

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, June 22, 2009

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:00 p.m.

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

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

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

Board of Trustees

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



Meeting of the Board of Trustees

June 22, 2009

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957)
 - 1. Public Employee Discipline/Dismissal/Release (2)

- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: Dr. Raghu Mathur

 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: Dr. Raghu Mathur
 - b. Leave Requests (1)

- C. Conference with Real Property Negotiators (GC Section 54956.8)
 - 1. Lease of Property by District: Portion of Saddleback College site; Agency Designated Representative – Dr. Raghu Mathur; Negotiating parties: MG Properties; Under negotiation: Price and terms of payment.

- D. Conference with Legal Counsel (GC Section 54956.9)
 - 1. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (2 cases)

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Dave Lang

2.3 Pledge of Allegiance

Led by Trustee Marcia Milchiker

2.4 Resolutions / Presentations / Introductions

Presentation: Fumiko Ishii, Irvine Valley College Professor of Japanese Language & Culture

Presentation: "Did You Know?"

2.5 Public Comments

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

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report

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

4.0 DISCUSSION ITEM

4.1 SOCCCD: Online Education Programs

Discussion of Online Education Programs at Saddleback College and Irvine Valley College.

5.0 CONSENT CALENDAR ITEMS

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a regular meeting held on May 26, 2009.

- 5.2 **Saddleback College: Parking Bail Increase to Offset New State Legislative Surcharge Pursuant to SB 1407**
Approve an increase of \$5.00 to the existing approved fines for parking violations at Saddleback College.
- 5.3 **Saddleback College: Award of Bid 1091: Student Services Center: Cafeteria New Flooring and Admission and Records Space Renovations, Health Sciences: Room 206 Renovation**
Approve award of bid to TBC Contractors Corporation in the amount of \$332,000 and approve the related agreement.
- 5.4 **Saddleback College: Village Expansion Project: Purchase of Modular Buildings**
Approve the use of the Class Leasing, Inc. piggyback agreement for the purchase of modular buildings for the Village Expansion Project in the amount of \$137,498.
- 5.5 **Saddleback College: Village Expansion Project: Portable Interior Improvements**
Approve the use of the Class Leasing, Inc. piggyback agreement for the portable interior improvements in the amount of \$2263,257
- 5.6 **Saddleback College: Award of Bid 1085: Coffee Cart Operation Agreement**
Authorize the Chancellor or his designee to complete contract negotiations and execute the agreement with Drip Coffee for Coffee Cart Operations at Saddleback College.
- 5.7 **Saddleback College: Award of Bid 1085: Cafeteria Operation Agreement**
Authorize the Chancellor or his designee to complete contract negotiations and execute the agreement with Newbeginnings, Inc. for Cafeteria Operations at Saddleback College.
- 5.8 **Saddleback College: Award of Bid: Soft Drink Supplier Agreement**
Authorize the Chancellor or his designee to complete contract negotiations and execute the agreement with Pepsi Bottling Corporation for the exclusive rights for the sale of soft drinks at Saddleback College.
- 5.9 **Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations**
Accept the statewide leadership multi-year grant award of \$500,000.00 from the California Community College Chancellor's Office, grant RFA No. 08-034 from June 1, 2009 through May 31, 2011.

- 5.10 **Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year**
 Approve the proposed changes in curriculum for the 2009-10 academic year as recommended by the Curriculum Committee and the Academic Senate.
- 5.11 **Irvine Valley College: Change Order Requests: B200 Science Lab Annex and B239 Conversion**
 Approve change order requests resulting in an increase of \$51,741.80 in the project cost. The revised total contract amount is \$3,713,440.15.
- 5.12 **Saddleback College and Irvine Valley College: Community Education Programs, Fall 2009**
 Approve Fall 2009 Community Education courses, presenters, and compensation as presented in Exhibits A and B.
- 5.13 **Saddleback College: Settlement Agreement and General Release for Relocatable Building Leases**
 Approve Settlement Agreement and General Release with McGrath RentCorp dba Mobile Modular Management Corporation for leased relocatable buildings in the amount of \$291,257.
- 5.14 **SOCCCD: Reimbursement to Trustees for Mileage to and from Required Board Meetings**
 Approve reimbursement for mileage to Trustees.
- 5.15 **SOCCCD: Adopt Resolution No. 09-12: Appropriations Limit for 2009-2010 (Gann Limit)**
 Approve resolution establishing the required State constitutional appropriations limit for fiscal year 2009-2010.
- 5.16 **SOCCCD: Purchase Order/Confirming Requisitions**
 Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-04913 through P09-05141 amounting to \$1,108,327.35 and P10-00054 through P10-00129 amounting to \$1,412,868.93. Confirming requisitions dated May 6, 2009 through June 2, 2009 totaling \$116,603.30.
- 5.17 **SOCCCD: Payment of Bills**
 Approve Checks No. 081490 through 082427, processed through the Orange County Department of Education, totaling \$5,141,584.02; and Checks No. 009521 through 009533, processed through Saddleback College Community Education, totaling \$46,234.61; and Checks No. 008576 through 008581, processed through Irvine Valley College Community Education, totaling 24,900.18.

- 5.18 **SOCCCD: Budget Amendment: Adopt Resolution No. 09-13: Amend 2008-2009 Restricted General Fund**
Adopt resolution to amend the 2008-2009 adopted budget.
- 5.19 **SOCCCD: Transfer of Budget Appropriations**
Ratify as detailed in the report.
- 5.20 **SOCCCD: Gifts to the District and Foundations**
Approve gifts as presented.
- 5.21 **SOCCCD: May/June 2009 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Irvine Valley College: 2009-2010 Associated Students Tentative Budget**
Approve the Associated Students of Irvine Valley College (ASIVC) tentative budget for 2009-2010. Presentation will be conducted by ASIVC President Denice Bautista and Vice President Ronald Smothers.
- 6.2 **Saddleback College: Associated Student Government Tentative Budget**
Approve the Associated Student Government of Saddleback College Tentative Budget for 2009-10. Presentation will be conducted by Christina Andrews, ASG Treasurer.
- 6.3 **ATEP: Agreement with HCTD, LLC**
Approve agreement with HCTD to provide project development services for the ATEP project.
- 6.4 **SOCCCD: Fiscal Year 2009-2010 District Tentative Budget**
Approve District tentative budget for 2009-2010 as presented.
- 6.5 **SOCCCD: Five Year Construction Plan**
Approve the District's Order of Priority for the Five Year Construction Plan.
- 6.6 **SOCCCD: District Mission and Vision and District-Wide Goals for 2009-2010**
Reaffirm the District Mission and Vision statements and approve the District-Wide Goals for 2009-2010.
- 6.7 **Saddleback College: Basic Aid Funding for State Chancellor's Office Appropriations Delay**
Approve the reallocation of \$15,272,000 from Saddleback College New Sciences Building to the Saddleback College James B. Utt Library Renovation.

- 6.8 **Irvine Valley College: Basic Aid Funding for State Chancellor's Office Appropriations Delay**
Approve the reallocation of \$2,700,000 from the IVC Fine Arts Building to the BSTIC equipment phase.
- 6.9 **SOCCCD: Board Policy Revision: BP-3340: Cellular Telephone/ Personal Digital Assistant Usage**
Discussion/Approval
- 6.10 **SOCCCD: Classified Employee Lay-Off**
Approve elimination of a categorically funded position due to the termination of funding.
- 6.11 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.
- 6.12 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Change of Status, Out of Class Assignments, Leave of Absence/Reduced Hours, Resignation/Retirement/Conclusion of Employment, Volunteers.

7.0 REPORTS

- 7.1 **SOCCCD: District Information Technology Update**
A report as requested by the Board of Trustees on District Information Technology accomplishments, changes, and future plans.
- 7.2 **SOCCCD: K-12 Student Registration**
A report as requested by the Board of Trustees on K-12 student registration.
- 7.3 **SOCCCD: Basic Aid Report**
Projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: List of Board Requested Reports**
Reports requested by Trustees.

- 7.6 **SOCCCD: Monthly Financial Status Report**
Report displays the adopted budget, revised budget and transactions through May 31, 2009.

8.0 **WRITTEN REPORTS**

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

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

9.0 **ADDITIONAL ITEMS**

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

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College and Irvine Valley College: Online Education Programs

ACTION: Discussion

BACKGROUND

At the direction of the Board of Trustees, each month an item specifically designed for discussion is placed on the board agenda. The topic for the June Board Meeting is online education programs.

STATUS

Dr. Robert Bramucci, Vice Chancellor, Technology and Learning Services; Dr. Patricia Flanigan, Dean, and Claire Cesareo-Silva, Chair, Distance Education Committee, and Professor, Social and Behavioral Sciences, Saddleback College; and Dr. Roger Owens, Dean, Fine Arts, Business Science, and College Online Education, Irvine Valley College, have prepared a report on online degree and certificate programs, which is attached as Exhibit A.

Drs. Bramucci, Flanigan and Owens, and Professor Cesareo-Silva will present additional information at the Board of Trustees meeting.

**Saddleback College Online Education Programs
Update June 2009**

Basic Statistics

Over the past ten years, distance and online education have grown tremendously at Saddleback College. Student demand for online classes continues to grow each semester, and in response the college is expanding both the number of courses and sections offered. Currently, many of the core courses for a general education degree, as well as for UC and CSU transfer patterns, can be met with distance education courses (see Appendix A). Below is a chart showing the growth in number of courses, number of sections, and enrollments since 1998:

Fall Semester	# of Courses	# of Sections	Headcount
1998	19	19	1493
1999	28	29	1542
2000	33	37	1164
2001	34	36	1908
2002	34	37	2053
2003	34	42	2638
2004	56	66	3397
2005	32	45	4776
2006	101	165	6024
2007	93	191	7945
2008	115	235	9143

Nationally, retaining students in online classes is a challenge. Due to the Saddleback College innovative approach to online teaching and dedication to student retention and success, the college has significantly lowered the attrition rate of online students. The attrition rate for online classes decreased from 40% (at census) in 1998 to a 19% attrition rate in 2008, which is only slightly higher than the attrition rate in on-campus classes.

Innovations in Distance and Online Education at Saddleback College

While the growth of a program is always important, the college is currently focusing on improving the quality of distance education classes. Therefore, Saddleback College aims to acquire and use the latest technological and pedagogical advances in online educational delivery, and provide faculty training. Towards this end, the college has instituted the following:

Center for Instructional Design and Distance Education (CIDDE):

Strategically located in the Business and General Studies Building (BGS), the CIDDE is the location for all staff and facilities dealing with both distance education and instructional design. It is a state-of-the art center that houses video-making (with soundproof computer booths), podcasting, and scanning and video transfer technologies, among other things. The center functions as

the primary facility for the training of online instructors in the necessary software programs for online teaching. In addition, CIDDE staff is responsible for exploring and testing new modalities and programs for online instruction.

Online Teaching Certificate:

The Distance Education Committee at Saddleback College recently developed a 16-unit, state approved certificate program in online teaching for Saddleback College faculty as well as faculty throughout the state and country. The certificate includes courses on curriculum development, instructional technologies, and adherence to accessibility guidelines. The program also has an internship component that pairs students with experienced online educators. The certificate program is offered exclusively online with the first series of course scheduled for October 2009.

Institute for Teaching and Learning (ITL):

A number of college committees, including the Distance Education Committee, have joined together to create the Institute for Teaching and Learning. This Institute, which will have its debut in the fall of 2009, will provide workshops to both full- and part-time faculty members in all aspects of teaching and student learning and success. Institute classes will cover online teaching pedagogies, interactive learning, and teaching to generational differences in students.

Who Benefits from Our Distance and Online Education Program?

It is often thought that online students are different from traditional, on-campus, students. What the college has learned through distance education student surveys, however, is that many online students are traditional students. In fact, 54% of those surveyed said they were taking online and on-campus classes simultaneously. Nevertheless, distance education helps Saddleback College reach student populations that otherwise might not be able to attend college such as working and disabled students, those with family obligations or transportation problems, and students who can't take a required class when it's offered, as well as students who are indeed located at a distance from the college.

Distance and online education is making a difference at our College and in our community.

Irvine Valley College Online Education Programs Update June 2009

Online course offerings at Irvine Valley College continue to be very popular and are among the first courses to close due to high student demand. Over the last several years, the number of college online course offerings at IVC has grown rapidly. Since fall semester of 2007, we have taught more than 18,000 students online. Advances in technology and support for online teaching have increased significantly. As a result, the online education mode of teaching has risen along with the increase in student demand.

College Online Education

Irvine Valley College currently offers 90 courses in 24 subject areas in the online mode of instruction. The College Technology and Distance Education Committee guides the development process for online and distance education. The Curriculum Committee evaluates proposals for new online courses through a Distance Education Approval Task Force, and recommends new online courses for approval or modification. Technology support for faculty to develop online curriculum is impressive, both through the presence of a full-time trainer and other support staff, and through the use of high-quality computers and equipment maintained by the college.

Online Associate Degree Programs

Currently, IVC has two associate in science degrees whose major requirements can fully be earned online: (1) Accounting and (2) Business Management. In addition, three career education certificates may be earned completely online: (1) Accounting, (2) Real Estate, and (3) Spreadsheets. A list of the courses required by these five degrees and certificates is published in the college catalog. This past year, the college has added five new low-unit Accounting certificates that can be earned fully online.

General Education Requirements

In addition to major requirements for an associate's degree, approximately 39 units in general education are required in several key categories, such as mathematics, writing, and social sciences. Last year, we reported that a student could earn course credit online in all general education areas except reading and writing, speaking, and natural sciences. We are happy to report that in natural sciences an online course in earth sciences has been developed and will be offered for the first time this fall semester. Discipline faculty in English and speech will continue to address the gaps in their instructional areas in online curriculum delivery with their dean and the Dean of College Online Education.

Leadership for College Online Education

The position of Dean, Fine Arts, Business Sciences, and College Online Education was created last year, and was initially filled by Karima Feldhus from July 1 to December 31. Since January, the position has been filled by Roger Owens.

Professor Bob Urell continues his faculty leadership role and co-chairs the Distance Education Committee, along with Dr. Owens and Tran Hong, Director of Technology Services. During the past year, Joseph San Juan has provided significant support to Online Education by offering regular training sessions for faculty teaching online classes, and by responding in a timely manner to questions from students and faculty about their experiences with Blackboard, our online course management system.

Online Orientations to Distance Education Courses

Significant changes have occurred in the past year at IVC in the area of student orientation to online courses. Previously, many IVC professors required students who enrolled in online courses to attend an in-person orientation meeting during the first week of school. However, in implementing this plan there were significant costs borne by student and college alike. Online students often live out of the district, and travel to IVC is a financial and scheduling challenge for them. Also, for those orientations during the first week, rooms were not readily available. To address this problem, IVC online faculty and the College Technology and Distance Education Committee developed an online instructional module to orient students to distance education. Also, faculty and administrators developed a standardized process for students to access orientation information for their classes, through the use of a centralized grid of class offerings. The orientation process was also made flexible through the use of a variety of options for orientation: a) online, b) online, in addition to an in-person meeting, c) in-person meeting only, or d) visiting an instructor website for customized instructions. Through this flexibility, IVC has thus reduced greatly the need for in-person orientations.

Recent Advances in IVC Online Education

In the past year, IVC online education has been strengthened by several initiatives to improve and expand our service to students. Under the leadership of Bob Bramucci at the district, we expanded our number of Blackboard student licenses to meet increased demand. We also expanded our student support capacity through a Blackboard service level increase, which includes an additional staging server and 24/7 technical support through a Blackboard support manager. At IVC we have initiated a project, through the use of MediaSite equipment and the efforts of Sonya Bangston, to tape instructor lectures, so that students can have expanded and repeatable access to instructor material. This past spring, IVC faculty and staff attended a seminar conducted by iTunes University. Through iTunes, students can use small video cameras to provide content to courses for assignments in their online classes. Another iTunes session will be held during IVC professional development week to expand awareness of this new tool.

Concluding Remarks

Distance education continues as a major focus of Irvine Valley College's mission and strategic plan. The online experience has proven to be different, but no less successful, in delivering a high-quality educational experience. With leadership, IVC faculty members are engaged in continuous dialogue about future directions for college online education at Irvine Valley College.

Saddleback College Distance and Online Education Classes That Meet Associate Degree/General Education Requirements

Transferability subject to change. Check your transfer institution.

I. CORE REQUIREMENTS

1. Language and Rationality

A. English Composition

ENG 1A Principles of Composition I

B. Oral Composition

BUS 102 Oral Business Techniques

2. Mathematics Competency

MATH 251 Beginning Algebra

MATH 253 Intermediate Algebra

3. Reading Competency

ENG 1B Principles of Composition II

4. Information Competency

ANTH 2 Cultural Anthropology

BUS 102 Oral Business Techniques

CIM 1 Introduction to Computer Information Systems

ENG 1B Principles of Composition II

HIST 16 History of the U.S. to 1876

HIST 17 History of the U.S. since 1876

HIST 32 California History

LIB 2 Advanced Information Competency Skills: Online Searching

LIB 100 Basic Information Competency Skills: Library Research

LIB 101 Intermediate Information Competency Skills: Search Strategies

PSYC 1 Introduction to Psychology

PSYC 2 Research Methods in Psychology

PSYC 7 Developmental Psychology: Child Growth and Development

II. BREADTH REQUIREMENTS

1. Fine Arts and Humanities

A. The Arts, Music, Theatre

ARCH 12 History of Architecture

CA 30 The History and Appreciation of Film

MUS 1 Basics of Music

MUS 20 Music Appreciation

MUS 27 History of Jazz

MUS 28 History of Rock

TA 20 Theatre Appreciation

TA 22 Musical Theatre History and Appreciation

B. Literature, Philosophy, History, Religion, Foreign Language

HIST 4 World History to 1750

HIST 5 World History from 1750

PHIL 1 Introduction to Philosophy

SL 1 American Sign Language I

2. Natural Sciences

ANTH 1 Biological Anthropology

ASTR 20 General Astronomy

BIO 20 Introduction to Biology

GEOG 1 Physical Geography

MS 20 Introduction to Oceanography

PHYS 20 The Ideas and Events of Physics

3. Social and Behavioral Sciences

A. Social/Behavioral Science

ANTH 2 Cultural Anthropology

CA 1 Mass Media

CDES 7 Developmental Psychology: Child Growth and Development

CDES 15 Child, Family, and Community

ECON 2 Principles (Macro)

ECON 4 Principles (Micro)

GEOG 2 Cultural Geography

GEOG 3 World Regional Geography

HIST 16 History of the U.S. to 1876

HIST 17 History of the U.S. since 1876

HIST 20 Ethnic Cultures of the United States

HIST 22 Basic U.S. History

HIST 27 Latin America: Pre-European to Independent Nationhood

HIST 28 Latin America: 1800 to the Present

HIST 32 California History

HIST 33 The Political/Social History of the Chicanas/os

JRN 1 Mass Media

PS 1 American Government

PS 4 Introduction to Political Science

PS 12 Comparative Politics and Government

PSYC 1 Introduction to Psychology

PSYC 2 Research Methods in Psychology

PSYC 3 Biological Psychology

PSYC 5 Psychological Aspects of Human Sexuality

PSYC 7 Developmental Psychology: Child Growth and Development

PSYC 30 Social Psychology

PSYC 33 Psychology of Adjustment

PSYC 37 Abnormal Behavior

SOC 1 Introduction to Sociology

SOC 2 Social Problems

SOC 10 Introduction to Marriage and the Family

SOC 15 Child, Family, and Community

SOC 20 Ethnic Cultures of the United States

SOC 21 Women in Contemporary Society

SOC 25 Social Stratification

SOC 30 Social Problems

B. American Institutions

HIST 17 History of the U.S. Since 1876

HIST 22 Basic U.S. History

PS 1 American Government

4. Life Skills/Critical Thinking

A. Life Skills

- ACCT 120 Financial Planning
- APSY 140 Educational and Vocational Planning
- CDES 7 Developmental Psychology: Child Growth and Development
- PSYC 5 Psychological Aspects of Human Sexuality
- PSYC 7 Developmental Psychology: Child Growth and Development
- PSYC 33 Psychology of Adjustment
- WS 120 Women and Careers

B. Critical Thinking

- ENG 1B Principles of Composition II

5. Physical Fitness Assessment

- KNES 107 Survey and Assessment of Fitness

6. Cultural Diversity Requirement

- ANTH 2 Cultural Anthropology
- GEOG 2 Cultural Geography
- HIST 20 Ethnic Cultures in the U.S.
- HIST 27 Latin America: Pre-European to Independent Nationhood
- HIST 28 Latin America: 1800 to the Present
- SOC 20 Ethnic Cultures in the U.S.
- SOC 21 Women in Contemporary Society

Saddleback College Distance and Online Education Classes That Meet CSU System Transfer Requirements

Transferability subject to change. Check your transfer institution.

AREA A: Communication and Critical Thinking

A2 Written Communication

ENG 1A Principles of Composition I

A3 Critical Thinking

ENG 1B Principles of Composition II

AREA B: Natural Sciences and Mathematics

B1 Physical Science

ASTR 20 General Astronomy
GEOG 1 Physical Geography
GEOL 7 Weather and Climate
MS 20 Introduction to Oceanography
PHYS 20 The Ideas and Events of Physics

B2 Biological Science

ANTH 1 Biological Anthropology
BIO 3C Biochemistry and Molecular Biology
BIO 20 Introduction to Biology
BIO 40 Modern Theories of Evolution

AREA C: Arts and Humanities

C1 Arts

ARCH 12 History of Architecture
MUS 20 Music Appreciation
MUS 27 History of Jazz
MUS 28 History of Rock
TA 20 Theatre Appreciation
TA 22 Musical Theatre History and Appreciation

C2 Humanities

HIST 4 World History to 1750
HIST 5 World History from 1750
PHIL 1 Introduction to Philosophy
SL 1 American Sign Language I

AREA D: Social and Behavioral Sciences

D1 Anthropology

ANTH 2 Cultural Anthropology

D2 Economics

ECON 2 Principles (Macro)
ECON 4 Principles (Micro)

D3 Ethnic Studies

HIST 20 Ethnic Cultures of the United States
HIST 33 The Political/Social History of the Chicanas/os
SOC 20 Ethnic Cultures of the United States

D4 Gender Studies

SOC 21 Women in Contemporary Society

D5 Geography

GEOG 2 Cultural Geography
GEOG 3 World Regional Geography

D6 History

HIST 16 History of the U.S. to 1876
HIST 17 History of the U.S. since 1876
HIST 22 Basic U.S. History
HIST 27 Latin America: Pre-European to Independent Nationhood
HIST 28 Latin America: 1800 to the Present
HIST 32 California History

D7 Interdisciplinary Social or Behavioral Science

CA 1 Mass Media
JRN 1 Mass Media
PSYC 30 Social Psychology
SOC 30 Social Psychology

D8 Political Science

PS 1 American Government
PS 4 Introduction to Political Science
PS 12 Comparative Politics and Government

D9 Psychology

CDES 7 Developmental Psychology: Child Growth and Development
PSYC 1 Introduction to Psychology
PSYC 2 Research Methods in Psychology
PSYC 3 Biological Psychology
PSYC 5 Psychological Aspects of Human Sexuality
PSYC 7 Developmental Psychology: Child Growth and Development
PSYC 33 Psychology of Adjustment
PSYC 37 Abnormal Behavior

D0 Sociology

CDES 15 Child, Family, and Community
SOC 1 Introduction to Sociology
SOC 2 Social Problems
SOC 10 Introduction to Marriage and the Family
SOC 15 Child, Family, and Community
SOC 25 Social Stratification

AREA E: Life Skills

APSY 140 Educational and Vocational Planning
CDES 7 Developmental Psychology: Child Growth and Development
KNES 107 Survey and Assessment of Fitness
PSYC 5 Psychological Aspects of Human Sexuality
PSYC 7 Developmental Psychology: Child Growth and Development
PSYC 33 Psychology of Adjustment
WS 120 Women and Careers

Saddleback College Distance and Online Education Classes That Meet IGETC Transfer Requirements

Transferability subject to change. Check your transfer institution.

AREA 1: ENGLISH COMMUNICATION

A. English Composition

ENG 1A Principles of Composition I

B. Critical Thinking/Composition

ENG 1B Principles of Composition II

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Currently none of these courses are offered through Distance and Online Education

AREA 3: ARTS AND HUMANITIES

A. Arts Courses

ARCH 12 History of Architecture

MUS 20 Music Appreciation

MUS 27 History of Jazz

MUS 28 History of Rock

TA 20 Theatre Appreciation

B. Humanities Courses

HIST 4 World History to 1750

HIST 5 World History from 1750

PHIL 1 Introduction to Philosophy

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

ANTH 2 Cultural Anthropology

CA 1 Mass Media

CDES 7 Developmental Psychology: Child Growth and Development

CDES 15 Child, Family, and Community

ECON 2 Principles (Macro)

ECON 4 Principles (Micro)

GEOG 2 Cultural Geography

GEOG 3 World Regional Geography

HIST 16 History of the U.S. to 1876

HIST 17 History of the U.S. since 1876

HIST 20 Ethnic Cultures of the United States

HIST 22 Basic U.S. History

HIST 27 Latin America: Pre-European to Independent Nationhood

HIST 28 Latin America: 1800 to the Present

HIST 32 California History

HIST 33 The Political/Social History of the Chicanas/os

JRN 1 Mass Media

PS 1 American Government

PS 4 Introduction to Political Science

PS 12 Comparative Politics and Government

PSYC 1 Introduction to Psychology

PSYC 2 Research Methods in Psychology

PSYC 3 Biological Psychology

PSYC 5 Psychological Aspects of Human Sexuality

PSYC 7 Developmental Psychology: Child Growth and Development

PSYC 30 Social Psychology

PSYC 33 Psychology of Adjustment

PSYC 37 Abnormal Behavior

SOC 1 Introduction to Sociology

SOC 2 Social Problems

SOC 10 Introduction to Marriage and the Family

SOC 15 Child, Family, and Community

SOC 20 Ethnic Cultures of the United States

SOC 21 Women in Contemporary Society

SOC 25 Social Stratification

SOC 30 Social Problems

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

A. Physical Sciences Courses

ASTR 20 General Astronomy

GEOG 1 Physical Geography

GEOL 7 Weather and Climate

MS 20 Introduction to Oceanography

PHYS 20 The Ideas and Events of Physics

B. Biological Sciences Courses

ANTH 1 Biological Anthropology

BIO 3C Biochemistry and Molecular Biology

BIO 20 Introduction to Biology

BIO 40 Modern Theories of Evolution

AREA 6: LANGUAGE OTHER THAN ENGLISH

Currently none of these courses are offered through Distance and Online Education.

U.S. HISTORY, CONSTITUTION, AMERICAN IDEALS

HIST 16 History of the U.S. to 1876

HIST 17 History of the U.S. since 1876

HIST 22 Basic U.S. History

PS 1 American Government

A

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

Minutes from :

**May 26, 2009 Regular Meeting of the Board of Trustees (Exhibit A)
are submitted to the Board for review and approval.**

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING
May 26, 2009

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
Bi'Anca Bailey, Student Member

Administrative Officers:

Raghu P. Mathur, Chancellor
Gary Poertner, Deputy Chancellor
Robert Bramucci, Vice Chancellor, Technology and Learning Services
David Bugay, Vice Chancellor, Human Resources
Tod Burnett, President Saddleback College
Glenn Roquemore, President Irvine Valley College
Randy Peebles, Provost, ATEP

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

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

1. Public Employee Discipline/Dismissal/Release (1)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: Dr. Raghu Mathur
 - b. Leave Requests
 2. California School Employees Association (CSEA), Chapter 586 (GC Section 54957.6):
 - a. Agency Designated Negotiator: Dr. Raghu Mathur
 - b. Leave Requests (1)
- C. Conference with Real Property Negotiators (GC Section 54956.8)
 1. Lease of Property by District: Advanced Technology and Education Park (ATEP); Agency Designated Representative - Dr. Raghu Mathur; Negotiating parties: Hudson Capital, LLC; Under negotiation: Price and terms of payment.
 2. Lease of Property by District: Advanced Technology and Education Park (ATEP); Agency Designated Representative - Dr. Raghu Mathur; Negotiating parties: Brandman University; Under negotiation: Price and terms of payment.
 3. Lease of Property by District: Portion of Saddleback College site; Agency Designated Representative - Dr. Raghu Mathur; Negotiating parties: MG Properties; Under negotiation: Price and terms of payment.
- D. Conference with Legal Counsel (GC Section 54956.9)
 1. Existing Litigation (GC Section 54956.9[b]) (1 case)
 - a. Hammel v. SOCCCD
 2. Initiation of Litigation (GC Section 54956.9[c])
 3. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][A]) (5 cases)
 4. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][C])

- a. Claim of Veronica Saldana against the District
- b. Claim of Richard Wordes against the District

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation Led by Trustee Bill Jay

2.3 Pledge of Allegiance Led by Trustee Dave Lang

2.4 Resolutions / Presentations / Introductions

Swearing In: Student Trustee Bi'Anca Bailey

Resolution: Larry Perez, Orange County Community College Professor of the Year

Resolution: Mark Kruhmin, Outstanding Classified Employee of the Year Saddleback College

Resolution: Garilynn "Gee" Dickson, Outstanding Classified Employee of the Year, Irvine Valley College

Resolution: Jay Sierzhula, Outstanding Classified Employee of the Year District Services

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 Jay, Padberg, Fuentes, Williams, Wagner, Milchiker, Lang and Student Trustee Bi'Anca Bailey gave reports.

B. Chancellor's Report

Chancellor Mathur gave a report.

C. Board Requests for Report(s)

- Request for a report on May 11, 2009 registration problem and comprehensive report on protocols at both colleges for handling high school aged student enrollments.

Trustee Wagner requested a report on the May 11, 2009 registration problem and comprehensive report on protocols at both colleges for handling high school aged student enrollments. On a motion made and seconded the request for report was accepted on a 5-2 vote with Trustees Milchiker and Lang opposing.

- Request for an annual update from District IT on accomplishments, changes and future projects in technology district wide.

Trustee Williams requested an annual update from District IT and the colleges' IT staff on accomplishments, changes and what we can expect in the near future in IT, especially in the area of student services online. On a motion made and seconded this request for report was accepted unanimously.

4.0 DISCUSSION ITEMS

4.1 SOCCCD: Federal Economic Stimulus Funding

Information on the American Recovery and Reinvestment Act of 2009 presented by Dr. Lyn Greene, consultant, engaged by the district to research opportunities for stimulus and grant funds.

Dr. Lyn Greene, consultant, reported on the American Recovery and Reinvestment Act of 2009.

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 Lang requested Item 5.7 be pulled, Trustee Padberg requested Item 5.10 be pulled and Trustee Fuentes requested Item 5.17 be pulled for separate action.

On a motion made by Trustee Williams and seconded by Trustee Jay the remaining items on the Consent Calendar were approved on a 7-0 vote.

At 7:55 p.m. the Board requested a 15 minute break.

5.1 SOCCCD: Board of Trustees Meeting Minutes.
Approve minutes of a regular meeting held on April 27, 2009.

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

5.2 Irvine Valley College: Forensics Team Activities 2009-10
Approve the participation of the Forensics team and their coaches in the 2009-10 speech tournament schedule for a total estimated maximum budget not to exceed \$53,100.00.

5.3 Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year
Approve the proposed changes in curriculum for the 2009-10 academic year as recommended by the Curriculum Committee and the Academic Senate.

5.4 Irvine Valley College: Change Order Requests: B200 Science Lab Annex and B239 Conversion
Approve change order requests increasing the contract amount with PCN3, Inc. in the amount of \$7,535.02. The revised total contract amount is \$3,661,698.35.

5.5 Saddleback College: Consultant Agreement to Provide Construction Management Services for Various Projects
Approve The Consultant Agreement for Construction Management Services with Michael E. Wilson of West Covina, California, at \$52.00 per hour, plus reimbursable expenses, not to exceed \$120,000.

5.6 Saddleback College: Community Education, Summer 2009
Approve the Saddleback College Community Education courses, presenters, and compensation for the Summer Semester 2009.

5.7 Saddleback College: Portable Village Addition and Construction Management Services Agreement with gkkworks.
Approve agreement with gkkworks in the amount of \$160,470.

On a motion made by Trustee Wagner and seconded by Trustee Padberg this item passed on a 6-0 vote with Trustee Lang recusing himself.

5.8 SOCCCD and Saddleback College: Speakers.
Approve honoraria for speakers at SOCCCD and Saddleback College.

5.9 SOCCCD: Renewal of Systems Maintenance Agreement for District-Wide Network Infrastructure.
Approve the renewal of a maintenance agreement for the district-wide telecommunications system with Metronome, Inc. of Irvine, for the 2009-10 academic year at a cost of \$182,725.65.

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

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

5.11 SOCCCD: Destruction of Class 3 Disposable Records
Approve destruction of documents.

5.12 SOCCCD: Purchase Order/Confirming Requisitions
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-04430 through P09-04912 amounting to \$2,684,741.54 and P10-00030 through P10-00053 amounting to \$173,756.53. Approve confirming requisitions dated April 8, 2009 through May 5, 2009 totaling \$88,647.10.

5.13 SOCCCD: Payment of Bills
Approve checks no. 080487 through 081489, processed through the Orange County Department of Education, totaling \$6,336,582.70; and checks no. 009508 through 009520, processed through Saddleback College Community Education, totaling \$12,394.39; and checks no. 008561 through 008575, processed through Irvine Valley College Community Education, totaling \$36,690.74.

5.14 SOCCCD: Budget Amendment: Adopt Resolution No. 09-10: Amend 2008-2009 Restricted General Fund Adopt resolution to amend the 2008-2009 adopted budget.

5.15 SOCCCD: Transfer of Budget Appropriations
Ratify as detailed in the report.

5.16 SOCCCD: Gifts to the District and Foundations
Approve gifts as presented.

5.17 SOCCCD: April/May 2009 Contracts.
Ratify contracts as listed.

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

6.0 GENERAL ACTION ITEMS

6.1 ATEP: Agreement with Hudson Capital for Development Services
Approve agreement with HCTD,LLC, a wholly owned subsidiary of Hudson Capital, LLC.

On a motion made by Trustee Williams and seconded by Trustee Milchiker this item was tabled on a 7-0 vote.

6.2 SOCCCD: CSEA - Classified Employee Master Agreement

Approve the CSEA Agreement for the term July 1, 2008 through June 30, 2011.

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

6.3 SOCCCD: Faculty Association - Academic Employee Master Agreement.

Approve the SOCCCDFA Agreement for the term July 1, 2007 through June 30, 2010.

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

6.4 Saddleback College, IVC, and ATEP: Mission Statements

Approve changes to the IVC mission statement; no changes recommended for the Saddleback College and ATEP mission statements.

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

6.5 SOCCCD: District Mission and Vision Statements and District-Wide Goals for 2009-2010

Accept for Review and study the District Mission and Vision Statements and District-Wide Goals for 2009-2010.

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

6.6 Irvine Valley College: Grant Acceptance, Teacher Preparation Pipeline

Accept the award of \$225,000.00 from the California Community College Chancellor's Office for the Teacher Preparation Pipeline grant RFA No. 09-0090 for the period July 1, 2009 through June 30, 2010. The indirect costs of \$8,654.00 are included in the total award.

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

6.7 Irvine Valley College: Honorary Associate Degree Award

Approve the awarding of Honorary Associate Degrees to Huell Howser, John Scudder, and Jacquie Warren.

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

6.8 Saddleback College: Award of Bid: Portable Village Addition
Approve award of bid to MJ Contractors in the amount of \$1,050,000 and approve agreement.

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

6.9 SOCCCD: 2008-09 Contract with Neudesic LLC for Phase 4 of the District Student Information System (SIS) Development
Approve contract with Neudesic LLC for Phase 4 of the District Student Information System project, including specified component projects and rate schedule, and authorize the expenditure of \$739,602 of previously allocated basic aid revenue for Phase 4 of the project.

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

6.10 SOCCCD: MAP Software Partnership Authorize administration to explore a software product partnership with Neudesic LLC or other interested software companies.

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

6.11 SOCCCD: Board Policy Revision: BP-3205: Insurance, BP-4220: Substitute Classified Employees, BP-5600: Associate Degree Requirements, BP-5609: Matriculation, BP-4016: Drug-Free Environment and Drug Prevention Program, BP-4073: Faculty Reassigned Time and Stipends, BP-3520: Refreshment and Meals at District Functions, BP-3006: Sustainability, BP-5622: Certified Professional Secretary Examination, BP-5624: California State Board of Cosmetology License
Submitted for Discussion/Approval.

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

6.12 SOCCCD: Board Policy Revision: BP-3340: Cellular Telephone/ Personal Digital Assistant Usage
Accept for Review and Study.

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

6.13 Irvine Valley College: 2009-10 Faculty Hiring

Approve the hiring of a replacement for the DSPS vacant Counselor position.

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

6.14 SOCCCD: Classified Employee Lay-Off

Approve elimination of a categorically funded position due to the termination of funding.

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

At 8:57 p.m. a motion was made and unanimously approved to extend the meeting to 9:15 p.m.

6.15 SOCCCD: Academic Personnel Actions - Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce Academic Administrative Position, Additional Compensation: General Fund, Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.

On behalf of President Roquemore, Board President Wagner requested that Item B1 be pulled from the Academic Personnel Actions agenda item. On a motion made by Trustee Williams and seconded by Trustee Lang the remaining items passed on a 7-0 vote.

6.16 SOCCCD: Classified Personnel Actions - Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Reorganization, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Authorization to Revise the Salary Schedule for the Non-Bargaining Unit, Temporary, Short Term Hourly Employees, Volunteers.

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

7.0 REPORTS

A motion was made by Trustee Lang and seconded by Trustee Williams to accept the reports.

7.1 Saddleback College and IVC: Annual Accreditation Reports Saddleback College and IVC annual accreditation reports submitted to the Accrediting Commission for Community and Junior Colleges.

7.2 SOCCCD: Basic Aid Report Projected receipts and approved projects.

7.3 SOCCCD: Facilities Plan Status Report Status of current construction projects.

7.4 SOCCCD: List of Board Requested Reports requested by Trustees.

7.5 SOCCCD: Monthly Financial Status Report displays the adopted budget, revised budget and transactions through April 30, 2009.

7.6 SOCCCD: Quarterly Investment Report is for the quarter ending March 31, 2009.

8.0 WRITTEN REPORTS

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

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

9.0 ADDITIONAL ITEMS

ADJOURNMENT (or continuation of closed session if required): 9:15 P.M.

Raghu P. Mathur, Ed.D., Secretary

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: **Saddleback College: Parking Bail Increase to Offset New State Legislative Surcharge Pursuant to SB 1407**
ACTION: Approval

BACKGROUND

Board Policy 3450 and its associated Administrative Regulation outlines the rules and regulations that govern traffic and parking on District property. This policy and A&R also assigns traffic and parking enforcement authority and responsibility to the college police departments.

The Governing Board of Trustees determines the respective fine amount for each parking violation listed in the parking rules and regulations. The current fine amounts approved by the Governing Board are reflected in Exhibit A. When college police observe violations on campus, parking citations are issued. When violators pay the fine amount of their citations, a surcharge fee for courthouses and jails are deducted from the fine amount by the college's citation processing subcontractor before the remaining amount is returned to the college.

STATUS

On September 26, 2008 California State Senate Bill 1407 was enacted. Passage of this bill increased the surcharge fees for courthouses and jails by an additional \$4.50. As a result, the college has experienced a loss of much needed revenue from this increase in surcharge fees and if continued it will have a deleterious effect on the college's ability to maintain its parking lots, to replace signage, and to make improvements in the parking management processes. Accordingly, the college proposes an increase of \$5.00 to every parking rule violation that is listed in Exhibit A, along with adding three additional California Vehicle Code Section violations (4000(a), 5204(a), 5200) that are frequently observed on campus with the noted fine amounts in Exhibit A as regulated by the County of Orange Uniform Bail and Penalty Schedule.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an increase of \$5.00 to the existing approved fines for parking violations at Saddleback College.

Violations and Bail Schedule for Saddleback College
Date 05/26/09

Saddleback College

28000 Marguerite Parkway, Mission Viejo, CA 92692

Agency Code: 125

Violation	Description	Current	Proposed	DMV	CGF	Jail	Court	IC	SCFF
403(a)	SOCCCD "Parking by Permit Only"	25.00	30.00	23.00	2.00	1.50	1.50	3.00	1.50
403(b)	SOCCCD "Staff Parking Only"	25.00	30.00	23.00	2.00	1.50	1.50	3.00	1.50
405	SOCCCD "No Parking Zone"	30.00	35.00	23.00	2.00	1.50	1.50	3.00	1.50
406	SOCCCD "Red Curb/Fire Lane"	30.00	35.00	23.00	2.00	1.50	1.50	3.00	1.50
407	SOCCCD "Beyond Time Limitation"	30.00	35.00	23.00	2.00	1.50	1.50	3.00	1.50
408	SOCCCD "Parked in Unauthorized Area"	20.00	25.00	23.00	2.00	1.50	1.50	3.00	1.50
409	SOCCCD "Parked Blocking Roadway"	30.00	35.00	23.00	2.00	1.50	1.50	3.00	1.50
411	SOCCCD "Parked Outside Designated Stall"	20.00	25.00	23.00	2.00	1.50	1.50	3.00	1.50
412	SOCCCD "Parked Backwards in Head-in Stall"	20.00	25.00	23.00	2.00	1.50	1.50	3.00	1.50
413	SOCCCD "Expired Meter"	20.00	25.00	23.00	2.00	1.50	1.50	3.00	1.50
414	SOCCCD "No Overnight Parking"	30.00	35.00	23.00	2.00	1.50	1.50	3.00	1.50
22507.8	CVC "Posted or Marked Disabled Parking"	250.00	250.00	23.00	2.00	1.50	1.50	3.00	1.50
4000(a)	CVC "No Evidence of Current Registration"	N/A	190.00	23.00	2.00	1.50	1.50	3.00	1.50
5204(a)	CVC "No Current License Plate"	N/A	108.00	23.00	2.00	1.50	1.50	3.00	1.50
5200	CVC "No Front License Plate"	N/A	108.00	23.00	2.00	1.50	1.50	3.00	1.50

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Award of Bid 1091: Student Services Center:
Cafeteria New Flooring and Admission & Records Space Renovations,
Health Sciences: Room 206 Renovation

ACTION: Approval

BACKGROUND

The College combined three renovation projects into one bid. The projects are:

1. Replace and water-proof the Student Services Center (SSC) Cafeteria flooring to eliminate health and safety hazards.
2. Modify the existing work space for Admission and Records to allow for staff relocation during the upcoming Library renovation project.
3. Modify Room HS-206 to accommodate program requirements for the \$400,000/year federal Work Force grant received by the Health Sciences Department to start a 2 year certificated, medical lab technician program.

STATUS

On March 8, and March 15, 2009, the District advertised Bid No. 1091. Eight bidders attended the mandatory job walk on May 18, 2009. Three (3) vendors responded to the invitation for bids with bids opened June 2, 2009. The lowest bid meeting all specification was submitted by TBC Contractors Corporation, EXHIBIT A, in the amount of \$332,000.

Staff has reviewed the bids and recommend award.

Funds are available in the college's general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 1091, for SSC Cafeteria New Flooring, SSC Admission and Records Space Renovation and Health Sciences Room 206 renovation for Saddleback College for the amount of \$332,000 to TBC Contractors Corporation. It is also recommended that the Board of Trustees approve the related agreement, as shown in EXHIBIT B.

BID NO. 1091
SSC CAFETERIA NEW FLOOR, HS 206, SSC A & R SPACE RENOVATIONS
SADDLEBACK COLLEGE
JUNE 22, 2009

<u>VENDORS</u>	<u>AMOUNT</u>
TBC CONTRACTORS CORP. Anaheim, CA	\$ 332,000.00
BOB PARRETT CONSTRUCTION Orange, CA	354,052.00
CALTEC CORP. Westminster, CA	429,972.00

***RECOMMENDED AWARD**

AGREEMENT

THIS AGREEMENT, dated the 28 day of April, 2009, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and **TBC CONTRACTORS CORP.**, 1241 N. Lakeview Ave., Ste. K, Anaheim, CA 92807, (714) 693-3993 (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. 1091
SSC CAFETERIA NEW FLOOR, HS 206, 22C A & R SPACE RENOVATIONS
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 Three Hundred Thirty Two Thousand and No/100 Dollars (\$332,000.00).

4. The work shall be commenced on or before the **fifth (5)** day after receiving the DISTRICT'S Notice to Proceed and shall be completed within **THIRTY (30)** 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 **Fifteen Hundred and No/100 Dollars** (\$1,500.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 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 Non-appropriation.** In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

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

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

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

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

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

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

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

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

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$1,000,000
--	-------------

and

Subject to the same limit for each person on account of one accident, in an amount not less than	\$1,000,000
--	-------------

Property Damage Insurance in an amount not less than	\$1,000,000
--	-------------

Course of Construction Insurance without exclusion or limitation in an amount not less than	\$1,000,000
---	-------------

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

- 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 Thomas B. Copenhaver 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.

THIS PART OF THE PAGE LEFT INTENTIONALLY BLANK

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: Village Expansion Project: Purchase of Modular Buildings
ACTION: Approval

BACKGROUND

On January 20, 2009, and April 27, 2009, the Board of Trustees approved a combined total of \$3,926,000 funding from basic aid for the Saddleback College Village Expansion Project. The Board has since awarded two of three primary contracts for completion of this work: 1) a contract to Class Leasing, Inc. to purchase 28,000 square feet of unimproved portable units in the amount of \$1,400,000 on February 23, 2009, and 2) a contract to MJ Contractors for site improvements at the Village Expansion area in the amount of \$1,050,000 on May 26, 2009. The third contract is under review at the time of the June 22, 2009 Board meeting.

STATUS

An additional 2,720 square feet are necessary to accommodate a Division of State Architect (DSA) review requirement for additional restroom facilities. Class Leasing, Inc. provided the attached proposal (Exhibit A) for an increase of \$11,080 to the previously approved amount of \$1,400,000.

Delivery and installation costs are \$126,418 (Exhibit B).

All amounts are in accordance with the Wilsona School District piggyback agreement previously approved for the portable units. Staff recommends approval of the use of the Class Leasing, Inc. piggyback for these items.

Funds are available within the approved budget of \$3,926,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees finds it is in the District's best interest to use the Class Leasing, Inc. piggyback agreement with the Wilsona School District for the purchase of modular buildings for the Village Expansion Project. The cost is \$137,498.

Item Submitted By: *Gary L. Poertner, Deputy Chancellor*

CLASS LEASING, INC.

Exhibit A

P.O. Box 51150 * Riverside, California 92517-2150
Voice (951) 943-1908 * FAX (951) 943-5768

June 5, 2009

C.W. Driver
15615 Alton Parkway, Suite 150
Irvine, CA 92618

Attn: William Hahn (Email address whahn@cwdriver.com)
Attn: John Ozurovich (Email address jozurovich@saddleback.edu)

RE: Purchase Proposal for (24) 24x40 Modular Classrooms, (8) 12x40 Modular Restrooms, and (2) 48x40 Modular Classrooms, for a total of 30,720 square feet, for the Modular Village Project at Saddleback Community College

Dear,

The following proposal is based upon the South Orange County Community College District utilizing the Open Piggyback Contract Bid with Wilsona Unified School District (Modular Building Bid Package for Wilsona School District August 2007) to purchase (24) 24x40 Modular Classrooms, (8) 12x40 Modular Restrooms, and (2) 48x40 Modular Classrooms, for a total of 30,720 square feet, as noted on attachment.

Item I – Pricing for Purchase see attachment for details

A) Purchase price \$1,411,080.00*

***Does Not Include Delivery and Installation.**

(We can match the color of buildings currently located on site).

General Note: Payment terms will be per the Wilsona Piggyback.

Item II – Inclusions

- Standard carpet and porcelain marker boards, in classrooms.
- Standard flooring in restrooms.
- DSA drawings to Architect for DSA submittal. (DSA Stockpile approved drawings)
- Wood foundation with standard steel ramp and landing.
- Standard wall mount HVAC, standard lights and electrical
- Exterior color selection per Class Leasing standards (wood siding).
- Standard door hardware for classrooms.
- Units as available in stock (selection by Class Leasing)

(Note: All classroom hardware, lights, carpet, etc. is per Class Leasing standards including door swings as available from existing stock.)

Item III – Exclusions

- DSA submittal, and final site & building approval.
- Bonds and Taxes
- On site DSA Inspection's.
- Connection of site utilities, FA & low voltage systems.
- Low voltage systems, components & wire (including fire alarm).
- Cabinetry, plumbing, building signage.
- Fire sprinklers or rated building (If required).

CLASS LEASING, INC.

Exhibit B

P.O. Box 51150 * Riverside, California 92517-2150
Voice (951) 943-1908 * FAX (951) 943-5768

June 5, 2009

C.W. Driver
15615 Alton Parkway, Suite 150
Irvine, CA 92618

Attn: William Hahn (Email address whahn@cwdriver.com)
Attn: John Ozurovich (Email address jozurovich@saddleback.edu)

RE: Proposal for the delivery and installation of (24) 24x40 Modular Classrooms, (8) 12x40 Modular Restrooms, and (2) 48x40 Modular Classrooms, for the Modular Village Project at Saddleback Community College

Dear,

The following proposal is based upon the South Orange County Community College District utilizing the Open Piggyback Contract Bid with Wilsona Unified School District (Modular Building Bid Package for Wilsona School District August 2007) to deliver and install (24) 24x40 Modular Classrooms, (8) 12x40 Modular Restrooms, and (2) 48x40 Modular Classrooms, as noted on attachment.

Item I – Pricing for Delivery and Installation see attachment for details

A) Total \$126,418.00

*Price includes standard delivery and installation.

General Note: Payment terms will be per the Wilsona Piggyback.

Item II – Inclusions

- Standard delivery and installation.

(Note: All classroom hardware, lights, carpet, etc. is per Class Leasing standards including door swings as available from existing stock.)

Item III – Exclusions

- Bonds and Taxes
- Access in-out of site for all equipment, trucking & workmen.
- Level asphalt or dirt pad for building & ramp.
- Transition of ramp toe to grade.
- 2' building close-offs.
- Special 4" separations (if required).
- On site DSA Inspection's.
- Connection of site utilities, FA & low voltage systems.
- Low voltage systems, components & wire (including fire alarm).
- Craning, shuttling or special unloading of building, (if required due to poor access).

If you have any questions please do not hesitate to contact me at (951) 943-1908 or on my cell at (951) 236-1207.

Sincerely,

ACCEPTED _____ DATE _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Village Expansion Project: Portable Interior Improvements

ACTION: Approval

BACKGROUND

On January 20, 2009, and April 27, 2009, the Board of Trustees approved a combined total of \$3,926,000 funding from basic aid for the Saddleback College Village Expansion Project. The Board has since awarded two of three primary contracts for completion of this work: 1) a contract to Class Leasing, Inc. to purchase the unimproved portable units in the amount of \$1,400,000 and 2) a contract to MJ Contractors for site improvements at the Village Expansion area in the amount of \$1,050,000.

Interior improvements must take place in order to provide a configuration that will meet the program needs.

STATUS

Class Leasing, Inc. provided the attached proposal (Exhibit A) for these improvements in the amount of \$263,257 in accordance with the Wilsona School District piggyback agreement previously approved for the portable units.

Funds are available within the approved budget of \$3,926,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Class Leasing, Inc. for the portable interior improvements in the amount of \$263,257 utilizing the Wilsona School District piggyback agreement.

CLASS LEASING, INC.

P.O. Box 51150 * Riverside, California 92517-2150
Voice (951) 943-1908 * FAX (951) 943-5768

E

June 5, 2009

C.W. Driver
15615 Alton Parkway, Suite 150
Irvine, CA 92618

Attn: William Hahn (Email address whahn@cwdriver.com)
Attn: John Ozurovich (Email address jozurovich@saddleback.edu)

RE: Proposal for the improvements to the Modular Village Project Classrooms at Saddleback Community College

Dear,

The following proposal is based upon the South Orange County Community College District utilizing the Open Piggyback Contract Bid with Wilsona Unified School District (Modular Building Bid Package for Wilsona School District August 2007) to add improvements in the classrooms for the Modular Village Project.

Item I – Pricing for improvements see attachment for details

A) Total \$263,257.00

General Note: Payment terms will be per the Wilsona Piggyback.

Item II – Inclusions

- Per attached improvement details.

Item III – Exclusions

- DSA submittal, and final site & building approval.
- Bonds and Taxes

If you have any questions please do not hesitate to contact me at (951) 943-1908 or on my cell at (951) 236-1207.

Sincerely,
CLASS LEASING, INC.

ACCEPTED _____ DATE _____

BY _____

TITLE _____

Jeremy Goldenetz
Regional Sales Manager

ESTIMATED SITE READY DATE _____
(Month/Year)

JG/III

CLASS LEASING, INC.

Exhibit B

P.O. Box 51150 * Riverside, California 92517-2150
Voice (951) 943-1908 * FAX (951) 943-5768

June 5, 2009

C.W. Driver
15615 Alton Parkway, Suite 150
Irvine, CA 92618

Attn: William Hahn (Email address whahn@cwdriver.com)
Attn: John Ozurovich (Email address jozurovich@saddleback.edu)

RE: Proposal for the delivery and installation of (24) 24x40 Modular Classrooms, (8) 12x40 Modular Restrooms, and (2) 48x40 Modular Classrooms, for the Modular Village Project at Saddleback Community College

Dear,

The following proposal is based upon the South Orange County Community College District utilizing the Open Piggyback Contract Bid with Wilsona Unified School District (Modular Building Bid Package for Wilsona School District August 2007) to deliver and install (24) 24x40 Modular Classrooms, (8) 12x40 Modular Restrooms, and (2) 48x40 Modular Classrooms, as noted on attachment.

Item I – Pricing for Delivery and Installation see attachment for details

A) Total \$126,418.00

*Price includes standard delivery and installation.

General Note: Payment terms will be per the Wilsona Piggyback.

Item II – Inclusions

- Standard delivery and installation.

(Note: All classroom hardware, lights, carpet, etc. is per Class Leasing standards including door swings as available from existing stock.)

Item III – Exclusions

- Bonds and Taxes
- Access in-out of site for all equipment, trucking & workmen.
- Level asphalt or dirt pad for building & ramp.
- Transition of ramp toe to grade.
- 2' building close-offs.
- Special 4" separations (if required).
- On site DSA Inspection's.
- Connection of site utilities, FA & low voltage systems.
- Low voltage systems, components & wire (including fire alarm).
- Craning, shuttling or special unloading of building, (if required due to poor access).

If you have any questions please do not hesitate to contact me at (951) 943-1908 or on my cell at (951) 236-1207.

Sincerely,

ACCEPTED _____ **DATE** _____

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Award of Bid 1085: Coffee Cart Operation Agreement
ACTION: Approval

BACKGROUND

The current five year agreement for the Coffee Cart Operations contractor at Saddleback College expires on June 30, 2009.

STATUS

On March 24, 2009, district staff held a mandatory pre-proposal meeting for Bid No. 1085, to obtain a two year Coffee Cart Operations agreement with three, one year extensions. Thirteen vendors were invited and eight attended. One vendor, The Drip Coffee provided a proposal that was opened on April 7, 2009. Saddleback College food and beverage committee evaluated the proposal and recommends awarding the bid to The Drip Coffee based on the superior quality of their products and their partnership value to the college. The President supports the recommendation.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or designee to complete contract negotiations for a two year agreement with three, one year extensions with Drip Coffee for Coffee Cart Operations at Saddleback College, and to execute the agreement.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Award of Bid 1085: Cafeteria Operation Agreement
ACTION: Approval

BACKGROUND

The current five year agreement for the Cafeteria Operations contractor at Saddleback College expires on June 30, 2009.

STATUS

On March 24, 2009, district staff held a mandatory pre-proposal meeting for Bid No. 1085, to obtain a two year Cafeteria Operations agreement with three, one year extensions. Thirteen vendors were invited and eight attended. One vendor, Newbeginnings Inc. provided proposals that were opened on April 7, 2009. Saddleback College food and beverage committee evaluated the proposal and recommends awarding the bid to New Beginnings, Inc. based on the superior quality of their service and products and their partnership value to the college. The President supports the recommendation.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or designee to complete contract negotiations for a two year agreement with three, one year extensions with Newbeginnings, Inc. for Cafeteria Operations at Saddleback College, and to execute the agreement.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Award of Bid: Soft Drink Supplier Agreement
ACTION: Approval

BACKGROUND

The Current five year agreement for the soft drink supplier at Saddleback College expires on June 30, 2009.

STATUS

On March 24, 2009, district staff held a mandatory pre-proposal meeting for Bid No. 1086, to obtain a three year soft drink supplier agreement with two (2) one (1) year extensions. Three vendors attended. Two vendors, Coca-Cola Enterprises and Pepsi Bottling Corporation, provided proposals that were opened on April 7, 2009. Saddleback College food and beverage committee evaluated the proposal and recommends awarding the bid to Pepsi Bottling Corporation based on the superior brand strength of their products and their partnership value to the college. The President supports the recommendation.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or designee to complete contract negotiations for a two year agreement with two, one year extensions with Pepsi Bottling Corporation for the exclusive rights for the sale of soft drinks at Saddleback College, and to execute the agreement.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations

ACTION: Approval

BACKGROUND

This grant is a statewide leadership grant offered by California Community Colleges Chancellor's Office (CCCCO). The grant, formally known as "Career Development Work-Based Learning Linkages to Professional Organizations" (RFA No. 09-034), requires a college-based home where the host understands the value of serving a statewide need for developing relationships between national, state, and regional professional associations and career technical education faculty, students, and programs. Intended outcomes include increased engagement of association members in developing academic programs, internships, and placement opportunities for community colleges. Irvine Valley College was offered this grant because of its growing reputation in providing CTE leadership in Southern California, and specifically the Orange County/Los Angeles region.

STATUS

The grant's principal project manager contacted SOCCCD as to the possibility of Irvine Valley College hosting this statewide leadership grant. Following productive discussion and negotiation of fiduciary responsibilities, Irvine Valley College agreed to serve as fiscal agent in this project and has completed the necessary paperwork required by CCCCCO as presented in Exhibit A. The multi-year granting period is from June 1, 2009 through May 31, 2011.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this award of \$500,000.00 from the California Community College Chancellor's Office for the "Career Development Work-Based Learning Linkages to Professional Organizations" grant, RFA No. 08-034.

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

GRANT APPLICATION ABSTRACT

1. **PROJECT TITLE: Career Development Work-based Learning Linkages to Professional Organizations**
2. **PROJECT DIRECTOR: Susan Coleman (Principal) & David D. Gatewood (Associate)**
3. **PROJECT ADMINISTRATOR: David D. Gatewood**
4. **GRANTOR AGENCY: State Chancellor's Office**
5. **FUNDING SOURCE: SB70**
6. **STARTING AND ENDING DATES OF THE PROJECT: June 1, 2009 – May 31, 2011**
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

Professional Associations are an untapped resource for Career Technical Education students and faculty statewide for connecting with business and industry related to work-based learning experiences, scholarships, and ultimately student employment.

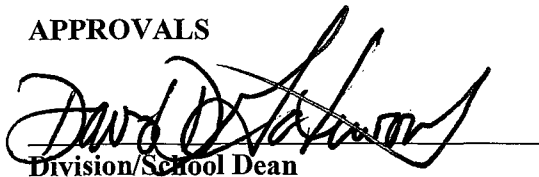
Grant objectives:

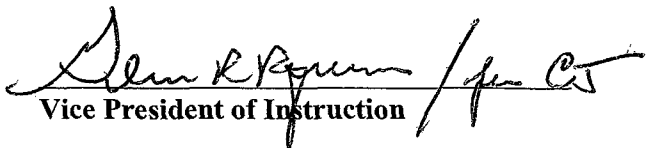
- Create a professional association resources database
- Develop opportunities for faculty and students to increase industry knowledge and experience through professional associations
- Create a framework for delivering career development and work-based learning activities, tools, and resources that support educational, career, and personal development goals
- Research and implement effective ways to deliver the professional association resource information to students and faculty statewide, and
- Establish and train a network of intermediaries in each region of the State to deliver career development and work-based learning activities, tools, and resources to community colleges

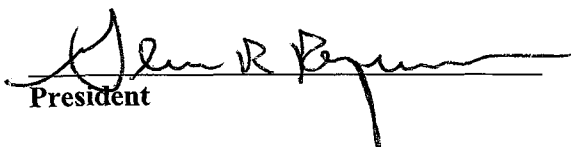
8. SUMMARY BUDGET

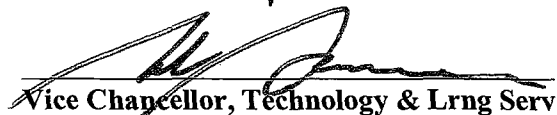
Grant Award	In Kind Matching	Indirect Costs	Project Total
\$500,000.00	\$ N/A	\$19,231.00	\$480,769.00

9. APPROVALS


Division/School Dean


Vice President of Instruction / for CS


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	\$ 27,700	\$ _____	_____
2000 Classified Salaries	\$ 96,200	\$ _____	_____
3000 Benefits	\$ 32,869	\$ _____	_____
4000 Supplies	\$ 8,000	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ 307,000	\$ _____	_____
6000 Capital Outlay	\$ 9,000	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ 19,231	\$ _____	_____
TOTALS	\$ 500,000	\$ _____	

*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. Web Designer	[]	[X]	[]	[X]
2. Administrator	[]	[X]	[]	[X]
3. Project Manager	[]	[X]	[X]	[]

PARTNERSHIPS (if applicable)

Partnership Name/Location _____

- | | | | |
|--------------|--------------|---------------------|--|
| •Retail | •Technology | •Real Estate Public | •Public: City, Education, Municipalities |
| •Hospitality | •Health Care | •Manufacturing | •Charitable Non-Profit •Financial |

Partnership Name/Location _____

- | | | | |
|--------------|--------------|---------------------|--|
| •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: Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year
ACTION: Approval

BACKGROUND

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

STATUS

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and the Academic Senate of Irvine Valley College for the 2009-10 academic year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2009-10 academic year at Irvine Valley College.

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			KEY CODE	assign=assignments
				c/ w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Business Science	ACCT 1A	100.00	Financial Accounting	rec
Business Science	CIM 100A	1795.05	Computer Keyboarding and Document Processing I	desc
Business Science	CIM 100B	1800.10	Computer Keyboarding and Document Processing II	desc
Business Science	CIM 209	13215.00	Introduction to Outlook	nc
Business Science	CIM 220.1	10388.00	Scanning and Capture	dc
Business Science	CIM 222.1	10413.00	Digital Illustration I	rec
Business Science	CIM 249.1	13214.00	Cascading Style Sheets (CSS) Web Design	nc
Business Science	CIM 264.5	10711.00	Hardening the Infrastructure	dc
Business Science	CIM 264.6	10732.00	Network Defense	dc
Business Science	CIM 270.1	13216.00	Introduction to Computer Forensics	nc
Business Science	RE 252	13217.00	Real Estate License Renewal	nc
Emeritus	ACCT 431	10052.00	Estate Planning	dc
Emeritus	ACCT 431	10052.10	Estate Planning	dc
Emeritus	ART 410	7035.20	Intermediate Painting	dc
Emeritus	ART 440	10170.20	Beginning Calligraphy	dc
Emeritus	ENG 416	10200.15	Nonfiction Writing	dc
Emeritus	ENG 435	10066.15	Film Genres	dc
Emeritus	ENG 435	10066.30	Film Genres	dc
Emeritus	HIST 400	10214.00	California History: Missions	dc
Emeritus	HIST 400	10214.30	California History: Missions	dc
Emeritus	MUS 405	10175.15	Music Fundamentals	dc
Emeritus	MUS 405	10175.30	Music Fundamentals	dc
Emeritus	TA 440	10054.30	Theatre Appreciation: Classical Overview	dc
Fine Arts	Art 158	915.05	Beginning Watercolor	dc
Fine Arts	Art 159	915.10	Advanced Watercolor	dc
Fine Arts	Art 255	9368.00	Landscape Painting	dc
Fine Arts	CWE 168	10309.00	Cooperative Work Experience: Digital Media Arts	dc
Fine Arts	CWE 168	10309.10	Cooperative Work Experience: Digital Media Arts	dc
Fine Arts	CWE 168	10309.20	Cooperative Work Experience: Digital Media Arts	dc
Fine Arts	CWE 168	10309.30	Cooperative Work Experience: Digital Media Arts	dc
Fine Arts	DMA 145	10735.00	Introduction to Digital Media	dc
Fine Arts	MUS 38	10660.00	Irvine Singers	dc
Fine Arts	MUS 70	10466.00	Jazz Improvisation I	desc, lmg obj, moe, ti, tps, txt
Fine Arts	MUS 71	11027.00	Intermediate Jazz Improvisation	dc
Fine Arts	MUS 72	11028.00	Advanced Jazz Improvisation	dc
Fine Arts	MUS 160	13204.00	Woodwind Chamber Music	crs id (formerly MUS 60)
Fine Arts	PHOT 160	1440.10	Introduction to Color Photography	dc

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			KEY CODE	assign=assignments
				c/ w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Fine Arts	PHOT 161	1440.20	Intermediate Color Photography	dc
Fine Arts	TA 11	6410.00	Stage Movement	dc
Fine Arts	TA 28	9184.00	The Rock Musical	dc
Health, PE	PE 3	9134.10	Life Fitness Center Laboratory	crs id (formerly PE 192)
Health, PE	PE 3	9134.20	Life Fitness Center Laboratory	crs id (formerly PE 192)
Health, PE	PE 3	9134.30	Life Fitness Center Laboratory	crs id (formerly PE 192)
Health, PE	PE 3	9134.00	Life Fitness Center Laboratory	crs id (formerly PE 192)
Health, PE	PE 79	9948.00	Advanced Baseball	sr
Health, PE	PE 79	9948.10	Advanced Baseball	sr
Humanities	CHI 3	10548.00	Intermediate Chinese III	dc
Humanities	CHI 3A	10549.00	Introduction to Intermediate Chinese III	dc
Humanities	CHI 3B	10550.00	Continuation of Intermediate Chinese III	dc
Humanities	FR 10	2960.00	Intermediate Conversational French	desc, moe, txt
Humanities	FR 2	2945.00	Beginning French II	desc, moe, txt
Humanities	FR 20	2965.00	Introduction to French Civilization	desc, moe
Humanities	FR 2A	10553.00	Introduction to Beginning French II	desc, moe, txt
Humanities	FR 2B	10554.00	Continuation of Beginning French II	desc, moe, txt
Humanities	FR 4	2955.00	Intermediate French	moe, txt
Humanities	FR 5	2956.00	Advanced French	desc, moe, txt
Humanities	HIST 45	3680.05	Survey of Africa	dc
Humanities	HUM 1	3950.00	Introduction to Humanities	desc, assign, lmg obj, moe, tps, txt
Humanities	HUM 2	3955.00	Culture of Ancient Greece and Rome	desc, assign, lmg obj, moe, tps, txt
Humanities	HUM 3	3960.00	The Culture of Medieval and Renaissance Europe	desc, assign, lmg obj, moe, tps, txt
Humanities	HUM 4	3965.00	The Culture of the Modern World: 1700 to the Present	desc, assign, lmg obj, moe, tps, txt
Humanities	JA 250A	10684.00	Introduction to Practical Japanese I	dc
Humanities	JA 250B	10685.00	Continuation of Practical Japanese II	dc
Humanities	WR 12	6586.00	Writing Longer Fiction	dc
Life Sciences	BIO 13	9133.00	Lab Reseach	rec
Life Sciences	BIO 15	1020.00	General Microbiology	rec
Life Sciences	BIO 201	9005.00	Biochemistry for Health Sciences	dc
Life Sciences	BIO 272	13220.00	Human Genetics and Medicine	nc
Life Sciences	BIO 71	13219.00	Stem Cells and Society	nc
Math, CS, Engr	CS 101	1818.05	Introduction to Micro Applications	dc
Math, CS, Engr	CS 142	3342.00	UNIX Operating Systems	dc
Math, CS, Engr	CS 21	1621.00	Introduction to Software Engineering	dc
Math, CS, Engr	CS 238	10668.00	Advanced Java Programming	dc
Math, CS, Engr	CS 250A	10496.00	Oracle Programming I	dc
Math, CS, Engr	CS 250B	10497.00	Oracle Programming II	dc

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN
			KEY CODE	assign=assignments
				c/l w/+ cross-listed with (and list the other crs id)
				ce=contract education course
				co=corequisite
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12
				dc=delete course
				desc=description
				dv=delete version of course
				hrs=hours
				lim=limitation
				lmg obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sam = sam code
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				top = TOP Code
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
Math, CS, Engr	CS 30	1630.05	BASIC Programming	dc
Math, CS, Engr	CS 34	1640.05	Pascal Programming	dc
Math, CS, Engr	CS 40A	1715.05	Computer Organization and Assembly Language II	prereq
Math, CS, Engr	CS 50A	9369.00	HTML Programming	rec
Math, CS, Engr	CS 130	9369.00	Advanced Visual Basic	rec
Math, CS, Engr	CS 50B	10568.00	Dynamic HTML	dc
Math, CS, Engr	ENGR 184	3314.00	Advanced CAD	dc
Math, CS, Engr	ENGT 140	2295.00	CAM Materials and Processes	dc
Social Science	HD 101	3730.00	Observation and Assessment of Young Children	desc, assign, ti, lmg obj, moe, tps, txt
Social Science	HD 110	3750.00	Principles and Practices of Teaching Young Children	desc, assign, ti, lmg obj, moe, tps, txt
Social Science	HD 115	13221.00	Introduction to Curriculum	nc
Social Science	HD 130	13222.00	Teaching in a Diverse Society	nc
Social Science	HD 150	3785.00	Health, Safety and Nutrition of Children	desc, assign, ti, lmg obj, moe, tps, txt
Social Science	HD 181	3810.00	Practicum: Early Childhood Programs	desc, assign, prereq, lmg obj, moe, tps, rec, txt
Social Science	PS 45	3680.00	Survey of Africa	dc
Social Science	SOC 21	3725.10	Socialization of the Child: Child, Family, Community	dc

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

BUSINESS SCIENCE
DIGITAL MEDIA TECHNOLOGIES
AS AND CERTIFICATE

Complete the following courses:

CIM 220.1	Digital Scanning and Capture	2
CIM 221.1	Image Editing I	2
CIM 22.12	Image Editing II	2
CIM 222.1	Digital Illustration I	2
CIM 224.1	Motion Graphics I	3.5
CIM 242.1	2D Animation I	3.5
CIM 243.1	Web Authoring I	2
CIM 243.2	Web Authoring II	2
DMA 55	Graphic Design I	3
DMA 140	2D Design and Color Theory	3

Complete 4 units from the following courses:

CIM 230.1	Digital Publishing I	2
CIM 230.2	Digital Publishing II	2
CIM 245.1	Digital Sound and Video	3.5
	Total Units	29

BUSINESS SCIENCE
DIGITAL MEDIA TECHNOLOGIES
AS AND CERTIFICATE

Complete the following courses:

CIM 221.1	Image Editing I	2
CIM 221.2	Image Editing II	2
CIM 222.1	Digital Illustration I	2
CIM 224.1	Motion Graphics I	3.5
CIM 242.1	2D Animation I	3.5
CIM 243.1	Web Authoring I	2
CIM 243.2	Web Authoring II	2
DMA 55	Graphic Design I	3
DMA 140	2D Design and Color Theory	3

Complete 4 units from the following courses:

CIM 230.1	Digital Publishing I	2
CIM 230.2	Digital Publishing II	2
CIM 245.1	Digital Sound and Video	3.5
	Total Units	27

BUSINESS SCIENCE
DIGITAL GRAPHIC APPLICATIONS
CERTIFICATE OF PROFICIENCY

Complete the following courses:

CIM 220.1	Digital Scanning and Capture	2
CIM 221.1	Image Editing I	2
CIM 221.2	Image Editing II	2
CIM 222.1	Digital Illustration I	2
CIM 224.1	Motion Graphics I	3.5
CIM 242.1	2D Animation I	3.5
CIM 246.1	3D Animation I	2
	Total Units	17

BUSINESS SCIENCE
DIGITAL GRAPHIC APPLICATIONS
CERTIFICATE OF PROFICIENCY

Complete the following courses:

CIM 221.1	Image Editing I	2
CIM 22.12	Image Editing II	2
CIM 222.1	Digital Illustration I	2
CIM 224.1	Motion Graphics I	3.5
CIM 242.1	2D Animation I	3.5
CIM 246.1	3D Animation I	2
	Total Units	15

BUSINESS SCIENCE
DIGITAL PUBLISHING
CERTIFICATE OF PROFICIENCY

Complete the following courses:

CIM 210.1	Word Processing I	2
CIM 220.1	Digital Scanning and Capture	2
CIM 221.1	Image Editing I	2
CIM 222.1	Digital Illustration I	2
CIM 230.1	Digital Publishing I	2
CIM 230.2	Digital Publishing II	2

Complete two of the following courses:

CIM 210.2	Word Processing II	2
CIM 243.1	Web Authoring I	2
CIM 243.2	Web Authoring II	2
	Total Units	16

BUSINESS SCIENCE
DIGITAL PUBLISHING
CERTIFICATE OF PROFICIENCY

Complete the following courses:

CIM 210.1	Word Processing I	2
CIM 221.1	Image Editing I	2
CIM 222.1	Digital Illustration I	2
CIM 230.1	Digital Publishing I	2
CIM 230.2	Digital Publishing II	2

Complete two of the following courses:

CIM 210.2	Word Processing II	2
CIM 243.1	Web Authoring I	2
CIM 243.2	Web Authoring II	2
	Total Units	14

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

BUSINESS SCIENCE
MANUFACTURING ASSISTANT
AS OR CERTIFICATE

Complete the following courses:

CWE 168	Cooperative Work Experience	2-4
MGT 103	Business English	3
MGT 125	Human Relations in Business	3
MATH 10	Intro to Statistics	3
ENGT 140	Computer Aided Manufacturing (CAM) Materials and Processes	3

Complete one of the following courses:

CIM 107.1	Intro to Personal Computer Applications	3.5
CIM 212.1	Spreadsheets I	2
CIM 212.2	Spreadsheets II	2

Complete one of the following courses:

MGT 102	Public Speaking for Business	3
SP 1	Communication Fundamentals	3
	Total Units	19-22.5

BUSINESS SCIENCE
MANUFACTURING ASSISTANT
AS OR CERTIFICATE

Complete the following courses:

CWE 168	Cooperative Work Experience	2-4
MGT 103	Business English	3
MGT 125	Human Relations in Business	3
MATH 10	Intro to Statistics	3
MGT 102	Public Speaking for Business	3

Complete two of the following courses:

CIM 107.1	Intro to Personal Computer Applications	3.5
CIM 212.1	Spreadsheets I	2
CIM 212.2	Spreadsheets II	2
SP 1	Communication Fundamentals	3

Total Units **18-22.5**

FINE ARTS
ART
AA

Complete the following courses:

ART 40	2-D Design and Color	3
ART 41	Three-Dimensional Design	3
ART 50	Beginning Oil Painting	3
ART 80	Drawing Fundamentals	3
ART 85	Life Drawing I	3

Complete a total of t units from the following courses:

ART 4	Introduction to Art Theory	3
ART 25	Art History Survey I: Western	3
ART 26	Art History Survey II: Western	3
ART 27	Art History Survey III: Non-Western	3

Complete an additional 6 units from the following areas.

Courses chosen from within these areas must not have been counted in the courses above:

ART 4	Introduction to Art Theory	3
ART 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31		3
ART 80, 81, 82, 85, 86		3
ART 50, 51, 52, 158, 159, 255		3
	Total units	27

FINE ARTS
ART
AA

Complete the following courses:

ART 40	2-D Design and Color	3
ART 41	Three-Dimensional Design	3
ART 50	Beginning Oil Painting	3
ART 80	Drawing Fundamentals	3
ART 85	Life Drawing I	3

Complete a total of t units from the following courses:

ART 4	Introduction to Art Theory	3
ART 25	Art History Survey I: Western	3
ART 26	Art History Survey II: Western	3
ART 27	Art History Survey III: Non-Western	3

Complete an additional 6 units from the following areas.

Courses chosen from within these areas must not have been counted in the courses above:

ART 4	Introduction to Art Theory	3
ART 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31		3
ART 80, 81, 82, 85, 86		3
ART 50, 51, 52		3
	Total units	27

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

FINE ARTS
MUSIC
AA

Complete the following courses:

First Semester:		
MUS 3	Harmony I	5
MUS 34, 37, 38, 39, 40, 41, 42, 43, 46, 47		2
MUS 50, 51 or 52		0.5
MUS 54	Beg. Piano (or proficiency exam)	2
MUS 53	Concert Music	0.5
MUS 180	Music Laboratory	.05

Second Semester

MUS 4	Harmony II	5
MUS 34, 37, 38, 39, 40, 41, 42, 43, 46, 47		2
MUS 50, 51 or 52		0.5
MUS 55	Interm. Piano (or proficiency exam)	2
MUS 53	Concert Music	0.5
MUS 180	Music Laboratory	.05

Third Semester

MUS 5	Harmony III	5
MUS 34, 37, 38, 39, 40, 41, 42, 43, 46, 47		2
MUS 50, 51 or 52		0.5
MUS 56	Advanced Piano (or proficiency exam)	2
MUS 53	Concert Music	0.5
MUS 180	Music Laboratory	.05

Fourth Semester

MUS 6	Harmony IV	5
MUS 34, 37, 38, 39, 40, 41, 42, 43, 46, 47		2
MUS 50, 51 or 52		0.5
MUS 56	Advanced Piano (or proficiency exam)	2
MUS 53	Concert Music	0.5
MUS 180	Music Laboratory	.05
Total units		34-42

FINE ARTS
MUSIC
AA

Complete the following courses:

First Semester:		
MUS 3	Harmony I	5
MUS 34, 37, 39, 40, 41, 42, 43, 46, 47		2
MUS 50, 51 or 52		0.5
MUS 54	Piano I (or proficiency exam)	2
MUS 53	Concert Music	0.5
MUS 180	Music Laboratory	.05

Second Semester

MUS 4	Harmony II	5
MUS 34, 37, 39, 40, 41, 42, 43, 46, 47		2
MUS 50, 51 or 52		0.5
MUS 55	Piano II (or proficiency exam)	2
MUS 53	Concert Music	0.5
MUS 180	Music Laboratory	.05

Third Semester

MUS 5	Harmony III	5
MUS 34, 37, 39, 40, 41, 42, 43, 46, 47		2
MUS 50, 51 or 52		0.5
MUS 56	Piano III (or proficiency exam)	2
MUS 53	Concert Music	0.5
MUS 180	Music Laboratory	.05

Fourth Semester

MUS 6	Harmony IV	5
MUS 34, 37, 39, 40, 41, 42, 43, 46, 47		2
MUS 50, 51 or 52		0.5
MUS 57	Piano IV (or proficiency exam)	2
MUS 53	Concert Music	0.5
MUS 180	Music Laboratory	.05
Total units		34-42

FINE ARTS
PHOTOGRAPHY
AA

Complete the following courses:

PHOT 1	History of Photography	3
PHOT 50	Introduction to Photography	3
PHOT 55	Intermediate Photography	3
PHOT 56	Art Photography	3
PHOT 160	Introduction to Color Photography	3

Complete a minimum of 9 units from the following courses:

PHOT 51	Digital Photography	3
PHOT 55	Intermediate Photography	3
PHOT 56	Art Photography	3
PHOT 161	Intermediate Color Photography	3
PHOT 190	Special Problems in Photography	3
PHOT 245.1	Digital Sound and Video	3.5
Total units		24

FINE ARTS
PHOTOGRAPHY
AA

Complete the following courses:

PHOT 1	History of Photography	3
PHOT 50	Introduction to Photography	3
PHOT 55	Intermediate Photography	3
PHOT 56	Art Photography	3

Complete a minimum of 9 units from the following courses:

PHOT 51	Digital Photography	3
PHOT 55	Intermediate Photography	3
PHOT 56	Art Photography	3
PHOT 190	Special Problems in Photography	3
PHOT 245.1	Digital Sound and Video	3.5
Total units		21

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

FINE ARTS
THEATRE ARTS
ACTING EMPHASIS
AA

Complete the following courses:

TA 1	Acting	3
TA 2	Beginning Scene Study	3

Complete one of the following courses:

TA 3	Advanced Scene Study	3
TA 4	Acting Styles: Classical	3
TA 5	Acting Styles: Contemporary	3

Complete one of the following courses:

TA 20	Theatre Appreciation: Classical	3
TA 25	Great Plays: Primitive to Renaissance	3
TA 26	Great Plays: Renaissance to Contemporary	3
TA 28	History of Musical Theatre: The Rock Musical	3

Complete 3 units from the following courses:

TA 15	Rehearsal and Performance: Drama	1 or 2
TA 16	Rehearsal and Performance: Comedy	1 or 2
TA 17	Rehearsal and Performance: Mixed Genres	1 or 2
TA 18	Rehearsal and Performance: Dance	1 or 2
TA 19	Rehearsal and Performance: Musical Theatre	1 or 2
TA 241	Irvine Valley College Conservatory	1 or 2

Complete 3 units from the following courses:

TA 40B	Introduction to Theatre Design	3
TA 40C	Scenic Design for Theatre	3
TA 41	Stage Lighting Design	3
TA 42	Costume Design	3
TA 43	Stage Makeup	1
TA 142	Theatre Production	1 or 2
	Total Units	18

FINE ARTS
THEATRE ARTS
ACTING EMPHASIS
AA

Complete the following courses:

TA 1	Acting	3
TA 2	Beginning Scene Study	3

Complete one of the following courses:

TA 3	Advanced Scene Study	3
TA 4	Acting Styles: Classical	3
TA 5	Acting Styles: Contemporary	3

Complete one of the following courses:

TA 20	Theatre Appreciation: Classical	3
TA 25	Great Plays: Primitive to Renaissance	3
TA 26	Great Plays: Renaissance to Contemporary	3

Complete 3 units from the following courses:

TA 15	Rehearsal and Performance: Drama	1 or 2
TA 16	Rehearsal and Performance: Comedy	1 or 2
TA 17	Rehearsal and Performance: Mixed Genres	1 or 2
TA 18	Rehearsal and Performance: Dance	1 or 2
TA 19	Rehearsal and Performance: Musical Theatre	1 or 2
TA 241	Irvine Valley College Conservatory	1 or 2

Complete 3 units from the following courses:

TA 40B	Introduction to Theatre Design	3
TA 40C	Scenic Design for Theatre	3
TA 41	Stage Lighting Design	3
TA 42	Costume Design	3
TA 43	Stage Makeup	1
TA 142	Theatre Production	1 or 2
	Total Units	18

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

FINE ARTS
THEATRE ARTS
TECHNICAL THEATRE EMPHASIS
AA

Complete the following courses:

TA 1	Acting	3
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Complete one of the following courses:

TA 20	Theatre Appreciation: Classical	3
TA 25	Great Plays: Primitive to Renaissance	3
TA 26	Great Plays: Renaissance to Contemporary	3
TA 28	History of Musical Theatre: The Rock Musical	3

Complete 3 units from the following courses:

TA 15	Rehearsal and Performance: Drama	1 or 2
TA 16	Rehearsal and Performance: Comedy	1 or 2
TA 17	Rehearsal and Performance: Mixed Genres	1 or 2
TA 18	Rehearsal and Performance: Dance	1 or 2
TA 19	Rehearsal and Performance: Musical Theatre	1 or 2
TA 241	Irvine Valley College Conservatory	1 or 2

Complete 9 units from the following courses:

TA 40B	Introduction to Theatre Design	3
TA 40C	Scenic Design for Theatre	3
TA 41	Stage Lighting Design	3
TA 42	Costume Design	3
TA 43	Stage Makeup	1
TA 142	Theatre Production	1 or 2
	Total Units	18

FINE ARTS
THEATRE ARTS
TECHNICAL THEATRE EMPHASIS
AA

Complete the following courses:

TA 1	Acting	3
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Complete one of the following courses:

TA 20	Theatre Appreciation: Classical	3
TA 25	Great Plays: Primitive to Renaissance	3
TA 26	Great Plays: Renaissance to Contemporary	3

Complete 3 units from the following courses:

TA 15	Rehearsal and Performance: Drama	1 or 2
TA 16	Rehearsal and Performance: Comedy	1 or 2
TA 17	Rehearsal and Performance: Mixed Genres	1 or 2
TA 18	Rehearsal and Performance: Dance	1 or 2
TA 19	Rehearsal and Performance: Musical Theatre	1 or 2
TA 241	Irvine Valley College Conservatory	1 or 2

Complete 9 units from the following courses:

TA 40B	Introduction to Theatre Design	3
TA 40C	Scenic Design for Theatre	3
TA 41	Stage Lighting Design	3
TA 42	Costume Design	3
TA 43	Stage Makeup	1
TA 142	Theatre Production	1 or 2
	Total Units	18

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

HUMANITIES
HISTORY: EUROPEAN HISTORY
AA

Complete the following courses:

WR 2	College Writing 2	4
HIST 1	World Civilizations to 1500	3
HIST 2	World Civilizations Since 1500	3
HIST 10	The West and the World Through the Renaissance	3
HIST 11	The West and the World Since the Renaissance	3

Complete one of the following courses:

HIST 20	American History Through the Civil War	3
HIST 21	American History Since the Civil War	3
HIST 24	American After the Bomb	3

Complete one of the following courses:

HIST 40	The History of East Asia Before 1800	3
HIST 40	The History of East Asia Since 1800	3
HIST 45	Survey of Africa	3
	Total units	22

HUMANITIES
HISTORY: EUROPEAN HISTORY
AA

Complete the following courses:

WR 2	College Writing 2	4
HIST 1	World Civilizations to 1500	3
HIST 2	World Civilizations Since 1500	3
HIST 10	The West and the World Through the Renaissance	3
HIST 11	The West and the World Since the Renaissance	3

Complete one of the following courses:

HIST 20	American History Through the Civil War	3
HIST 21	American History Since the Civil War	3
HIST 24	American After the Bomb	3

Complete one of the following courses:

HIST 40	The History of East Asia Before 1801	3
HIST 40	The History of East Asia Since 1801	3
	Total units	22

HUMANITIES
ENGLISH: WRITING EMPHASIS
AA

Complete the following courses:

WR 2	College Writing 2	4
WR 10	Introduction to Creative Writing	3
LIT 1	Introduction to Literature	3
LIT 24	Contemporary Literature	3

Complete 3 units from the following courses:

WR 11	Writing Short Fiction	3
WR 12	Writing Longer Fiction	3
WR 13	Writing Poetry	3

Complete the following courses:

LIT 30	Introduction to the Novel	3
LIT 31	Introduction to Short Fiction	3
LIT 32	Introduction to Poetry	3
LIT 33	Introduction to Drama	3

Complete the following courses:

LIT 40	Introduction to the Hebrew Bible	3
LIT 41	Introduction to the New Testament	3
LIT 42	The Myths of the Ancient World	3
LIT 43	Introduction to Shakespeare	3

Complete the following courses:

LIT 47	Fable and Folktales	3
LIT 110	Popular Literature	3
	Total Units	25

HUMANITIES
ENGLISH: WRITING EMPHASIS
AA

Complete the following courses:

WR 2	College Writing 2	4
WR 10	Introduction to Creative Writing	3
LIT 1	Introduction to Literature	3
LIT 24	Contemporary Literature	3

Complete 3 units from the following courses:

WR 11	Writing Short Fiction	3
WR 13	Writing Poetry	3

Complete the following courses:

LIT 30	Introduction to the Novel	3
LIT 31	Introduction to Short Fiction	3
LIT 32	Introduction to Poetry	3
LIT 33	Introduction to Drama	3

Complete the following courses:

LIT 40	Introduction to the Hebrew Bible	3
LIT 41	Introduction to the New Testament	3
LIT 42	The Myths of the Ancient World	3
LIT 43	Introduction to Shakespeare	3

Complete the following courses:

LIT 47	Fable and Folktales	3
LIT 110	Popular Literature	3
	Total Units	25

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
COMPUTER SCIENCE: BUSINESS PROGRAMMING
EMPHASIS
AS

Complete the following courses:

CS 1	Introduction to Computer Systems	4
CS 21	Introduction to Software Engineering	4
CS 30	BASIC Programming	4
CS 50A	HTML Programming	4
CS 101	Introduction to Microcomputer	4
	Applications	4
CS 130	Visual Basic Programming	4
CS 230	Adv. Visual Basic Programming	3.5
	Total units	27.5

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
COMPUTER SCIENCE: COMPUTER LANGUAGES
EMPHASIS
AS or CERTIFICATE

Complete the following course:

CS 1	Introduction to Computer Systems	4
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Complete any four of the following courses:

CS 30	BASIC Programming	4
CS 34	Pascal Programming	4
CS 36	C Programming	4
CS 37	C++ Programming	4
CS 40A	Computer Organization and Assembly	4
	Language	4
CS 130	Visual Basic Programming	4

Complete any two of the following courses:

CS 38	World Wide Web/Internet using	4
	Java Programming	4
CS 39	C# Programming Using Microsoft.Net	4
CS 41	Data Structures	4
CS 230	Adv. Visual Basic Programming	3.5
CS 238	Adv. Java Programming	3.5
	Total units	27-28

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
COMPUTER SCIENCE: BUSINESS PROGRAMMING
EMPHASIS
AS

PROGRAM DELETED

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
COMPUTER SCIENCE: COMPUTER LANGUAGES
EMPHASIS
AS or CERTIFICATE

Complete the following course:

CS 1	Introduction to Computer Systems	4
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Complete any four of the following courses:

CS 6A	Computer Discrete Mathematics I	3
CS 6B	Computer Discrete Mathematics II	3
CS 36	C Programming	4
CS 37	C++ Programming	4
CS 38	World Wide Web/Internet using	4
	Java Programming	4
CS 50A	HTML Programming	4
CS 130	Visual Basic Programming	4
CS 131	Database Management Programming	4

Complete any two of the following courses:

CS 39	C# Programming Using Microsoft.Net4	4
CS 40A	Computer Organization and Assembly	4
	Language I	4
CS 40B	Computer Organization and Assembly	4
	Language II	4
CS 41	Data Structures	4
CS 230	Adv. Visual Basic Programming	3.5
	Total units	25.5-28

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
COMPUTER SCIENCE: SYSTEMS ANALYSIS
EMPHASIS
AS or CERTIFICATE

Complete the following course:

CS 1	Introduction to Computer Systems	4
CS 21	Introduction to Software Engineering	4

Complete any five of the following courses:

CS 30	BASIC Programming	4
CS 34	Pascal Programming	4
CS 36	C Programming	4
CS 37	C++ Programming	4
CS 38	World Wide Web/Internet using Java Programming	4
CS 39	C# Programming Using Microsoft.Net	4
CS 41	Data Structures	4
CS 130	Visual Basic Programming	4
CS 230	Adv. Visual Basic Programming	3.5
CS 238	Adv. Java Programming	3.5
	Total units	27-28

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
COMPUTER SCIENCE: DATABASE
CERTIFICATE OF PROFICIENCY

Complete the following courses:

CS 131	Database Management Programming	4
CS 250A	Oracle Programming I	3.5
CS 250B	Oracle Programming II	3.5

Complete one of the following courses:

CS 38	World Wide Web/Internet using Java Programming	4
CS 39	C# Programming Using Microsoft.Net	4
CS 130	Visual Basic Programming	4
CS 230	Adv. Visual Basic Programming	3.5
	Total units	14.5-15

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
COMPUTER SCIENCE: SYSTEMS ANALYSIS
EMPHASIS
AS or CERTIFICATE

PROGRAM DELETED

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
COMPUTER SCIENCE: DATABASE
CERTIFICATE OF PROFICIENCY

PROGRAM DELETED

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
DRAFTING TECHNOLOGY
COMPUTER-AIDED DESIGN EMPHAIS
(MECHANICAL OPTION)
AS or CERTIFICATE

Complete the following courses:

CIM 100A	Computer Keyboarding and Document Processing I	2
DR 50	Introduction to Computer-Aided Drafting	3
DR 100	Fundamentals of Drafting and Design	3
DR 101	Engineering Drawing and Design	3
DR 102	Industrial Drafting and Design	3
ENGR 21	Introduction to Engineering and Technology	1
ENGR 183	Computer-Aided Design Techniques	3
ENGR 184	Advanced Computer Aided Design	3
ENGT 140	Computer Aided Manufacturing (CAM) Materials and Processes	3
MATH 124	Trigonometry	3
	Total units	30

MATHEMATICS, COMPUTER SCIENCE AND
ENGINEERING
DRAFTING TECHNOLOGY
COMPUTER-AIDED DESIGN EMPHAIS
(MECHANICAL OPTION)
AS or CERTIFICATE

**PROGRAM DEACTIVATED FOR A MAXIMUM OF
THREE YEARS (FALL 2011)**

PHYSICAL SCIENCES AND TECHNOLOGIES
ELECTRONIC TECHNOLOGY
AS or CERTIFICATE

Complete the following courses:

ET 102	Basic Electric Circuits I	4
ET 104	Basic Electric Circuits I	4
ET 105	Electronic Devices and Circuits I	4
ET 107	Electronic Devices and Circuits II	4
ET 109	Digital Electronic Circuits	4

Complete **one** of the following courses:

ET 116	Industrial Electronics	4
ET 120	Introduction to Microprocessors	4

Complete **one** of the following courses:

CS 30	BASIC Programming	4
CS 34	Pascal Programming	4
CS 36	C Programming	4
CS 40A	Computer Organization and Assembly Language I	4
CS 40B	Computer Organization and Assembly Language II	4
	Total Units	28

PHYSICAL SCIENCES AND TECHNOLOGIES
ELECTRONIC TECHNOLOGY
AS or CERTIFICATE

Complete the following courses:

ET 102	Basic Electric Circuits I	4
ET 104	Basic Electric Circuits I	4
ET 105	Electronic Devices and Circuits I	4
ET 107	Electronic Devices and Circuits II	4
ET 109	Digital Electronic Circuits	4

Complete **one** of the following courses:

ET 116	Industrial Electronics	4
ET 120	Introduction to Microprocessors	4
CS 36	C Programming	4
CS 40A	Computer Organization and Assembly Language I	4
CS 40B	Computer Organization and Assembly Language II	4
	Total Units	28

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

ASSOCIATE DEGREE WITH AN EMPHASIS IN
BUSINESS, COMPUTER INFORMATION, AND
APPLIED TECHNOLOGY

BUSINESS:

ACCT 1A, 1B, 114, 204, 212.1, 212.2, 215
CWE 168
ECON 1, 2, 6, 13, 105
MATH 3A, 3B, 4A, 9, 11, 13, 24, 26, 47, 124, 253
MGT 1, 12A, 102, 103, 104, 115, 120, 125, 135, 268, 288
PHIL 2
RE 170, 172, 174A, 175, 176A, 178, 190, 195, 279
SP 1
STATISTICS: ECON 10 or MATH 10 or MGT 10
WR 2

COMPUTER INFORMATION

*Repeatable courses listed below may be used only once
toward fulfillment of the 18-unit emphasis requirement.*
CIM 100A, 100B, 101B, 104.1, 107.1, 203.1, 206.1, 210.1,
210.2, 201.3, 212.1, 212.2, 214.1, 214.2, ~~220.1~~, 221.1,
221.2, 222.1, 223.1, 224.1, 230.1, 230.2, 240.1, 241.1,
242.1, 243.1, 244.1, 2445.1, 246.1, 260.1, 263.1, 263.2,
263.3, 263.4
CS 1, ~~21, 30, 34~~, 36, 37, 38, 40A, 41, 50A, ~~101~~, 130, 131,
142, 230, ~~238~~, 250A, 250B

APPLIED TECHNOLOGY

*Repeatable courses listed below may be used only once
toward fulfillment of the 18-unit emphasis requirement.*
CWE 168
DMA 51, 55, 65, 140, 145, 150, 160, 170, 175, 180, 200L,
252
DMP 200, 210, 220, 221, 222, 230, 240, 241, 260
DR 50, 100, 101, 102
ENGR 21, 23, 184
ENGT 140
ET 101, 102, 104, 105, 107, 109, 116, 120
PHYS 2A or 2A+2B or 4A+4B, 4C, 20

ASSOCIATE DEGREE WITH AN EMPHASIS IN
BUSINESS, COMPUTER INFORMATION, AND
APPLIED TECHNOLOGY

BUSINESS:

ACCT 1A, 1B, 114, 204, 212.1, 212.2, 215
CWE 168
ECON 1, 2, 6, 13, 105
MATH 3A, 3B, 4A, 9, 11, 13, 24, 26, 47, 124, 253
MGT 1, 12A, 102, 103, 104, 115, 120, 125, 135, 268, 288
PHIL 2
RE 170, 172, 174A, 175, 176A, 178, 190, 195, 279
SP 1
STATISTICS: ECON 10 or MATH 10 or MGT 10
WR 2

COMPUTER INFORMATION

CIM 100A, 100B, 101B, 104.1, 107.1, 203.1, 206.1, 210.1,
210.2, 201.3, 212.1, 212.2, 214.1, 214.2, 221.1, 221.2,
222.1, 223.1, 224.1, 230.1, 230.2, 240.1, 241.1, 242.1,
243.1, 244.1, 2445.1, 246.1, 260.1, 263.1, 263.2, 263.3,
263.4
CS 1, 36, 37, 38, 40A, 41, 50A, 130, 131, 230

APPLIED TECHNOLOGY

*Repeatable courses listed below may be used only once
toward fulfillment of the 18-unit emphasis requirement.*
CWE 168
DMA 51, 55, 65, 140, 150, 160, 170, 175, 180, 200L, 252
DMP 200, 210, 220, 221, 222, 230, 240, 241, 260
DR 50, 100, 101, 102
ENGR 21, 23
ET 101, 102, 104, 105, 107, 109, 116, 120
PHYS 2A or 2A+2B or 4A+4B, 4C, 20

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

ASSOCIATE DEGREE WITH AN EMPHASIS IN
SOCIAL AND BEHAVIORAL SCIENCES

ADMINISTRATION OF JUSTICE: AJ 2, 4, 5, 8, 102,
103, 105, 106, 1078, 111, 112, 113, 119, 150, 161, 250

ANTHROPOLOGY: ANTH 1, 2, 3, 4, 7, 9, 21

ECONOMICS: ECON 1, 2, 6, 13, 30, 105

GEOGRAPHY: GEOG 1, 2, 3, 38, 102

HISTORY: HIST 1, 2, 10, 11, 20, 21, 24, 31, 32, 33, 30,
31, 45, 51

HUMAN DEVELOPMENT: HD 7, 15, 101, 104, 105,
110, 120, 131, 145, 150, 160, 181, 266, 268, 269, 270, 271

POLITICAL SCIENCE: PS 1, 3, 4, 5, 6, 7, 12, 14, 17, 41,
45, 201

PSYCHOLOGY: PSYC 1, 2, 3, 5, 7, 21, 30, 106, 110,
133, 160

SOCIOLOGY: SOC 1, 2, 10, 15, 19, 20, 24, 30

WOMEN'S STUDIES: WS 10, 100

RELATED DISCIPLINES

*Students may count a maximum of 9 units from the courses
listed below toward the 18-unit requirement.*

ACCOUNTING: ACCT 1A, 1B

ART: ART 21

BIOLOGY BIO 1 + 11, 30, 121

CHEMISTRY: CHEM 1A

COMPUTER SCIENCE: CS 1, 104

COOPERATIVE WORK EXPERIENCE: CWE 168

GEOLOGY: GEOL 1

HEALTH: HLTH 1

MATHEMATICS: MATH 3A, 3B, 11, 26

NUTRITION: NUT 1

PHILOSOPHY: PHIL 2

STATISTICS: ECON 10 or MATH 10 or MGT 10 or
PSYC 10

WRITING: WR 2

ASSOCIATE DEGREE WITH AN EMPHASIS IN
SOCIAL AND BEHAVIORAL SCIENCES

ADMINISTRATION OF JUSTICE: AJ 2, 4, 5, 8, 102,
103, 105, 106, 1078, 111, 112, 113, 119, 150, 161, 250

ANTHROPOLOGY: ANTH 1, 2, 3, 4, 7, 9, 21

ECONOMICS: ECON 1, 2, 6, 13, 30, 105

GEOGRAPHY: GEOG 1, 2, 3, 38, 102

HISTORY: HIST 1, 2, 10, 11, 20, 21, 24, 31, 32, 33, 30,
31, 51

HUMAN DEVELOPMENT: HD 7, 15, 101, 104, 105,
110, 120, 131, 145, 150, 160, 181, 266, 268, 269, 270, 271

POLITICAL SCIENCE: PS 1, 3, 4, 5, 6, 7, 12, 14, 17, 41,
201

PSYCHOLOGY: PSYC 1, 2, 3, 5, 7, 21, 30, 106, 110,
133, 160

SOCIOLOGY: SOC 1, 2, 10, 15, 19, 20, 30

WOMEN'S STUDIES: WS 10, 100

RELATED DISCIPLINES

*Students may count a maximum of 9 units from the courses
listed below toward the 18-unit requirement.*

ACCOUNTING: ACCT 1A, 1B

ART: ART 21

BIOLOGY BIO 1 + 11, 30, 121

CHEMISTRY: CHEM 1A

COMPUTER SCIENCE: CS 1

COOPERATIVE WORK EXPERIENCE: CWE 168

GEOLOGY: GEOL 1

HEALTH: HLTH 1

MATHEMATICS: MATH 3A, 3B, 11, 26

NUTRITION: NUT 1

PHILOSOPHY: PHIL 2

STATISTICS: ECON 10 or MATH 10 or MGT 10 or
PSYC 10

WRITING: WR 2

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

ASSOCIATE DEGREE WITH AN EMPHASIS IN
HUMANITIES AND LANGUAGES

Complete a minimum of 18 units from the following courses, with at least one course taken in three different disciplines:

ART: ART 1/PHOT 1, ART 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 133, 144

CHINESE: CHI 2,-3

DIGITAL MEDIA ART: DMA 150

FRENCH*: FR 2 [or 2A+2B], 3, 4, 5, 10, 20, 121

HISTORY: HIST 1, 2, 3, 4, 10, 11, 20, 21, 22, 24, 31, 33, 40, 41, 45, 50, 51, 70, 71, 73

HUMANITIES: HUM 2, 20, 21, 22, 50

JAPANESE*: JA 2 [or JA2A+2B], 3, 4, 5, 10, 21

LITERATURE: LIT 1, 20, 21, 22, 23, 24, 30, 31, 32, 33, 40, 41, 42, 43, 46, 47, 110

PHILOSOPHY: PHIL 1, 2, 3, 5, 6, 7, 10, 11

POLITICAL SCIENCE: PS 1, 4, 14, 45

READING: RD 174

SIGN LANGUAGE: SIGN 21, 22, 23

SPANISH*: SPAN 2 [or 2A+2B], 3, 4, 10

WRITING: WR 2, 10, 11, 42, 13

*LANGUAGE COURSES, PLEASE NOTE: 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.

ASSOCIATE DEGREE WITH AN EMPHASIS IN
HUMANITIES AND LANGUAGES

Complete a minimum of 18 units from the following courses, with at least one course taken in three different disciplines:

ART: ART 1/PHOT 1, ART 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 133, 144

CHINESE: CHI 2

DIGITAL MEDIA ART: DMA 150

FRENCH*: FR 2 [or 2A+2B], 3, 4, 5, 10, 20, 121

HISTORY: HIST 1, 2, 3, 4, 10, 11, 20, 21, 22, 24, 31, 33, 40, 41, 50, 51, 70, 71, 73

HUMANITIES: HUM 2, 20, 21, 22, 50

JAPANESE*: JA 2 [or JA2A+2B], 3, 4, 5, 10, 21

LITERATURE: LIT 1, 20, 21, 22, 23, 24, 30, 31, 32, 33, 40, 41, 42, 43, 46, 47, 110

PHILOSOPHY: PHIL 1, 2, 3, 5, 6, 7, 10, 11

POLITICAL SCIENCE: PS 1, 4, 14

READING: RD 174

SIGN LANGUAGE: SIGN 21, 22, 23

SPANISH*: SPAN 2 [or 2A+2B], 3, 4, 10

WRITING: WR 2, 10, 11, 13

*LANGUAGE COURSES, PLEASE NOTE: 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.

IRVINE VALLEY COLLEGE
FALL 09
CURRICULUM

ASSOCIATE DEGREE WITH AN EMPHASIS IN
NATURAL SCIENCES AND MATHEMATICS

Complete a minimum of 18 units from the following courses, with at least one course taken in three different disciplines:

NOTE: For emphases in the sciences and math, a minimum of two courses must have a laboratory or field component. Students interested in pursuing their education in the sciences are advised to complete more laboratory and/or field courses.

BIOLOGY: Bio 1+1L, 2, 5, 6, 6L 15, 93, 94+94L, 97, 99, 99L, 10, 121

CHEMISTRY: CHEM 1A + 1B, 12A + 12B

COMPUTER SCIENCE: CS ~~30, 34~~, 36, 37

EARTH SCIENCE: EARTH 20

FIELD STUDIES AND RESEARCH: BIO 4, 13, 19, 30, 101, 103, 104, 110, 140; GEOG 102, GEOL 140, 170, 181, 186

GEOLOGY: GEOL 1, 2, 3, 140, 170, 181, 186

MATHEMATICS: MATH 3A, 3B, 4A, 13, 24, 26, 47

MARINE SCIENCE: MS 20

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

ASSOCIATE DEGREE WITH AN EMPHASIS IN
COMMUNICATION, FINE, AND PERFORMING ARTS

ASSOCIATE DEGREE WITH AN EMPHASIS IN
NATURAL SCIENCES AND MATHEMATICS

Complete a minimum of 18 units from the following courses, with at least one course taken in three different disciplines:

NOTE: For emphases in the sciences and math, a minimum of two courses must have a laboratory or field component. Students interested in pursuing their education in the sciences are advised to complete more laboratory and/or field courses.

BIOLOGY: Bio 1+1L, 2, 5, 6, 6L 15, 93, 94+94L, 97, 99, 99L, 10, 121

CHEMISTRY: CHEM 1A + 1B, 12A + 12B

COMPUTER SCIENCE: CS 36, 37

EARTH SCIENCE: EARTH 20

FIELD STUDIES AND RESEARCH: BIO 4, 13, 19, 30, 101, 103, 104, 110, 140; GEOG 102, GEOL 140, 170, 181, 186

GEOLOGY: GEOL 1, 2, 3, 140, 170, 181, 186

MATHEMATICS: MATH 3A, 3B, 4A, 13, 24, 26, 47

MARINE SCIENCE: MS 20

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

Degree deleted

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Change Order Requests: B200 Science Lab Annex and B239 Conversion
ACTION: Approval

BACKGROUND

The Board approved funding from basic aid for the B200 Science Lab Annex and B239 Remodel on May 26, 2006 and on February 20, 2008. On September 22, 2008, the Board awarded a construction contract to PCN3, Inc., in the amount of \$3,523,000. Previously approved change orders increased the amount by \$116,304 for a revised contract amount of \$3,661,698.35.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) number 9, 10, 11, 12, 13, & 14. Approval of this COR will result in an increase of \$51,741.80 in the total project cost.

The total change to the contract does not exceed the 10% limit allowed by Public Contract Code. Approval of this COR will bring the revised total contract amount to \$3,713,440.15.

Funds are available within the approved project budget which is \$6,980,000. Other costs covered by this project budget include architectural fees, inspections, testing and equipment.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request numbers 9, 10, 11, 12, 13, & 14 for the B200 Science Lab Annex and B239 Remodel project at Irvine Valley College as described in EXHIBIT A and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$51,741.80 in the total project cost.

IVC B-200 LAB CLASSROOM ADDITION

BID # 296

BOARD CHANGE ORDER #4

JUNE 2009

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	ADDRESS	CONTRACT AMOUNT	Previously Approved COR's	COR #9	COR #10	COR #11	COR #12	COR #13	COR #14	REVISED CONTRACT AMOUNT
296	General Contractor	PCN3, General Engineering Contractor		\$3,523,000	\$138,698.35	-\$37,738.00	-\$9,629.50	\$3,055.67	\$2,697.90	\$66,694.84	\$26,660.89	\$3,713,440.15
TOTAL				\$3,523,000	\$ 138,698.35	\$ (37,738.00)	\$ (9,629.50)	\$ 3,055.67	\$ 2,697.90	\$66,694.84	\$26,660.89	\$3,713,440.15

COR No.	Date	Description	Requested	Status	Amount
9	5/29/2009	Value Engineering Items		APP	(\$37,738.00)
10	5/29/2009	Hot Water Piping System		APP	(\$9,629.50)
11	5/29/2009	Fire Riser Door, Frame and Hardware		APP	\$3,055.67
12	5/29/2009	Bronze Entrance Doors for South Entrance to B-200		APP	\$2,697.90
13	5/29/2009	Fume Hood and Snorkel Design Modification		APP	\$66,694.84
14	5/29/2009	Casework Modification and Concrete Balance Room Bench		APP	\$26,660.89
TOTAL CHANGE ORDER REQUESTS				BCO #4	\$51,741.80

BCO TOTALS \$190,440.15 5.4%

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College and Irvine Valley College: Community Education, Fall 2009

ACTION: Approval

BACKGROUND

The South Orange County Community College District is known for offering high-quality Community Education programs for its residents. By providing non-credit programs and fee-based classes, Saddleback College and Irvine Valley College perform an important community service and fulfill a vital part of their mission. The Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

STATUS

A variety of educational and recreational events have been planned by the Saddleback College and Irvine Valley College Community Education departments for the Fall Semester 2008. Expenses for conducting these courses will be paid from the income of participant fees. The Saddleback College and Irvine Valley College course offerings, presenters, and compensation are outlined in Exhibit A (Saddleback College) and Exhibit B (Irvine Valley College).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Fall 2009 Community Education courses, presenters, and compensation as presented in Exhibits A and B.

South Orange County Community College District
SADDLEBACK COLLEGE
COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2009

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adults	A Solvang Winterfest	8/1 - 12/22	Regina Rocha Tours (I)	\$61pp	\$76
	ABC's Charting the Market	8/1 - 12/22	Don Jarrett (E)	50% net	\$49
	Acrylic/Oil Painting	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Acting for the Camera	8/1 - 12/22	Acting Express Pro. (I)	50% net	\$175
	Albuquerque Balloon Fiesta	8/1 - 12/22	Loretta DuBois (I)	\$2120 - \$3300pp	\$2170-3350
	All Electric Guitar	8/1 - 12/22	Ron Gorman (E)	60% net	\$90
	Are You: American Inventor?	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$39
	Ballroom And Swing	8/1 - 12/22	Kaylaa Fox (I)	40-45% gross	\$50.00
	Beatles Intermediate Guitar	8/1 - 12/22	Ron Gorman	60% net	\$90
	Beautiful Bodies By Billates	8/1 - 12/22	Angelo Lioudakis (I)	50% net	\$50
	Become Substitute Teacher	8/1 - 12/22	Charles Prosper (E)	50% net	\$37
	Beg. & Int. Watercolor	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Beg. Medical Ins. Billing I	8/1 - 12/22	Terry Rowen & Assoc. (I)	50% net	\$125
	Beg. Medical Ins. Billing II	8/1 - 12/22	Terry Rowen & Assoc. (I)	50% net	\$120-255
	Beginning Blues Harmonica	8/1 - 12/22	David Broida (I)	40% gross	\$45
	Botanical Drawing Ink	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Botanical Drawing	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Botanical Watercolor	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Bride & Groom's First Dance	8/1 - 12/22	Kaylaa Fox (I)	40-45% gross	\$30
	Build Your Own Web Site	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$39
	CA Notary Loan Signing Spec	8/1 - 12/22	CSNP (I)	40% gross	\$80
	CA Notary Public	8/1 - 12/22	CSNP (I)	40% gross	\$80
	CA Notary Public (Online)	8/1 - 12/22	CSNP (I)	50% gross	\$80
	CA Notary Public - Exam	8/1 - 12/22	CSNP (I)	40% gross	\$25
	Calligraphy Workshop	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Clutterology	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$39
	Coaching, Consulting, & Trng	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$ 39.00
	Color Theory & Application	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Commercial Real Estate	8/1 - 12/22	Robert Kehiayan (I)	50% net	\$ 39.00
	Create a 2nd Income	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$39

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE
COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2009

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Dance Classes	8/1 - 12/22	Kaylaa Fox (I)	40-45% gross	\$50
	Digital Scrapbooking	8/1 - 12/22	Randeleigh Harris(I)	50% net	\$129
	Drawing Workshop	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Dream Books	8/1 - 12/22	Belma Johnson (I)	50% net	\$49
	European Experience	8/1 - 12/22	Joe Calwell (I)	95% gross	\$4,500
	Explore Griffith Park	8/1 - 12/22	Regina Rocha Tours (I)	\$43pp	\$56
	Feng Shui	8/1 - 12/22	Kartar Diamond (I)	50% net	\$49
	Financial Independence	8/1 - 12/22	Gary E. Miller (I)	50% net	\$35
	Financial Strategies	8/1 - 12/22	David Brown (I)	50% net	\$49
	Finding the Best Loans	8/1 - 12/22	Stephen Dexter (I)	50% net	\$49
	Finding Your Soul Mate	8/1 - 12/22	Alexander Avila (I)	50% net	\$49
	Getting More Digital Camera	8/1 - 12/22	Parry Shoemaker (E)	50% net	\$69
	Getting Started Digital Photo	8/1 - 12/22	Parry Shoemaker (E)	50% net	\$59
	Getting To Know Your Digital	8/1 - 12/22	Parry Shoemaker	50% net	
	Getting Your Kids to Listen	8/1 - 12/22	Andrea Heiden (E)	50% net	\$35
	Golf Clinics for Adults	8/1 - 12/22	Emil Scodeller (E)	50% net	\$97
	Guitar (Beg & Interm)	8/1 - 12/22	Ron Gorman (E)	60% net	\$90
	Healthy Harmonica	8/1 - 12/22	David Broida (E)	40% gross	\$19
	How To: Private Investigator	8/1 - 12/22	Jim Harriger (E)	50% net	\$39
	How To: Mystery Shopper	8/1 - 12/22	Elaine Moran (E)	50% net	\$49
	How To: Buy On Ebay	8/1 - 12/22	Frances Greenspan (I)	50% net	\$65
	How To: Make Gift Baskets	8/1 - 12/22	Michelle Bergquist (I)	50% net	\$49
	How To: Sell on Ebay	8/1 - 12/22	Frances Greenspan (I)	50% net	\$65
	How To: Creating eBay Store	8/1 - 12/22	Frances Greenspan (I)	50% net	\$45
	Hypnosis Certification	8/1 - 12/22	Balaji Nettimi (I)	50% net	\$799
	Investment Bootcamp	8/1 - 12/22	Jalon O'Connell (E)	50% net	\$49
	Investment Strategies	8/1 - 12/22	Charlie Goffin (E)	50% net	\$39
	Journalism 2.0	8/1 - 12/22	Belma Johnson (I)	50% net	\$49
	Journeys In Computing	8/1 - 12/22	Bill Napoli (I)	50% net	\$95.00
	Latin Aerobics & Dance	8/1 - 12/22	Sandra Casado (I)	50% net	\$50

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE
COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2009

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Latin Combo	8/1 - 12/22	Sandra Casado (I)	50% net	\$50.00
	Make Up 101	8/1 - 12/22	Christina Gaudy (I)	50% net	\$90
	Making a Fortune With REOs	8/1 - 12/22	Marshall Reddick (I)	50% net	\$49
	Mastering Your Money	8/1 - 12/22	Jalon O'Connell (E)	50% net	\$49
	Mastering Your Travel	8/1 - 12/22	Ralph Velasco (I)	50% net	\$69
	Motorcycle Rider Training	8/1 - 12/22	Saddleback Rider (I)	Rates/Day	\$250
	On-Line Non-Credit Classes	8/1 - 12/22	Education To Go (I)	\$55-\$175pp	\$94-250
	PC Boot Camp	8/1 - 12/22	Computrax (I)	50% net	\$180
	PC Boot Camp Adv. Topics	8/1 - 12/22	Computrax (I)	50% net	\$105
	PC Boot Camp Access	8/1 - 12/22	Computrax (I)	50% net	\$105
	PC Boot Camp Express	8/1 - 12/22	Computrax (I)	50% net	\$275
	PC Boot Camp More Photo	8/1 - 12/22	Computrax (I)	50% net	\$105
	PC Boot Camp Photoshop	8/1 - 12/22	Computrax (I)	50% net	\$105
	PC Boot Camp PowerPoint	8/1 - 12/22	Computrax (I)	50% net	\$95
	Piano Made Easy Series	8/1 - 12/22	Robert Laughlin (I)	50% net	\$45-75
	Picture Framing (Beg & Adv)	8/1 - 12/22	Susan Unoura (I)	50% net	\$49-55
	Plein Aire Land. Watercolor	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Portrait Watercolor Workshop	8/1 - 12/22	Alan Lugena (E)	50% net	\$67-97
	Power Entertaining	8/1 - 12/22	Farla Binder (I)	50% net	\$49
	Professional Speaking	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$39
	Property Management	8/1 - 12/22	Stephen Dexter (I)	50% net	\$49
	Rescuing Your Retirement	8/1 - 12/22	Gary E. Miller (I)	50% net	\$39
	Retail Cosmetics 101	8/1 - 12/22	Christina Gaudy (I)	50% net	\$90
	Retire Early, Retire Young	8/1 - 12/22	Marshall Reddick Sem. (50% net	\$49
	Self-Publishing	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$39
	Smart Steps: Starting Bus.	8/1 - 12/22	Michelle Berquist (I)	50% net	\$175
	Songwriting	8/1 - 12/22	Ron Gorman	60% net	\$90
	Speed Spanish	8/1 - 12/22	Dan Mikels (I)	50% net	\$59
	Stained Glass for Beginners	8/1 - 12/22	Greg Atwood (I)	50% gross	\$120
	Start Med. Insurance Billing	8/1 - 12/22	Terry Rowen & Assoc. (I)	50% net	\$55 -255

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE
COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL 2009

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Supervisor's Series	8/1 - 12/22	Irv Gamal (I)	50% net	\$57 -365
	Survival Skills In the Office	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$39
	The 99 Cent Gourmet	8/1 - 12/22	Rounds, Miller & Asso.(I)	50% net	\$39
	The Cat House	8/1 - 12/22	Regina Rocha Tours (I)	\$59pp	\$74
	The French Connection	8/1 - 12/22	Claudine Robinson (E)	50% net	\$59
	The Secret Revealed	8/1 - 12/22	Charles Prosper (E)	50% net	\$37
	The Top 15 Laws RE	8/1 - 12/22	Stephen Dexter (I)	50% net	\$49
	Tips & Tricks: Digital Org.	8/1 - 12/22	Randeleigh Harris(I)	50% net	\$129
	Transform Your Dreams	8/1 - 12/22	Andrea Heiden (E)	50% net	\$35
	Travel Photography	8/1 - 12/22	Ralph Velasco (I)	50% net	\$69
	Turn Multi-Media Into Profits	8/1 - 12/22	Belma Johnson (I)	50% net	\$39
	Victorian Christmas	8/1 - 12/22	Regina Rocha Tours (I)	\$83pp	\$98
	What Were You Born to Do?	8/1 - 12/22	Curtis Adney (E)	50% net	\$55
	Wine Classes	8/1 - 12/22	David Francisco (E)	50% net	\$85
CFK	Acting for the Young	8/1 - 12/22	Acting Express Pro.(I)	50% net	\$75
	Guitar for Youth	8/1 - 12/22	Ron Gorman (E)	50% net	\$90
	Make Up Tips For Teens	8/1 - 12/22	Christina Gaudy (I)	50% net	\$85
	Musical Theatre Workshop	8/1 - 12/22	Acting Express Pro. (I)	50% net	\$115
	Natural A's	8/1 - 12/22	Curtis Adney (E)	50% net	\$49
	Piano for Children	8/1 - 12/22	Pam Worcester (E)	\$400	\$150
	Youth Golf Clinics	8/1 - 12/22	Chris Hearld (E)	45% gross	\$70
	Youth Golf Clinics	8/1 - 12/22	Chris Cooke (E)	45% gross	\$70

(E) Employee

(I) Independent Contractor

South Orange County Community College District
IRVINE VALLEY COLLEGE
COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Fall 2009

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
2-Day Film School	8/24-12/19	Dov Simens	50% gross	\$395
ABC 's of Stock Chart Analysis	9/16, 10/21, 11/18	Donald Jarrett	50% gross	\$59
Art Courses	9/1-12/19	Robyn Scott	50% gross	\$99-\$159
Art Courses	8/24-9/21	Mina Asadirad	50% gross	\$60
Auto Wholesale Course	9/1-12/19	Ronald Williams	50% gross	\$125-\$175
Badminton Class	9/1-12/19	Joseph Lin	50% gross	\$69-\$99
Bartending Courses	8/24-12/19	Kellie Nicholson	50% gross	\$159-\$259
Beauty Courses	10/24/09	Betty Netherly	50% gross	\$25
Business Course	8/29, 10/3	Gwen Earle	50% gross	\$30-\$59
Business Courses	9/1-12/19	Frances Berman	50% gross	\$49-\$239
Business Management Courses	9/1-12/19	Gene Konstant	50% gross	\$44-\$69
Career Workshops	9/5, 10/3, 11/7, 12/5	Sue Montelone	60% gross	\$40
Chess Course	9/5-11/21	Diana Durham	50% gross	\$39-\$79
College Planning Courses	10/6/09	Jayne Ruane	65% gross	\$40-50
Computer Courses	9/1-12/19	Vazi Okhandiar	60% gross	\$119-\$399
Dance Exercise	9/11-12/11	Elizabeth Seekins	50% gross	\$69-\$89
E-Bay Courses	9/13-11/8	Carolyn Jacinto	50% gross	\$100-\$175
Fitness Courses	9/1-12/19	Rupa Ward	50% gross	\$79
Fitness Courses	9/1-12/19	Mark Barriere	50% gross	\$79-\$299
Finance Courses	9/1-12/19	Seewing Yee	50% gross	\$39-\$99
Finance Courses	9/1-12/19	Charles Salisbury	50% gross	\$39-\$59
Finance Courses	9/1-12/19	Steve Rumsey	50% gross	\$39-\$69
Finance Courses	9/1-12/19	John Robbins	50% gross	\$39-\$79
Health Wellness Courses	9/1-12/19	Randy Snyder	60% gross	\$150-\$2,500
Internet/Web Certificate Courses	Self-Paced	Matthew Sanchez	IVC receives \$300*pp	\$599-\$4,500
Internet/Web Courses	Self-Paced	Matthew Sanchez	IVC receives \$29-\$160 *pp	\$49-\$1,299
Internet/Web Courses	Self-Paced	Tony Davis	IVC receives \$49-\$1,000 per course	\$69-\$2,100
LEED Training/Test Prep	8/24-12/19	Grant McGregor	IVC receives \$1,000-\$1,500 per session	\$595-\$795
Legal Courses	9/1-12/19	David Fisher	50% gross	\$49-\$99
Legal Courses	9/1-12/19	Jackie Saltos	50% gross	\$49-\$149
Medical Courses	10/1-11/19	Angie Deter	IVC receives 15-50% *pp	\$999
Medical Courses	11/19-7/10/10	Alice Chegja	IVC receives \$500 *pp	\$1,900-\$2,425
Memory Courses	9/1-12/19	Debbie Harper	50% gross	\$39-\$59
Music Courses	9/12-11/21	Marlene Hutchinson	50% gross	\$59-\$79
Notary Courses	9/12/09	Han (Merlina) Combs	40% gross	\$69
Parenting Courses	9/1-12/19	Andrea Heiden	50% gross	\$39-\$59
Personal Enrichment Courses	9/1-12/19	Alexander Avila	50% gross	\$49-\$59
Personal Training Courses	11/1-12/13	Kim Gaonach	IVC receives \$20-\$100 *pp	\$499
Reading/Writing/Test Prep Courses	9/1-12/19	Ioan Sersea	50% gross	\$149
Real Estate Courses	9/1-12/19	Marshall Reddick	35% gross	\$49-\$79
Real Estate Courses	9/1-12/19	Eddie Luhrassebi	50% gross	\$59-\$99
Retirement Course	9/15-10/1	William Moeller	50% gross	\$49-\$69
Retirement Planning Courses	9/10-11/1	Andrew Gordon	IVC receives \$20 *pp, \$5 for spouse	\$49-\$54
Safety Courses	10/3,12/12	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	9/1-12/19	Mark Sevi	50% gross	\$75-\$150
Self-Improvement	8/24-12/1	Veeder South	50% gross	\$45
Self-Improvement	8/24-12/19	Eric Hauber	50% gross	\$149-\$199
Social Dance Courses	9/24-12/17	Kaylaa Fox	60% gross	\$50-\$60
Social Dance Courses	9/1-12/17	Sandra Casado	70% gross	\$32-\$75
Tennis Clinics	8/24-12/18	Vincent Allegre	IVC receives 20% of net	\$140-\$330
Tennis Clinics	9/3-11/26	Ivan Collas	50% gross	\$80-\$100
Test Prep	9/1-12/19	Graeme West	50% gross	\$499
Test Prep	9/19-11/21	Lauren Meggison	50% gross	\$299
Testing Skills Courses	9/5-10/31	Kathy Song	50% gross	\$149
Writing Courses	10/1-11/19	Deepaal Parikh	50% gross	\$99-\$159
Writing Courses	9/15-10/29	Victor Gentile	50% gross	\$99-\$199
Travel	Various Dates	Eliza McGinn	IVC receives 10% of each booking	\$500-\$4,500

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT **ITEM: 5.13**
DATE: 6/22/09

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Settlement Agreement and General Release for Relocatable Building Leases

ACTION: Approval

BACKGROUND

On July 19, 2005 and March 27, 2006, the Board approved funding for the Temporary Classroom Facility (relocatable buildings) at Saddleback College. On March 27, 2006 the Board approved a one year lease of relocatable buildings for swing space during the BGS renovation at Saddleback College. In order to lease these relocatable buildings, the Board approved usage of a contract awarded to McGrath RentCorp dba Mobile Modular Management Corporation by the La Habra City School District, Bid No. 2003-1. However, it was later discovered that the contract expired in 2007.

STATUS

Staff has worked with Legal Counsel at the County Office of Education to determine the course of action needed to continue the leases, to continue its educational program for its students at Saddleback College, and to develop a Settlement Agreement and General Release (Exhibit A) between the District and Mobile Modular Management Corporation for Saddleback College from September 1, 2008 through March 31, 2010 for a total rental cost of \$291,257. Staff has determined that the rental cost for the relocatable buildings conforms with the original contract pricing structure.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Settlement Agreement and General Release (Exhibit A) with McGrath RentCorp dba Mobile Modular Management Corporation for the Saddleback College leased relocatable buildings in the amount of \$291,257.

SETTLEMENT AGREEMENT AND GENERAL RELEASE

This Settlement Agreement and General Release is entered into on this ____th day of June, 2009 by and between the South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, CA 92692 (hereinafter "SOCCCD"), and McGrath RentCorp dba Mobile Modular Management Corporation, 11450 Mission Boulevard, Mira Loma, CA 91752 (hereinafter "MMMC").

WHEREAS, in June, 2006, SOCCCD entered into twelve (12) month leases for the period June 2006 to July 2007 for eight (8) 24' x 40' DSA relocatable classroom buildings, Lease Nos. 559443-559450, two (2) 48' x 40' DSA relocatable classroom buildings, Lease Nos. 559455-559456, four (4) 24' x 60' DSA relocatable classroom buildings, Lease Nos. 559457-559460, and four (4) 12' x 40' DSA relocatable restroom buildings, Lease Nos. 559451-559454 for Saddleback College pursuant to the La Habra City School District contract with MMMC, Bid No. 2003-1, (hereinafter "LHCSD Leases");

WHEREAS, the rental for the eight (8) 24' x 40' DSA relocatable classroom buildings was \$45,696 a year (\$5,712 x 8), the rental for the two (2) 48' x 40' DSA relocatable classroom buildings was \$24,644 a year (\$12,322 x 2), the rental for the four (4) 24' x 60' DSA relocatable classroom buildings was \$45,984 a year (\$11,496 x 4), and the rental for the four (4) 12' x 40' DSA relocatable restroom buildings was \$40,596 a year (\$10,149 x 4);

WHEREAS, in June 2007 SOCCCD extended the LHCSD Leases to September 2008 resulting in a total rental cost of \$408,828 which has been paid to MMMC;

WHEREAS, in September, 2008, SOCCCD could not extend the LHCSD Leases due to the expiration of the La Habra City School District contract with MMMC;

WHEREAS, SOCCCD must continue to lease the eighteen (18) relocatable buildings identified in Lease Nos. 559443-559450, 559455-559456, 559457-559460, and 559451-559454, despite the expiration of the La Habra City School District's contract with MMMC, for the 19 month period of September 2008 through March 2010, for the educational program at Saddleback College which rental costs will exceed the competitive bidding requirements set forth in Public Contract Code section 20651;

WHEREAS, MMMC wishes to continue leasing the eighteen (18) relocatable buildings identified in Lease Nos. 559443-559450, 559455-559456, 559457-559460, and 559451-559454 located at Saddleback College, pursuant to the terms and conditions of the now expired La Habra City School District's contract with MMMC;

WHEREAS, SOCCCD and MMMC agree that by March 31, 2010, the eighteen (18) relocatable buildings at Saddleback College will be returned to MMMC;

WHEREAS, MMMC has demanded payment for the continual rental of the eighteen (18) relocatable buildings at Saddleback College since September 2008 which has not been paid by SOCCCD; and

WHEREAS, SOCCCD and MMMC desire to avoid the cost of litigation and to resolve this matter without undue expense;

NOW, THEREFORE, SOCCCD and MMMC hereby agree as follows:

1. All recitals set forth above shall be considered true and correct and are made a part of this Settlement Agreement and General Release. This Settlement Agreement and General Release supercedes any previous oral or written agreement or understanding between the parties.
2. SOCCCD and MMMC agree that SOCCCD shall pay to MMMC lease rental of \$72,352 for eight (8) 24' x 40' DSA relocatable classroom buildings, \$39,020 for two (2) 48'x 40' DSA relocatable classroom buildings, \$72,808 for four (4) 24'x 60' DSA relocatable classroom buildings and \$64,277 for four (4) 12' x 40' relocatable restroom buildings for the period September 2008 through March 31, 2010, for a total amount of \$248,456.67. Both parties agree that SOCCCD may terminate one or more of the leases of these relocatable buildings at any time without penalty, pro-rating the lease rental payment(s). SOCCCD and MMMC agree that upon the expiration of the lease period for the eighteen (18) relocatable buildings, SOCCCD shall pay to MMMC \$35,584 for the dismantle and return of the DSA relocatable classroom buildings and \$7,216 for the dismantle and return of the DSA relocatable restroom buildings for a total amount of \$42,800. Details are set forth in Exhibit A which is attached hereto and incorporated herein by reference.
3. In consideration of the payment of the amounts as set forth above, which is full payment for all past due, current and future payments for the relocatable buildings, MMMC on behalf of itself, its heirs, executors, administrators, successors, assigns, employees, agents and representatives, hereby fully releases and forever discharges SOCCCD, its Board of Trustees, their respective officers, employees, agents and representatives, from any and all claims, demands, causes of action, obligations, damages, attorney's fees, costs and liabilities of any nature whatsoever, whether or not known, suspected or claimed, foreseen or unforeseen, which MMMC has had, now has, or may claim to have had as of the date of this Settlement Agreement

and General Release against the SOCCCD or any of them relating to the subject matter of this Settlement Agreement and General Release.

4. MMMC represents and warrants that it has made no assignments and will make no assignment of any claim, demand, right of action, or any right of any kind whatsoever, embodied in any of the subject matter referred to herein and that no other person or entity of any kind had, has or may have any interest in any of the claims, demands, causes of action, obligations, damages, attorney's fees, costs and liabilities referred to herein.
5. MMMC acknowledges that it may hereafter discover facts different from or in addition to those it now knows or believes to be true with respect to the claims, demands, causes of action, obligations, damages, attorney's fees, costs and liabilities of any nature whatsoever that are the subject of this Settlement Agreement and General Release. MMMC agrees to assume the risk of the possible discovery of additional or different facts and agrees that this Settlement Agreement and General Release shall be and remain effective in all respects regardless of such additional or different facts.
6. With regards to the settlement and releases as described above, MMMC expressly waives any rights under California Civil Code section 1542 which provides:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECTS TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

MMMC understands and acknowledges the significance and the consequence of the waiver of Section 1542 of the California Civil Code. Should MMMC eventually suffer any additional damages, MMMC will not be permitted to make any claim for those damages. MMMC acknowledges that it intends these consequences even as to claims for damages that may exist as of the date of the Settlement Agreement and General Release of which MMMC does not know exists, which, if known, would materially affect MMMC's decision to execute the Settlement Agreement and General Release regardless of whether MMMC's lack of knowledge is the result of ignorance, oversight, error, negligence or any other cause.

7. MMMC acknowledges that it has been given the opportunity to consult with independent legal counsel, that it has carefully read and fully understands all of the provisions of this Settlement Agreement and General Release and that it is voluntarily entering into this Settlement Agreement and General Release.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

MCGRATH RENTCORP dba
MOBILE MODULAR MANAGEMENT
CORPORATION

By: _____
Signature

By: _____
Signature

Print Name

Print Name

Title

Title

June , 2009

Date

June , 2009

Date

South Orange County CCD
Saddleback College
Leased Relocatable Buildings
6/16/2009

P.O.	Lease #	Units	Annual Lease Rate	One time fees			
				Delivery	Installation	Dismantle	Return
P07-00131, P08-03673	559443	24 x 40	\$ 5,712	\$ 937	\$ 1,682	\$ 1,201	\$ 937
P07-00131, P08-03673	559444	24 x 40	\$ 5,712	\$ 937	\$ 1,682	\$ 1,201	\$ 937
P07-00131, P08-03673	559445	24 x 40	\$ 5,712	\$ 937	\$ 1,682	\$ 1,201	\$ 937
P07-00131, P08-03673	559446	24 x 40	\$ 5,712	\$ 937	\$ 1,682	\$ 1,201	\$ 937
P07-00131, P08-03673	559447	24 x 40	\$ 5,712	\$ 937	\$ 1,682	\$ 1,201	\$ 937
P07-00131, P08-03673	559448	24 x 40	\$ 5,712	\$ 937	\$ 1,682	\$ 1,201	\$ 937
P07-00131, P08-03673	559449	24 x 40	\$ 5,712	\$ 937	\$ 1,682	\$ 1,201	\$ 937
P07-00131, P08-03673	559450	24 x 40	\$ 5,712	\$ 937	\$ 1,682	\$ 1,201	\$ 937
P07-00131, P08-03673	559455	48 x 40	\$ 12,322	\$ 1,716	\$ 3,080	\$ 2,200	\$ 1,716
P07-00131, P08-03673	559456	48 x 40	\$ 12,322	\$ 1,716	\$ 3,080	\$ 2,200	\$ 1,716
P07-00131, P08-03673	559457	24 x 60	\$ 11,496	\$ 1,287	\$ 3,080	\$ 1,375	\$ 1,287
P07-00131, P08-03673	559458	24 x 60	\$ 11,496	\$ 1,287	\$ 3,080	\$ 1,375	\$ 1,287
P07-00131, P08-03673	559459	24 x 60	\$ 11,496	\$ 1,287	\$ 3,080	\$ 1,375	\$ 1,287
P07-00131, P08-03673	559460	24 x 60	\$ 11,496	\$ 1,287	\$ 3,080	\$ 1,375	\$ 1,287
P07-00132, P08-03674	559451	12 x 40 RR	\$ 10,149	\$ 429	\$ 2,310	\$ 1,375	\$ 429
P07-00132, P08-03674	559452	12 x 40 RR	\$ 10,149	\$ 429	\$ 2,310	\$ 1,375	\$ 429
P07-00132, P08-03674	559453	12 x 40 RR	\$ 10,149	\$ 429	\$ 2,310	\$ 1,375	\$ 429
P07-00132, P08-03674	559454	12 x 40 RR	\$ 10,149	\$ 429	\$ 2,310	\$ 1,375	\$ 429

	Original P.O \$	Change Order #1	Change Order #2	P08-03673	P08-03674	Final Total
P07-00131	\$ 190,780	\$ 11,860	\$ 53,592	\$ 53,592		\$ 309,824
P07-00132	\$ 58,588	\$ 20,208			\$ 20,208	\$ 99,004
						\$ 408,828
Annual for Buildings	\$ 116,324					
Annual for Bathrooms	\$ 40,596					
Total Annual	\$ 156,920	per year for leases				

South Orange County CCD
 Saddleback College
 Leased Relocatable Buildings
 6/16/2009

(8) 24' x 40'	\$	45,696	12/=	\$	3,808	*19=	\$	72,352
(2) 48' x 40'	\$	24,644	12/=	\$	2,054	*19=	\$	39,020
(4) 24' x 60'	\$	45,984	12/=	\$	3,832	*19=	\$	72,808
(4) 12' x 40'	\$	40,596	12/=	\$	3,383	*19=	\$	64,277
							<u>\$</u>	<u>\$ 248,457</u>

Dismantle and Return Buildings	\$	35,584
Dismantle and Return Bathrooms	\$	7,216
	<u>\$</u>	<u>42,800</u>

Monthly	156,920 / 12 =	\$	13,076.67	Add Dismantle and Return	=	\$	291,257
Multiply by 19 months	13,076.67 * 19 =	\$	248,456.67		+	\$	42,800
		\$	248,457		+	\$	42,800
							\$ 291,257

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Reimbursement to Trustees for Mileage to and from
Required Board Meetings
ACTION: Approval

BACKGROUND

The Orange County Department of Education requires that all mileage claimed by Trustees for attending board meetings be approved/ratified by the Board of Trustees.

STATUS

The reimbursement claims indicated on Exhibit A are individual Trustees' mileage claims for the period July 1 to December 31, 2008 and January 1 to June 30, 2009.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the Trustees' claims for reimbursement for mileage to and from board meetings as indicated.

**REIMBURSEMENT CLAIM FOR TRUSTEES' USE OF PERSONAL
AUTOMOBILES**

Reimbursement claims for mileage for the period July 1 to December 31, 2008 and January 1 to June 30, 2009 are:

	July 1, 2008 to December 31, 2008	January 1, 2009 to June 30, 2009
Trustee Fuentes	\$50.12	\$ 61.01
Trustee Jay	\$43.33	\$ 56.04
Trustee Lang	\$92.48	\$112.39
Trustee Milchiker	\$17.90	\$ 30.94
Trustee Padberg	\$78.30	\$102.62
Trustee Wagner	\$83.33	\$121.94
Trustee Williams	\$11.76	\$ 16.10
Student Trustee Lee	\$80.95	\$ 52.90
Student Trustee Bailey	\$ -0-	\$ 8.54

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Adopt Resolution No. 09-12: Appropriations Limit for 2009-2010 (Gann Limit)
ACTION: Approval

BACKGROUND

Pursuant to Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, all community college districts are required to complete an annual appropriation limit ("Gann Limit"). That appropriation limit is adjusted annually for colleges in price index, population, and other factors as applicable.

STATUS

In accordance with Government Code Section 7910, an appropriation limit of \$200,785,367 has been calculated for fiscal year 2009-2010. The documentation used in determining this limit has been made available to the public in the Office of Deputy Chancellor for fifteen (15) days prior to the adoption of this Resolution, and is attached as EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 09-12 as presented in EXHIBIT B, establishing the required State constitutional appropriations limit for fiscal year 2009-2010 for the South Orange County Community College District.

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2009-10

DISTRICT NAME: South Orange County

DATE: 6/22/2009

I. 2009-10 APPROPRIATIONS LIMIT:

A. 2008-09 Limit		<u>\$ 185,229,898</u>
B. Price factor for 2009-10:	1.0062	
C. Population factor:		
1. 2007-08 Second Period Actual FTES		<u>23,891.62</u>
2. 2008-09 Second Period Actual FTES		<u>25,739.16</u>
3. 2009-10 Population change factor (line C.2. divided by line C.1.)		<u>1.0773</u>
D. 2008-09 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		<u>\$ 200,785,367</u>
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility		<u>\$ -</u>
2. Temporary voter approved increases		<u>-</u>
3. Total adjustments - increase		<u>\$ -</u>
Sub-Total		
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility		<u>\$ -</u>
2. Lapses of voter approved increases		<u>-</u>
3. Total adjustments - decrease		<u>\$ -</u>
G. 2009-10 Appropriations Limit		<u>\$ 200,785,367</u>

II. 2009-10 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)		<u>\$ 5,428,171</u>
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		<u>1,281,700</u>
C. Local Property taxes		<u>151,740,632</u>
D. Estimated excess Debt Service taxes		<u>-</u>
E. Estimated Parcel taxes, Square Foot taxes, etc.		<u>-</u>
F. Interest on proceeds of taxes		<u>140,000</u>
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		<u>(719,072)</u>
H. 2009-10 Appropriations Subject to Limit		<u>\$ 157,871,431</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION 09-12
June 22, 2009

WHEREAS, Article XIII B of the Constitution of the state of California, as approved by the voters in November, 1979, requires the Governing Board of each local jurisdiction, by resolution, to establish an Appropriations Limit on "Proceeds of Taxes" revenues beginning with the 1980-81 fiscal year; and

WHEREAS, each community college district is required to determine and adopt such Appropriations Limit for the 2009-10 fiscal year, as a legislative act; and

WHEREAS, this District's Appropriations Limit has been calculated in accordance with Article XIII B of the State Constitution and Government Code Section 7910;

NOW, THEREFORE, BE IT RESOLVED, as a legislative act of the Governing Board that, for the purposes of Article XIII B, there is hereby established this District's Appropriations Limit of \$200,785,367 for the 2009-10 fiscal year.



STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Dr. Raghu P. Mathur, Secretary of 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 said Board at a regular meeting thereof held on June 22, 2009.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 22nd day of June 2009.

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

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

BACKGROUND

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Sections 85230, purchase orders/confirming requisitions, and purchase 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 P09-04913 through P09-05141 amounting to \$1,108,327.35 and P10-00054 through P10-00129 amounting to \$1,412,868.93 are submitted to the Board of Trustees for approval. Confirming requisitions dated May 6, 2009 through June 2, 2009 totaling \$116,603.30 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 P09-04913 Through P09-05141

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04913	KAPCO LIBRARY PRODUCTS	Purchase book covers.	\$162.75
P09-04914	CCS PRESENTATION SYSTEMS, INC.	066437r Lamps	\$2,436.20
P09-04915	WELLS FARGO #3317 (DISTRICT)	BOOK FOR HEALTH SCIENCES	\$91.35
P09-04916	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$451.36
P09-04917	ETR ASSOCIATES	health center brochures for student info	\$305.72
P09-04918	SADDLEBACK APPLIANCES	MICROWAVE FOR SBS	\$274.69
P09-04919	NEWEGG.COM	RAPIDTECH NEW EQUIP/TECH	\$.00
P09-04920	MECSOFT CORPORATION	RAPIDTECH SOFTWARE	\$1,097.50
P09-04921	DELL MARKETING	RAPIDTECH NEW EQUIPMENT	\$988.54
P09-04922	OC PRINTING CO.	Pencils	\$216.14
P09-04923	SHOR INTERNATIONAL CORP.	RAPIDTECH NEW EQUIPMENT	\$3,909.54
P09-04924	INSIGHT MEDIA	VIDEOS AND DVD'S FOR MEDICAL ASSISTING	\$3,732.82
P09-04925	JIST WORKS, INC.	College Success Surveys	\$1,650.83
P09-04926	UNITED INTERIORS	Office Furniture	\$3,051.64
P09-04927	SOUTH ORANGE CO. COMM. COL. DI	EOPS Grants	\$35,000.00
P09-04928	U.S. TOY CO INC/CONSTRUCTIVE P	Classroom supplies	\$570.16
P09-04929	MISSION HOSPITAL REG. MED. CTR	SPACE RENTAL	\$1,598.00
P09-04930	SOC CCD TRUSTEE FOR FEDERAL/STA	Overpayment of Pell Grant	\$242.00
P09-04931	HOKE OUTDOOR ADVERTISING, INC.	Commencement: Banners Stage and Outside	\$400.00
P09-04932	MENDOZA, BETSEY	WORKSHOP MONITOR	\$210.00
P09-04933	MENDOZA, JOSEPH JAY	WORKSHOP TRAINING	\$420.00
P09-04934	WELLS FARGO #3317 (DISTRICT)	SUPPLY FOR GIS	\$47.51
P09-04935	NIKON INSTRUMENTS, INC.	MICROSCOPES	\$31,080.94
P09-04936	CA STAGE & LIGHTING	DRAPERY FOR MCKINNEY THEATRE	\$22,658.22
P09-04937	ANGSTROM STAGE LIGHTING, INC.	THEATRE EQUIPMENT	\$46,979.25
P09-04938	LINCOLN EQUIPMENT, INC.	Aquatics Equipment	\$6,040.96
P09-04939	DEMCO INC.	Purchase instructional supplies.	\$57.71
P09-04940	GALE SUPPLY COMPANY	JANITORIAL SUPPLIES	\$6,606.56
P09-04941	PERSEUS BOOKS GROUP	ESL Books.	\$61.55
P09-04942	B & H PHOTO	SUPPLIES	\$205.54
P09-04943	ENVIRONMENTS, INC.	CDC SUPPLIES	\$402.60
P09-04944	UNITED INTERIORS	FURNITURE FOR ASSISTANT DEAN OFFICE	\$16,556.23
P09-04945	CHERRY'S INDUSTRIAL EQUIP CORP	WAREHOUSE EQUIPMENT	\$1,113.86
P09-04946	PANASONIC	Cameras for High School Project	\$59,377.50
P09-04947	PINNACLE LANDSCAPE COMPANY	Campus Beautification LOT 5 PROJECT	\$5,590.00
P09-04948	MANASSERO FARMS	Campus Beautification	\$.00
P09-04949	ALLIED ELECTRONICS	FINE ARTS DUST COLLECTOR	\$1,354.44
P09-04950	PACIFIC SOD	PRACTICE FIELDS SOD	\$32,624.64
P09-04951	MC KESSON GENERAL MEDICAL	MEDICAL SUPPLIES	\$1,251.23
P09-04952	DEMING, MERRILL A.	StrengthsQuest Workshop	\$2,625.00
P09-04953	GUEST ARTISTS	Guest Artist	\$991.00
P09-04954	TIME MASTERS	Marias/Business/4901/1350-13	\$41.46
P09-04955	SEHI PROCOMP COMPUTER PRODUCTS	New Equipment for Gary Poertner	\$820.00
P09-04956	PANASONIC	Cameras for High Schools from Grant	\$15,526.88
P09-04957	GORM, INC.	JANITORIAL SUPPLIES	\$6,425.39
P09-04958	JOSTEN'S	Commencement cap/gown order #1b	\$96.15
P09-04959	CCS PRESENTATION SYSTEMS, INC.	AV Bulbs	\$2,027.30
P09-04960	MATERIAL SALES UNLIMITED	FIELD MATERIALS FOR BASEBALL	\$1,581.59
P09-04961	SAMY'S CAMERA	CAMERA FOR SBS	\$217.50
P09-04962	WELLS FARGO #3317 (DISTRICT)	Purchase DVDs for Humanities & Languages	\$192.92
P09-04963	AIRCRAFT SPRUCE & SPECIALTY CO	RAPIDTECH NONINSTSTR SUPPL	\$3,717.70
P09-04964	UNITED SITE SERVICES OF CA, IN	UNITED PORTABLE RESTROOM FOR GRADUATION	\$804.45
P09-04965	GRODT, MARLYS & ASSOCIATES	Class Spec - Classif. Mgmt.	\$1,000.00
P09-04966	GOENGINEER	SOLIDWORKS LICENSE RENEWAL	\$2,003.32
P09-04967	RED STONE, INC	CONSULTANT AGRMT.	\$67,200.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-04913 Through P09-05141

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-04968	AMER. GEOTECHNICAL	CONSULTANT AGREEMT	\$12,300.00
P09-04969	CAL-LIFT, INC.	TRANSPORTATION PARTS	\$228.46
P09-04970	LAURA'S INT PLANTSCAPE SERV	LIVE PLANTS FOR THE PAC	\$2,400.00
P09-04971	HITT MARKING DEVICES, INC.	Embosser	\$389.49
P09-04972	COLAD GROUP, LLC	Pocket Folders w/IVC Seal	\$4,156.43
P09-04973	FRANCE VISION	Purchase DVDs for Humanities & Languages	\$156.10
P09-04974	SCHOLASTIC BOOK CLUBS, INC	Classroom supplies	\$201.76
P09-04975	WEARY, WILLIAM	Consultant Fees for Bill Weary	\$9,000.00
P09-04976	SHOKRAI LAW	Investigative Sys. for SOCCCD	\$3,937.50
P09-04977	ACORN MEDIA	ADOBE DESIGN PREMIUM 4 SOFTWARE	\$12,831.41
P09-04978	CONSOLIDATED REPROGRAPHICS	REPROGRAPHICS COST FOR VILLAGE PORTABLE	\$2,000.00
P09-04979	DEWEY'S APPLIANCES	REFRIGERATOR FOR CDES	\$870.00
P09-04980	SADDLEBACK APPLIANCES	DRYER FOR CDES	\$489.38
P09-04981	GOVCONNECTION	Flatbed scanner for Drafting documents	\$382.28
P09-04982	WELLS FARGO #3317 (DISTRICT)	Purchase Reading Device.	\$390.41
P09-04983	MILLENNIUM BUSINESS SERVICES	One color stationery A&R	\$.00
P09-04984	MC KESSON GENERAL MEDICAL	medical supplies	\$12,107.72
P09-04985	DIAMOND GLASS	A300 GLASS ADDITION	\$323.34
P09-04986	PROAIR	FINE ARTS - A/C UNIT	\$5,800.00
P09-04987	VITAL LINK ED.& BUS.CONSORTIUM	CONTRACT ACREEMENT WITH VITAL LINK	\$6,000.00
P09-04988	CAPISTRANO-LAGUNA BEACH ROP	TPP Grant Year 2	\$600.00
P09-04989	CAPISTRANO-LAGUNA BEACH ROP	tpp grant expense year 2	\$600.00
P09-04990	MAXON COMPUTER	software upgrade for Cinema4D	\$3,708.56
P09-04991	MAIN ELECTRIC SUPPLY CO.	ELECTRICAL SUPPLIES	\$101.52
P09-04992	SPORTS FIELD INSTALLATION	LASER LEVEL OF FOOTBALL FIELD	\$30,700.00
P09-04993	LAB SAFETY SUPPLY CO.	SAFETY SUPPLIES	\$236.94
P09-04994	LIFETIME MEMORY PRODUCTS, INC.	PURCHASE LAPTOP DDR MEMORY	\$747.74
P09-04995	GRODT, MARLYS & ASSOCIATES	Class Spec - Class Mgmt.	\$750.00
P09-04996	GERBER, NORA	WORKSHOP PRESENTER	\$3,086.18
P09-04997	LOGOS LANGUAGE, INC.	WORKSHOP INTERPRETER	\$390.00
P09-04998	ESTRADA, YVETTE	PANEL MEMBER	\$50.00
P09-04999	GOVCONNECTION	Flash Drives	\$93.35
P09-05000	ABC SCHOOL SUPPLY, INC.	Classroom supplies	\$261.20
P09-05001	COMPUTERLAND CORPORATE OFFICE	Adobe Software for Design/Graphics Class	\$23,500.00
P09-05002	SADDLEBACK APPLIANCES	McKinney Concession Equipment	\$1,052.25
P09-05003	HOSHIZAKI WESTERN DC, INC.	McKinney Concession Equipment	\$1,570.10
P09-05004	PROTEX SAFE CO.	McKinney Concession Equipment	\$863.85
P09-05005	CONTROL BUSINESS SYSTEMS	McKinney Concession Equipment	\$1,381.29
P09-05006	AMER. PORTABLE STORAGE	PORTABLE STORAGE CONTAINER VIL 2	\$6,044.63
P09-05007	OC IRON WORK	FURNISH AND INSTALL HANDRAILS AT VILLAGE	\$3,210.00
P09-05008	ARMSTRONG, LEE CO. INC.	CHILD CARE FLOORING	\$5,733.00
P09-05009	MARTINEZ, JOSE TREE SERVICE	Campus Beautification Tree Service	\$6,365.00
P09-05010	UNITED INTERIORS	FLOORING INSTALLATION	\$1,073.19
P09-05011	MARK IV PRINT COMMUNICATIONS	Contract Services	\$1,419.66
P09-05012	S & B FOODS	TECH PREP GRANT GRAPHIC DESIGN ARTICULAT	\$38.82
P09-05013	BEST BUY CO., INC.	Competitive Equip.Int.Language Lab.	\$223.30
P09-05014	BEACH PAVING	LOT REPAIR	\$12,300.00
P09-05015	B & P SERVICES, INC.	A300 HVAC REZONE	\$10,940.00
P09-05016	MILLENNIUM BUSINESS SERVICES	BUSINESS CARDS/B.BAILEY STUDENT TRUSTEE	\$39.15
P09-05017	BESAFE TECHNOLOGIES, INC.	CONSULT DOC. PREP FOR FLOOR PLAN & WEBSI	\$13,557.45
P09-05018	COASTLINE ROP	tech prep	\$941.33
P09-05019	BLIND FACTORY	Purchase of Blinds for A300 Project	\$1,180.00
P09-05020	COASTLINE ROP	TPP grant expense year 2	\$1,800.00
P09-05021	DEWEY'S APPLIANCES	McKinney Concession Equipment	\$581.81
P09-05022	TISCARENO CATERING	CATERING FOR EVENT	\$1,061.95

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-04913 Through P09-05141

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-05023	A.J. MADISON	McKinney Concession Equipment	\$3,128.13
P09-05024	CENTRAL RESTAURANT PRODUCTS	McKinney Concession Equipment	\$3,890.02
P09-05025	WILLIAMS RECORDING	Contract Services Recording	\$900.00
P09-05026	ARMSTRONG, LEE CO. INC.	CENTRAL PLANT CARPET TILES	\$4,949.80
P09-05027	ARMSTRONG, LEE CO. INC.	VIL-2 SERVER ROOM	\$1,865.00
P09-05028	ARMSTRONG, LEE CO. INC.	TAS BUILDING ROOM #118	\$3,397.00
P09-05029	NATURE'S BEST FARMS, INC.	Campus Beautification	\$1,100.00
P09-05030	CAMPUS MARKETING SPECIALISTS	promotional items for health center	\$1,146.15
P09-05031	BUILT FOR LEARNING	non-instructional supplies	\$193.13
P09-05032	ORIENTAL TRADING COMPANY, INC.	CHILD CARE SUPPLIES	\$127.68
P09-05033	MC KESSON GENERAL MEDICAL	medical supplies	\$63.89
P09-05034	SEHI PROCOMP COMPUTER PRODUCTS	MULTIPURPOSE PRINTER FOR LWV1	\$107.55
P09-05035	SEHI PROCOMP COMPUTER PRODUCTS	B Mueller/Business/4661	\$676.43
P09-05036	AHA PROCESS, INC.	SPEAKER	\$3,050.00
P09-05037	DELANEY, DR. RICHARD	SPEAKER	\$3,000.00
P09-05038	GOODWILL INDUSTRIES OF OC	SIGNER INTERPRETER COMMENCEMENT	\$130.00
P09-05039	MENDOZA, JOSEPH JAY	WORKSHOP PRESENTER	\$1,080.00
P09-05040	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$2,161.34
P09-05041	CAPISTRANO UNIFIED SCHOOL DIST	TPP Reimbursement	\$2,580.00
P09-05042	SADDLEBACK VALLEY U.S.D.	TPP Year 2 Expense	\$3,000.00
P09-05043	PINNACLE LANDSCAPE COMPANY	Campus Beautification-A200	\$5,523.00
P09-05044	ARMSTRONG, LEE CO. INC.	FINE ARTS COORIDOR	\$1,650.00
P09-05045	UNITED SITE SERVICES OF CA, IN	Provide Temp. Restroom Facilities PE-100	\$1,206.00
P09-05046	SMITH, CHRISTOPHER	Payment for work on film projects	\$.00
P09-05047	BRADLEY, ELIZABETH	Funds for Film Projects	\$.00
P09-05048	SEHI PROCOMP COMPUTER PRODUCTS	COLOR PRINTER FOR BOT Office/HS335	\$209.45
P09-05049	DISCOUNT SCHOOL SUPPLY	LEARNING MATERIALS FOR SADDLEBACK CDC	\$1,189.61
P09-05050	OC REGISTER	ONLINE ADVERTISING	\$5,294.00
P09-05051	GAIL MATERIALS	SOFTBALL IN-FIELD MIX	\$1,020.03
P09-05052	ALLSCRIPTS	medication for student care	\$379.19
P09-05053	GALLUP PRESS BOOKS	StrengthsQuest	\$100.00
P09-05054	XEROX CORPORATION	XEROX LEASING & MAINTENANCE SERVICES	\$339.16
P09-05055	MISSION PRINTING COMPANY	Job Opp. Flyer/Recruitment	\$543.75
P09-05056	MC MASTER CARR SUPPLY COMPANY	ASTRONOMY SUPPLIES	\$205.87
P09-05057	CLARIN	FURNITURE REPAIR SUPPLIES	\$191.18
P09-05058	MILLENNIUM BUSINESS SERVICES	Job Opportunity Bus. Cards	\$117.45
P09-05059	SULLIVAN, JAMES	Funds for film projects	\$.00
P09-05060	SADDLEBACK VALLEY U.S.D.	TPP Year 2 Expense	\$3,000.00
P09-05061	SHRED-IT	Paper Shredding Services	\$20.00
P09-05062	PB AMERICAS, INC.	Labor Compliance Services for Village Ex	\$9,500.00
P09-05063	DIVERSIFIED PRINTERS, INC.	SC STUDENT HANDBOOK 2009-10	\$16,312.50
P09-05064	NOTHING BUT AIR	COMMENCEMENT FLOWERS/BALLONS	\$110.00
P09-05065	S & B FOODS	COMMENCEMENT '09 EXTRA FOOD	\$1,600.00
P09-05066	CAMPBELL, ROBERT D.	HONORARIUM=CLASSIFIED STAFF DEVL	\$350.00
P09-05067	CRIPPEN, DANETTE	HONORARIUM=CLASSIFIED STAFF DEVL	\$350.00
P09-05068	BOB PARRETT CONSTRUCTION, INC.	CENTRAL PLANT 2ND FLOOR OFFICES	\$4,927.00
P09-05069	OC REGISTER	ADVERTISING	\$2,048.00
P09-05070	NAT'L LEAGUE FOR NURSING	BOOK FOR T.RICE/NURSING	\$6.69
P09-05071	SOUTHWEST PATROL, INC.	SECURITY SERVICES ATEP PROPERTY	\$11,000.00
P09-05072	NU AGE DEVELOPMENT, INC.	Doors and Walls/Installation A300	\$14,987.00
P09-05073	NU AGE DEVELOPMENT, INC.	Emergency Repair to B100	\$5,575.00
P09-05074	HERTZ EQUIPMENT RENTAL	ANNUAL INSPECTION OF LIFTS	\$743.85
P09-05075	BAMWALL CO.	B300 GLASS REPAIR	\$1,122.00
P09-05076	HAITBRINK ASPHALT PAVING, INC.	TENNIS COURT EXTERIOR WALKWAY	\$7,600.00
P09-05077	CA STAGE & LIGHTING	THEATRE SUPPLIES	\$486.64

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-04913 Through P09-05141

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-05078	SCHOOLOUTFITTERS.COM	overhead projectors	\$432.14
P09-05079	FLOORTECH GROUP	A300 FLOORING INSTALATION AND LEVELING	\$1,879.00
P09-05080	GOODWILL INDUSTRIES OF OC	Interpreting Svs. Fees	\$180.00
P09-05081	CONSOLIDATED REPROGRAPHICS	VILLAGE EXPANSION BID COPIES	\$256.15
P09-05082	LAVEY ROOFING SERVICES, INC.	FINE ARTS TILE REMOVAL	\$6,850.00
P09-05083	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$800.00
P09-05084	DIVISION OF THE STATE ARCHITEC	DSA	\$703.76
P09-05085	ANGELES TRIKE SALES & SERVICE	Tricycle Repair	\$702.75
P09-05086	PINNACLE LANDSCAPE COMPANY	CLEAR CONCRETE CULVERT AND CLEAR DRAINAG	\$1,206.00
P09-05087	JUDGE NETTING, INC.	REPAIR GOLF RANGE NETTING DAMAGE DUE TO	\$11,200.00
P09-05088	CIVIL ENGINEERING MATERIAL LAB	VILLAGE EXPANSION ENGINEERING TEST	\$30,000.00
P09-05089	RAD SOFTWARE	Software License	\$177.00
P09-05090	GORM, INC.	JANITORIAL SUPPLIES	\$934.71
P09-05091	HAITBRINK ASPHALT PAVING, INC.	MEDICAL CENTER ENTRANCE ENTRY ROAD	\$33,750.00
P09-05092	CA HAZARDOUS SERVICE	CONTRACT SERVICE	\$200.00
P09-05093	CPP, INC.	Skillsone- Online Assessments	\$2,708.00
P09-05094	ROUSE, M.S. COMPANY, INC.	TESTING CENTER CARPET PURCHASE/INSTALLAT	\$4,600.00
P09-05095	JOHNSON FLOORING, INC.	REFINISH GYM FLOOR	\$12,970.00
P09-05096	HARDY DIAGNOSTICS	MICROBIOLOGY SUPPLIES	\$350.37
P09-05097	VIAFLO	MICROBIOLOGY SUPPLIES	\$320.15
P09-05098	DELL MARKETING	LAPTOP COMPUTER	\$1,028.61
P09-05099	BOWMAN, TANIA	WORKSHOP TRAINER	\$1,700.00
P09-05100	WELLAND, BETTYANN	WORKSHOP PRESENTER	\$500.00
P09-05101	LOGOS LANGUAGE, INC.	TRANSLATION AND EQUIPMENT FEES	\$1,223.00
P09-05102	NAT'L COALITION-ADV TECH CTRS	NCATC MEMBERSHIP RENEWAL	\$600.00
P09-05103	ESCAMILLA, HERIBERTO	SPEAKER/TRAINER FEES	\$120.00
P09-05104	COMMUNITY COLLEGE LEAGUE OF CA	2009 COMMUNITY COLLEGE DIRECTORY	\$21.00
P09-05105	ARMSTRONG, LEE CO. INC.	HEALTH CENTER FLOORS	\$2,350.00
P09-05106	WESTERN EXTERMINATOR COMPANY	FINE ART TERMINATE SERVICES	\$580.00
P09-05107	UNITED SITE SERVICES OF CA, IN	PORTABLE RESTROOM FOR GRAUDATION	\$804.45
P09-05108	OM WORKSPACE	FURNITURE NOT INCLUDED IN PIGGYBACK	\$3,888.05
P09-05109	OM WORKSPACE	NOT INCLUDED IN PIGGYBACK CONTRACT	\$1,854.07
P09-05110	UNITED SITE SERVICES OF CA, IN	fence and windscreen rental	\$7,600.00
P09-05111	CAPP ASSOCIATES, INC.	ASAP Software	\$18,259.13
P09-05112	OC REGISTER	AD FOR BID 287D	\$416.00
P09-05113	R.M. SYSTEM, INC.	FIRE ALARM NETWORK MULTIPLE BUILDINGS	\$65,570.00
P09-05114	COASTLINE ROP	PAY COASTLINE ROP FOR FLYER	\$557.50
P09-05115	R.M. SYSTEM, INC.	CDC MONOXIDE DETECTORS, TEST AND REPORT	\$1,800.00
P09-05116	STRNAD, FRANK	Contract Services	\$450.00
P09-05117	LAURA'S INT PLANTSCAPE SERV	Contract Services	\$500.00
P09-05118	COASTLINE ROP	Payment-ROP Mentors	\$1,389.99
P09-05119	IRVINE UNIFIED SCHOOL DISTRICT	To pay IUSD mentor/teacher	\$278.13
P09-05120	TUSTIN UNIFIED SCHOOL DISTRICT	Payment-TUSD	\$555.00
P09-05121	SO COAST A.Q.M.D.	ANNUAL OPERATING FEES	\$1,004.98
P09-05122	DIAMOND GLASS	A200 GLASS	\$513.19
P09-05123	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$705.00
P09-05124	BEACH PAVING	MOLD ABATEMENT/A300 AND A400	\$9,500.00
P09-05125	FISHER SCIENTIFIC	MICROBIOLOGY SUPPLIES	\$343.57
P09-05126	A & E FACTORY SERVICE	REFRIGERATOR REPAIR	\$420.00
P09-05127	ROUSE, M.S. COMPANY, INC.	REPAIR CONCRETE SLAB	\$16,870.00
P09-05128	GRUTTER, JUDITH	To pay guest speaker Judith Grutter	\$3,176.06
P09-05129	FLOORTECH GROUP	REMOVE CARPETING AND INSTALL VCT	\$3,302.00
P09-05130	NU AGE DEVELOPMENT, INC.	REHAB OF CLASSROOM A404 AND 405	\$13,995.00
P09-05131	PINNACLE LANDSCAPE COMPANY	RELOCATE SPRINKLER HEADS AND CHANGE LATE	\$9,510.00
P09-05132	MARK IV PRINT COMMUNICATIONS	FIBER CABLE UPGRADE IN PAC	\$2,074.17

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-04913 Through P09-05141

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-05133	HPL MECHANICAL CONTRACTOR, INC	PROVIDE ALTERNATE GAS LINE ON CAMPUS	\$13,826.74
P09-05134	NU AGE DEVELOPMENT, INC.	STRUCTURAL REPAIR TO B100	\$4,899.00
P09-05135	STATE WATER RES. CONTROL BOARD	FEE FOR STORM WATER PREVENTION PERMIT AT	\$346.00
P09-05136	PINNACLE LANDSCAPE COMPANY	CONTINUE TREE REMOVAL AND TRIMMING PROCE	\$5,360.00
P09-05137	PINNACLE LANDSCAPE COMPANY	LANDSCAPE AND IRRIGATE AREA BETWEEN BSTI	\$14,658.00
P09-05138	CHAPMAN COAST ROOF CO., INC.	SCHEDULED MAINTENANCE ROOFING TUNE-UP AN	\$45,250.00
P09-05139	ECHOLS, KATY	Production Design Services for Film	\$700.00
P09-05140	ULBRICH, ERIC	Payment to Eric Ulbrich for service	\$500.00
P09-05141	GREY, NOELLE	Production Services	\$600.00
			=====
			\$1,108,327.35

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P10-00054 Through P10-00129

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00054	IRVINE CHAMBER OF COMMERCE	Membership - Irv. Chamber of Commerce	\$600.00
P10-00055	FIRST SCHOOL MONTESSORI	Child Care Services	\$.00
P10-00056	H. W. WILSON COMPANY	Pay for print supplements.	\$1,919.00
P10-00057	DANKA	MAINTENANCE - CANON COPIER	\$1,600.00
P10-00058	DANKA	Annual Maintenance: Copier	\$815.00
P10-00059	HARLAND TECHNOLOGY SERVICES	Annual maintenance, scanner in matric	\$411.00
P10-00060	U.S. POSTMASTER	Postage for mailing Fall 2009 schedule	\$19,100.00
P10-00061	ARTSEARCH	Annual subscription to ARTSEARCH	\$125.00
P10-00062	CHRONICLE OF HIGHER EDUCATION	Subscription renewal for Chronicle of Hi	\$69.97
P10-00063	DATANET SOLUTIONS INC.	LaserFiche Software Assurance Plan	\$4,932.90
P10-00064	SPSS, INC.	Research Software Maintenance/Support Re	\$3,277.38
P10-00065	CA COMM COLLEGES-VARIOUS	FUSION ANNUAL LISENCE FEE	\$16,768.70
P10-00066	DANKA	COPIER FOR MUSIC DEPARTMENT	\$5,570.34
P10-00067	XEROX CORPORATION	LEASE ON COPIER	\$2,108.76
P10-00068	OC AUDITOR-CONTROLLER	Range Fees	\$2,100.00
P10-00069	VERIZON	Cellular Phone Service	\$2,200.00
P10-00070	MC KESSON GENERAL MEDICAL	flu shots	\$1,251.25
P10-00071	DANKA	Annual Maintenance: Copier	\$700.00
P10-00072	MINN. MINING & MFG. CENTER	Annual Maintenance: Library Gates & Soft	\$5,711.00
P10-00073	OCLC PACIFIC NETWORK, INC.	Annual Maintenance:Library Data Processi	\$6,000.00
P10-00074	BLACKBOARD CONNECT, INC.	Contract for messaging service	\$70,500.00
P10-00075	EUREKA CAREER INFO. SYSTEMS	Renewal of contract services- Eureka	\$1,684.13
P10-00076	PSYCHOLOGICAL ASSESSMENT RES.	Self-Directed Search (SDS) Form R, Occup	\$192.00
P10-00077	HOME DEPOT	MAINT/GROUNDS/CUST. SUPPLIES	\$3,000.00
P10-00078	WELLS FARGO #3317 (DISTRICT)	LoJack for Laptops theft recovery	\$39.99
P10-00079	GRACE TRAINING SUPPLY	SKILLS LAB KITS FOR N244/245	\$1,514.06
P10-00080	UNITED INTERIORS	New Furniture for AGB 125	\$7,860.41
P10-00081	UNITED INTERIORS	INTERNATIONAL OFFICE FURNITURE	\$27,028.98
P10-00082	GALL'S OF LONG BEACH	Open PO - Uniforms	\$5,000.00
P10-00083	DEMING, MERRILL A.	StrengthsQuest Workshop	\$2,325.00
P10-00084	TREND OFFSET PRINTING	Printing class schdules & gate mailers,F	\$25,000.00
P10-00085	XEROX CORPORATION	MAINTENANCE FOR COPIER FOR MEDICAL ASSIS	\$414.36
P10-00086	GUEST ARTISTS	Performance of "The Great Comedians"	\$7,400.00
P10-00087	AUSTIN-FOUST ASSOCIATES, INC.	ATEP Project	\$100,000.00
P10-00088	GKKWORKS	ATEP Project	\$150,000.00
P10-00089	U.S. POSTMASTER	Postage for Fall Schedule of Classes	\$29,890.51
P10-00090	MASTER TEACHER, INC.	The Professor for Department chairs	\$73.50
P10-00091	COMMUNITY COLLEGE LEAGUE OF CA	community college directory purchase	\$21.00
P10-00092	XEROX CORPORATION	Annual Maintenance: Health Ctr. Copier	\$500.00
P10-00093	PRAXAIR	Annual Maintenance: Nitrogen Cylinders	\$200.00
P10-00094	SIEMENS WATER TECHNOLOGIES	Annual Service& Deionized Water System	\$800.00
P10-00095	VIATRON SYSTEM, INC.	Annual Maintenance:Paperless processing	\$8,967.00
P10-00096	MAYO HEALTH INFORMATION	Mayo Clinic Subscription	\$27.00
P10-00097	XEROX CORPORATION	XEROX - CUSTODIAL MAINTENANCE SERVICE	\$350.00
P10-00098	BESAFE TECHNOLOGIES, INC.	CONSULT SUBSCRIPTION CONSTRACT SERVICES	\$8,857.80
P10-00099	CARD INTEGRATORS CORPORATION	Card ID Service Agreement	\$1,895.00
P10-00100	INDUSTRIAL TECHNICAL SERVICES	PREVENTIVE MAINTENANCE ON HVAC VARIABLE	\$9,000.00
P10-00101	IMAGE PRINTING SOLUTIONS	Window Envelopes for HR	\$281.66
P10-00102	HERCULES PORTABLE POWER, INC.	GENERATOR MAINTENANCE SERVICE	\$8,500.00
P10-00103	HEALTH DIMENSIONS	Healsth & Lifestyle Expo 2009-IVC	\$1,000.00
P10-00104	HEALTH DIMENSIONS	Health & Lifestyle Expo 2009-SC	\$1,000.00
P10-00105	ROTO-ROOTER SERVICE & PLUMBING	ANNUAL STORM DRAIN CLEANING	\$6,000.00
P10-00106	SO COAST FIRE PROTECTION	ANNUAL FIRE EXTINGUISHER INSPECTIONS & S	\$2,000.00
P10-00107	IVC CHILD DEVELOPMENT CENTER	Child Care Services	\$1,600.00
P10-00108	KUSUNOKI, GARY I.	HEARING EXAMINER SERVICES	\$1,200.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P10-00054 Through P10-00129

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00109	DELL MARKETING	RAPIDTECH COMPUTER WARRANTIES	\$943.31
P10-00110	VALPAR INTERNATIONAL CORP.	Renew Sigi 3	\$877.50
P10-00111	MARTECH SYSTEMS, INC.	Software support/maintenance	\$975.00
P10-00112	CA POWER PARTNERS, INC	ENERGY CONSERVATION PROJECTS	\$511,529.00
P10-00113	C.W. DRIVER CONTRACTORS INC.	CONTRACT SERVICES	\$83,000.00
P10-00114	NORTH STATE ENVIRONMENTAL	BID.....5YR CONTRACT	\$80,000.00
P10-00115	ORKIN EXTERMINATING	ANNUAL PEST CONTROL	\$13,000.00
P10-00116	WARE DISPOSAL CO., INC.	TRASH REMOVAL 3RD YEAR OF 5 YEAR CONTRA	\$55,000.00
P10-00117	WARE DISPOSAL CO., INC.	GREENWASTE	\$70,000.00
P10-00118	XEROX CORPORATION	XEROX LEASING & MAINTENANCE SERVICES	\$2,700.00
P10-00119	AERA ENGINE REBUILDERS ASSN.	PROSIS SUPPORT	\$349.00
P10-00120	TAMS-WITMARK MUSIC LIBRARY	Royalty and rental for "Snoopy!!!"	\$1,550.00
P10-00121	SECURE LIVE SCAN	Live Scan	\$250.00
P10-00122	GOODWILL INDUSTRIES OF OC	Interpreting Services Fees	\$700.00
P10-00123	SOUTHLAND INSTRUMENTS, INC.	Annual Maintenance:Geology Microscopes	\$2,050.00
P10-00124	NASFAA	NASFAA Membership	\$2,019.00
P10-00125	OC REGISTER	OC REGISTER SUBSCRIPTION	\$107.56
P10-00126	GRACE TRAINING SUPPLY	SUPPLIES FOR NURSING	\$18,407.86
P10-00127	SCHOOLS FIRST FEDERAL CREDIT U	Premium for sabbatical bonds	\$8,348.00
P10-00128	XEROX CORPORATION	XEROX COPIER	\$1,200.00
P10-00129	XEROX CORPORATION	maintenance agreement for color copier	\$480.00
			=====
			\$1,412,868.93

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-02638	MATHUR, ROOPA	Roopa Mathur to TechEd 2009 Conference	\$493.27
RD09-02637	CHANDOS, RAY	Reimbursement of mini-grant purchase for	\$500.00
RD09-02636	STUFFLER, MARTHA	Martha Stuffer to NABE Conference	\$650.00
RD09-02635	WELLS FARGO #3465 FISCAL-IVC	Subscription to On-line Survey-Zoomerang	\$350.00
RD10-00061	KOPECKY, ROBERT J.	Exps for Bob Kopecky to attend SI Worksh	\$1,995.00
RD10-00060	SERGEYEVA, LARISA	Exps for Larisa Sergeyeva to attend SI W	\$1,995.00
RD09-02634	SERGEYEVA, LARISA	Larisa Sergeyeva to ACTLA Conference	\$225.00
RD10-00059	ERBAS-WHITE, ILKNUR	Exps for Ilkner Erbas White to attend SI	\$1,995.00
RD09-02633	HENMI, JUDY	Judy Henmi to Conference	\$97.65
RD09-02632	S & B FOODS	Catering for Advisory Council Meeting	\$97.88
RD09-02631	BEE MAN	PE BEE/HONEYCOMB TREATMENT	\$.00
RD09-02630	WELLS FARGO #3317 (DISTRICT)	THE GRANT BOYS - AMMO	\$91.32
RD10-00058	CASTROCONDE, MIRIAM	Exps for Miriam Castroconde to attend SI	\$1,995.00
RD09-02629	MANDERS, RACHEL	Reimbursement for grant related expenses	\$73.97
RD10-00057	DO, TAM	Tam Do to Curriculum Institute 2009 Conf	\$825.00
RD09-02628	BRODET, MATT	Reimburse staff member for parts purchas	\$31.54
RD10-00056	S & B FOODS	TECH PREP CONSORTIUM MEETING	\$174.41
RD09-02627			\$.00
RD09-02626	COAST FITNESS REPAIR SHOP	Equipment Repair	\$149.38
RD10-00055	CENTER FOR PHLEBOTOMY EDUCATIO	Center for Phlebotomy Education	\$99.00
RD09-02625		1st Asst. Cinematographer for film proje	\$500.00
RD09-02622		Hair & Make Up for film project	\$500.00
RD10-00054	CENTER FOR PHLEBOTOMY EDUCATIO	Phlebotomy subscription	\$.00
RD09-02606	UNITED INTERIORS	OUTREACH Remodel/MoveH	\$.00
RD10-00053	RALPHS GROCERY CO.	OPEN PO SUPPLIES AND FEED-BASED	\$.00
RD09-02605		Production Design Services for film proj	\$.00
RD09-02604		Payment to Eric Ulbrich for services	\$.00
RD09-02603	TRESLER, MATTHEW	Matthew Tresler to NCCO Conference	\$280.00
RD09-02602		Production services	\$.00
RD09-02601	MYERS, CHARLES	Reimburse instructor for payment of serv	\$1,500.00
RD09-02600		reim. for meals - Genevieve Haynes	\$100.00
RD09-02595	WELLS FARGO #4214 FISCAL-IVC	Locks	\$250.00
RD09-02594	WELLS FARGO #3465 FISCAL-IVC	Ricoh Toner	\$150.00
RD10-00052	TRU WEST, INC.	Uniform Repair	\$80.25
RD10-00051	BRODET, MATT	Reimburse staff member for parts purchas	\$.00
RD09-02593			\$.00
RD09-02592	BARLEY, LARRY	Reimbursement for Catalina Mooring Fees	\$28.00
RD09-02591	KITE, DAVID	Reimbursement for tape for Publications	\$30.35
RD09-02590	OAKS, DIANE	Certificate paper for retiring faculty/c	\$85.46
RD09-02589	MC CORD, ROY	Roy McCord to DV & HDV Crash Course Conf	\$650.00
RD09-02588	TUSTIN AWARDS	Classified Senate 09 Awards	\$228.38
RD09-02587	ROQUEMORE, GLENN	ACCA Board Retreat 6/17-19 Groquemore T	\$972.40
RD09-02586	HUNTLEY, ANTHONY	Reimburse T.Huntley for paleo-lab suppli	\$67.30
RD09-02585	AKERS, LEWIS	BIOLOGY SUPPLIES FOR LAB CLASS EXERCISE	\$5.43
RD09-02584	AKERS, LEWIS	TO REIMBURSE LEWIS AKERS FOR BUYING BIO.	\$9.48
RD09-02583	AKERS, LEWIS	TO REIMBURSE LEWIS AKERS FOR BUYING BIO.	\$98.42
RD09-02582	AKERS, LEWIS	TO REIMBURSE LEWIS AKERS FOR GREENHOUSE	\$118.51
RD10-00050	AKERS, LEWIS	TO REIMBURSE LEWIS AKERS GREENHOUSE SUPP	\$.00
RD09-02581		Repair of Panasonice Camera	\$266.80
RD10-00049	BRAMUCCI, ROBERT	Travel expenses for Bob Bramucci	\$.00
RD09-02580	VICTORY CUSTOM ATHLETIC, INC	WOMEN'S BASKETBALL PRACTICE JERSEYS	\$597.11
RD09-02579	NESDOOR ENTRY SYSTEMS CORPORAT	NESDOOR Payments for B100 and Student Se	\$.00
RD09-02578	S & B FOODS	CLASSIFIED STAFF DEVELOPMENT	\$1,000.00
RD09-02577	DUMAS, PAT	OFFICE SUPPLIES	\$16.97
RD09-02576		Board Development Workshop	\$.00
RD09-02575	AYAD, CATHERINE	Staff member will attend conference	\$274.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-02574	GROSCOST, RICHARD	REIMBURSEMENT OF SUPPLIES FOR NEW LIEUTE	\$525.15
RD09-02573	GLEN, WILL	DIRECT PAY TO WILL GLEN FOR PURCHASE OF	\$156.10
RD10-00048	PANASONIC	Repair of Panasonic HVX 200	\$.00
RD09-02572			\$.00
RD09-02571		Payment for screenplay and directing ser	\$.00
RD09-02570	SUN BADGE COMPANY	PAYMENT FOR BADGES ALREADY RECEIVED	\$881.28
RD09-02569	HORN IMPROVEMENT	Tuba repair	\$20.00
RD09-02568	WELLS FARGO #3317 (DISTRICT)	Telexis phone slips program upgrade	\$107.95
RD09-02567	WELLS FARGO #3465 FISCAL-IVC	HAND CLEANER SUPPLY REQUIRED	\$229.00
RD09-02559	SAN DIEGO EMPLOYMENT GUIDE	Recruitment/Advertising for SOCCCD	\$1,400.00
RD09-02558	ZIMBALIST, JACQUELINE	Employee Enrollment Fee Reimbursement Re	\$60.00
RD09-02557	ELECTRIC MARINE	Expenses for Maintenance and equipment f	\$451.63
RD09-02556	POERTNER, GARY	Attend ACBO Spring 2009 Conference	\$1,117.25
RD09-02555	PYLE, JIM	Conference	\$132.00
RD09-02554	MC CUE, JENNIFER	Reimbursement	\$52.17
RD10-00047	AYAD, CATHERINE	Staff Member will attend conference in J	\$.00
RD10-00046	PAK, JOSEPH	Conference for Joseph Pak	\$1,100.00
RD10-00045	ZAKRZEWSKI, DANUTA	Conference for Danuta Zakrzewski	\$1,100.00
RD10-00044	KRAMER, KATHRYN	Conference for Kathryn Kramer	\$1,100.00
RD09-02553	LORCH, TEDDI	Reim. T. Lorch-PIHRA Conf.	\$75.00
RD09-02552	GRAHAM, ESTER	Reim. E. Graham-PIHRA Conf.	\$75.00
RD09-02551	FRETZ, DAVID	Reimbursement for field trip expenses	\$323.47
RD10-00043	RICE, TAMERA	CONFERENCE FOR TAMMY RICE	\$2,068.47
RD10-00042	FOX, LINDSAY	Conference Reimbursement for Lindsay Fox	\$1,000.00
RD10-00041	HILL, MALIA	Conference Reimbursement for Malia Hill	\$450.00
RD10-00040	MURRAY, TANYA	Conference Reimbursement for Tanya Murra	\$550.00
RD10-00039	QUIGLEY, PATRICK	Conference Reimbursement for Patrick Qui	\$541.00
RD10-00038	COBOS, ANA MARIA	Conference Reimbursement for Ana Maria C	\$1,150.00
RD10-00037	HASTINGS, RON	Conference Reimbursement for Ron Hasting	\$264.00
RD10-00036	BENNETT, MICHAEL	Conference Reimbursement for Mike Bennet	\$342.00
RD10-00035	HOPKINS, LOMA	Conference Reimbursement for Loma Hopkin	\$1,000.00
RD10-00034	BALLO, RENATA	Conference Reimbursement for Renata Ball	\$450.00
RD10-00033	TAYLOR, KAREN	Conference Reimbursement for Karen Taylo	\$618.00
RD10-00032	RICHARDS, JOHN	Conference Reimbursement for John Richar	\$450.00
RD10-00031	JOHNSON, ZANE	Conference Reimbursement for Zane Johnso	\$1,000.00
RD10-00030	DETER, DARRELL	Conference Reimbursement for Darrell Dee	\$1,150.00
RD09-02550	AUSTIN, LISA	Staff Member will attend a conference in	\$274.00
RD09-02549	BENDER, CAROL	Conference Reimbursement for Carol Bende	\$450.00
RD09-02548	SEMANIK, JOYCE	REIMBURSEMENT FOR COMMENCEMENT SUPPLIES	\$40.00
RD09-02539	BELL'S INDUSTRIAL SERVICE	Equipment Repair	\$294.53
RD10-00029	HEALTH DIMENSIONS	Health & Lifestyle Expo 2009-SC	\$.00
RD10-00028	HEALTH DIMENSIONS	Health & Lifestyle Expo 2009-IVC	\$.00
RD09-02538	JEROME, AMANDA	Conference reimbursement/Jerome	\$25.00
RD09-02537	BAGWELL, JANET	Conference reimbursement/Bagwell	\$25.00
RD09-02536	BAGWELL, JANET	Conference reimbursement/Bagwell	\$25.00
RD09-02535	BUDDY'S ALL STARS INC.	Track & Field Uniform Supplies	\$97.88
RD09-02534	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$4.95
RD09-02533	YANNI, NORMA	PRE-DEPARTURE ORIENTATION CAIRO TRIP/NOR	\$3,125.00
RD09-02532	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$230.19
RD09-02531	CUNNINGHAM, APRIL	Conference Reimbursement-Cunningham	\$569.60
RD10-00027	EBSCO SUBSCRIPTION SERVICE	Pay for subscription spine labels.	\$137.46
RD10-00026	DWIGHT, HOWARD	conference registration & hotel for staf	\$1,784.00
RD09-02530	WELLS FARGO #3465 FISCAL-IVC	Postage for PT Assistant Survey	\$105.60
RD09-02529	BUDDY'S ALL STARS INC.	Track & Field Uniform Supplies	\$439.60
RD09-02528	BARRETT, VICTORIA	REIMBURSE IVC DANCE INST./SP 09 DANCE CO	\$33.87
RD09-02527	CATE-CLEMENTS, CARRIE	Reim. Dean, Inst. & Student Svs. ATEP	\$720.09

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-02526	WOLFE, JOHN R.	Reim. Dean, Inst. & Student Svcs. ATEP	\$442.93
RD09-02525	BENDER, GRETCHEN	Reim. Director, Plan/Res/Grants-SC	\$490.85
RD09-02524	WAITE, DAVID	Reim. Director, Plan/Res/Grants-SC	\$288.89
RD09-02523	JOHNSON, CHRISTOPHER	Reim. Director, Planning/Research/Grants	\$323.04
RD09-02522	BUDDY'S ALL STARS INC.	Basketball Uniform Supplies	\$78.04
RD09-02521	BUDDY'S ALL STARS INC.	Golf Team Uniform Supplies	\$426.69
RD09-02520	NGUYEN, HALEY	Reimbursement to Faculty	\$272.93
RD09-02519	GIZIEL LEFTWICH	Employee Enrollment Fee Reimbursement Re	\$120.00
RD09-02518	WELLS FARGO #4198 FISCAL-SBC	EMERGENCY PURCHASE OF SUPPLIES	\$133.75
RD09-02517	PIRES, MARCELO	Conference Reimbursement for Marcelo Pir	\$165.00
RD09-02516	SCHRAMM, WILLIAM	Conference Reimbursement for William Schr	\$314.00
RD09-02515	BRUNO, BRENDA	Conference Reimbursement for Brenda Brun	\$604.00
RD09-02514	HODJERA, EVA	Conference Reimbursement for Eva Hodjera	\$450.00
RD09-02513	NELSON, JOSETE	Conference Reimbursement for Josete Nels	\$181.00
RD09-02512	NAWA-RAIRDON, SUSAN	Conference Reimbursement for Susan Nawa	\$1,000.00
RD09-02511	HOGGATT, MICHAEL	Conference Reimbursement for Michael Hog	\$550.00
RD09-02510		Conference Reimbursement for Irma Zalaza	\$0.00
RD09-02509	CHUANG, RACHELLE WOO	Conference Reimbursement for Rachelle Ch	\$450.00
RD09-02508	FLORES, RUBEN	Reimburse staff member for textbook	\$129.03
RD09-02507	WELLS FARGO #4214 FISCAL-IVC	Emergency medical supplies	\$305.49
RD09-02506	SILVER STATE COACH, INC.	TRANSPORTATION FOR KALEIDOSCOPE EVENT	\$1,075.20
RD09-02505	ELECTRIC MARINE	Materials for MST 218 Class	\$256.63
RD09-02504	HUGHSTON, MARC	Payment for Local Purchase	\$18.97
RD09-02503		To pay for LAHS Guides for IUSD & TUSD	\$5,301.57
RD09-02502			\$0.00
RD10-00025	ACCCA	Terence Nelson to attend ACCCA Conferenc	\$1,875.00
RD09-02501	CAMERA CLUB OF LAGUNA HILLS	INTERNET LINE-LWV	\$125.70
RD09-02500	MC CUE, JENNIFER	Reimbursement for supplies	\$38.65
RD09-02499	FLUEGEMAN, TERESA	CONFERENCE REIMBURSEMENT	\$122.50
RD09-02498	BUGAY, DAVID	Conference	\$1,155.65
RD09-02497	GOLDEN RAIN FOUNDATION	USE OF LWV CLUBHOUSE #3	\$1,464.00
RD09-02496	OC AUDITOR-CONTROLLER	PAYMENT FOR SERVICE RENDERED IN FY 08'	\$0.00
RD09-02495	WELLS FARGO #3317 (DISTRICT)	Cerification Trendz Limited (DBA TestKin	\$132.10
RD09-02494	WELLS FARGO #3465 FISCAL-IVC	Hand sanitizers-individual 4 oz.	\$1,102.73
RD09-02493	TANRIVERDI, FAWN	Staff reimbursement	\$45.00
RD09-02492		HONORARIUM = CLASSIFIED STAFF DEVEL	\$0.00
RD09-02491		HONORARIUM = CLASSIFIED STAFF DEVELOPMEN	\$0.00
RD09-02490	S & B FOODS	Catering	\$486.00
RD10-00024	GLEASON, LINDA	CONFERENCE FOR LINDA GLEASON	\$2,106.47
RD09-02489	GLEIZER, JENNIFER	REIMBUSMENT CTE SUPPLIES	\$43.59
RD10-00023	GOLDEN RAIN FOUNDATION	USE OF LWV CLUBHOUSE #3	\$0.00
RD09-02468	OROZCO-MAHANEY, ANGELA	Classified Staff Development Luncheon	\$550.00
RD09-02467	VOOGD, VINITA	Reimbursement	\$44.92
RD09-02466	LASER SOURCE	Non-instructional repair	\$202.20
RD10-00022	LASER SOURCE	Non-instructional repair	\$0.00
RD09-02465	ADVANTAGE MARKETING	Promotional Items - Job Fairs	\$687.94
RD09-02464	WELLS FARGO #4198 FISCAL-SBC	LOCKSMITH SUPPLIES	\$60.13
RD09-02463	STINSON, AMY L.	Reimbursement for geologic field studies	\$229.00
RD09-02462		funds for film project	\$3,850.00
RD09-02461	MC CUE, JENNIFER	Reimbursement	\$35.89
RD09-02460	CIPRES, ELIZABETH	REIMBURSEMENT CONFERENCE Elizabeth Cipr	\$724.60
RD09-02459	O'MEARA, MICHAEL	Reimbursement for PROTOS Awards Supplies	\$15.21
RD09-02458	WELLS FARGO #4198 FISCAL-SBC	Purchases for Capstone Event	\$1,100.00
RD09-02457	TOTALLY CHOCOLATE	Advertising give-aways for Job Fairs	\$645.89
RD09-02456	NGUYEN, HALEY	Reimbursement to Faculty	\$674.37
RD09-02455	DENTON, SUZANNE D.	Reimbursement to Faculty	\$188.38

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Req. #	Vendor Name	Description	Total Cost
RD09-02454	BLANKS, BRANDON	funds for film projects	\$3,850.00
RD09-02453	GEUKENS, CHRIS	funds for film projects	\$3,850.00
RD09-02452		Funds for film projects	\$.00
RD09-02451	BRADLEY, ELIZABETH	funds for film projects	\$.00
RD09-02450	SMITH, CHRISTOPHER	Payment for work on film projects	\$.00
RD09-02449	BESNARD, MARIA	REIMBURSEMENT-AFSI RECEPTION	\$100.00
RD09-02448	MARKET-BASED SOLUTIONS, INC.	Agreement to purchase emission credits	\$10,248.00
RD09-02447	JENNIFER FOROUZESH	REIMBURSEMENT FOR J. FOROUZESH	\$86.07
RD09-02446	SECURE LIVE SCAN	Live Scan	\$15.00
RD09-02445	OCVEC	EDD Hire a Vet 2009-Job Fair Registratio	\$250.00
RD09-02444	HORN IMPROVEMENT	Instrument Repairs	\$910.69
RD09-02443	SHOMPH, CRYSTAL	REIMB. LIGHTING DESIGNER/IVC SP.09 DANCE	\$211.99
RD09-02442	COSGROVE, ROBERT	Reimbursement/ Ohlone	\$289.91
RD10-00101	HALL, MARY	NASFAA Conference	\$2,321.28
RD09-02441	WELLS FARGO #4198 FISCAL-SBC	Office Supplies	\$69.56
RD10-00100	HIGGINS, RUTH	NASFAA Conference	\$1,067.40
RD09-02440	CHANDOS, RAY	REIMBURSEMENT FOR ELECTRONICS SUPPLIES P	\$27.80
RD10-00021	CHANDOS, RAY	Reimbursement for electronics supplies	\$.00
RD09-02439	NASTEFF, JOHN	Promo Video for TPP	\$3,000.00
RD09-02438	RADDEN, LARRY	Reimbursement	\$260.00
RD09-02437	FREEWAY AUTO SUPPLY	A.C. switch	\$25.48
RD09-02436	BESSETTE, NANCY N.	Expense Reimbursement	\$183.05
RD09-02435	WELLS FARGO #3317 (DISTRICT)	www.overstock.com	\$66.36
RD09-02434	SADDLEBACK VALLEY U.S.D.	TPP Year 2 Expense	\$.00
RD09-02433	LONG, MICHAEL	Conference Expense Reimbursement	\$85.00
RD10-00020	WELLS FARGO #3317 (DISTRICT)	LoJack for Laptops theft recovery	\$.00
RD10-00019	OZUROVICH, JOHN	2009 GREEN CA COMMUNITY COLLEGE SUMMIT	\$400.00
RD10-00018	BESNARD, MARIA	Reimbursement-AFSI Reception	\$.00
RD09-02432	OCB REPROGRAPHICS, INC.	BLUE PRINT COPY SERVICES	\$93.72
RD09-02431	S & B FOODS	Refreshments For Police Lieutenant Swear	\$79.74
RD09-02430	WELLS FARGO #3317 (DISTRICT)	YEP, organize and find pdfs.	\$34.00
RD10-00017	S & B FOODS	Refreshments For Police Lieutenant Swear	\$.00
RD09-02428	WALSH, DAN	Conference for Dan Walsh	\$1,367.40
RD09-02427	PAHAN, JULIE	Julie Pahan, Reimbursement for supplies	\$26.14
RD09-02426	WESTON, NORMAN	Conference for Norman Weston	\$1,254.90
RD10-00016	PLANO, GWEN	CONFERENCE	\$1,689.81
RD10-00015	PLANO, GWEN	Conference = Gwen Plano	\$.00
RD09-02425	WELLS FARGO #3317 (DISTRICT)	Keynote Effects Quartet	\$99.00
RD09-02424	WELLS FARGO #3317 (DISTRICT)	Tinderbox, personal content assistant	\$179.00
RD09-02423	WELLS FARGO #3317 (DISTRICT)	Keynote Theme Park, Superset 2	\$99.95
RD09-02422	WELLS FARGO #3317 (DISTRICT)	Devonthink Personal	\$49.95
RD09-02421	WELLS FARGO #3317 (DISTRICT)	Notebook, Academic Version	\$29.95
RD09-02420	WELLS FARGO #3317 (DISTRICT)	OmniFocus, task management software	\$79.95
RD09-02419	ODASSO, DAVE	Reimbursement	\$214.90
RD09-02418	WELLS FARGO #3317 (DISTRICT)	TextExpander, Mac typing shortcut utilit	\$29.95
RD09-02417	TANRIVERDI, FAWN	Staff Reimbursement	\$351.57
RD09-02416	MC CUE, JENNIFER	Conference	\$1,027.80
RD09-02415	CHANDOS, RAY	REIMBURSEMENT FOR ELECTRONICS SUPPLIES	\$.00
RD10-00014	CHANDOS, RAY	Reimbursement for electronics supplies	\$.00
RD09-02414	PLANO, GWEN	CONFERENCE	\$.00
RD09-02413	HARPER, MELODY	2009 Ensuring Transfer Success Conferenc	\$106.08
RD09-02412	TRAN, TIFFANY	2009 Ensuring Transfer Success Conferenc	\$92.00
RD09-02411	GRODT, MARLYS & ASSOCIATES	Class Spec - Clas. Mgmt.	\$.00
RD09-02410	HAMILTON, RUSSELL	Registration and Hotel for Conference	\$2,018.00
RD09-02409	BENZ, KANA	REIMBURSE IVC DANCE INST./COSTUMES/SP09	\$84.38
RD09-02408	MARTINEZ, JULIE	2009 Ensuring Transfer Success Conferenc	\$152.20

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

v4.2

Req. #	Vendor Name	Description	Total Cost
RD09-02407	DO, TAM	2009 Ensuring Transfer Success Conferenc	\$99.70
RD09-02406	KERR, DEBRA	Reimburse staff member for conference at	\$629.14
RD09-02405	S & B FOODS	Meetings	\$.00
RD09-02404	BORDELON, MARK	Reimbursement for field studies costs	\$60.60
RD10-00013	BORDELON, MARK	Reimbursement for field studies expenses	\$.00
RD09-02403	FACTS ON FILE	Library books per Tom Weisrock request	\$283.43
			=====
			\$116,603.30

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

BACKGROUND

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

STATUS

Checks No. 081490 through 082427, processed through the Orange County Department of Education, totaling \$5,141,584.02; and Checks No. 009521 through 009533, processed through Saddleback College Community Education, totaling \$46,234.61; and Checks No. 008576 through 008581, processed through Irvine Valley College Community Education, totaling 24,900.18 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

Bank Account (IVC-CMED) - IVC Community Ed
 Sort: Sorted by Warrant #
 Selection: Between #008576 and 008581

S	Check #	Check Dt	Company Name	Check Amount	Description
V	008576	5/11/09	EDUCATION TO GO	\$0.00	
O	008577	5/11/09	EDUCATION TO GO	\$330.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008578	5/11/09	GATLIN EDUCATION SERVICES	\$1,295.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008579	5/11/09	MARK SEVI	\$187.50	Community Ed. Instructor for IVC 2007-08
O	008580	5/11/09	SOUTH ORANGE COUNTY COMMUNITY	\$22,430.68	SALARIES & BENEFITS FOR April-June 2007
O	008581	5/22/09	KAMPS ASSET MANAGEMENT	\$657.00	Contract Instructor Comm. Ed. Fall'08 & Spr. '09
				<u>\$24,900.18</u>	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$24,900.18
	\$24,900.18

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	081490	5/06/09	ACSIG/EDGE	\$40,368.40	Vision Services FY 08/09 Fund 01
O	081491	5/06/09	ACSIG/EDGE	\$118,137.10	Delta Dental FY 08/09 Fund 01
O	081492	5/06/09	HYATT LEGAL	\$6,460.00	Hyatt Legal Benefits
O	081493	5/06/09	PACIFICARE BEHAVIORAL HEALTH	\$3,045.21	Pacificare Behavioral FY 08/09 Fund 01
O	081494	5/06/09	PRINCIPAL LIFE INSURANCE	\$30,153.00	Life Insurance Benefitis 2008/2009 FY
O	081495	5/06/09	PRINCIPAL LIFE INSURANCE	\$32,925.47	Long-Term Disability Benefits for 2008-2009 FY
O	081496	5/06/09	SISC III HEALTH BENEFITS	\$1,003,140.00	SISC (PPO)-Benefits FY 2008/09 Fund 01
O	081497	5/06/09	UNUM LIFE INSURANCE COMPANY	\$1,709.70	UNUM LTC FY 2008/09
O	081498	5/06/09	UNUM LIFE INSURANCE COMPANY	\$3,250.95	UNUM LTC FY 2008/09
O	081499	5/06/09	ACSIG/EDGE	\$2,347.00	Vision Services FY 08/09 Fund 07
O	081500	5/06/09	ACSIG/EDGE	\$6,852.50	Delta Dental FY 08/09 Fund 71
O	081501	5/06/09	SISC III HEALTH BENEFITS	\$198,040.00	Blue Shield (Retiree) Benefits FY 2008/09
O	081502	5/06/09	WELLS FARGO BANK #4198	\$767.19	MILLENNIALS GO TO COLLEGE REFERENCE
O	081503	5/06/09	WELLS FARGO BANK #3465	\$1,310.48	Purchase of Epoxy Kits
O	081504	5/06/09	WELLS FARGO BANK #4214	\$537.75	Purchasing 6 posters for Astronomy/Irvine Spectrum
O	081505	5/06/09	WELLS FARGO BANK #3317	\$1,803.71	OFFICE MAX
O	081506	5/06/09	WELLS FARGO BANK #3317	\$899.65	GPS for Ecology Field Activities
O	081507	5/06/09	WELLS FARGO BANK #3317	\$2,794.97	SUPPLIES FOR GEOGRAPHY
O	081508	5/06/09	WELLS FARGO #2078	\$4,158.88	Travel expenses for Bob Bramucci
O	081509	5/07/09	AMERICAN COUNCIL ON EDUCATION	\$300.00	Registration: Glenn Roquemore ACE Fellows 2009
O	081510	5/07/09	DR. ROBERT BRAMUCCI	\$281.00	Conferece expenses for Bob Bramucci
O	081511	5/07/09	TOD A. BURNETT	\$75.91	Conferece
O	081512	5/07/09	CCUPCA (CALIFORNIA COLLEGE &	\$350.00	CA Colleges & University Police Chiefs Assoc. Conf
O	081513	5/07/09	TERRY CHATKUPT	\$134.74	Terry Chatkupt to College Art Association Conferen
O	081514	5/07/09	DEBORAH A. DAUTEL	\$87.20	CONFERENCE FOR DEBBIE DAUTEL
O	081515	5/07/09	SUSAN ELIZALDE-HOLLER	\$450.00	Conference Reimbursement for Susan Elizalde-Holler
O	081516	5/07/09	MICHAEL ENGELS	\$95.00	Reimbusement to Michael Engels
O	081517	5/07/09	WILLIAM ETTER	\$233.80	William Etter to Conference
O	081518	5/07/09	PATRICIA K. FLANIGAN	\$202.90	CONFERENCE FOR PATRICIA FLANIGAN
O	081519	5/07/09	ELIZABETH FLORES	\$39.60	Reimbursement for Conference
O	081520	5/07/09	DAVID FRANCISCO	\$779.30	Conference Reimbursement for David Francisco
O	081521	5/07/09	BRUCE GILMAN	\$864.07	Conference Reimbursement for Bruce Gilman
O	081522	5/07/09	WILL GLEN	\$718.47	CA Colleges & University Police Chiefs Assoc. Conf
O	081523	5/07/09	NANCY IKEDA	\$606.46	Nancy Ikeda to Circle K Convention
O	081524	5/07/09	DENICE INCIONG	\$349.43	Conference expenses for D Inciong
O	081525	5/07/09	RAGHU MATHUR	\$261.75	R MATHUR to 2009 National Conf on Trusteeship
O	081526	5/07/09	BRIAN MCMAHON	\$400.00	BRIAN MCMAHON PESTICIDE RE-CERTIFICATION
O	081527	5/07/09	OMNI SHOREHAM HOTEL	\$478.62	Registration: Glenn Roquemore ACE Fellows 2009
O	081528	5/07/09	NICOLE ORTEGA	\$1,352.99	Conference Attendance for Nicole Ortega
O	081529	5/07/09	POLLER, SHANNON	\$250.79	CONFERENCE reimbursement for Shannon Poller
O	081530	5/07/09	Q HOTEL AND SPA	\$480.48	CONFERENCE for Nicholas Schmidt
O	081531	5/07/09	JAMIE SMITH	\$884.86	REIMBURSEMENT - STAFF DEVELOPMENT
O	081532	5/07/09	SUSAN STERN	\$650.00	Susan Stern to CASTEOL 2009 Conference
O	081533	5/07/09	FAWN TANRIVERDI	\$456.09	Conference Attendance
O	081534	5/07/09	LISE S. TELSON	\$474.38	CONFERENCE EXPENSES
O	081535	5/07/09	SHOUKA TORABI	\$45.00	Conference Attendance for Shouka Torabi
O	081536	5/07/09	TASHA TRANKIEM	\$1,856.70	Higher Ed Data Warehouse Conference
O	081537	5/07/09	PATTI WEEKES	\$250.00	Conference Reimbursement for Patti Weekes
O	081538	5/07/09	WHITE HUTCHINSON LSR & LRN GRP	\$394.00	CONFERENCE for Nicholas Schmidt
O	081539	5/07/09	JOHN WILLIAMS	\$602.22	JWILLIAMS to 2009 National Conf on Trusteeship
O	081540	5/07/09	JEFF WILSON	\$325.00	Jeff Wilson to CATESOL 2009 Conference

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	081541	5/07/09	UC REGENTS	\$100.00	Self guided tour of Birch Aquarium
O	081542	5/07/09	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	081543	5/07/09	WITMER PUBLIC SAFETY GROUP	\$537.00	SAFETY SUPPLIES FOR STUDENT LABS
O	081544	5/07/09	MEDICAL ECONOMICS PUBLISHING	\$95.00	CHECK RUN
O	081545	5/07/09	PACIFIC ART GLASS	\$152.90	ART SUPPLIES-SPRING 09
O	081546	5/07/09	PACIFIC PARKING SYSTEMS, INC.	\$15,957.78	PARKING MACHINE
O	081547	5/07/09	PICK-UP PARTS OF MISSION VIEJO	\$900.59	TRANSPORTATION EQUIPMENT
O	081548	5/07/09	PORTLAND COMMUNITY COLLEGE	\$6,807.11	Payment for NSF Subaward/DUE 0702912
O	081549	5/07/09	POSITIVE YOUTH INTERVENTIONS	\$300.00	WORKSHOP PRESENTER
O	081550	5/07/09	PRAXAIR	\$69.48	Emergency supplies
O	081551	5/07/09	PROFORCE MARKETING INC.	\$2,332.69	LAW ENFORCEMENT EQUIPMENT
O	081552	5/07/09	PROGRESSIVE MEDICAL INT.	\$2,025.50	Supplies for Paramedic Students
O	081553	5/07/09	QUEST DIAGNOSTICS	\$856.98	Blanket for Quest Diagnostics
O	081554	5/07/09	QUEZADA PRO LANDSCAPE, INC.	\$16,625.00	TREE CONTRACT SERVICES
O	081555	5/07/09	THE RACK DEPOT, INC.	\$4,550.80	CUSTODIAL STORAGE RACKS
O	081556	5/07/09	RALPHS GROCERY COMPANY	\$137.52	TO PURCHASE SUPPLIES FOR BIO. LAB CLASS EXERCISES
O	081557	5/07/09	REYNOLDS ADVANCED MATERIALS	\$537.95	PROTOTYPING SUPPLIES
O	081558	5/07/09	CYNTHIA ROE	\$150.00	WORKSHOP PRESENTER
O	081559	5/07/09	S & B FOODS	\$1,029.65	TECH PREP ARTICULATION DAY
O	081560	5/07/09	SADDLEBACK APPLIANCES	\$503.06	WASHER FOR CDES
O	081561	5/07/09	SADDLEBACK GOLF CARS, INC.	\$24.80	PART FOR "GEM" CART PURCHASED BY KEVIN LI
O	081562	5/07/09	SADDLEBACK VALLEY UNIFIED	\$124.68	Transportation reimbursement Senior Day
O	081563	5/07/09	SAFEWAY INC/PAVILIONS	\$469.98	Groceries for Foods Lab.
O	081564	5/07/09	SAMY'S CAMERA	\$505.69	Photography paper
O	081565	5/07/09	SAN MATEO COUNTY	\$49.00	CHECK RUN
O	081566	5/07/09	FHEG SADDLEBACK BOOKSTORE	\$195.07	CARE Fall 08 and Spring 09 Bookstore payment
O	081567	5/07/09	FHEG - SADDLEBACK BOOKSTORE	\$233.63	CARE Fall 08 and Spring 09 Bookstore payment
O	081568	5/07/09	FHEG SADDLEBACK COLLEGE	\$250.00	Bookstore Card Vouchers
O	081569	5/07/09	SchoolOutfitters.com	\$597.84	stools for CACT
O	081570	5/07/09	SCIENTIFIC REFRIGERATION	\$823.60	REPAIR OF 2 BODY REFRIGERATION CRYPT
O	081571	5/07/09	SEHI PROCOMP COMPUTER PRODUCTS	\$3,314.16	PRINTERS FOR REPLACEMENT
O	081572	5/07/09	SHIMADZU SCIENTIFIC INSTRUMENT	\$720.00	EQUIPMENT REPAIR - SHIMADZU GC/MS
O	081573	5/07/09	SHRED-IT	\$280.00	For Shred-it monthly service
O	081574	5/07/09	SHRED-IT	\$140.00	For Shred-it monthly service
O	081575	5/07/09	SHRED-IT	\$140.00	Document Destruction Service
O	081576	5/07/09	SMARDAN SUPPLY - EL MONTE	\$4,591.32	PLUMBING SUPPLIES
O	081577	5/07/09	SMITH PIPE & SUPPLY, INC.	\$1,829.35	GROUNDS SUPPLIES
O	081578	5/07/09	DANIEL SMITH, INC.	\$4,199.40	PAINTING TABORETS
O	081579	5/07/09	SOUTHERN CALIFORNIA EDISON CO.	\$29,862.18	Annual Electric Service
O	081580	5/07/09	SOUTHERN COUNTIES OIL	\$6,046.59	FUEL
O	081581	5/07/09	SOCRCC	\$285.00	CHECK RUN
O	081582	5/07/09	SOCCER CENTER	\$6,939.31	NEW GOALS FOR VARSITY SOCCER FIELD
O	081583	5/07/09	RICK SORIANO	\$5,898.40	electrical work at ATEP
O	081584	5/07/09	SOUTHLAND SIGN SUPPLIES	\$229.45	Sign supplies for publications.
O	081585	5/07/09	SPECTRUM CHEMICAL MFG. CORP.	\$440.81	GEOLOGY/PHYSICS SUPPLIES
O	081586	5/07/09	BLAKE STEPHENS	\$30.00	Reimbursement to Blake Stephens for registration f
O	081587	5/07/09	LISE S. TELSON	\$42.09	STATE CHANCELLOR'S OFFICE SITE TEAM REVIEW
O	081588	5/07/09	TERMITE TERRY PEST CONTROL	\$150.00	Bee removal as needed
O	081589	5/07/09	THEATRE COMPANY	\$981.97	Blanket instructor supplies
O	081590	5/07/09	TOTALLY CHOCOLATE	\$431.55	Job Fair Promotional Items
O	081591	5/07/09	TRI-AD	\$607.00	Admin. & Banking Svcs. for FSA 08/09

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	081592	5/07/09	RUBY TROTT	\$23.91	Emergency purchase of rubber stamp- Reading Lab.
O	081593	5/07/09	TROXELL COMMUNICATIONS, INC.	\$9,316.37	Technical Supplies
O	081594	5/07/09	ARACELLI TRUJILLO	\$50.00	PANEL MEMBER
O	081595	5/07/09	TUSTIN UNIFIED SCHOOL DISTRICT	\$671.65	Reimbursement to TUSD for Tech Prep purchases
O	081596	5/07/09	U.S. DATA TRUST CORPORATION	\$3,396.00	Continuous OffSite Data Backup Service (LiveVault)
O	081597	5/07/09	UNISOURCE WORLDWIDE INC.	\$15,212.38	Paper
O	081598	5/07/09	UNITED INTERIORS	\$8,998.44	Office Furniture
O	081599	5/07/09	UNITED SITE SERVICES OF CA,	\$264.37	PORTABLE TOILETS
O	081600	5/07/09	VIDEO SERVICE OF AMERICA	\$76.13	Accessories for 50" Plasma Monitor
O	081601	5/07/09	VISTA PAINT	\$288.37	PAINT SUPPLIES
O	081602	5/07/09	VITAL LINK EDUCATION AND	\$2,441.68	Contract Agreement
O	081603	5/07/09	VWR INTERNATIONAL, INC.	\$337.45	MICROBIOLOGY SUPPLIES
O	081604	5/07/09	JIMMY WALDRAM	\$63.75	Contract Services
O	081605	5/07/09	WALTERS WHOLESALE ELECTRIC	\$2,278.85	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	081606	5/07/09	WARD'S NATURAL SCIENCE	\$2,760.07	BIOLOGY SUPPLIES
O	081607	5/07/09	W A X I E	\$822.31	CUSTODIAL SUPPLIES
O	081608	5/07/09	TED WEATHERFORD	\$145.61	REIMB. IVC DANCE COORDINATOR/DANCE CONCERTS EXPENS
O	081609	5/07/09	WITT COMPANY	\$2,387.49	Blanket PO for RISO Inks & Masters
O	081610	5/07/09	RALPHS GROCERY COMPANY	\$765.70	NUTRITIONAL FOOD AND SUPPLIES
O	081611	5/07/09	ROCKVIEW FARMS	\$380.12	For milk for the CDC children.
O	081612	5/07/09	SMART & FINAL IRIS CO.	\$226.84	For food and supplies for the CDC.
O	081613	5/07/09	TONERBOSS LLC	\$171.93	TONER FOR DELL LASER PRINTER
O	081614	5/07/09	US FOODS	\$54.00	For food and supplies for the CDC.
O	081615	5/07/09	W A X I E	\$69.03	CHILD CARE SUPPLIES
O	081616	5/07/09	PANASONIC CORPORATION OF N.A.	\$2,375.11	HD Camera for Film & TV classes Line Item #42
O	081617	5/07/09	SYSTOR SYSTEMS INC.	\$516.56	DVD CD DUPLICATOR
O	081618	5/07/09	RJT COMPUQUEST	\$13,715.00	QA Consulting Services
O	081619	5/07/09	SEHI PROCOMP COMPUTER PRODUCTS	\$5,184.80	Monitors for computers in L-117
O	081620	5/07/09	TROXELL COMMUNICATIONS, INC.	\$9,891.53	Tech Supplies: Lamps for projectors
O	081621	5/07/09	TUSTIN IRVINE MEDICAL GROUP	\$203.80	WORKERS' COMP FIRST AID ACCOUNT
O	081622	5/07/09	AT & T MOBILITY	\$225.32	TELEPHONE SERVICES
O	081623	5/07/09	AT&T	\$779.84	Annual P.O. for telephone service
O	081624	5/07/09	AT&T	\$8,739.78	Annual P.O. for telephone service
O	081625	5/07/09	SOUTH COAST AIR QUALITY MGMT	\$413.79	AQMD Filing Fee
O	081626	5/07/09	STATE BOARD OF EQUALIZATION	\$13.44	HAZARDOUS WASTE GENERATOR FEE DIFFERENCE
O	081627	5/07/09	POSTMASTER	\$180.00	CHECK RUN
O	081628	5/08/09	A/R CENTRAL BILLING- BOISE	\$1,743.87	Groceries for Foods Lab.
O	081629	5/08/09	STEVEN INSKEEP	\$950.00	COSTUME DESIGN FOR IVC PERFORMING DANCE ENSEMBLE
O	081630	5/08/09	CAREER AMERICA, LLC	\$3,500.00	Basic Service Renewal
O	081631	5/08/09	CAREERBUILDER, LLC	\$7,674.00	Advertising for SOCCCD
O	081632	5/08/09	CAROLINA BIOLOGICAL SUPPLY	\$535.05	GEOLOGY SUPPLIES/BOOKS
O	081633	5/08/09	CINTAS CORPORATION	\$62.52	UNIFORM AND TOWEL SERVICE
O	081634	5/08/09	CLIA	\$150.90	Dept. Resource DVD'S
O	081635	5/08/09	COAST FITNESS REPAIR SHOP	\$395.00	FITNESS CENTER EQUIPMENT MAINTENANCE AND REPAIR
O	081636	5/08/09	COASTLINE ROP	\$1,426.04	Reimbursement to CROP for Tech Prep grant services
O	081637	5/08/09	CODESP	\$1,750.00	CHECK RUN
O	081638	5/08/09	COLLINS COMPANY	\$1,190.00	BASEBALL BATTING CAGE PADDING
O	081639	5/08/09	COMPUTERLAND	\$360.04	Adobe software for web design and development.
O	081640	5/08/09	CONSOLIDATED ELECTRICAL DIST.	\$248.75	ELECTRICAL SUPPLIES
O	081641	5/08/09	CPS SECURITY SOLUTIONS	\$8,960.00	SECURITY SERVICES
O	081642	5/08/09	CRISkids, INC.	\$1,547.00	SOFTWARE

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	081643	5/08/09	TRACY DALY	\$73.90	Reimbursement for Tracy Daly
O	081644	5/08/09	DANA WHARF SPORTFISHING	\$2,400.00	Charter of "Sum Fun" for At-Sea lab (MS20)
O	081645	5/08/09	DANCE EQUIPMENT INTERNATIONAL	\$871.09	Ballet Barres
O	081646	5/08/09	MW DANNER	\$299.95	Maintenance for Cutter, Drill & Folder
O	081647	5/08/09	MARIE DE LA PALME	\$168.76	REMB. IVC DANCE ENSEMBLE DIRECT./CONCERT EXPENSES
O	081648	5/08/09	DE NAULT'S TRUE VALUE	\$59.81	For purchase of material and tools
O	081649	5/08/09	GOODWILL INDUSTRIES OF	\$240.00	INTERPRETING SERVICES FOR STUDENTS
O	081650	5/08/09	DELL MARKETING L.P.	\$4,026.21	Toner Cartridges for Reading Lab.
O	081651	5/08/09	DELTA BIOLOGICALS	\$126.13	BIOLOGY SUPPLIES
O	081652	5/08/09	DEPARTMENT OF JUSTICE	\$32.00	Fingerprinting - HR
O	081653	5/08/09	DEWEY'S APPLIANCES	\$2,930.76	Refrigerator for Aquarium Science
O	081654	5/08/09	DISCOUNT DANCE SUPPLY CO.	\$169.29	DANCE COSTUMES FOR IVC DANCE DEPARTMENT/2008-2009
O	081655	5/08/09	STEPHEN DUBAY	\$95.97	Reimbursement for Internet Services
O	081656	5/08/09	ESSENCE ENTERTAINMENT	\$550.00	Contract Sercives
O	081657	5/08/09	SHANNON FASELER	\$157.34	Reimbursement
O	081658	5/08/09	ORANGE CO. AUDITOR-CONTROLLER	\$8,500.00	Surcharge Parking Citations
O	081659	5/08/09	S & B FOODS	\$337.67	CATERING SERVICES FOR MONTHLY DLC MEETINGS
O	081660	5/08/09	DEPARTMENT OF SOCIAL SERVICES	\$800.00	Annual license fee State of California
O	081661	5/08/09	DELL MARKETING L.P.	\$20,875.65	HARD DRIVES FOR SAN SERVER
O	081662	5/08/09	CORNER BAKERY CAFE	\$311.62	Lunch Boxes for Awards Ceremony
O	081663	5/11/09	SYSTEMS SOURCE, INC.	\$287,518.95	SYSTEMS FURNITURE FOR BST BLDG MULTIPLE ROOMS
O	081664	5/11/09	AMERICAN GEOTECHNICAL	\$227.50	CONSULTANT AGREEMENT -AMER. GEO.
O	081665	5/11/09	BASTIEN AND ASSOCIATES	\$2,840.66	ATEP Project
O	081666	5/11/09	CARRIER JOHNSON	\$10,819.35	ARCHITECTURAL SERVICES
O	081667	5/11/09	CARRIER JOHNSON	\$14,666.96	HIRE ARCHITECT FOR A-300 REMODEL
O	081668	5/11/09	CAVECCHIE ENGINEERING	\$97,411.00	BID 296, A300 REMODEL
O	081669	5/11/09	C.E.M. LAB CORP.	\$6,626.00	CONSULTANT AGRMT-CEM LABS
O	081670	5/11/09	ENVIRON	\$15,084.13	ATEP Project
O	081671	5/11/09	INTERNATIONAL CITY BANK	\$10,825.00	BID 296, A300 REMODEL
O	081672	5/11/09	JOYCE INSPECTION & TESTING	\$6,960.00	HIRE DSA INSPECTOR FOR A300 & B200 AT IVC
O	081673	5/11/09	LAMAR SPACE INC.	\$146.81	TRAILER FOR INSPECTOR OF RECORD ON A300/B200
O	081674	5/11/09	PCN3, INC.	\$221,264.40	BID 296, B200 SCIENCE LAB ANNEX AND B239 CONVERGIO
O	081675	5/11/09	PINNACLE LANDSCAPE COMPANY	\$240.00	Campus Beautification
O	081676	5/11/09	R & M ELECTRICAL CONTRACTING	\$3,656.50	FOR INSTALL OF POOL SIGN,SC
O	081677	5/11/09	R2A ARCHITECTURE	\$48,831.56	VILLAGE EXPANSION ARCHITECT SERVICES
O	081678	5/11/09	SYSTEMS SOURCE, INC.	\$2,275.00	DESIGN SERVICES FOR FURNITURE MANUFACTURER
O	081679	5/12/09	SOUTH ORANGE COUNTY COMMUNITY	\$35,000.00	EOPS Grants
O	081680	5/12/09	POSTMASTER	\$19,100.00	CHECK RUN
O	081681	5/12/09	A TO Z CIRCUIT BREAKERS	\$978.75	DUST COLLECTION SYSTEM PARTS
O	081682	5/12/09	ADCLUB ADVERTISING SERVICE	\$1,923.51	Recruitment/Advertising for SOCCCD
O	081683	5/12/09	ALL THE KING'S FLAGS	\$159.17	US FLAG
O	081684	5/12/09	AMSTERDAM PRINTING & LITHO	\$333.74	LEXINGTON ACADEMIC PLANNERS
O	081685	5/12/09	ARAMARK UNIFORM SERVICES	\$58.63	Shop coats,etc
O	081686	5/12/09	ARROWHEAD DRINKING WATER	\$43.09	Rental of ROHC Water Filtration System
O	081687	5/12/09	THEATRE COMMUNICATIONS GROUP	\$125.00	CHECK RUN
O	081688	5/12/09	ASSESSMENT & ASSOCIATES/	\$18,800.00	INDEPENDENT CONTRACTOR FEE
O	081689	5/12/09	AUDIO ASSOCIATES OF SAN DIEGO	\$750.00	Contract Services
O	081690	5/12/09	B & H PHOTO	\$609.25	Equiptment for the PAC
O	081691	5/12/09	BAKER & TAYLOR	\$286.41	Purchase Books.
O	081692	5/12/09	BEACH PAVING, INC.	\$5,125.00	CUSTODIAL WAREHOUSE CONCRETE
O	081693	5/12/09	BEST BUY GOV/ED LLC	\$1,509.57	INSTRUCTIONAL EQUIPMENT

WARRANT REGISTER LISTING

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Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	081694	5/12/09	BIO-RAD LABORATORIES, INC.	\$2,691.14	BIOLOGY EQUIPMENT
O	081695	5/12/09	BP ENERGY COMPANY	\$76,778.21	NATURAL GAS PURCHASES
O	081696	5/12/09	C.T.I./VALUELINE	\$717.26	DRAWING SUPPLIES
O	081697	5/12/09	CLEAR CHANNEL OUTDOOR, INC.	\$10.00	Purchase of bus shelters on S.C. Campus
O	081698	5/12/09	COACH AMERICA	\$951.50	Bus for Field Trip 4/15 Chattopadhyay
O	081699	5/12/09	DEPARTMENT OF JUSTICE	\$32.00	Fingerprinting - HR
O	081700	5/12/09	DISCOUNT DANCE SUPPLY CO.	\$448.30	Blanket purchase order
O	081701	5/12/09	ENTERPRISE RENT-A-CAR	\$2,619.63	VAN RENTAL
O	081702	5/12/09	APPLE COMPUTER INC.	\$72,347.03	28 MAC PRO COMPUTERS
O	081703	5/13/09	CARDINAL HEALTH	\$42,996.13	BIOLOGY EQUIPMENT
O	081704	5/13/09	ASCCC	\$725.00	Conference for Norman Weston
O	081705	5/13/09	ASCCC	\$725.00	Conference for Dan Walsh
O	081706	5/13/09	AIR	\$620.00	Conference Attendance for Nicole Ortega
O	081707	5/13/09	JOANN ALFORD	\$410.20	Jo Ann Alford to attend MAC/CCCAA/CCCPA Conferenc
O	081708	5/13/09	CHERYL ALTMAN	\$442.64	BSI Conference Reimbursement/Cheryl Altman
O	081709	5/13/09	AMERICAN EXPRESS	\$4,132.40	ASNUNTUCK 21ST CENTURY RAPID PROTOTYPING WORKSHOP
O	081710	5/13/09	AMERICAN EXPRESS	\$1,594.20	Wendy Gabriella to ASCCC Spring Plenary Session
O	081711	5/13/09	MARYAM AZARY	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081712	5/13/09	JUANITA BALTIERRA	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081713	5/13/09	PAMELA JAN BARR	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081714	5/13/09	BARBARA A. BENAVIDES	\$85.00	Barbara Benavides to attend ETS Conference
O	081715	5/13/09	MARIA BESNARD	\$148.90	CONFERENCE REIMBURSEMENT
O	081716	5/13/09	ZINA BORATYNEC	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081717	5/13/09	CCLC	\$280.00	Registration and Hotel for Conference
O	081718	5/13/09	KATE CLARK	\$65.00	Attend 2009 CIAC Conference-SanFrancisc
O	081719	5/13/09	FRANCES DIAZ	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081720	5/13/09	TERESA FLUEGEMAN	\$326.20	REIMBURSEMENT TERE FLUEGEMAN
O	081721	5/13/09	JENNIFER FORSTER	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081722	5/13/09	DAVID FRANCISCO	\$85.00	REIMBURSEMENT FOR CONFERENCE REGIST.
O	081723	5/13/09	JIM GASTON	\$1,994.49	Reimburse for CIAC and CISOA 2009 Conferences
O	081724	5/13/09	LINDA GLEASON	\$312.23	reimbursement
O	081725	5/13/09	YOLANDA GOULDSMITH	\$85.00	2009 Ensuring Transfer Success Conference-Yolanda
O	081726	5/13/09	GRANLIBAKKEN CONFERENCE CTR	\$1,080.22	Registration and Hotel for Conference
O	081727	5/13/09	SHEILA GROSSMAN	\$325.00	Sheila Grossman to Speech Conference
O	081728	5/13/09	JORGE GUERRERO	\$85.00	Conference reimbursement
O	081729	5/13/09	GEORGINA GUY	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081730	5/13/09	HARRAH'S TAHOE HOTEL CASINO	\$401.50	Conference Travel Expenses
O	081731	5/13/09	ERIC HILDEN	\$245.26	Reimburse staff member for conference attendance
O	081732	5/13/09	HYATT REGENCY ALBUQUERQUE	\$290.90	Conference
O	081733	5/13/09	DEBORAH JEMMOTT	\$450.00	Conference Reimbursement for Deborah Jemmott
O	081734	5/13/09	DEBRA KERR	\$629.14	Reimburse staff member for conference attendance
O	081735	5/13/09	TAMARA KING	\$210.54	Reimburse for CISOA 2009 Conference
O	081736	5/13/09	JAYNE KLUNDER	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081737	5/13/09	SARAH KOBATA	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081738	5/13/09	MARK KRUHMIN	\$475.27	Reimburse staff member for conference expenses
O	081739	5/13/09	STEVE LEE	\$97.58	Conference Attendance
O	081740	5/13/09	KATHY LENNEY	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081741	5/13/09	CAROL LERMAN	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081742	5/13/09	JOHN LICITRA	\$92.00	2009 Ensuring Transfer Success Conference- Licitra
O	081743	5/13/09	SAN ANTONIO MARRIOTT RIVERCTR	\$1,253.88	CHECK RUN
O	081744	5/13/09	MICHAEL MARTINEZ	\$46.26	CONFERENCE FOR MICHAEL MARTINEZ

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	081745	5/13/09	RAGHU MATHUR	\$168.00	R MATHUR to Ohlone College
O	081746	5/13/09	MARYANN MCCARTHY	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081747	5/13/09	MARK MC ELROY	\$922.22	Conference Reimbursement for Mark McElroy
O	081748	5/13/09	MIKI MIKOLAJCZAK	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081749	5/13/09	NASFAA	\$1,050.00	CHECK RUN
O	081750	5/13/09	NATIONAL COUNCIL FOR	\$395.00	Conference
O	081751	5/13/09	SHARON NUSSEMBAUM	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081752	5/13/09	SCHOOLSFIRST FCU	\$914.61	R MATHUR to 89th Annual AACC Convention
O	081753	5/13/09	DAVE ODASSO	\$450.42	Reimbursement
O	081754	5/13/09	RANDY W. PEEBLES	\$1,447.47	CONFERENCE FOR RANDY PEEBLES
O	081755	5/13/09	DIANE PESTOLESI	\$281.90	TRAVEL FOR DIANE PESTOLESI
O	081756	5/13/09	JUDI POHL	\$85.00	Judi Pohl to attend ETS Conference
O	081757	5/13/09	LINDA RENNE	\$125.30	CCCPA Conference Reimbursement for Linda Renne
O	081758	5/13/09	TAMERA RICE	\$296.14	REIMBURSEMENT
O	081759	5/13/09	ROSANN RIOS	\$85.00	Rosann Rios to attend ETS Conference
O	081760	5/13/09	GLENN ROQUEMORE	\$20.00	Travel for Glenn Roquemore
O	081761	5/13/09	MICHELLE SCHARF	\$87.32	Conference Attendance
O	081762	5/13/09	SARA LEILA SHEYBANI	\$653.94	Reimburse Staff Member for conference attendance
O	081763	5/13/09	MAUREEN SMITH	\$694.72	Conference Reimbursement for Maureen Smith
O	081764	5/13/09	PARISA SOLTANI	\$12.65	Conference Attendance
O	081765	5/13/09	FAWN TANRIVERDI	\$96.83	Conference Attendance
O	081766	5/13/09	ANTHONY TENG	\$745.00	Reimbursement - Conference Attendance - Tony Teng
O	081767	5/13/09	EDWIN TIONGSON	\$1,701.00	Phi Rho Pi Conference
O	081768	5/13/09	JAN VENTURA	\$85.00	REIMBURSEMENT FOR ETS CONFERENCE
O	081769	5/13/09	DAN WALSH	\$715.00	Conference Reimbursement for Dan Walsh
O	081770	5/13/09	JOHN WILLIAMS	\$1,621.37	reimbursement
O	081771	5/13/09	DANUTA ZAKRZEWSKI	\$48.00	CONF. FOR D.ZAKRZEWSKI
O	081772	5/13/09	JUNE M. MILLOVICH	\$97.50	REIMBURSE JUNE MILLOVICH
O	081773	5/14/09	AT&T/MCI	\$0.36	FAX LINES - TRUSTEES FY 08-09
O	081774	5/14/09	AT&T	\$19.50	FAX LINES - TRUSTEES FY 08-09
O	081775	5/14/09	AT&T	\$3.04	FAX LINES - TRUSTEES FY 08-09
O	081776	5/14/09	SAN DIEGO GAS & ELECTRIC	\$2,228.31	Electric Service Billing for SDG&E
O	081777	5/14/09	SAN DIEGO GAS & ELECTRIC	\$60,863.57	Electric Service Billing for SDG&E
O	081778	5/14/09	SOUTHERN CALIFORNIA EDISON CO.	\$217.07	ELECTRIC SERVICE ATEP
O	081779	5/14/09	SOUTHERN CALIFORNIA EDISON CO.	\$2,308.33	ELECTRIC SERVICE ATEP
O	081780	5/14/09	SOUTHERN CALIFORNIA GAS CO.	\$10,918.90	PO for gas transmission service.
O	081781	5/14/09	SOUTHERN CALIFORNIA GAS CO.	\$20.82	NATURAL GAS
O	081782	5/14/09	AT&T	\$35.40	Annual:Telephone Service
O	081783	5/14/09	AT&T	\$533.32	Annual:Telephone Service
O	081784	5/14/09	OFFICEMAX CONTRACT INC.	\$18,768.60	Office Max Supply Orders 2008/2009
O	081785	5/14/09	PT AND C INC.	\$119.00	Marias/Business/4901/350-13
O	081786	5/14/09	S & B FOODS	\$271.88	Catering for Honors Transfer Council of CA
O	081787	5/14/09	S & B FOODS	\$1,067.30	Catering Charge
O	081788	5/14/09	SADDLEBACK COLLEGE	\$819.00	Advertisement
O	081789	5/14/09	PAM SCHADER	\$231.13	REIMBURSEMENT FOR SPRING 2009 - ART
O	081790	5/14/09	ST. ANDREW'S CHILDREN'S CENTER	\$1,095.00	Child Care Services
O	081791	5/14/09	BARBARA TAMIALIS	\$60.81	Reimbursement for Refreshments
O	081792	5/14/09	MATTHEW TRESLER	\$193.13	Reimbursement
O	081793	5/14/09	UNIVERSITY TROPHIES	\$639.11	Athletic Awards Supplies
O	081794	5/14/09	DR. WILLIAM WEARY	\$9,000.00	Consultant Fees for Bill Weary
O	081795	5/14/09	KATHY WEATHERWAX	\$630.00	WORKSHIP TRAINER

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	081796	5/14/09	MICHAEL E. WILSON	\$7,450.00	CONSTRUCTION MGMT SERVICES
O	081797	5/14/09	SO. ORANGE CO. COMM. COL. DIST	\$2,775.05	Reimburse Checking Account Workers' Comp Claims
O	081798	5/14/09	UNITED STATES TREASURY	\$27,750.75	Blanket P.O. needed to pay for Cosmo classes
O	081799	5/15/09	AMERICAN GEOTECHNICAL	\$4,940.00	GEOTECHNICAL FIELD OBSERVATION AND TESTING
O	081800	5/15/09	BEACH PAVING, INC.	\$12,500.00	POWERHOUSE 4 LOT RESURFACING
O	081801	5/15/09	BLUEFIN CONSTRUCTION, INC.	\$27,985.00	FOR BID 1087
O	081802	5/15/09	CONSOLIDATED REPROGRAPHICS	\$51.11	REPROGRAPHICS COST FOR VILLAGE PORTABLE ADDITION
O	081803	5/15/09	C.W. DRIVER CONTRACTORS, INC.	\$36,036.00	CONSTRUCTION MGMT SERVICE FOR ADDITIONA PORTABLES
O	081804	5/15/09	ESCAPE TECHNOLOGY, INC.	\$562.50	Escape Upgrade (OL5) Implementation
O	081805	5/15/09	HAITBRINK ASPHALT PAVING,	\$14,900.00	INSTALL ASPHALT PAVING MCKINNEY RESTROOM
O	081806	5/15/09	JOYCE INSPECTION & TESTING	\$39,854.75	INSPECTOR AGRMT FOR F.A. RESTROOM
O	081807	5/15/09	PJHM ARCHITECTS	\$14,961.00	POOL DECK REPLACEMENT DESIGN SVC: ARCH AGREEMENT
O	081808	5/15/09	R2A ARCHITECTURE	\$12,071.82	PROVIDE ARCHITECTURAL SERVICES SC VILLAGE
O	081809	5/15/09	RED STONE, INC	\$770.00	CONSULTANT AGRMT.
O	081810	5/15/09	DAVID E. ANDERSON, JR.	\$77.11	MILEAGE
O	081811	5/15/09	TRAVIS EDWARDS	\$39.61	MILEAGE
O	081812	5/15/09	MICHAEL ENGELS	\$57.20	MILEAGE
O	081813	5/15/09	ELIZABETH FLORES	\$25.38	MILEAGE
O	081814	5/15/09	G/M BUSINESS INTERIORS	\$725.57	ERGONOMIC CHAIR FOR CHUCK ROGERS
O	081815	5/15/09	THE GALE GROUP	\$31.49	Library books per Tom Weisrock request
O	081816	5/15/09	GANAHL LUMBER	\$371.98	BIOLOGY SUPPLIES
O	081817	5/15/09	MILLENNIUM BUSINESS SERVICES	\$1,529.21	20#bond white envelopes
O	081818	5/15/09	JIM GASTON	\$85.08	MILEAGE
O	081819	5/15/09	GCS SERVICE, INC.	\$982.96	Equip. Repair
O	081820	5/15/09	GILMAN GEAR	\$2,572.38	Football Equipment
O	081821	5/15/09	GOLF TEAM PRODUCTS	\$3,461.00	MEN'S GOLF ORDER
O	081822	5/15/09	GOLF VENTURES WEST	\$25,628.03	NEW EQUIPMENT - MOWER
O	081823	5/15/09	GOVCONNECTION	\$124.39	INSTRUCTIONAL SUPPLIES - ROBIN ROGERS CLOUD
O	081824	5/15/09	THE GPS STORE	\$925.19	EQUIPMENT FOR GEOGRAPHY
O	081825	5/15/09	W. W. GRAINGER	\$479.35	RAPIDTECH NEW EQUIPMENT
O	081826	5/15/09	GRAPHIC CHEMICAL & INK CO.	\$64.08	ART SUPPLIES
O	081827	5/15/09	DIANA GRAY	\$585.00	Contract Services
O	081828	5/15/09	GREEN THUMB INTERNATIONAL	\$35.04	To Purchase Misc. Plants and Material For Labs.
O	081829	5/15/09	MARLYS GRODT & ASSOCIATES	\$1,000.00	Class Spec - Classif. Mgmt.
O	081830	5/15/09	GUNTHER'S ATHLETIC SERVICE	\$1,838.82	LAUNDRY TOWELS AND ATHLETIC SOCKS FOR EQUIPMENT RO
O	081831	5/15/09	GEORGINA GUY	\$129.11	MILEAGE
O	081832	5/15/09	HAITBRINK ASPHALT PAVING,	\$15,710.00	CONTRACT SERVICES-VIL 10
O	081833	5/15/09	HARBOR FREIGHT TOOLS CO.	\$20.26	ART SUPPLIES
O	081834	5/15/09	HARMONIOUS SOLUTIONS	\$300.00	WORKSHOP PRESENTER
O	081835	5/15/09	HEALTH PROMOTIONS NOW	\$414.00	Purchase promo items for division
O	081836	5/15/09	PATTY HELTON	\$28.90	MILEAGE
O	081837	5/15/09	GABRIELA HERNANDEZ	\$50.00	PANEL MEMBER
O	081838	5/15/09	NATASHA HILTON	\$35.65	MILEAGE
O	081839	5/15/09	HITT MARKING DEVICES, INC.	\$41.81	Stamp
O	081840	5/15/09	HOEFER, INC.	\$3,084.98	BIOLOGY EQUIPMENT
O	081841	5/15/09	HOME DEPOT CREDIT SERVICES	\$623.78	BLANKET PO W/ HOME DEPOT, NOT TO EXCEED \$500
O	081842	5/15/09	HORN IMPROVEMENT	\$170.44	Instrument repair
O	081843	5/15/09	ICARUS FILMS	\$345.50	DVD FOR SOCIOLOGY
O	081844	5/15/09	IMAGE PRINTING SOLUTIONS	\$2,857.96	Non-window envelopes
O	081845	5/15/09	INDUSTRIAL DISTRIBUTION GROUP	\$515.70	TOOL EQUIPMENT
O	081846	5/15/09	INGARDIA BROTHERS PRODUCE, INC.	\$847.32	Groceries for Foods Lab.

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O	081847	5/15/09	INTELECOM	\$4,500.00	OKAY TO PREPAY
O	081848	5/15/09	IRVINE CHAMBER OF COMMERCE	\$600.00	CHECK RUN
O	081849	5/15/09	IRVINE PIPE & SUPPLY	\$87.73	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	081850	5/15/09	IRVINE TENNIS	\$894.33	TENNIS TRACK SUITS
O	081851	5/15/09	ISC BIOEXPRESS	\$321.85	LABORATORY EQUIPMENT
O	081852	5/15/09	IRVINE VALLEY COLLEGE	\$215.17	Book purchases for EOPS bookloan program
O	081853	5/15/09	IRVINE VALLEY COLLEGE	\$1,375.00	Book Purchases for EOPS Bookloan Program
O	081854	5/15/09	BICHTUYEN JENSEN	\$28.89	MILEAGE
O	081855	5/15/09	TONI CAVANAGH JOHNSON, PhD	\$463.00	BOOKLETS
O	081856	5/15/09	JOHNSTONE SUPPLY	\$54.41	SUPPLIES FOR MAINTENANCE
O	081857	5/15/09	JOSLIN DISPLAYS, INC.	\$1,568.35	FASHION EQUIPMENT
O	081858	5/15/09	JOSTEN'S	\$85.05	Commencement cap/gown order #1
O	081859	5/15/09	KELLY PAPER	\$334.52	Paper to make copies
O	081860	5/15/09	DAVIT S. KHACHATRYAN	\$15.20	reimbursement for supplies purchased for Bursar's
O	081861	5/15/09	AL KILLEN-HARVEY	\$500.00	WORKSHOP PRESENTER
O	081862	5/15/09	KINSHIP CENTER	\$200.00	WORKSHOP PRESENTATION
O	081863	5/15/09	KOLB AMERICA, INC	\$3,000.00	Shipping Cost for Clay Donation
O	081864	5/15/09	MARK KRUHMIN	\$65.56	MILEAGE
O	081865	5/15/09	LASER SOURCE	\$183.79	Cartridge for network printer
O	081866	5/15/09	HALO/LEE WAYNE CORPORATION	\$1,440.20	INSTRUCTIONAL SUPPLIES
O	081867	5/15/09	FABIENNE LEVENSON	\$82.91	REIMBURSE DANCE COSTUMES/PERFORMING DANCE ENSEMBLE
O	081868	5/15/09	MICHAEL LEVINE, INC.	\$247.35	Blanket for instructor supplies
O	081869	5/15/09	LIBRARY OF CONGRESS	\$30.00	CHECK RUN
O	081870	5/15/09	LIEBERT CASSIDY WHITMORE	\$6,310.89	Attorney Services FY 2008/2009
O	081871	5/15/09	LINKYO CORP dba	\$548.03	STUDENT SUPPLIES FOR SPRING 09
O	081872	5/15/09	LOOMIS, FARGO & CO., INC	\$479.16	Armored Car Service 08/09
O	081873	5/15/09	LORI MANGELS	\$57.79	MILEAGE
O	081874	5/15/09	DEE DEE MASCARENAS, MFT	\$400.00	WORKSHOP PRESENTATION
O	081875	5/15/09	MC KESSON MEDICAL SURGICAL	\$1,493.01	medical supplies
O	081876	5/15/09	MARGI MC NELLY	\$300.00	WORKSHOP PRESENTER
O	081877	5/15/09	MEDCO SUPPLY COMPANY	\$597.83	deliver paper cups for KNES 67 class to PE 107
O	081878	5/15/09	RAMON MONTIEL	\$31.74	MILEAGE
O	081879	5/15/09	PRESTON MOORE	\$435.00	MODELING CLAY
O	081880	5/15/09	JAKE MUNNS	\$101.14	MILEAGE
O	081881	5/15/09	MICHAEL O'MEARA	\$26.99	MILEAGE
O	081882	5/15/09	MARIA PANIAGUA	\$44.88	MILEAGE
O	081883	5/15/09	TAMERA RICE	\$18.41	MILEAGE
O	081884	5/15/09	EDMUND RICHARDS	\$89.53	MILEAGE
O	081885	5/15/09	SOKHA SONG	\$101.14	MILEAGE
O	081886	5/15/09	SAMANTHA J. VENABLE	\$132.00	MILEAGE
O	081887	5/15/09	SONJA WYCHE	\$28.90	MILEAGE
O	081888	5/15/09	CAROL BANDER	\$519.51	Conference Reimbursement for Carol Bander
O	081889	5/15/09	DON BUSCHE	\$561.67	REIMBURSEMENT DONALD BUSCHE CONFERENCE
O	081890	5/15/09	CLAIRE CESAREO-SILVA	\$548.85	CONFERENCE FOR CLAIRE CESAREO-SILVA
O	081891	5/15/09	ARLEEN ELSEROAD	\$50.00	CACCRAO conference attendance for A. Elseroad
O	081892	5/15/09	GREEN TECHNOLOGY	\$165.00	CHECK RUN
O	081893	5/15/09	JERRY HANNULA	\$55.00	OEC & SoCal Joint Meeting Conference Reibursement
O	081894	5/15/09	HOFFMAN INSTITUTE	\$915.00	CHECK RUN
O	081895	5/15/09	DEBRA KERR	\$124.26	Conference Expenses
O	081896	5/15/09	TONY LIPOLD	\$182.29	OEC & SoCal CCC Joint Mtg Conference
O	081897	5/15/09	MARJORIE LUESEBRINK	\$650.00	Marjorie Luesebrink to The Association of Writers

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	081898	5/15/09	OCVEC	\$250.00	EDD Hire a Vet 2009-Job Fair Registration
O	081899	5/15/09	JOYCE QUADE	\$955.27	Reimbursement Joyce Quade/Conference
O	081900	5/15/09	LARRY RADDEN	\$260.00	Reimbursement
O	081901	5/18/09	LISA M. ALLIN	\$351.00	guest Artist
O	081902	5/18/09	GREENE & ASSOCIATES	\$8,800.00	CHECK RUN
O	081903	5/18/09	HOME DEPOT CREDIT SERVICES	\$233.46	Blanket PO for supplies for Environmental Studies
O	081904	5/18/09	KAPCO LIBRARY PRODUCTS	\$568.58	Purchase book covers.
O	081905	5/18/09	FABIENNE LEVENSON	\$300.00	Guest Artist
O	081906	5/18/09	MECSOFT CORPORATION	\$1,097.50	RAPIDTECH SOFTWARE
O	081907	5/18/09	SHAKEH MEHRABIAN	\$16.80	Reimbursement
O	081908	5/18/09	BETSEY MENDOZA	\$35.00	WORKSHOP MONITOR
O	081909	5/18/09	MF ATHLETIC COMPANY	\$12,206.11	Track & Field Equipment Supplies
O	081910	5/18/09	MICRO CENTER	\$1,965.13	COMPUTER AND ELECTRONIC SUPPLIES
O	081911	5/18/09	SALLIE MILLER	\$530.00	WORKSHOP PRESENTER
O	081912	5/18/09	MISSION HOSPITAL REG.MED.CTR.	\$1,598.00	SPACE RENTAL
O	081913	5/18/09	MOORE MEDICAL CORP.	\$180.92	OTC's
O	081914	5/18/09	HERMELINDA MORENO	\$175.00	WORKSHOP MONITOR
O	081915	5/18/09	MOULTON-NIGUEL WATER DIST.	\$15,191.36	Billing for Moulton-Niguel water services
O	081916	5/18/09	MOVER SERVICES, INC.	\$660.00	moving equipment to surplus
O	081917	5/18/09	MUSIC THEATRE INTERNATIONAL	\$400.00	CHECK RUN
O	081918	5/18/09	MUSICIAN'S FRIEND, INC.	\$249.99	PA speaker
O	081919	5/18/09	CHARLES MYERS	\$139.42	Reimburse faculty member of supplies at Home Depot
O	081920	5/18/09	NEO DIGITAL, INC.	\$1,480.00	LDAP Administrator Software
O	081921	5/18/09	NEUDESIC, LLC	\$1,113.00	MAP Feasibility Business Analysis
O	081922	5/18/09	NEXUS IS, INC.	\$534.98	Phone for Ted Miller
O	081923	5/18/09	AEROFUND FINANACIAL, INC.	\$95.16	BID.....5YR CONTRACT
O	081924	5/18/09	CHURM PUBLISHING CO., INC.	\$1,685.00	Monthly ad insertions in OC Metro Magazine.
O	081925	5/18/09	ORANGE COUNTY PRINTING	\$4,120.05	USB DRIVES FOR COMPUTERS US 1080
O	081926	5/18/09	ORANGE COUNTY REGISTER	\$5,123.71	Lariat printing & delivery charges.
O	081927	5/18/09	ORANGE COUNTY REGISTER	\$2,000.00	ADVERTISING
O	081928	5/18/09	ORANGE COUNTY REGISTER	\$2,000.00	ADVERTISING
O	081929	5/18/09	OCB REPROGRAPHICS, INC.	\$93.72	BLUE PRINT COPY SERVICES
O	081930	5/18/09	OCEANSIDE PHOTO & TELESCOPE	\$14,614.96	ASTRONOMY EQUIPMENT
O	081931	5/18/09	OCLC PACIFIC NETWORK, INC.	\$255.50	Annual Maintenance:Library Data Processing
O	081932	5/18/09	DAVE ODASSO	\$214.90	Reimbursement
O	081933	5/18/09	OEMPCWORLD.COM	\$124.89	Flash Drives for students
O	081934	5/18/09	ONESOURCE DISTRIBUTORS, INC.	\$655.14	DUST COLLECTION SYSTEM PARTS
O	081935	5/18/09	ORION TELESCOPES & BINOCULARS	\$657.96	ASTRONOMY EQUIPMENT
O	081936	5/18/09	ORKIN EXTERMINATING, INC.	\$721.00	PEST CONTROL
O	081937	5/18/09	ORKIN INC.	\$850.00	ANNUAL MAINTENANCE: Bug Control
O	081938	5/18/09	CHUCK ROGERS	\$375.00	Expenses for Performance of Lascivious Biddies
O	081939	5/18/09	BENJAMIN SAYLES	\$1,040.00	Guest Artist
O	081940	5/18/09	EVAN STRAND	\$200.00	Guest Artist
O	081941	5/18/09	PETER STRAND	\$900.00	GUEST ARTISTS/IVC SP.09 PERSPECTIVE DANCE CONCERT
O	081942	5/18/09	JUNE M. MILLOVICH	\$74.27	REIMBURSE FOR SUPPLIES FOR CDES
O	081943	5/18/09	METRONOME, INC.	\$54,306.00	Core Network Upgrade Project
O	081944	5/18/09	NEUDESIC, LLC	\$134,965.00	Student Information System, Year 3
O	081945	5/18/09	OC IRON WORK	\$3,570.00	GUARDRAIL AT MCKINNEY DROP OFF
O	081946	5/18/09	KEENAN & ASSOCIATES	\$2,039.83	Claims Management Open PO
O	081947	5/19/09	AT&T/MCI	\$889.32	Annual P.O. for telephone service
O	081948	5/19/09	AT&T	\$288.17	Annual P.O. for telephone service

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	081949	5/19/09	AT&T	\$6,846.22	Annual P.O. for telephone service
O	081950	5/19/09	SOUTH COAST AIR QUALITY MGMT	\$413.79	FILING FEE FOR SCAQMD RULE 2202
O	081951	5/19/09	SO. ORANGE CO. COMM. COL.DIST	\$242.00	Overpayment of Pell Grant
O	081952	5/19/09	POSTMASTER	\$5.00	CHECK RUN
O	081953	5/19/09	PROTEX SAFE CO.	\$863.85	McKinney Concession Equipment
O	081954	5/19/09	SWACC	\$3,333.33	Per e-mail from Keenan & Assoc.
O	081955	5/19/09	SHELL FLEET CARD SERVICES	\$2,489.70	2008/09 Gasoline
O	081956	5/22/09	FLAG SYSTEMS, INC.	\$2,350.00	Performance of Rockapella 6/12/09
O	081957	5/22/09	OFFICEMAX CONTRACT INC.	\$24,253.37	Office Max Supply Orders 2008/2009
O	081958	5/22/09	PACIFIC CLIPPINGS	\$59.00	020496
O	081959	5/22/09	JULIE PAHAN	\$26.14	Julie Pahan, Reimbursement for supplies
O	081960	5/22/09	PAYAM-E-ASHENA	\$1,400.00	Advertising for 2008/2009
O	081961	5/22/09	PEARSON EDUCATION ESL	\$1,709.34	Basic Study Skills/ESL Books
O	081962	5/22/09	LILIANN PEREZ-STROUD	\$300.00	WORKSHOP PRESENTER
O	081963	5/22/09	PHOENIX GROUP INFORMATION SYS.	\$4,554.56	Citation Management
O	081964	5/22/09	PUHM ARCHITECTS	\$7,087.00	ARCHITECT CONSULTING SERVICE FOR KITCHEN FLOORING
O	081965	5/22/09	PLASTICOID COMPANY	\$543.14	BIOLOGY SUPPLIES
O	081966	5/22/09	POSITIVE PROMOTIONS INC.	\$233.95	PROMOTIONAL FOR NURSING PROGRAM
O	081967	5/22/09	PRECISION FLOOR COVERING	\$2,584.86	REMOVAL OF CARPET
O	081968	5/22/09	PROGRESSIVE MEDICAL INT.	\$1,441.56	Supplies for Paramedic Students
O	081969	5/22/09	QUICK CAPTION	\$3,300.00	Real Time Captioning Services
O	081970	5/22/09	LARRY RADDEN	\$150.00	Reimbursement
O	081971	5/22/09	BONNIE RENNIE	\$120.00	Sign Interpreter Services
O	081972	5/22/09	RICOH AMERICAS CORPORATION	\$143.33	LEASE OF 1013 COPIER LOCATED IN MAIL ROOM
O	081973	5/22/09	RICOH AMERICAS CORPORATION	\$265.73	Printer Maintenance Agreement 2008-2009
O	081974	5/22/09	RIDDELL ALL AMERICAN	\$38.70	Football supplies
O	081975	5/22/09	RIO GRANDE ALBUQUERQUE	\$3,754.43	JEWELRY MAKING SUPPLIES
O	081976	5/22/09	ROCKAPELLA ROAD CORPORATION	\$7,500.00	Performance of Rockapella 6/12/09
O	081977	5/22/09	ROCKLER	\$605.08	RAPIDTECH NON INSTR SUPPLIES
O	081978	5/22/09	S & B FOODS	\$1,298.82	Cafeteria Meal Vouchers
O	081979	5/22/09	S & B FOODS	\$800.97	Catering Charge-Student Content-Instruction Model
O	081980	5/22/09	S & R SPORTS	\$2,387.69	Pool endlines per quote
O	081981	5/22/09	SADDLEBACK APPLIANCES	\$274.69	MICROWAVE FOR SBS
O	081982	5/22/09	SADDLEBACK GOLF CARS, INC.	\$521.83	BLANKET PURCHASE ORDER FOR PARTS
O	081983	5/22/09	SAMY'S CAMERA	\$1,991.54	Photo paper
O	081984	5/22/09	SARGENT-WELCH LLC	\$71.34	BIOLOGY SUPPLIES
O	081985	5/22/09	SchoolOutfitters.com	\$396.82	Office furniture for SM343
O	081986	5/22/09	SCRIP-SAFE SECURITY PRODUCTS	\$4,008.00	printing of IVC Diplomas
O	081987	5/22/09	SECURE LIVE SCAN	\$30.00	Live Scan/Work Study Student
O	081988	5/22/09	SEHI PROCOMP COMPUTER PRODUCTS	\$2,337.53	New Equipment for Gary Poertner
O	081989	5/22/09	LARISA SERGEYEVA	\$109.42	Purchase food & other supplies for awards ceremony
O	081990	5/22/09	SHOKRAI LAW	\$3,937.50	Investigative Svs. for SOCCCD
O	081991	5/22/09	SHRED-IT	\$120.00	Paper Shredding Services
O	081992	5/22/09	SMITH SYSTEM	\$9,687.84	28 Replacement Tables for Graphics
O	081993	5/22/09	SOUTH COAST SAILING TEAM	\$840.00	Blanket Purchase Order for Sailboat Rentals
O	081994	5/22/09	SOUTHERN COUNTIES OIL	\$2,812.73	FUEL
O	081995	5/22/09	RICK SORIANO	\$683.10	electrical work at ATEP
O	081996	5/22/09	SPORTS UNLIMITED	\$5,763.10	MEN'S SOCCER EMBROIDERY
O	081997	5/22/09	STOVER SEED COMPANY	\$3,344.07	GROUNDS FIELD SUPPLIES
O	081998	5/22/09	FAWN TANRIVERDI	\$55.00	Staff Reimbursement
O	081999	5/22/09	TRAFFIC CONTROL SERVICE, INC.	\$25.78	NO LEFT NO U-TURN SIGN

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
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S	Check #	Check Dt	Company Name	Check Amount	Description
O	082000	5/22/09	TRI-BEST VISUAL DISPLAY	\$1,672.35	white boards
O	082001	5/22/09	TROXELL COMMUNICATIONS, INC.	\$13,132.65	Projectors
O	082002	5/22/09	TUTTLE-CLICK FORD	\$56.53	TRANSPORTATION PARTS
O	082003	5/22/09	U.S. DATA TRUST CORPORATION	\$3,120.00	Continuous OffSite Data Backup Service (LiveVault)
O	082004	5/22/09	ULINE	\$526.46	RAPIDTECH NONINSTR SUPPL
O	082005	5/22/09	UNITED INTERIORS	\$21,986.95	Chairs for work area
O	082006	5/22/09	VANGENT, INC.	\$26,290.20	1098-T Tax Form Mailing/Postage
O	082007	5/22/09	LUIS MAURICIO VASQUEZ	\$400.00	WORKSHOP PRESENTER
O	082008	5/22/09	VICENTI, LLOYD & STUTZMAN LLP	\$3,641.00	Auditing/Tax Preparation Services for FYE 6/30/08
O	082009	5/22/09	VINITA VOOGD	\$44.92	Reimbursement
O	082010	5/22/09	VWR INTERNATIONAL, INC.	\$139.85	BIOLOGY SUPPLIES
O	082011	5/22/09	WALTERS WHOLESALE ELECTRIC	\$1,035.65	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	082012	5/22/09	WARE DISPOSAL CO., INC.	\$3,547.78	Annual Maintenance: Trash removal
O	082013	5/22/09	W A X I E	\$1,965.33	TRASH CANS FOR GRADUATION
O	082014	5/22/09	DOUGLAS WESTLAKE	\$90.00	Piano tuning services for guest artist events
O	082015	5/22/09	WILLIAMS RECORDING	\$2,400.00	Blanket purchase order for music recording
O	082016	5/22/09	THE H. W. WILSON CO. LOCKBOX	\$1,919.00	CHECK RUN
O	082017	5/22/09	WOLTERS KLUWER HEALTH	\$494.38	DVD FOR NURSING
O	082018	5/22/09	YALE CHASE MATERIALS	\$181.65	OPEN P.O. FOR PARTS
O	082019	5/22/09	SADDLEBACK APPLIANCES	\$67.79	Water filters-Class Refrigerator
O	082020	5/22/09	U.S. TOY CO.,INC./CONSTRUCTIVE	\$2,108.00	Classroom supplies
O	082021	5/22/09	US FOODS	\$2,000.28	For food and supplies for the CDC.
O	082022	5/22/09	PANASONIC CORPORATION OF N.A.	\$22,101.69	High Definition Cameras
O	082023	5/22/09	RJT COMPUQUEST	\$6,695.00	QA Consulting Services
O	082024	5/22/09	SEHI PROCOMP COMPUTER PRODUCTS	\$2,210.45	Dept. Equipment
O	082025	5/22/09	TROXELL COMMUNICATIONS, INC.	\$6,451.00	Tech Supplies: Lamps for projectors
O	082026	5/22/09	RICHARD SNEED	\$289.20	Reimburse Medicare Premiums
O	082027	5/22/09	AT&T	\$49.92	Annual:Telephone Service
O	082028	5/22/09	AT&T	\$11.44	FAX LINES - TRUSTEES FY 08-09
O	082029	5/22/09	SOUTHERN CALIFORNIA EDISON CO.	\$1,556.71	Annual Electric Service
O	082030	5/22/09	SOUTHERN CALIFORNIA EDISON CO.	\$10,367.49	Annual Electric Service
O	082031	5/22/09	SOUTHERN CALIFORNIA EDISON CO.	\$18,002.10	Annual Electric Service
O	082032	5/22/09	SOUTHERN CALIFORNIA GAS CO.	\$1,198.31	Annual Gas Service
O	082033	5/22/09	SOUTHERN CALIFORNIA GAS CO.	\$6,309.74	Annual Gas Service
O	082034	5/22/09	SOUTHERN CALIFORNIA GAS CO.	\$29.80	Annual Gas Service
O	082035	5/22/09	SOUTH ORANGE COUNTY COMMUNITY	\$12,364.00	CARE Grants
O	082036	5/22/09	POSTMASTER	\$29,890.51	CHECK RUN
O	082037	5/22/09	USA MOBILITY	\$63.65	PAGER RENTAL AND MAINTENANCE CONTRACT
O	082038	5/22/09	VERIZON WIRELESS	\$184.57	Cell Phone Service
O	082039	5/22/09	OFFICEMAX CONTRACT INC.	\$91.98	Office Max Supply Orders 2008/2009
O	082040	5/22/09	A-1 AWARDS	\$647.89	STUDENT TRUSTEE APPRECIATION PLAQUE
O	082041	5/22/09	AA EQUIPMENT RENTALS	\$385.45	Back Lapping On Site Training School
O	082042	5/22/09	ABC ICE HOUSE	\$100.16	Blanket purchase order for purchase of dry ice
O	082043	5/22/09	ACADEMIC SUPERSTORE	\$932.67	MindManager Software
O	082044	5/22/09	ACCENT FLAG & SIGN SERVICE	\$515.29	flag pole repair
O	082045	5/22/09	AIRGAS WEST	\$389.04	CO2 FOR SWIMMING POOL
O	082046	5/22/09	ALAN'S LAWNMOWER & GARDEN	\$1,017.52	GROUNDS EQUIPMENT
O	082047	5/22/09	ARAMARK UNIFORM SERVICES	\$38.95	SHOP RAGS
O	082048	5/22/09	ARAMARK UNIFORM SERVICES	\$35.11	SHOP RAGS
O	082049	5/22/09	AVACOM	\$239.25	OPEN PO FOR AVACOM PRINTER SERVICE
O	082050	5/22/09	B & H PHOTO	\$9,002.00	Supplies for astronomy

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	082051	5/22/09	B & P SERVICES, INC.	\$2,460.00	FURNISH AND INSTALL NEW VAV BOX FOR CONFERENCE ROO
O	082052	5/22/09	BAKER & TAYLOR	\$3,370.29	Purchase books for the library.
O	082053	5/22/09	BAKER & TAYLOR	\$362.30	Library materials per Tom Weisrock request
O	082054	5/22/09	THE BAZEL GROUP, INC	\$3,500.00	CHECK RUN
O	082055	5/22/09	MARK BORDELON	\$60.60	Reimbursement for field studies costs
O	082056	5/22/09	BUFFALO SOUTH PRESS	\$100.00	Magnets for letterpress lab
O	082057	5/22/09	DAVID BUGAY	\$190.00	REIMBURSEMENT
O	082058	5/22/09	FOUNDATION FOR CA. COMM. COLL	\$16,768.70	CHECK RUN
O	082059	5/22/09	FOUNDATION FOR CCC	\$105.00	Dept. Resource
O	082060	5/22/09	CAL'S CAMERAS	\$138.45	REQUEST ASTROPHOTOGRAPHY LENS
O	082061	5/22/09	CAMPUS CONCERTS	\$1,250.00	Contract Services
O	082062	5/22/09	CAMPUS-VOTE/VOTE-NOW	\$837.82	ELECTRONIC FACULTY VOTING
O	082063	5/22/09	CAPISTRANO-LAGUNA BEACH ROP	\$1,500.00	TPP Expenditure Reimbursement
O	082064	5/22/09	CAPT	\$11.00	MBTI-Scoring Costs,As Needed
O	082065	5/22/09	LISA CAVALLARO	\$630.00	REIMBURSEMENT TO LISA CAVALLARO
O	082066	5/22/09	RAY CHANDOS	\$90.15	REIMBURSEMENT FOR ELECTRONICS SUPPLIES
O	082067	5/22/09	THE CHRONICLE OF HIGHER	\$69.97	CHECK RUN
O	082068	5/22/09	CINTAS CORPORATION	\$31.26	UNIFORM AND TOWEL SERVICE
O	082069	5/22/09	CINTAS DOCUMENT MANAGEMENT	\$270.00	document destruction/paper recycling for A&R
O	082070	5/22/09	CLARK SECURITY PRODUCTS INC.	\$129.26	LOCKSMITH SUPPLIES
O	082071	5/22/09	COACHCOMM	\$5,594.09	Football Equipment
O	082072	5/22/09	BEEP COLCLOUGH	\$151.49	HILLVIEW HS REFRESHMENTS
O	082073	5/22/09	COMPONENT MARKETING	\$37.75	Purchase instructional supplies.
O	082074	5/22/09	CONSOLIDATED ELECTRICAL DIST.	\$49.56	BLANKET PURCHASE ORDER FOR SUPPLIES
O	082075	5/22/09	COPYNET OFFICE SOLUTIONS, INC	\$160.08	Toner Supplies
O	082076	5/22/09	DELL MARKETING L.P.	\$915.96	Toner for Dell Color Printer
O	082077	5/22/09	MERRILL A. DEMING	\$2,625.00	StrengthsQuest Workshop
O	082078	5/22/09	DISCOUNT DANCE SUPPLY CO.	\$41.16	Blanket purchase order
O	082079	5/22/09	SPARKLETTS	\$39.32	DRINKING WATER FOR ATEP
O	082080	5/22/09	SPARKLETTS	\$907.95	Bottled water service
O	082081	5/22/09	DUNN-EDWARDS CORPORATION	\$652.33	BLANKET PURCHASE ORDER FOR SUPPLIES
O	082082	5/22/09	EBERHARD EQUIPMENT	\$502.92	equipment rental for grounds work
O	082083	5/22/09	EDMONDS COMMUNITY COLLEGE	\$4,905.90	Payment for NSF Subaward DUE 0702912
O	082084	5/22/09	EDVOTEK, INC.	\$2,659.25	BIOLOGY EQUIPMENT
O	082085	5/22/09	ELECTRIC CART WAREHOUSE	\$320.93	TRANSPORTATION EQUIPMENT
O	082086	5/22/09	THE EXPENDABLES RECYCLER	\$725.86	Expendable supplies for student use
O	082087	5/22/09	EXPERIAN	\$77.00	Contract Svcs - Experian
O	082088	5/22/09	AUDIO VISUAL INNOVATIONS	\$660.00	AV Programming
O	082089	5/22/09	CLARK SECURITY PRODUCTS INC.	\$1,420.90	175 CABLE LOCKS
O	082090	5/22/09	DELL MARKETING L.P.	\$2,244.33	LATTITUDE E4300
O	082091	5/22/09	DEPARTMENT OF GENERAL SERVICES	\$45.77	CMAS PROCURMENT CHARGES FOR FILE CABINET PURCHASE
O	082092	5/22/09	XEROX CORP.	\$15,076.07	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	082093	5/22/09	XEROX CORP.	\$9,562.83	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	082094	5/22/09	XEROX CORP.	\$9,683.46	XEROX COPIER-PAYROLL DEPARTMENT
O	082095	5/22/09	XEROX CORP.	\$2,853.50	Annual Maintenance: DSPS Copier
O	082096	5/22/09	XEROX CORP.	\$4,467.34	Lease/Maintenance for W5675PT
O	082097	5/22/09	XEROX CORP.	\$68.33	Annual Maintenance: Copier
O	082098	5/22/09	JULIE ANDERSON	\$52.67	MILEAGE
O	082099	5/22/09	TRUDI BAGGS	\$36.33	MILEAGE
O	082100	5/22/09	LEITHA DUVINAGE	\$26.80	MILEAGE
O	082101	5/22/09	GALE SUPPLY COMPANY	\$871.09	CUSTODIAL SUPPLIES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	082102	5/22/09	JENNIFER GLEIZER	\$84.07	MILEAGE
O	082103	5/22/09	GOLDEN RAIN FOUNDATION	\$1,464.00	USE OF LWV CLUBHOUSE #3
O	082104	5/22/09	GORM, INC.	\$6,425.39	JANITORIAL SUPPLIES
O	082105	5/22/09	GREEN THUMB INTERNATIONAL	\$142.66	To Purchase Misc. Plants and Material For Labs.
O	082106	5/22/09	KELLY GRIMES	\$180.00	WORKSHOP PRESENTER
O	082107	5/22/09	MARLYS GRODT & ASSOCIATES	\$750.00	Class Spec - Class Mgmt.
O	082108	5/22/09	GEORGINA GUY	\$298.58	Reimburse Georgina Guy
O	082109	5/22/09	JACK HARTIN PHOTOGRAPHY	\$800.00	PHOTOGRAPHIC SERVICES/SPRING 09 DANCE CONCERTS
O	082110	5/22/09	MALIA HILL	\$130.22	MILEAGE
O	082111	5/22/09	HOME DEPOT CREDIT SERVICES	\$3,370.57	MAINT/GROUNDS/CUST. SUPPLIES
O	082112	5/22/09	HORN IMPROVEMENT	\$910.69	Instrument Repairs
O	082113	5/22/09	INSIGHT MEDIA	\$168.54	DVD for HS Criminology Course
O	082114	5/22/09	IRVINE VALLEY COLLEGE	\$875.94	Book Purchases for EOPS Bookloan Program
O	082115	5/22/09	IVC CHILD DEVELOPMENT CENTER	\$500.00	Child Care Services
O	082116	5/22/09	JOHNSTONE SUPPLY	\$112.51	OPEN PURCHASE ORDER FOR PARTS
O	082117	5/22/09	DR. CRAIG JUSTICE	\$46.60	Reimburse Craig Justice for books for Deans.
O	082118	5/22/09	KAPCO LIBRARY PRODUCTS	\$150.50	Purchase book covers.
O	082119	5/22/09	TAMARA KING	\$131.97	Reimbursement for Internet services
O	082120	5/22/09	LINKS SIGN LANGUAGE	\$3,632.00	Provide Interpreting Services
O	082121	5/22/09	LINKS SIGN LANGUAGE	\$237.00	Provide Interpreting Services
O	082122	5/22/09	TEDDI LORCH	\$46.82	MILEAGE
O	082123	5/22/09	MARY MC DONOUGH	\$196.34	To cover meeting expense for HD Advisory Meeting
O	082124	5/22/09	HALEY NGUYEN	\$674.37	Reimbursement to Faculty
O	082125	5/22/09	MICHAEL O'MEARA	\$15.21	Reimbursement for PROTOS Awards Supplies
O	082126	5/22/09	KATE REALISTA	\$252.40	Expenses for Performance of Lascivious Biddies
O	082127	5/22/09	ARRON SEARCY	\$91.71	MILEAGE
O	082128	5/22/09	DOROTHY SHERLING	\$85.23	MILEAGE
O	082129	5/22/09	JOSE MARTINEZ TREE SERVICE	\$6,365.00	Campus Beautification Tree Service
O	082130	5/26/09	LARRY RADDEN	\$15,715.55	Reimbursement
O	082131	5/27/09	AT&T	\$21.30	Annual P.O. for telephone service
O	082132	5/27/09	AT&T	\$11.30	FAX LINES - TRUSTEES FY 08-09
O	082133	5/27/09	VERIZON WIRELESS	\$592.15	VERIZON Wireless Aircards/PDA Service
O	082134	5/27/09	JULIE ANDERSON	\$16.48	MILEAGE
O	082135	5/27/09	GAIL MATERIALS	\$1,020.03	SOFTBALL IN-FIELD MIX
O	082136	5/27/09	GOLF VENTURES WEST	\$325.30	MOWER AND CART PARTS
O	082137	5/27/09	GOVCONNECTION	\$382.28	Flatbed scanner for Drafting documents
O	082138	5/27/09	W. W. GRAINGER	\$669.25	GROUNDS TOOLS
O	082139	5/27/09	MELODY HARPER	\$126.02	MILEAGE
O	082140	5/27/09	RUBY HAZZARD	\$86.69	MILEAGE
O	082141	5/27/09	HIRSCH PIPE & SUPPLY	\$131.09	PLUMBING & IRRIGATION SUPPLIES
O	082142	5/27/09	BRITNEE HOLMES	\$74.00	MILEAGE
O	082143	5/27/09	HOME DEPOT CREDIT SERVICES	\$1,337.57	Blanket for instructor supplies
O	082144	5/27/09	MARC HUGHSTON	\$18.97	Payment for Local Purchase
O	082145	5/27/09	IMAGE PRINTING SOLUTIONS	\$2,213.06	ENVELOPES
O	082146	5/27/09	INDIGO INSTRUMENTS	\$2,035.00	CHEMISTRY EQUIPMENT
O	082147	5/27/09	INTERACT COMMUNICATIONS, INC.	\$10,209.03	Interact Marketing Research Project.
O	082148	5/27/09	IRVINE PIPE & SUPPLY	\$149.12	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	082149	5/27/09	J.H. RECOGNITION COMPANY	\$113.80	PINS FOR NURSING GRADS.
O	082150	5/27/09	JOHNSON & ASSOCIATES	\$272.50	Base Salary Survey
O	082151	5/27/09	JOHNSTONE SUPPLY	\$253.32	SUPPLIES FOR MAINTENANCE
O	082152	5/27/09	JOSLIN DISPLAYS, INC.	\$327.50	FASHION EQUIPMENT

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	082153	5/27/09	JOSTEN'S	\$122.90	rental regalia for P/T Teacher of the Year
O	082154	5/27/09	K-LOG COMPANY	\$4,536.41	Furniture
O	082155	5/27/09	KELLY-WRIGHT HARDWOODS	\$1,141.85	Theatre Supplies
O	082156	5/27/09	KNORR SYSTEMS, INC.	\$220.52	POOL SUPPLIES
O	082157	5/27/09	GARY L. KUSUNOKI	\$60.00	Annual Maintenance: Citation hearings
O	082158	5/27/09	LOS ANGELES TIMES	\$51.24	LA TIMES SUBSCRIPTION
O	082159	5/27/09	LOS ANGELES TIMES	\$21.00	LA TIMES SUBSCRIPTION
O	082160	5/27/09	LAWNMOWERS ETC.	\$301.82	BLADE SHARPENING/GROUNDS
O	082161	5/27/09	LINKYO CORP dba	\$804.67	FEE BASE COMPUTER SUPPLIES - SUMMER 09
O	082162	5/27/09	THE MASTER TEACHER, INC.	\$73.50	CHECK RUN
O	082163	5/27/09	MATERIAL SALES UNLIMITED	\$1,581.59	FIELD MATERIALS FOR BASEBALL
O	082164	5/27/09	MAXON COMPUTER	\$3,708.56	software upgrade for Cinema4D
O	082165	5/27/09	MC KESSON MEDICAL SURGICAL	\$12,249.75	MEDICAL SUPPLIES
O	082166	5/27/09	MESA GOLF CARTS	\$470.42	electric cart maintenance
O	082167	5/27/09	MF ATHLETIC COMPANY	\$4,263.18	Track & Field Equipment Supplies
O	082168	5/27/09	MICRO CENTER	\$108.73	Blanket PO for Micro Center
O	082169	5/27/09	MARCIA MILCHIKER	\$44.99	MMILCHIKER INTERNET 08/09
O	082170	5/27/09	MILLENNIUM BUSINESS SERVICES	\$100.05	Business Cards
O	082171	5/27/09	MISSION PRINTING COMPANY	\$5,046.00	Brochures for 09 Summer Season
O	082172	5/27/09	MOLE-RICHARDSON	\$489.72	Bulbs for lighting kits for students
O	082173	5/27/09	NEUDESIC, LLC	\$28,999.50	MAP Feasibility Business Analysis
O	082174	5/27/09	DIANE OAKS	\$60.37	MILEAGE
O	082175	5/27/09	ORANGE COUNTY PRINTING	\$3,181.44	Pocket Dictionaries
O	082176	5/27/09	OCE-USA, INC.	\$2,288.04	Annual Maintenance:Copier
O	082177	5/27/09	OCE-IMAGISTICS	\$560.09	OCE FAX MAINTENANCE AGREEMENT
O	082178	5/27/09	ORIENTAL TRADING COMPANY, INC.	\$74.97	SUPPLIES FOR SSG EVENT
O	082179	5/27/09	ORION TELESCOPES & BINOCULARS	\$477.41	ASTRONOMY SUPPLIES
O	082180	5/27/09	MARIA PANIAGUA	\$97.91	MILEAGE
O	082181	5/27/09	CARYN SUSSMAN	\$30.15	MILEAGE
O	082182	5/27/09	ORKIN EXTERMINATING, INC.	\$90.00	Annual Maintenance: Bug Control
O	082183	5/27/09	NEUDESIC, LLC	\$157,656.50	Student Information System, Year 3
O	082184	5/27/09	SHERRI J. BANES	\$984.65	RAPID 2009/MAY 12-14/SCHAUMBERG, IL
O	082185	5/27/09	ROBERT COSGROVE	\$289.91	Reimbursement/ Ohlone
O	082186	5/27/09	SUZANNE D. DENTON	\$1,727.68	Conference reimbursement
O	082187	5/27/09	TAM DO	\$99.70	2009 Ensuring Transfer Success Conference- Licitra
O	082188	5/27/09	MELODY HARPER	\$106.08	2009 Ensuring Transfer Success Conference-M.Harper
O	082189	5/27/09	CONSTANCE HARRINGTON	\$149.08	CACCRAO ANNUAL CONFERENCE
O	082190	5/27/09	BARBARA HUGGINS	\$1,000.00	Conference Reimbursement for Barbara Huggins
O	082191	5/27/09	MARTI KLEIN	\$550.00	Conference Reimbursement for Marti Klein
O	082192	5/27/09	JOE LIU	\$149.08	CACCRAO ANNUAL CONFERENCE
O	082193	5/27/09	BARBARA LUTHER	\$255.74	Conference Reimbursement for Barbara Luther
O	082194	5/27/09	JULIE MARTINEZ	\$152.20	2009 Ensuring Transfer Success Conference- Licitra
O	082195	5/27/09	KEN PATTON	\$506.03	RAPID 2009/MAY 12-14/SCHAUMBERG, IL
O	082196	5/27/09	RANDY W. PEEBLES	\$1,074.19	reimbursement RANDY PEEBLES
O	082197	5/27/09	KATHIE SMITH	\$649.19	Conference Reimbursement for Kathleen Smith
O	082198	5/27/09	CARYN SUSSMAN	\$85.00	2009 Ensuring Transfer Success Conference- Sussman
O	082199	5/27/09	FAWN TANRIVERDI	\$348.09	Staff Reimbursement
O	082200	5/27/09	NINA WELCH	\$524.40	Conference for Nina Welch
O	082201	5/27/09	JERILYN WHITE	\$429.18	Conference Reimbursement for Jerilyn White
O	082202	5/28/09	CONSOLIDATED REPROGRAPHICS	\$256.15	REPROGRAPHICS COST FOR VILLAGE PORTABLE ADDITION
O	082203	5/28/09	DSE ARCHITECTURE, INC.	\$13,515.22	ARCHITECTURAL SERVICES

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O	082204	5/28/09	gkkworks	\$53,541.07	Project: ATEP
O	082205	5/28/09	GOVERNMENT FINANCIAL	\$1,100.00	ATEP Project
O	082206	5/28/09	HAITBRINK ASPHALT PAVING,	\$13,965.00	ACCESSIBLE WALKWAY FROM PARKING TO A300
O	082207	5/28/09	JACKSON, DE MARCO, TIDUS,	\$56,548.71	ATEP Legal Professional Services
O	082208	5/28/09	LPA, INC.	\$3,052.50	ARCHITECTURAL SERVICES
O	082209	5/28/09	MC KENNA LONG & ALDRIDGE, LLP	\$7,587.85	ATEP Project
O	082210	5/28/09	PSOMAS	\$26,087.50	ATEP Project
O	082211	5/28/09	PUBLIC ECONOMICS, INC.	\$4,118.67	CONSULTING SERVICES-REDEVELOPMENT
O	082212	5/28/09	RGP PLANNING & DEVELOPMENT	\$12,986.35	ATEP Project
O	082213	5/28/09	RJM DESIGN GROUP, INC.	\$1,129.39	ARCHITECT SERVICES FOR ATEP LANDSCAPE
O	082214	5/28/09	DIV. OF THE STATE ARCHITECT	\$703.76	DSA
O	082215	5/29/09	4 IMPRINT	\$217.18	Purchase promo items for division
O	082216	5/29/09	A TO Z CIRCUIT BREAKERS	\$905.35	ELECTRICAL SUPPLIES
O	082217	5/29/09	ADCLUB ADVERTISING SERVICE	\$10,970.16	Recruitment/Advertising for SOCCCD
O	082218	5/29/09	ADI	\$265.56	ELECTRICAL SUPPLIES
O	082219	5/29/09	ADRENALIN SPORTS APPAREL	\$1,078.80	WOMEN'S VOLLEYBALL ORDER
O	082220	5/29/09	AFFILIATED COMPUTER SERVICES	\$175.95	Contract Svcs - ACS
O	082221	5/29/09	AIRGAS WEST	\$193.65	CO2 FOR SWIMMING POOL
O	082222	5/29/09	JAMES ALBERT SCHOOL OF	\$972.00	Blanket P.O. to pay for Cosmo classes
O	082223	5/29/09	ALLIED ELECTRONICS INC.	\$1,354.44	FINE ARTS DUST COLLECTOR
O	082224	5/29/09	AmbironTrustWave	\$675.00	PCI Compliance Validation Services Renewal
O	082225	5/29/09	AHA SERVICES, INC.	\$96.90	Instructional mat. for Ins. Billing & Coding & Cod
O	082226	5/29/09	JULIE ANDERSON	\$65.16	Blanket PO for purchase of fish food & supplies
O	082227	5/29/09	APPLE COMPUTER INC.	\$3,224.97	Laptop for Bob Bramucci
O	082228	5/29/09	LEE ARMSTRONG CO., INC.	\$4,949.80	CENTRAL PLANT CARPET TILES
O	082229	5/29/09	ARROYO TRABUCO GOLF CLUB	\$250.68	SSG ADVISORY MTG.
O	082230	5/29/09	B & H PHOTO	\$2,549.00	Purchase Accounting Equipment
O	082231	5/29/09	KANA BENZ	\$84.38	REIMBURSE IVC DANCE INST./COSTUMES/SP09 CONCERT
O	082232	5/29/09	BESAFE TECHNOLOGIES, INC.	\$13,557.45	CONSULT DOC. PREP FOR FLOOR PLAN & WEBSITE
O	082233	5/29/09	BP ENERGY COMPANY	\$62,672.56	NATURAL GAS PURCHASES
O	082234	5/29/09	NANCY BRACKEN	\$600.00	Reimbursement
O	082235	5/29/09	BRAVO SIGN & DESIGN	\$34,450.00	CAMPUS WIDE SIGNAGE PROJECT
O	082236	5/29/09	CALIFORNIA HAZARDOUS SERVICE	\$1,450.00	CONTRACT SERVICES FOR ANNUAL TESTING
O	082237	5/29/09	CHEF'S CATALOG	\$248.45	NUTRITION SUPPLIES
O	082238	5/29/09	CINEMA SECRETS, INC.	\$1,800.43	Blanket PO for make-up supplies
O	082239	5/29/09	COACH AMERICA	\$752.50	EI Field Trip to LA on 5/09/09. Mahotka-Patterson
O	082240	5/29/09	LUIS LOPEZ DAMIAN	\$153.00	REIMBURSE/IVC DANCE CHOREOGRAPHER/COSTUME EXPENSES
O	082241	5/29/09	DE NAULT'S TRUE VALUE	\$120.08	Open PO for supplies
O	082242	5/29/09	JOHN DEERE LANDSCAPES, INC.	\$1,495.18	GROUNDS SUPPLIES
O	082243	5/29/09	DELL MARKETING L.P.	\$4,072.75	Laptops for Counseling/Career ctr
O	082244	5/29/09	SUZANNE D. DENTON	\$188.38	Reimbursement to Faculty
O	082245	5/29/09	SPARKLETT'S	\$66.89	DRINKING WATER FOR ATEP
O	082246	5/29/09	GEORGE E. DUVALL	\$345.81	KEYNOTE SPEAKER
O	082247	5/29/09	EBERHARD EQUIPMENT	\$435.00	GROUNDS SUPPLIES
O	082248	5/29/09	FABIENNE LEVENSON	\$44.20	REIMB. IVC DANCE ENSEMBLE DIRECT./CONCERT EXPENSES
O	082249	5/29/09	APPLE COMPUTER INC.	\$22,870.85	FINAL CUT LICENSES & MAINTENANCE
O	082250	5/29/09	BLACKBOARD CONNECT, INC.	\$70,500.00	CHECK RUN
O	082251	5/29/09	COMPUTERLAND	\$23,500.00	Adobe Software for Design/Graphics Classes
O	082252	6/01/09	OM WORKSPACE	\$80,151.61	FURNITURE FOR MULTIPLE ROOMS BST BLDG.
O	082253	6/01/09	MATS, MATS, MATS	\$347.99	Football Equipment
O	082254	6/01/09	OFFICEMAX CONTRACT INC.	\$28,282.19	Office Max Supply Orders 2008/2009

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O	082255	6/01/09	PACIFIC LASER CORP.	\$5,812.44	CACT CLASSROOM EQUIPMENT
O	082256	6/01/09	NANCY PADBERG	\$134.97	NPADBERG INTERNET 08/09
O	082257	6/01/09	BOB PARRETT CONSTRUCTION	\$4,927.00	CENTRAL PLANT 2ND FLOOR OFFICES
O	082258	6/01/09	PASCO SCIENTIFIC	\$1,735.64	PHYSICS EQUIPMENT
O	082259	6/01/09	EILEEN MAYERS PASZTOR	\$51.97	WORKSHOP PRESENTER
O	082260	6/01/09	THE PATON GROUP	\$596.81	RAPIDTECH NON INST SUPPLIES
O	082261	6/01/09	PEP BOYS	\$1,942.70	SMART WASHER
O	082262	6/01/09	ARTCRAFT AND FOREMOST INC.	\$356.30	TRANSFER CENTER POWER CLIPS
O	082263	6/01/09	ROCKLER	\$123.94	RAPIDTECH NON INSTR SUPPLIES
O	082264	6/01/09	S & B FOODS	\$3,000.00	CATERING FOR MAY 20 2009
O	082265	6/01/09	S & B FOODS	\$130.92	Catering Charge
O	082266	6/01/09	SADDLEBACK APPLIANCES	\$489.38	DRYER FOR CDES
O	082267	6/01/09	SADDLEBACK GOLF CARS, INC.	\$5,304.83	GOLF CART
O	082268	6/01/09	SAMY'S CAMERA	\$399.33	CAMERA FOR SBS
O	082269	6/01/09	SARGENT-WELCH LLC	\$445.33	GEOLOGY/PHYSICS SUPPLIES
O	082270	6/01/09	SHOR INTERNATIONAL CORP.	\$3,618.25	RAPIDTECH NEW EQUIPMENT
O	082271	6/01/09	SHRED-IT	\$60.00	Document Destruction Service
O	082272	6/01/09	SIGMA ALDRICH CHEMICAL CO.	\$48.57	BIOLOGY GLASSWARE
O	082273	6/01/09	SIMS-ORANGE WELDING SUPPLY	\$148.40	Gas and supplies for Art Department
O	082274	6/01/09	PENNY SKAFF	\$795.50	CATERING FOR MAY 20 2009
O	082275	6/01/09	SO. COAST FIRE PROTECTION	\$676.22	CHEMICAL FOR FIRE EXTINGUISHER
O	082276	6/01/09	PARISA SOLTANI	\$235.27	Supply Kits
O	082277	6/01/09	AMY L. STINSON	\$229.00	Reimbursement for geologic field studies
O	082278	6/01/09	FAWN TANRIVERDI	\$351.57	Staff Reimbursement
O	082279	6/01/09	TISCARENO CATERING	\$1,061.95	CATERING FOR EVENT
O	082280	6/01/09	TOOL DEPOT	\$3,152.97	PNEUMATIC TOOLS
O	082281	6/01/09	TOTALLY CHOCOLATE	\$596.45	Advertising give-aways for Job Fairs
O	082282	6/01/09	TROXELL COMMUNICATIONS, INC.	\$384.95	Technical Supplies
O	082283	6/01/09	UNITED INTERIORS	\$16,990.45	Furniture for AGB 122
O	082284	6/01/09	VENDINI, INC.	\$236.63	Ticket Paper Stock for PAC
O	082285	6/01/09	VERISIGN, INC.	\$8,635.00	CHECK RUN
O	082286	6/01/09	VIDEO SERVICE OF AMERICA	\$7,759.31	P2 Card readers for monitoring video & audio
O	082287	6/01/09	VWR INTERNATIONAL, INC.	\$3,829.25	CHEMISTRY EQUIPMENT
O	082288	6/01/09	WALTERS WHOLESALE ELECTRIC	\$158.05	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	082289	6/01/09	WARD'S NATURAL SCIENCE	\$147.96	Open PO Live
O	082290	6/01/09	WESTERN COSTUME CO.	\$996.25	Instructor supplies
O	082291	6/01/09	WESTERN GRAPHICS PLUS, INC.	\$3,045.92	Outreach supplies
O	082292	6/01/09	MARY WILLIAMS	\$223.54	reimburse expenditures
O	082293	6/01/09	YALE CHASE MATERIALS	\$2,720.19	BURDEN CARRIER COVER
O	082294	6/01/09	YOUR SAFETY PLACE, INC.	\$2,098.31	1-PERSON BASIC BOXED SURVIVAL KIT
O	082295	6/01/09	ZARBEKO, LLC	\$1,496.00	RAPIDTECH NEW EQUIPMENT
O	082296	6/01/09	JACQUELINE ZIMBALIST	\$60.00	Employee Enrollment Fee Reimbursement Request
O	082297	6/01/09	OFFICEMAX CONTRACT INC.	\$1,076.30	Office Max Supply Orders 2008/2009
O	082298	6/01/09	SADDLEBACK APPLIANCES	\$1,052.25	McKinney Concession Equipment
O	082299	6/01/09	SEHI PROCOMP COMPUTER PRODUCTS	\$531.73	3 HP PRINTERS
O	082300	6/01/09	TROXELL COMMUNICATIONS, INC.	\$104.40	PROJECTORS FOR A300 RENOVATION
O	082301	6/02/09	CHEVRON AND TEXACO BUSINESS	\$878.06	2008/09 Use of Gasoline by Various Departments
O	082302	6/02/09	WELLS FARGO BANK #4198	\$288.34	Laptop cover for Carol Hilton
O	082303	6/02/09	WELLS FARGO BANK #3465	\$686.84	HAND CLEANER SUPPLY REQUIRED
O	082304	6/02/09	WELLS FARGO BANK #4214	\$1,331.40	CARTRIDGE PRINTER
O	082306	6/02/09	GALE SUPPLY COMPANY	\$6,606.56	JANITORIAL SUPPLIES

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O	082307	6/02/09	WILL GLEN	\$156.10	DIRECT PAY TO WILL GLEN FOR PURCHASE OF SUPPLIES
O	082308	6/02/09	GOVCONNECTION	\$93.35	Flash Drives
O	082309	6/02/09	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	082310	6/02/09	GREEN THUMB INTERNATIONAL	\$31.29	To Purchase Misc. Plants and Material For Labs.
O	082311	6/02/09	GREENE & ASSOCIATES	\$9,400.00	CHECK RUN
O	082312	6/02/09	GEORGINA GUY	\$107.93	MILEAGE
O	082313	6/02/09	HIRSCH PIPE & SUPPLY	\$411.73	PLUMBING & IRRIGATION SUPPLIES
O	082314	6/02/09	HITT MARKING DEVICES, INC.	\$389.49	Embosser
O	082315	6/02/09	HOME DEPOT CREDIT SERVICES	\$1,162.35	RapidTech - Open PO w/ Home Depot
O	082316	6/02/09	HORIZON	\$2,195.62	ANNUAL
O	082317	6/02/09	IRONCOMPANY.COM	\$352.17	DUMBBELLS FOR THE IVC PE DEPARTMENT
O	082318	6/02/09	IRVINE RANCH WATER DIST.	\$10,105.37	Annual Water Service
O	082319	6/02/09	ISLAND PROMOTIONAL PRODUCTS	\$14,122.23	CalWORKs Promotional Items
O	082320	6/02/09	TONI CAVANAGH JOHNSON, PhD	\$123.25	BOOKLETS
O	082321	6/02/09	CHRISTOPHER JOHNSON	\$323.04	Reim. Director, Planning/Research/Grants-SC
O	082322	6/02/09	JOSTEN'S	\$1,034.01	Commencement cap/gown order #1
O	082323	6/02/09	LASER SOURCE	\$202.20	Non-instructional repair
O	082324	6/02/09	LAURA'S INT PLANTSCAPE SERV	\$500.00	LIVE PLANTS FOR THE PAC
O	082325	6/02/09	LAWNMOWERS ETC.	\$263.04	BLADE SHARPENING/GROUNDS
O	082326	6/02/09	GIZIEL LEFTWICH	\$120.00	Employee Enrollment Fee Reimbursement Request
O	082327	6/02/09	LIEBERT CASSIDY WHITMORE	\$5,853.24	Attorney Services FY 2008/2009
O	082328	6/02/09	LIFETIME MEMORY PRODUCTS,	\$747.74	PURCHASE LAPTOP DDR MEMORY
O	082329	6/02/09	LOGOS LANGUAGE, INC.	\$195.00	WORKSHOP TRANSLATOR
O	082330	6/02/09	MARTECH SYSTEMS, INC.	\$975.00	CHECK RUN
O	082331	6/02/09	MAYO CLINIC HEALTH LETTER	\$27.00	CHECK RUN
O	082332	6/02/09	JENNIFER MC CUE	\$126.71	Reimbursement for supplies
O	082333	6/02/09	MC KESSON MEDICAL SURGICAL	\$566.32	medical supplies
O	082334	6/02/09	McMASTER CARR SUPPLY CO.	\$205.87	ASTRONOMY SUPPLIES
O	082335	6/02/09	MOORE MEDICAL CORP.	\$9.25	OTC's
O	082336	6/02/09	BETH MUELLER	\$42.94	MILEAGE
O	082337	6/02/09	NCATC	\$671.30	NVC MEETING CONTRACT FOR CRAIG MCATEE
O	082338	6/02/09	NEUDESIC, LLC	\$45,913.00	Software Engineering - "B" Features Enhancement
O	082339	6/02/09	HALEY NGUYEN	\$272.93	Reimbursement to Faculty
O	082340	6/02/09	ORANGE CO. AUDITOR-CONTROLLER	\$6,257.00	Annual Maintenance:Citations
O	082341	6/02/09	ORANGE CO. AUDITOR-CONTROLLER	\$30.00	Range Fees
O	082342	6/02/09	ORANGE COUNTY PRINTING	\$4,298.89	Brochures
O	082343	6/02/09	ORCHARD SUPPLY HARDWARE	\$197.96	SUPPLIES
O	082344	6/02/09	LINDA RENNE	\$10.86	MILEAGE
O	082345	6/02/09	DIANE RIOPKA	\$42.34	MILEAGE
O	082346	6/02/09	NEXUS IS, INC.	\$46,105.52	Tech Equipment - Tech Refresh
O	082347	6/02/09	ORANGE COUNTY REGISTER	\$2,048.00	ADVERTISING
O	082348	6/02/09	HEALTH DIMENSIONS	\$2,000.00	CHECK RUN
O	082349	6/02/09	BIANCA BAILEY	\$44.00	FINGERPRINT REIM FOR STUDENT TRUSTEE
O	082350	6/02/09	DONNA AYOUB	\$87.00	FINGERPRINT, XRAY FOR TPP GRANT EMP
O	082351	6/02/09	JEFFERY BURNS	\$58.00	FINGERPRINT FOR TPP GRANT EMP
O	082352	6/02/09	JOSEFINE DAMGAARD	\$47.00	FINGERPRINTING FOR TPP GRANT EMP
O	082353	6/02/09	CASSANDRA DELVEY	\$47.00	FINGERPRINTING FOR TPP GRANT EMP
O	082354	6/02/09	LOREN DILULLO	\$15.00	FINGERPRINTING FOR TPP GRANT EMP
O	082355	6/02/09	GENEVIEVE EGANA	\$47.00	FINGERPRINTING FOR TPP GRANT EMP
O	082356	6/02/09	AMANDA GARLAND	\$15.00	FINGERPRINTING FOR TPP GRANT EMP
O	082357	6/02/09	PAIGE GRIFFIN	\$47.00	FINGERPRINTING FOR TPP GRANT EMP

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	082358	6/02/09	AMANDA HUNN	\$47.00	FINGERPRINTING FOR TPP GRANT EMP
O	082359	6/02/09	BRITTANY LUNDQUIST	\$15.00	FINGERPRINTING FOR TPP GRANT EMP
O	082360	6/02/09	LAURA MANSEN	\$47.00	FINGERPRINTING FOR TPP GRANT EMP
O	082361	6/02/09	LAUREN O'HARA	\$15.00	FINGERPRINTING FOR TPP GRANT EMP
O	082362	6/02/09	ERNEST RAHEB	\$15.00	FINGERPRINTING FOR TPP GRANT EMP
O	082363	6/02/09	AMANDA SCHULTZ	\$15.00	FINGERPRINTING FOR TPP GRANT EMP
O	082364	6/02/09	CASEY ROGAN	\$47.00	FINGERPRINTING FOR TPP GRANT EMP
O	082365	6/02/09	SOREYA SONAWALLA	\$15.00	FINGERPRINTING FOR TPP GRANT EMP
O	082366	6/02/09	ARAMARK UNIFORM SERVICES	\$35.11	SHOP RAGS
O	082367	6/02/09	ARAMARK UNIFORM SERVICES	\$58.63	Shop coats,etc
O	082368	6/02/09	BAKER & TAYLOR	\$440.77	Open PO to purchase books.
O	082369	6/02/09	BAKER & TAYLOR	\$1,723.27	Purchase books for the library.
O	082370	6/02/09	NANCY N. BESSETTE	\$183.05	Expense Reimbursement
O	082371	6/02/09	BLACK SHEEP	\$3,117.51	TRACK AND CURTAIN
O	082372	6/02/09	KRISTEN BUSH	\$1,552.00	Consulting Services: Web Development & Maint.
O	082373	6/02/09	CALUMET PHOTOGRAPHIC	\$673.42	Student photo supplies
O	082374	6/02/09	CAMERA CLUB OF LAGUNA HILLS	\$125.70	INTERNET LINE-LWV
O	082375	6/02/09	CAREER COMMUNICATIONS, INC.	\$1,556.19	Career library references
O	082376	6/02/09	CARQUEST AUTO PARTS	\$227.51	AUTOMOTIVE SUPPLIES
O	082377	6/02/09	CCS PRESENTATION SYSTEMS, INC	\$2,027.30	AV Bulbs
O	082378	6/02/09	CDW GOVERNMENT, INC.	\$389.56	Misc hardware
O	082379	6/02/09	RAY CHANDOS	\$27.80	REIMBURSEMENT FOR ELECTRONICS SUPPLIES PURCHASE
O	082380	6/02/09	CHAVANT, INC.	\$238.60	DMP CLASSROOM SUPPLIES
O	082381	6/02/09	CHEMSEARCH	\$521.27	TRANSPORTATION EQUIPMENT
O	082382	6/02/09	CHERRY'S INDUSTRIAL EQUIP CORP	\$1,035.50	WAREHOUSE EQUIPMENT
O	082383	6/02/09	COASTLINE ROP	\$941.33	tech prep
O	082384	6/02/09	COMMUNITY COLLEGE LEAGUE OF	\$21.00	CHECK RUN
O	082385	6/02/09	COMPUTERLAND	\$623.18	Adobe software package.
O	082386	6/02/09	CPP, INC.	\$355.81	CAREER ASSESSMENT TESTING MATERIALS
O	082387	6/02/09	CREATION ENGINE	\$389.54	Astronomy software (over \$200)
O	082388	6/02/09	CSN SUPPLY	\$3,598.00	Lecturns for the PAC.
O	082389	6/02/09	CULVER-NEWLIN, INC.	\$2,590.86	COMPETITIVE EQUIPMENT ITEM
O	082390	6/02/09	DANA POINT FUEL DOCK	\$236.77	Blanket PO for Sailboat Fuel for MST Classes
O	082391	6/02/09	MARIE DE LA PALME	\$131.72	REIMB. IVC DANCE ENSEMBLE DIRECT./CONCERT EXPENSES
O	082392	6/02/09	DELL MARKETING L.P.	\$2,878.96	RAPIDTECH NEW EQUIPMENT
O	082393	6/02/09	DEPARTMENT OF JUSTICE	\$32.00	Fingerprinting - HR
O	082394	6/02/09	DEWEY'S APPLIANCES	\$988.54	Microwave
O	082395	6/02/09	DOOLEY ENTERPRISES, INC.	\$1,984.69	Ammunition
O	082396	6/02/09	SPARKLETTTS	\$2,845.25	Annual Water Service
O	082397	6/02/09	DUNN-EDWARDS CORPORATION	\$2,467.13	DUNN-EDWARDS CORP
O	082398	6/02/09	ECONOMIC ALTERNATIVES, INC.	\$347.91	Annual Maintenance:Water Treatment
O	082399	6/02/09	ELECTRIC MARINE	\$256.63	Materials for MST 218 Class
O	082400	6/02/09	THE CIT GROUP/COMMERCIAL SERVI	\$377.22	CDC SUPPLIES
O	082401	6/02/09	EnvisionTEC, Inc.	\$1,596.88	RAPIDTECH NONINSTR SUPPL
O	082402	6/02/09	YVETTE ESTRADA	\$50.00	PANEL MEMBER
O	082403	6/02/09	ETR ASSOCIATES	\$305.72	health center brochures for student info
O	082404	6/02/09	FABRIC LAND	\$1,995.07	FASHION SUPPLIES
O	082405	6/02/09	FABRIC LAND	\$556.80	Student Supplies
O	082406	6/02/09	FACTS ON FILE	\$283.43	Library books per Tom Weisrock request
O	082407	6/02/09	FALCON ELECTRIC, INC.	\$834.28	CHEMISTRY EQUIPMENT
O	082408	6/02/09	FEDERAL EXPRESS	\$463.27	FEDERAL EXPRESS CHARGES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #081490 and 082427

S	Check #	Check Dt	Company Name	Check Amount	Description
O	082409	6/02/09	FERGUSON ENTERPRISES, INC.	\$456.82	PLUMBING SUPPLIES
O	082410	6/02/09	FIRST SCHOOL MONTESSORI	\$800.00	Child Care Services
O	082411	6/02/09	FISHER SCIENTIFIC	\$6,121.82	CHEMISTRY SUPPLIES
O	082412	6/02/09	FISHER SCIENTIFIC	\$2,117.56	BIOLOGY SUPPLIES
O	082413	6/02/09	RUBEN FLORES	\$129.03	Reimburse staff member for textbook
O	082414	6/02/09	JENNIFER FOROUZESH	\$86.07	REIMBURSEMENT FOR J. FOROUZESH
O	082415	6/02/09	FREEMAN MFG & SUPPLY CO	\$2,313.71	RAPIDTECH NON INSTR SUPPLIES
O	082416	6/02/09	FREEWAY AUTO SUPPLY	\$25.48	A.C. switch
O	082417	6/02/09	GERALD FREITAS HOOP REVIEW	\$65.00	MEN'S BASKETBALL RECRUITING PACKET
O	082418	6/02/09	FRY'S ELECTRONICS	\$906.64	OPEN PO FOR COMPUTER SUPPLIES
O	082419	6/02/09	S & B FOODS	\$551.80	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
O	082420	6/02/09	BLACK CORAL HAWAII WHOLESALER	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	082421	6/02/09	DAIRY DEPOT	\$66.72	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	082422	6/02/09	BLICK ART MATERIALS	\$10,974.40	Tables/Chairs for Campus Beautification Project
O	082423	6/02/09	CCS PRESENTATION SYSTEMS, INC	\$2,436.20	066437r Lamps
O	082424	6/02/09	DELL MARKETING L.P.	\$786.87	DELL MONITOR
O	082425	6/02/09	WELLS FARGO BANK #3317	\$1,051.10	Purchase DVDs for Humanities & Languages.
O	082426	6/02/09	WELLS FARGO BANK #3317	\$1,327.38	Purchase DVDs for Humanities & Languages.
O	082427	6/02/09	WELLS FARGO #2078	\$3,207.99	R MATHUR to Ohlone College
				<u>\$5,141,584.02</u>	

FUND SUMMARY

Description	Amount
01 - General Fund	\$3,041,218.35
12 - Child Development Fund	\$8,343.79
40 - Capital Outlay Fund	\$1,874,141.17
68 - Self-Insurance Fund	\$10,352.01
71 - Retiree Benefit Fund	\$207,528.70
	<u>\$5,141,584.02</u>

WARRANT REGISTER LISTING

Bank Account (SC-CMED) - Saddleback Community Ed
 Sort: Sorted by Warrant #
 Selection: Between #009521 and 009533

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009521	5/11/09	COMPUTRAX, INC.	\$485.00	Com. Ed. Presenter
O	009522	5/11/09	SMART BUSINESS RESULTS, INC.	\$870.50	Com Ed Presenter
O	009523	5/11/09	WELLS FARGO BANK #4198	\$75.00	Email Marketing
O	009524	5/22/09	GREGORY J. ATWOOD	\$720.00	Com. Ed. Presenter
O	009525	5/22/09	BINDER, FARLA	\$180.00	Com. Ed. Presenter
O	009526	5/22/09	CSNP, INC.	\$572.00	Proctor Exam Fees
O	009527	5/22/09	COMPUTRAX, INC.	\$180.00	Com. Ed. Presenter
O	009528	5/22/09	EDUCATION TO GO	\$1,202.25	Com. Ed. Presenter - Online Classes
O	009529	5/22/09	KAYLAA FOX	\$2,115.00	Com. Ed. Presenter
O	009530	5/22/09	FRANCES WENDY GREENSPAN	\$95.00	Com Ed Presenter
O	009531	5/22/09	ORANGE COUNTY PRINTING	\$80.81	College For Kids/Junior Gauchos/Com Ed Marketing
O	009532	5/22/09	SOUTHWEST OFFSET PRINTING CO.	\$39,495.92	Printing of Com. Ed. Catalogs
O	009533	5/26/09	SUSAN M. UNOURA	\$163.13	Custom frame and glass for Jr.Gauchos Poster
				<u>\$46,234.61</u>	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$46,234.61
	\$46,234.61

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Budget Amendment: Adopt Resolution No. 09-13 to Amend 2008-09 Restricted General Fund
ACTION: Approval

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 2008/2009 Adopted Budget.

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

Parking Fee Services at Irvine Valley College	\$23,000
Career Development Work-based Learning Linkages to Professional Organizations at Irvine Valley College	<u>\$500,000</u>
Total Increase to the General Fund	<u>\$523,000</u>
Total Budget Amendment	<u>\$523,000</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 09-13 to amend the 2008/2009 Adopted Budget as indicated in Exhibits A & B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 09-13

June 22, 2009

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$523,000.00 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	8690	State Revenue	\$500,000
01	8881	Local Revenue	\$23,000
			<hr/>
			\$523,000

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	\$0
01	2000	Classified Salaries	\$23,000
01	3000	Fringe Benefits	\$0
01	4000	Books and Supplies	\$10,000
01	5000	Other Operating Expenses & Services	\$490,000
01	6000	Capital Outlay	\$0
01	7000	Other Outgo	\$0
			<hr/>
			\$523,000

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 09-13

June 22, 2009

BUDGET AMENDMENT EXPENDITURE DETAIL

Parking Fee Services at Irvine Valley College

INCOME

01-	8881-	1-050-4-034-089-6952	Parking Services at Irvine Valley College	<u>23,000</u>
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EXPENDITURE

01-	2346-	1-050-4-034-089-6950	Non-Instr Classified, Substitutes	<u>23,000</u>
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CTE Career Dev Work-based Learning Linkages to Prof Organizations at Irvine Valley College

INCOME

01-	8690-	1-243-4-080-093-4900	CTE Career Development at Irvine Valley College	<u>500,000</u>
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EXPENDITURE

01-	4600-	1-243-4-080-093-4900	Non-Instr Supp & Mat (<\$200 or useful life...)	10,000
01-	5999-	1-234-4-080-093-4900	Allocated but not distributed	<u>490,000</u>
				<u>500,000</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 09-13

June 22, 2009

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 June 22, 2009.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 22nd day of June, 2009.

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

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

South Orange County Community College District

Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BT09-01480	01-2141-0-000-7-013-092-6773	RG CLERIC SAL: Purchasing & Distribution	\$21,700.00	
	01-2161-0-000-7-013-092-6773	RG SVMMAINT SAL: Purchasing & Distribution	\$5,000.00	
	01-5999-0-000-7-013-099-6610	BALANCING ACCOUNT: District Administration	\$3,000.00	
	01-2346-0-000-7-013-092-6773	NON-INSTR CL SUB: Purchasing & Distribution		\$26,700.00
	01-4610-0-000-7-013-092-6773	GASOLINE/FUEL: Purchasing & Distribution		\$3,000.00
			<u>\$29,700.00</u>	<u>\$29,700.00</u>

Journal Number	Account	Description	From	To
BT09-01500	01-5999-0-000-7-013-099-6610	BALANCING ACCOUNT: District Administration	\$6,286.00	
	01-1415-0-000-7-011-000-6610	HR NCLSRM FAC STI: District Administration		\$1,296.00
	01-2383-0-000-7-010-000-6610	HR SHORTERM SAL: District Administration		\$1,240.00
	01-2383-0-000-7-011-000-6610	HR SHORTERM SAL: District Administration		\$1,680.00
	01-5271-0-000-7-010-000-6610	DIST. EVENTS & REFRESHMENTS: District Administration		\$1,500.00
	01-5825-0-000-7-011-000-6610	MISC EXPENSE: District Administration (All)		\$40.00
	01-6410-0-000-7-011-000-6610	NEW EQUIPMENT: District Administration		\$530.00
			<u>\$6,286.00</u>	<u>\$6,286.00</u>

Journal Number	Account	Description	From	To
BT09-01514	01-1413-1-024-1-051-075-6420	HR NCLSRM FAC PT: DspS	\$4,365.00	
	01-2251-1-024-1-051-075-6420	RG INSTR TECH SAL: DSPS	\$1,669.00	
	01-2483-1-024-1-051-075-0809	HR INSTR STRM SAL: Special Education Service/Aide	\$4,119.00	
	01-2483-1-024-1-051-075-0835	HR INSTR STRM SAL: Physical Education & Athletics	\$6,947.00	
	01-3310-1-024-1-051-075-0809	OASDI INSTR CLSSF: Special Education Service/Aide	\$197.00	
	01-3410-1-024-1-051-075-4930	BENS CLSSRM SAL: General Studies	\$596.00	
	01-1111-1-024-1-051-075-0835	RG CLSSRM FAC SAL: Physical Education & Athletics		\$1,088.00
	01-1412-1-024-1-051-075-6420	HR NCLSRM FAC OL: DspS		\$4,365.00
	01-1413-1-024-1-051-075-0809	HR NCLSRM FAC PT: Special Education Service/Aide		\$2,973.00
	01-2141-1-024-1-051-075-0835	RG CLERIC SAL: Physical Education & Athletics		\$5,351.00
	01-2251-1-024-1-051-075-0809	RG INSTR TECH SAL: Special Education Service/Aide		\$748.00
	01-2346-1-024-1-051-075-6420	NON-INSTR CL SUB: DSPS		\$1,669.00
	01-2483-1-024-1-051-075-4930	HR INSTR STRM SAL: General Studies(App Psy,Pre-coll Math &		\$596.00
	01-3120-1-024-1-051-075-0809	STRS NON-INSTR STAFF: Special Education Service/Aide		\$1,017.00
	01-3210-1-024-1-051-075-0809	PERS INSTR STAFF: Special Education Service/Aide		\$86.00
			<u>\$17,893.00</u>	<u>\$17,893.00</u>

Journal Number	Account	Description	From	To
BT09-01515	01-5811-1-213-1-051-074-6310	CONTRACT SERVICES: Counseling & Guidance	\$10,000.00	
	01-1315-1-213-1-051-074-6310	HR CLSSRM FAC STI(interns): Counseling & Guidance		\$10,000.00
			<u>\$10,000.00</u>	<u>\$10,000.00</u>

Journal Number	Account	Description	From	To
BT09-01539	01-2141-1-026-4-035-000-6310	RG CLERIC SAL: Counseling	\$4,761.00	
	01-3620-1-026-4-035-000-6310	WCOMP CLSSF STAFF: Counseling & Guidance	\$300.00	
	01-2383-1-026-4-035-000-6460	HR SHORTERM SAL: Student Financial Aid Admin		\$4,761.00
	01-3620-1-026-4-035-000-6460	WCOMP CLSSF STAFF: Student Financial Aid Admin		\$300.00
			<u>\$5,061.00</u>	<u>\$5,061.00</u>

Journal Number	Account	Description	From	To
BT09-01540	01-2383-1-289-1-054-033-1230	HR SHORTERM SAL: Nursing	\$500.00	
	01-3120-1-289-1-054-033-1230	STRS NON-INSTR STAFF: Nursing	\$498.00	
	01-3360-1-289-1-054-033-1230	MEDIC NINST EMPLOY: Nursing	\$142.00	
	01-6410-1-289-1-054-033-1230	NEW EQUIPMENT: Nursing	\$29,000.00	
	01-1313-1-289-1-054-033-1230	HR CLSSRM FAC PT: Nursing		\$21,421.00
	01-3210-1-289-1-054-033-1230	PERS INSTR STAFF: Nursing		\$100.00
	01-3220-1-289-1-054-033-1230	PERS NON-INSTR STAFF: Nursing		\$650.00
	01-3310-1-289-1-054-033-1230	OASDI INSTR CLSSF: Nursing		\$2,000.00
	01-3320-1-289-1-054-033-1230	OASDI NINST CLSSF: Nursing		\$1,200.00
	01-3350-1-289-1-054-033-1230	MEDIC INSTR EMPLOY: Nursing		\$1,000.00
	01-3420-1-289-1-054-033-1230	BENS NINST CLSSF: Nursing		\$2,914.00
	01-3510-1-289-1-054-033-1230	UNEMP INSTR STAFF: Nursing		\$100.00
	01-3520-1-289-1-054-033-1230	UNEMP NINST STAFF: Nursing		\$40.00
	01-3610-1-289-1-054-033-1230	WCOMP INSTRUCTIONAL: Nursing		\$715.00
			<u>\$30,140.00</u>	<u>\$30,140.00</u>

Journal Number	Account	Description	From	To
BT09-01551	01-2342-0-000-8-016-000-6625	NON-INSTR CLASS, OT: ATEP	\$1,500.00	
	01-2342-0-000-8-016-000-6771	NON-INSTR CLASS, OT: Safety & Security	\$5,000.00	
	01-2383-0-000-8-016-000-6625	HR SHORTERM SAL: ATEP	\$2,900.00	
	01-4200-0-000-8-016-000-6625	BOOKS/MAGAZINE & PERIODICALS: ATEP	\$353.00	
	01-4200-0-000-8-022-000-6011	BOOKS/MAGAZINE & PERIODICALS: Instructional Dean	\$44.00	
	01-4600-0-000-8-016-000-6771	NON-INSTR SUPPLIES & MATERIALS: Safety & Security	\$647.00	
	01-5269-0-000-8-016-000-6625	MILEAGE: ATEP	\$1,500.00	
	01-5270-0-000-8-022-000-6011	CONFERENCE: Instructional Dean	\$1,200.00	
	01-5270-0-000-8-022-000-6310	CONFERENCE: Counseling & Guidance	\$156.00	
	01-5810-0-000-8-022-000-6022	CONTRACT PRINTING: Instructional Publications	\$1,500.00	
	01-5811-0-000-8-016-000-6625	CONTRACT SERVICES: ATEP	\$6,112.00	
	01-5811-0-000-8-016-080-6510	CONTRACT SERVICES: Physical Plant: Building Maint & Repairs	\$100.00	
	01-5840-0-000-8-016-000-6625	POSTAGE: ATEP	\$1,000.00	
	01-5840-0-000-8-022-000-6022	POSTAGE: Instructional Publications	\$2,448.00	
	01-6410-0-000-8-016-000-6625	NEW EQUIPMENT: ATEP	\$794.00	
	01-6410-0-000-8-016-000-6771	NEW EQUIPMENT: Safety & Security	\$2,240.00	
	01-6410-0-000-8-016-080-6510	NEW EQUIPMENT: Physical Plant: Building Maint & Repairs	\$20.00	
	01-6410-0-000-8-022-000-4900	NEW EQUIPMENT: Interdisciplinary Studies	\$344.00	
	01-6412-0-000-8-016-000-6771	SOFTWARE: Safety & Security	\$165.00	
	01-2151-0-000-8-016-091-6710	RG TECH SAL: Public Rel/Fund Raising/Community Rel		\$2,671.00
	01-2342-0-000-8-016-079-6550	NON-INSTR CLASS, OT: Physical Plant: Grounds Maint. & Repair		\$555.00
	01-2346-0-000-8-016-079-6550	NON-INSTR CL SUB: Physical Plant: Grounds Maint. & Repairs		\$7,000.00
	01-4300-0-000-8-022-000-4900	INSTR SUPPLIES & MATERIALS: Interdisciplinary Studies		\$415.00
	01-4600-0-000-8-016-000-6625	NON-INSTR SUPPLIES & MATERIALS: ATEP		\$1,000.00
	01-5269-0-000-8-016-080-6510	MILEAGE: Physical Plant: Building Maint & Repairs		\$100.00
	01-5270-0-000-8-016-000-6625	CONFERENCE: ATEP		\$750.00
	01-5651-0-000-8-016-000-6625	MAINT AGREEMNT: ATEP		\$1,200.00
	01-5825-0-000-8-016-000-6625	OTHER OPERATING EXPENSES & SVCS: ATEP		\$1,500.00
	01-6412-0-000-8-022-000-4900	SOFTWARE: Interdisciplinary Studies		\$12,832.00
			<u>\$28,023.00</u>	<u>\$28,023.00</u>

Journal Number	Account	Description	From	To
BT09-01559	01-4580-0-000-1-022-076-6774	DUPL CHBACKS: Duplicating/word Processing	\$6,500.00	
	01-5620-0-000-1-022-076-6774	RENTS & LEASES: Duplicating/word Processing		\$6,500.00
			<u>\$6,500.00</u>	<u>\$6,500.00</u>

Journal Number Account	Description	From	To
BT09-01595	01-2141-1-026-1-051-000-6310	RG CLERIC SAL: Counseling & Guidance	\$17,527.00
	01-2383-1-026-1-051-000-6450	HR SHORTERM SAL: Student Personnel Admin	\$5,391.00
	01-3220-1-026-1-051-000-6310	PERS NON-INSTR STAFF: Counseling & Guidance	\$1,652.00
	01-4580-1-026-1-051-000-6310	DUPL CHBACKS: Counseling & Guidance	\$1,000.00
	01-4600-1-026-1-051-000-6310	NON-INSTR SUPPLIES & MATERIALS: Counseling & Guidance	\$470.00
	01-5269-1-026-1-051-000-6310	MILEAGE: Counseling & Guidance	\$186.00
	01-5270-1-026-1-051-000-6310	CONFERENCE: Counseling & Guidance	\$1,168.00
	01-5810-1-026-1-051-000-6310	CONTRACT PRINTING: Counseling & Guidance	\$4,260.00
	01-5840-1-026-1-051-000-6310	POSTAGE: Counseling & Guidance	\$408.00
	01-7600-1-026-1-051-000-6450	OTHER PAYMENTS TO STUDENTS: Student Personnel Admin	\$30,260.00
	01-1413-1-026-1-051-000-6310	HR NCLSRM FAC PT: Counseling & Guidance	\$31,429.00
	01-1414-1-026-1-051-000-6310	HR NCLSRM FAC SUM: Counseling & Guidance	\$18,551.00
	01-1415-1-026-1-051-000-6310	HR NCLSRM FAC STI: Counseling & Guidance	\$2,640.00
	01-2342-1-026-1-051-000-6310	NON-INSTR CLASS, OT: Counseling & Guidance	\$591.00
	01-2383-1-026-1-051-000-6310	HR SHORTERM SAL: Counseling & Guidance	\$3,812.00
	01-3120-1-026-1-051-000-6310	STRS NON-INSTR STAFF: Counseling & Guidance	\$2,468.00
	01-3320-1-033-1-051-000-6310	OASDI NINST CLSSF: Counseling & Guidance	\$1,102.00
	01-3360-1-026-1-051-000-6310	MEDIC NINST EMPLOY: Counseling & Guidance	\$740.00
	01-3520-1-026-1-051-000-6310	UNEMP NINST STAFF: Counseling & Guidance	\$143.00
	01-3620-1-026-1-051-000-6310	WCOMP NON-INSTRUCTIONAL: Counseling & Guidance	\$846.00
		\$62,322.00	\$62,322.00

Journal Number Account	Description	From	To
BT09-01596	01-2141-1-033-1-051-000-6310	RG CLERIC SAL: Counseling & Guidance	\$5,007.00
	01-2141-1-033-1-051-074-6310	RG CLERIC SAL: Counseling & Guidance	\$2,415.00
	01-2383-1-033-1-051-066-6470	HR SHORTERM SAL: Student Job Placement Svcs	\$12.00
	01-3220-1-033-1-051-000-6310	PERS NON-INSTR STAFF: Counseling & Guidance	\$472.00
	01-3220-1-033-1-051-074-6310	PERS NON-INSTR STAFF: Counseling & Guidance	\$22.00
	01-3320-1-033-1-051-000-6310	OASDI NINST CLSSF: Counseling & Guidance	\$169.00
	01-3320-1-033-1-051-074-6310	OASDI NINST CLSSF: Counseling & Guidance	\$362.00
	01-3360-1-033-1-051-074-6310	MEDIC NINST EMPLOY: Counseling & Guidance	\$35.00
	01-3420-1-033-1-051-074-6310	BENS NINST CLSSF: Counseling & Guidance	\$711.00
	01-3520-1-033-1-051-074-6310	UNEMP NINST STAFF: Counseling & Guidance	\$7.00
	01-3620-1-033-1-051-074-6310	WCOMP NON-INSTRUCTIONAL: Counseling & Guidance	\$43.00
	01-1413-1-033-1-051-000-6310	HR NCLSRM FAC PT: Counseling & Guidance	\$3,870.00
	01-2383-1-033-1-051-000-6310	HR SHORTERM SAL: Counseling & Guidance	\$2,270.00
	01-3120-1-033-1-051-000-6310	STRS NON-INSTR STAFF: Counseling & Guidance	\$714.00
	01-3360-1-033-1-051-000-6310	MEDIC NINST EMPLOY: Counseling & Guidance	\$85.00
	01-3520-1-033-1-051-000-6310	UNEMP NINST STAFF: Counseling & Guidance	\$17.00
	01-3620-1-033-1-051-000-6310	WCOMP NON-INSTRUCTIONAL: Counseling & Guidance	\$104.00
	01-4600-1-033-1-051-000-6310	NON-INSTR SUPPLIES & MATERIALS: Counseling & Guidance	\$2,195.00
		\$9,255.00	\$9,255.00

Journal Number Account	Description	From	To
BT09-01614	01-4300-1-006-1-058-036-1305	Instructional Supply: Human Development	\$8,792.00
	01-5811-1-006-1-058-036-1305	CONTRACT SERVICES: Human Development	\$8,792.00
		\$8,792.00	\$8,792.00

Journal Number Account	Description	From	To
BT09-01638	01-2141-0-000-7-013-064-6720	RG CLERIC SAL: Fiscal & Budgetary Services	\$10,300.00
	01-2342-0-000-7-013-064-6720	NON-INSTR CLASS, OT: Fiscal Operations	\$10,000.00
	01-6410-0-000-7-013-064-6720	NEW EQUIPMENT: Fiscal & Budgetary Services	\$300.00
		\$10,300.00	\$10,300.00

Journal Number	Account	Description	From	To
	01-2346-0-000-1-030-000-6210	NON-INSTR CL SUB: Admissions & Records	\$10,000.00	
BT09-01640	01-4344-0-000-1-030-000-6210	FEE-BASED SUPPLY: Admissions & Records	\$3,500.00	
	01-2383-0-000-1-030-000-6210	HR SHORTERM SAL: Admissions & Records		\$10,000.00
	01-4600-0-000-1-030-000-6210	NON-INSTR SUPPLIES & MATERIALS: Admissions & Records		\$2,500.00
	01-5810-0-000-1-030-000-6210	CONTRACT PRINTING: Admissions & Records		\$1,000.00
			<u>\$13,500.00</u>	<u>\$13,500.00</u>

Journal Number	Account	Description	From	To
BT09-01649	01-3120-1-006-1-051-074-6310	STRS NON-INSTR STAFF: Counseling & Guidance	\$1,153.00	
	01-5270-1-006-1-051-075-4930	CONFERENCE: General Studies(App Psy,Pre-coll Math &	\$4,697.00	
	01-4600-1-006-1-051-074-6499	NON-INSTR SUPPLIES & MATERIALS: Other Student Services		\$5,850.00
			<u>\$5,850.00</u>	<u>\$5,850.00</u>

Journal Number	Account	Description	From	To
BT09-01651	01-1412-1-023-1-051-077-6430	HR NCLSRM FAC OL: Eops	\$4,227.00	
	01-2141-1-023-1-051-077-6430	RG CLERIC SAL: Eops	\$23,025.00	
	01-3220-1-023-1-051-077-6430	PERS NON-INSTR STAFF: EOPS	\$317.00	
	01-3320-1-023-1-051-077-6430	OASDI NINST CLSSF: Eops	\$527.00	
	01-5651-1-023-1-051-077-6430	MAINT AGREEMNT: EOPS	\$231.00	
	01-7600-1-023-1-051-077-6430	Other Payments To Students: Eops	\$6,401.00	
	01-1413-1-023-1-051-077-6430	HR NCLSRM FAC PT: EOPS		\$10,357.00
	01-2342-1-023-1-051-077-6430	NON-INSTR CLASS, OT: EOPS		\$5,393.00
	01-2383-1-023-1-051-077-6430	HR SHORTERM SAL: Eops		\$8,444.00
	01-3120-1-023-1-051-077-6430	STRS NON-INSTR STAFF: EOPS		\$1,554.00
	01-3310-1-023-1-051-077-6430	OASDI INSTR CLSSF: EOPS		\$2,286.00
	01-3360-1-023-1-051-077-6430	MEDIC NINST EMPLOY: Eops		\$1,233.00
	01-3412-1-023-1-051-077-6430	Health & Welfare-Part Time Faculty Insur: EOPS		\$444.00
	01-3420-1-023-1-051-077-6430	BENS NINST CLSSF: Eops		\$2,035.00
	01-3520-1-023-1-051-077-6430	UNEMP NINST STAFF: Eops		\$340.00
	01-3620-1-023-1-051-077-6430	WCOMP CLSSF STAFF: EOPS		\$1,995.00
	01-4580-1-023-1-051-077-6430	DUPL CHBACKS: Eops		\$376.00
	01-4600-1-023-1-051-077-6430	NON-INSTR SUPPLIES & MATERIALS: EOPS		\$230.00
	01-5840-1-023-1-051-077-6430	POSTAGE: Eops		\$41.00
			<u>\$34,728.00</u>	<u>\$34,728.00</u>

Journal Number	Account	Description	From	To
BT09-01670	01-4300-0-000-1-057-006-6960	INSTR SUPPLIES & MATERIALS: Student Cocurricular Activities	\$5,607.00	
	01-5270-0-000-1-057-000-6011	CONFERENCE: Instructional Dean	\$70.00	
	01-5270-0-000-1-057-006-6960	CONFERENCE: Student Cocurricular Activities	\$1,021.00	
	01-5650-0-000-1-057-006-6960	EQUIPMENT REPAIR: Student Cocurricular Activities	\$391.00	
	01-6410-0-000-1-057-006-6960	NEW EQUIPMENT: Student Cocurricular Activities	\$1,165.00	
	01-4200-0-000-1-057-006-6960	BOOKS/MAGAZINE & PERIODICALS: Student Cocurricular Activitie		\$56.00
	01-4580-0-000-1-057-000-6011	DUPL CHBACKS: Instructional Dean		\$1,298.00
	01-4580-0-000-1-057-006-0835	DUPL CHBACKS: Physical Education & Athletics		\$3,322.00
	01-4580-0-000-1-057-006-6960	DUPL CHBACKS: Student Cocurricular Activities		\$1,636.00
	01-4600-0-000-1-057-006-6960	NON-INSTR SUPPLIES & MATERIALS: Student Cocurricular Activit		\$1,942.00
			<u>\$8,254.00</u>	<u>\$8,254.00</u>

Journal Number	Account	Description	From	To
BT09-01677	01-1412-1-024-1-051-075-6420	HR NCLSRM FAC OL: Dsps	\$10.00	
	01-1413-1-024-1-051-075-6420	HR NCLSRM FAC PT: Dsps	\$6,037.00	
	01-2251-1-024-1-051-075-6420	RG INSTR TECH SAL: DSPS	\$341.00	
	01-2346-1-024-1-051-075-6420	NON-INSTR CL SUB: DSPS	\$262.00	
	01-2383-1-024-1-051-075-6420	HR SHORTTERM SAL: Dsps	\$838.00	
	01-3220-1-024-1-051-075-6420	PERS NON-INSTR STAFF: DSPS	\$2,322.00	
	01-3310-1-024-1-051-075-6420	OASDI INSTR CLSSF: Dsps	\$41.00	
	01-3360-1-024-1-051-075-6420	MEDIC NINST EMPLOY: Dsps	\$535.00	
	01-3411-1-024-1-051-075-6420	BENS INSTR CLSSF: DSPS	\$3,380.00	
	01-3420-1-024-1-051-075-6420	BENS NINST CLSSF: Dsps	\$2,934.00	
	01-3430-1-024-1-051-075-6420	BENS NCLSRM CERT: Dsps	\$1,855.00	
	01-4300-1-024-1-051-075-6420	INSTR SUPPLY: Dsps	\$2,484.00	
	01-4600-1-024-1-051-075-6420	NON-INSTR SUPPLIES & MATERIALS: DSPS	\$1,120.00	
	01-5269-1-024-1-051-075-6420	MILEAGE: Dsps	\$500.00	
	01-5270-1-024-1-051-075-6420	CONFERENCE: Dsps	\$129.00	
	01-5651-1-024-1-051-075-6420	MAINT AGREEMNT: DSPS	\$1,296.00	
	01-5811-1-024-1-051-075-6420	CONTRACT SERVICES: DSPS	\$1,789.00	
	01-5840-1-024-1-051-075-6420	POSTAGE: Dsps	\$129.00	
	01-6410-1-024-1-051-075-6420	NEW EQUIPMENT: Dsps	\$531.00	
	01-1414-1-024-1-051-075-6420	HR NCLSRM FAC SUM: Dsps		\$17,657.00
	01-2141-1-024-1-051-075-6420	RG CLERIC SAL: Dsps		\$131.00
	01-2151-1-024-1-051-075-6420	RG TECH SAL: Dsps		\$707.00
	01-3120-1-024-1-051-075-6420	STRS NON-INSTR STAFF: DSPS		\$41.00
	01-3412-1-024-1-051-075-6420	Health & Welfare-Part Time Faculty Insur: DSPS		\$2,220.00
	01-3620-1-024-1-051-075-6420	WCOMP CLSSF STAFF: DSPS		\$4,952.00
	01-4580-1-024-1-051-075-6420	DUPL CHBACKS: Dsps		\$825.00
			<u>\$26,533.00</u>	<u>\$26,533.00</u>

Journal Number	Account	Description	From	To
BT09-01678	01-2342-2-050-1-034-089-6950	NON-INSTR CLASS, OT: Parking	\$18,000.00	
	01-5811-2-050-1-034-089-6950	CONTRACT SERVICES: Parking		\$18,000.00
			<u>\$18,000.00</u>	<u>\$18,000.00</u>

TOTAL \$331,137.00 \$331,137.00

Recommended for Ratification

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

Saddleback College

Journal Number	BT09-01458	BT09-01484	BT09-01523	BT09-01545	BT09-01601	BT09-01618	BT09-01654	BT09-01674
	BT09-01460	BT09-01487	BT09-01524	BT09-01549	BT09-01603	BT09-01619	BT09-01655	BT09-01675
	BT09-01464	BT09-01488	BT09-01526	BT09-01550	BT09-01605	BT09-01621	BT09-01657	BT09-01676
	BT09-01469	BT09-01494	BT09-01527	BT09-01554	BT09-01606	BT09-01622	BT09-01661	BT09-01679
	BT09-01471	BT09-01505	BT09-01528	BT09-01562	BT09-01607	BT09-01623	BT09-01662	
	BT09-01472	BT09-01506	BT09-01529	BT09-01573	BT09-01608	BT09-01639	BT09-01664	
	BT09-01473	BT09-01507	BT09-01531	BT09-01574	BT09-01610	BT09-01641	BT09-01665	
	BT09-01474	BT09-01508	BT09-01532	BT09-01575	BT09-01611	BT09-01642	BT09-01668	
	BT09-01476	BT09-01509	BT09-01537	BT09-01590	BT09-01612	BT09-01646	BT09-01669	
	BT09-01481	BT09-01510	BT09-01541	BT09-01591	BT09-01615	BT09-01647	BT09-01671	
	BT09-01482	BT09-01511	BT09-01542	BT09-01597	BT09-01616	BT09-01648	BT09-01672	
	BT09-01483	BT09-01517	BT09-01543	BT09-01600	BT09-01617	BT09-01652	BT09-01673	

Irvine Valley College

Journal Number	BT09-01455	BT09-01497	BT09-01558	BT09-01572	BT09-01587	BT09-01628	BT09-01636
	BT09-01457	BT09-01503	BT09-01563	BT09-01577	BT09-01588	BT09-01629	BT09-01660
	BT09-01461	BT09-01504	BT09-01566	BT09-01578	BT09-01589	BT09-01630	BT09-01666
	BT09-01477	BT09-01536	BT09-01568	BT09-01581	BT09-01594	BT09-01631	
	BT09-01486	BT09-01538	BT09-01569	BT09-01583	BT09-01609	BT09-01632	
	BT09-01491	BT09-01546	BT09-01570	BT09-01585	BT09-01613	BT09-01634	
	BT09-01492	BT09-01547	BT09-01571	BT09-01586	BT09-01624	BT09-01635	

District Services

Journal Number	BT09-01470	BT09-01576
	BT09-01479	BT09-01637
	BT09-01561	BT09-01667

A T E P

Journal Number

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

BACKGROUND

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees “receives and administers gifts to the District.” The division 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
June 22, 2009

IRVINE VALLEY COLLEGE

Gift	Donated By:
1 Precision Model6 Incubator	David L.M. Preston 53 Southbrook Irvine, California 92604

SADDLEBACK COLLEGE

Gift	Donated By:
Refreshments	Rocco J. Cifone P.O. Box 3329 Mission Viejo, California 92690
20 Cases Instant Ocean 2 Cases of Calcium Test Kits	United Pet Group, Inc. 7794 Five Mile Road, Suite 190 Cincinnati, Ohio 45230
54 Hardback Books 30 Paperback Books	Ana Maria Cobos 24851 Winterwood Drive Lake Forest, California 92630
Santa Fe Double-Sided Easel	Paul Finetti 27850 Via Sarasate Mission Viejo, California 92692
1995 Lexus	Mary Ann McCarthy 5 Martinique Street Laguna Niguel, California 92677
Samples-Interior Design	Commercial Design Solutions 151 Kalmus Drive, Suite M4 Costa Mesa, California 92626
Sewing Machine Wedding Dress	Helen M. Craig P.O. Box 4674 Mission Viejo, California 92690

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: May/June 2009 Contracts
ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During April/May 2009, the following contracts were reviewed and approved by the Deputy Chancellor, in consultation with the Chancellor, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

Incentra Solutions Consultant Agreement to perform analysis, design and programming tasks in support of the Nursing Database Integration with SIS.	\$ 50,000.00
Gartner, Inc. Service Agreement to provide subscription based research and related services	\$ 27,830.00
Southwest Patrol, Inc Consultant Agreement to provide security and vehicle patrol services at ATEP.	\$ 11,000.00
Incentra Solutions Managed Server Services Agreement to provide monitoring, Portal access and reporting for all covered devices and will Provide Incident Management, Problem Management and Server Administration services.	\$ 10,000.00
Donovan Entertainment, Inc. Entertainment Agreement to perform the "Late Nite Catechism" at the McKinney Theatre.	\$ 7,500.00
Southern California Edison Five Year License Agreement to use property owned by Southern California Edison at Irvine Valley College for agriculture/pasture and grazing purposes.	\$ 5,000.00

Item Submitted By: *Gary L. Poertner, Deputy Chancellor*

MTI \$ 4,210.00
Production Contract for the "Urinetown" performance at
McKinney Theatre.

InfoSlate, Inc. \$ 0.00
Digital Health Content Agreement to provide an interactive
Browser information system that broadcasts content to patrons.

EduStream \$ 0.00
Institutional License Agreement to provide web service and
Web-access portal for the purpose of linking students to digital media,
Streaming video and other educational materials.

24/7 Event Services, Inc.
Service Agreement Special Events for the KSBR Jazz.

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: Irvine Valley College: 2009-2010 Associated Students Tentative Budget

ACTION: Approval

BACKGROUND

The Associated Students of Irvine Valley College (ASIVC) has developed its tentative budget for the 2009-2010 academic year. Funding for the budget has been derived through the sale of ASIVC activity stickers, bookstore and food service commissions, plus programs and events. This budget has been established to fund student activities that are educational, social, and supportive of student clubs and co-curricular programs. In addition, the budget provides funding for student scholarships.

STATUS

The 2009-2010 tentative budget of ASIVC has been developed. This budget has been approved by the Associated Students of Irvine Valley College. The College Council has reviewed and endorsed forwarding the 2009-2010 ASIVC Tentative Budget as shown in Exhibit A for approval by the Board of Trustees.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the tentative budget of the Associated Students of Irvine Valley College.

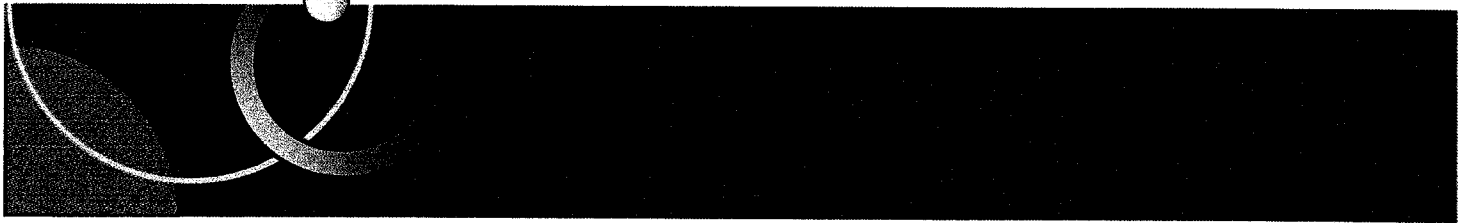


Exhibit A

Associated Students of Irvine Valley College



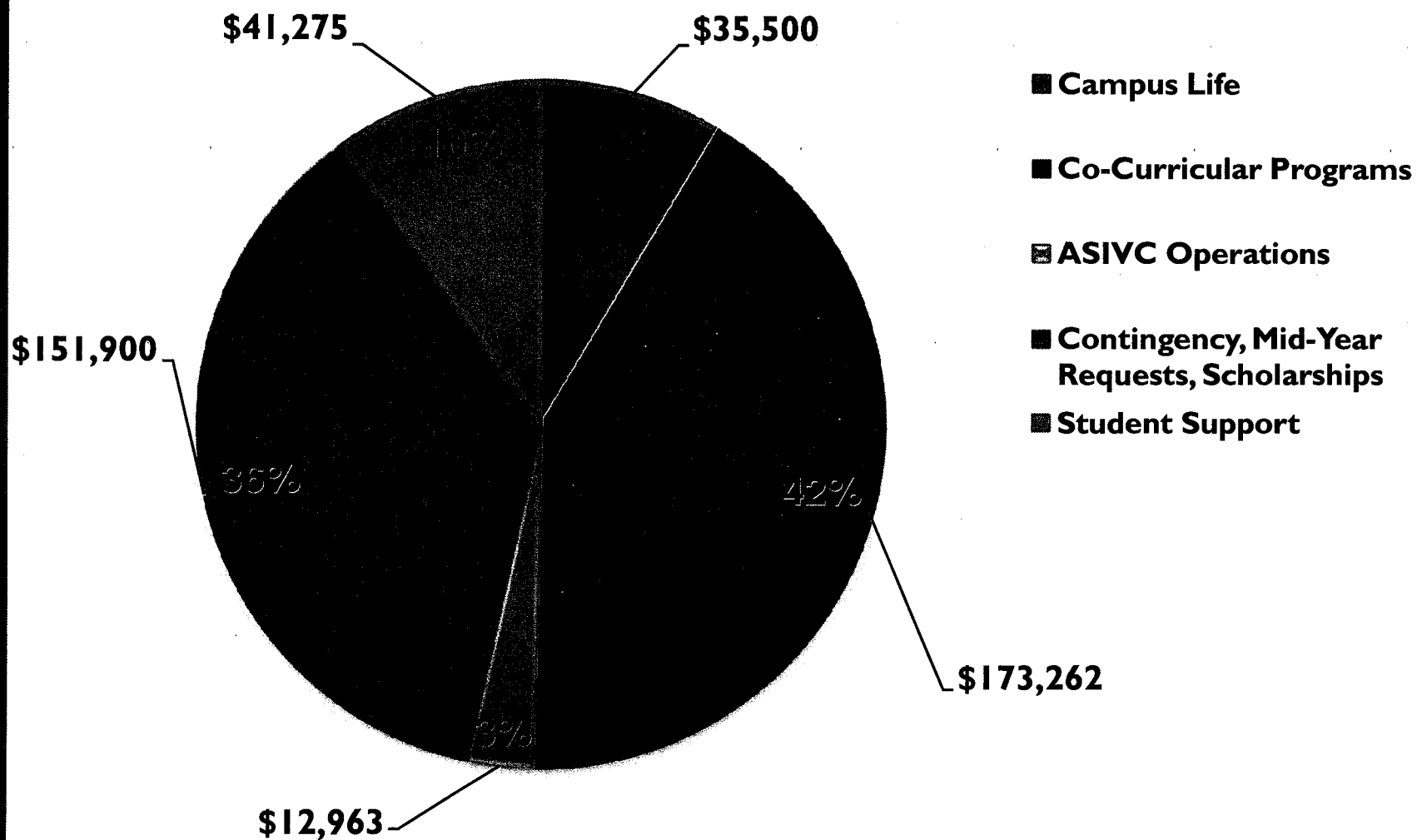
Tentative
Budget
2009-2010

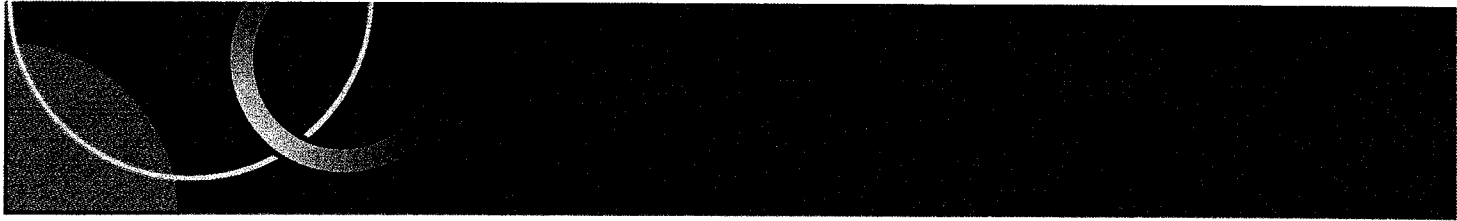
Process

- The Associated Students of Irvine Valley College (ASIVC) Budget Process is dictated by our Constitution and Bylaws.
- Requests for ASIVC Funds are sent out in February to the college community – request deadline is April.
- The Budget and Finance Committee (BFC) meets after ASIVC Spring Elections (April), to review all requests submitted for funding.
- The BFC determines the funds available for allocations: Guaranteed and Estimated Income.
- The BFC looks at the History (two years) of allocations, current requests, and calculates the total amount of requests for 2009-2010 and compares the requests to actual income.
- Members of the BFC reviews, discusses, and votes on each request separately, maintaining a balanced budget throughout the process.

Sources Of Funds	
Beginning Fund Balance	\$ 53,500.00
Minimum Guaranteed Revenue	
Bookstore	\$ 355,000.00
Cafeteria/Vending	25,000.00
Less College Assessments	-49,500.00
Minimum Guaranteed Revenue	\$ 330,500.00
ASB Activity Sticker Sales	22,000.00
Miscellaneous	9,000.00
Total Sources of Funds	\$ 415,000.00
Uses of Funds	
Campus Life	\$ 35,500.00
Co-Curricular Programs	173,362.00
ASIVC Operations	12,963.00
Contingency, Mid-Year Requests, Scholarships	151,900.00
Student Support	41,275.00
Total Uses of Funds	\$ 415,000.00

Uses of Funds Pie Chart





Campus Life: \$ 35,500

Campus Life are programs that provide participation for students at IVC to experience the same opportunities that they would have at four year universities.

Some examples are:

- Clubs - \$8,000
- ASIVC Events - \$5,000
- Commencement Ceremony - \$5,000
- Scholarship Award Ceremony - \$4,000

Co-Curricular Programs: \$173,362

Co-Curricular funds support the competitive programs that enhance student success, contributes to retention, offers a national/state academic experience for students, involvement on campus, and fulfills Accreditation requirements.

Some examples are:

- Political Science- \$20,000
- Phi Theta Kappa - \$13,000
- Forensics/Speech- \$ 22,000
- Administration of Justice - \$ 21,000

ASIVC Operations: \$12,963

ASIVC funding covers operational costs of the student government offices, contract maintenance agreements for printers, copiers, and repairs of equipment in the cafeteria and bookstore.

Some examples are:

- Office supplies - \$2,000
- Lounge workers- \$3,000
- Contract services - \$3,000
- Equipment repairs - \$ 2,000

Contingency, Mid-Year Requests, and Scholarships

	Percentage	Amount
Contingency/Emergency Reserves	10%	\$ 36,150
Allocation for Anticipated Mid-year Requests	12%	\$ 53,500
Scholarship	14%	\$ 60,000

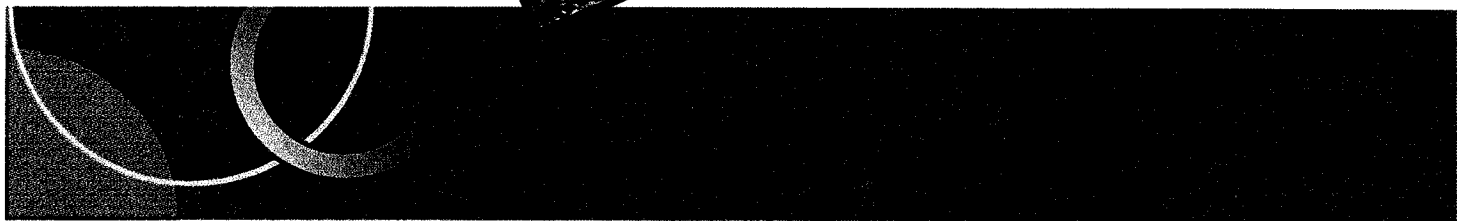
Student Support: \$41,275

These are the program grants that are supported by ASIVC funding that have far reaching effect on all IVC students, validates their success, and provides opportunities to prepare for their majors.

Some examples are:

- Theatre - \$6,000
- Journalism - \$4,000
- Transfer/Career Center - \$2,000
- Library Textbook Reserve- \$5,000

Questions and Answers



TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Associated Student Government Tentative Budget 2009-10

ACTION: Approval

BACKGROUND

The Associated Student Government (ASG) of Saddleback College was originally established in 1968 as a student government organization dedicated to the goals of providing a high-quality program of student development, and enhancing the overall collegiate environment of Saddleback College. Each year the Associated Student Government establishes a budget designed to fund a comprehensive program of activities and educational experiences at Saddleback College for the benefit of students, staff and the community. The funding sources for this budget are generated through the sale of ASB Stamps, revenue from the Bookstore, Coffee Cart, Cafeteria, and other fund-raising activities sponsored by ASG.

STATUS

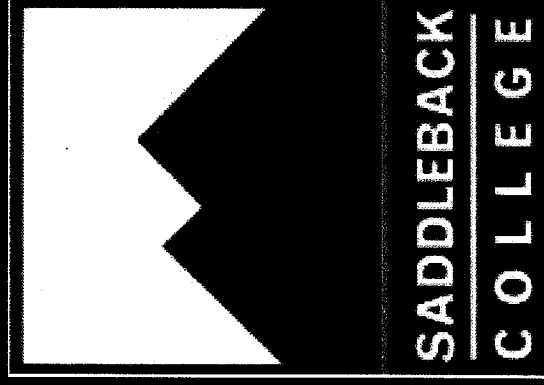
The 2009-10 Saddleback College Associated Student Government Tentative Budget has been developed and approved by the Associated Student Government Senate and Executive Cabinet, and was reviewed and endorsed by the Saddleback College Planning Budget Council.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Associated Student Government of Saddleback College Tentative Budget for 2009-10 as presented in Exhibit A.

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

**Saddleback College
Associated Student Government
Tentative Budget
2009-2010**



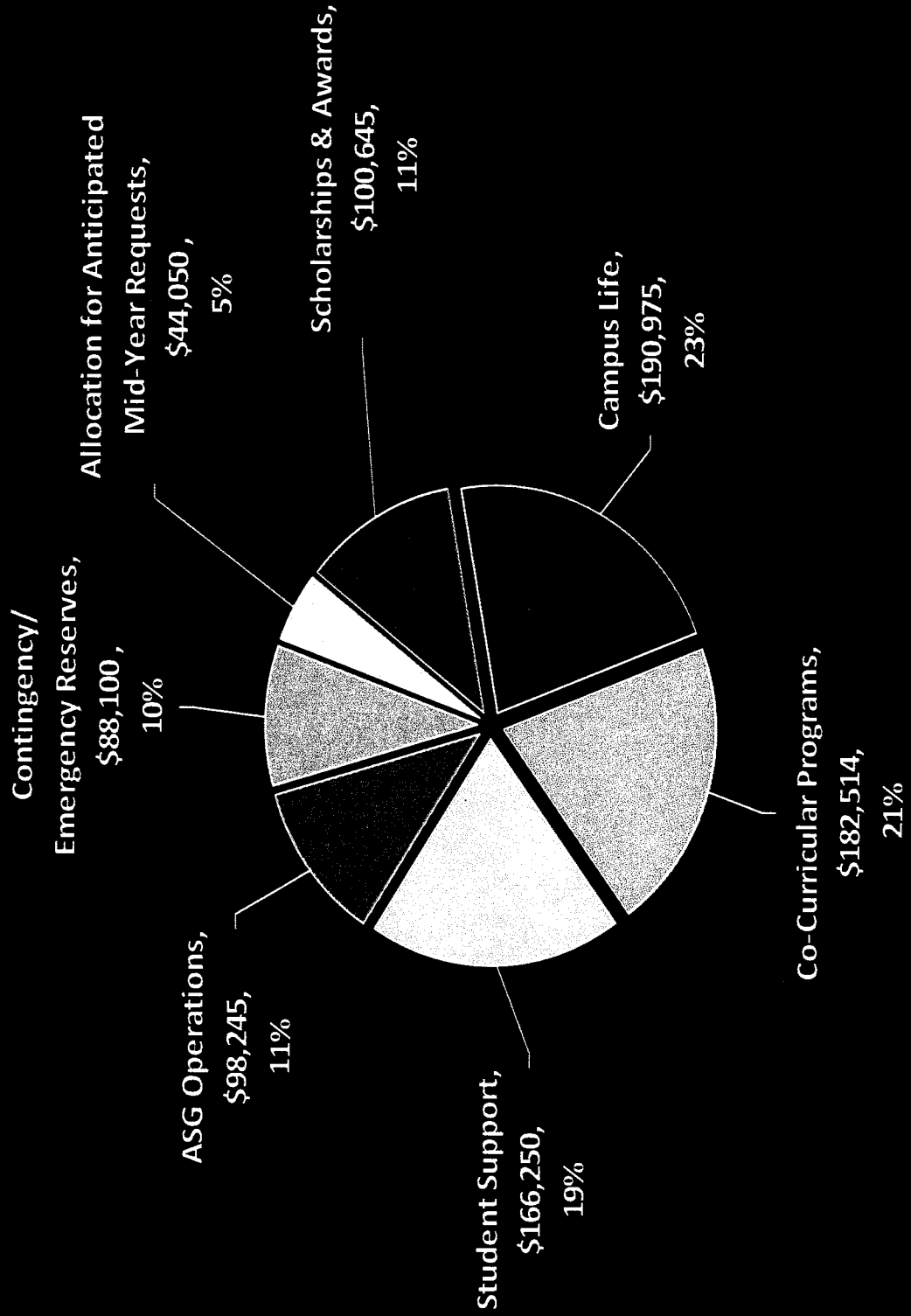
Process

- Projection of revenue.
- Funding (allocation) request process:
 - Review, discuss, debate and vote upon funding (allocation) requests.
 - Requested — \$1,276,826
 - Funded — \$637,984
 - Considerations:
 - Number of students to benefit.
 - Educational impact.
 - Enhancement of campus life.



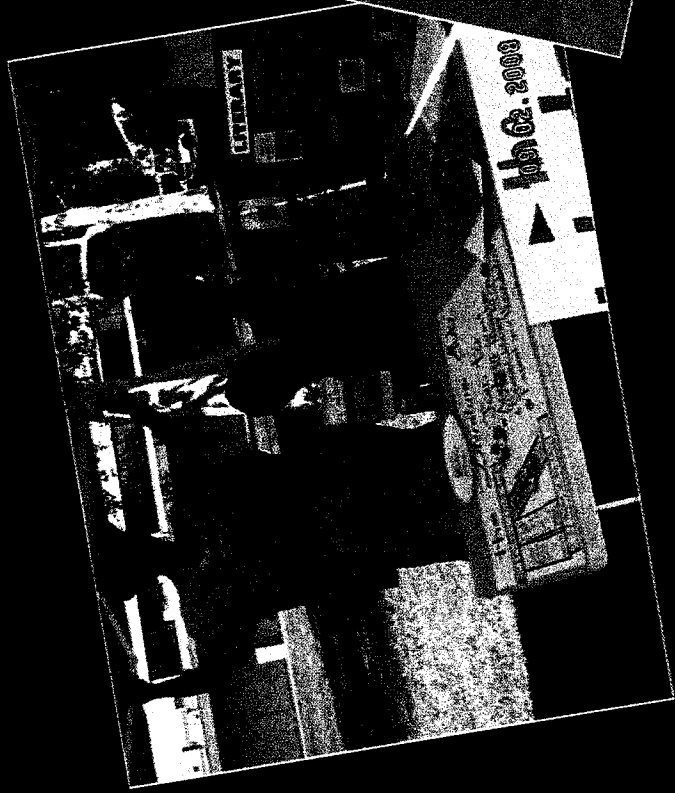
Sources Of Funds	
Estimated Beginning Fund Balance	\$177,779
Minimum Guaranteed Revenue	
Bookstore	\$650,000
Cafeteria/Coffee Carts	84,000
Vending	27,000
Less College Assessments	(188,000)
Minimum Guaranteed Revenue	\$573,000
ASB Activity Stamp Sales	120,000
Total Sources of Funds	\$870,779
Uses of Funds	
Campus Life	\$190,975
Co-Curricular Programs	182,514
Student Support	166,250
ASG Operations	98,245
Contingency, Allocation for Anticipated Mid-Year Requests, Scholarships	232,795
Total Uses of Funds	\$870,779

Uses of Funds



Campus Life: \$190,975

Programs that aid in recruitment, and ensure the retention and persistence, of all students.



Co-Curricular Programs: \$182,514

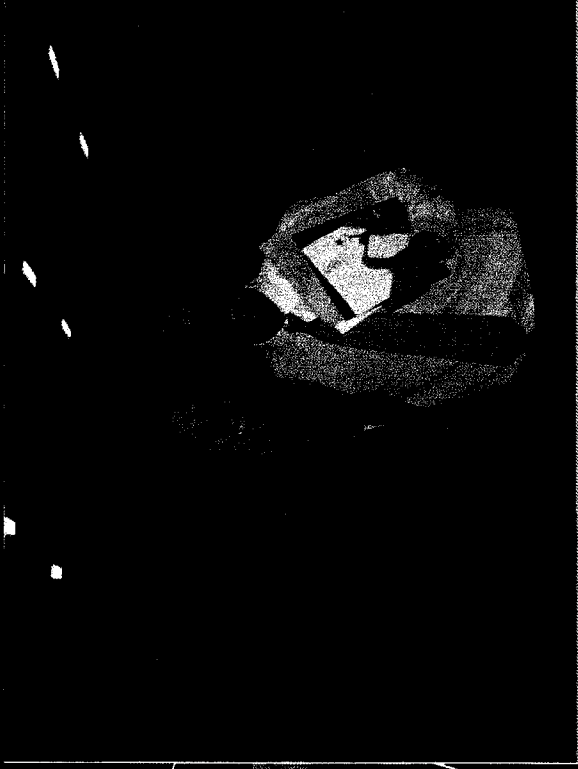
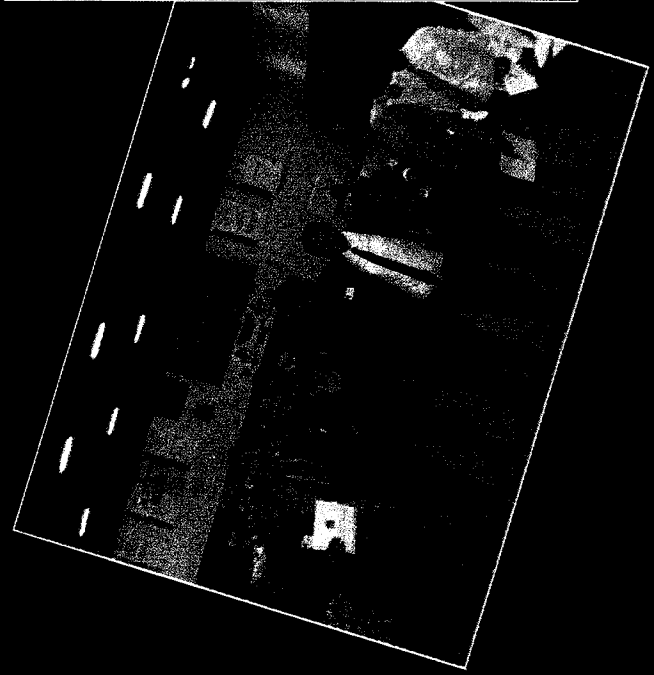
Programs that enhance student learning, augmenting the academic experience and helping students achieve their academic and career goals.



Student Support: \$166,250

Programs that directly support student success.

Students would not have the ability to participate if it weren't for ASG funds.



ASG Operations: \$98,245

Expenses associated with running and maintaining the ASG programs. Includes funding copier services, equipment repairs, and the Student Development budget.

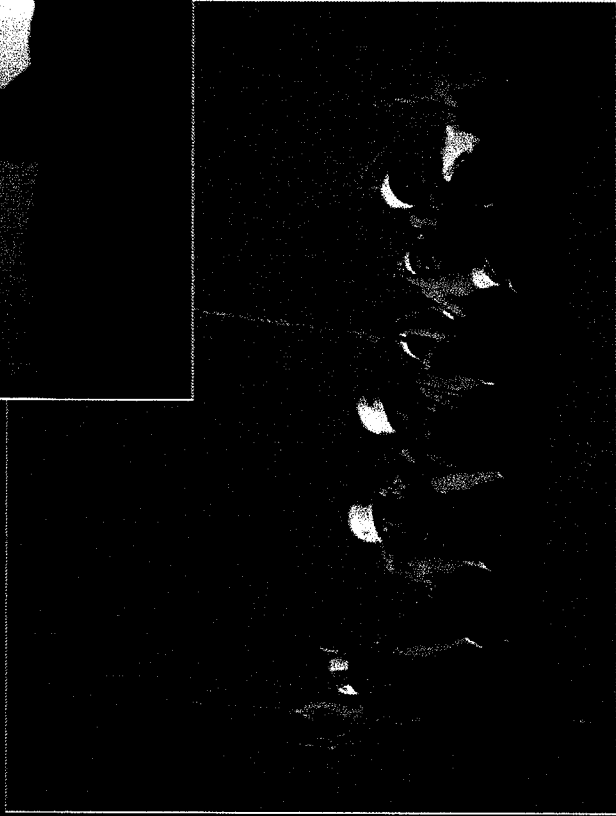


Contingency, Allocation for Anticipated Mid-Year Requests, and Scholarships

	Percentage	Amount
Contingency/Emergency Reserves (ASG Bylaw Mandated Minimum of 10% of Total Projected Revenue)	10%	\$88,100
Allocation for Anticipated Mid-Year Requests (ASG Bylaw Mandated Minimum of 3% of Total Projected Revenue)	5%	\$44,050
Scholarships & Awards (ASG Bylaw Mandated Minimum of 10% of Total Projected Revenue)	11%	\$100,645
Total		\$ 232,795



Questions and Answers



ASG Allocations -- Aggregate Categories
2009-2010

Request Number	Request Title	Requestor Name	Requestor Extension	Total \$ Requested	Total \$ Granted
Campus Life					
1	Fashion Club	Malia Hill	949-466-3947	\$490.00	\$250
2	Fashion Show	Diane McGroarty	4617	\$2,000.00	\$1,000
3	Film Festival	Charlie Meyers	4209	\$4,000.00	\$4,000
24	Guest Artist-in-Residence	Tony Huntly, Larry Jones, Robert Rickerson	4401	\$7,100.00	\$7,000
24.3	Gallery- Duplication	Robert Rickerson	4924	\$10,000.00	\$3,000
24.4	Gallery- Food Supplies	Robert Rickerson	4924	\$1,000.00	\$1,000
24.6	Gallery- Supplies	Robert Rickerson	4924	\$4,000.00	\$3,000
25	Guest Artists	Rocky Cifone	4747	\$6,000.00	\$6,000
26	Instrumental Music: Supplies & Contracted Services	Carmen Dominguez	4969	\$43,825.00	\$14,000
27	Jazz Program	Joey Sellers	4629	\$5,920.00	\$3,000
30	Theater Arts: Contract Services	Kate Realista	4775	\$114,980.00	\$44,000
33	Theater Arts: Rents & Leases	Kate Realista	4775	\$38,100.00	\$19,000
35	Theater Arts: Supplies	Kate Realista	4775	\$77,560.00	\$35,500
36	Theater Arts: Travel & Registration	Kate Realista	4775	\$4,000.00	\$4,000
36.1	Art Lecture Series	Richard White	4758	\$3,000.00	\$1,000
58	Dia De Los Muertos Event	Carmenmara Hernandez-Bravo	4985	\$1,800.00	\$800
60	Ramadan Event	Carmenmara Hernandez-Bravo	4985	\$1,800.00	\$925
61	International Film Festival	Carmenmara Hernandez-Bravo	4985	\$1,500.00	\$1,500
62	Latin Film Festival	Carmenmara Hernandez-Bravo	4985	\$1,500.00	\$1,000
117	Inter-Club Council Operations	Audra DiPadova	4213	\$50,000.00	\$27,000
115	ASG Events Cabinet Programming Budget	Audra DiPadova	4213	\$5,000.00	\$2,000
110	ASG Homecoming Celebration	Audra DiPadova	4213	\$4,000.00	\$4,000.00
115.2	ASG Senate Programming Budget	Audra DiPadova	4213	\$5,000.00	\$1,000.00
118	ASG Multicultural Month	Audra DiPadova	4213	\$5,000.00	\$2,000.00
126	Diversity Student Council Programming Budget	Audra DiPadova	4213	\$20,000.00	\$5,000.00
				\$417,575.00	\$190,975
Co-Curricular Programs					
20	Choral & Vocal Music Supplies	Scott Farthing	4751	\$21,400.00	\$10,125
20.1	Choral & Vocal Music Contracted Services	Scott Farthing	4751	\$14,000.00	\$5,000
21	Noon Concert Hour Series	Joey Sellers	4629	\$8,000.00	\$2,000
22	Speech/Forensics Team Banquet/Awards	Larry Radden	4909	\$3,000.00	\$1,000
23	Speech/Forensics Team Lodging, Meals, & Fees	Larry Radden	4909	\$28,000.00	\$11,000
28	Readers Theater (Speech/Forensics)	Larry Radden	4909	\$2,000.00	\$500
4	CBI National College Media	Terry Wedel	4714	\$6,779.00	\$4,000
41	CAADE Conference	Peggy Dakin	4731	\$1,250.00	\$1,250
46	CNSA General Meetings	Jennifer Wall, Kathryn Saab, Linda Gleason	Linda Gleason 4729	\$1,225.00	\$225
48	Annual NSNA Convention (CNSA Club)	Jennifer Wall, Kathryn Saab, Linda Gleason	Linda Gleason 4729	\$15,000.00	\$10,000
49	CNSA State Convention	Jennifer Wall, Kathryn Saab, Linda Gleason	Linda Gleason 4729	\$11,326.00	\$5,000

ASG Allocations -- Aggregate Categories
2009-2010

Request Number	Request Title	Requestor Name	Requestor Extension	Total \$ Requested	Total \$ Granted
50	Reflections, A Student Anthology	Sandra Marzilli	4836	\$800.00	\$800
51	Emeritus Institute Art Show	Sandra Marzilli	4836	\$600.00	\$600
52	ESL: International Voice Magazine	Matthew Hunt	4784	\$2,500.00	\$2,000
54	Lariat and Lariatnews.com: Travel	Paul McLeod	4724	\$7,500.00	\$5,000
56	Annual Journalism Banquet	Paul McLeod	4724	\$1,300.00	\$850
57	Student Journalism Scholarships	Paul McLeod	4724	\$800.00	\$800
59	Gender Conference	Carmenmara Hernandez-Bravo	4985	\$1,800.00	\$1,500
63	The Wall Literary Magazine	Joshua Pryor	4426	\$7,000.00	\$6,000
64	AMSA Pre-Med Conference	Alvin Jogasuria	949-357-6429	\$2,115.30	\$2,115.00
65	Chemistry Display cases	Mrs. Sara Sheybani	4812	\$3,880.00	\$2,500
66	7th Annual MSE Academic Triathlon	Jane Horlings	4910	\$2,500.00	\$2,500
67	Science Lecture Series	Mrs. Sara Sheybani	4812	\$24,000.00	\$12,000
69	Honors Conference	Alannah Rosenberg	4853	\$1,750.00	\$1,750
70	American College Dance Festival 2010	Deidre Cavazzi	949-291-7643	\$5,120.00	\$2,000
72	Winter Dance Concert 2009 and Dance Collective 2010	Dorothy Garant	4489	\$7,050.00	\$4,000
73	Athletic Team Officials Fees	Tony Lipold	4645	\$35,000.00	\$30,000
75	Athletics: Surf Team Entry Fees	Tony Lipold	4645	\$2,950.00	\$2,950
76	Scholar Athlete Recognition Luncheon	Tony Lipold	4645	\$2,000.00	\$1,000
91	Tim Cartmell/Taiji Workshop	Troyce Thome	949-842-2992	\$1,000.00	\$1,000
99	Western Psychological Association Conference	Kinga Rutynowski	415-793-1752	\$12,610.00	\$6,305
98	Anthropology/Cross-Cultural Studies Brown Bag Lunch Speaker Series	Claire Cesareo-Silva	4739	\$3,000.00	\$3,000
93	Fall Media Day	Jerry Hannula	4490	\$60.00	\$60
95	Game Workers	Jerry Hannula	4490	\$8,900.00	\$8,900
92	Athletics Pep Squad Camp Workshop	Tony Lipold	4645	\$9,000.00	\$6,550
79	Athletics Post-Season/Playoffs	Tony Lipold	4645	\$47,000.00	\$26,234
114	ASG Awareness Week	Audra DiPadova	4213	\$3,000.00	\$1,000.00
114.1	ASG Earth Week	Audra DiPadova	4213	\$3,000.00	\$1,000.00
Co-Curricular Programs Total				\$308,215.30	\$182,514
Student Support					
100	Scholarship Ceremony (Student aspects)	Audra DiPadova	4213	\$6,000.00	\$6,000
133	Welcome Fest	Leslie Humphrey	4272	\$6,450.00	\$6,000
134	Senior Day 2010	Leslie Humphrey	4272	\$9,150.00	\$8,500
135	Student Ambassadors	Leslie Humphrey	4272	\$600.00	\$600
136	Veterans Awareness	Leslie Humphrey	4272	\$3,000.00	\$3,000
137	Family Night	Leslie Humphrey	4272	\$4,800.00	\$4,000
138	EOPS Student Recognition	Georgina Guy	4620	\$3,000.00	\$1,500
139	EOPS Winter Workshop	Georgina Guy	4620	\$3,000.00	\$1,500
140	Child Development Center Speaker Series	Lisa Cavallero	4302	\$1,500.00	\$1,000
141	Child Development Center Software	Lisa Cavallero	4302	\$275.00	\$275
142	Child Development Center New Equipment	Lisa Cavallero	4302	\$700.00	\$700
143	Child Development Center Supplies	Lisa Cavallero	4302	\$800.00	\$800
144	Child Development Center Funding Awards for Students	Lisa Cavallero	4302	\$10,000.00	\$10,000
7	DSPS Ability Awareness Week	Mike Sauter	4359	\$2,200.00	\$2,200
8	DSPS Student & Volunteer Recognition Dinner	Ardith Lynch	4750	\$3,200.00	\$2,000
9	Ride the Wave	Ardith Lynch	4750	\$2,350.00	\$2,000

ASG Allocations -- Aggregate Categories
2009-2010

Request Number	Request Title	Requestor Name	Requestor Extension	Total \$ Requested	Total \$ Granted
10	JAWS -- Junior Athletic Wheelchair Camp	Ardith Lynch	4750	\$6,875.00	\$6,875
14	Transfer Celebration	Miki M	4468	\$6,800.00	\$5,000
15	Crisis Intervention Program Workshop	Jerilyn C	4583	\$1,500.00	\$500
16	High School Counselors Advisory Council	Jerilyn C	4583	\$700.00	\$100
17	High School Counselors Conference	Jerilyn C	4583	\$1,500.00	\$300
18	Women's Conference	Sholeh Alizadeh	4611	\$3,000.00	\$2,000
42	Human Services Graduation Reception	Peggy Dakin	4731	\$575.00	\$400
44	Red Ribbon Substance Abuse Criminal Justice Career Fair	Peggy Dakin	4731	\$1,750.00	\$1,500
49.5	Nursing Pinning Ceremony	Diane Pestolesi	4790	\$5,900.00	\$2,000
80	Athletics Team Meals	Tony Lipold	4645	\$70,000.00	\$45,000
81	Athletics Team Lodging	Tony Lipold	4645	\$18,000.00	\$18,000
82	Athletics Team Entry Fees	Tony Lipold	4645	\$20,000.00	\$20,000
83	Athletics Team Banquet/Meals	Tony Lipold	4645	\$5,000.00	\$2,500
86	Athletics Team Awards	Tony Lipold	4645	\$3,400.00	\$1,500
90	Athletics Championship Awards	Tony Lipold	4645	\$3,000.00	\$1,500
108	ASG Emergency Loan Program	ASG	4213	\$3,000.00	\$3,000.00
121	Foundation Gala	Audra DiPadova	4213	\$1,000.00	\$1,000.00
132.1	Commencement	Audra DiPadova	4213	\$10,000.00	\$5,000.00
Student Support Total				\$219,025.00	\$166,250
ASG Operations					
101	ASG Duplication	ASG	4213	\$3,500.00	\$3,000
102	ASG Supplies	ASG	4213	\$3,000.00	\$2,000
103	ASG Polo Shirts	ASG	4213	\$1,200.00	\$1,200
104	ASG Copier Agreement	ASG	4213	\$2,000.00	\$2,000
104.1	ASG Contract Printing	ASG	4213	\$3,000.00	\$2,000
105	ASG Credit Card Fees	ASG	4213	\$45.00	\$45
106	ASG Postage	ASG	4213	\$1,500.00	\$1,000
107	ASG Storage Container Fee	ASG	4213	\$1,500.00	\$1,500.00
109.1	Office Worker Payroll	ASG	4213	\$25,000.00	\$25,000
132	ASG Stamp Discount Card	Audra DiPadova	4213	\$52,500.00	\$45,000
132.2	Movie Tickets	Audra DiPadova	4213	\$5,000.00	\$5,000
116	ASG End of the Year Banquet	Audra DiPadova	4213	\$3,000.00	\$1,500.00
122	ASG Leadership Training Retreats	Audra DiPadova	4213	\$5,000.00	\$5,000.00
123	Student Development/ASG Marketing	Audra DiPadova	4213	\$10,000.00	\$2,000.00
124	Low Ropes Course	Audra DiPadova	4213	\$5,000.00	\$2,000.00
Student Development/ASG Total				\$121,245.00	\$98,245
TOTAL -- ALLOCATIONS -- REQUESTED/Awarded				\$1,066,060.30	\$637,984

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: ATEP: Agreement with HCTD, LLC
ACTION: Approval

BACKGROUND

The District has entertained several proposals from developers who wish to contract to provide project development services.

STATUS

The ATEP team selected HCTD, LLC a wholly owned subsidiary of Hudson Capital, LLC as the most appropriate developer for this project. The Board interviewed Victor Coleman of Hudson Capital at the March Board of Trustees meeting. Since then District staff and legal counsel have been meeting with the developer to complete the agreement (Exhibit A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (Exhibit A) with HCTD, LLC, a wholly owned subsidiary of Hudson Capital, LLC.

DEVELOPMENT SERVICES AGREEMENT

THIS DEVELOPMENT SERVICES AGREEMENT (the "**Agreement**") is made and entered into as of _____, 2009 (the "**Identification Date**") by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ("**District**"), and HCTD, LLC, a Delaware limited liability company ("**Development Manager**"). District and Development Manager may sometimes be referred to herein individually as a "**Party**" and collectively as the "**Parties.**"

RECITALS

The Parties enter into this Agreement on the basis of the following facts, understandings and intentions:

A. In May 2002, the United States of America, acting through the Department of the Navy (the "**Navy**"), approved an economic development conveyance of the former Marine Corps Air Station, Tustin ("**MCAS Tustin**") to the City of Tustin (the "**City**"). On May 13, 2002, in accordance with that certain Agreement between the United States of America and the City of Tustin, California for the Conveyance of a Portion of the Former Marine Corps Air Station Tustin (the "**Navy Conveyance Agreement**"), which sets forth the terms and conditions for the conveyance of a portion of MCAS Tustin by the Navy to the City (the "**City Property**"), a portion of MCAS Tustin was conveyed by federal deed to the City (the "**City Fee Property**"). In addition, a portion of the City Property was leased by the Navy to the City (the "**City Leased Property**") pursuant to that certain Lease in Furtherance of Conveyance Between the United States of America and the City of Tustin, California for Portions of the Former Marine Corps Air Station Tustin dated May 13, 2002 (the "**LIFOC**").

B. On or about April 22, 2004, City and the District entered into that certain Agreement between the City of Tustin and the South Orange County Community College District for Conveyance of a Portion of MCAS, Tustin and the Establishment of an Advanced Technology Educational Campus (the "**City Conveyance Agreement**"), pursuant to which City agreed to convey a portion of the City Property comprising approximately sixty-eight and 37/100 (68.37) acres (the "**ATEP Site**") in Orange County, California (the "**County**") to the District on the terms and conditions set forth therein. Pursuant to the City Conveyance Agreement, (1) the City conveyed to the District fee title to approximately 37.66 acres of the City Fee Property (the "**SOCCCD Fee Property**"), pursuant to that certain Quitclaim Deed and Environmental Restriction Pursuant to Civil Code Section 1471 (the "**Quitclaim Deed**") recorded on April 29, 2004, as Instrument No. 2004000369376 in the Official Records of the County (the "**Official Records**"), and (2) City subleased to the District approximately 30.71 acres of the City Leased Property (the "**Sublease Area**"), pursuant to that certain Sublease between the City of Tustin and the South Orange County Community College District for a Portion of MCAS Tustin dated April 29, 2004 (the "**Sublease**"), a Short Form Notice of which was recorded in the Official Records on April 7, 2004, as Instrument No. 2004000373082.

C. A legal description of the SOCCCD Fee Property is attached hereto as Exhibit A-1, and a legal description of the Sublease Area is attached hereto as Exhibit A-2. A map depicting the ATEP Site, which is comprised of the SOCCCD Fee Property and the Sublease

Area, is attached hereto as Exhibit B. For the purposes of this Agreement, (1) the Navy Conveyance Agreement, the LIFOC and all other documents executed or to be executed by the Navy or the City pursuant thereto affecting the ATEP Site shall be collectively referred to herein as the “**Navy Conveyance Documents**,” (2) the City Conveyance Agreement, the Quitclaim Deed, the Sublease and all other documents executed or to be executed by City or District pursuant thereto affecting the ATEP Site shall be collectively referred to herein as the “**City Conveyance Documents**” and (3) the Navy Conveyance Documents and the City Conveyance Documents shall be collectively referred to herein as the “**Conveyance Documents**.”

D. On or about March 24, 2008, District adopted a Short-Range Plan for the ATEP Site, as required pursuant to the City Conveyance Agreement (the “**Short-Range Plan**”). In addition, (1) on or about November 12, 2008, District adopted a Long-Range Plan (the “**Long-Range Plan**”) for the ATEP Site consistent with the MCAS Tustin Specific Plan/Reuse Plan (the “**Specific Plan**”), as required pursuant to the City Conveyance Agreement, and (2) on or about March 24, 2009, the District approved a Concept Plan (the “**Concept Plan**”) for a portion of the ATEP Site consistent with the Long-Range Plan, as required pursuant to the Specific Plan.

E. The Concept Plan sets forth preliminary conceptual development plans for a portion of the ATEP Site known as “**Phase 3A**.” A master site plan for Phase 3A which has been approved by the District is attached hereto as Exhibit C (the “**Phase 3A Site Plan**”). The District and Development Manager desire to enter into this Agreement for the Development Manager to provide the District with professional services as more specifically set forth herein in connection with the development and construction of so much of the planned development of Phase 3A of the ATEP Site as the District may, in its sole discretion, determine. Such portion of Phase 3A is hereinafter called the “**Project**.”

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. **Engagement.** District hereby engages Development Manager, as an independent contractor, to assist District in the development and construction of the Project pursuant to the terms of this Agreement. Development Manager’s relationship to District shall be that of an independent contractor and Development Manager shall not represent to any third party that its relationship is otherwise. No relationship of employer and employee, principal and agent, partnership or joint venture is created hereby. Development Manager shall have only the authority expressly granted by this Agreement. Unless the District provides express written authorization, Development Manager shall not enter into any contract, agreement or other arrangement in District’s name or for District’s account or by which District would be legally bound. The Parties acknowledge that Development Manager is not a co-owner, co-venturer, or partner of District, nor a Project promoter or co-developer, and that Development Manager shall have no liability to District or any third party whatsoever on account of any deemed ownership of the Project or any portion thereof. The Parties acknowledge the compensation owing to Development Manager pursuant hereto is reflective of Development Manager’s limited role in the development of the Project and that Development Manager’s fees would be substantially higher were Development Manager to be responsible for any Project-related risks, liabilities and/or expenses.

2. **Personnel.** Development Manager shall provide such number of personnel in its employ as, and the personnel so provided shall possess such experience and expertise as, may be reasonably necessary to carry out Development Manager's duties and responsibilities set forth under this Agreement. Development Manager shall be responsible for hiring, supervising and training of all of Development Manager's employees, staff members, consultants and contractors performing any of the services or obligations of Development Manager hereunder. Without limiting the foregoing, Development Manager shall (a) designate a project manager for the Project with skills and experience that are reasonably acceptable to District; and (b) provide District with an organizational chart or other documentation showing the responsibilities of and chain of command for each person designated by Development Manager with responsibilities for the Project, and update the same as reasonably necessary. Except as otherwise provided herein or in any applicable Schedule (including the budget incorporated therein), no charge shall be made to the District for any payroll or other expense attributable to such personnel. Development Manager shall supervise the work of, and hire and discharge, on-site personnel of the Project, using due care in hiring and discharging such personnel, in compliance with all Applicable Laws (as defined in Section 16 below). All persons working on the Project on behalf of Development Manager shall be in the sole employ of Development Manager or independent contractors hired by Development Manager. Development Manager shall not enter into any agreement with any such persons which would require District to pay for the services of such persons in an amount which exceeds the cost therefor as set forth in an Approved Budget (as defined in Section 6(d)(ii) below). District shall have no right to interfere with, supervise or otherwise direct such personnel, but may require Development Manager upon written notice to discharge or remove from the Project such personnel, whom in District's sole and absolute discretion, it deems unsatisfactory. Upon receipt of written notice from District that an individual is deemed unsatisfactory by District, Development Manager shall, within ten (10) working days, remove such individual from the Project and thereafter, within a reasonable time, install a replacement acceptable to District in its sole and absolute discretion. Development Manager shall execute and file when due all forms, reports and returns which are required by law for the employment of such personnel. Development Manager shall not enter into a union contract which shall bind District or be applicable to employees of the Project, or conduct any negotiations with respect thereto, without the prior written approval of District which approval shall not be unreasonably withheld.

3. **Services.**

(a) **Scope of Work.** In addition to those responsibilities set forth in this Agreement, Development Manager shall perform (or cause to be performed) the services set forth on Exhibit D attached hereto (the "**Scope of Work**"). Development Manager warrants that all services will be performed in a competent, professional and reasonably satisfactory manner in accordance with the standards prevalent in the industry for such services and in compliance with the Conveyance Documents, the Specific Plan, the Long-Term Plan, the Concept Plan, the Phase 3A Site Plan and all Applicable Laws. Development Manager warrants that (i) it will investigate and review or has thoroughly investigated and reviewed the Conveyance Documents, Specific Plan, Long-Term Plan, Concept Plan, Phase 3A Site Plan, and the work product produced or which will be produced by the legal, architectural, planning, and other consultants (collectively, the "**ATEP Team**") engaged by the District from time to time (collectively, the "**Development Documents**"), (ii) it has carefully considered, or will upon review thereof consider, how such

work should be performed in compliance with the Development Documents and (iii) it fully understands the difficulties and restrictions attending performance of such work under this Agreement. Should Development Manager discover any latent or unknown conditions materially differing from those documented in the Development Documents as of the Identification Date of this Agreement or as represented by District (if District has made any such representations), it shall timely inform District of such fact and shall not proceed except at Development Manager's risk until instructions are received from District.

(b) **Certain Limitations.** Neither the District's review or approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any of District's rights under this Agreement and Development Manager shall remain liable to the District in accordance with the terms of this Agreement for Development Manager's breach of this Agreement. Except as expressly set forth herein, neither this Agreement, nor Development Manager's rendition of services hereunder shall be deemed Development Manager's assumption of responsibility for the adequacy or sufficiency of the Project design or the Design Documents for the Project, which are and remain that of the Architect (as that term is defined in the Scope of Work). Development Manager's responsibilities hereunder to reject defective or deficient work shall be as set forth in Section 5.6.4 of the Scope of Work.

(c) **Negotiations with Third Parties.** Upon request by District, Development Manager shall reasonably assist District, at no material out-of-pocket cost or expense to Development Manager, in negotiations with educational institutions and other third parties interested in occupying space in the completed Project.

(d) **Right of Proposal.** Development Manager's responsibilities under this Agreement shall not include any responsibilities or services not enumerated in the Scope of Work and this Agreement. The following, without limitation, are specifically excluded from the responsibilities and services to be provided by Development Manager hereunder: (i) any responsibilities or services related to property management, facilities operation or asset management of the Project ("**Management Services**"), (ii) the right to enter into a ground lease ("**Ground Lease**") with District for any portion of the ATEP Site, including the Project, or (iii) the right to develop any future phases of the ATEP Site ("**Future Development**"). However, in the event that during the term of this Agreement District desires to (i) obtain Management Services for the Project beyond what is contemplated by this Agreement, (ii) enter into a Ground Lease for any portion of the ATEP Site to any lessee other than an educational institution, or (iii) commence Future Development, and provided Development Manager is not in default hereunder, District shall give notice to Development Manager of its intent and specific interest in writing, and Development Manager shall thereafter have the opportunity to provide a proposal to District concerning such Management Services, Ground Lease or Future Development, as applicable, to be considered by District along with any other third party proposals District may obtain.

(e) **No Obligation to Construct.** Development Manager acknowledges and agrees that District shall have no obligation to complete all or any part of the Project and that District's proceeding with the Project depends, among other things, on District's obtaining such funding and financing reasonably required for payment of the costs of the development and

construction of the Project; provided, however, that nothing in this Section 3(e) shall affect District's obligations under Section 14(e) below.

(f) **Notice to Proceed.** The duties of Development Manager hereunder shall be divided into the services for three (3) separate stages ("Stages") of development of the Project, the "Planning Stage" (defined in Section 5 below), the "Pre-Construction Stage" (defined in Section 6 below) and the "Construction Stage" (defined in Section 7 below). The Planning Stage shall commence on the date ("Commencement Date") that is the later to occur of June 15, 2009, or the date that this Agreement is fully executed and delivered. Development Manager shall not proceed with any later Stage of development unless and until it shall have received from District a written notice to proceed ("**Notice to Proceed**") from the District authorizing Development Manager to proceed with the applicable Stage of development.

(g) **Weekly Meetings.** Development Manager shall attend regular weekly meetings (each, a "**Weekly Meeting**") conducted by District and its consultants and will generally coordinate and act as a liaison with respect to the development and construction of the Project. Unless District gives notice otherwise, the Weekly Meeting shall take place every Tuesday, generally from 10:00 am to Noon, at the offices of Jackson, DeMarco, Tidus & Peckenpaugh.

(h) **Status Meetings.** Development Manager shall regularly monitor and use all reasonable efforts to expedite the planning, entitlement, development and construction process and, in addition to the Weekly Meetings described above, shall conduct, pursuant to an agenda prepared by Development Manager, weekly regular progress meetings (each, a "**Status Meeting**") with the District and all relevant members of the ATEP Team to present the status of the Project and any required reports, schedules or plans throughout the entire process of the development and construction of the Project. The District and the Development Manager may mutually agree to cancel any Status Meeting as unnecessary. The first Status Meeting shall be a kick-off meeting and include the presentation of a draft of a Program Management Plan in the form of Exhibit E attached hereto.

(i) **Written Record.** The Development Manager shall maintain a written official record of all meetings, conferences, discussions and decisions made between or among the District and Development Manager during all phases of the Project concerning any material condition in the requirements, scope, performance and/or sequence of the work of construction. The Development Manager shall provide a draft copy of such record to the District for review and comment. Before such record becomes official, Development Manager and District shall agree on the final text. Development Manager shall provide a copy of any written record upon its becoming official and shall furnish a copy to the Contractor upon Contractor's request.

(j) **Monthly Progress Report.** Development Manager shall provide a monthly progress report during the Planning, Pre-Construction and Construction Stages of the Project. Such monthly progress report shall include a narrative on the planning/design/construction progress identifying any critical items and proposed solutions, an ongoing chronology of milestone events, a copy of the Preliminary Construction Schedule as defined Section 6(c) below or of the Construction Schedule as defined in Section 7(c) below, (as applicable), a Monthly Report as defined in Section 7(b) below, a graph with one axis for

expenditure and the other for time showing actual in comparison to projected, an ongoing and updated change order log, a pay request summary including percentage of completion and a bulleted thirty-day projection of anticipated activities. All such documents shall be in a format approved by the District.

(k) **Schedules.** The Project Schedule described in Section 5 below, the Preliminary Construction Schedule described in Section 6 below and the Construction Schedule described in Section 7 below are sometimes hereinafter collectively called the “**Schedules.**” The Schedules shall be prepared with an edition (to be reasonably agreed upon by District and Development Manager) of commercially available software designed specifically for the scheduling of construction projects and utilizing the critical path method of scheduling. Development Manager’s use of scheduling software other than Microsoft Project, Primavera SureTrak Project or Primavera Project Planner shall require the prior written approval of District, which may be granted, withheld or conditioned in the sole discretion of District. The Schedules shall be resource-loaded and shall indicate the start and finish dates for the principal activities necessary to complete the Project. Development Manager shall use its commercially reasonable efforts to sequence, schedule and coordinate the Schedules in a logical, reasonable and orderly manner to permit the construction of the Project to be completed at no more than the estimated costs of construction included in the Schedules and within the time established or approved by the District. If the District’s requirements for the Project include phasing elements of Project construction, the District’s phasing requirements shall be set forth in the Schedules. Development Manager acknowledges that the Preliminary Construction Schedule prepared by Development Manager will be relied upon during the District’s review of Contractor’s Construction Schedule submittal.

(l) **Notice of Outside Meetings.** Development Manager shall not meet or communicate with the City, the Navy or any of the various governmental agencies regarding the Governmental Approvals relating to the activities specified in this Agreement, without providing prior written notice to District no less than forty-eight (48) hours in advance and affording the District the opportunity to attend such meetings or participate in such conferences.

4. **Development Manager Fee.** In consideration for the performance of its services hereunder, District shall pay Development Manager those fees in accordance with “**Development Manager Fee Summary**” attached hereto as Exhibit F. Subject to Section 14(e) below, Development Manager shall not be entitled to any fee with respect to any Stage of the development of the Project unless and until District shall have given Development Manager a Notice to Proceed with such Stage.

5. **Planning Stage.** Upon the Commencement Date, Development Manager shall commence to perform such tasks set forth in the Scope of Work under the heading “**Planning Stage**” to plan the development of the Project (the “**Planning Stage**”), including, but not limited to, the following functions and services when and in the manner indicated below:

(a) **Goals and Objectives.** Development Manager shall develop, in consultation with the ATEP Team and District, the various goals and objectives of the Project, including identification of major development requirements and preparation of a Preliminary

Budget (as defined in Section 5(d) below), development timetables, and the Project Schedule as defined in Section 5(b) below.

(b) **Project Schedule.** Without limiting the generality of the foregoing, Development Manager, in concert with the ATEP Team, shall prepare and submit to District, for District's reasonable approval (and Development Manager shall promptly make such revisions to the schedules delivered to District as District shall reasonably request or require) a Project schedule covering the components described in the Scope of Work and the estimated costs thereof, and incorporating in reasonable detail all of those Project activities to be performed by the Development Manager and the ATEP Team, including the obtaining of all required Governmental Approvals, in connection with the development and construction of the Project, together with an estimated time for the completion of each such component through Project completion (as approved by District, the "**Project Schedule**"). Thereafter, during the Planning Stage, Development Manager shall submit to District at least once every thirty (30) days as part of the Monthly Report, an updated Project Schedule.

(c) **Preliminary Evaluation and Preliminary Budget.** On or before the thirtieth (30th) day after the commencement of Development Manager's services as provided above, and provided the District has furnished or made available to Development Manager the information and approvals set forth in the Scope of Work to enable Development Manager to prepare the same, Development Manager shall prepare and deliver to District for its approval a preliminary Budget ("**Preliminary Budget**"), which Preliminary Budget shall be based upon preliminary plans approved by the District and shall set forth the total estimated cost for development and construction of the Project. The Preliminary Budget shall include separate estimates for site costs, soft costs and per square foot building costs. Concurrently with the Preliminary Budget, Development Manager shall also provide District with a written preliminary evaluation of the Project ("**Preliminary Evaluation**"), which shall set forth a projected schedule for completion of various aspects of construction and the corresponding estimated costs thereof. The Preliminary Evaluation shall include alternative approaches to design and construction of the Project as provided in the Scope of Work.

(d) **Governmental Approvals.** Development Manager, in consultation with District, shall (i) be responsible for all negotiations with, assistance in the preparation of all required submissions to, and shall act as liaison for, the City, the Navy and all of the various governmental authorities having jurisdiction with respect to the development and construction of the Project; and (ii) apply for, negotiate and use its commercially reasonable efforts to obtain all necessary government approvals, entitlements, permits, authorizations, certificates, and licenses necessary to the development, construction, occupancy, operation, and maintenance of the Project, including, but not limited to, certificates of occupancy, both temporary and final (collectively, the "**Governmental Approvals**"). Development Manager acknowledges that the Project is atypical in that (x) it is subject to the terms of the Conveyance Documents, (y) the owner is a public agency and (z) the development will require approvals from federal, state and local governmental agencies. The Development Manager's obligation to obtain all required Governmental Approvals shall continue in effect during the Pre-Construction and Construction Stages if District gives Notices to Proceed with respect to those Stages.

(e) **Status Meeting.** The Development Manager shall timely present all such information required pursuant to Sections 5(a)-(f) herein to District for District's review and approval during the Status Meetings.

6. **Pre-Construction Stage.** Development Manager shall, only upon receipt of a Notice to Proceed from District, commence to perform the tasks set forth in the Scope of Work to prepare for construction (the "**Pre-Construction Stage**") of the Project, including, but not limited to, the following functions and services when and in the manner indicated below:

(a) **General Management Services and Planning Stage Services.** To the extent required, Development Manager shall continue to perform those functions and services appropriate to further the purposes of this Agreement, including Sections 5(b), (c) and (e) of this Agreement.

(b) **Goals and Objectives.** Development Manager shall refine, in consultation with the ATEP Team and District, the various goals and objectives of the Project developed in the Planning Stage, and prepare the budgets, schedules and business plans described in this Section 6 below.

(c) **Preliminary Construction Schedule.** Without limiting the generality of the foregoing, Development Manager, in concert with the ATEP Team, shall prepare and submit to District, for District's approval (which approval shall not be unreasonably withheld) (and Development Manager shall promptly make such revisions to the schedules delivered to District as District shall request or require) a preliminary construction schedule covering the improvements anticipated to be necessary to complete the Project, the costs thereof and the timetable of such construction (as approved by District, the "**Preliminary Construction Schedule**"), which shall be in compliance with the time periods required under the Development Documents and the Approved Business Plan (as defined in Section 6(d) below). Thereafter, during the Pre-Construction Stage, Development Manager shall submit to District at least once every thirty (30) days as part of the Monthly Report, an updated Preliminary Construction Schedule.

(d) **Budgets.** Development Manager, in consultation with the ATEP Team and District, shall prepare and submit to District the budgets described below, when and in the manner indicated in Sections 6(d)(i) and 6(d)(ii) below. Said budgets shall set forth all costs and expenses of District in connection with the Project (each, a "**Budget**"), and shall be subject to the approval of District. District shall either approve a Budget as submitted, or shall submit such Budget to Development Manager for its revisions thereto in consultation with the ATEP Team and District, in which event Development Manager agrees to so revise such Budget to make the changes requested or required by District and deliver the revised Budget to District for its approval within ten (10) days from Development Manager's receipt thereof.

(i) **Business Plan and Initial Budget.** On or before the seventy-fifth (75th) day following the receipt of Notice to Proceed with the Pre-Construction Stage, and provided District has furnished or made available to Development Manager the information and approvals set forth in the Scope of Work to enable Development Manager to prepare the same, Development Manager shall prepare and deliver to District for its approval (which approval shall

not be unreasonably withheld) (A) an initial Budget for the Project in the format set forth on Exhibit D3.6.4 of the Scope of Work (which Budget, once approved by District is herein referred to as the “**Initial Budget**”), which Initial Budget shall reflect the estimated total hard and soft costs of developing and constructing the Project, and (B) a business plan for the development and maintenance of Project, which plan shall contain the assumptions made and previously approved by the District, projected time schedules (excluding allowances for governmental authorities having jurisdiction to review plans), and projected cash flow (the “**Business Plan**”). Development Manager shall use its commercially reasonable efforts to make such changes to said Budget as District shall reasonably require, so that the Initial Budget is ready by the ninetieth (90th) day following the receipt of the Notice to Proceed. The Business Plan shall be updated by Development Manager on a quarterly basis and such updated Business Plan (x) shall be delivered to District at the end of each calendar quarter during the Pre-Construction Stage and (y) shall be included as an addendum to the Monthly Report during the Construction Stage. The Business Plan, including updates thereof, once approved by District, shall be referred to herein as the “**Approved Business Plan.**” The Initial Budget may be adjusted to address escalation per the ENR’s Builders Construction Cost indexes if plan review exceeds nine (9) months.

(ii) **Approved Budget.** The Initial Budget, when approved by District and as the same may, from time to time, be further revised with the written approval of District, is herein referred to as an “**Approved Budget.**” Development Manager shall promptly notify District of any actual or anticipated material variance from an Approved Budget, the reasons therefor and Development Manager’s recommendations with respect thereto. Notwithstanding the Budget approval rights and process set forth in this Section 6(d), the Parties hereby agree that each Approved Budget shall include a Project contingency line item of ten percent (10%) of soft costs and a construction contingency line item of ten percent (10%) of hard costs.

(e) **Delivery Method; Contractor.** Development Manager shall review with, and make recommendations to, District regarding the selection of the delivery method for the construction of the Project; i.e., (i) architect contract(s) and separate construction contract with a general contractor (A) for a stipulated sum obtained through the low bid process, or (B) on a cost-plus basis with a guaranteed maximum price, (ii) a design-build contract with a single design-build entity which has both architectural and construction expertise, (iii) contracts with multiple prime contractors or (iv) such other delivery method as may be appropriate. Depending on the delivery method selected, Development Manager shall also make recommendations to District respecting (x) the solicitation of proposals from, and the selection and retention of, architects and other consultants for the Project and (y) the solicitation of bids from, and the retention of, general contractors, a design-build entity or one or more prime contractors and various subcontractors. The term “**Contractor**” as used herein shall mean either the general contractor, any of the prime contractors or the design-build entity. Development Manager, in consultation with District, shall prepare, review and negotiate agreements securing the services of the Contractor (“**Contractor’s Agreements**”), and shall review all other documentation necessary to the planning, construction, use and occupancy of the Project in accordance with the Development Documents, Approved Budget, Approved Business Plan, and in compliance with all Applicable Laws. All the documents shall be submitted by Development Manager to District for District’s approval. Development Manager shall be responsible for the ongoing administration of all such Contractor’s Agreements, subject to the direction of District.

(f) **Project Development Requirements.** Development Manager shall make necessary recommendations and shall otherwise assist District in making decisions respecting the Project development requirements, in accordance with the Development Documents and all Applicable Laws, including: (i) time phasing of the development; (ii) design of public areas; (iii) design of all service areas; (iv) landscaping; and (v) obtaining all required insurance and bonds.

(g) **Status Meetings.** The progress of the ATEP Team and the presentation, status and updates of the Preliminary Construction Schedule and Project Schedule, shall be timely presented to the District for the District's review during the Status Meetings. The Preliminary Construction Schedule and Project Schedule as updated and revised shall be submitted to the District for approval no less frequently than monthly.

7. **Construction Stage.** Development Manager shall, only upon receipt of a Notice to Proceed with the Construction Stage from District, commence the construction stage (the "**Construction Stage**") of the Project, the scope of which District shall set forth in the Notice to Proceed. Development Manager shall use its commercially reasonable efforts to cause the Construction Stage to be completed in accordance with the time periods and subject to, and in compliance with, all of the terms and conditions, requirements and limitations set forth in the Development Documents, the Approved Budget, the Approved Business Plan, the Project Schedule, the Construction Schedule, the Plans (as defined in Section 7(d) below), and in accordance with all Applicable Laws. During the Construction Stage, Development Manager shall perform such tasks that in its reasonable judgment are appropriate in connection with the construction of the improvements, including but not limited to the following functions and services when and in the manner indicated below:

(a) **General Management, Planning Stage and Pre-Construction Stage Services.** To the extent required, Development Manager shall continue to perform those functions and services in furtherance of the purposes of this Agreement, including those specified in Sections 6(a) – (g) of this Agreement.

(b) **Monthly Reports.** Development Manager shall assist in the establishment of, and shall comply with the implementation of, an overall financial control and accounting system with respect to the development and construction of the Project. In addition, within fifteen (15) days after the expiration of each calendar month, Development Manager shall deliver to District a balance sheet and statement of costs prepared in accordance with generally accepted accounting principles consistently applied ("**GAAP**") together with a listing of all receivables and payables of District with respect to the Project as of such date (each, a "**Monthly Report**"). Within fifteen (15) days after the expiration of each calendar quarter, Development Manager shall incorporate into the Monthly Report for the last month in such calendar quarter a report ("**Quarterly Report**") which shall reflect (i) a comparison of the estimated cost of any item in the Approved Budget or the then-applicable Schedule with the actual cost and contain an explanation by Development Manager of any item for which there exists a budget overrun on a quarterly basis for any line item in the then applicable resource-loaded Schedule of greater than three percent (3%) (each, a "**Material Budget Variance**"); (ii) the income by source and expenses by category of expense; (iii) a progress report on any ongoing construction or alteration activity, including (A) hard and soft costs in connection with any such construction or alteration; (B) the actual progress of work achieved during such month and to date, and a comparison

thereof to scheduled progress of work for the same periods; (C) the estimated cost of completion of the Project; (D) estimates of the funds which District may be required to supply, on account of the work to be performed or for any other purpose pursuant to the terms hereof, within the immediately succeeding sixty (60) day period; (E) any material change orders for the preceding month with the concomitant price change; (F) any material observations made by Development Manager in the course of its physical inspections of the Project; and (G) any other material matter pertinent to the Project of which Development Manager has knowledge or information; and (iv) a certification that no notice has been received that the Project is in violation of any Applicable Law or, if such a notice has been received or if there by such a violation, a description thereof.

(c) **Final Construction Budget; Construction Schedule.** Development Manager shall cause the Contractor or Contractors to prepare an estimate of the total cost of construction (the "**Contractor's Bid**") and a resource-loaded schedule (each, a "**Contractor's Schedule**"), incorporating the Contractor's Bid, in the form required for all Schedules hereunder, covering the improvements anticipated to be necessary to complete the Project, the costs thereof and the timetable of such construction. Development Manager shall review, promptly upon receipt, each Contractor's Bid and related Contractor's Schedule and compare the same against the Approved Budget and the Preliminary Construction Schedule. In the event there is a single Contractor for the Project, Development Manager shall work with the Contractor to reconcile any discrepancies between the Preliminary Construction Schedule and the Contractor's Schedule. In the event that there is more than one Contractor for the Project, Development Manager shall work with the Contractors to reconcile discrepancies not only between the Contractor's Schedules and the Preliminary Construction Schedule but also among the various Contractor's Schedules. Development Manager shall prepare, promptly upon completion of its reconciliation efforts (and in no event later than fifteen (15) days after receipt of the Notice to Proceed for the Construction Stage), for District's review and approval (which approval shall not be unreasonably withheld) (and Development Manager shall promptly make such revisions to the budgets and schedules delivered to District as District shall request or require), a proposed construction budget and a proposed master construction schedule. Upon District's approval of the proposed construction budget, the same shall be deemed the "**Final Construction Budget**" and upon District's approval of the proposed master construction schedule, the same shall be deemed the "**Construction Schedule**". The Final Construction Budget shall be used to calculate the Estimated Construction Fee as provided in Exhibit F hereto. Development Manager shall recommend adjustment of the Project Schedule, if necessary, to conform it to the Construction Schedule. Development Manager shall also monitor the Project Schedule and the Construction Schedule during the Construction Stage of the Project and shall advise District of the status of the Project Schedule and the Construction Schedule (i) in the event that it appears to Development Manager that the actual schedule will fall or has fallen behind the Project Schedule or the Construction Schedule, or (ii) on at least a regular monthly basis. Development Manager shall make recommendations to District for revisions to the Project Schedule or the Construction Schedule based on a schedule of recovery should it appear to Development Manager that the actual schedule has fallen behind the Project Schedule or the Construction Schedule, which schedule of recovery shall be subject to the District's approval.

(d) **Supervision of Construction.** Development Manager shall supervise the construction of the Project in accordance with (i) the Scope of Work, (ii) the Schedules, (ii) the

Approved Budget and Approved Business Plan, (iii) the Development Documents, (iv) the Government Approvals, and (v) plans and specifications, working drawings and the site plan for the Project (collectively, the “Plans”). Development Manager shall regularly review the construction process to determine whether the actual Construction Schedule coincides with the Project Schedule, to periodically review work not started or incomplete, and to recommend to District adjustments to the Project Schedule in accordance with Section 5(b) of this Agreement with respect to remaining work.

(e) **Change Orders.** Development Manager, in concert with the ATEP Team, shall review and recommend to District any and all necessary or desirable changes (“**Change Orders**”), and shall, at the direction of District, review, negotiate and make recommendations concerning any Change Orders District may propose and shall maintain records of all such Change Orders. Development Manager acknowledges that under current District policies: (i) the total aggregate cost of Change Orders must not exceed ten percent (10%) of the costs of construction and (ii) all Change Orders require the approval of the Board of Trustees of the South Orange County Community College District (the “**Board**”). The District staff is considering a recommendation to the Board that the Board adopt a policy (“**Change Order Policy**”) whereby Board approval will not be required for a Change Order which has been approved by District staff, provided that the cost of such Change Order, when aggregated with the cost of prior Change Orders not previously approved or ratified by the Board, is not greater than \$100,000. District shall give written notice to Development Manager if the Change Order Policy or another policy similar thereto is adopted by the Board.

(f) **Architectural Matters.** Development Manager shall consult with District, ATEP Team and the Division of the State Architect (the “**DSA**”) concerning the meaning and intent of the architectural drawings and specifications, shall assist in resolving any questions relating to their proper interpretation, and shall collaborate with the ATEP Team to establish and implement procedures to expedite the approval by the DSA of shop drawings, samples, and similar matters.

(g) **Completion.** Development Manager shall supervise the construction of the Project until completion and shall use its commercially reasonable efforts to assure that the Project is completed within the time period set forth in the Construction Schedule. The Project shall be deemed to have attained completion (the “**Completion**”) upon the last to occur of the following events: (i) the issuance of all of the certificates of occupancy or similar Governmental Approvals for all areas within the Project; (ii) the achievement of DSA Close-Out, as that term is described in the Scope of Work, (iii) the performance by the Contractor in all material aspects of all of its duties and obligations under the construction contract(s) with regard to the development and construction of the Project in accordance with the Development Documents, Initial Budget and Plans, other than completion of punch-list (“**Punch List**”) items; (iv) the performance and satisfaction of all other remaining obligations to be performed by the Contractor pursuant to the construction contract(s) or (v) the determination by the District of the existence of adequate security for the performance and satisfaction by the Contractor of all the tasks set forth on the Punch-List, which security may be in the form of performance and completion bonds previously posted by the Contractor, a holdback or other security provided or pledged by Contractor. Development Manager shall supervise, and enforce the Contractor’s performance of its obligations and obtain all required guarantees, affidavits, releases, bonds, waivers, keys,

operation maintenance manuals, warranties, certificates of occupancy and other Governmental Approvals and such other materials as are necessary or appropriate to the functioning and operation of the completed Project. Development Manager shall manage the process by which District personnel receive training from subcontractors in the operation and maintenance of the Project.

(h) **Status Meetings.** The presentation of the Monthly Reports, the status of the construction of the Project, including any changes or updates to the Schedules, any Change Orders and the preparation of the Punch-List, shall be timely presented to the District for the District's review and approval during the Status Meetings.

8. **Approval by District.** In connection with the performance by Development Manager of all of its duties and obligations set forth in this Agreement, Development Manager acknowledges and agrees that it is obligated to secure the prior written approval from District with respect to all matters not previously authorized, in accordance with the procedures set forth below. Without limiting the foregoing, Development Manager shall submit to District, for District's review and approval, which approval shall not be unreasonably withheld, all matters requiring District's prior written approval pursuant to this Agreement. District's prior written approval shall be secured by Development Manager in accordance with the following procedures:

(a) Development Manager shall prepare and submit to the District, for District's review and approval, which approval may be granted or withheld in the reasonable discretion of District, a written summary of the matters to be reviewed and approved by District, together with original documents, agreements, plans, schedules, reports, correspondence and other information required by District to make a determination as to the matters being reviewed and approved ("**Submission**").

(b) District shall have a period of ten (10) business days after receipt by District of each Submission in which to review such Submission, and deliver to Development Manager written notice of approval or disapproval with respect to the matters being reviewed and approved.

(c) In the event District fails to timely deliver to Development Manager written notice of its approval or disapproval of the Submission pursuant to Section 8(b) hereof, the Submission shall be deemed disapproved, and Development Manager shall re-submit such matters to District for District's review and approval pursuant to this Section 8(c); provided, however, that if, upon resubmission, the District fails to deliver written notice of its approval or disapproval within ten (10) business days, the resubmission shall be deemed approved.

(d) In the event District approves any such Submission, the District and/or the Development Manager, as applicable, shall take such actions reasonably required to implement such approved matters.

(e) In the event District expressly disapproves any such Submission ("**Disapproved Matters**"), District shall advise Development Manager in writing of its disapproval and the basis for such disapproval. In such a case, Development Manager shall take

such actions required to satisfy District with respect to the Disapproved Matters and re-submit such matters to District, for District's review and approval, pursuant to this Section 8.

(f) Development Manager acknowledges and understands that many of the approvals or consents to be given by District hereunder are subject to approval by the Board through formal action of the Board at a regularly or specially called meeting. District shall reasonably cooperate with Development Manager to obtain any such required approval or consent; provided, however, District makes no representation as to whether any such approval or consent may be granted or that any consent or approval granted by District shall indicate that the attendant approval or consent from the Board is forthcoming. District shall not be in breach of any obligation under this Agreement requiring the consent, approval or other action of the Board if such consent, approval or other action has not been given or completed within the applicable period set forth herein, provided that District is then taking all reasonable steps to obtain the required response from the Board.

9. **Insurance.**

(a) **Development Manager's Insurance.**

(i) ***Workers' Compensation and Employers Liability Insurance.***

Development Manager shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts under which Development Manager may be liable. Development Manager shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by Development Manager. The Employer's Liability Insurance required of Development Manager hereunder may be obtained by Development Manager as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by Development Manager hereunder.

(ii) ***Commercial General Liability and Property Insurance.***

Development Manager shall purchase and maintain Commercial General Liability and Property Insurance as will protect Development Manager from the types of claims set forth below which may arise out of or result from Development Manager's services under this Agreement and for which Development Manager may be legally responsible: (A) claims for damages because of bodily injury, sickness or disease or death of any person other than Development Manager's employees; (B) claims for damages insured by usual personal injury liability coverage which are sustained (I) by a person as a result of an offense directly or indirectly related to employment of such person by Development Manager, or (II) by another person; (C) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (D) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle; (E) contractual liability insurance applicable to Development Manager's obligations under this Agreement; and (F) for completed operations. The City, the Department of the Navy and the District, the Board of Trustees, and District's employees, officers, officials, and contractors shall be named as additional insureds under Development Manager's Commercial General Liability policy.

(iii) **Professional Liability Insurance.** Development Manager will procure and maintain professional liability insurance covering claims arising out of the performance of services under this Agreement.

(iv) **Coverage Amounts.** Minimum coverage amounts for policies of insurance obtained by the Development Manager hereunder shall be as follows:

1.1. <u>Insurance Policy -</u>	<u>Minimum Coverage Amount -</u>
Workers' Compensation	In accordance with applicable law
Employer's Liability	One Million Dollars (\$1,000,000); no deductible or self insured retention
Commercial General Liability (including coverage for automobile liability and property casualty)	Two Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$2,000,000) project specific in the aggregate; deductible or self insured retention to be acceptable to District in its reasonable discretion
Professional Liability	One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) project specific in the aggregate; deductible or self insured retention to be acceptable to District in its reasonable discretion

(v) **Policy Requirements, Policy Endorsements; Evidence of Insurance.** All Insurance Policies required hereunder shall contain a severability of interest clause providing that the coverage shall be primary for losses arising out of the insured party's performance and none of the additional insureds or their insurers shall be required to contribute to any such loss. Coverage shall state that the insurance shall apply separately to each additional insured against whom any claim is made or suit brought, except with respect to the insurer's limits of liability. Development Manager shall deliver copies of Insurance Policies, Certificates of Insurance and applicable endorsements naming the City, the Department of the Navy, the District, the Board of Trustees, and each of their employees, officers, elected officials, agents, attorneys, affiliates, representatives, contractors and the successors and assigns of each of them as additional insured under the above referenced policies to the District. The Certificates of Insurance shall provide evidence of insurance in the minimum coverage amounts required hereunder. All Insurance Policies, Certificates of Insurance and Endorsements required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California with an A.M. Best rating of not less than A / VII, to the reasonable satisfaction of the District and in compliance with the requirements of the Conveyance Documents. Coverages under each

policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District and all endorsements naming additional insureds shall so indicate. Endorsements naming additional insureds shall also indicate any waivers of subrogation included in the applicable policy.

(b) **Builder's Risk Insurance.** During the progress of construction of the Project, Development Manager shall assure that the Contractor obtain and maintain, as a Project cost, one or more policies of Builder's Risk Completed Value Insurance covering all insurable work of the Project, including extended coverage and insurance against vandalism and malicious mischief, perils of fire, sprinkler leakage, acts of civil authorities, collapse and flood, to the full insurable value of the work of the Project and coverage for work of the Project whether in progress or completed. The District and Development Manager waive all rights against the other, the architect, and the Contractor for damages caused by perils covered by insurance obtained under this provision. The policy(ies) of Builder's Risk Insurance shall contain express waivers of subrogation by the insurer(s) issuing such policy(ies) to the extent of damages or losses covered thereunder.

10. **Indemnity.**

(a) **Development Manager Indemnity of District.** Development Manager shall indemnify, defend and hold harmless the District Indemnified Parties (as defined below) from all claims, demands, liabilities, actions and causes of action, including without limitation, claims for bodily injury, death, physical property damage (other than to the work of the Project itself and property damage covered by a Builder's Risk Insurance obtained pursuant to Section 9 above) and demands, losses, liabilities or other claims (collectively, "**Claims**") to the extent arising out of Development Manager's negligence or willful misconduct. The "**District Indemnified Parties**" are the District, the District's Board of Trustees and each individual member thereof and the employees, officers, agents and representatives of the District. The Development Manager's obligations hereunder shall survive termination of this Agreement and the completion of obligations hereunder, until barred by the applicable statute of limitations.

(b) **District Indemnity of Development Manager.** The District shall indemnify, defend and hold harmless the Development Manager Indemnified Parties (as defined below) from all Claims arising directly or indirectly out of the Project or any phase, element or aspect thereof other than for those matters for which Development Manager is obligated to indemnify District pursuant to Section 10(a) above, including, without limitation, (A) any Claims arising from any negligence or willful misconduct on the part of District or its officers, directors, agents, employees, or affiliates, and (B) any action by Development Manager or its officers, directors, members, partners, shareholders, employees, agents or affiliates performed within the scope of its authority hereunder. The District shall cause the Contractor to indemnify the Development Manager Indemnified Parties to the same extent as the District is indemnified by the Contractor and to have the Development Manager named as an additional insured on all liability insurance policies associated with the Project. The "**Development Manager Indemnified Parties**" are the Development Manager and its officers, directors, shareholders, partners, members, managers, affiliates, agents, employees, successors and assigns. The

District's obligations hereunder shall survive termination of this Agreement and the completion of obligations hereunder, until barred by the applicable statute of limitations.

(c) **Defense of Claims.** Notwithstanding anything to the contrary contained in this Agreement, any Claims against District, Board, Development Manager, or the Project arising in connection with the construction or development of the Project shall, to the extent not caused by the negligence or willful misconduct of Development Manager or District, be the responsibility of District, and District and Development Manager shall cooperate in the defense thereof. The terms of this subsection (c) shall survive the expiration or termination of this Agreement.

11. **Books and Records.** Development Manager shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable District to evaluate the cost and the performance of such services. Books and records pertaining to costs shall be kept and prepared in accordance with GAAP. District shall have full and free access to inspect such books and records at all reasonable times and upon reasonable prior notice at the office of Development Manager, including the right to copy, audit and make records and transcripts from such records. These records shall be retained for ten (10) years after the expiration of this Agreement, except that if any litigation, claim, negotiation, audit or other action has been commenced before the expiration of such ten (10) year period, the records shall be retained until completion of such action and resolution of all issues which arise from it, or until the end of three years, whichever is later.

12. **Documents.** Originals of all drawings, specifications, reports, records, documents and other materials, whether in hard copy or electronic form, which are prepared by Development Manager, its employees, subcontractors and agents (including the ATEP Team) in the performance of this Agreement (other than confidential materials prepared by or on behalf of Development Manager and/or its legal counsel), shall be the property of District and shall be delivered to District upon the termination of this Agreement or upon the earlier request of District, and Development Manager shall have no claim for further engagement or additional compensation as a result of the exercise by District of its full rights of ownership of the documents and materials hereunder. The drawings, specifications, reports, records, documents and other materials prepared by Development Manager in the performance of services under this Agreement shall not be released publicly without the prior written approval of District. In the event that Development Manager is served with legal process to compel the release of any such information, Development Manager shall give written to District of same, including a copy of such legal process, and, if District notifies Development Manager of District's intention to oppose such legal process, Development Manager shall not release the information sought until District, at District's sole expense, has exhausted its legal recourse to oppose the release of the information sought. Development Manager shall not disclose to any other entity or person any information regarding the activities of District, which information District has designated in a written notice to Development Manager to be confidential, except as required by law or as authorized by District.

13. **Term of Agreement.** This Agreement shall be effective on the date that it is fully executed and delivered and shall continue until terminated as provided herein or until the District

has accepted the Completion (as defined in Section 7(g) above) of the Project, whichever first occurs (the “**Term**”).

14. **Termination of Agreement.**

(a) **Termination by District.** District may terminate this Agreement at any time without penalty by no less than thirty (30) days' written notice to Development Manager of such termination (“**Termination Notice**”), in the event that (i) Development Manager has failed to perform any material covenant, agreement, term or provision of this Agreement to be performed by Development Manager and where such failure is not cured within thirty (30) days after receipt of written notice from District specifying such default (or if the default is not susceptible of cure within thirty (30) days, Development Manager has not commenced said cure within thirty (30) days and proceeded to complete said cure with due diligence or has not completed said cure within ninety (90) days); (ii) Hudson Capital, LLC shall cease to be a majority owner of Development Manager or shall for any reason cease to be in control of the day-to-day affairs of Development Manager; (iii) District is unable to obtain financing in order to pay for the costs of the development and construction of the Project; (iv) District determines in its good faith reasonable discretion that the Project is infeasible; (v) an event of Force Majeure (as defined in Section 14(c) below) occurs; or (vi) third party litigation is commenced against District which if adversely determined may, in the District’s reasonable judgment, materially impact the viability or timing of completion of the Project. In the event that the services of Development Manager are terminated for the reasons set forth in subsection (ii), (iii), (iv), (v) or (vi) above, Development Manager shall be entitled to receive compensation for its services to the extent of the Monthly Payments (as defined in Exhibit F attached hereto) for periods up to and including the month in which notice of termination is given. In the event that the services of Development Manager are terminated for the reasons set forth in subsection (iii), (iv), (v) or (vi) above Development Manager shall be entitled to receive, in addition to compensation to the extent of Monthly Payments as provided above, the Break-Up Fee (as defined below). In the event that the services of Development Manager are terminated for cause under subsection (i) above, then Development Manager shall be entitled to receive compensation to the extent of the Monthly Payments made prior to the date of notice by the District of Development Manager’s default giving rise to the termination.

(b) **Termination by Development Manager.** Development Manager may terminate this Agreement at any time without penalty by providing to District a Termination Notice, in the event that (i) District has failed to perform any material covenant, agreement, term or provision of this Agreement to be performed by District where such failure is not cured within thirty (30) days after receipt of written notice from Development Manager specifying such default; or (ii) an event of Force Majeure occurs.

(c) **Force Majeure.** For purposes of this Agreement, an event of “**Force Majeure**” means the occurrence of any of the following: (i) governmental moratoria, delays in obtaining required governmental approvals or delays in the performance of other acts to be taken by governmental entities through no fault of Development Manager or District; (ii) rain, floods, earthquakes, fires, or other material casualties; (iii) acts of war; (iv) acts of God; (v) insurrection, strikes, lockouts, walk-outs, riots, boycotts, or similar obstructive actions; (vi) shortages of labor, materials or supplies; or (vii) any other cause beyond the reasonable control of Development

Manager or District, excluding shortages of funds. The affected Party shall notify the other Party in writing of the existence of an event of Force Majeure within three (3) business days from the date asserted to be the commencement of the event of Force Majeure, and such notice shall include the affected Party's estimate of the length of the delay anticipated to be caused by the event of Force Majeure. A Party's failure to deliver such written notice in a timely manner shall be deemed to be a waiver of that Party's right to claim the occurrence of such event of Force Majeure. The affected Party shall also notify the other Party in writing of the termination of the event of Force Majeure. All timelines and obligations of the parties shall be extended due to any Force Majeure delays.

(d) **Suspension Notice.** District may suspend this Agreement at any time without penalty by written notice to Development Manager of such suspension (a "**Suspension Notice**"). A Suspension Notice shall set forth the reason for the suspension of the work, the anticipated term of the suspension, and shall be provided to the Development Manager not less than seven (7) days prior to the suspension date. When the Project is resumed, the Development Manager shall be compensated for fees incurred in the interruption and resumption of the Development Manager's services. If the Project is suspended for more than ninety (90) consecutive days (which ninety (90) day period shall be subject to extension upon mutual written agreement of the Parties), either Party may terminate this Agreement without penalty by giving not less than seven (7) days' prior written notice.

(e) **Break-Up Fee.** Notwithstanding any other rights of termination provided herein, the District shall have the right upon written notice to Development Manager to terminate this Agreement for any reason whatsoever or for no reason at any point in the development or construction of the Project; provided, however, that Development Manager shall be entitled to compensation to the extent of the Monthly Payments for periods up to and including the month in which notice of termination is received, and provided further, that if the termination is not due to any of the events set forth in Section 14(a)(i) or (ii) above or if either party terminates this Agreement following a Suspension Notice, the District shall pay to Development Manager within five (5) business days following any such termination and in immediately available funds, a fee (the "**Break-Up Fee**") as follows: (i) if this Agreement is terminated at any time prior to the commencement of construction of the Project, then the Break-Up Fee shall be in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) and (ii) if this Agreement is terminated at any time after the commencement of construction, but prior to the payment by District of the third (3rd) "Monthly Construction Fee Payment" (as defined on Exhibit F hereto), then the Break-Up Fee shall be in the amount of One Hundred Fifty Thousand Dollars (\$150,000). If this Agreement is terminated at any time after the payment by District of the third (3rd) Monthly Construction Fee Payment, then no Break-Up Fee shall be owing.

(f) **Remedies for Development Manager Default.** Notwithstanding any other provision herein or as a matter of law, District's sole remedies in the event of a default by Development Manager hereunder (after the expiration of all applicable notice and cure periods) shall be (i) termination of this Agreement in accordance with Section 14(a) above, and (ii) an action by District against Development Manager for actual damages; provided, however, District's rights to recover actual damages shall not exceed the limit amounts of any insurance maintained by Development Manager pursuant hereto to the extent that any claim asserted by District is covered by an active insurance policy. If there is no insurance coverage for the cost

such claim, then the liability of Development Manager shall not exceed the amount of Development Manager's Fee to the extent actually paid to Development Manager hereunder. In the event that there is no insurance coverage for such claim and the assets of Development Manager are not adequate to satisfy the amount thereof (subject to the limitation set forth above), then District shall have the right to pursue the sole member of Development Manager for amounts not satisfied by Development Manager. The signature of the sole member to this Agreement in its capacity as such shall be deemed to indicate its agreement to the provisions of this Section 14. In no event shall Development Manager be liable to District or any other party for any consequential, special or punitive damages of any kind. The Development Manager's obligations hereunder shall survive termination of this Agreement and the completion of obligations hereunder, until barred by the applicable statute of limitations.

15. **Obligations Upon Termination.** Upon expiration of the Term or on the earlier termination thereof pursuant to the provisions of Section 14 above, the following provisions shall apply, which provisions shall survive the termination of this Agreement:

(a) **Payment of Fees.** Each Party shall promptly pay to the other as soon as is determinable, all amounts then due to, and all overpayments made by, such other Party pursuant to the terms and conditions of this Agreement (subject to and adjusted by the amount of any outstanding claims against the recipient).

(b) **Return of Books, Records and Documents.** Within forty-eight (48) hours of the receipt of a Termination Notice, Development Manager shall deliver to District the originals, to the extent in the possession of Development Manager, or copies of: (i) all books, records and contracts prepared or maintained by Development Manager during the Term with respect to the Project; (ii) all permits, plans, licenses, warranties, contracts, agreements and other documents pertaining to the Project and in the possession of Development Manager; (iii) all insurance policies, bills of sale or other documents evidencing title or rights of District; and (iv) any other records or documents pertaining to the Project and in the possession of Development Manager which are necessary or reasonably incidental for the ownership, development, construction, sale and management of the Project. Except as otherwise expressly provided for herein, District shall be responsible for and indemnify Development Manager against, any such expenses and/or liabilities.

(c) **Final Accounting.** Within ninety (90) days of the termination of this Agreement (the "**Post-Termination Period**"), Development Manager shall be obligated to deliver to District a final accounting, which shall cover the period from the date of Agreement to the termination date (and which shall specifically identify any and all expenses which have been incurred in connection with the Project as of the date thereof but which have not be paid); provided, however, that if such termination date shall be a date other than the last day of a calendar month, the final accounting shall be prepared as of the last day of the month in which such termination occurs.

(d) **General Assistance.** During the Post-Termination Period, Development Manager, at no additional out-of-pocket cost or liability, shall otherwise assist District and any other person designated by District in any manner which District shall reasonably require to become familiar with the Project and all matters relating thereto.

16. **Applicable Laws.** Development Manager shall comply with any applicable law, regulation, ordinance, rule, order or determination of any federal, state, county or municipal authority or similar body having jurisdiction over the Project or District (collectively, the "Applicable Laws") in performance or observing its obligations under this Agreement. Without limitation of the foregoing, Development Manager shall comply with the following:

(a) **Prevailing Wages.** District and Development Manager acknowledge and agree that the Contractor(s) are responsible to assure compliance with the provisions of California Labor Code Sections 1720 *et seq.* regarding payment of prevailing wages for any public works aspect of the work to be performed on the Project pursuant to this Agreement. Contractor and any subcontractors shall pay not less than the prevailing wage rates published from time to time by the California Department of Industrial Relations. Contractor shall perform or cause to be performed all requirements imposed upon District to evidence compliance with California Labor Code Section 1720 *et seq.*, including without limitation the submission to District of weekly certified payrolls of all workers employed in connection with work to be done on the Project in accordance with this Agreement. Development Manager shall monitor the compliance of the Contractor(s) and all subcontractors with California Labor Code Section 1720 *et seq.* Provided that Development Manager undertakes such monitoring with reasonable diligence, Development Manager shall have no liability or responsibility for any Contractor or subcontractor failing to pay prevailing wages.

(b) **Public Contracts.** Development Manager shall use its commercially reasonable efforts to assure that the contracts entered into with respect to the Project comply with those provisions of all relevant laws, statutes and requirements that pertain to public works contracts and bidding processes by a community college district.

(c) **Additional Provisions Required.**

(i) The following provision is required to be included in this Agreement by the City Conveyance Agreement:

Non-Discrimination. There shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, sexual orientation, marital status, national origin or ancestry in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the land that is the subject matter hereof, nor shall the transferee itself or any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants or vendees of the land.

(ii) The following provisions are required to be included in this Agreement by the Sublease:

A. Equal Opportunity. Development Manager agrees as follows:

1. Development Manager will not discriminate against any employee of Development Manager or applicant for employment because of race, color, religion, sex, or national origin. The employees of Development Manager shall be treated during employment, without regard to their race, color, religion, sex or national origin. Such action

shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training, including apprenticeship. Development Manager agrees to post in conspicuous places, setting forth the provisions of this nondiscrimination clause.

2. Development Manager will, in all solicitations or advertisements for employees placed by or on behalf of Development Manager, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

3. Development Manager will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, advising the labor union or worker's representative of Development Manager's commitments under this Equal Opportunity Clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. Development Manager will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and of the rules, regulations, and relevant orders of the Secretary of Labor of the United States of America.

5. Development Manager will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and by the rules, regulations, and orders of the Secretary of Labor or pursuant thereto, and will permit access to its books, records, and accounts by the government and the Secretary of Labor for purposes of investigating to ascertain compliance with such rules, regulations, and orders.

6. In the event of Development Manager's noncompliance with the Equal Opportunity Clause of this Agreement or with any said rules, regulations, or orders, this Agreement may be canceled, terminated or suspended in whole or in part and Development Manager may be declared ineligible for further Government contracts in accordance with the procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. Development Manager will include the above provisions in every sublease or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, so that such provisions will be binding upon each sublessee or vendor. Development Manager will take such action with respect to any sublease or purchase order as the Government may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event Development Manager becomes involved in, or is threatened with, litigation with the sublessee

or vendor as a result of such direction by the Government, Development Manager may request the United States to enter into such litigation to protect the interests of the United States.

B. Convict Labor. In connection with the performance of work required by this Agreement, Development Manager agrees not to employ any person undergoing a sentence of imprisonment at hard labor unless the utilization of prisoners is in conformity with provisions of Executive Order 11755.

C. Labor Standards. Development Manager shall comply with all federal laws and related regulations, including the Fair Labor Standards Act (29 U.S.C. 201-219), Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330), Walsh-Healy Public Contracts Act (41 U.S.C. 35-45), Davis-Bacon Act (40 U.S.C. 276a to 276a-7), and the McNamara-O'Hara Service Contract Act (41 U.S.C. 351-358).

(d) **Subcontracts.** All of Development Manager's contracts with the ATEP Team regarding or involving the Project shall contain provisions similar to those contained in Sections 16(c) above.

17. **Disputes.** The following dispute resolution procedure is implemented for this Agreement with the intent to avoid costly and potentially lengthy traditional court proceedings. A "**Dispute**" between the Parties, or any director, officer, partner, shareholder, member, employee, representative, contractor, subcontractor, design professional or agent of the Parties, includes without limitation, any claims, controversies, breaches or disputes, whether such dispute is based on contract, tort, statute or equity, including, without limitation, any dispute over (1) the disposition of any deposits under this Agreement, (2) breach of contract, (3) negligent or intentional misrepresentation or fraud, (4) nondisclosure, (5) breach of any alleged duty of good faith and fair dealing, (6) allegations of latent or patent design or construction defects, (7) the Project, including, without limitation, the planning, surveying, design, engineering, grading, specifications, construction or other development of the Project, or (8) any other matter arising out of or related to the interpretation of any term or provision of this Agreement, or any defense going to the formation or validity of this Agreement, or any provision of this Agreement, including, without limitation, allegations of unconscionability, fraud in the inducement, or fraud in the execution, whether any such claim, controversy, breach or dispute arises before or after the issuance by District of a Notice to Proceed. Any Dispute, except those Disputes in which the amount in controversy is within the jurisdictional limits of the small claims court, shall be resolved in accordance with the alternative dispute resolution procedures set forth below.

(a) **Notice.** Any Person with a Dispute shall give written notice of the Dispute by personal or mail service as authorized by California Code of Civil Procedure Sections 415.10, 415.20, 415.21, 415.30 or 415.40 to the party to whom the Dispute is directed ("**Respondent**") describing the nature of the Dispute and any proposed remedy (the "**Dispute Notice**").

(b) **Mediation.** Commencing on the date the Dispute Notice is delivered to the Respondent, any party may submit the Dispute to mediation by delivering a request for mediation (a "**Mediation Notice**") in the same manner as allowed for delivery of the Dispute Notice. The Dispute shall be mediated pursuant to (a) the Judicial Arbitration and Mediation

Service (“JAMS”) mediation procedures in existence when the Dispute Notice is delivered, as modified by this Section, or (b) the mediation procedures of any successor to JAMS in existence when the Dispute Notice is delivered, as modified by this Section, or (c) mediation procedures approved by the parties of any entity offering mediation services that are acceptable to the parties to the Dispute. Except as provided in Section 17(e), no Person shall begin litigation regarding a Dispute without complying with this Section 17(b).

(i) **Selection of Mediator.** The mediator shall be selected within sixty (60) days after delivery of the Mediation Notice. The mediator shall be selected by mutual agreement of the Parties. If the Parties cannot agree on a mediator, the mediator shall be selected by the entity providing the mediation service. No Person shall serve as a mediator in any Dispute in which the Person has any financial or personal interest in the result of the mediation, except by the written consent of all Parties. Before accepting any appointment, the prospective mediator shall disclose any circumstances likely to create a presumption of bias or to prevent a prompt commencement of the mediation process.

(ii) **Position Letter; Pre-Mediation Conference.** No later than sixty (60) days after selection of the mediator, each Party shall submit a letter (a “**Position Statement**”) containing (1) a description of the Party’s position concerning the issues that need to be resolved, and (2) a suggested plan of redress, repair, remediation or correction. The mediator may schedule a pre-mediation conference. All Parties shall attend unless otherwise mutually agreed. The mediation shall be commenced within twenty (20) days after submittal of all Position Statements and shall be concluded within fifteen (15) days after the mediation began unless either (A) the mediator extends the mediation period, or (B) the Parties mutually agree to extend the mediation period. The mediation shall be held in the County or another place mutually acceptable to the Parties.

(iii) **Conduct of Mediation.** The mediator has discretion to conduct the mediation in the manner in which the mediator believes is most appropriate to achieve the goal of settling the Dispute. The mediator is authorized to conduct joint and separate meetings with the Parties and to make oral and written recommendations for settlement. The mediator may also obtain expert advice concerning technical aspects of the Dispute, provided the Parties agree to and do assume the expenses of obtaining such advice. The mediator shall not have the authority to impose a settlement on the Parties.

(iv) **Application of Evidence Code.** The provisions of California Evidence Code Sections 1115 through 1128 shall be applicable to the mediation process. Use and disclosure of statements, evidence and communications offered or made in the course of the mediation shall be governed by these sections, including the sections which preclude use of material in future proceedings and the sections which provide for confidentiality of material.

(v) **Parties Permitted at Mediation.** Persons other than the Parties, their liability insurers, attorneys for the Parties and the mediator may attend mediation sessions only with the permission of the Parties and the consent of the mediator.

(vi) **Record.** There shall be no stenographic, video or audio record of the mediation process.

(vii) **Expenses.** Each Party shall bear its own attorneys' fees and costs incurred in connection with the mediation. All other expenses of the mediation including the fees charged by the mediator and the cost of any proof or expert advice requested by the mediator shall be borne equally by each of the Parties, unless the Parties agree otherwise.

(c) **Judicial Reference.** If a Dispute remains unresolved after the mediation required by Section 17(b) is completed, any of the Parties may file a lawsuit. All lawsuits regarding Disputes must be resolved by general judicial reference pursuant to California Code of Civil Procedure Sections 638(a) and 641 through 645.1, as modified by this Section 17(c). The Parties shall cooperate in good faith to ensure that all necessary and appropriate Parties are included in the judicial reference proceeding. No Party shall be required to participate in the judicial reference proceeding if all Parties against whom such Party would have necessary or permissive cross-claims or counterclaims will not or cannot be joined in the judicial reference proceeding. The general referee shall have the authority to try all issues of fact and law and to report a statement of decision to the court. The referee shall be the only trier of fact and law in the reference proceeding, and shall have no authority to further refer any issues of fact or law to any other Person unless all Parties to the judicial reference proceeding consent, or the referee determines that a conflict of interest or similar situation has arisen which would make it inappropriate for the referee to act as the trier of fact or law concerning an issue or matter. In the second alternative, an alternative judicial referee shall be selected in accordance with Section 17(c)(ii) solely for resolving or rendering a decision concerning the issue or matter involved in the conflict.

(i) **Place.** The proceedings shall be heard in the County.

(ii) **Referee.** The referee shall be a retired judge who served on the California Superior Court in the County with substantial experience in the type of matter in dispute and without any relationship to the Parties or interest in the Properties, unless the Parties agree otherwise. The Parties shall meet to select the referee no later than thirty (30) days after service of the initial complaint on all defendants named in the complaint. Any dispute regarding the selection of the referee shall be resolved by the court in which the complaint is filed in accordance with California Code of Civil Procedure Section 640(b).

(iii) **Beginning and Timing of Proceeding.** The referee shall begin the proceeding at the earliest convenient date and shall conduct the proceeding without undue delay.

(iv) **Pre-hearing Conferences.** The referee may require pre-hearing conferences.

(v) **Discovery.** The Parties shall be entitled to modified discovery including without limitation: (1) inspections and testing (2) witness lists; (3) expert witness designations; (4) expert witness reports; (5) exhibits; (6) reports of testing or inspections, including but not limited to, destructive or invasive testing; (7) briefs; and (8) the deposition, under oath, of any designated experts, all complaining parties and any party involved with the design or construction of improvements, if those improvements are the subject of the Dispute. Any other discovery authorized in the California Code of Civil Procedure shall be permitted by the referee upon a showing of good cause or based on the consent of all Parties.

(vi) **Motions.** The referee shall have the power to hear and dispose of motions, including motions relating to discovery, provisional remedies, demurrers, motions to dismiss, motions for judgment on the pleadings and summary judgment and/or adjudication motions, in the same manner as a trial court judge. The referee shall also have the power to adjudicate summarily issues of fact or law including the availability of remedies whether or not the issue adjudicated could dispose of an entire cause of action or defense.

(vii) **Record.** A stenographic record of the hearing shall be made which shall remain confidential except as may be necessary for post-hearing motions and any appeals.

(viii) **Statement of Decision.** The referee's statement of decision shall contain an explanation of the factual and legal basis for the decision pursuant to California Code of Civil Procedure Section 632. The decision of the referee shall stand as the decision of the court, and upon filing of the statement of decision with the clerk of the court, judgment may be entered thereon in the same manner as if the Dispute had been tried by the court.

(ix) **Remedies.** The referee may grant all legal and equitable remedies and award damages in the judicial reference proceeding.

(x) **Post-hearing Motions.** The referee may rule on all post-hearing motions in the same manner as a trial judge.

(xi) **Appeals.** The decision of the referee shall be subject to appeal in the same manner as if the Dispute had been tried by the court.

(xii) **Expenses.** Each Party shall bear its own attorneys' fees and costs incurred in connection with the judicial reference proceeding. All other fees and costs incurred in connection with the judicial reference proceeding, including the cost of the stenographic record, shall be advanced equally by each of the Parties. However, the referee shall have the power to reallocate such fees and costs among the Parties in the referee's final ruling.

(d) **Arbitration of Disputes.** To the extent that the Dispute is not resolved during mediation and cannot for any reason be submitted to Judicial Reference as provided in Section 17(c), the entire matter shall proceed as one of binding arbitration governed by the Federal Arbitration Act (9 U.S.C. §1-16) ("**Arbitration**"). To the extent the rules of procedure set forth herein do not conflict with the Federal Arbitration Act, such rules of procedure shall be the rules of procedure for the Arbitration. JAMS, its successors, or any other entity offering arbitration services agreed to by the Parties shall hear, try and decide all issues of both fact and law and make any required findings of fact and, if applicable, conclusions of law. Notwithstanding the requirements to submit Disputes to Arbitration, if the Party seeking to submit a Dispute to Arbitration chooses, the Dispute may instead, as an alternative to Arbitration, be submitted to the California small claims court subject to the limitations on the jurisdiction of such court. The decision of the small claims court and any small claims appeals court will be final as to the Dispute.

(i) **Interpretation.** The procedures specified in this Section pertaining to Arbitration are to be interpreted and enforced as authorized by the Federal Arbitration Act (9 U.S.C. §1-16), which is designed to encourage use of alternative methods of dispute resolution

that avoid costly and potentially lengthy court proceedings. Interpretation and application of those procedures shall conform to Federal court rules interpreting and applying the Federal Arbitration Act. The Project is to be constructed of or use materials and products manufactured throughout the United States which are then shipped to the Project site for installation. The shipment of these materials and products across state lines to the Project site causes the products and materials to enter into the stream of interstate commerce and become subject to the Commerce Clause (Article I, Section VIII of the United States Constitution) and ensuing Federal laws. References to California procedural law shall not be construed as a waiver of any rights of the Parties under the Federal Arbitration Act or the right of the Parties to have the procedures set forth in this Section 12.4.5 interpreted and enforced under the Federal Arbitration Act.

(ii) **Initiation of Claim.** Any Party wishing to initiate an Arbitration pursuant to this Section shall serve a demand for Arbitration upon the responding Parties and upon JAMS its successor, or to any other entity offering arbitration services agreed to by the Parties. Except as otherwise set forth herein, the Arbitration shall be conducted by and in accordance with the rules of JAMS its successors, or to any other entity offering arbitration services agreed to by the Parties.

(iii) **Arbitrator.** The arbitrator to be appointed shall be employed by JAMS, its successor, or to any other entity offering arbitration services agreed to by the Parties. Except as otherwise set forth herein, the arbitration proceedings shall be conducted by and in accordance with the rules of JAMS or any successor thereto. Except for procedural issues, the proceedings, the ultimate decisions of the arbitrator, and the arbitrator shall be subject to and bound by existing California case and statutory law except to the extent Federal law applies. The arbitrator shall not have the power to commit errors of law or legal reasoning, and the award may be vacated or corrected on appeal to a court of competent jurisdiction for any such error. Should JAMS cease to exist, as such, then all references herein to JAMS shall be deemed to refer to its successor or, if none, to the American Arbitration Association (in which case its commercial arbitration rules shall be used). The Parties shall cooperate in good faith and shall diligently perform such acts as may be necessary to ensure that all necessary and appropriate third parties are included in the proceeding.

(iv) **Selection of Arbitrator.** The proceeding shall be conducted by one (1) qualified arbitrator selected in accordance with the rules of JAMS. The term "qualified" shall mean a retired judge who has experience with the laws governing residential real estate development and construction or an attorney who has actively practiced law in California for at least fifteen (15) years and who has experience with the laws governing real estate development and construction.

(v) **Motions and Remedies.** The arbitrator shall have the power to hear and dispose of motions, including motions relating to provisional remedies, demurrers, motions to dismiss, motions for judgment on the pleadings and summary judgment and/or adjudication motions, in the same manner as a trial court judge. In addition, the arbitrator shall have the power to summarily adjudicate issues of fact or law, including but not limited to the availability of remedies, whether or not the issue adjudicated could dispose of an entire cause of action or defense. The arbitrator shall have the power to grant provisional remedies including

preliminary injunctive relief. Prior to the selection of the arbitrator any Party shall have the right to petition the Superior Court of the County for any necessary provisional remedies.

(vi) **Discovery.** The Parties shall be entitled to modified discovery including without limitation: (1) inspections and testing (2) witness lists; (3) expert witness designations; (4) expert witness reports; (5) exhibits; (6) reports of testing or inspections, including but not limited to, destructive or invasive testing; (7) briefs; and (8) the deposition, under oath, of any designated experts, all complaining parties and any party involved with the design or construction of improvements, if those improvements are the subject of the Dispute. All other discovery shall be permitted by the arbitrator at his discretion upon a showing of good cause or based on the agreement of the Parties. The arbitrator shall oversee discovery and may enforce all discovery orders in the same manner as any trial court judge.

(vii) **Full Disclosure.** Each Party shall, in good faith, make a full disclosure of all issues and evidence to the other Parties prior to the hearing. Any evidence or information that the arbitrator determines was unreasonably withheld shall be inadmissible by the party that withheld it. The initiating Party shall be the first to disclose all of the following, in writing, to the other Party and to the arbitrator: (i) an outline of the issues and its position on each such issue; (ii) a list of all witnesses it intends to call; and (iii) copies of all written reports and other documentary evidence whether or not written or contributed to by its retained experts (collectively, the "**Outline**"). The initiating Party shall submit its Outline to the other Parties and to the arbitrator within thirty (30) days of the final selection of the arbitrator. Each responding Party shall submit its written response as directed by the arbitrator.

(viii) **Hearing.** The hearing shall be held in the County. The arbitrator shall promptly commence the hearing giving due consideration to the complexity of the issues, the number of Parties and necessary discovery and other relevant matters. The hearing shall be conducted as informally as possible. Evidence Code Section 1152, *et seq.*, shall be applicable for the purpose of excluding from evidence offers, compromises, and settlement proposals, unless the Parties thereto consent to their admission. Attorneys are not required and any Party may elect to be represented by someone other than a licensed attorney. Cost of an interpreter shall be borne by the Party requiring the services of the interpreter in order to be understood by the arbitrator and the expenses of witnesses shall be born by the Party or Parties producing such witnesses.

(ix) **Decision.** The decision of the arbitrator shall be binding on the Parties and if the award of the arbitrator is not paid within sixty (60) days of the award it shall be entered as a judgment in any court of competent jurisdiction. The arbitrator shall cause a complete record of all proceedings to be prepared similar to those kept in the Superior Court, shall try all issues of both fact and law, and shall issue a written statement of decision, such as that described in Code of Civil Procedure Section 643 (or its successor), which shall specify the facts and law relied upon in reaching his/her decision within twenty (20) days after the close of testimony.

(x) **Fees and Costs.** The total cost of the proceedings, including the initiation fees and other fees of JAMS and any related costs and fees incurred by JAMS (such as experts and consultants retained by it) shall be reallocated in accordance with the Federal

Arbitration Act and supporting case law, as determined by the arbitrator. The arbitrator shall not award attorneys' fees to any Party, each Party to bear its own attorneys fees. The arbitrator may award recoverable costs pursuant to California law.

(e) **Statutes of Limitation.** Nothing in Section 17 shall be considered to toll, stay, reduce or extend any applicable statute of limitations.

(f) **Agreement to Dispute Resolution; Waivers of Jury Trial.** EACH PARTY AGREES TO USE THE PROCEDURES ESTABLISHED IN THIS SECTION 17 TO RESOLVE ALL DISPUTES AND WAIVE THEIR RIGHTS TO RESOLVE DISPUTES IN ANY OTHER MANNER. EACH PARTY ACKNOWLEDGES THAT BY AGREEING TO RESOLVE ALL DISPUTES AS PROVIDED IN THIS SECTION 17, THEY ARE GIVING UP THEIR RIGHT TO HAVE DISPUTES TRIED BEFORE A JURY.

18. **Additional Covenants, Representations and Warranties.**

(a) **No Pending Litigation.** District hereby represents and warrants to Development Manager that there are no suits, actions, proceedings or investigations pending or, to the best of District's knowledge, threatened, against District or any other person involving the Project; and (ii) the authorization, execution, delivery and performance of this Agreement will not result, and no condition exists or no event has occurred, which, with the lapse of time, if not cured, or with the giving of notice, or both, would result, in any breach or default under any other document, instrument or agreement to which District is a party or by which District or the Project is subject or bound. Development Manager acknowledges that the District has informed it that, although the City has not, in writing, threatened litigation against the District, some City officials have asserted that the City has grounds to exercise certain of its remedies under the Conveyance Documents.

(b) **Required Approving Authority.** District represents and warrants to Development Manager that design review and approval for the Project, including review of preliminary and final site plans, architectural renderings and drawings, and construction working drawings, is under DSA jurisdiction, and that, except to the extent required by the Conveyance Documents, no submittals to, or approvals by, any municipal agency, including, without limitation, the City, of any such plans and/or drawings, is or shall be required in connection with the Project.

19. **Miscellaneous.**

(a) **Assignment.** This Agreement may not be assigned or transferred by either Party without the prior written approval of the other Party, which approval may be withheld in its sole and absolute discretion. The sale or transfer of a majority membership interest in Development Manager or the admission of new members to Development Manager which causes there to be a change in majority ownership and/or control of Development Manager shall be deemed an assignment for purposes of this Agreement.

(b) **Amendment.** This Agreement may only be amended by a writing executed by District and Development Manager.

(c) **Notices.** All notices, request, demands, approvals and consents required or permitted by this Agreement shall be in writing, shall be delivered personally or sent by registered or certified mail, postage prepaid, or delivered by facsimile, commercial overnight courier service, addressed as indicated below or to such other address or addresses as designated from time to time by either Party by notice to the other Party. Notice given in compliance with the foregoing provisions shall be deemed to be received on the earlier of actual receipt, upon personal delivery, one business day after delivery by commercial overnight courier service, or two (2) business days after mailing.

To District:

Any notice called for by this Agreement other than in the Scope of Work:

South Orange County Community College District
2800 Marguerite Parkway
Mission Viejo, California 92692-3635
Attention: Gary Poertner
Fax No. (949) 347-2472

Any notice called for by the Scope of Work:

South Orange County Community College District
2800 Marguerite Parkway
Mission Viejo, California 92692-3635
Attention: Brandye D'Lena
Fax No. (949) 364-1731

With a copy in either case to:

Jackson, DeMarco, Tidus & Peckenpaugh
2030 Main Street, Suite 1200
Irvine, California 92614
Attention: Andrew P. Bernstein, Esq.
Fax No. (949) 752-0597

To Development Manager:

c/o Hudson Capital, LLC
11601 Wilshire Blvd., Suite 1600
Los Angeles, California 90025
Attention: Victor Coleman
Fax No. (310) 445-5710

With a copy to:

Jeffer, Mangels, Butler & Marmaro LLP
1900 Avenue of the Stars, 7th Floor
Los Angeles, California 90067
Attention: Scott M. Kalt., Esq. and
Seth I. Weissman, Esq.
Fax Nos. (310) 203-0567

(d) **Entire Agreement.** This Agreement shall constitute the entire agreement between the Parties hereto concerning the subject matter hereof and supersedes all prior written or oral agreements and negotiations.

(e) **Governing Law.** This Agreement shall be enforced by, governed by, and construed in accordance with the laws of the State of California.

(f) **Attorneys' Fees.** In the event of any litigation or judicial action to enforce any of the provisions of this Agreement or any right of any Party hereunder, the prevailing Party shall be entitled to recover its court costs and reasonable attorneys' fees from the other Party.

(g) **No Waiver.** No failure or delay of any Party to exercise of any right hereunder or to seek redress for any violation hereof or to insist upon the strict performance of any term or condition hereof shall constitute a waiver thereof, nor shall any single or partial exercise of such right exclude any further exercise thereof or any other right. The waiver by a Party of any breach or any provision hereof shall not be deemed to be a waiver of any subsequent breach thereof, or of any breach or any other provision thereof.

(h) **Additional Documents and Cooperation.** Each Party when and as requested will execute such other instruments or agreements as may be reasonably requested by the other Party and required in order to carry out the purposes of this Agreement and to enable Development Manager to perform its duties and obligations hereunder.

(i) **Time of Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation Development Manager's performance of the services required hereunder and District's payment of all sums due to Development Manager.

(j) **Third-Party Beneficiary.** Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to this Agreement a third party beneficiary of any right created by this Agreement or by operation of law.

(k) **Survival of Covenants.** All covenants, which by their terms are not to be performed before the expiration or earlier termination of this Agreement, shall survive the expiration or earlier termination hereof.

(l) **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall constitute an original of this Agreement, but all of which shall constitute one and the same instrument.

(m) **Exhibits.** The Exhibits attached hereto are a part of this Agreement and are incorporated into the Agreement by this reference as if fully set forth herein.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the Identification Date above.

DISTRICT:

SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

DEVELOPMENT MANAGER:

HCTD, LLC, a Delaware limited liability company

By: Hudson Capital, LLC, a California limited
liability company, its Sole Member

By: _____
Name: _____
Title: _____

Table of Exhibits

Exhibit A-1	SOCCCD Fee Property	Recital C
Exhibit A-2	Sublease Area	Recital C
Exhibit B	ATEP Site	Recital C
Exhibit C	Phase 3A Site Plan	Recital E
Exhibit D	Scope of Work	Section 3(a)
Exhibit E	Program Management Plan	Section 3(g)
Exhibit F	Fee Summary	Section 4

Exhibit A-1

SOCCCD Fee Property

LEGAL DESCRIPTION

The land referred to herein is situated in the State of California, County of Orange, City of Tustin, and described as follows:

Parcel A:

Parcel I-E-1.1:

Parcel I-E-1.1, as shown on Exhibit "B" attached to Lot Line Adjustment No. 03-01, recorded April 15, 2003 as Instrument No. 2003000418455 of Official Records of Orange County, California, being more particularly described as follows:

That portion of Parcel 1-E-1 and Parcel 1-E-2, in the City of Tustin, County of Orange, State of California, as described in the "Quitclaim Deed E and Environmental Restriction pursuant to Civil Code Section 1471" recorded May 14, 2002 as Instrument No. 20020404595 of Official Records in the office of the County Recorder of said County, lying northeasterly and southeasterly of the following described line:

Beginning at the most northerly corner of said Parcel 1-E-2; thence south 49° 06' 05" east 595.92 feet along the northeasterly line of said Parcel 1-E-2 and its southeasterly prolongation; thence south 40° 39' 15" west 493.45 feet; thence north 48° 56' 17" west 230.46 feet; thence south 40° 39' 15" west 457.01 feet; thence south 49° 20' 45" east 230.46 feet; thence south 40° 39' 15" west 624.98 feet to a point on the southwesterly line of said Parcel 1-E-2.

Excepting therefrom that portion of 1-E-1 described as follows:

Beginning at the northwesterly terminus of that certain course in the southwesterly line of said Parcel 1-E-1 described as a curve concave northeasterly having a radius of 2285.06 feet, length of 223.81 feet and a central angle of 5° 36' 43"; thence southeasterly along said curve 170.20 feet through a central angle of 4° 29' 36" to the true point of beginning; thence leaving said southwesterly line north 40° 50' 28" east 20.64 feet; thence south 40° 09' 32" east 15.93 feet; thence south 40° 50' 28" west 21.07 feet to said curved southwesterly line, a radial line to said curve bears south 42° 10' 17" west; thence northwesterly along said curve 15.93 feet through a central angle of 0° 23' 58" to the true point of beginning.

APN: 430-283-16

Parcel B:

In the City of Tustin, and the City of Irvine, County of Orange, State of California, being those portions of Block 10, of Irvine's Subdivision, as shown on the map filed in book 1, page 88 of Miscellaneous Record Maps and as shown on a map filed in book 165, pages 31 through 39 inclusive of Record of Surveys, both of the records of said county, described as follows:

For the purpose of this description the following control lines are hereby established.

Control Line "A"

Beginning at the intersection of Red Hill Avenue with the centerline of Valencia Avenue as shown on said Record of Survey, the centerline of Red Hill Avenue Having a bearing of south 40° 37' 39" west between

Valencia Avenue and Warner Avenue; thence south 49° 20' 07" east 106.23 feet to the beginning of curve concave southwesterly having a radius of 1400.04 feet; thence southeasterly along said curve 134.49 feet through a central angle of 5° 30' 14"; thence south 43° 49' 53" east 101.77 feet to the beginning of a curve concave northeasterly having a radius of 1400.04 feet; thence southeasterly along said curve 103.54 feet through a central angle of 4° 14' 15" to a point hereinafter referred to as Point "E".

Control Line "C"

Beginning at hereinabove described Point "E"; thence north 40° 40' 06" east 79.56 feet to a point hereinafter to be referred to as Point "C"; thence continuing north 40° 40' 06" east 659.46 feet to a point that is distant 445.49 feet southeasterly, measured at right angles, from the centerline of said Red Hill Avenue between Valencia and Santa Fe Drive and distant 604.41 feet southwesterly line of the land shown on parcel map filed in book 64, page 39 of Parcel Maps, records of said county, as said centerlines are established on said Record of Survey. Parcel I-E-3.

Beginning at the hereinbefore described Point "C"; thence leaving said Control Line "C", north 49° 19' 54" west 30.00 feet to the true point of beginning; thence south 87° 33' 50" west 36.69 feet; thence 45° 10' 56" west 9.92 feet to the beginning of a curve concave northeasterly having a radius of 143.50 feet; thence northwesterly along said curve 31.99 feet through a central angle of 12° 46' 19"; thence north 32° 24' 37" west 28.61 feet to the beginning of a curve concave southwesterly having a radius of 159.50 feet; thence northwesterly along said curve 31.79 feet through a central angle of 11° 25' 16"; thence north 43° 49' 53" west 42.11 feet to the beginning of a curve concave southwesterly having a radius of 146.04 feet; being concentric with and 64.00 feet northeasterly of said Control Line "A"; thence northwesterly along said concentric curve 140.62 feet through a central angle of 5° 30' 11"; thence leaving said concentric curve north 49° 20' 04" west 15.29 feet; thence north 04° 20' 50" west 36.78 feet to a line that is parallel with and distant 65.00 feet southwesterly from said centerline of Red Hill Avenue; thence along said parallel line north 40° 38' 29" east 50.00 feet; thence leaving said parallel line south 49° 21' 31" East 12.00 feet to a line that is parallel with and distant 77.00 feet southeasterly from said centerline of Red Hill Avenue; thence along said parallel line north 40° 38' 29" east 41.13 feet; thence leaving said parallel line south 49° 19' 54" east 338.24 feet to a line that is parallel with and distant 30.00 feet northwesterly from said Control Line "C"; thence along said parallel line south 40° 40' 06" west 123.89 feet to the true point of beginning.

APN 430-282-13

Parcel C:

Parcel I-E-4:

In the City of Tustin, County of Orange, State of California, being that portion of Block 10, of Irvine's Subdivision, as shown on the map filed in book 1, page 88 of Miscellaneous Record Maps and as shown on a map filed in book 165, pages 31 through 39 inclusive of Record of Surveys, both of the records of said county, described as follows:

Beginning at the intersection of the centerline of Red Hill Avenue with the centerline of Valencia Avenue as shown on said Record of Survey, the centerline of Red Hill Avenue having a bearing of south 40° 37' 39" east between Valencia Avenue and Warner Avenue; thence south 49° 20' 07" east 103.05 feet; thence south 40° 39' 53" west 52.00 feet to the true point of beginning; thence south 49° 20' 07" east 3.18 feet to the beginning of a curve concave southwesterly having a radius of 1348.04 feet; thence southeasterly along said curve 45.04 feet through a central angle of 1° 54' 51" to the beginning of a compound curve concave southwesterly having a radius of 43.00 feet, a radial line of said beginning bears north 42° 34' 44" east; thence southeasterly along said curve 11.95 feet through a central angle of 16° 18' 19"; thence south 31° 06'

57" east 31.37 feet to the beginning of a curve concave northeasterly having a radius of 58.00 feet; thence southeasterly along said curve 12.87 feet through a central angle of 12° 42' 56"; thence south 43° 49' 53" east 61.09 feet to the beginning of a curve concave northeasterly having a radius of 58.00 feet; thence southeasterly along said curve 14.33 feet through a central angle of 14° 09' 14"; thence south 57° 59' 07" east 36.66 feet to the beginning of a curve concave southeasterly having a radius of 42.00 feet; thence southeasterly along said curve 10.38 feet; through a central angle of 14° 09' 17"; thence south 43° 49' 50" east 9.46 feet to the beginning of a curve concave northeasterly having a radius of 1452.04 feet; thence southeasterly along said curve 64.40 feet through a central angle of 2° 32' 9"; thence south 02° 51' 08" east 23.41 feet; thence south 47° 19' 39" east 11.70 feet; thence south 40° 29' 44" west 47.00 feet; thence north 49° 19' 54" west 351.89 feet to a line parallel with and 77.00 feet southeasterly of the centerline of said Red Hill Avenue; thence along said parallel line north 40° 37' 39" east 59.07 feet to a point lying south 85° 38' 32" west 36.79 feet from the point of beginning; thence leaving said parallel line north 85° 38' 32" east 36.79 feet to the true point of beginning.

APN: 430-283-05

Exhibit A-2

Sublease Area

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

1 In the City of Tustin, County of Orange, State of California, being those portions of
2 Block 10 of Irvine's Subdivision as shown on the map filed in Book 1, Page 88 of
3 Miscellaneous Record Maps, and as shown on a map filed in Book 165, Pages 31 through
4 39 inclusive of Records of Surveys, both of the records of said County, described as
5 follows:

6
7 For the purpose of this description the following Control lines are hereby established:

8
9 **Control line "A"**

10
11 Beginning at the intersection of the centerline of Red Hill Avenue with the centerline of
12 Valencia Avenue as shown on said Record of Survey, the centerline of Red Hill Avenue
13 having a bearing of South 40°37'39" West between Valencia Avenue and Warner
14 Avenue; thence South 49°20'07" East 106.23 to the beginning of a curve concave
15 southwesterly having a radius of 1400.04 feet; thence southeasterly along said curve
16 134.49 feet through a central angle of 5°30'14"; thence South 43°49'53" East 101.77
17 feet to the beginning of a curve concave northeasterly having a radius of
18 1400.04 feet; thence southeasterly and easterly along said curve 103.54 feet through a
19 central angle of 4°14'15" to a point hereinafter to be referred to as Point "E"; thence
20 continuing along said curve an arc distance of 30.86 feet through a central angle of
21 1°15'46"; thence South 49°19'54" East 586.96 feet to the beginning of a curve concave
22 northeasterly having a radius of 1400.04 feet; thence southeasterly and easterly
23 564.01 feet along said curve through a central angle of 23°04'55" to a point hereinafter
24 referred to as Point "J"; thence continuing easterly 169.68 feet along said curve through

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

1 a central angle of $6^{\circ}56'38''$; thence South $79^{\circ}21'27''$ East 309.99 feet to a point
2 hereinafter referred to as Point "A".

3 4 Control Line "D"

5
6 Beginning at said Point "A"; thence North $15^{\circ}38'31''$ East 159.80 feet to the beginning of
7 a curve concave westerly having a radius of 600.02 feet; thence northerly along said
8 curve 116.30 feet through a central angle of $11^{\circ}06'21''$; thence North $4^{\circ}32'10''$ East
9 747.07 feet to the beginning of a curve concave southeasterly having a radius of 251.01
10 feet; thence northerly and northeasterly along said curve 157.51 feet through a central
11 angle of $36^{\circ}05'52''$; thence North $40^{\circ}38'02''$ East 667.92 feet to the beginning of a non-
12 tangent curve concave southwesterly having a radius of 1850.05 feet, a radial line to said
13 beginning bears North $38^{\circ}26'27''$ East; thence southeasterly along said curve 152.39 feet
14 through a central angle of $4^{\circ}43'10''$ to a point 246.81 feet southeasterly, measured at right
15 angles, from the southeasterly line of the Parcel Map filed in Book 64, Page 39 of Parcel
16 Maps, Records of said County, as said line is established on said Record of Survey, and
17 554.74 feet, measured at right angles, from the centerline of Edinger Avenue as shown on
18 said Record of Survey.

19 20 Control line "C"

21
22 Beginning at the hereinbefore described Point "E"; thence North $40^{\circ}40'06''$ East
23 739.01 feet to a point that is 445.49 feet southeasterly, measured at right angles, from the
24 centerline of said Red Hill Avenue between Valencia Avenue and Santa Fe Drive, and

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

1 604.41 feet southwesterly of the southwesterly line of said Parcel Map as established on
2 said Record of Survey

3
4
5
6 **Parcel IV-J-4**

7
8 Beginning at hereinbefore described Point "J"; thence, radial to the above described
9 curve which Point "B" lies on, North 17°35'11" East 67.14 feet to the
10 **True Point of Beginning**; thence North 73°31'26" West 47.60 feet; thence
11 South 64°04'33" West 24.04 feet to the beginning of a non-tangent curve concave
12 northeasterly having a radius of 1038.68 feet, a radial line to said beginning bears
13 South 19°04'33" West; thence westerly and northwesterly along said curve 99.00 feet
14 through a central angle of 5°27'40" to the beginning of a compound curve concave
15 northeasterly having a radius of 1353.04 feet, said curve also being concentric with and
16 47.00 feet northeasterly of said Control Line "A"; thence northwesterly along said
17 concentric curve 210.83 feet through a central angle of 08°55'40" to a point hereinafter to
18 be referred to as Point "I"; thence continuing northwesterly along said curve 170.11 feet
19 through a central angle of 07°12'13" to a line parallel with and 47.00 feet northeasterly of
20 said Control Line "A"; thence along said parallel line North 49°19'54" West 313.79 feet
21 to the beginning of a curve concave northeasterly having a radius of 3092.59 feet;
22 thence, leaving said parallel line, northwesterly along said curve 124.26 feet through a
23 central angle of 2°18'08" to the beginning of a reverse curve concave southwesterly
24 having a radius of 3108.59 feet, a radial line to said beginning bears

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

1 North 42°58'14" East; thence northwesterly along said curve 124.83 feet through a
2 central angle of 2°18'03"; thence North 4°22'13" West 35.33 feet to a line parallel with
3 and 30.00 feet southeasterly of said Control Line "C"; thence along said parallel line
4 North 40°40'06" East 237.97 feet; thence leaving said parallel line
5 North 85°40'05" East 21.21 feet to a line parallel with and 45.00 feet southeasterly of
6 said Control Line "C"; thence along said parallel line North 40°40'06" East 43.35 feet;
7 thence leaving said parallel line South 49°10'56" East 742.22 feet to a point lying
8 North 40°37'08" East 313.67 feet from the hereinbefore described Point "I"; thence
9 continuing North 49°10'56" East 222.90 feet; thence South 7°11'09" West 236.11 feet to
10 the **True Point of Beginning**.

11
12 Excepting therefrom the following parcel:

13 14 Parcel IV-J-5

15
16 Beginning at hereinbefore described Point "J"; thence radial to the above described curve
17 which Point "B" lies on, North 17°35'11" East 67.14 feet to the **True Point of**
18 **Beginning**; thence North 73°31'26" West 47.60 feet; thence
19 South 64°04'33" West 24.04 feet to the beginning of a non-tangent curve concave
20 northeasterly having a radius of 1038.68 feet, a radial line to said beginning bears South
21 19°04'33" West; thence westerly and northwesterly along said curve 99.00 feet through a
22 central angle of 5°27'40" to the beginning of a compound curve concave northeasterly
23 having a radius of 1353.04 feet, said curve also being concentric with and 47.00 feet
24 northeasterly of said Control Line "A"; thence northwesterly along said concentric curve

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

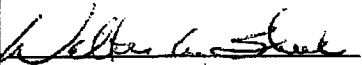
(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

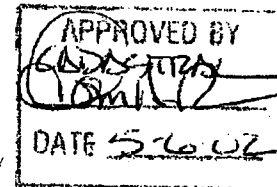
1 210.83 feet through a central angle of $8^{\circ}55'40''$; thence North $40^{\circ}37'08''$ East 313.67
2 feet to the southeasterly terminus of that certain course hereinabove cited as having a
3 bearing of "South $49^{\circ}10'56''$ East" and a distance of "742.22 feet"; thence along the
4 southeasterly prolongation of said course South $49^{\circ}10'56''$ East 222.90 feet to the
5 southeasterly terminus thereof; thence South $7^{\circ}11'09''$ West 236.11 feet to the
6 **True Point of Beginning.**

7
8 Containing 243,969 sq. ft. / 5.60 acres, more or less.

9
10 As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

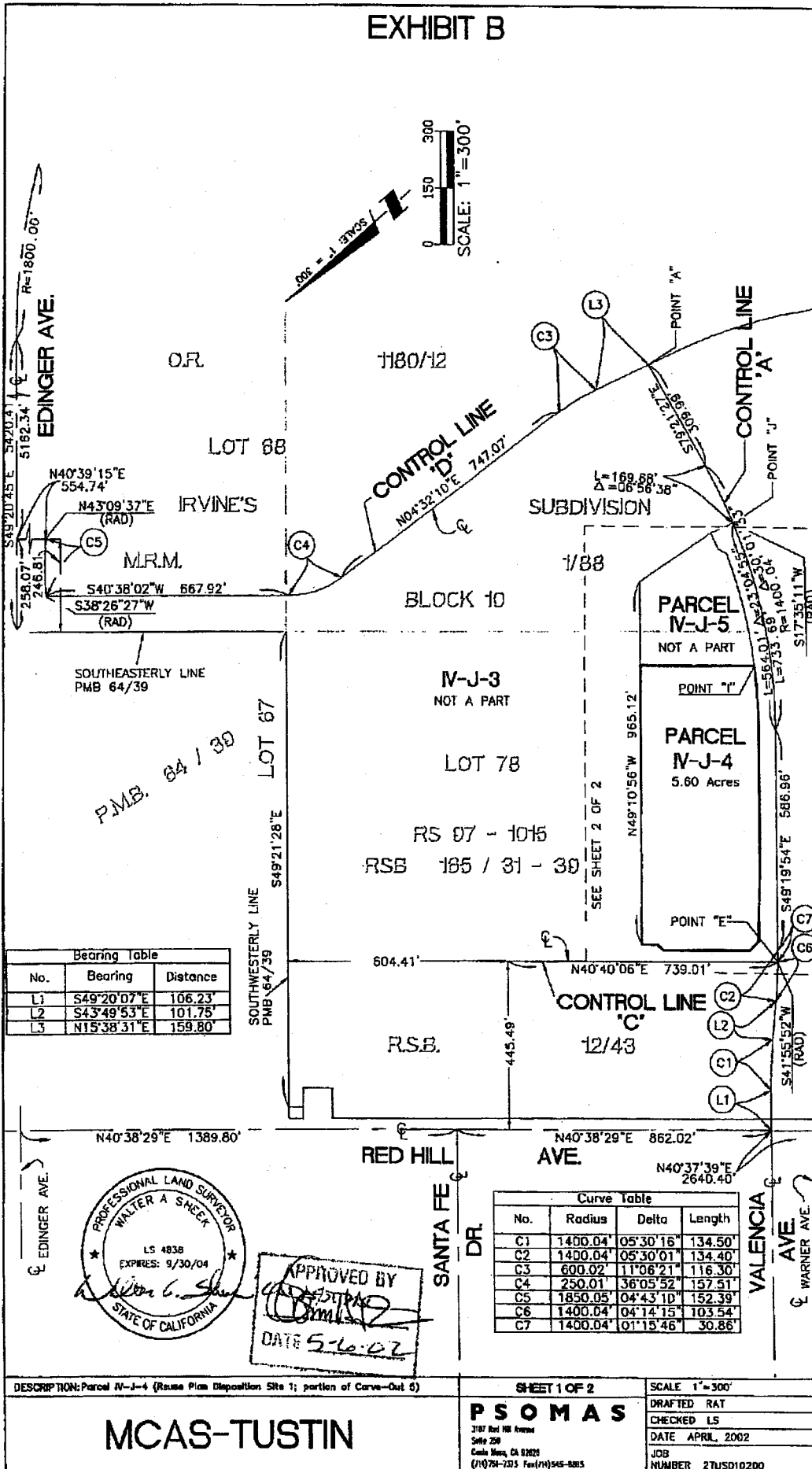
11
12 Prepared under my supervision

13
14  May 6, 2002
15 Walter A. Sheek P.L.S. 4838 Date



16
17
18
19
20
21
22
23
24

EXHIBIT B



Bearing Table		
No.	Bearing	Distance
L1	S49°20'07"E	106.23'
L2	S43°49'53"E	101.75'
L3	N15°38'31"E	159.80'

Curve Table			
No.	Radius	Delta	Length
C1	1400.04'	05°30'18"	134.50'
C2	1400.04'	05°30'01"	134.40'
C3	600.02'	11°06'21"	116.30'
C4	250.01'	36°05'52"	157.51'
C5	1850.05'	04°43'10"	152.39'
C6	1400.04'	04°14'15"	103.54'
C7	1400.04'	01°15'46"	30.86'



APPROVED BY
[Signature]
 DATE 5-16-02

DESCRIPTION: Parcel IV-J-4 (Reuse Plan Disposition Site 1; portion of Curve-Out 6)	SHEET 1 OF 2	SCALE 1"=300'
MCAS-TUSTIN	PSOMAS	DRAFTED RAT
	3187 Red Hill Avenue Suite 200 Costa Mesa, CA 92626 (714)791-3333 Fax (714)545-8855	CHECKED LS
		DATE APRIL, 2002
		JOB NUMBER 2TUS010200

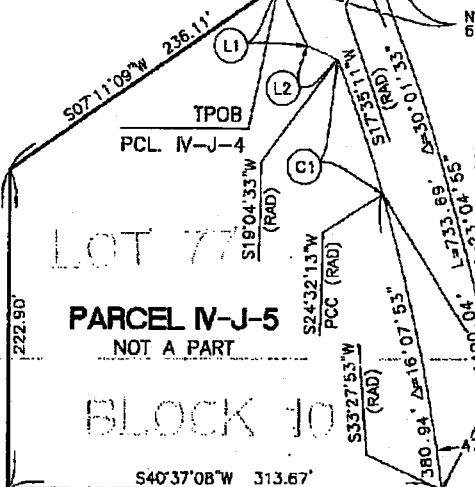
EXHIBIT B

POINT "J"
1 OF 2

SEE SHEET

N17°35'11"E
67.14'

BEARING TABLE		
No.	BEARING	DISTANCE
L1	N73°31'26"W	47.60'
L2	S64°04'33"W	24.04'
L3	N04°22'13"W	35.33'
L4	N85°40'05"E	21.21'
L5	N40°40'06"E	43.35'



PARCEL IV-J-5
NOT A PART

BLOCK 10

S40°37'08"W 313.67'

CURVE TABLE			
No.	RADIUS	DELTA	LENGTH
C1	1038.68'	105°27'40"	99.00'

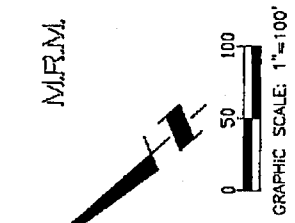
POINT "I"

LOT 78

PARCEL IV-J-4
5.60 ACRES

RS 97-1015
 IRVINE'S
 PARCEL IV-J-3
 NOT A PART
 SUBDIVISION
 R.S.B. 105/31-39

H80/12
 H80/12
 O.R.
 R.S.B.



CONTROL LINE "A"

CONTROL LINE "C"



APPROVED BY
[Signature]
DATE 5-6-02

MCAS-TUSTIN	SHEET 2 OF 2	SCALE 1"=100'
	PSOMAS 367 2nd St Suite 250 Costa Mesa, CA 92626 (714) 751-7373 Fax: (714) 945-9883	DRAFTED RAT
	DATE APRIL, 2002	CHECKED LS
	JOB NUMBER 21US010200	

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-5

(Reuse Plan Disposition Site 19; portion of Carve-Out 5)

1 In the City of Tustin and the City of Irvine, County of Orange, State of California, being
2 those portions of Blocks 10, of Irvine's Subdivision as shown on the map filed in book 1,
3 page 88 of Miscellaneous Record Maps, and as shown on a map filed in book 165, pages
4 31 through 39 inclusive of Records of Surveys, both of the records of said County,
5 described as follows:

6
7 For the purpose of this description the following Control lines are hereby established:

8 9 Control line "A"

10
11 Beginning at the intersection of the centerline of Red Hill Avenue with the centerline of
12 Valencia Avenue as shown on said Record of Survey, the centerline of Red Hill Avenue
13 having a bearing of South 40°37'39" West between Valencia Avenue and Warner
14 Avenue; thence South 49°20'07" East 106.23 to the beginning of a curve concave
15 southwesterly having a radius of 1400.04 feet; thence southeasterly along said curve
16 134.49 feet through a central angle of 5°30'14"; thence
17 South 43°49'53" East 101.77 feet to the beginning of a curve concave northeasterly
18 having a radius of 1400.04 feet; thence southeasterly along said curve 134.40 feet
19 through a central angle of 5°30'01"; thence South 49°19'54" East 586.96 feet to the
20 beginning of a curve concave northeasterly having a radius of 1400.04 feet; thence
21 southeasterly and easterly along said curve 564.01 feet through a central angle of
22 23°04'55" to a point hereinafter to be referred to as Point "J".
23
24

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-5

(Reuse Plan Disposition Site 19; portion of Carve-Out 5)

1 **Parcel IV-J-5**

2
3 Beginning at hereinbefore described Point "J"; thence radial to said curve
4 North 17°35'11" East 67.14 feet to the **True Point of Beginning**; thence
5 North 73°31'26" West 47.60 feet; thence South 64°04'33" West 24.04 feet to the
6 beginning of a non-tangent curve concave northeasterly having a radius of 1038.68 feet, a
7 radial line to said beginning bears South 19°04'33" West; thence westerly and
8 northwesterly along said curve 99.00 feet through a central angle of 5°27'40" to the
9 beginning of a compound curve concave northeasterly having a radius of 1353.04 feet,
10 said curve also being concentric with and 47.00 feet northeasterly of said Control Line
11 "A"; thence northwesterly along said concentric curve 210.83 feet through a central
12 angle of 8°55'40"; thence North 40°37'08" East 313.67 feet; thence South 49°10'56"
13 East
14 222.90 feet; thence South 7°11'09" West 236.11 feet to the **True Point of Beginning**.

15
16 Containing 83,104 sq. ft / 1.91 acres, more or less.

17
18 As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

19
20 Prepared under my supervision

21
22 

23 Walter A. Sheek P.L.S. 4838

May 2, 2002
Date

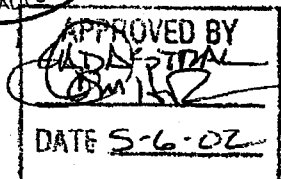
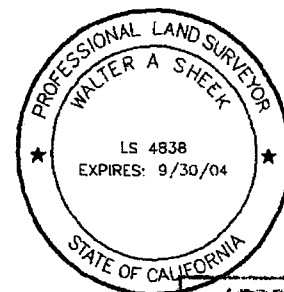
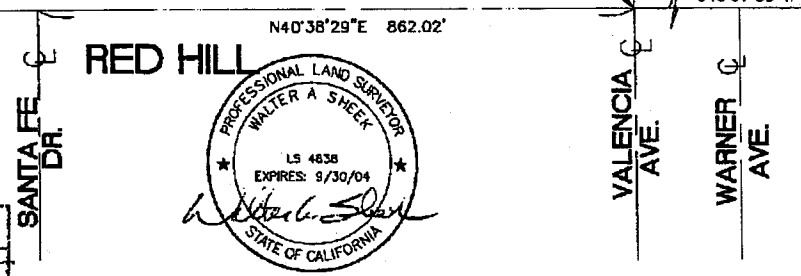
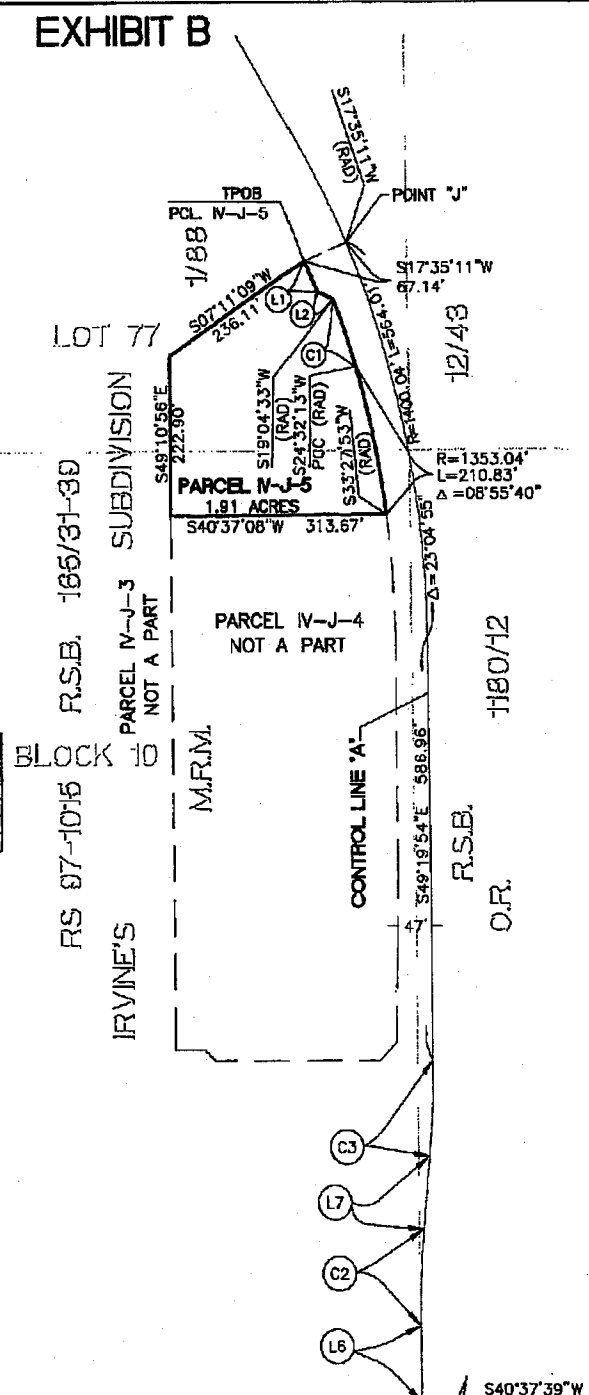
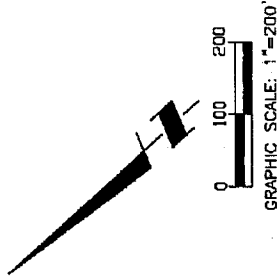


EXHIBIT B

BEARING TABLE		
(No.)	BEARING	DISTANCE
L1	N73°31'26"W	47.60'
L2	S64°04'33"W	24.04'
L3	N04°22'13"W	35.33'
L4	N85°40'05"E	21.21'
L5	N40°40'06"E	43.35'
L6	S49°20'07"E	106.23'
L7	S43°49'53"E	101.77'

CURVE TABLE			
(No.)	RADIUS	DELTA	LENGTH
C1	1038.68'	05°27'40"	99.00'
C2	1400.04'	05°30'14"	134.49'
C3	1400.04'	05°30'01"	134.40'



APPROVED BY
[Signature]
DATE 5-6-02

DESCRIPTION: IV-J-5 (REUSE PLAN DISPOSITION SITE 16; PORTION OF CARVE-OUT 5)	SHEET 1 OF 1	SCALE 1"=200'
MCAS-TUSTIN	PSOMAS	DRAFTED LS
	387 Red Hill Avenue Suite 201 Costa Mesa, CA 92626 (714) 761-3573 Fax: (714) 945-8483	CHECKED LS
		DATE APRIL 2002
		JOB NUMBER 2TUS010200

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-5

(Reuse Plan Disposition Site 19; portion of Carve-Out 5)

1 **Parcel IV-J-5**

2
3 Beginning at hereinbefore described Point "J"; thence radial to said curve
4 North $17^{\circ}35'11''$ East 67.14 feet to the **True Point of Beginning**; thence
5 North $73^{\circ}31'26''$ West 47.60 feet; thence South $64^{\circ}04'33''$ West 24.04 feet to the
6 beginning of a non-tangent curve concave northeasterly having a radius of 1038.68 feet, a
7 radial line to said beginning bears South $19^{\circ}04'33''$ West; thence westerly and
8 northwesterly along said curve 99.00 feet through a central angle of $5^{\circ}27'40''$ to the
9 beginning of a compound curve concave northeasterly having a radius of 1353.04 feet,
10 said curve also being concentric with and 47.00 feet northeasterly of said Control Line
11 "A"; thence northwesterly along said concentric curve 210.83 feet through a central
12 angle of $8^{\circ}55'40''$; thence North $40^{\circ}37'08''$ East 313.67 feet; thence South $49^{\circ}10'56''$
13 East
14 222.90 feet; thence South $7^{\circ}11'09''$ West 236.11 feet to the **True Point of Beginning**.

15
16 Containing 83,104 sq. ft / 1.91 acres, more or less.

17
18 As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

19
20 Prepared under my supervision

21
22 
23 Walter A. Sheek P.L.S. 4838

May 2, 2002
Date

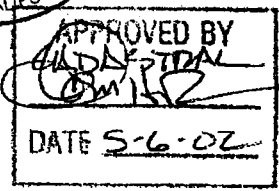
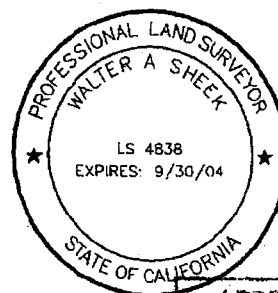
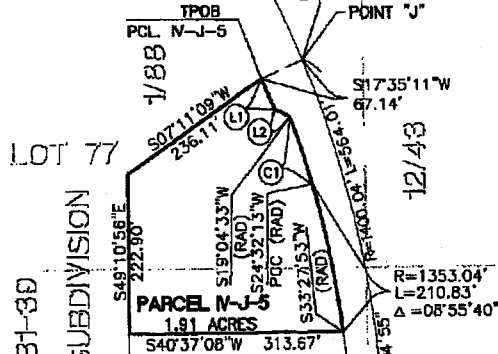
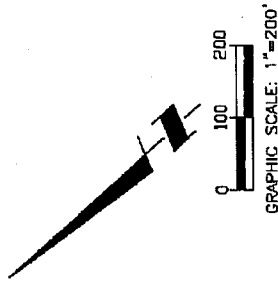


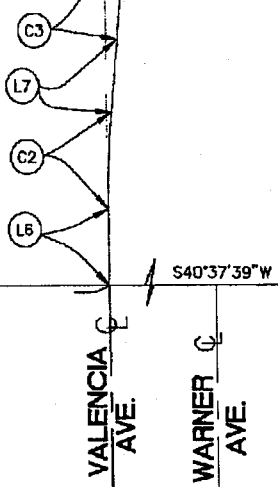
EXHIBIT B

BEARING TABLE		
No.	BEARING	DISTANCE
L1	N73°31'25"W	47.60'
L2	S84°04'33"W	24.04'
L3	N04°22'13"W	35.33'
L4	N85°40'05"E	21.21'
L5	N40°40'06"E	43.35'
L6	S49°20'07"E	106.23'
L7	S43°49'53"E	101.77'

CURVE TABLE			
No.	RADIUS	DELTA	LENGTH
C1	1038.68'	05°27'40"	99.00'
C2	1400.04'	05°30'14"	134.49'
C3	1400.04'	05°30'01"	134.40'



IRVINE'S
BLOCK 10
RS 07-1016
R.S.B. 165/31-30
SUBDIVISION
PARCEL N-J-3
NOT A PART
M.F.M.L.



SANTA FE DR.

RED HILL



APPROVED BY
[Signature]
DATE 5-16-02

DESCRIPTION: IV-J-5 (REUSE PLAN DISPOSITION SITE 18; PORTION OF CARVE-OUT 5)	SHEET 1 OF 1	SCALE 1"=200'
MCAS-TUSTIN	PSOMAS	DRAFTED LS
	3187 Red Hill Avenue Suite 208 Costa Mesa, CA 92626 (714) 762-3333 Fax (714) 946-8883	CHECKED LS
		DATE APRIL 2002
		JOB NUMBER 2TUS010200

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 In the City of Tustin, County of Orange, State of California, being that portion of Block 10
2 of Irvine's Subdivision as shown on the map filed in book 1, page 88 of Miscellaneous
3 Record Maps, and as shown on a map filed in Book 165, Pages 31 through 39 inclusive of
4 Records of Surveys, all of records of said County, described as follows:

5

6 For the purpose of this description the following two Control Lines are hereby established:

7

8 Control Line "A"

9 Beginning at the intersection of the centerline of Red Hill Avenue with the centerline of
10 Valencia Avenue as shown on said Record of Survey, the centerline of Red Hill Avenue
11 having a bearing of North 40°37'39" East between Valencia Avenue and Warner Avenue;
12 thence South 49°20'07" East 106.23 feet to the beginning of a curve concave southwesterly
13 having a radius of 1400.04 feet; thence southeasterly along said curve 134.49 feet through a
14 central angle of 05°30'14"; thence South 43°49'53" East 101.77 feet to the beginning of a
15 curve concave northeasterly having a radius of 1400.04 feet; thence southeasterly along
16 said curve 87.02 feet through a central angle of 03°33'41" to a point hereinafter to be
17 referred to as Point "AA"; thence continuing along said curve 47.38 feet through a central
18 angle of 01°56'20"; thence South 49°19'54" East 424.17 to a point hereinafter to be
19 referred to as Point "BB"; thence continuing South 49°19'54" East 162.79 feet to the
20 beginning of a curve concave northeasterly having a radius of 1400.04 feet; thence
21 southeasterly and easterly along said curve 733.69 feet through a central angle of
22 30°01'33"; thence South 79°21'27" East 309.99 feet to its intersection with Control Line
23 "B".

24

25

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 **Control Line "B"**

2 Beginning at its intersection with Control Line "A"; thence South 15°38'31" West
3 74.21 feet to the beginning of a curve concave northwesterly having a radius of
4 1400.04 feet; thence southwesterly along said curve 828.03 feet through a central angle of
5 33°53'13" to a point hereinafter to be referred to as Point "D"; thence continuing
6 southwesterly along said curve 441.51 feet through a central angle of 18°04'06"; thence
7 South 67°35'50" West 139.46 feet to the beginning of a curve concave southeasterly
8 having a radius of 1400.04 feet; thence southwesterly along said curve 694.50 feet through
9 a central angle of 28°25'19"; thence South 39°10'31" West 894.02 feet to a point
10 hereinafter to be referred to as Point "C"; thence continuing South 39°10'31" West
11 269.17 feet to the beginning of a curve concave southeasterly having a radius of
12 1400.04 feet; thence southwesterly and southerly along said curve 806.36 feet through a
13 central angle of 32°59'59"; thence South 6°10'32" West 478.01 feet to the beginning of a
14 curve concave northwesterly having a radius of 1400.04 feet; thence southerly and
15 southwesterly along said curve 842.94 feet through a central angle of 34°29'48"; thence
16 South 40°40'20" West 437.45 feet to the intersection of the centerline of Barranca Parkway
17 with the centerline of Armstrong Avenue as shown on said Record of Survey.

18
19 **Parcel IV-J-6**

20
21 Beginning at hereinbefore described Point "BB"; thence leaving said Control Line "A",
22 South 40°40'06" West 47.00 feet to the **TRUE POINT OF BEGINNING**; said point being
23 on a line that is parallel with and 47.00 feet southwesterly of said Control Line "A", thence
24 along said parallel line South 49°19'54" East 162.79 feet to the beginning of a curve

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 concave northeasterly having a radius of 1447.04 feet being concentric with and 47.00 feet
2 southwesterly of said Control Line "A"; thence along said concentric curve southeasterly
3 35.31 feet through a central angle of $1^{\circ}23'53''$; thence, leaving said concentric curve,
4 South $04^{\circ}58'49''$ East 24.35 feet; thence South $54^{\circ}27'57''$ East 56.24 feet; thence
5 North $83^{\circ}15'15''$ East 22.96 feet to the beginning of a non-tangent curve concave
6 northeasterly having a radius of 1447.04 feet, being concentric with and 47.00 feet
7 southerly of Control Line "A", a radial line to said beginning bears South $35^{\circ}44'30''$ West;
8 thence along said concentric curve southeasterly 300.53 feet through a central angle of
9 $11^{\circ}53'59''$; thence, leaving said concentric curve South $66^{\circ}09'29''$ East 52.51 feet; thence
10 South $21^{\circ}09'25''$ East 24.04 feet; thence South $68^{\circ}17'15''$ East 62.36 feet; thence
11 North $64^{\circ}09'20''$ East 23.85 feet to the beginning of a non-tangent curve concave northerly
12 having a radius of 1090.18 feet, a radial line to said beginning bears
13 South $19^{\circ}14'54''$ West; thence easterly along said curve 94.07 feet through a central angle
14 of $4^{\circ}56'38''$ to the beginning of a compound curve concave northerly having a radius of
15 1464.04 feet, a radial line to said beginning bears South $14^{\circ}18'16''$ West; thence easterly
16 along said curve 17.78 feet through a central angle of $0^{\circ}41'45''$ to the beginning of a reverse
17 curve concave southerly having a radius of 142.00 feet, a radial line to said beginning bears
18 North $13^{\circ}36'31''$ East; thence easterly along said curve 29.51 feet through a central angle
19 of $11^{\circ}54'29''$; thence South $64^{\circ}29'00''$ East 15.88 feet to the beginning of a curve concave
20 northerly having a radius of 158.00 feet; thence southeasterly and easterly along said curve
21 41.02 feet through a central angle of $14^{\circ}52'27''$ to a line that is parallel with and 64.00 feet
22 southerly of said Control Line "A"; thence along said parallel line South $79^{\circ}21'27''$ East
23 218.54 feet; thence, leaving said parallel line, South $31^{\circ}20'58''$ East 40.12 feet to the
24 beginning of a non-tangent curve concave westerly having a radius of 1354.04 feet, being

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 concentric with and 46.00 feet westerly of said Control Line "B", a radial line to said
2 beginning bears South 73°20'33" East; thence southerly along said concentric curve
3 48.37 feet through a central angle of 2°02'49" to the beginning of a compound curve
4 concave westerly having a radius of 42.00 feet, a radial line to said beginning bears
5 South 71°17'44" East; thence southerly and southwesterly along said curve 11.87 feet
6 through a central angle of 16°11'24"; thence South 34°53'40" West 33.43 feet to the
7 beginning of a curve concave southeasterly having a radius of 58.00 feet; thence
8 southwesterly and southerly along said curve 13.90 feet through a central angle of
9 13°44'05" to the beginning of a reverse curve concave westerly having a radius of
10 1342.04 feet, a radial line to said beginning bears South 68°50'25" East; thence southerly
11 and southwesterly along said curve 57.52 feet through a central angle of 2°27'21" to the
12 beginning of a reverse curve concave easterly having a radius of 58.00 feet, a radial line to
13 said beginning bears North 66°23'04" West; thence southwesterly and southerly along said
14 curve 13.90 feet through a central angle of 13°44'05"; thence South 09°52'51" West
15 33.43 feet to the beginning of a curve concave westerly having a radius of 42.00 feet;
16 thence southerly and southwesterly along said curve 11.87 feet through a central angle of
17 16°11'24" to the beginning of a compound curve concave northwesterly having a radius of
18 1354.04 feet being concentric with and 46.00 feet northwesterly of said Control Line "B", a
19 radial line to said beginning bears South 63°55'45" East; thence southwesterly along said
20 concentric curve 981.37 feet through a central angle of 41°31'35" to a line that is parallel
21 with and 46.00 feet northwesterly of said Control Line "B"; thence along said parallel line
22 South 67°35'50" West 139.46 feet to the beginning of a curve concave southeasterly
23 having a radius of 1446.04 feet being concentric with and 46.00 feet northwesterly of said
24 Control Line "B"; thence along said concentric curve westerly and southwesterly

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 717.32 feet through a central angle of 28°25'19"; thence South 39°10'31" West 163.56 feet;
2 thence North 33°57'12" West 70.07 feet; thence North 09°21'06" East 1661.58 feet; thence
3 North 46°39'39" East 427.42 feet to the **TRUE POINT OF BEGINNING**.

4
5 **Excepting therefrom** that portion described as follows:

6
7 Beginning at hereinabove described Point "D"; thence leaving said Control Line "B",
8 North 40°28'20" West 46.00 feet to the **True Point of Beginning**; said point being the
9 beginning of a non-tangent curve concave northwesterly, having a radius of 1354.04 feet,
10 said curve also being concentric with and 46.00 feet northwesterly of said Control Line
11 "B", a radial line to said beginning bears South 40°28'20" East; thence southwesterly along
12 said concentric curve 427.02 feet through a central angle of 18°04'10" to a line parallel
13 with and 46.00 feet northwesterly of said Control Line "B"; thence along said parallel line
14 South 67°35'50" West 139.46 feet to the beginning of a curve concave southeasterly
15 having a radius of 1446.04 feet, said curve being concentric with and 46.00 feet
16 northwesterly of said Control Line "B"; thence southwesterly along said concentric curve
17 184.05 feet through a central angle of 07°17'33"; thence leaving said concentric curve
18 North 49°21'14" West 459.00 feet; thence North 40°38'46" East 486.27 feet; thence
19 South 77°38'59" East 197.81 feet; thence North 18°04'28" East 409.85 feet to the
20 beginning of a non-tangent curve concave northerly having a radius of 341.00 feet a radial
21 line to said beginning bears South 03°32'49" West; thence easterly and northeasterly along
22 said curve 176.95 feet through a central angle of 29°43'51"; thence South 15°49'01" East
23 721.18 feet to the **True Point of Beginning**.

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 Containing 1,010,654 square feet or 23.20 acres, more or less.

2

3 As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

4

5

6 Prepared under my supervision:

7

8

9

10

11

12



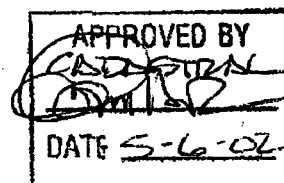
Walter A. Sheek, P.L.S. 4838

Aug 5, 2002

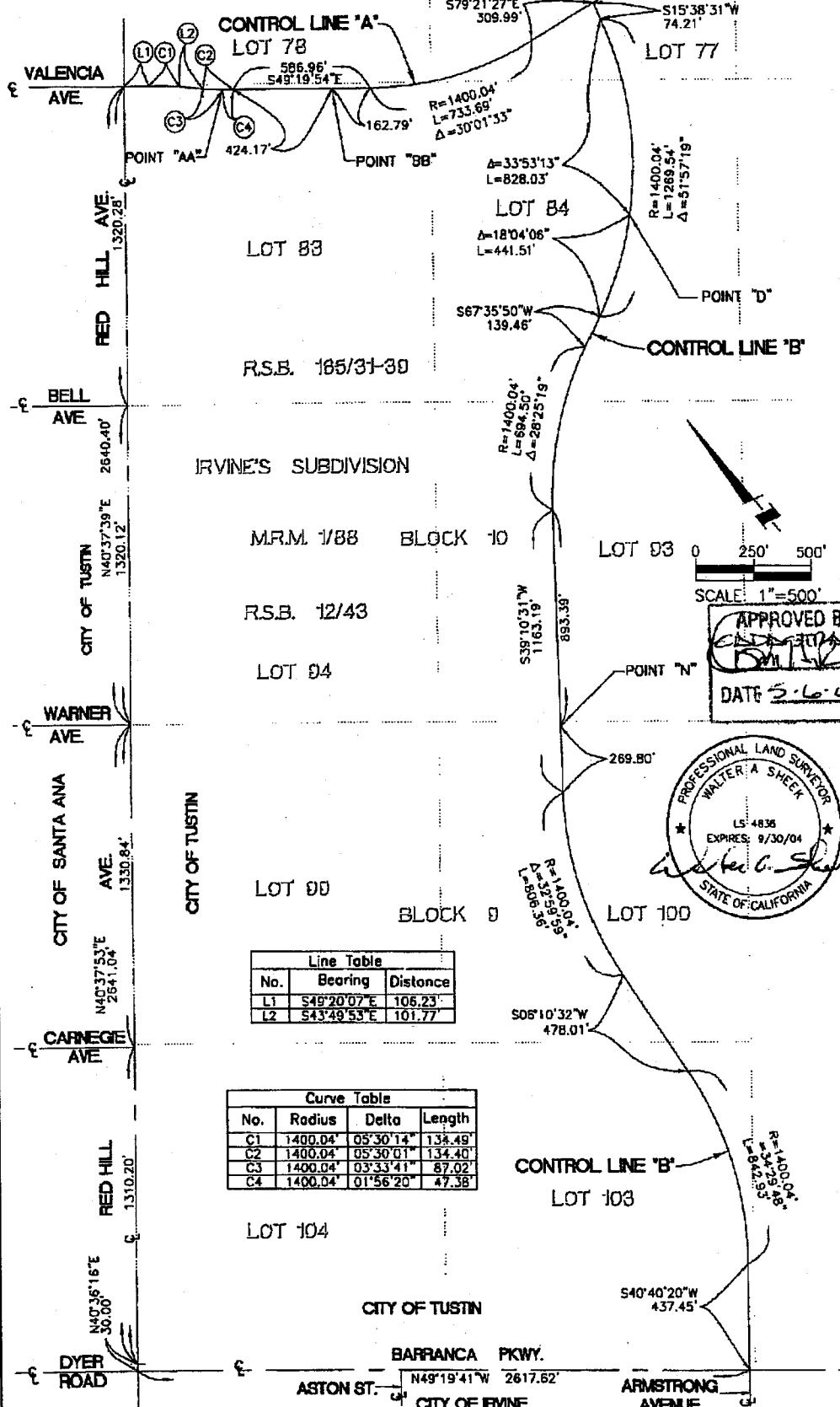
Date



Expires: 9/30/04



O.R. 1180/12 **EXHIBIT B**



Line Table		
No.	Bearing	Distance
L1	S45°20'07"E	106.23'
L2	S43°49'53"E	101.77'

Curve Table			
No.	Radius	Delta	Length
C1	1400.04'	05°30'14"	138.49'
C2	1400.04'	05°30'01"	134.40'
C3	1400.04'	03°33'41"	87.02'
C4	1400.04'	01°56'20"	47.38'

APPROVED BY

 DATE 5.6.02

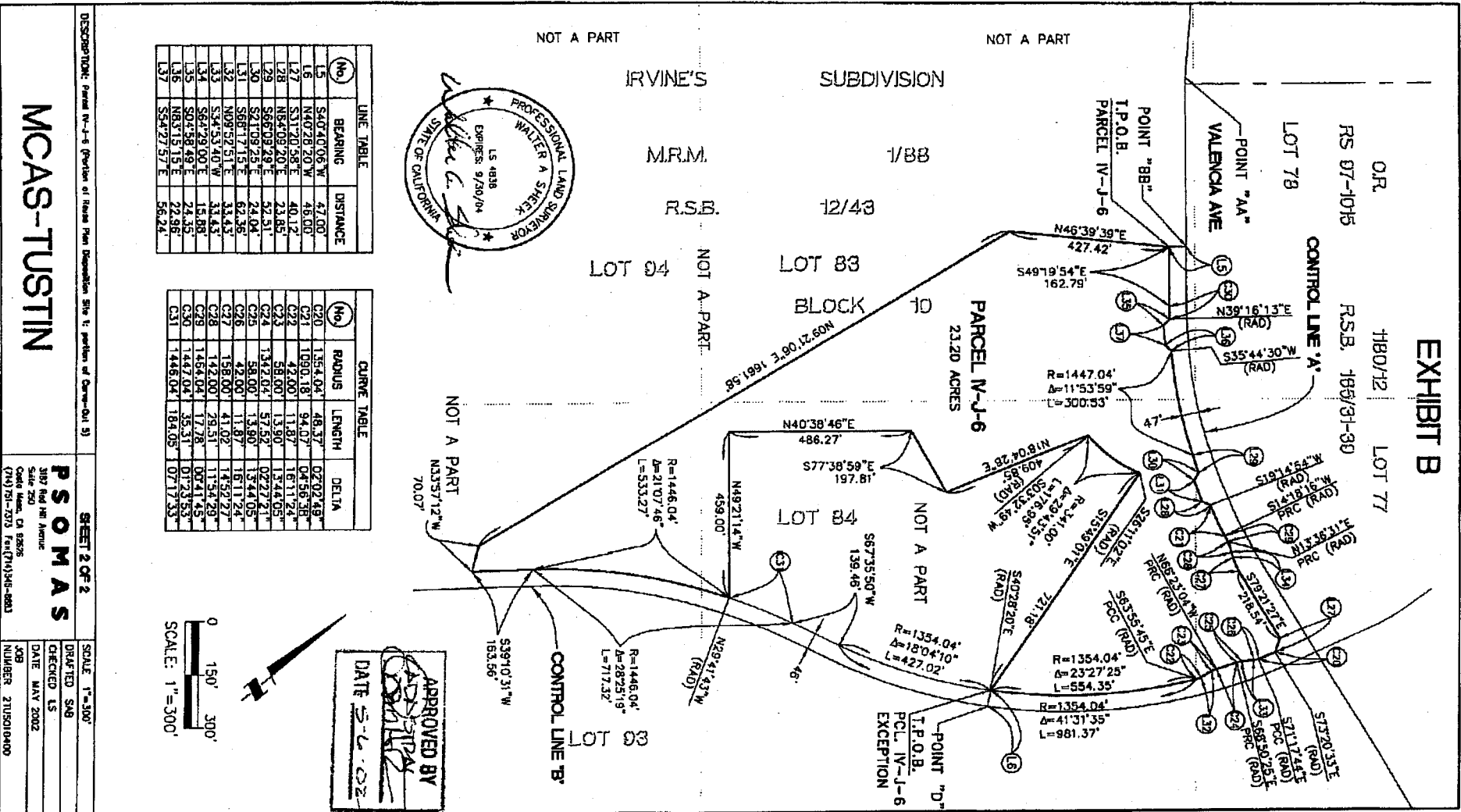
PROFESSIONAL LAND SURVEYOR
 WALTER A. SHEEK
 LS 4836
 EXPIRES: 9/30/04

 STATE OF CALIFORNIA

Plotter: 05/02/02 17:52:38 M:\2TUS010400\survey\exhibits\PC1 JV-J-6_SPT1.DWG G6060

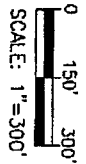
DESCRIPTION: Parcel IV-J-6 (Portion of Reuse Plan Disposition Site 1; portion of Curve-Out 5)	SHEET 1 OF 2	SCALE 1"=500'
MCAS-TUSTIN	PSOMAS 3187 Red Hill Avenue Suite 250 Costa Mesa, CA 92626 (714)751-7373 Fax(714)545-8883	DRAFTED SAG
		CHECKED LS
		DATE MAY 2002
		JOB NUMBER 2TUS010400

EXHIBIT B



No.	BEARING	DISTANCE
15	S40°40'06"W	47.00
16	N40°28'30"W	46.00
17	S11°20'58"E	40.12
18	N82°09'20"E	23.85
19	S66°09'49"E	52.51
20	S41°09'49"E	24.04
21	S68°17'15"E	62.35
22	N09°52'51"E	33.43
23	S34°53'40"W	33.43
24	S64°29'00"E	15.88
25	S04°58'49"E	24.35
26	N83°15'15"E	22.86
27	S54°27'57"E	56.24

No.	RADIUS	LENGTH	DELTA
C00	1564.04'	48.37'	02°02'43"
C01	1090.18'	94.07'	04°36'38"
C02	42.00'	11.87'	16°11'24"
C03	58.00'	3.90'	15°44'05"
C04	1342.04'	57.52'	02°27'21"
C05	58.00'	3.90'	15°44'05"
C06	42.00'	11.87'	16°11'24"
C07	158.00'	41.02'	14°52'27"
C08	142.00'	29.51'	11°54'29"
C09	144.04'	17.78'	00°41'45"
C10	144.04'	35.31'	01°23'53"
C11	1446.04'	184.05'	07°17'33"



APPROVED BY

 DATE 5-6-02

MCAS-TUSTIN

SHEET 2 OF 2
PSOMAS
 3887 Hill Hill Avenue
 Suite 200
 Costa Mesa, CA 92626
 (714) 751-2024 Fax (714) 946-8833

DRAFTED SAG
 CHECKED ES
 DATE MAY 2002
 JOB
 NUMBER 2105010000

Plotter: 05/02/02 17:58:51 M:\210501000\survey\exhibits\PCL_IV-J-6_SHT2.DWG GGaldo

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

1 In the City of Tustin, County of Orange, State of California, being those portions of
2 Block 10 of Irvine's Subdivision as shown on the map filed in Book 1, Page 88 of
3 Miscellaneous Record Maps, and as shown on a map filed in Book 165, Pages 31 through
4 39 inclusive of Records of Surveys, both of the records of said County, described as
5 follows:

6
7 For the purpose of this description the following Control lines are hereby established:

8
9 **Control line "A"**

10
11 Beginning at the intersection of the centerline of Red Hill Avenue with the centerline of
12 Valencia Avenue as shown on said Record of Survey, the centerline of Red Hill Avenue
13 having a bearing of South 40°37'39" West between Valencia Avenue and Warner
14 Avenue; thence South 49°20'07" East 106.23 to the beginning of a curve concave
15 southwesterly having a radius of 1400.04 feet; thence southeasterly along said curve
16 134.49 feet through a central angle of 5°30'14"; thence South 43°49'53" East 101.77
17 feet to the beginning of a curve concave northeasterly having a radius of
18 1400.04 feet; thence southeasterly and easterly along said curve 103.54 feet through a
19 central angle of 4°14'15" to a point hereinafter to be referred to as Point "E"; thence
20 continuing along said curve an arc distance of 30.86 feet through a central angle of
21 1°15'46"; thence South 49°19'54" East 586.96 feet to the beginning of a curve concave
22 northeasterly having a radius of 1400.04 feet; thence southeasterly and easterly
23 564.01 feet along said curve through a central angle of 23°04'55" to a point hereinafter
24 referred to as Point "J"; thence continuing easterly 169.68 feet along said curve through

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

1 a central angle of $6^{\circ}56'38''$; thence South $79^{\circ}21'27''$ East 309.99 feet to a point
2 hereinafter referred to as Point "A".

3 4 Control Line "D"

5
6 Beginning at said Point "A"; thence North $15^{\circ}38'31''$ East 159.80 feet to the beginning of
7 a curve concave westerly having a radius of 600.02 feet; thence northerly along said
8 curve 116.30 feet through a central angle of $11^{\circ}06'21''$; thence North $4^{\circ}32'10''$ East
9 747.07 feet to the beginning of a curve concave southeasterly having a radius of 251.01
10 feet; thence northerly and northeasterly along said curve 157.51 feet through a central
11 angle of $36^{\circ}05'52''$; thence North $40^{\circ}38'02''$ East 667.92 feet to the beginning of a non-
12 tangent curve concave southwesterly having a radius of 1850.05 feet, a radial line to said
13 beginning bears North $38^{\circ}26'27''$ East; thence southeasterly along said curve 152.39 feet
14 through a central angle of $4^{\circ}43'10''$ to a point 246.81 feet southeasterly, measured at right
15 angles, from the southeasterly line of the Parcel Map filed in Book 64, Page 39 of Parcel
16 Maps, Records of said County, as said line is established on said Record of Survey, and
17 554.74 feet, measured at right angles, from the centerline of Edinger Avenue as shown on
18 said Record of Survey.

19 20 Control line "C"

21
22 Beginning at the hereinbefore described Point "E"; thence North $40^{\circ}40'06''$ East
23 739.01 feet to a point that is 445.49 feet southeasterly, measured at right angles, from the
24 centerline of said Red Hill Avenue between Valencia Avenue and Santa Fe Drive, and

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

1 604.41 feet southwesterly of the southwesterly line of said Parcel Map as established on
2 said Record of Survey

3
4
5
6 **Parcel IV-J-4**

7
8 Beginning at hereinbefore described Point "J"; thence, radial to the above described
9 curve which Point "B" lies on, North 17°35'11" East 67.14 feet to the
10 **True Point of Beginning**; thence North 73°31'26" West 47.60 feet; thence
11 South 64°04'33" West 24.04 feet to the beginning of a non-tangent curve concave
12 northeasterly having a radius of 1038.68 feet, a radial line to said beginning bears
13 South 19°04'33" West; thence westerly and northwesterly along said curve 99.00 feet
14 through a central angle of 5°27'40" to the beginning of a compound curve concave
15 northeasterly having a radius of 1353.04 feet, said curve also being concentric with and
16 47.00 feet northeasterly of said Control Line "A"; thence northwesterly along said
17 concentric curve 210.83 feet through a central angle of 08°55'40" to a point hereinafter to
18 be referred to as Point "I"; thence continuing northwesterly along said curve 170.11 feet
19 through a central angle of 07°12'13" to a line parallel with and 47.00 feet northeasterly of
20 said Control Line "A"; thence along said parallel line North 49°19'54" West 313.79 feet
21 to the beginning of a curve concave northeasterly having a radius of 3092.59 feet;
22 thence, leaving said parallel line, northwesterly along said curve 124.26 feet through a
23 central angle of 2°18'08" to the beginning of a reverse curve concave southwesterly
24 having a radius of 3108.59 feet, a radial line to said beginning bears

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

1 North 42°58'14" East; thence northwesterly along said curve 124.83 feet through a
2 central angle of 2°18'03"; thence North 4°22'13" West 35.33 feet to a line parallel with
3 and 30.00 feet southeasterly of said Control Line "C"; thence along said parallel line
4 North 40°40'06" East 237.97 feet; thence leaving said parallel line
5 North 85°40'05" East 21.21 feet to a line parallel with and 45.00 feet southeasterly of
6 said Control Line "C"; thence along said parallel line North 40°40'06" East 43.35 feet;
7 thence leaving said parallel line South 49°10'56" East 742.22 feet to a point lying
8 North 40°37'08" East 313.67 feet from the hereinbefore described Point "I"; thence
9 continuing North 49°10'56" East 222.90 feet; thence South 7°11'09" West 236.11 feet to
10 the **True Point of Beginning**.

11

12 Excepting therefrom the following parcel:

13

14 **Parcel IV-J-5**

15

16 Beginning at hereinbefore described Point "J"; thence radial to the above described curve
17 which Point "B" lies on, North 17°35'11" East 67.14 feet to the **True Point of**
18 **Beginning**; thence North 73°31'26" West 47.60 feet; thence
19 South 64°04'33" West 24.04 feet to the beginning of a non-tangent curve concave
20 northeasterly having a radius of 1038.68 feet, a radial line to said beginning bears South
21 19°04'33" West; thence westerly and northwesterly along said curve 99.00 feet through a
22 central angle of 5°27'40" to the beginning of a compound curve concave northeasterly
23 having a radius of 1353.04 feet, said curve also being concentric with and 47.00 feet
24 northeasterly of said Control Line "A"; thence northwesterly along said concentric curve

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-4

(Portion of Reuse Plan Disposition Site 1; Portion of Carve-Out 5)

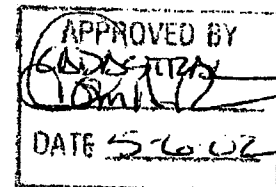
1 210.83 feet through a central angle of 8°55'40"; thence North 40°37'08" East 313.67
2 feet to the southeasterly terminus of that certain course hereinabove cited as having a
3 bearing of "South 49°10'56" East" and a distance of "742.22 feet"; thence along the
4 southeasterly prolongation of said course South 49°10'56" East 222.90 feet to the
5 southeasterly terminus thereof; thence South 7°11'09" West 236.11 feet to the
6 **True Point of Beginning.**

7
8 Containing 243,969 sq. ft. / 5.60 acres, more or less.

9
10 As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

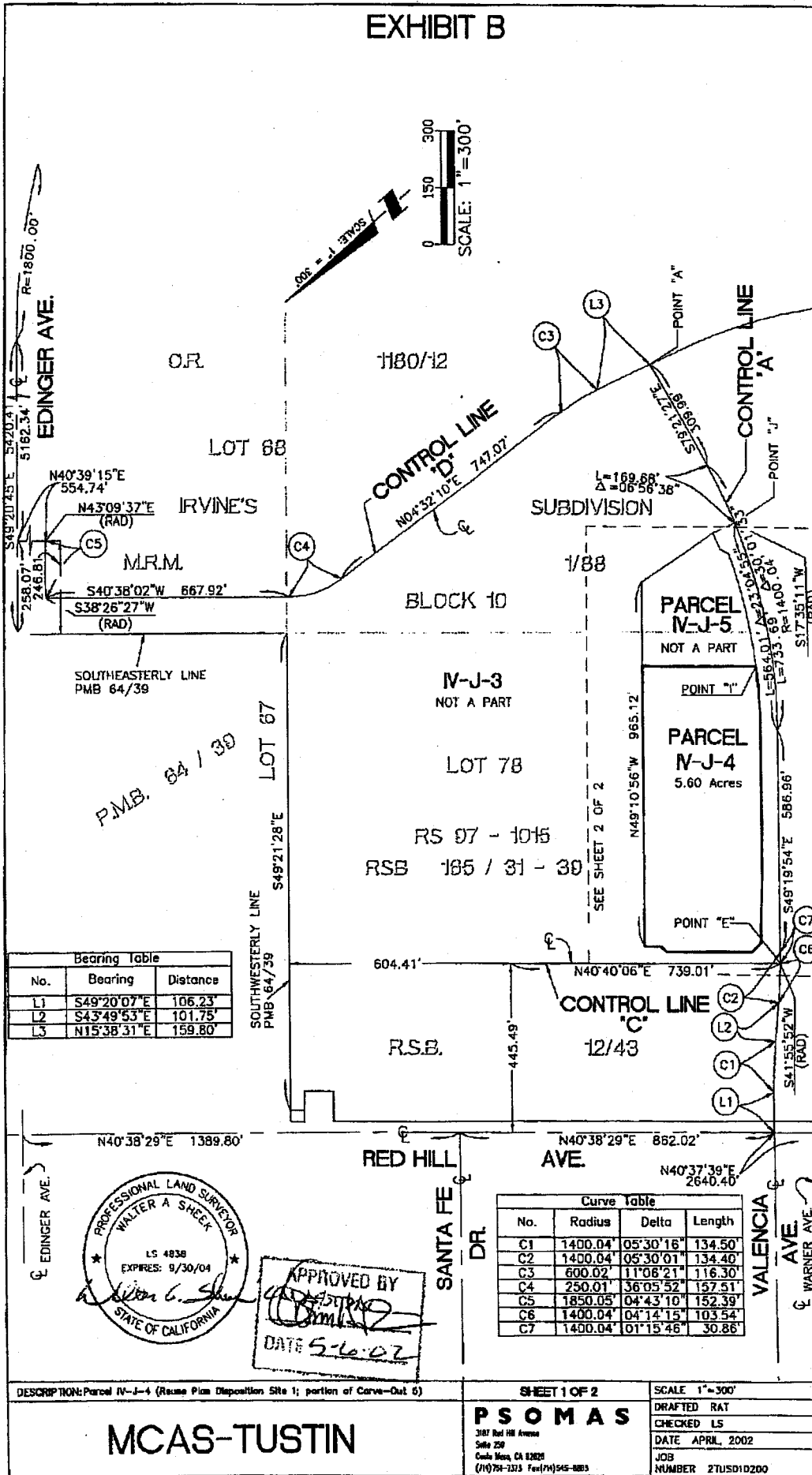
11
12 Prepared under my supervision

13
14 Walter A. Sheek May 16, 2002
15 Walter A. Sheek P.L.S. 4838 Date



16
17
18
19
20
21
22
23
24

EXHIBIT B



APPROVED BY
[Signature]
 DATE 5-6-02

DESCRIPTION: Parcel IV-J-4 (Resume Plan Disposition Site 1; portion of Curve-Out 6)	SHEET 1 OF 2	SCALE 1"=300'
MCAS-TUSTIN	PSOMAS	DRAFTED RAT
	3187 Red Hill Avenue Suite 250 Culver City, CA 90230 (310)794-7373 Fax (310)545-8883	CHECKED LS
		DATE APRIL 2002
		JOB NUMBER 2TJSD1D200

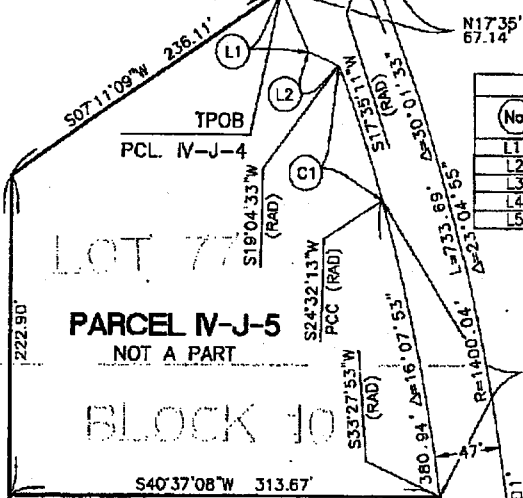
EXHIBIT B

POINT "J"
1 OF 2

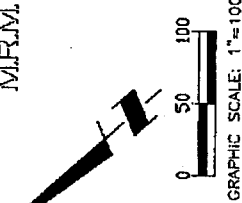
SEE SHEET

N17°35'11"E
67.14'

BEARING TABLE		
No.	BEARING	DISTANCE
L1	N73°31'26"W	47.60'
L2	S64°04'33"W	24.04'
L3	N04°22'13"W	35.33'
L4	N85°40'05"E	21.21'
L5	N40°40'06"E	43.35'



CURVE TABLE			
No.	RADIUS	DELTA	LENGTH
C1	1036.68'	105°27'40"	99.00'



12/43

H80/12

R.S.B. O.R.

APPROVED BY
[Signature]
DATE 5-6-02

DESCRIPTION: Parcel IV-J-4 (Reuse Plan Disposition Site 1; portion of Curve-Out 5)	SHEET 2 OF 2	SCALE 1"=100'
MCAS-TUSTIN	PSOMAS	DRAFTED RAT
		CHECKED LS
		DATE APRIL 2002
		JOB NUMBER 21US010200

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-5

(Reuse Plan Disposition Site 19; portion of Carve-Out 5)

1 In the City of Tustin and the City of Irvine, County of Orange, State of California, being
2 those portions of Blocks 10, of Irvine's Subdivision as shown on the map filed in book 1,
3 page 88 of Miscellaneous Record Maps, and as shown on a map filed in book 165, pages
4 31 through 39 inclusive of Records of Surveys, both of the records of said County,
5 described as follows:

6
7 For the purpose of this description the following Control lines are hereby established:

8 9 Control line "A"

10
11 Beginning at the intersection of the centerline of Red Hill Avenue with the centerline of
12 Valencia Avenue as shown on said Record of Survey, the centerline of Red Hill Avenue
13 having a bearing of South 40°37'39" West between Valencia Avenue and Warner
14 Avenue ; thence South 49°20'07" East 106.23 to the beginning of a curve concave
15 southwesterly having a radius of 1400.04 feet; thence southeasterly along said curve
16 134.49 feet through a central angle of 5°30'14"; thence
17 South 43°49'53" East 101.77 feet to the beginning of a curve concave northeasterly
18 having a radius of 1400.04 feet; thence southeasterly along said curve 134.40 feet
19 through a central angle of 5°30'01"; thence South 49°19'54" East 586.96 feet to the
20 beginning of a curve concave northeasterly having a radius of 1400.04 feet; thence
21 southeasterly and easterly along said curve 564.01 feet through a central angle of
22 23°04'55" to a point hereinafter to be referred to as Point "J".
23
24

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-5

(Reuse Plan Disposition Site 19; portion of Carve-Out 5)

1 **Parcel IV-J-5**

2

3 Beginning at hereinbefore described Point "J"; thence radial to said curve
4 North 17°35'11" East 67.14 feet to the **True Point of Beginning**; thence
5 North 73°31'26" West 47.60 feet; thence South 64°04'33" West 24.04 feet to the
6 beginning of a non-tangent curve concave northeasterly having a radius of 1038.68 feet, a
7 radial line to said beginning bears South 19°04'33" West; thence westerly and
8 northwesterly along said curve 99.00 feet through a central angle of 5°27'40" to the
9 beginning of a compound curve concave northeasterly having a radius of 1353.04 feet,
10 said curve also being concentric with and 47.00 feet northeasterly of said Control Line
11 "A"; thence northwesterly along said concentric curve 210.83 feet through a central
12 angle of 8°55'40"; thence North 40°37'08" East 313.67 feet; thence South 49°10'56"
13 East
14 222.90 feet; thence South 7°11'09" West 236.11 feet to the **True Point of Beginning**.

15

16 Containing 83,104 sq. ft / 1.91 acres, more or less.

17

18 As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

19

20 Prepared under my supervision

21

22  *Walter A. Sheek*
23 Walter A. Sheek P.L.S. 4838 *May 2, 2002* Date

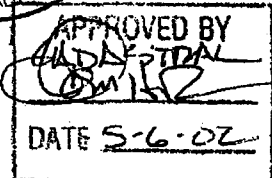
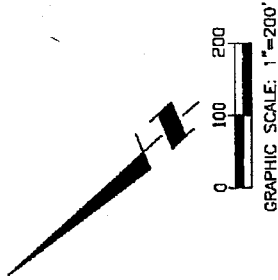


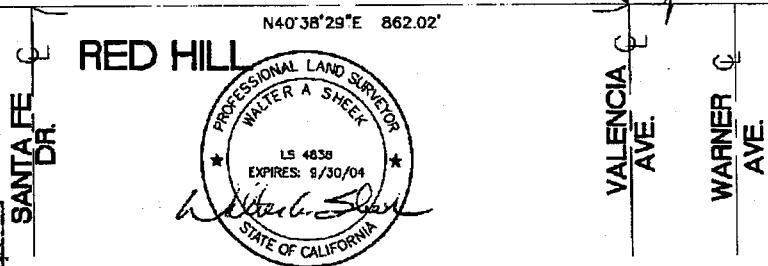
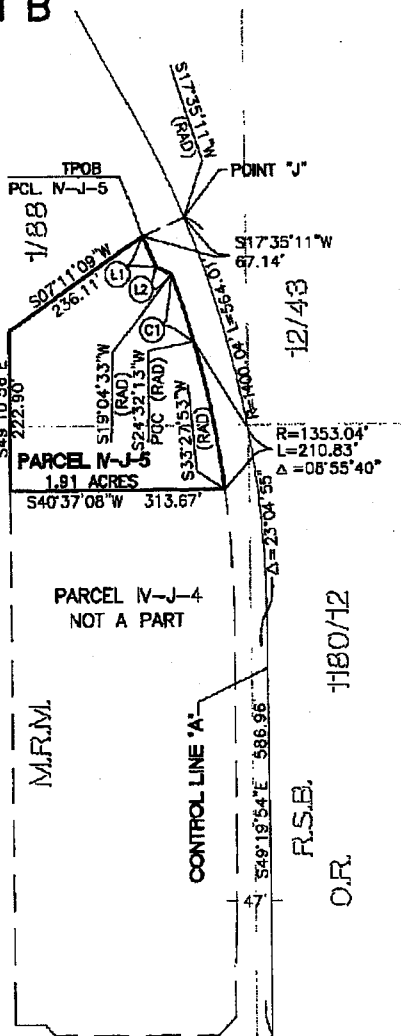
EXHIBIT B

BEARING TABLE		
No.	BEARING	DISTANCE
L1	N73°31'26"W	47.60'
L2	S64°04'33"W	24.04'
L3	N04°22'13"W	35.33'
L4	N85°40'05"E	21.21'
L5	N40°40'06"E	43.35'
L6	S49°20'07"E	106.23'
L7	S43°49'53"E	101.77'

CURVE TABLE			
No.	RADIUS	DELTA	LENGTH
C1	1038.68'	05°27'40"	99.00'
C2	1400.04'	05°30'14"	134.49'
C3	1400.04'	05°30'01"	134.40'



IRVINE'S
BLOCK 10
RS 07-1015
R.S.B. 186/31-38
SUBDIVISION
PARCEL N-J-3
NOT A PART



APPROVED BY
[Signature]
DATE 5/16/02

DESCRIPTION: IV-J-5 (REUSE PLAN DISPOSITION SITE 18; PORTION OF CURVE-OUT 5)	SHEET 1 OF 1	SCALE 1"=200'
MCAS-TUSTIN	PSOMAS	DRAFTED LS
	3107 Red Hill Avenue Suite 250 Costa Mesa, CA 92626 (714)751-2513 Fax(714)545-9883	CHECKED LS
		DATE APRIL 2002
		JOB NUMBER 2TUS010200

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-5

(Reuse Plan Disposition Site 19; portion of Carve-Out 5)

1 **Parcel IV-J-5**

2
3 Beginning at hereinbefore described Point "J"; thence radial to said curve
4 North 17°35'11" East 67.14 feet to the **True Point of Beginning**; thence
5 North 73°31'26" West 47.60 feet; thence South 64°04'33" West 24.04 feet to the
6 beginning of a non-tangent curve concave northeasterly having a radius of 1038.68 feet, a
7 radial line to said beginning bears South 19°04'33" West; thence westerly and
8 northwesterly along said curve 99.00 feet through a central angle of 5°27'40" to the
9 beginning of a compound curve concave northeasterly having a radius of 1353.04 feet,
10 said curve also being concentric with and 47.00 feet northeasterly of said Control Line
11 "A"; thence northwesterly along said concentric curve 210.83 feet through a central
12 angle of 8°55'40"; thence North 40°37'08" East 313.67 feet; thence South 49°10'56"
13 East
14 222.90 feet; thence South 7°11'09" West 236.11 feet to the **True Point of Beginning**.

15
16 Containing 83,104 sq. ft / 1.91 acres, more or less.

17
18 As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

19
20 Prepared under my supervision

21
22 
23 Walter A. Sheek P.L.S. 4838

May 2, 2002
Date

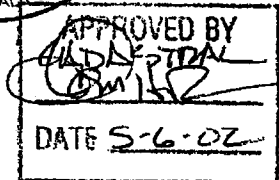
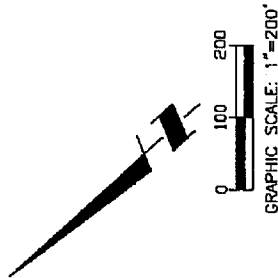


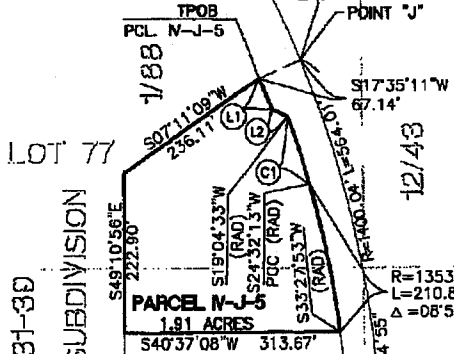
EXHIBIT B

BEARING TABLE		
(No.)	BEARING	DISTANCE
L1	N73°31'26"W	47.60'
L2	S64°04'33"W	24.04'
L3	N04°22'13"W	35.33'
L4	N85°40'05"E	21.21'
L5	N40°40'06"E	43.35'
L6	S49°20'07"E	106.23'
L7	S43°49'53"E	101.77'

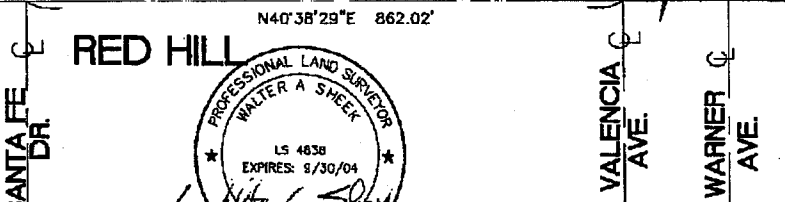
CURVE TABLE			
(No.)	RADIUS	DELTA	LENGTH
C1	1038.68'	05°27'40"	99.00'
C2	1400.04'	05°30'14"	134.49'
C3	1400.04'	05°30'01"	134.40'



IRVINE'S
RS 07-1015
BLOCK 10
R.S.B. 105/31-30
SUBDIVISION
PARCEL N-J-3
NOT A PART



M.R.M.L.
CONTROL LINE "A"
R.S.B. 1180/12
O.R.



APPROVED BY
[Signature]
DATE 5-6-02

DESCRIPTION: IV-J-5 (REUSE PLAN DISPOSITION SITE 10; PORTION OF CARVE-OUT 8)	SHEET 1 OF 1	SCALE: 1"=200'
MCAS-TUSTIN	PSOMAS	DRAFTED LS
	3150 Red Hill Avenue Suite 200 Costa Mesa, CA 92626 (714) 752-2373 Fax: (714) 545-8883	CHECKED LS
		DATE APRIL 2002
		JOB NUMBER 2TUS010200

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 In the City of Tustin, County of Orange, State of California, being that portion of Block 10
2 of Irvine's Subdivision as shown on the map filed in book 1, page 88 of Miscellaneous
3 Record Maps, and as shown on a map filed in Book 165, Pages 31 through 39 inclusive of
4 Records of Surveys, all of records of said County, described as follows:

5

6 For the purpose of this description the following two Control Lines are hereby established:

7

8 Control Line "A"

9 Beginning at the intersection of the centerline of Red Hill Avenue with the centerline of
10 Valencia Avenue as shown on said Record of Survey, the centerline of Red Hill Avenue
11 having a bearing of North 40°37'39" East between Valencia Avenue and Warner Avenue;
12 thence South 49°20'07" East 106.23 feet to the beginning of a curve concave southwesterly
13 having a radius of 1400.04 feet; thence southeasterly along said curve 134.49 feet through a
14 central angle of 05°30'14"; thence South 43°49'53" East 101.77 feet to the beginning of a
15 curve concave northeasterly having a radius of 1400.04 feet; thence southeasterly along
16 said curve 87.02 feet through a central angle of 03°33'41" to a point hereinafter to be
17 referred to as Point "AA"; thence continuing along said curve 47.38 feet through a central
18 angle of 01°56'20"; thence South 49°19'54" East 424.17 to a point hereinafter to be
19 referred to as Point "BB"; thence continuing South 49°19'54" East 162.79 feet to the
20 beginning of a curve concave northeasterly having a radius of 1400.04 feet; thence
21 southeasterly and easterly along said curve 733.69 feet through a central angle of
22 30°01'33"; thence South 79°21'27" East 309.99 feet to its intersection with Control Line
23 "B".

24

25

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

Control Line "B"

Beginning at its intersection with Control Line "A"; thence South $15^{\circ}38'31''$ West 74.21 feet to the beginning of a curve concave northwesterly having a radius of 1400.04 feet; thence southwesterly along said curve 828.03 feet through a central angle of $33^{\circ}53'13''$ to a point hereinafter to be referred to as Point "D"; thence continuing southwesterly along said curve 441.51 feet through a central angle of $18^{\circ}04'06''$; thence South $67^{\circ}35'50''$ West 139.46 feet to the beginning of a curve concave southeasterly having a radius of 1400.04 feet; thence southwesterly along said curve 694.50 feet through a central angle of $28^{\circ}25'19''$; thence South $39^{\circ}10'31''$ West 894.02 feet to a point hereinafter to be referred to as Point "C"; thence continuing South $39^{\circ}10'31''$ West 269.17 feet to the beginning of a curve concave southeasterly having a radius of 1400.04 feet; thence southwesterly and southerly along said curve 806.36 feet through a central angle of $32^{\circ}59'59''$; thence South $6^{\circ}10'32''$ West 478.01 feet to the beginning of a curve concave northwesterly having a radius of 1400.04 feet; thence southerly and southwesterly along said curve 842.94 feet through a central angle of $34^{\circ}29'48''$; thence South $40^{\circ}40'20''$ West 437.45 feet to the intersection of the centerline of Barranca Parkway with the centerline of Armstrong Avenue as shown on said Record of Survey.

Parcel IV-J-6

Beginning at hereinbefore described Point "BB"; thence leaving said Control Line "A", South $40^{\circ}40'06''$ West 47.00 feet to the **TRUE POINT OF BEGINNING**; said point being on a line that is parallel with and 47.00 feet southwesterly of said Control Line "A", thence along said parallel line South $49^{\circ}19'54''$ East 162.79 feet to the beginning of a curve

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 concave northeasterly having a radius of 1447.04 feet being concentric with and 47.00 feet
2 southwesterly of said Control Line "A"; thence along said concentric curve southeasterly
3 35.31 feet through a central angle of 1°23'53"; thence, leaving said concentric curve,
4 South 04°58'49" East 24.35 feet; thence South 54°27'57" East 56.24 feet; thence
5 North 83°15'15" East 22.96 feet to the beginning of a non-tangent curve concave
6 northeasterly having a radius of 1447.04 feet, being concentric with and 47.00 feet
7 southerly of Control Line "A", a radial line to said beginning bears South 35°44'30" West;
8 thence along said concentric curve southeasterly 300.53 feet through a central angle of
9 11°53'59"; thence, leaving said concentric curve South 66°09'29" East 52.51 feet; thence
10 South 21°09'25" East 24.04 feet; thence South 68°17'15" East 62.36 feet; thence
11 North 64°09'20" East 23.85 feet to the beginning of a non-tangent curve concave northerly
12 having a radius of 1090.18 feet, a radial line to said beginning bears
13 South 19°14'54" West; thence easterly along said curve 94.07 feet through a central angle
14 of 4°56'38" to the beginning of a compound curve concave northerly having a radius of
15 1464.04 feet, a radial line to said beginning bears South 14°18'16" West; thence easterly
16 along said curve 17.78 feet through a central angle of 0°41'45" to the beginning of a reverse
17 curve concave southerly having a radius of 142.00 feet, a radial line to said beginning bears
18 North 13°36'31" East; thence easterly along said curve 29.51 feet through a central angle
19 of 11°54'29"; thence South 64°29'00" East 15.88 feet to the beginning of a curve concave
20 northerly having a radius of 158.00 feet; thence southeasterly and easterly along said curve
21 41.02 feet through a central angle of 14°52'27" to a line that is parallel with and 64.00 feet
22 southerly of said Control Line "A"; thence along said parallel line South 79°21'27" East
23 218.54 feet; thence, leaving said parallel line, South 31°20'58" East 40.12 feet to the
24 beginning of a non-tangent curve concave westerly having a radius of 1354.04 feet, being

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 concentric with and 46.00 feet westerly of said Control Line "B", a radial line to said
2 beginning bears South 73°20'33" East; thence southerly along said concentric curve
3 48.37 feet through a central angle of 2°02'49" to the beginning of a compound curve
4 concave westerly having a radius of 42.00 feet, a radial line to said beginning bears
5 South 71°17'44" East; thence southerly and southwesterly along said curve 11.87 feet
6 through a central angle of 16°11'24"; thence South 34°53'40" West 33.43 feet to the
7 beginning of a curve concave southeasterly having a radius of 58.00 feet; thence
8 southwesterly and southerly along said curve 13.90 feet through a central angle of
9 13°44'05" to the beginning of a reverse curve concave westerly having a radius of
10 1342.04 feet, a radial line to said beginning bears South 68°50'25" East; thence southerly
11 and southwesterly along said curve 57.52 feet through a central angle of 2°27'21" to the
12 beginning of a reverse curve concave easterly having a radius of 58.00 feet, a radial line to
13 said beginning bears North 66°23'04" West; thence southwesterly and southerly along said
14 curve 13.90 feet through a central angle of 13°44'05"; thence South 09°52'51" West
15 33.43 feet to the beginning of a curve concave westerly having a radius of 42.00 feet;
16 thence southerly and southwesterly along said curve 11.87 feet through a central angle of
17 16°11'24" to the beginning of a compound curve concave northwesterly having a radius of
18 1354.04 feet being concentric with and 46.00 feet northwesterly of said Control Line "B", a
19 radial line to said beginning bears South 63°55'45" East; thence southwesterly along said
20 concentric curve 981.37 feet through a central angle of 41°31'35" to a line that is parallel
21 with and 46.00 feet northwesterly of said Control Line "B"; thence along said parallel line
22 South 67°35'50" West 139.46 feet to the beginning of a curve concave southeasterly
23 having a radius of 1446.04 feet being concentric with and 46.00 feet northwesterly of said
24 Control Line "B"; thence along said concentric curve westerly and southwesterly

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 717.32 feet through a central angle of 28°25'19"; thence South 39°10'31" West 163.56 feet;
2 thence North 33°57'12" West 70.07 feet; thence North 09°21'06" East 1661.58 feet; thence
3 North 46°39'39" East 427.42 feet to the **TRUE POINT OF BEGINNING**.

4

5 **Excepting therefrom** that portion described as follows:

6

7 Beginning at hereinabove described Point "D"; thence leaving said Control Line "B",
8 North 40°28'20" West 46.00 feet to the **True Point of Beginning**; said point being the
9 beginning of a non-tangent curve concave northwesterly, having a radius of 1354.04 feet,
10 said curve also being concentric with and 46.00 feet northwesterly of said Control Line
11 "B", a radial line to said beginning bears South 40°28'20" East; thence southwesterly along
12 said concentric curve 427.02 feet through a central angle of 18°04'10" to a line parallel
13 with and 46.00 feet northwesterly of said Control Line "B"; thence along said parallel line
14 South 67°35'50" West 139.46 feet to the beginning of a curve concave southeasterly
15 having a radius of 1446.04 feet, said curve being concentric with and 46.00 feet
16 northwesterly of said Control Line "B"; thence southwesterly along said concentric curve
17 184.05 feet through a central angle of 07°17'33"; thence leaving said concentric curve
18 North 49°21'14" West 459.00 feet; thence North 40°38'46" East 486.27 feet; thence
19 South 77°38'59" East 197.81 feet; thence North 18°04'28" East 409.85 feet to the
20 beginning of a non-tangent curve concave northerly having a radius of 341.00 feet a radial
21 line to said beginning bears South 03°32'49" West; thence easterly and northeasterly along
22 said curve 176.95 feet through a central angle of 29°43'51"; thence South 15°49'01" East
23 721.18 feet to the **True Point of Beginning**.

24

25

PSOMAS

Legal Description

Exhibit "A"

Parcel IV-J-6

(Portion of Reuse Plan Disposition Site 1; portion of Carve-Out 5)

1 Containing 1,010,654 square feet or 23.20 acres, more or less.

2

3 As shown on Exhibit "B" attached hereto and by this reference made a part hereof.

4

5

6 Prepared under my supervision:

7

8

9

10



May 5, 2002

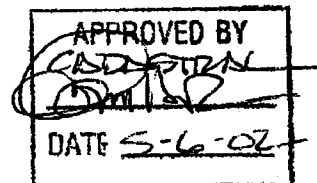
11

Walter A. Sheek, P.L.S. 4838

Date

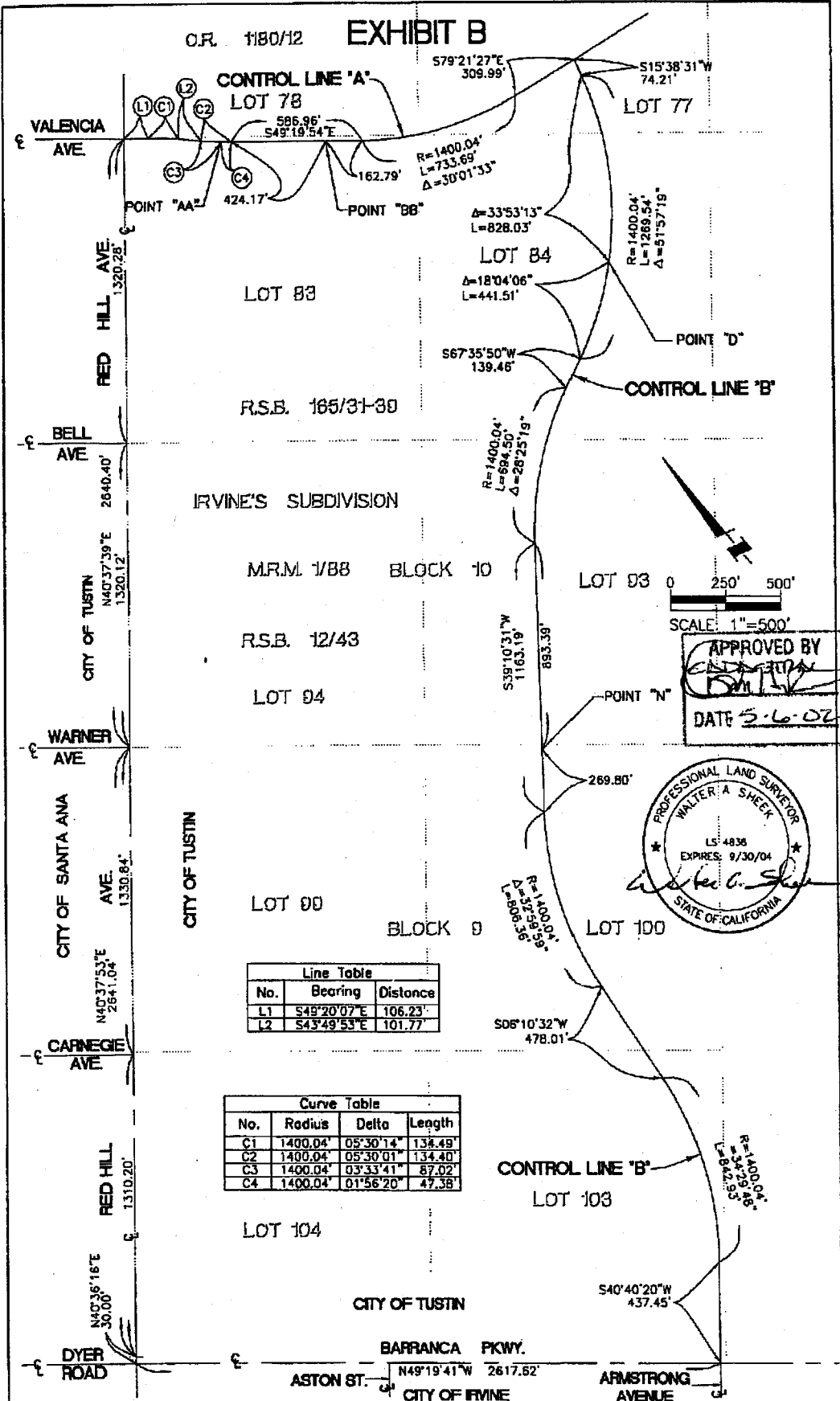
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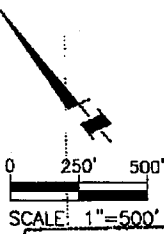
O.R. 1180/12

EXHIBIT B



Line Table		
No.	Bearing	Distance
L1	S49°20'07"E	106.23'
L2	S43°49'53"E	101.77'

Curve Table			
No.	Radius	Delta	Length
C1	1400.04'	05°30'14"	134.49'
C2	1400.04'	05°30'01"	134.40'
C3	1400.04'	03°33'41"	87.02'
C4	1400.04'	01°56'20"	47.38'



APPROVED BY

 DATE 5.6.02

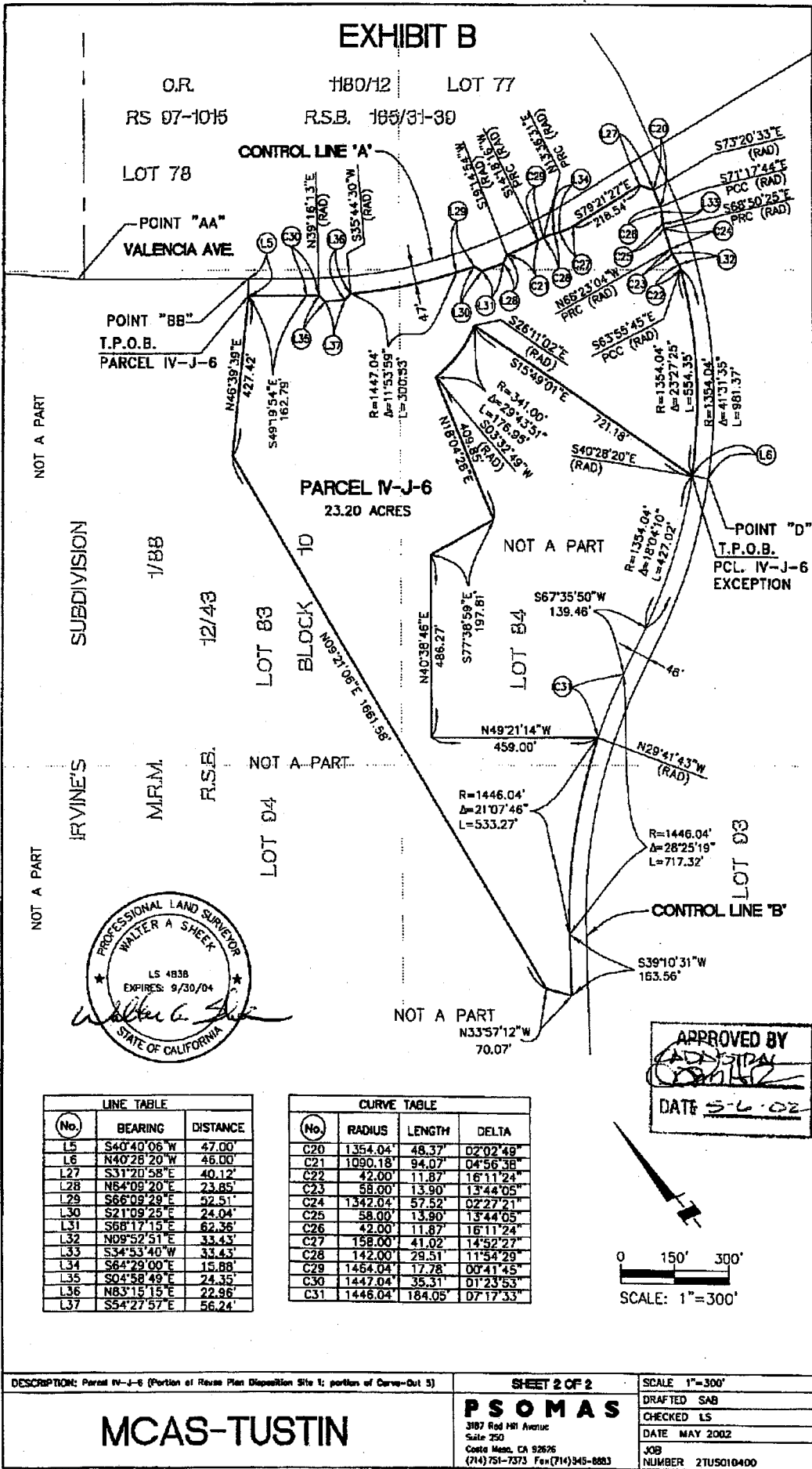
PROFESSIONAL LAND SURVEYOR
 WALTER A. SHEEK
 L.S. 4838
 EXPIRES: 9/30/04

 STATE OF CALIFORNIA

Plotted: 05/02/02 17:32:38 W:\2TUS010400\survey\exhibits\PC_11-1-6_SHT1.DWG C6666

DESCRIPTION: Parcel IV-J-8 (Portion of Reuse Plan Disposition Site 1; portion of Curve-Out 8)	SHEET 1 OF 2	SCALE 1"=500' DRAFTED SAB CHECKED LS DATE MAY 2002 JOB NUMBER 2TUS010400
<h2>MCAS-TUSTIN</h2>	<h3>PSOMAS</h3> 3187 Red Hill Avenue Suite 250 Costa Mesa, CA 92626 (714) 751-7373 Fax (714) 545-8803	

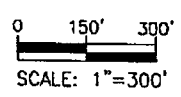
EXHIBIT B



APPROVED BY
Walter A. Sheek
 DATE 5-6-02

No.	BEARING	DISTANCE
L5	S40°40'06" W	47.00'
L6	N40°28'20" W	46.00'
L27	S31°20'58" E	40.12'
L28	N64°09'20" E	23.85'
L29	S66°09'29" E	92.51'
L30	S21°09'25" E	24.04'
L31	S68°17'15" E	62.36'
L32	N09°52'51" E	33.43'
L33	S34°53'40" W	33.43'
L34	S64°29'00" E	15.88'
L35	S04°58'49" E	24.35'
L36	N83°15'15" E	22.86'
L37	S54°27'57" E	56.24'

No.	RADIUS	LENGTH	DELTA
C20	1354.04'	48.37'	02°02'49"
C21	1090.18'	94.07'	04°56'38"
C22	42.00'	11.87'	16°11'24"
C23	58.00'	13.90'	13°44'05"
C24	1342.04'	57.52'	02°27'21"
C25	58.00'	13.90'	13°44'05"
C26	42.00'	11.87'	16°11'24"
C27	158.00'	41.02'	14°52'27"
C28	142.00'	29.51'	11°54'29"
C29	1454.04'	17.78'	00°41'45"
C30	1447.04'	35.31'	01°23'53"
C31	1446.04'	184.05'	07°17'33"

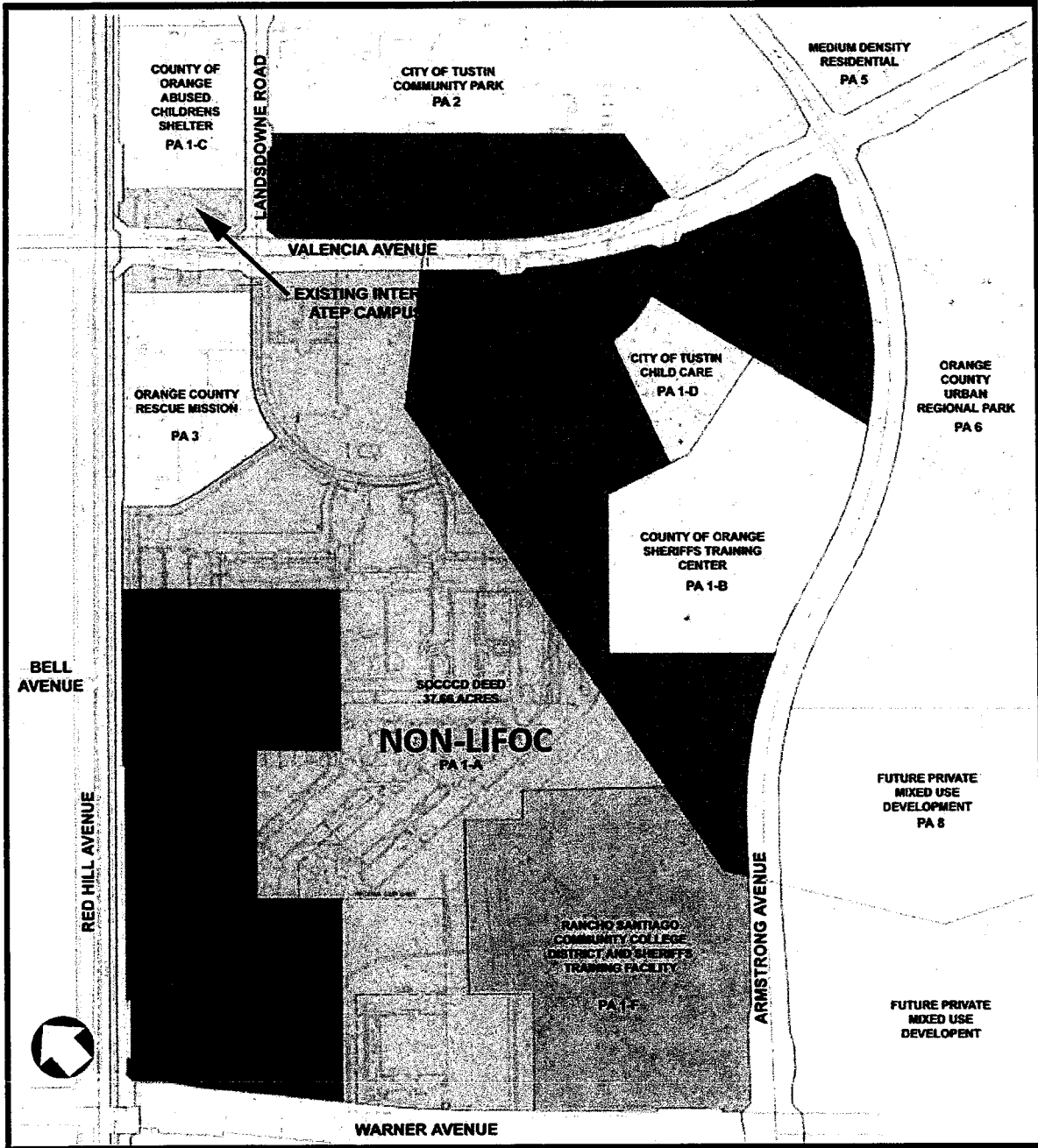


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DESCRIPTION: Parcel IV-J-6 (Portion of Reuse Plan Disposition Site 1; portion of Curve-Out 5)	SHEET 2 OF 2	SCALE 1"=300' DRAFTED SAB CHECKED LS DATE MAY 2002 JOB NUMBER 2TUS010400
MCAS-TUSTIN	PSOMAS 3187 Red Hill Avenue Suite 250 Costa Mesa, CA 92626 (714) 751-7373 Fax (714) 345-8883	

Exhibit B

ATEP Site



SOCCCD ATEP Site Fee Property (Non-Lease in Furtherance of Conveyance (LIFOC)) and Sublease Area (LIFOC)

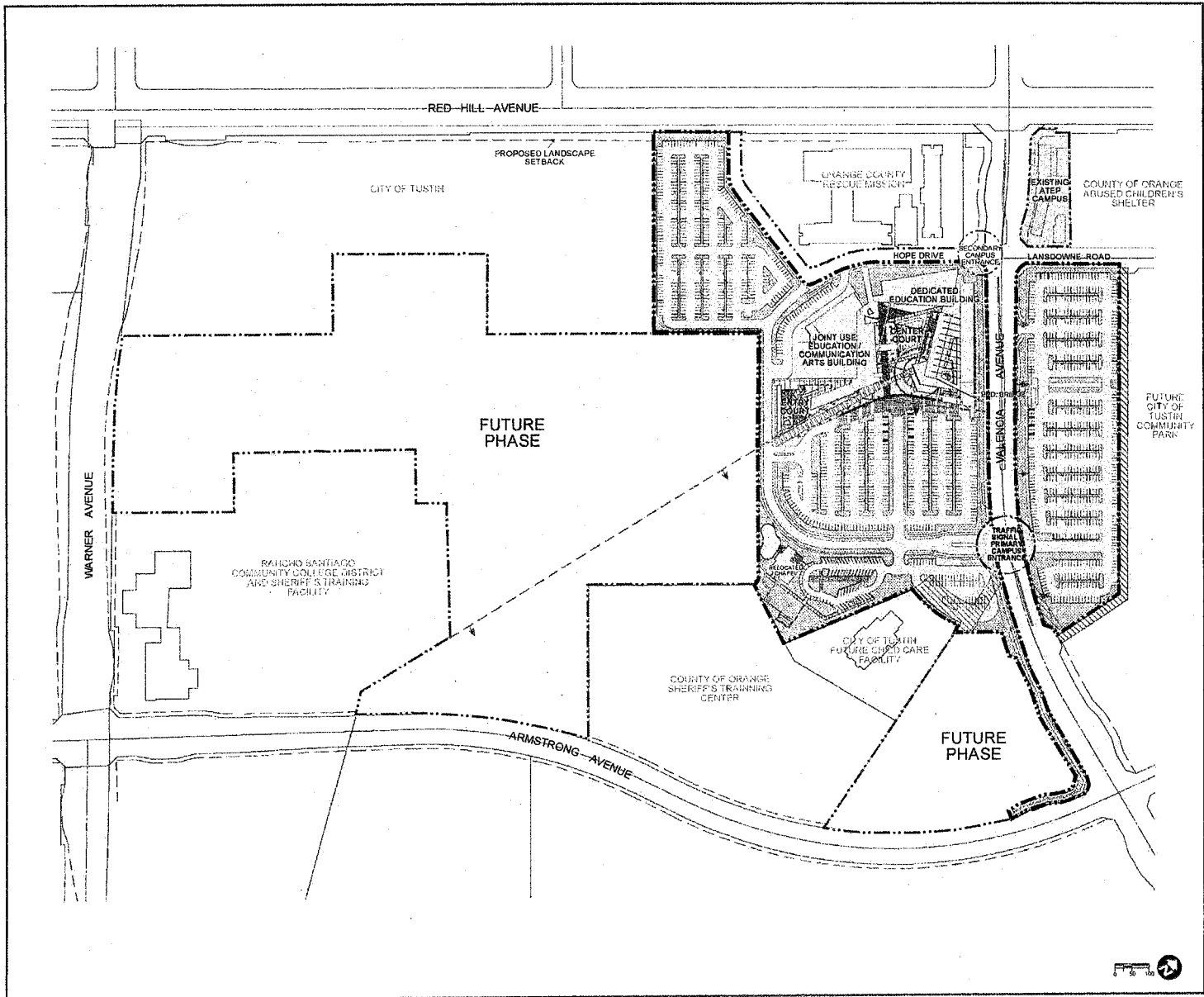
Exhibit C

Phase 3A Site Plan



Advanced Technology & Education Park

TUSTIN, CALIFORNIA
PHASE 3A CONCEPT PLAN



LEGEND:

- = PHASE 3A
- = FUTURE PHASE
- = EXISTING ATEP CAMPUS
- = ATEP CAMPUS BOUNDARY
- = LIFOC BOUND

Joint-Use Education/
Communication Arts Building Summary

Gross Square Footage: 109,945 GSF

Dedicated Education Building Summary

Gross Square Footage: 195,055 GSF

Parking Summary

Required Parking:	1361 Spaces
Provided Parking:	1553 Spaces

**FIGURE 1-7
PHASE 3A SITE PLAN**

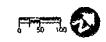


Exhibit D

Scope of Work

EXHIBIT D SCOPE OF WORK

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Exhibit D5.8.7 Development Manager's Additional Services and Billing Rates

RESPONSIBILITIES AND SERVICES OF DEVELOPMENT MANAGER

The DEVELOPMENT MANAGER will provide all professional services necessary for completing the Scope of Work set forth below (the "Scope of Work"). All capitalized terms not otherwise defined herein shall have the meaning ascribed to such terms in that certain Development Services Agreement to which this Scope of Work is attached as Exhibit D.

1. Basic Services

The DEVELOPMENT MANAGER agrees to provide the services described below (the "Basic Services"):

1.1. Attend Weekly Meetings and Status Meetings with the DISTRICT, the ATEP Team and consultants. Maintain written records of such meetings throughout duration of Project.

1.2. Provide monthly progress reports (See sample table of contents in Exhibit D1.2) throughout the planning, pre-construction and construction stages of Project in a format acceptable to the DISTRICT and ATEP Team.

1.3. Prepare and present at Board meetings once per Stage.

1.4. Determine the agencies that have jurisdiction over project. Coordinate and implement the requirements of the regulatory agencies, i.e.: DSA Structural Safety, State Fire Marshal, etc. The DEVELOPMENT MANAGER shall attend all meetings held during each Stage with any of the regulatory agencies unless a prior arrangement is made with the DISTRICT.

1.5. Ensure compliance with all code requirements including those contained in the Public Contract Code, Education Code, and appropriate building codes.

1.6. Contract for or employ at DEVELOPMENT MANAGER'S expense, sub-consultants to the extent deemed necessary for completion of the scope of this Agreement. Sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the DEVELOPMENT MANAGER under terms of this Agreement.

1.7. DEVELOPMENT MANAGER shall assist in the selection process of DISTRICT consultants including development of Requests for Qualifications/Proposals, participating in the interview process and providing recommendations.

1.8. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.

1.9. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Project.

1.10. Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, and other services furnished by DEVELOPMENT MANAGER under this Agreement. DEVELOPMENT MANAGER shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, and other services.

1.11. Develop for DISTRICT review and approval, and maintain throughout the Project, a management information system, such as an ftp site, for storage and access of all program information.

1.12. Track all action items including responsible party, date assigned, anticipated completion and completion.

1.13. If desired by the DISTRICT and agreed to by the DEVELOPMENT MANAGER, DEVELOPMENT MANAGER shall provide other required services to determine such compliance not specifically identified and included in the scope of this Agreement through an amendment to this Agreement, as an additional service.

1.14. Provide services required to obtain local agencies' approval for off-site work including review by regulatory agencies having jurisdiction over the Project.

1.15. Review all program related pay requests and make recommendation to DISTRICT for payment.

1.16. DEVELOPMENT MANAGER is not responsible for:

1.16.1. Ground contamination or hazardous material analysis

1.16.2. Any asbestos testing, design or abatement

1.16.3. Environmental impact report

- 1.16.4. Historical significance report
- 1.16.5. Soils investigation
- 1.16.6. Geotechnical hazard report
- 1.16.7. Topographic survey

1.17. Relationship of DEVELOPMENT MANAGER to Other Project Participants.
DEVELOPMENT MANAGER's services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the master architect for the Project designated by the DISTRICT (the "Architect"); (b) the Contractor; (c) the Inspector (as defined in Section 2.4 below); (d) Test/Inspection Service Providers (as defined in Section 2.4 below); and (e) others providing services in connection with bidding and/or construction of the Project. The DEVELOPMENT MANAGER shall perform its duties in accordance with its contract(s) with the DISTRICT. In accordance with the scope of Basic Services described herein, the DEVELOPMENT MANAGER shall be responsible for assisting the DISTRICT in the selection and retention of the Inspector and Test Inspection Services Providers and generally coordinating the services of the Inspector and Test/Inspection Service Providers during the Construction Stage; the DEVELOPMENT MANAGER is not, however, responsible for the completeness or accuracy of the work product or services provided by the Inspector or Test/Inspection Service Providers.

2. District Responsibilities

2.1. Project Information

The DISTRICT shall provide full information regarding the Project, including the DISTRICT's objectives, schedule requirements, and other constraints and requirements which may affect the Project budgets, time for completion of Project construction, or Project scope.

2.2. District Representative

The DISTRICT shall designate a representative to act on the DISTRICT's behalf with respect to the Project and who shall be authorized to render decisions on behalf of the DISTRICT and to carry out the DISTRICT's responsibilities under this Agreement, all of which shall be discharged or performed in a manner so as to avoid unreasonable delay in the orderly and sequential progress of the DEVELOPMENT MANAGER's performance of services and other obligations hereunder. Unless modified by written notice of the DISTRICT to the DEVELOPMENT MANAGER, the DISTRICT Representative is:

Brandye D'Lena, Director of Facilities Planning and Purchasing

2.3. Default Notice

If the DISTRICT observes or otherwise becomes aware of any fault or defect in the Project or the DEVELOPMENT MANAGER's services or any non-conformity with the Construction documents, the DISTRICT shall give prompt written notice thereof to the DEVELOPMENT MANAGER.

2.4. Tests/Inspections

In accordance with applicable law, rule or regulation, the DISTRICT shall: (a) retain a Project inspector ("Inspector") to provide construction observations as required by applicable laws, rules, or regulations; and (b) retain Project test/inspection service providers ("Test/Inspection Service Providers") to conduct Construction Stage tests/inspections of materials/equipment forming a part of the Project as required by applicable law, rule, or regulation. The foregoing notwithstanding, as set forth below, the Basic Services of the DEVELOPMENT MANAGER include assistance to the DISTRICT in identifying, selecting, and retaining the Inspector and Test/Inspection Service Providers.

2.5. District Consultants

Except to the extent of Consultants retained by the DEVELOPMENT MANAGER, other consultants required or desired by the DISTRICT in connection with the Project shall be retained and paid for by the DISTRICT. Such other consultants include, but may not be limited to, legal counsel, insurance/surety consultants, audio-visual equipment/ installation consultants, and hazardous material assessment & abatement consultants.

2.6. Contract Document Copies

At the request of the DEVELOPMENT MANAGER, sufficient copies of the Development Documents shall be furnished to the DEVELOPMENT MANAGER to permit the timely performance of services by the DEVELOPMENT MANAGER at the DISTRICT's expense.

3. Planning Stage

3.1. Project Kick-Off Meeting

A general Project kick-off meeting to include the DEVELOPMENT MANAGER and consultants, Architect and DISTRICT consultants and staff shall be conducted.

3.1.1. The Project kick-off meeting will introduce key team members from the DISTRICT and the DEVELOPMENT MANAGER to each other and result in an agreement defining roles and responsibilities relative to each team member for the Project. See Sample at Exhibit D3.1.1. The Project kick-off meeting is intended to accomplish the following:

3.1.2. Present a draft of the Program Management Plan and obtain necessary information to complete the Program Management Plan.

3.1.3. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.

3.1.4. Review the overall project goals, general approach, existing or sample contracts of the various design and construction project team members, tasks, work plan and procedures and deliverable products of the Project.

3.1.5. Assist with the definition of the Project scope (by Stage if appropriate) in relationship to the education specifications and Long-Range Plan needs.

3.2. Project Schedule

Within the first week following the kick-off meeting, prepare a detailed task analysis and work plan for documentation in a computer generated, resource loaded Project Schedule.

3.2.1. This Project Schedule will identify activities including as necessary, but not limited to: data collection, analysis, report preparation, planning, programming, design preparation, estimating, bid, construction, and close out. Also identified will be milestone activities or dates, specific task responsibilities, and required times for completion.

3.2.2. The Project Schedule shall be resource loaded.

3.2.3. Review the developed Project Schedule with the DISTRICT and their representatives to familiarize the ATEP team with the proposed tasks and work plan and to develop necessary modifications.

3.3. Complete Site Check List (Exhibit D3.3)

3.3.1. Identify critical issues affecting project completion and certification; significant site considerations; applicable planning and zoning requirements; applicable code requirements; applicable fire and life safety requirements; sanitary and storm sewer service requirements; electrical power service and requirements; gas availability and requirements; and domestic and fire water service requirements.

3.3.2. DEVELOPMENT MANAGER to review all documents identifying the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property and point of connections. This information

shall be provided by the DISTRICT. DEVELOPMENT MANAGER will determine, upon collaboration with a civil engineer, whether additional as-built information will be necessary to complete design and construction work and to review and assess the capacity of all existing project utilities and connections with recommendations to the DISTRICT.

3.3.3. Review Conveyance Documents, Specific Plan, ATEP Long-Term Plan, ATEP Short Term Plan, Phase 3A Concept Plan, Phase 3A Site Plan and other key documents related to Project.

3.3.4. Review proposed plans and confer as necessary with the local jurisdiction to obtain their input regarding zoning, water service, fire protection, site access, mass transit and other areas of site design related to the city services or governance.

3.3.5. Review subsoil data, chemical, mechanical and other data logs of borings, etc., furnished to DEVELOPMENT MANAGER pursuant to this Agreement and, upon collaboration with a structural engineer, advise the DISTRICT whether such data are sufficient for purposes of design and construction, or whether additional data are necessary.

3.4. Sustainable Design

Evaluate and recommend level of sustainable design compatible with budgetary goals including whether to pursue LEED® certification. Collaborate with Architect and DISTRICT to provide report to identify specific target areas and improvements for inclusion in Project.

3.5. Document Archives

Collect, log and archive all site information and as-built documents available through the City, the Department of the Navy, the Architect, and the DISTRICT.

3.6. Preliminary Budget

Translate the probable construction costs for the Project developed by the Architect into a proposed Preliminary Budget.

3.6.1. The Preliminary Budget is to be based on current prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be as approved by the DISTRICT.

3.6.2. Contingencies for design, bidding or construction, are to be included as individual line items, with the percentage and base of calculation clearly identified.

3.6.3. The Preliminary Budget shall include contractor overhead and profit, and general condition costs as separate line items. Also include separate line items for additional upgrades and potential scope reduction considerations.

3.6.4. A sample Preliminary Budget Format is included as Exhibit D3.6.4. One week prior to the submittal of documents, the DEVELOPMENT MANAGER may submit an alternate format, if desired, to the DISTRICT for review and approval.

3.6.5. DEVELOPMENT MANAGER shall submit a Preliminary Budget breakdown for two types of new building cost models ranging from a low end improvement costs for the DISTRICT'S consideration, to high end improvement costs. Include team members in the development of alternatives as needed.

3.7. Preliminary DSA meeting

Attend preliminary meeting with the Division of the State Architect (DSA).

3.8. District Presentation

Participate in one presentation/meeting with DISTRICT faculty, staff and management.

3.9. Monthly Progress Report

The DEVELOPMENT MANAGER will provide a monthly progress report including a narrative on the Project progress identifying any critical items and proposed solutions, an on-going chronology of milestone events, a graph with one axis for expenditure and the other for time showing actual in comparison to anticipated, an on-going and updated Project change order log, a pay request summary and a bulleted 30 day look-ahead list of upcoming activities. All documents shall be in a format approved by the DISTRICT.

3.10. Planning Stage Deliverables

The DEVELOPMENT MANAGER shall provide to the DISTRICT the following quantities of materials resulting from the work of the Planning Stage of the Project:

3.10.1. Project Schedule;

3.10.2. Responsibility Matrix in the form of Exhibit D3.1.1

- 3.10.3. Program Management Plan
- 3.10.4. Site Check List
- 3.10.5. Sustainability Recommendations Report
- 3.10.6. Log of Archived documents
- 3.10.7. Preliminary Budget
- 3.10.8. Preliminary Evaluation
- 3.10.9. Monthly Report

4. Pre-Construction Stage

4.1. Design Document Review

The DEVELOPMENT MANAGER shall, in conjunction with the DISTRICT, perform an on-going review of the design documents prepared by the Architect (the "Design Documents") to provide input into best practices relative to specific uses, confirm constructability and to develop an overall strategy for obtaining a contractor and constructing the Project.

4.1.1. The DEVELOPMENT MANAGER shall conduct such interviews and participate in meetings with the Architect, DISTRICT staff, and others to develop a delivery method and construction strategy consistent with the project objectives.

4.1.2. DEVELOPMENT MANAGER shall submit its written delivery method and construction strategy to the DISTRICT for review and acceptance including any phasing and Project staging strategies. The DEVELOPMENT MANAGER shall modify this, as necessary, to obtain mutual acceptance of the DISTRICT and the DEVELOPMENT MANAGER.

4.1.3. Furniture, Furnishings, Equipment. The DEVELOPMENT MANAGER shall assist and recommend furniture, furnishings and equipment selection specific to the DISTRICT's Communication Arts facilities.

4.2. Value Engineering or Cost Savings Review

The DEVELOPMENT MANAGER's review of Design Documents shall include value engineering or cost saving analysis.

4.2.1. The DEVELOPMENT MANAGER shall review the Design Documents and identify all areas of the Project Work including construction procedures and specified materials and equipment that can be modified to reduce construction costs or schedule and/or to extend life-cycle and/or to reduce maintenance and operations costs, without diminution in the quality or intended purposes of the Project.

4.2.2. DEVELOPMENT MANAGER shall provide a list of modifications in writing to the DISTRICT for review. The DISTRICT shall have the sole and exclusive discretion to incorporate some, all or none of the DEVELOPMENT MANAGER's recommendations.

4.2.3. The DEVELOPMENT MANAGER shall perform a follow up review to confirm DISTRICT accepted modifications are incorporated into the Design Documents.

4.3. Constructability Review

The DEVELOPMENT MANAGER shall determine whether the Project documents are accurate, complete and can be constructed.

4.3.1. The DEVELOPMENT MANAGER's constructability reviews shall confirm that the Drawings and Specifications are consistent with DISTRICT Project requirements and that the Architect has completed coordination with its design consultants.

4.3.2. A sample document for Constructability Review Format is included as Exhibit 4.3.2. One week prior to the initial review, the DEVELOPMENT MANAGER may submit an alternate format, if desired, to the DISTRICT for review and approval.

4.3.3. Constructability reviews are advisory only. The DEVELOPMENT MANAGER shall not assume control, responsibility or liability, in whole or in part, for design requirements, design criteria, or the substance or contents of the Design Documents.

4.4. Development of "Front End" Construction Documents

"Front End" construction documents consist of the Construction Specification Institute (CSI) division zero and division one specifications.

4.4.1. In consultation with the DISTRICT, its consultants, and the Architect and based upon its review of the approved set of Design Documents, the DEVELOPMENT MANAGER shall assist with the development of front end construction documents and associated requirements suitable for obtaining a contractor.

4.4.2. The DEVELOPMENT MANAGER shall assemble and submit the front end documents to the DISTRICT for review.

4.4.3. The DEVELOPMENT MANAGER shall modify the front end documents as necessary to obtain mutual acceptance of the DISTRICT and the DEVELOPMENT MANAGER.

4.5. Preliminary Construction Schedule

The DEVELOPMENT MANAGER shall develop and submit to the DISTRICT for review and acceptance a Preliminary Construction Schedule.

4.5.1. The Preliminary Construction Schedule shall indicate the start/finish dates for the principal activities necessary to complete Project construction.

4.5.2. The DEVELOPMENT MANAGER shall sequence, schedule and coordinate the Preliminary Construction Schedule in a logical, reasonable and orderly manner so that Project construction can feasibly be completed within the Approved Budget and Schedule as developed by the DEVELOPMENT MANAGER and approved by the DISTRICT as provided below.

4.5.3. Individual schedule activities shall be no greater than 15 working days in duration.

4.5.4. If the DISTRICT requires phasing of Project construction, phasing shall be set forth in the Preliminary Construction Schedule.

4.5.5. The Preliminary Construction Schedule will be used as a baseline during the review of the Contractor's schedule submittal.

4.6. Initial and Approved Budget

The DEVELOPMENT MANAGER shall facilitate the estimate reconciliation process at the end of each design stage.

4.6.1. The DEVELOPMENT MANAGER shall review the Architect's estimate of probable Construction Costs at the various design stages and from this base, prepare the DEVELOPMENT MANAGER's Initial Budget for the Project as depicted in the Design Documents. In addition, the DEVELOPMENT MANAGER shall prepare a Business Plan for the Project as required pursuant to Section 6(d)(i) of the Agreement.

4.6.2. The DEVELOPMENT MANAGER's Initial Budget shall be based on the then-current market conditions and shall include a separate line item for contingency equal to ten percent (10%) of the DEVELOPMENT MANAGER's estimate.

4.6.3. The DEVELOPMENT MANAGER shall include a DISTRICT approved allowance amount to permit project continuation between board approvals of change orders. The DEVELOPMENT MANAGER may provide time sensitive approvals up to the identified amount and must replenish expenditures after board approvals of changes. Upon DISTRICT approval, the allowance may also be used to address DISTRICT initiated change.

4.6.4. If the DEVELOPMENT MANAGER's Initial Budget exceeds the Preliminary Budget established during the Planning Stage by ten percent (10%) or greater, the DEVELOPMENT MANAGER shall recommend measures to reduce the costs to align the Project with the Preliminary Budget. If the DEVELOPMENT MANAGER's Initial Budget is less than the Preliminary Budget by ten percent (10%), the DEVELOPMENT MANAGER shall recommend items to incorporate into the Project to align the Project costs with the Preliminary Budget.

4.6.5. DEVELOPMENT MANAGER shall seek the approval of the DISTRICT to the Initial Budget as required pursuant to Section 6(d)(i) of the Agreement. Upon DISTRICT's approval of the Initial Budget, it shall be referred to as the "Approved Budget."

4.7. Authority to Bid

The DEVELOPMENT MANAGER shall review approvals obtained by or on behalf of the DISTRICT relating to authority of the DISTRICT to engage in obtaining a contractor. The

DEVELOPMENT MANAGER shall advise the DISTRICT of any limitation to the DISTRICT's authority to move forward and assist the DISTRICT in removing such limitations.

4.8. Marketing and Advertisements

The DEVELOPMENT MANAGER shall assist the DISTRICT in development and placement of bid advertisements in a newspaper of general circulation in Orange County. The DEVELOPMENT MANAGER shall also make recommendations to the DISTRICT for placing notices and issuing other communications for publicizing the bid availability of the Project. The DEVELOPMENT MANAGER shall assist the DISTRICT in placing such notices and issuing communications.

4.9. Contractor Pre-Qualification

The DISTRICT has a policy of pre-qualifying all contracts over One Million Dollars (\$1,000,000).

4.9.1. The DEVELOPMENT MANAGER shall assist the DISTRICT in: developing the pre-qualification criteria and application, advertising in a newspaper of general circulation in Orange County, marketing potential bidders, evaluating pre-qualification responses and recommending Contractors deemed qualified to submit bid proposals per the pre-qualification process.

4.9.2. The DEVELOPMENT MANAGER shall endeavor to encourage the qualified Contractor participation whose principal place of business is in Orange County.

4.10. Document Distribution to Contractors

The DEVELOPMENT MANAGER shall establish a system for document distribution to Contractors and maintain records of the identities/addresses/telephone-fax numbers/email addresses and on-going communication, including requests for information during the bid process, of the Contractors who have obtained bid documents. All such records shall be available for review and/or reproduction by the DISTRICT and the public upon request.

4.11. Pre-Bid Conference(s)

The DEVELOPMENT MANAGER shall develop agenda(s) and conduct pre-bid conference(s), including job walk(s).

4.11.1. During the pre-bid conference, the DEVELOPMENT MANAGER shall describe the Project, the process for contract award, and material contract requirements relating to bonds, insurance and administrative requirements.

4.11.2. The job walk shall provide Contractors with an overview of the site and an understanding of the physical limitations and constraints affecting the work of the Project. As necessary or appropriate the DEVELOPMENT MANAGER shall conduct separate, detailed pre-bid conferences with potential Contractors.

4.11.3. The DEVELOPMENT MANAGER shall record and transcribe minutes of the pre-bid conferences and job walk(s). Minutes maintained by the DEVELOPMENT MANAGER shall be issued as an addendum to all plan holders, the DISTRICT, the Architect and other requesting parties or as directed by the DISTRICT.

4.12. Opening/Reading of Bid Proposals

The DEVELOPMENT MANAGER shall assist the DISTRICT in the public opening and reading of bid proposals. Upon completion, the DEVELOPMENT MANAGER shall summarize the results including participants' identities, the proposed amount, including amounts for any alternates, if any and the identification of the next steps or the apparent low bidder for the Contract.

4.13. Review and Recommend Award of Contract

The DEVELOPMENT MANAGER shall review bid proposals to determine compliance with public contract code requirements.

4.13.1. The DEVELOPMENT MANAGER shall recommend the following: (a) rejection of "non-responsible" bidder; (b) rejection of non-responsive bidder; (c) rejection of a bid proposal for any other reason; (d) rejection of all bid proposals; and/or (e) award of contract, included recommendation for any alternate bid items to be included in the scope of the contract awarded by the DISTRICT.

4.13.2. The DEVELOPMENT MANAGER is not authorized to award the contract. Award of a contract shall only be by action of the DISTRICT's Board of Trustees.

4.14. District Presentation

Participate in one presentation/meeting with DISTRICT faculty, staff and management during this Stage.

4.15. Monthly Progress Report

The DEVELOPMENT MANAGER will provide a monthly progress report including a narrative on the Project progress identifying any critical items and proposed solutions, an on-going chronology of milestone events, a graph with one axis for expenditure and the

other for time showing actual in comparison to anticipated, an on-going and updated Project change order log, a pay request summary and a bulleted 30 day look-ahead list of upcoming activities. All documents shall be in a format approved by the DISTRICT.

4.16. Deliverables for the Pre-Construction Stage

The DEVELOPMENT MANAGER shall provide to the DISTRICT the following quantities of materials resulting from the work of the Pre-Construction Stage of the Project:

- 4.16.1.** Delivery Method and Construction Strategy
- 4.16.2.** Value Engineering or Cost Saving Analysis
- 4.16.3.** Constructability Review
- 4.16.4.** Front End Documents
- 4.16.5.** Preliminary Construction Schedule
- 4.16.6.** Initial Budget
- 4.16.7.** Business Plan
- 4.16.8.** Approved Budget
- 4.16.9.** Document Distribution log
- 4.16.10.** Pre-bid and pre-construction agenda and minutes
- 4.16.11.** Bid summary and recommendation to award
- 4.16.12.** Monthly Report

5.1. Administration and Coordination of Contract and Construction

5.1.1. The DEVELOPMENT MANAGER shall provide administrative, management, and related services necessary to administer and coordinate the work of the Contractor during the Construction Stage of the Project.

5.1.2. Services include: (a) receive, review and forward to the DISTRICT the Contractor's Certificates of Insurance and Bonds; (b) advice on issuance of Notice to Proceed; (c) scheduling, coordinating and conducting construction meetings; recording, maintaining and distributing minutes; (d) in consultation with the Architect, develop and implement submittal procedures; (e) in consultation with the DISTRICT and the Architect, develop and implement procedures for handling the Contractor's requests for information or clarifications; (f) establish and implement procedures for the transmittal of communications, drawings and other information between DEVELOPMENT MANAGER, Architect and the Contractor; (g) assist the DISTRICT in selection and retention of Test/Inspection Service Providers and the Inspector; (h) monitor Contractor activities; and (i) allocate site staging and storage areas.

5.1.3. The DEVELOPMENT MANAGER shall consult with the DISTRICT, Architect, Contractor, and Inspector on all DSA and regulatory agency matters. The DEVELOPMENT MANAGER shall recommend necessary action for compliance.

5.2. Budget Adjustments

5.2.1. DEVELOPMENT MANAGER shall reconcile the Contractor's Bid to the Approved Budget as required pursuant to Section 7(c) of the Agreement, and shall recommend any necessary adjustments to the DISTRICT.

5.2.2. Once DISTRICT has approved Development Manager's proposed construction budget based on a reconciliation of Contractor's Bids with the Approved Budget, it will constitute the "Final Construction Budget" and it will be used as the basis for all project decisions; provided however, the Final Construction Budget shall be subject to revision until the construction contract is in place.

5.2.3. Evaluations of the DISTRICT's Approved Budget and estimates prepared by the DEVELOPMENT MANAGER represent the DEVELOPMENT MANAGER's best judgment as an entity familiar with the construction industry. However, neither the DEVELOPMENT MANAGER nor the DISTRICT has control over the cost of labor, materials or equipment, Contractor's methods of determining prices, or competitive bidding, market or negotiating conditions. Accordingly, the DEVELOPMENT MANAGER cannot and does not warrant or represent that bids or negotiated prices will not vary from the budgets proposed, established or approved by the DISTRICT, or from any cost estimate or evaluation prepared by the DEVELOPMENT MANAGER.

5.3. Monitoring Construction Costs

5.3.1. The DEVELOPMENT MANAGER will monitor on-going construction costs and advise the DISTRICT of the Project's financial condition with financial reports to the DISTRICT, reflecting variations between Actual Construction Costs and the Construction Schedule and estimated costs of unperformed Project activities. The DEVELOPMENT MANAGER will:

5.3.2. Maintain records reflecting the actual costs for activities completed or in progress, including records relating to work performed on a unit costs basis and any additional work performed by the Contractor.

5.3.3. Monitor and advise the DISTRICT of costs pertaining to potential, pending and completed Change Orders.

5.3.4. Advise the DISTRICT regarding adjustments to the Construction Schedule relative to Actual or anticipated Construction Costs.

5.3.5. The DEVELOPMENT MANAGER shall prepare and submit cost reports to the DISTRICT as part of the Monthly Report. Reports shall indicate the original price pursuant to the Contractor's Agreement, the price adjustment to the original Contractor's Agreement price by DISTRICT-approved Change Orders and potential changes to the Contractor's Agreement price based on Change Orders or potential changes known at the time of the DEVELOPMENT MANAGER's preparation of a cost report. The format for this report must be pre-approved by the DISTRICT. The foregoing cost report information shall be included in the Quarterly Report required pursuant to Section 7(b) of the Agreement.

5.4. Applications for Progress Payments

5.4.1. The DEVELOPMENT MANAGER will review Contractor's progress payments and in consultation with the Inspector and the Architect and the DISTRICT, make recommendations for the disbursement as follows:

5.4.2. Develop procedures for submittal, review, processing, and disbursement of progress payments to Contractor, along with associated forms and reporting systems.

5.4.3. Evaluate work for conformity with contract documents and certify construction progress for each application for progress payment (application). The DEVELOPMENT MANAGER's certifications constitute a representation to the DISTRICT that, based on DEVELOPMENT MANAGER's observations at the site, the data in each application, and to the best of DEVELOPMENT MANAGER's knowledge, information and belief, the work has progressed to the point indicated in the application and Contractor is entitled to payment.

5.4.4. Track and manage stop notices and releases recommending to the DISTRICT appropriate action.

5.4.5. Review of the application shall be undertaken and completed within one week of receipt so that the DISTRICT can meet its obligations to make progress payment due the Contractor within the time permitted by applicable law without incurring interest liability or other penalties/liabilities.

5.5. Substantial Completion/ Punchlist

5.5.1. In consultation with the Architect, the Inspector and the DISTRICT, the DEVELOPMENT MANAGER will assist in ascertaining Contractor's substantial completion. If upon inspection of the work of the Contractor, the DEVELOPMENT MANAGER determines that substantial completion has not been achieved, the DEVELOPMENT MANAGER will assist the Architect in noting the conditions of the Work and the measures necessary for the Contractor to achieve substantial completion. Upon the Contractor achieving substantial completion, the DEVELOPMENT MANAGER will participate with the DISTRICT and the Architect to inspect the work completed by the Contractor to note Punch List items to be completed by the Contractor as a condition to achieving final completion of

the Contractor's Agreement. Architect will assemble and distribute Punch List items.

5.6. Construction Schedule

5.6.1. The DEVELOPMENT MANAGER will review and compare the Contractor's separate Schedule with the Preliminary Construction Schedule and negotiate a Construction Schedule with the Contractor for approval by DISTRICT.

5.6.2. Contractor's Schedules. The DEVELOPMENT MANAGER shall monitor the Construction Schedule on a monthly basis so that the DISTRICT is kept fully informed at all times of the status of the Contractor's construction progress. When the actual progress lags behind that indicated by the Construction Schedule, DEVELOPMENT MANAGER shall work with the Contractor to arrive at a recovery schedule. The DEVELOPMENT MANAGER shall advise the DISTRICT on remedial action.

5.6.3. Coordination of Construction Activities. DEVELOPMENT MANAGER shall coordinate the activities of the Contractors with those of the DEVELOPMENT MANAGER, the Architect, Inspector, Test/Inspection Service Providers and the DISTRICT in conformity with the Construction Schedule, including the coordination and sequencing of site space usage as appropriate to align with the Construction Schedule. A material obligation of the DEVELOPMENT MANAGER under this Agreement is the coordination of the activities of the Contractor in a manner so that Project construction can be completed in accordance with the Construction Schedule and within the Approved Budget.

5.6.4. Progress Records. The DEVELOPMENT MANAGER will record the progress of Project construction, including written progress reports and photographs reflecting the status of Project construction and percent complete. The DEVELOPMENT MANAGER shall insure that all changes to the original Contractor's Agreement are documented on an "As-Built" set of documents by the Contractor which will record all RFIs, architectural supplement information, substitutions and Change Orders. The Contractor's field changes (location, material, undocumented changes, etc.) will be incorporated monthly during the pay application review and reviewed monthly with the DISTRICT. The DEVELOPMENT MANAGER will maintain daily reports during Project construction showing weather conditions, the Contractor and their subcontractors by count, visitors at the Site, work accomplished under the Contract, problems

encountered and other matters materially affecting the Project, completion of the Project or Actual Construction Costs in a format approved by the DISTRICT.

5.6.5. Monthly Report. The DEVELOPMENT MANAGER will provide a monthly progress report including a narrative on the construction progress identifying any critical items and proposed solutions, an on-going chronology of milestone events, a graph with one axis for expenditure and the other for time showing actual in comparison to anticipated, an on-going and updated change order log, a pay request summary including percent complete and a bulleted 30 day look ahead list of upcoming activities. All documents shall be in a format approved by the DISTRICT.

5.6.6. Substantial Completion and Final Completion. Upon request of the Contractor, the DEVELOPMENT MANAGER will in conjunction with the DISTRICT, Inspector, and the Architect determine that substantial completion and final completion have been achieved under the applicable Contractor's Agreement. Upon determining that substantial completion/final completion of a Contractor's Agreement has been achieved, the DEVELOPMENT MANAGER shall issue certificates of substantial completion and final completion, as applicable.

5.7. Site Observation

5.7.1. DEVELOPMENT MANAGER On-Site. At all times during which there are construction activities, the DEVELOPMENT MANAGER shall have its management team as agreed by the DISTRICT, or other authorized representative at the site to observe site construction activities and to coordinate the activities of the Contractor. The DEVELOPMENT MANAGER shall maintain at the site the Contractor's Agreement, Plans, approved Change Orders, submittals, applicable codes, rules and regulations and other written or electronic materials relating to the Project.

5.7.2. The DEVELOPMENT MANAGER and Contractor. With respect to the Contractor's work, the DEVELOPMENT MANAGER shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of each of the Contractor since these are solely the Contractor's responsibility under the Contractor's Agreement. The DEVELOPMENT MANAGER shall not be responsible for a Contractor's failure to carry out the work in accordance with the applicable Contractor's Agreement. The

DEVELOPMENT MANAGER shall not have control over or charge of acts or omissions of the Contractor, subcontractors, or their agents or employees, or any other persons performing portions of the work not directly employed by the DEVELOPMENT MANAGER. The DEVELOPMENT MANAGER will be responsible to report observations of any of the activities mentioned in the previous paragraph to the DISTRICT.

5.7.3. Construction Quality. The DEVELOPMENT MANAGER will endeavor to guard the DISTRICT against defects and deficiencies in construction and workmanship on the basis of its site observations, and a quality control program established and implemented hereunder to monitor the workmanship of the Contractor for conformity with: (a) accepted industry standards; (b) applicable laws, codes, regulations, ordinances or rules; (c) and the requirements of the Contractor's Agreement. This effort will be supported by the Inspector.

5.7.4. Rejection of Work. Whenever the DEVELOPMENT MANAGER discovers patent conditions of defective or deficient construction which has or may have an adverse impact upon building life-safety systems or operations, structural elements or integrity or the safety of persons or property, the DEVELOPMENT MANAGER shall take prompt action appropriate under the circumstances, including stopping the work following written notification to the DISTRICT. In other circumstances where defective or deficient work is observed, the DEVELOPMENT MANAGER shall notify the DISTRICT and if directed, shall stop or reject such work. DEVELOPMENT MANAGER's responsibilities hereunder shall be limited to defective or deficient work of an apparent and patent nature.

5.8. Site Safety

5.8.1. DISTRICT Safety Program. Prior to any Contractor's performance of Work at the Site, the DEVELOPMENT MANAGER shall meet and confer with the DISTRICT's Director of Risk Management on the DISTRICT's safety program in order to coordinate the safety programs of the Contractor with the DISTRICT's safety program.

5.8.2. Contractor Safety Programs. The DEVELOPMENT MANAGER shall review safety programs of the Contractor for conformity with the DISTRICT's safety program, requirements of the Contractor's Agreement and applicable law. The DEVELOPMENT MANAGER shall monitor the Contractors' compliance with

safety programs and advise the DISTRICT of measures, if any, necessary or appropriate to obtain the Contractor's compliance. By undertaking the obligations hereunder, the DEVELOPMENT MANAGER shall not be deemed to have assumed responsibility for the adequacy or sufficiency of safety programs implemented by Contractor, but the DEVELOPMENT MANAGER is responsible for verifying that each Contractor has established a safety program, that the safety program established by the Contractor is in compliance with applicable law, rule or regulation and that the Contractor has implemented its safety program.

5.8.3. Safety Violations; Safety Conditions. The DEVELOPMENT MANAGER shall promptly notify the DISTRICT in writing of all observed instances of Contractor's failure to comply with applicable safety requirements. In the event of a safety violation or other unsafe conditions on or about the Project site which have an immediate potential or actual adverse effect on life or property, the DEVELOPMENT MANAGER is authorized, without prior notice or prior directive of the DISTRICT, to take all actions deemed necessary and appropriate by the DEVELOPMENT MANAGER under the existing circumstances to prevent such actual or potential adverse effect.

5.9. Changes and Claims

5.9.1. The DEVELOPMENT MANAGER will coordinate all Project change activity, as set forth below.

5.9.2. The DEVELOPMENT MANAGER shall disseminate correspondence, drawings and other written materials by and between the Contractor, the DISTRICT, Inspector, Test/Inspection Service Providers and the Architect relating to changes to the Contractor's Agreement.

5.9.3. The DEVELOPMENT MANAGER shall maintain a log or other written records in a format previously approved by the DISTRICT to monitor the disposition of changes including Change Orders to keep the DISTRICT advised of the status and the actual or potential impact of any particular change or Change Order or the cumulative effects thereof on Actual Construction Costs or time for completion of Project construction.

5.9.4. The DEVELOPMENT MANAGER shall assist the DISTRICT and the Architect in evaluation of Contractor requests for a Change Order, make

recommendations, assist in negotiations with Contractor and the adjustment of contract price or contract schedule under the Contractor's Agreement.

5.9.5. If authorized by the DISTRICT, the DEVELOPMENT MANAGER shall prepare documentation reflecting the authorized change. The DISTRICT is solely responsible to authorize changes to any contract held by the DISTRICT. The DEVELOPMENT MANAGER shall be liable to the DISTRICT for all direct and consequential costs, losses or damages resulting from the DEVELOPMENT MANAGER's direction or authorization to effectuate a change to any contract without the prior direction and authorization of the DISTRICT.

5.9.6. The DEVELOPMENT MANAGER shall coordinate the Contractor's performance of changes authorized by the DISTRICT.

5.9.7. Claims Handling. The DEVELOPMENT MANAGER will assist the Architect in the review, evaluation and processing of claims asserted by Contractor. The DEVELOPMENT MANAGER will make recommendations to the DISTRICT as to merit, handling, and disposition of Contractor's claims. Should any services be required beyond the Term of this Agreement, these services shall be reimbursable as additional services in accordance with rates outlined in Exhibit D5.8.7.

5.10. Project Budget Adjustments

Throughout the Construction Stage, the DEVELOPMENT MANAGER shall review the Final Construction Budget and the Construction Schedule and recommend any necessary adjustments to the DISTRICT.

5.11. Construction Stage Deliverables

The DEVELOPMENT MANAGER shall provide to the DISTRICT the following quantities of materials resulting from the work of the Construction Stage of the Project:

5.11.1. Final Construction Budget

5.11.2. Construction Schedule

5.11.3. Construction Meeting Minutes

5.11.4. Submittal, RFI and Transmittal Procedures & Logs

- 5.11.5. Progress Payment Procedures
- 5.11.6. Daily Reports
- 5.11.7. Certificate of Substantial and Final Completion
- 5.11.8. Change Order Log
- 5.11.9. Monthly Report including Quarterly Report

6. Post Construction Stage

6.1. Review and Transmittal of Contactor Close-Out Documents

6.1.1. The DEVELOPMENT MANAGER shall receive from the Contractor the close-out documents and all items to be submitted by Contractor(s) under the terms of the applicable Contractor's Agreement. The DEVELOPMENT MANAGER shall review each Contractor's close-out submittals to determine conformity with requirements of the Contractor's Agreement; and shall recommend any necessary action to the DISTRICT for measures to secure Contractor's compliance. The DEVELOPMENT MANAGER shall deliver to the DISTRICT all Contractor close-out submittals, except for the Contractor's as-built drawings which the DEVELOPMENT MANAGER shall transmit to the Architect for preparation of the record drawings.

6.2. Development Manager Project Records

Within thirty (30) days of the date of issuance of a certificate of final completion for the Contractor's Agreement, the DEVELOPMENT MANAGER shall assemble and deliver to the DISTRICT all Project records maintained during the Construction Stage by the DEVELOPMENT MANAGER relating to the Contractor's Agreement. Notwithstanding any provision of this Agreement to the contrary or any provision of law to the contrary, all documents, work product, whether of a tangible or intangible nature, whether in draft or final form and whether recorded in writing or any other medium, including without limitation, electronic files relating to the Project or this Agreement are the sole and exclusive property of the DISTRICT.

6.3. Contractor's Post-Construction Obligations

If the Contractor is obligated under the terms of its Contractor's Agreement to provide work, labor materials or services after completion of Project construction, the DEVELOPMENT MANAGER shall monitor Contractor's post-construction activities for

conformity with requirements of the Contractor's Agreement. The DEVELOPMENT MANAGER shall make recommendations, as necessary, for securing Contractor's compliance with post-construction obligations.

6.4. Close Out Documentation

The DEVELOPMENT MANAGER shall monitor the filing of DSA reports and other actions required by applicable law, rule or regulation to be undertaken by the Architect, Inspector, or Contractor upon completion of Project construction ("DSA Close-Out"). If the Architect, Inspector, or any Contractor has not filed reports or taken other actions required upon completion of Project construction, the DEVELOPMENT MANAGER shall make recommendations to the DISTRICT for measures to secure compliance by the Architect, Inspector, or a Contractor with regard to such requirements. The DEVELOPMENT MANAGER will assist the DISTRICT in completion and submission of reports and other actions required to be undertaken by the DISTRICT upon completion of Project construction pursuant to applicable law, rule or regulation or otherwise required to allow the DISTRICT to use/occupy the Project for the purposes intended.

6.5. Post-Construction Deliverables

The DEVELOPMENT MANAGER shall provide to the DISTRICT the following materials resulting from the work of the Post-Construction Stage of the Project:

6.5.1. Contractor Close Out Documents and Submittals

6.5.2. Project Records

7. Additional Services

The services listed in Section 7.2 below are not included in the Scope of Work Services hereunder and are considered "Additional Services." If the DISTRICT requests in writing any of the Additional Services, the DEVELOPMENT MANAGER shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Exhibit 5.8.7 DEVELOPMENT MANAGER Services Billing Rates.

7.1. Board Approval

A Board approved amendment must be fully executed prior to DEVELOPMENT MANAGER performing any Additional Services. The DEVELOPMENT MANAGER shall request payment of Additional Services in a separate line item on the same invoice submitted for regular services in a format pre-approved by the DISTRICT.

7.2. Contingent Additional Services

If Additional Services described below are provided by the DEVELOPMENT MANAGER through no fault or neglect of the DEVELOPMENT MANAGER, prior to providing any such Additional Services, DEVELOPMENT MANAGER shall notify the DISTRICT in writing. Unless the DISTRICT shall notify the DEVELOPMENT MANAGER in writing authorizing Additional Services, the DEVELOPMENT MANAGER shall not proceed to

provide such Additional Services. The following constitute Contingent Additional Services:

7.2.1. Material Project Scope Changes. Services required or necessary as a result of significant changes in the Project scope or other requirements of the Project, including Project size, quality, or complexity or material changes to the Project Schedule.

7.2.2. Termination of Architect or Contractor. Services required or necessary as a result of the default or termination of the Architect or a Contractor, failure of performance of the DISTRICT or a Contractor under any Contractor's Agreement, or major defects or deficiencies in the work of a Contractor.

7.2.3. Damage or Destruction to Project. Except to the extent caused by the DEVELOPMENT MANAGER, services and consultation associated or necessitated by damage to the Project prior to completion by fire or other casualty.

7.2.4. Future Systems. Services relative to future systems, facilities or equipment not included within the scope of the Project as reflected in the Contractor's Agreement awarded by the DISTRICT for Project construction.

7.2.5. Investigation of Existing Conditions. Services to investigate existing conditions or facilities or to provide measured drawings thereof.

7.2.6. Furniture, Furnishings, Equipment not in Project Scope. Services in connection with the DISTRICT's selection, procurement or installation of furniture, furnishing or equipment not included within the scope of the Project as reflected in the Contract awarded by the DISTRICT for Project construction except as noted in 4.1.3. If the DEVELOPMENT MANAGER is requested to provide Additional Services in connection with such furniture, furnishing or equipment, the DEVELOPMENT MANAGER shall develop a schedule for bidding and delivery/installation of such furnishings, equipment and furniture coordinated with Project completion and as otherwise directed by the DISTRICT.

Exhibit D1.2

Table of Contents for Monthly Progress Report



*South Orange County Community College District
ATEP Development
Monthly Report*

Contents

- 1) Executive Summary
- 2) Project Description
- 3) Construction Progress
 - a) On-going Chronology and Percent Complete
 - b) Critical Path Impacts
 - c) Issues
 - d) Milestone Events
 - e) Photographs
- 4) Quality
 - a) Scope changes
 - b) Substitutions
 - c) Field Clarifications
 - d) IOR issues
- 5) Schedule
- 6) Budget
- 7) Payment and Cash Flow
- 8) Cost Reports
 - a) Contract Price including any adjustments
 - b) Change Order Log
 - c) Potential / Outstanding Change Orders
- 9) One Month Look Ahead
 - a) Narrative
 - b) Schedule
- 10) Close Out Activities
 - a) DSA Close Out
 - b) Other Agency Close Out
 - c) Warranty
 - d) Operations and Maintenance Coordination
 - e) As-Built documents
 - f) Punch List and Final Inspections

Exhibit D3.1.1

Form of Responsibility Matrix

RESPONSIBILITY MATRIX

Responsibility Matrix

The following information contains a sample Responsibility Matrix. A specific correlation to each of the contract types involved in the Project development is necessary to arrive at a complete and accurate Responsibility Matrix for any specific project.

The purpose is to identify the members of the ATEP Project Team and to summarize tasks and responsibilities during the course of the Project.

The Primary members of the ATEP Project Team are:

- DM -** Development Management Firm
- A/E -** Architectural/Engineering firms
- Owner -** South Orange County Community College District
- IOR -** DSA Inspector of Record

The following codes are used to indicate level of responsibility:

- 1.** Primary responsibility
- 2.** Supporting role
- 3.** Information only

RESPONSIBILITY MATRIX

PLANNING STAGE

	DM	A/E	OWN	IOR
• Scan existing As-Builts	2	2	1	-
• Review and Update existing As-Builts	1	2	3	-
• Obtain missing blueprints from DSA	2	1	3	-
• Develop Management Information Systems	1	3	2	-
• Coordinate Regulatory Agency Involvement	1	1	2	-
• Comply with codes, regulations, and professional standards including DSA and Fire Marshal.	1	1	3	-
• Review existing Master Facilities Plan and Hazardous Materials Plan	1	1	3	-
• Provide Consultants including: Surveying, Geo-technical, Hazardous Materials, & CEQA/ ESA	2	2	1	-
• Pothole questionable utility locations	2	2	1	-
• Visit City Public Works	1	1	3	-
• Review and report on existing infrastructure capacity (storm drain, sewer, fire hydrants flow)	1	1	2	-
• Needs Assessment Report	3	1	2	-
• Prioritize Needs Assessment	2	1	1	-
• Review Existing Education Specifications	2	1	1	-
• Review Master Plan	1	1	2	-

RESPONSIBILITY MATRIX

Pre Construction

	DM	A/E	OWN	IOR
• Notice to Proceed to Pre Construction Stage	3	3	1	-
• Advise on site use, improvements, material selection, building systems and equipment and construction delivery method	2	1	3	-
• Convert programmed gross square footages into net area requirements.	3	1	3	-
• Develop Construction Phasing Plan	1	1	2	-
• Revise Programming Master Plan based on feed back from Facilities Meeting	2	1	2	-
• Develop Design, Programming Schedule	1	2	3	-
• Review and Accept Pre-Design Schedule	1	1	1	-
• Develop task list for each stage of service	2	1	3	-
• Develop Preliminary Construction Schedule	1	2	2	-
• Attend Kick Off meeting	1	1	1	-
• Attend meetings with Consultants and Facility Personnel	1	1	1	-
• Attend Status meetings	1	1	1	-
• Attend Budget Reconciliation meetings	1	1	1	-
• Document and log meetings and site visits. Provide and distribute agendas, meeting minutes and action items.	1	2	2	-
• Attend Consultant Coordination Meetings	2	1	3	-
• Attend Monthly Board Meetings if relevant information is presented	1	1	1	-

Exhibit D3.1.1

RESPONSIBILITY MATRIX

• Preliminary Meeting with DSA	1	1	2	-
	DM	A/E	OWN	IOR
• Preliminary Meeting with Fire Department	1	1	3	-
• Preliminary Meeting with Health Department	1	1	3	-
• Develop Initial Budget	1	1	3	-
• Establish Approved Project Budget	1	2	3	-
• Prepare and implement budget tracking methods	1	3	3	-
• Generate Monthly Budget Reports	1	3	3	-

Additional information necessary to complete all stages and with regard to contracts specific to ATEP project.

Exhibit D3.3

Site Checklist

**EXHIBIT D3.3
SITE CHECK LIST**

1. LIST OF EASEMENTS

Type of Easement:
Holder of Easement:
Recording Reference:
Location: Prepare Exhibit
Impact on proposed area:

2. BOUNDARY INFORMATION:

Review boundary information

Setbacks:
Street Yard:
Front:
Side:
Yard:

Height Limit:

Maximum site coverage:

Parking requirements:

Apparent conflicts:

3. EXISTING CONDITIONS AND PLAN REVIEW CHECK LIST

SOURCE OF PLANS

List of plans including; source, preparer, origination date, as-built date:

ON-SITE WATER

Size and material of water service to site:
Backflow prevention device: (Y/N) Size:
Age of water system elements:
Location of any existing functional water facilities:
Location and size of connection to agency facilities:
Adequacy of system for proposed improvements:
Notes:

ON-SITE SEWER

Size and material of sewer service to site:

Size of sewer laterals:
Age of sewer system elements:
Adequacy of system for proposed improvements:
Notes:

OFF SITE WATER INFORMATION

Source of information:
Date of plan preparation:
Agency responsible for water facilities:
Location of off-site water facilities:
Size and material of water mains:
Size and location of water main to site:
Adequacy of system for proposed improvements:
If water mains stop short of site, the distance to expansion area:
Notes:

4. SOURCE OF SEWER PLAN INFORMATION

Source of information:
Date of plan preparation:
Agency responsible for sewer facilities:
Location of off-site sewer main at connection point:
Size and material of sewer main:
Slope of sewer main:
Adequacy of system for proposed improvements:
If sewer mains fall short of site, give distance to site:
Notes:

5. FIRE FLOW DATE AND SYSTEM REVIEW CHECK LIST

Jurisdiction:
Size of water main:
Backflow Device (Y/N) Size: Material:
Location of fire hydrants on/off site: (Provide information for each)
 Fire hydrant no.
 Fire hydrant location:
 Static pressure:
 Flow rate:
 Residual pressure:
 GPM at 20 PSI residual pressure:
Adequacy of system for proposed improvements:
Notes:

6. FLOOD PLAIN ANALYSIS CHECK LIST

Source of flood plain data:

Date of flood plain data:

Panel Number:

Description of flood zone:

Zone:

Depth of Elevation:

Source of Flooding:

Location of flood zone:

Impact to site by flood zone:

Solution to impacts:

Notes:

7. FIELD OBSERVATION

Review existing physical characteristics of the proposed site such as topography, drainage, plant coverage, views to and from the proposed site, current site usage and potential for future development and facility expansion.

- a) East of site
West of site
North of site
South of site
- b) Traffic Generation
- c) On-site vehicular traffic patterns
- d) Parking adequacy
- e) Off-site traffic generation
- f) Street lighting
- g) Site topography and drainage
- h) Site fill
- i) Existing vegetation

- j) On-site utilities (power poles, hydrants, utility services)
- k) Options for attaching to existing utilities
- l) Noise and Odor issues
- m) Site expansion obstructions (e.g. existing utilities, building adjacencies, etc.)
- n) Obstructions to construction access.
- o) Off-site and on-site drainage patterns
- p) Emergency access limitations

8. ELECTRIC, POWER AND GAS REVIEW CHECK LIST

- a Name and position of contact person:
- b Adequacy of existing facilities serving the site:
- c Anticipated improvements/ upgrades to serve the proposed expansion:

Notes:

Exhibit D3.6.4

Form of Initial Budget

PROJECT: Name
COLLEGE: College
DISTRICT: South Orange County Community College District

DATE: Of Budget Development

SAMPLE

PREPARED BY:
DATE REVISED:

1. SITE ACQUISITION
Subtotal Acquisition of Site

	0	
	0	

2. PLANS

A. Architect's fee for preliminary plans	0	
B. Architect's fee for working drawings	0	
C. Other design consultant fees	0	
D. DSA Plan check fee	0	
E. Community College, Plan Check Fee	0	
F. Preliminary Tests (Haz Materials, etc.)	0	
G. Other Costs (Legal, Advertising, Bid docs, EIR, Energy)	0	
Subtotal Plans	0	

Anticipated at less than 12% of Construction Costs

3. CONSTRUCTION

A. High/Low End Building Scope	0	
B. Utility Services	0	
C. Site Development Services	0	
D. Escalation	0	
E. GC, O & P	0	
Subtotal Construction Contract	0	

Provide two scenarios at Planning Stage

4. Tests and Inspection	0		
5. Contingency	0		
6. Development Management Consultant	0		
7. Architectural and Engineering Oversight	0		
8. DIR fee for Labor Compliance (1/1/2010)	0		
Total Construction Costs (Items 3 through 8 above)	0		

All percentages are estimated representations of anticipated costs and should be replaced with solid numbers upon receipt

9. Project Contingency			
10. Furniture and Group II Equipment	0		
Total Project Costs (Items 2, 8, 9 and 10)	0		

10% of Project Costs

(round to thousands)

Exhibit D4.3.2

Constructability Review Format

Exhibit D5.8.7

Development Manager's Additional Services and Billing Rates

HCTD, LLC

11601 Wilshire Boulevard, Suite 1600
Los Angeles, California 90025
Main: 310.445.5700
Fax: 310.445.5710

Development Management Services and Billing Rates for Additional Services.

SOCCCD PROJECT PHASE 3A

HOURLY RATE:

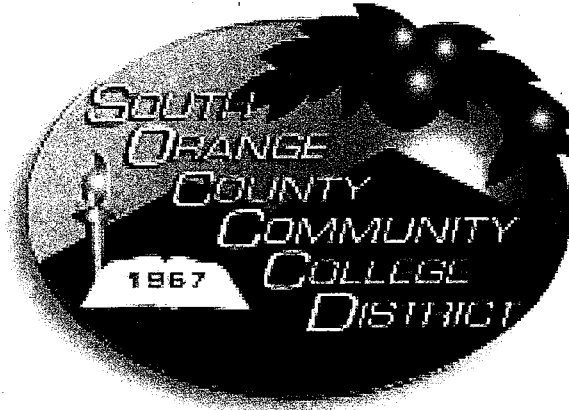
HCTD Principal	\$ 300.00
Project Director	\$ 225.00
Project Manager	\$ 150.00
Scheduling/Estimating	\$ 150.00
Technical Support/Clerical	\$ 80.00

Exhibit E

Program Management Plan

South Orange County Community College District

ATEP



**Program Management Plan
May 2009**

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Introduction

This Program Management Plan will provide South Orange County Community College District (the District), the Contractors, the Development Manager, the Architects/Engineers, the inspectors and various other consultants with information concerning communications and procedures that will be used in the development and construction of the ATEP projects.

We recommend corrections or suggested changes to this manual take place during the first two weeks of each team member's initial performance and not later than the first pay request for services.

This manual is considered a supplement to all contracts. It is meant to incorporate the requirements of the various program documents into one cohesive reference. It does not replace or delete the obligations and requirements of the contract documents.

Organization Chart

Insert an Organizational Chart showing relationship between District, Development Agency, Master Architect, Contractor/Architect, Inspector and associated Consultants

Organization

Project Team Roles and Responsibilities

1. Owner
2. Development Manager
3. Master Architect
4. Consultants
5. Contractor/Architect
6. Inspector(s)
7. Testing and Special Inspections
8. Regulatory Agencies
 - a. DSA
 - b. State Chancellor's Office
 - c. City of Tustin
 - d. Orange County Fire Authority
 - e. Orange County Health Department
9. Others

Goals and Objectives

1. Sustainability
2. Private/Public Partnerships
3. Technology Educational Facilities
4. Other

Communications

1. Primary points of contact and information exchange protocols
2. Information management system for use by entire project team
3. Subject line to include project name and number at all times
4. Emergency communication protocol
5. Contact lists
6. Report protocols
 - a. Daily
 - b. Weekly
 - c. Monthly
 - d. Other i.e. field reports
7. Campus Communications
8. Community Communications

Meetings

1. Pre Design Meeting
2. Design Meetings
3. FF&E Design and Procurement
4. Preliminary DSA Review and Collaboration
5. Preliminary City of Tustin review
6. Pre Construction Meeting
7. Weekly Meetings
8. Status Meetings
9. Regulatory Agency Review
 - a. Local (various)
 - b. State (DSA)
10. Board Meetings

Submittals

1. Design Protocol
 - a. Number of plans
 - b. Stakeholder Review and Sign off
 - i. Maintenance review and back check
 - ii. Faculty, students, staff, administration
 - iii. Board Presentation(s)
 - c. Regulatory Agency Coordination
2. Construction Protocol
 - a. Construction strategy review
 - b. Contractor review of subcontractors information
 - c. Development teams review prior to A/E review
 - d. A/E review and comment options
3. Schedules
4. Documentation
 - a. Transmittal
 - b. Log
 - c. Filing
5. Submittals versus Substitutions
6. Shop Drawings

Schedules

1. Program Schedule
2. Design Schedule
3. Construction Schedule
 - a. 90-day Schedule
 - b. Baseline Schedule
 - c. Monthly Schedule Update
 - d. Short Interval Schedule

Budget and document Control

1. Project Budget
2. Intermediate Cost Estimates through Master Design
3. 3rd Party Value Engineering
4. Front End Documents
5. DSA Inspector of Record (IOR)
6. DSA Field Inspector involvement
7. Incentives
8. Project Marketing

Request for Information

1. Protocol
 - a. Question and proposed solution
 - b. Development Manager Review
 - c. Architect review (Bridging if D/B)
 - d. IOR Review
2. Documentation
 - a. Logs
 - b. Track to Change Order/Field Change Directive if appropriate

Change Orders

1. Master Architect Changes
2. Construction Changes
3. Protocol
 - a. Chain of Command
 - b. Time and Cost
 - c. Negotiations
 - d. Authority to approve
 - e. Work directive
 - f. DSA approvals
4. Schedule
5. Documentation
 - a. Logs
 - b. Sign Offs
6. Field Change Directives

Pay Requests

1. Design Submittals
 - a. Master Architect
 - b. Consultants
2. Construction Submittals
 - a. Schedule of Values
 - b. Critical Path Schedule submittal
 - c. As-built updates
 - d. Draft for review
 - e. Material draw
3. Review process
 - a. Percent complete review
 - b. Quality/specification conformance
4. District turn around

Permits, inspection and testing

1. **Permit responsibility**
2. **Protocol for requesting inspections**
3. **Notice of Non-Conformance**

Completion, Punch list, Close out

1. Commissioning
2. Punch list protocol
 - a. Determination of readiness, Contractor's Certification of Final Completion
 - b. Team for walk
 - c. Notice of Completion and retention release
3. Coordination of Furniture and Equipment installation
4. DSA Close out
 - a. DSA 6 Contractor's, Inspector's Close Out
 - b. DSA 6 A/E Architect's Close Out
 - c. DSA 291 Laboratory Verified Report
 - d. DSA 292 Special Inspection Verified Report
 - e. DSA 293 Geotechnical Verified Report
5. Warranties, bonds, Operating and maintenance manuals
6. Attic stock
7. Occupancy
8. One Year Warranty Punch

Attachment A – Project Directory

1. Owner
 - a. Deputy Chancellor
 - b. Appropriate Site Administration, Faculty, Staff
 - c. Director of Facilities (District and College)
 - d. Project Manager
 - e. Warehouse Manager
2. Development Manager
 - a. Administration
 - b. Project Manager
3. Master Architect
 - a. Administration
 - b. Project Manager
4. D/B Team
 - a. Contractor
 - i. Subcontractor list
 - b. Architect
 - i. Subconsultant list
5. Inspector of Record
6. Special Testing and Inspection firm(s)
7. Geotechnical Consultant
8. Other Consultants
9. City of Tustin
 - a. Administration
 - b. Plan Checker
 - c. Inspection team
10. Other Agencies

Attachment B - Sample Forms

1. Pre-Design Meeting Agenda
2. Design Checklist
3. Design Phase Change Order
4. Pre Bid (Design/Build Proposal Process) Meeting Agenda
5. Pre-Construction Meeting Agenda
6. Weekly Progress Meeting Agenda
7. Short Interval Schedule
8. Request for Information
9. Field Change Directive
10. Proposed Change Order
11. Change Order
12. Daily Extra Work Report
13. Payment Application Form
14. Inspection Request Form
15. Notice of Non-Conformance
16. Submittal transmittal
17. Substitution transmittal

Attachment C – Management Information System

Exhibit F

Development Manager Fee Summary

In consideration of Development Manager's services hereunder, the District shall pay to Development Manager a fee (the "**Development Management Fee**") as follows:

1. The District shall pay to Development Manager a flat fee in the amount of Three Hundred Sixty Thousand Dollars (\$360,000) (the "**Pre-Construction Base Fee**") which shall be payable, provided this Agreement is in effect, in twelve (12) equal monthly installments in the amount of Thirty Thousand Dollars (\$30,000) (the "**Pre-Construction Monthly Base Fee Payments**") beginning with the Commencement Date as defined in Section 3(e) of the Agreement, and continuing monthly thereafter for a period of twelve (12) months. The Pre-Construction Monthly Base Fee Payments shall be payable in advance and on the first day of each calendar month. In the event that Development Manager performs services that begin on a day other than the first Business Day of a calendar month or end on a day other than the last Business Day of a calendar month, the Pre-Construction Monthly Base Fee Payment for such partial month shall be prorated based on the ratio that the actual number of Business Days in that month that Development Manager performs services hereunder bears to the total number of Business Days in such month.

2. Commencing on the first day of the first month immediately following the payment by the District of the last of the Pre-Construction Monthly Base Fee Payments, and continuing monthly thereafter until the first day of the calendar month immediately following the commencement of construction of the Project, the District shall pay to Development Manager the amount of Thirty Thousand Dollars (\$30,000) (the "**Interim Period Monthly Base Fee Payments**"). The Interim Period Monthly Base Fee Payment shall be payable in advance and shall be due on the first day of each calendar month.

3. In addition to the Pre-Construction Base Fee, in accordance herewith, the District shall pay to Development Manager the amount equal to four percent (4%) of the "Actual Construction Costs" (as defined below) (the "**Construction Fee**"), which shall be payable as follows: The Parties shall calculate the estimated Construction Fee based on the Final Construction Budget and as defined in Section 7(c) of this Agreement. The amount calculated based on the Final Construction Budget is referred to herein as the "**Estimated Construction Fee.**" From the Estimated Construction Fee, the parties shall deduct the aggregate amount of the Interim Period Monthly Base Fee Payments then paid to date. The balance shall then be divided equally over the anticipated schedule for completion of construction of the Project set forth in the Construction Schedule (such amount being referred to herein as the "**Monthly Construction Fee Payment Amount**"). Commencing on the first day of the first month immediately following the commencement of construction of the Project, and continuing, in advance, on a monthly basis thereafter on the first day of each calendar month for the scheduled duration of the construction (per the Construction Schedule), the District shall pay to Development Manager payments equal to ninety percent (90%) of the Monthly Construction Fee Payment Amount (each a "**Monthly Construction Fee Payment**"). The remaining ten percent (10%) of the Monthly Construction Fee

Payment Amount (the "**Retention**") shall be retained by the District and shall be included in the calculations of Overpayment or Underpayment described in Paragraph 4 below.

4. Upon completion of construction of the Project, the actual Construction Fee owing to Development Manager shall be calculated based on the Actual Construction Costs. If the aggregate amount of the Interim Period Monthly Base Fee Payments and the Monthly Construction Fee Payments paid to Development Manager exceeds the actual Construction Fee earned by Development Manager (an "**Overpayment**"), then Development Manager shall refund to the District, no later than fifteen (15) days following such determination, the amount of such Overpayment. If the aggregate amount of the Interim Period Monthly Base Fee Payments and the Monthly Construction Fee Payments paid to Development Manager is less than the actual Construction Fee earned by Development Manager (an "**Underpayment**"), then District shall pay to Development Manager, no later than fifteen (15) days following such determination, the amount of such Underpayment.

5. Development Manager shall submit to District for its approval a schedule ("**Reimbursables Schedule**") setting forth the categories of reimbursable expenses, together with the rate of reimbursement by category (e.g., dollar amount per mile for travel; cents per copy for reproduction). Concurrently with each monthly installment of the Pre-Construction Monthly Base Fee Payments, the Interim Period Monthly Base Fee Payments, and the Monthly Construction Fee Payments, the District shall reimburse Development Manager upon request for all of Development Manager's reasonable out-of-pocket costs and expenses incurred directly in connection with the Project through the 15th day of the month immediately preceding the date of payment (which costs shall be summarized and reported to District by Development Manager no later than the 20th day of such immediately preceding month) provided that such requests for reimbursement are in compliance with the approved Reimbursables Schedule. All requests for reimbursement shall be in form reasonably approved by District and shall be accompanied by reasonable and appropriate evidence such as receipts. The total amount of such reimbursements for any calendar month shall not exceed Two Thousand Five Hundred Dollars (\$2,500) for any calendar month without the prior written approval of District.

6. As used herein, "**Actual Construction Costs**" shall mean all costs and expenses actually paid by the District to the Contractor(s) and materials suppliers during the Construction Stage in connection with the construction of the Project, including, without limitation, all expenses for fixtures and equipment installed and/or included in the Project, and furnishings installed in any portion of the Project as part of the responsibilities of the Contractor and its subcontractors as contemplated by the Contractor's Agreement and the Construction Schedule.

7. The Pre-Construction Monthly Base Fee Payments, the Interim Period Monthly Base Fee Payments and the Monthly Construction Fee Payment Amount are sometimes in this Agreement collectively called the "**Monthly Payments**."

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Fiscal Year 2009-2010 Tentative Budget
ACTION: Approval

BACKGROUND

Title 5, California Code of Regulations, Section 58305(a) requires that each community college district Board of Trustees adopt a tentative budget no later than July 1 of each fiscal year. Approval of this budget allows the normal processing of payrolls and vendor payments at the start of the new fiscal year.

The District Resource Allocation Council (DRAC) has met and completed its work on the tentative budget.

STATUS

The estimate of financial resources available to the District has been based on the Governor's January Budget and adjusted by the May Revise. The tentative budget includes a projected unrestricted ending balance for June 30, 2009 in the amount of \$20,264,684 plus unrestricted general fund resources of \$178,288,222. The actual ending balance for June 30, 2009 and State Budget Act are still uncertain; these projections will change before the final budget is presented to the Board on August 31, 2009. The Reserve for Economic Uncertainties has been set at 7.5% in accordance with the Budget Development Guidelines adopted by the Board of Trustees. In addition to the general fund, all other District fund budgets are also reported in the tentative budget enclosure.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2009-2010 Tentative Budget as presented in the enclosure.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Five Year Construction Plan
ACTION: Approval

BACKGROUND

Each year the District is required to submit a Five Year Construction Plan to the state Chancellor's Office. The basis for this submittal is the District's Order of Priority and Schedule of Funds for capital improvement projects.

Concurrent with the Five Year Construction Plan, we also submit our Initial and Final Project Proposals (IPP and FPP). Last year, Saddleback College submitted "Renovate the Math/Science/Engineering" to the state chancellor's office as the FPP. The state accepted this FPP and then withdrew that acceptance when confronted with budget problems. The state indicates this project could be resubmitted as this year's FPP for Saddleback College. The FPP for Irvine Valley College, Fine Arts Building, has been approved but has not yet been funded.

The five year construction plan, the IPP and the FPP documents are all due to the State Chancellor's Office by June 30, 2009.

STATUS

The proposed order of priorities, EXHIBIT A, follows the guidelines of the District's 2006 Facilities Master Plan and is an update of last year's Board approved priorities with changes indicated. The colleges have participated in developing the priorities and staff combined priorities into a comprehensive district plan to portray current and future projects.

Staff met with Saddleback College to confirm that the FPP to Renovate the Math/Science/Engineering project is consistent with today's needs. All programs will remain as previously submitted except for a minor change from office space to classroom. Initial Project Proposals will be submitted for Saddleback College: New Gateway Building (previously named Admissions and Records) and Irvine Valley College: A200 Remodel.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the District's Order of Priority for the Five Year Construction Plan.

Five Year Plan
 South Orange County Community College District
 6-22-2009

Exhibit A

Old Priority	New Priority	Project Title	Campus	Occupy Date	Status
5	1	B-200 SCIENCE LAB ANNEX AND B-239 CONVERSION - Under Construction	Irvine Valley College	2009-2010	Locally Funded/Future Project
7	2	REMODEL PE-100 - Under Construction	Saddleback College	2009-2010	Locally Funded/Future Project
-	3	CAMPUS VILLAGE - Under Construction	Saddleback College	2009-2010	Locally Funded/Future Project
-	4	REMOVE A500 PORTABLES - Summer Construction	Irvine Valley College	2009-2010	Locally Funded/Future Project
8	5	JAMES B. UTT LIBRARY RENOVATION	Saddleback College	2010-2011	FPP-Approved
14	6	REMOVAL B-400 & PO-P1 PORTABLES	Irvine Valley College	2009-2010	Locally Funded/Future Project
15	7	LIFE SCIENCES BUILDING	Irvine Valley College	2011-2012	FPP-Approved
16	8	SCIENCES BUILDING	Saddleback College	2012-2013	FPP-Approved
17	9	REMODEL A-400 FOR CLASSROOM	Irvine Valley College	2012-2013	Locally Funded/Future Project
9	10	REPAIR PLAZA BETWEEN M/S/E AND LIBRARY	Saddleback College	2010-2011	Locally Funded/Future Project
12	11	BARRANCA ENTRANCE	Irvine Valley College	2010-2011	Locally Funded/Future Project
23	12	FINE ARTS BUILDING	Irvine Valley College	2014-2015	FPP-Approved
11	13	NEW LOOP ROAD AND COLLEGE DRIVE IMPROVEMENTS	Saddleback College	2010-2011	Locally Funded/Future Project
21	14	REPAIR & REMODEL M/S/E BUILDING	Saddleback College	2015-2016	FPP-Preparing
6	15	ATEP- DEMOLITION OF SELECTED BUILDINGS	Irvine Valley College	2010-2011	Locally Funded/Future Project
10	16	UPPER QUAD MASTER PLAN IMPLEMENTATION	Saddleback College	2011-2012	Locally Funded/Future Project
24	17	A-200 MODERNIZATION/ REMODEL	Irvine Valley College	2014-2015	IPP-Preparing
27	18	GATEWAY (Admissions and Records) BUILDING	Saddleback College	2015-2016	IPP-Preparing

Five Year Plan
 South Orange County Community College District
 6-22-2009

Exhibit A

Old Priority	New Priority	Project Title	Campus	Occupy Date	Status
13	19	ADD/ REMODEL CAMPUS ENTRANCES & BUS STOP	Irvine Valley College	2011-2012	Locally Funded/Future Project
-	20	STUDENT SERVICES SECONDARY EFFECTS	Saddleback College	2014-2015	Locally Funded/Future Project
-	21	REMODEL B-100 AND B-300	Irvine Valley College	2014-2015	Locally Funded/Future Project
-	22	STADIUM AND SOCCER FIELDS	Saddleback College	2014-2015	Locally Funded/Future Project
25	23	REMODEL A-300 FOR CLASSROOMS	Irvine Valley College	2015-2016	Locally Funded/Future Project
18	24	ATEP- UTILITIES FOR HANGAR & CHAPEL BUILDINGS	Irvine Valley College	2015-2016	Locally Funded/Future Project
-	25	CENTRAL PLANT REPAIR	Saddleback College	2015-2016	Locally Funded/Future Project
-	26	LIBRARY ANNEX	Irvine Valley College	2016-2017	Locally Funded/Future Project
19	29	REMODEL SWING SPACE FOR TAS	Saddleback College	2012-2013	Locally Funded/Future Project
20	30	REPAIR TAS BUILDING	Saddleback College	2013-2014	Locally Funded/Future Project
28	27	STUDENT SERVICES ANNEX	Irvine Valley College	2015-2016	Locally Funded/Future Project
29	28	STUDENT SERVICES SECONDARY EFFECTS	Irvine Valley College	2016/2017	Locally Funded/Future Project
22	31	TENNIS COURT RELOCATION	Saddleback College	2015-2016	Locally Funded/Future Project
26	32	NEW TRANSPORTATION BUILDING AND YARD	Saddleback College	2015-2016	Locally Funded/Future Project
30	33	RENOVATE MCKINNEY THEATER	Saddleback College	2017-2018	Locally Funded/Future Project
31	34	COMPLETE BASEBALL STADIUM	Irvine Valley College	2016-2017	Locally Funded/Future Project
32	35	FINE ARTS ADDITION AND AMPHITHEATER	Saddleback College	2015-2016	Locally Funded/Future Project

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: District Mission and Vision Statements and District-Wide Goals for 2009-2010

Action: Approval

BACKGROUND

At the recommendation of the College Academic Senate Presidents, in the fall of 2006 Chancellor Mathur established a District Planning Process Task Force. The charge of the task force was to define an approach that integrates the college and district planning processes. The task force, chaired by Dr. Andreea Serban, Vice Chancellor of Technology and Learning Services, completed its work in October 2006 and forwarded recommendations to Chancellor Mathur.

As recommended by the task force, the Chancellor's Cabinet was designated the governance group charged with drafting district-wide goals for the Board's consideration. The district-wide goals are broad, policy level statements aimed at providing overall direction for the entire district and for integration, as appropriate, with the strategic goals of each of the major district organizations: Saddleback College, Irvine Valley College (IVC), the Advanced Technology and Education Park (ATEP) and District Services. The Chancellor's Cabinet, joined by interested faculty, staff, and administrators, conducted district-wide goal sessions on February 12, and March 5, 2009, to review the District mission and vision statements and update the district-wide goals for 2009-2010. In addition, after the February 12 session, the draft district-wide goals were posted on Sharepoint to allow those not able to attend the meetings to comment and suggest revisions to the draft goals. The draft goals were also discussed at the Chancellor's Cabinet on March 12, and April 16, 2009, as well as at college and ATEP governance meetings. Exhibit A is a timeline of the 2009-2010 District-Wide Goals Process.

STATUS

At the Chancellor's Cabinet meeting of April 16, 2009, governance group representatives voted to recommend the 2009-2010 district-wide goals as shown on Exhibit B. No changes were recommended for the District Mission or Vision statements. At the May meeting, the Board of Trustees accepted for review and study the district-wide goals for 2009-2010.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees reaffirm the District Mission and Vision Statements and approve the District-Wide Goals for 2009-2010 as presented in Exhibit A.

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

TIMELINE FOR 2009-2010 DISTRICT-WIDE GOALS PROCESS

- On Thursday, November 20, 2008, Chancellor Mathur asked the leadership of internal constituent/consultation groups to submit their ideas for district-wide goals to the College Presidents and the ATEP Provost by February 2, 2009.
- On Tuesday, December 9, 2008, Diane Riopka sent a reminder email regarding the deadline to Cabinet members and their assistants.
- On Thursday, January 8, 2009, Diane Riopka emailed the members of the Chancellor's Cabinet a solicitation that stated "All suggestions from shared governance groups for revisions to the current goals or new district-wide goals should be sent to the College Presidents or ATEP Provost by Monday, February 2, 2009." The dates and locations of scheduled working meetings were included.
- On Sunday, February 1, 2009, Chancellor Mathur emailed a reminder of the deadline for submission of goals and included details regarding both working meetings. On Monday, February 2, 2009, he sent another email with a correction for the room in which the first working meeting would take place.
- On Tuesday, February 3, 2009, Presidents Burnett and Roquemore submitted Saddleback's and IVC's goal submissions, respectively.
- On Friday, February 6, 2009, Bob Bramucci sent all prospective goals to Chancellor Mathur; on Saturday, February 7, Chancellor Mathur requested that the goals be consolidated and their wording placed into a similar format.
- Dr. Bramucci submitted the reworded goals on Monday, February 9.
- With over 40 prospective goals, Chancellor Mathur asked Tracy Daly to remove redundancy and combine related goals so as to have a reasonable number to address during the first working meeting. The resulting 20 goals were sent to Drs. Mathur and Bramucci for review on Wednesday, February 11, 2009.
- On Thursday, February 12, 2009, the first of two district-wide meetings on the goals were held in SSC 212 at Saddleback College. The meeting was well-attended with copious participation. After discussion, two goals were merged resulting in a total of 19 prospective goals. Diane Riopka prepared notes reflecting the discussion.
- On Tuesday, February 17, 2009, copies of the raw data, the 2008/09 goals, and the resulting annotated goals document from the meeting of February 12 were sent to Board President Donald Wagner and Chancellor Mathur.
- Also on February 17, Diane Riopka sent a reminder email regarding the second planning meeting to members of the Chancellor's Cabinet.
- On Monday, February 23, 2009, a copy of the "Report planning task force Oct 8 2006" document outlining the district-wide goals process was sent to members of the Chancellor's Executive Cabinet.
- On Friday, February 27, 2009, a Sharepoint site was created for the district-wide goals process, with working files posted and a wiki page for discussion.
- On Monday, March 3, Bob Bramucci sent a district-wide email with details on the content of, and means of accessing, the Sharepoint site.
- On Thursday, March 5, 2009, the final district-wide meeting on the goals was held in LIB 213 at Irvine Valley College. Nineteen prospective goals were posted around the room on flip chart pages and each of the attendees voted for their "top ten" goals. Goals were re-ordered in terms of popularity and after discussion, the list was pared to eight prospective goals.
- On Friday, March 6, results from the March 5 meeting were posted on the Sharepoint collaboration site.

South Orange County Community College District
DRAFT District-Wide Goals for 2009-2010

Vision: To be an educational leader in a changing world.

Mission: To provide a dynamic learning environment and diverse opportunities fostering student success and contributing to the community.

1. Develop a plan to meet all capital and scheduled maintenance needs.
2. Acquire, develop, and utilize technologies that support data-driven decisions and ongoing accountability.
3. Complete the production and implementation of the Student Information System, including effective training and backup procedures for the registration process.
4. Develop and implement comprehensive emergency preparedness plans and a disaster recovery plan for information technology services.
5. Assess all administrative units and develop and implement action plans to increase efficiency, effectiveness, electronic security, and cost savings.
6. Establish a legacy in environmental sustainability in all areas including instruction, operations, construction, facilities, energy conservation, and stewardship.
7. Enhance online certificate/degree programs and the accompanying online student support services.
8. Assess the degree to which the colleges are aligning educational programs with community needs in order to offer relevant academic and career technical education programs.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Basic Aid Funding for State Chancellor's Office Appropriations Delay

ACTION: Approval

BACKGROUND

On December 19, 2008, the District received notice from the State Chancellor's office 1) ceasing all contracts paid with state funding, 2) freezing state disbursement requests received after December 17, 2008, and; 3) directing that all further progress be paid using local funds with no expectation of reimbursement.

On December 24, 2008, Fred Harris, Assistant Vice Chancellor of Facilities Planning, Community College Chancellor's Office, provided clarification that districts with a construction contract already approved and underway may continue work using local funds with the understanding that the district takes the risk of at best a delay in reimbursement and at worst no reimbursement due to a lack of bonds sold.

The December 19, 2009, letter brought the Saddleback College James B. Utt Library Renovation project to a standstill.

On May 19, 2009, the State Chancellor's office provided districts with a letter and required districts submit this letter if they desire project advancement on state-funded projects.

The State Chancellor's office has the understanding that when state funding becomes available, districts proceeding with this letter will be among the first to receive reimbursement on first come (filing of claim) first serve basis.

STATUS

The District suspended the James B. Utt Library Renovation project after receipt of the December 19, 2008, letter. The bid was on target for January, 2010. The Saddleback College President recommends shifting allocated \$15,272,000 from the Saddleback College New Sciences Building in order to fund the state's portion of the construction and equipment phases of this project.

Upon receipt of the state reimbursement, the new Science Building project fund would be replenished.

RECOMMENDATION

The Chancellor recommends that the Board reallocate \$15,272,000 from the Saddleback College New Sciences Building to the Saddleback College James B. Utt Library Renovation to fund the state's portion of the construction and equipment phases.

Item Submitted By: *Gary L. Poertner, Deputy Chancellor*

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Basic Aid Funding for State Chancellor's Office Appropriations Delay

ACTION: Approval

BACKGROUND

On December 19, 2008, the District received notice from the State Chancellor's office 1) ceasing all contracts paid with state funding, 2) freezing state disbursement requests received after December 17, 2008, and; 3) directing that all forward progress be paid using local funds with no expectation of reimbursement.

On December 24, 2008, Fred Harris, Fred Harris, Assistant Vice Chancellor of Facilities Planning, Community College Chancellor's Office, provided clarification that districts with a construction contract already approved and underway may continue work using local funds with the understanding that the district takes the risk of at best a delay in reimbursement and at worst no reimbursement due to a lack of bonds sold.

The December 19, 2009, letter brought the Irvine Valley College Business Science Technology and Innovation Center (BSTIC) - Equipment Phase to a standstill.

On May 19, 2009, the State Chancellor's office provided districts with a letter and required districts submit this letter if they desired project advancement on state-funded projects.

The State Chancellor's office has the understanding that when state funding becomes available, districts proceeding with this letter will be among the first to receive reimbursement on first come (filing of claim) first serve basis.

STATUS

The District spent an estimated \$1.4 million after the state released funding for the equipment phase and prior to the December 19, 2008, freeze on disbursement. The State Chancellor's office indicates that some claims are being paid and there is no guarantee that all claims will be funded at this time. Given the "first come, first serve" status, the President has requested that \$2.7 million be diverted from the IVC Fine Arts project to pay for equipment received, to acquire the remaining equipment and to expedite the final claims submittal for this project. Upon receipt of state reimbursement, the IVC Fine Arts project fund would be replenished.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve reallocation of \$2.7 million from the IVC Fine Arts building to the BSTIC equipment phase.

Item Submitted By: *Gary L. Poertner, Deputy Chancellor*

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Board Policy Revision: BP-3340: Cellular Telephone/Personal Digital Assistant Usage
ACTION: Discussion/Approval

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and are in compliance with current laws and regulations.

STATUS

One board policy is presented to the board for "Discussion/Approval." The new language and amendments to the board policy were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes collegial consultation group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on May 14, 2009 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the May 26, 2009 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policy, as shown in EXHIBIT A.

BOARD POLICY

3340

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

CELLULAR TELEPHONE / PERSONAL DIGITAL ASSISTANT USAGE

The Chancellor or designee shall establish an Administrative Regulation relating to an allowance for the use of a cellular telephone/personal digital assistant (PDA) in conjunction with District business.

I. BOARD OF TRUSTEES

The SOCCCD Board of Trustees may be reimbursed for their District business use of a cellular telephone. Requests for reimbursement shall be submitted to the Chancellor. The reimbursement shall not exceed \$65 per month.

II. EMPLOYEES OF THE DISTRICT

The Chancellor/College Presidents may designate employees to receive a monthly allowance for the use of a cellular telephone or personal digital assistant. The allowance shall not exceed \$65 per month for a cellular telephone or \$130 per month for a personal data device. Employees experiencing high usage may request a high usage allowance upon proper documentation as required in AR 3340.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Adopt Resolution No. 09-14: Classified
Employee Layoff
ACTION: Approval/Ratification

BACKGROUND

As a result of the completion of the HSHS Nursing Career Technical Education Enrollment Growth Grant and termination of funding, it is necessary to eliminate one categorically funded position through layoff.

STATUS

The categorically funded classified position in Exhibit A shall be eliminated. Order of layoff shall be determined in accordance with the collective bargaining agreement.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 09-14 to approve the reductions and/or discontinuance of classified services shown in Exhibit A.

South Orange County Community College District

**GOVERNING BOARD
RESOLUTION 09-14**

CLASSIFIED LAYOFF RESOLUTION

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following categorically funded classified position be eliminated, as of August 6, 2009, due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Clerical Assistant Categorically funded – (HSHS Nursing Career Technical Education-Enrollment Growth Grant) Pos #3839 Saddleback College Classified Range 113</i>	<i>16 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement (“Agreement”) between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employee pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on August 6, 2009.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 22nd day of June, 2009 by the following vote.

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 Padberg, Member

Dr. Raghu P. Mathur, Chancellor
and Secretary to the Governing Board

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.11
DATE: 06/22/09**

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 and Exhibit B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS****A. NEW PERSONNEL APPOINTMENTS**

1. **ADMINISTRATIVE EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)
 - a. BENDER, GRETCHEN, is to be employed as Director of Planning, Research and Grants, Pos #4011, Academic Administrator Salary Range I, Step 1, Office of the President, Saddleback College, effective July 15, 2009. This is a replacement position for Cathy Hasson, who resigned. (See Exhibit B, Attachment 3)
 - b. GATEWOOD, DAVID, is to be employed as Dean of Career Technical Education and Workforce Development, Pos #3736, Academic Administrator Salary Range II, Step 1, School of Career Technical Education and Workforce Development, Irvine Valley College, effective June 2, 2009. This is a replacement position for Susan Cooper, who resigned. (See Exhibit B, Attachment 7)
 - c. RANE-SZOSTAK, DONNA, is to be employed as Dean of Health Sciences and Human Services, Pos #3948, Academic Administrator Salary Range II, Step 1, Division of Health Sciences and Human Services, Saddleback College, effective August 1, 2009. This is a replacement position for Kathleen Winston, who resigned. (See Exhibit B, Attachment 13)
2. **ACADEMIC EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)
 - a. ABEL, CHRISTINE, is to be employed as Chemistry Instructor, Pos #3967, Division of Mathematics, Sciences and Engineering, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a new position approved by the Board of Trustees on October 27, 2008. (See Exhibit B, Attachment 1)
 - b. AMINY, MARINA, is to be employed as English Instructor, Pos #3977, Division of Liberal Arts and Learning Resources, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a new position approved by the Board of Trustees November 17, 2008, replacing position #1671. (See Exhibit B, Attachment 2)
 - c. BOETTGER, SUSAN, is to be employed as Music Keyboard Instructor, Pos #3974, School of Fine Arts, Irvine Valley College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a new position approved by the Board of Trustees on October 27, 2008. (See Exhibit B, Attachment 4)
 - d. CUBBAGE-VEGA, APRIL, is to be employed as Sociology Instructor, Pos #3965, Division of Social and Behavioral Sciences, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class II, Step 6. This is a new position approved by the Board of Trustees on October 27, 2008. (See Exhibit B, Attachment 5)

A. NEW PERSONNEL APPOINTMENTS - Continued**2. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)**

- e. FREUND, ERNEST, is to be employed as Physics Instructor, Pos #3975, School Physical Sciences and Technology, Irvine Valley College, effective August 17, 2009. Approximate Salary Placement: Class II, Step 6. This is a new position approved by the Board of Trustee on October 27, 2008, replacing position #1878. (See Exhibit B, Attachment 6)
- f. GUGLIELMO, ANTONIETTE, is to be employed as Museum Studies/Art History Instructor, Pos #3972, School of Fine Arts, Irvine Valley College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a new position approved by the Board of Trustees on October 27, 2008. (See Exhibit B, Attachment 8)
- g. HOGGATT, MICHAEL, is to be employed as Learning Disability Instructor (Assistive Computer Technology, Pos #3968, Division of Counseling Services and Special Programs, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class IV, Step 6. This is a new position approved by the Board of Trustees on October 27, 2008, replacing position #2337. (See Exhibit B, Attachment 9)
- h. LAM, CHIN, is to be employed as English as a Second Language Instructor, Pos #2340, Division of Liberal Arts and Learning Resources, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class II, Step 6. This is a replacement position for Matthew Hunt, who received a change of status. (See Exhibit B, Attachment 10)
- i. OCHOA, HEIDI, is to be employed as Speech Instructor, Pos #3969, Division of Fine Arts, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class II, Step 6. This is a new position approved by the Board of Trustees on October 27, 2009, replacing position #1623. (See Exhibit B, Attachment 11)
- j. POSTER, JAMIE, is to be employed as Film Studies Instructor, Pos #3971, School of Fine Art, Irvine Valley College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a new position approved by the Board of Trustees on October 27, 2008. (See Exhibit B, Attachment 12)
- k. SCOTT, DANIEL, is to be employed as Accounting/Business Management Instructor, Pos #3973, School of Business Sciences, Irvine Valley College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a new position approved by the Board of Trustees on October 27, 2008. (See Exhibit B, Attachment 14)
- l. SIRULNIK, ABBY, is to be employed as Biological Sciences Instructor, Pos #3966, Division of Mathematics, Sciences and Engineering, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a new position approved by the Board of Trustees on October 27, 2008. (See Exhibit B, Attachment 15)
- m. SMITH, BASIL, is to be employed as Philosophy Instructor, Pos #1454, Division of Liberal Arts and Learning Resources, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a replacement position for Priscilla Agnew, who retired. (See Exhibit B, Attachment 16)

A. NEW PERSONNEL APPOINTMENTS - Continued**2. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)**

- n. WONG-SMITH, CHRISTINA, is to be employed as Child Development and Educational Studies Instructor, Pos #3721, Division of Social and Behavioral Sciences, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class II, Step 6. This is a replacement position for Susan White-Cooper. (See Exhibit B, Attachment 17)
- o. ZIMMERMAN, RAY, is to be employed as English Instructor, Pos #3964, Division of Liberal Arts and Learning Resources, Saddleback College, effective August 17, 2009. Approximate Salary Placement: Class V, Step 6. This is a new position approved by the Board of Trustees on November 17, 2009. (See Exhibit B, Attachment 18)

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
¹ Boswell, Glen	BA/Industrial Arts	Auto/SC	I/6	08/24/09
Butler, Thomas	MFA/Fine Art	Art/SC	II/6	08/24/09
² Elkins, Claire	MA/Physical Ed.	Physical Ed./SC	V/30	08/24/09
Georgianna, Sibylle	PhD/Psychology	Psychology/IVC	V/6	08/24/09
Ginnaty, Jonathan	MFA/Ceramics	Ceramics/SC	II/6	08/24/09
Greenberg, Jeffrey	MBA/Business	Business/SC	II/6	08/24/09
Griffin, April	MS/Communication	Speech/IVC	II/6	08/24/09
³ Gross, Jacqueline	MA/Industrial Design	Graphic Design/SC	II/6	05/26/09
Monda, David	MA/Int'l Relations	Political Science/IVC	II/6	08/24/09
Rehm, Guenter	⁴ Lifetime Cred./Foods	Baking/SC	I/6	08/24/09
Scofield, Ian	MA/Psychology	Psychology/SC	II/6	08/24/09
Thomas, Rick E.	MS/Counseling	Human Services/SC	II/6	08/24/09

EQUIVALENCY

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

¹ Per California Community Colleges State Chancellor's Office this discipline does not require a Master's Degree.

² Full-time faculty STRS retiree, returning to teach part-time.

³ Indicated on May 26, 2009 personnel agenda as Irvine Valley College, should be Saddleback College.

⁴ Limited - 40% FTE Lifetime Credential in Foods, Food Services and related Technologies.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Ditty, Marilyn	Ph.D./Public Admin.	Philosophy/SC	V/6	08/24/09

Equivalency is based on a Doctorate of Public Administration from the University of La Verne in La Verne, California, a Master of Science degree in Counseling Psychology from the University of San Diego, and over twenty years of experience as a community college instructor and as the Emeritus Institute Coordinator for Saddleback College. Ms. Ditty has taught courses in the disciplines of Sociology, Psychology, Public Administration, Gerontology, and Human Services at the University of La Verne, Orange Coast College, and at Saddleback College throughout her teaching career. In addition to her extensive teaching experience with the Emeritus population, Ms. Ditty has run a large charitable organization for thirty years which provides for services and a continuum of care for the elderly.

Fanelli, Tracy	High School Diploma	Graphic Des./SC	I/6	06/22/09
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Equivalency is based on a California State Vocational Credential and nine years teaching computer graphics, graphic design, web design, animation, business internships, and 3D modeling/animation in the Tustin and Saddleback Unified School Districts. Ms. Fanelli has taught at Trabuco Hills High School, Tustin High School, Mission Viejo High School, and Coastline ROP. She is a continuing member of NAPP (National Association of Photoshop Professionals), and this past year was chosen Teacher of the Year by Coastline ROP.

Grishkoff, Robert	MA/Education	Music/IVC	II/6	08/24/09
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Equivalency is based on a Bachelor of Arts degree in Music from the University of Cape Town in South Africa, and a Master of Arts in Education from Alliant International University in Irvine. Mr. Grishkoff has over thirty years of experience as a professional French Horn player and music teacher. He has performed with the Cape Town Symphony Orchestra and the Orange Coast College Symphony Orchestra, and as a freelance musician. He is currently an adjunct faculty member in Music at Concordia University in Irvine, and has also taught at Vanguard University in Costa Mesa and at California State University, Fullerton. Mr. Grishkoff is currently a full-time music teacher in the ABC School District in Cerritos.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Kokesch, Aaron	High School Diploma	Theater/IVC	I/6	08/24/09

Equivalency is based on a high school diploma from Lord Elgin High School in Ontario, Canada, and extensive experience in theater set design, set construction, stagecraft, and carpentry. Mr. Kokesch is currently working as a Theater/Music/Dance Aide in the School of Fine Arts at Irvine Valley College. He is the current Shop Foreman for Production and Design at the Orange County High School of the Arts in Santa Ana, and has also worked as the temporary, substitute Lead Carpenter in the Saddleback College Theater Department. From 2001-2004, Mr. Kokesch worked as a Master Carpenter in the Production Department at the University of California, Irvine.

4. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
⁵ Humphrey, Leslie	MA/Counseling	Counselor/SC	II/6	05/26/09

EQUIVALENCY

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Garcia, Eric	MA/Christian Apologetics	Speech/IVC	II/6	05/26/09

Equivalency is based on a Master of Arts degree in Christian Apologetics from Biola University in La Mirada, California, and Bachelor of Arts degrees in Psychology and Criminal Justice from California State University, Fullerton (CSUF). Mr. Garcia has been teaching Speech and Communication courses at Biola University for over eight years. Since 1998, he has been Biola's debate coach, where his debaters have enjoyed success at local and national tournaments. Mr. Garcia has been competing in forensics competitions since high school and through his college career, qualifying twice for the National Debate Tournament (NDT) while at CSUF.

⁵ Emergency Hire. Is currently employed full-time as Coordinator of Outreach & Recruitment, Office of Student Services, Saddleback College.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2008/2009 and 2009/2010 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Fong, Fleur	Facilitator, Emeritus Inst/SC	\$ 1,721.00	08/24/09-12/20/09
Huang, Margaret	Dev. Geriatric Curr./BRN Req./SC	1,846.14	03/01/09-05/31/09
Reidenbaugh, Byron	Presenter, Dist Ldrshp. Team/SC	122.46	06/26/09-06/26/09
Teng, Anthony	Chair, Accreditation Comm./SC	12,246.30	05/26/09-08/14/09

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2008/2009 and 2009/2010 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Ali, Jawad	Eng./Basic Skills Wkshp/IVC	\$ 75.00	01/12/09-05/22/09
Altman, Cheryl	Coordinator, BSI/SC	4,082.10	05/26/09-08/14/09
Anderson, Christina	Mentor, Teacher Tech Prep/SC	500.00	02/02/09-05/21/09
Atkins, William	Tech Prep Adobe Wkshp/IVC	95.50	05/01/09-05/01/09
Borron, Brenda	Eng./Basic Skills Wkshp/IVC	350.00	01/12/09-05/22/09
Bromberger, Kristine	Eng./Basic Skills Wkshp/IVC	150.00	01/12/09-05/22/09
Burt, Joseph	Eng./Basic Skills Wkshp/IVC	75.00	01/12/09-05/22/09
Byron, Meredith	Mentor, Teacher Tech Prep/SC	1,550.00	02/02/09-05/21/09
Chandos, Raymond	⁶ Prg. Dev/Elec. Tech./VTEA/IVC	2,250.00	⁶ 01/12/09-05/22/09
Chatkupt, Terry	Tech Prep Adobe Wkshp/IVC	95.50	05/01/09-05/01/09
Clark, Katherine	Eng./Basic Skills Wkshp/IVC	175.00	01/12/09-05/22/09
Culhane, James	Eng./Basic Skills Wkshp/IVC	250.00	01/12/09-05/22/09
Davis Allen, Lisa	Dev Model Dsgn/Basic Skills/IVC	4,082.10	05/26/09-08/14/09
Elston, Lisa	Mentor, Teacher Tech Prep/SC	550.00	02/02/09-05/21/09
Esteras, Wendy	Eng./Basic Skills Wkshp/IVC	150.00	01/12/09-05/22/09
Fesler, Susan	Update ESL/Basic Skills/IVC	4,082.10	05/26/09-08/14/09
Fox, Lindsay	Mentor, Teacher Tech Prep/SC	1,050.00	02/02/09-05/21/09
Gorrie, Kirk	Eng./Basic Skills Wkshp/IVC	150.00	01/12/09-05/22/09
Hesse, Lisa	Mentor, Teacher Tech Prep/SC	550.00	02/02/09-05/21/09
Hill, Joan	Eng./Basic Skills Wkshp/IVC	75.00	01/12/09-05/22/09
Hill, Malia	Mentor, Teacher Tech Prep/SC	1,050.00	02/02/09-05/21/09
Hughes, Luther	Perform Music/Foundation/SC	155.00	05/08/09-05/08/09
Hunt, Matthew	Writing Ctr. Wksp./Foundation/SC	50.00 ⁷	08/24/09-12/21/09
Lathrop, Michael	Eng./Basic Skills Wkshp/IVC	75.00	01/12/09-05/22/09
Luesebrink, Marjorie	Eng./Basic Skills Wkshp/IVC	350.00	01/12/09-05/22/09
Martinez-Plambeck, C.	Eng./Basic Skills Wkshp/IVC	75.00	01/12/09-05/22/09
⁸ Mathur, Roopa	Tech Prep Adobe Wkshp/IVC	127.33	05/01/09-05/01/09
McKay, Lowell Bruce	Eng./Basic Skills Wkshp/IVC	75.00	01/12/09-05/22/09
Meyer, Clifford	Mentor, Teacher Tech Prep/SC	500.00	02/02/09-05/21/09

⁶ Correcting item description and dates submitted to the Board of Trustees on May 26, 2009 personnel agenda.

⁷ In addition to original stipend approved by the Board of Trustees on April 27, 2009 in the amount of \$50.00.

⁸ Not related to Dr. Raghu Mathur, Chancellor.

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2008/2009 and 2009/2010 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Meyer, Kurt	Eng./Basic Skills Wkshp/IVC	\$ 175.00	01/12/09-05/22/09
Muresan, Branden	Perform Music/Foundation/SC	825.00	01/15/09-03/21/09
Nester, Roberta	Eng./Basic Skills Wkshp/IVC	75.00	01/12/09-05/22/09
Pinter, Gerald	Perform Music/Foundation/SC	230.00	05/08/09-05/08/09
Ryals, Kay	Eng./Basic Skills Wkshp/IVC	175.00	01/12/09-05/22/09
Schank, Richard	Tech Prep Adobe Wkshp/IVC	95.50	05/01/09-05/01/09
Serpas, Summer	Eng./Basic Skills Wkshp/IVC	75.00	01/12/09-05/22/09
Sineri, Lori	Tech Prep Adobe Wkshp/IVC	127.33	05/01/09-05/01/09
Stachenfeld, Marilyn	Instruct Writing/BSI Project/SC	793.77	01/12/09-05/21/09
Staley, Jeffrey	Eng./Basic Skills Wkshp/IVC	150.00	01/12/09-05/22/09
Stout, Ronald	Perform Music/Foundation/SC	255.00	05/08/09-05/08/09
Taylor, Karen	Mentor, Teacher Tech Prep/SC	1,300.00	02/02/09-05/21/09
Thomas, Linda	Eng./Basic Skills Wkshp/IVC	175.00	01/12/09-05/22/09
Trapedo, Shaina	Eng./Basic Skills Wkshp/IVC	250.00	01/12/09-05/22/09
Weiss, Elizabeth	Track Tech Prep Students/IVC	3,500.00	05/11/09-06/30/09

D. CHANGE OF STATUS**1. ADMINISTRATIVE EMPLOYMENT**

- a. BUSCHE, DONALD, ID #1263, Acting Educational Program Director, Advanced Technology and Education Park, Academic Administrator Salary Category I, Step 1. This assignment will be 50% of half-time, effective July 1, 2009 through June 30, 2010, in order to remain within the STRS limitation for 2009-2010. This temporary, half-time Academic Administrator position was approved by the Board of Trustees on July 28, 2008.

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. CLARK, KATHERINE, ID#2486, English Composition Instructor, Pos #1025, Column V, Step 30, School of Humanities and Languages, Irvine Valley College, resignation effective May 22, 2009 and retirement effective May 23, 2009. Payment is authorized for any compensated time off. (Permanent Hire date: August 18, 1989)
2. MORRISON, PETER, ID #1161, English Composition Instructor, Pos #1792, Column V, Step 30, School of Humanities and Languages, Irvine Valley College, resignation effective May 22, 2009 and retirement effective May 23, 2009. Payment is authorized for any compensated time off. (Permanent Hire date: August 22, 1977)

ATTACHMENT 1

NAME: CHRISTINE ABEL

POSITION: CHEMISTRY INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

Ph.D. Chemistry and Biochemistry
University of California, Santa Cruz
Santa Cruz, CA

B.S. Biochemistry
California Polytechnic State University, San Luis Obispo
San Luis Obispo, CA

EXPERIENCE:

Dr. Abel has been teaching integrated laboratory-lecture of general chemistry for engineers in a studio classroom setting, as well as a general chemistry lecture and laboratory for science majors for California Polytechnic State University, San Luis Obispo full-time since September 2006; and taught a six week general chemistry course for science, engineering and pre-medical majors, as well as the laboratory section as an Adjunct Instructor for Santa Barbara City College in the Summer of 2008. Dr. Abel was also a Teaching Assistant in general chemistry and science and human values and tutored algebra and chemistry for the University of Santa Cruz. She also tutored statistics for California Polytechnic State University. Dr. Abel's research includes the NSF Summer Research in Solid State Chemistry, Northwestern University; Genencor International Internship, Palo Alto, CA and doctoral research at University California, Santa Cruz.

RECENT PUBLICATIONS:

- Abel, C.J., Goldbeck, R.A., Latypov, R.F., Roder, H., and Kliger, D.S. (2007) Conformational equilibration time in unfolded protein chains near the folding speed limit: Kinetic evidence in cytochrome c. *Biochem.*, 46, 4090-4099.
- Chen, E., Abel, C.J., Goldbeck, R.A., and Kliger, D.S. (2007) Non-Native Heme-Histidine Ligation Promotes Microsecond Time Scale Secondary Structure Formation in Reduced Horse Heart Cytochrome c. *Biochem.*, 46, 12463-12472.

AWARDS, PROFESSIONAL GROWTH AND SERVICE:

- Outstanding Faculty, "First Year Experience" Program, Cal Poly, San Luis Obispo
- Regent's Fellowship September, 2000
- Dean's List, 1997 – 2000 and President's Honor List, 1998 – 2000
- Graduated Magnum Cum Laude, 2000
- Member, Golden Key Honor Society
- Member, Kappa Alpha Theta National Fraternity

ATTACHMENT 2

NAME: MARINA AMINY

POSITION: ENGLISH INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

Ph.D. Education
University of California, Berkeley
Berkeley, CA

M.A. Education
University of California, Berkeley
Berkeley, CA

B.A. English Literature
University of California, Berkeley
Berkeley, CA

EXPERIENCE:

Dr. Aminy has been teaching Secondary Literacy/Content Area Reading and Language Development full-time for the San Jose State University since August, 2006; and taught 7th and 8th grade Language Arts, U.S. History and Multicultural Issues full-time for Hayward Unified School District. Her teaching experience also includes Single Subject Methods in English/Language Arts, World Religions (online), Teaching Strategies, Voice, Diversity, Equity and Social Justice (credential candidates), and American Languages part-time for California State University, East Bay; Axia College at Western International University; Chapman University; and University of California, Berkeley between February 2001 and June, 2006. Dr. Aminy was also the Co-Director for the Reading Institute for Academic Preparation at San Jose State University and Supervisor, Credentialing Program at University of San Francisco.

CREDENTIALS AND PROFESSIONAL AFFILIATIONS:

- CLAD/ESL Certification, July, 1998-January, 2013
- American Educational Research Association
- National Council of Teachers of English
- American Anthropological Association
- San Jose Area Writing Project
- SJSU Early Assessment Program, Advisory Board
- CSU Center for the Advancement of Reading, Council Member

RECENT PUBLICATIONS:

- "Critical Reflection in Teacher Education" Academic Exchange Quarterly, Summer, 2008 (co-authored with Katya Karathanos).
- "What Do You Do When the Teacher is an ELL? Two Faculty Members Discuss Effective Feedback Strategies for Preservice Teachers" in English Learners in Higher Education: Strategies for Supporting Students across Academic Disciplines. Connie L. Lurie College of Education. January, 2009 (co-authored with Katya Karathanos)

ATTACHMENT 3

NAME: GRETCHEN BENDER

POSITION: DIRECTOR OF PLANNING, RESEARCH & GRANTS
Saddleback College

EDUCATION:

M.P.A. Public Administration
CA State University
Fresno, CA

B.S. Sociology
University of CA
Riverside, CA

EXPERIENCE:

Ms. Bender has many years of leadership service in government and non-profit management specific to the unique needs of community college planning efforts, research needs, and fund development/management. Her experience includes three years with Yolo County where she has served as Chief Financial Officer for the Department of Employment and Social Services (DESS). In this capacity, she oversaw budgeting, fund development, accounting, data collection, and reporting for all county employment and social services programs including Employment Services (TANF, Workforce Investment Act (WIA), and General Assistance), Community Services Block Grants (CSBG), and services to special populations. Previously, she provided consultation in organizational assessment and improvement, strategic planning, organizational alignment, diversity training, and leadership coaching to non-profit and government organizations throughout the Sacramento region.

In addition to her professional public service, she is the elected President of the Sacramento County Board of Education, as well as the Strategic Planning Committee Chair for Crossroads Diversified Services (a local non-profit job training and employment organization), and a Senior Fellow with the American Leadership Forum. She has built her career and reputation as a motivated and effective “fixer” and change agent who empowers individuals, teams, and organizations to reach their full potential.

Currently, she is serving as the Director of Special Grant Projects at American River College (ARC) where she has provided leadership and structure during a time of rapid growth in grant funded projects (from \$900K to \$1.9 million in CTE). Since January alone, she has produced balanced budgets, effective work plans, administrative structure, and staffing to sustain ARC’s efforts well into the future.

LICENSES/CERTIFICATES/TRAINING AND AFFILIATIONS:

Professional Certificate in Non-profit Executive Leadership, University of CA, Davis, CA
California Multiple Subject Teaching Credential, CA State University, San Bernardino, CA

ATTACHMENT 4

NAME: SUSAN BOETTGER

POSITION: MUSIC KEYBOARD INSTRUCTOR
Irvine Valley College
Full-Time, Tenure-Track

EDUCATION:

D.M.A. Piano
University of Southern California
Los Angeles, CA

M.M. Piano
The Juilliard School
New York, NY

B.M.; B.A. Music; Mathematics
Rice University
Houston, TX

EXPERIENCE:

Dr. Boettger has been teaching part-time Chamber Music, Group Piano, Piano Master-class and Composition to Advanced Instrumentalist (Junior High and High School), for the Orange County High School for the Arts, California Concert Artists (Summer Workshops), and Orange Coast Community College (Adjunct Faculty) since 2004; as well as giving private lessons in her personal studio since 1990. She founded, in 2002, and is the Executive Director of the Junior Chamber Music Program for Southern California.

PERFORMANCES:

- Solo performances include California Concert Artists Series, Irvine Classical Music Series (May 17, 2009), Newport Beach Library Sunday Musicales, Nixon Library Musicales, numerous MTAC branch meetings, and the CAPMT Convention. Past performances were at the Juilliard School, USC, Rice University, Music Institute in Warsaw, and the Red Cross Gala in Tokyo.
- Soloist with the Orange County Chamber Orchestra in the Barclay Theatre, Ventura Symphony at Oxnard Auditorium, as well as Peninsula, Conejo, Pasadena, and Simi Valley orchestras.
- Collaborative Performances include a CD with Classical Edge Trio, Numerous performances at the Nixon Library, MTAC meetings, CCA Summer Workshop, as well as yearly concerts at the Newport Beach Library Sunday Musicales.

AWARDS, PROFESSIONAL GROWTH AND SERVICE:

- Winner of the Juilliard Contemporary Concerto Competition, culminating in a solo premiere in the Juilliard Theatre.
- Chair for California Association of Professional Music Teachers 2007-2008
- Founder, Junior Chamber Music Program for Southern California.
- Develop the curriculum with the Composers Fellowship program, the upcoming NYC Carnegie Hall Tour, and the JCM-OCC Concerto Aria Competition.

ATTACHMENT 5

NAME: APRIL CUBBAGE-VEGA

POSITION: SOCIOLOGY INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

M.A. Sociology
University of California, Riverside
Riverside, CA

B.A. Women's Studies
University of California, Los Angeles
Los Angeles, CA

A.A. Communication Studies
Orange Coast College
Costa Mesa, CA

EXPERIENCE:

Ms. Cubbage-Vega has been teaching Social Problems, Sociology of the Family, Deviance and Social Control, Couple and Families, Introduction to Sociology, Marriage and Family and American Women in Society part-time since 2006 for Riverside Community College and University of California, Riverside. In addition, she has been a Teaching Assistant and Reader for the University of California, Riverside since 2003. Ms. Cubbage-Vega volunteered with L.A. Commission on Assaults Against Women (1997-1998) and Interval House Crisis Shelters (1998-2000).

PROFESSIONAL AFFILIATIONS:

- Pacific Sociological Association
- California Sociological Association
- Sociologists for Women and Society
- Society for the Study of Social Problems
- UCR Sociology Graduate Student Association
- Phi Rho Pi
- Phi Alpha Mu

CERTIFICATES AND AWARDS:

- State Certified Mediator, State Certified Domestic Violence Crisis
- Intervention Counselor, State Certified Sexual Assault Advocate & Crisis
- Intervention Counselor, CBEST, SAS, SPSS
- Orange Coast College "Silver Certificate" for Excellence in Public Service, 1998 USA Today All-California Academic Team Member; USA Today All-Academic Team Member, Appeared in USA Today, 1998
- Robert B. Moore Excellence in Leadership Award, 1997

ATTACHMENT 6

NAME: ERNEST FREUND

POSITION: PHYSICS INSTRUCTOR
Irvine Valley College
Full-Time, Tenure-Track

EDUCATION:

M.A. Physics
M.S.(Expected 2009) Multimedia Engineering
University of California, Santa Barbara
Santa Barbara, CA

B.S. Physics
University of California, Santa Barbara
Santa Barbara, CA

EXPERIENCE:

Mr. Freund has been teaching lower division Physics and Astronomy, Physics Laboratory, Conceptual Physics, College Preparatory Physics, and MCAT Physics review part-time for University of California, Santa Barbara, 2001- present; Santa Barbara City College, 2001- 2002; Laguna Blanca School, 2005; Santa Barbara High School, 2005- 2006; and The Princeton Review, 2006- Present.

ATTACHMENT 7

NAME: DAVID D. GATEWOOD

POSITION: DEAN, CAREER TECHNICAL EDUCATION AND WORKFORCE
DEVELOPMENT
Irvine Valley College

EDUCATION:

Ph.D. Higher Education Administration
University of Michigan,
Ann Arbor, MI

M.B.A. General Business
Southern Methodist University
Dallas, TX

M.A. Arts Administration
Southern Methodist University
Dallas, TX

M.M. (abt) Music
Pacific Lutheran University
Tacoma, WA

B.A. Music
Oregon State University
Corvallis, OR

EXPERIENCE:

Dr. Gatewood has been employed as Interim Dean of Career Technical Education and Workforce Development at Irvine Valley College since August 2008. Prior to this he served as Interim Dean of Business, Applied Technology, and Health Sciences at Chaffey College for a year. Additionally, he has worked from 2001 to the present, on a contract basis, as a Higher Education Leadership Consultant for Maricopa Community College in Mesa, AZ, where he has facilitated global community college leadership development programs. He has also worked as an Adjunct Faculty at the University of Nebraska and at Keller Graduate School of Management in Portland, OR teaching undergraduate, graduate, and continuing education students in small business development and entrepreneurship, higher education leadership and management. Dr. Gatewood worked as Budget Director for Washtenaw Community College, Ann Arbor, MI from 1996 to 2001 and among other accomplishments has been a guest lecturer at the Center for the Study of Higher and Postsecondary Education at the University of Michigan.

ATTACHMENT 8

NAME: ANTONIETTE GUGLIELMO

POSITION: MUSEUM STUDIES/ART HISTORY INSTRUCTOR
Irvine Valley College
Full-Time, Tenure-Track

EDUCATION:

Ph.D. Art History
University of California, Santa Barbara
Santa Barbara, CA

M.A. Art History
Tufts University
Medford, MA

B.A. Art History
University of California, Los Angeles
Los Angeles, CA

EXPERIENCE:

Dr. Guglielmo has been working full-time as Education Coordinator, Distance Learning for the Los Angeles County Museum of Art since November, 2006; and she was a Freelance Book Editor for Appleton & Associates, Architect, 2006, Manager of Consulting Programs for Business Arts Council, 2000, Content Manager for West Office Exhibition Design, 1999–2000, Project Associate for Getty Education Institute for the Arts, 1997–1998, Assistant Director, Museum of Creativity, 1995-1997 and Assistant Curator, Museum of Creativity, 1993-1995 for the Milken Family Foundation. She has taught one or more of the following courses; Art History, Italian Renaissance Art, French Impressionism, History of Western Art, Renaissance and Baroque Art Survey, Modern Art Survey, Precolumbian Art Survey, and The Critical Eye for Osher Lifelong Learning Institute, University of California, Santa Barbara, J. Paul Getty Museum, Otis Evening College of Art & Design, and Tufts University from 1992 to present.

PROFESSIONAL AFFILIATIONS:

- American Association of Museums
- College Art Association
- Museum Educators of Southern California
- Museum History Group/AAM
- Art Historians of Southern California
- National Association of Museum Exhibitions

AWARDS, PROFESSIONAL GROWTH AND SERVICE:

- A.B.D. Research Departmental Fellowship, UCSB, 2005; Tufts Graduate Fellowship; Passed MA comprehensive exams with distinction, 1991–1993; Departmental Fellowships, History of Art and Architecture, UCSB, 2002-2004.
- Henry Luce Award in American Art, Departmental Fellowship, UCSB, 2005.
- U.S. delegate, British Council Museum Professionals' Study Tour to Northern Ireland, 1997.
- Dean's Honor List, UCLA, 1987 & 1989.

ATTACHMENT 9

NAME: MICHAEL HOGGATT

POSITION: LEARNING DISABILITY INSTRUCTOR
(Assistive Computer Technology)
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

M.P.A. Public Administration
National University
La Jolla, CA

M.S. Special Education
California State University, Long Beach
Long Beach, CA

B.A. History
Point Loma Nazarene College
San Diego, CA

EXPERIENCE:

Mr. Hoggatt has been working as Associate Faculty in Special Programs and Services at Saddleback College since May 2008; as a part-time Instructor, Disabled Student Programs and Services at Cypress Community College since January; Service Coordinator, Regional Center of Orange County from January, 2005-December, 2005 and as a Social Worker/Assistant Program Director, New Alternatives, Inc. from August, 1998-November, 2004. He has extensive experience working with adult learners from various socio-economic backgrounds with a variety of learning disabilities and styles. His experience includes work both the collegiate level as well as a wealth of background in social and human services. He is well versed in various learning strategies, diagnostic tools and accommodations (including assistive technology and alternate media) for adult learners with various needs.

PROFESSIONAL AFFILIATIONS:

- Council for Exceptional Children (CEC), Division for Career Education and Transition and Division for International Special Education
- National Association of Christians in Special Education, Editor of Organization Newsletter
- American Federation of Teachers/Adjunct Faculty United
- American Association on Intellectual and Developmental Disabilities (formerly AAMR)

ATTACHMENT 10

NAME: CHIN LAM

POSITION: ENGLISH AS A SECOND LANGUAGE INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

M.A. Applied Linguistics and TESL
University of California, Los Angeles
Los Angeles, CA

B.A. Linguistics and Anthropology
University of California, Los Angeles
Los Angeles, CA

EXPERIENCE:

Ms. Lam has been a full-time ESL Instructor for the University of California, Irvine Extension program since 2006. She was also a part-time ESL Instructor for the University of California, Los Angeles Extension program, Mt. San Antonio College, Cypress College and Hofstra University between the period of June 2001 through December 2005. Her teaching experience includes courses in low, beginning intermediate and advanced Grammar/Writing, Speaking/Listening/Pronunciation, Reading/Discussion, Multi-skills, Conversation, Basic Core, New and Movies, Contemporary Topics and Culture. She also taught English as a Foreign Language (EFL) for Chung Shan High School, Tainan, Taiwan part-time from June to October, 2000. Ms. Lam is multilingual of four languages: English, Cantonese, Mandarin and Spanish.

RESEARCH EXPERIENCE:

- Master's Thesis: A Study of Motivation for Chinese Heritage Language Learners in a Chinese Language School, 2005
- Research Assistant with Professor Elinor Ochs, UCLA Constructing the Identity of an Autistic Child, 1998 – 2000

PROFESSIONAL AFFILIATIONS AND DEVELOPMENT:

- TESOL member, 2008 - Present
- CATESOL member, 2004 - Present
- Online Teaching Certification: Developing Materials for an Asynchronous Online Course, 2/2009
- CATESOL State Conference – Pasadena, California Presentation accepted, 4/2009
- TESOL Convention – Denver, Colorado Presentation accepted, 3/2009
- CATESOL Regional Presentation – Biola University Paintings, Sculptures, and Photographs: Art in Speaking/Listening Classes, 10/2008
- CATESOL Regional Presentation – California State University, Long Beach: Using Short Stories in IEP Reading/Writing Classes, 10/2007
- Teaching in the Trenches – University of California, Los Angeles Panelist, 3/2005
- UCLA Department of Applied Linguistics and TESL Master's Colloquium, A Study of Motivation for Chinese Heritage Language Learners in a Chinese Language School, 6/2002

ATTACHMENT 11

NAME: HEIDI (MUELLER) OCHOA

POSITION: ENGLISH AS A SECOND LANGUAGE INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

M.A. Communication Studies
California State University, Los Angeles
Los Angeles, CA

B.A. Speech Communication
California State University, Long Beach
Long Beach, CA

A.A. English
Orange Coast College
Costa Mesa, CA

EXPERIENCE:

Ms. Ochoa has been the full-time Speech Communications Instructor teaching Public Speaking for Pierce College since February 2009, and part-time, Adjunct Faculty teaching Oral Communications and Forensics and Assistant Forensics Director Coach for Saddleback College since August, 2006. She has also taught Interpersonal and Small Group, Public Speaking, Public Speaking-Honors, and Oral Interpretation for California State University, Los Angeles; Orange Coast College; and Santiago College since June, 2006. Ms. Ochoa was the Forensics Coach and a Graduate Teaching Associate for California State University, Los Angeles from September, 2004 through May, 2006. She was on the California State University, Long Beach Speech and Debate Team from August 2002 through May, 2004 and Vice President of Orange Coast Community College Speech and Debate Team from September 2001 through May 2002, winning multiple awards at national and local tournaments.

RECENT PUBLICATIONS:

- Wrote and directed "Tamed", a Reader's Theatre that successfully competed at State Championships, the Phi Rho Pi National Tournament, and the American Readers Theatre Association. Jan. 08.
- Evaluated and wrote a book review for Bedford & St. Martin's new Public Speaking Textbook titled "Beebe & Beebe's Public Speaking Handbook", Oct. 07.

AWARDS, PROFESSIONAL GROWTH AND SERVICE:

- Outstanding Student Research Award, by Cal State University, Los Angeles, June 06.
- Awarded Top Speaker in Individual Events at the 2003 Sunset Cliffs Classic, Point Loma Nazarene University, CA.
- Multiple Gold, Silver and Bronze Medal Awards in Readers Theatre, Poetry Interpretation, Programmed Oral Interpretation, and Persuasive Speaking in National Tournaments and State Championships.

ATTACHMENT 12

NAME: JAMIE POSTER

POSITION: FILM STUDIES INSTRUCTOR
Irvine Valley College
Full-Time, Tenure-Track

EDUCATION:

Ph.D. English/Modern Studies
Film/Media Studies
University of Wisconsin
Milwaukee, WI

M.A. Communication Culture
Georgetown University
Washington, DC

B.A. English Literature
San Jose State University
San Jose, CA

EXPERIENCE:

Dr. Poster has been teaching full-time as an Adjunct, Assistant Professor for University of Wisconsin, Milwaukee instructing coursework in Film, T.V., and Internet Studies since August, 2006, and part-time as an Adjunct Instructor in Humanities at College of Lake County instructing coursework in Film and Society since August, 2003. She has also taught Humanities, English, Media Studies, Mass Communication, Composition and Film Studies for the University of Wisconsin, Milwaukee, full-time and part-time from 1999 to 2005; and Herzing College, full-time from 2005 to 2006.

PROFESSIONAL AFFILIATIONS:

- Society for Cinema and Media Studies
- Modern Language Association
- Academic Honors Society Member, Tau Delta Phi, San Jose State University

RECENT PUBLICATIONS:

- "Looking and Acting in Computer Games: Cinematic 'Play' in New Media Interactivity." Quarterly Review of Film and Video. 24.4 (2007): 325-339
- "Code Orange: Graduate Students and the Crisis in the Publishing Industry." Cinema Journal 44.3 (2005): 89-92.
- "Trouble, Pleasure and Tactics: Anonymity and Identity in a Lesbian Chat Room," in Women and Everyday Uses of the Internet, Edited by Mia Consalvo and Susanne Paasonen in Steve Jones' series Digital Formulations. Peter Lang Publications. 2002.

AWARDS, PROFESSIONAL GROWTH AND SERVICE:

- 5-Year Online Teaching Service Award, College of Lake County Illinois, 2008
- Eisenberg Donation in her honor, Letters & Science, UW-Milwaukee, 2006
- Award for Excellence in Teaching, English Department, UW-Milwaukee, 2002

ATTACHMENT 13

NAME: DONNA RANE-SZOSTAK

POSITION: DEAN, HEALTH SCIENCES AND HUMAN SERVICES
Saddleback College

EDUCATION:

Ed.D. Educational Psychology
Northern Illinois University, DeKalb, IL

M.S.N. Gerontological Nursing
Rush University
Chicago, IL

B.S.N. Nursing
Rush University
Chicago, IL

B.A. Bachelor of Arts cum Laude
Mundelein College
Chicago, IL

EXPERIENCE:

Dr. Rane-Szostak has held the position of Coordinator of the RN-BSN Nursing Programs at the California State University San Bernardino, Palm Desert Campus for the past five and a half years. There she has enjoyed the challenge of building the new nursing program. As Program Coordinator, she has considerable experience in Program Management, as well as budgeting and financial management. She has not only handled day to day operations of the growing program, evaluated faculty, and supervised staff, but has also been the Project Director for the multiple grants which support this fully funded program. She also has over 20 years of teaching experience in nursing education at multiple levels. She has served as a tenured Associate Professor in the Department of Nursing at California State University, San Bernardino; as a lecturer in the School of Nursing at North Park University in Chicago, Illinois; as Assistant Professor of Nursing at Northern Illinois University; and as a Clinical Preceptor for Graduate Students in Gerontological Nursing at Loyola University, Chicago, Illinois.

ATTACHMENT 14

NAME: DANIEL SCOTT

POSITION: ACCOUNTING/BUSINESS MANAGEMENT INSTRUCTOR
Irvine Valley College
Full-Time, Tenure-Track

EDUCATION:

D.B.A. Business Administration
University of Phoenix
Phoenix, AZ

M.B.A. Business Administration
Concordia University
Irvine, CA

B.A. Recreation and Camp Administration
Biola University
La Mirada, CA

EXPERIENCE:

Dr. Scott has been teaching part-time as an Adjunct Professor instructing Business Strategies in the School of Business and Professional Studies at Concordia University since August, 2004 and has taught Recreational Programs and Leadership Opportunities in public and private sector for Biola University from February, 1984 to December, 2003. He also has been the Director of Facility Services for Aramark since 1990, where he provides management oversight, budget planning and financial modeling for a 3.2 million operating budget.

PRESENTATIONS:

- “Leadership and Change, Train the Trainer” - curriculum development and one day training provided to trainers in leading organizational change. Training conducted at Concordia University, Austin, January 2006.
- “Leadership and Change” – Conducted two and one half day workshop for the leaders within community based organizations leading organizational change. Training conducted at Concordia University, Austin, May 2005.
- “Developing Leaders” – a two-day retreat for the faculty and staff of Christ Lutheran Church and School in Brea, CA, August 2002.

AWARDS, PROFESSIONAL GROWTH AND SERVICE:

- ARAMARK Stars teams Committee, ARAMARK, 2005, 2004, & 2003. Provided leadership support in the planning, preparation, and event support for annual Star Team Southern California region. The regional event is comprised of nearly 900 managers across multiple lines of business.
- Pathways to Leadership Coach, ARAMARK, 2005, 2004, 2003. Provided organizational, program, and operational training to new managers.
- National Award of Excellence Winner. Recognized achievement in Quality, Management Control, Supportive Management, Financial Management, and People Development.

ATTACHMENT 15

NAME: ABBY SIRULNIK

POSITION: BIOLOGICAL SCIENCES INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

Ph.D. Botany
University of California, Riverside
Riverside, CA

B.A. Biology
Earlham College
Richmond, IN

EXPERIENCE:

Dr. Sirulnik was a full-time Postdoctoral Research Associate for Fordham University from September, 2004 to August, 2006 and has been a Science Research Consultant in Environmental Science Research for the University of California, Riverside since January, 2004. She has taught General Botany, Plant Ecology, Microbiology and Biology Labs., General Biology, Environmental Science and Ecology for University of California, Riverside, 2004; Westchester Community College, 2008; Manhattanville College, 2008; and University of Connecticut, 2008. She has also worked as a Research Assistant for the Department of Biology, Earlham College, 1994, Taloom National Park, Australia, 1996, University of California, Riverside, 1999-2004, and as a Laboratory Assistant, University of California, Riverside, 2003-2004.

PROFESSIONAL AFFILIATIONS:

- Sigma Xi; Ecological Society of America; Soil Ecology Society

RECENT PUBLICATIONS:

- Lewis, J.D., J. Licitra, A.R. Tuininga, A. Sirulnik, G. Turner and J. Johnson. 2008. Oak seedling growth and ectomycorrhizal colonization are less in eastern hemlock stands infested with hemlock woolly adelgid than in adjacent oak stands. *Tree Physiology* 28: 629–636.
- Sirulnik, A.G., E.B. Allen, T. Meixner and M.B. Allen. 2007. Impacts of anthropogenic N additions on nitrogen mineralization from plant litter in exotic annual grasslands. *Soil Biology and Biochemistry* 39(1):24-32.
- Sirulnik, A.G., E.B. Allen, T. Meixner, M.E. Fenn and M.B. 2007. Changes in N cycling and microbial N with elevated N in exotic annual grasslands of southern California. *Applied Soil Ecology* 36(1):1-9.
- Allen, E.B., P.J. Temple, A. Bytnerowicz, M.J. Arbaugh, A.G. Sirulnik and L.E. Rao. 2007.
- Patterns of understory biodiversity in mixed coniferous forests of southern California impacted by air pollution. *TheScientificWorld JOURNAL* 7(S1):247-263.

ATTACHMENT 16

NAME: BASIL SMITH

POSITION: PHILOSOPHY INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

Ph.D. Philosophy
Cardiff University
Cardiff, Wales

M.A. Philosophy
Claremont Graduate University
Claremont, CA

B.A. Philosophy and Psychology
Purchase College
Purchase, NY

EXPERIENCE:

Dr. Smith has been teaching Philosophy part-time as Associate Professor and has served as Chair at John Tyler Community College since August, 2006. He has also taught one or more courses of Introduction to the Humanities, World Religions, Introduction to Philosophy, History of Philosophy, Introduction to Ethics, Moral Problems, Business Ethics, Metaphysics and Epistemology, Philosophy of Mind, American Philosophy, Philosophy of Religion, Critical Thinking, Logic part-time for Cabrini College, 2001-2002; Northampton County Community College, 2003-2005; Lebanon Valley College, 2001-2005; La Salle University, 2001-2005; Moravian College, 2001-2003; Widener University, 2003-2005; and St. Josephs University, 2004-2004.

RECENT CRITICAL NOTICES:

- The Sense of the Past: Essays in the History of Philosophy, by Bernard Williams. Princeton: Princeton University Press, 2006. In Review of Metaphysics, volume 60, issue 1, 2007.
- Epistemic Luck, by Duncan Pritchard. Oxford: Oxford University Press, 2005. In International Journal of Philosophical Studies, volume 14, issue 2, 2006.
- A Middle Way to God, by Garth Hallet. Oxford: Oxford University Press, 2000. In The International Philosophical Quarterly, volume 32, issue 1, 2002.

RECENT PUBLICATIONS:

- "John Locke, Personal Identity, and Memento," Southern Humanities Review, issue 3, volume 40, 2006.
- "Davidson, Irrationality, and Ethics," Philosophy Today, issue 3, volume 45, 2001
- "Plantinga, Wittgenstein, and Properly Basic Beliefs," Philo: the Journal of Humanist Philosophers, volume 3, issue 1, 2000

CERTIFICATES:

- Certificate in British History and Sociology in May 1990, Brunel University, Uxbridge UK

ATTACHMENT 17

NAME: CHRISTINA WONG-SMITH

POSITION: CHILD DEVELOPMENT AND EDUCATIONAL STUDIES INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

M.A. Early Childhood Education
California State Long Beach
Long Beach, CA

B.A. Liberal Studies
Human Development
California State Long Beach
Long Beach, CA

EXPERIENCE:

Ms. Wong-Smith has been a full-time Preschool Director at the Community Presbyterian School since June, 2007. She has also taught one or more courses in Home, School, Community, CDES/Soc 15, and CDES 125 part-time as an Adjunct Faculty for Saddleback College since 2002; and East Los Angeles College, 1999-2002. In addition, Ms. Wong-Smith taught third-grade students full-time for Bethgate Elementary School, 1994-2000; fifth grade students at Las Palmas Elementary, 1993-1994; Kindergarten at Hyde Park Avenue Elementary, 1992-1993 and Kindergarten, first grade students at Greenwood Elementary, 1991-1992. Her teaching experience includes English Language Development cluster teacher; instruction included multiple full inclusion students; implemented Individual Educational Plans (IEP) for students; instrumental in the Language Arts Committee; communicated frequently with special education teachers, social workers, parents and community resource liaison to better the needs of the students; Advisor for Student Council; Team taught in a bilingual setting; Child, Family and Community; School Age Children and Youth Observation and Assessment; Explorations in K-12 Education and Educational Psychology.

CREDENTIALS, LICENSES AND CERTIFICATES:

- Child Development Program Director Permit April 2008
- CLAD-Clear Cross-Cultural Language and Academic Development Certificate July 1994
- Clear California Multiple Subjects Credential Cal State University, Long Beach, August 1992

ADDITIONAL EDUCATIONAL AND CULTURAL EXPERIENCES:

- Student taught in Winchester, England.
- Attended education classes at St. Alfred's College in Winchester, England.
- Volunteered in a Preschool in Japan and lived with a Japanese family.
- Studied abroad in Taipei, Taiwan and was immersed in its culture.
- Served students and families with challenging situations - homelessness, incarcerated parents, children with fetal alcohol syndrome and parents with illiteracy.
- Taught children with multicultural backgrounds in a vast majority of my experiences.
- Developed and implemented curriculum to help 4th and 5th grade students improve their reading abilities.
- Taught 7th and 8th grade English, math and social studies.

ATTACHMENT 18

NAME: RAY ZIMMERMAN

POSITION: ENGLISH INSTRUCTOR
Saddleback College
Full-Time, Tenure-Track

EDUCATION:

Ph.D. English
University of California, Irvine
Irvine, CA

M.A. English
University of California, Irvine
Irvine, CA

B.A. English
University of Texas
Dallas, TX

EXPERIENCE:

Dr. Zimmerman has been teaching part-time as an Adjunct Faculty for Irvine Valley College since January 2000, and was the Academic Coordinator/Course Director for University of California, Irvine full-time from September, 1996 through March, 2009. He has also taught part-time as a Lecturer for University of California, Irvine, 1987-2009; University of Judaism, 1992-1994; University of California, Riverside, 1992-1994; and Loyola Marymount University, 1995-1996. Dr. Zimmerman's teaching experience includes teaching courses in Writing, Composition, Literature, Film, Criticism, Humanities, and Lab.

RECENT PUBLICATIONS:

- The Compassionate Reader: Reading Sequences for College Writers, author/editor, Pearson Publications (700-page thematic composition anthology forthcoming in Fall 2009)
- "Michael Ryan's Secret Life: A Portrait of the Addict as a Young Man," Proteus (Fall 2005) The Anteater Reader (600-page custom-published composition anthology), Editor (2nd-10th editions) (2000-2008)
- A Student Guide to Writing at UCI, (350-page custom-published composition textbook), Editor (1997- 2001) and Chapter Editor (2002-2009)
- Crafting Strong Sentences: A Guide and Workbook, (custom-published composition textbook), General Editor (1999-2008)
- "Gruntspeak: Masculinity, Monstrosity and Discourse in Hasford's The Short-Timers," American Studies (Spring 1999)

AWARDS, PROFESSIONAL GROWTH AND SERVICE:

- NAACP Award for Education, Orange County Branch, 2004
- UC Irvine Teaching Assistant Developer of the Year Award, 2002-2003
- State of California Basic Mediation Certification, UC Irvine Mediation Program, 2003
- Mid-America American Studies Association Award for Best Essay in American Studies in 1999, for "Gruntspeak: Masculinity, Monstrosity and Discourse in Hasford's The Short-Timers," 2000

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.12
DATE: 06/22/09**

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. CHAKRABORTY, JHUMA is to be employed as Library Assistant I, Pos #3954, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 115, Step 1, 20 hours per week, 12 months per year effective June 22, 2009. This is a new position approved by the Board of Trustees on August 26, 2008.
 - b. KOSSLER, SHELLY is to be employed as Library Assistant I, Pos #3953, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 115, Step 1, 20 hours per week, 12 months per year effective June 1, 2009. This is a new position approved by the Board of Trustees on August 26, 2008.
 - c. SUTCLIFFE, ERICA is to be employed as Financial Aid Specialist, Pos #3619, a categorical funded position, Financial Aid, Office of Student Services, Irvine Valley College, Classified Bargaining Unit Salary Range 125, Step 1, 25 hours per week, 12 months per year, effective May 26, 2009. This is a replacement position for Samantha Unsworth, who resigned. Employment in this position is contingent upon the availability of BFAP funds.
 - d. VERDUGO, NOREEN is to be employed as Library Assistant I, Pos #3955, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Range 115, Step 1, 20 hours per week, 12 months per year effective June 1, 2009. This is a new position approved by the Board of Trustees on August 26, 2008.
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>
Anzlovar, Barbara	Senior Accounting Specialist/SC	128/1	05/26/2009
Duvinage, Leitha	Senior Administrative Assistant/IVC	127/1	05/06/2009
Kim, Margot	Senior Accounting Specialist/SC	128/1	05/15/2009
Myers, Anne	Senior Accounting Specialist/DIST	128/1	05/18/2009

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** 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>
Buack, Jun	Project Specialist/SC	\$ 16.00	05/15/09-06/30/09
Deeter, Valerie	Project Specialist/IVC	9.50	06/01/09-06/30/09
Feller, Chelsea	TMD Aide/IVC	16.00	05/29/09-06/30/09
Gonnering, Chelsea	Project Specialist/SC	16.00	05/01/09-06/30/09
Gonzalez, Sabrina	Project Specialist/SC	8.50	05/15/09-06/30/09
Guillen, Claudia	Project Specialist/SC	9.50	05/25/09-06/30/09
Hartman, Sean	Project Specialist/IVC	9.50	05/23/09-06/30/09

A. NEW PERSONNEL APPOINTMENTS

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** 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>
Hoang, Minhquan	Project Specialist/SC	\$ 9.50	05/15/09-06/30/09
Kerin, Kaitlin	Project Specialist/DIST	12.00	05/19/09-06/30/09
Kirsten, Dona	Clerk, Short-Term/SC	8.50	05/26/09-06/30/09
¹ Mahoney, Christina	Project Specialist/SC	20.00	06/01/09-06/30/09
² Mc Clusky, Nathan	Project Specialist/IVC	10.50	05/15/09-06/30/09
Peterson, Lilia	Project Specialist/SC	20.00	05/08/09-06/30/09
Petrovich, Alexis	Project Specialist/SC	11.50	05/26/09-06/30/09
Poling, Ellen	Project Specialist/DIST	16.00	04/22/09-06/30/09
Smedes, Jessica	Project Specialist/IVC	16.00	05/28/09-06/30/09
Thongsuk, Soh	Project Specialist/SC	10.50	05/15/09-06/30/09
Xhepa, Rovena	Project Specialist/SC	9.50	06/01/09-06/30/09
Williams, Jed	Project Specialist/IVC	10.00	05/15/09-06/30/09

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** 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>
Adams, Brandt	Project Specialist/IVC	\$ 9.50	07/01/09-12/31/09
Adams, Chereese	Clerk - Short Term/SC	10.00	07/01/09-12/31/09
Alavi, Mahtasadat	Project Specialist/SC	9.50	07/01/09-12/31/09
Anetsberger, Joey	Project Specialist/IVC	12.50	07/01/09-12/31/09
Angstrom, Preston	Adapt. Kines. Aide/SC	10.50	07/01/09-12/31/09
Anthony, Jared	Adapt. Kines. Aide/IVC	9.00	07/01/09-12/31/09
³ Araiza, J. Arturo	Clerk - Short Term/SC	10.00	07/01/09-12/31/09
Arevalo, Sylvia	Project Specialist/SC	20.00	07/01/09-12/31/09
Azizi, Omar	Project Specialist/SC	18.00	07/01/09-12/31/09
Baird, Daniel	TMD Aide/SC	18.00	07/01/09-12/31/09
Barnes, Shelley	Project Specialist/SC	16.00	07/01/09-12/31/09
Barrack, Casey	Project Specialist/SC	16.00	07/01/09-12/31/09
Belardes, Yvonne	Clerk - Short Term/SC	10.00	07/01/09-12/31/09
Bettino, Leslie	Project Specialist/SC	20.00	07/01/09-12/31/09
Bharucha, Nigar	Clerk - Short Term/IVC	8.50	07/01/09-12/31/09
Blair, Adam	TMD Aide/SC	8.50	07/01/09-12/31/09
Boutte, Rhonda	TMD Aide/SC	10.50	07/01/09-12/31/09
Bracken, Nancy	TMD Aide/IVC	20.00	07/01/09-12/31/09
⁴ Brown, Lucy	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Brown, Megan	TMD Aide/SC	9.50	07/01/09-12/31/09

¹ Daughter of Mary Boland, Community and Contract Education, Office of Community Education, Saddleback College.

² Son of Georganne Mc Clusky, Sr. Administrative Assistant, School of Extended Education, Irvine Valley College.

³ Son of Elva Araiza, Sr. Admissions & Records Specialist, Bilingual, Office of Admissions, Records & Enrollment.

⁴ Retired from PERS, Saddleback College, March 2, 2005.

A. NEW PERSONNEL APPOINTMENTS

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** 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>
Buack, Jun	Project Specialist/SC	\$ 16.00	07/01/09-12/31/09
Buchea, Jason	Project Specialist/IVC	14.00	07/01/09-12/31/09
Buehler, Jason	Project Specialist/SC	16.00	07/01/09-12/31/09
Caldwell, Thomas	Project Specialist/SC	8.50	07/01/09-12/31/09
Campos, Diana	TMD Aide/SC	8.50	07/01/09-12/31/09
Carlin, Timothy	TMD Aide/IVC	8.50	07/01/09-12/31/09
Carr, Delores	Project Specialist/SC	14.00	07/01/09-12/31/09
Carson, Taryn	Project Specialist/SC	16.00	07/01/09-12/31/09
⁵ Casillas, Meghan	Clerk - Short Term/SC	10.00	07/01/09-12/31/09
Cervantes, Martha	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Changizi, Arghavan	Project Specialist/SC	9.50	07/01/09-12/31/09
Christman, Tyler	TMD Aide/SC	9.50	07/01/09-12/31/09
Clement, Eddy	TMD Aide/SC	20.00	07/01/09-12/31/09
Clement, Tony	Project Specialist/SC	8.50	07/01/09-12/31/09
Cone, Allison	Project Specialist/IVC	8.50	07/01/09-12/31/09
Cook-Sneathen, Amanda	Project Specialist/IVC	9.50	07/01/09-12/31/09
Coon, Ryan	TMD Aide/SC	9.50	07/01/09-12/31/09
Crawford, Britnee	Clerk - Short Term/IVC	8.50	07/01/09-12/31/09
Cuevas, Mary Lynn	Project Specialist/SC	8.50	07/01/09-12/31/09
Dador Rivera, Inigo	Project Specialist/IVC	13.00	07/01/09-12/31/09
Dai, Fariba	Clerk - Short Term/IVC	11.00	07/01/09-12/31/09
Dantanarayana, Preethi	Clerk - Short Term/IVC	9.50	07/01/09-12/31/09
Davani, Farideh	TMD Aide/IVC	9.00	07/01/09-12/31/09
⁶ DeGrignon, Jean	Project Specialist/DIST	20.00	07/01/09-12/31/09
Deeter, Valerie	Project Specialist/IVC	9.50	07/01/09-12/31/09
Donobarros Locken, R.	Project Specialist/IVC	12.50	07/01/09-12/31/09
Donohue, Sean	TMD Aide/SC	8.50	07/01/09-12/31/09
Dutcher-Centers, Serina	Clerk - Short Term/IVC	13.00	07/01/09-12/31/09
Dwinell, Patti	Clerk - Short Term/SC	12.00	07/01/09-12/31/09
Ebrahimi, Nazaneen	Project Specialist/IVC	8.50	07/01/09-12/31/09
El Ahmar, Nidal	Clerk - Short Term/IVC	10.00	07/01/09-12/31/09
Escalante, Mario	Project Specialist/SC	14.00	07/01/09-12/31/09
Espinal Guadarrama, Cesar	Project Specialist/SC	9.50	07/01/09-12/31/09
Evans, Vanessa	TMD Aide/IVC	9.00	07/01/09-12/31/09
Fabela, Julie	Clerk - Short Term/SC	10.00	07/01/09-12/31/09
Fadaiefard, Mohammad	Project Specialist/IVC	18.00	07/01/09-12/31/09
Fauls, Matthew	TMD Aide/SC	8.50	07/01/09-12/31/09
Feeney, Mary	Clerk - Short Term/SC	10.00	07/01/09-12/31/09
Feller, Chelsea	TMD Aide/IVC	16.00	07/01/09-12/31/09
Fellner, John	Project Specialist/SC	8.50	07/01/09-12/31/09

⁵ Daughter of Lurdes Casillas, Sr. Administrative Assistant, Office of Admissions, Records & Enrollment Svc., Saddleback College.

⁶ Retired from PERS, SOCCCD, December 30, 1998.

A. NEW PERSONNEL APPOINTMENTS

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** 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>
Fischer, Alice	Clerk - Short Term/IVC	\$ 12.00	07/01/09-12/31/09
Fletcher, Jenny	Adapt. Kines. Aide/IVC	9.00	07/01/09-12/31/09
Florentino, Yesenia	Project Specialist/SC	13.00	07/01/09-12/31/09
Fox, Jill	Clerk - Short Term/SC	12.00	07/01/09-12/31/09
Furgo, Adam	Project Specialist/SC	10.50	07/01/09-12/31/09
Furuta, Jeanne	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Gannon, Ashley	TMD Aide/IVC	9.00	07/01/09-12/31/09
Garber, Shaylene	TMD Aide/SC	9.50	07/01/09-12/31/09
Garcia Lua, Beatriz	Project Specialist/SC	10.50	07/01/09-12/31/09
Garcia Lua, Beatriz	Clerk, Short-Term/SC	10.00	07/01/09-12/31/09
Gau, Mary	Project Specialist/SC	16.00	07/01/09-12/31/09
Gauthier, Shirley	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Gauthier, Shirley	Project Specialist/SC	16.00	07/01/09-12/31/09
Geier, Brian	Adapt. Kines. Aide/SC	20.00	07/01/09-12/31/09
⁷ Gilliam, Aaron	Project Specialist/SC	14.00	07/01/09-12/31/09
Gleizer, Jennifer	Project Specialist/SC	20.00	07/01/09-12/31/09
Gonnering, Chelsea	Project Specialist/SC	16.00	07/01/09-12/31/09
Gonzalez, Deyanira	Project Specialist/SC	16.00	07/01/09-12/31/09
Gonzalez, Sabrina	Project Specialist/SC	8.50	07/01/09-12/31/09
Good, Pauline	TMD Aide/SC	10.50	07/01/09-12/31/09
Graff, William	Project Specialist/SC	20.00	07/01/09-12/31/09
Gray, Daniel	TMD Aide/SC	9.50	07/01/09-12/31/09
Greer, Deanna	Project Specialist/IVC	20.00	07/01/09-12/31/09
Grigorieff, Matthew	Adapt. Kines. Aide/IVC	11.50	07/01/09-12/31/09
Gross, Rachel	TMD Aide/SC	9.50	07/01/09-12/31/09
Guillen, Claudia	Project Specialist/SC	9.50	07/01/09-12/31/09
Hanly, Jennifer	Project Specialist/SC	8.50	07/01/09-12/31/09
Harris, Ashley	Adapt. Kines. Aide/IVC	9.00	07/01/09-12/31/09
Harris, Virginia	Project Specialist/SC	16.00	07/01/09-12/31/09
Hartman, Sean	Project Specialist/IVC	9.50	07/01/09-12/31/09
Haynes, Genevieve	Project Specialist/SC	14.00	07/01/09-12/31/09
Higgins, Christopher	TMD Aide/SC	8.50	07/01/09-12/31/09
Hill, Malia	Project Specialist/SC	18.00	07/01/09-12/31/09
Hoang, Minhquan	Project Specialist/SC	9.50	07/01/09-12/31/09
Hobbs, Aida	Project Specialist/SC	16.00	07/01/09-12/31/09
Honeyman, Ilona	TMD Aide/IVC	8.50	07/01/09-12/31/09
Huang, Ximeng	Adapt. Kines. Aide/IVC	9.00	07/01/09-12/31/09
Hyde, Heidi	TMD Aide/SC	10.50	07/01/09-12/31/09
Isen, Thalia	Project Specialist/SC	10.50	07/01/09-12/31/09
Jaramillo, Linda	Clerk - Short Term/SC	10.00	07/01/09-12/31/09
Jarema, Veronica	TMD Aide/SC	9.50	07/01/09-12/31/09

⁷ Son of Shirelle Owens-Gilliam, Temporary Substitute, Short-term hourly, South Orange County Community College District.

A. NEW PERSONNEL APPOINTMENTS

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Johnson, Stephen	TMD Aide/SC	\$ 10.50	07/01/09-12/31/09
Jones, David	Project Specialist/IVC	14.00	07/01/09-12/31/09
Kerin, Kaitlin	Project Specialist/DIST	12.00	07/01/09-12/31/09
Khachikyan, Garegin	Project Specialist/IVC	14.00	07/01/09-12/31/09
Kiro Kiro, Bigira	Project Specialist/IVC	14.00	07/01/09-12/31/09
Kirsten, Dona	Clerk, Short-Term/SC	8.50	07/01/09-12/31/09
Knopick, Eric	Adapt. Kines. Aide/SC	8.50	07/01/09-12/31/09
Kohbodi, Golenaz	Clerk - Short Term/IVC	11.00	07/01/09-12/31/09
Kokesch, Aaron	TMD Aide/IVC	20.00	07/01/09-12/31/09
Krause, Loren	Project Specialist/SC	10.50	07/01/09-12/31/09
Kwok, Anne	Project Specialist/SC	13.00	07/01/09-12/31/09
Lawrence, Rachel	Project Specialist/SC	10.50	07/01/09-12/31/09
Ledbetter, Jeffrey	Adapt. Kines. Aide/IVC	9.00	07/01/09-12/31/09
Leigh, Alexander	TMD Aide/SC	20.00	07/01/09-12/31/09
LeMire, Natalie	Clerk - Short Term/IVC	11.00	07/01/09-12/31/09
Leong, Tanya	TMD Aide/SC	9.50	07/01/09-12/31/09
Liedholm, Christopher	TMD Aide/SC	8.50	07/01/09-12/31/09
Lindahl, Glenda	Project Specialist/SC	16.00	07/01/09-12/31/09
Ling, Jyueguang	Clerk - Short Term/SC	10.50	07/01/09-12/31/09
Lopez, Mariel	Project Specialist/SC	8.50	07/01/09-12/31/09
Lucas, Richard	TMD Aide/IVC	12.50	07/01/09-12/31/09
Lye, Lain	Project Specialist/IVC	13.00	07/01/09-12/31/09
Mahjoob, Shaden	Project Specialist/IVC	9.00	07/01/09-12/31/09
¹ Mahoney, Christina	Project Specialist/SC	20.00	07/01/09-12/31/09
Margel, Scott	Project Specialist/SC	9.50	07/01/09-12/31/09
Marotta, Rina	Project Specialist/DIST	18.00	07/01/09-12/31/09
Marquez, Melissa	TMD Aide/SC	9.00	07/01/09-12/31/09
Marsden, Pamela	TMD Aide/SC	10.50	07/01/09-12/31/09
Martin, Mary	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Matthews, Brenda	Clerk - Short Term/IVC	9.50	07/01/09-12/31/09
Matthews, JamieAnn	TMD Aide/SC	9.00	07/01/09-12/31/09
Mayville, Joseph	Adapt. Kines. Aide/SC	8.50	07/01/09-12/31/09
² Mc Clusky, Nathan	Project Specialist/IVC	10.50	07/01/09-12/31/09
McGinley, Andrea	Project Specialist/SC	15.50	07/01/09-12/31/09
Mehrabian, Shakeh	Project Specialist/IVC	18.00	07/01/09-12/31/09
Milberg, Michael	Project Specialist/SC	10.50	07/01/09-12/31/09
Miller, Matthew	Project Specialist/SC	15.50	07/01/09-12/31/09
Molina, Angela	Adapt. Kines. Aide/IVC	8.50	07/01/09-12/31/09
Mondi, Anthony	Project Specialist/SC	8.50	07/01/09-12/31/09
Moradi, Poya	TMD Aide/IVC	9.50	07/01/09-12/31/09

A. NEW PERSONNEL APPOINTMENTS

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** 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>
⁸ Muchirahondo, Tichafa	Clerk - Short Term/SC	\$ 10.00	07/01/09-12/31/09
⁹ Mullen, Patricia	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Mulvehill, Kathleen	Project Specialist/IVC	12.50	07/01/09-12/31/09
¹⁰ Muniz, Travis	TMD Aide/SC	11.50	07/01/09-12/31/09
Myers, Ashley	TMD Aide/SC	10.50	07/01/09-12/31/09
Nocella, Kirsten	Project Specialist/IVC	9.50	07/01/09-12/31/09
Noonen, Ethlean	TMD Aide/SC	11.50	07/01/09-12/31/09
Novack, Mary	Clerk - Short Term/SC	11.00	07/01/09-12/31/09
Nowland, Judith	TMD Aide/SC	10.50	07/01/09-12/31/09
Olvera, Amanda	Clerk - Short Term/SC	10.50	07/01/09-12/31/09
Palma Serrano, Nayeli	Adapt. Kines. Aide/SC	10.50	07/01/09-12/31/09
¹¹ Parmer, Barbara	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
¹² Parra, Jacqueline	Project Specialist/SC	12.50	07/01/09-12/31/09
¹³ Patterson, June	Project Specialist/SC	16.00	07/01/09-12/31/09
Patterson, Pamela	Adapt. Kines. Aide/SC	20.00	07/01/09-12/31/09
Peterson, Lilia	Project Specialist/SC	20.00	07/01/09-12/31/09
Petrovich, Alexis	Project Specialist/SC	11.50	07/01/09-12/31/09
Phan, James	Project Specialist/IVC	9.50	07/01/09-12/31/09
Price, Kay	TMD Aide/SC	10.50	07/01/09-12/31/09
Rawlins, Antonietta	Project Specialist/SC	8.50	07/01/09-12/31/09
Rezaian, Mahta	Project Specialist/IVC	13.00	07/01/09-12/31/09
Richardson, Kayla	TMD Aide/SC	9.50	07/01/09-12/31/09
Rigney, Soleil	Adapt. Kines. Aide/IVC	10.50	07/01/09-12/31/09
Ringor, Justin	Project Specialist/SC	18.00	07/01/09-12/31/09
Rodriguez, Ryan	TMD Aide/SC	8.50	07/01/09-12/31/09
Roseth, Thomas	Adapt. Kines. Aide/IVC	10.50	07/01/09-12/31/09
Salarfar, Maryam	Clerk - Short Term/IVC	11.00	07/01/09-12/31/09
Salimi, Mina	Clerk - Short Term/IVC	9.50	07/01/09-12/31/09
Schuldt, Tyler	Project Specialist/SC	15.00	07/01/09-12/31/09
Schultz, James	Clerk - Short Term/IVC	12.50	07/01/09-12/31/09
Schwuttke, Ursula	Project Specialist/SC	15.50	07/01/09-12/31/09
Scott, Jared	TMD Aide/SC	20.00	07/01/09-12/31/09
¹⁴ Searcy, Arronlea	Project Specialist/SC	18.00	07/01/09-12/31/09
Sebold, Margaret	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Sadeghieh, Iden	Project Specialist (IT)/DIST	20.00	07/01/09-12/31/09

⁸ Son of Doris Muchirahondo, Senior Admissions & Records Specialist, Office of Admissions, Records & Enrollment Svc., Saddleback College

⁹ Retired from PERS, Saddleback College, March 2, 2005.

¹⁰ Son of Harry Snowden, Ticket Office Operations Manager and Mary Snowden, Theatre Aide, Division of Fine Arts, Saddleback College.

¹¹ Wife of Harry Parmer, Director of Safety & Security/Chief of Police, Office of Safety & Security, Saddleback College.

¹² Daughter of Lori Parra, Ext'd Opportunity Program Specialist, Bilingual, Adm., Rec./Enrollment Svc., Saddleback College.

¹³ Mother of Dana Manley, Multi Media Technician, Media Service, Saddleback College/

¹⁴ Cousin of Dr. Tod Burnett, President, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS

4. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2009/2010** 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>
Sersea, Valerica	Clerk - Short Term/IVC	\$ 9.00	07/01/09-12/31/09
Shahid, Tayyaba	Project Specialist/IVC	8.50	07/01/09-12/31/09
Shalhub, Sonia	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Shvetsky, Natalya	Project Specialist/IVC	13.00	07/01/09-12/31/09
Sison, Christian	Project Specialist/SC	9.00	07/01/09-12/31/09
Slack, Lise	TMD Aide/IVC	20.00	07/01/09-12/31/09
Smedes, Jessika	Project Specialist/IVC	16.00	07/01/09-12/31/09
Smith, Linda	Clerk - Short Term/SC	11.50	07/01/09-12/31/09
Smith, Shannon	Project Specialist/SC	10.50	07/01/09-12/31/09
¹⁵ Snowden, Marybeth	TMD Aide/SC	13.00	07/01/09-12/31/09
St. Amant, Erik	Adapt. Kines. Aide/IVC	10.50	07/01/09-12/31/09
Stanley, Keith	TMD Aide/SC	9.00	07/01/09-12/31/09
Stift, Randy	Project Specialist/SC	20.00	07/01/09-12/31/09
Taylor Huddleston, Serrena	Project Specialist/SC	12.50	07/01/09-12/31/09
Thompson, Carole	TMD Aide/SC	10.50	07/01/09-12/31/09
Thongsuk, Soh	Project Specialist/SC	10.50	07/01/09-12/31/09
Turnquist, Barbara	Clerk - Short Term/SC	13.00	07/01/09-12/31/09
Valencia, Danielle	Project Specialist/SC	16.00	07/01/09-12/31/09
Valensky, Dana	Project Specialist/SC	11.50	07/01/09-12/31/09
VanDeren, Leslie	Adapt. Kines. Aide/SC	15.00	07/01/09-12/31/09
Vandever, Nicole	TMD Aide/SC	9.50	07/01/09-12/31/09
Vasquez, Fernando	TMD Aide/SC	18.00	07/01/09-12/31/09
Velasquez, James	TMD Aide/IVC	8.50	07/01/09-12/31/09
Vexler, Melissa	TMD Aide/IVC	8.50	07/01/09-12/31/09
Webb, Rebecka	TMD Aide/IVC	8.50	07/01/09-12/31/09
Welch, Martha	Project Specialist/SC	18.00	07/01/09-12/31/09
Wells, Douglas	Adapt. Kines. Aide/SC	10.50	07/01/09-12/31/09
Williams, Jed	Project Specialist/IVC	10.00	07/01/09-12/31/09
Winfrey, Sarah	TMD Aide/SC	8.50	07/01/09-12/31/09
Xhepa, Rovena	Project Specialist/SC	9.50	07/01/09-12/31/09
Yunes, Omar	Adapt. Kines. Aide/SC	20.00	07/01/09-12/31/09
Zaragoza, Susana	Project Specialist/SC	12.50	07/01/09-12/31/09

5. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2008/2009** academic year.

<u>Name</u>	<u>Start/End Date</u>
Andrews, Christina	05/28/09-06/30/09
Hough, Keith	06/01/09-06/30/09
Jao, Jacqueline	05/26/09-06/30/09

¹⁵ Wife of Harry Snowden, Ticket Office Operations Manager and mother of Travis Muniz, Theatre Aide, Division of Fine Arts, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS

5. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2008/2009** academic year.

<u>Name</u>	<u>Start/End Date</u>
Jeong, Geewon	05/21/09-06/30/09
Tucker, Kristi	06/01/09-06/30/09
Vargas, Angel	05/15/09-06/30/09
Villanueva, Catherine	05/15/09-06/30/09

6. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2009/2010** academic year.

<u>Name</u>	<u>Start/End Date</u>
Andrews, Christina	05/28/09-06/30/09
Hough, Keith	06/01/09-06/30/09
Jao, Jacqueline	05/26/09-06/30/09
Jeong, Geewon	05/21/09-06/30/09
Tucker, Kristi	06/01/09-06/30/09
Vargas, Angel	05/15/09-06/30/09
Villanueva, Catherine	05/15/09-06/30/09

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2008/2009** 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>
Ahmadi, Hedyeh	Tutor/IVC	\$ 12.00/hr	05/15/09-06/30/09
Blundell-Siska, Mary	Tutor/IVC	12.00/hr	05/29/09-06/30/09
Cochran, Thomas	Tutor/IVC	12.00/hr	06/05/09-06/30/09
Connell, Andrew	Recreation Leader/SC	16.00/hr	06/01/09-06/30/09
Cook, Dylan	Recreation Aide/SC	10.00/hr	06/01/09-06/30/09
Cosgrove, Victoria	Sr. Lifeguard/SC	15.00/hr	05/26/09-06/30/09
Davis, Zachary	Tutor/IVC	12.00/hr	05/15/09-06/30/09
Dunn, Camille	Recreation Aide/SC	10.00/hr	05/26/09-06/30/09
Fuller, Travis	Recreation Aide/SC	10.00/hr	06/01/09-06/30/09
Hance, Ivan	Sr. Lifeguard/SC	16.00/hr	05/15/09-06/30/09
Hartley, Jason	Clinical Skills Spec./SC	30.00/hr	05/15/09-06/30/09
Heavlin-Martinez, Jeremy	Sr. Lifeguard/SC	16.00/hr	05/26/09-06/30/09
Heinze, Elizabeth	Aquatic Aide/SC	10.00/hr	05/15/09-06/30/09
Hough, Trevor	Sr. Lifeguard/SC	16.00/hr	05/26/09-06/30/09
Jao, Jacqueline	Tutor/IVC	10.00/hr	05/26/09-06/30/09
Johnson, Gilbert	Recreation Aide/SC	10.00/hr	05/26/09-06/30/09
Mack, Terrell	Recreation Aide/SC	10.00/hr	05/26/09-06/30/09
Matsuda, Nelson	Tutor/IVC	12.00/hr	05/26/09-06/30/09

A. NEW PERSONNEL APPOINTMENTS

7. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2008/2009** 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>
Maurer, Joshua	Sr. Lifeguard/SC	16.00/hr	05/15/09-06/30/09
Myers, Jacob	Recreation Leader/SC	16.00/hr	05/26/09-06/30/09
Nowland, Sarah	Recreation Aide/SC	10.00/hr	06/01/09-06/30/09
¹⁶ Paretta, Alexandra	Sr. Lifeguard/SC	16.00/hr	05/19/09-06/30/09
¹⁶ Paretta, Francesca	Aquatic Aide/SC	10.00/hr	05/19/09-06/30/09
¹⁷ Parra, Michael	Recreation Aide/SC	10.00/hr	05/28/09-06/30/09
Pouresfandiari, Shahram	Tutor/IVC	8.50/hr	05/15/09-06/30/09
Randall, Chelsea	Recreation Aide/SC	10.00/hr	06/01/09-06/30/09
Sajed, Farzam	Tutor/IVC	12.00/hr	05/15/09-06/30/09
Scott, Melissa	Recreation Aide/SC	10.00/hr	05/26/09-06/30/09
¹⁸ Searcy, Nathan	Recreation Aide/SC	10.00/hr	06/01/09-06/30/09
Swift, Dilan	Recreation Aide/SC	10.00/hr	06/01/09-06/30/09
Vafaei Fard, Shayesteh	Tutor/IVC	12.00/hr	05/29/09-06/30/09
Wallin, Sarah	Recreation Leader/SC	16.00/hr	06/01/09-06/30/09
Webber, Allyson	Recreation Aide/SC	10.00/hr	05/28/09-06/30/09
Williams, Mariel	Recreation Aide/SC	10.00/hr	06/01/09-06/30/09

8. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2009/2010** 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>
Abell, Roxanne	Model/SC	\$ 22.00/hr	07/01/09-06/30/10
Acocella, Laura	Model/SC	22.00/hr	07/01/09-06/30/10
Acosta, Anthony	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Adkins, Mauricette	Tutor/SC	12.00/hr	07/01/09-06/30/10
Ahmadi, Hedyeh	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Ahmadi, Zahra	Tutor/SC	12.00/hr	07/01/09-06/30/10
Aldanese, Michelle	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Andes, Karyn	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Anduaga, Francisco	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Arquette, Patty	Model/IVC	22.00/hr	07/01/09-06/30/10
Aryabod, Ardeshir	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Arzate, Thomas	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Asbury, Jason	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Barcnas, Patricia	Cert. Test Proctor/IVC	11.50/hr	07/01/09-06/30/10

¹⁶ Related, both brother and sister are employed with the Office of Community Education, Saddleback College.

¹⁷ Son of Lori Parra, Extended Opportunity Program Specialist, Bilingual, Division of Counseling Services & Special Programs, Saddleback College.

¹⁸ Second Cousin of Dr. Tod Burnett, President, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS

8. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2009/2010** 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>
Barrantes Castro, Carolina	Tutor/IVC	\$ 12.00/hr	07/01/09-06/30/10
Bascom, Chantal	Tutor/SC	12.00/hr	07/01/09-06/30/10
Basu, Sharmistha	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Bauer, Lucas	Clinical Skills Spec./SC	30.00/hr	07/01/09-06/30/10
Bedolfe, Tamara	Tutor/SC	12.00/hr	07/01/09-06/30/10
Bernaudo, Et	Tutor/SC	12.00/hr	07/01/09-06/30/10
Blake, Julie	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Blundell-Siska, Mary	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Booth, Melissa	Model/SC	22.00/hr	07/01/09-06/30/10
Bowers, Deborah	Model/SC	22.00/hr	07/01/09-06/30/10
Boyle, Miki	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
¹⁹ Brewington, Elizabeth	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
¹⁷ Brewington, John	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Brio, Stephen	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Brookshear, Dane	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Bruno, John	Model/IVC	22.00/hr	07/01/09-06/30/10
Carli-Kennedy, Sizanne	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Carriger, Lisa	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Carter, Sommer	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Castro, Nicholas	Clinical Skills Spec./SC	30.00/hr	07/01/09-06/30/10
Centola, Gina	Model/SC	22.00/hr	07/01/09-06/30/10
Chang, Mu Sywe	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Chawla, Ajit	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Chi, Chih-Wong	Tutor/SC	12.00/hr	07/01/09-06/30/10
Chiong, Ludivina	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Chou, Bill	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Churchwell, Pamela	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Clark, Evelyn	Model/SC	22.00/hr	07/01/09-06/30/10
Clem, Cecilia	Tutor/SC	12.00/hr	07/01/09-06/30/10
Cochran, Thomas	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Colonelli, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
²⁰ Concialdi, Matthew	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
¹⁸ Concialdi, Steve	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Connell, Andrew	Recreation Leader/SC	16.00/hr	07/01/09-06/30/10
Cook, Dylan	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Cosgrove, Victoria	Sr. Lifeguard/SC	15.00/hr	07/01/09-06/30/10
Constable, Alyssa	Model/SC	22.00/hr	07/01/09-06/30/10

¹⁹ Elizabeth Brewington, adjunct Nursing Instructor and John Brewington from the Division of Health Sci, Human Svc., Emeritus Institute, are married; and H. James Brewington, Division of Counseling Services & Special Programs, Saddleback College is brother of John Brewington.

²⁰ Related, both brothers are Clinical Specialists, Division of Health Sciences & Human Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS

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<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Cook, Dylan	Recreation Aide/SC	\$ 10.00/hr	07/01/09-06/30/10
Corlett, Barbara	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Dadsetan, Sharareh	Tutor/SC	12.00/hr	07/01/09-06/30/10
Davis, Karen	Tutor/SC	12.00/hr	07/01/09-06/30/10
Davis, Zachary	Tutor/IVC	12.00/hr	07/01/09-06/30/10
DeCoudreaux, Aja	Model/IVC	22.00/hr	07/01/09-06/30/10
DeLadurantey, Kristina	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Dempsey, Jennifer	Model/SC	22.00/hr	07/01/09-06/30/10
Dmytrowicz, Mike	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Doran, Sean	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Dunn, Camille	Recreation Aide/SC	10.00/hr	07/01/09-09/01/09
El Ahmar, Ghadir	Tutor/IVC	9.00/hr	07/01/09-06/30/10
Enet, Lill	Tutor/SC	12.00/hr	07/01/09-06/30/10
Evans, Laura	Tutor/SC	12.00/hr	07/01/09-06/30/10
Fan, Mei	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Farhadi, Mojgan	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Farzaneh, Farinaz	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Fehr, Gilda	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Ferrandino, Vinny	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Ford, Traci	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Forder-Millard, Gala	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Fossati, Gino	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Fugitt, Jonathan	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Fuller, Travis	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Gallardo, Theresa	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Garcia, Drew	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Gardner, Valerie	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Gibson, Grazina	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Goddard, Sally	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Goodman, Eileen	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Grace, Klair	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Gray, Jason	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Grijalva, Louie	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Grossman, Marc	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Gurrola, Veronica	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Hamm, Christopher	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Hance, Ivan	Sr. Lifeguard/SC	16.00/hr	07/01/09-09/01/09
Hanke, Kathy	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Harris-Caldwell, Jeanne	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Hartley, Jason	Clinical Skills Spec./SC	30.00/hr	07/01/09-06/30/10
Hassani Afshar, Aram	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Hateley, James	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Heavlin-Martinez, Jeremy	Sr. Lifeguard/SC	16.00/hr	07/01/09-06/30/10

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<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Heinze, Elizabeth	Aquatic Aide/SC	\$ 10.00/hr	07/01/09-06/30/10
Herbert, Kerry	Model/IVC	22.00/hr	07/01/09-06/30/10
Hoffski, James	Model/SC	22.00/hr	07/01/09-06/30/10
Holiday, Paul	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Hong, Dennis	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Hosseini Moghadam, M.	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Hough, Trevor	Sr. Lifeguard/SC	16.00/hr	07/01/09-06/30/10
Hsu, Shirley	Model/IVC	22.00/hr	07/01/09-06/30/10
Huber, Peter	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Huggins, Barbara	Clinical Skills Spec./SC	30.00/hr	07/01/09-06/30/10
Imhoff, Gerarde	Model/SC	22.00/hr	07/01/09-06/30/10
Iskander, Brandon	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Jao, Jacqueline	Tutor/IVC	10.00/hr	07/01/09-06/30/10
Jayakumar, Jillian	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Jhu, Candice	Tutor/SC	12.00/hr	07/01/09-06/30/10
Johnson, Gilbert	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Johnson, Katharine	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Jones, Brian	Model/SC	22.00/hr	07/01/09-06/30/10
Jordan, Blake	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Juarez, Louis	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Karalius, Laura	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Karden, Kendra	Model/SC	22.00/hr	07/01/09-06/30/10
Kassir, Ali	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Kaufman, Donald	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Kazemi, Farzaneh	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Kelly, Eric	Cert. Test Proctor/IVC	11.50/hr	07/01/09-06/30/10
Khademi, Pourya	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Khoshnevis, Vahid	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Khudatova, Nadezhda	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Kim, Sung Mo	Tutor/IVC	12.00/hr	07/01/09-06/30/10
King Covault, Kelly	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Klytta, Kevin	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Knight, Kenneth	Model/SC	22.00/hr	07/01/09-06/30/10
Kristianto, Kenny	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Kruse, Waylan	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Kuganenthira, Thenmoli	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Laird, Alan	Tutor/SC	12.00/hr	07/01/09-06/30/10
Lau, Kevin	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Lawrence, David	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Lazar, Garrick	Clinical Skills Spec./SC	30.00/hr	07/01/09-06/30/10
Lee, Christopher	Cert. Test Proctor/IVC	10.50/hr	07/01/09-06/30/10
Liu, Wan-Ching	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Lopez-Brown, Gabriela	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10

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<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Luna, Christopher	Tutor/SC	\$ 12.00/hr	07/01/09-06/30/10
Lundgren, Cherise	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Ly, Raymond	Tutor/IVC	12.00/hr	07/01/09-06/30/10
MacDonald, Donald	Tutor/SC	12.00/hr	07/01/09-06/30/10
Machael, Jason	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Mack, Terrell	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Mahle, Jason	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Mancera, Frank	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Mancino, Raymond	Model/SC	22.00/hr	07/01/09-06/30/10
Mar, David	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Marinotti, Eva	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Matsuda, Nelson	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Maurer, Joshua	Sr. Lifeguard/SC	16.00/hr	07/01/09-06/30/10
May, Jaylen	Model/SC	22.00/hr	07/01/09-06/30/10
Mc Curdy, Kristie	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
McCann, Neal	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
²¹ McClusky, Katherine	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
² McClusky, Nathan	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
McCormack, Gloria	Tutor/IVC	12.00/hr	07/01/09-06/30/10
McElroy, Erin	Model/SC	22.00/hr	07/01/09-06/30/10
McRitchie-Romanos, D.	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Meadows, Lina	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Medcalf, Van	Model/SC	22.00/hr	07/01/09-06/30/10
Mercado, Romeo	Tutor/SC	12.00/hr	07/01/09-06/30/10
Montes, Christopher	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Moshar, Sianoosh	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Mousakis, Shaun	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Mullen, James	Model/IVC	22.00/hr	07/01/09-06/30/10
Myers, Jacob	Recreation Leader/SC	16.00/hr	07/01/09-06/30/10
Nakata, Yukiko	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Nelson, Candy	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Nguyen, Katie	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Nguyen, Thanh	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Njaka, Adaeze	Model/SC	22.00/hr	07/01/09-06/30/10
Nowland, Sarah	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Olivas, Jude	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Oye, Bradley	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Padden, Thomas	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Pane, Christopher	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10

²¹ Daughter of Georganne Mc Clusky, Sr. Administrative Assistant, School of Extended Education, Irvine Valley College.

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<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
¹⁶ Paretta, Alexandra	Sr. Lifeguard/SC	\$ 16.00/hr	07/01/09-06/30/10
¹⁶ Paretta, Francesca	Aquatics Aide/SC	10.00/hr	07/01/09-06/30/10
Parks, Timothy	Model/SC	22.00/hr	07/01/09-06/30/10
³ Parra, Michael	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Pena, Ruben	Model/SC	22.00/hr	07/01/09-06/30/10
Pinto, Andrew	Cert. Test Proctor/IVC	10.50/hr	07/01/09-06/30/10
Pokrajac, Dragan	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Polidoro, Alfred	Tutor/SC	12.00/hr	07/01/09-06/30/10
Pouresfandiari, Shahram	Tutor/IVC	8.50/hr	07/01/09-06/30/10
Pryor, George	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Puckett, Scott	Model/SC	22.00/hr	07/01/09-06/30/10
Purcell, Scott	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Purdy, Linda	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Putney, Aimee	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Qari, Masooda	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Quinzio, Michelle	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Rabideaux, Janice	Model/SC	22.00/hr	07/01/09-06/30/10
Randall, Chelsea	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Rebold, Diana	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Rigali, Michael	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Roberts, Brian	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Roberts, Kimberly	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Rupert, Cindy	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Sadigh, Dorsa	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Sajed, Farzam	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Sakuma, Kazuko	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Schaefer, Nicholas	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Schultz, Dolores	Tutor/SC	12.00/hr	07/01/09-06/30/10
Scott, Ann	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Scott, John	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Scott, Melissa	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
⁴ Searcy, Nathan	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Seddighzadeh, Noushin	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Sepahifar, Farzad	Model/IVC	22.00/hr	07/01/09-06/30/10
Shah, Ahmad	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Shah, Fouzia	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Shahrokh, Zaman	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Shapiro, Laura	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Shaw, Stephanie	Model/SC	22.00/hr	07/01/09-06/30/10
Sherreitt, Joel	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10

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<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Sherry, Richard	Tutor/SC	\$ 12.00/hr	07/01/09-06/30/10
Shulman, Jennifer	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Shumate, Jake	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Sinnary, Assma	Model/SC	22.00/hr	07/01/09-06/30/10
Slikker, James	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Smith, Austin	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Smith, Diane	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Smith, Jordan	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Smith, Shadrach	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Sonoyama, Yoshie	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Soodsaard, Suda	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Stellar, C.	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Stockus, Robert	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Swift, Dilan	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Taylor, Deborah	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Theis, Jordan	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Thompson, Brian	Tutor/SC	12.00/hr	07/01/09-06/30/10
Thompson, Jonathan	Model/SC	22.00/hr	07/01/09-06/30/10
Torche, Teri	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Tran, Kenneth	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Tsal, David	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Tupper, Linda	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Vafaei Fard, Shayesteh	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Van Wie, Ryan	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Varker, Michael	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Vitello, Anthony	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Wallin, Sarah	Recreation Leader/SC	16.00/hr	07/01/09-06/30/10
Walrath, Rachel	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Webber, Allyson	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
²² Wecklich, Shiloh	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
²¹ Wecklich, Steven	Clinical Specialist/SC	30.00/hr	07/01/09-06/30/10
Whidden, Pamela	Model/SC	22.00/hr	07/01/09-06/30/10
Williams, Christopher	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Williams, Mariel	Recreation Aide/SC	10.00/hr	07/01/09-06/30/10
Willis, Ursula	Tutor/SC	12.00/hr	07/01/09-06/30/10
Woodward, Wenying	Model/IVC	22.00/hr	07/01/09-06/30/10
Yazdanian, Khodadad	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Zamanian, Ali	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Zavialova, Ludmila	Tutor/IVC	12.00/hr	07/01/09-06/30/10
Zitelli, Gregory	Tutor/IVC	12.00/hr	07/01/09-06/30/10

²² Related, both husband and wife are Clinical Specialists, Division, Health Sci. & Human Services, Saddleback College.

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

1. APPLICATION SPECIALIST II, Pos #3211, Classified Bargaining Unit Salary Range 136, Technology Services, Office of Instruction, Irvine Valley College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2009. (Position approved: February 27, 2006)
2. RISK MANAGEMENT SPECIALIST, Pos #3391, Classified Bargaining Unit Salary Range 125, Risk Management, Office of Human Resources, District, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective October 1, 2009. (Position approved: February 27, 2006)
3. EXECUTIVE ASSISTANT, Pos #3993, Classified Bargaining Unit Salary Range 133, Office of Public Affairs/Office of the Chancellor, District seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective October 1, 2009. (Position Approved: December 5, 2008)
4. TECHNOLOGY ASSISTANT, Pos #3352, Classified Bargaining Unit Salary Range 123, Technology Services, Office of Instruction, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2009. (Position Approved: February 27, 2006)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. APPLICATIONS SPECIALIST III, Classified Bargaining Unit Salary Range 140, Technology Services, Office of Instruction, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective July 1, 2009. (Job Description, Exhibit B, Attachment 1)
2. EXECUTIVE SECRETARY, Classified Management Salary Range 1, Office of Public Affairs/Office of the Chancellor, District seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective July 1, 2009. (Job Description, Exhibit B, Attachment 2)
3. HEALTH SCIENCE AND HUMAN SERVICE PROGRAM SPECIALIST, a categorical funded position, Classified Bargaining Unit Salary Range 123, Division of Health Sciences and Human Services, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week position to its staff complement, effective July 1, 2009 through May 20, 2010. This position is funded by the Allied Health Programs-MLT grant which was approved for the duration of January 1, 2009 through December 31, 2010. Employment in this position is contingent upon the availability of these funds. (Job Description, Exhibit B, Attachment 3)
4. HUMAN RESOURCES BENEFITS SPECIALIST, Classified Bargaining Unit Salary Range 127, Risk Management, Office of Human Resources, District seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective June 23, 2009. (Job Description, Exhibit B, Attachment 4)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

5. NETWORK TECHNICIAN I, Classified Bargaining Unit Salary Range 130, Technology Services, Office of Instruction, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per weeks, 12 months per year position to its staff complement, effective July 1, 2009. (Job Description, Exhibit B, Attachment 5)
6. PROGRAM TECHNICIAN – CATEGORICAL FUNDED, Classified Bargaining Unit Salary Range 122, School of Career Technical Education and Workforce Development, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week position to its staff complement, effective July 1, 2009 through June 30, 2010. This position is funded by the Teachers Prep Pipeline grant for the duration of July 1, 2009 through June 30, 2010. Employment in this position is contingent upon the availability of these funds. (Job Description, Exhibit B, Attachment 6)

D. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. ARAUJO, ROBERTO, ID #13594, Lead Custodian, Pos #3379, Classified Bargaining Unit Salary Range 119, Step 4, 40 hours per week, 12 months per year, 7.5% Shift differential, Office of Physical Plant, Saddleback College, is to be employed as Night Custodial Supervisor, Pos #3043, Classified Management Salary Range 4, Step 1, 40 hours per week, 12 months per year, 5% Shift differential, Office of Physical Plant, Saddleback College, effective June 23, 2009. This is a replacement position for Anthony Rodgers, who received a change in status.

E. OUT OF CLASS ASSIGNMENTS

1. MARTIN, GLORIA, ID #11316, Senior Administrative Assistant, Pos #3670, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Matriculation, Division of Counseling Services and Special Programs, Saddleback College, has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3223, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, Administration, Division of Counseling Services and Special Programs, Saddleback College, effective May 12, 2009. This is a temporary reassignment for Mary Anstadt, who has been temporarily reassigned.
2. OSZ, HELEN, ID #16145, Senior Administrative Assistant, Pos #3429, a temporary out of class assignment, Classified Bargaining Unit Salary Range 127, Step 1, Office of Business Services, District returned to permanent assignment as Administrative Assistant, Pos #3124, Classified Bargaining Unit Salary Range 121, Step 2, 25 hours per week, Office of Business Services, District, effective May 18, 2009. The temporary reassignment ended on May 15, 2009.
3. SEMANIK, JOYCE, ID #1458, Admissions & Records Registrar, Pos #3006, Classified Management Salary Range 7, Step 10, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College has been given a temporary change in assignment to Acting Director, Admissions, Records and Enrollment Services, Classified Management Salary Range 9, Step 5, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College effective April 16, 2009. The is a temporary reassignment for Jane Rosenkrans, who is on leave.

E. OUT OF CLASS ASSIGNMENTS

4. WOODARD, STEPHEN, ID #4625, Groundskeeper, Pos #2802, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Facilities Grounds, Office of Physical Plant, Irvine Valley College, has been given a temporary change in assignment to Building Maintenance Worker, Pos #3528, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, effective May 12, 2009 through June 8, 2009. This was a temporary reassignment for a vacant position.
5. YANG, KAREN, ID #15183, Counseling Office Assistant, Pos #3883, Classified Bargaining Unit Salary Range 115, Step 3, 25 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3670, Classified Bargaining Unit Salary Range 127, Step 1, 40 hours per week, Matriculation, Division of Counseling Services and Special Programs, Saddleback College, effective May 12, 2009. This is a temporary reassignment for Gloria Martin, who has been temporarily reassigned.

F. LEAVE OF ABSENCE/REDUCED HOURS

1. CARMONA, SYLVIA, ID #8250, Financial Aid Specialist, Pos #2659, Classified Bargaining Unit Salary Range 125, Step 6, 40 hours per week, 12 months per year, Financial Aid, Office of Student Services, Irvine Valley College, has requested a temporary leave of absence without pay for 10 hours per week reducing her work assignment to 30 hours per week, effective June 1, 2009 through December 30, 2009.
2. PEREGRINE, GRETCHEN, ID #2492, Accompanist, Pos #3897, Classified Bargaining Unit Salary Range 126, Step 6, 40 hours per week, 12 month per year, Division of Fine Arts, Saddleback College has been granted a leave without pay, with benefits for three months, effective June 6, 2009.

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BAGGS, TRUDI, ID #2092, Senior Administrative Assistant, Pos #3256, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Division of Advanced Technology and Applied Sciences, Saddleback College, resignation effective June 30, 2009 and retirement effective July 1, 2009. Payment is authorized for any compensated time off. (Start Date: October 23, 1979)
2. BERLIN, STEWART, ID #7757, Instructional Assistant, Pos #3289, Classified Bargaining Unit Salary Range 122, Step 6, 15 hours per week, 12 months per year, Learning Assistance Program, Division of Liberal Arts and Learning Resources, Saddleback College conclusion of employment April 24, 2009. Payment is authorized for any compensated time off. (Start date: December 14, 1999)
3. EMMETT, KRISTIN, ID#15342, Student Development Office Assistant, Pos #3766, Classified Bargaining Unit Range 120, Step 3, 29 hours per week, 12 months per year, Student Development, Office of Student Services, Irvine Valley College, resignation effective May 21, 2009. Payment is authorized for any compensated time off. (Start date: July 2, 2007)

H. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Aquamarine/Aquaculture, Advanced Technology and Applied Science, Saddleback College
Belletini, Richard Hansen, Chelsea

Counseling Services and Special Programs, Saddleback College
Salimi, Roxana

Fine Arts, Saddleback College

Boland, Nathaniel	Donohue, Margaret	Faulkner, Bryn
Frumin, Leslee	Gimbrone, Gloria	Gustafson, Michelle
Huang, Grace	McCartney, Jack	McDonald, Lisa
Wong, Candace		

Health Sciences, Human Services and Emeritus Institute, Saddleback College
Boyle, Miki

Liberal Arts and Learning Resources, Saddleback College
Sandhu, Ruby Wilks, Don

School of Library Services, Irvine Valley College
Franklin, Rachel

2. The following individuals are to be approved as Volunteers for the 2009/2010 academic year.

Aquamarine/Aquaculture, Advanced Technology and Applied Science, Saddleback College
Belletini, Richard Hansen, Chelsea

Counseling Services and Special Programs, Saddleback College
Salimi, Roxana

Fine Arts, Saddleback College

Boland, Nathaniel	Donohue, Margaret	Faulkner, Bryn
Frumin, Leslee	Gimbrone, Gloria	Gustafson, Michelle
Huang, Grace	McCartney, Jack	McDonald, Lisa
Wong, Candace		

Health Sciences, Human Services and Emeritus Institute, Saddleback College
Boyle, Miki

Liberal Arts and Learning Resources, Saddleback College
Sandhu, Ruby Wilks, Don

Physical Education and Athletics, Saddleback College
Abe, Robert Mercado, Romeo

Veterans Office, Office of College Fiscal Services, Saddleback College
Belot, Anthony Belot, Nicole Hazzard, Benjamin
Johansen, Vick Terbeek, Ehren

H. VOLUNTEERS

2. The following individuals are to be approved as Volunteers for the 2009/2010 academic year.

School of Physical Sciences and Technology, Irvine Valley College

Anderson, Kathy	Bordelon, Mark	Daniels, Ryck
Dunkle, Glenn	Ikeda, Nancy	Nguyen, Nga

South Orange County Community College District

APPLICATIONS SPECIALIST III - Classified Salary Range 140

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, provides and coordinates the implementation of complex medium to large-scale software application systems in support of institutional functions; develops and implements training programs and long-term technology support for higher education functions; coordinates implementation with internal and contract software developers and commercial software vendors; and provides end-user advocacy within the Information Technology Department.

DISTINGUISHING CHARACTERISTICS

This is the advanced level position in the area of application support and requires significant knowledge and experience to independently perform the highest level application duties. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including coordinating and implementing medium and large scale software systems. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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 the implementation of medium and large scale software application systems; coordinate implementation with internal and contract software developers and commercial software vendors; facilitate end-user involvement in software development and design and testing processes.
2. Develop, plan, and organize end-user training associated with the implementation of new software application systems.
3. Facilitate communications regarding software maintenance and support including troubleshooting and problem solving for large-scale mission-critical institutional software systems.
4. Facilitate and coordinate end-user help-desk functions; provide information as necessary.
5. Facilitate the transfer of information between users and management levels of technical staff and maintain confidentiality on secure and/or sensitive information.
6. Support functional modules as assigned.
7. Direct, coordinate, develop, and present formal group and informal one-on-one training on the procedures, features, and other functional and technology aspects of higher education functions which may be locally installed, or centrally maintained and delivered over the District's network.
8. Direct and coordinate the development of end user documentation from a variety of sources including technical manuals, user documents, originally authored materials, technical staff and user staff; maintain library of documentation.
9. Coordinate complex problem-solving resources to users through research, analysis, and consultation with users, technical staff, managers and vendors.

South Orange County Community College District
Page 2 - Applications Specialist III

REPRESENTATIVE DUTIES

10. Evaluate new software; create testing environments and perform testing of software; provide feedback to software development staff regarding user interface issues; recommend and coordinate policy changes and new application standards with appropriate staff.
11. Design, develop, and maintain assigned web sites; collaborate with appropriate staff on the implementation of applications, policies and access changes; develop and maintain documentation.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Strong understanding of higher education applications and associated functions and software.

Multiple software applications and related concepts.

Principles and practices used in troubleshooting complex software application problems.

Applications/programming development, databases and data structure concepts.

Advanced methods and techniques of providing training to faculty and staff on software applications.

Advanced principles used in the design of training materials and programs.

Advanced methods and techniques used in web site design and development.

Ability to:

Direct, coordinate, develop, and provide implementation and training on higher education functions and related software applications.

Analyze, troubleshoot and apply problem solving skills to technical problems.

Coordinate the development of end user documentation from a variety of sources.

Evaluate and test new software applications and recommend modifications as necessary.

Understand various administrative activities and office functions.

Operate a variety of equipment including computers and supporting software applications.

Adapt to changing technologies and learn functionality of new equipment, programs and systems.

Work cooperatively with other departments, faculty and staff.

Work independently in the absence of supervision.

South Orange County Community College District
Page 3 - Applications Specialist III

QUALIFICATIONS

Ability to:

Communicate clearly and concisely, both orally and in writing.

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

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in computer science, information systems, application programming or a related field.

Experience:

Five years of increasingly responsible experience providing support for higher education software applications and related functions, networked computer hardware and systems software, and technology related help-desk functions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

South Orange County Community College District

EXECUTIVE SECRETARY – CLASSIFIED MANAGEMENT SALARY RANGE 01

DEFINITION

To serve the Chancellor by providing administrative, secretarial, financial recordkeeping and clerical assistance in support of the Office of Public Affairs and the Office of the Chancellor and Trustee Services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chancellor and day-to-day supervision from the District Director of Public Affairs and the staff of the Office of the Chancellor and Trustee Services.

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:*

Provide administrative support to the Office of Public Affairs, relieving the District Director of a variety of secretarial, clerical, technical, financial record-keeping and administrative details.

Perform a variety of duties independently, such as overseeing the mailroom, including the distribution of all mail; overseeing the operation and maintenance of all duplication machines in the administration area, including ordering service, parts, paper and taking meter readings according to an established timeline; maintaining annual contract renewals (requisitions); scheduling the use of conference room as requested and maintaining the conference room calendar.

Assist in monthly Board of Trustees meeting agenda production including the web posting of the agenda, distribution of agenda and assembling of agenda binders.

Provide backup assistance and telephone coverage to the Office of the Chancellor and Trustees Services as needed and during vacations and absences.

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.

South Orange County Community College District
Page 2 - Executive Secretary

EXAMPLES OF DUTIES

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.

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 and maintain 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.

Train and provide work direction to student assistants, interns and others as assigned.

Perform related duties as assigned.

QUALIFICATIONS

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.

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.

QUALIFICATIONS

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.

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 four years of increasingly responsible administrative secretarial experience.

Training:

Equivalent to completion of the twelfth grade supplemented by college-level training in business, secretarial science or related field.

South Orange County Community College District
Page 4 - Executive Secretary

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Duties are 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 by Marlys Grodt and Associates, January 8, 2008

South Orange County Community College District

HEALTH SCIENCES & HUMAN SERVICES PROGRAM SPECIALIST – Classified
Bargaining Unit Salary Range 123

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from the assigned administrator, performs responsible general administrative, programmatic, secretarial, and clerical assistance duties in support of assigned Health Sciences and Human Services Division/Emeritus Institute programs and functions; coordinates major activities and programs; and provides a variety of information and assistance to students, faculty, staff, and the general public relative to assigned area of responsibility. May receive technical training and work direction from an academic bargaining unit program supervisor.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform administrative, programmatic, secretarial, and clerical assistance duties in support of assigned Health and Human Services Division/Emeritus Institute programs and functions.
2. Serve as receptionist for assigned office/program area; receive office and telephone callers; respond to routine and specialized questions and requests; provide material and information in response to requests for information related to assigned area of responsibility; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
3. Type, format, proofread, duplicate, and distribute a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; prepare class schedules, flyers, brochures, packets, special event announcements, and other marketing materials for Health and Human Services Division/Emeritus Institute courses and workshops; maintain mailing list; sort and organize marketing materials for mailing.
4. Prepare and organize various informational and application packets for students applying to division programs; prepare interview schedule and contact prospective candidates as assigned; prepare correspondence and other required forms for students accepted into various programs and those not accepted; coordinate required paperwork and physicals; collect money for tuition, and related items.
5. Assist students with a variety of matters; provide new and returning students with information and assistance regarding programs and services; assist students in scheduling classes necessary to complete certificate(s); coordinate student enrollment and registration with Admissions & Records; process requests for class waivers; provide presentations to classrooms regarding program activities as needed.
6. Organize internships with/for students enrolled in various classes; prepare contracts with potential facilities where students may intern; organize internship schedules including with hospitals and ambulance services; schedule internship hours with students; read and review intern reports; verify internship work hours; chart, monitor, and maintain intern records; schedule ambulance services for participation in Human Services certificate program testing as assigned.
7. Coordinate contracts for new clinical sites for students within Health Sciences and Human Services Division/Emeritus Institute programs; prepare contract for signatures; follow-up on pending contracts; facilitate new contracts as necessary; maintain contracts books.

South Orange County Community College District
Page 2 - Health Sciences & Human Services Program Specialist

REPRESENTATIVE DUTIES

8. Send letters of completion to various organizations including those required for exam admittance.
9. Provide a variety of assistance and support to faculty; provide information regarding office procedures and office hours; prepare and submit requests for audiovisual equipment to be used in the classroom; post absence, cancelled, and late arrival note on doors of classrooms; may assist in room change or invitation of an outside speaker.
10. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
11. Assist supervisor in budget administration; track budget activity and resolve budget issues and problems; process and prepare time sheets for signature; post, monitor, and track invoices and other expenditures; process budget/expense transfers; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment.
12. Participate in the planning, preparation, and coordination of special events, activities, and promotional activities; coordinate with the general public, other educational institutions, and District staff for assigned Health and Human Services Division programs; organize agenda, facilities, and food.
13. Establish and maintain 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.
14. Order office supplies, materials, and textbooks as directed; assure their timely receipt and storage.
15. Assure proper functioning of assigned classroom and office equipment; submit maintenance work orders for repairs and cleaning as necessary; prepare and submit information technology work orders as necessary for classroom computers and office computers and printers.
16. As assigned, prepare, organize, schedule, and participate in the National Registry practice and exam for Paramedic students; prepare clinical and field books and other materials for students.
17. As assigned, prepare and organize licensure packets for Registry exam and State Licensure.
18. As assigned, process applicant paperwork for Clinical Skills Specialist positions; schedule skills testing; prepare and process timecards.
19. Train and provide work direction to assigned student workers, clerical assistants, and other staff as assigned.
20. Receive mail and identify and refer matters to the administrator in order of priority.
21. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments.
22. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
23. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
24. Attend conferences or meetings representing the Health Sciences and Human Services Division/Emeritus Institute programs as assigned.
25. Perform related duties as required.

South Orange County Community College District
Page 3 - Health Sciences & Human Services Program Specialist

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations and programs provided to students within the Health Sciences & Human Services Division/Emeritus Institute.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of business letter writing.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices and procedures of fiscal, statistical, and administrative record keeping.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

Basic research methods and techniques.

Work organization and basic office management principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn and understand the organization and operation of the Health Sciences & Human Services Division/Emeritus Institute as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform a range of administrative, programmatic, secretarial, and clerical duties of a specialized nature involving the use of independent judgment and personal initiative.

Coordinate a variety of activities, programs and meetings with different organizations, groups, staff and students.

Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

Type or enter data at a speed necessary for successful job performance.

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise administrative and financial records.

Implement and maintain filing systems.

Independently compose and prepare routine correspondence and memoranda.

Train and provide work direction to others.

Establish, review, and revise office work priorities.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work effectively with minimal supervision.

South Orange County Community College District
Page 4 - Health Sciences & Human Services Program Specialist

Ability to:

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 two years of college level coursework or specialized training in business administration, public relations, or a related field.

Experience:

Two years of increasingly responsible secretarial and clerical experience preferably in health sciences, human services, or educational environment.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

South Orange County Community College District

HUMAN RESOURCES BENEFITS SPECIALIST – Classified Bargaining Unit Salary Range 127

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from the Risk Manager, performs a variety of complex, technical, and paraprofessional duties involved in support of District employee benefits programs including insurance, enrollment, eligibility, disability, and orientation functions; provides consultation, technical assistance and liaison services related to employee benefits, disability claims, and other assigned areas; and provides administrative and clerical support to administrative staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of specialized duties in support of District employee benefits programs including insurance, enrollment, eligibility, disability and orientation functions; administer and assist in implementing District employee benefits programs and coordinate the daily functions of the fringe benefits program in accordance with established laws, rules, regulations, policies, and procedures.
2. Provide various services related to health, welfare, disability and other employee benefits programs; coordinate activities to assure employees receive appropriate health, disability, and other benefits and proper distribution of various fees and disbursements.
3. Conduct open enrollment activities for District employees; enroll, add, and delete employees and dependents to and from various benefit plans; review, process, and assist employees with completing a variety of enrollment forms and applications; determine eligibility for benefits.
4. Provide consultation to employees concerning employee benefits programs, insurance, eligibility, and disability claims; respond to inquiries and provide detailed and technical information concerning related plans, options, claims, laws, codes, regulations, processes, policies, and procedures.
5. Serve as a liaison between District administrators, personnel, and outside agencies concerning assigned benefits and disability functions; resolve benefit issues and conflicts in a proper and timely manner; work with insurance agencies to assure employees are provided with appropriate benefits.
6. Meet and confer with employees concerning employee benefits; conduct benefit orientations for new employees; distribute informational materials and enrollment forms and explain health, disability, and various other benefits programs and related deductions, options, and eligibility guidelines.
7. Distribute, collect, review, prepare, process and evaluate eligibility of benefit forms and applications; verify accuracy and completeness and make corrections as needed; assist employees with completing forms and applications as needed.
8. Research, compile, and evaluate a variety of benefits data and information; prepare and maintain various records, reports, and files related to benefits, plans, insurance, personnel, disability programs, claims, injuries, leave, and related activities.
9. Process and reconcile payments for insurance; collect premium payments as needed; calculate, prepare, process, revise, and assure accuracy and proper distribution of various payments and disbursements; monitor and follow up on status of employees on leave.

South Orange County Community College District
Page 2 - Human Resources Benefits Specialist

10. Coordinate communications between employees, other District departments, providers, claims administrators, consultants, outside organizations, and various state and federal agencies to assure smooth and efficient functioning of employee benefits programs.
11. Input and update a variety of employee and benefits data in assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate a variety of computerized documents, lists, and reports; assure accuracy of input and output data.
12. Compose, distribute, and respond to a variety of correspondence; prepare and develop various benefits forms to meet departmental needs.
13. Communicate with personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
14. Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
15. Assist in assuring cost-effectiveness of the District's employee benefits programs; research, evaluate, and recommend benefit options to reduce costs; provide technical recommendations concerning employee benefits changes, additions, policies, and procedures.
16. Maintain current knowledge of various employee benefits programs and related laws, regulations, legislature, policies and procedures; keep current with and notify employees of mandated and negotiated changes affecting employee benefits programs.
17. Train and provide work direction and guidance to other staff as required; assign work activities and projects; review work for accuracy, completeness, and compliance with established standards and procedures.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Fundamental principles and practices of benefit administration including insurance, enrollment, eligibility, disability, and orientation functions.

Methods, practices, terminology and procedures used in benefits administration.

Employee benefit packages and insurance programs.

Practices and procedures involved in the processing and investigation of disability claims.

Employee benefits enrollment practices and procedures.

Mathematical principles.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of confidential record keeping and filing.

District benefit policies and procedures.

Principles of business letter writing and basic report preparation.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Pertinent federal, state, and local codes, laws, and regulations pertaining to benefit administration operations and practices.

Ability to:

Perform a variety of technical and paraprofessional duties related to the benefits function.

Provide technical training, information and assistance to others concerning benefit laws, policies and procedures.

Administer and assist in implementing District employee benefits programs and coordinate the daily functions of the fringe benefits program.

South Orange County Community College District
Page 3 - Human Resources Benefits Specialist

Ability to:

Provide consultation to employees concerning employee benefits programs, insurance, eligibility, and disability claims.
Review, evaluate, and determine eligibility, benefit amount, and resolution of disability claims.
Enroll, add, and delete employees to and from various benefit plans.
Review, process, verify, and evaluate a variety of forms and applications.
Conduct benefit orientations for new employees.
Initiate, monitor, and assist employees with the disability claims process.
Serve as a liaison between personnel, administrators, and various outside agencies.
Plan and organize work to meet changing priorities and deadlines.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work confidentially with discretion.
Understand and follow oral and written instructions.
Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in human resources, business administration or a related field.

Experience:

Two years of employee benefits experience.

License or Certificate:

Possession of a Certified Employee Benefits Specialist certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

South Orange County Community College District
Page 4 - Human Resources Benefits Specialist

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Created by Johnson & Associates, June, 2009

South Orange County Community College District

NETWORK SYSTEMS TECHNICIAN I – 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 general direction and supervision from the appropriate operating unit manager, performs a variety of duties relating to the deployment, maintenance and operation of an assigned college's data networks, terminals and workstation equipment; and provides support to network users regarding the operation of various computer applications and peripheral equipment.

DISTINGUISHING CHARACTERISTICS

This is the first level in the Network Systems Technician series. Positions in this class require substantial knowledge but are assigned projects that are less complex than would be assigned to higher level positions within the series.

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 support in evaluating network systems and requirements; analyze technical problems and suggest appropriate corrective measures.
2. Identify and configure equipment for an assigned network including provision of new service, system maintenance and diagnostic repair.
3. Research, test, recommend and deploy new or enhanced software packages to increase the performance of laboratory workstations.
4. Construct network servers for campus laboratories; design preventive maintenance procedures including critical data back up and system recovery of files; compile and analyze system logs to maintain proper system stability and security.
5. Deploy new and surplus equipment for faculty, staff and student labs; install and test application programs; provide proper security and archive procedures to protect critical user data.
6. Collaborate with staff, faculty and vendors to create an effective learning environment for the students; provide accommodations for disabled students including specialized software and hardware and access to campus equipment.
7. Assist in the analysis and troubleshooting of technical problems in the operation of networks and network equipment; initiate appropriate corrective action as directed by management and senior network staff.
8. Assist vendor service technicians and consultants in the installation and maintenance of data communications systems.
9. Supply adequate training materials and equipment for newly upgraded software packages; recommend further support materials for additional training.
10. Perform related duties as required.

South Orange County Community College District
Page 2 - Network Systems Technician I

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:

Basic operational characteristics of local and wide area network systems.
Personal computer hardware and software components.
Basic principles and practices of network server design, installation and maintenance.
Basic principles and practices of troubleshooting network and computer system hardware and software problems.
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 microcomputer programming languages and application programs.
Fundamentals of personal computer operation, specifically installation and maintenance techniques and testing data communications connections.

Ability to:

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.
Perform technical maintenance on local and wide area network systems.
Perform minor repairs on computer equipment
Perform work assignments requiring interaction with multiple departments.
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.
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:

One year 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 I

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

South Orange County Community College District

PROGRAM TECHNICIAN, CATEGORICAL FUNDED - Classified Salary Range 122

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 assigned supervisor of record, develop and maintain relationships with other organizations and schools in the project, program, or functional area; perform a variety of technical and program support duties in support of the assigned project, program, or functional area; and plan, coordinate, and implement operations and activities of the assigned office.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from similar classifications in that positions assigned to this class are categorically funded, not financed by District funds. The Program Technician is an intermediate-level classification that performs duties of a technical nature. Incumbents perform a full range of administrative support duties in support of assigned grant program or project area including participation in budget administration and monitoring, tracking budget activities as related to the project/grant area. Positions at this level coordinate communication and work activities among District staff, college staff and community and business groups and partners. Assignments performed at this level require a broad knowledge of assigned program/grant or project area as related to administrative technical and support.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform secretarial and administrative support duties for assigned administrator or academic bargaining unit grant/program supervisor; relieve assigned supervisor and other staff of a variety of clerical, technical and administrative detail.
2. Assist in developing and implementing project elements that support service delivery; assist in developing processes to define scope and schedule of services and activities; assist in implementation processes.
3. Assume responsibility for all administrative support in meeting the program/grant reporting requirements, functional responsibilities, and research objectives; coordinate office work; develop schedules related to grant activities and services; review, update, and inform supervisor and others of essential timelines; coordinate the flow of activities through the office in relation to priorities and schedules; assure timely completion of work in accordance with establish policies and procedures.
4. Assist in developing and documenting policies and priorities for the grant-funded area; maintain handbooks, forms, and related policies and procedures.
5. Provide assistance in resolving operational and administrative problems; assist in implementation of resolutions.
6. Perform a variety of technical administrative support as related to operational, financial, and budgetary duties in support of assigned grant/programs and projects/
7. Assist with the budget process; provide assistance in the development of assigned budget; collect and analyze financial data; review and analyze budget requests; create data tracking and reporting systems.

South Orange County Community College District
Page 2 - Program Technician, Categorical Funded

REPRESENTATIVE DUTIES

8. Assist supervisor in budget administration; track budget activity and resolve budget issues and problems; process and prepare time sheets for signature; post, monitor and track invoices and other expenditures; process budget/expense transfers; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment.
9. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments.
10. Facilitate communications between assigned supervisor, other administrators, students, academic and classified staff, other offices, educational institutions, public agencies, and the general public; interact and relay information, questions, and decisions regarding supervisor's area of assignment; prepare preliminary responses to correspondence for supervisor's approval.
11. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials, as appropriate
12. Assist in coordinating various program-related activities and functions with other staff as well as local, state, and federal agencies/jurisdictions, business partners, and the general public.
13. Serve as contact and respond to requests for information from staff, other agencies, and the general public regarding project or program area of assignment; participate in community outreach and education activities.
14. Maintain records concerning grant/program activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on project status, progress, changes, and related items related to scope, schedule, and budget.
15. Order office supplies and materials as directed; assure their timely receipt and storage; assure proper functioning of office equipment.
16. Answer telephones and respond to routine questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are required.
17. Establish and maintain complex, interrelated filing systems including confidential files; collect, compile, and record narrative, statistical, financial data and other information; research and verify information as requested.
18. Use various computer applications and software packages; maintain and generate reports from database or network system.
19. Operate office equipment including computer equipment, typewriter, calculator, copier and facsimile machine.
20. Type, format, proofread, duplicate, and distribute a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; type from rough draft, verbal instructions, or transcribing machine or recording; compose correspondence as related to assignment.
21. Provides training and work direction to student workers and assigned staff; schedule assigned staff; ensure staff follows District policies and professional standards.
22. Receive mail and identify and refer matters to supervisor.
23. Perform related duties as required.

South Orange County Community College District
Page 3 - Program Technician, Categorical Funded

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:

General principles, practices, and procedures of business administration and public administration.

Technical knowledge of business/industry principles and practices for the area of responsibility.

Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

District organization, operations, policies, and objectives.

QUALIFICATIONS

Ability to:

Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment and personal initiative.

Research, compile, analyze and interpret data

Compile information and write reports, business correspondence, and procedural manuals.

Type or enter data and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Independently compose and prepare correspondence and memoranda.

Maintain complex and varied files and records.

Implement and maintain filing systems.

Train and/or provide work direction to assigned staff and student workers.

Make simple arithmetic calculations.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

South Orange County Community College District
Page 5 - Program Technician, Categorical Funded

QUALIFICATIONS

Ability to:

Work with limited supervision.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

Experience:

Two years of increasingly responsible secretarial and clerical experience preferably in an administrative office of a public agency or in an educational environment.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

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, typically at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

South Orange County Community College District
Page 6 - Program Technician, Categorical Funded

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Prepared by Johnson & Associates - June, 2007
Approved by the Board of Trustees – June 25, 2007

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: District Information Technology
ACTION: Information

BACKGROUND

A request was made for an update from the SOCCCD Board of Trustees on District Information Technology accomplishments, changes, and future plan, particularly in the area of online Student Services.

STATUS

The requested board report on District Information Technology, prepared by Dr. Robert Bramucci, Vice Chancellor, Technology and Learning Services, is presented as Exhibit A.

Item Submitted by: Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services

DISTRICT INFORMATION TECHNOLOGY UPDATE 2008/2009

District Network and Infrastructure

Cisco Phones: Cisco phones have been deployed since 2005. In the fall of 2008, District IT upgraded the *Cisco Call Manager* software district-wide, upgrading software on eight servers as well as software on all phones in the district. This project was completed collaboratively with college IT staff and took place in the evening to minimize disruptions in service. While this upgrade was necessary in order to ensure that the phone system will continue to be supported by Cisco, it also positions the district to take advantage of advances in telephone technologies.

Internet Bandwidth Upgrade: In the summer of 2008, District IT worked with CENIC (the Internet service provider for the California Community Colleges) to upgrade Internet capacity to Saddleback College and District Services. Capacity is now *20 times* greater. This upgrade ensures the district is positioned to accommodate ever-increasing network requirements associated with distance education and multimedia applications. No monetary costs to the district were incurred.

Internet Redundancy: In the fall of 2008, District IT, in collaboration with both colleges, completed the implementation of redundant Internet connectivity to all district locations. This insures that if Internet connectivity at one location becomes unavailable, network traffic will be directed to the alternate location. This project was implemented and tested during early morning hours to mitigate service interruptions. No monetary costs to the district were incurred.

Intercampus Bandwidth Upgrade: In the spring of 2009, the district used new purchasing discounts available to community colleges to upgrade the capacity of the network connections between the district 's three geographic locations. The result increased the network capacity to both IVC and ATEP by a factor of ten. No monetary costs to the district were incurred.

Core Network Bandwidth Upgrade: In the fall of 2008, District IT began work on upgrading the capacity of the Internet work infrastructure bandwidth. It is anticipated that the project will conclude in the summer of 2009. When complete, the upgrade will increase the capacity of the core network by approximately 2.5 times its original capacity. This additional capacity will reduce the probability of network congestion and attendant computing delays and position the district to take advantage of increasing demands for multimedia.

Direct Internet Connectivity to ATEP: In the spring of 2009, District IT implemented direct Internet connectivity to the ATEP campus. Prior to this project, ATEP Internet service was routed through District Services. This project eliminates ATEP's reliance on District Services for its Internet presence.

"Green IT" Initiative: In the winter of 2009, District IT began the process of retiring older servers and replacing them with state-of-the-art "blade" and "virtualization" technologies. When complete, this project will reduce the power, cooling, and hardware maintenance requirements of the server infrastructure while increasing reliability.

District Services Computer Refresh: In the spring of 2009, District IT began replacing desktop hardware for District Services staff, upgrading to Dell workstations utilizing *Windows Vista*. This aligns the district with college workstation specifications.

Exchange Email Migration for Faculty and Staff: In the winter of 2008, District IT collaborated with the colleges to begin migrating faculty and staff to Microsoft's *Exchange* email system. This replaces an aging email infrastructure and positions the district to take advantage of new messaging technologies. This project was completed in summer of 2008.

Disaster Recovery and Business Continuity Planning:

- In the fall of 2008, District IT began a project to replicate key components of the district computing infrastructure at ATEP, with the long-term goal of increasing fault tolerance of the District IT infrastructure.
- We instituted *AlertSite* system monitoring, which constantly monitors the performance of various District IT services and alerts us at the first sign of trouble.
- We are in the process of upgrading cooling and power systems to the District IT server room, located in the HS building on the Saddleback College campus.
- After experiencing a system slowdown in the spring of 2009 which was primarily due to a bug in Microsoft's software, District IT began developing a formal disaster recovery and business continuance (DR/BC) plan. Development continues, in conjunction with testing of solution alternatives such as Amazon.com's *Elastic Computing Cloud (EC2)* and other *Hardware as a Service (HaaS)* options.
- In June 2009, District IT began working with District Services and the colleges to inaugurate *Blackboard Connect*, an emergency messaging product that allows messages to be sent campus- and district-wide via multiple modalities such as email, voicemail, and text messaging.

Student Information System

In the winter of 2009, District IT upgraded the server hardware that services the Student Information System (SIS). Additional processors, memory, and disk capacity were added with the goal of reducing slowdowns in SIS performance when the system is overloaded during registration periods.

Regarding the Student Information System software project, this multi-year, \$12 million project is currently scheduled to be delivered on-time and within budget. District IT has successfully implemented all Year 1 modules including:

- Infrastructure
- MySite 2.0
- Web Registration
- Telephone Registration
- Data Warehouse Phase 1

In addition, District IT successfully implemented all Year 2 modules including:

- Core Records
- Student Accounts
- Grade Collection

- Transcripts
- Awards Management
- Data Warehouse Phase 2

Currently, we are in year three of the project and are on schedule to implement the following modules in Fall 2009:

- Class Scheduling
- EOPS
- DSPS
- Data Warehouse Phase 3
- Instructional Staffing
- Matriculation/Counseling
- CurricUNET Integration
- Student Application Processing
- Nursing Program Management System

As a indication of the quality of the SIS project, no sooner had District IT begun to demonstrate completed SIS modules to other colleges than the District was approached by a leading vendor of academic student information systems to explore licensing and/or partnership opportunities. These discussions are ongoing.

Data Warehouse (“iNFORM”)

The Data Warehouse, or iNFORM, has paralleled the development of the Student Information System. The goal is to develop an enterprise data warehouse where users can come to one place to find the data they need. This year marks Phase 2 of the plan. The following modules were defined, developed, tested, and implemented over the last year:

- Enrollment
- Student Accounts
- Human Resources and Payroll
- Student Core Records
- Awards Management
- Counseling Appointments
- State Management Information Files

Online Learning Infrastructure

After receiving feedback from faculty and students about the unreliability of the existing online learning infrastructure, improvements were made in the colleges' *Blackboard Learning System* infrastructure that have resulted in much better reliability:

- The number of concurrent user software licenses was increased from 15,000 to 23,500
- Another application server was added to the computing “cluster”
- Bandwidth and storage were increased
- The district now has access to the services of a Blackboard *Complex Hosting Manager* specialist

These measures have resulted in increased reliability and better support.

24/7 Help Desk

Student surveys have indicated that the majority of students work on their online classes outside of normal 8 am - 5 pm working hours. Therefore, IT initiated a District-funded pilot test of *Presidium's* "24/7/365" help desk service, which is available around-the-clock and offers help via web, email, Internet chat, and telephone modalities.

Other Software Systems

District IT is constantly evaluating new software at the request of constituencies at the colleges. In the past year, these included a pilot of *eLumen* software used to organize student learning outcomes (SLOs), as well as two *SARS* products for tracking and alerting aspects of student services. In the coming months, we will implement an upgrade of the *Escape* financial system, as well as begin a HR/Payroll/Budget Development software conversion project.

My Academic Plan (MAP)

In 2008/2009, District IT won a statewide *Technology Focus Award* for MAP and was honored at a meeting of the California Community Colleges' Board of Governors. In addition, the state Chancellor's Office awarded SOCCCD a grant to study the feasibility of implementing MAP across the state. Finally, after being approached by colleges wishing to license MAP for use at their institutions, in May we received approval from the SOCCCD Board of Trustees to investigate possible partnerships with companies that would help us convert MAP into a commercial product.

Kaizen

The word *Kaizen* (Japanese for "continuous improvement") well characterizes District IT's ongoing efforts to improve existing products, processes, and services. For example, District IT created and staffed a position to serve as a dedicated liaison to the user community; we opened our software "bug tracking" system to the user community, resulting in better communication and transparency; and we reorganized, eliminating two management positions. Next, we are inaugurating a new "User Experience (UX) Engineering" focus that brings together usability testing, web analytics, "persona" development, and other emerging technologies to further increase the involvement of end users in our software development process.

Outreach

In 2008/2009, The Vice Chancellor of Technology and Learning Services, along with District IT managers and staff, have delivered numerous keynotes and presentations at local, state, and national conferences. Our goal is to establish the South Orange County Community College District as a national leader in the use of technology in teaching and learning.

The Future

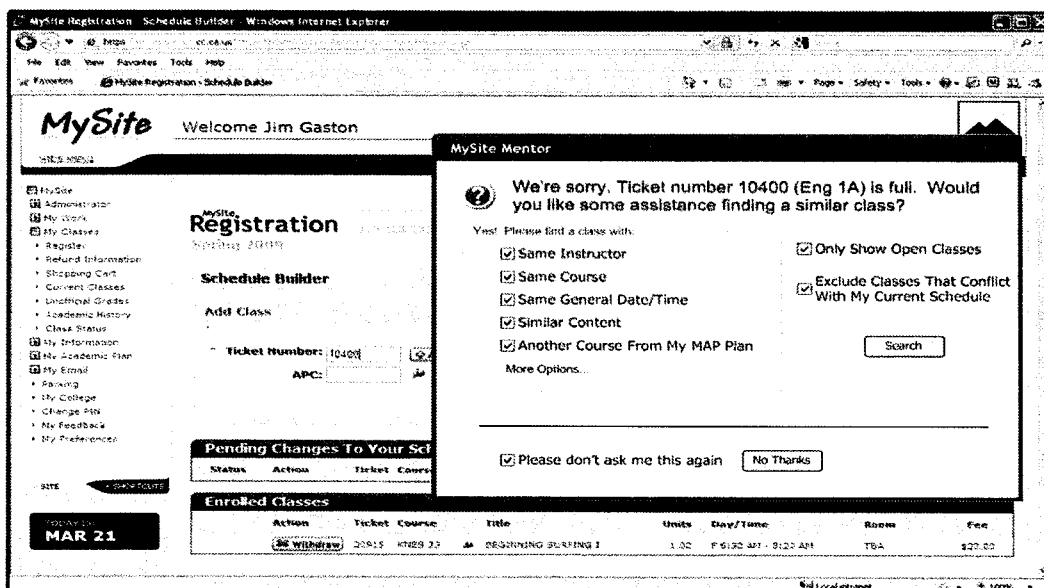
Next month, we'll present our vision of where District IT and its partners are headed in the coming year. We can hardly wait! Until then, here's a preview...

An emerging trend in online services is toward a more personalized, “student-centric” environment. In District IT, we monitor the latest technology services like *Facebook*, *Twitter*, and *iTunes*--not to chase the latest fads, but to thoughtfully apply what we learn in ways that will directly benefit our students. As a result of this analysis, we are proposing a new project that we believe will transform our students’ online experience and will provide a level of student service that will be unmatched in higher education. This project is tentatively code-named “*Sherpa*” and essentially it will be a *recommendation architecture* that will match students with courses, services and information.

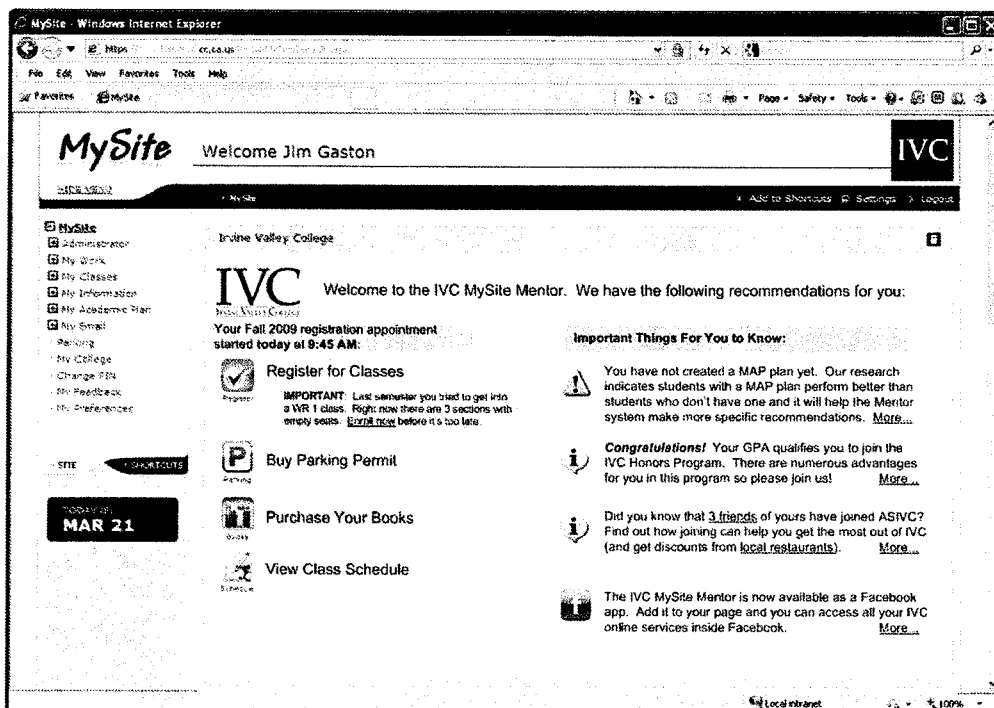
To illustrate the concept of a recommendation system, consider www.amazon.com. Amazon “knows” you—what books you’ve bought, what authors you’re interested in, and what your reading habits are. While such systems are increasingly used to recommend books, movies (www.netflix.com), and Internet links (www.digg.com), these technologies have not been included in academic software systems.

Sherpa will use these technologies to recommend courses, services, and information based on a detailed analysis of the unique attributes of each individual student. *Sherpa* services will be delivered through multiple mechanisms, including a revamped *MySite* portal, on students’ mobile phones, and via existing social networks such as *Facebook*. For example, though a student coming to our colleges directly from high school has different needs and requirements than a middle-aged student who was recently laid off from a job, current academic online services treat them exactly the same. *Sherpa* will provide a unique experience for students that will adapt as the students’ needs change during their time with us.

One of the key areas that *Sherpa* can assist students is in making recommendations for courses. MAP is already a tremendous resource that assists students in the creation of an academic plan, but *Sherpa* would be a much more proactive service that could make recommendations based on a wide range of criteria. As shown in the “proof-of-concept” graphic below, *Sherpa* would assist students who tried to enroll in a closed class. Currently, when classes are closed, students are often at a loss as to which open courses might make good alternatives. By analyzing past choices and student input, *Sherpa* would be able to recommend open courses that better accommodate a student’s preferences, work schedule, and academic goals.



Sherpa, as well as other services, would be delivered through a revamped version of the MySite web portal. Upon its creation years ago, MySite was groundbreaking. Now most institutions have similar web portals. However, there have been rapid advances in “Web 2.0” technologies that would allow us to transform MySite from a typical student portal into a personalized guide for students that provides specific recommendations to them based on their personal profile, as shown below.



In closing, we believe that due to the success of the Student Information System (SIS) project, SOCCCD is uniquely positioned to provide the next generation of online student services. Institutions using one of the major ERP systems (*Banner*, *Datatel*, and *PeopleSoft*) are constrained by outdated technical architectures, cumbersome release cycles for new software, and a limited vision of what online services can deliver. South Orange County Community College’s SIS was built with cutting-edge technologies, methodologies, and design principles; it was built using an “Agile SCRUM” software production methodology that is much more user-centric than previous ways of writing software; lastly, our staff and management have a proven record of innovation in educational software and services. Thus, we believe that our ability to provide innovative student-centered services cannot be matched by other institutions.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: K-12 Student Registration
ACTION: Information

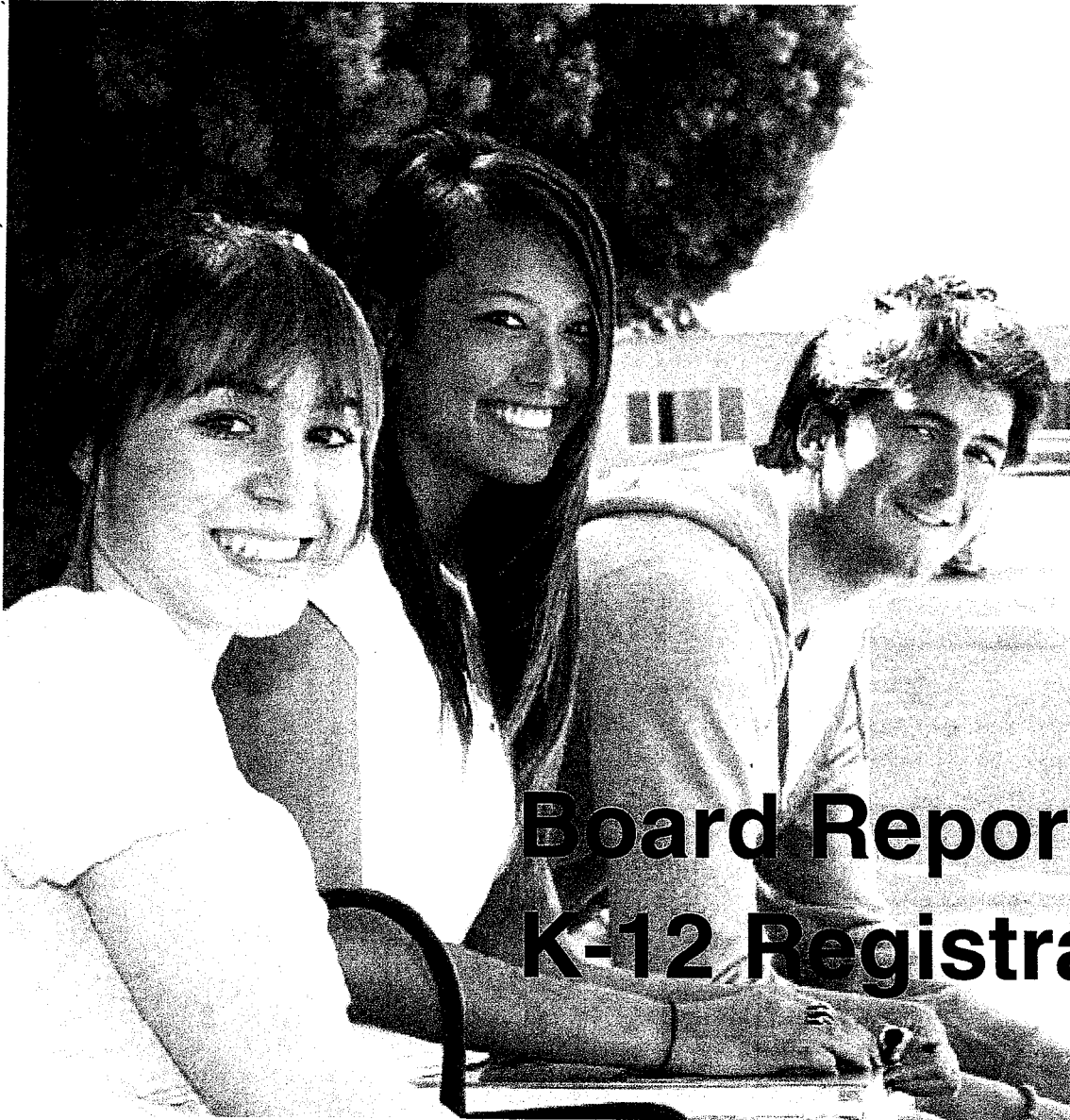
BACKGROUND

A request was made for a report to the SOCCCD Board of Trustees on the topic of K-12 student registration.

STATUS

The requested board report is presented as Exhibit A.

Item Submitted by: Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services



Board Report on K-12 Registration

Glenn R. Roquemore, Ph.D.
President
Irvine Valley College

Tod A. Burnett, Ed.D.
President
Saddleback College

Gwendolyn M. Plano, Ed.D.
Vice President of Student Services

Lise Telson
Vice President of Student Services

June 10, 2009

Dear Board President Wagner and Trustees,

Thank you for this opportunity to address the special registration processes related to K-12 students. The staff at both colleges not only understands your concerns and your frustrations, we share them because the process is tedious and virtually guaranteed to result in frustration for many students. Why? The answer is the California Education Code.

The California Education Code is quite specific that K-12 students are to be given the lowest priority in terms of registration, which translates to very late registration dates. By the time a K-12 student registers, his or her desired class is likely to be closed. This is especially upsetting to the K-12 student who is trying to complete courses to successfully apply to the universities. Budget cuts at the high schools have reduced summer school offerings, leading to the panic. In addition to the distress over closed classes, the law requires high school students to complete extra paperwork at both their high school and our colleges—paperwork that is not required of adult students.

The combination of tedious paperwork and closed classes irritates even the most amiable student, leading students and their parents to express their frustrations directly. Knowing this, the colleges have taken measures to mitigate the challenges inherent in the process. This report analyzes the incident of May 11th, addresses the legal directives accompanying K-12 registration, discusses the computer system limitations, and explains the responsiveness of college staff to K-12 students. It also suggests improvements to the parts of the process that are under college control.

Respectfully,

Gwen Plano and Lise Telson

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SPECIFIC REQUEST FOR REPORT

I would like a specific report on the May 11 registration problem involving high school students, and, in particular, how neither the IVC VP of Student Services nor anyone under her in the student services area could possibly have noticed this problem before it hit us. Additionally, I would like a comprehensive report on the protocols at both colleges for handling high school-aged student enrollments, the law of such enrollments, and the training/supervision given to district employees who interact with HS students and their parents throughout the enrollment process. The report should also propose solutions to any problems or inadequacies it identifies.

Trustee Donald P. Wagner

SUMMARY OF MAY 11, 2009 REGISTRATION

K-12 registration began at Irvine Valley College on May 11, 2009 at 3:00 PM. This date was set in response to several high schools requesting early registration. It is one week earlier than Saddleback College's K-12 registration, which is one week prior to the start of the summer session.

Priority registration (athletics, supportive services, veterans [statutory], District employees and their family minus K-12 students [statutory], Honors, Student Government) began on April 13, 2009; and, continuing students began registering for classes on April 14, 2009. New and former students began registering on May 4, 2009. K-12 students began registering on May 11, 2009.

Soon after 3:00 PM on May 11th, a line formed in front of Admissions and Records. Prospective students and their parents were delivering paper applications, *K-12 Special Admission Request* Forms, as well as proof of residency. Additionally, enrolled students were in line to request transcripts, etc.

By 5:00 PM the line had grown to approximately 45 feet in length. This is about 1/3 the size of the registration lines of 4 years ago when our summer enrollments were not as robust. The line included K-12 students and their parents who were not able to register online, and thus came to the college to register in-person. Some of these students received red error messages and did not know how to interpret the message. Others were frustrated by the slowness of the computer process. Many others were in line because their desired course was filled (i.e., Chemistry). If parents did not accompany the students, the line would have been 20 feet or less.

RESPONSE OF STAFF

The response of the Admissions and Records team was exemplary. They mobilized their limited staff by opening another counter window and redirected staff assignments to the immediate concerns. Director Arleen Elseroad contacted District IT to report the slow-down problem, and after District IT investigated the matter, they determined that there were more than 800 students trying to use the system at the same time. To alleviate the problem, they assigned new registration times to the students. Registrar Ruben Guzman “walked the line”, answering questions and resolving problems. The Director Elseroad also went out to the lobby and responded to students and parents.

Complementing the efforts of the Admissions and Records staff, Outreach Specialist Anne Akers went to the lobby to meet with the students and parents. VPSS Gwen Plano did the same. VPSS Plano also alerted other offices and asked for assistance, and she opened the Career/Transfer Center for any student needing to use a computer.

The primary student concerns included the following:

- The registration system was too slow.
- They were “kicked out” of MySite when they tried to pay.
- When the student tried to register, there was a red error message, which they did not understand. Students claimed that they had registered properly.
- Students could not get into MySite.
- Students complained that their desired course was filled, and attributed this to the MySite slow down and the change in their registration appointment time.
- Students were halted in the registration process because they did not take (or defer) the assessment test.

The next day, the Outreach staff assembled and contacted the high schools to arrange for quad-sits and workshops to remind the students of the registration steps at the college and to assist them with any questions they might have.

Importantly, District IT and the Admissions and Records managers were in regular contact. Through these exchanges, they learned that Irvine Valley College K-12 students are not automatically provided registration appointment times once their applications are processed. Neither manager was aware of this fact, nor was the former director, John Edwards, aware of this fact. Some District IT staff were also unaware of

this fact until they investigated it.¹ When K-12 students asked staff for an appointment time, the A&R staff provided them with 3:00 PM to be equitable (as they have done for as long as anyone can recall). All three managers (Edwards, Elseroad, Guzman) assumed this practice complemented District IT's process of providing staggered registration times. Unfortunately, however, their assumption was incorrect, and all K-12 students were manually given the same time.

Director Elseroad had requested that District IT create a report that will list out all appointments with the number of students assign to each time slot. Had this report been available prior to this incident, adjustments could have been made before there was an impact on students. Without the report and without knowing of the computer system limitations, staff followed past practice.

ANALYSIS OF MYSITE SLOWDOWN

Fundamentally, the MySite slowdown of May 11th is attributable to unprecedented growth. On May 19th, District IT and VPSS Plano met to review the slowdown. Jim Gaston explained that the sudden growth surge (23.6% as of May 21st), had outpaced our manual process. We had hit an "invisible marker" that prior to this registration had not been identified. Effectively we were handicapped by our own success.

At the same meeting, it was explained that ideally only 75 students district-wide should be assigned one registration start time, at 15 minute intervals. This had never communicated to Irvine Valley College, because there had never been a problem with the long-standing practice of assigning the 3:00 PM registration time for K-12 students. Had the Admissions and Records staff been aware of any potential problem, they would have responded accordingly.

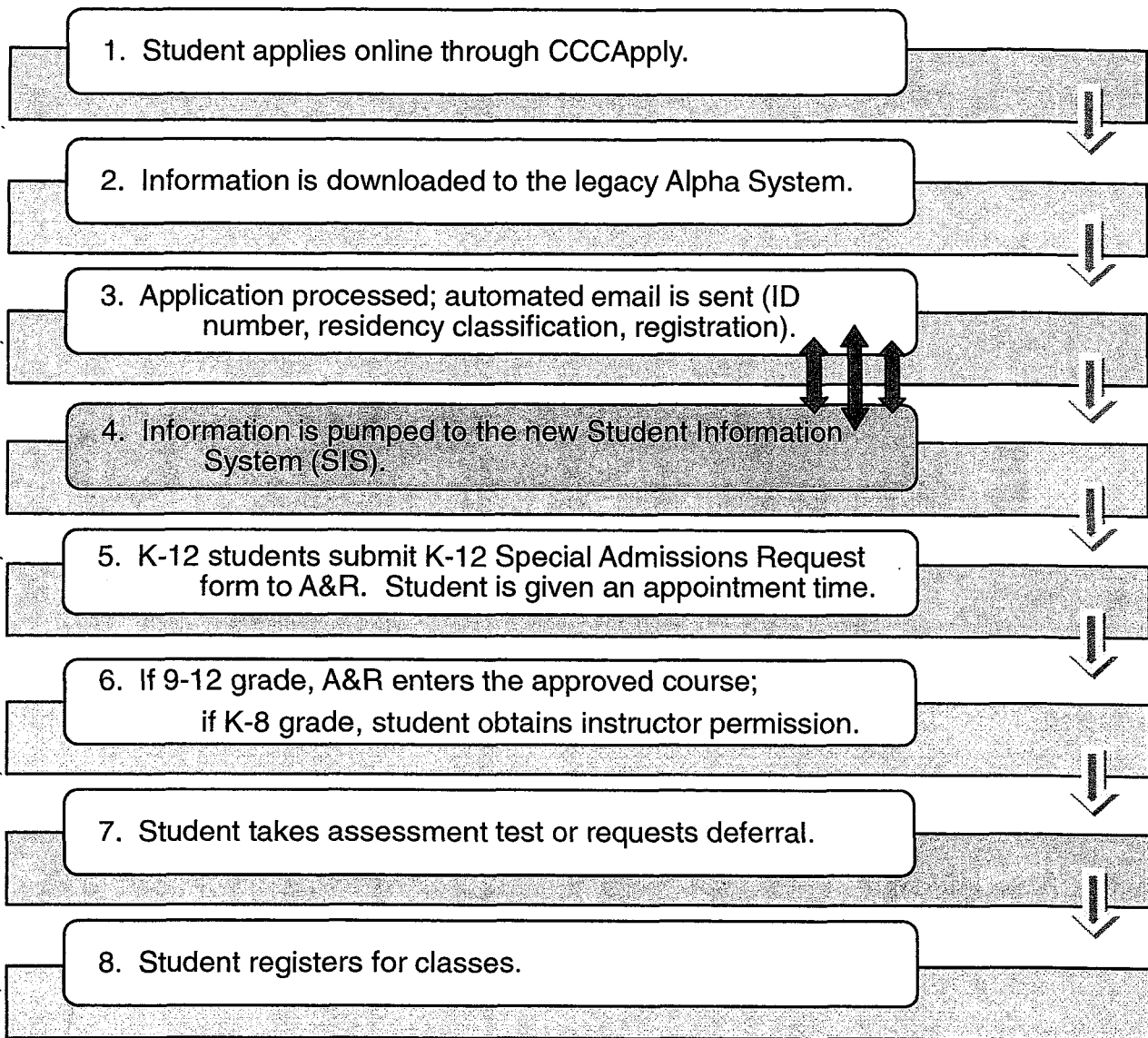
The Student Services staff and District IT have always had a supportive working relationship. Just as Student Services staff work to their limits to provide the best service possible under whatever limitations, so do District IT staff work to do the same. The response to the May 11th registration of K-12 students is indicative of the strength of that relationship, as the problem was resolved quickly and effectively.

Many colleges still require high school students to register in person to ensure that they enroll only in the specific courses recommended by their principal. The colleges are

¹ Email communication of May 14, 2009 from District IT staff (Tasha Trankiem).

grateful to have an electronic process which avoids students and parents from waiting in line for one or two hours, which is what occurred in the past.

A flow chart of the registration process:



PROTOCOLS FOR HIGH SCHOOL STUDENTS

The process for California K-12 students to enroll in college is more cumbersome than for students who have finished high school. This is especially true for summer classes. High school students must provide evidence through their Principal that they have exhausted all opportunities to enroll in an equivalent course at their high school, and they must demonstrate that they are adequately prepared to take the class.

Throughout the State, community colleges require K-12 students to fill out a *K-12 Special Admissions Request* form. (Appendix 1) This form requires the signatures of the student, the parent and the principal. Both IVC and SC maintain a list of high school principals and designees authorized to sign the form. The high schools are sent a Signatories form each year, which is then returned to the college. This is a practice recommended by the Chancellor's Office and discussed later in this report. Additionally, high schools require their students to fill out a *Request for Alternative Course Credit* form. It is common for students to neglect one step or another, and thus not be able to proceed with registration.

One high school counseling technician recently wrote,

I want to tell you about some of the frustrations I'm having with our students when enrolling in IVC classes.

My main frustration is that our students are not reading the IVC packet thoroughly. They want me to walk them through the process and tell them what to do! After processing 250+ applications for summer classes so far, what are they thinking??

Their K-12 form and our "request for Alternative Course Credit" form come back either incomplete or filled out incorrectly. Many students come to me with a blank form and want me to fill it out for them. They say that they do not understand how to complete the form. Students and parents do not and do not want to read the instructions.

RESPONSIVENESS OF OUTREACH STAFF TO HIGH SCHOOL STUDENTS

Because of the complexity of the K-12 process, the Outreach staff at both colleges provide direct assistance to K-12 students about enrollment at the colleges. The coordinators have developed materials that cover common errors and pitfalls, and

suggest ways to help the K-12 student succeed in their classes. The packets are given to the counselors and staff at the local high schools throughout the year, and extra packets are distributed as registration periods draw near.

Outreach staff use the materials when they meet with the K-12 students about applying to one of the colleges. They essentially walk the student through the process, helping them to understand the following steps:

1. Apply for admission
(http://www.cccapply.org/applications/CCCApply/apply/Irvine_Valley_College.html)
2. Complete the matriculation process (placement testing and orientation) or have it deferred
3. Complete and submit the K-12 Special Admission Request form. This requires:
 - a. Requested course
 - b. Principal's signature indicating permission
 - c. School Seal
 - d. Parent's signature
 - e. Student's signature
 - f. College faculty signature for K-8 students
4. Register for class on or after appointed time
5. Pay required fees

The Outreach teams are highly respected at the high schools, because of the attention provided to the students and their parents. They respond immediately to calls and emails from parents and students about the admissions process, course offerings, and college life. Business cards are freely dispersed. Additionally, at IVC in January, the Outreach office phone number (X5217) was put on three different phones in Student Services (one in the Outreach office, one in the Matriculation office, one the VPSS area) to better ensure timeliness of response.

When the student brings the completed form to Admissions and Records, the student is cleared to take the approved class/es. If the form is incomplete, however, the student is instructed to obtain the needed information. This always frustrates the K-12 students and his/her parents, but all signatures must be in place before the Admissions and Records staff can proceed.

The next section, on pertinent laws governing K-12 enrollments, explains why a college must assign a low enrollment priority to K-12, and why key signatures are required before a student can enroll.

LAWS GOVERNING K-12 ENROLLMENTS

There are multiple regulations with respect to K-12 enrollments. Specifically, California Education Code delineates requirements for K-8 students as well as grade 9-12 students. The pertinent sections for the purpose of this report are listed below.

EDUCATION CODES: 48800, 48800.5, 76000, 76001, 76002

The Education Codes for K-12 students include directives which restrict California community colleges from openly enrolling the students in the same manner as individuals 18 years of age and older.

The following two points are particularly germane to this report because of the concern that Student Services staff treat high school students differently:

76001(e): The governing board of a community college district shall assign a low enrollment priority to special part-time or full-time students described in subdivision (a) in order to ensure that these students do not displace regularly admitted students. (subdivision a refers to K-12 students)

48800(d) (1): The principal of a school may recommend a pupil for community college summer session only if that pupil meets all the following criteria:

- A. Demonstrates adequate preparation in the discipline to be studied.
- B. Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

The relevant K-12 Education Code sections are included in Appendix 2.

CONCURRENT ENROLLMENT OF MINORS AND SB 338

Because of the complexity of the K-12 regulations, the Chancellor's Office produced a *Summary of Provisions* with an accompanying *Questions and Answers Related to Implementation of Senate Bill 338*. This document explains the changes in the Education Code with respect to K-12 students. (Appendix 3)

AUDIT ACCOUNTABILITY FOR THE COLLEGE AND DISTRICT

As defined by the 2008 Contracted District Audit manual 427.04, the college needs to do the following:

- Determine if courses were open to the general public as evidenced by a clear and understandable description of the course published in the official catalog, class schedule, and/or addenda.
- If the decision was made to offer a class on a high school campus after publication of the regular class schedule and was advertised solely through electronic media, there must be evidence that the class was advertised for a minimum of 30 days prior to the first class meeting.
- Determine if registration procedures for a course had the purpose or the effect of limiting enrollment to a specialized clientele such as K-12 students. The governing board may restrict the admission or enrollment of K-12 students based on age, completion of specified grade level, or demonstrated eligibility for instruction using assessment methods (as defined by Education Code 78210 – 78300).
- For any K-12 student enrolled in more than 11 units, the college needs to verify that the district obtained verification from the K-12 school district that the student can benefit from advanced scholastic or vocational work.
- Determine that the district did not receive state apportionment funding for K-12 students enrolled in physical education in excess of 5% of the district's total reported K-12 enrollment.

LEGAL ADVISORY 05-01 AND LEGAL OPINION O 04-13

Two legal advisories provide interpretation of the Education Code sections pertaining to K-12 students: Legal Advisory 05-01 and Legal Opinion O 04-13. Both are included as Appendix 4.

EXAMPLE PRACTICES FROM RIVERSIDE COMMUNITY COLLEGE

The SOCCCD Administrative Regulation 5604 addresses Eligibility for Admissions. It was approved on 5/19/03, and does not include the Education Code section 76001(e) restriction listed above.

Riverside Community College District in their Administrative Policy 5011: *Admission and Concurrent Enrollment of High School and Other Young Students*, specifically notes that “all special part-time students are assigned a low enrollment priority in order to ensure that they do not displace regularly admitted students.” (Appendix 5)

It may be timely to consider adding this clarification.

TRAINING AND SUPERVISION OF EMPLOYEES

There are three departments that interact with high school students and their parents throughout the enrollment process: Outreach, Matriculation, and Admissions and Records. The training provided to each area is reflective of the work of the department.

FIRST POINT OF CONTACT: OUTREACH

The Outreach staff are focused on providing prospective students and their parents with the best customer service possible. They are the ambassadors to the K-12 system, and they are the campus ombudsmen for prospective students. Through their efforts, the local high schools have catalogues, schedules, brochures and other college materials. They also provide workshops, classroom presentations, and regular communiqués about events and opportunities (i.e., scholarships especially for high school students).

The teams at both colleges have very strong working relationships with the high school counselors and staff. They share personal phone numbers and emails to keep communication open and flowing. They are trained to be strong listeners and to address complaints immediately. Prospective students and their parents are given business cards, so that any questions can be answered as they arise. By nature and by training, they are always courteous and responsive.

Outreach staff are trained in customer service, and they are trained to understand the entire matriculation process (from inquiry to registration). They are also trained to understand transfer patterns (i.e., IGETC, CSU CERT), so that they can provide elementary advisement. They know the K-12 forms, requirements, obstacles, and heartaches better than anyone.

SECOND POINT OF CONTACT: MATRICULATION

The Matriculation staff work closely with Outreach staff to provide a seamless process for high school students to register at the colleges. Because of this fact, they are trained to listen carefully and respectfully to student inquiries, and to respond in a timely manner to all phone calls or requests. They are also trained to be able to answer questions about transfer patterns, course requirements, and overall college information.

When the Matriculation staff visit area high schools, they advise the students of the entire matriculation process (admissions, assessment, orientation, registration,

academic advising). IVC's staff also administers assessment tests at local high schools.

Literally hundreds of high school students take math during the summer. Because of this, extra math assessments are offered to give students more options. Typically these tests are scheduled at 3:30 PM, after most students are out of school. Additionally, some are scheduled on Saturday. Assessment testing is also offered during Senior Day, and on special high school visits.

Staff defer assessment testing for any high school student who is not enrolling in English or math. When a student is given a deferral, the student does not have to go through orientation either.

THIRD POINT OF CONTACT: ADMISSIONS AND RECORDS

The Admissions and Records staff are highly trained professionals. Both college Directors have worked in the field for 25 years or more and are very respected by their colleagues. At IVC, Arleen Elseroad is a member of the CCC Apply Steering Committee and the PACRAO Conference Program Committee. She hosted the regional California Association of Community College Registrars and Admissions Officers (CACCRAO) conference at IVC in March. Jane Rosenkrans was one of the founders of the Consortium of Southern California Colleges and Universities (CSCCU), and remains an active participant. She is also a member of CACCRAO. Similarly, the Registrars have also worked in the field for many years. They are all very committed to customer service, and provide regular training for their staff, including the short term hourly staff. During the training sessions, staff are assisted in learning how to respond to frustrated parents and students.

The Admissions and Records staff at all the community colleges have the difficult task of telling students and their parents that their forms are incomplete, whether those forms are for K-12 registration or for establishing/proving residency; moreover, they are the campus face for the angry student or parent who wants to register for a closed class or complain in general about their registration experience. It is because of this common problem that the CACCRAO conference provides yearly workshops on customer service. Many staff from our two colleges participated in the CACCRAO conference and attended this workshop.

SUGGESTED SOLUTIONS TO PROBLEMS OR CONCERNS

SOLUTIONS IN PROCESS

There are five important solutions in process:

1. As of May 26, 2009, IVC has computerized both the math and English assessments. This achievement provides students the opportunity to test as computers become available, instead of waiting for a scheduled assessment time. Importantly, IVC is taking steps to bring computerized testing to the high schools, using CTA Remote.
2. By July 1, 2009, online orientation will be available 24/7 from any computer. This is a notable leap forward for SOCCCD.
3. By August 1, 2009, online advisement will be available. Again, this is a notable advancement for our District.
4. The IVC Admissions and Records team is creating a paper method of staggering and thus stretching out the registration process for K-12 students, until the new Student Information System (SIS) automates registration appointments for K-12 students.
5. The two replacement positions in Admissions and Records at IVC are now poised to be filled. These vacancies have handicapped the department.
6. District IT plans to conduct a regressive load analysis of the system to identify the MySite threshold prior to Fall registration.

SOLUTIONS REQUESTED

There are eight suggested solutions:

1. District IT will accelerate the automation of K-12 registration appointments in the SIS.

2. District IT and the colleges will attempt to automate the K-12 signature process, though the process is complicated because of the three required signatures.
3. District IT will add a link to the "Studentization" email which students receive that directs students to "Frequently Asked Questions" and a graphical flowchart.
4. District IT will dedicate an individual server to registration during peak usage.
5. The District Board Policy Committee will update Administrative Regulation 5604 to include the restrictions imposed by Education Code 76001(e).
6. The LSCC will explore safeguards to prevent overloading of the SIS system.
7. College administration will work with Human Resources and CSEA about flexible staffing of areas such as Admissions and Records.
8. By monitoring the class fill rate, administrators could add additional sections of high-demand courses. This would mitigate the frustration of K-12 students when their chosen class is closed.

APPENDICIES

Appendix 1: K-12 Special Admissions Request Form

Appendix 2: Education Codes

Appendix 3: Concurrent Enrollment of Minors

Appendix 4: Legal Advisory 05-01 and Legal Opinion O 04-13

Appendix 5: Example Practices From Riverside Community College

Saddleback College

Special Admission Request K-12 Students

Office of Admissions, Records and Enrollment Services

28000 Marguerite Parkway, Mission Viejo CA., 92692 (949) 582-4555

Note: Students must present a photo ID when completing transactions in the Admissions Office.

Instructions for Students in Grades K-8.

1. Each semester of attendance, complete the Special Admission Request K-12 Form and obtain all necessary signatures and school seal. Attend the first day of class to obtain the instructor's authorization on the form. Please obtain an Add Permit Code (APC).
2. Bring the completed Special Admission Request Form and APC to the Admissions and Records Office. Complete the college application and submit all forms to a registration clerk in the Admissions Office. Students are required to meet all prerequisites.

Instructions for Students in Grades 9-12:

Since the approval process may take several days, be sure to submit this form well before registration.

1. Complete a Saddleback College admission application online. (Omit this step if you are a continuing student.) The online application may be accessed at Saddleback.edu. Click on "Admissions" then choose "Apply for Admission" from the menu on the left.
2. Each semester of attendance, complete the Special Admission Request K-12 Form and obtain all necessary signatures and school seal.
3. Submit Special Admissions Request K-12 Form to the Admissions Office.
4. You will complete registration online through MySite on or after your assigned registration time.

STUDENT INFORMATION: Requesting part-time admission for the Spring Summer Fall Year _____

Applicant's Name: _____ Saddleback Student ID: _____
 Please Print: Last First M.I.

Date of Birth: _____ Social Security Number (optional): _____ Telephone Number: () _____

Grade Level (at beginning of semester of attendance at Saddleback College): _____ Anticipated High School Graduation Date: _____

Principal's Recommendation: I certify that this student:

1. will benefit from advanced scholastic or vocation work at the college.
2. demonstrates adequate preparation in the discipline to be studied.
3. has exhausted all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.
4. has school board approval.

Recommended Courses (Kinesiology (PE) courses not permitted)

Saddleback Faculty authorization required for K-8 students

Saddleback Course Number and Title (Altered forms will not be accepted)	Ticket Number	Units(9-12 Max 11) (K-8 Max 6)	SC Instructor's Signature (K-8)	Circle one	
				Approved	Denied
Example: History 22				Approved	Denied
				Approved	Denied
				Approved	Denied
				Approved	Denied

For summer term only, I confirm that no more than 5% of our students in any one grade level will be recommended for concurrent enrollment at Saddleback College.

 Principal's Name (Please Print) Principal's Signature

 Name of School Number of Recommended Courses Date (Place School Seal Here)

Matriculation Information (Assessment Test) and Prerequisite Requirements

All students enrolling in English, reading, math or a course requiring a prerequisite of English, reading or math must test in these areas for placement purposes. For all other prerequisites, the student should contact the academic division for that course. You should have your prerequisites cleared at least two weeks before your registration date. Specific information regarding the Matriculation process and assessment dates are available in the Matriculation Office (Student Services Center 225B). Please come in, call 949-582-4970, or visit us at: <http://www.saddleback.edu/matriculation/>.

By initialing this box, I, the student, certify that I have read and understand the statement above.

Note: High school seniors are encouraged to participate in the Matriculation Early Bird Program in the spring to complete the entire matriculation process (assessment, orientation and advisement) before attending Saddleback College after their anticipated graduation date.

Saddleback College

Office of Admissions, Records and Enrollment Services

Special Admission Request K-12 Students

28000 Marguerite Parkway, Mission Viejo CA., 92692 (949) 382-4555

Saddleback College provides this opportunity for qualified K-12 students who wish to study in advanced-level instructional areas not offered at their present school. Students currently attending grades K-12 who are requesting permission to attend Saddleback College as special part-time students must complete this form each term prior to registration. This program is set up for educational enrichment rather than to reduce current course requirements of elementary or secondary schools. The college has the right to restrict enrollment for reasons of age, health and safety, preparedness of the student, availability and college policy. Please review the program policies below to ensure you have a successful experience at Saddleback College. (*References - California Education Code: Sections 48800-48802, 76001-76002 and 76300*)

Policies and Requirements:

1. Student must attend the minimum day at a public or private high school in California.
2. All students must complete the assessment testing, if they are enrolling in English, reading, math or a class requiring a pre-requisite of English or math. (See bottom of reverse side for more information about assessment testing.) Students are required to clear all course prerequisites at least two weeks prior to their registration date.
3. Students participating in this program will do so under the direction of their school principal. Home-schooled programs deemed eligible must meet one of the following criteria: 1) affiliation with a county department of education program, 2) must be taught by a person holding a California teaching credential, 3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction. Proof of one of the above is required.
4. Most applicants who are accepted to Saddleback College will be allowed to enroll in any course for which they are recommended; however, recent changes in state law restrict participation in physical education courses. Students in this program may enroll for either day or extended day classes but are limited to no more than eleven (11) units per semester. The course instructor's permission to enroll is required for K-8 students. Students in grades K-8 are limited to six (6) units per semester.
5. All Saddleback College students are responsible for complying with the rules and regulations of the college as published in the *Saddleback College Catalog* and schedule of classes.
6. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and involved in discussions of mature subjects.
7. Enrollment in this special admission program establishes a permanent college transcript with college credit. When approved by the school district, courses taken for college credit may also be used to meet high school graduation requirements.
8. This form must be submitted each semester while attending Saddleback College. Students will not be permitted to register or remain in classes if this form is not on file for the semester or session of attendance. Altered forms will not be accepted.
9. Students must act on their own behalf. Parents, guardians, relatives or friends of Saddleback College students are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications. Federal and state laws prohibit the release of a college record to anyone other than the student.
10. *The SOCCCD Board of Trustees has authorized the waiver of enrollment fees for students concurrently enrolled in high school (grades 9-12);* however, these students are responsible for paying nonresident tuition if classified as a nonresident. High school students are required to pay parking, course materials, tuition, and health fees. Students enrolled in grades K-8 are required to pay enrollment, tuition, and other required fees as appropriate.
11. Security should be of concern to parents, especially when K-12 students are attending classes after dark. Faculty are not expected to wait with students until their ride arrives. At times, classes may be dismissed early. Pay telephones are available on campus but may not be in close proximity to a student's classroom.
12. Saddleback College will release academic records regarding concurrently enrolled students to the school district in which they are enrolled unless specifically directed by the student in writing.
13. Students are required to present a photo ID when completing in-person transactions at Saddleback College.

Student agreement:

I have read, understand, and agree to the above policies and requirements.

Student Signature_____
Student Name (Please Print)_____
Date**Parent agreement:**

I have read, understand, and agree to the above policies and requirements.

Parent/Guardian Signature_____
Parent/Guardian Name (Please Print)_____
Date



Special Admission Request for K-12 Students

Office of Admissions and Records

5500 Irvine Center Drive, Irvine, California 92618 (949)451-5461

Instructions for Students in Grades K-8:

- 1. Complete an admissions application for Irvine Valley College or be a continuing student.
2. Read and sign the reverse side of this form (complete student portion and obtain parent/guardian signature).
3. Complete the information below, including the course number(s), title(s) and ticket number(s).
4. Obtain the principal's signature and approval and course recommendation.
5. When completed, turn in this form to the Office of Admissions and Records in the Student Services Center.
6. If the request is approved, the Office of Admissions and Records will notify you of your registration appointment.

Instructions for Students in Grades 9-12:

- 1. Complete an admissions application for Irvine Valley College or be a continuing student.
2. Read and sign the reverse side of this form (complete student portion and obtain parent/guardian signature).
3. Complete the Student Information section below and list the course number(s) and title(s) of the classes you wish to register in.
4. Obtain the principal's signature and approval and course recommendation.
5. When completed, turn in this form to the Office of Admissions and Records in the Student Services Center.

STUDENT INFORMATION

Applicant's Name: Last (Please Print) First M.I. IVC Student ID:

Telephone Number: () Date of Birth:

Current Grade Level: Anticipated High School Graduation Date:

Requesting special part-time admission for the: (Check one) Spring Summer Fall Year:

COURSE RECOMMENDATIONS This Section is to be completed by IVC Faculty/Administration

Table with 6 columns: Course Number and Title, Ticket Number, Instructor's Signature, Approved/Denied, Dean's Signature, Approved/Denied. Contains 4 empty rows for data entry.

Note: We suggest you include alternate courses on this list to avoid having to re-accomplish this permission form should a primary class you desire to enroll in is closed.

Principal's Recommendation and Certification:

As the student's principal, I certify that this student is attending a minimum day at my school, has adequate preparation for the discipline(s) to be studied, has exhausted all opportunities to enroll in an equivalent course(s) in my school, and does not exceed the summer session five percent enrollment limit mandated under Education Code, Section 48800 (or as exempted by SB 1303).

Principal's Name (Please Print) Principal's Signature
Name of School City Date



Office of Admissions and Records

Special Admission Request for K-12 Students

5500 Irvine Center Drive, Irvine, California 92618 (949)451-5461

Students currently attending grades K-12 who are requesting permission to attend Irvine Valley College (IVC) as Special Part-time Students must complete this form. IVC provides this opportunity for qualified K-12 students who wish to study in advanced-level instructional areas not offered at their present school. Therefore this program is set up for educational enrichment rather than to reduce current course requirements of elementary or secondary schools. Please review the program policies below to ensure you have a successful experience at IVC. (References - California Education Code: Sections 48800-48802, 76001, and 76300)

Policies and Requirements:

1. During the school year students must attend the minimum day at their primary school.
2. Students wishing to enroll in IVC classes must complete assessment testing prior to registration for math and English classes. Students are also required to meet all course prerequisites.
3. Students participating in this program will do so under the direction of their school principal. The regional academic program manager's approval is required for a student currently participating in a home school program. Parents are typically not approved to act as the academic program manager.
4. Most applicants accepted to IVC are allowed to enroll in any course for which they are recommended; however, changes in state laws virtually eliminated participation in physical education (PE) courses. Because of this high school students must not count on enrollment in IVC PE classes to meet graduation requirements. Enrollment in PE classes is considered only at the beginning of each semester or the full summer term. Students wishing consideration for enrollment in PE classes must have a valid K-12 permit in to the Office of Admissions and Records no later than the Thursday before the semester or summer term start date. K-8 students are not allowed to participate in college PE classes.
5. K-12 students may enroll for either day or evening classes but are limited to 11 units per semester or summer session. K-8 students must also have IVC Office of Instruction permission to enroll in the recommended class(es).
6. All IVC students are responsible for complying with the rules and regulations of the college, especially with regards to enrolling on time, as published in the *Irvine Valley College Catalog* and schedule of classes. Late enrollment, (defined as any enrollment requested after the "W" date), is not permitted for Special Part-time Students.
7. When interacting in person with the Office of Admissions and Records or other college offices, students must provide photo identification.
8. Courses offered are college level courses and instructors will teach all courses at that level.
9. Enrollment in this special admission program will establish a permanent college record. Courses taken at IVC may be used to meet high school graduation requirements; however, this determination is made solely by the student's school district.
10. For new students, this form must be submitted with an Irvine Valley College Application for Admission. Continuing students (those currently enrolled at IVC) only need to submit this completed form to register for classes. This form must be submitted each semester while attending IVC. Students will not be permitted to register or remain in classes if this form is not on file for the semester or session you attend the college.
11. Parents or guardians of IVC students are not permitted to enroll, drop, add classes, or request transcripts and verifications.
12. *The SOCCCD board has authorized the waiver of enrollment fees for students concurrently enrolled in high school (grades 9-12).* High school students are still required to pay fees for non-resident tuition (when applicable), parking, material fees, and health fees as appropriate. Students currently enrolled in grades K-8 are required to pay all enrollment and associated fees.
13. Security should be of concern to parents, especially when K-12 students are attending classes after dark. Faculty cannot be expected to wait with students until their ride arrives. At times classes may be dismissed early. Pay telephones are available on campus, but may not be in close proximity to a student's classroom.

I have read, understand, and agree to the above policies and requirements.

Student Signature	Student Name (Please print)	Date
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I have read, understand, and agree to the above policies and requirements.

Parent/Guardian Signature	Parent/Guardian Name (Please print)	Date
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Complete both sides of form

EDUCATION CODE

SECTION 48800-48802

48800. (a) The governing board of a school district may determine which pupils would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements of elementary and secondary schools, and also to help ensure a smoother transition from high school to college for pupils by providing them with greater exposure to the collegiate atmosphere. The governing board may authorize those pupils, upon recommendation of the principal of the pupil's school of attendance, and with parental consent, to attend a community college during any session or term as special part-time or full-time students and to undertake one or more courses of instruction offered at the community college level.

(b) If the governing board denies a request for a special part-time or full-time enrollment at a community college for any session or term for a pupil who is identified as highly gifted, the governing board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.

(c) A pupil shall receive credit for community college courses that he or she completes at the level determined appropriate by the governing boards of the school district and community college district.

(d) (1) The principal of a school may recommend a pupil for community college summer session only if that pupil meets all of the following criteria:

(A) Demonstrates adequate preparation in the discipline to be studied.

(B) Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

(2) For any particular grade level, a principal shall not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation.

(3) A high school pupil recommended by his or her principal for enrollment in a course shall not be included in the 5 percent limitation of pupils allowed to be recommended pursuant to paragraph (2) if the course in which the pupil is enrolled meets one of the criterion listed in subparagraphs (A) to (C), inclusive, and the high school principal who recommends the pupil for enrollment provides the Chancellor of the California Community Colleges, upon the request of that office, with the data required for purposes of paragraph (4).

(A) The course is a lower division, college-level course for credit that is designated as part of the Intersegmental General Education Transfer Curriculum or applies toward the general education breadth requirements of the California State University.

(B) The course is a college-level, occupational course for credit assigned a priority code of "A," "B," or "C," pursuant to the Student Accountability Model, as defined by the Chancellor of the California Community Colleges and reported in the management information system, and the course is part of a sequence of vocational or career

technical education courses leading to a degree or certificate in the subject area covered by the sequence.

(C) The course is necessary to assist a pupil who has not passed the California High School Exit Examination (CAHSEE), does not offer college credit in English language arts or mathematics, and the pupil meets both of the following requirements:

(i) The pupil is in his or her senior year of high school.

(ii) The pupil has completed all other graduation requirements prior to the end of his or her senior year, or will complete all remaining graduation requirements during a community college summer session, which he or she is recommended to enroll in, following his or her senior year of high school.

(4) On or before November 1, 2007, and on or before January 1 of each year thereafter, the Chancellor of the California Community Colleges shall report to the Department of Finance the number of pupils recommended pursuant to paragraph (3) who enroll in community college summer session courses and who receive a passing grade.

(5) The Board of Governors of the California Community Colleges shall not include enrollment growth attributable to paragraph (3) as part of its annual budget request for the California Community Colleges.

(6) Notwithstanding Article 3 (commencing with Section 33050) of Chapter 1 of Part 20 of Division 2, compliance with this subdivision shall not be waived.

(e) Paragraphs (3), (4), and (5) of subdivision (d) shall become inoperative on January 1, 2014.

48800.5. (a) A parent or guardian of a pupil, regardless of the pupil's age or class level, may petition the governing board of the school district in which the pupil is enrolled to authorize the attendance of the pupil at a community college as a special full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. If the governing board denies the petition, the pupil's parent or guardian may file an appeal with the county board of education, which shall render a final decision on the petition in writing within 30 days.

(b) A pupil who attends a community college as a special full-time student pursuant to this section is exempt from compulsory school attendance under Chapter 2 (commencing with Section 46100) of Part 26.

(c) A parent or guardian of a pupil who is not enrolled in a public school may directly petition the president of any community college to authorize the attendance of the pupil at the community college as a special part-time or full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available.

(d) Any pupil authorized to attend a community college as a special full-time student shall, nevertheless, be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.

(e) For purposes of allowances and apportionments from the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of special full-time students at the community college.

48801. Any student authorized to attend a community college as a special part-time student pursuant to Sections 48800 and 76001 shall, nevertheless, be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.

The student shall also be required to attend school for the minimum schoolday, except as provided for in Section 46145 or 46147. However, the governing board of the school district may permit the student to attend school for such a lesser period of time than the minimum schoolday as the board shall find to be in the student's best interests.

48802. (a) For purposes of allowances and apportionments from Section B of the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of pupils at the community college as special part-time students pursuant to this article and as set forth in Section 76002.

(b) A school district whose pupils attend a community college as special part-time students pursuant to this article shall, for purposes of allowances and apportionments from Section A of the State School Fund, continue to receive credit for attendance by those pupils computed in the manner prescribed by law, and a pupil's attendance at school for the minimum schoolday shall be deemed a day of attendance for purposes of making the computation.

EDUCATION CODE

SECTION 76000-76002

76000. The governing board of a community college district shall admit to the community college any California resident, and may admit any nonresident, possessing a high school diploma or the equivalent thereof.

The governing board may admit to the community college any apprentice, as defined in Section 3077 of the Labor Code, who, in the judgment of the governing board, is capable of profiting from the instruction offered.

The governing board may by rule determine whether there shall be admitted to the community college any other person who is over 18 years of age and who, in the judgment of the board, is capable of profiting from the instruction offered. If the governing board determines to admit other persons, those persons shall be admitted as provisional students and thereafter shall be required to comply with the rules and regulations prescribed by the board of governors pertaining to the scholastic achievement and other standards to be met by provisional or probationary students, as a condition to being readmitted in any succeeding semester. This paragraph shall not apply to persons in attendance in special classes and programs established for adults pursuant to Section 78401 or to any persons attending on a part-time basis only.

76001. (a) The governing board of a community college district may admit to any community college under its jurisdiction as a special part-time or full-time student in any session or term any student who is eligible to attend community college pursuant to Section 48800 or 48800.5.

(b) If the governing board denies a request for a special part-time or full-time enrollment at a community college for a pupil who is identified as highly gifted, the board shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.

(c) The attendance of a pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance, for which the community college shall be credited or reimbursed pursuant to Sections 48802 and 76002. Credit for courses completed shall be at the level determined to be appropriate by the school district and community college district governing boards.

(d) For purposes of this section, a special part-time student may enroll in up to, and including, 11 units per semester, or the equivalent thereof, at the community college.

(e) The governing board of a community college district shall assign a low enrollment priority to special part-time or full-time students described in subdivision (a) in order to ensure that these students do not displace regularly admitted students.

76002. (a) For the purposes of receiving state apportionments, a community college district may include high school pupils who attend

a community college within the district pursuant to Sections 48800 and 76001 in the district's report of full-time equivalent students (FTES) only if those pupils are enrolled in community college classes that meet all of the following criteria:

(1) The class is open to the general public.

(2) (A) The class is advertised as open to the general public in one or more of the following:

(i) The college catalog.

(ii) The regular schedule of classes.

(iii) An addenda to the college catalog or regular schedule of classes.

(B) If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class.

(3) If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the governing board of the school district during a regularly scheduled board meeting.

(4) If the class is a physical education class, no more than 10 percent of its enrollment may be comprised of special part-time or full-time students. A community college district may not receive state apportionments for special part-time and full-time students enrolled in physical education courses in excess of 5 percent of the district's total reported full-time equivalent enrollment of special part-time and full-time students.

(b) The governing board of a community college district may restrict the admission or enrollment of a special part-time or full-time student during any session based on any of the following criteria:

(1) Age.

(2) Completion of a specified grade level.

(3) Demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges.

(c) The Chancellor of the California Community Colleges shall prepare and submit to the Department of Finance and the Legislature, on or before March 1, 2004, and March 1 of each year thereafter, a report on the amount of FTES claimed by each community college district for special part-time and special full-time students for the preceding academic year in each of the following class categories:

(1) Noncredit.

(2) Nondegree-applicable.

(3) Degree-applicable, excluding physical education.

(4) Degree-applicable physical education.

(d) The Board of Governors of the California Community Colleges shall adopt rules and regulations to implement this section.

Summary of Provisions on the Concurrent Enrollment of Minors in Community Colleges, Pursuant to SB 338

SB 338, Scott (Chapter 786, Statutes of 2003) was signed on October 10, 2003, and goes into effect on January 1, 2004, making the following changes from prior law governing the concurrent enrollment of minors in community colleges:

- There is some restructuring of the Education Code to: a) clarify the respective responsibilities of community college and K-12 districts, and b) eliminate the redundancy of provisions that apply equally to special part-time and special full-time students.
- The ability of a pupil to benefit from “advanced scholastic or vocational work” remains the only basis for concurrent enrollment. The responsibility to make that determination is clarified as belonging to the school district in which the student is enrolled. The parent or guardian of a pupil not enrolled in a public school retains the ability to directly petition the president of any community college for the pupil’s special admission on a part-time or full-time basis.
- Districts are provided explicit authority to restrict the admission or enrollment of a special part-time or full-time student in any session based on age, grade-level completion, or assessment and placement procedures in conformance with Matriculation regulations.
- Summer session rules, limiting enrollment to 5% of any high school class, are maintained but moved to the K-12 sections of the code.
- The definition of special part-time enrollment is amended to read “up to and including 11 units” to conform to higher education norms. Enrollment in 12 or more units constitutes a special full-time student.
- Rules are expanded to ensure a class held at a high school is fully open to the public, is so advertised and is held during hours in which the campus is not specifically closed to the public. Courses that are advertised solely via electronic media must be advertised for a minimum of 30 consecutive days prior to the first day of class.
- There are two new restrictions on the amount of FTES that can be claimed for concurrent enrollments in physical education. One limits the enrollment of special part-time or full-time students to no more than 10% of the total enrollment in any PE class. The other limits the PE course enrollments of special part-time or full-time students to no more than 5% of total concurrent enrollment FTES reported by a district.
- The legislation does not make any changes with regard to concurrent enrollment activity in nondegree-applicable and noncredit courses. The Chancellor's Office is required to report annually on types of CE instruction.
- The Board of Governors is directed to adopt implementing rules and regulations.

Chancellor's Office, California Community Colleges
**QUESTIONS AND ANSWERS RELATED TO
 IMPLEMENTATION OF SENATE BILL 338**
 December 2003

The Chancellor's Office has received many questions regarding the interpretation and implementation of the law on concurrent enrollment as amended by SB 338. Answers to those questions are provided below. These answers represent the considered judgment of the Chancellor's Office and reflect our experience in recent audits and minimum condition reviews on the subject of concurrent enrollment. The policies and procedures discussed here are not binding on districts. However, districts that follow the advice given here will generally be deemed to comply with the law in the event of a review by the Chancellor's Office.

BASIC ELIGIBILITY REQUIREMENTS

Question 1. Which community college courses are considered advanced scholastic or vocational work?

Answer. The Chancellor's Office has advised on several occasions that the terms "advanced scholastic or vocational work," "community college level" or simply "college level" refer to college credit courses acceptable toward the associate degree which have been properly approved pursuant to title 5, section 55002(a). (See Legal Opinions 98-17 and 02-16.) Thus, under section 48800(a) the K-12 school district is responsible for determining whether a pupil is prepared to undertake degree-applicable credit coursework as a precondition to recommending the pupil for admission to a college. Colleges are encouraged to work with local K-12 districts to ensure that they are familiar with the degree-applicable credit course offerings at the college so that this determination can be accurately made.

Question 2. Does the reference to advanced scholastic and vocational work in section 48800 mean that students cannot take noncredit courses at a community college?

Answer. No. A different statute, section 78401 permits colleges to admit minors to their noncredit programs. Under that provision, the community college district makes the determination of which students can benefit from its noncredit courses without any requirement for involvement by the K-12 school district or any need to find the student eligible for advanced scholastic or vocational work.

Question 3. What happens if the K-12 school board determines that a pupil may benefit from advanced scholastic or vocational work but the community college district disagrees based on criteria contained in section 76002(b).

Answer. First, in order for a K-12 pupil to attend a community college district, the school district must determine that the pupil is capable of benefiting from advanced scholastic or vocational (college level) work. However, even if the K-12 district does make this determination, it does not guarantee the pupil's admission to the college. This is because a community college may admit such students, but is not required to do so. So long as it does not reject pupils on a discriminatory basis and has a rational basis for differentiating among K-12 pupils, a college could accept some pupils recommended by the K-12 school district and decline to accept others. For example, a college could determine that it will admit K-12 pupils

who are district residents, but not other K-12 pupils. District residency is not a protected group under nondiscrimination laws, and a college may have a legitimate basis for needing to limit the number of K-12 pupils it will admit.

Second, if a K-12 district does certify that a pupil would benefit from college level work, section 76002 now permits a college to ultimately decide otherwise based on age, grade level, or assessment standards established by the college district. See the answers to Questions 9 through 14 for a full discussion of these new provisions.

Question 4. How does a community college evaluate the readiness of private school pupils and home-schooled minors seeking admission? What are the criteria?

Answer. The parent or guardian of a private school pupil may petition the president of the college. The criteria for admission are the same as if the pupil were enrolled in a public school: that the pupil can benefit from degree-applicable college coursework. Colleges may require the assessment of a private school representative (like the principal) to verify the readiness of the private school student for college level coursework. In this regard, a college could probably use the same certification of readiness that it uses for public school pupils.

Home schooling is instruction by a tutor or other person (including the student's parent) who does not have a valid California teaching credential. Local high schools are charged with determining whether to accept home schooling as valid attendance. Therefore, community college districts that are asked to consider admitting a minor who has been home schooled should confer with the public high school the student would have attended if not home schooled. If that public school accepts or would accept home schooling as valid school attendance, the public school may also be willing to determine whether the student has completed coursework sufficient to prepare him or her to undertake college level coursework.

However, the Education Code still provides that the parent or guardian of a pupil not enrolled in public school may directly petition the president of any community college for admission. Thus, the position of a K-12 school district regarding home schooling is not binding on the college. The college could, instead, make its own determination of whether a student is prepared for college level work through an assessment using assessment methods and procedures (which could include evaluation of the student's prior coursework) under section 76002(b)(3). If it wishes to make such assessment, it must employ multiple measures and comply with other aspects of the matriculation regulations adopted by the Board of Governors (title 5, §§ 55500 et seq.) Thus, the college might review records of coursework the student has completed and combine this with results from one or more appropriate assessment instruments approved by the Chancellor's Office.

OPEN COURSE REQUIREMENTS

Question 5. What steps should a college take to ensure that courses are properly advertised and open to the general public?

Answer. All sections of all community college courses should be open to the general public, regardless of whether some of the students may be special part-time or special full-time pupils or whether the course is held at a high school campus. In order for a course to be truly open to the general public, it must be advertised in a manner such that anyone who might be interested in enrolling in a particular course section will know it is available and understand that enrollment is open to anyone who meets properly established prerequisites or enrollment limitations. Each course should be published in the official college catalog or addenda thereto and each section of the course should be listed in the regular schedule of classes or an addendum thereto. If the exact time or location of a course section is not known when the schedule or addenda is printed, or an instructor has not yet been assigned, the notation TBA (to be assigned) should be used.

Question 6. How should a college advertise a course if the decision to offer the course was made after the last addendum to the catalog or schedule of classes is published?

Answer. As discussed in the answer to Question 5, the general rule is that each course should be described in the official catalog or an addendum thereto and that each section of each course should be listed in the schedule of classes or an addendum thereto. However, it may sometimes happen that a course is newly approved after the most recent addendum to the catalog has been printed. Should this occur, the college should update any online catalog it may maintain and, of course, list each section of the course to be offered in the schedule of classes or an addendum thereto.

In those rare instances where the decision to offer a new course is made so late that it cannot even be listed in the last addendum to the schedule of classes, title 5, section 58104 still requires that the course be "reasonably well publicized" to the general public.

The Chancellor's Office advises that districts should not rely exclusively on posting course offerings on the Internet to satisfy the requirement that the course is "reasonably well publicized." Some students still do not have ready access to the Internet and, in the event of an audit, it may be difficult for the District to demonstrate that a particular course offering was actually posted on its website at a given point in time. If districts do choose to rely on posting on the Internet, they should observe the following:

1. The class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.
2. The district's website must comply with standards for accessibility to persons with disabilities required by section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and Government Code section 11135. If course descriptions are posted in Portable Document Format (PDF) they should also be available in a more easily accessible format such as HTML, Microsoft Word, or ASCII.

3. The district should maintain dated hardcopy printouts of the web postings on file for audit purposes for a period of at least three years.
4. The district should maintain a list of individuals who wish to receive printed course announcements and send such announcements to those on the list, even if it does not publish and widely distribute another addendum to the schedule of courses.
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Question 7. Does SB 338 prohibit holding a college course on a high school campus during the hours the high school operates classes?

Answer. No. The law has long provided that a course which is claimed for state apportionment by the community college district must be open to the general public. SB 338 merely emphasized this point by amending Education Code section 76002 so that it now provides that if a course is held on a high school campus, "the class may not be held during the time the campus is closed to the general public, as defined by the governing board of the school district." Thus, the issue is when the high school campus is specifically closed to the general public, rather than whether or not high school classes are offered during the same time period. However, it must be emphasized that this restriction only applies if state apportionment is to be claimed for the class. If the class is conducted as contract education and paid for by the K-12 school district, then it may be housed at the high school campus and be held at any time of day, regardless of whether or not the campus is open to the general public.

GENERAL LIMITATIONS ON ADMISSION OR ENROLLMENT

Question 8. Once a student is admitted to the college, is he or she limited to taking only degree-applicable courses?

Answer. No. If a college decides to admit a special full-time or part-time pupil pursuant to sections 76001 and 76002, he or she may, like any other student, enroll in any course subject to properly established prerequisites or enrollment limitations. In addition, as discussed below, section 76002 now authorizes colleges to explicitly limit enrollment in any course or program based on age or grade level.

Question 9. Does SB 338 authorize community college districts to limit admission or enrollment of minors based on age or grade level?

Answer. Yes. Prior to passage of SB 338, community college districts were precluded from imposing restrictions on admission of minors based on age because of the federal Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.) which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance. However, the Act does not apply to age distinctions described by state statutes to establish criteria for participation in age-related terms. (34 C.F.R. § 110.2(b)(1)(ii).) SB 338 revised section 76002

to provide the express statutory authority needed to qualify for this exception to the federal law. Thus, a college may now establish admissions and/or enrollment limitations that prevent special admit pupils below a certain age or grade level from being admitted or from enrolling in certain courses or programs.

Question 10. Can a community college district restrict the admission of a highly gifted pupil based on the criteria of subsection 76002(b)?

Answer. Yes. The Legislature has authorized imposition of these restrictions on admission of all special part-time and special full-time pupils, regardless of whether or not they are considered highly gifted. However, under section 76001(b), the district would be required to provide a written statement of the reasons for the denial.

Question 11. Can a college impose age or grade level restrictions on pupils who are not enrolled in a public school and who directly petition the college for admission pursuant to section 48800.5?

Answer. Yes. Section 48800.5 says a parent or guardian of a pupil who is not in a public school can petition the community college president for admission of the pupil to the community college regardless of that pupil's age or grade level. However, section 76002(b) now explicitly allows a district to restrict admission or enrollment based on a pupil's age or grade level. This is not a contradiction. The fact that a parent or guardian may file a petition on behalf of their child does not guarantee that the college will admit the pupil.

Question 12. May a community college district restrict admission based on the criteria of subsection 76002(b) in some classes, but not all?

Answer. Yes. Section 76002(b) clearly authorizes districts to restrict either "admission" or "enrollment" based on age, grade level, or results of an assessment. Since enrollment occurs on a course-by-course basis, a district could admit pupils and then impose such limitations in one course but not in another.

Question 13. Can a district restrict admission or enrollment based on high school GPA?

Answer. No. Section 76002(b) authorizes restricting admission or enrollment on three grounds. One of the bases is the use of assessment instruments, methods or procedures used in accordance with the regulations implementing the Matriculation Act of 1986. Title 5, section 55521 prohibits placement based only on a single measure. Thus, a college could evaluate a pupil's high school GPA as part of its assessment, but some other assessment instrument, method or procedure would also have to be used. This might include an appropriate assessment test, which is on the list of instruments approved by the Chancellor's Office.

It is also important to note that once a K-12 pupil has been admitted, the ability to limit enrollment in particular courses or programs based on use of assessment procedures must be carried out consistent with the regulations adopted by the Board of Governors concerning the establishment of prerequisites. In other words, after admission, an assessment involving the use of multiple measures can only be used to restrict enrollment in a particular course or program if the assessment is tied to a properly established prerequisite.

Question 14. Can a college give adult students priority in the registration process?

Answer. Yes. Under title 5, section 58108, a district may establish a priority registration system which would accord adult students higher registration priority in order to ensure that they are not being displaced by special admit pupils.

RULES RELATED TO SUMMER SESSIONS

Question 15. Are there additional requirements that apply to admission of K-12 students to summer session? Yes. SB 338 moved the requirements for summer session from the community college portion of the code to the K-12 portion of the code with slight modifications. For summer session the following specific criteria are in effect, in addition to other rules related to all concurrent enrollment. The principal may only recommend a student if that pupil meets all of the following criteria, which are specific to summer session only:

1. The pupil demonstrates adequate preparation in the discipline to be studied.
2. The pupil exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.
3. The recommendation of this pupil will not result in recommendations for more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation.

Question 16. Who enforces the 5 percent limitation on summer session enrollments in section 48800(d)? It is the responsibility of the K-12 district to ensure that the 5 percent limitation on summer school enrollments is honored.

Question 17. Should basic skills or remedial course work at the community colleges be open to K-12 summer students? As discussed in the answer to Question 1, the K-12 school district must determine that a pupil is prepared to undertake college level work, meaning degree-applicable credit courses at the community college. A pupil who is truly prepared to take college level work should generally not be in need of nondegree-applicable coursework. However, as noted in the answer to Question 8, once a student is admitted to the college, he or she may take any course subject to properly established prerequisites or enrollment limitations. These principles apply to pupils enrolled in summer session courses as well as to those enrolled in courses during the regular academic year.

RESTRICTIONS ON PHYSICAL EDUCATION COURSES

Question 18. Does the 10 percent limit on enrollment of special admit pupils in physical education classes apply to each class section or to the class enrollment as a whole?

Although the statutory language is not altogether consistent throughout SB 338, it is clear that the Legislature and the Administration intended that the 10 percent limitation of section 76002(a)(4) applies to each class or course section. The structure of the section largely requires this conclusion. Section 76002(a) describes those classes that are eligible for apportionment; each class must be open to the public, each class must be advertised as open, each class at a high school campus must be held during certain times, and if the class is a physical education class, its enrollment may not include more than 10 percent special part-time or full-time

students. Each condition appears to apply to the individual class sections, so the 10 percent limit also applies to each class section, as opposed to the total number of students enrolled in all sections of the same course.

It should also be noted that, in the view of the Chancellor's Office, this provision was intended to serve as a limit on how many students may be claimed for apportionment, not how many may actually be enrolled in a class section. Thus, if a district wished, it could allow the enrollment of special full-time or part-time students to exceed 10 percent in a particular section of a physical education course, but it would have to ensure that the 10 percent limitation is observed when preparing the apportionment claim for that class.

Question 19. Is the 10 percent limitation on enrollment in a particular physical education course determined at a given point in time? As discussed in the answer to Question 18, the 10 percent limit should be viewed as a restriction on how many students may be claimed for apportionment purposes. Thus, if a district wishes, it could allow special full-time or part-time students to enroll in a physical education course without regard for the 10 percent limit and simply apply the limit when preparing its apportionment claim.

Of course, some districts may not want to permit enrollment for which they will not be able to claim apportionment. This will require some mechanism for monitoring enrollment. In practice, it would be difficult to ensure that this limitation is satisfied each time a student enrolls because many students may be registering simultaneously. The Chancellor's Office recommends that districts limit the number of special admit pupils in each physical education class section to 10 percent of the maximum enrollment specified for that section of the course.

Question 20. Do the restrictions in section 76002 on enrollment of special K-12 students in physical education courses apply where a college has a certificate program in physical education? Yes. The statute does not distinguish between physical education courses that are part of a certificate program and those which are not. Thus, even where a college has an established certificate program in physical education, each course and course section in that program is subject to the limitations. However, as discussed below, certain vocational courses in closely related fields should not be considered to be "physical education."

Question 21. Which courses or programs should be considered "physical education" for purposes of the restrictions imposed by SB 338? For purposes of implementing SB 338, "physical education" is considered by the Chancellor's Office generally to mean any course bearing Taxonomy of Programs code 0835.00, or any of its subcodes (0835.10, 0835.30, 0835.50), and any other course whose content, as expressed in the course outline, would reasonably be considered within the discipline of physical education. The bill applies to both activity and theory courses in physical education. However, for this purpose "physical education" is not considered to include vocational courses that are part of a Chancellor's Office-approved program for athletic trainer, sports medicine, fitness specialist, personal trainer, or similar program with a specific occupational outcome.

DOCUMENTATION

Question 22. Are community colleges required to maintain records for auditing purposes of a school board's determination that the pupil would benefit from advanced scholastic or vocational work? Yes. A community college district is only authorized to admit K-12

pupils to the extent that the K-12 school district has made a determination that the student is prepared for college level coursework. Therefore, the college should require the K-12 school district to complete a document certifying that this determination has been made for that student and the record should be kept on file for audit purposes as prescribed by title 5, section 59026(b).

Question 23. Can a college accept a certification document signed by someone other than the school principal? Yes. If a K-12 school district wishes, it may allow its principals to delegate the responsibility for determining if a student should be recommended for college admission to a designee.

In general, it is up to the K-12 school district to determine who can be designated to act in place of the principal. However, in some cases, colleges employ high school faculty to teach college courses. If a high school instructor is employed by a college to teach a college class and that instructor will receive additional compensation to teach the college course, the instructor will have a direct financial interest in the outcome of the eligibility determination. Based on this direct financial interest, the high school instructor has a conflict of interest in making eligibility determinations. Under such circumstances, colleges should decline to accept recommendations signed only by such an instructor.

Question 24. Should the principal of the school provide community colleges with a list of his/her designated signatories so the community college can check K-12 pupil admissions and enrollment documents? Yes. Otherwise, a college has no way of knowing whether the person signing the document is authorized to do so. This documentation will be especially important in the event of an audit.

Question 25. For audit purposes, what mechanisms should a community college have in place to monitor a K-12 district's compliance with the 5 percent limit on summer session enrollment? As noted in the answer to Question 16, ensuring compliance with the 5 percent limitation for summer session admissions of special full-time or part-time students is the responsibility of the K-12 school district. Nevertheless, in Legal Opinion M 02-20, the Chancellor's Office advised colleges admitting minors as special students in summer school credit courses to obtain certification from school principals that the number of students recommended to attend college courses does not exceed the five percent statutory limit. Administrative records containing the principal's five percent certification in addition to parental consent and the principal's recommendation as specified in the statute would constitute thorough documentation of efforts to ensure that the law has been followed in the event of an attendance accounting review.

OTHER ISSUES

Question 26. Can pupils receive credit at both the K-12 and the college level? Yes. The Chancellor's Office has issued several legal opinions holding that this is permissible (e.g., Legal Opinion M 98-17). However, an outdated regulation adopted many years ago by the state Board of Education has never been changed to conform to current law. This may lead some K-12 districts to conclude that they cannot grant high school credit for coursework completed at a community college.

Question 27. May full-time students be exempted from paying the enrollment fee?

Education Code section 76300 provides that special part-time students may be exempted, as a group, from paying the \$18 per unit enrollment fee. There is no such authority for the special-admit full-time student and thus a college or district may not exempt all such students as a group. Each special-admit full-time student may be individually considered for a BOG Fee Waiver however. Colleges may use the existing short-form application for BOG Fee Waiver for Part A and Part B fee waivers. If the family does not qualify using the short form, the college may also provide the family with a FAFSA and make a local calculation of potential financial need (using a commuter budget and a hand-calculated EFC). If the student shows need in this manner the student may receive a Part C waiver. Please note! These are not "new" rules. These rules have been in effect for many years.

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STATE OF CALIFORNIA

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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January 4, 2005

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Admissions and Records Officers
Transfer Center Directors
Matriculation Coordinators
Financial Aid Directors

FROM: Steven Bruckman
Interim General Counsel

SUBJECT: Questions and Answers Re. Concurrent enrollment
Legal Advisory 05-01

In December 2003, the Chancellor's Office issued an advisory to address questions regarding the interpretation and implementation of the law on concurrent enrollment as amended by SB 338, which was passed by the Legislature and signed by the Governor in 2003. The Chancellor's Office has had the opportunity to address additional aspects of the law in the past year, and is sharing that additional information through this revised advisory. The primary additional areas concern the means for ensuring that pupils who do not attend public schools are prepared for college level coursework, and the admissions standards for pupils who are 18 years of age or older and enrolled in high school.¹

Answers to major questions concerning the law appear below. The answers represent the considered judgment of the Chancellor's Office and reflect our experience in recent audits and minimum condition reviews on the subject of concurrent enrollment. The policies and procedures discussed here are not binding on districts. However, districts that follow the advice given here will generally be deemed to comply with the law in the event of a review by the Chancellor's Office.

BASIC ELIGIBILITY REQUIREMENTS**Question 1. Which community college courses are considered advanced scholastic or vocational work?**

Answer. The Chancellor's Office has advised on several occasions that the terms "advanced scholastic or vocational work," "community college level," or simply "college level" refer to

¹ See questions 4 and 5.

college credit courses acceptable toward the associate degree which have been properly approved pursuant to California Code of Regulations, title 5, section 55002(a). (See Legal Opinions 98-17 and 02-16, available at <http://www.cccco.edu/divisions/legal/opinions/opinions.htm>.) Thus, under Education Code section 48800(a), the K-12 school district is responsible for determining whether a pupil is prepared to undertake degree-applicable credit coursework as a precondition to recommending the pupil for admission to a college. Colleges are encouraged to work with local K-12 districts to ensure that they are familiar with the degree-applicable credit course offerings at the college so that this determination can be accurately made.

Question 2. Does the reference to advanced scholastic and vocational work in Education Code section 48800 mean that pupils cannot take noncredit courses at a community college?

Answer. No. A different statute, Education Code section 78401, permits colleges to admit minors to their noncredit programs. Under that provision, the community college district makes the determination of which pupils can benefit from its noncredit courses without any requirement for involvement by the K-12 school district or any need to find the pupil eligible for advanced scholastic or vocational work.

Question 3. What happens if the K-12 school board determines that a pupil may benefit from advanced scholastic or vocational work but the community college district disagrees based on criteria contained in Education Code section 76002(b)?

Answer. First, in order for a K-12 pupil to attend a community college district, the school district must determine that the pupil is capable of benefiting from advanced scholastic or vocational (college level) work. However, even if the K-12 district does make this determination, it does not guarantee the pupil's admission to the college. This is because a community college may admit such pupils, but is not required to do so. So long as it does not reject pupils on a discriminatory basis and has a rational basis for differentiating among K-12 pupils, a college could accept some pupils recommended by the K-12 school district and decline to accept others. For example, a college could determine that it will admit K-12 pupils who are district residents, but not other K-12 pupils. District residency is not a protected group under nondiscrimination laws, and a college may have a legitimate basis for needing to limit the number of K-12 pupils it will admit.

Second, if a K-12 district does certify that a pupil would benefit from college level work, section 76002 now permits a college to ultimately decide otherwise based on age, grade level, or assessment standards established by the college district. See the answers to Questions 9 through 14 for a full discussion of these new provisions.

Question 4. How does a community college evaluate the readiness of private school pupils and home-schooled minors seeking admission? What are the criteria?

Answer. The parent or guardian of a private school pupil may petition the president of the college. The criteria for admission are the same as if the pupil were enrolled in a public school:

the pupil must be able to benefit from degree-applicable college coursework. Colleges have options for determining the readiness of private school pupils seeking admission.

Colleges may require the assessment of a private school representative (like the principal) to verify the readiness of the private school pupil for college level coursework. In this regard, a college could probably use the same certification of readiness that it uses for public school pupils.

Alternatively, the college could make its own determination of whether the pupil is prepared for college level work through assessment methods and procedures (which could include evaluation of the pupil's prior coursework) under Education Code section 76002(b)(3). Colleges making their own assessments must employ multiple measures and comply with other aspects of the matriculation regulations adopted by the Board of Governors. (Cal Code Regs., tit. 5, §§ 55500 et seq.) Thus, the college might review records of coursework the pupil has completed and combine this review with results from one or more appropriate assessment instruments approved by the Chancellor's Office.

Home schooling is instruction by a tutor or other person (including the pupil's parent) who does not have a valid California teaching credential. The determination that the home schooled pupil is able to benefit from "advanced scholastic or vocational work" can be satisfied in several ways.

A college is free to accept home schooling as if it were schooling in a private full-time day school if the college determines that a proper affidavit has been filed with the Superintendent of Public Instruction. Private full-time day schools must file an annual affidavit setting out various information about the private school instruction. The Superintendent of Public Instruction publishes a list of private schools that includes the name and address of the school and the name of the school owner or administrator. (Ed. Code, § 33190.) If a home school has filed a proper affidavit, a college may accept the assessment of a home school representative to verify the readiness of the pupil for college level coursework.

Local high schools are charged with determining whether to accept home schooling as valid attendance. Therefore, community college districts that are asked to consider admitting a minor who has been home schooled may confer with the public high school the pupil would have attended if not home schooled. If that public school accepts or would accept home schooling as valid school attendance, the public school may also be willing to determine whether the pupil has completed coursework sufficient to prepare him or her to undertake college level coursework.

However, the Education Code still provides that the parent or guardian of a pupil not enrolled in public school may directly petition the president of any community college for admission. Thus, the position of a K-12 school district regarding home schooling is not binding on the college. As with pupils who attend a private school, the college could make its own determination as to whether a pupil is prepared for college level work. As noted above, the college would make an assessment using multiple measures and comply with other aspects of the matriculation regulations adopted by the Board of Governors. (Cal. Code Regs., tit. 5, §§ 55500 et seq.) The college can review records of coursework the pupil has completed and combine this review with

results from one or more appropriate assessment instruments approved by the Chancellor's Office.

Finally, the college may accept the opinion of the pupil's parents as to whether the pupil is prepared for college level coursework.

In selecting methods for assessing pupil preparation for college level coursework, colleges should consider that they may be challenged for rejecting some pupils and accepting others. Uniformity of approach may help insulate colleges from claims that the decisions are inconsistent or unfair. Because the use of college-administered assessments is most likely to result in uniformity, this method of assessing preparation for advanced study may be the most defensible.

Question 5. May persons who are 18 years of age or older and still enrolled in high school be admitted to community colleges under the general admissions provisions or must they be admitted under the provisions applicable to students who are attending community college classes as "concurrent enrollment" or "special admit" students?

Answer. Persons who are 18 years of age or older and still enrolled in high school may be admitted under either set of admissions provisions. However, if a district intends to claim their attendance for apportionment purposes, such persons must be admitted under the concurrent enrollment provisions.

Two statutory structures address the admission to community colleges of persons who are 18 years old or older and still enrolled in high school. General admission standards appear at Education Code section 76000. The general admission standards carry fewer conditions than do the concurrent enrollment standards set out in sections 76001, 76002, and 48800.

Under the general admission standards of section 76000, individuals who are over 18 years of age but do not have high school diplomas may be admitted if they can "profit from instruction." The general admission standards do not require recommendations from principals, parental consent, or express limitations on the types or numbers of classes that may be taken.

However, the general admission standards do not address apportionment for the attendance of persons who are 18 years or older and still enrolled in high school. The concurrent enrollment provisions specifically address when apportionment can be claimed for attendance of such pupils, so the concurrent enrollment provisions control if a district wishes to claim apportionment.

Accordingly, districts may choose which admission standards to apply when persons who are 18 years of age or older and still in high school seek admission. The general admission standards are clearly less complicated to implement. However, the more detailed requirements of the concurrent enrollment provisions must be followed if the

district claims the attendance for apportionment purposes. (See Legal Opinion O 04-13 available at <http://www.cccco.edu/divisions/legal/opinions/opinions.htm>.)

OPEN COURSE REQUIREMENTS

Question 6. What steps should a college take to ensure that courses are properly advertised and open to the general public?

Answer. All sections of all community college courses should be open to the general public, regardless of whether some of the students may be special part-time or special full-time pupils or whether the course is held at a high school campus. In order for a course to be truly open to the general public, it must be advertised in a manner such that anyone who might be interested in enrolling in a particular course section will know it is available and understand that enrollment is open to anyone who meets properly established prerequisites or enrollment limitations. Each course should be published in the official college catalog or addenda thereto and each section of the course should be listed in the regular schedule of classes or an addendum thereto. If the exact time or location of a course section is not known when the schedule or addenda is printed, or an instructor has not yet been assigned, the notation TBA (to be assigned) should be used.

Question 7. How should a college advertise a course if the decision to offer the course was made after the last addendum to the catalog or schedule of classes is published?

Answer. As discussed in the answer to Question 6, the general rule is that each course should be described in the official catalog or an addendum thereto and that each section of each course should be listed in the schedule of classes or an addendum thereto. However, it may sometimes happen that a course is newly approved after the most recent addendum to the catalog has been printed. Should this occur, the college should update any online catalog it may maintain and, of course, list each section of the course to be offered in the schedule of classes or an addendum thereto.

In those rare instances where the decision to offer a new course is made so late that it cannot even be listed in the last addendum to the schedule of classes, California Code of Regulations, title 5, section 58104 still requires that the course be "reasonably well publicized" to the general public.

The Chancellor's Office advises that districts should not rely exclusively on posting course offerings on the Internet to satisfy the requirement that the course is "reasonably well publicized." Some students still do not have ready access to the Internet and, in the event of an audit, it may be difficult for the District to demonstrate that a particular course offering was actually posted on its website at a given point in time. If districts do choose to rely on posting on the Internet, they should observe the following:

1. The class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.
2. The district's website must comply with standards for accessibility to persons with disabilities required by section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d) and Government Code section 11135. If course descriptions are posted in Portable Document Format (PDF) they should also be available in a more easily accessible format such as HTML, Microsoft Word, or ASCII.
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Answer. No. The law has long provided that a course which is claimed for state apportionment by the community college district must be open to the general public. SB 338 merely emphasized this point by amending Education Code section 76002 so that it now provides that if a course is held on a high school campus, "the class may not be held during the time the campus is closed to the general public, as defined by the governing board of the school district." Thus, the issue is when the high school campus is specifically closed to the general public, rather than whether or not high school classes are offered during the same time period. However, it must be emphasized that this restriction only applies if state apportionment is to be claimed for the class. If the class is conducted as contract education and paid for by the K-12 school district, then it may be housed at the high school campus and be held at any time of day, regardless of whether or not the campus is open to the general public.

GENERAL LIMITATIONS ON ADMISSION OR ENROLLMENT

Question 9. Once a student is admitted to the college, is he or she limited to taking only degree-applicable courses?

Answer. No. If a college decides to admit a special full-time or part-time pupil pursuant to Education Code sections 76001 and 76002, he or she may, like any other student, enroll in any course subject to properly established prerequisites or enrollment limitations. In addition, as discussed below, section 76002 now authorizes colleges to explicitly limit enrollment in any course or program based on age or grade level.

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Answer. Yes. Prior to passage of SB 338, community college districts were precluded from imposing restrictions on admission of minors based on age because of the federal Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.) which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance. However, the Act does not apply to age distinctions described by state statutes to establish criteria for participation in age-related terms. (34 C.F.R. § 110.2(b)(1)(ii).) SB 338 revised Education Code section 76002 to provide the express statutory authority needed to qualify for this exception to the federal law. Thus, a college may now establish admissions and/or enrollment limitations that prevent special admit pupils below a certain age or grade level from being admitted or from enrolling in certain courses or programs.

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Answer. Yes. The Legislature has authorized imposition of these restrictions on admission of all special part-time and special full-time pupils, regardless of whether or not they are considered highly gifted. However, under section 76001(b), the district would be required to provide a written statement of the reasons for the denial.

Question 12. Can a college impose age or grade level restrictions on pupils who are not enrolled in a public school and who directly petition the college for admission pursuant to Education Code section 48800.5?

Answer. Yes. Section 48800.5 says a parent or guardian of a pupil who is not in a public school can petition the community college president for admission of the pupil to the community college regardless of that pupil's age or grade level. However, section 76002(b) now explicitly allows a district to restrict admission or enrollment based on a pupil's age or grade level. This is not a contradiction. The fact that a parent or guardian may file a petition on behalf of their child does not guarantee that the college will admit the pupil.

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Answer. Yes. Section 76002(b) clearly authorizes districts to restrict either "admission" or "enrollment" based on age, grade level, or results of an assessment. Since enrollment occurs on a course-by-course basis, a district could admit pupils and then impose such limitations in one course but not in another.

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It is also important to note that once a K-12 pupil has been admitted, the ability to limit enrollment in particular courses or programs based on use of assessment procedures must be carried out consistent with the regulations adopted by the Board of Governors concerning the establishment of prerequisites. In other words, after admission, an assessment involving the use of multiple measures can only be used to restrict enrollment in a particular course or program if the assessment is tied to a properly established prerequisite.

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Answer. Yes. SB 338 moved the requirements for summer session from the community college portion of the code to the K-12 portion of the code with slight modifications. For summer session the following specific criteria are in effect, in addition to other rules related to all concurrent enrollment. The principal may only recommend a student if that pupil meets all of the following criteria, which are specific to summer session only

1. The pupil demonstrates adequate preparation in the discipline to be studied.
2. The pupil exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.
3. The recommendation of this pupil will not result in recommendations for more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation.²

Question 17. Who enforces the 5 percent limitation on summer session enrollments in Education Code section 48800(d)?

Answer. It is the responsibility of the K-12 district to ensure that the 5 percent limitation on summer school enrollments is honored.

Question 18. Should basic skills or remedial course work at the community colleges be open to K-12 summer students?

Answer. As discussed in the answer to Question 1, the K-12 school district must determine that a pupil is prepared to undertake college level work, meaning degree-applicable credit courses at the community college. A pupil who is truly prepared to take college level work should generally not be in need of nondegree-applicable coursework. However, as noted in the answer to Question 9, once a student is admitted to the college, he or she may take any course subject to properly established prerequisites or enrollment limitations. These principles apply to pupils enrolled in summer session courses as well as to those enrolled in courses during the regular academic year.

RESTRICTIONS ON PHYSICAL EDUCATION COURSES

Question 19. Does the 10 percent limit on enrollment of special admit pupils in physical education classes apply to each class section or to the class enrollment as a whole?

Answer. Although the statutory language is not altogether consistent throughout SB 338, it is clear that the Legislature and the Administration intended that the 10 percent limitation of Education Code section 76002(a)(4) applies to each class or course section. The structure of the section largely requires this conclusion. Section 76002(a) describes those classes that are eligible for apportionment: each class must be open to the public, each class must be advertised as open, each class at a high school campus must be held during certain times, and if the class is a physical education class, its enrollment may not include more than 10 percent special part-time or full-time students. Each condition appears to apply to the individual class sections, so the 10

² SB 905 would have deleted the 5% limit on pupils recommended by a principal to attend community colleges during summer sessions. The Governor vetoed the bill in September 2004. He stated that the bill would eliminate important reforms to concurrent enrollment practices. He also stated that the California Performance Review raised important issues regarding concurrent enrollment and therefore this bill was premature until these issues are addressed.

percent limit also applies to each class section, as opposed to the total number of students enrolled in all sections of the same course.

It should also be noted that, in the view of the Chancellor's Office, this provision was intended to serve as a limit on how many students may be claimed for apportionment, not how many may actually be enrolled in a class section. Thus, if a district wished, it could allow the enrollment of special full-time or part-time students to exceed 10 percent in a particular section of a physical education course, but it would have to ensure that the 10 percent limitation is observed when preparing the apportionment claim for that class.

Question 20. Is the 10 percent limitation on enrollment in a particular physical education course determined at a given point in time?

Answer. As discussed in the answer to Question 19, the 10 percent limit should be viewed as a restriction on how many students may be claimed for apportionment purposes. Thus, if a district wishes, it could allow special full-time or part-time students to enroll in a physical education course without regard for the 10 percent limit and simply apply the limit when preparing its apportionment claim.

Of course, some districts may not want to permit enrollment for which they will not be able to claim apportionment. This will require some mechanism for monitoring enrollment. In practice, it would be difficult to ensure that this limitation is satisfied each time a student enrolls because many students may be registering simultaneously. The Chancellor's Office recommends that districts limit the number of special admit pupils in each physical education class section to 10 percent of the maximum enrollment specified for that section of the course.

Question 21. Do the restrictions in Education Code section 76002 on enrollment of special K-12 students in physical education courses apply where a college has a certificate program in physical education?

Answer. Yes. The statute does not distinguish between physical education courses that are part of a certificate program and those which are not. Thus, even where a college has an established certificate program in physical education, each course and course section in that program is subject to the limitations. However, as discussed below, certain vocational courses in closely related fields should not be considered to be "physical education."

Question 22. Which courses or programs should be considered "physical education" for purposes of the restrictions imposed by SB 338?

Answer. For purposes of implementing SB 338, "physical education" is considered by the Chancellor's Office generally to mean any course bearing Taxonomy of Programs code 0835.00, or any of its subcodes (0835.10, 0835.30, 0835.50), and any other course whose content, as expressed in the course outline, would reasonably be considered within the discipline of physical education. The bill applies to both activity and theory courses in physical education. However, for this purpose "physical education" is not considered to include vocational courses that are part

of a Chancellor's Office-approved program for athletic trainer, sports medicine, fitness specialist, personal trainer, or similar program with a specific occupational outcome.

DOCUMENTATION

Question 23. Are community colleges required to maintain records for auditing purposes of a school board's determination that the pupil would benefit from advanced scholastic or vocational work?

Answer. Yes. A community college district is only authorized to admit K-12 pupils to the extent that the K-12 school district has made a determination that the student is prepared for college level coursework. Therefore, the college should require the K-12 school district to complete a document certifying that this determination has been made for that student and the record should be kept on file for audit purposes as prescribed by California Code of Regulations, title 5, section 59026(b).

Question 24. Can a college accept a certification document signed by someone other than the school principal?

Answer. Yes. If a K-12 school district wishes, it may allow its principals to delegate the responsibility for determining if a pupil should be recommended for college admission to a designee.

In general, it is up to the K-12 school district to determine who can be designated to act in place of the principal. However, in some cases, colleges employ high school faculty to teach college courses. If a high school instructor is employed by a college to teach a college class and that instructor will receive additional compensation to teach the college course, the instructor will have a direct financial interest in the outcome of the eligibility determination. Based on this direct financial interest, the high school instructor has a conflict of interest in making eligibility determinations. Under such circumstances, colleges should decline to accept recommendations signed only by such an instructor.

Question 25. Should the principal of the school provide community colleges with a list of his/her designated signatories so the community college can check K-12 pupil admissions and enrollment documents?

Answer. Yes. Otherwise, a college has no way of knowing whether the person signing the document is authorized to do so. This documentation will be especially important in the event of an audit.

Question 26. For audit purposes, what mechanisms should a community college have in place to monitor a K-12 district's compliance with the 5 percent limit on summer session enrollment?

Answer. As noted in the answer to Question 17, ensuring compliance with the 5 percent limitation for summer session admissions of special full-time or part-time pupils is the

responsibility of the K-12 school district. Nevertheless, in Legal Opinion M 02-20 (available at <http://www.cccco.edu/divisions/legal/opinions/opinions.htm>), the Chancellor's Office advised colleges admitting minors as special students in summer school credit courses to obtain certification from school principals that the number of students recommended to attend college courses does not exceed the five percent statutory limit. Administrative records containing the principal's five percent certification in addition to parental consent and the principal's recommendation as specified in the statute would constitute thorough documentation of efforts to ensure that the law has been followed in the event of an attendance accounting review.

OTHER ISSUES

Question 27. Can pupils receive credit at both the K-12 and the college level?

Answer. Yes. The Chancellor's Office has issued several legal opinions holding that this is permissible (e.g., Legal Opinion M 98-17, available at <http://www.cccco.edu/divisions/legal/opinions/opinions.htm>). However, an outdated regulation adopted many years ago by the state Board of Education has never been changed to conform to current law. This may lead some K-12 districts to conclude that they cannot grant high school credit for coursework completed at a community college.

Question 28. May full-time students be exempted from paying the enrollment fee?

Answer. Education Code section 76300 provides that special part-time students may be exempted, as a group, from paying the \$26 per unit enrollment fee. There is no such authority for the special-admit full-time student and thus a college or district may not exempt all such students as a group. Each special-admit full-time student may be individually considered for a BOG Fee Waiver however. Colleges may use the existing short-form application for BOG Fee Waiver for Part A and Part B fee waivers. If the family does not qualify using the short form, the college may also provide the family with a FAFSA and make a local calculation of potential financial need (using a commuter budget and a hand-calculated EFC). If the student shows need in this manner the student may receive a Part C waiver. Please note: these are not "new" rules. These rules have been in effect for many years.

SB:RB:VAR:sj

cc: Cabinet

STATE OF CALIFORNIA

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August 25, 2004

To: Robert Turnage, Vice Chancellor for Fiscal Policy

From: Steve Bruckman, Interim General Counsel

Subject: Community College Admission Of Persons Who Are
18 Years Of Age Or Older And Enrolled In High School
Legal Opinion O 04-13

ISSUE

May persons who are 18 years of age or older and still enrolled in high school be admitted to community colleges under the general admissions provisions or must they be admitted under the provisions applicable to students who are attending community colleges classes as "concurrent enrollment" or "special admit" students?

CONCLUSION

Persons who are 18 years of age or older and still enrolled in high school must be admitted pursuant to the concurrent enrollment provisions if their attendance in community college courses is to be claimed for apportionment purposes.

ANALYSIS

Two statutory structures potentially address the admission to a community college of persons who are 18 years old or older and are still enrolled in high school. General admission standards carry fewer conditions than do the concurrent enrollment standards.

General Admission Provisions

Education Code section 76000 is the basic statement of eligibility for admission to community college districts.¹ It addresses high school status and the age of students. If a person is a California resident with a high school diploma or its equivalent, that person is guaranteed community college admission.

The possession of a high school diploma "trumps" the person's age; a 16-year-old Californian with a high school diploma gains admission. If an individual has no high school diploma, but is "over 18 years of age" and can profit from instruction, a community college district may admit

¹ All references are to the Education Code unless otherwise indicated.

that person, but is not required to do so. Neither the mandatory admission of persons with high school diplomas nor the permissive admission of persons without diplomas requires recommendations of principals, parental consent, or express limitations on the types or numbers of classes that may be taken.

Concurrent Enrollment Provisions

For purposes of this analysis, "concurrent enrollment" is defined as part-time enrollment in community college classes while still enrolled in a school district. "Special part-time" pupils are those pupils who are concurrently enrolled.

Section 48800 authorizes school districts to assess their students who wish to attend community colleges while they are still enrolled in high school to determine whether they could benefit from such advanced scholastic or vocational work.² If so, the attendance must be recommended by the school's principal and authorized by parental consent.

The community college level counterpart to section 48800 is section 76001. It authorizes community college districts to admit pupils who are eligible to attend under section 48800. Special part-time pupils are limited to 11 or fewer units of college course work. If a community college district wishes to claim apportionment for the attendance of pupils admitted under sections 48800 and 76001, additional conditions must be met. For example, the class at issue must be open to the general public and advertised as such, and significant restrictions to the enrollment of high school pupils in PE classes attach.³

If the community college attendance is during a summer session, the high school pupil must demonstrate adequate preparation in the discipline and have no opportunities to enroll in equivalent courses at his/her school of attendance. In addition, the principal cannot recommend for summer session attendance more than 5% of the total number of pupils who completed the grade in which the pupil was enrolled. That is, a principal could recommend no more than 5 pupils from a grade that had 100 students.

Community college classes that are held on high school campuses are subject to further conditions, and if the class is a PE class, additional requirements must be met before apportionment can be collected. The text and history of these provisions verify the Legislature's

² We recognize that sections 48800.5 and 76001 provide for the admission and enrollment of K-12 students as special full-time students at a community college. Likewise, we recognize that there may be the occasional student who is 18 years of age or older while still enrolled in middle school. However, we do not consider these less common situations in this opinion.

³ Despite the statement in section 76002 that courses must be open to the general public, community college classes are only open to students who have been admitted to a college. If valid prerequisites are set for any classes, only those students who meet the prerequisites may enroll.

SB 338 (Stats. 2003, ch. 786) emphasized the open class requirement because it responded to concerns that some college classes were targeted to, and largely confined to, the enrollment of K-12 students, and were therefore not truly open classes.

intent to establish specific admission and apportionment limitations for concurrent enrollment, particularly for enrollment in PE classes offered at high schools.⁴

Do the General or the Concurrent Enrollment Provisions Govern the Admission of Pupils 18 Years of Age or Older Who Are Still Enrolled in High School?

Arguably, individuals who are 18 years of age or older but still enrolled in high school may be permissively admitted under section 76000. As noted above, colleges are authorized to admit individuals who do not have a high school diploma if they are capable of profiting from instruction. Because they are still in high school, this population of pupils does not yet have high school diplomas.

On the other hand, sections 48800 and 76001 specifically discuss the college attendance of persons who are still in high school. While section 76000 permits admission based on age, sections 48800 and 76001 establish admission standards which must be met if the student is still in high school. The admission of pupils under sections 48800 and 76001 carries numerous obligations that admission under section 76000 does not.

Our goal is to assess what the Legislature intended for persons 18 years of age and older who are still enrolled in high school. Because considerably different results occur if a high school student over 18 is admitted under section 76000 rather than sections 48800 and 76001, we must determine which provisions control. Several principles of statutory construction inform our review.

The intent of the Legislature is most likely reflected in the language of the statutes it drafted. (*People v. Canty* (2004) 32 Cal.4th 1266, 1276.) Statutes on the same topic should be harmonized, if possible. (*Medical Board v. Superior Court* (2001) 88 Cal.App.4th 1001, 1013.) Both statutes address admission, so they should be harmonized, if possible. Section 76000 merely authorizes the admission of persons who are over 18 years-of-age with no diploma. The concurrent enrollment provisions mandate certain conditions for persons who are still in high school, without regard to age. These two provisions intersect only for persons who are 18 years of age and older but who are still in high school.

One possible interpretation of these statutes is that sections 76001 and the related concurrent enrollment statutes override and negate the authority apparently accorded by section 76000 to admit students over the age of 18 where those students are still enrolled in high school. However, this requires us to partially invalidate section 76000.

On the other hand, an interpretation that allows students who are still in high school to be admitted and served pursuant to section 76000 without regard to the concurrent enrollment provisions would render the concurrent enrollment provisions meaningless for numerous high school students even though the concurrent enrollment provisions purport to apply to all high

⁴ For example, the staff analysis for SB 338 for the July 9, 2003, Assembly Committee on Education hearing includes a section entitled "origin of SB 338." It refers to December 2002 Orange County Register articles as being "highly critical articles regarding concurrent enrollment practices in the community colleges. The articles specifically focused on high school PE classes and various suspected abuses. . . ."

school students. Since admission pursuant to section 76001 is substantially more restricted, an interpretation which allowed students over 18 to be admitted and claimed for apportionment under section 76000 would mean that there would be no reason to comply with the strictures of section 76001 and the related concurrent enrollment statutes for such students. This would effectively rewrite the concurrent enrollment statutes so that they apply only to students under age 18.⁵

Interpretations that render a provision meaningless should be avoided. (*People v. Allen* (1999) 21 Cal.4th 846, 860.) This is particularly true where, as here, there is a third and equally plausible construction which will permit us to harmonize the statutes in question.

The alternative interpretation we favor is based on the observation that section 76000 provides permissive authority to admit persons over age 18 who do not have high school diplomas while sections 48800 and 76001 can be read as mandatory if the college wishes to claim apportionment for the attendance of high school students. That is, section 76001 must be considered an exception which applies if the student is still in high school and the college intends to claim apportionment for the courses he or she attends at the college. The most basic and compelling evidence for this interpretation is that section 76000 does not mention claiming apportionment. Moreover, as indicated below, this interpretation is supported by the rules of statutory construction.

A particular means for harmonizing statutes applies where both general and specific provisions address the same subject. Where a later statute is also the more specific statute, it should be considered an exception to a prior, more general rule. (*Medical Board v. Superior Court, supra*, 88 Cal.App.4th at p. 1016.)

Sections 48800, 76000, and 76001 all have extremely long legislative histories; in fact, all of them predated the 1976 reorganization of the Education Code. However, apart from technical amendments, section 76000 has remained unchanged since that time. By contrast, sections 48000 and 76001 were changed more than once -- most recently in 2003 to specifically address problems related to high school pupil attendance.

Sections 48800 and 76001 specifically address concurrent enrollment, regardless of the age of the individual seeking that enrollment, and describe the circumstances under which such students may be claimed for apportionment. Section 76000 is the more general admissions provision and, as noted above, does not address the requirements which must be met to claim apportionment. Thus, the later and more specific concurrent enrollment provisions are properly considered an exception to the earlier, more general authority of section 76000 to admit persons who do not have high school diplomas, or the equivalent.

Statutory interpretations should also consider "the object to be achieved and the evil to be prevented by the legislation." (*Harris v. Capital Growth Investors XIV* (1991) 52 Cal.3d 1142,

⁵ There is other precedent for high school pupil status to weigh more heavily than the student's age. Child support is usually terminated once an individual reaches 18, which is the age of majority in California. However, child support continues for unmarried, financially dependent full-time high school students. Support ends once the individual either completes the 12th grade or reaches the age of 19, whichever occurs first. (Fam. Code, § 3901.)

1159.) A statute's purpose should not be lost by applying a literal meaning to statutory language; it is appropriate to apply "the interpretation that leads to a more reasonable result." (*People v. Canty, supra*, 32 Cal.4th at pp. 1276-1277.) The legislative history of SB 338 verifies the legislative intent to limit situations where both a college and a school district may claim apportionment for the same student and to reduce concurrent enrollment in community college PE courses. Thus, under section 76002(a)(4), no more than 10% of PE classes may be comprised of special part-time pupils. PE classes can still be offered on high school sites, but the limitation on concurrent enrollment addressed perceived abuses in allowing high school pupils to enroll in community college PE classes.

If high school students over 18 years of age could be admitted pursuant to section 76000 and claimed for apportionment, a PE course could be conducted at a high school, be composed only of high school pupils attending that school and still be claimed for apportionment so long as at least 90% of the students were 18 years of age or older. This may be a somewhat unlikely situation, but it shows how the intended statutory cure would be distorted by a contrary interpretation. (As noted below, during the Fall, 2003 term, approximately 17.5% of all concurrent enrollment was attributable to persons who were 18 or 19 and still in high school. It is unknown what percentage might result if the calculation covered only PE classes.)⁶

The Legislature's intent may also be apparent from committee reports and the Legislative Counsel's Digest of the bill. (*People v. Valencia* (2000) 82 Cal.App.4th 139, 145.) Staff reports that analyzed the bill as it developed in the Legislature described the concurrent enrollment sections in terms of persons who were in high school, without regard to their ages. The first analysis, for the Senate Committee on Education, addressed SB 338 as amended April 21, 2003. Staff defined "concurrent enrollment" as follows:

"Concurrent enrollment includes all community college coursework, both credit and non-credit, undertaken by students who are concurrently enrolled in high

⁶ If a district is willing to admit high school students who are over 18 pursuant to section 76000 with the understanding that their attendance will not count for apportionment purposes, some of the restrictions imposed by SB 338 may be eased, but administration of concurrent enrollment would be complicated because both school and community college districts would have to keep track of which admission option was applicable to each student. For example, students admitted pursuant to section 76000 would not count against the district for purposes of calculating the percentage limitations on concurrent enrollment PE classes. However, it is important to note that this would not apply to a student first admitted pursuant to section 76001 while under age 18, unless the student reapplies and is readmitted under section 76000 after turning 18.

In other words, districts that choose to admit high school students who are over 18 under section 76000 cannot apply conditions of the concurrent enrollment provisions to such students, such as the ability to require completion of a specified grade level described in section 76002. Additionally, because admission under section 76000 is established by governing board rule, we must assume that the rule would be applied uniformly and that all high school students who are 18 or over will be treated the same for admissions purposes.

Similarly, if high school pupils who are 18 years of age and older are admitted pursuant to section 76000 and are not claimed for apportionment purposes, then they need not be included in the 5% limitation of persons recommended for summer school sessions. This could alleviate some of the problems the 5% limit creates for smaller high schools but it would complicate the calculation of the percentage because the college would have to advise the school district of how many students over age 18 it has admitted with the understanding that it will not be able to claim apportionment for their attendance.

school, including summer terms prior to high school graduation. These students are also known as 'special admits' because they are granted admission to the community college under the special rules noted in the background of this analysis." (Emphasis added.)

The analysis defines concurrent enrollment in terms of all coursework by pupils who are still in high school, without any reference to their ages. The same definition appears in staff analyses throughout the development of SB 338 for hearings before the Senate Committee on Education, the Senate Rules Committee, the Assembly Committee on Higher Education, and the Assembly Committee on Education. The first appearance of this definition reflects the bill as amended April 21, 2003, and the last appearance of the definition reflects the bill as amended to its final version on August 26, 2003. Thus, the definition appeared in virtually every bill analysis commencing with the first amendment through to the chaptered language.

Moreover, the definition verifies that such students are "granted admission. . . under the special rules noted in the background of this analysis." (Emphasis added.) Thus, we believe that the Legislature intended that, if such pupils are to be claimed for apportionment purposes, they must be admitted and attend classes under the special standards described in the bill.

The Legislative Counsel's Digest speaks only of criteria and restrictions placed on existing law that "authorizes the governing board of a school district to authorize pupils, with parental permission, who would benefit from advanced scholastic or vocational work to attend community college as special part-time students to undertake one or more courses of instruction at the community college level." No age conditions appear either in the explanation of existing law or how SB 338 affected existing law.

Staff reports and the Legislative Counsel's Digest apply the new provisions to high school pupils without regard to age. Accordingly, all indications are that, at the time the legislators were developing the statutes, they intended the language to apply as described in these contemporaneous analyses, i.e., to all high school pupils.

Although there is considerable evidence that age should not be a factor in concurrent enrollment, we did locate some documents which set forth a contrary view. On February 17, 2004, the Assembly Education Committee and Assembly Higher Education Committee held a joint informational hearing on the topic "Concurrent Enrollment: Do Current Practices Reflect State Priorities?" A Report was issued in May 2004 by Carol Liu, Chair of the Assembly Committee on Higher Education. The Summary of the Report states that, "The Education Code authorizes a pupil under the age of 18 who does not yet have a high school diploma or its equivalent to be concurrently enrolled in high school and community college, if the pupil's school district determines the pupil would benefit from 'advanced scholastic or vocational work.'" The Report includes a "Background" document for the hearing that recites the "under the age of 18" language, and a February 2004 "Fact Sheet on Special-Admit Students in the Community Colleges," that includes the following statement: "'Concurrent Enrollment' is an informal name that has been given to community college educational enrichment opportunities provided to pupils under the age of 18 who do not yet have a high school diploma or its equivalent." (Emphasis added.) We believe that the Fact Sheet was prepared by the System Office.

The Report also includes the February 27, 2004 memorandum to the Legislature and Department of Finance from Chancellor Drummond that refers to special-admit students as "those who are not yet 18 years of age. . . ." The Report is accompanied by a July 2004 letter from Chairwoman Liu that announces a workgroup to address concurrent enrollment problems. This letter similarly defines concurrent enrollment in terms of pupils under the age of 18. Thus, at least two System documents suggest that concurrent enrollment provisions apply only to persons who are under 18.⁷

Apart from the references related to the February 2004 hearing, we find no support in the legislative history for that interpretation. As noted above, the legislative staff definition that accompanied SB 338 throughout its development did not include any reference to student age, but focused solely on a student's status as a high school enrollee; the references to 18 year old pupils in communications with the Legislature occurred after the passage of the bill, so they do not reflect an interpretation that was officially considered during the Legislature's discussion of the measure.

Furthermore, the Report acknowledges the systemwide investigation of concurrent enrollment that resulted in the June 2003 report on related apportionment claims. MIS staff reported that age was not considered in the investigation; the investigation considered concurrent enrollment to embrace pupils who were enrolled simultaneously in school districts and community college districts, regardless of their age. During the Fall 2003 term, high school pupils who were 18 or 19 years old accounted for approximately 17.5% of the concurrent enrollment figures, so the impact of this interpretation is not inconsequential.

The statutory development and the canons of statutory construction support the conclusion that pupils who are 18 years of age or older and still enrolled in high school are subject to the concurrent enrollment provisions if the college district wishes to claim their attendance for apportionment purposes or apply any other concurrent enrollment provision. Some language used by the System Office and a legislator suggests a different conclusion, but these comments largely occurred after the statutes became law, and they appear to be informal summaries rather than formal statements of the scope of the law. Accordingly, we conclude that persons who are 18 years of age or older and still enrolled in high school must be admitted pursuant to the concurrent enrollment provisions if the community college district intends to claim their attendance for apportionment purposes.

SB:RB:VAR:sj

cc: Fred Harris
Elias Regalado

⁷ In legal opinion M 98-17, we considered the admission and attendance of K-12 pupils to community colleges. That opinion verified that minors (persons under 18) who had received high school diplomas were guaranteed admission under section 76000 and that minors who lacked high school diplomas or the equivalent could be admitted under sections 48800 and 76001 (as they appeared at the time). However, the opinion did not specifically address persons who were 18 and over, but who were still enrolled in high school.

Riverside Community College District Policy

No. 5011

Student Services

BP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

References:

Education Code Sections 48800, 48800.5, 76000, 76001, and 76002

The Riverside Community College District, authorizes the enrollment of eligible minor students whom the Board of Trustees determines would benefit from collegiate educational course work. It is the intent of the Board of Trustees to consider the enrollment of eligible minor students in compliance with the District priority admission mandates and in the District's fulfillment of its educational mission. Further, the Board of Trustees may authorize the acceptance of eligible minor students, when the collegiate educational course work being requested provides course work otherwise not available to the minor student, when the enrollment of the minor student in college course work is not in conflict or in lieu of the compulsory school attendance laws of the state, and when the exceptions to allow enrollment of minors is consistent with the philosophy and mission of the District.

Date Adopted: November 18, 2008
(Replaces RCCD Policy 6058)

Riverside Community College District Procedure

No. 5011

Student Services

AP 5011 ADMISSION & CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

References:

Education Code Sections 46100, et seq., 48800, 48800.5, and 76000, et seq.

The District authorizes the admission of eligible minor students without high school diplomas, who are capable of profiting from instruction offered.

Authority to restrict the admission of a special part-time or full-time student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations, remains the prerogative of the District.

All special part-time and full-time students are assigned a low enrollment priority in order to ensure that they do not displace regularly admitted students.

Approved high school students may take up to 8 units for Fall/Spring terms and 5 units for Winter/Summer terms. High school students are not allowed to take physical education classes. Students may appeal to take the maximum number of units allowed under the Education Code for Fall/Spring terms (11) by going through the campus office of Matriculation.

Courses in which high school and other young students are permitted to enroll will be open to the entire District population and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and the denial shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

ADMISSION CRITERIA AND PROCEDURES FOR MINOR STUDENTS ENROLLING IN THE DISTRICT:

SPECIAL PART-TIME STUDENTS

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in *the* Education Code. Special part-time students do not pay enrollment fees, but must pay health fees. Approved students must wait until the first day of class to register. Students must have the consent of the individual faculty member assigned to teach the course.

To apply, the student must submit the following documents by published deadlines:

- District application for admission;
- Results from the RCCD Concurrent Enrollment Test;
- Official transcript, sealed and no more than 90 days old;
- Written and signed parental or guardian consent;
- Written and signed approval of his or her principal (Note: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal or designee(s) appointed by the principal.)

All required documents shall be sent to the Matriculation Specialist at each campus.

SPECIAL FULL-TIME STUDENTS

To be considered for admittance as a special full-time student, the student must meet the eligibility standards as established in the Education Code. Special full-time students pay enrollment and health fees. Approved students must wait until the first day of class to register. Students must have the consent of the individual faculty member assigned to teach the course.

The student must petition the governing board of the school district in which the pupil is enrolled to authorize the attendance of the pupil as a full-time student. A pupil who attends a community college as a special full-time student is exempt from compulsory school attendance under the Education Code.

To apply, the student must submit the following documents by published deadlines:

- District application for admission;
- Results from RCCD Concurrent Enrollment Test;
- Official transcript, sealed and no more than 90 days old;
- Written and signed parental or guardian consent;
- Written and signed acknowledgment of his or her principal. (Note: A pupil who is not enrolled in a public or private school may petition directly without the signature of a principal or designee(s) appointed by the principal);

- Must have completed, if accepted by the District, all matriculation requirements for admission. She or he must participate in the placement process, attend student orientation, obtain college counseling support prior to registration, and pay all applicable fees.

All required documents shall be sent to the Matriculation Specialist at each campus.

REVIEW PROCESS FOR HIGH SCHOOL STUDENTS

The Matriculation Specialist will review the materials and will determine if the student has met the requirements. This determination may be done by one or more of the following options:

- Review of the materials submitted by the student;
- Consultation with the Chief Admissions and Records Officer, or their designee;
- Consideration of the welfare and safety of the student and others; and/or
- Consideration of local, state and/or federal laws.

MIDDLE AND LOWER SCHOOL STUDENTS

For students attending middle and lower schools, the determination of eligibility to apply shall be made by the Dean of Student Services (DSS). The student must meet all the requirements of regular high school students by published deadlines and meet with the DSS who will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and if the student's safety and that of others will not be affected. The decision of the DSS shall be final. Once a decision has been made, the student, his or her parent or guardian, and the school principal shall be informed of the decision. This determination may be done by applying the following criteria (one or more of the following options):

- Review of the materials submitted by the student;
- Meeting with the student and his or her parent or guardian;
- Consultation with the Chief Admissions and Records Officer, or their designee;
- Consideration of the welfare and safety of the student and others;
- Consideration of local, state and/or federal laws;
- Review of the content of the class in terms of sensitivity and possible effects on the minor;
- Requirements for supervision of the minor; and/or
- Times the class(es) meet and the effect on the safety of the minor.

STUDENTS IN MIDDLE AND/OR EARLY COLLEGE HIGH SCHOOL PROGRAMS

Students are recommended by their school principal, or designee(s), and are required to apply and submit the School/Parent Approval form. Students must register or be registered by the Add deadline.

Office of Primary Responsibility: Admissions and Records

Administrative Approval: December 8, 2008
(Replaces current RCCD Regulation 6058)

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 5/26/09 Total Basic Aid Estimated Receipts of \$312.4M less Total Approved Projects in the amount of \$312.1M leaves a \$.3M balance for uncommitted Basic Aid Funds. 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:

<u>Year</u>	<u>Basic Aid Receipts</u>
2008 – 2009	\$47,398,334
2009 – 2010	\$48,708,717
2010 – 2011	\$47,982,019
2011 – 2012	\$47,229,084
2012 – 2013	\$46,425,138

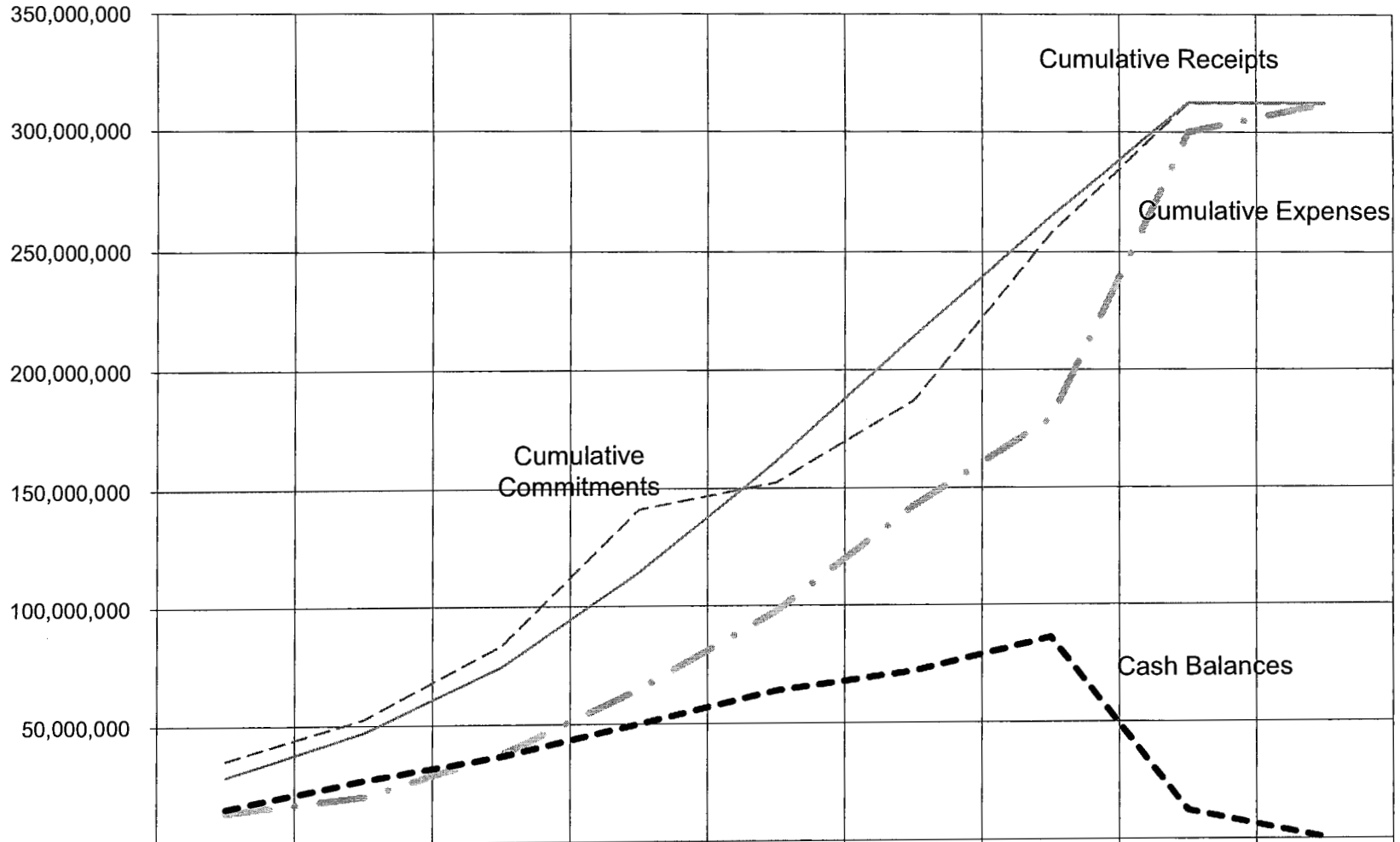
**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of May 26, 2009 Board Meeting**

	1999-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	Total
Actual Basic Aid Receipts	\$28,588,377	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$265,016,219
Estimated Basic Aid Receipts 2008/09								\$47,398,334
							Total Receipts	\$312,414,553
							Total Approved Projects	\$312,069,823
							Uncommitted Basic Aid Funds	\$344,730

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$8,264,662	\$16,653,276	\$24,917,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$6,703,957				\$6,703,957
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		\$2,750,000				\$2,750,000
ATEP Development		\$2,750,000				\$2,750,000
ATEP Parking Lot Renovation		\$950,000				\$950,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$7,352,000		\$7,352,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$9,930,800		\$9,930,800
IVC Lot Expansion and Phase 1 of Lot 6				\$1,480,000		\$1,480,000
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Landscaping (PAC & BSTIC)				\$1,250,000		\$1,250,000
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)				\$197,402		\$197,402
IVC Science Lab Addition & Remodel				\$6,980,000		\$6,980,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
IVC Early College Program				\$60,000		\$60,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$5,081,000	\$5,081,000
SC M/S/E Renovation					\$2,608,344	\$2,608,344
SC 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 Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
SC New Science Building (M/S/E annex)					\$19,014,000	\$19,014,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilities					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$150,000					\$150,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$981,697					\$981,697
Total Approved Projects	\$42,009,136	\$40,388,533	\$27,878,587	\$86,366,739	\$115,426,828	\$312,069,823

**South Orange County Community College District
Basic Aid Receipts, Commitments, Expenses and Cash Balances
(As of May 26, 2009 Board Meeting)**



	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated	2009/10 Estimated
--- Cumulative Commitments	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	312,069,823
— Cumulative Receipts	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	312,414,553	312,414,553
- - - Cumulative Expenses	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,776	178,987,149	300,127,361	312,069,823
----- Cash Balances	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	86,029,070	12,287,192	344,730

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

EXHIBIT A provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT June 22, 2009

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

The DSA approved construction documents *were approved by the State Chancellor's Office for bid. In December, the state rescinded the expenditure of any state appropriations. Staff considered it prudent to continue with the preparation necessary to allow the Library project to move forward when state funding became available. The District has notified the State Chancellor's office that an extension for the equipment appropriations may be needed as a result of delays. This month's meeting, June 22nd, includes a request for funding re-allocation to allow this project to move forward.* Swing space needs must be completed before construction start. The overall project budget is \$21,124,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,985,000. gkkworks was approved by the Board in January to provide furniture consulting services.

2. SCIENCES BUILDING

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008, to re-compete for funding. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$48,279,000 with \$27,693,000 anticipated from the state and \$20,844,000 proposed as funded through basic aid.

3. MCKINNEY THEATER RESTROOMS (Fine Arts Restrooms)

Construction began on June 23, 2008. The new concrete sidewalks and plaza areas are complete. The Concession Area portion of the project is 100% complete. In relationship to the incorrect building placement: The canopy extension and is 100% complete. Also, the contractor has replaced several concrete walkway sections that did not comply with specifications. Construction is about two months behind schedule and *was completed at the end of May, 2009. The punch list walk was conducted on June 2, 2009 and the contractor and the architect are working on punch-list items and close out documentation.*

4. REMODEL FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding \$4,130,000 for *the Portable Renovation, the Gaucho Strength Center renovation and PE100 renovation* projects and hiring R2A for architectural services. *Portable Renovation* construction began on October 13, 2008. Construction is complete in all of the buildings. The punch-list walk is complete and the contractor and the architect are working on punch-list items and close out documentation.

The Gaucho Strength Center renovation for Communication Arts and PE-100 projects were submitted to DSA for plan check review on October 20, 2008. Both projects were approved by DSA. The Board approved award of contract for PE100 at the March 2009, meeting. Construction *began on April 13, 2009. The Gaucho Strength Center renovation*

for Communication Arts was advertised for bid and a mandatory job walk was conducted on June 4th, 2009. Bids are due on June 25th, 2009 and a request for award of contract will be brought forward to the July, 2009 Board meeting for approval.

5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted the initial project proposal to the State Chancellor's Office on September 30, 2008 *and is planning to submit the final project proposal for this year's submittal.* Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,716,000 with \$18,000,000 anticipated from the state and \$10,716,000 proposed as funded through basic aid.

6. 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. This project is included in the recent Request for Qualifications and Proposals for Architectural services. Staff will recommend 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.

7. M/S/E PLAZA RENOVATION

Uneven settlement under the plaza area between the Library and the Math/ Science/ Engineering building has resulted in slab heaving, cracking and water penetration at the M/S/E building. R2A Architects have been enlisted to provide three options toward the design solution. The options and estimates were provide for District review with the selection from these options resulting in *a May approval for plaza funding through basic aid.*

8. VILLAGE EXPANSION PROJECT

The Board approved funding for the Village Expansion project during the November, 2008, meeting. Design is underway for two packages, one for site work and building installation and the second for interior improvements. Purchase of the portable buildings, was approved by the Board at the February meeting and an agreement with Class Leasing was executed. *Site work was awarded with a pre-construction meeting held on June 6, 2009. Construction documents for the interiors portion of the work are at DSA for plan review. A piggyback award of the interior improvements is being requested at this, June 22nd, meeting.*

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Outstanding warranty issues include stage floor items and electrical. Meetings are underway to determine responsibility and resolution of the uneven finished floor. Total change orders represent 2.75% of the original contract amount.

2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building is 99% complete. Punch list and minor close out activities are underway. Total change orders represent 1.00% of the original contract amount. The third major phase of equipment acquisition was approved at the February Board meeting and is underway. Outstanding equipment purchase will remain until state funds are released. *Staff is requesting submittal of a state template letter during this, June 22nd, meeting.*

3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

In addition to the Annex and Remodel, the Board approved funding for accessible restroom facilities February 20, 2008. Change orders are high for this stage of a project and value engineering is underway to prevent exceeding 10% allowable. In order to increase class load capacity, faculty has requested a modification to the ventilation and casework. *A change order recommendation is included in this, June 22nd, meeting. Underground utilities are complete. Framing, rough-in electrical and plumbing, and interior improvements at the existing building are underway. 15 additional days are requested via the change order process.* Project is on schedule with completion scheduled for November, 2009. The overall project budget is \$6,980,000 funded through basic aid.

4. A-300 REMODEL FOR MUSIC DEPARTMENT

Interior finishes and acoustic treatments are complete. Parking lot improvements are 95% complete. The punch list walk began on June 8, 2009. Project is on schedule with completion in July, 2009. The overall project budget is \$2,484,000 funded through basic aid.

5. LIFE SCIENCES PROJECT

The state chancellor's office provided the District with approval to move forward with design. *In December, the state rescinded the expenditure of any state appropriations. Design meetings were placed on hold during this period of withholding project funding by the State. This month's meeting, June 22nd, includes a request for funding re-allocation to allow this project to move forward.* 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 submitted a final project proposal to the State Chancellor's Office on June 30, 2008. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. Staff has initiated conversation with Edison to obtain the additional easement. Currently, the project is estimated at \$830,000 which is believed to be an inadequate amount. This project is included in the recent Request for Qualifications and Proposals for Architectural services. Staff will recommend 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 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. Repair procedures were accepted with remediation underway on the fixed windows. The operable windows are under review to determine whether remediation is necessary here as well. To date, total change orders represent 3.01% of the original contract amount.

2. ATEP BUILDING DEMOLITION

The environmental consultant has performed building surveys and has developed the report, specifications and plans for hazardous material removal and building demolition. City of Tustin provided additional requests during second review. Plans and specifications for all seven phases of demolition have been returned with comments by the City of Tustin. The design team is developing responses.

3. ATEP LANDSCAPING IMPROVEMENT

Landscape plans have been developed in accordance with the City of Tustin's landscape palette. The Architect has addressed the City of Tustin's comments and resubmitted construction documents for approval. Minor comments have been returned with plan set under final review with master planning architect. Anticipate bid shortly.

4. ATEP MONUMENT SIGNAGE

A monument sign is needed at Valencia Loop Road that reflects the design of the City's monument sign on the opposite corner. Plans have been submitted to the City of Tustin for review.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.5
DATE: 6/22/09

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: List of Board Requested Reports
ACTION: Information

BACKGROUND

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it is requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.

Item Submitted By: *Gary L. Poertner, Deputy Chancellor*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report Prepared By:	Date Submitted to the Board of Trustees
5/12/09	Registration Problem and Comprehensive Report on Protocols at Both Colleges for Handling High School Aged Student Enrollments	Trustee Wagner	June 22, 2009	Tod Burnett Glenn Roquemore	June 22, 2009
5/18/09	District I.T. Annual Update on Accomplishments, Changes and Future Projects in Technology District wide	Trustee Williams	June 22, 2009	Bob Bramucci	June 22, 2009
2/23/09	Mechanism for Reduction in District Property Tax Rate	Trustee Williams	April 2009	Gary Poertner	April 27, 2009
10/27/08	Sustainability/Green Technology	Trustee Williams	February 2009	Tod Burnett, Glenn Roquemore, Randy Peebles	February 23, 2009

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget, and transactions through May 31, 2009. A review of current revenues and expenditures for the 2008/2009 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 May 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
BEGINNING FUND BALANCE:	32,823,629	32,823,629	0	32,823,629
REVENUES:				
Federal Sources 8100-8199 \$	2,339,290	2,520,102	180,812	995,375
Other State Sources 8600-8699	20,714,307	23,307,749	2,593,442	18,306,758
Other Local Sources 8800-8899	171,107,649	171,114,601	6,952	173,764,241
Total Revenue	194,161,246	196,942,452	2,781,206	193,066,374
BASIC AID	450,000	450,000	0	450,000
INCOMING TRANSFERS 8980-8989	230,088	255,964	25,876	237,852
TOTAL SOURCES OF FUNDS	227,664,963	230,472,045	2,807,082	226,577,855
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries 1000-1999	64,283,621	64,626,486	342,865	55,683,271
Other Staff Salaries 2000-2999	38,655,321	38,924,411	269,090	29,599,930
Employee Benefits 3000-3999	30,471,246	30,586,935	115,689	25,644,077
Supplies & Materials 4000-4999	6,167,978	5,994,180	(173,798)	2,070,637
Services & Other Operating 5000-5999	19,213,075	20,359,209	1,146,134	12,228,213
Capital Outlay 6000-6999	11,217,556	11,808,963	591,407	3,536,357
Payments to Students 7500-7699	418,033	562,515	144,482	429,458
Total Expenditures	170,426,830	172,862,699	2,435,869	129,191,943
OTHER FINANCING USES:				
Inter Fund Transfers Out 7300-7399	1,350,015	1,350,622	607	1,331,903
Basic Aid Transfers Out	42,567,933	42,912,663	344,730	42,912,663
Intra Fund Transfers Out 7400-7499	230,088	255,964	25,876	255,964
Debt Service 7100-7199	405,000	405,000	0	306,062
Total Other Sources (Uses)	44,553,036	44,924,249	371,213	44,806,592
TOTAL USES OF FUNDS	214,979,866	217,786,948	2,807,082	173,998,535
ENDING FUND BALANCE	12,685,097	12,685,097	0	52,579,320
Reserve for Economic Uncertainties	9,585,097	9,585,097	0	
Location Reserves for Economic Uncertainties	3,100,000	3,100,000	0	
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	\$ 0

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of May 31, 2009

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
LOCATION BEGINNING BALANCE	11,838,359	11,838,359	0	11,838,359
REVENUES:				
Unrestricted Budget Allocation	\$ 76,293,985	76,293,985	0	76,265,758
Restricted Budget Allocation	10,900,214	12,652,876	1,752,662	9,577,419
Total Revenue	87,194,199	88,946,861	1,752,662	85,843,177
BASIC AID	300,000	300,000	0	300,000
INCOMING TRANSFERS	8980-8989 160,365	171,521	11,156	171,521
TOTAL SOURCES OF FUNDS	99,492,923	101,256,741	1,763,818	98,153,057
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries	1000-1999 40,134,552	40,455,003	320,451	35,176,056
Other Staff Salaries	2000-2999 20,142,306	20,219,184	76,878	15,338,541
Employee Benefits	3000-3999 17,402,379	17,490,918	88,539	14,742,982
Supplies & Materials	4000-4999 4,319,971	4,238,572	(81,399)	1,377,098
Services & Other Operating	5000-5999 8,425,902	9,265,490	839,588	5,751,910
Capital Outlay	6000-6999 5,874,093	6,325,012	450,919	2,661,256
Payments to Students	7500-7699 183,355	241,041	57,686	177,241
Total Expenditures	96,482,558	98,235,220	1,752,662	75,225,084
OTHER FINANCING SOURCES/(USES):				
Transfers Out	7300-7399 350,000	350,000	0	350,000
Other Transfers	7400-7499 160,365	171,521	11,156	171,521
Debt Service	7100-7199 0	0	0	0
Total Other Sources (Uses)	510,365	521,521	11,156	521,521
TOTAL USES OF FUNDS	96,992,923	98,756,741	1,763,818	75,746,605
LOCATION OPERATING BALANCE	2,500,000	2,500,000	0	22,406,452
Reserve for Economic Uncertainties	2,500,000	2,500,000	0	0
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of May 31, 2009

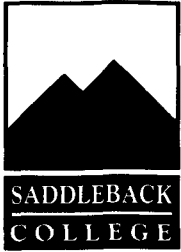
REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
LOCATION BEGINNING BALANCE	4,390,923	4,390,923	0	4,390,923
REVENUES:				
Unrestricted Budget Allocation	\$ 40,157,208	40,157,208	0	40,099,439
Restricted Budget Allocation	5,049,910	5,642,769	592,859	4,754,423
Total Revenue	45,207,118	45,799,977	592,859	44,853,862
BASIC AID	150,000	150,000	0	150,000
INCOMING TRANSFERS	8980-8989 69,723	84,443	14,720	66,331
TOTAL SOURCES OF FUNDS	49,817,764	50,425,343	607,579	49,461,116
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries	1000-1999 20,803,438	20,860,766	57,328	18,959,761
Other Staff Salaries	2000-2999 11,355,987	11,642,054	286,067	8,941,870
Employee Benefits	3000-3999 9,482,482	9,527,202	44,720	8,165,452
Supplies & Materials	4000-4999 1,237,430	1,162,034	(75,396)	612,096
Services & Other Operating	5000-5999 3,320,952	3,376,788	55,836	2,228,003
Capital Outlay	6000-6999 2,055,962	2,192,863	136,901	647,359
Payments to Students	7500-7699 234,678	321,474	86,796	252,217
Total Expenditures	48,490,929	49,083,181	592,252	39,806,758
OTHER FINANCING SOURCES/(USES):				
Transfers Out	7300-7399 252,112	252,719	607	234,000
Other Transfers	7400-7499 69,723	84,443	14,720	84,443
Debt Service	7100-7199 405,000	405,000	0	306,062
Total Other Sources (Uses)	726,835	742,162	15,327	624,505
TOTAL USES OF FUNDS	49,217,764	49,825,343	607,579	40,431,263
LOCATION OPERATING BALANCE	600,000	600,000	0	9,029,853
Reserve for Economic Uncertainties	600,000	600,000	0	0
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

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 P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR JUNE 22, 2009 BOARD OF TRUSTEES' MEETING

Saddleback College's Commencement was held May 22nd in the gymnasium. The 1,037 students graduating with associate degrees were recognized, as well as the more than 800 students who earned certificates of achievement. Robert V. "Bobby" McDonald, the Executive Director of the Orange County Black Chamber of Commerce and a member of the California Community College Board of Governors, served as Commencement Speaker, with Anoushah Rasta and Travis Fuller serving as Student Speakers.

Chancellor Gary Brahm of Chapman University met with President Burnett and Dean Jerilyn Chuman on June 11th to sign a formal Early Advantage Partnership (EAP) that will enable Saddleback College students to access Chapman University advising services, program evaluation, and transfer credit through the use of Web Advisor and personalized advising while still attending Saddleback College and taking transferable coursework.

Saddleback College has partnered with the Orange County Workforce Investment Board in its summer Orange County Youth Employment program, which pays for young people to work with mentors in a summer job. Saddleback College will secure 81 youngsters through the program, and they will work in areas including the college foundation, horticulture, anthropology, and matriculation, to name a few.

Advanced Technology & Applied Science Division

Automotive Technology Instructors Darrell Deeter and Ken Welch were recognized at the California Automotive Teachers spring conference, with Darrell Deeter winning the Outstanding College Instructor award for 2009, and Associate Professor Ken Welch, who is also a teacher at Mission Viejo High School, was recognized as the Outstanding High School Instructor. KSBR partnered with the City of Mission Viejo to host its 20th Birthday Bash on Sunday, May 24th on the Village Green of Oso Viejo Park. All division deans were named Administrator of the Year by the ASG.

Emeritus Institute

Conducted by associate faculty member Doug Custance, the Laguna Village Choral's latest performance, "The Whole World is Singing," was a great success and the choral generously donated the \$1,000 in proceeds to support the Veterans Memorial. The Emeritus Voice & Rhythms class, conducted by associate faculty member Louise Jacobs, held a Spring Concert at the Norman P. Murray Senior Center. The Emeritus Institute has partnered with the Niguel Shores Community Association and will offer a film as literature class in fall 2009.

Fine Arts

The Saddleback College "Unconventional Summer Season" of professional guest artists kicked off June 12th with the pop music group *Rockapella*. This vocal phenomenon wrote and performed the theme song for PBS's hit show *Where in the World Is Carmen Sandiego?* and performed it as well as other classic pop tunes a cappella style. On June 27th the series continues with the all-time favorite *Late Night Catechism*. Finally, Saddleback College's summer children's program "Passport to the Arts: A Journey for the Young at Art," sets sail in the month of July. Tickets are \$7.00 and available through the Fine Arts Ticket Office.

Health Sciences and Human Services Division

The California Nursing Student Nurse Association at Saddleback College recently completed a video for a Breakthrough to Nursing (recruitment) project. Several nursing faculty and students are featured in the video, as well as Program Director Diane Pestolesi. The CNSA also hosted a Discover Nursing event for 55 Girl Scouts in the HS skills laboratory. Nursing Faculty Barbara Huggins and Linda Gleason advised the event. The Girl Scouts earned a nursing badge. Linda Call, Instructor in Nursing, will be going to Uganda on a Mission trip this summer. The Nursing Program will be accepting applications for the nursing program June 15th through 30th.

Liberal Arts & Learning Resources Division

The Liberal Arts and Learning Resources Division is pleased to announce the publication of the spring 2009 edition of *Orange Appeal*. This publication showcases the creative talents of the Journalism Department; the excellence of their curriculum, which includes JRN 125, Magazine Journalism, the course which produces this publication; and most importantly, the emerging skills and abilities of the students who contributed to the publication.

Math, Science & Engineering Division

Math Professor Larry Perez was recognized at commencement as Saddleback's Professor of the Year and as Orange County's Community College Professor of the Year. Anatomy Instructor Tracy Magrann was also recognized at commencement as the Associate Professor the Year. Chemistry Professor Karl Abrams was honored at UCI for his significant impact on the performance of a student who transferred from Saddleback to UCI. Students in Biology 3A and Biology 3B held a Biological Science Meeting with papers and posters from the biological science majors courses. The Saddleback Journal of Biology, Volume 7, Spring 2009, edited by Dr. Tony Huntley and Professor Steve The, was also published by the Saddleback College Biological Society.

Physical Education/Kinesiology & Athletics Division

The 7th annual fundraising golf tournament at the Shorecliffs Golf Course in San Clemente was held earlier this month. Over 120 so-called "golfers," including Board Vice President John Williams, and about 24 volunteers pitched in to make this another successful outing. The NATYCAA Cup standings are in and Saddleback finished 11th out of 104 community colleges in the state which participate in intercollegiate athletics.

Social & Behavioral Sciences Division

The Anthropology department has teamed up with the Geology department to offer a program in Paleontology. Professor Renee Garcia will be teaching a class this summer in fossil preparation. The Cross Cultural Studies department is finalizing its plan to bring the performance group "Culture Clash" to campus in the 2009-2010 academic year. Students from the Psychology Research Methods courses participated in IVC's Research Conference on May 2nd. The Psychology Club participated in the Relay for Life on May 2nd. On May 21st, the CDES held its Celebration Night potluck for their graduates, the graduates families and faculty. Awards and certificates were presented. CDES is proud to announce 5 Child Development Teacher Certificates, 1 Infant Toddler Teacher Certificate, 4 Master Teacher Certificates, 15 Early Childhood Teacher Certificates and 5 Associate Degrees this semester.

Community Education

The first-ever College For Kids (CFK) "Kick Off" was held June 6th at the swimming pool. Activities consist of registration for CFK and Aquatics classes, raffles, information booths, and fun for the whole family! College for Kids classes begin June 22nd and end July 30th.

Saddleback College Foundation

Twenty board members attended the Foundation's Annual Planning Retreat, June 5 at Hotel Laguna. The Foundation welcomed new board members: Reverend Mark Whitlock, Christ Our Redeemer Church, Jim Leach, Cox Communications, Joyce Van Schaack, Christopher Columbus Fellowship Foundation and Delainey Taylor, President, ASG. Veterans' memorial total donations topped \$155,000. The Athletics Golf Tournament was held June 5th at the Shore Cliffs Golf Club. The Foundation raised \$148,000 in endowed Osher Scholarships. This amount will be matched, bringing the total Osher supported endowment to \$296,000.

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President

DATE: June 11, 2009

SUBJECT: President's Report for the June 22 Board of Trustees Meeting

Luzko Receives Medal for Composition

IVC Professor Daniel Luzko traveled to Salta, Argentina in late May for the Inter-American Dance Confederation. Dancers from the ROHAYHU Paraguayan Dance Company performed and choreographed Luzko's composition "Bogota" for piano. The company obtained first prize in the competition. Professor Luzko was present at the competition to receive the medal with the dancers.

Raul Hernandez Vega Receives CSULB Composition Scholarship

Raul Hernandez Vega, IVC Music Department student, has received a scholarship to study composition at Cal State Long Beach. This is the second year in a row that an IVC Music Major graduate has been accepted directly into the CSULB Composition program based on a portfolio. Typically, a transfer student is not accepted directly, but must wait a semester or two to be fully vetted.

Raul studied applied piano with Dr. Janice Park and Music theory and composition with Dr. Daniel Luzko. He had numerous compositions performed at IVC while here, including two world premieres. He was also a 2008 Tonya Reed Gardner Memorial Music Scholarship recipient. Currently, he is writing a new work which will receive its World Premiere on September 12 at the 17th Annual Tonya Reed Gardner Memorial Endowed Music Scholarship at the Performing Arts Center. His composition is a quartet for the 2009 recipients, Megan Peo, soprano; Edward Park, Clarinet; Eric Wood, bassoon; and Silke Diaz, piano.

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

Kids Kollege

From June 22-August 21, Irvine Valley College is once again offering IVC Kids Kollege for students in grades K-12. Courses are being offered in math, reading, writing, science, visual art, computers and tennis. This is the third year IVC has offered Kids Kollege and the program is expected to draw 600 students.

Alice! Presented at PAC

Orange County's award winning contemporary dance choreographer Jennifer Backhaus brought together a group of young dancers from her company along with Irvine Valley College dancers on June 5 and June 6 at Irvine Valley College's Performing Arts Center to present three exciting performances of Alice! (a modern adaption of *Alice in Wonderland*). Three performances were held to benefit the Irvine Valley College dance department. The shows were designed as a humorous and upbeat production that offered audiences a contemporary re-telling of the classic Lewis Carroll children's story, and also offered an opportunity for young dancers to discover IVC's campus.

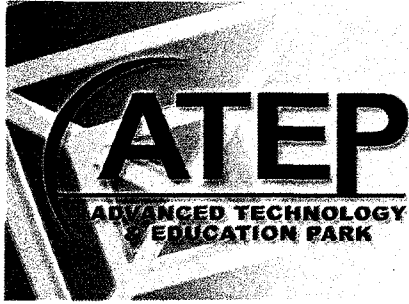
24th Annual IVC Commencement

On Friday, May 22, Irvine Valley College marked its 24th annual commencement. IVC awarded 538 degrees and 638 certificates of achievement. Among the degrees, 484 Associate of Arts Degrees were awarded and 54 Associate of Science Degrees were awarded. Among IVC's graduates, 180 were honor students -- 82 graduated cum laude with an average of 3.5-3.74; 77 graduated magna cum laude with a grade point average of 3.74-3.99 and 21 graduated summa cum laude with a grade point average of 4.0.

Irvine Valley Badminton Team Tops San Francisco for Fifth Title

The IVC women's badminton team completed an undefeated season and won its first California Community College Athletic Association Championship since 2005 with a 16-5 victory over the City College of San Francisco at Irvine Valley in early May. This marked the Lasers' fifth state title overall. Previously, they won four straight championships from 2002-2005.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



MEMORANDUM

TO: Chancellor Raghu P. Mathur
Members of the Board of Trustees

FROM: Dr. Randy W. Peebles, Provost

DATE: June 8, 2008

RE: Report for the June 22, 2009 Board of Trustees Meeting

PROGRESS ON POTENTIAL PARTNERSHIPS

Provost Randy Peebles met with UCI's School of Engineering to discuss potential partnerships in several areas including the Design Model Making and Rapid Prototyping Program, the Center for Applied Competitive Technologies (CACT) programs in Optics and Photonics, and potential new academic programs that support current and future jobs in Orange County. Several other partnership meetings took place with the President of California State University, Long Beach; California State University, Fullerton to partner in Entertainment Arts & Technology; and Concordia University to partner in the area of nursing. Art Center College of Design in Pasadena also remains interested and an ATEP site visit is planned for later this summer to further those discussions. Also, Hoag Hospital may be interested in partnering on the Nursing Simulation Regional Center planned for the expanded ATEP campus.

PROGRAM DEVELOPMENT

The new IVC Music Recording Arts Program is under development and discussions are under way to possibly relocate Saddleback's RapidTech Program to ATEP. The Nursing Simulation Regional Center is also actively being pursued.

PLANNING

Provost Randy Peebles attended a meeting of the Orange County Business Council (OCBC) Community College Working Group, an American Recovery & Reinvestment Act (ARRA) Strike Force meeting, several grant planning meetings and weekly meetings with the ATEP team of attorneys, architects and planning consultants.

INSTRUCTION & STUDENT SERVICES

Summer enrollment currently stands at 1,182, double the number enrolled in Summer 2008. The Academic Foundations Summer Institute at ATEP, a pilot program in collaboration with Saddleback College and Irvine Valley College, has launched successfully with a 20 student cohort from the Village of Hope. Students are taking math, English, writing and ESL classes to refine their basic skills and prepare them to succeed in college. Feedback has been extremely positive from all parties, including faculty who are impressed with the students' dedication and motivation.

MARKETING AND OUTREACH

Promotion of summer courses is on-going including a new online ad campaign, social networking site development and outreach to local one-stop centers to highlight opportunities for re-tooling and training at ATEP. A community presentation about ATEP is being prepared for the August board meeting and invitations will be sent to the community at large including local business, community and civic leaders, legislators, government officials, K-12 and college administrators.

GRANTS AND EXTERNAL FUNDING OPPORTUNITIES

The CACT grant from the State Chancellor's Office will be re-funded to operate our center but may be reduced due to state budget shortfalls. Work is in progress on several federal grants for specialized equipment and instrumentation to support existing programs. Two grant opportunities for support, building or updating ATEP technical labs are also being evaluated and pursued. ATEP continues to coordinate grant opportunities with Saddleback College, Irvine Valley College and District.