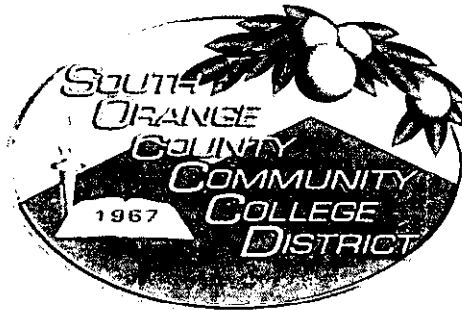


The vision of the  
South Orange County Community College District  
is to be an educational leader in a changing world.

# AGENDA

## Meeting of the Board of Trustees



**Monday, April 28, 2008**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 7:00 p.m.

Auditorium, Room 145  
Health Sciences/District Offices Building  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

### Board of Trustees

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



## Meeting of the Board of Trustees

April 28, 2008

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

#### **1.0 PROCEDURAL MATTERS**

##### 1.1 Call To Order

##### 1.2 Public Comments

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)
  - 1. Public Employee Appointment and Employment
    - a. Acting Vice Chancellor, Technology and Learning Services
    - b. Vice Chancellor, Human Resources
  - 2. Public Employee Discipline/Dismissal/Release (4)
- B. Conference with Labor Negotiators (GC 54957.6)
  - 1. Negotiator – Dr. Raghu Mathur; SOCCCD Faculty Association
  - 2. Negotiator – Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586
- C. Conference with Real Property Negotiators (GC 54956.8)
  - 1. Property – Lease of Portion of Advanced Technology and Education Park (ATEP) Property at 15445 Lansdowne Road, Tustin, CA  
Agency Designated Representative – Dr. Raghu Mathur;  
Negotiating Parties (1) Camelot Entertainment; (2) CSU-Fullerton; (3) Young Americans; and (4) Chapman University/University College.  
Under Negotiation – Price and Terms of Payment
- D. Conference with Legal Counsel (GC 54956.9)
  - 1. Existing Litigation (GC 54956.9[a])
    - a. Frank Bowers DBA Bowers Auto Mart v. SOCCCD, IVC
  - 2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3][A]) (3)
  - 3. Initiation of Litigation (GC 54956.9[c]) (2)

### **RECONVENE OPEN SESSION: 7:00 P.M.**

## **2.0 PROCEDURAL MATTERS**

### **2.1 Actions Taken in Closed Session**

### **2.2 Invocation**

Led by Trustee Thomas Fuentes

### **2.3 Pledge of Allegiance**

Led by Trustee Marcia Milchiker

### **2.4 Resolutions / Presentations / Introductions**

Resolution: Matthew T. Reynard, Student Trustee

Resolution: Dr. Richard D. McCullough, President, Saddleback College

Resolution: Dr. Andreea M. Serban, Vice Chancellor, Technology and Learning  
Services

Resolution: Robert E. King, J.D., Vice Chancellor, Human Resources

Resolution: Dr. Jerome Hunter, Chancellor, North Orange County Community  
College District

Resolution: Classified School Employees Week

### **2.5 Public Comments**

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

## **3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

C. Board Requests for Report(s):

## **4.0 DISCUSSION ITEMS**

### **4.1 Saddleback College and Irvine Valley College: Curriculum Report**

Reports from Saddleback College and Irvine Valley College on curriculum development and the status of the implementation of the new curriculum management system.

- 4.2 **Saddleback College and Irvine Valley College: Student Learning Outcomes**  
Progress reports from the District, Saddleback College and Irvine Valley College on student learning outcomes.

5.0 **CONSENT CALENDAR ITEMS**

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**  
Approve minutes of a regular meeting on March 24, 2008.
- 5.2 **Saddleback College: Consultant Agreement - Quick Caption Contract**  
Approve a contract with Quick Caption to act as a referral source for real time captioning services on an as-needed basis for an amount not to exceed \$11,600 from the DSP&S Categorical funds.
- 5.3 **Saddleback College: BGS Building: Furniture Acquisition**  
Approve purchase of classroom and office furniture from McMahan Business Interiors in an amount not to exceed \$600,000.
- 5.4 **Saddleback College: Award of Bid: Science Equipment**  
Approve award of bid to various vendors at a cost of \$114,082.69.
- 5.5 **Saddleback College: Award of Bid: Automotive Equipment**  
Approve award of bid to various vendors at a cost of \$200,090.40.
- 5.6 **Saddleback College: Amendment to Agreement with Environmental Project Manager**  
Approve amendment to agreement with Bainbridge Group, Inc. increasing the total contract not to exceed \$200,000.00.
- 5.7 **Saddleback College: Golf Driving Range: Contract for Management Services**  
Approve contract to Donovan Bros. Golf, Inc. at \$12,000.00 per month.
- 5.8 **Saddleback College: Award of Bid: Janitorial Supplies & Equipment**  
Approve award of bid to various vendors in the amount of \$78,177.03.
- 5.9 **Saddleback College: Award of Bid: Food Vending Machine Services**  
Approve award of bid to North County Vending Services, Inc.

- 5.10 **Saddleback College: BGS Building: Award of Bid: Technology Installation**  
Approve award of bid to D4 Solutions Group in the amount of \$42,022.32.
- 5.11 **Irvine Valley College: Curriculum Revisions for the 2008-09 Academic Year**  
Approve proposed changes in curriculum for the 2008-09 academic year at Irvine Valley College.
- 5.12 **Irvine Valley College: EXP 289/Biology 109, Out-of-State Travel**  
Approve out-of-state travel field program in Life Sciences and Technology.
- 5.13 **Irvine Valley College: Updating Current IVC Seal**  
Approve updated college seal.
- 5.14 **Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center**  
Approve change orders with trade contractors increasing the project cost by \$61,899.00. The revised total contract amount is \$15,051,431.00.
- 5.15 **ATEP: Award of Bid: Grounds Cleanup**  
Approve award of bid to Custom Country in the amount of \$42,000.00.
- 5.16 **ATEP: Change Order Request No. 7: Site Improvements and Signage for the Launch**  
Approve change order to decrease contract amount by \$2070.00 with Los Angeles Engineering, Inc. the total revised contract amount is \$2,238,087.33.
- 5.17 **SOCCCD: Consultant Contract, Center for Student Success of the Research and Planning Group for California Community Colleges**  
Approve consultant contract with the Center for Student Success to provide services to meet the goals of the Transfer Counselor Website and Transfer Leadership Center grant in an amount not to exceed \$120,000.
- 5.18 **Saddleback College and Irvine Valley College: Speakers**  
Approve honorarium and travel expenses for speakers at Saddleback College.

- 5.19 **SOCCCD: Award of Bid: Printing and Mailing of Class Schedules 2008-09**  
Approve bid for the printing and mailing of class schedules to Trend Offset Printing in the amount of \$405,483.72.
- 5.20 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve Trustees' requests for attending conferences.
- 5.21 **SOCCCD: Purchase Orders/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-03756 through P08-04323 amounting to \$2,755,699.82 and P09-00003 through P09-00019 amounting to \$62,778.80. Approve confirming requisitions dated March 6, 2008 through April 8, 2008 totaling \$159,837.37.
- 5.22 **SOCCCD: Payment of Bills**  
Approve Check Nos. 068802 through 069917 processed through the Orange County Department of Education, totaling \$6,257,515.62; Check Nos. 009151 through 009189, processed through Saddleback College Community Education, totaling \$47,509.90; and Check Nos. 008402 through 008426, processed through Irvine Valley College Community Education, totaling \$15,398.32.
- 5.23 **SOCCCD: Budget Amendment: Adopt Resolution No. 08-09 to Amend 2007-2008 Restricted General Fund**  
Adopt resolution.
- 5.24 **SOCCCD: Gifts to the District and Foundation**  
Approve acceptance of various donated items.
- 5.25 **SOCCCD: Transfer of Budget Appropriations**  
Approve transfers as detailed.
- 5.26 **SOCCCD: March/April 2008 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: Adopt Resolution No. 08-10: GASB 43 and 45 Compliance Vendor Selection and Implementation**  
Adopt resolution to establish an irrevocable trust and appoint a Retirement Board of Authority.
- 6.2 **Saddleback College: Award of Bid: Fine Arts Restroom Expansion**  
Approve award of bid to JRH Construction in the amount of \$1,860,975.00.

- 6.3 **Saddleback College: Enrollment Growth and Retention for Registered Nursing Programs**  
 Approve acceptance of the California Community College Chancellor's Office allocated funds to Saddleback College to participate in the Associate Degree programs to expand the program by a minimum of 11 students over a two-year period.
- 6.4 **Saddleback College: Stadium**  
 Approve the concept of the Saddleback College Stadium renovation project to support the Saddleback College Foundation raising funds for the project.
- 6.5 **Academic Personnel Actions**  
 Approve New Personnel Appointments; Academic Temporary Part-time/Substitute Staff; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Leave of Absence; Resignation/Retirement/Conclusion of Employment.
- 6.6 **Classified Personnel Actions**  
 Approve New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Authorization to Establish and Announce A Classified Position; Authorization to Change Classified Position Job Descriptions; Change of Status; Resignation/Retirement/Conclusion of Employment; Volunteers.
- 6.7 **SOCCCD: Board Policy Revision: BP 3100-Budget Preparation, BP 3101-Budget Management, BP 3101.5-Fiscal Management, BP 3105-Audits, BP 3200-Purchasing, BP 3200.1-Contracts, BP 3520-Refreshments and Meals at District Functions, BP 3600-Disposition of District Property, BP 4001-Personnel Use of Public Resources, BP 4000.5-Prohibition of Harassment and Discrimination, BP 4010-Commitment to Diversity, BP 4012-Academic Administrators and Classified Managers Personnel Files, BP 4021-Classified Managers, BP 4101.2-Number of Pay Installments for Academic Personnel, BP 4113-Parental Leave for Administrators and Classified Management Personnel, BP 5301-Course Repetition, BP 5405-Student Complaint Policy, BP 5600-Associate Degree Requirements, BP 5601-Certificate Programs, BP 5606-International Student Admissions**  
 Accept for approval.
- 6.8 **SOCCCD: Board Policy Revision: BP 5300 – Grading Policy, BP 6100 – Curriculum, and BP 6115 – Community Education Programs**  
 Accept for discussion/approval.

- 6.9 **SOCCCD: Board Policy Revision: BP 3455 – Security Cameras, BP 5300.5 – Grade Changes, BP 5611 – Open Enrollment, Prerequisites, Corequisites and Advisories Policy, BP 6125 Student Travel: Field Trips and Excursions.**  
Accept for Review and Study.
- 6.10 **Saddleback College: Grant Acceptance, Teacher Preparation Pipeline**  
Approve acceptance of an award of \$200,000 from the California Community College Chancellor's Office for the Teacher Preparation Pipeline.

## **7.0 REPORTS**

- 7.1 **SOCCCD: Basic Aid Report**  
Projected receipts and approved projects.
- 7.2 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.3 **SOCCCD: Monthly Financial Status Report**  
This report displays the adopted budget, revised budget and transactions through March 31, 2008.
- 7.4 **SOCCCD: Quarterly Financial Status Report**  
Information as of March 31, 2000.

## **8.0 WRITTEN REPORTS**

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

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

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



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

APRIL 28, 2008

## MATTHEW T. REYNARD STUDENT TRUSTEE

*W*hereas, Matthew Reynard served as the elected Student Member of the South Orange County Community College District Board of Trustees for the 2007-2008 Academic Year; and

*W*hereas, Matthew Reynard served the 37,000-member student body of Saddleback College, Irvine Valley College and the Advanced Technology & Education Park with dedication and distinction while balancing a full-time major in communications, a part-time job, and the grueling application process for scholarships and admission to University of California, Los Angeles and the University of California, Berkeley; and

*W*hereas, Matthew Reynard served as an advocate and information conduit for students, meeting regularly each month with the Chancellor, the Board of Trustees and both the Saddleback College and Irvine Valley College student governments, ensuring that the student voice be considered and recognized as an integral part of District governance; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Matthew T. Reynard for his outstanding service as Student Trustee for the 2007-2008 Academic Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Raghu P. Mathur, Ed.D., Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

APRIL 28, 2008

**DR. RICHARD D. McCULLOUGH**  
PRESIDENT, SADDLEBACK COLLEGE

*W*hereas, Dr. Richard D. McCullough is retiring after thirty-eight years as a dedicated and tireless champion of Saddleback College and its students; and

*W*hereas, Dr. McCullough served with distinction as a professor, department chairperson, dean, and vice president of instruction before becoming president of Saddleback College in 2004; and

*W*hereas, Dr. McCullough led a team to build the Saddleback College solar observatory, designed the electronic microscopy laboratory, served as academic senate president for two terms, and was the first chairperson of the student honors program; and

*W*hereas, during Dr. McCullough's leadership as president, he oversaw unprecedented facilities renovation and strategic planning efforts, and he was recognized by the Associated Student Government as Administrator of the Year; 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. Richard McCullough and recognize his enduring legacy to generations of Saddleback College students.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Matthew T. Reynard, Student Member

Raghu P. Mathur, Ed.D., Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

APRIL 28, 2008

## DR. ANDREEA M. SERBAN VICE CHANCELLOR, TECHNOLOGY AND LEARNING SERVICES

Whereas, Dr. Andreea M. Serban was appointed to the newly created position of Vice Chancellor, Technology and Learning Services and since August 2006 has brought a unique and collaborative style of leadership to our district in the areas of instruction, student services, grants, institutional research, planning, and information technology; and

Whereas, Dr. Serban has chaired several district-wide initiatives with involvement of all constituent groups which resulted in new processes for the development of district wide goals, a new \$12 million student information system, and academic calendars for three years; and

Whereas, Dr. Serban authored and directed two major grant awards totaling almost \$1.6 million and co-authored statewide research studies, one of which was honored with the prestigious Mertes Award for Excellence in Community College Research; and

Whereas, Dr. Serban has created a lasting legacy in our district of a culture of evidence and data-driven decision-making; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby extend their appreciation to Dr. Andreea Serban for her service and leadership and express their congratulations upon her appointment as Superintendent/President of Santa Barbara City College.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

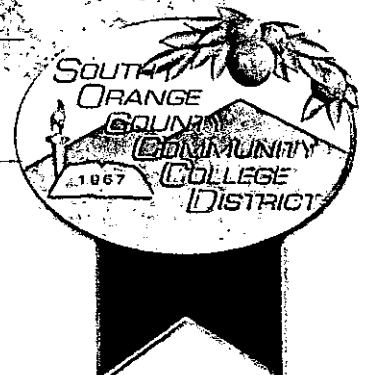
David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Matthew T. Reynard, Student Member

Raghu P. Mathur, Ed.D., Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

APRIL 28, 2008

**ROBERT E. KING, J.D.**  
VICE CHANCELLOR, HUMAN RESOURCES

*W*hereas, Robert E. King, J.D. was appointed to the newly created position of Vice Chancellor, Human Resources in January 2006, following a nation-wide search; and

*W*hereas, Bob King provided critical leadership to the Office of Human Resources which resulted in outstanding efforts to recruit over 1,400 new employees and new initiatives of professional development for administrators and managers; and

*W*hereas, Bob King spearheaded cost containment efforts such as reduction of worker's compensation costs by 97% in two years and savings of approximately \$300,000 in life and long-term disability insurance; and

*W*hereas, Bob King set a high standard in the Office of Human Resources of professionalism and responsiveness in service to the employees and students of Saddleback College, Irvine Valley College and the Advanced Technology & Education Park; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby extend their appreciation to Robert E. King for his service and leadership and wish him every success as he embarks upon his private law practice.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Matthew T. Reynard, Student Member

Raghu P. Mathur, Ed.D., Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

APRIL 28, 2008

**JEROME HUNTER**

CHANCELLOR, NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Whereas, Dr. Jerome Hunter will retire after a notable career as an educator and eight years as Chancellor of North Orange County Community College District; and

Whereas, Dr. Hunter has provided visionary leadership to a district which employs approximately 2,400 employees and includes Cypress College, Fullerton College and the School of Continuing Education; and

Whereas, Dr. Hunter is himself a community college graduate of Santa Ana College and subsequently went on to earn degrees from the University of California at Riverside, Occidental College and the University of Southern California; and

Whereas, Dr. Hunter honorably served his country as a United States Army Sergeant and was awarded the Army Commendation Medal, Vietnam Service Medal, Vietnam Campaign Medal, and the National Defense Services Medal; and

Whereas, Dr. Hunter was an instructor of political science at his alma mater, Santa Ana College, and then pursued a career in administration that included serving as President of both San Diego Miramar College and San Diego City College before becoming Chancellor of North Orange Community College District; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby recognize and commend Dr. Jerome Hunter upon his retirement following a dedicated career which has positively impacted generations of Orange County and San Diego community college students.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Matthew T. Reynard, Student Member

Raghu P. Mathur, Ed.D., Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

APRIL 28, 2008

## CLASSIFIED SCHOOL EMPLOYEES WEEK

Whereas, Classified School Employees provide valuable skills, services, and support to the Colleges, students, faculty, administrators, and staff of the South Orange County Community College District; and

Whereas, Classified School Employees contribute significantly to the establishment and promotion of a positive and supportive instructional and learning environment to facilitate student success; and

Whereas, Classified School Employees play an important and vital role in providing for the health, welfare and safety of the South Orange County Community College District students and staff; and

Whereas, Classified School Employees of the South Orange County Community College District strive for excellence in all areas relative to the educational community and serve as a valued resource and guide for students of Saddleback College, Irvine Valley College and the Advanced Technology & Education Park; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby recognize, appreciate and honor the many contributions of the Classified Employees to quality education in California and in the District and declare the week of May 19th to May 23rd, 2008 as the Classified School Employees Week.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Matthew T. Reynard, Student Member

Raghu P. Mathur, Ed.D., Chancellor



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College and Irvine Valley College: Curriculum Development

**ACTION:** Discussion

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**BACKGROUND**

A request was made for a report to the Board of Trustees on curriculum development at the two colleges.

**STATUS**

Professor Howard Adams, Health Sciences, Human Services and Emeritus Institute, Saddleback College, and Kathy Schmeidler, Life Sciences and Technologies, Irvine Valley College, will make presentations to the Board of Trustees. Written reports, which were provided to the Board of Trustees at the March 2008 meeting, are also provided. Exhibit A is Saddleback College's report to the Board of Trustees. Exhibit B is the Irvine Valley College report.

SADDLEBACK COLLEGE  
CURRICULUM COMMITTEE

Report to the Board of Trustees  
Spring 2008

Course additions, revisions and deletions

College faculty approved a total of 671 course additions or changes which will become effective Fall 2008. All courses in the catalog are reviewed on a six-year cycle, with additional review of career-technical courses every other year.

Saddleback College has one of the largest course inventories in the state, and maintains a regular curriculum review cycle as required by state regulation. Types of courses reviewed by the committee include new curricula, revisions to existing courses, deletion of courses or versions of courses which are obsolete, experimental courses, and new versions of courses being offered by distance education.

CRCC Reporting Project

Over the past 18 months, the system office required all California Community Colleges to develop a course data base for each course offering. This ongoing project included submission of data elements for all fields the more than 3300 course outlines, all degree and transfer characteristics, enrollment data, and has resulted in an extensive report inclusive of 18 fields of data for each course. The Curriculum Publications Specialist at Saddleback College, Linda Bashor, submitted and verified more than 60480 data elements as our foundation in the first electronic data base in community college curriculum in California.

CurricUNET

The new curriculum management system purchased by the SOCCCD is scheduled for a "go live" date on our campus on May 1, 2008. The vendor has been in regular contact with the district and the college to implement the new system on time. The system was introduced to the college community in January, and regular staff training will begin before the end of this academic term. Faculty and staff are currently entering transactions on a trial basis, and the final data transfer from the existing system is being managed by the district.



<b>Saddleback College Curriculum Committee</b> <b>FALL 2007 – SPRING 2008 CURRICULUM ACTIVITY</b>
--

Howard Adams, Curriculum Chair

<b>DIVISION / AREA</b>	<b>NEW COURSES 48</b>	<b>REVISIONS</b>	<b>DELETIONS</b>	<b>Special Topics</b>	<b>Distance Ed</b>	<b>TOTAL</b>
<b>Advanced Tech. Applied Science</b>	10	54	5	62	13	144
<b>Business Science</b>	5	64	5	3	9	86
<b>Counseling and Special Programs</b>	0	1	0	0	1	2
<b>Emeritus Institute</b>	12	3	1	38	2	56
<b>Fine Arts</b>	6	42	1	47	3	98
<b>Health Sciences Human Services</b>	5	52	8	7	0	72
<b>Kinesiology Health and Athletics</b>	4	0	1	12	0	21
<b>Learning Resources</b>	0	0	0	0	0	0
<b>Liberal Arts</b>	10	34	1	3	13	61
<b>Math Science</b>	2	16	4	4	0	26
<b>Social and Behavioral Sciences</b>	4	55	7	6	33	105

<b>Total Regular Curriculum Course Workload</b>	<b>671</b>
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IVC Curriculum Report to the Board  
March 24, 2008

The curriculum process at IVC is intensive, meticulous, and very faculty-intensive. The Technical Review Committee reads all proposed new and revised curriculum extremely carefully, and the Curriculum Committee considers each action carefully, as well as deliberating policy and more over-riding concerns about curriculum, such as new and revised programs in development. The Curriculum Committee also works as a group to revise college-wide programs, such as University Studies, and the programs under development to replace it.

In addition, the Curriculum Chair is a formal member of the Representative Council of the Academic Senate and an Officer of the Senate Cabinet. The Curriculum Chair attends and provides a Curriculum Report at each meeting of the Representative Council as well as every meeting of the Senate Cabinet. The Curriculum Chair also serves on other College and District Committees, Task Forces, and Advisory Committees, and attends other meetings and functions as a representative of the IVC Senate.

The following tables are a brief and partial overview of the effort that the Faculty of Irvine Valley College put into maintaining and improving the Curriculum. Please note: the figures below do not include the number of hours required in preparation for the meetings. Additionally, the Curriculum Chair meets with faculty on an individual basis to assist in the development of new curriculum and revisions to pre-existing curriculum. The meetings with individual faculty members are also not included in the figures below.

	Meetings ( 2 hours each)	Number of faculty	Faculty <i>hours</i> in meetings to date 2007-2008
Technical Review	14	7	196
Curriculum Committee	11	12	264
Cabinet	15	5	150
Senate	15	25	750

	Courses	
	Number	% total curriculum
New Courses in Progress	101	9
New Courses Approved	25	2
Revised Courses in Progress	372	32
Revised Courses Approved	201	18
Applications for DE Instruction	132	12
Courses Deleted	11	1
Total Curriculum	1100	100

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College, Irvine Valley College: Student Learning Outcomes Progress Report

**ACTION:** **Discussion**

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**BACKGROUND**

A request was made for a progress report to the Board of Trustees on Student Learning Outcomes (SLOs) for Saddleback College and Irvine Valley College.

**STATUS**

In addition to the exhibits developed by Saddleback College (Exhibit A) and Irvine Valley College (Exhibit B), progress reports will be provided by Dr. Andreea Serban, Vice Chancellor, Technology and Learning Services; Dr. Kari Tucker, Professor, and Dr. Jerry Rudmann, Professor Emeritus, Social and Behavioral Sciences, Irvine Valley College; and Claire Cesareo-Silva, Professor, Social and Behavioral Sciences, Saddleback College.

***Saddleback College  
Student Learning Outcomes (SLO) Report  
For the SOCCCD Board of Trustees***

Saddleback College Institutional Effectiveness Committee  
March 6, 2008

Prepared by  
Dr. Morgan E. Barrows  
Chair, Institutional Effectiveness Committee  
Professor of Environmental Studies  
&  
Denice Inciong  
Research and Planning Analyst

## **Background**

In 2004, the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges provided Saddleback College with a number of recommendations pursuant to that year's accreditation visit, that were later reaffirmed in two progress report visits that followed in November 2005 and 2006. Recommendation 2 stated: It was recommended that Saddleback College, "[Identify] intended institutional and student learning outcomes, coordinated with the College mission statement, and measuring progress towards accomplishment." To this end, Saddleback College has worked diligently to develop program-level Student Learning Outcomes (SLOs) to meet the commission's recommendations and to coordinate with the program review process.

The SLO Task Force was formed in late 2004 to evaluate SLO processes and procedures, and to recommend a systematic approach to implement SLO assessment at Saddleback College. At the start of Summer 2005, an SLO Team was formed and has been meeting on a weekly basis. The SLO Team created and got approval for the plan that follows.

## **SLO Implementation Plan**

A successful transition to the use of the SLO process at Saddleback College requires a structured plan for both training and support. To meet this goal, the SLO Implementation Team has been established as a standing committee of the Academic Senate and is comprised of the following individuals:

- The SLO Coordinator is responsible for supervising the campus-wide training and implementation efforts.
- The coordinator works closely with the Curriculum Chair and the Program Review Chair in the implementation of the SLO process, particularly as they apply to curriculum issues, the program review process, and accreditation.
- Four faculty facilitators conducted the initial departmental/unit training, which lead to the creation and utilization of SLOs, and works directly with individual departments, units, and programs in ongoing implementation.
- The Research Specialist provide guidance and expertise regarding selection of assessment tools and analysis of resulting data.

The training of the SLO Implementation Team was conducted by Dr. James Nichols and Dr. Karen Nichols of Institutional Effectiveness Associates in a two-day campus training session on July 7-8, 2005. The SLO Implementation Team then conducted campus-wide trainings throughout the 2005-2006 academic year.

The SLO Team adopted the Five Column Model created by Institutional Effectiveness Associates. This is a pragmatic and accessible assessment model that should be the standard for reporting SLOs and AUOs (Administrative Unit Outcomes) at Saddleback College.

This process was expected to span three and a half years. The initial phase of implementation is to be completed by the end of the second year when all departments, units, and programs on campus will have participated in training and at least one full year of the process will have been

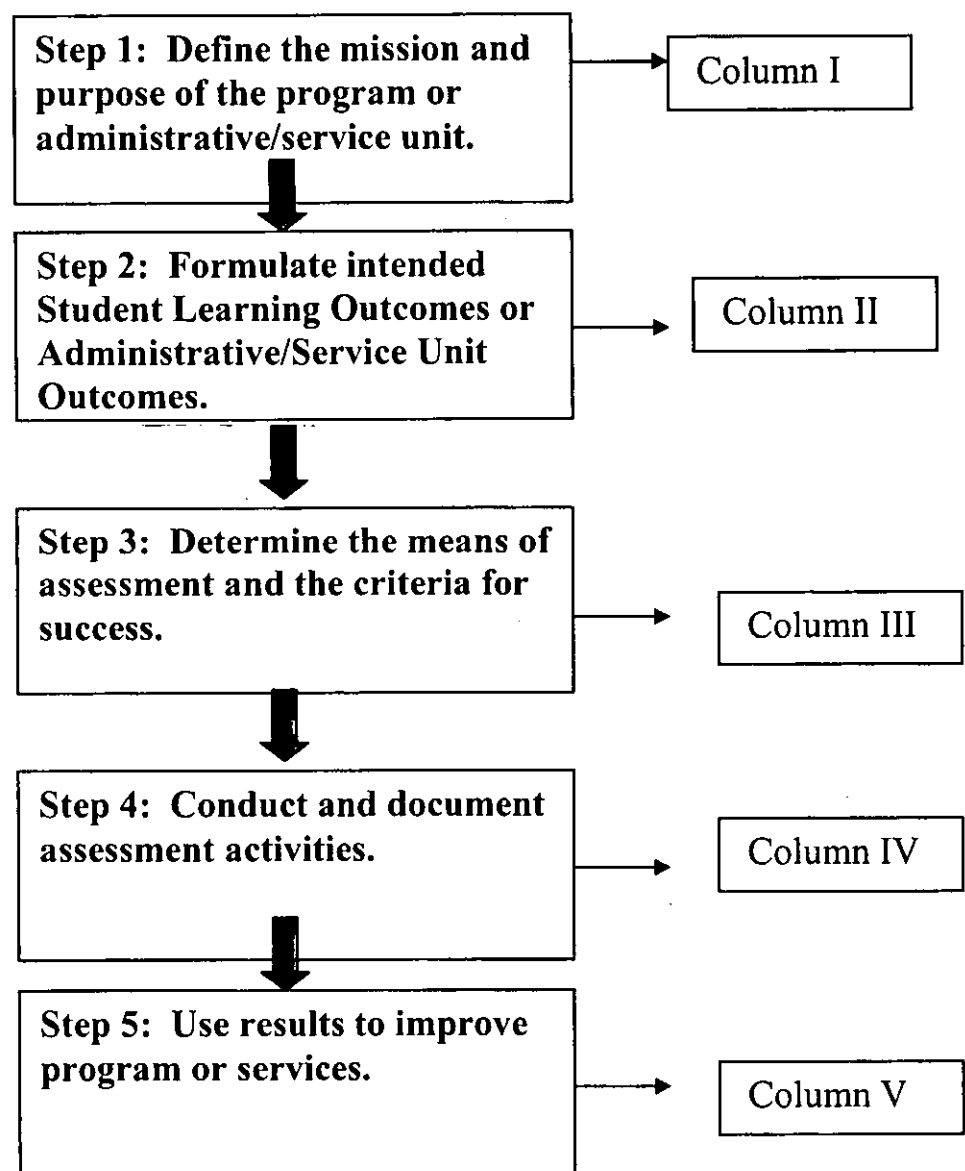
completed. The succeeding one and a half years will involve the refinement and evaluation of the SLO processes, the development of an effective documentation and record-keeping system, and the complete integration of SLOs/AUOs into campus processes.

Institutional support for the implementation of the proposed three-year plan was granted by the Board of Trustees through a one-time basic aid grant. The grant covers the initial training/consultation, the cost of faculty-reassigned time, one replacement position, and the salary/benefits of the Research Specialist for five semesters, along with summer stipends for the entire team during the first year and for the SLO Coordinator during the subsequent three years.

### **Saddleback College's SLO 5 Column Model**

The following is a summary of Saddleback College's SLO Five Column Model (based on the Nichol's training) as taken from Saddleback College's "A Guide to Developing and Assessing Student Learning Outcomes and Administrative/Service Unit Outcomes at Saddleback College" p.6-13)

#### **Step-By-Step Guide to the Five Column Model**



**Step 1: Clearly define the mission and purpose of the instructional program or administrative/service unit.**

Each instructional program and administrative unit should begin by defining its mission and purpose. This should be in the form of a mission statement that provides a clear description of the program, what it does, and for whom it does it. The mission statement should be aligned with the College's vision, mission statement, or goals (see Appendix B), and reflect on how student learning or student services are enhanced by the program and its offerings.

**Step 2: Formulate intended Student Learning Outcomes or Administrative/Service Unit Outcomes.**

Student Learning Outcomes are defined as the knowledge, skills, abilities, attitudes, or habits of mind that students have at the completion of a course, program, activity or interaction. Most of these competencies should be measurable in some way, but some may only be observable (such as values). Faculty within a department or program should meet to discuss the expected learning outcomes for students who complete a particular series of courses, such as those required for a certificate, an AA/AS degree, or for transfer.

The outcomes for most administrative/service units (AUOs) are different from SLOs in that they focus on what services the units provide in order to support the mission of the College. AUOs then, unlike SLOs, can look at process and not just intended results. Administrative/Service Units, however, can also have SLOs because they may provide educational support services such as tutoring, workshops, counseling, etc. Administrative and service units should assess no more than two to three outcomes per year.

**Step 3: Determine the means of assessment for each SLO or AUO and the criteria for success.**

After you create your SLOs, you need to determine how you will assess them and what criteria you will use for success. There are two kinds of evidence: direct methods and indirect methods. Both are valid, although indirect methods alone are not considered to be sufficient evidence. Column III of the SLO Assessment Form should list the specific method(s) of assessment you will use for each of the SLOs listed, to whom and when the assessments will be administered, by whom and how the results will be judged, and how well the group of participants are expected to do. Examples of direct methods of assessment include:

- **Capstone Course Evaluation:** Capstone courses integrate knowledge, concepts, and skills associated with an entire sequence of study in a program. This method of assessment is unique because the courses themselves become the instruments for assessing student teaching and learning. Evaluation of students' work in these courses is used as a means of assessing student outcomes. For academic units where a single capstone course is not feasible or desirable, a department may designate a small group of courses where competencies of completing majors will be measured.
- **Classroom Assessment:** Often designed for individual faculty who wish to improve their teaching of a specific course but can also be used on the program level.

- **Collective Portfolios:** Faculty assemble samples of student work from various classes and use the “collective” to assess specific program learning outcomes.
- **Commercially Produced or Standardized Tests:** Commercially generated or standardized tests are used to measure student competencies under controlled conditions. Tests are developed and measured nationally to determine the level of learning that students have acquired in specific fields of study. For example, nationally standardized multiple-choice tests are widely used and assist departments in determining programmatic strengths and weaknesses when compared to other programs and national data.
- **Embedded Questions on Assignments or Exams:** Questions related to program learning outcomes can be embedded within course assignments or exams. For example, all sections of “research methods” could include a question or set of questions relating to your program SLOs. Faculty grade the exams as usual and then copy exam questions that are linked to the program SLOs for analysis. The findings are reported as an aggregate.
- **Locally Developed Exit Exams:** Faculty can create an objective exam for graduating students that is aligned with the program SLOs. Performance expectations should be delineated prior to obtaining results.
- **Pre-Test/Post-Test Evaluations:** Pre-test/post test assessment is a method used by academic units where locally developed tests and examinations are administered at the beginning and at the end of courses or academic programs. These test results enable faculty to monitor student progression and learning throughout prescribed periods of time. The results are often useful for determining where skills and knowledge deficiencies exist and most frequently develop.
- **Observations:** Observations of any behavior such as student presentations or students working in the library can be used for assessment. Observations can be recorded as a narrative or in a highly structured format, such as a checklist, and they should be focused on specific program SLOs.
- **Scoring Rubrics:** Rubrics can be used to score any product or performance such as essays, portfolios, recitals, oral exams, etc. A detailed scoring rubric that delineates criteria used to discriminate among levels is developed and used for scoring. Generally two raters are used to review each product and a third rater is used to resolve discrepancies.
- **Transfer Records:** For community colleges, the data on transfer student success in upper division courses is extremely valuable. Cal-Pass, a system of data sharing between all the systems of higher education in California, will be extremely valuable.
- **Videotape or Audiotape Evaluations:** Videotapes and audiotapes have been used by faculty as a kind of pre-test/post-test assessment of student skills and knowledge. Disciplines, such as theatre, music, art, and communication, which have experienced difficulty in using some of the other assessment methods have had significant success in utilizing videotapes and audiotapes as assessment tools.

Examples of indirect methods of assessment include:

- **Alumni Surveys:** Surveying of alumni is a useful assessment tool for generating data about student preparation for professional work, program satisfaction, and curriculum relevancy. As an assessment supplement, alumni surveying provides departments with a



variety of information that can highlight program areas that need to be expanded or enhanced.

- **Employer Surveys:** Employer surveys can provide information about the curriculum, programs, and students that other forms of assessment cannot produce. Through surveys, departments traditionally seek employer satisfaction levels with the abilities and skills of recent graduates. Employers also assess programmatic characteristics by addressing the success of students in a continuously evolving job market.
- **External Reviewers:** Peer review of academic programs is a widely accepted method for assessing curricular sequences, course development and delivery, and the effectiveness of faculty. Using external reviewers is a useful way of analyzing whether student achievement correlates appropriately with departmental goals and objectives.
- **Student Exit Interviews/Surveys:** Students leaving the College are interviewed or surveyed to obtain feedback. Data obtained can address strengths and weaknesses of the program and/or assess relevant concepts, theories or skills.

#### **Step 4: Conduct and document assessment activities.**

The conducting of assessment activities is probably the most difficult and time-consuming portion of the process. You should select assessment techniques that are reasonable based on the resources (time, technology, budget) available for your program and for the College. There will be some funding available to you through the College for assessment purposes if needed. The results of each assessment method should be listed in Column IV of the SLO Assessment Form. Assessment results should come directly from the method listed in Column III, highlight the extent to which the outcome was accomplished, and be in sufficient detail to convince the reader that assessment actually took place.

#### **Step 5: Use the results of assessment for program or service improvement.**

Once the results of assessment have been collected, faculty in the program should meet to discuss what the results reveal about areas in which the program succeeds and about areas in which improvements can be made. Determinations will then be made on what exactly to do to correct any shortcomings, and action should be taken. Column V of the SLO Assessment Form should only state exactly what has been done, not what you plan to do in the future – therefore the actions listed must be stated in the past tense. The actions should generally be substantive and detailed (list, for example, the specific course number in which changes to the curriculum were made), although there are times when no action is necessary and this can be stated as well.

All SLO/AUO forms can be viewed at the following link:  
<http://www.saddleback.edu/gov/senate/ie/SLOassessmentforms.html>

Examples of completed SLO/AUOs

**AUTOMOTIVE TECHNOLOGY**  
**Academic Year 2006-2007**

I Expanded Statement of Institutional Purpose	II Program Student Learning Outcomes	III Assessment Method and Criteria for Success	IV Assessment Results	V Use of Results
<p><b>Saddleback College Mission:</b> Vocational Certificates of Achievement and Occupational Skills awards are designed to prepare students to qualify for positions in business and industry, technical fields, and selected professions (Vocational and Occupational Education).</p> <p><b>Automotive Technology Goal:</b> To prepare students to be employed in the automotive industries by providing high-quality courses and certificate programs that allow students to complete their educational goals.</p>	<p>1. Graduates of the Automotive Technology Program will be successfully employed in the local industry.</p> <p>2. Graduates of the Automotive Technology Program will have industry-specific skills.</p>	<p>1. 70% of the responding graduates of the Automotive Technology Program will report employment in the field on the Graduating Student Survey administered at the time of certificate completion. We will administer questions to students who are filing for certificates of completion and or graduating.</p> <p>2. Students will complete a final exam with imbedded questions in each course to assess ASE certification in a specific skill area. 80% of the students will score with a passing grade in all areas of skills.</p>	<p>1. 94% of responding students reported employment in the automotive field. These results are from Fall 06 and Spring 07 semesters.</p> <p>2. For Spring 2006, scores to the embedded industry-specific questions on the final exam were calculated with a total of two hundred thirty students taking the exam. One hundred thirty or 58% of the students answered the questions successfully with a score of "C" or higher.</p> <p>2a. Final exam embedded</p>	<p>1. Even though we have met our objective, we will continue to monitor our students' placement with local industry partners. Our current goal is to establish CWE co-operative work experience training with our local industry partners.</p> <p>2. The results of the embedded questions did not meet the expected outcomes. The department is meeting to evaluate our course materials and assess instruction that needs to be augmented. All courses will give additional testing during the semester to evaluate student learning. Lecture and lab activities</p>

I Expanded Statement of Institutional Purpose	II Program Student Learning Outcomes	III Assessment Method and Criteria for Success	IV Assessment Results	V Use of Results
	<p>3. Employers of the Automotive Technology Program students in the South Orange County area will be satisfied with the education received by their employees.</p>	<p>3. 90% of the respondents to an Employer Survey conducted every 2 years by the Automotive Technology department will respond that they are satisfied and would continue to employ current students and graduates of our program.</p>	<p>questions were calculated for Spring 2007. Two hundred twenty-four students took the final exam in all classes. Of those students, 60% scored a "C" or higher..</p> <p>3. Industry partners were surveyed in May 2007. Survey results indicate that 100% of our local industry partners are very satisfied with our students.</p>	<p>will be adjusted to meet each course learning outcomes.</p> <p>3. In addition to meeting our objective, the survey results indicate a major demand for entry level technicians in the South Orange County area.</p> <p>The auto tech department advisory committee is made-up of our local industry partners. We will continue to meet at least two times each year to review current employee trends. We will continue to place our students with our industry partners and we are working to establish a student tracking program. This would enable us to know more accurately the number of our students employed during and after they complete their course work.</p>

**Reading Department SLOs  
Academic Year 06-07**

I	II	III	IV	V
<b>Expanded Statement of Institutional Purpose</b>	<b>Program Student Learning Outcomes</b>	<b>Assessment Method and Criteria for Success</b>	<b>Assessment Results</b>	<b>Use of Results</b>
<p>The college will "Provide necessary developmental, remedial, and basic skills instruction so that students may be successful in their chosen course of study."</p> <p>The Saddleback College Reading Department is dedicated to facilitating student achievement and academic success by providing courses that increase and enhance reading proficiency in meeting the challenges of college coursework.</p>	<p>1. English 340 students will be able to identify the main idea (both stated and implied) in various reading passages,</p>	<p>1. At the close of Fall semester, 80% of English 340 students will be able to identify the main idea in a variety of paragraphs and short essays, scoring 75% or above on a departmental objective reading test.</p>	<p>1. The Fall 06 semester yielded 75% (1154 out of a possible 1535) correct responses to identifying the main idea on the departmental reading test. However, in analyzing the various questions the results were as follows: 68% correct responses to #1, 90% to #2, 65% to #3, 61% to #4, and 93% to #9 (see attachment).</p>	<p>1. Although we did receive 75% correct answers to the total number of main idea questions, we believed we needed to assess the students again. due to the wide range of possibly correct answers to the questions. We made several changes to clarify the questions so as to better demonstrate our goal of having students score 75% or above on a main idea assessment:</p> <p>a) We added a third reading selection (a total of 8 questions rather than 5) in order to more easily assess the desired 75% success rate (6 of 8 correct would yield 75%).</p> <p>b) We revised some items in the assessment that were ambiguously written and could prove unclear to 340 students.</p> <p>c) We provided instructors with additional time to</p>

I Expanded Statement of Institutional Purpose	II Program Student Learning Outcomes	III Assessment Method and Criteria for Success	IV Assessment Results	V Use of Results
	<p>2. Students will be able to demonstrate their ability to use inference skills.</p>	<p>2. At the close of Fall semester, 80% of English 340 students will be able to recognize the correct inferences in short paragraph and essay selections, scoring 75% or above on a departmental reading test.</p>	<p>2. Of the total number of correct responses to inference questions (1535), actual correct student responses were just 61%. Further analysis of each item resulted in: 75% correct responses to #4, but only 58% to #5, 57% to #6, 55% to #8, and 60% to #10.</p>	<p>integrate the test within their classes and insisted all instructors use the test as a graded activity. d) We provided instructors with practice reading selections (passages similar to the type found in the assessment) to use in the classroom for discussion if desired.</p> <p>We administered the test again at the end of spring semester and found that our scores went down slightly with a group overall score of 72%. This was below our desired goal of 75% correct responses. We did, however, achieve the 75% goal in the fall.</p> <p>2. Because the results found on the assessment indicated that we were not achieving our goal of having nearly all of our 340 students score 75% or higher in using inference, we determined that we would have to assess our students again. To raise our student achievement, we made several changes:</p>

I Expanded Statement of Institutional Purpose	II Program Student Learning Outcomes	III Assessment Method and Criteria for Success	IV Assessment Results	V Use of Results
				<ul style="list-style-type: none"> <li>a. We revised our test instrument by adding an additional selection, enabling us to more easily assess a 75% success rate. (6 or 8 would yield 75%)</li> <li>b. We revised several test items that were ambiguous and which could prove unclear to 340 students.</li> <li>c. We provided instructors with additional time to integrate the assessment within their classroom and insisted that all instructors use the test as a graded activity.</li> <li>d. We provided instructors with practice reading selections (similar to the types of passages found on the assessment) to use within the classroom is desired.</li> </ul>

Student Health Center  
Fall 2006 SLO

I Expanded Statement of Institutional Purpose	II Administrative/Service Outcomes	III Assessment Method and Criteria for Success	IV Assessment Results	V Use of Results
<p>The mission of Student Health Services is to enhance the educational potential of Saddleback College students by promoting wellness and addressing the physical and psychological health concerns that create barriers to learning.</p> <p>Through early illness intervention, psychological counseling, health education, preventative services, and collaboration with community resources, students will learn to participate in their healthcare, make healthy lifestyle choices, and achieve their optimum health which will contribute to both retention and academic success.</p> <p>All services will be</p>	<p>1. Student Health Services will increase student awareness of available on-campus health care services.</p>	<p>1. Student Health Center 2005-2006 statistics will demonstrate a 5% increase in utilization of each departmental program over 2004-2005 statistics.</p>	<p>1. Each time a student receives health care services (intervention or prevention) from a physician or registered nurse in the Student Health Center, a student contact is established. A computerized scheduling program tracks these student contacts.</p> <p>a. The total number of student contacts accessing health intervention services increased 8.7% (04-05 N = 1979, 05-06 N = 2151).</p> <p>b. The total number of student contacts accessing wellness promotion services increased 5.9% (04-05 N = 4346, 05-06 N = 4604).</p> <p>c. The unduplicated count of students participating in psychological intervention</p>	<p>1. Assessment results demonstrate that the various outreach activities of the Student Health Center were successful.</p> <p>a. Students seeking care in the Student Health Center for physical illnesses and injuries increased 8.7% (3.7% over the 5% increase target goal).</p> <p>b. Students participating in wellness promotion activities increased 5.9% (0.9% over the 5% increase target goal).</p> <p>c. The unduplicated count of students accessing</p>

<p>accessible, affordable, cost-effective, and designed to help students minimize or avoid interruptions in their academic and career pursuits.</p>			<p>and assessment services increased 9.4% (04-05 N = 424, 05-06 N = 464).</p>	<p>psychological services increased 9.9% (4.4% over the 5% increase target goal).</p> <p>Based on these finding, Student Health Services will continue these successful outreach activities into the next academic year and anticipate continued growth in all Student Health Services programs</p>
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## **Highlights of the Institutional Effectiveness Committee's SLO work by Academic Year**

### **2005-2006**

- Approval and Funding of Saddleback College's SLO Implementation Proposal
- Creation of "A Guide to Developing and Assessing Student Learning Outcomes and Administrative/Service Unit Outcomes at Saddleback College"
- In-Service Presentation Fall 2005 (Power Point) – "Improve Student Learning for Institutional Effectiveness: " - Faculty and Classified Staff Breakfast
- Presentations at each division in the Fall 2005: "Student Learning: Defining, Formulating and Writing & the Expected Outcomes"
- Intensive one-on-one training with faculty throughout the year to write SLOs for their program
- In-Service Presentation Spring 2006 "SLO Assessment Made Easy"
- Establishment of Institutional Effectiveness Committee (combination of Curriculum, Program Review and Student Learning Outcomes/Administrative Unit Outcomes)
- Dedicated website for Institutional Effectiveness  
<http://www.saddleback.edu/gov/senate/ie/>  
Description of IE Committee:  
<http://www.saddleback.edu/gov/senate/InstitutionalEffectiveness.html>

### **2006-2007**

- In-Service Presentation Fall 2006 – "SLO/AUOs: Moving Through the Columns: "
- SLO Work with faculty on completing the cycle
- Institutional Effectiveness Strategic Plan – 2007-2010: Goals and Strategies
- Institutional Effectiveness Logo and Newsletter – highlighting SLO work
- Focus on Assessment System and utilization of testing and surveying software

### **ACCJC Report (Status for 2006-2007)**

As a result, the visiting team acknowledged, "... the implementation of Student Learning Outcomes (SLOs) tied to program review." We are excited to report that 97% of programs have defined SLOs and that the majority of programs will be completing the assessment, analysis, and implementation of their program-level SLOs at the end of this academic year

### **2007-2008**

- In-Service Presentation Fall 2007 and Spring 2008 – "SLO/AUOs: Where We've Been and Where We're Headed"
- In-Service Presentations Fall 2007 and Spring 2008 on SLO Assessment Systems  
"Class Climate: Survey system for SLO/AUO & Program Review Data Collection"  
"ParScore: Testing Assessment System"

## **SLO Assessment Systems**

In accordance with the Institutional Effectiveness Committee's recommendation and the Interim Strategic Plan, 2006-2007, the PBC recommended and the president approved the purchase of Scantron software and hardware for the purpose of testing and surveying. The system was purchased to provide to the entire campus a systematic data collection and analysis tool for SLO/AUO and program review.

In September, 2006, the College's Innovation and Technology Center worked with Scantron to facilitate the implementation of the networked systems. Considerable time and energy was spent in the installation of a dedicated server and establishment of nine assessment stations, one for each division at the College and one in the Research and Planning Office. Each station has a dedicated CPU, monitor, and scanner. Full-day training sessions for each system were conducted in October, and November, 2006. These sessions included the College researchers, faculty and staff representatives from the divisions, and members of the Institutional Effectiveness Committee. After the training and installation of the Scantron systems, the College researchers spent most of spring 2007 testing and training faculty and staff on the systems.

To date, faculty and staff from six out of our nine divisions on campus are using our Class Climate survey system and half of our divisions are using ParScore for their assessment testing. Many programs on campus have utilized the survey system to capture student assessments on attitudes and perceptions of content in the courses to measure a desired SLO. Other programs have found the automated system of ParScore a quick and easy way to capture pre-post tests or multiple choice tests that have areas that measure a SLO in their program.

Saddleback College recognizes that research is a central component to planning and decision making and resources are being allocated to the research and planning office to enhance its ability to support institutional effectiveness.

To date, 100 percent of the 70 instructional programs have turned in an SLOs at least up to column three of the College's five column model. Fifty-nine percent of the programs have completed all five columns and are working on the next cycle of their SLOs. Fifty percent of the 33 administrative and student support units have completed AUOs up to column three of the five column model. Thirty three percent of these units have completed all five columns.

## **Current Work in SLOs**

Two major areas that the College will be focusing on in the next academic year is 1) developing, writing and assessing 1) course level SLOs and 2) institutional (college-wide) SLOs. The Institutional Effectiveness Committee is working on a proposal to address the first area of course level SLOs. The following is a description of the proposal.

## **SLO Proposal to move to the Course Level**

The following proposal is being reviewed by Saddleback College's Academic Senate and will also be reviewed by the Planning and Budget Council in April 2008.

The Institutional Effectiveness Committee with the expertise of the Curriculum Chair and Curriculum Specialist put together a plan to address moving the College to course level and institutional level student learning outcomes over the next six months in order to be in compliance of the Accreditation Commission's recommendation by October 2008. Although much has been accomplished at the program level for student learning outcomes and administrative outcomes, there is a critical need to document and have assessments in place for all courses. The highlights of the Institutional Effectiveness committee's proposal are the following:

1. All courses scheduled in the **Fall 2008 and Spring 2009** semester will have an SLO written for the course and method of assessment to be collected that semester turned in on a form created by the Curriculum Office.
2. The **Designated Discipline Expert** should determine the AREA OF COMPETENCY for the Student Learning Outcome(s) by choosing the area most appropriate for each competency identified. (7 areas identified)
3. In order to adequately support the workload for this effort and support the annual maintenance of course level SLOs a project specialist will be hired to support the Curriculum Office.
4. The Institutional Effectiveness Committee will support the College's efforts by providing any training or supported need to complete course level SLOs and any research or assessment needs

When a faculty member develops a course level SLO they will also assign an area of competency to the SLOs. There are seven defined areas are:

1. Communication (personal expression and information acquisition)
2. Computation
3. Creative, Critical, and Analytical Thinking
4. Community/Global Consciousness and Responsibility
5. Technology
6. Discipline/Subject Area Specific Content Material
7. Information competency

By having an area of competency defined for all courses, the College will be able to work on developing institutional level SLOs. The College will also address the alignment of institutional level SLOs in all of the major committees and groups on campus, including but not limited to the Planning and Budget Council, the four major committees that feed recommendations into PBC (Enrollment Management, Student Success, Institutional Effectiveness and Campus Environment), Academic Senate, Classified Senate and Deans Cabinet.

In Saddleback's Strategic Plan 2007-2010 the Institutional Effectiveness Planning Group's main strategic direction is "to create a culture of institutional effectiveness based on the ongoing assessment of outcomes as a means of facilitating systematic review and planning." Together with the past three years of SLO program level development and the current work of the course level and institutional level SLOs, the College is building a solid foundation to create a culture of institutional effectiveness.

## Appendices

- Website References:

Institutional Effectiveness Committee (Main Page)

<http://www.saddleback.edu/gov/senate/ie/>

Institutional Effectiveness (Academic Senate Committee Page)

<http://www.saddleback.edu/gov/senate/InstitutionalEffectiveness.html>

A Guide to Developing and Assessing Student Learning Outcomes and  
Administrative/Service Unit Outcomes at Saddleback College

<http://www.saddleback.edu/gov/senate/ie/PDF/GuidetoSLOs-9-29-05.doc>

- Letter to the Faculty

<http://www.saddleback.edu/gov/senate/ie/PDF/InServiceLetter-SLOs.doc>

- In-service Presentations

<http://www.saddleback.edu/gov/senate/ie/PDF/StudentLearning-DivisionPresentationFinal.ppt>

[http://www.saddleback.edu/gov/senate/ie/PDF/THEIn-ServicePresent\\_ImproveStudentLearning.ppt](http://www.saddleback.edu/gov/senate/ie/PDF/THEIn-ServicePresent_ImproveStudentLearning.ppt)

<http://www.saddleback.edu/gov/senate/ie/PDF/SLOAssessmentPP.ppt>

[http://www.saddleback.edu/gov/senate/ie/DOC/SLO\\_AUOs\\_000.pps](http://www.saddleback.edu/gov/senate/ie/DOC/SLO_AUOs_000.pps)

- SLO Newsletter

[http://www.saddleback.edu/gov/senate/documents/WordNewsletter\\_Oct06.pdf](http://www.saddleback.edu/gov/senate/documents/WordNewsletter_Oct06.pdf)

Institutional Effectiveness Strategic Plan

[http://www.saddleback.edu/gov/senate/documents/IE\\_2007\\_2010\\_Strategic\\_Plan\\_Final.pdf](http://www.saddleback.edu/gov/senate/documents/IE_2007_2010_Strategic_Plan_Final.pdf)

Institutional Effectiveness Strategic Planning Process Presentation

<http://www.saddleback.edu/gov/senate/ie/PDF/TheStrategicPlanningProcess-IE.ppt>

## Learning Outcomes Committee Progress Report

Irvine Valley College

Submitted by

Jerry Rudmann & Kari Tucker

Learning Outcomes Co-Facilitators

### *Brief background*

The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and College's (ACCJC / WASC) revised the accreditation standards in June, 2002. The revised standards place a major emphasis on the identification and assessment of student learning outcomes (SLOs). Subsequent to arrival of the revised standards, the visiting accreditation team (October, 2005) made the following recommendations:

**Recommendation 2.** The College implement college-wide dialogue on establishment and assessment of student learning outcomes at the course, program, degree, certificate, and institutional levels. (Standard 1.B.1)

**Recommendation 4.** The College develop and implement research to support the establishment and assessment of student learning outcomes at the course, program, degree, certificate, and institutional levels. (Standards II.A.1.c,2.e,f,h,i;A.3,6.a;B.1,3,4; and C.1,2).

More important than satisfying the accreditation standards, SLOs help clarify what we expect students to know and do because of our courses, programs, and services. Moreover, information acquired from assessing learning can be useful for informing and optimizing the instruction and services we provide our students.

Table 1 presents a SLO implementation summary for IVC. This table reports on how we are doing on learning outcomes at all levels: Courses, programs, institutional, and Student Services. The summary was derived from IVC's annual report submitted to ACCJC in April 2007<sup>1</sup>. While the table shows significant progress on identifying course-level SLOs, it also reveals that the college is still in the very early stages of its work on learning outcomes. Table 2 provides a discipline-by-discipline breakdown of our progress.

<sup>1</sup>It is important to acknowledge those responsible for compiling the annual report for ACCJC. Sybille Georgianna spent hours compiling and formatting the data for the report. Kari Tucker also spent a considerable number of hours reviewing data. Others who helped included Wendy

Gabriella, Kathy Schmiedler, and the Deans. The brunt of this work was done during spring break!

Table 1. SLO Implementation Summary for IVC

<b>Course Level SLO Summary for Entire College (N = 518 Courses)</b>						
	Percentage of Courses Having Identified SLOs	Assessment Plan Identified	At least 1 SLO Assessed	SLO Data Analyzed	Made Change(s) Based on Data Analysis	
<b>Course Counts</b>	<b>492</b>	<b>63</b>	<b>17</b>	<b>14</b>	<b>14</b>	
<b>%tage of all Courses</b>	<b>95.0%</b>	<b>12.2%</b>	<b>3.3%</b>	<b>2.7%</b>	<b>2.7%</b>	
<b>Program Level SLO Summary for Entire College (N = 57 Programs)</b>						
	Programs Having Program-Level SLOs	Mapping SLOs to Course Complete	Programs SLOs Having Assessment Plan	Number of Program SLOs Assessed	Number of Program SLOs Data Analyzed	Changes Made Because of Analyzed Program SLOs
<b>Counts</b>	<b>12</b>	<b>11</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>%tage of Programs</b>	<b>21.1%</b>	<b>19.3%</b>	<b>14.0%</b>	<b>3.5%</b>	<b>3.5%</b>	<b>3.5%</b>
<b>Certificate Program Level SLO Summary (N = 29 Certificates)</b>						
	Number of Certificate Programs Having SLOs Identified	Number of Certificate Programs Having SLO Assessment Plans	Number of Certificate Programs Having SLOs Data Analyzed	Number of Changes Due to Assessed and Analyzed Program SLOs		
<b>Counts</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>%tage of Certs</b>	<b>24.10%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>		
<b>Student Support Services SLO Summary (N = 13 Services)</b>						
	Services Having SLOs	Services Having Assessment Plan	Number of Service SLOs Assessed	Number of Services SLOs Data Analyzed	Changes Made Because of Analyzed Service SLOs	
<b>Counts</b>	<b>13</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>1</b>	
<b>%tage of Services</b>	<b>100.0%</b>	<b>92.3%</b>	<b>15.4%</b>	<b>15.4%</b>	<b>7.7%</b>	

Table 1. SLO Implementation Summary for IVC (Continued...)

Learning Support Services SLO Summary (N = 2 Services)						
	Identified SLO	Assessment Plan Identified	At least 1 SLO Assessed	SLO Data Analyzed	Made Change(s) Based on Data Analysis	
<b>Counts</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>%tage of Services</b>	<b>50.0%</b>	<b>50.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	
Percentage of GE Courses, Student Services "Mapped" to IVC's CORE SLO Goals						
Core SLO Goals	Communication	Critical Thinking	Global Awareness	Info Mgt	Pers, Prof, Civic Responsible	
<b>GE Courses (N=315)</b>	<b>26%</b>	<b>26%</b>	<b>17%</b>	<b>15%</b>	<b>14%</b>	
<b>Student Services</b>	<b>87%</b>	<b>13%</b>	<b>7%</b>	<b>0%</b>	<b>86%</b>	
**This category was changed to Aesthetic Awareness after counts were completed.						

Table 2. SLO Progress Data for All Disciplines

School	Discipline	Number of Eligible Courses	Percentage of Courses having Identified SLOs	Assessment Plan Identified	At least 1 SLO Assessed	SLO Data Analyzed	Made Change(s) Based on Data Analysis
BS	ACCT	9	100%	0%	0%	0%	0%
BS	CIM	38	100%	0%	0%	0%	0%
BS	CWE	1	100%	0%	0%	0%	0%
BS	MGT	11	100%	0%	0%	0%	0%
BS	RE	10	100%	0%	0%	0%	0%
FA	ART	16	94.00%	0%	0%	0%	0%
FA	DMA	6	16%	20%	0%	0%	0%
FA	FA	1	100%	0%	0%	0%	0%
FA	MUS	26	100%	46%	0%	0%	0%
FA	PHOT	6	100%	17%	0%	0%	0%
FA	SP	5	100%	0%	0%	0%	0%
FA	TA	18	89%	0%	0%	0%	0%
GC	CSTU	4	100%	50%	50%	50%	0%
HPEA	APE	2	100%	0%	0%	0%	0%
HPEA	DNCE	16	88%	20%	0%	0%	0%
HPEA	HLTH	2	100%	0%	0%	0%	0%
HPEA	IA	7	100%	0%	0%	0%	0%
HPEA	NUT	1	100%	0%	0%	0%	0%
HPEA	PE	38	100%	0%	0%	0%	0%
HUM	CHI	4	100%	0%	0%	0%	0%
HUM	ESL	50	100%	0%	0%	0%	0%
HUM	ESS	3	100%	0%	0%	0%	0%
HUM	FR	8	100%	0%	0%	0%	0%

HUM	HIST	10	100%	0%	0%	0%	0%
HUM	HUM	6	100%	0%	0%	0%	0%
HUM	JA	8	100%	0%	0%	0%	0%

Table 2. SLO Progress Data for All Disciplines (Continued...)

School	Discipline	Number of Eligible Courses	Percentage of Courses having Identified SLOs	Assessment Plan Identified	At least 1 SLO Assessed	SLO Data Analyzed	Made Change(s) Based on Data Analysis
HUM	LIT	5	100%	0%	0%	0%	0%
HUM	PHIL	4	75%	0%	0%	0%	0%
HUM	RD	4	100%	0%	0%	0%	0%
HUM	SIGN	2	100%	0%	0%	0%	0%
HUM	SPAN	8	100%	0%	0%	0%	0%
HUM	WR	7	86%	0%	0%	0%	0%
LIB	LIB	1	100%	0%	0%	0%	0%
LIB	TU	2	50%	0%	0%	0%	0%
LST	BIO	24	96%	0%	0%	0%	0%
LST	ENV	1	100%	0%	0%	0%	0%
M/CS/E	CISS	1	100%	0%	0%	0%	0%
M/CS/E	CS	16	100%	0%	0%	0%	0%
M/CS/E	CWE	1	100%	0%	0%	0%	0%
M/CS/E	DMP	4	100%	0%	0%	0%	0%
M/CS/E	DR	3	100%	0%	0%	0%	0%
M/CS/E	ENGR	1	100%	0%	0%	0%	0%
M/CS/E	MATH	19	95%	42%	21%	21%	21%
M/CS/E	MSS	1	100%	0%	0%	0%	0%
PS	ASTR	2	100%	0%	0%	0%	0%
PS	CHEM	7	100%	0%	0%	0%	0%
PS	ERTH	1	100%	0%	0%	0%	0%
PS	ET	7	100%	100%	0%	0%	0%
PS	GEOL	4	75%	0%	0%	0%	0%
PS	MS	1	100%	0%	0%	0%	0%
PS	PHYS	6	100%	0%	0%	0%	0%
SS	AJ	10	100%	0%	0%	0%	0%
SS	ANTH	4	100%	0%	0%	0%	0%
SS	CWE	3	0%	0%	0%	0%	0%
SS	ECON	7	100%	71%	0%	0%	0%
SS	GEOG	5	80%	0%	0%	0%	0%
SS	HD	19	100%	74%	47%	32%	32%
SS	PS	8	75%	0%	0%	0%	0%
SS	PSYC	12	100%	33%	33%	33%	33%
SS	SOC	6	100%	0%	0%	0%	0%
<b>College wide averages:</b>			<b>94.98%</b>	<b>12.16%</b>	<b>3.28%</b>	<b>2.70%</b>	<b>2.70%</b>
Across all 518 courses offered in sp/sum 2007							



## Accomplishments for 2006-07

### **A. Workshops provided to faculty, staff and administration**

- Flex workshops during fall, 2006:
  - SLOs Part 1 – Introduction to learning outcomes, August 25th
  - SLOs Part II – Assessment strategies, September 15
- Workshop for administrators, October 17
- Flex week workshops during spring, 2007:
  - Blackboard to gather pre-test and post test learning assessment data;
  - Student Response Systems (classroom clickers) to engage students, determine comprehension levels, and automatically record learning outcome assessment data during class sessions;
  - Online scoring rubrics for the assessment of robust learning outcomes;
  - Calibrated Peer Review (CPR) to evaluate written assignments and efficiently assess robust student learning outcomes;
  - Special “hands on” workshops for faculty in disciplines undergoing 2006-2007 program review. Topics included procedures for embedded assessment, authentic assessment, and, for objective format assessments, item analysis procedures.

**B. Consultation with faculty and staff**, mainly through email communication, the Learning Outcomes co-chairs provided many hours of on-going feedback to faculty and staff working on SLOs. We are very pleased to say that each of the programs that underwent program review during 2006-07 completed the SLO component of their reviews! These disciplines and/or services consulted with the learning outcomes facilitators for feedback and guidance on their SLOs: Anthropology, Dance, Electronics, Library Services, Transfer/Career Placement, Counseling Services, Art History, Visual Arts, Photography, Digital media art, Painting, Drawing, Gallery, 2D/3D Design, Music, and Geography.

The following programs are scheduled for program review in 2007-2008: **Biology, Chemistry, History, Intercollegiate Athletics, Mathematics, Computer Information Management, Psychology, Speech, International Student Center, Supportive Services, Financial Aid and the Veteran’s Program.**

**C. Professional conference presentations**, October 4 – 6: Two members of the learning outcomes committee gave presentations on learning assessment at the annual Student Success Conference in San Diego. Miriam Castroconde presented on SLOs in mathematics, and Jerry Rudmann gave presentations on SLOs in social sciences and Student Services.

**D. SLO management software evaluation**, April 13: In response to our invitation, David Shupe of eLumen gave a presentation on his software to representatives from

district IT, Saddleback SLO leadership, and IVC's Learning Outcomes Committee. A decision was made to purchase the eLumen because it provides an efficient way to manage and track progress on SLOs. More important, this software is user-friendly and will increase the likelihood that instructors will assess SLOs and make use of the assessment information. It is hoped that the Board of Trustees will approve funding for eLumen during their June meeting. If the software is purchased, the Learning Outcomes Committee will begin to work immediately on an implementation / training plan.

**E. Research and Development (R&D)** - The Learning Outcomes co-chairs researched and/or developed several new assessment tools and strategies during the academic year. Among these new developments are:

1. Creating an "Academic and Career Goal Clarity" scale. This is a home-grown instrument showing good promise as a tool for identifying students who lack academic and/or career focus. Studies on this new instrument are nearly complete. We feel the scale will be useful for SLO assessment in Student Services (e.g., for gauging the effectiveness of academic and career counseling, and related workshops and courses).
2. A scanning system (using Scantron answer sheets) for processing embedded SLO questions on regular course examinations. IVC instructors will have a highly efficient way to assess SLOs.
3. New SLO measures for Student Services. Drs. Tucker and Rudmann, working with DSP&S and EOP&S departments from the Region 8 community colleges, have completed data gathering for the study. Preliminary findings show that scores on the assessment instruments correlate with academic outcomes (e.g., semester GPA and course success rates). Moreover, pre to posttest gain scores correlate with use of services, such as academic counseling, provided to students. A report with recommendations will be issued by this fall.
4. Calibrated Peer Review as a way to promote deeper learning and efficiently capture and organize student learning data. CPR is being tested in several sections of Introductory Psychology. In an effort to expand the CPR user base, a flex presentation on CPR is scheduled for this August.
5. Evaluation of online rubrics generators. These free online tools have been found to be very practical for developing customized scoring rubrics.

**F. Review and refinement of the IVC Institutional Learning Outcomes** - The General Education Committee, under Kate Clark's leadership, did a splendid job in refining the Institutional Learning Outcomes. The new outcomes are clearer and easier to work with. We have already developed new forms to assist faculty and staff in mapping course, program, and service SLOs to the college's Institutional Learning Outcomes. The GE Committee did wonderful work on this! Please see the attachment with the newest college level SLOs.

**G. Development of the August 2007 flex week sessions related to SLOs** – The LO Committee developed the following flex workshops for the fall.

**1. How to use IVC's new Student Response Systems (clickers) to enliven your class and promote learning**

**When and Where:** Monday August 13 from 1 to 4 pm in B116

**Session Description:** Our own Jo Ann Noyes will walk participants through the process of setting up and using clickers in the classroom. (The Learning Outcomes Committee has just purchased 45 state-of-the art hand held clickers.) Clickers can be used to track the progress of individual students, promote student involvement, see if the class as a whole is "getting it," conduct quizzes, and to automatically track progress on your Student Learning Outcomes (SLOs).

**2. Workshop (and Refresher Course) on Student Learning Outcomes – come and “get it done!”**

**When and Where:** Tuesday August 14 from 1:30 to 4:30 pm in B116

**Session Description:** After a brief overview on SLOs, participants will 1) identify their course and program SLOs, 2) map their course and program SLOs to IVC's college level learning outcomes, 3) use an online rubric generator to create an effective way to assess course and program learning outcomes and to clearly communicate your expectations to your students, and 4) create “embedded assessment” items for exams that are scored using Scantron forms. Discipline “teams” are strongly encouraged to attend, especially for programs undergoing Program Review this year.

**3. Hands-on Workshop: Using Calibrated Peer Review (CPR) – capped at 20.**

**When are Where:** Wednesday, August 15th from 9 am to 1 pm – Library 101

Workshop Description (for Flex Week Program): Hands-on Workshop: Learn to use Calibrated Peer Review (CPR) to have your students write more and master the

Angelo, T.A., & Cross, K.P.	1993	Classroom Assessment Techniques: A handbook for college teachers
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course's most critical learning outcomes, but without increasing the time you spend reading their papers (students do all the reading and scoring!!!). This workshop applies to ALL disciplines. The Psychology Dept, for example, already uses CPR and loves it! CPR can be used effectively in both traditional and online courses.

**I. Learning outcome resource books placed in the IVC library -** The Learning Outcomes Committee has placed excellent reference books on student learning and assessment on reserve in the library. See below.

Barkley, E.F., Cross, K.P., & Major, C.H.	2005	Collaborative Learning Techniques: A handbook for college faculty
Bean, J.C.	2001	Engaging Ideas: The professor's guide to integrating writing, critical thinking, and active learning in the classroom
Conrad, R., & Donaldson, J.A.	2004	Engaging the Online Learner: Activities and resources for creative instruction
Diamond, R.M.	1998	Designing and Assessing Courses and Curricula
Walvoord, B.E., & Johnson-Anderson, V.	1998	Effective Grading: A tool for learning and assessment
Walvoord, B.E.	2004	Assessment Clear and Simple: A practical guide for institutions, departments, and general education
Weimer, M.	2002	Learner-Centered Teaching

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.1**  
**DATE: 4/28/08**

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

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Minutes from :  
March 24, 2008 Meeting of the Board of Trustees (Exhibit A)  
Are submitted to the Board for review and approval.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AUDITORIUM, ROOM 145, HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK  
COLLEGE

**MINUTES OF THE BOARD OF TRUSTEES' MEETING**  
**March 24, 2008**

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

**PRESENT**

Members of the Board of Trustees:

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

**Administrative Officers:**

Raghu P. Mathur, Chancellor  
Gary Poertner, Deputy Chancellor  
Andreea Serban, Vice Chancellor, Technology and Learning Services  
Robert King, Vice Chancellor, Human Resources  
Richard D. McCullough, President, Saddleback College  
Glenn Roquemore, President, Irvine Valley College

**1.0 PROCEDURAL MATTERS**

**1.1 Call To Order**

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

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

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

**1. Public Employee Discipline/Dismissal/Release (3)**

**B. Conference with Labor Negotiators (GC 54957.6)**

**1. Negotiator - Dr. Raghu Mathur; SOCCCD Faculty Association**

**2. Negotiator - Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586**

**3. Negotiator - Dr. Raghu Mathur; SOCCCD Police Officers Association****C. Conference with Real Property Negotiators (GC 54956.8)****1. Property - Lease of Portion of Advanced Technology and Education Park (ATEP) Property at 15445 Lansdowne Road, Tustin, CA Agency Designated Representative - Dr. Raghu Mathur; Negotiating Parties (1) Camelot Entertainment; (2) CSU-Fullerton; (3) Young Americans; and (4) Chapman University/University College. Under Negotiation - Price and Terms of Payment****2. Property - Use of Portion of Saddleback College at 28000 Marguerite Parkway, Mission Viejo, CA Agency Designated Representative - Dr. Raghu Mathur; Negotiating Party: Avery Investment Trust Under Negotiation - Price and Terms of Payment****D. Conference with Legal Counsel (GC 54956.9)****1. Existing Litigation (GC 54956.9[a])****a. Crosby v. SOCCCD****2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3] [A]) (3)****3. Initiation of Litigation (GC 54956.9[c]) (2)****RECONVENE OPEN SESSION: 7:00 P.M.****2.0 PROCEDURAL MATTERS****2.1 Actions Taken in Closed Session****2.2 Invocation Led by Trustee John Williams****2.3 Pledge of Allegiance Led by Trustee David Lang****2.4 Resolutions / Presentations / Introductions Resolution: John Polikaitis, Dedicated Saddleback College Employee.****2.5 Public Comments****Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. Speakers are limited to two minutes each.****3.0 REPORTS****3.1 Oral Reports: Speakers are limited to two minutes each.**

**A. Board Reports**

Trustees Padberg, Fuentes, Williams, Wagner, Milchiker, Lang and Student Trustee Reynard gave reports.

**B. Chancellor's Report**

Chancellor Mathur gave a report.

**C. Board Requests for Report(s):****4.0 DISCUSSION ITEMS**

**4.1 Saddleback College and Irvine Valley College: Curriculum Report Reports from Saddleback College and Irvine Valley College on curriculum development and the status of the implementation of the new curriculum management system.**

This item will be brought back next month for a presentation.

**5.0 CONSENT CALENDAR ITEMS**

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

Trustee Wagner requested Item 5.12 be pulled, Trustee Padberg requested Item 5.13 be pulled and Trustee Milchiker requested Item 5.19 be pulled.

On a motion made by Trustee Williams and seconded by Trustee Lang the balance of items on the consent calendar were approved on a 7-0 vote.

**5.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of a regular meeting on February 20, 2008.**

**5.2 Irvine Valley College: Curriculum Revisions for the 2008-09 Academic Year Approve proposed changes in curriculum for the 2008-09 academic year at Irvine Valley College.**

**5.3 Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center Approve change order requests increasing the project cost by \$49,901.00. Total revised contract amount is \$14,989,532.00.**

**5.4 Saddleback College: Career Technical Education: Equipment for Nursing and Allied Health Program Approve acceptance of the California Community Colleges Chancellor's Office allocated funds to Saddleback College in the amount of \$108,399.00**

**5.5 Saddleback College: Out-of-State Field Studies Course Approve out-of-state travel request for up to twenty-two students at Yellowstone National Park, Wyoming, June 19 - June 29, 2008.**



**5.6 Saddleback College: Out-of-State Travel Architecture Special Topics Course Approve out of state travel request for Architecture 289 Special Topics Boston Architecture, in Boston, Massachusetts, June 28 - July 5, 2008**

**5.7 Saddleback College: BGS Building: Purchase Furniture Approve contracting with McMahan Business Interiors to purchase furniture per Public Contract Code Sections 20118 and 20652. Purchase contingent upon availability of funds.**

**5.8 Saddleback College: Notice of Completion: Roofing Replacement of the P.E. Complex Approve filing of the Notice of Completion.**

**5.9 Saddleback College: Hire DSA Certified Inspector: Fine Arts (McKinney Theatre) Restroom Expansion Approve agreement with Joyce Inspections and Testing, Inc. in the amount of \$108,928.00.**

**5.10 Saddleback College: Sale of Library Surplus Under \$5,000 Per Year Approve the private sale of library surplus.**

**5.11 Saddleback College: Speakers Approval of honorarium and travel expenses for speakers at Saddleback College.**

**5.12 Saddleback College and Irvine Valley College: Community Education, Summer 2008 Approve Saddleback College Community Education Summer 2008 courses, presenters, and compensation and Irvine Valley College Summer 2008 additional or revised courses, presenters, and/or fees.**

On a motion made by Trustee Lang and seconded by Trustee Fuentes, this item passed on a 5-0 vote with Trustees Wagner and Fuentes abstaining.

**5.13 SOCCCD: Trustees' Requests for Attending Conferences Approve Trustees' requests for attending conferences.**

On a motion made by Trustee Wagner and seconded by Trustee Williams, this item passed on a 7-0 vote.

**5.14 SOCCCD: Purchase Orders/Confirming Requisitions Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-03203 through P08-03755 amounting to \$2,605,451.25 and P09-00001 through P09-00002 amounting to \$3,790.81. Approve confirming requisitions dated January 29, 2008 through March 5, 2008 totaling \$230,657.72.**

**5.15 SOCCCD: Payment of Bills Approve Check Nos. 067908 through 068801 processed through the Orange County Department of Education, totaling \$6,348,825.98; Check Nos. 009136 through 009150, processed through Saddleback College Community Education, totaling \$93,548.04.**

**5.16 SOCCCD: Budget Amendment: Adopt Resolution No. 08-05 to Amend 2007-2008 Restricted Child Development Fund Adopt resolution.**

**5.17 SOCCCD: Gifts to the District and Foundation Approve acceptance of various**

donated items.

**5.18 SOCCCD: Transfer of Budget Appropriations Approve transfers as detailed.**

**5.19 SOCCCD: February/March 2008 Contracts  
Ratify contracts as listed.**

On a motion made by Trustee Williams and seconded by Trustee Padberg this item passed on a 6-1 vote with Trustee Milchiker opposing.

## **6.0 GENERAL ACTION ITEMS**

**6.1 SOCCCD: Resolution No. 08-06: Adopt CEQA Guidelines  
Approve Resolution adopting the guidelines of the Secretary of the Resources Agency.**

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

**6.2 ATEP: Recess to Public Hearing: Short Range Plan and Notice of Exemption  
Conduct a public hearing to provide an opportunity for the public to comment on the  
subject of Short Range Plan and Notice of Exemption for ATEP.**

The Board meeting was recessed at 8:43 p.m. to a public hearing. The public hearing was closed at 8:43 p.m. and the regular Board meeting resumed.

**6.3 ATEP: Resolution No. 08-07: Adopt Short Range Plan and Notice of Exemption  
Approve resolution and short range plan including notice of exemption.**

On a motion made by Trustee Lang and seconded by Trustee Williams the Board approved Resolution No. 08-07 as amended on a 7-0 vote.

**6.4 SOCCCD: Exclusive Right to Negotiate Agreement:--Amendment No. 4.  
Approve Amendment No. 4 between the District and Camelot Entertainment Group.**

On a motion made by Trustee Wagner and seconded by Trustee Padberg, this motion passed on a 7-0 vote.

**6.5 SOCCCD: Reimbursement Agreement: Camelot Development Tustin, LLC Approve  
agreement in the estimated amount of \$786,100.00.**

On a motion made by Trustee Padberg and seconded by Trustee Williams, this item passed on a 5-2 vote with Trustees Fuentes and Milchiker opposing.

**6.6 SOCCCD: Amend Contract: Jackson/DeMarco/Tidus/  
Peterson/Peckenpaugh  
Approve Engagement Letter to increase hourly rates.**

On a motion made by Trustee Padberg and seconded by Trustee Williams, this item passed on a 7-0 vote.

**6.7 SOCCCD: Special Services Agreement: Liebert Cassidy Whitmore Approve Agreement for Special Services no hourly rate increase.**

On a motion made by Trustee Lang and seconded by Trustee Williams, this item passed on a 7-0 vote.

**6.8 SOCCCD: Allocation of 2007-08 District Basic Aid Funds for Priority Projects Approve allocation of district basic aid funds as listed.**

On a motion made by Trustee Fuentes and seconded by Trustee Williams, this item passed on a 7-0 vote.

**6.9 SOCCCD: CCCT Board of Directors Election - 2008 Nomination of ten individuals to the CCCT Board of Directors.**

On a motion made by Trustee Fuentes and seconded by Trustee Padberg, this item was tabled on a 6-1 vote with Trustee Milchiker opposing.

**6.10 SOCCCD: Board Policy Revision: BP 3100-Budget Preparation, BP 3101-Budget Management, BP 3101.5-Fiscal Management, BP 3105-Audits, BP 3200-Purchasing, BP 3200.1-Contracts, BP 3520-Refreshments and Meals at District Functions, BP 3600-Disposition of District Property, BP 4001-Personnel Use of Public Resources, BP 4000.5-Prohibition of Harassment and Discrimination, BP 4010-Commitment to Diversity, BP 4012-Academic Administrators and Classified Managers Personnel Files, BP 4021-Classified Managers, BP 4072-Domestic Partners, BP 4101.2-Number of Pay Installments for Academic Personnel, BP 4113-Parental Leave for Administrators and Classified Management Personnel, BP 5301-Course Repetition, BP 5405-Student Complaint Policy, BP 5600-Associate Degree Requirements, BP 5601-Certificate Programs, BP 5606-International Student Admissions Accept for discussion/approval.**

BP 4072 was pulled by administration. On a motion made by Trustee Lang and seconded by Trustee Padberg, the Board approved this item be tabled until next month on a 6-0 vote with Trustee Fuentes absent.

**6.11 SOCCCD: Board Policy Revision: BP 5300 - Grading Policy, BP 6100 - Curriculum, and BP 6115 - Community Education Programs Accept for review and study.**

On a motion made by Trustee Lang and seconded by Trustee Padberg, this item passed on a 6-0 vote, with Trustee Fuentes absent.

**6.12 Irvine Valley College: Honorary Associate Degree Awards Approve awarding of Honorary Associate Degrees to Julie Davis and William Woollett, Jr.**

On a motion made by Trustee Lang and seconded by Trustee Wagner this item passed on a 5-1 vote, with Trustee Padberg opposing, and Trustee Fuentes was absent.

**6.13 SOCCCD: Neudesic Contract Addendum 2007-08 Approve addendum to the 2007-08 contract between SOCCCD and Neudesic Inc.**

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

On a motion made by Trustee Williams and seconded by Trustee Milchiker it was unanimously approved that the meeting be extended to 9:15 p.m.

**6.14 Saddleback College: Award of Bid: Fine Arts (McKinney Theatre) Restroom Expansion, Bid No. 1071**

**Approve agreement with JRH Construction in the amount of \$1,860,975.00.**

On a motion made by Trustee Williams and seconded by Trustee Padberg, this item was tabled on a 5-2 vote with Trustees Lang and Wagner opposing.

**6.15 Academic Personnel Actions**

**Approve Academic Temporary Part-time/Substitute Staff; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Resignation/Retirement/Conclusion of Employment.**

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

**6.16 Classified Personnel Actions**

**Approve New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Authorization to Establish and Announce A Classified Position; Authorization to Revise the Salary Schedule for the Classified Bargaining Unit; Out of Class Assignments; Change of Status; Classified Bilingual Stipend, Additional Compensation Resignation/Retirement/ Conclusion of Employment; Volunteers.**

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

**6.17 Irvine Valley College: Network Equipment: Business Sciences and Technology Innovation Center Approve purchase of Cisco network equipment from Nexus IS for \$168,090.00.**

On a motion made by Trustee Padberg and seconded by Trustee Williams, this item passed on a 7-0 vote.

**6.18 Saddleback College: Rescind Award of Bid: Stereo Lithography Equipment Rescind approval of Bid No. 1073 and accept donation of Stereolithography Equipment from Sony Manufacturing Systems America, Inc.**

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

**7.0 REPORTS**

**7.1 SOCCCD: GASB 43 & 45 Compliance Vendor Selection Selection process for GASB 43 and 45 compliant vendor.**

**7.2 Irvine Valley College: Updating Current IVC Seal**  
**The updated college seal is presented for information.**

**7.3 Saddleback College: NSF Grant - Train the Trainer Rapid Prototyping Workshop**  
**Saddleback College will be sponsoring a workshop on "Solid Modeling" Technology.**

**7.4 Saddleback College and Irvine Valley College: Professor of the Year Saddleback College and Irvine Valley College will announce the 2009 Full-Time, Part-Time, and Emeritus Professors of the Year.**

**7.5 SOCCCD: Basic Aid Report Projected receipts and approved projects.**

**7.6 SOCCCD: Facilities Plan Status Report Status of current construction projects.**

On a motion made by Trustee Lang and Seconded by Trustee Williams the meeting was adjourned on a 4-3 vote with Trustees Milchiker, Padberg and Wagner opposing.

**7.7 SOCCCD: Monthly Financial Status Report This report displays the adopted budget, revised budget and transactions through February 29, 2008.**

**7.8 SOCCCD: List of Board Requested Reports Information as requested.**

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

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

**K. Irvine Valley College Classified Senate**

**L. District Services Classified Senate**

**M. Police Officers' Association**

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

The meeting was adjourned at 9:17 p.m.

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Raghu P. Mathur, Secretary

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Consultant Agreement-Quick Caption Contract  
**ACTION:** Approval

---

**BACKGROUND**

The Special Services Program at Saddleback College is charged with the responsibility of providing real time captioning services for deaf and hearing-impaired students enrolled at Saddleback College to enable these students to succeed in their courses. Real time captioning services for the deaf and hearing impaired are required by federal and state statute. Categorical funds may be expended to hire real time captionists.

**STATUS**

Quick Caption has indicated a willingness to work with the Special Services Program to place real time captionists at Saddleback College on an as-needed basis at a rate of \$58.00 per hour. It is anticipated that a maximum of 200 hours will be needed during the 2008-2009 academic year. The Special Services Department has budgeted \$11,600 from Disabled Students Program & Services (DSP&S) categorical funds for this expenditure. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve a contract with Quick Caption to act as a referral source for real time captioning services on an as-needed basis for an amount not to exceed \$11,600 from the DSP&S Categorical funds.

Item Submitted By: *Dr. Richard D. McCullough, President*

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: BGS Building: Furniture Acquisition  
**ACTION:** Approval

---

### **BACKGROUND**

The BGS building at Saddleback College has been renovated and is due to re-open this summer. Saddleback College staff needs to purchase various office and classroom furniture for the remodeled BGS building. On March 24, 2008, the Board approved contracting with McMahan Business Interiors for the purchase of furniture pursuant to Bid No. 03-04, awarded to them by Santa Ana Unified School District.

### **STATUS**

Staff met with McMahan Business Interiors and has established the attached list, Exhibit A, of required classroom and office furniture to commence operation of the facility for the fall 2008/2009 semester. Total cost of the office and classroom furniture will not exceed \$600,000. Purchases will be made within the term of the agreement awarded to McMahan Business Interiors by Santa Ana Unified School District. Funding for the purchase of the furniture has been identified and budgeted through the College's general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve of the purchase of classroom and office furniture from McMahan Business Interiors for the BGS Building in an amount not to exceed \$600,000.



# BGS Furniture Proposal

Exhibit A

<b>Room Numbers:</b>	<b>Total:</b>
BGS 202-7 / NEW 207	\$7,217
BGS 302-7 / NEW 304	\$7,080
BGS 302-8 / NEW 305	\$7,080
BGS 302-9 / NEW 307	\$7,184
BGS 302-12 / NEW 320	\$8,008
BGS 302-13 / NEW 321	\$7,365
BGS 302-14 / NEW 322	\$7,144
BGS 302-15 / NEW 323	\$7,301
BGS 302-16 / NEW 311	\$12,702
BGS 302-17 / NEW 316	\$6,637
BGS 303 / NEW 318	\$8,572
BGS 310-1 / NEW 346	\$7,585
BGS 310 / NEW 340	\$11,933
BGS 315-1 / NEW 349	\$7,039
BGS 312-11 / NEW 310	\$3,533
BGS 313 / NEW 344	\$6,051
BGS 314-01 / NEW 345	\$7,654
BGS 135 EARLY CHILDHOOD	\$8,284
BGS 103 / NEW 103	
BGS 102 / NEW 102	\$14,874
BGS 108 / NEW 115	\$5,912
BGS 317 / NEW 351	\$5,928
BGS 316 / NEW 350	\$8,071
BGS 315 / NEW 348	\$8,006
BGS 314 / NEW 347	\$10,370
BGS 110 / NEW 120	\$5,640
BGS 125	\$6,565
BGS 314 DIVISION OFFICE	\$10,584
2ND FLOOR FACULTY OFFICE	\$98,302
BGS 302-1 / NEW 300	\$7,616
BGS 312 / NEW 343	\$5,726
BGS 302-2 / NEW 301	\$7,144
BGS 302-5 / NEW 302	\$7,144
BGS 302-6 / NEW 303	\$7,144

# BGS Furniture Proposal

Exhibit A

<b>Room Numbers:</b>	<b>Total:</b>
BGS 302-3 / NEW 312 BGS 302-10 / NEW 308	\$6,709
BGS 202-19 / NEW 223	\$2,970
BGS 202-13 / NEW 213	\$6,438
BGS 202-15 / NEW 216	\$4,794
BGS 202-14 / NEW 215	\$8,184
BGS 228 FACULTY OFFICES	\$52,878
NEW AREA / NEW 201	\$5,128
NEW BGS 248A	\$57,891
NEW BGS 233	\$966
NEW BGS 232/244/245	\$21,891
NEW BGS 248	\$12,385
BGS 111 / NEW 131, BGS112 / NEW130 BGS 113 / NEW 132	\$51,436
1ST, 2ND, & 3RD HALLWAYS	\$12,424

**GRAND TOTAL:**

**\$591,488**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Award of Bid: Science Equipment  
**ACTION:** Approval

---

**BACKGROUND**

The science programs at Saddleback College have a need to purchase equipment to be used for instructional purposes. Because of the amounts involved, formal bids were requested.

**STATUS**

On March 26 and April 2, 2008, Bid No. 1076 for Science Equipment was advertised. In addition, invitations were sent to thirty nine (39) prospective vendors. Eighteen (18) vendors responded and their bids were opened on April 11, 2008. Thirteen (13) vendors submitted low bids on specific items as shown on EXHIBIT A for a total amount of \$114,082.69, including sales tax and freight. Saddleback College staff reviewed the bids and recommend vendors as indicated.

Funds are budgeted in the college's general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 1076 for Science Equipment for Saddleback College for a total of \$114,082.69 to the vendors listed on EXHIBIT A.

**BID NO. 1076**  
**SCIENCE EQUIPMENT**  
**SADDLEBACK COLLEGE**  
**APRIL 28, 2008**

<u>VENDORS</u>	<u>AMOUNT</u>
FREY SCIENTIFIC Nashua, NH	\$ 631.41
BENZ MICROSCOPE OPTICS CENTER Ann Arbor, MI	753.17
SCOPE CITY Simi Valley, CA	1,053.79
APPLE SCIENTIFIC Chesterland, OH	1,132.45
KLINGER ED. PRODUCTS College Point, NY	3,688.07
VWR INTERNATIONAL San Dimas, CA	3,714.32
SPECTRUM CHEMICALS Tucson, AZ	3,962.39
EPPENDORF NORTH AMERICA Lake Forest, CA	4,225.68
PASCO Roseville, CA	10,263.46
SARGENT - WELCH Arlington Heights, IL	14,132.44
FISHER SCIENTIFIC Oak Hills, CA	17,062.20
OPT Oceanside, CA	24,887.01
BIO-RAD LABS, INC. Hercules, CA	<u>28,576.30</u>
GRAND TOTAL	\$114,082.69

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Award of Bid: Automotive Equipment  
**ACTION:** Approval

---

**BACKGROUND**

To enhance the automotive technology program at Saddleback College, funds were allocated by the college to purchase equipment. Because amounts were expected to exceed the public contract code allowance of \$72,400 for equipment, formal bids were requested.

**STATUS**

On March 6 and 13, 2008, Bid No. 1074 for automotive equipment was advertised. In addition, invitations were sent to fourteen (14) prospective vendors. Five (5) vendors responded and their bids were opened on March 24, 2008. Two (2) vendors submitted low bids on specific items as shown on EXHIBIT A for a total amount of \$200,090.40, including sales tax and freight.

Saddleback College staff reviewed the bids and recommend Alpha-Omega Enterprises for \$32,637.71 and Hopper Equipment and Supply for \$167,452.69

Funds are available from the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 1074 for automotive equipment for Saddleback College for a total of \$200,090.40 to the vendors listed on EXHIBIT A.

**BID NO. 1074  
AUTOMOTIVE EQUIPMENT  
SADDLEBACK COLLEGE  
APRIL 28, 2008**

<b><u>VENDORS</u></b>	<b><u>AMOUNT</u></b>
* ALPHA-OMEGA ENTERPRISES INC. Mission Viejo, CA	\$ 32,637.71
* HOPPER EQUIPMENT & SUPPLY INC. Upland, CA	\$ 167,452.69

\* Recommended for approval

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Amendment to Agreement with Environmental Project Manager  
**ACTION:** Approval

---

**BACKGROUND**

On April 25, 2005, the Board of Trustees approved hiring Bainbridge Group, Inc. to provide environmental project management for the Mold Abatement and Air Quality Improvements at the BGS building at Saddleback College for \$34,000.00 plus additional expenses, not to exceed a total of \$50,000.00. On August 29, 2005 the Board approved an amendment to the agreement, increasing the total not to exceed amount by \$30,000 for a revised total of \$80,000.00. On March 27, 2006 the Board approved an amendment to the agreement increasing the total not to exceed amount by \$50,000.00 for a revised total of \$130,000.00.

**STATUS**

There was a need for additional project management services and testing during the remediation and reconstruction phase of the project due to discovery of previously unknown conditions within the building requiring remediation.

EXHIBIT A is a proposed amendment to the agreement that increases the total not to exceed amount by \$70,000.00 for a revised total amount of \$200,000.00.

There are funds available in the project account to cover this amendment.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 3, EXHIBIT A to the agreement with Bainbridge Group, Inc. increasing the total not to exceed amount to \$200,000.00.

**AMENDMENT NO. 3  
TO PROJECT MANAGEMENT SERVICES AGREEMENT  
FOR MOLD ABATEMENT AND AIR QUALITY IMPROVEMENT PROJECT  
AT SADDLEBACK COLLEGE**

**APRIL 28, 2008**

**THIS AMENDMENT** shall modify the original agreement dated April 27, 2005, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and Bainbridge Group, Inc., 15941 Red Hill Blvd., Tustin, CA 92780, (714) 247-0024 hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article 16 of the original agreement establishes that it may be amended only by a written amendment executed by both parties; and

**WHEREAS**, Article 3 of the original agreement establishes the compensation to be paid to CONSULTANT; and

**WHEREAS**, On March 27, 2006, the original agreement was modified to increase the total not to exceed amount to \$130,000.00; and

**WHEREAS**, there is a need for continuous mold abatement project management services beyond those included in the original agreement and Amendment No. 2,

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

1. Revise Article 3 as follows:

"DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Two Hundred Thousand and No/100 Dollars (\$200,000.00) upon satisfactory completion of these services."

**"DISTRICT"**  
South Orange County Community College District

**"CONSULTANT"**  
Bainbridge Group

By: \_\_\_\_\_  
Gary Poertner

By: \_\_\_\_\_

Title: Deputy Chancellor

Title: \_\_\_\_\_

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

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



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Golf Driving Range: Contract for Management Services  
**ACTION:** Approval

---

**BACKGROUND**

The current agreement for managing the public side of the Saddleback College Golf Driving Range is a five-year management contract that expires June 30, 2008. District staff published bid requests for a new three year management agreement with two (2) one (1) year extensions in "The Orange County Register" as required by the Public Contract Code.

**STATUS**

On April 3, 2008, a pre-proposal meeting was held at Saddleback College. Two (2) potential vendors attended and were given the request for proposals for Bid No. 282D. One (1) vendor responded to the invitation for proposals and the proposal was opened on March 27, 2008. The proposal offers to provide management services for a guaranteed management fee of \$6,000.00 per month and an incentive fee of four percent (4%) of all gross sales, not to exceed a combined total of \$12,000.00 per month. These are the same terms as in the current contract. A pro forma income statement was requested as part of the bid package and is attached for information, EXHIBIT A. Comparing this pro forma statement with the previous four year financial performance validates the figures in the pro forma statement. College staff has reviewed the bids and recommend award.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award a contract to manage the Saddleback College Golf Driving Range to Donovan Bros. Golf, Inc. for three years with two (2) one (1) year extensions at \$12,000.00 per month.

Economic Assessment  
Saddleback Driving Range  
Operational Pro Forma

	Year 1	Year 2*	Year 3	Year 4*	Year 5
Driving Range Public	525,000.00	570,000.00	570,000.00	615,000.00	615,000.00
Driving Range Scholastic	25,000.00	30,000.00	30,000.00	35,000.00	35,000.00
Pro Shop	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Food & Beverage	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Lessons	33,000.00	36,000.00	36,000.00	39,000.00	39,000.00
	<u>618,000.00</u>	<u>671,000.00</u>	<u>671,000.00</u>	<u>724,000.00</u>	<u>724,000.00</u>
Cost of Sales					
Merchandise	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Food\Beverage	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
	<u>25,000.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>25,000.00</u>
Gross Profit	593,000.00	646,000.00	646,000.00	699,000.00	699,000.00
Operation Expenses					
Payroll	260,000.00	273,000.00	273,000.00	286,650.00	286,650.00
Payroll Costs	24,700.00	25,935.00	25,935.00	27,231.75	27,231.75
Utilities	200.00	200.00	200.00	200.00	200.00
Repair & Maintenance	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Seed, Soil & Fertilizer	14,000.00	14,500.00	15,000.00	15,500.00	16,000.00
Gas & Oil	4,000.00	4,200.00	4,400.00	4,600.00	4,800.00
** Range Balls	19,404.00	19,404.00	19,404.00	19,404.00	19,404.00
Telephone	3,800.00	3,800.00	3,800.00	3,800.00	3,800.00
Advertising/Promotion	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Lease/Rental	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
Gen Admin (Credit card fees)	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Insurance	32,000.00	33,000.00	33,000.00	35,000.00	35,000.00
Mat Replacement	9,450.00	9,450.00	9,450.00	9,450.00	9,450.00
Other Expenses	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Misc. Equipment	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
	<u>416,054.00</u>	<u>431,989.00</u>	<u>432,689.00</u>	<u>450,335.75</u>	<u>451,035.75</u>
Total operating expenses	416,054.00	431,989.00	432,689.00	450,335.75	451,035.75
Net Operating Income	176,946.00	214,011.00	213,311.00	248,664.25	247,964.25
Management Fee 6000 month	72,000.00	72,000.00	72,000.00	72,000.00	72,000.00
Management 4% gross	24,720.00	26,840.00	26,840.00	28,960.00	28,960.00
	<u>80,226.00</u>	<u>115,171.00</u>	<u>114,471.00</u>	<u>147,704.25</u>	<u>147,004.25</u>
Net Cash Flow	80,226.00	115,171.00	114,471.00	147,704.25	147,004.25

Buckets of balls	Small	Medium	Large
Mat Pricing	\$5.00	\$7.00	\$8.00
Grass Pricing	\$7.00	\$9.00	\$10.00

Current Price for student classes \$4.00  
Community Education classes \$5.00

\* Average raise in pricing \$1 across the board year 2 and 4

\*\* Possible elimination with outside advertising

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Award of Bid: Janitorial Supplies & Equipment  
**ACTION:** Approval

---

**BACKGROUND**

Saddleback College has invited bids for janitorial supplies and equipment. Because of the amounts involved, formal bids were requested.

**STATUS**

On March 26 and April 2, 2008, Bid No. 1077 for Janitorial Supplies and Equipment was advertised. In addition, invitations were sent to thirty (30) prospective vendors. Nineteen (19) vendors responded to the invitation for bids and their bids were opened on April 10, 2008. Ten (10) vendors submitted low bids on specific items as shown on EXHIBIT A for a total amount of \$78,177.03, including sales tax.

Saddleback College staff reviewed the bids and recommend award as indicated.

Funds are budgeted in the college's general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 1077 for Janitorial Supplies and Equipment for a total amount of \$78,177.03, to the vendors listed on EXHIBIT A.

**BID NO. 1077  
JANITORIAL SUPPLIES & EQUIPMENT  
SADDLEBACK COLLEGE  
APRIL 28, 2008**

<u>VENDORS</u>	<u>AMOUNT</u>
GORM INC. Ontario, CA	\$ 803.44
AMERICAN CHEMICAL Anaheim, CA	846.21
MAINTEX City of Industry, CA	1,127.50
CHAMPION CHEMICAL Whittier, CA	4,606.31
GALE SUPPLY CO. Los Angeles, CA	7,092.10
WAXIE SANITARY SUPPLY Santa Ana, CA	7,385.59
UNISOURCE WORLDWIDE La Palma, CA	8,088.39
STAR MAINTENANCE SUPPLY San Gabriel, CA	9,994.40
CLEAN SOURCE Commerce, CA	18,647.92
EMPIRE CLEANING SUPPLY Los Angeles, CA	<u>19,585.17</u>
GRAND TOTAL	\$78,177.03

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Award of Bid: Food Vending Machine Services  
**ACTION:** Approval

---

**BACKGROUND**

On June 24, 2004, the Board of Trustees approved a three year food vending services contract with two (2) one (1) year renewals with MAB Services, Inc. The Board subsequently approved renewal for a one year extension. This contract will expire on June 30, 2008. Saddleback College determined it was in their best interest to go out to bid for food vending services.

**STATUS**

Bids were advertised on March 11 and 18, 2008 and sent to six (6) vendors. Three (3) bids were received and opened April 11, 2008. The most attractive proposal was provided by North County Vending, Inc., EXHIBIT A. The college's food services committee recommends award of the contract to North County Vending, Inc.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT B) for Food Vending Machine Services with North County Vending Services, Inc.

Bid No. 1075  
Food Vending Machine Service  
Saddleback College

EXHIBIT A

April 28, 2008

	First Class Vending, Inc.	MAB Vending, Inc.	North County Vending, Inc.
Percent Commission	25%	26%	29.50%
Guarenteed Minimum per Year	\$ 12,500.00	\$ 20,500.00	\$ 25,000.00

**FOOD VENDING MACHINES AGREEMENT  
SADDLEBACK COLLEGE**

This Agreement is made this 29th day of April, 2008, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter called the "DISTRICT", and North County Vending, Inc., hereinafter called the "CONTRACTOR",

I. **SCOPE**

The food vending machines CONTRACTOR hereby agrees to provide coin and card-operated food vending machines at Saddleback College during the term of this Agreement. CONTRACTOR will have the right to the use of the specific locations designated for installation of food vending machines, hereinafter referred to as "Facilities".

II. **TERM**

The term of this Agreement shall commence on July 1, 2008, and shall terminate on June 30, 2010. At the end of this period there will be an option for renewal, under the same terms and conditions, for three additional one-year periods.

III. **CONTRACTOR'S RESPONSIBILITIES**

- A. The CONTRACTOR shall, without cost to the DISTRICT provide a sufficient number of new or used automated food, and miscellaneous vending machines (in excellent appearance and operating condition) in locations approved by the DISTRICT, and shall be responsible for keeping these machines in operation 24 hours per day, 7 days per week, with debit or credit card readers, supplied as required to provide under normal conditions, students, faculty, and staff with sufficient amounts of food, and other miscellaneous products of good quality, dispensed in conformity with all applicable federal, state and local laws and health and sanitation standards, including marked expiration dates on those food items requiring expiration identification. Such food and miscellaneous products shall be available for purchase at such reasonable prices and sizes per portion as mutually agreed upon in writing by the DISTRICT and the CONTRACTOR.
- B. CONTRACTOR has sole responsibility for security of vending machines and for cleanliness of the machines.
- C. Additional machines under same or better conditions shall be installed as may be required by DISTRICT to permit prompt and convenient serving of food and beverages. CONTRACTOR agrees to install and maintain in operation these machines even if not all locations are profitable, as long as the number of non-profitable machines does not exceed 25% of all machines.

- D. The vending machines to be installed shall remain the sole responsibility of the CONTRACTOR who shall have the right at any reasonable time to ask for removal and/or replacement of any of the machines as mutually agreed upon in writing with the DISTRICT.
- E. CONTRACTOR shall provide and maintain microwave ovens and keep adequately filled money changing machines as required by DISTRICT to serve students, faculty and staff using the vending machines.
- F. CONTRACTOR shall furnish all condiments, napkins, cups, utensils, etc. required at each vending machine location.
- G. CONTRACTOR, under the direction and inspection of the DISTRICT, shall provide any additional electrical outlets or water supply as may be necessary to provide services.
- H. CONTRACTOR will assume all responsibility for damage to the vending machines and other related equipment associated with vending caused by neglect, vandalism, or any other cause.
- I. CONTRACTOR shall be responsible to provide the latest technology for food vending during the course of the contract.
- J. CONTRACTOR shall be responsible for the payment of all refunds for funds lost in food vending machines. Signs shall be installed at each and every vending machine notifying customer where refunds will take place. Location for refunds shall be at the mutual agreement of the DISTRICT and the CONTRACTOR.
- K. CONTRACTOR agrees not to sell any products in direct competition with the products of the designated beverage supplier. Drinks such as coffee, milk, hot cocoa, etc., shall be allowed.
- L. CONTRACTOR shall attend monthly Food and Beverage Committee meetings providing per machine/gross reports.
- M. On termination of the Agreement, CONTRACTOR shall vacate all parts of DISTRICT'S Facilities occupied by it or assignees. CONTRACTOR and DISTRICT shall jointly conduct a closing inventory and inspection and CONTRACTOR hereby agrees to restore the Facilities to the same condition as when originally made available to CONTRACTOR.
- N. The following minimum food specifications shall be adhered to:

Meats	USDA Choice
Poultry and Eggs	USDA Inspected
Milk and Dairy Products	Grade A



Fresh Fruits and Vegetables	US Fancy or No. 1
Canned Fruits and Vegetables	US Fancy
Frozen Foods	US Grade A Fancy
Beverages	National Brands

IV. **FACILITIES USAGE**

- A. The Facilities shall be used and occupied by CONTRACTOR for the installation and operation of coin and card operated food vending machines and for no other purpose, except as hereinafter provided.
- B. CONTRACTOR shall be responsible for installing CONTRACTOR's own equipment, supplies, etc. as required to fulfill this Agreement.
- C. CONTRACTOR shall coordinate the usage of the Facilities with the designated Saddleback College staff member.
- D. Upon DISTRICT request, CONTRACTOR shall be responsible to relocate or remove machines at any reasonable time.

V. **DISTRICT'S RESPONSIBILITIES**

- A. Except in the event of construction, the DISTRICT shall make available to the CONTRACTOR, during the duration of this Agreement, the existing food vending machine locations or equivalent which consist of:
  - Student Services Center Building,
    - First Floor-outside, one non-refrigerated snack machine
    - Second Floor, one non-refrigerated snack machine
  - Business and General Services Building
    - Second Floor-outside, two non-refrigerated snack machines
  - Advance Technology and Applied Sciences Building
    - First Floor-outside, one non refrigerated snack machine
  - Library Building
    - First Floor-outside
      - Two non-refrigerated snack machines
      - One refrigerated snack machine
      - Two hot beverage machines
  - Kinesiology and Physical Education at Pool Area
    - First Floor-outside, two non-refrigerated snack machines

Negotiable areas include but are not limited to:

- Kinesiology and Physical Education at Pool Area (1 hot beverage machine)
- Green house area (1-2)
- Science/Math Building, Second Floor (1)
- Business and General Services, First Floor (1-2)
- Student Services Center-Bookstore area, First Floor-outside
- Health Sciences Building (1-2)
- Advance Technology and Applied Science Building, First Floor (1)
- Vicinity of Village 6 - outside (1-2)
- Village 10-outside (1-2)
- Village Quad-outside (1)
- College Driving Range (1)

- B. DISTRICT shall provide maintenance of outside areas adjacent to the food vending machine locations.
- C. DISTRICT shall be responsible for all utilities required for the operation of the vending machines.

VI. **PRICES**

- A. DISTRICT reserves the right to insure that charges for items sold under this Agreement are not in excess of what would be considered reasonable and in balance to what is being charged at similar college facilities.
- B. Changes in the vending machines menu as requested by CONTRACTOR or recommended by DISTRICT may be implemented at any time if mutually agreed by both parties in writing.
- C. Prices may be renegotiated twice a year provided the CONTRACTOR can prove to the satisfaction of the DISTRICT that costs have increased by that percentage or more during the preceding period. New prices, as mutually agreed upon, will become effective the first day of the fall semester and the first day of the spring semester. CONTRACTOR will submit its request for price changes with sufficient time for the Cafeteria Committee to review the request. If satisfactory negotiations cannot be consummated, the CONTRACTOR or DISTRICT may terminate this Agreement upon ninety (90) days written notice to the other party.

VII. PAYMENTS BY CONTRACTOR

A. The CONTRACTOR agrees to operate all cash sales on a straight profit and loss system, returning to the DISTRICT the greater of:

- \_\_\_\_\_ % commission on gross sales
- OR*
- A minimum annual commission of \$ \_\_\_\_\_.

B. Commission payments are due monthly within twenty (20) days after the close of each calendar month. Upon default of payment by 60 days, the DISTRICT reserves the right to pursue alternate vending options. CONTRACTOR shall submit a sales analysis report indicating monthly and year to date information. Amount of monthly payments shall be calculated using the above figures as follows:

1. Minimum year to date guaranteed commission:

$$\frac{1}{12} \times (\$ \text{ minimum guaranteed}) \times \text{number of months} = \underline{\hspace{2cm}}$$

2. Percentage commission:

$$(\text{Agreed percentage \%}) \text{ of year to date gross sales less sales tax} = \underline{\hspace{2cm}}$$

3. Year to date payment:

$$\text{Enter the greater of 1 or 2} = \underline{\hspace{2cm}}$$

4. Less previous payments:

$$(\text{From line 3 of previous month}) = \underline{\hspace{2cm}}$$

5. Amount due:

$$(\text{Line 3 less line 4}) = \underline{\hspace{2cm}}$$

Failure to provide sales analysis reports and failure to pay commissions on time shall be cause for termination of this Agreement.

**VIII. AUTHORIZED VENDOR**

- A. CONTRACTOR shall have the exclusive rights to provide coin and card operated food vending machines at the Saddleback College campus.
- B. The following exceptions shall apply:
  - 2.1. Vending machines located in the public side of the Golf Driving Range.
  - 2.2. Non food vending machines such as video games, other electronic games, school supplies, or juke boxes.

**IX. EVALUATION OF SERVICE**

The DISTRICT shall have a food service committee to appraise and evaluate the operations of the CONTRACTOR. The DISTRICT reserves the right to have designated representatives review, inspect and evaluate the operation and condition of the coin and card operated food vending machines with respect to the quantity and quality of food sold, the prices, and the safety, sanitation, and maintenance of all Facilities.

If the committee determines that the operation of the coin and card vending machine service does not meet the requirements of this Agreement, it will notify the CONTRACTOR in writing of the complaint, the facts involved, and the solution sought. If the CONTRACTOR fails to satisfy the complaint within ten (10) days, the DISTRICT shall have the right to terminate the Agreement in accordance with section XVIII, paragraph B, of this Agreement.

**X. HEALTH AND SAFETY REGULATIONS**

The CONTRACTOR shall comply with all federal, state and local health and sanitation regulations relating to personnel and maintenance of the vending equipment and shall also comply with any DISTRICT rules and regulations.

Failure to comply with this section within ten (10) days of receiving notice from the DISTRICT of a violation shall be cause for termination of the Agreement in accordance with Section XVIII, paragraph B, of this Agreement.

**XI. INDEPENDENT CONTRACTOR**

CONTRACTOR is and shall at all times be deemed to be an independent CONTRACTOR and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the DISTRICT and CONTRACTOR or any of CONTRACTOR's agents or employees. CONTRACTOR assumes exclusively the responsibility for the acts of its employees as they relate to the services to be provided during the course and scope of their employment. CONTRACTOR, its agents and employees shall not be entitled to any

rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

XII. **FINANCIAL RECORDS**

It is expressly understood that the CONTRACTOR shall maintain financial records reflecting its operations at Saddleback College in accordance with standard accounting practices and procedures and shall make said financial records and supporting data and documents available for inspection, reproduction and audit by the DISTRICT, the DISTRICT's independent auditor or the Office of the Auditor General of the State of California at its request. Records, data and documents shall be retained for five (5) years after the end of each contract year.

XIII. **LICENSES**

It is expressly understood that the CONTRACTOR assumes sole responsibility for the observances of, and so observes and complies with all provisions of federal, state, and local laws relating to or governing the operation of food service areas and food vending machines. All licenses and permits shall be obtained, displayed, and paid for by the CONTRACTOR.

XIV. **TAXES**

The CONTRACTOR assumes complete liability for all taxes applicable to the operations, income and transactions of the CONTRACTOR. The DISTRICT shall not be liable and will not make reimbursement to the CONTRACTOR for any tax imposed either directly or indirectly upon the CONTRACTOR by any authority by reason of this Agreement or otherwise.

XV. **INSURANCE**

A. The CONTRACTOR shall provide at its sole expense, general liability insurance including operations, contractual, products, and protective liability subject to the following limits:

1. Public Liability Insurance and Products Liability Insurance with limits of \$1,000,000 single person and \$5,000,000 aggregate coverage; \$1,000,000 Employer's Liability Insurance per accident limit for bodily injury and property damage liability; \$1,000,000 products liability; \$1,000,000 for each accident or death; \$500,000 comprehensive automotive liability, injury or death of each person; \$100,000 each accident in a single policy or a combination of an underlying and excess or umbrella-type coverage. CONTRACTOR shall furnish a Certificate of Insurance naming the South Orange County Community College District, the Board of Trustees, Saddleback College, the Associated Students of Saddleback College and

all of their respective officers, agents, employees, and volunteers as certificate holders.

CONTRACTOR shall furnish a separate additional insured endorsement naming all the above mentioned persons and institutions as additional insured.

2. Worker's Compensation Insurance covering all CONTRACTOR's employees connected with the performance of food service and food vending machine operations.
- B. These policies shall name the DISTRICT as an additional insured to the extent indemnified and shall contain a covenant requiring thirty (30) days written notice to the DISTRICT before cancellation, reduction or other modification of coverage. These policies shall be primary and non contributing with any insurance carried by the DISTRICT and shall contain a sever ability of interests clause with respect to gross liability, protecting each named insured as though a separate policy had been issued to each. Certificates of the above policies shall be furnished to the DISTRICT, together with copies of receipts for all premium payments made thereon.
- C. DISTRICT shall keep its buildings, including the Premises and all property contained therein, insured against loss or damage from fire, explosion or other cause normally covered by standard broad form property insurance policies.

#### XVI. HOLD HARMLESS CLAUSE

The CONTRACTOR agrees to indemnify and hold harmless the DISTRICT, the College, the Board of Trustees, Associated Students of Saddleback College, and all of their respective officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

1. Liability for damages for (i) death or bodily injury to person(s); (ii) injury to, loss or theft of property; or (iii) any other loss, damage or expense arising under either (i) or (ii) above, sustained by the CONTRACTOR upon or in connection with the operations and services called for in this Agreement, except for liability resulting from the sole negligence, or willful misconduct of the DISTRICT, the College, the Board of Trustees, Associated Students of Saddleback College or their officers, employees or agents.
2. Liability for damages for injury to or death of any person(s) or damage to loss or theft of any property caused by any act, neglect, default of the CONTRACTOR, its employees or agents, arising out of, or in any way

connected with the operations and services covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property.

The CONTRACTOR, at CONTRACTOR's own expense, cost, and risk shall defend at DISTRICT's request, any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, the College, the Board of Trustees, Associated Students of Saddleback College or their officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, the College, the Board of Trustees, Associated Students of Saddleback College or their officers, agents or employees in any action, suit or other proceedings as a result thereof.

**XVII. ASSIGNMENT/ADVERTISEMENT**

- A. This Agreement shall not be assigned by either party in whole or in part for vending machine operations or food services without the express written consent of the other party, nor shall the CONTRACTOR have the right to authorize or permit the use of DISTRICT Facilities by third parties without the express written consent of the DISTRICT, and the CONTRACTOR shall not use Facilities for purposes not relating to the DISTRICT activities without prior written consent of the DISTRICT.
- B. In no instance shall the DISTRICT name be used by the CONTRACTOR in connection with any advertising or promotions without the specific prior written consent of the DISTRICT.

**XVIII. TERMINATION**

- A. Either party shall have the right to terminate the Agreement for any reason upon one hundred twenty (120) days' prior written notice to the other party.
- B. If either party breaches a material provision hereof ("Cause"), the non-breaching party shall give the other party notice of such Cause. If the Cause is remedied within ten (10) days in the case of failure to make payment when due or sixty (60) days in the case of any other Cause, the notice shall be null and void. If such Cause is not remedied within the specific period, the party giving notice shall have the right to terminate this Agreement upon expiration of such remedy period. The rights of termination referred to in this Agreement are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.
- C. In the event that the CONTRACTOR fails to maintain and keep in force general liability insurance, worker's compensation insurance or any licenses and permits as required, the DISTRICT shall have the right to cancel and terminate this Agreement forthwith and without notice.

**XIX. AMENDMENT**

The terms, conditions, rates and provisions of the Agreement between the DISTRICT and CONTRACTOR may be amended by mutual consent of the parties from time to time by written modification only.

**XX. FORCE MAJEURE**

CONTRACTOR shall notify the DISTRICT immediately of any material delay in performance of specified service or operations and shall specify in writing the proposed revised performance date within five (5) days after the notice of delay. CONTRACTOR shall not be liable for delays in performance due to causes beyond its reasonable control, but it will be liable for delays due to its fault or negligence.

**XXI. NOTICE**

Any notice required under the contract shall be in writing and may either be given by personal delivery or sent by certified mail to the following:

**CONTRACTOR:**

**DISTRICT:**

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Gary Poertner  
Deputy Chancellor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**XXII. NON-DISCRIMINATION**

In the performance of this Agreement, the CONTRACTOR shall not discriminate against any person, employee, or applicant for employment and/or service because of age, race, creed, color, sex, sexual orientation, handicap, or national origin; and shall comply with all federal, state, and local laws, regulations, and ordinances regarding equal employment opportunities and DISTRICT's adopted affirmative action policy.

**XXIII. COMPREHENSIVENESS**

A. If any provision of the Agreement as applied to either party or to any circumstance shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of the Agreement or its validity or enforceability.



- B. The complete Agreement shall include the Request for Proposals (Base Bid No. 2) and CONTRACTOR's Vending Machine and Food Service Proposal, all bonds, this Agreement and all amendments thereto, Exhibits A and B. The contract documents are complementary and what is called for by any one shall be as binding as if called for by all. In the case of conflict, the terms and conditions of this mutually agreed upon Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**CONTRACTOR:**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT:**

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Gary Poertner  
\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

Deputy Chancellor  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: BGS Building: Technology Installation  
**ACTION:** Approval

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### **BACKGROUND**

The BGS building at Saddleback College has been renovated and is due to re-open this summer. Saddleback College staff has determined that the 22 year old wiring is insufficient for current technology needs.

According to Public Contract Code 12100: "... the unique aspects of information technology, as defined in Section 11702 of the Government Code, and its importance to state programs warrant a separate acquisition authority. "

Section 12101.5. (b) "The state may utilize multiple awards, including federal General Service Administration Multiple Awards Schedules and master agreements or contracts for goods, information technology, services, or consulting services."

### **STATUS**

Staff requested proposals from three contractors, each of which exceeded the public bid limit of \$15,000. The lowest bidder, D4 Solutions Group, bid \$41,022.32 and holds a California Multiple Award Schedule (CMAS) contract. Staff has determined that the use of the CMAS contract # 3-05-70-2031B is in the best interest of the district.

Funding for the purchase of the technology installation will be provided through the College's General Fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve of the use of D4 Solutions Group, CMAS contract # 3-05-70-2031B for the technology installation at the BGS Building in an amount of \$41,022.32.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: Curriculum Revisions for the 2008-09 Academic Year  
**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and the Academic Senate of Irvine Valley College for the 2008-09 academic year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2008-09 academic year at Irvine Valley College.

**IRVINE VALLEY COLLEGE**  
**Curriculum changes for 2008/09**

Course ID	Catalog ID	TITLE	ACTION TAKEN
		<b>KEY CODE</b>	assign=assignments c/l w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lrng obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation
ART 144	9148.00	Gallery Design and Exhibition	dc
ART 144	9148.10	Gallery Design and Exhibition	nv (change TOPS CODE from Art to Art History)
MUS 20	4790.05	Music Appreciation	assign, desc, lrng obj, moe, tps
MUS 27	4825.00	History of Jazz	assign, desc, lrng obj, moe, tps
CIM 231.1	11115.00	PDF Publishing	nc
ART 1	9163.10	History of Photography	nc, c/l w/+ cross-listed with ART 1 (effective Spring 09)
PHOT 1	9163.00	History of Photography	ti, c/l w/+ cross-listed with ART 1 (effective Spring 09)
ACCT 431	10052.00	Estate Planning	assign, desc, lrng obj, moe, tps, txt
ACCT 431	10052.10	Estate Planning	assign, desc, lrng obj, moe, tps, txt
		<del>Stocks and Bonds Management</del>	
ACCT 432	10154.00	Structuring and Managing Investments	assign, desc, lrng obj, moe, ti, tps
		<del>Stocks and Bonds Management</del>	
ACCT 432	10154.10	Structuring and Managing Investments	assign, desc, lrng obj, moe, ti, tps
		Personal Financial Management for	
MGT 400	9266.00	Seniors	assign, desc, hrs, lrng obj, moe, tps

**IRVINE VALLEY COLLEGE**  
Curriculum changes for 2008/09

Course ID	Catalog ID	TITLE	ACTION TAKEN
		<b>KEY CODE</b>	assign=assignments c/l w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lrng obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title tps=topics txt=text-required for ali courses numbered 1-299 un=units val=validation
HIST 400	10214.10	California History: The Mission Period	assign, desc, hrs, lrng obj, moe, tps
HIST 400	10214.30	California History: The Mission Period	assign, desc, hrs, lrng obj, moe, tps
HIST 410	10219.30	California History: Early California	assign, desc, hrs, lrng obj, moe, tps
CT 400	7430.00	Beginning Needlepoint/Needle Art	assign, desc, lrng obj, moe, tps
CT 401	10159.00	Intermediate Needlepoint/Needle Art	assign, desc, hrs, lrng obj, moe, tps
CT 420	7460.00	Intermediate Knitting	assign, desc, lrng obj, moe, tps
CT 420	7460.15	Intermediate Knitting	assign, desc, lrng obj, moe, tps
CT 425	7465.10	Quilting and Patchwork	assign, desc, lrng obj, moe, tps
CIS 400	7505.00	Computer Fundamentals and Applications	assign, desc, lrng obj, moe, tps
CIS 405	9233.00	Microcomputer Software: Spreadsheet and Database	dc
CIS 405	9233.10	Spreadsheets and Databases	nc
CIS 410	9375.00	Introduction to the Internet	assign, desc, lrng obj, moe, tps, txt
ART 400	6750.00	Art History	assign, desc, lrng obj, moe, tps, txt
ART 440	10170.20	Beginning Calligraphy	assign, desc, lrng obj, moe, tps, txt

**IRVINE VALLEY COLLEGE**  
**Curriculum changes for 2008/09**

Course ID	Catalog ID	TITLE	ACTION TAKEN
		<b>KEY CODE</b>	assign=assignments c/l w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lrng obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation
FN 400	7895.00	Nutrition/Cooking for One or Two Law for the Layman Law for the	assign, desc, lrng obj, moe, tps
LGL 400	10298.00	Layperson	assign, desc, lrng obj, moe, tps
ENG 417	10065.00	Introduction to the Short Story	assign, desc, lrng obj, moe, tps, txt
ENG 435	10066.15	<del>Film as Literature</del> Film Genres	assign, desc, lrng obj, moe, tps, txt
ENG 435	10066.30	<del>Film as Literature</del> Film Genres	assign, desc, lrng obj, moe, tps, txt
ENG 435	10207.30	<del>Film as Literature</del> Film Genres	assign, desc, lrng obj, moe, tps, txt
ENG 450	10210.20	Current Book Review	assign, desc, lrng obj, moe, tps
MUS 400	10174.00	<del>For the Love of Music</del> Music Appreciation	assign, desc, hrs, lrng obj, moe, ti, tps,
MUS 405	10175.15	Music Fundamentals	assign, desc, hrs, lrng obj, moe, tps
MUS 405	10175.30	Music Fundamentals	assign, desc, hrs, lrng obj, moe, tps
MUS 450	10178.15	Beginning Piano	assign, desc, lrng obj, moe, tps, txt
MUS 450	10178.30	Beginning Piano	assign, desc, lrng obj, moe, tps, txt
MUS 451	10179.00	Intermediate Piano	assign, desc, lrng obj, moe, tps
MUS 453	10182.30	Introduction to Organ	assign, desc, lrng obj, moe, tps
MUS 460	10316.00	Rehearsal and Performance: Instruments	assign, desc, lrng obj, moe, tps

**IRVINE VALLEY COLLEGE**  
**Curriculum changes for 2008/09**

Course ID	Catalog ID	TITLE	ACTION TAKEN
		<b>KEY CODE:</b>	assign=assignments c/l w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lrng obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation
MUS 460	10316.30	Rehearsal and Performance: Instruments	assign, desc, lrng obj, moe, tps
MUS 480	10184.10	Choral Ensemble	assign, desc, hrs, lrng obj, moe, tps
MUS 480	10184.20	Choral Ensemble	assign, desc, hrs, lrng obj, moe, tps
BIO 410	10286.00	Natural History of Southern California	assign, desc, hrs, lrng obj, moe, tps
BIO 420	10293.00	Birds of Southern California	assign, desc, hrs, lrng obj, moe, tps
ART 403	10053.10	Introduction to Art Media	assign, desc, hrs, lrng obj, moe, tps
ART 405	7030.10	Beginning Oil Painting	assign, desc, lrng obj, moe, tps
ART 405	7030.20	Beginning Oil Painting	assign, desc, lrng obj, moe, tps
ART 410	7035.10	Intermediate Painting	assign, desc, lrng obj, moe, tps
ART 410	7035.20	Intermediate Painting	assign, desc, lrng obj, moe, tps
ART 420	6880.00	Painting in Subject Areas	assign, desc, lrng obj, moe, tps
ART 420	6880.10	Painting in Subject Areas	assign, desc, lrng obj, moe, tps
ART 424	10168.10	Beginning Sketching	assign, desc, lrng obj, moe, tps
ART 424	10168.30	Beginning Sketching	assign, desc, lrng obj, moe, tps
ART 425	7085.10	Intermediate Sketching	assign, desc, lrng obj, moe, tps
ART 426	10162.30	Advanced Sketching	assign, desc, lrng obj, moe, tps

**IRVINE VALLEY COLLEGE**  
Curriculum changes for 2008/09

Course ID	Catalog ID	TITLE	ACTION TAKEN
<p align="center"><b>KEY CODE</b></p>			<p>assign=assignments  c/l w/+ cross-listed with (and list the other crs id)  co=corequisite  crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12  dc=delete course  desc=description  dv=delete version of course  hrs=hours  lim=limitation  lrng obj=learning objectives  moe=methods of eval  nc=new course  nv=new version of existing course  prereq=prerequisite  rec=recommended prep  rpt=repeatability  sr=scheduled review is for courses that are scheduled for review and there are no revisions  ti=title  tps=topics  txt=text-required for all courses numbered 1-299  un=units  val=validation</p>
ART 430	10164.15	Beginning Watercolor	assign, desc, lrng obj, moe, tps
ART 430	10164.30	Beginning Watercolor	assign, desc, lrng obj, moe, tps
ART 435	10166.15	Intermediate/Advanced Watercolor	assign, desc, lrng obj, moe, tps
ART 435	10166.30	Intermediate/Advanced Watercolor	assign, desc, lrng obj, moe, tps
PHIL 400	10220.00	Comparative Religion	assign, desc, hrs, lrng obj, moe, tps
PHIL 420	10225.20	Comparative Religions: A Survey	assign, desc, hrs, lrng obj, moe, tps
PHOT 400	10186.30	Beginning Photography	assign, desc, lrng obj, moe, tps
PHOT 401	10188.30	Intermediate Photography	assign, desc, lrng obj, moe, tps
PE 400	7295.10	Aerobic Conditioning for the Mature Adults	assign, desc, lrng obj, moe, ti, tps
PE 400	7295.20	Aerobic Conditioning for the Mature Adults	assign, desc, lrng obj, moe, ti, tps
PE 401	10226.10	Physical Fitness	assign, desc, lrng obj, moe, tps
PE 401	10226.15	Physical Fitness	assign, desc, lrng obj, moe, tps
PE 401	10226.20	Physical Fitness	assign, desc, lrng obj, moe, tps
PE 401	10026.30	Physical Fitness	assign, desc, lrng obj, moe, tps
PE 415	8440.00	Physical Fitness: Yoga	assign, desc, lrng obj, moe, tps
PE 415	8440.10	Physical Fitness: Yoga	assign, desc, lrng obj, moe, tps



**IRVINE VALLEY COLLEGE**  
**Curriculum changes for 2008/09**

Course ID	Catalog ID	TITLE	ACTION TAKEN
		<b>KEY CODE:</b>	assign=assignments c/ w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lrng obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatibility sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation
PE 415	8440.15	Physical Fitness: Yoga	assign, desc, lrng obj, moe, tps
PE 415	8440.30	Physical Fitness: Yoga	assign, desc, lrng obj, moe, tps
PE 415	8440.50	Physical Fitness: Yoga	assign, desc, lrng obj, moe, tps
PE 416	8410.11	Tai Chi Ch'uan Tai Chi	assign, desc, lrng obj, moe, ti, tps
PE 416	8410.15	Tai Chi Ch'uan Tai Chi	assign, desc, lrng obj, moe, ti, tps
PE 416	8410.55	Tai Chi Ch'uan Tai Chi	assign, desc, lrng obj, moe, ti, tps
PE 435	10236.15	Beginning Chair Exercise	assign, desc, lrng obj, moe, tps
PE 435	10236.20	Beginning Chair Exercise	assign, desc, lrng obj, moe, tps
PE 435	10236.30	Beginning Chair Exercise	assign, desc, lrng obj, moe, tps
PE 435	10236.10	Beginning Chair Exercise	assign, desc, lrng obj, moe, tps
PE 436	10241.20	Intermediate Chair Exercise	assign, desc, lrng obj, moe, tps
PE 437	10246.20	Advanced Chair Exercise	assign, desc, lrng obj, moe, tps
PE 438	10251.10	Beginning Chair Aerobics	assign, desc, lrng obj, moe, tps
PE 438	10251.15	Beginning Chair Aerobics	assign, desc, lrng obj, moe, tps
PE 438	10251.30	Beginning Chair Aerobics	assign, desc, lrng obj, moe, tps
PE 440	10259.15	Advanced Chair Aerobics	assign, desc, lrng obj, moe, tps
PE 440	10259.20	Advanced Chair Aerobics	assign, desc, lrng obj, moe, tps
PE 480	10265.10	Aquatic Fitness Training	assign, desc, lrng obj, moe, tps

**IRVINE VALLEY COLLEGE**  
Curriculum changes for 2008/09

Course ID	Catalog ID	TITLE	ACTION TAKEN
		<b>KEY CODE</b>	assign=assignments c/l w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lng obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation
PE 480	10265.15	Aquatic Fitness Training	assign, desc, lng obj, moe, tps
PE 480	10265.20	Aquatic Fitness Training	assign, desc, lng obj, moe, tps
PESS 400	7365.30	Mild Exercise for Fitness	assign, desc, lng obj, moe, tps
PESS 405	10279.05	Physical Fitness/Back	assign, desc, lng obj, moe, tps
PESS 405	10279.10	Physical Fitness/Back	assign, desc, lng obj, moe, tps
PESS 486	10284.15	Mild Exercise for Fitness in Water	assign, desc, lng obj, moe, it, tps
PS 400	8485.05	Current Issues in Government	assign, desc, hrs, lng obj, moe, tps
PE 405	10296.10	United States Government and Politics	assign, desc, hrs, lng obj, moe, tps
PE 410	10297.10	United States Political Issues	assign, desc, hrs, lng obj, moe, tps
TA 415	10192.15	Rehearsal and Performance	assign, desc, lng obj, moe, tps
TA 415	10192.30	Rehearsal and Performance	assign, desc, lng obj, moe, tps
TA 440	10054.30	Theatre Appreciation: Classical Overview	assign, desc, lng obj, moe, tps
		Theatre Appreciation: Contemporary	
TA 441	10056.30	Overview	assign, desc, lng obj, moe, tps
ENG 400	10195.00	Introduction to Creative Writing	assign, desc, hrs, lng obj, moe, tps
ENG 402	10196.00	Intermediate Creative Writing	assign, desc, hrs, lng obj, moe, tps

**IRVINE VALLEY COLLEGE**  
**Curriculum changes for 2008/09**

Course ID	Catalog ID	TITLE	ACTION TAKEN
		<b>KEY CODE</b>	assign=assignments c/l w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lng obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation
ENG 405	10197.00	Advanced Creative Writing Nonfiction Writing Creative Writing:	assign, desc, hrs, lng obj, moe, tps
ENG 416	10200.15	Nonfiction	assign, desc, hrs, lng obj, moe, ti, tps
IA 1	13001.00	Sports Off Season Training	nc
MATH 350A	13002.00	Whole Numbers Module	nc
MATH 350B	13003.00	Fractions Part 1 Module	nc
MATH 350C	13004.00	Fractions Part 2 Module	nc
MATH 350D	13005.00	Decimals Module	nc
MATH 350E	13006.00	Ratio and Proportion Module	nc
MATH 350F	13007.00	Percents Part 1 Module	nc
MATH 350G	13008.00	Percents Part 2 Module	nc
MATH 350H	13009.00	Measurement and Geometry	nc
ART 150	10315.10	History of Graphic Design	nc, c/l w/+ DMA 150
DMA 150	10315.00	History of Graphic Design	c/l w/+ ART 150
BIO 408 10	11110.00	Biochemistry for Health Sciences	crs id

Deleted Program

## ~~UNIVERSITY STUDIES~~

~~The Associate in Arts degree program in university studies is designed specifically for students who plan to transfer to a four-year institution. The degree focuses on the completion of both lower-division general education requirements and preparatory coursework for the student's projected transfer major.~~

~~Students may prepare to transfer to the California State University (CSU), the University of California (UC), or any other four-year college or university that accepts IGETC or CSU Certification.~~

~~The university studies degree path is recommended for students whose primary educational goal is to transfer. It is not intended for students seeking immediate employment within an area of specialization.~~

### ~~DEGREE REQUIREMENTS: UNIVERSITY STUDIES~~

#### ~~ASSOCIATE IN ARTS DEGREE~~

~~1. Complete~~

~~A. The CSU General Education Certification pattern, a minimum of 39 units (see pages 40-41).~~

~~-OR-~~

~~B. The IGETC Certification pattern, a minimum of 36 units (see pages 42-43).~~

~~**AND**~~

~~2. Complete a minimum of 18 transferable units of courses identified as lower-division preparation for the student's projected transfer major. Students are advised to consult with a counselor to identify courses that will best suit their transfer goals.~~

~~→ Lower-division course preparation for a projected transfer major is typically identified by consulting the current catalogs of the colleges or universities to which the student may consider transferring. Counselors may also recommend consulting [www.assist.org](http://www.assist.org)—the official source for California articulation and student transfer information—and other resources to determine appropriate lower-division preparatory coursework.~~

~~→ In some cases, there may be fewer than 18 units articulated and/or available as lower-division preparation in the student's projected transfer major. In such cases, students may select additional units from the courses that comprise their major as it is defined in the IVC catalog to meet the 18-unit preparation requirement. All courses must be approved for transfer credit.~~

~~→ In all cases, the university studies degree will refer to the lower-division area of preparation as an "emphasis"—for example, university studies, emphasis in biology. The name of the emphasis will be taken from the associate degree majors as listed on page 31 of the IVC catalog. The college cannot award a university studies major with an emphasis that exists at the transferring institution but does not exist at IVC. Students should consult with a counselor before choosing an emphasis.~~

~~→ Prior to applying to Admissions and Records for IGETC or CSU Certification and the university studies degree, students must meet with a counselor to fill out the required evaluation form identifying the 18 units of lower-division courses they have completed as preparation for their projected transfer major.~~

~~**AND**~~

~~3. Complete additional CSU or UC transferable courses to reach the minimum total of 60 units required for graduation. Students are advised to consult with a counselor to identify courses that will best suit their transfer goals.~~

#### ~~Multiple Emphases~~

~~Students may elect to complete the requirements for more than one emphasis in the university studies program under the following conditions: (a) The student must meet the minimum requirements for each emphasis, and (b) at least 12 of the required units in the emphasis must be separate and distinct from the required units of the other emphasis.~~

#### ~~Double Counting Courses~~

~~Students pursuing the university studies degree may use courses to fulfill both major requirements and general education requirements.~~

## Proposed Program

### Associate Degree in Business, Computer Information, and Applied Technology

The intent of this degree is to prepare students for careers and/or higher education in business, computer information, and applied technology, generally, or in specific disciplines within this broad designation.

This degree emphasizes training that will enable students to lead, direct, plan, organize, and respond to a variety of challenges. It stresses problem-solving skills involved in making managerial, financial, and technical decisions based on available data, tools, and resources. Courses in the program study the elements of creative thinking and interpretation used in the process of transmitting information graphically. Students are acquainted with the concepts, theories and terminology critical to their area of emphasis.

To obtain the Associate Degree in Business, Computer Information, and Applied Technology, students will have to:

1. Complete
  - A. The CSU General Education Certification pattern, a minimum of 39 units.  
OR
  - B. The IGETC Certification pattern, a minimum of 36 units.  
OR
  - C. The IVC AA degree General Education pattern, a minimum of 31 units
2. Complete a minimum of 18 units within one emphasis defined below.
3. Complete any elective, degree-applicable courses needed to bring the total number of units to 60.
4. Maintain a 2.0 overall GPA and a grade of "A," "B," "C," or "P" in all courses taken in the area of emphasis.
5. Satisfy the residency and competency requirements as stated on page 34.

Students are advised to consult with faculty in the following fields of interest to identify career areas and to consult with a counselor to clarify graduation requirements and/or to determine specific transfer paths.

#### Areas of Emphasis: Business, Computer Information, and Applied Technology

Complete a minimum of 18 units from one of the following areas of emphasis:

##### Accounting

ACCT 1A, 1B, 114, 204, 212.1, 212.2  
CS 1, 101  
ECON 1, 2  
ECON 10 or MATH 10 or MGT 10  
MATH 9, 11  
MGT 1, 12A, 103, 104, 120, 125, 268

##### Business Administration

ACCT 1A, 1B  
CIM 212.1, 212.2  
CIS 1, 30  
CWE 168  
ECON 1, 2  
MATH 9, 11  
MGT 1, 12A, 102, 125, 135  
MGT 10 or ECON 10 or MATH 10  
PHIL 2

##### Business Management

ACCT 1A, 114  
CIM 100A, CIM 107.1, CIM 212.1  
CWE 168  
ECON 1, 2  
MATH 9, 11  
MGT 1, 12A, 102, 103, 104, 115, 125, 135, 268, 288  
MGT 10 or ECON 10 or MATH 10

(Continues)

**Associate Degree in Business, Computer Information, and Applied Technology, Areas of Emphasis (cont'd.)****Business Management: Manufacturing Assistant**

CIM 107.1, 212.1, 212.2  
CWE 168  
ENGT 140  
MATH 9, 11  
MGT 10 or ECON 10 or MATH 10  
MGT 102, 103, 125  
SP 1

**CIM: Administrative Assistant/Word Processing**

CIM 101A, 101B, 107.1, 203.1, 210.1, 210.2, 210.3  
MGT 103, 104

**CIM: Desktop Publishing**

CIM 104.1, 107.1, 210.1, 210.2, 221.1, 223.1, 230.1, 230.1, 230.2  
MGT 103

**CIM: Digital Graphic Applications**

CIM 203.1, 220.1, 221.1, 221.2, 222.1, 223.1, 224.1, 242.1, 245.1, 246.1

**CIM: Digital Media Technologies**

CIM 220.1, 221.1, 221.2, 222.1, 224.1, 230.1, 230.2, 242.1, 243.1, 243.2, 245.1  
DMA 55, 140

**CIM: Digital Publishing**

CIM 203.1, 210.1, 210.2, 220.1, 221.1, 22.1, 230.1, 230.2, 243.1, 243.2

**CIM: Local Area Networks, Cisco**

CIM 104.1, 206.1, 260.1, 260.2, 263.1, 263.2, 263.3, 263.4

**CIM: Microcomputer Applications**

CIM 107.1, 203.1, 210.1, 210.2, 212.1, 212.2, 214.1, 214.2, 221.1, 223.1, 230.1, 230.2, 240.1

**CIM: Spreadsheets**

ACCT 1A, 114, 204, 215  
CIM 100A, 100B, 107.1, 203.1, 212.1, 212.2, 212.3

**CIM: Web Authoring**

CIM 203.1, 221.1, 221.2, 222.1, 224.1, 240.1, 241.1, 242.1, 242.2, 242.3, 243.1, 243.2, 244.1, 245.1, 246.1  
CS 38, 50 A, 142  
DMA 180

**CS: Business Programming**

CS 1, 21, 30, 50A, 101, 130, 230

**CS: Computer Languages**

CS 1, 30, 34, 36, 37, 38, 39, 40A, 40B, 41, 130, 230, 238

**CS: Database**

CS 38, 39, 130, 131, 230, 250A, 250B

**CS: Systems Analysis**

CS 1, 21, 30, 34, 36, 37, 38, 39, 41, 130, 230, 238

(Continues)

***Associate Degree in Business, Computer Information, and Applied Technology, Areas of Emphasis (cont'd.)***

**Design Model Making and Rapid Prototyping**

DMP 200, 210, 220, 221, 222, 230, 240, 241, 260

**Digital Media Art –Graphic Design**

DMA 51, 55, 65, 140, 145, 150, 160, 170, 175, 180, 200L, 252

**Drafting Technology and Engineering**

DR 50, 100, 101  
ENGR 21, 23, 183  
MATH 124, 253

**Drafting Technology: Computer-Aided Design**

CIM 100A  
DR 50, 100, 101, 102  
ENGR 21, 23, 183, 184  
ET 101  
MATH 124  
PHYS 2A  
SP 1

**Economics**

ACCT 1A, 1B  
CS 1, 101  
ECON 1, 2, 6, 13, 105  
ECON 10 or MATH 10 or MGT 10  
MATH 3A, 3B, 4A, 11, 26  
MGT 104  
WR 2

**Electronic Technology**

CS 30, 34, 36, 37, 40A, 40B  
ENGR 23  
ET 101, 102, 104, 105, 107, 109, 116, 120  
PHYS 20

**Electronics Aide**

ET 101, 102, 104, 105, 109

**Mathematics**

CS 30, 34, 36, 37  
MATH 3A, 3B, 4A, 13, 24, 26, 47  
PHYS 2A+2B or 4A+4B, 4C

**Real Estate**

ACCT 1A, 1B, 215  
CIM 107.1  
CWE 168  
ECON 1, 2  
MGT 1, 12A, 104, 120, 125, 135  
MGT 10 or ECON 10 or MATH 10  
RE 170, 172, 174A, 175, 176A, 178, 190, 195, 279

## Proposed Program

### Associate Degree in Communication, Fine, and Performing Arts

The intent of this degree is to prepare students for careers and/or higher education in the fine, performing, and communication arts, generally, or in specific disciplines within this broad designation.

This degree emphasizes the contributions that the arts have made and continue to make in establishing and preserving our cultural and historical traditions, and in the role of human symbolic interaction, both verbal and nonverbal. Students develop an understanding of and ability to respond to aesthetic significance and to the world as it has been represented over time and across cultures in visual, aural, tactile, and dramatic forms. Depending upon their area of emphasis, students may focus on expression or performance in an artistic medium.

To obtain the Associate Degree in Fine, Performing, and Communication Arts, students will have to:

1. Complete
  - A. The CSU General Education Certification pattern, a minimum of 39 units.  
OR
  - B. The IGETC Certification pattern, a minimum of 36 units.  
OR
  - C. The IVC AA degree General Education pattern, a minimum of 31 units
2. Complete a minimum of 18 units within one emphasis defined below.
3. Complete any elective, degree-applicable courses needed to bring the total number of units to 60.
4. Maintain a 2.0 overall GPA and a grade of "A," "B," "C," or "P" in all courses taken in the area of emphasis.
5. Satisfy the residency and competency requirements as stated on page 34.

Students are advised to consult with faculty in the following fields of interest to identify career areas and to consult with a counselor to clarify graduation requirements and/or to determine specific transfer paths.

#### Areas of Emphasis: Communication, Fine, and Performing Arts

Complete a minimum of 18 units from one of the following areas of emphasis:

##### Art

ART 4, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 40, 41, 50, 51, 52, 80, 81, 82, 85, 86, 158, 159, 255  
FA 27  
MUS 20  
TA 20, 21, 26

##### Art History

ART 4, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 104, 133, 144  
DMA 150  
FA 27  
HUM 1, 50  
PHIL 7  
PHOT 1  
WR 2

##### Dance

DNCE 6, 7, 12, 13, 17, 18, 22, 23, 30, 33, 36, 50, 55, 65, 77, 85

##### Digital Media Arts – Graphic Design

DMA 51, 55, 65, 140, 145, 150, 160, 170, 175, 180, 200L, 252

##### Fine Arts

ART 4  
FA 27  
MUS 1, 3, 20, 180  
PHOT 1, 50  
SP 30, 100  
TA 20, 21

(Continues)



***Associate Degree in Fine, Performing, and Communication Arts, Areas of Emphasis (cont'd.)***

**Music**

MUS 1, 3, 4, 5, 6, 20, 21, 27, 28, 34, 37, 38, 39, 40, 41, 42, 43, 46, 47, 54, 55, 56, 70, 80, 81, 82, 83, 84, 85

**Photography**

PHOT 1, 50, 51, 55, 56, 160, 161, 190, 245.1

**Speech/Forensics**

SP 1, 2, 3, 9, 30, 35, 100, 105, 106

TA 1, 12

**Technical Theatre**

TA 1, 2, 10, 12, 15, 16, 17, 18, 19, 20, 21, 25, 26, 28, 30, 35, 40B, 40C, 41, 42, 43, 142, 241

SP 30, 35

**Theatre Arts**

TA 1, 2, 3, 4, 5, 8, 9, 10, 15, 16, 17, 18, 19, 20, 21, 25, 26, 28, 30, 35, 40B, 40C, 41, 42, 43, 142, 241

SP 30, 35

## Proposed Program

### Associate in Arts Degree in Fine Arts: Appreciation, History, and Theory

The intent of this degree is to prepare students for careers and/or higher education in . . . .

This degree emphasizes . . . .

To obtain the Associate in Arts degree in Fine Arts: Appreciation, History, and Theory, students will have to:

1. Complete
  - A. The CSU General Education Certification pattern, a minimum of 39 units.  
OR
  - B. The IGETC Certification pattern, a minimum of 36 units.  
OR
  - C. The IVC Associate Degree General Education pattern, a minimum of 31 units
2. Complete a minimum of 18 units as defined below.
3. Complete any elective, degree-applicable courses needed to bring the total number of units to 60.
4. Maintain a 2.0 overall GPA and a grade of "A," "B," "C," or "P" in all courses taken in the area of emphasis.
5. Satisfy the residency and competency requirements as stated on page 34.

Students are advised to consult with faculty in the following fields of interest to identify career areas and to consult with a counselor to clarify graduation requirements and/or to determine specific transfer paths.

*Complete 18 units from the following course options, with at least one course taken in three different areas (listed in bold):*

**Art:** ART 4, 20, 24, 26, 27, 28, 30

**Dance:** DNCE 77, 85

**Digital Media Arts and Photography:** PHOT 1

**Fine Arts:** FA 27

**Music:** MUS 1, 3, 20, 21, 27,28

**Theatre Arts:** TA 20, 21, 25, 26

## Proposed Program

### Associate in Arts Degree in Fine Arts: Applied Arts and Performance

The intent of this degree is to prepare students for careers and/or higher education in . . . .

This degree emphasizes . . . .

To obtain the Associate in Arts degree in Fine Arts: Applied Arts and Performance, students will have to:

1. Complete
  - A. The CSU General Education Certification pattern, a minimum of 39 units,  
OR
  - B. The IGETC Certification pattern, a minimum of 36 units.  
OR
  - C. The IVC Associate Degree General Education pattern, a minimum of 31 units
2. Complete a minimum of 18 units as defined below.
3. Complete any elective, degree-applicable courses needed to bring the total number of units to 60.
4. Maintain a 2.0 overall GPA and a grade of "A," "B," "C," or "P" in all courses taken in the area of emphasis.
5. Satisfy the residency and competency requirements as stated on page 34.

Students are advised to consult with faculty in the following fields of interest to identify career areas and to consult with a counselor to clarify graduation requirements and/or to determine specific transfer paths.

*Complete 18 units from the following course options, with at least one course taken in three different areas (listed in bold):*

**Dance:** DNCE 1, 6, 7, 12, 13, 17, 18, 22, 23, 30, 33, 34

**Digital Media Arts and Photography:** DMA/PHOT 51, DMA 55, DMA 140, PHOT 50, PHOT 55, PHOT 56.

**Music:** MUS 39, 40, 42, 46, 54, 55, 56, 70, 80, 81, 82, 83, 84, 85

**Speech:** SP 1, SP/TA 30, SP 106

**Studio Art:** ART 40, 41, 50, 51, 52, 80, 81, 82, 85, 86, 144

**Theatre Arts:** TA 15, 16, 17, 18, 19, 40B, 43, 142

## Proposed Program

### Associate Degree in Humanities and Languages

The intent of this degree is to prepare students for careers and/or higher education in the humanities and languages, generally, or in specific disciplines within this broad designation.

This degree emphasizes the methods and values of humanistic study. Students investigate the role that philosophy, literature, religion, history, and the arts play in the shaping of human cultures. Students also consider how the central traditions, values, ideas, and texts, and the aesthetic concepts of a culture reflect the human condition. Students explore the connection of language to daily life and cultural context, regardless of which language they use to conduct their study and to converse.

To obtain the Associate Degree in Humanities and Languages, students will have to:

1. Complete
  - A. The CSU General Education Certification pattern, a minimum of 39 units.  
OR
  - B. The IGETC Certification pattern, a minimum of 36 units.  
OR
  - C. The IVC AA degree General Education pattern, a minimum of 31 units
2. Complete a minimum of 18 units within one emphasis defined below.
3. Complete any elective, degree-applicable courses needed to bring the total number of units to 60.
4. Maintain a 2.0 overall GPA and a grade of "A," "B," "C," or "P" in all courses taken in the area of emphasis.
5. Satisfy the residency and competency requirements as stated on page 34

Students are advised to consult with faculty in the following fields of interest to identify career areas and to consult with a counselor to clarify graduation requirements and/or to determine specific transfer paths.

#### Areas of Emphasis: Humanities and Languages

Complete a minimum of 18 units from one of the following areas of emphasis:

##### Art History

ART 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 133, 144  
DMA 150  
HUM 20, 21, 22, 50  
PHIL 7  
PHOT 1  
WR 2

##### History: American

HIST 1, 2, 10, 11, 20, 21, 24, 31, 32, 33, 51  
LIT 22, 23, 24, 46  
PHIL 1, 3, 10, 11  
PS 1, 14, 45  
RD 174  
WR 2

##### History: European

HIST 1, 2, 10, 11, 20, 21, 24, 40, 41, 45  
LIT 20, 21, 40, 41, 42, 43, 46  
PHIL 5, 10, 11  
PS 4  
RD 174  
WR 2

##### Humanities

HUM 2, 3, 4, 20, 21, 22, 50, 70, 71, 73  
WR 2

(Continues)

**Associate Degree in Humanities and Languages, Areas of Emphasis (cont'd.)**

**Literature**

LIT 1, 20, 21, 22, 23, 30, 31, 32, 33, 40, 41, 42, 43, 46  
HIST 10, 11  
PHIL 10, 11  
RD 174  
WR 2, 10, 11, 12, 13

**Philosophy and Religious Studies**

HUM 20, 21, 22  
PHIL 2, 3, 5, 6, 10, 11  
WR 2

**World Languages**

*Students who have acquired fluency in one language may elect to begin or continue in a second language, or to focus on the culture and literature related to the first language.*

CH 2, 3  
FR 2 [or 2A+2B], 3, 4, 5, 10, 20, 121  
JA 2 [or 2A+2B], 3, 4, 5, 10, 21  
SIGN 21, 22, 23  
SPAN 2 [or 2A+2B], 3, 4, 10

**Writing**

HIST 10, 11  
LIT 24, 30, 31, 32, 33, 40, 41, 42, 43, 47, 110  
PHIL 1  
WR 2, 10, 11, 12, 13

## Proposed Program

### Associate Degree in Natural Sciences and Mathematics

The intent of this degree is to prepare students for careers and/or higher education in the natural sciences and mathematics, generally, or in specific disciplines within this broad designation.

This degree includes training in the scientific method, the fundamental principles of natural science, and the analytical reasoning of mathematics. Emphases of courses for this degree include mathematical, physical and life science concepts, principles, theories, and laws. Some courses acquaint students with the methods of conducting scientific investigations in laboratory field settings through observation, while other courses require students to construct logical arguments, make valid inferences, and acquire quantitative skills essential to many other disciplines.

To obtain the Associate Degree in Natural Sciences and Mathematics, students will have to:

1. Complete
  - A. The CSU General Education Certification pattern, a minimum of 39 units.  
OR
  - B. The IGETC Certification pattern, a minimum of 36 units.  
OR
  - C. The IVC AA degree General Education pattern, a minimum of 31 units
2. Complete a minimum of 18 units within one emphasis defined below.
3. Complete any elective, degree-applicable courses needed to bring the total number of units to 60.
4. Maintain a 2.0 overall GPA and a grade of "A," "B," "C," or "P" in all courses taken in the area of emphasis.
5. Satisfy the residency and competency requirements as stated on page 34

Students are advised to consult with faculty in the following fields of interest to identify career areas and to consult with a counselor to clarify graduation requirements and/or to determine specific transfer paths.

**NOTE:** For emphases in the physical or biological sciences, a minimum of three courses must have a laboratory or field component.

#### Emphases: Natural Sciences and Mathematics

Complete a minimum of 18 units from one of the following areas of emphasis:

##### Biology

BIO 1+1L, 2, 5, 6, 6L, 15, 93, 94+94L, 97, 99, 99L, 108, 121  
One or two field or research courses (*see field studies emphasis*)  
CHEM 1A+1B, 12A+12B  
MATH 3A, 3B, 4A  
PHYS 2A+2B or 4A+4B, 4C

##### Chemistry

CHEM 1A+1B, 12A+12B  
MATH 3A, 3B, 4A  
PHYS 2A+2B or 4A+4B, 4C

##### Mathematics

CS 30, 34, 36, 37  
MATH 3A, 3B, 4A, 13, 24, 26, 47  
PHYS 2A+2B or 4A+4B, 4C

##### Geology

CHEM 1A+1B  
ERTH 20  
GEOL 1, 2, 3, 140, 170, 181, 186  
MATH 3A, 3B, 4A  
MS 20  
PHYS 2A+2B or 4A+4B, 4C

***Associate Degree in Natural Sciences and Mathematics, Areas of Emphasis (cont'd.)***

**Physics**

CHEM 1A+1B

CS 30, 34, 36, 37

MATH 3A, 3B, 4A, 24, 26

PHYS 4A+4B, PHYS 4C

**Field Studies and Research**

BIO 4, 13, 19, 30, 101, 103, 104, 110, 140

CHEM 1A+1B, CHEM 12A+12B

GEOG 102

GEOL 140, 170, 181, 186

MATH 3A, 3B, 4A

PHYS 2A+2B or 4A+4B, 4C

## Proposed Program

### Associate Degree in Social and Behavioral Sciences

The intent of this degree is to prepare students for careers and/or higher education in the social sciences, generally, or in specific disciplines within this broad designation.

This degree emphasizes the nature of individual and collective human behavior: our interactions; the political, economic, social, and psychological structures and institutions of *human beings*; and the challenges of developing and sustaining interpersonal and intercultural relationships. Students employ the fundamental principles of the scientific method and apply data collection, synthesis, and analysis to enhance their ability to explain how groups and subgroups operate and to make responsible political, moral, and social decisions.

To obtain the Associate Degree in Social and Behavioral Sciences, students will have to:

1. Complete
  - A. The CSU General Education Certification pattern, a minimum of 39 units.  
OR
  - B. The IGETC Certification pattern, a minimum of 36 units.  
OR
  - C. The IVC AA degree General Education pattern, a minimum of 31 units
2. Complete a minimum of 18 units within one emphasis defined below.
3. Complete any elective, degree-applicable courses needed to bring the total number of units to 60.
4. Maintain a 2.0 overall GPA and a grade of "A," "B," "C," or "P" in all courses taken in the area of emphasis.
5. Satisfy the residency and competency requirements as stated on page 34

Students are advised to consult with faculty in the following fields of interest to identify career areas and to consult with a *counselor* to clarify graduation requirements and/or to determine specific transfer paths.

#### Emphases: Social and Behavioral Sciences

Complete a minimum of 18 units from one of the following areas of emphasis:

##### Accounting

ACCT 1A, 1B, 114, 204, 212.1, 212.2

CS 1, 101

ECON 1, 2

ECON 10 or MATH 10 or MGT 10

MATH 9, 11

MGT 1, 12A, 103, 104, 120, 125, 268

##### Administration of Justice: Law Enforcement

AJ 2, 4, 5, 8, 102, 103, 105, 106, 107, 111, 112, 113, 119, 150, 161, 250

CWE 168

ECON 10 or MATH 10 or MGT 10 or PSYC 10

MATH 105

##### Administration of Justice: Supervision

AJ 2, 4, 5, 8, 102, 103, 105, 106, 107, 111, 112, 150, 161

ANTH 2

CWE 168

MATH 105

PSYC 1

SOC 1

(Continues)



**Associate Degree in Social and Behavioral Sciences, Areas of Emphasis (cont'd.)**

**Anthropology**

ANTH 1, 2, 3, 4, 7, 9  
BIO 30, 93, 94, 94L, 121  
HIST 1, 10  
PSYC 10 or MATH 10  
MATH 105  
PSYC 1  
SOC 1

**Business Administration**

ACCT 1A, 1B  
CIM 212.1, 212.2  
CIS 1, 30  
CWE 168  
ECON 1, 2  
MATH 9, 11  
MGT 1, 12A, 102, 125, 135  
MGT 10 or ECON 10 or MATH 10  
PHIL 2

**Business Management**

ACCT 1A, 114  
CIM 100A, CIM 107.1, CIM 212.1  
CWE 168  
ECON 1, 2  
MATH 9, 11  
MGT 1, 12A, 102, 103, 104, 115, 125, 135, 268, 288  
MGT 10 or ECON 10 or MATH 10

**Business Management: Manufacturing Assistant**

CIM 107.1, 212.1, 212.2  
CWE 168  
ENGT 140  
MATH 9, 11  
MGT 10 or ECON 10 or MATH 10  
MGT 102, 103, 125  
SP 1

**Early Childhood Education**

ANTH 2  
BIOL 121  
CWE 168  
HD 7, 15, 101, 110, 120, 131, 145, 150, 160, 181  
HLTH 1  
MATH 105  
NUT 1  
PSYC 1  
PSYC 10 or MATH 10  
SOC 1, 10, 15

**Early Childhood Education: Infant/Toddler**

CWE 168  
HD 7, 15, 104, 105, 120, 131, 145, 150  
MATH 105  
NUT 1  
PSYC 10 or MATH 10  
SOC 1, 15

(Continues)

**Associate Degree in Social and Behavioral Sciences, Areas of Emphasis (cont'd.)**

**Early Childhood Education: School-Age Child**

CWE 168  
HD 7, 15, 120, 131, 145, 150, 266, 267, 268, 269, 270, 271  
MATH 105  
NUT 1  
PSYC 10 or MATH 10  
SOC 1, 15

**Economics**

ACCT 1A, 1B  
CS 1, 101  
ECON 1, 2, 6, 13, 105  
ECON 10 or MATH 10 or MGT 10  
MATH 3A, 3B, 4A, 11, 26  
MGT 104  
WR 2

**Geography**

ANTH 1, 2  
GEOG 1, 2, 3, 38, 102  
GEOL 1  
HIST 1, 2, 10, 11  
MATH 10, 105  
PS 14

**History: American**

HIST 1, 2, 10, 11, 20, 21, 24, 31, 32, 33, 51  
LIT 22, 23, 24, 46  
PHIL 1, 3, 5, 10, 11  
PS 1, 14, 45  
RD 174  
WR 2

**History: European**

HIST 1, 2, 10, 11, 20, 21, 24, 40, 41, 45  
LIT 20, 21, 40, 41, 42, 43, 46  
PHIL 5, 10, 11  
PS 4  
RD 174  
WR 2

**Political Science**

CWE 168  
ECON 1, 2, 20  
HIST 10, 11, 20, 21, 24  
MATH 10 or ECON 10 or MGT 10  
MATH 11  
PHIL 2  
PS 1, 3, 4, 5, 6, 7, 12, 14, 17, 41, 45, 201

***Associate Degree in Social and Behavioral Sciences, Areas of Emphasis (cont'd.)***

**Psychology**

ANTH 2  
BIO 1+1L, 5, 11, 12  
CHEM 1A  
CS 30  
MATH 9, 11  
PHIL 1, 2, 3  
PSYC 10 or MATH 10  
PSYC 1, 2, 3, 5, 7, 21, 30, 37, 106, 110, 133, 160  
SOC 1

**Sociology**

ANTH 2  
MATH 11  
PSYC 1  
PSYC 10 or MATH 10  
SOC 1, 2, 10, 15, 19, 20, 21, 30

**Women's Studies**

ANTH 21  
ART 21  
HIST 51  
LIT 45  
MATH 10, 11  
PSYC 21  
SOC 21  
WS 10, 100  
WR 2

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: EXP 289/Biology 109, Out-of-State Travel  
**ACTION:** Approval

---

**BACKGROUND**

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

As part of offering high quality education to students, Irvine Valley College is offering an opportunity for students to study the Biology of southern Utah. The trip will focus on the plants, animals, and natural habitats of the Colorado Plateau province.

**STATUS**

The Irvine Valley College School of Life Sciences and Technologies proposes to offer the field study course from 6/17/08 to 6/22/08, in the vicinity of Escalante, Utah.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel field program in Life Sciences and Technologies, as described in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

<b>1. PROGRAM</b>										
Location/Destination:			Escalante, Utah			First Trip: Yes:		No:		X
Dates: From:		6/17/08		To:		6/22/08		Total No. of Days:		6
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:		No:	X				
	Weekend Study Activities		Yes:	X	No:					
	Food		Yes:		No:	X				
	Transportation LOCAL ONLY		Yes:	X	No:					
Lodging		Yes:		No:	X					
Other:			Camping fees							
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)			Personal expenses during program; all meals.							
Other:			Irvine Valley College tuition/administrative fees.							
<b>2. FACULTY</b>										
Lead Faculty Name:			Jefferey Kaufmann (4 OSH)							
Coordinates Trip:				Yes:	X	No:				
If No, Explain:										
Travels to Site:				Yes	X	No:				
Dates: From:		6/17/08		To:		6/22/08				
Teaching Assignment at Program Site:			Yes	X	No:					
Dates: From:		6/17/08		To:		6/22/08				
Requires Substitute at IVC and/or SC?			Yes		No:	X				
Unpaid Faculty Exchange:			Yes		No:	X				
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Other:										
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>										
Course No.:		Course Title:						No. of Units		
EXP 289/Biol 109		Field Biology: A 21 <sup>st</sup> Century Look at the American West						2.0 Units		
TOTAL								2.0 Units		
<b>4. STUDENTS</b>										
Minimum number of students required to make program:							15			

Minimum number of units:	<b>2.0</b>
Maximum number of units:	<b>1.0</b>
If this is a repeat program site, what is the average number of units taken per student?	<b>N/A</b>
Other – Maximum number of students	<b>24</b>

**5. COSTS**

Student:	
Contracted cost per student:	\$ <b>0.00</b>
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>	\$ <b>0.00</b>

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.	\$ <b>N/A</b>
Other Costs	\$ <b>0</b>

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

N/A

**7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES**

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

Exceptions to weekly schedule: N/A

**8. ATTACHMENTS**

EXHIBIT B – Individual Cost Breakdown Summary and Program Description.

**9. REQUIRED SIGNATURES**

*J. Kaufman*      4/9/08  
Lead Faculty Member      Date

*Shella Row*      4/9/08  
Department Chair      Date

*K. Schroder*      4-10-08  
Division/School Dean      Date

*Craig Justice*      4/10/08  
Vice President, Instruction      Date

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

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: Updating Current IVC Seal  
**ACTION:** Approval

---

**BACKGROUND**

In response to requests from the college staff and the President's office to update the seal, the college identity task force met to review the existing outdated design and to develop a process to create a new seal. Three seals were created by the IVC publications department and presented to the identity task force, and subsequently the college marketing committee for selection. Upon consensus, the chosen design was circulated to all the college governance for approval.

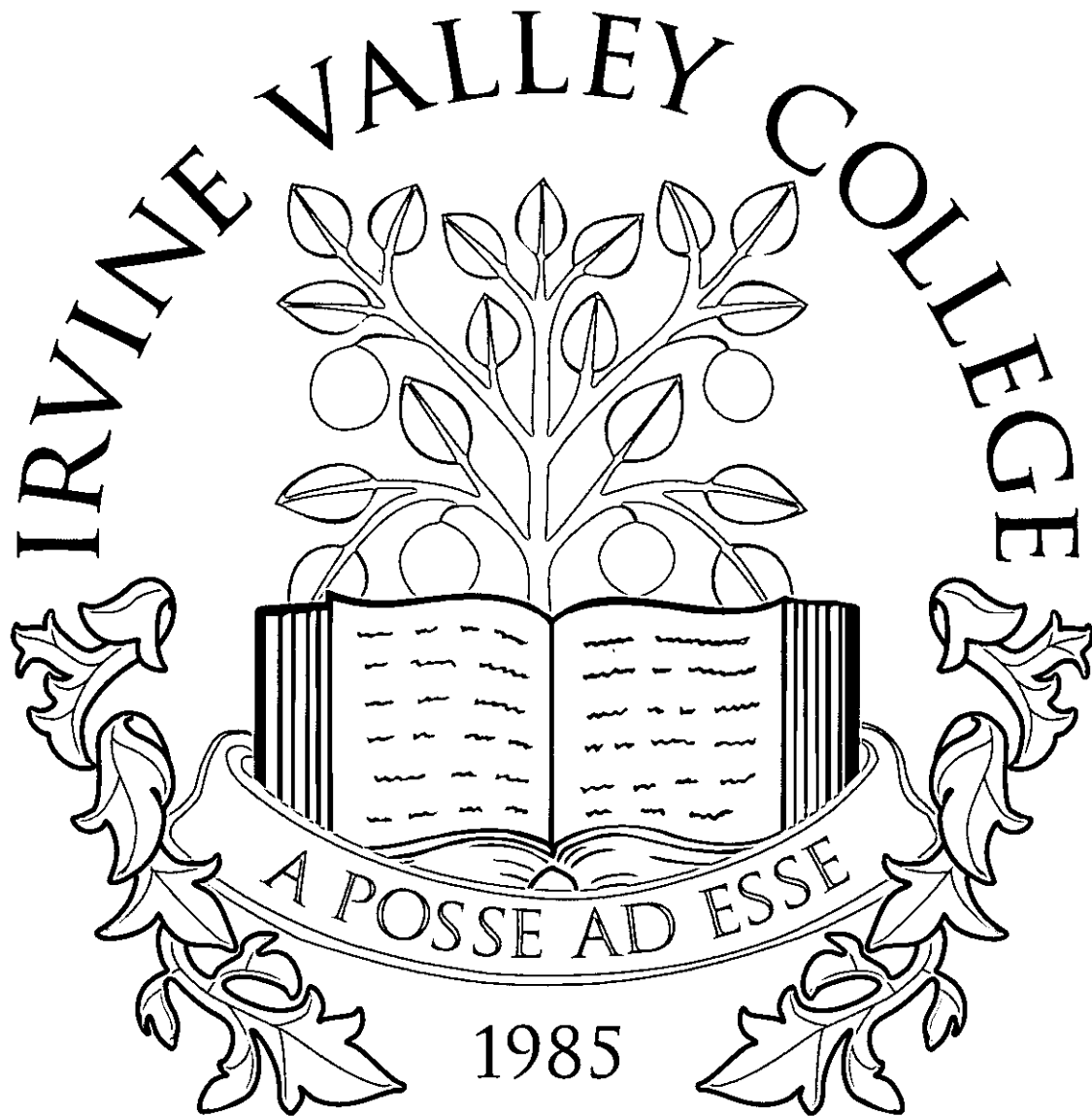
**STATUS**

Before moving forward with the design, extensive input was received from the identity task force which is a sub-committee of the marketing and enrollment management committee, operating as part of the strategic planning process. The identity task force and publications department studied more than thirty seals from other colleges for an appropriate graphic look that was consistent with other IVC design, color, and font choices.

The updated college seal is presented in Exhibit A.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the updated IVC seal as presented in Exhibit A.



FROM POSSIBILITY TO ACTUALITY



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center

**ACTION:** Approval

---

**BACKGROUND**

On March 27, 2006, the Board of Trustees hired gkkworks for the management of multiple prime contracts for the construction of the Business Sciences and Technology Innovation Center at Irvine Valley College. Twenty one trade contracts have been awarded to this date for a total combined amount of \$14,930,348.00. Previously approved change orders increased the amount by \$59,184.00 for a revised contract amount of \$14,989,532.00.

**STATUS**

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 42, 48, 76, 77, 87, 89, 90, 91, 106, 109, 110, 111, 112, 118, 119, 120, and 121. Approval of these COR's will result in an increase of \$61,899.00 in the total project cost and the individual trade contractors will be impacted as shown in EXHIBIT B.

The total changes to each of the trade contracts do not exceed the 10% limit allowed by Public Contract Code. Approval of these COR's will bring the revised total contract amount to \$15,051,431.00.

Funds are available within the approved project budget which is \$22,817,000.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request's numbers 42, 48, 76, 77, 87, 89, 90, 91, 106, 109, 110, 111, 112, 118, 119, 120, and 121 for the Business Sciences and Technology Innovation Center project at Irvine Valley College as described in EXHIBIT A and B and authorize staff to execute the corresponding change orders with each of the trade contractors involved which will result in an increase of \$61,899.00 in the total project cost.

**BUSINESS AND TECHNOLOGY INNOVATION CENTER  
AT  
IRVINE VALLEY COLLEGE**

EXHIBIT A  
1 of 2

**April 28, 2008**

<b>COR No.</b>	<b>Date</b>	<b>Description</b>	<b>Requested</b>	<b>Status</b>	<b>Amount</b>
42	10/5/2007	Change Lavatory fixtures from L-1 to L-2 (wall-hung sinks for student restrooms) RFI 213	District	ATP	\$5,140.00
48	10/29/2007	Install Floor Drain at top of Stair 3. Backcharge to Structural Steel contractor and included in Settlement credit. RFI 254	Arch	ATP	\$1,777.00
76	2/15/2008	Relocate electrical switches from profiled metal wall to gyboard wall at Main Entrance. RFI 317	Arch	ATP	\$1,963.00
77	2/21/2008	Add power/data circuits in Lab classrooms, reconfigure floor boxes, and add power panel. CCD No. 8	District	ATP	\$26,684.00
87	3/7/2008	Add power/data for seven (7) wall mounted monitors at various locations.	District	ATP	\$3,473.00
89	2/26/2008	Add ADA door switches at Restrooms	Architect	ATP	\$1,174.00
90	2/29/2008	Add ten (10) 30-amp circuits at Server Room racks. RFI 339	District	ATP	\$2,836.00
91	3/3/2008	Elevator power upgrade - Boost service panel from 70-amp to 100-amp. Deliver 70-amp breaker to District	Architect	ATP	\$2,250.00
106	3/24/2008	Added 4-inch conduits from IDF Room to Server Room. RFI 348	District	ATP	\$2,209.00
109	3/24/2008	Added brake metal to bridge window mullions at Window Blades.	Architect	ATP	\$1,656.00
110	3/24/2008	Closure metal/added mullions between classrooms at 2 Floor ribbon windows on east elevation. RFI 352	Architect	ATP	\$805.00
111	3/24/2008	Closure glazing between Library study rooms at end of walls. RFI 354	Architect	ATP	\$1,189.00
112	3/24/2008	Add glass end panels at Library glass feature wall. RFI 258.2	Architect	ATP	\$1,426.00
118	3/27/2008	Heavy lift equipment to install large glass plates, instead of several smaller plates, at 2 Floor clerestory walls	Architect	ATP	\$1,173.00
119	3/27/2008	Add vertical mullions in spandrel glass section of stairwell curtain walls.	Architect	ATP	\$1,826.00

ATP = Authorized to Proceed  
NCP = No Change in Price  
PP = Price Proposal  
CP = Credit Proposal  
T M = Time and Material

**BUSINESS AND TECHNOLOGY INNOVATION CENTER  
AT  
IRVINE VALLEY COLLEGE**

EXHIBIT A  
2 of 2

April 28, 2008

<b>COR No.</b>	<b>Date</b>	<b>Description</b>	<b>Requested</b>	<b>Status</b>	<b>Amount</b>
120	1/25/2008	Replace Post Indicator Valve serving Library. Existing valve not servicable - broken valve stem.	District	ATP	\$4,373.00
121	3/21/2007	Added piping to carry roof drain connections over and beyond extended column footings to storm drain POC. RF1 96	Architect	ATP	\$1,945.00

**TOTAL THESE CHANGE ORDER REQUESTS**

**\$61,899.00**

ATP = Authorized to Proceed  
NCP = No Change in Price  
PP = Price Proposal  
CP = Credit Proposal  
T M = Time and Material

Construction of Business and Technology Innovation Center  
Irvine Valley College  
Bid No. 279  
Board Change Order No. 5  
April 28, 2008

BID PKG. #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR# 42	COR# 48	COR# 76	COR# 77	COR# 87	COR# 89	COR# 90	COR# 91	COR# 106	COR# 109	COR# 110	COR# 111	COR# 112	COR# 118	COR# 119	COR# 120	COR# 121	REVISED CONTRACT AMOUNT
A	Demolition/Grading	Salsbury Engineering	\$297,000	\$11,537																		\$308,537
B	Plumbing/Site Utilities	HPL Mechanical	\$671,937	\$22,747	\$5,140	\$1,777														\$4,373	\$1,945	\$707,919
C	Concrete	TB Penick & Sons	\$1,738,000	\$55,195																		\$1,793,195
D	Landscape & Irrigation	FYR (dba Pierre Landscaping)	\$227,200	\$4,150																		\$231,350
E	Masonry	Winegardner Masonry	\$289,200	\$7,561																		\$296,761
F	Structural & Misc Metals	Zimkor Industries	\$2,390,000	(\$101,350)																		\$2,288,650
G	Roofing & Waterproofing	Best Roofing	\$349,830																			\$349,830
H	Sheet Metal & Flashings	Crowner Sheet Metal	\$298,860																			\$298,860
I	Casework & Millwork	K&Z Cabinet	\$146,160																			\$146,160
J	Doors & Hardware	Inland Building	\$158,800																			\$158,800
K	Aluminum Curtain Wall & Glazing	Moonlight Glass	\$1,272,300	\$17,534										\$1,656	\$805	\$1,189	\$1,426	\$1,173	\$1,826			\$1,297,909
L	Lath, Plaster, Drywall & Batt Insulation	USS Cal Builders	\$2,792,000																			\$2,792,000
M	Ceramic Tile	Inland Pacific Tile	\$86,990																			\$86,990
N	Acoustical Ceilings	Martin Integrated Systems	\$217,263																			\$217,263
O	Floor Coverings	The Rouse Company	\$228,000																			\$228,000
P	Painting & Coatings	Saunders & McMillin	\$137,800																			\$137,800
Q	Specialties	Inland Acoustics, Inc.	\$331,400																			\$331,400
R	Hydraulic Elevator	Mitsubishi Electric	\$86,000																			\$86,000
S	Fire Protection Systems	Daart Engineering	\$237,608																			\$237,608
T	HVAC	Couts Heating and Cooling	\$1,187,000	\$4,826																		\$1,191,826
U	Electrical & Low Voltage Systems	Gilbert & Stearns, Inc.	\$1,787,000	\$36,984			\$1,963	\$26,684	\$3,473	\$1,174	\$2,836	\$2,250	\$2,209									\$1,864,573
<b>TOTAL</b>			<b>\$14,930,348</b>	<b>\$59,184</b>	<b>\$5,140</b>	<b>\$1,777</b>	<b>\$1,963</b>	<b>\$26,684</b>	<b>\$3,473</b>	<b>\$1,174</b>	<b>\$2,836</b>	<b>\$2,250</b>	<b>\$2,209</b>	<b>\$1,656</b>	<b>\$805</b>	<b>\$1,189</b>	<b>\$1,426</b>	<b>\$1,173</b>	<b>\$1,826</b>	<b>\$4,373</b>	<b>\$1,945</b>	<b>\$15,051,431</b>

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** ATEP: Award of Bid: Grounds Cleanup  
**ACTION:** Approval

---

**BACKGROUND**

ATEP has performed clean up of approximately sixty-eight acres. On-going maintenance must now meet with the City of Tustin's landscape maintenance standards. Work scope includes monthly performance of mowing, weed abatement, trees/bushes trimming, sweeping and debris collection.

**STATUS**

On April 3, 2008, a mandatory walk thru was held at the Advanced Technology and Education Park. Five (5) bidders attended and were given a Grounds Cleanup Bid No. 02. Five (5) bidders responded to the invitation for bids and their bids were opened on April 10, 2008. The lowest bid meeting all specifications was submitted by Custom Country for \$42,000.00, EXHIBIT A for a one year time period.

College staff has reviewed the bids and recommend award.

Funding will be provided through the College's General Fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 02 for Grounds Cleanup at ATEP for one year to Custom Country for \$42,000.00.

**BID NO. 02  
GROUNDS CLEANUP  
ATEP**

APRIL 28, 2008

<b><u>VENDORS</u></b>	<b><u>AMOUNT</u></b>
* <b>CUSTOM COUNTRY</b> Mission Viejo, CA	<b>\$ 42,000.00</b>
<b>GRUETT TREE CO., INC.</b> Orange, CA	<b>74,900.00</b>
<b>TREESMITH ENTERPRISES, INC.</b> Anaheim, CA	<b>119,000.00</b>
<b>MBF CONSTRUCTION, INC.</b> Oceanside, CA	<b>183,000.00</b>
<b>QUEZADA PRO LANDSCAPE</b> Lake Elsinore, CA	<b>445,550.00</b>
* <b>RECOMMENDED AWARD</b>	

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** ATEP: Change Order Request No. 7: Site Improvements and Signage for the Launch

**ACTION:** Approval

---

**BACKGROUND**

On December 13, 2004, the Board of Trustees approved an agreement with Los Angeles Engineering, Inc. for the construction of site improvements and signage for the launch of ATEP for the amount of \$1,914,200.00. On January 31, 2006, the Board approved an amendment to the contract, increasing the price to \$2,234,055.92 to cover the increase in construction costs experienced as a result of the delays in starting the project. Previously approved change orders increased the contract amount by \$71,858.57 and added 520 days to the contract completion time.

**STATUS**

EXHIBIT A describes the required modifications to the contract contained in Change Order No. 7. The change order decreases the present contract amount by \$2,070.00 and adds no days to the contract completion time. The revised contract amount is \$2,238,087.33.

The total change orders are 3.22% of the amended contract amount.

Funds are available in the approved project budget which is \$8,160,983.00.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order No. 7 (EXHIBIT A) to the contract with Los Angeles Engineering, Inc., for the construction of Site Improvements and Signage for the Launch of ATEP decreasing the contract amount by \$2,070.00 and adding no days to the contract completion time.

**CHANGE ORDER No. 7**

April 28, 2008

EXHIBIT A

Page 1 of 1

**SITE IMPROVEMENTS AND SIGNAGE FOR ATEP**

No.	Date	Description	Requested	Status	Days	Amount
23		Delete sealcoat and striping	District	ATP	0	-\$2,070.00

**TOTAL THIS CHANGE ORDER**

0    -\$2,070.00

**ORIGINAL CONTRACT & PREVIOUS CHANGE ORDERS**

520    \$2,240,157.33

**REVISED CONTRACT**

520    \$2,238,087.33



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Consultant Contract, Center for Student Success of the Research and Planning Group for California Community Colleges  
**ACTION:** Approval

---

**BACKGROUND**

In May 2007, the California Community College Chancellor's Office notified the SOCCCD that its proposal for the Transfer Counselor Website and Transfer Leadership Center Grant had been selected for an award of \$800,000 for the period June 1, 2007, through April 30, 2009.

**STATUS**

The SOCCCD serves as the fiscal agent and Dr. Andreea Serban, Vice Chancellor Technology and Learning Services, is the project director for the Transfer Counselor Website and Transfer Leadership Center Grant. SOCCCD established a contractual agreement with Butte College, which has responsibility for the Transfer Counselor Website component of this project. SOCCCD took the lead for the Transfer Leadership Center component under Dr. Serban's direction. The latter is developed by working in collaboration with the State Chancellor's Office, the Center for Student Success (CSS) of the Research and Planning Group of California Community Colleges, and California Partnership for Achieving Student Success (Cal-PASS).

Funds are available in the grant for a contract with the CSS to perform the services outlined in Exhibit A.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the consultant contract with the Center for Student Success of the Research and Planning Group for California Community Colleges as outlined in Exhibit A in an amount not to exceed \$120,000.

## AGREEMENT

This AGREEMENT is made and entered into this 29th day of April, 2008 between:

**South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo CA 92692-3635  
(949) 582-4960  
Requisition No.**

### Consultant

**The Center for Student Success of the Research and Planning Group for  
California Community Colleges  
c/o Dr. Robert Gabriner  
CSS Director  
Vice Chancellor  
Institutional Advancement  
City College of San Francisco  
50 Phelan Avenue  
San Francisco, CA 94112  
Office: 415-239-3014  
Fax: 415-239-3010  
E-mail: rgabrine@ccsf.edu**

This AGREEMENT is hereby entered into between the South Orange County Community College District, hereinafter referred to as "DISTRICT" and The Center for Student Success of the Research and Planning Group for California Community Colleges, hereinafter referred to as "CONSULTANT."

Whereas, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any person(s) for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, or administrative matters, if such person(s) is/are specially trained and experienced and competent to perform the special services required;

Whereas, CONSULTANT is specially trained and experienced and competent to perform the special services pursuant to this agreement.

The parties agree as follows:

1. **Term:** The period of this agreement shall be from April 29, 2008, through April 30, 2009 inclusive. The DISTRICT shall have the discretion to terminate this contract by providing CONSULTANT 15 days' prior written notice.
2. **Services:** The CONSULTANT shall at times and places designated by it and acceptable to the DISTRICT perform the following services to support the objectives and stated activities of the State Chancellor's Office, California Community Colleges, Transfer Counselor Website and Transfer Leadership Center Grant, RFA 06-0133:

Under the direction of the Project Director, Dr. Andreea Serban, the CONSULTANT will perform the following services:

#### **Quantitative Research:**

Using System Office Management Information System (MIS) data and matches with the National Student Clearinghouse (NSC), the CONSULTANT will define a quantitative research approach and methodology, conduct research and provide reports to include:

- a. Transfer data (volume and rates) for the entire California community college system, disaggregated by college
- b. Transfer rates for various student cohorts including but not limited to:
  - i. Students who are eligible to take and who do take transfer level course work upon entrance to college
  - ii. Students who are eligible to take reading, writing and mathematics courses and who take courses in these areas at one level below transfer level course work upon entrance to college
  - iii. Students who take ESL/Basic Skills courses at two or more levels below transfer level course work upon entrance to college
- c. Analysis of the utilization of various student services in relationship to transfer rates
- d. Analysis of course-taking patterns for various student cohorts
- e. Analysis of the relationship between transfer readiness, transfer preparedness (as defined by the System Office prior research efforts) and actual transfers by college and for various student cohorts
- f. Other analyses deemed appropriate and necessary for this project mutually agreed by the DISTRICT and the CONSULTANT

#### **Qualitative Research:**

A number of community colleges with high transfer rates will be identified. The CONSULTANT will develop survey and interview protocols. The CONSULTANT will

then survey and interview on site appropriate college faculty, staff and administrators to gather qualitative data on effective transfer practices. The costs of such strategies and practices will be also identified and documented. Samples of students who transferred to four-year institutions and became transfer prepared but did not transfer, respectively, will be identified and surveyed and/or interviewed to determine strategies that helped them transfer as well as obstacles to transfers.

**Report Writing:**

The CONSULTANT will write analyses and reports for each of the areas of service outlined above following the direction, specifications and timelines provided by the project director, Dr. Andreea Serban.

3. The CONSULTANT agrees to submit electronically all deliverables and reports, including the invoices for services provided.

The deliverables, reports and invoices must be acceptable to the DISTRICT and approved by the Project Director, Dr. Andreea M. Serban.

4. Compensation: The DISTRICT shall pay the CONSULTANT on an hourly basis at a rate of \$90/hour for services satisfactorily rendered pursuant to this AGREEMENT, fee not to exceed a total of One Hundred Twenty Thousand Dollars & no/100 (\$120,000). Payment will be in accordance with the guidelines of the DISTRICT and the Transfer Counselor Website and Transfer Leadership Center grant, RFA 06-0133. CONSULTANT shall invoice the DISTRICT periodically for efforts expended in conjunction with the services listed in this AGREEMENT.
5. Liability: The DISTRICT shall not be liable to the CONSULTANT for personal injury or property damage sustained by him/her in the performance of this contract, whether caused by himself/herself, the DISTRICT, its officers, agent, or employees, or by any third party. CONSULTANT agrees to and does hereby indemnify, hold harmless, and defend the DISTRICT and its governing board, officers, employees, and agents from every claim or demand made and every liability, loss, damage, or expense, of any nature whatsoever.
6. Independent Contractor/Consultant: While performing services hereunder, the CONSULTANT is an independent contractor and not an officer, agent, or employee of the South Orange County Community College District, inclusive of Saddleback College, Irvine Valley College and the Advanced Technology and Education Park.
7. Assignment of Agreement: Neither party shall assign this AGREEMENT or any part thereof without the written consent of the other party.

WITNESS the parties hereto the day and year first above written.

Consultant  
The Center for Student Success  
Signature:

South Orange County Community College  
District

Signature:

By: Dr. Robert Gabriner

By: Gary Poertner

Title: Director

Title: Deputy Chancellor

Date:

Date: April 29, 2008

Contact person: Dr. Robert Gabriner

Contact person: Dr. Andreea M. Serban

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

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### **BACKGROUND**

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

### **STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at any college or center since the last board meeting. In addition, all travel expenses and/or honorarium 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 honorarium and travel expenses as shown in Exhibit A.

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**Exhibit A**

**SADDLEBACK COLLEGE**

<b>Date of Presentation</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>Brief Biography</b>	<b>General Fund Cost (Honorarium/Travel)</b>
4/9/08	Kevin Kumashiro	Politics and Education	Assoc. Professor, School of Education, University of Illinois, Chicago	\$600 – ASG funds
4/22/08 4/24/08	Julie Schoen	Medicare	Health Insurances Counselor, Counseling and Advocacy Program	\$0
4/23/08	Duane Champagne	The Rise of Tribal Political Power in CA.	Dr. Champagne, Professor of Sociology and Director of the American Indian Studies Center at UCLA since 1991.	\$500 – ASG funds
4/30/08	Erik Sykes	Organic Gardens	Produces organic fertilizer.	\$0
5/5/08	Jacobo Sefami	Cindo De Mayo	UCI Instructor and Author	\$2,000 Foundation funds
5/5/08	Lady Binx & Hip Hop trio, Almas Intocables	Being a Chicana in Hip Hop	Lady Binx is a musician in the Hip Hop trio Almas Intocables. Almas Intocables is formed by Jehuniko, Lady Binx and Ikuestion. Since 2004 the three have been crossing borders in an effort to create balance and social awareness through hip-hop and art.	\$500 – ASG funds
5/7/08	Rachel Hulan	Green Design	Owens her own business for green design.	\$0
Various dates to be scheduled from 4/1/08 to 6/30/08	Debora Martin	National Association for the Education of Young Children- Accreditation Topics	Debora Martin is a program specialist for the California Reading and Literature Project through the University of California, Irvine. She received her B.S. degree in Child and Adolescent Studies from Cal State University, Fullerton.	\$500 – Child Development Center Budget

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**IRVINE VALLEY COLLEGE**

<b>Date of Presentation</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>Brief Biography</b>	<b>General Fund Cost (Honorarium/Travel)</b>
3/28/08	Jennifer Lynn-Busch	Business Organization/ Commercial Real Estate	Senior Advisor/Asset Management Quality Control, Sperry Van Ness	\$0
4/25/08	Carol Booth Olson, Ph.D.	The Reading/ Writing Connection: Strategies for Teaching and Learning	Director of UC Irvine Writing Project and a Senior Lecturer in UC Irvine's Department of Education. Author of <i>The Reading/Writing Connection: Strategies for Teaching and Learning</i>	\$500, funded through the English Basic Skills Workshop Grant
Various dates to be scheduled from 4/1/08 – 6/30/08	Debora Martin	National Assn for the Education of Young Children Accreditation Topics	Debora Martin is a program specialist for the California Reading and Literature Project through the University of California, Irvine. She received her B.S. degree in Child and Adolescent Studies from CSU, Fullerton.	Not to Exceed \$1000
4/16/08	Michael O'Brien	Mortgage Risks	Michael Obrien is a former mortgage banker, currently a mortgage broker. He spoke about primary and secondary mortgage markets, along with broker's licensing in real estate	\$0



**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Award of Bid: Printing and Mailing of Class Schedules  
2008-2009

**ACTION:** Approval

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**BACKGROUND**

Saddleback College and Irvine Valley College publish a schedule of classes prior to the start of each semester and summer session detailing the course offerings, including an ATEP insert and other vital information for students seeking to enroll at the college. In order to obtain the best possible price on binding and production of these publications, the colleges seek an annual bid from vendors for the production of all three schedules: Fall, Spring, and Summer.

**STATUS**

On March 13, 2008, Bid No. 283D for Printing and Mailing Class Schedules was sent to thirteen (13) vendors. Five (5) vendors responded to the bid, and the bids were opened on April 1, 2008. The lowest bid meeting all specifications for Saddleback College, Irvine Valley College and ATEP was submitted by Trend Offset Printing, of Los Alamitos, California for an amount of \$405,483.72, including sales tax, EXHIBIT A.

College staff has reviewed the bids and recommend the award.

Funds are available in the general fund for Saddleback College, Irvine Valley College and ATEP.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve award of Bid No. 283D for Printing and Mailing of Class Schedules 2008-2009 academic year to Trend Offset Printing in the amount of \$405,483.72 for Saddleback College, Irvine Valley College and ATEP.

BID NO. 283D  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
PRINTING & MAILING CLASS SCHEDULES  
2008-2009  
APRIL 28, 2008

<u>Printing &amp; Mailing Class Schedules</u>	<u>Amount</u>
TREND OFFSET PRINTING Los Alamitos, CA	\$405,483.72 *
LIBERTY PRESS Springville, UT	\$586,025.31
R. R. DONELLY Irvine, CA	\$621,943.78
DIVERSIFIED PRINTERS, INC. La Mirada, CA	\$662,751.93
DELTA PRINTING Orange, CA	\$690,498.96

\* RECOMMENDED AWARD

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

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

**TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
CCLC Capitol Days League Legislative Office 1121 L Street Sacramento, CA	June 17, 2008 (1)	\$1,300.00
Conference on Information Technology (CIT) League for Innovation Salt Lake City, Utah	October 19 – October 22, 2008 (3)	\$1,765.00

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

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

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

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**BACKGROUND**

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

**STATUS**

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-03756 through P08-04323 amounting to \$2,755,699.82 and P09-00003 through P09-00019 amounting to \$62,778.80 are submitted to the Board of Trustees for approval. Confirming requisitions dated March 6, 2008 through April 8, 2008 totaling \$159,837.37 are also submitted.

**RECOMMENDATION**

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

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-03756 Through P08-04323

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-03756	GRAPHIC IMPRESSIONS, INC.	PRINTING SERVICES FOR IVC M BASKETBALL P	\$1,447.08
P08-03757	COASTLINE ROP	3D Modeling Grant Expense	\$6,160.00
P08-03758	TRAVEL VIDEO STORE	Dept. Resources	\$313.90
P08-03759	ORIENTAL TRADING COMPANY, INC.	SUPPLIES FOR NURSING EVENT	\$271.12
P08-03760	UNIV. OF WASHINGTON	DVD FOR ANTHROPOLOGY	\$223.39
P08-03761	PRO AUDIO SOLUTIONS, LLC	Mastering package	\$1,269.15
P08-03762	OC PRINTING CO.	TRANSFER CENTER CHECK LIST	\$1,201.41
P08-03763	GANDER-PRINTCO	Business Cards	\$38.79
P08-03764	COMMUNITY COLLEGE LEAGUE OF CA	2008 Trustee Handbook	\$158.00
P08-03765	BALQUHIDDER MUSIC	Instructional music	\$14.94
P08-03766	NAT'L COLLEGIATE HONORS COUN.	Institutional Membership Dues	\$500.00
P08-03767	PSOMAS	ATEP Project	\$112,000.00
P08-03768	GRODT, MARLYS & ASSOCIATES	Class Spec - CM Management	\$800.00
P08-03769	APPA INSTITUTE	MEMBERSHIP DUES	\$1,075.00
P08-03770	DELL MARKETING	Computers for RapidTech	\$7,864.27
P08-03771	VIDEO SERVICE OF AMERICA	VIDEO SUPPLIES FOR IVC DANCE DEPARTMENT	\$96.49
P08-03772	DAHLSTROM & COMPANY	MATERIALS FOR JOB PLACEMENT	\$312.48
P08-03773	ETR ASSOCIATES	pamphlets for student handout	\$130.33
P08-03774	JOSTEN'S	Commencement accessories	\$1,764.78
P08-03775	APPLE COMPUTER, INC.	Computer for Photography Dept	\$1,483.58
P08-03776	EMERGENCY MEDICAL PRODUCTS	SUPPLIES FOR BLS	\$386.39
P08-03777	VIDEO SERVICE OF AMERICA	Recorders	\$414.84
P08-03778	TROXELL COMMUNICATIONS, INC.	AV Supplies	\$12,543.18
P08-03779	MINITEX LIBRARY INFO. NETWORK	Library supplies	\$2,273.06
P08-03780	OC PRINTING CO.	BLOSSOM PENS	\$2,030.59
P08-03781	OC PRINTING CO.	TRANSFER LAPEL PINS	\$1,083.84
P08-03782	MACERICH CONSTRUCTION, INC.	BGS CABINET PROJECT	\$345,000.00
P08-03783	COMMUNITY COLLEGE LEAGUE OF CA	subscription to Community Clg Dir	\$21.00
P08-03784	BRAY, ARNOLD	Legislative Advocacy	\$24,000.00
P08-03785	BOB PARRETT CONSTRUCTION, INC.	FINE ARTS-STRUCTURAL DUE DILLIGENCE PROJ	\$6,946.00
P08-03786	ASTRONOMY-SHOPPE	For repair of observatory telescope	\$1,200.00
P08-03787	DELL MARKETING	Printer Cartridges	\$177.04
P08-03788	EMERGENCY MEDICAL PRODUCTS	Supplies for Paramedic Students	\$641.29
P08-03789	SCANTRON CORPORATION	Supplies for EMT Students	\$299.98
P08-03790	HESSE, LISA	Student Supplies	\$128.07
P08-03791	AMER. INSTITUTE OF PHYSICS	SUPPLIES	\$23.26
P08-03792	AMAZON.COM	Reference book for lab use	\$21.76
P08-03793	MC KESSON GENERAL MEDICAL	SUPPLIES FOR PALS CLASS	\$145.17
P08-03794	FULL COMPASS SYSTEMS	Microphone package	\$3,533.12
P08-03795	LAYTON, ANDREW C.	Contract: Andrew Layton	\$15,000.00
P08-03796	AKCES MEDIA LLC	Reflector for HMI Light	\$82.87
P08-03797	OC PRINTING CO.	Tote Bags	\$1,062.42
P08-03798	ROSSI, ANASTASI	Child Care Services	\$814.00
P08-03799	B & H PHOTO	DVD PLAYER FOR LANGUAGE LAB.	\$203.65
P08-03800	TRANSIT MEDIA COMMUNICATIONS	DVD FOR ANTHROPOLOGY	\$451.00
P08-03801	TOMARK SPORTS EQUIPMENT	BASEBALL STRIPING PAINT	\$552.38
P08-03802	CORPORATE BUSINESS INTERIORS	Equip. for HR	\$419.69
P08-03803	MERCK AND CO., INC.	vaccines	\$515.00
P08-03804	GLAXO SMITH KLINE (GSK)	vaccine	\$643.25
P08-03805	OPTP	PILATES SUPPLIES/IVC PE DEPARTMENT	\$110.21
P08-03806	COMPUTERLAND CORPORATE OFFICE	License for Adobe Photoshop for website	\$324.33
P08-03807	U.S. POSTMASTER	Postage for summer 2008 schedule	\$16,802.00
P08-03808	U.S. POSTMASTER	POSTAL PERMIT	\$1,200.00
P08-03809	ORANGE COAST MAGAZINE	Ad in Orange Coast magazine for PAC	\$645.00
P08-03810	TEST EQUIPMENT DEPOT	CHEMISTRY SUPPLIES	\$1,187.73

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-03756 Through P08-04323

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-03811	GANDER-PRINTCO	PRINTING ADVISEMENT SHEETS: 07-08	\$2,823.00
P08-03812	CLARK SECURITY PRODUCTS	PADLOCKS	\$222.98
P08-03813	PROFORCE LAW ENFORCEMENT	TASERS	\$5,410.50
P08-03814	SCIENCE SOURCE	PHYSICS SUPPLIES	\$42.48
P08-03815	THUNDERBIRD SUPPLY CO.	STUDENT ART SUPPLIES - SUMMER 08	\$754.82
P08-03816	CA OPTICAL SUPPLIES	Microfiber cleaning cloths	\$78.96
P08-03817	DELTA CONTROL PRODUCTS INC.	ACTUATER VALVE	\$716.79
P08-03818	U.S. AIR CONDITIONING DIST INC	INDOOR FAN MOTOR	\$475.50
P08-03819	SWEETWATER SOUND INC.	Sound equipment	\$1,648.50
P08-03820	LYNXMOTION, INC.	Robotic Arm for Advanced Robotics	\$308.89
P08-03821	WEST-LITE SUPPLY CO.	AV BULB	\$314.98
P08-03822	MEDCO SUPPLY COMPANY	INSTRUCTIONAL SUPPLIES/IVC HLTH 2 CLASS	\$80.80
P08-03823	G/M BUSINESS INTERIORS	Chairs for Library Conference Rm.	\$4,934.52
P08-03824	APPLAUSE LEARNING RESOURCES	INSTRUCTIONAL SUPPLIES-LANG.LAB.	\$423.19
P08-03825	ALL THE KING'S FLAGS	CUSTODIAL	\$169.07
P08-03826	MC KESSON GENERAL MEDICAL	medical supplies	\$273.97
P08-03827	EBSCO SUBSCRIPTION SERVICE	Library ebook ownership per Tom Weisrock	\$2,145.00
P08-03828	AMER. LIBRARY ASSOC.	Library book per Ana Maria Cobos request	\$68.26
P08-03829	ALLSCRIPTS	medications required	\$37.34
P08-03830	CALLISON CONSTRUCTION	PROVIDE ELECTRICITY TO HEADWALLS	\$2,600.00
P08-03831	BALANCED BODY, INC.	PILATES SUPPLIES FOR THE PE DEPARTMENT	\$73.48
P08-03832	SIMS WELDING SUPPLY	Art supplies	\$500.00
P08-03833	HOME DEPOT	Art supplies	\$250.00
P08-03834	MC FADDEN-DALE INDUSTRIAL	Blanket Purchase Order	\$500.00
P08-03835	BATTERY SPECIALTIES	BATTERIES	\$343.75
P08-03836	PARKER & COVERT LLP	Attorney Services	\$5,000.00
P08-03837	W. W. GRAINGER INC.	Theatre supplies	\$1,000.00
P08-03838	U.S. POSTMASTER	POSTAGE	\$9,479.08
P08-03839	SADDLEBACK GOLF CARS, INC.	PASSENGER CART	\$10,902.15
P08-03840	SAMY'S CAMERA	Photography equipment	\$11,145.66
P08-03841	BATTERY ZONE, INC.	BATTERIES	\$141.08
P08-03842	NORTHLINE EXPRESS	GEOLOGY ACCESSORIES	\$48.75
P08-03843	NORTHERN TOOL & EQUIPMENT CO.	PHYSICS SUPPLIES	\$408.04
P08-03844	W. W. GRAINGER INC.	PHYSICS SUPPLIES	\$56.63
P08-03845	BATTERY ZONE, INC.	BATTERIES	\$117.60
P08-03846	B & H PHOTO	Digital photo paper for lab use	\$260.67
P08-03847	MARKERTEK VIDEO SUPPLY	Light meter for student use	\$211.62
P08-03848	BLICK, DICK COMPANY	STUDENT ART SUPPLIES - SUMMER 08	\$250.57
P08-03849	SAN DIEGO UNION TRIBUNE	Recruitment/Advertising for SOCCCD	\$3,736.92
P08-03850	DELL MARKETING	Dell flat panel monitors	\$421.35
P08-03851	SCIENCE KIT, INC.	PHYSICS SUPPLIES	\$ .00
P08-03852	B & H PHOTO	Monitors for Studio	\$1,021.47
P08-03853	LEGAL ADVOCATES FOR PERMANENT	Workshop Presenter	\$800.00
P08-03854	FREDENBURG, BRUCE	Workshop Presentation	\$300.00
P08-03855	RIO GRANDE ALBUQUERQUE	JEWELRY MAKING SUPPLIES	\$671.60
P08-03856	WALTERS SAN DIMAS	Theatre supplies	\$2,000.00
P08-03857	CLIA LABORATORY PROGRAM	CLIA user fee	\$200.00
P08-03858	COMMUNITY COLLEGE LEAGUE OF CA	Community College Directory 2008	\$21.00
P08-03859	HERFF JONES, INC.	Diploma Covers	\$7,795.96
P08-03860	LUNDSTROM & ASSOCIATES ARCHITE	ARCHITECTURAL FEES - A&R REMODEL	\$2,300.00
P08-03861	DISCOUNT SCHOOL SUPPLY	SUPPLIES FOR HD 131 COURSE	\$144.35
P08-03862	PRESS SOLUTIONS, INC.	Printing services	\$200.10
P08-03863	FREESTYLE	Film developer	\$162.73
P08-03864	ADI	MAGSTRIP CARD READER	\$1,542.38
P08-03865	GOLDMAN PRODUCTIONS, INC.	INSTRUCTOR SUPPLIES FOR KINESIOLOGY FITN	\$1,542.42

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-03756 Through P08-04323

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-03866	B & H PHOTO	Kodak Tri-X film	\$135.77
P08-03867	REGAL PHOTO PRODUCTS, INC.	Photography supplies	\$75.66
P08-03868	WINZIP COMPUTING	WinZip	\$137.50
P08-03869	DANNA, CAROL	Reimbursement for Art Basket Community O	\$36.48
P08-03870	UNIV. OF SO. CALIFORNIA (USC)	Rental Space	\$250.00
P08-03871	GRAPHIC CHEMICAL & INK CO.	Printmaking supplies	\$346.71
P08-03872	EDMONDS COMMUNITY COLLEGE	Payment for NSF Subaward - DUE 0702912	\$34,500.00
P08-03873	WESTERN REGIONAL HONORS COUNC	Institutional Membership Dues	\$50.00
P08-03874	WOHLERS ASSOCIATES, INC.	NSF Grant Contract: Terry Wohlers	\$8,000.00
P08-03875	HORNBARGER, M. ERIN	Workshop Presentation	\$625.00
P08-03876	ORANGWOOD CHILDREN'S FOUNDATI	Workshop Presentation	\$500.00
P08-03877	AUSTIN-FOUST ASSOCIATES, INC.	ATEP Project -	\$55,000.00
P08-03878	ST. ANNE SCHOOL	fee for use of gym for basketball practi	\$2,800.00
P08-03879	A-1 FENCE COMPANY	BASEBALL FIELD WINDSCREEN REPAIR	\$6,989.00
P08-03880	LIGHT IMPRESSIONS/NCDC	Matboards & mounting supplies	\$1,981.29
P08-03881	ARMSTRONG, LEE CO. INC.	BGS THEATERS 1ST & 2ND FLOOR - FLOORING	\$25,194.00
P08-03882	ARMSTRONG, LEE CO. INC.	SCIMATH: REPAIR SLAB/REPLACE CARPET	\$4,800.00
P08-03883	PRESS SOLUTIONS, INC.	Self inking stamps	\$38.34
P08-03884	WESTERN GRAPHICS PLUS, INC.	Message Pens	\$3,024.25
P08-03885	VER SALES, INC.	Theatre Supplies	\$3,000.00
P08-03886	HOME DEPOT	Art gallery supplies	\$450.00
P08-03887	IMAGE PRINTING SOLUTIONS	Registration Receipts	\$668.05
P08-03888	IMAGE PRINTING SOLUTIONS	permits to register +++++	\$1,336.10
P08-03889	PROMOTIONS NOW	TRANSFER CENTER POWER CLIPS	\$375.72
P08-03890	INSIGHT MEDIA	DVD FOR GEOGRAPHY	\$737.39
P08-03891	PBS VIDEO	DVDS FOR HISTORY/CDES	\$78.85
P08-03892	A & E HOME VIDEO	DVDS FOR HISTORY	\$78.83
P08-03893	EDUCATIONAL PRODUCTIONS, INC.	DVD FOR CDES	\$134.60
P08-03894	CHILD DEVELOPMENT MEDIA	DVD FOR CDES	\$101.48
P08-03895	PARENTS ACTION FOR CHILDREN	DVD FOR CDES	\$70.32
P08-03896	HAITBRINK ASPHALT PAVING, INC.	Softball Field Shed Demo and Grading	\$5,450.00
P08-03897	GENEVRO, WILLIAM F.	NSF Center Contract: William F. Geneviro	\$10,000.00
P08-03898	RUSCO, INC.	Locker Frame Demolition	\$2,000.00
P08-03899	WOSCZYNA-BIRCH, KAREN	NSF Grant Contract: Karen Wosczyzna-Birc	\$16,000.00
P08-03900	AMER. PORTABLE STORAGE	Softball Storage Container	\$4,046.64
P08-03901	G/M BUSINESS INTERIORS	Computer Desks for classroom	\$26,452.46
P08-03902	VICENTI, LLOYD & STUTZMAN	Auditing/Tax Preparation Services for FY	\$135,000.00
P08-03903	COAST LEARNING SYSTEMS	Spring 08 per student fee for 2 telecour	\$1,460.00
P08-03904	AMER. GEOTECHNICAL	ATEP GEOTECHNICAL SERVICES	\$870.00
P08-03905	KEENAN & ASSOCIATES	BUILDERS RISK INSURANCE	\$5,796.00
P08-03906	STATE WATER RES. CONTROL BOARD	STORM WATER PERMIT FOR IVC POLICE/WAREHO	\$308.00
P08-03907	HALL & FOREMAN, INC.	CIVIL ENG. SERVICES FOR ATEP HC PARKING	\$200.00
P08-03908	JSERRA CATHOLIC HIGH SCHOOL	Fee for use of gym for basketball	\$1,850.00
P08-03909	TEACHERS COLLEGE PRESS	VIDEO FOR CDES	\$62.01
P08-03910	GANDER-PRINTCO	Invitation envelopes for PM students	\$127.15
P08-03911	MATERIAL SALES UNLIMITED	GROUNDS SUPPLIES	\$5,406.90
P08-03912	OC REGISTER	AD FOR BID 282D	\$412.96
P08-03913	SIGMA ALDRICH CHEMICAL CO	BIOLOGY 1L SUPPLIES	\$125.09
P08-03914	B & H PHOTO	Photography supplies	\$117.75
P08-03915	OC REGISTER	AD FOR BID 1074	\$313.28
P08-03916	SEHI PROCOMP COMPUTER PRODUCTS	Laptop computer Printer	\$330.60
P08-03917	B & H PHOTO	Photo Supplies	\$1,375.97
P08-03918	PREMIER	Student Planners	\$20,359.36
P08-03919	FREDENBURG, BRUCE	Instructional Supply	\$344.80
P08-03920	IMAGE SOURCE, INC.	Scanning Equipment	\$42,429.48



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Purchase Order Numbers P08-03756 Through P08-04323

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-03921	MELISSA DATA CORPORATION	Licensing Increase-Data Quality Web Serv	\$1,239.13
P08-03922	SADDLEBACK GOLF CARS, INC.	GOLF CARTS	\$7,279.59
P08-03923	ALLSCRIPTS	prescription order	\$153.68
P08-03924	FULL COMPASS SYSTEMS	Instructional supplies for Music Dept	\$808.47
P08-03925	COMMUNITY COLLEGE LEAGUE OF CA	Library ebooks per Tom Weisrock request	\$3,750.00
P08-03926	COMMUNITY COLLEGE LEAGUE OF CA	Library ebooks per Tom Weisrock request	\$9,453.00
P08-03927	CAL'S CAMERAS	Camera filters & film	\$679.67
P08-03928	3 DAY BLINDS	REPLACEMENT SHADES	\$101.18
P08-03929	PENN CORP. RELOCATION SVCS INC	STORAGE OF FURNITURE	\$16,408.00
P08-03930	GUEST ARTISTS	Contract Services	\$2,700.00
P08-03931	ARMSTRONG, LEE CO. INC.	PE 304 - INSTALLATION OF VCT	\$2,400.00
P08-03932	ORANGWOOD CHILDREN'S FOUNDATI	Workshop Presentation	\$300.00
P08-03933	GREER, JESSICA	Panel Presentation	\$50.00
P08-03934	GRIFFITHS, CELIA	Panel Presentation	\$100.00
P08-03935	GARCIA, AMANDA	Panel Presentation	\$50.00
P08-03936	SCHECHTER, AMY ROSE	Panel Presentation	\$100.00
P08-03937	MUNDAY, PATRICE	Panel Presentation	\$50.00
P08-03938	MILLER, SALLIE	Panel Presentation	\$50.00
P08-03939	BRUCE, SARA	Panel Presentation	\$50.00
P08-03940	CARMEL, LISA	panel Presentation	\$50.00
P08-03941	BEAL, MARGUERITE	Panel Presentation	\$50.00
P08-03942	ESTRADA, YVETTE	Panel Presentation	\$50.00
P08-03943	SO COAST AIR QUALITY MGMT DIST	Filing Fee	\$397.49
P08-03944	TUFF SHED, INC.	BASEBALL FIELD TUFF SHED	\$3,472.78
P08-03945	TUFF SHED, INC.	SOFTBALL FIELD TUFF SHED	\$6,136.36
P08-03946	SAMY'S CAMERA	PHOTOGRAPHY SUPPLIES	\$279.38
P08-03947	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY GLASSWARE/SUPPLIES	\$1,389.58
P08-03948	IBM	Blade Center Build-Out	\$68,720.10
P08-03949	GRACE TRAINING SUPPLY	SUPPLIES FOR NURSING SKILLS LAB	\$9,156.20
P08-03950	ZARIT, CHARLES	FASHION SUPPLIES	\$66.85
P08-03951	POCKET NURSE ENTERPRISES, INC.	TORSO FOR EMT & NURSING	\$1,131.08
P08-03952	EDGEWOOD PRESS, INC.	PRESENTATION FOLDERS TRANSFER	\$1,842.53
P08-03953	PCH SHEET METAL & AIR CONDITIO	SHEET METAL	\$2,888.00
P08-03954	SAMY'S CAMERA	Printer supplies for classroom use	\$1,088.28
P08-03955	AMER. PORTABLE STORAGE	STORAGE CONTAINER	\$2,467.48
P08-03956	TOMARK SPORTS EQUIPMENT	INDOOR SOCCER BALL FOR IVC PE DEPARTMENT	\$153.23
P08-03957	SEHI PROCOMP COMPUTER PRODUCTS	Ink for printer	\$1,654.07
P08-03958	WGBH VIDEO	Dept. Resource	\$22.50
P08-03959	PBS VIDEO	Dept. Resource	\$33.81
P08-03960	INSIGHT MEDIA	Dept. Resource	\$213.10
P08-03961	SEHI PROCOMP COMPUTER PRODUCTS	HP LaserJet Printer 1020 MonochromeLaser	\$181.71
P08-03962	NAEYC	DVDS FOR CDES	\$91.89
P08-03963	SEHI PROCOMP COMPUTER PRODUCTS	LaserJet Printr Supplies	\$76.08
P08-03964	AMAZON.COM	Instructional Materials	\$139.46
P08-03965	DISNEYLAND	7 & 8 Grade Grant Disney Education Trip	\$1,430.00
P08-03966	SOCCER CENTER	MEN'S SOCCER SOCKS	\$341.67
P08-03967	BUDDY'S ALL STARS INC.	WOMEN'S BADMITION	\$709.58
P08-03968	SOMA TECHNOLOGY, INC.	SUPPLIES FOR MEDICAL ASSISTING	\$65.10
P08-03969	HITT MARKING DEVICES, INC.	"OK to Pay" stamp	\$43.64
P08-03970	REFRIGERATION SUPPLIES DIST.	HVAC SUPPLY	\$539.94
P08-03971	MISSION VIEJO RENTALS	RENTALS FOR 7&8 GRADE GRANT COLLEGE FAIR	\$357.00
P08-03972	PBS VIDEO	DVD FOR SOCIOLOGY	\$30.39
P08-03973	MEDIA EDUCATION FOUNDATION	DVD FOR PSYCHOLOGY	\$332.61
P08-03974	SAGEN, DIANE L.	Contract Services	\$75.00
P08-03975	CHL ARTISTS INC.	Contract Services	\$500.00

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PO #	Vendor Name	Purchase Order Description	Total Cost
P08-03976	RIOS, JOSE	Workshop Presentation	\$600.00
P08-03977	INSIGHT MEDIA	Video (DVD) for classroom	\$134.17
P08-03978	AMAZON.COM	Classroom instruction materials	\$86.94
P08-03979	COMMUNITY COLLEGE LEAGUE OF CA	COMMUNITY COLLEGE DIRECTORY	\$21.00
P08-03980	FISHER SCIENTIFIC	CHEMISTRY GLASSWARE/SUPPLIES	\$1,114.62
P08-03981	VWR INTERNATIONAL, INC.	CHEMISTRY GLASSWARE/SUPPLIES	\$467.38
P08-03982	SARGENT-WELCH	CHEMISTRY GLASSWARE/SUPPLIES	\$330.68
P08-03983	BJB ENTERPRISES, INC.	open purchase for supplies	\$1,508.00
P08-03984	BOOMERS! IRVINE	Classified Staff Development Day 2008	\$5,180.00
P08-03985	PRO CHEMICAL & DYE	FASHION SUPPLIES	\$2,446.04
P08-03986	K-LOG COMPANY, INC.	Instructor stools	\$759.64
P08-03987	OC REGISTER	ADVERTISING	\$455.68
P08-03988	OC REGISTER	ADVERTISING	\$455.68
P08-03989	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$210.00
P08-03990	KOEPSSELL, LISA	466621 STUDENT SUCCESS GRANT SCHOLARSHIP	\$244.00
P08-03991	CADWELL, MARISA	577537 STUDENT SUCCESS GRANT SCHOLARSHIP	\$244.00
P08-03992	NEXUS IS INC.	BTIC network equipment UPS	\$14,879.39
P08-03993	3DSUG, INC.	3DSUG ANNUAL CONFERENCE	\$5,000.00
P08-03994	TROXELL COMMUNICATIONS, INC.	BTIC Classroom equipment	\$24,619.71
P08-03995	COLOMBO, ANGELA	Consultant Agreement for Med. Assistant	\$500.00
P08-03996	ZIP DIRECT MAILING SERVICES	Mailing to CAPOUSD seniors	\$1,240.27
P08-03997	OC REGISTER	AD FOR BID 02	\$441.44
P08-03998	MIDWEST LIBRARY SERVICE	Purchase books.	\$5,000.00
P08-03999	DUNN-EDWARDS CORPORATION	BASEBALL FIELD PAINT	\$149.45
P08-04000	NATIONWIDE DRAFTING & OFFICE	Purchase flat files.	\$2,295.01
P08-04001	MC MULLEN, SEAN	Cash Advance	\$500.00
P08-04002	WARD'S NATURAL SCIENCE	CARTS FOR ANTHROPOLOGY	\$412.47
P08-04003	KATHCO PRODUCTS	PAPER GOODS FOR CHILD CARE	\$612.99
P08-04004	MUSTANG DYNAMOMETER	AUTOMOTIVE EQUIPMENT	\$1,357.38
P08-04005	DELL MARKETING	Bus. Sci/Tech Building projectors	\$21,053.27
P08-04006	DIAMOND PACIFIC	ART SUPPLIES	\$98.15
P08-04007	DELL MARKETING	CARDSCAN EXECUTIVE	\$264.73
P08-04008	B & H PHOTO	SANYO CAMCORDERS	\$1,265.23
P08-04009	APPLE COMPUTER, INC.	APPLE SERVER/SOFTWARE	\$10,042.30
P08-04010	A-VIDD ELECTRONICS CO.	Lighting Instruments for Studio	\$10,199.84
P08-04011	SEHI PROCOMP COMPUTER PRODUCTS	Ergonomic Equip for HR	\$122.45
P08-04012	RICOH AMERICAS CORPORATION	Toner	\$91.06
P08-04013	SAMY'S CAMERA	Case for Audio Gear in HD Camera Package	\$128.22
P08-04014	AARDVARK CLAY AND SUPPLIES	Art supplies	\$500.00
P08-04015	HOME DEPOT	Art supplies	\$350.00
P08-04016	MC MASTER CARR SUPPLY COMPANY	Art supplies	\$1,000.00
P08-04017	HOME DEPOT	Art supplies	\$700.00
P08-04018	TMFG, INC.	Encoder software to make videos accessab	\$107.70
P08-04019	SWREG	Software to assist in closed captioning	\$64.64
P08-04020	BOB PARRETT CONSTRUCTION, INC.	DSA REQUIREMENTS FOR CERTIFICATION	\$13,031.00
P08-04021	CARVETTE, JOHN	Piano Tunings	\$1,300.00
P08-04022	FENCING.NET	Instr. Supplies	\$769.34
P08-04023	CA STAGE & LIGHTING	Rents and Leases	\$1,000.00
P08-04024	ALLIED REFRIGERATION, INC.	TOOL CHESTS	\$911.57
P08-04025	TACTICAL & SURVIVAL SPECIALTIE	Supplies for Paramedic Students	\$342.32
P08-04026	SIMULAIDS, INC.	SUPPLIES FOR BLS	\$111.86
P08-04027	BUSINESS SUPPLY	SORTING RACK	\$125.84
P08-04028	WARD'S NATURAL SCIENCE	GEOGRAPHY SUPPLIES	\$760.93
P08-04029	SMITH, DANIEL INC.	ART SUPPLIES	\$1,772.33
P08-04030	SEHI PROCOMP COMPUTER PRODUCTS	HP COLOR PRINTERS	\$1,398.60

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PO #	Vendor Name	Purchase Order Description	Total Cost
P08-04031	MF ATHLETIC COMPANY	Stop watches	\$154.04
P08-04032	QUEZADA PRO LANDSCAPE, INC.	TRIM PALM TREES ON ATEP CAMPUS	\$475.00
P08-04033	FOR-A CORPORATION OF AMERICA	Special Effects Generator for Studio	\$40,030.08
P08-04034	BEE MAN	GOLF DRIVING RANGE - REMOVE BEES	\$ .00
P08-04035	UNITED SITE SERVICES OF CA, IN	GRADUATION - PORTABLE TOILETS	\$667.00
P08-04036	BEE MAN	AGB - BEE'S IN BUILDING	\$ .00
P08-04037	MC MAHAN BUSINESS INTERIORS	SCIMATH LECTURN HALL THEAT. SEATING	\$71,819.25
P08-04038	ROGERS, CHUCK	Reimbursement for non-instructional supp	\$600.00
P08-04039	GERBER, NORA	Workshop Presenter	\$1,555.00
P08-04040	G/M BUSINESS INTERIORS	chairs for conference room	\$7,754.96
P08-04041	SORIANO ELECTRIC	wiring and electrical repairs	\$6,000.00
P08-04042	ADORAMA CAMERA	Spot pens & Kinderman lids	\$215.30
P08-04043	SOMA TECHNOLOGY, INC.	EQUIPMENT FOR MEDICAL ASSISTING	\$7,993.50
P08-04044	CALUMET PHOTOGRAPHIC INC	Photo supplies	\$173.59
P08-04045	SAMY'S CAMERA	Comp. equipment for department use	\$5,145.06
P08-04046	RITTER, J.S. JEWELER'S SUPPLY	TORCH OUTFIT	\$229.42
P08-04047	L.A. TIMES	RECRUITMENT ADVERTISING for SOCCCD	\$2,854.12
P08-04048	OC REGISTER	RECRUITMENT/ADVERTISING for SOCCCD	\$3,071.25
P08-04049	LEARNING SEED	Dept. Resource	\$211.97
P08-04050	IMPACT IMAGES	Photography supplies	\$112.75
P08-04051	G/M BUSINESS INTERIORS	Ergonomic Equip.-HR	\$248.05
P08-04052	ISLAND PROMOTIONAL PRODUCTS	Outreach Supplies	\$785.56
P08-04053	OC PRINTING CO.	7 & 8th GRADE GRANT	\$3,915.45
P08-04054	INSIGHT MEDIA	DVD/VHS FOR SOCIOLOGY	\$873.81
P08-04055	KRATZER, A.T. & COMPANY	Scan & Read system for visually impaired	\$11,327.20
P08-04056	DELL MARKETING	Computers for BTIC classrooms	\$15,067.06
P08-04057	MARTECH SYSTEMS, INC.	TICKET OFFICE HARDWARE/SOFTWARE	\$14,303.81
P08-04058	NETWORK HARDWARE RESALE	Conference phones for district conferenc	\$2,085.88
P08-04059	METRONOME, INC.	Pix 515 failover to unrestricted upgrade	\$3,148.19
P08-04060	COPPIN LOCK & SAFE	locksmith services	\$2,000.00
P08-04061	CLARKE & ASSOCIATES, INC.	BUILDING PLAQUES FOR POLICE/WAREHOUSE AN	\$2,216.73
P08-04062	DELL MARKETING	District NOC monitor dashboard and Dell	\$6,189.89
P08-04063	CCS PRESENTATION SYSTEMS, INC.	Video Projectors	\$6,675.85
P08-04064	DISCOVERY EDUCATION	DVD FOR GEOGRAPHY	\$ .00
P08-04065	REDLEAF PRESS	SUPPLIES FOR CDES	\$157.62
P08-04066	M. SUSAN LYON	DVD FOR CDES	\$32.33
P08-04067	PERFORMANETICS PRESS	DVD FOR CDES	\$78.93
P08-04068	TEACHERS COLLEGE PRESS	DVD FOR CDES	\$66.52
P08-04069	CENTURION TECHNOLOGIES, INC.	DRIVESHIELD MAINTENANCE RENEWAL	\$290.49
P08-04070	IMAGE PRINTING SOLUTIONS	Purchase Pressure Seal Forms	\$1,336.10
P08-04071	DELL MARKETING	VMWARE LICENSES	\$7,174.00
P08-04072	KOOYMAN, GERALD	GUEST SPEAKER	\$100.00
P08-04073	BINDER, GERALD	GUEST SPEAKER	\$100.00
P08-04074	SILVERMAN, DENNIS	GUEST SPEAKER	\$100.00
P08-04075	WELLS, TED	GUEST SPEAKER	\$100.00
P08-04076	TORRES, DR. RODOLFO	GUEST SPEAKER	\$100.00
P08-04077	SOCCCD TRUSTEE FOR FEDERAL/STA	Repayment to Pell Account	\$661.00
P08-04078	CSU FULLERTON	Ad Promoting Summer in CSUF Paper	\$2,164.00
P08-04079	INCENTRA SOLUTIONS	Exchange deployment and troubleshooting	\$17,400.00
P08-04080	COASTLINE ROP	Reimburse purchases for 3D modeling gran	\$1,966.94
P08-04081	COASTLINE ROP	reimburse for 3D Modeling grant expense	\$5,422.73
P08-04082	SADDLEBACK VALLEY U.S.D.	Reimburse stipend expense	\$1,440.75
P08-04083	SPSS, INC.	SPSS License Renewal for Smart Viewer W	\$ .00
P08-04084	HAITBRINK ASPHALT PAVING, INC.	RESEALING OF ASPHALT CONCRETE	\$1,910.00
P08-04085	CAMPUS-VOTE/VOTE-NOW	Academic Senate Election Online Voting	\$520.00

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Purchase Order Numbers P08-03756 Through P08-04323

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-04086	SAFELITE AUTO GLASS CORP.	REPLACE WINDSHIELD	\$209.11
P08-04087	MINI MAILERS, INC. (MMI)	Purchase of Domain Name	\$12.60
P08-04088	ALISO NIGUEL HIGH SCHOOL	High school newspaper advertising	\$360.00
P08-04089	SYSTEMS SOURCE, INC.	Ergonomic arm brackets/support	\$1,827.45
P08-04090	WEST GROUP	Library books and materials per Tom Weis	\$700.00
P08-04091	KELLY PAPER	Open P.O. for student supplies	\$500.00
P08-04092	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$272.26
P08-04093	INSIGHT MEDIA	DVD'S FOR HUMAN SERVICES	\$729.49
P08-04094	GENESIS, INC.	OWL PELLETS	\$340.98
P08-04095	W. W. GRAINGER INC.	AIR FILTER & PRESSURE REGULATOR	\$217.62
P08-04096	RAND MATERIAL HANDLING EQUIP.	CHEMICAL STORAGE	\$3,450.24
P08-04097	NEXUS IS INC.	BTIC network equipment	\$167,891.97
P08-04098	DELL MARKETING	30 LAPTOPS FOR SCI MATH	\$41,062.12
P08-04099	SEHI PROCOMP COMPUTER PRODUCTS	Monitors, video components, and printers	\$8,386.84
P08-04100	WestEd	DVD FOR CDES	\$16.16
P08-04101	CORPORATE BUSINESS INTERIORS	Cabinets	\$10,617.15
P08-04102	DELL MARKETING	SERVER FOR DENICE INCIONG	\$1,722.49
P08-04103	PSYCHOLOGICAL CORPORATION, INC	LD TESTING SUPPLIES	\$930.00
P08-04104	JOSTEN'S	Commencement Fac cap/gown order	\$403.48
P08-04105	SCANTRON CORPORATION	CLARITY SCANNER	\$5,997.58
P08-04106	CARD INTEGRATORS CORPORATION	Card Id System	\$1,913.16
P08-04107	MARTIN, DEBORA	For staff training.	\$1,000.00
P08-04108	HAITBRINK ASPHALT PAVING, INC.	CURB AND ASPHALT REPAIR	\$8,250.00
P08-04109	MALONEY AND ASSOCIATES, INC	CLEAN PE-200 ROOF	\$2,995.00
P08-04110	TOMARK SPORTS EQUIPMENT	SUPPLIES FOR IVC ATHLETIC DEPT.	\$227.86
P08-04111	ON TRACK	Track & Field Supplies	\$5,076.10
P08-04112	TOMARK SPORTS EQUIPMENT	IVC EQUIPMENT ROOM NEEDS	\$195.54
P08-04113	MEDCO SUPPLY COMPANY	TRAINING ROOM SUPPLIES	\$166.56
P08-04114	HOKE OUTDOOR ADVERTISING, INC.	TRANSFER CENTER BANNERS	\$624.93
P08-04115	TEDDER, HAMPTON ELECTRIC CO.	CABLE SPLICER FOREMAN	\$623.96
P08-04116	ACADEMIC SUPERSTORE	VECTORWORKS SOFTWARE LICENSES	\$3,010.37
P08-04117	DHK PLUMBING & PIPING, INC.	INSTALL NEW ABS WASTER LINE FOR ICE MAKE	\$6,348.00
P08-04118	G/M BUSINESS INTERIORS	New Equipment for Dean's Office	\$8,219.78
P08-04119	EXPENDABLES RECYCLER	Gels for student use in lighting	\$376.43
P08-04120	MF ATHLETIC COMPANY	Track and Field Supplies	\$2,157.16
P08-04121	ENVISIONTEC, INC.	New Equipment For RapidTech	\$62,495.00
P08-04122	GANDER-PRINTCO	BURSAR'S WINDOW ENVELOPES	\$179.90
P08-04123	OMNIRAX STUDIO FURNITURE	Sound bay furniture	\$1,499.59
P08-04124	TRC	BGS - ACCESS CONTROL SYSTEM DESIGN	\$25,665.00
P08-04125	NAEYC	DVDS FOR CDES	\$103.73
P08-04126	LAKESHORE CURRICULUM MATERIALS	SUPPLIES FOR CDES	\$118.39
P08-04127	PENNSYLVANIA STATE UNIVERSITY	DVD FOR ANTHROPOLOGY	\$174.76
P08-04128	DISCOUNT SCHOOL SUPPLY	SUPPLIES FOR CDES	\$215.82
P08-04129	FILMS MEDIA GROUP	DVD FOR ANTHROPOLOGY	\$172.07
P08-04130	STAGE LIGHTING STORE	LIGHTWRIGHT 4 SOFTWARE	\$886.52
P08-04131	MARTIN, DEBORA	GUEST SPEAKER FOR STAFF TRAINING	\$500.00
P08-04132	QUANTUM GROUP	Polo Shirts for Student Ambassadors	\$378.33
P08-04133	SADDLEBACK VALLEY U.S.D.	reimburse salaries for tpp grant	\$17,000.00
P08-04134	G/M BUSINESS INTERIORS	Ergonomic for HR	\$239.31
P08-04135	MISSION VIEJO GLASS	SSC REPAIR GLASS DOOR TO GAME ROOM	\$162.00
P08-04136	MARSHALL MATERIALS	SAND TO FOOTBALL FIELD	\$1,341.98
P08-04137	WHEELER SEWING MACHINE CO.	SEWING MACHINE	\$1,905.63
P08-04138	DIVERSIFIED BUSINESS SERVICES	SHIRTS	\$640.53
P08-04139	BONE CLONES, INC.	ANTHROPOLOGY SUPPLIES/EQUIPMENT	\$7,837.74
P08-04140	WARD'S NATURAL SCIENCE	ANTHROPOLOGY SUPPLIES	\$249.66

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PO #	Vendor Name	Purchase Order Description	Total Cost
P08-04141	CAROLINA BIOLOGICAL SUPPLY	ANTHROPOLOGY SUPPLIES	\$575.45
P08-04142	HARDY DIAGNOSTICS	BIOLOGY SUPPLIES	\$58.24
P08-04143	CLARK SECURITY PRODUCTS	MASTER LOCK FOR ART DEPT	\$150.18
P08-04144	TRACKING SOLUTIONS, INC.	CHEMICAL LABELS	\$134.60
P08-04145	SANTA FE JEWELER'S SUPPLY	JEWELRY MAKING SUPPLIES	\$376.32
P08-04146	CHINESE CLAY ART CORP.	SCULPTURE SUPPLIES	\$305.52
P08-04147	RANSOM AND RANDOLPH	ART SUPPLIES	\$176.47
P08-04148	RAND McNALLY & CO.	MAPS FOR GEOGRAPHY	\$982.60
P08-04149	LEGION WEST PAPER	ART PAPER	\$490.48
P08-04150	MS ABRASIVE CLEANING EQUIPMENT	ART SUPPLIES	\$380.58
P08-04151	CLEAN HARBORS, INC.	HAZARDOUS WAST REMOVAL	\$1,000.00
P08-04152	VWR INTERNATIONAL, INC.	PHYSICS SUPPLIES	\$706.35
P08-04153	WARD'S NATURAL SCIENCE	GEOLOGY/MAR SCI SUPPLIES	\$1,130.18
P08-04154	VWR INTERNATIONAL, INC.	GEOLOGY SUPPLIES	\$117.38
P08-04155	FISHER SCIENTIFIC	MARINE SCIENCE SUPPLIES	\$482.89
P08-04156	SPECTRUM LABORATORY PRODUCTS	FEE BASED PHYSICS SUPPLIES	\$377.54
P08-04157	TROXBELL COMMUNICATIONS, INC.	Technology Supplies	\$859.85
P08-04158	HENRY TROEMNER LLC	HORTICULTURE EQUIPMENT	\$2,241.28
P08-04159	VWR INTERNATIONAL, INC.	BIOLOGY 1L SUPPLIES	\$12.20
P08-04160	BROADCAST SUPPLY WORLDWIDE	Remote Broadcast Package	\$6,560.57
P08-04161	PRESS SOLUTIONS, INC.	Printing for Brochures	\$1,402.93
P08-04162	ALFA AESAR	CHEMICALS FOR STUDENT USE IN CHEMSITRY	\$26.44
P08-04163	DESIGNS BY NATURE	SLAB SAW FOR EMERITUS	\$3,031.33
P08-04164	SIGURDSON SALES & SERVICE	PROGRAMMABLE PAPER CUTTER	\$8,086.45
P08-04165	KAPLAN SCHOOL SUPPLY	BOOKS FOR STAFF TRAINING IN ECERS	\$344.56
P08-04166	DELL MARKETING	FIBER CHANNEL ADAPTERS FOR SAN	\$1,804.14
P08-04167	KIRK XPEDX	COLOR PAPER	\$1,577.46
P08-04168	K 5600 LIGHTING, INC.	Lighting for Studio	\$5,268.98
P08-04169	PROFESSIONAL SOLUTIONS	Annual software update.	\$118.53
P08-04170	DELL MARKETING	Dell Computer Monitor Screens	\$2,160.36
P08-04171	PRO-MED PRODUCTS, INC.	Weights for adapted PE classes	\$192.27
P08-04172	SKIDMORE, E.J. SERVICES	Exhaust fume hoods for Art Dept	\$69,454.00
P08-04173	EISENBART AND SONS	REMOVE & REPLACE 41 MIRRORS CAMPUS WIDE	\$14,275.60
P08-04174	SUNTAMERS WINDOW TINTING	41 MIRRORS - CLEAR COATING	\$3,786.00
P08-04175	SPORTS FAN OUTLET.COM	SOCCER INSTRUCTIONAL SUPPLIES/IVC PE DEP	\$207.44
P08-04176	BLICK, DICK COMPANY	ART SUPPLIES	\$1,202.47
P08-04177	FILMTOOLS	HD Camera Package Accessories	\$15,658.60
P08-04178	CONSOLIDATED PLASTICS CO., INC	DRY CLEANER PLASTIC	\$300.91
P08-04179	BLICK, DICK COMPANY	INTERIOR DESIGN SUPPLIES	\$91.77
P08-04180	IMAGE PRINTING SOLUTIONS	NURSING PHOTOS	\$3,490.46
P08-04181	QUEZADA PRO LANDSCAPE, INC.	LANDSCAPE SERVICE	\$1,850.00
P08-04182	METRONOME, INC.	NETWORKING FOR BGS (SWITCHES/GBICS)	\$28,469.92
P08-04183	SEHI PROCOMP COMPUTER PRODUCTS	5 PRINTERS	\$3,178.63
P08-04184	KRATTER, A.T. & COMPANY	Upgrade Jaws software to v9.0	\$620.13
P08-04185	NEW DAY FILMS	DVDS FOR ANTHROPOLOGY	\$456.64
P08-04186	PROMOTIONS NOW	Promotional materials for division	\$2,956.56
P08-04187	AMSTERDAM PRINTING & LITHO	Promotional materials for division	\$3,094.94
P08-04188	PROGRESSIVE LIGHTING & ENERGY	Exterior Lighting	\$13,932.58
P08-04189	SCANTRON CORPORATION	REPLENISH SUPPLIES	\$297.87
P08-04190	OCLC PACIFIC NETWORK, INC.	Library ebooks per Tom Weisrock request	\$9,475.00
P08-04191	DELL MARKETING	Backpack Carrying Case for Dell	\$169.11
P08-04192	SCANTRON CORPORATION	2 Single User Licenses for eListen	\$2,380.00
P08-04193	MC MAHAN BUSINESS INTERIORS	BGS - GRAY MARKER BOARDS	\$35,411.23
P08-04194	SARGENT-WELCH	PHYSICS SUPPLIES	\$208.10
P08-04195	GANDER-PRINTCO	ENVELOPES FOR BIDS	\$2,963.13

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-03756 Through P08-04323

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-04196	BOB PARRETT CONSTRUCTION, INC.	SIDEWALK CRACK REPAIR	\$6,992.00
P08-04197	SCALES ON LINE	SCALES FOR NURSING	\$164.85
P08-04198	TRAUB, NORMAN A.	Invest. Svs.	\$10,000.00
P08-04199	CPP, INC.	Skillsone- Online Assessments	\$464.60
P08-04200	SEHI PROCOMP COMPUTER PRODUCTS	PRINTER FOR MEDICAL ASSISTING	\$200.19
P08-04201	CONCEPT MEDIA	DVD REQ. BY B.HUGGINS	\$287.64
P08-04202	MODERN POSTCARD	Postcards for upcoming student art show	\$199.34
P08-04203	SEHI PROCOMP COMPUTER PRODUCTS	Printer ink	\$470.48
P08-04204	DEMCO INC.	Library supplies	\$41.57
P08-04205	INDIANA UNIVERSITY CONFERENCES	Books for Music Dept	\$33.83
P08-04206	CASTLE PARK, LLC	Math Instructional supplies/Ilknur	\$264.30
P08-04207	B & H PHOTO	Digital Recorders for disabled students	\$1,448.16
P08-04208	SYSTEMS SOURCE, INC.	FILE CABINETS	\$2,862.92
P08-04209	EDGEWOOD PRESS, INC.	Folders for Veteran Services	\$996.69
P08-04210	DOCUMENTARY EDUCAT. RESOURCES	DVD FOR ANTHROPOLOGY	\$220.11
P08-04211	CAL STATE UNIV LONG BEACH	Ad Promoting Summer in CSULB Paper	\$1,512.00
P08-04212	UNIV. OF CAL., IRVINE (UCI)	Ad Promoting Summer Classes in UCI Newsp	\$1,403.85
P08-04213	TFM ASSOCIATES, INC.	Advertising in The Scout	\$750.00
P08-04214	TFM ASSOCIATES, INC.	Advertising in The Scout	\$3,000.00
P08-04215	MORTON'S HORTICULTURAL PRODUCT	EQUIPMENT FOR CDES	\$964.01
P08-04216	MUSSER & ASSOCIATES, INC.	Relocation of optical table for CACT	\$400.00
P08-04217	IMPRESSIONS PRINTING	Business cards	\$444.47
P08-04218	BAKER & TAYLOR ENTERTAINMENT	Library books and materials per Tom Weis	\$5,500.00
P08-04219	GUEST ARTISTS	Student Help for moving theatre equipmen	\$2,000.00
P08-04220	MISSION VIEJO GLASS	MIRROR REPLACEMENT IN P.E. AREAS	\$4,460.00
P08-04221	B & H PHOTO	Camera lenses	\$7,186.93
P08-04222	TRIANGLE SCENERY & DRAPERY CO.	THEATRICAL EQUIPMENT	\$2,036.48
P08-04223	MUSICIAN'S FRIEND, INC.	Remote PA System	\$2,456.17
P08-04224	BLACK SHEEP	STUDIO THEATRE CURTAINS	\$7,952.11
P08-04225	B & H PHOTO	Photography supplies	\$800.37
P08-04226	MC KESSON GENERAL MEDICAL	medical supplies	\$232.18
P08-04227	B & H PHOTO	Photography supplies	\$2,403.90
P08-04228	B & H PHOTO	HD Production Package Equipment	\$18,085.10
P08-04229	RIO GRANDE ALBUQUERQUE	ART SUPPLIES	\$2,073.81
P08-04230	B & H PHOTO	Digital camera with printer	\$1,450.15
P08-04231	SMITH, DANIEL INC.	ART/PAINTING SUPPLIES	\$1,629.36
P08-04232	OC REGISTER	ADVERTISING	\$320.40
P08-04233	K 5600 LIGHTING, INC.	Lighting for HD Camera System	\$13,333.25
P08-04234	B & H PHOTO	Monitors for HD editing System	\$1,032.25
P08-04235	HIROMI PAPER INTERNATIONAL	PRINTMAKING SUPPLIES	\$676.98
P08-04236	CAREER COMMUNICATIONS, INC.	Career Books/Research Materials	\$1,022.36
P08-04237	THUNDERLIPS MUSIC, INC.	Brass Quintet for IVC Commencement	\$1,300.00
P08-04238	AMER. PSYCHIATRIC PRESS	BOOKS FOR HUMAN SERVICES	\$131.96
P08-04239	CAREER COMMUNICATIONS, INC.	Purchase for Career Center-VTEA funds.	\$487.49
P08-04240	DEMCO INC.	Purchase 3M Tattle Tape.	\$316.19
P08-04241	HAWKHILL ASSOCIATES, INC.	Geology video	\$213.10
P08-04242	UNIV. OF CAL. PRESS	Books for Geology	\$161.18
P08-04243	SARS SOFTWARE PRODUCTS, INC.	SARS Alert Software/Training	\$20,677.50
P08-04244	BBS TECHNOLOGIES, INC.	Data Mgmt Software	\$10,718.40
P08-04245	COMPONENTSOURCE	ApexSQL Dev Studio Software	\$1,177.58
P08-04246	HARDY DIAGNOSTICS	BIOLOGY SUPPLIES	\$183.39
P08-04247	COX MEDIA, INC.	Cable Advertising	\$3,510.00
P08-04248	TANRIVERDI, FAWN	Purchase of supplies TANF/CalWORKs stude	\$646.18
P08-04249	COASTLINE ROP	reimbursement	\$5,376.72
P08-04250	H2 ENVIRONMENTAL CONSULTING	PERFORM ENVIRONMENTAL SURVEY IVC B-200 B	\$1,426.00

## BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-03756 Through P08-04323

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-04251	H2 ENVIRONMENTAL CONSULTING	PERFORM ENVIRONMENTAL SURVEY IVC A-300 B	\$1,830.00
P08-04252	SMITH, DANIEL INC.	PRINTMAKING SUPPLIES	\$3,031.82
P08-04253	AARDVARK CLAY AND SUPPLIES	ART SUPPLIES	\$3,408.73
P08-04254	LAGUNA CLAY CO.	CERAMICS SUPPLIES	\$1,289.68
P08-04255	CA METAL-X	ART SUPPLIES	\$3,195.01
P08-04256	SAX ARTS & CRAFTS	ART SUPPLIES	\$24.24
P08-04257	CAPISTRANO SEWING MACHINE CO.	SEWING SUPPLIES	\$175.90
P08-04258	PAPER CLIP COMMUNICATIONS, INC.	BROCHURS FOR TRANSFER CENTER	\$531.21
P08-04259	HOOKER HANDLING SYSTEMS, INC.	SAFETY SUPPLIES FOR CHEMISTRY	\$233.40
P08-04260	ATI	TEAS TESTS	\$1,600.00
P08-04261	GANDER-PRINTCO	ACCOUNTING-REFUND REQUEST FORM	\$195.57
P08-04262	PAN, DAVID	GUEST SPEAKER	\$100.00
P08-04263	CHEMSEARCH	HVAC SUPPLY	\$170.72
P08-04264	ACOUSTICAL MATERIAL SERVICES	CEILING TILES	\$2,612.42
P08-04265	ENCO MANUFACTURING CO.	DRILL BITS	\$150.22
P08-04266	TARASCON PUBLISHING	Drug books for Paramedic Students	\$369.96
P08-04267	GEOPRIME	GEOLOGY SUPPLIES	\$247.74
P08-04268	JSTOR	Library electronic books per Tom Weisroc	\$5,836.39
P08-04269	RHO, KARIN	879537 STUDENT SUCCESS GRANT SCHOLARSHIP	\$244.00
P08-04270	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$315.00
P08-04271	JOKINEN, DORY	450740 STUDENT SUCCESS GRANT SCHOLARSHIP	\$244.00
P08-04272	KIM, HELENA	983652 STUDENT SUCCESS GRANT SCHOLARSHIP	\$244.00
P08-04273	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$105.00
P08-04274	ST. LOUIS COMMUNITY COLLEGE	Payment for NSF Subaward/DUE 0702912	\$24,194.00
P08-04275	AMAZON.COM	DVD	\$59.25
P08-04276	COX MEDIA, INC.	Cable advertising	\$3,510.00
P08-04277	SOC CCD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$86.00
P08-04278	ELM NDN	Return to Title IV Funds	\$185.30
P08-04279	ARMSTRONG, LEE CO. INC.	SCI MATH - FLOORING	\$53,663.00
P08-04280	NATURE CONSERVANCY	MITIGATION FUNDS FOR NAT CATCHER HABITAT	\$16,000.00
P08-04281	SWACC	Amendment to Property & Liability Ins.	\$590.00
P08-04282	ALPHA OMEGA	AUTOMOTIVE EQUIPMENT	\$2,128.06
P08-04283	DELL MARKETING	Toner for Dell Color Printer	\$583.10
P08-04284	BEST BUY CO., INC.	CAMCORDERS FOR ANTHROPOLOGY	\$1,552.52
P08-04285	SEHI PROCOMP COMPUTER PRODUCTS	Wireless keyboards and mice.	\$239.90
P08-04286	RIO GRANDE ALBUQUERQUE	ART SUPPLIES	\$7,123.15
P08-04287	UNC JAZZ PRESS	Music for jazz program	\$343.89
P08-04288	LAKESHORE CURRICULUM MATERIALS	Classroom supplies.	\$2,324.00
P08-04289	DISCOUNT SCHOOL SUPPLY	Classroom supplies.	\$6,077.37
P08-04290	XEROX CORPORATION	XEROX ALL-IN-ONE PRINTER	\$2,242.55
P08-04291	SADDLEBACK APPLIANCES	DISHWASHER FOR CHILD DEVELOPMENT CENTER	\$546.39
P08-04292	FORESTRY SUPPLIERS, INC.	GEOLOGY SUPPLIES	\$169.98
P08-04293	PETE'S ROAD SERVICE	WAREHOUSE SUPPLIES	\$328.68
P08-04294	ULINE, INC.	WAREHOUSE SUPPLIES	\$176.76
P08-04295	DELL MARKETING	50 DELL OPTIPLEX 755 DESKTOPS	\$59,774.56
P08-04296	TKO ENTERPRISES, INC.	MATRICULATION TIMERS	\$345.44
P08-04297	DELL MARKETING	TONER FOR DELL PRINTER	\$756.41
P08-04298	AMAZON.COM	SUNCAST STORAGE SHED	\$854.24
P08-04299	GOLF VENTURES WEST	GROUNDS LAWN EQUIPMENT	\$62,918.46
P08-04300	MC CAUGHIN, J. F. CO.	SCULPTING WAX	\$595.49
P08-04301	DHARMA TRADING CO.	Dept./Student Supplies	\$341.63
P08-04302	B & H PHOTO	Photography equipment	\$881.40
P08-04303	CM SCHOOL SUPPLY CO.	Classroom supplies.	\$565.80
P08-04304	OC PRINTING CO.	Promotional variety pack	\$2,080.18
P08-04305	OC PRINTING CO.	Bic bright liner grip highlighter	\$1,520.27

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-03756 Through P08-04323

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-04306	OC PRINTING CO.	Best pencil Value	\$809.05
P08-04307	ISLAND PROMOTIONAL PRODUCTS	Shirts for outreach department	\$510.26
P08-04308	ISLAND PROMOTIONAL PRODUCTS	Shirts for Veterans Outreach	\$337.04
P08-04309	ADVENTURES IN ADVERTISING	Messenger Bags	\$996.65
P08-04310	OC REGISTER	ADVERTISING	\$306.16
P08-04311	OC REGISTER	ADVERTISING	\$306.16
P08-04312	BROOKES PUBLISHING CO.	purchase of books.	\$85.44
P08-04313	JH RECOGNITION COMPANY	PINS FOR ADN GRAD.	\$482.38
P08-04314	TIME	Periodical for ESL Instruction	\$30.00
P08-04315	GANDER-PRINTCO	Business cards for DSPS office	\$220.89
P08-04316	MEDICC	DVD	\$69.65
P08-04317	OC PRINTING CO.	Gaucho promotional key tags	\$4,787.56
P08-04318	OC FARM SUPPLY	GROUNDS - WEED REMOVER & SPRAYER	\$652.90
P08-04319	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$998.41
P08-04320	DRS. FOSTER & SMITH	LABORATORY INSTRUMENTS	\$582.50
P08-04321	DUNE CRAFT	LABORATORY SUPPLIES	\$211.01
P08-04322	SO COAST AIR QUALITY MGMT DIST	EMISSION FEES INVOICE	\$99.09
P08-04323	CHEMSEARCH	GROUNDS SUPPLIES	\$404.17
			=====
			\$2,755,699.82



BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-00003 Through P09-00019

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00003	NAT'L ORGANIZATION FOR ADN	N-OADN DUES	\$400.00
P09-00004	WOLTERS KLUWER HEALTH	NURSE EDUCATOR FOR NURSING FACULTY	\$105.96
P09-00005	ISI TELEMANAGEMENT SOLUTIONS	Telephone Software Support	\$2,738.00
P09-00006	PRO TECHNOLOGY AUTOMATION, INC	Adobe Annual Premium Support	\$2,862.43
P09-00007	PROCESS SOFTWARE CORPORATION	Process Software for MultiNet Maintenanc	\$1,075.00
P09-00008	STREET BEAT	Performance Fee for Street Beat	\$9,500.00
P09-00009	EMBARCADERO TECHNOLOGIES, INC.	ER/Studio Maint/Upgrade Renewal	\$3,600.00
P09-00010	AGILYSYS	VMWare Maintenance Renewal	\$9,853.00
P09-00011	ARTSEARCH	Annual subscription to ARTSEARCH	\$175.00
P09-00012	TUSTIN CHAMBER OF COMMERCE	INSTITUTIONAL MEMBERSHIP	\$175.00
P09-00013	VERISIGN, INC.	Verisign for District Servers (12 months	\$6,419.75
P09-00014	SPSS, INC.	Maintenance agreement, SPSS	\$2,855.00
P09-00015	COMPONENTSOURCE	NetAdvantage for .NET Renewal	\$3,168.00
P09-00016	HEWLETT PACKARD	Campus Wide Software License Renewal	\$4,015.00
P09-00017	FUSIONSTORM	Sun Directory Server Support Renewal (LD	\$5,760.00
P09-00018	GRACE TRAINING SUPPLY	SUPPLIES FOR NURSING SKILLS LAB	\$9,994.16
P09-00019	CHRONICLE OF HIGHER EDUCATION	CHRON. HIGHER ED. RENEWAL	\$82.50
			=====
			\$62,778.80

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-02306	MEYER, CLIFFORD	Reimbursement	\$119.70
RD08-02305	S & B FOODS	TRANSFER CENTER COLLEGE FAIR	\$121.22
RD08-02304	WELLS FARGO #3317 (DISTRICT)	SWREG Inc (DRI*EditPlus Version)	\$35.00
RD08-02303	WELLS FARGO #3317 (DISTRICT)	Dun & Bradstreet (D&B)	\$477.00
RD08-02302	WELLS FARGO #3317 (DISTRICT)	iStock International Inc	\$67.00
RD08-02301	COMPUTER CO-OP	Copier repair	\$285.00
RD08-02300	SADDLEBACK COLLEGE BOOKSTORE	Class Materials for elig EOPS students &	\$217.40
RD08-02299	SKAFF, PENNY	SUPPLIES FOR 7 & 8TH GRADE GRANT CAREER	\$96.65
RD08-02298	SKAFF, PENNY	REIMBUSEMENT FOR JOB SHADOW & FAIR	\$90.77
RD08-02297	MICROWEST SOFTWARE SYTEMS, INC	CONFERENCE	\$1,380.00
RD08-02296	S & B FOODS	7 & 8TH GRADE ADVISORY MEETING	\$187.22
RD08-02295	S & B FOODS	JOB SHADOW DAY 7 & 8TH GRADE GRANT	\$107.75
RD08-02294	TELETROL SYSTEMS, INC.	CONFERENCE	\$5,665.00
RD08-02293	TAMIALIS, BARBARA	REIMBURSE SUPPLIES FOR CDES	\$110.42
RD08-02292	COACH AMERICA - LOS ANGELES	Bus for EMERITUS Field Trip - 4/27/08- M	\$1,013.00
RD08-02291	COACH AMERICA - LOS ANGELES	Bus for EMERITUS Field Trip- 4/24/08-Fer	\$656.00
RD08-02290	U.S. POSTMASTER	Extrap postage costs for Annual Report m	\$24.74
RD08-02289	CHEMSEARCH	SUPPLIES	\$484.89
RD08-02288	WP ELECTRIC & COMM. INC.	REPAIR BROKEN FIBER OPTIC CABLE	\$2,104.67
RD08-02287	MATHUR, RAGHU P.	TRAVEL FOR RAGHU MATHUR	\$388.00
RD08-02278	DEETER, DARRELL	Reimbursement	\$103.00
RD08-02273		CONFERENCE - LANDSCAPE MANAGEMENT WORKSH	\$65.00
RD08-02271	A-1 AWARDS	NAMEPLATE AND ENGRAVING	\$5.00
RD08-02270	TOMARK SPORTS EQUIPMENT	REPAIR SERVICES ON THE BASKETBALL BASKET	\$2,700.99
RD08-02269	S & B FOODS	Payment to S&B Foods	\$149.77
RD08-02268	OXFORD UNIVERSITY PRESS	Library book per Tom Weisrock request	\$10.31
RD08-02266	ABC-CLIO, INC.	Library book per Tom Weisrock request	\$81.51
RD08-02265	FACTS ON FILE	Library books per Tom Weisrock request	\$5.00
RD08-02264	SERGEYEVA, LARISA	REIMBURSE FOR CONFERENCE	\$500.00
RD08-02263	MACKEY, GINNY	Ensuring Transfer Success Conf.--Ginny M	\$85.00
RD08-02262	SADDLEBACK COLLEGE BOOKSTORE	March Saddleback Bookstore Billing	\$132.48
RD08-02261	GOULDSMITH, YOLANDA	Ensuring Transfer Success Conf.--Yolanda	\$85.00
RD08-02259	TACKETT, ED WARD	Reimbursement for supplies	\$205.81
RD08-02258	DE SHAZER, LARRY	CONFERENCE FOR LARRY DESHAZER	\$307.00
RD08-02257	WELLS FARGO #3465 FISCAL-IVC	Repair of printers	\$5.00
RD08-02256	YANNI, NORMA	NAFSA CONFERENCE	\$1,187.00
RD08-02255	SUSSMAN, CARYN	Ensuring Transfer Success Conf.--Caryn S	\$85.00
RD08-02254	WELLS FARGO #3465 FISCAL-IVC	OFFICER VEHICLE MAINTENANCE	\$794.92
RD08-02253	WHITE, SUSAN	Reimbursement for April Premium	\$1,302.94
RD08-02252	PATTON, KEN	Reimbursement for Ken Patton	\$497.66
RD08-02251	DOLAN, BEN	Ben Dolan/Rapid 2008/Lake Buena Vista, F	\$1,760.00
RD08-02250	SMITH, THOMAS L.	Tom Smith/Rapid 2008/Lake Buena Vista, F	\$1,581.89
RD08-02249	GRAFF, WILL	Will Graff/Rapid 2008/Lake Buena Vista,	\$1,581.89
RD08-02248	ADVANCED RECOVERY SYSTEMS	PAY OFF OUTSTANDING DISPUTED LEASE ON TE	\$172.44
RD08-02247	TACKETT, ED WARD	Ed Tackett/Rapid 2008/Lake Buena Vista,	\$1,725.89
RD08-02245	PRIBYL, DONNA	Reimburse staff member for meals/mileage	\$36.65
RD08-02242	SERBAN, ANDREEA	Workshop expenses for Andreea Serban	\$315.00
RD08-02240	BANES, SHERRI J.	Sherri Banes/Rapid 2008/FL*REIMBURSEMENT	\$1,636.00
RD08-02239	WELLS FARGO #4198 FISCAL-SBC	Winzip Software	\$89.95
RD08-02238		Half Page Advertisement in Orange Appeal	\$500.00
RD08-02237	MATHUR, RAGHU P.	R. MATHUR TO ATTEND ECONOMIC FORECAST	\$75.00
RD09-00005	ABC-CLIO, INC.	Library book per Tom Weisrock request	\$5.00
RD08-02236			\$5.00
RD08-02235	ROQUEMORE, GLENN	Reimbursments for Parking for Glenn Roqu	\$20.00
RD08-02234	MISSION VIEJO COUNTRY CLUB	PAYMENT FOR RETIREMENT RECEPTION	\$5.00
RD08-02231	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$119.34

## BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-02230	JOHNSON, DAVE E.	CA student Spring 2008 General Assembly	\$1,513.48
RD08-02229		POLICE CHIEF ASSOC.	\$1,045.39
RD08-02228	WELLS FARGO #4198 FISCAL-SBC	Pay for DISH Network Services	\$352.88
RD08-02227	RADDEN, LARRY	Reimbursement	\$5,198.88
RD08-02222	SHERLING, DOROTHY	Reimbursement, Awards Certificate Paper	\$48.12
RD08-02221	AUDIO VISUAL INNOVATIONS, INC.	Service Mods	\$275.00
RD08-02220		OC FORUM LUNCHEON	\$ .00
RD08-02219	MUELLER, HEIDI M.	Reimbursement	\$240.00
RD08-02218	THROCKMORTON, JULIANNA	Reimbursement	\$308.23
RD08-02217	MATHUR, RAGHU P.	R.MATHUR TO CCLC CONFERENCE	\$1,290.30
RD08-02216	WELLS FARGO #3465 FISCAL-IVC	Microsoft camera card order	\$129.28
RD08-02215	RICHARDS, JOHN	Reimbursement for Lab Supplies	\$10.45
RD08-02214	PATTON, KEN	Ken Patton/Rapid 2008 Conf/Lake Buena Vi	\$1,629.00
RD08-02213			\$ .00
RD08-02212	PATTON, KEN	Ken Patton/Tennessee RP Summit	\$ .00
RD08-02211	YANNI, NORMA	NAFSA-ANNUAL CONFERENCE	\$1,698.00
RD08-02210	PATTON, KEN	Ken Patton/2008 ASEE Conf Pittsburgh	\$2,987.00
RD08-02209	TACKETT, ED WARD	Ed Tackett/Tennessee RP Workshop	\$ .00
RD08-02208	TACKETT, ED WARD	Ed Tackett/2008 ASEE Conf Pittsburgh	\$1,431.31
RD08-02207	WELLS FARGO #4198 FISCAL-SBC	NAFSA CONFERENCE	\$ .00
RD08-02206	WELLS FARGO #4198 FISCAL-SBC	NAFSA CONFERENCE	\$ .00
RD08-02205	VURDIEN, RAJEN	Reimbursement for Conference Attendance	\$300.00
RD08-02204		Repair, Sun Sleuth	\$627.98
RD08-02203	FASELER, SHANNON	Reimbursement	\$117.63
RD08-02202	OAKS, DIANE	DIANE OAKS TO ATTEND CCPRO CONF 4/22-25	\$500.00
RD08-02201	STEPHENS ENTERPRISES	Basketball Supplies	\$581.85
RD08-02200	LORCH, TEDDI	Refresh/Water for HR Training	\$10.38
RD08-02199	FEDERAL RESERVE BANK	Svgs Bonds-Outstanding Classif. Employee	\$150.00
RD08-02198	FANTASY DESIGNS	Men's Tennis Uniform Supplies	\$284.46
RD08-02197	MAQUINSAL SEWING MACHINE CO.	Equip. Repair	\$175.00
RD08-02196		Annual License for Q Local Software	\$ .00
RD08-02195	SOUTH ORANGE CO. COMM. COL. DI	POSTAGE CHARGES	\$ .00
RD08-02194	ENGLAND, DARREN D.	Darren England reimbursement for postage	\$8.20
RD08-02193	MISSION VIEJO GLASS	SSC REPAIR GLASS DOOR TO GAME ROOM	\$ .00
RD08-02192	ANDERSON, DAVID E.	for attendance at conference	\$398.54
RD08-02191	KERR, DEBRA	Reimburse staff member for conference at	\$649.00
RD08-02189	MUCHIRAHONDO, DORIS	Reimburse staff member for books used in	\$143.66
RD08-02188	AFSHARI, MARYAM	reimburse staff member for classes taken	\$350.00
RD08-02187	MEJIA, SYLVIA	REIM. FOR PAPER PURCHASED	\$8.58
RD08-02186	SPSS, INC.	SPSS Single User License - Base	\$ .00
RD08-02185	U.S. AIR CONDITIONING DIST INC	HVAC - INDOOR FAN MOTOR	\$436.41
RD08-02184	GRAPHICS PLUS ENTERPRISES	Reimbursement for Student Supplies; GC63	\$239.46
C48949	WELLS FARGO #2078 (DIST TRAVL)	PAY CREDIT CARD BILL	\$455.00
RD08-02183	SCHREINER, EDWIN	Reim. for Printer Ink Cartridge	\$106.64
RD08-02182	DIAZ, FRANCES	Frances Diaz to attend Student Services	\$500.00
RD08-02181	SPSS, INC.	SPSS License for Text Analysis for Surve	\$ .00
RD08-02180	ALLEN, ROBINA	REIMBURSEMENT FOR POSTAGE	\$10.48
RD08-02175	MATHUR, ROOPA	augment account to reimburse instructor	\$41.70
RD08-02174	SOLTANI, PARISA	DVD for Workshop	\$19.38
RD08-02173	GUY, GEORGINA	Reimburse Georgina Guy	\$34.24
RD08-02172	BEST BUY CO., INC.	Purchase of 2 monitors for McKinney lobb	\$ .00
RD08-02171	TMP MECHANICAL, INC.	Repair water chillers for aquarium	\$341.00
RD08-02170	TIONGSON, EDWIN	Instructional Supplies Reimbursements	\$478.10
RD08-02169	MC CLINTIC, SUSAN	to reimburse instructor for supplies fro	\$608.15
RD08-02168	OXFORD UNIVERSITY PRESS	Library book per Tom Weisrock request	\$8.58
RD08-02167	ENGLAND, DARREN D.	Employee Enrollment Fee Reimbursement Re	\$30.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD08-02166		Reimburse Brett McKim - instructional ma	\$246.04
RD08-02165	KRUHMIN, MARK	Software download for editing DVD's	\$80.00
RD08-02164	AA EQUIPMENT RENTALS	SERVICE CALL FOR TRACTOR	\$578.92
RD08-02163	PETERSEN, MARK	Reimbursement	\$31.84
RD08-02162	KIRK, JULIE	Reimbursement for student art supplies	\$125.55
RD08-02161	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weirock request	\$580.50
RD08-02160	WELLS FARGO #3317 (DISTRICT)	Amazon.com	\$37.30
RD08-02159		Reimbursement	\$0.00
RD08-02158	GASTON, JIM	Reimbursement for CISOA-Monterey 3/16-3/	\$1,243.73
RD08-02157	SCANTRON CORPORATION	2 Single User Licenses for eListen Softw	\$0.00
RD08-02156	OC PRINTING CO.	Promotional USB Drives	\$0.00
RD08-02155	OC PRINTING CO.	Promotional key tags	\$0.00
RD08-02154	EDWARDS, JOHN W.	REIMBURSEMENT	\$152.96
RD08-02153	MILLOVICH, JUNE M.	REIMBRUSE JUNE MILLOVICH FOR SUPPLIES	\$450.07
RD08-02152	SO COAST AIR QUALITY MGMT DIST	A.Q.M.D. ANNUAL OPERATING FEES	\$6,178.88
RD08-02151	WILLIAMS, JOHN	JWILLIAMS TO ATTEND EDUCAUSE WEST CONFER	\$1,845.00
RD08-02150	WHITT, TERRI	CONF. REIMBURSEMENT FOR TERRI WHITT	\$146.54
RD08-02149	IVC BOOKSTORE	EOPS Bookstore Billing	\$7,586.17
RD08-02148	SIMONEAU, ROBERT W.	Reimbursements: NVC meeting 02/12 - 02/	\$728.79
RD08-02147	SANDO, JEAN K.	Reimbursements: NVC meeting 2/12 - 2/13	\$1,842.00
RD08-02146	SMITH, THOMAS L.	Reimbursement for purchased supplies/par	\$204.71
RD08-02145	HOKE OUTDOOR ADVERTISING, INC.	40th anniversary banners	\$1,930.00
RD08-02144	BANES, SHERRI J.	Bag for laptop	\$120.41
RD08-02143	MANCHIK, MIROSLAVA	Bags for laptops	\$120.41
RD08-02142	STINSON, AMY L.	Reimbursement for student admittance at	\$55.00
RD08-02141	EDWARDS, JOHN W.	REIMBURSEMENT	\$84.44
RD08-02140	DUNN-EDWARDS CORPORATION	PAINT FOR CONTAINER PROJECT	\$611.16
RD08-02139	DUNN-EDWARDS CORPORATION	REPAIR	\$93.80
RD08-02123	CHA, JESSICA M.	Classified Staff Development Day 2008	\$38.79
RD08-02122	SADDLEBACK COLLEGE BOOKSTORE	STUDENT SUPPLIES	\$0.00
RD08-02121	FLUEGEMAN, TERESA	REIMBURSEMENT	\$20.00
RD08-02120	CHUMAN, JERILYN	Reimbursement for postage expenditure	\$5.55
RD08-02119	PETERSON, CATHIE	REIMBURSEMENT	\$20.00
RD08-02118	S & B FOODS	TECH PREP GRANT CONSORTIUM MEETING	\$64.11
RD08-02117	HAMBRICK, JULIE	Registration for Student Svcs Annual Con	\$449.00
RD08-02116	PARKS, MONICA	Registration for Student Svcs Annual Con	\$635.00
RD08-02115	TOMARK SPORTS EQUIPMENT	BASKETBALL EQUIPMENT REPAIR IN IVC GYM	\$350.00
RD08-02114	SIGNS PLUS MORE	23 table cloths	\$6,319.54
RD08-02113	ARMSTRONG MEDICAL INDUSTRIES	Rhythm Simulator Repair	\$470.92
RD09-00004	SPSS, INC.	Maintenance agreement, SPSS	\$0.00
RD08-02112	AKERS, ANNE	Reimbursement for Senior Day	\$20.44
RD09-00003	GLEASON, LINDA	CONFERENCE FOR LINDA GLEASON	\$2,436.50
RD09-00002	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$2,436.50
RD08-02111	JENKINS, JIM	Repair for art work in art gallery	\$350.00
RD08-02110	BOOSEY AND HAWKES	Aaron Copland/Lincoln portrait	\$345.58
RD08-02109	SCHIRMER, G. MUSIC PUBLISHER	Music purchased	\$0.00
RD08-02108	GOULDSMITH, YOLANDA	REIMBURSEMENT Temperament Certification	\$500.00
RD08-02107	FREEMAN, PAT	Reimbursement Staff Dev.Transfer Success	\$85.00
RD08-02106	SMITH, MELINDA	REIMBURSEMENT - STUDENT SUPPLIES	\$140.05
RD08-02105	PANGBORN, FRANK	Frank Pangborn to California Real Estate	\$329.00
RD08-02104	MC CORD, ROY	Roy McCord to IVC Career & Comm Ed Confe	\$489.00
RD08-02103	SINEGAL, JAYNE	Reimb. Staff Dev.National Association of	\$500.00
RD08-02102	REISCH, CARLA	Reimbursement Staff Dev 2008 conference	\$190.00
RD08-02101	IKEDA, NANCY	Reimbursemen Staff Develop. Funds Conven	\$898.03
RD08-02099	STERN, SUSAN	Susan Stern to CATESOL 2008 39th Annual	\$500.00
RD08-02098	FASELER, SHANNON	Shannon Faseler to Art Chicago Conferenc	\$250.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-02097	SERGEYEVA, LARISA	Larisa Sergeyeva to Association Of Colle	\$830.00
RD08-02096	HILDEBRAND, COLLEEN	Colleen Hildebrand to CATESOL 2008 Confe	\$250.00
RD08-02091	LUESEBRINK, MARJORIE	Marjorie Luesebrink to Visonary Lanscape	\$500.00
RD08-02090	JUSTICE, CRAIG	reimburement Craig Justice SSO Confere	\$803.43
RD08-02089	SCHIRMER, G. MUSIC PUBLISHER	Music purchased	\$667.58
RD08-02088	COACH AMERICA - LOS ANGELES	Bus for EMERITUS INSTITUTE Field Trip -	\$758.00
RD08-02087	WILLIAMS, JOHN	JWILLIAMS TO CCLC CONFERENCE	\$1,111.06
RD08-02086	FRAME, STEWART	Reimbursement for Model UN Expenses-Stew	\$0.00
RD08-02085	CONSTANCE, KATHY	CONFERENCE FOR KATHY CONSTANCE	\$100.00
RD08-02084	PAR3 TECHNOLOGY, INC.	RAPIDTECH SUPPLIES	\$459.75
RD08-02083	NGUYEN, VIVIAN	CONFERENCE FOR VIVIAN NGUYEN	\$100.00
RD08-02082	KLIMOWICZ, ROBIN MELISSA	Classified Staff Development Day 2008	\$29.00
RD08-02081	MOORHOUSE, SHANNA	Classified Staff Development Day 2008	\$137.85
RD08-02080	SENIOR, VALERIE	CONFERENCE FOR VALERIE SENIOR	\$100.00
RD08-02079	HALL, MARY	CCCApply Workshop Registration	\$25.00
RD08-02078	WELLS FARGO #3317 (DISTRICT)	Apple Store	\$429.92
RD08-02077	WELLS FARGO #3317 (DISTRICT)	AllStarShop.com	\$1,199.80
RD08-02076	SHREEVES, SHAWN	Classified Staff Development Day 2008	\$384.63
RD08-02075	CA SECRETARY OF STATE	Secretary of State - Statement of Inform	\$20.00
RD08-02074	CAMPUS-VOTE/VOTE-NOW	Academic Senate Election Online Voting	\$520.00
RD08-02073	BARROWS, MORGAN	Conference for Morgan Barrows	\$1,053.42
RD08-02072	ROSENBERG, ALANNAH ORRISON	Conference for Alannah Rosenberg	\$1,147.92
RD08-02071	CUNNINGHAM, APRIL	Conference for April Cunningham	\$1,147.92
RD08-02070	SKAFF, PENNY	Reimbursement-7 & 8th GRADE GRANT COLLEG	\$86.61
RD08-02069	DOMINGUEZ, CARMEN	Conferece for Carmen Dominguez	\$1,042.46
RD08-02068	TIONGSON, EDWIN	Foresnics Tournment April 2008 Chicago	\$14,644.46
RD08-02067	SKAFF, PENNY	REIMBURSEMENT FOR ADVISORY MEETING	\$29.01
RD08-02066	S & B FOODS	JOB SHADOW DAY KALEIDOSCOPE GRANT	\$107.75
RD08-02065	NGUYEN, HALEY	Reimbursement to Haley Nguyen	\$118.57
RD08-02064	SKAFF, PENNY	REIMBURSEMENT FOR MATERIALS JOB SHADOW	\$266.12
RD08-02063	WELLS FARGO #3465 FISCAL-IVC	Office Depot-Tickets for "Fiorello"	\$206.79
RD08-02062	INLOW, LISA	Reimbursement for Dept. Resources	\$31.74
RD08-02061	CCCEOPSA	EOPS Region VIII Staff Development	\$75.00
RD08-02060	SWEET, SUSAN	Reimbursement for Senior Day	\$67.80
RD08-02059	JOHNSON, BEVERLY	REIMBURSEMENT	\$47.19
RD08-02058	SADDLEBACK COLLEGE BOOKSTORE	CARE Spring 2008 Book Storestore payment	\$2,618.85
RD08-02057	SADDLEBACK COLLEGE BOOKSTORE	CARE Fall 2007 Book Voucher Payment	\$301.26
RD08-02056	G/M BUSINESS INTERIORS	Ergonomic Supply/Equip. HR	\$240.48
RD08-02055			\$0.00
RD08-02054	TORABI, SHOUKA	Reimburse staff member for conference at	\$0.00
RD08-02053	INCIONG, DENICE	Reimburse Staff member for conference re	\$0.00
RD08-02052	HAMILTON, RUSSELL	Reimburse staff member for conference ex	\$153.66
RD08-02051	GCS SERVICE, INC.	Equip. Repair	\$523.25
RD08-02050	I2S, INC.	repair micropipetts	\$50.00
RD08-02049	PATTON, KEN	3DSUG Conference: Ken Patton	\$2,145.00
RD08-02048	STARKENBERG, LAUREEN	First Aid/CPR Licensing Requirement.	\$0.00
RD08-02047	XEROX CORPORATION	Staples for Xerox Color Copier	\$210.42
RD08-02046	TACKETT, ED WARD	3DSUG Conference: Ed Tackett	\$995.00
RD08-02045	GOLDEN RAIN FOUNDATION	INVOICE 252074	\$1,464.00
RD08-02044	YANG, TAO	Reimbursement: NVC meeting 2/12/08	\$95.46
RD08-02043	FRANKLIN, JERRY	Reimbursement: NVC meeting 2/12-2/14/08	\$417.00
RD08-02042	DE LA PALME MULROY, MARIE	REIMB.DANCE INSTRUCTOR/SENIOR DAY SHOW'S	\$70.79
RD08-02041		Conference Reimbursement	\$35.00
RD08-02040	MERRIFIELD, MICHAEL J.	Conference Reimbursement	\$648.00
RD08-02039	HURLEY, JET	REIMBURSE SIGN LANGUAGE SUPPLIES	\$85.67
RD08-02038	QUEZADA PRO LANDSCAPE, INC.	trim palm trees at ATEP campus	\$0.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-02037	MC REYNOLDS, BRAD	Conference Reimbursement	\$300.00
RD08-02036	GOODMAN, RICHARD	Conference Reimbursement	\$92.00
RD08-02035	LUTHER, BARBARA	Conference Reimbursement	\$227.00
RD08-02034	ZIMMER, SUSAN	Conference Reimbursement	\$300.00
RD08-02033	WILFORD, SCOTT	Conference Reimbursement	\$300.00
RD08-02032	VENTURA, JAN	Conference Reimbursement	\$415.00
RD08-02031	THOME, TROYCE	Conference Reimbursement	\$300.00
RD08-02030	WALKER, DIANA	Bursar's Conference	\$350.00
RD08-02029	TAYLOR, KAREN	Conference Reimbursement	\$600.00
RD08-02028	SULLIVAN, PAT	Conference Reimbursement	\$750.00
RD08-02027		Repair micropipettes	\$50.00
RD08-02026	SOIFUA, LITO	Conference Reimbursement	\$300.00
RD08-02025	GENSLER, HOWARD	Conference Reimbursement	\$660.00
RD08-02024	BERES, CATHERINE	Reimbursement for program supplies	\$45.71
RD08-02023	GASTON, JIM	Reimbursement for Innovations Conference	\$1,534.87
RD08-02018	AFRICAN AMERICAN MALE SUMMIT	African American Male Summit	\$40.00
RD08-02017	S & B FOODS	Payment to S&B Foods, CCC Meeting	\$12.61
RD08-02016	GLEASON, LINDA	REIMBURSEMENT L. GLEASON	\$271.56
RD08-02015	WHITT, TERRI	CONFERENCE FOR T. WHITT	\$1,155.00
RD08-02014	VENABLE, SAMANTHA J.	REIMB IN SF FOR S.VENABLE	\$1,205.00
RD08-02013	PETERSON, CATHIE	CONFERENCE REIMBURSEMENT	\$380.00
RD08-02012		Male Summit Student Conference	\$ .00
RD08-02011	BESNARD, MARIA	CONFERENCE REIMBURSEMENT	\$95.00
RD08-02010	PEPPER, J.W. & SON, INC.	Music purchased	\$1.84
RD08-02009	WELLS FARGO #4198 FISCAL-SBC	OFFICE MAX	\$18.27
RD08-02008	ALIZADEH, SHOLEH	Reimbursement for expenses for Women's C	\$ .00
RD08-02007	SHERLING, DOROTHY	HTCC Conference	\$ .00
RD08-02006	WELLS FARGO #3465 FISCAL-IVC	Target & IKEA Theatre furniture purchase	\$2,050.00
RD08-02005	MORRIS, JOHE	NURSING RESOURCE CONF.	\$2,201.00
RD08-02004	COMMUNITY COLLEGE LEAGUE OF CA	COMMUNITY COLLEGE DIRECTORY	\$ .00
RD08-02003		PARKING MEMBERSHIP	\$100.00
RD08-02002	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$1,006.37
RD08-02001	OXFORD UNIVERSITY PRESS	Library books per Tom Weisrock request	\$18.89
RD08-02000	CCPRO	Marketing Conference for Senior Graphic	\$425.00
RD08-01999	OC PUMP CO.	EMERGENCY PUMP REPAIR	\$474.09
RD08-01998			\$ .00
RD08-01997	INTERMOUNTAIN LOCK & SECURITY	LOCKSMITH SUPPLIES	\$137.82
RD09-00001	INTERMOUNTAIN LOCK & SECURITY	LOCKSMITH SUPPLIES	\$ .00
RD08-01996	TRAN, HUNG	TO BUY PLANTS	\$ .00
RD08-01995	COMMUNITY COLLEGE LEAGUE OF CA	R. MATHUR TO ATTEND CCLC TRUSTEES	\$ .00
RD08-01993	MARTIN, GLORIA	Gloria Martin to attend CCCAA Conference	\$142.00
RD08-01992	MC CULLOUGH, RICHARD	Reimbursement	\$360.00
RD08-01985	HERNANDEZ-BRAVO, CARMENMARA	Reimburse C.Hernandez Bravo for EOPS/CAR	\$180.26
RD08-01982	NIN, ORLANTHA	Reimburse O. Nin for supplies	\$36.23
RD08-01978	MILLOVICH, JUNE M.	REIMBURSE FOR SUPPLIES FOR CDES	\$663.65
RD08-01975	YANNI, NORMA	NAFSA CONFERENCE	\$ .00
RD08-01974	COMMUNITY COLLEGE LEAGUE OF CA	J. WILLIAMS TO ATTEND CCLC TRUSTEES CONF	\$875.00
RD08-01973	KHACHATRYAN, DAVIT S.	Bursar's Conference	\$182.65
RD08-01972	COAST FITNESS REPAIR SHOP	Fitness Equipment Supplies	\$619.48
RD08-01971	IRVINE TENNIS	Men's Tennis Uniforms	\$800.04
RD08-01970	FACTS ON FILE	Library books per Tom Weisrock request	\$175.57
RD08-01969	HUGGINS, BARBARA	REIMB IN SF FOR B. HUGGINS	\$1,205.00
			=====
			\$159,837.37

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

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**BACKGROUND**

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

**STATUS**

Checks No. 068802 through 069917, processed through the Orange County Department of Education, totaling \$6,257,515.62; and Checks No. 009151 through 009189, processed through Saddleback College Community Education, totaling \$47,509.90; and Checks No. 008402 through 008426, processed through Irvine Valley College Community Education, totaling \$15,398.32 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.

WARRANT REGISTER LISTING

Escape - AP

v 4.2

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	068802	3/06/08	AMERICAN EXPRESS	\$1,922.00	BOOTCAMP CONF FOR LINDA CALL
O	068803	3/06/08	JIM GASTON	\$255.67	Reimbursement for ACCA Conference on 2/21/08
O	068804	3/06/08	LINDA GLEASON	\$48.67	DIRECTOR'S MTG IN SACRAMENTO
O	068805	3/06/08	IRVINE PIPE & SUPPLY	\$235.95	SUPPLIES
O	068806	3/06/08	HEIDI M. MUELLER	\$280.00	Reimbursement
O	068807	3/06/08	LARRY RADDEN	\$3,377.76	Reimbursement
O	068808	3/06/08	JULIANNA THROCKMORTON	\$230.00	Reimbursement
O	068809	3/06/08	JOHN WILLIAMS	\$2,725.43	J. WILLIAMS TO ATTEND CHRONICLE TECH FORUM CONF.
O	068810	3/06/08	CAEYC	\$225.00	CAEYC Spring 08 Annual Conference.
O	068811	3/06/08	CAEYC	\$225.00	CAEYC Spring 08 annual conference.
O	068812	3/06/08	CAEYC	\$225.00	CAEYC Spring 08 Annual Conference.
O	068813	3/06/08	CAEYC	\$225.00	CAEYC Spring 08 Annual Conference.
O	068814	3/06/08	CAEYC	\$225.00	CAEYC Spring 08 Annual Conference.
O	068815	3/06/08	CAEYC	\$180.00	CAEYC Spring 08 Annual Conference.
O	068816	3/06/08	CAEYC	\$180.00	CAEYC Spring 08 Annual Conference.
O	068817	3/06/08	CAEYC	\$225.00	CAEYC Spring 08 Annual Conference.
O	068818	3/06/08	CAEYC	\$225.00	CAEYC Spring 08 Annual Conference.
O	068819	3/06/08	JIM GASTON	\$3,607.71	India Trip-Neudesic Orientation & Training
O	068820	3/06/08	FRY'S ELECTRONICS	\$1,022.24	AV and electronic supplies
O	068821	3/06/08	GANDER-PRINTCO	\$99.14	BUSINESS CARDS FOR DAVID ANDERSON
O	068822	3/06/08	GLOBAL INDUSTRIAL EQUIPMENT	\$286.42	SPILL CONTAINMENT PLATFORMS
O	068823	3/06/08	KELLY GRIMES	\$360.00	Workshop Presenter
O	068824	3/06/08	HARDY DIAGNOSTICS	\$32.75	MICROBIOLOGY SUPPLIES
O	068825	3/06/08	HOME DEPOT CREDIT SERVICES	\$297.91	MAINT/GROUNDS/CUST. SUPPLIES
O	068826	3/06/08	HORN IMPROVEMENT	\$161.55	Saxophone repairs
O	068827	3/06/08	IRVINE RANCH WATER DIST.	\$491.50	Annual Water Service
O	068828	3/06/08	IRVINE RANCH WATER DIST.	\$110.93	Annual Water Service
O	068829	3/06/08	IRVINE RANCH WATER DIST.	\$1,803.55	Annual Water Service
O	068830	3/06/08	IRVINE RANCH WATER DIST.	\$2,206.21	Annual Water Service
O	068831	3/06/08	IRVINE RANCH WATER DIST.	\$951.78	Annual Water Service
O	068832	3/06/08	LASER SOURCE	\$90.00	Non instructional repair
O	068833	3/06/08	MATTHEW BENDER & CO., INC.	\$878.76	Law Library Update Service
O	068834	3/06/08	LIFETIME MEMORY PRODUCTS,	\$47.57	Memory upgrade for office printer
O	068835	3/06/08	LUNDSTROM & ASSOCIATES	\$199.74	ARCHITECTURAL FEES - A&R REMODEL
O	068836	3/06/08	EFFEM DIRECT INC.	\$716.08	FAVORS FOR HEALTH SCI EVENTS
O	068837	3/06/08	MAQUINSAL SEWING MACHINE CO.	\$550.00	Blanket Order
O	068838	3/06/08	MARGI MCNELLY	\$500.00	Workshop Presenter
O	068839	3/06/08	NOEMI MEDINA, MSW	\$300.00	Workshop Presenter
O	068840	3/06/08	METROCALL	\$105.69	PAGER RENTAL AND MAINTENANCE CONTRACT
O	068841	3/06/08	MICRO CENTER	\$86.18	Computer Supplies
O	068842	3/06/08	NASCO WEST	\$793.96	EQUIPMENT FOR NURSING
O	068843	3/06/08	NASPA	\$32.80	Leadership Exchange Subscription
O	068844	3/06/08	AUGUSTINE NAVARRO	\$180.00	Workshop Presenter
O	068845	3/06/08	NCECA, DEPT. M	\$100.00	Membership renewal
O	068846	3/06/08	NEWTUOUCH GRAPHICS LLC	\$104.52	ATHLETIC SCHEDUL CARD PRINTING
O	068847	3/06/08	NORTH STATE ENVIRONMENTAL	\$11,417.65	BID.....5YR CONTRACT
O	068848	3/06/08	O'NEIL PRINTER SUPPLIES	\$1,010.68	Paper - Parking Permit Dispensers
O	068849	3/06/08	ORANGE COUNTY PRINTING CO.	\$2,722.91	Bic Click Pens
O	068850	3/06/08	ORANGE COUNTY REGISTER	\$320.40	ADVERTISING - BID 1073
O	068851	3/06/08	ORANGE COUNTY REGISTER	\$379.20	ADVERTISING
O	068852	3/06/08	OC WEEKLY MEDIA	\$350.00	Monthly ad insertions in OC Weekly.



WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	068853	3/06/08	OCE-IMAGISTICS	\$216.52	Fax Drum Unit
O	068854	3/06/08	OCEAN INSTITUTE	\$450.00	Contractor Fees to Support MST 219 Class
O	068855	3/06/08	ONESOURCE DISTRIBUTORS, INC.	\$3,092.80	THEATER ELECTRICAL SUPPLIES
O	068856	3/06/08	ORTEGA TACK AND FEED	\$101.17	FOOD AND SUPPLIES FOR ANIMAL CARE
O	068857	3/06/08	HARDY DIAGNOSTICS	\$330.68	MICRO-MEDIA
C	068858	3/06/08	SONY CORPORATION	\$-15,000.00	SONY Equipment hardware
C	068859	3/06/08	SONY MANUFACTURING SYSTEMS	\$-68,960.00	SONY Equipment hardware
O	068860	3/06/08	COMPUTERLAND	\$4,064.34	ADOBE & QUICKBOOKS LICENSES
O	068861	3/06/08	CRC CONSULTING GROUP, INC.	\$14,625.00	PROFESSIONAL SERVICES FOR WATER TESTING ATEP WINDO
O	068862	3/06/08	CREATION ENGINE	\$976.00	Telephone MySpeed Server License
O	068863	3/06/08	DELL MARKETING L.P.	\$4,013.43	Dell Laptops for Board Members
O	068864	3/06/08	1ST CENTENNIAL BANK	\$4,695.50	FOR BID 279,PKG.E,MASONRY
O	068865	3/06/08	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	068866	3/06/08	HARROD MANAGEMENT SOLUTIONS,	\$10,000.00	Professional Services:Network Support Services
O	068867	3/06/08	IBM CORPORATION	\$3,052.47	Blade Centers
O	068868	3/06/08	INCENTRA SOLUTIONS OF	\$39,480.00	Engineering & PM Services for Exchange Project
O	068869	3/06/08	JOYCE INSPECTION & TESTING	\$6,160.00	INSPECTOR OF RECORD SERVICES
O	068870	3/06/08	METRONOME, INC.	\$59,853.90	Internet Redundancy Project-Cisco
O	068871	3/06/08	MOBILE MODULAR MGMT. CORP.	\$73,800.00	MODULAR CLASSROOMS LEASE SC VILLAGE
O	068872	3/06/08	NEUDESIC, LLC	\$219,235.00	Student Information System, Contracted Services
O	068873	3/06/08	SEARS ROOFING SERVICE	\$979.00	EMERGENCY REPAIR
O	068874	3/06/08	SORIANO ELECTRIC	\$3,910.00	ELECTRICAL AT ATEP
O	068875	3/06/08	WINEGARDNER MASONRY, INC.	\$42,259.50	FOR BID 279,PKG.E,MASONRY
O	068876	3/07/08	SOUTHERN CALIFORNIA EDISON CO.	\$1,710.96	ELECTRIC SERVICE ATEP
O	068877	3/07/08	ACADEMIC SENATE FOR CALIF.	\$295.00	Conference for Kathy Schmeidler
O	068878	3/07/08	ACADEMIC SENATE FOR CALIF.	\$295.00	Conference for Wendy Gabriella
O	068879	3/07/08	BOARD OF GOVERNORS	\$325.00	Conference Attendance for Maryam Afshari
O	068880	3/07/08	BOARD OF GOVERNORS	\$325.00	Conference Attendance for Teresa Camacho
O	068881	3/07/08	BOARD OF GOVERNORS	\$325.00	Conference Attendance for Juanita Baltierra
O	068882	3/07/08	BOARD OF GOVERNORS	\$425.00	Conference Attendance for Lori Parra
O	068883	3/07/08	BOARD OF GOVERNORS	\$325.00	Conference Attendance for Maria Paniagua
O	068884	3/07/08	BOARD OF GOVERNORS	\$425.00	Conference Attendance for Georgina Guy
O	068885	3/07/08	FOUNDATION FOR CA. COMM. COLL	\$250.00	REGISTRATION FOR TRAINING
O	068886	3/07/08	CALIFORNIA COMMUNITY COLLEGES	\$255.00	Conference Registration
O	068887	3/07/08	CCPRO	\$425.00	conference
O	068888	3/07/08	SCCCCEOA	\$520.00	Registration: Glenn Roquemore SCCCEOA 2008
O	068889	3/07/08	WESTIN HOTEL	\$274.92	Conference for Wendy Gabriella
O	068890	3/07/08	WESTIN LOS ANGELES AIRPORT	\$376.44	Conference Attendance for Maryam Afshari
O	068891	3/07/08	WESTIN LOS ANGELES AIRPORT	\$376.44	Conference Attendance for Teresa Camacho
O	068892	3/07/08	WESTIN LOS ANGELES AIRPORT	\$376.44	Conference Attendance for Juanita Baltierra
O	068893	3/07/08	WESTIN LOS ANGELES AIRPORT	\$501.92	Conference Attendance for Lori Parra
O	068894	3/07/08	WESTIN LOS ANGELES AIRPORT	\$376.44	Conference Attendance for Maria Paniagua
O	068895	3/07/08	WESTIN LOS ANGELES AIRPORT	\$501.92	Conference Attendance for Georgina Guy
O	068896	3/07/08	RICHARD ABRAHAM	\$1,500.00	Contract Services
O	068897	3/07/08	RICHARD ACOSTA	\$1,120.00	Contract Services
O	068898	3/07/08	ADVANTA ENERGY	\$950.00	ENERGY SERVICING AGREEMENT
O	068899	3/07/08	AFFILIATED COMPUTER SERVICES	\$196.91	Contract Svcs from ACS
O	068900	3/07/08	ALPHAGRAPHICS	\$727.62	Transfer Center Newsletter
O	068901	3/07/08	AMER. CHEMICAL SOCIETY	\$176.00	CAMPUS MEMBERSHIP TO AMERICAN CHEMICAL SOCIETY
O	068902	3/07/08	ARAMARK UNIFORM SERVICES	\$26.27	SHOP RAGS
O	068903	3/07/08	ARROWHEAD DRINKING WATER	\$43.09	Rental of ROHC Water Filtration System

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	068904	3/07/08	ASSOCIATION OF PERFORMING	\$300.00	Membership renewal
O	068905	3/07/08	AVENTURA SAILING ASSOC.	\$575.48	Blanket PO for rental of sail boats
O	068906	3/07/08	B & H PHOTO	\$1,512.00	Speakers for L-118 Radio Labs
O	068907	3/07/08	BAKER & TAYLOR	\$3,164.29	Library books per Tom Weisrock request
O	068908	3/07/08	BIO-RAD LABORATORIES, INC.	\$949.00	BIOLOGY EQUIPMENT
O	068909	3/07/08	DENISE BLAIR	\$50.00	Panel presentation
O	068910	3/07/08	DICK BLICK	\$13.51	ART SUPPLIES - SPRING 2008
O	068911	3/07/08	MIKE BROWN GRANDSTANDS, INC.	\$400.00	BASEBALL BLEACHER SEATING
O	068912	3/07/08	BUDDY'S ALL STARS	\$3,742.35	Baseball uniform supplies
O	068913	3/07/08	MEREDITH BYRON	\$205.06	Reimbursement for Student/Dept
O	068914	3/07/08	CALIFORNIA POWER PARTNERS, INC.	\$55,242.25	SCHEDULED MAINTENANCE
O	068915	3/07/08	CALIFORNIA PRESENTERS	\$100.00	Institutional Membership
O	068916	3/07/08	CAL'S CAMERAS	\$951.22	Photography Supplies
O	068917	3/07/08	CALUMET/LA	\$567.29	Photo Scanner
O	068918	3/07/08	CAPISTRANO SEWING MACHINE CO	\$121.20	SEWING SUPPLIES
O	068919	3/07/08	CAREER AMERICA, LLC	\$3,500.00	Fiancial Aid TV Software
O	068920	3/07/08	LISA CARMEL	\$50.00	Panel Presentation
O	068921	3/07/08	CAROLINA BIOLOGICAL SUPPLY	\$1,092.42	ANATOMY AND BIOCHEMISTRY SUPPLIES
O	068922	3/07/08	CASHIER MS 4A -DEPT. PESTICIDE	\$30.00	LATE PENALTY
O	068923	3/07/08	CCPRO	\$40.00	CCPRO Awards entry for 2007-2008.
O	068924	3/07/08	W.A. CHARNSTROM CO.	\$151.78	MAIL BAG
O	068925	3/07/08	CHEFS' TOYS	\$29.09	FOOD/NUTRITION SUPPLIES
O	068926	3/07/08	WRS GROUP	\$590.24	EQUIPMENT FOR NURSING
O	068927	3/07/08	CINTAS CORPORATION	\$105.60	RENTAL SERVICE AGREEMENT
O	068928	3/07/08	COX COMMUNICATIONS, INC	\$3,887.02	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	068929	3/07/08	MARISSA CRISAFULL	\$100.00	Contract Services
O	068930	3/07/08	CSK AUTO, INC.	\$2,039.18	ART SUPPLIES
O	068931	3/07/08	KURT CURTIS	\$1,400.00	Contract Services
O	068932	3/07/08	DI MARCO, KIMBER	\$663.74	LAUNDRY DETERGENT FOR WASHER
O	068933	3/07/08	IN-N-OUT BURGER	\$500.00	ASG DEPOSIT FOR KALISCOPE & SENIOR DAY
O	068934	3/07/08	COLIN WENHARDT	\$1,120.00	Contract Services
O	068935	3/07/08	MICHAEL J. ZELAZO	\$1,120.00	Contract Services
O	068936	3/07/08	BLACK CORAL HAWAII WHOLESALE	\$155.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	068937	3/07/08	AT & T MOBILITY	\$62.74	MMILCHIKER CELL PHONE SVC 2007-08
O	068938	3/07/08	PIPS	\$175,753.00	Protected Insurance Program for Schools 06/07
O	068939	3/07/08	MIROSLAVA MANCHIK	\$70.20	Reimbursement for NVC meeting
O	068940	3/07/08	NANCY PADBERG	\$251.70	NPADBERG INTERNET 07/08
O	068941	3/07/08	KEN PATTON	\$4,666.39	Reimbursements for NVC meeting
O	068942	3/07/08	PAULINE JOHNSON, PAULINE'S	\$1,028.99	Mechanical Pencils for Outreach Efforts
O	068943	3/07/08	LILIANN PEREZ-STROUD	\$180.00	Workshop Presenter
O	068944	3/07/08	PHOENIX GROUP INFORMATION SYS.	\$480.66	Citation Management
O	068945	3/07/08	PML MICROBIOLOGICALS	\$199.50	MICROBIOLOGY MEDIA
O	068946	3/07/08	POM INC.	\$114.00	BATTERY PACKS
O	068947	3/07/08	POSITIVE PROMOTIONS INC.	\$341.00	ITEMS FOR NURSE'S WEEK
O	068948	3/07/08	PRINTECH SERVICES	\$317.44	Printer repair
O	068949	3/07/08	QUICK CAPTION	\$880.00	Provide Real Time Captioning Services
O	068950	3/07/08	MARIA RENTERIA	\$420.00	Workshop Presenter
O	068951	3/07/08	THE RIEGLE PRESS, INC.	\$38.56	RIEGLE SCHOOL CALENDARS
O	068952	3/07/08	RIO GRANDE ALBUQUERQUE	\$442.83	STUDENT SUPPLIES
O	068953	3/07/08	ROCKLER	\$475.98	RAPID TECH SUPPLIES
O	068954	3/07/08	RR SYSTEMS, INC.	\$958.00	STORAGE OF 324 VIRCO CHAIRS FOR BGS CLASSROOMS

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

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Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	068955	3/07/08	RT INNOVATIONS, INC.	\$447.00	For Presentation of IVC Ads
O	068956	3/07/08	S & B FOODS	\$1,288.71	Payment to S&B Foods, SC Catering Div
O	068957	3/07/08	S & B FOODS	\$2,956.51	Com. Rel-EEO/Staff Diversity
O	068958	3/07/08	SAMY'S CAMERA	\$269.38	Ink for large format printers
O	068959	3/07/08	SCANTRON CORPORATION	\$4,782.27	Scantron Forms
O	068960	3/07/08	KATHLEEN SCHRADER	\$641.37	Reim. Candidate - IVC Dean,MSE
O	068961	3/07/08	KATHERINE SCHULTZ	\$41.35	Reimbursement for purchase goods - Ride the Wave
O	068962	3/07/08	THE SCIENCE SOURCE	\$55.25	PHYSICS SUPPLIES
O	068963	3/07/08	GUISELLE SCOTT	\$945.00	Workshop Trainer
O	068964	3/07/08	SEARS	\$157.25	TOOL BOX
O	068965	3/07/08	SEHI PROCOMP COMPUTER PRODUCTS	\$1,058.11	LaserJet Printer
O	068966	3/07/08	SHELF MASTER, INC.	\$450.11	STORAGE BINS FOR PHYSICS
O	068967	3/07/08	SARA LEILA SHEYBANI	\$2.14	INSTRUCTIONAL SUPPLIES
O	068968	3/07/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	068969	3/07/08	SIGMAnet	\$977.06	Bus Sci VTEA Purchase
O	068970	3/07/08	SIGNS PLUS MORE	\$285.54	Table Cloth for Teacher Preparation Pipeline
O	068971	3/07/08	SIMS-ORANGE WELDING SUPPLY	\$248.91	Art Supplies
O	068972	3/07/08	SIMULAIDS, INC.	\$458.11	MANIKIN FOR NURSING
O	068973	3/07/08	SMARDAN SUPPLY - EL MONTE	\$615.20	PLUMBING SUPPLIES
O	068974	3/07/08	SMITHY	\$189.42	PHYSICS TOOLS
O	068975	3/07/08	SOUTHERN CALIFORNIA EDISON CO.	\$30,008.49	Annual Electric Service
O	068976	3/07/08	SO. ORANGE CO. COMM. COL.DIST	\$493.00	Return to Title IV Funds
O	068977	3/07/08	KAREN TEMPLETON	\$210.00	Workshop Presenter
O	068978	3/07/08	TUSTIN AWARDS, INC.	\$286.30	Appreciation Awards/Recognition
O	068979	3/07/08	TUTTLE-CLICK FORD	\$152.62	TRANS. PARTS
O	068980	3/07/08	POSTMASTER	\$5,200.00	Postage for Summer 08 Brochures
O	068981	3/07/08	UNITED NATIONS PUBLICATIONS	\$161.77	Library book per Ana Maria Cobos request
O	068982	3/07/08	LUIS MAURICIO VASQUEZ	\$675.00	Workshop Presenter
O	068983	3/07/08	VERIZON WIRELESS	\$456.55	Annual Maintenance Agreement
O	068984	3/07/08	VISTA PAINT	\$46.02	PAINT SUPPLIES
O	068985	3/07/08	VWR INTERNATIONAL, INC.	\$346.84	PHYSICS EQUIPMENT
O	068986	3/07/08	WEST PAYMENT CENTER	\$258.62	Law Library Update for VCHR
O	068987	3/07/08	PENNY WATSON MUSIC SERVICES	\$342.96	Music Purchased
O	068988	3/07/08	W A X I E	\$269.63	janitorial supplies
O	068989	3/07/08	BETTYANN WELLAND	\$300.00	Workshop Presenter
O	068990	3/07/08	WEST-LITE SUPPLY CO.	\$262.37	LIGHTING SUPPLIES
O	068991	3/07/08	DESIRE WHITMORE	\$2,000.00	Repair and maintenance of Pasco optics kits
O	068992	3/07/08	WOHLERS ASSOCIATES, INC.	\$833.43	Payment for Presentation @ IAB Meeting
O	068993	3/07/08	WOODBRIIDGE HIGH SCHOOL	\$1,500.00	Purchase of Ad & Banner at Woodbridge High School
O	068994	3/07/08	XEROX CORP.	\$636.03	XEROX - Maintenance Agreement WCP35HC
O	068995	3/07/08	XEROX CORPORATION	\$216.56	Xerox Color Printer - Fuser
O	068996	3/07/08	YALE CHASE MATERIALS	\$1,572.44	FORKLIFT REPAIRS/ SUPPLIES
O	068997	3/07/08	NINA M. YAMASAKI	\$210.00	Workshop Presentation
O	068998	3/07/08	ZTEK CO.	\$209.00	SUPPLIES
O	068999	3/07/08	SADDLEBACK APPLIANCES	\$170.78	For the repair of GE & Hotpoint gas ranges.
O	069000	3/07/08	SAM'S CLUB	\$274.23	for classroom supplies & snacks for CDC for year
O	069001	3/07/08	BARBARA TAMIALIS	\$24.20	REIMBURSE FOR BOOKS FOR CDES
O	069002	3/07/08	BECKY THOMAS	\$17.58	Reimbursement.
O	069003	3/07/08	SO. ORANGE CO. COMM. COL. DIST	\$1,414.00	To Reimburse Checking Account Workers' Comp Claims
O	069004	3/10/08	ESTER GRAHAM	\$52.27	Mileage Reimbursement - EEDEC/IVC
O	069005	3/10/08	DONNA GRAY	\$32.73	Mileage Reimbursement Nov.2007

## WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069006	3/10/08	SO. CAL. GAS CO.	\$471.69	NATURAL GAS
O	069007	3/10/08	KATE CLARK	\$43.28	Mileage Reimbursement CSSO/UCI/OCC
O	069008	3/10/08	LISA ELSTON	\$92.20	Mileage Reimbursement 7/07-12/07
O	069009	3/10/08	RAUL B. GUTIERREZ	\$13.64	Mileage Reimbursement 2/8/08
O	069010	3/10/08	PATTY HELTON	\$12.83	Mileage Reimbursement 2/07/08
O	069011	3/10/08	LUZ-MARIA LUNA	\$43.20	Mileage Reimbursement Nov.2007
O	069012	3/10/08	LORI MANGELS	\$54.54	Mileage Reimbursement - Feb 2008
O	069013	3/10/08	RAGHU MATHUR	\$19.39	Mileage Reimbursement 2/27/08
O	069014	3/10/08	MICHAEL O'MEARA	\$12.39	Mileage Reimbursement - Feb.2008
O	069015	3/10/08	SARA LEILA SHEYBANI	\$2.12	Mileage Reimbursement Costco/Ralphs
O	069016	3/10/08	JACQUELINE ZIMBALIST	\$12.83	Mileage Reimbursement - IVC 2/7/08
O	069017	3/10/08	CHEVRON & TEXACO CARD SVCS.	\$3,077.44	2007/08 Use of Gasoline by Various Departments
O	069018	3/11/08	IRVINE VALLEY COLLEGE BOOKSTOR	\$2,706.42	January 2008 CARE bookstore billing
O	069019	3/11/08	IRVINE VALLEY COLLEGE BOOKSTOR	\$59,203.86	January 2008 EOPS/IVC bookstore billing.
O	069020	3/11/08	FHEG SADDLEBACK BOOKSTORE	\$12,532.17	Textbooks for EOPS Eligible students
O	069021	3/11/08	FHEG - SADDLEBACK BOOKSTORE	\$689.13	BLANKET PO FOR BOOKSTORE
O	069022	3/11/08	FHEG - SADDLEBACK BOOKSTORE	\$2,381.79	BLANKET PO FOR BOOKSTORE
O	069023	3/11/08	FHEG - SADDLEBACK BOOKSTORE	\$377.23	January bookstore billing
O	069024	3/11/08	ACSIG/EDGE	\$112,155.41	Delta Dental FY 07/08 Fund 01
O	069025	3/11/08	ACSIG/EDGE	\$36,925.55	Vision Services FY 07/08 Fund 01
O	069026	3/11/08	HYATT LEGAL	\$6,178.00	Hyatt Legal Benefits
O	069027	3/11/08	PACIFICARE BEHAVIORAL HEALTH	\$2,905.98	Pacificare Behavioral FY 07/08 Fund 01
O	069028	3/11/08	PRINCIPAL LIFE INSURANCE	\$30,797.12	Long-Term Disability Benefits for 2007-2008 FY
O	069029	3/11/08	PRINCIPAL LIFE INSURANCE	\$28,412.60	Life Insurance Benefitis 2007/2008 FY
O	069030	3/11/08	SISC III HEALTH BENEFITS	\$884,639.80	SISC (PPO)-Benefits FY 2007/08 Fund 01
O	069031	3/11/08	UNUM LIFE INSURANCE COMPANY	\$1,529.25	UNUM LTC FY 2007/08
O	069032	3/11/08	UNUM LIFE INSURANCE COMPANY	\$2,921.76	UNUM LTC FY 2007/08
O	069033	3/11/08	ACSIG/EDGE	\$2,991.55	Vision Services FY 07/08 Fund 07
O	069034	3/11/08	ACSIG/EDGE	\$9,064.43	Delta Dental FY 07/08 Fund 71
O	069035	3/11/08	SISC III HEALTH BENEFITS	\$191,771.00	Blue Shield (Retiree) Benefits FY 2007/08
O	069036	3/12/08	BAMWALL CO.	\$3,726.00	V.P. OFFICE ENTRY DOOR
O	069037	3/12/08	COLORADO TIME SYSTEMS	\$37,534.00	AQAQUATIC TIMING & SCOREBOARD SYSTEM
O	069038	3/12/08	DSE ARCHITECTURE, INC.	\$5,550.59	FOR BGS MOLD PROJECT
O	069039	3/12/08	gkkworks	\$18,360.00	BGS CONSTR. MGMT.
O	069040	3/12/08	MACERICH CONSTRUCTION, INC.	\$44,891.61	BGS CABINET PROJECT
O	069041	3/12/08	RICOH AMERICAS CORPORATION	\$4,328.34	COPIERS PERFORMING ARTS BLDG
O	069042	3/12/08	SOLARWINDS.NET, INC.	\$395.00	CHECK RUN
O	069043	3/13/08	CLARK SECURITY PRODUCTS INC.	\$27.41	OPEN P.O. FOR SUPPLIES
O	069044	3/13/08	DR. ANGELA COLOMBO	\$500.00	Consultant Agreement for Med. Assistant Director
O	069045	3/13/08	CONSOLIDATED ELECTRICAL DIST.	\$316.27	OPEN P.O. FOR SUPPLIES
O	069046	3/13/08	COX COMMUNICATIONS, INC	\$4,296.18	COX Communications Intercampus WAN service
O	069047	3/13/08	CROWN VALLEY MARKETPLACE	\$78.90	Groceries for Foods Lab.
O	069048	3/13/08	DALLAS COUNTY COMMUNITY	\$880.00	Enrollment fee for BUS 1 Telecourse
O	069049	3/13/08	DAN'S MACHINE TOOL, INC.	\$1,826.36	HORIZONTAL BANDSAW
O	069050	3/13/08	DANA POINT YACHT MAINTENANCE	\$29.50	Blanket PO for Boston Whaler Monthly Hull Maintena
O	069051	3/13/08	JOHN DEERE LANDSCAPES, INC.	\$299.84	GROUNDNS/IRRIG. SUPPLIES
O	069052	3/13/08	DELL MARKETING L.P.	\$847.37	Replacement Lamp for Dell Projector
O	069053	3/13/08	DEPARTMENT OF JUSTICE	\$64.00	Fingerprinting - HR
O	069054	3/13/08	DIAMOND PACIFIC	\$1,027.30	ART SUPPLIES
O	069055	3/13/08	CHRIS DIERL	\$1,120.00	Contract Services
O	069056	3/13/08	DIRECT PAINTING & DECORATING	\$590.00	PAINT LIBRARY ROOM 302 WALLS

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069057	3/13/08	DONALD EISENTRAUT	\$1,500.00	Contract Services
O	069058	3/13/08	ESSENCE ENTERTAINMENT	\$220.00	Contract Services
O	069059	3/13/08	EXCELSIOR ELEVATOR CORPORATION	\$650.00	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	069060	3/13/08	DAIRY DEPOT	\$132.48	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	069061	3/13/08	COMPUTERLAND	\$2,144.23	ADOBE LICENSES FOR SPECIAL SERVICES
O	069062	3/13/08	AT & T MOBILITY	\$64.14	2 CELL PHONES AND SERVICE
O	069063	3/13/08	AT&T/MCI	\$1,082.53	TELEPHONE/FAX SERVICE FOR ATEP
O	069064	3/13/08	AT&T/MCI	\$19.30	TELEPHONE/FAX SERVICE FOR ATEP
O	069065	3/13/08	PACIFIC CLIPPINGS	\$69.57	Press clippings
O	069066	3/13/08	PACIFIC PARKING SYSTEMS, INC.	\$2,304.50	Part for Parking Dispenser Machine
O	069067	3/13/08	JHOANLUK MASAYA PALMER	\$1,500.00	Contract Services
O	069068	3/13/08	PASCO SCIENTIFIC	\$4,548.16	PHYSICS EQUIPMENT
O	069069	3/13/08	PAYAM-E-ASHENA	\$200.00	ADVERTISING
O	069070	3/13/08	PML MICROBIOLOGICALS	\$67.46	MICROBIOLOGICAL MEDIA
O	069071	3/13/08	POCKET NURSE ENTERPRISES, INC.	\$735.35	SUPPLIES FOR NURSING
O	069072	3/13/08	PRAXAIR	\$37.52	Annual Maintenance Agreement
O	069073	3/13/08	PRO AUDIO SOLUTIONS, LLC	\$5,205.99	Recording Package-Basic Aid Money
O	069074	3/13/08	PROVISIO, LLC	\$792.00	Software license for Sitekiosk
O	069075	3/13/08	QUALITONE INDUSTRIES, INC.	\$1,335.96	AV Equipment
O	069076	3/13/08	QUEST DIAGNOSTICS	\$1,432.36	Purchase lab testing for students
O	069077	3/13/08	QUEZADA PRO LANDSCAPE, INC.	\$1,700.00	PRUNE TREES @ GREENHOUSE. REMOVE TREE BRANCHES
O	069078	3/13/08	QUICK CAPTION	\$880.00	Provide Real Time Captioning Services
O	069079	3/13/08	RALPHS GROCERY COMPANY	\$205.18	RALPHS BLANKET
O	069080	3/13/08	NAGARAJ RAO	\$574.14	Reim. Candidate - IVC Dean, MSE
O	069081	3/13/08	RICOH AMERICAS CORPORATION	\$117.47	MAILROOM MAINTENANCE AGREEMENT
O	069082	3/13/08	RIGAKU, INC.	\$732.68	GEOLOGY SUPPLIES
O	069083	3/13/08	THE RP GROUP	\$34,000.00	Payment for contract services
O	069084	3/13/08	THE RP GROUP	\$40,000.00	Consultant agreement Center for Student Success
O	069085	3/13/08	U.S. POSTAL SERVICE	\$1,200.00	POSTAL PERMIT
O	069086	3/13/08	U.S. POSTAL SERVICE	\$5,687.92	POSTAGE
O	069087	3/13/08	U.S. POSTAL SERVICE	\$16,802.00	Postage for summer 2008 schedule
O	069088	3/13/08	VICENTII, LLOYD & STUTZMAN LLP	\$2,500.00	Auditing Services for FYE 6/30/07
O	069089	3/13/08	RALPHS GROCERY COMPANY	\$359.82	NUTRITIONAL FOOD AND SUPPLIES
O	069090	3/13/08	ROCKVIEW FARMS	\$258.88	milk delivery for Center
O	069091	3/14/08	OFFICEMAX CONTRACT INC.	\$33,906.71	Office Max Supply Orders 2007/2008
O	069092	3/14/08	PARKER & COVERT LLP	\$39.00	Attorney Services
O	069093	3/14/08	S & B FOODS	\$218.73	CATERING FOR DLC MEETING
O	069094	3/14/08	SADDLEBACK SAND & GRAVEL	\$484.88	FILLED SANDBAGS
O	069095	3/14/08	SAMY'S CAMERA	\$1,190.55	Photo Supplies
O	069096	3/14/08	SARGENT-WELCH LLC	\$1,606.67	PHYSICS EQUIPMENT
O	069097	3/14/08	FHEG SADDLEBACK BOOKSTORE	\$8,258.33	Textbooks for EOPS Eligible students
O	069098	3/14/08	SchoolOutfitters.com	\$450.94	overhead projectors
O	069099	3/14/08	SCIENCE KIT, INC.	\$3,573.31	BIOLOGY EQUIPMENT
O	069100	3/14/08	SEHI PROCOMP COMPUTER PRODUCTS	\$13,999.48	HP PRINTER INK AND PAPER
O	069101	3/14/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	069102	3/14/08	SIGMA ALDRICH CHEMICAL CO.	\$730.93	BIOCHEMISTRY SUPPLIES
O	069103	3/14/08	SIGN WAREHOUSE.COM	\$1,303.80	SUPPLIES for wide format printer
O	069104	3/14/08	SKORA ELECTRIC	\$2,920.00	GYMNASIUM - MAINTENANC & REPAIR
O	069105	3/14/08	DIANE M. SMITH	\$139.61	Reimbursement-Tutorial/Reference Books
O	069106	3/14/08	SNAP-ON INDUSTRIAL	\$236.86	TOOLS
O	069107	3/14/08	POSTMASTER	\$500.00	Postage costs

## WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	069108	3/14/08	OFFICEMAX CONTRACT INC.	\$231.98	Office Max Supply Orders 2007/2008
O	069109	3/14/08	A-1 INTERNATIONAL TV SALES &	\$846.18	Repair of Mini DVD Player/REcorder
O	069110	3/14/08	ABC-CLIO, INC.	\$47.19	Library book per Tom Weisrock request
O	069111	3/14/08	ACCUITY	\$224.00	ACH Participant Directory
O	069112	3/14/08	JAMES ALBERT SCHOOL OF	\$25,832.25	P.O. needed to pay for Cosmo instruction
O	069113	3/14/08	MARY ANSTADT	\$9.65	REIMBURSEMENT-MATERIAL FOR HS COUNSELORS DAY
O	069114	3/14/08	APPLE COMPUTER INC.	\$2,887.59	SOFTWARE
O	069115	3/14/08	SHERRI J. BANES	\$37.15	Reimbursement for NVC meeting expenses
O	069116	3/14/08	KRISTEN BUSH	\$800.00	Consulting Services: Web Development & Maint.
O	069117	3/14/08	CALIFORNIA POWER PARTNERS, INC.	\$749.88	PUMP SEAL REPLACEMENT
O	069118	3/14/08	CAROLINA BIOLOGICAL SUPPLY	\$1,457.35	BIOCHEMISTRY SUPPLIES
O	069119	3/14/08	COMMUNITY COLLEGE LEAGUE OF	\$72.00	2008 COMMUNITY COLLEGE DIRECTORY
O	069120	3/14/08	COMMUNITY PARTNERS	\$4,300.00	Marketing of CACT Training Courses
O	069121	3/14/08	CONSUMERS PIPE & SUPPLY CO.	\$156.82	HVAC SUPPLIES
O	069122	3/14/08	CPP, INC.	\$1,900.00	Strong College Profile Software
O	069123	3/14/08	MARIE DE LA PALME	\$144.33	REIMBURSE DANCE INSTRUCTOR FOR SUPPLIES/DANCE PROG
O	069124	3/14/08	DELL MARKETING L.P.	\$503.49	GPS PDA FOR RAJEN
O	069125	3/14/08	BEN DOLAN	\$250.19	Reimbursement for NVC meeting expenses:lunch+tray
O	069126	3/14/08	ECONOMIC ALTERNATIVES, INC.	\$478.03	WATER TREATMENT
O	069127	3/14/08	EDMUND SCIENTIFICS	\$20.55	CHEMISTRY SUPPLIES
O	069128	3/14/08	EMBROIDME	\$849.07	HATS FOR MEN'S GOLF TEAM
O	069129	3/14/08	EMERSON MUSIC	\$244.30	Music Purchased
O	069130	3/14/08	ENCYCLOPAEDIA BRITANNICA, INC.	\$1,243.44	Purchase books.
O	069131	3/14/08	ENTERPRISE RENT-A-CAR	\$1,503.18	OPEN P.O. FOR VEHICLE RENTAL
O	069132	3/14/08	EWD SUPPORT SERVICES, INC.	\$500.00	Statewide Economic & Workforce Marketing
O	069133	3/14/08	EWING IRRIGATION PRODUCTS	\$267.91	OPEN P.O. FOR SUPPLIES
O	069134	3/14/08	EXPERIAN	\$75.00	Contract Svcs from Experian
O	069135	3/14/08	FAIR-PLAY SCOREBOARDS	\$26,983.53	GYM SCOREBOARD FOR IVC HS, PE & ATHLETICS/#07-04
O	069136	3/14/08	FEDERAL EXPRESS	\$1,869.84	FEDERAL EXPRESS CHARGES
O	069137	3/14/08	FERGUSON ENTERPRISES, INC.	\$675.69	PLUMBING SUPPLIES
O	069138	3/14/08	FIELD'S PIANOS & ORGANS	\$72,080.44	Basic Aide
O	069139	3/14/08	TINA FIETSAM	\$300.00	Workshop Presenter
O	069140	3/14/08	FISHER SCIENTIFIC	\$5,187.67	CHEMISTRY SUPPLIES
O	069141	3/14/08	FITNESS WHOLESALE, INC.	\$83.25	Therabands for D. Garant's dance class
O	069142	3/14/08	DONALD FORMANECK	\$1,500.00	Contract Services
O	069143	3/14/08	FOSTER CARE AUXILIARY OF OC	\$240.00	Workshop Presenter
O	069144	3/14/08	FREEWAY AUTO SUPPLY	\$115.49	TRANSPORTATION SUPPLIES
O	069145	3/14/08	JAN FRITSEN	\$150.00	Payment of fee for use of materials in AP 151
O	069146	3/14/08	IN-N-OUT BURGER	\$2,785.00	ASG DEPOSIT FOR KALISCOPE & SENIOR DAY
O	069147	3/14/08	ACBO	\$285.00	Registration to attend ACBO 2008 Spring Conf.
O	069148	3/14/08	ALDA BABUSEK	\$130.00	CONFERENCE REIMBURSEMENT - ALDA B.
O	069149	3/14/08	BUTTE COMMUNITY COLLEGE	\$25.00	R. Guzman to attend CCCApply/CCCTran Workshops
O	069150	3/14/08	CACCRAO	\$270.00	CACCRAO Workshop Registration Fees
O	069151	3/14/08	ELIZABETH CIPRES	\$295.00	REIMBURSEMENT CONFERENCE Elizabeth Cipres
O	069152	3/14/08	SUSAN M. COOPER	\$24.00	Staff Development Conference
O	069153	3/14/08	BRANDEE CRAIG	\$750.00	Conference Reimbursement
O	069154	3/14/08	LARRY DE SHAZER	\$155.53	CONFERENCE FOR LARRY DESHAZER
O	069155	3/14/08	EMBASSY SUITES HOTEL	\$361.03	Registration to attend ACBO 2008 Spring Conf.
O	069156	3/14/08	JENNIFER FOROUZESH	\$75.00	CONFERENCE FOR JENNIFER FOROUZESH
O	069157	3/14/08	DEBORAH JEMMOTT	\$300.00	Conference Reimbursement
O	069158	3/14/08	DR. CRAIG JUSTICE	\$403.00	Craig Justice to attend ACCCA Leadership Conferenc

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069159	3/14/08	SHARYN K. LY	\$90.00	Conference Reimbursement
O	069160	3/14/08	FRANCES MILLER	\$108.87	Job Fair 2008 - Fran Miller
O	069161	3/14/08	PAPA PESTICIDE APPLICATORS	\$70.00	CERTIFICATION WORKSHOP FOR QAC/QAL FOR SCOTT COWLE
O	069162	3/14/08	JOYCE QUADE	\$1,025.20	Reimbursement Joyce Quade/Conference
O	069163	3/14/08	ROBERT JOHN WILLIAMS	\$250.00	CONFERENCE REIMBURSEMENT-MODERN LANGUAGE ASSN.
O	069164	3/14/08	JAN WYMA	\$299.00	Janice Wyma to Orange County Boot Camp
O	069165	3/14/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	069166	3/14/08	QUEST DIAGNOSTICS	\$974.01	Purchase lab testing for students
O	069167	3/14/08	S & B FOODS	\$32.76	HR Com. Rel. - SB Cafeteria
O	069168	3/14/08	SAFEWAY INC/PAVILIONS	\$106.54	Groceries for Foods Lab (summer/fall)
O	069169	3/14/08	SAN DIEGO GAS & ELECTRIC	\$40,632.47	Electric Service Billing for SDG&E
O	069170	3/14/08	SAN DIEGO UNION TRIBUNE	\$3,736.92	Recruitment/Advertising for SOCCCD
O	069171	3/14/08	SADDLEBACK BOOKSTORE - #296	\$96.26	Saddleback Binders for Inservice
O	069172	3/14/08	SOUTHERN CALIFORNIA EDISON CO.	\$1,668.55	ELECTRIC SERVICE ATEP
O	069173	3/14/08	SOUTH COAST A.Q.M.D	\$99.09	EMISSIONS FEES
O	069174	3/14/08	SOUTH COAST A.Q.M.D	\$799.65	ANNUAL OPERATING FEES
O	069175	3/14/08	SOUTHERN COUNTIES OIL	\$3,408.23	FUEL
O	069176	3/14/08	SOCIETY OF MANUFAC. ENGINEERS	\$2,350.00	RAPID 2008 CONF/BOOTH SPACE
O	069177	3/14/08	SOFTWARE eSOURCE COMPUTER	\$87.69	Omniform
O	069178	3/14/08	STATER BROTHERS	\$279.23	Groceries for Foods Lab.
O	069179	3/14/08	STEDMAN COMPUTER SYSTEMS	\$5,059.94	MS Project & Portfolio Servers
O	069180	3/14/08	STERLING ARTS SUPPLY	\$70.52	Blanket Purchase Order
O	069181	3/14/08	SEAN SULLIVAN	\$1,000.00	Contract Services
O	069182	3/14/08	TANGRAM INTERIORS	\$2,161.73	4 Drawer Lateral File Cabinet
O	069183	3/14/08	TICKETCRAFT	\$337.10	Ticket printing for summer '08 season
O	069184	3/14/08	TISCARENO CATERING*	\$750.00	Catering
O	069185	3/14/08	TRI-AD	\$553.00	Admin. & Banking Svcs. for FSA 07/08
O	069186	3/14/08	TROXELL COMMUNICATIONS, INC.	\$43.10	Tech Refresh Media Equipment
O	069187	3/14/08	UNITED SITE SERVICES OF CA,	\$252.79	PORTABLE TOILETS
O	069188	3/14/08	VANIMAN MANUFACTURING INC.	\$1,376.69	PALEO LAB EQUIPMENT
O	069189	3/14/08	VANTAGE VEHICLE INT'L, INC.	\$16,460.11	AV Delivery Vehicle
O	069190	3/14/08	VERIZON WIRELESS	\$35.14	BlackBerry solutions data plan
O	069191	3/14/08	VIDEO SERVICE OF AMERICA	\$101.29	DVD/VHS combo
O	069192	3/14/08	VITAL LINK EDUCATION AND	\$7,156.16	Contract agreement
O	069193	3/14/08	VORTEX INDUSTRIES, INC.	\$1,218.00	ANNUAL FIRE DOOR TESTING
O	069194	3/14/08	VWR INTERNATIONAL, INC.	\$716.06	DRAWING COMPASS
O	069195	3/14/08	BECKY THOMAS	\$49.80	reimburse Ms. Thomas for the expenses below
O	069196	3/14/08	US FOODS	\$799.04	food and supplies for CDC
O	069197	3/17/08	STEPHEN DUBAY	\$26.46	MILEAGE
O	069198	3/17/08	G/M BUSINESS INTERIORS	\$3,146.31	Ergo Chair-J.Bleakney LIB 110B.
O	069199	3/17/08	GANDER-PRINTCO	\$237.06	Bus Cards Outreach Spec/A.Akers
O	069200	3/17/08	MCGRAW-HILL COMPANIES	\$39.20	Basic Study Skills-Reading lab.
O	069201	3/17/08	GLOBAL INDUSTRIAL EQUIPMENT	\$2,587.02	PIPE RACK
O	069202	3/17/08	GOODWILL INDUSTRIES OF	\$2,446.25	Sign language interp services for hearing impaired
O	069203	3/17/08	GOVCONNECTION	\$178.82	Flash drives for lab sections
O	069204	3/17/08	W. W. GRAINGER	\$290.85	Emergency supplies
O	069205	3/17/08	GRAPHAIDS INC-DANIELS	\$544.33	STUDENT SUPPLIES
O	069206	3/17/08	GRAPHIC IMPRESSIONS, INC.	\$1,447.08	PRINTING SERVICES FOR IVC M BASKETBALL PROGRAM
O	069207	3/17/08	MARLYS GRODT & ASSOCIATES	\$800.00	Class Spec - CM Management
O	069208	3/17/08	NED R. HEALY & COMPANY	\$238.81	OPEN P.O. FOR SUPPLIES
O	069209	3/17/08	LISA HESSE	\$128.07	Student Supplies

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069210	3/17/08	HITT MARKING DEVICES, INC.	\$66.20	Stamps for HR Recruitment 2008
O	069211	3/17/08	HOME DEPOT CREDIT SERVICES	\$949.52	Blanket Purchase Order
O	069212	3/17/08	HUBERT	\$82.04	CARAFES
O	069213	3/17/08	INCENTRA SOLUTIONS OF	\$7,930.00	Contract services for TLC Grant
O	069214	3/17/08	INGARDIA BROTHERS PRODUCE, INC.	\$449.34	Groceries for Foods Lab.
O	069215	3/17/08	INTERMOUNTAIN LOCK & SECURITY	\$137.82	LOCKSMITH SUPPLIES
O	069216	3/17/08	IRVINE HIGH SCHOOL	\$450.00	Ad for Track/Field Program Irvine High School
O	069217	3/17/08	IRVINE TENNIS	\$800.04	Men's Tennis Uniforms
O	069218	3/17/08	IVC CHILD DEVELOPMENT CENTER	\$760.00	Child Care Services
O	069219	3/17/08	PIPS	\$123,864.00	Protected Insurance Program for Schools 07/08
O	069220	3/17/08	KENDALL/HUNT PUBLISHING CO.	\$27.96	Geology reference book
O	069221	3/17/08	KIRK	\$3,976.27	PAPER/WHITE
O	069222	3/17/08	KLINGER EDUCATIONAL PRODUCTS	\$8,430.00	COMPETITIVE PHYSICS EQUIPMENT
O	069223	3/17/08	KOALA KLUB	\$310.00	Child Care Services
O	069224	3/17/08	GARY L. KUSUNOKI	\$60.00	Hearings
O	069225	3/17/08	L.A. TIMES	\$651.00	Monthly ad insertions in LA Times.
O	069226	3/17/08	LAERDAL MEDICAL CORP.	\$363.88	SUPPLIES FOR NURSING
O	069227	3/17/08	LASER SOURCE	\$103.44	toner cartridge for Drafting printer
O	069228	3/17/08	LePort School	\$540.00	Child Care Services
O	069229	3/17/08	LEARNING SEED	\$186.00	Library DVDs per Tom Weisrock request
O	069230	3/17/08	LIEBERT CASSIDY WHITMORE	\$19,241.50	Attorney Services FY 2007/2008
O	069231	3/17/08	LOOMIS, FARGO & CO., INC	\$425.00	Armored Car Service 07/08
O	069232	3/17/08	LYNXMOTION, INC.	\$287.29	Robotic Arm for Advanced Robotics
O	069233	3/17/08	MAQUINSAL SEWING MACHINE CO.	\$250.00	Repair Equipment
O	069234	3/17/08	MC FADDEN-DALE INDUSTRIAL	\$18.21	OPEN P.O. FOR SUPPLIES
O	069235	3/17/08	MC KESSON MEDICAL SURGICAL	\$2,452.03	SUPPLIES FOR NURSING
O	069236	3/17/08	MEDCOM, INC.	\$179.35	DVD FOR NURSING
O	069237	3/17/08	MIDWEST LIBRARY SERVICE	\$290.82	Purchase books.
O	069238	3/17/08	MIGHTY MOVER TRAILERS, INC.	\$2,996.53	UTILITY TRAILER
O	069239	3/17/08	MISSION PRINTING COMPANY, INC	\$4,814.27	Brochures for 08 Summer Season
O	069240	3/17/08	MOULTON-NIGUEL WATER DIST.	\$2,414.96	Billing for Moulton-Niguel water services
O	069241	3/17/08	NAT'L ASSOC. OF EMS EDUCATORS	\$70.00	Membership for Barbara Penland
O	069242	3/17/08	NATIONAL COLLEGIATE HONORS	\$500.00	Institutional Membership Dues
O	069243	3/17/08	HALEY NGUYEN	\$129.40	Student Supplies
O	069244	3/17/08	HSBC	\$264.59	GROUPS EQUIPMENT
O	069245	3/17/08	ORANGE CO. AUDITOR-CONTROLLER	\$2,060.00	SURCHARGE ON CITATIONS
O	069246	3/17/08	ORANGE COUNTY PRINTING CO.	\$854.46	Early Bird Program Poster
O	069247	3/17/08	ORANGE COUNTY REGISTER	\$2,272.00	Ongoing printing & delivery charges for the Lariat
O	069248	3/17/08	ORANGE COUNTY REGISTER	\$3,454.00	Ongoing printing & delivery charges for the Lariat
O	069249	3/17/08	ORANGE COUNTY WHOLESALE	\$696.24	For Floral Instructor Kathe Hayden
O	069250	3/17/08	OCE-USA, INC.	\$2,534.24	Maintenance Agreement
O	069251	3/17/08	OCE-IMAGISTICS	\$52.80	RENTAL AGREEMENT
O	069252	3/17/08	ORKIN EXTERMINATING, INC.	\$600.00	PEST CONTROL
O	069253	3/17/08	ORKIN EXTERMINATING, INC.	\$721.00	PEST CONTROL
O	069254	3/17/08	ORKIN EXTERMINATING, INC.	\$782.00	ANNUAL MAINTENANCE AGREEMENT
O	069255	3/17/08	OXFORD UNIVERSITY PRESS	\$8.58	Library book per Tom Weisrock request
O	069256	3/17/08	MARIA PANIAGUA	\$47.65	MILEAGE
O	069257	3/17/08	Sandra LaMarte Pickard	\$50.00	Panel Presenter
O	069258	3/17/08	DONNA PRIBYL	\$37.32	MILEAGE
O	069259	3/17/08	CARYN SUSSMAN	\$35.55	MILEAGE
O	069260	3/17/08	IRVINE VALLEY COLLEGE BOOKSTOR	\$326.70	Purchase of books for the teachers (see notepad).



WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069261	3/17/08	NAEYC (NAT'L ASSN. FOR THE	\$275.00	NAEYC ACCREDITATION APPLICATION FEE.
O	069262	3/17/08	KEENAN & ASSOCIATES	\$2,051.60	Claims Management Open PO
O	069263	3/17/08	EARL PAGAL	\$161.44	MILEAGE
O	069264	3/18/08	3DSUG, INC.	\$495.00	3DSUG Conference: Ed Tackett
O	069265	3/18/08	@ONE PROJECT	\$100.00	CONFERENCE FOR VALERIE SENIOR
O	069266	3/18/08	@ONE PROJECT	\$100.00	CONFERENCE FOR VIVIAN NGUYEN
O	069267	3/18/08	ACADEMIC SENATE FOR CALIF.	\$295.00	Conference for Morgan Barrows
O	069268	3/18/08	ACADEMIC SENATE FOR CALIF.	\$295.00	Conference for Carmen Dominguez
O	069269	3/18/08	ACADEMIC SENATE FOR CALIF.	\$295.00	Conference for April Cunningham
O	069270	3/18/08	ACADEMIC SENATE FOR CALIF.	\$295.00	Conference for Alannah Rosenberg
O	069271	3/18/08	AFRICAN AMERICAN MALE SUMMIT	\$40.00	African American Male Summit
O	069272	3/18/08	CCPRO	\$425.00	Marketing Conference for Senior Graphic Designer
O	069273	3/18/08	JENNIFER GILBERT	\$99.00	Reimburse Jennifer Gilbert for workshop.
O	069274	3/18/08	TAMERA RICE	\$53.00	CONFERENCE FOR TAMERA RICE
O	069275	3/18/08	JAMIE SMITH	\$400.00	REIMBURSEMENT - STAFF DEVELOPMENT
O	069276	3/18/08	SAMANTHA J. VENABLE	\$224.14	BOOTCAMP CONF FOR VENABLE
O	069277	3/18/08	WESTIN HOTEL	\$274.92	Conference for Morgan Barrows
O	069278	3/18/08	WESTIN HOTEL	\$137.46	Conference for Carmen Dominguez
O	069279	3/18/08	WESTIN HOTEL	\$274.92	Conference for April Cunningham
O	069280	3/18/08	WESTIN HOTEL	\$274.92	Conference for Alannah Rosenberg
O	069281	3/18/08	AKCES MEDIA LLC	\$710.88	Light for HD camera package
O	069282	3/18/08	AMERICAN GEOTECHNICAL	\$870.00	ATEP GEOTECHNICAL SERVICES
O	069283	3/18/08	BUSCH, INC.	\$254.94	REPAIR B-200 VACUUM PUMP
O	069284	3/18/08	CARRIER JOHNSON	\$18,829.73	ARCHITECTURAL SERVICES
O	069285	3/18/08	CITRIX ONLINE	\$1,740.60	GoToMyPC Access Services
O	069286	3/18/08	CLARKE & ASSOCIATES, INC.	\$229.13	for signage
O	069287	3/18/08	COMPUTERLAND	\$21,494.12	ADOBE LICENSES
O	069288	3/18/08	COUTS HEATING & COOLING, INC.	\$34,268.40	BID 279,PKG. T,HVAC, BUS & TECH INNOV CTR.
O	069289	3/18/08	CROWNER SHEET METAL PRODUCTS	\$103,286.92	PKG.H, SHEET METAL,BID 279,IVC.
O	069290	3/18/08	ESCAPE TECHNOLOGY, INC.	\$3,000.00	Escape Upgrade User Acceptance Testing
O	069291	3/18/08	FIRST ENTERPRISE BANK	\$36,512.50	BID 279, PKG. L,PLASTER,BUS & TECH.INNOV.CTR.
O	069292	3/18/08	G/M BUSINESS INTERIORS	\$1,992.71	RACETRACK TABLE FOR POLICE
O	069293	3/18/08	HAITBRINK ASPHALT PAVING,	\$2,350.00	FLAG POLE
O	069294	3/18/08	HALL & FOREMAN, INC.	\$187.39	CIVIL ENG. SERVICES FOR ATEP HC PARKING
O	069295	3/18/08	HARBOR CONSTRUCTION CO.,INC.	\$29,070.00	BID 1060
O	069296	3/18/08	HPL MECHANICAL CONTRACTOR,	\$7,679.25	BID 279,PKG. B PLUMBING, BUS. & TECHN INNOV.CTR.
O	069297	3/18/08	JACKSON, DE MARCO, TIDUS,	\$77,964.57	ATEP Legal Professional Services
O	069298	3/18/08	LAMAR SPACE INC.	\$145.46	RENTAL OF TRAILER FOR INSPECTOR
O	069299	3/18/08	MITSUBISHI ELECTRIC &	\$42,597.00	BID 279, PKG.R.ELEVATOR,BUS,& TECH INNOV.CTR.
O	069300	3/18/08	ORANGE CO. PUMP CO.	\$474.09	EMERGENCY PUMP REPAIR
O	069301	3/18/08	PENN CORPORATE RELOCATION	\$45.00	STORAGE
O	069302	3/18/08	SEARS ROOFING SERVICE	\$10,657.00	EMERGENCY ROOF REPAIR
O	069303	3/18/08	SCANTRON CORPORATION	\$12,104.85	SCANTRON HARDWARE/SOFTWARE
O	069304	3/18/08	LISA SMOLEN & ASSOCIATES	\$7,003.75	KURZWEIL SOFTWARE LICENSES
O	069305	3/18/08	SOURCE GRAPHICS	\$506.25	SERVICE CONTRACT FOR KIP 3000 PRINTER
O	069306	3/18/08	SPECIALTY BUILDING COMPONENTS	\$1,901.00	FLAGPOLE FOR NEW POLICE STATION
O	069307	3/18/08	SWRCB ACCOUNTING OFFICE	\$308.00	STORM WATER PERMIT FOR IVC POLICE/WAREHOUSE
O	069308	3/18/08	TANGRAM INTERIORS	\$2,646.14	REMAINDER OF BANQUETTE
O	069309	3/18/08	TECHSMITH CORP	\$1,672.10	CAMTASIA/SNAGIT LICENSES
O	069310	3/18/08	UNION BANK OF CALIFORNIA	\$3,807.60	BID 279,PKG. T,HVAC, BUS & TECH INNOV CTR.
O	069311	3/18/08	USS CAL BUILDERS, INC.	\$328,612.50	BID 279, PKG. L,PLASTER,BUS & TECH.INNOV.CTR.

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	069312	3/18/08	WARE DISPOSAL CO., INC.	\$3,141.19	TRASH COLLECTION SERVICES
O	069313	3/18/08	WELLS FARGO BANK	\$3,230.00	BID 1060
O	069314	3/19/08	PT AND C INC.	\$79.50	Typewriter Repair
O	069315	3/19/08	PRO TECHNOLOGY AUTOMATION, INC	\$2,862.43	CHECK RUN
O	069316	3/19/08	PROCESS SOFTWARE CORPORATION	\$1,075.00	CHECK RUN
O	069317	3/19/08	RICHARD THE THREAD	\$298.62	FASHION SUPPLIES
O	069318	3/19/08	RISO, INC.	\$1,103.65	Blanket PO to Riso for supplies
O	069319	3/19/08	SAFE NAVIGATION, INC.	\$295.58	Blanket PO for MST Instructional Supplies
O	069320	3/19/08	SADDLEBACK BOOKSTORE - #296	\$16.16	BOOK
O	069321	3/19/08	SOUTHERN CALIFORNIA EDISON CO.	\$240.10	ELECTRIC SERVICE ATEP
O	069322	3/19/08	SO. CAL. GAS CO.	\$261.69	NATURAL GAS
O	069323	3/19/08	SO. ORANGE CO. COMM. COL.DIST	\$267.00	Return to Title IV Funds
O	069324	3/19/08	SVM, LP	\$4,022.95	Gas Cards
O	069325	3/19/08	VERIZON WIRELESS	\$159.46	EMERGENCY OPERATION CELLULAR PHONES
O	069326	3/19/08	VWR INTERNATIONAL, INC.	\$142.91	BIOLOGY SUPPLIES
O	069327	3/19/08	WALTERS VISTA	\$363.75	OPEN P.O. FOR SUPPLIES
O	069328	3/19/08	WARD'S NATURAL SCIENCE	\$7,736.45	BIOLOGY EQUIPMENT
O	069329	3/19/08	WARE DISPOSAL CO., INC.	\$2,554.68	Annual Costs
O	069330	3/19/08	W A X I E	\$932.18	PARKING LOT TRASH CONTAINERS
O	069331	3/19/08	WEST-LITE SUPPLY CO.	\$57.93	LIGHTING SUPPLIES
O	069332	3/19/08	WESTERN REGIONAL HONORS COUNC	\$50.00	Institutional Membership Dues
O	069333	3/19/08	DOUGLAS WESTLAKE	\$495.00	Repair of Pianos
O	069334	3/19/08	MICHAEL E. WILSON	\$5,068.90	CONSTRUCTION MGMT SERVICES
O	069335	3/19/08	LAWRENCE R. WLEZIEN, INC.	\$5,750.00	SURVEY OF THE POOL AREA FOR DSA ACCESS REVIEW
O	069336	3/19/08	WOLTERS KLUWER HEALTH	\$105.96	CHECK RUN
O	069337	3/19/08	JENNIFER WOMACK	\$222.00	698308 Leyva/Christine Child Care Services
O	069338	3/19/08	XEROX CORP.	\$2,944.17	PO for DocuTech 6135
O	069339	3/19/08	XEROX CORP.	\$8,260.09	XEROX COPIER LEASE
O	069340	3/19/08	XEROX CORP.	\$12,497.88	Lease/Maintenance for Satellite Copiers
O	069341	3/19/08	XEROX CORP.	\$1,923.22	Annual Maintenance Agreement
O	069342	3/19/08	XEROX CORPORATION	\$1,509.12	Lease/Maintenance for Satellite Copiers
O	069343	3/19/08	ZTEK CO.	\$1,059.00	COMPETITIVE EQUIPMENT
O	069344	3/19/08	U.S. HEALTHWORKS MEDICAL GROUP	\$173.43	WORKERS' COMP FIRST AID ACCOUNT
O	069345	3/19/08	GANDER-PRINTCO	\$641.11	ENVELOPES FOR MASS CHECK MAILING
O	069346	3/19/08	GLAXOSMITHKLINE PHARMACEUTICAL	\$643.25	vaccine
O	069347	3/19/08	GOLDEN RAIN FOUNDATION	\$1,464.00	INVOICE 252074
O	069348	3/19/08	GOODWILL INDUSTRIES OF	\$7,831.25	Sign language interp services for hearing impaired
O	069349	3/19/08	HOME DEPOT CREDIT SERVICES	\$495.77	MAINT/GROUNDS/CUST. SUPPLIES
O	069350	3/19/08	INGARDIA BROTHERS PRODUCE, INC.	\$373.84	Groceries for Foods Lab.
O	069351	3/19/08	IRVINE PIPE & SUPPLY	\$194.97	OPEN P.O. FOR SUPPLIES
O	069352	3/19/08	IRVINE RANCH WATER DIST.	\$1,420.90	Annual General & Royalty fees
O	069353	3/19/08	JOHNSTONE SUPPLY	\$124.90	HVAC SUPPLIES
O	069354	3/19/08	JOHN WILEY & SONS INC.	\$99.00	Subscription to The Department Chair
O	069355	3/19/08	KIRK	\$44,040.37	PAPER/WHITE
O	069356	3/19/08	LAKE FOREST BEAUTY COLLEGE, INC	\$20,117.99	P.O. needed to pay for off campus instruction
O	069357	3/19/08	LEGAL ADVOCATES FOR PERMANENT	\$800.00	Workshop Presenter
O	069358	3/19/08	MAIN GRAPHICS	\$1,181.16	Purchase of Ten IVC Program Flyers
O	069359	3/19/08	MARK IV COMMUNICATIONS, INC.	\$817.27	Installatin of data cables
O	069360	3/19/08	MC FADDEN-DALE INDUSTRIAL	\$68.05	OPEN P.O. FOR SUPPLIES
O	069361	3/19/08	MARGI MCNELLY	\$450.00	Workshop Presenter
O	069362	3/19/08	MERCK & CO., INC.	\$515.00	vaccines

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069363	3/19/08	USA MOBILITY WIRELESS, INC.	\$179.36	PAGER RENTAL AND MAINTENANCE CONTRACT
O	069364	3/19/08	MARCIA MILCHIKER	\$41.95	MMILCHIKER INTERNET 07/08
O	069365	3/19/08	SALLIE MILLER	\$210.00	Workshop Presenter
O	069366	3/19/08	MPC-G, LLC	\$213.35	Batteries for MPC Laptops
O	069367	3/19/08	NASCO WEST	\$1,070.93	EQUIPMENT FOR NURSING
O	069368	3/19/08	SPHERICAL CONCEPTS	\$469.43	ASTRO EQUIPMENT
O	069369	3/19/08	N-OADN NATIONAL OFFICE	\$400.00	check run
O	069370	3/19/08	ORLANTHA NIN	\$36.23	Reimburse O. Nin for supplies
O	069371	3/19/08	CHURM PUBLISHING CO., INC.	\$1,930.00	Monthly ad insertion in OC Metro Magazine.
O	069372	3/19/08	OCB REPROGRAPHICS, INC.	\$255.37	OPEN P.O. FOR SERVICES AS NEEDED
O	069373	3/19/08	OCE-USA, INC.	\$2,341.07	Maintenance Agreement
O	069374	3/19/08	OCE-IMAGISTICS	\$105.60	FAX RENTAL
O	069375	3/19/08	OCLC, INC.	\$14,516.38	Library E-Books per Tom Weisrock request
O	069376	3/19/08	ORANGEWOOD CHILDREN'S	\$500.00	Workshop Presentation
O	069377	3/19/08	ORKIN EXTERMINATING, INC.	\$721.00	PEST CONTROL
O	069378	3/19/08	ORKIN EXTERMINATING, INC.	\$782.00	ANNUAL MAINTENANCE AGREEMENT
O	069379	3/19/08	OTHER WORLD COMPUTING	\$346.97	EXTERNAL HARDDRIVE CASE WITH FIREWIRE
O	069380	3/19/08	A & E HOME VIDEO	\$26.57	DVD for classroom
O	069381	3/19/08	A-1 FENCE COMPANY	\$6,989.00	BASEBALL FIELD WINDSCREEN REPAIR
O	069382	3/19/08	A-VIDD ELECTRONICS CO.	\$635.95	Converter for SD to SDI Conversion
O	069383	3/19/08	AARDVARK CLAY AND SUPPLIES	\$2,956.40	ART SUPPLIES
O	069384	3/19/08	ABC ICE HOUSE	\$123.04	Blanket PO for dry ice for lab use
O	069385	3/19/08	ABC-CLIO, INC.	\$171.15	Library books per Tom Weisrock request
O	069386	3/19/08	ADCLUB ADVERTISING SERVICE	\$13,438.66	Recruitment/Advertising for SOCCCD
O	069387	3/19/08	AGILYSYS INC	\$3,395.81	CHECK RUN
O	069388	3/19/08	AIR SOURCE INDUSTRIES, INC.	\$109.94	Blanket for Air Source
O	069389	3/19/08	JAMES ALBERT SCHOOL OF	\$31,816.13	P.O. needed to pay for Cosmo instruction
O	069390	3/19/08	A/R CENTRAL BILLING- BOISE	\$1,493.59	Groceries for Foods Lab.
O	069391	3/19/08	ALL THE KING'S FLAGS	\$169.07	CUSTODIAL
O	069392	3/19/08	AMAZON.COM	\$20.48	Reference book for lab use
O	069393	3/19/08	AMSTERDAM PRINTING & LITHO	\$515.30	REORDER DESK PLANNERS
O	069394	3/19/08	ASSOCIATION OF HIGHER	\$1,075.00	MEMBERSHIP DUES
O	069395	3/19/08	APPLE COMPUTER INC.	\$3,495.36	Apple computer & monitor
O	069396	3/19/08	APPLE SCIENTIFIC, INC.	\$9,640.00	BIOLOGY EQUIPMENT
O	069397	3/19/08	ARAMARK UNIFORM SERVICES	\$45.33	Shop coats,etc
O	069398	3/19/08	LEE ARMSTRONG CO., INC.	\$8,460.00	BASEBALL DUGOUTS - INSTALL NEW SHEET RUBBER
O	069399	3/19/08	ARROWHEAD DRINKING WATER	\$29.45	OPEN P.O. FOR SUPPLIES
O	069400	3/19/08	ASI-MODULEX	\$29,272.39	SITE IMPROVEMENTS - DESIGN SERVICES
O	069401	3/19/08	AVENTURA SAILING ASSOC.	\$975.00	Blanket PO for rental of sail boats
O	069402	3/19/08	B & H PHOTO	\$17,203.00	photographic paper
O	069403	3/19/08	BALANCED BODY	\$1,696.89	PILATES EQUIPMENT FOR IVC DANCE DEPARTMENT
O	069404	3/19/08	BALLET BARRES WEST	\$1,185.25	DANCE EQUIPMENT FOR THE IVC DANCE DEPARTMENT
O	069405	3/19/08	BP ENERGY COMPANY	\$78,294.59	NATURAL GAS PURCHASES
O	069406	3/19/08	ARENA DISTRIBUTING, INC.	\$1,286.60	NUTRITIONAL FOOD AND SUPPLIES
O	069407	3/19/08	OFFICEMAX CONTRACT INC.	\$5,603.13	Office Max Supply Orders 2007/2008
O	069408	3/19/08	SOUTHERN CALIFORNIA EDISON CO.	\$257.99	ELECTRIC SERVICE ATEP
O	069409	3/19/08	U.S. POSTAL SERVICE	\$3,791.16	POSTAGE
O	069410	3/24/08	AMAZON.COM	\$80.69	Classroom instruction materials
O	069411	3/24/08	AMAZON.COM	\$129.43	Instructional Materials
O	069412	3/24/08	APPLE COMPUTER INC.	\$53,198.02	Tech Refresh - Macs
O	069413	3/24/08	BALQUHIDDER MUSIC	\$14.94	Instructional music

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069414	3/24/08	JOYCE BARTLOMAIN	\$91.54	Reimbursement
O	069415	3/24/08	BATTERY SPECIALTIES	\$343.75	BATTERIES
O	069416	3/24/08	HSBC BUSINESS SOLUTIONS	\$408.25	Lariat's instructional supplies.
O	069417	3/24/08	BIO-RAD LABORATORIES, INC.	\$383.64	BIOLOGY INSTRUCTIONAL SUPPLIES
O	069418	3/24/08	DICK BLICK	\$101.11	STUDENT ART SUPPLIES
O	069419	3/24/08	LAURA BONSTALL	\$60.19	Student Supplies
O	069420	3/24/08	BOOKPOOL LLC	\$191.68	Microsoft Windows Server Resource Kit
O	069421	3/24/08	BORDERS & BOOKS	\$315.82	Workshop Materials
O	069422	3/24/08	ARNOLD BRAY	\$2,000.00	Legislative Advocacy
O	069423	3/24/08	BROADCAST SUPPLY WORLDWIDE	\$7,032.97	ACCESS Remote Package
O	069424	3/24/08	BUDDY'S ALL STARS	\$87.58	Add'l T&F shorts for women
O	069425	3/24/08	CALIFORNIA STAGE/LIGHTING, INC	\$106.08	Supplies
O	069426	3/24/08	CAPT	\$347.00	MBTI-Scoring Costs,As Needed
O	069427	3/24/08	CARD INTEGRATORS CORPORATION	\$2,777.53	Staff ID Cards
O	069428	3/24/08	CAROLINA BIOLOGICAL SUPPLY	\$1,850.11	EQUIPMENT FOR ANTHROPOLOGY
O	069429	3/24/08	COMMUNITY COLLEGE LEAGUE OF	\$21.00	subscription to Community Clg Dir
O	069430	3/24/08	COMMUNITY COLLEGE LEAGUE OF	\$158.00	2008 Trustee Handbook
O	069431	3/24/08	CHEAP JOE'S ART STUFF	\$196.55	STUDENT ART SUPPLIES
O	069432	3/24/08	CINEMA SECRETS, INC.	\$576.39	Blanket Purchase Order
O	069433	3/24/08	CINTAS CORPORATION	\$70.40	RENTAL SERVICE AGREEMENT
O	069434	3/24/08	CINTAS DOCUMENT MANAGEMENT	\$45.00	document destruction/paper recycling service
O	069435	3/24/08	COACH AMERICA	\$13,371.00	Bus fo EMERITUS INSTITUTE Field Trip - March 5th
O	069436	3/24/08	COAST FITNESS REPAIR SHOP	\$619.48	Fitness Equipment Supplies
O	069437	3/24/08	COMPUTERLAND	\$2,855.53	Software license and maint upgrades
O	069438	3/24/08	CONCEPT MEDIA	\$970.51	DVDS FOR NURSING
O	069439	3/24/08	CONSOLIDATED ELECTRICAL DIST.	\$171.39	OPEN P.O. FOR SUPPLIES
O	069440	3/24/08	COX MEDIA, INC.	\$1,300.00	Sponsorship of "Brain Wave" on Cox Cable
O	069441	3/24/08	CPP, INC.	\$2,295.20	Strong Interest Assessments College Edition
O	069442	3/24/08	CPR SERVICES	\$553.00	CPR Competitive Equipment
O	069443	3/24/08	CPV	\$68,500.00	CONTRACT SERVICES
O	069444	3/24/08	CROWN VALLEY MARKETPLACE	\$41.16	Groceries for Foods Lab.
O	069445	3/24/08	CULLIGAN	\$111.60	Soft Water Service for Microbiology
O	069446	3/24/08	DAHLSTROM & COMPANY	\$290.00	MATERIALS FOR JOB PLACEMENT
O	069447	3/24/08	A. DAIGGER & COMPANY, INC.	\$210.58	MARINE BIOLOGY SUPPLIES
O	069448	3/24/08	CAROL DANNA	\$36.48	Reimbursement for Art Basket Community Outreach
O	069449	3/24/08	MW DANNER	\$210.00	Service for Drill, Cutter and Folder
O	069450	3/24/08	DAZIAN LLC	\$620.00	Supplies
O	069451	3/24/08	MARIE DE LA PALME	\$70.79	REIMB.DANCE INSTRUCTOR/SENIOR DAY SHOW'S EXPENSES
O	069452	3/24/08	DE NAULT'S TRUE VALUE	\$114.78	SUPPLIES
O	069453	3/24/08	JOHN DEERE LANDSCAPES, INC.	\$771.43	LANDSCAPE SUPPLIES
O	069454	3/24/08	DELL MARKETING L.P.	\$79,705.11	2 DELL SERVERS
O	069455	3/24/08	DENOYER-GEPPERT SCIENCE CO.	\$636.45	HUMAN ANATOMY MODELS
O	069456	3/24/08	DEPARTMENT OF JUSTICE	\$32.00	Fingerprinting - HR
O	069457	3/24/08	DISPLAYS 2GO	\$66.81	Display Case
O	069458	3/24/08	DIVERSIFIED BUSINESS SERVICES	\$167.74	SHIRTS FOR SECURITY GUARD
O	069459	3/24/08	DOOLEY ENTERPRISES, INC.	\$1,465.40	Ammunition
O	069460	3/24/08	STEPHEN DUBAY	\$95.97	Reimbursement for Internet Services
O	069461	3/24/08	DUNN-EDWARDS CORPORATION	\$1,523.07	Supplies
O	069462	3/24/08	EBSCO SUBSCRIPTION SERVICE	\$2,145.00	Library ebook ownership per Tom Weisrock request
O	069463	3/24/08	ECKX MEDIA GROUP	\$4,000.00	ECKX: WEB portal design/control data
O	069464	3/24/08	EDMONDS COMMUNITY COLLEGE	\$1,204.00	Payment for NSF Subaward - DUE 0702912

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O	069465	3/24/08	ELM NDN	\$163.30	Return to Title IV Funds
O	069466	3/24/08	EMBROIDME	\$711.15	MEN'S GOLF SHIRTS FOR GOLF TEAM
O	069467	3/24/08	EMERGENCY MEDICAL PRODUCTS	\$188.02	Supplies for Paramedic Students
O	069468	3/24/08	ENTERPRISE RENT-A-CAR	\$654.70	OPEN P.O. FOR VEHICLE RENTAL
O	069469	3/24/08	ESSENCE ENTERTAINMENT	\$3,498.00	Contract Services
O	069470	3/24/08	EXPERIAN	\$75.00	Contract Svcs from Experian
O	069471	3/24/08	FACTS ON FILE	\$5,817.65	Library books per Tom Weisrock request
O	069472	3/24/08	FEDERAL EXPRESS	\$116.69	FEDERAL EXPRESS CHARGES
O	069473	3/24/08	FILM AROBICS, INC.	\$377.30	Instructional Material-Spanish
O	069474	3/24/08	FISHER SCIENTIFIC	\$4,797.37	PHYSICS EQUIPMENT
O	069475	3/24/08	BRENDA FITZGEORGE	\$25.31	Reimbursement for file Sorter
O	069476	3/24/08	BRUCE FREDENBURG, LMFT	\$300.00	Workshop Presentation
O	069477	3/24/08	FULL COMPASS SYSTEMS	\$2,986.38	AV Equipment
O	069478	3/24/08	DAIRY DEPOT	\$41.40	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	069479	3/24/08	CDW GOVERNMENT, INC.	\$3,612.00	Blackberry Software for Exchange
O	069480	3/24/08	ECONOMIC ALTERNATIVES, INC.	\$952.73	CONDUCTIVITY CONTROLLER
O	069481	3/25/08	U.S. POSTAL SERVICE	\$841.61	Mailing to CAPOUSD seniors
O	069482	3/25/08	AMELIA COOK-SNEATHEN	\$120.00	Tuition Reimbursement for CDES
O	069483	3/25/08	YULIYA DAVIS	\$120.00	Tuition Reimbursement for CDES
O	069484	3/25/08	KEILA RODRIGUEZ	\$220.00	Tuition Reimbursement for CDES
O	069485	3/25/08	REBECCA SHEFFIELD	\$180.00	Tuition Reimbursement for CDES
O	069486	3/25/08	WELLS FARGO BANK #4198	\$227.35	EASYDNS TECHNOLOGIES INC. 10 DOMAIN SECONDARY DNS
O	069487	3/25/08	WELLS FARGO BANK #3465	\$2,212.21	Target & IKEA Theatre furniture purchases
O	069488	3/25/08	WELLS FARGO BANK #3317	\$539.72	Transcription service trial
O	069489	3/25/08	WELLS FARGO #2078	\$1,569.03	Vendor to be paid by WF: SHIFT 4, MO CHARGES
O	069490	3/25/08	WELLS FARGO BANK #3317	\$71.80	DELI-CASE (NEW YORK DELI)
O	069491	3/25/08	WELLS FARGO BANK #3317	\$299.00	Progressive Business Publications
O	069492	3/26/08	PHEASANT RUN RESORT AND SPA	\$5,994.00	Foresnics Tournment April 2008 Chicago
O	069493	3/26/08	PHI RHO PI NAT'L TOURNAMENT	\$800.00	Foresnics Tournment April 2008 Chicago
O	069494	3/26/08	EDWIN TIONGSON	\$3,624.00	Foresnics Tournment April 2008 Chicago
O	069495	3/27/08	FRANKLIN SESSION	\$266.88	REPLACEMENT FORGED CK#1837948
O	069496	3/27/08	AT & T MOBILITY	\$71.70	2 CELL PHONES AND SERVICE
O	069497	3/27/08	OFFICEMAX CONTRACT INC.	\$4,777.53	Office Max Supply Orders 2007/2008
O	069498	3/27/08	PACIFIC SCREENWORKS	\$2,179.78	Kaleidoscope T-Shirts
O	069499	3/27/08	PARENTS ACTION FOR CHILDREN	\$70.32	DVD FOR CDES
O	069500	3/27/08	PARKWAY LAWNMOWER SHOP	\$32.33	OPEN P.O. FOR SUPPLIES
O	069501	3/27/08	PAYAM-E-ASHENA	\$800.00	ADVERTISING
O	069502	3/27/08	J.W. PEPPER & SON, INC.	\$1.84	Music purchased
O	069503	3/27/08	LILLIANN PEREZ-STROUD	\$370.00	Workshop Presenter
O	069504	3/27/08	MARK PETERSEN	\$31.84	Reimbursement
O	069505	3/27/08	PHOENIX GROUP INFORMATION SYS.	\$1,795.29	Citation Management
O	069506	3/27/08	PRAXAIR	\$18.26	Praxair
O	069507	3/27/08	PRESS SOLUTIONS, INC.	\$200.10	Printing services
O	069508	3/27/08	PROFORCE MARKETING INC.	\$8,183.99	TASERS
O	069509	3/27/08	PROVANTAGE	\$834.85	Headphones for the Reading Lab.
O	069510	3/27/08	PURETEC	\$447.80	SUPPLIES
O	069511	3/27/08	PYRO-COMM SYSTEMS	\$240.00	CONTRACT SERVICES
O	069512	3/27/08	QUALITONE INDUSTRIES, INC.	\$2,511.20	AV Equipment
O	069513	3/27/08	QUICK CAPTION	\$880.00	Provide Real Time Captioning Services
O	069514	3/27/08	RECALL SECURE DESTRUCTION	\$123.04	Shredding Account Documents 07/08
O	069515	3/27/08	MARIA RENTERIA	\$420.00	Workshop Presenter

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069516	3/27/08	RICOH AMERICAS CORPORATION	\$95.24	LEASE OF 1013 COPIER LOCATED IN MAIL ROOM
O	069517	3/27/08	ANASTASI ROSSI	\$74.00	Child Care Services
O	069518	3/27/08	RR SYSTEMS, INC.	\$7,600.00	EVALUATE FURNITURE REQUIREMENTS OF BGS BLDG.
O	069519	3/27/08	S & B FOODS	\$320.61	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
O	069520	3/27/08	S & B FOODS	\$12.61	Payment to S&B Foods, CCC Meeting
O	069521	3/27/08	SADDLEBACK GOLF CARS, INC.	\$6,545.81	Equipment
O	069522	3/27/08	SADDLEBACK VALLEY UNIFIED	\$9,750.00	TECH PREP EXPENDITURES
O	069523	3/27/08	SAFELITE AUTO GLASS	\$209.11	REPLACE WINDSHIELD
O	069524	3/27/08	DIANE L. SAGEN	\$75.00	Contract Services
O	069525	3/27/08	SAMY'S CAMERA	\$1,577.46	Photography Supplies
O	069526	3/27/08	SAN DIEGO GAS & ELECTRIC	\$1,151.75	Electric Service Billing for SDG&E
O	069527	3/27/08	FHEG - SADDLEBACK BOOKSTORE	\$194.49	CARE Fall 2007 Book Voucher Payment
O	069528	3/27/08	FHEG - SADDLEBACK BOOKSTORE	\$25.53	CARE Fall 2007 Book Voucher Payment
O	069529	3/27/08	FHEG - SADDLEBACK BOOKSTORE	\$81.24	CARE Fall 2007 Book Voucher Payment
O	069530	3/27/08	FHEG - SADDLEBACK BOOKSTORE	\$1,008.73	CARE Spring 2008 Book Storestore payment
O	069531	3/27/08	FHEG - SADDLEBACK BOOKSTORE	\$1,610.12	CARE Spring 2008 Book Storestore payment
O	069532	3/27/08	SCANTRON CORPORATION	\$299.98	Supplies for EMT Students
O	069533	3/27/08	PAM SCHADER	\$239.66	REIMBURSEMENT FOR SPRING 2008 - ART TICKET #64990
O	069534	3/27/08	SEHI PROCOMP COMPUTER PRODUCTS	\$7,552.31	5 HP PRINTERS
O	069535	3/27/08	SEPULVEDA BUILDING MATERIALS	\$317.86	DECOMPOSED GRANITE
O	069536	3/27/08	SHINODA DESIGN CENTER	\$202.79	For Floral Instructor Kathe Hayden To Purchase
O	069537	3/27/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	069538	3/27/08	SHAWN SHREEVES	\$384.63	Classified Staff Development Day 2008
O	069539	3/27/08	ROBERT W. SIMONEAU	\$9,120.00	Contract: Robert Simoneau
O	069540	3/27/08	PENNY SKAFF	\$352.73	REIMBURSEMENT FOR MATERIALS JOB SHADOW
O	069541	3/27/08	SKS, INC.	\$889.45	OPEN P.O. FOR SUPPLIES
O	069542	3/27/08	MELINDA SMITH	\$140.05	REIMBURSEMENT - STUDENT SUPPLIES
O	069543	3/27/08	SNAP-ON INDUSTRIAL	\$615.72	TRANS. SHOP TOOLS
O	069544	3/27/08	SOUTHERN CALIFORNIA EDISON CO.	\$1,363.29	Annual Electric Service
O	069545	3/27/08	SOUTHERN CALIFORNIA EDISON CO.	\$10,064.52	Annual Electric Service
O	069546	3/27/08	SOUTHERN CALIFORNIA EDISON CO.	\$9,369.68	Annual Electric Service
O	069547	3/27/08	SO. CAL. GAS CO.	\$1,788.76	Annual Gas Service
O	069548	3/27/08	SO. CAL. GAS CO.	\$20,889.17	Annual Gas Service
O	069549	3/27/08	SO. CAL. GAS CO.	\$91.34	Annual Gas Service
O	069550	3/27/08	SO. CAL. GAS CO.	\$17,011.35	PO for gas transmission service.
O	069551	3/27/08	SOUTH COAST AIR QUALITY MGMT	\$397.49	Filing Fee
O	069552	3/27/08	SOUTHERN COUNTIES OIL	\$4,826.20	FUEL
O	069553	3/27/08	SPECTRUM INDUSTRIES, INC.	\$1,749.87	Desk Chairs
O	069554	3/27/08	SPIRE USA	\$201.91	Backpack for Computer
O	069555	3/27/08	STERLING ARTS SUPPLY	\$80.44	Blanket Purchase Order
O	069556	3/27/08	STEVE SPANGLER SCIENCE	\$36.75	INSTRUCTIONAL SUPPLIES
O	069557	3/27/08	STREET BEAT	\$4,750.00	CHECK RUN
O	069558	3/27/08	SUPERIOR PRESS	\$79.99	Various Bank Supplies - 07/08
O	069559	3/27/08	SUSAN SWEET	\$67.80	Reimbursement for Senior Day
O	069560	3/27/08	SWEETWATER	\$1,469.94	Sound equipment
O	069561	3/27/08	THUNDERBIRD SUPPLY CO.	\$704.76	STUDENT ART SUPPLIES - SUMMER 08
O	069562	3/27/08	TIRE GUIDES, INC.	\$20.50	AUTOMOTIVE SUPPLIES
O	069563	3/27/08	TKH DESIGN	\$588.17	COURT SWEEPER FOR HART GYMNASIUM
O	069564	3/27/08	TOMARK SPORTS EQUIPMENT	\$350.00	BASKETBALL EQUIPMENT REPAIR IN IVC GYM
O	069565	3/27/08	FINANCE ONE INC.	\$609.75	MEN'S VOLLEYBALL GAME SHORTS
O	069566	3/27/08	TRANSIT MEDIA	\$446.00	DVD FOR ANTHROPOLOGY

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069567	3/27/08	ARACELLI TRUJILLO	\$50.00	Panel Presentation
O	069568	3/27/08	TUTTLE-CLICK FORD	\$105.85	TRANS. PARTS
O	069569	3/27/08	UNIVERSITY HIGH SCHOOL	\$450.00	Ads for University High School Newspaper
O	069570	3/27/08	UNIV. OF SO. CALIFORNIA	\$250.00	Rental Space
O	069571	3/27/08	UNIVERSITY OF WASHINGTON	\$207.90	DVD FOR ANTHROPOLOGY
O	069572	3/27/08	K. VAN BOURGONDIEN & SON, INC	\$103.50	HORTICULTURE SUPPLIES
O	069573	3/27/08	VICTORY CUSTOM ATHLETIC	\$1,345.48	Baseball supplies
O	069574	3/27/08	VIDEO SERVICE OF AMERICA	\$511.33	VIDEO SUPPLIES FOR IVC DANCE DEPARTMENT
O	069575	3/27/08	VWR INTERNATIONAL, INC.	\$1,523.67	PHYSICS EQUIPMENT
O	069576	3/27/08	WEST PAYMENT CENTER	\$128.86	Westlaw OnLine Research-VCHR
O	069577	3/27/08	WARD'S NATURAL SCIENCE	\$20.43	Blanket PO for Instructional Supplies
O	069578	3/27/08	WARE DISPOSAL CO., INC.	\$3,034.68	GREENWASTE
O	069579	3/27/08	WEBEX COMMUNICATIONS, INC.	\$575.00	Software/Online meeting program
O	069580	3/27/08	WEST-LITE SUPPLY CO.	\$312.88	AV BULB
O	069581	3/27/08	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES
O	069582	3/27/08	WHITE CAP INDUSTRIES	\$321.68	MAINTENANCE SUPPLIES
O	069583	3/27/08	WILLIAMS RECORDING	\$2,105.00	Contract Services
O	069584	3/27/08	WORLDWIDE RECOVERY	\$152.00	TRANS. SERVICE PARTS
O	069585	3/27/08	XEROX CORP.	\$1,344.63	Lease/Maintenance for DocuColor 2045 Printer
O	069586	3/27/08	XEROX CORP.	\$11,908.31	Lease/Maintenance for Satellite Copiers
O	069587	3/27/08	YALE CHASE MATERIALS	\$973.52	FORKLIFT REPAIRS/ SUPPLIES
O	069588	3/27/08	SAM'S CLUB	\$32.62	for classroom supplies & snacks for CDC for year
O	069589	3/27/08	SMART & FINAL IRIS CO.	\$28.66	Food and supplies for Center
O	069590	3/27/08	XEROX CORP.	\$67.12	Annual Maintenance Agreement
O	069591	3/27/08	3 DAY BLINDS	\$101.18	REPLACEMENT SHADES
O	069592	3/27/08	HOME DEPOT CREDIT SERVICES	\$2,434.25	Open Purchase Order w/Home Depot
O	069593	3/27/08	HOME DEPOT CREDIT SERVICES	\$159.39	MATERIALS FOR ELECTRONICS LABS
O	069594	3/27/08	MICROWEST SOFTWARE SYSTEMS,	\$40,668.65	Work Order Software
O	069595	3/27/08	AKCES MEDIA LLC	\$77.51	Reflector for HMI Light
O	069596	3/27/08	LEONARD CHAIDEZ TREE SERVICE	\$4,150.00	TREE SERVICE
O	069597	3/27/08	gkkworks	\$63,125.00	AGMT FOR. BUS. & TECH CTR.
O	069598	3/27/08	gkkworks/CCS Group	\$23,600.00	CONSULTANT AGRMT.
O	069599	3/27/08	JOYCE INSPECTION & TESTING	\$6,160.00	INSPECTOR OF RECORD SERVICES
O	069600	3/27/08	LPA, INC.	\$17,183.69	ARCHITECTURAL SERVICES
O	069601	3/27/08	MACERICH CONSTRUCTION, INC.	\$71,334.39	BGS CABINET PROJECT
O	069602	3/27/08	NEUDESIC, LLC	\$400,493.50	Student Information System, Contracted Services
O	069603	3/27/08	NEUDESIC, LLC	\$41,706.00	Student Information System, Contracted Services
O	069604	3/27/08	BOB PARRETT CONSTRUCTION	\$8,210.00	PROVIDE EXHAUST FOR COMPRESSOR CLOSET
O	069605	3/27/08	PB AMERICAS, INC.	\$3,387.00	HIRE L.C. CONSULTANT, BUS & TECH INNOV.CTR.
O	069606	3/27/08	TRANSPORT SPECIALTIES, INC.	\$2,280.00	RELOCATE STORAGE CONTAINERS
O	069607	3/27/08	UNITED SITE SERVICES OF CA,	\$1,111.94	RENTAL OF PORTABLE RESTROOMS
O	069608	3/27/08	WINEGARDNER MASONRY, INC.	\$168,651.00	FOR BID 279, PKG.E,MASONRY
O	069609	3/27/08	BOARD OF GOVERNORS	\$325.00	Registration for Student Svcs Annual Conference
O	069610	3/27/08	CCCAA	\$75.00	Gloria Martin to attend CCCAA Conference
O	069611	3/27/08	CCCEOPSA REGION VIII	\$75.00	EOPS Region VIII Staff Development
O	069612	3/27/08	TERESA FLUEGEMAN	\$2,188.88	CONFERENCE FOR TERE FLUEGEMAN
O	069613	3/27/08	JIM GASTON	\$1,534.87	Reimbursement for Innovations Conference
O	069614	3/27/08	MARY HALL	\$25.00	CCCApply Workshop Registration
O	069615	3/27/08	CLAUS HECHT, M.D.	\$180.00	Consultant Agreement for Medical Director
O	069616	3/27/08	CHRIS HOGSTEDT	\$817.28	REIMBURSEMENT - HSACCC Annual Conf
O	069617	3/27/08	LESLIE HUMPHREY	\$40.00	REIMBURSEMENT FOR USC CONFERENCE

## WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	069618	3/27/08	DENICE INCIONG	\$1,140.13	CISOA/RP Annual Conference for Denice Inciong
O	069619	3/27/08	LISA INLOW	\$300.00	Conference Reimbursement
O	069620	3/27/08	CAROL LERMAN	\$40.00	REIMBURSEMENT FOR USC CONFERENCE
O	069621	3/27/08	RACHEL MANDERS	\$90.86	Staff Development Conference
O	069622	3/27/08	MIKI MIKOLAJCZAK	\$40.00	REIMBURSEMENT FOR USC CONFERENCE
O	069623	3/27/08	TERENCE NELSON	\$40.00	REIMBURSEMENT FOR USC CONFERENCE
O	069624	3/27/08	ANDREEA SERBAN	\$271.50	Conference expenses for Andreea Serban
O	069625	3/27/08	DON TAYLOR	\$538.54	Conference requisition for Don Taylor
O	069626	3/27/08	SHOUKA TORABI	\$1,410.11	REIMBURSEMENT/CONFERENCE for Shouka Torabi
O	069627	3/27/08	YCCD FOR CCC REGISTRY JOB FAIR	\$100.00	CCC Registry Job Fair-Registration/Lunches
O	069628	3/28/08	3DSUG, INC.	\$5,000.00	3DSUG ANNUAL CONFERENCE
O	069629	3/28/08	GOODWILL INDUSTRIES	\$1,620.00	Provide Interp.Svs.Stds.w/Disabilities
O	069630	3/28/08	DELL MARKETING L.P.	\$74,188.24	Tech Refresh Computers
O	069631	3/28/08	GAIL DRUIFF	\$150.00	Workshop Presentation
O	069632	3/28/08	SPARKLETTES	\$1,652.25	Bottled water service
O	069633	3/28/08	DUNN-EDWARDS CORPORATION	\$793.61	REPAIR
O	069634	3/28/08	EAGLE COMMUNICATIONS	\$186.93	RADIO SUPPLIES
O	069635	3/28/08	ECONOMIC ALTERNATIVES, INC.	\$247.91	Annual Maintenance Agreement
O	069636	3/28/08	EDUCATIONAL PRODUCTIONS, INC.	\$126.00	DVD FOR CDES
O	069637	3/28/08	EMERGENCY MEDICAL PRODUCTS	\$1,027.68	Supplies for Paramedic Students
O	069638	3/28/08	DARREN D. ENGLAND	\$77.68	Employee Enrollment Fee Reimbursement Request
O	069639	3/28/08	ETR ASSOCIATES	\$130.33	pamphlets for student handout
O	069640	3/28/08	EWING IRRIGATION PRODUCTS	\$169.38	OPEN P.O. FOR SUPPLIES
O	069641	3/28/08	FACTS ON FILE	\$175.57	Library books per Tom Weisrock request
O	069642	3/28/08	FEDERAL EXPRESS	\$117.67	FEDERAL EXPRESS CHARGES
O	069643	3/28/08	FILMS MEDIA GROUP	\$206.43	DVDS FOR HUMAN SERVICES
O	069644	3/28/08	FINNEY COMPANY, INC.	\$1,882.28	Purchase DVDs for Career Center.
O	069645	3/28/08	FISHER SCIENTIFIC	\$48,442.63	CHEMISTRY SUPPLIES
O	069646	3/28/08	FISHER SCIENTIFIC	\$4,522.86	CHEMISTRY SUPPLIES
O	069647	3/28/08	JERRY FRANKLIN	\$417.00	Reimbursement: NVC meeting 2/12-2/14/08
O	069648	3/28/08	BRUCE FREDENBURG, LMFT	\$344.80	Instructional Supply
O	069649	3/28/08	FREESTYLE	\$147.02	Film developer
O	069650	3/28/08	FRY'S ELECTRONICS	\$183.16	OPEN PO FOR COMPUTER SUPPLIES
O	069651	3/28/08	FULL COMPASS SYSTEMS	\$2,058.72	Microphone package
O	069652	3/28/08	DUNN-EDWARDS CORPORATION	\$611.16	PAINT FOR CONTAINER PROJECT
O	069653	3/28/08	LOS ANGELES ENGINEERING, INC.	\$60,072.33	ATEP SIGNAGE
O	069654	3/31/08	AT&T/MCI	\$1,295.30	Annual Telephone Service
O	069655	3/31/08	AT&T/MCI	\$270.27	Annual P.O. for telephone service
O	069656	3/31/08	AT&T/MCI	\$587.36	Annual P.O. for telephone service
O	069657	3/31/08	AT&T/MCI	\$626.06	Annual P.O. for telephone service
O	069658	3/31/08	AT&T/MCI	\$775.12	Annual P.O. for telephone service
O	069659	3/31/08	AT&T/MCI	\$374.10	Annual P.O. for telephone service
O	069660	3/31/08	AT&T/MCI	\$358.86	Annual P.O. for telephone service
O	069661	3/31/08	AT&T/MCI	\$2,480.87	Annual P.O. for telephone service
O	069662	3/31/08	AT&T/MCI	\$456.40	Annual P.O. for telephone service
O	069663	3/31/08	AT&T	\$6,214.89	Annual Telephone Service
O	069664	4/02/08	A-1 FENCE COMPANY	\$4,248.00	BASEBALL NETTING
O	069665	4/02/08	AA EQUIPMENT RENTALS	\$578.92	SERVICE CALL FOR TRACTOR
O	069666	4/02/08	TITLEIST	\$2,129.50	GOLF BALLS FOR IVC GOLF TEAM
O	069667	4/02/08	AIRGAS WEST	\$643.64	POOL SUPPLIES
O	069668	4/02/08	ANNE AKERS	\$20.44	Reimbursement for Senior Day



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O	069669	4/02/08	AMERICAN PORTABLE STORAGE	\$6,001.68	COMP EQUIP 2007-2008
O	069670	4/02/08	AMTECH ELEVATOR SERVICES	\$1,693.33	ELEVATOR SERVICE
O	069671	4/02/08	APPLE COMPUTER INC.	\$1,483.58	Computer for Photography Dept
O	069672	4/02/08	AQUATIC DESIGN GROUP, INC.	\$17.27	CONSULTANT SERVICES FOR POOL SCOREBOARD
O	069673	4/02/08	ARAMARK UNIFORM SERVICES	\$26.27	SHOP RAGS
O	069674	4/02/08	ASI-MODULEX	\$18,346.75	BUILDINGS CONTRACT SERVICES
O	069675	4/02/08	B & H PHOTO	\$929.00	Photography Supplies
O	069676	4/02/08	BAKER & TAYLOR	\$1,006.37	Library books per Tom Weisrock request
O	069677	4/02/08	BALANCED BODY	\$73.48	PILATES SUPPLIES FOR THE PE DEPARTMENT
O	069678	4/02/08	SHERRI J. BANES	\$120.41	Bag for laptop
O	069679	4/02/08	BATTERY ZONE	\$258.68	BATTERIES
O	069680	4/02/08	BIO-RAD LABORATORIES, INC.	\$295.76	BIOLOGY INSTRUCTIONAL SUPPLIES
O	069681	4/02/08	BIZ-PROMOTION	\$2,959.30	SOCCCD Staff Pins & Boxes
O	069682	4/02/08	THE BLIND FACTORY	\$685.00	Blinds
O	069683	4/02/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	069684	4/02/08	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	069685	4/02/08	BUSINESS SUPPLY	\$116.79	SORTING RACK
O	069686	4/02/08	CA CHAMBER OF COMMERCE	\$487.67	LEGAL POSTERS
O	069687	4/02/08	CALIFORNIA HAZARDOUS SERVICE	\$1,342.00	ANNUAL TESTING
O	069688	4/02/08	CALIFORNIA STAGE/LIGHTING, INC	\$1,102.19	Supplies
O	069689	4/02/08	MARISA CADWELL	\$244.00	577537 STUDENT SUCCESS GRANT SCHOLARSHIP
O	069690	4/02/08	CA EDUCATIONAL MATERIALS, INC	\$2,146.83	Repair of Swift Microscopes
O	069691	4/02/08	CAMPUS-VOTE/VOTE-NOW	\$520.00	Academic Senate Election Online Voting
O	069692	4/02/08	COMMUNITY COLLEGE LEAGUE OF	\$1,887.50	Library acquisitions software per Tom Weisrock
O	069693	4/02/08	COMMUNITY COLLEGE LEAGUE OF	\$21.00	Community College Directory 2008
O	069694	4/02/08	COMMUNITY COLLEGE LEAGUE OF	\$9,453.00	Library ebooks per Tom Weisrock request
O	069695	4/02/08	COMMUNITY COLLEGE LEAGUE OF	\$3,750.00	Library ebooks per Tom Weisrock request
O	069696	4/02/08	JESSICA M. CHA	\$38.79	Classified Staff Development Day 2008
O	069697	4/02/08	ChemSW, Inc.	\$622.21	SOFTWARE SUPPORT FOR CHEMSW INVENTORY PROGRAM
O	069698	4/02/08	CHL ARTISTS INC.	\$500.00	Contract Services
O	069699	4/02/08	JERILYN CHUMAN	\$5.55	Reimbursement for postage expenditure
O	069700	4/02/08	CINTAS CORPORATION	\$70.40	RENTAL SERVICE AGREEMENT
O	069701	4/02/08	CLARK SECURITY PRODUCTS INC.	\$496.71	LOCKSMITH SUPPLIES
O	069702	4/02/08	CLIA LABORATORY PROGRAM	\$200.00	CLIA user fee
O	069703	4/02/08	CLOSET TAILORS	\$10,075.00	UNIT STORAGE FOR COUNSELING
O	069704	4/02/08	CLUB CAR, INC.	\$343.45	PARTS FOR CLUB CARS
O	069705	4/02/08	COAST FITNESS REPAIR SHOP	\$2,356.67	FITNESS CENTER EQUIPMENT MAINTENANCE AND REPAIR
O	069706	4/02/08	COAST LEARNING SYSTEMS	\$1,460.00	Spring 08 per student fee for 2 telecourses
O	069707	4/02/08	COASTLINE ROP	\$7,389.67	reimburse for 3D Modeling grant expense
O	069708	4/02/08	COGNOS CORPORATION	\$7,273.14	VMS AXP Powerhouse Support of License Transfer
O	069709	4/02/08	COMPUTERLAND	\$324.33	License for Adobe Photoshop for website photos
O	069710	4/02/08	CONSOLIDATED ELECTRICAL DIST.	\$89.79	ELECTRICAL SUPPLIES TO LIGHT DISPLAY CASES B204
O	069711	4/02/08	CORPORATE BUSINESS INTERIORS	\$698.22	Wall Panel for HR
O	069712	4/02/08	COX COMMUNICATIONS, INC	\$3,887.02	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	069713	4/02/08	CREATIVE BANNER ASSEMBLIES	\$258.54	Signage Supplies
O	069714	4/02/08	CSU FULLERTON	\$3,000.00	COMMUNITY COLLEGE REPRESENTATIVE
O	069715	4/02/08	CVIS	\$3,771.25	Upgrade Autocad Maintenance
O	069716	4/02/08	DANA POINT FUEL DOCK	\$243.25	P.O. Required to purchase fuel for MST Sail Class
O	069717	4/02/08	DANA POINT YACHT MAINTENANCE	\$29.50	Blanket PO for Boston Whaler Monthly Hull Maintena
O	069718	4/02/08	DAZIAN LLC	\$778.15	Supplies
O	069719	4/02/08	JOHN DEERE LANDSCAPES, INC.	\$477.88	GROUNDS/IRRIG. SUPPLIES

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O	069720	4/02/08	FEDERAL EXPRESS	\$183.22	FEDERAL EXPRESS CHARGES
O	069721	4/02/08	FISHER SCIENTIFIC	\$2,364.90	BASIC AID/COMPETITIVE EQUIPMENT
O	069722	4/02/08	DAIRY DEPOT	\$49.68	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	069723	4/02/08	SECRETARY OF STATE	\$20.00	Secretary of State - Statement of Information
O	069724	4/03/08	MARYAM AFSHARI	\$350.00	reimburse staff member for classes taken
O	069725	4/03/08	BOARD OF GOVERNORS	\$325.00	Frances Diaz to attend Student Services Conferen
O	069726	4/03/08	BOARD OF GOVERNORS	\$325.00	Registration for Student Svcs Annual Conference
O	069727	4/03/08	SUSAN ELIZALDE-HOLLER	\$300.00	Conference Reimbursement
O	069728	4/03/08	FAIRMONT HOTEL	\$650.00	NURSING RESOURCE CONF.
O	069729	4/03/08	DR. CRAIG JUSTICE	\$495.54	Craig Justice to go to CCCCIO Fall Conference
O	069730	4/03/08	TONY LIPOLD	\$767.15	Conference Expenses
O	069731	4/03/08	HELEN LOCKE	\$39.14	CCCSAA CONFERENCE
O	069732	4/03/08	LARRY RADDEN	\$425.00	Reimbursement
O	069733	4/03/08	PAUL TANG	\$448.63	CSUN Conference 2008 - Los Angeles, CA
O	069734	4/03/08	TROYCE THOME	\$300.00	Conference Reimbursement
O	069735	4/03/08	UTHSCSA SCHOOL OF NURSING	\$555.00	NURSING RESOURCE CONF.
O	069736	4/03/08	RAJEN VURDIEN	\$264.58	Conference Attendance for Rajen Vurdien
O	069737	4/03/08	SUSAN ZIMMER	\$300.00	Conference Reimbursement
O	069738	4/03/08	AT & T MOBILITY	\$10.85	TELEPHONE SERVICES
O	069739	4/03/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	069740	4/03/08	EDWIN SCHREINER	\$106.64	Reim. for Printer Ink Cartridge
O	069741	4/03/08	OFFICEMAX CONTRACT INC.	\$4,933.95	Office Max Supply Orders 2007/2008
O	069742	4/03/08	PENN CORPORATE RELOCATION	\$7,032.00	STORAGE OF FURNITURE
O	069743	4/03/08	PHOENIX KIOSK	\$8,955.00	Kiosks for Library
O	069744	4/03/08	POCKET NURSE ENTERPRISES, INC.	\$1,054.35	TORSO FOR EMT & NURSING
O	069745	4/03/08	PRINTECH	\$854.46	printing of 2009-10 academic calendar
O	069746	4/03/08	QUICK SORT SANTA ANA, INC.	\$1,073.00	Bulk Mailing Postage
O	069747	4/03/08	JOHN RICHARDS	\$10.45	Reimbursement for Lab Supplies
O	069748	4/03/08	RICOH AMERICAS CORPORATION	\$91.06	Toner
O	069749	4/03/08	RIO GRANDE ALBUQUERQUE	\$624.01	JEWELRY MAKING SUPPLIES
O	069750	4/03/08	RISO, INC.	\$350.00	Maintenance of RISO MZ790
O	069751	4/03/08	SADDLEBACK VALLEY UNIFIED	\$1,440.75	Reimburse stipend expense
O	069752	4/03/08	G. SCHIRMER, INC., ASSOCIATED	\$619.56	Music purchased
O	069753	4/03/08	THE SCIENCE SOURCE	\$40.00	PHYSICS SUPPLIES
O	069754	4/03/08	SEHI PROCOMP COMPUTER PRODUCTS	\$1,911.86	Ink for printer
O	069755	4/03/08	SIEMENS WATER TECHNOLOGIES	\$325.41	Annual Maintenance Agreement
O	069756	4/03/08	SIGMA ALDRICH CHEMICAL CO.	\$125.09	BIOLOGY 1L SUPPLIES
O	069757	4/03/08	DR. DENNIS SILVERMAN	\$100.00	GUEST SPEAKER
O	069758	4/03/08	PENNY SKAFF	\$29.01	REIMBURSEMENT FOR ADVISORY MEETING
O	069759	4/03/08	SOUTH COAST A.Q.M.D	\$6,178.88	A.Q.M.D. ANNUAL OPERATING FEES
O	069760	4/03/08	SO. ORANGE CO. COMM. COL.DIST	\$661.00	Repayment to Pell Account
O	069761	4/03/08	SOCCER CENTER	\$425.29	MEN'S SOCCER SOCKS
O	069762	4/03/08	PARISA SOLTANI	\$19.38	DVD for Workshop
O	069763	4/03/08	SOMA TECHNOLOGY, INC.	\$55.40	SUPPLIES FOR MEDICAL ASSISTING
O	069764	4/03/08	SPECTRUM CHEMICAL MFG. CORP.	\$1,063.87	CHEMISTRY GLASSWARE/SUPPLIES
O	069765	4/03/08	SPSS, INC.	\$214.77	Maintenance agreement extension
O	069766	4/03/08	ST. ANNE SCHOOL	\$2,800.00	fee for use of gym for basketball practice
O	069767	4/03/08	STEPHENS ENTERPRISES	\$581.85	Basketball Supplies
O	069768	4/03/08	SWEETWATER	\$59.99	Sound equipment
O	069769	4/03/08	SYSTEMS SOURCE, INC.	\$432.62	Ergonomic Chair for Campus Safety
O	069770	4/03/08	TAUBENPOST, INC*	\$1,187.73	Labeling 2008 Summer Brochures

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	069771	4/03/08	TEST EQUIPMENT DEPOT	\$1,103.60	CHEMISTRY SUPPLIES
O	069772	4/03/08	EDWIN TIONGSON	\$478.10	Instructional Supplies Reimbursements
O	069773	4/03/08	TROXELL COMMUNICATIONS, INC.	\$3,968.44	AV Supplies
O	069774	4/03/08	TUSTIN CHAMBER OF COMMERCE	\$175.00	CHECK RUN
O	069775	4/03/08	U.S. AIR CONDITIONING	\$475.50	INDOOR FAN MOTOR
O	069776	4/03/08	UCS, LTD.	\$662.00	Track and Field Supplies
O	069777	4/03/08	UNIVERSAL SEATING COMPANY	\$2,758.84	Purchase shelving.
O	069778	4/03/08	VERIZON WIRELESS	\$472.85	Annual Maintenance Agreement
O	069779	4/03/08	VocalBooth	\$4,753.80	Sound room for voice overs
O	069780	4/03/08	VWR INTERNATIONAL, INC.	\$955.26	MICROBIOLOGY SUPPLIES
O	069781	4/03/08	WestEd	\$16.16	DVD FOR CDES
O	069782	4/03/08	WARD'S NATURAL SCIENCE	\$118.37	Blanket PO for Expendable Classroom Supplies
O	069783	4/03/08	WARE DISPOSAL CO., INC.	\$4,075.92	BID.....5-YR TRASH REMOVAL
O	069784	4/03/08	TED WELLS	\$100.00	GUEST SPEAKER
O	069785	4/03/08	WENGER CORPORATION	\$4,567.79	Cello chairs
O	069786	4/03/08	WESTERN COSTUME CO.	\$1,295.00	Supplies
O	069787	4/03/08	XEROX CORP.	\$799.77	PO for DocuTech 6135
O	069788	4/03/08	XEROX CORP.	\$8,368.59	Xerox 7665P for HR
O	069789	4/03/08	XEROX CORPORATION	\$670.21	Blanket PO for staples, binding & specialty paper
O	069790	4/03/08	TAO YANG	\$95.46	Reimbursement: NVC meeting 2/12/08
O	069791	4/03/08	PROFESSIONAL SOLUTIONS	\$110.00	Annual software update.
O	069792	4/03/08	US FOODS	\$11.65	food and supplies for CDC
O	069793	4/03/08	XEROX CORP.	\$85.02	MAINTENANCE AGREEMENT FOR XEROX
O	069794	4/03/08	OFFICEMAX CONTRACT INC.	\$34.36	Office Max Supply Orders 2007/2008
O	069795	4/03/08	GOLF VENTURES WEST	\$105.07	MOWER/CART PARTS
O	069796	4/03/08	HAITBRINK ASPHALT PAVING,	\$10,900.00	BASEBALL FIELD - OVERLAY MAT FOR DUGOUTS
O	069797	4/03/08	HAMPTON TEDDER TECHNICAL	\$4,150.00	pNSPECT PRIMARY TRANSFORMER- UPPER QUAD
O	069798	4/03/08	HARDY DIAGNOSTICS	\$347.28	MICROBIOLOGY SUPPLIES
O	069799	4/03/08	HIRSCH PIPE & SUPPLY	\$847.13	PLUMBING/IRRIG. SUPPLIES
O	069800	4/03/08	HOME DEPOT CREDIT SERVICES	\$385.01	ROUNDS/CUST. SUPPLIES
O	069801	4/03/08	JET HURLEY	\$85.67	REIMBURSE SIGN LANGUAGE SUPPLIES
O	069802	4/03/08	LISA INLOW	\$31.74	Reimbursement for Dept. Resources
O	069803	4/03/08	IRVINE PIPE & SUPPLY	\$68.34	maintenance materials
O	069804	4/03/08	IRVINE RANCH WATER DIST.	\$944.68	Annual Water Service
O	069805	4/03/08	IRVINE RANCH WATER DIST.	\$2,469.75	Annual Water Service
O	069806	4/03/08	IRVINE RANCH WATER DIST.	\$104.07	Annual Water Service
O	069807	4/03/08	IRVINE RANCH WATER DIST.	\$491.50	Annual Water Service
O	069808	4/03/08	IRVINE RANCH WATER DIST.	\$1,970.77	Annual Water Service
O	069809	4/03/08	ISI TELEMAGEMENT SOLUTIONS	\$2,738.00	check run
O	069810	4/03/08	IRVINE VALLEY COLLEGE BOOKSTOR	\$2,304.00	Bus Passes
O	069811	4/03/08	JIM JENKINS	\$350.00	Repair for art work in art gallery
O	069812	4/03/08	JOHNSTONE SUPPLY	\$113.14	HVAC SUPPLIES
O	069813	4/03/08	JOSTEN'S	\$1,764.78	Commencement accessories
O	069814	4/03/08	JSERRA CATHOLIC HIGH SCHOOL	\$1,850.00	Fee for use of gym for basketball
O	069815	4/03/08	K-LOG COMPANY	\$477.50	2 Person workstation lounge.
O	069816	4/03/08	TAMARA KING	\$125.85	Reimbursement for Internet services
O	069817	4/03/08	KINSHIP CENTER	\$450.00	Workshop Presenter
O	069818	4/03/08	ROBIN MELISSA KLIMOWICZ	\$29.00	Classified Staff Development Day 2008
O	069819	4/03/08	KLINGER EDUCATIONAL PRODUCTS	\$418.00	PHYSICS SUPPLIES
O	069820	4/03/08	LISA KOEPSSELL	\$244.00	466621 STUDENT SUCCESS GRANT SCHOLARSHIP
O	069821	4/03/08	GERALD KOOYMAN (UCSD)	\$100.00	GUEST SPEAKER

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	069822	4/03/08	MARK KRUHMIN	\$80.00	Software download for editing DVD's
O	069823	4/03/08	L.A. TIMES	\$2,295.00	RECRUITMENT ADVERTISING for SOCCCD
O	069824	4/03/08	LAGUNA GRAPHIC ARTS, INC.	\$75.43	DIGITAL PRINTING SERVICES
O	069825	4/03/08	LANE SCIENCE EQUIPMENT CORP.	\$2,978.00	Cabinets (comp. equip)
O	069826	4/03/08	LIGHT IMPRESSIONS/NCDC	\$499.18	Matboards & mounting supplies
O	069827	4/03/08	TEDDI LORCH	\$10.38	Refresh/Water for HR Training
O	069828	4/03/08	LUNDSTROM & ASSOCIATES	\$2,165.02	ARCHITECTURAL FEES - A&R REMODEL
O	069829	4/03/08	MIROSLAVA MANCHIK	\$120.41	Bags for laptops
O	069830	4/03/08	MARKERTEK VIDEO SUPPLY	\$196.90	Light meter for student use
O	069831	4/03/08	MC FADDEN-DALE INDUSTRIAL	\$146.12	OPEN P.O. FOR SUPPLIES
O	069832	4/03/08	MC KESSON MEDICAL SURGICAL	\$1,203.51	SUPPLIES FOR PALS CLASS
O	069833	4/03/08	SEAN MC MULLEN	\$500.00	Cash Advance
O	069834	4/03/08	MEDCO SUPPLY COMPANY	\$80.80	INSTRUCTIONAL SUPPLIES/IVC HLTH 2 CLASS
O	069835	4/03/08	SYLVIA MEJIA	\$8.58	REIM. FOR PAPER PURCHASED
O	069836	4/03/08	MELISSA DATA CORPORATION	\$1,239.13	Licensing Increase-Data Quality Web Service
O	069837	4/03/08	METRONOME, INC.	\$2,330.85	Wireless phones for desktop support
O	069838	4/03/08	MIDWEST LIBRARY SERVICE	\$3,073.25	Purchase books.
O	069839	4/03/08	SALLIE MILLER	\$390.00	Workshop Presenter
O	069840	4/03/08	JENNIFER MILLER-SNIDER	\$210.00	Workshop Presenter
O	069841	4/03/08	JUNE M. MILLOVICH	\$450.07	REIMBRUSE JUNE MILLOVICH FOR SUPPLIES
O	069842	4/03/08	MINITEX LIBRARY INFO. NETWORK	\$2,110.00	Library supplies
O	069843	4/03/08	MISSION VIEJO GLASS	\$162.00	SSC REPAIR GLASS DOOR TO GAME ROOM
O	069844	4/03/08	MISSION VIEJO COUNTRY CLUB	\$377.16	Conference Meeting 1/25/08
O	069845	4/03/08	SHANNA MOORHOUSE	\$137.85	Classified Staff Development Day 2008
O	069846	4/03/08	MOULTON-NIGUEL WATER DIST.	\$6,592.78	Billing for Moulton-Niguel water services
O	069847	4/03/08	MPC-G, LLC	\$1,625.87	New computer and peripherals.
O	069848	4/03/08	MUSCO SPORTS LIGHTING	\$4,755.75	CONTRACT SERVICES - REPAIR BASEBALL FIELD LIGHTING
O	069849	4/03/08	NAEYC RESOURCE SALES	\$86.00	DVDS FOR CDES
O	069850	4/03/08	AUGUSTINE NAVARRO	\$180.00	Workshop Presenter
O	069851	4/03/08	NEW DAY FILMS	\$1,049.80	FILMS FOR ANTHROPOLOGY
O	069852	4/03/08	HALEY NGUYEN	\$118.57	Reimbursement to Haley Nguyen
O	069853	4/03/08	NORTHLINE EXPRESS	\$45.88	GEOLOGY ACCESSORIES
O	069854	4/03/08	ORANGE COUNTY PRINTING CO.	\$1,201.41	TRANSFER CENTER CHECK LIST
O	069855	4/03/08	ORANGE COUNTY REGISTER	\$3,071.25	RECRUITMENT/ADVERTISING for SOCCCD
O	069856	4/03/08	ORANGE COUNTY REGISTER	\$313.28	AD FOR BID 1074
O	069857	4/03/08	ORANGE COUNTY REGISTER	\$412.96	AD FOR BID 282D
O	069858	4/03/08	ORANGE COUNTY REGISTER	\$455.68	ADVERTISING
O	069859	4/03/08	ORANGE COUNTY REGISTER	\$455.68	ADVERTISING
O	069860	4/03/08	ORANGE COUNTY REGISTER	\$1,000.00	ADVERTISING
O	069861	4/03/08	ORANGE COUNTY WHOLESALE	\$249.98	For Floral Instructor Kathe Hayden
O	069862	4/03/08	OCE-IMAGISTICS	\$52.80	FAX RENTAL
O	069863	4/03/08	OCLC, INC.	\$511.32	Annual Maintenance Agreement
O	069864	4/03/08	OPTP	\$103.25	PILATES SUPPLIES/IVC PE DEPARTMENT
O	069865	4/03/08	ORIENTAL TRADING COMPANY, INC.	\$232.56	SUPPLIES FOR NURSING EVENT
O	069866	4/03/08	OXFORD UNIVERSITY PRESS	\$27.47	Library book per Tom Weisrock request
O	069867	4/03/08	BEVERLY JOHNSON	\$47.19	REIMBURSEMENT
O	069868	4/03/08	MARTECH SYSTEMS, INC.	\$6,000.00	TICKET OFFICE HARDWARE/SOFTWARE
O	069869	4/03/08	AGILYSYS INC	\$26,034.75	Incident Mgr Module/Audit Mgmt Sys
O	069870	4/03/08	1ST CENTENNIAL BANK	\$18,739.00	FOR BID 279, PKG.E, MASONRY
O	069871	4/03/08	HAITBRINK ASPHALT PAVING,	\$1,910.00	RESEALING OF ASPHALT CONCRETE
O	069872	4/03/08	BOB PARRETT CONSTRUCTION	\$13,031.00	DSA REQUIREMENTS FOR CERTIFICATION

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #068802 and 069917

S	Check #	Check Dt	Company Name	Check Amount	Description
O	069873	4/03/08	PSOMAS	\$17,897.20	ATEP Project
O	069874	4/03/08	R2A ARCHITECTURE	\$113,075.94	PROVIDE A&E SERVICES FOR VILLAGE SWING SPACE
O	069875	4/03/08	RGP PLANNING & DEVELOPMENT	\$36,761.51	ATEP Project
O	069876	4/03/08	SMARDAN SUPPLY - EL MONTE	\$4,789.29	PLUMBING SUPPLIES
O	069877	4/04/08	VERISIGN, INC.	\$5,958.00	CHECK RUN
O	069878	4/04/08	HOME DEPOT CREDIT SERVICES	\$1,180.50	Open Purchase Order w/Home Depot
O	069879	4/04/08	OC ELVIS, INC.	\$475.00	PERFORMANCE AT CHANCELLOR'S OPENING SESSION
O	069880	4/07/08	LAURA ABRAMS	\$53.25	Mileage Reimbursement
O	069881	4/07/08	MARYAM AFSHARI	\$58.81	Mileage Reimbursement 02/01/08
O	069882	4/07/08	JULIE ANDERSON	\$262.10	Mileage Reimbursement Jan 8- Feb 8
O	069883	4/07/08	GANAHL LUMBER	\$247.52	Supplies
O	069884	4/07/08	GANDER-PRINTCO	\$3,571.33	Invitation envelopes for PM students
O	069885	4/07/08	GCS SERVICE, INC.	\$523.25	Equip. Repair
O	069886	4/07/08	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
O	069887	4/07/08	W. W. GRAINGER	\$327.37	MAINT. SUPPLIES
O	069888	4/07/08	GRAPHIC CHEMICAL & INK CO.	\$322.68	Printmaking supplies
O	069889	4/07/08	GRAPHIC PLUS INTERNATIONAL	\$239.46	Reimbursement for Student Supplies; GC63/ART63
O	069890	4/07/08	HALL & FOREMAN, INC.	\$12,533.70	PROVIDE SURVEYING SERVICES FOR QUAD IMPROVEMENT
O	069891	4/07/08	RUSSELL HAMILTON	\$153.66	Reimburse staff member for conference expenses6
O	069892	4/07/08	CARMENMARA HERNANDEZ-BRAVO	\$180.26	Reimburse C.Hernandez Bravo for EOPS/CARE Mtg
O	069893	4/07/08	HITT MARKING DEVICES, INC.	\$43.64	"OK to Pay" stamp
O	069894	4/07/08	HOME DEPOT CREDIT SERVICES	\$81.20	Blanket Purchase Order
O	069895	4/07/08	IRVINE PIPE & SUPPLY	\$243.73	PLUMBING SUPPLIES
O	069896	4/07/08	IRVINE RANCH WATER DIST.	\$281.52	WATER SERVICE
O	069897	4/07/08	IRVINE RANCH WATER DIST.	\$132.50	WATER SERVICE
O	069898	4/07/08	IRVINE RANCH WATER DIST.	\$20.72	WATER SERVICE
O	069899	4/07/08	IRVINE TENNIS	\$1,320.80	MENS TENNIS EQUIPMENT
O	069900	4/07/08	IRVINE VALLEY COLLEGE BOOKSTOR	\$7,586.17	EOPS Bookstore Billing
O	069901	4/07/08	DR. CRAIG JUSTICE	\$7.00	Parking Fee Reimbursement
O	069902	4/07/08	CANDY KINCAID	\$48.08	MILEAGE
O	069903	4/07/08	LIEBERT CASSIDY WHITMORE	\$7,754.55	Attorney Services FY 2007/2008
O	069904	4/07/08	JOE LIU	\$43.83	Mileage Reimbursement
O	069905	4/07/08	RACHEL MANDERS	\$36.56	Mileage Reimbursement
O	069906	4/07/08	ENRIQUE MARTINEZ	\$206.67	Mileage Reimbursement Sep-Nov 07'
O	069907	4/07/08	JUNE M. MILLOVICH	\$663.65	REIMBURSE FOR SUPPLIES FOR CDES
O	069908	4/07/08	DORIS MUCHIRAHONDO	\$143.66	Reimburse staff member for books used in classes
O	069909	4/07/08	JANINE O'BUCHON	\$6.00	MILEAGE
O	069910	4/07/08	MICHAEL O'MEARA	\$12.39	MILEAGE
O	069911	4/07/08	JOHN OZUROVICH	\$107.79	Mileage Reimbursement
O	069912	4/07/08	MARIA PANIAGUA	\$54.15	Mileage Reimbursement March 2008
O	069913	4/07/08	DONNA PRIBYL	\$49.25	Mileage Reimbursement
O	069914	4/07/08	DANIEL E. RIVAS	\$60.60	Mileage Reimbursement for Rivas March 2008
O	069915	4/07/08	JANE ROSENKRANS	\$71.71	Mileage Reimbursement Feb 2008
O	069916	4/07/08	DOROTHY SHERLING	\$49.84	Mileage Reimbursement
O	069917	4/08/08	DISNEYLAND	\$1,430.00	7 & 8 Grade Grant Disney Education Trip
				<u>\$6,257,515.62</u>	

FUND SUMMARY

Description	Amount
01 - General Fund	\$3,558,883.60
12 - Child Development Fund	\$7,464.41
40 - Capital Outlay Fund	\$2,483,186.80
52 - COPS Capital Lease Paymen	\$20.00
68 - Self-Insurance Fund	\$4,133.83
71 - Retiree Benefit Fund	\$203,826.98
	<u>\$6,257,515.62</u>

WARRANT REGISTER LISTING

Bank Account (SC-CMED ) - Saddleback Community Ed  
 Sort: Sorted by Warrant #  
 Selection: Between #009151 and 009189

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009151	3/07/08	GAIL BURGESS	\$29.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009152	3/07/08	KERRIE MAYS	\$49.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009153	3/07/08	RYAN VERONA	\$49.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009154	3/07/08	JENNIE NGA HUYNH	\$29.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009155	3/07/08	HEATHER THOMPSON	\$49.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009156	3/07/08	HEATHER THOMPSON	\$49.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009157	3/07/08	HEATHER THOMPSON	\$49.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009158	3/07/08	CALIFORNIA MIND INSTITUTE	\$1,173.00	Com. Ed. Presenter
O	009159	3/07/08	CSNP, INC.	\$285.00	Notary Proctor Exam Fees
O	009160	3/07/08	COMPUTRAX, INC.	\$1,030.00	Com. Ed. Presenter
O	009161	3/07/08	JAMES COSPER	\$784.00	Com. Ed Presenter
O	009162	3/07/08	EDUCATION TO GO	\$6,322.50	Com. Ed. Presenter - Online Classes
O	009163	3/07/08	KAYLAA FOX	\$1,710.00	Com. Ed. Presenter
O	009164	3/07/08	GANDER-PRINTCO	\$637.34	Receipt Window Envelopes
O	009165	3/07/08	INSIGHT SYSTEMS GROUP, INC.	\$1,243.24	Com. Ed. Presenter
O	009166	3/07/08	ALAN LUGENA	\$64.16	Instructional supplies for Art Classes
O	009167	3/07/08	DAN MIKELS	\$1,510.50	Com. Ed. Presenter
O	009168	3/07/08	SOUTH ORANGE COUNTY COMMUNITY	\$185.20	Stores Supplies
O	009169	3/07/08	SOUTH ORANGE COUNTY COMMUNITY	\$196.98	Stores Supplies
O	009170	3/18/08	FARLA BINDER	\$582.00	Com. Ed. Presenter
O	009171	3/18/08	CMG COSMETICS	\$127.50	Com Ed Presenter
O	009172	3/18/08	KAYLAA FOX	\$1,777.50	Com. Ed. Presenter
O	009173	3/18/08	RANDELEIGH HARRIS	\$199.50	Com. Ed. Presenter
O	009174	3/18/08	INSIGHT SYSTEMS GROUP, INC.	\$352.26	Com. Ed. Presenter
O	009175	3/18/08	OFFICEMAX CONTRACT INC.	\$207.22	Office Max Supply Orders 2007/2008
O	009176	3/18/08	WINZIP COMPUTING	\$71.90	WinZip 11.1 Pro & E-Mail Companion
O	009177	3/27/08	POSTMASTER	\$23,003.60	Postage for Com. Ed. Summer 08 Catalog
O	009178	3/28/08	FSC SECURITIES	\$203.00	Com. Ed. Presenter
O	009179	3/28/08	CSNP, INC.	\$75.00	Notary Proctor Exam Fees
O	009180	3/28/08	COMPUTRAX, INC.	\$1,702.50	Com. Ed. Presenter
O	009181	3/28/08	JAMES COSPER	\$560.00	Com. Ed Presenter
O	009182	3/28/08	JOHN FERGUS	\$50.00	Com. Ed. Presenter
O	009183	3/28/08	GARY E. MILLER	\$602.50	Com. Ed. Presenter
O	009184	3/28/08	SMART BUSINESS RESULTS, INC.	\$1,310.50	Com Ed Presenter
O	009185	3/28/08	SUSAN M. UNOURA	\$157.00	Com. Ed. Presenter
O	009186	4/04/08	COMPUTRAX, INC.	\$885.00	Com. Ed. Presenter
O	009187	4/04/08	FENG SHUI SOLUTIONS	\$100.00	Community Education Presenter
O	009188	4/04/08	KAREN LINDSAY	\$49.00	SADDLEBACK COMMUNITY ED REFUND
O	009189	4/04/08	BARBARA NELSON	\$49.00	SADDLEBACK COMMUNITY ED REFUND
				\$47,509.90	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$47,509.90
	\$47,509.90



WARRANT REGISTER LISTING

Bank Account (IVC-CMED) - IVC Community Ed

Sort: Sorted by Warrant #

Selection: Between #008402 and 008426

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008402	3/07/08	LAURA CASTILLO	\$150.00	IVC COMMUNITY EDUCATION REFUND
O	008403	3/07/08	BEATRICE GARRAHY	\$40.00	IVC COMMUNITY EDUCATION REFUND
O	008404	3/07/08	GINA DIRECTO	\$69.00	IVC COMMUNITY EDUCATION REFUND
O	008405	3/07/08	ANTHONY VILLA	\$69.00	IVC COMMUNITY EDUCATION REFUND
O	008406	3/07/08	A.G. WEALTH MANAGEMENT	\$725.00	Contract Instructor Payment for Comm. Ed 2006-07
O	008407	3/07/08	EDUCATION TO GO	\$1,910.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008408	3/07/08	KAYLAA FOX	\$390.00	Independent Contractor for IVC Comm. Ed. Classes
O	008409	3/07/08	GATLIN EDUCATION SERVICES	\$5,380.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008410	3/07/08	HOLLYWOOD FILM INSTITUTE	\$194.50	Independent Contractor for IVC Comm. Ed. Classes
O	008411	3/07/08	IRVINE VALLEY COLLEGE	\$90.40	Community Ed. Duplicating Charges
O	008412	3/07/08	KAMPS ASSET MANAGEMENT	\$1,032.50	Contract Instructor Comm. Ed. Fall'06 and Spr. '07
O	008413	3/07/08	NR COMPUTER LEARNING CENTER*	\$540.00	Contract presenter for IVC Comm. Ed.
O	008414	3/07/08	MARSHALL REDDICK SEMINARS	\$230.65	Contract instruction payment for IVC Comm. Ed
O	008415	3/07/08	MARK SEVI	\$150.00	Community Ed. Instructor for IVC 2007-08
O	008416	3/18/08	DAVID E. ANDERSON, JR.	\$221.11	CONFERENCE FOR DAVID ANDERSON - ACCE CONFERENCE HY
O	008417	3/18/08	EDUCATION TO GO	\$663.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008418	3/18/08	SOUTH ORANGE COUNTY COMMUNITY	\$2,000.00	SALARIES & BENEFITS FOR OCTOBER - DECEMBER 2005
O	008419	3/18/08	VOICES FOR ALL, LLC	\$171.50	Contract instruction payment for IVC Comm. Ed
O	008420	4/01/08	IVANS COLLAS	\$60.00	IVC Community Education Contract Class Instructor
O	008421	4/01/08	GATLIN EDUCATION SERVICES	\$1,695.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008422	4/01/08	NR COMPUTER LEARNING CENTER*	\$924.00	Contract presenter for IVC Comm. Ed.
C	008423	4/01/08	POSTMASTER	\$-11,032.78	CHECK RUN
O	008424	4/03/08	POSTMASTER	\$6,835.44	Check Run
O	008425	4/04/08	AHMAD ALASTI	\$200.00	IVC COMMUNITY EDUCATION REFUND
O	008426	4/04/08	GATLIN EDUCATION SERVICES	\$2,690.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
				<u>\$15,398.32</u>	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$15,398.32
	\$15,398.32

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 08-09 to Amend 2007-2008 Restricted General Fund  
**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2007/2008 Adopted Budget.

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

Basic Skill-06/07 Allocation at Irvine Valley College	(\$2,261)
Basic Skill-07/08 Allocation at Irvine Valley College	(\$6)
Equipment for Nursing & Allied Health Programs for SC	\$108,399
New Media/Multimedia/Entertainment Center at IVC	\$521
Total Increase to the General Fund	<u>\$106,653</u>
Total Budget Amendment	<u>\$106,653</u>

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-09 to amend the 2007/2008 Adopted Budget as indicated in Exhibits A & B

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 08-09

April 28, 2008

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$106,653.00 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8629	State Revenue	\$106,132
01	8890	Other Local Revenue	\$521
			<hr/>
			\$106,653
			<hr/>

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	-\$2,267
01	2000	Classified Salaries	\$6,000
01	3000	Fringe Benefits	\$2,000
01	4000	Books and Supplies	\$6,967
01	5000	Other Operating Expenses & Services	\$4,688
01	6000	Capital Outlay	\$89,265
			<hr/>
			\$106,653
			<hr/>

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND  
BUDGET AMENDMENT EXPENDITURE DETAIL

RESOLUTION 08-09  
April 28, 2008

Basic Skills - 06/07 Allocation for Irvine Valley College

INCOME

01- 8629- 1-204-4-000-000-0000	Basic Skills- 06/07 Alloc for IVC	<u>(2,261)</u>
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EXPENDITURE

01- 1415- 1-204-4-035-000-6310	HR NCLSRM FAC STI: Counseling	<u>(2,261)</u>
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Basic Skills - 07/08 Allocation (Spend by 6/2010) for Irvine Valley College

INCOME

01- 8629- 1-205-4-000-000-0000	Basic Skills- 07/08 Alloc for IVC	<u>(6)</u>
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EXPENDITURE

01- 1415 1-205-4-035-000-6310	HR NCLSRM FAC STI: Counseling	<u>(6)</u>
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Equipment for Nursing and Allied Health Programs for SC

INCOME

01- 8629 1-208-1-054-033-1230	Equip for Nursing Allocation for SC	<u>108,399</u>
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EXPENDITURE

01- .2342- 1-208-1-054-033-1230	NON-INSTR CLASS OT: Nursing	6,000
01- 3220- 1-208-1-054-033-1230	PERS - NONINST: Staff: Nursing	1,427
01- 3320- 1-208-1-054-033-1230	OASDI - NONINST CLSSF: Nursing	372
01- 3360- 1-208-1-054-033-1230	MEDIC - NONINST: Nursing	87
01- 3520- 1-208-1-054-033-1230	UNEMP - NONINST: Nursing	3
01- 3620- 1-208-1-054-033-1230	W COMP - NONINST: Nursing	111
01- 4200- 1-208-1-054-033-1230	BOOKS/MAG/PER: Nursing	6,147
01- 4300- 1-208-1-054-033-1230	INSTRUC SUPPLIES/MAT: Nursing	520
01- 4600- 1-208-1-054-033-1230	NON-INST SUPPLIES/MAT: Nursing	300
01- 5891- 1-208-1-054-033-1230	INDIRECT CHARGES: Nursing	4,167
01- 6410- 1-208-1-054-033-1230	NEW EQUIPMENT: Nursing	89,265
		<u>108,399</u>

New Media/Multimedia/Entertainment Center at Irvine Valley College

INCOME

01- 8890- 1-053-4-072-000-6011	New Media/Multimedia/Ent Ctr	<u>521</u>
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EXPENDITURE

01- 5891- 1-053-4-072-000-6011	Indirect Charges:Instructional Dean	<u>521</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 08-09

April 28, 2008

STATE OF CALIFORNIA )  
  )  
COUNTY OF ORANGE )

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on April 28, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 28th day of April, 2008.

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Raghu P. Mathur, Ed.D.  
Secretary to the Board of Trustees

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

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**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 or office within the college receiving the donated item reviews all gifts. Additionally, the Chancellor’s Cabinet reviews the utility and appropriateness of the donated gift as to possible personnel or related cost factors.

**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 the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).

**DONATIONS**  
**April 28, 2008**

**IRVINE VALLEY COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Gift Certificate	Mimi's Café 17852 E. 17 <sup>th</sup> Street South Bldg., Suite #108 Tustin, California 92780
Gifts Cards	Ross Dress for Less 4440 Rosewood Drive Pleasanton, California 94588-3050
Gift Bag with Groceries	Trader Joe's 6222 Irvine Blvd., Irvine, California 92620
Gift Certificate	Sport Chalet One Sport Chalet Drive La Canada, California 91010

**SADDLEBACK COLLEGE**

<b>Gift</b>	<b>Donated By:</b>
Sample Books	Your Dreams Creation 26325 Via Lara Mission Viejo, California 92691
17 Terrarium & Aquaria, light fixtures and miscellaneous supplies	Ken Anderson 33811 Via Cascada San Juan Capistrano, California 92675
Hospital Stretcher	Hill-Rom 13845 Alton Parkway, Suite A Irvine, California 92618
Apple iPod Shuffle	c/o Javier A. Williams 849 Wandering Road #1 Vista, California 92081
Sony SCS 8000 SLA Machine	Sony Mfs Systems America, Inc. 20381 Hermana Circle Lake Forest, California 92592



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

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

## Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BT08-00823	01-2483-0-000-1-057-006-0835	HR INSTR STRM SAL: Physical Education & Athletics	\$41,380.00	
	01-4300-0-000-1-057-006-6960	INSTR SUPPLIES & MATERIALS: Student Cocurricular Activities		\$1,000.00
	01-4600-0-000-1-057-006-6960	NON-INSTR SUPPLIES & MATERIALS: Student Cocurricular Activit		\$2,000.00
	01-5650-0-000-1-057-006-6960	EQUIPMENT REPAIR: Student Cocurricular Activities		\$6,500.00
	01-5811-0-000-1-057-006-6960	CONTRACT SERVICES: Student Cocurricular Activities		\$12,000.00
	01-6220-0-000-1-057-006-6960	BLDG (CNTRCT SRV): Student Cocurricular Activities		\$13,789.00
	01-6410-0-000-1-057-006-6960	NEW EQUIPMENT: Student Cocurricular Activities		\$6,091.00
				<u>\$41,380.00</u>

Journal Number	Account	Description	From	To
BT08-00849	01-5830-0-604-1-038-091-6890	ADVERTISING: Other Commt Svcs & Econmic Development	\$6,561.00	
	01-6410-0-604-1-038-091-6890	NEW EQUIPMENT: Other Commt Svcs & Econmic Development		\$6,561.00
			<u>\$6,561.00</u>	<u>\$6,561.00</u>

Journal Number	Account	Description	From	To	
BT08-00852	01-1413-1-024-4-035-075-6420	HR NCLSRM FAC PT: Dsps	\$11,000.00		
	01-2346-1-024-4-035-075-6420	NON-INSTR CL SUB: DSPS	\$500.00		
	01-2383-1-024-4-035-075-6420	HR SHORTERM SAL: DSPS	\$3,206.00		
	01-2483-1-024-4-035-075-6420	HR INSTR STRM SAL: Dsps	\$2,000.00		
	01-3310-1-024-4-035-075-6420	OASDI INSTR CLSSF: Dsps	\$200.00		
	01-3320-1-024-4-035-075-6420	OASDI NINST CLSSF: Dsps	\$500.00		
	01-3610-1-024-4-035-075-6420	WCOMP CERT STAFF: DSPS	\$100.00		
	01-4212-1-024-4-035-075-6420	SOFTWARE (UNDER \$200): DSPS	\$2,000.00		
	01-4600-1-024-4-035-075-6420	NON-INSTR SUPPLIES & MATERIALS: DSPS	\$1,794.00		
	01-5810-1-024-4-035-075-6420	CONTRACT PRINTING: Dsps	\$3,000.00		
	01-5811-1-024-4-035-075-6420	CONTRACT SERVICES: Dsps	\$5,000.00		
	01-6220-1-024-4-035-075-6420	BLDG (CNTRCT SRV): DSPS	\$500.00		
	01-6412-1-024-4-035-075-6420	SOFTWARE: DSPS	\$17,600.00		
	01-1414-1-024-4-035-075-6420	HR NCLSRM FAC SUM: Dsps		\$7,500.00	
	01-2141-1-024-4-035-075-6420	RG CLERIC SAL: Dsps		\$200.00	
	01-3120-1-024-4-035-075-6420	STRS NON-INSTR STAFF: DSPS		\$500.00	
	01-3620-1-024-4-035-075-6420	WCOMP CLSSF STAFF: DSPS		\$300.00	
	01-5270-1-024-4-035-075-6420	CONFERENCE: Dsps		\$1,000.00	
	01-5651-1-024-4-035-075-6420	MAINT AGREEMNT: Dsps		\$100.00	
	01-5999-1-024-4-035-075-6420	BALANCING ACCOUNT: Dsps		\$10,000.00	
	01-6410-1-024-4-035-075-6420	NEW EQUIPMENT: Dsps		\$14,000.00	
	01-6411-1-024-4-035-075-6420	NEW EQUIP TECHNOLOGY: DSPS		\$13,800.00	
				<u>\$47,400.00</u>	<u>\$47,400.00</u>

Journal Number	Account	Description	From	To
BT08-00866	01-4300-0-000-1-058-000-4900	INSTRUCTIONAL SUPPLIES: Interdisciplinary Studies	\$5,500.00	
	01-6410-0-000-1-058-000-6011	NEW EQUIPMENT: Instructional Deans		\$5,500.00
			<u>\$5,500.00</u>	<u>\$5,500.00</u>

Journal Number	Account	Description	From	To
BT08-00886	95-5821-D-M01-1-057-006-0000	GEN FEE AL: ASG OFFICE	\$27,000.00	
	95-4730-E-M42-1-057-006-0000	HOST EXP: SPORTS		\$20,000.00
	95-5163-E-M42-1-057-006-0000	GAME WORKR: SPORTS		\$7,000.00
			<u>\$27,000.00</u>	<u>\$27,000.00</u>

Journal Number	Account	Description	From	To
BT08-00924	01-1999-0-000-8-016-099-6625	: ATEP	\$7,664.00	
	01-3220-0-000-8-016-080-6510	PERS NON-INSTR STAFF: Physical Plant: Building Maint & Repai	\$1,581.00	
	01-3220-0-000-8-016-061-0799	PERS NON-INSTR STAFF: Other Computer and Information Science	\$1,946.00	
	01-3320-0-000-8-016-080-6510	OASDI NINST CLSSF: Physical Plant: Building Maint & Repairs	\$1,020.00	
	01-3320-0-000-8-016-061-0799	OASDI NINST CLSSF: Other Computer and Information Science	\$1,296.00	
	01-3360-0-000-8-016-080-6510	MEDIC NINST EMPLOY: Physical Plant: Building Maint & Repairs	\$238.00	
	01-3360-0-000-8-016-061-0799	MEDIC NINST EMPLOY: Other Computer and Information Science	\$303.00	
	01-3420-0-000-8-016-000-6771	BENS NINST CLSSF: Safety & Security	\$4,688.00	
	01-3430-0-000-8-016-000-6625	BENS NCLSRM ACADEMIC: ATEP	\$2,039.00	
	01-3520-0-000-8-016-078-6530	UNEMP NINST STAFF: Physical Plant: Custodial Servies	\$9.00	
	01-3520-0-000-8-016-061-0799	UNEMP NINST STAFF: Other Computer and Information Science	\$11.00	
	01-3620-0-000-8-016-080-6510	WCOMP NON-INSTRUCTIONAL: Physical Plant: Building Maint & Re	\$291.00	
	01-3620-0-000-8-016-061-0799	WCOMP NON-INSTRUCTIONAL: Other Computer and Information Scie	\$387.00	
	01-5271-0-000-8-016-000-6625	COMM RELATIONS: ATEP	\$2,000.00	
	01-5721-0-000-8-016-000-6625	LÉGAL FEES: ATEP	\$5,087.00	
	01-5830-0-000-8-016-091-6890	ADVERTISING: Other Commt Svcs & Econmic Development	\$1,070.00	
	01-1221-0-000-8-016-000-6625	RG ADMIN SAL: ATEP		\$7,664.00
	01-2131-0-000-8-016-091-6710	RG MANAGER SAL: Public Rel/Fund Raising/Community Rel		\$2,511.00
	01-2131-0-000-8-016-091-6890	RG MANAGER SAL: Other Commt Svcs & Econmic Development		\$837.00
	01-2151-0-000-8-016-061-0799	RG TECH SAL: Other Computer and Information Science		\$3,646.00
	01-2161-0-000-8-016-080-6510	RG SVMANT SAL: Physical Plant: Building Maint & Repairs		\$1,666.00
	01-2161-0-000-8-016-000-6771	RG SVMANT SAL: Safety & Security		\$3,552.00
	01-2342-0-000-8-016-080-6599	NON-INSTR CLASS, OT: Physical Plant: Other Operation & Maint		\$182.00
	01-3220-0-000-8-016-000-6771	PERS NON-INSTR STAFF: Safety & Security		\$331.00
	01-3320-0-000-8-016-000-6771	OASDI NINST CLSSF: Safety & Security		\$234.00
	01-3360-0-000-8-016-000-6771	MEDIC NINST EMPLOY: Safety & Security		\$55.00
	01-3520-0-000-8-016-000-6771	UNEMP NINST STAFF: Safety & Security		\$2.00
	01-3620-0-000-8-016-000-6771	WCOMP NON-INSTRUCTIONAL: Safety & Security		\$69.00
	01-3420-0-000-8-016-061-0799	BENS NINST CLSSF: Other Computer and Information Science		\$2,003.00
	01-3420-0-000-8-016-080-6510	BENS NINST CLSSF: Physical Plant: Building Maint & Repairs		\$1,514.00
	01-3520-0-000-8-016-080-6510	UNEMP NINST STAFF: Physical Plant: Building Maint & Repairs		\$3.00
	01-3320-0-000-8-016-080-6599	OASDI NINST CLSSF: Physical Plant: Other Operation & Maint		\$11.00
	01-3360-0-000-8-016-080-6599	MEDIC NINST EMPLOY: Physical Plant: Other Operation & Maint		\$3.00
	01-3520-0-000-8-016-080-6599	UNEMP NINST STAFF: Physical Plant: Other Operation & Maint		\$1.00
	01-3620-0-000-8-016-080-6599	WCOMP NON-INSTRUCTIONAL: Physical Plant: Other Operation & M		\$3.00
	01-3220-0-000-8-016-091-6710	PERS NON-INSTR STAFF: Public Rel/Fund Raising/Community Rel		\$234.00

01-3320-0-000-8-016-091-6710	OASDI NINST CLSSF: Public Rel/Fund Raising/Community Rel	\$207.00
01-3360-0-000-8-016-091-6710	MEDIC NINST EMPLOY: Public Rel/Fund Raising/Community Rel	\$49.00
01-3420-0-000-8-016-091-6710	BENS NINST CLSSF: Public Rel/Fund Raising/Community Rel	\$194.00
01-3520-0-000-8-016-091-6710	UNEMP NINST STAFF: Public Rel/Fund Raising/Community Rel	\$1.00
01-3620-0-000-8-016-091-6710	WCOMP NON-INSTRUCTIONAL: Public Rel/Fund Raising/Community R	\$46.00
01-3220-0-000-8-016-091-6890	PERS NON-INSTR STAFF: Other Commt Svcs & Econmic Development	\$78.00
01-3320-0-000-8-016-091-6890	OASDI NINST CLSSF: Other Commt Svcs & Econmic Development	\$60.00
01-3360-0-000-8-016-091-6890	MEDIC NINST EMPLOY: Other Commt Svcs & Econmic Development	\$14.00
01-3420-0-000-8-016-091-6890	BENS NINST CLSSF: Other Commt Svcs & Econmic Development	\$65.00
01-3520-0-000-8-016-091-6890	UNEMP NINST STAFF: Other Commt Svcs & Econmic Development	\$1.00
01-3620-0-000-8-016-091-6890	WCOMP NON-INSTRUCTIONAL: Other Commt Svcs & Econmic Developm	\$15.00
01-3120-0-000-8-016-000-6625	STRS NON-INSTR STAFF: ATEP	\$1,177.00
01-3220-0-000-8-016-000-6625	PERS NON-INSTR STAFF: ATEP	\$170.00
01-3320-0-000-8-016-000-6625	OASDI NINST CLSSF: ATEP	\$784.00
01-3360-0-000-8-016-000-6625	MEDIC NINST EMPLOY: ATEP	\$311.00
01-3420-0-000-8-016-000-6625	BENS NINST CLSSF: ATEP	\$1,403.00
01-3620-0-000-8-016-000-6625	WCOMP NON-INSTRUCTIONAL: ATEP	\$362.00
01-4600-0-000-8-016-080-6510	NON-INSTR SUPPLIES & MATERIALS: Physical Plant: Building Mai	\$172.00
		<u>\$29,630.00</u> <u>\$29,630.00</u>

**Journal Number Account**

BT08-00934	01-4200-0-000-1-050-000-6011
	01-5270-0-000-1-050-000-6011
	01-6410-0-000-1-050-012-0799
	01-6410-0-000-1-050-000-6011
	01-6411-0-000-1-050-012-0799
	01-4600-0-000-1-050-000-6011

**Description**

BOOKS/MAGAZINE & PERIODICALS: Instructional Dean
CONFERENCE: Instructional Deans
NEW EQUIPMENT: Other Computer and Information Science
NEW EQUIPMENT: Instructional Deans
NEW EQUIP TECHNOLOGY: Other Computer and Information Science
NON-INSTR SUPPLIES & MATERIALS: Instructional Dean

<b>From</b>	<b>To</b>
\$761.00	
\$2,364.00	
\$460.00	
\$650.00	
\$6,244.00	
	\$10,479.00
<u>\$10,479.00</u>	<u>\$10,479.00</u>

**Journal Number Account**

BT08-00936	01-5830-0-000-1-038-091-6710
	01-4600-0-000-1-038-091-6710

**Description**

ADVERTISING: Public Rel/Fund Raising/Community Rel
NON-INSTR SUPPLIES & MATERIALS: Public Rel/Fund Raising/Comm

<b>From</b>	<b>To</b>
\$19,500.00	
	\$19,500.00
<u>\$19,500.00</u>	<u>\$19,500.00</u>

**Journal Number Account**

BT08-00951	01-5830-0-000-1-038-091-6710
	01-4600-0-000-1-024-100-6710

**Description**

ADVERTISING: Public Rel/Fund Raising/Community Rel
NON-INSTR SUPPLIES & MATERIALS: Public Rel/Fund Raising/Comm

<b>From</b>	<b>To</b>
\$6,320.00	
	\$6,320.00
<u>\$6,320.00</u>	<u>\$6,320.00</u>

**Journal Number Account**

BT08-00952	01-4300-0-000-1-055-000-6011
	01-6410-0-000-1-055-000-6011

**Description**

INSTR SUPPLY: Instructional Deans
NEW EQUIPMENT: Instructional Deans

<b>From</b>	<b>To</b>
\$8,250.00	
	\$8,250.00
<u>\$8,250.00</u>	<u>\$8,250.00</u>

**Journal Number Account**

BT08-00955	01-4300-0-000-1-058-000-4900
	01-6410-0-000-1-058-000-6011

**Description**

INSTRUCTIONAL SUPPLIES: Interdisciplinary Studies
NEW EQUIPMENT: Instructional Deans

<b>From</b>	<b>To</b>
\$7,000.00	
	\$7,000.00
<u>\$7,000.00</u>	<u>\$7,000.00</u>

Journal Number	Account	Description	From	To
BT08-00959	01-1413-2-237-1-051-065-6499	HR NCLSRM FAC PT: Other Student Services	\$4,000.00	
	01-2383-2-237-1-051-065-6499	HR SHORTERM SAL: Other Student Services	\$1,500.00	
	01-4580-2-237-1-051-065-6499	DUPL CHBACKS: Other Student Services	\$2,500.00	
	01-5811-2-237-1-051-065-6499	CONTRACT SERVICES: Other Student Services		\$8,000.00
			<u>\$8,000.00</u>	<u>\$8,000.00</u>
BT08-00973	01-4300-0-000-1-052-000-4930	INSTR SUPPLIES & MATERIALS: General Studies(App Psy,Pre-coll	\$7,200.00	
	01-6410-0-000-1-052-000-6011	NEW EQUIPMENT: Instructional Deans		\$7,200.00
			<u>\$7,200.00</u>	<u>\$7,200.00</u>
BT08-00988	01-4600-0-000-1-050-000-6011	NON-INSTR SUPPLIES & MATERIALS: Instructional Dean	\$10,000.00	
	01-6411-0-000-1-050-012-0799	NEW EQUIP TECHNOLOGY: Other Computer and Information Science		\$10,000.00
			<u>\$10,000.00</u>	<u>\$10,000.00</u>
BT08-00997	01-4300-1-030-1-051-096-6320	Instructional Supply: Matriculation Services	\$6,464.00	
	01-5650-1-030-1-051-096-6320	EQUIPMENT REPAIR: Matriculation Services	\$542.00	
	01-5651-1-030-1-051-096-6320	MAINT AGREEMNT: Matriculation & Student Assessment	\$1,000.00	
	01-5811-1-030-1-051-096-6320	CONTRACT SERVICES: Matriculation Services	\$16,832.00	
	01-6410-1-030-1-051-096-6320	NEW EQUIPMENT: Matriculation Services	\$331.00	
	01-6411-1-030-1-051-096-6320	NEW EQUIP TECHNOLOGY: Matriculation & Student Assessment	\$700.00	
	01-1111-1-030-1-051-096-6320	RG CLSSRM FAC SAL: Matriculation & Student Assessment		\$25,869.00
				<u>\$25,869.00</u>
BT08-00998	01-2141-0-000-1-025-000-6630	RG CLERIC SAL: Research, Planning & Grants	\$100,000.00	
	01-2141-0-000-1-025-000-6720	RG CLERIC SAL: Fiscal Operations	\$525,000.00	
	01-6120-0-000-1-025-000-6510	SITE (CNTRCT SRV): Physical Plant: Building Maint & Repairs		\$100,000.00
	01-6220-0-000-1-025-000-6510	BLDG (CNTRCT SRV): Physical Plant: Building Maint & Repairs		\$250,000.00
	01-6410-0-000-1-025-000-4900	NEW EQUIPMENT: Interdisciplinary Studies		\$275,000.00
			<u>\$625,000.00</u>	<u>\$625,000.00</u>
BT08-01001	01-5650-0-000-1-057-006-6960	EQUIPMENT REPAIR: Student Cocurricular Activities	\$6,790.00	
	01-6410-0-000-1-057-006-6960	NEW EQUIPMENT: Student Cocurricular Activities	\$8,707.00	
	01-5811-0-000-1-057-006-6960	CONTRACT SERVICES: Student Cocurricular Activities		\$15,497.00
			<u>\$15,497.00</u>	<u>\$15,497.00</u>
BT08-01005	01-4212-0-000-1-040-061-0799	SOFTWARE (UNDER \$200): Other Computer and Information Scienc	\$370.00	
	01-4300-0-000-1-040-061-0799	INSTR SUPPLIES & MATERIALS: Other Computer and Information S	\$1,980.00	
	01-5270-0-000-1-040-061-0799	CONFERENCE: Other Computer and Information Science	\$250.00	
	01-5651-0-000-1-040-061-0799	MAINT AGREEMNT: Other Computer and Information Science	\$500.00	
	01-5811-0-000-1-040-061-0799	CONTRACT SERVICES: Other Computer and Information Science	\$160.00	
	01-5812-0-000-1-040-061-0799	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Other Computer and	\$4,305.00	
	01-6410-0-000-1-040-061-0799	NEW EQUIPMENT: Other Computer and Information Science	\$1,420.00	

01-6411-0-000-1-040-061-0799  
01-4600-0-000-1-040-061-0799

NEW EQUIP TECHNOLOGY: Other Computer and Information Science  
NON-INSTR SUPPLIES & MATERIALS: Other Computer and Informati

\$95.00  
\$9,080.00  
\$9,080.00

**Journal Number Account**  
BT08-01011 40-6220-0-634-4-021-080-6510  
40-4600-0-634-4-021-080-6510  
40-6120-0-634-4-021-080-6510

**Description**  
BLDG (CNTRCT SRV): Physical Plant: Building Maint & Repairs  
NON-INSTR SUPPLIES & MATERIALS: Physical Plant: Building Mai  
SITE (CNTRCT SRV): Physical Plant: Building Maint & Repairs

**From To**  
\$20,000.00 \$10,000.00  
\$10,000.00  
\$20,000.00 \$20,000.00

**Journal Number Account**  
BT08-01025 01-2345-1-206-7-012-000-6610  
01-1415-1-206-7-012-000-6610

**Description**  
NON-INSTR CL STIPENDS & PROJECTS: District Adminstration  
HR NCLSRM FAC STI: District Adminstration

**From To**  
\$15,000.00 \$15,000.00  
\$15,000.00 \$15,000.00

**Journal Number Account**  
BT08-01050 01-3420-1-100-1-050-000-4900  
01-5270-1-100-1-050-000-4900

**Description**  
BENS NINST CLSSF: Interdisciplinary Studies  
CONFERENCE: Interdisciplinary Studies

**From To**  
\$14,000.00 \$14,000.00  
\$14,000.00 \$14,000.00

**Journal Number Account**  
BT08-01057 01-1414-1-030-4-024-000-6320  
01-2343-1-030-4-024-000-6320  
01-3220-1-030-4-024-000-6320  
01-3320-1-030-4-024-000-6320  
01-4580-1-030-4-024-000-6320  
01-5811-1-030-4-024-000-6320  
01-1412-1-030-4-024-000-6320  
01-2141-1-030-4-024-000-6320  
01-2151-1-030-4-024-000-6320  
01-2342-1-030-4-024-000-6320  
01-2383-1-030-4-024-000-6320  
01-3110-1-030-4-024-000-6320  
01-3120-1-030-4-024-000-6320  
01-3620-1-030-4-024-000-6320  
01-5810-1-030-4-024-000-6320  
01-5812-1-030-4-024-000-6320  
01-5840-1-030-4-024-000-6320

**Description**  
HR NCLSRM FAC SUM: Matriculation Services  
NON-INSTR CL HR: Matriculation & Student Assessment  
PERS NON-INSTR STAFF: Matriculation & Student Assessment  
OASDI NINST CLSSF: Matriculation Services  
DUPL CHBACKS: Matriculation Services  
CONTRACT SERVICES: Matriculation Services  
HR NCLSRM FAC OL: Matriculation Services  
RG CLERIC SAL: Matriculation Services  
RG TECH SAL: Matriculation Services  
NON-INSTR CLASS, OT: Matriculation & Student Assessment  
HR SHORTERM SAL: Matriculation Services  
STRS INSTR STAFF: Matriculation & Student Assessment  
STRS NON-INSTR STAFF: Matriculation & Student Assessment  
WCOMP CLSSF STAFF: Counseling  
CONTRACT PRINTING: Matriculation Services  
CONTRACT SVCS SOFTWARE LICENSING, MAINT: Matriculation & Stu  
POSTAGE: Matriculation Services

**From To**  
\$11,567.00  
\$1,547.00  
\$7,300.00  
\$3,500.00  
\$300.00  
\$1,728.00  
\$3,000.00  
\$1,500.00  
\$4,000.00  
\$1,200.00  
\$1,547.00  
\$247.00  
\$7,400.00  
\$1,100.00  
\$3,000.00  
\$2,828.00  
\$120.00  
\$25,942.00 \$25,942.00

**Journal Number Account**  
BT08-01060 95-5321-F-M74-1-055-056-0000  
95-4600-F-M74-1-055-056-0000

**Description**  
ROYALTY FE: THEATRE ARTS  
NINSTR SUP: THEATRE ARTS

**From To**  
\$5,352.00 \$5,352.00  
\$5,352.00 \$5,352.00

**Journal Number Account**  
BT08-01063 01-4580-1-031-1-051-000-6320  
01-4600-1-031-1-051-000-6320  
01-5270-1-031-1-051-000-6320

**Description**  
DUPL CHBACKS: Matriculation Services  
NON-INSTR SUPPLIES & MATERIALS: Matriculation & Student Asse  
CONFERENCE: Matriculation Services

**From To**  
\$964.00  
\$3,920.00  
\$1,000.00

01-3120-1-031-1-051-000-6320  
 01-1413-1-031-1-051-000-6320

STRS NON-INSTR STAFF: Matriculation & Student Assessment  
 HR NCLSRM FAC PT: Matriculation Services

\$32.00  
 \$5,852.00

\$5,884.00      \$5,884.00

**Journal Number Account**

BT08-01065 01-1413-2-237-1-051-065-6499  
 01-1415-2-237-1-051-065-6499  
 01-2342-2-237-1-051-065-6499  
 01-2383-2-237-1-051-065-6499  
 01-3120-2-237-1-051-065-6499  
 01-3310-2-237-1-051-065-6499  
 01-3320-2-237-1-051-065-6499  
 01-3520-2-237-1-051-065-6499  
 01-4300-2-237-1-051-065-6499  
 01-4600-2-237-1-051-065-6499  
 01-5271-2-237-1-051-065-6499  
 01-5811-2-237-1-051-065-6499

**Description**

HR NCLSRM FAC PT: Other Student Services  
 HR NCLSRM FAC STI: Other Student Services  
 NON-INSTR CLASS, OT: Other Student Services  
 HR SHORTERM SAL: Other Student Services  
 STRS NON-INSTR STAFF: Other Student Services  
 OASDI INSTR CLSSF: Other Student Services  
 OASDI NINST CLSSF: Other Student Services  
 UNEMP NINST STAFF: Other Student Services  
 INSTR SUPPLIES & MATERIALS: Other Student Services  
 NON-INSTR SUPPLIES & MATERIALS: Other Student Services  
 COMM RELATIONS: Other Student Services  
 CONTRACT SERVICES: Other Student Services

From	To
\$4,999.00	
\$800.00	
\$1,930.00	
\$2,000.00	
\$2,000.00	
\$1,000.00	
	\$425.00
	\$10.00
	\$2,999.00
	\$3,300.00
	\$4,499.00
	\$1,496.00
<u>\$12,729.00</u>	<u>\$12,729.00</u>

**Journal Number Account**

BT08-01074 40-6120-1-699-6-013-000-7100  
 40-6220-1-699-6-013-081-7100  
 40-7900-1-699-6-013-000-7100  
 40-6220-1-641-7-013-092-7100  
 40-6410-1-641-7-013-092-7100  
 40-6221-1-688-7-013-081-7100  
 40-6220-1-688-7-013-081-7100  
 40-6410-1-688-7-013-081-7100  
 40-6120-0-646-6-013-081-7100  
 40-6126-0-646-6-013-081-7100  
 40-6120-0-676-6-013-081-7100  
 40-6126-0-676-6-013-081-7100  
 40-6120-0-675-6-013-081-7100  
 40-6126-0-675-6-013-081-7100  
 40-6126-1-685-7-013-092-7101  
 40-6220-1-622-7-013-092-7100  
 40-6226-1-622-7-013-092-7100  
 40-6410-1-622-7-013-092-7100  
 40-6120-1-645-6-013-081-7100  
 40-6226-1-645-6-013-081-7100  
 40-6120-1-692-6-013-081-7100  
 40-6220-1-692-6-013-081-7100  
 40-6229-1-692-6-013-081-7100

**Description - Capital Outlay Fund**

SITE (CNTRCT SRV): Property & Facilities Develmt  
 BLDG (CNTRCT SRV): Property & Facilities Develmt  
 CONTINGENCY: Property & Facilities Develmt  
 BLDG (CNTRCT SRV): Property & Facilities Develmt  
 NEW EQUIPMENT: Property & Facilities Develmt  
 BLDG (PLAN CHECK): Property & Facilities Develmt  
 BLDG (CNTRCT SRV): Property & Facilities Develmt  
 NEW EQUIPMENT: Property & Facilities Develmt  
 SITE (CNTRCT SRV): Property & Facilities Develmt  
 SITE (ARCHITECT FEES): Property & Facilities Develmt  
 SITE (CNTRCT SRV): Property & Facilities Develmt  
 SITE (ARCHITECT FEES): Property & Facilities Develmt  
 SITE (CNTRCT SRV): Property & Facilities Develmt  
 SITE (ARCHITECT FEES): Property & Facilities Develmt  
 SITE (ARCHITECT FEES): Facilities Development-Basic Aid  
 BLDG (CNTRCT SRV): Property & Facilities Develmt  
 BLDG (ARCHITECT): Property & Facilities Develmt  
 NEW EQUIPMENT: Property & Facilities Develmt  
 SITE (CNTRCT SRV): Property & Facilities Develmt  
 BLDG (ARCHITECT): Property & Facilities Develmt  
 SITE (CNTRCT SRV): Property & Facilities Develmt  
 BLDG (CNTRCT SRV): Property & Facilities Develmt  
 Reserve for Basic Aid Project: Property & Facilities Develmt

From	To
\$5,000,000.00	
\$8,428,593.00	
\$10,000,000.00	
	\$1,475,000.00
	\$25,000.00
	\$151,000.00
	\$5,889,000.00
	\$65,000.00
	\$650,000.00
	\$100,000.00
	\$1,970,000.00
	\$130,000.00
	\$2,092,000.00
	\$208,000.00
	\$100,000.00
	\$2,644,000.00
	\$220,000.00
	\$336,000.00
	\$400,000.00
	\$100,000.00
	\$2,250,000.00
	\$1,123,593.00
	\$3,500,000.00
<u>\$23,428,593.00</u>	<u>\$23,428,593.00</u>

**TOTAL      \$23,562,163.00      \$23,562,163.00**

Recommended for Ratification

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

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**Saddleback College**

<b>Journal Number</b>	BT08-00820	BT08-00870	BT08-00956	BT08-01028
	BT08-00822	BT08-00871	BT08-00957	BT08-01031
	BT08-00824	BT08-00873	BT08-00958	BT08-01032
	BT08-00826	BT08-00875	BT08-00962	BT08-01035
	BT08-00828	BT08-00878	BT08-00964	
	BT08-00831	BT08-00882	BT08-00970	BT08-01043
	BT08-00832	BT08-00889	BT08-00971	BT08-01044
	BT08-00833	BT08-00890	BT08-00972	BT08-01048
	BT08-00834	BT08-00891	BT08-00974	BT08-01052
	BT08-00837	BT08-00892	BT08-00975	BT08-01054
	BT08-00841	BT08-00895	BT08-00977	BT08-01059
	BT08-00842	BT08-00896	BT08-00984	BT08-01064
	BT08-00843	BT08-00907	BT08-00985	BT08-01067
	BT08-00847	BT08-00909	BT08-00989	BT08-01069
	BT08-00856	BT08-00910	BT08-00993	BT08-01075
	BT08-00857	BT08-00911	BT08-00994	BT08-01078
	BT08-00858	BT08-00912	BT08-00996	BT08-01079
	BT08-00859	BT08-00913	BT08-01000	BT08-01080
	BT08-00860	BT08-00914	BT08-01002	BT08-01083
	BT08-00861	BT08-00917	BT08-01007	
	BT08-00862	BT08-00930	BT08-01010	
	BT08-00863	BT08-00937	BT08-01013	
	BT08-00864	BT08-00939	BT08-01016	
	BT08-00868	BT08-00945	BT08-01017	
	BT08-00869	BT08-00954	BT08-01023	

**Irvine Valley College**

<b>Journal Number</b>	BT08-00821	BT08-00920	BT08-00966	BT08-01012	BT08-01041
	BT08-00825	BT08-00928	BT08-00967	BT08-01015	BT08-01045
	BT08-00838	BT08-00940	BT08-00968	BT08-01019	BT08-01047
	BT08-00851	BT08-00941	BT08-00969	BT08-01020	BT08-01049
	BT08-00900	BT08-00944	BT08-00978	BT08-01021	BT08-01068
	BT08-00916	BT08-00946	BT08-01008	BT08-01026	BT08-01076
					BT08-01081

**District Services**

<b>Journal Number</b>	BT08-00840	BT08-00961
	BT08-00880	BT08-00982
	BT08-00904	BT08-01071
	BT08-00905	

**A T E P**

<b>Journal Number</b>	BT08-00865	BT08-00915	BT08-00925	BT08-01038
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**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: March/April 2008 Contracts

**ACTION:** Ratification

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### **BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During March/April 2008, the following contracts were reviewed and approved by the Deputy Chancellor, in consultation with the Chancellor, following review by legal counsel, when appropriate.

<b><u>CONTRACTOR NAME</u></b>	<b><u>CONTRACT AMOUNT</u></b>
Incentra Solutions Consultant Agreement to provide services under the direction of the District Associate Director, Information Technology.	\$ 78,000.00
Bastien and Associates, Inc. Architectural Services Agreement to provide architectural services for ATEP Long Range Plan and Conceptual Development.	\$ 60,000.00
DEAFinitely Professional Interpreting Services Consultant Agreement to provide interpreter services for the hearing impaired.	\$ 30,000.00
eLumen Collaborative License Agreement to grant license to use software on an Internet-accessed server operating for Irvine Valley college.	\$ 23,000.00
Links Sign Language & Interpreting Services Consultant Agreement to provide interpreter services for the hearing impaired and bilingual services.	\$ 4,800.00
Center Stage Artists Performance Agreement for "An Evening with Mark Twain" at McKinney Theatre.	\$ 4,500.00
National Association of Colleges and Employers License Agreement for software and technology for multi-school job posting.	\$ 1,500.00

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

Angela Colombo, M.D. Consultant Agreement to provide review of curriculum, program and admission requirements.	\$	500.00
Shift4 Authorization Agreement for service fees for credit card payments.		
Associates in Counseling Affiliation Agreement to provide internship for students.	\$	0
Capo Beach Calvary Affiliation Agreement to provide internship for students.	\$	0
Coastal Hematology-Oncology Affiliation Agreement to provide internship for students.	\$	0
Mission Medical Urgent Care Affiliation Agreement to provide internship for students.	\$	0
Dr. Mark S. Zaremba, M.D. Affiliation Agreement to provide internship for students.	\$	0
South County Outreach Affiliation Agreement to provide internship for students.	\$	0
ISO-Quality Testing, Inc. Testing Center Site Agreement to provide electronic testing services to candidates.	\$	0

### **RECOMMENDATION**

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

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Adopt Resolution No. 08-10 GASB 43 & 45 Compliance Vendor Selection and Implementation  
**ACTION:** Approval

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**BACKGROUND**

GASB No. 45 (Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions) requires that government agencies calculate and report the liabilities associated with providing Other Post Employment Benefits (OPEB). Additionally, GASB No. 43 (Financial Reporting for Post-employment Benefit Plans Other Than Pensions) provides reporting requirements for OPEB trust funds. School Districts with revenue greater than \$100M must begin GASB 45 reporting in 2007-08.

In November 2007, the District contracted with RPM Consultant Group, which specializes in GASB 43 & 45 compliance and program implementation. In December 2007, Chuck Thompson, the RPM consultant, on behalf of the District sent an RFP for trust, investment management, and administrative services for GASB 43 & 45 compliance to seven vendors. The vendors were: 1) CalPERS, 2) Keenan and Associates, 3) California School Boards/PARS, 4) Orange County Teachers Federal Credit Union, 5) Community College League of California, 6) Wells Fargo, 7) Self Insured Schools of California (SISC). Proposals were submitted by five (5) vendors.

**STATUS**

A committee comprised of the Deputy Chancellor, the Vice Chancellor of Human Resources, the District Director of Fiscal Services, the Director of Fiscal Services at Saddleback College, and the Director of Fiscal Services at Irvine Valley College selected the Keenan & Associates program "Futuris Public Entity Investment Trust Program" to assist in the establishment of an irrevocable trust as indicated in Resolution No. 08-10 (EXHIBIT A). Our legal counsel upon reviewing California State Constitution and Education Code and the proposed agreements recommends the establishment of a Retirement Board of Authority to implement the irrevocable trust and other corresponding agreements. Those agreements include, the Futuris Public Entity Investment Trust Program Services Agreement and Performance Guarantee (EXHIBIT B), and the Futuris Trust Administrative Services Agreement (between Benefit Trust Company and South Orange County CCD) (EXHIBIT C). Staff expects the irrevocable trust to be operational by June 30, 2008.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Futuris Public Entity Investment Trust Program Services Agreement and Performance Guarantee, the Futuris Trust Administrative Services Agreement (with Benefit Trust Company), and Resolution No. 08-10 to establish an irrevocable trust and appoint a Retirement Board of Authority. That Board shall be comprised of the Deputy Chancellor, the Vice Chancellor of Human Resources, the District Director of Fiscal Services, the Director of Fiscal Services at Saddleback College, and the Director of Fiscal Services at IVC to engage in decision making and other corresponding agreements on behalf of the District.

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

**FUTURIS PUBLIC ENTITY INVESTMENT TRUST**

**RESOLUTION 08-10**

WHEREAS, the Board of Trustees (the "**Board**") of South Orange County Community College District ("**Employer**") desires to establish a trust to be used for the purposes of: (i) investment and disbursement of funds irrevocably designated by Employer for the payment of its obligations to eligible employees (and former employees) of Employer and their eligible dependents and beneficiaries for life, sick, hospitalization, major medical, accident, disability, dental and other similar benefits (sometimes referred to as "other post-employment benefits," or "**OPEB**"), in compliance with Governmental Accounting Statement Nos. 43 and 45; and (ii) investment and disbursement of excess funds held by Employer for future use in connection with any lawful purpose of Employer, as further described herein

WHEREAS, Keenan & Associates ("**Keenan**") has presented the "Futuris Public Entity Investment Trust Program" (the "**Program**") as an alternative for accomplishing the above objectives and the Board desires to engage Keenan and other necessary parties to assist in the process of establishing a trust (the "**Trust**") for these approved objectives.

WHEREAS, the Board has the authority and desire to establish a Five (5) member Retirement Board of Authority for the Trust (the "**Retirement Board of Authority**"), which shall be appointed, terminated or replaced by the Employer at any time to serve at the pleasure of the Board, to have the authority to engage other necessary providers of services in connection with the Program, including the adoption of the Trust, the appointment of a fiduciary trustee and custodian, as well as to make any and all other decisions in the name of an on behalf of the Employer with regard to the Trust and other applicable agreements;

NOW THEREFORE, be it:

RESOLVED, that the Retirement Board of Authority shall be established to serve at the pleasure of the Employer, with authority to make decisions on behalf of and in the name of the Employer with regard to the implementation of the Trust and other corresponding agreements and the following persons shall be appointed as the members of the Retirement Board of Authority, until such time as their successors shall be appointed by the Employer:

Deputy Chancellor, the Vice Chancellor of Human Resources, the District Director of Fiscal Services, the Director of Fiscal Services at Saddleback College, and the Director of Fiscal Services at IVC;

RESOLVED FURTHER, that the Retirement Board of Authority is hereby authorized and directed to execute the Futuris Trust Administrative Services Agreement to implement the Trust; it is authorized and directed to execute the Futuris Public Entity

Investment Trust Program Services Agreement and Performance Guarantee; and it is authorized to execute any other necessary agreements and take other action as is necessary to appoint the Trustee and any investment manager, as well as appoint any other "Authorized Representatives" who may act on behalf of the Employer in accordance with the terms of the Trust;

RESOLVED FURTHER, that decisions of the Retirement Board of Authority shall require an affirmative vote of at least a majority of the members of the Retirement Board of Authority and that the decisions of the Retirement Board of Authority may be made in accordance with Government Code §§ 54950 et seq. (the "Brown Act").

RESOLVED FURTHER, that the members of the Retirement Board of Authority shall meet periodically, for regular or special meetings to be held at any place which has been designated from time to time by resolution of the Retirement Board of Authority, on such date as they shall determine but not less than every twelve (12) months, with the notice of such time and place of each meeting being provided with no less than seventy-two (72) hours notice that is delivered personally or electronically by telephone, facsimile or other electronic means, to review the investments held in the Trust and to transact such other business and make such other decisions as are required to be made by the Retirement Board of Authority;

RESOLVED FURTHER, that any meeting, regular or special, may be held in any manner consistent with the Brown Act.

RESOLVED FURTHER, that the members of the Retirement Board of Authority shall receive no compensation for serving as members of the Retirement Board of Authority;

RESOLVED FURTHER, that the members of the Retirement Board of Authority are hereby authorized and directed to take any and all other actions as they deem necessary and appropriate to carry out the purposes of these resolutions, including the execution of any and all applicable agreements to implement the Trust and to carry out the purposes of the Program as otherwise described therein.

RESOLVED FURTHER, that the members of the Retirement Board of Authority are hereby authorized to review and approve an Investment Policy Statement developed by the Trustee through consultation with the investment manager selected by the Trustee, which shall provide the guidelines for investment of funds and assets contributed by the Employer to the Trust, and that the Retirement Board of Authority are further authorized to amend the Investment Policy Statement from time to time as they shall determine appropriate based upon consultation and advice received from the Trustee and the investment manager.

RESOLVED FURTHER, that the Trustee shall have the authority to cause any or all of the assets of the Trust to be commingled, if the investment and the issuance of such investment thereof would be exempt under the provisions of Sections 2(a)(36), 3(b)(1) or

3(c)(11) of the Investment Company Act of 1940 or Section 3(a)(2) of the Securities Act of 1933, with the assets of trusts created by others, causing such money to be invested as part of a common and/or collective trust fund.

RESOLVED FURTHER, that the Retirement Board of Authority shall provide information and copies of investment statements and other similar reports regarding the Trust and its applicable investment performance to the Board on a not-less-than quarterly basis.

I DO HEREBY CERTIFY that I am the Signer Title of the Employer, and that the foregoing is a true and correct copy of the resolutions of the Board of Trustees of the Employer, duly adopted and approved at a meeting which was duly called and held in accordance with all applicable provisions of law and the bylaws of the Employer, on date.

I FURTHER CERTIFY that the above resolutions are presently in full force and effect and have not been amended or revoked.

IN WITNESS WHEREOF, this certificate has been executed on DATE.

AFFIX SEAL

CERTIFIED BY AND ATTESTED TO:

\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title of Signer

**FUTURIS  
PUBLIC ENTITY INVESTMENT TRUST  
PROGRAM SERVICES AGREEMENT**

This Program Services Agreement (the “**Agreement**”) is entered into as of \_\_\_\_\_, 2008 between Keenan & Associates (“**Keenan**”), and South Orange County Community College District (“**Employer**”), with reference to the following:

A. Keenan has created the Futuris Public Entity Investment Trust Program (the “**Program**”) to assist public entity employers with the establishment and maintenance of a trust for investment of funds to be used by public entity employers for the provision of retiree health and welfare benefits to participating employees and for other purposes determined appropriate by the Employer. The Program assists employers to:

- Establish a trust (the “**Trust**”) under the terms of a Trust Agreement (“**Trust Agreement**”) that complies with the requirements of Section 115 of the Internal Revenue Code (“**Code**”);
- Establish within the Trust a fund that is irrevocably designated for the payment of retiree health and welfare benefits to participating employees of the Employer, as required under Governmental Accounting Standards Board Statement Nos. 43 and 45 (“**GASB 43 and 45**”);
- Appoint a qualified trustee/custodian (“**Trustee**”) who will appoint a Registered Investment Advisor (“**Investment Advisor**”) for the Trust;
- Appoint a board of authority (“**Retirement Board of Authority**”) with authority to make decisions on behalf of the Employer with respect to the Program and the Trust;
- Monitor the operations of the Trust and coordinate communications between the Employer, the Employer’s outside accounting firm and the service providers to the Trust; and
- Determine the actions necessary to comply with the financial reporting requirements for retiree health benefits and other post-employment benefits (“**OPEB**”) obligations under GASB 43 and 45.

B. Employer is a state governmental public entity employer that has previously adopted one or more retiree health and welfare benefit plans, each a (“**Plan**”) for its participating employees (“**Employees**”).

C. Employer desires to participate in the Program in order to obtain the services of Keenan in connection with the formation of the Trust, and to obtain the services of a qualified third party Trustee to administer the Trust pursuant to a Trust Administrative Services Agreement (“**Trustee Agreement**”). Under the Trustee Agreement, the Trustee will be authorized to appoint a Registered Investment Advisor to manage the assets of the Trust. Keenan, the Trustee and the Registered Investment Advisor are sometimes collectively referred to herein as the “**Service Providers**.”

NOW, THEREFORE, the parties agree as follows:

1. Services Provided By Keenan. Employer hereby engages Keenan, and Keenan hereby accepts the engagement, to provide the following services to Employer with respect to the Program and the formation and operation of the Trust during the term of this Agreement:

a. Referral to Service Providers. The Futuris comprehensive program includes referrals to organizations handling:

- (1) actuarial services,
- (2) trustee, custodial and investment management services,
- (3) financial auditing,
- (4) bond underwriting, and
- (5) such additional services as Employer may request.

b. Facilitate Actuarial Study. Keenan will assist and coordinate with the Employer to enlist the services of an actuary (the "Actuary"), at the Employer's expense, to conduct an actuarial study for determining the funding needs for OPEB obligations through a Trust. Keenan will provide the following services in connection with the actuarial study, and such other related services as Employer reasonably requests:

- (1) consult with Employer to develop the actuarial assumptions provided to the Actuary in order to meet GASB compliance criteria,
- (2) coordinate communications between the Actuary and the Employer for the completion of an actuarial evaluation for determining the OPEB obligations and provide the Actuary with information on OPEB obligations which is required for the Actuary to prepare an actuarial study with meets the requirements of GASB 43 and 45,
- (3) consult with the Employer to review the analysis of the initial GASB compliant actuarial study, and
- (4) consult with the Employer in an evaluation of Employer's funding needs based on the actuarial study.

c. GASB Timeline. Keenan will work with the Employer to confirm the Employer's effective date for implementation of GASB 43 and 45 based on 1998 and 1999 revenues, and will assist the Employer with creating a GASB compliance timeline.

d. Board Meetings. Keenan will participate in Employer Board Meetings to the extent requested by Employer in order to explain the requirements of GASB 43 and 45 and the operation of the Program.

e. Retirement Board of Authority Formation and Consulting. Keenan will assist the Employer to form the Employer's Retirement Board of Authority. Keenan will consult with the Retirement Board of Authority as to operational and coordinating issues



that may arise between the Retirement Board of Authority, the Trustee and/or the Investment Advisor. Keenan will work with the Retirement Board of Authority to assist with ensuring that the Retirement Board of Authority meetings are conducted in compliance with the Brown Act.

f. Administrator to Retirement Board of Authority. Keenan will assist the Employer to form the Employer's Retirement Board of Authority and conduct the Retirement Board of Authority meetings, in a manner consistent with the Brown Act. These functions are to include:

- a. prepare Retirement Board of Authority meeting agendas and cover pages,
- b. take meeting minutes and provide to the Board upon completion,
- c. assist with communication to all Board Members as necessary and requested by the Board, and
- d. facilitate the action items resulting from the Retirement Board of Authority meetings.

g. Assistance with Creation of Trust. Keenan will work with the Trustee to coordinate preparation and execution of the Adoption Agreement, pursuant to which the Retirement Board of Authority will adopt the Trust Agreement, under which the Employer may designate funds to be irrevocably contributed for payment of Plan obligations and used by Employer for other expenses as the Employer deems appropriate. Keenan's services in connection with creation of the Trust will consist of the following:

- (1) communication with the Employer's governing body regarding the structure and operation of the Futuris Program,
- (2) communication with the Retirement Board of Authority regarding the creation of the Trust, and
- (3) assistance to the Employer with the preparation and submission to the Internal Revenue Service for a Private Letter Ruling for the Trust, at no additional expense to Employer.

h. Assistance with Revisions to Trust Agreement. To the best of Keenan's knowledge and belief, the Trust will be created in compliance with Section 115 of the Internal Revenue Code, as amended, and other applicable legal guidelines, including GASB 43 and 45 and such other embodying regulations thereunder, as well as applicable provisions of state law. In the event that revisions to the Trust Agreement are required in order to assure legal compliance with GASB 43 and 45 and applicable provisions of state law, and so that a Private Letter Ruling may be obtainable from the Internal Revenue Service, Keenan will, at no cost to the Employer, work with the Trustee to ensure such revisions are made. Keenan will endeavor to keep Employer advised of revenue rulings, legislation, and other changes in law that it becomes aware of that may impact the Trust Agreement.

- i. Funding Methods. Keenan will discuss with the Employer the methods by which the Trust could be funded.
- j. Coordinate Meetings with Service Providers. Keenan will coordinate meetings between the Employer and the Trustee and Investment Advisor and facilitate any additional or ongoing meetings that may be required.
- k. Education on GASB 43 and 45 Requirements. Keenan will conduct, in conjunction with the Employer, group education sessions as needed to inform all stakeholders of the GASB 43 and 45 liabilities.
- l. Auditing Services. Keenan will assist and coordinate with the Employer to enlist the services of an auditor to conduct an audit of the Trust, at Keenan's expense. This auditor's report will be for the limited purpose of advising the Employer whether the Trust's financial statements have been prepared in accordance with Generally Accepted Accounting Principals (GAAP), whether they are free of material misstatement (e.g. free of important and significant errors), and whether they show a true and fair view of the operating results, financial position and cash flows of the Trust.
- m. Post-Adoption Assistance. After Employer's adoption of the Trust, Keenan will perform the following services on an ongoing basis.

- 1) Substantive Plan. Keenan will assist Employer to create a well-designed Substantive Plan. Keenan will submit to the Employer a draft of a Substantive Plan that meets the requirements for a "substantive plan" under the GASB guidelines and contains the protections necessary to mitigate the agency's and its designated officers' potential fiduciary liability for their investment of public funds. The major components of the Substantive Plan may include:

- (1) Written Plan Document
- (2) Specific Level of Benefits
- (3) Eligibility
- (4) Communications Between Employer and Plan Members
- (5) Historical Practice Patterns
- (6) Funding Plan and Reporting Standards
- (7) Amendments and Updates as Changes are Made

Keenan will thereafter assist Employer to review the Substantive Plan and to make such changes as are requested by Employer. At the request and at no additional cost of Employer, Keenan will assist Employer to submit its Substantive Plan for a private letter ruling from the Internal Revenue Service. Keenan will be responsible for paying the user fee associated with such Private Letter Ruling request.

Keenan will consult with Employer and will work with the actuary in helping the Employer confirm that the discount rate is consistent with the investment return recommendations for funds held in the Trust.

n. Assistance with Preparation of Required Supplemental Information Schedules. Keenan will assist Employer with the preparation of any required supplemental information schedules necessary for Employer's financial statements to comply with GASB 43 and 45.

o. Preparation and Delivery of a Futuris Administrative Guide. Keenan will prepare and deliver to the Employer a guide-book to the administration of the Futuris Investment Fund Program that will be a practical guide to the operations, contacts, installation and administration procedures associated with the Program.

2. Other Services Provided by Trustee and Investment Adviser. Keenan will not provide trustee, custodial, investment management or securities broker services to Employer in connection with the creation, implementation or operation of the Trust. These services will be provided by the Trustee and Registered Investment Advisor under separate agreements between Employer and the Trustee.

3. Optional Keenan Consulting Services. Keenan offers a separate consulting agreement with services that could include, but are not limited to:

- (1) assistance in analyzing the Employer's retiree and active employees' health and welfare Plans,
- (2) assistance with the review of Employer's past policies and practices with respect to the funding and payment of retiree health and welfare benefits,
- (3) assistance in reviewing possible GASB liability modifications,
- (4) work with the Employer in analyzing additional methods by which OPEB liabilities can be reduced, and, in conjunction with any or all of the above,
- (5) assistance in determining final modified GASB liability for funding by the Employer.

4. Employer Responsibilities. Throughout the term of this Agreement, Employer or its duly appointed Retirement Board of Authority shall do the following:

a. Accurate Information. Provide accurate and timely information to the appropriate Service Providers concerning the Plan provisions, participating employees, costs, anticipated retirement dates of employees, and other relevant information necessary, in the requested format, for the Service Providers to provide services to Employer.

b. Authorized Board. Appoint the Retirement Board of Authority that is to be authorized to exercise authority on behalf of the Employer under the Program. The Retirement Board of Authority will have decision-making authorization in accordance with Government Code §§54950 et seq. (the "Brown Act"), with respect to the Trust on behalf of the Employer. The Retirement Board of Authority will in that capacity perform the following functions:

- (1) execute an Adoption Agreement (the “**Adoption Agreement**”) pursuant to which Employer will adopt the Trust,
- (2) appoint and direct the Trustee,
- (3) complete a risk tolerance questionnaire conducted by the Registered Investment Advisor, and
- (4) select a portfolio of investments option that meets its long-term objectives.

c. Execute Trust and Related Agreements. Approve, execute and retain in effect a Substantive Plan, Adoption Agreement, Trust and Investment Policy Statement, and such other agreements as may be required for the Trust to validly invest its assets, to meet the requirements of Section 115 of the Internal Revenue Code and any applicable California Code, and to comply with the requirements of GASB 43 and 45 with respect to those assets of the Trust that are designated for funding Plan obligations.

d. Health and Welfare Plan Decisions. Make discretionary decisions relating to each Plan including, but not limited to, determining eligibility status of employees and their dependents under each Plan, determining eligibility and amount of benefits payable to Employees under each Plan and interpreting Plan provisions.

e. Decisions Related to Trust. Make all decisions relating to the Trust, it being acknowledged by Employer that Keenan shall have no authority or obligation to make any decisions regarding the Trust, contributions to be made to the Trust, obligations owed by Employer under its Plans, investments to be made by the Trust, or any other matters related to the Trust, all of which decisions shall be made by Employer or its agents under separate agreements with those agents.

f. Contributions to Trust. All contributions or funding by Employer to comply with OPEB obligations and GASB 43 and 45 requirements shall be made pursuant to the Program into the Trust.

g. Payments to Participants. Direct the Trustee to make payments to, or on behalf of, participants and/or their dependents of amounts payable to them under the terms of each Plan.

h. Payments to Intermediaries. Direct the Trustee to make payments to intermediaries that provide coverage to participants of the Plan.

5. Compensation of Keenan. For the services provided by Keenan pursuant to this Agreement, Keenan shall receive the compensation described in Keenan’s Fee Schedule which is attached to this Agreement as Attachment A. Keenan’ fee schedule shall be subject to change from time to time with a 30-day written notice to Employer. If Employer objects to Keenan’s change to the Fee Schedule in writing within 30 days, the prior Fee Schedule will remain in effect until such time as Keenan and Employer come to an agreement on a change to the Fee Schedule, or if no agreement can be reached, until the end of that term. Employer acknowledges and agrees and hereby instructs the Trustee to pay to Keenan out of assets held in the Trust the compensation that is due to Keenan under this Agreement. In the event the Trustee fails to or is unable to pay Keenan

out of the Trust assets, Client shall promptly pay to Keenan the outstanding compensation that is due.

Employer acknowledges and agrees that Investment Advisor and the Trustee will each provide separate services on behalf of the Trust, and will each be compensated for and be responsible for their services in accordance with the terms of the written agreements of Employer and the Trustee. Employer further acknowledges that the Actuary will provide separate services to Employer and will be compensated for and be responsible for its services in accordance with the terms of the written agreement between Employer and the Actuary. Keenan shall only be responsible for providing to Client the specific services included in this Agreement and under no circumstances shall Keenan be responsible or liable for the services provided by the other Service Providers or the Actuary.

6. Term and Termination.

a. The initial term of this Agreement shall begin on the date hereof and shall continue until the date that is forty-eight (48) months after the date of the initial funding of the Trust (“**Initial Term**”). This Agreement shall be extended automatically for additional one (1) year periods thereafter (“**Renewal Term**”) unless either party gives the other a 90-day written notice, before the end of the current term, of its intent to terminate this Agreement, or unless this Agreement is terminated as otherwise provided in this Agreement. This Agreement may also be terminated (i) upon a breach by one party of a material term or covenant in this Agreement, if the non-breaching party provides written notice of any such breach to the breaching party and its election to terminate this Agreement, and such breach is not cured within 15 days (or such longer reasonable period, not to exceed 60 days, as may be required to effect a cure) after the date of such written notice of breach and termination, (ii) at the election of Keenan, if the Employer does not fund the Trust within twelve (12) months of the date hereof or otherwise fails to make agreed upon contributions to the Trust, (iii) by the Employer, on thirty (30) days written notice, if both of the following conditions occur: (1) a universal healthcare system goes into effect in the State of California or the United States which expressly eliminates the Employer’s obligations to pay any party for its contractual OPEB commitments, and (2) the Employer obtains a current actuarial valuation of the Trust confirming that there is no remaining OPEB liability. The waiver by a party of the other party’s breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by such party, nor does such party waive its rights to seek future remedy for a previous breach.

b. Notwithstanding the provisions of Section 6(a), either party may terminate this Agreement on the occurrence of the following events, provided that the terminating party gives the other party ninety (90) days advance written notice for such termination:

- i. The termination of the Futuris Trust Administrative Services Agreement; or
- ii. The receipt of the District of a ruling from the IRS that the Plan and/or the Trust do not meet the requirements of Internal Revenue Code Section 115 and/or that, as such, the earnings of the trust are not exempt from tax, and

such adverse ruling is not reversed before the ninety (90) day notice period has elapsed.

7. Representations. Keenan and Employer make the following representations and warranties:

a. Keenan Representations. Keenan represents and warrants that it has full right, authority, power and capacity to enter into, execute and deliver this Agreement and each agreement, document and instrument to be executed and delivered by Keenan pursuant to this Agreement and to carry out the transactions contemplated hereby and thereby. This Agreement and each agreement, document and instrument executed and delivered by Keenan pursuant to this Agreement constitutes a valid and binding obligation of Keenan, enforceable in accordance with their respective terms. The execution and delivery by Keenan of this Agreement and the performance of the transactions contemplated hereby have been duly and validly authorized by all necessary action under its organizational documents and under any agreement applicable to Keenan and do not require any notice to, consent from, or filing with, any third party.

b. Employer Representations. Employer represents and warrants that it has full right, authority, power and capacity to enter into, execute and deliver this Agreement and each agreement, document and instrument to be executed and delivered by Employer pursuant to the Program and to carry out the transactions contemplated hereby and thereby. This Agreement and each agreement, document and instrument executed and delivered by Employer pursuant to the Program constitutes a valid and binding obligation of Employer, enforceable in accordance with their respective terms. The execution and delivery by Employer of this Agreement and the performance of the transactions contemplated hereby have been duly and validly authorized by all necessary action under its organizational documents and under any agreement applicable to Employer and do not require any notice to, consent from, or filing with, any third party.

8. Indemnification.

a. If either party breaches this Agreement, then the breaching party shall defend, indemnify and hold harmless the non-breaching party, its officers, agents and employees against all claims, demands, actions, liabilities or costs (including, without limitation, reasonable attorneys' fees and expenses) arising from such breach.

b. Each party shall fully indemnify, defend and hold harmless the other party and their respective agents, representatives and employees from all claims, demands, causes of action and liabilities of every kind and nature whatsoever arising out of or in connection with the indemnifying party's negligence or willful misconduct with respect to their obligations or services to be provided under this Agreement. This section shall extend to claims occurring after this Agreement is terminated as well as while it is in force.

9. Relationship with Other Service Providers.

Employer acknowledges that Keenan has devoted substantial time and effort to the development of the Program, and that Keenan has entered into arrangements with other Service Providers in order to provide an integrated service platform to Employer with service levels and

features based upon Keenan's understanding of the needs of public entity employers. Employer therefore agrees that Employer will not, for a period of one year following the expiration of the term of this Agreement or the termination of this Agreement (unless such termination occurs as a result of Keenan's breach of this Agreement), retain the services of a Service Provider (then providing services to Employer pursuant to the Program) in connection with the Trust or the contribution and/or investment of funds designated for payment of Employer obligations under its Plans.

10. General Provisions.

a. Privacy of Employer Information. Keenan acknowledges that in the course of carrying out its duties under this Agreement, it may receive confidential information relating to Employer. Keenan agrees that neither it nor its agents will use such information beyond the purpose for which it was provided or disclose such confidential information to other parties, other than the other Service Providers, as required for Keenan and the other Service Providers to fulfill their respective responsibilities as stated in this Agreement, the Trust, and the agreements between Employer and the Trustee, except to the extent required by the Internal Revenue Service, by law, or with the consent of the Employer. Additionally, Keenan, its agents or affiliates agree to take appropriate steps to secure such confidential information from misuse or unauthorized disclosure. The obligations of this Section shall survive termination of this Agreement. Keenan further agrees that such confidential information will remain the property of Employer and Keenan will return the confidential information and all copies thereof (other than confidential copies that Keenan may be required to retain to demonstrate its performance under this Agreement) to the Employer upon request or termination of this Agreement.

b. Consent to Provide Keenan Access to Information. Employer hereby agrees that, for the purpose of allowing Keenan to perform its services under this Agreement, the Employer agrees to release to Keenan all information necessary for the actuarial study and Keenan shall have access to and receive copies of all reports, correspondence and communications sent or furnished by Trustee, Investment Advisor to or from the Employer in connection with the Program. Specifically, Keenan shall have access to Trust information on the website maintained by Trustee for the Trust. In addition, Employer agrees to provide Keenan with the most current actuarial study on file as defined by GASB 43 and 45.

c. Proprietary and Confidential Information. Employer acknowledges that it may receive certain information with respect to the business practices and records of Keenan which may be confidential in nature ("Information"). Employer agrees that such Information is proprietary and confidential and shall not be disclosed or used for any purpose other than as necessary in connection with this Agreement, unless such disclosure is required pursuant to an order of a court of competent jurisdiction, by law, or Keenan agrees in writing to such disclosure. The confidentiality and non-disclosure obligations of this Section shall survive termination of this Agreement. Employer further agrees that Information will remain the property of Keenan and to return the Information and all copies thereof to Keenan upon request or upon termination of this Agreement.

d. Insurance. Keenan shall procure and maintain to the extent available on reasonable terms the following minimum insurance coverages during the Term and shall provide certificates of insurance to Employer upon Employer's request:

Workers' Compensation. Workers' Compensation Insurance in conformance with the laws of the State of California and applicable federal laws.

Bodily Injury, Death and Property Damage Liability Insurance. General Liability Insurance (including motor vehicle operation) with a One Million Dollars (\$1,000,000) limit of liability for each occurrence and a Two Million Dollars (\$2,000,000) aggregate limit of liability.

Professional Liability Insurance. Professional Liability Insurance with a One Million Dollars (\$1,000,000) limit of liability for each occurrence and a Two Million Dollars (\$2,000,000) aggregate limit of liability.

Fidelity Insurance. Fidelity Insurance with a One Million Dollars (\$1,000,000) limit of liability for each occurrence and a Two Million Dollars (\$2,000,000) aggregate limit of liability.

e. Invalidity. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any of the other provisions of this Agreement, all of which shall remain in full force and effect.

f. Complete Agreement; Amendments. This Agreement contains the entire understanding between the parties related to the subject matter covered by this Agreement and supersedes all prior and collateral statements, proposals, presentations, communications, reports, agreements or understandings, if any, related to such matters. No modification or amendment to any provision hereof shall be binding unless in writing and signed by authorized representatives from both parties.

g. Waivers. No failure or delay in exercising any right, power or privilege under this Agreement shall be construed as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege under this Agreement.

h. Third-Party Beneficiaries. Notwithstanding any provision herein to the contrary, this Agreement is not intended and shall not be construed as creating or conferring any rights or remedies on any third parties that are not parties to this Agreement. Enforcement of any remedy for breach of this Agreement may only be pursued by the parties to this Agreement.

i. Notices. Any written notices required by the terms of this Agreement shall be sent by certified mail (or other form of guaranteed delivery) to the address of the Party given below:



Employer: the address set forth on the signature page  
Keenan: Keenan & Associates  
Attn: General Counsel  
2355 Crenshaw Blvd.  
Suite 200  
Torrance, CA 90501-3325

j. Force Majeure. Neither party shall be held responsible for the delay or failure to perform services or obligations under this Agreement when such delay or failure is due to fire, flood, epidemic, strikes, acts of God or any public enemy, unusually severe weather, failure or malfunction of any electronic, electric or mechanical equipment, legislative or regulatory acts of any public authority, delays or defaults caused by any public carriers, or other circumstances which cannot reasonably be forecast or provided against.

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

l. Assignment; Successors. This Agreement may not be assigned by either party without the prior written consent of the other party. The terms and conditions of this Agreement apply to the parties, their heirs, executors, administrators, successors, and permitted assigns.

m. Dispute Resolution. Any and all disputes that may arise out of or relate to this Agreement, other agreements or any other relationship involving Employer and Keenan (whether occurring prior to, as part of, or after the signing of this Agreement), shall first be resolved by good faith negotiations between the parties with the assistance of non-binding mediation. In the event either party determines that they are not able to resolve the dispute through negotiation and mediation, then the dispute shall be submitted to, and resolved by, final and binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon an award of the arbitrators may be entered and enforced in any court having jurisdiction. Negotiation, mediation and arbitration shall be the exclusive means of dispute resolution as between Employer and Keenan and their respective agents, employees, officers and members. Arbitration shall be before a single arbitrator in the County of Los Angeles, California. The Arbitrator shall apply California substantive law. Any party may bring an action in any court of competent jurisdiction, if necessary: (i) to compel arbitration under this arbitration provision, or (ii) to obtain preliminary or other equitable relief in support of claims to be prosecuted in arbitration, or (iii) to enter a judgment of any award rendered pursuant to such arbitration. The parties acknowledge that a breach of the provisions of this Agreement could result in irreparable harm to the other party, and therefore agree that the non-breaching party shall be entitled to seek specific performance or other equitable relief in any court of competent jurisdiction.

n. Scope of Services Rendered; Other Plans. The parties specifically agree and recognize that Keenan is a service provider to Employer and is not providing tax, accounting or legal advice to Employer. The parties understand that Employer is responsible, together with its legal counsel, for the continued qualification of the Trust in accordance with Section 115 of the Code and for operation of the Trust as required by provisions of the State Government Code and all other applicable law. Keenan shall have no responsibility whatsoever with regard to any other

qualified or non-qualified employee benefit plans maintained by Employer other than as provided in this Agreement or as in any other written agreement entered into between Keenan and the Employer. Keenan shall further have no responsibility or liability for any services provided by the Actuary, Trustee, Registered Investment Advisor or any other service provider to the Trust or Employer in connection with the Program, and shall be responsible solely for the services described herein which Keenan has agreed to provide to Employer.

o. Legal Fees. In the event of any dispute relating to this Agreement, the prevailing party shall be entitled to recover attorneys' fees and costs, including but not limited to, those incurred in resolving the dispute.

p. Construction. Any rule of construction that ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement, or any amendments or exhibits hereto.

q. Interest on Overdue Payments. All payments and invoices are due and payable upon presentation by Keenan. In the event Employer fails to pay any invoice within thirty days of presentation, Keenan shall be entitled to receive interest on such outstanding invoice from the date of presentation at the rate of (a) 1-1/2 percent per month or (b) the maximum interest rate permitted by applicable law, whichever is lower.

r. Counterparts and Facsimile Signatures. This Agreement may be executed in counterparts and by facsimile signatures, which will be effective as if original signatures. IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first written above. Each person signing this Agreement on behalf of a party represents and warrants that he or she has the necessary authority to bind such party.

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

KEENAN & ASSOCIATES

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address for Notice:  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

(Updated as of 080415)

**FUTURIS PUBLIC ENTITY INVESTMENT PROGRAM  
PROGRAM SERVICES AGREEMENT  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ADDENDUM—PERFORMANCE GUARANTEE**

This addendum amends the Futuris Public Entity Investment Program Services Agreement (“Agreement”) between Keenan & Associates (“Keenan”) and South Orange County Community College District (“Employer”).

Keenan agrees that, during the first meeting of the Retirement Board of Authority, Keenan and the Retirement Board of Authority will come to an agreement on specified delivery dates or time periods for the following:

Referral to service providers  
GASB Timeline  
Scheduling and conducting Retirement Board of Authority and other education meetings  
Substantive Plan Volume 1  
Substantive Plan Volume 2  
Substantive Plan Volume 3  
Futuris Administration Manual  
Coordination of meetings with service providers

Those specific delivery dates or time periods will be set forth in writing by completing the attached Deliverable Deadlines Form (“Form”) and signed by both Keenan and the Retirement Board of Authority.

Keenan agrees it will meet the delivery dates or time periods set forth in the completed attached Form.

At the end of the contract year, a determination will be made as to Keenan’s compliance with the delivery dates. If Keenan failed to meet a specified delivery date or time period set forth in the completed Form, Keenan will rebate to Employer 1% of its revenue for that contract year for each item whose delivery date or time period was not met. In any case, the total rebate shall not exceed 8% of Keenan’s revenue under the Agreement in any year.

Keenan will not rebate to Employer any revenue for a deadline or time period that was not met due in whole or in part to any act or omission on the part of Employer or other circumstance beyond the control of Keenan.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first written above. Each person signing this Agreement on behalf of a party represents and warrants that he or she has the necessary authority to bind such party.

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

KEENAN & ASSOCIATES

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address for Notice:  
South Orange County Community College District

**DELIVERABLE DEADLINES FORM**

<u>Deliverable</u>	<u>Date or time period</u>
Referral to service providers	_____
GASB Timeline	_____
Scheduling and conducting Retirement Board of Authority and other education meetings	_____
Substantive Plan Volume 1	_____
Substantive Plan Volume 2	_____
Substantive Plan Volume 3	_____
Futuris Administration Manual	_____
Coordination of meetings with service providers	_____

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

KEENAN & ASSOCIATES

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address for Notice:  
South Orange County Community College District

(Updated as of 080313)

**Futuris**  
**Keenan Financial Services (KFS)**  
**Fee Schedule**

Annual Fee \$1,200

**ASSET BASED FEES**

**Up to \$10,000,000**

Benefit Fund - Irrevocable		Keenan Compensation (BPS)
\$0	\$2,500,000	70
\$2,500,001	\$5,000,000	65
\$5,000,001	\$7,500,000	55
\$7,500,001	\$10,000,000	50

**ASSET BASED FEES**

**\$10,000,001 and Over**

\$10,000,001	and over	8
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**General Fund - Revocable**

General Fund - Revocable		Keenan Compensation (BPS)
\$0	\$25,000,000	25

1. Keenan fees will be based on \$40 million of assets from the first dollar invested, provided that the assets in the trust reach at least \$40 million within 6 months after the date of initial funding of the trust. If not, the above fee schedule will apply.
2. The listed Keenan Compensation is based on the accumulated assets and applies to all assets up to a total of \$10,000,000.
3. Assets greater than \$10,00,001 are charged 8 BPS .
4. Annual fees and asset based fees to be paid monthly from assets.
5. Asset based fees are in addition to mutual fund expense ratios.
6. No other fees, including 12(b)(1) and Sub-TA fees, are applied to plan assets.
7. The above fees cover all Futuris services provided by Keenan Financial Services.
8. BPS is defined as Basis Points with 1 BPS equal to .0001%.

## FUTURIS TRUST ADMINISTRATIVE SERVICES AGREEMENT

This Trust Administrative Services Agreement (“**Agreement**”), dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008, is between **Benefit Trust Company (“BTC”)** and **South Orange County Community College District (“Employer”)** with reference to the following:

**A. General Purposes.** The Employer has duly adopted resolutions authorizing the formation of a Retirement Board of Authority (the “**Retirement Board of Authority**”) with responsibility for the execution of an adoption agreement (hereinafter the “**Adoption Agreement**”, attached as “**Exhibit A**”), to establish and maintain a trust, as formally described and entitled on the Adoption Agreement to adopt the Futuris Public Entity Investment Trust (hereinafter the “**Trust**”), attached as “**Exhibit B**”, to be used by governmental and public entity employers for the funding and payment of their obligations under employee benefit plans (the “**Plan**”) that provide retiree health and other post-employment benefits (referred to as “**OPEB Liabilities**”) to eligible employees and their dependents, and for other purposes determined to be appropriate by the Employers. The Retirement Board of Authority is also authorized to appoint BTC, as trustee, and for adequate consideration, BTC otherwise agrees to perform services specified herein.

**B. Services Provided By BTC.** Upon the signing of this Agreement, BTC will have been deemed to have executed the Trust as attached hereto and during the term of this Agreement, BTC further agrees to serve as a discretionary trustee, with fiduciary oversight and authority over the operations and management of the Trust as specified therein and related to the following:

1. **Compliance.** BTC shall administer the Trust document, and any applicable documents and amendments, and contributions received from the Employer in Trust in a manner intended to comply with the requirements of Section 115 of the Internal Revenue Code (the “**Code**”), as amended, and other applicable legal guidelines, including Governmental Accounting Standards Board Statement Nos. 43 and 45 and such other embodying regulations thereunder, as well as applicable provisions of state law that govern the investment of excess funds for approved governmental purposes.
2. **Maintenance of Separate Accounts.** BTC shall establish within the Trust a fund, or funds as applicable: One separate fund, or funds, as applicable (the “**Trust Fund**”), shall hold funds irrevocably designated for the payment of retiree health and welfare benefits or other similar OPEB Liabilities, including applicable fees and expenses, as reported and impacted by applicable legal requirements, including Governmental Accounting Standards Board Statement Nos. 43 and 45. The disbursement of any monies from the Trust Fund or Funds (as defined in the Trust Agreement and referred to collectively herein as “**Accounts**”) shall only be made by BTC as provided for and in accordance with the terms of the Trust.
3. **Custodian.** BTC shall serve as the custodian, or shall have the authority to delegate the responsibility for same to a sub-custodian, as applicable, of all assets



of the Trusts, to which it shall retain responsibility for the titling and ownership (including registration of assets in nominee name, if required under applicable law) of all contributions, earnings or other assets held in the Trust. In such capacity, BTC shall receive contributions from the Employer and shall further agree to allocate all contributions to one or more Accounts as designated by the Employer, including allocation into one or more Trust Fund Accounts within three (3) business day following the later of the date such contributions were received or the date on which the BTC is notified where such funds are to be allocated. In such capacity, BTC shall hold all Trust funds in the designated Accounts and allocate any income earned thereon in the manner set forth by the terms of the Trust. If the Trustee or any sub-custodian receives any contributions or other amounts from the Employer after any applicable trading deadline or receives such contributions without any further designation of the amount or Accounts to which such amounts should be allocated, or the allocation instructions are incorrect, the Trustee shall deposit all such amounts received to the Trust Fund in a default investment vehicle established by the Trust, until the Employer's investment direction can be properly completed. If, after a period of thirty (30) days the Trustee is unable to obtain revised instructions from the Employer, the Trustee shall return all such previously-deposited amounts to the Employer, including allocated earnings therein.

4. **Investment Management and Monitoring.** BTC shall have oversight and authority to:
  - a) Appoint and monitor an investment manager (the "Investment Manager"), who shall be selected by BTC to have discretionary authority and responsibility to manage the Accounts, and shall have full investment authority and discretion, on behalf of the Accounts, to purchase, sell and trade in securities of all types, including cash and cash equivalents, in such amounts, at such prices, and in such manner as it may deem advisable, subject to applicable laws, including applicable provisions of any governing state laws or regulations, as well as this Agreement, the established Investment Policy Statement approved by the Retirement Board of Authority, and such other guidelines, policies and restrictions applicable to each Fund Account;
  - b) Assist in the preparation and establishment of a written Trust Investment Policy Statement for Retirement Board of Authority approval;
  - c) Maintain authority and access, as well as the ability to delegate the authority of same, to all Accounts and applicable transaction information to monitor the operations of the Trust and investment of the Accounts in accordance with Investment Policy Statement requirements;
  - d) After consultation with the Retirement Board of Authority, BTC shall terminate and replace the Investment Manager under circumstances and procedures outlined in the Trust and separate investment management agreement between BTC and the Investment Manager.

5. **Accounting and Reporting Transactions.** BTC shall maintain accurate records of all financial transactions in accordance with the written terms and conditions of the Trust. Unless circumstances dictate otherwise for which the Retirement Board of Authority would be duly notified, account statements will be mailed or delivered to Retirement Board of Authority no more than twenty (20) business days after the valuation period ends.
6. **Customer Service.** BTC shall provide customer service support that shall include:
  - a) **Internet Access to Accounts.** BTC shall provide the Retirement Board of Authority with secure, online, 24-hour a day, Internet access to Trust account financial information that shall include daily access to all assets held in each Fund Account, contributions received, current asset valuation information and other transactions and expenditures allocated to each fund
  - b) **Telephone Response Team.** BTC shall be available between the hours of 8 a.m. and 5 p.m. (C.S.T.), Monday through Friday, and shall further provide and maintain adequate staff, to receive telephone inquiries and respond to questions from the Retirement Board of Authority or any authorized representative of the Employer. BTC representatives will either make every reasonable effort to respond to any questions or inquiries or shall redirect such questions or inquiries to the appropriate party for further response.
  - c) **Meetings and Teleconferences.** BTC shall make itself available, on an as needed and commercially reasonable basis, to meet with or participate in applicable teleconference communication with the Employer, Retirement Board of Authority, or other appropriate representatives for informational meetings or other necessary business requirements. Any face-to-face meetings that are deemed necessary between the parties shall be arranged for a mutually agreeable time.

7. **BTC Duty of Care.** In exercising its discretionary duties and responsibilities as Trustee as otherwise set forth herein, BTC shall act in accordance with the Uniform Trust Code, as amended, including the obligation to administer the Trust as a prudent person would, by considering the purposes, terms, distribution requirements, and other circumstances of the Trust, and through exercising reasonable care, skill and caution dictated under the then-existing circumstances.

C. **Additional Services.** In addition to the services otherwise provided as referenced above, BTC shall perform other services as agreed to in advance and in writing between the parties (with such services and applicable fees being determined separately as delineated on the Fee Schedule and any Addendum attached hereto as "Exhibit C"), which may include:

- 1) Administration and processing of benefit claims from the Plan Administrator, as it relates to Trust Fund assets;

- 2) Preparation of Employer-requested reports, other than those generally provided pursuant to this Agreement;
- 3) Specialized customer service, other than the services to be provided pursuant to this Agreement;
- 4) Maintenance of other specialized Employer records beyond those specified within this Agreement; and
- 5) Such other services agreed to between the parties.

**D. Responsibilities of the Retirement Board of Authority.** During the term of this Agreement, the District and/or the Retirement Board of Authority as applicable based on binding resolution or other similar authority as communicated to the Trustee by the applicable party, will be responsible for the following Trust administration activities:

1. Execute and adopt the terms of the Trust, through signing of the Adoption Agreement, as well as adopt the Investment Policy Statement, a sample of which is attached as "Exhibit D", and provide copies of such documents to BTC and Investment Manager.
2. Facilitate any efforts and processes necessary to ensure the Plan Administrator executes applicable written agreements providing any required consent to compliance with the terms of the Trust or any other corresponding documentation.
3. Determine the amount of any annual contributions and deliver contributions and allocation instructions to BTC in a timely manner in accordance with Trust provisions and applicable state or federal regulations.
4. Hold periodic meetings of the Retirement Board of Authority, for the purpose of reviewing investment performance and compliance with Investment Policy Statement guidelines, as well as engage in annual review and analysis of any applicable modifications to the Investment Policy Statement through meetings and discussions with the Investment Manager and Trustee, as applicable.
5. Provide on a timely basis any necessary Plan participant information to BTC to include personal identification information (including social security numbers), in formats specified by the BTC, as well as all other information as required for BTC or any delegated Investment Manager to perform services under this Agreement.
6. Provide names of individuals authorized to act on behalf of the Trust in writing, including all applicable Plan Administrators and their Authorized Representatives, as well as notify BTC and the Investment Manager in writing of any changes as soon as a successor is designated.
7. BTC and any delegated Investment Manager shall be entitled to rely upon the accuracy and completeness of all information furnished to them by the Retirement

Board of Authority or by any person designated to act on behalf of the Retirement Board of Authority.

Should BTC or any delegated Investment Manager commence work at the direction of Retirement Board of Authority prior to receipt of the signed Adoption Agreement, the Retirement Board of Authority shall accept and ratify all actions taken by BTC or the Investment Manager to the extent such actions are consistent with the direction of the Retirement Board of Authority or the District, as applicable. Any errors or noncompliance that arises therefrom shall be corrected as otherwise set forth in this Agreement.

**E. Fees for Trust Administration Services.** Retirement Board of Authority will pay BTC (including applicable fees to be paid to Investment Manager by BTC) the fees and other allowable expenses set forth in the Administrative Fee Schedule Addendum attached to this Agreement as "Exhibit C". Subject to the mutual agreement between the parties, BTC and the Investment Manager retain the right to change fees for service from time to time upon 30 days written notice to Retirement Board of Authority. In the event the Retirement Board of Authority rejects a fee change by sending written notice to the Trustee prior to the date such fee change is to become effective, the current fee schedule shall remain in effect through the end of the current contract term.

**F. Responsibility for Errors: Indemnification**

1. Retirement Board of Authority will promptly notify BTC of any errors or omissions in information supplied by Employer, its agent or other representatives. In such event, BTC's sole obligation, to the exclusion of any other obligation or remedy for damage or loss, including special or consequential damages, shall be to use its reasonable efforts to correct any resulting errors in any information, records or in any reports it has prepared for Retirement Board of Authority (including filing amended returns, if required), or any other errors that have been identified by the Employer or its representatives.
2. BTC and its officers, directors, employees and other representatives (collectively referred to as a "BTC Indemnified Person") shall be fully protected and indemnified, defended and held harmless by Employer, in relying upon information, direction or instructions received from an Authorized Representative as provided in the Trust, which instructions or directions BTC reasonably believes to be authentic and issued by an Authorized Representative. Should it become necessary to perform some act hereunder and there is neither direction in the Trust nor information or instructions from the Retirement Board of Authority, the Employer on file with BTC relating thereto, and if no such information or instructions can be obtained after reasonable inquiry, BTC shall have full power and authority to act in BTC's discretion, consistent with the purposes of the Trust and its role as trustee. This indemnification will protect a BTC Indemnified Person from all losses, claims, damages, liabilities and expenses incurred (including reasonable attorneys fees and applicable court expenditures resulting from BTC's actions as described in this Section F(2)), with such costs being paid

by the Employer. In so acting or in following any instructions from an Authorized Representative, BTC or any other BTC Indemnified Person shall not be liable except to the extent that the actions of BTC or any BTC Indemnified Person constitute fraud, bad faith, willful misconduct or gross negligence.

3. BTC, as the case may be, will indemnify defend and hold harmless the Employer, the Retirement Board of Authority and their officers, directors, employees and other representatives (anyone of which is hereafter referred to as an "Employer Indemnified Party") to the full extent lawful to protect an Employer Indemnified Party from all losses, claims, damages, liabilities and expenses incurred by an Employer Indemnified Party (including reasonable fees and disbursements of counsel including applicable court expenditures) which are the result of either BTC's fraud, bad faith, willful misconduct or gross negligence.
4. BTC will correct at its own expense any errors in the records and reports prepared and attributable to their errors, but BTC shall not otherwise be responsible for special or consequential damages, nor shall it correct any such errors for which the Retirement Board of Authority has knowledge but fails to properly and timely notify BTC in compliance with applicable law.
5. In accordance with applicable legal requirements, Retirement Board of Authority will promptly notify Investment Manager after the settlement date of any errors made or allegedly made in any requested trade of which Retirement Board of Authority has knowledge. The trade will be assumed to have been effected in accordance with the original request if notification is not given within required timeframes. If a loss occurs as a result of a trade for which the Retirement Board of Authority has knowledge but fails to properly and timely notify the Investment Manager of the error, Retirement Board of Authority will indemnify Investment Manager with respect to any loss resulting from such trade.
6. Neither BTC nor Investment Manager will be liable for any loss to the Retirement Board of Authority, any Plan Administrator or its Plan participants for failure or refusal of any transfer agent or investment sponsor to act upon investment instructions, or for any loss incurred due to the inaccuracy, incompleteness, or lack of timeliness of information received from the transfer agent or investment sponsor, unless such losses are caused by the instructions provided by BTC or Investment Manager as applicable.

**G. Term**

1. (a) This Agreement shall become effective on the date stated above, and may not be terminated for a period of forty-eight (48) months following the date the Trust is initially funded unless there has been: (i) a failure to fund the Trust within twelve (12) months of the date stated above or otherwise make an agreed upon contribution and the Trustee elects to terminate the Trust, (ii) a breach of this Agreement or a failure of

either party to comply with applicable laws or regulations, and such breach or failure is not cured within a period of fifteen (15) days, (or such longer reasonable period, not to exceed sixty (60) days as may be required to effect a cure) after the date of such written notice of breach and election to terminate, or (iii) by the Employer, on thirty (30) days written notice, if both of the following conditions occur: (1) a universal healthcare system goes into effect in the State of California or the United States which expressly eliminates the Employer's obligations to pay any party for its contractual OPEB commitments, and (2) the Employer obtains a current actuarial valuation of the Trust confirming that there is no remaining OPEB liability.

(b) Notwithstanding the provisions of Section G-1(a) above, either party may terminate this Agreement on the occurrence of the following events, provided that the terminating party gives the other party ninety (90) days advance written notice for such termination:

- i. The termination of the Keenan Program Services Agreement; or
  - ii. The receipt by the District of a ruling from the IRS that the Plan and/or the Trust do not meet the requirements of the Internal Revenue Code Section 115 and/or that, as such, the earnings of the trust are not exempt from tax, and such adverse ruling is not reversed before the ninety (90) day notice period has elapsed.
2. At the end of the Agreement's initial term, the Agreement shall automatically renew for successive twelve (12) month periods unless either BTC or the Retirement Board of Authority provide the other party with at least ninety (90) calendar days' prior written notice of intent to terminate on the scheduled expiration date. The parties agree that the longer period of notice required to be provided by the terminating party is reasonable and necessary in order for the Retirement Board of Authority to transition services to a new trustee. No additional fees shall be charged by BTC with respect to the termination of its services except as provided in this Agreement. However, the non-payment of a bill does not constitute notice of termination and all fees for services performed through the date a written notice is received are due and payable to BTC. The obligation of Retirement Board of Authority to pay fees and disbursements for services performed through the date of termination and the rights and obligations of the parties under all sections will survive such termination.
3. Upon the termination of this Agreement and payment of any outstanding fees and after establishment of any necessary reserve requirements as otherwise set forth in the Trust, BTC will relinquish its trustee and custodial relationship as provided for in the Trust, as well as provide Retirement Board of Authority with copies of trust accounting records, if so requested in writing by Retirement Board of Authority, at any time within seven (7) years of the date of termination of this

Agreement. Forms, procedures, software, worksheets, checklists and other processes developed by BTC to perform the services required under this Agreement are the property of BTC and are not considered the records of the Retirement Board of Authority. A fee will be charged based on time and cost to perform any work necessary for the new trustee to take over the work performed at the request of the Retirement Board of Authority, such fee to be mutually agreed upon by the parties in advance of such work being performed.

4. The above notwithstanding, if the termination of this Agreement is the result of a dispute over fees paid, or to be paid, to the Trustee as set forth under this Agreement, in addition to the duties and responsibilities for trustee and custodial transfer as set forth above, BTC shall provide copies of all reports, records or account statements otherwise to the Retirement Board of Authority, as requested, as well as shall retain a copy of such records, reports and other information pending the resolution of any ongoing dispute regarding the fees paid, or to be paid hereunder.

#### **H. Maintenance and Confidentiality of Records**

1. **Books, Records and Employer Information.** BTC agrees to the following with respect to all Trust information, books and records and information provided by the Retirement Board of Authority to BTC:
  - a) Retention and Security of Documents and Employer Data. BTC shall maintain copies of all executed Trust related documents, including the Adoption Agreement, written directions of the Employer or Retirement Board of Authority with respect to Accounts, Plan Administrator designations authorized signatory information, and the Employer's approved Investment Policy Statement, as well as shall use commercially accepted standards in retaining, backing up, storing and recovery of any and all Employer data and other electronic documentation in a secure environment.
  - b) Safekeeping of Books and Records. BTC agrees to maintain facilities and procedures for the safekeeping of all documents, records, books, files and other materials relative to the Trust and transactions facilitated on behalf of the Employers that participate in the Trust (collectively, the "**Books and Records**"). BTC agrees to maintain such Books and Records for the duration of this Agreement and not to destroy such Books and Records without Employer's prior written consent. Employer and any applicable regulatory body shall have reasonable access during normal business hours to such Books and Records. BTC shall provide all necessary assistance in conjunction with any inspection or audit by any applicable regulatory body for no additional fees, but the reasonable out of pocket expenses incurred in connection with such inspection or audit shall be

payable at the expense of the Trust at the time such expenses are incurred in accordance with the terms of this Agreement and the Trust thereunder.

- c) Confidentiality of Employer Data. All data and information submitted by Employer to BTC in connection with this Agreement or the Trust (“**Employer Data**”) is and shall remain the exclusive proprietary information and property of the Employer and shall be considered confidential information. Employer Data shall not be (1) used by BTC other than pursuant to this Agreement or the Trust, (2) disclosed, sold, assigned, leased or otherwise provided to third parties by BTC except in connection with the provision of services to an Employer pursuant to this Agreement, unless Employer or the Retirement Board of Authority specifically authorize the release or disclosure of such information; or (3) commercially exploited by or on behalf of BTC, its employees or agents. BTC shall take such steps as shall under the circumstances be reasonable, prudent and appropriate to protect and keep confidential the Employer Data and shall inform its employees of the confidential nature of the Employer Data. BTC agrees to cause each person or entity directly or indirectly controlled by BTC and the officers, employees and agents of BTC and each such controlled person or entity to comply with the confidentiality provisions of this Agreement.
2. **Required Disclosure.** In the event that BTC becomes legally compelled to disclose any Employer Data, BTC will provide Employer with prompt written notice thereof in order for Employer to seek a protective order or other restriction on disclosure. If BTC is required to disclose information after Employer has sought such protective order or other restriction on disclosure, BTC will furnish only that portion of the Employer Data that it is legally compelled to disclose and no other. BTC agrees to regard and preserve as confidential all records and other information relative to the Trust and will not, without written authority from Retirement Board of Authority, disclose to others during the term of this Agreement or thereafter any such records or other information except as required by applicable law. However, should a court of law, governmental agency, participant/employee whether current or former (or attorney there of) request information that is otherwise legally available, BTC shall be held harmless for inadvertently and without malice disclosing such information requested. Likewise, BTC shall not be responsible for and equally held harmless for any other disclosure for which it is legally compelled to provide based on the action or inaction of the Employer, the Retirement Board of Authority or any of its representatives.
3. **Records Inspection.** BTC agrees, during the term of this Agreement, all records maintained for the Trust shall be open to inspection and audit by Retirement Board of Authority at reasonable times, and that such records shall be preserved and retained for the greater of three years after the related filing date or such other period as may be required by applicable governing regulations as in effect from



time to time. On a periodic basis, or if otherwise required in accordance with any legal requirement, BTC, shall engage an independent certified public accountant whose identity and fees are approved by the Retirement Board of Authority with such approval to not be unreasonably withheld, to audit records and information related to the Trust, with the reasonable cost of such audit to be paid for by the Trust. A copy of the report of such audit shall be furnished to the Employer, the Retirement Board of Authority and to any other parties authorized to receive such information.

**I. Other Provisions**

1. **Entire Agreement, Amendment.** This Agreement, as well as the attached Exhibits, including the Adoption Agreement, Trust, Administrative Fee Schedule and any Addendum, as well as other applicable schedules and exhibits, if any, constitute the entire agreement between the parties with respect to the administration of the Trust and supercedes all prior and contemporaneous agreements, representations and understandings of the parties. This Agreement may be amended and any provision hereof waived, but only in writing signed by the party against whom such amendment or waiver is sought to be enforced. The waiver by either party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any other subsequent breach. To the extent there is any conflict between the terms of this Agreement and the terms and conditions of the Trust, the Trust shall control any dispute arising therefrom.
2. **Responsibilities of Parties.** In carrying out their responsibilities under this Agreement, BTC and Retirement Board of Authority shall at all times be subject to the following requirements:
  - a) BTC and Retirement Board of Authority shall act in accordance with applicable laws and shall also act in compliance with the documents and instruments governing the Trust, insofar as such documents and instruments are consistent with the provisions of applicable state law and any regulations promulgated thereunder. The Retirement Board of Authority further agrees that it shall ensure it has all necessary authorities to contribute any applicable funds to the Trust and shall have all necessary authorizations to act on behalf of the Employer or the Plans to the extent necessary and in compliance with Section 7.5 of the Trust.
  - b) To the extent applicable as it relates to Trust Fund, BTC, the Investment Manager, as delegated, and Retirement Board of Authority shall act solely in the interest of the participants and their beneficiaries and for the exclusive purpose of providing benefits to participants and their beneficiaries and defraying reasonable expenses of administering the Trust.

- c) To the extent of all Trust assets held within the Accounts, BTC, the Investment Manager, as delegated, and Retirement Board of Authority shall act with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims, but shall also strictly adhere to other applicable state law requirements related to the investment of excess fund assets.
  - d) Retirement Board of Authority shall have the responsibility for selecting the investment asset allocation mixes to include in the Trust, after receiving assistance from BTC and/or Investment Manager accordingly. The Retirement Board of Authority further acknowledges that past performance is no guarantee of future performance of any investments.
3. **Force Majeure.** No party to this Agreement will be deemed to be in default for any performance, or delay, or failure to perform under this Agreement resulting, directly or indirectly, from: (a) any governmental action or inaction, labor disputes, mechanical or electrical breakdown, any failure of communication lines, telephone or other interconnect problems or unauthorized access, provided such failure (i) is not the fault of such party; or (ii) could not be reasonably controlled by such party; or (b) any natural disaster; or (c) other events beyond the reasonable control of the parties; provided, further, that such events shall not be excused to the extent they can be obviated by the implementation of BTC's Business Recovery Plan.
4. **Dispute Resolution.** This Agreement contains a pre-dispute arbitration clause. By signing an arbitration agreement the parties agree as follows:
- a) All parties to this Agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
  - b) Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
  - c) The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
  - d) The arbitrators do not have to explain the reason(s) for their award.
  - e) The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
  - f) The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
  - g) The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this Agreement.

No person shall bring a putative or certified class action to arbitration, nor seek to enforce any pre-dispute arbitration agreement against any person who has initiated in court a putative class action; or who is a member of a putative class action who has not opted out of the class with respect to any claims encompassed by the putative class action until: (i) the class certification is denied; or (ii) the class is decertified; or (iii) the customer is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this Agreement except to the extent stated herein.

With respect to controversies or disputes which may arise between you and us (including our affiliates, as well as the Investment Manager, as a third party beneficiary of this Agreement, having the right to enforce any of the parties' obligations herein) under this Agreement concerning matters involving alleged violations of the Advisers Act or applicable state investment advisory laws, it is understood that the Securities and Exchange Commission and various state securities regulatory agencies believe that an agreement to submit disputes to arbitration does not constitute a waiver of any rights provided under the Investment Advisers Act or applicable state investment advisory laws, including the right to choose a forum, whether by arbitration or adjudication, in which to seek the resolution of disputes.

**Arbitration Provision:**

Notwithstanding the preceding paragraph, you agree that any and all disputes that may arise between you and us (including our affiliates, as well as the Investment Manager, as a third-party beneficiary of this Agreement with rights to enforce any of the parties' obligations herein) concerning any transaction or the construction, performance or breach of this Agreement or any other agreement between us, whether entered into prior to, on, or subsequent to the date of this Agreement, shall first be addressed by good faith negotiations between you and us. In the event either party determines that they are not able to resolve the dispute through negotiation, then the dispute shall be determined by arbitration conducted before, and only before, an arbitration panel set up by the American Arbitration Association ("AAA") in accordance with their arbitration procedures. The parties shall attempt to agree upon one arbitrator to hear the matter. If the parties are unable to so agree, each party shall appoint one arbitrator and the two arbitrators so appointed shall in turn choose a third arbitrator. If the arbitrators chosen by the parties cannot agree on the choice of a third arbitrator within a period of 30 days after their nomination, then the third arbitrator shall be appointed by the President of the AAA. Either you or we may initiate arbitration by filing a written claim with the AAA. Any arbitration under this Agreement shall be conducted pursuant to the Federal Arbitration Act and the Laws of the State of California.

5. **Notice.** Any notice under this Agreement shall be given in writing by certified mail, return receipt requested, to the address listed below.

6. **Commencement Date.** This Trust Administrative Services Agreement shall commence as of the date first written above.

**Employer:** South Orange County Community College District  
**Address of Notice:** 28000 Marguerite Parkway  
Mission Viejo, CA 92692

**By:** \_\_\_\_\_  
(name, title)

**By:** \_\_\_\_\_  
(name, title)

**By:** \_\_\_\_\_  
(name, title)

**By:** \_\_\_\_\_  
(name, title)

**By:** \_\_\_\_\_  
(name, title)

**BTC:** Benefit Trust Company.  
**Address of Notice:** 5901 College Boulevard, Suite 100  
Overland Park, KS 66211

**By:** \_\_\_\_\_  
Scott W. Rankin, Senior Vice President

**Exhibit A**

**FUTURIS  
PUBLIC ENTITY INVESTMENT TRUST  
ADOPTION AGREEMENT**

**South Orange County Community College District** ("Employer"), through its authorized Retirement Board of Authority hereby elects to adopt the terms of the Futuris Public Entity Investment Trust, which shall be formally known as the South Orange County Community College District Futuris Public Entity Investment Trust (hereinafter referred to as the "Trust"), attached hereto and incorporated by reference, as of \_\_\_\_\_, 2008 (the "Effective Date"). The fiscal year of the Trust shall be the 12-month period beginning July 1 and ending June 30.

Unless provided otherwise in writing by the Employer in any Board Resolution or other similar written designation, the Retirement Board of Authority agrees and shall be considered as "Authorized Representatives" to act on behalf of the Employer in compliance with Section 7.5 of the Trust.

The Retirement Board of Authority further agrees to establish its applicable Investment Policy Statement, a sample of which has been provided, which shall be adhered to and administered by the Trustee in accordance with the terms of the Trust. Related to the Investment Policy Statement, the Trustee shall have the authority to cause any or all of the assets of the Trust to be commingled, if the investment and the issuance of such investment thereof would be exempt under the provisions of Sections 2(a)(36), 3(b)(1) or 3(c)(11) of the Investment Company Act of 1940 or Section 3(a)(2) of the Securities Act of 1933, with the assets of trusts created by others, causing such money to be invested as part of a common and/or collective trust fund.

IN WITNESS WHEREOF, the Retirement Board of Authority, on behalf of the Employer, each person signing this agreement represents and warrants that he or she had the authority to bind such parties and hereby adopts the Trust on the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**RETIREMENT BOARD OF AUTHORITY**

By: \_\_\_\_\_  
(name, title)

By: \_\_\_\_\_  
(name, title)

By: \_\_\_\_\_  
(name, title)

By: \_\_\_\_\_  
(name, title)

By: \_\_\_\_\_  
(name, title)

**Exhibit B**

**FUTURIS PUBLIC ENTITY INVESTMENT TRUST  
TRUST AGREEMENT**

THIS AGREEMENT, also referred to as the “Futuris Public Entity Investment Trust” (hereinafter the “Trust” or “Agreement”) is made and hereby executed by and between the organization specified on the Adoption Agreement attached hereto, a governmental or public entity employer (hereinafter “Employer”), and **Benefit Trust Company**, a Kansas Corporation as trustee and asset custodian (“Trustee”). This Agreement shall be effective as of the Effective Date set forth below.

WHEREAS, Employer desires to establish a trust to be used for the purposes of: (i) investment and disbursement of funds irrevocably designated by Employer for the payment of its obligations to eligible employees (and former employees) of Employer and their eligible dependents and beneficiaries for life, sick, hospitalization, major medical, accident, disability, dental and other similar benefits (sometimes referred to as “other post-employment benefits,” or “OPEB”), in compliance with Governmental Accounting Statement Nos. 43 and 45; and (ii) investment and disbursement of excess funds held by Employer for future use in connection with any lawful purpose of Employer, as further described herein; and

WHEREAS, Employer is a public entity, and hereby wishes to establish this Trust as an integral part of Employer’s governmental purposes, pursuant to a trust arrangement that is tax exempt under applicable guidance and procedures under Section 115 of the Code;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein, Employer and the Trustee agree as follows:

**ARTICLE I  
DEFINITIONS**

**1.1 Adoption Agreement.** “Adoption Agreement” shall mean the Adoption Agreement entered into by the Retirement Board of Authority, who has been authorized by the Employer to adopt this Trust for the purposes specified herein.

**1.2 Trust Fund.** “Trust Fund” shall mean the trust assets that are irrevocably designated by Employer for the purpose of funding designated OPEB obligations, and any applicable fees and expenses of Employer under one or more Plans adopted by Employer.

**1.3 Retirement Board of Authority.** “Retirement Board of Authority” shall mean the Retirement Board of Authority created by resolution of the governing body of Employer, consisting of one or more voting members appointed by Employer and serving at the will of Employer, having the power and authority to make all decisions required to be made for the Trust on behalf of Employer, as described in this Trust, except for any decisions of the Employer as required under this Agreement. The members of the Retirement Board of Authority may be appointed, terminated and replaced by Employer using such procedures as Employer shall

specify by resolution of its governing body, with the initial Retirement Board of Authority being designated by the Employer through board resolution or other similar means.

**1.4 Code.** "Code" shall mean the Internal Revenue Code of 1986, as amended.

**1.5 Effective Date.** "Effective Date" shall mean the Effective Date specified in the Adoption Agreement executed by Employer.

**1.6 Investment Manager.** "Investment Manager" shall mean the independent registered investment adviser appointed by the Trustee pursuant to the authority provided to the Trustee in Section 5.1 of this Agreement.

**1.7 Investment Policy Statement.** "Investment Policy Statement" shall mean the investment guidelines for the Trust Fund, as approved by the Retirement Board of Authority, and as such Investment Policy Statement may be amended from time to time. The Investment Policy Statement shall establish the investment guidelines and authority related to the investment of Trust assets by the Investment Manager, subject to the terms of the Trust.

**1.8 Participant.** "Participant" shall mean any employee or former employee of Employer, or any dependent or beneficiary of such an employee or former employee, who is or shall be entitled to OPEB liabilities thereunder.

**1.9 Plan.** "Plan" or "Plans" shall mean each plan adopted by Employer that includes or provides for the payment of OPEB liabilities to Participants in accordance with the terms of the Plan. Each Plan shall be limited to providing life, sick, hospitalization, major medical, accident, disability, dental and/or other similar benefits to Participants.

**1.10 Plan Administrator.** "Plan Administrator" shall be the person or entity designated to administer each Plan that pays benefits funded by contributions made to the Trust Fund, as set forth in each such Plan. The Plan Administrator shall have the sole authority to provide directions for withdrawal or other disbursement of funds held in the Trust Fund.

**1.11 Trust.** "Trust" shall mean the trust established by this Agreement.

**1.12 Trustee.** "Trustee" shall mean the person or entity appointed and acting as Trustee of the Trust in accordance with the terms of this Agreement. The initial Trustee of the Trust is Benefit Trust Company.

## ARTICLE II

### PURPOSE AND ESTABLISHMENT OF TRUST

**2.1 Establishment of Trust.** Employer hereby deposits with Trustee, in Trust, a sum of money or other similar consideration, which shall become the principal of the Trust, to be held, administered and disposed of by the Trustee as provided in this Trust Agreement. The principal of the Trust and any earnings thereon shall be held separate and apart from other funds of Employer and shall be used exclusively for the uses and purposes herein set forth.

**2.2 Purposes of the Trust.** The Trust shall be for the purpose of receiving, holding, investing, reinvesting and disbursing, for the benefit of the Participants in connection with assets held in the Trust Fund, the monies or property contributed to or otherwise received by the Trustee, in accordance with the provisions of this Agreement. The Trust shall consist of all reserves or monies comprising assets that may include any insurance policy assigned by Employer to the Trust, as well as any and all contributions further described under Article III below, and all cash, securities, property, and assets of whatever kind and nature, owned, held or otherwise acquired by the Trustee pursuant to the Trust, and all earnings thereon. To the extent of any assets held within the Trust Fund, no part of the principal or income of the Trust held within the Trust Fund shall be paid, or revert, to Employer, or be used in any manner other than for the exclusive benefit of the Participants in connection with the payment of OPEB obligations, including applicable fees and expenses, of Employer under the terms of the Plan, as determined by the Plan Administrator or unless provided for under Article X below. Accordingly, the Trust holds only bare legal title to the Trust Fund, and neither the Trust nor Employer own or hold any equitable interest in the Trust Fund.

### ARTICLE III CONTRIBUTIONS

**3.1 Contributions.** Employer may from time to time make contributions to the Trust, in such amounts as Employer shall determine are appropriate. Employer shall designate in writing to the Trustee at the time of each contribution the amounts to be deposited into the Trust Fund, and the Trustee shall ensure that each contribution is deposited into the fund designated by Employer. To the extent that any Plan permits contributions to be made by Participants to fund OPEB obligations, including the cost of applicable fees and expenses, of Employer, all such contributions shall be designated solely for the Trust Fund, and such contributions, along with all earnings on such Participant contributions shall be reflected as Participant contributions in all books and records maintained by the Trustee. All contributions shall be made in cash or in the form of such other property as the Trustee may from time to time deem acceptable and which shall have been delivered to the Trustee. The contributions so received, together with the income therefrom and any other increment thereon shall be held, invested, reinvested and administered by the Trustee pursuant to the terms of this Agreement. The Trustee shall not be responsible for or have any obligation related to, the timing or collection of any contribution, the allocation of any contributed amount in the case of multiple Trust Funds, or any applicable earnings of the Trust Fund, or the calculation or payment of any benefits under any Plan. For any contributions received after any trading deadline, or if the Employer fails to provide proper instructions for the allocation of any amounts to be contributed in the case of multiple Trust Funds, or such instructions are incomplete or incorrect in a manner that prevents the contributed amounts from being invested in the desired manner, the Trustee, or its designated sub-custodian, if applicable, shall deposit such amounts in the Trust Fund, to be held in a Short-Term Investment Fund (the "Default Fund"), or such other similar account comprised of cash, bank notes, corporate notes, government bills and other various short-term debt instruments that are deemed appropriate by the Trustee and/or the Investment Manager until such time as the Employer's directions can be properly completed. If, after a period of thirty (30) days the Trustee is unable to obtain revised instructions from the Employer, the Trustee shall return all such previously-deposited amounts to the Employer, including allocated earnings therein.



**3.2 Compliance with Laws.** The Trust is established and maintained solely by Employer as an integral part of its governmental purposes. The Trust is therefore intended to satisfy all requirements of the United States Department of Treasury pursuant to Section 115 of the Code. All contributions made to the Trust and the earnings thereon shall be retained in the Trust until the same shall have been fully paid out in accordance with the terms of this Agreement. Under no circumstances shall any amounts held in the Trust Fund be used for any purpose other than the payment of OPEB obligations of Employer pursuant to the terms of such Plans designated by Employer.

#### ARTICLE IV WITHDRAWALS

**4.1 Withdrawals from Trust Fund.** The Plan Administrator, or its Authorized Representative, as further described in Section 7.5 hereof, of each Plan designated by Employer for funding through the Trust Fund is the sole party authorized to withdraw or otherwise direct the Trustee to make disbursement of amounts from the Trust Fund and such amounts shall not be withdrawn except for the purpose of paying OPEB-related liabilities for eligible Plan participants, contributions made by error or mistake in accordance with Article X below, or because the applicable OPEB liability has been fully funded or resolved; any excess Trust Fund assets that remain shall be returned to the underlying Plan(s) as directed by the Plan Administrator. Under no circumstances shall any Trust Fund amount be paid to or in any way revert to the Employer directly unless the amounts contributed to the Trust Fund by the Employer were made by mistake. To the extent that there are separate accounts maintained for each Plan within the Trust Fund, each Plan Administrator is authorized only to withdraw amounts designated within the Trust Fund for funding of the Plan administered by that Plan Administrator. The Plan Administrator shall, from time to time and subject to the liquidity requirements and restrictions set forth within the Investment Policy Statement, direct the Trustee to make payments out of the Trust Fund to the persons or entities to whom such payments are authorized to be made in accordance with the terms of the Plan, in such amounts and for such purposes as are authorized under the terms of the Plan. The Trustee shall not be responsible for determining whether withdrawals made by the authorized Plan Administrator are authorized under the Plan, and shall be entitled to rely upon the determination of the authorized Plan Administrator that such withdrawals are in compliance with the terms of the Plan.

#### ARTICLE V INVESTMENT OF TRUST FUNDS

**5.1 Separate Investment Funds.** The Trust shall consist of a separate and distinct investment fund program to be known as the Trust Fund. The Trust Fund shall be held, managed, administered, valued, invested, reinvested, distributed, accounted for and otherwise dealt with, in accordance with the provisions in this Agreement. References to the Trust assets shall generally be deemed to refer to the Trust Fund.

- (a) The assets belonging to the Trust Fund shall be charged with the liabilities in respect of the Trust and all expenses, costs, charges and reserves to the Trust. Any general liabilities, expenses, costs, charges or reserves of the Trust shall be allocated and charged by the Trustee to the Trust Fund. Each allocation of liabilities, expenses, costs, charges and reserves by the Trustee shall be conclusive and binding for all purposes.
- (b) Employer may establish a separate Trust Fund for the obligations of Employer under each Plan, or may provide a single Trust Fund for all obligations of Employer under all Plans adopted by Employer. Employer may, by written direction from time to time to the Trustee, add additional separate Trust Funds or combine two or more separate Trust Funds, provided that the Plan Administrator for each Plan funded by the Trust Fund(s) shall provide its written consent to any such direction provided by Employer, with applicable liabilities, expenses, costs, charges or other reserves being allocated in the manner set forth in subsection (a) above.
- (c) A Default Fund shall be established within the Trust Fund under conditions set forth under Article III above and based on investment guidelines established within the Investment Policy Statement.

**5.2 Appointment of Investment Manager.** The Trustee shall, in the exercise of its discretion over the investment of Trust funds, appoint a primary Investment Manager, who shall have the authority to invest, reinvest, sell and hold, through a qualified custodian as required by applicable law, all assets of the Trust Fund in accordance with the guidelines established herein. Specifically, the Investment Manager shall be responsible for assisting the Trustee in developing the Investment Policy Statement for review and approval by the Retirement Board of Authority, selecting the investments and/or portfolio managers to be used to implement the investment strategies authorized by the Investment Policy Statement, as well as assisting the Retirement Board of Authority in selecting asset allocation models for the Trust Fund and reporting on the performance of investments held in the Trust. The duties of the Investment Manager shall be further specified in a written agreement to be entered into between the Trustee and the Investment Manager.

**5.3 Review and Approval of Investment Policy Statement.** The Trustee shall assist in developing an Investment Policy Statement for Employer that is consistent with applicable law, which is primarily to safeguard the principal of the funds held in the Trust, then secondarily to meet the Trust's liquidity needs and thirdly, to achieve a return on the funds held in the Trust. The Investment Policy Statement shall be reviewed and approved by the Retirement Board of Authority prior to investment of any contributions received from Employer to fund the Trust, other than temporary investments in short-term obligations of the United States government. The Investment Policy Statement shall remain in effect until amended or superseded in writing by the Retirement Board of Authority. The Investment Policy Statement shall provide for the investment of assets of the Trust Fund in a manner appropriate to satisfy the expected OPEB liabilities and liquidity requirements of each Plan funded by the Trust Fund and in compliance with the investment requirements of applicable law.

**5.4 Monitoring of Investment Manager.** The Trustee, or its designated agents or other representatives, shall be responsible for monitoring the performance of the Investment Manager to assure that investment decisions are made by the Investment Manager, and that the services provided by the Investment Manager, are in compliance with the terms of the Investment Policy Statement, the investment advisory agreement between the Trustee and the Investment Manager and applicable law. The Trustee shall further be responsible for reviewing the overall performance of the Investment Manager relative to performance goals and objectives specified in the Investment Policy Statement. The Trustee shall promptly notify Employer of any actions taken by the Investment Manager that the Trustee determines to be inconsistent with the Investment Policy Statement, the investment advisory agreement between the Investment Manager and the Trustee, or applicable law, and shall take such actions as are commercially reasonable to correct or recover from such actions as are prudent on behalf of the Trust.

**5.5 Termination and Replacement of Investment Manager.** In the event that the Trustee determines that the Investment Manager is not performing its duties in accordance with the Investment Policy Statement, the investment advisory agreement with the Trustee or applicable law, or that the Investment Manager is not satisfactorily meeting its performance goals and objectives, the Trustee shall have full discretion to terminate and replace the Investment Manager. Throughout any corresponding transition period prior to or commensurate with the selection and delegation of investment management responsibilities to a successor Investment Manager, the Trustee shall ensure that the assets of the Trust continue to be invested in the manner the Trustee deems prudent and most appropriate under the circumstances then-prevailing, as long as in compliance with the general terms and conditions of the Investment Policy Statement and applicable law.

**5.6 General Fiduciary Duties of Trustee.** In the performance of its investment related functions under this Agreement, the Trustee acknowledges that, to the extent of its role and responsibilities set forth herein, it is a fiduciary to the Trust and to Employer. The Trustee agrees that it shall act in accordance with the Uniform Trust Code, as amended, and shall act with the care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Trust and Employer, to the extent known by the Trustee, that a prudent person acting in a like capacity and familiarity with those matters would administer the Trust and use and exercise reasonable care, skill and caution, in the administration of the Trust and performance of investment related functions with respect to funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Trust and Employer. The Retirement Board of Authority shall be entitled to rely upon the actions and decisions of the in the performance of its duties under this Agreement. Subject to the foregoing duty of the Trustee, the Trustee shall not be liable for any investment losses suffered by the Trust.

## **ARTICLE VI GENERAL POWERS OF TRUSTEE**

In addition to the specific powers and duties of the Trustee set forth in Articles III, IV and V, the Trustee shall have the following powers:

- (a) to hold assets on behalf of the Trust in the name of Trustee for the benefit of the Trust;
- (b) to direct the Investment Manager or any delegated custodian, as applicable, to sell assets of the Trust to the extent necessary to allow an authorized Plan Administrator to make a withdrawal from the Trust Fund;
- (c) to arbitrate, defend, enforce, release or settle any claim of or against the Trust;
- (d) to the extent that the duty to vote proxies for securities held by the Trust is not delegated to the Investment Manager, to vote, in person or by proxy, upon all securities held by the Trust;
- (e) to the extent advised by the Investment Manager consistent with the Investment Policy Statement, to exercise, buy or sell subscription and conversion rights and participate on behalf of securities held by the Trust in reorganizations, recapitalizations, consolidations, mergers, exchanges, foreclosures, liquidations and creditors' and bondholders' agreements;
- (f) to do all such acts, take all such proceedings, and exercise all such rights and privileges, although not specifically mentioned herein, as the Trustee may deem necessary to administer the Trust, provided that such actions or proceedings are not inconsistent with the terms of this Trust;
- (g) to employ and pay from the assets of the Trust reasonable compensation to agents, investment counsel and attorneys, accountants, or other similar parties, including any person, partnership, corporation or other entity with which the Trustee may be associated, for purposes that the Trustee determines to be necessary for the administration of the Trust, as well as any other parties the Employer or Retirement Board of Authority has engaged to provide related services pursuant to a written agreement;
- (h) to withdraw from the Trust compensation and expenses payable to the Trustee in such amounts as are agreed to between Employer and the Trustee under any written administrative service agreement or other similar arrangement; and
- (i) to execute and deliver all documents and instruments necessary for the administration of the Trust on behalf of the Trust.
- (j) the Trustee may cause any or all of the assets of the Trust to be commingled, to the extent such investment and the issuance thereof would be exempt under the provisions of Sections 2(a)(36), 3(b)(1) or 3(c)(11) of the Investment Company Act of 1940 or Section 3(a)(2) of the Securities Act of 1933, with the assets of trusts created by others, causing such money to be invested as part of a common and/or collective trust fund.

## ARTICLE VII GENERAL DUTIES OF TRUSTEE

In addition to the specific powers and duties of the Trustee set forth in Articles III, IV, V and VI, the Trustee shall have the following duties:

**7.1 General.** The Trustee shall, in the performance of all of its duties on behalf of the Trust, act solely in the manner directed herein and discharge its duties hereunder with the care, skill, prudence and diligence under the circumstances that a prudent man acting in a like capacity and familiar with such matters would use in such circumstances.

**7.2 Records.** The Trustee shall keep accurate and detailed accounts and records of all investments, receipts, disbursements, and other transactions, including all separate accounts and assets contained within the Trust Fund accounts. For purposes of accounting and administration, the records of the Trust shall be maintained on a cash basis method. The Employer and/or the Retirement Board of Authority shall have the right to review and inspect all such accounts and other records relating thereto at all reasonable times, as well as to request an audit of all Trust fund activities.

**7.3 Trustee Reports.** The Trustee shall furnish to the Retirement Board of Authority quarterly reports, as well as an annual statement of account, to be delivered within thirty (30) days after the end of each quarter and within sixty (60) days after the end of each calendar year, setting forth all contributions made to the Trust, including an account of the specific Fund to which such contributions were made, all withdrawals from each Fund and all transfers from the Trust Fund. For these purposes, unless otherwise stated on the Employer's Adoption Agreement, the Employer's fiscal year shall be considered as the 12-month period beginning every July 1 to June 30 of the following year.

**7.4 Audits.** Trustee shall assist Employer with the engagement of an independent certified public accountant to audit the Trust under such time frames and parameters specified by the Employer, with the cost of such audit to be paid for by the Trust or by Employer as determined by the Employer. A copy of the report of such audit shall be furnished to Employer, Trustee and such other persons as Employer or Employer's Authorized Representative shall designate.

**7.5 Authorized Representatives.** Employer and the Plan Administrator shall inform the Trustee immediately in writing of the appointment of any Authorized Representative to whom Employer or the Plan Administrator has given authorization to direct the Trustee with respect to the Trust, or any other change in circumstances that could affect the Trustee's administration or management of the Trust. Generally, the Plan Administrator shall authorize two or more authorized signatories who may request withdrawals on behalf of the Plan Administrator and Employer shall authorize two or more authorized signatories who may request withdrawals on behalf of Employer. Subject to any requirement of proof required by the Trustee in verifying the identity of any Authorized Representatives, the Trustee may rely on such designations and follow any instructions of such Authorized Representatives, whether verbal, by facsimile or in writing as though they were Employer's, or the Plan Administrator's instructions, as applicable, and the Trustee's business record entry of any directions by any of them shall be conclusive proof of the giving of such directions. Unless the Employer or Plan Administrator specifically

directs otherwise, in the absence of any formal notification of any other individuals who shall be authorized to act on behalf of the Employer or Plan Administrator, the Trustee may accept direction from any duly appointed member of the Retirement Board of Authority. Any transactions initiated by the Trustee before receiving actual notice of any change with respect to (a) such Authorized Representative(s) or their authority, or (b) the termination of the Trust, shall be valid and binding on Employer, the Plan Administrator, or their successors and assigns, and the Trust.

**7.6 Fiduciary Bonds.** Trustee shall provide to Employer evidence of a bond, surety or security, as maintained by the Trustee, for any employee of the Trustee who works with or on behalf of Trustee in carrying out its duties and responsibilities related to the Trust.

**7.7 Compliance with Laws.** The Trustee shall administer the Trust and all assets invested hereunder at all times in conformity with all applicable provisions of state and federal law, including specific application of the California Government Code.

## ARTICLE VIII

### LIABILITIES AND IMMUNITIES

**8.1 Immunity of Employer, Trustee or Other Fiduciaries.** Except as otherwise provided by controlling law, neither the establishment of the Trust created hereunder nor any modification hereof nor the creation of any fund or account or the payment of any benefits shall be construed as giving to any employee of Employer or any beneficiary hereunder any legal or equitable right against Employer, any officer, director, employee or agent of Employer, or against the Trustee or any fiduciary, except as provided in this Agreement.

**8.2 Indemnification of Trustee.** The Trustee shall be fully protected and indemnified by Employer and the Plan Administrator, in reliance upon information, direction or instructions received from an authorized party as provided in this Trust, which instructions or directions the Trustee reasonably believes to be authentic and issued by an authorized party. Should it become necessary to perform some act hereunder and there is neither direction in this Trust Agreement nor information nor instructions from Employer or Plan Administrator on file with the Trustee relating thereto, and if no such information or instructions can be obtained after reasonable inquiry, the Trustee shall have full power and authority to act in the Trustee' discretion, consistent with the purposes of this Trust. In so acting or in following any instructions from an authorized party, the Trustee shall not be liable except to the extent that the actions of the Trustee constitute fraud, bad faith, willful misconduct or gross negligence.

## ARTICLE IX

### RESIGNATION, REMOVAL AND SUCCESSION OF TRUSTEE

The Retirement Board of Authority may remove the Trustee, and the Trustee may resign as Trustee of the Trust, with proper notice and under time frames and criteria established through a separate administrative service agreement, or other similar agreement, between the Retirement Board of Authority and the Trustee, or absent the signing of such an agreement, at any time in

the Retirement Board of Authority's discretion with or without cause, upon sixty (60) days' prior written notice to the other party. Upon the resignation or removal of the Trustee, the Retirement Board of Authority shall appoint a successor Trustee who shall have the same powers and duties as those conferred upon the Trustee hereunder. Upon acceptance of such appointment by the successor Trustee, the Trustee shall assign, transfer, and pay over to such successor Trustee the funds and properties then constituting the assets of the Trust. No successor Trustee shall be subject to any liability or responsibility with respect to any act or omission of any prior Trustee.

## ARTICLE X CORRECTION OF ERRORS

**10.1 Mistake.** Any mistake in any payment or in any direction, certificate, notice or other document furnished or issued by Employer or by the Trustee in connection herewith may be corrected when the mistake becomes known, and Employer may direct any adjustment or action that it deems practicable under the circumstances to remedy the mistake. The above notwithstanding, the Trustee must be properly notified of any mistakes or other correction requests within prescribed periods and time limitations as prescribed under applicable law.

**10.2 Refund of Contribution Made to the Trust Fund.** No contribution made to the Trust Fund may be refunded to Employer unless a contribution was made:

- (a) Because of a mistake of fact; or
- (b) Conditioned upon a continued favorable Internal Revenue Service ruling and such favorable ruling is revoked or not obtained.

Any refund or other return of contributions under subsection 10.2(a) must be made within one (1) year from the date the contribution was made and, any refund or return of contributions under subsections 10.2(b) must be made within one (1) year from the date of disallowance of tax qualification.

## ARTICLE XI AMENDMENT AND TERMINATION

**11.1 Trust Amendments.** This Agreement may be amended at any time, in whole or in part, by the Employer, or other designated agent(s) as set forth by the Employer in writing. No such amendment shall have the effect of diverting any portion of the Trust Fund for purposes other than the funding of OPEB liabilities for which the amounts held in the Trust Fund has been irrevocably designated for the exclusive benefit of the Participants. Furthermore, no amendment shall be made or approved by the Employer that adds to or increases the Trustee's duties or responsibilities without its prior written approval or consent.

**11.2 Termination of Trust.** This Agreement may be terminated at any time by the Employer, or other designated agent(s) as set forth by the Employer in writing, and subject to applicable termination provisions of the administrative service agreement with the Trustee or as otherwise

required under applicable law. Upon such termination, the assets of the Trust Fund shall continue to be held in the Trust until the authorized Plan Administrator directs the Trustee to pay such amounts in accordance with Section 4.1 of the Trust, less any applicable reserving requirements as specified below. In making such payments, the Trustee may reserve from the assets in the Trust such amount as it shall reasonably deem necessary to provide for any sums chargeable against the Trust for which the Trustee may be liable, or for payment of expenses in connection with the settlement of its accounts and the termination of this Agreement as may be mutually agreed in writing by the parties.

## ARTICLE XII MISCELLANEOUS

**12.1 Protection Against Creditors.** No amounts held in the Trust Fund shall be subject in any way to alienation, sale, transfer, assignment, pledge, attachment, garnishment, execution or encumbrance of any kind on account of creditors of Employer, and any attempt to accomplish the same shall be void. All assets held in the Trust Fund are held in trust irrevocably for the sole benefit of the eligible beneficiaries of each Plan funded by the Trust Fund, and neither this Trust nor Employer has any equitable or reversionary interest in the Trust Fund or the assets held in the Trust Fund. Employer is not a beneficiary of the Trust nor the Trust Fund. None of the benefits, payments, proceeds or claims of any eligible beneficiary of a Plan shall be subject to any creditors and, in particular, the same shall not be subject to attachment or garnishment or other legal process by any creditor, nor shall any such beneficiary have the right to alienate, anticipate, commute, pledge, encumber or assign any of the benefits or payments or proceeds which such beneficiary may except to receive, contingently or otherwise, under this Trust or as otherwise required under applicable law.

**12.2 Employment Not Affected.** The terms of employment of any employee of Employer shall not be affected in any way by the Trust nor shall this Trust be construed in any way so as to guarantee or extend the employment of any employee of Employer.

**12.3 Construction of Trust.** This Trust shall be construed and enforced according to the laws of the state of California, including applicable provisions of the California Government Code, and in accordance with applicable provisions of the Code. To the extent the terms of the Trust are in conflict with the provisions of any other agreement between the parties, the terms of the Trust shall control.

**12.4 Internal Revenue Service Determination.** The Trustee may submit this Agreement to the Internal Revenue Service for a determination of its status as a tax exempt trust under Section 115 of the Code.

**12.5 Severable Provisions.** If any provision of this Trust shall be held illegal or invalid for any reason, such determination shall not affect the remaining provisions of the Trust.

**12.6 Headings.** The headings of this Trust are for convenience only and are not substantive terms of the Trust.

**12.7 Singular and Plural.** Whenever the singular of any term is used in this Agreement, it shall refer to the plural of such as appropriate under the circumstances.



**12.8 Notices.** Notices to any party under this Agreement shall be provided to such persons and at such addresses as are specified in the Administrative Services Agreement between Employer and the Trustee.

**12.9 Arbitration of Disputes.** This Agreement contains a pre-dispute arbitration clause and the parties agree as follows:

- a) All parties to this Agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- b) Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- c) The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- d) The arbitrators do not have to explain the reason(s) for their award.
- e) The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- f) The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- g) The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this Agreement.

No person shall bring a putative or certified class action to arbitration, nor seek to enforce any pre-dispute arbitration agreement against any person who has initiated in court a putative class action; or who is a member of a putative class action who has not opted out of the class with respect to any claims encompassed by the putative class action until: (i) the class certification is denied; or (ii) the class is decertified; or (iii) the customer is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this Agreement except to the extent stated herein.

With respect to controversies or disputes which may arise between each party (including any affiliates, as well as the Investment Manager, as a third party beneficiary of this Agreement, having the right to enforce any of the parties' obligations herein) under this Agreement concerning matters involving alleged violations of the Advisers Act or applicable state investment advisory laws, it is understood that the Securities and Exchange Commission and various state securities regulatory agencies believe that an agreement to submit disputes to arbitration does not constitute a waiver of any rights provided under the Investment Advisers Act or applicable state investment advisory laws, including the right to choose a forum, whether by arbitration or adjudication, in which to seek the resolution of disputes.

**Arbitration Provision:**

Notwithstanding the preceding paragraph, all parties agree that any and all disputes that may arise between each party (including any affiliates, as well as the Investment Manager, as a third-

party beneficiary of this Agreement with rights to enforce any of the parties' obligations herein) concerning any transaction or the construction, performance or breach of this Agreement or any other agreement between the parties, whether entered into prior to, on, or subsequent to the date of this Agreement, shall first be addressed by good faith negotiations between each party. In the event either party determines that they are not able to resolve the dispute through negotiation, then the dispute shall be determined by arbitration conducted before, and only before, an arbitration panel set up by the American Arbitration Association ("AAA") in accordance with their arbitration procedures. The parties shall attempt to agree upon one arbitrator to hear the matter. If the parties are unable to so agree, each party shall appoint one arbitrator and the two arbitrators so appointed shall in turn choose a third arbitrator. If the arbitrators chosen by the parties cannot agree on the choice of a third arbitrator within a period of 30 days after their nomination, then the third arbitrator shall be appointed by the President of the AAA. Either party may initiate arbitration by filing a written claim with the AAA. Any arbitration under this Agreement shall be conducted pursuant to the Federal Arbitration Act and the Laws of the State of California.

**12.10 Binding Effect of Adoption Agreement.** This Agreement shall be binding upon Trustee, Employer and the Plan Administrator, as applicable, upon execution and delivery by the Retirement Board of Authority to Trustee of a duly signed Adoption Agreement, together with copies of authorizing resolutions of Employer and its governing authority thereof.

**Exhibit C**

**Fee Schedule and Service Addendum**

Trustee, Custodial and Communication Services – Benefit Trust Company shall be compensated for assumption of fiduciary responsibility, custodial services and for performing communication and other non-investment related services, as specified in the Service Agreement, as follows:

Base Annual Fee \$750

Asset Based Trustee Fee For 6 months following the initial funding date:  
0.16% (16 basis points) per annum on the value of the assets held in trust. Relationship Based Discounts as prescribed below will apply for amounts in excess of \$50,000,000.

Thereafter: 0.20% (20 basis points) per annum on the value of the assets held in trust. Relationship Based Discounts as prescribed below will apply.

Asset based fees will be assessed monthly. At the discretion of the Retirement Board of Authority, fees will be billed or collected from the Trust.

Relationship Based Discount Based upon the value of the accounts held in the Trust, a reduction in the asset based fee will be available to reduce the trustee fee and applied as follows (with such fee assessments to beginning in the immediately following month in which such asset volumes are accumulated):

<u>Total Assets in Trust</u>	<u>Asset Based Fee</u>
>\$10,000,000	0.18% (18 basis points)
>\$25,000,000	0.16% (16 basis points)
>\$50,000,000	0.12% (12 basis points)
>\$75,000,000	As negotiated, but in no event greater than 0.12%

Additional trustee and/or custodial services may be provided as further specified below:

Services

Applicable Fee

N/A

Investment Management Fee: 0.14% (14 basis points) per annum on the value of the assets held in trust. Asset based fees will be assessed monthly. At the discretion of the Retirement Board of Authority, fees will be billed or collected from the trust.

**Exhibit D**

**SAMPLE INVESTMENT POLICY STATEMENT**

**South Orange County Community College District**

The purpose of this Investment Policy Statement is to establish a comprehensive strategy for the acceptance and accumulation of invested assets under the **Futuris Public Entity Investment Trust** (the "**Trust**"), which has been adopted for use by **South Orange County Community College District** (the "**Employer**") for, among other things, to assist the Employer in meeting applicable funding requirements for the payment of future retiree health and welfare obligations and other post-employment benefit obligations (generally referred to as "**OPEB Liability**"), but may also be used to fund other purposes related to excess funds of the Employer as allowable under applicable law.

This Investment Policy Statement shall be consistent with the governing law, including the Internal Revenue Code of 1986 as amended from time to time (the "**Code**"), applicable provisions of Governmental Accounting Standards Board Statement Nos. 43 and 45, California laws, including applicable provisions of the California Government Code.

**TRUST FUNDING STATEMENT**

The purpose of the Trust is to provide a uniform method of investing contributions and earnings of all contributed amounts between funds deposited within the Trust Fund, as such term is defined within the Trust. The Trust shall be funded primarily by irrevocable contributions made by the Employer, but may also include other contributions made by any Participant as determined necessary and appropriate under applicable circumstances and in compliance with underlying legal requirements. These contributions shall be remitted to the Trust on a discretionary basis, as determined by and through the direction of the Employer, or such delegated Trust.

**RETIREMENT BOARD OF AUTHORITY**

The Retirement Board of Authority (the "**BOA**") is directly responsible for the implementation and oversight of this Investment Policy Statement. This responsibility includes the selection and ongoing evaluation of investments and/or investment managers in accordance with applicable laws and regulations. However, these investment responsibilities may be delegated to an authorized third-party trustee. In this case, the BOA has appointed Benefit Trust Company ("**BTC**") as Discretionary Trustee and Trust Fund custodian, who may further designate and delegate any corresponding Investment Manager responsibilities as set forth below. On behalf of the Trust, and as approved by the BOA, BTC shall administer the assets of the Trust in such a manner that the investments are:

- Prudent; in consideration of the stated purpose of the Trust, any underlying Plan and in accordance with Article 16, Section 17 of the California Constitution creating a Retirement System, and California Government Code Sections 53620 through 53622,

- as applicable;
- Diversified; among a broad range of investment alternatives;
- Permitted; in accordance with the terms of the Trust, any applicable Plan document and in accordance with California Government Code Sections 53620 through 53622 and other applicable requirements;
- Selected; for the exclusive benefit of the Plan participants as it relates to the funding of retiree health and welfare benefits, or as otherwise deemed appropriate for the purposes set forth by the Trust.

The above notwithstanding, the BOA retains the responsibility to oversee the management of the Trust, including BTC's, or any successor trustee's, requirement that investments and assets held within the Trust continually adhere to the requirements of California Government Code.

### **INVESTMENT OBJECTIVES**

The Trust authorizes the use of a broad range of investment choices that have distinctly different risk and return characteristics. In general, assets held in the Trust Fund will be for the primary purpose of meeting present and future OPEB Liability obligations and may be invested in accordance with California Government Code Sections 53600 through 53622 that subject to applicable legal requirements may provide greater latitude to increase purchasing power and capital growth potential if deemed prudent to do so.

Though investment responsibilities are delegated to the Trustee, the BOA determines the target return that is applicable for this Trust as it relates to those assets held in the Trust Fund. Attachment A of this Investment Policy details the target return selected by the BOA. The target return may be modified from time to time by amending the Appendix. Related to the investments and the holding of investments themselves, the Trustee may cause any or all of the assets of the Trust to be commingled, to the extent such investment and the issuance thereof would be exempt under the provisions of Sections 2(a)(36), 3(b)(1) or 3(c)(11) of the Investment Company Act of 1940 or Section 3(a)(2) of the Securities Act of 1933, with the assets of trusts created by others, causing such money to be invested as part of a common and/or collective trust fund.

### **PERIODIC ANALYSIS AND EVALUATION**

The BOA and/or its designees shall periodically meet with the Trustee to review investment performance reports that analyze the performance of the managers selected in each market sector that take into consideration:

- adherence to applicable legal constraints on investment prudence;
- consistency and adherence to stated investment management style and discipline;
- risk adjusted performance relative to managers with similar style;
- long-term investment performance relative to appropriate benchmarks; and
- changes in investment personnel managing the portfolio

**ETHICS AND CONFLICT OF INTEREST**

Officers, employees, and agents involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions. Officers, employees, and agents involved in the investment process shall abide by the California Government Code Section 1090 et seq. and the California Political Reform Act (California Government Code Section 81000 et seq.)

**AMENDMENT**

The BOA shall have the right to amend this Policy, in whole or in part, at any time and from time to time.

**ADOPTION**

The BOA hereby adopts the provisions of this Investment Policy Statement as of this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**By:** \_\_\_\_\_  
(name, title)

**By:** \_\_\_\_\_  
(name, title)

**By:** \_\_\_\_\_  
(name, title)

**By:** \_\_\_\_\_  
(name, title)

**By:** \_\_\_\_\_  
(name, title)

### **APPENDIX A: Target Return**

Subject to the ability of the Retirement Board of Authority and Trustee to deviate from these guidelines as set forth under the heading "Investment Objectives" in the Statement, the Board of Authority has determined after due consideration to the time horizon of the trust, trust liquidity needs, and the District's risk tolerance and capacity for risk, that the Trust Fund shall be invested with the objective of achieving a target net return of \_\_\_\_\_% in order to meet the Plan's actuarial assumption (as determined by Retirement Board of Authority's Actuarial Consultant), as well as an additional \_\_\_\_\_% to cover the costs of trust administration, GASB 43 and GASB 45 compliance.

In accordance with Article 16 Section 17 of the California Constitution creating a retirement system and California Government Code sections 53620 through 53622, the Retirement Board of Authority has the authority to invest or reinvest funds intended for the payment of employee retiree health benefits under a prudent investor standard and shall diversify investments so as to minimize the risk of loss and to maximize the rate of return. The Trustee shall establish investment portfolios on a discretionary basis to meet the diverse needs of the Trust and its applicable purposes. Applicable provisions and requirements of, in particular, the California Government Code (specifically provisions under Sections 53216.1, 53216.5 and 53216.6, as applicable) shall be examined before selecting the investment portfolios to achieve the targets stated above.

The Trustee shall manage the Trust investments on a discretionary basis such that the total allocation among various investment styles, capitalizations, fund managers and securities is established and re-balanced from time-to-time so as to meet the Trust's overall target return objectives with the least amount of risk. The Trust assets shall not be invested in any proprietary investment vehicles of the Trustee or any of its affiliates or advisors.

#### **Equity Investments**

The purpose of the aggregate equity allocation within the Trust is to provide a total return consisting primarily of appreciation, with dividend income a secondary consideration. In order to maximize return opportunity while minimizing risk, the Trustee shall, in its discretion, allocate the Trust's equity allocation among a diverse group of equity fund managers, taking into consideration such factors as investment style (value, growth, international, etc.) as well as the capitalization (large, mid, small, etc.) of the investment.

Permitted equity investments shall include:

- Publicly traded common stocks listed on a major United States stock exchange, including stocks traded through the NASDAQ Stock Market;
- American Depository Receipts ("ADRs");
- SEC-registered open-end mutual funds and Bank, Insurance Company or Trust Company commingled funds which invest primarily in stocks and other instruments which are allowable securities under these policies and objectives;

- Closed-end SEC-registered mutual funds which invest primarily in stocks and other instruments which are allowable securities under these policies and objectives; and
- Exchange Traded Funds (“ETFs”) which invest primarily in stocks and other instruments which are allowable securities under these policies and objectives.

In managing the equity portfolio, the Trustee shall not do any of the following:

- buy equity securities on margin;
- short-sell equity securities;
- buy or sell futures contracts in any form, except that the Trustee is authorized to buy or sell such contracts specifically for purposes of, and only for purposes of, a hedge against portfolio loss;
- buy or sell put or call options on stocks, indexes or futures contracts;
- buy or sell foreign securities not registered through an SEC filing or not denominated in U.S. dollars; or
- buy or sell any securities which are not publicly traded.

In addition, not more than 5% of the Trust assets shall be invested in any single equity security nor shall the Trust assets be invested 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 Trust assets invested in a single diversified mutual fund.

Both an investment fund manager’s performance and the performance of individual securities, if purchased, will be compared to the following benchmarks based upon the particular investment style and capitalization range:

Large Capitalization Core:	S&P 500
Large Capitalization Value:	Russell 1000 Value
Large Capitalization Growth:	Russell 1000 Growth
Mid Capitalization Value/Growth:	Russell Midcap
Small Capitalization Growth/Value:	Russell 2000
International:	MSCI EAFE

The Trustee shall pay particular attention to rolling 1, 3 and 5 year time frames as well as shorter periods should the situation warrant. In addition, the Trustee shall measure and compare the exposure to risk of the Trust’s equity portfolio with benchmarks appropriate for the investment style and capitalization range of each such investment.

### **Fixed Income Investments**

The purpose of the aggregate fixed income allocation within the Trust is to provide a total return consisting of income and appreciation, while preserving capital by investing in a diversified portfolio of high quality fixed income securities. The investment objective of the fixed income portfolio is to achieve a total return commensurate with the overall bond market as measured by the Lehman 1-5 year bond index, with attention given to rolling 1, 3 and 5 year time frames as



well as shorter periods should the situation warrant. In addition, the Trustee shall measure and compare the exposure to risk of the Trust's fixed income portfolio with benchmarks appropriate for the investment style and capitalization range of each such investment.

Permitted securities shall include:

- 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. and carry a minimum BBB rating;
- Certificates of Deposit issued by banks or savings and loans of sound financial condition under FDIC management, with never more than \$100,000 (including interest) in any single institution;
- Money market funds and money market instruments of an investment grade commonly held in money market funds such as repurchase agreements, banker's acceptances, commercial paper, etc.
- SEC-registered open-end mutual funds and Bank, Insurance Company and Trust Company commingled funds which invest primarily in bonds and other instruments which are allowable securities under these policies and objectives;
- Closed-end SEC registered mutual funds which invest primarily in bonds and other instruments which are allowable securities under these policies and objectives;
- Exchange Traded Funds ("ETFs") which invest primarily in bonds and other instruments which are allowable securities under these policies and objectives;
- "Yankee Bonds", i.e. foreign government bonds or corporate bonds of foreign companies, issued in U.S. dollar denominations, and offered through registration and filing with the SEC and carry a minimum BBB rating;
- Securities backed by pools of consumer or corporate receivables other than mortgages ("Asset-backed Securities"), provided that these securities have been registered with the SEC for public offering and that they meet the requirements of these policies and objectives and carry a minimum BBB rating; and
- U.S. Agency mortgage-backed pass-through securities.

In managing the fixed income portion of the Trust assets, the Trustee shall not do any of the following:

- buy fixed income securities on margin;
- short-sell fixed income securities;
- buy or sell futures contracts in any form, except that the Trustee is authorized to buy or sell such contracts specifically for purposes of, and only for purposes of, a hedge

- against portfolio loss;
- buy or sell put or call options on bonds, indexes or futures contracts;
- buy or sell foreign securities not registered through an SEC filing or not denominated in U.S. dollars; or
- buy or sell any securities which are not publicly traded except U.S. Government or agency-backed mortgages.

In addition, not more than 5% of the Trust assets shall be invested in any single debt security nor shall the Trust assets be invested 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 Trust assets invested in a single diversified mutual fund, nor does the limitation apply to 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.

### **Use of Mutual Funds**

The Retirement Board of Authority envisions that the Trustee will invest predominantly in open and closed-end mutual funds. The Board recognizes that the limitations and restrictions set forth in this Statement cannot be imposed on the managers of such mutual funds and that mutual funds held by the Trust may be managed outside of the requirements of this Statement. Nonetheless, the Trustee shall seek to identify mutual funds that comply as closely as possible to these guidelines and shall diligently monitor for prompt removal and replacement of those that do not.

### **Performance Review**

In the execution of its fiduciary responsibilities, the Trustee shall review, on a regular basis, the performance of the various investments and fund managers employed by the Trust to determine if assets are being properly managed according to the stated objectives and policies set forth in the Trust Agreement and in this Statement. The Trustee shall view performance and investment risk on the basis of a full 3 to 5-year market cycle, though the stated objectives and policies of the Trustee may result in the prompt sale of a security or dismissal of a fund manager based upon shorter term results. In addition, any deviation or change in the structure, management or investment style of any fund manager employed shall precipitate a review by the Trustee to determine whether or not that manager should be retained.

### **Change of Target Return**

The Retirement Board of Authority may, from time to time, discuss with Trustee the need to change target investment returns for the trust as conditions or characteristics of the Trust, or applicable Fund requirements change. In the event a change is made, a new Appendix A will be adopted by the Retirement Board of Authority to reflect the change.

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Award of Bid: Fine Arts Restroom Expansion

**ACTION:** Approval

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### **BACKGROUND**

On September 25, 2006, the Board of Trustees approved \$1,942,000.00 from basic aid to fund the construction of a new restroom building for the school of fine arts. On January 16, 2007, the Board of Trustees approved increasing the project funding by \$600,000.00 to address accessibility issues. On March 24, 2008, the Board tabled award of the construction contract to JRH construction after Great West Contractors expressed a concern with the bid evaluation process.

Bids were opened on February 27, 2008. The apparent low bidder was Great West Contractors, Inc. of Anaheim, CA. Their bid was protested by JRH Construction and Weeger Brothers, Inc. The district deemed Great West Contractors, Inc. non-responsive.

The Board requested additional information and a review of the binder presented by Great West Contractors.

### **STATUS**

Both the architect and district legal counsel have reviewed the binder and found only one page of new information enclosed. This document is located in section four (4) of the binder and is a copy of the subcontractor's proposal to Golden West indicating they will "Supply and install roofing systems as per plan, specifications and manufacturers recommendations". The subcontractor is not certified to install the listed roofing product and no equal or substitute product was provided prior to bid or at the time of bid opening as required by the contract. The remainder of the binder contains copies of the contract documents and correspondence between the district and Great West, all previously reviewed.

Further project delay may cause the McKinney theater improvement to be delayed by a year to allow for the careful programming coordination necessary in this area. The lowest bid meeting all specifications was submitted by JRH Construction of Tustin, California, in the amount of \$1,860,975.00, EXHIBIT A. Staff, the architect and legal council have reviewed the bid and recommend approval.

Funds are available in the approved basic aid project budget which is \$2,542,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 1071 to construct Fine Arts Restroom Expansion at Saddleback College to JRH Construction for the amount of \$1,860, 975.00 and approve the related agreement, EXHIBIT B.

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

**BID NO. 1071  
FINE ARTS RESTROOM EXPANSION  
SADDLEBACK COLLEGE**

**MARCH 24, 2008**

<b><u>VENDORS</u></b>	<b><u>AMOUNT</u></b>
<b>GREAT WEST CONTRACTORS, IN Anaheim, CA</b>	<b>\$ 1,767,000</b>
<b>* JRH CONSTRUCTION Tustin, CA</b>	<b>1,860,975</b>
<b>CONSTRUCT 1 Tustin, CA</b>	<b>1,861,608</b>
<b>WEEGER BROS. INC. Huntington Beach, CA</b>	<b>1,867,900</b>
<b>HORIZON CCI, INC. Tonawanda, NY</b>	<b>1,967,000</b>
<b>RANDALL CONSTRUCTION, INC. SAN DIEGO, CA</b>	<b>2,004,000</b>
<b>4 CON ENGINEERING, INC. Riverside, CA</b>	<b>2,120,000</b>
<b>G-2000 CONSTRUCTION, INC. Agoura Hills, CA</b>	<b>2,348,000</b>
<b>* RECOMMENDED AWARD</b>	

## AGREEMENT

THIS AGREEMENT, dated the 25<sup>th</sup> day of March, 2008, in the County of Orange, State of California, is by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, (hereinafter referred to as "DISTRICT" ), and JRH CONSTRUCTION COMPANY, INC., 1185 Warner Avenue, Tustin, California 92780, (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:

**BID NO. 1071  
FINE ARTS RESTROOM EXPANSION  
AT SADDLEBACK COLLEGE**

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, Noncollusion Affidavit, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Criminal Records Check 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 One Million Eight Hundred Sixty Seven Thousand Nine Hundred Seventy Five and No/100 Dollars (\$1,860,975.00).

4. The work shall be commenced on or before the fifth (5th) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within three hundred (240) 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 One Thousand Dollars (\$1,000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

6. Termination for Cause or Nonappropriation. 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 nonappropriation 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. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

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 \$1,000,000.00

and

Subject to the same limit for each  
person on account of one accident,  
in an amount not less than \$1,000,000.00

Property Damage Insurance  
in an amount not less than \$1,000,000.00

Course of Construction  
Insurance without exclusion  
or limitation in an  
amount not less than \$1,000,000.00

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

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 California, and that John R. Hundley, Jr., whose title is President, is authorized to act for and bind the corporation.

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

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

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

DISTRICT

CONTRACTOR

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Gary Poertner  
Print Name

\_\_\_\_\_  
Print Name

Deputy Chancellor  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Enrollment Growth and Retention for Registered Nursing Programs

**ACTION:** Approval

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**BACKGROUND**

The California Legislation passed Senate Bill 1309 which allocates funds for Associate Degree Nursing Programs in the State of California to increase student enrollments. This increased enrollment would help alleviate the nursing shortage by increasing the number of nurses available for employment.

**STATUS**

The California Community Colleges Chancellor's Office has allocated funds to participate in the Associate Degree Nursing Programs to expand the Saddleback College Nursing program by a minimum of 11 students over a two-year period. Saddleback College will receive \$186,800 in 2008-2009 and \$369,200 in 2009-2010 for a total of \$556,000. The purpose of the augmentation funds is to increase the retention of students enrolled in the ADN RN programs and, ultimately, increase the number of licensed nurses. The funds are to be used to plan, develop and begin the implementation of a retention program. The funds will be used to fund skills lab equipment, assessment testing, and resources/services. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends the Board of Trustees approve to accept the California Community College Chancellor's Office allocated funds for a total amount of \$556,000 to Saddleback College to participate in the Associate Degree programs to expand the program by a minimum of 11 students over a two-year period.

Item Submitted By: *Dr. Richard McCullough, President*

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** Saddleback College: Stadium

**ACTION:** Approval

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### **BACKGROUND**

The concept for renovating the on-campus stadium has been a topic on the Saddleback College campus for many years. There is renewed interest in raising funds through the Saddleback College Foundation by seeking donations from interested parties and the general community for the renovation project.

### **STATUS**

The Saddleback College Foundation Executive Board approved the stadium renovation concept at their regular Executive Board Meeting held on February 28, 2008 and the Saddleback College Foundation General Board approved the stadium renovation concept on April 24, 2008. The Saddleback College Kinesiology, P.E. and Athletics Division has previously approved the stadium renovation project to be completed in a series of phases to the final completed stadium complex. The Saddleback College Facilities Master Plan Campus Project Priority List, approved by the SOCCCD Board of Trustees in March, 2006, shows the stadium renovation project as occurring during the 2011-2015 time period. Total estimate for Phase 1 is \$3,245,880; total estimate for Phase 2 is \$2,777,280; approximate total for Phases 1 & 2 is \$6,000,000.

### **APPROVAL**

The Chancellor recommends that the Board of Trustees approve the concept of the Saddleback College Stadium renovation project to support the Saddleback College Foundation raising funds for the project.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.5**  
**DATE: 04/28/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

---

**BACKGROUND**

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

**STATUS**

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

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

**RECOMMENDATION**

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

**C. 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 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Bertot, Cathey	Chair, Emeritus Institute/IVC	\$ 3,183.30	02/21/08-05/22/08
Skaff, Penny	Director, Elem. Grants/SC	3,950.00	01/12/08-05/22/08
Theurer, Bernadette	Develop CDC Materials/SC	1,591.65	03/24/08-05/22/08

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

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Clark, Kate	Career Tech Ed Rsrh/Rev/IVC	\$5,500.00	12/01/07-06/30/08
Gleason, Linda	Student Success Activities/SC	5,200.00	05/23/08-06/23/08
Hagen, Gerard	Guest Musician, Foundation/SC	275.00	01/28/08-02/09/08
Hughes, Luther	Guest Musician, Foundation/SC	300.00	01/28/08-02/09/08
Johnson, Paul	Guest Musician, Foundation/SC	200.00	01/28/08-02/09/08
Millovich, June	Dir, Child Devt Educ Grant/SC	8,600.00	02/01/08-04/30/08
Millovich, June	Admin. Teachers Prep Pipeline/SC	4,500.00	01/14/08-04/30/08
Myers, Charlie	Admin. Child Dev Educ Grant/SC	2,500.00	02/01/08-05/31/08
Nin, Orlantha	Admin. Child Dev Educ Grant/SC	1,500.00	02/01/08-04/30/08
Pinter, Gerald	Guest Musician, Foundation/SC	300.00	01/28/08-02/09/08
Rosenn, Tristen	Guest Musician, Foundation/SC	275.00	01/28/08-02/09/08
Stout, Ronald	Guest Musician, Foundation/SC	850.00	01/28/08-03/26/08
Tamialis, Barbara	Admin. Child Dev Educ Grant/SC	6,150.00	02/01/08-05/31/08

**E. LEAVE OF ABSENCE**

1. WHITE COOPER, SUSAN, ID #7885, Instructor, Child Development and Educational Studies, has been granted an extension of medical leave of absence with benefits through August 31, 2008.

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

1. BRUMMEL, WILLIAM, ID #2471, PE Instructor/Mens Basketball Coach, Pos #1490, Division of Physical Education and Athletics, Saddleback College, resignation effective May 22, 2008, and retirement effective May 23, 2008. (Permanent start date: August 18, 1980)

**ATTACHMENT 1**

NAME: MICHAEL CASSENS

POSITION: PSYCHOLOGY INSTRUCTOR  
IRVINE VALLEY COLLEGE  
FULL TIME, TENURE TRACK

EDUCATION:

M.A. Psychology  
University of California; Riverside

B.A. Psychology  
California State University, Fullerton

EXPERIENCE:

Mr. Cassens is currently a part-time instructor for Irvine Valley College, where he began his assignment in January 2006. He has also worked as a part-time instructor for Orange Coast College in Costa Mesa from August 2006 to February 2008; at Fullerton College as a part-time instructor from January 2007 to February 2008; and at Saddleback College from January 2006 to December 2007.

PUBLICATIONS AND PRESENTATIONS:

- Perkins, D., Cozby, P. C., Cassens, M. R., & Eddy, R. M. (2002). An evaluation of a required computer-applications course for psychology majors. *Psychological Reports* 90, 439-445.
- Howell, R. T., Howell, C. J., & Cassens, M. R. (2006, January). *Models of Happiness: The Role of Personality Traits and Daily Experience in Understanding Life Satisfaction*. Poster presented at the annual meeting of the Society for Personality and Social Psychology, Palm Springs, CA.
- Cassens, M. R., Ozer, D. J., Howell, R. T., Wagerman, S. A., & Sanchez, V. (2005, January). *Linking Goals and Behavior: A Multi-Method Comparison*. Poster presented at the annual meeting of the Society for Personality and Social Psychology, New Orleans, LA.
- Wagerman, S. A., Cassens, M. R., & Ozer, D. J. (2005, January). *Conscientiousness and Academic Achievement: Don't Accentuate the Positive, Just Eliminate the Negative*. Poster presented at the annual meeting of the Society for Personality and Social Psychology, New Orleans, LA.
- Sanchez, V., Ozer, D. J., Howell, R. T., & Cassens, M. R. (2005, January). *Academic Success in Relation to Personality and Motivation*. Poster presented at the annual meeting of the Society for Personality and Social Psychology, New Orleans, LA.
- Lippa, R. A. & Cassens, M. R. (2001, May). *Finger-length, Gender, and Sexual Orientation*. Poster presented at the annual meeting of the Western Psychological Association, Maui, HI.
- Cassens, M. R. & Perkins, D. (2001, May). *Assessing the Effectiveness of a Computer Course for Psychology Majors*. Poster presented at the annual meeting of the Western Psychological Association, Maui, HI.

FELLOWSHIPS AND AWARDS:

- Chancellors Distinguished Fellowship, University of California, Riverside Awarded 2002 – 2005
- Outstanding Teaching Assistant Award 2004 – 2005, University of California, Riverside Graduate Division
- Nominated for 2008 Teacher of the Year, Fullerton College (Award Pending)

**ATTACHMENT 2**

NAME: KERRY CRABB

POSITION: PHYSICAL EDUCATION/KINESIOLOGY INSTRUCTOR  
SADDLEBACK COLLEGE  
FULL TIME, TENURE TRACK

EDUCATION:

M.A. Physical Education  
Azusa Pacific University

B.A. Chemistry  
California State University, Chico

EXPERIENCE:

Mr. Crabb is currently a Teacher/Athletic Director/Coach at Cypress High School in Cypress, California, where he began his assignment in April 1997. He has also been employed at Saddleback College as a part-time instructor, Football Coach since August 2005. He has also worked as a part-time instructor at Cypress College from July 1997 to April 2002 and at Mission Viejo High School from August 1994 to April 1997.

ORGANIZATIONAL AFFILIATIONS:

- National Strength and Conditioning Association
- Southern California Football Coaches Association
- American Football Coaches Association
- Orange County Athletic Directors Association
- California State Athletic Directors Association

**ATTACHMENT 3**

NAME: KIM d'ARCY

POSITION: LEARNING DISABILITY SPECIALIST  
SADDLEBACK COLLEGE  
FULL TIME, TENURE TRACK

EDUCATION:

Ph.D. Clinical Psychology  
Argosy University, CA

B.A. Psychology  
Minor Spanish  
University of Arizona, Tucson, AZ

EXPERIENCE:

Ms. d'Arcy is currently employed as an Adjunct Faculty, Learning Disability Specialist at Saddleback College, beginning September 2007. She has also been employed as a Adjunct Faculty, Learning Disability Specialist for Cerritos College, Cerritos, California from August, 2007 through present, and as a Psychology Intern for Santa Ana College, Santa Ana, California from August 2006 through August 2007. Ms. d'Arcy has worked as a Psychotherapist for Golden West College, Huntington Beach, California from February 1, 2006 through May 1, 2006; a Therapist/Intern for West County Counseling, Huntington Beach, California from August 1, 2005 through August 1, 2006; and a Psycho-diagnostic Intern for Western Youth Services, Laguna Hills, California from August 1, 2004 through August 1, 2005. She has also served in leadership roles for CAPED Ad Hoc Committee on Learning Disability Internships from 2008 to present; Argosy University, Orange County Student Advisory Council as Student Representative for the Clinical Psychology Department from 2005 through 2006; and Argosy University, Orange County Clinical Psychology Student Association serving as President, 2005-2006, Cohort Representative, 2004-2005, and Community Outreach Committee Chair, 2005-2006.

CERTIFICATES AND MEMBERSHIPS:

- California Community College Learning Disability Specialist Certification, 2007-Current
- California Association for Postsecondary Education and Disability, 2008-Current
- American Psychological Association, 2007-Current
- California Psychological Association, 2007-Current
- Orange County Psychological Association, 2006-Current



**ATTACHMENT 4**

NAME: MAUREEN K. SMITH

POSITION: GEOGRAPHY INSTRUCTOR  
SADDLEBACK COLLEGE  
FULL TIME, TENURE TRACK

EDUCATION:

M.A. Geography  
California State University Long Beach, CA

B.A. Geography  
University of North Carolina - Chapel Hill, NC

EXPERIENCE:

Ms. Smith has been employed since August, 2007, as a full-time professor at San Bernardino Valley College, teaching Physical Geography and laboratory, and Cultural Geography. She has also taught one or more of the following subjects: Physical Geography and Laboratory, World Regional Geography, Cultural Geography, and Physical Ecology Laboratory, as an adjunct faculty for El Camino College, Torrance, CA, 2006-2007; Saddleback College, 2005-2007; Golden West College, Costa Mesa, CA, 2005-2007; Santa Ana College, Santa Ana, CA, 2007; Glendale College, Glendale, CA, 2005-2006; Cerritos College, Cerritos, CA, 2004-2006. Ms. Smith served her internship as a Teaching Assistant, Physical Geography at Orange Coast College, Costa Mesa, CA in the Summer 2004. She also worked for California State University, Long Beach, CA as GIS Lab Technician from September 2003 through 2005, and as a Teaching Assistant for World Regional Geography in the Fall, 2003; GIS Analyst, Earth Science Associates (ESA), Long Beach, CA from March 2004 through August 2004; and Transportation Planner, Chicago Area Transportation Study (CATS), Chicago, IL from September 2001 through July 2003.

AFFILIATIONS AND MEMBERSHIPS:

- Association of American Geographers (AAG)
- Association of Pacific Coast Geographers (APCG)
- California Geographical Society (CGS)
- Building Relationships in the Departments of Geography and Environmental Science (BRIDGES)
- Phi Kappa Phi – Graduate Honor Society
- Supporting Women in Geography (SWIG)
- Geography Student Association (GSA)

PUBLICATIONS

- "Human Factors in the Adoption of Geographic Information Systems into Sports Marketing" Masters thesis, December 2005
- "Analysis of Absolute Change in Carpool and Vanpool Numbers from 1990 to 2000 in Northeastern Illinois", a CATS working paper.

**ATTACHMENT 5**

NAME: JIM V. ZOVAL

POSITION: CHEMISTRY INSTRUCTOR  
SADDLEBACK COLLEGE  
FULL TIME, TENURE TRACK

EDUCATION:

Ph.D. Chemistry  
University of California, Irvine, CA

B.A. Chemistry  
University of California, Irvine, CA

EXPERIENCE:

Mr. Zoval has been employed as a part-time adjunct faculty since February, 2007, teaching Introductory Chemistry, and General Chemistry at Santiago Canyon College, Orange, CA; September, 2007 teaching Introduction to General, Organic and Biochemistry at Orange Coast College, Orange, CA; and September 2007 teaching General High School Chemistry at Tesoro High School, Mission Viejo, CA. He also taught Introductory Chemistry, General Chemistry, Organic Chemistry and Biochemistry from September 1995 through July 1998 at Golden West College, Huntington Beach, CA. Mr. Zoval has also been employed part-time as a Specialist IV for the University of California from November, 2002; full-time as Senior Project Engineer for Nanogen, Inc., San Diego, CA. from March, 2000 through September, 2002; full-time as Senior Manager for Burstein Technologies, Irvine, CA.; and full-time as Chemist/Research Scientist for Lightsense Corporation, Laguna Hills, CA. from September, 1996 through July 1, 1998. He also was a Graduate Teaching Assistant/Research Chemist for the University of California, Irvine, CA. from September 1990 through July, 1996.

RECENT PUBLICATIONS

- Guanyao Jia , Jonathan Siegrist, Chengwu Denga, Jim V. Zoval, Gale Stewart, Regis Peytavi, Ann Huletsky, Michel G. Bergeron, Marc J. Madou, A Low-Cost, Disposable Card for Rapid Polymerase Chain Reaction, Colloids Surf. B: Biointerfaces Special Edition, (2007), in press.
- Nahui Kim, Catherine M. Dempsey, Jim V. Zoval, Ji-Ying Sze, Marc J. Madou, Automated microfluidic compact disc (CD) cultivation system of *Caenorhabditis elegans*, Sensors and Actuators B, 122 (2007) 511–518.
- Han-Kuan A Tsai, Kuo-Sheng Ma, Chong Wang, Han Xu, Chunlei Wang, Jim Zoval, Lawrence Kulinsky and Marc Madou, Development of integrated protection for a miniaturized drug delivery system, Smart Mater. Struct. 16, 2007, S295-S299.

PATENTS

Zoval J.V.; Kido, H.; Virtanen J.A. Optical Biodiscs with Reflective Layers U.S. Patent Application No. 09/999,274; J. V. Zoval, DEVICE AND METHODS FOR PROCESSING SAMPLES AND DETECTING ANALYTES OF LOW CONCENTRATION, International Application No. PCT/US2005/00092, 2005; H. Kido, J. V. Zoval, M. Madou, J. Kim, G. Jia, Microfluidic Device for Liquids, WO Patent WO/2006/099,042, 2006; Zoval J.V.; Kido, H.; Virtanen J.A. Novel Optical Methods for CD Imaging U. S. Patent No. 999274, November 15, 2001; Werner, Martina Elisabeth, Valencia, Ramon Magpantay, Virtanen, Jorma Antero, Zoval, Jim Vincent, Surface assembly for immobilizing DNA capture probes and bead-based assay including optical bio-discs and methods relating thereto U.S. Patent No. 035836, December 21, 2001.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.6  
DATE: 04/28/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

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

**A. NEW PERSONNEL APPOINTMENTS**

**1. CLASSIFIED EMPLOYMENT**

- A. AVRAM, NICUSOR, is to be employed as Custodian, Pos #1746, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective March 19, 2008. This is a replacement position for Ramon Montiel, who was given a change in status.
- B. DORRI, ALI, is to be employed as Laboratory Technician, Lariat, Pos #3362, Division of Liberal Arts and Learning Resources, Saddleback College, Classified Bargaining Unit Salary Range 122, Step 1, 40 hours per week, 10 months per year, effective March 31, 2008. This is a replacement position for Ted Martin, who resigned.
- C. FIGUEIRA, PAUL, is to be employed as Plumber, Pos #3127, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Range 128, Step 2, 40 hours per week, 12 months per year, effective March 17, 2008. This is a replacement position for Michael Scott Payne, who resigned.
- D. HOLMES, BRITTNEY, is to be employed as Administrative Assistant, Pos #3538, Office of Instruction, Saddleback College, Classified Bargaining Unit Salary Range 121, Step 1, 40 hours per week, 12 months per year, effective March 31, 2008. This is a replacement position for Sharon Yost, who retired.
- E. OSZ, HELEN, is to be employed as Administrative Assistant, Pos #3124, Payroll, Office of Business Services, District, Classified Bargaining Unit Salary Range 121, Step 1, 25 hours per week, 12 months per year, effective April 1, 2008. This is a replacement position for Trish Fain, who was given a change in status.
- F. PIFER, DON, is to be employed as Night Custodian, Pos #1404, Office of Physical Plant, Irvine Valley College, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, effective April 21, 2008. This is a replacement position for Rodrigo Hernandez, who resigned.
- G. RICKETTS, LURDES, is to be employed as Senior Health Office Assistant, Pos #2820, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Range 124, Step 1, 40 hours per week, 12 months per year, effective April 14, 2008. This is a replacement position for Mary Suto, who resigned.
- H. VAN DER LINDE, NATASHA, is to be employed as Health Center Nurse, Pos #3346, Office of Student Services, Saddleback College, Classified Bargaining Unit Salary Range 135, Step 1, 40 hours per week, 12 months per year, effective March 26, 2008. This is a replacement position for Michael Luft, who resigned.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Granados Gomez, Rafael	Groundskeeper/SC	118/1	03/27/2008
Hillius, Ann	Sr. Admin. Asst./SC	127/1	03/14/2008
Keyton, Kimberly	Lab. Tech., Life & Phys. Sci./IVC	122/1	03/27/2008
<sup>1</sup> Looney, Cameron	Groundskeeper/SC	118/1	03/05/2008
Watts, London	Custodian/IVC	113/1	03/04/2008
Weary, Jaquain	Custodian/IVC	113/1	03/27/2008

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** 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>
Aydt, Rita	Theater Aide/SC	\$ 10.50	04/15/08-06/30/08
Belot, Nicole	Clerk, Short-Term/SC	12.00	04/01/08-06/30/08
Brown, Gloria	Project Specialist/SC	16.00	04/01/08-06/30/08
Brown, Megan	Theater Aide/SC	9.00	03/15/08-06/30/08
Buehler, Jason	Project Specialist/SC	16.00	05/12/08-06/30/08
Burks, Cecelia	Project Specialist/SC	16.00	03/06/08-06/30/08
Cappello, Galina	Clerk, Short-Term/IVC	10.00	03/27/08-06/30/08
Carlin, Timothy	Theater Aide/IVC	10.00	02/21/08-06/30/08
Carr, Delores Megan	Project Specialist/SC	14.00	03/27/08-06/30/08
Coon, Ryan	Theater Aide/SC	9.50	03/15/08-06/30/08
Dantanarayana, Preethi	Clerk, Short-Term/IVC	9.50	04/14/08-06/30/08
Escalante, Mario	Project Specialist/SC	12.50	03/01/08-06/30/08
Garber, Shaylene	Theater Aide/SC	9.50	03/15/08-06/30/08
Good, Pauline	Theater Aide/SC	10.50	04/15/08-06/30/08
Gross, Rachel	Theater Aide/SC	9.50	03/15/08-06/30/08
Jarema, Veronica	Theater Aide/SC	9.50	03/15/08-06/30/08
Kidder, Elsie	Project Specialist/SC	16.00	03/13/08-06/30/08
Kristjanson, Johann	Project Specialist/SC	16.00	04/01/08-06/30/08
Kulick, August	Coaching Aide/SC	15.00	01/22/08-06/30/08
Kwok, Anne	Project Specialist/SC	16.00	03/06/08-06/30/08
Liedholm, Christopher	Theater Aide/SC	10.00	03/27/08-06/30/08
Marquez, Melissa	Theater Aide/SC	9.00	03/15/08-06/30/08
Matthews, Jamie Ann	Theater Aide/SC	9.00	04/15/08-06/30/08
Orellana, Marina	Project Specialist/SC	10.50	03/01/08-06/30/08

<sup>1</sup> Son of Michael Looney, Police Officer/SC

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** 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>
Price, Kay	Theater Aide/SC	10.50	04/15/08-06/30/08
Richards, Dustin	Project Specialist/SC	10.50	03/01/08-06/30/08
Stanley, Keith	Theater Aide/SC	9.00	04/15/08-06/30/08
Thomas, Charlie	Project Specialist/SC	10.50	03/01/08-06/30/08
Tomlinson, Warren	Project Specialist/SC	16.00	04/01/08-06/30/08
Webb, Rebecka	Theater Aide/SC	12.00	03/13/08-06/30/08

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 **2007/2008** academic year.

<u>Name</u>	<u>Start/End Date</u>
Bates, Karla	03/15/08-06/30/08
Gonzalez, Deyanira	04/02/08-06/30/08
Hogan, Jacklyn	03/18/08-06/30/08
Meier, Lane	03/27/08-06/30/08
Shah, Ashish	03/06/08-06/30/08
Terbeek, Ehren	04/04/08-06/30/08

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 **2007/2008** 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>
Gilman, Bruce	Tutor/SC	\$ 2500.00/cs	03/13/08-06/30/08
Jones, Brian	Model/IVC	22.00/hr	03/01/08-06/30/08
Kelly, Eric	Cert. Test Proctor/IVC	12.00/hr	03/13/08-06/30/08
Nethery, Betty	Comm. Ed./IVC	2500.00/cs	03/06/08-06/30/08
Polidoro, Alfred	Tutor/SC	8.50/hr	03/18/08-06/30/08

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

1. **MEDIA AND MARKETING SPECIALIST**, Pos #3360, Public Affairs and Intergovernmental Relations, Office of the Chancellor, District, seeks authorization to eliminate this full-time position, Classified Bargaining Unit Salary Range 137, 40 hours per week, 12 months per year, from its staff, effective May 5, 2008. (Position approved by the Board of Trustees, July 24, 2006)
2. **STAGE/SET CARPENTER**, Pos #3440, Division of Fine Arts, Saddleback College, seeks authorization to eliminate this full-time position, Classified Bargaining Unit Salary Range 128, 40 hours per week, 12 months per year, from its staff, effective April 29, 2008. (Position approved by the Board of Trustees, February 27, 2005)

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

1. ACCOUNTING SYSTEMS SPECIALIST, Classified Bargaining Unit Salary Range 132, Office of Fiscal Services, Saddleback College, seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year to its staff, effective April 29, 2008. (Job Description, Attachment 1)
2. GROUNDSKEEPER, Classified Bargaining Unit Salary Range 118, Office of Facilities and Maintenance, Saddleback College, seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year to its staff, effective April 29, 2008. (Job Description, Attachment 2)
3. MEDIA AND MARKETING SPECIALIST, Classified Bargaining Unit Salary Range 137, Office of the President, Irvine Valley College seeks authorization to establish a full-time position, 40 hours per week, 12 months per year to its staff, effective May 5, 2008. (Job Description, Attachment 3)
4. NETWORK SYSTEMS TECHNICIAN II, Classified Bargaining Unit Salary Range 134, Office of Technology and Learning Services, District, seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year to its staff, effective April 29, 2008. (Job Description, Attachment 4)
5. NETWORK SYSTEMS TECHNICIAN III, Classified Bargaining Unit Salary Range 138, Office of Technology and Learning Services, District, seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year to its staff, effective April 29, 2008. (Job Description, Attachment 5)
6. PUBLIC AFFAIRS ASSOCIATE, Classified Management Salary Range 01, Public Affairs and Intergovernmental Relations, Office of the Chancellor, District, seeks authorization to establish and announce a full-time position, 40 hours per week, 12 months per year to its staff, effective April 29, 2008. (Job Description, Attachment 6)
7. SENIOR LABORATORY TECHNICIAN, THEATER ARTS/CARPENTRY, Classified Bargaining Unit Salary Range 130, Division of Fine Arts, Saddleback College, seeks authorization to establish a full-time position, 40 hours per week, 12 months per year to its staff, effective April 29, 2008. (Job Description, Attachment 9)

**D. AUTHORIZATION TO CHANGE CLASSIFIED POSITION JOB DESCRIPTIONS**

1. The Division of Fine Arts, Saddleback College, seeks authorization to change job descriptions for the following Classified Bargaining Unit positions:
  - a. Costume-Makeup Designer (Job Description, Attachment 7)
  - b. Lighting and Sound Designer (Job Description, Attachment 8)
  - c. Technical Director/Scenic Designer (Job Description, Attachment 10)
  - d. Theater Production Manager (Job Description, Attachment 11)

**E. CHANGE OF STATUS – Continued**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - A. COLLINS, HUGH, ID #4831, Stage/Set Carpenter, Classified Bargaining Unit Salary Range 128, Step 6, 40 hours per week, 12 months per year, Division of Fine Arts, Saddleback College, is to be reclassified to Senior Laboratory Technician-Theater Arts/Carpentry, Classified Bargaining Unit Salary Range 130, Step 5, 40 hours per week, 12 months per year, Division of Fine Arts, Saddleback College. This change in status is contingent upon the approval of Item C7 of this Agenda.
  - B. KORI GARNER, ID #14632, Media and Marketing Specialist, Classified Bargaining Unit Salary Range 137, Step 3, 40 hours per week, 12 months per year, Public Affairs and Intergovernmental Relations, Office of the Chancellor, District, is to be transferred to the position of Media and Marketing Specialist, Classified Bargaining Unit Salary Range 137, Step 3, 40 hours per week, 12 months per year, Public Information and Marketing, Office of the President, Irvine Valley College, per Article 13.6.2 of the CSEA Contract, effective May 5, 2008. This change in status is contingent upon the approval of Item C3 of this Agenda.
  - C. INCIONG, DENICE, ID #13680, Research and Planning Analyst, Pos #3419, Office of College Technology, Classified Bargaining Unit Salary Range 137, Step 4, Saddleback College, is to be given a change of status to District Director of Research and Planning, Pos #3834, Office of Technology and Learning Services, District, Classified Management Salary Range 09, Step 1, 40 hours per week, 12 months per year, effective April 22, 2008. This is a replacement position for Scott Simpson, who resigned.

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

1. BRITAIN, PHILIP, ID #14940, Facilities and Maintenance Operations Manager, Office of Physical Plant, Irvine Valley College, Pos #3144, resignation effective June 30, 2008, and retirement effective July 1, 2008. Payment is authorized for any compensated time off. (Permanent start date: July 10, 2006)
4. FERNANDEZ, KATHY, ID #5309, Administrative Assistant, Physical Education and Athletics, Saddleback College, Pos #3630, conclusion of employment effective April 11, 2008. Employee shall be placed on a 39 month re-employment list in accordance with Education Code 88195. Payment is authorized for any compensated time off. (Permanent start date: January 26, 1993)
5. GRACIA, MARCELA, ID #8005, Child Development Specialist, Children's Center, Irvine Valley College, Pos #3298, conclusion of employment effective November 25, 2007, and retirement effective November 26, 2007. Employee shall be placed on a 39 month re-employment list in accordance with Education Code 88192. Payment is authorized for any compensated time off. (Permanent start date: September 17, 1996)
6. KELLY, CLOYCE, ID #1498, Police Officer, Office of Safety and Security, Saddleback College, Pos #2579, resignation effective April 30, 2008, and retirement effective May 1, 2008. Payment is authorized for any compensated time off. (Permanent start date: November 10, 1987)
7. LEATH, TED, ID #15375, Applications Specialist III, Office of Information Technology, District, Pos #3651, resignation effective June 30, 2008. Payment is authorized for any compensated time off. (Permanent start date February 14, 2007)



**G. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2007/2008 academic year.

Community Education, Saddleback College

Brown, Michael

Counseling Services and Special Programs, Saddleback College

Tucker, Ph.D, Murl

Fine Arts, Saddleback College

Bremer, Laura	Copley, Cari	Curran, Mollie
Curran, Rosie	Dellerba, Karen	Dickmann, Kaitlin
Dickmann, Patricia	Frey, Austin	Gopen, Johnathan
Meador, Chelsea	Stamos, Alexia	Stamos, Stephanie
Stamos, Suzanne		

Innovative Technology Center, Saddleback College

Hamilton, Russell

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Balbas, Yasaman	Borujerdpur, Arash	Manning, Andrea
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Mathematics, Sciences and Engineering, Saddleback College

Badir, Patrick	Bridgeford, William	Butcher, Jon
Homan, Jeffrey	Rizzo, Tamara	Ronstadt, Joe
Schneider, Victor	Schulte, Steven	Vaccher, Robert
Zigan, Katrina		

Veterans Office, Fiscal Services, Saddleback College

Holiman, Heather	Reed, Daquet	Schulte, Steven
Shukla, Srimayi	Terbeek, Ehren	

Fine Arts, Irvine Valley College

Dimick, Katie	Marsh, Emily
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Health Sciences, Physical Education and Athletics, Irvine Valley College

Bartczak, Brian	Ly, Toua
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Learning Center, Student Services, Irvine Valley College

Isshi, Ayako	Ho, Naoko	Kobashi, Makiko
Shichi, Mami	Spector, Iris	Poureshandiari, Shahram
Torres, Esperanza		

Life Sciences, Irvine Valley College

Carter, Beth	Hollier, Ryan	Preston, David
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Physical Sciences and Technology, Irvine Valley College

Nguyen, Nga

**ATTACHMENT 1**

South Orange County Community College District  
**ACCOUNTING SYSTEMS SPECIALIST –Classified Bargaining Unit Salary Range 132**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under supervision from the Accounting Manager or direction from the Director of Business Services, provides technical expertise to District management and staff in the operation, capabilities and enhancement of the District's automated accounting system; provides technical training and work direction to other accounting personnel as assigned; and performs technical and complex accounting duties in the preparation, maintenance and review of financial records, accounts and reports to ensure accuracy and conformance to established procedures.

**DISTINGUISHING CHARACTERISTICS**

Positions in this classification are distinguished from the Accounting Technician series by extensive knowledge of the capabilities, operation, enhancements and limitations of automated accounting systems. This position also requires specialized subject matter expertise in the most complex technical and clerical accounting functions.

**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. Coordinate resources and resolve complex systems problems through research, analysis and consultation with users, technical staff and managers; maintain, verify, review and monitor processing of accounting information; train and update managers and staff regarding changes and requirements.
2. Perform specialized duties related to the District's automated accounting system; assess needs and analyze system capabilities; confer with computer programmers and other technical staff regarding system enhancements; test and evaluate results and new features.
3. Provide technical assistance to District and college administrators in developing the budget, accounting documents and reports in the business system; recommend and assist in development of policies and procedures.
4. Perform technical and complex accounting and auditing work in the preparation, maintenance and review of complex financial and accounting records, accounts, reports and ledgers; audit accounts as necessary to ensure proper internal controls; reconcile and balance assigned accounts and bank statements; prepare and process various documents involved in financial transactions including invoices, requisitions and purchase orders; ensure compliance with applicable rules, regulations, policies and procedures.
5. Review financial documents and computer printouts to ensure accuracy and completeness of information; make corrections and adjustments as necessary.
6. Coordinate communication and accounting activities with other college/district department management and staff, governmental and private agencies and vendors.

South Orange County Community College District  
Page 2 - Accounting Systems Specialist

7. Provide information to district/college management and staff regarding various records, budgets, accounts and programs; answer questions and resolve problems related to assigned program or accounting function.
8. Review and reconcile fund balance; compile data and prepare and assist in the preparation of regular and special reports.
9. Operate a variety of office equipment and machines such as computer terminal, copier and calculator.
10. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Operation of computerized accounting systems and software in a large, complex organization.

Capabilities and limitations of automated accounting systems.

Needs assessment skills and problem-solving techniques used in identifying and developing computer system enhancements.

Accounting and auditing principles, practices and procedures.

Applicable sections of State Education Code and other laws.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Basic principles and practices of budget preparation and administration.

Principles and practices of financial record keeping.

Principles of lead supervision and training.

Mathematical principles.

Oral and written communication skills.

Ability to:

Use and apply specialized knowledge of automated accounting systems and processes to assess accounting system needs.

Analyze system capabilities and confer with appropriate staff regarding system enhancements; test and evaluate results and new features.

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of District or campus financial records, accounts and reports.

Ensure compliance with applicable rules, regulations, policies and procedures.

Interpret, apply and explain rules, regulations, policies and procedures.

Audit, review, analyze and reconcile accounting and budget fiscal reports.

Maintain complex financial records.

Provide technical training, expertise and assistance to District administrators, managers and staff regarding the operation and capabilities of the automated accounting system.

Operate a variety of office equipment and machines such as computer terminal, copier and calculator.

Make arithmetic calculations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Communicate clearly and concisely, both orally and in writing.

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

South Orange County Community College District  
Page 3 - Accounting Systems Specialist

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in accounting, finance, business administration or a related field.

Experience:

Four years of increasingly responsible clerical and technical accounting experience including extensive involvement in the operation and development of automated accounting systems and software.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005  
Board of Trustees Approved – February 27, 2006

## ATTACHMENT 2

### South Orange County Community College District **GROUNDSKEEPER** – Classified Bargaining Unit Salary Range 118

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

#### SUMMARY DESCRIPTION

Under general supervision from higher level supervisory and/or management staff, performs a variety of semi-skilled and skilled duties in the development, maintenance and repair of landscaped areas, athletic fields, and related facilities and open spaces of a community college campus; assists in the maintenance and repair of irrigation systems; operates and maintains a variety of hand and power tools and equipment; and performs a variety of general maintenance work relative to assigned area of responsibility.

May receive functional supervision, technical training and work direction from a higher-level groundskeeper.

#### DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Groundskeeper series. Employees within this class are distinguished from the Grounds Specialist in that the latter has primary responsibility for specialized duties including the installation, maintenance, and repair of irrigation systems. This class is distinguished from the Lead Groundskeeper in that the latter position serves as a lead worker over lower level groundskeeping staff. Employees at the Groundskeeper level are fully aware of the operating procedures and policies of the work unit.

#### 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.

Participate in a variety of landscape maintenance duties including watering, mowing, weeding, trimming, edging, renovating and fertilizing lawns. Participate in planting, watering and maintaining landscaped areas consisting of bushes, trees, flowers and shrubs; re-seed, plant and maintain new grass and plants; trim and prune bushes, trees and shrubs; stake trees as necessary. Rake leaves and/or clear debris from walks, fields, courts, parking lots and other open areas using a blower; load, remove and dispose of trimmings and cuttings; pick-up trash; empty trash receptacles and transport rubbish to the local landfill. Safely apply herbicides, fungicides and pesticides according to established rules and procedures; maintain records of fertilizers and chemicals used. Participate in preparing, maintaining and painting athletic fields for a variety of sporting events. Operate a variety of heavy equipment and other maintenance equipment such as dump trucks, backhoes, front loaders, and power tools such as mowers, edgers and blowers; ensure adherence to established safety procedures. Perform preventative maintenance to vehicles, equipment, and tools; make minor adjustments and repairs; report the need for major repairs and maintenance. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Utilize proper safety precautions related to all work performed. Assist in the maintenance and repair of the District's irrigation system; change and adjust heads; maintain controllers and assist in large irrigation system installation and maintenance projects. 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.

South Orange County Community College District  
Page 2 – Groundskeeper

Knowledge of:

Operations, services, and activities of a grounds maintenance program. Methods, tools, materials and equipment used in comprehensive grounds maintenance program. Methods and techniques of mowing, edging, pruning and trimming a variety of lawns, shrubs and trees. Operational characteristics of grounds maintenance equipment and tools used in the area of assignment. Common insecticides, pesticides and herbicides and their application. Occupational hazards and standard safety practices. Basic sprinkler operation and maintenance. Principles and practices of record keeping. Pertinent federal, state, and local codes, laws, and regulations pertaining to the application of various insecticides, pesticides and herbicides.

Ability to:

Perform a variety of maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas. Operate a variety of tools, equipment and vehicles used in grounds maintenance work. Perform grounds maintenance work in accordance with established schedules and in preparation for special events. Care for and maintain plants, shrubs, flowers, turf and trees. Assist in the maintenance and repair of the District's irrigation system including installing, operating, maintaining and making minor repairs and adjustments to automatic sprinkler systems. Safely and effectively apply fertilizers, pesticides and herbicides. Learn NCAA Athletic Field rules and Measurements. Learn local water district and health department laws and guidelines involving reclaimed water usage. Perform heavy manual labor. Understand and follow oral and written instructions. Mix, pour and finish concrete as needed. Apply insecticides and herbicides to assure insect and weed control when authorized. Ensure adherence to safe work practices and procedures. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in grounds maintenance.

Experience:

One year of grounds maintenance experience.

License or Certificate:

Possession of a valid California driver's license and proof of insurability. Some positions in this class may be required to attend Forklift Training and obtain certification. Some positions in this class may be required to attend Pesticide Application Training, involving requirements, safety and training, and obtain certification. Some positions in this class may be required to attend Heavy and Power Equipment Training and obtain certification.

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 3 – Groundskeeper

**Environment:** Work is performed in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Occasional exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005

Board of Trustees Approved – February 27, 2006

**ATTACHMENT 3**

South Orange County Community College District

**MEDIA AND MARKETING SPECIALIST – Classified Bargaining Unit Salary Range 137**

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 Director of Public Information & Marketing, performs a variety of activities in support of the college's public information, marketing and communications program, which integrates functions of public relations, media relations, governmental relations and marketing; develops, writes, and designs media releases, and other publications for release to the media, Internet and broadcast media; develops college web site and provides highly complex staff assistance to the Director of Public Information and Marketing.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in developing, presenting and implementing a variety of public relations and marketing activities and functions including publicity, advertising and promotional plans and strategies.
2. Develop, write, design, produce, and review college public relations and marketing materials, such as news releases, community newsletters, brochures, special event invitations and programs, photographs, advertisements and other marketing materials for a variety of college activities and events.
3. Coordinate information released to the media, broadcast media, public and college staff; respond to requests for information from the media and the public in person, via telephone and via e-mail.
4. Assist in generating media coverage for college sponsored events, issues, and student activities.
5. Participate in a variety of technical activities involved in the production and broadcast of televised programs including participating in live broadcasts and interviews; development and coordination of content of college web site.
6. Assist in the review of all promotional materials intended for general distribution; edit materials and writings written by other departments.
7. Participate in planning and organizing special events for the college including community, business and college/student events.
8. Compile and maintain statistical information for reports.
9. Archive college brochures, schedules, catalogs, and media coverage as necessary.
10. Provide assistance in budget preparation and administration; monitor and control expenditures.
11. Perform a variety of administrative support functions; prepare correspondence; receive, sort and distribute mail; develop and maintain college web pages related to functions and activities such as student event calendars, outreach and community relations activities.
12. Perform related duties as required.

**QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.



South Orange County Community College District  
Page 2 – Media and Marketing Specialist

Knowledge of:

Principles and practices of public relations and marketing.  
Media relations and organizational communication strategies.  
Methods and techniques of journalistic writing and reporting.  
Technical activities involved in the production and broadcast of televised programs and creation of web communications.  
Techniques and equipment used to create various forms of media and marketing material.  
Desktop computer using applications such as desktop publishing, word processing, data base, graphics, presentation, Internet and Web design software.  
Office procedures, methods and equipment.  
Principles of business letter writing and basic report preparation.  
English usage, spelling, grammar, and punctuation.

Ability to:

Assist in developing, implementing and evaluating public relations and marketing goals, objectives, policies and procedures.  
Develop, write and coordinate the production of District publications and promotional and marketing materials in an effective and appropriate manner.  
Interpret, apply and explain District policies and procedures.  
Respond to inquiries and requests for information.  
Operate office equipment and effectively utilize appropriate software applications.  
Operate a digital camera and manipulate digital images.  
Train and provide work direction to assigned staff.  
Demonstrate interpersonal skills while using tact, patience and courtesy.  
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in journalism, communications, public relations, marketing or a related field.

Experience:

Two years of increasingly responsible experience in advertising, marketing or public relations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed indoors at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with the media, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

South Orange County Community College District  
Page 3 – Media and Marketing Specialist

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and travel to different work sites; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005  
Board of Trustees Approved – February 27, 2006  
Revised – April, 2008

**ATTACHMENT 4**

South Orange County Community College District  
**NETWORK SYSTEMS TECHNICIAN II – Classified Bargaining Unit Salary Range 134**

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 appropriate operating unit manager, assumes responsibility for a variety of intermediate level and hands-on technical functions related to local and wide area data networks, including design, engineering and operations; installs, operates and maintains college network and computer support systems; and troubleshoots networking issues and equipment.

**DISTINGUISHING CHARACTERISTICS**

This is the intermediate level in the Networks Systems Technician series. Positions at this level require significant knowledge and hands-on experience and receive only occasional instruction or assistance as new or unusual situations arise.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Analyze requirements, performs cost analyses and feasibility studies as requested; develop plans and designs, prepare detailed technical operational specifications or requests for proposals and other documentation required for development and implementation of network systems.
2. Assist in evaluating network systems requirements; recommend modifications and/or new equipment; analyze technical problems and recommend appropriate corrective measures.
3. Install, maintain, diagnose, analyze and repair computers, printers, servers and network architecture for desktop applications and use in classroom or laboratory settings; diagnose, analyze and remedy hardware component and software application failures or malfunctions.
4. Perform back up and restoration of network files for disaster recovery; create documentation of network paths, shortcuts and resources.
5. Design and create network shared resources, user accounts, group accounts and other permissions to network access; develop user and machine access profiles; install, configure and maintain network cabling, hubs and jacks.
6. Participate in technical field surveys to determine network site locations; assist in the development of detailed system design criteria; prepare equipment specifications, prepare purchase requisitions and assist with procurement processing; evaluate equipment to determine compliance with specifications.
7. Coordinate activities involved with analysis and troubleshooting of technical problems in the operation of networks and network equipment; initiate appropriate corrective action.
8. Participate in the design and implementation of software and web based applications for file conversion, kiosk units, e-mail access, work order submission, tracking and maintenance, room and equipment utilization and inventory control.
9. Interact with and direct vendor service technicians and consultants in the installation and maintenance of data communications systems; provide input regarding network requirements and specifications.
10. Create and maintain documentation of network facilities, including cabling, conduit and equipment.
11. Perform related duties as required.

South Orange County Community College District  
Page 2 – Network Systems Technician II

**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:**

Operational characteristics of local and wide area network systems.  
Operational characteristics of a variety of communication systems and devices.  
Principles and practices of troubleshooting technical network and computer system hardware and software problems.  
Principles and practices of network server design, engineering, installation and maintenance.  
Personal computer hardware and software components.  
Principles and practices of customer service.  
Operational characteristics of various computer software packages.  
Data and network standards and applications.  
Application of microcomputers to perform tasks and a working knowledge of commonly used application programs.  
Equipment and materials currently available for new and revised data network installations.  
Fundamentals of personal computer operation, specifically installation and maintenance techniques and testing data communications connections.

**Ability to:**

Conduct surveys of existing network installations, evaluate their effectiveness and efficiency and recommend design modifications to systems or equipment, as necessary.  
Assimilate and analyze data and prepare accurate and concise engineering reports and studies.  
Design, configure and maintain effective and efficient network systems, server resources and client workstations to meet District guidelines.  
Analyze technical problems accurately and recommend or take an effective course of action.  
Modify a variety of network and electronic systems and equipment.  
Coordinate large projects requiring the involvement of several departments.  
Train other staff in network operating principles and District network environment.  
Make system programming changes to network equipment and systems.  
Work independently with minimum of direct supervision.  
Respond to and identify user network and computer related problems.  
Communicate technical information to a wide variety of users.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information systems, telecommunications, data communications, network technology or a related field. Substantial directly related work experience may substitute for formal education.

**Experience:**

Two years of increasingly responsible experience in data communication and network service operations as a network technician.

South Orange County Community College District  
Page 3 – Network Systems Technician II

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005  
Board of Trustees Approved – February 27, 2006

**ATTACHMENT 5**

South Orange County Community College District  
**NETWORK SYSTEMS TECHNICIAN III – Classified Salary Range 138**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under general direction from the appropriate operating unit manager, assumes responsibility for a variety of complex, technical functions related to local and wide area data networks, including design, engineering, installation, maintenance and operations; troubleshoots networking issues and equipment; and builds, configures and installs computer systems, servers, workstations, software and hardware for use in the overall networking environment.

**DISTINGUISHING CHARACTERISTICS**

This is the highest level in the Network Systems Technician series and is assigned duties and projects requiring significant expertise. This class is distinguished by the level of specialized, functional or technical expertise beyond the journey level and is expected to provide advanced technical support to more complex networking systems, servers and related applications.

**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. Provide District-wide service in the design, installation and maintenance of network systems and requirements; recommend modifications and/or new equipment including hardware and software; analyze technical problems and recommend appropriate corrective measures.
2. Plan, design, configure and maintain effective and efficient network systems, server resources and client workstations to meet District guidelines, regulations and curriculum requirements.
3. Meet and confer with instructors and staff to determine technical requirements needed to meet each semester's educational objectives; analyze requirements and develop plans and designs; prepare detailed technical operational specifications and other documentation required for development and implementation of complex network systems.
4. Conduct technical field surveys to determine network site locations; develop detailed system design criteria, prepare equipment specifications, prepare purchase requisitions and assist with procurement processing; evaluate equipment to determine compliance with specifications.
5. Respond to and analyze technical problems in the operation of networks and network equipment; instruct faculty and staff on basic usage of computer software, hardware and peripheral equipment; troubleshoot network issues related to hardware, software and connectivity and initiate appropriate corrective action.
6. Design and implement security strategies to defend against viruses, hacking and user ignorance or malice; create and implement network back up and recovery strategies.
7. Create, modify and manage network user accounts for *students and* instructors; monitor users and shared resources to ensure compliance with educational and District goals; allocate and manage file storage for end-users on the server.
8. Coordinate and conduct engineering studies as needed; prepare technical reports; compile data evaluating and justifying requests for equipment and material to be included in the budget.

South Orange County Community College District  
Page 2 – Network Systems Technician III

9. Create and maintain various documents related to the networking environment including network ports inventory, server lists and labels, installation and configuration procedures, password lists, property transfers and equipment warranties.
10. Interact with and direct vendor service technicians and consultants in the installation and maintenance of data communications systems.
11. Provide direction and assistance to other networking staff in the implementation and operation of an efficient and effective data network.
12. Create and maintain documentation of District-wide network facilities, including cabling, conduit and equipment.
13. 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:

Operational characteristics of local and wide area network systems.

Operational characteristics of a variety of communication systems and devices.

Advanced principles and practices of troubleshooting technical network and computer system hardware and software problems.

Advanced principles and practices of network server design, engineering, installation and maintenance.

Personal computer hardware and software components.

Principles and practices of customer service.

Operational characteristics of various computer software packages.

Methods and techniques of developing technical documentation and training materials.

Data and network standards and applications.

Application of microcomputers to perform tasks and a working knowledge of commonly used microcomputer programming languages and application programs.

Equipment and materials currently available for new and revised data network installations.

Fundamentals of personal computer operation, specifically installation and maintenance techniques and testing data communications connections.

Use of tools and equipment required for installation and maintenance of data communication circuits and wiring.

Ability to:

Conduct surveys of existing network installations, evaluate their effectiveness and efficiency and recommend design modifications to systems or equipment, as necessary.

Plan, design, configure and maintain effective and efficient network systems, server resources and client workstations to meet District guidelines.

Evaluate the effectiveness and efficiency of existing network installations and recommend appropriate design modifications as necessary.

Analyze and complete the installation, configuration and resource allocation requirements of various applications and programming languages.

Assimilate and analyze data and prepare accurate and concise engineering reports and studies.

Analyze technical problems accurately and recommend or take an effective course of action.

Plan and organize large projects requiring the involvement of several departments.

South Orange County Community College District  
Page 3 – Network Systems Technician III

Act as team leader on major projects making assignments, reviewing work and maintaining quality control.

Train staff in principles of network engineering and operating principles of District equipment.

Make system programming changes to network equipment and systems, and program mini or microcomputers in commonly used languages and application programs.

Respond to and identify user network and computer related problems.

Work independently in the absence of supervision.

Communicate technical information to a wide variety of users.

Communicate clearly and concisely, both orally and in writing.

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

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information systems, telecommunications, data communications, network technology or a related field. Substantial directly related work experience may substitute for formal education.

**Experience:**

Four years of technical work experience in data communication and network service operations as a network technician and/or data communications analyst.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.



**ATTACHMENT 6**

South Orange County Community College District  
**PUBLIC AFFAIRS ASSOCIATE – Classified Management Salary Range 01**

DEFINITION

To provide primary administrative, secretarial, financial recordkeeping and clerical assistance in support of the Office of Public Affairs and Intergovernmental Relations and backup assistance to the Manager, Office of the Chancellor as needed; perform research and special projects as assigned and assure the efficient and timely flow of work and office operations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Director of Public Affairs and Intergovernmental Relations. Exercises functional and technical supervision over student assistants, interns and others as assigned.

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

Perform secretarial and administrative support duties for the Office of Public Affairs and Intergovernmental Relations, relieving the District Director of a variety of secretarial, clerical, technical, financial record-keeping and administrative details; provide backup assistance to the Manager, Office of the Chancellor as needed; assist District and college faculty and staff, students and the general public, responding to requests and complaints as needed.

Perform confidential administrative support duties to assist in preparing negotiating positions and materials, meeting reporting requirements and functional responsibilities, and preparing special projects and research objectives.

Coordinate travel and meeting arrangements; create releases, reports, agendas, calendars, worksheets and other documents; assure the timely completion of work in accordance with established policies, procedures and standards.

Edit materials and writings written by others; assist in the review of all promotional materials intended for general distribution; track and enter regular updates to district website.

Assemble, prepare and distribute agendas, reports, documents and bulk mailings; receive, process and distribute incoming and outgoing mail.

Answer telephones and respond to routine questions and requests for information from administrative, management, academic and/or classified staff or the public; communicate information in person, by telephone, or by email as necessary.

Assist with financial record-keeping matters including budget preparation, documentation and expenditure reviews; post, monitor and track invoices and other expenditures; issue; process budget/expense transfers; prepare purchase requisitions, check requests, independent contracts and claims for reimbursement of special funds related to assignment; assist in ordering supplies and assuring proper functioning of office equipment.

Serve as a liaison between assigned Office, the colleges and other departments; coordinate office functions such as phone service, email, relocations and building maintenance.

South Orange County Community College District  
Page 2 - Public Affairs Associate

Compose correspondence independently; format, type, proofread, duplicate and distribute correspondence, notices, lists, forms, memoranda, calendars, reports, agendas, and other materials, according to established procedures, policies and standards.

Establish complex, interrelated filing systems including confidential files; collect, compile and record narrative, statistical and financial data and other information; research and verify information as requested.

Prepare a variety of schedules, reports, lists and summaries using word processing, desktop publishing, spreadsheet and data base management software; maintain logs and other manual records as required; maintain, organize, update, and purge files, manuals, resource materials, records and other materials as needed, according to established standards.

Operate an electronic keyboard to input, retrieve and maintain data and text; type, format, proofread and print a wide variety of reports, letters and memos; type from rough draft, verbal instructions or transcribing machine recordings; and compose correspondence.

Operate office equipment including computer equipment, typewriter, calculator, copier and facsimile machine.

Provide backup assistance to the Office of the Chancellor as needed and during vacations and absences as assigned.

Train and provide work direction to others as assigned.

Perform related duties as assigned.

### QUALIFICATIONS

#### Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

At least three years of increasingly responsible secretarial experience, including two years of experience as an administrative assistant or secretary in an administrative office of a public agency, preferably in an educational environment.

#### Training:

Equivalent to completion of the twelfth grade supplemented by college-level training in business, secretarial science or related field.

#### Knowledge of:

Principles, practices and procedures of business letter writing, data collection, financial and statistical record keeping and report preparation.

Principles and practices of training and providing work direction to others.

Budget preparation and monitoring.

Techniques used in office management and public relations.

Basic research methods and techniques.

Receptionist and telephone techniques and etiquette.

South Orange County Community College District  
Page 3 - Public Affairs Associate

Data gathering procedures and mathematical concepts.  
Correct English composition, grammar, spelling and vocabulary.  
Oral and written communication skills.  
Interpersonal skills including tact, patience and diplomacy.  
Current word processing, spreadsheet and database programs, methods and techniques.  
Operation of computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.

Ability to:

Learn District and college organization, operations and objectives.  
Learn and correctly interpret, apply and explain the policies, procedures, laws and regulations related to areas of assignment.  
Learn the principles and practices of public relations and marketing.  
Learn media relations and organizational communication strategies.  
Learn journalistic writing and reporting techniques.  
Learn the technical activities involved in the production and broadcast of televised programs.  
Perform responsible and complex administrative support work involving the use of independent judgment and personal initiative.  
Respond to requests and inquiries from members of the Board of Trustees, administrators, students, staff or the public.  
Independently compile information and compose written materials such as correspondence, reports and memoranda.  
Type, format, proofread, duplicate and distribute documents and other written materials, such as reports, business correspondence and procedure manuals.  
Communicate clearly and concisely, both orally and in writing, using correct English usage, grammar, spelling, punctuation and vocabulary.  
Effectively present information in person or on the telephone.  
Use sound judgment in recognizing scope of authority.  
Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.  
Operate word processing, desktop publishing, spreadsheet, data base management and specialized software proficiently.  
Operate office equipment such as computer, printer, calculator, copier and facsimile machine.  
Train and provide work direction to others.  
Establish, review and revise office work priorities.  
Maintain accurate statistical and financial records.  
Plan and organize work.  
Maintain confidentiality of sensitive information.  
Relate effectively with people of varied academic, cultural and socio-economic background using tact diplomacy and courtesy.  
Perform assigned work with speed and accuracy.  
Work effectively with minimal supervision.  
Establish and maintain cooperative working relationships with those contacted in the course of work.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

South Orange County Community College District  
Page 4 - Public Affairs Associate

Work Environment

Standard office setting. Duties are performed primarily in an administrative office environment while sitting at a desk or computer workstation. Incumbents are subject to frequent contact with others, frequent interruptions, and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

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

Prepared January 8, 2008 by Marlys Grodt

**ATTACHMENT 7**

South Orange County Community College District  
**COSTUME/MAKEUP DESIGNER – Classified Bargaining Unit Salary Range 132**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under direction from the Performing Arts Director, designs and participates in the preparation of costumes and makeup for theatre productions; obtains, cuts and sews appropriate materials and notions for the creation of costumes; and provides technical staff assistance to the Performing Arts Director.

**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. Supervise and assist in the design and preparation of costumes and makeup for theatre productions; set costume design deadlines; plan design and fabrication methods and procedures.
2. Read production scripts for content and plot; research costumes and makeup specific to the historical period of the production; determine how best to create costumes that will support the production.
3. Prepare rough and finished drawings, sketches and swatch renderings to develop ideas for costumes; meet with director and other staff to present ideas; attend production meetings and rehearsals; revise costume designs as needed to keep project within budget constraints.
4. Shop for appropriate fabrics, trim, notions and other accessories; purchase costume apparel including fabric, wigs, makeup, accessories and shoes according to budget limitations; locate and rent costumes as required for larger productions.
5. Measure actors for appropriate fit of costumes; draft patterns to fit actors and allow proper movement and performance on stage; cut and sew costumes in such a fashion that alterations can be made for future productions; alter costumes to fit actors as appropriate.
6. Perform specialty duties such as dyeing and painting fabrics, making hats, casting and painting masks and various other makeup or costume design functions.
7. Plan, prioritize, assign, supervise and review the work of staff and students involved in costume production.
8. Inventory and maintain costume shop supplies including costumes rented from outside agencies; maintain dressing rooms, costume storage and clothing racks.
9. Supervise the cleaning, pressing, repairing and proper storage of costumes during and after productions.
10. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.
11. Participate in community outreach programs; assist community organizations with productions; attend productions.
12. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for costume and makeup materials; monitor and control expenditures.

South Orange County Community College District  
Page 2 - Costume/Makeup Designer

13. Perform a variety of administrative duties as assigned; retrieve and send out emails; answer phones and respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
14. Oversee photo call as necessary; arrange for time and place for publicity photos to be taken; provide costumes, makeup, and other props.
15. Attend all staff, department, division and other related meetings; take notes; comment as appropriate; take action as necessary.
16. Perform related duties as required.

**QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Knowledge of:**

Modern principles of costume design, creation and fabrication.  
Principles and practices of sewing, tailoring and millinery.  
Principles and applications of design and color as related to theatrical productions.  
Methods and techniques of theatrical makeup application.  
Basic principles of set and lighting design.  
Operational characteristics of sewing machines, sergers and other tools and equipment utilized in clothing fabrication.  
Principles of lead supervision and training.

**Ability to:**

Design, construct and alter simple and complex costumes for theatrical productions. Draft patterns to fit actors and allow proper movement and performance on stage.  
Research costumes and makeup specific to the historical period of the production.  
Translate concept ideas into costume and makeup elements for theatrical productions.  
Prepare a variety of drawings and schematics portraying costumes.  
Operate sewing machines, industrial irons and other equipment used in costume preparation.  
Locate and rent costumes as required for larger productions.  
Ensure adherence to budget requirements.  
Oversee and train assigned staff.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fine arts, fashion design or a related field.

**Experience:**

Four years of increasingly responsible experience in costume and makeup design and production, including one year of supervisory or lead responsibility.

South Orange County Community College District  
Page 3 - Costume/Makeup Designer

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed in a theatre setting; exposure to noise, dust, and inclement weather conditions; occasionally works around loud noise levels. At least minimal environmental controls to assure health and comfort. Positions may be required to work evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a theatre setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate sewing equipment and machinery requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005  
Board of Trustees Approved – February 27, 2006

## ATTACHMENT 8

### South Orange County Community College District **LIGHTING AND SOUND DESIGNER** – Classified Bargaining Unit Range 132

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

#### SUMMARY DESCRIPTION

Under direction from the Dean of Fine Arts or his/her administrative designee, oversees and participates in the design and engineering of lighting and sound elements for a wide variety of theater productions, college classes and other events as assigned; installs, maintains and repairs specialized theatrical lighting and sound equipment, stage machinery and scenic elements as required; and provides technical staff assistance to the Fine Arts Division.

#### 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. Design and engineer the lighting and sound for assigned theater productions including the creation of special effects; research event to be produced, attend technical rehearsals and develop lighting and sound cue sheets; record and edit music and sound effects.
2. Provide technical lighting and sound support to various other District or College events as scheduled through the Fine Arts Division including concerts, awards graduation and commencement ceremonies, lectures and guest artist productions.
3. Plan, prioritize, assign, supervise and review the work of temporary staff and students involved in sound and lighting production; work with employees and students to correct deficiencies.
4. Participate in and oversee the proper installation, operation, inspection and maintenance of all theatrical lighting and sound equipment including special effects equipment, microphones, amplifiers and mixers; hang and focus lighting equipment; set up and test sound equipment.
5. Communicate and negotiate with outside vendors and rental companies to obtain affordable and high quality sound and lighting equipment.
6. Oversee all lighting and sound needs for all guest artist events; assist in loading and unloading guest artists' equipment.
7. Oversee and participate in the disassembly and storage of sound and light equipment when production is complete.
8. Identify and prevent possible safety problems; recommend maintenance needs for the theater complex.
9. Provides technical staff assistance to the Fine Arts Division; perform special projects as assigned.
10. Attend all staff, department, division and other related meetings; take notes; comment as appropriate; take action as necessary.
11. Perform related duties as required.

#### QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

##### Knowledge of:

Principles and practices of lighting and sound design, theatrical design and technical production.  
Lighting and sound equipment usage, storage and maintenance.  
Operational characteristics, services, and activities of a college theatre arts program.



South Orange County Community College District  
Page 2 - Lighting and Sound Designer

Principles and practices of theater operations.

Effective lighting and sound styles and applications for various theatrical productions and events.

Theatrical lighting instruments including optics, reflection, refraction, and performance characteristics.

Basic electrical wiring related to theatrical lighting and sound equipment.

State-of-the-art theater equipment and materials including, but not limited to, rigging, scenery construction and related machinery.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of theater safety.

Principles of supervision and training.

Ability to:

Design and produce effective lighting and sound for theater productions and other College events.

Design, record, create and edit music or sound effects. Oversee the proper installation, operation and maintenance of all theatrical lighting and sound equipment.

Read and interpret plans, sketches, schematics and diagrams.

Ensure adherence to safe work practices and procedures.

Review technical contracts with visiting guest artists.

Oversee and train assigned staff and students.

Supervise and train student crews.

Plan and organize work schedules to meet division priorities and deadlines.

Participate in activities that accomplish the goals, objectives, and procedures of the division.

Oversee, prepare, and work within a budget as it applies to each production.

Work with a diverse student population.

Work collaboratively to establish and maintain effective relationships with artists, students, staff, faculty, and administrators contacted in the course of duties.

Communicate clearly and concisely, both orally and in writing.

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fine arts, design or a related field.

Experience:

Four years of increasingly responsible experience in lighting and/or sound production including one year of supervisory or lead responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a theater setting; work at heights on scaffolding and ladders; work with various sound and lighting equipment; exposure to electrical energy, noise, dust, smoke, fumes, noxious odors and gases. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

April 28, 2008

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Page 3 - Lighting and Sound Designer

Physical: Primary functions require sufficient physical ability and mobility to work in theater 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 a variety of sound and lighting equipment requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005  
Board of Trustees Approved – February 27, 2006

**ATTACHMENT 9**

South Orange County Community College District  
**SENIOR LAB TECHNICIAN, THEATER ARTS/CARPENTRY – Classified Bargaining Unit**  
Salary Range 130

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 Performing Arts Director, plans, organizes and coordinates a variety of duties involved in the construction of scenery and props for theatre productions including drafting plans, obtaining supplies and operating a variety of hand and power tools, equipment and machinery; provides lead supervision over students and part time staff in the construction of scenery; coordinates assigned activities with faculty, staff, students, and other college divisions and departments; and provides a high level of academic assistance to assigned instructors.

**DISTINGUISHING CHARACTERISTICS**

Positions in the Senior Lab Technician class are distinguished from the Lab Technician by the level of responsibility assumed and the complexity of duties assigned. Employees assume greater responsibility for more technical aspects of a learning program, perform at a skill level with a considerable degree of independence, and operate complex apparatus, equipment and machines. In addition, the Senior Lab Technician must possess extensive technical or academic training and experience in the assigned field, monitor assigned budgets, order and inventory laboratory supplies and materials and provide significant academic assistance to assigned instructors. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating policies and procedures of the work unit.

**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. Participate in coordinating scenery and prop construction; create deadlines and plan construction methods and procedures; assist students in lab sessions and scenic designers in design and layout concepts.
2. Oversee and participate with staff and students in building scenery for theatrical shows being produced; operate and maintain a variety of equipment including radial, table, circular and vertical saws, and other hand and power tools; weld and rig sets and large scenery as required; paint finished pieces; repair tools and equipment as necessary; maintain scene shop areas in a clean and orderly manner.
3. Participate in the selection of and oversee assigned students and part time staff; train staff and students in various construction design methods and procedures and painting techniques; provide safety training to students and staff in the operation of hand and power tools; ensure adherence to safe work practices.
4. Assist and coordinate with faculty and students as related to all theatre productions, activities, and events.
5. Transport scenery to locations off campus as needed; participate with students and staff in disassembling and storing scenery and set pieces when production is complete.
6. Order, inventory and maintain equipment, supplies and materials needed for productions; negotiate with vendors affordable prices for required materials; pick up supplies from hardware stores; requisition equipment repair and maintenance services.

South Orange County Community College District  
Page 2 – Senior Lab Technician, Carpentry

7. Participate in budget preparation and administration for the construction of scenery and props; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
8. May attend rehearsals; assist in handling and operating scenery and props.
9. Assist guest artists with loading, setting up and disassembling equipment.
10. 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:**

Advanced theories and applications of the assigned subject matter.  
Principles and practices of theatrical set design and production.  
Basic principles of manual and computer drafting.  
Principles and techniques of painting, texturing and dyeing.  
Construction practices, materials and equipment.  
Basic principles and practices of electrical wiring and electronics.  
Occupational hazards and standard safety practices.  
Operational characteristics of carpentry equipment and hand and power tools used in the area of assignment.  
Basic principles and practices of budget preparation and administration.  
Principles of lead supervision and training of students and part time staff.

**Ability to:**

Perform complex technical work in an instructional learning environment for a highly technical or complex subject area.  
Perform duties at an advanced skill level with a considerable degree of independence.  
Oversee and participate with students and staff in building scenery for theatrical shows being produced.  
Use, operate and maintain a variety of hand and power tools required for the work in a safe and efficient manner.  
Translate concept ideas into scenic elements for theatrical productions.  
Order, inventory and maintain equipment, supplies and materials needed for productions.  
Train and oversee part-time and student workers in various construction design methods and procedures.  
Train and instruct staff and students in various construction design methods and procedures.  
Interpret and apply department policies, procedures, rules and regulations.  
Ensure adherence to safe work practices and procedures.  
Participate in budget preparation and administration.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

South Orange County Community College District  
Page 3 – Senior Lab Technician, Carpentry

Education/Training:

Equivalent to two years of college level course work in carpentry and/or stage and set construction.

Experience:

Three years of increasingly responsible experience in theatrical scenery production.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions

Environment: Work is performed primarily in a shop setting; exposure to noise, dust, grease, smoke, fumes, noxious odors, and gases; work at heights on scaffolding and ladders; work around or operate power tools and equipment. Occasional exposure to risks controlled by safety precautions. Positions may be required to work evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a shop 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 assigned equipment and hand and power tools requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

April, 2008 Johnson & Associates

## ATTACHMENT 10

### South Orange County Community College District **TECHNICAL DIRECTOR/SCENIC DESIGNER**– Classified Salary Range 132

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. *Specifications* are not intended to reflect all duties performed within the job.

#### SUMMARY DESCRIPTION

Under direction of the Dean of Fine Arts or his/her administrative designee, performs complex technical work in an instructional setting for a highly complex subject area; oversees and coordinates all technical aspects of the staging of college, guest artist, Fine Arts Division, and community theatrical performances and other instructional facilities that utilize the Saddleback College theatre facilities; provides technical guidance and oversight to stage and student lab sessions; provides a high level of instructional assistance and support to the Theatre Arts faculty; ensures proper integration of lighting, sound, staging, set, and any/all technical elements of events in the theatre facilities; works with the Theatre Production Manager to oversee the production schedules, ASG funded student events within the Division of Fine Arts, and budget for Department, Division, and other productions using the theatre facilities; and designs and coordinates scenic elements for theatre productions, as assigned.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Meet with the faculty and staff to clarify needs and determine technical equipment, support personnel as related to student involvement, and timetables necessary to stage student shows.
2. Assist and coordinate with faculty and students as related to all theatre productions, activities, and events in a classroom setting.
3. Provide direct instructional assistance and support to the Theatre Arts faculty in a classroom setting.
4. Supervise staff and students and participate in the construction and painting of all scenic elements.
5. Plan, prioritize, assign, supervise, and review the work of students and staff involved in scenery construction.
6. Create various shop drawings and schematics for student use in the construction of scenery and props.
7. Collaborate with technical theatre faculty to research, introduce, and use new technology, materials, and processes in student labs pertinent to the construction of scenic elements.
8. Oversee all budgets that relate to the technical aspects of productions; collaborate with staff and faculty to develop working budget for productions.
9. Provide guidance and assistance to shops and personnel to help reduce costs.
10. Participate in the ASG funds request process.
11. Work with the Theatre Production Manager, faculty and staff to monitor production costs and meet budget goals.
12. Oversee and participate in the work of staff and students involved in the construction, rigging, load-in, and strike of scenic elements.

South Orange County Community College District  
Page 2 – Technical Director/Scenic Designer

13. Oversee and participate in the work of staff and students involved in the setup of all technical systems and house equipment, including lighting systems, sound systems, rigging, and related controls.
14. Adhere to and enforce departmental and divisional procedures and guidelines.
15. Collaborate with the Theatre Department Technical/Design Faculty to make student and crew assignments.
16. Oversee, coordinate, and integrate the technical elements such as theatrical lighting, sound, video, sets, and others as required for each production, student events and groups using the facility.
17. Work with the technical theatre faculty and staff during technical rehearsal to ensure that all student crews are trained at assigned positions and that technical rehearsals are run effectively and correctly.
18. Ensure all technical equipment and systems operate effectively during productions and student labs.
19. Coordinate with faculty and students the strike and return of all technical equipment in collaboration with the Theatre Production Manager, shop supervisors, and technical theatre faculty.
20. Collaborate with Theatre Arts Department Technical/Design faculty to insure that shops are operated in such a way as to provide the best environment to successfully achieve Student Learning Outcomes as established by the Theatre Arts Department.
21. Assist faculty with training Theatre Arts students; participate with other staff and faculty in the evaluation and assessment of students in the Entertainment and Theatre Technology Certificate program.
22. Oversee and coordinate the troubleshooting, repair, and maintenance of theatrical staging equipment and facilities.
23. Maintain a preventive maintenance and repair program for theatre facility and equipment; oversee and advise the maintenance and repair of equipment in all shops.
24. Maintain inventory of materials and equipment necessary for the operation of performance spaces; recommend equipment purchases.
25. Recommend, implement, and administer methods and procedures to enhance operations of the theatre lab facility to successfully achieve student SLOs.
26. Perform related duties as required.

**QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Knowledge of:**

Principles and practices of theatrical production including lighting, scenic design, sound design, costuming, rigging, theatrical painting and construction.

Technology used in theatrical production and Computer Aided Drafting (AutoCAD or Vector Works and Mac Platform).

Office procedures, methods and equipment including computers and applicable software applications.  
Steel welding and metal working as it relates to theatrical construction.

South Orange County Community College District  
Page 3 – Technical Director/Scenic Designer

Occupational hazards and standard safety practices.  
Principles of supervision and training of students in the accomplishment of SLOs.  
Materials and processes used in the construction of scenery for venues other than theatre, such as, television, film, theme parks, etc.  
Automated scenery, motors, and computer control of rigging and scenery.

Ability to:

Design and construct theatrical scenery and props using a variety of materials, including wood, metal, plastics, etc.  
Translate drawings and sketches into finished constructed scenic elements using effective communication skills.  
Prepare drawings and other graphic representations for construction of scenic elements.  
Oversee and participate in the construction of scenic elements with staff and students.  
Use and operate a variety of hand and power tools as needed to construct scenic elements in a safe and efficient manner.  
Draft by computer and hand.  
Supervise and train assigned students and staff.  
Supervise and train students in the use of the shop and its equipment.  
Weld using Mig, Tig, Arc, and Gas rigs.  
Work with student crews of diverse skills and knowledge, including students with disabilities.  
Work collaboratively with artists, faculty, students, and administrative staff, in establishing and maintaining effective working relationships.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in technical theatre, theatrical design, or related field. and four years of responsible experience in technical theatre, theatre construction, theatre or entertainment production, entertainment construction or its related fields, including one year supervisory or lead responsibility.

Experience:

Four years of responsible experience in technical theatre, theatre construction, theatre or entertainment production, entertainment construction or its related fields, including one year supervisory or lead responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a theatre setting; work near moving mechanical parts; exposure to noise, dust, and inclement weather conditions; works in precarious places; occasionally works around loud noise levels. At least minimal environmental controls are in place to assure health and comfort. Positions may be required to work evenings and weekends.



South Orange County Community College District  
Page 4 – Technical Director/Scenic Designer

Physical: Primary functions require sufficient physical ability and mobility to work in an office and theatre setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment and various hand and power tools and equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction

Created: June, 2007 Johnson & Associates  
Update: April, 2008 Johnson & Associates

**ATTACHMENT 11**

South Orange County Community College District  
**THEATER PRODUCTION MANAGER – Classified Bargaining Unit Salary Range 132**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under direction from the Dean of Fine Arts or his/her administrative designee, performs complex technical work in an instructional setting for highly complex subject area; plans, organizes and supervises a number of theater production activities within the Fine Arts Division; creates and maintains the master calendar of events for the theater complex; provides event planning, monitoring and technical support for student lab sessions and all users of the performing arts theater; and performs a variety of technical tasks relative to the preparation and production of events.

**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. Coordinate, plan and oversee a variety of theater production activities for all users, student crews and technical theatre student lab sessions; prepare and maintain the master calendar of events for all theater facilities; schedule requests for facilities; calculate estimates for facility rentals; arrange transportation for guest performing artists.
2. Oversee and participate with students and staff in the operation, maintenance and repair of theater equipment including rigging, lighting and sound systems and related machinery.
3. Assist and coordinate with faculty, and student lab sessions as related to all theatre productions, activities, and events in a classroom setting.
4. Provide direct instructional assistance and support to the Theatre Arts faculty and students in a classroom setting.
5. Research, secure and coordinate the operation of specialized technical equipment or other services as needed for theatrical events; secure permits as necessary for the theater complex.
6. Coordinate, attend and participate in production meetings; assist in developing ideas for various production events in collaboration with designers and directors; monitor the implementation of approved designs according to standard theater practices.
7. Participate in budget preparation and administration; monitor and control expenditures; assess labor and equipment needs and submit estimates for theatrical events; submit requisitions for equipment purchases and rentals.
8. Recommend and assist in the implementation of division goals and objectives; establish and implement policies and procedures for the use of theater facilities including safe use of the theater's specialized equipment for use during productions and student labs.
9. Ensure all technical equipment and systems operate effectively during productions and student labs.
10. Participate in the selection of part time and student staff; plan all staffing needs for activities for each production; provide or coordinate student and staff training in the proper use and operation

South Orange County Community College District  
Page 2 – Theater Production Manager

11. of all theater equipment and movement of scenery for assigned productions; work with employees and students to correct deficiencies; prepare and submit payroll for part time staff.
12. Perform safety inspections of theater facilities; coordinate required repair and maintenance work with maintenance and operations staff or outside contractors as required.
13. Act as production consultant for College, District and community events including awards and commencement ceremonies as assigned through the Fine Arts Division.
14. 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:

Operational characteristics, services, and activities of a theater arts program.  
Principles and practices of production development and administration.  
Principles and practices of all theatrical design and technical production.  
Principles and practices of theater operations.  
Methods and techniques used in the production of live events.  
Various theater equipment including, but not limited to, rigging, lighting and sound systems and related machinery.  
Principles of supervision of student crews and part time staff.  
Office procedures, methods, and equipment including computers and specialized hardware and software applications.  
Principles and practices of budget preparation and administration including time, material, and labor cost estimating.  
Principles and practices of theater safety.

Ability to:

Organize and implement sound, lighting and set designs in theatrical productions.  
Prepare and maintain the master calendar of events for all theater facilities.  
Effectively coordinate and oversee a variety of stage production events.  
Construct scenery and operate theater equipment including rigging, lighting, and sound systems and related machinery.  
Oversee and participate in the operation, maintenance and repair of theater equipment.  
Participate in activities that accomplish the goals, objectives, and procedures of the division.  
Supervise and train assigned part time staff.  
Supervise and train student crews.  
Review technical contracts with visiting guest artists.  
Use technical design software.  
Operate office equipment including computers and specialized theatrical hardware systems and software applications.  
Participate in monitoring and coordinating the budget for all theatrical events.  
Plan and organize work schedules to meet division priorities and deadlines.  
Work with a diverse student and staff population.  
Work collaboratively with artists, faculty, staff, students, and administration in establishing and maintaining effective working relationships.  
Communicate clearly and concisely, both orally and in writing.

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in theater arts or a related field.

**Experience:**

Four years of increasingly responsible experience in lighting and sound production including one year of supervisory or lead responsibility.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed primarily in a theater setting; exposure to noise, dust, and inclement weather conditions; occasionally works around loud noise levels; work near moving mechanical parts. At least minimal environmental controls to assure health and comfort. Some work is performed in a standard office setting. Position may be required to work evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in both an office and theater setting; to stand or sit for prolonged periods of times, to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

July, 1988 Ralph Andersen & Associates  
Revised: June, 2005 Johnson & Associates  
Update: April, 2008 Johnson & Associates

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP 3100-Budget Preparation, BP 3101-Budget Management, BP 3101.5-Fiscal Management, BP 3105-Audits, BP 3200-Purchasing, BP 3200.1-Contracts, BP 3520-Refreshments and Meals at District Functions, BP 3600-Disposition of District Property, BP 4001-Personal Use of Public Resources, BP 4000.5-Prohibition of Harassment and Discrimination, BP 4010-Commitment to Diversity, BP 4012-Academic Administrators and Classified Managers Personnel Files, BP 4021-Classified Managers, BP 4101.2-Number of Pay Installments for Academic Personnel, BP 4113-Parental Leave for Administrators and Classified Management Personnel, BP 5301-Course Repetition, BP 5405-Student Complaint Policy, BP 5600-Associate Degree Requirements, BP 5601-Certificate Programs, BP 5606-International Student Admissions

**ACTION:** Approval

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### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations.

### **STATUS**

Twenty board policies are being presented to the board for "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, which was established by Chancellor Mathur, and includes shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on February 7, 2008 for review and recommendation to the Chancellor, and to the Board of Trustees for review and study at the February 20, 2008 board meeting and to the Board of Trustees for discussion/approval at the March 24, 2008 board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the board policies, as shown in EXHIBITS A through T.

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

# DRAFT

## BOARD POLICY

3100

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

### DISTRICT BUDGET DEVELOPMENT BUDGET PREPARATION

#### CURRENT POLICY

The Board of Trustees is responsible for the control of all the funds of the District and accepts the responsibility to direct the use of these funds in a prudent manner (Calif. Ed. Code, Sections 70901 and 70902).

The Chancellor shall direct the staff in the methods of budget development and establish a budget calendar in accordance with the requirements of the law. The Chancellor shall present the proposed District budget to the Board of Trustees for the purpose of publication, public hearings and adoption (Title 5, Calif. Code of Regulations, Sections 53200, 58190 - 58198).

Following the adoption of the District budget by the Board of Trustees, the Chancellor shall administer the budget in conformity with all legal requirements and the actions of the Board of Trustees.

#### REVISED POLICY

The Board of Trustees is responsible for the control of all the funds of the District and accepts the responsibility to direct the use of these funds in a prudent manner (Calif. Ed. Code, Sections 70901 and 70902).

~~The Chancellor shall direct the staff in the methods of budget development and establish a budget calendar in accordance with the requirements of the law. The Chancellor shall present the proposed District budget to the Board of Trustees for the purpose of publication, public hearings and adoption (Title 5, Calif. Code of Regulations, Sections 53200, 58190 - 58198).~~

Each year, the Chancellor shall direct the staff in the methods of budget development and present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's educational master plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- Changes in the assumptions upon

Adopted: 9-23-91  
Revised: 4-26-99  
Revised: 9-29-03

DRAFT  
BUDGET PREPARATION

BP-3100

which the budget was based shall be reported to the Board in a timely manner.

- A schedule is provided to the Board by the December Board Organization meeting of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves shall be no less than 7.5%.
- Budget projections address long term goals and commitments.

Following the adoption of the District budget by the Board of Trustees, the Chancellor shall administer the budget in conformity with all legal requirements and the actions of the Board of Trustees.

Reference:

Education Code Section 70902(b)(5);  
Title 5, 58300 et seq.

Adopted: 9-23-91  
Revised: 4-26-99  
Revised: 9-29-03

# DRAFT

## BOARD POLICY

3101

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

### TRANSFER OF BUDGET APPROPRIATIONS BUDGET MANAGEMENT

#### CURRENT POLICY

In accordance with state law, the Board of Trustees must approve all transfers of budget appropriations.

1. A transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the entire membership of the Board of Trustees, duly convened.
2. A transfer between major classifications of expenditures which exceeds \$5,000 must be approved by a majority of the Board of Trustees, duly convened. A transfer between major classifications of expenditures which does not exceed \$5,000 may be approved by the Chancellor or designee, subject to ratification by the Board of Trustees, duly convened (Title 5, Calif. Code of Regulations, Section 59011).

Budget Transfer Requests are to be submitted to the Board of Trustees by the Chancellor or designee in a timely manner and all approved transfers shall be filed with the Orange County Department of Education.

Adopted: 9-23-91  
Revised: 4-26-99  
Revised: 9-29-03

#### REVISED POLICY

~~In accordance with state law, the Board of Trustees must approve all transfers of budget appropriations.~~

1. ~~A transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the entire membership of the Board of Trustees, duly convened.~~  
The budget shall be managed in accordance with Title 5 and the CCC Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval/ratification is required for changes between major expenditure classifications.

2. ~~A transfer between major classifications of expenditures which exceeds \$5,000 must be approved by a majority of the Board of Trustees, duly convened. A transfer between major classifications of expenditures which does not exceed \$5,000 may be approved by the Chancellor or his/her designee, subject to~~



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BUDGET MANAGEMENT

BP-3101

ratification by a majority of the Board of Trustees, duly convened (Title 5, Calif. Code of Regulations, Section 59011). Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board.

~~Budget Transfer Requests are to be submitted to the Board of Trustees by the Chancellor or designee in a timely manner and a~~All approved transfers shall be filed with the Orange County Department of Education.

References:

Title 5 Sections 58307, 58308

Adopted: 9-23-91  
Revised: 4-26-99  
Revised: 9-29-03

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# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3101.5  
BUSINESS

## FISCAL MANGEMENT

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

*Reference:*

*Education Code Section 84040(c);  
Title 5 Section 58311*

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# BOARD POLICY

3105

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## AUDITS

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor or his/her designee shall assure that an annual outside audit is completed. The Chancellor or his/her designee shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit. The Chancellor or his/her designee will select an certified public accountancy firm not to exceed a 5 year period.

### *Reference:*

*Education Code Section 84040(b)*

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# BOARD POLICY

3200

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## PURCHASING

The Chancellor, or his/her designee, is authorized to approve individual business contracts up to the maximum limit of \$100,000. For contracts involving bid limits by the Education Code, the Chancellor or his/her designee shall be limited to less than \$15,000 for public works projects, and \$65,000 for equipment, supplies and maintenance projects. Contracts approved by the Chancellor or his/her designee shall be subsequently submitted to the Board for ratification.

*Reference:*

*Education Code Section 81656;*

*Public Contracts Code Section 20650, et seq.*

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# BOARD POLICY

3200.1

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## CONTRACTS

The Board delegates to the Chancellor or his/her designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Chancellor or his/her designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Chancellor or his/her designee is authorized to proceed with a contract.

### *Reference:*

*Education Code Section 81641, ET SEQ.;*

*Public Contracts Code Sections 20650, et seq.*

# DRAFT

## BOARD POLICY

3520

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

### REFRESHMENTS, AND MEALS AND DECORATIONS AT DISTRICT FUNCTIONS

#### CURRENT POLICY

The Board of Trustees encourages public participation and awareness of community college district programs and activities through direct personal contact with individuals and community groups. The board believes that the serving of refreshments and meals at, and providing for decorations and preparations for District activities facilitates communication and increases public awareness of, and participation in District sponsored meetings, events, and activities.

The Board of Trustees hereby authorizes the serving of refreshments and meals at, and the provision for decorations and preparations for meetings and activities referenced below and designates the Chancellor or designee to approve or disapprove all such requests provided that all approved requests be ratified by the Board of Trustees within sixty (60) days following the event:

1. Educational events sponsored by the District;
2. Seminars, workshops and meetings sponsored by the District;
3. Other activities as designated by the Board of Trustees or the Chancellor or designee that meet a legitimate public and educational purpose.

The cost of refreshments, meals and

Adopted: 11-05-90

Revised: 4-26-99

Revised: 9-29-03

#### REVISED POLICY

The Board of Trustees encourages public participation and awareness of community college district programs and activities through direct personal contact with individuals and community groups. The ~~B~~board believes that the serving of refreshments and meals for District approved functions at, and providing for decorations and preparations for District activities facilitates communication and increases public awareness of, the District and its colleges and improves and participation in District sponsored meetings and functions, events, and activities.

The Board of Trustees ~~hereby~~ authorizes the serving of refreshments and/or meals at functions, and the provision for decorations and preparations for meetings and activities referenced below and designates the Chancellor or his/her designee to approve or disapprove all such requests prior to the event which are: provided that all approved requests be ratified by the Board of Trustees within sixty (60) days following the event:

1. ~~Educational e~~Events sponsored by the ~~District~~ open to the public and/or representatives of other educational agencies;
2. ~~Seminars, workshops and meetings sponsored by the District;~~ Board, District-wide, College-wide and ATEP meetings, with college and/or district

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BP-3520

decorations which are served at duly authorized activities shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds (Calif. Ed. Code, Section 70902).

staff which may or may not include an outside partner representative (does not include division/school, departments or committee meetings).

3. Other activities as designated by the Board of Trustees or the Chancellor or designee that meet a legitimate public and educational purpose. Meetings including workshops, training and retreats, which are of sufficient length (greater than 4 hours) as to interfere with normal meal and break periods. One example could be a full workday training meeting during which break time refreshments and lunch are brought to the participants so that training can continue efficiently.

The cost of refreshments, and meals and decorations which are served at duly authorized activities in accordance with this policy shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds (Calif. Ed. Code, Section 70902). All expenses must be submitted to the Chancellor on "Request for Funds" (Form FS112). These expenditures shall be prudent and reasonable and the benefit to an individual may only be incidental.

State Staff Development funds may not be used for meals or refreshments, except for travel pursuant to AR 4052.

Adopted: 11-05-90  
Revised: 4-26-99  
Revised: 9-29-03

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**BOARD POLICY**

**3600**

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

DISPOSITION OF DISTRICT PROPERTY

CURRENT POLICY

The board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer required or suitable for District purposes and authorize the Chancellor or designee to dispose of such supplies and equipment in conformance with the law and District procedures (Calif. Ed. Code, Sections 81450 - 81454).

REVISED POLICY

The board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer required or suitable for District purposes and authorize the Chancellor or his/her designee to dispose of such supplies and equipment in conformance with the law and District procedures. (~~Calif. Ed. Code, Sections 81450—81454~~).

Reference:

Education Code Section 70902(b)(6), 81383, 81384, 81450, 81452

Adopted: 9-08-80  
Revised: 4-06-87  
Revised: 5-23-88  
Revised: 4-26-99  
Revised: 9-29-03



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**BOARD POLICY**

**4001**

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

PERSONAL USE OF PUBLIC RESOURCES

No employee or consultant shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

*Reference:*

*Government Code Section 8314, et seq.;*

*Penal Code, Section 424, et seq.*

# DRAFT

## BOARD POLICY

4000.5

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

### PROHIBITION OF HARASSMENT AND DISCRIMINATION

#### CURRENT POLICY

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing statuses.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to investigate such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, pursuant to Calif. Ed. Code and Title VII.

#### REVISED POLICY

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation and discrimination. It shall also be free of other unlawful harassment, including that which is based on any legally protected characteristic including but not limited to: any of the following statuses: race, color, ~~religion~~ religious creed, ancestry, national origin, physical disability, mental disability, medical condition, marital status, sex (~~i.e., gender~~), age or sexual orientation of any person, or the perception that a person has one or more of the foregoing statuses characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to investigate such conduct.

References: ~~1) Calif. Ed. Code, Sections 212.5, 66252, 66281.5~~  
~~2) Title VII of the Civil Rights Act of 1964, 42 U.S.C.A., Section 2000e~~

Adopted: 8-24-82  
Revised: 12-01-86  
Revised: 4-10-89  
Revised: 3-30-93  
Revised: 6-15-98  
Revised: 4-26-99  
Revised: 9-26-05

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BP-4000.5

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the approved procedures. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students

Individuals who engage in retaliatory conduct are subject to disciplinary action, pursuant to Calif. Ed. Code and Title VII.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the approved procedures described in Administrative Regulation 4000.5. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures

References: 1) ~~Calif. Ed. Code, Sections 212.5, 66252, 66281.5~~  
2) ~~Title VII of the Civil Rights Act of 1964, 42 U.S.C.A., Section 2000e~~

Adopted: 8-24-82  
Revised: 12-01-86  
Revised: 4-10-89  
Revised: 3-30-93  
Revised: 6-15-98  
Revised: 4-26-99  
Revised: 9-26-05

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BP-4000.5

to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related approved procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees and students who violate the policy and procedures may be subject to disciplinary action pursuant to Calif. Ed. Code and Title VII.

for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related approved procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees and students who violate the policy and procedures may be subject to disciplinary action pursuant to Calif. Ed. Code and Title VII.

Reference:  
Education Code Sections 212.5; 44100;  
66252; 66281.5;  
Government Code 12950.5;  
Title VII of the Civil Rights Act of 1964, 42  
U.S.C.A. § 2000e.

~~References: 1) Calif. Ed. Code, Sections 212.5, 66252, 66281.5~~  
~~2) Title VII of the Civil Rights Act of 1964, 42 U.S.C.A., Section 2000e~~

Adopted: 8-24-82  
Revised: 12-01-86  
Revised: 4-10-89  
Revised: 3-30-93  
Revised: 6-15-98  
Revised: 4-26-99  
Revised: 9-26-05

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# BOARD POLICY

4010

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## COMMITMENT TO DIVERSITY

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and professional development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

*Reference:*

*Education Code Section 87100 et seq.;*

*Title 5, Section 53000, et seq.*

Adopted:

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## BOARD POLICY

4012

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

### ACADEMIC ADMINISTRATORS AND CLASSIFIED MANAGERS PERSONNEL FILES

Personnel records are private, accurate, complete, and permanent. Personnel records are maintained in the District Office of Human Resources.

Every Academic Administrator and Classified Management employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information.

The employee shall have the right to enter, and have his or her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for a reasonable amount of time for this purpose without salary reduction.

With the exception of routine documents (e.g. payroll reports, status reports, etc.) or any documents generated by the employee or previously signed by the employee, any material placed in an employee's file must be signed and dated by both the employee and the individual who is requesting that the material be placed in the employee file. The employee's signature is only to acknowledge that the employee saw the document, it does not imply agreement with the material. A copy of any document other than the aforementioned routine documents, documents generated by the employee, or documents previously signed by the employee, shall be given to the employee prior to the time of insertion in the personnel file.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

*Reference:*

*Education Code Section 87031, et seq.;*

*Labor Code, Section 1198.5, et seq.*

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# BOARD POLICY

4021

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## CLASSIFIED MANAGERS

Classified managers are not employed as educational administrators.

Classified managers, regardless of job description, have authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or have the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified managers may be employed in the same manner as the other members of the classified service. If a classified manager is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

*Reference:*

*Government Code Section 3540.1(g) and (m);  
Education Code Section 72411*

Adopted:

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## BOARD POLICY

\*4101.2

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

### NUMBER OF PAY INSTALLMENTS FOR ACADEMIC PERSONNEL

#### CURRENT POLICY

Ten (10) month academic employees shall have the choice of receiving their annual salaries in ten (10) or twelve (12) installments. However, arrangements must be made with the Payroll Department no later than September 1 of each academic year to designate any change in the number of installments.

\*Affected by Academic Employee Master Agreement, Article XXIII

#### REVISED POLICY

~~Ten (10) month academic employees shall have the choice of receiving their annual salaries in ten (10) or twelve (12) installments. However, arrangements must be made with the Payroll Department no later than September 1 of each academic year to designate any change in the number of installments.~~

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

#### FULL-TIME FACULTY:

Full-time faculty are ten (10) month employees. Their annual salaries must be paid and reported only for the months in which they have scheduled duty days. They are paid five (5) equal payments for each semester as follows:

Fall Semester – August, September, October, November and December \*

Spring Semester – January, February, March, April and May

#### PART-TIME/OVERLOAD/STIPEND:

Part-time faculty, overload, OSH (one semester hour) and stipend payments are paid in five (5) equal Payments as follows:

Fall Semester - September, October,

Adopted: 7-16-71  
Revised: 4-10-90  
Revised: 2-28-94  
Technical Update: 4-26-99



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November, December \* and January

Spring Semester - February, March, April,  
May and June

Summer (OSH and Stipend are paid by the  
session)

First Session – July

Second Session – August

\*December payments are issued the first business  
day in January. All other months are paid on the  
last working day of that month.

Reference:

Education Code Section 87821

Government Code Section 20630

CalSTRS Teachers Retirement Law, Section  
23005

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# BOARD POLICY

4113

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL

## PARENTAL LEAVE FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

### CURRENT POLICY

~~Administrators and classified management personnel may request parental leave without pay for a period of up to six (6) months within one year of the birth or placement for adoption or foster care of a child. This leave shall run concurrently with any entitlement under the Family Medical Leave Act and the California Family Rights Act. Longer leaves or leave extensions may be granted by the board, depending upon the nature of the employee's position and responsibilities. This leave shall be for the exclusive purpose of child care or child rearing of a natural or adoptive child of the employee, and shall not be available for pregnancy-related disabilities, or for gainful employment. The decision to grant a parental leave in excess of statutory entitlement, and the length of the leave, if granted, shall be at the sole discretion of the Board of Trustees.~~

~~The employee shall, prior to submitting the written leave request for parental leave in excess of statutory entitlement, obtain the written approval of the immediate supervisor. In approving or denying the requested leave, the supervisor shall consider the proposed dates of the leave, and the length of the leave in light of the responsibilities of the employee's position. A written request approved by the supervisor shall be filed by the employee with the Office of Human Resources specifying the beginning and ending dates requested and the length of~~

### REVISED POLICY

Administrators and classified management personnel may request parental leave without pay with benefits for a period of up to six (6) months within one year of the birth or placement for adoption or foster care of a child. This leave shall run concurrently with any entitlement under the Family Medical Leave Act and the California Family Rights Act. Longer leaves or leave extensions may be granted by the board, depending upon the nature of the employee's position and responsibilities. This leave shall be for the exclusive purpose of child care or child rearing of a natural or adoptive child of the employee, and shall not be available for pregnancy related disabilities, or for gainful employment. The decision to grant a parental leave in excess of statutory entitlement, and the length of the leave, if granted, shall be at the sole discretion of the Board of Trustees.

The employee shall, prior to submitting the written leave request for parental leave in excess of statutory entitlement, obtain the written approval of the immediate supervisor. In approving or denying the requested leave, the supervisor shall consider the proposed dates of the leave, and the length of the leave in light of the responsibilities of the employee's position. A written request approved by the supervisor shall be filed by the employee with the Office of Human Resources specifying the beginning and ending dates requested and the length of leave

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BP-4113

~~leave requested. The written request will be submitted no later than ten (10) working days prior to the requested commencement of the leave. Depending upon the individual circumstances of the employee's need for the parental leave, the Board of Trustees may shorten or waive the advance notice requirement.~~

requested. The written request will be submitted no later than ten (10) working days prior to the requested commencement of the leave. Depending upon the individual circumstances of the employee's need for the parental leave, the Board of Trustees may shorten or waive the advance notice requirement.

~~Return rights of employees taking parental leave pursuant to state or federal family leave law shall be as set forth in those laws and Board Policy 4117.~~

Return rights of employees taking parental leave pursuant to state or federal family leave law shall be as set forth in those laws and Board Policy 4117.

~~For parental leaves of less than six months but in excess of any statutory entitlement, the employee shall be entitled to return to the same classification, but not necessarily to the same position as the employee served in, immediately prior to the leave, unless the position or classification has been discontinued and the employee has been served notice under the layoff provisions of the California Education Code. Employees who do not return at the end of the authorized leave are subject to disciplinary action which may include dismissal.~~

For parental leaves of less than six months but in excess of any statutory entitlement, the employee shall be entitled to return to the same classification, but not necessarily to the same position as the employee served in, immediately prior to the leave, unless the position or classification has been discontinued and the employee has been served notice under the layoff provisions of the California Education Code. Employees who do not return at the end of the authorized leave are subject to disciplinary action which may include dismissal.

~~Pregnancy related disabilities shall be treated as any other disability for purposes of sick leave.~~

Pregnancy related disabilities shall be treated as any other disability for purposes of sick leave.

Adopted: 7-02-69      Revised: 4-26-99  
Revised: 9-26-69      Revised: 1-31-05  
Revised: 7-10-73  
Revised: 4-24-89

# DRAFT

## BOARD POLICY

5301

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

### COURSE REPETITION

#### CURRENT POLICY

#### REVISED POLICY

##### A. Course Repetition for Courses with a Passing Grade

##### A. Course Repetition for Courses with a Passing Grade

As stated in Title 5, California Code of Regulations, Section 55761, no student may repeat a credit course for credit nor may state apportionment be claimed if the student has previously completed the course with a grade of A, B, C or CR except:

As stated in Title 5, California Code of Regulations, Section 55761, no student may repeat a credit course for credit nor may state apportionment be claimed if the student has previously completed the course with a grade of A, B, C or CR except:

1. Where there has been a significant lapse of time (not less than three years) since the student previously took the course. A single repeat is the maximum allowed under this provision; or
2. Where the course is approved by the Board of Trustees as a repeatable course. Three repeats is the maximum allowable under this provision.

1. Where there has been a significant lapse of time (not less than three years) since the student previously took the course. A single repeat is the maximum allowed under this provision; or
2. Where the course is approved by the Board of Trustees as a repeatable course. Three repeats is the maximum allowable under this provision.

A course may be designated as repeatable only if:

A course may be designated as repeatable only if:

- a. The course is approved specifically as a repeatable course by the Board of Trustees
- b. The course content differs each time the course is offered as demonstrated through course syllabi

- d. The course is approved specifically as a repeatable course by the Board of Trustees
- e. The course content differs each time the course is offered as demonstrated through course syllabi
- f. The course is so designed that

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06

# DRAFT

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- c. The course is so designed that students repeating the course will enhance their skills or proficiencies through supervised repetition and practice within class periods; or
- d. The mastery of course content is by design likely to require the repetition of the course by a substantial proportion of those who are expected to enroll

- students repeating the course will enhance their skills or proficiencies through supervised repetition and practice within class periods; or
- e. The mastery of course content is by design likely to require the repetition of the course by a substantial proportion of those who are expected to enroll

Students seeking to enroll in a repeatable course under these provisions may not concurrently enroll in the same repeatable course.

Students seeking to enroll in a repeatable course under these provisions may not concurrently enroll in the same repeatable course.

An exception to the above stated conditions may be considered only through the formal appeal process.

An exception to the above stated conditions may be considered only through the formal appeal process.

A repeatable course shall be so designated in the catalog and shall contain as part of the course description notation of the maximum number of times the course may be taken for credit.

A repeatable course shall be so designated in the catalog and shall contain as part of the course description notation of the maximum number of times the course may be taken for credit.

## B. Course Repetition for Courses with a Substandard Grade

## B. Course Repetition for Courses with a Substandard Grade

A student may repeat courses for which substandard work has been recorded in accordance with the policies described below. For purposes of course repetition, the term “substandard” shall be defined as meaning course work for which the grading symbols “D”, “F” and/or “NC” have been recorded (Title 5, California Code of Regulations, Section 55761).

A student may repeat courses for which substandard work has been recorded in accordance with the policies described below. For purposes of course repetition, the term “substandard” shall be defined as meaning course work for which the grading symbols “D”, “F” and/or “NC” have been recorded (Title 5, California Code of Regulations, Section ~~55761~~ 55040).

- 1. Previous grades and credits for each repetition are to be disregarded in the computation of grade point averages (Title 5, California Code of

- 1. Previous grades and credits for each repetition are to be disregarded in the computation of grade point averages (Title 5, California Code of

Adopted: 10-09-85  
 Revised: 05-15-89  
 Revised: 04-26-99  
 Revised: 05-22-06

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Regulations, Section 55761).

2. When course repetition occurs, the permanent academic record shall be annotated in such a manner that only the most recent grade and credit earned will be used to calculate the student's grade point average. All work shall remain legible, ensuring a true and complete academic history (Title 5, California Code of Regulations, Section 55761).
3. Repetition may be permitted for courses deemed equivalent within the South Orange County Community College District and for which substandard academic performance has been recorded as defined in this section (Title 5, California Code of Regulations, Section 55762(b)). Equivalency will be established by a college-determined process.
4. Students will automatically be allowed to repeat a course taken with a substandard grade only one time. A student may be allowed to repeat the course additional times only through a formal appeal process. Each subsequent grade shall be recorded consistent with the provisions of Title 5, California Code of Regulations, Section 55761, as described above.
5. Prior course repetition actions by other accredited colleges and universities may be honored in determining transfer of a student's credits (Title 5, California Code of Regulations, Section 55762(g)).

## C. Apportionment for Course Repetition

The conditions under which state

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06

Regulations, Section ~~55761~~ 55040).

2. When course repetition occurs, the permanent academic record shall be annotated in such a manner that only the most recent grade and credit earned will be used to calculate the student's grade point average. All work shall remain legible, ensuring a true and complete academic history (Title 5, California Code of Regulations, Section ~~55761~~ 55040).
3. Repetition may be permitted for courses deemed equivalent within the South Orange County Community College District and for which substandard academic performance has been recorded as defined in this section (Title 5, California Code of Regulations, Section ~~55762(b)~~ 55040). Equivalency will be established by a college-determined process.
4. Students will automatically be allowed to repeat a course taken with a substandard grade only ~~one time~~ twice. A student may be allowed to repeat the course ~~additional times~~ a third time only through a formal appeal process, which verifies that there are extenuating circumstances which justify the additional repetition. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student. Each subsequent grade shall be recorded consistent with the provisions of Title 5, California Code of Regulations, Section ~~55761~~ 55040, as described above.
5. Prior course repetition actions by other accredited colleges and universities may be honored in determining

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apportionment may be claimed for course repetition are contained in Title 5, Section 58161, which states:

1. Except as specifically authorized by statute or by this section, no state apportionment shall be allowed for the attendance of a student in a course in which the student has previously received a grade from the District
2. State apportionment may be claimed for the attendance of a student in a course in which the student has received a grade only if:
  - a. The student is repeating the course to alleviate substandard work that has been recorded on the student's record. The term "substandard" shall be defined as course work for which the grading symbol "D", "F", or "N/C" has been recorded; or
  - b. The District finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or
  - c. The District has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course

The attendance of students repeating a course as authorized by this subsection may be

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06

transfer of a student's credits (Title 5, California Code of Regulations, Section 55762(g)).

## C. Apportionment for Course Repetition

The conditions under which state apportionment may be claimed for course repetition are contained in Title 5, Section 58161, which states:

1. Except as specifically authorized by statute or by this section, no state apportionment shall be allowed for the attendance of a student in a course in which the student has previously received a grade from the District
2. State apportionment may be claimed for the attendance of a student in a course in which the student has received a grade only if:
  - a. The student is repeating the course to alleviate substandard work that has been recorded on the student's record. The term "substandard" shall be defined as course work for which the grading symbol "D", "F", or "N/C" has been recorded; or
  - b. The District finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or
  - c. The District has determined that a student should repeat a course because there has been

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claimed only once for state apportionment.

3. State apportionment for repetition of courses not expressly authorized by this section may be claimed upon approval of the Chancellor in accordance with the following procedure:

a. The District must identify the courses which are to be repeatable, and designate such courses in the college catalogs;

b. The District must determine and certify that each identified course is one in which the course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the two following reasons:

1) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

2) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained

c. The District must develop and implement a mechanism for the proper monitoring of such repetition

The attendance of students repeating a course pursuant to this subsection, when approved by the Chancellor, may be claimed for state

Adopted: 10-09-85

Revised: 05-15-89

Revised: 04-26-99

Revised: 05-22-06

a significant lapse of time since the student previously took the course

The attendance of students repeating a course as authorized by this subsection may be claimed only once for state apportionment.

3. State apportionment for repetition of courses not expressly authorized by this section may be claimed upon approval of the Chancellor in accordance with the following procedure:

a. The District must identify the courses which are to be repeatable, and designate such courses in the college catalogs;

b. The District must determine and certify that each identified course is one in which the course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the two following reasons:

1) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

2) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained

c. The District must develop and implement a mechanism for the proper monitoring of such



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apportionment for not more than three  
semesters or five quarters.

repetition

The attendance of students repeating a course pursuant to this subsection, when approved by the Chancellor, may be claimed for state apportionment for not more than three semesters, ~~or five quarters.~~

Reference:

Title 5, Section 55040, 55041, 55044, 58161

Adopted: 10-09-85  
Revised: 05-15-89  
Revised: 04-26-99  
Revised: 05-22-06

DRAFT

# BOARD POLICY

5405

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## STUDENT COMPLAINT POLICY

### CURRENT POLICY

### REVISED POLICY

~~The Board of Trustees of the South Orange County Community College District is committed to providing an environment for work and learning that is free of discrimination and harassment. In keeping with this commitment, the district maintains a strict policy prohibiting unlawful discrimination, including harassment. This policy applies to employees, including management and non-management employees, to applicants for employment, and to students. It prohibits discrimination, including harassment on a basis prohibited by state and federal regulations for community colleges on nondiscrimination, including race, religion, creed, color, national origin, ancestry, physical or mental disability, marital status, gender, sexual orientation, or age.~~

DELETE

~~Discrimination includes denial of the benefits of employment or of a community college activity or program on a basis prohibited by law. Harassment includes, but is not limited to unwanted sexual advances and requests for sexual favors where: (1) submission to such conduct is made an explicit or implicit term or condition of employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Employees or~~

Adopted: 6-15-98

Technical Update: 4-26-99

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BP-5405

~~students who violate this policy are subject to disciplinary action.~~

~~Formal complaints under this policy shall be investigated according to the guidelines set forth in Title 5, Calif. Code of Regulations, Section 59300, et seq., and the district's "Sexual Harassment Policy and Complaint Procedure," which is on file in the offices of the district's Chancellor and Executive Vice Chancellor of Administrative and Business Services, and in the offices of the College Presidents and Vice Presidents of Student Services.~~

## Legal References:

~~Government Code, Sections 11135-11139.5; Title 5, Calif. Code of Regulations, Section 59300 et seq.; Title IX of the Education Amendments of 1972, as amended; Title VI and Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Rehabilitation Act of 1973, Sections 503 and 504; Age Discrimination in Employment Act of 1967, as amended; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990 and California Labor Code, Section 1102.1.~~

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# BOARD POLICY

5600

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ASSOCIATE DEGREE REQUIREMENTS

### CURRENT POLICY

Upon completion of the graduation requirements as approved by the South Orange County Community College District Board of Trustees and stated in either the Irvine Valley College or Saddleback College catalog, the Board of Trustees will confer the Associate in Arts or Associate in Science Degree per Title 5, Calif. Code of Regulations, Sections 55800-55810.

- I. The SOCCCD Board of Trustees shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, written expression and mathematics, and who has satisfactorily completed at least 60 semester units of college work. This course work requirement must be fulfilled in a curriculum accepted toward the degree by either college in the district (as shown in its catalog). It must include at least 18 semester units in general education and at least 18 semester units in a major as prescribed in this section. Of the required units, at least 12 semester units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the SOCCCD Board of Trustees when it determines that an injustice or undue hardship would be placed on the student.

- A. Major Requirements. At least 18

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01

### REVISED POLICY

Upon completion of the graduation requirements as approved by the South Orange County Community College District Board of Trustees and stated in either the Irvine Valley College or Saddleback College catalog, and filed with the State Chancellor's Office, the Board of Trustees will confer the Associate in Arts or Associate in Science Degree per Title 5, Calif. Code of Regulations, Sections 55800-55810.

- I. The SOCCCD Board of Trustees shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, written expression and mathematics, and who has satisfactorily completed at least 60 semester units of college work. This course work requirement must be fulfilled in a curriculum accepted toward the degree by either college in the district (as shown in its catalog). It must include at least 18 semester units in general education and at least 18 semester units in a major as prescribed in this section. Of the required units, at least 12 semester units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the SOCCCD Board of Trustees when it determines that an injustice or undue hardship would be placed on the student.

semester units of study taken in a single discipline or related disciplines, as listed in the California Community Colleges "Taxonomy of Programs" shall be required.

B. General Education Requirements.

Students receiving an associate degree shall complete a minimum of 18 semester units of general education, including a minimum of three semester units in each of the areas (1), (2), and (3) and the same minimum in each part of (4). The remainder of the unit requirement is also to be selected from among these four divisions of learning:

1. Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific

- A. Major Requirements. At least 18 semester units of study taken in a single discipline or related disciplines, as listed in the California Community Colleges "Taxonomy of Programs" shall be required.

B. General Education Requirements.

Students receiving an associate degree shall complete a minimum of 18 semester units of general education, including a minimum of three semester units in each of the areas (1), (2), and (3) and the same minimum in each part of (4). The remainder of the unit requirement is also to be selected from among these four divisions of learning:

1. Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

Adopted: 5-15-89  
Technical Update: 4-26-99  
Revised: 6-25-01

disciplines.

- 2. Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.
- 3. Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people through the ages and in different cultures have

- 2. Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.
- 3. Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people through the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop

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responded to themselves and the world around them in artistic and cultural creation and help the student develop an aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

4. Language and Rationality. Courses in language that cover the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.
  - a. English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
  - b. Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

C. While a course might satisfy more

an aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

4. Language and Rationality. Courses in language that cover the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.
  - a. English Composition. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and

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than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement.

- D. Ethnic studies will be offered in at least one of the required areas as listed in Section I-B.

II. Philosophy and Criteria for Associate Degree and General Education

As specified in Title 5, Section 55805, the SOCCCD Board of Trustees adopts the following as its philosophy on general education consistent with the policy of the California Community Colleges Board of Governors.

General education requirements are at the heart of what is broadly acknowledged as the fundamental foundation for higher education. These requirements are ambitious and designed to develop a breadth and depth of knowledge, understanding, insights and skills. They include competencies in reading, critical thinking, writing and basic mathematics. The courses that meet the general education requirements are designed to help students (a) develop and refine the skills needed to acquire knowledge and communicate effectively; (b) employ science as a dynamic method of observation; (c) appreciate individuals as members of society or components of society; (d) study culture for increased aesthetic enlightenment and appreciation of creative contributions; and (e) expand their understandings of American institutions and ideals; and (f) gain

achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section. The competency requirements for written expression may also be met by obtaining a satisfactory grade in courses in English taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition. Requirements for demonstrating competency in reading shall be locally determined.

~~Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.~~

- b. Communication and

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experiences leading to a better self-understanding.

III. Types of Courses Appropriate to the Associate Degree (Title 5, Section 55805.5)

The criteria established by the SOCCCD Board of Trustees to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in Section 55002(a) and that fall into the following categories to be offered for associate degree credit:

- A. All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.
- B. Courses that apply to the major in non-baccalaureate occupational fields.
- C. English courses not more than one level below the first transfer level composition courses.
- D. All mathematical courses above and including elementary algebra.

IV. Each college shall review, define and publish its general education philosophy statement and graduation requirements consistent with Title V and this board policy. Any revisions to the general education philosophy statement and graduation requirements shall be subject to approval by the SOCCCD Board of Trustees.

Analytical Thinking.  
Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

5. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section. The competency requirements for mathematics may also be

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met by obtaining a satisfactory grade in courses in mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Intermediate Algebra.

- C. While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement.
- D. Ethnic studies will be offered in at least one of the required areas as listed in Section I-B.

II. Philosophy and Criteria for Associate Degree and General Education

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General education requirements are at the heart of what is broadly acknowledged as the fundamental foundation for higher education. These requirements are ambitious and designed to develop a breadth and depth of knowledge, understanding, insights and skills. They include competencies in reading, critical thinking, writing and basic mathematics. The courses that meet the general education requirements

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are designed to help students  
(a) develop and refine the skills needed to acquire knowledge and communicate effectively; (b) employ science as a dynamic method of observation; (c) appreciate individuals as members of society or components of society; (d) study culture for increased aesthetic enlightenment and appreciation of creative contributions; and (e) expand their understandings of American institutions and ideals; and (f) gain experiences leading to a better self-understanding.

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- A. All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.
- B. Courses that apply to the major in non-baccalaureate occupational fields.
- C. English courses not more than one level below the first transfer level composition courses.
- D. All mathematical courses above and including elementary algebra.

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- IV. Each college shall review, define and publish its general education philosophy statement and graduation requirements consistent with Title V and this board policy. Any revisions to the general education philosophy statement and graduation requirements shall be subject to approval by the SOCCCD Board of Trustees.

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# DRAFT

## BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5601  
STUDENTS

### CERTIFICATE PROGRAMS

#### CURRENT POLICY

The awarding of a certificate acknowledges to the recipient and the potential employer that all courses in an approved career and technical program have been completed. The courses are chosen by the faculty on the basis of determination of education experiences which lead to career and technical competency.

Students with previous educational or career and technical experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in the colleges' Admissions and Records and Counseling offices. The certificate is issued upon completion of the required courses including a minimum of twelve (12) units and at least one course required in the certificate program in residence in the District. It is the student's responsibility to make formal application for the certificate to the colleges' Admissions and Records offices.

#### REVISED POLICY

The awarding of a certificate acknowledges to the recipient and the potential employer that all courses in an approved career and technical program have been satisfactorily completed. The courses and programs are chosen by the faculty on the basis of determination of education experiences which lead to career and technical competency and that they are consistent with the mission of the District, feasible, and adhere to guidelines of academic achievement.

Students with previous educational or career and technical experience who wish to waive a course on the certificate list may be expected to verify equivalency through examination. Petitions for course waivers or substitutions are available in the colleges' Admissions and Records and Counseling offices. The certificate is issued upon completion of the required courses including a minimum of twelve (12) units and at least one course required in the certificate program in residence in the District. It is the student's responsibility to make formal application for the certificate to the colleges' Admissions and Records offices.

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Revised: 4-26-99

Revised: 8-30-04

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# BOARD POLICY

5606

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## INTERNATIONAL STUDENT ADMISSIONS

### CURRENT POLICY

The colleges of the South Orange County Community College District have been approved by the United States Department of Justice as institutions of higher learning for international students. The colleges will seek to achieve broad representation from nations of the world for the benefit of both international and South Orange County Community College District students.

Only those non-immigrant international students who have completed the equivalent of an American high school education with satisfactory grades will be admitted. They must show they have adequate financial resources to pay non-resident tuition and to adequately support themselves while attending a college. All non-immigrant international students are required to purchase, through a United States insurance company, health and accident insurance (U.S. Government Regulation, Section 514.14). Proof of insurance coverage purchased by the student shall meet the requirements of said regulation and be issued by a bona fide carrier acceptable to the district's Business Services Office. Insurance must include medical evacuation and repatriation benefits.

The South Orange County Community College District will establish districtwide admission requirements for non-immigrant international students. The district standards for admission of non-immigrant international

Revised: 5-15-89

Revised: 10-09-95

Technical Update: 4-26-99

### REVISED POLICY

The colleges of the South Orange County Community College District have been approved by the United States Department of Justice to accept and enroll international students, including those with an F-1 or M-1 student visas, as institutions of higher learning for international students. The colleges will seek to achieve broad representation from nations of the world for the benefit of both international and South Orange County Community College District students and the community it serves.

Only those non-immigrant international students who have completed the equivalent of an American high school education with satisfactory grades will be admitted. They Applicants must show they have adequate financial resources to pay non-resident tuition and to adequately support themselves while attending a college. All non-immigrant international students holding F-1 and M-1 visas, are required to purchase, through a United States insurance company, health and accident insurance, through a United States insurance company approved by the District's Business Services Office. (U.S. Government Regulation, Section 514.14). Proof of insurance coverage purchased by the student shall meet the requirements of said regulation and be issued by a bona fide carrier acceptable to the district's Business Services Office. Insurance must include medical evacuation and repatriation benefits.

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students will be published in each college catalog. Non-immigrant international students must apply and fulfill all admission requirements. Specific application requirements are published in the college catalogs.

The South Orange County Community College District will establish districtwide admission requirements for non-immigrant international students. ~~The district standards for admission of non-immigrant international students will be published in each college catalog.~~ Non-immigrant international students must apply and fulfill all admission requirements. ~~Specific application requirements are published in the college catalogs.~~ The district standards of admission and application requirements for non-immigrant international students will be published in each college catalog.

Revised: 5-15-89  
Revised: 10-09-95  
Technical Update: 4-26-99

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP 5300- Grading Policy, BP 6100- Curriculum, and BP 6115-Community Education Programs

**ACTION:** Discussion/Approval

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### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations.

### **STATUS**

Three board policies are being 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, which was established by Chancellor Mathur, and includes shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on March 13, 2008 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for discussion/approval three board policies, as shown in EXHIBITS A through C.



# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5300  
STUDENTS

## GRADING POLICY

This grading policy is based on sound academic principles and conforms to the following standards:

1. Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, a diploma or license shall be graded in accordance with the grading scale adopted by this policy in accordance with Section ~~55758-55023~~ of Title 5, California Code of Regulations.

### Credit No Credit I. PASS-NO PASS

A ~~credit no credit~~ pass-no pass grade may be earned by any student in either of the following two categories: (a) courses may be offered wherein all students are evaluated on a "pass-no pass ~~credit no credit~~" basis; or, (b) courses wherein each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass-no pass ~~credit no credit~~" or a letter grade.

1. All units earned on a "pass-no pass ~~credit no credit~~" basis shall be counted in satisfaction of South Orange County Community College District curriculum requirements.
2. The Board of Trustees may authorize a student who has received credit for a course taken on a "pass-no pass ~~credit no credit~~" basis within the district to convert this to a grade based on a grading scale by taking an appropriate examination. Such authorization shall conform to the standards for repeating enrollment contained in Sections 55761 through 55763 of Title 5, California Code of Regulations.
3. Units earned on a "pass-no pass ~~credit no credit~~" basis shall not be used to calculate grade point averages. However, units attempted for which "NPC" is recorded shall be considered in probation and dismissal procedures, as defined in Section 55758 of Title 5, California Code of Regulations.
4. Independent study courses offered in accordance with Sections 55300-55352 of Title 5, California Code of Regulations may be graded on a "pass-no pass ~~credit no credit~~" basis.
5. For courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the "CR/NCP/NP" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit shall be assigned for failure to do so.

GRADING POLICY

6. Courses wherein all students are evaluated on the "pass-no pass credit-no credit" basis shall be specified in the college catalog and schedule of classes.

II. CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by proper authorities of any college, as prescribed by Title 5, California Code of Regulations, Section ~~55753~~ 55050.

- ~~1. Such credit may be granted only to a student who is registered in the South Orange County Community College District and in good standing and only for a course listed in the college catalog.~~
- ~~2. The student must have established a minimum 2.0 grade point average in at least twelve units completed in the South Orange County Community College District to enroll for credit by examination.~~
- ~~3. The student's academic record shall be clearly annotated to reflect the credit by examination was attempted.~~
- ~~4. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence.~~

1. The governing board of South Orange County Community College District shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.
2. The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the college.
3. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to Section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.

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GRADING POLICY

4. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examination are conducted pursuant to this section.
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
6. Grading shall be according to the regular grading system approved by the governing board pursuant to Section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
7. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
8. The District may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination. If it is determined that there will be a charge it shall be uniform and be applied to students throughout the District.

Note: Authority cited: Section 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

III. STANDARDS FOR PROBATION

Students shall be placed on academic or progress probation according to the following standards, as prescribed by Title 5, California Code of Regulations, Section 55754:

1. Academic probation. A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Section 55758 of Title 5, California Code of Regulations.
2. Progress probation. A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I" and "NPE" are recorded reaches or exceeds fifty percent (50%). The MW grade shall not be used in the calculation of progress probation.

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IV. REMOVAL FROM PROBATION

Students shall be removed from probation according to the following provisions of Title 5, California Code of Regulations, Section 55755:

1. A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.
2. A student on progress probation because of an excess of units for which entries of "W", "I" and "NPE" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).
3. A student may request removal from probation or appeal probation placement by following the petition procedure provided by the Admissions and Records Office.

V. STANDARDS FOR DISMISSAL

Students shall be subject to dismissal by the following standards of Title 5, California Code of Regulations, Section 55756:

1. A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters which were graded on the basis of the grading scale described in this policy.
2. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W", "I" and "NPE" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).
3. A student may appeal dismissal by following the petition procedure provided by the Admissions and Records office.

VI. READMISSION AFTER DISMISSAL

Students who have been dismissed from South Orange County Community College District may apply for readmission after one semester of non-attendance by following the petition procedure provided by the Admissions and Records office. Students who are readmitted and fail to

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maintain a grade point average of 1.75 or higher during the semester following readmission will be subject to permanent dismissal.

VII. ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points using only the following evaluative symbols as prescribed by Title 5, California Code of Regulations, Section 55758:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory - units awarded, not counted in GPA)	
<u>NPE</u>	No <u>Pass</u> Credit (less than satisfactory, or failing - units not counted in GPA)	

1. The Board of Trustees of the South Orange County Community College District will publish the point equivalencies for the grades adopted in this section in the catalog as part of its grading practices, as prescribed by Title 5, California Code of Regulations, Section 55758.

2. Only the following non-evaluative symbols may be used:

<u>Symbol</u>	<u>Definition</u>
I	Incomplete

Incomplete academic work at the end of the term, as a result of an unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The conditions for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the required work has been completed and evaluated, or when the time limit for completing the work has passed.

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The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Admissions and Records office.

<u>Symbol</u>	<u>Definition</u>
IP	In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

Currently, an appropriate use of the "IP" symbol would be in an open entry-open exit class.

<u>Symbol</u>	<u>Definition</u>
RD	Report Delayed

The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

<u>Symbol</u>	<u>Definition</u>
W	Withdrawal

Withdrawal from class or classes shall be authorized through 65% of a term. The academic record of a student who remains in a class beyond 65% of a term must reflect a symbol as authorized in this section, other than a "W".

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- Revised: 04-26-99
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No notation (“W” or other) shall be made on the academic record of a student who withdraws during the first four weeks of a term.

Withdrawal between the end of the fourth week and 65% of a term shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in progress probation and dismissal procedures.

A student may request permission to withdraw from a class after the final drop date by following the petition procedure provided by the Admissions and Records Office. All requests for this exception shall include complete written details of the circumstances and only extreme emergency reasons clearly beyond the control of the student shall be considered.

A student is allowed to receive a maximum of four W’s per course. A student will be allowed to take the course additional times only through a formal appeal process.

<u>Symbol</u>	<u>Definition</u>
MW	Military Withdrawal

The MW symbol shall be used for students who are members of an active or reserve military service and receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at anytime during the term with no adverse impact on the students' academic record or enrollment status. This grading option is retroactive to January 1, 1990.

VIII. NOTIFICATION OF PROBATION AND DISMISSAL

Every reasonable effort will be made to notify a student of placement on probation, dismissal, removal from probation, or reinstatement after dismissal, at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

1. Counseling and other support services will be offered to any student on probation to help the student overcome any academic difficulties.
2. Probation and dismissal policies and procedures shall be published in the district catalog per Title 5, California Code of Regulations, Section 55759.

IX. GRADE CHANGES

- Adopted: 01-26-81
- Revised: 05-15-89
- Revised: 06-24-91
- Revised: 04-26-99
- Revised: 12-11-00
- Revised: 04-24-06

In any course offered by the South Orange County Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Title 5, California Code of Regulations, Section 55758. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency as outlined in California Education Code, Section 76224(a). Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record in accordance with Title 5, California Code of Regulations, Section 55760.

1. A student who has received credit for a course taken on a "~~credit-no credit~~pass-no pass" basis within the South Orange County Community College District may convert this to a grade based on a grading scale by taking an appropriate examination. Such authorization shall conform to the procedures for repeating enrollment contained in Title 5, California Code of Regulations, Sections 55761-55763.
2. When grade changes are made in accordance with this policy, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history, as prescribed by Title 5, California Code of Regulations, Section 55761.

#### X. ACADEMIC RENEWAL REGULATIONS

Computation of the cumulative grade point average, may, under the circumstances outlined below, disregard course work from consecutive terms taken at any college as prescribed by Title 5, California Code of Regulations, Sections 55763 and 55765.

1. A student may request that the record of previously completed course work be disregarded by following the petition procedure provided by the Admissions and Records office.
2. Evidence to the effect that the previously recorded work was substandard (less than "C" or equivalent) and not reflective of more recently demonstrated academic ability, must be submitted with the petition.
3. A maximum of two semesters or three quarters of work as a full-time student or up to 30 units of part-time work may be alleviated and disregarded in the computation of cumulative grade point average.
4. All course work taken in the term is to be alleviated even if satisfactory, and shall be disregarded.

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GRADING POLICY

5. At least three years must have elapsed since completion of the most recent course work to be alleviated.
6. A minimum of 30 semester units must have been completed at regionally accredited colleges or universities with a 2.50 G.P.A. subsequent to the course work to be alleviated.
7. When course work is forgiven, the permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a true and complete academic history.
8. Academic renewal by South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
9. A student may request academic renewal only once.

Adopted: 01-26-81  
Revised: 05-15-89  
Revised: 06-24-91  
Revised: 04-26-99  
Revised: 12-11-00  
Revised: 04-24-06

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# BOARD POLICY

6100

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## CURRICULUM

### CURRENT POLICY

Courses of instruction and educational programs shall be written by faculty teaching in instructional and educational programs. Pursuant to Title 5 of the California Code of Regulations, Section 55022, a curriculum committee shall be established at each college by the mutual agreement of the College President and the Academic Senate. All programs and courses approved by the Academic Senate shall be forwarded to the College President for review. The President shall forward the approved programs and courses for Board review and final approval. Pursuant to BP-2100.1, the Board shall rely primarily upon the advice of the Academic Senates regarding appropriate action for curriculum. All courses of instruction and educational programs shall be submitted to the California Community Colleges Chancellor's Office for approval, except as provided in California Code of Regulations, Section 55100(b) and 55160.

The Academic Senates, in consultation with the curriculum committees, shall regularly monitor college curriculum to assure that it is current and appropriate pursuant to the Program and Course Approval Handbook published by the Chancellor's Office of the California Community Colleges. The Academic Senates shall report to the Board of Trustees annually in February on the currency and appropriateness of curriculum for each program and course under review.

The colleges shall not offer programs and courses that fail to meet the curriculum

### REVISED POLICY

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

Pursuant to Title 5 of the California Code of Regulations, Section 55022, a curriculum committee shall be established at each college by the mutual agreement of the College President and the Academic Senate. The procedures established shall include the requirement that courses of instruction and educational programs shall be written by faculty teaching in instructional and educational programs. The college will provide training opportunities for persons involved in all aspects of curriculum development. All programs and courses approved by the Academic Senate shall be forwarded to the College President for review. The President shall forward the approved programs and courses and recommendations for program deletions to the Chancellor for his/her review and to the Board of Trustees for its review and final approval. Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Pursuant to BP-2100.1, the Board shall rely primarily upon the advice of the Academic

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BP-6100

standards in the Program and Course Approval Handbook, relevant state laws and regulations, and accreditation standards. If such a failure occurs, the College President shall direct the appropriate faculty to immediately conduct and complete curriculum review and bring the programs and courses into compliance.

Senates regarding appropriate action for curriculum. All courses of instruction and educational programs shall be submitted to the California Community Colleges Chancellor's Office for approval, except as provided in California Code of Regulations, Section 55100(b) and 55160.

The Academic Senates, in consultation with the curriculum committees, shall regularly monitor college curriculum to assure that it is current and appropriate pursuant to the Program and Course Approval Handbook published by the Chancellor's Office of the California Community Colleges and job market and other related information for vocational and occupational programs. The Academic Senates shall report to the Board of Trustees annually in February on the currency and appropriateness of curriculum for each program and course under review.

The colleges shall not offer programs and courses that fail to meet the curriculum standards in the Program and Course Approval Handbook, relevant state laws and regulations, and accreditation standards. If such a failure occurs, the College President shall direct the appropriate faculty to immediately conduct and complete curriculum review and bring the programs and courses into compliance.

Revised: 6-26-89  
Revised: 4-26-99  
Revised: 5-22-06

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

**BP-6115**  
INSTRUCTION

COMMUNITY EDUCATION PROGRAMS

The community education programs shall be designed to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in it.

Community education courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community education courses. Students involved in community education courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

*Reference:*  
*Education Code Section 78300*

**TO:** Board of Trustees

**FROM:** Dr. Raghu P. Mathur, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP 3455-Security Cameras, BP 5300.5-Grade Changes, BP 5611-Open Enrollment, Prerequisites, Corequisites, and Advisories Policy, BP 6125-Student Travel: Field Trips and Excursions

**ACTION:** Acceptance for Review and Study

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### **BACKGROUND**

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations.

### **STATUS**

Four board policies are being 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, which was established by Chancellor Mathur, and includes shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on April 17, 2008 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

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

# BOARD POLICY

BP 3455

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## SECURITY CAMERAS

### I. PURPOSE

The purpose of these policies and procedures is to provide guidance regarding the use of security camera systems on the South Orange County Community College District campuses. Security camera systems are used to enhance security, safety and the quality of life within the campus community by integrating the best practices of "virtual policing" with state-of-the-art technology.

### II. POLICY STATEMENT

The college police and security departments are using security camera systems to monitor public areas in order to deter crime and to assist in providing for the security and safety of individuals and property of the District community. Any diversion of security technologies for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited.

The recommendation of use of covert/active cameras by Chief of Police must be approved by executive administration and with advice of legal counsel.

Legitimate safety and security purposes for security camera systems monitoring include, but are not limited to the:

- Protection of individuals, property and buildings;
- Confirmation of alarms;
- Patrol of public areas;
- Investigation of criminal activity.

College Police & Security management and supervisors will assure responsible and proper camera monitoring practices on each campus.

Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classifications is prohibited.

Staff involved in video monitoring will be appropriately trained and supervised in the responsible use of this technology.

Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes.

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BP 3455

Video monitoring of public areas for security purposes at the campuses is limited to uses that do not violate the reasonable expectation of privacy.

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

**5300.5**  
STUDENTS

GRADE CHANGES

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The 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.
- 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

5611

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## OPEN ENROLLMENT, PREREQUISITES, COREQUISITES, AND ADVISORIES POLICY

The Board of Trustees of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course and course section or class, wherever offered and maintained by the district and where FTES (Full-Time Equivalent Students) is reported for state aid, shall be fully open to enrollment and participation by any person admitted to the college and who meets such prerequisites, corequisites, and advisories as established by the board in accordance with Title 5, Calif. Code of Regulations, Sections 55002, ~~55200~~ 55000, 55201, 55202, 55530, 55534, 58100, and 58106.

Revised: 5-15-89

Revised: 3-14-94

Technical Update: 4-26-99

# BOARD POLICY

6125

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## STUDENT TRAVEL: FIELD TRIPS AND EXCURSIONS

Pursuant to Title 5, Calif. Code of Regulations, Sections ~~55450~~55220, 55451, and 58166, the Chancellor shall establish procedures that regulate the use of District resources for travel and attendance at conferences and other activities which are in connection with courses of instruction or school-related social, educational, cultural, athletic, or college music activities.

Student travel is defined to include all course related travel and all travel related to District approved social, educational, cultural, athletic, or college musical activities, and/or performances. Unless the District provides transportation, classes convening at alternative locations, including but not limited to, clinicals, internships, and service learning are not considered student travel. The District assumes no liability for travel related to such courses.

All participants must satisfactorily complete all requisite activities and conditions associated with student travel, including, but not limited to, course prerequisites, conditions of participation, orientation, and completion of required forms.

All persons participating in student travel, including study abroad activities (see BP-6150), and all parents and/or guardians of minor students participating in student travel shall prior to engaging in such travel have executed the District's waiver of liability form.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. ~~No District funds shall be used to support student expenses for out-of-state field trips or excursions.~~ The expense of instructors, chaperons, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Adopted: 5-23-77  
Revised: 3-27-78  
Revised: 6-26-89  
Revised: 2-28-94  
Revised: 4-26-99  
Revised: 9-26-05

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Grant Acceptance, Teacher Preparation Pipeline  
**ACTION:** Approval

---

**BACKGROUND**

In April, 2008, Saddleback College submitted a proposal in response to the Teacher Preparation Pipeline RFA No. 07-0095 of the California Community Colleges Chancellor's Office (CCCCO). The grant proposal identified the primary causes of teacher shortages in several Career Technical Education (CTE) and an approach to address the shortage through the efforts of a consortium to include Saddleback College, Saddleback Valley Unified School District, Capistrano Unified School District, Coastline Regional Occupational Program, Capo-Laguna Regional Occupational Program, California State University, Fullerton Center for Careers in Teaching Program, California State University, Long Beach Professional Studies Department and assisted by Vital Link.

**STATUS**

On April 16, 2008, the CCCCCO notified Saddleback College of its intent to award \$200,000 for the period June 1, 2008, through May 31, 2009, to fund the consortium efforts as presented in Exhibit A. Saddleback College will provide project direction and fiscal oversight of this grant as well as counseling support, development of a Child Development and Education Studies course and practicum experience for students considering career technical education teaching careers, development of a database of CTE credentialing pathways, and dissemination of information on possible second careers in teaching to advisory committee members.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept this award of \$200,000 from the California Community College Chancellor's Office for the Teacher Preparation Pipeline grant RFA No. 07-0095.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
UNIT APPLYING: SADDLEBACK COLLEGE

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

1. PROJECT TITLE: Teacher Preparation Pipeline
2. PROJECT DIRECTOR: Miki Mikolajczak
3. PROJECT ADMINISTRATOR: Jerilyn Chuman
4. GRANTOR AGENCY: California Community Colleges Chancellor's Office
5. FUNDING SOURCE: California Community College Chancellor's Office, SB 70
6. STARTING AND ENDING DATES OF THE PROJECT: June 1, 2008—May 31, 2009

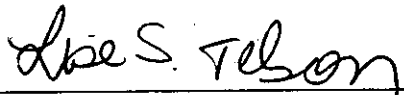
7. EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):  
 Saddleback College (SC), Saddleback Valley (SVUSD) and Capistrano (CUSD) Unified School Districts, Coastline (CROP) and Capo-Laguna (CLROP) Regional Occupational Programs, the CSU Fullerton Center for Careers in Teaching (CCT) Program, and the CSU Long Beach Professional Studies Department (PSD) have formed a consortium to address some of the causes of the shortage of teachers in Career Technical Education areas. The approach includes: CCT and PSD will identify teacher preparation pipelines for CTE areas. SC will create a Child Development and Educational Studies Course and practicum. CTE teachers will provide a two-day intensive staff development training to improve contextual math and science integration in CTE courses. Information on pursuing a second career as a CTE teacher will be developed and disseminated to CTE advisory committee members.

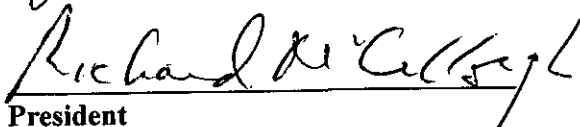
8. SUMMARY BUDGET


Grant Award	In Kind Matching	Indirect Costs	Project Total
\$192,308	\$0	7,692	\$200,000

9. APPROVALS

  
 Division/School Dean

  
 Vice President of Instruction/Students

  
 President

  
 Vice Chancellor, Technology & Lrng Serv

\_\_\_\_\_  
 Chancellor

## EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ <u>83,477</u>		
2000 Classified Salaries	\$ <u>39,919</u>		
3000 Benefits	\$ <u>26,859</u>		
4000 Supplies	\$ <u>753</u>		
5000 Contracted Services and Other Expenses	\$ <u>41,300</u>		
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ <u>7,692</u>		
<b>TOTALS</b>	<b>\$<u>200,000</u></b>		

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

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

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Project Director	[x]	[]	[]	[x]
2. Child Dev & Educ Studies Dept Chair	[x]	[]	[]	[x]
3. CDES Adjunct Faculty	[]	[x]	[]	[x]
4. Counselor	[]	[x]	[]	[x]
5. Program Specialist	[x]	[]	[]	[x]
6. Program Specialist, Outreach	[x]	[]	[x]	[]

### PARTNERSHIPS (if applicable)

Partnership Name/Location Saddleback Valley USD, Capistrano USD, Coastline ROP, Capo-Laguna ROP

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

Partnership Name/Location CSUF Fullerton Center for Careers in Teaching, CSU Long Beach Professional Studies Department

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

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

---

### **BACKGROUND**

The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

### **STATUS**

EXHIBIT A shows actual Basic Aid receipts since the District became a Basic Aid District in 1999/2000, as well as the projects that the Board of Trustees has approved for funding with Basic Aid Funds. As of 4/28/08 Total Approved Projects are equal to Total Basic Aid Estimated Receipts of \$257.8M. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2008/2009 fiscal year. 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. EXHIBIT C shows in chart form estimated cumulative receipts, Board commitments, actual expenses, and cash balances through 2008/2009.

The District estimates receipts in future years as follows:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2007 – 2008	\$43,490,307
2008 – 2009	\$45,934,846
2009 – 2010	\$49,392,761
2010 – 2011	\$53,091,341
2011 – 2012	\$57,044,652

**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of April 28, 2008**

	1999-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	Total
Actual Basic Aid Receipts	\$14,869,100	\$13,719,277	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$214,323,346
Estimated Basic Aid Receipts 2007/08								\$43,490,307
							<b>Total Receipts</b>	<b>\$257,813,653</b>
							<b>Total Approved Projects</b>	<b>\$257,813,653</b>
							<b>Uncommitted Basic Aid Funds</b>	<b>\$0</b>

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2003/04 College Retiree Benefit Liability Contribution				\$964,268	\$1,855,229	\$2,819,497
2003/04 College/District Contributions for Debt Retirement				\$527,929	\$1,015,724	\$1,543,653
2003/04 Special Trustee Election	\$453,867					\$453,867
2004/05 College Retiree Benefit Liability Contribution				\$1,046,634	\$2,008,856	\$3,055,490
2004/05 College/District Contributions for Debt Retirement			\$7,000	\$595,076	\$749,254	\$1,351,330
2004/05 Scheduled Maintenance Project				\$343,000	\$657,000	\$1,000,000
2004/05 Technology Needs for IVC, SC & District			\$665,000	\$1,413,275	\$1,470,140	\$3,548,415
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
2005/06 College Instructional Equipment Allocation				\$318,000	\$624,000	\$942,000
2005/06 College Retiree Benefit Liability Contribution				\$1,109,143	\$2,251,896	\$3,361,039
2006/07 College Retiree Benefit Liability Contribution				\$1,535,667	\$3,146,245	\$4,681,912
2007/08 College Retiree Benefit Liability Contribution				\$3,444,000	\$7,056,000	\$10,500,000
2005/06 College/District Contributions for Debt Retirement			\$94,000	\$604,464	\$787,254	\$1,485,718
2005/06 Scheduled Maintenance Project				\$330,000	\$670,000	\$1,000,000
2005/06 Technology Needs for IVC, SC & District			\$732,000	\$1,095,000	\$1,497,203	\$3,324,203
2006/07 Technology Needs for IVC, SC & District			\$800,000	\$1,095,000	\$2,500,000	\$4,395,000
2007/08 Technology Needs for IVC, SC & District		\$100,000	\$1,000,000	\$1,000,000	\$2,000,000	\$4,100,000
ATEP Operating Budget		\$4,553,957				\$4,553,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$1,250,000				\$1,250,000
ATEP Development		\$750,000				\$750,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$730,000		\$730,000
*IVC Fine Arts Building				\$3,200,000		\$3,200,000
IVC Floor Repairs				\$62,500		\$62,500
*IVC Life Sciences Project				\$7,468,000		\$7,468,000
IVC Lot Expansion and Phase 1 of Lot 6/Barranca Entrance				\$1,580,000		\$1,580,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$200,000		\$200,000
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$2,300,000	\$2,300,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
**SC Building Repairs/Library Remodel					\$4,869,000	\$4,869,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,018,220		\$8,238,780	\$15,257,000
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
*SC Science Building (M/S/E annex)					\$2,689,300	\$2,689,300
*SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$2,100,000	\$2,100,000
SOCCCD: Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD: Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,500,000					\$4,500,000
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$120,000					\$120,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Early College Program	\$60,000					\$60,000
<b>Total Approved Projects</b>	<b>\$40,233,707</b>	<b>\$33,688,533</b>	<b>\$25,783,932</b>	<b>\$74,178,747</b>	<b>\$83,928,734</b>	<b>\$257,813,653</b>

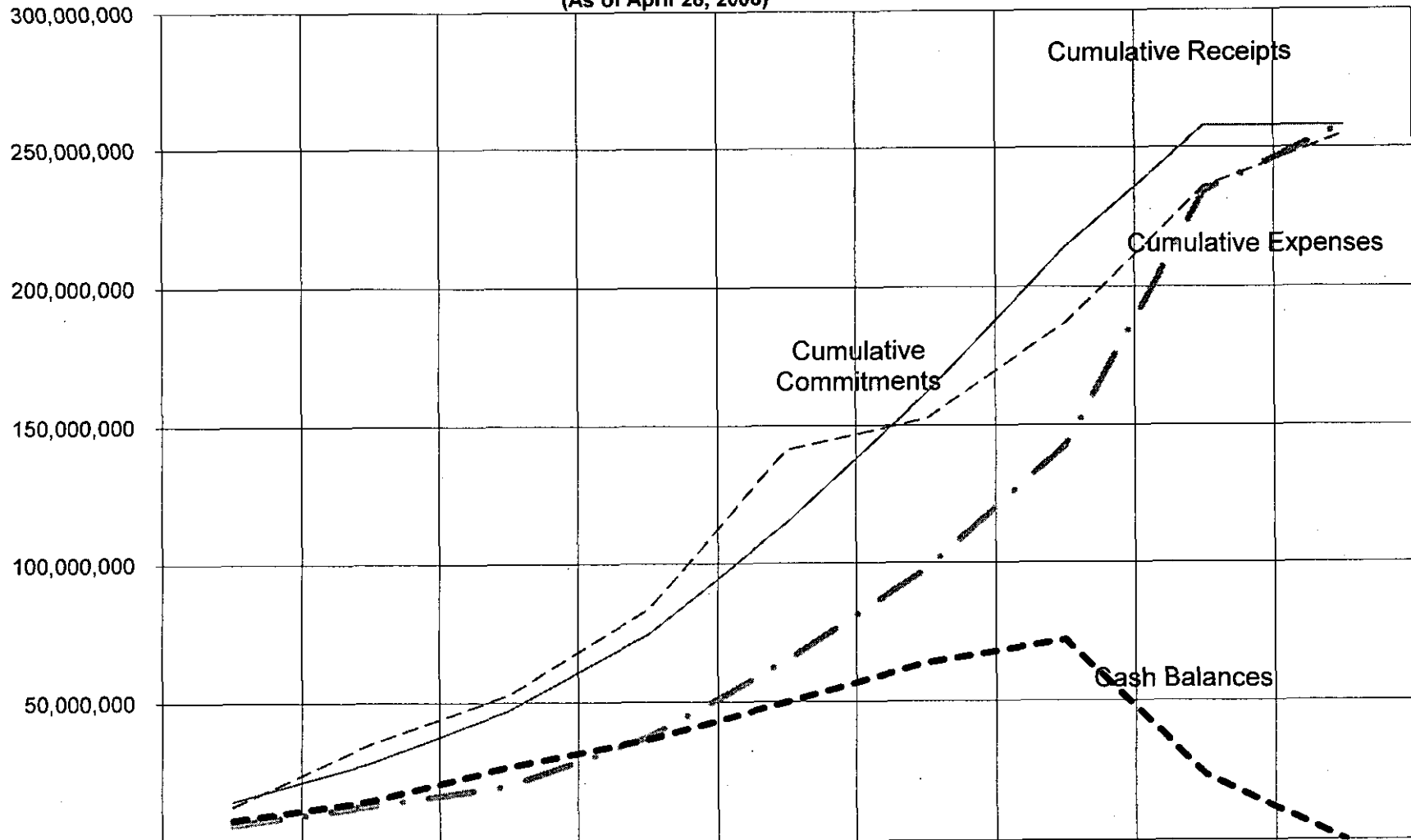


**South Orange County Community College District  
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated	2008/09 2009/10 Estimated	Total	Project Balance
2004/05 College Scheduled Maintenance Projects	1,000,000					381,124	272,888	233,574	112,414	-	1,000,000	-
2004/05 Technology Needs for IVC, SC, & District	3,548,415					2,394,995	1,140,549	6,255	8,618	-	3,548,415	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000						4,245,000				4,245,000	-
2005/06 College Instructional Equipment Needs	942,000						438,461	41,503	462,036		942,000	-
2005/06 College Scheduled Maintenance Projects	1,000,000						627,311	197,753	174,935		1,000,000	-
2005/06 Technology Needs for IVC, SC & District	3,324,203						2,440,234	856,093	27,877		3,324,203	-
2006/07 Technology Needs for IVC, SC & District	4,395,000							2,316,478	2,078,522		4,395,000	-
2007/08 Technology Needs for IVC, SC & District	4,100,000								4,100,000		4,100,000	-
ATEP Operating Budget	4,553,957					266,981	708,587	1,119,887	2,480,502		4,553,957	-
ATEP Staffing, Equipment, Program Development	4,000,000								4,000,000		4,000,000	-
ATEP Renovation	15,034,576				370,243	630,096	1,035,239	3,838,068	2,287,337	6,873,593	15,034,576	-
ATEP Building Demolition	7,000,000								7,000,000		7,000,000	-
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000		1,000,000	-
ATEP Site Development Negotiations	1,250,000							12,066	737,934	500,000	1,250,000	-
ATEP Development	750,000									750,000	750,000	-
College/District Contributions for Debt Retirement - COPS	4,380,701					1,543,653	1,351,330	1,485,718			4,380,701	-
Debt Retirement Contribution	34,400,000	6,000,000	5,000,000	5,000,000	5,000,000	5,000,000	4,200,000	4,200,000			34,400,000	-
IVC Business & Technology Innovation Center	10,182,000							25,860	981,852	9,174,287	10,182,000	-
IVC Design and Install Entrance from Barranca	830,000							9,950		720,050	830,000	-
IVC Fine Arts Building	3,200,000									3,200,000	3,200,000	-
IVC Floor Repairs	62,500						57,458	882		4,160	62,500	-
IVC Life Sciences Project	7,468,000								1,363,000	6,105,000	7,468,000	-
IVC Lot Expansion and Phase 1 of Lot 6	1,480,000						1,500	222,418	1,183,432	72,650	1,480,000	-
IVC Maintenance and Police Facility	4,575,000						90,046	1,575,308	1,412,747	1,496,899	4,575,000	-
IVC Modular Building	370,000			303,790	65,666	544					370,000	-
IVC Performing Arts Center	17,180,000					57,850	623,625	4,235,617	10,727,931	1,534,976	17,180,000	-
IVC Science Equip & TV Studio	500,000	215,181	234,559	21,303	21,791	7,186					500,000	-
IVC Sports Facilities	896,000	20,671	875,329								896,000	-
IVC Utility Service Project	416,000						125,332	220,576	70,093		416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000							35,700	413,103	65,196	514,000	-
IVC Modular Bldg Replacement (CEC)	200,000								200,000		200,000	-
IVC Science Lab Addition & Remodel	6,980,000							276,823	5,203,177	1,500,000	6,980,000	-
IVC A-300 Bldg Remodel	2,481,000							49,177	2,431,823		2,481,000	-
Retiree Benefit Past Service Liability	5,329,628				1,129,408	1,223,940	1,346,334	1,629,946			5,329,628	-
Retiree Benefit Current Year Service Liability	8,588,310				1,690,089	1,831,550	2,014,705	3,051,966			8,588,310	-
Retiree Benefit Current Year Service Liability	10,500,000								10,500,000		10,500,000	-
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000					57,748		9,684	2,269,568		2,337,000	-
SC M/S/E Plaza Repairs	2,300,000									2,300,000	2,300,000	-
SC Building Repairs - TAS Building	1,956,000					26,775	97,135	28,465	1,803,624		1,956,000	-
SC Building Repairs - Library Remodel	4,869,000				40,000	37,892		48,725	4,742,383		4,869,000	-
SC Demolition of Lower Campus Buildings	1,719,000		11,928	430,115	523,330	15,917	737,255		455		1,719,000	-
SC-Demolition	1,000,000								1,000,000		1,000,000	-
SC-Village Remodel	4,130,000								4,130,000		4,130,000	-
SC Golf Driving Range Net Replacement	300,000						1,800	43,400	254,800		300,000	-
SC Health Science/District Office Building	15,257,000		15,888	728,996	6,411,204	7,887,463	189,994	5,096	18,358		15,257,000	-
SC Hire Consultant for Parking/Traffic Study	48,500					24,250			24,250		48,500	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000				46,200	1,288,800					1,335,000	-
SC Mold Abatement and Air Quality Improvements	9,006,000						682,740	3,735,624	4,587,636		9,006,000	-
SC Science Building (M/S/E annex)	2,689,300								29,595	2,659,705	2,689,300	-
SC Science Equip & TV Studio	500,000	126,720	245,745	124,942	2,501	92					500,000	-
SC Science/Applied Science Bldg	14,850					14,850					14,850	-
SC Sports Facilities	817,310	228,943	432,378	60,340	55,964	26,895	11,990				817,310	-
SC Temporary Classroom Facilities	7,269,285					714	3,729,338		3,341,007	198,226	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000							162,708	2,379,292		2,542,000	-
SC Loop Road	2,100,000									2,100,000	2,100,000	-
SOCCCD: Replace HR & Bldgt Dev Systems	896,000						208,797	672,943	16,260		896,000	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000							3,515,073	10,586,927		14,102,000	-
SOCCCD: Districtwide Telephone System	4,500,000				127,271	3,636,911	627,911	107,404	907		4,500,000	-
SOCCCD: Fiscal and HR Systems Repl.	27,500						27,500				27,500	-
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010						370,010				370,010	-
SOCCCD: HR Recruitment Work Plan	85,911					85,911			0		85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	120,000				12,000	26,000	26,000	26,000	30,000		120,000	-
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830						184,690	85,327	59,813		329,830	-
SOCCCD: Early College Program	60,000								60,000		60,000	-
SOCCCD: Special Trustee Election	453,867					453,867					453,867	-
<b>Totals</b>	<b>257,813,653</b>	<b>6,592,495</b>	<b>6,815,826</b>	<b>6,669,466</b>	<b>17,551,038</b>	<b>26,990,393</b>	<b>33,079,254</b>	<b>44,780,282</b>	<b>91,906,284</b>	<b>23,428,593</b>	<b>257,813,653</b>	<b>-</b>

	1999/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated	2008/09 2009/10
Commitments	13,085,000	22,474,310	17,027,850	30,955,670	57,751,448	11,145,072	34,465,912	49,230,000	18,478,583
Cumulative Commitments	13,085,000	35,559,310	52,588,960	83,542,630	141,294,078	152,439,148	186,905,060	236,135,060	254,613,653
Receipts	14,869,100	13,719,277	18,419,919	27,356,952	40,162,878	46,899,203	52,896,017	43,490,307	
Cumulative Receipts	14,869,100	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	257,813,653	257,813,653
Cumulative Expenses	6,592,495	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,778	234,385,060	257,813,653
Cash Balances	8,276,605	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	23,428,593	

**South Orange County Community College District  
Basic Aid Receipts, Commitments, Expenses and Cash Balances  
(As of April 28, 2008)**



	1999/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated	2008/09 Estimated	2009/10 Estimated
--- Cumulative Commitments	13,085,000	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	236,135,060	254,613,653	254,613,653
— Cumulative Receipts	14,869,100	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,348	257,813,653	257,813,653	257,813,653
- - - Cumulative Expenses	6,592,495	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,776	234,385,060	257,813,653	257,813,653
----- Cash Balances	8,276,605	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	23,428,593	-	-

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

## FACILITIES PLAN STATUS REPORT

### April 28, 2008

#### SADDLEBACK COLLEGE

##### 1. BGS BUILDING REPAIRS

Remediation and repair work started on January 8, 2007, and is 100% complete. *The contractor is addressing punch list items. Final air testing was conducted and the environmental consultant has cleared the building for occupancy. The Casework and Interior Improvements Project is underway. The project is scheduled for completion by the middle of May, 2008.*

##### 2. JAMES B. UTT LIBRARY REMODEL

The architect *submitted the preliminary drawings to the State Chancellor's Office on July 2, 2007. The State Chancellor's Office approval released funding for working drawings. DSA is reviewing construction documents. Construction is anticipated to start in September, 2008, and be completed by the end of December, 2009. The overall project budget is \$20,800,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,800,000.*

##### 3. SCIENCES BUILDING

The architect has submitted the FPP to the State Chancellor's Office on June 28, 2007. *The State Chancellor's Office is preparing for the funding request to the Legislative Analyst's Office.*

##### 4. MCKINNEY THEATER RESTROOMS (Fine Arts Restrooms)

*Staff met with college administration to coordinate start of construction with instruction and performance schedules. Bids for the project were received and opened on February 27, 2008. The Contractor presented a protest to the Board during April's Board meeting. The Board requested additional review. An item in this month's Agenda recommends award of the construction contract. Construction is expected to start in May, 2008, and be completed by the end of January, 2009.*

##### 5. REMODEL VILLAGE FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding \$4,130,000 for this project and hiring R2A to provide architectural services. *The architects have responded to DSA comments and have resubmitted documents for final approval. The project was submitted under the "small project" category and the DSA is expected to complete their review April, 2008.*

## 6. MATH/SCIENCES/ENGINEERING BUILDING

*The District will be submitting a final project proposal to the State Chancellor's Office by June 30, 2008. Staff has been working with the consultant and meeting with the end users to define the programmatic needs. Though final numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,716,000 with \$18,000,000 anticipated from the state and \$10,716,000 proposed as funded through basic aid.*

## 7. LOOP ROAD

*The Board approved funding for the Loop Road project during the March board meeting. Currently, the project is estimated at \$2,100,000 which is believed to be an inadequate amount. Staff will hire an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$2,100,000 funded through basic aid.*

## IRVINE VALLEY COLLEGE

### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The architect has submitted add service requests. The District has requested written backup to verify agreement of extra costs prior to work commencing. Minor equipment orders remain. Warranty issues will continue through this year following construction completion. Total change orders represent 2.75% of the original contract amount.

### 2. BUSINESS, SCIENCE & TECHNOLOGY

The exterior finishes are 95% complete. Painting, Ceramic tile, and the grid for lay-in ceiling installations are underway. A potential code change related to fire sprinkler requirements is under review. District Facilities staff meets with site staff weekly to define furniture and equipment needs. The project was 71% complete at the end of February, 2008. Project completion is anticipated in June, 2008. Total change orders represent 0.41% of the original contract amount.

### 3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

The architect submitted the completed working drawings to DSA on July 11, 2007. The Board approved funding for additional accessible restroom facilities February 20, 2008. The architects expect to have the documents resubmitted to DSA April, 2008. Prior to the costs for addressing the bathrooms, the architect estimates that additional \$1,360,000 will be required to complete this project. The Board approved an additional \$1,500,000 at the March 24, 2008, meeting. Construction is scheduled to start in July, 2008, and be completed in June, 2009. *The overall project budget is \$6,980,000 funded through basic aid.*

#### 4. A-300 REMODEL FOR MUSIC DEPARTMENT

The *architects are incorporating changes from the College, the District, and DSA reviews of the 100% working drawings. Re-submittal to DSA is expected in April, 2008. The District and college administration, faculty, and staff are discussing swing space options, scheduling, and logistics for project construction. This project is scheduled to start in July, 2008. The overall project budget is \$2,484,000 funded through basic aid.*

#### 5. LIFE SCIENCES PROJECT

The state chancellor's office has recommended the Life Sciences building for inclusion in the 2008-09 state budget. *Architectural selection is anticipated to begin spring/summer of 2008. The overall project budget is \$24,628,000 with \$17,488,000 from the state and \$7,468,000 funded through basic aid.*

#### 6. FINE ARTS BUILDING

*The District will be submitting a final project proposal to the State Chancellor's Office by June 30, 2008. Staff has been working with the consultant and meeting with the end users to define the programmatic needs. Though final numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$48,279,000 with \$27,693,000 anticipated from the state and \$20,586,000 proposed as funded through basic aid.*

#### 7. BARRANCA ENTRANCE

*The Board approved funding for the Barranca Entrance project during the March board meeting. Currently, the project is estimated at \$830,000 which is believed to be an inadequate amount. Staff will hire an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$830,000 funded through basic aid.*

### ATEP

#### 1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall semester. Punch list items are being addressed. *All windows have been tested for water tightness with a 62% failure rate provided in a draft report. Remediation measures will be addressed upon receipt of the final report. To date, total change orders represent 3.01% of the original contract amount.*

Site development work is substantially complete. Release of retention will follow evaluation of costs to address *outstanding issues*. Total change orders represent 3.22% of the original contract amount.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

**STATUS**

The reports display the adopted budget, revised budget, and transactions through March 31, 2008. A review of current revenues and expenditures for the 2007/08 fiscal year shows that they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

General Fund Income and Expenditure Summary

As of March 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		25,301,766	25,301,766	0	25,301,766
REVENUES:					
Federal Sources	8100-8199	\$ 2,152,459	2,179,416	26,957	391,179
Other State Sources	8600-8699	22,642,839	22,989,834	346,995	15,604,732
Other Local Sources	8800-8899	163,009,737	163,028,561	18,824	117,124,523
Total Revenue		187,805,035	188,197,811	392,776	133,120,434
BASIC AID		450,000	450,000	0	450,000
INCOMING TRANSFERS	8980-8989	241,003	250,848	9,845	265,555
<b>TOTAL SOURCES OF FUNDS</b>		<u>213,797,804</u>	<u>214,200,425</u>	<u>402,621</u>	<u>159,137,755</u>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	61,262,240	59,925,351	(1,336,889)	41,112,935
Other Staff Salaries	2000-2999	37,432,855	36,761,814	(671,041)	22,536,534
Employee Benefits	3000-3999	33,439,065	33,466,877	27,812	24,224,441
Supplies & Materials	4000-4999	5,182,680	4,760,282	(422,398)	1,582,655
Services & Other Operating	5000-5999	18,718,039	17,272,082	(1,445,957)	9,508,304
Capital Outlay	6000-6999	12,176,943	16,259,460	4,082,517	4,797,432
Payments to Students	7500-7699	439,231	598,771	159,540	357,200
Total Expenditures		168,651,053	169,044,637	393,584	104,119,501
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	1,975,080	1,975,080	0	1,975,080
Basic Aid Transfers Out		32,403,771	32,403,771	0	15,173,771
Intra Fund Transfers Out	7400-7499	241,003	250,040	9,037	249,648
Debt Service	7100-7199	395,000	395,000	0	243,611
Total Other Sources (Uses)		35,014,854	35,023,891	9,037	17,642,110
<b>TOTAL USES OF FUNDS</b>		<u>203,665,907</u>	<u>204,068,528</u>	<u>402,621</u>	<u>121,761,611</u>
<b>ENDING FUND BALANCE</b>		10,131,897	10,131,897	0	37,376,144
Reserve for Economic Uncertainties		8,781,897	8,781,897	0	
Location Reserves for Economic Uncertainties		1,350,000	1,350,000	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0



**SADDLEBACK COLLEGE**  
General Fund Income and Expenditure Summary  
As of March 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		9,619,852	9,619,852	0	9,619,852
REVENUES:					
	Unrestricted Budget Allocation	\$ 74,660,580	74,660,580	0	52,836,197
	Restricted Budget Allocation	11,680,073	11,830,462	150,389	8,027,271
	<b>Total Revenue</b>	<b>86,340,653</b>	<b>86,491,042</b>	<b>150,389</b>	<b>60,863,468</b>
	BASIC AID	300,000	300,000	0	300,000
	INCOMING TRANSFERS 8980-8989	161,003	168,821	7,818	168,013
<b>TOTAL SOURCES OF FUNDS</b>		<b>96,421,508</b>	<b>96,579,715</b>	<b>158,207</b>	<b>70,951,333</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
	Academic Salaries 1000-1999	37,856,035	37,891,500	35,465	25,918,744
	Other Staff Salaries 2000-2999	19,821,291	19,305,277	(516,014)	11,565,557
	Employee Benefits 3000-3999	16,537,759	16,588,213	50,454	10,919,612
	Supplies & Materials 4000-4999	3,653,224	3,331,453	(321,771)	1,082,194
	Services & Other Operating 5000-5999	8,368,799	8,472,312	103,513	4,246,197
	Capital Outlay 6000-6999	7,382,139	8,095,557	713,418	3,496,719
	Payments to Students 7500-7699	141,258	227,390	86,132	147,021
	<b>Total Expenditures</b>	<b>93,760,505</b>	<b>93,911,702</b>	<b>151,197</b>	<b>57,376,044</b>
OTHER FINANCING SOURCES/(USES):					
	Transfers Out 7300-7399	1,500,000	1,500,000	0	1,500,000
	Other Transfers 7400-7499	161,003	168,013	7,010	168,013
	Debt Service 7100-7199	0	0	0	0
	<b>Total Other Sources (Uses)</b>	<b>1,661,003</b>	<b>1,668,013</b>	<b>7,010</b>	<b>1,668,013</b>
<b>TOTAL USES OF FUNDS</b>		<b>95,421,508</b>	<b>95,579,715</b>	<b>158,207</b>	<b>59,044,057</b>
<b>LOCATION OPERATING BALANCE</b>		<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>11,907,276</b>
	Reserve for Economic Uncertainties	1,000,000	1,000,000	0	0
	Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of March 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>				
LOCATION BEGINNING BALANCE	2,823,009	2,823,009	0	2,823,009
REVENUES:				
Unrestricted Budget Allocation	\$ 38,662,628	38,662,628	0	27,026,645
Restricted Budget Allocation	4,980,580	5,219,300	238,720	4,171,336
Total Revenue	43,643,208	43,881,928	238,720	31,197,981
BASIC AID	150,000	150,000	0	150,000
INCOMING TRANSFERS           8980-8989	80,000	82,027	2,027	81,635
<b>TOTAL SOURCES OF FUNDS</b>	<b>46,696,217</b>	<b>46,936,964</b>	<b>240,747</b>	<b>34,252,625</b>
<b>USES OF FUNDS</b>				
EXPENDITURES:				
Academic Salaries           1000-1999	19,157,529	19,296,775	139,246	13,883,043
Other Staff Salaries       2000-2999	10,857,955	10,852,242	(5,713)	6,793,755
Employee Benefits         3000-3999	8,612,151	8,663,716	51,565	5,937,382
Supplies & Materials       4000-4999	1,102,733	1,017,664	(85,069)	406,475
Services & Other Operating   5000-5999	2,992,876	3,045,063	52,187	1,793,041
Capital Outlay             6000-6999	2,608,118	2,621,214	13,096	1,108,678
Payments to Students       7500-7699	297,473	370,881	73,408	210,179
Total Expenditures	45,628,835	45,867,555	238,720	30,132,553
OTHER FINANCING SOURCES/(USES):				
Transfers Out             7300-7399	242,382	242,382	0	242,382
Other Transfers           7400-7499	80,000	82,027	2,027	81,635
Debt Service             7100-7199	395,000	395,000	0	243,611
Total Other Sources (Uses)	717,382	719,409	2,027	567,628
<b>TOTAL USES OF FUNDS</b>	<b>46,346,217</b>	<b>46,586,964</b>	<b>240,747</b>	<b>30,700,181</b>
LOCATION OPERATING BALANCE	350,000	350,000	0	3,552,444
Reserve for Economic Uncertainties	350,000	350,000	0	0
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Quarterly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**


Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

**STATUS**

The California Community Colleges Quarterly Financial Status Report, as of March 31, 2008, for the 2007/08 fiscal year is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA

CHANGE THE PERIOD   
Fiscal Year: 2007-2008  
Quarter Ended: (Q3) Mar 31, 2008

District: (890) SOUTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2004-05	Actual 2005-06	Actual 2006-07	Projected 2007-2008
<b>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	137,400,879	152,922,213	168,463,854	168,592,445
A.2	Other Financing Sources (Object 8900)	0	250,000	85,022	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>137,400,879</b>	<b>153,172,213</b>	<b>168,548,876</b>	<b>168,592,445</b>
B	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	98,228,007	109,096,586	117,782,460	142,600,225
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	38,603,888	40,666,330	52,839,132	34,773,891
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>136,831,895</b>	<b>149,762,916</b>	<b>170,621,592</b>	<b>177,374,116</b>
C	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>568,984</b>	<b>3,409,297</b>	<b>-2,072,716</b>	<b>-8,781,671</b>
D	<b>Fund Balance, Beginning</b>	<b>17,014,544</b>	<b>17,576,987</b>	<b>20,986,284</b>	<b>18,913,568</b>
D.1	Prior Year Adjustments + (-)	-6,541	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>17,008,003</b>	<b>17,576,987</b>	<b>20,986,284</b>	<b>18,913,568</b>
E	<b>Fund Balance, Ending (C. + D.2)</b>	<b>17,576,987</b>	<b>20,986,284</b>	<b>18,913,568</b>	<b>10,131,897</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.8%	14%	11.1%	5.7%

I. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,569	20,044	22,969	23,485
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II. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2004-05	2005-06	2006-07	2007-2008
H.1	Cash, excluding borrowed funds				26,656,407
H.2	Cash, borrowed funds only				0
H.3	<b>Total Cash (H.1 + H.2)</b>	<b>46,121,249</b>	<b>34,618,146</b>	<b>18,062,396</b>	<b>26,656,407</b>

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	168,592,445	168,592,445	120,047,358	71.2%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>168,592,445</b>	<b>168,592,445</b>	<b>120,047,358</b>	<b>71.2%</b>
<b>Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,609,262	142,600,225	92,037,367	64.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	34,764,854	34,773,891	17,392,110	50%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>177,374,116</b>	<b>177,374,116</b>	<b>109,429,477</b>	<b>61.7%</b>
K	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-8,781,671</b>	<b>-8,781,671</b>	<b>10,617,881</b>	
L	<b>Adjusted Fund Balance, Beginning</b>	<b>18,913,568</b>	<b>18,913,568</b>	<b>18,913,568</b>	

L.1	Fund Balance, Ending (C. + L.2)	10,131,897	10,131,897	29,531,449
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.7%	5.7%	

Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>						
Year 1:						
Year 2:						
Year 3:						
<b>b. BENEFITS:</b>						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code:

f. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

g. Does the district have significant fiscal problems that must be addressed? **NO**

This year? **NO**  
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2007-2008

Quarter Ended: (Q3) Mar 31, 2008

District: (890) SOUTH ORANGE

Your Quarterly Data is Certified for this quarter.

**Chief Business Officer**

**CBO Name:** Gary Poertner

**CBO Phone:** 949-582-4664

**CBO Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Chief Executive Officer Name:** Raghu Mathur, District Chancellor

**CEO Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Electronic Cert Date:** 04/10/2008

**District Contact Person**

**Name:** Beth Mueller

**Title:** District Director of Fiscal Services

**Telephone:** 949-582-4661

**Fax:** 949-347-0390

**E-Mail:** bmueller@socccd.edu

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California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511  
Send questions to Kuldeep Kaur, (916) 327-6818 [kkaur@ccccco.edu](mailto:kkaur@ccccco.edu)

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**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Written Reports  
**ACTION:** None

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**Written Reports**

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

President, Saddleback College  
President, Irvine Valley College  
Provost, ATEP  
Associated Student Government of SC  
Associated Students of IVC  
Saddleback College Academic Senate  
Irvine Valley College Academic Senate  
Faculty Association  
California School Employees Association  
Saddleback College Classified Senate  
Irvine Valley College Classified Senate  
District Services Classified Senate  
Police Officers' Association



## MEMORANDUM

TO: Members of the Board of Trustees  
Dr. Raghu Mathur, Chancellor

FROM: Dr. Richard D. McCullough, President

SUBJECT: REPORT FOR APRIL 28, 2008 BOARD OF TRUSTEES' MEETING

Saddleback College students have won top awards over the last month in the Model United Nations and the Alpha Gamma Sigma Honors Society.

At the Model United Nations national conference in Berkeley, History Major Dilan Swift received an Outstanding Delegate Award; Political Science Major Alex Ascencio won an Honorable Mention award, and International Business Major Simba Rashe Subau earned a Verbal Commendation. The Model United Nations students went on to an international conference in New York City, where they competed against college students from all over the world. Thank you to Professor Lee Haggerty for advising the Model United Nations at Saddleback College.

The Alpha Gamma Sigma Honor Society has also named Saddleback College students for prestigious awards. David Curry was awarded the top scholarship award at the society's statewide convention in April, and David Lopez was named a student trustee representing Southern California for Alpha Gamma Sigma. Alpha Gamma Sigma is advised by Professor Howard Gensler.

### ***Health Sciences, Human Services, and Emeritus Institute***

Assistant Dean Tamera Rice passed the Certification exam for Nursing Educators qualifying them as certified nurse educators – CNE. This exam is offered through the National League for Nursing.

Nursing student Kimberly Root was elected as a new officer of the National Student Nursing Association (NSNA) by the House of Delegates in Dallas, TX at the recent national convention. Saddleback College has become a leader in this professional forum by consistently producing quality leaders, resolution authors and resolution committee participants.

Nursing Professor Janine O'Buchon was named Saddleback College's Professor of the Year, and Mildred Landecker an instructor of music appreciation in the Emeritus Institute, was named Associate Faculty of the Year.



### ***Fine Arts***

On April 6 at 4pm at Newport Harbor Lutheran Church, the Saddleback College Choirs presented a concert on the music of faith and hope.

The Department of Theatre Arts presented a production of Neil Simon's *Jake's Women* on April 11-20 in the McKinney Theatre.

On April 18 in FA 101 the Gaucho Guitar ensemble, Randy Pile's classical guitar students, presented a student fundraiser featuring guest artist Scott Wolf.

The Concert Hour featured a lecture on the music and politics of oppression by Dr. Carmen Dominguez on April 24 at Noon in Fine Arts 101.

On April 27, the Angels for the Arts Gala Fundraiser was held with a production of *Forbidden Broadway Special Victims Unit*. Proceeds to benefit student art scholarships for the arts.

The Jazz Lab Ensemble entertained audiences in the McKinney Theatre on April 28.

On April 30, the Saddleback Big Band came out of the gate featuring the hard work of jazz composition and arranging students.

### ***Saddleback College Foundation***

A college-wide employee campaign raised \$28,700 for scholarships and projects. The Foundation matched this amount, contributing \$14,500 for a total of \$43,200 to benefit students.

The Mission Viejo Chamber of Commerce held a mixer at Audi/Infiniti of Mission Viejo on April 23, 5:30-7:30 p.m. to raise funds for Saddleback College student scholarships.

Kia Motors America donated a 2007 Kia Rondo to the Automotive Technology Department.

Tuttle Click Automotive pledged \$100,000 towards scholarships will be awarded to students entering the Automotive Technology certificate program.

The following new scholarship endowments are being established: AAUW, Mission Viejo, Stakan Memorial, Victor and Louise Cifone, San Clemente Men's Golf Club, and Samanta Family.




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 I R V I N E      V A L L E Y      C O L L E G E
 

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## OFFICE OF THE PRESIDENT

**TO:** Chancellor Raghu P. Mathur and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President *GR*

**DATE:** April 17, 2008

**SUBJECT: President's Report for the April 28 Board of Trustees Meeting**

**IVC Foundation Receives \$10,000 from AT&T**

Irvine Valley College received a generous donation of \$10,000 from AT&T. Carol Tagayun, AT&T's Area Manager of External Affairs, presented the check. The donation, which was made in cooperation with the Orange County United Way, will be used to provide scholarships and other educational services to students at the college. AT&T is among the largest corporate philanthropists in the U.S. and has been a generous supporter of Irvine Valley College for several years. Last year's donation from AT&T was also for \$10,000.

**Phi Theta Kappa Holds E-Waste Drive**

To keep toxic wastes out of area landfills, IVC students will hold an E-Waste drive on Tuesday April 29 to promote responsible recycling.

**Psychology Research Conference for Southern California Community Colleges**

IVC will host the annual Psychology Research Conference for Southern California Community Colleges on Saturday, May 3 from 8 a.m. to 1:30 p.m. in the IVC Performing Arts Center. Keynote presentations will include "False Memory Research: Past, Present, Future," "The How of Happiness," and a Student Research Poster Session.

**IVC Professor Publishes**

Lisa Alvarez, Irvine Valley College English instructor and department chair, recently published "Sweet Time," as part of *Latinos in Lotusland: An Anthology of Contemporary Southern California Literature*, edited by Daniel A. Olivas (Bilingual Press, 2008).

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Thomas A. Fuentes, William O. Jay, David B. Lang, Marcia Milchiker, Nancy M. Padberg, Donald P. Wagner, John S. Williams  
Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

*An Equal Opportunity Employer*

### **Dr. Stephan Felder Honored by UCI**

Dr. Stephan Felder, IVC Humanities instructor, was recognized on April 25 for exceptional teaching by UCI's Teacher Recognition Program. Former student, Fatemeh Baki nominated Dr. Felder.

### **Concerts in new Performing Arts Center**

On Saturday, April 26, on the main stage of the new IVC Performing Arts Center, IVC presented its 7<sup>th</sup> annual piano feast. And on Sunday, April 27, in the Music Hall of the new Performing Arts Center, IVC showcased music major students in a recital performance.

### **Fiorello Debuts**

On April 11, the curtain went up on IVC Theatre Department debut of *Fiorello*. The cast and crew presented six performances of the Pulitzer prize-winning musical on the main stage of the Performing Arts Center.



## MEMORANDUM

To: Dr. Raghu P. Mathur, Chancellor;  
Members of the Board of Trustees

From: Dr. Glenn R. Roquemore, President, Irvine Valley College

Date: April 14, 2008

Re: **ATEP REPORT** – April 28, 2008 Board of Trustees Meeting

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### ***ATEP Master Planning***

Negotiations and progress continue for the master development of ATEP. Dr. Cathie Peterson and Tere Fluegeman have been working with other committee members on developing the long range plan.

### ***Student Services and Instruction***

Dr. Cathie Peterson:

- Conducted research on new and current educational programs as part of the development and writing of ATEP's Long Range Academic Plan that will include educational delivery methods, articulation and transfer processes, new program development and advisory committee membership development.
- Participated in partnership meetings with California State University Fullerton, faculty, and administrators to discuss and review the future educational direction of ATEP.
- Supported and assisted ATEP counselor Maria Besnard in the development of workshops focused on career planning and transfer activities.
- Continues to plan and develop the fall 2008 ATEP course offerings.
- Finalized the summer 2008 ATEP class schedule to include 45 course sections.
- Gave a presentation at the Tustin Chamber of Commerce business luncheon about partnering with businesses to provide training.
- Reviewed the Design Model Making curriculum and ongoing business partnership development.
- Chaired weekly ATEP staff meetings.
- Monitored the start of six late start courses at ATEP for spring.

**Outreach, Marketing and Public Relations Efforts**

- Online advertising continues with OC Register. A new landing page and expanded search criteria have been implemented to drive enrollment to the ATEP website for Summer 08 sessions.
- Gave a presentation to the Tustin Chamber of Commerce business luncheon about ATEP today and plans/progress on the master development of ATEP.
- Tere Fluegeman, IVC faculty member Brett McKim, and IVC outreach coordinator Anne Akers developed an outreach plan for the Design Model Making & Prototyping program to increase awareness at local high schools of a special introductory course offered at ATEP this summer.
- Tere Fluegeman and IVC faculty member Brett McKim recorded a half-hour radio show for *Collage* on KSBR highlighting ATEP today, master development progress and IVC's Design Model Making & Prototyping program at ATEP. The show aired April 14 at 7 pm on KSBR 88.5 FM.
- Michael Martinez is working on building architecture and a content management system for an updated, expanded website for Fall semester.
- Michael Martinez completed the new CACT website (see [www.irvinecact.com](http://www.irvinecact.com)) and has assisted CACT Director Larry DeShazer with a presentation for the upcoming Economic & Workforce Development conference April 23-25 in Newport Beach.
- The ATEP summer schedule was stitched inside all Saddleback and Irvine Valley College schedules and distributed to homes in Tustin, Irvine and Santa Ana as well as homes that Saddleback College mailed summer schedules to.
- Mailed out approximately 90 invitations and letters to Tustin Legacy partners for a community partner breakfast at ATEP on May 28.
- Attended attorney and long range planning committee meetings on behalf of ATEP as needed.

**Center for Applied Competitive Technologies (CACT)**

- Dr. DeShazer gave a tour and demonstration to a group of SolidWorks professionals on the Zygo Interferometer.
- Dr. DeShazer is currently writing a planning grant for the National Science Foundation to apply for three months of funding and assistance for a proposal for NSF Precision Optics Fabrication Technician training.
- CACT was awarded a *competitive* five year grant for CACT renewal from the state of California.
- Dr. DeShazer will be presenting a session on *Training Programs Answering the Technician Gap in Optics and Photonics Industry* at the Economic & Workforce Development conference April 23-25 in Newport Beach.