

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



Monday, November 19, 2012

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

Board of Trustees

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



Meeting of the Board of Trustees

November 19, 2012

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Employment/Evaluation (GC Section 54957) (13)
 - 1. Public Employee Employment/Evaluation (12)
 - a. Vice Chancellor for Technology and Learning Services (DS)
 - b. Vice Chancellor for Human Resources and Employer/Employee Relations (DS)
 - c. College President (SC)
 - d. Dean, Students and Counseling (IVC)
 - e. Dean, Enrollment Services (IVC)
 - f. Dean, Liberal Arts (IVC)
 - g. Vice Chancellor, Business Services (DS)
 - h. Director Student Health Center (SC)
 - i. Dean, Kinesiology & Athletics/Athletics Director (SC)
 - j. Associate Vice Chancellor, Economic Development (DS)
 - k. Dean, Health Science, Kinesiology & Athletics (IVC)
 - l. Dean, Math, Science & Engineering (IVC)
 - 2. Public Employee Employment/Evaluation: Chancellor (1)
- B. Public Employee Discipline/Dismissal/Release (GC 54954.5)
- C. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. Unrepresented Employee: Chancellor
Agency Designated Negotiators: Nancy Padberg, Esq. - Board President, and Warren Kinsler, Esq. – General Counsel
- D. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Initiation of Litigation (GC Section 54956.9[b][1] and [3][C] – *Wassmann v. SOCCCD*)
 - 2. Anticipated Litigation (GC Section 54956.9(b)(1) and (3)(c) (1 case))

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 **Actions Taken in Closed Session**

2.2 **Invocation**

Led by Trustee James Wright

2.3 **Pledge of Allegiance**

Led by Trustee Mike Meldau

2.4 **Resolutions/Commendations**

A. Resolutions:

SOCCCD: Frank M. Meldau – Member, Board of Trustees

B. Commendations:

SOCCCD: Frank M. Meldau – Member, Board of Trustees

Irvine Valley College: Frank M. Meldau – Member, Board of Trustees

Saddleback College: Frank M. Meldau – Member, Board of Trustees

Saddleback College: Phillis Kucharski – Nursing Professor

Saddleback College: Chris Wilkinson – Chief of Police

2.5 **Public Comments**

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

3.0 **REPORTS**

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

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

4.0 **DISCUSSION ITEMS**

4.1 **Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 3 – “Incentivize Successful Student Behaviors”**

A presentation on Recommendation 3 of the California Community Colleges Student Success Task Force.

4.2 **Saddleback College and Irvine Valley College: Foundations**

A presentation on the colleges' foundation annual reports.

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.

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on October 29, 2012.
- 5.2 **Irvine Valley College: 2013 International Debate Tour – People’s Republic of China (PRC)**
Approve the out-of-state travel request for IVC students and their advisors. All costs for travel, food, lodging and incidentals will be paid through a combination of fund raising, forensics foundation account, or directly by the participants. Supplemental allocations from ASIVC and staff development money for faculty members may be utilized for tournament expenses, which may impact the general fund.
- 5.3 **Saddleback College and Irvine Valley College: Spring 2013 Community Education Programs**
Approve Community Education courses, presenters, and compensation for Spring 2013.
- 5.4 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.5 **Saddleback College: Study Abroad Program to Santander, Spain**
Approve the Saddleback College study abroad program to Santander, Spain in the summer of 2013 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education travel vendor.
- 5.6 **Saddleback College: Study Abroad Program to Peru**
Approve the Saddleback College study abroad program to Peru in the spring of 2013 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education travel vendor.
- 5.7 **Saddleback College: Grant Acceptance, CTE Pathways Initiative, Allied Health Expansion, Health Careers Readiness Project**
Accept award of \$250,000 from the California Community College Chancellor’s Office for the CTE Pathways Initiative Grant 12-129-001.
- 5.8 **Saddleback College: Award of Bid 2006: Demolish Saddleback College Classroom Cluster Building**
Award bid and approve agreement with Cal United Construction Group in the amount of \$42,400.
- 5.9 **Saddleback College: Donated Equipment**
Approve the donation to Saddleback Valley Unified School District.

- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-37 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amendment adopted budget.
- 5.11 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.
- 5.12 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-01952 through P13-02187 amounting to \$789,695.11. Approve confirming requisitions dated October 10, 2012 through October 30, 2012 totaling \$163,657.04.
- 5.13 **SOCCCD: Payment of Bills**
Approve check no. 163378 through 163929 processed through the Orange County Department of Education, totaling \$1,795,678.08; and check no.010531 through 010553, processed through Saddleback College Community Education, totaling \$46,994.95; and check no. 009047 through 009054, processed through Irvine Valley College Community Education, totaling \$14,689.21.
- 5.14 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.
- 5.15 **SOCCCD: October/November 2012 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Acceptance of District Annual Audit Report: 2011-12**
Accept for review.
- 6.2 **SOCCCD: Board Policy Revision: BP-3410: Nondiscrimination, BP-5140: Disabled Students Programs and Services, BP-5505: Grade Grievance Policy, BP-5150: Extended Opportunity Programs and Services, BP-6110: Articulation of Courses and Programs, BP-1900- Alcoholic Beverages, BP-3004: Public Records, BP-3005: Designation of Authorized Signatures, BP-4073: Faculty Reassigned Time and Stipends**
Accept for review and study
- 6.3 **SOCCCD: Board Policy Revision: BP-5300.5-Grade Changes, BP-3517-Student Organizations at Off-Campus Location**
Accept for discussion/approval.

- 6.4 **SOCCCD: Contract with Neudesic LLC for Software Development**
Approve the agreement with Neudesic, LLC in the amount not to exceed \$500,000.
- 6.5 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Chancellor Contract Extension, Resignation/Retirement/Conclusion of Employment.
- 6.6 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Out of Class Assignments, Request to Rescind Layoff for Classified Positions, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

- 7.1 **SOCCCD: List of Board Requested Reports**
Status report of board requested reports of the South Orange County Community College District Board of Trustees.
- 7.2 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**
The annual report is for the period ending October 31, 2012.
- 7.6 **SOCCCD: Quarterly Investment Report**
This report is for the quarter ending on September 30, 2012.
- 7.7 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through October 31, 2012.
- 7.8 **SOCCCD: Academic Year 2013-2014 Non-Resident Tuition Fees for Foreign & Out-of-State Students**
An estimate of the District non-resident related fees based on current information.

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. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. President, Irvine Valley College
- F. President, Saddleback College
- G. Vice Chancellor, Technology and Learning Services
- H. Vice Chancellor, Human Resources
- I. Vice Chancellor, Business Services
- J. Irvine Valley College Classified Senate
- K. California School Employees Association
- L. Saddleback College Classified Senate
- M. Associated Student Government, Saddleback College
- N. Associated Student Government, Irvine Valley College
- O. 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 19, 2012

DR. FRANK M. MELDAU BOARD OF TRUSTEES

*W*hereas, Dr. Frank “Mike” Meldau has served on the Board of Trustees since January 2011, an appointment that he was honored to accept, having been a community college graduate, himself; and

*W*hereas, Dr. Meldau joined the district during a time of great transition, contributing valuable leadership and a calm, thoughtful and caring demeanor to the board’s role in accreditation issues, comprehensive strategic planning, and resource allocation modeling; and

*W*hereas, during Dr. Meldau’s service, he took great interest in learning about the district and colleges, extensively touring and interacting with students, faculty, staff and administration, offering support, understanding and valuable feedback to the board and community, thus enhancing the district-wide culture; and

*W*hereas, Dr. Meldau demonstrated immense support to Saddleback College and Irvine Valley College through his involvement in a myriad of college and district activities, including commencements, foundations, student veterans, nursing and health sciences, Astounding Inventions, the IVC Life Sciences Building groundbreaking, the Saddleback College Library and Learning Resource Center remodel, speech and debate, fine arts events, and community forums; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby express their deepest appreciation to Dr. Meldau for his dedication to faculty, staff and administrators throughout our district and his enduring contributions to generations of students at Saddleback College, Irvine Valley College, and the Advanced Technology & Education Park.

Nancy M. Padberg, President

T.J. Prendergast III, Vice President

Marcia Milchiker, Clerk

William O. Jay, Member

David B. Lang, Member

James R. Wright, Member

Gary L. Poertner, Chancellor

Heather Park, Student Member



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 3 – “Incentivize Successful Student Behaviors”

ACTION: Discussion

BACKGROUND

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

Recommendation 3 of the report is to “*Incentivize Successful Student Behaviors*”. This recommendation includes the following:

- Adopt system-wide enrollment priorities reflecting the core mission of community colleges
- Require students receiving Board of Governors Fee Waivers to meet various conditions and requirements
- Provide students the opportunity to consider attending full time
- Require students to begin addressing basic skills deficiencies in their first year

STATUS

Representatives from Saddleback College and Irvine Valley College will present what the colleges are doing to incentivize successful student behaviors.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College and Saddleback College: Foundations' Annual Reports

ACTION: Discussion

BACKGROUND

The Foundations for Saddleback College, Irvine Valley College are auxiliary organizations of the South Orange County Community College District and are organized as nonprofit, public benefit corporations according to the laws and regulations of the State of California. They operate under the Master Agreements approved by the Foundations and the SOCCCD Board of Trustees, dated June 22, 2005, Exhibits A and B.

STATUS

The Master Agreement requires an annual report of revenues and expenses to the Board of Trustees, Article II, and Section 2.3. That information is presented in the Exhibits C and D, the annual reports of each of the foundations.

COPY

**MASTER AGREEMENT
BY AND BETWEEN
SADDLEBACK COLLEGE FOUNDATION
AND
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

THIS MASTER AGREEMENT is approved and entered into as of this 22nd day of June 2005, by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, a community college district organized and existing under the constitution and laws of the State of California (the "District"), and the SADDLEBACK COLLEGE FOUNDATION, a nonprofit, public benefit corporation organized and existing under the laws of the State of California (the "Foundation").

RECITALS

- A. The District and the Foundation desire to establish the Foundation as an auxiliary organization of the District pursuant to Education Code Section 72670 et seq. and Section 59250 et seq. of Title 5 of the California Code of Regulations.
- B. As required by Education Code Section 72670 et seq., the Board of Trustees of the District adopted implementing regulations for auxiliary organizations which require that all auxiliary organizations enter into a written agreement with the District.
- C. The District and the Foundation desire to enter into this Agreement in accordance with the District's implementing regulations.

AGREEMENT

NOW, THEREFORE, the parties covenant and agree as follows:

ARTICLE I

FOUNDATION PURPOSES AND FUNCTIONS

Section 1.1. Statement Regarding Use of Foundation. The administration by the Foundation of the functions and activities described in this Agreement, instead of administration by and through the District, is deemed to be more effective in accomplishing such functions and activities than would be possible under usual governmental budgetary, purchasing and other fiscal procedures.

Section 1.2. Foundation Functions. The Foundation will be providing services and performing the function of receiving gifts, bequests and donations for the benefit and advancement of the Saddleback College (the "College"), funding scholarships for current and prospective students at the College and providing public relations programs as described in the

Bylaws of the Foundation (the "Bylaws"), which are attached to the Agreement as Appendix A and incorporated by this reference. Other services, programs, functions or activities may be provided if first approved by the Board of Governors of the California Community Colleges and the Board of Trustees of the District.

Section 1.3. Covenant to Maintain Existence. During the term of this Agreement, the Foundation agrees to maintain its existence and to operate in accordance with Education Code Section 72670 et seq. and with Section 59250 et seq. of Title 5 of the California Code of Regulations, as well as District policy and the implementing regulations for auxiliary organizations adopted by the District.

ARTICLE II

ANNUAL AUDITS AND PROFESSIONAL SERVICES

Section 2.1. Attorney and Accountant Services. The board of directors of the Foundation shall have the benefit of the advice and counsel of at least one attorney admitted to practice law in California and at least one licensed certified public accountant. Neither the attorney at law nor the certified public accountant need be members of the board of directors of the Foundation.

Section 2.2. Annual Audit. The board of directors of the Foundation shall cause an annual fiscal audit of the Foundation to be conducted by a certified public accountant. This annual audit may be conducted as part of a fiscal audit of the District. Copies of the annual audit report shall be submitted to the Board of Trustees of the District within thirty (30) days after it is received by the Foundation. The Foundation shall annually publish the audited statement of its financial condition. The statement shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee may be charged to cover the costs of providing such copies.

Section 2.3. Annual Budget. The Foundation shall also prepare for the District an annual budget of its revenues and expenses.

Section 2.4. Foundation Records. The Foundation shall keep and maintain records and accounts of its operations, financial status and program expenditures for a period of not less than five (5) years following each budget period. Such records and reports may be maintained in the District office, subject to the terms of Article III of this Agreement. Such records and reports shall cover all activities of the Foundation whether pursuant to this Agreement or otherwise. The District shall have the right to inspect and audit such records and accounts during and/or following the close of any fiscal year following reasonable notification to the Foundation. The District shall also have the right to take custody of all records generated by the Foundation in any way relating to its administration of the services, programs, functions or activities described in Section 1.2 of Article I of this Agreement. The rights and obligations provided in this Section shall survive the termination of this Agreement.

Section 2.5. Annual Statement of Benefits. The Foundation shall provide the District with an annual statement describing the benefits and services of the Foundation to the District.

ARTICLE III

USE OF DISTRICT FACILITIES

Section 3.1. Use of District Facilities. The Foundation, separately or jointly with the District, may occupy, operate and use District facilities and property as identified in Appendix B to this Agreement which may be amended from time to time, to accomplish the purposes of this Agreement. However, the Foundation's operations under any such amendment shall be integrated with District operations and shall be under the general supervision of District officials. Furthermore, it is understood and agreed that District officers, employees and agents shall have the right to enter any such facilities or any part thereof at any time for the purpose of examination or supervision. A description of facilities to be used by the Foundation is set forth in Appendix B to this Agreement. The Foundation's use of District facilities does not establish a landlord/tenant relationship between the District and the Foundation, unless such a relationship is otherwise established by a separate written agreement entered into between the District and the Foundation.

Section 3.2. Charge or Rental. Appendix B shall set forth the charge or rental to be paid to the District by the Foundation for the use of such facilities or property. Such charge or rental may be for less than fair rental value to the extent permitted by Section 81440(b) of the Education Code.

Section 3.3. Use of Facilities. The Foundation shall use the facilities and property of the District pursuant to Appendix B only for those services and functions that are consistent with this Agreement and consistent with the policies, rules and regulations which have been or may be adopted by the Board of Trustees of the District.

Section 3.4. District Right to Terminate. The right to use any of the District facilities or property granted in Appendix B shall cease upon written notice by the District that the facilities or property are needed for the exclusive use of the District.

Section 3.5. Maintenance and Operating Expenses. The Foundation agrees that it shall keep and maintain all such facilities and property in a clean and orderly condition and shall, at its own expense, at reasonably frequent intervals and in a lawful manner, dispose of all waste from such facilities and property. The Foundation further agrees that it shall keep all such facilities and property in good repair.

Section 3.6. Third Party Agreements By Foundation. The Foundation shall not enter into any contract that would obligate the District, its facilities, equipment or personnel, without the prior written approval of the District. The Foundation has no authority to bind the District, by contract or otherwise, in any amount.

Section 3.7 Indemnification. The Foundation agrees to indemnify, defend and hold harmless the District, its officers, agents, and employees from any and all loss, damage or liability that may be suffered or incurred by the District, its officers, agents and employees, which is caused by, arising out of or in any way connected with the negligent or intentionally wrongful acts or omissions of the Foundation associated with the Foundation's use of District facilities under this Agreement.

The District agrees to indemnify, defend and hold harmless the Foundation, its officers, agents, and employees from any and all loss, damage or liability that may be suffered or incurred by the Foundation, its officers, agents and employees, which is caused by, arising out of or in any way connected with the negligent or intentionally wrongful acts or omissions of the District associated with the Foundation's use of District facilities under this Agreement

Section 3.8. Signs, Fixtures and Equipment. During the term of this Agreement, the Foundation shall have the right to erect, place and attach fixtures, signs and equipment in or upon facilities as authorized by the Chancellor of the District in writing as to number, size and location. Fixtures, signs or equipment so erected, placed or attached by the Foundation shall be and remain the properties of the Foundation and shall be removed therefrom by the Foundation upon the termination of this Agreement or written direction of the Chancellor of the District.

Section 3.9. Restoration. Upon termination of this Agreement, the District shall have the option to require the Foundation, at the Foundation's expense and risk, to restore all such facilities as nearly as possible to the condition existing prior to the execution of this Agreement; provided, however, that if the Foundation shall fail to do so within ninety (90) days after the District exercises such option, the District may restore the property at the expense of the Foundation; and all costs and expenses of such restoration shall be paid by the Foundation upon demand of the District. The District shall have the right to exercise this option within thirty (30) days after the expiration of this Agreement, but not thereafter.

Section 3.10. Survival of Rights. The rights and obligations provided in this Article shall survive the termination of this Agreement.

ARTICLE IV

REIMBURSEMENT OF DISTRICT COSTS

Section 4.1. Reimbursement for District Expenditures. The Foundation shall reimburse the District and/or the College for expenditures incurred by the District and/or the College as a result of the Foundation's activities. This reimbursement shall include, but not be limited to; custodial and other District and/or College employee services, utility costs, maintenance costs and supplies. The Foundation's reimbursement of these costs may be in the form of non-monetary benefits provided by the Foundation to the District, as authorized by California Attorney General Opinion 81 Ops. Atty. Gen. 111 (1998). The District and/or the College shall annually invoice the Foundation for such expenditures, indicating items charged and the method of determining costs. The reimbursement shall be computed on a simple but equitable basis. The Foundation shall provide this reimbursement within thirty (30) days of receipt of the invoice, either by making monetary reimbursement or by providing a statement of the in-kind contribution or benefits provided to the District by the Foundation, as may be agreed upon between the District and/or College and the Foundation.

In case of payment dispute, the Foundation shall make the District aware of said dispute upon submission of payment. If it is later determined that the Foundation's dispute is valid and that

the Foundation has overpaid, the District shall promptly reimburse the Foundation any excess payment submitted by the Foundation.

Section 4.2. Indirect Costs Relating to Federal Programs. If the Foundation administers a federally-sponsored program, it shall reimburse the District for indirect costs associated with the performance of services by District for the Foundation relating to the federally-sponsored project. Such reimbursement shall take into consideration the District's federal indirect cost rate and the approved indirect cost allocation, if any, of the federal program award. In the event that the District's federal indirect cost rate has not been determined, the District's Deputy Chancellor shall determine and specify such costs and the amount thereof. All such reimbursements shall be made by the Foundation within thirty (30) days of receipt of an invoice with a determination of such costs.

ARTICLE V

DISPOSITION OF FOUNDATION ASSETS

Section 5.1. Approval of Expenditures. The board of directors of the Foundation shall approve all expenditures and fund appropriations of the Foundation. Appropriations of funds for use outside the normal business operations of the Foundation shall be approved in accordance with policy and further consistent regulations adopted by the Chancellor of the District.

Section 5.2 Expenditures for Public Relations. With respect to expenditures for public relations or other purposes which would serve to augment District appropriations for the operation of the District, the Foundation may expend funds in such amount and for such purposes as are approved by the board of directors of the Foundation. Prior to the expenditure of such funds, the board of directors of the Foundation shall file with the Chancellor a statement of the Foundation's policy on accumulation and use of public relations funds. The statement shall include the policy and procedure on solicitation of funds, source of funds, purposes for which the funds will be used, allowable expenditures and procedures of control.

Section 5.3. Disposition of Net Earnings. Net earnings derived from the operations of the Foundation shall be used solely to benefit the District and its students or used for reserves as established by the board of directors of the Foundation.

Section 5.4. Disposition of Assets Upon Dissolution. Upon dissolution of the Foundation or the cessation of its operations under this Agreement, its assets remaining after payment, or provisions for payment, of all debts and liabilities shall be distributed to a 501(c)(3) organization, which organization shall be the District if it qualifies as such at the time of disposition, for its exclusive benefit.

ARTICLE VI

MISCELLANEOUS

Section 6.1. Term of Agreement. The term of this Agreement shall be five (5) years beginning on the first day of the month after recognition, unless sooner terminated as herein provided; provided, however, that this Agreement shall be renewed automatically for subsequent

annual periods, unless either party notifies the other party in writing not later than sixty (60) days prior to any renewal date of its intention not to renew. In any event of termination, the provisions of Section 5.4 of Article V of this Agreement (concerning the distribution of assets upon dissolution) shall survive such termination.

Section 6.2. Termination. Either party may terminate this Agreement on sixty (60) days written notice to the other party if the party to whom such notice is given is in material breach of this Agreement. The party claiming the right to terminate hereunder shall set forth in such notice the facts underlying its claim that the other party is in breach of this Agreement. Remedy of such breach within thirty (30) days of the receipt of such notice shall prevent the termination of the Agreement.

Section 6.3. Termination in Event of Foundation's Loss of Good Standing. If and when the Chancellor or other designee of the District has reason to believe that the Foundation should be removed from the District's list of auxiliary organizations which are in good standing (the "Good Standing List"), that person shall give the Foundation's board of directors reasonable notice that a conference will be held to determine whether grounds for removal of the Foundation from the Good Standing List do in fact exist. Representatives of the Foundation's board of directors shall be entitled to be present at such conference and to be heard. Based upon such conference, the Chancellor or such other District designee shall recommend to the District Board of Trustees whether the Foundation should be removed from the Good Standing List, after which the District Board of Trustees, in its sole discretion, may remove the Foundation from said Good Standing List. Notwithstanding the terms of section 6.2, above, this Agreement shall immediately terminate on the Foundation's removal from the Good Standing List.

Section 6.4. Effects of Termination. Upon termination of this Agreement, neither party shall have any further obligation hereunder except for (1) obligations occurring prior to the date of such termination; and (2) obligations, promises, or covenants contained herein which expressly extend beyond the term of this Agreement, including but not limited to those set forth in this Section. Upon termination or expiration of this Agreement, the Foundation shall within thirty (30) days of such termination or expiration (1) vacate any District facilities and/or real property the Foundation is occupying; (2) return all District equipment and supplies to the District; (3) transfer all documents and records in its possession relating to its administration of the services, programs, functions or activities described in Section 1.2 of Article I of this Agreement to the District; and (4) perform all other obligations required of the Foundation under the terms of this Agreement.

Section 6.5. Non-Assignability; Amendment. This Agreement, either in whole or in part, is not assignable by the Foundation. This Agreement may not be altered or modified except by a writing signed by the parties.

Section 6.6. Notices. Any notice, request, information or other document to be given hereunder to any party by any other party shall be in writing and shall be deemed given and served upon delivery, if delivered personally, or three (3) days after mailing if sent by certified mail, postage prepaid, as follows:

If to District:

SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Chancellor

With a copy to:

South Orange County Community
College District
28000 Marguerite Parkway
Mission Viejo, California, 92692
Attn: Deputy Chancellor

If to Foundation:

SADDLEBACK COLLEGE
FOUNDATION
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Executive Director

With a copy to:

Saddleback College Foundation

28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Saddleback College President

Any party may change the address or persons to which notices are to be sent to it by giving the written notice that such change of address or persons to the other parties in the manner provided for giving notice.

Section 6.7. Headings. The titles and headings of the various sections of this Agreement are intended solely for convenience of reference and are not intended to explain, modify or place any construction on any of the provisions of this Agreement.

Section 6.8. No Waiver. A party's failure to insist on the strict performance of any covenant or duty required by this Agreement, or to pursue any remedy under this Agreement, shall not constitute a waiver of the breach or the remedy.

Section 6.9. Governing Law. The agreement shall be governed by and construed according to the laws of the State of California.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the date set forth above.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

SADDLEBACK COLLEGE FOUNDATION

By: 
Gary Poertner
Deputy Chancellor

By: 
Michelle Anstadt
Executive Director

APPENDIX A

See Attached

SADDLEBACK COLLEGE FOUNDATION ACCOUNT EXPENDITURE GUIDELINES

The Foundation shall establish accounts for expenditure of funds held within the foundation accounts, for support of college development, fundraising, or support group activities.

The following are policies and procedures for Trust Account and Restricted Revenue account administrators (or his/her designee) for use in the operation of foundation accounts.

APPROVALS

Direct reimbursements require the following signatures before final foundation approving authority: supervisor, dean, and foundation director. Computer related items need to be approved by the Director of Technology and Broadcast Services. Expenditures over \$5,000 require additional approval of the college president and/or budget manager. Person being reimbursed certifies expense was incurred for college/foundation business; dean or director of person being reimbursed approves expense is appropriate and authorized.

In order to ensure timely processing of requisitions, original receipts and/or appropriate justification must be included with the completed requisitions. Requisitions must have authorizing signatures on all requests for fund disbursements. Travel/conference requisitions must be pre-approved according to the guidelines established by Saddleback College. Failure to follow these guidelines will result in the delay of your request. Checks are normally processed once a week, generally on Tuesday.

Requests for reimbursements for items purchased and shipped to an address other than Saddleback College will not be considered for processing.

PURCHASES OF EQUIPMENT OVER \$1000

All purchases of an individual piece of equipment over \$1000 MUST be processed through Purchasing. There are no exceptions. Trust account holders may specify to the Purchasing Department the vendor and exact piece of equipment to purchase noting "no substitutions."

I. TRAVEL

It is the policy of the Saddleback College Foundation that all official travel shall be properly authorized, reported, and reimbursed in accordance with college and foundation travel regulations.

Authorization shall be obtained prior to undertaking official travel/conferences. Travelers who fail to obtain prior authorization may be liable for the expenses incurred.

In general, travel expenses will be reimbursed for actual expenses incurred. Claims for reimbursement of expenses paid for others must include the names of the persons, and itemization of the expenses and supporting documentation.

The following definitions and policies shall apply to the reimbursement of travel expenses:

1. Staff Subsistence Expenses

Subsistence expenses consist of charges for meals, lodging, and their attendant expenses and all charges for necessary personal expenses incurred while on travel status. Such expenses shall not be reimbursed if they were incurred within the vicinity of an employee's headquarters or residence, or for travel that occurs wholly between 7 am and 7 pm in a single day. An exception may be allowed for certain meals that are part of an event, and a copy of the agenda must be submitted with the expense. Original receipts with itemized expenditures must be included. Subsistence expenses are the daily rate of: \$10 breakfast, \$15 lunch and \$25 dinner.

Miscellaneous Travel Expenses

At times, while on travel status, an employee may have an occasion to meet with donors or other executives. The guidelines to be followed would be the same as stated in Foundation Entertainment Policy.

The following expenses may be reimbursed as travel expenses: charges for commercial carrier fares; rental car charges; private car mileage allowance; overnight and day parking; bridge and road tolls; necessary taxi, bus, or streetcar fares; and, all other charges essential to the purpose of official travel.

Travelers must utilize the most economical mode of transportation and the most traveled route. Expenses resulting from the extension of route for the convenience of the traveler will be borne by the traveler.

As exceptions to the above general policy regarding class of travel, the use of first-class or higher cost services may be authorized by the college president or his/her designee under special circumstances such as when first-class service is the only service offered between two points.

3. Registration Fees

Registration fees are those payments made for professional conferences or course work. Registration fees may be paid in advance through submission of a requisition. The requisition must be accompanied by supporting documentation indicating the cost of the conference/course work. This documentation may be a brochure, letter, or admission material. Registration fees must be authorized by the appropriate approving authority for the account.

4. Privately-Owned Automobiles

The basic reimbursement rate per mile shall be the current IRS allowance consistent with college policy. Under the applicable income tax regulations, travelers who claim this basic rate are not obligated to maintain records substantiating their actual costs of vehicle operation.

Persons who use private automobiles on college business are required to certify that the vehicle has the minimum liability coverage in force (not less than \$50,000/\$100,000 and

property damage insurance of not less than \$25,000.) Employees shall be required to provide certification of their insurance coverage to the foundation.

II. ENTERTAINMENT

1. Type of Expenditures

Expenses for entertainment must be directly related to, or associated with, the active conduct of official college business. When the account administrator or his/her designee acts as host, the occasion must, in the best judgment of the approving authority, be significant in the affairs of the college and not the type that the responsible individual would normally undertake in a personal rather than an official capacity. As a guide in reaching this decision, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits that are anticipated from this expenditure, the availability of funds, and the alternatives that would be equally effective in accomplishing the desired objectives.

Examples of situations meeting these criteria are:

- a. When the account administrator, his/her designee, or foundation hosts donors, prospective donors, or guests, the cost of meals, refreshment, tickets to performances or other forms of entertainment may be defrayed by the foundation account.
- b. When meetings of an administrative nature are held which are directly concerned with the welfare of the college or the foundation, the cost of meals or refreshment may be defrayed by the account. The meeting should take place over an extended period of time and the agenda should include a working meal to satisfy the requirement that the meal is part of the business function. Reimbursement will not be allowed when two or more employees from the same work location choose to go to lunch together to continue their business as an incidental part of the meal, or when the meeting could have been scheduled during regular working hours, or as a matter of personal convenience.
- c. Cost of meals or refreshments are allowable when receptions are held in connection with conferences, meetings of a learned society or organization, and fundraising events.
- d. When events in the community where prospective donors or significant community members are in attendance, the cost of meals, tickets or other expenses may be defrayed by the account. These events are considered public relations or donor cultivation activities.

2. Meeting Refreshments

- a. The SC Foundation purchases miscellaneous refreshments (coffee, tea, soda, etc.) for business meetings. These purchases include coffee, cups, sugar, cream, tea, soda, bottled water and similar items. As these items are used, names of individuals using these items are not required.
- b. Administrative meetings that are directly concerned with the college welfare may have the cost of refreshments reimbursed.
- c. Student-oriented meetings: When meetings between faculty or administrators and students are held, the cost of light refreshments may be reimbursed.
- d. Prospective donors: When the college hosts an event for the purpose of generating the goodwill of prospective donors; the cost of refreshments may be reimbursed.
- e. Receptions: The cost of light refreshments may be reimbursed for receptions held in connection with conferences, meetings or organizations, fundraising events, meetings of student organizations/groups, employee recognition or length of service awards or retirement presentations, student events such as commencement exercises, etc.

The following situations do not meet these criteria and must be treated as an exception to this policy. Advance approved must be received from the college president or designee.

- a. Entertainment of a spouse: the entertainment expenses of the spouse (or equivalent) of a guest or the official host may be reimbursed as an exceptional expense, provided such entertainment serves a bona fide college business purpose. Participation in official functions that require the attendance of a spouse may be considered bona fide business purposes. (Fundraising events, alumni gatherings, community and recruiting events are examples of activities that may require the attendance of a spouse.)
- b. Faculty/staff picnics or holiday gatherings: The cost of refreshments for employee morale functions such as a faculty/staff picnics or holiday gatherings may be reimbursed as an exceptional expense, provided it can be demonstrated that such functions serve a college business purpose. However, payment or reimbursement is **not** permitted for the following types of occasions: employee birthdays, weddings, anniversaries, farewell gatherings (other than retirement), etc.

3. Alcohol Policy

Purchase of alcoholic beverages is allowed for off campus entertainment activities. Students of the college shall not be provided alcohol from foundation accounts.

4. Payment Procedure

Entertainment expenses are paid by submitting a properly completed and approved requisition, which should state the date of the entertainment, the purpose of the entertainment, amount of expense, and type of event. A guest list containing the name, title, occupation, or group should be attached to completed check request. Original itemized receipts must support all expenses. Disbursements will be issued ONLY with original itemized receipts or an itemized invoice must substantiate all payments. Credit Card receipts and/or statements are not acceptable documentation for any payment. If a reimbursement is being requested for meals other than travel, the receipt must indicate the individuals that attended the meal and the purpose for the meeting.

5. Advances

In the course of conducting college business and special events, the vendor sometimes requires advance payments. Advances are allowed for planning and executing such events. These payments include, but are not limited to, deposits for caterers; equipment rentals; valet/parking services; facilities rentals, and florists. Proper documentation will be submitted with a check request at least 14 days prior to the event. The original receipt for advances must be submitted to the district within 5 business days following the event.

III. RECOGNITION

1. Donor/Volunteer Recognition

- a. Definition: When the college receives a donation, a donor or community member may be recognized with a gift or recognition item. The occasion must, in the best judgment of the approving authority, be significant in the affairs of the college.
- b. Types of Recognition
 - (1) Recognition of community service, honors or awards.
 - (2) Recognition of donation to the college or foundation.
 - (3) Recognition of volunteer service such as hosting an event or participating in a fundraising campaign.
- c. Expenditure Levels: The donor recognition item should not exceed \$100 in value for any one item. No one donor should receive more than \$600 in recognition gifts in a given calendar year.

2. Staff Recognition: An item of tangible personal property of minimum value may be presented to employees for noteworthy accomplishment, recognition of performance, or promotion. Such awards shall be non-cash, and not to exceed \$50. Example awards are flowers, tickets, fruit, books, or plaques. Recognition awards that exceed these amounts require exceptional approval from the college president.

IV. PURCHASING

Contracts

- a. The Foundation office should be contacted when an employee is asked to enter into a contract for goods and services. The contract must be approved and signed in advance by Gary Poertner, Deputy Chancellor of the SOCCCD.

V. INDEPENDENT CONSULTANTS/CONTRACTORS

1. Independent Contractor Relationship

An independent contractor relationship exists when the college has the right to control only the result of the service, not the manner of performance.

2. Independent Consultant

An independent consultant is an individual or organization outside the college of approved professional or technical competence that provides primarily professional or technical advice to the college in an independent contractor relationship.

3. Payment

Payments for independent consultants/contractors must be processed using the district's Instructions for Processing Contractor and Consultant Agreements. These instructions are available through the foundation office and can also be found on the District Business Services website. No work should be performed prior to the approval of the agreement as prescribed in these instructions. Under no circumstances can a district or college employee be employed as a consultant or contractor.

VI. TICKETS

1. General Policy

Tickets to cultural, community and other entertainment events may be purchased by the account administrator or his/her designee for donor cultivation and public relations activities. Tickets may be purchased in advance. Names of persons attending the events are not always available at the time of the purchase. The account administrator or his/her designee is responsible for maintaining supporting documentation of the names of individuals attending the events and reporting to the foundation. Receipt after purchase must be given to the foundation office within 5 days after the purchase.

2. Payment Procedure

Submitting a properly completed and approved requisition is necessary to make ticket purchases. The requisition must state the date and type of event, the location, and amount

of the expense per person. All purchases must be supported by documentation such as invitation, invoice, or event announcement.

The account administrator or his/her designee is responsible for maintaining records of individuals attending the event after the event has occurred.

VII. MISCELLANEOUS

1. Extraordinary Exceptions

Approval of exceptional expenses must be obtained at the college president level. The request for reimbursement of such expenses must include a written justification as to why the higher costs were unavoidable and necessary to achieve a college business purpose. If adequate justification exists and provided such costs are deemed to be ordinary and necessary under the circumstances, an exceptional expense may be approved. Reimbursements of exceptional entertainment expenses shall be limited to the actual costs incurred.

2. Cellular Phones

Employee Owned Telephones: The foundation will reimburse employees for Saddleback College business related calls. To be reimbursed, an on line requisition must be submitted, accompanied by a copy of the cellular phone bill, detailing the purpose of the calls.

4. Salaries and Benefits

Salary payments to an employee on the district's payroll cannot be made from the Foundation due to federal and state reporting requirements pertaining to withholding and other related taxes. All payments for employee salaries and/or benefits must be made through the District Payroll Office in accordance with established procedures. The Foundation may abate the general fund salary account(s) from which the salary was paid.

5. Memberships

Memberships or dues in educational, professional or civic organizations may be paid through Foundation accounts providing the membership benefits the college welfare, generates goodwill for the program and serves a purpose. Institutional membership must have prior and annual approval of the board of trustees.

APPENDIX B

DISTRICT FACILITIES USED BY FOUNDATION

1. Saddleback College: Administration and Governance Building Rooms 118, 119, 123.
2. Saddleback College: approximately one-sixth of Administration and Governance Building Room 124.

The District will donate the use of the above facilities to the Foundation pursuant to Education Code section 81440(a).

**MASTER AGREEMENT
BY AND BETWEEN
IRVINE VALLEY COLLEGE FOUNDATION
AND
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

THIS MASTER AGREEMENT is approved and entered into as of this 22nd day of June 2005, by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, a community college district organized and existing under the constitution and laws of the State of California (the "District"), and the IRVINE VALLEY COLLEGE FOUNDATION, a nonprofit, public benefit corporation organized and existing under the laws of the State of California (the "Foundation").

RECITALS

- A. The District and the Foundation desire to establish the Foundation as an auxiliary organization of the District pursuant to Education Code Section 72670 et seq. and Section 59250 et seq. of Title 5 of the California Code of Regulations.
- B. As required by Education Code Section 72670 et seq., the Board of Trustees of the District adopted implementing regulations for auxiliary organizations which require that all auxiliary organizations enter into a written agreement with the District.
- C. The District and the Foundation desire to enter into this Agreement in accordance with the District's implementing regulations.

AGREEMENT

NOW, THEREFORE, the parties covenant and agree as follows:

ARTICLE I

FOUNDATION PURPOSES AND FUNCTIONS

Section 1.1. Statement Regarding Use of Foundation. The administration by the Foundation of the functions and activities described in this Agreement, instead of administration by and through the District, is deemed to be more effective in accomplishing such functions and activities than would be possible under usual governmental budgetary, purchasing and other fiscal procedures.

Section 1.2. Foundation Functions. The Foundation will be providing services and performing the function of receiving gifts, bequests and donations for the benefit and advancement of the Irvine Valley College (the "College"), funding scholarships for current and prospective students at the College and providing public relations programs as described in the

Bylaws of the Foundation (the "Bylaws"), which are attached to the Agreement as Appendix A and incorporated by this reference. Other services, programs, functions or activities may be provided if first approved by the Board of Governors of the California Community Colleges and the Board of Trustees of the District.

Section 1.3. Covenant to Maintain Existence. During the term of this Agreement, the Foundation agrees to maintain its existence and to operate in accordance with Education Code Section 72670 et seq. and with Section 59250 et seq. of Title 5 of the California Code of Regulations, as well as District policy and the implementing regulations for auxiliary organizations adopted by the District.

ARTICLE II

ANNUAL AUDITS AND PROFESSIONAL SERVICES

Section 2.1. Attorney and Accountant Services. The board of directors of the Foundation shall have the benefit of the advice and counsel of at least one attorney admitted to practice law in California and at least one licensed certified public accountant. Neither the attorney at law nor the certified public accountant need be members of the board of directors of the Foundation.

Section 2.2. Annual Audit. The board of directors of the Foundation shall cause an annual fiscal audit of the Foundation to be conducted by a certified public accountant. This annual audit may be conducted as part of a fiscal audit of the District. Copies of the annual audit report shall be submitted to the Board of Trustees of the District within thirty (30) days after it is received by the Foundation. The Foundation shall annually publish the audited statement of its financial condition. The statement shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee may be charged to cover the costs of providing such copies.

Section 2.3. Annual Budget. The Foundation shall also prepare for the District an annual budget of its revenues and expenses.

Section 2.4. Foundation Records. The Foundation shall keep and maintain records and accounts of its operations, financial status and program expenditures for a period of not less than five (5) years following each budget period. Such records and reports may be maintained in the District office, subject to the terms of Article III of this Agreement. Such records and reports shall cover all activities of the Foundation whether pursuant to this Agreement or otherwise. The District shall have the right to inspect and audit such records and accounts during and/or following the close of any fiscal year following reasonable notification to the Foundation. The District shall also have the right to take custody of all records generated by the Foundation in any way relating to its administration of the services, programs, functions or activities described in Section 1.2 of Article I of this Agreement. The rights and obligations provided in this Section shall survive the termination of this Agreement.

Section 2.5. Annual Statement of Benefits. The Foundation shall provide the District with an annual statement describing the benefits and services of the Foundation to the District.

ARTICLE III

USE OF DISTRICT FACILITIES

Section 3.1. Use of District Facilities. The Foundation, separately or jointly with the District, may occupy, operate and use District facilities and property as identified in Appendix B to this Agreement which may be amended from time to time, to accomplish the purposes of this Agreement. However, the Foundation's operations under any such amendment shall be integrated with District operations and shall be under the general supervision of District officials. Furthermore, it is understood and agreed that District officers, employees and agents shall have the right to enter any such facilities or any part thereof at any time for the purpose of examination or supervision. A description of facilities to be used by the Foundation is set forth in Appendix B to this Agreement. The Foundation's use of District facilities does not establish a landlord/tenant relationship between the District and the Foundation, unless such a relationship is otherwise established by a separate written agreement entered into between the District and the Foundation.

Section 3.2. Charge or Rental. Appendix B shall set forth the charge or rental to be paid to the District by the Foundation for the use of such facilities or property. Such charge or rental may be for less than fair rental value to the extent permitted by Section 81440(b) of the Education Code.

Section 3.3. Use of Facilities. The Foundation shall use the facilities and property of the District pursuant to Appendix B only for those services and functions that are consistent with this Agreement and consistent with the policies, rules and regulations which have been or may be adopted by the Board of Trustees of the District.

Section 3.4. District Right to Terminate. The right to use any of the District facilities or property granted in Appendix B shall cease upon written notice by the District that the facilities or property are needed for the exclusive use of the District.

Section 3.5. Maintenance and Operating Expenses. The Foundation agrees that it shall keep and maintain all such facilities and property in a clean and orderly condition and shall, at its own expense, at reasonably frequent intervals and in a lawful manner, dispose of all waste from such facilities and property. The Foundation further agrees that it shall keep all such facilities and property in good repair.

Section 3.6. Third Party Agreements By Foundation. The Foundation shall not enter into any contract that would obligate the District, its facilities, equipment or personnel, without the prior written approval of the District. The Foundation has no authority to bind the District, by contract or otherwise, in any amount.

Section 3.7. Indemnification. The Foundation agrees to indemnify, defend and hold harmless the District, its officers, agents, and employees from any and all loss, damage or liability that may be suffered or incurred by the District, its officers, agents and employees, which is caused by, arising out of or in any way connected with the negligent or intentionally wrongful acts or omissions of the Foundation associated with the Foundation's use of District facilities under this Agreement.

The District agrees to indemnify, defend and hold harmless the Foundation, its officers, agents, and employees from any and all loss, damage or liability that may be suffered or incurred by the Foundation, its officers, agents and employees, which is caused by, arising out of or in any way connected with the negligent or intentionally wrongful acts or omissions of the District associated with the Foundation's use of District facilities under this Agreement.

Section 3.8. Signs, Fixtures and Equipment. During the term of this Agreement, the Foundation shall have the right to erect, place and attach fixtures, signs and equipment in or upon facilities as authorized by the Chancellor of the District in writing as to number, size and location. Fixtures, signs or equipment so erected, placed or attached by the Foundation shall be and remain the properties of the Foundation and shall be removed therefrom by the Foundation upon the termination of this Agreement or written direction of the Chancellor of the District.

Section 3.9. Restoration. Upon termination of this Agreement, the District shall have the option to require the Foundation, at the Foundation's expense and risk, to restore all such facilities as nearly as possible to the condition existing prior to the execution of this Agreement; provided, however, that if the Foundation shall fail to do so within ninety (90) days after the District exercises such option, the District may restore the property at the expense of the Foundation; and all costs and expenses of such restoration shall be paid by the Foundation upon demand of the District. The District shall have the right to exercise this option within thirty (30) days after the expiration of this Agreement, but not thereafter.

Section 3.10. Survival of Rights. The rights and obligations provided in this Article shall survive the termination of this Agreement.

ARTICLE IV

REIMBURSEMENT OF DISTRICT COSTS

Section 4.1. Reimbursement for District Expenditures. The Foundation shall reimburse the District and/or the College for expenditures incurred by the District and/or the College as a result of the Foundation's activities. This reimbursement shall include, but not be limited to; custodial and other District and/or College employee services, utility costs, maintenance costs and supplies. The Foundation's reimbursement of these costs may be in the form of non-monetary benefits provided by the Foundation to the District, as authorized by California Attorney General Opinion 81 Ops. Atty. Gen. 111 (1998). The District and/or the College shall annually invoice the Foundation for such expenditures, indicating items charged and the method of determining costs. The reimbursement shall be computed on a simple but equitable basis. The Foundation shall provide this reimbursement within thirty (30) days of receipt of the invoice, either by making monetary reimbursement or by providing a statement of the in-kind contribution or benefits provided to the District by the Foundation, as may be agreed upon between the District and/or College and the Foundation. In case of payment dispute, the Foundation shall make the District aware of said dispute upon submission of payment. If it is later determined that the Foundation's dispute is valid and that the Foundation has overpaid, the District shall promptly reimburse the Foundation any excess payment submitted by the Foundation.

Section 4.2. Indirect Costs Relating to Federal Programs. If the Foundation administers a federally-sponsored program, it shall reimburse the District for indirect costs associated with the performance of services by District for the Foundation relating to the federally-sponsored project. Such reimbursement shall take into consideration the District's federal indirect cost rate and the approved indirect cost allocation, if any, of the federal program award. In the event that the District's federal indirect cost rate has not been determined, the District's Deputy Chancellor shall determine and specify such costs and the amount thereof. All such reimbursements shall be made by the Foundation within thirty (30) days of receipt of an invoice with a determination of such costs.

ARTICLE V

DISPOSITION OF FOUNDATION ASSETS

Section 5.1. Approval of Expenditures. The board of directors of the Foundation shall approve all expenditures and fund appropriations of the Foundation. Appropriations of funds for use outside the normal business operations of the Foundation shall be approved in accordance with policy and further consistent regulations adopted by the Chancellor of the District.

Section 5.2. Expenditures for Public Relations. With respect to expenditures for public relations or other purposes which would serve to augment District appropriations for the operation of the District, the Foundation may expend funds in such amount and for such purposes as are approved by the board of directors of the Foundation. Prior to the expenditure of such funds, the board of directors of the Foundation shall file with the Chancellor a statement of the Foundation's policy on accumulation and use of public relations funds. The statement shall include the policy and procedure on solicitation of funds, source of funds, purposes for which the funds will be used, allowable expenditures and procedures of control.

Section 5.3. Disposition of Net Earnings. Net earnings derived from the operations of the Foundation shall be used solely to benefit the Irvine Valley College. Notwithstanding the foregoing, in the event that the Irvine Valley College ceases to exist or otherwise ceases to be a part of the South Orange County Community College District, the net earnings from the operations of the Foundation shall thereafter be used solely to benefit the District.

Section 5.4. Disposition of Assets Upon Dissolution. Upon dissolution of the Foundation or the cessation of its operations under this Agreement, its assets remaining after payment, or provisions for payment, of all debts and liabilities shall be distributed to a 501(c)(3) organization, which organization shall be the District if it qualifies as such at the time of disposition, for its exclusive benefit.

ARTICLE VI

MISCELLANEOUS

Section 6.1. Term of Agreement. The term of this Agreement shall be five (5) years beginning on the first day of the month after recognition, unless sooner terminated as herein provided; provided, however, that this Agreement shall be renewed automatically for subsequent

annual periods, unless either party notifies the other party in writing not later than sixty (60) days prior to any renewal date of its intention not to renew. In any event of termination, the provisions of Section 5.4 of Article V of this Agreement (concerning the distribution of assets upon dissolution) shall survive such termination.

Section 6.2. Termination. Either party may terminate this Agreement on sixty (60) days written notice to the other party if the party to whom such notice is given is in material breach of this Agreement. The party claiming the right to terminate hereunder shall set forth in such notice the facts underlying its claim that the other party is in breach of this Agreement. Remedy of such breach within thirty (30) days of the receipt of such notice shall prevent the termination of the Agreement.

Section 6.3. Termination in Event of Foundation's Loss of Good Standing. If and when the Chancellor or other designee of the District has reason to believe that the Foundation should be removed from the District's list of auxiliary organizations which are in good standing (the "Good Standing List"), that person shall give the Foundation's board of directors reasonable notice that a conference will be held to determine whether grounds for removal of the Foundation from the Good Standing List do in fact exist. Representatives of the Foundation's board of directors shall be entitled to be present at such conference and to be heard. Based upon such conference, the Chancellor or such other District designee shall recommend to the District Board of Trustees whether the Foundation should be removed from the Good Standing List, after which the District Board of Trustees, in its sole discretion, may remove the Foundation from said Good Standing List. Notwithstanding the terms of section 6.2, above, this Agreement shall immediately terminate on the Foundation's removal from the Good Standing List.

Section 6.4. Effects of Termination. Upon termination of this Agreement, neither party shall have any further obligation hereunder except for (1) obligations occurring prior to the date of such termination; and (2) obligations, promises, or covenants contained herein which expressly extend beyond the term of this Agreement, including but not limited to those set forth in this Section. Upon termination or expiration of this Agreement, the Foundation shall within thirty (30) days of such termination or expiration (1) vacate any District facilities and/or real property the Foundation is occupying; (2) return all District equipment and supplies to the District; (3) transfer all documents and records in its possession relating to its administration of the services, programs, functions or activities described in Section 1.2 of Article I of this Agreement to the District; and (4) perform all other obligations required of the Foundation under the terms of this Agreement.

Section 6.5. Non-Assignability; Amendment. This Agreement, either in whole or in part, is not assignable by the Foundation. This Agreement may not be altered or modified except by a writing signed by the parties.

Section 6.6. Notices. Any notice, request, information or other document to be given hereunder to any party by any other party shall be in writing and shall be deemed given and served upon delivery, if delivered personally, or three (3) days after mailing if sent by certified mail, postage prepaid, as follows:

If to District:

SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: Chancellor

With a copy to:

South Orange County Community
College District
28000 Marguerite Parkway
Mission Viejo, California, 92692
Attn: Deputy Chancellor

If to Foundation:

IRVINE VALLEY COLLEGE
FOUNDATION
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Executive Director

With a copy to:

Irvine Valley College Foundation
28000 Marguerite Parkway
Mission Viejo, California 92692
Attn: IVC College President

Any party may change the address or persons to which notices are to be sent to it by giving the written notice that such change of address or persons to the other parties in the manner provided for giving notice.

Section 6.7. Headings. The titles and headings of the various sections of this Agreement are intended solely for convenience of reference and are not intended to explain, modify or place any construction on any of the provisions of this Agreement.

Section 6.8. No Waiver. A party's failure to insist on the strict performance of any covenant or duty required by this Agreement, or to pursue any remedy under this Agreement, shall not constitute a waiver of the breach or the remedy.

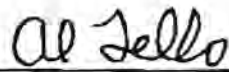
Section 6.9. Governing Law. The agreement shall be governed by and construed according to the laws of the State of California.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the date set forth above.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

IRVINE VALLEY COLLEGE FOUNDATION

By: 
Gary Poertner
Deputy Chancellor

By: 
Al Tello
Executive Director

APPENDIX A

See Attached Bylaws.

**BYLAWS
OF THE
IRVINE VALLEY COLLEGE FOUNDATION**

ARTICLE I

Name

The name of this organization is the IRVINE VALLEY COLLEGE FOUNDATION (hereinafter, the "Foundation"). It exists as an auxiliary organization of the South Orange County Community College District.

ARTICLE II

Purposes

Section 1: Purpose and Powers

The Foundation shall have such purposes as are now or may hereafter be set forth in its Articles of Incorporation. The Foundation shall have such powers as are now or may hereafter be granted by the laws governing auxiliary organizations of the California Community Colleges and the Nonprofit Corporation Law of the State of California, except as limited by the provisions of its Articles of Incorporation or these Bylaws.

Section 2: Primary Purpose and Goals

(A) The primary purpose of the Foundation is to receive contributions from the public, raise funds and make contributions to educational and community programs benefiting the students of Irvine Valley College. The Foundation shall, at all times, be operated consistent with the policies of the South Orange County Community College District.

(B) The Irvine Valley College Foundation general goals are to:

1. Raise funds and friends in support of the students of Irvine Valley College.
2. Participate in the organization and definition of fund raising activities and development of resources to benefit Irvine Valley College, including capital improvements.
3. Receive gifts, bequests, and donations to distribute or invest such funds for the benefit and advancement of Irvine Valley College.
4. Solicit and provide scholarships for deserving students.

5. Conduct periodic campaigns for gifts or money.
6. Assist in building and maintaining a positive image of Irvine Valley College.
7. Serve as an "ambassador of good will" for Irvine Valley College.
8. Sponsor activities, which allow for special recognition of community members, deserving students, faculty, staff and alumni.

ARTICLE III

Foundation Office

The Foundation shall have and continuously maintain on the campus of Irvine Valley College a principle office for the transaction of the Foundation's business.

ARTICLE IV

Organizational Structure

Section 1. Membership

No Regular Members. In accordance with Section 5310 of the California Nonprofit Public Benefit Corporation law, the Foundation shall have no members within the meaning of Section 5056 of that law. All actions which would otherwise require approval by a majority of all members or approval by members shall require only approval of the Board of Governors. All voting rights which would otherwise vest in members shall vest in the Governors.

The Foundation functions as an auxiliary organization of the South Orange County Community College District. It shall comply and conform with all policies of the South Orange County Community College District and the purposes and limitations set forth in the Articles of Incorporation

Section 2. Persons Associated With the Foundation.

By resolution and in accordance with the terms of these bylaws, the Board of Governors may create any advisory boards, councils, honorary memberships or other bodies as it deems appropriate. The Board of Governors may also, by resolution, confer upon any such class or classes of such persons such rights as the Board finds appropriate and as are consistent with California law and these bylaws.

ARTICLE V

Board of Governors

Section 1. Definition of Terms

For the purposes of these Bylaws, "Board of Governors" or "Board" refers to the Board of Directors of the Foundation unless otherwise indicated; "Governor" refers to a member of the Foundation Board; "District" refers to the South Orange County Community College District; "College" refers to Irvine Valley College; "Board of Trustees" refers to the Board of Trustees of the South Orange County Community College District; "Trustee" refers to a member of the District Board of Trustees. "Chancellor" refers to the Chancellor of the District.

Section 2. General Powers.

All the business and affairs of the Foundation shall be managed and controlled by the Board of Governors.

Section 3. Number and Tenure.

The Foundation shall have a Board of Governors of between eleven (11) and forty-five (45) persons, with the exact number to be determined by resolution of the Board. Of this number, thirty (30) Governors shall be voting Governors and the remaining Governors, if any, shall be nonvoting Governors. Each Governor shall hold office for three (3) years, with the limitation of two (2) consecutive three-year terms. No Governor who has served two (2) consecutive three-year terms is eligible for a third term unless a period of one (1) year has elapsed since he or she last served as Governor.

Section 4. Chairman of the Board and Vice Chairs.

The President of the Foundation shall serve as Board Chair. The 1st Vice President of the Foundation shall serve as 1st Vice Chair of the Board and the 2nd Vice President of the Foundation shall serve as 2nd Vice Chair. No Governor may hold two positions simultaneously.

Section 5. Composition of Board.

The President of Irvine Valley College shall serve as an ex-officio voting member of the Board of Governors, and shall appoint a representative from the College student body, College administration, College faculty, and College classified staff as voting members of the Board. The Chancellor of the South Orange County Community College District shall serve as an ex-officio voting member of the Board of Governors. The Foundation Director shall serve as an ex-officio non-voting member of the Board. All other voting Governors shall be elected by the existing Board from a pool of potential Governors nominated by the President of the College. Non-voting Governors shall be elected, appointed or designated in accordance with section 12 of this Article.

Section 6. Attendance.

Governors shall be expected to attend all Board meetings. After three (3) consecutive unexcused absences, the Board Chair shall notify the Executive Committee of excessive absences. The Executive Committee shall recommend appropriate action on a case-by-case basis, which action may be taken by the Board in its discretion, under terms consistent with these bylaws.

Section 7. Voting.

Each voting member of the Board of Governors shall have one vote. There shall be no proxy voting permitted for the transaction of any of the business of this Foundation.

Section 8. Resignation and Removal.

Any appointed Governor may resign from the Board at any time by giving written notice to the Board Chair or the Secretary of the Foundation and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Governors, except those serving ex-officio, may be removed from office only by the vote of a majority of the total number of voting Governors on the Board of Governors. Except on notice to the California Attorney General, no voting Governor may resign if the Foundation would be left without a duly elected voting Governor or Governors.

Section 9. Vacancies.

Any vacancy occurring on the Board of Governors due to the removal, resignation or death of a Governor other than an ex-officio Governor or a Governor appointed by the President of the College as provided for in section 5 of this Article shall be filled by the majority vote of the remaining voting members of the Board of Governors, for the unexpired portion of the term.

Section 10. Compensation of Governors.

No Governor shall receive any salary or other compensation for any services as a Governor; however, the Board of Governors may authorize the reimbursement of actual and necessary expenses incurred by individual Governors in the performance of their duties as Governors.

Section 11. Inspection by Governors.

Each Governor shall have the right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Foundation for a purpose reasonably related to such person's interest as a Governor, provided that such Governor shall not have the right to inspect those books, records or documents made privileged or confidential by law. This inspection must be made by the Governor in person, provided that the Governor may be accompanied by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents. Nothing in this section shall affect the right of the Board of Governors to conduct the business of the Foundation as set forth in these Bylaws.

Section 12. Non-Voting Members of the Board of Governors

The non-voting members of the Foundation Board of Governors shall be members designated under categories (A), (B) and (C) below.

(A) Honorary: The Foundation Board may elect persons as honorary members who, because of their position or prestige may reflect honor upon the Foundation and Irvine Valley College.

(B) Emeritus: The Foundation may elect persons who have formerly served with distinction as active members of the Board of Governors.

(C) Foundation Director: The Foundation Director shall serve as a non-voting member of the Board of Governors.

Section 13. Conflict of Interest

No member of the Board of Governors shall be financially interested in any contract or other transaction entered into by the Board of Governors that is not in accordance with the conflict of interest provisions set forth in Education Code Sections 72670-72682. The following relationships are specifically deemed not permissible:

(A) Any contract, other than an employment contract, directly between the Foundation and a Governor.

(B) Any contract between the Foundation and a partnership or unincorporated association in which a Governor is a partner, or owner, or holder, directly or indirectly, or a proprietorship interest.

(C) Any contract between the Foundation and a for-profit corporation in which a Governor is the owner or holder, directly or indirectly, of 5 percent or more of the outstanding common stock.

(D) Any contract in which a Governor is interested, and without first disclosing such interest to the Board of Governors at a public meeting, influences or attempts to influence one or more Governors to enter into the contract.

There are other relationships, including the following, that are permissible:

- (A) Contracts between the Foundation and a for-profit corporation in which a Governor is the owner or holder, directly or indirectly, of less than 5 percent of the outstanding common stock.
- (B) Contracts between the Foundation and a for-profit corporation on whose Board of Directors a Governor serves and such Governor is the owner or holder, directly or indirectly, of less than 5 percent of the outstanding stock.
- (C) Contracts between the Foundation and a nonprofit corporation on whose Board of Directors a Governor serves.

Section 14. Powers

The Board of Governors shall have the following powers:

- (A) To determine the Foundation's goals and objectives within the constraints of the Articles and these Bylaws and to formulate strategic plans designed to meet those goals and objectives.
- (B) To establish policies for administering the affairs of the Foundation.
- (C) To adopt and control the operation, budget, and financial plan of the Foundation and conduct the financial affairs of the Foundation in a responsible manner. These actions shall be in accordance with established policies of the Foundation, these Bylaws and the policies of the South Orange County Community College District.
- (D) To appoint such committees as it deems necessary and to prescribe powers and duties for them.
- (E) To select and remove officers of this organization and prescribe powers and duties for them.
- (F) The Board of Governors shall have the sole authority to accept or reject any gift or contribution to this organization.
- (G) To fill Board of Governor and officer vacancies.
- (H) To increase or decrease the size of the Board of Governors within the constraints of section 3 of Article 5 of these bylaws.
- (I) To take such other acts as may be authorized under the California corporations code, by these bylaws and by the articles of the Foundation.

ARTICLE VI

Meetings of the Board of Governors

Section 1. Meetings

The annual meeting of the Board of Governors shall be held in May of each year at a location within the boundaries of the South Orange County Community College District, as the Board of Governors may designate. The annual meeting shall be for the purpose of receiving reports of officers and committees, of electing officers, of amending the strategic plan and of transacting other business. Governors shall also hold at least six regular business meetings per year, upon notice in accordance with section 7 of this Article.

Section 2. Special Meetings

Special meetings of the Board of Governors may be called at any time by (a) the Board Chair; or (b) a majority of the voting members of the Board of Governors, to be held at such date and time and at such place as shall be designated in the notice of meeting.

Section 3. Quorum

A quorum for the transaction of business at a meeting of the Board of Governors shall consist of one-third (1/3) of the number of Governors who have voting rights, except to adjourn as provided in section 5 of this Article. Every act or decision done or made by a majority of the Governors present at a meeting at which a quorum is present shall be regarded as the act of the Board of Governors, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law and California Education Code Section 72670 et seq. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of a Governor or Governors, if any action taken is approved by at least a majority of the required quorum for that meeting.

Section 4. Open Public Meetings

Business shall be conducted in accordance with the Ralph M. Brown Act, commencing at section 54950 et seq. of the Government Code. All meetings of the Board shall be open to the public, and all persons shall be permitted to attend any meeting of the Board. However, the Board may hold closed sessions during any meeting to consider those matters that may lawfully be considered in such sessions.

Section 5. Adjourned Meetings

A quorum of the Governors, or in the absence of a quorum, a majority of the Governors present at any Governors meeting, may adjourn the meeting to meet again at a stated date, time and place. Notice of the date, time, place and business to be transacted at such meeting shall be given to any Governors who were not present at the time of the adjournment.

Section 6. Minutes of Meetings and Conduct

Regular minutes of the proceedings of the Board of Governors shall be kept in a book provided for that purpose. The Board of Governors may adopt its own rules of procedure insofar as such rules are not inconsistent with, or in conflict with, these Bylaws, the Articles of Incorporation of the Foundation or with the law.

Section 7. Notice of Meeting

- (A) Notice of the date, time and place of any meetings of the Board of Governors shall be given by written notice delivered personally or sent by mail or e-mail or facsimile to each Governor at his or her address, as shown on the records of the corporation. If mailed, such notice shall be deposited in the United States mail at least four (4) days before the date set for the meeting, in a sealed envelope so addressed, with postage thereon prepaid. If notice is given by e-mail or facsimile, such notice shall be sent at least forty-eight (48) hours before the time set for the meeting. The business to be transacted at any special meeting of the Board shall be specified in the notice. If and when California Government Code Sections 4950 et seq. (the "Brown Act") shall apply to any meeting held by the foundation, the Foundation shall comply with the requirements of the Brown Act.
- (B) The attendance of a Governor at any meeting shall constitute a waiver of notice of such meeting, except where a Governor attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

ARTICLE VII

Standing Committees

Section 1: Committee Formation

All committees of the Board ("Board Committees") shall have members which consist solely of voting Board members and shall have such members as are appointed annually by the Board Chair in accordance with this Article. Standing Board Committees shall include:

- (A) an Executive Committee, and

(B) a Finance Committee.

There shall also be the following Advisory Committees whose members shall be appointed annually by the Board Chair in accordance with this Article:

(A) a Board Development Committee, and

(B) any other such standing, and ad hoc committees as the Board of Governors may authorize.

Section 2: Committee Membership

Membership on all Advisory Committees shall be open to community members, subject to Board Chair approval of such members. The Board Chair shall be a member of all Board Committees and the Board Chair and the Foundation Director shall be members of all Advisory Committees.

Section 3. Committee Powers and Duties

(A) Executive Committee

The Executive Committee shall be a Board Committee and shall consist of the Board Chair as Chair, the First Vice Chair, the Second Vice Chair, the Secretary, the Treasurer, the immediate Past Board Chair (if he or she is still a current Board member) and the Irvine Valley College President. The Executive Committee shall have power to transact all regular business of the Foundation, subject to the Brown Act, during the interim between the meetings of the Board of Governors, provided any action taken shall be consistent with the purposes and powers set forth in these Bylaws and existing law and with policy set forth in the minutes of the meetings of the Board of Governors. It shall be the duty of the Board Chair, First Vice Chair, Second Vice Chair, and Secretary to review all reports of the Treasurer and to provide reports on the same to the Executive Committee.

(B) Board Development Committee

The Board Development Committee shall be an Advisory Committee and shall consist of at least five (5) members, three of whom must be members of the Board of Governors and one of which shall be the First Vice President of the Foundation. It shall be the duty of the Board Development Committee to submit nominations for officers of the Foundation to the Executive Committee in March, to be voted on by the Board of Governors at its annual meeting. Additionally, the Board Development Committee shall develop activities to foster the full involvement of the members of the Board of Governors.

(C) Finance Committee

The Finance Committee shall be a Board Committee and shall have at least five (5) members, one of whom shall be the Treasurer of the Foundation. This committee shall oversee all financial, planned giving and investment activities of the Foundation. The Finance Committee shall develop fiscal policies and procedures for approval by the Board of Governors, including the official presentation of the Annual Budget. This committee shall review, at least annually, such policies and procedures and recommend revisions to the Board of Governors.

(D) Special and Ad Hoc Committees

Other special or ad hoc Board or Advisory committees may be appointed by the Board Chair with the concurrence of the Board of Governors for such tasks as circumstances warrant. Such special or ad hoc committees shall limit their activities to the accomplishment of the task for which they were created and appointed, and shall have no power to act except as specifically conferred by action of the Board of Governors. Upon completion of the task for which appointed, such special or ad hoc committees shall stand discharged.

Section 4. Limitations on Delegation to Committees

The Board may not delegate the following authority to committees:

- (A) The filing of vacancies on the Board or on any committee;
- (B) The fixing of compensation of the Governors for serving on the Board or on any committee;
- (C) The amendment or repeal of bylaws or the adoption of new bylaws, or the amendment of articles of incorporation;
- (D) The amendment or repeal of any resolution of the Board that by its express terms is not so amendable or repealable;
- (E) The appointment of other committees of the Board or of any members to Board committees;
- (F) The approval of any self-dealing transaction as such transactions are defined in section 5233(a) of the corporations code;
- (G) Any other act which, under California law or under the articles or these bylaws, cannot be delegated to a committee.

ARTICLE VIII

Officers

Section 1: Election of Officers

(A) Election and Term. The Board of Governors shall elect officers from among the voting members of the Board of Governors, except that the Foundation Director need not be a voting member of the Board. The Foundation Director shall be appointed by the Chancellor of the District or his designee. Except for the Foundation Director, terms of office shall be for one (1) year and until his or her successor shall have been elected, unless he or she shall sooner resign, be removed, or become ineligible to continue to serve in such capacity. Elected Officers may serve as many successive one (1) year terms as the Board of Directors deems appropriate. The Board Development Committee shall present the slate of officer nominees for review by the Executive Committee in March, to be voted upon by the Board at the annual meeting in May. Officers shall take office at the beginning of July.

(B) Removal and Resignation of Officers. Any Officer may be removed from office by the vote of a majority of the total number of voting Governors whenever, in their judgment, the best interests of the Foundation would be served thereby. Any elected Officer may resign from office at any time by giving written notice to the Chairman of the Board or the Secretary of the Foundation and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the Foundation under any contract to which the Officer is a party.

(C) Officer Vacancies. A vacancy in any office, other than one occupied ex-officio, may be filled by the Board of Governors for the unexpired portion of the term.

Section 2: Officer Powers and Duties

(A) President

The President shall be the Chief Executive Officer of the Foundation and as such shall be responsible for the general direction of the business and affairs of the Foundation. The President shall serve as Board Chair and shall preside at all meetings of the Board of Governors, shall be a member of all Board and Advisory committees, and shall have such other powers and duties as may be prescribed from time to time by the Board of Governors. Prior to serving as the President, he or she shall have served at least one year on the Executive Committee.

(B) Foundation Director

The Foundation Director shall be appointed by the Chancellor of the District or his designee and is responsible for the general operations of the Foundation. The Foundation Director shall be a non-voting member of the Board and is a member of all Advisory committees.

(C) First Vice President

The First Vice President shall perform the duties of the President in the case of the President's absence or disability. The execution by the First Vice President on behalf of the Foundation of any instrument shall have the same force and effect as if it were executed on behalf of the Foundation by the President. The First Vice President

shall become Board Chair/President when the current Board Chair/President leaves office. The First Vice President shall also chair the Board Development Committee.

(D) Second Vice President

The Second Vice President shall perform the duties of the First Vice President when the latter is absent or disabled or is substituting for the Board Chair/President, and will serve as the liaison to all event committees, actively participating in choosing the chairs.

(E) Secretary

The Secretary shall oversee, with staff assistance, all proceedings of the meetings of the Board of Governors. The Secretary, with staff assistance, shall give or cause to be given, all notices of meetings of the Board of Governors, and all other notices required by law or by these bylaws to be given. In the case of the Secretary's absence, notice may then be given by the Board Chair or the First Vice Chair. The Secretary shall oversee all books, correspondence, and papers relating to the business of the Foundation, except those of the Treasurer, and shall join with the President in the execution on behalf of the Foundation of all contracts, deeds, conveyances and other instruments in writing, where authorized by the Board of Governors, for the necessary transaction of the business of the Foundation and shall attest the same. The Secretary shall keep or cause to be kept a book of all minutes of the Foundation Board at the principal office of the Foundation or at such other place as the Board may order, with the date, time and place of holding such meeting, whether regular or special and, if special, how the authorized notice thereof was given, the notice given and the names of those present at the meetings.

(F) Treasurer/Chief Financial Officer

The Treasurer shall be the chief financial officer of the Foundation and shall have, with the assistance of staff, the custody and oversight of all the funds of the Foundation. The Treasurer shall keep full and accurate account of all receipts and disbursements of the Foundation and of all assets of the Foundation in books belonging to the Foundation, which shall be open at all times to the inspection of the Board of Governors, and shall from time to time make such reports to the Board of Governors as it may request. The Treasurer, in conjunction with the Chancellor of the District or his designee, shall be responsible for causing to be kept all books and records or accounts of the financial transactions and affairs of the Foundation. Additionally, the Treasurer will Chair the Finance Committee.

ARTICLE IX

Fiscal Year

The fiscal year of this organization shall begin each July 1 and end on the succeeding June 30.

ARTICLE X

Miscellaneous

Section 1. Amendment

These Bylaws may be amended at any regular meeting of the Board of Governors, or at any special meeting called solely for that purpose. Amendments to these Bylaws may be adopted by a two-thirds (2/3) vote of a quorum of the Board of Governors, providing that the amendment had been submitted in writing at the previous regular meeting, or submitted in writing to the Governors at least thirty (30) days prior to the next regular meeting of the Board of Governors. Amendments are further subject to the approval of the Board of Trustees of the South Orange County Community College District.

Section 2. Budget

The Board of Governors shall adopt a preliminary budget in June of each year and a final annual budget in September of each year.

Section 3. Distribution of Assets

Upon the winding up and dissolution of the Foundation, after paying or adequately providing for the debts and obligations of the Foundation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code, which shall be the District.

Section 4. Special Projects

The Foundation shall obtain approval of the Board of Trustees of the South Orange County Community College District for all projects that involve community-wide media exposure or other publicity, whether printed, broadcast or otherwise announced, using the name of the District.

Section 5. Annual Report to the Board of Trustees

The Foundation shall make a report annually at a regularly scheduled meeting of the Board of Trustees of the South Orange County Community College District. The report shall cover accomplishments of the Foundation over the previous year.

Section 6. Alternate Voting Methods

Binding votes cast by members of the Foundation Board of Governors and all standing and ad hoc committees of the Foundation may be submitted to the Foundation Office via email or fax machine, so long as the item upon which the vote is taking place has been posted in accordance with the Brown Act.

Section 7. Waiver of Notice

Whenever any notices are required to be given under the provisions of the Nonprofit Corporation Act of the State of California, or under the provisions of the Articles of Incorporation of the Foundation or these Bylaws, a waiver thereof in writing signed by the persons entitled to such notice, whether dated before or after the time stated herein, to the extent permitted by law, shall be deemed equivalent to the giving of such notice.

ARTICLE XI

Indemnification of Governors, Officers, and Other Agents

Section 1. Right of Indemnity

To the fullest extent permitted by law, the corporation shall indemnify its directors, officers, employees, and other persons described in Section 5238(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in these bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity

On written request to the Board by any person seeking indemnification under Section 5238 (b) or Section 5238 (c) of the California Corporations Code, the Board shall promptly determine under Section 5238 (e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board shall authorize indemnification.

Section 3. Advancement of Expenses

To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered by those Sections shall be advanced by the Foundation before final disposition of the proceeding, on receipt by the Foundation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Foundation for those expenses.

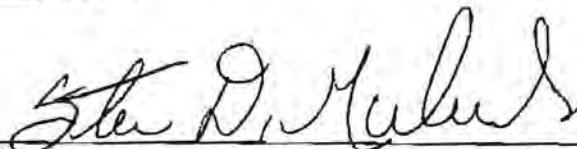
Section 4. Insurance

The Foundation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any Officer, Director, employee, or agent in such capacity or arising out of the Officer's, Director's, employee's or agent's status as such.

CERTIFICATE OF SECRETARY

The undersigned, Secretary of The Irvine Valley College Foundation, an auxiliary organization of the South Orange County Community College District, a California nonprofit corporation, does hereby certify that the foregoing Bylaws constitute a true and correct copy of the Bylaws of said corporation as amended on the date hereof.

IN WITNESS WHEREOF, the undersigned has executed this certificate this 16 day of June, 2004.


Secretary

APPENDIX B

DISTRICT FACILITIES USED BY FOUNDATION

- I. Irvine Valley College: Building A100 – Rooms 103, 103A, and 125.

The District will donate the use of the above facilities to the Foundation pursuant to Education Code section 81440(a).



Saddleback College Foundation Annual Report



2011-2012

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The Saddleback College Foundation raises funds and friends in support of Saddleback College. By raising funds for scholarships, programs, and capital projects, the foundation increases student success and completion, and enhances the excellent education offered by Saddleback College. By raising friends, the foundation helps the college access community support and assures that the college is responding to the business and cultural needs of south Orange County.

MESSAGE FROM THE PRESIDENT

Saddleback College



Dr. Tod Burnett, President

I congratulate the Saddleback College Foundation for a great year for 2011-2012. Donna Varner, President of the Foundation for the past two years, has provided outstanding leadership. She focused the board members' efforts toward five major initiatives: scholarships, completing funding for the Saddleback College Veterans Memorial, the athletic stadium campaign, alumni development, and the Saddleback College Arboretum Trail campaign. Donna Varner was also the Chairperson of this year's gala, our most successful ever with over 320 people in attendance, a 20 percent increase over the previous year. During her tenure, scholarship awards increased from \$215,195 to \$338,700.

Foundation contributions and revenue increased dramatically over the previous year, from \$1.77 million to \$3.99 million. Major estate gifts from a former Emeritus Institute student, Dorothy Lowry, and former Saddleback faculty member Linda Rice, accounted for nearly \$2.5 million of the funds raised this year. These gifts will provide invaluable support to our students in perpetuity.

Foundation assets have grown from \$2.28 million three years ago to nearly \$7 million and endowments have increased from \$497,000 to \$4.9 million since 2008. This dramatic growth has resulted from the major gifts noted above, and from Saddleback taking full advantage of a matching gift campaign for scholarship funds made possible by a statewide gift to the community colleges by the Bernard Osher Foundation. Osher scholarships at Saddleback now total \$1.59 million.

Thank you to the members of the Saddleback Foundation Board of Governors for giving so generously of your time and treasure in support of Saddleback students and faculty.

*Dr. Tod Burnett, President,
Saddleback College*





Jim Leach, President



*Donna Varner,
Past President
2010-2012*

MESSAGE FROM JIM LEACH, PRESIDENT

Saddleback College Foundation

As the newly appointed President of the Saddleback College Foundation, I will be responsible for the general oversight and direction of the Board of Governors, which raises funds for scholarships and develops friends in support of the college.

Currently CEO of South Orange County Regional Chamber of Commerce, I arrived in Orange County in 2001 and was instantly active in business and civic affairs. From 2001-2012 I was the Vice President of Public Affairs at Cox Communications. I am the Treasurer of OC Tax, and the Past President of The Orange County Forum. I graduated from the University of Texas at Austin and live in Dove Canyon with my wife, Dot.

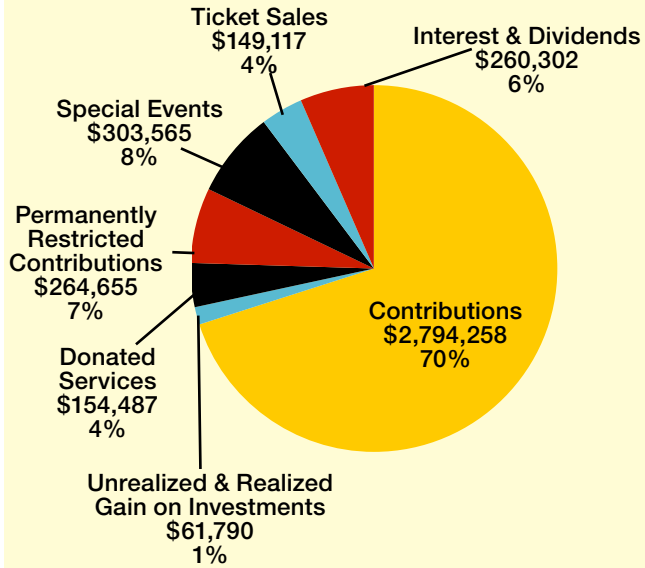
I would like to take this opportunity to thank my predecessor, Donna Varner. During her tenure, the foundation's assets grew dramatically, from approximately \$2.8 million to \$6.7 million. Varner helped to focus the board on student scholarship awards, which increased by approximately \$124,000. She also developed an active alumni organization that has resulted in the identification of over 500,000 alumni, completed the Saddleback College Veterans Memorial, the study of a capital campaign for a new stadium, and the launch of the Saddleback Arboretum Trail, a 2.6-mile walking, biking, exercise, and outdoor classroom.

I look forward to another great year in the foundation, especially funding more scholarships, breaking ground on the Arboretum Trail project, further development of the alumni association, the athletic stadium campaign, and developing further support for the Emeritus Institute by continuing to raise funds and friends in support of the mission of Saddleback College.

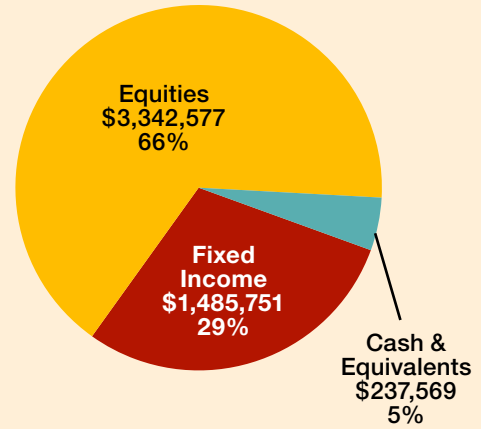
*Jim Leach, President,
Saddleback College Foundation*

FINANCIAL STATUS

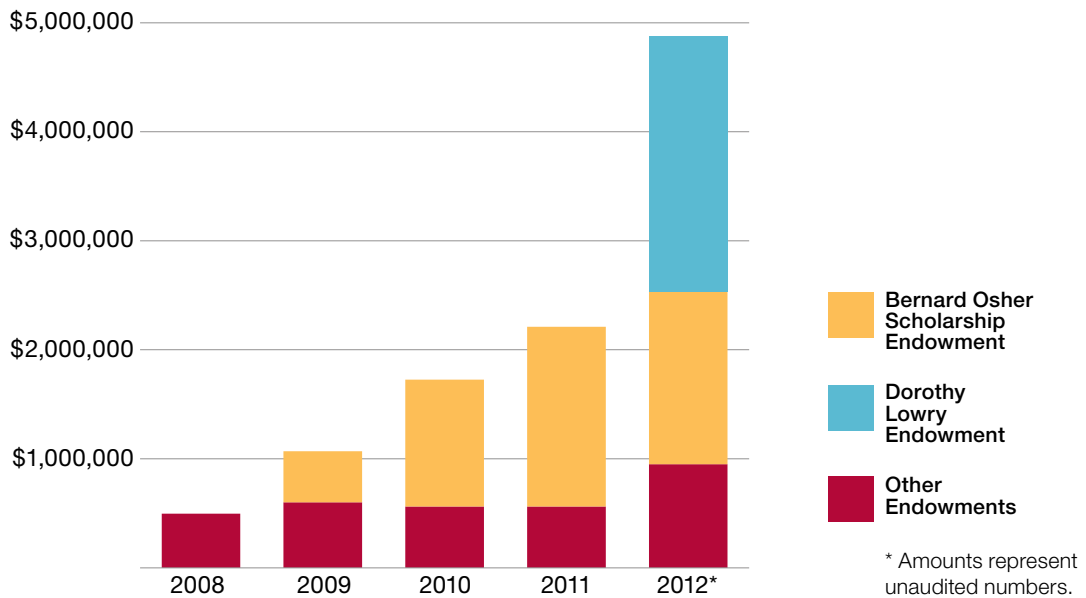
2011-2012 Revenues



2011-2012 Investments



2008-2012 Endowments



FOUNDATION FUNDS

June 30, 2012 and June 30, 2009

June 30, 2012	Foundation Management	Delegated Management	Total Managed
Total Unrestricted	254,897		254,897
Temporarily Restricted:			
Program Accounts		1,390,241	1,390,241
Special Scholarships	150,104		150,104
Lowry Functional Endowment	2,339,251		2,339,251
Total Temporarily Restricted	2,489,355	1,390,241	3,879,596
Permanently Restricted:			
Saddleback College Endowments	951,482		951,482
Osher Endowments*	1,585,555		1,585,555
Total Permanently Restricted	2,537,037		2,537,037
Total Funds Available	\$5,281,289	\$1,390,241	\$6,671,530

*Osher has provided an initial gift of \$335,588 and a match for funds raised of \$397,281 in addition to the \$796,450 raised by the College adjusted to fair market value for a total of \$1,585,555 for the benefit of Saddleback College students. See page 6 for more information.

June 30, 2009	Foundation Management	Delegated Management	Total Managed
Total Unrestricted	56,316		56,316
Temporarily Restricted:			
Program Accounts		1,351,460	1,351,460
Special Scholarships	75,462		75,462
Board-Designated Endowment	106,361		106,361
Total Temporarily Restricted	181,823	1,351,460	1,533,283
Total Permanently Restricted	690,160		690,160
Total Funds Available	\$928,299	\$1,351,460	\$2,279,759

GIFTING HIGHLIGHTS

DOROTHY MARIE LOWRY EMERITUS INSTITUTE GIFT

The Foundation Board of Governors has designated this \$2.3 million gift to be treated as an endowment to provide on-going support for Emeritus Institute student scholarships or other needs of the Emeritus Institute.

LINDA RICHARDSON RICE ENDOWED SCHOLARSHIP

Linda Richardson Rice was a member of Saddleback College's "first faculty" who started when the college opened its doors in 1968. Her bequest of \$223,471 provides annual scholarships in perpetuity for students who are majoring in or planning a career in education.

KIA MOTORS GIFT IN SUPPORT OF AUTOMOTIVE TECHNOLOGY

During the month of October the automotive technology department took delivery of a new 2011 Kia Optima hybrid. This vehicle will be used to promote the new hybrid technology program to the local high schools and our local industry partners. The vehicle will also be used in class for demonstration purposes in many of our hybrid and alternative-fuel courses.

Kia Motors America also donated an in-kind gift of a GDS global diagnostic system to the auto tech department at Saddleback College. This software will allow students to perform factory diagnostics and reprogramming on all Kia vehicles. Also donated as in-kind gifts were tool kits from Grainger and \$2,000 scholarships to two students.



MAJOR INITIATIVES

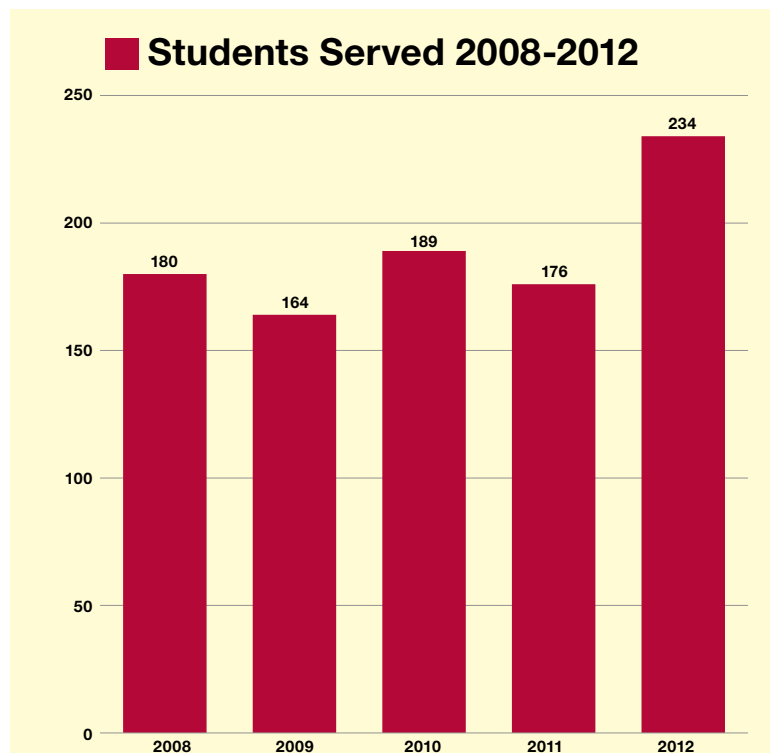
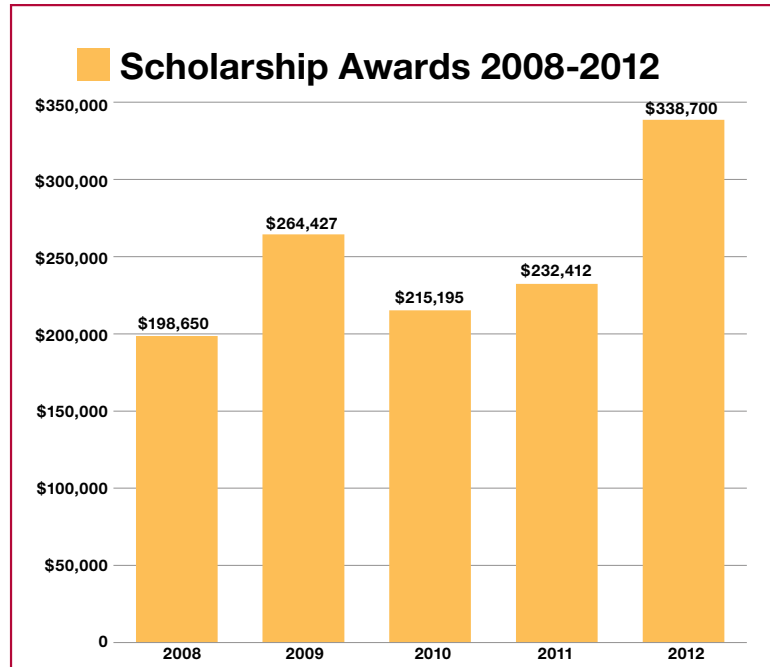
SCHOLARSHIPS

Bernard Osher Scholarship Endowment

Osher contributions for the period of July 1, 2008 through June 30, 2012 were \$796,450. Per the agreement with Osher, our initial gift and matching funds total \$732,869 for a total endowment of \$1,529,319, which has a fair market value of \$1,585,555 at June 30, 2012, whose earnings from such are available for scholarships to Saddleback College students. A total of \$83,000 in earnings was made available as scholarships to students for the 2012-2013 academic year.

Scholarship Awards Ceremony

A record-breaking \$338,700 was awarded through 394 scholarships to 234 students at Saddleback College's 36th annual scholarship ceremony on May 17, 2012. The Associated Student Government donated \$63,000 in scholarships, and Financial Aid underwrote the expenses for the ceremony. Seventy-eight scholarships worth \$66,000 were funded by the Bernard Osher Scholarship Fund.



ALUMNI

This year the foundation identified email addresses for 130,000 of Saddleback College's 500,000+ alums. The foundation developed and emailed a survey to all 130,000 and has had a strong response with 2,300 alums filling out and returning the survey.



Nico Melendez

Saddleback College's 2012 Alumnus of the Year, Nico Melendez, was honored at the annual gala (see page 9). After completing his general education at Saddleback

College from 1987 to 1990, Mr. Melendez transferred to Chaminade University, where he earned a bachelor's degree in historic and political studies. He then earned a Master of Public Administration degree from Troy State University in 2000. Mr. Melendez served in the Navy for 10 years then joined the Naval Reserve as a public affairs officer. His military awards include a Defense Meritorious Service Medal, three Navy Achievement Medals, and several other unit and campaign awards. Currently, Mr. Melendez is a professional broadcaster/communicator working for the Transportation Security Administration. Mr. Melendez was named the 66th Assembly District Veteran of the Year in 2011. Nico is married and has five young children.



Student Success Spotlight



Alexis Petrovich

As a single mother and sole provider to her 3-year-old son, Alexis was grateful for the opportunity to start classes at Saddleback College in order to further her education in reach-

ing her ultimate goal to become a psychiatrist. Her dedication to her studies paid off when she received two scholarships from Saddleback College. These awards gave her the confidence and support she needed to complete her associate degree and to now continue her education at the University of California, Irvine.

Ann Reeder

Ann is a proud veteran, a Saddleback College alumna, and extremely active in several human services organizations that support women veterans. She is a motivator who is persistent and compassionate in getting the job done. Her desire is to instill hope in the veteran community to achieve their career goals. The scholarships that Ann received at Saddleback College gave her the drive to continue on with her passion in human services.

Samira Yaganeh

Samira's career dream is in psychology and social behavior, focusing on helping children with academic studies. She has done volunteer work in middle and high schools by counseling on a one-on-one level. Samira felt at home attending Saddleback College and grew close to her instructors and counselors. She appreciated their inspiration and support. With help from the scholarships she received at Saddleback College, she was able to graduate and transfer to the University of California, Irvine in the fall.

SADDLEBACK ARBORETUM TRAIL CAMPAIGN

The Saddleback Arboretum Trail will establish and steward a permanent linear arboretum along 2.6 miles of permeable, parallel walking and biking trails that surround the 200-acre Saddleback campus. When completed, the trail will be shaded and sheltered by 500 newly planted trees and shrubs.

The Saddleback Arboretum Trail will provide health and wellness benefits for the employees of Saddleback, as well as the students who enroll every year and thousands of visitors from the community. The trail can be used for a full workout on the parcours exercise features, or as a way for people to take a stroll.

The trail will be built in four phases. The foundation has funded Phase 1 at a cost of \$85,000. It will be a little over a half mile in length, and construction will begin in the fall of 2012. Recognition should be given to Chris Harrington, VP Strategy & Business Development, Toshiba America Information Systems, Inc.

To donate, visit www.saddleback.edu/foundation and click on Sustainability Efforts.

STADIUM CAMPAIGN

The Saddleback College Foundation is preparing to conduct a major capital campaign to raise external resources for renovation of the athletic stadium. During the past year, the foundation completed a feasibility study of the project. In the coming year we will begin the President's Advisory Council, which will advise President Burnett on the best ways to develop community support for the project.



SADDLEBACK COLLEGE VETERANS MEMORIAL

The foundation completed the funding for the Saddleback College Veterans Memorial during the 2011–2012 fiscal year. The college and the foundation leaders were recognized for the excellence of the memorial by the George Washington Freedom Award at a luncheon held in its honor on February 11, 2012 chaired and hosted by Joyce Van Schaack, Foundation Board of Governors.

WORKFORCE DEVELOPMENT

The Saddleback College Economic and Workforce Development Initiative facilitates the more than 18,000 students who take Career Technical Education (CTE) classes each year. Our college offers more than 100 CTE certificate and degree programs and over 1,000 CTE courses. We also have a vibrant community education program that provides workplace preparation and training to hundreds of students each year at locations throughout south Orange County.



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**ANNUAL GALA:
A GLAMOROUS NIGHT OF STARS**

Each year the foundation sponsors a gala in honor of Saddleback College. The evening begins with a silent auction and is followed by dinner and great desserts prepared by the college's culinary arts students. Throughout the evening, gaming and entertainment are available, and the featured speaker is a Saddleback College alum.

This year, 320 people attended, an increase in attendance of over 20 percent. The gross proceeds received were \$80,239 for the benefit of Saddleback College students.

The gala, which was made possible by the outstanding work of the planning committee, led by Foundation President Donna Varner, included a beautifully decorated gym by the Division of Fine Arts and Media Technology and assistance from the culinary arts program and facilities and maintenance department.

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COLLEGE FUNDRAISING PARTNERS

FINE & PERFORMING ARTS: \$140,553

Angels for the Arts

Angels for the Arts is a fundraising and support organization for the performing and visual arts at Saddleback College led by Kate Realista, Director, Performing Arts/Operations. Angel members donate their time and talent to raise funds and assist with a variety of arts events on the campus.

KSBR Radio

KSBR 88.5-FM is a community service radio station, focusing its attention on Orange County news, traffic, weather, and entertainment. KSBR's primary format is contemporary jazz, but it also has weekend specialty shows featuring other musical styles like reggae, folk, ragtime, rock, Latin jazz, blues and hip-hop music.

Led by Terry Wedel, Director of College Radio Station Operations, KSBR has received the Associated Press "Instant News" citation, AP's Certificate of Excellence for overall coverage, and is the only California station to be a three-time winner of the American Heart Association's C. Everett Koop, M.D. Award.

KSBR held its annual Birthday Bash Jazz Festival on May 27, 2012. Funds raised for the year were \$126,484. The funds support the operating budget for KSBR, including music licensing, equipment repair and acquisition, engineering costs, webcasting, and staff. This year's bash had an increase in paid attendance of 24 percent to approximately 1,250 people.



ATHLETICS: \$70,625

The Saddleback College Athletics Department is pleased to announce that 124 of the college's 360 student-athletes were named to the Spring 2012 Athletic Honor Roll, including 16 student-athletes with a perfect 4.00 grade point average.

Thirty members of the 2011 Saddleback football team will be moving on to four-year colleges this fall, accounting for more than \$1.75 million in scholarships. Six of the players moving on have transferred to PAC-12 universities. Saddleback College has led the Southern California Football Association in scholar-athletes for the past two years with an average of over 20 student-athletes.

The football team has appeared in a Southern California record 11 straight post-season appearances, 2001-2011. Two former Saddleback College football players were drafted by NFL teams this past spring: Aaron Brown, University of Hawaii, St. Louis Rams; Richard Crawford, Texas Christian University, Washington Redskins.

CAREER TECHNICAL EDUCATION: \$21,490

Automotive Technology

During the month of October the automotive technology department took delivery of a new 2011 Kia Optima Hybrid. This vehicle will be used to promote our new hybrid technology program to the local high schools and our local industry partners. Kia Motors America also donated an in-kind gift of a GDS global diagnostic system to the auto tech department, and Grainger donated tool kits and \$2,000 scholarships to two students.

Fashion & Merchandising

On Saturday, May 5th at McKinney Theatre, the students and faculty of Fashion 147, Special Events Coordination and Promotion, presented Saddleback College's annual fashion show, "Twisted." Hors d'oeuvres were prepared by the culinary arts department, hair and makeup styled by Athena College of Beauty, and the production was taped by communication arts students.

Horticulture & Landscape Design

The horticulture and landscape design department held two fundraisers in 2011-2012, the Spring and Fall Plant Sales, which generated \$16,000 to be used for student scholarships and projects in its department, as well as in environmental science and architecture.

ASSOCIATED STUDENT GOVERNMENT: \$82,551

Summary of Funds Raised 2011-2012: Various clubs within the Associated Student Government collected \$10,571 during fundraising events in 2011-2012 and the Associated Student Body collected \$71,981 from the ASG Stamp Fundraiser alone, bringing the total of funds raised by the ASG to over \$82,000 for the fiscal year.

STATE AND DISTRICT IDENTITY – STATS

- California Community Colleges educate and train 80 percent of firefighters, law enforcement personnel, and emergency medical technicians.
- Nearly 50 percent of all California veterans receiving GI educational benefits attend a California community college for workforce training or to get a degree.
- Twenty-eight percent of University of California and 55 percent of California State University graduates started at a California community college.
- Transfer students from the California Community Colleges to the University of California system currently account for 48 percent of UC's bachelor's degrees in science, technology, engineering and mathematics.
- The California community college system is the largest workforce training provider in the U.S., serving more than 2.8 million students annually.
- Seventy percent of nurses in California received their education from community colleges.
- Almost two-thirds of graduates of the California State University system and one-third of the University of California system transferred from a California community college.
- A student who graduates with an associate degree earns an average of \$1.6 million in his/her lifetime which is \$400,000 more than a student with only a high school diploma.

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2012-2013 Board of Governors
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WAYS TO GIVE

- **Gifts of Cash:** Cash gifts may be made by currency, check, money order, or credit card. We accept Visa and MasterCard.
- **Gifts of Personal Property:** We welcome gifts of items which may be used by the college (computers, office equipment, books, instruments, automobiles, etc.) Gifts must be approved by the foundation and South Orange County Community College District as appropriate.
- **Scholarships:** Saddleback College Foundation scholarships enable you to provide the gift of education to our students. Many of our recipients would not be able to continue their education without the help they receive from donors like you. You can be assured that 100 percent of your gift will go directly to students.

Gifts can be made to the general scholarship fund or to an existing fund, or you can create a scholarship that will benefit a specific type of student. Whether you want to assist a student who is majoring in a certain area, transferring to your favorite university, or comes from a background similar to yours, we can match you to a student in need.
- **Corporate Matching Funds:** Many companies have matching gift programs and will match the employee's charitable contribution. Check with your employer to learn if this program is available to maximize your donation.
- **Gifts of Stocks:** Gifts of marketable securities or stocks listed on an exchange can be donated. There is no taxation on the gain of appreciated stock given directly to the Saddleback College Foundation. The fair market value on the date of the stock gift is tax-deductible for income tax purposes.
- **Memorial and Honorarium Gifts:** These provide a special opportunity to honor the memory of a family member or friend, or to recognize an individual for a life occasion.
- **Gifts of Real Estate:** These gifts have the following benefits to the donor:
 1. No taxation on the appreciation of real property;
 2. An income tax deduction of 100 percent of the fair market value of property as of the gift date;
 3. A reduction of your taxable estate by the value of the gift less any income tax savings retained or reinvested.
- **Planned Gifts:** A bequest through a will or trust is the most common form of a planned gift. A bequest can be accomplished simply by including a statement in your will or trust that names Saddleback College to be the recipient of a certain percentage or a specific amount upon your death. A planned gift can allow you to make a substantial contribution to support Saddleback without diminishing the assets available to you during your lifetime. Estate tax savings can also be an important benefit since a bequest is tax-deductible for federal estate tax purposes.

To discuss your interest in making a gift, contact the Saddleback College Foundation Director,
**Dr. Donald L. Rickner at
949.582.4968 or
scfound@saddleback.edu**

Saddleback College Foundation Tax Identification No. 33-0390547

To donate or for more information, go to www.saddleback.edu/foundation

ABOUT SADDLEBACK COLLEGE

Saddleback College has been the first choice for higher education and training in south Orange County since 1968. Our more than 500,000 alumni can attest to the quality of our academic and career training programs that enable students to successfully achieve their educational, professional, and personal goals. Our rich academic traditions and strong reputation make Saddleback College an ideal place for students seeking associate degrees and certificates, transferring to four-year colleges and universities, preparing for the workforce, or pursuing lifelong learning opportunities.

Saddleback College is fully accredited, offering over 300 associate degrees, certificates, and occupational skills awards in 190 program areas taught by a faculty renowned for its expertise, experience, and commitment to student success. Study abroad, cooperative work experience, online learning, and honors are just some of the additional programs we offer for a well-rounded educational experience.



WHY WE SUPPORT SADDLEBACK COLLEGE

- Saddleback College is one of the top transfer institutions in California; of the state's 112 community colleges, Saddleback College ranks 11th in transfers to the University of California system and 12th in transfers to the California State University system.
- The college has a nursing program that is ranked number one in the nation in licensure exam rates. Our students rank first of the entire 972 nursing programs across the nation (associate and bachelor's degree combined).
- It has winning men's and women's athletic teams with the Gauchos capturing 155 conference titles, 44 Southern California regional titles, 24 state championships, and 3 national championships.
- Saddleback College is dedicated to lifelong learning, with our renowned Emeritus Institute providing challenging and rewarding programs to more than 26,504 enrollments each year.
- It offers award-winning theatrical productions, concerts, and gallery showings each year to showcase student work in theatre and musicals, painting, drawing, photography, and sculpting.
- It has a perennially award-winning forensics team, which this past year placed fourth in the nation.
- The college offers career technical education programs that combine classroom instruction with real-world experience to prepare students for the job market. Areas of study include, but are not limited to, architectural design, automotive technology, fashion design and merchandising, horticulture, and many others. For a complete list visit www.saddleback.edu/cte.

COLLEGE FACULTY AND STAFF AWARDS

FULL-TIME AND PART-TIME PROFESSORS OF THE YEAR

David DiLeo

History instructor David DiLeo won the award for full-time Professor of the Year. DiLeo has been teaching at Saddleback since 1993. “I like the energy students give me,” DiLeo said. “Even on a bad day they give me the extra push.”

Ken Lee

Ken Lee, a landscape design instructor, won the part-time Professor of the Year award. Lee has been teaching at Saddleback since 2000. “In my professional career I have received many awards and recognitions, but this one is more personal and meaningful because it came from the students. It is the best confirmation that what I am doing is good.”

Rob Henry

Rob Henry won the Emeritus Institute’s Professor of the Year award. Henry has been teaching consumer health issues courses for the Emeritus Institute since 2005. Henry has been nominated for Teacher of the Year 40 times in his teaching career. In addition to teaching for the Emeritus Institute, Henry has taught in the Division of Health Sciences and Human Services since 1987.

CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD

Valerie Senior

Valerie Senior, an Application Specialist II in our acclaimed Center for Instructional Design and Distance Education (CIDDE), was selected as this year’s recipient of the Saddleback College Classified Employee Outstanding Service Award. We at Saddleback College commend her for her excellent work for our students, employees, and college.

PRESIDENT’S LEADERSHIP AND INNOVATION AWARDS

- Faculty: Claire Cesareo-Silva
- Associate Faculty: Joe Tinervia, *Posthumously*
- Classified Staff: Janet Jacob
- Administrator: Don Busché
- Classified Manager: ... Jennie McCue



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Bymar Tire, Inc.
Rachel Cabrera
Joseph Caggiano
Albert Calfe
California Pharmacy
Jeannine Camarillo
D'Leo Cameron
Bob Caniglia
David Carille
Jason Caro
Jerry & Debi Carpenter
Richard Carr
Fred Carrera
Brenda Carroll
Diane Casey
Lurdes Casillas
Patricia Cassidy
Lori Cassriel
Estella Castillo-Garrison
Williams Cates
Deborah Chambers
Deidre Cavazzi
Henry Chambers
Phillip Chandler
Channel H
dba Harrison Greetings
Ann Chapman
Jerilyn Chuman Maremont
Rocky Cifone
Theresa Cimmarrusti
James Clark

Jack Clingan	Bert De La Sanchez	John Fildes	Timothy Gibbons
James Coates	Deli Case	Paul Firth	John Gibson
Ana Maria Cobos	Audra DiPadova	Bob Fisher	Paul Gillane
Jack Cohen	David Dole	Krista Fisher	Carolyn Gillay
John Colclough	Berniece Donahue	Schorre Fisher	Gene Giordano
Percy Cole	Deborah Donoghue	Edward Fitch	Regina Glenn
Stan Collins	Joshua Doyle	Robert Fitzgerald	Jim Glubka
Thomas Colt	Christopher Dragomanovich	Fletcher Jones Motorcars	Ruben Gomez
Cookie Lee Jewelry/ Joni Anderson	Sharon Dudley	Theresa Flores-Gibb	Ray Gonzales
Cookie Lee/Lisa Espinoza	Robert Duginger	Gary Forkel	Frank Gonzalez
Karin Cooper	Laura Duvall	Richard Forkel	Francis Goodwin
Mary McGill Cordes	Philip Eddins	Brad Forrester	Mark Graves
Kevin Cormack	Norman Edwards	Michael Forster	Pat Grazer
Anthony Correia	Thomas Egan	Travis Fort	Doug Green
Kerry Crabb	Joanne Egnor	Forte Designs	Andrew Gruber
Steve Crapo	Carolyn Ehrlich	Dr. Michael Foudy	Cynthia Guerra
CSEA Chapter 586	Randall Eller	George Fowler	James Guilfoil
Barbara Culverhouse	El Toro Gourmet Meats	Loraine Franklin	Matthew Gunderson
Robert Cummings	Andria Emde	Kellie Freeman	Stephen Guthrie
Dennis Curran	Elisia Emel	Harvey Friedberg	Lynnae Guzman
Jay Dabba	Emercon Construction Inc.	Marc Gabel	Barry Haberman
Tracy Daly	Erinee Marketing	Michael Gadigian	Hector Haget
Mary Danenhauer	Manuel Estrada	Christopher Gaisford	Lee Haggerty
Dave's Clock Shop	Brent Evans	Gary Galiger	Haigh Builders
Judy Davis	Craig Evans	Art & Barbara Galyean	Mabel Hall
Melinda Davis	Nancy Gueff Evans	Roger Gartland	Milton Hall
Natalie & James Day	Patricia Evans-Wallin	Jessica Garza	John Ham
Kirby Dean	Danette Ewoldt	Kenneth Gebert	Harry Hansen
David Deberry	Anthony Fahr	GeoKinetics	Centhy Hansford
DEFA Prana Center	Kent Falk	Brian George	Joan Hanson
Anne Deffebach	Bruce Fawcett	Larry Gersten	Wendy Harder
Dorothy & Bernard Dehlin	Marylou Ferguson	Mike Getto	C.A. Hardgrove
Sandi De Ladurantey	Scott Ferguson-Greene	Abdol Ghassemian	Jeanne Hardwegg
	Mary Fetter	Neusha Ghassemian	Chinta Hari

Daniel Harney	Lisa Inlow	Trish Kelley	Daniel Le Fluer
Laura Harper	In-N-Out Burger	Roberta Kelly	Sheila Leon
Christopher Harrington	Robert Inouye	Debra Kerr	David Leslie
Jeanne Harris-Caldwell	Chris & Craig Iwami	Norma Kershaw	Wendy & Stan Levin
Kevin Hart	Tony Jabs	Connie Kihyet-Findiesen	Joe Lo Basso
Regina Hartley	Genevieve Jackson	Bruce Kinghorn	Sharon Long
James Haslem	Kym Jackson	Joan Kirkman	Michael Looney
Ron Hastings	Laurie Jacobs	Dona Kirsten	Juanita Losaria
J.R. Hawkins	Holly Jaenichen	John Klink	Cynthia Lovato
Hawks Baseball Club	Junius Jaubert	Brian Klinker	Lorie Lowery
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Luann Hedbany	Joseph Jean	Linda & Robert Knoth	Roland Luck
Corinne Heidemann	Marsha Jenkins	Curtis Knox	Maria Lupo
Steven Heidemann	Mario Jennings	David Koffs	Ellen Lus
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Seniye Huang	Roxanne Kaufman	Carrie Laster	James Marcus
Diane Huntzinger	Michael & Kerry Keen	Law Offices of Mark W. Fredrick	Marine Room
Richard Hurley	Maureen Kelley	Jim Leach	Nicholas Markiw
Elizabeth Innins	Robert Kelley		Ray Martin

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Susan Marty	Sherry Miller-White	Nellie Gail Ranch Tennis and Swim Club	Jo Ann Petrick
Sandy Marzilli	Andrew Milligan	Sally Nelson	Andrew Phillips
Stan Masterson	Matthew Miner	Scott Nelson	Kathleen Phillips-Stucki
Robert Matush	Milan Miner	Network for Good	Jill Picone
Rachel Maytorena	Junko Miners	Gwendolyth North	Ginger Pierson
James Mazzarella	Michelle Miranda	Ronald North	Tom Pigeon
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Patricia McCalla	Mission Viejo Chevron Service	Michael Norton	Claire Pocock
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Marcia McCormack	Mission Viejo Rotary Club	Mike O'Brien	Ponchillow LLC
Jennie McCue	Mission Viejo Saddleback Valley Elks Lodge #2444	Jennifer Ohl	Kevin Potts
Diana McCullough	Laura Montana	Gary Okamoto	Phil Prado
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David Mercadante	Colleen Murphy	Lori Parra	Karen Randall
John Merlino	Donna Murray	Colleen Patterson	Donna Rane-Szostak
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Relax and Tan Suntanning	Santora's Restaurant	Robert Snyder	Don Taylor
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Linda Sandusky	Paula Snyder	Fawn Tanriverdi	Rose Veldhuizen, TR

Samantha Venable
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Russell Wade
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Terri Whitt
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Kolin Williams
Luther Williams
Dawn Wilsey
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Melody Yen
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Director



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*Special Project
Coordinator*



Sheri Wenzel
*Senior Accounting
Specialist*



Nancy Cho
Program Assistant



Donna Jost
*Special Project
Coordinator*

SPECIAL THANKS TO:

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES



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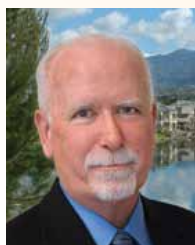
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Student Member



Gary L. Poertner
Chancellor

South Orange County Community College District (SOCCCD), founded in 1967, is one of 72 community college districts in California. It is a multi-campus district comprised of Saddleback College in Mission Viejo, Irvine Valley College (IVC) in Irvine, and the Advanced Technology and Education Park (ATEP) in Tustin. We serve over 43,000 students each year and employ more than 3,247 faculty and staff. Saddleback College and Irvine Valley College are accredited institutions, preparing students for associate degrees, transfer to four-year colleges and universities, workforce development, and basic skills training.

BOARD OF TRUSTEES 2011-2012

The board is comprised of eight trustees: seven members are elected at-large to four-year terms by the voters in south Orange County, and the student trustee is elected by the students of Saddleback and Irvine Valley colleges and serves a one-year advisory term of office from May through the following April. The board is responsible for overseeing all academic programs and educational services by establishing policies to assure the quality, integrity and effectiveness of the student learning programs and services, and the financial stability of Saddleback College, Irvine Valley College and the Advanced Technology and Education Park.

CHANCELLOR

Gary L. Poertner was appointed Chancellor of the South Orange County Community College District beginning December 1, 2010. Under his leadership, SOCCCD was one of the first districts in the state to fully fund its retiree liability. The chancellor oversees 3,247 employees and 43,000 students at Saddleback College in Mission Viejo, Irvine Valley College in Irvine, and the Advanced Technology & Education Park in Tustin. He supervises an annual budget of more than \$486 million.

"There is nothing more satisfying than helping others realize their potential and celebrate their dreams."

*—Bernard Osher,
Philanthropist*



Saddleback College Foundation
28000 Marguerite Parkway • Mission Viejo, CA 92692
Phone: 949.582.4479 • Fax: 949.364.9312
Email: scfound@saddleback.edu

www.saddleback.edu/foundation

The Saddleback College Foundation is a 501(c)(3) charitable organization. Tax ID # 33-0390547

IRVINE VALLEY COLLEGE

ADVANCING STUDENT SUCCESS

*Report
to the
Community*

Advancing Success for Today and Tomorrow



FOR OVER 27 YEARS IRVINE VALLEY COLLEGE

has been advancing success for our students and our community. Today, over 15,000 students attend IVC each year, many transferring to a four-year college, many moving into successful careers, and many experiencing the “community” in community colleges—enriching their lives through IVC’s distinguished arts, sports, Emeritus and other community programs.

IVC offers an exceptional value for the highest quality education. IVC is ranked #1 in Orange County and #3 among all California community colleges for its transfer rates. Students transfer successfully not only to UC and CSU campuses but also to prestigious universities across the nation—USC, Stanford, Caltech, Chapman, Columbia, Johns Hopkins, Cornell, and Brown, to name just a few. IVC transfers have historically outperformed students who started their education at four-year universities.

As we look to the future, we welcome entrepreneurial community partners to bring together the resources to make a difference in the quality of higher education at Irvine Valley College. Whether your interest is in promoting programs such as STEM (science, technology, engineering and math) to advance economic growth, or in assisting students who are just entering college, mid-life learners returning to college to retrain in a new skill or profession, or veterans recently back from Iraq and Afghanistan, we welcome your support and investment. Please join us in advancing student success at Irvine Valley College.

A handwritten signature in black ink that reads "Glenn R. Roquemore". The signature is fluid and cursive, with a long horizontal line extending from the end.

Glenn R. Roquemore, PhD
President, Irvine Valley College



Beccie Dawson IVC changed my life

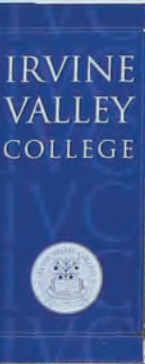
"As a single mom with limited resources and a full-time job when I enrolled, Irvine Valley College proved to be a significant turning point in my life. IVC provided me with the discipline, organization and time management skills—and the resources such as tutoring in math and writing—to pursue my associate degree in accounting. I had an excellent support system of counselors and faculty who encouraged me and gave me the confidence to pursue an advanced degree."



—Beccie Dawson, current Chief People Officer at THINK Together and long-time member of the IVC Foundation Board of Governors, was named IVC Alumna of the Year in 2008.

A Premier California Community College

IRVINE VALLEY COLLEGE (IVC) IS A PUBLIC, comprehensive and diverse community college with over 15,000 students, including over 400 international students from over 35 countries. Known as a leader among California community colleges, the 27-year-old institution is dedicated to student success and to providing high-quality, accessible and affordable education for all. Located on 100 acres of beautifully landscaped, park-like property in the heart of Irvine, the IVC campus offers students exceptional educational opportunities in state-of-the-art facilities. The college takes pride in its multi-talented faculty and staff.



we are IVC Rocio Ambrocio



After earning a BA in mathematics with an emphasis in education, Rocio wants to apply to graduate school, where she hopes to earn a PhD. "My long-term goal is to make an impact on my future students because I believe that everyone can learn the beauty of math. It just takes hard work." She also wants to continue getting involved with her community by promoting the importance of education. "IVC has amazing professors and staff who are always willing to help students succeed."

Did you know?

- ◆ IVC currently offers over 60 Associate in Arts (AA) and Associate in Science (AS) degree majors and over 50 career technical certificate programs.
- ◆ IVC is ranked #1 in Orange County and #3 among all California community colleges in transfer rates to four-year institutions.
- ◆ New Career Technical Education (CTE) programs at IVC encourage transfer and/or immediate employment opportunities in areas such as electronics, recycling and resource management, paralegal studies, applied museum studies and entrepreneurship.
- ◆ IVC has a strong and active Honors Program and over 20 honors classes each semester for academically talented and motivated students. Our award-winning chapters of the honor societies Phi Theta Kappa and Psi Beta make us proud.
- ◆ IVC's 13 outstanding men's and women's athletic teams include state champions—most recently the 2010-2011 women's golf team, men's volleyball team and women's badminton team.
- ◆ Each year, IVC offers a spectrum of classes for approximately 12,000 emeritus students at convenient off-campus sites.
- ◆ Over 400 students from three area high schools are enrolled in IVC's Early College Program and will receive both high school and college credit for completing approved CSU- and UC-transferable IVC courses.

Our Campus: Advancing Student Success

IVC offers students an exceptional value for outstanding undergraduate preparation. By completing their first 60 units of lower-division general education and major coursework at IVC and then transferring to complete their upper-division work at a UC or CSU campus or private/independent college, students can save thousands of dollars in tuition and fees.

"WE OFFER A SMALL-COLLEGE ATMOSPHERE WITH OUTSTANDING STUDENT SERVICES AND QUALITY INSTRUCTION. OUR MISSION IS TO PROVIDE AN INCREASINGLY RELEVANT CURRICULUM AND THE LATEST TECHNOLOGY TO PREPARE OUR STUDENTS FOR THE FUTURE."

*—Glenn R. Roquemore, PhD, President,
Irvine Valley College*

Enrique Campo **we are IVC**

Enrique Campo is majoring in psychology and plans to transfer to UC Irvine. He wants to earn a bachelor's degree in sociology and join the UCI ROTC program to become an officer in the military. He says, "The best of IVC is the positive atmosphere, helpful faculty and staff, and a lot of professors who are willing to help. I am the current Veterans Club Inter-Club Council representative and a member of XTE, the IVC Chapter of the American Criminal Justice Association—Lambda Alpha Epsilon (ACJA-LAE)."



Value to the Community

IRVINE VALLEY COLLEGE HAS A DRAMATIC, positive impact on the local economy in many ways. Each year students leave IVC and either go on to seek an advanced degree at a four-year college or university, or rejoin the workforce, many here in Orange County. Their added skills translate to higher earnings and a more robust Orange County economy. IVC brings added value to the community as a whole.

A recent study revealed that achieving an associate degree from Irvine Valley College will increase a student's earnings to over \$40,000 per year, or 35.4% more than the average high school graduate. (*The Economic Contribution of SOCCCD: An Analysis of Investment Effectiveness and Economic Growth, CC Benefits, 2009.*)

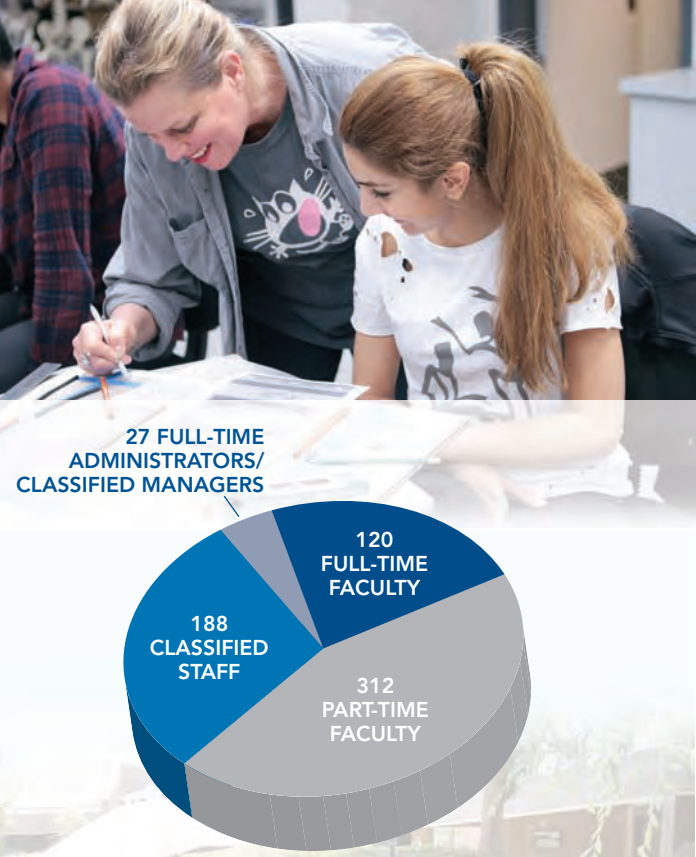
"CALIFORNIA COMMUNITY COLLEGES ARE THE POINT OF ENTRY TO HIGHER EDUCATION ACROSS THE STATE, ENROLLING MORE THAN TWO-THIRDS OF FIRST-TIME STUDENTS WHO ATTEND STATE COLLEGES AND UNIVERSITIES."

—National Center for Public Policy and Higher Education

we are IVC Alumnus Sean Joyce



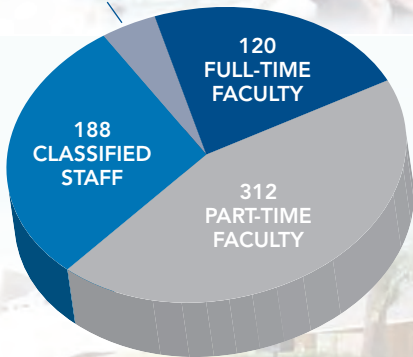
While a student at Irvine Valley College, Sean Joyce never imagined that someday he would be working as city manager of Irvine, one of Orange County's most dynamic and successful "new" cities. The sixth of seven children, Sean credits IVC for opening up his world to unlimited possibilities. His first college course, Introduction to Western Civilization, made him passionate about learning, while capturing his imagination and inspiring him to succeed. After his successful start at IVC, Sean went on to achieve a Bachelor of Arts in political science and a Master of Public Administration from Cal State Fullerton. In 2007, Sean was honored as IVC's Alumnus of the Year.



Our Campus: Advancing Student Success

The academic and career achievements of IVC students are inspired by the exemplary accomplishments of IVC's faculty and staff. College employees have been repeatedly selected by their professional peers to serve at the regional, state and national level. IVC faculty members have been named the countywide Community College Teacher of the Year eight times. Excellence in their fields translates into excellence in their classrooms. Between 2010-12 alone, IVC employees received the following recognition:

27 FULL-TIME ADMINISTRATORS/ CLASSIFIED MANAGERS



- ◆ Orange County Community College Teacher of the Year
- ◆ Honors Program Director of the Year (California/Nevada)
- ◆ Pacific Southwest Speech and Forensics Coach of the Year
- ◆ UC Irvine Educator Recognition Awards (eight IVC award winners)
- ◆ Statewide Classified Employee of the Year/ Vision Award
- ◆ Distinguished Chair Fullbright Scholar 2012-13
- ◆ Two national titles: 2012 National Parliamentary Debate Association National Championships
- ◆ 2012 CLERC Award for Outstanding Chinese Teaching
- ◆ Acknowledgment in *The Princeton Review* (2012) as one of "The 300 Best Professors"



Professor Roopa Mathur we are IVC

Beginning her journey in the world of computers in 1986 as an avionics system engineer for Boeing, IVC Professor Roopa Mathur had no idea then how important computers would eventually become in her life. Now a full-time faculty member at Irvine Valley College, she constantly seeks to engage her students in all areas of computer information management, from web development and animation, to database and multiple PC applications. A lover of brainteasers, her motto in life is "Never Stop Learning," a philosophy she tries to live by, and one she daily tries to impart to her students.



Looking Ahead, Planning for the Future

IVC HAS EXPERIENCED OVER 27 YEARS OF

steady growth and development. Thanks to our passionate students, strong community support and dedicated faculty and staff, we continue to see exceptional results with our students in spite of national economic uncertainty and an unprecedented fiscal crisis at the state level.

Over the next couple of decades, our college looks forward to continuing to provide students with the finest education possible. Looking ahead, the future at IVC is filled with a busy schedule of arts, athletics, increased outreach to the community and new and innovative academic and career programs to meet the changing needs of a global economy.

As our academic and career programs grow, we will also need to expand our campus, repurposing some buildings, constructing new classrooms and labs, adding parking structures, more resource centers, and a new entrance, among other projects. We recently opened a beautifully landscaped outdoor venue, and plans are in the works to create community gardens, to dedicate a wildlife conservation area, and to support more sustainable and drought-resistant landscaping. Our innovative public art program, the biannual outdoor sculpture invitational (BOSI), also continues to go strong.

we are IVC Veterans



IVC is very proud that we have recently been officially recognized as a Military Friendly School. With over 3,000 military veterans currently enrolled, IVC received this distinction for being among the elite schools in the nation to offer active service members, veterans and military spouses the best education, best value and most welcoming atmosphere among 7,000 academic choices. IVC has also recently inaugurated a veterans support group, the Veterans Angels, whose donations will help fund critical support services that are presently lacking in the veterans' educational aid packets.



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The IVC Foundation

THE IVC FOUNDATION BOARD OF GOVERNORS,

its benefactors and supporters believe that advancing education, advancing our community and advancing the economic growth of our region are among the greatest investments we can make in our community. Without the support of the IVC Foundation and its donors, the quality of the educational experience that IVC provides to thousands of students each year would be at risk. Private fundraising, gifts and bequests are increasingly significant factors that help the college deliver the first-rate education that is the underlying foundation of our students' success.

The Foundation is dedicated to ensuring that IVC has the resources it needs to provide a high-quality, affordable and accessible college education to the residents of the city of Irvine and its neighboring communities.

Join us today and help us advance to a brighter, more prosperous future for our region and our state. The Irvine Valley College Foundation is a non-profit 501(c)(3) charitable organization (Tax ID#77-0239916).

Find out more by calling 949/451-5472 or going to the Foundation website at www.ivc.edu/foundation.

The IVC Foundation



THE FOUNDATION REACHED A MILESTONE

with a second consecutive year of over \$1 million in revenue, at \$1,045,418. The charts on the right show 2011-2012 income, as well as the distribution of the revenue in expenses including scholarships, PRO IVC project funding and other programs that the Foundation funds back to Irvine Valley College. Fundraising expenses were below the nonprofit sector average at 13%, as were general overhead and operating costs at 16%.

ACCOMPLISHMENTS

- ◆ A record number of 650 IVC students submitted applications for scholarships. Over \$164,000 in scholarships was awarded at our annual scholarship ceremony and a total of \$299,000 was awarded for the year.
- ◆ The IVC 2012 PRO IVC campaign exceeded our goal, receiving \$351,150 in pledges. This includes 14 new accounts and an outstanding track record of philanthropic support by our IVC faculty, staff and administration, as well as our community supporters.
- ◆ A \$10,000 anonymous gift was received for student scholarships and for projects that enhance teaching and learning. Six “Learning Excellence” scholarships were awarded and a competition designed and carried out by writing, math, and physics professors, in conjunction with the Foundation, will award “Teaching Excellence” projects in the fall of 2012.
- ◆ The 25th Anniversary Astounding Inventions, sponsored by Greenberg Traurig, LLP in January 2012, saw a record attendance of over 2,600 people with 465 inventions created by K-8 Tustin Unified and Irvine Public School Districts on display in IVC’s Hart Gymnasium. Judges included executives, entrepreneurs, scientists and engineers from local corporations, such as Raytheon, Edwards Lifesciences, Boeing, SRS Labs and the Capital Group. The event contributed over \$23,000 in revenue to the Foundation.

STATEMENT OF FINANCIAL POSITION

	July 1, 2011 Beginning Balance	June 30, 2012 Balance
ASSETS		
Cash at Wells Fargo Bank	\$132,016	\$153,195
Temp. Restricted - Wells Fargo	\$486,264	\$481,918
Endowed Funds - Wells Fargo	\$559,581	\$560,642
Investments at CCCSE Endowment Fund ^A	\$370,735	\$385,334
Accounts Receivable	\$5,614	\$2,716
Prepaid Expenses	\$4,621	\$2,633
Total Current Assets	\$1,558,831	\$1,586,438
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts Payable	\$5,629	\$6,405
Total Liabilities	\$5,629	\$6,405
Net Assets		
Discretionary Funds ¹	\$86,910	\$21,529
Temp. Restricted - Wells Fargo ²	\$535,708	\$570,728
Endowed Funds - Wells Fargo Endowment ³	\$537,113	\$555,893
Endowed Funds - Osher	\$370,735	\$385,334
Endowment Funds - Scholarships ⁴	\$22,468	\$4,750
Scholarships ⁴	\$267	\$41,799
Total Net Assets	\$1,553,202	\$1,580,033
Total Liabilities and Net Assets	\$1,558,831	\$1,586,438

^A Investments on deposit with the CCCSE (Osher) Endowment Fund

¹ Includes Development Fund, Astounding Inventions, Foundation Awards Dinner and Golf Tournament accounts.

² Temporary Restricted Funds are established and maintained with contributions that have donor-imposed restrictions or are contributions solicited for a restricted purpose.

³ All accounts set up as endowments earn interest and require a minimum balance of \$5,000.

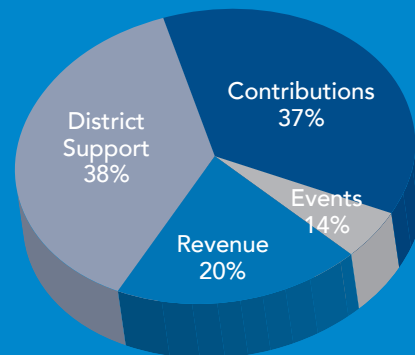
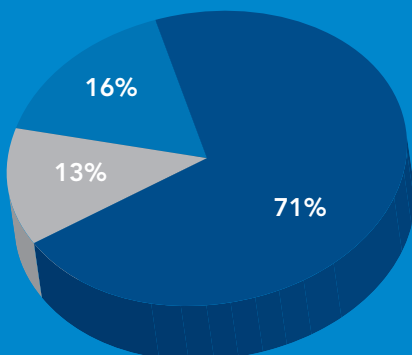
⁴ Accounts set up to be used strictly for scholarships. Money is deposited and disbursed for student scholarships only (non-endowment, non-trust accounts).

EXPENSES 2012

To College	\$753,655
Overhead	\$197,110
Fundraising	\$79,309
Total	\$1,030,074

2011-2012 INCOME

Contributions	\$388,104
Events	\$54,195
Revenue	\$208,332
District support	\$394,787
Total	\$1,045,418



Donor Guide to Giving

THE IRVINE VALLEY COLLEGE FOUNDATION

provides several ways for you to support our educational programs and our students.

◆ **General College Support:** Unrestricted gifts provide the greatest benefit to the college by allowing the IVC Foundation to address the greatest needs that the college has identified for funding. These gifts allow the most general support of all campus projects and student scholarships and enable the Foundation to grow the capability to generate more revenue to support our students and faculty.

◆ **Student Support:** Scholarships can be awarded based on academic merit and/or financial need. Scholarship awards assist IVC students with fees, books, and the general cost of attending IVC. Contact the IVC Foundation at 949/451-5472 to discuss specific scholarship criteria that you are interested in funding. For more information on scholarships, see www.ivcscholarships.org.

**CONTACT THE
IRVINE VALLEY COLLEGE
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**RICHARD H. MORLEY, EXECUTIVE DIRECTOR
RMORLEY@IVC.EDU
949/451-5290**

Ways to Give

◆ Support for Excellence in Teaching and Learning:

These gifts provide direct support to enrich student learning and student success. The IVC Foundation seeks to support faculty excellence and innovation in teaching and learning excellence.

◆ Equipment and Facilities: IVC continues to lead the way in our students transferring to four-year institutions.

It is crucial that our equipment and facilities, especially in the highly competitive, rapidly changing world of science, technology, engineering and math (STEM), provide state-of-the-art learning experiences for IVC students.

◆ **PRO IVC:** The “Promote IVC” program provides faculty and staff a means to generate funds to support their specific programs and entities. The PRO IVC campaign kicks off each fall and culminates on or about April 1 each year.

◆ **President’s Leaders Circle:** The President’s Circle is an elite group of donors who have access and input to the college through IVC President Glenn Roquemore, PhD.

Current Gifts. Current gifts can be made by mail or by visiting the IVC Foundation on campus. Current gifts may include cash or gifts of stocks or securities. Gifts of stocks or securities may afford you, the donor, significant savings in capital gains taxes. A gift of highly appreciated but nonperforming stocks is an excellent way to consider supporting IVC students, faculty and staff.

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Gifts of Real Estate. Real estate gifts can provide significant current and lifetime benefits, including significant tax savings upon wealth transfer. For more information on gifts of real estate, go to www.ivcgiving.org.

Gift Planning: Bequests and Trusts. For information on gift planning, including a wealth of information about charitable trusts that may provide significant tax savings while maximizing your wealth transfer, see the IVC Gift Planning website at www.ivclegacygiving.org.



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Nydia Miranda-Sena
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Paul Moon
Richard Morley
Karen Morris
Victor Munoz-Maines
Mark and Inge-Adams Nelson
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George Richards
Sebastian Roberts
Martin Rochford
Stephen Rochford

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E. Rubenstein and P. Morrison
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:
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Gary L. Poertner, Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

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

Minutes from:

October 29, 2012 Regular Meeting of the Board of Trustees (Exhibit A)
are submitted to the Board for review and approval.

Item Submitted by: Gary L. Poertner, Chancellor

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
October 29, 2012**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
Bill Jay, Member
David B. Lang, Member
Frank M. Meldau, Member
James R. Wright, Member
Heather Park, Student Member

Administrative Officers:

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

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Employment/Evaluation (GC Section 54957)(3)
 - 1. Public Employee Employment (2)
 - a. Director Advanced Technology
 - b. Lead Groundskeeper

2. Public Employee Evaluation: Chancellor (1)
- B. Conference with Labor Negotiators (GC Section 54957.6)
1. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 2. Unrepresented Employee: Chancellor
 - b. Agency Designated Negotiators: Nancy Padberg, Esq. – Board President, and Warren Kinsler, Esq. – General Counsel
- C. Conference with Legal Counsel (GC Section 54956.9)
1. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [3][C] – *Claim of Gregory Butler*

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 7-0 vote, the board approved a 60 day unpaid leave without benefits due to a family emergency to a classified manager effective within 30 days.

On a 7-0 vote, the board approved a three month unpaid leave with benefits to a classified employee.

On a 7-0 vote, the board voted to reject a “defective complaint” claim filed by an adjunct instructor.

2.2 Invocation

Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance

Led by Trustee James Wright

2.4 Resolutions/Commendations

A. Resolutions: none

B. Commendations:

Irvine Valley College – Veteran Friendly Campus Plaque

Irvine Valley College – National Council for Marketing and Public Relations (NCMPR) Awards for IVC’s Publication Department

2.5 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

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.

Saddleback College Director of Research, Planning and Accreditation Caroline Durdella and Irvine Valley College Director of Research, Planning and Accreditation Craig Hayward provided an overview of the colleges' recent ARCC Report.

4.2 Saddleback College and Irvine Valley College: Student Success Task Force Recommendation 2 – “Strengthen Support for Entering Students”

Representatives from Saddleback College and Irvine Valley College will present what the colleges are doing to strengthen support for entering students.

Irvine Valley College Academic Senate President Kathy Schmeidler, Vice President of Student Services Linda Fontanilla, Counselor Robert Melendez, and Dean of Enrollment Services Arleen Elseroad highlighted ongoing efforts to make new and continuing students more successful. Saddleback College counselor Mike Engels provided an overview of past outreach efforts, mostly focused on parents, students and professional development and how that is changing by improving the high school to college pathway to success.

Trustee David Lang requested to pull item 5.18 from the consent calendar.

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

5.0 CONSENT CALENDAR ITEMS

All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on September 24, 2012.

- 5.2 **Saddleback College: Grant Acceptance, Career Technical Education Teacher Preparation Pipeline (TPP) 6th Year Grant Renewal**
Accept the award of \$120,000 from the California Community College Chancellor's Office for CTE Grant 12-090-008.
- 5.3 **Saddleback College: Transfer Degrees for the Spring Semester 2012-2013 Academic Year**
Approve the proposed changes in curriculum and certificates/degrees as listed.
- 5.4 **Saddleback College: Award of Bid 2005: Printing of the Community Education Brochures**
Approve award of bid to Southwest Offset Printing in the amount of \$160,141.59.
- 5.5 **Saddleback College: Soft Drink Supplier Agreement: Amendment No. 1**
Approve Amendment No. 1 to the agreement with Bottling Group, LLC extending the agreement term by one additional year.
- 5.6 **Saddleback College: Library and Learning Resource Center Renovation: Notice of Completion**
Authorize the recording of the Notice of Completion.
- 5.7 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.8 **SOCCCD: Trustees' Requests for Attending Conferences.**
Approve trustees' requests for attending conferences.
- 5.9 **SOCCCD: Agreement for Special Services for ATEP Project: McKenna Long & Aldridge, LLP**
Approve the agreement with McKenna Long & Aldridge, LLP on a time spent hourly rate.
- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-33 to Amend FY 2012-2013 Adopted Budget**
Adopt resolution to amend the FY 2012-2013 adopted budget.
- 5.11 **SOCCCD: Auction No. 58 – Surplus Property**
Approve the sale of surplus property and hire a private auction firm to conduct the auction and to dispose of items not sold at the auction.
- 5.12 **ATEP: Contract for the Preparation of an Initial Study/Mitigated Negative Declaration, for the City of Tustin and SOCCCD Land Exchange**
Approve agreement with RGP for the preparation of the Initial Study/Mitigated Negative Declaration in the amount of \$112,223.

- 5.13 **ATEP: CEQA Processing and Joint Defense Agreement between the City of Tustin and SOCCCD**
Approve the agreement with the City of Tustin.
- 5.14 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations.
- 5.15 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-01527 through P13-01951 amounting to \$2,070,230.12. Approve confirming requisitions dated September 5, 2012 through October 9, 2012 totaling \$172,489.08.
- 5.16 **SOCCCD: Payment of Bills**
Approve check no. 162127 through 163377 processed through the Orange County Department of Education, totaling \$9,798,715.88; and check no. 010511 through 010530, processed through Saddleback College Community Education, totaling \$28,495.00; and check no. 009036 through 009046, processed through Irvine Valley College Community Education, totaling \$65,835.48.
- 5.17 **SOCCCD: Gifts to the District and Foundations**
Accept donations to the District and/or the Foundations as listed.
- 5.18 **SOCCCD: September/October 2012 Contracts**
Ratify contracts as listed.

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

6.0 GENERAL ACTION ITEMS

- 6.1 **Saddleback College and Irvine Valley College: 2013-2014 Faculty Hiring**
Approve the announcement and recruitment of new full-time faculty for the 2013-2014 academic year.

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

Trustee Lang and Trustee Wright requested that both colleges submit a priority list at the next board meeting.
- 6.2 **Saddleback College: Sciences Building Preconstruction Services Agreement**
Approve agreement with C.W. Driver in the amount of \$145,175.

Executive Director Facilities Planning and Purchasing Brandye D'Lena presented an overview of Lease-Leaseback Construction Delivery Method in order to summarize the delivery method and share steps taken to date.

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

- 6.3 **Saddleback College: Grant Acceptance, NSF Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)**
Accept this award of \$567,473 from the National Science Foundation, Division of Undergraduate Education, for NSF Scholarships in Science, Technology, Engineering and Mathematics.

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

- 6.4 **SOCCCD: Board Policy Revision: BP-5300.5-Grade Changes, BP 3517-Student Organizations at Off-Campus Location**
Accept for Review & Study.

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

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

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

- 6.6 **SOCCCD: Requests to Rescind Spring 2013 Sabbaticals**
Approve requests from two faculty members to rescind Spring 2013 sabbatical leave.

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

- 6.7 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.

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

- 6.8 **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 Hours for Classified Positions, Change of Status, Out of Class Assignments,

Resignation/Retirement/Conclusion of Employment, Authorization to Revise a Classified Bargaining Unit Salary Schedule for Police Officers Association, Volunteers.

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

- 6.9 **SOCCCD: Adopt Resolution No. 12-35 Classified Employee Layoffs**
Adopt Resolution 12-35 to approve discontinuance of categorically funded classified positions.

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

- 6.10 **SOCCCD: Resolution No. 12-34 Retirement Incentive Program & Public Agency Retirement System (PARS) Agreement: Classified Bargaining Unit Employee Supplemental Retirement Plan**
Adopt Resolution 12-34, PARS Supplementary Retirement Plan and approval of agreement for administrative services with Phase II Systems, trust administrators.

On a motion made by Trustee Milchiker and seconded by Trustee Jay, this item was unanimously approved by a roll call vote of 7-0.

7.0 **REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Report on Implementing Board of Governor's new Registration Priority Policies**
A report on the implementation of the Board of Governor's (BOG) new registration priority policies, per the request of Trustee Lang.
- 7.2 **SOCCCD: Proposition 32 – Prohibition on Political Contributions by Payroll Deduction and on Contributions to Candidates**
Information on ballot measure.
- 7.3 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.4 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.6 **SOCCCD: Retiree (OPEB) Trust Fund**

The annual report is for the period ending September 30, 2012.

7.7 SOCCCD: Quarterly Financial Status Report

This report is for the period ending September 30, 2012 for the FY 2012-2013.

7.8 SOCCCD: Monthly Financial Status Report

This report displays the adopted budget, revised budget and transactions through September 30, 2012.

7.9 Irvine Valley College: Life Sciences: Executed Take-Over Agreement

Final agreement for board review.

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:10 p.m.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: 2013 International Debate Tour – People’s Republic of China (PRC)

ACTION: Approval

BACKGROUND

Over the past 12 years, the forensics team of Irvine Valley College has taken over 80 students and coaches to the PRC for debate demonstrations and competitions. The 2013 debate program will take students and coaches from Irvine Valley College to China in May-June, 2013. The program would focus on training Chinese debaters and competing in international tournaments held in China. The sponsoring organization is the International Debate Education Association (IDEA). In addition to the debating activities, a wide variety of cross-cultural opportunities will be available for student growth. Students will enhance communication skills through involvement with Chinese students as debate partners.

STATUS

PROGRAM ENROLLMENT:

A target of 18 students has been established with three coaches to accompany the team. All costs for travel, food, lodging, and incidentals will be paid through a combination of fund raising, forensics foundation account, or directly by the participants. Supplemental allocations from ASIVC and staff development money for faculty members may be utilized for tournament expenses as depicted in Exhibit B.

PROGRAM DURATION:

May 25 to June 10, 2013 (17 days) – Travel and competition would take place immediately after the spring semester and commencement ceremonies as depicted in Exhibit A.

VENUES:

Xi’an International Studies University and Beijing Foreign Studies University – IVC has conducted several training sessions and debate tournaments at these universities (2000, 2002, 2005, 2006, and 2010).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2013 International Debate Tour to the People’s Republic of China.

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

Summary and Itinerary

ACTIVITY: International Debate Education Association (IDEA) Debate Tournament

WHEN: May 25-June 10, 2013 (17 days)

WHERE: Shanghai, Suzhou, Hangzhou, Beijing and Xi'an, PRC

IVC CONTACT: Professor Gary Rybold, Co-Director of Forensics
Irvine Valley College
5500 Irvine Center Dr. Irvine, CA 92618
(949) 451-5417 email: grybold@ivc.edu

Estimated maximum participants: 21

Application deadline: February 1, 2013 – Balance due March 15, 2013

Funding sources:

1. Student/coach individual contributions – International airfare would be directly paid by participants to travel agency (estimate = \$1,000 per person, visa required \$160) No IVC requisition required.
2. Fund raising by forensics team – Touring funds paid out of forensics IVC foundation account (estimate = \$1,165 per person)
3. Insurance (medical and evacuation) – Funds paid out of forensics IVC foundation account (estimate = \$50 per person)
4. In-country expenses – tournament hotel/meals in Xi'an and Beijing– Funds paid out of ASIVC forensics account and/or Foundation account (estimate = \$250)

Estimated maximum cost - \$2,625 per person

Travel specifics:

5/25/13	Depart LAX
5/26-28/13	Shanghai – Touring, training/mentoring Chinese debaters
5/28/13	Shanghai to Suzhou – Touring
5/29/13	Suzhou to Hangzhou - Touring
5/30/13	Transport to Xi'an – Xi'an International Studies University
5/31-6/2/13	IDEA International Debate Tournament – XISU
6/03/13	Transport to Beijing – Touring, training/mentoring Chinese debaters
6/8 & 9/13	Debate Tournament at Beijing Foreign Studies University
6/10/13	Depart Beijing – Arrive LAX

Irvine Valley College
Forensics Team Travel to Compete in International Tournaments in China

May 25, 2013 – June 10, 2013

Participant Cost Breakdown

Approximate Costs from Various Accounts	
Package Tour 17 days	\$ 1,165.00
Meals & Hotels	included
Tour Admissions	included
Domestic Air/Airport Transfers	included
Tour Bus	included
Accommodations at tournament	\$ 200.00
Insurance (Medical/Evacuation)	\$ 50.00
TOTAL	\$ 1,415.00
Approximate Costs Not Included in Requisitions	
Visa	\$ 160.00
International Airfare	\$ 1,000.00
Meals in Beijing	\$ 50.00
TOTAL	\$ 1,210.00
ESTIMATED GRAND TOTAL	\$ 2,625.00

Estimated Funding Breakdown:

- Fund-raising & Individual Contributions: 80%
- Staff Development/Dept Accounts: 10%
- Supplemental Allocations from Student Government Accounts from IVC: 10%

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College and IVC: Spring 2013 Community Education Programs

ACTION: Approval

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 2013. 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 outlined in Exhibit B.

RECOMMENDATION

The 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 NON-CREDIT PROGRAM - SPRING 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Acting Classes	1/2 - 5/31	Jonelle Allen (E)	50% net	\$175
	Acting Classes	1/2 - 5/31	Maria Mayenzet (E)	50% net	\$175
	Advanced Real Estate	1/2 - 5/31	Ken Schlenker (I)	50% net	\$250
	Are You the Next Inventor	1/2 - 5/31	Nancy Miller (E)	50% net	\$39
	Artist Co-op	1/2 - 5/31	Staff (E)	Hourly	\$59
	Basic Skills Classes	1/2 - 5/31	Larry Perez (E)	Hourly	\$99
	Basic Skills Classes	1/2 - 5/31	Patrick Quigley (E)	Hourly	\$99
	Basic Skills Health Care (Gra	1/2 - 5/31	Health Sciences Div.	TBD	Grant
	Be Your Own Private Investig	1/2 - 5/31	Jim Harriger (E)	50% net	\$39
	Become A Professional Train	1/2 - 5/31	Mike Rounds (E)	50% net	\$39
	Behind the Wheel	1/2 - 5/31	Driving Concepts (I)	Rates/Day	Varies
	Blogging	1/2 - 5/31	Robert Cohen (I)	50% net	\$39
	Brewing Basics	1/2 - 5/31	Matthew Johnson (E)	50% net	\$99
	Build Your Own Website For	1/2 - 5/31	Mike Rounds (E)	50% net	\$39
	Business Classes	1/2 - 5/31	Michelle Berquist (I)	50% net	\$175
	CA Real Estate License	1/2 - 5/31	Barbara Cox (E)	5% gross	Varies
	CA Real Estate License	1/2 - 5/31	Martin Welc (E)	5% Gross	Varies
	CA Real Estate License	1/2 - 5/31	Rockwell Institute (I)	10% gross	Varies
	Cake Decorating Classes	1/2 - 5/31	Jennifer Jensen (I)	50% net	\$59
	California Notary	1/2 - 5/31	Thomas Peavyhouse (I)	50% net	\$70
	California Notary Loan Doc	1/2 - 5/31	Thomas Peavyhouse (I)	50% net	\$70
	Cashing In On Your Ideas	1/2 - 5/31	Nancy Miller (E)	50% net	\$39
	CBEST Testing	1/2 - 5/31	BTPS (I)	60% gross	\$259
	Cloud Computing	1/2 - 5/31	Belma Johnson (E)	50% net	\$39
	Clutterology	1/2 - 5/31	Nancy Miller (E)	50% net	\$39
	Coaching, Consulting, & Trai	1/2 - 5/31	Mike Rounds (E)	50% net	\$39
	Create a 2nd Income	1/2 - 5/31	Nancy Miller (E)	50% net	\$39
	Create Successful Online Bu:	1/2 - 5/31	Glenda Shaw (E)	50% net	\$49
	Crisis/Intervention Classes	1/2 - 5/31	Ken Schlenker (I)	50% net	\$250
	Dance Classes	1/2 - 5/31	Kaylaa Fox (I)	40-45% gross	\$50
	Digital Photography Classes	1/2 - 5/31	Parry Shoemaker (E)	50% net	\$65
	Ebay® Classes	1/2 - 5/31	Frances Greenspan (I)	50% net	\$65
	Eclectic Persia	1/2 - 5/31	CALINK Institute (I)	50% net	\$79
	Entertaining	1/2 - 5/31	Farla Binder (E)	50% net	\$49
	ePublishing For iPad	1/2 - 5/31	Mike Rounds (E)	50% net	\$39
	Feng Shui	1/2 - 5/31	Kartar Diamond (I)	50% net	\$49
	First Time Homeowner	1/2 - 5/31	Ryan Hrisca (I)	50% net	\$50
	Floral Design	1/2 - 5/31	Theresa Hoefnagels (I)	50% net	\$39
	Framing Classes	1/2 - 5/31	Susan Unoura (E)	50% net	\$49-55
	French Classes	1/2 - 5/31	Nancy Allah (E)	50% net	\$79
	Golf Classes	1/2 - 5/31	Emil Scodeller (E)	50% net	\$97

(E) Employee

(I) Independent Contractor

South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Green Your Business or Horr	1/2 - 5/31	Christina Schwerdtfeger (50% net	\$39
	Guitar Classes	1/2 - 5/31	Ron Gorman (E)	60% net	\$90
	Harmonica Classes	1/2 - 5/31	David Broida (E)	50% net	\$39
	Hollywood 2.0	1/2 - 5/31	Belma Johnson (E)	50% net	\$49
	How To Attend A College of `	1/2 - 5/31	Amberley Wolf (E)	50% net	\$30
	How To Attend A College of `	1/2 - 5/31	Sharon Buck (E)	50% net	\$30
	HVAC Technician Certificate	1/2 - 5/31	Gatlain Educational Servi	pp	\$3,095
	Hypnotherapist Certification	1/2 - 5/31	Balaji Nettimi (E)	50% net	\$799
	Hypnotherapist Certification	1/2 - 5/31	California Mind Inst. (I)	50% net	\$799
	Internet Marketing	1/2 - 5/31	Robert Cohen (I)	50% net	\$39
	Investment Bootcamp/Money	1/2 - 5/31	Jalon O'Connell (E)	50% net	\$49
	Investment Strategies	1/2 - 5/31	Charlie Goffin (E)	50% net	\$39
	Iphones, Ipads...And Lost	1/2 - 5/31	Robert Cohen (I)	50% net	\$39
	Italian Classes	1/2 - 5/31	CALINK Institute (I)	50% net	\$105
	Job Searching	1/2 - 5/31	Robert Cohen (I)	50% net	\$39
	Journalism/Media	1/2 - 5/31	Belma Johnson (E)	50% net	\$39
	Just Yell Fire	1/2 - 5/31	Doug Shields (I)	50% net	\$139
	Leave A Legacy	1/2 - 5/31	Nancy Miller (E)	50% net	\$39
	Letterpress Workshop	1/2 - 5/31	Karen Taylor (E)	50% net	\$175
	Make-Up Classes	1/2 - 5/31	Christina Gaudy (I)	50% net	\$90
	Mandarin	1/2 - 5/31	Pandarin Academy (I)	50% net	\$130
	Mastering Your Money	1/2 - 5/31	Jalon O'Connell (E)	50% net	\$49
	Motorcycle Rider Training	1/2 - 5/31	Saddleback Rider Training	Rates Per Day	\$100-235/c
	Mystery Shopping	1/2 - 5/31	Elaine Moran (E)	50% net	\$49
	Notary Exam Only	1/2 - 5/31	Thomas Peavyhouse (I)	50% net	\$25
	Online Digital Publishing	1/2 - 5/31	Randeleigh Harris (E)	50% net	\$129
	On-Line No-Credit Classes	1/2 - 5/31	Education To Go (I)	\$55-\$175pp	\$94-299
	PC Boot Camp	1/2 - 5/31	Bill Napoli (E)	50% net	\$275
	PC Boot Camp Access	1/2 - 5/31	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Adv. Topics	1/2 - 5/31	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Express	1/2 - 5/31	Bill Napoli (E)	50% net	\$275
	PC Boot Camp More Photost	1/2 - 5/31	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Photoshop	1/2 - 5/31	Bill Napoli (E)	50% net	\$105
	PC Boot Camp Spectacular F	1/2 - 5/31	Bill Napoli (E)	50% net	\$105
	PC's Performance	1/2 - 5/31	Robert Cohen (I)	50% net	\$39
	Pharmacy Technician Trng	1/2 - 5/31	Boston Reed (I)	50% net	\$2,720
	Piano Classes	1/2 - 5/31	Robert Laughlin (I)	50% net	\$45-75
	Proctoring Services	1/2 - 5/31	In-House Services (E)	pp	\$50-75
	Professional Organizer	1/2 - 5/31	Nancy Miller (E)	50% net	\$39
	Professional Speaking for the	1/2 - 5/31	Mike Rounds (E)	50% net	\$39

(E) Employee

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South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Property Management	1/2 - 5/31	Stephen Dexter (E)	50% net	\$49
	QR Codes For Business	1/2 - 5/31	Carol Chambers (E)	50% net	\$39
	Real Estate Workshops	1/2 - 5/31	Robert Kehiayan (I)	50% net	\$49
	Retirement Classes	1/2 - 5/31	David Brown (I)	50% net	\$49
	Screenprinting Workshop	1/2 - 5/31	Karen Taylor (E)	50% net	\$175
	Self-Publishing	1/2 - 5/31	Mike Rounds (E)	50% net	\$39
	Six-Figure Speaking	1/2 - 5/31	Mike Rounds (E)	50% net	\$39
	Songwriting	1/2 - 5/31	Ron Gorman (E)	60% net	\$90
	Speed Spanish	1/2 - 5/31	Chris Lincke (E)	50% net	\$59
	Stained Glass for Beginners	1/2 - 5/31	Greg Atwood (I)	50% gross	\$120
	Start Home-Based Business	1/2 - 5/31	Nancy Miller (E)	50% net	\$39
	Suicide Prevention	1/2 - 5/31	Ken Schlenker (I)	50% net	\$250
	Supervisor's Series/Leadersh	1/2 - 5/31	Irv Gamal (I)	50% net	\$57 -365
	Survival Skills In the Office	1/2 - 5/31	Nancy Miller (E)	50% net	\$39
	Test Preparation	1/2 - 12/31	Princeton Review (I)	Rates/dy	Varies
	The 99-Cent Gourmet	1/2 - 5/31	Mike Rounds (E)	50% net	\$39
	Threading A to Z	1/2 - 5/31	Holly Mikhael (E)	50% net	\$150
	Threading A to Z	1/2 - 5/31	Sameira Mikhael (E)	50% net	\$150
	Tips & Tricks: Digital Org.	1/2 - 5/31	Randeleigh Harris (E)	50% net	\$129
	Travel Tours/Multi-Day Trips	1/2- 12/31	Good Times Travel (I)	pp	pp
	TV/Writing	1/2 - 5/31	Belma Johnson (E)	50% net	\$39
	Veterans Art Project (Grant)	1/2 - 5/31	Steve Dilley (E)	\$68.84/hr	Grant
	Voice Acting - Beg/Adv	1/2 - 5/31	Patrick Helmsletter (E)	50% net	\$250
	What Were You Born to Do?	1/2 - 5/31	Curtis Adney (E)	50% net	\$59
	Wine Classes	1/2 - 5/31	David Francisco (E)	50% net	\$90
	Writing/Journalism/Media	1/2 - 5/31	Belma Johnson (E)	50% net	\$49
	Zumba®	1/2 - 5/31	Atousa Pourreza (E)	50% net	\$5-10/class
CFK	Academic Chess	1/2 - 5/31	Academic Chess - Adam	50% net	\$159
	Acting Classes	1/2 - 5/31	Jonelle Allen (E)	50% net	\$175
	Acting Classes	1/2 - 5/31	Maria Mayenzet (E)	50% net	\$175
	Art Classes	1/2 - 5/31	Jan Wood (E)	\$29/hr+bonus	\$105
	Art Classes	1/2 - 5/31	Nancy Larragoiti (E)	\$28/hr+bonus	\$105
	Baseball Skills Clinic	1/2 - 5/31	Sommer McCartney (E)	50% net	\$136
	Basic Skills Classes	1/2 - 5/31	Larry Perez (E)	Hourly	\$99
	Basic Skills Classes	1/2 - 5/31	Patrick Quigley (E)	Hourly	\$99
	Cake Decorating For Kids	1/2 - 5/31	Jennifer Jensen (I)	50% net	\$126
	CFK Onsite Subsitute/Tutor	1/2 - 5/31	Staff (E)	\$28/hr+bonus	Varies
	Computers/Techno- Science	1/2 - 5/31	Computer Explorers (I)	pp	\$175
	Digital Scrapbooking	1/2 - 5/31	Randeleigh Harris (E)	50% net	\$136
	Future Millionaires And Junio	1/2 - 5/31	Joshua Ballard (E)	50% net	\$115

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Golf Classes	1/2 - 5/31	Emil Scodeller (E)	50% net	\$79
	Guitar Classes	1/2 - 5/31	Ron Gorman (E)	60% net	\$90
	Junior Gauchos Fun Club	1/2 - 5/31	Staff (E)	Hourly	\$50
	Just Yell Fire	1/2 - 5/31	Doug Shields (I)	50% net	\$139
	Kaplan Test Prep	1/2 - 5/31	Kaplan (I)	Rates Per Day	Varies
	Kartooning	1/2 - 5/31	Nancy Larragoiti (E)	\$29/hr+bonus	\$105
	Keyboarding Classes	1/2 - 5/31	Joyce Quade (E)	50% net	\$136
	KidTricity	1/2 - 5/31	John Uhlman (E)	\$29/hr+bonus	\$159
	Life Science Classes	1/2 - 5/31	Shaun Burke (E)	\$28/hr+bonus	\$140
	Main Stage Kids	1/2 - 5/31	Fine Arts Div.	50% net	\$575
	Main Stage Kids/Jungle Book	1/2 - 5/31	Fine Arts Div.	50% net	\$575
	Make-Up Classes	1/2 - 5/31	Christina Gaudy (I)	50% net	\$90
	Mandarin	1/2 - 5/31	Pandarin Academy (I)	50% net	\$130
	Manners Classes	1/2 - 5/31	Laura Little (E)	50% net	\$110
	Math Classes	1/2 - 5/31	Daryl Johannsen (E)	\$29/hr+bonus	\$99
	Math Classes	1/2 - 5/31	Jennifer Pidgeon-Pagliei (E)	\$29/hr+bonus	\$99
	Math Classes	1/2 - 5/31	Young Choi (E)	\$29/hr+bonus	\$99
	Math Classes	1/2 - 5/31	Justine Lawson (E)	\$29/hr+bonus	\$99
	Math Classes	1/2 - 5/31	Shelley Beckley (E)	\$29/hr+bonus	\$99
	Modeling & Style	1/2 - 5/31	Tara Meyer (E)	\$29/hr+bonus	\$120
	Music and Theatre For Kids	1/2 - 5/31	Fine Arts Div.	TBD	\$145
	Music Classes	1/2 - 5/31	Valerie Geller (E)	\$28/hr+bonus	\$126
	Natural A's	1/2 - 5/31	Curtis Adney (E)	50% net	\$49
	Piano For Children	1/2 - 5/31	Kirill Gliadkovsky (E)	\$400	\$150
	Piano/Keyboard For Kids	1/2 - 5/31	Ron Gorman (E)	60% net	\$90
	Princess Ballet	1/2 - 5/31	Roxanne Bell (E)	50% net	TBD
	Reading Classes	1/2 - 5/31	John Uhlman (E)	\$29/hr+bonus	\$99
	Science Classes	1/2 - 5/31	Mad Science (I)	pp	\$175
	Sewing Classes	1/2 - 5/31	Laurie Murphy Klein (E)	50% net	\$100
	Spanish For Youth	1/2 - 5/31	CALINK Institute (I)	50% net	\$105
	Sports Classes	1/2 - 5/31	Nick Trani (E)	50% net	\$140
	Sports Classes	1/2 - 5/31	Staff (E)	50% net	\$140
	Study Strategies Classes	1/2 - 5/31	Chris Lincke (E)	50% net	\$70
	Study Strategies Classes	1/2 - 5/31	Jason Turney (E)	\$29/hr+bonus	\$99
	Study Strategies Classes	1/2 - 5/31	John Uhlman (E)	\$29/hr+bonus	\$99
	Study Strategies Classes	1/2 - 5/31	TBD (E)	\$29/hr+bonus	TBD
	Teens Road To Safety	1/2 - 5/31	Teens Road2Safety (I)	Rates/Day	Varies
	Test Preparation	1/2 - 5/31	Princeton Review (I)	Rates/Day	Varies
	Theatre Classes	1/2 - 5/31	Tara Meyer (E)	\$29/hr+bonus	\$39
	Writing Classes	1/2 - 5/31	John Uhlman (E)	\$29/hr+bonus	\$99

(E) Employee

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South Orange County Community College District

SADDLEBACK COLLEGE

COMMUNITY EDUCATION NON-CREDIT PROGRAM - SPRING 2013

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Writing Classes	1/2 - 5/31	Nancy D'Aleo- Russey (I)	50% net	\$109
	Writing/English Classes	1/2 - 5/31	Mara Calabretta-Dawson	\$28/hr+bonus	\$99
	Young Americans World Tou	1/2 - 5/31	Young Americans (I)	\$185/pp	\$235
	Youth And The Law	1/2 - 5/31	Martine Wehr (E)	10% Gross	\$100
	Youth Aquatics	1/2 - 5/31	Pete Cosmakos (I)	60% net	\$110-190
	Youth Film/Media Classes	1/2 - 5/31	IncrediFlix (I)	\$127pp	\$175
	Youth Onsite Programs	1/2 - 5/31	Staff (E)	Rates/Day	\$70 - 150
	Zumbatomic® For Kids	1/2 - 5/31	Kelly Coutras (E)	50% net	\$126

(E) Employee

(I) Independent Contractor

South Orange County Community College District

IRVINE VALLEY COLLEGE

COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Late Fall 2012/Spring 2013

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
2-Day Film School	1/1-5/25/13	Dov Simens	50% gross	\$395
Academic Test Prep	1/1-5/25/13	Kathy Song	50% gross	\$72-\$225
Aquatic Fitness	1/1-5/25/13	Barbara Stockler	70% gross	\$20
Art Courses	1/1-5/25/13	Annette Hernandez	70% gross	\$45
Art Courses	1/1-5/25/13	Donna Hanna-Chase	70% gross	\$30
Art Courses	1/1-5/25/13	Pam Schader	70% gross	\$26-\$38
Art Courses	1/1-5/25/13	Steve Wang	70% gross	\$60
Art Courses	1/1-5/25/13	Teresa Fernald	70% gross	\$30
Art Courses	1/1-5/25/13	Maki Patrick	50% gross	\$60
Art Courses	1/1-5/25/13	Rebecca Calhoun	50% gross	\$50-\$85
Auto Wholesale Course	1/1-5/25/13	Ronald Williams	50% gross	\$89
Band Rehearsal/Performance	1/1-5/25/13	Bill Nicholls	70% gross	\$30
Band Rehearsal/Performance	1/1-5/25/13	Cindy Ellis	70% gross	\$30
Band Rehearsal/Performance	1/1-5/25/13	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	1/1-5/25/13	Peter Fournier	70% gross	\$30
Business Management	1/1-5/25/13	Seewing Yee	50% gross	\$20-\$59
Business Management	1/1-5/25/13	Gene Konstant	50% gross	\$29-\$159
Business/Computer Courses	1/1-5/25/13	Mariana Baker	50% gross	\$75-\$130
Choral Music	1/1-5/25/13	Cecilia Kim	70% gross	\$20
Computer Classes	1/1-5/25/13	Fleur Fong	70% gross	\$30-\$99
Computer Classes	1/1-5/25/13	Geoff Luis	70% gross	\$30-\$99
Computer Classes	1/1-5/25/13	Louise Records	70% gross	\$30-\$99
Computer Classes	1/1-5/25/13	Sharon Fong	70% gross	\$30-\$99
Computer Classes	1/1-5/25/13	Vazi Okhandiar	60% gross	\$45-\$299
Country Line Dancing	1/1-5/25/13	Ida Stuart	70% gross	\$20
Creative Writing	1/1-5/25/13	Jeffrey Briar	70% gross	\$45
Dayan Qigong	1/1-5/25/13	Joanna Schoon	70% gross	\$30
Dayan Qigong	1/1-5/25/13	Judith Shields	70% gross	\$30
E-Bay Courses	1/1-5/25/13	Carolyn Jacinto	50% gross	\$95-\$225
Employee Benefits Training	1/1-5/25/13	Susan Bock	50% gross	\$350
Film Genres	1/1-5/25/13	Kathryn Kramer	70% gross	\$20-\$30
Financial Management	1/1-5/25/13	Alex Agahi	50% gross	\$99
Fitness Courses	1/1-5/25/13	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	1/1-5/25/13	Beejay Janiga	70% gross	\$25-\$40
Fitness Courses	1/1-5/25/13	Carrie Henderson	70% gross	\$30-\$85
Fitness Courses	1/1-5/25/13	Eugenia Lane	70% gross	\$20-\$30 *per person

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
Fitness Courses	1/1-5/25/13	Fleur Fong	70% gross	\$38
Fitness Courses	1/1-5/25/13	Lisa Messenger	70% gross	\$15-\$20
Fitness Courses	1/1-5/25/13	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	1/1-5/25/13	Renee Fiore-Burton	70% gross	\$20-\$29
Fitness Courses	1/1-5/25/13	Sandra Casado	70% gross	\$30
Fitness Courses	1/1-5/25/13	Fran Fisher	50% gross	\$29
Internet/Web Certificate Courses	1/1-5/25/13	Rich Talmo	IVC receives \$100-300*pp	\$599-\$4,500
Internet/Web Courses	1/1-5/25/13	Rich Talmo	IVC receives \$29-\$160 *pp	\$49-\$1,299
Investment Courses	1/1-5/25/13	Johnathan Lopez	50% gross	\$75
Language Classes	1/1-5/25/13	Alicia Migliarini	50% gross	\$79
Make-Up 101 and 102	1/1-5/25/13	Michele VonEntress	50% gross	\$350
Medical Courses	1/1-5/25/13	Alice Chegia	IVC receives \$500-\$550 *pp	\$2,795
Music Courses	1/1-5/25/13	Carol Lippert	70% gross	\$30
Music Courses	1/1-5/25/13	Louise Jacobs	70% gross	\$20-\$30
Personal Enrichment Courses	1/1-5/25/13	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Training Courses	1/1-5/25/13	Kim Ganoach	IVC receives \$100 *pp	\$499
POST Training	10/1/12-4/30/13	Colin McCaughey	Presenter receives \$2,200 per class	\$199
Quilting	1/1-5/25/13	Carolin Caverly	70% gross	\$48
Reading/Writing/Test Prep Courses	1/1-5/25/13	Ioan Sersea	50% gross	\$75-\$225
Real Estate Courses	1/1-5/25/13	Marshall Reddick	35% gross	\$49-\$79
Relaxation and Meditation	1/1-5/25/13	Fatemeh Maleki	50% gross	\$60-\$100
Retirement Planning Courses	1/1-5/25/13	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54
Safety Courses	1/1-5/25/13	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	1/1-5/25/13	Mark Sevi	50% gross	\$75-\$150
Social Badminton	1/1-5/25/13	Helen Tung	50% gross	\$45-\$60
Social Dance	1/1-5/25/13	Kaylaa Fox	60% gross	\$30-\$60
Social Dance	1/1-5/25/13	Sandra Casado	70% gross	\$32-\$75
Tai Chi	1/1-5/25/13	Joanna Schoon	65% gross	\$60-\$90
Tai Chi	1/1-5/25/13	Sebastian Caramagno	70% gross	\$25
Tap Dance	1/1-5/25/13	Dorothy Bregozzo	70% gross	\$45
Tap Dance	1/1-5/25/13	Marge Forehan	70% gross	\$45
Tennis	1/1-5/25/13	Brian Lee	IVC receives \$1,200-\$1,500	\$40-\$100
TV Hosting Courses	1/1-5/25/13	Belma Johnson	50% gross	\$39
Yoga	1/1-5/25/13	Jeffrey Briar	70% gross	\$20
Yoga	1/1-5/25/13	Kathryn Burns	70% gross	\$25
Yoga	1/1-5/25/13	Mikki Michele	70% gross	\$36-\$60
Yoga	1/1-5/25/13	Ruthe Gluckson	70% gross	\$25

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
11/28/12 6:00pm SSC 212	April Cabbage-Vega - Women's & Gender Studies Advisory Committee Speaker's Series	Kjerstin Gruys	Body Image Awareness: To Educate Students, Faculty and Staff on Eating Disorders, Body Image and the Media	\$800 ASG
12/3/12 6:00pm SSC 212	April Cabbage-Vega - Women's & Gender Studies Advisory Committee Speaker's Series	Adina Knack	Beyond STD Stigma – To Educate Students, Faculty and Staff on Healthy Sexuality in the 21 st Century	\$550 ASG

IRVINE VALLEY COLLEGE

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Study Abroad Program to Santander, Spain

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. The college has conducted very successful study abroad programs during the summer semesters in Santander, Spain since 1994. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Santander, Spain during the summer 2013 semester from June 29 to July 30, 2013. The program will be organized and arranged by Travel and Education for a fee of \$5,850 per student at a cost of \$183 per day for 20-24 students, \$5,550 per student at a cost of \$173 per day for 25-29 students, or \$5,460 at a cost of \$171 per day for 30 or more students. Saddleback College solicited three bids for this program: AIFS, Spanish Studies Abroad, and Travel and Education. Travel and Education is the only travel vendor able to provide the services that meet our criteria. The details of the program are summarized in the Narrative in Exhibit A and the Study Abroad Program Information Summary in Exhibit B. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in Exhibit D. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings issued by the U.S. Department of State in Exhibit E does not include Spain.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program to Santander, Spain in the summer of 2013 as summarized in Exhibit B, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in Exhibit C.

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

Study Abroad Narrative
Santander, Spain
Summer 2013

Saddleback College has offered the Santander, Spain Study Abroad Program for over 20 consecutive years. In summer 2013, a group of 20 to 35 students and an on-site full-time faculty advisor will study Spanish language, culture, and history from June 29 through July 30. The faculty advisor will accompany the students on both their arrival and departure flights.

Students will enroll in a minimum of 8.25 units of Saddleback courses and will attend classes Monday through Saturday as well as six pre-departure lectures on culture, art, and civilization. Professors at Colegio Miguel de Unamuno will teach the courses, adhering to Saddleback's course outlines. The faculty advisor will teach one of the seven courses offered: Spanish 20A, Civilization of Spain Through 1898, as well as supervise the required language labs. The faculty advisor will also be present at Colegio Miguel de Unamuno, Monday through Friday, from 9:00 a.m. to 2:00 p.m. to supervise the curriculum and advise students. The Program includes more than 40 weekly hours of language instruction in addition to evening culture and civilization classes, and Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home stays, including meals. The faculty advisor will be provided a one bedroom apartment and is responsible for meals and the cost of utilities. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM					
Location/Destination:	Santander, Spain		First Trip:	Yes:	No: X
Dates:	From: 6/29/13	To: 7/30/13	Total No. of Days:	32	
Partner Name (Academic Institution):	Colegio Miguel de Unamuno				
Address:	Calle Cisneros 79D, Santander, Spain				
Contact Person:	Alfredo Miguel de Pablo	Telephone No.:	(011) 0034696-932973		
Description of Institution:	College				
Includes:	Accredited Instruction	Yes:	X	No:	
	Transfer College Units	Yes:	X	No:	
	Orientation	Yes:	X	No:	
	Books/Supplies	Yes:	X	No:	
	Tutors	Yes:	X	No:	
	Weekend Study Activities	Yes:	X	No:	
	Food	Yes:	X	No:	
	Transportation	Yes:	X	No:	
	Lodging	Yes:	X	No:	
Other:	Medical and travel insurance, as well as \$5,000,000 liability coverage with SOCCCD, \$50 non-refundable application fee, phone card with 200 minutes for calls to US, mobile phone which includes a local Spanish cell number, \$80 for expenses in Madrid (tapas), and T & E customer services, including accounting/billing services in US.				
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)	Excludes fees and fuel surcharges which can range from \$500 to \$550 , a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the \$/€ exchange rate. T&E will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. T&E charges a 3% handling fee for all payments made via credit card.				
Other:	Single supplement of \$200 for homestay accommodations in Santander.				
2. FACULTY					
Lead Faculty Name:	Carmenmara Hernandez-Bravo (8 OSH)				
Coordinates Trip:	Yes:	X	No:		
If No, Explain:					
Travels to Site:	Yes	X	No:		
Dates:	From: 6/29/13	To: 6/30/13			
Teaching Assignment at Program Site:	Yes	X	No:		
Dates:	From: 7/2/13	To: 7/27/13			
Requires Substitute at IVC and/or SC?	Yes		No:	X	
Unpaid Faculty Exchange:	Yes		No:	X	
If Yes, Faculty Name(s) Required:					
Assignments to be Covered:					
Course No.:	Course Title:	Date(s)	Time(s)		
SPAN 20A	Civilization of Spain Through 1898	6/30/13 – 7/30/13	M-R: 6pm – 10pm		
SPAN 20B	Civilization of Spain 1898 to Present		Sat: 9am – 1pm (optional)		
			Sun: 9am – 9pm		
Other:					

3. COURSE(S) OFFERED AT PROGRAM SITE		
Course No.:	Course Title:	No. of Units
SPAN 1	Elementary Spanish	5
SPAN 2	Elementary Spanish	5
SPAN 3	Intermediate Spanish	5
SPAN 4	Intermediate Spanish	5
SPAN 6	Intermediate Spanish Grammar & Composition	3
SPAN 10	Intermediate Conversational Spanish	3
SPAN 20A	Civilization of Spain Through 1898	3
SPAN 20B	Civilization of Spain 1898 to Present	3
SPAN 999A	Spanish Language Lab	.25
SPAN 999B	Spanish Language Lab	.25

4. STUDENTS	
Minimum number of students required to make program:	20
Minimum number of units:	8.25
Maximum number of units:	11.25
If this is a repeat program site, what is the average number of units taken per student?	8.25
Other	

5. COSTS	
Student:	
Contracted cost per student: \$5,550 for 25-29 (\$173/day) or \$5,460 for 30 or more (\$171/day)	\$ 5,850.00
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>	\$ 183.00
College:	
Additional costs to the District? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	
If Yes Explain:	
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
Other Costs	\$ 0

6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)
Excursions, field trips, tours, and extra curricular activities

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language	Civilization,	Excursions ↓
10a.m.	Classes	Classes	Classes	Classes	Classes	Classes	
11a.m.	↓	↓	↓	↓	↓	↓	
12 Noon							
1 p.m.	↓	↓	↓	↓	↓		
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization,	Civilization,	Civilization,	Civilization,	Civilization,		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.	↓	↓	↓	↓	↓		
10 p.m.							

Exceptions to weekly schedule: Optional extra curricular activities during non-instructional periods

8. ATTACHMENTS
1. U.S. Department of State Bureau of Consular Affairs Country Specific Information

9. REQUIRED SIGNATURES

CMMBrawo
Lead Faculty Member

Oct 24, 2012
Date

CMMBrawo
Department Chair

Oct 24, 2012
Date

[Signature]
Division/School Dean

11/1/12
Date

Vice President, Instruction

Date

College President

Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

Spanish Language Studies in Santander, Spain, Summer 2013

This Agreement is made this 19th day of November, 2012 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California (“DISTRICT”) and Travel and Education (T&E) (“TRAVEL CONTRACTOR”) located at 111 S. Independence Mall, East #860, Philadelphia, PA 19106 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled “SPECIFIC TRIP DETAILS.”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

South Orange County Community
College District

Date: _____

Date: _____

By: _____
Alfredo Miguel de Pablo

By: _____
Dr. Debra L. Fitzsimons

Title: President

Title: Vice Chancellor, Business Services

Address: 111 S. Independence, East #860
Philadelphia, PA 19106

Address: 28000 Marguerite Parkway
Mission Viejo, CA 92692

Phone: (866) 559-0235

Phone: (949) 582-4664



TRAVEL & EDUCATION Effective: November 2, 2012

**PROPOSAL 4 WEEK PROGRAM – SUMMER 2013
SADDLEBACK COLLEGE - SOCCCD**

SANTANDER

Dates:

Departure from US:	Friday, June 29th, 2013
Arrive in Madrid:	Saturday, June 30th, 2013
Transfer to Santander:	Sunday, July 1st, 2013
Transfer to Madrid:	Sunday, July 29th, 2013
Departure from Madrid:	Monday, July 30th, 2013

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of international airfare (Santa Ana/John Wayne airport or LAX – Madrid – Santa Ana/John Wayne airport or LAX) with one stop and round-trip transfers overseas between the airport and the hotel in Madrid.
- 1 night in Madrid on arrival: hotel in Madrid (triple occupancy) with breakfast; Tapas tour
- Group transfers by private bus from Madrid to Santander.
- Welcome and Farewell Receptions.
- Accommodation in Santander in homestays (2 students per homestay sharing a double room).
- Three meals per day in homestays, 7 days per week, plus a weekly laundry service in the homestay (additional washes may be arranged with the homestay family for an extra cost).
- An orientation program in Santander consisting of an orientation meeting with a **T&E** representative, local area information.
- Spanish language classes to be held at the Colegio Miguel de Unamuno for five hours per day, Monday through Friday (100 hours of coursework).
- All of the necessary class materials (textbooks, photocopies and classroom handouts as well as complementary folder).
- Guided visits of Santander with entrance fees included
- Excursions to Santillana del Mar and Comillas, Valle del Pas and Bilbao and Picos de Europa. All excursions will include the services of an English-speaking tour guide, all entrance fees to museums and a luxury tour bus (Viajes Altamira).
- Various cultural activities in the visited cities, guitar and cooking classes once a week
- Group transfer at the end of the program from Santander to Madrid and overnight in Madrid (triple occupancy) with breakfast included.
- Access to the student computer lab located at the Colegio Miguel de Unamuno with free e-mail, printing and internet facilities.
- \$50 non-refundable application fee.
- \$80 USD per student for expenses in Madrid (tapas)
- Medical insurance for up to \$1,000,000 Health Insurance Benefit per student.

- Accident and Sickness Insurance Benefits
- Emergency Medical Evacuation Benefit
- Repatriation of Remains Benefit
- Emergency Reunion Benefit
- 24 hour International Emergency Assistance
- Local medical insurance coverage which includes coverage for accidents while traveling between locations and during scheduled activities.
- Travel insurance for each student includes trip cancellation and trip interruption.
- \$5,000,000 liability coverage with SOCCCD named as co-insured for the duration of the program.
- Phone card with 200 minutes for calls to the US for each student.
- Mobile phones provided for each student which includes a local Spanish cell number
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials including our full color comprehensive "T&E Acceptance and Orientation Packet".
- Advance planning services offered by our T&E office in Philadelphia and in Spain (including tutoring services)

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

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

- Roundtrip flights between Los Angeles and Madrid on the scheduled group flight.
- **T&E** can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach **T&E** by **March 23rd 2013**, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- **T&E** will provide the SOCCCD faculty member with housing in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and ONE bedroom apartment while in Santander.
- **A pay-as-you-go mobile phone will be provided for accompanying faculty with courtesy credit of 100 €**
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

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

PROGRAM FEES

- **\$5850** US Dollars per participant for an enrollment of **20 to 24 paying student participants** with 1 faculty administrative visit.
- **\$5550** US Dollars per participant for an enrollment of **25 to 29 paying student participants** with 1 faculty administrative visit.
- **\$5460** US Dollars per participant for an enrollment of **30 or more paying student participants** with 1 faculty administrative visit.

Should SOCCCD wish to run this program with an enrollment below 20 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. T&E would discuss these options with SOCCCD.

This fee includes airfare, but excludes fees and fuel surcharges which can range from **\$500 to \$550**, a **\$125** refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the \$/€ exchange rate. T&E will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. T&E charges a 3% handling fee for all payments made via credit card.

IMPORTANT NOTE: The group airfare rate can only be guaranteed for a minimum enrollment of 10 or more students taking this option. Participants can be offered the **optional return dates of August 6th and 13th 2013** however **at least 10 participants must have the same return date of July 30th, 2013 (program end date)**.

OPTIONAL COMPONENTS

- Single Supplement for homestay accommodation in Santander is **\$200**.

PROGRAM APPLICATION PROCEDURE AND BILLING

- T&E would require SOCCCD to collect application forms and **\$450 non-refundable deposits plus airfare deposit of \$250** per student and to forward them to T&E Philadelphia office by **March 22nd, 2013**. Penalties apply to changed program bookings after this date. **Balance of airfare of \$1100 must be received by April 12th 2013**. Full payment and confirmation of final numbers must be received by April 20th 2013. Please note that these are not postmark dates, but the dates by which funds must arrive in the T&E Philadelphia office.
- **Students who have not paid the airfare balance of by the April 12th, 2013 will be enrolled in a land only program.**
- T&E reserves the right to withdraw students who are not paid in full by the final payment deadline.
- T&E can accept applications after **April 26th 2013**, but cannot guarantee program costs after this date. Students applying after the application deadline date of **April 26th, 2013** can only be accepted on a space-available basis.

- **T&E** accepts payment in the form of personal check or money order and VISA, MasterCard or Discover (3% handling fees apply for all charges paid by credit card).

AIRFARE CONDITIONS

- **T&E** will reserve spaces according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent once the student is abroad – agent and airline-imposed penalties apply.
- **T&E** cannot arrange airline tickets for students applying after **April 26th, 2013**. **T&E** is financially committed to any confirmed airline seats from **April 26th, 2013** and therefore an airfare review will take place prior to this date. **T&E** requests that SOCCCD provide an indication of how many students intend to participate on the program. However, should SOCCCD subsequently decide to offer the program but arrange their own student airfare then **T&E** must be notified before **March 22nd 2013** and will be able to provide a land only fee.

REFUND POLICY

Should an individual participant withdraw from the program they must do so in writing directly with **T&E** and the following policy will apply based on the date the withdrawal notice is received in our Philadelphia office.

WITHDRAWAL

He/she receives....

On or before April 12th, 2013

a refund of all fees paid less \$450 non-refundable application fee plus any additional non-refundable deposits paid by the student or by **T&E** on behalf of the student

After April 12th, 2013 but before May 3rd, 2013

a refund of all fees paid less \$450 non-refundable application fee and airfare of \$1350, plus an additional \$310 for processing and insurance as well as any additional non-refundable deposits paid by the student or by **T&E** on behalf of the student.

After May 3rd, 2013

no refund

- Once the program has begun students withdrawing receive no refund unless **T&E** suspends the program.
- It is understood that SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by **May 3rd, 2013**.
- In the of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain, or if they are already in Spain, to leave it, **T&E** will:
 - If the If the program has not started, either makes suitable alternative arrangements or cancel the program and refund all fees paid.
 - If the program has started, suspend the program and fly the student's home. If students are returned home they will receive a prorated rebate of fees paid to **T&E** for the proportion of the program not completed, less the \$100 processing fee,

the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

T&E require written acceptance of this proposal as soon as possible in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. This will enable us to prepare your program materials accurately. Please sign and date below, and please fax this document in its entirety to Patrizia D'Adamo, **T&E** Director of US Operations in Philadelphia, fax number 215-238-0236.

PROPOSAL ACCEPTED BY _____
South Orange County Community College District (Saddleback College)

DATE _____

U.S. Department of State

Thursday, November 1, 2012

Current Travel Warnings

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

Tunisia 10/19/2012
Colombia 10/03/2012
Pakistan 09/19/2012
Lebanon 09/17/2012
Sudan 09/15/2012
Algeria 09/13/2012
Libya 09/12/2012
Korea, Democratic People's Republic of 09/11/2012
Republic of South Sudan 09/10/2012
Guinea 09/07/2012
Mali 08/29/2012
Syria 08/28/2012
Israel, the West Bank and Gaza 08/10/2012
Iraq 08/09/2012
Congo, Democratic Republic of the 08/02/2012
Central African Republic 07/11/2012
Kenya 07/05/2012
Afghanistan 06/27/2012
Nigeria 06/21/2012
Haiti 06/18/2012
Somalia 06/15/2012
Philippines 06/14/2012
Mauritania 05/24/2012
Saudi Arabia 05/18/2012
Iran 04/27/2012
Cote d'Ivoire 04/23/2012
Burundi 04/18/2012

Eritrea 04/18/2012
Mali 04/09/2012
Niger 04/06/2012
Chad 03/29/2012
Yemen 03/27/2012
Mexico 02/08/2012

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Study Abroad Program to Peru

ACTION: Approval

BACKGROUND

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

STATUS

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program in Peru from March 14 to March 24, 2013. The program will be organized and arranged by Travel and Education for a fee of \$3,950 per student at a cost of \$359 per day for 15 or more students. Saddleback College solicited three bids for this program: AIFS, International Studies Abroad, Spanish Studies Abroad, and Travel and Education. Travel and Education is the only travel vendor able to provide the services that meet our criteria. The details of the program are summarized in the Narrative in Exhibit A and the Study Abroad Program Information Summary in Exhibit B. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in Exhibit D. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings issued by the U.S. Department of State in Exhibit E does not include Peru.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program to Peru in the spring of 2013 as summarized in Exhibit B, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in Exhibit C.

Study Abroad Narrative
Peru
Spring 2013

The Department of International Languages at Saddleback College has offered the Peru Study Abroad Program in 2008 and proposes the following travel itinerary to Peru to explore and study the Inca Culture and Civilization from March 14 to March 24, 2013. A group of 15 or more students will study Spanish civilization- culture and history of the Inca Empire with visits to the ancient Inca Capital of Cusco, culminating with a much anticipated tour of the world heritage site of Machu Picchu. The faculty advisor will accompany the students on their arrival flight, as well as ten days of visits within the ancient city of Cusco, the Sacred Valley, an excursion to Machu Picchu and a visit to Puno, the floating islands.

Students will enroll in a minimum of 3.0 units of International Language, SPAN 21A, which will require cultural readings pertaining to the Inca civilization and culture during the trip and a follow-up essay on the assigned cultural topic. The faculty advisor will offer historical and cultural insights related to the topic, adhering to Saddleback College's course outlines. The program includes more than 25 hours of instructional and research time, in addition to Saturday and Sunday excursions to cultural and historic sites.

Accommodations for the students are provided in approved hotels, including meals. The faculty advisor will be provided a single room for lodging in the sites of Cusco, in Machu Picchu and in Puno. She is responsible for meals. Travel to all accommodations is provided by air, private bus and train during the program.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM										
Location/Destination:		Peru			First Trip:		Yes:	No:	X	
Dates:		From:	3/14/13		To:	3/24/13		Total No. of Days:	11	
Partner Name (Academic Institution):		N/A								
Address:		N/A								
Contact Person:		N/A			Telephone No.:		N/A			
Description of Institution:		N/A								
Includes:	Accredited Instruction		Yes:	X	No:					
	Transfer College Units		Yes:	X	No:					
	Orientation		Yes:	X	No:					
	Books/Supplies		Yes:	X	No:					
	Tutors		Yes:	X	No:					
	Weekend Study Activities		Yes:	X	No:					
	Food		Yes:	X	No:					
	Transportation		Yes:	X	No:					
	Lodging		Yes:	X	No:					
Other:		Medical and travel insurance, as well as \$5,000,000 liability coverage with SOCCCD, \$50 non-refundable application fee, \$200 for local tax fees due on site by T & E, and T & E customer services, including accounting/billing services in US.								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Excludes fees and fuel surcharges in the amount of \$120, a \$125 refundable damage deposit, transport by train, local taxes in Peru, optional excursions, meals and extra services not mentioned in student benefits above, passport or visa fees if applicable, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the exchange rate. T&E will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. T&E charges a 3% handling fee for all payments made via credit card.								
Other:										
2. FACULTY										
Lead Faculty Name:		Carmenmara Hernandez-Bravo (3 OSH)								
Coordinates Trip:		Yes:	X	No:						
If No, Explain:										
Travels to Site:		Yes	X	No:						
Dates:		From:	3/14/13		To:	3/14/13				
Teaching Assignment at Program Site:		Yes	X	No:						
Dates:		From:	3/15/13		To:	3/23/13				
Requires Substitute at IVC and/or SC?		Yes		No:	X					
Unpaid Faculty Exchange:		Yes		No:	X					
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Course No.:	Course Title:				Date(s)		Time(s)			
SPAN 21A	Civilization of Latin America Through 1900				3/15/13		3/23/13			
Other:										

3. COURSE(S) OFFERED AT PROGRAM SITE		
Course No.:	Course Title:	No. of Units
SPAN 21A	Civilization of Latin America Through 1900	3

4. STUDENTS	
Minimum number of students required to make program:	15
Minimum number of units:	3
Maximum number of units:	3
If this is a repeat program site, what is the average number of units taken per student?	3
Other	

5. COSTS	
Student:	
Contracted cost per student: 15 or more students	\$ 3,950.00
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>	\$ 359.00
College:	
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If Yes Explain: <input type="checkbox"/>	
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
Other Costs	\$ 0

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

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Educational	Educational	Educational	Educational	Educational	Educational	Educational
9 a.m.	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,
10a.m.	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips
11a.m.	& Tours	& Tours	& Tours	& Tours	& Tours	& Tours	& Tours
12 Noon	↓	↓	↓	↓	↓	↓	↓
1 p.m.	↓	↓	↓	↓	↓	↓	↓
2 p.m.	↓	↓	↓	↓	↓	↓	↓
3 p.m.	↓	↓	↓	↓	↓	↓	↓
4 p.m.	↓	↓	↓	↓	↓	↓	↓
5 p.m.	↓	↓	↓	↓	↓	↓	↓
6 p.m.	↓	↓	↓	↓	↓	↓	↓
7 p.m.	↓	↓	↓	↓	↓	↓	↓
8 p.m.	↓	↓	↓	↓	↓	↓	↓
9 p.m.	↓	↓	↓	↓	↓	↓	↓
10 p.m.	↓	↓	↓	↓	↓	↓	↓

Exceptions to weekly schedule:

8. ATTACHMENTS

- U.S. Department of State Bureau of Consular Affairs Country Specific Information

9. REQUIRED SIGNATURES

CMMBrawo
Lead Faculty Member

Oct 24, 2012
Date

CMMBrawo
Department Chair

Oct 24, 2012
Date

[Signature]
Division/School Dean

11/1/12
Date

Vice President, Instruction

Date

College President

Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

Incas and Machu Picchu Studies in Peru, Spring 2013

This Agreement is made this 19th day of November, 2012 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California (“DISTRICT”) and Travel and Education (T&E) (“TRAVEL CONTRACTOR”) located at 111 S. Independence Mall, East #860, Philadelphia, PA 19106 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled “SPECIFIC TRIP DETAILS.”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

South Orange County Community College District

Date: _____

Date: _____

By: _____
Alfredo Miguel de Pablo

By: _____
Dr. Debra L. Fitzsimons

Title: President

Title: Vice Chancellor, Business Services

Address: 111 S. Independence, East #860
Philadelphia, PA 19106

Address: 28000 Marguerite Parkway
Mission Viejo, CA 92692

Phone: (866) 559-0235

Phone: (949) 582-4664



TRAVEL & EDUCATION Effective: November 1, 2012

**PROPOSAL 10 DAY PROGRAM SPRING 2013
SADDLEBACK COLLEGE - SOCCCD**

PERU

This proposal is being updated and revised to include the following.

4 nights in Cuzco
2 nights in Aguas Calientes
2 nights in Puno
Only (1) night in Lima

Below are listed original proposal dates. Revised dates will be sent in a subsequent email.

Dates:

Departure from US to Lima:	Thursday, March 14 th , 2013
Flight to Cuzco:	Saturday, March 16 th , 2013
Transfer to Valle Sagrado:	Monday, March 18 th , 2013
Visit to Machu Picchu	Tuesday, March 19 th , 2013
Transfer to Cuzco	Saturday, March 23 rd , 2013
Flight to Lima and return to US:	Sunday, March 24 th 2013

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of international airfare (LAX – LIMA –LAX) and round-trip transfers overseas between the airport and hotels for various destinations mentioned in the itinerary.
- Accommodations in tourist class hotels (double or triple occupancy) with breakfast.
- Lunches and dinners included everyday as travel schedule permits.
- Assistance, transfers and visits as indicated in attached itinerary schedule and description.
- Internal flights in tourist class.
- Excursions to following locations with the services of a local English speaking tour guide:
 - LIMA – Tour of the city
 - CUZCO – Tour of the city including visits to the ruins of Sacsayhuaman, Moray, Maras and Misminay
 - SACRED VALLEY – Tour of Pisac and transfer to Ollantaytambo.
 - MACHU PICCHU – Via Aguas Calientes
- \$50 non-refundable application fee.
- Medical insurance for up to \$1,000,000 Health Insurance Benefit per student.
 - Accident and Sickness Insurance Benefits
 - Emergency Medical Evacuation Benefit
 - Repatriation of Remains Benefit
 - Emergency Reunion Benefit
 - 24 hour International Emergency Assistance

- Travel insurance for each student includes trip cancellation and trip interruption.
- \$5,000,000 liability coverage with SOCCCD named as co-insured for the duration of the program.
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Advance planning services offered by our **T&E** office in Philadelphia.
- \$200 – local tax fees due on site to be paid by T&E coordinator.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

Faculty support services (target enrollment **15 students** with 1 faculty member) as listed below:

- Roundtrip flights between Los Angeles and Lima on the scheduled group flight.
- **T&E** will provide the SOCCCD faculty member with housing in a single room in the hotels.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

Faculty benefits are paid in full for an enrollment of 15 paying students or more, or pro rata for a lower enrollment.

PROGRAM FEES

- **\$3950** US Dollars per participant for an enrollment of **15 paying student participants with 1 faculty administrative visit.**

Should SOCCCD wish to run this program with an enrollment below 15 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. **T&E** would discuss these options with SOCCCD.

This fee includes airfare, but excludes fees and fuel surcharges in the amount of \$120, a \$125 refundable damage deposit, transport by train, local taxes in Peru, optional excursions, meals and extra services not mentioned in student benefits above, passport or visa fees if applicable, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the exchange rate. **T&E will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. **T&E** charges a 3% handling fee for all payments made via credit card.**

The group airfare rate can only be guaranteed for a minimum enrollment of 10 or more students taking this option.

PROGRAM APPLICATION PROCEDURE AND BILLING

- Program deposit in the amount of \$450 and airfare deposit of \$250 (total **\$700**) must be received along with application by **December 10th, 2012**. Preliminary numbers to be provided by the program leader are due upon receipt of this proposal. Please note that these are not postmark dates, but the dates by which applications must arrive in the **T&E** Philadelphia office: **111 S. Independence Mall E, Suite 970, Philadelphia PA 19106.**

- Saddleback is required to provide a complete roster of participant names and passport numbers by **December 17th, 2012**.
- Students will then need to follow up with a payment of **\$1000** towards their airfare by **December 17th, 2012**
- **T&E** can accept applications after **December 10th, 2012**, but cannot guarantee program costs after this date. Students applying after this date can only be accepted on a space-available basis and may be subject to a supplemental charge.
- **T&E** accepts payment in the form of personal check or money order and VISA, Mastercard or Discover.
- **Final payment is due January 14th, 2013**. **T&E** reserves the right to withdraw students who are not paid in full by the final payment deadline.

AIRFARE CONDITIONS

- **T&E** cannot arrange airline tickets for students applying after **December 10th, 2012**. **T&E** is financially committed at this time to any confirmed airline seats therefore it is imperative that SOCCCD provide a preliminary list of student participants in order to confirm and/or release air reservations.
- **T&E** will reserve spaces according to information on the student application form. Once airline tickets have been issued to students they cannot be changed or refunded.

REFUND POLICY

If participant withdrawals in writing...

On or before December 10th, 2012

After December 10th and before December 17th, 2012

After December 17th and before January 14th, 2012

After January 14th, 2012

he/she receives...

a refund of all fees paid less \$450 non-refundable application fee plus airfare deposit of \$250 any additional non-refundable deposits paid by the student or by **T&E** on behalf of the student

a refund of all fees paid less \$450 non-refundable application fee, \$250 airfare deposit, \$1000 balance of airfare and any additional non-refundable deposits paid by the student or by **T&E** on behalf of the student.

a refund of all fees paid less \$450 non-refundable application fee, \$250 airfare deposit, \$1000 balance of airfare, \$310 insurance and any additional non-refundable deposits paid by the student or by **T&E** on behalf of the student

no refund

- Once the program has begun students withdrawing receive no refund unless **T&E** suspends the program.
- It is understood that SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by **December 10th, 2012**.

- In the of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Peru, or if they are already in Peru, to leave it, **T&E** will:
 - If the If the program has not started, either makes suitable alternative arrangements or cancel the program and refund all fees paid.
 - If the program has started, suspend the program and fly the student's home. If students are returned home they will receive a prorated rebate of fees paid to **T&E** for the proportion of the program not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

T&E require written acceptance of this proposal as soon as possible in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. This will enable us to prepare your program materials accurately. A confirmation in writing is required upon receipt of this contract. Please sign and date below, and please fax this document in its entirety to Patrizia D'Adamo, **T&E** Director of US Operations in Philadelphia, fax number 215-238-0236.

PROPOSAL ACCEPTED BY _____
South Orange County Community College District (Saddleback College)

DATE _____

U.S. Department of State

Thursday, November 1, 2012

Current Travel Warnings

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

Tunisia 10/19/2012
Colombia 10/03/2012
Pakistan 09/19/2012
Lebanon 09/17/2012
Sudan 09/15/2012
Algeria 09/13/2012
Libya 09/12/2012
Korea, Democratic People's Republic of 09/11/2012
Republic of South Sudan 09/10/2012
Guinea 09/07/2012
Mali 08/29/2012
Syria 08/28/2012
Israel, the West Bank and Gaza 08/10/2012
Iraq 08/09/2012
Congo, Democratic Republic of the 08/02/2012
Central African Republic 07/11/2012
Kenya 07/05/2012
Afghanistan 06/27/2012
Nigeria 06/21/2012
Haiti 06/18/2012
Somalia 06/15/2012
Philippines 06/14/2012
Mauritania 05/24/2012
Saudi Arabia 05/18/2012
Iran 04/27/2012
Cote d'Ivoire 04/23/2012
Burundi 04/18/2012

Eritrea 04/18/2012

Mali 04/09/2012

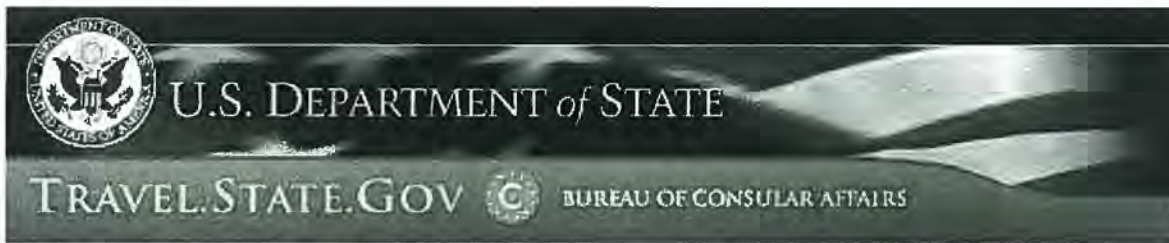
Niger 04/06/2012

Chad 03/29/2012

Yemen 03/27/2012

Mexico 02/08/2012

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

October 16, 2012

COUNTRY DESCRIPTION: Peru is a developing country with an expanding tourism sector. A wide variety of tourist facilities and services is available, with quality varying according to price and location. Read the Department of State Background Notes on Peru for additional information.

SMART TRAVELER ENROLLMENT PROGRAM (STEP) / EMBASSY LOCATION: If you are going to live in or visit Peru, please take the time to tell our Embassy or Consulate about your trip. If you check in, we can keep you up to date with important safety and security announcements. It will also help your friends and family get in touch with you in an emergency. Here's the link to the Smart Traveler Enrollment Program.

Local embassy information is available below and at the Department of State's list of embassies and consulates.

U.S. Embassy Lima, Peru
Avenida Encalada, Block Seventeen
Surco, Monterrico, Lima
Telephone: 51-1-618-2000
Emergency after-hours telephone: 51-1-618-2000
Email: LimaACS@state.gov

Appointments must be made through the online appointment system **for most non-emergency passport and citizenship services. An individual appointment should be made for each family member seeking a service related to passports. To request emergency services from the Embassy, please call (51-1) 618-2000.**

Note: The local equivalent to the "911" emergency line in Peru is 105. For life-threatening emergencies, citizens should contact the national emergency number.

The U.S. Consular Agency in Cusco may be reached at (51) 84-231-474 or in an emergency at (51) 984-621-369. The Consular Agency can provide information and assistance to U.S. citizen travelers who are victims of crime or need other assistance in Cusco. Walk-in services are available at Av. Pardo 845, Cusco from 9:00 a.m. to 3:00 p.m. Monday through Friday.

ENTRY / EXIT REQUIREMENTS: A valid passport is required to enter and depart Peru. Tourists must also provide evidence of return or onward travel. Travelers to Peru will receive a card from Peruvian Immigration upon arrival stating the length of approved stay (usually 90 days). Extensions are not available, and overstays will result in fines. Visit the Embassy of Peru Website for the most current visa information. Peru does not require any immunizations for entry, although it recommends vaccination against Yellow Fever.

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of Peru.

Minor children with Peruvian citizenship traveling with one or neither legal parent or legal guardian are required to have authorization from the non-traveling parent/guardian(s). In Peru, the non-travelling parent/guardian(s) can complete this process at most public notaries or through travel authorization issued by a family court. In the United States, the non-travelling parent/guardian(s) must visit the nearest Peruvian Consulate and complete a Permiso Notarial de Viaje. Please be aware that these authorizations are valid for 30 days and one trip only.

If the minor child has only one legal parent or guardian, the travelling parent/guardian must present evidence of sole custody, as well as a completed Permiso Notarial de Viaje from a Peruvian notary.

Peruvian Immigration has changed the procedure for travelers exiting Peru with an emergency passport or a full-validity passport issued during their stay in Peru. In cases of passports that have been lost or stolen, the passenger will not have the entry stamp with which they entered Peru. In cases of newly issued passports, the entry stamp will be in the cancelled passport. Therefore travelers must "transfer" the entry stamp to their new passport before they are allowed to pass through Peruvian immigration. Previously, travelers were able to complete this process at the Jorge Chavez Airport in Lima. Now, travelers must take their new emergency passport to Peruvian Immigration headquarters at Av. España 730, Breña, Lima, open weekdays from 8:00 a.m. to 12:30 p.m. in order to pay for and process the transfer. The current fee is approximately \$8.00, or S/21.

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

THREATS TO SAFETY AND SECURITY: The Shining Path (Sendero Luminoso) terrorist group is still active, and sporadic incidents of Shining Path violence have occurred in the recent past in rural provinces of Ayacucho, Huancavelica, Huanuco, Junin, and San Martin. The Shining Path has previously targeted U.S. interests and there are indications that it continues to do so. Other incidents have included attacks by large, heavily armed groups believed to be members of Shining Path on Peruvian army and police patrols in remote areas, as well as kidnappings of Peruvian and foreign aid workers. None of these incidents occurred in areas normally visited by tourists. Mining prospectors, adventure travelers, and others considering travel to remote areas of Peru are strongly advised to contact the U.S. Embassy in Lima for current security information.

The Peruvian government is working to remove mines and unexploded ordnance left over from the 1995 Peru/Ecuador border conflict, but crossing or approaching the Peru-Ecuador border anywhere except at official checkpoints can still be hazardous. The entire Peru/Colombia border area is very dangerous because of narcotics trafficking and the occasional incursions of armed guerrilla forces from Colombia into Peru's remote areas. Although there are no mines on the Peruvian side of the Peru/Chile border, there have been several recent incidents in which heavy rains have resulted in flooding that has washed unexploded mines across the border from Chile into Peru.

Political demonstrations and labor-related strikes and marches regularly occur in urban and some rural areas and sometimes affect major highways. They can also cause serious disruptions to road, air, and rail transportation. Demonstrations are often—but not always—announced in advance. While these activities are usually peaceful, they can escalate into violent confrontations. As a general rule, it is best to avoid large crowds and demonstrations. Visitors are encouraged to keep informed by following the local news and consulting hotel personnel and tour guides.

Embassy employees are prohibited from nighttime overland travel anywhere outside major urban areas because of the risks posed by robbery and unsafe road conditions. The only exception is nighttime travel by commercial bus on the Pan-American Highway. Road travel along this route by means other than commercial bus service and nighttime travel via commercial bus service along other routes anywhere in Peru continue to be prohibited for Embassy employees.

The U.S. Embassy restricts travel of U.S. government employees where terrorist groups and narcotics traffickers have recently resorted to violent actions. Overland travel in or near these areas, particularly at night, is risky. The list below is under continuous review, and travelers may contact the U.S. Embassy for updated information:

Ayacucho: Restricted: Provinces of La Mar, Huanta, and Sivia. Road travel from Ayacucho to San Francisco.

Permitted: Daylight road travel from Ayacucho City to the city of Huanta. Staying within the city limits of Huanta. Daylight road travel from Pisco to Ayacucho City.

Cusco: Restricted: in the province of La Convencion, a 20-kilometer swath of territory contiguous to the Ayacucho Department (specifically the Kimbiri, Pichari, and Vilcabamba districts), and the district of Echarate.

Permitted: Everywhere else, including Machu Picchu area and the city of Cusco.

Huancavelica: Restricted: Provinces of Churcampa, Acobamba and Tayacaja.

Permitted: Train travel from Huancayo to Huancavelica City. Daylight road travel from Pisco to Ayacucho City.

Huánuco: Restricted: All zones; no ground travel is permitted.

Permitted: Flying into and staying within the city limits of Huánuco and Tingo María.

Junín: Restricted: Provinces of Satipo and Concepcion east of the Rio Mantaro.

Permitted: Daylight travel from La Merced to Satipo.

Loreto: Restricted: 20-kilometer swath of territory contiguous to the Colombian border. Travel on the Putumayo River.

San Martín: Restricted: Provinces of Tocache, Mariscal Caceres, Huallaga, and Bellavista.

Permitted: Flying only into and remaining within the city limits of Tocache, Saposoa, Juanjui, and Bellavista.

Ucayali: Restricted: Provinces of Padre Abad and Coronel Portillo west of Pucallpa City and west of Ucayali River. Road travel from Pucallpa to Aguaytia and all cities west of Aguaytia.

Permitted: Flying into and remaining within the city limits of Pucallpa and Aguaytia. The province of Coronel Portillo east of the Ucayali River.

The U.S. Embassy in Lima has put tours over the Nazca Lines in Nazca, Peru, off-limits to its direct-hire personnel if the flights originate out of Nazca's Maria Reiche Airport, due to potential safety hazards of small commercial aircraft based at that airport. Air tours operating out of the Ica or Pisco airports are not off limits.

A number of assaults on rivers in the Amazon jungle have been reported in recent years, including one in which thieves boarded a luxury vessel and stole cash and valuables. River pirates continue to operate on tributaries of the Amazon. Inca Trail hikers are significantly safer if they are part of a guided group trail hike. To protect natural resources along the Inca Trail, the Peruvian government charges fees for hiking the trail and instituted limits on the numbers of hikers permitted on the trail. Hikers in peak season (June–August) are advised to make reservations for the Inca Trail well in advance via a travel agency. The Inca Trail is closed for maintenance each year for the month of February. Visitors should always register when entering national parks. Hikers should exercise extreme caution in steep or slippery areas, which are neither fenced nor

marked. Several climbers have died or suffered serious injuries after falling while climbing Huayna Picchu, a peak near Machu Picchu. Only very basic medical assistance is available at Machu Picchu.

The historic site of Machu Picchu has a daily visitor limit of 2,500 guests. This limit is strictly enforced. The government of Peru recommends purchasing tickets in advance to avoid possible disappointment if the maximum has been reached for the day of an intended visit. The website of iPeru, Peru's tourist information and assistance agency, has detailed information on how to obtain tickets. It is possible to reserve and pay online, although the website may be slow to load.

Adventure travelers should be aware that rescue capabilities are limited. Few rescue helicopters are in service, and cell phone service may be unavailable. U.S. citizens who plan to visit mountainous areas in Ancash province should contact the Peruvian National Police's High Mountain Rescue Unit ("USAM") at telephone 51-1-575-4696, 51-1-575-4698, 51-1-575-1555; fax 51-1-575-3036, or e-mail: ceopol_diravpol@hotmail.com. Some USAM officers read and/or speak English.

Swimmers, surfers, rafters, and boaters should be aware of strong currents in the Pacific Ocean and fast-moving rivers. Seasonal rains can exacerbate the already dangerous conditions in Peru. Those considering white-water rafting should consult local authorities about recent weather and the impact on white-water rafting conditions. Be cautious in relying on those with a commercial interest in gauging conditions. Companies offering white-water rafting in Peru, their guides, and their equipment may not be held to the same standards as similar companies in the United States. Travelers are advised to seek advice from local residents before swimming in jungle lakes or rivers, where large reptiles or other dangerous creatures may live; caimans, resembling alligators, are found in most jungle areas of Peru. All adventure travelers should leave detailed written plans and a timetable with a friend and with local authorities in the region, and they should carry waterproof identification and emergency contact information. Due to cell phone and internet limitations in remote areas, communication with family and friends may not always be possible, and travelers should plan accordingly.

Travelers to all remote areas should check with local authorities about geographic, climatic, and security conditions.

Stay up to date by:

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

- Taking some time before travel to consider your personal security. Here are some useful tips for traveling safely abroad.

CRIME: Of the approximately 350,000 U.S. citizens who visit Peru each year, a small but growing number have been victims of serious crimes. The information below is intended to raise awareness of the potential for crime and suggest measures visitors can take to avoid becoming a victim.

Violent Crime: Violent crime, including carjacking, assault, sexual assault, and armed robbery is common in Lima and other large cities. The Embassy is aware of reports of women being sexually assaulted in their place of lodging, or after their drinks were drugged while visiting bars or nightclubs. Women travelling alone should be especially careful to avoid situations in which they are vulnerable due to impaired judgment or isolation. Resistance to violent crime often provokes greater violence, while victims who do not resist usually do not suffer serious physical harm. "Express kidnappings," in which criminals kidnap victims and seek to obtain funds from their bank accounts via automatic teller machines, occur frequently.

In the recent past, there have been a number of cases of armed robbery, rape, other sexual assault, and attempted rape of U.S. citizens and other foreign tourists in Arequipa and in Cusco city, as well as in the outlying areas in the vicinity of various Incan ruins. These assaults have occurred both during daylight hours and at night.

Taxis and Road Crime: Passengers who hail taxis on the street have been assaulted and robbed. Street taxis are not well regulated and are often used as a front by criminals to rob unsuspecting victims. The Embassy's Regional Security Officer recommends that all Embassy personnel use telephone-dispatched radio taxis or car services associated with major hotels and not hail taxis on the street.

In the city of Arequipa, express kidnappings have become such a problem that all U.S. government personnel are prohibited from hailing taxis off the street. U.S. government personnel there must utilize cabs from well-established dispatch taxi companies. The Embassy's Regional Security Officer recommends that all U.S. citizens visiting Arequipa also use dispatch taxi companies.

Some crimes in the city of Cusco and in Arequipa have involved the drivers of rogue (or unregistered) taxis. Travelers should use only licensed, registered taxis such as those available from taxi stands in Cusco displaying a blue decal issued by the municipal government on the windshield of the vehicle. Visitors should not accept offers of transportation or guide services from individuals seeking clients on the streets. In recent years there have been several reports of U.S. citizens falling victim to so-called "express kidnappings" in Arequipa after taking taxis hailed on the street. On occasion, the victim was bound, beaten, and held for over 24 hours as the assailants attempted to empty cash from bank accounts with the victim's stolen ATM card.

Theft: Travelers should guard against the theft of luggage and other belongings, particularly U.S. passports, at the Lima airport. Passengers arriving at Lima's Jorge Chavez International Airport should be cautious in making arrangements for ground transportation. Upon exiting the airport, travelers may be approached by persons seeming to know them, or who claim that a pre-arranged taxi has been sent to take them to their hotel. Some travelers have been charged exorbitant rates or been taken to marginal hotels in unsafe parts of town. Travelers who are not being met by a known party or by a reputable travel agent or hotel shuttle are advised to arrange for a taxi inside the airport. At least two taxi companies maintain counters inside the international arrival area (between immigration clearance and baggage claim). An additional two companies have agents at the information kiosk just before the exit from the passenger arrival area.

Travelers should not leave any valuables in sight or unattended in parked vehicles as these become inviting targets for thieves. Visitors should also ensure they secure purses and other personal belongings when in cafés and restaurants as street criminals are adept at surreptitiously removing items of value from purses or clothing slung over chairs.

Street Crime: Thieves often smash car windows at traffic lights to grab jewelry, purses, backpacks, or other visible items from a car. This type of assault is very common on main roads leading to and from Lima's Jorge Chavez International Airport, specifically along De la Marina and Faucett Avenues and Via de Evitamiento, but it can occur anywhere in congested traffic, particularly in downtown Lima. Travelers are encouraged to put all belongings, including purses, in the trunk of a car or taxi.

The threat of street crime is greatest in areas that attract large crowds, particularly crowds of tourists or wealthy Peruvians. A crowd allows a thief (or thieves, since petty thieves often operate in a group) the opportunity to select and approach the potential victim without attracting attention. Visitors should be especially careful when visiting tourist areas in Lima such as the Plaza de Armas (Government Square), the Plaza San Martin, Acho Bullring, Pachacamac, and any location in downtown Lima. Additionally, visitors to municipal markets as well as the Gamarra textile district of La Victoria should be extremely cautious. Street crime is also prevalent in cities in Peru's interior, including Cusco, Arequipa, Puno, and Juliaca. American citizens traveling alone or in unescorted groups are more vulnerable to street crime.

Visitors are advised to keep cash and identification in their front pockets and to limit their cash on hand and unnecessary credit cards. Replacing items such as credit cards, U.S. driver's licenses, and other identification while in Peru can be difficult and time-consuming. Handbags should not be carried, but if they are, they should be tucked into the crook of an arm or, if carrying a bag with a shoulder strap, do not allow the bag to hang freely, but keep a hand over the clasp. It is generally recommended that all jewelry be removed prior to going to a market or other crowded areas.

Visitors are advised not to carry their U.S. passports if they are not needed. If the police request identification, a copy of the passport is acceptable. A copy of the data page, the page with the Peruvian visa, and a copy of the page with the Peruvian entry stamp should be carried.

Tourists should be particularly cautious when visiting the Sacsayhuaman ruins outside Cusco. They should not travel alone, but rather in as large a group as possible. Visitors should also avoid these areas at dawn, dusk, or nighttime, since roving gangs are known to frequent these areas and prey on unsuspecting tourists. There have also been reports of tourists hiking near the ruins of Choquequirao being robbed by armed men who may be affiliated with politically motivated terrorist groups. U.S. citizen backpackers have also been victims of armed robbery while hiking on trails other than the Inca Trail.

Crime also occurs on roads, particularly at night and outside urban areas. Clandestine, impromptu roadblocks can appear on even major highways, where bus and automobile passengers are robbed. The risk is even greater on rural roads after dark. In addition, numerous Americans have reported the theft of passports, cameras, and other valuables on overnight bus rides, by thieves who take advantage of sleeping passengers or their stowed luggage in the cargo area underneath when opened during scheduled stops for passengers to disembark or enter the bus.

Fraud: Counterfeit U.S. currency is a growing and serious problem in Peru. In many areas of Lima, moneychangers openly change money on the street. These individuals should be avoided as they are a conduit for counterfeit currency, and in many cases, work together with pickpockets by pointing out potential victims. In addition, these individuals have frequently been the victims of violent robberies in which bystanders have been injured. There have also been several reported incidents of counterfeit currency being paid out as winnings by casinos, though the Embassy has not received reports of this happening at larger, well-known casinos.

Incidents of credit card fraud are on the rise, particularly the electronic "skimming" of credit card data. Travelers should keep their credit cards within their sight while making transactions.

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

One increasingly common extortion technique is known as the "grandparent scam." It involves calls placed by persons alleging to be attorneys, local law enforcement or U.S. government employees claiming that a person's relative—nearly always a grandchild—has been in a car accident (or other ruse) in Peru and has been arrested/detained. Often the caller will put another person on the line purporting to be the grandchild, who claims he doesn't sound like himself because he has a cold or has been crying. The caller asks for a large sum of money to be sent by Western Union to ensure the subject's release and admonishes the relative not to speak to any other family members. If you receive a call like this, **BEFORE YOU SEND ANY MONEY**, contact family members to confirm the actual whereabouts of the supposedly detained grandchild. If it turns out he or she might actually have traveled to Peru, contact the State Department's Office of Overseas Citizens Services at 1-888-407-4747 or the U.S. Embassy in Lima for assistance. Further information on international financial scams is available on our website.

VICTIMS OF CRIME: If you or someone you know becomes the victim of a crime abroad, you should contact the local police and the nearest U.S. embassy or consulate (see the Department of State's list of embassies and consulates). We can:

- Replace a stolen passport.
- Help you find appropriate medical care if you are the victim of violent crimes such as assault or rape.
- Put you in contact with the appropriate police authorities, and if you want us to, we can contact family members or friends.
- Help you understand the local criminal justice process and direct you to local attorneys, although it is important to remember that local authorities are responsible for investigating and prosecuting the crime.

Immediate action may result in the capture of the thieves and the recovery of stolen property. The U.S. Embassy in Lima can be reached at the following telephone number both during business hours, 8:00 a.m. to 5:00 p.m., and for after-hours emergencies: dial 618-2000 if calling from within Lima, and add the prefix 01 if calling from the provinces.

The telephone number for the tourist police in Lima is 51-1-423-3500 (Lima North) or 51-1-243-2190 (Lima South). There are also tourist police offices in 15 other cities, including all major tourist destinations, such as Cusco, Arequipa, and Puno.

Tourists may register complaints on a 24-hour hotline provided by INDECOPI (National Institute for the Defense of Competition and the Protection of Intellectual Property) by calling 51-1-224-7800 or 51-1-224-7777. Outside of Lima, callers should dial the prefix 01, then the aforementioned numbers, or call the toll-free number 0-800-44040 from any private telephone (the 800 number is not available from public payphones). The INDECOPI hotline will assist the caller in contacting the police to report a crime, but it is intended primarily to deal with non-emergency situations such as poor service from a travel agency or guide, lost property, or unfair charges.

The local equivalent to the "911" emergency line in Peru is 105. For tourist assistance and information, iPeru can be reached 24 hours a day at (01) 574-8000 or email if an immediate response is not needed.

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

CRIMINAL PENALTIES: While you are traveling in Peru, you are subject to its laws even if you are a U.S. citizen. Foreign laws and legal systems can be vastly different than our own. In some places you may be taken in for questioning if you don't have a copy of your passport with you. In some places, it is illegal to take pictures of certain buildings. In some places driving under the

influence could land you immediately in jail. These criminal penalties will vary from country to country. There are also some things that might be legal in the country you visit, but still illegal in the United States, and you can be prosecuted under U.S. law if you buy pirated goods. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime prosecutable in the United States. If you break local laws in Peru, your U.S. passport won't help you avoid arrest or prosecution. It's very important to know what's legal and what's not wherever you go.

Based on the Vienna Convention on Consular Relations, bilateral agreements with certain countries, and customary international law, if you are arrested in Peru, you have the option to request that the police, prison officials, or other authorities alert the nearest U.S. embassy or consulate of your arrest, and to have communications from you forwarded to the nearest U.S. embassy or consulate.

SPECIAL CIRCUMSTANCES: The government of Peru prohibits the exportation of archaeological artifacts, colonial art and some natural artifacts such as fossils. These restrictions include archaeological material from the pre-Hispanic cultures and certain ethnological materials from the colonial period of Peru, which are considered protected Peruvian cultural patrimony. U.S. law enforcement authorities can take action even after importation into the United States has occurred. For more information, contact the Ministerio de Cultura (Ministry of Culture; Spanish only). Travelers buying art should be aware that unscrupulous traders might try to sell them articles that cannot be exported from Peru. Peruvian customs authorities may seize such articles, and the traveler may be subject to criminal penalties.

Visitors who purchase reproductions of colonial or pre-colonial art should buy only from reputable dealers, and they should insist on documentation from Peru's National Institute of Culture (INC) showing that the object is a reproduction and may be exported. Peruvian customs authorities may retain articles lacking such documentation and forward them to INC for evaluation. If found to be reproductions, the objects eventually may be returned to the purchaser, but only after the purchaser pays all storage and shipping charges.

Vendors in jungle cities and airports sell live animals and birds, as well as handicrafts made from insects, feathers, or other natural products. Under Peruvian law, it is illegal to remove certain flora and fauna items from their place of origin to another part of Peru or to export them to a foreign country. Travelers have been detained and arrested by the Ecology Police in Lima for carrying such items.

Information on U.S. regulations for the importation of plant and animal products is available from the Animal and Plant Health Inspection Service (APHIS) of the U.S. Department of Agriculture. Travelers bringing animals to the United States may also wish to consult with U.S. Customs or the Fish and Wildlife Service of the U.S. Department of Interior. Travelers wishing to bring animals from the United States into Peru should consult the Peruvian Servicio Nacional de Sanidad Agraria

(SENASA) at 51-1-313-3300. Information regarding current restrictions is available on the SENASA website (Spanish only).

Peruvian customs regulations require that many electronic items or items for commercial use be declared upon entering the country. Failure to make a full and accurate declaration can lead to arrest and incarceration or significant fines. Undeclared items, including personal laptop computers, may be seized and held.

Travelers should be aware that some drugs and other products readily available over the counter or by prescription in Peru are illegal in the United States. The prescription sedative flumitrapezan (Rohypnol) is one such drug; others may come on the market at any time. Although coca-leaf tea is a popular beverage and folk remedy for altitude sickness in Peru, possession of these tea bags, which are sold in most Peruvian supermarkets, is illegal in the United States.

Disaster Preparedness: Peru is an earthquake-prone country. U.S. citizens in areas affected by earthquakes can expect to experience temporary difficulty communicating with family and friends in the United States and in securing prompt onward overland transportation out of the affected areas. You are strongly encouraged to register your trip with the Embassy by enrolling in the Smart Traveler Enrollment Program (STEP) and to contact your family directly or, if unavailable, the U.S. Embassy following a significant disaster. General information about natural disaster preparedness is available via the internet from the U.S. Federal Emergency Management Agency (FEMA).

Accessibility: While in Peru, individuals with disabilities may find accessibility and accommodation very different from what is available in the United States. Peruvian law prohibits discrimination against persons with physical and mental disabilities in employment, education, access to health care, or the provision of other state services. Peruvian law also provides for the protection, care, rehabilitation, security, and social inclusion of persons with disabilities, and mandates that public spaces be free of barriers and accessible to persons with disabilities. However, the government of Peru has devoted limited resources to enforcement and training, and little effort has been made to ensure access to public buildings and areas.

In general, access to buildings, pedestrian paths, and transportation is difficult for persons with disabilities. Few hotels are equipped for travelers with disabilities, and few restaurants, museums, and means of transportation make any special accommodations. However, with the growing tourism industry in Peru, an increasing number of businesses can be found that offer packages and facilities for travelers with special needs. Visitors are encouraged to research ahead of time to find out if they can be accommodated at the lodgings and tourist sites they intend to visit.

Medical Supply Donations: Philanthropic groups and individuals planning to enter Peru with medical supplies in quantities greater than for personal use are strongly advised to consult with a Peruvian consulate in the United States prior to arrival in Peru. Medical, dental and other kinds of

charitable donations are subject to confiscation by Peruvian authorities for failure to comply with Peruvian regulations. Medical teams, non-profit organizations or visitors to Peru who plan to donate medical supplies, medicines or other similar items may wish to review Peruvian regulations governing such donations (Spanish only) or contact Agencia Peruana de Cooperacion Internacional (APCI) at the Ministry of Foreign Affairs at 51-1-319-3632 before proceeding. The U.S. Embassy cannot accept such items by mail, assist in evading customs requirements, or provide a broker to secure their release if they are held.

Please see our Customs Information.

MEDICAL FACILITIES AND HEALTH INFORMATION: Medical care is generally good in Lima and usually adequate in other major cities, but it is less so elsewhere in Peru. Urban private health care facilities are often better staffed and equipped than public or rural ones. Public hospital facilities in Cusco, the prime tourist destination, are generally inadequate to handle serious medical conditions. Although some private hospital facilities in Cusco may be able to treat acute medical problems, in general the seriously ill traveler should return to Lima for further care as soon as is medically feasible.

Visitors to high-altitude Andean destinations such as Cusco (11,000 feet), Machu Picchu (8,000 feet), or Lake Titicaca (13,000 feet) should discuss the trip with their personal physician prior to departing the United States. Travel to high altitudes could pose a serious risk of illness, hospitalization, and even death, particularly if the traveler has a medical condition that affects blood circulation or breathing. Several U.S. citizens have died in Peru from medical conditions exacerbated by altitude. Tourists or business visitors, particularly those who suffer from cardiac-related problems or high blood pressure, who wish to travel to high-altitude areas in Peru should undergo a medical examination before traveling. New arrivals, even healthy and fit persons, will feel symptoms of hypoxia (lack of oxygen) at high-altitude, and most will need time to adjust to the altitude. Most people will have increased respiration and heart rate. Many will have headaches, difficulty sleeping, lack of appetite, minor gastric and intestinal upsets, and mood changes. To help prevent these complications, consult your personal physician, avoid alcohol and smoking for at least one week after arrival at high altitudes, and limit physical activity for the first 36 to 48 hours after arrival at high altitudes.

In jungle areas east of the Andes mountain range (cordillera), chloroquine-resistant malaria is a serious problem. Cholera, yellow fever, hepatitis, dengue fever, and other exotic and contagious diseases are also present. Yellow fever is endemic in certain areas of Peru; in general, those areas are located on the eastern side of the cordillera and at lower elevations in jungle areas. The U.S. Centers for Disease Control and Prevention (CDC) and the Peruvian government recommend that travelers to Peru receive a yellow fever vaccination and carry documentation of the vaccination with them on their trip. Diarrhea caused by contaminated food or water is very common in Peru and is potentially serious. If suffering from persistent symptoms, seek medical attention. Local tap water in Peru is not considered potable. Only bottled or treated (disinfected) water should be used

for drinking. Fruits and vegetables should be washed and/or disinfected with care, and meats and fish should be thoroughly cooked. Eggs, meat, unpasteurized cheese, and seafood are common sources of the bacteria that can cause travelers' diarrhea, and they should be properly prepared or avoided.

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

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

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

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

TRAFFIC SAFETY AND ROAD CONDITIONS: While in Peru, you may encounter road conditions that differ significantly from those in the United States. The information below concerning Peru is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

Driving conditions in Peru are very different from those found in the United States and can be considerably more dangerous. Visitors are strongly encouraged to familiarize themselves with local law and driving customs before attempting to operate vehicles. Road travel at night is extremely dangerous due to poor road markings and frequent unmarked road hazards. Drivers should not travel alone on rural roads, even in daylight. Convoy travel is preferable. Spare tires, parts, and fuel are needed when traveling in remote areas, where distances between service areas are great. Fog is common on coastal and mountain highways, and the resulting poor visibility frequently causes accidents. Inter-city bus travel is dangerous. Armed robbers, who force passengers off buses and steal their belongings, sometimes hold up inter-city buses at night. Bus accidents resulting in multiple deaths and injuries are common, and they are frequently attributed to excessive speed, poor bus maintenance, and driver fatigue. Because of these safety concerns, the U.S. Peace Corps in Peru restricts American Peace Corps volunteers' use of overnight inter-city buses and requires Peace Corps volunteers who make inter-city bus trips to use certain bus lines with good safety records. Current approved lines are Cruz del Sur, Linea, Movil Tours, CIAL, OLTURSA, Ormeño, TEPSA, and ITTSA. The Peruvian Ministry of Transportation also publishes a

list in Spanish of the intercity bus companies with the highest rates of traffic accidents resulting in fatalities and serious injuries. For further information, travelers may contact their nearest automobile club, or (for information in Spanish) the Asociacion Automotriz del Peru, 299 Avenida Dos de Mayo, San Isidro, Lima 27, Peru, telephone 51-1-440-0495.

Please refer to our Road Safety page for more information. Also, we suggest that you visit the website for the national tourist office and national authority responsible for road safety in Peru (Spanish only).

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

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

* * *

This replaces the Country Specific Information for Peru dated November 15, 2011, to update paragraphs on Smart Traveler Enrollment Program (STEP)/Embassy Location, Entry/Exit Requirements, Threats to Safety and Security, Crime, Victims of Crime.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Grant Acceptance, CTE Pathways Initiative, Allied Health Expansion, Health Careers Readiness Project

ACTION: Approval

BACKGROUND

In October 2012, Saddleback College was notified of the California Community Colleges Chancellor's Office (CCCCO), intent to renew grant award 12-129-001. The program supports the development and implementation of the Allied Health Expansion, Health Careers Readiness for Basic Skills project at Saddleback. This student Success oriented Health Careers Readiness program is housed within the Division of Health Sciences and Human Services and offered as a not for credit career exploration and basic skills preparation for health career education through Saddleback Community Education. The Health Sciences Division, in collaboration with faculty from Math and Reading, will: continue program refinement; offer a session this summer for incoming Freshmen; and disseminate this Student Success program throughout Orange County to Veterans interested in Healthcare Careers as well as ROP students wanting to prepare for programs in Allied Health.

STATUS

On October 22, 2012, the CCCCCO notified the College of its intent to award \$250,000 for the period November 15, 2012 through January 31, 2014 to fund the project efforts as presented in Exhibit A. In order to accomplish the goals identified in Exhibit A, Saddleback will continue program refinement; offer a session this summer for incoming Freshmen; and disseminate this Student Success program throughout Orange County to Veterans interested in Healthcare Careers as well as ROP students wanting to prepare for programs in Allied Health. Part-time faculty will teach the course and a program specialist will be utilized to assist in program implementation and administrative support.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award of \$250,000 from the California Community College Chancellor's Office for the CTE Pathways Initiative Grant 12-129-001.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
UNIT APPLYING: SADDLEBACK COLLEGE

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

1. **PROJECT TITLE:** Allied Health Expansion, CTE Pathways Initiative Health Career Readiness Project
2. **PROJECT DIRECTOR:** Donna Rane-Szostak
3. **PROJECT ADMINISTRATOR:** Donna Rane-Szostak
4. **GRANTOR AGENCY:** BOG, California Community Colleges Chancellor's Office
5. **FUNDING SOURCE:** California Community College Chancellor's Office
6. **STARTING AND ENDING DATES OF THE PROJECT:** November 15, 2012—January 31, 2014.
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Saddleback College will address the goals of the California Community College Chancellor's Office CTE Pathways Initiative through the development and implementation of the Allied Health Expansion, CTE Pathways Initiative Health Career Readiness Project. The Health Career Readiness program will be housed within the Division of Health Sciences and Human Services and offered as a not for credit career exploration and basic skills preparation for health career education through Saddleback College Community Education. Saddleback will develop an innovative health career "readiness" program, will focus on foundational skills critical to student success in allied health educational programs. The Division will continue program development of this Student Success oriented project and, within the term of the grant, offer it to incoming freshmen, Veterans and ROP participants who wish to develop essential skills to succeed in an Allied Health Program.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$250,000	\$25,000	\$9,615	\$275,000

9. **APPROVALS**

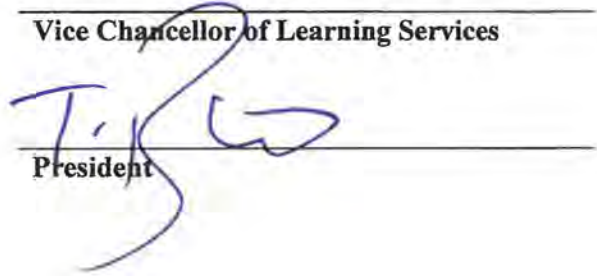

Division/School Dean

Chancellor

 10/31/12
Vice President of Instruction

Vice Chancellor of Learning Services


Vice President of College Administrative Services


President

EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/ College/Vendor)
1000 Certificated Salaries	\$ 80,000	\$12,000 (in-kind)	College
2000 Classified Salaries	\$ 55,092		
3000 Benefits	\$ 41,694		
4000 Supplies	\$ 18,781		
5000 Contracted Services and Other Expenses	\$ 16,818	\$13,000 (in-kind)	College
6000 Capital Outlay	\$ 28,000		
Other Charges <i>(e.g.: Indirect Costs)</i>	\$ 9,615		
TOTALS	\$ 250,000	\$25,000 (in-kind)	College

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

PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Clerical support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Faculty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PARTNERSHIPS (if applicable)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Award of Bid 2006: Demolish Saddleback College Classroom Cluster Building

ACTION: Approval

BACKGROUND

The Learning Resource Center Renovation project (LRC) included demolition and removal of the Classroom Cluster (CC) modular building located on the opposite side of the quad. Due to scheduling issues, this demolition project was eliminated from the LRC contract to be bid as a separate project.

STATUS

On October 25, 2012, sixteen bidders attended a mandatory job walk held at Saddleback College for Bid No. 2006, Demolish CC Building. Six bids were received on November 1, 2012. Staff reviewed the bids and recommends award to the lowest bid meeting all specifications submitted by Cal United Construction Group, Santa Ana, CA in the amount of \$42,400.00. (Exhibit A).

Funds are available in the approved James B. Utt Memorial Learning Resource Center Renovation budget which is \$21,124,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 2006 to demolish and remove the CC building at Saddleback College and approve the Agreement (Exhibit B) to Cal United Construction Group, Santa Ana, CA in the amount of \$42,400.

**BID NO. 2006
DEMOLISH CC BUILDING
SADDLEBACK COLLEGE
NOVEMBER 19, 2012**

CONTRACTORS

AMOUNT

CAL UNITED CONSTRUCTION GROUP Santa Ana, CA	**	\$ 42,400
NEW VISION CONSTRUCTION Laguna Hills, CA		47,795
NATIONAL DEMO. CONTRACTORS San Pedro, CA		53,250
INTERIOR DEMOLITION, Inc. Montrose, CA		54,700
WRECK AGE DEMOLITION Chino Hills, CA		78,500
BOB PARRETT CONSTRUCTION, Inc. Orange, CA		116,488

****RECOMMENDED AWARD**

AGREEMENT – DEMOLISH CC BUILDING AT SADDLEBACK COLLEGE, BID NO. 2006

THIS AGREEMENT, dated the 20th day of November, 2012 , in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Cal United Construction Group, 12290 Baja Panorama, Santa Ana, CA 92705, 714/348-1563, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Demolish CC Building according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, Information Required of Bidder, all prequalification forms submitted pursuant to Public Contract Code Section 20111.5, if any, Non-collusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, Contractor's Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Forty Two Thousand Four Hundred and No/100 Dollars (\$42,400.00___).

4. The work shall be commenced on or before the third_ (3rd) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within eighteen (18_) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of

actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of two thousand five hundred Dollars(\$2,500.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT's convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT's convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

7. Hold Harmless and Indemnification. To the fullest extent permitted by law, the CONTRACTOR, at the CONTRACTOR's sole cost and expense, agrees to fully defend, indemnify and hold harmless, the DISTRICT, including but not limited to any of its governing board members, officers, employees, Construction Manager, Architect, and all other Agents and Representatives, from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, anticipated losses of revenues, and expenses, including any fees of accountants, attorneys or other professionals, arising out of, in connection with, resulting from or related to, or claimed to be arising out of, in connection with, resulting from or related to any act or omission by the CONTRACTOR or any of its officers, agents, employees, subcontractors, sub-subcontractors, any person performing any of the work pursuant to a direct or indirect contract with the CONTRACTOR or individual entities comprising the CONTRACTOR, in connection with or relating to, or claimed to be in connection with or relating to the work, this Agreement, or the Project, including but not limited to any costs or liabilities arising out of or in connection with:

- (a) failure to comply with any applicable law, statute, code, ordinance, regulation, permit or orders;
- (b) any misrepresentation, misstatement or omission with respect to any statement made in the Project Documents or any document furnished by the CONTRACTOR in connection therewith;
- (c) any breach of duty, obligation or requirement under the Project Documents;
- (d) any failure to coordinate the work of other contractors;

- (e) any failure to provide notice to any party as required under the Project Documents;
- (f) any failure to act in such a manner as to protect the DISTRICT and the Project from loss, cost, expense or liability; or
- (g) any failure to protect the property of any utility company or property owner.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT's interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

8. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
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Subcontractors of every tier	\$1,000,000
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and

Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
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Subcontractors of every tier	\$1,000,000
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Property Damage Insurance in an amount not less than	\$2,000,000
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Subcontractors of every tier	\$1,000,000
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Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
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Excess Liability Insurance (Contractor only)	\$2,000,000
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Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

Waiver Of Subrogation

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

Additional Insured Endorsement Requirements.

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors and shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

9. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR's expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

10. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of _____, and that _____, whose title is _____, is authorized to act for and bind the corporation.

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT

CONTRACTOR

By: _____
Signature

By: _____
Signature

Debra L. Fitzsimons
Print Name

Manal Nofal
Print Name

Vice Chancellor of Business Services
Title

Owner
Title

846095
Contractor's License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College: Donated Equipment
ACTION: Approval

BACKGROUND

Saddleback College has identified two hundred and fifty Dell Computers with 17in LCD Monitors for surplus. These computers are a minimum of six years old.

Education Code 81450.5 allows for the provision of donating property if three criteria are met:

(a) District determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

(b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

(c) The receipt of the property by a school district or community college district would not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

Education Code 81452 states: (c) If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

Board Policy 3600 authorizes the disposal of surplus or obsolete supplies and equipment in conformance with the law and district procedures which are no longer required or suitable for District purposes. The value of these computers is estimated at a maximum of \$11,500.

STATUS

Saddleback Valley Unified School District has expressed a desire for these two hundred and fifty Dell Computers and Monitors.

All criteria for the donation have been met and staff recommends the donation of this equipment.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the donation of two hundred and fifty Dell Computers and Monitors to Saddleback Valley Unified School District.

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 12-37 to Amend FY 2012-2013 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

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

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

General Fund

RapidTech Summer Engineering Academy at Saddleback College	\$316,600
Perkins Title I-C at Irvine Valley College	\$735
Board Financial Assistance Program (BFAP) at Irvine Valley College	\$51,190
Contract Education at Saddleback College	<u>\$4,800</u>
Total Increase to the General Fund	<u>\$373,325</u>
Total Budget Amendment	<u>\$373,325</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 12-37 to amend the FY 2012-2013 Adopted Budget as indicated in Exhibit A.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 12-37

November 19, 2012

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$373,325 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8100	Federal Revenue	\$735
8600	State Revenue	\$51,190
8800	Local Revenue	\$321,400
		<u>\$373,325</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$191,437
2000	Classified Salaries	\$51,190
3000	Fringe Benefits	\$24,121
4000	Books and Supplies	\$62,862
5000	Other Operating Expenses and Services	\$15,335
6000	Capital Outlay	\$27,000
7000	Other Outgo	\$1,380
		<u>\$373,325</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT
GENERAL FUND
RESOLUTION 12-37
November 19, 2012

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$373,325 was duly and regularly adopted by the said Board at a regular meeting thereof held on November 19, 2012.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 20th day of November 2012.

Gary L. Poertner
Secretary to the Board of Trustees

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

BACKGROUND

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

STATUS

For the current reporting period ending October 31, 2012, and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period 10-01-12 to 10-31-12

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$7,676
2000	Classified Salaries		\$23,854
3000	Fringe Benefits		\$40,209
4000	Books and Supplies	\$3,207	
5000	Other Operating Expenses & Services	\$54,793	
6000	Capital Outlay	\$9,572	
7000	Other Outgo	\$4,167	
Total Transfers - General Fund		<u><u>\$71,739</u></u>	<u><u>\$71,739</u></u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$500
5000	Other Operating Expenses & Services		\$36,800
6000	Capital Outlay	\$5,500	
7000	Other Outgo	\$31,800	
Total Transfers - Capital Outlay Fund		<u><u>\$37,300</u></u>	<u><u>\$37,300</u></u>

Total Transfers		<u><u>\$109,039</u></u>	<u><u>\$109,039</u></u>
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Purchase Orders/Confirming Requisitions

ACTION: Approval

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P13-01952 through P13-02187 amounting to \$789,695.11 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 10, 2012 through October 30, 2012 totaling \$163,657.04 are also submitted.

RECOMMENDATION

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

Includes P13-01952 - P13-02187

PO Number	Vendor Name	Site	Description	Account Amount
P13-01952	PACIFIC ART GLASS		H. Takizawa/ Fee Based Supplies/lead came	209.71
P13-01953	CAIIFORNIA CHAMBER OF COMMERCE		2013 Compliance Poster/HR	32.92
P13-01954	UNION ELECTRONIC DISTRIBUTORS		Projector Lamps for AV	2,934.32
P13-01955	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE		2012-2013 Membership Dues	90.00
P13-01956	SAMUEL FRENCH MUSICAL DEPARTMENT		Licensing fee for "Noises Off"	800.00
P13-01957	SHARON LANDIS		FKCE Wkshp Trainer	300.00
P13-01958	AMERICAN GEOTECHNICAL, INC.		Geotechnical investigation	6,400.00
P13-01959	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB		Geotechnical services DSA closeout for SOCCCD	2,070.00
P13-01960	WELLS FARGO #3317 (DISTRICT)		Supplies for astronomy/laser pointers	182.33
P13-01961	THINK EDUCATION SOLUTIONS, LLC		STARS Multi-ASP Hosting (Fin/aid)	16,987.00
P13-01962	MIKE BROWN GRANDSTANDS, INC. BRAND SERVICES, INC.		Football Stadium Bleacher Rental	29,000.00
P13-01963	OCLC, INC. DEPT #34299		Library bibliographic subscription service	9,147.92
P13-01964	AMREIN ENGINEERING, AG		WebPart Premium Enterprise Annual Support	625.00
P13-01965	SHEILA FORSBERG		Consulting Services	2,970.00
P13-01966	McKESSON GENERAL MEDICAL CORP		Medical supplies	65.40
P13-01967	CLARK SECURITY PRODUCTS INC.		Locksmith Supplies	4,173.63
P13-01968	OPTP		AXIS Silver rollers	99.52
P13-01969	DIVERSIFIED BUSINESS SERVICES		Flags for Veterans Day	299.50
P13-01970	LASER SOURCE		Toner & photo ink	669.13
P13-01971	CA DEPT OF GENERAL SERVICES		Dispute Resolution Services/Admin Hearings	5,428.00
P13-01972	RESERVE ACCOUNT PITNEY BOWES		Funds for postage	30,000.00
P13-01973	R.M. SYSTEMS, INC.		Replace Faulty Duct Detectors in CDC	914.00
P13-01974	STEPHANIE KISLING		Honorarium for "Winds of October" 10/05/12	255.00
P13-01975	COMPUTERLAND OF SILICON VALLEY		Quark Xpress for Publications	512.89
P13-01976	ALISO VIEJO CONFERENCE CENTER		FKCE Wksp Catering	648.00
P13-01977	B & H PHOTO	Bldg W/Com Arts	Interface device for HD Footage	894.33
P13-01978	JIM'S MUSIC CENTER, INC.		Supplies for 12-13 academic shows	800.00
P13-01979	DICK BLICK COMPANY		Supplies for 12-13 academic shows	300.00

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

ESCAPE ONLINE

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Includes P13-01952 - P13-02187

PO Number	Vendor Name	Site	Description	Account Amount
P13-01980	KIMBALL OFFICE C/O UNITED INTERIORS	.	Furniture for Math Tutoring Center	8,401.07
P13-01981	D3 SPORTS, INC.		Baseball hats	1,470.14
P13-01982	RANSOM AND RANDOLPH		SC Art Supplies/primcote binder	806.37
P13-01983	SAMY'S CAMERA		Photography supplies/flash memory/reader/writers	394.37
P13-01984	VIDACARE CORPORATION		EZ-IO needles for the paramedic intubation lab	693.00
P13-01985	McKESSON GENERAL MEDICAL CORP		CDC Supplies-Latex Gloves	245.99
P13-01986	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES	.	2012-2013 Membership	150.00
P13-01987	FENTEK INDUSTRIES INC		Adpt Keyboard for Student	77.10
P13-01988	FLORA-LEE WRAY		CTVR Rent-Student Film Project	300.00
P13-01989	SEHI PROCOMP COMPUTER PRODUCTS		Office Supplies	61.76
P13-01990	ALLSTEEL, INC. C/O CORP. BUSINESS INTERIORS		Lateral File Cabinet	505.62
P13-01991	DELL MARKETING	.	Tablet Stylus	64.64
P13-01992	TRILITERAL LLC		Book Order/Honors	252.00
P13-01993	BOUNDTREE MEDICAL LLC		CPAP masks for medic students	201.14
P13-01994	SWRCB FEES	IVC Life Sci	State water annual permit fee	466.00
P13-01995	REPRO XPRESS		For printing drawings of various buildings	500.00
P13-01996	SEHI PROCOMP COMPUTER PRODUCTS		Photography supplies	300.83
P13-01997	WELLS FARGO #3317	Bldg W/Com Arts	Mini Hard Drive Adaptors	172.81
P13-01998	SEHI PROCOMP COMPUTER PRODUCTS		HP black cartridges	360.26
P13-01999	SEHI PROCOMP COMPUTER PRODUCTS		Printer Cartridges	1,542.70
P13-02000	KIMBALL OFFICE C/O UNITED INTERIORS	.	Replacement SLIB Chairs	644.16
P13-02001	TEAM ATHLETICS		Embroidery Services	310.32
P13-02002	S & S COMMUNICATIONS		Repeater	1,672.44
P13-02003	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE		Honors Membership Dues	90.00
P13-02004	SADDLEBACK BOOKSTORE - #296 FOLLETT HIGHER EDUCATION GROUP		Fall, 2012-Math textbook rental for B2E Grant	4,070.81
P13-02005	JUSTRITE RUBBER STAMP & SEAL	.	IVC Police Seal Embosser	141.62
P13-02006	CDW-G COMPUTER CENTERS	.	Printer Order for Campus Departments	529.48
P13-02007	NASCO WEST INDUSTRIES, INC.		Culinary Lab Supplies	101.23
P13-02008	WELLS FARGO #3317 (DISTRICT)		Physics supplies - Die handle	26.70
P13-02009	VERSARE SOLUTIONS, INC dba PORTABLEPARTITIONS.COM	.	Partitions for PAC dressing rooms	1,370.58
P13-02010	XEROX CORPORATION		Xerox Copier Lease-District Purchasing	2,694.61
P13-02011	DELL MARKETING	.	Wyse Thin Client Desktops	22,293.96

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ESCAPE ONLINE

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Includes P13-01952 - P13-02187

PO Number	Vendor Name	Site	Description	Account Amount
P13-02012	DELL MARKETING		Photo 964 All-In-One Printer Cartridges (Parisa)	96.94
P13-02013	SEHI PROCOMP COMPUTER PRODUCTS		Perkins- Acct Printers	578.01
P13-02014	TEACHING STRATEGIES, INC.		Saddleback CDC/assessment portfolios	119.63
P13-02015	ULINE, INC.		Items for equipment room	1,521.33
P13-02016	DRAMATISTS PLAY SERVICE, INC.		Set of scripts for "Women of Lockerbie"	119.29
P13-02017	DELL MARKETING		Perkins- ACCT	2,616.34
P13-02018	WELLS FARGO #3317 (DISTRICT)		Physics supplies - Tee knobs	45.61
P13-02019	CHEFS' TOYS		Lab. Supplies	70.32
P13-02020	WELLS FARGO #3317		Calculators for geo lab use	347.95
P13-02021	AARDVARK CLAY AND SUPPLIES		SC Art Supplies/clay/silica/borate/whiting	2,944.16
P13-02022	XEROX CORPORATION	IVC Warehouse	2012-2013 District W'house Copier Maintenance	549.18
P13-02023	WELLS FARGO #3317 (DISTRICT)		License & Maintenance: Techsmith Corporation	187.50
P13-02024	MATTHEW CAFFREY		Honorarium for Winds of October, 10/5/12	170.00
P13-02025	TRIBUNE MEDIA SERVICES C/O KYLE BROWNELL	Bldg W/Com Arts	Schedule Service for Ch. 39	840.00
P13-02026	DLG REST. EQUIP. & CLOSEOUTS		CTE Culinary Arts classrm supplies	825.21
P13-02027	ULINE, INC.		Safety equipment for MFG classes	143.42
P13-02028	OMEGA ENGINEERING, INC.		Flexible Rubber tubing	58.88
P13-02029	TREV'S GLASS		Glass Rods for Staining racks	76.30
P13-02030	AMERICAN AIR BALANCE CO. INC.		SM fume exhaust cleaning	7,875.00
P13-02031	SEABREEZE NAUTICAL BOOKS & CHARTS		Charts used in marine science labs	414.45
P13-02032	ULINE, INC.		Cardboard Mailers	845.35
P13-02033	J. M. McCONKEY CO.		Lab. Supplies	1,632.72
P13-02034	ARBOR SCIENTIFIC		Physics hand crank generator	834.85
P13-02035	ARS ENTERPRISES		Parts for Autoclave for PM Serv Oct 2012	865.74
P13-02036	BECKMAN COULTER, INC.		Replacement: Visible Light Bulb	339.12
P13-02037	FISHER SCIENTIFIC		Physics supplies - Centrifugal Hoop	121.37
P13-02038	LAWNMOWERS ETC., LLC		Grounds Annual Supplies	5,588.29
P13-02039	J. M. McCONKEY CO.		Plant Pots for Student Projects	120.37
P13-02040	BARBARA ILLOWSKY		Guest Speaker-Reimburse-Student Success Summit	329.03
P13-02041	TNR TECHNICAL, INC.		Batteries	607.20
P13-02042	CIWEA ATTN: SALLY CARDENAS		CIWEA Membership for CTE members	150.00
P13-02043	COAST FITNESS REPAIR SHOP		2012-2013 Equipment Maintenance	2,000.00
P13-02044	BUTLER CHEMICALS, INC.		Equip. Supplies detergent and rinse	235.43

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

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Includes P13-01952 - P13-02187

PO Number	Vendor Name	Site	Description	Account Amount
P13-02045	HAITBRINK ASPHALT PAVING, INC.		Manhole Cover System Repairs	2,560.00
P13-02046	MUSCO LIGHTING		Replace outages at softball/baseball field	4,015.00
P13-02047	NAT'L ATHLETIC TRAINERS ASSN		2012-2013 NATA Membership/IVC Trainers	458.00
P13-02048	EXPEDEON INC.		Protein stain for lab class exercises	303.80
P13-02049	GUEST ARTISTS		Technicians for guest artist events	2,000.00
P13-02050	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES		2012-2013 Annual Membership & Subscription	150.00
P13-02051	INTERNATIONAL E-Z UP, INC.		Canopies	3,191.58
P13-02052	PENN CORPORATE RELOCATION SERVICES, INC.		Transport student desks to VII 3 and 4	2,234.00
P13-02053	AARDVARK CLAY AND SUPPLIES		Art Supplies/plaster/porcelain mix/sand	1,758.48
P13-02054	MANHATCO		Rogers Cloud Fee Based Supplies/felt hoods	228.04
P13-02055	PROMODEALER PROMODEALER.COM		Outreach materials for Culinary Arts/spatuals	419.29
P13-02056	DHARMA TRADING CO.		Roger Cloud Material Fees/habotal scarves 8mm	95.74
P13-02057	JAYNE JONES		Final Payment - Research Funding Consultant	1,667.34
P13-02058	WELLS FARGO #3317	Bldg W/Com Arts	Film on DVD for Ch. 39	63.06
P13-02059	MINDIA GABICHVADZE	SC Science	Intern Services	1,700.00
P13-02060	QUEZADA PRO LANDSCAPE, INC.		Tree service for various locations on campus	4,780.00
P13-02061	EAGLE COMMUNICATIONS		Replace Work Broken Antennas and Radios	2,992.64
P13-02062	THE PATON GROUP		Supplies for 3D printers - DMP	2,124.29
P13-02063	MONTGOMERY HARDWARE		Replace gym back door	473.77
P13-02064	WELLS FARGO #3317		Textbooks for MLT Practicum	272.61
P13-02065	LAGUNA CLAY CO.		Art Supplies	2,279.82
P13-02066	C.R.I. ELECTRIC		Haul away electrical equipment	1,495.00
P13-02067	ULINE, INC.		SC/AR Full Dome Mirror	83.35
P13-02068	SCANTRON CORPORATION		Scantron forms for students/SC Sci/Math	226.25
P13-02069	SMART LEVELS MEDIA		EXTRA Fall 2012 P.A. brochures	1,184.17
P13-02070	NEW DAY FILMS		Library DVD per Jenny Langrell	326.40
P13-02072	KWIK KOPY PRINTING		Printing for guest artist events	600.00
P13-02073	WELLS FARGO #3317 (DISTRICT)		Instructional Supplies	166.60
P13-02074	AGON SPORT LLC dba agonswim.com		M/W WP Caps & M WP suits F'12	3,226.18
P13-02075	MC MURRAY STERN, INC.		Library shelving per Ana Maria Cobos	1,040.00
P13-02076	TROXELL COMMUNICATIONS, INC.		Projectors for Classrooms	21,409.93
P13-02077	SCHWAB APIARIES		Removal of Bees at ATEP	85.00
P13-02078	SO. ORANGE CO. COMM. COL.DIST		2012-2013 CARE Grants	15,000.00
P13-02079	WALL STREET JOURNAL		Subscription renewal 2012/13	445.44

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 P13-01952 - P13-02187

PO Number	Vendor Name	Site	Description	Account Amount
P13-02080	CA ASSN OF ALCOHOLISM & DRUG EDUCATORS		Annual CAADE membership 2012/2013	200.00
P13-02081	HITT MARKING DEVICES, INC.		Self Inking Signature Stamp	40.54
P13-02082	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV		Forms - Deposit Advice	480.24
P13-02083	HARBOR FREIGHT TOOLS		Spray guns for shop/FA	67.29
P13-02084	KATHLEEN CURAMENG		FKCE Wkshp Panelist	50.00
P13-02085	OMAR CERVANTES		FKCE Wkshp Panelist	50.00
P13-02086	HAYNEEDLE		Soccer Class Equipment	2,201.51
P13-02087	BOUNDLESS NETWORK		CTE Outreach Materials/spidertac sticky cubes	1,435.71
P13-02088	SIMPLOT PARTNERS		Fertilizer/Grounds Supplies	1,995.53
P13-02089	RSA SUTTER SOIL PRODUCTS		Redwood premix with soil	2,139.50
P13-02090	QORPAK DIVISION OF ALL-PAK		**Physics supplies - cans	197.82
P13-02091	PRESQUE ISLE CULTURES		Bacterial Cultures for Microbiology Labs	122.82
P13-02092	WELLS FARGO #3317		Patterson-Spring /photoshop/pen drive	216.78
P13-02093	SO. ORANGE CO. COMM. COL.DIST		Returning of R2T4 Pell Grant Funds for Fall 2012	558.00
P13-02094	POSTMASTER		Postage for IVC HS Parents Letter	550.00
P13-02095	NCMPR % AMBER CHIANG		NCMPR/IVC 12/13 Membership	450.00
P13-02096	WELLS FARGO #3317		Physics supplies - 1" Steel Balls	28.61
P13-02097	THE PATON GROUP		RapidTech New Equip	17,792.84
P13-02098	PRESTO SPORTS, INC		Website Hosting Services	3,000.00
P13-02099	CAMP CHEF		Replacement camp stove parts	80.55
P13-02100	DELL MARKETING		Blade Servers and Enclosure	45,689.28
P13-02101	PACIFIC COLOR PRINTING DANIEL HUNG TRAN		Bookmarks for CTE	115.60
P13-02102	SHELF MASTER, INC.		Supplies for astronomy	561.96
P13-02103	DELL MARKETING		Dell Professional Services for Thin Clients	45,000.00
P13-02104	KLOPFENSTEIN ART EQUIPMENT		Part for Easels SC FA	232.84
P13-02105	PRAXAIR		Liquid nitrogen for astronomy department	45.29
P13-02106	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB		geotechnical consultant services	14,700.00
P13-02107	EMCOR/Mesa Energy Systems		Annual Maintenance: Support Software of AC Equip	5,980.00
P13-02108	FILEMAKER, INC		FileMaker Pro Renewal	772.70
P13-02109	A G CONSTRUCTION		Repair Celings and Walls in B100	16,049.18
P13-02110	DELL MARKETING		Solid State and 10K SAS Drives	42,547.86
P13-02111	ALLSTEEL, INC. C/O QUALITY OFFICE FURNISHINGS		Health Center Furniture	1,661.94
P13-02112	EMCOR/Mesa Energy Systems		Movement of Control Panel in SSC	7,149.00
P13-02113	MITCHELL 1		OnDemand5 Subscription Renewal	999.00
P13-02114	CDW-G COMPUTER CENTERS		Phone Headset for President's Office	142.82
P13-02115	HAITBRINK ASPHALT PAVING, INC.		Storm Drain Sytem Upgrade at B200	5,450.00

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

ESCAPE ONLINE

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Includes P13-01952 - P13-02187

PO Number	Vendor Name	Site	Description	Account Amount
P13-02116	UNIQUE MANAGEMENT SERVICES	.	Library fee collection service per Jenny Langrell	29.85
P13-02117	CYNTHIA RICO	.	Guest Speaker reimb. - student success summit	92.40
P13-02118	COSMOPOLITAN FOR LATINAS		Magazine Subscription	10.00
P13-02119	ESSENCE		Magazine Subscription	18.00
P13-02120	MICHAEL MEYERS		FKCE Wkshp Trainer	120.00
P13-02121	HOMEROOM TEACHER		Classroom Supplies/school bell	103.06
P13-02122	MONJARAS & WISMEYER GROUP,INC		Essential Functions Job Analysis	992.70
P13-02123	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.		Provide servies for asbestos & lead spec.	500.00
P13-02124	NEWPORT COMPUTER SOLUTIONS,INC		Replacement for aging back-up server	13,531.05
P13-02125	PRESIDIO NETWORKED SOLUTIONS		Network Refresh Basic Aid Project	35,956.99
P13-02126	ASB EVENTS SADDLEBACK COLLEGE		Catering for Family Night	1,500.00
P13-02127	DIEMMY TRAN		FKCE Wkshp Trainer	480.00
P13-02128	MEDCOM, INC., TRAINEX DIV.		Instructional videos for nursing	404.62
P13-02129	NASCO WEST INDUSTRIES, INC.		Bid 299D-Biology	610.94
P13-02130	REILLY WORKPLACE INVESTIGATIONS		Professional Services	14,034.06
P13-02131	MEDCO SUPPLY COMPANY		IVC/CDC First Aid Supplies	96.85
P13-02132	KEN PRESS		Astronomy supplies - Star charts	1,175.15
P13-02133	ROSETTA RILEY		FKCE Wkshp Panelist	50.00
P13-02134	CARLOS ZELAYA		FKCE Wkshp Panelist	50.00
P13-02135	OSIRIS AVALOS		FKCE Wkshp Panelist	50.00
P13-02136	LAURA QUINTANA		FKCE Wkshp Panelist	50.00
P13-02137	CONTRACT PAPER GROUP, INC.	SC WAREHOUSE	Replenish/ stores paper	1,556.77
P13-02138	CONTRACT PAPER GROUP, INC.	SC WAREHOUSE	Replenish/stores paper	1,556.77
P13-02139	JIM'S MUSIC CENTER, INC.		Subwoofer for studio theatre	754.24
P13-02140	GRAPHIC CHEMICAL & INK CO.		Art Supplies/ink cart./easy wipe	294.14
P13-02141	ACTIVEPDF, INC		ActivePDF Subscription Renewal	699.00
P13-02142	AlertSite		AlertSite Monitoring Services Renewal	9,420.00
P13-02143	VFS FIRE & SECURITY SERVICES		Fire Sprinkler System Annual Inspection	625.00
P13-02144	PYRAMID TECHNOLOGY SERVICES		IBM SAN Switches Maintenance Renewal	1,350.00
P13-02145	LILIANN PEREZ-STROUD		FKCE Wkshp Trainer	720.00
P13-02146	BOUNDLESS NETWORK		Clear Tumbler/BS SC-Promotional Materials	618.25
P13-02147	DASS LLC	.	Photography Supplies/supersauce/transfer film	692.68
P13-02148	UNISOURCE WORLDWIDE	.	SC graphics/Paper Order	581.85
P13-02149	VON MEYER FIRE AND LIFE SAFETY		Fire Water System Upgrades	4,975.00
P13-02150	BEST VACUUM & JANITORIAL SUPP		Equipment Repair Blanket	1,300.00

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Includes P13-01952 - P13-02187

PO Number	Vendor Name	Site	Description	Account Amount
P13-02151	THE TRANE COMPANY SO. CA L.A. TRANE PARTS, SALES & SVC.		SSC Chiller	683.49
P13-02152	ALLIED REFRIGERATION, INC.		Tools for HVAC Unit	1,840.56
P13-02153	JUDGE NETTING, INC.		Replace lights and ballast at football field	8,800.00
P13-02154	MARK IV COMMUNICATIONS, INC.		Run Data Infrastructure for Two SSC Projects	4,003.44
P13-02155	ORANGE COAST FENCE COMPANY		Replace B100 Security Gate	2,625.00
P13-02156	SchoolOutfitters.com		Perkins- ACCT Cart	243.88
P13-02157	QUARK ENTERPRISES, INC.		New & Replacement Glassware	2,774.24
P13-02158	EMCOR/Mesa Energy Systems		Replace Supply Fan Motor for PAC Stage	4,130.00
P13-02159	SUN BADGE COMPANY		Badges	516.35
P13-02160	DELL MARKETING		Perkins- BUS computer	1,962.26
P13-02161	FISHER SCIENTIFIC		Supplies for student use in chemistry labs	2,853.86
P13-02162	BRAVO SIGN & DESIGN		Matriculation building signs	4,191.14
P13-02163	DAY & NIGHT DOOR SERVICE, INC		Emergency repair of McKinney Theater roll-up door	1,692.00
P13-02164	MIROSLAVA MANCHIK		The Human Resources Symposium	200.00
P13-02165	CALIFORNIA PERIPHERALS & COMPONENTS, INC		Data Storage Unit	7,779.09
P13-02166	DISCOUNT DANCE SUPPLY CO.		Dance departemtn supplies	500.00
P13-02167	U.S. DATA TRUST CORPORATION		Continuous OffSite Data Backup Service Vault Live	72,000.00
P13-02168	TIME MASTERS		Ribbon for Amano PIX 3000X	17.45
P13-02169	ULINE, INC.		Photography Supplies/jar	76.03
P13-02170	DICK BLICK COMPANY		Photography Supplies/silk screen paper	153.07
P13-02171	FREESTYLE		Photography Supplies/paper/inkodye/cyanotype	919.20
P13-02172	SOURCE GRAPHICS		supplies for KIPS 3000 printer/tas	74.24
P13-02173	CONTRACT DECOR, INC.		Village 8 blinds	299.00
P13-02174	NATIONAL OFFICE FURNITURE C/O UNITED INTERIORS		Tables/Workstations for TC move/remodel	7,825.27
P13-02175	KIMBALL INTERNATIONAL MARKETING, INC.		Furniture for OE/LR Workstation LRC Room 218	3,515.67
P13-02176	UNITED INTERIORS		Labor/Assembly for Transfer Center Remodel	8,916.31
P13-02177	HIGHMARK SMART RELIABLE SEATING, INC.		Chairs for Transfer Center Move/Remodel SSC-225	2,510.49
P13-02178	KIMBALL INTERNATIONAL MARKETING, INC.		Workstations for Transfer Center Remodel	50,577.89
P13-02179	PC MALL GOV. INC.		Dept. Supply	196.03
P13-02180	SEHI PROCOMP COMPUTER PRODUCTS		Perkins- BUS toner	630.95
P13-02181	ALLIED ELECTRONICS		Physics supplies - Banana jacks	139.30
P13-02182	WELLS FARGO #3317 (DISTRICT)		Library DVD per Jenny Langrell	153.78
P13-02183	NLNAC, INC. NATIONAL LEAGUE FOR NURSING		NLN membership renewal	1,575.00

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ESCAPE ONLINE

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Includes P13-01952 - P13-02187

PO Number	Vendor Name	Site	Description	Account Amount
P13-02184	PACKEDWAREHOUSE.COM		Hanging Files for Vice Chancellor's Office	350.21
P13-02185	MISSION PRINTING COMPANY		Envelopes	120.68
P13-02186	WARD'S NATURAL SCIENCE		Blanket Purchase Order for Live Material	1,000.00
P13-02187	MILLENNIUM BUSINESS SERVICES Marty Cohn		Business Cards/ IVC Lib.	49.57
			Total	235
				789,695.11

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	210	537,160.75
12	Child Development Fund	4	565.53
40	Capital Outlay Fund	21	251,968.83
Total		235	789,695.11

PO Changes	
	New PO Amount Change Amount
Total PO Changes	

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Includes 10/10/2012 - 10/30/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-00061	DB MECHANICAL, INC.	Additional A100 Door for Conference Room	1,306.70
RQ13-02094	DERECK ZARA	Reimburse-CSU Fall Counselor Conference	78.50
RQ13-02193	TRL SYSTEMS, INC.	Code Blue Station Repair	3,579.79
RQ13-02199	PACIFIC COACHWAYS	Bus for Emeritus FT	833.00
RQ13-02296	PACIFIC COACHWAYS	Bus for Emeritus FT	1,005.50
RQ13-02371	WELLS FARGO #4198	Contour Design - RollerMouse Free2	282.55
RQ13-02426	JUAN AVALOS	ACCCA conf. Feb 21-22,2013, Monterey	1,560.00
RQ13-02444	MONICA PARKS	Reimbursement for CAPED Conference	733.40
RQ13-02479	LISA DAO	TAA funded student books and fees-L. Dao	893.64
RQ13-02495	GROWTH SECTOR CO.	Reimbursement for NASA Trip Dinner for B2E Grant	666.48
RQ13-02502	IRVINE VALLEY COLLEGE BOOKSTORE	CARE Books Summer 2012	211.48
RQ13-02518	IRVINE VALLEY COLLEGE BOOKSTORE	EOPS Bookstore Billing Fall 2012 (Aug & Sep)	70,969.87
RQ13-02590	PACIFIC COACHWAYS	Bus for Emeritus FT	498.75
RQ13-02637	CARMENMARA HERNANDEZ-BRAVO	Reimbursement for Spanish DVDs	108.97
RQ13-02652	JUANITA BALTIERRA	Reimbursement for CSU & UC Conf	105.00
RQ13-02655	GEORGINA GUY	Reimbursement for CSU & UC Conferences	105.00
RQ13-02678	CHEZ NAZ BAKERY	CTE Career Day Event	1,817.06
RQ13-02695	LESLIE HUMPHREY	CCLC Annual Conference, Los Angeles	1,000.00
RQ13-02716	WELLS FARGO #3317 (DISTRICT)	Arroyo Trabuco-BPA Session Facility & Catering	1,406.51
RQ13-02720	PARISA SOLTANI	Reimbursement-2012 Comm Coll Track Conference	40.00
RQ13-02732	S & B FOODS CATERING DIVISION	Refershments for Student Success Summit	1,235.78
RQ13-02755	WELLS FARGO #4198	Scantool Kit for the CTE Auto program	1,456.47
RQ13-02766	SYLVIA CARMONA	FSA Conferene for Sylvia Carmona	1,100.00
RQ13-02767	GLENN ROQUEMORE	Travel for Glenn Roquemore	760.00
RQ13-02769	BARBARA STRAUSS	FSA Conference for Barbara Strauss	1,100.00
RQ13-02775	CALIFORNIA PLACEMENT ASSN C/O MAGGI DUNSMORE	CPA Regional Workshop Conference	25.00
RQ13-02813	S & B FOODS	Food for State of the College Breakfast	1,325.59
RQ13-02832	RENEE GARCIA SADDLEBACK COLLEGE	Conference for Renee Garcia	643.60
RQ13-02833	TEDDI LORCH	2012 Education Law Conference - Lorch	99.00
RQ13-02834	ESTER GRAHAM	2012 Education Law Conference - Graham	99.00
RQ13-02843	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	Environmental Testing of CEC 5 and CEC 6	750.00
RQ13-02849	DON BUSCHE	Conference for Don Busché	480.00
RQ13-02850	WELLS FARGO #4198	Online photo storage	39.90
RQ13-02851	STEVE LEE	Reimbursement-2012 Comm Coll Track Conference	40.00
RQ13-02852	LARRY RADDEN	Reimb. for Speech Supplies	145.46
RQ13-02853	COMSERCO	Radio Repair	253.79
RQ13-02856	STEVE LEE	Reimbursement-2012 CSU Counselor Conf.	65.00
RQ13-02862	DR. LINDA FONTANILLA	Conference Registration	107.00
RQ13-02863	SARAH CHANG	Reimburse for CSU & UC Counselor Conference	105.00
RQ13-02865	MARIANA J. DE SARACHO	Reimburse for CSU & UC Counselor Conference	105.00
RQ13-02866	MICHAEL ENGELS	Reimburse for CSU & UC Counselor Conference	105.00

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Includes 10/10/2012 - 10/30/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-02867	DAVID FRANCISCO	Reimburse for CSU & UC Counselor Conference	105.00
RQ13-02868	JAN VENTURA	Reimburse for CSU Counselor Conference	65.00
RQ13-02869	WELLS FARGO #4198	Dry Cleaning Services-Good Hands CV Cleaners	200.00
RQ13-02877	IDEN SADEGHIEH	Reimburse for urgent cable purchase	34.46
RQ13-02878	KOLIN WILLIAMS	Reimbursement for CSU & UC Conf	65.00
RQ13-02879	CONNIE JACKSON	Reimbursement for UC & CSU Conf	105.00
RQ13-02880	MARIA KIERNAN	Reimbursement-Art Field Trip	50.00
RQ13-02881	DENNIS GORDON	CCLC Conference November 15-17, 2012	1,137.34
RQ13-02882	TEDDI LORCH	2012 ERTSC Annual Conference - Lorch	204.00
RQ13-02883	SOKHA SONG	2012 Annual ERTSC Conference - Song	204.00
RQ13-02884	WELLS FARGO #1598	Ralphs-Produce for Biology 2	25.00
RQ13-02886	WELLS FARGO #3317 (DISTRICT)	Fax machine for Payroll: Office Max	215.49
RQ13-02888	ZINA BORATYNEC	Reimbursement for CSU & UC Conf.	105.00
RQ13-02891	MIKI MIKOLAJCZAK	Reimbursement for CSU & UC Conf.	105.00
RQ13-02892	JENNIFER RACHMAN	Reimbursement for CSU & UC Conf.	40.00
RQ13-02893	JENNIFER GOLDEN	Reimbursement for CSU & UC Conf.	105.00
RQ13-02894	ORLANTHA NIN	Reimbursement for CSU & UC Conf.	105.00
RQ13-02901	MARIA NUNEZ	Reimbursement-CCCEOPSA Conference	683.38
RQ13-02902	KATHLEEN WERLE	Reimbursement for book	50.00
RQ13-02903	BRUCE SOBCZAK	Reimbursement for book	50.00
RQ13-02904	LISA INLOW	Reimbursement-FN 241 Grocery Supplies	340.55
RQ13-02907	WELLS FARGO #3317 (DISTRICT)	Printer and Cartridges: Office Max	378.15
RQ13-02911	WELLS FARGO #4198	Dept. Resource - DVD	22.50
RQ13-02912	WELLS FARGO #4198	OC Business Summit	210.00
RQ13-02913	WELLS FARGO #3317 (DISTRICT)	Thumb Drives: Office Max	86.09
RQ13-02916	JORGE GUERRERO	Reimbursement for CSU Conf.	65.00
RQ13-02925	WELLS FARGO #3317	Keyboard Folio for iPad	135.59
RQ13-02926	KAREN TAYLOR	Conf. Reimbursement-Graph Expo	1,138.84
RQ13-02928	JODI TITUS	Reimbursement-AASHE Conference, Los Angeles	1,254.37
RQ13-02931	COUTTS LIBRARY SERVICES, INC.	Library book per Jenny Langrell	36.01
RQ13-02933	FAWN TANRIVERDI	Reimbursement-EOPSA Conference	997.51
RQ13-02936	WELLS FARGO #4198	Epoxy product for setbuilding-Polygem, Inc.	469.72
RQ13-02937	BAKER & TAYLOR	Library books per Jenny Langrell	465.74
RQ13-02942	BERTRAND'S MUSIC	Music 252 Book	29.74
RQ13-02943	ANTHONY TENG	Reimbursement- Subscription	150.00
RQ13-02944	LAGUNA GRAPHIC ARTS, INC.	Business Cards - James Laurie	52.02
RQ13-02945	RAJANPAL DHILLON	CTE Automotive Supplies	727.31
RQ13-02953	THOMAS JOHN PRENDERGAST	Conference for T.J. Prendergast	31.00
RQ13-02955	DAVID D. GATEWOOD	CCCAOE conference attendance	505.00
RQ13-02956	SNAP-ON INCORPORATED	Timing light repair	129.80
RQ13-02958	JENNIFER MC CUE	Reimbursement-Constant Contact Subscription	80.00
RQ13-02959	IRVINE VALLEY COLLEGE BOOKSTORE	CARE Books Fall 2012 (Aug & Sep)	1,523.47
RQ13-02960	SIBYLLE GEORGIANNA	Conf. Reimburse-APA Convention	700.00
RQ13-02964	JUDY HENMI	PAY IN ADVANCE JSPAC Travel/J. Henmi	1,116.00
RQ13-02967	TAMARA BOSTWICK	Reimbursement for postage	23.90
RQ13-02970	GLYNIS ARMSTRONG	Books and Fees-WIA funded student-G. Armstrong	947.61
RQ13-02973	FAWN TANRIVERDI	Conference Travel/JSPAC/F.Tanriverdi	665.00

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Includes 10/10/2012 - 10/30/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-02976	SUNNI ASTA	Books and Fees-WIA funded student-S. Asta	977.24
RQ13-02977	WELLS FARGO #3317 (DISTRICT)	Office supplies-Office Max	64.55
RQ13-02978	LEONA AUTOR	Books and Fees-WIA funded student-L. Autor	795.96
RQ13-02979	MARK ZANDONELLA	Conf for Zandonella	645.00
RQ13-02980	BRANDYE D'LENA	Reimbursement for office supplies	35.54
RQ13-02983	MARIA BOUGRAB	Books and Fees-WIA funded student-M. Bougrab	1,890.57
RQ13-02985	DANIEL LUZKO	Conference Reimbursement-Jazz and Classical Fest.	1,400.00
RQ13-02987	MADELYN JOHNSTON-PLESCIA CREATIONS BY MADELYN	Flowers for the Annual State of College Mtg	204.00
RQ13-02988	CHERLYN FREEMAN	Books and Fees-WIA funded student-C. Freeman	267.74
RQ13-02989	CANDICE HOSTETLER	Books and Fees-WIA funded student-C. Hostetler	977.24
RQ13-02990	MELISSA MOORE	Books and Fees-WIA funded student-M. Moore	977.24
RQ13-02991	JOE SANTOS	Books and Fees-WIA funded student-J. Santos	822.05
RQ13-02992	SCHOCK, SHAVONN	Books and Fees-WIA funded student-S. Schock	977.24
RQ13-02993	CHRISTINA SCHULZ	Books and Fees-WIA funded student-C. Schulz	977.24
RQ13-02994	SUMMER SORIA	Books and Fees-WIA funded student-S. Summer	977.24
RQ13-02995	LAURA STUTSMAN	Books and Fees-WIA funded student-L. Stutsman	977.24
RQ13-02997	LISABETH LICERO-ORTIZ	WIA Funded Community Ed Student-L. Licero-Ortiz	1,595.00
RQ13-03000	S & B FOODS	Transfer College Fair - October 30, 2012	338.55
RQ13-03005	SARA NIEVES-LUCAS	Reimbursement for UC Conf.	40.00
RQ13-03009	LAGUNA GRAPHIC ARTS, INC.	New Business Cards for Cheryl Dobbie	38.09
RQ13-03019	JUDY HENMI	Conference Reimb-CAPED	1,424.53
RQ13-03021	GMF SOUND, INC.	Repair to sound equip in HS Board room	1,100.00
RQ13-03022	JAYNE KLUNDER	Reimbursement for UC Conf.	40.00
RQ13-03034	JACK APPLEMAN	Reimbursement-CMC3- Conference	78.75
RQ13-03040	SO. ORANGE CO. COMM. COL.DIST	R2T4 Direct Loan Repayment	867.00
RQ13-03044	RANDY W. PEEBLES	CONFERENCE	170.00
RQ13-03049	LINDSAY FOX	Reimbursement-Faculty Supplies	31.84
RQ13-03054	SJM INDUSTRIAL RADIO	Replacement Antenas	83.93
RQ13-03059	CAROL LERMAN	Reimbursement for CSU & UC Conf.	105.00
RQ13-03066	SO. ORANGE CO. COMM. COL.DIST	Return to title IV Funds	1,660.00
RQ13-03074	NCS PEARSON, INC. DBA PEARSON ASSESSMENTS	Mental health testing SC/health center	95.90
RQ13-03076	AMARA AGUILAR	ConfReimb-Online News Association Conference	1,000.00
RQ13-03078	JUANITA BALTIERRA	ConfReimb-43rd Annual CCCEOPSA Association	710.57
RQ13-03081	ANGELA OROZCO-MAHANEY	CCLC Conference November 15 - 17, 2012	992.34
RQ13-03085	MICHAEL BENNETT	ConfReimb-CA Physical Therapy Association	1,000.00
RQ13-03086	CRISTY BRUNS	ConfReimb- Asilomar 61: The Language Arts Conf.	500.00
RQ13-03087	OCEANA CALLUM	ConfReimb-Pacific Ancient & Modern Laguege Assoc.	500.00
RQ13-03088	CARRIE DANKO	ConfReimb-Cardiovascular Symposium	125.00
RQ13-03089	KIM D'ARCY	ConfReimb-CA AssnPostsecondaryEducation&Disability	945.99
RQ13-03090	WARE DISPOSAL CO., INC.	Waste Disposal Svcs (July 31 Service)	1,071.62
RQ13-03091	FLEUR FONG	ConfReimb-Pilates for Injuries & Pathologies	500.00
RQ13-03092	LINDA GLEASON	ConfReimb-NLN Summit: Opening Doors to Leadership	624.66

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ESCAPE ONLINE

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Includes 10/10/2012 - 10/30/2012

Requisition Number	Vendor Name	Description	Requisition Total
RQ13-03094	THE EMBROIDERY STORE	Golf visors	283.17
RQ13-03095	KIRILL GLIADKOVSKY	ConfReimb-Arts Northwest National	1,000.00
RQ13-03096	DR. CRAIG JUSTICE	CCCCIO 2012 Fall Conference for Craig Justice	923.00
RQ13-03097	BARBARA HUGGINS	ConfReimb-Honor Society of Nursing-Odyssey 2012	324.00
RQ13-03098	BARBARA HUGGINS	ConfReimb-NLN Summit: Opening Doors to Leadership Seminar	318.00
RQ13-03099	CMI EDUCATION	Seminar	370.00
RQ13-03100	CANDY NELSON	ConfReimb-Cardiovascular Symposium	182.72
RQ13-03101	VERONICA OBERMEYER	ConfReimb-Egg Tempera II Painting Workshop	1,000.00
RQ13-03102	JANINE O'BUCHON	ConfReimb-Cardiovascular Symposium	159.59
RQ13-03103	RICK REESE	ConfReimb-Society Illustrators Educators Symposium	800.00
RQ13-03104	VITO-LEONARDO SCAROLA	ConfReimb-Society Illustrators Educators Symposium	1,000.00
RQ13-03106	PENNY SKAFF	ConfReimb-Strengthening Student Success Conference	387.00
RQ13-03107	DON BUSCHE	Reimbursement for FedEx	31.10
RQ13-03108	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	3,200.00
RQ13-03110	S & B FOODS	Food for K-12 Breakfast	1,255.83
RQ13-03114	WELLS FARGO #4198	Book for Veterans Office-Beman Assoc	45.00
RQ13-03115	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	1,506.00
RQ13-03116	GROSSMONT COLLEGE ATHLETICS	Speech -Griffin Invitational, El Cajon	348.00
RQ13-03121	GARY RYBOLD	Reimbursement for Forensic Team supplies	63.41
RQ13-03125	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	for DSA #04-106046	500.00
RQ13-03128	NORMS REFRIGERATION	Repair to cafeteria ice-maker	811.66
RQ13-03129	LINDA CALL	Reimbursement for NLN Conference	562.50
RQ13-03131	WELLS FARGO #4198	Good Hands Dry Cleaning - Tablecloths	175.00
RQ13-03135	BRANDYE D'LENA	conference for brandye - CCFC	708.60
RQ13-03136	WILL GLEN	CCUPCA Conf. for Will Glen	565.00
RQ13-03141	S & B FOODS	Refreshments - Family Night 2012	193.14
RQ13-03144	PEPPER MUSIC COMPANY	Music	694.74
RQ13-03145	PEPPER MUSIC COMPANY	Music	408.69
RQ13-03148	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	1,309.00
RQ13-03151	DAN WALSH	Reimbursement - ASCCC Area D Meeting	89.00
RQ13-03156	SO. ORANGE CO. COMM. COL.DIST	Return to Title IV Funds	1,300.00
RQ13-03161	UNITED STATES TREASURY	Taxes due to United States Treasury	190.51
RQ13-03162	BALBOA POWER SQUADRON c/o JOHN TARLOS-TREASURER	Materials for MST 218 Students	353.67
RQ13-03166	WELLS FARGO #4198	Bronner's - snow display for Maine setbuilding	268.47
RQ13-03186	VIKYRA VYRAK	Reimburse for uniform supplies	20.46
RQ13-03205	WILL GLEN	Reimburse for Safety supplies	13.94
RQ13-03234	DAVID BUGAY	Conference for David Bugay	513.60
		Total	167
			163,657.04

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Fund Summary				
Fund	Description		Requisition Count	Amount
01	General Fund		164	180,443.83
40	Capital Outlay Fund		3	3,213.21
		Total	167	163,657.04

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ESCAPE ONLINE

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

BACKGROUND

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

STATUS

Checks No. 163378 through 163929 processed through the Orange County Department of Education, totaling \$1,795,678.08; and Checks No. 010531 through 010553, processed through Saddleback College Community Education, totaling \$46,994.95; and Checks No. 009047 through 009054, processed through Irvine Valley College Community Education, totaling \$14,689.21 are submitted for the approval of the Board of Trustees.

RECOMMENDATION

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

Checks Dated 10/10/2012 through 10/30/2012

Check Number	Check Date	Pay to the Order of	Check Amount
163378	10/10/2012	CITY OF TUSTIN ATTN: CITY MANAGER'S OFFICE	550.00
163379	10/10/2012	PACIFIC COACHWAYS	787.25
163380	10/10/2012	NANCY PADBERG	53.99
163381	10/10/2012	BOB PARRETT CONSTRUCTION	13,651.00
163382	10/10/2012	THE PATON GROUP	25,332.58
163383	10/10/2012	PENN STATE INDUSTRIES	321.95
		Unpaid Sales Tax	23.25
		Expensed Amount	345.20
163384	10/10/2012	J.W. PEPPER & SON, INC.	299.55
163385	10/10/2012	LILIANN PEREZ-STROUD	360.00
163386	10/10/2012	PETE'S ROAD SERVICE	199.34
163387	10/10/2012	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	791.00
163388	10/10/2012	PURETEC	261.85
163389	10/10/2012	QUEST DIAGNOSTICS	1,045.24
163390	10/10/2012	QUICK CAPTION	1,080.00
163391	10/10/2012	REFRIGERATION UNLIMITED, INC	158.32
163392	10/10/2012	RICOH AMERICAS CORPORATION	74.12
163393	10/10/2012	MARY ROMINGER	72.73
163394	10/10/2012	ROYAL PLYWOOD CO., LLC	948.64
163395	10/10/2012	S & B FOODS CATERING DIVISION	771.12
163396	10/10/2012	S & B FOODS CATERING DIVISION	78.55
163397	10/10/2012	S & B FOODS CATERING DIVISION	74.67
163398	10/10/2012	S & B FOODS CATERING DIVISION	64.65
163399	10/10/2012	S & S COMMUNICATIONS	5,996.29
163400	10/10/2012	SADDLEBACK GOLF CARS, INC.	258.40
163401	10/10/2012	SAFEWAY, INC.	10.66
163402	10/10/2012	SIEMENS INDUSTRY INC.	93.61
163403	10/10/2012	SMART & FINAL IRIS CO.	59.07
163404	10/10/2012	SMART VEND CORPORATION	861.01
163405	10/10/2012	DANIEL SMITH, INC.	151.58
		Unpaid Sales Tax	11.75
		Expensed Amount	163.33
163406	10/10/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	5,714.09
163407	10/10/2012	SO. ORANGE CO. COMM. COL.DIST	7,703.00
163408	10/10/2012	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	58,896.00
163409	10/10/2012	SOCCERKRAZE	4,192.32
163410	10/10/2012	SPECTRUM CHEMICAL MFG. CORP.	262.81
163411	10/10/2012	BLAKE STEPHENS	81.40
163412	10/10/2012	AMY SUPINGER dba SUPINGER STRATEGIES	3,500.00
163413	10/10/2012	T3 MOTION, INC.	239.79
163414	10/10/2012	PATRIC TAYLOR	125.14
163415	10/10/2012	TECHNIC BUSINESS SOLUTIONS	404.90
163416	10/10/2012	TESORO HIGH SCHOOL TESORO TRIBUNE	300.00
163417	10/10/2012	TNR TECHNICAL, INC.	157.24
163418	10/10/2012	TOWNSEND PUBLIC AFFAIRS, INC ATTN:CHRISTOPHER TOWNSEND	3,500.00
163419	10/10/2012	TUTTLE-CLICK FORD	406.47
163420	10/10/2012	UNISOURCE WORLDWIDE INC.	14,948.56

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Check Number	Check Date	Pay to the Order of	Check Amount
163421	10/10/2012	UNITED FABRICARE SUPPLY, INC.	420.23
163422	10/10/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	117.76
163423	10/10/2012	UNIVERSAL SPECIALTIES, INC.	245.43
163424	10/10/2012	UPSTAGE PARALLELS	723.13
163425	10/10/2012	AMBER VANN	64.63
163426	10/10/2012	LAURIE M. VARTANIAN dba RELIABLE RESPONSE	700.00
163427	10/10/2012	VISTA PAINT CORPORATE OFFICE	203.70
163428	10/10/2012	VWR INTERNATIONAL, INC.	124.05
163429	10/10/2012	WALTERS WHOLESALE ELECTRIC	4,837.01
163430	10/10/2012	WEST-LITE SUPPLY CO.	106.67
163431	10/10/2012	DOUGLAS WESTLAKE	781.25
163432	10/10/2012	WOHLERS ASSOCIATES, INC. TERRY WOHLERS	3,159.02
163433	10/10/2012	WOLTERS KLUWER HEALTH	2,586.00
163434	10/10/2012	ZOLL MEDICAL CORPORATION	40,714.48
163435	10/10/2012	SMART & FINAL IRIS CO.	296.25
163436	10/10/2012	SO. ORANGE CO. COMM. COL. DISTWORKERS COMPENSATION	1,605.68
163437	10/10/2012	GALE SCHENCK	150.00
163438	10/10/2012	ARTHER SELVAN MD INC.	50.00
163439	10/10/2012	WELLS FARGO #1598	2,682.44
		Unpaid Sales Tax	18.59
		Expensed Amount	2,701.03
163440	10/10/2012	INTERNAL REVENUE SERVICE	850.00 *
	Cancelled on 10/15/2012, Cancel Register # AP10152012A		
163441	10/11/2012	AT & T	70.77
163442	10/11/2012	AT & T	27.28
163443	10/11/2012	AT & T	35.90
163444	10/11/2012	AT&T	11.70
163445	10/11/2012	AT&T	2.90
163446	10/11/2012	SAN DIEGO GAS & ELECTRIC	1,500.22
163447	10/11/2012	SOUTHERN CALIFORNIA EDISON CO.	276.98
163448	10/11/2012	SOUTHERN CALIFORNIA GAS CO.	1,068.78
163449	10/11/2012	SOUTHERN CALIFORNIA GAS CO.	20.32
163450	10/11/2012	SOUTHERN CALIFORNIA GAS CO.	645.77
163451	10/11/2012	SOUTHERN CALIFORNIA GAS CO.	37.38
163452	10/11/2012	APPLE COMPUTER INC.	353.25
163453	10/11/2012	CATALYST CONSULTING	7,020.00
163454	10/11/2012	I3 SOLUTIONS	3,850.00
163455	10/11/2012	MC CARTHY BUILDING COMPANIES	12,190.20
163456	10/11/2012	NEUDESIC, LLC	60,658.50
163457	10/11/2012	OC REGISTER COMMERCIAL BILLING	1,772.00
163458	10/11/2012	PENN CORPORATE RELOCATION SERVICES, INC.	320.00
163459	10/11/2012	PUBLIC ECONOMICS, INC.	4,206.00
163460	10/11/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	49.00
163461	10/11/2012	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	49.00
163462	10/11/2012	MILLENIUM BILTMORE HOTEL	344.34
163463	10/11/2012	DR. ROBERT BRAMUCCI	12.00
163464	10/11/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	550.00
163465	10/11/2012	KEVIN M. DALLA BETTA	47.51

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Check Number	Check Date	Pay to the Order of	Check Amount
163466	10/11/2012	PATRICIA K. FLANIGAN	12.00
163467	10/11/2012	JENNIFER HEDGECOCK	1,000.00
163468	10/11/2012	HOLIDAY INN FORT WAYNE	225.72
163469	10/11/2012	DR. CRAIG JUSTICE	727.99
163470	10/11/2012	MARRIOTT WARDMAN PARK HOTEL	258.77
163471	10/11/2012	OMNI SHOREHAM HOTEL	267.93
163472	10/11/2012	SPA RESORT CASINO	243.60
163473	10/11/2012	KIMBERLY STANKOVICH	96.13
163474	10/11/2012	WESTERN MUSEUMS ASSOCIATION	400.00
163475	10/11/2012	WINDSOR PARK HOTEL	614.86
163476	10/11/2012	RESERVE ACCOUNT PITNEY BOWES	30,000.00
163477	10/11/2012	VIATRON SYSTEMS, INC.	22,837.50
163478	10/12/2012	AAA ELECTRIC MOTOR SALES	1,635.27
163479	10/12/2012	AIR SOURCE INDUSTRIES, INC.	176.34
163480	10/12/2012	ALBERT USTER IMPORTS, INC.	410.48
163481	10/12/2012	AUCA LOS ANGELES	88.98
163482	10/12/2012	KRISTEN BUSH	1,400.00
163483	10/12/2012	BUTLER CHEMICALS, INC.	617.01
163484	10/12/2012	CARD INTEGRATORS CORPORATION DBA: CI SOLUTIONS	385.00
		Unpaid Sales Tax	29.84
		Expensed Amount	414.84
163485	10/12/2012	CDW GOVERNMENT, INC.	2,590.39
163486	10/12/2012	MATTHEW CODDE	150.00
163487	10/12/2012	CR&R	4,203.20
163488	10/12/2012	CARIE CRUZ	35.00
163489	10/12/2012	CSS/RANCHO JANITORIAL SUPPLIES	1,549.98
163490	10/12/2012	DEMCO INC.	43.89
163491	10/12/2012	DRAMATISTS PLAY SERVICE, INC.	120.00
163492	10/12/2012	SPARKLETTS	787.32
163493	10/12/2012	SPARKLETTS	1,333.62
163494	10/12/2012	ESSENCE ENTERTAINMENT	275.00
163495	10/12/2012	EWING IRRIGATION PRODUCTS	985.99
163496	10/12/2012	FEDERAL EXPRESS	113.99
163497	10/12/2012	FISHER SCIENTIFIC	38.04
163498	10/12/2012	ADVANCED OFFICE SERVICES IMAGING PLUS	46.84
163499	10/15/2012	AT&T	4,619.82
163500	10/15/2012	XEROX CORPORATION	92.29
163501	10/15/2012	XEROX CORPORATION	6,025.59
163502	10/15/2012	XEROX CORPORATION	110.60
163503	10/15/2012	A-S MEDICATION SOLUTIONS, LLC	244.22
163504	10/15/2012	ARROWHEAD DRINKING WATER	16.23
163505	10/15/2012	MIKE BROWN GRANDSTANDS	29,000.00
163506	10/15/2012	CINTAS CORPORATION	83.50
163507	10/15/2012	CINTAS DOCUMENT MANAGEMENT	120.00
163508	10/15/2012	CINTAS DOCUMENT MANAGEMENT	120.00
163509	10/15/2012	CONSOLIDATED ELECTRICAL DIST.	35.90
163510	10/15/2012	DA CAPO MUSIC	309.99
163511	10/15/2012	DELL MARKETING L.P. C/O DELL USA L.P.	287.63

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Check Number	Check Date	Pay to the Order of	Check Amount
163512	10/15/2012	ENTERPRISE RENT-A-CAR	1,699.16
163513	10/15/2012	EXPERIAN	127.00
163514	10/15/2012	FONTIS SOLUTIONS div of IMAGE DISTRIBUTION SERV	366.35
163515	10/15/2012	SHEILA FORSBERG	2,970.00
163516	10/15/2012	ADRENALIN SPORTS APPAREL DBA JOANN MARIE HYDER	2,236.89
163517	10/15/2012	CHANG, DAVID H.	14.98
163518	10/15/2012	MONIKA CONNOLLY	28.87
163519	10/15/2012	AEROFUND FINANCIAL	5,620.00
163520	10/15/2012	G & K SERVICES	157.70
163521	10/15/2012	GALE SUPPLY COMPANY	1,402.10
163522	10/15/2012	GEMPLER'S	344.54
163523	10/15/2012	GOPHER SPORTS EQUIPMENT	286.55
		Unpaid Sales Tax	20.47
		Expensed Amount	307.02
163524	10/15/2012	GORM, INC.	34.53
163525	10/15/2012	W. W. GRAINGER	906.44
163526	10/15/2012	GRESHAM SAVAGE NOLAN & TILDEN ATTORNEYS AT LAW	7,543.24
163527	10/15/2012	GREEN THUMB INTERNATIONAL	23.23
163528	10/15/2012	GRIMES, KELLY	240.00
163529	10/15/2012	GTECH FITNESS INC	684.00
		Unpaid Sales Tax	53.01
		Expensed Amount	737.01
163530	10/15/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	1,710.00
163531	10/15/2012	HERNANDEZ, GABRIELA	50.00
163532	10/15/2012	HERTZ FURNITURE SYSTEMS	177.18
163533	10/15/2012	HIGHER ONE INC.	1,040.16
163534	10/15/2012	HIRSCH PIPE & SUPPLY	322.91
163535	10/15/2012	HITT MARKING DEVICES, INC.	64.84
163536	10/15/2012	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	90.00
163537	10/15/2012	HUMANSCALE	508.32
163538	10/15/2012	IACLEA	225.00
163539	10/15/2012	IAI PRESENTATIONS, INC. PEKING ACROBATS	8,000.00
163540	10/15/2012	INGARDIA BROTHERS PRODUCE, INC.	3,611.25
163541	10/15/2012	BILL JAY	8.65
163542	10/15/2012	TONY KIM	50.00
163543	10/15/2012	KINA, MORITAKA	870.00
163544	10/15/2012	GARY I. KUSUNOKI	230.00
163545	10/15/2012	SHARON LANDIS	300.00
163546	10/15/2012	LESLIE'S POOLMART, INC.	53.19
163547	10/15/2012	MICHAEL LEVINE, INC.	507.43
163548	10/15/2012	DIANE LEWIS	166.51
163549	10/15/2012	LIBRARY ADVANTAGE	170.00
		Unpaid Sales Tax	13.18
		Expensed Amount	183.18
163550	10/15/2012	LOOMIS, FARGO & COMPANY	649.00
163551	10/15/2012	MAINTEX	2,885.90

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Check Number	Check Date	Pay to the Order of	Check Amount
163552	10/15/2012	MARCIVE, INC.	52.36
163553	10/15/2012	MICHAEL LOWELL MC CORMICK	94.72
163554	10/15/2012	MC KESSON MEDICAL SURGICAL	77.15
163555	10/15/2012	FRANK M. MELDAU	7.96
163556	10/15/2012	CLIFFORD MEYER C/O AUTO TECH	188.69
163557	10/15/2012	MARCIA MILCHIKER	17.12
163558	10/15/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	247.84
163559	10/15/2012	MOUNTAIN MEASUREMENT, INC. NCLEX PROGRAM REPORTS	375.00
163560	10/15/2012	OCLC, INC. DEPT #34299	546.31
163561	10/15/2012	ORION TELESCOPES & BINOCULARS	1,896.09
163562	10/15/2012	ORKIN PEST CONTROL 711	212.50
163563	10/15/2012	NANCY PADBERG	56.08
163564	10/15/2012	HEATHER PARK	36.43
163565	10/15/2012	THOMAS JOHN PRENDERGAST	19.26
163566	10/15/2012	DONNA PRIBYL	30.36
163567	10/15/2012	CHRISTOPHER W. SMITH	3,520.00
163568	10/15/2012	JIM WRIGHT	125.63
163569	10/15/2012	RUBY HAZZARD	29.97
163570	10/15/2012	SWRCB	466.00
163571	10/16/2012	UNITED STATES TREASURY	850.00
163572	10/16/2012	PARADIGM, INC.	70.90
163573	10/16/2012	ANTHONY RODGERS OPERATIONS SUPERVISOR	109.99
163574	10/16/2012	SHERATON GRAND SACRAMENTO	1,868.74
163575	10/16/2012	THINK EDUCATION SOLUTIONS, LLC	16,987.00
163576	10/16/2012	FLORA-LEE WRAY	300.00
163577	10/16/2012	ZAMA SPORTS	1,353.34
163578	10/16/2012	PLAY POWER C/O PACIFIC PARK	523.01
163579	10/16/2012	HOME DEPOT	2,500.80
163580	10/17/2012	AMS WEATHER STUDIES AMER. METEOROLOGICAL SOCIETY	149.00
163581	10/17/2012	BIOQUIP PRODUCTS	312.96
163582	10/17/2012	DR. ROBERT BRAMUCCI	31.25
163583	10/17/2012	DEPARTMENT OF GENERAL SERVICES	5,428.00
163584	10/17/2012	CAPUTO, CHRISTOPHER	1,000.00
163585	10/17/2012	CDW GOVERNMENT, INC.	1,843.92
163586	10/17/2012	COMPUTERLAND	22,728.00
163587	10/17/2012	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES	150.00
163588	10/17/2012	DELL MARKETING L.P. C/O DELL USA L.P.	613.03
163589	10/17/2012	DISPLAYS 2GO	198.55
		Unpaid Sales Tax	13.17
		Expensed Amount	211.72
163590	10/17/2012	SPARKLETTS	46.47
163591	10/17/2012	EWING IRRIGATION PRODUCTS	71.50
163592	10/17/2012	FEDERAL EXPRESS	69.19
163593	10/17/2012	SAMUEL FRENCH MUSICAL DEPARTMENT	800.00
163594	10/17/2012	OFFICEMAX CONTRACT INC.	4,485.43
163595	10/17/2012	OFFICEMAX CONTRACT INC.	7,405.05

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163596	10/17/2012	SHELL FLEET CARD SERVICES PROCESSING CENTER	3,964.09
163597	10/17/2012	CDW GOVERNMENT, INC.	121.45
163598	10/17/2012	UC REGENTS BIRCH AQUARIUM AT SCRIPPS	435.50
163599	10/17/2012	TRILITERAL LLC	252.00
		Unpaid Sales Tax	19.53
		Expensed Amount	271.53
163600	10/17/2012	PACIFIC ART GLASS	209.71
163601	10/17/2012	PACIFIC PARKING SYSTEMS, INC.	111.29
163602	10/17/2012	PENN CORPORATE RELOCATION SERVICES, INC.	376.00
163603	10/17/2012	PETCO ANIMAL SUPPLIES	81.30
163604	10/17/2012	PHOENIX GROUP	3,261.74
163605	10/17/2012	POWER FORD TUSTIN	73.29
163606	10/17/2012	LARRY RADDEN	145.46
163607	10/17/2012	REFRIGERATION SUPPLIES DIST.	1,123.92
163608	10/17/2012	RICOH USA, INC.	1,277.20
163609	10/17/2012	ROTH CARNEY APC	7,295.38
163610	10/17/2012	S & B FOODS CATERING DIVISION	61.31
163611	10/17/2012	SAFEWAY, INC.	986.40
163612	10/17/2012	SECURITAS SECURITY SVCS, USA	4,366.20
163613	10/17/2012	SEHI PROCOMP COMPUTER PRODUCTS	1,027.13
163614	10/17/2012	SEPULVEDA BUILDING MATERIALS	696.83
163615	10/17/2012	SERVI-TECH LABORATORIES	735.20
163616	10/17/2012	SHRED-IT USA-SAN DIEGO	140.00
163617	10/17/2012	SIEMENS INDUSTRY INC.	222.00
163618	10/17/2012	RUSSELL SIGLER, INC.	484.69
163619	10/17/2012	SMART & FINAL IRIS CO.	1,193.63
163620	10/17/2012	DANIEL SMITH, INC.	658.96
		Unpaid Sales Tax	51.06
		Expensed Amount	710.02
163621	10/17/2012	SOUTHERN COUNTIES OIL DBA/SC FUELS	1,546.29
163622	10/17/2012	SPECTRUM CHEMICAL MFG. CORP.	475.42
163623	10/17/2012	STAR MAINTENANCE SUPPLY	358.81
163624	10/17/2012	TECHNIC BUSINESS SOLUTIONS	85.00
163625	10/17/2012	TOMARK SPORTS, INC.	1,444.99
163626	10/17/2012	TRL SYSTEMS, INC.	3,579.79
163627	10/17/2012	TRUSTWAVE	1,650.00
163628	10/17/2012	TURF TIRE DISTRIBUTORS	347.17
163629	10/17/2012	UNISOURCE WORLDWIDE INC.	4,997.66
163630	10/17/2012	USA MOBILITY WIRELESS, INC.	65.21
163631	10/17/2012	VENTEK INTERNATIONAL	885.00
163632	10/17/2012	VISTA PAINT CORPORATE OFFICE	109.15
163633	10/17/2012	VWR INTERNATIONAL, INC.	198.99
163634	10/17/2012	WALTERS WHOLESALE ELECTRIC	2,931.23
163635	10/17/2012	WATER TECH AG SUPPLY	1,748.79
163636	10/17/2012	WESTMINSTER PRESS, INC.	6,163.30
163637	10/17/2012	WILMAD/LAB GLASS	653.32
163638	10/17/2012	MICHAEL WOLF INTERIORS INC.	556.00
163639	10/17/2012	YALE CHASE MATERIALS HANDLING	718.89

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163640	10/17/2012	SMART & FINAL IRIS CO.	1,081.27
163641	10/17/2012	SO. ORANGE CO. COMM. COL. DIST	23,138.97
163642	10/19/2012	HAIR CALIFORNIA BEAUTY ACADEMY	20,363.00
163643	10/22/2012	AT & T	224.53
163644	10/22/2012	AT & T	63.00
163645	10/22/2012	AT&T	11.61
163646	10/22/2012	SAN DIEGO GAS & ELECTRIC	152,534.35
163647	10/22/2012	SOUTHERN CALIFORNIA EDISON CO.	2,625.80
163648	10/22/2012	SOUTHERN CALIFORNIA EDISON CO.	11,322.84
163649	10/22/2012	SOUTHERN CALIFORNIA EDISON CO.	95.79
163650	10/22/2012	SOUTHERN CALIFORNIA GAS CO.	5,614.72
163651	10/22/2012	VERIZON	128.76
163652	10/22/2012	ACCCA	395.00
163653	10/22/2012	DR. ROBERT BRAMUCCI	174.90
163654	10/22/2012	TOD A. BURNETT	382.31
163655	10/22/2012	CCCCIO C/O CLAIRE BIANCALANA	365.00
163656	10/22/2012	CCCCIO C/O CLAIRE BIANCALANA	315.00
163657	10/22/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	460.00
163658	10/22/2012	2012 CPPA CONFERENCE ATTN:HOWARD CHAN, TREASURER	645.00
163659	10/22/2012	MARIANA J. DE SARACHO	105.00
163660	10/22/2012	CAROLINE DURDELLA	93.00
163661	10/22/2012	MICHAEL ENGELS	105.00
163662	10/22/2012	TERESA FLUEGEMAN	190.10
163663	10/22/2012	DR. LINDA FONTANILLA	779.66
163664	10/22/2012	DAVID FRANCISCO	105.00
163665	10/22/2012	DENNIS GORDON	853.00
163666	10/22/2012	SARAH CHANG	105.00
163667	10/22/2012	STEVE LEE	40.00
163668	10/22/2012	MILLENNIUM BILTMORE HOTEL	172.17
163669	10/22/2012	ORANGE COUNTY SCHOOL BOARDS ASSOCIATION	31.00
163670	10/22/2012	DIANE PESTOLESI	294.14
163671	10/22/2012	DONNA RANE-SZOSTAK	752.48
163672	10/22/2012	TAMERA RICE	94.19
163673	10/22/2012	PARISA SOLTANI	40.00
163674	10/22/2012	EDWARD TACKETT	1,428.65
163675	10/22/2012	KAREN TAYLOR	1,138.84
163676	10/22/2012	JAN VENTURA	65.00
163677	10/22/2012	JAVIER WILLIAMS	468.00
163678	10/22/2012	DERECK ZARA	78.50
163679	10/22/2012	AIRGAS WEST	329.75
163680	10/22/2012	APPLE COMPUTER INC.	79.99
163681	10/22/2012	ATHENA COLLEGE OF BEAUTY	44,772.88
163682	10/22/2012	BAKER & TAYLOR	1,419.59
163683	10/22/2012	CURTIS BERAK HARPSICHORD SERVICES	450.00
163684	10/22/2012	BOUNDTREE MEDICAL	201.14
163685	10/22/2012	BUTLER CHEMICALS, INC.	469.68
163686	10/22/2012	MATTHEW CAFFREY	170.00
163687	10/22/2012	CLARK SECURITY PRODUCTS INC.	2,059.65

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Checks Dated 10/10/2012 through 10/30/2012

Check Number	Check Date	Pay to the Order of	Check Amount
163688	10/22/2012	MIKE COLLINS	745.95
163689	10/22/2012	COMMERCIAL LANDSCAPE SUPPLY	3,030.57
163690	10/22/2012	COMPUTERLAND	134,354.50
163691	10/22/2012	COX COMMUNICATIONS	4,148.97
163692	10/22/2012	BRANDYE D'LENA	35.54
163693	10/22/2012	JOHN DEERE LANDSCAPES, INC.	707.95
163694	10/22/2012	DELL MARKETING L.P. C/O DELL USA L.P.	200.60
163695	10/22/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	1,129.00
163696	10/22/2012	DISH NETWORK	64.77
163697	10/22/2012	EASTBAY TEAM SPORTS DEPT. 5374	13,059.09
163698	10/22/2012	EBERHARD EQUIPMENT	87.12
163699	10/22/2012	EXCELSIOR ELEVATOR CORPORATION	1,137.50
163700	10/22/2012	FREEWAY AUTO SUPPLY	249.97
163701	10/22/2012	WILLIAM M. MCNICOL	144.00
163702	10/22/2012	OFFICEMAX CONTRACT INC.	8,978.17
163703	10/22/2012	DAIRY DEPOT	137.86
163704	10/23/2012	ALPHA FACILITIES SOLUTIONS	6,240.00
163705	10/23/2012	ALTERNATIVE DELIVERY SOLUTIONS	20,453.00
163706	10/23/2012	AMERICAN UNDERGROUND	39,818.00
163707	10/23/2012	APPLE COMPUTER INC.	4,088.90
163708	10/23/2012	B & P SERVICES, INC.	2,880.00
163709	10/23/2012	C.E.M. LAB CORP. CIVIL ENGINEERING MATERIAL LAB	8,865.00
163710	10/23/2012	CITY OF TUSTIN COMMUNITY DEVELOPMENT	2,054.56
163711	10/23/2012	CRESCENT STAFFING, INC.	3,640.00
163712	10/23/2012	DATA CLEAN CORPORATION	880.00
163713	10/23/2012	ENAMIX, INC.	6,022.50
163714	10/23/2012	ENVIRON INTERNATIONAL CORP.	3,095.20
163715	10/23/2012	HCTD., LLC c/o HUDSON PACIFIC PROPERTIES	45,500.00
163716	10/23/2012	JACKSON, DE MARCO, TIDUS, & PECKENPAUGH	40,335.47
163717	10/23/2012	JOYCE INSPECTION & TESTING	6,720.00
163718	10/23/2012	SYNERGY SOFTWARE SOLUTIONS	6,972.00
163719	10/23/2012	MONTGOMERY HARDWARE	1,404.59
163720	10/23/2012	NEUDESIC, LLC	64,297.00
163721	10/23/2012	NIMBLE CONSULTING	10,750.00
163722	10/23/2012	PERCEPTIVE SOFTWARE	281.25
163723	10/23/2012	R2A ARCHITECTURE	9,270.88
163724	10/23/2012	REPRO XPRESS	203.18
163725	10/23/2012	STRATA INFORMATION GROUP	8,434.56
163726	10/23/2012	TRANE U.S. INC.	1,978.67
163727	10/23/2012	XELLERATION	1,740.00
163728	10/23/2012	MINDIA GABICHVADZE	1,700.00
163729	10/24/2012	ORDWAY SIGN SUPPLY	828.62
163730	10/24/2012	PACIFIC COACHWAYS	5,993.16
163731	10/24/2012	PC MALL GOV. INC.	572.71
163732	10/24/2012	PICK-UP PARTS OF MISSION VIEJO	913.67
163733	10/24/2012	PRAXAIR DISTRIBUTION	118.95

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Checks Dated 10/10/2012 through 10/30/2012

Check Number	Check Date	Pay to the Order of	Check Amount
163734	10/24/2012	THOMAS JOHN PRENDERGAST	64.99
163735	10/24/2012	PROAIR CONSTRUCTION SVCS. INC.	1,580.00
163736	10/24/2012	QUICK CAPTION	2,520.00
163737	10/24/2012	R2A ARCHITECTURE	326.25
163738	10/24/2012	ROTH CARNEY APC	11,429.00
163739	10/24/2012	HOFFMAN SOUTHWEST CORP. ROTO-ROOTER SERV. & PLUMBING	4,080.00
163740	10/24/2012	ROYAL PLYWOOD CO., LLC	684.65
163741	10/24/2012	S & B FOODS CATERING DIVISION	30.06
163742	10/24/2012	S & B FOODS CATERING DIVISION	1,325.59
163743	10/24/2012	S & S COMMUNICATIONS	1,672.44
163744	10/24/2012	IDEN SADEGHIEH	34.46
163745	10/24/2012	SARGENT WELCH	139.08
163746	10/24/2012	FHEG - SADDLEBACK BOOKSTORE STORE 296 MA 296OCB2EAC	281.02
163747	10/24/2012	FHEG - SADDLEBACK BOOKSTORE STORE 296 MA 296OCB2E	3,789.79
163748	10/24/2012	SCHWAB APIARIES	85.00
163749	10/24/2012	SCIENCE KIT, INC.	615.63
163750	10/24/2012	SEABREEZE NAUTICAL BOOKS & CHARTS	414.45
163751	10/24/2012	CHARLES C. STILL SECURE LIVE SCAN	75.00
163752	10/24/2012	SEHI PROCOMP COMPUTER PRODUCTS	2,476.35
163753	10/24/2012	SHRED-IT USA-SAN DIEGO	184.00
163754	10/24/2012	SIERRA SOIL, INC.	461.13
163755	10/24/2012	BRUCE SOBCZAK	50.00
163756	10/24/2012	SO. ORANGE CO. COMM. COL.DIST	867.00
163757	10/24/2012	TEAM ATHLETICS	310.32
163758	10/24/2012	TOTAL TECHNOLOGIES, LTD	110.51
163759	10/24/2012	TRIBUNE MEDIA SERVICES, INC.	840.00
163760	10/24/2012	UNITED SITE SERVICES OF CALIFORNIA, INC.	236.70
163761	10/24/2012	UNIVERSAL SPECIALTIES, INC.	246.77
163762	10/24/2012	LUIS MAURICIO VASQUEZ	875.00
163763	10/24/2012	VENDINI, INC.	234.73
163764	10/24/2012	VITAL LINK EDUCATION AND BUSINESS CONSORTIUM	7,500.00
163765	10/24/2012	VWR INTERNATIONAL, INC.	132.41
163766	10/24/2012	THE WALL STREET JOURNAL	445.44
163767	10/24/2012	WARD'S NATURAL SCIENCE	237.55
163768	10/24/2012	WATERLINE TECHNOLOGIES POOL SUPPLY OF ORANGE COUNTY	282.38
163769	10/24/2012	KATHLEEN WERLE	50.00
163770	10/24/2012	WESTERN GRAPHICS PLUS, INC.	8,288.40
163771	10/24/2012	WESTMINSTER PRESS, INC.	1,607.63
163772	10/24/2012	WHITE CAP INDUSTRIES	673.53
163773	10/24/2012	JIM WRIGHT	53.99
163774	10/24/2012	YALE CHASE MATERIALS HANDLING	461.89
163775	10/24/2012	US FOODS	1,142.81
163776	10/24/2012	AHC WOMEN'S BASKETBALL ATTN: MAX MEYER	400.00
163777	10/24/2012	DON BUTCHER	1,584.00
163778	10/24/2012	CHAFFEY COLLEGE FOUNDATION	400.00

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Check Number	Check Date	Pay to the Order of	Check Amount
163779	10/24/2012	DENISE M. HARRIS	312.00
163780	10/24/2012	JENNIFER HIGGINSON	431.64
163781	10/24/2012	JENNIFER HIGGINSON	918.00
163782	10/24/2012	JENNIFER HIGGINSON	918.00
163783	10/24/2012	BRAD MCREYNOLDS	432.00
163784	10/24/2012	WILLIAM M. MCNICOL	192.00
163785	10/24/2012	MT. SAN ANTONIO COLLEGE WOMEN'S BASKETBALL	400.00
163786	10/24/2012	ORANGE COAST COLLEGE WOMEN'S BASKETBALL	400.00
163787	10/24/2012	GARY SABELLA	432.00
163788	10/24/2012	SAN LUIS REY DOWNS GOLF RESORT	760.00
163789	10/24/2012	SAN LUIS REY DOWNS GOLF RESORT	682.56
163790	10/24/2012	CARMEN STRATTON	136.00
163791	10/24/2012	CARMEN STRATTON	136.00
163792	10/24/2012	CARMEN STRATTON	136.00
163793	10/24/2012	POSTMASTER	550.00
163794	10/25/2012	AT & T	27.26
163795	10/25/2012	AT&T	11.63
163796	10/25/2012	AT&T	47.56
163797	10/25/2012	VERIZON	333.39
163798	10/25/2012	G & K SERVICES	96.50
163799	10/25/2012	GALE SUPPLY COMPANY	1,562.38
163800	10/25/2012	W. W. GRAINGER	1,699.87
163801	10/25/2012	NATE HODGES dba RHETORACLE DANCE COMPANY	1,500.00
163802	10/25/2012	FHEG IVC BOOKSTORE STORE NO. 895 M.A 111	70,969.87
163803	10/25/2012	JACK EXCHANGE	113.57
163804	10/25/2012	MARY T. JONES	250.00
163805	10/25/2012	LAGUNA BALLET, INC.	1,496.00
163806	10/25/2012	LASER SOURCE	669.13
163807	10/25/2012	SONIA LEE	1,395.00
163808	10/25/2012	RICHARD H. HANNON	1,409.25
163809	10/25/2012	UNITED STATES TREASURY	190.51
163810	10/25/2012	JACK APPLEMAN	78.75
163811	10/25/2012	GCCCD AUXILIARY ATTN: JSPAC COORDINATOR	400.00
163812	10/25/2012	GEORGINA GUY	94.01
163813	10/25/2012	JUDY HENMI	1,424.53
163814	10/25/2012	STEVE LEE	65.00
163815	10/25/2012	MARIA NUNEZ	683.38
163816	10/25/2012	ANGELA OROZCO-MAHANEY	744.26
163817	10/25/2012	MARIA PANIAGUA	125.00
163818	10/25/2012	MONICA PARKS	733.40
163819	10/25/2012	LORI PARRA	125.00
163820	10/25/2012	FAWN TANRIVERDI	997.51
163821	10/26/2012	APPLE COMPUTER INC.	7,147.46
163822	10/26/2012	CATALYST CONSULTING	7,020.00
163823	10/26/2012	DB MECHANICAL, INC.	1,306.70
163824	10/26/2012	DELL MARKETING L.P. C/O DELL USA L.P.	2,126.51
163825	10/26/2012	DIV. OF THE STATE ARCHITECT STATE OF CALIFORNIA	500.00
163826	10/26/2012	DYNTEK SERVICES INC.	14,760.00

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Checks Dated 10/10/2012 through 10/30/2012

Check Number	Check Date	Pay to the Order of	Check Amount
163827	10/26/2012	H2 ENVIRONMENTAL CONSULTING SERVICES, INC.	2,675.00
163828	10/29/2012	CHEZ NAZ BAKERY	1,817.06
163829	10/29/2012	MARVIN ANDY GROUND	1,026.00
163830	10/29/2012	MARVIN ANDY GROUND	741.00
163831	10/29/2012	LINDSAY STEINRIEDE	306.00
163832	10/29/2012	FENTRISS WINN	585.00
163833	10/29/2012	FENTRISS WINN	120.00
163834	10/29/2012	FENTRISS WINN	120.00
163835	10/29/2012	FENTRISS WINN	585.00
163836	10/29/2012	A-S MEDICATION SOLUTIONS, LLC	99.48
163837	10/29/2012	AMTECH ELEVATOR SERVICES	323.25
163838	10/29/2012	AVIS BUDGET GROUP	92.88
163839	10/29/2012	BAKER & TAYLOR	465.74
163840	10/29/2012	BERTRAND'S MUSIC	29.74
163841	10/29/2012	BLICK ART MATERIALS	616.33
163842	10/29/2012	BOMBOLA AGENCY, INC BACKGROUND INVESTIGATIONS	800.00
163843	10/29/2012	TAMARA BOSTWICK	23.90
163844	10/29/2012	BP ENERGY COMPANY CHICAGO LOCKBOX # 012130	4,507.44
163845	10/29/2012	CA ASSN OF ALCOHOLISM & DRUG EDUCATORS	200.00
163846	10/29/2012	CALIFORNIA STAGE/LIGHTING, INC	770.41
163847	10/29/2012	CAL PRO SPORTS	2,310.52
163848	10/29/2012	CARAVAN CANOPY INT'L, INC.	935.79
163849	10/29/2012	CAREER CRUISING	495.00
163850	10/29/2012	OMAR CERVANTES	50.00
163851	10/29/2012	CHEFS' TOYS	70.32
163852	10/29/2012	CIWEA ATTN: SALLY CARDENAS	150.00
163853	10/29/2012	CLARK SECURITY PRODUCTS INC.	388.87
163854	10/29/2012	COAST FITNESS REPAIR SHOP	600.00
163855	10/29/2012	COASTLINE ROP	1,103.86
163856	10/29/2012	MIKE COLLINS	1,162.00
163857	10/29/2012	COUNCIL OF CHIEF LIBRARIANS OF CALIFORNIA CMTY COLLEGES	150.00
163858	10/29/2012	COUTTS LIBRARY SERVICES, INC.	36.01
163859	10/29/2012	COX COMMUNICATIONS	4,002.47
163860	10/29/2012	KATHLEEN CURAMENG	50.00
163861	10/29/2012	MW DANNER	260.00
163862	10/29/2012	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE, CASHIERING	202.00
163863	10/29/2012	DIVERSIFIED BUSINESS SERVICES	299.50
163864	10/29/2012	DUNN-EDWARDS CORPORATION	522.50
163865	10/29/2012	EASTBAY TEAM SPORTS DEPT. 5374	4,246.34
163866	10/29/2012	ESSENCE ENTERTAINMENT	275.00
163867	10/29/2012	FEDERAL EXPRESS	83.22
163868	10/29/2012	FENTEK INDUSTRIES INC	72.45
		Unpaid Sales Tax	4.65
		Expensed Amount	77.10
163869	10/29/2012	LINDSAY FOX	31.84
163870	10/29/2012	ADVANCED OFFICE SERVICES IMAGING PLUS	23.42

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Checks Dated 10/10/2012 through 10/30/2012

Check Number	Check Date	Pay to the Order of	Check Amount
163871	10/29/2012	OFFICEMAX CONTRACT INC.	7,322.62
163872	10/29/2012	DAIRY DEPOT	125.79
163873	10/29/2012	OFFICEMAX CONTRACT INC.	153.76
163874	10/29/2012	AT&T	547.95
163875	10/29/2012	AT&T	365.29
163876	10/29/2012	AT&T	1,660.89
163877	10/29/2012	SOUTHERN CALIFORNIA EDISON CO.	62,398.06
163878	10/29/2012	SOUTHERN CALIFORNIA EDISON CO.	26,929.98
163879	10/29/2012	XEROX CORPORATION	175.55
163880	10/29/2012	XEROX CORPORATION	4,807.63
163881	10/29/2012	JUANITA BALTIERRA	710.57
163882	10/29/2012	CRISTY BRUNS	500.00
163883	10/29/2012	LINDA CALL	562.50
163884	10/29/2012	KIM D'ARCY	945.99
163885	10/29/2012	DEBRA L. FITZSIMONS	220.91
163886	10/29/2012	FLEUR FONG	500.00
163887	10/29/2012	KIRILL GLIADKOVSKY	1,000.00
163888	10/29/2012	GROSSMONT SPEECH AND DEBATE FOUNDATION	348.00
163889	10/29/2012	BARBARA HUGGINS	318.00
163890	10/29/2012	RACHEL MANDERS	155.35
163891	10/29/2012	VERONICA OBERMEYER	1,000.00
163892	10/29/2012	DAN WALSH	89.00
163893	10/30/2012	G/M BUSINESS INTERIORS	571.11
163894	10/30/2012	GALE SUPPLY COMPANY	14,238.62
163895	10/30/2012	GOODSON MANUFACTURING COMPANY	55.42
		Unpaid Sales Tax	4.30
		Expensed Amount	59.72
163896	10/30/2012	W. W. GRAINGER	4,432.65
163897	10/30/2012	HALO	93.79
163898	10/30/2012	CARMENMARA HERNANDEZ-BRAVO	108.97
163899	10/30/2012	HIRSCH PIPE & SUPPLY	74.02
163900	10/30/2012	HITT MARKING DEVICES, INC.	25.14
163901	10/30/2012	HONORS TRANSFER COUNCIL OF CA C/O MT. SAN ANTONIO COLLEGE	90.00
163902	10/30/2012	INGARDIA BROTHERS PRODUCE, INC.	148.90
163903	10/30/2012	EFAX CORPORATE c/o J2 GLOBAL, INC.	141.00
163904	10/30/2012	JOHNSTONE SUPPLY	29.85
163905	10/30/2012	JUSTRITE RUBBER STAMP & SEAL	132.35
		Unpaid Sales Tax	9.27
		Expensed Amount	141.62
163906	10/30/2012	STEPHANIE KISLING	255.00
163907	10/30/2012	KNORR SYSTEMS, INC.	9,357.70
163908	10/30/2012	DIANE LEWIS	478.63
163909	10/30/2012	LYNDE-ORDWAY CO., INC.	200.00
163910	10/30/2012	MACIAS, GINI & O'CONNELL, LLP	42,001.37
163911	10/30/2012	MAIN GRAPHICS	644.71
163912	10/30/2012	MARKERTEK VIDEO SUPPLY 1 TOWER DRIVE	1,176.35
		Unpaid Sales Tax	87.68
		Expensed Amount	1,264.03

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Checks Dated 10/10/2012 through 10/30/2012

Check Number	Check Date	Pay to the Order of	Check Amount
163913	10/30/2012	MATCO TOOLS CREDIT DEPARTMENT	1,802.21
163914	10/30/2012	MICHAEL LOWELL MC CORMICK	146.27
163915	10/30/2012	MC FADDEN-DALE INDUSTRIAL HARDWARE LLC	21.98
163916	10/30/2012	MC KESSON MEDICAL SURGICAL	1,475.93
163917	10/30/2012	McMASTER CARR SUPPLY CO.	3,082.82
163918	10/30/2012	MILLENNIUM BUSINESS SERVICES Marty Cohn	43.10
163919	10/30/2012	MISSION PRINTING COMPANY	804.89
163920	10/30/2012	MOORE MEDICAL, LLC	109.10
163921	10/30/2012	MUSICIAN'S FRIEND, INC.	15.57
163922	10/30/2012	NORTH STATE ENVIRONMENTAL	258.60
163923	10/30/2012	OC Treasurer-Tax Collector	15,062.50
163924	10/30/2012	ORANGE CO. FARM SUPPLY	53.49
163925	10/30/2012	OCE-IMAGISTICS	112.80
163926	10/30/2012	OCLC, INC. DEPT #34299	9,651.14
163927	10/30/2012	ORCHARD SUPPLY HARDWARE	313.81
163928	10/30/2012	ORKIN PEST CONTROL 711	425.00
163929	10/30/2012	ORKIN PEST CONTROL 711	93.60
Total Number of Checks			552
			1,796,528.08

Includes checks for only Bank Account COUNTY

	Count	Amount
Cancel	1	850.00
Net Issue		1,795,678.08

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	496	1,344,980.43
12	Child Development Fund	10	3,786.40
40	Capital Outlay Fund	40	422,296.38
68	Self-Insurance Fund	5	24,974.62
Total Number of Checks		551	1,796,037.83
Less Unpaid Sales Tax Liability			359.75
Net (Check Amount)			1,795,678.08

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Checks Dated 10/10/2012 through 10/30/2012

Check Number	Check Date	Pay to the Order of	Check Amount
010531	10/12/2012	ACCE CONFERENCE REGISTRATION AMERICAN RIVER COLLEGE	106.00 *
Cancelled on 10/12/2012			
010532	10/12/2012	PETER COSMAKOS, LLC	4,074.30
010533	10/12/2012	FENG SHUI SOLUTIONS KARTAR DIAMOND	70.00
010534	10/12/2012	INSIGHT SYSTEMS GROUP, INC.	496.42
010535	10/12/2012	JENNIFER JENSEN EXQUISITE CAKES BY JENNIFER	229.00
010536	10/12/2012	NEW SCHOOL OF AMERICAN MUSIC ROBERT LAUGHLIN	696.06
010537	10/12/2012	SADDLEBACK COLLEGE FOUNDATION	700.00
010538	10/12/2012	SADDLEBACK COLLEGE	1,000.00
010539	10/12/2012	XEROX CORPORATION	519.85
010540	10/12/2012	ACCE 2nd VICE PRESIDENT MEMBERSHIP	106.00 *
Reissued on 10/12/2012			
010541	10/12/2012	ACCE 2nd VICE PRESIDENT MEMBERSHIP	106.00
010542	10/19/2012	STEVEN DILLEY	121.29
010543	10/19/2012	OFFICEMAX CONTRACT INC.	210.48
010544	10/26/2012	GREGORY J. ATWOOD THE GLASS SPECTRUM	540.00
010545	10/26/2012	BOSTON REED COLLEGE	23,050.00
010546	10/26/2012	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	550.00
010547	10/26/2012	KAYLAA FOX	1,565.55
010548	10/26/2012	GOOD TIMES TRAVEL, INC.	7,905.00
010549	10/26/2012	GOODWILL INDUSTRIES OF ORANGE COUNTY	1,470.00
010550	10/26/2012	ROBERT H. KEHIAYAN	119.00
010551	10/26/2012	JENNIFER JENSEN EXQUISITE CAKES BY JENNIFER	77.00
010552	10/29/2012	BUTTERFLY ORCHID RACHEL AUSTIN	375.00
010553	10/29/2012	GOOD TIMES TRAVEL, INC.	3,120.00
Total Number of Checks			23
			47,206.95

Includes checks for only Bank Account SC-CMED

	Count	Amount
Cancel	1	106.00
Reissue	1	106.00
Net Issue		46,994.95

Fund Summary

Fund	Description	Check Count	Expensed Amount
09	SC Community Education Fund	21	46,994.95
Total Number of Checks		21	46,994.95
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			46,994.95

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 10/10/2012 through 10/30/2012

Check Number	Check Date	Pay to the Order of	Check Amount
009047	10/12/2012	REBECCA MAY BRUBAKER	60.65
009048	10/12/2012	MATHOBOTIX	12,468.96
009049	10/19/2012	REBECCA MAY BRUBAKER	108.64
009050	10/19/2012	CORINNE MATSER	20.00
009051	10/19/2012	GWENDA FREESE	40.00
009052	10/19/2012	LEONNE BROCKMAN	40.00
009053	10/26/2012	SUSAN F. BOCK dba SUSAN BOCK AND ASSOCIATES	1,750.00
009054	10/26/2012	EDGE TECHNOLOGY PRODUCTS	200.96
		Unpaid Sales Tax	14.72
		Expensed Amount	215.68
		Total Number of Checks	8
			14,689.21

Includes checks for only Bank Account IVC-CMED

Fund Summary

Fund	Description	Check Count	Expensed Amount
07	IVC Community Education Fund	8	14,703.93
	Total Number of Checks	8	14,703.93
	Less Unpaid Sales Tax Liability		14.72
	Net (Check Amount)		14,689.21

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

ESCAPE ONLINE

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
November 19, 2012

SADDLEBACK COLLEGE

Gift	Donated By:
1 Large Bolt of Fabric 7 Boxes of Fabric	Kay Neal 25045 Acacia Lane Laguna Hills, California

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: October/November 2012 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$81,000 for equipment, supplies and maintenance projects. During October/November 2012, 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**

Vault Logix, LLC (U.S. Data Trust) Agreement – To provide internet vault live services of 2,000 GB @ \$3.00 per GB per month (\$6,000 per month). District Services	\$72,000.00
Amtech Reliable Elevator Co. Agreement – To modernize the Saddleback College LRC elevator by installing the following: new microprocessor controller, new pushbuttons and fixtures that meet ADA guidelines, and new power door operator at Building LRC. District Services	\$65,050.00
The College Board College Board Enrollment Agreement – For financial aid software licensing / maintenance and support. Irvine Valley College	\$54,936.30
I3 Solutions Consultant Agreement – To perform analysis, design, and project management for the Awards Management, Predictive Analytics and Matriculation SEP systems. Additional work will be performed assisting with SIS and performing project management for infrastructure and network projects. Participate in design teams for FY 2012/2013 projects. District Services	\$50,400.00

<p>Dell Marketing Statement of Work Agreement – To implement a VMware View environment, demonstrate application virtualization with VMware ThinApp, Integrate Symantec endpoint protection into the virtual desktop solution utilizing Dell M620 blade servers and Dell Equal Logic storage. Irvine Valley College</p>	\$45,000.00
<p>Insley Construction, Inc. Agreement – To replace store front at BSTIC Resource Center entrance (MRC). Irvine Valley College</p>	\$40,700.00
<p>Presidio Network Solutions Agreement – To provide Cisco products: Chassis(2), AC Power Supply(4), Power Cord(4), Fan Tray(2), and Service Catalyst(2). District Services</p>	\$33,842.20
<p>Team Dynamix Solutions Service Agreement – To provide IT governance and project management software. District Services</p>	\$30,357.00
<p>Perceptive Software Order Form – To obtain additional licenses for the Enterprize Content Management Project. District Services</p>	\$26,910.00
<p>Cox Communications California, LLC. Ethernet Service Agreement – To provide Cox ethernet service for IVC and ATEP, 12 month term. Irvine Valley College</p>	\$25,200.00
<p>Cox Communications California, LLC. Internet Service Agreement – To provide Cox optical internet 50 Mbps service for IVC and ATEP, 12 month term. Irvine Valley College</p>	\$21,600.00
<p>Foundation for California Community Colleges Agreement – Site visit and modeling. To provide accurate dimensions for all buildings, all spaces and is necessary for fusion & scheduled maintenance efforts. Irvine Valley College</p>	\$18,000.00
<p>In-N-Out Burger Mobile Unit Agreement – To provide an In-N-Out mobile unit truck to serve hamburgers, cheeseburgers, double-doubles, grilled cheese, fountain drinks and chips at IVC on</p>	\$17,680.00

Tuesday, March 5, 2013 from 11:30 AM – 1:30 PM. Irvine Valley College	
Agusoft Contract Order – For Lumens standard (STD) license fee and Lumens STD subscription fee. Saddleback College	\$16,000.00
Charlene B. Reed Consultant Agreement – To set up, customize, update, seek out new followers and reply to Twitter and Facebook accounts. Upload up to 10 photos or icons per month provided by TEAM. Manage all aspects of social media marketing of the CaCareerCafe. Irvine Valley College	\$15,000.00
Pacific National Group Agreement – To remodel HS-141 Observation Room which include: 2 walls up to 8' tall, 2 fixed glass windows, 1 hollow metal door frame and plastic laminate door, glazing to be one-way vision glass, cylindrical office lock with IC core, 1 plastic laminate countertop with undercounter knee braces, 1 new hvac supply grille, 1 new hvac return grille, relocate one hvac return grille, provide ceiling tiles, and paint new walls, doors and windows. Saddleback College	\$14,977.00
C.E.M. Lab Corp. Consultant Agreement – To provide engineering services for the Irvine Valley College A400 project. District Services	\$14,700.00
CORE Support Systems Service Agreement – To renew maintenance contract for cooling system in server room from 11/18/12-11/17/13. District Services	\$13,189.76
Total Compensation Systems, Inc. Consulting Services Agreement – To provide the retiree health valuation report and analysis of retirement experience study. District Services	\$12,500.00
Gresham Savage Nolan & Tilden, PC Amendment No. 2 to Agreement – To revise the contract by an additional \$12,000.00 for a consultant to act as investigator. District Services	\$12,000.00 increase Total contract amount \$32,000.00

DB Mechanical Agreement – To remodel IVC SSC Rm. 130 & new Financial Aid Offices Irvine Valley College	\$10,615.00
Insley Construction, Inc. Agreement – To rebuild area for International Student Office. Irvine Valley College	\$10,050.00
Sonic Foundry, Inc. Agreement – To renew the Mediasite software license contract. Irvine Valley College	\$9,600.00
BFK Engineers, Surveyors, Planners Consultant Agreement – To provide design services for Irvine Valley College A400 project. District Services	\$9,500.00
American Air Balance Co. Agreement – To complete the project known as Saddleback Science Math Exhaust Fume Additional Cleaning. Saddleback College	\$9,450.00
Trane Building Services Agreement – To repair the leak and chemically clean the physical education building. Irvine Valley College	\$9,005.00
The RP Group Agreement – To be funded through IVC's Perkins allocation. IVC's responsibilities include providing current contact information for the student list supplied by the RP Group and IVC logo artwork to be used on envelopes for mailing the survey. Irvine Valley College	\$9,000.00
Judge Netting Agreement – To replace bulbs and ballast at the Saddleback College football field. Saddleback College	\$8,800.00
3D Rapid Prototyping Inc. Maintenance Agreement – To renew 2 Annual Service Contracts (P/N Z0030-E and P/N Z0050-E). To provide maintenance for equipment. Saddleback College	\$8,321.25

<p>Kate Brooks Consultant Agreement – To develop and present 4 webinars, for the state leadership project connected to the Career Technical Education areas, on Social Media and Job Search. Agreement effective 10/10/12 – 06/30/13. Irvine Valley College</p>	<p>\$8,000.00</p>
<p>Harland Technology Services Agreement Renewal – To renew the optical mark reader maintenance service agreement. Saddleback College</p>	<p>\$7,782.00</p>
<p>Yosemite CCD Agreement – To continue participation in the Child Development Training Consortium for the academic year 2012-2013. Approval of this agreement will provide services to students, including reimbursement of tuition, tutoring, childcare expenses, and textbooks. Irvine Valley College</p>	<p>\$7,500.00 (Revenue)</p>
<p>Emcor Services Agreement – To provide scheduled maintenance services on HVAC centrals at Student Services Center. Irvine Valley College</p>	<p>\$7,149.00</p>
<p>Hansen Auctions & Realty Consultant Contract – For services of auctioneer at surplus sale. Saddleback College</p>	<p>Estimate \$7,000.00 - \$16,000.00 Revenue (less fee of 10%)</p>
<p>American Geotechnical Consultant Agreement – To provide Geotechnical consultant services for T.A.S. Renovation projects. Saddleback College</p>	<p>\$6,900.00</p>
<p>Emcor Services Mesa Energy Service Maintenance Agreement – To build automation equipment and software support service program for quarterly services. Irvine Valley College</p>	<p>\$5,980.00</p>
<p>Christopher Z. Dierl Agreement – For service in the production of the “Saddleback College Symphony Orchestra” in the McKinney Theater on 10/12/12. To perform duties of coordinating all professional musicians and their appearances with the Saddleback Ensembles. Coordinates over 500 services for performances per year for the Music Dept. Saddleback College</p>	<p>\$5,730.00</p>

Haitbrink Asphalt Paving Inc. Agreement – To upgrade the storm drain system at B200. Irvine Valley College	\$5,450.00
Campus Concerts Consultant Agreement – To provide extra musicians for performances and rehearsals for two upcoming IVC concerts effective from 10/05/12-12/08/12 Irvine Valley College	\$5,000.00
Main Graphics Contractor Agreement – To establish site for imprinting of business cards and imprint masters. Irvine Valley College	\$5,000.00
Singlewire Software Agreement / Quote – To renew the emergency broadcast system through telephones. District Services	\$5,000.00
Julia Torgovitskaya Cadenza Artists LLC Consultant Agreement – To perform as a guest artist harpiscord for the following performances: 12/9/12, 2/22/13, and 2/23/13. Irvine Valley College	\$4,500.00
Fernando Vasquez Contractor Agreement – To perform duties of the sound designer and sound operator for Saddleback College student production of “Legally Blonde” from February 4, 2013 – April 21, 2013. Will attend all tech rehearsals and performances and be available to consult as needed in all pre-production activities. Saddleback College	\$3,000.00
Q Plus Software End User License Agreement – For academic suite annual maintenance and floating license. Saddleback College	\$2,498.00
Penn Corporate Relocation Services Agreement – To deliver 162 student desks from off-site storage in Anaheim, CA to Village 3 and 4. Saddleback College	\$2,354.00
Computer Protection Technology, Inc. Agreement – For a one year renewal agreement to service and maintain Battery and UPS for District Server Room. District Services	\$2,320.00

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

<p>Christopher Z. Dierl Agreement – For service in the production of “Winds of October” in the McKinney Theater on 10/05/12. To perform duties of coordinating all professional musicians and their appearances with the Saddleback Ensembles. Coordinates over 500 services for performances per year for the Music Dept. Saddleback College</p>	<p>\$1,960.00</p>
<p>Williams Recordings Agreement – To provide audio recordings for the IVC Master Chorale Concerts for the 2012/2013 year effective from 10/05/12 – 05/18/13. Irvine Valley College</p>	<p>\$1,600.00</p>
<p>AG Construction Change Order – To increase original contract \$1,600.00 to paint walls in B 101, 102, 103, alcove, corridor and door jam. New total contract price is \$17,649.18. Irvine Valley College</p>	<p>\$1,600.00</p>
<p>H2 Environmental Consulting Services, Inc. Agreement – To provide testing services. ATEP</p>	<p>\$1,530.00</p>
<p>Nate Hodges dba Rhetoracle Dance, Co. Agreement – To choreograph dances for the 2012 presentation of Perspectives, effective from 10/01/12 – 11/16/12. Irvine Valley College</p>	<p>\$1,500.00</p>
<p>Christopher Z. Dierl Agreement – For service in the production of “Carmina Burana” in the McKinney Theater on 10/14/12. To perform duties of coordinating all professional musicians and their appearances with the Saddleback Ensembles. Coordinates over 500 services for performances per year for the Music Dept. Saddleback College</p>	<p>\$1,455.00</p>
<p>Materialise Academic Software License Agreement – Renewal of MIMICS maintenance for the period of 10/15/12 – 10/15/13. Saddleback College</p>	<p>\$1,410.00</p>
<p>Scantron Agreement – Renewal for onsite maintenance from 11/13/12 – 11/12/13. Irvine Valley College</p>	<p>\$1,403.00</p>

<p>Toni Helms Agreement – To assist in the production of “Grease” at IVC effective from 10/15/12 – 11/01/12. Irvine Valley College</p>	<p>\$1,105.00</p>
<p>McMurray & Stern Agreement – To provide additional shelving installed; includes labor to pull from inventory, delivery and install. Saddleback College</p>	<p>\$1,040.00</p>
<p>Jesse William Green Contractor Agreement – To provide musician guitar services for 4 technical rehearsals and 9 performances of student production of “Spring Awakening” at \$80 per service, effective from 10/15/12 – 10/28/12. Saddleback College</p>	<p>\$1,040.00</p>
<p>Kellan Miller Agreement (Revised) – To provide musician guitar services for 4 technical rehearsals and 9 performances of student production of “Spring Awakening” at \$80 per service, effective from 10/15/12 – 10/28/12. Saddleback College</p>	<p>\$1,040.00</p>
<p>Jeffrey Segal Agreement – To assist in the production of “Grease” at Irvine Valley College effective from 10/15/12 – 11/01/12. Irvine Valley College</p>	<p>\$1,020.00</p>
<p>Tony Bernetich Agreement – To assist in the production of “Grease” at IVC effective from 10/15/12 – 11/01/12. Irvine Valley College</p>	<p>\$1,020.00</p>
<p>Hayan Charlston Agreement – To assist in the production of “Grease” at Irvine Valley College effective from 10/15/15 – 11/01/12. Irvine Valley College</p>	<p>\$1,020.00</p>
<p>Colin Wenhardt Agreement – To assist in the production of “Grease” between 10/15/12 – 11/01/12. Irvine Valley College</p>	<p>\$1,020.00</p>
<p>Chris Brooke Agreement – To assist in the production of “Grease” between 10/15/12 – 11/01/12. Irvine Valley College</p>	<p>\$1,020.00</p>

<p>Andre Rossignol Agreement – To assist in the production of “Grease” between 10/15/12 – 11/1/12. Irvine Valley College</p>	\$1,020.00
<p>Chad Berlinghieri Consultant Agreement – To perform as the soloist for “Carmina Burana” on October 14, 2012 at 4:00 PM in the McKinney Theatre. Saddleback College</p>	\$1,000.00
<p>Anthony Tuason Consultant Agreement – To provide choreography services for production of “A Christmas Carol” between 10/8/12 – 12/09/12. Saddleback College</p>	\$1,000.00
<p>Monjaras & Wismeyer Group, Inc. Agreement – To perform essential functions and job analysis at a rate of \$110/hour not to exceed \$1,000.00 effective from 8/28/12 – 10/02/12. District Services</p>	\$1,000.00
<p>Mitchell 1 License Agreement – For a subscription renewal for the automotive department. Saddleback College</p>	\$999.00
<p>Biometrics4ALL, Inc. Agreement – To provide service of Annual Maintenance 9:00 a.m. – 5:00 p.m. Telephone support & hardware cross ship support (7/1/12 – 6/30/12). Irvine Valley College</p>	\$960.00
<p>H2 Environmental Consulting Services, Inc. Agreement – Proposal #1576612 AS – To provide testing services, prepare report and analyze 12 samples in Village 9-3 and 9-4. Saddleback College</p>	\$655.00
<p>San Francisco CCD Agreement – California Early Childhood Mentor Program allocation to Irvine Valley College 2012-2013 for coordinators and printing/copying. Irvine Valley College</p>	\$650.00 (Revenue)
<p>Lisa Kapchinske Agreement – To research music and assist choreographer in the IVC Perspectives performance Nov. 2012, effective</p>	\$540.00

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

from 10/01/12 – 11/16/12. Irvine Valley College	
Ohlone College Academy Support Center Affiliation Agreement - To provide administrative, technical, and instructional support to IVC faculty in the Cisco program. Irvine Valley College	\$500.00
Valley Clinical & Consulting Services Agreement – To perform pre-employment evaluation effective from 10/10/12 – 10/30/12. District Services	\$450.00
Contract Décor Inc. Agreement – Proposal # 90-101 – To provide blinds in Village 8 Matriculation. Saddleback College	\$299.00
Medieval Times Dinner & Tournament Consignment Ticket Agreement – To sell tickets on consignment at a discounted price valid from 10/1/12 – 09/30/13. Irvine Valley College	\$275.00
Fernando Vasquez Agreement – To perform duties of the sound operator for Saddleback College Performing Arts Guest Artist presentation of “An Evening of Comedy and Magic” on January 12, 2013 at 7:00 pm in the McKinney Theatre. Saddleback College	\$250.00
Fernando Vasquez Agreement – To perform duties of the sound operator for the “Shangri-La Chinese Acrobats” on November 18, 2012 at 2 pm in the McKinney Theatre. Saddleback College	\$250.00
Schwab Apiaries Agreement – To provide service of emergency bee removal at ATEP. ATEP	\$85.00
Phoenix Group Information Systems Agreement – To demo a mobile handheld ticket writer for parking services. Saddleback College	\$0.00

<p>Swinerton Builders Agreement – To provide entry to property for RFP Project No. 307, Irvine Valley College A400 building. District Services</p>	<p>\$0.00</p>
<p>Denise Sonnenberg Amendment to Agreement – To extend the term of the contract to September 10, 2012. Original contract amount of NTE \$21,000 remains in effect. Therefore, there is no fiscal impact. Irvine Valley College</p>	<p>\$0.00 Amendment Total contract amount is \$21,000.00</p>
<p>Charles Pankow Builders, Ltd. Entry To Property Agreement – To provide entry to project property for RFP Project No. 307, Irvine Valley College A400 building. District Services</p>	<p>\$0.00</p>
<p>Card Meter Systems Amendment to Agreement – To increase quantity of print stations. Irvine Valley College</p>	<p>\$0.00</p>
<p>MD Medical Billing Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	<p>\$0.00</p>
<p>Community Orthopedics Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	<p>\$0.00</p>
<p>Western Medical Center – Santa Ana Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	<p>\$0.00</p>
<p>Palm Terrace Healthcare & Rehab Center Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program. Saddleback College</p>	<p>\$0.00</p>

Turning Point Treatment Center Affiliation Agreement – To provide clinical/internship experience to enhance student experiences in the Health Sciences program Saddleback College	\$0.00
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RECOMMENDATION

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

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Acceptance of District Annual Audit Report: 2011-2012

ACTION: Review

BACKGROUND

California Education Code Section 84040 requires that an annual audit of all District funds be made by a Certified Public Accountant or a Public Accountant licensed by the State Board of Accounting. Title 5, California Code of Regulations, Section 59104, further requires that the governing board of each community college district review the annual audit at a regularly scheduled public meeting.

STATUS

The Board of Trustees employed the firm of Macias Gini & O'Connell, Certified Public Accountants, to conduct the audit of all District funds for FY 2011-2012. The general purpose financial statements with accompanying audit report have been completed and are being submitted to all agencies the law requires, as well as to the members of the Board of Trustees.

The auditors issued an unqualified opinion for the FY 2011-2012 financial statements with no financial findings. The FY 2011-2012 audit report includes one federal award finding related to student financial aid and three state award findings for residency determination, student material fees, and EOPS & CARE advisory committees. Details of the findings and the District's response can be found in the audit report under Schedule of Findings and Questioned Costs.

A Board sub-committee on the audit, consisting of Trustees Milchiker, Padberg, and Lang, had an opportunity to meet with the auditors before the final version was printed. The audit committee was able to question the auditors in depth about the findings and recommendations.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the FY 2011-2012 audit report in Exhibit A for review and acceptance.

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

Report on Audited Basic Financial Statements

For the Year Ended June 30, 2012

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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 REPORT ON AUDITED BASIC FINANCIAL STATEMENTS
 FOR THE YEAR ENDED JUNE 30, 2012**

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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
REPORT ON AUDITED BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

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Sacramento

Walnut Creek

Oakland

Newport Beach

San Diego

Seattle

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
South Orange County Community College District
Mission Viejo, California

We have audited the accompanying basic financial statements of the business-type activity, the aggregate discretely presented component units and the fiduciary funds of the South Orange County Community College District (the District) as of and for the year ended June 30, 2012, as listed in the table of contents. These basic financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activity, the aggregate discretely presented component units and the fiduciary funds of the South Orange County Community College District as of June 30, 2012, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Subsequent to the issuance of the District's basic financial statements as of June 30, 2011, a material error was discovered by management whereby construction in progress in the statement of net assets was understated. The beginning net asset balance at July 1, 2011 has been restated and the effect of the correction is described in Note 2.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 9, 2012 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of postemployment healthcare funding progress and the schedule of

employer contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's financial statements as a whole. The supplementary information as listed in the table of contents, including the schedule of expenditures of federal awards, which is required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis, and is not a required part of the financial statements. The supplementary information was derived from and relates directly to the underlying accounting or other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

We also have previously audited, in accordance with auditing standards generally accepted in the United States, the District's basic financial statements for the year ended June 30, 2011, which are not presented with the accompanying basic financial statements. In our report dated November 23, 2011, we expressed unqualified opinions on the respective financial statements of the business-type activity, the aggregate discretely presented component units and the fiduciary funds. The audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's financial statements as a whole. The Schedule of Financial Trends and Analysis on page 53, related to the 2011 financial statements is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2011 financial statements. The information has been subjected to the auditing procedures applied in the audit of those financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2011 information presented in the Schedule of Financial Trends and Analysis is fairly stated in all material respects in relation to the 2011 financial statements as a whole. The Schedule of History and Organization, and the budgetary section and 2010 financial information shown of the Schedule of Financial Trends and Analysis under the supplementary information as listed in the table of contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Macias Jini & O'Connell LLP

Los Angeles, California
November 9, 2012

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2012**



through the District.

This section of the Financial Report of the South Orange County Community College District (the "District") presents a narrative overview and analysis of the District's financial activities for the fiscal year that ended June 30, 2012. We encourage readers to consider the information presented here in conjunction with the District's basic financial statements. The information in the Management Discussion and Analysis is related to the primary government only; separate financial information for the Foundations may be obtained

Introduction to the Basic Financial Statements

The South Orange County Community College District serves over 40,000 students who attend Saddleback College in Mission Viejo, Irvine Valley College in Irvine and the Advanced Technology & Education Park (ATEP) in Tustin. Because of prudent management and conservative fiscal policies, our District has prepared for the challenging budget times by creating reserves, retiring debt, fully funding the retiree liability, and implementing efficiencies throughout all operations. Strategic planning, investments in technology and increasing online services to students ensure we can meet the current and growing demands of transfer to four-year colleges, workforce training, career technical preparation, and basic skills. Over 2,500 employees in the South Orange County Community College District are committed to providing the best educational foundation possible for our students with respect for taxpayers. We invite you to learn more about us and our services to students and the community at www.socccd.edu.

Accounting Standards

In June 1999, the Governmental Accounting Standards' Board (GASB) released Statement No. 34, "Basic Financial Statement and Management's Discussion and Analysis for State and Local Governments," which changed the reporting format for annual financial statements. In November 1999, GASB released Statement No. 35, "Basic Financial Statement and Management's Discussion and Analysis for Public Colleges and Universities," which applies these reporting standards to public colleges and universities. The South Orange County Community College District continues to present its financial statements in this reporting format.

The following management's discussion and analysis provides an overview of the financial position and activities of the South Orange County Community College District's Financial Report for the fiscal year that ended June 30, 2012. The previous year's financial information is also provided for comparison. The annual report consists of three basic financial statements that provide information on the District as a whole:

The Statement of Net Assets
The Statement of Revenues, Expenses and Changes in Net Assets
The Statement of Cash Flows

Each of these statements will be reviewed and significant events discussed.

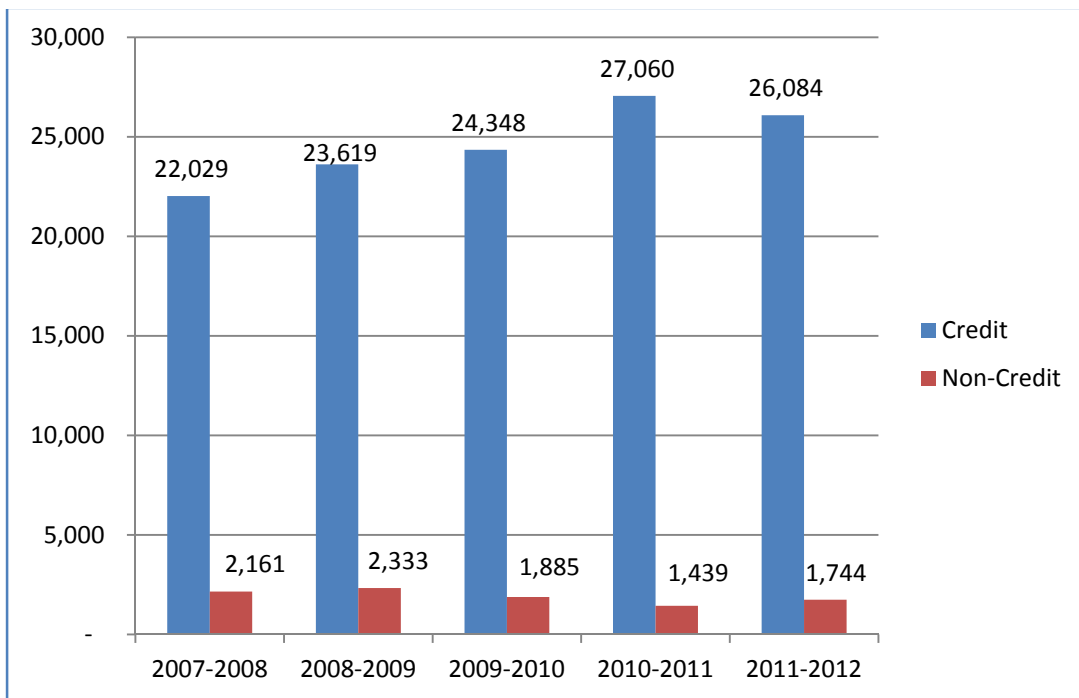
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Financial and Enrollment Highlights

The District ended the year with a strong fund balance. The ability to maintain a prudent reserve of 7.5% affords cash flow stability for the District without external borrowing. Property taxes continue to provide a reliable revenue source that allows the District some protection from state budget cuts and forced workload reductions.

Enrollments at the colleges decreased in FY 2011-12 by 2.4% from the prior year to reduce unfunded FTES (full-time equivalent students). A history of student enrollments is provided below.

Annual Enrollment
Full-Time Equivalent Students



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Statement of Net Assets

The Statement of Net Assets presents information on the District's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

	(in thousands)		
	<u>2012</u>	<u>2011</u>	<u>% Change</u>
Current and other assets	\$ 250,099	\$ 221,769	13%
Capital assets, net	<u>247,951</u>	<u>244,114</u>	2%
Total Assets	<u><u>\$ 498,050</u></u>	<u><u>\$ 465,883</u></u>	7%
Current and other liabilities	\$ 19,458	\$ 20,135	-3%
Long-term liabilities	<u>9,427</u>	<u>9,222</u>	2%
Total Liabilities	<u><u>28,885</u></u>	<u><u>29,357</u></u>	-2%
Net Assets:			
Invested in capital assets, net			
of related debt	245,458	241,315	2%
Restricted	21,723	178,245	-88%
Unrestricted	<u>201,984</u>	<u>16,966</u>	1091%
Total Net Assets	<u><u>469,165</u></u>	<u><u>436,526</u></u>	7%
Total liabilities and net assets	<u><u>\$ 498,050</u></u>	<u><u>\$ 465,883</u></u>	7%

Assets

Total assets increased approximately \$32.2 million, a percentage increase of 7%. The major changes affecting total assets are listed below:

- Current and other assets increased \$28 million over the prior year primarily due to a \$29 million cash increase of excess property taxes to be used to fund capital outlay projects.
- Net capital assets increased by approximately \$3.8 million primarily due to the renovation of the Saddleback College Library and initial construction costs for the Irvine Valley College (IVC) Sciences building.

Liabilities

Total liabilities decreased by approximately \$472 thousand; a decrease of 2%. The major changes affecting total liabilities are listed below:

- Current and other liabilities decreased approximately \$677 thousand. This was a combination of a decrease in accounts payables of approximately \$970 thousand due to the timing of payments in 2012 and an increase in deferred revenues of \$390 thousand.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

- Long term liabilities increased \$205 thousand. While the financing agreements and early retirement incentives were paid down by \$200 thousand and \$1.1 million, respectively, the other post-employment benefit (OPEB) obligation increased by \$1.5 million as a result of the new actuarial valuation being completed. Changes in actuarial tables, increased medical costs, and retirement incentives all contributed to the unexpected increase in the OPEB obligation.

Statement of Revenues, Expenses and Changes in Net Assets

The Statement of Revenues, Expenses and Changes in Net Assets presents information showing how the District's net assets changed during the most recent fiscal year. All changes in net assets are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods, such as revenues pertaining to receivables and expenses pertaining to earned, but unused, compensated balances.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

	(in thousands)		
	<u>2012</u>	<u>2011</u>	<u>% Change</u>
Operating revenues			
Net tuition and fees	\$ 27,594	\$ 24,903	11%
Grants and contracts, noncapital	12,815	11,172	15%
Sales	947	966	-2%
Total operating revenues	<u>41,356</u>	<u>37,041</u>	12%
Operating expenses			
Salaries and employee benefits	139,368	150,011	-7%
Supplies, materials and other operating expenses and services	22,980	24,270	-5%
Financial aid	24,614	18,987	30%
Utilities	3,005	2,836	6%
Depreciation	11,268	10,653	6%
Total operating expenses	<u>201,235</u>	<u>206,757</u>	-3%
Operating loss	<u>(159,879)</u>	<u>(169,716)</u>	-6%
Nonoperating revenues (expenses)			
State apportionments, noncapital	1,893	4,315	-56%
Local property taxes	149,105	148,109	1%
Federal grants and contracts, noncapital	23,890	18,452	29%
State taxes and other revenues	7,360	6,770	9%
Interest and investment income	961	1,202	-20%
Loss on disposal of capital assets	(6,447)	(166)	3784%
Interest expense	(118)	(130)	-9%
Total nonoperating revenues (expenses)	<u>176,644</u>	<u>178,552</u>	-1%
Income before capital contributions	<u>16,765</u>	<u>8,836</u>	90%
State apportionments, local revenues, grants and gifts	<u>15,874</u>	<u>13,513</u>	17%
Change in net assets	32,639	22,349	46%
Net assets, as restated - beginning of year	<u>436,526</u>	<u>414,177</u>	5%
Net assets - end of year	<u>\$ 469,165</u>	<u>\$ 436,526</u>	7%

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Operating Revenues

Total Operating Revenues increased approximately \$4.3 million, a percentage increase of 12%.

- Net tuition and fees experienced an increase of \$2.7 million, approximately 11%. Fee revenue increased by \$5.9 million due to the state legislature increasing enrollment fees to \$36 per unit from \$26 per unit. This revenue was offset by a \$3.2 million increase in scholarship discounts and allowances from the increased demand for student financial aid with the BOGG waivers.
- Non capital grants and contracts increased \$1.7 million, an increase of 15%. Factors contributing to this include an increase in state economic development grants of \$970 thousand (13%), state financial aid awards of \$160 thousand (30%) and the Federal National Science Foundation grant of \$310 thousand (35%).

Operating Expenses

Total operating expenses decreased by 3%, approximately \$5.5 million. Items of significance affecting the changes include:

- Salaries and benefits decreased by approximately \$10 million, a percentage decrease of 7%. This reflects the salary and benefit savings from the faculty retirement incentive offered in FY 2010-2011. Most of the positions are being replaced for FY 2012-2013 and FY 2013-2014. The cost of the incentive (\$5.4 million) also caused an unusual spike in benefit expenses for FY 2010-2011.
- Financial aid expenses increased \$5.6 million, a 30% increase, due to increased student demand and increases in student fees, which qualifies students for higher amounts of financial aid.

Non-Operating Revenues

Non-operating revenues decreased by \$2 million, a 1% decrease, mainly due to the following:

- Non-capital state apportionments decreased by \$2.4 million from the decision by the state to no longer fund Partnership for Excellence for basic aid districts. Half of the funds (\$1.8 million) were taken in FY 2011-2012 and the remainder will be taken in FY 2012-2013. State apportionments were also cut for many categorical programs due to state budget difficulties.
- The increase of \$5.4 million in federal grants reflects the additional Financial Aid receipts due to the increases in student financial aid demand and higher student fees.
- State taxes and other revenues increased by 9% due to improved Lottery revenues.
- Interest and investment income decreased \$241 thousand, a 20% decrease. This decrease is a result of reduced interest earnings at both Orange County Schools Pool and the Local Agency Investment Fund (LAIF). This is reflective of the current economy which has lower yields than prior years.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

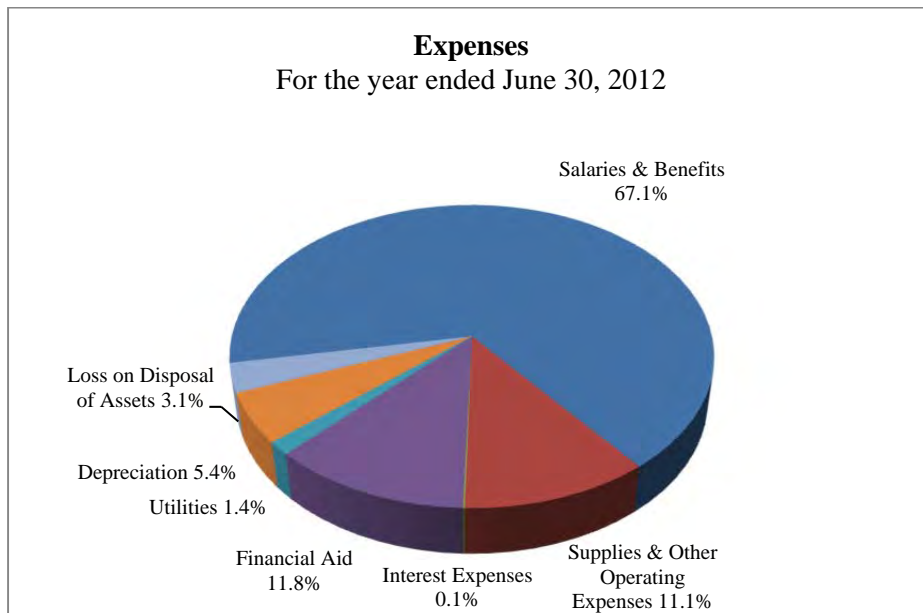
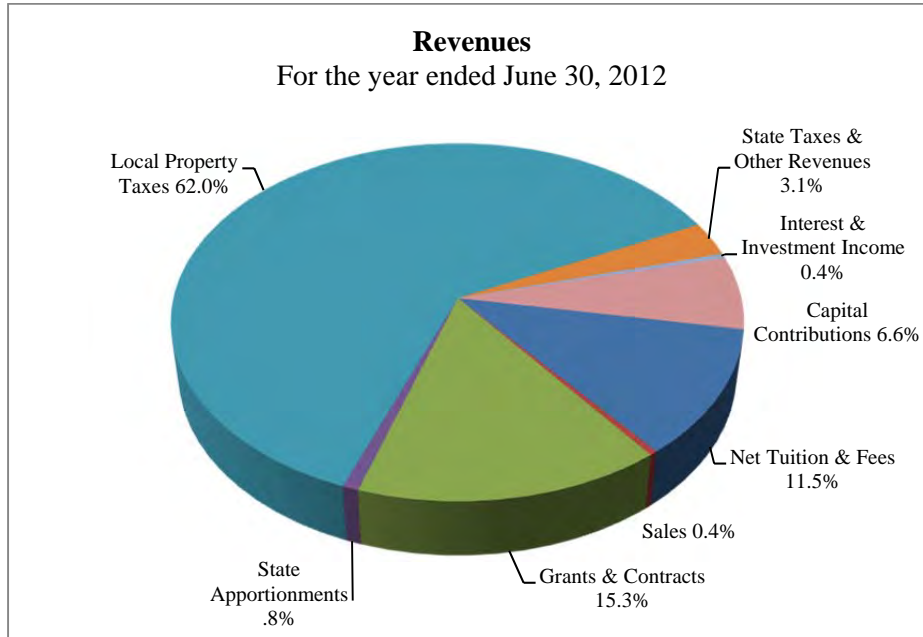
- The loss on disposal of capital assets relates to the demolition of existing structures at the ATEP site to make room for new education facilities that will be built in the near future.

Capital contributions

Capital contributions increased by 17%, approximately \$2.4 million.

- State capital apportionments increased \$1.3 million. This revenue is received from the state as a match for capital projects. These funds were for the Saddleback College Library renovation and the new IVC Sciences building. Both projects will be completed in FY 2012-2013.
- Local revenues increased \$1.1 million, a 32% increase. The majority of this increase pertains to the additional redevelopment funds received due to the elimination of redevelopment agencies imposed by the state.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**



District's Fiduciary Responsibility

The District is the trustee, or fiduciary, for certain amounts held on behalf of students, clubs, and donors for student loans and scholarships. The District's fiduciary activities are reported in a separate statement of fiduciary net assets. These activities are excluded from the District's other financial statements because these assets cannot be used to finance operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Capital Assets and Debt Administration

Capital Assets

As of June 30, 2012, the District had approximately \$248 million invested in net capital assets. Total capital assets of \$368 million consist of land, construction in progress, buildings and improvements, vehicles, data processing equipment, and other office equipment. These assets have accumulated depreciation of \$120 million. In FY 2011-2012, there were capital asset additions in the amount of \$39.9 million which includes \$1.6 million in equipment, \$18.4 million of buildings and improvements and \$19.9 million in construction in progress. Deletions of \$24.8 million include \$18.4 million of completed construction in progress moved to building assets and \$6.4 million of disposals. Depreciation expense of \$11.3 million was recorded for FY 2011-2012.

Note 5 to the financial statements provides additional information on capital assets. A comparison of capital assets net of depreciation is summarized below:

	(in thousands)	
	<u>2012</u>	<u>2011</u>
Land	\$ 41,762	\$ 41,762
Buildings and improvements	143,577	140,987
Equipment	5,785	6,065
Construction in progress	56,827	55,299
Net capital assets	<u>\$ 247,951</u>	<u>\$ 244,113</u>

Debt

At June 30, 2012, the District had \$12.3 million in debt. While debt for lease agreements and the early retirement incentive decreased, a debt for other post-employment benefits was realized with the completion of a new actuarial valuation. Funding for this debt will be addressed in FY 2012-2013. Notes 6, 7, 9, 10 and 12 provide additional information on long-term liabilities. A comparison is summarized below:

	(in thousands)	
	<u>2012</u>	<u>2011</u>
Long-term debt		
Financing lease agreements	\$ 2,493	\$ 2,799
Early retirement incentive	4,330	5,413
Compensated absences	3,687	3,635
Claims liability	325	364
Net OPEB obligation	1,489	-
Total long-term debt	<u>12,324</u>	<u>12,211</u>
Less current portion	<u>(2,897)</u>	<u>(2,989)</u>
Long-term portion	<u>\$ 9,427</u>	<u>\$ 9,222</u>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Economic Outlook and Factors Affecting Next Year's Budget

The FY 2012-2013 state budget for community colleges included no cost of living adjustment (COLA) on general purpose apportionments and 1% for growth funding statewide. The colleges are prepared to earn the additional growth funds while containing enrollments to available funding levels. The state legislature increased enrollment fees \$10/unit beginning the summer 2012 term. The new rate is now \$46/unit. Although enrollment fees have increased over 75% in the last 2 years, they are still among the lowest in the nation.

The District has been identified as a "basic aid" district since 1999-2000, meaning its primary source of revenue comes from property taxes rather than state apportionment. The FY 2012-2013 adopted budget assumes no change in property tax revenue from FY 2011-2012. This assumption is based on prior years' history and estimations provided by the county auditor/controller's office. Although property tax receipts have fluctuated in recent years, the District continues to experience sufficient revenue to maintain funding of the colleges and allow for future capital projects. Excess funds over what would be received from the state funding formula are used to pay for long-term debt, one time expenditures, and capital outlay needs.

The most recent actuarial study completed for the OPEB liability reflects a higher than anticipated liability due to accelerated retirements and changes to the retirement and mortality tables used by the actuary. The District has evaluated the study and made recommendations to the Board of Trustees at its September 24, 2012 meeting to fully fund the liability before June 30, 2013. The Board approved this recommendation as well as the recommendation to have an experience study completed to determine local rates of retirement. The results will be used for a new actuarial study.

As in the past several years, the state did not provide funding for scheduled maintenance in its FY 2012-2013 budget. To address the maintenance and capital needs of the colleges, the District is preparing a twenty year capital outlay and scheduled maintenance plan. The goal of the plan is to address most of the needs of the District through existing funding sources. Additional funding sources are being explored for the development of the Advanced Technology and Education Park located in Tustin.

The District has completed negotiations with all bargaining groups. The final three-year contract with the Police Officer's Association (POA) was approved by the Board of Trustees at the September 24, 2012 meeting.

Requests for Information

The financial report is designed to provide a general overview of the District's finances. Questions concerning this report or requests for additional financial information should be addressed to the South Orange County Community College District, Office of the Executive Director of Fiscal Services, 28000 Marguerite Parkway, Mission Viejo, CA 92692-3635.

BASIC FINANCIAL STATEMENTS

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF NET ASSETS
JUNE 30, 2012

Assets	Business-Type Activity	Component Units
	Primary Government	
Current assets:		
Cash and cash equivalents	\$ 210,140,647	\$ 620,263
Investments	25,801,287	6,032,252
Investments with the Foundation for California Community Colleges (FCCC)	-	1,203,492
Accounts receivable:		
Federal and State	1,282,833	-
Local	10,903,430	93,233
Due from fiduciary funds	1,272,750	-
Due from component units	41,355	-
Inventory	71,770	-
Prepaid expenses	526,844	4,635
Total current assets	<u>250,040,916</u>	<u>7,953,875</u>
Noncurrent assets:		
Restricted cash and cash equivalents	24,245	-
Restricted student loan receivable	33,950	-
Capital assets, net of accumulated depreciation	247,951,012	-
Total noncurrent assets	<u>248,009,207</u>	<u>-</u>
Total Assets	<u>\$ 498,050,123</u>	<u>\$ 7,953,875</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 1,125,750	\$ 340,469
Accrued liabilities	8,358,589	-
Deferred revenue	7,076,092	-
Due to primary government	-	41,355
Trust account liabilities	-	67,376
Financing agreements	236,214	-
Early retirement incentive	1,082,544	-
Compensated absences	1,253,488	-
Claims liability	325,043	-
Total current liabilities	<u>\$ 19,457,720</u>	<u>\$ 449,200</u>
Noncurrent liabilities:		
Financing agreements	2,256,550	-
Early retirement incentive	3,247,631	-
Compensated absences	2,433,242	-
Net OPEB obligation	1,489,523	-
Total noncurrent liabilities	<u>9,426,946</u>	<u>-</u>
Total Liabilities	<u>28,884,666</u>	<u>449,200</u>
Net Assets:		
Invested in capital assets, net of related debt	245,458,248	-
Restricted for:		
Capital projects	11,354,526	-
Scholarships	39,764	289,831
Other special purposes	10,328,852	4,239,977
Restricted non-expendable	-	2,576,444
Unrestricted	201,984,067	398,423
Total Net Assets	<u>469,165,457</u>	<u>7,504,675</u>
Total Liabilities and Net Assets	<u>\$ 498,050,123</u>	<u>\$ 7,953,875</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2012**

	<u>Business-Type Activity</u>	
	<u>Primary Government</u>	<u>Component Units</u>
Operating Revenues		
Tuition and fees (gross)	\$ 35,768,165	\$ -
Less: Scholarship discounts and allowances	(8,173,999)	-
Net tuition and fees	<u>27,594,166</u>	<u>-</u>
Grants and contracts, noncapital:		
Federal	2,600,741	-
State	7,872,785	-
Local	2,340,823	4,014,164
Sales	947,141	247,670
Total operating revenues	<u>41,355,656</u>	<u>4,261,834</u>
Operating Expenses		
Salaries	101,242,953	94,021
Employee benefits	38,124,899	14,033
Supplies, materials and other operating expenses and services	22,980,151	1,063,992
Financial aid	24,614,477	572,213
Utilities	3,004,635	5,516
Depreciation	11,268,095	-
Total operating expenses	<u>201,235,210</u>	<u>1,749,775</u>
Operating income (loss)	<u>(159,879,554)</u>	<u>2,512,059</u>
Nonoperating Revenues (Expenses)		
State apportionments, noncapital	1,892,604	-
Local property taxes	149,104,716	-
Federal grants and contracts, noncapital	23,890,444	-
State taxes and other revenues	7,359,820	7,100
Interest and investment income	961,579	89,341
Loss on disposal of capital assets	(6,446,728)	-
Interest expense	(117,829)	-
Total nonoperating revenues (expenses)	<u>176,644,606</u>	<u>96,441</u>
Income before capital contributions	<u>16,765,052</u>	<u>2,608,500</u>
Capital Contributions:		
State apportionments	11,097,021	-
Local revenues, grants and gifts	4,776,899	-
Total capital contributions	<u>15,873,920</u>	<u>-</u>
Change in Net Assets	<u>32,638,972</u>	<u>2,608,500</u>
Net Assets - beginning of year, restated	<u>436,526,485</u>	<u>4,896,175</u>
Net Assets - end of year	<u>\$ 469,165,457</u>	<u>\$ 7,504,675</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2012**

	Business-Type Activity	
	Primary Government	Component Units
Cash Flows From Operating Activities		
Tuition and fees	\$ 27,982,406	\$ -
Federal grants and contracts	2,600,741	-
State grants and contracts	7,872,785	-
Local grants and contracts	2,340,823	3,985,920
Sales	947,141	247,670
Payments to suppliers	(25,952,229)	(1,088,274)
Payments to employees	(139,820,729)	(108,054)
Payments on-behalf of students	(22,518,254)	(572,213)
Net amounts due from component unit	(13,744)	-
Net amounts due to primary government	-	13,744
Trust account liabilities	-	15,821
Net amounts due from fiduciary funds	(1,047,624)	-
Net cash (used) provided by operating activities	<u>(147,608,684)</u>	<u>2,494,614</u>
Cash Flows From Noncapital Financing Activities		
State apportionments and receipts	1,892,604	-
Property taxes	145,650,734	-
State taxes and other revenues	7,359,820	7,100
Federal grants and contracts	23,890,444	-
Net cash provided (used) by noncapital financing activities	<u>178,793,602</u>	<u>7,100</u>
Cash Flows From Capital and Related Financing Activities		
State apportionments for capital purposes	11,097,021	-
Local revenues, grants and gifts for capital purposes	4,776,899	-
Purchase of capital assets	(21,552,102)	-
Principal and interest paid on capital debt	(424,096)	-
Net cash used by capital and related financing activities	<u>(6,102,278)</u>	<u>-</u>
Cash Flows From Investing Activities		
Interest on investments	961,579	89,341
Purchase of investments	(96,442)	(2,427,333)
Net cash provided (used) by investing activities	<u>865,137</u>	<u>(2,337,992)</u>
Net Increase in Cash and Cash Equivalents	<u>25,947,777</u>	<u>163,722</u>
Cash and Cash Equivalents - Beginning of Year	<u>184,217,115</u>	<u>456,541</u>
Cash and Cash Equivalents - End of Year	<u>\$ 210,164,892</u>	<u>\$ 620,263</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF CASH FLOWS (CONTINUED)
FOR YEAR ENDED JUNE 30, 2012**

	Business-Type Activity	
	Primary Government	Component Units
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) By Operating Activities:		
Operating income (loss)	\$ (159,879,554)	\$ 2,512,059
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation expense	11,268,095	-
Changes in assets and liabilities:		
Accounts receivables	2,096,223	(28,244)
Due from fiduciary funds	(1,047,624)	-
Due from component units	(13,744)	-
Due to primary government	-	13,744
Inventory	7,373	-
Prepaid expense	126,551	4,785
Accounts payable and accrued liabilities	(973,098)	(23,551)
Deferred revenue	388,240	-
Trust account liabilities	-	15,821
Compensated balances	51,248	-
Early retirement incentive	(1,082,544)	-
Net OPEB obligation	1,489,523	-
Claims liability	(39,373)	-
Net cash (used) provided by operating activities	\$ (147,608,684)	\$ 2,494,614

The accompanying notes to the basic financial statements are an integral part of this statement.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF FIDUCIARY NET ASSETS
JUNE 30, 2012

	<u>Associated Student Government Funds</u>	<u>Retiree (OPEB) Trust</u>	<u>Agency Fund</u>
Assets			
Cash and cash equivalents	\$ 185,509	\$ -	\$ 2,637,375
Investments:			
Common stock	-	31,097,970	-
Equity mutual funds	-	33,582,931	-
Other investments	124,283	-	-
Accounts receivable	148,046	-	-
Accrued interest receivable	-	108,083	-
Prepaid expenses	11,250	-	-
Total Assets	<u>\$ 469,088</u>	<u>\$ 64,788,984</u>	<u>\$ 2,637,375</u>
Liabilities			
Agency obligations	\$ -	\$ -	\$ 2,637,375
Accounts payable	556	-	-
Accrued liabilities	58,150	-	-
Deferred revenue	5,087	-	-
Due to other funds	-	1,231,967	-
Funds held in trust	69,643	-	-
Total Liabilities	<u>133,436</u>	<u>1,231,967</u>	<u>\$ 2,637,375</u>
Net Assets Held in Trust for			
Associated student government	335,652	-	
Other postemployment benefits	-	63,557,017	
Total Net Assets	<u>335,652</u>	<u>63,557,017</u>	
Total Liabilities and Net Assets	<u>\$ 469,088</u>	<u>\$ 64,788,984</u>	

The accompanying notes to the basic financial statements are an integral part of this statement.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2012**

	<u>Associated Student Government Funds</u>	<u>Retiree (OPEB) Trust</u>
Additions		
Contributions	\$ -	\$ 2,582,983
Investment earnings:		
Interest and dividend income	623	2,183,621
Net appreciation in fair value of investments	-	(2,245,193)
Less: Investment operating expenses	-	(253,185)
Local sources	721	
Sales	1,211,096	-
Other income	-	-
Total Additions	<u>1,212,440</u>	<u>2,268,226</u>
Deductions		
Benefit payments	-	3,586,567
Salaries	123,471	-
Employee benefits	27,396	-
Supplies, material, and other operating expenses and services	1,011,119	-
Financial aid	84,432	-
Total Deductions	<u>1,246,418</u>	<u>3,586,567</u>
Change in net assets	<u>(33,978)</u>	<u>(1,318,341)</u>
Net assets - beginning of year	<u>369,630</u>	<u>64,875,358</u>
Net assets - end of year	<u>\$ 335,652</u>	<u>\$ 63,557,017</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The South Orange County Community College District (District) is the level of government primarily accountable for activities related to higher education. The governing authority consists of elected officials who, together, constitute the Board of Trustees.

The District considered its financial and operational relationships with potential component units under the reporting entity definition of GASB Statement No. 14, *The Financial Reporting Entity*. The basic, but not the only, criterion for including another organization in the District's reporting entity for financial reports is the ability of the District's elected officials to exercise oversight responsibility over such agencies. Oversight responsibility implies that one entity is dependent on another and that the dependent unit should be reported as part of the other.

Oversight responsibility is derived from the District's power and includes, but is not limited to: financial interdependency; selection of governing authority; designation of management; ability to significantly influence operations; and accountability for fiscal matters.

Based upon the requirements of GASB Statement No. 14, and as amended by GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, certain organizations warrant inclusion as part of the financial reporting entity because of the nature and significance of their relationship with the District, including their ongoing financial support of the District or its other component units. A legally separate, tax-exempt organization should be reported as a component unit of the District if all of the following criteria are met:

1. The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the District, its component units, or its constituents.
2. The District, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
3. The economic resources received or held by an individual organization that the District, or its component units, is entitled to, or has the ability to otherwise access, are significant to the District.

Based upon the application of the criteria listed above, the Facilities Corporation 2011 of the South Orange County Community College District (Corporation) has been included in the District's reporting entity as a blended component unit. Separate financial information may be obtained through the District.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Reporting Entity (continued)

Based upon the application of the criteria listed above, the following component units have been included through discrete presentation:

The Foundation for the South Orange County Community College District, the Foundation for Advanced Technology and Education Park (ATEP), Saddleback College Foundation and Irvine Valley College Foundation - Each Foundation is a separate not-for-profit corporation. The Board of Directors of the foundations are elected independent of any District Board of Trustee's appointments. The Boards are responsible for approving their own budgets and accounting and finance related activities; however, the District's governing board has fiscal responsibility over each Foundation.

Separate financial information for the Foundations may be obtained through the District.

In addition, the District maintains fiduciary funds which are composed of two trust funds and one agency fund as follows:

Associated Student Government Funds – These funds are held on behalf of students of the District under a formal trust agreement between the associated student government and the District.

South Orange County CCD Retiree (OPEB) Trust - The Trust is an irrevocable governmental trust pursuant to Section 115 of the Internal Revenue Code for the purpose of funding certain post-employment benefits. The Trust Board of Authority, comprised of the Vice Chancellor of Business Services; Vice Chancellor of Human Resources and Employer/Employee Relations, District; Executive Director of Fiscal Services/Comptroller; Vice President of Administrative Services, Saddleback College; and Director of Fiscal Services, Irvine Valley College provide oversight over Trust investments and plan administration. As such, the District acts as the fiduciary of the Trust.

Agency Fund – Funds are held by the District on behalf of students, clubs and donors for student loans and scholarships.

Separate financial statements are not prepared for trust and agency funds.

B. Financial Statement Presentation

The accompanying financial statements have been prepared in conformity with accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), including Statement No. 34, *Basic Financial Statements and Management Discussion and Analysis - for State and Local Governments* and including Statement No. 35, *Basic Financial Statements and Management Discussion and Analysis of Public College and Universities*, issued in June and November 1999 and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants. The financial statement presentation required by GASB No. 34 and No. 35 provides a comprehensive, entity-wide perspective of the District's financial activities. The entity-wide perspective replaces the fund-group perspective previously required.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Financial Statement Presentation (continued)

Fiduciary activities are excluded from the basic financial statements.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

For financial reporting purposes, the District is considered a special-purpose government engaged in business-type activities. Accordingly, the District's basic financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

For internal accounting purposes, the budgetary and financial accounts of the District have been recorded and maintained in accordance with the Chancellor's Office of the California Community College's *Budget and Accounting Manual*.

To ensure compliance with the California Education Code, the financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources and all related liabilities, obligations and equities.

By state law, the District's Governing Board must approve a budget no later than September 15. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements. Budgets were adopted on a basis consistent with generally accepted accounting principles (GAAP).

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. Expenditures cannot legally exceed appropriations by major object account.

In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting*, the District follows all GASB statements issued prior to November 30, 1989 until subsequently amended, superseded or rescinded. The District has the option to apply all Financial Accounting Standards Board (FASB) pronouncements issued after November 30, 1989 unless FASB conflicts with GASB. The District has elected to not apply FASB pronouncements issued after the applicable date.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Cash in the Orange County Treasury and investments in the Local Agency Investment Fund are recorded at fair value in accordance with the requirements of GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*.

E. Accounts Receivable

Accounts receivable consists primarily of amounts due from the federal government, state and local governments, or private sources, in connection with reimbursement of allowable expenses made pursuant to the District's grants and contracts.

F. Inventory

Inventories are presented at the lower of cost or market using the average cost method and are expensed when used. Inventory consists of expendable instructional, custodial, health and other supplies held for consumption.

G. Prepaid Expenses

Payments made to vendors for goods or services that will benefit periods beyond June 30, 2012, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expense is reported in the year in which goods or services are consumed.

H. Restricted Cash and Cash Equivalents

Restricted cash and cash equivalents are those amounts externally restricted as to use pursuant to the requirements of the District's grants, contracts, and debt service requirements.

I. Capital Assets

Capital assets are recorded at cost at the date of acquisition. Donated capital assets are recorded at their estimated fair value at the date of donation. For equipment, the District's capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life of greater than one year. Buildings as well as renovations to buildings, infrastructure, and land improvements that significantly increase the value or extend the useful life of the structure are capitalized.

The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend the asset's life is recorded in operating expense in the year in which the expense was incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings, 10 years for site improvements, 8 years for equipment and vehicles and 3 years for technology.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Accounts Payable

Accounts payable consists of amounts due to vendors.

K. Accrued Liabilities

Accrued liabilities consist of salaries and benefits payable, deferred summer pay and load banking. Load banking hours consist of hours worked by instructors in excess of a full-time load which they may carryover for future paid time off.

L. Deferred Revenue

Tuition and fees received prior to June 30 for classes and programs offered in the subsequent fiscal year are reported as deferred revenue.

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenses have been incurred. Deferred revenue is recorded to the extent cash received on specific projects and programs exceed qualified expenses.

M. Compensated Absences

In accordance with GASB Statement No. 16, *Accounting for Compensated Absences*, accumulated unpaid employee vacation benefits are recognized as a liability of the District as compensated absences in the Statement of Net Assets.

Sick leave benefits are accumulated without limit for each employee. Accumulated employee sick leave benefits are not recognized as a liability of the District. The District's policy is to record sick leave as an operating expense in the period taken; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires and within the constraints of the appropriate retirement systems.

N. Net Assets

Invested in capital assets, net of related debt: This represents the District's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

Restricted net assets for: capital projects, scholarships, and other special purposes: Restricted expendable net assets include resources in which the District is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties or by enabling legislation adopted by the District. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

N. Net Assets (continued)

Restricted net assets - nonexpendable: Nonexpendable restricted net assets consist of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal. The District had no restricted net assets - nonexpendable. However, the component units do have nonexpendable restricted net assets.

Unrestricted net assets: Unrestricted net assets represent resources available to be used for transactions relating to the general operations of the District, and may be used at the discretion of the governing board, as designated, to meet current expenses for specific future purposes. The Board of Trustees have designated \$10,345,556 of the unrestricted net assets balance as a reserve for contingencies.

O. State Apportionments

The District does not receive state apportionment for the base calculation because it receives more than sufficient revenues from enrollment fees and property taxes. The excess property taxes above the base revenue calculation is referred to as basic aid funds.

The District does receive state apportionment for categorical programs and partnership for excellence. These allocations are based upon various financial and statistical information from the current and previous years.

P. Property Taxes

Property taxes are assessed and levied by the County of Orange. Secured property taxes attach as an enforceable lien on property as of January 1. These taxes are payable in two installments on November 1 and February 1. Secured property taxes are considered delinquent after December 10 for the 1st installment and April 10 for the 2nd installment. Unsecured property taxes are payable in one installment on or before August 31 and are delinquent after August 31.

The District reports real and personal property tax revenues in the same manner in which the County auditor records and reports actual property tax receipts to the Department of Education. This is generally on a cash basis. A receivable has been accrued in these financial statements to reflect the amount of property taxes receivable as of June 30, 2012.

Q. On-Behalf Payments

GASB Statement No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*, requires that direct on-behalf payments for fringe benefits and salaries made by one entity to a third party recipient for the employees of another, legally separate entity be recognized as revenue and expenditures by the employer government. The State of California makes direct on-behalf payments for retirement benefits to the State Teachers Retirement System (STRS)

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Q. On-Behalf Payments (continued)

on behalf of all Community Colleges in California. The amount of on-behalf payments made for the District is estimated at \$962,381 for STRS for the year ended June 30, 2012. This amount has been reflected in the basic financial statements as a component of non-operating revenue and employee benefit expense.

R. Classification of Revenues

The District has classified its revenues as either operating or nonoperating revenues according to the following criteria:

Operating revenues: Operating revenues include activities that have the characteristics of exchange transactions, such as student fees, net of scholarship discounts and allowances, and most federal, state and local grants and contracts.

Nonoperating revenues: Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as state apportionments, property taxes, state taxes, non-capital federal grants and contracts, investment income, and other revenue sources.

S. Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the statement of revenues, expenses, and changes in net assets. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the District, and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants and other federal, state or nongovernmental programs are recorded as operating revenues in the District's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the District has recorded a scholarship discount and allowance for the Board of Governors (BOG) waivers.

T. Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 2 – RESTATEMENT OF BEGINNING NET ASSETS

The accompanying financial statement contains a restatement of beginning net assets at July 1, 2011. The following table is a summary of the adjustment:

	2011
Audited balance at July 1:	\$ 428,509,528
Adjustment:	
Capital assets	8,016,957
Restated balance at July 1:	\$ 436,526,485

The restatement was the result of construction in progress from 2006 through 2011 related to the Irvine Valley College Business and Technology Innovation Center and the Saddleback College Library remodel project that were not capitalized.

NOTE 3 - DEPOSITS AND INVESTMENTS

A. Deposits

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. However, the *California Government Code* requires California banks and savings and loan associations to secure the District's deposits by pledging government securities as collateral. The market value of pledged securities must equal 110 percent of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150 percent of an agency's total deposits and collateral is considered to be held in the name of the District. As of June 30, 2012, the book balance of the District's deposit of \$3,857,712, including fiduciary accounts and component units, were entirely insured and collateralized as described above.

B. Pooled Funds

Cash in County

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Orange County Treasury as part of the common investment pool. The County Treasury is sponsored and administered by the County of Orange and oversight is conducted by the County Treasury Oversight Committee. The fair value of the position in the pool is the same as the value of the pool shares. The Treasurer maintains the Pool for the County and other non-County entities for the purpose of benefiting from economies of scale through pooled investment activities. At June 30, 2012, the District had \$208,778,893 deposited with the County Treasury. The weighted average maturity of investments in the Orange County Educational Pool was .94 years at June 30, 2012. The Orange County Educational Pool does not maintain a credit rating.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 3 - DEPOSITS AND INVESTMENTS (CONTINUED)

B. Pooled Funds (continued)

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The County is restricted by Government Code Section 53635 pursuant to Section 53601 to invest in U.S. government securities, municipal debt, money market mutual funds, asset-backed securities, bankers' acceptances, commercial paper, negotiable certificates of deposit, medium-term notes, and repurchase or reverse repurchase agreements. The deposits maintained by the County are either secured by federal depository insurance or are collateralized. Interest earned is deposited into participating funds. Any investment losses are proportionately shared by all funds in the pool.

C. Investments

The District's Board Policy 3102 authorizes the District and the Associated Student Government to invest funds in accordance with California Government Code Section 53600, et seq., which includes U.S. Treasury Obligations, federal agency securities, municipalities securities, asset-backed securities, mortgage-backed securities, bankers' acceptances, commercial paper rated A-1 by Standard and Poor's Corporation (S&P) or P-1 by Moody's, negotiable certificates of deposit, medium-term notes, repurchase agreements, reverse repurchase agreements, time deposits, shares of beneficial interest of a Joint Powers Authority that invests in authorized securities, shares of beneficial interest issued by diversified management companies known as money market mutual funds (MMF), registered with SEC, and the State's Local Agency Investment Fund (LAIF). The District and the Associated Student Government did not violate any provisions of the California Government Code during the year ended June 30, 2012.

The District and the Associated Student Government are voluntary participants in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the District's investment and the Associated Student Government's investment in this pool amounted to \$25,801,286 and \$77,662 respectively, as of June 30, 2012, which is based on the pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio. The balance available for withdrawal is based on LAIF accounting records, recorded on an amortized basis.

The total amount invested by all public agencies in LAIF as of June 30, 2012 was \$21.9 billion. LAIF is part of the California Pooled Money Investment Account (PMIA), which at June 30, 2012 has a balance of \$60.5 billion. The weighted average maturity of LAIF investments was .74 years as of June 30, 2012. LAIF is unrated as to credit quality.

The Board of Authority of the Retiree Benefit (OPEB) Trust has established an investment policy under provisions of California Government Code Sections 53216.1, 53216.5 and 53216.6 which allows investment in any form or type of investment deemed prudent by the Board of Authority and not otherwise expressly restricted by law.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 3 - DEPOSITS AND INVESTMENTS (CONTINUED)

C. Investments (continued)

The investment policy authorizes the Trust to invest funds in certain types of investments including publicly traded common stocks, American Depository Receipts (ADRs), SEC-registered open-end mutual funds and Bank, Insurance Company or Trust Company commingled funds, closed-end SEC-registered mutual funds, Exchange Traded Funds (ETF), obligations of the U.S. Government and its agencies, bonds issued by U.S. Corporations or U.S. subsidiaries of foreign companies that are incorporated within the U.S., certificates of deposit, money market funds, foreign bonds, asset-back securities, and U.S. Agency mortgage-backed pass-through securities.

In addition, the component units' investment policies authorize the component units to invest in certain types of investments including publicly traded common stocks, SEC-registered open-end and closed-end mutual funds, Exchange Traded Funds (ETF), obligations of the U.S. Government and its agencies, bonds issued by U.S. Corporations or U.S. subsidiaries of foreign companies that are incorporated within the U.S., certificates of deposit, money market funds, foreign bonds, asset-back securities, U.S. Agency mortgage-backed pass-through securities, investment partnerships, and future, options, puts, short sales, or other derivative investments.

Investments held by the Retiree Benefit (OPEB) Trust, Associated Student Government Funds and the component units at June 30, 2012 are presented below:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Interest Rate % Range</u>	<u>Maturity Range</u>	<u>Weighted Average Maturity (Years)</u>
OPEB Trust				
Equity mutual funds	\$ 31,097,970	N/A	N/A	N/A
Fixed income mutual funds	33,582,931	N/A	N/A	N/A
Total for OPEB Trust	\$ 64,680,901			
Component Units				
Common stock and options	\$ 1,827,265	N/A	N/A	N/A
Fixed income mutual funds	826,514	N/A	N/A	N/A
Equity mutual funds	3,270,633	N/A	N/A	N/A
Mortgage and asset backed securities	58,994	3.5% - 5.50%	02/01/2036 - 02/01/2042	27.9
U.S. treasury notes	48,846	0.625% - 3.00%	07/15/12-02/15/2022	6.1
Total for Component Units	\$ 6,032,252			
Associated Student Government Funds				
Certificates of deposit	\$ 46,620	0.40%	02/09/13	0.61
Total for Associated Student Government Funds	\$ 46,620			

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 3 - DEPOSITS AND INVESTMENTS (CONTINUED)

C. Investments (continued)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rate will adversely affect the fair value of an investment. Equity mutual funds are not subject to interest rate risk. The Trust does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

The component units' investment guidelines limit the maximum average bond maturities to 10 years and the maximum individual bond maturities to 30 years.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Equity mutual funds are not subject to credit risk. The Trust investment policy establishes minimum acceptable credit ratings for investments from any Nationally Recognized Statistical Rating Organization (NRSROs).

The following is a summary of the credit quality distribution for the securities with credit exposure held by the component units and Associated Student Government Funds as of June 30, 2012:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Credit Ratings</u>		
		<u>AAA</u>	<u>Not Rated</u>	<u>Not applicable</u>
OPEB Trust				
Equity mutual funds	\$ 31,097,970	\$ -	\$ -	\$ 31,097,970
Fixed income mutual funds	<u>33,582,931</u>	-	33,582,931	-
	<u>64,680,901</u>			
Component Unit				
Common stock and options	\$ 1,827,265	\$ -	\$ -	\$ 1,827,265
Equity mutual funds	826,514	-	-	826,514
Fixed income mutual funds	3,270,633		3,270,633	
Mortgage and asset-backed securities	58,994	58,994	-	-
U.S. treasury notes	<u>48,846</u>	48,846	-	-
	<u>6,032,252</u>			
Associated Student Government Funds				
Certificate of deposit	\$ 46,620	\$ -	\$ 46,620	\$ -

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 3 - DEPOSITS AND INVESTMENTS (CONTINUED)

C. Investments (continued)

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The Trust and component units' investment policies limit investments to no more than 5% of assets invested in any single equity security, any single debt security or investment in any mutual fund that holds more than 5% of its portfolio in any single issue or issuer. The foregoing limitation is not intended to apply to the percentage of assets invested in a single diversified mutual fund, obligations of the U.S Government and its agencies, U.S. agency mortgage-backed pass-through securities, or to a mutual fund that invests in such obligations or securities. The Trust and the component units did not violate any provisions of the California Government Code or its investment policy during the year ended June 30, 2012.

D. Investments with the Foundation for California Community Colleges

The component units have entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (Endowment) through the Foundation for California Community Colleges (FCCC). The Endowment has been set up to provide matching scholarship funds for California community colleges. The endowment was formed through a generous \$50 million matching commitment from the Bernard Osher Foundation and an initial contribution of \$25 million. The California Community Colleges and the FCCC had until June 2011 to raise an additional \$50 million, for which the Osher Foundation provided a 50 percent match up to \$25 million. Beginning with the 2009-10 year, the Endowment distributed scholarship funding from the initial \$25 million gift to each participating community college. The allocation is based on each colleges FTES and each scholarship is valued at maximum of \$1,000 per school year. The investments held with the FCCC amounts to \$1,203,492 as of June 30, 2012.

NOTE 4 - INTERFUND TRANSACTIONS

Interfund receivables and payables result when the interfund transfer is transacted after the close of the fiscal year. Interfund activity within the funds has been eliminated in the basic financial statements, except for balances that are reflected between the business-type activity and fiduciary funds.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 5 - CAPITAL ASSETS

The following provides a summary of changes in capital assets for the year ended June 30, 2012:

	Balance July 1, 2011, as restated	Additions	Deletions	Balance June 30, 2012
Capital assets, not depreciated:				
Land	\$ 41,762,154	\$ -	\$ -	\$ 41,762,154
Construction in progress	55,299,495	19,953,582	(18,426,004)	56,827,073
Total capital assets, not depreciated	<u>97,061,649</u>	<u>19,953,582</u>	<u>(18,426,004)</u>	<u>98,589,227</u>
Capital assets, depreciated:				
Buildings and improvements	240,200,087	18,426,004	(7,717,790)	250,908,301
Equipment	17,044,814	1,598,520	(208,685)	18,434,649
Subtotal capital assets, depreciated	<u>257,244,901</u>	<u>20,024,524</u>	<u>(7,926,475)</u>	<u>269,342,950</u>
Less accumulated depreciation for:				
Buildings and improvements	99,212,663	9,392,687	(1,273,435)	107,331,915
Equipment	10,980,154	1,875,408	(206,312)	12,649,250
Subtotal of accumulated depreciation	<u>110,192,817</u>	<u>11,268,095</u>	<u>(1,479,747)</u>	<u>119,981,165</u>
Total capital assets, depreciated	<u>147,052,084</u>	<u>8,756,429</u>	<u>(6,446,728)</u>	<u>149,361,785</u>
Total capital assets, net	<u>\$ 244,113,733</u>	<u>\$ 28,710,011</u>	<u>\$ (24,872,732)</u>	<u>\$ 247,951,012</u>

Depreciation expense for the year ended June 30, 2012 is \$11,268,095.

The beginning balance at July 1, 2011 was restated to include construction in progress that had been expensed in prior years. See Note 2 – Restatement of Beginning Net Assets for additional information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 6 - LEASES

A. Financing Lease Agreements

The District has financing agreements for the acquisition of cogeneration plants. Future minimum lease payments are as follows:

Fiscal Year Ending June 30,	Lease Payment
2013	\$ 430,822
2014	437,682
2015	444,679
2016	451,817
2017	459,097
2018-2019	672,699
Total	2,896,796
Less amount representing interest	(404,032)
Present value of net minimum lease payments	\$ 2,492,764

The net book value of the site improvements under the financing lease agreements at June 30, 2012 was \$2,130,102.

B. Operating Leases

The District has entered into various operating leases for the rental of facilities and equipment with lease terms in excess of one year. None of these agreements contain purchase options. Future minimum lease payments under these agreements are as follows:

Fiscal Year Ending June 30,	Lease Payment
2013	\$ 80,523
2014	65,008
2015	34,908
2016	28,407
Total	\$ 208,846

Current year expenses for operating leases are approximately \$306,045. The District will receive no sublease rental revenues nor pay any contingent rentals for these facilities or equipment.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 6 – LEASES (CONTINUED)

C. Sublease

In March 2004, the District entered into a sublease with the City of Tustin for lease of 30.71 acres of the former Marine Corps Air Station (MCAS) Tustin. The property is being used for the Advanced Technology Educational Campus. The lease will end on the earlier of December 31, 2050 or the effective date of conveyance of that portion of the leased property to the District. Future minimum lease payments under this agreement are as follows:

Fiscal Year Ending June 30,	Lease Payment
2013	\$ 6,600
2014	6,600
2015	6,600
2016	6,600
2017	6,600
2018-2022	33,000
2023-2027	33,000
2028-2032	33,000
2033-2037	33,000
2038-2042	33,000
2043-2047	33,000
2048-2051	23,100
Total	\$ 254,100

The base rent for this property consists of payment for all protection and maintenance for the leased premises as well as the reimbursement of operating expenses. For the year ended June 30, 2012 the District incurred expenses for the property in the amount of \$6,600.

NOTE 7 - LONG-TERM OBLIGATIONS

A schedule of changes in long-term obligations for the year ended June 30, 2012 is shown below:

	Balance July 1, 2011	Additions	Deletions	Balance June 30, 2012	Amount Due in One Year
Financing lease agreements	\$ 2,799,031	\$ -	\$ (306,267)	\$ 2,492,764	\$ 236,214
Compensated absences	3,635,482	3,238,893	(3,187,645)	3,686,730	1,253,488
Early retirement incentive	5,412,719	-	(1,082,544)	4,330,175	1,082,544
Claims liability	364,416	241,253	(280,626)	325,043	325,043
Net OPEB obligation	-	1,489,523	-	1,489,523	-
Total	\$ 12,211,648	\$ 4,969,669	\$ (4,857,082)	\$ 12,324,235	\$ 2,897,289

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 8 - RENTAL INCOME

The District entered into a 55-year operating lease contract during 1985 to lease land owned by the District to a construction partnership for the purpose of building apartments. Annual lease payments through 2012 shall be adjusted by adding to the prior year's payment an increase of four and three-quarters percent. Thereafter, commencing with the payment due 2013, the prior payment shall be adjusted annually based upon the percentage change for the preceding calendar year as contained in the "Consumer Price Index For All Urban Consumers Los Angeles, Long Beach, Anaheim, Metropolitan Area" published by the Bureau of Labor Statistics of the United States Department of Labor; provided; however, that there shall be a minimum increase of three percent over the preceding annual rent and not more than six percent over such preceding year. Minimum annual lease receipts for the next five years and afterward are as follows:

Fiscal Year Ending June 30,	Lease Payment
2013	\$ 2,351,244
2014	2,421,781
2015	2,494,435
2016	2,569,268
2017	2,646,346
2018-2022	14,471,303
2023-2027	16,776,206
2028-2032	19,448,221
2033-2037	22,545,819
2038-2040	15,216,447
Total	\$ 100,941,070

NOTE 9 - EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the State Teachers' Retirement System (STRS) and classified employees are members of the Public Employees' Retirement System (PERS).

State Teachers' Retirement System (STRS)

Plan Description

The District contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 100 Waterfront Place, West Sacramento, CA 95605.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 9 - EMPLOYEE RETIREMENT PLANS (CONTINUED)

Funding Policy

Active plan members are required to contribute 8.0% of their salary and the District is required to contribute a statutorily determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2011-2012 was 8.25% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

Public Employees' Retirement System (PERS)

Plan Description

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

CalPERS issues a separate comprehensive annual financial report that includes required supplementary information. Copies of the CalPERS' annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

Funding Policy

Active plan members are required to contribute 7.0% of their salary. The District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution for fiscal year 2011-12 was 10.923% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

Contributions to STRS and PERS

The District's contributions to STRS and PERS for each of the last three fiscal years are as follows:

Year Ended June 30,	STRS		PERS	
	Required Contribution	Percent Contributed	Required Contribution	Percent Contributed
2010	\$ 4,509,082	100%	\$ 3,492,129	100%
2011	4,496,584	100%	3,985,469	100%
2012	4,164,341	100%	3,936,361	100%

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 9 - EMPLOYEE RETIREMENT PLANS (CONTINUED)

Early Retirement Incentive

In April 2011, the Board of Trustees approved an early retirement incentive plan for eligible academic employees for the 2010-2011 academic year to be administered through the Public Agency Retirement Systems (PARS). This program supplements STRS/PERS and qualifies under relevant sections of Section 403(b) of the Internal Revenue Code. Four options were available for eligible employees which are as follows:

- Option 1 – a monthly cash payment for life.
- Option 2 – a monthly reduced joint and survivor payment for the participant's and beneficiary's lifetime.
- Option 3 – a modified monthly cash payment paid for the greater of 10 years or the participant's lifetime.
- Option 4 – higher, fixed period payments, based on the present value of the unmodified benefit, paid monthly for a fixed number of years.

The plan provides an incentive equal to 85% of the participant's annual base pay. Fifty two (52) employees elected to participate in this early retirement incentive. The total cost of this benefit is \$5,412,719 and the District had elected to fund this benefit by purchasing an annuity insurance policies payable over five years. The District paid \$1,082,544 on July 1, 2011. The total liability outstanding as of June 30, 2012 is \$4,330,175.

NOTE 10 - POSTEMPLOYMENT HEALTHCARE BENEFITS

Plan Description

The District administers a single-employer defined benefit healthcare plan (the Retiree Health Plan). The plan provides health, dental and vision benefits to eligible retirees and their dependents in accordance with provisions established through negotiations between the District and the bargaining unions representing employees. Plan provisions are renegotiated each three-year bargaining period. The District reports the financial activity of the plan as a trust fund in these financial statements and no separate financial report is prepared.

Eligibility

The District currently provides retiree and dependent health benefits to eligible academic, classified, classified leadership and administrators until retirees reach age 65. Eligibility requirements vary by employee classification. All participants must have a minimum service of 10 years and minimum required hours of 75% FTE. In addition, classified employees must be at least 60 years of age; and classified leadership, administrators and academic employees must retire under PERS or STRS. The District also pays for retiree only Medicare supplemental coverage for academic, classified leadership and administrative retirees beyond age 65.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 10 - POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Membership of the plan consisted of the following at June 30, 2012.

Retirees and beneficiaries receiving benefits	286
Active plan members	<u>797</u>
Total	<u><u>1,083</u></u>

Funding Policy

The contribution requirements are established and may be amended by the District. The required contribution is based on projected pay-as-you-go financing requirements, with an annual adjustment to fully fund the actuarially determined annual required contribution. For fiscal year 2011-12, the District contributed \$2,582,983 to the plan for current year premiums. The District pays for 100% of coverage.

Annual OPEB Cost and Net OPEB Obligation

The District's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed, and changes in the District's net OPEB obligation:

Annual required contribution (ARC)	\$	4,072,506
Interest on net OPEB obligation		-
Adjustment to annual required contribution		<u>-</u>
Annual OPEB Cost		4,072,506
Contributions made		<u>(2,582,983)</u>
Changes in net OPEB obligation		1,489,523
Net OPEB obligation, beginning of year		<u>-</u>
Net OPEB obligation, end of year	\$	<u><u>1,489,523</u></u>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 10 - POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

The District's annual OPEB cost, the percentage of annual OPEB cost contributed, and the net OPEB obligation was as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation (Asset)</u>
6/30/2012	\$ 4,072,506	63.42%	\$ 1,489,523
6/30/2011	7,522,217	100.47%	-
6/30/2010	2,864,593	84.3%	35,145

Funding Status and Funding Progress

As of February 1, 2012, the most recent actuarial valuation date, the funded ratio was 81.36%. The actuarial value of assets was \$69,037,662. The actuarial accrued liability was \$84,858,604, resulting in an unfunded actuarial accrued liability (UAAL) of \$15,820,942. The covered payroll (annual payroll of active employees covered by the plan) was \$72,475,138, and the ratio of the UAAL to the covered payroll was 21.83%. In June 2008 the District established the South Orange County Community College District Retiree (OPEB) Trust. Irrevocable contributions to the trust of \$53,040,168 were made as of June 30, 2008, fully funding the UAAL as of June 2008.

Actuarial valuations of an ongoing benefit plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets, if any, is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. The schedule of employer contributions also presented as required supplementary information, presents trend information about the amounts contributed to the plan by employers in comparison to the annual required contribution (ARC).

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, if any, consistent with the long-term perspective of the calculations.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 10 - POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Actuarial Methods and Assumptions (Continued)

The actuarial cost method used in determining the benefit obligations is the Entry Age Normal Cost method. The actuarial assumptions included a 7.0 percent investment rate of return (net of administrative expenses) which is a blended rate of the expected long-term investment returns on plan assets and on the employers own investments calculated based on the funded level of the plan at the valuation date, and an annual healthcare cost trend rate of 4.0 percent which included a 3.0 percent inflation assumption.

NOTE 11 - JOINT POWERS AGREEMENT

The District participates in five joint powers agreement (JPA) entities: the Statewide Association of Community Colleges (SWACC), the Schools Excess Liability Fund (SELF), the Protected Insurance Programs for Schools (PIPS), the Self-Insured Schools of California (SISC), and the Alameda County School Insurance Group. The relationship between the District and the JPAs is such that none of the JPAs are a component unit of the District for financial reporting purposes.

SWACC provides liability and property insurance for its member colleges. SWACC's membership consists of two joint power authority (JPA) members (which represent 21 districts) and 25 individual member districts for a total of 46 community college districts. A full Board of Directors comprised of one representative from each member governs SWACC. Each Board Member is allocated a number of votes determined by a weighted system that is based on the lottery average daily attendance (ADA) of each member. The Board elects from its members a President, Vice President, Secretary and Treasurer. Each member shares surpluses and deficits proportionately to its participation in SWACC.

SELF arranges for and provides a self-funded or additional insurance for excess liability fund for members, elected alternates, and two ex-officio members. The board controls the operations of SELF, including selection of management and approval of operating budgets, independent of any influence by the members beyond their representation on the board. Each member pays an annual contribution based upon that calculated by SELF's board of directors and shares surpluses and deficits proportionately to its participation in SELF.

PIPS provides workers' compensation reinsurance protection to its membership for public schools and community colleges throughout California. SISC, Self Insured Schools of California, is a Joint Powers Agreement administered by the Kern County Superintendent of Schools Office. SISC's focus is on pooling resources to provide schools with a more stable long term insurance solution than purchasing from commercial carriers. South Orange County Community College District has been a member since August 2003.

South Orange County Community College District's dental and vision coverage is administered through ACSIG, Alameda County School Insurance Group, which the District joined in July 2003. The program offers both a fixed rate as well as a self-funded option for individual school districts or school JPA's throughout California. There are presently over 300 school districts covering 70,000 employees participating in the program. The large size of the group allows ACSIG to enjoy a very low administration rate with Delta Dental which results in reduced costs for all members.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 11 - JOINT POWERS AGREEMENT (CONTINUED)

Condensed financial information for each JPA for the most current information available is as follows:

	SWACC 6/30/2011 (Audited)	SELF 6/30/2011 (Audited)	PIPS 6/30/2011 (Audited)	SISC 9/30/2011 (Audited)	ACSIG 6/30/2011 (Audited)
Total assets	\$ 45,222,215	\$ 174,774,000	\$ 93,970,269	\$ 268,938,894	\$ 33,967,537
Total liabilities	21,819,352	141,524,000	71,211,379	122,138,431	48,934,138
Retained earnings	<u>\$ 23,402,863</u>	<u>\$ 33,250,000</u>	<u>\$ 22,758,890</u>	<u>\$ 146,800,463</u>	<u>\$ (14,966,601)</u>
Total revenues	11,051,395	9,165,000	6,895,722	1,161,865,492	131,226,829
Total expenses	12,249,899	12,425,000	14,184,665	1,168,327,424	130,235,318
Net increase/(decrease) in retained earnings	<u>\$ (1,198,504)</u>	<u>\$ (3,260,000)</u>	<u>\$ (7,288,943)</u>	<u>\$ (6,461,932)</u>	<u>\$ 991,511</u>

NOTE 12 – SELF-INSURANCE

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; natural disasters; and medical claims. The District is self-insured for coverage up to a maximum of \$25,000 for each general liability claim and \$5,000 for each property damage claim. In 1995, the District became fully insured for workers' compensation benefits. The ending claims liabilities balance for workers compensation at June 30, 2012, represents estimated liabilities incurred prior to 1995, both reported and unreported, which are actuarially determined. The District participates in JPA's to provide excess insurance coverage above the self-insured retention level for workers compensation and property and liability claims. Settled claims have not exceeded the coverage provided by the JPA in any of the past three fiscal years.

At June 30, 2012, the District accrued the claims liability in accordance with GASB Statements No. 10 and No. 30, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. The amount of liability is estimated at \$325,043. Changes in the reported liability for the years ended June 30, 2012 and 2011 are shown below:

	Beginning Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claim Payments	Ending Fiscal Year Liability	Amount Due in One year
June 30, 2012					
Worker's Compensation	\$ 100,473	\$ 190,803	\$ (163,430)	\$ 127,846	\$ 127,846
Property and Liability	263,943	50,450	(117,196)	197,197	197,197
Total	<u>\$ 364,416</u>	<u>\$ 241,253</u>	<u>\$ (280,626)</u>	<u>\$ 325,043</u>	<u>\$ 325,043</u>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 12 – SELF-INSURANCE (CONTINUED)

June 30, 2011	Beginning Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claim Payments	Ending Fiscal Year Liability	Amount Due in One year
Worker's Compensation	\$ 24,528	\$ 83,060	\$ (7,115)	\$ 100,473	\$ 100,473
Property and Liability	234,615	99,070	(69,742)	263,943	263,943
Total	<u>\$ 259,143</u>	<u>\$ 182,130</u>	<u>\$ (76,857)</u>	<u>\$ 364,416</u>	<u>\$ 364,416</u>

NOTE 13 – DEFICIT NET ASSETS

The Irvine Valley College Community Education Program ended the fiscal year with a deficit net assets balance of \$(56,957). This program is reported in the financial statements as part of the District's Business-Type Activity.

NOTE 14 - FUNCTIONAL EXPENSES

	Salaries	Employee Benefits	Supplies Materials and Other Expenses and Services	Student Financial Aid	Depreciation	Total
Instructional Activities	\$ 62,309,965	\$ 20,591,380	\$ 4,694,187	\$ -	\$ -	\$ 87,595,532
Academic Support	2,151,870	1,058,274	117,383	-	-	3,327,527
Student Services	10,042,766	3,202,782	1,441,546	-	-	14,687,094
Operation and Maintenance of Plant	5,878,093	3,058,893	4,727,524	-	-	13,664,510
Institutional Support Services	13,515,804	7,519,852	5,666,158	-	-	26,701,814
Community Services and Economic Development	2,517,296	836,009	875,293	-	-	4,228,598
Ancillary Services and Auxiliary Operations	4,827,159	1,857,709	796,028	-	-	7,480,896
Student Aid	-	-	7,265	24,614,477	-	24,621,742
Other Outgo	-	-	7,659,403	-	-	7,659,403
Depreciation Expense	-	-	-	-	11,268,095	11,268,095
Total	<u>\$ 101,242,953</u>	<u>\$ 38,124,899</u>	<u>\$ 25,984,787</u>	<u>\$ 24,614,477</u>	<u>\$ 11,268,095</u>	<u>\$ 201,235,210</u>

NOTE 15 - COMMITMENTS AND CONTINGENCIES

A. State and Federal Allowances, Awards, and Grants

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies, Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

B. Purchase Commitments

As of June 30, 2012, the District was committed under various capital expenditure purchase agreements for construction and modernization projects totaling approximately \$13.5 million, projects will be funded by State funds and Basic Aid funds.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 15 - COMMITMENTS AND CONTINGENCIES (CONTINUED)

C. Litigation

The District is a defendant in various pending liability lawsuits arising in the ordinary course of business. The outcome of the litigation is unknown at the present time; however, in the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's financial statements.

NOTE 16 – SUBSEQUENT EVENT

The Board of Trustees, at its September 24, 2012 meeting, approved the recommendation to fully fund the net OPEB obligation before June 30, 2013, and to have an experience study completed to determine local rates of retirement which will be used for a new actuarial study.

REQUIRED SUPPLEMENTARY INFORMATION

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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS FUNDING PROGRESS
FOR THE YEAR ENDED JUNE 30, 2012**

Actuarial Valuation Date	Actuarial Value of Assets (AVA)	Actuarial Accrued Liability (Entry Age Normal Cost Method) (AAL)	Unfunded Actuarial Accrued Liability (UAAL)	Funding Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
2/1/2008	\$ -	\$ 51,228,360	\$ 51,228,360	0.0%	\$ 62,858,006	81.5%
2/1/2010	56,250,666	61,189,900	4,939,234	91.9%	70,430,404	7.0%
2/1/2012	69,037,662	84,858,604	15,820,942	81.4%	72,475,138	21.8%

In June 2008, the District established the South Orange County Community College District Retiree (OPEB) Trust. Irrevocable contributions to the trust of \$53,040,168 were made as of June 30, 2008.

During fiscal year 2011, the District made an irrevocable contribution to the trust in the amount of \$4,989,234.

See the accompanying note to required supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

Year Ended June 30,	Annual Required Contribution	Percentage Contributed
2010	\$ 2,864,593	84.3%
2011	7,522,217	100.5%
2012	4,072,506	63.4%

See the accompanying note to required supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 – PURPOSE OF SCHEDULES

A. Schedule of Postemployment Healthcare Benefits Funding Progress

This schedule is prepared to show information for the two most recent actuarial valuations and in future years, the information from the three most recent actuarial valuations in accordance with Statement No. 45 of the Government Accounting Standards Board, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The schedule is intended to show trends about the funding progress of the District's actuarially determined liability for postemployment benefits other than pensions.

B. Schedule of Employer Contributions

This schedule is prepared in accordance with Statement No. 43 of the Government Accounting Standards Board, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The schedule is intended to show trends about the percentage of the annual required contribution made to the plan.

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SUPPLEMENTARY INFORMATION

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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
HISTORY AND ORGANIZATION
FOR THE YEAR ENDED JUNE 30, 2012**

The South Orange County Community College District was established in 1967. The District currently operates two colleges; Saddleback College located in Mission Viejo and Irvine Valley College located in Irvine; and a satellite location, Advanced Technology and Education Park (ATEP), located in Tustin.

Board of Trustees

Member	Office	Term Expiration
Ms. Nancy M. Padberg	President	December 2014
Mr. T.J. Prendergast, III	Vice-President	December 2014
Ms. Marcia Milchiker	Clerk	December 2014
Dr. William O. Jay	Member	December 2012
Mr. David B. Lang	Member	December 2012
Dr. Frank Meldau	Member	December 2012
James R. Wright	Member	December 2012

District Executive Officers

Name	Title
Mr. Gary L. Poertner	Chancellor
Dr. Tod A. Burnett	President, Saddleback College
Dr. Glenn R. Roquemore	President, Irvine Valley College
Dr. Debra L. Fitzsimons	Vice Chancellor, Business Services
Dr. Robert S. Bramucci	Vice Chancellor, Technology and Learning Services
Dr. David P. Bugay	Vice Chancellor of Human Resources and Employer/Employee Relations
Dr. Randy W. Peebles	Associate Vice Chancellor, Economic & Workforce Development

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2012**

	Federal Catalog Number	Pass-Through Entity Identifying Number	Total Program Expenditures
<u>U.S. Department of Education</u>			
<i>Direct Program</i>			
Federal Supplemental Educational Opportunity Grant	84.007	N/A	\$ 314,500
Federal Work Study Program	84.033	N/A	248,064
Federal Pell Grant	84.063	N/A	19,141,142
Federal Direct Student Loans	84.268	N/A	4,514,012
Academic Competitiveness Grant	84.375	N/A	1,601
<i>Subtotal Student Financial Assistance Cluster</i>			24,219,319
 <i>Passed Through the California Department of Education</i>			
Perkins Title I-C	84.048	07-C01-062	502,009
CTE Transitions - Perkins IV, Saddleback	84.243	11-112-189	46,970
CTE Transitions - Perkins IV, Irvine Valley	84.243	11-112-189	46,968
<i>Subtotal 84.243</i>			93,938
Total U.S. Department of Education			24,815,266
 <u>U.S. Department of Health and Human Services</u>			
<i>Passed Through the California Department of Education</i>			
Temporary Assistance for Needy Families	93.558	6870-111-0001	51,316
Total U.S. Department of Health and Human Services			51,316
 <u>U.S. Department of Labor</u>			
<i>Passed through the Workforce Initiative Act of the State Chancellor's Office</i>			
Nursing and Allied Health Unit - Medical Lab Tech	17.258	09-115-026	145,682
Community Based Job Training Grant	17.259	CB205651060A6	180,908
Total Workforce Investment Act Cluster			326,590
Program of Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors	17.275	27-1501-4563	23,921
Total U.S. Department of Labor			350,511
 <u>National Science Foundation</u>			
<i>Direct Program</i>			
National Science Foundation Rapid Technology	47.076	N/A	1,262,802
<i>Passed through the Center for Occupational Research and Development (CORD)</i>			
Op-Tec: The National Center for Optics & Photonics Education	47.076	(1)	3,945
<i>Subtotal 47.046</i>			1,266,747
Total National Science Foundation			1,266,747
Total Federal Program Expenditures			\$ 26,483,840

(1) - Award does not have a pass-through entity ID number.

See the accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF STATE FINANCIAL ASSISTANCE - GRANTS
FOR THE YEAR ENDED JUNE 30, 2012**

Program Name	Program Revenues					Total Program Expenditures
	Cash Received	Accounts Receivable	Deferred Income	Accounts Payable	Total	
State Categorical Aid Programs						
Basic Skills 10/11 Allocation	\$ 203,140	\$ -	\$ -	\$ -	\$ 203,140	\$ 203,140
Basic Skills 11/12 Allocation	223,793	-	182,022	-	41,771	41,771
BFAP	712,645	-	-	-	712,645	712,645
CAL-B Student Grants	700,346	-	18,428	-	681,918	681,918
CAL-C Student Grants	16,992	-	-	-	16,992	16,992
CalWORKS	239,646	-	-	-	239,646	239,646
CalWORKS Regional Effort Allocation	10,000	-	-	1,433	8,567	8,567
Community Collaborative Supplement	36,574	-	-	-	36,574	36,574
Cooperative Agencies Resources for Education (CARE)	74,236	-	-	-	74,236	74,236
Credit Matriculation	724,517	-	-	-	724,517	724,517
CTE Community Collaborative 10/11	400,000	-	125,168	-	274,832	274,832
CTE Community Collaborative 11/12	329,080	-	327,319	-	1,761	1,761
CTE Community Collaborative Supplemental 10/11	130,000	-	31,385	-	98,615	98,615
CTE Health Career Bootcamp	200,000	-	98,945	-	101,055	101,055
CTE Pathways Community Collaborative 09/10	92,837	-	-	-	92,837	92,837
CTE Professional Organizations 10/11	428,617	-	-	-	428,617	428,617
CTE Teacher Preparation Pipeline 11/12	96,000	-	93,424	-	2,576	2,576
CTE Work-based Learning 10/11	-	92,204	-	-	92,204	92,204
Disabled Student Program Services (DSP&S)	1,365,383	-	-	-	1,365,383	1,365,383
Employment Training Fund	73,361	-	-	-	73,361	73,361
Enrollment Growth & Retention	142,369	37,710	-	-	180,079	180,079
EWD - Faculty Entrepreneurship	1,250	3,750	-	-	5,000	5,000
Extended Opportunities Program and Services (EOPS)	981,040	-	-	-	981,040	981,040
Faculty Entrepreneurship (RSCCD)	3,080	9,238	-	-	12,318	12,318
Foster and Kinship Care Education	150,792	89,674	-	-	240,466	240,466
Health Information Technology	142,611	87,484	-	-	230,095	230,095
Industry Driven Regional Collaborative	152,232	88,000	-	-	240,232	240,232
Infrastructure Program (TTIP)	29,770	-	29,770	-	-	-
Instructional Equipment & Library Materials	102,741	-	27,974	-	74,767	74,767
New Media Multimedia & Entertainment	1	2,499	-	-	2,500	2,500
Noncredit Matriculation	43,125	-	-	-	43,125	43,125
Part-time Faculty Compensation Fund	509,463	-	-	-	509,463	509,463
Responsive Training Fund (NOCCCD)	14,256	-	532	-	13,724	13,724
Staff Development	1,141	-	-	-	1,141	1,141
Staff Diversity	14,751	-	-	-	14,751	14,751
Teacher Preparation Pipeline Grant 10/11	42,837	-	-	-	42,837	42,837
Work-based Learning Linkages	400,335	-	400,335	-	-	-
Youth Entrepreneurship (RSCCD)	10,000	-	-	-	10,000	10,000
Total State Programs	\$ 8,798,961	\$ 410,559	\$ 1,335,302	\$ 1,433	\$ 7,872,785	\$ 7,872,785

See the accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF WORKLOAD MEASURES FOR STATE GENERAL APPORTIONMENT
ANNUAL (ACTUAL) ATTENDANCE
FOR THE YEAR ENDED JUNE 30, 2012**

	Factored FTES		
	Reported Data	Audit Adjustment	Revised Data
A. Summer Intersession (Summer 2011 only)			
1. Noncredit*	239.17	-	239.17
2. Credit	3,606.40	-	3,606.40
B. Summer Intersession (Summer 2012 - Prior to July 1, 2012)			
1. Noncredit*	N/A	-	N/A
2. Credit	298.51	-	298.51
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedures Courses			
(a) Weekly Census Contact Hours	16,028.04	-	16,028.04
(b) Daily Census Contact Hours	1,276.87	-	1,276.87
2. Actual Hours of Attendance Procedures Courses			
(a) Noncredit*	1,505.08	-	1,505.08
(b) Credit	1,663.73	-	1,663.73
3. Alternative Attendance Accounting Procedure			
(a) Weekly Census Procedure Courses	1,222.23	-	1,222.23
(b) Daily Census Procedure Courses	1,988.18	-	1,988.18
(c) Noncredit Independent Study/Distance Education Courses	N/A	-	N/A
D. Total FTES	27,828.21	-	27,828.21
Supplemental Information (subset of above information)			
In-Service Training Courses (FTES)	N/A		
Basic Skills Courses and Immigrant Education			
(a) Noncredit	214.03		
(b) Credit	1,319.22		
CCFS 320 Addendum			
CDCP Noncredit FTES	160.23		

* Including Career Development and College Preparation (CDCP) FTES

N/A - Workload Measure is not applicable.

See the accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT (CCFS-311) WITH DISTRICT ACCOUNTING RECORDS
FOR THE YEAR ENDED JUNE 30, 2012**

	General Fund
June 30, 2012 Annual Financial and Budget Report (CCFS-311) Fund Balance	\$28,459,232
Adjustments:	
Overstatement of accounts receivable and local property taxes for fiscal year 2011	(3,447,740)
Understatement of accounts receivable and local property taxes for fiscal year 2012	3,875,546
	427,806
Total Adjustments	427,806
June 30, 2012 Fund Balance per the District's Accounting Records	\$28,887,038

See the accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RECONCILIATION OF THE ECS 84362 (50 PERCENT LAW) CALCULATION
FOR THE YEAR ENDED JUNE 30, 2012**

	Object / TOP Codes	Activity (ECSA) ECS 84362 A Instructional Salary Cost AC 0100-5900 & AC 6100			Activity (ECSB) ECS 84362 B Total CEE AC 0100-6799		
		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
Academic Salaries							
Instructional Salaries							
Contract or Regular	1100	26,040,592	-	26,040,592	26,040,592	-	26,040,592
Other	1300	20,502,631	-	20,502,631	20,502,631	-	20,502,631
Total Instructional Salaries		46,543,223	-	46,543,223	46,543,223	-	46,543,223
Non-Instructional Salaries							
Contract or Regular	1200	-	-	-	7,849,513	-	7,849,513
Other	1400	-	-	-	2,412,470	-	2,412,470
Total Non-Instructional Salaries		-	-	-	10,261,983	-	10,261,983
Total Academic Salaries		46,543,223	-	46,543,223	56,805,206	-	56,805,206
Classified Salaries							
Non-Instructional Salaries							
Regular Status	2100	-	-	-	25,189,269	-	25,189,269
Other	2300	-	-	-	1,692,973	-	1,692,973
Total Non-Instructional Salaries		-	-	-	26,882,242	-	26,882,242
Instructional Aides							
Regular Status	2200	3,089,419	-	3,089,419	3,089,419	-	3,089,419
Other	2400	806,280	-	806,280	806,280	-	806,280
Total Instructional Aides		3,895,699	-	3,895,699	3,895,699	-	3,895,699
Total Classified Salaries		3,895,699	-	3,895,699	30,777,941	-	30,777,941
Employee Benefits	3000	13,826,151	-	13,826,151	29,495,273	-	29,495,273
Supplies and Materials	4000	-	-	-	1,994,044	-	1,994,044
Other Operating Expenses	5000	532,776	-	532,776	10,652,583	-	10,652,583
Equipment Replacement	6420	-	-	-	-	-	-
Total Expenditures Prior to Exclusions		64,797,849	-	64,797,849	129,725,047	-	129,725,047
Exclusions							
Activities to Exclude							
Instructional Staff-Retirees' Benefits and Retirement Incentives	5900	-	-	-	-	-	-
Student Health Services Above Amount Collected	6441	-	-	-	1,174	-	1,174
Student Transportation	6491	-	-	-	443,091	-	443,091
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740	-	-	-	-	-	-
Object to Exclude							
Rents and Leases	5060	-	-	-	206,750	-	206,750
Lottery Expenditures		-	-	-	-	-	-
Academic Salaries	1000	-	-	-	-	-	-
Classified Salaries	2000	-	-	-	-	-	-
Employee Benefit	3000	-	-	-	-	-	-
Supplies and Materials	4000	-	-	-	-	-	-
Software	4100	-	-	-	-	-	-
Books, magazines, & Periodicals	4200	-	-	-	-	-	-
Instructional Supplies & Materials	4300	-	-	-	-	-	-
Noninstructional, Supplies & materials	4400	-	-	-	-	-	-
Total Supplies and Materials		-	-	-	-	-	-
Other Operating Expenses and Services	5000	-	-	-	3,765,821	-	3,765,821
Capital Outlay	6000	-	-	-	-	-	-
Library Books	6300	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-
Equipment - Additional	6410	-	-	-	-	-	-
Equipment - Replacement	6420	-	-	-	-	-	-
Total Equipment	6420	-	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-	-
Other Outgo	7000	-	-	-	-	-	-
Total Exclusions		-	-	-	4,416,836	-	4,416,836
Total for ECS 84362, 50% Law		64,797,849	-	64,797,849	125,308,211	-	125,308,211
Percent of CEE (Instructional Salary Cost / Total CEE)		51.71%	0.00%	51.71%	100%	0.00%	100%
50% of Current Expense of Education					62,654,106		

See the accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2012**

	<u>Budget (2013)</u>		<u>2012</u>		<u>2011</u>		<u>2010</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
<u>GENERAL FUND:</u>								
<u>Revenues</u>								
Federal	\$ 2,703,442	1.38	\$ 2,589,704	1.34	\$ 2,427,180	1.26	\$ 3,238,965	1.65
State	12,696,260	6.49	15,128,747	7.81	15,971,652	8.28	16,045,499	8.19
County and Local	180,176,013	92.13	175,952,750	90.85	174,611,403	90.46	177,278,292	90.46
Total Revenue	<u>195,575,715</u>	<u>100.00</u>	<u>193,671,201</u>	<u>100.00</u>	<u>193,010,235</u>	<u>100.00</u>	<u>196,562,756</u>	<u>100.30</u>
<u>Expenditures</u>								
Academic Salaries	65,200,365	33.36	59,702,177	30.83	62,893,232	31.93	63,071,395	32.18
Classified Salaries	40,587,109	20.77	38,843,931	20.06	38,704,777	19.65	37,711,975	19.24
Employee Benefits	35,985,299	18.41	33,355,543	17.22	32,139,615	15.77	29,189,188	14.89
Supplies and Materials	5,228,645	2.68	2,718,398	1.40	2,721,640	1.38	2,806,359	1.43
Other Operating Expenses and Services	20,879,241	10.68	13,832,822	7.14	14,319,535	7.27	12,910,563	6.59
Capital Outlay	5,261,092	2.69	4,023,472	2.08	5,918,236	3.01	4,996,375	2.55
Other Uses	22,308,552	11.41	41,198,807	21.27	41,453,288	20.99	45,297,752	23.12
Total Expenditures	<u>195,450,303</u>	<u>100.00</u>	<u>193,675,150</u>	<u>100.00</u>	<u>198,150,323</u>	<u>100.00</u>	<u>195,983,607</u>	<u>100.00</u>
Change in Fund Balance	<u>\$ 125,412</u>	<u>0.00</u>	<u>\$ (3,949)</u>	<u>0.00</u>	<u>\$ (5,140,088)</u>	<u>0.00</u>	<u>\$ 579,149</u>	<u>0.30</u>
Ending Fund Balance	<u>\$ 30,938,654</u>	<u>15.83</u>	<u>\$ 30,813,242</u>	<u>16.19</u>	<u>\$ 30,817,191</u>	<u>16.19</u>	<u>\$ 37,492,383</u>	<u>19.13</u>
Full-Time Equivalent Students	<u>26,523</u>		<u>27,497</u>		<u>27,879</u>		<u>26,162</u>	
Total Long-term Debt	<u>\$ 12,324,235</u>		<u>\$ 12,324,235</u>		<u>\$ 12,211,648</u>		<u>\$ 6,805,063</u>	

IMPORTANT NOTES:

The California Community Colleges Chancellor's Office has provided guidelines that recommend an ending fund balance of 3% of expenditures as a minimum, with a prudent ending fund balance being 5% of expenditures.

Full-Time Equivalent Students (FTES) includes resident factored FTES.

All percentages are a total unrestricted and restricted expenditures combined.

The 2012 budget is the Plan and Budget adopted by the Board of Trustees on August 27, 2012.

See the accompanying note to supplementary information.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NOTE TO SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 – PURPOSE OF SCHEDULES

A. Schedules of Expenditures of Federal Awards and State Financial Assistance

The audit of the South Orange County Community College District (District) for the year ended June 30, 2012 was conducted in accordance with OMB Circular A-133 (A-133), which requires a disclosure of the financial activities of all federally funded programs. To comply with A-133 and state requirements, the Schedule of Federal Awards and the Schedule of State Financial Assistance was prepared for the South Orange County Community College District on the modified accrual basis of accounting.

B. Schedule of Workload Measures for State General Apportionment

The Schedule of Workload Measures for State General Apportionment represents the basis of apportionment of the District's annual source of funding for many of its programs. The District is unique in that its main source of funding is provided through property taxes rather than apportionment as a Basic Aid district.

C. Reconciliation of Annual Financial and Budget Report with Audited Fund Balances

This schedule reports any audit adjustments made to the fund balances of all funds as reported on the Form CCFS-311.

D. Reconciliation of the ECS 84362 (50 percent Law) Calculation

This schedule reports any audit adjustments made to the reported data to ensure that a minimum of 50 percent of the District's current expense of education be expended for salaries of classroom instructors.

E. Schedule of General Fund Financial Trends and Analysis

This report is prepared to show financial trends of the General Fund over the past three fiscal years as well as the current year budget. This schedule is intended to identify if the District faces potential fiscal problems and if they have met the recommended available reserve percentages.

Sacramento

Walnut Creek

Oakland

Newport Beach

San Diego

Seattle

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees
South Orange County Community College District
Mission Viejo, California

We have audited the accompanying financial statements of the business-type activities, the aggregate discretely presented component units and the fiduciary funds of South Orange County Community College District (the District), as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements and have issued our report thereon dated November 9, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of the District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and the use of the District's management, the Board of Trustees, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Macias Fini & O'Connell LLP

Los Angeles, California
November 9, 2012

Sacramento

Walnut Creek

Oakland

Newport Beach

San Diego

Seattle

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS
THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Trustees
South Orange County Community College District
Mission Viejo, California

Compliance

We have audited the South Orange County Community College District's (the District) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (*OMB Circular A-133 Compliance Supplement*) that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2012. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal program is the responsibility of the District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the District's compliance with those requirements.

In our opinion, the District, complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2012. The results of our auditing procedures also disclosed other instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as item 2012-01.

Internal Control over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the District's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

The District's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the District's responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the District's management, the Board of Trustees, others within the entity, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Macias Jini & O'Connell LLP

Los Angeles, California
November 9, 2012

Sacramento

Walnut Creek

Oakland

Newport Beach

San Diego

Seattle

**INDEPENDENT AUDITOR’S REPORT
ON STATE COMPLIANCE REQUIREMENTS**

Board of Trustees
South Orange County Community College District
Mission Viejo, California

We have audited the basic financial statements of the South Orange County Community College District (the District) for the year ended June 30, 2012, and have issued our report thereon dated November 9, 2012.

Our audit was made in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In connection with our audit referred to above, we have selected and tested transactions and records to determine the District’s compliance with the following state laws and regulations in accordance with Section 400 of the Chancellor’s Office’s California Community Colleges Contacted District Audit Manual (CDAM):

<u>Program Area Tested</u>	<u>Compliance Requirement</u>
Salaries of Classroom Instructors	Each District’s salaries of classroom instructors shall equal or exceed 50 percent of the District’s current expense of education in accordance with Education Code Section 84362.
Apportionment for Instructional Service Agreements/Contracts	The District can claim FTES for classes given through instructional service agreements/contracts provided certain requirements are met.
State General Apportionment for Funding System	Each District shall have the ability to support timely, accurate and complete information for the following workload measures used in the calculation of State General Apportionment: Credit Full-Time Equivalent Student (FTES) in weekly census, daily census, actual hours of attendance and Apprenticeship courses and Noncredit FTES in actual hour of attendance and distance education courses.
Residency Determination for Credit Courses	Districts internal fiscal controls should ensure the state apportionment for credit courses is only claimed for student attendance allowed by the State statute and regulation.

Program Area Tested

Students Actively Enrolled

Compliance Requirement

Each District shall claim for apportionment purposes only the attendance of students actively enrolled in a course section as of the census date (if census procedures are used to record attendance in the course section).

Concurrent Enrollment of K-12
Students in Community College
Credit Courses

Districts may claim FTES for the attendance of K-12 pupils who take courses offered by the District if certain requirements are met.

Gann Limit Calculation

Each District's adopted annual financial and budget report shall include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code Division 9 (commencing with Section 7900).

CalWORKS

Districts are required to expend CalWORKS Program State and TANF funds to provide specialized student support services, curriculum development, or instruction to eligible CalWORKS students.

Open Enrollment

Districts shall adopt by resolution a policy related to open courses, in addition a statement of this policy shall be published in the official catalog, and/or schedule of classes, and addenda to the schedules of classes for which full-time equivalent students is reported for State apportionment.

Student Fees – Instructional and
Other Materials

Districts shall adopt policies or regulations regarding the authority to require students to provide various types of instructional materials.

Student Fees – Health Fees and Use
of Health Fee Funds

Districts are authorized to charge a fee not to exceed certain limits per semester, summer sessions or intersessions. Districts shall adopt rules and regulations that exempt certain students from the payment of health fees. The District should also ensure that the existence of the two statutory exemptions is communicated to the students so that they will be aware of potential applicable exemptions.

Extended Opportunity Programs
And Services (EOPS) and
Cooperative Agencies Resources for
Education (CARE)

Districts are required to expend EOPS funds to provide services that are specifically designed to supplement the college's existing support programs and to help EOPS eligible students complete their educational goal.

Program Area Tested

Disabled Student Programs and Services (DSPS)

Compliance Requirement

Districts are required to expend DSPS funds to integrate the disabled student into the general college program, provide education intervention leading to vocational preparation, transfer, or general education, and increase independence or referral of the student to community resources most appropriate to their needs.

Curriculum and Instruction

The Curriculum and Instruction Unit is responsible for management, policy development and implementation in the areas of instructional resources and academic standards.

To Be Arranged Hours (TBA)

Districts are required to list TBA hours in the schedule of classes and describe them in the course outline. Districts need to track TBA hour student participation carefully and make sure that they do not claim apportionment for TBA hours for students who have documented zero hours as of the census point for the particular course.

Management is responsible to the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinions. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended June 30, 2012. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are described in the accompanying schedule of findings and questioned costs as items 2012-02, 2012-03, and 2012-04.

The District's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the District's responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the District's management, the Board of Trustees, and the District's state grantor agencies and is not intended to be and should not be used by anyone other than these specified parties.



Los Angeles, California
November 9, 2012

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2012**

Section I Summary of Auditor's Results

FINANCIAL STATEMENTS

Type of auditor's report issued on the basic financial statements of the District:	Unqualified
Internal control over financial reporting:	
◆ Material weakness(es) identified?	No
◆ Significant deficiencies identified that are not considered to be material weaknesses?	None noted
Noncompliance material to the financial statements noted?	No

FEDERAL AWARDS

Internal control over major programs:	
◆ Material weakness(es) identified?	No
◆ Significant deficiencies identified that are not considered to be material weaknesses?	None noted
Type of auditor's report issued on compliance for major programs:	Unqualified
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?	Yes
Identification of major programs:	

CFDA number(s)	Name of Federal Program or Cluster
84.007, 84.033, 84.063, 8 4.268, and 84.375	Student Financial Assistance Cluster
17.258, 17.259	Workforce Investment Act Cluster
Dollar threshold used to distinguish between type A and type B programs:	\$794,515
Auditee qualified as a low-risk auditee?	Yes

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Section II Financial Statement Findings

None noted.

Section III Federal Award Findings and Questioned Costs

Reference Number: 2012-01
Federal Program Title: Student Financial Assistance Cluster
Federal Catalog Number: 84.007/84.003/84.063/84.375/84.268
Federal Agency: Department of Education
Category of Finding: Special Tests and Provisions

Criteria or Specific Requirement:

The Code of Federal Regulations, Title 34, Section 668.22 - Treatment of Title IV funds when student withdraws, states that when a recipient of title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of title IV grant or loan assistance that the student earned as of the student's withdrawal date in accordance with regulations.

Condition:

Irvine Valley College

During our audit of the Special Tests and Provisions under Student Financial Assistance Programs, Return to Title IV (R2T4) at Irvine Valley College (College), we noted the out of the six (6) student files reviewed, one (1) student's withdrawal date per R2T4 Form did not agree with the College's enrollment history. The student's withdrawal date determines how much of the student financial assistance is earned and how much must be remitted back to the Department of Education.

Cause:

Oversight by the College while preparing the R2T4 form.

Effect:

The difference in withdrawal dates from that of the College's system to the Return to Title IV form resulted in an additional \$58 to be returned to the Department of Education.

Questioned Costs:

\$58 should be returned to the Department of Education.

Context:

Of six (6) student files reviewed, one (1) student's withdrawal date per the R2T4 Form did not agree with the College's enrollment history.

Recommendation:

We recommend the College implement a more stringent review of withdrawal dates recorded in enrollments programs and R2T4 forms in order to prevent errors when determining amounts to be returned to federal programs.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Management's Response:

For the 2011/2012 award cycle R2T4 corrections have been submitted to the Department of Education and an additional \$58.00 has been returned to the federal programs.

For the 2012/2013 award cycle Irvine Valley College Financial Aid will implement a more thorough review to confirm that the college enrollment records withdrawal date matches the R2T4 Form withdrawal date. Ensuring that these dates are correct will prevent reporting errors and miscalculations from being submitted to the Department of Education.

Section IV State Award Findings and Questioned Costs

Reference Number:	2012-02
State Compliance Test:	Residency Determination for Credit Courses
State Compliance Number:	425
Fiscal Year:	June 30, 2012

Criteria:

In accordance with California Code of Regulations (CCR), title 5, Sections 54000-54072, each community college district is required to use a residence questionnaire in determining the correct residency classification. This ensures that the District properly claimed the state apportionment for applicable credit courses.

Condition:

Saddleback College

The admission application form for one (1) student out of the fifteen (15) students reviewed was not provided. The admission application form contains a residence questionnaire used by the College in determining the residency classification, our review of the paper application is instrumental in ensuring that only attendance of California residents is claimed for State support for credit classes.

Cause:

The admission application form selected was misplaced and the College was unable to locate it.

Effect:

Lack of documentation demonstrating proof of residency of the students is a violation of CCR, title 5, Section 54000-54072.

Questioned Cost:

There are no determinable questioned costs.

Recommendation

We recommend the College maintain safe custody of all residency determination forms.

Management's Response:

All archived applications are kept in a secure area. The application in question was received in 1997. Since 1999 we have been scanning the applications and the residency questionnaires. This has provided us with a backup copy for each document.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Reference Number:	2012-03
State Compliance Test:	Student Fees – Instructional Materials and Health Fees
State Compliance Number:	437
Fiscal Year	June 30, 2012

Criteria:

In accordance with Education Code Section 76365, Districts may only require students to provide instructional materials which are of a continuing value to the students outside of the classroom setting, is tangible personal property that is owned or primarily controlled by the students, and the material must not be solely or exclusively available from the district. Further, the policies and procedures established by the South Orange County Community College District (District) states that any classes that require material fees as a condition for registration should also obtain two outside quotes for the cost of the materials. The material fees charged to the students cannot exceed the outside quotes.

Condition:

Saddleback College

During our test of State Compliance, Section 437 – Student Fees – Instructional Materials and Health Fees, we noted one (1) out of the twenty-seven (27) classes reviewed that required material fees as a condition for enrollment did not have the proper Instruction Materials Form (IMF) on file for review prior to the audit. Without the IMF, we were unable to evaluate whether the class was in compliance with Education code section 76365 and the District’s policies and procedures of securing two outside quotes.

Cause:

This is an oversight by the Saddleback College to maintain the proper IMF on file.

Effect:

Failure to maintain the proper IMF on file could result in noncompliance with Education Code Section 76365 and the District’s own policies and procedures.

Questioned Costs:

There are no determinable questioned costs.

Recommendation:

We recommend that the District enforce the current policies and procedures on material fees to ensure compliance with the Education Code Section 76365.

Management Response:

Saddleback College has reviewed its procedures and practices to ensure that they are in compliance with Education Code Section 76365. A meeting was held with each academic division dean present at which the following protocol was established.

Prior to the start of each academic year, all division deans will identify the courses with instructional material and verify that there is an IMF on file for each course. The IMF documentation will be maintained in the division files for a 2 year period of time. The VP of Instruction will be responsible for annually auditing the IMF files.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Reference Number: 2012-04
State Compliance Test: Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)
State Compliance Number: 433
Fiscal Year: June 30, 2012

Criteria:

In accordance with California Administration Code Title 5 Section 56208, Each EOPS program shall have an Advisory Committee appointed by the president of the college upon recommendation of the EOPS Director. The Advisory Committee shall meet at least once during each academic year.

In Accordance with the California Community College's Chancellor's Office Cooperative Agencies Resources for Education program guidelines states each CARE program shall have an advisory committee and/or interagency group meeting twice during each academic year.

To meet the requirements aforementioned, the College programs may establish a joint EOPS/CARE advisory committee.

Condition:

Saddleback College and Irvine Valley College

During our test of State Compliance, Section 434 – Extended Opportunity Programs and Services and Cooperative Agencies Resources for Education, we noted the following:

- Irvine Valley College's EOPS/CARE advisory committee did not meet during the year ended June 30, 2012, not fulfilling both the EOPS and CARE guidelines.
- Saddleback College's EOPS/CARE advisory committee met once during the year ended June 30, 2012, not fulfilling the CARE guidelines.

Cause:

Last year was a transition year for Irvine Valley College's Extended Opportunity Programs and Services, including a change in the program's Director. Saddleback College's EOPS/CARE advisory committee met once in compliance with California Administration Code Title 5 Section 56208, and with the College's Governance Policy.

Effect:

Failure to have the EOPS/CARE advisory committee meet as prescribed could result in noncompliance with the California Administration Code Title 5 Section 56208, with the California Community College's Chancellor's Office and the District's own policies and procedures.

Questioned Costs:

There are no determinable questioned costs.

Recommendation:

We recommend that the District follow the board policy for the EOPS/CARE advisory committee noting that the committee is required to meet twice during the fiscal year.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

Management Response:

In the 2012-2013 fiscal year Saddleback College will update the Saddleback College Governance Manual to ensure compliance with the advisory committee meeting requirements as specified in Title 5 EOPS regulations and CARE Program Guidelines. Both colleges will ensure that Title 5 regulations are followed and procedures are implemented accordingly to ensure that the EOPS advisory meetings will take place once yearly and the CARE advisory committee meetings will be held twice each academic year.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2012**

Reference Number: 2011-01
State Compliance Test: To Be Arranged Hours (TBA)
State Compliance Number: 479
Fiscal Year: June 30, 2011
Finding: Lack of evidence for tracking TBA hour student participation

Criteria:

In accordance with the Contracted District Audit Manual for fiscal year 2010-2011, section 479, Legal Advisory 08-02 dated October 1, 2008, TBA Hours Follow-up Memorandum dated January 26, 2009 and Second TBA Hours Follow-up Memorandum dated June 10, 2009, "Districts need to track TBA hour student participation carefully and make sure that they do not claim apportionment for TBA hours for students who have documented zero hours as of the census point for the particular course."

Condition:

During our testing of state compliance for TBA hours, Saddleback College and Irvine Valley College (the Colleges), were unable to provide supporting documentation, such as the attendance roster, to determine whether they were in compliance with claiming apportionment for TBA students.

Status:

Implemented.

Finding # 10-01 - Information Technology

The office of the Vice Chancellor of Technology and Learning Services has made significant progress in addressing the information technology control needs of the District in the areas of governance and computer operations. Through our audit procedures, we have identified some areas that could further enhance the information technology control environment of the District.

Network and Application Passwords Need to be Defined and Enforced.

General computer controls require that access to the IT network and applications be properly controlled. While the District has a draft User Control Policy, the Policy only applies to network access and not application or database access. The Policy also does not specify a minimum password expiration period.

Additionally, the core financial management system, Escape, is not currently capable of enforcing a minimum password expiration period or minimum password configuration standard. A password complexity and expiration period requirement is also not enforced in the Student Information System (SIS).

For CHRMS, the District Human Resources and Payroll application, passwords expire after 90 days and a six character password is required. The application, however, is not capable of enforcing a strong password complexity requirement.

Status: Completed, pending approval by the Board Policy/Administrative Regulation Advisory Council.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHEDULE OF PRIOR YEAR FINDINGS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2012**

System Acquisition, Development and Change Control Management Practices have not been Fully Documented.

IT general controls over system acquisition, development and change control management require that policies and procedures be implemented to ensure that all programs are sufficiently tested and application changes are managed to ensure that the accuracy and integrity of the financial data is maintained. Without this oversight, the District's financial data is at increased risk of loss, lack of integrity, and inaccurate processing. The District currently has developed a general draft policy and is working towards finalizing it.

Status: Completed, pending approval by the Board Policy/Administrative Regulation Advisory Council.

The District has not yet Adopted a Disaster Recovery Plan or Business Continuity Plan.

General computer operations controls require that an agency have developed and implemented disaster recovery and business continuity plans to provide contingency for unforeseeable events. The District is still in the process of adopting formal plans for how the financial information and systems would be recovered in the event of a disaster or how the District's business functions would continue to operate should the electronic data systems be unavailable for an extended period of time. The District's Business Continuity Planning Council currently plans to submit their draft plans to the District Board by February 2011.

Status: Completed, pending approval by the Board Policy/Administrative Regulation Advisory Council.

Periodic Reviews of Application Authorization Roles Should be Performed.

Controls to ensure application user accounts are configured with appropriate authorization roles help agencies ensure that the electronic financial systems are enforcing a proper segregation of duties. The District currently reviews user account listings to ensure they are up-to-date, but there are no procedure established to ensure the user authorization roles are periodically reviewed and tested for appropriateness and assurance that they are enforcing the segregation of duties that is needed. Without this assurance, the District is at increased risk of fraud, waste and abuse.

Status: Completed, pending approval by the Board Policy/Administrative Regulation Advisory Council.

Policies and Procedures have not been Established to Ensure Remote Access to District IT Assets is Appropriately Controlled.

District College staff has the ability to install and use the application "GoToMyPC" to remotely access their office computers. The installation of this or other types of remote access software is not controlled to ensure that only authorized persons can remotely access the District's network and financial applications. This uncontrolled use of remote access software increases the risk of unauthorized persons gaining access to District computer resources and information.

Status: Completed, pending approval by the Board Policy/Administrative Regulation Advisory Council.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3410: Nondiscrimination, BP-5140: Disabled Students Programs and Services, BP-5505: Grade Grievance Policy, BP-5150: Extended Opportunity Programs and Services, BP-6110: Articulation of Courses and Programs, BP-1900-Alcoholic Beverages, BP-3004: Public Records, BP-3005: Designation of Authorized Signatures, BP-4073: Faculty Reassigned Time and Stipends

ACTION: Review and Study

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on November 8, 2012 for review and recommendation to the Chancellor.

RECOMMENDATION

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

BOARD POLICY

3410

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

NONDISCRIMINATION

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative regulations that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

References:

Education Code Sections 66250 et seq., 72010 et seq., 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5140

STUDENTS

DISABLED STUDENTS PROGRAMS AND SERVICES

Students with disabilities shall be provided with assistance in the regular educational programs in the District to the extent possible.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with disabilities verified through DSPS Center. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disable Students Programs and Services program.

The District shall comply with all requirements established by the relevant law and regulations.

References:

Education Code Sections 67310 and 84850;

Title 5 Sections 56000 et seq.

BOARD POLICY

5505

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

GRADE GRIEVANCE POLICY

I. GENERAL PROVISIONS

A. Grade Grievance

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by California Education Code, ~~Section 76224(a)~~.

B. California Education Code Section 76224(a)

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

This policy provides the procedures for challenging grades given in any course of instruction offered in the District. This policy does not apply to the following:

1. The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment.
2. Student discipline.
3. Employee discipline.
4. Challenges to established district policies and administrative regulations.
5. Financial claims against the District.

II. DEFINITIONS

A. Mistake: an unintentional act, omission or error by the instructor or the college.

B. Fraud: a deception deliberately practiced in order to secure unfair or unlawful gain.

C. Bad Faith: an intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics contrary to Education Code ~~Section 66250 et. seq. (including, but not limited to, Section 66270)~~ and Title 5, California Code of Regulations, ~~Section 593000 et. Seq.~~ If, pursuant to the discrimination and harassment complaint procedure it is determined that a grade was

GRADE GRIEVANCE POLICY

the results of discrimination or harassment the grade may be changed as a remedy for the discrimination or harassment.

- D. Incompetence: a lack of ability, legal qualification, or fitness to discharge a required duty.
- E. Day: Unless otherwise provided, day shall mean any day on which the District administrative offices are open for business. The deadlines contained herein may be modified by mutual agreement of the parties.
- F. Student: A currently enrolled student or a former student. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code ~~Section 76224(a)~~ and the provisions herein.
- G. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
- H. The College President: The President of the College or a designated representative of the College President.
- I. Ombudsperson: The College President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called an ombudsperson.

III. INFORMAL RESOLUTION

Any student who believes he or she has a grade grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to resolve the problem with the faculty member with whom the student has the grievance or that person's dean or designee. If informal resolution of the problem is not possible, the student may elect to pursue a formal grievance pursuant to the procedures herein.

IV. FORMAL GRIEVANCE PROCESS

A. Written Statement of Grievance

Any student who believes he or she has a grade grievance shall file a written, signed Statement of Grievance form stating the basis for the grade grievance with the appropriate dean or designee no later than 45 days after the student knew or should have known of the grade in the course. The dean or designee shall provide a copy of the written Statement of Grievance form to the affected faculty member within 5 days after

GRADE GRIEVANCE POLICY

the form has been filed. The Statement of Grievance must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official. The faculty member shall not engage in any conduct that may be construed as retaliation for filing the grievance. Filing a grievance is a protected activity.

B. Request for a Grievance Hearing

The student may request a grievance hearing after the written Statement of Grievance form has been filed. A request for a grievance hearing shall be filed with the appropriate dean or designee on a Request for Grievance Hearing form within 30 days after filing the Statement of Grievance.

The student may withdraw his/her written Statement of Grievance and/or Request for a Grievance Hearing at any time. The notice of withdrawal shall be in writing and filed with the appropriate dean or designee. The dean or designee shall notify the affected faculty member in writing within 5 days that the student has withdrawn the grievance and no further action may be taken.

C. Grievance Hearing Panel

1. The Grievance Hearing Panel shall consist of the appropriate dean or designee, a representative appointed by the Associated Student Government and a faculty member appointed by the Academic Senate.
2. Within 15 days following receipt of the Request for Grievance Hearing, the Hearing Panel shall meet to select a Chair and to determine on the basis of the Statement of Grievance whether there is sufficient grounds for a hearing.
3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:
 - a. The Statement of Grievance contains facts which, if true, would constitute a grievance under these procedures and;
 - b. The grievant is a student as defined in these procedures and;
 - c. The grievant is personally and directly affected by the alleged grievance and;
 - d. The grievance was filed in a timely manner and;
 - e. The grievance is not, based on the allegations contained in the written grievance, frivolous, without foundation or filed for the purposes of harassment. In determining whether a grievance is frivolous, without foundation or filed for

purposes of harassment, the panel shall not at this phase, consider facts outside the grievance.

4. If the Grievance Hearing Panel determines that the written Statement of Grievance does not meet each of the aforementioned requirements, within 5 days of the Hearing Panel decision, the Chair shall notify the student in writing that the Request for a Grievance Hearing has been rejected. The notice shall contain the specific reasons for the rejection of a hearing and the procedures for appeal (See Section V.A. 1 herein).
5. If the Grievance Hearing Panel determines that the written Statement of Grievance meets each of the aforementioned requirements, the Chair shall schedule a grievance hearing no later than 45 days from the decision of the Hearing Panel. All parties to the grievance shall be notified in writing by the Chair of the date, time and location of the grievance hearing 10 days prior to the grievance hearing.

D. Hearing Procedures

1. The decision of the Grievance Hearing Panel Chair shall be final on all matters the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues alleged in the grievance. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. The parties shall exchange exhibits and lists of witnesses 5 days prior to the hearing.
3. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent's evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified above.
4. Each party to the grievance may represent himself or herself or may be represented by a person of his or her choice. A party shall not be represented by an attorney unless notification is presented to the Chair 10 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The Chair of the Hearing Panel may continue the hearing in order to accommodate counsel upon a showing of good cause. The Hearing Panel may also request legal assistance through the College President. Any legal advisor provided to the Hearing Panel sits in an advisory capacity but shall not be a member of the Panel nor vote with it.

5. Hearing shall be closed and confidential. Witnesses shall not be present at the hearing when not testifying.
6. The hearing shall be recorded by the Hearing Panel Chair by recording or stenographic recording and this document shall be the only recording made of the proceedings. No witness who refused to be recorded may be permitted to give testimony. At the onset of the hearing the Chair shall ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. Any party may request a copy of the recording at their own expense.
7. All Testimony shall be taken under oath administered by the Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

E. Hearing Panel Decision

Within 15 days following the close of the hearing, the Grievance Hearing Panel shall prepare a written decision which shall include specific factual findings regarding the grievance and the specific conclusions regarding whether a grievance has been established as defined above. Where appropriate the decision shall articulate the factual basis for any credibility determinations necessary to the panel's decision. The Hearing Panel decision shall also include a specific statement regarding the relief to be afforded the grievant if any. The Hearing Panel decision shall be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent and the oral and written evidence produced at the hearing.

V. APPEAL PROCESS

A. Written Statement of Appeal

1. Within 10 days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the College President. The written Statement of Appeal shall state the specific basis for the appeal and shall be sent to all parties.
2. All parties may submit a written response to the appeal to the College President within 10 days of the filing of the written Statement of Appeal.

3. The College President shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside the formal record. The College President may decide to sustain, reverse or modify the decision of the Grievance Hearing Panel. The College President's decision shall be in writing and shall include a statement of reasons for the decision. The College President's decision shall be final.
4. The decision on appeal shall be reached within 20 days after receipt of the appeal documents. Copies of the College President's decision shall be sent to all parties.
5. Within 10 days following the Grievance Panel's decision regarding whether the Statement of Grievance warrants a formal Grievance Hearing, any party to the grievance may file a written Statement of Appeal with the College President. The College President shall review the Statement of Grievance and the Request for a Grievance Hearing in accordance with the requirements for a grievance provided herein but shall not consider any other matters. The College President's decision whether to grant a grievance hearing shall be final and not subject to further appeal. The filing of an appeal pursuant to this provision shall stay all proceedings on the underlying grievance until a decision is reached by the College President. If the College President's decision is that the matter shall proceed to a hearing the time lines shall be extended by the period of time the matter was under consideration with the College President.

References:

California Education Code, Section 76224(a), 66250, 66270

Title 5, California Code of Regulation, Section 593000 et. Seq.

BOARD POLICY

5150

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The District shall comply with all requirements established by the relevant law and regulations.

References:

Education Code Section 69640-69656

Title 5 Sections 56200 et seq.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

6110

INSTRUCTION

ARTICULATION OF COURSES AND PROGRAMS

The Chancellor or designee in consultation with the Academic Senates shall establish procedures that assure appropriate articulation of the colleges' educational courses and programs with proximate baccalaureate level institutions and high schools. The procedures also may support articulation with institutions, including other local community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the colleges.

~~The articulation of individual courses and programs of instruction shall be developed and maintained under the direction of the South Orange County Community College District Board of Trustees in accordance with Title 5, California Code of Regulations, the California Education Code, and SOCCCD Board Policy 2100.1, Delegation of Authority to the Academic Senate. At a minimum, the articulation of courses and programs shall be developed and maintained in accordance with the following (California Education Code, Sections 66700, 70901, 78016, 70902; and the California Code of Regulations, Section 51022(b)); Title 5:~~

- ~~1. Proximate public and private four-year colleges and universities~~
- ~~2. Area high schools~~

References:

Title 5, California Code of Regulations, Section 51022

California Education Code, Sections 66700, 70901, 78016, and 70902

Board Policy 2100.1

California Senate Bill 1440, 2010

BOARD POLICY

1900

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

COMMUNITY RELATIONS

ALCOHOLIC BEVERAGES

The Chancellor/or designee is authorized to approve as appropriate and permitted by law the serving of alcoholic beverages at District sites if the alcoholic beverages is are for use at Ffoundation fund-raising events.

Alcoholic beverages at District sites are permitted if the alcoholic beverage is for use during a fundraiser held to benefit the College/District/~~ATEP~~ Foundations that have obtained a license under the Business and Professions Code to do so provided that no alcoholic beverages can be acquired, possessed or used at a football game or other athletic contests sponsored by the district, ~~(BPC 25608).~~

To lower the district liability exposure, liability insurance will be required to be purchased by the Foundations when holding events where alcohol is served.

Reference:

Business and Professions Code Sections ~~24045.4, 24045.6, and 25608~~ 24045.3, 24045.6 and 25608

BOARD POLICY

3004

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

PUBLIC RECORDS

The Chancellor shall establish ~~procedures~~regulations for records management, including access by the public that comply with the requirements of the California Public Records Act.

Reference:

Government Code Section 6250, et seq.

BOARD POLICY

3005

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

DESIGNATION OF AUTHORIZED SIGNATURES

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor and designees ~~other officers appointed by the Chancellor~~.

The authorized signatures shall be filed in the Orange County Office of Education.

Reference:

Education Code Section 85232, 85233

BOARD POLICY

4073

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

FACULTY REASSIGNED TIME AND STIPENDS

A faculty member's primary assignment is to provide teaching, library, and counseling services as described in Board Policy 4309 Duties and Responsibilities of the Faculty and SOCCCD ~~Faculty Association~~ Academic Employee Master Agreement. In addition, faculty is expected to fulfill an essential leadership role in the coordination of programs and in the representation of faculty in the effective participation in college and district governance. Specifically, Education Code Section 70902, "Duties and Responsibilities of the Board of Trustees," states that the Board of Trustees shall:

~~(b) (7) Establish procedures~~ Regulations are to be adopted that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions, ~~at the campus level, to ensure that~~ These opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, ~~and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.~~ Academic and Professional matters upon which the Board of Trustees will rely primarily upon the advice and council of the Academic Senate for curriculum and academic standards.

I. REASSIGNED TIME

Reassigned time is part of a faculty load that is subtracted from the faculty's primary assignment to create time for leadership functions. When coordination of a program or engaging in effective college or District participation requires significant amounts of time in addition to the faculty member's primary assignment, the President of the college may recommend reassigned time for the faculty leader to the Chancellor.

II. STIPENDS

A stipend is a monetary payment to faculty that does not result in a reduction in a faculty's primary assignment. When a college president determines that program coordination or effective participation warrants compensation, a stipend may be paid to the faculty member following recommendation to the Chancellor and approval by the Board of Trustees.

FACULTY REASSIGNED TIME AND STIPENDS

III. EQUITY

The amount of a stipend or reassigned time will be calculated using objective and relevant workload measures that promote equitable compensation for leadership assignments.

IV. ACCOUNTABILITY

The expected outcomes of the leadership assignment shall be specified and approved in advance by the college president.

V. EXCLUSIONS

The Board of Trustees may exclude some stipend and reassigned time expenditures from a college's limitation or establish separate limitations for them. The costs of reassigned time and stipends awarded to the SOCCCD Faculty Association, accreditation, service to certain state-wide community college organizations, and grants and categorical monies would be excluded from college specific calculations. Stipends and Reassigned time for non-reoccurring assignment would be excluded from college specific calculations, by recommendation of the President and approval of the Chancellor.

VI. LIMITATIONS

The Board of Trustees may establish limitations on the total expenditures for reassigned time and stipends as a part of the budget approval process. If a percentage cap is chosen, then each college will be assigned a percentage that takes into consideration the size of the college and need.

Reference

California Education Code Section 70902

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-5300.5-Grade Changes, BP-3517-Student Organizations at Off-Campus Locations

ACTION: Discussion/Approval

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

Two 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 Council on October 18, 2012 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the October 29, 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in Exhibit A through B.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5300.5

STUDENTS

GRADE CHANGES

The Chancellor shall implement administrative regulations~~procedures~~ to assure the accuracy and integrity of all grades awarded by faculty. The administrative regulations~~procedures~~ shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Grade grievance procedures in the event a student believes mistake, bad faith, fraud or incompetence has occurred in assigning the grade.

~~Procedures for students to challenge the correctness of a grade.~~

- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Reference:

Education Code Sections 76224, 76232;

Title 5, Section 55025

BOARD POLICY

3517

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATIONS

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Reference:

34 Code of Federal Regulations Section 668.46(b)(7)

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Contract with Neudesic LLC for Software Development
ACTION: Approval

BACKGROUND

In order support the software projects for Fiscal Year 2012-13, the District is in need of expertise in the area of software development and project management. Neudesic LLC provides these services and is familiar with SOCCCD's systems and development approach.

STATUS

The Awards Management System (AMS) and MySite Help System are two projects approved for Basic Aid funding for the 2012/2013 fiscal year by the Basic Aid Allocation Recommendation Committee. AMS will be a module of the Student Information System which will assist in managing and tracking the awarding of degrees, certificates, and transfer certifications. The MySite Help System project is a proof of concept for context-sensitive assistance within the MySite student/staff portal.

District IT is proposing that Neudesic LLC assist by providing software development and project management services for the AMS and MySite Help projects.

Funding for these software development services is provided by the basic aid allocation approved at the June 2012 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the contract for the term of November 20, 2012 to December 31, 2013, and the rate schedule (Exhibit A), with Neudesic, LLC in an amount not to exceed \$500,000.

Item Submitted by: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*
Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services

CONSULTANT AGREEMENT

SPECIAL SOFTWARE ENGINEERING SERVICES

This AGREEMENT is hereby entered into between the South Orange County Community College District, a public community college district of the state of California, hereinafter referred to as (“DISTRICT”), and Neudesic LLC, a California limited liability company located at 8105 Irvine Center Drive, Suite 1200, Irvine, California, 92618, telephone 800-805-1805, hereinafter referred to as (“CONSULTANT”).

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

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

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

NOW, THEREFORE, the parties agree as follows:

I. **Scope Of Work.**

- A. Overview. CONSULTANT shall provide the professional services specified herein for purposes of developing additional functionality for the District’s Student Information System (SIS).
- B. Services To Be Provided By CONSULTANT. Staff resource services, including software engineering, project management, software architecture, business and database analysis, and expert computer programming for the following software development projects:
 1. Awards Management System (AMS)
 2. MySite Help System
- C. CONSULTANT’s Staff. CONSULTANT shall submit for DISTRICT approval a resume of each of individual CONSULTANT assigned to work on this Agreement for prior written approval by the DISTRICT’s Directors of Administrative/Academic Systems. CONSULTANT agrees to provide the DISTRICT with the resumes (qualifications, experience and education) at least two weeks prior to assigning the individual to work on this Agreement. The DISTRICT may choose to interview individual CONSULTANTS prior to approving them to work on this Agreement. CONSULTANTS’ Senior Project Manager(s), Project Manager(s), Business Systems Analyst Lead(s), Senior

Microsoft .NET Architect(s) and other lead positions need written approval from the Directors of Administrative/Academic Systems prior to beginning work on this Agreement. The DISTRICT shall not be responsible for payment to CONSULTANT for the services of any individual who works on this Agreement without the DISTRICT's prior written consent.

- D. Documentation. Functional and technical specification documentation shall be developed by CONSULTANT and delivered to DISTRICT for acceptance by the DISTRICT's Directors of Administrative/Academic Systems. "Documentation" means the documents, manual and written materials (including end-user and technical manuals) developed pursuant to this Agreement. Formal review and acceptance of all written user and technical documentation is required. The documentation may be reviewed by the Directors of Administrative/Academic Systems and designated DISTRICT IT staff and DISTRICT and College end users.
- E. Methodology. All work must be completed following documented industry standard agile methodology, protocol and best practices and be previously approved by the Directors of Administrative/Academic Systems. Methodology documentation should include the following sections:
1. Methodology overview.
 2. Scope and resource management.
 3. Process for defining functional and technical specifications.
 4. Functional (product backlog) and technical specification documentation.
 5. Functional and technical specification review and sign-off by DISTRICT stakeholders. These artifacts are to be consistent with an agile software development methodology. Stakeholders are identified DISTRICT business experts, Education and Support Services and IT technical staff.
 6. Code review by DISTRICT IT staff.
 7. Unit testing of source code modifications.
 8. Module and functionality specific business testing scenarios.
 9. Formal user acceptance and sign-off.
- F. Quality Assurance And Testing.

During software development, CONSULTANT shall include a phase for quality assurance and testing of all Software. Quality assurance and testing must follow documented industry standard methodology, protocol and best practices and be previously approved by an

appropriate District Director Administrative/Academic Systems. Quality assurance and testing documentation should include the following:

1. Quality assurance and testing overview.
2. Module and functionality testing.
3. Modifications based upon quality control and quality assurance testing results. The CONSULTANT, DISTRICT IT and designated DISTRICT and college end users will conduct quality assurance testing.
4. Release Management:

Develop standards and practices for identifying and resolving billings for software defects, including regression bugs (both pre-release and post-release) and develop definitions of “mission critical” and “non-mission critical” bugs and timelines required for consultant to fix each. These will be developed by CONSULTANT and DISTRICT and included as Exhibit “A” to this Agreement, which is hereby incorporated by reference as if fully set out herein.

G. Deliverables And Modules.

Software Deliverables and Software Modules shall be as specified in writing by CONSULTANT and approved in writing by one of the DISTRICT’s Directors of Administrative/Academic Systems, as needed, based on decisions made during the design process and in consultation with the DISTRICT. “Software Deliverables” are defined as products, including, but not limited to, program source code, model/entity definitions, and build/migration instructions. “Software Modules” are defined as the functioning products of a software development project (a list of such projects is included in Section I.B. of this Agreement) as well as any and all functionality described in the As-Built Documentation delivered by CONSULTANT prior to “Go-live Software release.”

Software documentation must be delivered and accepted by the DISTRICT prior to acceptance of software source code. Below is a general description of each Software Module. Additional functionality will be defined during the software development process, where such functionality fits within the allocated budget and schedule, as agreed upon and formally approved by one of the Directors of Administrative/Academic Systems and designated college end users.

<u>ITEM NO.</u>	<u>GENERAL DESCRIPTION</u>
<u>I. Awards Management System (AMS)</u>	The CONSULTANT will develop a new Awards Management System (AMS) module within the Student Information System. This module will assist in managing and tracking the awarding of degrees, certificates, and transfer certifications.
<u>II. MySite Help System</u>	The CONSULTANT will develop a proof-of-concept for context-sensitive assistance for the MySite portal.

H. Progress Reports.

1. Project Management Review. Formal review and approval of overall project management resources and project management structure by DISTRICT is required. CONSULTANT shall provide written progress reports to the Directors of Administrative/Academic Systems on a minimum of a quarterly basis, or more frequently if changes occur. One of the Directors of Administrative/Academic Systems has authority to approve such progress reports for the DISTRICT.
2. Quality Assurance & Testing Plan Review. Formal review and approval of overall quality assurance and testing plans, approach and schedule by DISTRICT is required. CONSULTANT shall provide written reports for each module. The reports will be reviewed by the Directors of Administrative/Academic Systems. One of the Directors of Administrative/Academic Systems has authority to approve such reports for the DISTRICT.
3. Monthly Progress Reports. CONSULTANT shall submit to the Directors of Administrative/Academic Systems a detailed written monthly progress report describing the work performed during the reporting period.

I. Formal Progress Meetings.

CONSULTANT and DISTRICT shall conduct formal quarterly schedule of scope management and risk assessment meetings with senior CONSULTANT management. These meetings will involve CONSULTANT project manager(s) on site, other key CONSULTANT staff on site, DISTRICT Directors of Administrative/Academic Systems. CONSULTANT shall provide in writing the following minimum information at the progress meetings:

- Complete and detailed account of the work completed (e.g., modules worked on, functionality developed, documentation written and reviewed, testing and quality assurance completed, involvement of DISTRICT IT staff, etc.) from the last quarterly meeting, as appropriate.
- Cumulative CONSULTANT personnel hours expended by position and dollar amount from the last quarterly meeting, as appropriate.
- Review of any issues and concerns that have arisen and approach to dealing with them or assistance needed from the DISTRICT from the last quarterly meeting, as appropriate.
- Written documentation for each module consistent with agile development methodology management reporting (e.g., Product Backlog, Sprint Backlog and Burndown Chart).
- Planning for the next quarter (e.g., project plan for next quarter software development, any changes in CONSULTANT personnel).

Additional information may be required and will be agreed upon between CONSULTANT and DISTRICT IT. These meetings shall occur at the Information Technology Department of the DISTRICT.

II. **Term.**

CONSULTANT shall commence providing services under this AGREEMENT on November 20, 2012, and will diligently perform as required and complete performance including all acceptance testing by December 31, 2013.

III. **Compensation.**

DISTRICT agrees to pay the CONSULTANT on an hourly basis according to the Rate Schedule for services as defined above in I. Scope Of Work, section B, items 1 and 2 satisfactorily rendered pursuant to this AGREEMENT, a fee not to exceed a total of Five Hundred Thousand Dollars and no/100 (\$500,000.00). CONSULTANT shall perform services based on the hourly rates listed in the Rate Schedule. CONSULTANT shall invoice the DISTRICT bi-weekly, for efforts expended in the prior two-week period and include with each invoice a detailed description of services performed by each of CONSULTANT's personnel and subcontractors, if any. The DISTRICT shall have a fifteen (15) day period from the DISTRICT's receipt of each invoice in which to review, accept or dispute each invoice ("Invoice Review Period"). The DISTRICT shall notify the CONSULTANT within the Invoice Review Period of any concerns regarding the invoice in which case the Parties shall attempt to resolve the dispute in accordance with Article XXVI Disputes. In case of a dispute, if the dispute relates

to only specific item(s) within an invoice, that portion of the invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes; the rest of the invoice will be processed for payment at the end of the respective Invoice Review Period. If the dispute is about the invoice in its entirety, then payment on the entire invoice will be withheld pending attempt to resolve the dispute in accordance with Article XXVI Disputes.

CONSULTANT shall submit an itemized invoice in duplicate indicating the Contract Number and charges in accordance with the Deliverables. Invoices are to be rendered only if the items or services have been furnished to and accepted by the DISTRICT. No payment will be made in advance of work performed. The burden of proof regarding disputes as to the accuracy of CONSULTANT invoices shall fall upon CONSULTANT.

The contract Rate Schedule is shown below.

Neudesic Audit Rate Schedule:

ROLE / REQUIRED EXPERIENCE	HOURLY RATE
<u>MC - Senior Project Manager</u>	\$169
Experienced and proven senior project manager with at least 10 years experience managing Information Technology projects. Plans, directs and controls projects of 2,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Senior Project Manager role requires a hands-on approach to managing, directing and controlling successful Information Technology solutions.	
<u>EM - Project Manager</u>	\$159
Experienced and proven project manager with at least 7 years experience managing Information Technology projects. Plans, directs and controls projects of 1,000 work-hours or larger. Capable of serving in the role of a Business Systems Analyst, or working with a team of analysts to define project requirements and drive an appropriate solution design. The Project Manager role requires a hands-on approach to managing, directing and controlling successful software development projects.	
<u>PCBSA - Business Systems Analyst – Lead</u>	\$159
Responsible for maintaining the overall direction and coordination of the requirements gathering efforts for the development process. Develops the templates, approaches and methods used in the analysis and requirements gathering process. Participates in hands-on sessions with end users and organizational stakeholders. Responsible for the work products and quality control of the Business Systems Analysts working beneath them. Familiar with a variety of software development and requirements methodologies such as RUP, MSF, Scrum and Agile. Minimum experience of 7 years in the software requirements gathering space with at least the last 2 in an oversight role.	

SCBSA - Business Systems Analyst

\$143

Responsible for interviewing users and stakeholders to gather functional requirements of the software system. Records these interview sessions into documents that are executed by the development team. Should have a solid understanding of the organizational goals of the client as well as an understanding of the high level capabilities of the chosen technology palette. Strong communication skills and an ability to work within several development methodologies. Minimum of 3 years analysis and requirements gathering in the Microsoft technology space.

ACDEV - Senior Microsoft .NET Architect /Technical Lead

\$169

Experienced and proven solutions architect and software engineer with at least 15 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for enterprise-level software solutions, developing enterprise architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Architect/Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

PRDEV - Senior Microsoft .NET Principal Lead

\$163

Experienced and proven solutions architect and software engineer with at least 12 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for software solutions, developing architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

PCDEV - Senior Microsoft .NET Technical Lead

\$159

Experienced and proven solutions architect and software engineer with at least 10 years experience designing and developing software solutions, and 6 or more years focused on Microsoft .NET technology. Capable of designing software architecture for software solutions, developing architecture components, developing full lifecycle solutions, leading and directing technology teams, mentoring technology teams. Responsible for the successful application of best practices, design patterns, and innovative solutions to each project they touch, the Technical Lead is expected to make well informed technology decisions for the projects. An expert in several software technology disciplines, this team member is also expected to participate in the development of the solution, and to assist other team members to solve difficult problems.

SCDEV - Senior Microsoft .NET Developer

\$143

Experienced and proven software engineer, with 6-10 years experience designing and developing software and 3-5 years experience developing Microsoft .NET applications for both Client/Server and web-based solutions. Capable of working independently or in a team to develop strong technology solutions using ASP.NET, WinForms, C#, VB.NET, and Transact-SQL, with a strong understanding of .NET Framework internals.

CCDEV - Microsoft .NET Developer

\$104

Software engineer with 1-3 years experience in developing web based and thick client applications within the Microsoft development stack. Knowledge of ASP .NET, c# .NET, and their interactions with HTML and SQL Server for business applications.

CDWEB - Creative Director of Web Solutions

\$159

A proven and consistent creative force behind web solutions and rich media projects. A Creative Director of Web Solutions provides the creative direction for a project, according to the requirements of the users. The critical role of this person on a web project is to create the design concept (sample comps and/or animations) to define and refine the design of the overall user experience.

SDWEB - Senior Web Designer

\$114

Experienced designer of user experience through web media. Skilled and proven in producing rich graphics, animation, and interactive media, consistently following and extending concept designs developed by a Creative Director. Experienced in working with web developers to integrate rich media with program code.

PCDBA - Senior Database Architect

\$159

A database architect and business intelligence specialist with at least 10 years experience developing IT solutions. Capable of modeling enterprise databases, architecting database access and security practices, designing high-availability database and data warehouse solutions for the enterprise.

SCDBA - Database Architect & Developer

\$143

Creates application level functionality for the database elements of the application suite such as stored procedures, views, indexes and triggers. Ensures that the data elements are high performing and can accommodate the needs of the business logic and user interface modules. 5+ years of developing technologies on Microsoft SQL Server.

PCQA - QA Director

\$159

Responsible for creating, planning and directing the quality assurance effort of the project. Works with the client to determine the needs of the user base and anticipated demands on the system. Creates test harnesses (load and functionality) and staging environments for the project. Oversees the defect tracking and resolution process for the project. Involved in key areas of the QA process in a hands-on role. 7+ years of QA work as a team member, with the last 2 in a managerial role.

PCQA – Senior QA Engineer Technical Lead

\$134

Responsible for creating, planning and directing the quality assurance effort of the project. Works with the client to determine the needs of the user base and anticipated demands on the system. Creates test harnesses (load and functionality) and staging environments for the project. Oversees the defect tracking and resolution process for the project. Involved in key areas of the QA process in a hands-on role. 7+ years of QA work as a team member.

SCQA - Senior QA Engineer

\$126

Self-directed in planning, documenting and executing test cases based on direct interaction with software developers, analysts and end-users. Able to create automated tests (load and functionality) as necessary. Able to manually test a software application according to project test plans and test scenarios. Able to perform rigorous exploratory testing (heuristics-based attacks) with little or no direction. Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. Also responsible for carrying out the load tests for the application. 5+ years in a QA role.

CCQA - QA Engineer

\$104

Carries out the testing of the application on both a unit and integration level. Reports defects found into the issue tracking system and re-tests as remedies are deployed. Also responsible for carrying out the load tests for the application. 3+ years in a QA role.

IV.

Unapproved Expenses.

DISTRICT shall not be liable to CONSULTANT for any unapproved costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT.

V.

Independent Contractor/Subcontractor Status.

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

CONSULTANT has prime contractor responsibility; subcontractors may be used, but the CONSULTANT shall accept full responsibility for subcontractors' performance. The CONSULTANT shall identify all subcontractors, and describe the type of contractual arrangement with all subcontractors. The CONSULTANT shall be responsible for meeting all terms and conditions of this AGREEMENT. The DISTRICT reserves the right to approve/disapprove all subcontractors. In the event the DISTRICT determines that an employee of CONSULTANT or a subcontractor hired by CONSULTANT is unqualified, unruly, or in any way endangering the project, CONSULTANT shall remove the employee/subcontractor at the request of the DISTRICT. This provision shall apply to all CONSULTANT's personnel including the Senior Project Manager.

VI.

Expenses.

DISTRICT shall furnish, or reimburse CONSULTANT for DISTRICT approved expenses incurred for materials, equipment, supplies, travel and other items necessary to

complete the services to be provided pursuant to this AGREEMENT. Reimbursement of expenses, including travel, will be subject to the DISTRICT's rules and procedures. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

VII.
Originality Of Services.

CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source, except that submitted to CONSULTANT by DISTRICT as a basis for such services, or otherwise licensed or publicly released materials suitable for purposes of reasonable use in connection with services provided to DISTRICT by CONSULTANT pursuant to this AGREEMENT.

VIII.
Copyright/Trademark/Patent.

All originals and copies of the Work Product, as well as intermediate versions and working papers and all copyrights, trade secrets, know-how, patents, trademarks, and all other intellectual property rights in the Work Product and all inventions embodied therein (collectively, the "Proprietary Rights") will be the exclusive property of DISTRICT and shall constitute trade secrets owned exclusively by DISTRICT. CONSULTANT hereby assigns and agrees to assign all Proprietary Rights to the DISTRICT, for no further consideration, and agrees to require all its employees, agents, and independent contractors to assign all Proprietary Rights to DISTRICT in a manner consistent with this AGREEMENT. CONSULTANT agrees to assist DISTRICT to register, enforce, and maintain any and all Proprietary Rights in any and all countries considered relevant by DISTRICT in its discretion. CONSULTANT agrees to execute and deliver all documents requested by DISTRICT in connection with such registration and enforcement, and to perfect any such rights in DISTRICT, its licensees, successors, and assigns. At no time, without the prior written consent of DISTRICT, will CONSULTANT use, copy, disclose to any third party, license, transfer, or otherwise exploit the Proprietary Rights. Further CONSULTANT will maintain the confidentiality of the fact that DISTRICT is pursuing development of the Work Product. CONSULTANT will use and maintain appropriate security measures to honor all of such obligations. CONSULTANT consents to the use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters produced under this AGREEMENT, for any purpose and in any medium.

IX.
Warranty Of Conformity To Specifications.

CONSULTANT warrants that all Software Deliverables and Software Modules developed by CONSULTANT hereunder shall conform to the specifications provided in this Agreement ("Specifications"). During a period of six (6) months after final acceptance of each

of the Software Deliverables and Software Modules by DISTRICT, CONSULTANT shall, at its own expense, provide programming services to correct defects that caused the Software Deliverables and/or Software Modules to fail to conform to the Specifications and that significantly affect performance (as defined in Exhibit "A") in accordance with those Specifications, provided that DISTRICT has notified CONSULTANT thereof and, upon inspection, CONSULTANT has found the Software Deliverables and/or Software Modules to be nonconforming.

X.
Mutual Termination.

DISTRICT may, at any time, with or without reason, terminate this AGREEMENT. If DISTRICT terminates DISTRICT shall compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the either party or no later than three days after the day of mailing, whichever is sooner.

DISTRICT or CONSULTANT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by either party; or (b) any act by either party exposing the other party to liability to others for personal injury or property damage; or (c) Either party is adjudged a bankrupt, if either party makes a general assignment for the benefit of creditors or a receiver is appointed on account of either party's insolvency. Written notice by either party shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by either party shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

The rights and remedies provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this AGREEMENT.

XI.
Hold Harmless.

CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense (including attorneys' fees), of any nature whatsoever, which may be incurred by reason of:

- a. Any injury to or death of any person(s), or damage to or loss of any property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm or corporation employed by the CONSULTANT, either directly or by independent contract, arising out of, or in any way connected with, the services covered

by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and/or

- b. Any judgment or proceeding in which it is determined, or any settlement Contract arising out of the allegations, that CONSULTANT's furnishing or supplying DISTRICT with goods, components, programs, practices, or methods supplied by CONSULTANT under this AGREEMENT constitutes an infringement of any patent, copyright, trademark, trade name, trade secret or other proprietary or contractual right of any third party. The foregoing shall not apply unless DISTRICT has informed CONSULTANT as soon as practicable of the suit or action alleging such infringement. CONSULTANT shall not settle such suit or action without the consent of the DISTRICT. DISTRICT retains the right to participate in the defense against any such suit or action. The DISTRICT agrees to provide CONSULTANT with prompt notice of any such claims and to permit CONSULTANT to defend any claim or suit, and that it will cooperate fully in such defense.

XII.

Insurance.

CONSULTANT agrees to carry a comprehensive general and automobile liability insurance with limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONSULTANT and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than November 20, 2012 CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insured under said policy. Consultant agrees to maintain workers' compensation insurance as required under the laws of the state of California.

XIII.

Assignment.

This AGREEMENT and/or the obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned or otherwise transferred by the CONSULTANT, without the prior written consent of DISTRICT. Any attempt to make such an assignment without DISTRICT's prior written consent shall be void.

XIV.
Compliance With Applicable Laws.

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

XV.
Permits/Licenses.

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

XVI.
Employment With Public Agency.

CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

XVII.
Entire Agreement/Amendment.

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

XVIII.
Equal Opportunity Employment.

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

XIX.
Non Waiver.

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

XX.
Notice.

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

DISTRICT:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Robert Bramucci

CONSULTANT:

Neudesic, LLC
8105 Irvine Center Dr., Suite 1200
Irvine, CA 92618
Attn: Jodi Schlessel

XXI.
Severability.

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

XXII.
Governing Law.

The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

XXIII.
Force Majeure.

Notwithstanding any other terms and conditions hereof, in the event that a Party is materially unable to perform any of its obligations hereunder because of severe weather, natural disasters, riots, wars, acts of terrorism, governmental action or other event of force majeure beyond such Party's control, then such Party shall, upon written notice to the other Party thereof, be relieved from its performance of such obligations to the extent, and for the duration, that such performance is prevented by such events; provided that such Party shall at all times use its best efforts to resume such performance.

XXIV.
Taxes.

CONSULTANT shall pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of

work under this AGREEMENT, and all applicable sales, use, excise, transportation, privilege, occupational and other taxes applicable to furnish the work performance hereunder and shall save DISTRICT harmless from liability for any such contributions, premiums, and taxes for CONSULTANT employees and sub-contractors, if applicable.

XXV.

Personnel Qualifications And Performance.

CONSULTANT shall furnish all personnel which may be required to perform the work outlined within this AGREEMENT. CONSULTANT is required to provide qualified personnel and maintain the skill and experience levels of personnel through the AGREEMENT term. All personnel assigned to this AGREEMENT shall be approved by the DISTRICT as specified in Section 1 herein.

XXVI.

Disputes.

In the event of any disputes or disagreement between the DISTRICT and CONSULTANT with respect to the interpretation of any provision of this AGREEMENT, or to the performance of the parties under this AGREEMENT, each party shall appoint a designated representative to meet, in good faith, to resolve the dispute or to negotiate an adjustment to any provision of this AGREEMENT within two weeks from the date of the communicated dispute. The representatives shall meet as often as the parties deem necessary in order to gather and exchange all applicable information with respect to the matter in issue which the parties believe appropriate to its resolution. No formal proceeding for the judicial resolution of any dispute or disagreement may be commenced until the representatives conclude in good faith that an amicable resolution of the matter in issue through continued negotiation does not appear likely.

XXVII.

Attorneys' Fees And Interest

In any dispute between the Parties, whether or not resulting in litigation, the party substantially prevailing shall be entitled to recover from the other party all reasonable costs, including, without limitation, reasonable attorneys' fees. In addition, such prevailing party shall be entitled to interest at ten percent (10%) per year from the date any amount should have been paid until the date such amount is paid.

XXVIII.

Records And Audit.

This AGREEMENT shall be subject to examination and audit for a period of one (1) year after final payment under this AGREEMENT. The examination and audit shall be confined to those matters connected with the performance of the AGREEMENT, including, but not limited to, the costs of administering the AGREEMENT. CONSULTANT shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be included in the performance of this AGREEMENT. CONSULTANT shall preserve and make

available records to the DISTRICT and/or other representative agencies having a pecuniary or other bona fide interest in the AGREEMENT including designees of the interested parties for a period of one (1) year from the date of expiration on this AGREEMENT or until released in writing from this obligation by the DISTRICT.

XXIX.
Conflicts Of Interest.

CONSULTANT shall not hire any officer or employee of DISTRICT to perform any service covered by this AGREEMENT. CONSULTANT affirms to the best of their knowledge that there exists no actual or potential conflict between CONSULTANT's family, business, or financial interest and the services provided under this AGREEMENT. In the event of change in either private interests or service under this AGREEMENT, any question regarding possible conflict of interest which may arise as a result of such change shall be raised with the DISTRICT.

Security Of Existing District Information.

To preserve the security of campus automated information systems and confidentiality of data pertaining to students, faculty and staff, CONSULTANT and any subcontractors must exercise appropriate and adequate security precautions for such data and systems design information that is made available for the performance of this Agreement.

XXXI.
Compliance With Statutes And Regulations.

CONSULTANT warrants and certifies that in the performance of this AGREEMENT, it shall comply with all applicable statutes, rules and regulations and orders, including laws and regulations pertaining to labor, wages, hours and other conditions of employment, and applicable price ceilings, if any. Failure of the DISTRICT to insist on the strict performance of the terms, conditions, and agreements herein contained or any of them shall not constitute or be construed as a waiver or relinquishment of the DISTRICT's right thereafter to enforce strict compliance with any such terms, agreements or conditions, but the same shall continue in full force and effect.

XXXII.
Limitation of Liability.

Under no circumstances will NEUDESIC have any liability for any claim arising from or relating to this Agreement in excess of the amount paid to NEUDESIC by Client pursuant to this Agreement or received by NEUDESIC under any insurance policy required to be maintained herein. Neither Party shall have any liability for consequential, incidental, special or indirect damages (including loss of profit and business opportunities) regardless of whether the Party has been advised of, or is aware of, the possibility of such damages.

THIS AGREEMENT IS ENTERED INTO THIS ____ DAY OF _____, 2010.

South Orange County Community College District **Neudesic, LLC**

By: _____
Signature

Dr. Debra L. Fitzsimons,
Vice Chancellor, Business Services

By: _____
Signature

Parsa Rohani, CEO

42-1528382
Social Security or Taxpayer
Identification Number

EXHIBIT A

Standards and practices for identifying and resolving billing rate schedules for Software Deliverables and Module defects including regression bugs (both pre-release and post-release) and definitions of “mission critical” and “non-mission critical” bugs and timelines required for CONSULTANT to fix each.

The major intents of EXHIBIT A are:

1. To provide definitions, criteria and processes for reviewing and resolving two types of post-production issues with software developed by CONSULTANT:
 - a. mission critical issues
 - b. non-mission critical, but important issues

2. Establish acceptable levels of responsiveness by CONSULTANT to repair post-production, mission critical software issues
3. To define a process and set of criteria for resolving claims for financial remuneration in consideration of mission-critical defects in work product found within a limited time after the work product is in full production release.

EXHIBIT A applies only when all of the following criteria are true:

- Software components and systems were designed, programmed and implemented by CONSULTANT pursuant to this AGREEMENT.
- Defect in software identified by DISTRICT was caused by an agent of CONSULTANT.
- Both DISTRICT and CONSULTANT agree that the identified defect in software meets the criteria stated herein for a “mission critical defect”.
- Defect in software was identified by DISTRICT more than 10 calendar days and less than 60 calendar days after the software was released to full production release.
- Defect in software is not explained by or caused by the requirements, business rules or design guidance provided to CONSULTANT by DISTRICT.

Definitions and Examples

“Mission Critical Defect” shall mean any flaw in the software work product produced by CONSULTANT pursuant to this AGREEMENT that vitally impairs ability for DISTRICT to meet its operational mission as it relates to the intended purpose of said software, and whereupon such flaw is not explained by or caused by the requirements, business rules or design guidance provided to CONSULTANT by DISTRICT.

“Full Production Release” shall mean the single event or moment in time when the software system is made permanently available (and not in a pilot test) to all intended system users for real use in real operation procedures and transactions.

Examples of mission critical defects might include:

- SIS Student Accounts module failing to properly calculate account balance, leading to inaccurate financial records for many students.
- SIS Student Records module that corrupts or loses student grades, names, address, residency status or other similarly critical data elements that are key to records management and State or MIS Reporting requirements.

Examples of issues that are *not* mission critical defects might include:

- SIS Student Grades module displaying typographical errors in the descriptive text shown on the faculty grade submission web page.
- SIS Student Accounts module failing to properly calculate account balance for one student transaction during an academic term (e.g. 1 in 35,000).
- A mismatched data value on a small percentage (< 1%) of the records between the new SIS database and the clean records in the legacy ALPHA database, where that data value does not affect State or MIS Reporting requirements, financial calculations, student transcripts or student enrollment rules.
- A web page that “does not look the way I would prefer”.

- A set of web pages that do not flow the way some users would prefer, but is capable of performing the intended function, given the proper manual process and user willingness to operate the software.
- Any feature that functions as specified by the appropriately designated design group, but does not function according to inconsistent, changed or improved thinking.

Defect Escalation Process

DISTRICT will notify CONSULTANT in writing, and within two (2) business days of discovery, of any post-release defects that DISTRICT considers to meet the criteria for remuneration as set forth in EXHIBIT A. DISTRICT will present the necessary information to CONSULTANT to assist in evaluating the defect for EXHIBIT A consideration. For the purposes of repairing any identified post-release mission critical defect, CONSULTANT and DISTRICT will proceed with the escalated defect repair processes without waiting for billing resolution decisions and CONSULTANT will respond to reported mission critical defects reported within the first 60 days after full production release with CONSULTANT to begin investigation and repair within 12 hours during the normal business week and within 24 hours on holidays and weekends. For the purposes of determining any alterations in CONSULTANT billing, within 30 days of written escalation, DISTRICT and CONSULTANT will review and mutually decide upon the disposition of any defect identified by DISTRICT to be a post-release mission critical defect.

Timely Resolution

Once notified by DISTRICT of a post-release mission critical defect, CONSULTANT shall either resolve the affected defect within five (5) business days from formal notification, or (in the

event that said defect cannot be repaired in that time) provide a written justification for the delay and advise DISTRICT of alternative measures that CONSULTANT and/or DISTRICT can take in a more timely manner. If CONSULTANT fails to provide a resolution or an alternative measure within this time window, CONSULTANT will discount contracted billing rate to 20% for any efforts expended by CONSULTANT in connection with resolving the affected defect.

Billing Effects

For any defects that are escalated as described herein and are mutually disposed by DISTRICT and CONSULTANT to meet the criteria described herein, and only if CONSULTANT fails to provide a timely response, the following billing ramifications will take effect:

- CONSULTANT will discount the contracted hourly billing rate by 20% for any efforts expended by CONSULTANT in connection with resolving the affected defect, commencing from the date that CONSULTANT received notification from DISTRICT of the Defect Escalation.
- CONSULTANT will provide to DISTRICT a report of time spent by CONSULTANT in connection with resolving the affected defect.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Academic Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Favre, Jeffrey	MS/Journalism	Journalism/SC	II/1	01/22/13
Gilbert, Annie	MA/2 nd Lang. Ed.	ESL/SC	II/1	01/22/13

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Bower, Karyn	No Degree	CTVT/SC	I/1	01/22/13

Equivalency is based upon coursework completed in Cinema-Television-Radio at Saddleback College and extensive professional experience in the field. Ms. Bower earned a Certificate in Radio-Television-Film-Electronic Media from Saddleback College. She is currently an advisory board member of the Cinema-Television -Radio Department at Saddleback College. She is also serving on the board of director at the Lake Arrowhead Film Festival. Her extensive experience as a professional journalist for twenty years, as well as her familiarity with Saddleback will make her an asset to the college.

¹ Fitz-Maurice, T.	MS/Education/Reading	ESL/SC	III/8	01/22/13
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Equivalency is based upon coursework completed for a TESOL Certificate from a respected program at the University of California, Irvine in 2008, and a Master of Science degree in Education with a specialization in Reading/Language Arts. Ms. Fitz-Maurice has ten years of experience teaching Reading classes at Saddleback College and Chaffey College to English language learners, as well as native speakers. In addition, she has experience with English language learners in a lab setting in the Saddleback College Reading lab, creating contracts and choosing curriculum and materials.

¹ Ms. Fitz-Maurice was approved by the Board of Trustees to teach English on November 20, 2001. November 19, 2012

A. NEW PERSONNEL APPOINTMENTS - Continued

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>
Takakura, Takeshi	MA/Foreign Lang. Ed.	Japanese/IVC	II/1	01/22/13

Equivalency is based upon a Master of Art degree in Foreign Language Education, from New York University, focusing on Japanese language and Japanese teaching methodology. Mr. Takakura was awarded a California Preliminary Teaching Credential for Japanese Language and Industrial Art and Technology. Additionally, he has taught beginning to intermediate levels of Japanese at Artesia High School for two years, San Dieguito Academy for one year, and at Passaic County Educational Services Commission Academy High School, Clifton, New Jersey for six years.

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Bell, Kimberly	MS/Counseling(Rehab)	Counselor/IVC	III/1	11/01/12

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Lee, Chia-Lun	MS/Strategic Mgmt.	Chinese/SC	II/1	11/05/12

Equivalency is based upon a Master's degree in Strategic Management and Consulting from University of Birmingham, United Kingdom (certified U.S. evaluation of foreign degree is in progress) and a Master of Science degree in Organizational Psychology from National Chengchi University, Taiwan. Mrs. Chia-Lun Lee has experience in teaching a Mandarin Chinese immersion program, as well as Chinese phonetic, conversation and writing in the USA. Mrs. Lee also has experience teaching English listening, speaking, reading and writing in Taiwan; she is a native Chinese speaker with ample experience teaching the language. Mrs. Lee has also volunteered in Assistant Professor Ho's Chinese classes.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Aguilar, Amara	Dept. Chair, Journalism/SC	1,721.00	01/14/13-05/24/13
Bagwell, Janet	Dept. Co-Chair, Reading/SC	1,721.00	01/14/13-05/24/13
Bagwell, Janet	Co-Coord. Reading Lab/SC	860.50	01/14/13-05/24/13
Barrows, Morgan	Chair, Env. Studies/Ecology/SC	2,581.50	01/14/13-05/24/13
Bennett, Michael	Chair, Adapted Kinesiology/SC	3,442.00	01/14/13-05/24/13
Branch-Stewart, K.	Chair, Human Services/SC	3,442.00	01/14/13-05/24/13
Camelot, Allison	Chair, Sociology/SC	2,800.00	01/14/13-05/24/13
Cesareo-Silva, C.	Chair, Anthro/Ehtnic Studies/SC	3,600.00	01/14/13-05/24/13
Chattopadhyay, C.	Co-Chair, Honors Program/SC	10,326.00	01/14/13-05/24/13
Claffin, Christopher	Chair, Graphic Comm./Design/SC	1,721.00	01/14/13-05/24/13
Cosgrove, Bob	Mid-term Accreditation Rpts/SC	3,442.00	01/14/13-05/24/13
Cox, Barbara	Chair, Business/SC	4,681.12	01/14/13-05/24/13
Crabb, Kerry	Chair, Athletics Program/SC	2,000.00	01/14/13-05/24/13
Cubbage-Vega, A.	Chair, Women/Gender Studies/SC	1,300.00	01/14/13-05/24/13
Delson, Cheryl	SLO Coord. Add'l Fall Wk/IVC	1,200.00	10/18/12-12/19/12
Delson, Cheryl	SLO Coordinator/IVC	2,000.00	01/14/13-05/24/13
Duquette, Jan	Chair, KN/Recreation Dept/SC	6,884.00	01/14/13-05/24/13
Evancoe, Eugene	Chair, Electr./App. Comp Tech/SC	1,721.00	01/14/13-05/24/13
Even, Ryan	Chair, Photo Department/SC	1,376.00	01/14/13-05/24/13
Farnsworth, Robert	Chair, Horticulture/LD/SC	1,721.00	01/14/13-05/24/13
Farthing, Scott	Chair, Music Department/SC	1,721.00	01/14/13-05/24/13
Fier, Scott	Chair, Chemistry Department/SC	2,581.50	01/14/13-05/24/13
Forouzesh, Jennifer	Chair, Nursing Program/SC	3,442.00	01/14/13-05/24/13
Fox, Lindsay	Chair, Fashion/SC	1,721.00	01/14/13-05/24/13
Galbraith, Mark	Athletic Teams Physicals/SC	1,000.00	01/22/13-01/31/13
Garant, Dorothy	Chair, Dance Department/SC	2,000.00	01/14/13-05/24/13
Gialamas, Gus	Athletic Teams Physicals/SC	1,000.00	01/22/13-01/31/13
Goodman, Richard	Liaison HumSvcs&Drug Court/SC	1,376.80	01/14/13-05/24/13
Grihalva, Lawrence	Co-Chair EMS/Pgrm Director/SC	860.50	01/14/13-05/24/13
Haeri, Mitchell	Co-Chair, Astro/Physics/Engin/SC	860.50	01/14/13-05/24/13
Hardick, Randolph	Co-Chair, EMS/Paramedic Dir/SC	2,856.86	01/14/13-05/24/13
Hernandez-Bravo, C	Chair, Int'l Languages/SC	4,474.60	01/14/13-05/24/13
Hernandez-Bravo, C	Coordinator, Language Lab/SC	1,721.00	01/14/13-05/24/13
Hewitt, Suzanne	Chair, FCS & Foods/Nutrition/SC	1,721.00	01/14/13-05/24/13
Hoggatt, Michael	Chair, DSPS/SC	2,237.00	01/14/13-05/24/13
Hunt, Matthew	Coordinator, Writing Center/SC	1,721.00	01/14/13-05/24/13
Huntley, Anthony	Co-Chair, Biology Department/SC	1,290.75	01/14/13-05/24/13
Jacobsen, Karen	Chair, Health Department/SC	1,000.00	01/14/13-05/24/13
Konishi, Hiromasa	Chair, CTVR Department/SC	860.50	01/14/13-05/24/13
Langrell, Jenny	Mid-term Accreditation Rpts/SC	3,442.00	01/14/13-05/24/13
Langrell, Jenny	Chair, Library Department/SC	3,442.00	01/14/13-05/24/13
Levin, Patricia	Co-Chair, Art Department/SC	860.50	01/14/13-05/24/13

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Lovett, Margot	Mid-term Accreditation Rpts/SC	3,442.00	01/14/13-05/24/13
Lovett, Margot	Chair, History Department/SC	4,900.00	01/14/13-05/24/13
Lowe, Leslie	Chair, Emeritus (Health)/SC	2,294.60	01/14/13-05/24/13
McFann, Kent	Chair, Theatre Department/SC	1,376.00	01/14/13-05/24/13
Meyer, Clifford	Chair, Automotive Department/SC	1,721.00	01/14/13-05/24/13
Meyer-Canales, K.	Co-Chair, Astro/Physics/Engin/SC	860.50	01/14/13-05/24/13
Myers, Charles	Co-Chair, CTVR Department/SC	860.50	01/14/13-05/24/13
Obermeyer, V.	Co-Chair, Art Department/SC	860.50	01/14/13-05/24/13
Ochoa, Heidi	Co-Director/Coach, Forensics/SC	5,163.00	01/14/13-05/24/13
Penland, Barbara	Co-Chair, EMS/Paramedic Dir/SC	1,411.22	01/14/13-05/24/13
Pestolesi, Diane	Director, Asst Nursing Pgrm/SC	3,442.00	01/14/13-05/24/13
Quade, Joyce	Chair, CIM Department/SC	4,405.76	01/14/13-05/24/13
Quade, Joyce	Coodintator, CIM Lab/SC	5,713.72	01/14/13-05/24/13
Radden, Larry	Co-Director/Coach, Forensics/SC	5,163.00	01/14/13-05/24/13
Renault, Irene	Co-Chair, Reading Dept./SC	1,721.00	01/14/13-05/24/13
Renault, Irene	Co-Coordinator, Reading Lab/SC	860.50	01/14/13-05/24/13
Repka, James	Chair, Geology/Oceanography/SC	1,721.00	01/14/13-05/24/13
Roostee, Larissa	Chair, EI (Kines/Gerontology)/SC	2,294.60	01/22/13-05/23/13
Rousseau, Michele	Chair, Computer Science Dept/SC	1,721.00	01/14/13-05/24/13
Schermerhorn, B.	Co-Chair, Real Estate/SC	964.00	01/22/13-05/23/13
Smith, Basil	Chair, Humanities/Philosophy/SC	1,721.00	01/14/13-05/24/13
Smith, Christina	Chair, Education Department/SC	1,700.00	01/14/13-05/24/13
Smith, Jeanne	Chair, Mathematics Department/SC	6,884.00	01/14/13-05/24/13
Smith, Maureen	Co-Chair, Geography Depart./SC	1,440.00	01/14/13-05/24/13
Stankovich, K.	Chair, Speech Department/SC	1,721.00	01/14/13-05/24/13
Stephens, Blake	Mid-term Accreditation Rpts/SC	3,442.00	01/14/13-05/24/13
Stephens, Blake	Chair, Architecture/Drafting/SC	1,721.00	01/14/13-05/24/13
Stevens, Kay	Chair, Medical Asst/Ins. Coding/Sc	1,721.00	01/14/13-05/24/13
Stevenson, William	Coordinator, English Comp./SC	3,442.00	01/14/13-05/24/13
Tamer, Rita	Chair, Sign Language Pgrm/SC	3,442.00	01/14/13-05/24/13
Tamilais, Barbara	Chair, Child Development Dept/SC	3,600.00	01/14/13-05/24/13
Teh, Steve	Co-Chair, Biology Department/SC	1,290.75	01/14/13-05/24/13
Teng, Anthony	Mid-term Accreditation Repts/SC	3,442.00	01/14/13-05/24/13
Teng, Anthony	Chair, Accounting Department/SC	4,681.12	01/14/13-05/24/13
Thomas, Arlene	Chair, Interior Design/Travel/SC	1,721.00	01/14/13-05/24/13
Twicken, Lawrence	Chair, Political Science Dept/SC	2,600.00	01/14/13-05/24/13
Walsh, Daniel	Co-Chair, Geography Dept/SC	960.00	01/14/13-05/24/13
Wegenek, Amira	Chair, Psychology Department/SC	3,900.00	01/14/13-05/24/13
Welc, Martin	Chair, Real Estate Department/SC	964.00	01/14/13-05/24/13
Willner, Karen	Chair, Emeritus (Fine Arts)/SC	2,294.60	01/22/13-05/23/13
Wolff, Michele	Coordinator, AHA Training Ctr/SC	1,135.86	01/22/13-05/23/13
Woodward, Ken	Chair, Economics Department/SC	3,200.00	01/14/13-05/24/13
Ziehm, Carol	Mid-term Accreditation Rpts/SC	2,306.00	01/14/13-05/24/13

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2012/2013 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Alexander, Ariel	Entrepreneur Modules/Perkins/SC	600.00	09/18/12-12/19/12
Bangerter, Renee	English Prof. Lrng Council/BSI/SC	1,308.00	08/20/12-12/19/12
Bangerter, Renee	English Prof. Lrng Council/BSI/SC	1,308.00	01/22/13-05/24/13
Beck, Rebecca	Co-coordinator, Basic Skills/IVC	500.00	08/13/12-12/19/12
Beck, Rebecca	Co-coordinator, Basic Skills/IVC	500.00	01/14/13-05/24/13
Bowman, Donald	Lab Tutor, Perkins/SC	2,768.21	08/20/12-12/19/12
Cosper, Scott	Lab Tutor, Perkins/SC	390.00	08/20/12-12/19/12
Fox, Lindsay	Entrepreneur Modules/Perkins/SC	600.00	09/18/12-12/19/12
Haeri, Melanie	Eng/ESL/Reading Wkshops/IVC	500.00	08/13/12-12/19/12
Haeri, Melanie	Coord. Diagnostic Basic Skills/IVC	750.00	08/13/12-12/19/12
Haeri, Melanie	Eng/ESL/Reading Wkshops/IVC	500.00	01/14/13-05/24/13
Haeri, Melanie	Coord. Diagnostic Basic Skills/IVC	750.00	01/14/13-05/24/13
Hare, Matthew	Symphony Orchestra Perform./SC	170.00	10/01/12-10/31/12
Hughes, Luther	Faculty Concert/SC	175.00	08/27/12-08/27/12
Karimi, Majid	Lab Tutor/Perkins/SC	620.00	08/20/12-12/19/12
Keyton, Kimberly	Recycle/Resource Mgmt/CWE/IVC	1,500.00	08/20/12-10/12/12
Serpas, Summer	Eng/ESL/Reading Wkshops/IVC	500.00	08/13/12-12/19/12
Serpas, Summer	Eng/ESL/Reading Wkshops/IVC	500.00	01/14/12-05/24/12
Stephens, Blake	Entrepreneur Modules/Perkins/SC	600.00	09/18/12-12/19/12
Teng, Anthony	Lab Tutor, Perkins/SC	2,268.21	08/13/12-12/19/12
Wilson, Jeffrey	Co-coordinator, Basic Skills/IVC	500.00	08/13/12-12/19/12
Wilson, Jeffrey	Co-coordinator, Basic Skills/IVC	500.00	01/14/13-05/24/13

D. CHANCELLOR CONTRACT EXTENSION

1. POERTNER, GARY, ID #10025, Chancellor, Pos #1693, Office of the Chancellor, District, Contract of Employment entered into on November 17, 2010 and ending on June 30, 2014, is to be extended through June 30, 2016. (See Exhibit B, Attachment 1)

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. CHU, HENCELYN, ID #15952, Medical Lab Technician and Phlebotomy Instructor, Division of Health Sciences and Human Services, Saddleback College, Pos #3812, resignation effective December 31, 2012. Payment is authorized for any compensated time off. (Start date: August 15, 2011)
2. HUANG, SENIYE MARGARET, ID #1019, Nursing Instructor, Division of Health Sciences and Human Services, Saddleback College, Pos #1576, resignation effective December 19, 2012 and retirement effective December 20, 2012. Payment is authorized for any compensated time off. (Start date: December 27, 1976)

**AMENDMENT NO.1 TO CONTRACT FOR EMPLOYMENT OF CHANCELLOR
BETWEEN
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
MR. GARY POERTNER**

This Amendment to the Contract of Employment originally entered into on November 17, 2010, and covering the period commencing December 1, 2010 and ending on June 30 2014 between the Board of Trustees of the South Orange County Community College District and Mr. Gary Poertner is effective when signed by both parties and is dated, for reference only, November 19, 2012.

I. Section 1 of the November 17, 2010 contract, entitled “**Chancellor,**” is amended to read as follows:

1. **Chancellor.** The term of Mr. Poertner’s employment as Chancellor is hereby extended through June 30, 2016. Mr. Poertner shall also serve at no extra compensation in the role of the District’s chief executive officer and secretary to the Board of Trustees. The position of Chancellor is hereby designated as an educational administrative position as defined in Education Code Section 87002(b).

II. Section 4 of the November 17, 2010 contract, entitled “**Salary**” is amended to read as follows:

4. **Salary.**

A. The base salary for the 2012-2013 college year shall be \$281,930, effective July 1, 2012. The base salary shall be paid in 12 equal monthly installments with proration for periods of less than a full year of service. Such proration shall be based on the number of days in the work year. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.

B. In addition to the base salary amount specified above, Mr. Poertner shall receive a high performance incentive during the 2012-2013 college year in the gross amount of \$10,000 which shall be paid in equal monthly installments with proration for periods of less than a full year of service.

C. For the 2013-2014 college year, Mr. Poertner’s base salary shall be increased by five percent. Such increase will be calculated based on Mr. Poertner’s 2012-2013 base salary and high performance incentive specified above. Mr. Poertner’s base salary for the 2013-2014 college year

shall be \$306,526.50, and subject to payment on the same terms as set forth in Section 4.A., above.

D. For years subsequent to the 2013-2014 college year, Mr. Poertner's base salary shall be increased by the same average percentage increase provided to other academic administrators through COLA increases. Such increase will be by way of a further amendment to this Agreement by the Parties.

III. Section 5 of the November 17, 2010 contract, entitled "**Professional Schedule and Vacation**" is amended to read as follows:

5. **Professional Schedule and Vacation.**

A. Mr. Poertner shall be required to render 12 months of full and regular service to the District during each annual period covered by this Agreement.

B. Mr. Poertner shall accrue one day of sick leave for each full month of employment during the term of this Agreement.

C. Mr. Poertner shall also accrue 2.42 (29 days per year) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board of Trustees to 12-month administrative employees. Mr. Poertner may accrue vacation days up to a maximum of fifty-eight (58) days based on his service as Chancellor pursuant to this Agreement. Once Mr. Poertner reaches this maximum amount, he will cease to accrue additional vacation benefits until his balance falls below the maximum amount. Upon termination or expiration of this Agreement, Mr. Poertner shall be entitled to compensation for unused and accrued vacation days at his then-current base salary rate for no more than that amount of unused vacation that may be accrued under this Agreement. All vacation time must be scheduled in advance and approved by the Board's president.

IV. Section 7.B.1. of the November 17, 2010 contract, entitled "**Expenses and Required Membership**" is amended to read as follows:

7. **Expenses and Required Membership.**

B. In addition to any reimbursement provided under Section 7.A above, the District will reimburse Mr. Poertner for actual expenses incurred as follows:

1) Travel expenses outside the District shall be reimbursed in accordance with District policies and procedures. The

District shall provide Mr. Poertner with a monthly stipend of \$1,200 to cover use of a personal automobile within Orange County. The use of this allowance shall be at Mr. Poertner's discretion and shall not require any documentation. This monthly allowance, retroactive to July 1, 2012, shall be treated and considered as part of Mr. Poertner's compensation/salary for tax purposes and for purposes of the State Teachers Retirement System Defined Benefit Plan to the maximum extent permitted by law. Use by Mr. Poertner of his vehicle for travel outside of Orange County, if less expensive than travel by other means, shall be reimbursed at the District's then current mileage reimbursement rate.

- V. Section 9.B. and 9.C.1) of the November 17, 2010 contract, entitled "**Amendment, Termination, or Non-Renewal**" is amended to read as follows:

9. **Amendment, Termination, or Non-Renewal.**

B. No later than January 1, 2016, Mr. Poertner shall inform the Board of Trustees in writing of the provisions of Education Code Section 72411. The Board of Trustees shall send to Mr. Poertner written notice of non-renewal by March 15, 2016. Such renewal or non-renewal shall be at the sole discretion of the Board of Trustees acting with or without cause. Nothing in this Section shall nullify or supercede the provisions of Sections 9.C. or 10, below. The failure of the Board to provide the notice specified above shall result in the renewal of this Agreement for one additional year only.

C. Termination of This Agreement Without Cause.

1) Section 9.C.2) shall not be operative until after December 31, 2012.

2) Subject to Section 9.C.1), above, the Board shall have the option to terminate this Agreement by providing Mr. Poertner with a written notice of termination. If the Board elects to terminate this Agreement during its term pursuant to this Section, Mr. Poertner shall receive ninety (90) days written notice of such termination. If the Board elects to terminate this Agreement during its term pursuant to this Section, Mr. Poertner shall receive no more than an amount equivalent to eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. All other stipends and reimbursements provided under this Agreement, or any amendment thereto, shall cease to be paid at the end of the ninety notice period described above. This Agreement incorporates by reference and is subject to the provisions of California Government Code Sections 53243 et seq., and 53260.

Except as expressly stated in this Amendment, all other terms and conditions of the Contract of Employment shall remain as stated in that document.

President, Governing Board of the
South Orange County Community
College District

Dated: _____, 2012

Gary Poertner

Dated: _____, 2012

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor, Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- a. ALTMAN, CHRISTINA is to be employed as Senior Administrative Assistant, Pos. #3243, Division of Social and Behavioral Sciences, Saddleback College, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, 12 months per year, effective November 1, 2012. This is a replacement position for Linda Hall, who received a change in status.
 - b. ¹WILKINSON, CHRISTOPHER is to be employed as a manager, Interim Chief of Police, Pos. #4525, Campus Safety and Security, Office of Administrative Services, Saddleback College, Administrator/Manager Integrated Salary Schedule Range 16, Step 5, 40 hours per week, effective October 29, 2012. This is a replacement for Harry Parmer, who retired.
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>
Albert, Lora	Health Office Assistant/SC	115/1	10/11/12
Buehler, Jennifer	Program Assistant, Categorical/SC	118/1	10/08/12
Downing, Chad	Senior Laboratory Tech., Life/Phys. Sci./SC	130/1	09/17/12
Kaffer, Jana	Health Center Nurse/SC	136/1	10/30/12
Lopez, Johanna	Health Office Assistant/SC	115/1	10/11/12
Sebold, Margaret	Office Assistant/SC	113/1	10/01/12
Zavala, Mauricio	Groundskeeper/IVC	118/1	11/01/12

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
² Aboga A, Kimverly	Child Dev. Center Aide/SC	10.00	01/01/13-06/30/13
Abrahams, Lawrence	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Agortsas, Alexander	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Aguilar Rivera, Margarita	Project Specialist/SC	14.00	01/01/13-06/30/13
Aguilar, Catherine	Project Specialist/SC	10.50	01/01/13-06/30/13
Aldape, Timothy	Adapt. Kines. Aide/SC	11.50	01/01/13-06/30/13
Aldrich, David	TMD Aide/IVC	10.50	01/01/13-06/30/13
Alegre, Pedro	TMD Aide/SC	8.50	01/01/13-06/30/13

¹ Retiree with CalPERS from Yuba Community College District.

² Stepdaughter of Wesley Thomas, Senior Child Development Center Specialist, Child Development Center, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Alizadeh, Tara	Project Specialist/SC	12.00	10/11/12-06/30/13
Angstrom, Preston	Adapt. Kines. Aide/SC	11.50	01/01/13-06/30/13
³ Anstadt, Cassandra	Project Specialist/SC	11.50	01/01/13-06/30/13
Arevalo, Sylvia	Project Specialist/SC	20.00	01/01/13-06/30/13
Argo, Albert	Project Specialist (IT)/Dist.	12.00	01/01/13-06/30/13
Arkell, Simon	Coaching Aide/SC	15.00	01/01/13-06/30/13
Armstrong, Tracey	Project Specialist/SC	10.50	01/01/13-06/30/13
Artemov, Tatyana	Project Specialist/SC	20.00	01/01/13-06/30/13
Aviles, Denise	Project Specialist/SC	20.00	01/01/13-06/30/13
Baggs, Trudi	Spec. Proj. Coord./SC	35.00	01/01/13-06/30/13
Baird, Daniel	TMD Aide/SC	18.00	01/01/13-06/30/13
Barnes, Justin	TMD Aide/SC	8.50	01/01/13-06/30/13
Barrientos, Belem	Project Specialist/SC	9.50	01/01/13-06/30/13
Bausch, Kathryn	TMD Aide/SC	8.50	01/01/13-06/30/13
Boklan, Ksenia	Project Specialist/SC	15.00	01/01/13-06/30/13
Borgeson, Andrew	Coaching Aide/SC	15.00	01/01/13-06/30/13
Boutte, Rhonda	TMD Aide/SC	11.50	01/01/13-06/30/13
Bracken, Nancy	TMD Aide/IVC	20.00	01/01/13-06/30/13
Brock, Eric	Coaching Aide/SC	15.00	01/01/13-06/30/13
Brown, Darryl	Coaching Aide/SC	15.00	01/01/13-06/30/13
Brown, Lucy	Clerk - Short Term/SC	15.00	01/01/13-06/30/13
Brown, Megan	TMD Aide/SC	9.50	01/01/13-06/30/13
Buchea, Jason	Project Specialist/IVC	16.00	01/01/13-06/30/13
Burkett, Austin	TMD Aide/SC	8.50	01/01/13-06/30/13
Butcher, Donald	Coaching Aide/SC	15.00	01/01/13-06/30/13
Callaway, Nicholas	Project Specialist/SC	15.00	10/01/12-06/30/13
Callian, Ted	ST Campus Sec. Off./IVC	18.00	01/01/13-06/30/13
Campo, Enrique	Project Specialist/IVC	16.00	01/01/13-06/30/13
Cappuccilli, Anthony	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Caras, Amber	TMD Aide/SC	9.50	01/01/13-06/30/13
Carey, Barbara	Project Specialist/SC	12.50	01/01/13-06/30/13
Carey, Peter	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Carpenter, Allison	Project Specialist/IVC	13.00	01/01/13-06/30/13
Carter-Ortega, Mary	Clerk - Short Term/SC	11.50	01/01/13-06/30/13
⁴ Casillas, Meghan	Project Specialist/SC	18.00	01/01/13-06/30/13
Castro, Metzli	Outreach Aide/SC	11.50	01/01/13-06/30/13

³ Daughter of Mary Anstadt, Program Coordinator (CTE Grants), Division of Business Sciences/Vocation Education & Economic Development, Saddleback College.

⁴ Daughter of Lurdes Casillas, Senior Administrative Assistant, Office of Admissions, Records & Enrollment Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Catalano, Torri	Coaching Aide/SC	15.00	01/01/13-06/30/13
Cataldo, Monica	Project Specialist/Dist.	20.00	10/04/12-06/30/13
Cervantes, Martha	Project Specialist/SC	16.00	01/01/13-06/30/13
Choe, Samuel	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Choi, Katlin	Project Specialist/SC	20.00	01/01/13-06/30/13
Ciago, Ronald	Project Specialist/IVC	20.00	01/01/13-06/30/13
Cinquegrani, Delores	Project Specialist/SC	12.50	09/06/12-06/30/13
Clemensen, David	TMD Aide/SC	20.00	01/01/13-06/30/13
Clemons, Gregory	Project Specialist/SC	10.50	01/01/13-06/30/13
Coleman, David	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Collins, Linda	Project Specialist/SC	10.50	01/01/13-06/30/13
Concepcion, Alexandra	Project Specialist/IVC	15.00	09/17/12-06/30/13
Conkey, Charles	Coaching Aide/SC	15.00	01/01/13-06/30/13
Conway, Jason	Project Specialist/SC	10.50	01/01/13-06/30/13
Cooper, Alexandra	TMD Aide/IVC	8.50	01/01/13-06/30/13
Copelan, Joshua	TMD Aide/IVC	10.50	01/01/13-06/30/13
Cosmakos, Rachel	Project Specialist/SC	16.00	01/01/13-06/30/13
Cramer, Emily	Project Specialist/SC	16.00	01/01/13-06/30/13
Crocker, Jared	Coaching Aide/SC	15.00	01/01/13-06/30/13
Cubillos Bezanilla, Sandra	Project Specialist/SC	10.50	01/01/13-06/30/13
Darby, Lucy	TMD Aide/SC	8.50	01/01/13-06/30/13
Davani, Farideh	TMD Aide/IVC	9.50	01/01/13-06/30/13
Daze, Jonathan	Coaching Aide/IVC	15.00	01/01/13-06/30/13
De Rosas, David	Project Specialist/SC	12.50	01/01/13-06/30/13
Dean, Heather	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Dhillon, Rajanpal	Project Specialist/SC	16.00	01/01/13-06/30/13
Dixon, Kathleen	TMD Aide/IVC	20.00	01/01/13-06/30/13
Downing, Chad	Project Specialist/SC	15.00	10/29/12-06/30/13
Druzhinina, Vita	Project Specialist/SC	13.00	01/01/13-06/30/13
Ebrahimpoor Khorsa, Pegah	Project Specialist/SC	12.50	01/01/13-06/30/13
Eckel, Genevieve	Project Specialist/SC	10.50	10/09/12-06/30/13
Ellis, Reggie	Coaching Aide/SC	15.00	01/01/13-06/30/13
Eser, Shelby	TMD Aide/IVC	10.50	01/01/13-06/30/13
Farah, Jaclyn	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Farrell, Nicholas	Project Specialist/IVC	20.00	01/01/13-06/30/13
Fellner, John	Project Specialist/SC	9.00	01/01/13-06/30/13
Field, Van Anh	Project Specialist/SC	14.00	01/01/13-06/30/13
Fischman, Leah	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Fletcher, Jenny	Adapt. Kines. Aide/IVC	9.00	01/01/13-06/30/13
Flippin, Mark	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Formanek, Donald	TMD Aide/IVC	20.00	01/01/13-06/30/13
Fox, Jill	Clerk - Short Term/SC	14.00	01/01/13-06/30/13

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Fuentes, Toni	Project Specialist/Dist.	20.00	10/08/12-06/30/13
Galvan, Nicolas	Project Specialist/SC	14.00	01/01/13-06/30/13
Garaud, Dimitri	TMD Aide/SC	8.50	01/01/13-06/30/13
Garcia Carmona, Javier	Project Specialist/SC	9.50	01/01/13-06/30/13
Garey, Jason	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Geier, Brian	Adapt. Kines. Aide/SC	20.00	01/01/13-06/30/13
Ghaffari, Azadeh	Project Specialist/SC	16.00	01/01/13-06/30/13
Gibbs, Shannon	Project Specialist/IVC	15.00	01/01/13-06/30/13
Gibson, Patrick	Project Specialist/SC	14.00	01/01/13-06/30/13
Gorgen, Garrett	Project Specialist/SC	8.50	01/01/13-06/30/13
Goss, John	Coaching Aide/IVC	15.00	01/01/13-06/30/13
Gramling, Maria Cristina	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Graves, Darryl	Project Specialist/SC	15.00	01/01/13-06/30/13
Gregory, Matthew	TMD Aide/IVC	14.00	01/01/13-06/30/13
Groover, Michael	TMD Aide/SC	9.50	01/01/13-06/30/13
Gross, Rachel	TMD Aide/SC	9.50	01/01/13-06/30/13
Guadarrama, Edgar	Project Specialist/IVC	16.00	01/01/13-06/30/13
Guzman, Jean	Project Specialist/Dist.	16.00	10/08/12-06/30/13
Hambric, Sandra	Project Specialist/IVC	15.00	01/01/13-06/30/13
Han, Jackie	Project Specialist/SC	20.00	01/01/13-06/30/13
Harris, Ashleigh	TMD Aide/SC	8.50	01/01/13-06/30/13
Hartwell, Keith	Outreach Aide/SC	12.50	10/15/12-06/30/13
Hatter, Kelly	Project Specialist/SC	15.00	01/01/13-06/30/13
Haynes, Genevieve	Project Specialist/SC	16.00	01/01/13-06/30/13
Hazavei, Ali	TMD Aide/IVC	8.50	01/01/13-06/30/13
Hellriegel, John	Project Specialist/SC	18.00	01/01/13-06/30/13
Hernandez, Joany	TMD Aide/SC	10.50	01/01/13-06/30/13
Hillenbrand, Nicholas	TMD Aide/IVC	14.00	01/01/13-06/30/13
Hodosh, Seth	Adapt. Kines. Aide/SC	11.50	01/01/13-06/30/13
Hogan, Michael	Coaching Aide/SC	15.00	01/01/13-06/30/13
Hood, Ryan	TMD Aide/IVC	12.50	01/01/13-06/30/13
Hoshall, Melanie	Project Specialist/IVC	15.00	01/01/13-06/30/13
Hughes, Jacob	Adapt. Kines. Aide/SC	9.50	01/01/13-06/30/13
Hutton, Marie	Project Specialist/SC	10.50	01/01/13-06/30/13
Huynh, Shaunna	Project Specialist (IT)/Dist.	12.00	01/01/13-06/30/13
Ibarra, Marleth	Project Specialist/SC	10.50	01/01/13-06/30/13
Irion, Jacob	Coaching Aide/SC	15.00	01/01/13-06/30/13
Jahan, Adam	TMD Aide/SC	9.00	01/01/13-06/30/13
Jarema, Veronica	TMD Aide/SC	9.50	01/01/13-06/30/13
Johnson, Scott	TMD Aide/IVC	10.50	01/01/13-06/30/13
Jones, David	Project Specialist/IVC	16.00	01/01/13-06/30/13
Jost, Donna	Spec. Proj. Coord./SC	25.00	01/01/13-06/30/13
Kemp, Leif	Project Specialist/SC	12.50	01/01/13-06/30/13

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2012/2013** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate(\$)</u>	<u>Start/End Date</u>
Khabovets, Kristina	Project Specialist/SC	18.00	01/01/13-06/30/13
Klein, Marisa	Project Specialist/SC	16.00	01/01/13-06/30/13
Klink, John	Coaching Aide/SC	15.00	01/01/13-06/30/13
Knopick, Eric	Adapt. Kines. Aide/SC	8.50	01/01/13-06/30/13
Knori, Salina	Project Specialist/IVC	12.50	01/01/13-06/30/13
Ko, Aaron	Project Specialist/SC	11.50	01/01/13-06/30/13
Kochanski, Jennifer	Project Specialist/IVC	18.00	01/01/13-06/30/13
Kohlhas, Paul	Project Specialist/IVC	14.00	01/01/13-06/30/13
⁵ Kokesch, Aaron	TMD Aide/IVC	20.00	01/01/13-06/30/13
⁵ KoKesch, Joshua	TMD Aide/SC	8.50	01/01/13-06/30/13
Kristjanson, Johann	Project Specialist/SC	16.00	01/01/13-06/30/13
Kulkarni, Vaishali	Project Specialist/SC	16.00	10/11/12-06/30/13
Kwan, Susan	Project Specialist/Dist.	18.00	01/01/13-06/30/13
Kwok, Anne	Project Specialist/SC	16.00	01/01/13-06/30/13
La Londe, Mia	Child Dev. Center Aide/SC	10.00	01/01/13-06/30/13
Lapinski, Zachary	TMD Aide/SC	9.50	01/01/13-06/30/13
Leider, Tamara	Child Dev. Center Aide/SC	12.00	01/01/13-06/30/13
Leigh, Alexander	TMD Aide/SC	20.00	01/01/13-06/30/13
Lennon, Nicholas	Adapted Kines. Aide/SC	12.50	10/16/12-06/30/13
Levine, Samantha	Child Dev. Center Aide/SC	10.00	01/01/13-06/30/13
Liedholm, Christopher	TMD Aide/SC	8.50	01/01/13-06/30/13
Lindahl, Glenda	Project Specialist/SC	16.00	01/01/13-06/30/13
⁶ Looney, Tia	Project Specialist/SC	12.50	01/01/13-06/30/13
Lopez, Maria	Child Dev. Center Aide/SC	10.00	01/01/13-06/30/13
Lucas, Richard	TMD Aide/IVC	12.50	01/01/13-06/30/13
Lye, Lain	Project Specialist/IVC	14.00	01/01/13-06/30/13

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2012/2013** academic year.

<u>Name</u>	<u>Start/End Date</u>
Park, Yoona	10/05/12-06/30/13

⁵ Aaron and Joshua KoKesch are brothers, TMD Aide, Fine Arts and Media Technology, Saddleback College.

⁶ Daughter-in-law of Michael and Carol Looney, Police Officer and ST Campus Security Officer, Saddleback College. Wife of Cameron Looney, Custodian, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2012/2013** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Dillon, Justin	Clinical Skills Spec./SC	30.00/hr	10/16/12-06/30/13
Fotoohi, Kamran	Tutor/IVC	12.00/hr	10/16/12-06/30/13
Hahn, Alexander	Tutor/SC	12.00/hr	10/11/12-06/30/13
⁷ Hosseini Qanatqazi, A.	Tutor/SC	12.00/hr	10/11/12-06/30/13
Karimi, Maryam	Tutor/SC	12.00/hr	10/09/12-06/30/13
Mirnia, Mojan	Tutor/SC	12.00/hr	10/02/12-06/30/13
⁷ Moradi Nargesi, Mahnaz	Tutor/SC	12.00/hr	10/18/12-06/30/13
Nguyen, Lam	Tutor/SC	12.00/hr	10/04/12-06/30/13
Santignon, Angelica	Tutor/SC	12.00/hr	10/09/12-06/30/13
Scanlan, Kevin	Tutor/SC	12.00/hr	10/16/12-06/30/13
Skaron, Deborah	Tutor/SC	12.00/hr	10/16/12-06/30/13
Soleymani, Rouzbeh	Tutor/SC	12.00/hr	10/25/12-06/30/13
Thompson, Christine	Tutor/IVC	12.00/hr	10/24/12-06/30/13
Vigil, Matt	Tutor/SC	12.00/hr	10/16/12-06/30/13
Yang, Seunghoon	Tutor/SC	12.00/hr	10/09/12-06/30/13
Zadmehr, Sara	Tutor/SC	12.00/hr	10/02/12-06/30/13

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. DISPATCHER LEAD, Classified Bargaining Unit Salary Schedule Range 123, Office of Campus Safety and Security, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective November 20, 2012. (Exhibit B, Attachment 1)

C. OUT OF CLASS ASSIGNMENTS

1. ARIAS, MAYRA, ID #14821, Senior Administrative Assistant, Pos. #3429, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Fiscal Office, Office of Business Services, District, had been given a temporary change in assignment to Acting Executive Assistant, Pos. #4569, Administrator/Manager Integrated Salary Schedule Range 10, Step 1, 30% of full-time, Office of Business Services, District, effective September 24, 2012 through October 9, 2012. This was a temporary reassignment for Cheryl Dobbie, who was on leave.

⁷ Sisters: Mehrdad Hosseini Moghadam, Tutor, School of Mathematics, Computer Sciences & Engineering, Irvine Valley College and A. Hosseini Qanatqazi, Tutor, Online Education & Learning Resources, Saddleback College.

C. OUT OF CLASS ASSIGNMENTS - Continued

2. BUCKLEY, ANN, ID #18123, Human Resources Specialist, Pos. #3389, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, Office of Human Resources, District, temporary assignment has ended effective October 31, 2012 and returned to permanent assignment as Human Resources Assistant, Pos. #3464, Classified Bargaining Unit Salary Schedule Range 121, Step 2, 40 hours per week, 12 months per year, Office of Human Resources, District, effective November 1, 2012.
3. JAMES, MICHAEL, ID #5136, Acting Assistant Director of Facilities-Capital Outlay Projects, Pos. #4535, a temporary assignment, Administrator/Manager Integrated Salary Schedule Range 14, Step 8, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment has ended effective October 15, 2012 and returned to permanent assignment as Assistant Director of Facilities, Pos. #4532, Administrator/Manager Integrated Salary Schedule Range 14, Step 8, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective October 16, 2012.
4. MC DONALD, ANITA, ID #16094, Human Resources Specialist, Pos. #4510, a temporary assignment, Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, Office of Human Resources, District, temporary assignment has ended effective October 31, 2012 and returned to permanent assignment as Human Resources Assistant, Pos. #3669, Classified Bargaining Unit Salary Schedule Range 121, Step 5, 40 hours per week, 12 months per year, Office of Human Resources, District, effective November 1, 2012.
5. PYLE, JAMES, ID #2188, Acting Chief of Police, Pos. #4543, a temporary assignment, Administrator/Manager Integrated Salary Schedule Range 16, Step 6, 40 hours per week, Safety and Security, Office of Administrative Services, Saddleback College, temporary assignment has ended effective October 26, 2012 and returned to permanent assignment as Deputy Chief of Police, Pos. #4544, Administrator/Manager Integrated Salary Schedule Range 12, Step 8, 40 hours per week, 12 months per year, Safety and Security, Office of Administrative Services, Saddleback College, effective October 29, 2012.
6. SEMBIAZZA, SANDI, ID #4688, Senior Administrative Assistant, Pos. #4204, Classified Bargaining Unit Salary Schedule Range 127, Step 5, 40 hours per week, 12 months per year, Office of Economic Development, District, had been given a temporary change in assignment to Acting Executive Assistant, Pos. #4569, Administrator/Manager Integrated Salary Schedule Range 10, Step 1, 50% of full-time, Office of Business Services, District, effective September 24, 2012 through October 9, 2012. This was a temporary reassignment for Cheryl Dobbie, who was on leave.
7. SESSLER, LOUIS, ID #15061, Acting Assistant Director of Facilities, Pos. #4536, a temporary assignment, Administrator/Manager Integrated Salary Schedule Range 14, Step 6, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment has ended effective October 15, 2012 and returned to permanent assignment as Facilities Maintenance and Energy Project Manager, Pos. #4574, Administrator/Manager Integrated Salary Schedule Range 12, Step 7, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective October 16, 2012.

D. REQUEST TO RESCIND LAYOFF FOR CLASSIFIED POSITIONS

1. HSHS PROGRAM SPECIALIST, Categorical Funded, Classified Bargaining Unit Salary Schedule Range 123, Pos. #4160, Division of Health Sciences and Human Services, Saddleback College, seeks to rescind layoff of this full-time, 40 hours per week, 12 months per year categorical funded position from its staff complement, pursuant to reinstatement of the CTE Health Career Bootcamp Grant for one year effective January 1, 2013. (Position appointed to Catherine Ayad, ID #14726)
2. PROGRAM SPECIALIST, Categorical Funded, Classified Bargaining Unit Salary Schedule Range 118, Pos. #4305, Division of Health Sciences and Human Services, Saddleback College, seeks to rescind layoff of this full-time, 40 hours per week, 12 months per year categorical funded position from its staff complement, pursuant to reinstatement of the CTE Health Career Bootcamp Grant for one year effective January 1, 2013. (Position appointed to Ashley Mooney, ID #17924)

E. LEAVE OF ABSENCE

1. BARNAK, GARY, ID #18591, Director of Advanced Technology Projects, Rapid Tech, Categorical, Pos. #4633, Administrator/Manager Integrated Salary Schedule Range 17, Step 3, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College has been approved for a sixty (60) day leave of absence without pay, and without benefits effective November 1, 2012 through December 31, 2012.
2. COWLEY, SCOTT, ID #1495, Lead Groundskeeper, Pos. #3449, Classified Bargaining Unit Salary Range 124, Step 6, 40 hours per week, 12 months per year, Facilities Maintenance, Office of Physical Plant, Saddleback College has been approved for an additional three month leave of absence without pay, but with benefits, effective October 18, 2012 through January 17, 2013.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BASHOR, LINDA, ID #2543, Curriculum Publications Specialist, Pos. #3272, Classified Bargaining Unit Salary Range 132, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: October 24, 1989)
2. BERES, CATHERINE, ID #15859, Senior Administrative Assistant, Pos. #3444, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, resignation effective February 27, 2013 and retirement February 28, 2013. Payment is authorized for any compensated time off. (Permanent Hire date: February 11, 2008)
3. BOQUET, MICHAEL, ID #4453, Lead Electrician, Pos. #3307, Classified Bargaining Unit Salary Range 134, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: July 23, 1991)

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

4. CARTER, DARRYL, ID #11858, Custodian, Pos. #1427, Classified Bargaining Unit Salary Range 113, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: May 01, 2002)
5. CHO, NANCY, ID #15624, Program Assistant, Pos. #4421, Classified Bargaining Unit Salary Range 118, Step 6, 25 hours per week, 12 months per year, Office of College Foundation, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: July 16, 2007)
6. CRABTREE, JIMMY, ID #2546, Campus Police Office Assistant, Pos. #3450, Classified Bargaining Unit Salary Range 115, Step 6, 40 hours per week, 12 months per year, Office of Safety and Security, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: October 24, 1989)
7. CURIEL, TONY, ID #8870, Warehouse Worker/Delivery Driver, Pos. #3451, Classified Bargaining Unit Salary Range 114, Step 6, 40 hours per week, 12 months per year, Facilities, Planning and Purchasing, Office of Business Services, District, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: October 21, 1997)
8. DICKSON, GARILYN, ID #5977, Senior Administrative Assistant, Pos. #3526, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Public Information and Marketing, Office of the President, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: July 01, 1997)
9. ESTES, MICHAEL, ID #2149, Network System Technician III, Pos. #4103, Classified Bargaining Unit Salary Range 140, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: January 19, 1981)
10. FELLI, ALICE K., ID #6425, Senior Administrative Assistant, Pos. #3226, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, School of Business Sciences, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: May 14, 1996)
11. FONG, KAREN, ID #16011, Graphic Designer, Pos. #3383, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, Office of College Publications, Saddleback College, resignation effective January 31, 2013 and retirement February 1, 2013. Payment is authorized for any compensated time off. (Permanent Hire date: January 16, 2008)

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

12. GLENN, CINDY, ID #15005, Groundskeeper, Pos. #4639, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: July 31, 2006)
13. HALL, LINDA, ID #2189, Senior Administrative Assistant, Pos. #3334, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Facilities Planning and Purchasing, Office of Business Services, District, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: February 03, 1986)
14. HAMMEL, SUZANNE, ID #2398, Senior Administrative Assistant, Pos. #3221, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Student Development, Irvine Valley College, resignation effective March 29, 2013 and retirement March 30, 2013. Payment is authorized for any compensated time off. (Permanent Hire date: March 01, 2000)
15. HINES, SUSAN, ID #2164, Campus Police Officer Assistant, Pos. #3393, Classified Bargaining Unit Salary Range 115, Step 6, 40 hours per week, 12 months per year, Office of Safety and Security, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: August 01, 1984)
16. JONES, EVELYN, ID #9293, Child Development Specialist, Pos. #3441, Classified Bargaining Unit Salary Range 122, Step 6, 27.5 hours per week, 12 months per year, Office of Student Services, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: May 01, 2000)
17. KENNEDY, SHARON, ID #1972, Senior Administrative Assistant, Pos. #3527, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Special Programs and Services, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: December 12, 2007)
18. KESSLER, PRISCILLA, ID #4396, Senior Laboratory Technician, Consumer Sciences, Pos. #3735, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 11 months per year, Division of Advanced Technology and Applied Science, Saddleback College, resignation effective December 29, 2012 and retirement December 30, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: March 12, 1991)
19. LEE, FLORENCE, ID #4326, Senior Laboratory Technician, Computers, Pos. #3312, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, Computer Learning Center, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: December 16, 1991)

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

20. MARTIN, LYNN, ID #1782, Administrative Assistant, Pos. #3361, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Office of Financial Aid, Saddleback College, resignation effective December 20, 2012 and retirement December 21, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: January 22, 1985)
21. MATTHEWS, DUANE, ID #1523, Senior Laboratory Technician, Fine Arts, Pos. #1431, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: February 28, 1978)
22. MUNDER, EARLENE, ID #10180, Senior Administrative Assistant, Pos. #3466, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of College Foundation, Office of President, Irvine Valley College, resignation effective December 30, 2012 and retirement December 31, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: July 06, 1999)
23. NASSER, JAN, ID #2286, Senior Health Office Assistant, Pos. #2821, Classified Bargaining Unit Salary Range 124, Step 6, 33 hours per week, 12 months per year, Student Health Center, Office of Student Services, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: December 01, 1981)
24. RENNE, LINDA, ID #3164, Senior Administrative Assistant, Pos. #4030, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: January 02, 1990)
25. ROCHA, ANNE, ID #7031, Senior Administrative Assistant, Pos. #3245, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Division of Counseling Services and Special Program, Saddleback College, resignation effective December 30, 2012 and retirement December 31, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: May 09, 1995)
26. RUBENSTEIN, ELAINE, ID #1343, Senior Graphic Designer and Publications Editor, Pos. #3258, Classified Bargaining Unit Salary Range 136, Step 6, 40 hours per week, 12 months per year, Public Information and Marketing, Office of the President, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: January 18, 1989)
27. SCHLICK, KATHLEEN, ID #4719, Executive Assistant, Pos. #3345, Classified Bargaining Unit Salary Range 133, Step 6, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: September 03, 1991)

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

28. SMITH, JAMIE, ID #2204, Senior Laboratory Technician, Life/Physical Sciences, Pos. #1245, Classified Bargaining Unit Salary Range 130, Step 6, 40 hours per week, 12 months per year, School of Physical Science and Technology, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: October 11, 1988)
29. SNOWDEN, HARRY, ID #2387, Ticket Office Operation Manager, Pos. #3399, Classified Bargaining Unit Salary Range 122, Step 6, 40 hours per week, 12 months per year, Division of Fine Arts and Media Technology, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: July 26, 1988)
30. SUTCLIFFE, ERICA, ID #14276, Financial Aid Specialist, Pos. #4195, Classified Bargaining Unit Salary Range 125, Step 4, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, resignation effective October 30, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: May 26, 2009)
31. TANG, PAUL, ID #9387, Alternate Media Specialist, Pos. #4077, Classified Bargaining Unit Salary Range 140, Step 6, 40 hours per week, 12 months per year, Innovative Technology Center, Technology Services, Irvine Valley College, resignation effective November 30, 2012 and retirement December 1, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: February 04, 2002)
32. TAYLOR, ROLLAND, ID #7662, Plumber, Pos. #3499, Classified Bargaining Unit Salary Range 128, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, resignation effective May 1, 2013 and retirement May 2, 2013. Payment is authorized for any compensated time off. (Permanent Hire date: July 23, 1996)
33. THOMAS, WESLEY, ID #5868, Senior Child Development Specialist, Pos. #3500, Classified Bargaining Unit Salary Range 128, Step 6, 40 hours per week, 12 months per year, Child Development Center, Office of Student Services, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: May 02, 1994)
34. U'REN, LAURA, ID #1651, Career Placement Officer, Pos. #3504, Classified Bargaining Unit Salary Range 129, Step 6, 40 hours per week, 12 months per year, School of Guidance/Counseling, Irvine Valley College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: August 25, 1980)
35. WEINTRAUB, EDNA, ID #14249, Senior Administrative Assistant, Pos. #3277, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Division of Liberal Arts, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: April 25, 2005)

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

36. WOOD, LINDA, ID #2360, Community Education Program Specialist, Pos. #3533, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Community Education and Contract Services, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: January 21, 1988)
37. WORTHINGTON, AMY, ID #4265, Instructional Assistant, Pos. #4323, Classified Bargaining Unit Salary Range 122, Step 6, 20 hours per week, 12 months per year, Division of Online Education and Learning Resources, Saddleback College, resignation effective December 28, 2012 and retirement December 29, 2012. Payment is authorized for any compensated time off. (Permanent Hire date: July 23, 1991)

G. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the **2012/2013** academic years.

Business Sciences, Irvine Valley College

Clause, Jim Estrada, Sandra Ward, Jan

Veterans Office, Office of College Administrative Services, Saddleback College

Aslanian, John

Fine Arts and Media Technology, Saddleback College

Berkson, Brianna Berkson, Nancy Kelser, Micah
Wildfong, Derrick

Health, Kinesiology, and Athletics, Irvine Valley College

Bartz, Paul Directo, Brandon

Humanities & Languages, Irvine Valley College

Coulter, Chikako Kojima, Saori Sato, Shiho
Shalloway, Nancy

Kinesiology and Athletics, Saddleback College

Patton, Eric Williams, Adam

School of Library Services, Irvine Valley College

Xie, Huayang

Online Education and Learning Resources, Saddleback College

Bain, Olivia Haghi, Mehrshad Mahmood, Kasim
McConanghy, Richard Patton, Eric Proctor, Anny
Unger, Jason

School of Physical Sciences, Irvine Valley College

Gonzalez, Carlos

Social and Behavioral Sciences, Saddleback College

Mamich, Nick

South Orange County Community College District

DISPATCHER LEAD - ID # , Classified Bargaining Unit Salary Schedule Range 123

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from the Chief of Police or designee, leads, plans, and coordinates operations for police department's radio communications system, computer-aided dispatch and records management system, fire and intrusion alarm systems, and records management; performs duties of a Dispatcher; and provides administrative assistance as needed within the department.

DISTINGUISHING CHARACTERISTICS

This is the lead level class in the Dispatcher series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. The Dispatcher Lead functions as a dispatcher and is assigned additional responsibility for the Communications Bureau, specialized functions of the police department that include the Police Communications Center, computerized records management system, non-computerized law enforcement records, emergency communications, and fire and intrusion alarm systems. Scope of responsibilities may include District-wide dispatch and related services. The incumbent provides lead direction and oversees the day to day activities of the Police Communications Center and alarm monitoring services correlating all communication and emergency activities with police officers, parking and related support staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, coordinate, staff, control and organize assigned functions to accomplish department goals and objectives; perform duties of a Dispatcher.
2. Develop and establish operating procedures and instructions; assign and transmit them to Bureau staff.
3. Ensure dispatchers are fully trained and able to perform assigned functions; provide comprehensive training to new dispatchers; coordinate, plan and provide in-service training on a regular basis to ensure Bureau staff maintains skills necessary to effectively perform assigned duties.
4. Coordinate and oversee emergency communications operation which include Dispatchers; and determine priority of needs.
5. Maintain liaison with local, State, and federal police communications networks for immediate retrieval of criminal information.
6. Coordinate, review, and recommend the budget covering assigned communication activities.
7. Review reports, correspondence, information or other documents submitted by personnel for accuracy, completeness, and appropriateness of actions taken and coordinate the entry of reports into an effective computerized record-keeping system.
8. Recommend changes in operating policies and procedures; coordinate the scheduling and assignment of personnel.
9. Keep College in compliance with local, State, and federal requirements pertaining to computerized criminal records, radio communication, and fire and intrusion alarm systems; make recommendations and implement changes to ensure compliance.
10. Attend a variety of meetings and conferences to correlate police communications activity operation with all College personnel.

South Orange County Community College District
Page 2 - Dispatcher Lead

REPRESENTATIVE DUTIES

11. Maintain all records of police reports and activities in a computerized records management system and prepare required reports.
12. Maintain records of College alarm system including reports of all alarm activity; coordinate alarm activities with college schedules and prepare related reports.
13. Administer police department access to computerized criminal records systems through local, State, and federal systems, providing training to all affected District personnel.
14. Act as the College's Automated Terminal Coordinator and assure the confidentiality of criminal records accessed through the California Law Enforcement Telecommunications System.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles of police science, administration and organization as they relate to dispatching police services.

Modern Community College police methods and procedures.

Local, State and federal communications laws.

Local, State and federal records laws.

Principles and practices of personnel management, lead supervision, and training.

Budget analysis and justification.

College organization, operations, rules, regulations, policies, procedures and objectives.

Oral and written communication systems, equipment and procedures.

Law enforcement agencies in Orange County.

Modern office procedures, methods and equipment including computers and applicable software applications.

Fire and intrusion alarm monitoring systems and operations.

Emergency communications radio systems in correlation with other emergency agencies and federal requirements.

Administration and operation of a 24-hour Police Communications Dispatch Center.

Computer networks that provide criminal information to the College police department such as CLETS and NCIC.

Administration of department computer record-keeping and reporting requirements as prescribed by law.

Report preparation and record-keeping techniques.

English usage, spelling, grammar, and punctuation.

Ability to:

Perform the duties of a Dispatcher.

Lead, organize, and review the work of staff.

Plan, coordinate, and direct assigned functions effectively.

Exercise effective leadership, independent judgment and initiative.

Analyze emergency and non-emergency situations accurately and respond quickly and effectively.

Interpret and apply laws and department rules and regulations.

Understand and apply principles of effective community college police administration.

Analyze, develop and recommend changes in methods, systems policy and procedures related to complex and sensitive issues and programs.

South Orange County Community College District
Page 3 - Dispatcher Lead

QUALIFICATIONS

Ability to:

- Prepare clear, concise and comprehensive written, verbal and statistical reports.
- Recognize and resolve problems of a sensitive, political, organizational or administrative nature.
- Work confidentially with discretion.
- Establish and meet schedules and time lines.
- Select, train, and oversee assigned personnel.
- Work in a liaison capacity with various governmental agencies and the community.
- Operate equipment used in a police records and communication center including supporting software applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Provide clear and concise verbal directions quickly and accurately.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade. College level course work in criminal justice, records management, or other related program area is desirable.

Experience:

Five years experience as a P.O.S.T. certified Dispatcher.

LICENSE OR CERTIFICATE:

- A valid California driver's license and proof of insurability may be required to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.
- Possession of a P.O.S.T. Dispatcher certificate.
- Completion of P.O.S.T. Communications Training Officer and Records courses within one year.

TESTING AND BACKGROUND CHECK:

- Must submit to a thorough background investigation pursuant to standards established by the Commission for P.O.S.T.
- Must undergo a medical examination as required by Commission for P.O.S.T.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

South Orange County Community College District
Page 4 - Dispatcher Lead

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a campus police office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Created by Forsberg Consulting Services, September 2012

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: List of Board Requested Reports
ACTION: Information

BACKGROUND

At a prior board meeting, members of the Board of Trustees asked for a listing of reports requested by the board every six months. To ensure that follow up and tracking takes place regarding the board requested reports, this item includes a table providing status and includes date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. This report is intended to be a standing item on every board agenda, when appropriate, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) is coordinated and prepared by the Office of the Chancellor and Trustee Services.

This report is intended to provide status of board requested reports of the South Orange County Community College District Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report Submitted By:	Date Submitted to the Board of Trustees
2/27/12	Veterans' Services at IVC and SC	Nancy Padberg	April 30, 2012	Gary L. Poertner	April 30, 2012
3/19/12	Purchasing Possibility of an Olympic Trials Pool for IVC	T.J. Prendergast	May 21, 2012	Dr. Debra Fitzsimons	May 21, 2012
9/24/12	Implementation of Board of Governors New Registration Priority Policies	Dave Lang	October 29, 2012	Dr. Tod Burnett Dr. Glenn Roquemore	October 29, 2012

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

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
10/23/12 1:00pm	BGS 119	Diane McGroarty	Intro to Fashion – FASH 101	Jacquelyn Morell	Merchandising & Design
10/30/12 12:00pm	SSC 212	Audra DiPadova	Young Democrats Club	Sukhee Kang	Campaign for 45 th Congressional District
10/30/12 2:00pm	TAS 225	Morgan Barrows	Green Living – ENV 202	Rachel Hulan	Green Design
10/31/12 11:30am	SSC 212	Audra DiPadova	California Nursing Students Association	Cori Black & Kelly Thompson	Pediatric Neurosciences
11/6/12 12:00pm	BGS 119	Diane McGroarty	Intro to Fashion – FASH 101	Larissa Bulls	Buying & Merchandising Sole Technology
11/13/12 6:00pm	BGS 254	Lisa Elston	Aims – FASH 204	Scott Machock	Apparel Manufacturing
11/14/12 6:00pm	TAS 116	Ken Lee	Professional Practice – HORT 201	Angelia Woodside	Landscape Designer as Landscape Contractor
11/20/12 2:00pm	TAS 225	Morgan Barrows	Green Living – ENV 202	Neal Shapiro	Rainwater Harvesting

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
11/6/12 11:00am	BSTIC 212	Carolina Kussoy	Fast-Track Administrative Assistant Certificate Program	Jim Clouse, Manpower	Getting Hired in Today's Economy – Tips for Job Searches, Resume Development, Interviews
11/7/12 4:00pm	BSTIC 119	Cheryl Delson	Student Learning Outcomes (SLO) Workshop, faculty flex activity	Lark Zurich	Student Learning Outcomes
11/14/12 2:00pm	B304	Richard Anthony	Resource Management for Communities – ENV 190	Laurence Jones	Campus Recycling Programs
11/17/12 10:15am	BSTIC 116	Irene Reynolds	Paralegal Studies Program & Ethics – LGL 201	Pam Cotton	Litigation Depositions and the Paralegal's Role
2/01/13 7:00pm	PAC, Main Stage	Dr. Roopa Mathur, Chair	Distinguished Academic Lecture Series (DALs)	Dr. Christian Glazer	NASA Dryden: "Is that it?"

5/09/13 7:00pm	PAC, Main Stage	Dr. Roopa Mathur, Chair	Distinguished Academic Lecture Series (DALs)	Dr. Michael Shermer	The Believing Brain: From Ghosts and Gods to Politics and Conspiracies – How We Construct Beliefs and Reinforce Them as Truths
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TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

EXHIBIT A shows FY 1999–2000 actual Basic Aid receipts since the District became a Basic Aid District, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds.

As of October 31, 2012, Total Basic Aid Estimated Receipts of \$472.7M less Total Approved Projects in the amount of \$455.1M leaves a \$17.6M balance for uncommitted Basic Aid Funds which includes approximately \$16M to be committed to OPEB retiree medical liability.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

There were no changes for the Basic Aid allocation from the October, 2012 report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
November 19, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	114,482,353	112,114,469	1,747,393	619,815	675	-	-

CAPITAL PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000		378,837	215,312	144,365	738	260,748
ATEP Building Demolition (2007)	7,000,000		61,693	12,192	1,439,404	781,124	4,705,587
ATEP Development (2008)	3,750,000	565,425	1,041,250	750,807	735,035	555,174	102,309
ATEP First Building Phase 3A (2011)	12,500,000						12,500,000
ATEP Operating Budget* (2006)	11,601,028	3,935,289	2,273,645	2,390,930	1,798,762	507,119	695,283
ATEP Renovation (2002)	7,964,191	7,192,625	103,660	450,213	153,872	29,990	33,831
ATEP Site Development (2012)	340,436					31,948	308,488
ATEP Site Development (2013)	2,100,000						2,100,000
ATEP Site Development Negotiations (2008)	4,265,883	899,132	1,080,568	592,509	618,846	322,921	751,907
ATEP Staffing, Equipment, Program Development (2007)	891,611		20,689	171,285	346,066	291,119	62,452
IVC A-400 Bldg Remodel (2011)	11,463,000					28,153	11,434,847
IVC Business & Technology Innovation Center (2002)	10,182,000	6,571,307	2,292,938	23,716	-	(346)	1,294,385
IVC Design and Install Entrance from Barranca (2003)	2,850,000	9,950	-	41,576	45,644	143,803	2,609,026
IVC Fine Arts Building (2008)	8,897,115	61,163	115	-		-	8,835,837
IVC Landscaping PAC & BSTIC (2009)	1,796,000		-	105,493	146,485	1,286,761	257,261
IVC Life Sciences Project (2004)	17,410,000		81,776	793,360	448,231	(1,169,892)	17,256,525
IVC New Parking Lot (2013)	2,920,000						2,920,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Repair Exteriors A100, A200, A300, A400, B100 (2010)	400,000			-	215,836	34,022	150,142
IVC Replace Main Water Valves (2010)	275,000			6,035	76,957	97,311	94,697
IVC Replace Natural Gas Piping A&B Quads (2010)	230,000			3,088	41,368		185,544
IVC Science Lab Addition & Remodel (2006)	6,980,000	362,837	2,373,462	2,024,161	412,531	-	1,807,009
IVC SSC HVAC System (2010)	800,000			1,346	19,668	732	778,254
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
IVC Utility Service Project (2006)	416,000	346,223	-	-		-	69,777
SC Bridge Replacement (2010)	1,700,000			2,693	97,266	661,721	938,320
SC Building Repairs - Library Remodel (2003)	7,141,000	77,892	-	511,511	745,863	1,817,215	3,988,518
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000					-	2,622,000
SC Building Repairs - ATAS Building (2003)	14,733,313	152,376	1,048	-	13,800	94,380	14,471,709
SC Building Repairs - ATAS Swing Space Renov (2013)	5,806,687						5,806,687
SC Demolition and Upper Quad Remodel (2008)	1,000,000		-	-			1,000,000
SC Demolition of Lower Campus Buildings (2002)	1,719,000	1,718,545	-	-			455
SC Fine Arts HVAC Renovation (2013)	1,000,000						1,000,000
SC Golf Driving Range Net Replacement (2005)	300,000	91,800	5,000	5,000	4,950	19,300	173,950
SC Health Sciences/DS Waterproofing (2013)	1,000,000						1,000,000
SC Loop Road (2008)	3,442,000		-	5,740	212,701	-	3,223,559
SC M/S/E Bldg, Soil, & Slab Repairs (2003)	128,710	128,595	115	-			-
SC M/S/E Plaza Repairs (2008)	69,288		69,288	-			-
SC M/S/E Renovation (2009)	39,000		39,000	-			-
SC McKinney Theater Restroom remodel (2007)	2,542,000	267,956	2,023,613	72,862	121	8,244	169,204
SC New Gateway Building (2013) (Match)	1,545,115						1,545,115

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
November 19, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
SC Pool Deck Replacement (2010)	1,500,000			23	1,276,844	189,784	33,349
SC Roof Replace Tech & Applied Science, Village Bldg 3-8 (2010)	1,500,000			166,833	851,935	337,751	143,481
SC Sciences Building (M/S/E annex) (2003)	58,835,346	29,595	-	-	258,563	1,840,003	56,707,184
SC Storm Drain Repairs (2013)	1,500,000						1,500,000
SC Temporary Classroom Facilities (2005)	7,269,285	7,176,367	450	300		-	92,168
SC Village Expansion (2009)	3,942,000		463,110	2,942,595	474,450	(33,574)	95,418
SC Village Remodel (2007)	4,130,000	244,229	2,014,945	1,311,975	124,943	13,762	420,147
SC Water Damages/Storm Drainage Issues (2013)	750,000						750,000
CAPITAL PROJECTS TOTAL	241,397,008	29,831,305	14,325,202	12,601,556	10,704,505	7,889,263	166,045,177

SCHEDULED MAINTENANCE							
College Scheduled Maintenance Projects (2005)	1,000,000	965,319	7,765	2,630	-	24,285	0
College Scheduled Maintenance Projects (2006)	4,000,000	909,270	1,420,296	1,182,288	250,144	40,735	197,267
IVC Library Exterior (2013)	275,000						275,000
IVC Lighting & Walkways (2013)	475,000						475,000
IVC Sports Facilities (2012)	342,600						342,600
SC Central Plant (2013)	750,000						750,000
SC Energy Management System (2012)	657,400					323,678	333,722
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	8,000,000	1,874,589	1,428,061	1,184,918	250,144	388,698	2,873,590

IT PROJECTS							
Campus Desktop Refresh (2013)	750,000						750,000
SOCCCD Awards Management System (2013)	500,000						500,000
SOCCCD Blackboard Plug-ins (2013)	150,000						150,000
SOCCCD Degree Audit/MAP Upgrade (2013)	750,000						750,000
SOCCCD Document Management Solution (2011)	659,202					622,823	36,379
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	2,500,000						2,500,000
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000						150,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	3,000,000					16,131	2,983,869
HRIS Data Migration	20,000						20,000
IT Governance - TeamDymanixHE Software	50,000						50,000
TracDat Integration with SharePoint	35,000						35,000
DW Infrastructure Inventory System	75,000						75,000
MySite Help System	20,000						20,000
Unified Communications System	50,000						50,000
IT Contingency	277,855						277,855
SOCCCD IT Basic Aid Projects (2013)	527,855					-	527,855
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770			2,906,089	2,665,868	1,745,944	1,426,869
SOCCCD Matriculation SEP System (2013)	100,000						100,000
SOCCCD Predictive Analytics (2013)	250,000						250,000
SOCCCD Student Information System Enhancement (2013)	1,500,000						1,500,000
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	8,819,991	4,111,633	1,099,661	4,250	22,466	44,259
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	1,668,384	3,815,348	1,197,263	923,579	392,177	39,726
IT PROJECTS TOTAL	41,720,564	10,488,375	7,926,981	5,203,013	3,593,697	2,799,541	11,708,957

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
November 19, 2012**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
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OTHER ALLOCATIONS							
College (SC) Instructional Equipment Needs (2005)	1,392,000	858,276	473,955	55,238	-	1,847	2,685
SOCCCD Consultant District Educational & Facilities Master Plan (2005)	735,010	370,010	-	-	321,010	21,400	22,590
SOCCCD Design/Build Specialty Consultant (2013)	175,000					13,300	161,700
SOCCCD DSA Project Close Out (2013)	160,000						160,000
SOCCCD Facilities System (2013)	704,000						704,000
SOCCCD FPP, IPP, 5 Year Plans (2013)	100,000						100,000
SOCCCD Lease/Leaseback Consultant (2013)	175,000						175,000
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	435,000	102,000	34,354	13,140		117,900	167,606
SOCCCD Legal Counsel Facility Related Issues (2013)	300,000						300,000
SOCCCD Legal Defense for Invocation Complaint (2010)	1,208,817					1,208,817	-
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,198,988	453,867	527,830	-	417,291	-	800,000
SOCCCD Additional 1% Contingency (2009)	1,278,101		-	-	1,278,101	-	-
SOCCCD Retiree Benefits (2001 - present)	40,617,938	24,417,938	500,000	2,500,000	8,000,000	2,600,000	2,600,000
OTHER ALLOCATIONS TOTAL	49,479,854	26,202,091	1,536,139	2,568,378	10,016,402	3,963,264	5,193,580

BASIC AID PROJECT TOTALS	455,079,779	180,510,829	26,963,776	22,177,681	24,565,424	15,040,766	185,821,304
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	<i>1999/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Actual</i>	<i>2010/11 Actual</i>	<i>2011/12 Actual</i>	<i>Balance Remaining for 2012/13</i>
Commitments	257,813,653	54,256,170	37,446,916	41,176,493	(9,951,045)	74,337,592
Cumulative Commitments	257,813,653	312,069,823	349,516,739	390,693,233	380,742,187	455,079,779
Receipts	265,016,219	51,179,365	39,022,021	38,737,963	39,301,044	39,462,256
Cumulative Receipts	265,016,219	316,195,584	355,217,605	393,955,568	433,256,612	472,718,868
Cumulative Expenses	180,510,829	207,474,605	229,652,286	254,217,709	269,258,475	455,079,779
Uncommitted Basic Aid Funds	84,505,390	108,720,979	125,565,319	139,737,859	163,998,137	17,639,089

<i>Change from October 2012 Report:</i>	<i>Approved Amount</i>						<i>2012/13 and Forward</i>
	-						-
Total Change	-						-

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

EXHIBIT A provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
November 19, 2012

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

	Original	Revision	Total
Project Budget:	\$21,124,000	\$1,690,000	\$22,814,000
State Match:	\$16,139,000	(\$466,000)	\$15,673,000
Basic Aid Allocation:	\$4,985,000	\$2,156,000	\$7,141,000

Budget Narrative: Budget reflects Board agenda action on 10/24/04 and 6/22/09. The state approved 2011-2012 planning budget totaled \$21,124,000. A lower-than-estimated bid was received and the state reduced their match to \$15,673,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$22,814,000. The state has reimbursed their match equal to \$13,673,000 and this amount was returned to the basic aid account. Equipment funding of \$2,000,000 is still pending receipt from the state.

Contractor delays result in extended costs for inspections, labor compliance, and project management cost. Staff will seek reimbursement during settlement discussions with the contractor.

Status: The contractor is seventeen months behind schedule. On March 5th, the Division of Labor Standards Enforcement (DLSE) approved the district's request for forfeiture by the contractor of \$529,459.14 associated with payroll irregularities. Parties agreed upon a postponement and are waiting the scheduling of the DLSE hearing. Other payment withholdings address stop notices filed by subcontractors and material suppliers. On April 4th, the contractor preserved their rights to file a claim, formally rejected by the Board in April, followed immediately by a public records request for all project documents. Staff continues working with district legal counsel to address all related matters.

In Progress: *District counsel, staff and labor compliance consultant met with the contractor, their counsel and the DSLE counsel for a settlement conference on October 26, 2012. A roadmap for potential settlement was outlined. The matter was continued by mutual agreement and future settlement meetings have been scheduled. Project punch list, building systems commissioning with M&O, close out documents and warranties submittals, DSA close out.*

Recently Completed: I.T. equipment installation and move-in is completed.

Focus: Complete final punch list. Legal issues and close out of outstanding change orders.

Project Start: October 2004	Scheduled Finish: January 2012
Projected Finish: September 2012	DSA Close Out: Pending

2. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$6,816,000	\$59,050,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$54,968,000	\$58,835,000
Unassigned:	\$11,803,000	(\$11,588,000)	\$215,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor’s office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000.

Status: The project was submitted to Division of the State Architect (DSA) on June 5, 2012, with central plant submittal on August 1, 2012 and also currently under review.

In Progress: Review of the DSA construction documents is underway by the college and district. *Weekly follow up meetings will continue with the contractor and user group to address cost reduction measures.*

Recently Completed: Proposals were received on September 6, 2012. *Preconstruction Services Agreement Board approved and kick off meeting to begin cost reduction meetings was held on Friday November 2, 2012.*

Focus: *Staff is continuing efforts on constructability reviews and cost reduction measures.*

Project Start: March 2011	Scheduled Finish: October 2014
Projected Finish: October 2014	DSA Close Out: Pending

3. LOOP ROAD

	Original	Revision	Total
Project Budget:	\$11,697,00	(\$2,699,417)	\$8,997,583
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	-	\$3,442,000
Unassigned:	\$8,255,000	(\$2,699,417)	\$5,555,583

Budget Narrative: Budget reflects Board agenda action on 3/24/08. During the discovery phase and further defined through the Education and Facilities Master Plan (EFMP) process, the architect determined the budget estimate to be \$8,997,583. Environmental impacts could increase the project estimate.

Status: Phase I planning is complete. Phase II work placed on hold. Environmental impacts are expected to be influential in budget and schedule planning.

In Progress: Priority order for secondary effects is under consideration in relationship to scheduled maintenance concerns.

Recently Completed: Focus on the Loop Road project is directed toward secondary effects. The College anticipates removal or a lowered priority of the primary Loop Road construction scope during the Education and Facilities Master Planning process scheduled for 2015.

Focus: District and College staff and administration identified the secondary effects for the Loop Road project, specific to parking lot/storm drainage improvements, as a high priority. The current budget assignment will combine with scheduled maintenance budget assignment for storm drainage to achieve economy of scale.

Project Start: Phase I-Feb 2010, Phase II-Feb 2011	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

4. TAS RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$5,977,945	\$14,733,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$12,777,000	\$14,733,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11 and 8/27/2012. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing of the building and the architect determined the new budget estimate to be \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget.

Status: *The design is in the Design Development phase is underway.* (Note: Design phases: Programming, Schematic, Design Development, Construction Documents, DSA Submittal)

In Progress: The architect and District are working with the user groups to further define user needs in support of educational delivery.

Recently Completed: *A supplemental geotechnical investigation at North Wing was conducted this month with report to follow. Surveying and utilities location mapping is completed.*

Focus: *Design Development with end user participation.*

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: March 2015	DSA Close Out: Pending

5. TAS SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000		\$5,807,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000		\$5,807,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget.

Status: *Design Development is underway.*

In Progress: *Two design meetings were held this month with end users. Village swing space Design Development began for all remaining TAS Building programs. One meeting was held with the user group to further refine layouts in Village swing space buildings.*

Recently Completed: *Programming and Schematic Design phases are complete.*

Focus: *Swing Space Design Development efforts.*

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: December 2014	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: Construction complete and occupied. DSA Close Out underway. The final Notice of Completion was filed on September 24, 2007.

In Progress: There were 69 change orders requiring DSA approval. Approximately 12 remain in “ Pending” status and must be closed to arrive at DSA close out.

Recently Completed:

Focus: Change order close-out.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

	Original	Revision	Total
Project Budget:	\$4,120,000	\$2,860,000	\$6,980,000
State Match:	-	-	-
Basic Aid Allocation:	\$4,120,000	\$2,860,000	\$6,980,000

Budget Narrative: Budget reflects Board actions on 6/26/06 and 9/22/08.

Status: Construction complete and occupied. DSA close out underway.

In Progress: District staff and the architect continue coordination toward this DSA close out effort. *One* change order *remains to be* resubmitted for DSA review.

Recently Completed: The Notice of Completion was filed on July 8, 2010. *Two* of three remaining change orders have been approved.

Focus: DSA Close Out

Project Start: July 2006	Scheduled Finish: December 2009
Finish: May 2010	DSA Close Out: Underway

3. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000
State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$16,297,000	\$17,410,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, and 5/24/2010. The original budget totaled \$24,861,000. The

budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. The Board reallocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. Since the last basic aid allocation, the state has reimbursed the district \$6,797,891 resulting in no need for additional basic aid funding. Reallocation of overage to project budget (currently \$10,488,000 and subject to change as additional reimbursements are received) back to basic aid funds will be considered in future allocation discussions. Approximately half of the state's contribution for construction funding and all equipment funding is pending.

Status: *Work is once again underway with the mechanical and plumbing contractor initiating subcontractor return.*

In Progress: *Contractor is establishing relationships with existing subcontractors when possible and replacing others. Staff and end users are developing furniture, fixture and equipment lists.*

Recently Completed: *Contractor's mobilization efforts include addressing safety issues, re-organizing lay down area and establishing four week look ahead schedule.*

Focus: *Providing back up information on subcontractor claims against previous contractor. Determining which outstanding issues are to be negotiated between district and new contractor. Identifying work in-place that requires perfecting.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: April 2013	DSA Close Out: Pending

4. FINE ARTS BUILDING

	Original	Revision	Total
Project Budget:	\$31,451,000	\$3,541,000	\$34,992,000
Anticipated State Match:	\$28,305,000	(\$3,715,000)	\$24,590,000
Basic Aid Allocation:	\$3,200,000	\$5,697,115	\$8,897,115
Unallocated:	(\$54,000)	1,558,885	\$1,504,885

Budget Narrative: Budget reflects reporting as shown on State Chancellor's Office FUSION report planning year 2014-15. Budget reflects Board agenda action on 3/24/2008 and 4/27/2009. On August 27, 2012, the Board approved an additional \$1,545,115 to fund the revised project budget.

Status: The District submitted a Final Project Proposal to the State Chancellor's Office on June 30, 2008. Funding was pushed back first to December, 2009, and again to September, 2010. The District re-submitted once more with a shift of funding to the 2013-2014 fiscal year. Though final budget will be resolved after the State Chancellor's Office has completed the funding process.

In Progress: The State Chancellor’s Office indicates a preference to roll the 2013-14 projects to 2014-15 which includes this project.

Recently Completed: On Hold

Focus: Awaiting State Chancellor’s Office funding approval.

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: Pending

5. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: The City of Irvine has provided meeting minutes from a 1996 City Council meeting that, in the context of a land exchange between them and the Irvine Company, included a description of an SOCCCD agreement to provide a pedestrian bridge creek crossing in exchange for land use at the Barranca connection. District finds no evidence of participating in this understanding. A meeting with the City *is scheduled for early November*.

In Progress: Construction document review by various regulatory agencies.

Recently Completed:

Focus: Final review by City of Irvine, Southern California Edison and the DSA.

Project Start: March 2010	Scheduled Finish: Spring/Summer 2013
Projected Finish: Spring/Summer 2013	DSA Close Out: Pending

6. GREAT LAWN PROJECT

	Original	Revision	Total
Project Budget:	\$1,250,000	\$546,000	\$1,796,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,250,000	\$546,000	\$1,796,000

Budget Narrative: Budget reflects Board agenda action on 8/31/2009 and 5/24/2010. The basic aid assignment of \$1,796,000 was sufficient to meet project costs.

Status: Construction Complete.

In Progress: *After Civil Engineer is satisfied that the parking lot signage is complete, all Close Out documentation will be forwarded to DSA.*

Recently Completed: Construction Complete.

Focus: DSA Close Out

Project Start: March 2009	Scheduled Finish: December 2011
Projected Finish: May 2012	DSA Close Out: Underway

7. A400 RENOVATION AND EXPANSION PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$8,458,949	\$11,463,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$10,463,000	\$11,463,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011 and 8/27/2012. On August 27, 2012, the Board approved \$10,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. Staff will recommend an increase in the project budget to address the furniture, fixture and equipment expenditure during the 2012-2013 Basic Aid Allocation review process.

Status: The Board approved the use of Design-Build procurement. Criteria document and programming efforts are complete.

In Progress: *The Request for Proposals have been received by the three selected firms and are under review by the selection committee. Site topographic and utility surveys are underway.*

Recently Completed: *Geotechnical Analysis and Draft Report complete.*

Focus: Design-Build Entity selection process.

Project Start: December 2012	Scheduled Finish: May 2016
Projected Finish: May 2016	DSA Close Out: Pending

ATEP

1. ATEP BUILDING DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$7,000,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 4/22/2004.

Status: Notice of Completion for the last building is anticipated for the October Board meeting.

In Progress: Minor comments for the Building foundations and infrastructure were received from the City of Tustin with response and further plan development underway.

Recently Completed: Building 26 demolition.

Focus: Ensure that site is left in good condition to meet on-going maintenance needs.

Project Start: September 2010	Scheduled Finish: June 2012
Projected Finish: August 2012	DSA Close Out: N/A

2. ATEP MONUMENT SIGNAGE

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	-	-	-

Budget Narrative: There is money in the ATEP Renovation/Temporary Buildings fund should this project move forward.

Status: The Valencia Loop Road monument sign reflects the design of the City's sign on the opposite corner. Plan comments have been addressed and resubmitted to the City.

In Progress: On Hold and part of the current negotiations with the City of Tustin.

Recently Completed: On Hold

Focus: On Hold

Project Start: On Hold	Scheduled Finish: On Hold
Projected Finish: On Hold	DSA Close Out: On Hold

3. ATEP FIRST BUILDINGS - PHASE 3A

	Original	Revision	Total
Project Budget:	-	-	-
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	-	\$12,500,000

Budget Narrative: Budget reflects Board action on 2/28/2011. \$12,500,000 has been allocated to the Phase 3A project budget in anticipation of upcoming project budget development.

Status: Board approved two 30,000 square feet buildings, one for Saddleback College and one for Irvine Valley College. Board approved Design/Build as a delivery method for these projects and Criteria Architect to begin developing the Criteria documents and programming. Programming completed January 2012.

In Progress: Criteria Document development.

Recently Completed:

Focus: Development of RFP criteria documents underway with district and college facilities department participation.

Project Start: January 2013	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: Pending

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	-	\$704,000
Anticipated State Match:	-	-	-
Basic Aid Allocation:	\$704,000	-	\$704,000

Budget Narrative: Budget reflects Board action on 6/25/2012.

Status: Progress meetings have been *held* monthly beginning in July.

In Progress: Data download for report development and review. Data reporting coordination to test compatibility between SchoolDude software and State Chancellor FUSION data base.

Recently Completed: Condition Assessments for IVC and Saddleback Student Services complete for pilot assessment. *Reviewed initial reporting and identified areas for improvement.*

Focus: *Continued review of pilot efforts and course correction toward progress on condition assessment completion.*

Project updates for active projects may be viewed at:
<http://socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect is brought on board for design
Scheduled Finish:	Assumed duration of project depends on variables, such as agency review, that are outside of the control of District and consultants
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification. Level of project complication dictates timeframe for completing this scope of work.

Note: Project budgets reflect the allocated state match as reported in FUSION for the planning year 2014-2015. (FUSION is the State Chancellor's Office database for Capital Outlay.)

The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date.

The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.

The Unassigned category identifies an underfunded budget.

The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June, 2008 with a deposit of \$50,791,103. An additional deposit of \$4,618,708 was made on January 10, 2011 for a total of \$55,409,811.

STATUS

This report is for the period ending October 31, 2012 (Exhibit A). The portfolio is comprised of 52.9% Fixed Funds (Bonds) and 47.1% Common Stocks (Domestic and International). The fair market value at October 31, 2012 is \$67,885,330 which reflects an increase of 0.20% for the month. Since inception, the trust has earned a 5.12% annualized return. The annualized amount is down .06% from the prior month. The annualized return is consistent with the market.

November 6, 2012

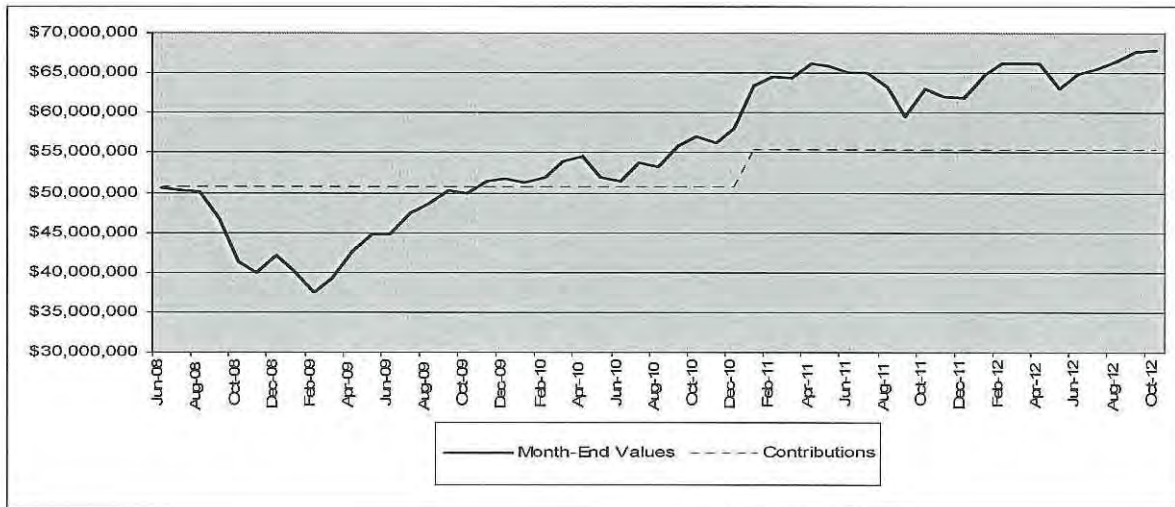
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on September 30th of \$67,885,329.52 your portfolio was up 0.20% for the month and up 5.12% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of bond funds (52.9%), and common stock funds (47.1%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008 and an additional contribution of \$4,618,708.00 on January 10th, 2011 for a total of \$55,409,811. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>October 2012</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.20%	9.37%	5.12% annualized return
S&P 500	-1.85%	14.27%	4.58% (Domestic Stocks)
MSCI EAFE	0.83%	11.00%	-2.89% (International stocks)
Barclays Aggregate	0.20%	4.21%	6.62% (Domestic Bonds)



Very truly yours,

Scott W. Rankin
Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	Month-End Values	Contributions
June-08	\$ 50,589,708	\$ 50,791,103
June-09	\$ 44,706,214	\$ 50,791,103
June-10	\$ 51,342,419	\$ 50,791,103
July-10	\$ 53,704,177	\$ 50,791,103
August-10	\$ 53,206,683	\$ 50,791,103
September-10	\$ 55,816,988	\$ 50,791,103
October-10	\$ 57,104,621	\$ 50,791,103
November-10	\$ 56,224,029	\$ 50,791,103
December-10	\$ 58,006,867	\$ 50,791,103
January-11	\$ 63,349,822	\$ 55,409,811
February-11	\$ 64,479,212	\$ 55,409,811
March-11	\$ 64,427,596	\$ 55,409,811
April-11	\$ 66,174,437	\$ 55,409,811
May-11	\$ 65,875,362	\$ 55,409,811
June-11	\$ 65,060,898	\$ 55,409,811
July-11	\$ 64,945,129	\$ 55,409,811
August-11	\$ 63,185,567	\$ 55,409,811
September-11	\$ 59,495,123	\$ 55,409,811
October-11	\$ 63,076,658	\$ 55,409,811
November-11	\$ 61,958,358	\$ 55,409,811
December-11	\$ 61,922,567	\$ 55,409,811
January-12	\$ 64,741,289	\$ 55,409,811
February-12	\$ 66,183,867	\$ 55,409,811
March-12	\$ 66,171,932	\$ 55,409,811
April-12	\$ 66,175,447	\$ 55,409,811
May-12	\$ 63,042,614	\$ 55,409,811
June-12	\$ 64,788,984	\$ 55,409,811
July-12	\$ 65,563,930	\$ 55,409,811
August-12	\$ 66,464,346	\$ 55,409,811
September-12	\$ 67,752,206	\$ 55,409,811
October-12	\$ 67,885,330	\$ 55,409,811

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Quarterly Investment Report

ACTION: Information

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, 2012. Our cash balances at the end of September 30, 2012 were \$176,407,492.79 in the Orange County Investment Pool (OCIP) and \$25,878,948.28 in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 0.45%, the same as the prior quarter, and the LAIF investment pool is yielding an average of 0.35% compared to prior quarter of 0.36% for the fiscal quarter ending September 30, 2012. Both pools are highly liquid, with overnight wire transfers available upon request.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.7
DATE: 11/19/12

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget and transactions through October 31, 2012. A review of current revenues and expenditures for FY 2012-2013 show they are in line with the budget and consistent with prior year trends.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of October 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 28,459,232	28,459,232	28,459,232	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 2,703,442	2,856,401	253,248	8.87%
State Sources	8600-8699	12,696,260	12,836,043	4,050,754	31.56%
Local Sources	8800-8899	180,176,013	180,418,772	24,219,900	13.42%
Total Revenue		195,575,715	196,111,216	28,523,902	14.54%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 224,034,947	224,570,448	56,983,134	25.37%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 65,200,365	65,396,349	19,480,668	29.79%
Other Staff Salaries	2000-2999	40,587,109	40,756,615	9,701,935	23.80%
Employee Benefits	3000-3999	35,985,299	36,007,508	11,346,251	31.51%
Supplies & Materials	4000-4999	5,228,645	5,358,992	913,438	17.04%
Services & Other Operating	5000-5999	20,879,241	20,620,676	6,257,007	30.34%
Capital Outlay	6000-6999	5,261,092	5,423,445	709,724	13.09%
Payments to Students	7500-7699	258,595	372,262	116,233	31.22%
Total Expenditures		\$ 173,400,346	173,935,847	48,525,256	27.90%
OTHER FINANCING USES:					
Debt Service	7100-7199	435,000	435,000	57,960	13.32%
Inter Fund Transfers Out	7300-7399	\$ 1,379,296	1,379,296	513,996	37.27%
Basic Aid Transfers Out	7300-7399	20,235,661	20,235,661	1,000,000	4.94%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Sources (Uses)		22,049,957	22,049,957	1,571,956	7.13%
TOTAL USES OF FUNDS		195,450,303	195,985,804	50,097,212	25.56%
ENDING FUND BALANCE		\$ 28,584,644	28,584,644	6,885,922	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,639,088	17,639,088		
Reserve for Economic Uncertainties		10,345,556	10,345,556		
College Reserves for Economic Uncertainties		600,000	600,000		
TOTAL RESERVES		\$ 28,584,644	28,584,644		

NOTE: As of October 31, 2011, actual revenues to date were **25.20%** and actual expenditures to date were **22.54%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of October 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 12,646,802	12,646,802	12,646,802	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 80,013,075	80,013,075	9,873,062	12.34%
Restricted Budget Allocation		9,595,863	10,127,864	3,583,743	35.38%
Total Revenue		89,608,938	90,140,939	13,456,805	14.93%
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		\$ 102,255,740	102,787,741	26,103,607	25.40%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		\$ 42,644,862	42,855,162	12,846,263	29.98%
Other Staff Salaries 2000-2999		20,520,147	20,567,684	4,882,461	23.74%
Employee Benefits 3000-3999		20,971,457	20,992,754	6,435,983	30.66%
Supplies & Materials 4000-4999		4,105,529	4,210,209	553,646	13.15%
Services & Other Operating 5000-5999		9,325,821	9,292,444	2,316,026	24.92%
Capital Outlay 6000-6999		3,703,458	3,751,487	556,852	14.84%
Payments to Students 7500-7699		84,466	218,001	40,014	18.35%
Total Expenditures		\$ 101,355,740	101,887,741	27,631,245	27.12%
OTHER FINANCING SOURCES/(USES):					
Debt Service 7100-7199		0	0	0	
Transfers Out 7300-7399		\$ 400,000	400,000	255,100	63.78%
Other Transfers 7400-7499		0	0	0	
Total Other Sources (Uses)		400,000	400,000	255,100	63.78%
TOTAL USES OF FUNDS		101,755,740	102,287,741	27,886,345	27.26%
LOCATION OPERATING BALANCE		\$ 500,000	500,000	(1,782,738)	
RESERVES					
Reserve for Economic Uncertainties		\$ 500,000	500,000		

NOTE: As of October 31, 2011, actual revenues to date were **24.75%** and actual expenditures to date were **27.13%** of the revised budget to date.

IRVINE VALLEY COLLEGE
General Fund Income and Expenditure Summary
As of October 31, 2012

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		2,870,165	2,870,165	2,870,165	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 44,737,646	44,737,646	6,243,973	13.96%
Restricted Budget Allocation		5,930,680	5,934,180	2,725,523	45.93%
Total Revenue		50,668,326	50,671,826	8,969,496	17.70%
INCOMING TRANSFERS 8980-8989		0	0	0	
TOTAL SOURCES OF FUNDS		53,538,491	53,541,991	11,839,661	22.11%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		20,833,232	20,818,916	6,233,684	29.94%
Other Staff Salaries 2000-2999		12,705,378	12,827,347	3,068,070	23.92%
Employee Benefits 3000-3999		11,155,591	11,156,503	3,767,726	33.77%
Supplies & Materials 4000-4999		976,455	1,002,980	312,082	31.12%
Services & Other Operating 5000-5999		5,243,953	5,042,258	1,513,832	30.02%
Capital Outlay 6000-6999		1,185,457	1,275,430	112,367	8.81%
Payments to Students 7500-7699		174,129	154,261	76,219	49.41%
Total Expenditures		52,274,195	52,277,695	15,083,980	28.85%
OTHER FINANCING SOURCES/(USES):					
Debt Service 7100-7199		435,000	435,000	57,960	13.32%
Transfers Out 7300-7399		729,296	729,296	258,896	35.50%
Other Transfers 7400-7499		0	0	0	
Total Other Sources (Uses)		1,164,296	1,164,296	316,856	27.21%
TOTAL USES OF FUNDS		53,438,491	53,441,991	15,400,836	28.82%
LOCATION OPERATING BALANCE		100,000	100,000	(3,561,175)	
RESERVES					
Reserve for Economic Uncertainties		100,000	100,000		

NOTE: As of October 31, 2011, actual revenues to date were **21.37%** and actual expenditures to date were **27.93%** of the revised budget to date.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Academic Year 2013-2014 Non-Resident Tuition Fees for Foreign & Out-of-State Students

ACTION: Information

BACKGROUND

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 2013, this item is being submitted now as advance information of the proposed fee.

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 calculated fee, but no less than the statewide average fee, or at a level not to exceed a contiguous district's established fee. The current fiscal year non-resident tuition fee is \$179 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 2011-2012 non-resident tuition fee adopted pursuant to EC 76140. The current fiscal year capital outlay fee is \$32 per semester unit.

In addition to the non-resident tuition fee, Chapter 170, Statutes of 1992, also added Education Code Section 76142 for an **application fee**, 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 application fee is \$54.

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 2013-2014. A recommendation will be submitted to the Board in January 2013, after comparison data is received from the state.

**Estimated Current Expense of Education *
for 2013-2014 Non-Resident Tuition Rate**

A. Expense of Education for Base Year (2011-2012 CCFS 311, Pages 26-30, AC 0100-6700, Col. 1-3)	\$ 140,256,208
B. Annual Attendance FTES (2011-2012 Audit Report)	27,828
C. Expense of Education per FTES (A / B)	\$ 5,040
D. US CPI (Consumer Price Index) Factor **	\$ 1.038
E. Costs per FTES for Tuition Year (C x D)	\$ 5,232
F. Estimated 2013-2014 Per unit non-resident tuition fee: Semester system colleges (E/30)	\$ 174

**2013-2014
Capital Outlay Fee Calculation
E.C.S. 76142**

A. Total Capital Outlay	\$ 28,779,708
B. FTES for 2011-2012	27,828
C. Foreign Student Charge per Academic Year (A / B)	\$ 1,034
D. Estimated 2013-2014 Capital Outlay Fee, per unit (C / 30)	\$ 34

**2013-2014
Application Fee Calculation
E.C.S. 76142**

A. Admissions & Records Operating Expense for 2011-2012 (per CCFS-311, A.C. 6200)	\$ 3,327,527
B. FTES for 2011-2012	27,828
C. Student cost per academic year (A / B)	\$ 120
D. Estimated 2013-2014 Application fee, per semester (C / 2)	\$ 60

Comparison of Non-Resident Fees

	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014***</u>
Non-Resident Tuition	\$ 183	\$ 179	\$ 179	\$ 174
Capital Outlay Fee	\$ 25	\$ 25	\$ 32	\$ 34
Application Fee	\$ 54	\$ 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.

*** POTENTIAL 2013/14 FEES

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Associate Vice Chancellor, Economic Development
President, Irvine Valley College
President, Saddleback College
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association
Associated Student Government of SC
Associated Student Government of IVC



TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President *GR*

DATE: November 8, 2012

SUBJECT: **President's Report for the November 19, 2012 Board of Trustees Meeting**

Accreditation Follow-up

Irvine Valley College participated in a follow-up visit with two representatives from the Accrediting Commission for Community and Junior Colleges (ACCJC) on Friday afternoon, November 9, 2012. The next IVC report due to the ACCJC is the October 2013 accreditation mid-term report. IVC has completed the 2010 IVC Self Study Institutional Planning Agendas and will have a draft report available by the start of the fall 2013 semester. The 2012 Follow-up Report was delivered to the ACCJC on schedule, as planned. There are many individuals to thank for ensuring that this important project was a success: first and foremost Dr. Lisa Davis Allen and Dr. Kathy Werle, who worked diligently to write the report; and Linda Renné, senior administrative assistant, and Thomas Thein, ASIVC president, who provided input and comments. In addition, many members of the College Council and campus community provided support and feedback on the report; the South Orange County Community College District Board of Trustees, Chancellor Gary Poertner, vice chancellors, and other district services personnel for their conscientious work in responding to the commission's recommendations; and President Tod Burnett and the Saddleback College community for their collaboration and assistance. In addition to the follow-up report, IVC submitted its report on the status of Student Learning Outcomes Assessment to ACCJC on Monday, October 15, 2012. Approximately half of the ACCJC members were required to submit their reports on this date; the remainder will complete their self-assessments in spring 2013. The Student Learning Outcome Task Force determined that IVC is functioning at the "proficiency" level, as required by ACCJC for compliance with its standards beginning this year.

Student Organized IVC Stars and Stripes Car Show

IVC's Stars and Stripes Car Show was held on Saturday, November 10, 2012, from 11:30 am to 5:00 pm. Proceeds from this car show will provide scholarships, books, emergency loans, and other support to veterans attending Irvine Valley College, as well as provide support to the Wounded Warrior Project. This first of its kind event at IVC included car enthusiasts, car clubs and commercial entities and was sponsored by the Irvine Valley College Veterans Service Office and supported by the Irvine Valley College Foundation.

IVC Administration of Justice Club Competes at Region 1 Conference

Members of the IVC Administration of Justice student club (Chi Tau Epsilon-XTE) recently returned from North Las Vegas, Nevada where they attended the Region 1 conference of the American Criminal Justice Association-Lambda Alpha Epsilon. The students and advisor were sponsored by the Associated Students of Irvine Valley College. Nine students were accompanied by club advisors Colin McCaughey and Monty Mauney as well as Firearms Coach Ted Falencki Jr. All of the students participated in the conference workshops and competitions, as well as a career fair. The following members of XTE won awards during the competition: Morgan Pinedo, Frank Schaefer, and Madison Morris finished first in the Team Firearms competition for Lower Division Students (Up to 60 units). Coach Ted Falencki finished third in both the Individual and Team Firearms competition for the Professional Division. The team of Aranza Bravo, Stephanie Rojas, and Zenab Khouder finished second in the Crime Scene Investigation for Lower Division Students (Up to 60 units). The team of Morgan Pinedo, Madison Morris, and Kavon Harvey finished third in the Crime Scene Investigation for Lower Division Students (Up to 60 units). Zenab Khouder finished FIRST in her division (Female, over 35 years) of the Physical Agility competition. Kavon Harvey took second place in the Juvenile Law Test (Lower Division) as well as third place in the Police Management Test (Lower Division). Marissa Moore took third place in both the Juvenile Law and Corrections Tests (Lower Division). Frank Schaefer took third place in the Criminal Law Test (Lower Division). Madison Morris took third place in the ACJA-LAE Knowledge Test (Lower Division).

Charter 100 Honored

Congratulations to the women philanthropists of Charter 100, who were among the honorees at the 2012 Orange County National Philanthropy Day luncheon at the Hyatt Regency Orange County on November 15. Approximately 1,000 people attended the luncheon sponsored by the Association of Fundraising Professionals (AFP) and the OC Chapter of AFP. Since 1995, this dedicated group of professional women has been supporting low-income students at the college. Charter 100 members established seven scholarships of up to \$1,000 each in perpetuity for IVC students—Charter 100, Marilyn Foreman, Countess Pease Jeffries, Grace Everett Fulkerson, Lyle and Ethel Davis, Wyoma Hamilton and Dahlia Peterson scholarships. Six of these are fully funded endowments. All told, Charter 100 has donated more than a quarter of a million dollars to Irvine Valley College.

First Lego League Tournament Held Again at IVC

For the second year in a row, IVC hosted the First Lego League Qualifying Tournament Irvine. Held on Sunday, November 11, in its 12th season, *FIRST® LEGO®* League is a global kid-friendly robotics program spanning 55 countries and inspiring approximately 200,000 grade level students aged 9-14. This year, more than 30 Southern California teams participated in a Qualifying Tournament at IVC.

IVC Bookstore Relocation

With completion of the carpeting on October 26, 2012, the IVC Bookstore moved its operations into the space now available in B 100. They opened for business in the new space on October 29th. Follett has ordered new fixtures and furniture for the new space, some of it is in, and the remainder will be delivered in the next three weeks. For now, the Bookstore is operating in a space that is much more a part of the campus community and will provide much more convenient support to our students.

GREASE

The original high school musical Grease was presented by the IVC theatre department for eight performances November 1-11. The show on the IVC Performing Arts Center main stage included large musical production numbers to all the Grease popular songs.

IVC Student Research Symposium

On November 10, IVC held its fall 2012 Student Research Symposium. This symposium was presented by Dr. Kay Ryals and Dr. Jerry Rudmann, who are co-chairing the Student Research Task Force. The symposium was open to all IVC students who were invited to present their projected, completed, or ongoing research in any discipline as a poster display or an oral presentation. The keynote speaker was Said Shokair, Director of UC Irvine's University Research Opportunities Program (UROP). The symposium drew abstracts from over 70 students who wanted to present or co-present talks on the faculty-mentored research they had been doing at IVC. Prizes were awarded for best poster and research abstract.

Undergraduate Research Field Trip

On November 17, Professors Kay Ryals and Kurt Meyer drove 13 IVC students to the CSU Channel Islands campus, where they participated in the Southern California Conference on Undergraduate Research (SCCUR). Participants presented their faculty-mentored research in the fields of humanities, social sciences, and physical sciences.

Psi Beta Update

Progress continues with work being done by IVC's Psi Beta psychology honor students and their efforts to support the Heroic Imagination Project inspired by Dr. Philip Zimbardo. IVC's Psi Beta students are forming into 5-person presentation teams to deliver highly interactive 90 minute workshops at local high schools with the intention of showing the high school students how they can become "everyday heroes" in situations such as group pressure, prejudice, bystander apathy, and bullying. A second goal of the group is to train student leaders at the high schools how to prepare and present their own 90 minute workshops. We have two IVC only teams, a UC Irvine team composed of former IVC students, and another team from Chapman University being led by a former IVC student. Each workshop includes a research component that measures the program's positive impact on the recipients. The goal is to develop an IVC pilot testing effort with the intent of going national through all the other Psi Beta chapters in the spring of 2013.



SADDLEBACK COLLEGE

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TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for November 19, 2012 Board of Trustees Meeting

President Burnett held his annual K-12 Partnership Breakfast on October 30th, which was attended by more than 40 board members, administrators, and counselors from local high schools. The event stressed the importance of forming educational partnerships in south Orange County, and was attended by Dr. Joseph Farley, superintendent of the Capistrano Unified School District, and Dr. Clint Harwick, superintendent of the Saddleback Valley Unified School District, who both spoke about the success they have seen as a result of collaborating with Saddleback faculty, staff, and administrators. Speech Communication Professors Heidi Ochoa and Larry Radden presented information on the college's speech communication program, and students on the college's award-winning forensics team presented excerpts from their competition speeches. Thank you to Dr. Jim Wright of the South Orange County Community College Board of Trustees for attending.

Dr. Burnett visited Washington, DC November 1st through 3rd, where he met with representatives from the Department of Education, the Department of Labor, the offices of Governor Jerry Brown, Senators Boxer and Feinstein, U.S. Representatives Campbell, Issa, Miller, and Rohrabacher, the Senate Committee on Health, Education, Labor, and Pensions, the House Committee on Education and Workforce, and the National Science Foundation. The productive meetings provided opportunities to discuss college priorities and upcoming projects, including the Center for Innovation and Healthcare Education to be situated at the Advanced Technology and Education Park, which was met with widespread enthusiasm and interest. During the meetings it was evident that our representatives in Washington recognize that community colleges are a vital component to our national economic recovery and are the key to workforce preparation, and that collaborations and consortiums between educational entities and industry are preferred in the consideration of grant awards and other funding sources.

Family Night was held on Monday, November 5th, with record turnout, most prevalently among parents to high school students. Workshops on financial aid, transfer, and Career Technical Education programs was provided, along with information from college divisions and departments.

The VETS Center held a Veterans Day ceremony at the Saddleback College Veterans Memorial on Thursday, November 8th. Dr. Jim Wright, a retired Colonel of the United States Air Force, spoke at the event, along with Nick Martinez, a Saddleback College student who is a veteran of the United States Marine Corps.

Office of Instruction

Advanced Technology and Applied Science

The Department of Horticulture and Landscape Design was invited to design a demonstration garden for the Laguna Beach County Water District, for their 2012 "Smart Water Days" exhibition. Students eagerly volunteered to build a redwood deck, storm water swale and bridge (shown here), and also "planted" over 400 plants. The plants were all California Natives. The event was well received.

The Fall Plant Sale was held on November 15th and 16th.

Tuttle Click Group donated another \$50,000.00 to support the Saddleback College Auto Tech program. This funding will be used to provide current and future scholarships for our students.

Business Science & Economic and Workforce Development

The Business Department is collaborating with several CTE programs to help them include entrepreneurship education in their courses/programs. CTE instructors are provided with entrepreneurship resources, a stipend, and mentoring from Rebecca Knapp and Barbara Cox to create a three-hour learning module for their discipline. The instructors will use and evaluate their modules this semester. In return, our entrepreneurship (BUS160) instructors will be able to offer their students access to the modules as industry-specific resources. The first module has been submitted, which is the Music Entrepreneurship module. Programs participating in this collaboration are: Fashion, Culinary Arts, Architecture, Journalism, and Music.

Business Writing Tutoring from our writing professionals will commence during the second eight weeks of the semester. Three writing professionals, our Business Writing Tutors, will be available to help business students with documents required by business classes.

On Tuesday, November 27 from 11:30 – 2:00 p.m. in SSC 212 the Division of Business Science and Economic & Workforce Development will present The Human Resources Symposium – 2012. The event will begin with three dynamic speakers, leading experts in the fields of HR, Career Counseling and Workforce Development, addressing a group of 125 pre-registered students on "up to the minute" topics. After the presentation, lunch will be served during "Networking and Discussion," where student attendees will meet with our panel of 20 HR Experts, Hiring Managers, Business Leaders and Executives for resume evaluation, career advice, job seeking counsel and support. The panel will also include several Saddleback College Business Department Faculty, as well as SOCCCD's HR experts, David Bugay and Teddi Lorch. The coordinator is Prof. Emily Quinlan.

On Friday, October 26, Dean Rocky Cifone, Dr. Barbara Cox, Prof. Martin Welc, Prof. Brock Schermerhorn, Prof. Scott Geller and Dr. Bob Abelson attended the California Community College Real Estate Educators' Conference in Los Angeles. Among many items they heard was an economic report from California Association of Realtors predicting a strong real estate economy stretching into 2015.

Emeritus Institute

Saddleback Emeritus Institute faculty member, Robin Rogers Cloud, recently received the Henry Fukuhara Memorial Award for her watercolor painting "Sunset on Highway 101". The painting is featured and on display at the 44th Annual Watercolor West International Juried Exhibition in Brea through December 16th, 2012.

The Saddleback Emeritus Institute Symphony held their Winter Concert on November 5, in Laguna Hills. The concert featured youth soloists and the debut of 90 year old Martha Norris Stanton's 'Prelude & Fuge'. The Symphony will also be performing their 5th annual Handel's 'Messiah' sing along/play along on November 26th, featuring Saddleback faculty member Amanda Sumner-Harris as guest soloist.

Saddleback Emeritus Institute faculty member, Kathryn Kramer was recently selected as a VIP Member of the Year in education by Who's Who Publishers. This organization annually recognizes members who stand out among their peers and colleagues for many reasons, including awards and honors received, outstanding leadership skills, day-to-day performance, and more.

Fine Arts and Media Technology

There were numerous and varied events in November, which started with the Art Gallery exhibition entitled *Horizons*, a group painting exhibition featuring six local Southern California artists. On Wednesday, November 7th the Ceramics Department hosted a Chili Bowl Cook-Off in the Fine Arts Complex. Chili booths were represented by faculty and staff and two local restaurants. Our own Don Busche manned the AGB booth, which served up some awesome chili. Many art-related events were enjoyed by an enthusiastic crowd of chili and art enthusiasts. On Thursday, November 8th, Scott Farthing's opera students presented *The Old Maid and the Thief* in FA 101. Admission was free. The opera was also held on Friday, November 9th and Saturday November 10th to appreciative opera lovers. The Department of Theatre Arts presented John Cariani's *Almost, Maine* in the McKinney Theatre from November 8th to the 11th. The Professional Guest Artist Series presented the Shangri-La Chinese Acrobats on Sunday, November 18th to a full house in the McKinney Theatre. On Monday, November 19th the Key Board Studies Program presented The American Piano Trio in the McKinney Theatre. On Tuesday, November 20th, the Saddleback College Women's Camerata, under the direction of Dr. Scott Farthing, presented Chamber Music for Choirs in the McKinney Theatre. The Jaz Lab Ensemble welcomed jazz guest artist Katisse Buckingham to the McKinney Theatre stage for a rousing concert on Monday, November 26th. Directed by Dr. Yorgos Kouritas, the Saddleback Wind Ensemble presented a delightful concert featuring a full-spectrum of concert band sounds on Thursday, November 29th in the McKinney Theatre. On Friday, November 30th in FA 101 the Michael Dessen Trio presented a free jazz workshop. Also on Friday, November 30th, the Department of Theatre Arts presented an opening night performance of Charles Dickens' *A Christmas Carol* in the Studio Theatre. Eight more performances will take place in December.

Health Sciences and Human Services

Health Sciences & Human Services was recently notified that the CCCCCO intends to renew its Health Career Readiness Student Success Program. The funding of \$250,000 will be for a little over a year, to extend from November, 2012 through January, 2014.

The Nursing Program was recognized with several awards at both the state and national levels. Phyllis Kucharski was recognized as Nurse Educator of the Year by the National Associate Degree Nursing Organization and the CA Student Nurses Assn. recognized the Saddleback Program as well as students in the program. Details of these very exciting awards were submitted by Tammy Rice, Director of the Nursing Program, directly to Jennie McCue to be incorporated into the President's Report.

Mathematics, Science, and Engineering

Four Saddleback College Students Chosen to Participate in Howard Hughes Medical Institute Weekend Research Program At CSUF

Biology 3A students Nasim Eshragh, Alborz Jelvani, John Nichols, and Stephanie Turk were selected to participate in a Howard Hughes Medical Institute Weekend Research Program at the California State University Fullerton on November 10, 11 and 17. Biology 3B student, Grace Huang, was selected as an alternate for the program.

The project will involve the research of Dr. Melanie Sacco, a professor in the Department of Biological Science at CSUF, who has been studying the disease resistance in plants related to tobacco. Plants are under constant attack from disease-causing viruses, bacteria and other microbes. They defend themselves through resistance genes that have the information to make proteins to fight off these pathogens. Her lab has determined that the tobacco-related plant *Nicotiana glutinosa* can defend itself against the pathological effects of Beet Western Yellows Virus (BWYV) and Potato Leaf Roll Virus (PLRV) by using the protein products of an unknown resistance gene. Students will work in small groups focused on resistance in plant species related to *Nicotiana glutinosa*.

The Howard Hughes Medical Institute (HHMI) is a prestigious, nonprofit medical research organization that ranks as one of the nation's largest philanthropic groups. HHMI plays a prominent role in advancing biomedical research and science education in the United States.

Online Education and Learning Resources

On October 19th, Saddleback College and Irvine Valley College sponsored our first joint Student Success Summit. The Summit was hosted at Saddleback College in SSC 212 from 10 a.m. to 2 p.m. Lunch was provided.

Approximately 100 faculty, administrators, and classified staff from Saddleback College, Irvine Valley College, and the District attended this Summit. Bob Cosgrove, Academic Senate President from Saddleback College, gave an inspirational welcoming speech to initiate the program. The first guest speaker was Cynthia Rico, statewide Academic Senate. Cynthia's presentation was titled "Implementing Student Success Task Force Recommendations." Cynthia presented an overview of the statewide recommendations and how they might affect our colleges. Our second guest speaker was Barbara Illowski, who now serves in Academic Affairs at the California Community College Chancellor's Office. She is also the statewide BSI coordinator. Barbara talked about "Success Strategies for Students with Basic Skills Needs."

After the presentations, the participants got into one of the following working groups: A. Learning Communities and the Freshman Experience; B. Technology in the Classroom; C. Motivating Students to Succeed; D. Distance Education; and E. IVC - ESL Work Group. These groups worked through lunch. At the end of the Summit, the groups reported out their "Aha Moments and Next Steps."

The Summit was a powerful event that sparked both collaboration and a call for action in the spirit of student success. As a follow-up, we hope to have a second Summit during Spring 2013, hopefully during In-Service Week. This Summit will be hosted at IVC.

Social & Behavioral Sciences

Anthropology: The Social and Behavioral Sciences Division is co-sponsoring the First Annual Mexican/Chicano/Latino Film Festival that begins Tuesday, October 30 and runs through Sunday, November 4. The festival is co-sponsored in association with the Anthropology Department, and ACLAMO, the Chicano Student Club.

Gerontology Education and Career Event – Tuesday, 23 October 2012. The event went very well and was well attended by students, employers, organizations, and professionals in the field of gerontology.

October is National Domestic Violence Awareness Month and The Women's and Gender Studies Advisory Committee hosted the following events in SSC 212 to bring attention to the issues surrounding domestic violence: Screening of the film *Sin by Silence*, director of the groundbreaking film *Sin by Silence* discussed the film and legislation resulting in the documentary, a second screening of the film will be shown. Marissa Presley from Laura's House, a local domestic violence shelter, discussed the dynamics of domestic violence and her personal story of abuse.

Office of Administrative Services

Fiscal Services

In response to a recent college-wide survey, six fiscal training workshops have been planned between now and the end of the fiscal year. The first workshop, open to all college faculty and staff, took place on Friday, November 9th. The topic covered was Basic Accounting and Budget Management. All of these training sessions will be recorded and available for viewing on the College Fiscal Services webpage shortly after the presentation dates. <http://www.saddleback.edu/fiscal/>

Facilities, Maintenance & Operations

Completed the Matriculation relocation to Village 8 on Monday, October 22nd. Preparations are under way to move the Transfer Center to SSC-225A/B and these preparations include painting, carpet cleaning, removal of furniture, installation of new furniture and detail cleaning. The relocation is planned for completion by the end of December. Additionally, M & O is preparing for the Classroom Cluster (CC) building demolition, will take place during the holiday break.

Report to the SOCCCD Board of Trustees for November 19, 2012
Business Services Highlights - Vice Chancellor Dr. Debra L. Fitzsimons

Proposition 30 Update:

With the passage of Proposition 30, the District is prepared to earn 1% growth funds that will be made available for FY 2012-2013. The colleges are prepared to earn the additional FTES funding of an estimated \$1.2 million or more which will be allocated through the DRAC model, but the funds have restrictions and must be tracked separately and reported on. This new funding source is not permanent as it's based on temporary sales taxes and personal income taxes which expire in 2016 and 2019 respectively. The State Chancellor's Office will be providing clarification in the near future on both the restrictions and actual dollar amount. The funds will be released to all districts in June 2013.

Annual audit:

The annual external audit is complete and we are pleased to report that the auditors have given the district and college foundations an "unqualified opinion". This audit also reflects no findings related to the fiscal operations of the District. The auditors stated that the district-wide internal controls are well documented and are followed, which provides reasonable assurance to the auditors that our financial statements are accurate. The colleges and District Services Fiscal Office work together to make this happen because they it's a collaborative effort to establish appropriate procedures and internal controls.

There were operational findings (both federal and state) associated with student services and instructional areas which the colleges will be required to address and can be found in the audit report board item this month.

Mandated Costs Block Grant Update:

The District has received notification that the state has released the Mandated Costs Block Grant funds. The District allocation is \$779,586. The funds will be distributed through the DRAC model allocation.

Saddleback College New Science Building Procurement:

Pre-Construction services for the lease/leaseback approach to the Saddleback New Sciences building is in progress. The first kick off meeting was held with the contractor, the architect and facilities representatives from the district and the college. Participants reviewed potential items that could be considered for cost savings identifying some as requiring faculty involvement and others specific to engineering considerations. Some of the faculty concerns will be first vetted with the Laboratory consultant and with his approval will be taken to the faculty for consideration. All present agreed that the LEED platinum effort must be reduced from platinum to gold or silver. Weekly follow-up meetings are anticipated and through April/May 2013, concurrent with efforts to obtain DSA approvals for any revisions.