

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, August 31, 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

August 31, 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 (2)
- C. 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]) (3 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 Nancy Padberg

2.3 **Pledge of Allegiance**

Led by Trustee Donald P. Wagner

2.4 Resolutions / Presentations / Introductions

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)

- Request for Report on Salaries of College Professors in Orange County

4.0 DISCUSSION ITEM

4.1 SOCCCD: Strategic Planning Process

Discussion of the Strategic Planning Processes at Saddleback College, Irvine Valley College and the Advanced Technology and Education Park.

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 July 21, 2009.

5.2 Saddleback College: Mission, Vision and Values

Approve the revised Mission, Vision and Values for Saddleback College.

5.3 Saddleback College: Oxford Semester Abroad in Oxford, England-Spring 2010

Approve the Spring 2010 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study (AIFS) for coordinating all travel.

5.4 Saddleback College: Student Out-of-State Travel

Approve the out-of-state travel for up to six students and one staff member to attend the College Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Austin, Texas from Oct 28 – Nov 1, 2009, at a total cost not to exceed \$6,779.00.

- 5.5 **Saddleback College: Study Abroad Program to Salamanca, Spain**
Approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain in the spring of 2010 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.
- 5.6 **Saddleback College: Amended 2009-2010 Faculty Request List**
Approve the announcement and recruitment of the replacement of the Generalist Counselor/Articulation Officer added to the list.
- 5.7 **Saddleback College: Notice of Completion: Student Services Center: Cafeteria New Flooring and Admission and Records Space Renovations, Health Sciences: Room 206 Renovation**
Approve filing of the Notice of Completion and release of retention.
- 5.8 **Saddleback College: Change Order Requests: Village Expansion**
Approve change order requests increasing the contract amount by \$23,161.81. The revised total contract amount is \$1,073,161.81.
- 5.9 **Saddleback College: Village Expansion: Furniture Acquisition**
Approve the purchase of office and classroom furniture from Corporate Business Interiors in an amount not to exceed \$100,000.00.
- 5.10 **Saddleback College: Cosmetology and Cosmetician Instruction Agreements**
Approve two year agreements with Lake Forest Beauty College.
- 5.11 **Irvine Valley College: Change Order Requests: B200 Science Lab Annex and B239 Conversion**
Approve change order requests increasing the contract amount by \$18,524.87. The revised total contract amount is \$3,731,965.02.
- 5.12 **SOCCCD: Award of Bid: Janitorial Supplies**
Approve award of bid in the amount of \$128,911.67 to various vendors.
- 5.13 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-05227 through P09-05233 amounting to \$155,148.00 and P10-00479 through P10-01107 amounting to \$25,064,960.17 and confirming requisitions dated July 1, 2009 through August 11, 2009 totaling \$125,402.81.

- 5.14 **SOCCCD: Payment of Bills**
Approve Checks No. 083425 through 084473, processed through the Orange County Department of Education, totaling \$7,651,182.31; and Checks No. 009589 through 009654, processed through Saddleback College Community Education, totaling \$137,550.30; and Checks No. 008599 through 008612, processed through Irvine Valley College Community Education, totaling \$11,351.91.
- 5.15 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Authorize payment to Trustee unable to attend Regular Meeting of the Board on July 21, 2009.
- 5.16 **Saddleback College: Speakers**
Approve honoraria for speakers at Saddleback College.
- 5.17 **SOCCCD: Gifts to the District and Foundations**
Approve gifts as presented.
- 5.18 **SOCCCD: July/August 2009 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Adoption of the Final Budget for 2009-2010**
Adopt final budget as presented.
- 6.2 **SOCCCD: Basic Aid Project Priority List**
Approve basic aid list and allocation of basic aid funds as listed.
- 6.3 **Saddleback College: Adoption of the Associated Student Government (ASG) Final Budget for 2009-10**
Approve the Saddleback College Associated Student Government final budget for 2009-10.
- 6.4 **Irvine Valley College: Adoption of the Associated Students Final Budget for 2009-10**
Approve the Associated Students of Irvine Valley College (ASIVC) final budget for 2009-10.
- 6.5 **SOCCCD: Board Policy Revision: BP-3451: Safety, BP-4017: Child Abuse Reporting, BP-3453: Emergency Response Plan, BP-5300: Grading Policy, BP-5403: Student Policy Prohibiting Discrimination and Harassment, BP-4011: Employment Procedures for Administrators and Managers, BP-4011.3: Hiring Policy for Classified Staff, BP-2125: Weapons on Campus**
Accept for discussion/approval.

- 6.6 **SOCCCD: Board Policy Revision: BP-4208: Overtime and Shift Differential for Classified Management Personnel, BP-2210: HIPAA/CMIA Privacy Policy**
Accept for review and study.
- 6.7 **SOCCCD: Nominating Committee election for Members of the Orange County Committee on School District Organization**
Nominate an individual to serve on the Orange County Committee on School District Organization.
- 6.8 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Change in Status, Authorization to Change Organization Reporting Structure, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking.
- 6.9 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Change Organization Reporting Structure, Reclassification, 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.
- 6.10 **Irvine Valley College: Classified Employee Layoff**
Elimination of one categorically funded position due to the termination of funding.

7.0 REPORTS

- 7.1 **SOCCCD: Basic Aid Report**
Projected receipts and approved projects.
- 7.2 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects..
- 7.3 **SOCCCD: List of Board Requested Reports**
Reports requested by Trustees.
- 7.4 **SOCCCD: Quarterly Investment Report**
This report is for the quarter ending on June 30, 2009.
- 7.5 **SOCCCD: Retire (OPEB) Trust Fund**
This report is for the period ending June 30, 2009.

7.6 SOCCCD: Quarterly Financial Status Report

This report is for the period ending June 30, 2009 for the 2008/2009 fiscal year.

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: SOCCCD: Strategic Planning Process
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 August Board Meeting is the Strategic Planning Process.

STATUS

In addition to Exhibit A, Dr. Tod A. Burnett, President, Saddleback College; Dr. Glenn R. Roquemore, President, Irvine Valley College (IVC); and Dr. Randy W. Peebles, Provost, Advanced Technology and Education Park (ATEP), will present at the board meeting information on the strategic planning processes at Saddleback College, IVC, and ATEP.

Saddleback College Strategic Planning Process

I. Mission Statement, Vision Statement, and Values

Each year the Consultation Council will review, revise and update, if necessary, the college's mission in accordance with Board Policy 101 to ensure that it is in alignment with the South Orange County Community College District's mission and with the functions of California Community Colleges as outlined in AB 1725. Every third year, in conjunction with the strategic planning process, the college will revise the values and vision along with the mission.

II. Internal and External Scans

Every three years, the Office of Planning, Research and Grants will produce environmental scans that include current economic and demographic data and results of surveys administered to all students (conducted every two years) and all faculty, staff, and managers (conducted every three years).

III. Strategic Directions

Utilizing the internal and external scans as well as other planning documents, every three years the Consultation Council will conduct a SWOT (strengths, weaknesses, opportunities, and threats) analysis and develop three-to-five strategic directions consistent with the college's mission, vision, and values. Strategic directions are fundamental to the college in order to achieve its mission and move towards its desired future.

IV. Development of Goals

The college's four strategic planning groups will develop goals for their policy areas based on the strategic directions. These goals will guide college decision making for the next three years.

V. Determination and Prioritization of Goals

The Planning and Budget Steering Committee (PBSC) will review the recommended goals to ensure that they are correctly constructed and submitted.

VI. Development of Strategies

The strategic planning groups will develop specific strategies for the attainment of each of the prioritized goals. These strategies will serve as recommendations for specific actions to be taken over the next three years.

VII. Determination and Prioritization of Strategies

The Consultation Council will review and revise the strategies, determine strategies to retain, prioritize the strategies, and then combine them into a proposed Strategic Plan.

VIII. College-Wide Discussion of Proposed Strategic Plan

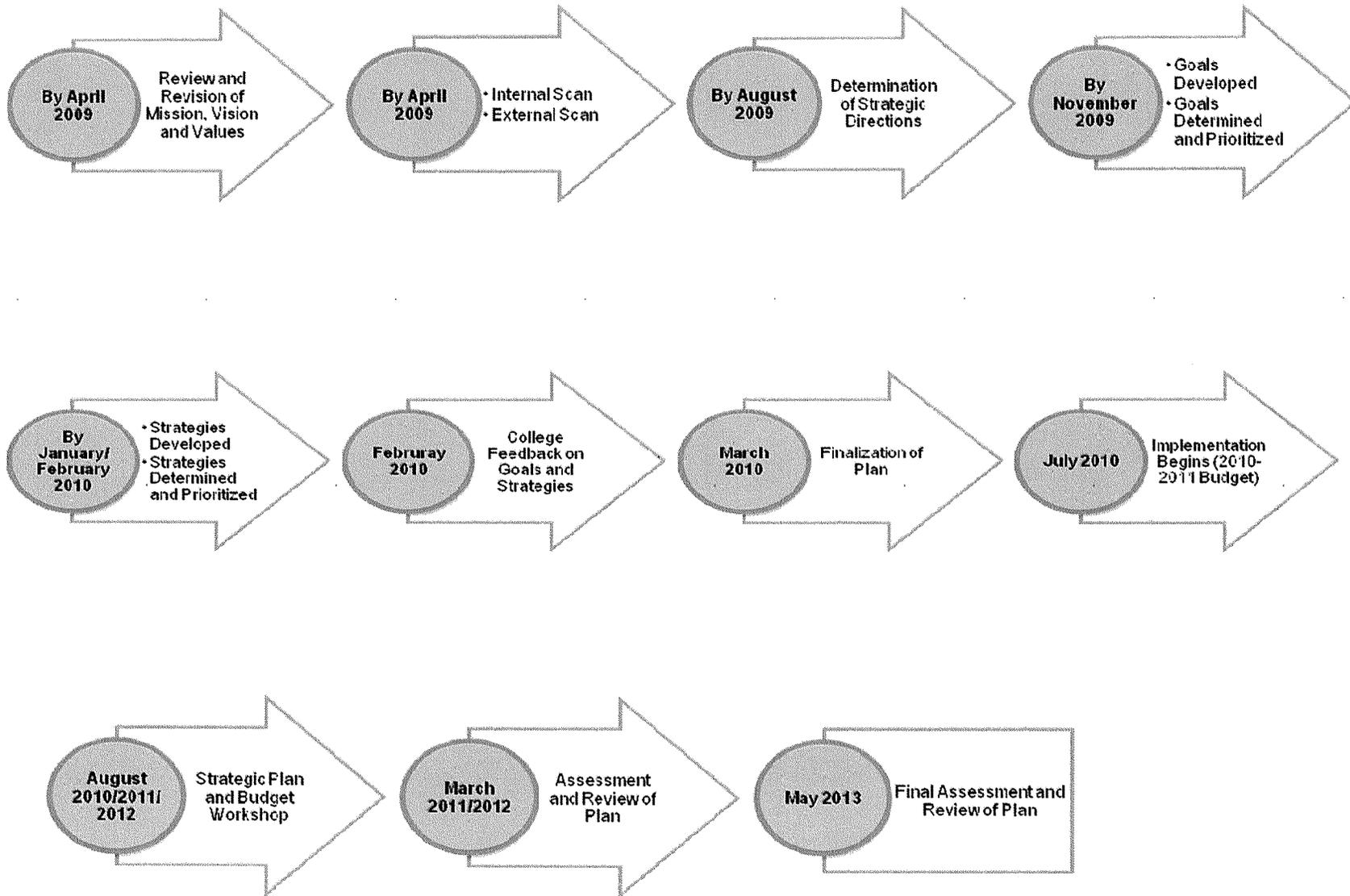
The proposed Strategic Plan will be distributed to all college constituent groups for feedback. A college-wide meeting will also be held for additional feedback. The Consultation Council will consider all of the feedback and revise accordingly.

IX. Approval of Strategic Plan

At the beginning of the spring semester in the year prior to the effective date of the new plan, the Consultation Council will consider the final version of the Strategic Plan for recommendation to the college president. Upon approval by the president, the final strategic plan will be widely distributed.

X. Implementation of the Strategic Plan

The implementation of the Strategic Plan will begin with the budget for the following academic year.



Irvine Valley College Strategic Planning Process

Introduction

The strategic planning process is designed to guide decision-making that shapes the future of the College. This process is intended to provide for critical analysis of past achievements, current status, and the future needs of our programs, students, and the community; to define the mission and vision of the College; and to develop a strategic plan to support that mission and vision. A strategic plan provides a framework for decisions about program and course development based upon the program review process, enrollment, budget and facilities planning, faculty, staff and administrative hiring, and College resource allocation. It defines the goals of the College, outlines methods to achieve them, and allows for consistent and coherent growth and development. Because it defines goals and objectives, a strategic plan also makes possible definitive evaluation of outcomes for students, courses, programs, and the College as a whole. Wide and collaborative participation is essential to an effective long-term plan. The strategic planning process is open and collaborative: it solicits constructive input from all full-time and adjunct faculty members, full-time and part-time classified staff members, student government representatives, and administrators/managers. This presentation outlines the current strategic planning process as well as highlights the decision-making process and recent developments.

Overview of the Strategic Planning Process

Irvine Valley College's mission statement and goals drive the strategic planning process. Both the mission statement and College goals undergo an annual review during an annual summer retreat attended by members of the Strategic Planning Oversight and Budget Development Committee. In addition, the College mission statement and goals are informed by the overall goals of the South Orange County Community District. Proposed revisions, if any, are then distributed campus-wide to all constituent groups, thus giving everyone in the campus community an opportunity for effective participation.

Derived from research, planning assumptions are interpretations of the planning environment. Currently, the Office of Research, Planning, and Accreditation provides data in the following areas: Demographics, Economy and Employment, Education Trends, Social Trends, Public Policies, and Technology.

The process of gathering research is being revised so that the areas of research coincide with the subject area of each strategic planning committee. The data underlying the planning assumptions will then be made available on the College's website.

Objectives, in turn, are derived from the planning assumptions. These objectives are quantifiable, time sensitive, and achieve College goals. Strategies are methods to achieve a

specific objective (an objective can be achieved by one or more strategies). Research also informs possible strategies. Once a new strategy has been implemented, then research (if necessary) on the effectiveness of the strategy will provide feedback that can inform future planning assumptions, objectives, and new strategies. Once a new strategy has been implemented, then research (if necessary) on the effectiveness of the strategy will provide feedback that can inform future planning assumptions, objectives, and new strategies.

Strategic Planning Decision-Making Structure

There are five strategic planning committees at Irvine Valley College: Strategic Planning Oversight and Budget Development; Academic, Facilities, and Technology Planning; Institutional Effectiveness; Enrollment Management, Marketing, and Outreach; and Student Success, Access, and Matriculation. All strategic planning committee memberships include representatives from every campus constituent group. Indeed, all campus employees are welcome to attend committee meetings.

The College has developed a strategy form that is required for all requests for funding and implementation of new programs. These strategy request forms must demonstrate a relationship with the College and/or District mission statement(s) and the College and/or District goals. These strategy forms are submitted to the appropriate Strategic Planning Committee for analysis, deliberation, and disposition.

Following review within the appropriate subject-specific strategic planning committee(s), the Strategic Planning Oversight and Budget Development Committee reviews all strategy forms and recommends funding to the President's Executive Council for final disposition.

Recent Developments and Future Plans

In the 2008-2009 academic year, the strategic planning process became completely integrated with resource allocation and program review. Indeed, over \$1 million were allocated through the strategic planning process. In addition, since the inception of the new strategic planning process in 2005, there has been a growing awareness and acceptance of the College's decision-making processes. In the recent Employee Satisfaction Survey, 72 percent of all employees surveyed indicated that they were familiar with the College mission statement and goals and another 59 percent of respondents were familiar with the Strategic Planning Process itself. Further, of those who were familiar with these processes, about three-fourths of employees reported that the new strategic planning process is effective.

In conclusion, below is a list of new developments designed to continue improvements to the College's strategic planning process:

- College-wide review of the mission statement and College goals will begin this fall.
- Work on the 2009-2010 strategic plan has commenced.
- Tracking software is being investigated to streamline the strategy form process.
- The Research Office will implement a new research request form that connects to the strategic planning process.

Advanced Technology & Education Park (ATEP) Strategic Planning Process

The South Orange County Community College District (SOCCCD) Board of Trustees has provided support and oversight for the establishment of the Advanced Technology & Education Park (ATEP), a center with a focus on technology and workforce-related education. The development processes and related strategic planning for the ATEP campus have been comprehensive, ongoing, collegial and transparent. District leadership has worked diligently to provide the broad and comprehensive communication and input that have been received throughout this data-driven strategic planning process. This methodology will ensure that ATEP is developed in a way that will best serve the students of the SOCCCD as well as the community at large.

The SOCCCD continues to develop the 68.37 acres on the former Marine Corps Air Station Tustin as part of the Tustin Legacy redevelopment project. ATEP provides opportunities to expand and develop academic and career-technical education programs in communication and entertainment arts, digital media, allied health, prototyping and manufacturing technology, and several other areas currently offered at Saddleback College and Irvine Valley College. ATEP offers non-traditional, high technology education to students interested in acquiring skills in emerging technologies to enter and reinvigorate the workforce as well as general education courses.

ATEP is also home to the Center for Applied Competitive Technologies (CACT), which creates synergies with industry partners to provide hands-on internships, mentorships, and practical work experience to help better prepare students for today's competitive workplace. The CACT also hosts brief fee-based training events for regional business and industry in order to meet their needs for professional and workforce development.

From its inception, the planners of ATEP adopted a broad-based interactive approach to formulating its strategic vision, mission, and goals.

1. The strategic planning of programs and facilities at ATEP has been guided by research conducted by the Orange County Business Council (OCBC) on behalf of the SOCCCD.
 - a. The data from OCBC outlines preliminary demographic information of south Orange County, including updated population profiles of city census that cover distribution by education level, employment status, and average/median income. An in-depth analysis of major south Orange County industrial clusters also has been presented, examining each occupation's growth rates, wage levels, and education/experience requirements, as well as skill and knowledge areas and abilities needed for workers to prosper.

- b. Environmental scanning continues with the OCBC as an active partner in providing critical data for ATEP's planning process.
2. In 2006, SOCCCD leaders and ATEP administrators conducted listening sessions with pertinent faculty and deans from Saddleback College and Irvine Valley College regarding potential programs and educational specifications to be considered and developed at ATEP.
 - a. The District retained various planning and consulting groups in order to articulate the goals and action plans produced by these extensive discussions, commensurate with budget projections.
 - b. From 2006 through the present, SOCCCD Chancellor, Dr. Raghu Mathur, and his executive team, including ATEP leadership, have held a number of community forums and feedback sessions at Irvine Valley College, Saddleback College, and in the community at-large to constantly refine the goals and action plans that would comprise academic and facilities development at ATEP.
3. Beginning in 2006-2007, the ATEP Planning and Steering Committee, composed of administrators, managers, faculty, and classified staff from across the SOCCCD began meeting to draft the strategic and long-range plans for the development of instructional programs and facilities at ATEP.
 - a. Quantitative as well as anecdotal data from the environmental scans, student satisfaction surveys, community forums, and college feedback sessions were incorporated as fundamental drivers of the plan.
 - b. Core program and facilities priorities were identified and a report on ATEP's mission was delivered to the Board of Trustees.
 - c. Former Vice Chancellor of Technology and Learning Services Dr. Andreea Serban presided over this process resulting in the plan's submittal to the Chancellor's Executive Council in April 2008.
4. In June 2008, the Board of Trustees accepted the submittal of ATEP's long-range academic and facilities master plans for review and study. The intent was to share the final versions with the community as well as submit the plans to the city of Tustin as part of the MCAS Tustin property conveyance guidelines.
5. After diligent review and study by the Board of Trustees as well as retained consultants and college and district leadership, final drafts of the Long-Range Academic and Facilities Master Plans were published and disseminated in November 2008.
6. Following approval of the Long-Range Academic and Facilities Master Plans, a Concept Plan for the expansion of ATEP (Phase 3A) was completed to outline conceptual drawings of buildings and further detail plans for specialized facilities to support identified programs. The SOCCCD Board of Trustees unanimously approved the

Concept 3A Plan at the March 2009 meeting. The plan details the first major expansion of ATEP facilities and programs to 30 acres. College-wide information sessions have been held at Saddleback College and Irvine Valley College to share the concepts and gain valuable feedback from faculty, staff, and administrators. A community forum was also held on August 31 to share Concept 3A plans with business and civic leaders and the community at large. The forum included a question-and-answer session to elicit important feedback.

This entrepreneurial yet systematic approach to strategic and long-range planning has helped guide the direction of ATEP during the start-up phase (2007-2009) when the campus increased in enrollment 300% . Currently, the ATEP campus is serving more than 1,200 students from Saddleback College, Irvine Valley College, and CACT. The continuation of this approach, coupled with data-driven decision making as the Phase 3A Concept Plan materializes, will ensure that the ATEP campus will serve as a unique, technology- and education-based development that thrives on innovation and partnerships among students, faculty, non-profit organizations, and private companies.

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

Minutes from :

July 21, 2009 Regular Meeting of the Board of Trustees (Exhibit A)
are submitted to the Board for review and approval.

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

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING
July 21, 2009

PRESENT

Members of the Board of Trustees:

Donald P. Wagner, President
John S. Williams, Vice President
Thomas A. Fuentes, Clerk
David B. Lang, Member
Marcia Milchiker, Member
Nancy M. Padberg, Member
Bi'Anca Bailey, Student Member

ABSENT

William O. Jay, 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 (2)

B. Conference with Labor Negotiators (GC Section 54957.6)

1. SOCCCD Faculty Association

a. Agency Designated Negotiator: Dr. Raghu P. Mathur

2. California School Employees Association (CSEA)

a. Agency Designated Negotiator: Dr. Raghu P. Mathur

C. 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 Marcia Milchiker

2.3 Pledge of Allegiance Led by Trustee Nancy Padberg

2.4 Resolutions / Presentations / Introductions 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

Trustees Wagner and Milchiker gave reports.

B. Chancellor's Report

Chancellor Mathur gave a report.

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

4.0 DISCUSSION ITEM

4.1 SOCCCD: Saddleback College, IVC, and ATEP Foundations

Discussion of the Foundations for Saddleback College, Irvine Valley College (IVC), and the Advanced Technology and Education Park (ATEP).

On behalf of Saddleback College Foundation, Gary Capata, Board President and Michelle Anstadt, Director presented a report to the Board. On behalf of the Irvine Valley College Foundation, David Robinson, Board Chair and Al Tello, Director provided a report to the Board; and Dr. Robert Bramucci on behalf of Dr. Randy Peebles, ATEP Provost, gave a report on the ATEP Foundation.

4.2 SOCCCD: My Academic Plan (MAP)

Presentation of My Academic Plan.

Dr. Robert Bramucci, Vice Chancellor, Technology and Learning Services and Associate IT Director Jim Gaston gave a report on My Academic Plan (MAP).

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 Items 5.12, 5.13 and 5.20 be pulled for separate action.

On a motion made by Trustee Williams and seconded by Trustee Fuentes, the remaining items were approved on a 6-0 vote.

5.1 SOCCCD: Board of Trustees Meeting Minutes: Approve minutes of a regular meeting held on June 22, 2009.

5.2 Irvine Valley College: Grant Acceptance, Faculty Entrepreneurship Program Accept the California Community Colleges Economic and Workforce Development Faculty Entrepreneurship Program award of \$3,500.00 from the California Community College Chancellor's Office for the 2009-10 academic year.

5.3 Irvine Valley College: Change Order Requests: A300 Theater Secondary Effects

Approve change order requests resulting in a decrease of \$55,744.83. The revised total contract amount is \$1,040,179.92.

5.4 Irvine Valley College: Notice of Completion: A300 Theater Secondary Effects Renovation

Approve notice of completion and authorize the release of retention.

- 5.5 Saddleback College: Grant Acceptance: Teacher Preparation Pipeline
Accept this award of \$225,000 from the California Community College
Chancellor's Office for the Teacher Preparation Pipeline grant RFA No. 09-0090.
- 5.6 Saddleback College: Grant Acceptance, Community College Initiative for Egypt
Accept this award of \$373,320 from the U.S. Department of State, Bureau of
Educational and Cultural Affairs.
- 5.7 Saddleback College: Community Education Programs for Fall
Approve the Fall 2009 Community Education courses, presenters, and
compensation.
- 5.8 Saddleback College: Substitution of Subcontractor: PE-100 Interior Renovations
Approve the removal of Hur Flooring Company and its substitution by McWill
Sports Flooring.
- 5.9 Saddleback College: Portable Building Lease Settlement Agreement
Approve the settlement agreement and general release with McGrath RentCorp
in the amount of \$291,257.00.
- 5.10 SOCCCD: Student Information System
Approve contract with Neudesic LLC for Student Information System "B" feature
enhancements at a cost of \$300,000 for the 2009-2010 year.
- 5.11 SOCCCD: Request to Rescind Spring 2010 Sabbaticals
Approve request to rescind sabbaticals for Professors Dale Carranza, Physical
Sciences and Technologies, Irvine Valley College; and Diane Pestolesi, Health
Sciences, Human Services and Emeritus Institute, Saddleback College.
- 5.12 SOCCCD: Architectural Services Pool
Approve firms listed for a pool from which to draw architectural services.
- On a motion made by Trustee Williams and seconded by Trustee Padberg this
item passed on a 5-0 vote, with Trustee Lang recusing himself.
- 5.13 SOCCCD: Agreement for Special Services for the ATEP Project: Bastien and
Associates, Inc.
Approve agreement with Bastien and Associates, Inc. on a time and material
basis.
- On a motion made and seconded this item passed on a 6-0 vote.
- 5.14 SOCCCD: Trustees' Requests for Attending Conferences
Approve Trustees' requests for attending conferences.

- 5.15 SOCCCD: Authorization for District Institutional Memberships 2009/2010
Approve memberships and estimated dues as presented.
- 5.16 SOCCCD: Purchase Order/Confirming Requisitions
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-05142 through P09-05226 amounting to \$2,308,652.93 and P10-00130 through P10-00478 amounting to \$8,254,312.07. Confirming requisitions dated June 3, 2009 through June 30, 2009 totaling \$46,408.18.
- 5.17 SOCCCD: Payment of Bills
Approve checks No. 082501 through 0083424, processed through the Orange County Department of Education, totaling \$5,746,141.98; and Checks No. 009534 through 009588, processed through Saddleback College Community Education, totaling \$196,384.78; and Checks No. 008582 through 008598, processed through Irvine Valley College Community Education, totaling \$59,208.98.
- 5.18 SOCCCD: Gifts to the District and Foundations
Approve gifts as presented.
- 5.19 Saddleback College: Speakers
Approve honoraria for speakers at Saddleback College
- 5.20 SOCCCD: June/July 2009 Contracts
Ratify contracts as listed.

On a motion made by Trustee Williams and seconded by Trustee Fuentes, this item passed on a 5-0 vote, with Trustee Lang recusing himself.

6.0 GENERAL ACTION ITEMS

- 6.1 Saddleback College: James B. Utt Library Renovation: Hire Construction Management Firm
Approve the agreement with McCarthy Building Company in an amount not to exceed \$978,030.00.

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

- 6.2 Saddleback College: Award of Bid: Communication Arts Building W Interior Renovations
Approve agreement with TBC Contractors Corporation in the amount of \$618,900.00.

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

- 6.3 Toddler Program: 2009-10 Child Care Fee Schedule
Approve the 2009-2010 Saddleback College Child Development Center Monthly Fee Schedule for the new Toddler program.

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

- 6.4 SOCCCD: Board Policy Revision: BP-3451: Safety, BP-4017: Child Abuse Reporting, BP-3453: Emergency Response Plan, BP-5300: Grading Policy, BP-5403: Student Policy Prohibiting Discrimination and Harassment, BP-4011: Employment Procedures for Administrators and Managers, BP-4011.3: Hiring Policy for Classified Staff, BP-2125: Weapons on Campus
Accept for review and study.

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

- 6.5 SOCCCD: Academic Personnel Actions - Regular Items
Approve New Personnel Appointments, Change in Status, Additional Compensation: General Fund, Categorical/Non-General Fund, Termination of Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.

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

- 6.6 SOCCCD: Classified Personnel Actions - Regular Items
Approve New Personnel Appointments, Authorization to Modify A Classified Position Job Description, Authorization to Reinstate a Position and Position Number From Elimination, Authorization to Change Police Officers Association Positions, Assignment for Categorical Contract Manager, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

It was requested that Item A.1.b. be removed from the Classified Personnel Actions agenda item. On a motion made by Trustee Fuentes, and seconded by Trustee Lang this item passed on a 6-0 vote as amended.

7.0 REPORTS

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

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

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

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

Reports were given by President Burnett, President Roquemore, IVC Academic Senate President Wendy Gabriella, SC Academic Senate President Bob Cosgrove, ASG Saddleback College Treasurer, Saddleback College Classified Senate President Russ Hamilton, CSEA Representative Shanna Moorhouse and Irvine Valley College Classified Senate President Angela Mahaney gave.

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 7:50 p.m. in memory of Flip Darr and Pat Moore.

Raghu P. Mathur, Ed.D., Secretary

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Mission, Vision and Values
ACTION: Approval

BACKGROUND

The accreditation standards recommend periodic reviews of all mission statements. The College annually reviews its mission statement and reports revisions to the Board of Trustees at the May meeting of each academic year.

STATUS

The College Mission, Vision and Values went through a thorough review by the college's strategic planning committees, governance groups, college community and Consultation Council. The revised Mission, Vision and Values (Exhibit A) was recommended by the Consultation Council to the College President on July 21, 2009.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the revised Mission, Vision and Values for Saddleback College as outlined in Exhibit A.

Item submitted by: *Dr. Tod A. Burnett, Saddleback College*

Saddleback College
Mission, Vision, and Values
Recommended for Approval by Consultation Council, 7/21/09
Approved by the President, 7/21/09

Mission

Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

Vision

Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

Values

Saddleback College embraces:

Commitment

We commit to fulfilling our mission to serve the south Orange County community.

Excellence

We dedicate ourselves to excellence in academics, student support, and community service.

Collegiality

We foster a climate of integrity, honesty, and respect.

Success

We place our highest priority on student learning and delivering comprehensive support for student success.

Partnership

We strive to develop strong and lasting partnerships among students, faculty, staff, and the community.

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom

We endorse academic freedom and the open exchange of ideas.

Sustainability

We promote environmental sustainability and use our resources responsibly to reduce our ecological impact.

Inclusiveness

We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.

Global Awareness

We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Oxford Semester Abroad in Oxford, England-
Spring 2010
ACTION: Approval

BACKGROUND

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

STATUS

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program, Oxford Semester Abroad in Oxford, England, during the Spring Semester 2010 as summarized in Exhibit A. All student fees, student insurance, travel, food and lodging requirements will be organized and arranged by AIFS. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B, which includes evidence of liability insurance of not less than \$50,000,000. The proposal from AIFS is included in Exhibit C. The cost per student is \$6,355 or \$88.00 per day plus \$660 airfare; the total cost for the semester will be \$7,015. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

Saddleback College contacted eight vendors for this program and only AIFS was able to provide the services that met our criteria. The AIFS proposed program was the only one to offer a program in Oxford rather than London, for the time period we needed, provide the educational and student services required, as well as the additional liability coverage of \$50,000,000.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Spring 2010 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England, as summarized in Exhibit A, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study (AIFS) for coordinating all travel agreements as shown in Exhibit B.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Oxford, England			First Trip: Yes:		No:		X
Dates: From:		March 11, 2010		To: May 21, 2010		Total No. of Days:		72	
Partner Name (Academic Institution):				American Institute for Foreign Study					
Address:		AIFS, Partnership Programs, River Plaza, 9 W. Broad Street, Stamford, Connecticut 06902							
Contact Person:		Sharon Secki			Telephone No.:		203-399-5507		
Description of Institution:		BA/MA Degree granting university in British university system							
Includes:	Accredited Instruction			Yes:	x	No:			
	Transfer College Units			Yes:	x	No:			
	Orientation			Yes:	x	No:			
	Books/Supplies			Yes:		No:	x		
	Tutors			Yes:		No:	x		
	Weekend Study Activities			Yes:	x	No:			
	Food			Yes:	x	No:			
	Transportation			Yes:	x	No:			
	Lodging			Yes:	x	No:			
Other:	Three field trips within England: Bath, Stonehenge, London, Stratford-Upon-Avon. Weekly on-site liaison to assist students with travel, planning, group activities, tours, life, etc.								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Local transportation, personal expenses, Saddleback College tuition, and books.							
Other:									
2. FACULTY									
Lead Faculty Name:		Jennifer Hedgecock							
Coordinates Trip:				Yes:	x	No:			
If No, Explain:									
Travels to Site:				Yes	x	No:			
Dates: From:		3/11/10			To:		5/21/10		
Teaching Assignment at Program Site:				Yes	x	No:			
Dates: From:		3/11/10			To:		5/21/10		
Requires Substitute at IVC and/or SC?				Yes		No:	x		
Unpaid Faculty Exchange:				Yes		No:	x		
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:				Date(s)		Time(s)		
Eng. 1A	Principles of Composition I				1/12-3/11		4-6:50, T/Th		
Eng. 1B	Principles of Composition II				1/12-3/11		9-11:50, M/W		
Eng. 27A	Introduction to the Novel				1/12-3/11		10:30-11:50, T/Th		
Eng. 17A	Introduction to British Literature				1/12-3/11		4-6:50, M/W		

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
Art 26	Survey of Art History: Renaissance to Modern						3
History 40	English History to 1688						3
English 18	Shakespeare: The Tragedies						3
English 27A	Introduction to the Novel (full semester)						3
4. STUDENTS							
Minimum number of students required to make program:						20	
Minimum number of units:						12	
Maximum number of units:						15	
If this is a repeat program site, what is the average number of units taken per student?						12	
Other							
5. COSTS							
Student:							
Contracted cost per student:						\$	6355
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>						\$	88
College:							
Additional costs to the District?			Yes:		No:	<input checked="" type="checkbox"/>	
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	
Other Costs						\$	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Art 26	Eng 18A	Eng 27A	Field trips			
10 a.m.	X	X	X	X			
11 a.m.	X	X	X	X			
12 Noon	lunch	lunch	lunch	X			
1 p.m.	X	X	Hist 40	X			
2 p.m.	X	X	X	X			
3 p.m.	X	X	X	X			
4 p.m.	X	X	X	X			
5 p.m.			X	X			
6 p.m.			X	X			
7 p.m.				X			
8 p.m.				X			
9 p.m.				X			
10 p.m.				X			
Exceptions to weekly schedule:			Field trips are scheduled during 3 of the 10 weeks students are in Oxford.				

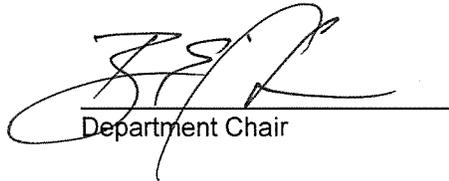
8. ATTACHMENTS

N/A

9. REQUIRED SIGNATURES


Lead Faculty Member

7/13/09
Date


Department Chair

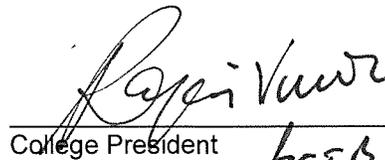
7/13/09
Date


Division/School Dean

7/16/09
Date


Vice President, Instruction

7/28/09
Date


College President

7/28/09
Date

for TB

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
EDUCATIONAL TOUR/FIELD STUDY TRAVEL CONTRACTOR AGREEMENT
GENERAL TERMS AND CONDITIONS

Spring 2010 Study Abroad in Oxford, England

This Agreement is made this 31st of August, 2009 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California, ("DISTRICT") and ("TRAVEL CONTRACTOR") AIFS, (American Institute for Foreign Study), Partnership Programs, River Plaza, 9 W. Broad Street, Stamford, Connecticut 06902, and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

1. **INSTRUCTIONAL SERVICES** – District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour/Field Study Trip.
2. **TRAVEL SERVICES** – TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging for the Educational Tour/Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC TRIP DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. In the event of a conflict between the terms and conditions of any of the SPECIFIC TRIP DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail.
3. **PROMOTIONAL MATERIAL** – TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour/Field Study Trip. Such material shall prominently display the statement: "Instructional Activities provided by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR."

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

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

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

5. **RESTRICTION ON TRIP PARTICIPATION** – All Educational Tour/Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR/FIELD STUDY TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL

CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour/Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour/Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour/Field Study Trip.

- 6. EDUCATIONAL TOUR/FIELD STUDY CORRESPONDENCE -TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.**
- 7. INDEMNIFICATION – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour/Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR’S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR’S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.**
- 8. LIQUIDATED DAMAGES. – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour/Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour/Field Study Trip set forth in SPECIFIC TRIP DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour/Field Study Trip participants, such breach may cause hardship to the Educational Tour/Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour/Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour/Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour/Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.**

9. **TRAVEL AGENTS** – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.
10. **TRIP CANCELLATION INSURANCE** – TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.
11. **GENERAL LIABILITY INSURANCE** – TRAVEL CONTRACTOR shall for the duration of each Educational Tour/Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour/Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC TRIP DETAILS. If the Educational Tour/Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour/Field Study Trip naming the District as additional insured with a single limit of liability of not less than \$50,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour/Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of the Deputy Chancellor at least (15) fifteen working days prior to commencement of the program.

12. **TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION** – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour/Field Study Trip.
13. **TERM** – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than 45 days prior

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

14. **NO ASSIGNMENT/TIME OF ESSENCE/HEIRS AND ASSIGNS** – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.
15. **NO MODIFICATION OF AGREEMENT** – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour/Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.
16. **NOTICE** – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three days after the date of such mailing.
17. **CONTROLLING LAW** – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour/Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

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

TRAVEL CONTRACTOR

**American Institute for Foreign
Study (AIFS)**

Date: _____

By: _____
Sharon Secki

Title:
Program Administrator
AIFS

Address:
Partnership Programs
River Plaza
9 W. Broad Street
Stamford, Connecticut 06902
Phone: (203) 399-5507

DISTRICT

**South Orange County Community
College District**

Date: _____

By: _____
Gary L. Poertner

Title:
Deputy Chancellor
South Orange County Community
College District

Address:
28000 Marguerite Parkway
Mission Viejo, California 92692

Phone: (949) 582-4347



AIFS LONDON PROGRAMME HEADQUARTERS
PROPOSAL FOR SADDLEBACK COLLEGE
OXFORD PARTNERSHIP PROGRAMME – SPRING SEMESTER 2010

Depart US: Thursday 11th March 2010
Arrive Oxford: Friday 12th March 2010
Depart Oxford: Friday 21st May 2010

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

- Transportation package consisting of international airfare (LAX – London - LAX) and round-trip transfers between the London airport and the housing in Oxford on regular programme dates. Please note that mandatory airline-imposed departure taxes and fees (estimated at \$222) are not included and students will be billed separately for these.
- An orientation programme consisting of an orientation pack for each student including comprehensive student handbook, local area information; an orientation meeting with AIFS staff, and a walking tour of Oxford by a professional guide including entrances to an Oxford University College followed by an afternoon tea at the College.
- Accommodation in single room homestays on a half-board basis with breakfast and dinner provided. Students will live no further than a short bus ride from Oxford Brookes University and will be located in safe, residential areas. Note: Meals and housing will not be provided during the 9-day Spring Break, but students will be able to leave their belongings in their room during that period. The homestay coordinator will visit the group once every fortnight for the first few weeks of the program and then regularly once every three-four weeks, or more frequently should it be requested by Saddleback College.
- A classroom to accommodate up to 35 students at Cotuit Hall, Oxford Brookes University campus (a British University established by the UK authorities separate from the Oxford University Collegiate system). A classroom will be available from 8.30am-5pm Monday to Wednesday. Audio/visual equipment to include a US/UK format TV, VCR and DVD player, OHP and lap top and data projector will be provided.
- Access to Oxford Brookes University campus facilities: student computer labs, Internet, library (for reference purposes only) and Student Union facilities. Students will also be able to use the sports facilities on campus for a concessionary rate and can have membership to the Oxford public library.
- The services of AIFS staff including a local, Oxford based homestay coordinator and London based student services staff member to (respectively)allocate and deal with any homestay issues; and to liaise with the Saddleback College faculty and to offer assistance and support throughout the programme. AIFS staff will be available to handle any emergencies and will visit the campus on a designated day each week. An AIFS staff member will be on site for the entire first week of the programme.
- Provision of 2 adjunct lecturers to teach Saddleback College approved courses in British History and the History of Western Art. Teaching will follow the course syllabus as outlined or approved by Saddleback College.
- Full-day excursion to London by private coach with a panoramic tour of London accompanied by a professional guide with entrance to the Tower of London included, and an evening theatre performance in the West End.



- Full-day trip to Bath and Stonehenge by private coach, including the services of a professional guide. Entrances to the Roman Baths and private access to Stonehenge (either during the early morning or evening) are included.
- Full-day excursion to Stratford-upon-Avon and Warwick Castle by private coach (with late return) accompanied by a professional guide, including entrances to Anne Hathaway's Cottage, Shakespeare's Birthplace and Warwick Castle, and an evening theatre performance at the Royal Shakespeare Theatre in Stratford. Day-trips will primarily be scheduled on Thursdays.
- An operating fund of £30 per student to be used for academic entrances on field trips in London and Oxford.
- \$50 non-refundable application fee
- Student medical and programme fee refund insurance policies, as outlined in the AIFS programme brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the programme and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with Saddleback College named as co-insured for the duration of the programme
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials
- Advance planning services of the AIFS London programme headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

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

- Roundtrip flights between LAX and London.
- AIFS can arrange air travel for faculty companions if they are traveling on the same flight as the faculty member (either outbound or inbound). Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Friday, 18th December 2009 and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- AIFS will provide the Saddleback College faculty member with housing in a centrally located, one bedroom apartment with Internet access, TV and a washing machine and printer provided.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.



- AIFS will provide the Saddleback College faculty member with a pay as you go cell phone. The faculty member will have access to the photocopier in the Cotuit Hall office.
- Faculty benefits are paid in full for an enrolment of 20 paying students or more, or pro rata for a lower enrolment.

FEES

Based on an enrolment of 20 -24 paying student participants with 1 faculty member, for the services specified above, the fee per person is \$6355.

Based on an enrolment of 25 to 29 paying student participants with 1 faculty member, for the services specified above, the fee per person is \$5970.

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

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

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

OPTIONAL COMPONENTS

- An optional 4 day, 3 night excursion to Scotland (departing Thursday, returning Sunday evening) for a supplemental fee of \$595 per participant. Included in the price is a return train ticket from London to Edinburgh, 3 nights hostel accommodation with breakfast included (1 night in Edinburgh, 1 night in Loch Ness, 1 night on the Isle of Skye), a 3 day guided bus tour to the highlands and islands of Scotland, evening meals and the services of an AIFS staff member throughout the excursion.
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS programme brochure.

PROGRAMME APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed programme bookings after Friday 18th December 2009. Therefore AIFS would require Saddleback College to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Friday 18th December 2009. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Wednesday 20th January 2010. Please



note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Friday 18th December 2009, but cannot guarantee programme costs after this date.

Students applying after the application deadline date of Friday 18th December 2009 can only be accepted on a space-available basis.

AIRFARE CONDITIONS

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

AIFS cannot arrange airline tickets for students applying after Friday 18th December 2009.

AIFS is financially committed to any confirmed airline seats from Friday 26th February 2010 and therefore an airfare review will take place prior to this date. AIFS requests that Saddleback College provide an indication of how many students intend to participate on the programme. However, should Saddleback College subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Friday 26th February 2010 and will be able to provide a land only fee.

REFUND POLICY

Should an individual participant withdraw on or before Friday 18th December 2009 s/he will receive a refund of all fees paid less the \$100 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Should s/he withdraw after Friday 18th December 2009, but on or before Wednesday 20th January 2010 for any reason except medical covered by the Fees Refund and Medical Insurance Coverage, a refund of all fees paid would be made less the \$400 deposit and the \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by AIFS on behalf of the student.

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

Students withdrawing voluntarily for any reason after Wednesday 20th January 2010 including withdrawals for medical reasons not protected under the Programme Fee Refund and Medical Insurance Coverage, receive no refund.

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

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

It is understood that Saddleback College will not cancel the programme if the necessary minimum number of participants have been enrolled by Friday 18th December 2009.



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

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

ACCEPTANCE OF PROPOSAL

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

A confirmation in writing is required by Friday 22nd May 2009. Please sign and date below, and please fax this document in its entirety to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT on 203 399 5597.

PROPOSAL ACCEPTED BY _____
SADDLEBACK COLLEGE

DATE _____

Travel Information

[Country Specific Information](#)[Travel Warnings](#)[Travel Alerts](#)**Current Travel Warnings**

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

[Nigeria](#) 07/17/2009
[Haiti](#) 07/17/2009
[Iran](#) 07/01/2009
[Sri Lanka](#) 06/26/2009
[Yemen](#) 06/26/2009
[Saudi Arabia](#) 06/26/2009
[Uzbekistan](#) 06/16/2009
[Iraq](#) 06/15/2009
[Pakistan](#) 06/12/2009
[Mali](#) 06/02/2009
[Chad](#) 06/02/2009
[Nepal](#) 05/22/2009
[Lebanon](#) 05/13/2009
[Georgia](#) 04/09/2009
[Sudan](#) 04/08/2009
[Central African Republic](#) 04/01/2009
[Colombia](#) 03/25/2009
[Algeria](#) 03/04/2009
[Eritrea](#) 02/18/2009
[Syria](#) 02/12/2009
[Congo, Democratic Republic of the](#) 02/05/2009
[Philippines](#) 01/27/2009
[Israel, the West Bank and Gaza](#) 01/15/2009
[Burundi](#) 01/08/2009
[Cote d'Ivoire](#) 12/15/2008
[Somalia](#) 11/15/2008
[Kenya](#) 11/14/2008
[Afghanistan](#) 09/10/2008

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Student Out of State Travel
ACTION: Approval

BACKGROUND

The Saddleback College Advanced Technology and Applied Science Division is committed to offering high quality educational opportunities to its students. Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. Periodically, student representatives participate in leadership activities on a national level.

STATUS

The Communication Arts Department intends to send up to six students and a Saddleback College staff member to the College Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Austin, Texas. Dates of the conference, including travel, are from Wednesday October 28, 2009 through Sunday November 1, 2009. Expenses for the conference are estimated to be \$6,779, which will be paid through a \$4,000 appropriation from ASG, and \$2,779 from the KSBR Foundation Account. Additional expenses not covered by these funds will be paid by students and staff attending the conference. An overview of the conference and its associated expenses are detailed in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to six students and a Saddleback College staff member to attend the October 28, 2009 through November 1, 2009 College Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Austin, Texas at a cost not to exceed \$6,779.

South Orange County Community College District

SADDLEBACK COLLEGE

COLLEGE BROADCASTERS/ASSOCIATED COLLEGIATE PRESS/COLLEGE
MEDIA ADVISERS CONFERENCE

LOCATION: Austin

DATES: Oct. 28- Nov. 1, 2009

Co-sponsored by the Associated Collegiate Press and College Media Advisers in partnership with College Broadcasters Inc., the CBI/CMA/ACP annual fall conference is the largest college student media convention in the world. The event is expected to draw more than 3,000 students and advisers. The conference features more than 100 breakout sessions, a career fair, on-site critiques, discussion groups, and a tradeshow.

Up to 6 Communication Arts students will be chosen to attend the event, based on applications that will be judged by the Communication Arts faculty. The students will be expected to make presentations on their experiences to their respective classes. In addition, it is anticipated that through interaction with student media leaders at other colleges, our students will be inspired to take leadership roles in radio and television production at Saddleback College.

Anticipated Expenses:

Per student

Registration	85
Airfare (including fees)	242
Lodging \$195 per night /2 per room X 6	390
Meals (student rate) \$25 x 5 days	125
Ground Transportation	50
Total	892 x 6 students = \$5352

Faculty/Staff member

Registration	105
Airfare	242
Lodging \$195 per night x 4 nights	780
Meals (at employee rate) \$50 x 5	250
Ground Transportation	50
<u>Total faculty/staff</u>	<u>\$1427</u>
Total	\$6779

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Study Abroad Program to Salamanca, Spain

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. The college has conducted very successful study abroad programs during the spring semesters in Salamanca, Spain since 2001. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Salamanca, Spain during the spring 2010 semester from January 29 to April 11, 2010. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$6,500 per student at a cost of \$90.27 per day for 12 to 19 students or \$6,450 per student at a cost of \$89.58 per day for 20 or more students. Saddleback College solicited three bids for this program from AIFS, T&E and Accent. Accent is unable to meet the minimum liability insurance requirement. In addition to cost, the proposed program is the best of the two bids in terms of educational and student services. The details of the program are summarized in the Narrative in Exhibit A and the Study Abroad Program Information Summary in Exhibit B. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit C, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in Exhibit D. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The current travel warnings list issued by the U.S. Department of State does not include Spain.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain in the spring of 2010 as summarized in Exhibit B, and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in Exhibit C.

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

Study Abroad Narrative
Salamanca, Spain, Spring 2010

Saddleback College has offered the Salamanca, Spain Study Abroad Program for eight consecutive years. In spring 2010, a group of 20 to 45 students will study Spanish language, culture, and history from January 29 through April 11, 2010. The faculty advisor will accompany the students on their arrival flight, as well as one week in Salamanca.

Students will enroll in a minimum of 8.25 units of Saddleback courses and will attend classes Monday through Friday. Professors at Colegio Miguel de Unamuno will teach the courses, adhering to Saddleback's course outlines. The Program includes more than 40 weekly hours of instruction in addition to Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home stays, including meals. The faculty advisor will be provided a single room for two nights in a hotel in Madrid (arrival night and departure night) and seven nights in hotel in Salamanca and is responsible for meals. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Salamanca, Spain			First Trip: Yes:		No:		X
Dates: From:		1/29/10		To:		4/11/10		Total No. of Days: 73	
Partner Name (Academic Institution):				Colegio Miguel de Unamuno					
Address:		AVDA Reyes de Espana 25-27, Salamanca, 37008							
Contact Person:		Alfredo Miguel de Pablo			Telephone No.:		(011) 0034696-932973		
Description of Institution:		College							
Includes:	Accredited Instruction		Yes:	X	No:				
	Transfer College Units		Yes:	X	No:				
	Orientation		Yes:	X	No:				
	Books/Supplies		Yes:	X	No:				
	Tutors		Yes:	X	No:				
	Weekend Study Activities		Yes:	X	No:				
	Food		Yes:	X	No:				
	Transportation		Yes:	X	No:				
	Lodging		Yes:	X	No:				
Other:									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)			Fees exclude a \$250 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty, and anything not specified.						
Other:		Single supplement for home stay accommodation in Salamanca is \$350.							
2. FACULTY									
Lead Faculty Name:		Carmenmara Hernandez-Bravo (5 OSH)							
Coordinates Trip:				Yes:	X	No:			
If No, Explain:									
Travels to Site:				Yes:	X	No:			
Dates: From:		1/29/10			To:		1/30/10		
Teaching Assignment at Program Site:				Yes:		No:	X		
Dates: From:		2/01/10			To:		4/09/10		
Requires Substitute at IVC and/or SC?				Yes:		No:	X		
Unpaid Faculty Exchange:				Yes:		No:	X		
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:				Date(s)			Time(s)	
Other:									

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
SPAN 1	Elementary Spanish						5
SPAN 2	Elementary Spanish						5
SPAN 3	Intermediate Spanish						5
SPAN 4	Intermediate Spanish						5
SPAN 6	Intermediate Spanish Grammar & Composition						3
SPAN 10	Intermediate Conversational Spanish						3
SPAN 20A	Civilization of Spain Through 1898						3
SPAN 20B	Civilization of Spain, 1898 to Present						3
SPAN 999A	Spanish Language Lab						.25
SPAN 999B	Spanish Language Lab						.25
4. STUDENTS							
Minimum number of students required to make program:						12	
Minimum number of units:						8.25	
Maximum number of units:						11.25	
If this is a repeat program site, what is the average number of units taken per student? (Based upon spring 2009 enrollments)						8.31	
Other							
5. COSTS							
Student:							
Contracted cost per student: 20 or more students: \$6,450 per student (\$89.58 per day)						\$	6,500.00
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>						\$	90.27
College:							
Additional costs to the District?		Yes:		No:	X		
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	N/A
Other Costs						\$	0
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
Excursions, field trips, tours, and extra curricular activities							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							Excursions,
9 a.m.	Language	Language	Language	Language	Language		Field Trips
10a.m.	Classes	Classes	Classes	Classes	Classes		& Tours
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization	Civilization	Civilization	Civilization	Civilization		
7 p.m.	& Culture	& Culture	& Culture	& Culture	& Culture		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
Exceptions to weekly schedule:		Optional extra curricular activities during non-instructional periods					
8. ATTACHMENTS							
1. Consular Information Sheet for Spain							

9. REQUIRED SIGNATURES

CMM Bravo

Lead Faculty Member

8/19/09

Date

CMM Bravo

Department Chair

8/21/09

Date

Ph. O. Co

Division/School Dean

8/13/09

Date

Roger Vaux

Vice President, Instruction

8/21/09

Date

A. B. W.

College President

8-21-09

Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

Spanish Language Studies in Salamanca, Spain, Spring 2010

This Agreement is made this 31st day of August, 2010 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California (“DISTRICT”) and Travel and Education (T&E) (“TRAVEL CONTRACTOR”) located at 111 S. Independence Mall, East #860, Philadelphia, PA 19106 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled “SPECIFIC TRIP DETAILS.”

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

**South Orange County Community
College District**

Date: _____

Date: _____

By: _____
Alfredo Miguel de Pablo

By: _____
Gary L. Poertner

Title: **President**

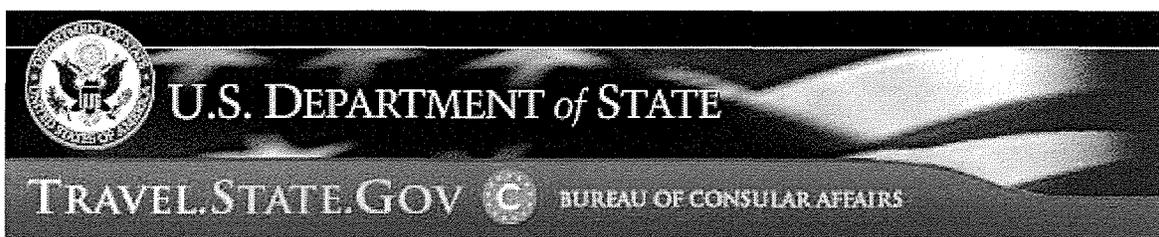
Title: **Deputy Chancellor, SOCCCD**

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

Address: **28000 Marguerite Parkway**
Mission Viejo, CA 92692

Phone No.: **(866) 559-0235**

Phone No.: **(949) 582-4347**



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

January 13, 2009

COUNTRY DESCRIPTION: Spain and Andorra are both advanced stable democracies and modern economies. Spain is a member of North Atlantic Treaty Organization (NATO) and the European Union. Read the Department of State [Background Notes](#) on [Spain](#) and [Andorra](#) for additional information.

ENTRY/EXIT REQUIREMENTS: Spain is a party to the Schengen agreement. As such, U.S. citizens may enter Spain for up to 90 days for tourist or business purposes without a visa. The passport should be valid for at least three months beyond the period of stay. For further details about travel into and within Schengen countries, please see our Schengen [Fact Sheet](#).

In an effort to prevent international child abduction, many governments have initiated procedures at entry/exit points. These often include requiring documentary evidence of relationship and permission for the child's travel from the parent(s) or legal guardian not present. Having such documentation on hand, even if not required, may facilitate entry/departure.

For further information concerning entry requirements for Spain, travelers should contact the Embassy of Spain at 2375 Pennsylvania Avenue NW, Washington, DC 20037, telephone (202) 452-0100, or the nearest Spanish Consulate in Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, San Francisco, or San Juan. Spanish government web sites with information about entry requirements (in Spanish) can be found at <http://www.mae.es> and <http://www.mir.es>. Additional information may be obtained from the Tourist Office of Spain in New York, telephone (212) 265-8822, or online at <http://www.spain.info/>.

For further information on entry requirements to Andorra, travelers should contact the Andorran Mission to the UN, 2 U.N. Plaza, 25th floor, New York, NY 10018, telephone (212) 750-8064 or online at <http://www.andorra.ad>. Visit the Embassy of Spain and Andorra web sites for the most current visa information.

Information about [dual nationality](#) or the prevention of [international child abduction](#) can be found on our web site. For further information about customs regulations, please read our [Customs Information](#) sheet.

SAFETY AND SECURITY: Spain and Andorra share with the rest of the world an increased threat of international terrorist incidents. Like other countries in the Schengen area, Spain's open borders with its Western European neighbors allow the possibility of terrorist groups entering and exiting the country with anonymity. Spain's proximity to North Africa makes it vulnerable to attack from Al Qaeda terrorists in the Maghreb region. Americans are reminded to remain vigilant with regard to their personal security and to exercise caution.

In the deadliest terrorist attack in recent European history, in March 2004, Islamist extremists bombed four commuter trains entering Madrid, causing 191 deaths and over 1,400 injuries. Spanish authorities tried the suspected terrorists and their co-conspirators in February 2007 and convicted in October 2007.

The Basque Fatherland and Liberty (ETA) terrorist organization remains active in Spain. ETA has historically avoided targeting foreigners, directing their attacks against the police, military, local politicians, and Spanish government targets as well as attempts to disrupt transportation and daily life. However, foreigners have been killed or injured collaterally in ETA attacks. Two examples of this are the Barajas Airport bombing in December 2006, in which two Ecuadorian nationals were killed and the bombing at the University of Navarre in October 2008, in which 17 students were injured including one American student. In addition, bombs have been used as part of criminal extortion of businesses, particularly in the Basque region. The risk of "being in the wrong place at the wrong time" in event of an ETA action is a concern for foreign visitors and tourists. U.S. tourists traveling to Spain should remain vigilant, exercise caution, monitor local developments, and avoid demonstrations and other potentially violent situations.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State's Bureau of Consular Affairs' web site at <http://travel.state.gov>, where the current Travel Warnings and Travel Alerts, as well as the Worldwide Caution, can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll-free in the U.S. and Canada, or for callers outside the U.S. and Canada, a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State's A Safe Trip Abroad.

CRIME: Andorra has a low rate of crime. While most of Spain has a moderate rate of crime and most of the estimated one million American tourists have trouble free visits to Spain each year, street crimes against tourists occur in the principal tourist areas. Madrid and Barcelona, in particular, report incidents of pick-pocketing, mugging and occasional violent attacks, some of which require the victim to seek medical attention. Although crimes occur at all times of day and night and to people of all ages, older tourists and Asian Americans seem to be particularly at risk. Criminals frequent tourist areas and major attractions such as museums, monuments, restaurants, outdoor cafes, Internet cafes, hotel lobbies, beach resorts, city buses, subways, trains, train stations, airports, and ATMs.

In Madrid, incidents have been reported in all major tourist areas, including the area near the Prado Museum, near Atocha train station, in Retiro Park, in areas of old Madrid including near the Royal Palace and in Plaza Mayor. There have been a number of passport and bag thefts reported at Madrid's Barajas Airport, local hotels, as well as in El Rastro (Madrid's flea market) and in the Metro.

In Barcelona, the largest number of incidents reported also occurred in major tourist areas, on Las Ramblas, Barcelona's El Prat airport, Sants train station, Metro stations, in the Sagrada Familia Area, in the Gothic Quarter, in Parc Güell, in Plaza Real, and along Barcelona's beaches. There has been a rise in the number of thefts reported at the Port Olympic Area and nearby beaches.

Travelers should remain alert to their personal security and exercise caution. Travelers are encouraged to carry limited cash, only one credit card, and a copy of their passport; leaving extra cash, extra credit cards, passports and personal documents in a safe location. When carrying documents, credit cards or cash, you are encouraged to secure them in a hard-to-reach place and not to carry all valuables together in a purse or backpack.

Thieves often work in teams of two or more people. In many cases, one person distracts a victim while the accomplices perform the robbery. For example, someone might wave a map in your face and ask for directions, "inadvertently" spill something on you, or help you clean-up bird droppings thrown on you by a third unseen accomplice. While your attention is diverted, an accomplice makes off with the valuables. Thieves may drop coins or keys at your feet to distract you and try to take your belongings while you are trying to help. Attacks are sometimes initiated from behind, with the victim being grabbed around the neck and choked by one assailant while others rifle through or grab the belongings. A group of assailants may surround the victim in a crowded popular tourist area or on public transportation, and only after the group has departed does the person discover he/she has been robbed. Purse-snatchers may grab purses or wallets and run away, or immediately pass the stolen item to an accomplice. A passenger on a passing motorcycle sometimes robs pedestrians. There have been reports of thieves posing as plainclothes police officers, beckoning to pedestrians from cars and sometimes confronting them on the street asking for documents, or to inspect their cash for counterfeit bills, which they ultimately "confiscate" as evidence. The U.S. Embassy in Madrid has received reports of cars on limited access motorways being pulled over by supposed unmarked police cars. The Spanish police do not operate in this fashion. American citizens are encouraged to ask for a uniformed law enforcement officer if approached.

Theft from vehicles is also common. "Good Samaritan" scams are unfortunately common, where a passing car or helpful stranger will attempt to divert the driver's attention by indicating there is a flat tire or mechanical problem. When the driver stops to check the vehicle, the "good Samaritan" will appear to help the driver and passengers while the accomplice steals from the unlocked car. Drivers should be cautious about accepting help from anyone other than a uniformed Spanish police officer or Civil Guard. Items high in value like luggage, cameras, laptop computers, or briefcases are often stolen from cars. Travelers are advised not to leave valuables in parked cars, and to keep doors locked, windows rolled up, and valuables out of sight when driving.

While the incidence of sexual assault is statistically very low, attacks do occur. Spanish authorities warn of the availability of so-called "date-rape" drugs and other drugs, including "GBH" and liquid ecstasy. Americans should not lower their personal security awareness because they are on vacation.

A number of American citizens have been victims of lottery or advance fee scams in which a person is lured to Spain to finalize a financial transaction. Often the victims are initially contacted via Internet or fax and informed they have won the Spanish Lottery (El Gordo), inherited money from a distant relative, or are needed to assist in a major financial transaction from one country to another. For more information, please see the Bureau of Consular Affairs web site on [International Financial Scams](#).

In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products may be illegal under local law. In addition, bringing them back to the United States may result in forfeitures and/or fines. More information on this serious problem is available at <http://www.cybercrime.gov/18usc2320.htm>.

The Embassy's U.S. Commercial Service receives reports of a type of scam targeting U.S. businesses, utilizing the name of a legitimate Spanish concern and legitimate-appearing Spanish bank references. The scam usually involves a temptingly large order or business proposal. The U.S. Commercial Service in Spain at <http://www.buyusa.gov/spain/en/> stands ready to counsel any U.S. firm which would like to verify the legitimacy of an unsolicited business proposal purporting to come from a Spanish firm.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest

U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, help you find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed. Spain does have a Crime Victim's Assistance program. More information can be obtained at http://www.mjusticia.es/Directorio/Victimas?menu_activo=1057821035144&lang=es_es.

The local equivalent to the "911" emergency line in Spain is 112.

Please see our information on [Victims of Crime](#), including possible victim compensation programs.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offences. Persons violating the laws of Spain or Andorra, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Spain and Andorra are severe, and convicted offenders can expect long jail sentences and heavy fines. The cities of Madrid and Barcelona and The Balearics Regional Government have banned the consumption of alcohol in the street, other than in registered street cafes and bars. Visitors to Madrid, Barcelona, Mallorca, Ibiza, and Menorca should be aware that failure to respect this law might result in the imposition of fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on [Criminal Penalties](#).

MEDICAL FACILITIES AND HEALTH INFORMATION: Good medical care is available in both Spain and Andorra. Regulations regarding medications may vary from those in the United States; Americans with need for specific medications are encouraged to bring a supply sufficient for their anticipated period of stay, as the medication may not be available and customs regulations may prohibit certain medications to be mailed from the United States to Spain or Andorra. The Department of State strongly urges Americans to consult with their medical insurance companies prior to traveling abroad to confirm whether their policy applies overseas and if it will cover emergency expenses such as a medical evacuation. U.S. medical insurance plans may not cover health costs incurred outside the United States unless supplemental coverage is purchased. Further, U.S. Medicare and Medicaid programs do not provide payment for medical services outside the United States. You should contact your insurance provider before departure so appropriate arrangements can be made. Many travel agents and private companies offer insurance plans that will cover health care expenses incurred overseas, including emergency services such as medical evacuations.

When making a decision regarding health insurance, Americans should consider that many foreign doctors and hospitals require payment in cash prior to providing service and that a medical evacuation to the United States may cost well in excess of \$50,000. Uninsured travelers who require medical care overseas often face extreme difficulties, whereas travelers who have purchased overseas medical insurance have found it to be life saving when a medical emergency has occurred. When consulting with your insurer prior to your trip, please ascertain whether payment will be made to the overseas healthcare provider or if you will be reimbursed later for expenses that you incur. Some insurance policies also include coverage for psychiatric treatment and for disposition of remains in the event of death.

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

Information on vaccinations and other health precautions, such as safe food and water precautions

and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC's web site at <http://wwwn.cdc.gov/travel/default.aspx>. For information about outbreaks of infectious diseases abroad consult the World Health Organization's (WHO) web site at <http://www.who.int/en>. Further health information for travelers is available at <http://www.who.int/ith/en>.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on [medical insurance overseas](#).

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

Traffic in Madrid and Barcelona is faster-paced than in U.S. cities and can be unnerving due to unfamiliar signs or motorbikes weaving between traffic lanes. Drivers should always obey the closest traffic light, as there are separate pedestrian lights in the city. Drivers should be alert when driving at night in urban areas, due to the possibility of encountering drivers or pedestrians under the influence of alcohol. Night driving in isolated rural areas can be dangerous because of farm animals and poorly marked roads. Rural traffic is generally heavier in July and August as well as during the Christmas and Easter seasons. Traffic regulations in effect in Spain include the prohibition on the use of a mobile phone without a hands-free device while driving a car. There is a fine of 300 euros for violation of this regulation and loss of driving privileges. In addition, all drivers and passengers are required to carry a reflective vest and put it on if they need to stop on the roadside. A reflective triangle warning sign for a vehicle stopped on the side of the road is also mandatory. Those renting vehicles are encouraged to check with the rental company about traffic regulations and safety equipment. U.S. citizens using U.S. issued drivers licenses must obtain International Driving Permits prior to their arrival if they plan to drive in Spain. Pedestrians should use designated crossing areas when crossing streets and obey traffic lights.

Public transportation in large Spanish cities is generally excellent. All major cities have metered taxis, in which extra charges must be posted in the vehicle. Travelers are advised to use only clearly identified cabs and to ensure that taxi drivers always switch on the meter. A green light on the roof indicates that the taxi is available. Rail service is comfortable and reliable, but varies in quality and speed. Intercity buses are usually comfortable and inexpensive.

Please refer to our [Road Safety](#) page for more information. For specific information concerning Spanish driving permits, vehicle inspection, road tax and mandatory insurance, please contact the Spanish National Tourist Organization offices in New York at <http://www.spain.info/us/TourSpain>. For information about driving in Andorra, refer to <http://www.andorra.ad/en-US/Pages/default.aspx>.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Spain's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Spain's air carrier operations. For more information, travelers may visit the FAA's web site at http://www.faa.gov/safety/programs_initiatives/oversight/iasa.

CHILDREN'S ISSUES: For information see our Office of Children's Issues web pages on [intercountry adoption](#) and [international parental child abduction](#).

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in Spain or Andorra are encouraged to register with the nearest U.S. Embassy or Consulate through the [State Department's](#)

travel registration web site to obtain updated information on travel and security within Spain or Andorra. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.

The U.S. Embassy is located at Serrano 75; telephone (34) (91) 587-2200, and fax (34) (91) 587-2303. U.S. citizens who register in the Consular Section at the U.S. Embassy, Consulate General, or one of the Consular Agencies listed below can obtain updated information on travel and security within Spain or Andorra. Additional information and appointments for routine services are available through the U.S. Embassy's home page at <http://madrid.usembassy.gov>. Appointments are required for routine Consular Services. To make an appointment, go to <https://evisaforms.state.gov/acs/default.asp?postcode=MDD&appcode=1>.

The U.S. Consulate in Barcelona is located at Paseo Reina Elisenda 23-25; telephone (34) (93) 280-2227 and fax (34) (93) 205-5206. Visitors to Barcelona can access additional information from the Consulate General's web page at <http://madrid.usembassy.gov/barcelonaen.html>.

There are six consular agencies in Spain, which provide limited services to American citizens, but are not authorized to issue passports. Anyone requesting service at one of the consular agencies should call ahead to verify that the service requested will be available on the day you expect to visit the agency.

Fuengirola (in Malaga Province), at Avenida Juan Gomez Juanito #8, Edificio Lucia 1C, Fuengirola 29640 Spain. Telephone (34) (952) 474-891 and fax (34) (952) 465-189. Hours 10:00 a.m. to 2:00 p.m.

La Coruna, Calle Juana de Vega 8, 5º Piso, Oficina I, La Coruna 15003 Spain. Telephone (34) (981) 213-233 and fax (34) (981) 22 28 08). Hours 10:00 a.m. to 1:00 p.m. Las Palmas, at Edificio Arca, Calle Los Martinez de Escobar 3, Oficina 7, Las Palmas, Gran Canaria 35007 Spain. Telephone (34)(928) 222-552 and fax (34)(928) 225-863. Hours 10:00 a.m. to 1:00 p.m.

Palma de Mallorca, Edificio Reina Constanza, Porto Pi, 8, 9-D, 07015 Palma de Mallorca 07015 Spain. Telephone (34) (971) 40-3707 or 40-3905 and fax (34) (971) 40-3971. Hours 10:30 a.m. to 1:30 p.m.

Seville, at Plaza Nueva 8-8 duplicado, 2nd Floor, Office E-2 No.4, Sevilla, 41101 Spain. Telephone: (34) (65) 422-8751 and fax (34) (91) 422-0791. Hours: 10:00 a.m. to 1:00 p.m.

Valencia, at Doctor Romagosa #1, 2-J, 46002, Valencia 46002 Spain. Telephone (34) (96)-351-6973 and fax (34) (96) 352-9565. Hours 10:00 a.m. to 2:00 p.m.

For Andorra, please contact the U.S. Consulate in Barcelona.

* * *

This replaces the Country Specific Information for Spain and Andorra dated July 15, 2008, to update sections on Safety and Security and Medical Facilities and Health Information.

Giziel Leftwich

From: Laura Bennett [LBennett@aifs.co.uk]
Sent: Wednesday, June 03, 2009 7:07 AM
To: carmenmara; Carmenmara Hernandez Bravo
Cc: Giziel Leftwich; Sharon Secki
Subject: Salamanca Spring 2010 proposal
Attachments: Saddleback Salamanca Spring 2010 proposal.pdf

Dear Carmenmara

Please find attached our proposal for your Salamanca spring 2010 programme.

I will be out of the office from now until the end of July with a group of students in Cape Town but will have intermittent e mail access while I am there. Should you require any urgent information please contact Sharon in our Stamford office.

Many thanks

Laura

Laura Bennett
Programme Manager
American Institute for Foreign Study (AIFS)
Dilke House
1, Malet Street
London, WC1E 7JN.
Tel: +44 (0) 20 7636 0761
Fax: +44 (0) 20 7580 7668
www.aifs.co.uk



AIFS LONDON PROGRAMME HEADQUARTERS
PROPOSAL FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE
(SOCCCD) Saddleback College
10 WEEK SALAMANCA PARTNERSHIP PROGRAMME - SPRING 2010

Depart US: Friday, January, 29th, 2010
Arrive Madrid: Saturday, January 30th, 2010
Transfer to Salamanca: Sunday, January 31st, 2010
Transfer to Madrid: Saturday, April 10th, 2010
Depart Madrid: Sunday, April 11th, 2010

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of international airfare (Los Angeles - Madrid - Los Angeles) and round-trip transfers overseas between the airport and the hotel in Madrid excluding mandatory US government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$325) for which students will be billed separately. (Please see Airfare Conditions.)
- Night in Madrid on arrival: hotel in Madrid (triple occupancy) with breakfast; group transfers by private bus from Madrid to Salamanca.
- Museum entrances in Madrid and welcome meal.
- Group transfer at the end of the programme from Salamanca to Madrid and overnight in Madrid (triple occupancy) with breakfast.
- Accommodation in Salamanca in homestays (2 students per homestay sharing a double room).
- Three meals per day in homestays, 7 days per week, plus a weekly laundry service in the homestay (additional washes may be arranged with the homestay family for an extra cost).
- An orientation programme in Salamanca consisting of an orientation meeting with an AIFS representative, student information packet, including comprehensive student handbook, local area information, a welcome reception and a walking tour of Salamanca.
- Spanish language classes to be held at the Colegio Miguel de Unamuno for four hours per day, Monday through Friday.



- Two full-day excursions by private bus to Segovia and Avila including entrances to the Alcazar in Segovia and la Alberca. Excursions are with the services of an English-speaking guide.
- 10-week social and cultural programme (events such as cookery lessons, Spanish cinema, museum visits etc.) including a dinner at the Caves of Perdigon.
- Access to the student computer lab located at the Colegio Miguel de Unamuno with free e-mail, printing and internet facilities.
- \$50 non-refundable application fee
- Student medical and programme fee refund insurance policies, as outlined in the AIFS programme brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the programme and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with SOCCCD named as co-insured for the duration of the programme
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials
- Advance planning services of the AIFS London programme headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

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

- Roundtrip flights between Los Angeles and Madrid on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse SOCCCD faculty the optional student airfare fee of \$600 once the minimum programme enrolment has been reached.



- AIFS can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Thursday, December 10th, 2009, and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- AIFS will provide the SOCCCD faculty member with housing in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and 5 nights in Salamanca.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

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

FEES

Based on an enrolment of **15 to 19 paying student participants with 1 faculty administrative visit**, for the services specified above, the fee per person is **\$6595**.

Based on an enrolment of **20 or more paying student participants with 1 faculty administrative visit**, for the services specified above, the fee per person is **\$6555**.

Should SOCCCD wish to run this programme with an enrolment below 15 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the programme. AIFS would discuss these options with SOCCCD.

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

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



OPTIONAL COMPONENTS

- On a space available basis, students may purchase the optional transportation package consisting of international airfare (Los Angeles – Madrid – Los Angeles) and round-trip transfers overseas between the airport and the hotel in Madrid for an additional \$600 excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$325) for which students will be billed separately.

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

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

AIFS cannot arrange airline tickets for students applying after Friday, November 13th, 2009.

AIFS is financially committed to any confirmed airlines seats from Wednesday, October 21st, 2009 and therefore an airfare review will take place prior to this date. AIFS requests that SOCCCD provide an indication of how many students intend to purchase the transportation package listed above. However, should SOCCCD decide not to offer this transportation package to their students AIFS must be notified before Wednesday, October 21st, 2009.

- Single Supplement for homestay accommodation in Salamanca is \$350.
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS programme brochure.

PROGRAMME APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed programme bookings after Friday, November 13th, 2009. Therefore AIFS would require SOCCCD to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Friday, November 13th, 2009. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must



be received by Thursday, December 10th, 2009. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Friday, November 13th, 2009, but cannot guarantee programme costs after this date.

Students applying after the application deadline date of Friday, November 13th, 2009 can only be accepted on a space-available basis.

AIRFARE CONDITIONS

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

AIFS cannot arrange airline tickets for students applying after Friday, November 13th, 2009.

AIFS is financially committed to any confirmed airline seats from Wednesday, October 21st, 2009 and therefore an airfare review will take place prior to this date. AIFS requests that SOCCCD provide an indication of how many students intend to participate on the programme. However, should SOCCCD subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Wednesday, October 21st, 2009 and will be able to provide a land only fee.

REFUND POLICY

Should an individual participant withdraw on or before Friday, November 13th, 2009 s/he will receive a refund of all fees paid less the \$100 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Should s/he withdraw after Friday, November 13th, 2009, but on or before Thursday, December 10th, 2009 for any reason except medical covered by the Fees Refund and Medical Insurance Coverage, a refund of all fees paid would be made less the \$400 deposit and the \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by AIFS on behalf of the student.

Students who must withdraw from the programme because of a covered injury or illness will receive a refund of all fees paid less the \$50 non-



refundable application fee, a \$100 processing fee and a \$210 insurance premium.

Students withdrawing voluntarily for any reason after Thursday, December 10th, 2009 including withdrawals for medical reasons not protected under the Programme Fee Refund and Medical Insurance Coverage, receive no refund.

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

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

It is understood that SOCCCD will not cancel the programme if the necessary minimum number of participants have been enrolled Friday, November 13th, 2009.

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

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

ACCEPTANCE OF PROPOSAL

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

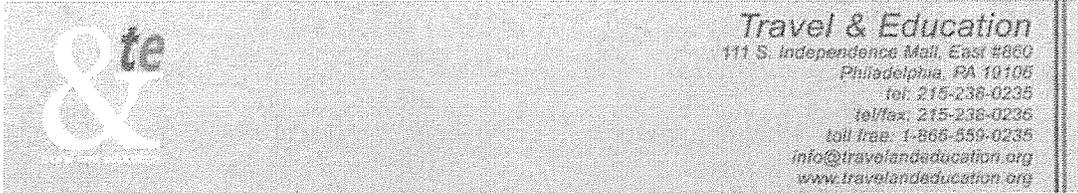
A confirmation in writing is required by Friday, August 14th, 2009. Please sign and date below, and please fax this document in its entirety to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT on 203 399 5597.



PROPOSAL ACCEPTED BY _____

South Orange County Community College District (Saddleback College)

DATE _____

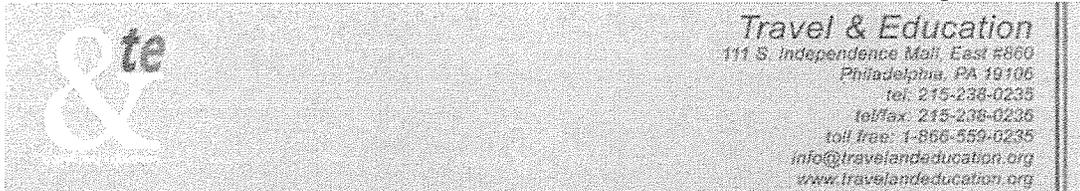


TRAVEL & EDUCATION
PROPOSAL 10 WEEK PROGRAM – SPRING 2010
SADDLEBACK COLLEGE – SOCCCD

Departure from US: Friday, January 29th 2010
Arrive in Madrid: Saturday, January 30th 2010
Transfer to Salamanca: Sunday, January 31st 2010
Transfer to Madrid: Saturday, April 10th 2010
Departure from Madrid: Sunday, April 11th 2010

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of international airfare (Santa Ana/John Wayne airport – Madrid – Santa Ana/John Wayne airport) and round-trip transfers overseas between the airport and the hotel in Madrid.
- 1 night in Madrid on arrival: hotel in Madrid (triple occupancy) with breakfast; group transfers by private bus from Madrid to Salamanca.
- Museum entrances in Madrid and welcome meal.
- Group transfer at the end of the program from Salamanca to Madrid and overnight in Madrid (triple occupancy) with breakfast.
- Accommodation in Salamanca in homestays (2 students per homestay sharing a double room).
- Three meals per day in homestays, 7 days per week, plus a weekly laundry service in the homestay (additional washes may be arranged with the homestay family for an extra cost).
- An orientation program in Salamanca consisting of an orientation meeting with a T&E representative, local area information, a welcome reception and a walking tour of Salamanca.
- Spanish language classes to be held at the Colegio Miguel de Unamuno for four hours per day, Monday through Friday.
- Two full-day excursions by private bus to Segovia and Avila including entrances to the Alcazar in Segovia and la Alberca. Excursions are with the services of an English-speaking guide.
- 10-week social and cultural program (events such as cooking lessons, Spanish cinema, museum visits etc.) including a dinner at the Caves of Perdigon.
- Access to the student computer lab located at the Colegio Miguel de Unamuno with free e-mail, printing and internet facilities.
- \$50 non-refundable application fee.
- \$50 USD per student for expenses in Madrid (tapas)
- Medical insurance for up to \$1,000,000 Health Insurance Benefit per student.
 - Accident and Sickness Insurance Benefits
 - Emergency Medical Evacuation Benefit
 - Repatriation of Remains Benefit
 - Emergency Reunion Benefit
 - 24 hour International Emergency Assistance



- Local medical insurance coverage with includes coverage for accidents while traveling between locations and during scheduled activities.
- Travel insurance for each student includes trip cancellation and trip interruption.
- \$5,000,000 liability coverage with SOCCCD named as co-insured for the duration of the program.
- Mobile phones provided for each student which includes a local Spanish cell number with an initial credit of 5/10 € and free incoming local calls.
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials including our full color comprehensive “T&E Acceptance and Orientation Packet”.
- Advance planning services offered by our T&E office in Philadelphia.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

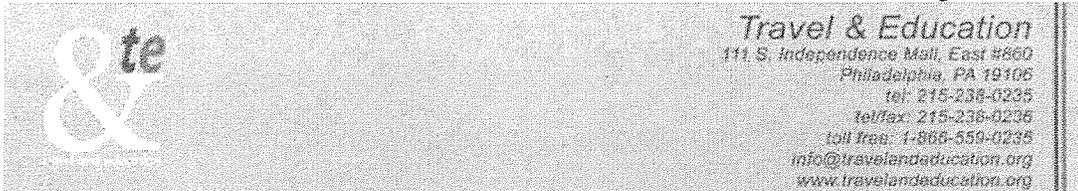
Faculty support services (target enrollment 12 students with 1 faculty member) as listed below:

- Roundtrip flights between Los Angeles and Madrid on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation T&E will reimburse SOCCCD faculty the optional student airfare fee of \$1200 once the minimum program enrollment has been reached.
- T&E can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach T&E by Thursday, December 10th, 2009, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- T&E will provide the SOCCCD faculty member with housing in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and 7 nights in hotel in Salamanca.
- Mobile phone will be provided with courtesy credit of 50 €
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

Faculty benefits are paid in full for an enrollment of 12 paying students or more, or pro rata for a lower enrollment.

PROGRAM FEES

- **\$6,500 US Dollars per participant for an enrollment of 12 to 19 paying student participants with 1 faculty administrative visit.**
- **\$6,450 US Dollars per participant for an enrollment of 20 or more paying student participants with 1 faculty administrative visit.**



Should SOCCCD wish to run this program with an enrollment below 12 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. T&E would discuss these options with SOCCCD.

This fee includes airfare with all the taxes, excludes a \$250 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified. These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. T&E will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. T&E charges a 3% handling fee for all payments made via credit card.

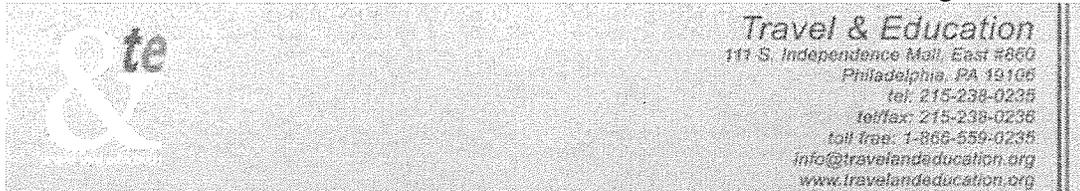
The group airfare rate can only be guaranteed for a minimum enrollment of 10 or more students taking this option.

OPTIONAL COMPONENTS

- T&E will reserve spaces at the above prices according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent –agent and airline-imposed penalties apply.
- T&E cannot arrange airline tickets for students applying after Friday, November 13th, 2009. T&E is financially committed to any confirmed airlines seats from Wednesday, October 21st, 2009 and therefore an airfare review will take place prior to this date. T&E requests that SOCCCD provide an indication of how many students intend to purchase the transportation package listed above. However, should SOCCCD decide not to offer this transportation package to their students T&E must be notified before Wednesday, October 21st, 2009.
- Single Supplement for homestay accommodation in Salamanca is \$350.

PROGRAM APPLICATION PROCEDURE AND BILLING

- We recommend the promotion of and initial receipt of deposits for this program as early as possible, latest by Thursday, October 1st, 2009. Penalties apply to changed program bookings after Friday, November 13th, 2009. Therefore T&E would require SOCCCD to collect the application forms and deposits of \$450 per student and to forward them to T&E by Friday, November 13th, 2009. T&E would then bill the individual student for the balance of fees owing. Rate for airfare, \$200, must be received by Wednesday, October 21st, 2009 and the rest of the airfare, \$1000, must be received by November 13th, 2009. Full payment and confirmation of final numbers must be received by Thursday, December 10th, 2009. Please note that these are not postmark dates, but the dates by which funds must arrive in the T&E Philadelphia office.
- T&E reserves the right to withdraw students who are not paid in full by the final payment deadline.
- T&E can accept applications after Friday, November 13th, 2009, but cannot guarantee program costs after this date. Students applying after the application



deadline date of Friday, November 13th, 2009 can only be accepted on a space-available basis.

- T&E accepts payment in the form of personal check or money order and VISA or Mastercard.

AIRFARE CONDITIONS

- T&E will reserve spaces according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent once the student is abroad – agent and airline-imposed penalties apply.
- T&E cannot arrange airline tickets for students applying after Friday, November 13th, 2009. T&E is financially committed to any confirmed airline seats from Wednesday, October 21st, 2009 and therefore an airfare review will take place prior to this date. T&E requests that SOCCCD provide an indication of how many students intend to participate on the program. However, should SOCCCD subsequently decide to offer the program but arrange their own student airfare then T&E must be notified before Wednesday, October 21st, 2009 and will be able to provide a land only fee.

REFUND POLICY

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

WITHDRAWAL

On or before Wednesday, October 21, 2009

He/she receives....

a refund of all fees paid less \$200 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by T&E on behalf of the student

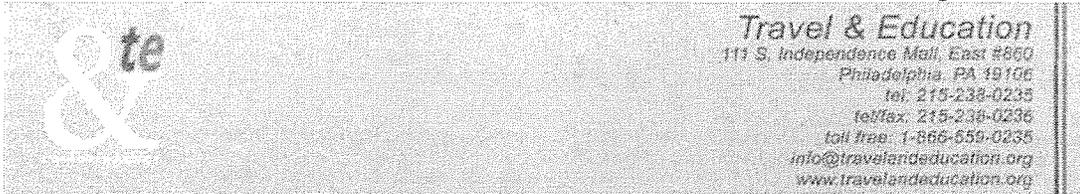
After Friday, November 13, 2009, but on or before Thursday, December 10, 2009

a refund of all fees paid less \$400 deposit and \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by T&E on behalf of the student plus \$200 penalty of airfare tickets

After Thursday, December 10, 2009

no refund

- Once the program has begun students withdrawing receive no refund unless T&E suspends the program.
- It is understood that SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by Friday November 13th 2009.
- In the of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain, or if they are already in Spain, to leave it, T&E will:



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

ACCEPTANCE OF PROPOSAL

T&E require written acceptance of this proposal as soon as possible in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. This will enable us to prepare your program materials accurately. A confirmation in writing is required by Friday, August 14th, 2009. Please sign and date below, and please fax this document in its entirety to Patrizia D'Adamo, T&E Director of US Operations in Philadelphia, fax number 215-238-0236.

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

DATE _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Amended 2009-2010 Faculty Request List

ACTION: Approval

BACKGROUND

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

STATUS

Through the collegial consultation processes at Saddleback College, it was determined that an amendment needs to be made to the prioritized list. This amendment is required to fill the Counselor (General and Articulation) position. The current articulation officer has requested a voluntary transfer to a Generalist Counselor position which became available following the retirement of a Generalist Counselor. The College President has reviewed the amendment and presents it to the Board of Trustees for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the announcement and recruitment of the replacement of the Generalist Counselor/Articulation Officer added to the list.

Item Submitted By: *Dr. Tod Burnett, President, Saddleback College*

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

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

ACTION: Approval

BACKGROUND

On June 22, 2009, the Board of Trustees approved award of Bid No. 1091, SSC Cafeteria New Flooring, SSC Admission and Records Space Renovation and Health Sciences Room 206 Renovation for Saddleback College.

STATUS

TBC Contractors Corporation Inc. completed the project(s) on August 14, 2009. Staff and consultants inspected the project and found it to be completed to satisfaction. Staff recommends that the Notice of Completion be filed.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve authorizing the filing of the Notice of Completion (EXHIBIT A) for the SSC Cafeteria New Flooring, SSC Admission and Records Space Renovation and Health Sciences Room 206 Renovation contract for Saddleback College. It is also recommended that the Board authorize the release of the retention 35 days after filing.

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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Change Order Requests: Village Expansion
ACTION: Approval

BACKGROUND

On January 20, April 27, and June 22, 2009, the Board of Trustees approved funding from basic aid for the Saddleback College Village Expansion Project. The Board of Trustees approved a contract with MJ Contractors for site improvements at the Village Expansion area in the amount of \$1,050,000 on May 26, 2009.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) number 3 and 5. Approval of this COR will result in an increase of \$23,161.81 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 \$1,073,161.81.

Funds are available within the approved project budget which is \$4,315,675. 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 Requests (Exhibit A) numbers 3 & 5 for the Saddleback College Village Expansion Project and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$23,161.81 in the total project cost. The revised total contract amount is \$1,073,161.81.

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

BACKGROUND

On January 20, April 27, and June 22, 2009, the Board of Trustees approved funding from basic aid for the Saddleback College Village Expansion Project.

College Staff met with the end users to define furniture needs. Scope was kept within the parameters of the equipment budget throughout this process.

California Government Code Section 6502 allows public agencies to take advantage of common, competitively solicited contracting powers using joint powers authority. These contracts are in accordance with public purchasing rules and regulations.

STATUS

Three vendors were approached to provide the District with a proposal using the California Multiple Award Schedule (CMAS) contracts. Two were non-responsive. The selected vendor is Corporate Business Interiors (Exhibit A). Contracts are available for review in the Facilities Planning and Purchasing department. Purchases will be made within the terms of these agreements.

Total cost of the office and classroom furniture for the Village Expansion will not exceed \$100,000. Funds are available within the approved project budget which is \$4,315,675. Other costs covered by this project budget include architectural fees, construction costs, inspections, and testing.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the purchase of office and classroom furniture from Corporate Business Interiors as shown in Exhibit A for the Village Expansion Project in an amount not to exceed \$100,000.

CBI - Product for Alt. Media. New.

Bill to: South Orange County Community College District

John Ozurovich
949.582.4880
28000 Marguerite Parkway
Mission Viejo, CA 92692
MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

cbi

Ship to: South Orange County Community College District

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Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
1	1	ALS	A33	YWMTB30	ALIGN	PG 519	#44047	Break-Rm	23-1/2Hx30W Tackboard for Wall Mount Skipped Option	\$ 456.00	\$ 456.00	\$ 125.40	\$ 125.40	72.500	
2	3	ALS	A33	YWMTB36	ALIGN	PG 519	#44047	Break-Rm	23-1/2Hx36W Tackboard for Wall Mount Skipped Option	\$ 461.00	\$ 1,383.00	\$ 126.78	\$ 380.34	72.500	
3	2	ALS	ALF	ELF330NI	STORAGE	PG 751	#44047	Break-Rm	Ess Lat File 30W 39-1/8H 3-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 859.00	\$ 1,718.00	\$ 249.97	\$ 499.94	70.900	
4	3	ALS	HTR	TE36FNN	OVERHEADS	PG 623	#44047	Break-Rm	Ess OH Stg Cab 36W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 474.00	\$ 1,422.00	\$ 135.09	\$ 405.27	71.500	
5	2	ALS	HRC	CEP2429F	CONCENSYS	PG 102	#44047	Break-Rm	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 274.00	\$ 39.05	\$ 78.10	71.500	
6	1	ALS	HRC	CSL2429F	CONCENSYS	PG 102	#44047	Break-Rm	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 118.00	\$ 33.63	\$ 33.63	71.500	
7	3	ALS	HTR	TWTH	OVERHEADS	PG 627	#44047	Break-Rm	Horizontal Wall Track	\$ 53.00	\$ 159.00	\$ 15.11	\$ 45.33	71.500	
8	3	ALS	ALC	RL-MHW .2 .1 .L .CBK LKM01 -	SEATING	PG 28	#44047	Break-Rm	Relate Std Mesh High-Bk/Adj Arms Standard cylinder Soft Casters Lumbar Charblack CLR: Carbon Undecided FABRIC Option	\$ 1,048.00	\$ 3,144.00	\$ 393.00	\$ 1,179.00	62.500	
9	1	ALS	HRC	832472AN	CONCENSYS	PG 76	#44047	Break-Rm	T-Mold Edge Worksurface 24D 72W No Grommets Skipped Option Skipped Option	\$ 340.00	\$ 340.00	\$ 96.90	\$ 96.90	71.500	
10	1	ALS	HRC	832472A	CONCENSYS	PG 76	#44047	Break-Rm	T-Mold Edge Worksurface 24D x 72W Skipped Option Skipped Option Skipped Option	\$ 340.00	\$ 340.00	\$ 96.90	\$ 96.90	71.500	
11	3	ALS	HTR	870824 .X	OVERHEADS	PG 642	#44047	Break-Rm	Tasklight w/electronic Ballast for 24W CLR: No Color Choice	\$ 178.00	\$ 534.00	\$ 50.73	\$ 152.19	71.500	
sub								Break-Rm	Break-Rm Subtotal		\$ 9,888.00		\$ 3,093.00	68.720	
12	2	ALS	A33	YWMTB36	ALIGN	PG 519	#44047	Office	23-1/2Hx36W Tackboard for Wall Mount Skipped Option	\$ 461.00	\$ 922.00	\$ 126.78	\$ 253.56	72.500	

Page 1 of 25
Exhibit A

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Bill to: South Orange County Community College District

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MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
13	1	ALS	A33	YWMTB42	ALIGN	PG 519	#44047	Office	23-1/2Hx42W Tackboard for Wall Mount	\$ 469.00	\$ 469.00	\$ 128.98	\$ 128.98	72.500	
				...					Skipped Option						
14	2	ALS	A33	YWMTB48	ALIGN	PG 519	#44047	Office	23-1/2Hx48W Tackboard for Wall Mount	\$ 474.00	\$ 948.00	\$ 130.35	\$ 260.70	72.500	
				...					Skipped Option						
15	2	ALS	HRC	AKMK	EXTENSIONS	PG 781	#44047	Office	Cobra Kybd Platfrm/Dual Ctrl/Sit to Stand/Mse Tray	\$ 425.00	\$ 850.00	\$ 121.13	\$ 242.26	71.500	
16	1	ALS	HRC	83622EL	CONCENSYS	PG 79	#44047	Office	Corner Cove T-Mold Extended Left 60x48-24L/24R	\$ 515.00	\$ 515.00	\$ 146.78	\$ 146.78	71.500	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
17	1	ALS	HRC	83722ER	CONCENSYS	PG 79	#44047	Office	Corner Cove T-Mold Extended Right 48x72-24L/24R	\$ 656.00	\$ 656.00	\$ 186.96	\$ 186.96	71.500	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
18	2	ALS	HRC	CDL29	CONCENSYS	PG 103	#44047	Office	Corner Desk Leg 29-1/2H	\$ 107.00	\$ 214.00	\$ 30.50	\$ 61.00	71.500	
				...					Skipped Option						
19	2	ALS	HTR	TE36FNN	OVERHEADS	PG 623	#44047	Office	Ess OH Stg Cab 36W/Flat Pntd Dr/Non-Assist/No Pull	\$ 474.00	\$ 948.00	\$ 135.09	\$ 270.18	71.500	
				...					Skipped Option						
				...					Skipped Option						
20	1	ALS	HTR	TE42FNN	OVERHEADS	PG 623	#44047	Office	Ess OH Stg Cab 42W/Flat Pntd Dr/Non-Assist/No Pull	\$ 496.00	\$ 496.00	\$ 141.36	\$ 141.36	71.500	
				...					Skipped Option						
				...					Skipped Option						
21	2	ALS	HTR	TE48FNN	OVERHEADS	PG 623	#44047	Office	Ess OH Stg Cab 48W/Flat Pntd Dr/Non-Assist/No Pull	\$ 515.00	\$ 1,030.00	\$ 146.78	\$ 293.56	71.500	
				...					Skipped Option						
				...					Skipped Option						
22	2	ALS	ALF	PF197-203I	STORAGE	PG 690	#44047	Office	Ess Support Ped BBF 28H 20D Int Pull	\$ 487.00	\$ 974.00	\$ 138.80	\$ 277.60	71.500	
				...					Skipped Option						
				...					Skipped Option						
23	2	ALS	ALF	PF198-202I	STORAGE	PG 690	#44047	Office	Ess Support Ped GG 28H 20D Int Pull	\$ 487.00	\$ 974.00	\$ 138.80	\$ 277.60	71.500	
				...					Skipped Option						
				...					Skipped Option						
24	1	ALS	HRC	831124	CONCENSYS	PG 89	#44047	Office	Flat Bracket 20D,24D	\$ 35.00	\$ 35.00	\$ 9.98	\$ 9.98	71.500	
25	3	ALS	HRC	CEP2429F	CONCENSYS	PG 102	#44047	Office	Freestanding End-Panel Support 24DX29-1/2H	\$ 137.00	\$ 411.00	\$ 39.05	\$ 117.15	71.500	
				...					Skipped Option						

Exhibit A
Page 2 of 25

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John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

3 of 8

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
26	4	ALS	HRC	CSL2429F	CONCENSYS	PG 102	#44047	Office	Freestanding Support Legs 24Dx29-1/2H	\$ 118.00	\$ 472.00	\$ 33.63	\$ 134.52	71.500	
				...					Skipped Option						
27	5	ALS	HTR	TWTH	OVERHEADS	PG 627	#44047	Office	Horizontal Wall Track	\$ 53.00	\$ 265.00	\$ 15.11	\$ 75.55	71.500	
28	7	ALS	HRC	CDG	CONCENSYS	PG 105	#44047	Office	Pair of End Panel Gussets	\$ 86.00	\$ 602.00	\$ 24.51	\$ 171.57	71.500	
				...					Skipped Option						
29	2	ALS	ALC	RLM-MGO	SEATING	PG 44	#44047	Office	Relate Side Std Mesh Back/Glides/Arms	\$ 488.00	\$ 976.00	\$ 170.80	\$ 341.60	65.000	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
30	2	ALS	ALC	RL-MHW	SEATING	PG 28	#44047	Office	Relate Std Mesh High-Bk/Adj Arms	\$ 1,048.00	\$ 2,096.00	\$ 393.00	\$ 786.00	62.500	
				.2					Standard cylinder						
				.1					Soft Casters						
				L					Lumbar						
				.CBK					Charblack						
				LKM01					CLR: Carbon						
				~					Undecided FABRIC Option						
31	1	ALS	HRC	832442AN	CONCENSYS	PG 76	#44047	Office	T-Mold Edge Worksurface 24D 42W No Grommets	\$ 224.00	\$ 224.00	\$ 63.84	\$ 63.84	71.500	
				...					Skipped Option						
				...					Skipped Option						
32	1	ALS	HRC	832448AN	CONCENSYS	PG 76	#44047	Office	T-Mold Edge Worksurface 24D 48W No Grommets	\$ 242.00	\$ 242.00	\$ 68.97	\$ 68.97	71.500	
				...					Skipped Option						
				...					Skipped Option						
33	1	ALS	HRC	832436A	CONCENSYS	PG 76	#44047	Office	T-Mold Edge Worksurface 24D x 36W	\$ 183.00	\$ 183.00	\$ 52.16	\$ 52.16	71.500	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
34	1	ALS	HRC	832448A	CONCENSYS	PG 76	#44047	Office	T-Mold Edge Worksurface 24D x 48W	\$ 242.00	\$ 242.00	\$ 68.97	\$ 68.97	71.500	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
35	5	ALS	HTR	870824	OVERHEADS	PG 642	#44047	Office	Tasklight w/electronic Ballast for 24W	\$ 178.00	\$ 890.00	\$ 50.73	\$ 253.65	71.500	
				.X					CLR: No Color Choice						
sub								Office	Office Subtotal		\$ 15,634.00		\$ 4,684.50	70.037	

Exhibit A
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CBI - Product for Alt. Media. New.

Bill to: South Orange County Community College District

John Ozurovich

949.582.4880

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Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)



Ship to: South Orange County Community College District

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
36	3	ALS	ALC	RLM-MGO	SEATING	PG 44	#44047	Recep	Relate Side Std Mesh Back/Glides/Arms Skipped Option Skipped Option Skipped Option	\$ 488.00	\$ 1,464.00	\$ 170.80	\$ 512.40	65.000	
sub								Recep	Recep Subtotal		\$ 1,464.00		\$ 512.40	65.000	
37	1	ALS	ATM	ALA4896RE	TABLE	PG 42	#44047	Scan	48"x96" Rect Top,Lam,T-Mold Edg Skipped Option Skipped Option Skipped Option	\$ 998.00	\$ 998.00	\$ 332.33	\$ 332.33	66.700	
38	2	ALS	HRC	AKMK	EXTENSIONS	PG 781	#44047	Scan	Cobra Kybd Platfrm/Dual Ctrl/Sit to Stand/Mse Tray	\$ 425.00	\$ 850.00	\$ 121.13	\$ 242.26	71.500	
39	1	ALS	HRC	83722EL	CONCENSYS	PG 79	#44047	Scan	Corner Cove T-Mold Extended Left 72x48-24L/24R Skipped Option Skipped Option Skipped Option	\$ 656.00	\$ 656.00	\$ 186.96	\$ 186.96	71.500	
40	1	ALS	HRC	83722ER	CONCENSYS	PG 79	#44047	Scan	Corner Cove T-Mold Extended Right 48x72-24L/24R Skipped Option Skipped Option Skipped Option	\$ 656.00	\$ 656.00	\$ 186.96	\$ 186.96	71.500	
41	2	ALS	HRC	CDL29	CONCENSYS	PG 103	#44047	Scan	Corner Desk Leg 29-1/2H Skipped Option	\$ 107.00	\$ 214.00	\$ 30.50	\$ 61.00	71.500	
42	1	ALS	ALG	GSV3048G	TABLE	PG 69	#44047	Scan	Crank Hgt Adj Table 30Dx48W w/glides Skipped Option Skipped Option Skipped Option Skipped Option	\$ 2,022.00	\$ 2,022.00	\$ 673.33	\$ 673.33	66.700	
43	1	ALS	ALF	ELF830NI	STORAGE	PG 751	#44047	Scan	Ess Lat File 30W 28H 2-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 655.00	\$ 655.00	\$ 190.61	\$ 190.61	70.900	
44	4	ALS	ALF	ELF330NI	STORAGE	PG 751	#44047	Scan	Ess Lat File 30W 39-1/8H 3-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 859.00	\$ 3,436.00	\$ 249.97	\$ 999.88	70.900	
45	1	ALS	ALF	ELF336NI	STORAGE	PG 751	#44047	Scan	Ess Lat File 36W 39-1/8H 3-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 969.00	\$ 969.00	\$ 281.98	\$ 281.98	70.900	

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
46	1	ALS	HTR	TE60FNN	OVERHEADS	PG 623	#44047	Scan	Ess OH Stg Cab 60W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 754.00	\$ 754.00	\$ 214.89	\$ 214.89	71.500	
47	2	ALS	ALF	PF197-203I	STORAGE	PG 690	#44047	Scan	Ess Support Ped BBF 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 974.00	\$ 138.80	\$ 277.60	71.500	
48	2	ALS	ALF	PF198-202I	STORAGE	PG 690	#44047	Scan	Ess Support Ped GG 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 974.00	\$ 138.80	\$ 277.60	71.500	
49	2	ALS	HRC	CEP2429F	CONCENSYS	PG 102	#44047	Scan	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 274.00	\$ 39.05	\$ 78.10	71.500	
50	4	ALS	HRC	CSL2429F	CONCENSYS	PG 102	#44047	Scan	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 472.00	\$ 33.63	\$ 134.52	71.500	
51	1	ALS	AWS	T6DG	TERRACE	PG 297	#44047	Scan	Gussets 1 Pair Skipped Option	\$ 92.00	\$ 92.00	\$ 26.22	\$ 26.22	71.500	
52	1	ALS	HTR	TWTH	OVERHEADS	PG 627	#44047	Scan	Horizontal Wall Track	\$ 53.00	\$ 53.00	\$ 15.11	\$ 15.11	71.500	
53	1	ALS	ALF	AFNLFTP-301 8L	STORAGE	PG 760	#44047	Scan	Lateral File Top 30Wx18D Laminate Skipped Option Skipped Option	\$ 194.00	\$ 194.00	\$ 56.45	\$ 56.45	70.900	
54	5	ALS	HRC	CDG	CONCENSYS	PG 105	#44047	Scan	Pair of End Panel Gussets Skipped Option	\$ 86.00	\$ 430.00	\$ 24.51	\$ 122.55	71.500	
55	1	ALS	ALF	SC336I	STORAGE	PG 746	#44047	Scan	Persona 3H 36W Storage Cab 1 Adj Shelf Int Pull Skipped Option Skipped Option	\$ 890.00	\$ 890.00	\$ 283.91	\$ 283.91	68.100	
56	1	ALS	HRC	870301 .P	CONSENSYS	PG 51	#44047	Scan	Power/Data Dome (Black only) CLR: Black	\$ 160.00	\$ 160.00	\$ 45.60	\$ 45.60	71.500	
57	1	ALS	ALC	RLM-MGA	SEATING	PG 45	#44047	Scan	Relate Side Std Mesh Back/Glides/Armless Skipped Option Skipped Option Skipped Option	\$ 455.00	\$ 455.00	\$ 159.25	\$ 159.25	65.000	

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MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
58	2	ALS	ALC	RL-MHW	SEATING	PG 28	#44047	Scan	Relate Std Mesh High-Bk/Adj Arms	\$ 1,048.00	\$ 2,096.00	\$ 393.00	\$ 786.00	62.500	
				.2 .1 L .CBK LKM01 ~					Standard cylinder Soft Casters Lumbar Charblack CLR: Carbon Undecided FABRIC Option						
59	3	ALS	ALC	RLS-MHA	SEATING	PG 38	#44047	Scan	Relate Stool Std Mesh High-Bk/Armless	\$ 1,220.00	\$ 3,660.00	\$ 457.50	\$ 1,372.50	62.500	
				.4 .1 L .CBK LKM01 ~					Extended Range cylinder Soft tread dual wheel Lumbar Charblack CLR: Carbon Undecided FABRIC Option						
60	3	ALS	A45	Z6PL40HP	STRIDE	PG 169	#44047	Scan	Strd 40-1/2H Post Leg for Flat Edge, Adj, Pair	\$ 464.00	\$ 1,392.00	\$ 118.32	\$ 354.96	74.500	
				...					Skipped Option						
61	1	ALS	HRC	832424A	CONCENSYS	PG 76	#44047	Scan	T-Mold Edge Worksurface 24D x 24W	\$ 170.00	\$ 170.00	\$ 48.45	\$ 48.45	71.500	
				...					Skipped Option Skipped Option Skipped Option						
62	1	ALS	HRC	832436A	CONCENSYS	PG 76	#44047	Scan	T-Mold Edge Worksurface 24D x 36W	\$ 183.00	\$ 183.00	\$ 52.16	\$ 52.16	71.500	
				...					Skipped Option Skipped Option Skipped Option						
63	2	ALS	HRC	832448A	CONCENSYS	PG 76	#44047	Scan	T-Mold Edge Worksurface 24D x 48W	\$ 242.00	\$ 484.00	\$ 68.97	\$ 137.94	71.500	
				...					Skipped Option Skipped Option Skipped Option						
64	1	ALS	HRC	832460A	CONCENSYS	PG 76	#44047	Scan	T-Mold Edge Worksurface 24D x 60W	\$ 298.00	\$ 298.00	\$ 84.93	\$ 84.93	71.500	
				...					Skipped Option Skipped Option Skipped Option						
sub								Scan	Scan Subtotal		\$ 24,461.00		\$ 7,684.05	68.587	
65	5	ALS	ALF	EBC536	STORAGE	PG 754	#44047	Storage	Ess Bookcase 5H 36W Open Cabinet	\$ 858.00	\$ 4,290.00	\$ 273.70	\$ 1,368.50	68.100	
				...					Skipped Option						
sub								Storage	Storage Subtotal		\$ 4,290.00		\$ 1,368.50	68.100	
66	1	ALS	HRC	AKMK	EXTENSIONS	PG 781	#44047	Training	Cobra Kybd Platfrm/Dual Ctrl/Sit to Stand/Mse Tray	\$ 425.00	\$ 425.00	\$ 121.13	\$ 121.13	71.500	

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CBI - Product for Alt. Media. New.

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
67	1	ALS	HRC	83722EL	CONCENSYS	PG 79	#44047	Training	Corner Cove T-Mold Extended Left 72x48-24L/24R Skipped Option Skipped Option Skipped Option	\$ 656.00	\$ 656.00	\$ 186.96	\$ 186.96	71.500	
68	1	ALS	HRC	CDL29	CONCENSYS	PG 103	#44047	Training	Corner Desk Leg 29-1/2H Skipped Option	\$ 107.00	\$ 107.00	\$ 30.50	\$ 30.50	71.500	
69	1	ALS	ALF	PF197-203I	STORAGE	PG 690	#44047	Training	Ess Support Ped BBF 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 487.00	\$ 138.80	\$ 138.80	71.500	
70	1	ALS	ALF	PF198-202I	STORAGE	PG 690	#44047	Training	Ess Support Ped GG 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 487.00	\$ 138.80	\$ 138.80	71.500	
71	2	ALS	HRC	CEP2429F	CONCENSYS	PG 102	#44047	Training	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 274.00	\$ 39.05	\$ 78.10	71.500	
72	2	ALS	HRC	CSL2429F	CONCENSYS	PG 102	#44047	Training	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 236.00	\$ 33.63	\$ 67.26	71.500	
73	4	ALS	HRC	CDG	CONCENSYS	PG 105	#44047	Training	Pair of End Panel Gussets Skipped Option	\$ 86.00	\$ 344.00	\$ 24.51	\$ 98.04	71.500	
74	1	ALS	ALC	RLM-MGO	SEATING	PG 44	#44047	Training	Relate Side Std Mesh Back/Glides/Arms Skipped Option Skipped Option Skipped Option	\$ 488.00	\$ 488.00	\$ 170.80	\$ 170.80	65.000	
75	1	ALS	ALC	RL-MHW 2 .1 L .CBK LKM01 ~	SEATING	PG 28	#44047	Training	Relate Std Mesh High-Bk/Adj Arms Standard cylinder Soft Casters Lumbar Charblack CLR: Carbon Undecided FABRIC Option	\$ 1,048.00	\$ 1,048.00	\$ 393.00	\$ 393.00	62.500	
76	2	ALS	HRC	832454A	CONCENSYS	PG 76	#44047	Training	T-Mold Edge Worksurface 24D x 54W Skipped Option Skipped Option Skipped Option	\$ 263.00	\$ 526.00	\$ 74.96	\$ 149.92	71.500	
sub								Training	Training Subtotal		\$ 5,078.00		\$ 1,573.31	69.017	

Exhibit A
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CBI - Product for Alt. Media. New.

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MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

cbi

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8 of 8

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
77	1	CBI	CBI	Design & PM			#44047	xDesign	Technical Design & Project Management Furniture Specifications, Site Survey, Field Measurements, Power & Data Locations, Delivery Coordination, Installation Management & Punch List Resolution	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	0.000	
sub								xDesign	xDesign Subtotal		\$ 1,300.00		\$ 1,300.00	0.000	
78	1	CBI	CBI	Delivery/Install			#44047	xLabor	Delivery and Installation To receive, deliver and install during normal business hours, 8AM-5PM: Monday-Friday with free and clear access to installation site.	\$ 3,920.00	\$ 3,920.00	\$ 3,920.00	\$ 3,920.00	0.000	
sub								xLabor	xLabor Subtotal		\$ 3,920.00		\$ 3,920.00	0.000	
Grand Total											\$ 66,035.00		\$ 24,135.76	63.450	

CBI - Product for OCDE & CUSD. New.

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MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
1	2	ALS	A33	YWMTB36	ALIGN	PG 519	#44048	CUSD	23-1/2Hx36W Tackboard for Wall Mount	\$ 461.00	\$ 922.00	\$ 126.78	\$ 253.56	72.500	
				...					Skipped Option						
2	1	ALS	ALF	ELF830NI	STORAGE	PG 751	#44048	CUSD	Ess Lat File 30W 28H 2-12" Drws N/PS Int Pull	\$ 655.00	\$ 655.00	\$ 190.61	\$ 190.61	70.900	
				...					Skipped Option						
				...					Skipped Option						
3	2	ALS	HTR	TE36FNN	OVERHEAD	PG 623	#44048	CUSD	Ess OH Stg Cab 36W/Flat Pntd Dr/Non-Assist/No Pull	\$ 474.00	\$ 948.00	\$ 135.09	\$ 270.18	71.500	
				...					Skipped Option						
				...					Skipped Option						
4	1	ALS	ALF	ESC536I	STORAGE	PG 752	#44048	CUSD	Essentials 5H 36W StorageCabinet Integral	\$ 980.00	\$ 980.00	\$ 312.62	\$ 312.62	68.100	
				...					Skipped Option						
				...					Skipped Option						
5	2	ALS	HRC	CEP2429F	CONCENSYS	PG 102	#44048	CUSD	Freestanding End-Panel Support 24DX29-1/2H	\$ 137.00	\$ 274.00	\$ 39.05	\$ 78.10	71.500	
				...					Skipped Option						
6	2	ALS	HTR	TWTH	OVERHEAD	PG 627	#44048	CUSD	Horizontal Wall Track	\$ 53.00	\$ 106.00	\$ 15.11	\$ 30.22	71.500	
				...					Skipped Option						
7	1	ALS	HRC	CDG	CONCENSYS	PG 105	#44048	CUSD	Pair of End Panel Gussets	\$ 86.00	\$ 86.00	\$ 24.51	\$ 24.51	71.500	
				...					Skipped Option						
8	1	ALS	ALF	SC236I	STORAGE	PG 746	#44048	CUSD	Persona 2H 36W Storage Cab 1 Adj Shelf Int Pull	\$ 780.00	\$ 780.00	\$ 248.82	\$ 248.82	68.100	
				...					Skipped Option						
				...					Skipped Option						
9	1	ALS	HRC	832472A	CONCENSYS	PG 76	#44048	CUSD	T-Mold Edge Worksurface 24D x 72W	\$ 340.00	\$ 340.00	\$ 96.90	\$ 96.90	71.500	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
10	2	ALS	HTR	870824	OVERHEAD	PG 642	#44048	CUSD	Tasklight w/electronic Ballast for 24W	\$ 178.00	\$ 356.00	\$ 50.73	\$ 101.46	71.500	
				X					CLR: No Color Choice						
sub								CUSD	CUSD Subtotal		\$ 5,447.00		\$ 1,606.98	70.498	
11	1	ALS	A33	YWMTB24	ALIGN	PG 519	#44048	OCDE	23-1/2Hx24W Tackboard for Wall Mount	\$ 450.00	\$ 450.00	\$ 123.75	\$ 123.75	72.500	
				...					Skipped Option						
12	1	ALS	A33	YWMTB30	ALIGN	PG 519	#44048	OCDE	23-1/2Hx30W Tackboard for Wall Mount	\$ 456.00	\$ 456.00	\$ 125.40	\$ 125.40	72.500	
				...					Skipped Option						
13	1	ALS	A33	YWMTB60	ALIGN	PG 519	#44048	OCDE	23-1/2Hx60W Tackboard for Wall Mount	\$ 484.00	\$ 484.00	\$ 133.10	\$ 133.10	72.500	
				...					Skipped Option						

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CBI - Product for OCDE & CUSD. New.

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cbi

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Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
14	1	ALS	HTR	TE24FNN	OVERHEAD	PG 623	#44048	OCDE	Ess OH Stg Cab 24W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 443.00	\$ 443.00	\$ 126.26	\$ 126.26	71.500	
15	1	ALS	HTR	TE30FNN	OVERHEAD	PG 623	#44048	OCDE	Ess OH Stg Cab 30W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 453.00	\$ 453.00	\$ 129.11	\$ 129.11	71.500	
16	1	ALS	HTR	TE60FNN	OVERHEAD	PG 623	#44048	OCDE	Ess OH Stg Cab 60W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 754.00	\$ 754.00	\$ 214.89	\$ 214.89	71.500	
17	1	ALS	ALF	PF197-203I	STORAGE	PG 690	#44048	OCDE	Ess Support Ped BBF 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 487.00	\$ 138.80	\$ 138.80	71.500	
18	1	ALS	ALF	PF198-202I	STORAGE	PG 690	#44048	OCDE	Ess Support Ped GG 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 487.00	\$ 138.80	\$ 138.80	71.500	
19	3	ALS	ALF	ESC536I	STORAGE	PG 752	#44048	OCDE	Essentials 5H 36W StorageCabinet Integral Skipped Option Skipped Option	\$ 980.00	\$ 2,940.00	\$ 312.62	\$ 937.86	68.100	
20	4	ALS	HRC	CEP2429F	CONCENSYS	PG 102	#44048	OCDE	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 548.00	\$ 39.05	\$ 156.20	71.500	
21	1	ALS	HRC	CSL2429F	CONCENSYS	PG 102	#44048	OCDE	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 118.00	\$ 33.63	\$ 33.63	71.500	
22	2	ALS	HTR	TWTH	OVERHEAD	PG 627	#44048	OCDE	Horizontal Wall Track	\$ 53.00	\$ 106.00	\$ 15.11	\$ 30.22	71.500	
23	3	ALS	HRC	CDG	CONCENSYS	PG 105	#44048	OCDE	Pair of End Panel Gussets Skipped Option	\$ 86.00	\$ 258.00	\$ 24.51	\$ 73.53	71.500	
24	1	ALS	ALC	RL-MHW 2 .1 .L .CBK LKM01 ~	SEATING	PG 28	#44048	OCDE	Relate Std Mesh High-Bk/Adj Arms Standard cylinder Soft Casters Lumbar Charblack CLR: Carbon Undecided FABRIC Option	\$ 1,048.00	\$ 1,048.00	\$ 393.00	\$ 393.00	62.500	

Page 10 of 25 Exhibit A

CBI - Product for OCDE & CUSD. New.

Bill to: South Orange County Community College District

John Ozurovich
949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

cbi

Ship to: South Orange County Community College District

John Ozurovich
949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

3 of 3

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
25	2	ALS	HRC	832454A	CONCENSYS	PG 76	#44048	OCDE	T-Mold Edge Worksurface 24D x 54W Skipped Option Skipped Option Skipped Option	\$ 263.00	\$ 526.00	\$ 74.96	\$ 149.92	71.500	
26	1	ALS	HRC	832460A	CONCENSYS	PG 76	#44048	OCDE	T-Mold Edge Worksurface 24D x 60W Skipped Option Skipped Option Skipped Option	\$ 298.00	\$ 298.00	\$ 84.93	\$ 84.93	71.500	
27	3	ALS	HTR	870824	OVERHEAD	PG 642	#44048	OCDE	Tasklight w/electronic Ballast for 24W CLR: No Color Choice	\$ 178.00	\$ 534.00	\$ 50.73	\$ 152.19	71.500	
sub								OCDE	OCDE Subtotal		\$ 10,390.00		\$ 3,141.59	69.763	
28	1	CBI	CBI	Design & PM			#44048	xDesign	Technical Design & Project Management Furniture Specifications, Site Survey, Field Measurements, Power & Data Locations, Delivery Coordination, Installation Management & Punch List Resolution	\$ 520.00	\$ 520.00	\$ 520.00	\$ 520.00	0.000	
sub								xDesign	xDesign Subtotal		\$ 520.00		\$ 520.00	0.000	
29	1	CBI	CBI	Delivery/Install			#44048	xLabor	Delivery and Installation To receive, deliver and install during normal business hours, 8AM-5PM: Monday-Friday with free and clear access to installation site.	\$ 1,110.00	\$ 1,110.00	\$ 1,110.00	\$ 1,110.00	0.000	
sub								xLabor	xLabor Subtotal		\$ 1,110.00		\$ 1,110.00	0.000	
Grand Total											\$ 17,467.00		\$ 6,378.57	63.482	

CBI - Product for HT - Class. New.

Bill to: South Orange County Community College District

John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

cbi

Ship to: South Orange County Community College District

John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
1	7	ALS	A33	YWMTB48	ALIGN	PG 519	#44049	HT-Class	23-1/2Hx48W Tackboard for Wall Mount Skipped Option	\$ 474.00	\$ 3,318.00	\$ 130.35	\$ 912.45	72.500	
2	2	ALS	ATM	ALM48RND	TABLES	PG 22	#44049	HT-Class	48" Dia Rnd Top,Lam,Flat Edg Skipped Option Skipped Option Skipped Option	\$ 580.00	\$ 1,160.00	\$ 193.14	\$ 386.28	66.700	
3	1	ALS	HRC	AKMK	EXTENSIONS	PG 781	#44049	HT-Class	Cobra Kybd Platfrm/Dual Ctrl/Sit to Stand/Mse Tray	\$ 425.00	\$ 425.00	\$ 121.13	\$ 121.13	71.500	
4	1	ALS	HRC	83722EL	CONSENSYS	PG 79	#44049	HT-Class	Corner Cove T-Mold Extended Left 72x48-24L/24R Skipped Option Skipped Option Skipped Option	\$ 656.00	\$ 656.00	\$ 186.96	\$ 186.96	71.500	
5	1	ALS	HRC	CDL29	CONSENSYS	PG 103	#44049	HT-Class	Corner Desk Leg 29-1/2H Skipped Option	\$ 107.00	\$ 107.00	\$ 30.50	\$ 30.50	71.500	
6	1	ALS	ALF	ELF836NI	STORAGE	PG 751	#44049	HT-Class	Ess Lat File 36W 28H 2-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 724.00	\$ 724.00	\$ 210.68	\$ 210.68	70.900	
7	7	ALS	HTR	TE48FNN	OVERHEADS	PG 623	#44049	HT-Class	Ess OH Stg Cab 48W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 515.00	\$ 3,605.00	\$ 146.78	\$ 1,027.46	71.500	
8	1	ALS	ALF	PF197-203I	STORAGE	PG 690	#44049	HT-Class	Ess Support Ped BBF 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 487.00	\$ 138.80	\$ 138.80	71.500	
9	3	ALS	HRC	831124	CONSENSYS	PG 89	#44049	HT-Class	Flat Bracket 20D,24D	\$ 35.00	\$ 105.00	\$ 9.98	\$ 29.94	71.500	
10	7	ALS	HRC	CEP2429F	CONSENSYS	PG 102	#44049	HT-Class	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 959.00	\$ 39.05	\$ 273.35	71.500	
11	6	ALS	HRC	CSL2429F	CONSENSYS	PG 102	#44049	HT-Class	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 708.00	\$ 33.63	\$ 201.78	71.500	
12	7	ALS	HTR	TWTH	OVERHEADS	PG 627	#44049	HT-Class	Horizontal Wall Track	\$ 53.00	\$ 371.00	\$ 15.11	\$ 105.77	71.500	
13	10	ALS	HRC	CDG	CONSENSYS	PG 105	#44049	HT-Class	Pair of End Panel Gussets Skipped Option	\$ 86.00	\$ 860.00	\$ 24.51	\$ 245.10	71.500	

CBI - Product for HT - Class. New.

Bill to: South Orange County Community College District

John Ozurovich
949.582.4880
28000 Marguerite Parkway
Mission Viejo, CA 92692
MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)



Ship to: South Orange County Community College District

John Ozurovich
949.582.4880
28000 Marguerite Parkway
Mission Viejo, CA 92692
MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
14	8	ALS	ALC	RLM-MCO	SEATING	PG 44	#44049	HT-Class	Relate Side Std Mesh Back/Casters/Arms	\$ 531.00	\$ 4,248.00	\$ 185.85	\$ 1,486.80	65.000	
				.3					Multi-surface Caster						
				...					Skipped Option						
				...					Skipped Option						
15	1	ALS	ALC	RL-MHW	SEATING	PG 28	#44049	HT-Class	Relate Std Mesh High-Bk/Adj Arms	\$ 1,048.00	\$ 1,048.00	\$ 393.00	\$ 393.00	62.500	
				.2					Standard cylinder						
				.1					Soft Casters						
				.L					Lumbar						
				.CBK					Charblack						
				LKM01					CLR: Carbon						
				~					Undecided FABRIC Option						
16	1	ALS	HRC	832436AN	CONSENSYS	PG 76	#44049	HT-Class	T-Mold Edge Worksurface 24D 36W No Grommets	\$ 183.00	\$ 183.00	\$ 52.16	\$ 52.16	71.500	
				...					Skipped Option						
				...					Skipped Option						
17	9	ALS	HRC	832448A	CONSENSYS	PG 76	#44049	HT-Class	T-Mold Edge Worksurface 24D x 48W	\$ 242.00	\$ 2,178.00	\$ 68.97	\$ 620.73	71.500	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
18	7	ALS	HTR	870824	OVERHEADS	PG 642	#44049	HT-Class	Tasklight w/electronic Ballast for 24W	\$ 178.00	\$ 1,246.00	\$ 50.73	\$ 355.11	71.500	
				.X					CLR: No Color Choice						
19	2	ALS	ATM	ABX34FG	TABLES	PG 23	#44049	HT-Class	X Base Large, Fixed Hgt w/Glides	\$ 378.00	\$ 756.00	\$ 125.87	\$ 251.74	66.700	
				...					Skipped Option						
sub								HT-Class	HT-Class Subtotal		\$ 23,144.00		\$ 7,029.74	69.626	
20	1	CBI	CBI	Design & PM			#44049	xDesign	Technical Design & Project Management	\$ 520.00	\$ 520.00	\$ 520.00	\$ 520.00	0.000	
									Furniture Specifications, Site Survey, Field Measurements, Power & Data Locations, Delivery Coordination, Installation Management & Punch List Resolution						
sub								xDesign	xDesign Subtotal		\$ 520.00		\$ 520.00	0.000	
21	1	CBI	CBI	Delivery/Install			#44049	xLabor	Delivery and Installation	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	0.000	
									To receive, deliver and install during normal business hours, 8AM-5PM: Monday-Friday with free and clear access to installation site.						
sub								xLabor	xLabor Subtotal		\$ 1,700.00		\$ 1,700.00	0.000	
									Grand Total		\$ 25,364.00		\$ 9,249.74	63.532	

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Exhibit A

CBI - Product for DSPS Testing. New.

Bill to: South Orange County Community College District

John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

cbi

Ship to: South Orange County Community College District

John Ozurovich

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

1 of 6

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
1	2	ALS	A33	YWMTB36	ALIGN	PG 519	#44051	Office	23-1/2Hx36W Tackboard for Wall Mount Skipped Option	\$ 461.00	\$ 922.00	\$ 126.78	\$ 253.56	72.500	
2	1	ALS	A33	YWMTB42	ALIGN	PG 519	#44051	Office	23-1/2Hx42W Tackboard for Wall Mount Skipped Option	\$ 469.00	\$ 469.00	\$ 128.98	\$ 128.98	72.500	
3	1	ALS	HRC	AKMK	EXTENSIONS	PG 781	#44051	Office	Cobra Kybd Platfrm/Dual Ctrl/Sit to Stand/Mse Tray	\$ 425.00	\$ 425.00	\$ 121.13	\$ 121.13	71.500	
4	1	ALS	HRC	83722EL	CONSENSYS	PG 79	#44051	Office	Corner Cove T-Mold Extended Left 72x48-24L/24R Skipped Option Skipped Option Skipped Option	\$ 656.00	\$ 656.00	\$ 186.96	\$ 186.96	71.500	
5	1	ALS	HRC	CDL29	CONSENSYS	PG 103	#44051	Office	Corner Desk Leg 29-1/2H Skipped Option	\$ 107.00	\$ 107.00	\$ 30.50	\$ 30.50	71.500	
6	2	ALS	HTR	TE36FNN	OVERHEADS	PG 623	#44051	Office	Ess OH Stg Cab 36W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 474.00	\$ 948.00	\$ 135.09	\$ 270.18	71.500	
7	1	ALS	HTR	TE42FNN	OVERHEADS	PG 623	#44051	Office	Ess OH Stg Cab 42W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 496.00	\$ 496.00	\$ 141.36	\$ 141.36	71.500	
8	1	ALS	ALF	PF197-203I	STORAGE	PG 690	#44051	Office	Ess Support Ped BBF 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 487.00	\$ 138.80	\$ 138.80	71.500	
9	1	ALS	ALF	PF198-202I	STORAGE	PG 690	#44051	Office	Ess Support Ped GG 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 487.00	\$ 138.80	\$ 138.80	71.500	
10	2	ALS	HRC	CEP2429F	CONSENSYS	PG 102	#44051	Office	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 274.00	\$ 39.05	\$ 78.10	71.500	
11	2	ALS	HRC	CSL2429F	CONSENSYS	PG 102	#44051	Office	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 236.00	\$ 33.63	\$ 67.26	71.500	
12	3	ALS	HTR	TWTH	OVERHEADS	PG 627	#44051	Office	Horizontal Wall Track	\$ 53.00	\$ 159.00	\$ 15.11	\$ 45.33	71.500	
13	4	ALS	HRC	CDG	CONSENSYS	PG 105	#44051	Office	Pair of End Panel Gussets Skipped Option	\$ 86.00	\$ 344.00	\$ 24.51	\$ 98.04	71.500	

Page 14 of 25
Exhibit A

CBI - Product for DSPS Testing. New.

Bill to: South Orange County Community College District

John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

cbi

Ship to: South Orange County Community College District

John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
14	1	ALS	ALC	RLM-MGO	SEATING	PG 44	#44051	Office	Relate Side Std Mesh Back/Glides/Arms Skipped Option Skipped Option Skipped Option	\$ 488.00	\$ 488.00	\$ 170.80	\$ 170.80	65.000	
15	1	ALS	ALC	RL-MHW	SEATING	PG 28	#44051	Office	Relate Std Mesh High-Bk/Adj Arms Standard cylinder Soft Casters Lumbar Charblack CLR: Carbon Undecided FABRIC Option	\$ 1,048.00	\$ 1,048.00	\$ 393.00	\$ 393.00	62.500	
16	1	ALS	HRC	832436A	CONSENSYS	PG 76	#44051	Office	T-Mold Edge Worksurface 24D x 36W Skipped Option Skipped Option Skipped Option	\$ 183.00	\$ 183.00	\$ 52.16	\$ 52.16	71.500	
17	1	ALS	HRC	832442A	CONSENSYS	PG 76	#44051	Office	T-Mold Edge Worksurface 24D x 42W Skipped Option Skipped Option Skipped Option	\$ 224.00	\$ 224.00	\$ 63.84	\$ 63.84	71.500	
18	3	ALS	HTR	870824	OVERHEADS	PG 642	#44051	Office	Tasklight w/electronic Ballast for 24W CLR: No Color Choice	\$ 178.00	\$ 534.00	\$ 50.73	\$ 152.19	71.500	
sub								Office	Office Subtotal		\$ 8,487.00		\$ 2,530.99	70.178	
19	2	ALS	A33	YWMTB36	ALIGN	PG 519	#44051	Recep	23-1/2Hx36W Tackboard for Wall Mount Skipped Option	\$ 461.00	\$ 922.00	\$ 126.78	\$ 253.56	72.500	
20	2	ALS	A33	YWMTB48	ALIGN	PG 519	#44051	Recep	23-1/2Hx48W Tackboard for Wall Mount Skipped Option	\$ 474.00	\$ 948.00	\$ 130.35	\$ 260.70	72.500	
21	2	ALS	HRC	894336P	CONSENSYS	PG 18	#44051	Recep	Acoustical Panel 43H x 36W Low Profile Painted Skipped Option Skipped Option	\$ 397.00	\$ 794.00	\$ 113.15	\$ 226.30	71.500	
22	1	ALS	HRC	AKMK	EXTENSIONS	PG 781	#44051	Recep	Cobra Kybd Platfrm/Dual Ctrl/Sit to Stand/Mse Tray	\$ 425.00	\$ 425.00	\$ 121.13	\$ 121.13	71.500	
23	1	ALS	HRC	83222EL	CONSENSYS	PG 79	#44051	Recep	Corner Cove T-Mold Extended Left 72x36-24L/24R Skipped Option Skipped Option Skipped Option	\$ 515.00	\$ 515.00	\$ 146.78	\$ 146.78	71.500	

Page 15 of 25
Exhibit A

CBI - Product for DSPS Testing. New.

Bill to: South Orange County Community College District

John Ozurovich
949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)



Ship to: South Orange County Community College District

John Ozurovich
949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
24	1	ALS	HRC	83722EL	CONSENSYS	PG 79	#44051	Recep	Corner Cove T-Mold Extended Left 72x48-24L/24R Skipped Option Skipped Option Skipped Option	\$ 656.00	\$ 656.00	\$ 186.96	\$ 186.96	71.500	
25	2	ALS	HRC	CDL29	CONSENSYS	PG 103	#44051	Recep	Corner Desk Leg 29-1/2H Skipped Option	\$ 107.00	\$ 214.00	\$ 30.50	\$ 61.00	71.500	
26	2	ALS	HRC	851500	CONSENSYS	PG 84	#44051	Recep	Counter Top Brackets 1 Pair Low Profile Painted/ Skipped Option	\$ 28.00	\$ 56.00	\$ 7.98	\$ 15.96	71.500	
27	1	ALS	HRC	851572	CONSENSYS	PG 84	#44051	Recep	Countertop 15D 72W Skipped Option Skipped Option	\$ 276.00	\$ 276.00	\$ 78.66	\$ 78.66	71.500	
28	1	ALS	ALF	ELF830NI	STORAGE	PG 751	#44051	Recep	Ess Lat File 30W 28H 2-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 655.00	\$ 655.00	\$ 190.61	\$ 190.61	70.900	
29	2	ALS	HTR	TE36FNN	OVERHEADS	PG 623	#44051	Recep	Ess OH Stg Cab 36W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 474.00	\$ 948.00	\$ 135.09	\$ 270.18	71.500	
30	2	ALS	HTR	TE48FNN	OVERHEADS	PG 623	#44051	Recep	Ess OH Stg Cab 48W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 515.00	\$ 1,030.00	\$ 146.78	\$ 293.56	71.500	
31	1	ALS	ALF	PF197-203I	STORAGE	PG 690	#44051	Recep	Ess Support Ped BBF 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 487.00	\$ 138.80	\$ 138.80	71.500	
32	1	ALS	HRC	CEP2429F	CONSENSYS	PG 102	#44051	Recep	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 137.00	\$ 39.05	\$ 39.05	71.500	
33	2	ALS	HRC	CSL2429F	CONSENSYS	PG 102	#44051	Recep	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 236.00	\$ 33.63	\$ 67.26	71.500	
34	1	ALS	ATM	ALA30HTDRP	TABLES	PG 18	#44051	Recep	Hgt Adj Tbl,30" Conf Cnr,Lam/T-mold Edg/Pntd Skipped Option Skipped Option Skipped Option	\$ 778.00	\$ 778.00	\$ 259.07	\$ 259.07	66.700	
35	4	ALS	HTR	TWTH	OVERHEADS	PG 627	#44051	Recep	Horizontal Wall Track	\$ 53.00	\$ 212.00	\$ 15.11	\$ 60.44	71.500	

Page 16 of 25
Exhibit A

CBI - Product for DSPS Testing. New.

Bill to: South Orange County Community College District

John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)



Ship to: South Orange County Community College District

John Ozurovich

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
36	4	ALS	HRC	CDG	CONSENSYS	PG 105	#44051	Recep	Pair of End Panel Gussets	\$ 86.00	\$ 344.00	\$ 24.51	\$ 98.04	71.500	
				...					Skipped Option						
37	2	ALS	HRC	801843P	CONSENSYS	PG 32	#44051	Recep	Panel End Cover-Painted 43H Low Profile Painted	\$ 60.00	\$ 120.00	\$ 17.10	\$ 34.20	71.500	
				...					Skipped Option						
38	1	ALS	HRC	CEP2429P	CONSENSYS	PG 102	#44051	Recep	Panel-Mount End-Panel Support 24DX29-1/2H	\$ 154.00	\$ 154.00	\$ 43.89	\$ 43.89	71.500	
				...					Skipped Option						
39	1	ALS	HRC	CSL2429P	CONSENSYS	PG 102	#44051	Recep	Panel-Mount Support Legs 24Dx29-1/2H	\$ 135.00	\$ 135.00	\$ 38.48	\$ 38.48	71.500	
				...					Skipped Option						
40	6	ALS	ALC	RLM-MGO	SEATING	PG 44	#44051	Recep	Relate Side Std Mesh Back/Glides/Arms	\$ 488.00	\$ 2,928.00	\$ 170.80	\$ 1,024.80	65.000	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
41	1	ALS	ALC	RL-MHW	SEATING	PG 28	#44051	Recep	Relate Std Mesh High-Bk/Adj Arms	\$ 1,048.00	\$ 1,048.00	\$ 393.00	\$ 393.00	62.500	
				.2					Standard cylinder						
				.1					Soft Casters						
				.L					Lumbar						
				.CBK					Charblack						
				LKM01					CLR: Carbon						
				~					Undecided FABRIC Option						
42	1	ALS	HRC	801043P	CONSENSYS	PG 30	#44051	Recep	Straight Connector Kit 43H Low Profile Painted	\$ 60.00	\$ 60.00	\$ 17.10	\$ 17.10	71.500	
				...					Skipped Option						
				...					Skipped Option						
43	1	ALS	HRC	832448A	CONSENSYS	PG 76	#44051	Recep	T-Mold Edge Worksurface 24D x 48W	\$ 242.00	\$ 242.00	\$ 68.97	\$ 68.97	71.500	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						
44	2	ALS	HTR	870824	OVERHEADS	PG 642	#44051	Recep	Tasklight w/electronic Ballast for 24W	\$ 178.00	\$ 356.00	\$ 50.73	\$ 101.46	71.500	
				X					CLR: No Color Choice						
45	2	ALS	HTR	870830	OVERHEADS	PG 642	#44051	Recep	Tasklight w/electronic Ballast for 30W	\$ 180.00	\$ 360.00	\$ 51.30	\$ 102.60	71.500	
				X					CLR: No Color Choice						
sub								Recep	Recep Subtotal		\$ 15,036.00		\$ 4,592.56	69.456	
46	1	ALS	HTR	TE42FNN	OVERHEADS	PG 623	#44051	Storage	Ess OH Stg Cab 42W/Flat Pntd Dr/Non-Assist/No Pull	\$ 496.00	\$ 496.00	\$ 141.36	\$ 141.36	71.500	
				...					Skipped Option						
				...					Skipped Option						

Page 17 of 25 Exhibit A

CBI - Product for DSPS Testing. New.

Bill to: South Orange County Community College District

John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

cbi

Ship to: South Orange County Community College District

John Ozurovich

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
47	2	ALS	HTR	TE48FNN	OVERHEADS	PG 623	#44051	Storage	Ess OH Stg Cab 48W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 515.00	\$ 1,030.00	\$ 146.78	\$ 293.56	71.500	
48	3	ALS	HTR	TWTH	OVERHEADS	PG 627	#44051	Storage	Horizontal Wall Track	\$ 53.00	\$ 159.00	\$ 15.11	\$ 45.33	71.500	
49	3	ALS	HTR	870824	OVERHEADS	PG 642	#44051	Storage	Tasklight w/electronic Ballast for 24W CLR: No Color Choice	\$ 178.00	\$ 534.00	\$ 50.73	\$ 152.19	71.500	
sub								Storage	Storage Subtotal		\$ 2,219.00		\$ 632.44	71.499	
50	40	ALS	HRC	CEP2429F	CONSENSYS	PG 102	#44051	Testing	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 5,480.00	\$ 39.05	\$ 1,562.00	71.500	
51	1	ALS	HRC	CSL2429F	CONSENSYS	PG 102	#44051	Testing	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 118.00	\$ 33.63	\$ 33.63	71.500	
52	21	ALS	HRC	CDG	CONSENSYS	PG 105	#44051	Testing	Pair of End Panel Gussets Skipped Option	\$ 86.00	\$ 1,806.00	\$ 24.51	\$ 514.71	71.500	
53	1	ALS	HRC	832436A	CONSENSYS	PG 76	#44051	Testing	T-Mold Edge Worksurface 24D x 36W Skipped Option Skipped Option Skipped Option	\$ 183.00	\$ 183.00	\$ 52.16	\$ 52.16	71.500	
54	1	ALS	HRC	832448A	CONSENSYS	PG 76	#44051	Testing	T-Mold Edge Worksurface 24D x 48W Skipped Option Skipped Option Skipped Option	\$ 242.00	\$ 242.00	\$ 68.97	\$ 68.97	71.500	
55	19	ALS	HRC	832460A	CONSENSYS	PG 76	#44051	Testing	T-Mold Edge Worksurface 24D x 60W Skipped Option Skipped Option Skipped Option	\$ 298.00	\$ 5,662.00	\$ 84.93	\$ 1,613.67	71.500	
sub								Testing	Testing Subtotal		\$ 13,491.00		\$ 3,845.14	71.499	
56	1	CBI	CBI	Design & PM			#44051	xDesign	Technical Design & Project Management Furniture Specifications, Site Survey, Field Measurements, Power & Data Locations, Delivery Coordination, Installation Management & Punch List Resolution	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	0.000	
sub								xDesign	xDesign Subtotal		\$ 650.00		\$ 650.00	0.000	

CBI - Product for DSPS Testing. New.

Bill to: South Orange County Community College District

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

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MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

6 of 6

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
57	1	CBI	CBI	Delivery/Install			#44051	xLabor	Delivery and Installation	\$ 5,320.00	\$ 5,320.00	\$ 5,320.00	\$ 5,320.00	0.000	
									To receive, deliver and install during normal business hours, 8AM-5PM: Monday-Friday with free and clear access to installation site.						
sub								xLabor	xLabor Subtotal		\$ 5,320.00		\$ 5,320.00	0.000	
									Grand Total		\$ 45,203.00		\$ 17,571.13	61.128	

CBI - Product for the Lariat. New.

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Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
1	3	ALS	A33	YWMTB42	ALIGN	PG 519	#44046	Lariat	23-1/2Hx42W Tackboard for Wall Mount Skipped Option	\$ 469.00	\$ 1,407.00	\$ 128.98	\$ 386.94	72.500	
2	4	ALS	A33	YWMTB48	ALIGN	PG 519	#44046	Lariat	23-1/2Hx48W Tackboard for Wall Mount Skipped Option	\$ 474.00	\$ 1,896.00	\$ 130.35	\$ 521.40	72.500	
3	1	ALS	A33	YWMTB60	ALIGN	PG 519	#44046	Lariat	23-1/2Hx60W Tackboard for Wall Mount Skipped Option	\$ 484.00	\$ 484.00	\$ 133.10	\$ 133.10	72.500	
4	7	ALS	ATM	ALM2448RE	TABLE	PG 34	#44046	Lariat	24"x48" Rect Top,Lam,Flat Edg Skipped Option Skipped Option Skipped Option	\$ 315.00	\$ 2,205.00	\$ 104.90	\$ 734.30	66.700	
5	6	ALS	ATM	ALM2460RE	TABLE	PG 34	#44046	Lariat	24"x60" Rect Top,Lam,Flat Edg Skipped Option Skipped Option Skipped Option	\$ 378.00	\$ 2,268.00	\$ 125.87	\$ 755.22	66.700	
6	1	ALS	HRC	894342P	CONCENSYS	PG 18	#44046	Lariat	Acoustical Panel 43H x 42W Low Profile Painted Skipped Option Skipped Option	\$ 439.00	\$ 439.00	\$ 125.12	\$ 125.12	71.500	
7	1	ALS	HRC	894348P	CONCENSYS	PG 18	#44046	Lariat	Acoustical Panel 43H x 48W Low Profile Painted Skipped Option Skipped Option	\$ 467.00	\$ 467.00	\$ 133.10	\$ 133.10	71.500	
8	2	ALS	HRC	896942P	CONCENSYS	PG 18	#44046	Lariat	Acoustical Panel 69H x 42W Low Profile Painted Skipped Option Skipped Option	\$ 529.00	\$ 1,058.00	\$ 150.77	\$ 301.54	71.500	
9	1	ALS	HRC	896948P	CONCENSYS	PG 18	#44046	Lariat	Acoustical Panel 69H x 48W Low Profile Painted Skipped Option Skipped Option	\$ 561.00	\$ 561.00	\$ 159.89	\$ 159.89	71.500	
10	5	ALS	HRC	AKMK	EXTENSIONS	PG 781	#44046	Lariat	Cobra Kybd Platfrm/Dual Ctrl/Sit to Stand/Mse Tray	\$ 425.00	\$ 2,125.00	\$ 121.13	\$ 605.65	71.500	
11	5	ALS	HRC	CDL29	CONCENSYS	PG 103	#44046	Lariat	Corner Desk Leg 29-1/2H Skipped Option	\$ 107.00	\$ 535.00	\$ 30.50	\$ 152.50	71.500	
12	3	ALS	ALF	ELF330NI	STORAGE	PG 751	#44046	Lariat	Ess Lat File 30W 39-1/8H 3-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 859.00	\$ 2,577.00	\$ 249.97	\$ 749.91	70.900	

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EXHIBIT A

CBI - Product for the Lariat. New.

Bill to: South Orange County Community College District

John Ozurovich

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)



Ship to: South Orange County Community College District

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
13	2	ALS	ALF	ELF836NI	STORAGE	PG 751	#44046	Lariat	Ess Lat File 36W 28H 2-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 724.00	\$ 1,448.00	\$ 210.68	\$ 421.36	70.900	
14	1	ALS	ALF	ELF336NI	STORAGE	PG 751	#44046	Lariat	Ess Lat File 36W 39-1/8H 3-12" Drws N/PS Int Pull Skipped Option Skipped Option	\$ 969.00	\$ 969.00	\$ 281.98	\$ 281.98	70.900	
15	5	ALS	HTR	TE42FNN	OVERHEADS	PG 623	#44046	Lariat	Ess OH Stg Cab 42W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 496.00	\$ 2,480.00	\$ 141.36	\$ 706.80	71.500	
16	4	ALS	HTR	TE48FNN	OVERHEADS	PG 623	#44046	Lariat	Ess OH Stg Cab 48W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 515.00	\$ 2,060.00	\$ 146.78	\$ 587.12	71.500	
17	1	ALS	HTR	TE60FNN	OVERHEADS	PG 623	#44046	Lariat	Ess OH Stg Cab 60W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 754.00	\$ 754.00	\$ 214.89	\$ 214.89	71.500	
18	4	ALS	ALF	PF197-203I	STORAGE	PG 790	#44046	Lariat	Ess Support Ped BBF 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 1,948.00	\$ 138.80	\$ 555.20	71.500	
19	4	ALS	ALF	PF198-202I	STORAGE	PG 790	#44046	Lariat	Ess Support Ped GG 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 1,948.00	\$ 138.80	\$ 555.20	71.500	
20	7	ALS	ALF	ESC536I	STORAGE	PG 752	#44046	Lariat	Essentials 5H 36W StorageCabinet Integral Skipped Option Skipped Option	\$ 980.00	\$ 6,860.00	\$ 312.62	\$ 2,188.34	68.100	
21	8	ALS	HRC	CEP2429F	CONCENSYS	PG 102	#44046	Lariat	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 1,096.00	\$ 39.05	\$ 312.40	71.500	
22	9	ALS	HRC	CSL2429F	CONCENSYS	PG 102	#44046	Lariat	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 1,062.00	\$ 33.63	\$ 302.67	71.500	
23	8	ALS	HTR	TWTH	OVERHEADS	PG 627	#44046	Lariat	Horizontal Wall Track	\$ 53.00	\$ 424.00	\$ 15.11	\$ 120.88	71.500	
24	14	ALS	HRC	CDG	CONCENSYS	PG 105	#44046	Lariat	Pair of End Panel Gussets Skipped Option	\$ 86.00	\$ 1,204.00	\$ 24.51	\$ 343.14	71.500	
25	2	ALS	HRC	801843P	CONCENSYS	PG 32	#44046	Lariat	Panel End Cover-Painted 43H Low Profile Painted Skipped Option	\$ 60.00	\$ 120.00	\$ 17.10	\$ 34.20	71.500	

Page 21 of 25 Exhibit A

CBI - Product for the Lariat. New.

Bill to: South Orange County Community College District

John Ozurovich

949.582.4880

28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

cbi

Ship to: South Orange County Community College District

John Ozurovich

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

3 of 6

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
26	2	ALS	HRC	801869P	CONCENSYS	PG 32	#44046	Lariat	Panel End Cover-Painted 69H Low Profile Painted	\$ 64.00	\$ 128.00	\$ 18.24	\$ 36.48	71.500	
				...					Skipped Option						
27	2	ALS	HRC	CEP2429P	CONCENSYS	PG 102	#44046	Lariat	Panel-Mount End-Panel Support 24DX29-1/2H	\$ 154.00	\$ 308.00	\$ 43.89	\$ 87.78	71.500	
				...					Skipped Option						
28	3	ALS	HRC	CSL2429P	CONCENSYS	PG 102	#44046	Lariat	Panel-Mount Support Legs 24Dx29-1/2H	\$ 135.00	\$ 405.00	\$ 38.48	\$ 115.44	71.500	
				...					Skipped Option						
29	1	ALS	HRC	870301	CONCENSYS	PG 51	#44046	Lariat	Power/Data Dome (Black only)	\$ 160.00	\$ 160.00	\$ 45.60	\$ 45.60	71.500	
				P					CLR: Black						
30	10	ALS	ALC	RLM-MCO	SEATING	PG 45	#44046	Lariat	Relate Side Std Mesh Back/Casters/Arms	\$ 531.00	\$ 5,310.00	\$ 199.13	\$ 1,991.30	62.500	
				.3					Multi-surface Caster						
				...					Skipped Option						
				...					Skipped Option						
31	5	ALS	ALC	RL-MHW	SEATING	PG 28	#44046	Lariat	Relate Std Mesh High-Bk/Adj Arms	\$ 1,048.00	\$ 5,240.00	\$ 393.00	\$ 1,965.00	62.500	
				.2					Standard cylinder						
				.1					Soft Casters						
				.L					Lumbar						
				.CBK					Charblack						
				LKM01					CLR: Carbon						
				~					Undecided FABRIC Option						
32	1	ALS	HRC	801043P	CONCENSYS	PG 30	#44046	Lariat	Straight Connector Kit 43H Low Profile Painted	\$ 60.00	\$ 60.00	\$ 17.10	\$ 17.10	71.500	
				...					Skipped Option						
				...					Skipped Option						
33	2	ALS	HRC	801069P	CONCENSYS	PG 30	#44046	Lariat	Straight Connector Kit 69H Low Profile Painted	\$ 64.00	\$ 128.00	\$ 18.24	\$ 36.48	71.500	
				...					Skipped Option						
				...					Skipped Option						
34	13	ALS	ATM	ABT20FG	TABLE	PG 31	#44046	Lariat	T Base Small, 1 Pr., Fixed Hgt w/Glides	\$ 383.00	\$ 4,979.00	\$ 127.54	\$ 1,658.02	66.700	
				...					Skipped Option						
35	6	ALS	ATM	ABAR38	TABLE	PG 43	#44046	Lariat	T Base Stretcher Bar, 38"	\$ 120.00	\$ 720.00	\$ 39.96	\$ 239.76	66.700	
				...					Skipped Option						
36	5	ALS	HRC	834824RA	CONCENSYS	PG 78	#44046	Lariat	T-Mold Edge Corner Worksurface 48Wx24D Lead Rad	\$ 460.00	\$ 2,300.00	\$ 131.10	\$ 655.50	71.500	
				...					Skipped Option						
				...					Skipped Option						
				...					Skipped Option						

Exhibit A
Page 22 of 25

CBI - Product for the Lariat. New.

Bill to: South Orange County Community College District

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28000 Marguerite Parkway

Mission Viejo, CA 92692

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28000 Marguerite Parkway

Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
37	6	ALS	HRC	832442A	CONCENSYS	PG 76	#44046	Lariat	T-Mold Edge Worksurface 24D x 42W Skipped Option Skipped Option Skipped Option	\$ 224.00	\$ 1,344.00	\$ 63.84	\$ 383.04	71.500	
38	4	ALS	HRC	832448A	CONCENSYS	PG 76	#44046	Lariat	T-Mold Edge Worksurface 24D x 48W Skipped Option Skipped Option Skipped Option	\$ 242.00	\$ 968.00	\$ 68.97	\$ 275.88	71.500	
39	2	ALS	HRC	832460A	CONCENSYS	PG 76	#44046	Lariat	T-Mold Edge Worksurface 24D x 60W Skipped Option Skipped Option Skipped Option	\$ 298.00	\$ 596.00	\$ 84.93	\$ 169.86	71.500	
40	8	ALS	HTR	870824	OVERHEADS	PG 642	#44046	Lariat	Tasklight w/electronic Ballast for 24W CLR: No Color Choice	\$ 178.00	\$ 1,424.00	\$ 50.73	\$ 405.84	71.500	
41	1	ALS	AWS	T52460S	ALIGN	PG 420	#44046	Lariat	Worksurface 24D x 60W Lam w/Grommets Skipped Option Skipped Option Skipped Option	\$ 384.00	\$ 384.00	\$ 109.44	\$ 109.44	71.500	
42	1	ALS	AWS	T52466S	ALIGN	PG 420	#44046	Lariat	Worksurface 24D x 66W Lam w/Grommets Skipped Option Skipped Option Skipped Option	\$ 417.00	\$ 417.00	\$ 118.85	\$ 118.85	71.500	
43	2	ALS	HRC	831099	CONCENSYS	PG 89	#44046	Lariat	Worksurface Bracket Kit (Pair) Skipped Option	\$ 35.00	\$ 70.00	\$ 9.98	\$ 19.96	71.500	
sub								Lariat	Lariat Subtotal		\$ 63,336.00		\$ 19,714.18	68.874	
44	2	ALS	A33	YWMTB36	ALIGN	PG 519	#44046	Photo-Sto	23-1/2Hx36W Tackboard for Wall Mount Skipped Option	\$ 461.00	\$ 922.00	\$ 126.78	\$ 253.56	72.500	
45	2	ALS	A33	YWMTB48	ALIGN	PG 519	#44046	Photo-Sto	23-1/2Hx48W Tackboard for Wall Mount Skipped Option	\$ 474.00	\$ 948.00	\$ 130.35	\$ 260.70	72.500	
46	2	ALS	HRC	AKMK	EXTENSIONS	PG 781	#44046	Photo-Sto	Cobra Kybd Platfrm/Dual Ctrl/Sit to Stand/Mse Tray	\$ 425.00	\$ 850.00	\$ 121.13	\$ 242.26	71.500	
47	2	ALS	HRC	CDL29	CONCENSYS	PG 103	#44046	Photo-Sto	Corner Desk Leg 29-1/2H Skipped Option	\$ 107.00	\$ 214.00	\$ 30.50	\$ 61.00	71.500	

Page 23 of 25
Exhibit A

CBI - Product for the Lariat. New.

Bill to: South Orange County Community College District

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28000 Marguerite Parkway

Mission Viejo, CA 92692

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MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
48	2	ALS	HTR	TE36FNN	OVERHEADS	PG 623	#44046	Photo-Sto	Ess OH Stg Cab 36W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 474.00	\$ 948.00	\$ 135.09	\$ 270.18	71.500	
49	2	ALS	HTR	TE48FNN	OVERHEADS	PG 623	#44046	Photo-Sto	Ess OH Stg Cab 48W/Flat Pntd Dr/Non-Assist/No Pull Skipped Option Skipped Option	\$ 515.00	\$ 1,030.00	\$ 146.78	\$ 293.56	71.500	
50	2	ALS	ALF	PF197-203I	STORAGE	PG 790	#44046	Photo-Sto	Ess Support Ped BBF 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 974.00	\$ 138.80	\$ 277.60	71.500	
51	2	ALS	ALF	PF198-202I	STORAGE	PG 790	#44046	Photo-Sto	Ess Support Ped GG 28H 20D Int Pull Skipped Option Skipped Option	\$ 487.00	\$ 974.00	\$ 138.80	\$ 277.60	71.500	
52	7	ALS	ALF	ESC336I	STORAGE	PG 752	#44046	Photo-Sto	Essentials 3H 36W StorageCabinet Integral Skipped Option Skipped Option	\$ 670.00	\$ 4,690.00	\$ 213.73	\$ 1,496.11	68.100	
53	7	ALS	ALF	ESC536I	STORAGE	PG 752	#44046	Photo-Sto	Essentials 5H 36W StorageCabinet Integral Skipped Option Skipped Option	\$ 980.00	\$ 6,860.00	\$ 312.62	\$ 2,188.34	68.100	
54	2	ALS	HRC	CEP2429F	CONCENSYS	PG 102	#44046	Photo-Sto	Freestanding End-Panel Support 24DX29-1/2H Skipped Option	\$ 137.00	\$ 274.00	\$ 39.05	\$ 78.10	71.500	
55	4	ALS	HRC	CSL2429F	CONCENSYS	PG 102	#44046	Photo-Sto	Freestanding Support Legs 24Dx29-1/2H Skipped Option	\$ 118.00	\$ 472.00	\$ 33.63	\$ 134.52	71.500	
56	4	ALS	HTR	TWTH	OVERHEADS	PG 627	#44046	Photo-Sto	Horizontal Wall Track	\$ 53.00	\$ 212.00	\$ 15.11	\$ 60.44	71.500	
57	1	ALS	ALF	AFNLFTP-723 6L	STORAGE	PG 760	#44046	Photo-Sto	Lateral File Top 72Wx36D Laminate Skipped Option Skipped Option	\$ 515.00	\$ 515.00	\$ 149.87	\$ 149.87	70.900	
58	7	ALS	HRC	CDG	CONCENSYS	PG 105	#44046	Photo-Sto	Pair of End Panel Gussets Skipped Option	\$ 86.00	\$ 602.00	\$ 24.51	\$ 171.57	71.500	

CBI - Product for the Lariat. New.

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Mission Viejo, CA 92692

MFG: ALS, HON Discount CMAS: 4-09-71-0087A(ALS) 4-98-01-0007H(HON)

Item	Qty	Mfg	Cat	Part Number	Alias 2	Alias 1	Alias 3	Tag	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	Generic
59	2	ALS	ALC	RL-MHW .2 .1 L .CBK LKM01 ~	SEATING	PG 28	#44046	Photo-Sto	Relate Std Mesh High-Bk/Adj Arms Standard cylinder Soft Casters Lumbar Charblack CLR: Carbon Undecided FABRIC Option	\$ 1,048.00	\$ 2,096.00	\$ 393.00	\$ 786.00	62.500	
60	1	ALS	AWS	9120R6036	TERRACE	PG 289	#44046	Photo-Sto	Spcl Sz Wrksrfc 48-1/8 to 60" W x 30-1/8" to 36" D Skipped Option Skipped Option Skipped Option Skipped Option	\$ 762.00	\$ 762.00	\$ 217.17	\$ 217.17	71.500	
61	2	ALS	HRC	834824RA	CONCENSYS	PG 78	#44046	Photo-Sto	T-Mold Edge Corner Worksurface 48Wx24D Lead Rad Skipped Option Skipped Option Skipped Option	\$ 460.00	\$ 920.00	\$ 131.10	\$ 262.20	71.500	
62	4	ALS	HRC	832442A	CONCENSYS	PG 76	#44046	Photo-Sto	T-Mold Edge Worksurface 24D x 42W Skipped Option Skipped Option Skipped Option	\$ 224.00	\$ 896.00	\$ 63.84	\$ 255.36	71.500	
63	4	ALS	HTR	870824 X	OVERHEADS	PG 642	#44046	Photo-Sto	Tasklight w/electronic Ballast for 24W CLR: No Color Choice	\$ 178.00	\$ 712.00	\$ 50.73	\$ 202.92	71.500	
64	1	ALS	HRC	831099	CONCENSYS	PG 89	#44046	Photo-Sto	Worksurface Bracket Kit (Pair) Skipped Option	\$ 35.00	\$ 35.00	\$ 9.98	\$ 9.98	71.500	
sub								Photo-Sto	Photo-Sto Subtotal		\$ 25,906.00		\$ 7,949.04	69.316	
65	1	CBI	CBI	Design & PM			#44046	xDesign	Technical Design & Project Management Furniture Specifications, Site Survey, Field Measurements, Power & Data Locations, Delivery Coordination, Installation Management & Punch List Resolution	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	0.000	
sub								xDesign	xDesign Subtotal		\$ 1,300.00		\$ 1,300.00	0.000	
66	1	CBI	CBI	Delivery/Install			#44046	xLabor	Delivery and Installation To recieve, deliver and install during normal business hours, 8AM-5PM: Monday-Friday with free and clear access to installation site.	\$ 6,550.00	\$ 6,550.00	\$ 6,550.00	\$ 6,550.00	0.000	
sub								xLabor	xLabor Subtotal		\$ 6,550.00		\$ 6,550.00	0.000	
									Grand Total		\$ 97,092.00		\$ 35,513.22	63.423	

Exhibit A
Page 25 of 25

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Cosmetology and Cosmetician Instruction Agreements
ACTION: Approval

BACKGROUND

California Education Code and Title 5 of the Administrative Code provide that the Board of Trustees may contract with a private post secondary school to deliver vocational education instruction. For the past thirty years, the District has contracted with local beauty colleges to provide instruction in the Saddleback College Cosmetology and Cosmetician Programs.

STATUS

On June 5 and 12, 2009, Bid No. 1093 for a two (2) year agreement with options to renew for three additional one year terms for Cosmetology and Cosmetician instruction at Saddleback College was advertised and invitations were sent to two vendors. One vendor responded to the invitation for bids and the bid opened on July 23, 2009. The bid was submitted by Lake Forest Beauty College of Laguna Hills, Ca., in the amount of \$3.50/hour for Cosmetology and Cosmetician instruction.

Funds are available in the college budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a two year agreement, with options to renew for three additional one year terms with Lake Forest Beauty College for the Cosmetology (Exhibit A) and Cosmetician (Exhibit B) instruction at Saddleback College.

VOCATIONAL COSMETOLOGY EDUCATION CONTRACT

THIS CONTRACT, MADE AND ENTERED INTO THIS 1st day of September, 2009, by and between the **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT** of Orange County, hereinafter referred to as the DISTRICT, and **LAKE FOREST BEAUTY COLLEGE** located at 23565 Moulton Pkwy, Ste. A & B, Laguna Hills, California 92653, hereinafter referred to as the CONTRACTOR.

WITNESSETH

WHEREAS, the DISTRICT intends to provide, for the benefit of selected, eligible students of the DISTRICT, a vocation education program under the State Plan for Vocational Education and the Federal Carl Perkins Vocational and Applied Technology Educational Act, through this agreement with the CONTRACTOR, in order to prepare such students for the vocation of Cosmetology, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology for such students; and,

WHEREAS, the CONTRACTOR operates as a private, post-secondary, vocational school offering instruction and training in Cosmetology;

NOW, THEREFORE, it is mutually agreed as stated hereinafter:

1. The CONTRACTOR shall comply with all provisions of Article 5 (commencing at Section 8090) of Division 1, Part 6, Education Code, State of California, applicable to said CONTRACTOR'S school to which the DISTRICT'S students are to be assigned, including, but not limited to, the holding by CONTRACTOR of this valid certificate of course approval and a license as a private, post-secondary vocational school for instruction and training in cosmetology; it being agreed that
 - a. The CONTRACTOR shall submit to the DISTRICT evidence of compliance with this certificate and license requirement prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school; and
 - b. The CONTRACTOR shall continue to operate such a school during the term of this Contract.
2. The CONTRACTOR'S school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with non-accredited organizations.
3. The CONTRACTOR shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statutes including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for instruction and training in cosmetology.

4. The CONTRACTOR shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.
5. The CONTRACTOR shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance.
6. The CONTRACTOR shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance. "CONTRACTOR agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person." In addition, CONTRACTOR shall comply with Title 9 of the Higher Education Act of 1972, Presidential Executive Order 11246 and subsequent amendments, and all applicable State and Federal Health and Safety regulations.
7. The DISTRICT and the CONTRACTOR shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetology is a part.
8. The DISTRICT shall enroll a maximum of 90 students up to capacity with no minimum in the CONTRACTOR'S school; it being understood that the DISTRICT does NOT guarantee any set number of its students will be enrolled in the CONTRACTOR'S school at any time.
9. The CONTRACTOR shall provide for sixteen hundred (1600) hours of approved instruction and training in cosmetology for each DISTRICT student and shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the DISTRICT authorized to attend the CONTRACTOR'S school located at 23565 Mouton Pkwy, Ste. A & B, Laguna Hills, California 92653, as established elsewhere in this Contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the DISTRICT shall be limited by the period of time between the enrollment date of the student and the final termination date of this Contract and the limitations on hours of instruction and training as established elsewhere in this Contract.
 - a. The sixteen hundred (1600) hours of approved instruction and training shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate of registration and/or a license in Cosmetology.
 - b. The sixteen hundred (1600) hours of approved instruction and training shall be given in a proportionate manner over a period of less than two hundred (200) school days within two (2) calendar years from date of enrollment. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of twenty-five (25) hours and a maximum of forty (40) hours in any calendar week unless changes in hours are mutually agreed upon by the CONTRACTOR and the DISTRICT. No instruction and/or training shall be given on Sundays.

- c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the DISTRICT, it being understood that the DISTRICT, acting through such representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
- d. The sixteen hundred (1600) hours of approved instruction and training shall be given under the direct supervision of California licensed cosmetology instructors holding valid California teaching credentials authorizing services in the area of cosmetology in vocational programs in a community college or possessing equivalent experience as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors. As stated and required in the Administrative Code, Title V, Section 55630(e), all instructors employed by the private agency shall enter into an "Agreement for Teaching Services" (see Attachment).
- e. Should it become necessary for one or more DISTRICT student(s) to transfer to the CONTRACTOR from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training in cosmetology, the CONTRACTOR agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
- f. Any student of the DISTRICT who completes sixteen hundred (1600) hours of training, and has not had the minimum instruction and training hours required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the CONTRACTOR such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the DISTRICT.
- g. Any student of the DISTRICT who completes the sixteen hundred (1600) hours of approved instruction and training, and within thirty (30) days of such completion takes for the first time, and fails to pass, the California State Board of Cosmetology's examination for licensure, shall be entitled to fifty (50) additional hours of instruction and training in the CONTRACTOR'S school at no expense to the DISTRICT or to such student, subject to the following conditions:
 - (1) If such student fails to commence the additional instruction and training provided for herein within thirty (30) days of the date of notice of failure to pass said examination, such student shall lose the entitlement to said instruction and training; or,
 - (2) If such student, having commenced said instruction, fails to complete the fifty (50) hours within thirty (30) calendar days of the date of such commencement,

said student shall lose the entitlement to the hours remaining in the initial fifty (50) hour entitlement.

- h. The CONTRACTOR shall participate in a program review and validation conducted by the DISTRICT and at the discretion of the DISTRICT. Said program review shall include, but is not limited to, a review of CONTRACTOR'S curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, recordkeeping process and practices, governance, and CONTRACTOR-DISTRICT relationship. In the event a program review is requested, CONTRACTOR shall be given at least 60 days written notice. CONTRACTOR shall complete a self-appraisal in the format supplied by DISTRICT and submit said self-appraisal to DISTRICT 30 days prior to a site visitation by DISTRICT representatives.
10. The CONTRACTOR shall provide, without additional charges to the DISTRICT or the DISTRICT'S students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the DISTRICT without cost to students in this or other vocational offerings of said DISTRICT; and may require students covered by this Contract to purchase such types and/or kinds of instructional materials as the DISTRICT ordinarily requires students in this or other vocational offerings of said DISTRICT to furnish without cost to said DISTRICT; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools, supplies, and/or equipment; and it being further agreed that such items and such materials as are required to be supplied by students shall be obtainable on the open market from two (2) or more commercial outlets within the boundaries to the DISTRICT; it being understood that the CONTRACTOR may make available for voluntary purchase or rental by such students any of such personal items or materials.
11. The DISTRICT shall pay to the CONTRACTOR \$3.50 for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.
 - a. DISTRICT payments shall be made monthly, and shall be based upon a certification of the hours of such attendance during the previous calendar month at the CONTRACTOR'S place of instruction and training; it being agreed that each certification shall be on forms supplied by the DISTRICT, and shall be based upon daily records maintained by the CONTRACTOR, and subject to review and/or audit by an authorized representative of the DISTRICT.
 - b. The CONTRACTOR shall not be reimbursed for more than a total of sixteen hundred (1600) hours of instruction and training for any one student.
 - c. In the event a DISTRICT student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to the CONTRACTOR for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
 - d. In the event that the DISTRICT determines that the total direct and indirect cost to provide the same sixteen hundred (1600) hour program of instruction and training, or a

recognized portion thereof, in an operating school of the DISTRICT, or the tuition the CONTRACTOR charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the CONTRACTOR agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.

12. Except as noted in this Contract, the CONTRACTOR shall not charge students receiving instruction and training under this Contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this Contract.
13. The CONTRACTOR agrees to accept new students during each enrollment period established by the DISTRICT.
14. The DISTRICT shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any DISTRICT student is in attendance in the CONTRACTOR'S school, such student will be subject to the CONTRACTOR'S rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a DISTRICT student shall be taken only by the DISTRICT after consultation with the CONTRACTOR.
15. The CONTRACTOR shall maintain accurate records of attendance and progress for each student, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT; it being understood that such submittals may be upon a regular schedule and/or upon special requests' and it being further understood that there shall be no release of information from such records to any party other than such representative(s). CONTRACTOR shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the DISTRICT.
16. The DISTRICT shall be financially committed to the cosmetology program only for the amount of monies adopted by the South Orange County Community College District Board of Trustees for this program during the 2009-2010 and 2010-2011 fiscal years. In the event that monies in either fiscal year are exhausted, the CONTRACTOR'S school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the DISTRICT or the student.
17. The CONTRACTOR shall permit inspections by authorized representatives of the DISTRICT, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the CONTRACTOR'S school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, if required, audit school records; interview students and others; and/or evaluate physical plant, instructional aids equipment, and classes in session.

18. The CONTRACTOR shall obtain and maintain, at the expense of the CONTRACTOR, all workmen's compensation insurance required by law for employees involved in the operation of this program, including coverage for any student performing services or utilizing products that represent actual or potential income for the CONTRACTOR.
19. The CONTRACTOR shall indemnify and hold harmless the DISTRICT and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by CONTRACTOR.
 - a. In satisfaction of this requirement, the CONTRACTOR, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the CONTRACTOR'S expense, a policy of public liability insurance with limits not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal injury or death, and not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage.
 - (1) Said policy shall be obtained from a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California.
 - (2) Said policy shall expressly name such entities, officers, agents, and employees as additional insured.
 - (3) Said policy shall provide that the DISTRICT shall be given not less than ten (10) days written notice of any cancellation or modification of policy coverage.
 - (4) A copy of said policy shall be furnished to the DISTRICT prior to the assignment of any DISTRICT students to the CONTRACTOR; and said copy shall be kept up to date by the CONTRACTOR.
 - b. In satisfaction of this requirement, the CONTRACTOR shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this Contract by CONTRACTOR.
20. The CONTRACTOR shall not use, without prior written approval of the DISTRICT, the name "South Orange County Community College District" or any of said District's administrative units, singly or in combination, in any printing or posted materials referring to the CONTRACTOR'S school and/or the course of instruction.
21. The term of this Contract shall commence on August 24, 2009 and shall terminate on June 30, 2011. At the end of this period, there will be an option for renewal, under the same terms and conditions, for three additional one-year periods.

VOCATIONAL COSMETICIAN EDUCATION CONTRACT

THIS CONTRACT, MADE AND ENTERED INTO THIS 1st day of September, 2009, by and between the **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT** of Orange County, hereinafter referred to as the DISTRICT, and **LAKE FOREST BEAUTY COLLEGE** located at 23565 Moulton Parkway, Suite A & B, Laguna Hills, California 92653, hereinafter referred to as the CONTRACTOR.

WITNESSETH

WHEREAS, the DISTRICT intends to provide, for the benefit of selected, eligible students of the DISTRICT, a vocation education program under the State Plan for Vocational Education and the Federal Carl Perkins Vocational and Applied Technology Educational Act, through this agreement with the CONTRACTOR, in order to prepare such students for the vocation of Cosmetician, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetician for such students; and,

WHEREAS, the CONTRACTOR operates as a private, post-secondary, vocational school offering instruction and training in Cosmetician;

NOW, THEREFORE, it is mutually agreed as stated hereinafter:

1. The CONTRACTOR shall comply with all provisions of Article 5 (commencing at Section 8090) of Division 1, Part 6, Education Code, State of California, applicable to said CONTRACTOR'S school to which the DISTRICT'S students are to be assigned, including, but not limited to, the holding by CONTRACTOR of this valid certificate of course approval and a license as a private, post-secondary vocational school for cosmetician instruction and training; it being agreed that
 - a. The CONTRACTOR shall submit to the DISTRICT evidence of compliance with this certificate and license requirement prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school; and
 - b. The CONTRACTOR shall continue to operate such a school during the term of this Contract.
2. The CONTRACTOR'S school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with nonaccredited organizations.
3. The CONTRACTOR shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statutes including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for cosmetician instruction and training.

4. The CONTRACTOR shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.
5. The CONTRACTOR shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance.
6. The CONTRACTOR shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964, and, prior to the assignment by the DISTRICT of any of its students to the CONTRACTOR'S school, shall submit to the DISTRICT evidence of such compliance. "CONTRACTOR agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person." In addition, CONTRACTOR shall comply with Title 9 of the Higher Education Act of 1972, Presidential Executive Order 11246 and subsequent amendments, and all applicable State and Federal Health and Safety regulations.
7. The DISTRICT and the CONTRACTOR shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetician is a part.
8. The DISTRICT shall enroll a maximum of 60 students up to capacity with no minimum in the CONTRACTOR'S school; it being understood that the DISTRICT does NOT guarantee any set number of its students will be enrolled in the CONTRACTOR'S school at any time.
9. The CONTRACTOR shall provide for six hundred (600) hours of approved cosmetician instruction and training for each DISTRICT student and shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the DISTRICT authorized to attend the CONTRACTOR'S school located at 23565 Moulton Parkway, Suite A & B, Laguna Hills, CA 92653, as established elsewhere in this Contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the DISTRICT shall be limited by the period of time between the enrollment date of the student and the final termination date of this Contract and the limitations on hours of instruction and training as established elsewhere in this Contract.
 - a. The six hundred (600) hours of approved instruction and training shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate of registration and/or a license as Cosmetician.
 - b. The six hundred (600) hours of approved instruction and training shall be given in a proportionate manner over a period of less than two hundred (200) school days within two (2) calendar years from date of enrollment. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of twenty-five (25) hours and a maximum of forty (40) hours in any calendar week unless changes in hours

are mutually agreed upon by the CONTRACTOR and the DISTRICT. No instruction and/or training shall be given on Sundays.

- c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the DISTRICT, it being understood that the DISTRICT, acting through such representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
- d. The six hundred (600) hours of approved instruction and training shall be given under the direct supervision of California licensed Cosmetician instructors holding valid California teaching credentials authorizing services in the area of Cosmetician in vocational programs in a community college or possessing equivalent experience as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors. As stated and required in the Administrative Code, Title V, Section 55630(e), all instructors employed by the private agency shall enter into an "Agreement for Teaching Services" (see Attachment).
- e. Should it become necessary for one or more DISTRICT student(s) to transfer to the CONTRACTOR from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for cosmetician instruction and training, the CONTRACTOR agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
- f. Any student of the DISTRICT who completes six hundred (600) hours of training, and has not had the minimum instruction and training hours required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the CONTRACTOR such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the DISTRICT.
- g. Any student of the DISTRICT who completes the six hundred (600) hours of approved instruction and training, and within thirty (30) days of such completion takes for the first time, and fails to pass, the California State Board of Cosmetician's examination for licensure, shall be entitled to fifty (50) additional hours of instruction and training in the CONTRACTOR'S school at no expense to the DISTRICT or to such student, subject to the following conditions:
 - (1) If such student fails to commence the additional instruction and training provided for herein within thirty (30) days of the date of notice of failure to pass said examination, such student shall lose the entitlement to said instruction and training; or,

- (2) If such student, having commenced said instruction, fails to complete the fifty (50) hours within thirty (30) calendar days of the date of such commencement, said student shall lose the entitlement to the hours remaining in the initial fifty (50) hour entitlement.
 - h. The CONTRACTOR shall participate in a program review and validation conducted by the DISTRICT and at the discretion of the DISTRICT. Said program review shall include, but is not limited to, a review of CONTRACTOR'S curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, recordkeeping process and practices, governance, and CONTRACTOR-DISTRICT relationship. In the event a program review is requested, CONTRACTOR shall be given at least 60 days written notice. CONTRACTOR shall complete a self-appraisal in the format supplied by DISTRICT and submit said self-appraisal to DISTRICT 30 days prior to a site visitation by DISTRICT representatives.
10. The CONTRACTOR shall provide, without additional charges to the DISTRICT or the DISTRICT'S students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the DISTRICT without cost to students in this or other vocational offerings of said DISTRICT; and may require students covered by this Contract to purchase such types and/or kinds of instructional materials as the DISTRICT ordinarily requires students in this or other vocational offerings of said DISTRICT to furnish without cost to said DISTRICT; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools, supplies, and/or equipment; and it being further agreed that such items and such materials as are required to be supplied by students shall be obtainable on the open market from two (2) or more commercial outlets within the boundaries to the DISTRICT; it being understood that the CONTRACTOR may make available for voluntary purchase or rental by such students any of such personal items or materials.
 11. The DISTRICT shall pay to the CONTRACTOR \$3.50 for each hour of approved attendance by authorized students of the DISTRICT covered by this Contract, pursuant to the terms and conditions noted hereinafter.
 - a. DISTRICT payments shall be made monthly, and shall be based upon a certification of the hours of such attendance during the previous calendar month at the CONTRACTOR'S place of instruction and training; it being agreed that each certification shall be on forms supplied by the DISTRICT, and shall be based upon daily records maintained by the CONTRACTOR, and subject to review and/or audit by an authorized representative of the DISTRICT.
 - b. The CONTRACTOR shall not be reimbursed for more than a total of six hundred (600) hours of instruction and training for any one student.
 - c. In the event a DISTRICT student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the DISTRICT shall be responsible to the CONTRACTOR for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.

- d. In the event that the DISTRICT determines that the total direct and indirect cost to provide the same six hundred (600) hour program of instruction and training, or a recognized portion thereof, in an operating school of the DISTRICT, or the tuition the CONTRACTOR charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the CONTRACTOR agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
12. Except as noted in this Contract, the CONTRACTOR shall not charge students receiving instruction and training under this Contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this Contract.
13. The CONTRACTOR agrees to accept new students during each enrollment period established by the DISTRICT.
14. The DISTRICT shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any DISTRICT student is in attendance in the CONTRACTOR'S school, such student will be subject to the CONTRACTOR'S rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a DISTRICT student shall be taken only by the DISTRICT after consultation with the CONTRACTOR.
15. The CONTRACTOR shall maintain accurate records of attendance and progress for each student, and shall submit to the DISTRICT such information from such records as is requested by the authorized representative(s) of the DISTRICT; it being understood that such submittals may be upon a regular schedule and/or upon special requests' and it being further understood that there shall be no release of information from such records to any party other than such representative(s). CONTRACTOR shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the DISTRICT.
16. The DISTRICT shall be financially committed to the Cosmetician program only for the amount of monies adopted by the South Orange County Community College District Board of Trustees for this program during the 2009-2010 and 2010-2011 fiscal years. In the event that monies in either fiscal year are exhausted, the CONTRACTOR'S school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the DISTRICT or the student.
17. The CONTRACTOR shall permit inspections by authorized representatives of the DISTRICT, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the CONTRACTOR'S school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, if required, audit school records; interview students and others; and/or evaluate physical plant, instructional aids equipment, and classes in session.

18. The CONTRACTOR shall obtain and maintain, at the expense of the CONTRACTOR, all workmen's compensation insurance required by law for employees involved in the operation of this program, including coverage for any student performing services or utilizing products that represent actual or potential income for the CONTRACTOR.
19. The CONTRACTOR shall indemnify and hold harmless the DISTRICT and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by CONTRACTOR.
 - a. In satisfaction of this requirement, the CONTRACTOR, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the CONTRACTOR'S expense, a policy of public liability insurance with limits not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal injury or death, and not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage.
 - (1) Said policy shall be obtained from a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California.
 - (2) Said policy shall expressly name such entities, officers, agents, and employees as additional insured.
 - (3) Said policy shall provide that the DISTRICT shall be given not less than ten (10) days written notice of any cancellation or modification of policy coverage.
 - (4) A copy of said policy shall be furnished to the DISTRICT prior to the assignment of any DISTRICT students to the CONTRACTOR; and said copy shall be kept up to date by the CONTRACTOR.
 - b. In satisfaction of this requirement, the CONTRACTOR shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this Contract by CONTRACTOR.
20. The CONTRACTOR shall not use, without prior written approval of the DISTRICT, the name "South Orange County Community College District" or any of said District's administrative units, singly or in combination, in any printing or posted materials referring to the CONTRACTOR'S school and/or the course of instruction.
21. The term of this Contract shall commence on August 24, 2009 and shall terminate on June 30, 2011. At the end of this period, there will be an option for renewal, under the same terms and conditions, for three additional one-year periods.

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 \$190,440.15 for a revised contract amount of \$3,713,440.15.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) number 15 and 16. Approval of this COR will result in an increase of \$18,524.87 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 \$3,731,965.02.

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 Requests (EXHIBIT A) numbers 15 & 16 for the B200 Science Lab Annex and B239 Remodel project at Irvine Valley College and authorize staff to execute the corresponding change orders with the contractor which will result in an increase of \$18,524.87 in the total project cost. The revised total contract amount is \$3,731,965.02.

BID # 296

BOARD CHANGE ORDER #5

AUGUST 2009

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR	ADDRESS	CONTRACT AMOUNT	Previously Approved COR's	COR #15	COR #16	REVISED CONTRACT AMOUNT
296	General Contractor	PCN3, General Engineering Contractor		\$3,523,000	\$190,440.15	\$14,322.27	\$4,202.60	\$3,731,965.02
TOTAL				\$3,523,000	\$ 190,440.15	\$ 14,322.27	\$ 4,202.60	\$3,731,965.02

COR No.	Date	Description	Requested	Status	Amount
15	7/27/2006	Casework Drawer Combination Locks	YES	APP	\$14,322.27
16	8/3/2009	Walk Pads for Roof	YES	APP	\$4,202.60
TOTAL CHANGE ORDER REQUESTS				BCO #5	\$18,524.87
				BCO TOTALS	\$208,965.02 5.9%

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Award of Bid: Janitorial Supplies
ACTION: Approval

BACKGROUND

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

STATUS

On May 15, 2009, Bid No. 287D for Janitorial Supplies was sent to twenty eight (28) prospective vendors. Eighteen (18) vendors responded to the invitation for bids and their bids were opened on June 2, 2009. Ten (10) vendors submitted low bids on specific items as shown on EXHIBIT A for a total amount of \$128,911.67, including sales tax. Irvine Valley College, Saddleback College and ATEP staff reviewed the bids and recommend award as indicated.

Funds are budgeted in the colleges' and ATEPs' general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 287D for Janitorial Supplies for 2009-10 fiscal year for a total amount of \$128,911.67, to the vendors listed on EXHIBIT A.

**BID NO. 287D
CUSTODIAL SUPPLIES
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUGUST 31, 2009**

<u>VENDORS</u>	<u>AMOUNT</u>
CLEAN SOURCE Commerce, CA	\$ 927.09
GORM, INC. Ontario, CA	1,242.68
STAR MAINTENACE SUPPLY San Gabriel, CA	1,418.75
GALE SUPPLY CO. Los Angeles, CA	1,481.17
EMPIRE CLEANING SUPPLY Los Angeles, CA	2,434.17
CENTRAL SANITARY SUPPLY Fresno, CA	3,752.41
WAXIE SANITARY SUPPLY Santa Ana, CA	4,880.14
MAINTEX, INC. City of Industry	5,667.19
UNISOURCE La Palma, CA	43,783.47
P & R PAPER SUPPLY CO, INC. Redlands, CA	<u>63,324.60</u>
<u>GRAND TOTAL</u>	\$128,911.67

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 P09-05227 through P09-05233 amounting to \$155,148.00 and P10-00479 through P10-01107 amounting to \$25,064,960.17 are submitted to the Board of Trustees for approval. Confirming requisitions dated July 1, 2009 through August 11, 2009 totaling \$125,402.81 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

v4.2

Purchase Order Numbers P09-05227 Through P09-05233

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-05227	COASTLINE ROP	3D modeling grant expense	\$500.00
P09-05228	COASTLINE ROP	3D Modeling Grant Expenditures	\$2,000.00
P09-05229	EBSCO SUBSCRIPTION SERVICE	Periodical subscription rate adjustments	\$35.60
P09-05230	ESPINOZA, SAMUEL	Workshop Presenter	\$120.00
P09-05231	VICENTI, LLOYD & STUTZMAN	Auditing/Tax Preparation Services for FY	\$140,500.00
P09-05232	SADDLEBACK VALLEY U.S.D.	CTE COLLABORATIVE GRANT HD BOOTCAMP	\$429.40
P09-05233	SONRISE ELECTRICAL	PAC electrical	\$11,563.00
			=====
			\$155,148.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00479	R & R SOCKS PLUS	Football Team 09 supplies	\$267.87
P10-00480	TAUBENPOST, INC	Prep Fall'09 brochures for bulk mailing	\$1,500.00
P10-00481	DELL MARKETING	6 Intel Processors/Tech Refresh	\$26,852.00
P10-00482	XEROX CORPORATION	Lease/Maint for DocuTech 5135 Printer	\$77,414.46
P10-00483	HITT MARKING DEVICES, INC.	Stamp for Vice Chancellor	\$28.66
P10-00484	NATELSON DALE GROUP, INC.	ATEP PROJECT	\$50,000.00
P10-00485	ARCHITECTURAL DIGEST	Dept. Resource	\$39.95
P10-00486	CONSUMER REPORTS	Dept. Resource	\$26.00
P10-00487	COOKING LIGHT	Dept. Resource	\$20.00
P10-00488	GOURMET MAGAZINE	Dept. Resource	\$20.00
P10-00489	FINE COOKING	Dept. Resource	\$29.95
P10-00490	VEGETARIAN TIMES	Dept. Resource	\$23.95
P10-00491	BON APPETIT	Dept. Resource	\$24.00
P10-00492	LA CUCINA ITALIANA	Dept. Resource	\$24.00
P10-00493	NUTRITION ACTION NEWSLETTER	Dept. Resource	\$10.00
P10-00494	UNIV. OF CAL., DAVIS	Dept. Resource	\$10.00
P10-00495	SIMPLICITY PATTERN CO., INC.	Dept. Resource	\$64.80
P10-00496	MC CALL'S PATTERN CO.	Dept. Resource	\$332.00
P10-00497	VOGUE PATTERNS PORTFOLIO	Dept. Resource	\$14.95
P10-00498	SEW BEAUTIFUL	Dept. Resource	\$18.00
P10-00499	APPAREL NEWS GROUP	Dept. Resource	\$65.00
P10-00500	WOMEN'S WEAR DAILY	Dept. Resource	\$129.41
P10-00501	MARIE CLAIRE	Dept. Resource	\$10.00
P10-00502	MORE MAGAZINE	Dept. Resource	\$16.97
P10-00503	ELLE MAGAZINE	Dept. Resource	\$16.00
P10-00504	INTERVIEW	Dept. Resource	\$9.97
P10-00505	SURFACE	Dept. Resource	\$19.95
P10-00506	VM+SD	Dept. Resource	\$42.00
P10-00507	CANON BUSINESS SOLUTIONS, INC.	Repair of Canon Camera/Equipment for the	\$1,200.00
P10-00508	HUR FLOORING CO.	RENOVATION OF PAC STAGE FLOOR AND TRAP	\$69,570.00
P10-00509	HOKE OUTDOOR ADVERTISING, INC.	Lamppost banners	\$4,254.88
P10-00510	ASSOC WRITING PROGRAMS	Annual institutional membership dues.	\$405.00
P10-00511	DELL MARKETING	Dell Serv. Contract/Tech Refresh	\$2,229.20
P10-00512	CASAGRANDE, JOHN T.	EOPS System Consultant	\$10,000.00
P10-00513	BUSH, KRISTEN	Consulting Services: Web Development & M	\$24,000.00
P10-00514	TABLEAU SOFTWARE	Software maintenance	\$270.00
P10-00515	PHOENIX BUSINESS MACHINES, INC	RICOH: Maint Renewal IT Copier - Aficio	\$1,990.00
P10-00516	COMPACT DATA WORKS, INC.	BacPac License for Workgroup VMS	\$449.00
P10-00517	CALUMET PHOTOGRAPHIC INC	Sepia toner	\$86.25
P10-00518	SARS SOFTWARE PRODUCTS, INC.	RENEWAL OF SARS SUPPORT	\$7,290.00
P10-00519	SIRSI CORPORATION	Annual Library Software Maintenance Rene	\$46,699.36
P10-00520	BOB PARRETT CONSTRUCTION, INC.	CABINET & AIR LINE REMOVAL AT INFORMATIO	\$2,500.00
P10-00521	THE FOOD MAGAZINE	Dept. Resource	\$12.00
P10-00522	COOK'S ILLUSTRATED	Dept. Resource	\$24.95
P10-00523	CULINARY TRENDS	Dept. Resource	\$35.00
P10-00524	TEEN VOGUE	Dept. Resource	\$10.00
P10-00525	SEVENTEEN MAGAZINE	Dept. Resource	\$7.97
P10-00526	HCTD, LLC	ATEP Project	\$390,000.00
P10-00527	NEXPORT COMPUTER SOLUTIONS, INC	Tivoli Storage Mgr Annual Renewal	\$4,397.42
P10-00528	FASHION BUSINESS INCORPORATED	Membership	\$200.00
P10-00529	PHOENIX BUSINESS MACHINES, INC	COPIER MAINTENANCE	\$350.00
P10-00530	PSI	PAYPHONE STATION, INNOVATION (PSI)	\$0.00
P10-00531	APPA INSTITUTE	APPA MEMBERSHIP	\$1,154.00
P10-00532	CA COMM COLLEGES-VARIOUS	BlackBoard Academic Suite Renewal 09/10	\$159,324.00
P10-00533	EBSCO SUBSCRIPTION SERVICE	Annual subscription renewal list.	\$25,089.89

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00534	TROXELL COMMUNICATIONS, INC.	PURCHASE FOR A300 PROJECT	\$1,055.40
P10-00535	WELLS FARGO #3317 (DISTRICT)	Instructional book for DMP instructor	\$34.25
P10-00536	INCENTRA SOLUTIONS	IT Software Engineering/Development Serv	\$44,720.00
P10-00537	SISC III HEALTH BENEFITS	SISC (PPO)-Benefits FY 2009/10 Fund 01	\$6,462,201.25
P10-00538	SISC III HEALTH BENEFITS	SISC (PPO)-Benefits FY 2009/10 Fund 01	\$6,462,201.25
P10-00539	SISC III HEALTH BENEFITS	Blue Shield (Retiree) Benefits FY 2009/1	\$2,857,610.00
P10-00540	HYATT LEGAL	Hyatt Legal Benefits	\$82,270.00
P10-00541	PACIFICARE BEHAVIORAL HEALTH	Pacificare Behavioral FY 09/10 Fund 01	\$38,779.13
P10-00542	WIRED PLANET	Contract District Website Maintenance	\$5,400.00
P10-00543	FRY'S ELECTRONICS	open purchase for supplies	\$1,000.00
P10-00544	HOME DEPOT	Open purchase for supplies	\$250.00
P10-00545	FRY'S ELECTRONICS	COMPUTER HARDWARE	\$608.96
P10-00546	CIWEA	Annual Membership Renewal	\$150.00
P10-00547	EBSCO SUBSCRIPTION SERVICE	Pay for subscription spine labels.	\$149.49
P10-00548	ART SUPPLY WAREHOUSE	PRESENTATION SUPPLIES	\$500.00
P10-00549	SO COAST HIGHER EDUCAT. COUN.	SCHEC Membership	\$50.00
P10-00550	HELIOS SOFTWARE SOLUTIONS	Textpad software for programming classes	\$349.09
P10-00551	OC TREASURER	Annual Mandatory Assessments	\$2,000.00
P10-00552	IRVINE RANCH WATER DIST.	Annual Sewage & Royalty fees	\$19,500.00
P10-00553	IRVINE RANCH WATER DIST.	Annual Water Service	\$70,000.00
P10-00554	CPP, INC.	Annual renewal fee for Skillsone	\$195.00
P10-00555	BRIDGES TRANSITIONS, CO.	Contract Renewal Service for Bridges sof	\$1,700.00
P10-00556	NAT'L ASSN OF COLL & EMPLOYEES	Renewal of institutional membership	\$400.00
P10-00557	MEDCO SUPPLY COMPANY	Athletic Training Supplies	\$5,721.30
P10-00558	SAMY'S CAMERA	Photography supplies	\$4,030.82
P10-00559	FREESTYLE PHOTOGRAPHIC SUPPLIE	Photography supplies	\$3,788.76
P10-00560	MARTINEZ, JOSE TREE SERVICE	Campus Beautification Tree Service	\$1,750.00
P10-00561	COUNCIL ON HIGHER EDUCATION	Annual dues -Council for Higher Ed (CHEA	\$501.00
P10-00562	HOME DEPOT	MATERIALS AND SUPPLIES	\$3,000.00
P10-00563	MICRO CENTER	COMPUTER AND ELECTRONIC SUPPLIES	\$2,000.00
P10-00564	PSI	Pay phones/annual maintenance	\$.00
P10-00565	WGBH VIDEO	DVD FOR CLASSROOM USE	\$29.65
P10-00566	SWACC	P&L Memorandum of Coverage 2009/2010	\$914,080.00
P10-00567	SAMY'S CAMERA	SIGNAGE MATERIALS	\$322.65
P10-00568	QUEZADA PRO LANDSCAPE, INC.	PURCHASE AND INSTALLATION OF MARATHON SO	\$4,170.00
P10-00569	AIR SOURCE INDUSTRIES, INC.	Air Source	\$400.00
P10-00570	U.S. POSTMASTER	POSTAL FUNDS	\$1,200.00
P10-00571	UNITED INTERIORS	Ergo Humanscale arms & mousetrays	\$1,129.93
P10-00572	MARK IV PRINT COMMUNICATIONS	Install Data Lines-A300 Project	\$6,544.78
P10-00573	KEENAN & ASSOCIATES	Fine Arts Premium	\$1,184.00
P10-00574	BAMWALL CO.	Walls/Doors for A300 Project	\$14,849.00
P10-00575	DAY & NIGHT DOOR SERVICE, INC	FINE ART STAGE ROLL UP FIX	\$1,474.00
P10-00576	JOHN DEERE LANDSCAPES, INC.	IRRIGATION SUPPLIES	\$2,000.00
P10-00577	COLLEGE BOARD	Annual Maintenance, Power Faids	\$16,500.00
P10-00578	ALERT SERVICES, INC.	athletic training supplies	\$6,406.89
P10-00579	COMMUNITY PRODUCTS, LLC	FURNITURE FOR RENOVATED CLASSROOMS	\$12,129.98
P10-00580	LASER SOURCE	Toner for printing	\$104.40
P10-00581	INTERSTATE ELECTRIC	Laminating Equipment	\$1,253.53
P10-00582	HOGSTEDT, CHRIS	Chris Hogstedt	\$1,000.00
P10-00583	QUEST DIAGNOSTICS INC.	Quest Diagnostics	\$7,000.00
P10-00584	PRINTECH, INC.	Pocket Folders	\$2,458.67
P10-00585	HOME DEPOT	Blanket PO for Home Depot for supplies	\$200.00
P10-00586	CERAMICS MONTHLY	Subscription renewal	\$34.95
P10-00587	US GREEN BUILDING COUNCIL	Membership to US Green Building Council	\$750.00
P10-00588	COLLEGIATE DIRECTORIES, INC.	Athletics Directory	\$120.64

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00589	AVO'S BISTRO	CATERING FOR BOARD MEETING	\$328.82
P10-00590	ALL SIGNS AMERICA	Signage for ATEP	\$1,500.00
P10-00591	XEROX CORPORATION	XEROX COPIER MAINTENANCE/USAGE	\$2,000.00
P10-00592	RENAISSANCE LEARNING, INC.	KEYBOARD	\$227.69
P10-00593	SEHI PROCOMP COMPUTER PRODUCTS	PRINTER FOR NEW DEAN, DR. DONNA	\$268.18
P10-00594	PRINCIPAL FINANCIAL GROUP	Life Insurance Benefitis 2009/2010 FY	\$109,166.82
P10-00595	UNUM LIFE INSURANCE COMPANY	UNUM LTC FY 2009/10	\$89,585.50
P10-00596	BARCLAYS LAW PUBLISHERS	Barclays Official California Code	\$146.00
P10-00597	SEHI PROCOMP COMPUTER PRODUCTS	Toner for HP P2055DN Printers	\$625.97
P10-00598	DS WATERS OF AMERICA, INC.	DRINKING WATER FOR ATEP	\$600.00
P10-00599	SO CAL GAS CO.	NATURAL GAS	\$1,000.00
P10-00600	MISSION PRINTING COMPANY	ATEP BROCHURE PRINTING	\$1,020.00
P10-00601	TUFF SHED, INC.	STORAGE BUILDINGS FOR RENOVATED TODDLER	\$0.00
P10-00602	AFFILIATED COMPUTER SERVICES	Affiliated Computer Services (ACS)	\$2,301.00
P10-00603	BEST BUY CO., INC.	PHYSICS SUPPLIES	\$107.28
P10-00604	LAGUNA GRAPHIC ARTS, INC	DIGITAL PRINTING SERVICES	\$1,500.00
P10-00605	MC KESSON GENERAL MEDICAL	McKesson Medical Supplies Order	\$362.14
P10-00606	EXPERIAN	Experian Contract Services	\$924.00
P10-00607	BLUE BOOK OF COLLEGE ATHLETICS	Athletics Directory	\$176.31
P10-00608	BJB ENTERPRISES, INC.	casting supplies for DMP	\$542.24
P10-00609	ACSIG/EDGE	Delta Dental FY 09/10 Fund 01	\$1,582,733.35
P10-00610	ACSIG/EDGE	Delta Dental FY 09/10 Fund 71	\$140,254.65
P10-00611	ACSIG/EDGE	Vision Services FY 09/10 Fund 01	\$531,786.21
P10-00612	ACSIG/EDGE	Vision Services FY 09/10 Fund 07	\$48,800.30
P10-00613	COAST FITNESS REPAIR SHOP	Athletic Equipment Maintenance Contract	\$2,000.00
P10-00614	TRU WEST, INC.	M & W Water Polo Uniform Supplies	\$1,726.26
P10-00615	REGENTS - UC SAN DIEGO	Renew MDTF License	\$800.00
P10-00616	ACTT	CELSA Site License for ESL Local Scoring	\$212.06
P10-00617	OCE'	Maintenance Agreement for fax Machine	\$258.60
P10-00618	MERCK AND CO., INC.	vaccine for students	\$1,833.22
P10-00619	LAUNDRY LOOPS INC.	M/W sports/laundry loops	\$312.50
P10-00620	UNITED FABRICARE SUPPLY, INC.	M/W sports/laundry products	\$520.59
P10-00621	IMPACT PROMOTIONAL PRODUCTS	GAUCHO GEAR POLO'S	\$6,659.03
P10-00622	NAT'L ASSN OF COLL & EMPLOYEES	Instit. Membership NACE 09-10	\$400.00
P10-00623	CAPT	MBTI-Scoring Costs, As Needed	\$2,500.00
P10-00624	XEROX CORPORATION	SERVICE AGREEMENT FOR COPIER	\$661.09
P10-00625	SEHI PROCOMP COMPUTER PRODUCTS	Xerox Phaser 7750DN Color-supplies	\$1,236.01
P10-00626	ZBATTERY.COM, INC.	64 UPS BATTERIES	\$1,086.46
P10-00627	HOME DEPOT	RapidTech - Open PO w/ Home Depot	\$5,000.00
P10-00628	SEHI PROCOMP COMPUTER PRODUCTS	ink needed for copy machines	\$1,134.37
P10-00629	AMER. METEOROLOGICAL SOCIETY	Annual License Renewal for Geology 7	\$249.00
P10-00630	SCANTRON CORPORATION	Software Maintenance Agreement Renewal	\$97.00
P10-00631	BROWN, MIKE GRANDSTANDS	Baseball Bleacher Seating	\$6,000.00
P10-00632	USA DATA, INC.	Mailing list for theatre arts brochure	\$1,000.00
P10-00633	TUFF SHED, INC.	STORAGE BUILDINGS FOR RENOVATED TODDLER	\$4,541.40
P10-00634	HAWK LABELING SYSTEMS	BIOLOGY SUPPLIES	\$721.32
P10-00635	KONICA MINOLTA BUSINESS SOLUT.	Annual Maintenance: EOPS Copier	\$613.88
P10-00636	HARDY DIAGNOSTICS	MICROBIOLOGY SUPPLIES	\$5,002.99
P10-00637	GEOPRIME MINERALS	PHYSICAL SCIENCE SUPPLIES	\$1,794.34
P10-00638	SO CAL EDISON CO	Annual: License Fee	\$784.00
P10-00639	TBC CONTRACTORS CORPORATION	SSC CAFE FLOOR, A&R SPACE RENO & HS-206	\$332,000.00
P10-00640	A-1 AWARDS	Awards for Staff Members	\$407.07
P10-00641	JOHNSTONE SUPPLY	HVACR SUPPLIES	\$2,000.00
P10-00642	REFRIGERATION SUPPLIES DIST.	HVACR SUPPLIES	\$2,000.00
P10-00643	SARS SOFTWARE PRODUCTS, INC.	Software Support	\$6,488.88

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00644	MESA GOLF CARTS	electric cart maintenance	\$1,000.00
P10-00645	DELTA PRINTING SOLUTIONS, INC.	2009-2010 IVC Catalog Printing	\$11,500.00
P10-00646	QUICK CAPTION, INC.	Real Time Captioning Services	\$17,500.00
P10-00647	UNIV. HIGH SCHOOL	University HS Football Program ad.	\$250.00
P10-00648	LINKS SIGN LANGUAGE INTERPRETI	Provide Interpreting Services	\$25,000.00
P10-00649	B & H PHOTO	Manfrotto multiclips	\$72.56
P10-00650	SCANTRON CORPORATION	SCANTRONS FOR TESTING	\$1,945.09
P10-00651	COMPUTERLAND CORPORATE OFFICE	LICENSE FOR SOFTWARE	\$88.00
P10-00652	SIMPLYPLANTERS.COM	PLANTER BOXES FOR RENOVATED TODDLER YARD	\$1,252.85
P10-00653	ONE DAY PAINT & AUTO BODY	Paint Vehicle	\$1,917.10
P10-00654	SCHOOLS EXCESS LIABILITY FUND	2009/2010 Excess Liability Coverage	\$57,738.87
P10-00655	KEENAN & ASSOCIATES	D&O w/ OPEB Liability	\$38,800.00
P10-00656	PSI-PAYPHONE STATIONS, INNOV.	Pay phones/annual maintenance	\$6,240.00
P10-00657	PSI-PAYPHONE STATIONS, INNOV.	PAYPHONE STATION, INNOVATION (PSI)	\$7,020.00
P10-00658	KIEFER SPECIALTY FLOORING, INC	RUNWAY COVERINGS	\$3,304.40
P10-00659	LAB SAFETY SUPPLY CO.	BIOLOGY SUPPLIES	\$114.70
P10-00660	HEDMAN, F & E	Annual Maintenance:Check Signer	\$450.00
P10-00661	PEAK TECHNOLOGIES, INC.	Annual Maintenance:Sealer	\$1,716.00
P10-00662	XEROX CORPORATION	Annual Maintenance: Copier	\$600.00
P10-00663	LEONARD, A. M., INC.	PAINT FOR BASEBALL COACH	\$448.27
P10-00664	THE TOOL MAN	GEOLOGY SUPPLIES	\$1,087.50
P10-00665	CCCCO	Reporting Subscription Agreement	\$7,800.00
P10-00666	MISSION AUTO EQUIP & LIFTS	AUTOMOTIVE EQUIPMENT	\$4,711.63
P10-00667	JACK RUBIN & SONS ENTERTAINMEN	THEATRE SUPPLIES	\$74.44
P10-00668	CA STAGE & LIGHTING	THEATRE EQUIPMENT	\$283.96
P10-00669	BUDDY'S ALL STARS INC.	Volleyball 09/uniforms & equip	\$1,719.86
P10-00670	P & R PAPER SUPPLY COMPANY	M/W laundry supplies	\$1,158.84
P10-00671	ZEP MANUFACTURING	Men's laundry supplies	\$506.44
P10-00672	U.S. POSTMASTER	Mailing to graduating Seniors	\$1,120.00
P10-00673	TAUBENPOST, INC	Mailing to Graduating Seniors	\$1,841.00
P10-00674	ABC ICE HOUSE	INSTRUCTIONAL SUPPLIES	\$100.00
P10-00675	AIRGAS WEST	INSTRUCTIONAL SUPPLIES	\$300.00
P10-00676	DE NAULT'S TRUE VALUE HARDWARE	SUPPLIES	\$540.00
P10-00677	SHEYBANI, SARA LEILA	INSTRUCTIONAL SUPPLIES	\$250.00
P10-00678	DEPT OF GENERAL SERVICES	DGS Procurement Fees	\$275.37
P10-00679	JOURNAL OF CHEMICAL EDUCATION	Subscription renewal-Journal of Chemical	\$165.00
P10-00680	SOUTHWEST SCHOOL/OFFICE SUPPLY	JANITORIAL SUPPLIES	\$176.18
P10-00681	FINNEY COMPANY, INC.	JANITORIAL SUPPLIES	\$310.31
P10-00682	ZIMBRA, INC.	Student Email System Replacement	\$50,274.00
P10-00683	PRINCIPAL FINANCIAL GROUP	Long-Term Disability Benefits for 2009-2	\$119,142.34
P10-00684	ARBOR SCIENTIFIC	PHYSICS SUPPLIES	\$105.42
P10-00685	MC MASTER CARR SUPPLY COMPANY	ASTRO/PHYSICS SUPPLIES	\$283.97
P10-00686	HEARLIHY & COMPANY	DRAFTING RULE PARTS	\$134.91
P10-00687	AMER. SCIENCE & SURPLUS	PHYSICS INSTRUCTIONAL SUPPLIES	\$105.22
P10-00688	DIGICERT, INC.	DIGICERT SSL WILDCARD PLUS CERTIFICATE	\$1,185.00
P10-00689	SAFEGUARD BUSINESS SYSTEMS	FILING SUPPLIES	\$66.23
P10-00690	SOURCE GRAPHICS	SERVICE CONTRACT FOR KIP 3000 PRINTER	\$1,458.00
P10-00691	OCE'	OCE FAX MAINTENANCE AGREEMENT	\$400.00
P10-00692	OCE'	OCE FAX MAINTENANCE AGREEMENT	\$280.00
P10-00693	COMPUTERLAND CORPORATE OFFICE	Acrobat Pro 9 License	\$66.34
P10-00694	PACIFIC EARTH RESOURCES	SOD FOR EAST PRACTICE FIELD	\$5,709.38
P10-00695	SNAP-ON TOOLS CORP.	TOOLS	\$495.01
P10-00696	VIDEO SERVICE OF AMERICA	Mini DV Tape for student use	\$314.02
P10-00697	LIFETIME MEMORY PRODUCTS, INC.	FLASH DRIVES FOR SBS	\$112.66
P10-00698	PURETEC	EQUIPMENT MAINTENANCE & SUPPLIES	\$5,000.00

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Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00699	DEPT OF GENERAL SERVICES	DGS FEES	\$85.66
P10-00700	PROFORCE LAW ENFORCEMENT	Medical Kits	\$534.07
P10-00701	BARCLAYS LAW PUBLISHERS	Library law subscription renewal per Tom	\$283.00
P10-00702	ROBERT BROOKE & ASSOCIATES	Parts for Lockers	\$152.97
P10-00703	FINNEY COMPANY, INC.	JANITORIAL SUPPLIES	\$930.93
P10-00704	DELL MARKETING	COMPUTERS FOR ADMINISTRATIVE STAFF	\$9,266.37
P10-00705	U.S. POSTMASTER	Payment for Mailing Catalogs	\$275.00
P10-00706	WATERLINE TECHNOLOGIES	POOL ANNUAL	\$99.13
P10-00707	HORIZON	GROUNDS SUPPLIES	\$3,000.00
P10-00708	KONICA MINOLTA BUSINESS SOLUT.	Annual Maintenance: Copier	\$750.00
P10-00709	SO COAST FIRE PROTECTION	Annual Maintenance: Hazardous Storage Fa	\$450.00
P10-00710	XEROX CORPORATION	XEROX COPIER/PRINTER/FAX	\$14,735.04
P10-00711	GALLADE CHEMICAL, INC.	POOL SUPPLIES	\$679.31
P10-00712	IRVINE RANCH WATER DIST.	WATER SERVICE	\$5,000.00
P10-00713	NO CAL EDISON CO	ELECTRIC SERVICE ATEP	\$40,000.00
P10-00714	NU AGE DEVELOPMENT, INC.	REPLACE DEFECTIVE DOOR UNIT	\$1,237.00
P10-00715	VWR INTERNATIONAL, INC.	GLOVE DISPENSER	\$117.53
P10-00716	A-S MEDICATION SOLUTIONS, LLC	Rx meds	\$595.03
P10-00717	HOME DEPOT	SUPPLIES	\$1,000.00
P10-00718	ORCHARD SUPPLY HARDWARE	SUPPLIES	\$1,000.00
P10-00719	COLLEGE SOURCE, INC.	College Source Subscription Renewal	\$856.00
P10-00720	FLOORTECH GROUP	REMOVE AND DISPOSE OF CARPETING	\$2,153.00
P10-00721	EWING IRRIGATION PRODUCTS	Blanket P.O. for supplies	\$1,500.00
P10-00722	HOME DEPOT	BLANKET PURCHASE ORDER FOR SUPPLIES	\$1,000.00
P10-00723	COMMUNITY COLLEGE LEAGUE OF CA	CCLC POLICY & PROCEDURE SERVICE	\$1,500.00
P10-00724	LAMAR SPACE INC.	TRAILER RENTAL FOR INSPECTOR OF RECORD	\$1,030.00
P10-00725	REALVOLLEYBALL.COM	VOLLEYBALL ORDER	\$6,871.98
P10-00726	BUDDY'S ALL STARS INC.	W Soccer Equipment 09	\$1,832.41
P10-00727	HOME DEPOT	Blanket PO for Athletic Dept. Supplies	\$3,500.00
P10-00728	BARGER, THOMAS	Football Filming Services	\$1,600.00
P10-00729	JOHNSTONE SUPPLY	OPEN PURCHASE ORDER FOR PARTS	\$1,500.00
P10-00730	WALTERS WHOLESALE ELECTRIC	OPEN PURCHASE ORDER FOR PARTS AND SUPPLI	\$2,500.00
P10-00731	FRENCH, SAMUEL INC.	Instructional Supplies	\$200.00
P10-00732	BUDDY'S ALL STARS INC.	W Warmups/fill-in and new	\$1,671.25
P10-00733	ANSALDO, WARREN	INSTRUCTIONAL SUPPLIES	\$150.00
P10-00734	MICHAEL WOLF INTERIORS INC.	AGB WINDOW BLINDS	\$7,537.56
P10-00735	SAFEWAY, INC.	Student Supplies	\$5,000.00
P10-00736	D4 SOLUTIONS, INC.	HS/A&R/VILLAGE CABLE SYSTEM	\$4,264.76
P10-00737	ASI SIGN SYSTEMS, INC.	AGB SIGNS	\$4,407.12
P10-00738	GOLF VENTURES WEST	GROUNDS EQUIPMENT	\$814.54
P10-00739	BOB PARRETT CONSTRUCTION, INC.	REMOVING WALLCOVERING IN SSC 2ND FLOOR	\$1,360.00
P10-00740	DAART ENGINEERING CO., INC.	FIRE PUMP REPAIR	\$476.00
P10-00741	ECONOMIC ALTERNATIVES, INC.	Annual Maintenance: Water Treatment	\$4,300.00
P10-00742	SO COAST FIRE PROTECTION	Annual Maintenance: Fire Extinguishers	\$1,500.00
P10-00743	SAMY'S CAMERA	Kimwipes	\$114.19
P10-00744	ALLSANDBOXES.COM	SANDBOXES FOR OUTDOOR PLAYGROUNDS	\$.00
P10-00745	BORDERS & BOOKS	DVD's for German Classes/P.Friede	\$84.17
P10-00746	NAT'L ASSN OF PARLIAMENTARIANS	Roberts Rules of Order	\$43.80
P10-00747	KIRK XPEDX	White paper	\$47,560.83
P10-00748	USI	Laminating Materials	\$763.83
P10-00749	ENVIRON	ATEP Project	\$25,000.00
P10-00750	MC KENNA LONG & ALDRIDGE	ATEP Project	\$20,000.00
P10-00751	VIDEO SERVICE OF AMERICA	DVCam Tapes for BOT meetings	\$400.11
P10-00752	SOUTHERN COUNTIES OIL CO.	BLANKET PURCHASE ORDER FOR DIESEL FUEL	\$2,000.00
P10-00753	NUESOFT TECHNOLOGIES, INC.	Software equipment for Health Ctr.	\$4,000.00

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PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00754	SEHI PROCOMP COMPUTER PRODUCTS	PRINTER FOR MLT PROGRAM	\$268.18
P10-00755	TROXELL COMMUNICATIONS, INC.	REPLACEMENT LAMPS FOR PROJECTOR	\$836.29
P10-00756	KEENAN & ASSOCIATES	Keenan Agreement 7/01/09-7/01/10	\$3,500.00
P10-00757	OTHER WORLD COMPUTING	Extra Hard Drive	\$168.34
P10-00758	CARQUEST AUTO PARTS	BLANKET PURCHASE ORDER FOR AUTO SUPPLIES	\$1,000.00
P10-00759	ALL AMERICAN INSPECTION	VILLAGE EXPANSION INSPECTION	\$6,650.00
P10-00760	COAST LEARNING SYSTEMS	Summer 09 per student enrollment fee	\$1,640.00
P10-00761	SPSS, INC.	SPSS SmartViewer Web Server Renewal	\$688.88
P10-00762	RP GROUP	\$350 for Membership Renewal to the RP Gr	\$350.00
P10-00763	RICOH AMERICAS CORPORATION	MAILROOM MAINTENANCE AGREEMENT	\$350.00
P10-00764	RICOH AMERICAS CORPORATION	MAINTENANCE FOR MPI600SPF COPIER IVC WARE	\$550.00
P10-00765	KIRK XPEDX	Paper to make copies	\$383.74
P10-00766	WELLS FARGO #3317 (DISTRICT)	TABLE FOR OUTDOOR PLAYYARD	\$189.68
P10-00767	MC CALL'S PATTERN CO.	Student Supplies	\$56.82
P10-00768	MC CALL'S PATTERN CO.	Student Supplies	\$30.99
P10-00769	MILLENNIUM BUSINESS SERVICES	Business Cards	\$50.03
P10-00770	OC PRINTING CO.	ASSIST POSTCARDS	\$423.04
P10-00771	FISHER SCIENTIFIC	PHLEBOTOMY SUPPLIES	\$1,137.41
P10-00772	IAPMO	Instructional supplies	\$559.65
P10-00773	MOORE MEDICAL CORP.	Over the counter meds	\$70.32
P10-00774	PETE'S ROAD SERVICE	WAREHOUSE SUPPLIES	\$119.25
P10-00775	CHARNSTROM W.A. CO.	MAILBAGS	\$1,245.01
P10-00776	STAR SILK AND WOOLEN CO.	laundry cart for W sports	\$230.66
P10-00777	MC CALLUM GROUP, INC.	Consultation for strategic planning	\$15,000.00
P10-00778	SCANTRON CORPORATION	Dept. Supplies	\$148.70
P10-00779	CHEFS' TOYS	FOOD/NUTRITION SUPPLIES	\$80.06
P10-00780	CDW COMPUTER CENTERS	Blackberry Software/Licensing	\$2,075.00
P10-00781	MAQUINSAL SEWING MACHINE CO.	FASHION EQUIPMENT	\$548.81
P10-00782	BLIND FACTORY	Purchase of Blinds for A400 Project	\$965.00
P10-00783	AT&T	TELEPHONE SERVICES	\$250.00
P10-00784	KNORR SYSTEMS, INC.	POOL ANNUAL SUPPLIES	\$26,302.36
P10-00785	EXCELSIOR ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SERVICE	\$9,750.00
P10-00786	ORKIN EXTERMINATING	ANNUAL MAINTENANCE: Bug Control	\$11,000.00
P10-00787	VEOLIA ES TECHNICAL SOLUTIONS,	Annual Maintenance: Waste Removal	\$20,000.00
P10-00788	AT&T	Annual Telephone Service	\$50,000.00
P10-00789	CA ENERGY COMMISSION	Energy Conservation	\$197,274.88
P10-00790	DS WATERS OF AMERICA, INC.	Annual Water Service	\$6,950.00
P10-00791	MUNICIPAL FINANCE CORP.	Viron mechanical retrofit and energy mgt	\$213,762.45
P10-00792	TUSTIN RANCH GOLF CLUB	SOCCCD District Leadership Team Retreat	\$9,700.00
P10-00793	SO CAL EDISON CO	Annual Electric Service	\$1,000,000.00
P10-00794	MOBILE MODULAR MGMT. CORP.	Annual contract: Portable classroom	\$10,983.50
P10-00795	STUDENT INSURANCE CO.	2009/10 ACCIDENT/CATASTROPHIC/STUDENT/AT	\$55,587.00
P10-00796	WELLS FARGO #3317 (DISTRICT)	Reference books	\$410.98
P10-00797	OC PRINTING CO.	WELCOME TO SADDLEBACK BROCHURES	\$1,107.08
P10-00798	JOINT COMMISSION RESOURCES	BOOK FOR DIANE	\$48.01
P10-00799	NEW TOUCH GRAPHICS LLC	Newsletter Printing	\$216.42
P10-00800	DELL MARKETING	Printer Cartridges	\$71.26
P10-00801	STAR THROWER DISTRIBUTION CORP	DVD Purchase	\$1,182.98
P10-00802	COASTLINE ROP	TPP Professional Dev. Workshop	\$20,000.00
P10-00803	HITT MARKING DEVICES, INC.	Stamps for HR	\$208.80
P10-00804	MILLENNIUM BUSINESS SERVICES	Window Envelopes	\$315.38
P10-00805	SCRIP-SAFE SECURITY PRODUCTS	printing of IVC diplomas (reprint)	\$697.50
P10-00806	BANNERSANDSIGNS.NET	Name Plates for New Faculty members	\$81.13
P10-00807	QUEZADA PRO LANDSCAPE, INC.	trimming palms on campus	\$900.00
P10-00808	OXFORD UNIVERSITY PRESS	Library database per Tom Weisrock reques	\$1,200.00

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Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00809	GAYLORD BROTHERS, INC.	Instructional Supplies	\$183.98
P10-00810	CALLAHAN, CARY	AUTOMOTIVE SUPPLIES	\$135.94
P10-00811	DHK PLUMBING & PIPING, INC.	PLUMBING WORK AT CDC	\$8,252.40
P10-00812	COMMITTEE ON ACCREDITATION OF	Annual Accreditation Fee for 2009-2010	\$1,200.00
P10-00813	B & H PHOTO	MEMORY CARD FOR CAMERA	\$13.05
P10-00814	FIETSAM, TINA	MONTHLY WORKSHOP PRESENTER	\$3,600.00
P10-00815	OC PUBLIC LIBRARIES	WORKSHOP PRESENTER	\$120.00
P10-00816	PITNEY-BOWES SUPPLY	MAILING SYSTEM LEASE	\$3,990.00
P10-00817	PITNEY-BOWES SUPPLY	MAILING SYSTEM LEASE	\$4,640.00
P10-00818	FABRIC LAND	Student Supplies for Summer Class	\$250.00
P10-00819	ALL TECH SERVICE	OPEN PO FOR AUDIO VISUAL EQUIPMENT REPAI	\$3,000.00
P10-00820	COMMERCIAL INTERIOR RESOURCES	REPLACE LIBRARY CARPETING	\$210,488.00
P10-00821	THE AIR LINE	POOL ANNUAL SUPPLIES	\$1,121.19
P10-00822	DISCOUNT SCHOOL SUPPLY	LEARNING MATERIALS FOR CDC TODDLER ROOM	\$3,901.91
P10-00823	AMER. 3B SCIENTIFIC	PHYSICS SUPPLIES	\$274.05
P10-00824	BECKMAN HIGH SCHOOL	2009-2010 Calendar Advertisement	\$150.00
P10-00825	PRECISION FLOOR COVERING	REPLACE FLOOR COVERING IN B106	\$7,599.00
P10-00826	DEMCO INC.	Purchase instructional supplies.	\$62.94
P10-00827	ENTERPRISE RENT-A-CAR	OPEN P.O. FOR VEHICLE RENTAL	\$6,000.00
P10-00828	LIBRARY ADVANTAGE	Purchase instructional supplies.	\$282.75
P10-00829	PAYAM-E-ASHENA	Advertising for 2009/2010	\$2,400.00
P10-00830	OCPC MAGAZINE	Advertising for 2009/2010	\$7,500.00
P10-00831	TUSTIN HIGH SCHOOL	Advertising for Tustin HS Football Progr	\$200.00
P10-00832	DUNN-EDWARDS CORPORATION	ATHLETIC FIELD PAINTS	\$5,132.13
P10-00833	REPUBLIC UNIFORM SALES	SUPPLIES - SHIRTS	\$931.16
P10-00834	WOODBIDGE HIGH SCHOOL	Advertising in Woodbridge HS Football Pr	\$400.00
P10-00835	EIGER SPORTS WEAR	MEN'S SOCCER ORDER	\$3,375.60
P10-00836	TRANE COMPANY SOUTHERN CALIF	OPEN PURCHASE ORDER FOR PARTS AND SUPPLI	\$700.00
P10-00837	FOSTER CARE AUXILIARY OF OC	C.R.I.S. SOFTWARE TRAINER	\$720.00
P10-00838	KNORR SYSTEMS, INC.	POOL SUPPLIES	\$6,450.70
P10-00839	TRIPPNT.COM	MICROBIOLOGY SUPPLIES	\$411.66
P10-00840	FOOTHILL HIGH SCHOOL	Advertising for Foothill HS Football Pro	\$300.00
P10-00841	US MARKERBOARD	TO FURNISH A404 (NEW LAB)	\$9,352.72
P10-00842	WELLS FARGO #3317 (DISTRICT)	TABLE FOR OUTDOOR PLAYYARD	\$211.13
P10-00843	REGENTS OF UNIV OF CAL IRVINE	Anatomical Specimens for Paramedic Stude	\$1,530.00
P10-00844	SPI SUPPLIES	MICROBIOLOGY SUPPLIES	\$156.05
P10-00845	THE FILTER CONNECTION LLC	MICROBIOLOGY SUPPLIES	\$304.50
P10-00846	VOIGT GLOBAL DISTRIBUTION INC.	MICROBIOLOGY SUPPLIES	\$321.11
P10-00847	CYNMAR CORPORATION	MICROBIOLOGY SUPPLIES	\$844.70
P10-00848	IMAGE PRINTING SOLUTIONS	Parking Citations	\$3,229.88
P10-00849	SIERRA SOIL PRODUCTS	FINE ARTS LANDSCAPE WORK	\$2,724.19
P10-00850	FOSTER CARE AUXILIARY OF OC	WORKSHOP PRESENTER	\$720.00
P10-00851	MILLER, SALLIE	WORKSHOP PRESENTER	\$900.00
P10-00852	VERIZON	VERIZON Wireless Aircards/PDA Service	\$6,300.00
P10-00853	CDW COMPUTER CENTERS	FEE BASE SUPPLIES-KARA PATTERSON	\$882.04
P10-00854	STOVER SEED COMPANY	GROUNDS SUPPLIES - GRASS SEED	\$2,066.25
P10-00855	DELL MARKETING	INK CARTRIDGES FOR DELL PRINTER	\$280.58
P10-00856	UNISOURCE CORPORATION	CUSTODIAL SUPPLIES	\$513.52
P10-00857	SECURITAS SECURITY SVCS, USA	SECURITY SERVICES	\$35,000.00
P10-00858	XAP CORPORATION	CCCApply Renewal for Saddleback and IVC	\$11,038.00
P10-00859	MELISSA DATA CORPORATION	Software Renewal-Data Quality COM Object	\$5,985.38
P10-00860	DECKER, INC.	BUILDING SUPPLIES	\$811.97
P10-00861	LAB SAFETY SUPPLY CO.	GROUNDS SUPPLIES	\$809.60
P10-00862	DEXON COMPUTER, INC.	Wan Link and Disaster Recovery	\$723.75
P10-00863	SADDLEBACK VALLEY U.S.D.	CTE COLLABORATIVE AND SVUSD AGREEMENT	\$4,995.00

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Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00864	DLT SOLUTIONS	Student Messaging Project	\$1,035.13
P10-00865	SYSCO LOS ANGELES	Student Supplies	\$5,000.00
P10-00866	COMPUTERLAND CORPORATE OFFICE	SQL SERVER 2008 LICENSE/MEDIA	\$228.63
P10-00867	OC FIRE AUTHORITY	FIRE FALSE ALARM RESPONSE	\$100.00
P10-00868	H2 ENVIRONMENTAL CONSULTING	PE-100 LOCKER ROOM MICROBIAL ASSESSMENT	\$675.00
P10-00869	H2 ENVIRONMENTAL CONSULTING	WAREHOUSE S&R - PRELIMINARY MICROBIAL AS	\$725.00
P10-00870	NAT'L GEOGRAPHIC SOCIETY	DVD's for classroom use	\$82.97
P10-00871	CHEVRON	2009/10 Use of Gasoline by Various Depar	\$6,530.72
P10-00872	FAIRCHILD BOOKS & VISUALS	Dept. Resource	\$80.55
P10-00873	BUDDY'S ALL STARS INC.	W. Golf '09 supplies	\$1,411.34
P10-00874	CAPISTRANO UNIFIED SCHOOL DIST	TEACHER PREP PIPELINE GRANT AND CUSD	\$2,954.05
P10-00875	HSACCC	INSTITUTIONAL MEMBERSHIP DUES HSACC	\$150.00
P10-00876	PENN CORP. RELOCATION SVCS INC	Comm. Arts Classroom Move to Vil.#5	\$1,976.23
P10-00877	SEHI PROCOMP COMPUTER PRODUCTS	Maintenance Kit for HPLJ4250 dtn	\$269.45
P10-00878	KATHCO PRODUCTS	PLUMBING/GROUNDS SUPPLIES	\$2,717.88
P10-00879	GEORGE T. HALL, INC.	HVAC ANNUAL SUPPLIES	\$666.45
P10-00880	MYERS, W. CO.	HVAC ANNUAL SUPPLIES	\$62.46
P10-00881	REFRIGERATION SUPPLIES DIST.	HVAC ANNUAL	\$4,270.72
P10-00882	CONSUMERS PIPE & SUPPLY CO.	HVAC ANNUAL	\$528.43
P10-00883	SORIANO ELECTRIC	wiring for computer lab move	\$15,000.00
P10-00884	MIRAMAR WHOLESALE NURSERIES	GROUND COVER FOR FINE ART WALKWAY	\$6,465.27
P10-00885	HARLAND TECHNOLOGY SERVICES	Harland Maintenance Agreement for Clarit	\$11,796.00
P10-00886	CRAFCO, INC.	ASPHALT SEALER	\$168.11
P10-00887	QUICK SORT LOS ANGELES	Postage costs	\$25,000.00
P10-00888	CLARK SECURITY PRODUCTS	LOCKS FOR REKEY PROJECT	\$2,639.36
P10-00889	MICHAEL WOLF INTERIORS INC.	WINDOW SHADES FOR VIL 2-10	\$13,307.39
P10-00890	INGARDIA BROTHERS PRODUCE, INC	Student Supplies	\$10,000.00
P10-00891	R2A ARCHITECTURE	DESIGN SERVICE FOR ART BUILDING WINDOW S	\$80,983.00
P10-00892	BROWN, MIKE GRANDSTANDS	Football Stadium Bleacher Rental	\$15,400.00
P10-00893	DELL MARKETING	dell 3000cn Toner Cartridges	\$440.05
P10-00894	GALLUP PRESS BOOKS	CLASSIFIED SENATE STRENGTHQUEST	\$350.18
P10-00895	SADDLEBACK VALLEY U.S.D.	CTE COLLABORATIVE AND SVUSD	\$9,181.00
P10-00896	IRVINE UNIFIED SCHOOL DISTRICT	CTE COLLABORATIVE AND IVUSD AGREEMENT	\$11,000.00
P10-00897	EBSCO SUBSCRIPTION SERVICE	Pay for subscription renewal.	\$31.17
P10-00898	MARK IV PRINT COMMUNICATIONS	Install Data Lines-B363 and B354	\$1,661.00
P10-00899	SMARDAN SUPPLY - EL MONTE	PE-100 MEN'S COACHES SHOWERS	\$.00
P10-00900	AT&T	DATA LINES AT ATEP	\$550.00
P10-00901	WARE DISPOSAL CO., INC.	TRASH REMOVAL SERVICES	\$3,000.00
P10-00902	JOHNSTONE SUPPLY	HVAC ANNUAL	\$297.75
P10-00903	AMER. AIR FILTER INT'L (AAF)	HVAC ANNUAL	\$240.90
P10-00904	WACO FILTERS	HVAC ANNUAL	\$380.29
P10-00905	KOCH FILTER CORPORATION	HVAC ANNUAL	\$4,286.14
P10-00906	W. W. GRAINGER INC.	HVAC ANNUAL	\$809.18
P10-00907	XEROX CORPORATION	XEROX-Maintenance Agreement WP7232P	\$650.52
P10-00908	SEHI PROCOMP COMPUTER PRODUCTS	Toner for copiers	\$861.73
P10-00909	XEROX CORPORATION	Multifunction copier in Health Center	\$2,804.61
P10-00910	L.A. TIMES	LA TIMES SUBSCRIPTION	\$250.00
P10-00911	AURORA ENTERPRISES	Anti-Spam/Anti-Virus Annual Maintenance	\$32,499.25
P10-00912	IRVINE PIPE & SUPPLY	Maintenance Materials	\$500.00
P10-00913	WHITE CAP INDUSTRIES	MAINTENANCE SUPPLIES	\$1,000.00
P10-00914	W. W. GRAINGER INC.	BUILDING MAINTENANCE SUPPLIES	\$1,000.00
P10-00915	AMBIRON TRUST WAVE*****	PCI Compliance Validation Services Renew	\$8,100.00
P10-00916	AMER. SCIENCE & SURPLUS	PHYSICS SUPPLIES	\$77.87
P10-00917	BUDDY'S ALL STARS INC.	Soccer fill-ins	\$427.38
P10-00918	GEOPRIME MINERALS	Rocks/minerals for student kits	\$2,955.75

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Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00919	METALLIFEROUS	ART SUPPLIES	\$584.26
P10-00920	RED STONE, INC	PROVIDE IOR SERVICES COMM.ARTS	\$69,120.00
P10-00921	RIO GRANDE ALBUQUERQUE	ART SUPPLIES	\$518.61
P10-00922	MC MASTER CARR SUPPLY COMPANY	ASTRO SUPPLIES	\$74.26
P10-00923	CA DEPT OF TOXIC SUBSTANCE	CA ENVIRONMENTAL PROTECTION AGENCY	\$322.00
P10-00924	SOCCCD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$32.00
P10-00925	SOURCE GRAPHICS	BSTC - Plotter	\$20,071.26
P10-00926	UNISOURCE CORPORATION	COLOR PAPER	\$1,592.10
P10-00927	FREESTYLE PHOTOGRAPHIC SUPPLIE	Camera caps	\$62.81
P10-00928	WEBEX COMMUNICATIONS, INC.	Online Meeting Program Software	\$6,900.00
P10-00929	OC FARM SUPPLY	BLANKET P.O. FOR SUPPLIES	\$500.00
P10-00930	TURF TIRE DISTRIBUTORS	OPEN P.O. FOR PARTS	\$1,000.00
P10-00931	JUNIOR'S GOLF CARTS, INC.	OPEN P.O. FOR SUPPLIES	\$600.00
P10-00932	PARKWAY LAWNMOWER SHOP	OPEN PURCHASE ORDER FOR PARTS	\$1,500.00
P10-00933	ALLIED REFRIGERATION, INC.	BLANKET PURCHASE ORDER FOR PARTS	\$400.00
P10-00934	REFRIGERATION SUPPLIES DIST.	OPEN PURCHASE ORDER FOR PARTS AND SUPPLI	\$700.00
P10-00935	AAA ELECTRIC MOTOR SALES	BLANKET P.O. FOR SUPPLIES	\$400.00
P10-00936	IRVINE PIPE & SUPPLY	BLANKET PURCHASE ORDER FOR PARTS AND SUP	\$2,000.00
P10-00937	DUNN-EDWARDS CORPORATION	BLANKET PURCHASE ORDER FOR SUPPLIES	\$1,500.00
P10-00938	MC FADDEN-DALE INDUSTRIAL	BLANKET PURCHASE ORDER FOR PARTS	\$500.00
P10-00939	CONSOLIDATED ELECTRICAL DIST.	BLANKET PURCHASE ORDER FOR SUPPLIES	\$1,000.00
P10-00940	FTS LIGHTING SERVICES	BLANKET P.O. FOR SUPPLIES	\$1,000.00
P10-00941	WARE DISPOSAL CO., INC.	Annual Maintenance: Trash removal	\$26,750.00
P10-00942	HITT MARKING DEVICES, INC.	stamp for Math Tutorial Center	\$19.14
P10-00943	MILLENNIUM BUSINESS SERVICES	PRINTING: ADVISEMENT SHEETS 09-10	\$712.31
P10-00944	CAAHEP	Institutional Fee for 2009-2010	\$450.00
P10-00945	MC KESSON GENERAL MEDICAL	SUPPLIES FOR NURSING	\$861.03
P10-00946	TROKELL COMMUNICATIONS, INC.	INSTALLATION OF A/V EQUIPMENT	\$5,085.05
P10-00947	CABLES PLUS	CAT5E NETWORK PATCH CABLES	\$213.41
P10-00948	PANASONIC	Cameras for High Schools	\$25,878.13
P10-00949	CACCRAO	2009-2010 CACCRAO Annual Membership Dues	\$200.00
P10-00950	W. W. GRAINGER INC.	PHYSICS SUPPLIES	\$45.50
P10-00951	COLLEGE BOARD	PowerFAIDS & Net Partner	\$20,058.96
P10-00952	NAEYC	NAEYC MEMBERSHIP	\$19.00
P10-00953	PIP PRINTING	Printing Ventura Work packet	\$973.15
P10-00954	GALE GROUP	Gale - Blue Book 36th Ed.	\$382.80
P10-00955	DEPT OF SOCIAL SERVICES	CAPACITY INCREASE FEE FOR SADDLEBACK CDC	\$25.00
P10-00956	MARKERTEK VIDEO SUPPLY	Gaffer Tape for student use	\$329.34
P10-00957	CLARK SECURITY PRODUCTS	COMPUTER LOCKS	\$244.56
P10-00958	BASTIEN AND ASSOCIATES	ATEP Project	\$50,000.00
P10-00959	AMAZON.COM	Neat receipts for Mac scanner	\$221.58
P10-00960	ABDOU, MARC	REIMBURSEMENT FOR SPEAKER	\$300.00
P10-00961	PERALTA, HALEY	REIMBURSEMENT FOR SPEAKER	\$300.00
P10-00962	MEACHAM, BROOKE	REIMBURSEMENT FOR SPEAKER	\$300.00
P10-00963	FENNELL, WILLIAM JOSEPH	REIMBURSEMENT FOR SPEAKER	\$300.00
P10-00964	LACROIX, KIMBERLY	REIMBURSEMENT FOR SPEAKER	\$300.00
P10-00965	XEROX CORPORATION	MAINTENANCE AGREEMENT FOR XEROX	\$439.92
P10-00966	BOWER, KARYN PERUGINI	REIMBURSEMENT FOR SPEAKER	\$300.00
P10-00967	OC MATTRESS	EGYPT GRANT STUDENT MATTRESSES	\$3,383.00
P10-00968	CAMDEN CROWN VALLEY APARTMENTS	EGYPT COMMUNITY COLLEGE INITIATIVE GRANT	\$61,360.00
P10-00969	PB AMERICAS, INC.	LABOR COMPLIANCE PROGRAM	\$8,925.00
P10-00970	OC REGISTER	ADVERTISING	\$456.00
P10-00971	COACH AMERICA - LOS ANGELES	Charter Bus Services	\$30,000.00
P10-00972	LIBRARY OF SOCIAL SCIENCE	Library book per Tom Weisrock request	\$47.95
P10-00973	HYDRO-SCAPE PRODUCTS, INC.	GROUNDS SUPPLIES	\$4,241.25

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Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-00974	CHEMSEARCH	JANITORIAL SUPPLIES	\$580.20
P10-00975	W. W. GRAINGER INC.	EXHAUST FAN FOR PE-100	\$2,287.34
P10-00976	EDGEWOOD PRESS, INC.	TRANSFER CTR-PRESENTATION FOLDERS	\$1,859.63
P10-00977	ISLAND PROMOTIONAL PRODUCTS	EGYPT GRANT BACKPACKS FOR STUDENTS	\$704.06
P10-00978	JAMES PUBLISHING, INC.	Resource Guide	\$10.00
P10-00979	KAPCO LIBRARY PRODUCTS	Purchase book covers.	\$144.15
P10-00980	HITT MARKING DEVICES, INC.	Purchase stamp.	\$19.14
P10-00981	H & H AUTO PARTS WHOLESALE	TRANSPORATION ANNUAL SUPPLIES	\$1,711.16
P10-00982	CLARK SECURITY PRODUCTS	LOCKSMITH ANNUAL SUPPLIES	\$26,268.56
P10-00983	CLARK SECURITY PRODUCTS	BLANKET PURCHASE ORDER FOR PARTS	\$2,000.00
P10-00984	HOME DEPOT	BLANKET PURCHASE ORDER FOR SUPPLIES	\$2,000.00
P10-00985	OC REGISTER	ADVERTISING	\$20,000.00
P10-00986	JAMECO ELECTRONICS	PHYSICS SUPPLIES	\$26.64
P10-00987	SCHLAIFER'S ENAMELING SUPPLY	FEE BASE - MAYLING - FALL 2009	\$427.23
P10-00988	HYDRO ENGINEERING, INC.	Replacement Wand for ECIN washout booth	\$101.27
P10-00989	BARCLAYS LAW PUBLISHERS	Office supplies	\$40.38
P10-00990	LAGUNA NIGUEL CHAMBER OF COMM.	MEMBERSHIP FEE	\$165.00
P10-00991	MOHAMED, AHMED M. H.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-00992	AHMED, ZEINAT E. S.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-00993	BADAWAY, HANAN A. A.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-00994	ALI, WAHEED A. A.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-00995	ALY, KARIM A. A. E.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-00996	ISMAIL, MOHAMMED A. E-D. Z.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-00997	IBRAHIM, OMAR M. S.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-00998	AHAMED, WALEED M. M.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-00999	SAYED, MAHMOUD S. A.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01000	IBRAHIM, AHMED A. E. M.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01001	GABALLA, MOHAMED F. E. Y.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01002	ELHEDENY, AHMED E. E. M. B.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01003	AMIN, AMIR H. H. A.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01004	MANSOUR, AMRO H. A. A. F. A.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01005	NASR, KHALED M. M. A.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01006	AWADIEN, SIDIEE S. M. A.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01007	FREEWAY AUTO SUPPLY	TRANSPORTATION ANNUAL SUPPLIES	\$577.46
P10-01008	CSK AUTO, INC.	TRANSPORTATION ANNUAL SUPPLIES	\$554.19
P10-01009	SOUTHERN COUNTIES OIL CO.	TRANSPORTATION ANNUAL SUPPLIES	\$381.20
P10-01010	PARKHOUSE TIRE, INC.	TRANSPORTATION ANNUAL SUPPLIES	\$1,051.79
P10-01011	PETE'S ROAD SERVICE	TRANSPORTATION ANNUAL SUPPLIES	\$693.77
P10-01012	ALLEN TIRE COMPANY	TRANSPORTATION ANNUAL SUPPLIES	\$570.02
P10-01013	TURF TIRE DISTRIBUTORS	TRANSPORTATION ANNUAL SUPPLIES	\$470.00
P10-01014	PHASE II TIRE	TRANSPORTATION ANNUAL SUPPLIES	\$312.67
P10-01015	TAHA, ALAA S. H.	EGYPT GRANT PER DIEM FOR STUDENTS	\$6,600.00
P10-01016	WEST-LITE SUPPLY CO.	ELECTRICAL ANNUAL SUPPLIES	\$31,388.00
P10-01017	ADAMS-HALL PUBLISHING	College Transfer Guide	\$17.31
P10-01018	PETE'S ROAD SERVICE	TIRES	\$242.75
P10-01019	THE DIXON STORE	MICROBIOLOGY SUPPLIES	\$55.56
P10-01020	MOUSER ELECTRONICS	PHYSICS SUPPLIES	\$216.19
P10-01021	UNIVERSAL SPECIALTIES, INC.	PLUMBING SUPPLIES	\$621.83
P10-01022	SYSTEMS SOURCE, INC.	Equipment for A300 renovation	\$1,697.06
P10-01023	GRAYBAR ELECTRIC CO.	ELECTRICAL ANNUAL SUPPLIES	\$11,432.42
P10-01024	ONE SOURCE DISTRIBUTORS, INC.	ELECTRICAL ANNUAL SUPPLIES	\$11,389.47
P10-01025	W. W. GRAINGER INC.	ELECTRICAL ANNUAL SUPPLIES	\$6,894.73
P10-01026	CONSOLIDATED ELECTRICAL DIST.	ELECTRICAL ANNUAL SUPPLIES	\$3,569.59
P10-01027	WALTERS WHOLESALE ELECTRIC	ELECTRICAL ANNUAL SUPPLIES	\$1,263.66
P10-01028	PARKER LIGHTING	ELECTRICAL ANNUAL SUPPLIES	\$1,038.56

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Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01029	REGENCY LIGHTING	ELECTRICAL ANNUAL SUPPLIES	\$742.55
P10-01030	RAYVERN LIGHTING SUPPLY CO.	ELECTRICAL ANNUAL SUPPLIES	\$501.77
P10-01031	CA COMMERCIAL LIGHTING SUPPLY	ELECTRICAL ANNUAL SUPPLIES	\$431.74
P10-01032	MILLENNIUM BUSINESS SERVICES	BUSINESS CARDS FOR DAVID GATEWOOD	\$50.03
P10-01033	SHELL FLEET CARD SERVICES	2009/10 Gasoline	\$29,064.91
P10-01034	WELLS FARGO #4214 FISCAL-IVC	Bursar's Credit Card Fee	\$45.00
P10-01035	WELLS FARGO #3465 FISCAL-IVC	Bursar's Credit Card Fee	\$45.00
P10-01036	COX COMMUNICATIONS, INC	OPTICAL INTERNET AND TELEPHONE SERVICES	\$48,240.00
P10-01037	TUSTIN LOCK & SAFE	KEYS FOR CHEMISTRY LABS	\$500.00
P10-01038	SIGMA ALDRICH CHEMICAL CO	CHEMICALS TO BE PHONED IN AS NEEDED	\$500.00
P10-01039	SPECTRUM LABORATORY PRODUCTS	CHEMICALS TO BE PHONED IN AS NEEDED	\$500.00
P10-01040	RALPHS GROCERY CO.	TO PURCHASE SUPPLIES FOR GEOLOGY	\$150.00
P10-01041	TINER, TRICIA	INSTRUCTOR	\$600.00
P10-01042	BOB PARRETT CONSTRUCTION, INC.	SSC 211 DOORS & GLASS	\$1,027.00
P10-01043	MAXIMUS	Renewal Services Cost Claiming FY 09/10	\$7,100.00
P10-01044	OC HEALTH CARE AGENCY	HAZARDOUS MATERIALS BILLING - FIRE AUTHO	\$1,104.00
P10-01045	GEO SPECTRA CONSULT. ENG., INC	POOL DECK REPLACEMENT ARCHITECTURAL SERV	\$4,524.00
P10-01046	MAREMONT, ERIN	Erin Long/Guest Artist	\$150.00
P10-01047	HITT MARKING DEVICES, INC.	CUSTOM STAMP FOR GYNECOLOGY CHARTING	\$65.20
P10-01048	QUEST DIAGNOSTICS INC.	PURCHASE LABORATORY TESTING FOR STUDENTS	\$19,000.00
P10-01049	ATI	ATI TESTING	\$17,850.00
P10-01050	MILLENNIUM BUSINESS SERVICES	BUSINESS CARDS	\$50.03
P10-01051	SAN JUAN COMPANY	Transmitter Site Lease	\$10,000.00
P10-01052	LAKE HILLS COMMUNITY CHURCH	FACILITY USAGE FEE	\$2,000.00
P10-01053	LAGUNA COUNTRY METHODIST CHURCH	FACILITY USAGE FEE	\$1,280.00
P10-01054	DIVISION OF THE STATE ARCHITECT	POOL DECK REPLACEMENT DSA PLAN CHECK FEE	\$8,100.00
P10-01055	DHK PLUMBING & PIPING, INC.	PE-600 GAS LEAK REPAIR & VALVE REPLACE	\$6,200.71
P10-01056	QUEZADA PRO LANDSCAPE, INC.	TREE SERVICE AT FINE ARTS	\$1,300.00
P10-01057	KEENAN & ASSOCIATES	Broadcasters Liability Coverage 09/10	\$6,090.00
P10-01058	WELLS FARGO #3317 (DISTRICT)	SANDBOXES OUTDOOR PLAYGROUNDS	\$1,053.07
P10-01059	BROOKSTONE CABINETS	Cabinets for A300 Project	\$9,800.00
P10-01060	KONICA MINOLTA BUSINESS SOLUT.	Annual Maintenance: copier for Fine Arts	\$415.60
P10-01061	BAMWALL CO.	A307 Door System and Hardware	\$7,855.00
P10-01062	C & L REFRIGERATION CORP.	HVAC MAINTENANCE	\$1,900.00
P10-01063	PRECISION FLOOR COVERING	INSTALL CARPET IN A300	\$5,741.24
P10-01064	RECREATION REPUBLIC, INC.	REMOVE AND REPLACE RUBBERIZED PLAYING SU	\$27,013.41
P10-01065	ISA MEDIA, LTD.	payment for ISC Advertising	\$5,940.00
P10-01066	SOUTHWEST PATROL, INC.	SECURITY SERVICES ATEP PROPERTY	\$2,160.00
P10-01067	MC KESSON GENERAL MEDICAL	medical supplies	\$530.38
P10-01068	AMER. ACADEMY OF PROF. CODERS	AMER. ACADEMY OF PROFESSIONAL CODER MEMB	\$120.00
P10-01069	MICROFIBER PRODUCTS ONLINE, INC	Request pointing laser for observational	\$220.45
P10-01070	USA MOBILITY	PAGER RENTAL AND MAINTENANCE CONTRACT	\$1,120.00
P10-01071	XEROX CORPORATION	Annual Maintenance/BSTIC Copier	\$1,621.48
P10-01072	CAPISTRANO UNIFIED SCHOOL DIST	CTE COLLABORATIVE GRANT CUSD AGREEMENT	\$6,582.60
P10-01073	CAPISTRANO UNIFIED SCHOOL DIST	CTE COLLABORATIVE GRANT CUSD AGREEMENT	\$1,539.04
P10-01074	TROXELL COMMUNICATIONS, INC.	Football Filming Equipment	\$715.58
P10-01075	TERMITE TERRY PEST CONTROL	bee removal and eradication as needed	\$2,000.00
P10-01076	HOME DEPOT	TO PURCHASE ASTRONOMY SUPPLIES	\$200.00
P10-01077	HOME DEPOT	TO PURCHASE SUPPLIES FOR GEOLOGY	\$200.00
P10-01078	SADDEBACK GOLF DRIVING RANGE	Men's Golf Team Supplies	\$2,220.43
P10-01079	MARK IV PRINT COMMUNICATIONS	Data runs for new community ed offices	\$1,138.81
P10-01080	ARIAL SOFTWARE, LLC.	EMAIL MARKETING DIRECTOR LICENSE	\$495.00
P10-01081	UNITED INTERIORS	Saddleback operator station	\$5,648.11
P10-01082	HARDER PUBLICATIONS	Faculty Resource	\$68.25
P10-01083	VASQUEZ, LUIS MAURICIO	INSTRUCTOR	\$675.00

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Purchase Order Numbers P10-00479 Through P10-01107

PO #	Vendor Name	Purchase Order Description	Total Cost
P10-01084	SAFELITE AUTO GLASS CORP.	CONTRACT SERVICES	\$176.95
P10-01085	QUINN RENTAL SERVICES	REPAIR PARKING LOT LIGHT FIXTURES	\$1,300.00
P10-01086	COMMUNITY COLLEGE LEAGUE OF CA	CCLC ON ATHLETICS MEMBERSHIPS	\$16,255.00
P10-01087	COMMUNITY COLLEGE LEAGUE OF CA	09/10 CCLC MEMBERSHIP DUES	\$33,022.00
P10-01088	MOBILE MODULAR MGMT. CORP.	LEASED PORTABLES FOR VILLAGE EXPANSION	\$291,257.00
P10-01089	XEROX CORPORATION	Annual Maintenance Xerox copier	\$765.00
P10-01090	DRILLSPOT.COM	PHYSICS SUPPLIES	\$722.91
P10-01091	COVER CONNECTION	GLOVES - PHOTO SUPPLIES	\$201.14
P10-01092	TURSI'S SOCCER SUPPLY, INC.	MEN'S SOCCER ORDER	\$7,746.00
P10-01093	WAXIE SANITARY SUPPLY	CARPET EXTRACTOR	\$2,256.03
P10-01094	BLOCK AND COMPANY, INC.	MAIL POUCHES	\$37.54
P10-01095	BUDDY'S ALL STARS INC.	Volleyball Supplies	\$200.53
P10-01096	BACK STAGE/WEST	Annual renewal for print Back Stage West	\$99.00
P10-01097	CHEMSEARCH	HVAC SUPPLIES	\$425.24
P10-01098	SEHI PROCOMP COMPUTER PRODUCTS	HP Ink Cartridge for Printer	\$1,149.67
P10-01099	MC KESSON GENERAL MEDICAL	MEDICAL SUPPLIES	\$83.42
P10-01100	MC KESSON GENERAL MEDICAL	FLU VACCINE FOR 2009-10	\$4,703.44
P10-01101	REALVOLLEYBALL.COM	WOMEN'S VOLLEYBALLS	\$1,026.54
P10-01102	ASSOC LABS	CONTRACT SERVICES - BASEBALL FIELD SOIL	\$700.00
P10-01103	ELLE DECOR	Dept. Resource	\$10.00
P10-01104	HITT MARKING DEVICES, INC.	STAMP FOR CROSS-CULTURAL STUDIES	\$20.39
P10-01105	LIFETIME MEMORY PRODUCTS, INC.	Memory upgrades for Macs	\$722.66
P10-01106	SEHI PROCOMP COMPUTER PRODUCTS	HP PRINTER	\$192.05
P10-01107	A-1 FENCE COMPANY	CONTRACT SERV.-REPAIR TAS GREENHOUSE FEN	\$811.00
			=====
			\$25,064,960.17

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Req. #	Vendor Name	Description	Total Cost
RD10-00274	WEST GROUP	CA ANNO Code.	\$38.07
RD10-00273		Award for Presentor	\$48.88
RD10-00272	EDWARDS, JOHN W.	REIMBURSEMENT	\$84.74
RD10-00271		Reim.Candidate/Ex. Asst VCHR	\$509.20
RD10-00270	TELSON, LISE S.	REIMBURSEMENT FOR MATERIALS EGYPT GRANT	\$81.80
RD10-00269	SC ASSOCIATED STUDENT BODY	EGYPT GRANT ASB CARDS FOR STUDENTS	\$170.00
RD10-00268	U.S. POSTMASTER	Postage for Fine Arts mailing	\$375.00
RD10-00267	GUERRERO, JORGE	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00266	FORSTER, JENNIFER	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00265	LERMAN, CAROL	REIMBURSEMENT FOR CSU CONFERENCE	\$65.00
RD10-00264	LERMAN, CAROL	REIMBURSEMENT FOR CONFERENCE	\$.00
RD10-00263	LERMAN, CAROL	REIMBURSEMENT FOR CSU CONFERENCE	\$.00
RD10-00262	HORTON, JAMES D.	NTTW PARTICIPANT SUPPORT	\$515.90
RD10-00261	BUGAY, DAVID	ACCCA Board Meeting	\$1,000.00
RD10-00253	UNITED RENTALS	GROUPS RENTAL EQUIPMENT FOR FINE ARTS	\$87.36
RD10-00252	HAMILTON, RUSSELL	REIMBURSEMENT-RUSS HAMILTON-CLASSIFIED S	\$.00
RD10-00251	LASER SOURCE	Parts and labor for HP Laserjet Printers	\$116.55
RD10-00250	WELLS FARGO #3465 FISCAL-IVC	Power Boxes for Music	\$100.00
RD10-00249	WELLS FARGO #3465 FISCAL-IVC	Midi Boxes Audio/MIDI for Music	\$1,350.00
RD10-00248	WELLS FARGO #4198 FISCAL-SBC	URGENT PURCHASE OF AVERY LABELS	\$140.00
RD10-00247	JEFFRIES, SANDY	Travel expenses for Sandy Jeffries	\$100.00
RD10-00246	FLUEGEMAN, TERESA	CONFERENCE FOR TERE FLUEGEMAN	\$199.00
RD10-00245	ROQUEMORE, GLENN	Travel for Glenn Roquemore & Sandy Jeffr	\$514.20
RD10-00244	WELLS FARGO #4198 FISCAL-SBC	SKS BOTTLE & PACKAGING, INC.	\$300.00
RD10-00243	SKAFF, PENNY	REIMBURSEMENT FOR MATERIALS CTE BOOTCAMP	\$188.44
RD10-00242	WELLS FARGO #4198 FISCAL-SBC	EGYPT GRANT MATERIALS FOR STUDENTS	\$500.00
RD10-00241	WELLS FARGO #4198 FISCAL-SBC	Master Card To Purchase Items For Instru	\$85.00
RD10-00240	BROGAN, GEORGE	Yellowstone Fuel Reimbursement	\$368.95
RD10-00239	SCHMEIDLER, KATHERINE	Kathy Schmeidler to Curriculum Institute	\$429.83
RD10-00238	PLANO, GWEN	Reimbursement	\$228.32
RD10-00237	BERES, CATHERINE	Reimbursement for 26 copies "Tempest" sc	\$120.00
RD10-00236	WELLS FARGO #4198 FISCAL-SBC	EGPYT GRANT MATERIALS FOR STUDENTS	\$500.00
RD10-00232	KEENAN & ASSOCIATES	Reimbursement to Keenan	\$1,234.46
RD10-00231	TELSON, LISE S.	REIMBURSEMENT FOR LEASE DEPOSIT EGYPT GR	\$796.00
RD10-00230	SUCCESSORIES, INC.	PLAQUE FOR KEYNOTE SPEAKER	\$.00
RD10-00229	TECHNICAL AUTO REPAIR	REPAIR VAN FOR ELECTRICAL DEPT.	\$98.83
RD10-00228	WELLS FARGO #4198 FISCAL-SBC	Ball Glides for Stool	\$22.35
RD10-00227	KRUHMIN, MARK	Reimburse staff member for class fee	\$1,129.80
RD10-00225	O'TOUSA, YVONNE	2009 State Budget Workshop	\$118.00
RD10-00224	BAKER & TAYLOR ENTERTAINMENT	Library CDs per Tom Weisrock request	\$55.28
RD10-00222	JUAREZ, DUKE	Reimbursement for classroom supplies	\$140.12
RD10-00221	MANDERS, RACHEL	Conference reimbursement	\$35.00
RD10-00220	JUSTICE, CRAIG	Reg. Fee-Craig Justice/ACBO Budget Works	\$85.00
RD10-00219	SECOR, MARK D.V.M.	Veterinary Care for Animals	\$.00
RD10-00218		Reim. Candidate-2nd level	\$466.95
RD10-00217	BESNARD, MARIA	REIMBURSEMENT-AFSI EVALUATION	\$71.15
RD10-00216	BRONSON, KAREN	State Budget Workshop for Karen Bronson	\$116.90
RD10-00215	HOGSTEDT, CHRIS	HSA membership	\$150.00
RD10-00214	OM WORKSPACE	Recieving and placing chairs for phase I	\$2,468.00
RD10-00213	D & M IMPROVEMENT, INC.	Mailbox for AGB	\$880.00
RD10-00212		CONFERENCE FOR DIANE PESTOLESI	\$888.20
RD10-00211		CONFERENCE FOR JENNIFER FOROUZESH	\$1,334.38
RD10-00210	GRODT, MARLYS & ASSOCIATES	Class Spec. Class Mgmt	\$1,000.00
RD10-00209	GRODT, MARLYS & ASSOCIATES	Class Spec. Class Mgmt	\$500.00
RD09-02913	SHOKRAI LAW	Investigative Svs. for SOCCCD	\$18,225.00
RD10-00208	MC CUE, JENNIFER	Travel reimbursement	\$.00

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Req. #	Vendor Name	Description	Total Cost
RD10-00207	SHOKRAI LAW	Investigative Svs. for SOCCCD	\$.00
RD10-00206	BALL, ROBERT R.	NOTARY	\$25.00
RD10-00205	NEWBEGINNINGS, INC.	In-service barbecue	\$650.87
RD10-00204	GARNER, KORI LEE	NCMPR District 6 2009 Conference	\$700.00
RD10-00203	ALFORD, JOANN	Conference for Cheryl Altman	\$670.00
RD10-00202	ORTEGA, NICOLE	Conference for Cheryl Altman	\$610.75
RD10-00201	CUNNINGHAM, APRIL	Conference for Cheryl Altman	\$610.75
RD10-00200	BAGWELL, JANET	Conference for Cheryl Altman	\$610.75
RD10-00199	FLUEGEMAN, TERESA	Reimbursement for Tere Fluegeman	\$77.50
RD10-00198	SIGNATURE GLASS TINTING, INC.	Heat Damage Deflection Window Tint	\$640.00
RD10-00197	ALTMAN, CHERYL	Conference for Cheryl Altman	\$610.75
RD10-00196		New Faculty Reception	\$.00
RD10-00195	BURNETT, TOD A.	Reimbursement to President for Photograp	\$451.31
RD10-00194			\$.00
RD10-00193	BURNETT, TOD A.	Reimbursement to Tod Burnett for Officia	\$.00
RD10-00192	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$1,334.38
RD10-00191	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$37.94
RD10-00099-1	ELSTON, LISA	Reimbursement to Faculty	\$157.23
RD10-00190	A-1 AWARDS	name plates for BOT room	\$30.45
RD10-00189	WELLS FARGO #4198 FISCAL-SBC	Student Supplies	\$485.00
RD10-00188	WELLS FARGO #3465 FISCAL-IVC	REPAIR WINDSHIELD IN TWO VANS	\$129.90
RD10-00187	CONGRESSIONAL QUARTERLY	Pay for book.	\$160.50
RD10-00186	WEST GROUP	Pay for book updates.	\$112.03
RD10-00185	OM WORKSPACE	DESIGN SERVICES FOR FURNITURE	\$5,000.00
RD10-00184	SWACC	SWACC Reimbursement	\$5,000.00
RD10-00183	COUTTS LIBRARY SERVICES, INC.	Library book per Tom Weisrock request	\$193.81
RD10-00182	THE SPIVEY GROUP, LLC	TRAINING DVD's	\$1,025.00
RD10-00181	DYNAMIC TEST SYSTEMS, INC.	Shipping charges	\$127.46
RD10-00180	BRAMUCCI, ROBERT	Conference expenses for Rbt Bramucci	\$40.00
RD10-00179	BAKER & TAYLOR ENTERTAINMENT	Library CD per Tom Weisrock request	\$17.92
RD10-00178	MILLER, SUSAN	REIMURSEMENT FOR SPRING 2009 - FN 400 TI	\$1,466.27
RD09-02912	WELLS FARGO BANK	Wells Fargo Bank Fees	\$20,130.05
RD10-00177	LIBEC	Repair/Tune up of Studio Pedestals	\$492.00
RD10-00176	AMER. RED CROSS	CPR cards Lifeguard Train.class Spg 09	\$90.00
RD10-00175	LIBEC	Repair/Tune Up of Studio Pedestal Tripod	\$.00
RD10-00173	SCIENTIFIC REFRIGERATION	REPAIR OF 2 BODY REFRIGERATION UNIT	\$1,499.99
RD10-00171	MATHUR, RAGHU P.	RMathur to Economic Stimulus Conference	\$55.00
RD10-00170	BESNARD, MARIA	UC COUNSELOR CONFERENCE 2009, UC IRVINE	\$20.00
RD10-00169	MAQUINSAL SEWING MACHINE CO.	Repair/Dept. Supplies	\$374.22
RD10-00168	FACTS ON FILE	Library books per Tom Weisrock request	\$175.57
RD10-00167	RED DIGITAL CAMERA COMPANY	Prime Lenses for RED Digital Camera	\$2,108.62
RD10-00166	NGUYEN, HALEY	Reimbursement to Faculty	\$131.59
RD10-00165	MC GROARTY, DIANE	Reimbursement to Faculty	\$29.36
RD10-00164	DEPT OF GENERAL SERVICES	PROCUREMENT FEES FOR CMAS CONTRACT	\$16.21
RD10-00163	DEPT OF GENERAL SERVICES	PROCUREMENT FEES FOR CMAS CONTRACT	\$133.59
RD10-00162	DEPT OF GENERAL SERVICES	PROCUREMENT FEES FOR CMAS CONTRACT	\$.00
RD10-00161	DEPT OF GENERAL SERVICES	PROCUREMENT FEES ON PO	\$53.77
RD10-00160	DEPT OF GENERAL SERVICES	Procurement Fee to DGS	\$45.72
RD10-00159	DEPT OF GENERAL SERVICES	Procurement Fee to DGS	\$44.90
RD10-00158	HEWITT, WILLIAM	Staff Reimbursement	\$11.95
RD10-00157	S & B FOODS	Cost of lunch for El Toro HS Students	\$169.65
RD09-02911	BRUMMEL, BILL	Refund COBRA	\$.00
RD10-00156	BRUMMEL, BILL	Refund COBRA	\$.00
RD10-00155	BAKER & TAYLOR ENTERTAINMENT	Library materials per Tom Weisrock reque	\$135.42
RD10-00154	HUNTLEY, ANTHONY	REIMBURSEMENT TO T.HUNTLEY FOR FOOD	\$121.02
RD10-00153	ROBINSON, JOHN	Reimbursement for dry ice for MS20 lab	\$45.68

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD10-00152	HUNTLEY, ANTHONY	Reimbursement for map scans	\$125.06
RD10-00151	TIME CLOCK SALES & SERVICE	Main. Repair-HR Time Clock	\$119.80
RD10-00149	JUSTICE, CRAIG	Reimbursé Craig Justice for Excel 2007 b	\$39.14
RD10-00147	WELLS FARGO #4198 FISCAL-SBC	CONFERENCE CALL ROAD TO RECOVERY	\$25.00
RD10-00146	WELLS FARGO #4198 FISCAL-SBC	CONFERENCE CALL ROAD TO RECOVERY	\$25.00
RD10-00145	C & L REFRIGERATION CORP.	MDF HVAC repair	\$1,352.86
RD10-00144	CA DEPT OF TOXIC SUBSTANCE	EPA ID AND MANIFEST FEE	\$272.50
RD10-00143	PACIFIC TYPEWRITER & COMM INC.	Equip. repair and labor	\$165.41
RD10-00142	WELLS FARGO #4198 FISCAL-SBC	Credit Card-El Toro RV	\$310.00
RD10-00141	FRANK'S PHILADELPHIA	Catering Charge	\$217.50
RD10-00140	MATHUR, RAGHU P.	RMATHUR TO CUPA-HR NATIONAL CONFERENCE	\$1,518.04
RD09-02905	MILLER, SUSAN	REIMBURSEMENT FOR SPRING 2009 - FN 400 T	\$.00
RD10-00139	PACIFIC TYPEWRITER & COMM INC.	Equipment Repair	\$80.00
RD10-00138	BARTLOMAIN, JOYCE	Reimbursement	\$59.75
RD09-02904	OLIVIER'S SILK & EMBROIDERY	Embroidery Services	\$.00
RD10-00137	SKORA ELECTRIC	Repair various damaged conduits at PE-10	\$6,698.00
RD10-00136	COASTLINE ROP	TPP Professional Workhsop	\$1,300.00
RD10-00135	WELLS FARGO #4214 FISCAL-IVC	Credit Card Purchase-Laguna Canyon Found	\$24.75
RD10-00134	MISSION VIEJO GLASS	Replace Glass	\$167.43
RD10-00133	BOB PARRETT CONSTRUCTION, INC.	Construct Lateral Bracing at wall PE-10	\$1,986.00
RD10-00132	DAART ENGINEERING CO., INC.	FIRE PUMP REPAIR	\$.00
RD09-02898	SEMER, LYNN	REIMBURSEMENT - SPRING 2009 - FN 400 TIC	\$945.05
RD10-00131	HORN IMPROVEMENT	Instrument repair	\$20.00
RD09-02897	NOTHING BUT AIR	ALUMNI ASSOCIATION	\$.00
RD09-02896	NOTHING BUT AIR	ALUMNI ASSOCIATION COMMENMENT DAY SALES	\$.00
RD10-00130	FREELAND, TINA	Psych issue books for SHC lending librar	\$103.84
RD10-00129	WELLS FARGO #4214 FISCAL-IVC	USE OF CREDIT CARD FOR GEOLOGY RESERVATI	\$350.00
RD10-00128	PATTON, KEN	ISTANBUL WORKSHOP ON RAPID TECH	\$1,670.90
RD10-00127	CIFONE, ROCKY	HI-TEC CONFERENCE	\$934.34
RD09-02893	NOYES, JOANN	Reimburse Joann Noyes for Basic Skills W	\$500.80
RD10-00126	SOBCZAK, BRUCE	CONFERENCE FOR BRUCE SOBCZAK	\$280.00
RD09-02892	FREELAND, TINA	psych issue books for shc lending librar	\$.00
RD10-00125	PYLE, JIM	Reimburse-Uniform Pants	\$54.27
RD10-00124	PEEBLES, RANDY W.	CONFERENCE FOR RANDY PEEBLES	\$1,769.20
RD10-00123	BRAMUCCI, ROBERT	Conference expenses for Rbt Bramucci	\$1,977.31
RD10-00122	NEW TOUCH GRAPHICS LLC	Supportive Services Newsletter	\$.00
RD09-02882	SKAFF, PENNY	REIMBURSEMENT FOR CTE SUPPLIES	\$65.86
RD09-02881	MAQUINSAL SEWING MACHINE CO.	MAQUINSAL SEWING MACHINE REPAIRS	\$457.55
RD09-02880	PSYCHOLOGICAL CORPORATION, INC	Pre-Employment Medical Eval-Police	\$260.00
RD09-02879			\$.00
RD09-02878	GATEWOOD, DAVID D.	DINNER MEETING	\$55.00
RD10-00121	DURAN-HERWEHE, LUCIE	REIMBURSEMENT FOR CONFERENCE ATTENDANCE	\$65.00
RD10-00120	NORMAN, SHAWN	REIMBURSEMENT FOR CONFERENCE ATTENDANCE	\$65.00
RD10-00119	AVO'S BISTRO	CATERING FOR BOARD MEETING	\$.00
RD10-00118	MC CUE, JENNIFER	Conference	\$956.10
RD10-00117	COLCLOUGH, BEEP	Staff Reimbursement for Conference Atten	\$261.05
RD10-00085-1	COACH AMERICA - LOS ANGELES	BUS EMERITUS 6/29/09	\$878.69
RD10-00116	MAQUINSAL SEWING MACHINE CO.	Repair/Dept. Supplies	\$.00
RD10-00115	ANSTADT, MICHELLE	CONFERENCE FOR MICHELLE ANSTADT	\$1,403.28
RD10-00074-2	COACH AMERICA - LOS ANGELES	EI BUS FOR FIELD TRIP 6/18/09	\$882.90
RD10-00114	UNIV. OF CAL., L.A. (UCLA)	UCL Conference Center- Saddleback Colleg	\$11,124.00
RD09-02847	IMPACT PROMOTIONAL PRODUCTS	Senate Materials	\$365.90
RD10-00113	PARKS, MONICA	Chancellor's Office MIS Training for Mon	\$410.00
RD09-02846	MANDERS, RACHEL	Reimbursement for grant mailings	\$38.99
RD09-00074-1	COACH AMERICA - LOS ANGELES	EI BUS FOR FIELD TRIP ON 6/18/09	\$.00
RD10-00112	MANDERS, RACHEL	Reimbursement for grant mailings	\$.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD10-00111	APPA INSTITUTE	APPA MEMBERSHIP	\$.00
RD09-02801	COACH AMERICA - LOS ANGELES	Bus for Emeritus Institute Field Trip 6/	\$.00
			=====
			\$125,402.81

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. 083425 through 084473, processed through the Orange County Department of Education, totaling \$7,651,182.31; and Checks No. 009589 through 009654, processed through Saddleback College Community Education, totaling \$137,550.30; and Checks No. 008599 through 008612, processed through Irvine Valley College Community Education, totaling \$11,351.91 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 (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #083425 and 084473

S	Check #	Check Dt	Company Name	Check Amount	Description
O	083425	7/07/09	AMERICAN EXPRESS	\$3,477.01	ACCCA Board Retreat 6/17-19 GROquemore Travel
O	083426	7/07/09	WELLS FARGO BANK #4198	\$1,042.62	SHREDDER REPLACEMENT
O	083427	7/07/09	WELLS FARGO BANK #3465	\$2,178.77	Hand sanitizers-individual 4 oz.
O	083428	7/07/09	WELLS FARGO BANK #4214	\$414.52	Toner for the main copier
O	083429	7/07/09	WELLS FARGO BANK #3317	\$1,030.67	Telexis phone slips program upgrade
O	083430	7/07/09	WELLS FARGO #2078	\$1,071.42	SHIFT 4, MO.CHARGES
O	083431	7/07/09	ACADEMIC SENATE	\$350.00	Tam Do to Curriculum Institute 2009 Conference
O	083432	7/07/09	ACADEMIC SENATE	\$725.00	Susan Fesler to Curriculum Institute 2009 Conf.
O	083433	7/07/09	ACADEMIC SENATE	\$725.00	David Gatewood Curriculum Institute 2009 Conf.
O	083434	7/07/09	ACADEMIC SENATE	\$725.00	Craig Justice to Curriculum Institute 2009 Conf.
O	083435	7/07/09	THE SPIVEY GROUP, LLC	\$825.00	Training Seminar
O	083436	7/08/09	CHEVRON AND TEXACO BUSINESS	\$527.67	2008/09 Use of Gasoline by Various Departments
O	083437	7/09/09	COUNCIL FOR RESOURCE DEVELOP.	\$525.00	CONFERENCE FOR MICHELLE ANSTADT
O	083438	7/09/09	GRAND HYATT SAN FRANCISCO	\$431.18	CONFERENCE FOR MICHELLE ANSTADT
C	083439	7/09/09	DOUBLETREE HOTEL IRVINE	\$-1,045.00	Hot Club of San Francisco 7/24/09
O	083440	7/09/09	GOURMET MAGAZINE	\$20.00	Dept. Resource
O	083441	7/09/09	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	083442	7/09/09	GREENE & ASSOCIATES	\$4,500.00	Consultant Agreement
O	083443	7/09/09	INDUSTRIAL SAFETY SIGNS &	\$180.53	SIGNS - ELECTRICAL ALARMS
O	083444	7/09/09	KEENAN & ASSOCIATES	\$1,184.00	Fine Arts Premium
O	083445	7/09/09	PIPS	\$174,166.00	Protected Insurance Program for Schools 09/10
O	083446	7/09/09	KONICA MINOLTA BUSINESS	\$762.00	Annual Maintenance: DSPS Copier
O	083447	7/09/09	LA CUCINA ITALIANA	\$24.00	Dept. Resource
O	083448	7/09/09	LAGUNA WOODS VILLAGE POTTERS	\$1,232.00	ART SUPPLIES FOR EMERITUS CERAMICS
O	083449	7/09/09	LIEBERT CASSIDY WHITMORE	\$2,500.00	Mbrship Subscription for HR
O	083450	7/09/09	MARIE CLAIRE	\$10.00	Dept. Resource
O	083451	7/09/09	MC CALL PATTERN CO.	\$332.00	Dept. Resource
O	083452	7/09/09	MORE MAGAZINE	\$16.97	Dept. Resource
O	083453	7/09/09	NEWPORT COMPUTER SOLUTIONS, INC	\$2,587.16	IBM-SAN Maintenance Renewal
O	083454	7/09/09	CSPI/NUTRITION ACTION	\$10.00	Dept. Resource
C	083455	7/09/09	NUTRITION PERSPECTIVES	\$-10.00	Dept. Resource
O	083456	7/09/09	GENERAL BINDING CORP.	\$824.88	Annual Maintenance: CDC Laminator
O	083457	7/10/09	A-1 AWARDS	\$59.81	Trophy
O	083458	7/10/09	A-S MEDICATION SOLUTIONS, LLC	\$317.21	MEDICAL SUPPLIES FOR HEALTH CENTER
O	083459	7/10/09	TITLEIST	\$1,412.44	GOLF BALLS FOR GOLF TEAM
O	083460	7/10/09	ADCLUB ADVERTISING SERVICE	\$3,372.18	Recruitment/Advertising for SOCCCD
O	083461	7/10/09	ADI	\$233.42	ELECTRICAL SUPPLIES
O	083462	7/10/09	AIR SOURCE INDUSTRIES, INC.	\$73.01	liquid nitrogen and oxygen for student care
O	083463	7/10/09	AIRGAS WEST	\$389.32	CO2 FOR SWIMMING POOL
O	083464	7/10/09	JAMES ALBERT SCHOOL OF	\$598.50	Blanket P.O. to pay for Cosmo classes
O	083465	7/10/09	ALLIED REFRIGERATION INC	\$299.36	BLANKET PURCHASE ORDER FOR PARTS
O	083466	7/10/09	APPLE COMPUTER INC.	\$271.82	Software
O	083467	7/10/09	ARAMARK UNIFORM SERVICES	\$35.11	SHOP RAGS
O	083468	7/10/09	ARAMARK UNIFORM SERVICES	\$35.11	SHOP RAGS
O	083469	7/10/09	LEE ARMSTRONG CO., INC.	\$3,397.00	TAS BUILDING ROOM #118
O	083470	7/10/09	ARROWHEAD DRINKING WATER	\$43.89	Rental of ROHC Water Filtration System
O	083471	7/10/09	B & M LAWN AND GARDEN CENTER	\$1,196.25	GROUNDS EQUIPMENT
O	083472	7/10/09	BAKER & TAYLOR	\$531.86	Library materials per Tom Weisrock request
O	083473	7/10/09	BAKER & TAYLOR	\$831.98	Library materials per Tom Weisrock request
O	083474	7/10/09	BAKER & TAYLOR	\$5,362.13	Purchase books.
O	083475	7/10/09	BERG WHOLESALE	\$2,999.87	LOCKSMITH SUPPLIES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
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S	Check #	Check Dt	Company Name	Check Amount	Description
O	083476	7/10/09	BI-COASTAL MUSIC, INC.	\$26.94	Book for jazz music courses
O	083477	7/10/09	BIO-RAD LABORATORIES, INC.	\$847.51	BIOLOGY SUPPLIES
O	083478	7/10/09	BRAND ATHLETICS	\$50.55	BADMINTON GEAR
O	083479	7/10/09	KRISTEN BUSH	\$1,408.00	Consulting Services: Web Development & Maint.
O	083480	7/10/09	CALIFORNIA HAZARDOUS SERVICE	\$605.00	CONTRACT SERVICE
O	083481	7/10/09	CALIFORNIA STAGE/LIGHTING, INC	\$26,064.36	Blanket for instructor supplies
O	083482	7/10/09	CALIFORNIA TOOL CO.	\$11.63	AUTOMOTIVE SUPPLIES
O	083483	7/10/09	CALUMET/LA	\$269.54	Acid trays
O	083484	7/10/09	CAMPUS MARKETING SPECIALISTS	\$1,554.13	promotional items for health center
O	083485	7/10/09	CAPISTRANO-LAGUNA BEACH ROP	\$16,745.94	tech prep allocation
O	083486	7/10/09	CAPP ASSOCIATES, INC.	\$2,000.00	Answer-Scrambled Computer-Based Math Assessment
O	083487	7/10/09	CARDINAL HEALTH	\$500.00	BIOLOGY EQUIPMENT
O	083488	7/10/09	CAROLINA BIOLOGICAL SUPPLY	\$41.80	SUPPLIES FOR BIO. CLASS LAB EXERCISE.
O	083489	7/10/09	CDW GOVERNMENT, INC.	\$321.94	Portable Back-Up Drive
O	083490	7/10/09	CHAPMAN COAST ROOF CO., INC.	\$45,250.00	SCHEDULED MAINTENANCE ROOFING TUNE-UP AND REPAIR
O	083491	7/10/09	CHEFS' TOYS	\$268.07	NUTRITION SUPPLIES
O	083492	7/10/09	CHILD WELFARE LEAGUE OF AMER.	\$727.97	INSTRUCTIONAL MATERIALS
O	083493	7/10/09	CINTAS DOCUMENT MANAGEMENT	\$240.00	document destruction/paper recycling for A&R
O	083494	7/10/09	CLARK SECURITY PRODUCTS INC.	\$801.37	BLANKET PURCHASE ORDER FOR PARTS
O	083495	7/10/09	COAST FITNESS REPAIR SHOP	\$1,233.77	FITNESS CENTER EQUIPMENT MAINTENANCE AND REPAIR
O	083496	7/10/09	COASTLINE ROP	\$13,540.31	3D Modeling Funds Allocation
O	083497	7/10/09	CONCIERGE CLEANERS	\$209.50	Dry cleaning for theatre costumes.
O	083498	7/10/09	CONSOLIDATED ELECTRICAL DIST.	\$95.87	ELECTRICAL SUPPLIES
O	083499	7/10/09	CORPORATE BUSINESS INTERIORS	\$17,169.75	MODULAR OFFICES INSTALLATION FOR VIL 2 & 10
O	083500	7/10/09	COX COMMUNICATIONS, INC	\$188.08	6300.ommunications Intercampus WAN service
O	083501	7/10/09	COX COMMUNICATIONS, INC	\$5,590.75	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	083502	7/10/09	CUYAHOGA COMMUNITY COLLEGE	\$11,082.52	Payment for NSF Grant - Cuyahoga Comm College
O	083503	7/10/09	DANKA OFFICE IMAGING	\$335.70	Maintenance : Canon Copiers
O	083504	7/10/09	MW DANNER	\$150.00	Maintenance for Cutter, Drill & Folder
O	083505	7/10/09	DIVERSIFIED PRINTERS, INC.	\$16,312.50	SC STUDENT HANDBOOK 2009-10
O	083506	7/10/09	MOORE WALLACE	\$13,189.00	PS 400 Pressure Sealer
O	083507	7/10/09	JEFF DORSZ	\$134.97	Reimbursement for Internet Services
O	083508	7/10/09	SPARKLETTTS	\$527.50	Annual Water Service
O	083509	7/10/09	DUNN-EDWARDS CORPORATION	\$489.35	BLANKET PURCHASE ORDER FOR SUPPLIES
O	083510	7/10/09	EBERHARD EQUIPMENT	\$252.84	equipment rental for grounds work
O	083511	7/10/09	EMBLEM ENTERPRISES	\$383.35	IVC PD PATCHES FOR OFFICER UNIFORMS
O	083512	7/10/09	ENTERPRISE RENT-A-CAR	\$1,250.62	VAN RENTAL
O	083513	7/10/09	SAMUAL ESPINOZA	\$120.00	Workshop Presenter
O	083514	7/10/09	ESSENCE ENTERTAINMENT	\$55.00	Contract Sercives
O	083515	7/10/09	EWING IRRIGATION PRODUCTS	\$587.59	Open Purchase for Instructional Plumbing
O	083516	7/10/09	EXCELSIOR ELEVATOR CORPORATION	\$812.50	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	083517	7/10/09	TINA FIETSAM	\$600.00	WORKSHOP PRESENTER
O	083518	7/10/09	FILMS MEDIA GROUP	\$114.70	Library DVD per Tom Weisrock request
O	083519	7/10/09	FISHER SCIENTIFIC	\$1,096.84	FEE-BASED BIOLOGY SUPPLIES
O	083520	7/10/09	FOSTER CARE AUXILIARY OF OC	\$120.00	Workshop Presentation
O	083521	7/10/09	FREEWAY AUTO SUPPLY	\$599.50	TRANSPORTATION SUPPLIES
O	083522	7/10/09	FRY'S ELECTRONICS	\$1,400.42	OPEN PO FOR COMPUTER SUPPLIES
O	083523	7/10/09	CARMENMARA HERNANDEZ-BRAVO	\$35.00	Reimbursement-Carmenmara Hernandez-Bravo
O	083524	7/10/09	AIA CORPORATION	\$413.44	Pencils
O	083525	7/10/09	RAUL LEAL	\$35.00	Reimbursement - Raul Leal TB Test
O	083526	7/10/09	S & B FOODS	\$352.41	HR Com.Rel.

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #083425 and 084473

S	Check #	Check Dt	Company Name	Check Amount	Description
O	083527	7/10/09	SHELL FLEET CARD SERVICES	\$1,671.37	2008/09 Gasoline
O	083528	7/10/09	BLACK CORAL HAWAII WHOLESALER	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	083529	7/10/09	CLARK SECURITY PRODUCTS INC.	\$625.94	ALARMED EMERGENCY LOCKS FOR CDC
O	083530	7/10/09	DIRECT PAINTING & DECORATING	\$12,480.00	CDC FENCE
O	083531	7/10/09	FILMS MEDIA GROUP	\$7.00	DVD FOR CHILD DEVELOPMENT
O	083532	7/10/09	AMER. PORTABLE STORAGE	\$6,044.63	PORTABLE STORAGE CONTAINER VIL 2
O	083533	7/10/09	BLICK ART MATERIALS	\$16,219.20	Tables/Chairs for Campus Beautification Project
O	083534	7/10/09	CAPP ASSOCIATES, INC.	\$17,664.13	ASAP Software
O	083535	7/10/09	DELL MARKETING L.P.	\$18,740.00	UPGRADING VMWARE LICENSES
O	083536	7/10/09	AT & T MOBILITY	\$214.07	RapidTech - AT&T aircards
O	083537	7/10/09	AT&T	\$510.98	Annual P.O. for telephone service
O	083538	7/10/09	AT&T	\$546.89	Annual P.O. for telephone service
O	083539	7/10/09	RALPHS GROCERY COMPANY	\$52.99	Open PO groceries
O	083540	7/10/09	S & B FOODS	\$1,355.57	CLASSIFIED SENATE STRENGTHS QUESTS PROGRAM I
O	083541	7/10/09	SAFEWAY INC/PAVILIONS	\$1,017.45	Groceries for Foods Lab.
O	083542	7/10/09	SOUTHERN CALIFORNIA EDISON CO.	\$39,733.17	Annual Electric Service
O	083543	7/10/09	SO. ORANGE CO. COMM. COL.DIST	\$2,100.00	2008-2009 CARE Grants
O	083544	7/10/09	VERIZON WIRELESS	\$55.58	VERIZON Wireless Aircards/PDA Service
O	083545	7/10/09	JACQUELINE ZIMBALIST	\$391.48	Reimbursement for light fixture materials
O	083546	7/10/09	RALPHS GROCERY COMPANY	\$1,529.24	NUTRITIONAL FOOD AND SUPPLIES
O	083547	7/10/09	ROCKVIEW FARMS	\$456.56	For milk for the CDC children.
O	083548	7/10/09	SAM'S CLUB	\$303.31	Classroom supplies & snacks for the CDC children.
O	083549	7/10/09	SMART & FINAL IRIS CO.	\$251.21	For food and supplies for the CDC.
O	083550	7/10/09	SO. ORANGE CO. COMM. COL. DIST	\$421.00	Reimburse SOCCCD Checking
O	083551	7/10/09	SO. ORANGE CO. COMM. COL. DIST	\$1,243.34	Reimburse Checking Account Workers' Comp Claims
O	083552	7/10/09	BLUEFIN CONSTRUCTION, INC.	\$127,134.00	FOR BID 1087
O	083553	7/10/09	ENVIRON	\$18,024.84	ATEP Project
O	083554	7/10/09	HCTD, LLC	\$30,000.00	ATEP Project
O	083555	7/10/09	JOYCE INSPECTION & TESTING	\$13,764.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	083556	7/10/09	JUDGE NETTING, INC.	\$11,200.00	REPAIR GOLF RANGE NETTING DAMAGE DUE TO WIND
O	083557	7/10/09	LAVEY ROOFING SERVICES, INC.	\$256,195.00	SSC BUILDING ROOFING SYSTEM
O	083558	7/10/09	MJ CONTRACTORS, INC.	\$102,834.00	VILLAGE EXPANSION - SITE IMPROVEMENT
O	083559	7/10/09	THE NATELSON DALE GROUP, INC.	\$7,765.00	ATEP Project
O	083560	7/10/09	PINNACLE LANDSCAPE COMPANY	\$30,594.00	CLEAR CONCRETE CULVERT AND CLEAR DRAINAGE LINE
O	083561	7/10/09	PJHM ARCHITECTS	\$2,985.00	POOL DECK REPLACEMENT DESIGN SVC: ARCH AGREEMENT
O	083562	7/10/09	PUBLIC ECONOMICS, INC.	\$5,915.63	CONSULTING SERVICES-REDEVELOPMENT
O	083563	7/10/09	RED STONE, INC	\$4,760.00	CONSULTANT AGRMT.
O	083564	7/10/09	RR SYSTEMS, INC.	\$1,045.00	PROVIDE RELOCATION SERVICES FOR LRC MOVE SC
O	083565	7/10/09	SANDY PRINGLE ASSOCIATES	\$7,314.00	CLASS 3 DSA INSPECTOR FOR VILLAGE
O	083566	7/10/09	LAURA ABRAMS	\$29.40	MILEAGE
O	083567	7/10/09	DAVID E. ANDERSON, JR.	\$114.52	MILEAGE
O	083568	7/10/09	BI'ANCA BAILEY	\$8.54	MILEAGE
O	083569	7/10/09	LINDA BASHOR	\$51.39	MILEAGE
O	083570	7/10/09	ARLEEN ELSEROAD	\$214.97	MILEAGE
O	083571	7/10/09	TERESA FLUEGEMAN	\$744.70	MILEAGE
O	083572	7/10/09	THOMAS A. FUENTES	\$191.87	MILEAGE
O	083573	7/10/09	GALLS INC.	\$1,306.01	SUPPLIES FOR POLICE WORK
O	083574	7/10/09	GALLUP PRESS BOOKS	\$1,250.00	classified senate staff development
O	083575	7/10/09	GANAHL LUMBER	\$1,152.04	Instructional supplies
O	083576	7/10/09	GANDER-PRINTCO	\$170.25	Marcia Milchiker Business Cards
O	083577	7/10/09	KORI LEE GARNER	\$81.62	MILEAGE

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	083578	7/10/09	JIM GASTON	\$119.97	Reimbursement for Internet Services
O	083579	7/10/09	GILBERT & STEARNS, INC.	\$94,584.00	ELECTRICAL SYSTEM CONTROL TO REDUCE ENERGY COSTS
O	083580	7/10/09	GLAXOSMITHKLINE PHARMACEUTICAL	\$1,245.00	MEDICAL SUPPLIES
O	083581	7/10/09	WILL GLEN	\$37.95	REIMBURE WILL GLEN FOR PURCHASE OF SUPPLIES
O	083582	7/10/09	GOODWILL INDUSTRIES OF	\$3,480.00	Sign Language interpreting services for deaf stude
O	083583	7/10/09	ESTER GRAHAM	\$54.56	MILEAGE
O	083584	7/10/09	W. W. GRAINGER	\$771.69	MAINTENANCE SUPPLIES
O	083585	7/10/09	RICHARD GROSCOST	\$48.84	REIMBURSE RICHARD GROSCOST FOR SUPPLIES
O	083586	7/10/09	LINDA HALL	\$25.84	MILEAGE
O	083587	7/10/09	PATTY HELTON	\$28.90	MILEAGE
O	083588	7/10/09	NATASHA HILTON	\$18.65	MILEAGE
O	083589	7/10/09	HOME DEPOT CREDIT SERVICES	\$3,478.23	OPEN PO FOR SUPPLIES
O	083590	7/10/09	HOME DEPOT CREDIT SERVICES	\$521.79	Blanket PO for supplies for Environmental Studies
O	083591	7/10/09	HPL MECHANICAL CONTRACTOR,	\$15,209.41	PROVIDE ALTERNATE GAS LINE ON CAMPUS
O	083592	7/10/09	NANCY HULSE	\$16.75	MILEAGE
O	083593	7/10/09	I PROMOTE U	\$2,271.96	Promotional Items for Sailing Program
O	083594	7/10/09	IMPACT PROMOTIONAL PRODUCTS/	\$365.90	Senate Materials
O	083595	7/10/09	INCENTRA SOLUTIONS	\$13,545.00	ADN Nursing Program Grant-Programmer/Consultant
O	083596	7/10/09	INDUSTRIAL METAL SUPPLY CO.	\$3,186.18	Blanket for instructor supplies
O	083597	7/10/09	INGARDIA BROTHERS PRODUCE, INC.	\$564.87	Groceries for Foods Lab.
O	083598	7/10/09	IRVINE PIPE & SUPPLY	\$299.44	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	083599	7/10/09	IRVINE RANCH WATER DIST.	\$280.67	WATER SERVICE
O	083600	7/10/09	IVC CHILD DEVELOPMENT CENTER	\$560.00	Child Care Services
O	083601	7/10/09	BILL JAY	\$107.13	MILEAGE
O	083602	7/10/09	BICHTUYEN JENSEN	\$34.86	MILEAGE
O	083603	7/10/09	BEVERLY JOHNSON	\$167.24	MILEAGE
O	083604	7/10/09	JOHNSTONE SUPPLY	\$359.20	OPEN PURCHASE ORDER FOR PARTS
O	083605	7/10/09	RUSTY KEELER	\$14,500.00	CONSULTANT
O	083606	7/10/09	DAVIT S. KHACHATRYAN	\$28.77	MILEAGE
O	083607	7/10/09	CANDY KINCAID	\$52.62	MILEAGE
O	083608	7/10/09	MARK KRUHMIN	\$60.00	Employee Enrollment Fee Reimbursement Request
O	083609	7/10/09	GARY L. KUSUNOKI	\$90.00	Hearing Examiner
O	083610	7/10/09	LAGUNA GRAPHIC ARTS, INC.	\$65.25	DIGITAL PRINTING SERVICES
O	083611	7/10/09	TONI LAKOW	\$40.77	MILEAGE
O	083612	7/10/09	STEVEN LAMBSON	\$466.96	Reim. Night Custodian Mgr.-SC
O	083613	7/10/09	DAVID B. LANG	\$264.50	DLANG INTERNET 08/09
O	083614	7/10/09	LASER SOURCE	\$202.74	Equipment repair and labor
O	083615	7/10/09	HANNAH H.E. LEE	\$146.67	MILEAGE
O	083616	7/10/09	LIEBERT CASSIDY WHITMORE	\$1,274.00	Attorney Services FY 2008/2009
O	083617	7/10/09	LINCOLN EQUIPMENT, INC.	\$935.38	Aquatics Equipment
O	083618	7/10/09	LOOMIS, FARGO & CO., INC	\$478.67	Armored Car Service 08/09
O	083619	7/10/09	TEDDI LORCH	\$38.56	MILEAGE
O	083620	7/10/09	RACHEL MANDERS	\$50.35	MILEAGE
O	083621	7/10/09	LORI MANGELS	\$79.45	MILEAGE
O	083622	7/10/09	MAQUINSAL SEWING MACHINE CO.	\$457.55	MAQUINSAL SEWING MACHINE REPAIRS
O	083623	7/10/09	MARK IV COMMUNICATIONS, INC.*	\$2,074.17	FIBER CABLE UPGRADE IN PAC
O	083624	7/10/09	ANITA MC DONALD	\$7.15	MILEAGE
O	083625	7/10/09	MC FADDEN-DALE INDUSTRIAL	\$1,066.40	Blanket for instructor supplies
O	083626	7/10/09	MC FADDEN-DALE INDUSTRIAL	\$212.17	BLANKET PURCHASE ORDER FOR PARTS
O	083627	7/10/09	MC KESSON MEDICAL SURGICAL	\$186.44	MEDICAL SUPPLIES
O	083628	7/10/09	MEDCO SUPPLY COMPANY	\$8.42	Athletic Training Room

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O	083629	7/10/09	BETSEY MENDOZA	\$175.00	WORKSHOP MONITOR
O	083630	7/10/09	MERIDIAN EDUCATION CORP.	\$80.27	Dept. Resource
O	083631	7/10/09	MICRO CENTER	\$333.73	Blanket PO for Micro Center
O	083632	7/10/09	MARCIA MILCHIKER	\$51.77	MILEAGE
O	083633	7/10/09	MILLENNIUM BUSINESS SERVICES	\$1,549.70	Transcript insert envelopes
O	083634	7/10/09	JENNIFER MILLER-SNIDER	\$210.00	Workshop Presentation
O	083635	7/10/09	MOULTON-NIGUEL WATER DIST.	\$8,751.68	Billing for Moulton-Niguel water services
O	083636	7/10/09	JACQUELINE NAGATSUKA	\$511.26	Reim. Director, Plan/Res/Grants-SC
O	083637	7/10/09	NEUDESIC, LLC	\$40,492.00	Software Engineering - "B" Features Enhancement
O	083638	7/10/09	NEW TOUCH GRAPHICS LLC	\$738.42	1500 Veterans Tower Brochures
O	083639	7/10/09	HALEY NGUYEN	\$96.73	Reimbursement to Faculty
O	083640	7/10/09	AEROFUND FINANACIAL, INC.	\$12,783.45	BID.....5YR CONTRACT
O	083641	7/10/09	ORANGE CO. AUDITOR-CONTROLLER	\$4,553.00	Annual Maintenance:Citations
O	083642	7/10/09	ORANGE CO. AUDITOR-CONTROLLER	\$4,269.00	Surcharge on Cites
O	083643	7/10/09	ORANGE CO. AUDITOR-CONTROLLER	\$383.20	Range Fees
O	083644	7/10/09	ORANGE CO. AUDITOR-CONTROLLER	\$440.76	Annual Maintenance: Range Fees
O	083645	7/10/09	OCB REPROGRAPHICS, INC.	\$272.59	COPY BGS FLOOR PLANS
O	083646	7/10/09	OCE-IMAGISTICS	\$218.53	Toner Cartridge for Fax Machine
O	083647	7/10/09	ONESOURCE DISTRIBUTORS, INC.	\$649.23	ELECTRICAL SUPPLIES
O	083648	7/10/09	ORANGEWOOD CHILDREN'S	\$100.00	PANEL MEMBER
O	083649	7/10/09	ORKIN INC.	\$125.00	PEST CONTROL
O	083650	7/10/09	ORKIN INC.	\$136.00	ANNUAL MAINTENANCE: Bug Control
O	083651	7/10/09	JOHN OZUROVICH	\$140.74	MILEAGE
O	083652	7/10/09	NANCY PADBERG	\$178.20	MILEAGE
O	083653	7/10/09	LA NELL PEBBLES	\$8.15	MILEAGE
O	083654	7/10/09	DONNA PRIBYL	\$103.40	MILEAGE
O	083655	7/10/09	SOKHA SONG	\$75.59	MILEAGE
O	083656	7/10/09	DONALD P. WAGNER	\$218.46	MILEAGE
O	083657	7/10/09	JOHN WILLIAMS	\$29.71	MILEAGE
O	083658	7/10/09	AT&T	\$2,278.55	Annual:Telephone Service
O	083659	7/10/09	ISMAIL FIDAN	\$18,000.00	NSF - RapidTech
O	083660	7/10/09	PACIFIC CLIPPINGS	\$59.00	020496
O	083661	7/10/09	NANCY PADBERG	\$44.99	NPADBERG INTERNET 08/09
O	083662	7/10/09	PARKWAY LAWNMOWER SHOP	\$570.81	OPEN PURCHASE ORDER FOR PARTS
O	083663	7/10/09	PAYAM-E-ASHENA	\$400.00	Advertising for 2008/2009
O	083664	7/10/09	J.W. PEPPER & SON, INC.	\$682.66	Music
O	083665	7/10/09	LILLIANN PEREZ-STROUD	\$300.00	WORKSHOP PRESENTER
O	083666	7/10/09	PERSEUS BOOKS GROUP	\$79.98	Book for Art Department
O	083667	7/10/09	JIM PHANEUF	\$134.97	Reimbursement for Internet Services
O	083668	7/10/09	PJHM ARCHITECTS	\$10,000.00	SITE PLAN - NEW FITNESS CENTER & FOOTBALL FIELD TU
O	083669	7/10/09	GWEN PLANO	\$478.63	REIMBURSEMENT
O	083670	7/10/09	PORT SUPPLY	\$1,242.30	SAILING EQUIPMENT
O	083671	7/10/09	PRAXAIR	\$286.02	Annual Maintenance: Nitrogen Cylinders
O	083672	7/10/09	PREMIER AGENDAS, INC	\$3,762.35	Student Planners
O	083673	7/10/09	PREMIER AGENDAS, INC.	\$2,840.96	Student Planners
O	083674	7/10/09	ProActive Consulting Group,	\$2,500.00	ABOVEGROUND PETROLEUM STORAGE TANK
O	083675	7/10/09	PROAIR CONSTRUCTION SVCS. INC.	\$13,770.00	FINE ART THEATRE HEATING SYSTEM
O	083676	7/10/09	PSYCHOLOGICAL CORPORATION, INC	\$260.00	Pre-Employment Medical Eval-Police
O	083677	7/10/09	PURETEC	\$445.18	EQUIPMENT MAINTENANCE & SUPPLIES
O	083678	7/10/09	QUEST DIAGNOSTICS	\$1,801.08	purchase laboratory testing for students
O	083679	7/10/09	QUICK CAPTION	\$906.00	Real Time Captioning Services

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O	083680	7/10/09	QUICK SORT LOS ANGELES	\$9,288.15	Postage costs
O	083681	7/10/09	R.M. SYSTEMS, INC.	\$121,339.00	CAMPUS WIDE FIRE ALARM NETWORK
O	083682	7/10/09	RAND McNALLY & CO.	\$2,720.03	MAPS FOR HUMANITIES/LANGUAGES
O	083683	7/10/09	REFRIGERATION SUPPLIES DIST.	\$2,923.04	HVAC SUPPLIES
O	083684	7/10/09	RICOH AMERICAS CORPORATION	\$171.00	MAINTENANCE CONTRACT
O	083685	7/10/09	RIDDELL ALL AMERICAN	\$1,764.16	Football Team Supplies
O	083686	7/10/09	THE M.S. ROUSE COMPANY, INC.	\$18,557.00	REPAIR CONCRETE SLAB
O	083687	7/10/09	SADDLEBACK GOLF CARS, INC.	\$98.81	BLANKET PURCHASE ORDER FOR PARTS
O	083688	7/10/09	SADDLEBACK VALLEY UNIFIED	\$7,800.00	tech prep allocation
O	083689	7/10/09	SADDLEBACK VALLEY UNIFIED	\$9,991.00	COLLABORATIVE GRANT AGREEMENT WITH SVUSD
O	083690	7/10/09	SADDLEBACK VALLEY UNIFIED	\$101.70	CTE COLLABORATIVE GRANT HD BOOTCAMP
O	083691	7/10/09	SADDLEBACK VALLEY UNIFIED	\$101.70	CTE COLLABORATIVE GRANT HD BOOTCAMP
O	083692	7/10/09	SADDLEBACK VALLEY UNIFIED	\$113.00	CTE COLLABORATIVE GRANT HD BOOTCAMP
O	083693	7/10/09	SADDLEBACK VALLEY UNIFIED	\$113.00	CTE COLLABORATIVE GRANT HD BOOTCAMP
O	083694	7/10/09	SADDLEBACK VALLEY UNIFIED	\$2,800.00	TPP Year 2 Expense
O	083695	7/10/09	SARGENT-WELCH LLC	\$70.47	BIOLOGY SUPPLIES
O	083696	7/10/09	SEHI PROCOMP COMPUTER PRODUCTS	\$352.86	COMPUTER MONITOR FOR R.MATHUR's home office
O	083697	7/10/09	LYNN SEMER	\$945.05	REIMBURSEMENT - SPRING 2009 - FN 400 TICKET #65240
O	083698	7/10/09	SHRED-IT	\$60.00	For Shred-it monthly service
O	083699	7/10/09	SIGMA ALDRICH CHEMICAL CO.	\$786.42	FOR BIOLOGY SUPPLIES
O	083700	7/10/09	SIGN WAREHOUSE.COM	\$31.50	RAPIDTECH NONINSTRL SUPPL
O	083701	7/10/09	SIMS-ORANGE WELDING SUPPLY	\$146.29	Gas and supplies for Art Department
O	083702	7/10/09	SJM INDUSTRIAL RADIO	\$8,334.82	EMER PREPAREDNESS RADIOS,ANTENNA
O	083703	7/10/09	PENNY SKAFF	\$65.86	REIMBURSEMENT FOR CTE SUPPLIES
C	083704	7/10/09	SO. COAST FIRE PROTECTION	\$147.84	Annual Maintenance: Hazardous Storage Facility
O	083705	7/10/09	SONRISE ELECTRICAL	\$11,563.00	PAC electrical
O	083706	7/10/09	SPORTS FIELD INSTALLATION	\$30,700.00	LASER LEVEL OF FOOTBALL FIELD
O	083707	7/10/09	BARBARA TAMIALIS	\$356.40	REIMBUSMENT TO BARBARA TAMIALIS
O	083708	7/10/09	STEVE TEH	\$35.00	Reimbursement - Steve Teh
O	083709	7/10/09	TERMITE TERRY PEST CONTROL	\$150.00	Bee removal as needed
O	083710	7/10/09	THEATRE COMPANY	\$1,755.53	Blanket instructor supplies
O	083711	7/10/09	TISCARENO CATERING	\$300.63	CATERING FOR ALL DAY EVENTS
O	083712	7/10/09	SPORTS SUPPLY GROUP INC.	\$1,795.00	GYM MAITENENCE
O	083713	7/10/09	TREE OF LIFE NURSERY	\$251.32	Native Plants for Outdoor Garden
O	083714	7/10/09	TREESMITH ENTERPRISES, INC.	\$6,248.00	grounds work
O	083715	7/10/09	TROXELL COMMUNICATIONS, INC.	\$2,071.88	AV for CACT
O	083716	7/10/09	TURF TIRE DISTRIBUTORS	\$23.49	OPEN P.O. FOR PARTS
O	083717	7/10/09	TUSTIN UNIFIED SCHOOL DISTRICT	\$187.03	Transportation reimbursement Senior Day
O	083718	7/10/09	TUTTLE-CLICK FORD	\$38.66	TRANSPORTATION PARTS
O	083719	7/10/09	UNITED INTERIORS	\$7,475.33	ERGONOMIC FURNITURE
O	083720	7/10/09	UNITED SITE SERVICES OF CA,	\$264.37	PORTABLE TOILETS
O	083721	7/10/09	LUIS MAURICIO VASQUEZ	\$600.00	WORKSHOP PRESENTER
O	083722	7/10/09	VEOLIA ES TECHNICAL	\$5,944.34	Annual Maintenance: Waste Removal
O	083723	7/10/09	VER SALES, INC.	\$3,897.87	Blanket for instructor supplies
O	083724	7/10/09	VIAFLO	\$48.46	MICROBIOLOGY SUPPLIES
O	083725	7/10/09	WALTERS WHOLESALE ELECTRIC	\$2,086.38	Blanket for instructor supplies
O	083726	7/10/09	WBSF	\$2,999.99	Instructor Supplies
O	083727	7/10/09	WAUSAU TILE, INC.	\$67.78	Concrete trash containers
O	083728	7/10/09	KATHY WEATHERWAX	\$525.00	Workshop Presentation
O	083729	7/10/09	WESTWIND SAILING, LLC	\$146.15	Reimbursement for Materials used in MST 212 class
O	083730	7/10/09	MICHAEL E. WILSON	\$10,525.00	CONSTRUCTION MGMT SERVICES

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O	083731	7/10/09	WIRED PLANET	\$337.50	Contract District Website maintenance services.
O	083732	7/10/09	MICHELE WOLFF	\$15.44	REIMBURSE MICHELLE WOLFF
O	083733	7/10/09	RENAH WOLZINGER	\$500.00	Payment - Golden West College Mentor/Teacher
O	083734	7/10/09	WORLDWIDE RECOVERY	\$154.00	TRANSPORTATION SERVICE PARTS
O	083735	7/10/09	KAREN WOSCYNA-BIRCH	\$14,851.73	CONTRACT: KAREN WOSCYNA-BIRCH
O	083736	7/10/09	XEROX CORP.	\$8,190.61	BUSINESS SERVICES ACCOUNTING
O	083737	7/10/09	YALE CHASE MATERIALS	\$1,071.10	REPAIRS & SUPPLIES
O	083738	7/13/09	ACADEMIC SENATE	\$725.00	Karima Feldhus to Curriculum Institute 2009 Conf.
O	083739	7/13/09	DAVID BUGAY	\$616.30	Conference
O	083740	7/13/09	COUNCIL FOR RESOURCE DEVELOP.	\$525.00	Conference
O	083741	7/13/09	TERESA FLUEGEMAN	\$107.46	CONFERENCE REIMBURSEMENT
O	083742	7/13/09	DAVID D. GATEWOOD	\$55.00	DINNER MEETING
O	083743	7/13/09	MICHAEL JAMES	\$1,721.25	REIMBURSEMENT CONVERENCE MICHAEL JAMES
O	083744	7/13/09	ROY MCCORD	\$650.00	Roy McCord to DV & HDV Crash Course Conference
O	083745	7/13/09	SUSAN NAWA-RAIRDON	\$1,000.00	Conference Reimbursement for Susan Nawa Raridon
O	083746	7/13/09	JOSETE NELSON	\$181.00	Conference Reimbursement for Josete Nelson
O	083747	7/13/09	SHAWN NORMAN	\$155.39	Conference for Shawn Norman
O	083748	7/13/09	JOANN NOYES	\$500.80	Reimburse JoAnn Noyes for Basic Skills Workshop
O	083749	7/13/09	KEVIN O'CONNOR	\$1,009.70	ACCCA Conference Reimbursement/K O'Connor
O	083750	7/13/09	LORI PARRA	\$76.00	CalWORKS Association Advocacy & Policy Conference
O	083751	7/13/09	GLENN ROQUEMORE	\$76.01	Registration: Glenn Roquemore SCCCEOA 2009
O	083752	7/13/09	NICHOLAS SCHMIDT	\$139.44	CONFERENCE for Nicholas Schmidt
O	083753	7/13/09	WILLIAM SCHRAMM	\$152.56	Conference Reimbursment for William Schramm
O	083754	7/13/09	FAWN TANRIVERDI	\$496.19	Conference Attendance Reimbursement
O	083755	7/13/09	AL TELLO	\$188.56	Reimbursement
O	083756	7/13/09	NORMAN WESTON	\$429.90	Conference for Norman Weston
O	083757	7/13/09	NORMA YANNI	\$289.34	PRE-DEPARTURE ORIENTATION CAIRO TRIP/NORMA YANNI
O	083758	7/13/09	LAURA VIDAL-PRUDHOLME	\$332.07	REIMBURSE CONFERENCE
O	083759	7/14/09	YING CHANG	\$63.92	08-09 TUITION REFUND
O	083760	7/14/09	TASHAREE DELEON-SHAW	\$191.78	08-09 TUITION REFUND
O	083761	7/14/09	PADIDEH GOLBAD	\$63.92	08-09 TUITION REFUND
O	083762	7/14/09	CYNTHIA GUIMARAES	\$85.23	08-09 TUITION REFUND
O	083763	7/14/09	LEILA HEMADE	\$149.16	08-09 TUITION REFUND
O	083764	7/14/09	JOYCE KAMAL	\$127.85	08-09 TUITION REFUND
O	083765	7/14/09	MIRIM MIKHAIL	\$63.92	08-09 TUITION REFUND
O	083766	7/14/09	NATALIA MOROZOV	\$127.85	08-09 TUITION REFUND
O	083767	7/14/09	JILL NAKAMURA	\$74.58	08-09 TUITION REFUND
O	083768	7/14/09	DONNA SCHWARTZE	\$42.61	08-09 TUITION REFUND
O	083769	7/14/09	TANYA SUTKOWI	\$42.61	08-09 TUITION REFUND
O	083770	7/14/09	CHRISTOPHER YOUNG	\$63.92	08-09 TUITION REFUND
O	083771	7/14/09	PARVIN ABDOLVAHAB	\$85.22	08-09 TUITION REFUND
O	083772	7/14/09	ELHAM DANESHKHAH	\$63.91	08-09 TUITION REFUND
O	083773	7/14/09	ANGELA GUNSON	\$63.91	08-09 TUITION REFUND
O	083774	7/14/09	JUDY HALL	\$85.22	08-09 TUITION REFUND
O	083775	7/14/09	JENNIFER LABUS	\$63.91	08-09 TUITION REFUND
O	083776	7/14/09	TARAH PETRONE	\$234.39	08-09 TUITION REFUND
O	083777	7/14/09	EWA POREBSKA	\$255.70	08-09 TUITION REFUND
O	083778	7/14/09	KEILA RODRIGUEZ	\$63.91	08-09 TUITION REFUND
O	083779	7/14/09	CANDICE RUTHERFORD	\$234.39	08-09 REFUND
O	083780	7/14/09	TAYYABA SHAHID	\$191.77	08-09 TUITION REFUND
O	083781	7/14/09	DANIA SILK	\$127.84	08-09 TUITION REFUND

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	083782	7/14/09	VIRGINIA EVERS	\$74.57	08-09 TUITION REFUND
O	083783	7/14/09	MARIA TERESA CARO	\$170.46	08-09 TUITION REFUND
O	083784	7/14/09	LAURIE HORN	\$138.50	08-09 TUITION REFUND
O	083785	7/14/09	KATHEE BEN-MENAHEM	\$63.91	08-09 TUITION REFUND
O	083786	7/14/09	MONDANA GOLPAGOON	\$308.98	08-09 TUITION REFUND
O	083787	7/14/09	ELENA GUERRERO DIAZ	\$191.77	08-09 TUITION REFUND
O	083788	7/14/09	CYNTHIA GUIMARAES	\$127.84	08-09 TUITION REFUND
O	083789	7/14/09	SHAWN NORMAN	\$127.84	08-09 TUITION REFUND
O	083790	7/14/09	JANNY PHOU	\$63.91	08-09 TUITION REFUND
O	083791	7/14/09	ASAKO SHIMURA	\$149.15	08-09 TUITION REFUND
O	083792	7/14/09	JOAN CHANG	\$53.26	08-09 TUITION
O	083793	7/14/09	TASHAREE DELEON-SHAW	\$255.70	08-09 TUITION REFUND
O	083794	7/14/09	JACQUELINE DE VRIES	\$127.84	08-09 TUITION REFUND
O	083795	7/14/09	LAURIE GUY	\$63.91	08-09 TUITION REFUND
O	083796	7/14/09	LEILA HEMADE	\$63.91	08-09 TUITION REFUND
O	083797	7/14/09	CATHERINE HIGA	\$63.91	08-09 TUITION REFUND
O	083798	7/14/09	JOYCE KAMAL	\$127.84	08-09 TUITION REFUND
O	083799	7/14/09	CHARLENE LAU	\$74.57	08-09 TUITION REFUND
O	083800	7/14/09	DANIELA PAREDES	\$127.84	08-09 TUITION REFUND
O	083801	7/14/09	KEILA RODNGUEZ	\$277.01	08-09 TUITION REFUND
O	083802	7/14/09	JODI SBAKO	\$63.91	08-09 TUITION REFUND
O	083803	7/14/09	LAYLA SADIGHUI	\$319.63	08-09 TUITION REFUND
O	083804	7/14/09	TAYYABA SHAHID	\$277.01	08-09 TUITION REFUND
O	083805	7/14/09	KAREN SKIRVIN	\$63.91	08-09 TUITION REFUND
O	083806	7/14/09	TANYA SUTKOWI	\$63.91	08-09 TUITION REFUND
O	083807	7/14/09	DARLENE TSAI	\$63.91	08-09 TUITION REFUND
O	083808	7/14/09	DILANI WIJAYAWEERA	\$127.84	08-09 TUITION REFUND
O	083809	7/14/09	YING CHANG	\$63.91	08-09 TUITION REFUND
O	083810	7/14/09	VERONICA TELLEZ	\$42.60	08-09 TUITION REFUND
O	083811	7/14/09	NATALIA MOROZOV	\$63.91	08-09 TUITION REFUND
O	083812	7/14/09	CHRISTOPHER YOUNG	\$21.29	08-09 TUITION REFUND
O	083813	7/14/09	THERESA CHA	\$63.91	08-09 TUITION REFUND
O	083814	7/14/09	ANGELA GUNSON	\$127.84	08-09 TUITION REFUND
O	083815	7/14/09	JENNIFER LABUS	\$127.84	08-09 TUITION REFUND
O	083816	7/14/09	LAURA MURPHY	\$63.91	08-09 TUITION REFUND
O	083817	7/14/09	TARAH PETRONE	\$255.70	08-09 TUITION REFUND
O	083818	7/14/09	EWA POREBSKA	\$191.77	08-09 TUITION REFUND
O	083819	7/14/09	CANDICE RUTHERFORD	\$213.08	08-09 TUITION REFUND
O	083820	7/14/09	DANIA SILK	\$63.91	08-09 TUITION REFUND
O	083821	7/14/09	TONI LAKOW	\$40.00	TB testing/xray
O	083822	7/14/09	MICHAEL HOUSKY	\$1,688.08	Re-issue stale dated payroll check
O	083823	7/14/09	AVO'S BISTRO	\$328.82	CATERING FOR BOARD MEETING
O	083824	7/15/09	SOUTHERN CALIFORNIA EDISON	\$1,000.00	License Agreement with SoCaEdison
O	083825	7/15/09	PACIFIC SOD	\$8,041.00	PRACTICE FIELDS SOD
O	083826	7/15/09	PJHM ARCHITECTS	\$1,936.25	ARCHITECT CONSULTING SERVICE FOR KITCHEN FLOORING
O	083827	7/15/09	SOCCER CENTER	\$6,349.05	WOMEN'S SOCCER ORDER
O	083828	7/15/09	SOUTHWEST PATROL, INC.	\$2,655.00	SECURITY SERVICES ATEP PROPERTY
O	083829	7/15/09	VICENTI, LLOYD & STUTZMAN LLP	\$31,250.00	Auditing/Tax Preparation Services for FYE 6/30/09
O	083830	7/15/09	XEROX CORP.	\$8.40	MAINTENANCE FOR COPIER
O	083831	7/15/09	XEROX CORP.	\$190.71	Annual Maintenance: Copier
O	083832	7/15/09	PYRO-COMM SYSTEMS	\$25,368.75	SMOKE HEADS

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	083833	7/15/09	QUALITONE INDUSTRIES, INC.	\$413.88	Rack Doors
O	083834	7/15/09	TROXELL COMMUNICATIONS, INC.	\$14,420.85	Projector relocation
O	083835	7/15/09	WORKPLACE RESOURCE	\$102,752.38	FURNITURE BID NO. 297
O	083836	7/15/09	CA EM PHYS SMMC LAGUNA HILLS	\$194.00	WORKERS' COMP FIRST AID ACCOUNT
O	083837	7/15/09	SADDLEBACK MEMORIAL MED. CTR.	\$496.00	WORKERS' COMP FIRST AID ACCOUNT
O	083838	7/16/09	BASTIEN AND ASSOCIATES	\$3,104.74	ATEP Project
O	083839	7/16/09	CARRIER JOHNSON	\$5,724.96	ARCHITECTURAL SERVICES
O	083840	7/16/09	CARRIER JOHNSON	\$5,525.16	HIRE ARCHITECT FOR A-300 REMODEL
O	083841	7/16/09	CONSOLIDATED REPROGRAPHICS	\$397.19	REPROGRAPHICS COST FOR VILLAGE PORTABLE ADDITION
O	083842	7/16/09	gkkworks	\$87,222.65	Project: ATEP
O	083843	7/16/09	GOVERNMENT FINANCIAL	\$3,740.00	ATEP Project
O	083844	7/16/09	JOYCE INSPECTION & TESTING	\$14,808.00	HIRE DSA INSPECTOR FOR A300 & B200 AT IVC
O	083845	7/16/09	LPA, INC.	\$6,613.91	ARCHITECTURAL SERVICES
O	083846	7/16/09	JOSE MARTINEZ TREE SERVICE	\$1,750.00	Campus Beautification Tree Service
O	083847	7/16/09	PB AMERICAS, INC.	\$1,860.00	LABOR COMPLIANCE CONSULTANT SERV.
O	083848	7/16/09	PCN3, INC.	\$261,863.18	BID 296, B200 SCIENCE LAB ANNEX AND B239 CONVERSI
O	083849	7/16/09	R2A ARCHITECTURE	\$42,595.18	NEW RESTROOMS FOR MCKINNEY THEATER ARCHITECT
O	083850	7/16/09	RJM DESIGN GROUP, INC.	\$1,113.52	ARCHITECT AGREEMT FOR ATEP
O	083851	7/17/09	ACSIG/EDGE	\$116,766.60	Delta Dental FY 09/10 Fund 01
O	083852	7/17/09	ACSIG/EDGE	\$39,805.12	Vision Services FY 09/10 Fund 01
C	083853	7/17/09	BILL BRUMMEL	\$55.92	Refund COBRA
O	083854	7/17/09	HYATT LEGAL	\$6,384.00	Hyatt Legal Benefits
O	083855	7/17/09	PACIFICARE BEHAVIORAL HEALTH	\$3,002.37	Pacificare Behavioral FY 09/10 Fund 01
O	083856	7/17/09	PRINCIPAL LIFE INSURANCE	\$29,809.60	Life Insurance Benefitis 2009/2010 FY
O	083857	7/17/09	PRINCIPAL LIFE INSURANCE	\$32,720.32	Long-Term Disability Benefits for 2009-2010 FY
O	083858	7/17/09	SISC III HEALTH BENEFITS	\$993,464.00	SISC (PPO)-Benefits FY 2009/10 Fund 01
O	083859	7/17/09	UNUM LIFE INSURANCE COMPANY	\$3,208.30	UNUM LTC FY 2009/10
O	083860	7/17/09	UNUM LIFE INSURANCE COMPANY	\$6,797.40	UNUM LTC FY 2009/10
O	083861	7/17/09	ACSIG/EDGE	\$8,582.55	Delta Dental FY 09/10 Fund 71
O	083862	7/17/09	ACSIG/EDGE	\$2,849.20	Vision Services FY 09/10 Fund 07
O	083863	7/17/09	SISC III HEALTH BENEFITS	\$764.00	Blue Shield (Retiree) Benefits FY 2008/09
O	083864	7/17/09	SISC III HEALTH BENEFITS	\$212,592.00	Blue Shield (Retiree) Benefits FY 2009/10
O	083865	7/17/09	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	083866	7/17/09	HYPERION PRODUCTIONS, LLC	\$2,100.00	Presentation of "Yesterday and Today"
O	083867	7/17/09	PRESS ASSOCIATION, INC.	\$14,360.82	AP News
O	083868	7/17/09	SCHOOLS FIRST FEDERAL CREDIT	\$8,348.00	Premium for sabbatical bonds
O	083869	7/17/09	SHRED-IT	\$20.00	For Shred-it monthly service
O	083870	7/17/09	POSTMASTER	\$1,120.00	Mailing to graduating Seniors
O	083871	7/17/09	POSTMASTER	\$5,000.00	Postage for mailing of Fall '09 Performing Arts br
O	083872	7/17/09	POSTMASTER	\$1,200.00	POSTAL FUNDS
O	083873	7/17/09	POSTMASTER	\$275.00	Payment for Mailing Catalogs
O	083874	7/17/09	UNIVERSITY HIGH SCHOOL	\$250.00	University HS Football Program ad.
O	083875	7/17/09	USA MOBILITY	\$70.73	PAGER RENTAL AND MAINTENANCE CONTRACT
O	083876	7/17/09	US FOODS	\$1,501.31	For food and supplies for the CDC.
O	083877	7/17/09	TUSTIN IRVINE MEDICAL GROUP	\$173.71	WORKERS' COMP FIRST AID ACCOUNT
O	083878	7/21/09	EUGENE DRAKE	\$143.00	MILEAGE
O	083879	7/21/09	GRACE TRAINING SUPPLY	\$17,831.50	SUPPLIES FOR NURSING
O	083880	7/21/09	F & E HEDMAN	\$450.00	Annual Maintenance:Check Signer
O	083881	7/21/09	HELIOS SOFTWARE SOLUTIONS	\$321.00	Textpad software for programming classes
O	083882	7/21/09	HEWLETT PACKARD	\$4,366.32	Campus Wide Software License Renewal
O	083883	7/21/09	HILLYARD FLOOR CARE SUPPLY	\$223.18	JANITORIAL SUPPLIES

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O	083884	7/21/09	HITT MARKING DEVICES, INC.	\$28.66	Stamp for Vice Chancellor
O	083885	7/21/09	HOEFER, INC.	\$334.95	PART FOR ELECTROPHORESIS UNIT
O	083886	7/21/09	HOME DEPOT CREDIT SERVICES	\$975.91	MATERIALS AND SUPPLIES
O	083887	7/21/09	I PROMOTE U	\$381.79	Promotional Items for MST Classes
O	083888	7/21/09	JOHNSTONE SUPPLY	\$160.24	SUPPLIES FOR MAINTENANCE
O	083889	7/21/09	SAMIR KHUNDY	\$40.42	MILEAGE
O	083890	7/21/09	LAB SAFETY SUPPLY INC.	\$555.30	SAFETY SUPPLIES BID
O	083891	7/21/09	LAGUNA BEACH UNIF. SCHOOL DIST	\$4,500.00	tech prep allocation
O	083892	7/21/09	LAGUNA GRAPHIC ARTS, INC.	\$152.25	DIGITAL PRINTING SERVICES
O	083893	7/21/09	LEARNING SEED	\$207.90	Dept. Resource
O	083894	7/21/09	LIEBERT CASSIDY WHITMORE	\$1,797.00	Attorney Services FY 2008/2009
O	083895	7/21/09	MARKETLAB, INC.	\$683.43	MICROBIOLOGY SUPPLIES
O	083896	7/21/09	MC KESSON MEDICAL SURGICAL	\$780.83	BIOLOGY SUPPLIES
O	083897	7/21/09	McMASTER CARR SUPPLY CO.	\$50.23	MAINTENANCE SUPPLIES
O	083898	7/21/09	MEDCO SUPPLY COMPANY	\$6,749.87	ATHLETIC TRAINING SUPPLIES
O	083899	7/21/09	MELISSA DATA CORPORATION	\$4,995.00	Match Up (API) Software
O	083900	7/21/09	MONSTER INC.	\$6,930.00	Recruitment/Advertising for SOCCCD
O	083901	7/21/09	MOULTON-NIGUEL WATER DIST.	\$8,291.60	Billing for Moulton-Niguel water services
O	083902	7/21/09	NEUDESIC, LLC	\$39,126.00	Software Engineering - "B" Features Enhancement
O	083903	7/21/09	NEWPORT COMPUTER SOLUTIONS, INC	\$4,397.42	Tivoli Storage Mgr Annual Renewal
O	083904	7/21/09	OCE-USA, INC.	\$1,651.64	Annual Maintenance: Copier
O	083905	7/21/09	ORKIN INC.	\$721.00	ANNUAL PEST CONTROL
O	083906	7/21/09	ROGER OWENS	\$14.14	Reimburse Roger Owens for purchase of book
O	083907	7/21/09	DEBORA MARTIN	\$5,462.50	For staff training & NAEYC accreditation
O	083908	7/21/09	IMAGE SOURCE, INC.	\$19,554.86	ANNUAL MAINTENANCE RENEWAL FOR A&R
O	083909	7/21/09	INCENTRA SOLUTIONS	\$172.00	IT Software Engineering/Development Services
O	083910	7/21/09	NEUDESIC, LLC	\$227,500.50	Software Engineering - Data Warehouse Development
O	083911	7/21/09	NEUDESIC, LLC	\$80,586.50	Student Information System, Year 3
O	083912	7/21/09	NEXUS IS, INC.	\$11,412.69	Tech Equipment - Tech Refresh
O	083913	7/21/09	KEENAN & ASSOCIATES	\$3,461.25	Claims Management Open PO
O	083914	7/21/09	EARL PAGAL	\$32.76	MILEAGE
O	083915	7/21/09	KEENAN & ASSOCIATES	\$38,800.00	D&O w/ OPEB Liability
C	083916	7/21/09	BP ENERGY COMPANY	\$-69,566.32	NATURAL GAS PURCHASES
O	083917	7/23/09	ADCLUB ADVERTISING SERVICE	\$215.00	Recruitment/Advertising for SOCCCD
O	083918	7/23/09	ADVANTA ENERGY	\$800.00	ENERGY CONSULTANT SERVICES
O	083919	7/23/09	AIR SOURCE INDUSTRIES, INC.	\$112.22	Air Source
O	083920	7/23/09	ALL THE KING'S FLAGS	\$320.47	FLAGS
O	083921	7/23/09	TrustWave	\$675.00	PCI Compliance Validation Services Renewal
O	083922	7/23/09	AMTECH ELEVATOR SERVICES	\$1,693.33	ANNUAL ELEVATOR SERVICES
O	083923	7/23/09	ASSOCIATION OF HIGHER	\$1,154.00	APPA MEMBERSHIP
O	083924	7/23/09	APPERSON PRINT MANAGEMENT	\$56.58	testing forms
O	083925	7/23/09	ARAMARK UNIFORM SERVICES	\$35.11	SHOP RAGS
O	083926	7/23/09	ARAMARK UNIFORM SERVICES	\$58.63	Shop coats, etc.
O	083927	7/23/09	ARCHITECTURAL DIGEST	\$39.95	Dept. Resource
O	083928	7/23/09	LEE ARMSTRONG CO., INC.	\$1,750.00	FINE ART THEATRE HALLWAY FLOORING
O	083929	7/23/09	ATKINSON, ANDELSON, LOYA,	\$12,020.84	Attorney Services FY 2008/2009
O	083930	7/23/09	BAKER & TAYLOR	\$132.33	Library materials per Tom Weisrock request
O	083931	7/23/09	THOMSON REUTERS BARCLAYS	\$283.00	Subscription renewal
O	083932	7/23/09	BESAFE TECHNOLOGIES, INC.	\$738.15	CONSULT SUBSCRIPTION CONSTRUCT SERVICES
O	083933	7/23/09	BJB ENTERPRISES, INC.	\$542.24	casting supplies for DMP
O	083934	7/23/09	BON APPETIT	\$24.00	Dept. Resource

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O	083935	7/23/09	ARNOLD BRAY	\$2,000.00	Legislative Advocacy
O	083936	7/23/09	BRIDGES TRANSITIONS, CO.	\$1,700.00	Contract Renewal Service for Bridges software
O	083937	7/23/09	MIKE BROWN GRANDSTANDS, INC.	\$500.00	Baseball Bleacher Seating
O	083938	7/23/09	BUDDY'S ALL STARS	\$110.91	Football Team '09 supplies
O	083939	7/23/09	FOUNDATION FOR CALIFORNIA	\$7,000.00	BlackBoard Maintenance Renewal 09/10
O	083940	7/23/09	CAROLINA BIOLOGICAL SUPPLY	\$102.52	TIMERS - RECRUITMENT HR
O	083941	7/23/09	CAS MEDICAL SYSTEMS, INC.	\$175.13	INSTRUCTIONAL SUPPLIES FOR NURSING
O	083942	7/23/09	CASBO	\$143.33	Records Retention Manuals
O	083943	7/23/09	EMSI, INC.	\$2,500.00	Renewal of EMSI services
O	083944	7/23/09	CDW GOVERNMENT, INC.	\$13.43	SUPPLIES FOR PERMIT DISPENSER
O	083945	7/23/09	CENTER FOR PHLEBOTOMY	\$99.00	Subscription to Center for Phlebotomy Education
O	083946	7/23/09	CENTRAL RESTAURANT PRODUCTS	\$5,430.72	DISHWASHER FOR INFANT TODDLER PROGRAM
O	083947	7/23/09	CERAMICS MONTHLY	\$34.95	Subscription renewal
O	083948	7/23/09	CHAMPION CHEMICAL CO.	\$2,722.93	JANITORIAL SUPPLIES
O	083949	7/23/09	CHICO UNIFORM	\$37.58	NAME TAGS FOR PHYSICAL SCIENCES
O	083950	7/23/09	CIWEA	\$150.00	Annual Membership Renewal
O	083951	7/23/09	COACH AMERICA	\$1,761.59	EI BUS FOR FIELD TRIP 6/18/09
O	083952	7/23/09	COLLEGIATE DIRECTORIES, INC.	\$111.90	Athletics Directory
O	083953	7/23/09	COMMUNITY COLLEGE LEAGUE OF	\$21.00	2009 Community College Directory
O	083954	7/23/09	COMMUNITY COLLEGE LEAGUE OF	\$21.00	CC Directory
O	083955	7/23/09	COMMUNITY COLLEGE LEAGUE OF	\$21.00	Community College Directory for Division use.
O	083956	7/23/09	COMMUNITY COLLEGE LEAGUE OF	\$21.00	Comm. College Directory
O	083957	7/23/09	COMPACT DATA WORKS, INC.	\$449.00	BacPac License for Workgroup VMS
O	083958	7/23/09	CONSUMER REPORTS	\$26.00	Dept. Resource
O	083959	7/23/09	COOK'S ILLUSTRATED	\$24.95	Dept. Resource
O	083960	7/23/09	COOKING LIGHT	\$20.00	Dept. Resource
O	083961	7/23/09	COPYNET OFFICE SOLUTIONS, INC	\$457.00	Maint. for Copier
O	083962	7/23/09	COX COMMUNICATIONS, INC	\$9,306.49	COX Communications Intercampus WAN Service
O	083963	7/23/09	CPP, INC.	\$195.00	Annual renewal fee for Skillsone
O	083964	7/23/09	CULINARY TRENDS	\$35.00	Dept. Resource
O	083965	7/23/09	DATA CENTER SOFTWARE	\$749.00	QUEMAN Annual Maintenance
O	083966	7/23/09	DAY & NIGHT DOOR SERVICE, INC	\$365.00	FIX FINE ART THEATER BACK ROLLING DOOR
O	083967	7/23/09	DE NAULT'S TRUE VALUE	\$26.09	BLANKET PO FOR PURCHASE OF SUPPLIES
O	083968	7/23/09	DELL MARKETING L.P.	\$142.53	Dell Printer Cartridges
O	083969	7/23/09	DEPARTMENT OF JUSTICE	\$32.00	Fingerprinting - HR
O	083970	7/23/09	DRAMATISTS PLAY SERVICE, INC.	\$700.00	Royalty license for "Picnic"
O	083971	7/23/09	STEPHEN DUBAY	\$95.97	Reimbursement for Internet Services
O	083972	7/23/09	EBS CO SUBSCRIPTION SERVICE	\$25,089.89	Annual subscription renewal list.
O	083973	7/23/09	ELLE MAGAZINE	\$16.00	Dept. Resource
O	083974	7/23/09	LISA ELSTON	\$157.23	Reimbursement to Faculty
O	083975	7/23/09	EXPERIAN	\$77.00	Experian Contract Services
O	083976	7/23/09	FEDERAL EXPRESS	\$350.98	FEDERAL EXPRESS CHARGES
O	083977	7/23/09	FINE COOKING	\$29.95	Dept. Resource
O	083978	7/23/09	FISHER SCIENTIFIC	\$4,781.58	EQUIPMENT FOR MLT LAB
O	083979	7/23/09	THE FOOD MAGAZINE	\$12.00	Dept. Resource
O	083980	7/23/09	SAMUEL FRENCH	\$825.00	Royalty fees for "Don't Dress for Dinner"
O	083981	7/23/09	DAVID FRETZ	\$23.47	Reimbursement for field trip expenses
O	083982	7/23/09	FRY'S ELECTRONICS	\$782.56	OPEN PO FOR COMPUTER SUPPLIES
O	083983	7/23/09	THOMAS A. FUENTES	\$533.80	FUENTES INTERNET 08/09
O	083984	7/23/09	BRANT PUBLICATIONS	\$9.97	Dept. Resource
O	083985	7/23/09	DAIRY DEPOT	\$32.88	NUTRITIONAL MILK AND DAIRY SUPPLIES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #083425 and 084473

S	Check #	Check Dt	Company Name	Check Amount	Description
O	083986	7/23/09	FOUNDATION FOR CALIFORNIA	\$159,324.00	BlackBoard Academic Suite Renewal 09/10
O	083987	7/23/09	CONNEY SAFETY PRODUCTS	\$43.07	CONVEX MIRROR
O	083988	7/23/09	DELL MARKETING L.P.	\$946.08	4 HardDrives/Tech Refresh
O	083989	7/23/09	AT & T MOBILITY	\$13.63	TELEPHONE SERVICES
O	083990	7/23/09	AT&T	\$85.57	Annual:Telephone Service
O	083991	7/23/09	SAN DIEGO GAS & ELECTRIC	\$2,381.86	Electric Service Billing for SDG&E
O	083992	7/23/09	SAN DIEGO GAS & ELECTRIC	\$44,364.22	Electric Service Billing for SDG&E
O	083993	7/23/09	SOUTHERN CALIFORNIA EDISON CO.	\$3,725.03	ELECTRIC SERVICE ATEP
O	083994	7/23/09	SOUTHERN CALIFORNIA EDISON CO.	\$199.77	ELECTRIC SERVICE ATEP
O	083995	7/23/09	SOUTHERN CALIFORNIA EDISON CO.	\$2,549.85	Annual Electric Service
O	083996	7/23/09	SOUTHERN CALIFORNIA EDISON CO.	\$27,255.68	Annual Electric Service
O	083997	7/23/09	SOUTHERN CALIFORNIA EDISON CO.	\$15,475.31	Annual Electric Service
O	083998	7/23/09	SOUTHERN CALIFORNIA GAS CO.	\$8,249.39	PO for gas transmission service.
O	083999	7/23/09	SOUTHERN CALIFORNIA GAS CO.	\$12.26	NATURAL GAS
O	084000	7/23/09	VERIZON WIRELESS	\$150.37	Cellular Phone Service
O	084001	7/23/09	ANA MARIA COBOS	\$1,150.00	Conference Reimbursement for Ana Maria Cobos
O	084002	7/23/09	TAM DO	\$69.83	Tam Do to Curriculum Institute 2009 Conference
O	084003	7/23/09	LUCIE DURAN-HERWEHE	\$65.00	REIMBURSEMENT FOR CONFERENCE ATTENDANCE FEE
O	084004	7/23/09	HYATT REGENCY ATLANTA	\$365.70	NCPN ANNUAL CONFERENCE, ATLANTA, GA
O	084005	7/23/09	PHILADELPHIA MARRIOTT DOWNTOWN	\$760.32	CONFERENCE FOR TAMMY RICE
O	084006	7/23/09	NAT'L LEAGUE FOR NURSING	\$635.00	CONFERENCE FOR TAMMY RICE
O	084007	7/23/09	NAT'L CAREER PATHWAYS NETWORK	\$225.00	NCPN ANNUAL CONFERENCE, ATLANTA, GA
O	084008	7/23/09	SHAWN NORMAN	\$65.00	REIMBURSEMENT FOR CONFERENCE ATTENDANCE FEE
O	084009	7/23/09	REGENTS OF THE UNIV. OF CALIF	\$5,400.00	UCL Conference Center- Saddleback College
O	084010	7/23/09	AT&T	\$57.00	Annual P.O. for telephone service
O	084011	7/23/09	AT&T	\$223.54	Annual P.O. for telephone service
O	084012	7/23/09	AT&T	\$19.57	FAX LINES - TRUSTEES FY 09-10
O	084013	7/23/09	AT&T	\$11.28	Annual P.O. for telephone service
O	084014	7/23/09	AT&T	\$6,743.07	Annual P.O. for telephone service
O	084015	7/23/09	AT&T	\$11.37	FAX LINES - TRUSTEES FY 09-10
O	084016	7/23/09	AT&T	\$11.57	FAX LINES - TRUSTEES FY 09-10
O	084017	7/23/09	AT&T	\$9.99	FAX LINES - TRUSTEES FY 09-10
O	084018	7/23/09	BP ENERGY COMPANY	\$69,566.32	NATURAL GAS PURCHASES
O	084019	7/23/09	EMPLOYMENT DEVELOPMENT DEPT.	\$75,673.38	Unemployment Insurance Quarterly P/R Taxes
O	084020	7/23/09	ALVAREZ & MARSAL	\$5,486.00	ATEP Project
O	084021	7/23/09	ESCAPE TECHNOLOGY, INC.	\$62.50	Escape Upgrade (OL5) Implementation
O	084022	7/23/09	JACKSON, DE MARCO, TIDUS,	\$80,654.79	ATEP Legal Professional Services
O	084023	7/23/09	R2A ARCHITECTURE	\$4,032.83	VILLAGE EXPANSION ARCHITECT SERVICES
O	084024	7/23/09	RED STONE, INC	\$4,760.00	CONSULTANT AGRMT.
O	084025	7/23/09	RGP PLANNING & DEVELOPMENT	\$26,287.28	ATEP PROJECT
O	084026	7/23/09	SKORA ELECTRIC	\$6,698.00	Repair various damaged conduits at PE-100
O	084027	7/23/09	UNITED SITE SERVICES OF CA,	\$410.32	Provide Temp. Restroom Facilities PE-100
O	084028	7/27/09	WEST GROUP	\$146.00	BARCLAYS OFFICIAL CALIFORNIA CODE
O	084029	7/27/09	PACIFIC SAILING LLC	\$1,551.00	Rental of Sailboats for MST Sailing Classes
O	084030	7/27/09	PITNEY BOWES INC.	\$10.86	SUPPLIES
O	084031	7/27/09	POCKET NURSE ENTERPRISES,	\$1,492.17	SUPPLIES FOR MEDICAL ASSISTING
O	084032	7/27/09	RENAISSANCE LEARNING, INC.	\$227.69	KEYBOARD
O	084033	7/27/09	SCHOOLS EXCESS LIABILITY FUND	\$57,738.87	2009/2010 Excess Liability Coverage
O	084034	7/27/09	SEHI PROCOMP COMPUTER PRODUCTS	\$268.18	PRINTER FOR NEW DEAN, DR. DONNA
O	084035	7/27/09	SEW TRUE SUPPLY	\$137.74	FASHION SUPPLIES
O	084036	7/27/09	SHRED-IT	\$389.00	Document Destruction Service

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

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Selection: Between #083425 and 084473

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084037	7/27/09	SOUTHERN CALIFORNIA FOOTBALL	\$2,000.00	Membership
O	084038	7/27/09	SOUTH COAST A.Q.M.D.	\$609.71	SO. COAST AIR QUALITY MANAGEMENT EMISSIONS FEE
O	084039	7/27/09	SOUTH COAST A.Q.M.D.	\$201.72	SO. COAST AQMD FEE
O	084040	7/27/09	SOUTH COAST DIST. CO.	\$250.67	CLEANING SUPPLIES FOR BIOLOGY LABORATORY CLASSROOM
O	084041	7/27/09	SO COAST HIGHER EDUCAT. COUN.	\$50.00	SCHEC INSTITUTIONAL MEMBERSHIP 09-10
O	084042	7/27/09	SOUTHERN COUNTIES OIL	\$3,749.12	BLANKET PURCHASE ORDER FOR DIESEL FUEL
O	084043	7/27/09	STUDENT INSURANCE COMPANY	\$110,967.00	2009/10 ACCIDENT/CATASTROPHIC/STUDENT/ATHLETE INS.
O	084044	7/27/09	SWACC	\$914,080.00	P&L Memorandum of Coverage 2009/2010
O	084045	7/27/09	TEEN VOGUE	\$4,510.00	Dept. Resource
O	084046	7/27/09	TIGER DIRECT	\$21.98	PHYSICS SUPPLIES
O	084047	7/27/09	TREND OFFSET PRINTING	\$23,633.39	Printing class schdules & gate mailers, Fall, 2009.
O	084048	7/27/09	TRIARCH INC.	\$285.80	MICROBIOLOGY SUPPLIES
O	084049	7/27/09	TRIPPNT.COM	\$781.14	MICROBIOLOGY SUPPLIES
O	084050	7/27/09	U.S. DATA TRUST CORPORATION	\$3,270.00	Continuous OffSite Data Backup Service (LiveVault)
O	084051	7/27/09	U.S. PLASTICS COMPANY	\$125.09	BIOLOGY SUPPLIES
O	084052	7/27/09	ULINE	\$424.60	WAREHOUSE SUPPLIES
O	084053	7/27/09	UNITED INTERIORS	\$1,278.24	Ergonomic keyboard
O	084054	7/27/09	UNITED SITE SERVICES OF CA,	\$208.13	PORTABLE RESTROOM FOR IVC BASEBALL FIELD
O	084055	7/27/09	UNIVERSAL SEATING COMPANY	\$8,007.26	Purchase shelving - Instructional Equipment.
O	084056	7/27/09	U.S. GREEN BUILDING COUNCIL	\$750.00	Membership to US Green Building Council
O	084057	7/27/09	VEGETARIAN TIMES	\$23.95	Dept. Resource
O	084058	7/27/09	VIDEO SERVICE OF AMERICA	\$20.55	SUPPLIES FOR SIGN LANGUAGE
O	084059	7/27/09	VITAL LINK EDUCATION AND	\$750.00	CTE GRANT TRAINING BOOTCAMP
O	084060	7/27/09	VWR INTERNATIONAL, INC.	\$6,947.67	BIOLOGY EQUIPMENT
O	084061	7/27/09	WELLS FARGO BANK	\$20,130.05	Wells Fargo Bank Fees
O	084062	7/27/09	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES
O	084063	7/27/09	WIZARD SPORTS EQUIPMENT	\$143.59	Football Team 09 supplies
O	084064	7/27/09	WOMEN'S WEAR DAILY	\$129.41	Dept. Resource
O	084065	7/27/09	RJT COMPUQUEST	\$10,660.00	QA Consulting Services
O	084066	7/27/09	RPM CONSULTANT GROUP	\$2,097.35	GASB 43 & 45 Compliance
O	084067	7/29/09	TUSTIN RANCH GOLF CLUB	\$1,000.00	SOC CCD District Leadership Team Retreat
O	084068	7/29/09	MICHELLE ANSTADT	\$129.10	CONFERENCE FOR MICHELLE ANSTADT
O	084069	7/29/09	LINDA BASHOR	\$10.00	Staff member attending conference in July
C	084070	7/29/09	DR. ROBERT BRAMUCCI	\$268.90	Conference expenses for Rbt Bramucci
O	084071	7/29/09	BEEP COLCLOUGH	\$261.05	Staff Reimbursement for Conference Attendance
O	084072	7/29/09	DAVID FRANCISCO	\$97.36	Conference for David Francisco
O	084073	7/29/09	MARY HALL	\$253.00	NASFAA Conference
O	084074	7/29/09	RUTH HIGGINS	\$253.00	NASFAA Conference
O	084075	7/29/09	DR. CRAIG JUSTICE	\$54.95	Praig Justice to Curriculum Institute 2009 Conf.
O	084076	7/29/09	BROOKE LANGE	\$72.50	Staff member is attending a conference in July
O	084077	7/29/09	JENNIFER MC CUE	\$113.10	Conference
O	084078	7/29/09	GWEN PLANO	\$667.25	CONFERENCE
O	084079	7/29/09	GRADUATE SCHOOL OF EDUCATION	\$670.00	Conference for Cheryl Altman
O	084080	7/30/09	GALLS INC.	\$200.06	Open PO - Uniforms
O	084081	7/30/09	GALLADE CHEMICAL, INC.	\$679.31	POOL SUPPLIES
O	084082	7/30/09	GARTNER GROUP, INC.	\$27,830.00	Specialized Educational Consulting
O	084083	7/30/09	W. W. GRAINGER	\$202.40	MAINTENANCE SUPPLIES
O	084084	7/30/09	GUNTHER'S ATHLETIC SERVICE	\$170.47	Football Team '09 supplies
O	084085	7/30/09	H2 ENVIRONMENTAL CONSULTING	\$1,025.00	TAS 1ST & 2ND FLOORS LIMITED MICROBIAL ASSESSMENT
O	084086	7/30/09	HARDY DIAGNOSTICS	\$1,058.46	MICROBIOLOGY SUPPLIES
O	084087	7/30/09	HAWK LABELING SYSTEMS	\$664.49	BIOLOGY SUPPLIES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

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Selection: Between #083425 and 084473

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084088	7/30/09	HEWLETT PACKARD	\$8,239.44	HP/Alpha System Maintenance Agreement
O	084089	7/30/09	HIRSCH PIPE & SUPPLY	\$477.58	PLUMBING & IRRIGATION SUPPLIES
O	084090	7/30/09	HOME DEPOT CREDIT SERVICES	\$1,909.74	MAINT/GROUNDS/CUST. SUPPLIES
O	084091	7/30/09	HORIZON	\$1,450.96	GROUNDS SUPPLIES
O	084092	7/30/09	HORN IMPROVEMENT	\$20.00	Instrument repair
O	084093	7/30/09	ANTHONY HUNTLEY	\$121.02	REIMBURSEMENT TO T.HUNTLEY FOR FOOD
O	084094	7/30/09	IACLEA	\$225.00	Membership
O	084095	7/30/09	INTUIT	\$815.63	Intuit Quickbooks Software License Renewal
O	084096	7/30/09	IRVINE RANCH WATER DIST.	\$11,283.65	Annual Water Service
O	084097	7/30/09	JOHNSTONE SUPPLY	\$45.65	OPEN PURCHASE ORDER FOR PARTS
O	084098	7/30/09	DR. CRAIG JUSTICE	\$39.14	Reimburse Craig Justice for Excel 2007 book.
O	084099	7/30/09	KNORR SYSTEMS, INC.	\$848.25	POOL ANNUAL SUPPLIES
O	084100	7/30/09	KONICA MINOLTA DANKA IMAGING	\$153.47	Annual Maintenance: EOPS Copier
O	084101	7/30/09	LAGUNA GRAPHIC ARTS, INC.	\$38.06	DIGITAL PRINTING SERVICES
O	084102	7/30/09	LASER SOURCE	\$104.40	Toner for printing
O	084103	7/30/09	LAUNDRY LOOPS INC.	\$288.35	M/W sports/laundry loops
O	084104	7/30/09	A. M. LEONARD, INC.	\$414.94	PAINT FOR BASEBALL COACH
O	084105	7/30/09	LIBEC SALES	\$492.00	Repair/Tune up of Studio Pedestals
O	084106	7/30/09	LIFETIME MEMORY PRODUCTS,	\$112.66	FLASH DRIVES FOR SBS
O	084107	7/30/09	LINCOLN EQUIPMENT, INC.	\$5,212.55	Aquatics Equipment
O	084108	7/30/09	LYRASIS	\$275.00	Pay for database membership annual dues.
O	084109	7/30/09	MAQUINSAL SEWING MACHINE CO.	\$374.22	Repair/Dept. Supplies
O	084110	7/30/09	MC CALLUM GROUP, INC.	\$1,000.00	Consultation for strategic planning
O	084111	7/30/09	DIANE MC GROARTY	\$29.36	Reimbursement to Faculty
O	084112	7/30/09	MC KESSON MEDICAL SURGICAL	\$311.13	McKesson Medical Supplies Order
O	084113	7/30/09	McMASTER CARR SUPPLY CO.	\$283.97	ASTRO/PHYSICS SUPPLIES
O	084114	7/30/09	MEDCO SUPPLY COMPANY	\$5,578.26	ATHLETIC TRAINING SUPPLIES
O	084115	7/30/09	MELISSA DATA CORPORATION	\$5,985.38	Software Renewal-Data Quality COM Object Suite
O	084116	7/30/09	MERCK & CO., INC.	\$1,611.62	vaccine for students
O	084117	7/30/09	MESA GOLF CARTS	\$188.21	electric cart maintenance
O	084118	7/30/09	METRONOME, INC.	\$182,725.65	Telecom System Annual Maintenance Renewal
O	084119	7/30/09	SUSAN MILLER	\$1,466.27	REIMURSEMENT FOR SPRING 2009 - FN 400 TICKET #6525
O	084120	7/30/09	CITIZENS BUSINESS BANK	\$53,038.55	Viron mechanical retrofit and energy mgt. program
O	084121	7/30/09	NAT'L ASSO OF COLL/EMPLOYEES	\$400.00	Instit. Membership NACE 09-10
O	084122	7/30/09	NEW TOUCH GRAPHICS LLC	\$216.42	Newsletter Printing
O	084123	7/30/09	HALEY NGUYEN	\$131.59	Reimbursement to Faculty
O	084124	7/30/09	NUESOFT TECHNOLOGIES, INC.	\$4,000.00	Software equipment for Health Ctr.
O	084125	7/30/09	ORANGE CO. BUSINESS COUNCIL	\$5,000.00	OCBC MEMBERSHIP DUES (2009-10)
O	084126	7/30/09	ORANGE COUNTY FIRE AUTHORITY	\$100.00	FIRE FALSE ALARM RESPONSE
O	084127	7/30/09	ORANGE COUNTY PRINTING	\$1,107.08	WELCOME TO SADDLEBACK BROCHURES
O	084128	7/30/09	ORANGE COUNTY REGISTER	\$2,000.00	ADVERTISING
O	084129	7/30/09	ORANGE COUNTY REGISTER	\$107.56	OC REGISTER SUBSCRIPTION
O	084130	7/30/09	OCE-IMAGISTICS	\$56.67	Maintenance Agreement for fax Machine
O	084131	7/30/09	ORANGE EMPIRE CONFERENCE	\$5,000.00	Annual Membership
O	084132	7/30/09	ORKIN INC.	\$850.00	ANNUAL MAINTENANCE: Bug Control
O	084133	7/30/09	OXFORD UNIVERSITY PRESS	\$1,200.00	Library database per Tom Weisrock request
O	084134	7/30/09	CHRISTOPHER TARMAN	\$114.40	MILEAGE
O	084135	7/30/09	ORKIN INC.	\$90.00	Annual Maintenance: Bug Control
O	084136	7/31/09	AMERICAN GEOTECHNICAL	\$5,245.00	GEOTECHNICAL FIELD OBSERVATION AND TESTING
O	084137	7/31/09	CAVECCHIE ENGINEERING	\$95,278.00	BID 296, A300 REMODEL
O	084138	7/31/09	INTERNATIONAL CITY BANK	\$10,586.92	BID 296, A300 REMODEL

\$5,985.38
\$1,611.62
\$188.21
\$182,725.65
\$1,466.27
\$53,038.55
\$400.00
\$216.42
\$131.59
\$4,000.00
\$5,000.00
\$100.00
\$1,107.08
\$2,000.00
\$107.56
\$56.67
\$5,000.00
\$850.00
\$1,200.00
\$114.40
\$90.00
\$5,245.00
\$95,278.00
\$10,586.92

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

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O	084139	7/31/09	JOYCE INSPECTION & TESTING	\$7,182.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	084140	7/31/09	MC KENNA LONG & ALDRIDGE, LLP	\$3,974.50	ATEP Project
O	084141	7/31/09	PSOMAS	\$4,134.31	ATEP Project
O	084142	7/31/09	RED STONE, INC	\$6,440.00	CONSULTANT AGRMT.
O	084143	7/31/09	TROXELL COMMUNICATIONS, INC.	\$1,055.40	PURCHASE FOR A300 PROJECT
O	084144	7/31/09	UNITED SITE SERVICES OF	\$585.72	fence rental
O	084145	7/31/09	ACTT	\$212.06	CELSA Site License for ESL Local Scoring
O	084146	7/31/09	TITLEIST	\$1,528.81	GOLF BALLS FOR GOLF TEAM
O	084147	7/31/09	ADCLUB ADVERTISING SERVICE	\$295.00	Recruitment/Advertising for SOCCCD
O	084148	7/31/09	AIRGAS WEST	\$193.37	CO2 FOR SWIMMING POOL
C	084149	7/31/09	AMTECH ELEVATOR SERVICES	\$-1,825.80	ANNUAL ELEVATOR SERVICES
O	084150	7/31/09	WARREN ANSALDO	\$5.39	INSTRUCTIONAL SUPPLIES
O	084151	7/31/09	CALIFORNIA APPAREL NEWS	\$65.00	Dept. Resource
O	084152	7/31/09	AVACOM	\$243.13	OPEN PO FOR AVACOM PRINTER SERVICE
O	084153	7/31/09	BAKER & TAYLOR	\$16.48	Library CD per Tom Weisrock request
O	084154	7/31/09	WEST GROUP	\$146.00	Barclays Official California Code
O	084155	7/31/09	JOYCE BARTLOMAIN	\$59.75	Reimbursement
O	084156	7/31/09	BEST BUY CO., INC.	\$107.28	PHYSICS SUPPLIES
O	084157	7/31/09	BIZ-PROMOTION	\$3,224.74	SOCCCD Staff Pins
O	084158	7/31/09	MIKE BROWN GRANDSTANDS, INC.	\$500.00	Baseball Bleacher Seating
O	084159	7/31/09	BURMINCO	\$2,032.05	BLANKET PO FOR ROCKS/MINERALS
O	084160	7/31/09	C & L REFRIGERATION CORP.	\$1,352.86	MDF HVAC repair
O	084161	7/31/09	CA DEPT OF TOXIC SUBSTANCES	\$272.50	EPA ID AND MANIFEST FEE
O	084162	7/31/09	CALIFORNIA STAGE/LIGHTING, INC	\$283.96	THEATRE EQUIPMENT
O	084163	7/31/09	CALUMET/LA	\$86.25	Sepia toner
O	084164	7/31/09	CARQUEST AUTO PARTS	\$3.41	BLANKET PURCHASE ORDER FOR AUTO SUPPLIES
O	084165	7/31/09	CHAMPION CHEMICAL CO.	\$3,042.54	JANITORIAL SUPPLIES
O	084166	7/31/09	CHEFS' TOYS	\$80.06	FOOD/NUTRITION SUPPLIES
O	084167	7/31/09	CHEMSEARCH	\$408.69	JANITORIAL SUPPLIES
O	084168	7/31/09	COASTLINE ROP	\$1,536.61	TPP Professional Dev. Workshop
O	084169	7/31/09	COLLEGE SOURCE, INC.	\$856.00	College Source Subscription Renewal
O	084170	7/31/09	COMMUNITY COLLEGE LEAGUE OF	\$1,500.00	CCLC POLICY & PROCEDURE SERVICE
O	084171	7/31/09	COMPUTERLAND	\$182.61	LICENSE FOR SOFTWARE
O	084172	7/31/09	CONGRESSIONAL QUARTERLY	\$160.50	Pay for book.
O	084173	7/31/09	DAART ENGINEERING CO., INC.	\$476.00	FIRE PUMP REPAIR
O	084174	7/31/09	JOHN DEERE LANDSCAPES, INC.	\$102.68	IRRIGATION SUPPLIES
O	084175	7/31/09	DEPARTMENT OF GENERAL	\$435.97	DGS Procurement Fees
O	084176	7/31/09	SPARKLETTS	\$73.02	DRINKING WATER FOR ATEP
O	084177	7/31/09	SPARKLETTS	\$601.95	Bottled water service
O	084178	7/31/09	DYNAMIC TEST SYSTEMS, INC.	\$127.46	Shipping charges
O	084179	7/31/09	ECONOMIC ALTERNATIVES, INC.	\$695.82	Annual Maintenance:Water Treatment
O	084180	7/31/09	EMBLEM ENTERPRISES	\$350.30	POLICE PATCHES
O	084181	7/31/09	EWING IRRIGATION PRODUCTS	\$999.24	Blanket P.O. for supplies
O	084182	7/31/09	FEDERAL EXPRESS	\$146.88	FEDERAL EXPRESS CHARGES
O	084183	7/31/09	THE FILTER CONNECTION LLC	\$280.00	MICROBIOLOGY SUPPLIES
O	084184	7/31/09	FOOTHILL HIGH SCHOOL	\$300.00	Advertising for Foothill HS Football Program
O	084185	7/31/09	FREESTYLE	\$3,788.76	Photography supplies
O	084186	7/31/09	FRY'S ELECTRONICS	\$774.17	COMPUTER HARDWARE
O	084187	7/31/09	BLACK CORAL HAWAII WHOLESALER	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	084188	7/31/09	DELL MARKETING L.P.	\$2,229.20	Dell Serv. Contract/Tech Refresh
O	084189	7/31/09	DEPARTMENT OF GENERAL	\$219.25	PROCUREMENT FEES FOR CMAS CONTRACT

WARRANT REGISTER LISTING

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O	084190	8/03/09	THOMSON REUTERS BARCLAYS	\$283.00	Library law subscription renewal per Tom Weisrock
O	084191	8/03/09	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	084192	8/03/09	P & R PAPER SUPPLY COMPANY	\$906.98	M/W laundry supplies
O	084193	8/03/09	PACIFIC PARKING SYSTEMS, INC.	\$54,649.68	Maintenance
O	084194	8/03/09	PT AND C INC.	\$165.41	Equip. repair and labor
O	084195	8/03/09	PAYAM-E-ASHENA	\$200.00	Advertising for 2009/2010
O	084196	8/03/09	NCS PEARSON, INC.	\$96.79	annual license fee for psych assessment
O	084197	8/03/09	POSTAL PRIVILEGE, PITNEY-BOWES	\$2,832.00	MAILING SYSTEM LEASE
O	084198	8/03/09	PRAXAIR	\$15.95	Annual Maintenance: Nitrogen Cylinders
O	084199	8/03/09	PSI-PAYPHONE STATIONS INNOVAT.	\$1,105.00	Pay phones/annual maintenance
O	084200	8/03/09	JAMES A. PYLE	\$54.27	Reimburse-Uniform Pants
O	084201	8/03/09	QUEZADA PRO LANDSCAPE, INC.	\$4,170.00	PURCHASE AND INSTALLATION OF MARATHON SOD II
O	084202	8/03/09	R & R SOCKS PLUS	\$248.97	Football Team 09 supplies
O	084203	8/03/09	RALPHS GROCERY COMPANY	\$49.55	OPEN PO SUPPLIES AND FEE BASED NEEDS
O	084204	8/03/09	REGENTS OF UNIVERSITY OF	\$1,530.00	Anatomical Specimens for Paramedic Students
O	084205	8/03/09	UCSD	\$800.00	Renew MDTP License
O	084206	8/03/09	RIDDELL ALL AMERICAN	\$1,448.48	Football Equipment Reconditioning
O	084207	8/03/09	JOHN ROBINSON	\$45.68	Reimbursement for dry ice for MS20 lab
O	084208	8/03/09	THE RP GROUP	\$350.00	Institutional membership
O	084209	8/03/09	JACK RUBIN & SONS	\$74.44	THEATRE SUPPLIES
O	084210	8/03/09	S & B FOODS	\$169.65	Cost of lunch for El Toro HS Students
O	084211	8/03/09	SADDLEBACK VALLEY UNIFIED	\$9,181.00	CTE COLLABORATIVE AND SVUSD
O	084212	8/03/09	SADDLEBACK VALLEY UNIFIED	\$4,995.00	CTE COLLABORATIVE AND SVUSD AGREEMENT
O	084213	8/03/09	SAFEGUARD BUSINESS SYSTEMS	\$66.23	FILING SUPPLIES
O	084214	8/03/09	SAFEGUARD BUSINESS SYSTEMS	\$205.73	Student Supplies
O	084215	8/03/09	SAMY'S CAMERA	\$322.65	SIGNAGE MATERIALS
O	084216	8/03/09	SARS SOFTWARE PRODUCTS, INC.	\$6,488.88	Software Support
O	084217	8/03/09	SCANTRON CORPORATION	\$97.00	Software Maintenance Agreement Renewal
O	084218	8/03/09	SEHI PROCOMP COMPUTER PRODUCTS	\$3,200.29	Replacement cartridge for an HP LaserJet 5SiMX
O	084219	8/03/09	SHOKRAI LAW	\$18,225.00	Investigative Svs. for SOCCCD
O	084220	8/03/09	SIERRA SOIL PRODUCTS	\$2,724.19	FINE ARTS LANDSCAPE WORK
O	084221	8/03/09	SMART VEND CORPORATION	\$4,045.28	Maintenance/License for Monitor
O	084222	8/03/09	SNAP-ON INDUSTRIAL	\$495.01	TOOLS
O	084223	8/03/09	SO COAST HIGHER EDUCAT. COUN.	\$50.00	SCHEC Membership
O	084224	8/03/09	SO. ORANGE CO. COMM. COL.DIST	\$32.00	Return to Title IV Funds
O	084225	8/03/09	SPI SUPPLIES	\$144.50	MICROBIOLOGY SUPPLIES
O	084226	8/03/09	SPSS, US INC.	\$688.88	SPSS SmartViewer Web Server Renewal
O	084227	8/03/09	STAR THROWER DISTRIBUTION CORP	\$1,178.84	DVD Purchase
O	084228	8/03/09	STUDENT INSURANCE COMPANY	\$55,587.00	2009/10 ACCIDENT/CATASTROPHIC/STUDENT/ATHLETE INS.
O	084229	8/03/09	SUPERIOR PRESS	\$609.51	Various Bank Supplies - 09/10
O	084230	8/03/09	TABLEAU SOFTWARE	\$270.00	Software maintenance
O	084231	8/03/09	TECHSMITH CORP	\$364.95	Software for Math Instructors
O	084232	8/03/09	TIME CLOCK SALES & SERVICE	\$119.80	Main. Repair-HR Time Clock
O	084233	8/03/09	ERIC STOELTING	\$1,087.50	GEOLOGY SUPPLIES
O	084234	8/03/09	TREND OFFSET PRINTING	\$66,009.02	FALL SCHEDULE OF CLASSES 09 PRINTING
O	084235	8/03/09	TRI-AD	\$607.00	Admin. & Banking Svcs. for FSA 09/10
O	084236	8/03/09	TRU WEST, INC.	\$75.73	Uniform Repair
O	084237	8/03/09	TUSTIN TOUCHDOWN CLUB	\$200.00	Advertising for Tustin HS Football Program
O	084238	8/03/09	UNITED FABRICARE SUPPLY, INC.	\$520.59	M/W sports/laundry products
O	084239	8/03/09	UNITED INTERIORS	\$15,167.44	Furniture
O	084240	8/03/09	VERIZON WIRELESS	\$39.27	VERIZON Wireless Aircards/PDA Service

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
 Sort: Sorted by Warrant #
 Selection: Between #083425 and 084473

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084241	8/03/09	VERIZON WIRELESS	\$333.11	VERIZON Wireless Aircards/PDA Service
O	084242	8/03/09	VERIZON WIRELESS	\$64.71	Annual Maint: Broadband Back-up system/Email
O	084243	8/03/09	VIDEO SERVICE OF AMERICA	\$714.13	DVCam Tapes for BOT meetings
O	084244	8/03/09	VQS ENTERPRISES, INC.	\$11,206.69	from VQS bid, new contract
O	084245	8/03/09	WEST PAYMENT CENTER	\$112.03	Pay for book updates.
O	084246	8/03/09	WESTERN EXTERMINATOR COMPANY	\$580.00	FINE ART TERMINATE SERVICES
O	084247	8/03/09	WESTMINSTER PRESS, INC.	\$1,383.30	E.I. SCHEDULES OF CLASSES PRINTING
O	084248	8/03/09	PUBLIC MEDIA DISTRIBUTION	\$27.90	DVD FOR CLASSROOM USE
O	084249	8/03/09	WOODBIDGE HIGH SCHOOL	\$400.00	Advertising in Woodbridge HS Football Program
O	084250	8/03/09	XAP CORPORATION	\$11,038.00	CCCApply Renewal for Saddleback and IVC
O	084251	8/03/09	ZEP MANUFACTURING	\$506.44	Men's laundry supplies
O	084252	8/03/09	RALPHS GROCERY COMPANY	\$696.56	NUTRITIONAL FOOD AND SUPPLIES
O	084253	8/03/09	WENGER CORPORATION	\$58,527.87	FURNITURE FOR A300 RENOVATION
O	084254	8/03/09	SWACC	\$5,000.00	SWACC Reimbursement
O	084255	8/03/09	JENNIFER GLEIZER	\$138.26	MILEAGE
O	084256	8/03/09	HARDY DIAGNOSTICS	\$1,887.12	MICROBIOLOGY SUPPLIES
O	084257	8/03/09	HARLAND TECHNOLOGY SERVICES	\$11,796.00	Harland Maintenance Agreement for Clarity Scanners
O	084258	8/03/09	WILLIAM HEWITT	\$11.95	Staff Reimbursement
O	084259	8/03/09	HITT MARKING DEVICES, INC.	\$208.80	Stamps for HR
O	084260	8/03/09	HOKE OUTDOOR ADVERTISING, INC.	\$4,254.88	Lamppost banners
O	084261	8/03/09	BRITNEE HOLMES	\$22.35	MILEAGE
O	084262	8/03/09	HOME DEPOT CREDIT SERVICES	\$459.79	RapidTech - Open PO w/ Home Depot
O	084263	8/03/09	HORIZON	\$435.38	GROUNDS SUPPLIES
O	084264	8/03/09	HSACCC	\$150.00	INSTITUTIONAL MEMBERSHIP DUES HSACC
O	084265	8/03/09	ANTHONY HUNTLEY	\$125.06	Reimbursement for map scans
O	084266	8/03/09	I2S, INC.	\$1,026.00	CALIBRATION AND SERVICE MICROPIPETTES
O	084267	8/03/09	JOHNSTONE SUPPLY	\$128.74	SUPPLIES FOR MAINTENANCE
O	084268	8/03/09	KATHCO PRODUCTS	\$11,466.06	JANITORIAL SUPPLIES
O	084269	8/03/09	KEN'S SPORTING GOODS	\$2,575.91	Football Equipment Reconditioning
O	084270	8/03/09	KIEFER SPECIALTY FLOORING, INC	\$3,086.00	RUNWAY COVERINGS
O	084271	8/03/09	KIRK PAPER	\$47,944.57	White paper
O	084272	8/03/09	KNORR SYSTEMS, INC.	\$6,450.70	POOL SUPPLIES
O	084273	8/03/09	LOS ANGELES TIMES	\$35.65	LA TIMES SUBSCRIPTION
O	084274	8/03/09	LAB SAFETY SUPPLY INC.	\$106.51	BIOLOGY SUPPLIES
O	084275	8/03/09	MAQUINSAL SEWING MACHINE CO.	\$548.81	FASHION EQUIPMENT
O	084276	8/03/09	MARVAC ELECTRONICS	\$107.73	Football Supplies
O	084277	8/03/09	MARCIA MILCHIKER	\$44.99	MMILCHIKER INTERNET 09/10
O	084278	8/03/09	MUSIC THEATRE INTERNATIONAL	\$3,782.63	Royalties and rentals for "Urinetown"
O	084279	8/03/09	ORANGE CO. FARM SUPPLY	\$213.87	BLANKET P.O. FOR SUPPLIES
O	084280	8/03/09	ORANGE COUNTY PRINTING	\$423.04	ASSIST POSTCARDS
O	084281	8/03/09	OC PUBLIC LIBRARIES	\$120.00	WORKSHOP PRESENTER
O	084282	8/03/09	OCLC, INC.	\$524.30	Annual Maintenance:Library Data Processing
O	084283	8/03/09	OTHER WORLD COMPUTING	\$155.39	Extra Hard Drive
O	084284	8/03/09	YUBO WANG	\$6.60	MILEAGE
O	084285	8/03/09	OM WORKSPACE	\$13,373.47	FURNITURE ORDER FROM BID #297
O	084286	8/03/09	CAMDEN CROWN VALLEY APARTMENTS	\$5,948.65	EGYPT COMMUNITY COLLEGE INITIATIVE GRANT LEASE
O	084287	8/03/09	CHEVRON AND TEXACO BUSINESS	\$1,276.20	2009/10 Use of Gasoline by Various Departments
O	084288	8/03/09	AMERICAN EXPRESS	\$4,791.10	Travel expenses for Bob Bramucci
O	084289	8/03/09	WELLS FARGO BANK #4198	\$166.02	PRE-DEPARTURE ORIENTATION CAIRO TRIP/NORMA YANNI
O	084290	8/03/09	WELLS FARGO BANK #4214	\$974.45	Tech Refresh contract renewal
O	084291	8/03/09	WELLS FARGO BANK #3317	\$1,061.96	ISSA-Information Systems Security Association Inc

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	084292	8/03/09	WELLS FARGO #2078	\$5,087.63	GreenFax/Meixler (Recruitment)
O	084293	8/05/09	WALEED M. M. AHAMED	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084294	8/05/09	ZEINAT EID SOLIMAN AHMED	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084295	8/05/09	WAHEED A. A. ALI	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084296	8/05/09	KARIM A. A. E. ALY	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084297	8/05/09	AMIR H. H. A. AMIN	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084298	8/05/09	SIDIEE S. M. A. AWADIEN	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084299	8/05/09	HANAN A. A. BADAWEY	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084300	8/05/09	AHMED E. E. M. B. ELHEDENY	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084301	8/05/09	MONAMED F. E. Y. GABALLA	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084302	8/05/09	AHMED A. E. M. IBRAHIM	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084303	8/05/09	OMAR M. S. IBRAHIM	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084304	8/05/09	MOHAMMED A. E-D. Z. ISMAIL	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084305	8/05/09	AMRO H. A. A. F. A. MANSOUR	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084306	8/05/09	AHMED M. H. MOHAMED	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084307	8/05/09	KHALED M. M. A. NASR	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084308	8/05/09	MAHMOUD S. A. SAYED	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084309	8/05/09	ALAA S. H. TAHA	\$550.00	EGYPT GRANT PER DIEM FOR STUDENTS
O	084310	8/07/09	ACBO	\$85.00	State Budget Workshop for Karen Bronson
O	084311	8/07/09	ACBO	\$85.00	Reg. Fee-Craig Justice/ACBO Budget Workshop 8/18
O	084312	8/07/09	ACBO	\$85.00	2009 State Budget Workshop
O	084313	8/07/09	DR. ROBERT BRAMUCCI	\$283.90	Conference expenses for Rbt Bramucci
O	084314	8/07/09	ROCKY CIFONE	\$859.34	HI-TEC CONFERENCE
O	084315	8/07/09	ZANE JOHNSON	\$1,000.00	Conference Reimbursement for Zane Johnson
O	084316	8/07/09	D4 SOLUTIONS INC.	\$8,401.77	PROVIDE CABLING AT VIL #1
O	084317	8/07/09	HCTD, LLC	\$30,000.00	ATEP Project
O	084318	8/07/09	UNITED SITE SERVICES OF	\$410.32	Provide Temp. Restroom Facilities PE-100
O	084319	8/07/09	A TO Z CIRCUIT BREAKERS	\$1,538.92	ELECTRICAL SUPPLIES
O	084320	8/07/09	A-1 AWARDS	\$30.45	name plates for BOT room
O	084321	8/07/09	AACRAO	\$1,421.00	AACRAO Membership
O	084322	8/07/09	MARC ABDOU	\$300.00	REIMBURSEMENT FOR SPEAKER
O	084323	8/07/09	ADVANTA ENERGY	\$800.00	ENERGY CONSULTANT SERVICES
O	084324	8/07/09	AFFILIATED COMPUTER SERVICES	\$175.90	Affiliated Computer Services (ACS)
O	084325	8/07/09	AIR CLEANING TECHNOLOGY	\$2,200.00	Maint. for Exhaust System
O	084326	8/07/09	THE AIR LINE	\$1,035.00	POOL ANNUAL SUPPLIES
O	084327	8/07/09	AIRGAS WEST	\$193.65	CO2 FOR SWIMMING POOL
O	084328	8/07/09	ALERT SERVICES, INC.	\$6,396.00	athletic training supplies
O	084329	8/07/09	ALLEN TIRE COMPANY	\$570.02	TRANSPORTATION ANNUAL SUPPLIES
O	084330	8/07/09	AMER. METEOROLOGICAL SOCIETY	\$249.00	Annual License Renewal for Geology 7
O	084331	8/07/09	AMERICAN RED CROSS	\$90.00	CPR cards Lifeguard Train.class Spg 09
O	084332	8/07/09	AMTECH ELEVATOR SERVICES	\$1,693.33	ANNUAL ELEVATOR SERVICES
O	084333	8/07/09	ARAMARK UNIFORM SERVICES	\$35.11	SHOP RAGS
O	084334	8/07/09	ARBOR SCIENTIFIC	\$97.63	PHYSICS SUPPLIES
O	084335	8/07/09	ASSOCIATED WRITING PROGRAMS	\$405.00	Annual institutional membership dues.
O	084336	8/07/09	B & H PHOTO	\$12.00	MEMORY CARD FOR CAMERA
O	084337	8/07/09	BAKER & TAYLOR	\$88.78	Library CDs per Tom Weisrock request
O	084338	8/07/09	ROBERT R. BALL	\$25.00	NOTARY
O	084339	8/07/09	BANNERSANDSIGNS.NET	\$81.13	Name Plates for New Faculty members
O	084340	8/07/09	ARNOLD O. BECKMAN HIGH SCHOOL	\$150.00	2009-2010 Calendar Advertisement
O	084341	8/07/09	BESAFE TECHNOLOGIES, INC.	\$738.15	CONSULT SUBSCRIPTION CONSTRUCT SERVICES
O	084342	8/07/09	MARIA BESNARD	\$71.15	REIMBURSEMENT-AFSI EVALUATION

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	084343	8/07/09	BUDDY'S ALL STARS	\$3,201.55	W Warmups/fill-in and new
O	084344	8/07/09	TOD A. BURNETT	\$451.31	Reimbursement to President for Photography
O	084345	8/07/09	KRISTEN BUSH	\$1,344.00	Consulting Services: Web Development & Maint.
O	084346	8/07/09	CACCRAO	\$200.00	2009-2010 CACCRAO Annual Membership Dues
O	084347	8/07/09	CACCRAO	\$200.00	CACCRAO membership
O	084348	8/07/09	CAIS	\$135.94	AUTOMOTIVE SUPPLIES
O	084349	8/07/09	CAPISTRANO UNIFIED SCHOOL	\$2,954.05	TEACHER PREP PIPELINE GRANT AND CUSD
O	084350	8/07/09	CDW GOVERNMENT, INC.	\$4,250.27	FEE BASE SUPPLIES-KARA PATTERSON
O	084351	8/07/09	W.A. CHARNSTROM CO.	\$1,148.95	MAILBAGS
O	084352	8/07/09	CLUB CAR, INC.	\$242.25	PARTS FOR CLUB CAR
O	084353	8/07/09	COLLEGE BOARD	\$20,058.96	PowerFAIDS & Net Partner
O	084354	8/07/09	COMMITTEE ON ACCREDITATION OF	\$1,200.00	Annual Accreditation Fee for 2009-2010
O	084355	8/07/09	CONSOLIDATED ELECTRICAL DIST.	\$396.15	ELECTRICAL SUPPLIES
O	084356	8/07/09	CONSORTIUM OF SO. CALIFORNIA	\$250.00	CSCCU Membership Renewal
O	084357	8/07/09	COUTTS LIBRARY SERVICES, INC.	\$193.81	Library book per Tom Weisrock request
O	084358	8/07/09	D & M IMPROVEMENT, INC.	\$880.00	Mailbox for AGB
O	084359	8/07/09	DE NAULT'S TRUE VALUE	\$4.33	BLANKET PO FOR PURCHASE OF SUPPLIES
O	084360	8/07/09	JOHN DEERE LANDSCAPES, INC.	\$254.79	IRRIGATION SUPPLIES
O	084361	8/07/09	DELL MARKETING L.P.	\$351.84	Printer Cartridges
O	084362	8/07/09	DUNN-EDWARDS CORPORATION	\$5,132.13	ATHLETIC FIELD PAINTS
O	084363	8/07/09	EBSCO SUBSCRIPTION SERVICE	\$31.17	Pay for subscription renewal.
O	084364	8/07/09	EXCELSIOR ELEVATOR CORPORATION	\$812.50	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	084365	8/07/09	INFOBASE PUBLISHING	\$175.57	Library books per Tom Weisrock request
O	084366	8/07/09	WILLIAM JOSEPH FENNEL	\$300.00	REIMBURSEMENT FOR SPEAKER
O	084367	8/07/09	FINNEY COMPANY, INC.	\$1,148.21	JANITORIAL SUPPLIES
O	084368	8/07/09	FISHER SCIENTIFIC	\$2,691.23	EQUIPMENT FOR MLT LAB
O	084369	8/07/09	TERESA FLUEGEMAN	\$77.50	Reimbursement for Tere Fluegeman
O	084370	8/07/09	FRANK'S PHILADELPHIA	\$217.50	Catering Charge
O	084371	8/07/09	TINA FREELAND, PhD	\$103.84	Psych issue books for SHC lending library
O	084372	8/07/09	FREESTYLE	\$40.08	Camera caps
O	084373	8/07/09	MC CALL PATTERN CO.	\$28.50	Student Supplies
O	084374	8/07/09	MC CALL PATTERN CO.	\$52.25	Student Supplies
O	084375	8/07/09	DELL MARKETING L.P.	\$26,852.00	6 Intel Processors/Tech Refresh
O	084376	8/10/09	TRAVIS EDWARDS	\$21.01	MILEAGE 7/9/09
O	084377	8/10/09	GAYLORD BROTHERS, INC.	\$169.18	Instructional supplies
O	084378	8/10/09	W. W. GRAINGER	\$2,381.47	BUILDING MAINTENANCE SUPPLIES
O	084379	8/10/09	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	084380	8/10/09	GREENE & ASSOCIATES	\$4,000.00	Consultant Agreement
O	084381	8/10/09	MARLYS GRODT & ASSOCIATES	\$1,500.00	Class Spec. Class Mgmt
O	084382	8/10/09	HARDY DIAGNOSTICS	\$1,564.47	MICROBIOLOGY SUPPLIES
O	084383	8/10/09	PATTY HELTON	\$20.58	MILEAGE 7/1-31/09
O	084384	8/10/09	HIRSCH PIPE & SUPPLY	\$264.50	PLUMBING & IRRIGATION SUPPLIES
O	084385	8/10/09	HOME DEPOT CREDIT SERVICES	\$767.76	MAINT/GROUNDS/CUST. SUPPLIES
O	084386	8/10/09	HORIZON	\$178.32	GROUNDS SUPPLIES
O	084387	8/10/09	IMPACT PROMOTIONAL PRODUCTS/	\$6,659.03	GAUCHO GEAR POLO'S
O	084388	8/10/09	IRVINE PIPE & SUPPLY	\$476.88	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	084389	8/10/09	IRVINE UNIFIED SCHOOL DIST.	\$11,000.00	CTE COLLABORATIVE AND IVUSD AGREEMENT
O	084390	8/10/09	BICHTUYEN JENSEN	\$14.45	MILEAGE 7/1-31/09
O	084391	8/10/09	DUKE JUAREZ	\$140.12	Reimbursement for classroom supplies
O	084392	8/10/09	KEENAN & ASSOCIATES	\$7,324.46	Broadcasters Liability Coverage 09/10
O	084393	8/10/09	KIMBERLY LACROIX	\$300.00	REIMBURSEMENT FOR SPEAKER

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	084394	8/10/09	LAGUNA NIGUEL CHAMBER	\$165.00	MEMBERSHIP FEE
O	084395	8/10/09	LESLIE'S POOLMART, INC.	\$54.30	POOL SUPPLIES
O	084396	8/10/09	LIBRARY ADVANTAGE	\$282.75	Purchase instructional supplies.
O	084397	8/10/09	LORI MANGELS	\$57.79	MILEAGE 7/1-31/09
O	084398	8/10/09	MARKERTEK VIDEO SUPPLY	\$306.06	Gaffer Tape for student use
O	084399	8/10/09	ANITA MC DONALD	\$7.15	MILEAGE 7/1-31/09
O	084400	8/10/09	MCMMASTER CARR SUPPLY CO.	\$74.26	ASTRO SUPPLIES
O	084401	8/10/09	BROOKE MEACHAM	\$300.00	REIMBURSEMENT FOR SPEAKER
O	084402	8/10/09	MEDCO SUPPLY COMPANY	\$107.55	Athletic Training Supplies
O	084403	8/10/09	MISSION VIEJO GLASS	\$167.43	Replace Glass
O	084404	8/10/09	MOORE MEDICAL, LLC	\$70.32	Over the counter meds
O	084405	8/10/09	MOULTON-NIGUEL WATER DIST.	\$15,876.69	Billing for Moulton-Niguel water services
O	084406	8/10/09	W. MYERS CO.	\$62.46	HVAC ANNUAL SUPPLIES
O	084407	8/10/09	NEUDESIC, LLC	\$9,735.50	Software Engineering - "B" Features Enhancement
O	084408	8/10/09	NORTH STATE ENVIRONMENTAL	\$379.05	BID.....5YR CONTRACT
O	084409	8/10/09	JOHN ROBINSON	\$65.14	MILEAGE 7/1-31/09
O	084410	8/10/09	PERRY WEBSTER	\$20.52	MILEAGE 7/9
O	084411	8/10/09	DIV. OF THE STATE ARCHITECT	\$8,100.00	POOL DECK REPLACEMENT DSA PLAN CHECK FEE
O	084412	8/10/09	GEOSPECTRA, INC.	\$4,524.00	POOL DECK REPLACEMENT ARCHITECTURAL SERVICES
O	084413	8/10/09	INCENTRA LLC	\$2,580.00	IT Software Engineering/Development Services
O	084414	8/10/09	INGERSOLL RAND SECURITY	\$28,251.72	HS Building Security Upgrade Project
O	084415	8/10/09	NEUDESIC, LLC	\$114,034.50	Software Engineering - Data Warehouse Development
O	084416	8/10/09	NU AGE DEVELOPMENT, INC.	\$1,237.00	REPLACE DEFECTIVE DOOR UNIT
O	084417	8/10/09	OM WORKSPACE	\$7,468.00	DESIGN SERVICES FOR FURNITURE
O	084418	8/10/09	KEENAN & ASSOCIATES	\$2,450.00	Loss Control/Risk Mgmt. Agreement
O	084419	8/11/09	BOB PARRETT CONSTRUCTION	\$1,360.00	REMOVING WALLCOVERING IN SSC 2ND FLOOR
O	084420	8/11/09	HALEY PERALTA	\$300.00	REIMBURSEMENT FOR SPEAKER
O	084421	8/11/09	PIP PRINTING	\$973.15	Printing Ventura Work packet
O	084422	8/11/09	POCKET NURSE ENTERPRISES, INC.	\$115.00	SUPPLIES FOR MEDICAL ASSISTING
O	084423	8/11/09	PRESS SOLUTIONS, INC.	\$842.81	Adaptive PE Program brochures
O	084424	8/11/09	PRINTECH	\$2,458.67	Pocket Folders
O	084425	8/11/09	PSI-PAYPHONE STATIONS INNOVAT.	\$1,105.00	Pay phones/annual maintenance
O	084426	8/11/09	QUEST DIAGNOSTICS	\$1,025.32	PURCHASE LABORATORY TESTING FOR STUDENTS
O	084427	8/11/09	QUEZADA PRO LANDSCAPE, INC.	\$4,095.00	TREE WORK FOR EXTERIOR OF PE-200 GYM AREA
O	084428	8/11/09	REFRIGERATION SUPPLIES DIST.	\$560.87	HVACR SUPPLIES
O	084429	8/11/09	RIDDELL ALL AMERICAN	\$1,440.79	Football Team 09 supplies
O	084430	8/11/09	THE RP GROUP	\$350.00	\$350 for Membership Renewal to the RP Group
O	084431	8/11/09	SAMY'S CAMERA	\$725.37	Kimwipes
O	084432	8/11/09	SCANTRON CORPORATION	\$2,093.79	SCANTRONS FOR TESTING
O	084433	8/11/09	SCIENTIFIC REFRIGERATION	\$1,499.99	REPAIR OF 2 BODY REFRIGERATION UNIT
O	084434	8/11/09	SEHI PROCOMP COMPUTER PRODUCTS	\$1,129.91	Toner for copiers
O	084435	8/11/09	SEVENTEEN	\$7.97	Dept. Resource
O	084436	8/11/09	SEW BEAUTIFUL	\$18.00	Dept. Resource
O	084437	8/11/09	SIGNATURE GLASS TINTING, INC.	\$640.00	Heat Damage Deflection Window Tint
O	084438	8/11/09	SIMPLICITY PATTERN CO., INC.	\$64.80	Dept. Resource
O	084439	8/11/09	SOUTHERN COUNTIES OIL	\$3,237.23	FUEL
O	084440	8/11/09	SOCCER CENTER	\$884.36	WOMEN'S SOCCER ORDER
O	084441	8/11/09	STAR SILK AND WOOLEN CO.	\$215.00	laundry cart for W sports
O	084442	8/11/09	SURFACE	\$19.95	Dept. Resource
O	084443	8/11/09	BARBARA TAMIALIS	\$500.88	SUPPLIES FOR RENOVATION
O	084444	8/11/09	TECHNICAL AUTO REPAIR	\$298.83	REPAIR VAN FOR ELECTRICAL DEPT.

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #083425 and 084473

S	Check #	Check Dt	Company Name	Check Amount	Description
O	084445	8/11/09	LISE S. TELSON	\$796.00	REIMBURSEMENT FOR LEASE DEPOSIT EGYPT GRANT
O	084446	8/11/09	TRIPPNT.COM	\$379.11	MICROBIOLOGY SUPPLIES
O	084447	8/11/09	TRU WEST, INC.	\$1,726.26	M & W Water Polo Uniform Supplies
O	084448	8/11/09	TURF TIRE DISTRIBUTORS	\$470.00	TRANSPORTATION ANNUAL SUPPLIES
O	084449	8/11/09	TUTTLE-CLICK FORD	\$34.80	TRANSPORTATION PARTS
O	084450	8/11/09	UNISOURCE WORLDWIDE INC.	\$55.00	EQUIPMENT REPAIR
O	084451	8/11/09	UNITED INTERIORS	\$897.47	Ergonomic keyboard
O	084452	8/11/09	UNITED SITE SERVICES OF	\$264.37	PORTABLE TOILETS
O	084453	8/11/09	VFS INC.	\$1,895.00	5YR CERTIFICATION AUTOMATIC FIRE SPRINKLER SYSTEM
O	084454	8/11/09	VM+SD	\$42.00	Dept. Resource
O	084455	8/11/09	VOGUE PATTERNS	\$14.95	Dept. Resource
O	084456	8/11/09	VOIGT GLOBAL DISTRIBUTION INC.	\$296.00	MICROBIOLOGY SUPPLIES
O	084457	8/11/09	VWR INTERNATIONAL, INC.	\$117.53	GLOVE DISPENSER
O	084458	8/11/09	WARE DISPOSAL CO., INC.	\$26,041.04	TRASH REMOVAL SERVICES
O	084459	8/11/09	WEBEX COMMUNICATIONS, INC.	\$578.38	Online Meeting Program Software
O	084460	8/11/09	MICHAEL E. WILSON	\$11,154.00	CONSTRUCTION MGMT SERVICES
O	084461	8/11/09	XEROX CORP.	\$2,079.63	XEROX COPIER MAINTENANCE/USAGE
O	084462	8/11/09	XEROX CORP.	\$9,753.48	MAINTENANCE FOR COPIER
O	084463	8/11/09	XEROX CORP.	\$14,939.35	Lease/Maint for Division Copier/Printers
O	084464	8/11/09	XEROX CORP.	\$781.04	Blanket PO for Xerox Specialty Supplies
O	084465	8/11/09	YALE CHASE MATERIALS	\$392.19	REPAIRS & SUPPLIES
O	084466	8/11/09	ROCKVIEW FARMS	\$291.46	For milk for the CDC children.
O	084467	8/11/09	SMART & FINAL IRIS CO.	\$823.06	For food and supplies for the CDC.
O	084468	8/11/09	US FOODS	\$8.00	For food and supplies for the CDC.
O	084469	8/11/09	XEROX CORP.	\$275.00	MAINTENANCE AGREEMENT FOR XEROX
O	084470	8/11/09	PYRO-COMM SYSTEMS	\$25,368.75	SMOKE HEADS
O	084471	8/11/09	RJT COMPUQUEST	\$7,410.00	QA Consulting Services
O	084472	8/11/09	SO. ORANGE CO. COMM. COL. DIST	\$4,666.05	Reimburse SOCCCD Checking
O	084473	8/11/09	SO. ORANGE CO. COMM. COL. DIST	\$1,718.25	Reimburse Checking Account Workers' Comp Claims

\$7,651,182.31

FUND SUMMARY

Description	Amount
01 - General Fund	\$4,962,155.23
12 - Child Development Fund	\$33,951.72
40 - Capital Outlay Fund	\$2,369,533.90
68 - Self-Insurance Fund	\$19,856.36
71 - Retiree Benefit Fund	\$265,685.10
	<u>\$7,651,182.31</u>

WARRANT REGISTER LISTING

Bank Account (SC-CMED) - Saddleback Community Ed
 Sort: Sorted by Warrant #
 Selection: Between #009589 and 009654

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009589	7/08/09	SADDLEBACK GOLF DRIVING RANGE	\$10,398.00	Golf Balls for Com Ed Classes
O	009590	7/13/09	WELLS FARGO BANK #4198	\$193.40	Supplies for CFK - Summer 2009
O	009591	7/17/09	JOSHUA BALLARD SEMINARS	\$1,717.50	Com. Ed. Presenter
C	009592	7/17/09	OFFICEMAX CONTRACT INC.	\$-10.86	Office Max Supply Orders 2008/2009
O	009593	7/20/09	ELYSE POWELL	\$50.00	SC COMMUNITY ED REFUND #39986
O	009594	7/20/09	MONICA ROJAS	\$88.00	SC COMMUNITY ED REFUND #39987
O	009595	7/20/09	ACTING EXPRESS	\$2,506.38	Com. Ed. Presenter
O	009596	7/20/09	ASW EXPRESS	\$484.70	Art Supplies
O	009597	7/20/09	COMPUTRAX, INC.	\$500.00	Com. Ed. Presenter
O	009598	7/20/09	LORETTA DU BOIS TOURS	\$6,300.00	Com. Ed. Presenter
O	009599	7/20/09	EDUCATION TO GO	\$973.25	Com. Ed. Presenter - Online Classes
O	009600	7/20/09	ERIC ESCHER	\$525.00	Graphic Concepts for SB Com.Ed
O	009601	7/20/09	ESTELLA GARRISON	\$15.50	Purchase of non-instructional supplies
O	009602	7/20/09	FRANCES WENDY GREENSPAN	\$25.00	Com Ed Presenter
O	009603	7/20/09	RANDELEIGH HARRIS	\$1,760.00	Reimbursement for Supplies CFK
O	009604	7/20/09	KID'S GYM INC.	\$14,460.80	Com. Ed. Presenter
O	009605	7/20/09	NANCY Y. LARRAGOITI	\$259.00	Reimbursement for art supplies
O	009606	7/20/09	MAD SCIENCE OF ORANGE COUNTY	\$4,392.00	Com. Ed. Presenter
O	009607	7/20/09	DAN MIKELS	\$1,722.50	Com. Ed. Presenter
O	009608	7/20/09	MOVIES BY KIDS, ORANGE COUNTY	\$2,760.00	Com.Ed. Presenter
O	009609	7/20/09	NOESS LLC	\$2,437.00	Reimbursement of CFK classes supplies
O	009610	7/20/09	ORANGE COUNTY PARENTING	\$972.00	AD for June & July
O	009611	7/20/09	OFFICEMAX CONTRACT INC.	\$10.86	Office Max Supply Orders 2008/2009
O	009612	7/20/09	BOB PARRETT CONSTRUCTION	\$640.00	Window in entry door of Community Education Dir.
O	009613	7/20/09	ROUNDS, MILLER AND ASSOC	\$267.50	Com. Ed. Presenter
O	009614	7/20/09	S & S WORLDWIDE	\$144.18	Supplies for CFK Summer 2009
O	009615	7/20/09	SMART BUSINESS RESULTS, INC.	\$290.50	Com Ed Presenter
O	009616	7/20/09	DEPARTMENT OF JUSTICE	\$736.00	State of CA Fingerpinrt Applications 09
O	009617	7/20/09	JAN WOOD	\$224.00	Reimbursement for art supplies
O	009618	7/24/09	ESTHER CHEN	\$50.00	SC COMMUNITY ED REFUND #41169
O	009619	7/24/09	TYLER KROBETZKY	\$47.00	SC COMM. ED. LIVE SCAN REIMB.
O	009620	7/24/09	CHRISTOPHER MAHONEY	\$15.00	SC COMM. ED. LIVE SCAN REIMB.
O	009621	7/24/09	MARY MARTIN	\$47.00	SC COMM. ED. LIVE SCAN REIMB.
O	009622	7/24/09	MAUREEN BOATMAN	\$99.00	SC COMMUNITY ED REFUND #40879
O	009623	7/24/09	BILLY TEES	\$819.19	Shirts and Hats for Youths Programs
O	009624	7/24/09	DNA ENTERPRISES	\$50.00	Com. Ed. Presenter
O	009625	7/24/09	ESTELLA GARRISON	\$140.49	Purchase of non-instructional supplies
O	009626	7/24/09	KID'S GYM INC.	\$329.06	Purchase of non-instructional supplies
O	009627	7/24/09	RITZ-CARLTON, LAGUNA NIGUEL	\$2,789.85	CFK - Mind Your Manners Tea
O	009628	7/24/09	IRMA SALAZAR	\$1,620.00	Reimburement for Sewing Supplies
O	009629	7/24/09	SECURE LIVE SCAN	\$120.00	Secure Live Scan (Summer Staff) 2009
O	009630	7/24/09	THE SHOPS @ MISSION VIEJO	\$300.00	Outreach & Marketing CFK/Com Ed/Saddleback College
O	009631	7/24/09	DEPARTMENT OF JUSTICE	\$320.00	State of CA Fingerprint Application
O	009632	7/30/09	POSTMASTER	\$23,829.65	Postage for Com Ed Fall Catalog
O	009633	7/31/09	ACTING EXPRESS	\$600.00	Com. Ed. Presenter
O	009634	7/31/09	COMPUTRAX, INC.	\$2,287.50	Com. Ed. Presenter
O	009635	7/31/09	EDUCATION TO GO	\$973.25	Com. Ed. Presenter - Online Classes
O	009636	7/31/09	ESTELLA GARRISON	\$198.87	College For Kids Kick Off snacks & Wrap Up Luncheo
O	009637	7/31/09	RANDELEIGH HARRIS	\$1,594.00	Com. Ed. Presenter
O	009638	7/31/09	KID'S GYM INC.	\$2,500.00	Com. Ed. Presenter
O	009639	7/31/09	NANCY Y. LARRAGOITI	\$203.00	Reimbursement for art supplies

WARRANT REGISTER LISTING

Bank Account (SC-CMED) - Saddleback Community Ed

Sort: Sorted by Warrant #

Selection: Between #009589 and 009654

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009640	7/31/09	NATIONAL CAPITAL FUNDING	\$90.50	Com. Ed. Presenter
O	009641	7/31/09	NOESS LLC	\$165.00	Reimbursement of CFK classes suppllies
O	009642	7/31/09	JAN WOOD	\$35.00	Reimbursement for art supplies
O	009643	8/10/09	ACTING EXPRESS	\$7,027.84	Com. Ed. Presenter
O	009644	8/10/09	CALIFORNIA MIND INSTITUTE	\$1,173.00	Com. Ed. Presenter
O	009645	8/10/09	CSNP, INC.	\$700.00	Com.Ed. Presenter - Classroom
O	009646	8/10/09	COMPUTRAX, INC.	\$727.50	Com. Ed. Presenter
O	009647	8/10/09	DESTINATION SCIENCE	\$8,283.70	Com. Ed. Presenter
O	009648	8/10/09	DESTINATION SCIENCE	\$3,564.60	Com. Ed. Presenter
O	009649	8/10/09	ESTELA GARRISON	\$80.19	Purchase of non-instructional supplies
O	009650	8/10/09	KID'S GYM INC.	\$8,123.40	Com. Ed. Presenter
O	009651	8/10/09	DAN MIKELS	\$3,397.50	Com. Ed. Presenter
O	009652	8/10/09	MOVIES BY KIDS, ORANGE COUNTY	\$8,280.00	Com.Ed. Presenter
O	009653	8/10/09	NOESS LLC	\$1,992.00	Com. Ed. Presenteer
O	009654	8/10/09	IRMA SALAZAR	\$135.00	Reimburement for Sewing Supplies

\$137,550.30

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$137,550.30
	\$137,550.30

WARRANT REGISTER LISTING

Bank Account (IVC-CMED) - IVC Community Ed
 Sort: Sorted by Warrant #
 Selection: Between #008599 and 008612

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008599	7/21/09	WILSON, AMY	\$179.00	IVC COMMUNITY EDUCATION REFUND #134
O	008600	7/21/09	ACTIVE NETWORK, INC.	\$2,566.09	Annual Agreement: Comm Ed Software
O	008601	7/21/09	EDUCATION TO GO	\$2,118.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008602	7/21/09	S & B FOODS	\$432.50	Comm. Ed Seminars Everblue Lunch Catering
O	008603	7/31/09	EMILE ING	\$20.00	TESTING CETNER REFUND
O	008604	7/31/09	ANGELA MORALES	\$99.00	IVC COMMUNITY ED REFUND
O	008605	7/31/09	MAD SCIENCE OF ORANGE COUNTY	\$2,716.00	Contract instructor Payment for IVC Comm. Ed.
O	008606	8/10/09	IRVINE VALLEY COLLEGE	\$132.52	Community Ed./Testing Center Duplicating Charges
O	008607	8/10/09	MINA FLOWER	\$30.00	IVC Community Education presenter 2008-09
O	008608	8/10/09	S & B FOODS	\$320.05	Catering for Community Education class
O	008609	8/10/09	KYONG SONG	\$819.50	Community Education presenter IVC 2009-2010
O	008610	8/10/09	TEACH ME HELP ME EDUCATIONAL	\$1,415.50	Contract instructor payment for IVC Comm. Ed
O	008611	8/10/09	WORKSHOPS ON WELLNESS	\$503.75	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
V	008612	8/10/09	SOUTH ORANGE COUNTY COMMUNITY	\$0.00	
				<u>\$11,351.91</u>	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$11,351.91
	<u>\$11,351.91</u>

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

ACTION: Approval

BACKGROUND

Education Code Section 72425 (c) was amended to read "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."

STATUS

Trustee William Jay was absent from a Regular Board Meeting on July 21, 2009 due to illness.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 09-15 (Exhibit A) authorizing payment to Trustee Jay who was unable to attend the Regular Board meeting, as noted above, due to illness.

Item Submitted By: Dr. Raghu P. Mathur

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING PAYMENT TO TRUSTEE ABSENT
FROM BOARD MEETING**

RESOLUTION 09-15

Section 72425 (c) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."; and

WHEREAS, on July 21, 2009, the Board of Trustees of the South Orange County Community College District held a regular meeting; and

WHEREAS, Trustee William Jay could not be present at the regular meeting; and

WHEREAS, it was determined that Trustee Jay's absence was due to illness.

NOW, THEREFORE, BE IT RESOLVED that Trustee Jay shall be paid at the regular rate of compensation for the regular meeting of the Board of Trustees held on July 21, 2009.

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

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at any college and/or ATEP since the last board meeting. In addition, all travel expenses and/or honoraria must be recommended by the Chancellor, College President, or ATEP Provost and submitted to the Board prior to reimbursement of travel expenses or payment of honoraria.

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
8/4/09	Jonelle Allen	Cold Reading	Actress/Director	-0-
				-0-
				-0-

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/school or office within the college receiving the donated item reviews all gifts.

STATUS

The gifts listed on EXHIBIT A have been reviewed by the appropriate district and college officials and have been determined to be of benefit to the receiving location.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the donation(s) to the District and/or the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).

DONATIONS
August 31, 2009

SADDLEBACK COLLEGE

Gift	Donated By:
Food	Vintage Steakhouse 26701-B Verdugo Street San Juan Capistrano, California 92675
Glass Kilns, Glass Supplies, Glass Tools, Molds, etc.	Glass Solutions 154D Majorca Avenue Laguna Woods, California 92637
3 Leather Chairs, 2 Large Mahogany Desks, 1 Small Wood Desk, Wooden File, 4 Desk Chairs	Jack Fearing 31382 Old San Juan Road San Juan Capistrano, California 92675
Cameras, Filters, Lenses	Ms. Hilda Kenely 31876 Circle Drive Laguna Beach, California 92677
Assorted Tools	Hyman Fink 33872 Montanas Del Mar San Juan Capistrano, California 92675
Samples	Cherilyn Wininger 12 Firethorn Rancho Santa Margarita, California 92688

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: July/August 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 July/August 2009, the following contracts were reviewed and approved by the Deputy Chancellor, following review by legal counsel, when appropriate.

<u>CONTRACTOR NAME</u>	<u>CONTRACT AMOUNT</u>
Red Stone, Inc. Consultant Agreement for Communication Arts Building W Interior Renovations, Inspector of Record Services.	\$ 69,120.00
Rancho Mission Viejo, LLC Amendment to Antenna Site License agreement to extend contract 5 additional years for operation of the KSBR Noncommercial Radio Antenna.	\$ 61,051.00
Edmonds Community College Subaward Agreement to present faculty development workshop for recruitment and retention of underrepresented groups, provide K-16 regional workshop, present developed material at National Teacher Training workshop at Saddleback College and attend ATE PI Conference in Washington, DC.	\$ 35,600.00
Securitas Consultant Agreement to provide unarmed security guard service To patrol ATEP campus and 68 acres of undeveloped SOCCCD property. The service will include uniformed security guards patrolling the property by foot and in a marked patrol vehicle.	\$ 35,000.00

University of Hawaii Subaward Agreement to identify processes for use of rapid technologies in architecture, develop curriculum outline for rapid technologies application for the architecture industry, present developed material at the "National Teachers Training Workshop" at Saddleback College, provide regional K-16 workshop in rapid technologies, attend the ATE PI Conference in Washington, DC.	\$ 25,000.00
Links Sign Language & Interpreting Services Consultant Agreement to perform services as requested in the form of Sign Language Interpreting Services for the deaf/hard of hearing.	\$ 25,000.00
Robert Simoneau Consultant Agreement to provide services as the internal evaluator on ATE, attend and assist the National Visiting Committee's annual visit, work with external and workshop evaluator to prepare a report.	\$ 25,000.00
Portland Community College Subaward Agreement to identify processes for use of rapid technologies in Machining/traditional manufacturing industry, develop curriculum outline for rapid technologies application for the Machining/traditional manufacturing industry, present developed material at the "National Teachers Training Workshop" at Saddleback College, provide regional K-16 workshop on rapid technologies, attend the ATE PI conference in Washington, DC.	\$ 20,000.00
Cheng-Hsin Liu Consultant Agreement to provide workshop evaluations and recommendations for improvement for Rapid Tech annual teacher training workshop, provide evaluation assistance for K-12 Teacher/Counselor workshop, present findings and results of workshops at subsequent summer workshop and the PI.	\$ 20,000.00
Quick Caption Consultant Agreement to provide real time academic captioning, and class notes to students.	\$ 17,500.00
St. Louis Community College, Florissant Valley Subaward Agreement to develop, pilot test, and update curriculum on Reverse Engineering (Digital Shape Verification), present curriculum at National Teacher Training Workshop at Saddleback College, provide regional K-16 workshop in rapid technologies, attend the ATE PI conference in Washington, DC.	\$ 15,908.00

Pitney Bowes	\$ 15,060.00
Agreement to provide mailing system, IntelliLink Interface for system, In-view Accounting, 30 lb Interfaced Weighing, USB Hub, 15/130 lb Weighing Platform, PC Transfer Utility Kit, Non-Contact Programmable Wedge Scanner, Power Stacker for system and IntelliLink Subscription.	
Sheku Kamara	\$ 15,000.00
Consultant Agreement to validate modules for SLA and SLS based systems instruction, validate standardized lesson plan for SLA and SLS instruction, validate additive manufacturing roadmap for SLA and SLS technology, validate additive manufacturing ROI matrix were SLA and SLS technology and provide 1 case study on additive manufacturing.	
Andrew Layton	\$ 15,000.00
Consultant Agreement to develop standardized module for SLA based systems instruction, develop standardized lesson plan for SLA instruction, develop additive manufacturing roadmap for SLA technologies, develop additive manufacturing ROI matrix for SLA technologies, provide 1 case study on additive manufacturing utilizing SLA technologies.	
Tim Gornet	\$ 15,000.00
Consultant Agreement to develop standardized module for SLS based systems instruction, develop standardized lesson plan for SLS instruction, develop additive manufacturing roadmap for SLS technology, develop additive manufacturing ROI matrix for SLS technology and provide 1 case study on additive manufacturing utilizing SLS technologies.	
McCallum Group, Inc.	\$ 15,000.00
Consulting Agreement to provide a weekly e-mailed Sacramento Report and provide up to 12 hours of consultation annual regarding strategic planning session for the district, a power point presentation for board review, or consultation on the budget, facilities issues, legislators, CalSTRS issues, faculty advice, etc.	
National Coalition of Advanced Technology Centers	\$ 15,000.00
Consultant Agreement to provide external evaluation services, assist in the dissemination of results from products developed, assist in the marketing of activities sponsored by Rapid Tech.	

Karen Wosczyzna-Birch Consultant Agreement to develop 5 hour workshop for non-traditional student, present developed workshop at Saddleback College for Orange County K-12 faculty and counselor, develop and implement participant evaluation upon conclusion of workshop, develop report to be presented at the Rapid Tech annual teacher training workshop.	\$ 14,000.00
RJM Design Group, Inc. Architectural Services Agreement to obtain landscape architectural services for the Irvine Valley College Performing Arts Center.	\$ 8,780.00
Trustwave Addendum to the Compliance Validation Agreement. Given that the District is involved with credit card transactions, our bank requires that the District be PCI (payment card industry) compliant. Trustwave will assist the District with PCI process procedures, a yearly self assessment, as well as quarterly network scans.	\$ 8,100.00
Terry Wohlers Consultant Agreement to develop and support the Industry Advisory Board, present at the annual summer Train the Teacher Workshop at Saddleback College, and provide state of the industry reports.	\$ 8,000.00
Challenge U, LLC. Agreement to provide an outdoor educational team building experience utilizing games, initiatives, low-element activities and high ropes elements.	\$ 2,377.50
Laguna Beach County Water District License Agreement to allow KSBR to maintain a radio translator apparatus and antenna configuration upon an existing antenna tower belonging to Laguna Beach County Water District located on Alta Laguna Reservoir site property	\$ 5.00
Securitas Security Services USA, Inc. Amendment to Modify Gate Guard and Traffic Control Services Agreement to provide liability insurance.	\$ 0.00
Regis University Agreement to provide clinical/internship experience for Saddleback students.	\$ 0.00
Metropolitan State Hospital Agreement to provide clinical/internship experience for Saddleback students.	\$ 0.00

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

<p>Coastline Community College/Orange County One-Stop Center Operating Agreement to define the manner in the One-Stop Delivery Systems participation and to commit to maintain the basic provisions of the Workforce Investment Act of 1998 and to enact the basic guiding principles.</p>	<p>\$ 0.00</p>
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<p>Xerox Demonstration Agreement to provide Xerox equipment for use for 30 days.</p>	<p>\$ 0.00</p>
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<p>California Community Colleges Contract for California Community Colleges chancellor to act on behalf of the District for the purpose of collecting through the State Franchise Tax Board's Interagency Offset Program, outstanding student financial aid and proper non-financial aid obligations owed to the District.</p>	<p>\$ 0.00</p>
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RECOMMENDATION

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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Adoption of the Final Budget for 2009-2010
ACTION: Approval

BACKGROUND

Title 5, California Code of Regulations, Section 58305© requires that each September the Board of Trustees of each community college district shall adopt a final budget. Enclosed for approval is the proposed Final Budget for the 2009-10 fiscal year. As required by Section 58301 of Title 5, this document has been available for public inspection at each college library.

STATUS

On June 22, 2009, the Board of Trustees approved a Tentative Budget for 2009-10. Since that time, total unrestricted resources have increased from \$198,552,906 to \$201,210,594. The unrestricted General Fund ending balance on June 30, 2009 is \$26,572,259. The District Reserve for economic uncertainties has been set at 7.5%.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2009-10 Final Budget as presented in the enclosure.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Basic Aid Project Priority List
ACTION: Approval

BACKGROUND

On August 29, 2005 the Board of Trustees approved a process to identify and prioritize basic aid funded projects. This process allows the district to allocate basic aid dollars in a comprehensive, fair and systematic manner.

STATUS

The Presidents have presented priorities for each college, the Vice Chancellor for Technology and Learning Services for the District IT, and the Deputy Chancellor for District Services priorities. The Chancellor's Executive Council has reviewed the lists, including the needs of the new ATEP campus, submitted and developed a list of recommendations for the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Basic Aid Project List and the allocation of basic aid funds for the purposes designated for 2009-10, as shown in Exhibit A.

South Orange County Community College District
2009-2010 Basic Aid Priority List

Project		Allocation Requested
ATEP-Included in Tentative Budget		
Negotiations - (legal)	2,000,000	
Development -(other consultants)	1,000,000	
Operating Budget	<u>2,500,000</u>	
		\$5,500,000
Retiree Benefits-Included in Tentative Budget		
	<u>2,500,000</u>	\$2,500,000
Legislative Advocacy-Included in Tentative Budget		
<i>for Basic Aid Issues</i>	<u>60,000</u>	\$60,000
District IT Projects to be developed for		
SC/IVC/ATEP Instruction and Student Services	<u>5,000,000</u>	\$5,000,000
Saddleback College		
Math/Science/ Eng Bldg Ventilation System Upgrade	5,000,000	
Pool Deck Replacement	1,500,000	
Roof Replacement-Tech & Applied Science and Village Bldgs 3 - 8	<u>1,500,000</u>	
		\$8,000,000
Irvine Valley College		
Remodel/Repair Departments: Assessments, A & R, Financial Aid, DSPS/EOPS, Health Ctr, Publications	240,000	
New Signage and Monuments	150,000	
Repair and Slurry Parking Lots #1 & 2	150,000	
A200 & B200 Secondary Effects and Library Copy Center	90,000	
General Campus Landscape Replanting	20,000	
		\$650,000

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Adoption of the Final 2009-2010 Associated Student Government (ASG) Budget

ACTION: Approval

BACKGROUND

The Saddleback College Associated Student Government (ASG) developed their budget for the 2009-10 academic year. Funding for the budget is derived through the sale of the ASB Stamp, as well as Bookstore, Cafeteria, Satellite Coffee Cart, and Food Vending commissions. This budget is 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

On June 22, 2009, the Board of Trustees approved a Tentative Budget for 2009-10. The Saddleback College ASG Reserve for economic uncertainties is set at a minimum of 10% (Exhibit A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2009-10 Saddleback College ASG Final Budget as presented in Exhibit A.

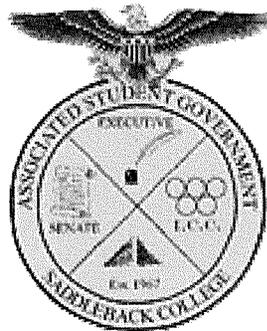


Exhibit A

Saddleback College Associated Student Government (ASG)
Final Budget Presentation to the
South Orange County Community College District
Board of Trustees
August 31, 2009

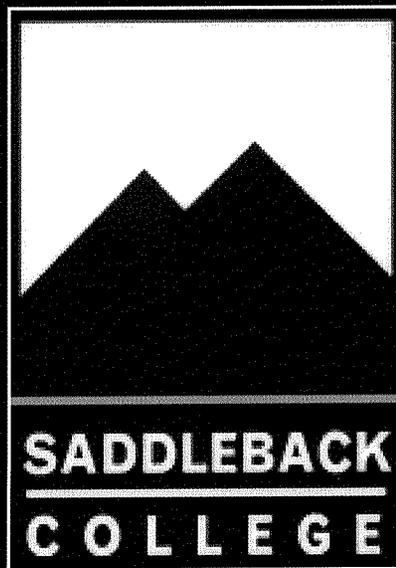
Presented by:

Christina Andrews, 2009-2010 Saddleback College ASG Treasurer

Contents:

1. Images of slides from the PowerPoint presentation to be delivered to the SOCCCD Board of Trustees on August 31, 2009.
2. ASG Allocations, 2009-2010, Aggregate Categories

Saddleback College
Associated Student Government
Final Budget
2009-2010

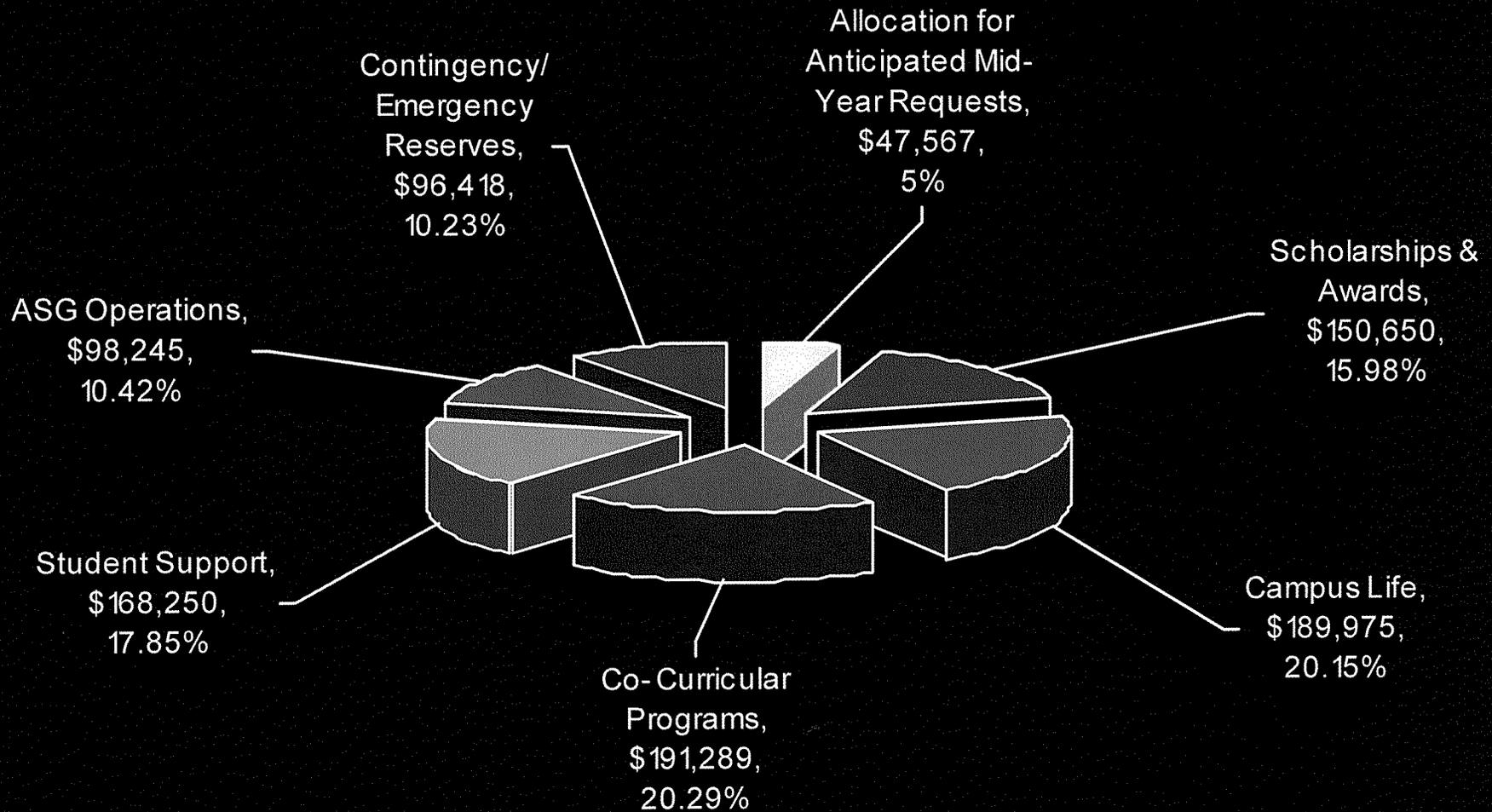


Highlights of Changes

- Increased Beginning Balance
 - Revenue in ASB Stamp sales, the Cafeteria, and the Bookstore.
 - Allocated unspent funds returned to ASG.
- Increases allocated to the following categories:
 - Scholarship and Award Fund – \$17,000
 - Emergency Book Loan Program – \$18,005
 - OSHER Foundation Scholarship Match Program – \$15,000
 - \$2,000 allocated to a new DSPS co-curricular enhancement program.
 - \$9,775 allocated to various under-funded programs across campus.

Sources Of Funds	
Beginning Fund Balance	\$290,055
Minimum Guaranteed Revenue	
Bookstore	\$650,000
Cafeteria/Coffee Carts	84,000
Food Vending	27,000
Less College Assessments, ASG office move and renovation	(228,661)
Minimum Guaranteed Revenue	\$532,339
ASB Activity Stamp Sales	\$120,000
Total Sources of Funds	\$942,394
Uses of Funds	
Campus Life	\$189,975
Co-Curricular Programs	191,289
ASG Operations	98,245
Contingency, Allocation for Anticipated Mid-Year Requests, Scholarships	294,635
Student Support	168,250
Total Uses of Funds	\$942,394

Uses of Funds



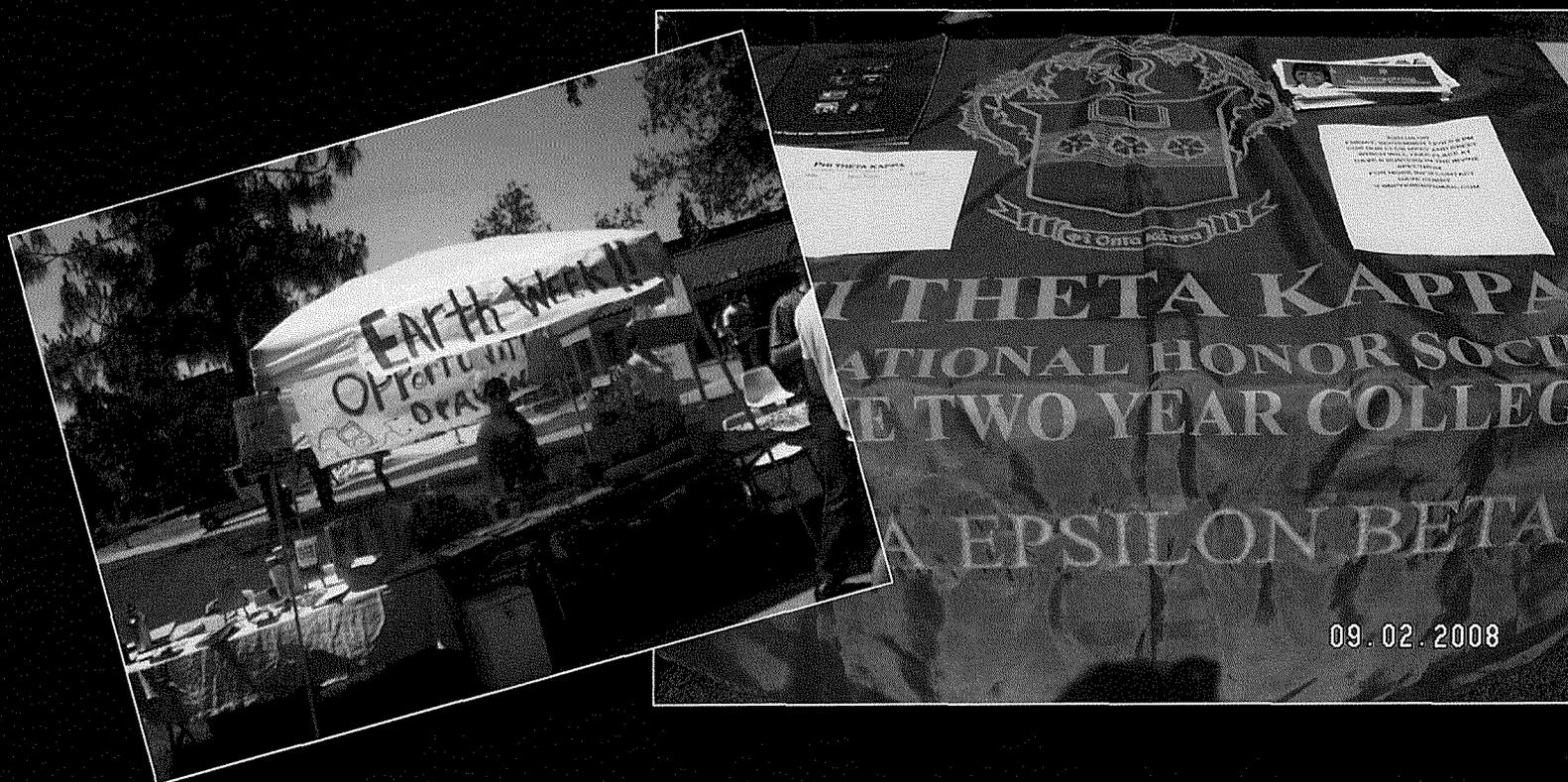
Campus Life: \$189,975

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



Co-Curricular Programs: \$191,289

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.



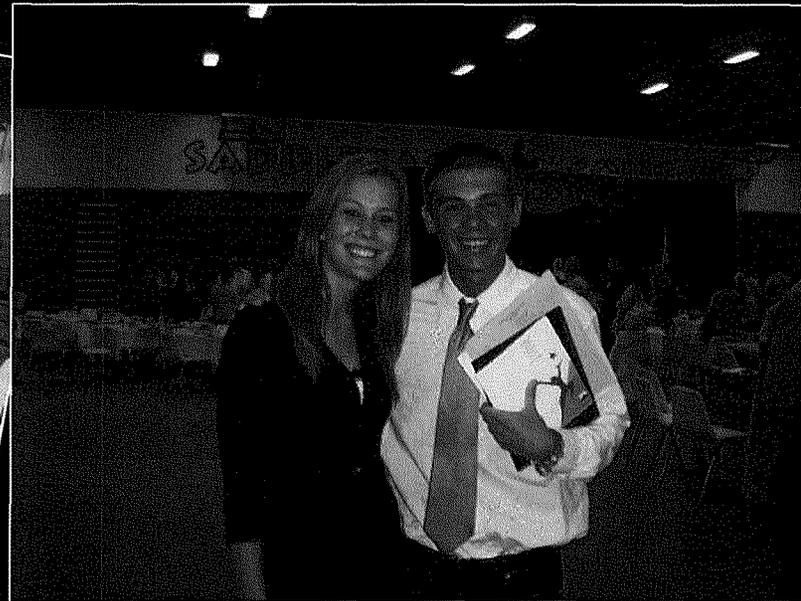
Contingency, Allocation for Anticipated Mid-Year Requests, and Scholarships

	Percentage	Amount
Contingency/Emergency Reserves (ASG Bylaw Mandated Minimum of 10% of Total Projected Revenue)	10.94%	\$96,418
Allocation for Anticipated Mid-Year Requests (ASG Bylaw Mandated Minimum of 5% of Total Projected Revenue)	5.39%	\$47,567
Scholarships & Awards (ASG Bylaw Mandated Minimum of 10% of Total Projected Revenue)	17.09%	\$150,650
Total		\$ 294,635

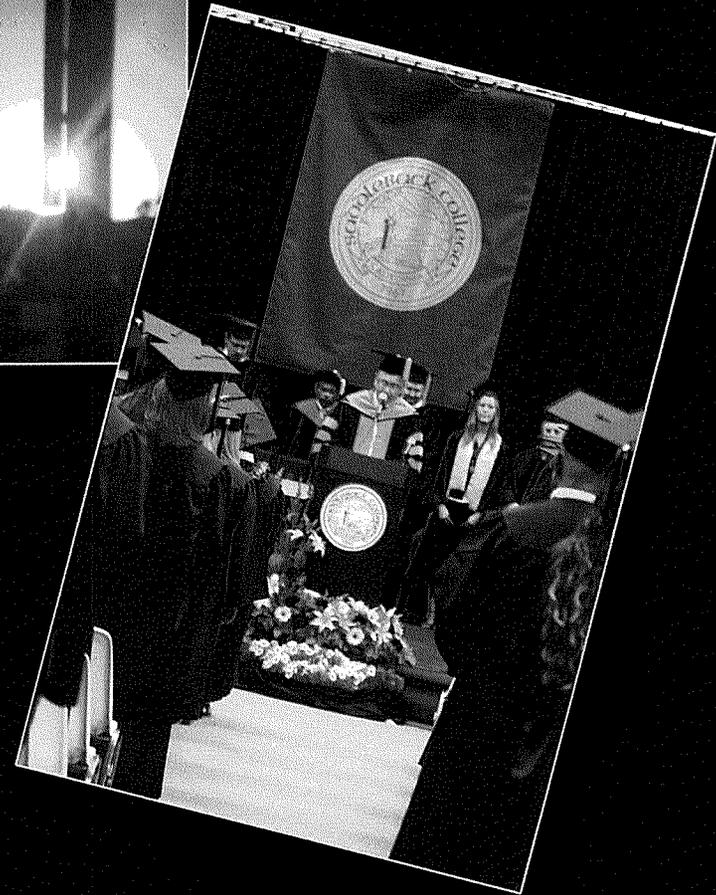


Student Support: \$168,250

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



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	\$3,000.00
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	\$189,975
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
45	Mid-Year NSNC Convention	Jennifer Wall, Kathryn Saab, Linda Gleason	Linda Gleason 4729	\$5,035.00	\$3,274
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

ASG Allocations -- Aggregate Categories
2009-2010

Request Number	Request Title	Requestor Name	Requestor Extension	Total \$ Requested	Total \$ Granted
49	CNSA State Convention	Jennifer Wall, Kathryn Saab, Linda Gleason	Linda Gleason 4729	\$11,326.00	\$6,501
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
97	Anthropology Conference Student Scholarship Program	Renee Garcia	4832	\$3,000.00	\$3,000
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	\$2,000.00
Co-Curricular Programs Total				\$316,250.30	\$191,289
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

ASG Allocations -- Aggregate Categories
2009-2010

Request Number	Request Title	Requestor Name	Requestor Extension	Total \$ Requested	Total \$ Granted
124	Low Ropes Course	Audra DiPadova	4213	\$5,000.00	\$2,000.00
Student Development/ASG Total				\$121,245.00	\$98,245
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
8.5	DSPS Student/Co-Curricular Support Program	Terence Nelson/Audra DiPadova	4213	\$2,000.00	\$2,000
9	DSPS Ride the Wave	Ardith Lynch	4750	\$2,350.00	\$2,000
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				\$221,025.00	\$168,250
TOTAL -- ALLOCATIONS -- REQUESTED/Awarded					\$647,759

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Adoption of the Final 2009-2010 Associated Students Budget

ACTION: Approval

BACKGROUND

On June 22, 2009, the Board of Trustees approved a Tentative Budget for the Irvine Valley College Associated Students (ASIVC) for 2009-2010 academic year. Funding for the budget is derived from the sale of ASIVC activity stickers, bookstore and food service commissions, plus programs and events. This budget is 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

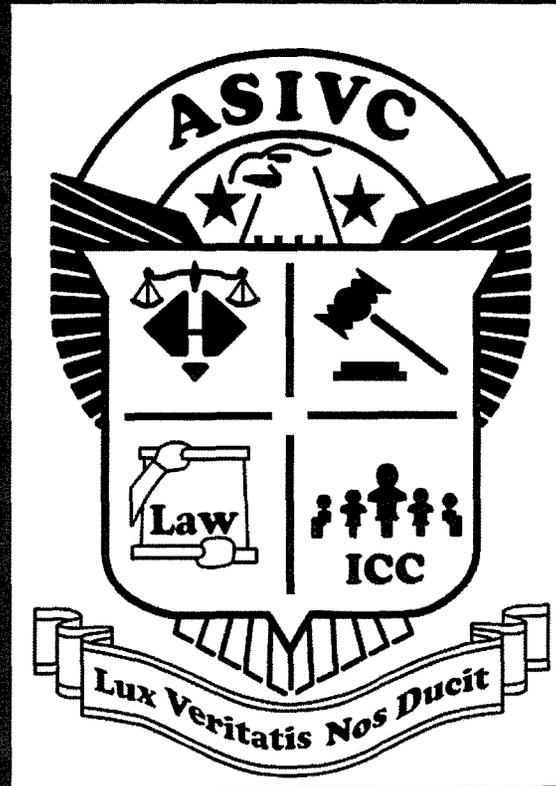
Since the approval of the tentative budget, the ASIVC Reserve for economic uncertainties is set at a minimum of 10% as reflected in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2009-2010 ASIVC Final Budget.

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

Irvine Valley College Associated Student Government Final Budget 2009-2010

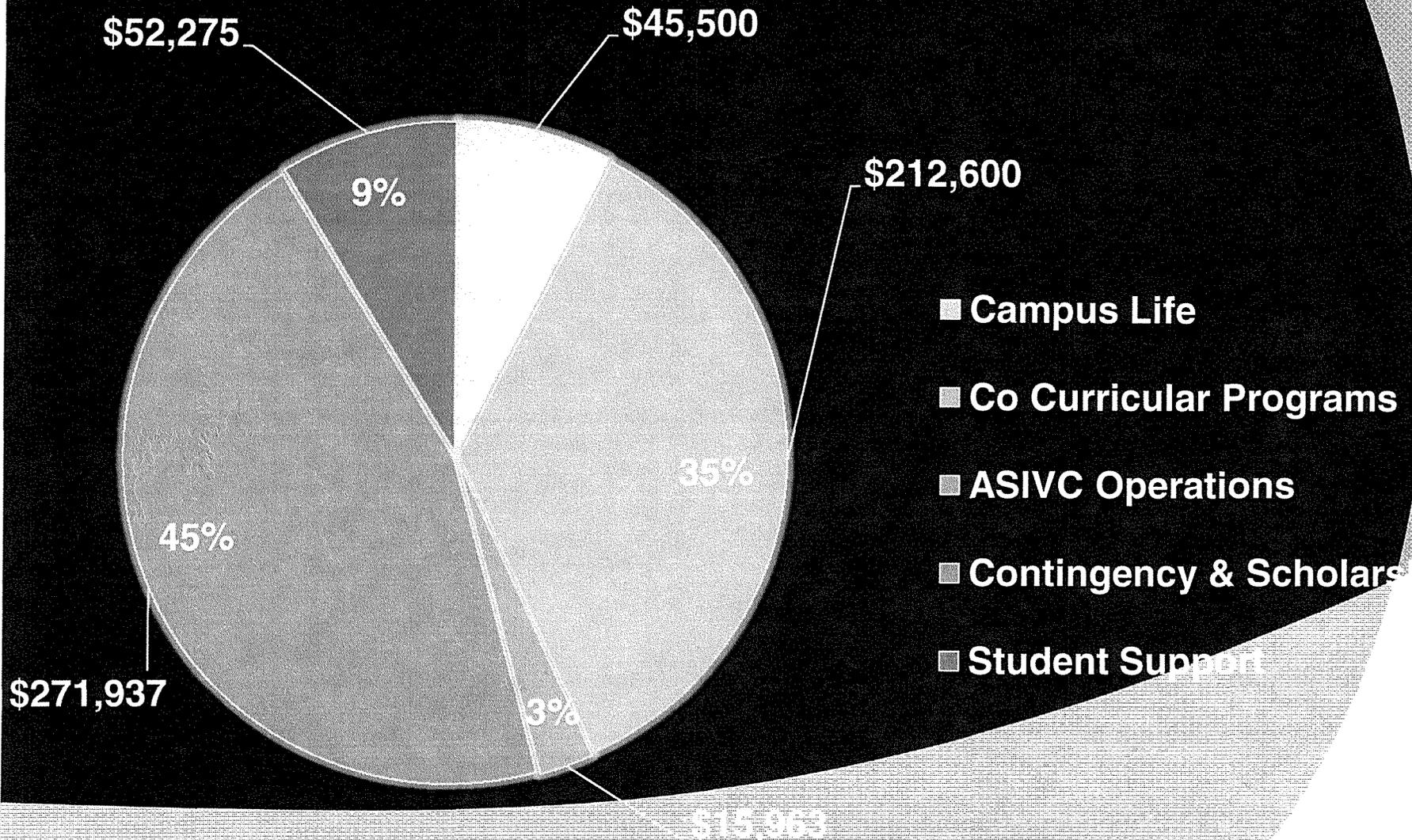


Highlights of Changes

- Increased Beginning Balance
 - Revenue in Bookstore, Cafeteria and ASG Stamp
- Increases allocated to the following categories:
 - \$10,000 for Campus Life
 - \$39,239 restores Co-Curricular Programs to 2008-2009 funding
 - \$3,000 – ASIVC Operations
 - OSHER Endowment Scholarship Program - \$40,000
 - Student Support - \$11,000

Sources Of Funds		
Beginning Fund Balance		\$ 236,775.00
Minimum Guaranteed Revenue		
Bookstore		\$ 355,000.00
Cafeteria/Vending		25,000.00
Less College Assessments/Electricity/Part time Salary		(49,500.00)
	Minimum Guaranteed Revenue	\$ 330,500.00
ASB Activity Sticker Sales		22,000.00
Miscellaneous- Drink Vending		9,000.00
	Total Sources of Funds	\$ 598,275.00
Uses of Funds		
Campus Life		\$ 45,500.00
Co-Curricular Programs		212,600.00
ASIVC Operations		15,900.00
Contingency, Mid-Year Requests, Scholarships		271,000.00
Student Support		5,275.00
	Total Uses of Funds	\$ 598,275.00

Pie Chart



Campus Life: \$ 45,500

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 - \$6,000
- Commencement Ceremony - \$7,000
- Scholarship Award Ceremony - \$5,000

Co Curricular Programs: \$212,600

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- \$24,000
- Phi Theta Kappa - \$19,000
- Forensics/Speech- \$ 26,000
- Administration of Justice - \$ 25,000

ASIVC Operations: \$15,963

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 - \$3,000
- Contract Services - \$4,000
- Equipment repairs - \$ 2,000
- Student Lounge worker - \$4,000

Contingency, Mid-Year Requests, and Scholarships

	Percentage	Amount
Contingency/Emergency Reserves	10%	\$ 36,150
Allocation for Anticipated Mid-year Requests	19%	\$ 135,787
Scholarships/Osher	16%	\$ 100,000

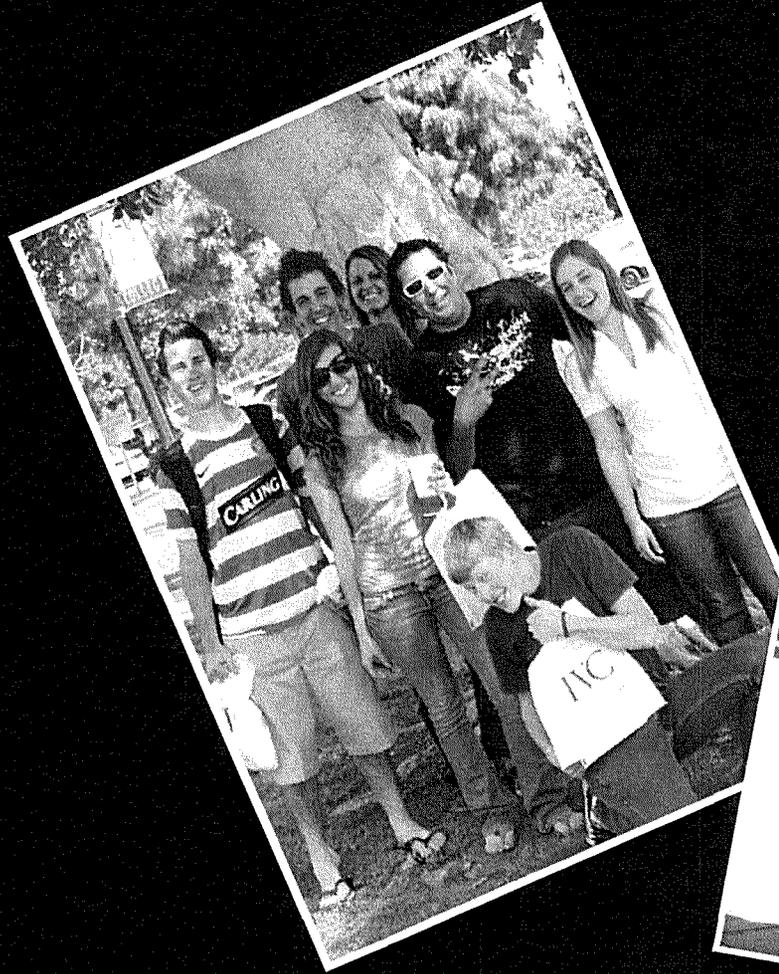
Student Support: \$52,275

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 - \$8,000
- Journalism - \$6,000
- Transfer/Career Center - \$2,700
- Choral Music/Chorus/Advertisement - \$6,000

Questions and Answers



TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3451: Safety, BP-4017: Child Abuse Reporting, BP-3453: Emergency Response Plan, BP-5300: Grading Policy, BP-5403: Student Policy Prohibiting Discrimination and Harassment, BP-4011: Employment Procedures for Administrators and Managers, BP-4011.3: Hiring Policy for Classified Staff, BP-2125: Weapons on Campus

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

Eight board policies are presented to the board for "Discussion/Approval." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, 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 July 9, 2009 for review and recommendation to the Chancellor and presented to the Board of Trustees for review and study at the July 21, 2009 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for discussion/approval the board policies, as shown in EXHIBIT A through H.

BOARD POLICY

3451

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

CAMPUS SAFETY AND SECURITY DEPARTMENT STANDARDS

The Chancellor shall establish Administrative Regulations to ensure the safety of employees and students on District sites, including the following: ~~governing safety and security standards and issues for the District.~~

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures is a condition of employment for those employees who transport students.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or material received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings including within 25 feet of entrances.

Reference:

49 C.F.R., Part 40, 49 C.F.R., Part 665

Title 8, Section 3023

29 C.F.R. 1910.101 et seq.

Health & Safety Code Section 104420

Adopted: 6-21-93
Revised: 4-26-99
Revised: 1-20-04

BOARD POLICY

4017

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

CHILD ABUSE REPORTING

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3; Welfare and Institutions Code Sections 300, 318, and 601; Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

BOARD POLICY

3453

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

EMERGENCY RESPONSE PLAN

The Chancellor shall establish procedures that ensure that the District, the colleges and ATEP implement a plan to be activated in the event of an emergency, or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establish a disaster preparedness procedure or plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan.

College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The District should ensure that a team is created to carry out compliance with NIMS and SEMS mandates.

The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its disaster plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

References:

Education Code Sections 32280 et. Seq and, 71095.;
Government Code Sections 3100 and 8607(a);

Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Codes of Regulations (CCR) Sections 2400-2450

BOARD POLICY
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5300
STUDENTS

GRADING POLICY

This grading policy is based on sound academic principles and conforms to the following standards:

1. Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, a diploma or license shall be graded in accordance with the grading scale adopted by this policy in accordance with Section 55023 of Title 5, California Code of Regulations.

I. PASS-NO PASS

A pass-no pass grade may be earned by any student in either of the following two categories: (a) courses may be offered wherein all students are evaluated on a "pass-no pass" basis; or, (b) courses wherein each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be " pass-no pass " or a letter grade.

1. All units earned on a "pass-no pass " basis shall be counted in satisfaction of South Orange County Community College District curriculum requirements.
2. ~~The Board of Trustees may authorize a student who has received credit for a course taken on a " pass no pass " basis within the district to convert this to a grade based on a grading scale by taking an appropriate examination. Such authorization shall conform to the standards for repeating enrollment contained in Sections 55761 through 55763 of Title 5, California Code of Regulations.~~
3. Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures, as defined in Section ~~55758~~ 55023 of Title 5, California Code of Regulations.
4. Independent study courses offered in accordance with Sections ~~55300-55352~~ 55230 et seq. of Title 5, California Code of Regulations may be graded on a "pass-no pass" basis.
5. For courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the "P/NP" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit shall be assigned for failure to do so.

GRADING POLICY

6. Courses wherein all students are evaluated on the " pass-no pass " basis shall be specified in the college catalog and schedule of classes.

II. CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by proper authorities of any college, as prescribed by Title 5, California Code of Regulations, Section 55050.

1. The governing board of South Orange County Community College District shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.
2. The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the college.
3. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to Section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.
4. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examination are conducted pursuant to this section.
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
6. Grading shall be according to the regular grading system approved by the governing board pursuant to Section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
7. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
8. The District may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination. If it is determined

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Revised: 5-15-89 Revised: 4-24-06
Revised: 6-24-91 Revised: 5-27-08
Revised: 4-26-99

that there will be a charge it shall be uniform and be applied to students throughout the District.

Note: Authority cited: Section 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

III. STANDARDS FOR PROBATION

Students shall be placed on academic or progress probation according to the following standards, as prescribed by Title 5, California Code of Regulations, Section ~~55754~~55031:

1. Academic probation. A student who has attempted at least 12 semester units within the district as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Section ~~55758~~55031(a) of Title 5, California Code of Regulations.
2. Progress probation. A student who has enrolled in a total of at least 12 semester units within the district as shown by the official academic record shall be placed on progress probation when the cumulative percentage of all units in which a student has enrolled and for which entries of "W", "I," "NC," and "NP" are recorded reaches or exceeds fifty percent (50%) Section 55031(b) of Title 5, California Code of Regulations. The MW grade shall not be used in the calculation of progress probation.

IV. REMOVAL FROM PROBATION

Students shall be removed from probation according to the following provisions of Title 5, California Code of Regulations, Section ~~55755~~55032:

1. A student on academic probation for a grade point deficiency shall be removed from probation when the student's ~~accumulated~~ cumulative grade point average is 2.0 or higher.
2. A student on progress probation because of an excess of units for which entries of "W", "I" and "NP" are recorded shall be removed from probation when the cumulative percentage of units in this category drops below fifty percent (50%).
3. A student may request removal from probation or appeal probation placement by following the petition procedure provided by the Admissions and Records Office.

V. STANDARDS FOR DISMISSAL

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GRADING POLICY

For purpose of this section, semesters shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one full primary term.

Students shall be subject to dismissal by the following standards of Title 5, California Code of Regulations, Section ~~55756~~55033:

1. A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all district units attempted in each of three consecutive semesters which were graded on the basis of the grading scale described in this policy.
2. A student who has been placed on progress probation shall be subject to dismissal if the percentage of district units in which the student has been enrolled for which entries of "W", "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).
3. A student may appeal dismissal by following the petition procedure provided by the Admissions and Records office.

VI. READMISSION AFTER DISMISSAL

Students who have been dismissed from South Orange County Community College District may apply for readmission after one semester of non-attendance by following the petition procedure provided by the Admissions and Records office. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission will be subject to permanent dismissal.

VII. ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points using only the following evaluative symbols as prescribed by Title 5, California Code of Regulations, Section ~~55758~~55023:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

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- *CRP Credit Pass (at least satisfactory - units awarded, not counted in GPA)
- *NP No Pass (less than satisfactory, or failing - units not counted in GPA)

*CR/NCR retained in academic history; not currently in use

1. The Board of Trustees of the South Orange County Community College District will publish the point equivalencies for the grades adopted in this section in the catalog as part of its grading practices, as prescribed by Title 5, California Code of Regulations, Section ~~55758~~55023.
2. Only the following non-evaluative symbols may be used:

<u>Symbol</u>	<u>Definition</u>
I	Incomplete

Incomplete academic work at the end of the term, as a result of an unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The conditions for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the required work has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.

A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Admissions and Records office.

<u>Symbol</u>	<u>Definition</u>
IP	In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is

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GRADING POLICY

completed. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.

Currently, an appropriate use of the "IP" symbol would be in an open entry-open exit class.

<u>Symbol</u>	<u>Definition</u>
RD	Report Delayed

The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

<u>Symbol</u>	<u>Definition</u>
W	Withdrawal

Withdrawal from class or classes shall be authorized through 65% of a term. The academic record of a student who remains in a class beyond 65% of a term must reflect a symbol as authorized in this section, other than a “W”.

No notation (“W” or other) shall be made on the academic record of a student who withdraws during the first four weeks of a term.

Withdrawal between the end of the fourth week and 65% of a term shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in progress probation and dismissal procedures.

A student may request permission to withdraw from a class after the final drop date by following the petition procedure provided by the Admissions and Records Office. All requests for this exception shall include complete written details of the circumstances and only extreme emergency reasons clearly beyond the control of the student shall be considered.

A student is allowed to receive a maximum of four W’s per course. A student will be allowed to take the course additional times only through a formal appeal process.

<u>Symbol</u>	<u>Definition</u>
MW	Military Withdrawal

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The MW symbol shall be used for students who are members of an active or reserve military service and receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at anytime during the term with no adverse impact on the students' academic record or enrollment status. This grading option is retroactive to January 1, 1990.

VIII. NOTIFICATION OF PROBATION AND DISMISSAL

Every reasonable effort will be made to notify a student of placement on probation, dismissal, removal from probation, or reinstatement after dismissal, at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

1. Counseling and other support services will be offered to any student on probation to help the student overcome any academic difficulties.
2. Probation and dismissal policies and procedures shall be published in the district catalog per Title 5, California Code of Regulations, Section ~~55759~~55033.

IX. GRADE CHANGES

In any course offered by the South Orange County Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Title 5, California Code of Regulations, Section ~~55758~~55023. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency as outlined in California Education Code, Section 76224(a). Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record in accordance with Title 5, California Code of Regulations, Section ~~55760~~55025.

1. ~~A student who has received credit for a course taken on a "pass no pass" basis within the South Orange County Community College District may convert this to a grade based on a grading scale by taking an appropriate examination. Such authorization shall conform to the procedures for repeating enrollment contained in Title 5, California Code of Regulations, Sections 55761-55763.~~
2. When grade changes are made in accordance with this policy, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history, as prescribed by Title 5, California Code of Regulations, Section ~~55761~~55025(e).

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X. ACADEMIC RENEWAL REGULATIONS

Computation of the cumulative grade point average, may, under the circumstances outlined below, disregard course work from consecutive terms taken at any college as prescribed by Title 5, California Code of Regulations, Sections ~~55763-55046~~ and 55765.

1. A student may request that the record of previously completed course work be disregarded by following the petition procedure provided by the Admissions and Records office.
2. Evidence to the effect that the previously recorded work was substandard (less than "C" or equivalent) and not reflective of more recently demonstrated academic ability, must be submitted with the petition.
3. A maximum of two semesters or three quarters of work as a full-time student or up to 30 units of part-time work may be alleviated and disregarded in the computation of cumulative grade point average.
4. All course work taken in the term is to be alleviated even if satisfactory, and shall be disregarded.
5. At least three years must have elapsed since completion of the most recent course work to be alleviated.
6. A minimum of 30 semester units must have been completed at regionally accredited colleges or universities with a 2.50 G.P.A. subsequent to the course work to be alleviated.
7. When course work is forgiven, the permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a true and complete academic history.
8. Academic renewal by South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
9. A student may request academic renewal only once.

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BOARD POLICY

5403

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

STUDENT POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

~~The South Orange County Community College District, hereafter referred to as SOCCCD, is committed to providing equal opportunities for all individuals in all employment, benefits of employment, educational programs, services, and activities which it conducts.~~

~~The district prohibits any form of discrimination or harassment on the basis of race, color, religion, religious creed, ancestry, national origin, sex, age, physical disability, mental disability, medical condition, disabled veteran and Vietnam era status, marital status, and sexual orientation, pursuant to applicable federal and state statutes, guidelines, and regulations, and district policies and regulations.~~

~~Therefore, no student of SOCCCD, applicant for admission to SOCCCD, employee of SOCCCD, applicant for employment with SOCCCD, individuals associated with those persons with disabilities who are identified herein, or others who might receive the benefits of college employment, programs, services, or activities shall be excluded from participation in, denied benefits of, or be subjected to discrimination or harassment including sexual harassment in any district employment process, position, program, service or activity on the bases identified herein.~~

~~Formal complaints under this policy shall be investigated according to the guidelines set forth in Title 5, Calif. Code of Regulations, Section 59300, et seq., per Policies BP 4000.6 and BP 5405, and the district's "Sexual Harassment Policy and Complaint Procedure," which is on file in the offices of the Chancellor and the Executive Vice Chancellor of Administrative and Business Services, and in the offices of the College Presidents and Vice Presidents of Student Services.~~

Legal References:

~~Government Code, Sections 11135-11139.5; Title 5, California Code of Regulations, Sections 59300 et seq.; Title IX of the Education Amendments of 1972, as amended; Title VI and Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Rehabilitation Act of 1973, Section 503 and 504; Age Discrimination in Employment Act of 1967, as amended; Age Discrimination Act of 1975; American with Disabilities Act of 1990; and California Labor Code, Section 1102.1.~~

DELETE

NOTE: SEE BOARD POLICY AND ADMINISTRATIVE REGULATION-4000.5:
PROHIBITION OF HARASSMENT AND DISCRIMINATION COMPLAINT
PROCEDURES

Adopted: 6-15-98

Technical Update: 4-26-99

BOARD POLICY

4011

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

EMPLOYMENT PROCEDURES FOR ADMINISTRATORS AND MANAGERS

SECTION I: GENERAL PROVISIONS

1. Preface: The hiring of highly qualified administrators and managers is essential to the mission of the South Orange County Community College District. Therefore, the Chancellor and the College Presidents, with input through this process from administration, faculty and staff, have the responsibility to select highly qualified administrators and managers.

The Office of Human Resources shall ensure that every aspect of the hiring process is implemented appropriately.

2. Scope: This policy applies to the recruitment and hiring process for District and college academic administrators and classified managers.¹ As referenced herein, the Chancellor shall have primary responsibility for hiring District administrators, managers, and the College Presidents; and each College President shall have primary responsibility for hiring administrators and managers for their respective campus.
3. Equal Employment Opportunity Policy and Statement: The South Orange County Community College District shall recruit, hire, and promote in all job titles without regard to ethnic group identification, race, color, religion, sex, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law. The District shall comply with the Board of Governors regulations relating to equal employment opportunity.
4. Definitions:
 - Board: The Board of Trustees of the South Orange County Community College District.
 - Chair: Chair of the Hiring Committee.
 - Chancellor: The Chancellor of the South Orange County Community College District or designee.
 - College President: The President or designee at the college (either Irvine Valley College or Saddleback College) where the college administrator or manager will work.

¹ Employment of administrators and managers at the Advanced Technology and Education Park shall follow the same process as employment of administrators and managers for the District.

- Committee: The Hiring Committee, also known as the Search Committee.
 - District: The South Orange County Community College District.
 - EEO: Equal Employment Opportunity.
 - HR Specialist: Human Resources Specialist, Hiring Compliance Officer and EEO representative assigned to the job opening.
 - OHR: Office of Human Resources.
 - SOCCCD: The South Orange County Community College District.
 - Vice Chancellor: Vice Chancellor, Human Resources or designee.
5. Confidentiality and Conflict of Interest Statements: The South Orange County Community College District Confidentiality and Conflict of Interest Statements apply to this process.
6. Compliance: This policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Any provision of this policy that directly conflicts with any applicable state or federal law or regulation may be disregarded and a procedure that complies with the superseding authority shall be developed by the Chancellor and substituted until such time as the Board may adopt a formal amendment to this policy.
7. Oversight: Normally, the Chancellor will provide oversight of the hiring process for District academic administrators, managers and the College Presidents. Similarly, the College President normally will provide oversight of the hiring process for respective college administrators and managers. However in any hiring process, the Chancellor or College President may appoint an alternate designee, as appropriate, to ensure avoidance of any conflict of interest. The Chancellor or College President with the assistance of the OHR, oversees the implementation of the hiring process and the activities of the hiring committee as it exercise its duties, specifically to ensure that actions of hiring committees are consistent with both the written stipulations and the intentions of this policy.

It is the responsibility of the Chancellor or College President to ensure the integrity of the hiring process established by this policy. If, in the judgment of the Chancellor or College President the integrity of the process described herein has been substantially violated or abused, the Chancellor or College President may order that the process be suspended, pending determination of an appropriate action in consultation with the Office of the Human Resources.

8. Interpretation: Technical questions and minor problems will ordinarily be resolved by the HR Specialist in consultation with the Vice Chancellor. In the event that a question of the

procedural interpretation of this policy arises and cannot be resolved by the HR Specialist, the question shall be submitted in writing to the Vice Chancellor via the HR Specialist.

If in the judgment of the HR Specialist, the Chair, the Chancellor or the College President a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified, and the hiring process shall be suspended pending resolution of the problem. The Chancellor or College President, in consultation with OHR, shall attempt to resolve any problem or difference of interpretation of this policy.

9. Exceptions: The Chancellor or College President, in consultation with the OHR, may reduce or extend the time period for any step established in this policy. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. In the event of such an alteration to the process as described herein, the Chancellor or College President will notify the OHR in writing, stating the unusual circumstances necessitating the extension or exception.

SECTION II: RECRUITMENT

1. When the need for hiring a new administrator or manager is determined and recommended by the Chancellor or College President, upon approval by the Chancellor, a Request to Announce Form is completed and submitted to the Office of Human Resources.
2. Job Announcement Content: The job announcement will determine the screening criteria for review of applicant files. Care must be taken to ensure accurate and job-related criteria. Where applicable, it shall contain:
 - a. Opening and closing dates
 - b. Summary of duties and responsibilities
 - c. Minimum qualifications
 - d. Desirable qualification
 - e. Application requirements and procedures
 - f. Special testing, if applicable
 - g. Submission of materials, if required
 - h. EEO Statement
3. All openings will be advertised through the Office of Human Resources.
4. As a position is opened, it will be announced by the Office of Human Resources with sufficient time to advertise the position. This should normally be a minimum of 20 calendar days, unless otherwise requested by the Chancellor or College President.
5. Applications, resumes, and other required materials are accepted only by the Office of Human Resources.
6. Announcement literature will be distributed to appropriate professional sources.

SECTION III: APPLICATION PROCESS

1. Submission: Applications, resumes, and other required materials are accepted only by the OHR via the District's online employment site.
2. Application Period: Applications may be accepted for a set period of time or "until filled." In the case where a position is "open until filled," screening may not begin until at least 20 calendar days after advertising has appeared in some public forum. In the case where a position is "open until filled," applications submitted less than two working days prior to the beginning of the screening process may be excluded from consideration.
3. Search Extension: The recruitment period will be extended when the applicant pool has fewer than three minimally qualified applications, unless the OHR, Chancellor, or College President agrees to forward the pool.

SECTION IV: SEARCH COMMITTEE

The Chancellor or College President will appoint the Search Committee according to the following criteria:

The Search Committee shall consist of no more than twelve and no fewer than five voting members. A majority of the appointees to the Search Committee will be administrators and managers.

- a. For District administrators, managers and the College Presidents, the Chancellor will select up to seven administrators and managers and appoint the Search Committee Chair. For college administrators and managers, the respective College President will select up to seven administrators and managers and appoint the Search Committee Chair.
- b. The South Orange County Community College District Faculty Association will select up to one faculty member.
- c. For college administrators and managers, the Academic Senate of the college where the administrator or manager will work will select up to one faculty member. For District administrators and managers, the IVC and Saddleback Academic Senates will each select up to one faculty member for the committee.
- d. The California School Employees Association Chapter 586 ("CSEA") will select up to one classified employee.
- e. For college administrators and managers, the Classified Senate of the college where the administrator or manager will work will select up to one classified employee. For District administrators and managers, the IVC and Saddleback Classified Senates will jointly select up to one classified employee for the committee.

1. Terminate Process: The Chancellor or College President may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the hiring process.
2. EEO Representative: The EEO Representative shall be appointed by the Vice Chancellor, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative.
3. Orientation: The HR Specialist will conduct an orientation meeting to explain roles, duties, expectations, timelines, and the rating process to the Committee members. At this time, the Committee will agree on the schedule. All members must also sign a Confidentiality and Conflict of Interest Statement. All HR forms must be completed in ink.
4. Relative Weights: At the Orientation, the Committee will assign the value to be given to the application and to the interview components. Neither the screening nor the interview may be weighted less than 30 percent each.
5. Duration: At the Orientation, the Committee will determine the length of the interview.
6. Criteria: The Committee shall establish in writing the criteria to be used in screening the applications and selecting the applicants to be interviewed. The screening criteria shall be job related, and based on the position description and the District hiring policy.
7. Interview Questions: All questions and other requirements (such as presentations, etc.) must be kept confidential throughout the process. The Committee will develop and forward to OHR for approval a list of interview questions to be asked of each candidate, as well as any exercise, presentation, or other requirement. The list of questions and requirements will be provided to OHR at least five business days prior to the first scheduled interview.

All questions and other requirements shall be job-related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement. OHR may provide sample questions at the request of the Chair for the consideration of the Committee.

The list of questions and other requirements as described above must be approved by a majority vote of the Committee. The Vice Chancellor reviews all Committee approved questions and other requirements if applicable to ensure compliance with District policies and state and federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor may make editorial changes; however, if a particular question is deemed by the Vice Chancellor to be in need of substantive changes, these changes will be made in consultation with the Chair or designated discipline expert. The Chair will be provided with the OHR approved list of questions and other requirements if applicable one (1) business day before the interview.

8. Participation: Committee members are expected to be available as necessary for Committee functions, to fully participate in all required meetings and related Committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the Chancellor or College President after consultation with the Chair and the OHR. The scores or ratings of a Committee member who withdraws prematurely or is removed will not be counted in the uncompleted phase or section of the process.
9. Minimum Membership: In the event that the Committee membership falls below the required minimum number of members, the Chancellor or College President after discussion with the OHR, shall determine whether to restart the hiring process, appoint a replacement Committee member, or continue the hiring process with fewer than the minimum number of committee members.

SECTION V: SCREENING PROCESS

1. Determination of Application Completeness: The OHR will screen all applicants for minimum qualifications as specified in the official announcement for that position before submission to the Committee, thereby determining applicants who will be paper screened and eligible for interviewing. The Search Committee Chair has the option to be involved in the minimum qualification screening process.
2. Review of Application: The review of application and resumes is done online on the District's employment site on an individual basis by each committee member.
3. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period has elapsed. At the Orientation meeting, the Committee in consultation with the HR Specialist shall specify the time(s) and locations(s) when application materials shall be available. During the screening process, Committee members may not remove the files or their contents, copy or alter any material contained in the files, or append comments or marks. Notes on the candidate must be kept in the Committee member's evaluation file, which will be maintained by the OHR.
4. Scoring: Each application shall receive an independent evaluation according to job-related criteria by each member of the Committee. The Committee members shall rate each applicant on the appropriate forms provided by the OHR.
5. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair will meet to determine the lowest score to qualify for an interview. This meeting shall be announced to all members of the Committee, and any member may attend. On the basis of the lowest qualifying score, the OHR shall assemble a list of candidates to be interviewed.
6. Interview Scheduling: The OHR shall schedule selected candidates for a first-level interview, according to the schedule adopted by the Committee, giving them at least five

days notice of the interview. Exceptions to the five-day notice may be granted by the Vice Chancellor.

7. Travel Reimbursement: Candidates may be reimbursed according to District policies and guidelines, if applicable.

SECTION VI: INTERVIEW PROCESS

1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee, along with the appropriate OHR forms. Each member of the Committee will receive a schedule of interviews, and the interview questions.
2. Site: The Chair will inform the HR Specialist of any special interview needs. After consultation with the Chair, the HR Specialist will make the arrangements for the interview location.
3. Set Time: Each applicant shall be afforded the opportunity to have an interview of approximately equal length.
4. Search Committee Names: Each candidate will be provided with a list of the names and titles of the Search Committee just prior to the interview.
5. Review of Interview Questions: Candidates will have the opportunity to review the interview questions 15 minutes in advance of their interview. All questions must be job-related. Answers to core questions should reveal attitudes towards the job, appropriateness of education and experience, competency in the field, extent of responsibility and philosophical orientation with respect to the functions involved.
6. Writing Sample: The candidate will be asked to provide a writing sample in response to a question provided to the candidate by the Search Committee before the interview.
7. Questions: Each candidate will be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the HR Specialist, a follow-up question violates standard of non-discrimination, the HR Specialist will direct the candidate to disregard the question. Follow-up questions should be kept to a minimum to maintain consistent standards of candidate evaluation throughout the interview process. Any question by the candidate pertaining to conditions of employment, such as salary, benefits, or policy, must be referred to the OHR.
8. Group Discussion: Committee members shall be given an opportunity to discuss each applicant and only that applicant after each interview. Comprehensive discussion shall not take place until after all interviews are completed. No discussion of any candidate may take place unless the HR Specialist and all committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job related criteria in a candid and

thorough manner, but shall not discuss specific numeric scores to be given to any candidate. The HR Specialist shall be responsible for ensuring that discussion is limited to job related criteria.

9. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each committee member shall rate independently each candidate using the appropriate form provided by the OHR. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately weighted screening and interview scores. The OHR will verify and compile final scores for all candidates.
10. Selection of Finalists: After the conclusion of interviews, the Committee and the HR Specialist shall assemble a ranked list of candidates and their final scores. Using this list, the Committee will determine the lowest score to qualify as preliminary finalist for a second level interview. The Committee shall provide job related reason why a candidate interviewed is not forwarded to the second level for final interviews.

The committee shall forward at least three (3) finalists for second level interview. However, if the Committee is unable to recommend at least three finalists for a second level interview, the Chancellor (for District administrators, managers and College Presidents) or the College President (for college administrators and managers), in consultation with the Chair and Vice Chancellor, may decide to proceed with fewer than three finalist (interviewed in their ranked order), reopen recruitment, or terminate the process.

SECTION VII: REFERENCE CHECKS

1. Timing: Official reference checks, in accordance with the OHR Guidelines, will be performed prior to or simultaneously with the submission of the recommended candidates to the Chancellor or College President for second-level interviews.
2. Required Professional References: Each applicant will be asked to provide at least three references, preferably from the following categories:
 - Current supervisor(s);
 - Previous supervisor (from the past five years);
 - Colleagues/co-worker who can address professional competency and appropriate practical skills;
 - Other professional references

If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, the OHR, in consultation with the Chair, may request additional reference from the candidate.

3. Reference Contacts: The Vice Chancellor, in conjunction with the Chair, will conduct the reference checks and record the information on the appropriate OHR form. The HR Specialist will verify all data on the application.

Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checkers(s) shall not provide any derogatory or confidential information about the finalists, and shall not provide any assessment of the quality of the finalist's qualifications.

SECTION VIII: SECOND-LEVEL INTERVIEW

1. Finalists: For District administrators, managers and College Presidents, the Chancellor shall be provided an unranked list of finalists by the Chair. For college administrators and managers, the respective College President shall be provided an unranked list of finalist by the Chair.
2. Second-level Interview: For District administrators, managers and College Presidents, the Chancellor will interview the finalists for the position. For college administrators or managers, the College President will interview finalists for the position. The Chancellor or College President shall invite other administrators, managers or other individuals to participate in the interview process. However, ultimately the final hiring selection decision for District administrators, managers and college Presidents shall be the Chancellor's decision. Similarly, ultimately the final hiring selection decision for college administrators or managers shall be the College President's decision.
3. Second-level Interview Schedule: Finalists shall be given at least five (5) days notice of the interview. However, if offered to them, candidates may consent to an expedited interview schedule without the five day notice to minimize travel or other inconvenience. This expedited schedule may be granted as a courtesy to candidates and does not signify that the candidate will be recommended as a finalist.
4. Content: The Chancellor, College President and other interviewers may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor must review any questions, exercises or other requirements prior to the interview to ensure compliance with district policies and state and federal laws and regulations.
5. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the Chancellor or College President shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.

6. Additional Interviews: After completing this initial round of second level interviews, the Chancellor or College President has the authority to interview additional candidates from the first level interview pool in the order of the next highest Search Committee rankings.
7. Consultation: The Chancellor or College President will consult with the Chair of the committee before and/or after the second-level interviews.
8. Termination of Search: After the completion of all second level interviews, the Chancellor or College President may decide to stop the process, at which point the position would be reopened.
9. Second Level Reference Checks: Following candidate interviews, the Chancellor or College President may make further job-related reference checks. The Chancellor or College President may conduct site visits.
10. Recommendation for Appointment: ~~Upon selection of the finalist by~~ After the successful candidate has been selected and informed by the Chancellor (for district positions) or College President (for college positions), the Office of Human Resources will extend the offer of employment and present to the Board of Trustees for final approval., ~~the Chancellor or College President will submit the recommendation to the Office of Human Resources for the offer of employment and presentation to the Board for final approval.~~

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

4011.3

PERSONNEL

HIRING POLICY FOR CLASSIFIED STAFF

SECTION I: GENERAL PROVISIONS

1. Preface: The hiring of highly qualified classified staff is essential to the mission of the South Orange County Community College District. Therefore, the Chancellor and the College Presidents, with input through this process from administration, faculty and staff, have the responsibility to select highly qualified classified staff.

The Office of Human Resources shall ensure that every aspect of the hiring process is implemented appropriately.

2. Scope: This Policy applies to the recruitment, hiring and promotion process for full and part-time permanent classified staff.¹ As referenced herein, the Chancellor shall have primary responsibility for hiring District classified staff; and each College President shall have primary responsibility for hiring classified staff for their respective campus.
3. Equal Employment Opportunity Policy and Statement: The South Orange County Community College District shall recruit, hire, and promote in all job titles without regard to ethnic group identification, race, color, religion, sex, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law. The District shall comply with the Board of Governors regulations relating to equal employment opportunity.
4. Definitions:
 - Board: The Board of Trustees of the South Orange County Community College District.
 - Chair: Chair of the Hiring Committee.
 - Chancellor: The Chancellor of the South Orange County Community College District or designee.

¹ Employment of classified staff at the Advanced Technology and Education Park shall follow the same process as employment of classified staff for the District and Colleges.

- College President and Provost: The President, Provost or designee at the college or learning facility (Irvine Valley College, Saddleback College or ATEP) where the classified staff will work.
 - Committee: The Hiring Committee, also known as the Search Committee.
 - CSEA: California School Employees Association
 - Department: The operational unit to which the position will be assigned.
 - Director: The Director of Human Resources or designee.
 - District: The South Orange County Community College District.
 - EEO: Equal Employment Opportunity.
 - Executive: The appropriate Executive most directly responsible given the position or context (i.e. Chancellor, Deputy Chancellor, Vice Chancellors, Presidents and Provost or their designees).
 - OHR: Office of Human Resources.
 - Operational Unit: The department, school, or division, as appropriate.
 - Procedures: Employee Hiring Procedures (, Classified Staff employees), of the South Orange County Community College District.
 - HR Specialist: The Human Resources Specialist assigned to the job opening.
 - Supervisor: The line administrator who is responsible for the position in question.
 - Vice Chancellor: Vice Chancellor, Human Resources or designee.
5. Confidentiality and Conflict of Interest Statements: The District Confidentiality and Conflict of Interest Statements apply to this process.
6. Exceptions: The Chair, the Supervisor, Director, or the Vice Chancellor may request in writing that the Chancellor reduce or extend the time period for any step or authorize an exception to any of the procedural steps set forth in this policy. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. Any request for an extension or exception shall state in writing the unusual circumstances necessitating the extension or exception.

7. Compliance: This Policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Any provision that directly conflicts with any applicable state or federal law or regulation may be disregarded and a procedure that complies with the superseding authority shall be developed by the Chancellor and substituted until such time as the Board may adopt a formal amendment to this Policy.
8. Oversight: It is the responsibility of the Executive to ensure the integrity of the procedures established by this Policy. If, in the opinion of the Executive, the process has been substantially violated or abused, the Executive may order that an error be corrected, that a portion of the process be redone, that a member of the Committee be excluded from further deliberations, that the process be terminated, or that some other remedial action be taken to assure the integrity of the process. Additionally, if, in the opinion of the Executive, the College or the District cannot fiscally support the position, the Executive may terminate the process.
9. Interpretation: Technical questions and minor problems will ordinarily be resolved by the HR Specialist in consultation with the Director. In the event that a question of the procedural interpretation of this policy arises and cannot be resolved by the HR Specialist and the Director, the question shall be submitted in writing to the Vice Chancellor via the Director.

If in the judgment of the HR Specialist, the Chair, the Chancellor or the Executive a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified by the Director, and the hiring process shall be suspended pending resolution of the problem. The Chancellor or College President, in consultation with OHR, shall attempt to resolve any problem or difference of interpretation of this policy.

SECTION II: RECRUITMENT

1. When the need for hiring a new classified staff employee is determined and recommended by the Chancellor or College President, upon approval by the Chancellor, a Request to Announce Form is completed and submitted to the OHR.
2. Job Announcement Content: The job announcement, based on the formal job description, will determine the screening criteria for review of applicant files. Care must be taken to ensure accurate and job-related criteria. Where applicable, it shall contain:
 - a. Opening and closing dates
 - b. Summary of duties and responsibilities

- c. Minimum qualifications
 - d. Desirable qualifications
 - e. Application requirements and procedures
 - f. Special testing, if applicable
 - g. Submission of materials, if required
 - h. EEO Statement
 - i. Starting salary and benefits
 - j. Funding source (general/grant/categorical)
 - k. Work schedule of position (days/hours)
3. As a position is opened, it will be announced by the OHR with sufficient time to advertise the position. Except for lateral openings, whenever feasible, all positions will be advertised for at least ~~twenty (20)~~ ten (10) days in order to maximize the effectiveness of the advertisements, unless otherwise requested by the Chancellor, College President or Provost. ~~For lateral openings and involuntary District initiated transfers, openings will be advertised through the OHR for a minimum of ten (10) working days.~~ The hiring manager will work with the OHR to promote the open position.
 4. Applications, resumes, and other required materials are accepted only by the OHR.
 5. Announcement literature will be distributed to appropriate professional sources.

SECTION III: APPLICATION PROCESS

1. Submission: Applications, resumes and other required materials are accepted only by the OHR via the District's online employment website.
2. Application Period: Applications may be submitted for a set period of time or "until filled." In the case where a position is "open until filled," screening may not begin until at least ten working days after advertising has appeared in some public forum. In the case where a position is "open until filled," applications submitted less than two (2) working days prior to the beginning of the paper screening process may be excluded from consideration.
3. Search Extension: After consultation with the Chair, the recruitment period will be extended where the applicant pool has fewer than five minimally qualified applications, unless the OHR, Chancellor, College President or Provost agrees to forward the pool.

SECTION IV: SEARCH COMMITTEE

1. Chair: The Supervisor will serve as the Chair unless the Supervisor appoints a designee to so serve.
2. Size: The Committee shall consist of no more than seven and no fewer than three voting members.
3. Regular Members: The Supervisor will recommend the members for the Search Committee, including faculty members where applicable, which may include membership from outside the College or District. At least one member shall be a member of the classified bargaining unit selected in consultation with CSEA. Committee members should have a background of a suitable nature to assure sufficient expertise to evaluate the candidates. The Executive approves the appointment of all members.
4. Terminate Process: The Chancellor or College President may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the hiring process.
5. Replacement: If the size of the Committee falls below the required minimum number of members, the Chair shall appoint a replacement unless such member was appointed by a governance group pursuant to law or contract. When it becomes necessary to appoint a replacement, the Chair shall also determine whether to restart the hiring process.
6. EEO Representative: The EEO Representative shall be appointed by the Vice Chancellor, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative at any time during the process.
7. Membership Appointment Process: The Chair is responsible for forwarding recommendations for Committee membership to the OHR on the appropriate form.
8. Orientation: The HR Specialist will conduct an orientation meeting to explain roles, duties, expectations, timelines, and the rating process to the Committee members. At this time, the Committee will agree on the schedule. All members must also sign a Confidentiality and Conflict of Interest Statement.
9. Relative Weights: At the Orientation, the Committee will assign the value to be given to the application and the interview components. Neither the paper screening nor the interview may be weighted less than 30 percent each.
10. Duration: At the Orientation, the Committee will determine the length of the interview.

11. Criteria: The Committee screening criteria shall be job related, and based on the position description and the District hiring policy.
12. Interview Questions: All questions and other requirements (such as writing assignments, presentations, etc.) must be kept confidential throughout the process. The Committee will develop and forward to OHR for approval a list of interview questions to be asked of each candidate, as well as any writing assignment, exercise, presentation, or other requirement. The list of questions and requirements will be provided to OHR at least five business days prior to the first scheduled interview.

All questions and other requirements shall be job-related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement.

The Director reviews all Committee approved questions and other requirements if applicable to ensure compliance with District policies and state and federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor may make editorial changes; however, if a particular question is deemed by the Vice Chancellor to be in need of substantive changes, these changes will be made in consultation with the Chair or designated subject matter expert.

13. Participation: Committee members are expected to be available as necessary for Committee functions, to fully participate in all required meetings and related Committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the Chancellor or College President or Provost after consultation with the Chair and the OHR. The scores or ratings of a Committee member who withdraws prematurely or is removed will not be counted in the uncompleted phase or section of the process.

SECTION V: APPLICATION SCREENING PROCESS

1. Determination of Application Completeness and Eligibility: The OHR will screen for completeness of applications and for minimum qualifications as specified in the official announcement for that position before submission to the Committee, thereby determining applicants who will be screened and eligible for interviewing. The Search Committee Chair has the option to be involved in the minimum qualification screening process. If the need arises, OHR will consult with the Chair on matters of interpretation of minimum qualifications.
2. Review of Application: The review of application and resumes is done online on the District's employment site on an individual basis by each committee member.

3. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period has elapsed. At the Orientation meeting, the Committee in consultation with the HR Specialist shall specify the time(s) and locations(s) when application materials shall be available. During the screening process, Committee members may not remove the files or their contents, copy or alter any material contained in the files, or append comments or marks. Notes on the candidate must be kept in the Committee member's evaluation file, which will be maintained by the OHR.
4. Scoring: Each application shall receive an independent evaluation according to job-related criteria by each member of the Committee. The Committee members shall rate each applicant on the appropriate forms provided by the OHR.
5. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair will meet to determine the lowest score to qualify for an interview. This meeting shall be announced to all members of the Committee, and any member may attend to observe the process. On the basis of the lowest qualifying score, the OHR shall assemble a list of candidates to be interviewed.
6. Interview Scheduling: The OHR shall schedule selected candidates for a first-level interview, according to the schedule adopted by the Committee, giving them at least five (5) calendar days notice of the interview. Exceptions to the five-day notice may be granted by the Vice Chancellor.

SECTION VI: INTERVIEW PROCESS

1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee, along with the appropriate OHR forms. Each member of the Committee will receive a schedule of interviews, and the interview questions.
2. Site: The Chair will inform the HR Specialist of any special interview needs. The Chair, in consultation with the HR Specialist, will make the arrangements for the interview location.
3. Set Time: Each applicant shall be afforded approximately the same maximum amount of time as other applicants for an interview.
4. Review of Interview Questions: The Committee will determine whether candidates will have the opportunity to review the interview questions 15 minutes in advance of their interview.

5. Writing Assignment: If the candidate is required to provide a writing assignment as part of the interview process, all efforts will be made to administer the writing assignment immediately prior to the interview.
6. Questions: Each candidate will be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the HR Specialist, a follow-up question violates standards of non-discrimination, the HR Specialist will direct the candidate to disregard the question. Follow-up questions should be kept to a minimum to maintain consistent standards of candidate evaluation throughout the interview process. Any question by the candidate pertaining to conditions of employment, such as salary, benefits, or policy, must be referred to the OHR.
7. Group Discussion: Committee members shall be given an opportunity to discuss each applicant and only that applicant after each interview. Comprehensive discussion shall not take place until after all interviews are completed. No discussion of any candidate may take place unless the HR Specialist and all committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job related criteria in a candid and thorough manner, but shall not discuss specific numeric scores to be given to any candidate. The HR Specialist shall be responsible for ensuring that discussion is limited to job related criteria.
8. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each committee member shall rate independently each candidate using the appropriate form provided by the OHR. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately weighted screening and interview scores. The Chair, in consultation with the HR Specialist, will verify and compile final scores for all candidates.
9. Recommendation and/or Selection of Finalists: After the conclusion of interviews, the Committee and the HR Specialist shall assemble a ranked list of candidates and their final scores.

Using this list, the Committee will determine the lowest score to qualify as preliminary finalist for a second level interview (where a second level interview has been determined by the Committee and/or Executive to be necessary).

The committee shall forward at least three (3) finalists for second level interview. However, if the Committee is unable to recommend at least three finalists for a second level interview, the Chancellor or appropriate Vice Chancellor (for District Classified Staff) or the College President (for College Classified Staff), in consultation with the

Chair and Vice Chancellor, may decide to proceed with fewer than three finalists, reopen recruitment, or terminate the process.

10. Search Reopened: The application process may be reopened when the Committee decides not to recommend a candidate to the Executive or the Executive decides not to forward a recommendation to the Board. The Executive has the authority to reopen a search.

SECTION VII: REFERENCE CHECKS

1. Timing: Official reference checks, in accordance with the OHR Guidelines, will be performed prior to or simultaneously with the submission of the recommended candidates to the Chancellor or College President for second-level interviews.
2. Required Professional References: Each applicant will be asked to provide at least three reference contacts who can address professional competencies and appropriate practical skills.

If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, the OHR, in consultation with the Chair, may request additional reference from the candidate.

3. Reference Contacts: The HR Specialist, in conjunction with the Chair, will conduct the reference checks and record the information on the appropriate OHR form. The HR Specialist will verify all data on the application. Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checkers(s) shall not provide to any reference any derogatory or confidential information about the finalist, and shall not provide any assessment of the quality of the finalist's qualifications.

SECTION VIII: OPTIONAL SECOND-LEVEL INTERVIEW

1. Interview: The Executive may interview the candidates alone and/or in conjunction with other persons as designated by the Executive. Such persons may vary from position to position. The Executive may introduce the candidates to different members of the district/college community, which may also vary by position. All such participants serve strictly advisory roles and do not vote on the candidates.

2. Consultation: The Executive may consult the Chair before and/or after the second-level interview.
3. Content: The Executive may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor must review any questions, exercises or other requirements prior to the interview to ensure compliance with district policies and state and federal laws and regulations.
4. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the Executive shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.
5. Second-level Interview Schedule: Finalists shall be given at least five (5) calendar days notice of the interview. However, if offered to them, candidates may consent to an expedited interview schedule without the five day notice to minimize travel or other inconvenience. This expedited schedule may be granted as a courtesy to candidates and does not signify that the candidate will be recommended as a finalist.
6. Termination of Search: After the completion of all second level interviews, the Executive may decide to stop the process, at which point the position would be reopened.
7. Second Level Reference Checks: Following candidate interviews, the Executive may make further job-related reference checks.

SECTION IX: CONFIRMATION PROCESS

1. Recommendation for Appointment: ~~After the successful candidate has been selected the Office of Human Resources will extend the offer of employment and present to the Board of Trustees for ratification. Upon selection of the finalist by the Executive, a recommendation will be submitted to the OHR for the offer of employment and an Authorization for Employment (Board Policy 4002.1) shall be signed by the Chancellor and reported to the Board of Trustees at its next regular meeting for ratification.~~
2. Background Checks: Consistent with applicable Federal and State law, and when job-related, after an offer of employment has been made, but prior to the commencement of employment, drug testing, TB testing, physical examinations and other background checks as required for the specific position will be initiated and completed by the OHR. Any required physical exams will be paid for by the District. All such background checks must be successfully completed prior to the start of employment. If a finalist

fails to satisfy the OHR in regard to the result of any investigation, the OHR may revoke the offer of employment.

BOARD POLICY

2125

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

WEAPONS ON CAMPUS

Firearms or other weapons shall be prohibited on any college or district site or in any facility of the District except for activities conducted under the direction of district officials and as authorized by the Campus Chief of Police. Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District site or other facility of the District must promptly notify Campus Police.

Activities involving firearms, knives, explosives, dangerous objects or weapons conducted under the direction of District officials, shall be authorized by a campus Chief of Police, before taking place.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches, or any other weapon as described in California Penal Code Section 626.10, onto campus grounds is prohibited by law, with the exception of a duly appointed peace officer who is engaged in the performance of his or her duties, regardless of whether the person has been authorized by a District employee to have the weapon. Prior authorization must be obtained from a Campus Police Chief in advance of bringing any of the aforementioned weapons onto District property.

References:

Penal Code Sections 626.9h and 626.10

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4208: Overtime and Shift Differential for Classified Management Personnel, BP-2210: HIPAA/CMIA Privacy Policy

ACTION: Acceptance for Review and Study

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and be in compliance with current laws and regulations.

STATUS

Two board policies are presented to the board for "Review and Study." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, 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 August 21, 2009 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies, as shown in EXHIBIT A and B.

BOARD POLICY
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

4208
PERSONNEL

OVERTIME AND SHIFT DIFFERENTIAL FOR CLASSIFIED
MANAGEMENT PERSONNEL

Overtime Exemption and Compensatory Time for Holidays

~~All managers, supervisors, and confidential employees, except as otherwise provided in this policy, are not subject to overtime provisions in accordance with Calif. Education Code, Section 88029. These positions based upon duties and authority, flexibility of hours, salary and benefit structure are of such a nature they should be set apart from positions subject to overtime provisions.~~

~~Any employee in the classification of manager, supervisor, or confidential status, except as otherwise provided in this policy, working on a holiday shall receive compensatory time off for the number of hours worked.~~

Shift Differential Compensation

~~Any full time supervisory or confidential employee whose assigned work shift commences between 11 a.m. and 12 midnight inclusive shall be paid a shift differential premium of five (5) percent above the regular rate of pay for the position held.~~

~~An employee who receives a shift differential premium will suffer no reduction in pay, including any differential pay, when assigned temporarily to a day shift.~~

DELETE

Revised: 5-26-87

Revised: 4-10-89

Revised: 5-11-92

Technical Update: 4-26-99

BOARD POLICY

22104005

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION PERSONNEL

HIPAA/CMIA PRIVACY POLICY

A. Purpose

Medical information regarding an individual is protected by the Confidentiality of Medical Information Act (CMIA), Calif. Civil Code, Section 56 et. seq., and may be protected by the Health Insurance Portability Accountability Act (HIPAA), Public Law 104-196. It is the intent of the South Orange County Community College District (“District”) to protect the privacy of medical information in accordance with these laws.

This policy is intended to do the following:

1. Serve as a foundation for the District’s privacy practices;
2. Describe what health or health-related information is considered private;
3. Outline, in part, individual rights regarding private medical information (PMI), see Section B.8 for definition of PMI;
4. Designate the HIPAA Privacy Officer and Complaint Official; and
5. Require employee training in Protected Health Information (PHI). PHI is defined as “individually identifiable information, in electronic, paper or oral form, which is created or received by or on behalf of the District or its health care components.”

The colleges and the District Office shall also be responsible for developing additional policies and procedures as necessary to safeguard PMI. Such policies are subject to approval by the Privacy Officer and must be consistent with this policy. Any and all policies and procedures relating to the subject matter of the policy in existence at the time this policy is adopted by the District’s Board of Trustees shall be subject to this policy. As part of the implementation of this policy, the Privacy Officer shall review and revise any and all existing District policies and procedures relating to the subject matter of this policy, including but not limited to those policies and procedures utilized by Saddleback College’s Student Health Center and Irvine Valley College’s Health and Wellness Center. This Policy pertains to all District individuals who have access to, use, or disclose PMI. The District’s Privacy Officer develops and implements policies and procedures with respect to HIPAA compliance and receives HIPAA non-compliance allegations.

B. Definitions

1. Authorization

Authorization means the execution of a written document required for the District to use or disclose PMI. Authorization must be obtained in advance of use or disclosure except for purposes of emergency treatment. The Authorization attached hereto as Exhibit "A" to this Policy is the only form approved for use by District employees.

2. Business Associate

A Business Associate (BA) is a person or an entity not a member of the District's workforce who performs a function and/or activity for a Covered Entity involving the use, disclosure or creation of PHI. The function and/or activity performed does not have to be a covered function and/or activity, but must be a function and/or activity that the Covered Entity would have had to perform themselves. All entities that perform as a BA of the District will be required to enter into a BA Agreement with the District. A BA could be, for example, a copy service that has access to PHI, or a flexible spending account's third party administrator.

3. Covered Entity

A "Covered Entity" is a health plan, a health care clearinghouse, or a health care provider that transmits any health information in electronic form in connection with a HIPAA transaction as defined by HIPAA (45 C.F.R. § 160.103).

4. Covered Functions

Covered functions refers to those functions of a covered entity, the performance of which subjects the covered entity to the HIPAA requirements, i.e. use, disclosure, or creation of PHI.

5. Hybrid Entity

A hybrid entity is a single legal entity, portions of which are covered entities within the meaning of the HIPAA that perform covered functions. The District is such a hybrid entity (45 C.F.R. § 160.103). The District's operations which perform covered functions and, therefore, are designated as health care components, are: the District's Student Health Center at Saddleback College and the Health and Wellness Center at Irvine Valley College, which engage in standard electronic HIPAA transactions.

6. Limited Data Sets

PHI that excludes the direct identifiers of the individuals, relatives, employers, or household members of the individual, listed below in subsections (a) through (p), constitutes a limited data set. Limited data sets may be used or disclosed, without written authorization, where three criteria are met: (1) the use and/or disclosure is only for purposes of research, public health, or health care operations; (2) the covered entity obtains a data use agreement from the recipient whereby the recipient agrees to limit the use of the limited data set to the purpose allowed by the rules, to limit who can use or receive the data and not to re-identify the data or contact the individuals; and (3) where the covered entity does not have knowledge that the remaining information can be used to identify an individual.

- a. Names;
- b. Postal address information, other than town or city, State, and zip code;
- c. Telephone numbers;
- d. Fax numbers;
- e. Electronic mail addresses;
- f. Social security numbers;
- g. Medical record numbers;
- h. Health plan beneficiary numbers;
- i. Account numbers;
- j. Certificate/license numbers;
- k. Vehicle identifiers and serial numbers, including license plate numbers;
- l. Device identifiers and serial numbers;
- m. Web Universal Resource Locators (URLs);
- n. Internet Protocol (IP) address numbers;
- o. Biometric identifiers, including finger and voice prints; and
- p. Full face photographic images and any comparable images.

7. Notice of Privacy Practices

The District shall issue a “District Notice of Privacy Practices” for its Covered Entities. The notice shall specify individual rights under HIPAA as well as the District’s contact information and the method of filing a complaint.

8. Private Medical Information

For purposes of this policy, Private Medical Information (PMI) includes medical information covered by both HIPAA and the CMIA. PMI is any information that could specifically identify an individual’s past, present, or future health condition. For example, medical billing records and a doctor’s note. As a precautionary measure, all medical information shall be treated by District employees as PMI unless it can be clearly demonstrated to the Privacy Officer that said information is outside the scope of HIPAA or the CMIA.

9. Security

Security in this policy is defined as all measures taken by the District and its agents, contractors, officers and employees to insure that PMI is protected in a manner which complies with the HIPAA and the CMIA. Security measures include, but are not limited to, policies, procedures, practices, directives, manuals, training, and methods as they relate to compliance with HIPAA and the CMIA. Security measures may also include mechanical and technological protections such as locks, secure access rooms and containers, computer hardware and software with security levels and protocols, secure communication devices and settings, and any other method, device or practice that limits improper access to PHI.

C. Policy

1. Allowable Uses/Disclosures of PHI

PMI shall only be used and/or disclosed on a need-to-know basis or where authorization has been received. In general, PMI may not be used or disclosed by the District without an authorization except in the following circumstances:

- a. When the information is provided to the individual whose PMI it is;
- b. When the information is required by the United States Secretary of Health and Human Services to investigate compliance with the HIPAA;
- c. When the information is requested pursuant to a valid subpoena;
- d. When the information is part of a limited data set as defined above;

- e. When the information is provided to a business associate (safeguarded by a business associate agreement);
- f. When the information is provided to another government agency that is administering a public benefit health plan;
- g. When the individual, whose PMI is being disclosed, has been given an opportunity to contest the disclosure of PMI in advance;
- h. When the information is used for public health activities authorized by law;
- i. When disclosure of the information is necessary to report child abuse or neglect as authorized by law;
- j. When the information is provided to a person who may have been exposed to a communicable disease;
- k. When the information is disclosed to a government authority, which is authorized by law to receive reports of abuse, neglect, or domestic violence, because there is reasonable belief that the individual is a victim of abuse, neglect, and/or domestic violence;
- l. When the information is used for law enforcement purposes;
- m. When the District believes that disclosure of the information is necessary to avert a serious threat to health or safety;
- n. When the information is used for government programs providing public benefits;
- o. When the information is required for worker's compensation purposes;
- p. When the information is used or disclosed to a business associate or to an institutionally related foundation for the purpose of raising funds for its own benefit. PHI released can only be in the form of demographic information relating to an individual and dates of health care provided to an individual used for fundraising;
- q. When the information is disclosed for underwriting and related purposes.

2. Internal Audit

In order to ensure appropriate use and disclosure PMI, each college and the District Office shall audit itself on a semi-annual basis. Each college and the

District Office shall identify PMI in its possession, then determine whether there are potential HIPAA and CMIA violations and develop a plan for correction. Upon completion of the audit, the information shall be delivered to the District Privacy Officer. The Privacy Officer shall work with each college and the District Office create a Remediation Plan, if necessary.

3. Individual Rights

An individual has the following rights as to his or her PHI protected under HIPAA. Individuals covered by HIPAA have the following rights:

- a. The right to request restrictions on certain uses and disclosures of protected health information as provided by 45 C.F.R. § 164.522(a);
- b. The right to receive his or her PHI confidentially as provided by 45 C.F.R. § 164.522(b), as applicable;
- c. The right to inspect and copy his or her PHI held in the covered entity's designated record set as provided by 45 C.F.R. § 164.524;
- d. The right to request amendments to his or her PHI held in the covered entity's designated record set as provided by 45 C.F.R. § 164.526; and
- e. The right to receive an accounting of disclosures of protected health information as provided by 45 C.F.R. § 164.528.

For individually identifiable medical information protected by the CMIA, but not HIPAA, an employee shall have the right to review and copy his or her medical information.

4. District Privacy Official and Contact Person

The District Privacy Official is the ~~Vice Chancellor of Educational Services~~ Vice Chancellor of Technology and Learning Services. The Privacy Official is responsible for resolving complaints under HIPAA and/or the CMIA. This official shall be identified as the person to receive complaints of alleged HIPAA and/or CMIA violations. Specific duties include, but are not limited to:

- a. Pursuant to HIPAA, develop privacy policies and procedures and the Notice of Privacy Practice;
- b. Develop training documents for the workforce on policies and procedures regarding PHI;
- c. Set up a complaint process and sanctions;

- d. Track all PHI;
- e. Ensure policies are implemented for determining when an individual can inspect, copy, amend, or request restrictions on their PHI disclosures;
- f. Receiving complaints from individuals concerning violations of HIPAA and/or CMIA and requirements;
- g. Logging all complaints received and tracking the disposition of the complaints;
- h. Reviewing complaints for allowable uses and disclosures and disposing of complaints that identify allowable uses and disclosures;
- i. Reviewing complaints for non-HIPAA and/or non-CMIA related issues and referring the individuals to the appropriate organization, if any;
- j. Identifying and investigating all HIPAA and/or CMIA-related complaints including allegations of: inappropriate use or disclosure of PMI; inappropriate disposal of PMI; denial of access to PMI; denial of amendments to PMI;
- k. Coordinating and collaborating with members of the workforce to investigate and develop actions to resolve the complaints;
- l. Resolving complaints, seeking approval of the resolution (from the complainants) and overseeing implementation of the resolution; Resolutions can include changes in business practices or information technology changes; personnel actions; contract changes or terminations, etc.;
- m. Serving as the District's liaison with the federal and/or state government with respect to any inquiries into HIPAA and/or CMIA privacy violation complaints.

The District's Contact Person for complaints concerning HIPAA and/or the CMIA, as well as questions regarding the Notice of Privacy Practices is the ~~Vice Chancellor of Educational Services~~Vice Chancellor of Technology and Learning Services.

5. Sanctions and Penalties

Employees may be subject to discipline, up to and including termination for violations of this policy, which includes the inappropriate use or disclosure of

PMI, in accordance with existing provisions of law, policies of the Board of Trustees, or applicable collective bargaining agreements.

In addition, federal authorities may sanction employees and the District for violations of the HIPAA privacy rule as follows:

- a. Civil penalties of not more than \$100 per incident. Not more than \$25,000 per person, per calendar year, per standard;
- b. Criminal penalties for violations of the Privacy Rule:
 - 1) A person who knowingly and in violations of the privacy rule either (a) obtains individually identifiable health information relating to an individual; or (b) discloses individually identifiable information to another person may have a criminal penalty assessed against them. Any violator may be fined up to \$50,000 or imprisoned for up to one (1) year, or both;
 - 2) Where a known violation is committed under false pretenses, the person may be fined up to \$100,000 or imprisoned for up to five (5) years, or both;
 - 3) Where a known violation is committed with the intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain, or malicious harm, a person can be fined up to \$250,000, and/or incarcerated for not more than ten (10) years.

Any violation of CMIA that results in economic loss or personal injury to a patient is punishable as a misdemeanor. Any person and/or entity that negligently, knowingly, or willfully discloses medical information, in violation of CMIA, may be assessed fines or civil penalties.

6. Training

The District shall train employees so that they understand their obligations under this policy. The training requirement may be satisfied by providing new employees with a copy of this privacy policy and documenting that new members have reviewed the policies. From time to time, the District may provide training through live instruction, video presentations, or interactive software programs.

7. Audit and Compliance

Each college and the District Office is responsible for compliance with this policy. The Privacy Officer may, in his or her discretion, audit and examine the procedures and practices of any college and the District Office to ascertain compliance with the requirements of this policy.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Nominating Committee Election for Members of the Orange County Committee on School District Organization

ACTION: Approval

BACKGROUND

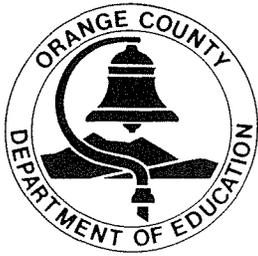
On December 5, 2008 at the organizational meeting of the Board of Trustees, Trustee Williams was selected as the district's representative to the Orange County Department of Education's Nominating Committee to elect members of the Orange County Committee on School District Organization. The Nominating Committee is comprised of one board member from each of the 31 school districts and community college districts in Orange County. The Orange County Committee on School District Organization (County Committee) is an eleven-member committee of two members from each of the five supervisorial districts, and one member elected at large from anywhere in Orange County. Members of the County Committee serve for a period for four years. The purpose of the County Committee is to consider and decide matters relating to school district organization – such as transfers of territory, unification, and trustee area rearrangement, abolishment, and establishment.

STATUS

The nominating process begins by obtaining candidates for the County Committee. Exhibit A provides detailed information on the Process and Procedures for the Nominating Committee Election Procedures.

RECOMMENDATION

The Chancellor recommends that if a board member is interested in serving on the County Committee or wishes to nominate an individual, either from the District or another District that the Board do so at this meeting.



August 19, 2008

**ORANGE COUNTY
DEPARTMENT
OF EDUCATION**

200 KALMUS DRIVE
P.O. BOX 9050
COSTA MESA, CA
92628-9050

(714) 966-4000

FAX (714) 662-3570

www.ocde.us

To: Nominating Committee Members

From: *DW*
David Wilson, Manager
Business Services

Subject: **Nominating Committee Election Procedures – Absentee Ballot
Voting Option**

WILLIAM M. HABERMEHL
County Superintendent
of Schools

LYNN APRIL HARTLINE
Deputy Superintendent

JOHN L. NELSON
Associate Superintendent

**ORANGE COUNTY
BOARD OF EDUCATION**

JOHN W. BEDELL, PH.D.

ALEXANDRIA CORONADO, D.M.A.

ELIZABETH PARKER

LONG PHAM, PH.D.

KEN L. WILLIAMS, D.O.

Last December at the organizational meeting for your Board of Trustees, you were selected as your district’s representative to the Nominating Committee to elect members to the Orange County Committee on School District Organization. This is a once-a-year responsibility, but no less important in its outcome. The Nominating Committee is comprised of one board member from each of the 31 school districts and community college districts in Orange County, and **no action can be taken by this committee unless 16 of the 31 district representatives cast a vote.**

In 2008, the Orange County Committee on School District Organization (County Committee) developed a revised set of Voting Procedures to insure that future elections run smoothly and efficiently. The County Committee has developed an election procedure where absentee ballots as well as in-person ballots may be cast. There are thirty one members of the Nominating Committee, one member for each school district and community college district. The County Committee feels that because there is more than one option in casting a vote, these revised Voting Procedures will alleviate the past problems of meeting a quorum as well as the issue of having an even number of votes cast. The County Committee anticipates that most of the future Nominating Committee members will cast their votes via absentee ballot, therefore alleviating the risk of having a tie if all thirty one Nominating Committee members cast a vote.

Attached are the revised Nominating Committee Voting Procedures and corresponding forms that were unanimously adopted by the County Committee on School District Organization. These are draft copies only and the actual ballots and exchange card will be sent to you on Monday, September 21, 2009.

Nominating Committee Members
August 19, 2009
Page 2 of 2

In a previous correspondence dated July 9, 2009, it was stated that the Nomination Period would close on Friday, October 2, 2009. Due to the joint OCSBA/ACSA being held a month earlier this year, the Nomination Period will now be closed on **Friday, September 18, 2009**. I will send out the finalized forms to the Nominating Committee Members that will include all of the candidates that are running for a seat on the County Committee. **If you are voting via absentee ballot, you must submit your absentee ballot and ballot exchange card to this office no later than Tuesday, October 13, 2009. If you decide to vote in-person, please bring your in-person ballot and ballot exchange card to the Nominating Committee Meeting on Wednesday, October 14, 2009.** The Nominating Committee Meeting will take place immediately prior to the joint OCSBA/ACSA dinner meeting at the Irvine Marriott. The Nominating Committee Meeting will convene at 5:30 p.m.

If you have any question or concerns, please do not hesitate to contact me at (714) 966-4234 or by email at dwilson@ocde.us.

Attachments: Nominating Committee Voting Procedures
Absentee Ballot (Draft)
In-person Ballot (Draft)
2009 Ballot Exchange Card (Draft)

cc: County Committee Members (letter only)
District Superintendents (letter only)
Wendy Benkert, Ed.D., Assistant Superintendent, Business Services

Nominating Committee Voting Procedures

Two options are available to the voting representative (Nominating Committee Member) to cast his/her vote. Either option is acceptable.

Option I part A– Cast Vote Using the Absentee Ballot Process

Each member of the Nominating Committee will receive two cards: an Absentee Ballot and a Ballot Exchange Card.

- The voting representative votes using the Absentee Ballot (attachment 2 – Canary color).
- Each voting representative casts a vote for **each** vacancy (three vacancies – three votes)
- The voting representative **signs the Ballot Exchange Card** (attachment 3 – Salmon color). **If the Ballot Exchange Card is not signed by the Voting Representative and attached to the absentee ballot, the absentee ballot will be disregarded.**
- **Both** of the completed forms must be returned to the following address by **5:00 p.m., Tuesday, November 13, 2009:**

David Wilson
Orange County Committee on School District Organization
200 Kalmus Drive
Costa Mesa, CA 92626

Option I part B – Cast Vote at the Nominating Committee Meeting (same night as OCSBA/ACSA)

- The voting representative disregards the Absentee Ballot (attachment 2 – Canary color) and **brings the signed Ballot Exchange Card signed by the Voting Representative** (attachment 3 – Salmon color) to the Nominating Committee Meeting along with the in-person ballot (attachment 2A – Light Blue color). Both will be turned in at the Nominating Committee Meeting.
- Specific instructions for voting will be provided at the Nominating Committee Meeting. The voting will take place promptly at 5:00 p.m. or until a quorum (16 of 31) of votes (absentee votes as well as in person votes) are collected, whichever occurs later. Once a quorum of both absentee and in person ballots has been reached, the election will be open for an additional 5 minutes. After the election is closed, late arriving voting representatives will be allowed to view the election process; however, they will be unable to cast their votes. Results should be announced within approximately 15 minutes.

Vote Tabulation

All votes cast that are attached to the Ballot Exchange Card and signed by all parties (Voting Representative as well as Clerk/Secretary to the Governing Board) will be totaled. A majority of all those who vote (through both voting options) will determine the new County Committee members. If the voting representatives fail to elect members to fill the vacancies by majority vote (through both voting options), a run-off election will be held between the two candidates receiving the most votes. If there are only two candidates and neither receives a majority vote (through both voting options), a run-off election will be conducted.

The run-off election will be conducted by absentee ballot and the voting period will be open for 10 days from the date the run-off absentee ballots are mailed to the 31 Nominating Committee Members (voting representatives). Any absentee ballots received after the 10 day period will not be counted. Votes will not be counted until the 10 day period is complete. In the event that an even number of absentee ballots are received, one absentee ballot will be randomly selected and discarded. This will prevent the run-off vote from ending in a tie. The absentee votes will be totaled and the elected County Committee member will be announced.

Statements of Qualifications are required from the Nominees. This information should allow each member of the Nominating Committee to vote with knowledge of the nominee's qualifications. The deadline for submitting completed statements of qualifications is absolute. No nominations are accepted after that date.

Nominees will not be allowed to make, or have made, a presentation on their behalf at the Nominating Committee Meeting. The Statement of Qualifications will serve as the Nominees Candidate Statement to serve on the County Committee.

ORANGE COUNTY DEPARTMENT OF EDUCATION
BUSINESS SERVICES DIVISION

A B S E N T E E B A L L O T

TO ELECT THREE MEMBERS TO THE
ORANGE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

November 2009 election

FIRST SUPERVISORIAL DISTRICT

Candidate.....

FOURTH SUPERVISORIAL DISTRICT

Candidate.....

FIFTH SUPERVISORIAL DISTRICT

Candidate.....

If voting by Absentee Ballot, this form, along with the Ballot Exchange Card, must be returned by 5:00 p.m., Tuesday, November 13, 2009, to:

Mr. David Wilson
Orange County Committee on School District Organization
c/o Orange County Department of Education
200 Kalmus Drive
Costa Mesa, CA 92626

ORANGE COUNTY DEPARTMENT OF EDUCATION
BUSINESS SERVICES DIVISION

IN-PERSON B A L L O T

**TO ELECT THREE MEMBERS TO THE
ORANGE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION**

November 2009 election

FIRST SUPERVISORIAL DISTRICT

Candidate.....

FOURTH SUPERVISORIAL DISTRICT

Candidate.....

FIFTH SUPERVISORIAL DISTRICT

Candidate.....

This form, attached to the signed Ballot Exchange Card, must be submitted to a staff member of the Orange County Department of Education within the prescribed time frame of tonight's meeting.

2009 Ballot Exchange Card

DRAFT

Name

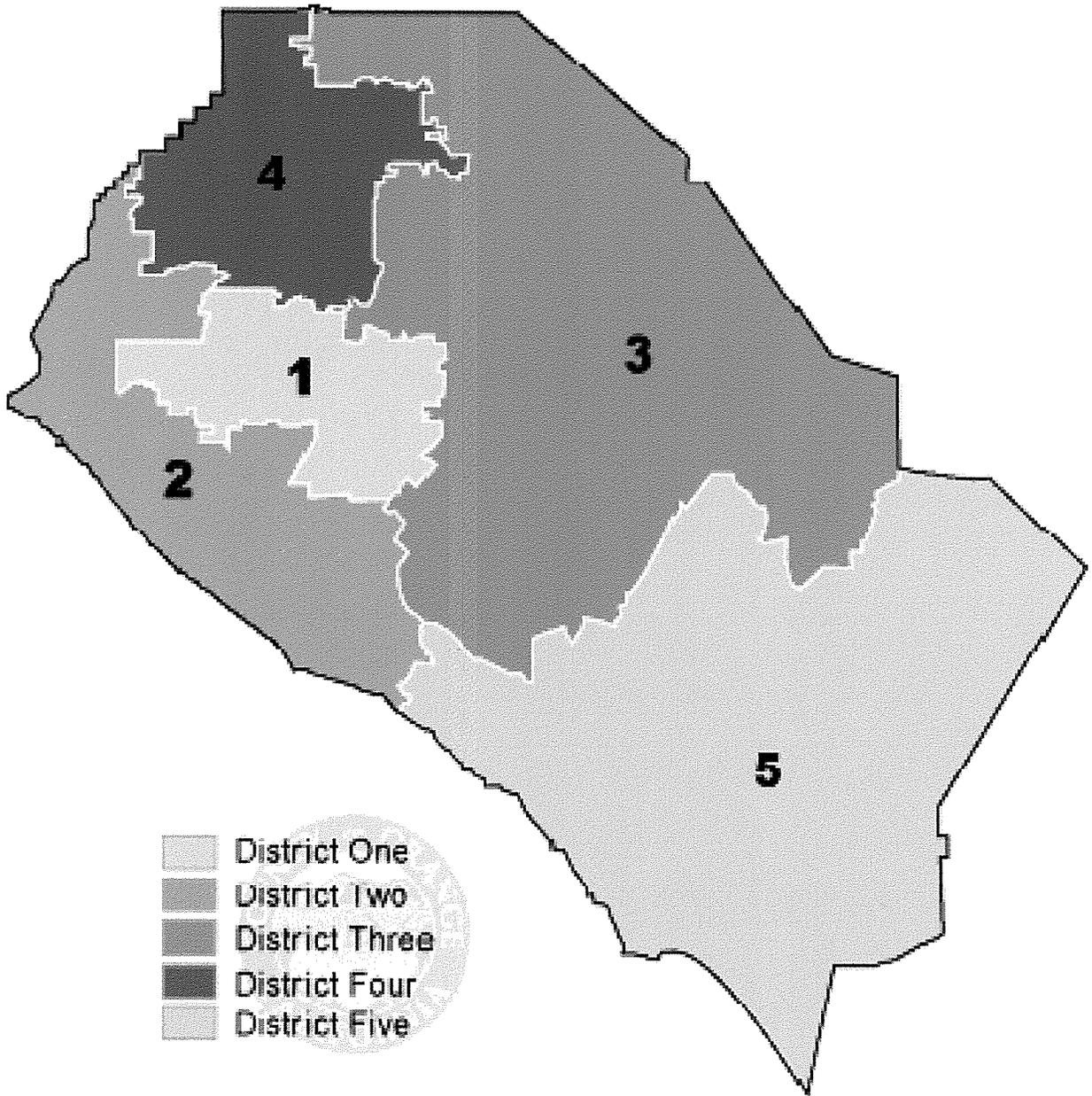
has been selected as the **Voting Representative** at the annual meeting to elect members to the Orange County Committee on School District Organization to be held at the Irvine Marriott, 18000 Von Karman Avenue, Irvine, on Wednesday, November 14, 2009, at 5:00 p.m.

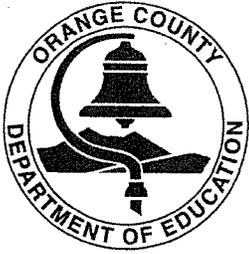
District: _____

Signed: _____

(Voting Representative)

This card **must** be presented by the voting representative at the annual meeting to be turned in with a ballot, **or if voting by Absentee Ballot, this card must be returned along with the Absentee Ballot.**





July 9, 2009

**ORANGE COUNTY
DEPARTMENT
OF EDUCATION**

200 KALMUS DRIVE
P.O. BOX 9050
COSTA MESA, CA
92628-9050

(714) 966-4000

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www.ocde.us

WILLIAM M. HABERMEHL
County Superintendent
of Schools

LYNN APRIL HARTLINE
Deputy Superintendent

JOHN L. NELSON
Associate Superintendent

**ORANGE COUNTY
BOARD OF EDUCATION**

JOHN W. BEDELL, PH.D.

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ELIZABETH PARKER

LONG PHAM, PH.D.

KEN L. WILLIAMS, D.O.

John Williams
28000 Marguerite Parkway
Mission Viejo, CA 92691

Dear Mr. Williams:

SUBJECT: Nominating Committee Election for Members of the Orange County Committee on School District Organization

- Jo-Ann Purcell (1st Supervisorial District)
- Robert Singer (4th Supervisorial District)
- Sheila Benecke (5th Supervisorial District)

Last December at the organizational meeting for your Board of Trustees, you were selected as your district's representative to the Nominating Committee to elect members to the Orange County Committee on School District Organization. This is a once-a-year responsibility, but no less important in its outcome. The Nominating Committee is comprised of one board member from each of the 31 school districts and community college districts in Orange County, and **no action can be taken by this committee unless 16 of the 31 district representatives cast a vote**. Returning to the Nominating Committee process this year is the ability to vote via absentee ballot. Further information on absentee ballot voting will follow shortly.

The Orange County Committee on School District Organization (County Committee) is an eleven-member committee of two members from each of the five supervisorial districts, and one member elected at large from anywhere in Orange County. Members of the County Committee on School District Organization serve for a period of four years. The purpose of the County Committee is to consider and decide matters relating to school district organization – such as transfers of territory, unification, and trustee area rearrangement, abolishment, and establishment. *Attached is a brochure that generally describes some of the duties of a member of the County Committee. Please share this brochure with your candidate.*

Education Code section 4007 states that neither the County Superintendent of Schools, nor any member of his staff, nor any employee of a school or community college district may be a member of the County Committee. School or community college district board members may be members of the County Committee, although it is not a requirement (they may be PTA representatives, citizens, school advocates, etc.) Members serve without compensation, but are entitled to receive mileage reimbursement for meetings attended. There are usually two or three meetings per year.

John Williams
July 9, 2009
Page 2 of 3

Meetings are held during the evening (generally on Wednesdays), either at the county office, or occasionally at school districts.

The Education Code specifies that the Nominating Committee must hold their annual meeting prior to December 1 of each year. It is essential that the individual members of the Nominating Committee make every effort to cast an absentee vote or attend this meeting to vote in person, because if a quorum of votes is not met, no official action can be taken. If new members are not elected prior to the December 1, the law mandates that the County Superintendent shall appoint members to the County Committee (note: this occurred in 1994, 1996, and 1998).

The nominating process begins by obtaining candidates for the County Committee. It has been the Nominating Committee's practice that a prepared Statement of Qualifications for each candidate be submitted prior to the Nominating Committee meeting so that staff can duplicate and transmit them to each member of the Nominating Committee. Therefore, enclosed are two blank Statement of Qualifications forms. Please submit your candidate's completed Statement of Qualifications to this office no later than **Friday, October 2, 2009**.

The following members' terms of office expire in November 2009:

<u>Jo-Ann Purcell</u> (Will stand for re-election)	<u>1st District</u> (Generally includes the following cities or communities) Santa Ana, Westminster, Garden Grove, Midway City
---	---

<u>Robert Singer</u> (Will stand for re-election)	<u>4th District</u> (Generally includes the following cities or communities) La Habra, Buena Park, Fullerton, Placentia, Anaheim
--	--

<u>Sheila Benecke</u> (Will stand for re-election)	<u>5th District</u> (Generally includes the following cities or communities) Aliso Viejo, Dana Point, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Mission Viejo, Rancho Santa Margarita, San Clemente, San Juan Capistrano
---	---

To enable you to communicate with the other Nominating Committee members, I am enclosing a roster of the members including their telephone numbers. You are encouraged to communicate with the other members of the Nominating Committee so that you can vote via absentee ballot or come to the annual meeting prepared to vote in accordance with Education Code Sections 4000-4014.

The Nominating Committee meeting will take place immediately prior to the joint OCSBA/ACSA dinner meeting. The date of the meeting is Wednesday, October 14, 2009 at the Irvine Marriott. **The Nominating Committee will convene at 5:30 p.m.**

John Williams
July 9, 2009
Page 2 of 3

If you need assistance in determining the supervisorial area of prospective candidates or if you have any questions pertaining to this matter, please call me at (714) 966-4234.

Sincerely,



David Wilson
Manager, Business Services

Enclosures: Map of Supervisorial Districts
Roster of Nominating Committee Members
Statement of Qualification (2)
County Committee Brochure: *A Summary in Brief*

cc: Raghu P. Mathur, Ed.D., Chancellor (complete packet)
County Committee Members (letter and roster only)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.8
DATE: 08/31/09**

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 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.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. 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>
Anderson, Susan	MA/Art History	Art History/SC	II/6	08/24/09
Brown, Amanda	MS/Special Ed.	English-Spec. Svc./IVC	II/6	08/24/09
Bumbesti, Mircea	MA/French	French/SC	II/6	08/24/09
Castillo, Larisa	PhD/English	Writing/IVC	V/6	08/24/09
Chieng, Chieh	MFA/Creative Writing	Writing/IVC	II/6	08/24/09
Coy, Christine	MS/Nutritional Sci.	Nutrition/SC	II/6	08/24/09
DeMarchi, Joanne	MA/Nutrition Ed.	Nutrition/SC	II/6	08/24/09
Dowling, Denise	MA/English	ESL/SC	II/6	08/24/09
Dubey, Jaya	MA/English	Writing/IVC	II/6	08/24/09
Duella, Abdunasser	Ph.D./Economics	Economics/SC	V/6	08/24/09
Erickson, Alesia	MA/Education	English-Spec. Svc./IVC	II/6	08/24/09
¹ Gonsowski, Steven	BFA/Graphic Design	Graphic Design/SC	I/6	08/24/09
Harlow, Megan	MS/Geography	Geography/SC	II/6	08/24/09
Hartstein, Scott	MA/French	French/SC	II/6	08/24/09
Hayes, Don	MS/Biology	Biology/SC	II/6	08/24/09
Kent, Douglas	MS/Regenerative Stud.	Ecolog'l. Restoration/SC	II/6	08/24/09
Knoll, Melissa	MA/English	Writing/IVC	II/6	08/24/09
² Rudmann, Bari	MS/Counseling	Psychology/IVC	III/7	08/24/09
Thawley, Marianne	MS/Medical Tech.	Phlebotomy/SC	II/6	08/24/09
Toscano, Hsueh	MM/Music	Music/IVC	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 Minimum Qualifications for California Community Colleges, a Master's degree is not required to teach in this subject area.

² SOCCCD Retiree. Rehired Part Time.

A. NEW PERSONNEL APPOINTMENTS - Continued

1. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Clark, Karen	Ph.D./Criminology	Environ. Studies/SC	V/6	08/24/09

Equivalency is based on a Doctorate in Criminology, Law, and Society from the University of California, Irvine; a Master of Science degree in Criminal Justice from Michigan State University in Lansing, Michigan; and a Bachelor of Arts degree in Sociology from the University of California, San Diego. Dr. Clark has conducted research in areas relating to the environmental history of the American West at the Autry National Center for the American West in Los Angeles. Through this research she has been able to submit and draft articles on contemporary environmental issues. Dr. Clark has taught courses both online and in person at the University of California, Irvine, and online at Duquesne University. She has also been active in local environmental organizations and ecological restoration projects in Orange County, actively participating in Centennial Farm, Orange County's only educational agricultural program.

Lahham, Lina	MA/French	Arabic/SC	II/6	08/24/09
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Equivalency is based upon a Bachelor of Arts degree and a Master of Arts degree in French from California State University, Fullerton, and one year of attendance at the University of Damascus, Syria. Mrs. Lahham has over thirteen years teaching foreign languages at various Southern California school districts and has taught French part time at Mount San Antonio College, Walnut, California, since January 2006. A native speaker, Mrs. Lahham was born and raised in Damascus, Syria, an Arabic country in which she received language education in the school system and at the university level. Mrs. Lahham holds California Clear Teaching Credentials in multiple languages.

Laudato, Heather	High School Diploma	Physical Ed/IVC	I/6	08/24/09
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Equivalency is based upon Ms. Laudato's experience in volleyball: both coaching and playing the sport. Ms. Laudato played Division one volleyball for four years and coached at California State University Long Beach. She also played volleyball for seven years and coached for five years at California Juniors Volleyball Club and All Skills and Settlers Camp for five years; several seasonal and career records were earned here as well.

A. NEW PERSONNEL APPOINTMENTS - Continued

1. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Slifer, Kristin	MA/Audiology	Lip Reading/SC	II/6	08/24/09

Equivalency is based upon a Master of Arts degree in Audiology from University of Illinois at Urbana-Champaign; a Bachelor of Science degree in Speech & Hearing Science from Illinois State University; and completing coursework toward a Doctorate of Audiology from Salus University in Elkins Park, PA. For the past five years, Ms. Slifer has been a clinical and dispensing Audiologist at Newport Audiology Centers, Laguna Hills, where she provides complete audiological assessments of both adults and pediatric clients, and offers counseling regarding hearing loss, effective communication strategies, and hearing conservation. Throughout her collegiate years, Ms. Slifer obtained clinical experience in hearing aid selection as well as diagnostic evaluations, including auditory brainstem response recordings, videonystagmography, and otoacoustic emissions testing. Ms. Slifer's research experience includes working for the Intelligent Hearing Aids Project doing assessments of speech perception under varying listening conditions.

Van Essen, Michael	High School Diploma	Human Services/SC	I/6	08/24/09
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Equivalency is based upon over ten years of significant personal and professional experience regarding benefits eligibility and entitlement. Since Spring 2007, Mr. Van Essen has been employed by Pacific Clinics, Southern California's largest behavioral health non-profit organization, as a Benefit Establishment Specialist who is responsible for training over 900 staff in all aspects of public and private benefits, as well as conducting consumer-targeted workshops, seminars, and presentations. Mr. Van Essen works with clients one-on-one for benefit applications and the appeals for denied benefits. Mr. Van Essen was a Benefits Planning Representative and Benefits Specialist, respectively, for AIDS Project, Los Angeles, and AIDS Service Center, Pasadena, where he helped clients with the application, approval, and appeals processes relating to California's State Disability Insurance, Social Security Disability Insurance, Supplemental Security Income, Medi-Cal (Medicaid) and Medicare.

West, Janelle	MS/Biology	Environ. Studies/SC	II/6	08/24/09
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Equivalency is based upon a Bachelor of Science degree in Biology from Seattle Pacific University, Seattle, Washington, and a Master of Science degree in Biology from San Diego State University, San Diego, California. Ms. West's graduate degree had an ecology emphasis and her thesis project specifically addressed restoration ecology issues in Southern Californian salt marshes. Ms. West has been teaching various biology courses at Mira Costa College since 2001 and has consistently taught ecology there since 2004. As a former research associate at the Pacific Estuarine Research Lab (PERL) at San Diego State University, Ms. West directed ecological monitoring programs for Tijuana Estuary and Los Penasquitos Lagoon where she was responsible for collecting and analyzing data on water quality, soil salinity, vegetation, invertebrates, and fishes. Ms. West compiled and submitted quarterly and annual monitoring reports to the appropriate governmental agencies, such as the U.S. Fish and Wildlife Service, California State Parks, and the National Oceanic and Atmospheric Administration. Ms. West is also an active member of the American Fisheries Society and has presented numerous papers at their conferences.

A. NEW PERSONNEL APPOINTMENTS - Continued

1. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Williams, Bethany	MS/Biology	Envir.Studies/SC	II/6	08/24/09

Equivalency is based upon a Bachelor of Science degree in Biological Science from Biola University, La Mirada, California, and a Master of Science degree in Biology from California State University, Fullerton. Ms. Williams compiled her thesis research in the area of behavioral ecology, focusing on structure and function of song in hummingbirds. As a former Teaching Assistant for California State University, Fullerton, Ms. Williams taught Principles of Physiology and Ecology from 2005 through 2008 which covered the topics of plant and animal interactions, trophic structure in aquatic ecosystems, and animal behavior. Since August 2008, Ms. Williams has been a part time lecturer in the field of biology for California State University, Fullerton. In addition, Ms. Williams had her research published in the auspicious journal *Auk*.

B. CHANGE IN STATUS

1. 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 20, 2009. This appointment was originally approved, to be effective June 15, 2009, by the Board of Trustees on June 22, 2009.

C. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE

1. Saddleback College seeks authorization to change the organization reporting structure for the Full-time Faculty and Part-time, temporary adjunct faculty employees of the Communication Arts Department from reporting to the Dean of Advanced Technology and Applied Sciences to begin reporting to the Dean of Fine Arts, effective September 1, 2009.

<u>Name</u>	<u>Position ID and Title</u>
Brady Jenner, Julia	Pos #1010, Radio Instructor (Communication Arts)
Konishi, Hiromasa	Pos #1513, Communication Arts Instructor
Myers, Charles	Pos #1598, Communication Arts Instructor
Anderson, Tina	Pos #1915, Associate Faculty
Clary, Beth	Pos #1915, Associate Faculty
Davis, Reid	Pos #1915, Associate Faculty
Eaton, Kim	Pos #1915, Associate Faculty
Gallison, Carrie	Pos #1915, Associate Faculty
Hancock, James	Pos #1915, Associate Faculty
Hart, John	Pos #1915, Associate Faculty
Helmstetter, Patrick	Pos #1915, Associate Faculty
Leib, Theodore	Pos #1915, Associate Faculty
Mayenzet, Maria	Pos #1915, Associate Faculty
Mitchell, Keith	Pos #1915, Associate Faculty
Pearson, Keir	Pos #1915, Associate Faculty

C. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE -
Continued

<u>Name</u>	<u>Position ID and Title</u>
Petitpas, Dionne	Pos #1915, Associate Faculty
Rakochoy, Edward	Pos #1915, Associate Faculty
Ryan, Kenny	Pos #1915, Associate Faculty
Schiffelbein, Mark	Pos #1915, Associate Faculty
Terasaki, Kiku	Pos #1915, Associate Faculty
Wedel, Terry	Pos #1915, Associate Faculty

D. 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 2009/2010 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u> <u>Amount</u>	<u>Effective Date</u>
Cavazzi, Deidre	Fall 09 Dance Concert/SC	\$ 1,400.00	08/24/09-11/21/09
Castroconde, Miriam	Chair, Math, Sci & Eng/IVC	4,774.95	08/24/09-12/20/09
Cosgrove, Robert	Accreditation Comm./SC	4,082.10	08/24/09-12/20/09
Doty, Ann	Assist Curriculum/Emer./SC	1,514.48	08/25/09-12/19/09
Galbraith, Mark	Team Physician/SC	1,250.00	08/24/09-11/30/09
Himes, Marjorie	Fall 09 Dance Concert/SC	800.00	08/24/09-11/21/09
Marangi, Kent	Team Physician/SC	1,500.00	08/24/09-11/30/09
Mikolajczak, Michaelyn	Accreditation Comm./SC	4,082.10	08/25/09-12/21/09

2. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated at their respective hourly rate for Non-Instructional Assignments/Projects (3-for-1) for the 2008/2009 and 2009/2010 fiscal years.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Tash, Sharon	Reading of Challenge & ESL Essays/SC	06/01/09-12/20/09

E. 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 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>
Durazo-Senkbeil, C.	Assess ESL Stud/BSI Proj/SC	\$ 500.00	01/12/09-05/21/09
Hagen, Gerard	Guest Musician/Foundation/SC	1,000.00	06/22/09-06/25/09
Hare, Matthew	Guest Musician/Foundation/SC	1,175.00	04/09/09-05/17/09
Hughes, Luther	Guest Musician/Foundation/SC	1,000.00	06/22/09-06/25/09
Johnson, Paul	Guest Musician/Foundation/SC	1,000.00	06/22/09-06/25/09
Loftus, Nicole	Coord./Foster Kinship Care Prog/SC	3,000.00	08/03/09-08/31/09
McGroarty, Diane	Mentor/TPP Grant/SC	1,000.00	02/02/09-05/21/09
Millovich, June	Curriculum Dev/TPP Grant/SC	3,000.00	08/20/08-05/18/09
Muresan, Branden	Guest Musician/Foundation/SC	900.00	04/02/09-05/17/09

E. 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 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>
Nowland, Judith	Mentor, TPP Grant/SC	\$ 550.00	02/02/09-05/21/09
Pinter, Gerald	Guest Musician/Foundation/SC	1,000.00	06/22/09-06/25/09
Roley, William	Program Dev/Environ. Sust/IVC	1,500.00	07/01/09-08/14/09
Rosenn, Tristen	Guest Musician/Foundation/SC	1,000.00	06/22/09-06/25/09
Rosenn, Tristen	Guest Musician/Foundation/SC	200.00	05/08/09-05/08/09
Taylor, Karen	Presenter Int. Design Club/ASG/SC	250.00	05/28/09-05/28/09
Taylor, Karen	Externship/CTEI Grant/SC	900.00	02/01/09-06/01/09
Titus, David	Mentor/TPP Grant/SC	550.00	02/02/09-05/21/09
Weiss, Elizabeth	Assist activities/TPP Grant/IVC	9,500.00	08/17/09-12/20/09

F. WORKLOAD BANKING

1. NGUYEN, HOA ID #10891, Mathematics Instructor, Pos #1668, Division of Mathematics, Sciences and Engineering, Saddleback College, is requesting a leave of absence for the Spring 2010 Semester, based on the equivalent of 10 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.
2. RYBOLD, GARY, ID #5265, Speech/Forensics Instructor, Pos #1833, School of Fine Arts, Irvine Valley College, is requesting a leave of absence for the Spring 2010 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2007-2010, in compliance with the Workload Banking Program.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 6.9
DATE: 08/31/09**

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. DALLA BETTA, KEVIN is to be employed as Senior Accounting Specialist, Pos #4017, Office of College Foundation, Saddleback College, Classified Bargaining Unit Salary Range 131, Step 1, 40 hours per week, 12 months per year, effective July 6, 2009. This is a replacement for Tricia Fain as Foundation Specialist who received a change in status. This position replaced Foundation Specialist, which was approved by the Board of Trustee on February 23, 2009.
 - b. CONNOR, CRAIG is to be employed as Admissions and Records Systems Specialist, Pos #3957, Office of Admissions, Records and Enrollment Services, Saddleback College, Classified Bargaining Unit Salary Range 126, step 1, 40 hours per week, 12 months per year, effective August 10, 2009. This is a new position approved by the Board of Trustees on October 27, 2008.
 - c. FELICANO, LUIS is to be employed as Electrician, Pos #4025, Facilities Maintenance, Office of Physical Plant, Irvine Valley College, Classified Bargaining Unit Salary Range 128, Step 1, 40 hours per week, 12 months per year, effective July 13, 2009. This was a new position approved by the Board of Trustee on September 24, 2007.
 - d. ¹LOFTUS, NICOLE, ID #15735, is to be employed as Acting Foster and Kinship Care Education Program Instructional Specialist (Categorical), Division of Social and Behavioral Sciences, Saddleback College, Classified Management Salary Range 06, Step 1, 29 hours per week, effective September 1, 2009. This is a continuing grant, position presented to the Board of Trustees for approval on this agenda. Employment in this categorical funded position is contingent upon funding by the Foster and Kinship Care Education Program grant.
 - e. PEAK, MICHAEL is to be employed as Groundskeeper, Pos #4010, Advanced Technology and Education Park, Classified Bargaining Unit Salary Range 118, Step 1, 40 hours per week, 12 months per year, effective August 17, 2009. This is a new position approved by the Board of Trustees on October 27, 2008.
 - f. ²SKAFF, PENELOPE, ID #9356, is to be employed as Acting Community Collaborative Grant Project Director (Categorical), Office of Student Services, Saddleback College, Classified Management Salary Range 06, Step 1, 29 hours per week, effective July 1, 2009. This is a continuing grant, position presented to the Board of Trustees for approval on this agenda. Employment in this categorical funded position is contingent upon funding by the Community Collaborative Grant.

¹ Current Associate Faculty, Division of Social and Behavioral Sciences, Saddleback College.

² Resigned as Student Affairs Director, July 31, 2003, Office of Student Services, Saddleback College. Current Associate Faculty, Division of Counseling Services and Special Programs, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

g. ³WEISS, ELIZABETH, ID #16352, is to be employed as Acting Technical Preparation Project Director (Categorical), School of Career Technical Education and Workforce Development, Irvine Valley College, Classified Management Salary Range 06, Step 1, 29 hours per week, effective July 1, 2009. This is a continuing grant, position presented to the Board of Trustees for approval on this agenda. Employment in this categorical funded position is contingent upon funding by the Technical Preparation Grant.

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>
Deyo, Michelle	Senior Administrative Assistant/SC	127/1	07/01/2009
Gray, Chelsey	Program Assistant, Categorical Funded/SC	118/1	07/09/2009
Harada, Constance	Accounting Assistant/IVC	118/1	07/27/2009
Joplin, Kieli	Accounting Assistant/IVC	118/1	07/30/2009
Motak, Courtney	Program Assistant, Categorical Funded/SC	118/1	08/01/2009
Rezvani, Kimia	Human Resources Assistant/District	121/1	07/27/2009

3. 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>
Bean, Leanne	Project Specialist/SC	\$ 20.00	08/01/09-06/30/10
Belot, Nicole	Clerk, Short-Term/SC	12.50	07/13/09-06/30/10
Bijari, Maryam	Project Specialist/SC	13.00	07/01/09-07/10/09
Bourdon, Bradley	Project Specialist/SC	16.00	07/10/09-06/30/10
Brennan, Karissa	Project Specialist/SC	11.50	07/07/09-12/31/09
Carr, Megan	Project Specialist/SC	10.50	07/23/09-06/30/10

4. 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>
Bijari, Maryam	Project Specialist/SC	\$ 13.00	06/15/09-06/30/09

³ Current Associate Faculty, School of Guidance and Counseling, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

5. 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>
Fracchiolla, Trevar	TPP Aide/SC	\$ 10.00	07/30/09-06/30/10
Fuller, Travis	Project Specialist/SC	8.50	08/03/09-06/30/10
Harada, Constance	Clerk, Short-Term/IVC	10.00	07/27/09-06/30/10
Hawkins, Timothy	Project Specialist/SC	9.00	07/01/09-06/30/10
Hsu, Shin	Project Specialist/ATEP	20.00	07/01/09-06/30/10
James, Genevieve	Project Specialist/SC	12.00	07/09/09-06/30/10
Johansen, Vick	Clerk, Short-Term/SC	10.00	07/13/09-06/30/10
Joplin, Kiel	Clerk, Short-Term/IVC	10.00	07/30/09-06/30/10
Kirsten, Dona	Clerk, Short-Term/SC	8.50	07/24/09-06/30/10
Margel, Scott	Project Specialist/SC	11.50	07/20/09-06/30/10
McCormick, Michael	TMD AIDE/SC	20.00	07/27/09-06/30/10
Meeks, Adam	Project Specialist/SC	10.50	07/01/09-06/30/10
Mitchell, Joann	Clerk, Short-Term/SC	10.00	07/09/09-06/30/10
Paquette, Yvette	Project Specialist/Dist.	20.00	07/13/09-06/30/10
Severin, Joel	Project Specialist/ATEP	20.00	07/01/09-06/30/10
Villanueva, Leone	Clerk, Short-Term/SC	10.00	07/09/09-06/30/10
Walker, Shauntel	Project Specialist/IVC	8.50	07/01/09-06/30/10

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 **2008/2009 and 2009/2010** academic year.

<u>Name</u>	<u>Start/End Date</u>
Dorman, Thomas	07/09/09-06/30/10
Oladapo, Oluwadamilare	08/03/09-06/30/10
Perez, Denise	07/01/09-06/30/10
Rowther, Nadia	08/03/09-06/30/10

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>
Krobetzky, Tyler	Recreation Leader/SC	\$ 15.00/hr	06/25/09-06/30/09

A. NEW PERSONNEL APPOINTMENTS - Continued

8. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **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>
Chao, Esther	Recreation Leader/SC	\$ 15.00/hr	07/22/09-06/30/10
Krobetzky, Tyler	Recreation Leader/SC	15.00/hr	07/01/09-06/30/10
Lin, Joseph	Comm. Ed./IVC	2500.00/cs	07/21/09-06/30/10
Mahoney, Christopher	Recreation Leader/SC	15.00/hr	07/07/09-06/30/10
Patel, Darshini	Tutor/IVC	12.00/hr	08/03/09-06/30/10
Vona, Margaret	Tutor/IVC	12.00/hr	07/27/09-06/30/10
Wondrash, Pamela	Clinical Skills Spec./SC	30.00/hr	07/21/09-06/30/10

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

1. APPLICATIONS SPECIALIST I, Pos #4055, Classified Bargaining Unit Salary Range 134, Office of College Technology, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, pursuant to Article 8.6.4 of the C.S.E.A. contract and reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective September 1, 2009. (Position approved: May 26, 2009)
2. FINANCIAL ANALYST, Pos #4052, Classified Bargaining Unit Salary Range 140, Fiscal Services, Office of Administrative and Business Systems, District seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, as per Memorandum of Understanding with C.S.E.A., effective September 1, 2009. (Position Approved: May 26, 2009)
3. STUDENT SUCCESS GRANTS ASSISTANT, a categorical, grant funded position, Pos #3979, Classified Bargaining Unit Salary Range 119, Division of Health Sciences and Human Services, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position, from its staff complement, effective September 1, 2009. (Position approved: December 5, 2008)

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. APPLICATIONS SPECIALIST II, Classified Bargaining Unit Salary Range 138, Office of College Technology, Saddleback College seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, pursuant to Article 8.6.4 of the C.S.E.A. contract and reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective July 1, 2009.

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

2. COMMUNITY COLLABORATIVE GRANT PROJECT DIRECTOR, Classified Management Range 06, Office of Student Services, Saddleback College seeks authorization to establish a part-time, 29 hours per week, 12 months per year categorical, grant funded position to its staff complement, effective July 1, 2009. (Job Description, Exhibit B, Attachment 1)
3. FINANCIAL ANALYST, Classified Management Salary Range 04, Fiscal Services, Office of Administrative and Business Systems, District seeks authorization to establish a full-time, 40 hours per week, 12 month per year position to its staff complement, pursuant to a reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, as per Memorandum of Understanding with C.S.E.A., effective August 1, 2009. (Job Description, Exhibit B, Attachment 2)
4. FOSTER AND KINSHIP CARE EDUCATION PROGRAM INSTRUCTIONAL SPECIALIST (Categorical), Classified Management Salary Range 06, Division of Social and Behavioral Sciences, Saddleback College seeks authorization to establish and announce a part-time, 29 hours per week, categorical grant funded position to its complement, effective September 1, 2009. Employment in this grant funded position is contingent upon the availability of funding by the Foster and Kinship Care Education Program. (Job Description, Exhibit B, Attachment 3)
5. STUDENT SUCCESS GRANTS ASSISTANT, a categorical, grant funded position, Classified Bargaining Unit Salary Range 119, Division of Health Sciences and Human Services, Saddleback College seeks authorization to establish a part-time, 29 hours per week, 12 months per year position to its complement, effective September 1, 2009. Employment in this grant funded position is contingent upon the availability of funding by the Student Success Grant. (Job Description, Exhibit B, Attachment 4)
6. TECHNICAL PREPARATION PROJECT DIRECTOR (Categorical), Classified Management Salary Range 06, School of Guidance and Counseling, Irvine Valley College seeks authorization to establish a part-time, 29 hours per week, categorical grant funded position to its complement, effective July 1, 2009. Employment in this grant funded position is contingent upon the availability of funding by the Technical Preparation grant. (Job Description, Exhibit B, Attachment 5)

D. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE

1. Saddleback College seeks authorization to change the organization reporting structure for the Classified employees and assigned positions of the Communication Arts Department from reporting to the Dean of Advanced Technology and Applied Sciences to begin reporting to the Dean of Fine Arts, effective September 1, 2009.

<u>Name</u>	<u>Position ID and Title</u>
Brodet, Matthew	Pos #3338, Video Production Specialist
Greene, Scott Ferguson	Pos #3961, Laboratory Technician, Communication Arts
Kamber, Dawn	Pos #3316, Radio News Director
Kruhmin, Mark	Pos #3280, Video Production Specialist
Wedel, Terry	Pos #3579, Radio Operations Director
Vacant Position	Pos #3333, Laboratory Technician, Communication Arts

E. RECLASSIFICATION

1. MASTRANGELO, JANICE, ID #12926, Applications Specialist I, Pos #4055, Classified Bargaining Unit Salary Range 134, Step 5, 40 hours per week, 12 months per year, Information Technology Center, Office of the Instruction, Saddleback College, is to be reclassified to Applications Specialist II, Classified Bargaining Unit Salary Range 138, Step 4, 40 hours per week, 12 months per year, Information Technology Center, Office of the Instruction, Saddleback College, pursuant to Article 8.6.4 of the C.S.E.A. contract and reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective July 1, 2009. This item is contingent upon the approval of items B1 and C1 of this agenda.
2. O'TOUSA, YVONNE, ID #15292, Financial Analyst, Pos #4052, Classified Bargaining Unit Salary Range 140, Step 3, 40 hours per week, 12 months per year, Fiscal Services, Office of Administrative and Business Systems, District, is to be reclassified to Financial Analyst, Classified Management Salary Range 04, Step 6, 40 hours per week, 12 month per year, Fiscal Services, Office of Administrative and Business Systems, District, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, as per Memorandum of Understanding with C.S.E.A., effective August 1, 2009. This item is contingent upon the approval of items B2 and C2 of this agenda.

F. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT

- a. AMADEUS, JUSTINE, ID #14860, Counseling Office Assistant, Pos #3677, Classified Bargaining Unit Salary Range 115, Step 4, 20 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, is to be given a temporary increase in hours to 32 hours per week effective July 6, 2009 through August 10, 2009. This temporary increase in hours are to accommodate additional duties for Carla Conn, who is on leave.
- b. CAMPBELL, DANIEL, ID #12020, HVAC Technician, Pos #3350, Classified Bargaining Unit Salary Range 128, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College is to be given additional compensation to monthly salary of a 5% shift differential, effective August 10, 2009.
- c. DAGARIN, JEAN-MARI, ID #16676, Assistant Manager, Child Development Center (Categorical), Pos #3930, Classified Management Salary Range 02, Step 2, 40 hours per week, 12 months per year, Child Development Center, Office of Student Services, Saddleback College, employment in this position has been extended for one year effective July 1, 2009 through June 30, 2010. This grant funded position was approved by the Board of Trustees on August 26, 2008, with employment contingent upon the availability of funds by the Career Technical Education Community Collaborative Project grant.
- d. JOHNSON, BEVERLY, ID #13522, Executive Assistant, Pos #3424, Classified Bargaining Unit Salary Range 133, Step 6, 40 hours per week, 12 months per year, Advanced Technology and Education Park, is to be employed as Executive Assistant to Vice Chancellor, Pos #3162, Classified Management Salary Range 04, Step 6, 40 hours per week, 12 months per year, Office of Human Resources, District, effective September 1, 2009. This is a replacement position for Belinda Hally Savio.

F. CHANGE OF STATUS - Continued

1. CLASSIFIED EMPLOYMENT

- e. WILLIAMS, MARY, ID #6802, Grants Analyst, Pos #4087, Classified Bargaining Unit Salary Range 138, Step 6, 40 hours per week, 12 months per year, Research, Planning and Grants, Office of Instruction, Saddleback College, is to be employed as Acting Director, Supplemental Funding and Support Services, Classified Management Salary Range 08, Step 2, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, effective September 1, 2009. This is a replacement for Eric Garant, who returned to the assignment as Director Instructional Support Services.

G. OUT OF CLASS ASSIGNMENTS

1. AYAD, CATHERINE, ID #14726, Health Science and Human Services Program Specialist, a categorical funded position, pos #4133, and temporary reassignment, Classified Bargaining Unit Salary Range 123, Step 3, 40 hours per week, Division of Health Sciences and Human Services, Saddleback College, temporary assignment was originally approved by the Board of Trustees on July 21, 2009 with an effective date of June 23, 2009. The correct effective date is July 1, 2009. Employment in this temporary assignment is contingent upon the availability of Allied Health, MLT grant funds.
2. BARTIROMO, JEANISE, ID #10642, Executive Assistant to the Vice Chancellor, Pos #4007, a temporary reassignment, Classified Management Salary Range 04, Step 2, 40 hours per week, Office of Human Resources, District, temporary assignment ends on August 31, 2009 and returns to permanent assignment as Administrative Assistant, Pos #3270, Classified Bargaining Unit Salary Range 121, Step 6, Purchasing, Office of Administrative and Business Systems, District, effective September 1, 2009.
3. ENGELS, MICHAEL, ID #15360, Senior Administrative Assistant, Pos #3223, a temporary reassignment, Classified Bargaining Unit Salary Range 127, Step 2, 40 hours per week, Division of Counseling Services and Special Programs, Saddleback College, temporary assignment ends on October 1, 2009 and returns to permanent assignment as Career Services Technician, Pos #3487, Classified Bargaining Unit Salary Range 121, Step 4, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College effective October 2, 2009.
4. FIACCO, NANCY, ID #8616, Admissions and Records Specialist II, Pos #3547, a temporary reassignment, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, temporary assignment ended on July 6, 2009, returned to permanent assignment as Admissions and Records Specialist I, Pos #2999, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, effective July 7, 2009.
5. MCGANN, KATHLEEN, ID #10794, Admissions & Records Specialist I, Pos #2999, a temporary reassignment, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, temporary assignment ended on July 6, 2009.

G. OUT OF CLASS ASSIGNMENTS - Continued

6. MCGANN, KATHLEEN, ID #10794, Admissions & Records Specialist I, Pos #2727, Classified Bargaining Unit Salary Range 116, Step 6, 25 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, has been given a temporary change in assignment to Admissions & Records Specialist I, Pos #2930, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, effective July 7, 2009. This is a temporary replacement for Doris Muchirahondo, who was given a change in status.
7. ORLICH, VICTORIA, ID #16839, Program Assistant (Categorical), Pos #3988, Classified Bargaining Unit Salary Range 118, Step 1, 20 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College, is to be given a temporary change in assignment to Student Success Grants Assistant (Categorical), Classified Bargaining Unit Salary Range 119, Step 1, 29 hours per week, effective September 1, 2009. This temporary change in status is contingent upon approval by the Board of Trustees of items B2 and C3 of this agenda. This is a temporary replacement for Catherine Ayad, who has been given a temporary change in status. Employment in this categorical grant funded position is contingent upon the availability of funding from the Student Success Grant.
8. PIFER, DON, ID #2237, Lead Custodian, Pos #3379, a temporary reassignment, Classified Bargaining Unit Salary Range 119, Step 2, 40 hours per week, Office of Physical Plant, Saddleback College, temporary assignment ended on July 31, 2009, returned to permanent assignment as Custodian, Pos #1404, Classified Bargaining Unit Salary Range 113, Step 2, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective August 1, 2009.
9. ROGERS, CHARLES, ID #15009, Theatre Production Manager, Pos #3199, Classified Bargaining Unit Salary Range 132, Step 4, 40 hours per week, 12 months per year, Division of Fine Arts, Saddleback College, is to be given a temporary change in assignment to Technical Director/Scenic Designer, Classified Bargaining Unit Salary Range 132, Step 4, 40 hours per week, Division of Fine Arts, Saddleback College, effective August 1, 2009. This is a temporary replacement for Mark Mc Quown.
10. SEMANIK, JOYCE, ID #1458, Acting Director, Admissions, Records and Enrollment Services, a temporary reassignment, Classified Management Salary Range 09, Step 6, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, temporary assignment ends on August 24, 2009 and returns to permanent assignment as Admissions & Records Registrar, Pos #3006, Classified Management Salary Range 07, Step 10, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College effective August 25, 2009.
11. SONG, SOKHA, ID #16468, Human Resources Assistant, Pos #3464, Classified Bargaining Unit Salary Range 121, Step 2, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Human Resources Benefits Specialist, Classified Bargaining Unit Salary Range 127, Step 1, 40 hour per week, effective July 20, 2009. This is a temporary replacement for Jessica Cha, who received a change in status. This position was approved by the Board of Trustees as a reclassification from Risk Management Specialist on June 22, 2009.

G. OUT OF CLASS ASSIGNMENTS - Continued

12. TRUONG, MY PHUONG, ID #7327, Admissions and Records Systems Specialist, Pos #3957, a temporary reassignment, Classified Bargaining Unit Salary Range 126, Step 5, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, temporary assignment ended on July 6, 2009, returned to permanent assignment as Admissions and Records Specialist II, Pos #3547, Classified Bargaining Unit Salary Range 120, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College effective July 7, 2009.

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. HIXON, LORNA, ID #1833, Senior Administrative Assistant, Pos #3396, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 months per year, Office of Human Resources, District, resignation effective July 31, 2009 and retirement effective August 1, 2009. Payment is authorized for any compensated time off. (Permanent start date: October 19, 1981)
2. MC QUOWN, MARK, ID #14609, Technical Director/Scenic Designer, Pos #3756, Classified Bargaining Unit Salary Range 132, Step 4, 40 hours per week, 12 months per year, Division of Fine Arts, Saddleback College, conclusion of probationary employment effective July 24, 2009. Payment is authorized for any compensated time off. (Initial hire date: November 14, 2005; Probationary start date: July 31, 2008)
3. WANI, JENIFER, ID #13108, Office Assistant, Pos #3202, Classified Bargaining Unit Salary Range 113, Step 4, 15 hours per week, 10 months per year, Learning Center, School of Library Services, Irvine Valley College, resignation effective April 21, 2009. Payment is authorized for any compensated time off. (Initial hire date: July 1, 2003; Permanent start date: June 19, 2006)
4. YANNI, NORMA, ID #6428, International Student Program Specialist, Pos #3535, Classified Bargaining Unit Salary Range 129, Step 6, 40 hours per week, 12 months per year, Office of Student Services, Saddleback College, resignation effective August 12, 2009. Payment is authorized for any compensated time off. (Permanent start date: June 13, 1994)
5. ZAMORA, LUCINDA, ID #5533, Senior Administrative Assistant, Pos #3958, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, 12 month per year, Division of Counseling Services and Special Programs, Saddleback College, resignation effective August 31, 2009, retirement effective September 1, 2009. (Permanent start date: November 15, 1994)

I. AUTHORIZATION TO REVISE THE SALARY SCHEDULE FOR THE NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY EMPLOYEES

1. Approval is requested to make the following changes to the Non-Bargaining Unit, Professional Expert Salary Schedule for 2009-2010, effective September 1, 2009: updating salary base on all ranges for Interpreter IV, and adding new positions, Child Development Center Aide, Child Development Center (CDC) Project Specialist, and Interpreter V. (Revised Salary Schedule, Exhibit B, Attachment 6)

J. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2008/2009 and 2009/2010 academic years.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Barker, Steven	Bocox, Ellory	Brown, Lauren
Brown, Shane	Donoff, Megan	Dorn, Rachel
Fahami, Dorsa	Graff, Allyson	Grundy, James
Hawkes, Mary	Jaramillo, Nicole	Knezevic, Danijela
Lajerardi, Mohammad	Mahallaty, Yasamin	Marvasti, Reza
Maxwell, Kirsten	Mayo, Michael	McFarland, Matt
Mills, Will	Morgera, Jenna	Nettleton, Jillian
Nicholson, Colby	Pham, Victoria	Pritchard, Heather
Quam, James	Resendes, Anthony	Rezaei, Ramin
Salgado, Erin	Scott, Janine	Showalter, Charles
Suh, Eunice	Swezey, Steven	Wyckoff, Dean

KSBR, Advanced Technology and Applied Science, Saddleback College

Arce, Manuel	Brinckerhoff, Sherry	Buchanan, Jeremy
Carman, Clark	Christopher, Michael	Christy, Craig
Crawford, Brett	Crow, Phyllis	Davies, Lex
Dawson, Lisa	Eldred, Sean	Lewis, Alfreda
Lynch, Michael	Maher, Thomas	Marolf, Ted
Melvin, Kevin	Minter, Thomas	Mullaly, Tamera
Perez, Andres	Peterson, J.D.	Shab, Donald
Thornton, Donna Jo		

Fine Arts, Saddleback College

Bent, Esther	Bent, Rivka	Falzarano, Paulynn
Russ, Eric	Ward, Larry	

Health Sciences and Nursing Department, Saddleback College

Blazquez, Veronica	Byers, Jaclyn	Cabral, Susan
Chan, Quu	Chao, Grace	Domasin, Kathleen
Espiritu, Nicole	Mockett, Stacey	Morrow, Juliann
Ghitea, Jeni	Gill, Lisa	Golamco, Victoria
Hewitt, Asa	Huber, Jeff	Kajbaf, Sara
Kami, Tina	Kelly, Juliana	King, Natasha
Lair, Emily	Lee, Jennifer	Lightman, Krisanne
Lisi, Diane	Lukina, Taryn	McClusky, Katie
Miller, Emily	Morain, Shauna	Nguyen, Cathy
Omans, Heidi	Orme, Matthew	Pfahl, Michaela
Poulsen, Tara	Siewko, Sandy	Stroupe, Chase
Todd, Larissa	Tourchian, Roya	Vansuch, Karen
Varga, Jill	Wall, Jennifer	Wheeler, Sharon
Yangco, Ana Liza		

J. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2008/2009 and 2009/2010 academic years.

Kinesiology, Physical Education and Athletics, Saddleback College

Anderton, Rick	Banis, Sam	Caley, John
Clark, Ryan	Gemmell, Paul	Gerloff, Milton
Gerloff, Marlene	Knox, Curtis	Leong, Stephen
Moazzami, Ali	Samson, Alfredo	Torres, Felipe

Liberal Arts and Learning Resources, Saddleback College

Sandhu, Ruby

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Binaghi, Felipe	Danielson, Warren	Denecour, Ron
Good, Shirley	Laird, Alan	Silva, Bill
Skinner, Diane	Zimbalist, Jacqueline	

ASG, Office of Student Development, Saddleback College

Irwin, James

School of Guidance and Counseling, Irvine Valley College

Mosallai, Anahita

Learning Center, Learning Assistance Program, Irvine Valley College

Shirasawa, Taka	Suzuki, Yu	Yokoyama, Takaya
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Mathematics, Sciences and Engineering, Irvine Valley College

Latta, Erica

Physical Sciences and Technology, Irvine Valley College

Parhizkari, Gila

Marketing, Office of Public Information, Irvine Valley College

Bigelow, Steve

ATTACHMENT 1

South Orange County Community College District

COMMUNITY COLLABORATIVE GRANT PROJECT DIRECTOR – Categorically Funded
Classified Management Salary Range 06

DEFINITION

To serve as the overall project director of the Community Collaborative Grant at Saddleback College; plan, organize, coordinate, implement, oversee, monitor and evaluate all aspects of the project; direct the development, administration, implementation and evaluation of all grant components, including programs, operations and activities; prepare and administer grant budgets and approve expenditures; ensure the timely and accurate preparation and submission of required reports and statistics; ensure compliance with District policies and applicable State and federal regulations related to the Community Collaborative Education Grant.

MISSION OF THE COMMUNITY COLLABORATIVE GRANT

The Career Technology Education (CTE) Community Collaborative Grant mission is to bring Community Colleges, K-12, ROP and local community business partners together in order to collaborate on career technology education. Objectives include: helping to lay the foundation for middle school education in career theory and exploration, establishing linked curriculum and developing expanded pathways in a selected career training area, providing ongoing professional growth through externships, and developing or funding professional development opportunities for faculty and staff with all CTE Community Collaborative Grant partners. Partners represent the South Orange County Community College School District, Capistrano Unified School District, Saddleback Unified School District, Laguna Beach School District, Irvine Unified School District, Tustin Unified School District, Capolaguna ROP and Coastline ROP, as well as the local business community.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Vice President of Student Services or designee at Saddleback College (SC), Irvine Valley College (IVC), Advanced Technology & Education Park (ATEP) or the District.

Exercises functional and technical supervision over administrative support and contractual personnel, including the Project Specialist, sub-award project directors and consultants.

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

Serve as the overall manager of all components of the Community Collaborative Grant; plan, organize, coordinate and direct all programs, operations and activities; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; direct, monitor and evaluate grant activities and operations regularly to ensure that each grant objective is met on a timely basis.

Compile and analyze data related to grant participation and evaluation; develop organizational structures and work processes that facilitate attainment of established goals and objectives; and ensure the timely and accurate preparation and submission of required reports and statistics.

Plan, organize and direct administrative processes including human resources, budgeting and accounting, purchasing, printing and other support for the grant; select, hire, evaluate and train consultants to coordinate the Community Collaborative Grant activities and programs; approve timecards and stipends; respond to inquiries and concerns from the general public.

South Orange County Community College District
Page 2 - Community Collaborative Grant Project Director – Categorically Funded

EXAMPLES OF DUTIES

Monitor and ensure the timely maintenance and updating of the Community Collaborative Grant website; provide information regularly to Webmaster.

Prepare and administer grant budgets; authorize expenditures according to District and grant policies and applicable regulations; act on budget requests, recommendations and justifications; forecast funding for staffing, equipment, materials and supplies; and implement year budget adjustments as appropriate.

Train, supervise and evaluate the performance of assigned professional consultants, and support personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.

Coordinate program activities and services with representatives of partnering districts, including all five K-12 School Districts in the SOCCCD service area, two Regional Occupational Programs (ROP) and Irvine Valley College; serve on committees, task forces and other work groups as needed; provide technical expertise concerning the Community Collaborative Grant.

Ensure compliance with District policies as well as State and federal laws related to assigned program; review and certify the accuracy of data concerning program participation.

Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits.

Communicate with other College and District personnel, grant partners, representatives of State and federal agencies, educational institutions and others to coordinate programs and activities.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for the Community Collaborative Grant programs, including computer hardware and software enhancements.

When serving as a sub-award project director for a grant component, oversee the work of the specialist aide who serves as a counseling intern, instruct teachers who teach career theory at the middle schools, coordinate a career fairs on the Saddleback College campus, coordinate a job shadow activity in the community for participating students and provide web content for this component.

Attend each Chancellor's Coordinating Council meeting and make presentations as required.

Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding the Community Collaborative Grant and related programs and services.

Develop and direct the distribution of information, schedules, brochures, flyers and other materials to publicize the Community Collaborative Grant opportunities for District and partner students and staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, methods and techniques of management.
- Principles and practices of training, supervision and performance evaluation.
- Development and coordination of the Community Collaborative Grant.
- Marketing, promotion and public relations techniques.
- Preparation, publication and distribution of informational and promotional materials.
- Community demographics and consumer trends.
- Principles and practices of financial record keeping and reporting.
- Statistical procedures and mathematical concepts.
- District and College policies and procedures.
- Applicable District policies and local, State and federal laws, codes and regulations.
- District and College organization, operations and objectives.
- Correct English composition, grammar, spelling and vocabulary.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and diplomacy.
- Budget preparation and administration.
- Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
- Planning and organizational skills.
- Modern office practices, procedures, methods, and equipment.
- Computer systems and software applications related to area of assignment, including capabilities and limitations.

Ability to:

- Plan, organize, coordinate and direct a Community Collaborative Grant.
- Develop, implement and evaluate all components of the Community Collaborative Grant.
- Work effectively with others to achieve common goals.
- Maintain current knowledge of the Community Collaborative Grant.
- Assess the needs and trends of career technology education and develop appropriate information programs for middle school students.
- Respond to requests and inquiries from the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Interpret, apply and explain State and federal laws and regulations related to assigned program.
- Maintain the security of confidential materials.
- Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
- Prepare and administer budgets for assigned program areas.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Prepare oral and written reports and recommendations.
- Prepare effective letters, press releases and promotional materials.
- Collect, compile and analyze data.
- Operate office equipment such as computer, printer, scanner, calculator, copier and facsimile machine.
- Operate computer applications software, including database management, spreadsheet, word processing and software related to area of assignment.

South Orange County Community College District
Page 4 - Community Collaborative Grant Project Director – Categorically Funded

QUALIFICATIONS

Ability to

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

Plan and organize work.

Work independently with little direction.

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:

Five years of increasingly responsible teaching, counseling, student services or other directly related work experience, preferably in an administrative capacity at an institution of higher education, including experience in working with students in the community.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, business or public administration, human services or closely related field.

Licenses or Other Requirements:

Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to communicate with grant partners, attend meetings or otherwise conduct work. Incumbents are subject to contact with partner students and staff, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

ATTACHMENT 2

South Orange County Community College District

FINANCIAL ANALYST – Classified Management Salary Range 04

DEFINITION

Perform a variety of high-level professional and confidential financial accounting tasks in the analysis, maintenance and auditing of accounts affecting District-wide operations; prepare financial statements, reports and budget analyses, including forecasts of revenues and expenditures; and provide financial and accounting advice and direction as needed to District and College staff and makes recommendations for appropriate action.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Director of Fiscal Services.

Exercises functional and technical supervision over others as assigned.

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

1. Participate in District budget preparation and administration; forecast District revenues utilizing various outside sources; prepare modifications to the budget for accurate forecasting of expenditures and distribution of revenues between organizational bodies of the District; provide budget performance reports.
2. Administer budget policies and procedures; interpret federal, state and local regulations and guidelines; ensure budgets within each organizational body of the District operate within established guidelines; monitor expenditures and fiscal activities to assure appropriate use of funds.
3. Attend meetings during the development of budgets to provide financial advice and present relevant issues.
4. Provide grant proposal budget analysis and analytical support to grants and contracts functions as assigned.
5. Plan, coordinate, implement and evaluate complex accounting projects; gather information and create complex spreadsheets and reports; conduct evaluations and make recommendations on assigned accounting projects.
6. Perform periodic reconciliation of the District's accounting records including final reconciliation at the end of the fiscal year; ensure that District expenditures and account balances match with County records.
7. Gather, compile and analyze data, and prepare periodic and special business and financial reports in graphic, pictorial, tabular, written and oral form.
8. Perform computer data input and retrieval; verify the integrity of data submitted for input and evaluate the accuracy of the information retrieved for reporting purposes.
9. Perform internal audits as needed in such areas as accounting, payroll, associated student body accounts, College and District accounts, foundation accounts and community education accounts; prepare recommendations for corrections as needed.

South Orange County Community College District
Page 2 - Financial Analyst

10. Provide assistance to external auditors in preparing annual financial reports in accordance with GASB guidelines; compile and present necessary data in an appropriate format; prepare required supporting documentation for various District funds and accounts.
11. Serve as liaison and provide support to District accounting staff as needed to ensure the overall coordination and integrity of accounting operations.
12. Perform special analytical tasks including preparing ad-hoc analyses of complex fiscal issues as requested by District management staff.
13. Research, prepare and submit financial reports to outside agencies as required including labor unions, the State and other parties.
14. Perform related duties as assigned or as required.

QUALIFICATIONS

Knowledge of:

Generally accepted accounting and auditing principles, practices and procedures.
Methods and techniques of financial analysis and research.
Education Code, California Code of Regulations Title 5 and other applicable laws.
Capabilities of computer applications and hardware in the management and reporting of financial plans and data.
Methods of budget analysis and presentation.
Methods and techniques of financial and statistical record keeping and reporting.
Principles and practices of fiscal, statistical, and administrative research and report preparation.
Current developments and trends in financial management.
Office procedures, methods and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Mathematical principles.
Oral and written communication skills.
Interpersonal skills including tact, patience and diplomacy.
Operation of modern computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.

Ability to:

Prepare, analyze and interpret clear and concise financial reports and statements.
Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting District-wide operations.
Collect, analyze, interpret and evaluate complex budgetary and financial management data, statistics and trends.
Understand the organization, operation and services of the District and of outside agencies as necessary to assume assigned responsibilities.
Interpret, apply and explain laws, rules, regulations, and policies to financial management.
Prepare clear and concise reports of budgetary, financial, and statistical data.
Reconcile, balance and audit records and accounts.
Plan and organize work to meet changing priorities and deadlines.
Work independently on assigned projects.
Effectively present complex technical information both orally and in writing.
Communicate clearly and concisely, both orally and in writing.

South Orange County Community College District
Page 3 - Financial Analyst

Ability to:

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

Use sound judgment in recognizing scope of authority.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

Train and provide work direction to others as assigned.

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.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least three years of increasingly responsible experience in an accounting, finance, administrative

analysis, auditing, or budgeting position, including one year of experience in financial analysis or budget analysis and development.

Education:

A Bachelor's degree from an accredited college or university with major course work in accounting, economics, business administration or a related field. A Master's degree in accounting or related field is preferred.

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; occasionally travels to various locations to attend meetings and conduct work. 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, 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.

ATTACHMENT 3

South Orange County Community College District

FOSTER AND KINSHIP CARE EDUCATION PROGRAM INSTRUCTIONAL SPECIALIST
(Categorical) - Classified Management Salary Range 06

DEFINITION

To organize, coordinate and oversee the day-to-day operation of the Foster and Kinship Care Education Program; to mentor, train and evaluate Foster and Kinship Care Education Program independent consultants; to mentor and train office staff, analyze and resolve complex scheduling and data automation issues and to maintain program integrity.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Social and Behavioral Sciences.

Exercises direct supervision over independent consultants and office staff as assigned.

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

Essential Functions:

1. Coordinate the delivery of the Foster and Kinship Care Education workshops and classes and direct workflow.
2. Supervise publication and promotion of classes and workshops.
3. Train, mentor, and evaluate independent consultants; schedule and assign work.
4. Coordinate and train office staff to ensure compliance with program and district policies and procedures.
5. Provide guidance to staff in curriculum development and delivery methods for training.
6. Maintain records; collect data required by District policy and administrative procedure and supervise data automation entry for all classes given and participants attending activities in the program; prepare and submit reports as directed.
7. Coordinate database and computer programs to maintain records and prepare local and state reports.
8. Collaborate with other campus divisions, districts and community agencies to support and enrich the program.
9. Develop and organize the Saddleback College Foster and Kinship Care Education Program Advisory Committee membership.
10. Prepare for and lead local quarterly Saddleback College Foster Care Education Program Advisory Committee meetings.
11. Travel to, attend and represent Saddleback College at statewide and regional meetings and conferences of Foster and Kinship Care Education Program Directors.

South Orange County Community College District
Page 2 - Foster and Kinship Care Education Program Instructional Specialist – (Categorical)

EXAMPLES OF DUTIES:

Essential Functions:

12. Represent the Saddleback College Foster and Kinship Care Education Program; interact with the local foster parent and relative caregiver community, the Health and Human Services agencies, Children and Family Services staff and other related community based organizations.
13. Communicate on a regular basis with the California Community Colleges Chancellor's Office State Program Director of Foster and Kinship Care Education and implement directives as required.
14. Research current topics and develop curricula that meet the needs of the target populations the program serves.
15. Develop special or regular classes in the college curriculum as required.
16. Secondary Functions:
17. Maintain currency of qualifications and demonstrate an awareness and understanding of advances and changes in the substantive content of the fields of child development and foster and kinship care education.
18. Attend professional conferences, seminars or meetings.
19. Attend and participate in department/division meetings as needed.
20. Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.
21. Provide for the proper use, care and security of equipment and promote security for same; advise management of unsafe conditions and potential hazards and recommend solutions.
22. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of management, supervision and training.
- Principles, practices and procedures for Foster and Kinship Care Education Program.
- Foster and Kinship Care Education Program goals, objectives, outcomes, etc.
- Oral and written communication skills, including public speaking and presentation.
- Public relations techniques.
- Basic research methods
- Procedures and techniques of financial and statistical record keeping.
- Effective organizational and time management skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Computer based systems as related to the Foster and Kinship Care Education Program (databases, spreadsheets, word processing and other software applications)

QUALIFICATIONS

Knowledge of:

Applicable local State and federal laws and regulations.
District and College policies, procedures, organization, operations and objectives.
Planning and organizational skills.

Ability to:

Train, mentor, and evaluate independent consultants.
Train and mentor office staff.
Organize, coordinate and oversee the technical and professional day-to-day operation of the program.
Understand and implement college policies, procedures and operations.
Communicate clearly and concisely, both orally and in writing.
Use a personal computer to enter and retrieve data in an efficient and effective manner.
Organize work; work independently with little direct supervision; establish schedules and meet timelines.
Operate a personal computer, including various software packages, used in assigned area to enter and retrieve data in an efficient and effective manner consistent with requirements of the position.
Operate other standard office equipment (e.g., calculators, copiers, etc.)
Establish and maintain cooperative and effective working relationships with others.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
Prepare and present complex ideas and processes both orally and in written form.
Use independent judgment to plan and accomplish goals.
Interpret, apply and explain applicable federal, State, and local laws, codes and regulations related to area of assignment.
Lead and facilitate group meetings effectively.
Assure compliance with State and federal laws and District policies.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
Maintain the security of confidential materials.
Collect, compile and analyze data.

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:

Increasingly responsible experience related to foster and kinship care, including developing, monitoring and implementing program plans, budgets, curriculum design, and serving in a lead capacity.

Training:

Equivalent to a Master's degree from an accredited college or university with emphasis relevant to the Foster and Kinship Care Education Program such as social work, social science, or education.

Other Requirements:

A valid California driver's license.

South Orange County Community College District
Page 4 - Foster and Kinship Care Education Program Instructional Specialist – (Categorical)

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:

Duties are performed primarily in an office environment at a desk or computer workstation. The incumbent is subject to frequent contact, in person and on the telephone, with College and District personnel and representatives of State and federal governmental agencies. Work requires travel to other offices or locations to conduct work or attend meetings.

Physical Demands:

Typically must sit for long periods; use hands and fingers to operate a computer keyboard; remember key information and concentrate for prolonged periods; see to read all printed materials including, fine print, computer screen and electronic displays; hear and understand voices to conduct face-to-face and telephone conversations; speak in an understandable voice with sufficient volume to be heard within a normal conversational distance or on the telephone; transport self to places necessary to perform the duties of the position; lift, push, pull, move and/or carry objects weighing up to five pounds to a maximum of 25 pounds.

ATTACHMENT 4

South Orange County Community College District

STUDENT SUCCESS GRANT ASSISTANT – (Categorical) –ID# 122 - Classified Range 119

DEFINITION

To perform administrative, secretarial and clerical assistance in support of the Student Success Grant program at Saddleback College and assigned academic and classified staff, students and the public.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from similar classifications in that the position assigned to this class is funded through the Student Success Grant, not District funds. The incumbent works with students and faculty to implement the activities of a grant program. Duties include assisting faculty advisors and a case manager of the students by performing administrative support, secretarial and clerical duties. Incumbents at this level typically receive instruction or assistance as new or unusual situations arise, and need to learn the operating procedures and policies of the work unit during the probationary period.

SUPERVISION RECEIVED AND EXERCISED

Is supervised by the Nursing Program Director, Division Dean or other assigned administrator. May exercise functional and technical training and work direction over student assistants if assigned.

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

Perform secretarial and administrative support duties for assigned supervisor and faculty advisors and relieve the supervisor of a variety of clerical, secretarial and administrative details.

Perform support duties to assist in meeting reporting requirements, functional responsibilities and research objectives; coordinate the office work of the program; develop schedules related to program activities and services; maintain calendars and coordinate committee and other meetings; 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 the timely completion of work in accordance with established policies, procedures and standards.

Facilitate communications between assigned supervisor, faculty advisors and other administrators, students, academic and classified staff and other offices, educational institutions or public agencies; interact and relay information, questions and decisions regarding area of assignment; prepare preliminary responses to correspondence for supervisor's approval.

May 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 and minutes as appropriate.

Track budget activity and forward budget issues and problems to supervisor for resolution; 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; order supplies and assure proper functioning of office equipment.

South Orange County Community College District
Page 2 - Student Success Grant Assistant – (Categorical)

EXAMPLE OF DUTIES

Compose correspondence independently; format, type, proofread, duplicate and distribute correspondence, notices, lists, forms, memoranda and other materials according to established procedures, policies and standards.

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 or by telephone where knowledge of program services, activities, policies and procedures are necessary.

Train and provide work direction to student assistants as assigned.

Establish and maintain records and files 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; receive mail and identify and refer matters to the supervisor in order of priority.

Operate an electronic keyboard to input, retrieve and maintain data and text; type, format, proofread and print a variety of reports, letters and memos; type from rough draft, verbal instructions or transcribing machine recordings; and prepare correspondence related to area of assignment.

Operate office equipment including computer equipment, typewriter, calculator, copier and facsimile machine.

Perform other duties reasonably related to the job classification

QUALIFICATIONS

Knowledge of:

Modern office practices, procedures, methods, electronic technology and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles, practices and procedures of business letter writing, data collection, record keeping and report preparation.

Principles and techniques used in public relations.

Current word processing, spreadsheet and database programs, methods, and techniques.

Financial and statistical record keeping

South Orange County Community College District
Page 3 - Student Success Grant Assistant – (Categorical)

QUALIFICATIONS

Knowledge of:

Receptionist, telephone techniques and etiquette.

Basic math.

Basic research methods and techniques.

Ability to:

Office management techniques.

Compile information and write reports, business correspondence, and procedure manuals.

Respond to requests/inquiries and 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 and sensitive situations.

Communicate clearly and concisely, both orally and in writing, using correct English usage, grammar, spelling, punctuation and vocabulary.

Operate word processing, desktop publishing, spreadsheet, data base management and specialized software.

Operate a variety of office equipment including personal and mainframe computers, copiers, calculators and facsimile machines.

Operate an electronic keyboard accurately at a speed necessary for successful job performance.

Record and transcribe information accurately at an acceptable rate of speed.

Compose routine correspondence and memoranda.

Type, format, proofread, duplicate and distribute documents and other written materials.

Learn to train and provide work direction to others.

Establish, review and revise office work priorities.

Maintain accurate statistical and financial records.

Plan and organize work.

QUALIFICATIONS

Ability to:

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

Maintain confidentiality of sensitive information.

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

Learn to perform assigned work with speed and accuracy.

Learn to perform assigned work with speed and accuracy.

Learn and correctly interpret, apply and explain the policies, procedures and regulations related to the function to which assigned.

Learn and work within the policies, functions and requirements of area of assignment.

Work effectively with minimal supervision.

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 two years of increasingly responsible secretarial experience, including one year of secretarial or administrative assistant experience, preferably in an educational environment.

Training:

Equivalent to completion of the twelfth grade including or supplemented by training in business, secretarial science or related field.

Other Requirements:

A valid California driver's license

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment

Standard office setting. Duties are typically performed at a desk or computer workstation; 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 to assure health and comfort.

South Orange County Community College District
Page 5 - Student Success Grant Assistant – (Categorical)

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Demands

Must sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read fine print and interpret information, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Occasionally must travel to other offices or locations to attend meetings or to pick up or deliver materials.

Prepared: 10-04-2005 (M. Grodt & Assoc.)
Approved by the Board of Trustees 10/24/2005

ATTACHMENT 5

South Orange County Community College District

TECHNICAL PREPARATION PROJECT DIRECTOR (Categorical) - Classified Management
Salary Range 06

DEFINITION

To serve as the operational Project Director of the Tech Prep Title II Grant at Irvine Valley College; plan, organize, coordinate, implement, oversee, monitor, and evaluate all aspects of the project; direct the development, administration, implementation, and evaluation of all grant components, including programs, operations, and activities; administer grant budgets; ensure the timely and accurate preparation and submission of required reports and statistics; and ensure compliance with District policies and applicable State and federal regulations related to the Tech Prep Grant.

MISSION OF THE TECH PREP GRANT

The Tech Prep Title II Grant mission is to bring Community Colleges, K-12, ROP, four-year colleges and universities, and local community business partners together in order to collaborate on career technical education. Objectives include: helping to lay the foundation for high school education in career theory and exploration, establishing articulated curriculum, developing expanded pathways in a selected career training area, providing ongoing professional growth through externships, and providing professional development opportunities for faculty and staff of Tech Prep Grant partners. Partners include but are not limited to Irvine Valley College, Irvine Unified School District, Tustin Unified School District, Saddleback Valley Unified School District, Coastline ROP and the local business community.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Career Technical Education & Workforce Development or designee at Irvine Valley College.

Exercises functional and technical supervision over administrative support and contractual personnel, including the Project Specialist, sub-award project directors and consultants.

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

1. Serve as the overall manager of all components of the Tech Prep Grant; plan, organize, coordinate and direct all programs, operations, and activities; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services; direct, monitor and evaluate grant activities and operations regularly to ensure that each grant objective is met on a timely basis.
2. Compile and analyze data related to grant participation and evaluation; develop organizational structures and work processes that facilitate attainment of established goals and objectives; and ensure the timely and accurate preparation and submission of required reports.
3. Plan, organize and direct administrative processes, including human resources, budgeting and accounting, purchasing, printing and other support for the grant; evaluate and train support personnel to coordinate the Tech Prep Grant activities; and respond to inquiries and concerns from the general public.
4. Monitor and ensure the timely maintenance and updating of the Tech Prep Grant website; provide information regularly to Webmaster.

South Orange County Community College District
Page 2 – Tech Prep Grant Project Director – (Categorical)

5. Administer grant budgets; authorize expenditures according to District and grant policies and applicable regulations; act on budget requests, recommendations and justifications; forecast funding for staffing, equipment, materials and supplies; and implement yearly budget adjustments as appropriate.
6. Train, supervise and evaluate the performance of assigned support personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.
7. Coordinate program activities and services with representatives of all partnering districts; serve on committees, task forces and other work groups as needed; and provide technical expertise concerning the Tech Prep Grant.
8. Ensure compliance with District policies as well as State and federal laws related to assigned program; and review the accuracy of data concerning program participation.
9. Prepare and submit narrative reports and prepare quarterly data and special reports, proposals, recommendations and other materials as requested.
10. Communicate with other College and District personnel, grant partners, representatives of State and federal agencies, educational institutions and others to coordinate programs and activities.
11. Maintain current knowledge of the regulations, policies, application requirements, and eligibility criteria for the Tech Prep Grant program, including computer hardware and software enhancements.
12. Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding the Tech Prep Grant and related programs and services.
13. Develop and direct the distribution of information, schedules, brochures, flyers and other materials to publicize the Tech Prep Grant opportunities for District, partners, students, and staff.
14. Perform related duties as assigned.

QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible teaching, counseling, student services or other directly related work experience, preferably in an administrative capacity at an institution of higher education, including experience in working with students in the community.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, business or public administration, human services or closely related field.

South Orange County Community College District
Page 3 – Tech Prep Grant Project Director – (Categorical)

Licenses or Other Requirements:

Valid California driver's license.

Knowledge of:

Modern principles, practices, methods and techniques of management.
Principles and practices of training, supervision and performance evaluation.
Development and coordination of the Tech Prep Grant marketing, promotion and public relations techniques.
Preparation, publication and distribution of informational and promotional materials.
Community demographics and consumer trends.
Principles and practices of financial record keeping and reporting.
Statistical procedures and mathematical concepts.
District and College policies and procedures.
Applicable District policies and local, State and federal laws, codes and regulations.
District and College organization, operations and objectives.
Correct English composition, grammar, spelling and vocabulary.
Oral and written communication skills.
Interpersonal skills including tact, patience and diplomacy.
Budget preparation and administration.
Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
Planning and organizational skills.
Modern office practices, procedures, methods, and equipment.
Computer systems and software applications related to area of assignment, including capabilities and limitations.

Ability to:

Plan, organize, coordinate and direct a Tech Prep Grant.
Develop, implement and evaluate all components of the Tech Prep Grant.
Work effectively with others to achieve common goals.
Maintain current knowledge of the Tech Prep Grant.
Assess the needs and trends of career technology education and develop appropriate information programs for high school students.
Respond to requests and inquiries from the public.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
Interpret, apply and explain State and federal laws and regulations related to assigned program.
Maintain the security of confidential materials.
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
Prepare and administer budgets for assigned program areas.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Prepare oral and written reports and recommendations.
Prepare effective letters, press releases and promotional materials.
Collect, compile and analyze data.
Operate office equipment such as computer, printer, scanner, calculator, copier and facsimile machine.
Operate computer applications software, including database management, spreadsheet, word processing and software related to area of assignment.

South Orange County Community College District
Page 4 – Tech Prep Grant Project Director – (Categorical)

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

Plan and organize work.

Work independently with little direction.

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 office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to communicate with grant partners, attend meetings or otherwise conduct work. Incumbents are subject to contact with partner students and staff, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

ATTACHMENT 6

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NON-BARGAINING UNIT SALARY SCHEDULES
2009-2010 (eff. 09/01/09)**

**NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY SALARY
SCHEDULE***

*Non-Bargaining Unit, Temporary, Short Term, Hourly employees do not exceed (in any combination of assignments) a maximum of **160 days** in any fiscal year. Any number of hours per day constitutes a day worked. The Department/Division is responsible for tracking the amount of days. All ranges are based on skill level/departmental budget, not longevity.

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Adapted Kinesiology Aide (HRNBU08)	Range 001	Entry Level.....	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate Level	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	13.00
	Range 008	Skilled Level.....	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app req.....	18.00
	Range 013	HR app req.....	20.00
Child Development Center Aide (HRNBU01)	Range 004	12 ECE Units.....	10.00
	Range 006	18 ECE Units.....	11.00
	Range 008	24 ECE Units.....	12.00
Child Development Center Project Specialist (HRNBU02)	Range 013	Child Dev. Teacher Permit	20.00
Clerk -- Short Term (A&R/Registration/Comm. Ed./Fiscal) (HRNBU09)	Range 001	Entry	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate.....	10.00
	Range 005	10.50
	Range 006	Skilled.....	11.00
	Range 007	11.50
	Range 008	Advanced.....	12.00
	Range 009	12.50
	Range 010	13.00

South Orange County Community College District
Page 2 – NBU Salary Schedules, 2009-2010

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Coaching Aide (HRNBU12)	Range 001	14.00
	Range 002	15.00
DSPA Proctor (Short-Term) (HRNBU08)	Range 004	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	13.00
	Range 008	14.00
Lab. Aide (HRNBU11)	Range 001	Entry	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	Intermediate.....	10.00
	Range 005	10.50
	Range 006	Skilled.....	11.00
	Range 007	11.50
	Range 008	Advanced.....	12.00
Matriculation Proctor (HRNBU13)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	Skilled.....	12.50
	Range 007	13.00
	Range 008	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level..	16.00
Outreach Aide (HRNBU14)	Range 001	Entry Level.....	8.50
	Range 002	Intermediate.....	9.00
	Range 003	9.50
	Range 004	Skilled.....	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	Advanced Level..	12.00
	Range 009	12.50
	Range 010	13.00
	Range 011	14.00
	Range 012	15.00

South Orange County Community College District
Page 3 – NBU Salary Schedules, 2009-2010

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Project Specialist (HRNBU02)	Range 001	Entry Level.....	8.50
	Range 002	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	12.50
	Range 007	Intermediate Level	13.00
	Range 008	Skilled Level.....	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app req.....	18.00
	Range 013	HR app req.....	20.00
Project Specialist (IT) (HRNBU15)	Range 001	Entry Level.....	10.00
	Range 002	12.00
	Range 003	15.00
	Range 004	16.00
	Range 005	HR app req.....	17.00
	Range 006	HR app req.....	18.00
	Range 007	HR app req.....	20.00
	Range 008	HR app req.....	25.00
	Range 009	HR app req.....	30.00
	Range 010	HR app req.....	40.00
	Range 011	HR app req.....	50.00
Short-Term Campus Security Officer (HRNBU10)	Range 001	Entry-Level.....	12.00
	Range 002	Intermediate Level	14.50
	Range 003	Skilled Level.....	15.25
	Range 004	15.50
	Range 005	Advanced.....	16.00
	Range 006	18.00
	Range 007	20.00
Teacher Prep. Program (TPP) (HRNBU16)	Range 004	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	12.00

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Theatre/Music/Dance (TMD) Aide (HRNBU04)	Range 001	Entry Level	8.50
	Range 002	Intermediate.....	9.00
	Range 003	9.50
	Range 004	10.50
	Range 005	11.50
	Range 006	Skilled.....	12.50
	Range 007	13.00
	Range 008	14.00
	Range 009	15.00
	Range 010	15.50
	Range 011	Advanced Level..	16.00
	Range 012	HR app. req.....	18.00
	Range 013	HR app. req.....	20.00

STUDENT HELP/WORK-STUDY:

<u>Job Title</u>		<u>Level of Service</u>	<u>Hourly Rate</u>
Student Help (12 Units Fall/Spring; 6 summer) (HRNBU07)	Range 001	Entry Level	8.50
	Range 002	Intermediate.....	9.00
	Range 003	9.50
	Range 004	Skilled.....	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	Advanced Level..	12.00
	Range 009	12.50
	Range 010	13.00
	Range 011	14.00
	Range 012	15.00
Work-Study (EOPS; FWS; CalWorks) (HRNBU07)	Range 001	Entry Level	8.50
	Range 002	Intermediate	9.00
	Range 003	9.50
	Range 004	Skilled Level.....	10.00
	Range 005	10.50
	Range 006	11.00
	Range 007	11.50
	Range 008	Advanced Level..	12.00

NBU, Short Term Revision: 08-01-07; Approved 08-27-07
 NBU, Short Term Revision: 05-08-08; Approved 05-22-08
 NBU, Short Term Revision: 07-21-09; Approved

PROFESSIONAL EXPERT SALARY SCHEDULE

Non-Bargaining Unit Professional Experts are employed on a temporary basis for a specific project, regardless of length of employment and are not considered part of the classified bargaining unit, as outlined in California Education Code 88003.

<u>Job Title</u>		<u>Hourly Rate</u>	
CACT Educator (HRNBU03)	Range 001	68.89	
Certified Test Proctor (HRNBU03)	Range 001 Entry	9.50	
	Range 002 Intermediate	10.50	
	Range 003 Skilled	11.50	
	Range 004 Advanced	12.50	
Clinical Skills Specialist (HRNBU03)	Range 001 Entry	15.00	
	Range 002 Intermediate	20.00	
	Range 003 Skilled	25.00	
	Range 004 Senior	30.00	
Copywriter (HRNBU03)	Range 001	65.00	
	Range 002	75.00	
	Range 003	85.00	
Interpreter I	Range 001 Entry	13.00	
	Interpreter II	Range 001 Intermediate	16.00
		Range 001 Skilled – Interp. Training Prog.	25.00
	Interpreter III	Range 001 RID/ NAD 3/NIC/EIPA 4.0/Equiv. exp.	30.00
		Range 002 RID/ NAD 4/NIC/EIPA 5.0	35.00
Interpreter IV	Range 003 RID/ NAD 4/NIC Adv./+5 yrs exp.	38.00	
	Range 004 RID/ NAD 4/NIC Adv./+10 yrs exp.	42.00	
Interpreter V (HRNBU08)	Range 001 RID/NAD 5/NIC Master	45.00	
Lead Interpreter	Range 001	50.00	
Model, Professional (HRNBU03)	Range 001 Entry	18.00	
	Range 002 Intermediate	19.00	
	Range 003	20.00	
	Range 004	22.00	
	Range 005 Skilled	25.00	
Tutor*** (HRNBU03)	Range 001 Entry	8.50	
	Range 002 Intermediate	9.00	
	Range 003	9.50	
	Range 004 Skilled	10.00	
	Range 005	10.50	
	Range 006	11.00	
	Range 007	11.50	
	Range 008 Advanced	12.00	

*** (Possession of AA degree in subject area, or equivalent experience)

COMMUNITY EDUCATION EXPERTS:

<u>Job Title</u>			<u>Hourly Rate</u>
Aquatics Aide (Live Scan Required) (HRNBU05)	Range 001	Entry	8.50
	Range 002		9.00
	Range 003	Intermediate	9.50
	Range 004		10.00
Sr. Lifeguard (Live Scan Required) (HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003	Intermediate	11.50
	Range 004		12.00
	Range 005	Skilled	12.50
	Range 006		13.00
	Range 007	Advanced	13.50
	Range 008		14.00
	Range 009		14.50
	Range 010		15.00
	Range 011		16.00
Recreation Aide (Live Scan Required) (HRNBU05)	Range 001	Entry	8.50
	Range 002	Intermediate	9.00
	Range 003	Skilled	9.50
	Range 004	Advanced	10.00
Recreation Leader (Live Scan Required) (HRNBU05)	Range 001	Entry	10.50
	Range 002		11.00
	Range 003		11.50
	Range 004	Intermediate	12.00
	Range 005		12.50
	Range 006		13.00
	Range 007		13.50
	Range 008	Skilled	14.00
	Range 009		14.50
	Range 010		15.00
	Range 011	Advanced	20.00
	Range 012	HR approval req.	28.00
	Range 013	HR approval req.	30.00
Community and Contract Education (Live Scan req.) (HRNBU05)			Salary Specified in Community Education Service Agreement

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Adopt Resolution No. 09-16: Classified Employee Layoff
ACTION: Approval/Ratification

BACKGROUND

As a result of 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. 09-16 to approve the reductions and/or discontinuance of classified services shown in Exhibit A.

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 7/21/09 Total Basic Aid Estimated Receipts of \$350.0M less Total Approved Projects in the amount of \$320.1M leaves a \$29.9M balance for uncommitted Basic Aid Funds. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2009/2010 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 2009/2010.

The District estimates receipts in future years as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2009 – 2010	\$33,827,968
2010 – 2011	\$29,906,938
2011 – 2012	\$28,731,559
2012 – 2013	\$27,520,272
2013 – 2014	\$26,247,312

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of July 21, 2009 Board Meeting**

	1999-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	Total
Actual Basic Aid Receipts	\$47,008,296	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$51,179,365	\$316,195,584
Estimated Basic Aid Receipts 2009/10								\$33,827,968
							Total Receipts	\$350,023,552
							Total Approved Projects	\$320,126,582
							Uncommitted Basic Aid Funds	\$29,896,970

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				\$9,103,662	\$18,314,276	\$27,417,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$9,203,957				\$9,203,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$4,750,000				\$4,750,000
ATEP Development		\$3,750,000				\$3,750,000
ATEP Parking Lot Renovation		\$950,000				\$950,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$12,882,000		\$12,882,000
IVC Design and Install Entrance from Barranca				\$2,850,000		\$2,850,000
IVC Fine Arts Building				\$4,652,000		\$4,652,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$9,930,800		\$9,930,800
IVC Lot Expansion and Phase 1 of Lot 6				\$1,476,759		\$1,476,759
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

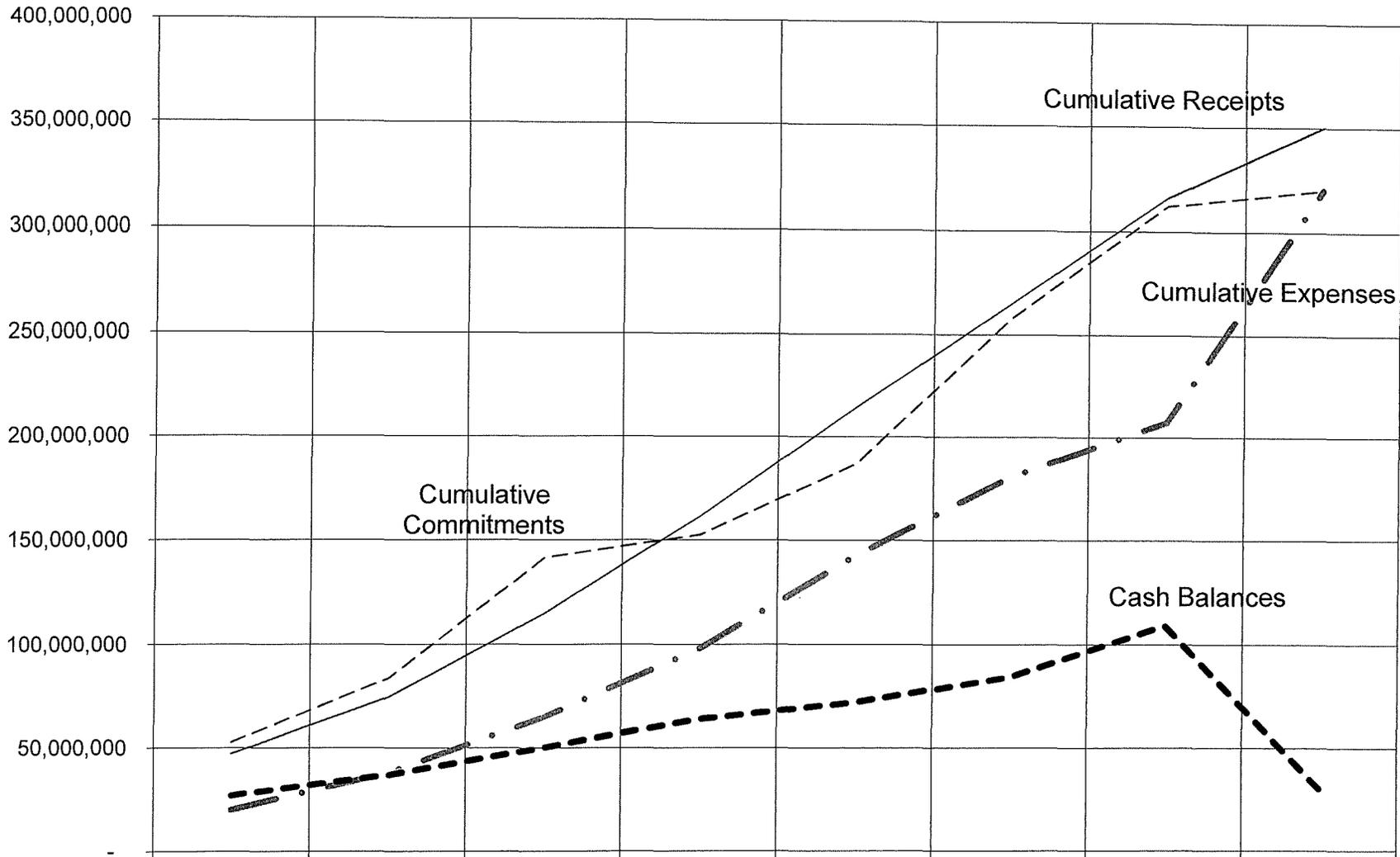
Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$5,081,000	\$5,081,000
SC M/S/E Renovation					\$2,608,344	\$2,608,344
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$20,141,000	\$20,141,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Village Expansion					\$3,942,000	\$3,942,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$8,238,780	\$15,251,655
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
SC New Science Building (M/S/E annex)					\$3,742,000	\$3,742,000
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$3,442,000	\$3,442,000
SOCCCD Replace HR & Bdgt Dev Systems			\$897,740			\$897,740
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,260			\$14,102,260
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$210,000					\$210,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$981,697					\$981,697
Total Approved Projects	\$42,069,136	\$45,888,533	\$27,878,587	\$87,202,498	\$117,087,828	\$320,126,582

**South Orange County Community College District
Expenditure History for Approved Projects**

Project Description	Approved Amount	1999/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated	Total	Project Balance
College Scheduled Maintenance Projects	5,000,000			381,124	900,200	431,327	441,875	759,396	2,086,078	5,000,000	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000				4,245,000					4,245,000	-
2005/06 College Instructional Equipment Needs	1,392,000					438,461	41,503	378,311	473,955	1,392,000	-
Technology Needs for IVC, SC & District	19,367,518			2,394,995	3,580,783	3,178,825	3,647,238	3,919,852	2,645,925	19,367,518	-
Campus Appearance Improvement IVC & SC	1,000,000							378,837	621,163	1,000,000	-
ATEP Operating Budget*	9,203,957			266,981	706,587	1,119,887	1,841,834	2,273,645	2,995,023	9,203,957	-
ATEP Staffing, Equipment, Program Development	4,000,000							20,689	3,979,311	4,000,000	-
ATEP Renovation	15,034,576		370,243	630,096	1,035,239	3,838,068	1,318,978	103,660	7,738,291	15,034,576	-
ATEP Building Demolition	7,000,000							61,693	6,938,307	7,000,000	-
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000	-
ATEP Site Development Negotiations	4,750,000					12,066	887,067	1,080,568	2,770,300	4,750,000	-
ATEP Development	3,750,000						565,425	1,041,250	2,143,325	3,750,000	-
ATEP Parking Lot Renovation	950,000								950,000	950,000	-
College/District Contributions for Debt Retirement - COPS	4,380,701		1,543,653	1,351,330	1,485,718					4,380,701	-
Debt Retirement Contribution	34,400,000	16,000,000	5,000,000	5,000,000	4,200,000	4,200,000				34,400,000	-
IVC Business & Technology Innovation Center	12,882,000				25,860	981,852	5,563,594	2,392,351	3,918,342	12,882,000	-
IVC Design and Install Entrance from Barranca	2,850,000				9,950				2,840,050	2,850,000	-
IVC Fine Arts Building	4,652,000						61,163	115	4,590,722	4,652,000	-
IVC Floor Repairs	58,340			57,458	882					58,340	-
IVC Life Sciences Project	9,930,800							81,776	9,849,024	9,930,800	-
IVC Lot Expansion and Phase 1 of Lot 6	1,476,759			1,500	222,418	1,183,432	69,409			1,476,759	-
IVC Maintenance and Police Facility	4,575,000			90,046	1,575,308	1,412,747	1,475,172	383	21,344	4,575,000	-
IVC Modular Building	370,000	303,790	65,666	544						370,000	-
IVC Landscaping (PAC & BSTIC)	1,250,000								1,250,000	1,250,000	-
IVC Performing Arts Center	17,180,000		57,850	623,625	4,235,617	10,727,931	1,137,271	38,469	359,236	17,180,000	-
IVC Science Equip & TV Studio	500,000	471,023	21,791	7,186						500,000	-
IVC Sports Facilities	896,000	896,000								896,000	-
IVC Utility Service Project	416,000				125,332	220,576	315		69,778	416,000	-
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000				35,700	413,103	29,853	5,466	29,877	514,000	-
IVC Modular Bldg Replacement (CEC)	197,402					197,402				197,402	-
IVC Science Lab Addition & Remodel	6,980,000					276,823	86,014	2,373,462	4,243,701	6,980,000	-
IVC A-300 Bldg Remodel	2,481,000					49,177	94,785	1,529,452	807,586	2,481,000	-
IVC Early College Program	60,000						19,626	40,374	0	60,000	-
Retiree Benefits	27,417,938		2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	2,500,000	27,417,938	-
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000			57,748		9,684	61,163	115	2,208,290	2,337,000	-
SC M/S/E Plaza Repairs	5,081,000							69,288	5,011,712	5,081,000	-
SC M/S/E Renovation	2,608,344							39,000	2,569,344	2,608,344	-
SC Building Repairs - TAS Building	1,956,000			26,775	97,135	28,465		1,048	1,802,576	1,956,000	-
SC Building Repairs - Library Remodel	20,141,000		40,000	37,892					20,063,108	20,141,000	-
SC Demolition of Lower Campus Buildings	1,719,000	442,043	523,330	15,917	737,255				455	1,719,000	-
SC Demolition	1,000,000								1,000,000	1,000,000	-
SC Village Remodel	4,130,000						244,229	2,014,945	1,870,826	4,130,000	-
SC Village Expansion	3,942,000							463,110	3,478,890	3,942,000	-
SC Golf Driving Range Net Replacement	300,000				1,800	43,400	46,600	5,000	203,200	300,000	-
SC Health Science/District Office Building	15,251,655	744,885	6,411,204	7,887,463	189,994	5,096	13,014		0	15,251,655	-
SC Hire Consultant for Parking/Traffic Study	48,500			24,250					24,250	48,500	-
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000		46,200	1,288,800						1,335,000	-
SC Mold Abatement and Air Quality Improvements	9,006,000				682,740	3,735,624	4,277,090	28,746	281,800	9,006,000	-
SC New Science Building (M/S/E annex)	3,742,000					29,595			3,712,405	3,742,000	-
SC Science Equip & TV Studio	500,000	497,407	2,501	92						500,000	-
SC Science/Applied Science Bldg	14,850			14,850						14,850	-
SC Sports Facilities	817,310	722,661	55,964	26,695	11,990					817,310	-
SC Temporary Classroom Facilities	7,269,285			714	3,729,338	3,341,007	105,308	450	92,468	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000					162,708	105,248	2,023,613	250,431	2,542,000	-
SC Loop Road	3,442,000								3,442,000	3,442,000	-
SOCCCD: Replace HR & Bldg Dev Systems	897,740				208,797	672,943	16,000			897,740	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,260					3,515,073	5,304,918	4,111,633	1,170,636	14,102,260	-
SOCCCD: Districtwide Telephone System	4,499,498		127,271	3,636,911	627,911	107,404			0	4,499,498	-
SOCCCD: Fiscal and HR Systems Repl.	27,500					27,500				27,500	-
SOCCCD: Consultant District Educational & Facilities Master Plan	370,010					370,010				370,010	-
SOCCCD: HR Recruitment Work Plan	85,911			85,911			0			85,911	-
SOCCCD: Legislative Advocacy Services - Basic Aid	210,000		15,700	24,002	24,298	24,000	14,000	34,354	73,646	210,000	-
SOCCCD: Enrollment Mgmt/Mktg, Outreach & Recruit Strategy	329,830				184,690	85,327	59,813			329,830	-
SOCCCD: Additional 1% Contingency	1,278,101								1,278,101	1,278,101	-
SOCCCD: Trustee Election/General Election Expense	981,697		453,867					527,830		981,697	-
Totals	320,126,582	20,077,809	17,554,738	26,988,395	33,077,552	44,726,959	38,365,313	26,394,523	112,941,293	320,126,582	-

	1999/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated
Commitments	52,586,960	30,955,670	57,751,446	11,145,072	34,465,912	70,908,593	54,256,170	8,056,759
Cumulative Commitments	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	320,126,582
Receipts	47,008,296	27,356,952	40,162,878	46,899,203	52,896,017	50,692,873	51,179,365	33,827,968
Cumulative Receipts	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	350,023,552
Cumulative Expenses	20,077,809	37,632,547	64,620,942	97,698,494	142,425,453	180,790,766	207,185,289	320,126,582
Cash Balances	26,930,487	36,732,701	49,907,184	63,728,835	71,897,893	84,225,453	109,010,295	29,896,970

**South Orange County Community College District
Basic Aid Receipts, Commitments, Expenses and Cash Balances
(As of July 21, 2009 Board Meeting)**



	1999/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Estimated
--- Cumulative Commitments	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	312,069,823	320,126,582
— Cumulative Receipts	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	316,195,584	350,023,552
- · - Cumulative Expenses	20,077,809	37,632,547	64,620,942	97,698,494	142,425,453	180,790,766	207,185,289	320,126,582
----- Cash Balances	26,930,487	36,732,701	49,907,184	63,728,835	71,897,893	84,225,453	109,010,295	29,896,970

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

August 31, 2009

SADDLEBACK COLLEGE

1. JAMES B. UTT LIBRARY REMODEL

The DSA approved construction documents were approved by the State Chancellor's Office for bid delayed by State budget issues. The District notified the State Chancellor's office that an extension for the equipment appropriations may be needed as a result of delays. Reallocation to basic aid funding has allowed this project to move forward. Swing space needs must be completed before construction start. *McCarthy Building Companies, Inc.* was approved by the Board in July to serve as the Construction Management firm for this project. District and college staff met with McCarthy this month to discuss project protocols and to move forward with project constructability reviews. 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 will 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. The canopy extension is 100% complete. Construction was completed 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. The punch list items have been corrected per the contractor. The design team, College and District staff are reviewing contractor corrections in order for the Notice of Completion to be brought to the Board of Trustees.

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 began on October 13, 2008, and is complete. The contractor and the architect are working on punch-list items and close out documentation. The punch list items have been corrected per the contractor. The design team, College and District staff are reviewing contractor corrections in order for the Notice of Completion to be brought to the Board of Trustees.

The Board approved award of contract for PE100 at the March 2009, meeting. Construction began on April 13, 2009. *The PE-100 project construction is scheduled to be completed late August with punch list to be completed by the end of August. Project*

close out is underway and is expected to be submitted to DSA during the September timeframe.

The Gaucho Strength Center renovation for Communication Arts was advertised for bid and a mandatory job walk was conducted on June 4th, 2009. Bids were opened on June 25th, 2009, and *a request for award of construction contract was approved by the Board at the July meeting. Construction is scheduled to commence by the second week of September.*

5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted a final project proposal to the State Chancellor's Office on June 30, 2009. 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 \$5,650,000 which is believed to be an inadequate amount. *Interviews for architectural services are scheduled for September 2, 2009 after which staff will recommend an architectural firm to design and estimate this project. \$3,442,000 of the overall project budget is approved for funding 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. *The Board of Trustees approved basic aid funding at the May, 2009, meeting. District and College staff are evaluating the appropriate delivery method and anticipate recommending R2A for the next phase of the design.*

8. VILLAGE EXPANSION PROJECT

The Board approved funding for the Village Expansion project during the November, 2008, meeting. *There are two construction packages, one for site work and one for building installation and 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 is underway. The contractor has had difficulty in executing quality work and has incurred up to 21 delay days reworking unacceptable product. A recovery schedule has been requested but meeting the paperwork requirements of the project have also proven challenging for this contractor. Construction documents for the interiors portion of the work are DSA approved and underway.*

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Outstanding issues include stage floor items and electrical. The stage floor *had* three areas of concern. The first *was* at the orchestra pit where settling resulted in an unlevel floor between the orchestra pit and the stage proper. The second is at the trap floor with

insufficient blocking to address the difference between the concrete substrate and the aluminum frame of the trap. The third concern *was* with the flooring and subflooring installation in relationship to the removal of the trap floor. *With the closure of this item through renovation to the stage floor, the building will be completely turned over to Irvine Valley College to address future maintenance and operations needs. DSA closeout is underway.*

Total change orders represent 2.75% of the original contract amount.

2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building construction is 100% complete. Total change orders represent 1.00% of the original contract amount. The third major phase of equipment acquisition was approved at the February meeting. The final equipment phase is under review and will proceed as a result of the Board of Trustee's approval to move basic aid funds from the Fine Arts project to the Business Sciences Technology and Innovation Center. *DSA closeout is underway.*

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. *Electrical, mechanical, plumbing, and interior improvements at the new and existing building are underway. With stucco, glazing, roofing and roof top equipment installed, the building design is discernible. Faculty has thoroughly reviewed the design intent and requested casework and exhaust modifications to maximize space use. These changes are reflected in previously approved change orders.* The Project is on schedule with completion scheduled for *December, 2009*. The overall project budget is \$6,980,000 funded through basic aid.

4. A-300 REMODEL FOR MUSIC DEPARTMENT

Project is 100% complete with Notice of Completion recommended to the Board of Trustees at the July, 2009, meeting. The overall project budget is \$2,484,000 funded through basic aid. *DSA closeout is underway.*

5. LIFE SCIENCES PROJECT

The state chancellor's office provided the District with approval to move forward with design. Design meetings were placed on hold *while state funding was in question*. The Design *portion* of this project is *underway once again with meetings on-going between the end users, staff and the architects*. 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 \$2,850,000 which will be evaluated for appropriateness once the design provides a cost estimate. *Interviews for architectural services are scheduled for September 2, 2009, after which staff will recommend an architectural firm to design and estimate this project. The overall project budget is \$2,850,000 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. The City of Tustin is in the process of revising their plant pallet to a more drought tolerant approach. As the existing planting consist of a drought tolerant pallet, the District is awaiting this revision before taking any action.

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.

5. ATEP PARKING LOT

Our ATEP property houses an existing parking lot in proximity to the ATEP campus buildings. To address the increased student population, drawings and specifications have been developed to improve the existing parking lot. Plans have been approved through DSA and the City of Tustin has performed their courtesy review. The District is prepared to advertise and bid this project.

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.

**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: Quarterly Investment Report
ACTION: Information

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

STATUS

This report is for the quarter ending on June 30, 2009. Our cash balances at the end of June 30, 2009 were One Hundred Forty-One Million, Three Hundred Seventeen Thousand, Six Hundred Nine Dollars and 39/100 (\$141,317,609.39) in the Orange County Investment Pool (OCIP) and Twenty-Five Million, Three Hundred Twenty, Two Hundred Sixty-Six Dollars and 24/100 (\$25,320,266.24) in the Local Agency Investment Fund (LAIF) Pooled Investment Account. The OCIP investment pool is yielding an average of 1.39% and the LAIF investment pool is yielding an average of 1.51% for the fiscal quarter ending June 30, 2009. Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program. It was funded in June 2008 with a deposit of \$50,791,103.

STATUS

This report is for the period ending June 30, 2009 (Exhibit A). The portfolio is comprised of 53.4% Fixed Funds (Bonds) and 46.6% Common Stocks (Domestic and International). Since inception the Trust has experienced a return on investment of \$2,393,595 and a net unrealized loss of \$8,478,484. The market value at June 30, 2009 is Forty Four Million, Seven Hundred Six Thousand, Two Hundred Fourteen Dollars (\$44,706,214).



July 24, 2009

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

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

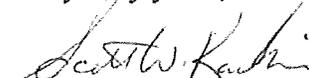
Markets have improved dramatically since the early March lows when the S&P 500 hit 666 intraday on March 6, 2009. The S&P 500 closed on June 30, 2009 at 919. During that time we've seen the financial system and credit markets strengthen and economic data showing broad improvement. However, labor market conditions tend to improve generally late in the cycle, with a lagged response as an economic recovery takes hold. The Morgan Stanley & Co. Incorporated Economics team believes the U.S. recession will wind down later this summer, with positive real GDP growth of +1.0% in 3Q and +1.5% in 4Q 2009. The team expects that the economic recovery will be modest, with a forecast of +2.2% real GDP growth for 2010.

Your portfolio is a diversified mix of bond funds (53.4%), domestic stock funds (29.6%), international stock funds (16.9%), and cash (less than 1%). It was designed to be invested over a long time frame and was inceptioned on June 24, 2008, with initial deposits of \$50,791,103. Your June 30, 2009 value was \$44,706,214. While your portfolio was down a disappointing 11.98% net of program fees since inception, the diversification of your portfolio allowed it to significantly outperform domestic and international stock markets over that same time period. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>YTD 2009</u>	<u>Since June 24th Inception</u>	
South Orange CCCD	+6.23%	-11.98%	
S&P 500	+3.16%	-26.22%	(Domestic Stocks)
MSCI EAFE	+7.95%	-31.35%	(International Stocks)
Barclays Aggregate	+1.90%	+6.05%	(Domestic Bonds)

It is likely that the equity market index lows reached in March 2009 will not be breached over the remainder of this year, and that the economic recovery which is beginning to take hold should be firming over the course of the third quarter and fourth quarter of this year.

Very truly yours,


Scott W. Rankin
Senior Vice President

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly Financial Status Report, as of June 30, 2009 for the 2008/2009 fiscal year is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q4) Jun 30, 2009

District: (890) SOUTH ORANGE

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	176,693,134	176,693,134	180,702,584	180,702,584
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	176,693,134	176,693,134	180,702,584	180,702,584
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	147,947,202	147,576,596	133,868,154	133,868,154
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,434,664	44,805,270	48,636,001	48,636,001
B.3	Total Unrestricted Expenditures (B.1 + B.2)	192,381,866	192,381,866	182,504,155	182,504,155
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-15,688,732	-15,688,732	-1,801,571	-1,801,571
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,373,829	28,373,829	28,373,829	28,373,829
E. Fund Balance, Ending (C. + D.2)					
E.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	6.6%	6.6%	14.6%	14.6%

Closed for edits after Aug 15, 2009

SAVE EDITS »»

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	25,759
-----	---	--------

Amount as of the Specified Quarter Ended

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	36,009,617
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	36,009,617

IV. Has the district settled any employee contracts during this quarter? Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
YYYY-YY			Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:	2008-09		2,900,493	4.6%	2,749,911	6.6%	408,510	1%
Year 2:	2009-10		1,903,291	1%	1,720,310	1%	412,595	1%
Year 3:	2010-11						416,721	1%
b. BENEFITS:								
Year 1:	2008-09		341,388	4.6%	323,665	6.6%	78,189	1%
Year 2:	2009-10		224,018	1%	202,481	1%	78,971	1%
Year 3:	2010-11						79,760	1%

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »»

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

This agreement covers FY 2007/08, 2008/09 and 2009/10. A retro of 4.53% for 2007/08 was paid in 2008/09, plus a 1.0% increase for 2008/09 was paid for Full Time Faculty. Part-time Faculty were paid a retro of 6.0% for 2007/08 and 1.0% increase for 2008/09 was paid. The percentage here reflects a compound rate for 2007/08-2008/09. These costs are funded through General Fund Revenues.

1611 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year? Yes No
Next year? Yes No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

«« EXIT WITHOUT SAVING

SAVE EDITS »»

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:

Christine Atalig (916)327-5772 atalig@cccco.edu or Glen Campora (916)323-6899 gcampora@cccco.edu

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CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (890) SOUTH ORANGE

CHANGE THE PERIOD
Fiscal Year: 2008-2009
Quarter Ended: (Q4) Jun 30, 2009

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Gary Poertner

CBO Phone: Use format 999-555-1212
949-582-4664

CBO Signature: _____

Date Signed: _____

Chief Executive Officer Name: Dr. Raghu Mathur

CEO Signature: _____

Date Signed: _____

Electronic Cert Date: _____

District Contact Person

Name: Beth Mueller

Title: Dist. Dir. of Fiscal Services

Telephone: Use format 999-555-1212
949-582-4661

Fax: Use format 999-555-1212
949-347-0390

E-Mail: bmueller@socccd.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Glen Campora (916)323-6899 gcampora@cccco.edu
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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



 I R V I N E V A L L E Y C O L L E G E

OFFICE OF THE PRESIDENT

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President *GR*

DATE: August 21, 2009

SUBJECT: **President's Report for the August 31 Board of Trustees Meeting**

Dr. Matthew Tresler, Director of the Choral and Vocal Area Performs

This summer, Dr. Matthew Tressler performed at a week of workshops/clinics with the University of Miami Choral at the Universidad de los Hemisferios, Quito, Ecuador.

Professor Lisa Alvarez Co-Directs Community of Writers at Squaw Valley

Professor Lisa Alvarez continues to co-direct the Community of Writers summer writing conference in Squaw Valley which is celebrating its 40th anniversary this year. Additionally, since her publication in *Latinos in Lotusland: An Anthology of Contemporary southern California Literature*, she has appeared at campuses and bookstores. This past year she appeared at the West Hollywood Book Fair, Vroman's Bookstore and spoke on a panel at UC Irvine sponsored by the Chicano/Latino Studies department. Next year, her work will appear in *Sudden Fiction Latino*, published by Norton. In conjunction with this, she will appear on a panel at the Associated Writing Program conference to be held in April in Denver.

El Toro Early College Class of 2013 Visits IVC

IVC's successful Early College program is now available at Beckman High School, Tustin High School and El Toro High School. Beckman High School has been involved with Early College since summer 2007 and currently has 67 students in the program. Tustin started their Early College Program in summer 2008 and they currently have 34 students in the program. El Toro high school began their Early College Program this summer with an enrollment of 40 students. On July 29, IVC hosted a large group of parents and students from El Toro High School who came to tour the college, learn more about the career center and meet with counselors.

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

SLO Awards Given

On August 17, at President Roquemore's Opening Flexweek Session, Professor Jerry Rudmann recognized three IVC faculty members who worked on the implementation of eLumen, the SLO tracking software now being utilized at IVC. The IVC Honors 2008-09 Student Learning Outcome Faculty Leaders were Brenda Borrón (English Instructor), Fumiko Ishii (Japanese Instructor), and Miriam Castroconde (Mathematics Instructor).

CTE Leadership Grant

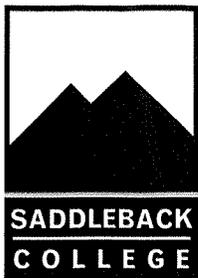
IVC has been awarded a \$500,000 state-wide CTE Leadership Grant by the California State Chancellor's Office to host the "Career Development and Work-Based Linkages to Professional Organizations" project. This two-year award will help develop stronger state-wide linkages between CTE programs and professional career focused associations, building on the important role of professional associations in working with California Community Colleges in identifying and providing student and faculty internships, advisory group members, insights into "Career Pathways," and expanded job placement opportunities.

Former IVC Student Kenny Kristianto Receives UCLA TAP Scholarship

Kenny Kristianto, who transferred to UCLA from Irvine Valley College, is among the 63 outstanding students to receive a Transfer Alliance Program (TAP) Scholarship for the 2009-10 academic year. According to the Vice Provost for Undergraduate Education at UCLA, "Selection as a TAP Scholar entitles transfer students to an academic scholarship of at least \$5,000 per year. The scholarship is renewable for a second year if students have achieved a UCLA GPA of at least 3.0 (B average), completed 45 units (by Fall 2010), and have participated in or are committed to participating in undergraduate research or an off-campus internship."

IVC Hosts State Chancellor's Circle Luncheon

On July 29, State Chancellor Jack Scott and Paul Lanning, President and CEO of the Foundation for California Community Colleges held the Chancellor's Circle luncheon at IVC hosted by IVC President Glenn Roquemore. The Chancellor's Circle is held in conjunction with an area CEO and area Academic Senate President's meeting. President Roquemore was pleased to have in attendance SOCCCD Chancellor Raghu Mathur and board members Donald P. Wagner, David B. Lang, Marcia Milchiker and Nancy M. Padberg.



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo • CA 92692-3635

www.saddleback.edu

(949) 582-4500

MEMORANDUM

TO: Members of the Board of Trustees
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: REPORT FOR AUGUST 31, 2009 BOARD OF TRUSTEES' MEETING

In-Service Week was held August 17th through 21st and President Burnett was thrilled to host a faculty breakfast and classified lunch on Wednesday, August 19th. He also attended the Chancellor's Opening Session at Irvine Valley College on August 18th.

President Burnett welcomed 15 new tenure-track faculty: Christine Abel, Chemistry; Marina Aminy, English; April Cabbage-Vega, Sociology; Marvin Andy Ground, Kinesiology/Basketball Coach; Michael Hoggatt, Special Services; Bradley Hughes, Astronomy/Physics; Chin Lam, English as a Second Language; Harold Meyer, Physics; Heidi Ochoa, English as a Second Language; Bradley Rettele, Anthropology; Abby Sirulnik, Biological Sciences; Basil Smith, Philosophy; Shadrach Smith, Emergency Medical Technician; Christina Wong-Smith; Child Development and Educational Studies; and Ray Zimmerman; English.

Director of Planning, Research, and Grants Gretchen Bender and Professor Claire Cesareo-Silva kicked off 2010-2013 strategic planning process with a presentation during in-service week that included preliminary discussions by the four new strategic planning groups.

Saddleback College recently accepted a grant from the U.S. Department of State, Bureau of Educational and Cultural Affairs, the Fulbright Foundation, and the Foundation for California Community Colleges that provides funding for Saddleback College for the unique privilege of hosting 17 Egyptian students. This program is called the Egypt Community College Initiative (ECCI) and provides participants from Egypt with opportunities for vocational/technical study and professional development. Faculty, staff, and management will be participating in mentoring the students to provide them with a wonderful experience.

Advanced Technology & Applied Science

The division had a successful summer with record enrollments and is anticipating record enrollments this fall. We are working on improving efficiency for each of our departments. We are working on moving Communication Arts from the library and have Communication Arts computer classes scheduled for the village this fall. We have been awarded a grant from the OCWIB in Rapid Digital Manufacturing, Construction Inspection/Energy Auditing, Landscaping/Horticulture, Design and Ecological Restoration for up to \$108,000 for up to 15 participants in each program.

Emeritus Institute

The Emeritus Institute graciously accepted a generous donation of over \$6,000 from Larry Cunningham, owner of a local glass shop, worth of materials for the Emeritus Stained Glass classes offered in Laguna Woods Village.

Fine Arts

The new and improved Saddleback College Performing and Visual Arts brochure was mailed to homes on the week of August 17th. Theater Arts auditions took place on August 25th and 26th in the McKinney Theater for our three fall academic productions Don't Dress for Dinner, Picnic, and Snoopy!!! Three grants were submitted in August, two to the City of Mission Viejo and one to the City of Laguna Niguel. The grants request funding for Passport to the Arts (children's summer arts series) and the Professional Guest Artists Series to support master classes and workshops.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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An Equal Opportunity Institution

Health Sciences & Human Services

Our new Dean, Donna Rane-Szostak, joined the Health Science Division August 3rd. New student nursing orientation was held July 31, 2009, which was attended by approximately 70 students.

Liberal Arts and Learning Resources

On July 17, Patti Weekes and Kevin O'Connor from Saddleback and Robert Kopecky and Larisa Sergeyeva from Irvine Valley College conducted a state-wide webinar on Online Tutoring: Necessity or Requirement. Over 117 tutorial support personnel attended the interactive presentation, which focused on the innovative online tutorial programs that have been launched at the District's two colleges.

Math, Science, and Engineering

Recently a \$5,000.00 grant was awarded to Vijayeta ("Anita") Bandekar, Senior Laboratory Technician in Microbiology for upgrades in lab equipment. Professor Larry Perez and adjunct faculty members Patrick Quigley and Candice Harrington have developed several additions to the Algebra2go project. The full version of this desktop environment is being unveiled and presented at the MERLOT (Teaching and Learning in a Networked World) Conference in San Jose, California on August 13-16, 2009. (<http://www.saddleback.edu/faculty/lperez/algebra2go>) The MSE Division is offering eight distance (DE) courses for the fall 2009 semester in Math 351 (Pre-Algebra Mathematics), Math 251 (Beginning Algebra), Math 253 (Intermediate Algebra), Biology 20 (Introduction to Biology), Biology 40 (Modern Theories of Evolution), Geology 7 (Weather and Climate), Astronomy 20 (General Astronomy) and Physics 20 (The Ideas and Events of Physics.) For the academic year 2008-2009, growth in DE enrollments was 8.7%

Social and Behavioral Sciences

The Anthropology Department has had a summer intern from the Workforce Investment Board who helped with cataloging all our DVDs and videos, as well as inventory and organize our lab supplies and equipment. Over the summer we have also began work on our 2009-2010 brown-bag lunch lecture series, in conjunction with Cross-Cultural Studies. The Cross-Cultural Studies Program ordered new books and DVDs for our resource collection, thanks to a generous grant from the College Foundation. We are working with the Anthropology Department in identifying speakers for the 2009-2010 brown-bag lunch lecture series. The Political Science Department and Economics Department are please to announce Ken Woodward as the new Department Chair. The Sociology Department helped with the "San Clemente Green" community gardening on August 15th. The Psychology Department has seen an increase in student enrollment and students with Bachelor's degrees in other majors taking core courses to prepare for graduate work in Psychology. The department has a very active Psi Beta chapter (National Honors Society for Psychology Students at Two Year Colleges) and was awarded a travel grant to present their research at the Western Psychological Association Conference in Cancun, Mexico next year. The new department chair, Dr. Kris Leppien-Christensen, has been appointed as the Regional Vice-President for Psi Beta at the national level. The Psychology Department will further utilize SPSS statistical software to compliment Research Methods and other advanced lower-division courses. There are also plans to propose a Statistics for the Behavioral Sciences course so students transferring from Saddleback with a major in Psychology do not have to retake the course at their transfer institution.



MEMORANDUM

TO: Chancellor Raghu P. Mathur
Members of the Board of Trustees

FROM: Dr. Randy W. Peebles, Provost

DATE: August 17, 2008

RE: Report for the August 31, 2009 Board of Trustees Meeting

DEVELOPMENT PARTNERS COME ON BOARD

Hudson Capital, LLC, a commercial development firm, was approved by the Board of Trustees in May 2009 to assist with the overall development of the ATEP campus expansion, including producing architectural and engineering plans. Hudson Capital is a leader in creating profitable operating business platforms, as well as first-class real estate acquisitions and development. The Company possesses a long and successful track record of executing complex real estate transactions representing a breadth of property types and investment structures across geographical and industrial boundaries. Their assistance in bringing industry partners to the table to join in this public-private partnership will be valuable in establishing a profit model that will help to fund ATEP's sustained operation and growth.

GRANTS & PARTNERSHIPS

ATEP continues to pursue several grants that would significantly fund improvements and expand technical infrastructure, including high tech equipment and instrumentation for existing high tech programs. The grants have been submitted to the National Science Foundation (NSF) and the American Recovery and Reinvestment Act (ARRA), would be used to purchase \$500,000 of new laser resources and related equipment for the Optics and Photonics program (Irvine Valley College/CACT) for partnerships with UCI and other possible college partners to provide training to University graduate research students; and \$2.8M of new prototyping equipment and infrastructure improvements to enhance Design Model Making and Rapid Prototyping. Additionally, \$1.98M has been requested for ATEP facility renovation and infrastructure improvements to support our high-tech labs and studios.

PLANNING

Provost Randy Peebles continues to attend the Orange County Business Council (OCBC) Community College Working Group, grant planning sessions and weekly meetings with the ATEP development team led by Deputy Chancellor Gary Poertner.

INSTRUCTION & STUDENT SERVICES

Enrollment looks strong for fall semester. Many sections have already closed. Room utilization at the ATEP campus is nearing capacity with 75 sections being offered by Saddleback College and Irvine Valley College. A faculty orientation was held on August 20 to familiarize Saddleback College and Irvine Valley College faculty teaching at ATEP with the campus and staff. A luncheon, presentations by the staff and tours of the campus will be provided.

PROGRAM DEVELOPMENT

Dean Rocky Cifone is working with faculty, deans and staff at Saddleback College and Irvine Valley College to expand existing programs and design and incubate new prospective programs for the ATEP campus expansion. Many excellent proposals submitted by faculty at both colleges are under review. Currently under development are programs in Communication Arts, including Cinema/TV/New Media (Saddleback College); Entertainment and Theatre Technologies (Saddleback College); Digital Animation/Game Art (Saddleback College); Digital Illustration and Graphic Arts (Saddleback College); Rapid Digital Manufacturing (Saddleback College); Recording Arts and Music Entertainment Technologies (Irvine Valley College); Commercial Electrician Certification (Irvine Valley College); and Digital Model Making and Prototyping (Irvine Valley College). Others are under consideration and discussion. Dean Rocky Cifone is actively pursuing recommendations from faculty, staff and community members for future program consideration.

MARKETING AND OUTREACH

Promotional - A "student spotlight" has been added to the ATEP website featuring students at ATEP and showcasing some of their work. A short promotional video highlighting "A Day @ ATEP" was developed and is running on the ATEP website, Facebook, and YouTube. A virtual student gallery is under development with faculty to showcase student work at ATEP. The first project showcases creative pictures of the ATEP campus from a digital photography class. One of the panoramic shots of the ATEP campus has been incorporated as a new masthead for all sub pages on the ATEP website.

Advertising – A new online ad campaign, "It's Your Future. What Do You See?" is running with limited impressions on oregister.com. Ads are also running on the ATEP website to promote fall courses at ATEP. Data is being collected to help drive future ATEP marketing efforts.

Public Relations – Several press releases were sent out, including a story promoting ATEP's pilot program, the Academic Foundations Summer Institute, which featured a successful community partnership with Saddleback College, Irvine Valley College and 20 Village of Hope residents.

ATEP Report for the July 21, 2009 Board of Trustees Meeting - Page 3 of 4

Social Media – ATEP is successfully using Twitter, Facebook and YouTube to share daily news, promote fall semester courses, and post photos/video clips of career pathways, especially in high technology and STEM related fields such as optics, lasers, photonics and design model making. Students can connect to any of ATEP's social media sites on the home page of the ATEP website.

Outreach – ATEP marketing has been working closely with the Saddleback College outreach team to promote the increased Saddleback College course offerings at ATEP; with Student Development Directors at Saddleback College and Irvine Valley College to involve both colleges' student government groups in ATEP; and with community organizations to promote the fall course schedule.

Community Forum - ATEP marketing is working with both colleges' associated student government groups to encourage a student presence at the Aug. 31 ATEP Community Forum. Invitations were sent to more than 500 community leaders. An announcement was also sent district wide to all employees.

Community Relations – Provost Randy Peebles and Tere Fluegeman gave a community presentation about ATEP to members of several local Lions Clubs and the Tustin Chamber of Commerce.

Research – ATEP Marketing is working with CACT to develop survey tools that would enable an environmental scan and surveying of local industries to identify future program development needs.

CENTER FOR APPLIED COMPETITIVE TECHNOLOGIES (CACT)

Optics, Photonics and Laser program

Grant Work - A comprehensive list of new equipment needed for the grant proposals has been identified and a budget for purchasing equipment, facilities upgrades, maintenance plans and costs to cover three years has been included.

Course Inventory - New course descriptions, course titles/numbers and syllabi have been updated. CACT Director is reviewing recommendations by optics and laser faculty regarding extended education training courses.

Marketing - Marketing efforts include identifying over 130 local Optics, Photonics and Laser related companies and mailing a newly-developed CACT brochure with course schedule to all. CACT Director is currently following up with phone calls to promote recruitment of students, confirm contacts for data gathering and establish potential advisory committee candidates.

Workforce Training -Completed training for Toyota Corporation Architectural and Facilities Department employees in AutoCad software version 8 on Monday, August 17.

Other Potential CACT Program Development-Gathering data on setting up a “LabView academy” site in the optics lab in collaboration with National Instruments to train students in the LabView software and hardware which are state of the art virtual tools in measurements, circuits, control, signal processing, etc.; Met with Dr. Peter DeBarber at Horiba, Inc. to discuss extended education opportunities to train employees and end users in their environmental monitoring devices and equipment; Working with Trumpf, Inc. to explore partnering on training needs and possible donation of equipment; Exploring lean administrative/manufacturing concepts to offer as workforce/extended education courses, including: rapid prototyping for new product development, product design for manufacturability, production operation improvements, and lean administration (going “paperless”) to reduce labor hours; exploring program development in renewable energy and applied biotechnology.