/IVC	\$ 15.00	01/01/11-06/30/11
Admans, Laura	Child Dev. Center Aide/SC	10.00	01/01/11-06/30/11
Aldrich, David	TMD Aide/IVC	8.50	01/01/11-06/30/11
Amos, Jay	Coaching Aide/SC	15.00	01/01/11-06/30/11
Anderson, Rachel	Coaching Aide/IVC	15.00	01/01/11-06/30/11
Angstrom, Preston	Adapt. Kines. Aide/SC	11.50	01/01/11-06/30/11
Arevalo, Sylvia	Project Specialist/SC	20.00	01/01/11-06/30/11
Arkell, Simon	Coaching Aide/SC	15.00	01/01/11-06/30/11
Arnold, Kelly	Project Specialist/IVC	20.00	10/01/10-06/30/11
Atwood, Brian	Project Specialist/SC	9.50	01/01/11-06/30/11
Bailey, Michael	TMD Aide/SC	9.00	01/01/11-06/30/11
Baird, Daniel	TMD Aide/SC	18.00	01/01/11-06/30/11
Barnes, Kyle	Coaching Aide/SC	15.00	01/01/11-06/30/11
Belardes, Yvonne	Clerk - Short Term/SC	10.50	01/01/11-06/30/11
Belot, Anthony	Project Specialist/SC	13.00	01/01/11-06/30/11
Bones, Gerald	Project Specialist/SC	10.50	01/01/11-06/30/11
Booker, Nicholas	Coaching Aide/SC	15.00	01/01/11-06/30/11
Boteju, Karen	Project Specialist/IVC	10.50	01/01/11-06/30/11
Boutte, Rhonda	TMD Aide/SC	11.50	01/01/11-06/30/11
Bracken, Nancy	TMD Aide/IVC	20.00	01/01/11-06/30/11
Brining, Christine	TPP Aide/SC	10.00	09/15/10-06/30/11
Brock, Eric	Coaching Aide/SC	15.00	01/01/11-06/30/11
Brown, Darryl	Coaching Aide/SC	15.00	01/01/11-06/30/11
Brown, Gloria	DSPS Proctor/SC	16.00	01/01/11-06/30/11
Brown, Lucy	Clerk - Short Term/SC	14.00	01/01/11-06/30/11
Brown, Megan	TMD Aide/SC	9.50	01/01/11-06/30/11
Browne, Johanna	Project Specialist/SC	9.50	10/20/10-06/30/11
Buchea, Jason	Project Specialist/IVC	14.00	01/01/11-06/30/11
Buchman, Bruce	Coaching Aide/SC	15.00	01/01/11-06/30/11
Buffalin, Michael	Project Specialist/SC	10.50	01/01/11-06/30/11
Butcher, Donald	Coaching Aide/SC	15.00	01/01/11-06/30/11
Cabagnot, Al Stephen	Project Specialist/SC	12.50	09/27/10-06/30/11
<sup>4</sup> Callian, Ted	ST Campus Security Off./IVC	18.00	01/01/11-06/30/11
Campos, Diana	TMD Aide/SC	8.50	01/01/11-06/30/11
Caras, Amber	TMD Aide/SC	8.50	01/01/11-06/30/11
<sup>5</sup> Carmona, Victoria	Clerk Short Term/IVC	12.50	10/08/10-06/30/11
Carpenter, Allison	Project Specialist/IVC	11.50	01/01/11-06/30/11
Carson, Clayton	Coaching Aide/SC	15.00	01/01/11-06/30/11
Carter-Ortega, Mary	Clerk - Short Term/SC	10.00	01/01/11-06/30/11
Casabianca, Michael	TMD Aide/SC	8.50	01/01/11-06/30/11

<sup>4</sup> Brother of Sarah Callian, Substitute Campus Police Office Assistant, Office of Safety and Security, Irvine Valley College.

<sup>5</sup> Sister of Sylvia Carmona, Financial Aid Specialist, Office of Student Services, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2010/2011** 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>6</sup> Casillas, Meghan	Clerk - Short Term/SC	\$ 10.50	01/01/11-06/30/11
Cervantes, Martha	Project Specialist/SC	15.00	01/01/11-06/30/11
Christiansen, Craig	TMD Aide/IVC	20.00	01/01/11-06/30/11
Christman, Tyler	TMD Aide/SC	9.50	01/01/11-06/30/11
Chung, Michelle	Clerk - Short Term/IVC	8.50	01/01/11-06/30/11
Clemensen, David	TMD Aide/SC	20.00	01/01/11-06/30/11
Concepcion, Alexandra	Project Specialist/IVC	9.50	01/01/11-06/30/11
Cook, Kathleen	CDC Project Specialist/SC	20.00	09/25/10-06/30/11
Coombs, Erin	Project Specialist/SC	9.50	01/01/11-06/30/11
Coon, Ryan	TMD Aide/SC	9.50	01/01/11-06/30/11
<sup>7</sup> Cosmakos, Rachel	Project Specialist/SC	15.00	01/01/11-06/30/11
Cubillos Bez., Sandra	Project Specialist/SC	9.50	01/01/11-06/30/11
Cuevas, Mary Lynn	Project Specialist/SC	8.50	01/01/11-06/30/11
Dantanarayana, Preethi	Clerk - Short Term/IVC	9.50	01/01/11-06/30/11
Davani, Farideh	TMD Aide/IVC	9.50	01/01/11-06/30/11
Davis, Edwin	Coaching Aide/SC	15.00	01/01/11-06/30/11
Dill, Laura	Coaching Aide/SC	15.00	01/01/11-06/30/11
Dinh, Amber	Project Specialist/SC	16.00	01/01/11-06/30/11
Donahue, Beatriz	Clerk, Short-Term/IVC	8.50	10/11/10-06/30/11
Dorman, Thomas	Project Specialist/SC	15.00	01/01/11-06/30/11
Dunn, Clara	Project Specialist/District	20.00	01/01/11-06/30/11
Dwinell, Patti	Clerk - Short Term/SC	12.50	01/01/11-06/30/11
El Ahmar, Nidal	Clerk - Short Term/IVC	10.50	01/01/11-06/30/11
Espinoza, Jasmine	Clerk - Short Term/IVC	9.00	01/01/11-06/30/11
Evans, Michelle	Project Specialist/SC	16.00	01/01/11-06/30/11
Fadaiefard, Mohammad	Project Specialist/IVC	18.00	01/01/11-06/30/11
Fauls, Matthew	TMD Aide/SC	8.50	01/01/11-06/30/11
Feller, Chelsea	TMD Aide/IVC	8.50	01/01/11-06/30/11
Fletcher, Jenny	Adapt. Kines. Aide/IVC	9.00	01/01/11-06/30/11
Flippin, Mark	Coaching Aide/IVC	15.00	01/01/11-06/30/11
Florentino, Yesenia	Project Specialist/SC	14.00	01/01/11-06/30/11
Fox, Geoffrey	Coaching Aide/SC	15.00	01/01/11-06/30/11
Fox, Jill	Clerk - Short Term/SC	12.50	01/01/11-06/30/11
Furuta, Jeanne	Clerk - Short Term/SC	14.00	01/01/11-06/30/11
Galkina, Dzhulyetta	Outreach Aide/SC	12.50	01/01/11-06/30/11
Gannon, Ashley	TMD Aide/IVC	9.00	01/01/11-06/30/11
Garber, Shaylene	TMD Aide/SC	9.50	01/01/11-06/30/11
Garey, Jason	Coaching Aide/IVC	15.00	01/01/11-06/30/11
Gaynor, Michelle	Project Specialist/SC	20.00	01/01/11-06/30/11

<sup>6</sup> Daughter of Lurdes Casillas, Senior Administrative Assistant, Office of Admissions, Records & Enrollment Svc., Saddleback College

<sup>7</sup> Sister of James Cosmakos, Senior Lifeguard, Office of Community Education, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2010/2011** 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>
Geier, Brian	Adapt. Kines. Aide/SC	\$ 20.00	01/01/11-06/30/11
Gharavi, Mina	TMD Aide/IVC	8.50	01/01/11-06/30/11
Gonzalez, Deyanira	Project Specialist/SC	16.00	01/01/11-06/30/11
Goss, John	Coaching Aide/IVC	15.00	01/01/11-06/30/11
Graham, Paul	Clerk, Short-Term/IVC	8.50	10/12/10-06/30/11
Grigsby, Shauna	Project Specialist/SC	16.00	01/01/11-06/30/11
Gross, Rachel	TMD Aide/SC	9.50	01/01/11-06/30/11
Hammond, Kelly	Project Specialist/SC	9.50	01/01/11-06/30/11
Harada, Constance	Clerk - Short Term/IVC	9.00	01/01/11-06/30/11
Harris, Ashley	Adapt. Kines. Aide/IVC	9.00	01/01/11-06/30/11
Harris, Denise	Coaching Aide/SC	15.00	01/01/11-06/30/11
Harris, Virginia	Project Specialist/SC	16.00	09/29/10-06/30/11
Hartman, Sean	Project Specialist/IVC	10.50	01/01/11-06/30/11
Hartzler, Xiomara	TMD Aide/IVC	8.50	01/01/11-06/30/11
Hellriegel, John	Matric. Proctor/SC	16.00	01/01/11-06/30/11
Heredia, Grisel	Clerk - Short Term/SC	10.50	01/01/11-06/30/11
Hernandez, Joany	TMD Aide/SC	10.50	01/01/11-06/30/11
Higgins, Christopher	TMD Aide/SC	8.50	01/01/11-06/30/11
Hill, Malia	Project Specialist/SC	16.00	09/29/10-06/30/11
<sup>8</sup> Hilton, John	Outreach Aide/SC	12.50	01/01/11-06/30/11
Hoang, Minhquan	Project Specialist/SC	9.50	01/01/11-06/30/11
Hodosh, Seth	Adapt. Kines. Aide/SC	11.50	01/01/11-06/30/11
Holland, Larry	Coaching Aide/SC	15.00	01/01/11-06/30/11
Honeyman, Ilona	TMD Aide/IVC	8.50	01/01/11-06/30/11
Hood, Ryan	TMD Aide/IVC	12.50	01/01/11-06/30/11
<sup>9</sup> Hoormazdi-Mobarake, Mehr.	Clerk - Short Term/IVC	9.00	01/01/11-06/30/11
<sup>9</sup> Hoormazdi, Megan	Clerk - Short Term/IVC	10.50	01/01/11-06/30/11
Hooshmand, Chris	Project Specialist/IVC	12.50	10/01/10-06/30/11
Hough, Trevor	Coaching Aide/SC	15.00	01/01/11-06/30/11
Hunn, Amanda	TMD Aide/SC	9.00	01/01/11-06/30/11
Hyde, Heidi	TMD Aide/SC	10.50	01/01/11-06/30/11
<sup>10</sup> Ibarra, Marleth	Project Specialist/SC	9.50	01/01/11-06/30/11
Inglehart, Ciara	Coaching Aide/SC	15.00	01/01/11-06/30/11
Jahan, Adam	TMD Aide/SC	8.50	01/01/11-06/30/11
Jaramillo, Linda	Clerk - Short Term/SC	11.00	01/01/11-06/30/11
Jimenez, Belen	Coaching Aide/SC	15.00	01/01/11-06/30/11
Johnson, Nicole	Project Specialist/SC	14.00	01/01/11-06/30/11
Johnson, Scott	TMD Aide/IVC	8.50	01/01/11-06/30/11

<sup>8</sup> Son of Carol Hilton, Director of Fiscal Services, Office of College Fiscal Services, Saddleback College; and brother of Natasha Hilton, Recreation Aide, Community Education, Saddleback College.

<sup>9</sup> Mehrmoosh and Megan are sisters; both work for Community Education, Irvine Valley College.

<sup>10</sup> Sister of Kristina Ibarra, Student Help, Office of Instruction, Saddleback College; and Valeria Ibarra, Substitute Student Development Office Assistant, Student Affairs, Office of Student Services, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2010/2011** 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>
Johnson, Stephen	TMD Aide/SC	\$ 10.50	01/01/11-06/30/11
Jones, David	Project Specialist/IVC	14.00	01/01/11-06/30/11
Kapperman, Kendelle	CDC Project Specialist/SC	20.00	10/19/10-06/30/11
Kelly, Sean	TMD Aide/IVC	8.50	01/01/11-06/30/11
Khachikyan, Garegin	Project Specialist/IVC	14.00	01/01/11-06/30/11
Khademi Sharifabad, Firouzeh	Clerk - Short Term/IVC	8.50	01/01/11-06/30/11
Kimura, Thomas	Clerk - Short Term/SC	10.50	01/01/11-06/30/11
Knopick, Eric	Adapt. Kines. Aide/SC	8.50	01/01/11-06/30/11
Kohlhas, Paul	Project Specialist/IVC	14.00	01/01/11-06/30/11
Kokesch, Aaron	TMD Aide/IVC	20.00	01/01/11-06/30/11
Kovalchuk, Ekaterina	Project Specialist/SC	10.50	01/01/11-06/30/11
Kristjanson, Johann	DSPS Proctor/SC	16.00	01/01/11-06/30/11
Kwon, Elliott	Clerk, Short-Term/IVC	12.50	10/08/10-06/30/11
Langgle, Linda	Project Specialist/IVC	18.00	01/01/11-06/30/11
Lapinski, Zachary	TMD Aide/SC	8.50	01/01/11-06/30/11
LaRusso, Pamela	Clerk, Short-Term/IVC	8.50	10/08/10-06/30/11
Lawrence, Rachel	Project Specialist/SC	9.50	01/01/11-06/30/11
Lax, Darren	Coaching Aide/SC	15.00	01/01/11-06/30/11
Lebrija, Javier	Coaching Aide/SC	15.00	01/01/11-06/30/11
Leigh, Alexander	TMD Aide/SC	20.00	01/01/11-06/30/11
Leon, Frank	Project Specialist/SC	9.50	01/01/11-06/30/11
Leong, Tanya	TMD Aide/SC	9.50	01/01/11-06/30/11
Liedholm, Christopher	TMD Aide/SC	8.50	01/01/11-06/30/11
Lin, Joseph	Coaching Aide/IVC	15.00	01/01/11-06/30/11
Lindahl, Glenda	Project Specialist/SC	16.00	01/01/11-06/30/11
Ling, Jyueguang	Clerk - Short Term/SC	10.50	01/01/11-06/30/11
Lopez, Carlos	Project Specialist/SC	10.50	01/01/11-06/30/11
Lucarelli, Jeffrey	Clerk - Short Term/IVC	8.50	01/01/11-06/30/11
Lucas, Richard	TMD Aide/IVC	12.50	01/01/11-06/30/11
Luecke, Kristen	TMD Aide/IVC	8.50	01/01/11-06/30/11
Luu, Tiffany	Clerk, Short-Term/IVC	12.50	10/08/10-06/30/11
Lye, Lain	Project Specialist/IVC	14.00	01/01/11-06/30/11
Lynn, Aaron	Clerk - Short Term/IVC	8.50	01/01/11-06/30/11
Maddox, Kelsey	Project Specialist/IVC	14.00	01/01/11-06/30/11
Mahoney, Hilary	TPP Aide/SC	10.00	01/01/11-06/30/11
Marsden, Pamela	TMD Aide/SC	10.50	01/01/11-06/30/11
Martin, Mary	Clerk - Short Term/SC	15.00	01/01/11-06/30/11
Mayeda, Brian	TPP Aide/SC	10.00	09/15/10-06/30/11
Mayville, Joseph	Adapt. Kines. Aide/SC	8.50	01/01/11-06/30/11
McGinley, Andrea	Project Specialist/SC	15.50	01/01/11-06/30/11
McGinley, Shaun	Coaching Aide/SC	15.00	01/01/11-06/30/11
McGrath, Marguerite	Project Specialist/SC	9.50	01/01/11-06/30/11

**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2010/2011** academic year.

<u>Name</u>	<u>Start/End Date</u>
Andersen, Drew	10/19/10-06/30/11
Bergeron-Matsumoto, Breanna	10/01/10-06/30/11
Huynh, Shaunna	10/01/10-06/30/11
Jones, Michael	10/01/10-06/30/11
Niculescu, Laura	10/04/10-06/30/11
Rosen, Mary	10/01/10-06/30/11
Smolyar, Andre	10/05/10-06/30/11

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2010/2011** 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>
Borchardt, Scott	CACT Educator/IVC	\$ 68.89/hr	10/22/10-06/30/11
Chen, Xiaojian	Tutor/IVC	10.50/hr	10/25/10-06/30/11
Drobish, Susan	Comm. Ed./IVC	2500.00/cs <sup>11</sup>	07/01/10-06/30/11
Gomez, Jose de Jesus	Tutor/IVC	10.50/hr	10/22/10-06/30/11
Gronlund, Milka	Tutor/IVC	10.50/hr	10/25/10-06/30/11
Reese, Matthew	Clinical Skills Spec./SC	35.00/hr	10/18/10-06/30/11
Scott, Allison	Interpreter IV/SC	45.00/hr	10/19/10-06/30/11
Spies, Jessica	Interpreter IV/SC	45.00/hr	10/26/10-06/30/11
Stuart, Tyson	Clinical Skills Spec./SC	35.00/hr	10/18/10-06/30/11
Tantuvanich, Richard	Clinical Skills Spec./SC	35.00/hr	10/14/10-06/30/11
Wang, Taemi	Tutor/IVC	12.50/hr	10/11/10-06/30/11
Zirhut, Yvette	Interpreter IV/SC	45.00/hr	10/15/10-06/30/11

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. **DIRECTOR OF COLLEGE FISCAL SERVICES**, Pos #3014, Classified Management Salary Range 08, College Fiscal Services, Office of Instruction, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective November 18, 2010, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. (Position approved: August 30, 2004)

<sup>11</sup> CS=Per Course.

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

1. DIRECTOR, ECONOMIC AND WORKFORCE DEVELOPMENT, Classified Management Salary Range 8, Division of Business Science and Economic and Workforce Development, 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 December 1, 2010. (Exhibit B, Attachment 1)
2. <sup>12</sup>VICE PRESIDENT OF COLLEGE ADMINISTRATIVE SERVICES, Classified Management Salary Range 10, Office of College Fiscal Services, Saddleback College, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position, to its staff complement, effective November 18, 2010, pursuant to reorganizations defined in Title V Education Regulation, Section (c), Recruitment 53021. (Exhibit B, Attachment 2)

**D. AUTHORIZATION TO CHANGE A CLASSIFIED POSITION**

1. INSTRUCTIONAL ASSISTANT, Pos #3261, Classified Bargaining Unit Salary Range 122, 19 hours per week, 10 months per year, Learning Assistance Program, Division of Liberal Arts and Learning Resources, Saddleback College seeks authorization to permanently change hours to 13 hours per week, 10 months per year, effective November 1, 2010.
2. INSTRUCTIONAL ASSISTANT, Pos #3289, Classified Bargaining Unit Salary Range 122, 15 hours per week, 12 months per year, Learning Assistance Program, Division of Liberal Arts and Learning Resources, Saddleback College seeks authorization to permanently change hours to 25 hours per week, 12 months per year, effective November 1, 2010.
3. INSTRUCTIONAL ASSISTANT, Pos #3534, Classified Bargaining Unit Salary Range 122, 25 hours per week, 12 months per year, Learning Assistance Program, Division of Liberal Arts and Learning Resources, Saddleback College seeks authorization to permanently change hours to 20 hours per week, 12 months per year, effective November 1, 2010.

**E. CHANGE OF STATUS**

**1. CLASSIFIED EMPLOYMENT**

- a. GREENE, SCOTT, ID #12380, Laboratory Technician, Communication Arts, Pos #3961, Classified Bargaining Unit Salary Range 122, Step 6, 26 hours per week, 11 months per year, Division of Fine Arts and Media Technologies, Saddleback College, is to be given additional compensation of a 5% shift differential to regular base salary, effective November 1, 2010, pursuant to Article 7.3.2 of the CSEA Contract.

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<sup>12</sup> Note: This is a temporary title and salary range assignment; classification under review by Grodt and Associates for the Classification, Compensation and Organization Assessment study currently being performed for SOCCCD.



**E. CHANGE OF STATUS - Continued**

**1. CLASSIFIED EMPLOYMENT**

- b. HILTON, CAROL, ID #2075, Director of College Fiscal Services, Pos #3014, Classified Management Salary Range 08, Step 10, 40 hours per week, 12 months per year, College Fiscal Services, Office of Instruction, Saddleback College, is to be employed as Vice President of College Administrative Services, Classified Management Salary Range 10, Step 6, 40 hours per week, 12 months per year, Office of the President, Saddleback College, effective November 18, 2010, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. This item is contingent upon approval by the Board of Trustees for items B1 and C2 of this agenda.
- c. KIPPS, BARBARA, ID #2345, Instructional Assistant, Pos #3261, Classified Bargaining Unit Salary Range 122, Step 6, 19 hours per week, 10 months per year, Learning Assistance Program, Division of Liberal Arts and Learning Resources, Saddleback College, is to be given a change in hours to 13 hours per week, 10 months per year, effective November 1, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.
- d. MERCADO, ROMEO, ID #14147, Instructional Assistant, Pos #3289, Classified Bargaining Unit Salary Range 122, Step 1, 15 hours per week, 12 months per year, Learning Assistance Program, Division of Liberal Arts and Learning Resources, Saddleback College, is to be given a change in hours to 25 hours per week, 12 months per year, effective November 1, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.
- e. RAYBURN, WENDY, ID #11344, Senior Payroll Specialist, Pos #4091, Classified Bargaining Unit Salary Range 131, Step 6, 40 hours per week, 12 months per year, Payroll, Office of Administrative and Business Services, District, is to revert to Payroll Specialist, Pos #4112, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Payroll, Office of Administrative and Business Services, District, effective November 1, 2010, pursuant to Article 13.7 of the CSEA Contract.
- f. WORTHINGTON, AMY, ID #4265, Instructional Assistant, Pos #3534, Classified Bargaining Unit Salary Range 122, Step 6, 25 hours per week, 12 months per year, Learning Assistance Program, Division of Liberal Arts and Learning Resources, Saddleback College, is to be given a change in hours to 20 hours per week, 12 months per year, effective November 1, 2010, pursuant to Article 7.3.1.1 of the C.S.E.A. Contract.

**F. OUT OF CLASS ASSIGNMENTS**

- 1. ARAUJO, ROBERTO, ID #13594, Lead Custodian, Pos #3379, Classified Bargaining Unit Salary Range 119, Step 5, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Night Custodial Supervisor, Pos #3043, Classified Management Salary Range 04, Step 1, 40 hours per week, Office of Physical Plant, Saddleback College, effective October 4, 2010 through October 15, 2010. This is a temporary replacement for Anthony Rodgers, who was on leave.

**F. OUT OF CLASS ASSIGNMENTS - Continued**

2. ARIAS, MAYRA, ID #14821, Acting Executive Assistant to Deputy Chancellor, Pos #4283, Classified Management Salary Range 04, Step 3, 40 hours per week, Office of Business Services, District, temporary assignment ended on October 18, 2010 and returned to permanent assignment as Senior Administrative Assistant, Pos #3426, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, District Fiscal Services, Office of Administrative and Business Services, effective October 19, 2010.
3. DALY, TRACY, ID #13403, District Director of Public Affairs and Intergovernmental Relations, Pos #3737, Classified Management Salary Range 08, Step 10, 40 hours per week, 12 months per year, Office of the Chancellor, District, has been give a temporary change in assignment to Acting Director of Economic and Workforce Development, Classified Management Salary Range 08, Step 10, Division of Business Science and Economic and Workforce Development, Saddleback College, effective January 3, 2011.
4. FLUEGEMAN, TERESA, ID #14540, Director of Public Information and Marketing, Pos #3135, Classified Management Salary Range 06, Step 6, 40 hours per week, 12 months per year, Office of Advanced Technology and Education Park Facility, Irvine Valley College, has been given a temporary change in assignment to Acting Director of Public Affairs and Intergovernmental Relations, Pos #3737, Classified Management Salary Range 08, Step 2, 40 hours per week, Office of the Chancellor, District, effective January 3, 2011.
5. HEREDIA, GRISEL, ID #17280, Admissions and Records Specialist I, Pos #2727, Classified Bargaining Unit Salary Range 116, Step 1, 25 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College has been given a temporary change in assignment to Admissions and Records Specialist I, Pos #2743, Classified Bargaining Unit Salary Range 116, Step 1, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, effective November 2, 2010. This is a temporary replacement for Kimia Fahimi.
6. NGUYEN, JOHNNY, ID #14563, Custodian, Pos #3106, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College has been given a temporary change in assignment to Lead Custodian, Pos #3379, Classified Bargaining Unit Salary Range 119, Step 4, 40 hours per week, Facilities Custodial, Office of Physical Plant, Saddleback College, effective October 4, 2010 through October 15, 2010. This was a temporary replacement for Roberto Araujo, who was in a temporary assignment.
6. NUNEZ, KATHRYN, ID #2472, Payroll Specialist, Pos #4112, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Payroll, Office of Administrative and Business Services, District has been given a temporary change in assignment to Senior Payroll Specialist, Pos #4091, Classified Bargaining Unit Salary Range 131, Step 6, 40 hours per week, Payroll, Office of Administrative and Business Services, District, effective November 1, 2010. This is a temporary reassignment for Wendy Rayburn, who received a change in status.

**F. OUT OF CLASS ASSIGNMENTS - Continued**

7. OSZ, HELEN, ID #16145, Senior Administrative Assistant, Pos #4292, Classified Bargaining Unit Salary Range 127, Step 2, 40 hours per week, Fiscal Services, Office of Administrative and Business Services, District, temporary assignment ended on October 18, 2010, and returned to permanent assignment as Administrative Assistant, Pos #3124, Classified Bargaining Unit Salary Range 121, Step 4, 25 hours per week, 12 months per year, Payroll, Office of Administrative and Business Services, effective October 19, 2010.
8. SMITH, ANNA, ID #11435, Extended Opportunity Program Specialist, Pos #3381, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Office of Special Programs and Services, Irvine Valley College has been given a temporary change in assignment to Instructional Assistant, Pos #4135, Classified Bargaining Unit Salary Range 122, Step 6, 40 hours per week, School of Library Services, Irvine Valley College, effective November 1, 2010. This is a temporary reassignment in a vacant position.

**G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. BRISTOL, CHRISTI, ID #17323, Program Senior Laboratory Technician (Simulation), Pos #4040, Classified Bargaining Unit Salary Range 130, Step 2, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, resignation effective October 29, 2010. Payment is authorized for any compensated time off. (Probationary Start date: January 4, 2010)
2. FRAME, BRENDA, ID #8210, Director of Student Health Center, Pos #3032, Classified Management Salary Range 07, Step 10, 40 hours per weeks, 12 months per year, Student Health Center, Office of Student Services, Saddleback College, resignation effective December 30, 2010, Retirement effective December 31, 2010. Payment is authorized for any compensated time off. (Permanent Start date: April 1, 1997)
3. NGUYEN, MICHELLE, ID #4911, Health Office Assistant, Pos #3473, Classified Bargaining Unit Salary Range 115, Step 6, 16 hours per week, 10 months per year, Student Health Center, Office of Student Services, Irvine Valley College, resignation effective October 22, 2010. Payment is authorized for any compensated time off. (Permanent Start date: September 20, 1994)
4. RICKETTS, LURDES, ID #14270, Senior Health Office Assistant, Pos #2820, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, 12 months per year, Student Health Center, Office of Student Services, Saddleback College, resignation effective November 5, 2010. Payment is authorized for any compensated time off. (Permanent Start date: April 14, 2008)

**H. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2010/2011 academic year.

Counseling Services and Special Programs, Saddleback College

Bernardin, Blake	Gemmell, Paul	Niven, Drew
Ramirez, Ana	Rowan, Venessa	Volpe, Marco
Watt, Ian	Wilcox, Paul	

**H. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2010/2011 academic year.

KSBR, Fine Arts and Media Technology, Saddleback College

Anderson, Mary	Arce, Manuel	Bennett, Kelly
Bergeson, Gary	Christopher, Michael	Christy, Craig
Crow, Phyllis	Curran, Jim	Davies, Lex
Dixon, Derrick	Erbstoesser, Chris	Flucht, Julia
Jordan, Matthew	Meadors, Daniel	Minter, Thomas
Moorhead, Steven	Mullaly, Tamera	Naimo, Jack
Nelson, Michael	Peterson, Janet	Pollock, Norm
Riccio, Peter	Sendaba, Addis	Thorne, Andrew
Wyart, Kevin		

Fine Arts and Media Technology, Saddleback College

Mautes, Jeremy	Yusi, Quinton	Yusi, Trevor
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Fine Arts, Irvine Valley College

Lewellen, John

Health Sciences and Human Services, Saddleback College

Nguyen, Wendy

Humanities and Languages, Irvine Valley College

Ohkubo, Wakako	Yasutomi, Ryohei
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Kinesiology, Physical Education and Athletics, Saddleback College

Ayala, Nastassia	Cook, Simone	McKenna, Keil
Moazzami, Ali	Powell, Tyesha	

School of Physical Sciences and Technology, Irvine Valley College

Finn, Lawrence	Wong, Kathleen
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**ATTACHMENT 1**

South Orange County Community College District

**DIRECTOR OF ECONOMIC AND WORKFORCE DEVELOPMENT** - Classified Management  
Salary Range CM08

DEFINITION

To plan, develop, organize, coordinate and direct the operations of the economic and workforce development program; prepare and administer annual budgets for assigned programs; ensure compliance with District policies and applicable State and federal regulations related to economic and workforce development and provide responsible and complex administrative support to the Dean of Business Science and Economic and Workforce Development.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean of Business Science and Economic and Workforce Development or other designee. Exercises functional and technical supervision over full-time classified employees or other part-time, temporary or student workers as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assist the Dean of Business Science and Economic and Workforce Development in planning, directing, and evaluating the operations of the Economic and Workforce Development programs and services.

Oversee the development of economic and workforce development grant applications for State, federal, and private funding opportunities in coordination with the College Office of Planning, Research, and Grants.

Develop connections between assigned business and industries, providing technical assistance to companies, and facilitating related economic development activities in the area.

Represent the College to business, industry and governmental agency-based organizations related to economic and workforce development; establishes and supports an advisory board made up of representatives of the community and local business and industry.

Develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; develops and implements work processes that facilitate attainment of established goals and objectives.

Seek appropriate funding opportunities through grants, contracts, and other alternative sources of revenue; collaborates with the college Office of Planning, Research, and Grants in developing grant applications and other funding proposals.

Along with the Dean, represent the college on local, State, and national committees and taskforces regarding economic and workforce development and training.

Assist in designing and administering training and employment preparation programs in accordance with college policy and grant and other external funding provisions.

South Orange County Community College District  
Page 2 - Director of Economic and Workforce Development

EXAMPLES OF DUTIES

Develop and coordinate, in cooperation with instructional deans, customized programs and services including short- and long-term training programs, workshops, and seminars to meet the identified needs.

Design, negotiate, and process educational services agreements and contracts for the delivery of workforce training, services, and activities.

Prepare and submit reports and make recommendations to appropriate external committees, agencies, and governmental units.

Meet and communicate effectively with State and federal program and fiscal monitors to ensure adherence to policies, regulations, directives, and recommendations.

Participate in the coordination of outreach activities among the college credit program, community education program, and the economic and workforce development program

Prepare, monitor, and control grant allocated funds in a responsible manner.

Assist with the auditing, monitoring, and evaluating of department objectives.

Publicize and promote college career and technical education (CTE) programs as well as economic and workforce development programs and services.

Recruit members for the CTE Local Plan Team (LPT) Committee; conduct annual meetings of the LPT; work with CTE Deans and the LPT Advisory Committee to review progress of past grant and feasibility of proposed grants.

Monitor grant-funded programs and review reports; communicate with College Deans, the Vice President of Instruction and President on partnerships and funding efforts.

Identify areas for improvement by TOPs code and special populations; work with District personnel to negotiate special population targets for each TOP code department; ask faculty for suggested activities for identified areas of deficiencies for next year's activities.

Assists in administering annual Perkins IV, SB 70, and Tech Prep budgets; reviews, and monitor the expenditure of funds; transfers budget line items as necessary and in accordance with grant provisions and timelines.

Coordinate Vocational Technical Education Act (VTEA) survey in the fall, spring and summer classes and submit quarterly and annual reports to District according to established timelines.

Keep updated on pertinent legislation, regulations, and developments that could affect department operations and disseminates the information to appropriate personnel.

Process required paperwork in a timely manner.

Perform other related duties as assigned.

South Orange County Community College District  
Page 3 - Director of Economic and Workforce Development

QUALIFICATIONS

Knowledge of:

Principles of management, supervision and training.  
Budget preparation and administration.  
Financial record keeping.  
Principles and procedures of community college programs and services.  
Extensive knowledge of grant-funded programs and processes.  
Laws, regulations, and program policies and procedures that affect the department operations.  
Workforce development methodology, programs, resources, and providers.  
Computer systems and software applications related to area of assignment, including student information systems, database management, spreadsheet, word processing and specialized software.  
Oral and written communication skills.  
Correct English composition, grammar, spelling and vocabulary.  
Effective business letter writing and report preparation.  
Interpersonal skills including tact, patience and diplomacy.  
District and College policies and procedures.  
District and College organization, operations and objectives.  
District policies and State and federal laws and regulations concerning Economic and Workforce Development on a community college campus.  
Marketing and public relations.  
Planning and organizational skills.

Ability to:

Plan, develop, organize, coordinate, implement, direct, supervise, evaluate and promote programs utilizing government funds for training, employment, and workforce development purposes.  
Write grants, proposals, recommendations, contracts, reports and correspondence.  
Work effectively with others to achieve common goals.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.  
Maintain written records and reports.  
Communicate clearly, concisely and effectively, using various means, including written and oral methods, including public speaking.  
Work with culturally and ethnically diverse groups.  
Work collaboratively with faculty, staff, students, and managers.  
Accomplish work through effective supervision.  
Operate in a political environment.  
Maintain current knowledge of economic and workforce development.  
Gain cooperation through discussion and persuasion.  
Interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.  
Train, supervise and evaluate the performance of assigned personnel.  
Prepare and administer complex budgets for assigned program areas.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Collect, compile and analyze data.  
Operate computer, printer, calculator, copier and related equipment.  
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

South Orange County Community College District  
Page 4 - Director of Economic and Workforce Development

EDUCATION AND EXPERIENCE GUIDELINES:

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

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, counseling, public or business administration, planning or a related field.

Experience:

Three years of increasing responsible experience in planning, organizing, coordinating and administering a grant funded program, with responsibilities for budgets, personnel, and facilities; or a minimum of three years of formal training, internship, or leadership experience reasonably related to the position, including activities with educational, business or community organizations, such as a member of a planning body, business council, or economic development team or other directly related work which includes lead or supervisory experience. Related experience in an institution of higher education is preferred.

Licenses and other Certification:

Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Prepared by Marlys Grodt and Associates: October 12, 2010



**ATTACHMENT 2**

South Orange County Community College District

**VICE PRESIDENT OF COLLEGE ADMINISTRATIVE SERVICES - Classified Management**  
Salary Range CM10

**DEFINITION**

To plan, organize, coordinate, direct and control the College's administrative support programs, operations, activities and staff, including Fiscal Services (including budget, accounting and contracts), Facilities, Technology Services, Student Payments Office, Veterans Office and Duplicating Services, ensuring that programs are operating within the appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; ensure timely and accurate submission of College financial reports, including the adopted budget; provide fiscal oversight of the College Foundation; provide leadership in the planning, development, continuous evaluation, and improvement of assigned programs and services; serve as a member of the College's Executive Staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the College President. Exercises functional and technical supervision over the Director of Facilities, Director of Technology Services and other assigned personnel.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Provides leadership in the planning, development, continued evaluation, and improvement for areas of responsibility.

Works in collaboration with the President, Vice President for Instruction, the Vice President for Student Services, Director of Planning Research and Grants and other executive staff to integrate instruction, support services and operational services for student success.

Serves as a member of the College President's executive team to help achieve the goals and objectives of the College and to make recommendations to the President regarding plans, policies and procedures of College operations and budget.

Provides institutional leadership in the promotion of collegial consultation process through active participation in College and District-wide committees.

Plan, coordinate and direct the development of the annual College restricted and unrestricted budgets, including local income, grants, contracts and categorical funds.

Provides oversight of Foundation fiscal operations.

Train, guide, supervise and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work, interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary actions; motivate and develop staff and resolve conflicts.

Plan, develop, organize, coordinate, direct and evaluate the fiscal programs, services, operations and activities of the College involving, facilities, technology, student financial services, student veteran's services and College-wide budget and accounting.

South Orange County Community College District  
Page 2 - Vice President of College Administrative Services

EXAMPLES OF DUTIES

Forecast short-range and long-range College revenues and expenditures; prepare multi-year financial projections and financial analysis for the College President, Board of Trustees, or District management.

Perform all accounting and budgeting work according to Title 5, Section 59011 of the California Code of Regulations; ensure the timely and accurate maintenance of all budget and accounting records for the College and may include its ancillary organizations such as Associated Student Government (ASG) and Foundation.

Compile and analyze data related to area of assignment; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.

Coordinate College fiscal affairs with District offices and personnel; work cooperatively with District offices and personnel on behalf of the College to develop, implement and maintain appropriate criteria, methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

Provide technical expertise, information and guidance to the College President regarding assigned functions; assist in the formulation and development of policies, procedures and programs; develop and administer goals, objectives, policies and priorities for areas of assignment.

Prepare, administer, and monitor annual budgets for area of assignment; prepare recommendations, plans and justification for integration into College plans and budget allocation; co-chair College Strategic Planning and Budget Committee; authorize expenditures according to District policies and applicable regulations.

Provide technical expertise and guidance regarding areas of responsibility; research and resolve problems; ensure compliance with established procedures and improve operational functions.

Provide assistance to College management and staff in the development, preparation, maintenance and reporting of fiscal records, including accounting and budget records.

Communicate with other District or College fiscal services personnel, administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities.

Represent the College on State committees and task forces and on District and College committees, such as the District Resource Allocation Committee (DRAC); chair assigned college committees; serve on other committees, task forces and other work groups; provide technical expertise concerning the operations of the College.

Represent the College on the Retirement Board of Authority to provide guidance for the accounting treatment of 'other post-employment benefits'; assist in District compliance with Government Accounting Standards

Ensure the timely and accurate preparation and submittal of a variety of statistical and narrative reports, proposals, recommendations and other materials, as needed or requested, including budget reports.

South Orange County Community College District  
Page 3 - Vice President of College Administrative Services

### EXAMPLES OF DUTIES

Prepare, administer and monitor annual budgets for area of assignment; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.

Maintain current knowledge of changes, concepts, methods, requirements, regulations and policies for assigned programs, including computer programs and software enhancements.

Make oral presentations and conduct workshops to provide specialized information regarding the fiscal services of the College; assure the dissemination of information related to new or revised automated systems, requirements or regulations affecting fiscal operations/services.

Serve as on duty evening administrator when assigned.

Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Modern principles, practices, methods and techniques of finance administration involving accounting and budget development and administration.

Modern principles, practices, methods and techniques of directing administrative support functions such as Facilities, Technology, Student Payments Office, Veterans Office and Duplicating Services.

Principles and practices of mathematics, statistics and financial analysis.

Methods and techniques used in financial research and revenue forecasting.

Principles and practices of training, supervision and performance evaluation.

District and College organization, operations and objectives.

Applicable District policies and local, State and federal laws, codes and regulations.

Organizational and management practices as applied to analysis and evaluation of assigned fiscal programs, policies and operational needs.

Modern office practices, procedures, methods, and equipment.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Oral and written communication skills.

Interpersonal skills including tact, patience and diplomacy.

#### Ability to:

Learn the College and District organization, operations and policies.

Plan, develop, organize, coordinate, direct, monitor, control and evaluate assigned functions and services.

Coordinate the development and administration of a community college budget.

Assist in developing policies and procedures for areas of assignment.

Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.

Evaluate the financial stability of the College and prepare complex statistical and financial statements, reports and analyses.

Forecast current and future revenues and expenditures affecting the College's financial condition.

South Orange County Community College District  
Page 4 - Vice President of College Administrative Services

### QUALIFICATIONS

#### Ability to:

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

Interpret and analyze financial and budget data and draw logical conclusions.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Work effectively with others to determine and achieve College goals.

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

Prepare and administer budgets for assigned program areas.

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

Communicate clearly and concisely, both orally and in writing.

Collect, compile and analyze data.

Prepare complex and comprehensive financial summaries, statements, reports and analyses.

Prepare oral and written reports and recommendations.

Plan and organize work.

Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Work independently with minimum administrative direction.

### EDUCATION AND EXPERIENCE GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a closely related field. Master's degree preferred.

#### Experience:

Five years of increasingly responsible leadership experience in the development, organization, and management of administrative support services including fiscal services for a large public educational organization, including at least four years in a supervisory capacity.

### OTHER REQUIREMENTS:

Valid California driver's license.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

South Orange County Community College District  
Page 5 - Vice President of College Administrative Services

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to contact with administrators and other personnel, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Prepared by Marlys Grodt and Associates: November 3, 2010

PLEASE NOTE:

*This is a temporary title and salary range assignment. This classification will be reviewed by Marlys Grodt and Associates again during the Classification, Compensation and Organization Assessment study currently being performed for SOCCCD.*

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Employment Agreement – Gary L. Poertner, Chancellor  
**ACTION:** Approval

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### **BACKGROUND**

Gary L. Poertner has been selected to be the next Chancellor of the South Orange County Community College District. His selection followed an extensive search process involving all facets of the college community. The Board of Trustees now needs to finalize his employment by adopting his contract.

### **STATUS**

The District, assisted by Community College Search Services, engaged in a nationwide search for Chancellor of the South Orange County Community College District to succeed Raghu P. Mathur. As a result of the search, Gary L. Poertner was selected to be the next Chancellor. Mr. Poertner served as the District's Deputy Chancellor and has had a distinguished career in higher education. Please see Exhibit A for a background statement on Mr. Poertner.

On October 25, 2010, the Board of Trustees voted to make an offer of employment as Chancellor of the South Orange County Community College District to Gary L. Poertner, and to empower the Board President to negotiate and sign a contract on behalf of the Board, subject to Board approval. The employment contract is for the period commencing December 1, 2010 through June 30, 2014, with a base salary of \$275,000.00 per year.

### **RECOMMENDATION**

It is recommended that the Board of Trustees consider and approve the contract of Gary L. Poertner as Chancellor, South Orange County Community College District, effective December 1, 2010 through June 30, 2014, at an initial base salary of \$275,000.00.

NAME: GARY L. POERTNER

POSITION: CHANCELLOR  
District

EDUCATION:

M.B.A. Marketing  
California State University  
Long Beach, CA

B.S. Commerce  
St. Louis University  
St. Louis, MO

EXPERIENCE:

Mr. Gary L. Poertner has forty years of experience in management and senior administrative level positions in the California public school systems. Twenty-four years have been in the community college system. In his most recent position, Mr. Poertner served as Deputy Chancellor for the South Orange County Community College District where he had responsibilities at the highest levels of administration, including acting as Chancellor in the absence of the incumbent, as well as participation in a wide variety of Chancellor level decisions. His prior positions include serving as Vice President of Business Services for Redwoods Community College District, as Assistant Superintendent of Administration for Shasta Union High School District, and as Director of Purchasing for El Camino College.

During his years of experience, he has also had administrative oversight responsibilities in the full range of District Services activities, including: accounting, budgeting, fiscal control, payroll, information technology, human resources, bookstore, dining, residence halls, security, maintenance, operations, grounds, construction and facilities planning, purchasing, printing services, and risk management.

CREDENTIALS:

- California Community College, Marketing Teaching, Lifetime
- California Community College, Supervision, Lifetime
- California Community College, Administrator, Lifetime

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Saddleback College and Irvine Valley College: Speakers  
**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at any college and/or ATEP since the last board meeting. Exhibit A lists invited speakers and other pertinent information.



## SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

### SADDLEBACK COLLEGE

<b>Presentation Date/Time</b>	<b>Location</b>	<b>Faculty Member</b>	<b>Course Title/Activity</b>	<b>Speaker</b>	<b>Topic</b>
10/20/10 – 4 pm	HS 105	Martine Wehr	HS 187 - Juvenile Violence, Gangs & Victimization	Lena Gonzalez	Parents of Murdered Children, Victims of Gang Violence
11/10/10 – 11 am	SSC 212	Linda Gleason		Monica Ruzich	American Red Cross Disaster Preparedness
11/24/10 - 1:30 pm	TAS 124	Clifford Meyer	Auto 103	Steve Gibson	K&N Filters and Air Systems
11/24/10 - 5:30 pm	HS 207	Margaret Huang	GERO. 101 - Lifecycle 1: Fundamentals of Aging	Julie Schoen	Medicare
12/1/10 - 1:30 pm	BGS 254	Amira Wegenek	Psychology Speaker Series	Wesley Shultz, PhD	Psychology of Environmental Awareness
12/1/10 - 5:30 pm	HS 105	Martine Wehr	HS 187 - Juvenile Violence, Gangs & Victimization	Judge David Hoffer	Juvenile Delinquency Court
1/14/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Dixie Bullock	When You Really Don't Want To Retire
1/21/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Joseph Huszti	Why Man Sings! From Caveman to Astronaut
1/28/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	"Distinguished Guest Lecture Series"	Aaron Barth	Supermassive Black Holes in Galaxies
2/04/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Jacqueline Hahn	Octavio Paz: His Life & Poetry
2/11/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Jeffery Scott Mio	Our Cultural Diversity
3/04/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Yong Chen	"What to Eat?": Food, Society, and Culture
3/11/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Liliana Leopardi	Carlo Crivelli: A 'Venetian' Renaissance Artist in the Marches Region
3/25/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Elizabeth Jarvo	The Organic Chemistry of Zombies, Witches, and Poisons
4/01/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Sunny Jiang	Water Quality and Pollution
4/08/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Victoria Zackheim	Women Writers: Personal on the Page
4/15/11 - 9:30 am	Laguna Woods, Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Kristin Behfar	Leading and Managing Teams

<b>Presentation Date/Time</b>	<b>Location</b>	<b>Faculty Member</b>	<b>Course Title/Activity</b>	<b>Speaker</b>	<b>Topic</b>
4/22/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Aileen Anderson	Sell Me a Cell
4/29/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Cece Sloan	Louise Bourgeois: A Grande Dame of Modern Art
5/06/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Susan Bryant	Frontiers of Stem Cell Research
5/13/11 - 9:30 am	Laguna Woods Village Auditorium Clubhouse 3	Collette Chattopadhyay	Distinguished Guest Lecture Series	Karen Merced Willner	Shooting in Tombstone: History, Legend, Identity through Films

### **IRVINE VALLEY COLLEGE**

<b>Presentation Date/Time</b>	<b>Location</b>	<b>Faculty Member</b>	<b>Course Title/Activity</b>	<b>Speaker</b>	<b>Topic</b>
11/19/10 5:30-7:30 pm	BSTIC 103	Fumiko Ishii	IVC Japanese Program flex week credit	Masaki Kaifu	What is Japanese Anime

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

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### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 10/25/10 Total Basic Aid Estimated Receipts of \$394.2M less Total Approved Projects in the amount of \$360.5M leaves a \$33.7M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

The District estimates receipts in future years as follows:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2010 – 2011	\$38,984,025
2011 – 2012	\$39,538,907
2012 – 2013	\$38,545,185
2013 – 2014	\$37,493,544

**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of October 25, 2010 Board Meeting**

	1999-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	Total
Actual Basic Aid Receipts	\$74,365,248	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$39,022,021	\$355,217,605
Estimated Basic Aid Receipts 2010/11								\$38,984,025
								<b>Total Receipts \$394,201,630</b>
								<b>Total Approved Projects \$360,509,234</b>
								<b>Uncommitted Basic Aid Funds \$33,692,396</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$11,919,662	\$23,498,276	\$35,417,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$11,303,957				\$11,303,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$4,750,000				\$4,750,000
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$950,000				\$950,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$12,882,000		\$12,882,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$4,652,000		\$4,652,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$17,410,000		\$17,410,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
IVC Maintenance and Police Facility				\$4,553,656		\$4,553,656
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,796,000		\$1,796,000
IVC Performing Arts Center				\$17,006,209		\$17,006,209
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$484,122		\$484,122
IVC Modular Building Replacement (CEC)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Replace Main Water Valves				\$275,000		\$275,000
IVC Replace Natural Gas Piping A&B Quads				\$230,000		\$230,000
IVC Repair Exteriors A100, A200, A300, A400, B100				\$400,000		\$400,000
IVC SSC HVAC System				\$800,000		\$800,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$5,081,000	\$5,081,000
SC M/S/E Renovation					\$2,608,344	\$2,608,344
SC M/S/E Bldg Ventilation System					\$5,000,000	\$5,000,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC BGS Mold Abatement and Air Quality Improvements					\$8,724,200	\$8,724,200
SC New Science Building (M/S/E annex)					\$3,867,000	\$3,867,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Bridge Replacement					\$1,700,000	\$1,700,000
SC Pool Deck Replacement					\$1,500,000	\$1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8					\$1,500,000	\$1,500,000
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$735,010					\$735,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$210,000					\$210,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD IT Projects SC/IVC/ATEP Instruction & Student Services			\$7,976,770			\$7,976,770
SOCCCD Legal Defense for Invocation Complaint	\$2,000,000					\$2,000,000
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,874,192					\$1,874,192
<b>Total Approved Projects</b>	<b>\$45,326,631</b>	<b>\$47,988,533</b>	<b>\$35,855,357</b>	<b>\$99,523,685</b>	<b>\$131,815,028</b>	<b>\$360,509,234</b>

**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 and Forward	Total
College Scheduled Maintenance Projects	5,000,000		381,124	900,200	431,327	161,938	1,428,062	1,184,918	512,432	5,000,000
2005/06 Allocation for Salary Schedule Restructure	4,245,000			4,245,000						4,245,000
2005/06 College Instructional Equipment Needs	1,392,000			438,461	41,503	378,311	473,955	55,237.32	4,532	1,392,000
Technology Needs for IVC, SC & District	19,367,618		2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	1,226,921	1,419,004	19,367,618
Campus Appearance Improvement IVC & SC	1,000,000						378,837	215,312	405,851	1,000,000
ATEP Operating Budget*	11,303,957		266,981	706,587	1,119,887	1,841,834	2,273,645	2,401,548	2,693,475	11,303,957
ATEP Staffing, Equipment, Program Development	4,000,000						20,689	171,285	3,808,026	4,000,000
ATEP Renovation	15,034,576	370,243	630,096	1,035,239	3,838,068	1,318,978	103,660	450,213	7,288,078	15,034,576
ATEP Building Demolition	7,000,000						61,693	12,192	6,926,115	7,000,000
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000
ATEP Site Development Negotiations	4,750,000				12,066	887,067	1,080,568	592,509	2,177,791	4,750,000
ATEP Development	3,750,000					565,425	1,041,250	750,807	1,392,519	3,750,000
ATEP Parking Lot Renovation	950,000							176,205	773,795	950,000
College/District Contributions for Debt Retirement - COPS	4,380,701	1,543,653	1,351,330	1,485,718						4,380,701
Debt Retirement Contribution	34,400,000	21,000,000	5,000,000	4,200,000	4,200,000					34,400,000
IVC Business & Technology Innovation Center	12,882,000			25,860	981,852	5,563,594	2,392,351	1,477,228	2,441,115	12,882,000
IVC Design and Install Entrance from Barranca	2,850,000			9,950				41,576	2,798,474	2,850,000
IVC Fine Arts Building	4,652,000					61,163	115		4,590,722	4,652,000
IVC Floor Repairs	58,340		57,458	882						58,340
IVC Life Sciences Project	17,410,000						81,776	793,360	16,534,864	17,410,000
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759		1,500	222,418	1,183,432	69,409				1,476,759
IVC Maintenance and Police Facility	4,553,656		90,046	1,575,308	1,412,747	1,475,172	383			4,553,656
IVC Modular Building	370,000	369,456	544							370,000
IVC Landscaping (PAC & BSTIC)	1,796,000							105,493	1,690,507	1,796,000
IVC Performing Arts Center	17,006,209	57,850	623,625	4,235,617	10,727,931	1,137,271	38,469	185,445		17,006,209
IVC Science Equip & TV Studio	500,000	492,814	7,186							500,000
IVC Sports Facilities	896,000	896,000								896,000
IVC Replace Main Water Valves	275,000							6,035	268,965	275,000
IVC Replace Natural Gas Piping A&B Quads	230,000							3,088	226,912	230,000
IVC Repair Exteriors A100, A200, A300, A400, B100	400,000								400,000	400,000
IVC SSC HVAC System	800,000							1,346	798,654	800,000
IVC Utility Service Project	416,000			125,332	220,576	315			69,778	416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	484,123			35,700	413,103	29,853	5,466			484,123
IVC Modular Bldg Replacement (CEC)	197,402				197,402					197,402
IVC Science Lab Addition & Remodel	6,980,000				276,823	86,014	2,373,462	2,024,161	2,219,540	6,980,000
IVC A-300 Bldg Remodel	2,481,000				49,177	94,785	1,529,452	228,508	579,078	2,481,000
IVC Early College Program	60,000					19,626	40,374		0	60,000
Retiree Benefits	35,417,938	2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	2,500,000	8,000,000	35,417,938
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000		57,748		9,684	61,163	115		2,208,290	2,337,000
SC M/S/E Plaza Repairs	5,081,000						69,288		5,011,712	5,081,000
SC M/S/E Renovation	2,608,344						39,000		2,569,344	2,608,344
SC Building Repairs - TAS Building	1,956,000		26,775	97,135	28,465		1,048		1,802,576	1,956,000
SC Building Repairs - Library Remodel	20,141,000	40,000	37,892					511,511	19,551,596	20,141,000
SC Demolition of Lower Campus Buildings	1,719,000	965,373	15,917	737,255					455	1,719,000
SC Demolition and Upper Quad Remodel	1,000,000								1,000,000	1,000,000
SC Village Remodel	4,130,000					244,229	2,014,945	1,311,975	558,852	4,130,000
SC Village Expansion	3,942,000						463,110	2,942,595	536,294	3,942,000
SC Golf Driving Range Net Replacement	300,000			1,800	43,400	46,600	5,000	5,000	198,200	300,000
SC Health Science/District Office Building	15,251,655	7,156,088	7,887,463	189,994	5,096	13,014			0,460	15,251,655
SC Hire Consultant for Parking/Traffic Study	48,500		24,250						24,250	48,500
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000	46,200	1,288,800							1,335,000
SC BGS Mold Abatement and Air Quality Improvements	8,724,200			682,740	3,735,624	4,277,090	28,746			8,724,200
SC New Science Building (M/S/E annex)	3,867,000				29,595				3,837,405	3,867,000
SC Science Equip & TV Studio	500,000	499,908	92							500,000
SC Science/Applied Science Bldg	14,850		14,850							14,850

**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 and Forward	Total
SC Sports Facilities	817,310	778,625	26,695	11,990		-	-	-	-	817,310
SC Bridge Replacement	1,700,000							2,693	1,697,307	1,700,000
SC M/S/E Bldg Ventilation System Upgrade	5,000,000							-	5,000,000	5,000,000
SC Pool Deck Replacement	1,500,000							23	1,499,977	1,500,000
SC Roof Replace Tech & Applied Science, Village Bldg 3-8	1,500,000							166,833	1,333,167	1,500,000
SC Temporary Classroom Facilities	7,269,285		714	3,729,338	3,341,007	105,308	450	300	92,168	7,269,285
SC McKinney Theater Restroom remodel	2,542,000				162,708	105,248	2,023,613	72,862	177,569	2,542,000
SC Loop Road	3,442,000					-	-	5,740	3,436,260	3,442,000
SOCCCD: Replace HR & Bdgt Dev Systems	897,740			208,797	672,943	16,000	-	-	0	897,740
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260				3,515,073	5,304,918	4,111,633	1,099,661	70,975	14,102,260
SOCCCD: Districtwide Telephone System	4,499,498	127,271	3,636,911	627,911	107,404	-	-	-	0	4,499,498
SOCCCD: Fiscal and HR Systems Repl.	27,500			27,500		-	-	-	-	27,500
SOCCCD: Consultant District Educational & Facilities Master Plan	735,010			370,010		-	-	-	365,000	735,010
SOCCCD: HR Recruitment Work Plan	85,911		85,911			0	-	-	-	85,911
SOCCCD: Legislative Advocacy Services - Basic Aid	210,000	15,700	24,002	24,298	24,000	14,000	34,354	13,140	60,506	210,000
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830			184,690	85,327	59,813	-	-	-	329,830
SOCCCD: IT Projects SC/IVC/A/TEP Instruct & Student Svc	7,976,770							2,906,089	5,070,681	7,976,770
SOCCCD: Legal Defense for Invocation Complaint	2,000,000								2,000,000	2,000,000
SOCCCD: Additional 1% Contingency	1,278,101						-	-	1,278,101	1,278,101
SOCCCD: Trustee Election/General Election Expense	1,874,192	453,867				-	527,830	-	892,495	1,874,192
<b>Totals</b>	<b>360,509,234</b>	<b>37,632,547</b>	<b>26,988,395</b>	<b>33,077,552</b>	<b>44,726,959</b>	<b>38,085,375</b>	<b>27,063,189</b>	<b>23,641,810</b>	<b>129,293,407</b>	<b>360,509,234</b>

	1999/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2011 and Forward
Commitments	83,542,630	57,751,446	11,145,072	34,465,912	70,908,593	54,256,170	37,446,916	10,992,495
Cumulative Commitments	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	349,516,739	360,509,234
Receipts	74,365,248	40,162,878	46,899,203	52,896,017	50,692,873	51,179,365	39,022,021	38,984,025
Cumulative Receipts	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	355,217,605	394,201,630
Cumulative Expenses	37,632,547	64,620,942	97,698,494	142,425,453	180,510,828	207,574,017	231,215,827	360,509,234
Cash Balances	36,732,701	49,907,184	63,728,835	71,897,893	84,505,391	108,621,567	124,001,778	33,692,396

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 7.3**  
**DATE: 11/17/10**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting 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 November 17, 2010

### SADDLEBACK COLLEGE

#### 1. JAMES B. UTT LIBRARY REMODEL

Reallocation of basic aid funding has allowed this project to move forward. Bid opening was March 31, 2010. Board awarded construction in May. The Notice to Proceed was issued on June 14, 2010. Construction is underway with abatement 100% complete and demolition about 95% complete. Furniture and equipment planning and selection continue with eight department meetings conducted *last* month. A progress meeting was held with Division Heads and the Dean *last* month. Project progress updates may be viewed at: <http://socccd.edu/businessservices/ProjectUpdates.html>. The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000.

#### 2. SCIENCES BUILDING

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008, to re-compete for funding. Funding was pushed back first to December, 2009, and again to September, 2010. *Because there is no state bond measure planned for the fall election, the State Chancellor's Office has asked the District to approve modifications to our original submittal that would shift the funding of this project to the 2012-2013 fiscal year. This includes a modification to the dollar amount of the District's 30% match which has increased relative to the consumer cost price index adjustment. That difference is reflected in the change to the numbers below.* Though final budget numbers will not be resolved until the State Chancellor's Office completes the funding process, the overall project budget is anticipated at ~~\$55,398,000~~ \$58,835,000 with ~~\$33,553,000~~ \$35,635,000 anticipated from the state and ~~\$21,845,000~~ \$23,200,000 proposed as funded through basic aid.

#### 3. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2009 and again on September 1, 2010. *Because there is no state bond measure planned for the fall election, the State Chancellor's Office has asked the District to approve modifications to our original submittal that would shift the funding of this project to the 2013-2014 fiscal year. This includes a modification to the dollar amount of the District's 30% match which has increased relative to the consumer cost price index adjustment. That difference is reflected in the change to the numbers below.* Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at ~~\$28,235,000~~ \$30,120,000 with ~~\$19,765,000~~ \$21,084,000 anticipated from the state and ~~\$8,471,000~~ \$9,036,000 proposed as funded through basic aid.

#### 4. LOOP ROAD

The Board approved the Loop Road project in March, 2009. Currently, the project is estimated at \$5,650,000 which may be an inadequate amount. Architectural selection was

Board approved in February, 2010. The kick-off meeting was held in May with progress meetings through this month to status the required project studies. A meeting was held *in September* with the project team and members of the Engineering Group from the City of Mission Viejo. *An on-site meeting is planned this month with the Army Corp of Engineers regarding site drainage and discharge planning.* The discovery phase is on schedule. \$3,442,000 of the overall project budget is approved for funding through basic aid.

#### 5 M/S/E PLAZA RENOVATION

The Board approved the Math/Science/Engineering (M/S/E) building project in March, 2009. Uneven settlement under the plaza area between the Library and the M/S/E building has resulted in slab heaving, cracking and water penetration at the M/S/E building. The College has requested that this project be temporarily postponed. The overall project budget is \$5,081,000 funded through basic aid.

#### 6. VILLAGE EXPANSION PROJECT

The Board approved the Village Expansion project in November, 2008. There are two construction packages, one for site work and one for the buildings. The Surety for MJ Contractors and the District executed a Takeover Agreement. Construction is complete. The Notice of Completion for the building portion was filed in June 2010. The final change order and the Notice of Completion for the site work was filed in August 2010. DSA Close Out is underway. The overall project budget is \$3,942,000 funded through basic aid.

#### 7. BRIDGE REPLACEMENT PROJECT

In March 2010, the Board approved an architect and basic aid funding of \$1,700,000 for the southeast library bridge due to a finding of failing structural integrity. Construction documents were submitted to DSA *last* month. A supplemental soils report was sent to DSA and the project is moving through plan check at this time. No modification to the original design was required as a result of the soils report findings. The discovery phase is on schedule.

#### 8. DISTRICT I.T. SERVER ROOM RENOVATION PROJECT

On July 28, 2008, the Board approved a basic aid allocation of technology funding for the colleges and the District. On July 26, 2010, the Board approved the Award of Bid to upgrade the HVAC System and other utilities in the District Server Room. Construction of the project commenced on *November 15, 2010*. The overall budget for the project is \$489,133.00 funded through basic aid.

## IRVINE VALLEY COLLEGE

### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The building construction is 100% complete. Total change orders represent 2.75% of the original contract amount. There were 69 change orders requiring DSA approval. Approximately 12 remain outstanding. DSA began returns in groups of 3 or 4 in early March.

### 2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The final equipment order is complete and on target to meet reimbursement deadlines. DSA closeout is complete. The overall project budget is \$25,593,000 with \$12,711,000 from the state and \$12,882,000 funded through basic aid.

### 3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. The Notice of Completion was filed on July 8, 2010. DSA close out is underway. The overall project budget is \$6,980,000 funded through basic aid.

### 4. A-300 REMODEL FOR MUSIC DEPARTMENT

The Notice of Completion was filed in July, 2009. DSA closeout is *complete*. The overall project budget is \$2,484,000 funded through basic aid. *This project is complete and will be removed from future reports.*

### 5. LIFE SCIENCES PROJECT

The Board of Trustees approved the architects for the Life Sciences project in November, 2008. Plans were submitted to the Division of the State Architect on June 9, 2010. Accessibility, fire life safety and structural comments have all been received. Building Envelope evaluation *is underway* and comments will be incorporated into the back check submittal to DSA. The overall project budget is \$24,848,000 with \$17,377,000 from the state and \$7,468,000 funded through basic aid. *The Board has funded this project to \$17,410,000 to address the lack of bond funding from the state. A full budget assessment will be address at bid anticipated in January.*

### 6. FINE ARTS BUILDING

The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. *Because there is no state bond measure planned for the fall election, the State Chancellor's Office has asked the District to approve modifications to our original submittal that would shift the funding of this project to the 2013-2014 fiscal year. This includes a modification to the dollar amount of the District's 30% match which has increased relative to the consumer cost price index adjustment. That difference is reflected in the change to the numbers below. There is a reduction in the allocated points. If this project is required to recomplete for funding, it will not be as competitive. Though final budget will be resolved after the State Chancellor's Office has completed the*

funding process. The overall project budget is anticipated at ~~\$38,229,000~~ *\$34,552,000* with ~~\$28,305,000~~ *\$24,330,000* anticipated from the state and ~~\$9,924,000~~ *\$10,222,000* proposed as funded through basic aid.

#### 7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project March, 2010. Currently, the project is estimated at \$2,850,000 which will be evaluated for appropriateness once the designer provides a cost estimate. The first of two plan check fees has been submitted to the City of Irvine. This review precedes final design and submittal to DSA. The discovery phase is on schedule. The overall project budget is \$2,850,000 funded through basic aid.

#### 8. GREAT LAWN PROJECT

The Board of Trustees approved the Landscape Improvements project in March, 2009. Contractor's Contract was approved August, 2010. A kick off meeting was held on October 13, 2010. *The projected start was extended while waiting for the contractor to provide insurance certifications and the agreement. Afterwards, mobilization was scheduled to start November 1, 2010, and the contractor did not provide a necessary submittal required for project start.* The overall project budget is \$1,796,000 funded through basic aid.

### ATEP

#### 1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. Repair procedures were accepted with remediation 99% complete. The contractor, has requested a review of previously submitted change orders. District staff has partially released retention and is working with ModSpace on finalizing a few outstanding items. To date, total change orders represent 3.01% of the original contract amount.

#### 2. ATEP BUILDING DEMOLITION

This project is out to bid with 27 contractors attending the mandatory pre-bid job walk. *A preconstruction meeting was held with the Phase A contractor on October 29, 2010.* A second phase of demolition is under design to include the hanger located at the southwest edge of the property. The overall project budget is \$7,000,000 funded through basic aid.

#### 3. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin and have been returned with comments. Comments have been addressed and resubmitted to the City.

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting 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 September 30, 2010. Our cash balances at the end of September 30, 2010 were One Hundred Forty-Two Million, Five Hundred Twenty-Seven Thousand, Thirty-Six Dollars and 35/100 (\$142,527,036.35) in the Orange County Investment Pool (OCIP) and Twenty-Five Million, Five Hundred Eighty-Two Thousand, One Hundred Ninety-Three Dollars and 41/100 (\$25,582,193.41) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.86% and the LAIF investment pool is yielding an average of 0.51% for the fiscal quarter ending September 30, 2010. Both pools are highly liquid, with overnight wire transfers available upon request.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 7.5**  
**DATE: 11/17/10**

**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** SOCCCD: Quarterly Financial Status Report  
**ACTION:** Information

---

### **BACKGROUND**

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

### **STATUS**

The California Community Colleges Quarterly Financial Status Report, as of September 30, 2010 for the 2010-2011 fiscal year, is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2010-2011

District: (890) SOUTH ORANGE

Quarter Ended: (Q1) Sep 30, 2010

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,706,923	180,702,584	181,588,225	177,476,020
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	177,706,923	180,702,584	181,588,225	177,476,020
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	120,989,151	133,868,154	136,661,585	154,911,267
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	47,257,511	48,636,000	44,656,082	49,407,570
B.3	Total Unrestricted Expenditures (B.1 + B.2)	168,246,662	182,504,154	181,317,667	204,318,837
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	9,460,261	-1,801,570	270,558	-26,842,817
D.	Fund Balance, Beginning	18,913,568	28,373,829	26,572,259	26,842,817
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	18,913,568	28,373,829	26,572,259	26,842,817
E.	Fund Balance, Ending (C. + D.2)	28,373,829	26,572,259	26,842,817	0
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.9%	14.6%	14.8%	0%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	24,196	25,759	26,233	26,233
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		12,775,294	20,545,122	8,659,681
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)		12,775,294	20,545,122	8,659,681

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,476,020	177,476,020	19,765,894	11.1%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	177,476,020	177,476,020	19,765,894	11.1%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-8000)	154,911,267	154,911,267	30,324,142	19.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	49,407,570	49,407,570	1,538,647	3.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	204,318,837	204,318,837	31,862,789	15.6%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-26,842,817	-26,842,817	-12,096,895	
L.	Adjusted Fund Balance, Beginning	26,842,817	26,842,817	26,842,817	
L.1	Fund Balance, Ending (C. + L.2)	0	0	14,745,922	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	0%	0%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (if multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent		Temporary		Total Cost Increase		Total Cost Increase	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO  
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q1) Sep 30, 2010

District: (890) SOUTH ORANGE

Your Quarterly Data is ready for certification.  
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: David Bugay

CBO Phone: Use format 999-555-1212  
949-582-4699

CBO Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Chief Executive Officer Name: Dixie Bullock

CEO Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

Electronic Cert Date: \_\_\_\_\_

District Contact Person

Name: Beth Mueller

Title: District Director of Fiscal Services

Telephone: Use format 999-555-1212  
949-582-4661

Fax: Use format 999-555-1212  
949-347-0390

E-Mail: bmueller@socccd.edu

**Certify This Quarter**

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [atalig@cccco.edu](mailto:atalig@cccco.edu) or Glen Campora (916)323-6899 [gcampora@cccco.edu](mailto:gcampora@cccco.edu)

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**TO:** Board of Trustees

**FROM:** Dixie Bullock, Acting Chancellor

**RE:** SOCCCD: Academic Year 2011-2012 Non-Resident Tuition Fees for Foreign & Out-of-State Students

**ACTION:** Information

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### **BACKGROUND**

The California Education Code, Section 76140, requires each community college district of the state to establish a non-resident tuition fee no later than February 1 for the succeeding fiscal year. This rate is based on the expense of education per unit of attendance (FTES) for the previous fiscal year, modified by the projected increase in the U.S. Consumer Price Index for the current year and the year in which the fee will be in effect. The District may also set this fee below the statewide average fee, or at a level not to exceed a contiguous district's established fee. The current fiscal year fee is \$183 per unit.

Pursuant to Education Code Section 76141, a district **may** also charge nonresident students a capital outlay fee. This portion of the Education Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to **ANY** nonresident student – **except** for "AB 540" students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged **only** to nonresidents that were citizens and residents of a foreign country. Revenue derived from this fee shall be expended for purposes of capital outlay, maintenance, and equipment. Any fee charged pursuant to this section is limited by the following: 1) the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding year; **OR** 2) 50% of the 2010-11 nonresident tuition fee adopted pursuant to EC 76140. The current fiscal year fee is \$25 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142, which authorized districts to charge non-resident applicants a processing fee not to exceed the lesser of: the actual cost of processing an application and other documentation required by the federal government, **OR** \$100, which may be deducted from the tuition fee at the time of enrollment. The fee is non-refundable if students fail to enroll subsequent to making an application for enrollment. The current fiscal year fee is \$54.

The Associated Student Governments requested they be given advance information on the proposed fee, prior to the Board taking action to establish the fee for the next academic year. As classes will not be in session when the agenda item is prepared for Board approval in January 2011, this item is being submitted now as advance information of the proposed fee.

### **STATUS**

All of the factors necessary to establish these fees as required by Education Code are not available at this time. The District Business Office staff has calculated an estimate of the District non-resident related fees based on current information (EXHIBIT A). This exhibit also includes a suggested set of fees for 2011-12. A recommendation will be submitted to the Board in January 2011, after comparison data is received from the state.

Item Submitted By: *David Bugay, Ph.D., Acting Vice Chancellor, Business Services*

**Estimated Current Expense of Education \*  
for 2011/12 Non-Resident Tuition Rate**

A. Expense of Education for Base Year (2009/10 CCFS 311, Pages 15-17, AC 0100-6700, Col. 1-3)	\$ 138,767,157
B. Annual Attendance FTES (2009/10 Audit Report)	26,233
C. Expense of Education per FTES (A / B)	\$ 5,290
D. US CPI Factor **	\$ 1.043
E. Costs per FTES for Tuition Year (C x D)	\$ 5,517
<b>F. Estimated 2010/11 Per unit non-resident tuition fee:</b> Semester system colleges (E/30)	<b>\$ 184</b>

**2011/12  
Capital Outlay Fee Calculation  
E.C.S. 76142**

A. Total Capital Outlay	\$ 23,154,282
B. FTES for 2009/10	26,233
C. Foreign Student Charge per Academic Year (A / B)	\$ 883
<b>D. Estimated 2011/12 Capital Outlay Fee, per unit</b> (C / 30)	<b>\$ 29</b>

**2011/12  
Application Fee Calculation  
E.C.S. 76142**

A. Admissions & Records Operating Expense for 2009/10 (per CCFS-311, A.C. 6200)	\$ 3,122,351
B. FTES for 2009/10	26,233
C. Student cost per academic year (A / B)	\$ 119
<b>D. Estimated 2011/12 Application fee, per semester</b> (C / 2)	<b>\$ 60</b>

**Comparison of Non-Resident Fees**

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12***</u>
Non-Resident Tuition	\$ 181	\$ 190	\$ 183	\$ 184
Capital Outlay Fee	\$ 25	\$ 25	\$ 25	\$ 25
Application Fee	\$ 52	\$ 54	\$ 54	\$ 54

This portion of the Ed Code was amended by AB 947 (Chapter 377, statutes of 2009) to now charge this capital outlay fee to **ANY** nonresident student - **except** for "AB 540" students, who will continue to be exempt from this fee. AB 947 deleted the condition that a nonresident student capital fee will be charged **only** to nonresidents that were citizens and residents of a foreign country.

\* Based on estimates only, actual numbers will be provided by California Community College Chancellor's Office for final calculation.

\*\* The USCPI is not available at this time. This is the same number used last year.

\*\*\* SUGGESTED 2011/12 FEES

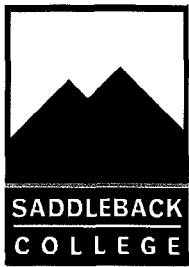
**TO:** Board of Trustees  
**FROM:** Dixie Bullock, Acting Chancellor  
**RE:** Written Reports  
**ACTION:** None

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**Written Reports**

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

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



## MEMORANDUM

TO: Members of the Board of Trustees  
Dixie Bullock, Acting Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR NOVEMBER 17, 2010 BOARD OF TRUSTEES' MEETING

Dr. Burnett congratulates our board members who were victorious on Election Day and is thrilled to welcome Gary Poertner as Chancellor of the South Orange County Community College District. He looks forward to working with them all for the success of Saddleback College students and to fulfill the college's vision to be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

Saddleback College was honored to pay tribute to veterans during the week of Veterans Day with a number of events sponsored by the Saddleback College Foundation and the Veterans Education and Transition Services Program. A chili bowl festival was held to raise money for veteran student scholarships, a Wall of Heroes was posted outside the VETS Center to recognize esteemed veterans working at or attending Saddleback College, and a field of flags in the quad symbolized those who lost their lives in the current Middle East conflicts. The Student Diversity Council, in conjunction with the Student Veterans Club, held a panel highlighting the experiences of veterans and their transition to civilian life and the Student Veterans Club, in conjunction with the VETS Program, will have a brief ceremony at the Saddleback College Veterans Memorial followed by a screening of a documentary *In Their Boots* in SM 313.

### *Office of Instruction*

Rocky Cifone, Dean of Business, Economic and Workforce Development, and Gretchen Bender, Director of Planning, Research and Grants, attended the annual presentation of the Orange County Economic Forecast developed for the Orange County Business Council by the CSU Fullerton Mihaylo College of Business and Economics. The report details national, regional and county trends in employment, housing, and business development and analyzes key predictive indicators of the overall economic health of Orange County. This database is a valuable resource for pinpointing the appropriate targets for College opportunities and potential initiatives in workforce education and career preparation. The brief version of the 2010 Orange County Economic Forecast is available for the Board's review at [http://business.fullerton.edu/centers/iees/reports/EconomicForecast2010\\_10\\_28.pdf](http://business.fullerton.edu/centers/iees/reports/EconomicForecast2010_10_28.pdf)

There is a great deal of excitement in the Division of Health Sciences & Human Services this Fall. Our Nursing Program continues its tradition of excellence with the recent announcement by the CA Student Nurses Assn (CSNA) of 4<sup>th</sup> semester nursing student Katie McClusky as "California Nursing Student of the Year" and of Prof Linda Gleason, Case Manager for our Nursing Student Success Program as "California Nursing Teacher of the Year". The new Medical Laboratory Technician Program, recently funded for an additional year, continues to grow — now in its second year, this 2-year Associate Degree Program is gaining in popularity and expects to have all classes full in the near future. The Medical Assisting Program, in preparation for the start of the recently funded Health Information Technology (HIT) Program, has undergone significant incorporation of Electronic Health Record (HER) skills to prepare M.A. students for this fairly advanced HIT Program which will begin Fall, 2011. And Dean Donna Rane-Szostak has become one of eight SoCAL Nurse Educators chosen for the Kaiser Permanente Nurse Scientist Program.

For the second year in a row, Saddleback's Freshman Academy is honored to have been selected for study and observation as a model basic skills project. The Tillery Institute at Berkeley is conducting this state-wide, Hewlett Foundation-sponsored research on best practices in developmental education.

Community Education relocated to the village to increase access to the community and provide improved visibility for programs.

There were numerous and varied events in November, which started with the Art Gallery exhibition from Ireland November 3<sup>rd</sup> to November 4<sup>th</sup>. From Dublin to LA and Back featured a printmaking exchange exhibition of the Los Angeles Printmaking Society and the Black Church Print Studio in Dublin. The Cinema-Television-Radio Department hosted an open

house on November 4<sup>th</sup> where students showed guests how they shoot a film, produce a TV show and DJ a radio program. The Department of Theatre Arts presented Neil Simon's Brighton Beach Memoirs in the McKinney Theatre from November 5<sup>th</sup> to the 14<sup>th</sup>. On November 6<sup>th</sup>, the Saddleback College Concert Choir performed choral music under the direction of Dr. Scott Farthing at the Newport Beach Lutheran Church. On November 20<sup>th</sup>, the Saddleback College Women's Camerata, under the direction of Dr. Scott Farthing, returned to Newport Beach to perform choral music including one of Dr. Farthing's new choral pieces entitled *I Would Live in Your Love*. The Professional Guest Artist Series presented an early Christmas with The Four Freshmen to an enthusiastic audience on November 21<sup>st</sup> in the McKinney Theatre. Everyone was thrilled to have them back by popular demand! Director of Jazz Studies Joey Sellers was pleased to present guest artist clarinetist Philip O'Connor who joined the Jazz Lab ensemble for a concert of great jazz music.

The Emeritus Institute of Saddleback College presents the 2011 Distinguished Guest Lecture Series, which will commence January 14, 2011 and run through May 13, 2011. The free series features a roster of 16 academic, governmental and private sector speakers. The public is invited to register for the series, which is offered as a Saddleback College Emeritus Institute Humanities class, ticket number 21815. All lectures are free, but everyone must register for the course in order to attend.

### ***Student Services***

Special Services began its annual "Ride The Wave" to Saddleback College for transitioning High School Students with disabilities. On November 4, 2010, the department held an information night for students and their parents who plan to attend Saddleback College following graduation.

Classified Senate took donations to put together Thanksgiving Baskets for Student Veterans in need and distributed them to raffle winners the week of November 15<sup>th</sup>.


VETS Program staff was invited to attend Golden West College's Veterans Resource Center Grand Opening Ceremony as they are the sixth college in Region 8 to adopt the Saddleback College model of a Veterans Center and Program.

The Transfer Center has announced that Saddleback College students interested in teaching can apply for the college's Teacher Preparation Pipeline (TPP) program, which has received a grant in the amount of \$225,000 from the California Community College Chancellor's Office to provide students the opportunity to serve as paid teaching assistants in the areas of math, science, or career technical education (CTE) at the secondary school level. Saddleback College is one of only two community colleges in Orange County to receive continued funding through the first four years of the five-year grant. Students who are interested in the TPP program must submit an application between November 15, 2010 and January 31, 2011.

### ***Associated Student Government***

ASG participated in the California Community college Student Affairs Association (CCCSAA) statewide Student Leadership Conference in Costa Mesa. The Saddleback ASG were the only students presenting at the conference, representing four of the 45 total workshops, delivering presentations to approximately 80 students, faculty, and staff each time. The workshops were incredibly well received and each carried an average rating of "excellent" as judged by the evaluation process. The ASG workshops were: "Education Through Campus Involvement" by Melissa Fenerci, ASG President, "Taking Action: Buildign a Socially Aware Associated Students Organization" by Audra DiPadova, Melissa Fenerci, Yeri Flor, and Justin Huft, "Active Team Building 101" presented by Brent Palmer and a large group of ASG and ASIVC students.

**TO:** Dixie Bullock, Acting Chancellor and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President 

**DATE:** November 4, 2010

**SUBJECT: President's Report for the November 17, 2010 Board of Trustees Meeting**

### **IVC Theatre Department Features Bye Bye Birdie**

During November, the IVC Theatre Department presented seven performances of the popular musical classic "Bye Bye Birdie." The show produced by IVC Professor Ron Ellison and directed by guest director Paul Burt was staged in the IVC Performing Arts Center Main Stage and featured a large ensemble cast of 40 cast members and 20 back stage crew members.

### **Student Services Debuts New Student Handbook**

Irvine Valley College's Student Services now has available printed and online copies of IVC's new student handbook providing current and future students with important information such as how to enroll in classes. Vice President of Student Services Dr. Gwendolyn Plano and Elaine Rubenstein, IVC's Senior Graphic Designer/Publications Editor, spearheaded the project.

### **IVC Model UN Starts Season**

Congratulations to Irvine Valley's Model UN Team for a great start to their season. On October 9, delegates from Irvine Valley College attended their first Model UN conference the "1st Annual Orange County Model United Nations Conference" at Golden West College with fourteen schools participating, totaling 180 delegates, Irvine Valley challenged universities including California State University Los Angeles, Chapman University, University of San Diego, and University California San Diego. IVC's team also competed with community colleges from Victor Valley, Pasadena City, Riverside City, and Antelope Valley. Security Council was the toughest committee at the conference, and IVC's delegates won the top awards there.

### **IVC Phi Theta Kappa Leadership Conference**

Irvine Valley College President Glenn Roquemore gave the welcome address to more than 200 Phi Theta Kappa members and advisors from California and Nevada attending the Leadership Through Honors in Action Conference, November 5-6 at the Crowne Plaza Hotel in Irvine. IVC's chapter hosted the conference and keynote speakers included Alexis Ohanian, founder of Reddit and Emory University/Princeton Residence Professor Mark Bauerlein, author of *The Dumbest Generation: How the Digital Age Stupifies Our Youth and Jeopardizes Our Future*.

### **Chem Lab Open House**

On October 28, IVC held an open house and reception to officially thank the SOCCCD Board of Trustees and welcome the IVC faculty, staff, and students to the expansive new complex that is now home to IVC's Chemistry Department. The new annex is a 4,824 sq. ft. state-of-the-art building that provides students with the latest facilities, equipment, and lecture space.

### **Kudos to IVC Speech and Debate Team**

On October 15-17, 2010, the IVC Speech and Debate Team competed at the California Double-Up Invitational held at Azusa Pacific University. Twelve members of the team took awards. Competing at the tournament were 37 schools, 133 debate teams, and 335 total individual speaking events. There were 16 community college programs such as Saddleback College, El Camino College, and Orange Coast College. Through efforts in Parliamentary Debate and Individual Speaking Events, the IVC Forensics Team took second place among community colleges. On October 23-24, the Irvine Valley College Speech and Debate Team competed at the 2010 Watson-Lancer Invitational held at Pasadena City College. Several students were recognized at the event. Individual speakers placed with top honors, while debaters brought home Gold, Silver, and Bronze medals. Twenty community colleges attended the tournament. There were 60 debate teams in the competition with a total of 316 individual speaking events.

### **IVC Celebrates Disability Awareness Month**

On October 25, IVC celebrated Disability Awareness month with a special and uniquely fun event at the outdoor basketball courts. The College hosted a wheelchair basketball team demonstration and game. After the demonstration by the local wheelchair basketball team, President Glenn Roquemore, counseling faculty, student services staff, as well as several students experienced a game of basketball first hand from a wheel chair.

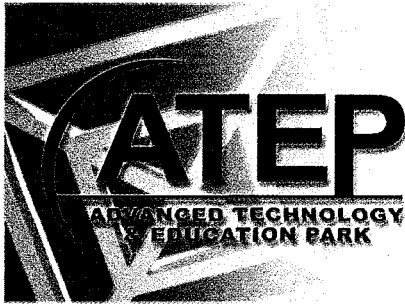
### **IVC PIO/Publications Team Wins Five Medallion Awards**

Irvine Valley College Public Information Office/Publications team brought back five Medallion Awards from the annual National Council for Marketing and Public Relations Conference held in Las Vegas this year. The team won the following top awards: a Gold Medallion of Excellence for the IVC 25<sup>th</sup> Anniversary logo design; three Silver Medallions of Excellence for the IVC 25<sup>th</sup> Anniversary street banners, the "Broadway Stars" gala invitation postcard, and the Fall 2010 Schedule of Classes; and a Bronze Award of Excellence for the IVC 25<sup>th</sup> Anniversary-themed 2010-2011 Academic Catalog. IVC won against stiff competition from other community college creative teams from as far away as Northern California, Hawaii, Arizona and Nevada. Congratulations to Diane Oaks and her hard-working creative team!

### **IVC Foundation Raises \$167,689 in New Osher Scholarship Endowments**

Irvine Valley College Foundation Director Al Tello and President Glenn Roquemore recently presented a \$20,000 Osher endowment check to Foundation for California Community Colleges President Paul Lanning. To date, IVC has raised \$167,689 which qualifies for 50% matching funds from the Bernard Osher Foundation, thereby creating a total of \$251,535 in new scholarship endowments.





## **MEMORANDUM**

**TO:** Acting Chancellor Dixie Bullock  
Members of the Board of Trustees

**FROM:** Dr. Randy W. Peebles, Provost

**DATE:** November 3, 2010

**RE:** ATEP Report for the November 17, 2010 Board of Trustees Meeting

### **ATEP Transition**

The board approved transition of ATEP staff was successfully implemented on October 4. A resolution was approved at the October board meeting to further outline responsibilities of the colleges and district in order to move forward with the development of ATEP.

### **Demolition Plans**

Phase One demolition of the former marine base buildings will begin in early December with a projected duration of 120 days. Representatives from U.S. Demolition, Inc., H2 Environmental Consulting Services, Inc., and Hudson Pacific Properties will be on site daily from 7 am to 3 pm, insuring full compliance and safety as these structures are removed. An overview of the demolition plan with site map is published on the ATEP website for public information. Phase Two demolition will begin between March and June of 2011. Phase Three demolition planning has begun for the helicopter hangar.

### **Site Planning and First Building**

District architects and planners are updating the Phase 3A site plan in order to support a phased development approach beginning with one building of approximately 50,000 square feet. The colleges are identifying programs for the first building so that architectural programming can begin.

**County and City Coordination**

Discussions are moving forward with the city and county regarding potential coordination of Tustin Legacy land usages in order to best serve the needs of the community.

**Partner Search**

ATEP Development staff are working with CB Richard Ellis (commercial broker) on developing marketing plans for a comprehensive, nationwide partner search which will begin after the first of the year. Finding educational and commercial partners will provide opportunities for ongoing future income to the district to offset ATEP operational and development costs and possibly augment basic aid funds.

**Chapel Study**

A brief initial study is in progress to determine feasibility, options and cost estimates for the former Marine Corps Air Station-Tustin Chapel located on the ATEP property. Considerations under review include remodeling, rebuilding and possibly moving the structure and assessing its potential use as a future historical/veteran's memorial and community meeting center.

**Potential Development Funding**

Progress continues in efforts to obtain New Market Tax Credits that may be available for the ATEP site and would offset development costs by as much as \$8M. It is required that these funds be used to improve economic value of the census track in which ATEP resides. Additionally, ATEP development staff are reviewing other revenue sources and funding models to assist with development costs.