

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, September 22, 2008**

Call to order: 5:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 7:00 p.m.

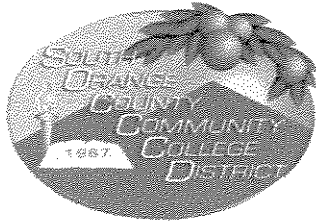
Auditorium, Room 145  
Health Sciences/District Offices Building  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

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, Hannah H.E. Lee – Student Trustee  
Raghu P. Mathur, Ed.D. - Chancellor



## Meeting of the Board of Trustees

September 22, 2008

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

#### 1.0 PROCEDURAL MATTERS

##### 1.1 Call To Order

##### 1.2 Public Comments

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

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

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)
  - 1. Public Employee Discipline/Dismissal/Release (4 cases)
- B. Conference with Labor Negotiators (GC 54957.6)
  - 1. Negotiator – Dr. Raghu Mathur; SOCCCD Faculty Association
  - 2. Negotiator – Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586
- C. Conference with Real Property Negotiators (GC 54956.8)
  - 1. Property – Advanced Technology and Education Park (ATEP) Agency Designated Representative – Dr. Raghu Mathur; Under Negotiation: Price and terms of payment.
- D. Conference with Legal Counsel (GC 54956.9)
  - 1. Existing Litigation (GC54956.9[b])
    - a. Crosby v. SOCCCD
    - b. Dobbs v. SOCCCD
    - c. Hammel v. SOCCCD
  - 2. Initiation of Litigation (GC 54956.9[c]) (1 case)
  - 3. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3][A]) (6 cases)

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

## **2.0 PROCEDURAL MATTERS**

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

### **2.2 Invocation**

Led by Trustee John S. Williams

### **2.3 Pledge of Allegiance**

Led by Trustee Thomas A. Fuentes

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

Celebration of 40<sup>th</sup> Anniversary of Saddleback College

Resolution: Professor Bob Parsons

Resolution: Professor Terri Whitt and Judy Krieg, R.N.

### **2.5 Public Comments**

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

## **3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

C. Board Requests for Report(s)

- a. Cell Phones Issued by the District, including the Trustees and Their Use.
- b. Travel Expenditures by Trustees and Monthly Stipend Payments before and After the 25,000 FTES and Above.
- c. Compliance with the 50% Law.

## **4.0 DISCUSSION ITEMS**

### **4.1 Saddleback College, Irvine Valley College and ATEP: Enrollment Management**

Reports from Saddleback College, Irvine Valley College and ATEP on the Strategies for Enrollment Management.

## **5.0 CONSENT CALENDAR ITEMS**

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**  
Approve minutes of a regular meeting on August 26, 2008.
- 5.2 **Irvine Valley College: Grant Acceptance, Teacher Preparation Pipeline**  
Approve the acceptance of award of \$225,000.00 from the California Community College Chancellor's Office for the Teacher Preparation Pipeline Grant.
- 5.3 **Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center**  
Approve change orders with various trade contracts decreasing contract total by \$12,433.00. Total revised contract amount is \$15,165,171.00.
- 5.4 **Irvine Valley College: Notices of Completion: Business Sciences Technology and Innovation Center**  
Approve filing of the Notices of Completion for masonry, casework and millwork, doors and hardware, and ceramic tile.
- 5.5 **Irvine Valley College: Business Sciences and Technology Innovation Center: Increase Amount for DSA Inspection Services**  
Approve increasing the not-to-exceed amount to Joyce Inspection by \$25,000.00. Total revised contract amount is \$287,000.00.
- 5.6 **Saddleback College: California Student Nurse Association Conference**  
Approve two Nursing Faculty Advisors and up to seventeen students to attend the CSNA Annual Conference in Los Angeles, CA, October 10-12, 2008, at a cost not to exceed \$5,000.
- 5.7 **Irvine Valley College: 2008-09 Out-of-State Travel**  
Approve Associated Students participation in conferences and/or competitions during the 2008-09 academic year at a cost not to exceed \$83,543.00.
- 5.8 **Saddleback College: Student Out of State Travel: Communication Arts**  
Approve the out-of-state travel request for up to four students and a Saddleback College faculty member to attend the October 29, 2008 through November 2, 2008, Collegiate Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Kansas City, Missouri at a cost not to exceed \$4,946.
- 5.9 **Saddleback College: Student Out of State Travel: National Model United Nations Conference**  
Approve the out-of-state travel request for up to twelve students and one faculty advisor April 4-10, 2009, in New York City at a cost not to exceed \$19,297.00.

- 5.10 **Saddleback College: Student Out of State Travel: National Model United Nations Conference**  
Approve the out-of-state travel request for up to fifteen students and one faculty advisor November 21-25, 2008, in Las Vegas at a cost not to exceed \$6,020.00.
- 5.11 **Saddleback College: Study Abroad Program to Guanajuato, Mexico**  
Approve the Saddleback College study abroad program: Spanish Language Studies in Guanajuato, Mexico in the Spring of 2009 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.
- 5.12 **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 2009 and direct the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.
- 5.13 **Saddleback College: Community Education Fall 2008**  
Approve the Community Education course, presenters, and compensations.
- 5.14 **Saddleback College: Speakers**  
Approve honorarium for speakers at Saddleback College.
- 5.15 **Saddleback College: Change Order No. 1 and Notice of Completion: BGS Building Interior Improvements and Casework**  
Approve change order in the amount of \$19,724 and notice of completion for the BGS building interior improvements and casework project.
- 5.16 **Saddleback College: Donation or Disposal of Furniture from BGS Building**  
Approve donation and disposal.
- 5.17 **SOCCCD: Resolution 08-28: Conflict of Interest-Biennial Review**  
Adopt resolution and approve the revised Conflict of Interest Code.
- 5.18 **SOCCCD: Resolution 08-26: Authorization of Payment to Trustee Absent From Meeting**  
Approve payment to Trustee Fuentes who was unable to attend Board Meeting due to illness.

- 5.19 **SOCCCD: Resolution 08-27: Authorization of Payment to Student Trustee Absent From Meeting**  
Approve payment to Student Trustee Lee who was unable to attend Board Meeting due to illness.
- 5.20 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve/ratify Trustees' requests for attending conference.
- 5.21 **SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts**  
Approve individuals authorized to approve documents and contracts.
- 5.22 **SOCCCD: Purchase Orders/Confirming Requisitions**  
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-00814 through P09-01458 amounting to \$3,280,968.94. Approve confirming requisitions dated August 6, 2008 through September 3, 2008 totaling \$90,955.29.
- 5.23 **SOCCCD: Payment of Bills**  
Approve Check Nos. 073691 through 074349 processed through the Orange County Department of Education, totaling \$4,193,174.40; and Check Nos. 009333 through 009362, processed through Saddleback College Community Education, totaling \$231,553.83; and Check Nos. 008473 through 008481, processed through Irvine Valley College Community Education, totaling \$40,772.89.
- 5.24 **SOCCCD: Transfer of Budget Appropriations**  
Ratify as detailed in the report.
- 5.25 **SOCCCD: Gifts to the District and Foundation**  
Approve acceptance of various donated items.
- 5.26 **SOCCCD: August/September 2008 Contracts**  
Ratify contracts as listed.

## 6.0 **GENERAL ACTION ITEMS**

- 6.1 **Irvine Valley College: 2008-09 Associated Students Budget**  
Approve the Associated Students of Irvine Valley College (ASIVC) budget for the 2008-09 academic year.

- 6.2 **Irvine Valley College: Award of Bid: A 300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B 239 Conversion**  
Approve awarding bid to Cavecche Engineering and Construction Company in the amount of \$1,073,882.00 and to PCN3, Inc. in the amount of \$3,523,000.00 and approve respective agreements.
- 6.3 **Irvine Valley College: Business Sciences and Technology Innovation Center: Furniture Acquisition, Phase II**  
Approve the purchase of office and classroom furniture from System Source, OK Workspace, Workplace, IOS and Virco in the amount of \$510,000.
- 6.4 **Saddleback College: Award of Bid: Village Swing Space Renovation**  
Approve award of bid to JRH Construction Co. Inc. in the amount of \$1,327,000.00.
- 6.5 **Saddleback College: Replace Track Surface**  
Approve agreement to install a new track surface with Sport Surfaces Distributing, Inc. in an amount not to exceed \$700,000.00.
- 6.6 **SOCCCD: Telecommunication Services (CALNET)**  
Approve the master service agreements to renew participation in the CALNET2 Program for district telecommunications services.
- 6.7 **SOCCCD: Board Policy Revision: BP-3340 Cellular Telephone/Personal Digital Assistant Usage, BP-1500 Naming of College Facilities, BP-3500 Claims Against the District, BP-3102 Investment Policy**  
Discussion/approve board policies.
- 6.8 **SOCCCD: Classified Employee Layoff, Saddleback College**  
Approve the reduction and/or discontinuance of classified services.
- 6.9 **SOCCCD: Classified Employee Layoff**  
Approve the reduction and/or discontinuance of classified services.
- 6.10 **Academic Personnel Actions**  
Approve New Personnel Appointments; Academic Temporary Part-time/Substitute Staff; Additional Compensation: General Fund; Additional Compensation: Categorical Fund; Workload Banking; Resignation/Retirement/Conclusion of Employment, Leave of Absence.

6.11 **Classified Personnel Actions**

Approve New Personnel Appointments; Short Term Temporary, Student Help Temporary, Professional Expert/Community and Contract Education;. Authorization to Eliminate Classified Position; Authorization to Establish and Announce Classified Position; Change of Status; Classified Bilingual Stipend; Out of Class Assignments; Leave of Absence; Resignation/Retirement, Conclusion of Employment; Volunteers.

7.0 **REPORTS**

7.1 **Irvine Valley College: 2008 Accreditation Progress Report Draft**  
Draft of Irvine Valley College 2008 Accreditation Progress Report.

7.2 **Saddleback College: 2008 Accreditation Progress Report Draft**  
Draft of Saddleback College 2008 Accreditation Progress Report.

7.3 **Irvine Valley College and Saddleback College: 2007-08 Reassigned Time and Stipends**  
Reports from Irvine Valley College and Saddleback College on total expenditures of faculty reassigned time and stipends for the 2007-08 academic year.

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

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

7.6 **SOCCCD: List of Board Requested Reports**  
List of reports requested by members of the Board.

7.7 **SOCCCD: Monthly Financial Status Report**  
This report displays the adopted budget, revised budget and transactions through August 31, 2008.

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. Acting Associate Provost, ATEP



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

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

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

SEPTEMBER 22, 2008

## ROBERT PARSONS

A PROFESSOR AT SADDLEBACK COLLEGE SINCE 1968

**W**hereas, on Saddleback College's 40th anniversary, Bob Parsons, a professor of physics at Saddleback College, has served the college with distinction since 1968; and

**W**hereas, Bob Parsons' contributions to Saddleback College have been numerous, earning him the honor of being named Professor of the Year in 2005; and

**W**hereas, Bob Parsons is known for making physics come alive for students by helping explain everyday phenomena in ways that students can relate to; and

**W**hereas, Bob Parsons' passion for teaching and physics has inspired many students to pursue fulfilling careers in and related to physics; and

**W**hereas, the students of Bob Parsons often stay after class to listen to him discuss how "physics is the fourth element of life, besides food, water and shelter;" therefore

**B**e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Bob Parsons for his outstanding service and dedication to Saddleback College over the past forty years and for his commitment to providing students with a wonderful education in physics.

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Donald P. Wagner, President

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John S. Williams, Vice President

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Thomas A. Fuentes, Clerk

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William O. Jay, Member

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David B. Lang, Member

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Marcia Milchiker, Member

---

Nancy M. Padberg, Member

---

Hannah Hee Eun Lee, Student Member

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Raghu P. Mathur, Ed.D., Chancellor



# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

SEPTEMBER 22, 2008

## PROFESSOR TERRI WHITT AND JUDY KRIEG, R.N.

FOR THEIR DEDICATION TO THE NURSING PROFESSION AND  
COMMITMENT TO PROVIDING HEALTHCARE SERVICES TO ALL

*W*hereas, Saddleback College Nursing Professor Terri Whitt and Saddleback College graduate Judy Krieg have provided health care services to thousands of poor residents in Belize; and

*W*hereas, Judy Krieg, after earning her degree at Saddleback College and nursing for five years at Saddleback Memorial Medical Center, returned with her husband to her native land to operate Equity House Belize, a nonprofit health clinic that pledges equal care for all residents of the town of Hopkins Village; and

*W*hereas, Professor Whitt led a team of nurses and nursing students to help Judy Krieg administer health care services to more than 4,000 school children in the Stann Creek District of Belize; and

*W*hereas, Judy Krieg and her husband have sent several area youths to college, who will return as laboratory technicians, pharmacists, radiologists, and nurses to help provide urgent care at Equity House Belize; and

*W*hereas, through her own example of visiting poverty-stricken nations to provide health care services, Professor Whitt has inspired her students and fellow faculty members to follow her lead; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Nursing Professor Terri Whitt and Judy Krieg, R.N., for their outstanding dedication to the nursing profession and for their commitment to providing health care services to all.

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Donald P. Wagner, President

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John S. Williams, Vice President

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Thomas A. Fuentes, Clerk

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William O. Jay, Member

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David B. Lang, Member

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Marcia Milchiker, Member

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Nancy M. Padberg, Member

---

Hannah Hee Eun Lee, Student Member

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Raghu P. Mathur, Ed.D., Chancellor



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Strategies for Enrollment Management  
**ACTION:** Discussion/Information

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**BACKGROUND**

At the direction of the Board of Trustees, each month an item, specifically designed for discussion, is placed on the board agenda. This month the topic is enrollment management.

**STATUS**

In addition to Exhibit A, Dr. Robert Bramucci, Vice Chancellor, Technology and Learning Services; Dr. Rajen Vurdien, Vice President for Instruction, Lise Telson, Vice President for Student Services, Saddleback College; Dr. Craig Justice, Vice President of Instruction, Dr. Gwen Plano, Vice President for Student Services, Irvine Valley College, and Tracy Daly, Acting Associate Provost, Advanced Technology and Education Park (ATEP), will present information on enrollment management strategies and the successes of Saddleback College, Irvine Valley College, and the ATEP in this regard.

# STRATEGIES FOR ENROLLMENT MANAGEMENT

September 22, 2008

Prepared by

Robert Bramucci, Ph.D.

Vice Chancellor, Technology and Learning Services  
South Orange County Community College District

Rajen Vurdien, Ph.D.

Vice President for Instruction, Saddleback College

Craig Justice, Ph.D.

Vice President of Instruction, Irvine Valley College

Lise Telson

Vice President for Student Services, Saddleback College

Gwen Plano, Ed.D.

Vice President of Student Services, Irvine Valley College

Tracy Daly

Acting Associate Provost, ATEP

Cathie Peterson, Ed.D.

Dean, Instruction and Student Services, ATEP

Tere Fluegeman

Acting District Director, Public Affairs and Intergovernmental Relations

Donna Sneed

Director, Outreach & Community Relations, Irvine Valley College

Jennie McCue

Director, Public Information & Marketing, Saddleback College

Diane Oaks

Director, Public Information & Marketing, Irvine Valley College

Denice Inciong

Director, Research & Planning

Sibylle Georgianna, Ph.D.

Research & Planning Analyst, Irvine Valley College

## INTRODUCTION

Enrollment Management involves a systematic set of activities aimed at enabling colleges to influence their student enrollments. Enrollment management considers college choice, transition to college, student attrition and retention, and student success.

Enrollment management involves numerous functional areas, including:

- Marketing
- Outreach
- Admissions
- Registration and Records
- Advising
- Student Accounts
- Counseling
- Special & Support Services
- Tutoring
- Financial Aid
- Research
- Technology

In September 2006, a presentation was made to the Board of Trustees on enrollment management concepts and strategies that the colleges had in place or planned to develop. In September 2007, the Board received an update. The purposes of this follow-up report are to:

- 1) Provide an update on enrollments district-wide.
- 2) Highlight some activities the colleges and ATEP successfully pursued during the past year.
- 3) Outline enrollment management plans for 2008-2009 and beyond.

## DISTRICT-WIDE ENROLLMENTS

Comparing the 2006-07 and 2007-08 academic years, unduplicated headcount in the District increased 6% from 64,781 to 68,928, and Full-Time Equivalent Students (FTES) increased 4.8% from 24,058 to 25,279. Moreover, the growth appears to be accelerating: comparing the Fall 2007 term to its Fall 2008 counterpart, headcount in the District increased 8.3% from 35,048 to 37,940 and FTES increased 10.1% from 10,606 to 11,798.

Much of this growth is derived from Internet-based "online" and "hybrid" courses. Beginning in 2002-03 with just 18 FTES derived from Internet-based courses, by 2006-07 Saddleback's Internet-based FTES had grown to 1,788, representing 11.79% of total instruction. In 2007-2008, Internet-based FTES grew to 2,115, representing 13.52% of total instruction. Irvine Valley's Internet-based courses began in 2002-03, earning 259 FTES. By 2006-07, IVC's Internet-based FTES had grown to 665, representing 8.63% of total instruction; in 2007-08 it grew again to 914 FTES representing 10.96% of total instruction.

Overall, from humble beginnings in 2002-03 when it represented 1.5% of District FTES, in 2006-07 and 2007-08 Internet-based courses accounted for 9.23% and 12.24% of total District FTES, respectively.

## ENROLLMENT MANAGEMENT STRATEGIES USED IN 2007-08

### DISTRICT-WIDE STRATEGIES

In 2007-08, the District focused on increasing student enrollments by improving online and in-person services, including

- Implementing *My Academic Plan* (MAP): since implementation in April 2007, approximately 14,000 students have created over 30,000 academic plans.
- Implementing *eLumen*, a development and tracking system for student learning outcomes.
- Implementing *SARS-Trak* for positive attendance collection.
- Implementing *SARS-Alert*, an early alert system for Matriculation.
- Testing of *CurricUNET*, with implementation scheduled for November 2008.
- Upgrading the Financial Aid database.
- Improving monitoring of SOCCCD web-based services resulting in more reliable service.
- Upgrading of *Blackboard* infrastructure resulting in better reliability and performance.
- Integrating online orientation data.

### SADDLEBACK COLLEGE

#### Enrollment Trends

Enrollments at Saddleback College suffered a decline in 2002-03 and 2003-04. In response, in 2005 upon the urging of Chancellor Mathur, the college established an Enrollment Management Committee to study enrollment patterns and suggest ways to increase enrollment. Enrollment at Saddleback College has been growing steadily for the past four years.

Total FTES generated annually has risen from 15,346 in 2006-07 to 15,853 in 2007-08. Fall 2008 is looking promising as well: preliminary figures indicate 7,866 FTES at first census, a 9.3% increase over 7,195 the previous Fall. This number will likely increase further because Saddleback College has a significant number of late-starting and second eight-week classes.

Growth has been fueled by a rapid increase in the number of distance education classes. In 2004, Saddleback College made the judicious choice to devote more staff and resources to the expansion of distance education. Distance Education FTES has increased almost six-fold from 2003-04 to 2007-08, growing from 365 to 2,200. Distance education courses now represent 14.2% of all FTES generated by the college.

#### Instructional Strategies

In addition to Internet-based education, Saddleback College increased its focus on students' needs while developing class schedules. For example, Saddleback developed the concept of "*College on your Time*," which allows for offering hybrid classes (i.e., where students spend part of the time in class and the rest

online). The same concept also led the deans to offer more late-start classes and classes offered in a concentrated period of time.

In addition, new programs have been introduced to attract more students. The new programs include a certificate in *Rapid Digital Manufacturing*, various *Teacher Preparation* certificates, and upgrading the *Automobile Program* to meet National Accreditation Board standards.

### **Student Services Strategies**

Saddleback divides its enrollment management strategy in Student Services into three major categories: **Outreach, In-reach and Behind the Scenes.**

#### **1. "Outreach"--Enrollment through recruitment**

Outreach, as the name implies, involves efforts to reach out into our service area to convert *potential* students into *actual* students.

Examples of Outreach activities include:

- *Training by outreach specialist of Student Outreach Aides and Student Ambassadors.*
- *High School visitations by trained successful SC student outreach specialists and counselors.*
- *Invitation to on-campus events: Senior Day, Welcome Day, Family Night.*
- *Participation in community events such as San Clement Beach Festival and "mall sits."*
- *Veterans Outreach - Visiting military facilities and local places of worship.*
- *International recruitment via DVD and Internet.*
- *Online or "On Phone" unique resources such as My Academic Plan(a tool to map out courses needed for associate Degree and transfer), Orientation to College, and one work day response/call back to potential distance education students with questions.*
- *EOPS--recruitment in local schools and areas with greatest numbers of educationally or economically disadvantaged students and collaborative projects such as "Steps for Success Saturday."*
- *Financial Assistance and Scholarships: On line, phone and in- person assistance. A total of 6,201 students received \$5,554,477, including 465 scholarships.*

#### **2. "In-Reach"--Retention through Services to Students**

Once a potential student applies to the college, the thrust of Student Services turns to retaining students until they finish classes and their course of study. In the short term, retention refers to completion of any course(s) in a given term; in a larger sense, retention encompasses persistence through subsequent terms and fulfillment of educational, personal, transfer and vocational goals. This is commonly referred to as **"In-Reach"**.

Examples of In-Reach Activities include:

- *Matriculation served 6,093 students providing assessment, orientation and educational advisement and counseling including special counseling for 738 probation students.*



- *Department of Special Programs & Services served 1,634 documented students with disabilities. This includes growth in Special Services, High Tech Adaptive Computer Lab & Adapted Kinesiology (59 sections of classes).*
- *Transfer support and counseling served 8,818 students and retained students while increasing transfer readiness of SC students.*
- *Extended Opportunities Program & Services including CARE, CalWORKS and TANF served 520 students.*
- *Student Health Services (Medical Visits: 6,047, Psychological Visits: 1,406, Crisis Interventions: 21, Emergency Medical Responses: 41).*
- *Early Birds / Programs for High School Students.*
- *LAP – Learning Assistance Program (tutoring) with 55,247 hours of primarily individual tutoring to SC enrolled students.*
- *Cohort support through faculty advisement, coaches and student development staff – ASG, Athletes, Model UN Team, Speech Team, various student clubs.*
- *SC Quad Sits & classroom visits.*
  
- *BS/SSI-Basic Skills/Student Success Initiative- Improved teaching techniques and support to students who begin college with below college-level reading, writing, math, and English (including ESL).*

### **3. Other “Behind the Scenes” Retention Efforts**

In addition to “Outreach” and “In-Reach”, “**Behind the Scenes**” projects and tasks include (a) utilizing professional development activities to strengthen the ability of college personnel to best reach out and retain students, (b) training decision-makers to utilize Student Information Systems data programs to enhance recruitment and retention, and (c) creating and fostering a welcoming, collegial environment for learning both in and out of the classroom.

Examples of “Behind the Scenes” activities include:

- *Staff development- “Focus on Service”, “Students & Technology”, interpersonal skills – “StrengthsQuest” & “Handling Difficult Situations.”*
- *Student Satisfaction Survey.*
- *Office of Admissions & Records lobby remodel & user friendly kiosks.*
- *Facility enhancement conducive to student socialization, campus identity and pride – The Drip (coffee cart), and Village lawn tables and umbrellas.*

### **Marketing Strategies**

In addition to Academic and Student Services efforts, Marketing also plays a vital role in enrollment management. In the interest of improving Saddleback College’s branding strategy, the Saddleback College Marketing Committee developed a message that would be implemented in all promotional activities. This message is:

*"A 40-year community tradition, Saddleback College in south Orange County offers quality and affordable higher education programs."*

The Saddleback College Marketing Committee agreed that to reinforce this message, the college would implement a summer *"Get Them Where They Are"* marketing strategy. This means that prospective students would potentially see Saddleback College's message in a variety of ways throughout the day, including:

- *A 30-second television advertisement on Cox Cable stations, including Discovery, MTV, and VH1.*
- *A 60-second radio advertisement on KROQ, advertisements during streaming broadcasts on two KROQ online stations, banner advertisements on KROQ websites linking to streaming broadcasts*
- *Online banner advertisements and 30-second television spot on OCRegister.com, OCVarsity.com, and MyOCHigh.com.*
- *Advertisements on Orange County Transit Authority buses traveling in south Orange County.*
- *Print advertisements and news stories in community editions of the Orange County Register.*
- *Outreach teams attending local events, including the Ocean Festival in San Clemente and the Education Expo at Camp Pendleton.*

Blanketing the community in this way led (and will lead) to greater visibility. Positive feedback from students, faculty and staff, in conjunction with an increase in enrollment, suggests that the committee's strategy was effective and should be continued.

## IRVINE VALLEY COLLEGE

### Enrollment Trends

The 2004-05 academic year reflected the end of a multi-year decline in enrollment at Irvine Valley College. For the past two years, enrollment has increased and the rate of enrollment growth is rising. The college believes that this growth is in part due to efforts to improve instructional planning, student services and marketing.

Annual full-time equivalent student (FTES) data for the years rose from 7,772 in 2006-07 to 8,475 in 2007-08. Preliminary data for Fall 2008 shows an even higher growth spurt thus far, with estimated FTES 15.3% higher than Fall 2007.

### Instructional Strategies

Strategies for enrollment management have been integrated into the Irvine Valley College master educational plan (*Educational Resource Plan 2006*), which was presented to the Board of Trustees in 2006. In the educational plan, FTES targets for 2010 for each "school" (instructional unit) were identified. At this time, each school has exceeded the accumulated annual increase in FTES needed to reach these targets; remarkably, several have already reached their 2010 targets. Enrollments could grow even faster if Social and Behavioral Sciences, Humanities and Languages, and Guidance and Counseling had a larger number of lecture classrooms in which to schedule sections of their courses. An analysis of possible solutions to this challenge is under way.

Though Irvine Valley College employs various strategies in the instructional programs designed to manage student enrollments in a manner consistent with the college's master Educational Resource Plan and Strategic Plans, there has been a focus on (a) facilities expansion and (b) coordinated scheduling.

Regarding facilities expansion:

- IVC's Performing Arts Center was opened in October 2007. This enabled the theatre department to move from the A300 building, which created an opportunity to expand offerings by remodeling the A300 building and upgrading its electrical and communications backbones. Music and other classes will be scheduled in A300 in Fall 2009 once the remodeling of the building is complete.
- The Business Sciences and Technology Innovation Center (BSTIC) opened on a limited basis in Fall 2008 with nine lecture classrooms active. Once the state budget is passed, state bond funding for furniture, fixtures, and equipment will be released and these items can be ordered and installed by mid-Spring 2009.
- Labs in existing B100, B200, and B300 buildings will move to the BSTIC building, thus creating an opportunity for refurbishing the space left behind by the laboratories.

- Finally, the B200 Annex project, which expands the number of chemistry laboratories, will begin this semester; three new laboratories and one new lecture room will be available for scheduling in Fall 2009.

Regarding coordinated scheduling, the instructional areas of IVC continue to aggressively pursue expansion of offerings in early mornings, weekends, and earlier in the evening (5:30-7 p.m.), as well as coordinating the terms in which prerequisite courses are scheduled and coordinating IVC classes with off-site classes.

Regarding "off-site" offerings (i.e., offerings not on the IVC campus), significant activity is under way to:

- Offer additional distance education (online and hybrid) courses.
- Offer courses in IVC's Early College Program, an innovative program at Beckman and Tustin High Schools.
- Coordinate a range of offerings at ATEP.
- Steadily expand course offerings targeted at seniors and updating occupational skills in the college's Emeritus Institute.

### **Student Services Strategies**

When Irvine Valley College experienced a notable drop in enrollment four years ago, upon the urging of Chancellor Mathur, the college reviewed both instruction and student services to identify areas of potential improvement. As a result, the college recognized that it needed to be more visible in the community it serves. In response, an Outreach Department was created. This simple step has led to impressive results. Working closely with the College Public Information Director (PID), a plan of action was created that paired marketing with outreach.

The enrollment strategies for marketing and outreach were delineated in the *Student Outreach, Marketing and Recruitment Plan, July 2007 – June, 2008*. The *Enrollment Management, Marketing and Outreach Committee*--a standing committee within IVC's strategic planning process that is composed of employees from classified, staff, faculty, and administration--implements current activities and develops objectives and strategies for future marketing initiatives.

The target market for the past three years has been high school students and recent high school graduates (i.e., 18-21 year olds). This targeted group had been declining steadily prior to 2005, but after the establishment of the Outreach Department, the college began to see a gradual increase in students 18-21 years of ages, followed by dramatic increases in 2007 and 2008. When a new outreach and marketing effort is established it typically takes two to three years to see a significant increase which the college is currently experiencing.

Another reason IVC chose this target market is that graduating seniors typically enroll in 12 or more units, thus making them full-time students. The expected growth in FTES is exemplified in this Fall's 15.7% increase compared to Fall 2007.

Examples of outreach activities include:

- Outreach Team presence at College Nights and Community College Days at area high schools. and community events including the Irvine Global Village Festival and Tustin Tiller Days.
- High school visitations including weekly “quad sits” and high school auditorium and classroom presentations.
- Events that bring potential students to IVC (e.g., last year’s Senior Day brought 600 graduating seniors to the college).
- IVC presentations and tours for more than 350 students from Lorin Grisett High School, 80 students from Hillview High School, and 50 students from the Fairmont Academy.
- Outreach staff provided 117 individual and small group tours.

Importantly, outreach is not the exclusive responsibility of the Outreach department. All Student Services is involved in outreach to the local community, the mutual ownership and responsibility for key outreach activities (i.e., Senior Day), and through focused attention on customer service. Regularly, Student Services reviews student needs and suggestions and complaints through surveys and comment boxes located throughout the Student Services building. Customer service training is provided at the yearly Student Services Retreat as well as departmental and college workshops.

### **Marketing Strategies**

Examples of marketing strategies include:

- High School Target Market
  - Purchased IVC banners to be displayed at the Irvine USD football stadium, Northwood baseball field, and Beckman High School.
  - IVC ads were placed in area high school newspapers, yearbooks, and athletic programs.
  - IVC sponsored the “High School Game of the Week” on Cox Cable. The college received two 30-second television advertisements each game, plus promotional announcements on the Discovery Channel, Cartoon Network, VH1, and MTV.
- Human Resource Directors and Small Business CEOs Target Market
  - Placed ads in OC Metro, Shop Irvine, and the Orange County Business Journal ..
- General Public Target Market
  - Placed ads in the *Irvine World News*, *Tustin News*, *OC Register*, *US News and World Reports*, *Orange Coast Magazine*, *Orange County Persian Community* magazine (OCPC) and *Payam*.
  - Marquee messages focused on registration and recruitment.
  - Recruitment messages and student profiles were broadcast on IVC-TV33.
- 18-21 Year Old Target Market
  - IVC ads were placed in the college newspapers of CSUF, CSULB, and UCI to promote summer enrollment.

## **ADVANCED TECHNOLOGY AND EDUCATION PARK**

### **Enrollment Trends**

The first semester at ATEP was Fall 2007 with an enrollment of approximately 400 students. Enrollment grew to 545 in Spring 2008. Though enrollment typically decreases during summer terms, ATEP continued the growth pattern with a headcount of 630 for Summer 2008. Now, in Fall 2008, enrollment has grown to approximately 800.

### **Instructional Strategies**

The instructional strategies utilized at both Saddleback College and Irvine Valley College are duplicated at the Advanced Technology and Education Park (ATEP) since both colleges bring their courses to ATEP. Online courses have been offered at ATEP on a limited basis given the need to maximize the use of the newly-constructed ATEP facilities. However, whenever possible, technology has been infused into the curriculum to enhance course materials. For example, classes in languages, computer information management, design model making and prototyping, humanities/world religions, math, and college writing all incorporate various technological tools. In addition to credit classes, Contract Education (not for credit) courses are offered at ATEP through the Center for Applied Competitive Technologies (CACT), a state-funded economic and workforce development program specializing in optics and photonics.

Due to rapid growth of course offerings and positive student enrollment patterns, for Fall 2008 the ATEP facility has expanded its classroom capacity by adding more tables and chairs. In the future, the expansion of ATEP from its initial one-acre presence to a 68-acre campus will be guided by the long-range academic plan and the facilities master plan as approved by the Board of Trustees. In addition, the scheduling of courses to meet the needs of the surrounding business community will be reviewed, with plans for the development of early morning classes, weekend courses, and late start courses.

Significant activity is under way to develop partnerships with the Tustin Unified School District to offer advanced technology courses and expand partnerships with four-year universities such as California State University, Fullerton; Chapman University; and California State University, Long Beach.

### **Student Services Strategies**

ATEP students have been afforded access to essential student services at both Saddleback and Irvine Valley Colleges, such as Admissions and Records, Financial Aid, CalWORKS, and Disabled Student Programs and Services. A part-time counselor is housed at ATEP to provide basic career counseling and transfer information to meet the education needs of students and to ensure student success. An online service called "Ask a Counselor" has been developed and incorporated onto the ATEP website.

### **Marketing and Outreach Strategies**

Each semester, an ATEP schedule of classes is mailed to every home in the South Orange County Community College District service area. Additionally, advertising is done in both print and online vehicles and results are tracked to improve marketing efforts. Outreach includes distributing schedules,

fliers, and posters in high schools, businesses, libraries, civic and community centers, chambers of commerce, and Saddleback College and Irvine Valley College schedules. Public service announcements and stories of interest have appeared in the *Tustin News*, *Irvine World News*, *Orange County Register* and other publications. Radio and television interviews have been aired as well. Outreach activities are coordinated with both Irvine Valley College's and Saddleback College's outreach offices.

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

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Minutes from :

August 26, 2008 Regular Meeting of the Board of Trustees (Exhibit A)  
are submitted to the Board for review and approval.



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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
August 28, 2008**

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

Members of the Board of Trustees

**PRESENT:**

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

**ABSENT:**

Thomas A. Fuentes, Clerk  
Hannah Lee, Student Member

Administrative Officers:

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

**1.0 PROCEDURAL MATTERS**

**1.1 Call To Order**

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

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

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

**1. Public Employee Discipline/Dismissal/Release (4 cases)**

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

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

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

**C. Conference with Real Property Negotiators (GC 54956.8)**

**1. Property -Advanced Technology and Education Park (ATEP) Agency Designated Representative - Dr. Raghu Mathur**

**2. Property-Lease**

**D. Conference with Legal Counsel (GC 54956.9)**

**1. Existing Litigation (GC54956.9[b])**

**a. Crosby v. SOCCCD**

**b. Dobbs v SOCCCD**

**c. Hammel v. SOCCCD**

**2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3][A]) (4 cases)**

**3. Initiation of Litigation (GC 54956.9[c]) (2 cases)**

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

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

**2.2 Invocation Led by Trustee Donald P. Wagner**

**2.3 Pledge of Allegiance Led by Trustee John S. Williams**

**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**

Trustees Wagner, Williams, Jay, Lang, Milchiker and Padberg gave reports.

**B. Chancellor's Report**

Chancellor Mathur gave a report.

**C. Board Requests for Report(s)**

**a. Alternative Energy Sources for Saddleback College and Irvine Valley College.**

**4.0 DISCUSSION ITEMS**

**4.1 Saddleback College and Irvine Valley College: Reports on Online Degree and Certificate Programs Reports from Saddleback College Vice President of Instruction and Irvine Valley College Vice President of Instruction on the status of online degree and certificate programs.**

Robert Bramucci, Vice Chancellor, Technology and Learning Services, Rajen Vurdien, Vice President for Instruction, Saddleback College and Craig Justice, Vice President Instruction, Irvine Valley College made a presentation on the status of online degree and certificate programs.

**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 Padberg requested Items 5.4, 5.5 and 5.13 be pulled. Trustee Lang requested item 5.9 be pulled.

On a motion made by Trustee Jay and duly seconded the remaining items on the consent calendar were approved.

**5.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of a regular meeting on July 28, 2008.**

**5.2 Saddleback College: Oxford Semester Abroad in Oxford, England Approve the study abroad program, Oxford Semester in Oxford, England, during the Spring Semester 2009.**

**5.3 Saddleback College: Substitution of Subcontractor: Fine Arts Restroom Expansion Project Approve the removal of Inmar West Co., Inc. and its substitution by Multi Scope as a subcontractor.**

**5.4 Saddleback College: Furnish Leased Modular Buildings for Temporary Classroom Facility Approve issuing a purchase order to Mobile Modular for temporary classroom buildings in the amount of \$240,966.00.**

On a motion made by Trustee Padberg and seconded by Trustee Lang, this item was approved on a 6-0 vote.

**5.5 Irvine Valley College: Award of Bid: Classroom Video Projection Systems and Installation Approve an agreement with Troxell Communications in the amount of \$104,670.65.**

On a motion made by Trustee Padberg and seconded by Trustee Lang, this item was approved on a 6-0 vote.

**5.6 Irvine Valley College: Amendment to Architect Scope of Work: Business Sciences and Technology Innovation Center Approve amendment to agreement with LPA in the amount of \$2,400.00.**

**5.7 Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center Approve change order request resulting in an increase of \$43,309.00. The total revised contract amount is \$15,177,604.00.**

**5.8 Irvine Valley College: French Language & Culture Study Abroad Program in Paris, France Approve study abroad program in Paris, France during Summer 2009.**

**5.9 SOCCCD: Adopt Resolution No. 08-25: Declaring membership in SEWUP Insurance Program Approve resolution declaring membership.**

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

**5.10 ATEP Award of Bid: Grounds Cleanup Approve award of bid to Gruett Tree Company, Inc. in the amount of \$74,900.00.**

**5.11 SOCCCD: Sabbatical Request to Rescind Approve request to rescind Professor Carolyn Kuykendall's sabbatical for Spring 2009.**

**5.12 Saddleback College and Irvine Valley College: Speakers Approve honorarium for speakers at Saddleback College and Irvine Valley College.**

**5.13 SOCCCD: Trustees' Requests for Attending Conferences Approve/ratify Trustees' requests for attending conference.**

On a motion made by Trustee Williams and seconded by Trustee Lang, this item was approved on a 5-1 vote with Trustee Padberg opposing.

**5.14 SOCCCD: Purchase Orders/Confirming Requisitions Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-00536 through P09-00813 amounting to \$8,078,654.96. Approve confirming requisitions dated July 9, 2008 through August 5, 2008 totaling \$40,201.54.**

**5.15 SOCCCD: Payment of Bills Approve Check Nos. 072864 through 073690 processed through the Orange County Department of Education, totaling \$6,635,784.83; and Check Nos. 009280 through 009332, processed through Saddleback College Community Education, totaling \$94,585.20; and Check Nos. 008457 through 008472, processed**

through Irvine Valley College Community Education, totaling \$25,086.05.

**5.16 SOCCCD: Gifts to the District and Foundation Approve acceptance of various donated items.**

**5.17 SOCCCD: July/August 2008 Contracts Ratify contracts as listed.**

**6.0 GENERAL ACTION ITEMS**

**6.1 SOCCCD: Adoption of Final Budget for 2008-09 Approve the budget as presented.**

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

**6.2 SOCCCD: Naming of Health Sciences Building, Room 145, Saddleback College Approve giving direction to Chancellor to communicate with Mrs. Ronald Reagan to seek permission for naming Health Sciences Building, Room 145, The Ronald Reagan Board of Trustees Room.**

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

**6.3 SOCCCD: Invocation Approve reaffirmation of Board of Trustees commitment to holding invocations at Board meetings and District functions, and to establish a policy for members of the community to offer those invocations.**

On a motion made by Trustee Padberg and seconded by Trustee Milchiker, this item was tabled on a 4-2 vote with Trustees Williams and Lang opposing.

**6.4 SOCCCD: Board Policy Revision: BP 104 - Student Member of the Board of Trustees; BP 3001 - Delegation of Authority; BP 3005 - Designation of Authorized Signatures; BP 3801 - Bookstore; BP 3300 - Gifts; BP 3101.6 - Real Property Management; BP 3200 - Purchasing Discussion/Approval.**

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

**6.5 SOCCCD: Board Policy Revision: BP-3340 Cellular Telephone/Personal Digital Assistant Usage, BP-1500 Naming of College Facilities, BP-3500 Claims Against the District, BP-3102 Investment Policy Accept for review and study.**

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

**6.6 Academic Personnel Actions Approve New Personnel Appointments; Academic Temporary Part-time/Substitute Staff; Change of Status; Additional Compensation: General Fund; Workload Banking.**

On a motion made by Trustee Williams and seconded by Trustee Jay, this item was approved on

a 6-0 vote.

**6.7 Classified Personnel Actions Approve New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Reorganization; Authorization to Revise the Police Officers Association Salary Schedule; Authorization to Establish and/or Announce Classified Position; Change of Status; Change in Reporting Structure; Out of Class Assignments; Leave of Absence; Resignation/Retirement, Conclusion of Employment; Volunteers.**

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

**6.8 Saddleback College: Sciences Building Final Project Proposal Approve relocation of Saddleback College's Sciences building and approve an increase in basic aid funding for this project by \$4,517,000.**

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

## **7.0 REPORTS**

**7.1 Irvine Valley College: Classified Senate Resolution Resolution adopted by Irvine Valley College Classified Senate.**

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

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

**7.4 SOCCCD: List of Board Requested Reports List of reports requested by members of the Board.**

**7.5 SOCCCD: Quarterly Investment Report This report is for the quarter ending on June 30, 2008**

**7.6 SOCCCD: Quarterly Financial Status Report This request is for the quarter ending June 30, 2008.**

## **8.0 WRITTEN REPORTS**

**A. President, Saddleback College**

**B. President, Irvine Valley College**

**C. Provost, ATEP**

**D. Associated Student Governments of SC**

**E. Associated Students of IVC**

**F. Saddleback College Academic Senate**

**G. Irvine Valley College Academic Senate**

**H. Faculty Association**

**I. California School Employees Association**

**J. Saddleback College Classified Senate**


**K. Irvine Valley College Classified Senate**

**L. District Services Classified Senate**

**M. Police Officers' Association**

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

The meeting was adjourned at 8:45 p.m.

  
\_\_\_\_\_  
Raghu P. Mathur, Secretary

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Grant Acceptance, Teacher Preparation Pipeline

**ACTION:** Approval

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### **BACKGROUND**

In August 2008 Irvine Valley College submitted a proposal in response to the Teacher Preparation Pipeline RFA No. 08-0096 of the California Community Colleges Chancellor's Office (CCCCO). The grant proposal identified the primary causes of teacher shortages in several Career Technical Education (CTE) fields and an approach to address the shortage through the efforts of a consortium to include Irvine Valley College, Irvine and Tustin Unified School Districts, Coastline Regional Occupational Program, California State University, Fullerton Center for Careers in Teaching, and California State University, Long Beach Professional Studies Department.

### **STATUS**

On September 3, 2008 the CCCCCO notified Irvine Valley College of its intent to award \$225,000.00 for the period October 1, 2008 through September 30, 2009 to fund the consortium efforts as presented in Exhibit A. Irvine Valley College will provide project direction and fiscal oversight of this grant as well as counseling support, development of a four-unit course (three-unit lecture and 1-unit paid practicum) for students considering career technical education teaching careers.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept this award of \$225,000.00 from the California Community College Chancellor's Office for the Teacher Preparation Pipeline grant RFA No. 08-0096.



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

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

1. **PROJECT TITLE:** Teacher Preparation Pipeline
2. **PROJECT DIRECTOR:** Michelle Scharf
3. **PROJECT ADMINISTRATOR:** Elizabeth Cipres
4. **GRANTOR AGENCY:** California Community Colleges Chancellor's Office
5. **FUNDING SOURCE:** California Community College Chancellor's Office, SB 70
6. **STARTING AND ENDING DATES OF THE PROJECT:** 10/01/08 thru 9/30/09
7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**

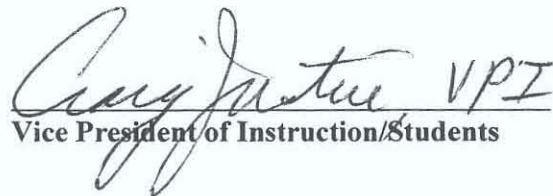
Irvine Valley College (IVC), Irvine Unified School District (IUSD), Tustin Unified School District (TUSD), Coastline ROP (CROP), the California State University at Fullerton's (CSUF) Center for Careers in Teaching (CCT) and California State University at Long Beach (CSULB) have formed a partnership, Teachers of Tomorrow, to address the anticipated shortage of Career Technical Education teachers in secondary and post-secondary education in the coming decade. The project team has designed several activities in approaching the recruitment and retention of CTE instructors: CSUF and CSULB will identify teacher preparation pipelines by developing brochures and advising sheets; IVC will develop curriculum for a 4-unit class; professional development opportunities for IUSD and TUSD CTE instructors; and CROP will survey CTE instructors for input on the needs of CTE instructors.

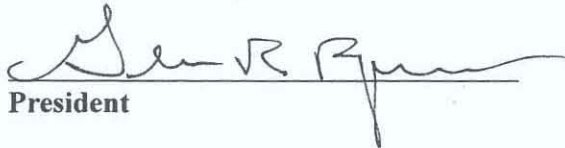
**8. SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$225,000	\$ 0	\$ 8,654	\$225,000

**9. APPROVALS**

  
 Division/School Dean

  
 Vice President of Instruction/Students

  
 President

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

\_\_\_\_\_  
 Chancellor

## EXPENDITURES SUMMARY

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

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ 87,242_____	\$ _____	_____
2000 Classified Salaries	\$ 66,285_____	\$ _____	_____
3000 Benefits	\$ 36,819_____	\$ _____	_____
4000 Supplies	\$ 8,000_____	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ 18,000_____	\$ _____	_____
6000 Capital Outlay	\$ _____	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ 8,654_____	\$ _____	_____
<b>TOTALS</b>	<b>\$225,000_____</b>	<b>\$ _____</b>	

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

### PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Project Director	[ ]	[ X ]	[ ]	[ X ]
2. ET Instructor (curriculum)	[ X ]	[ ]	[ ]	[ X ]
3. Adjunct Faculty (Instruct)	[ ]	[ X ]	[ ]	[ X ]
4. Counselor	[ ]	[ X ]	[ X ]	[ ]
5. Administrative Assistant	[ X ]	[ ]	[ X ]	[ ]

### PARTNERSHIPS (if applicable)

**Partnership Name/Location** Irvine and Tustin Unified School Districts and Coastline ROP

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

**Partnership Name/Location** CSUF Center for Careers in Teaching and CSULB Professional Studies

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

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center  
**ACTION:** Approval

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**BACKGROUND**

On March 27, 2006, the Board of Trustees hired gkkworks for the management of multiple prime contracts for the construction of the Business Sciences and Technology Innovation Center at Irvine Valley College. This management includes the negotiation of changes to all contracts. Twenty one trade contracts have been awarded to this date for a total combined amount of \$15,177,604. Previously approved change orders increased the amount by \$247,256 for a revised contract amount of \$15,177,604.

**STATUS**

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 43, 45, 51, 53, 71, 73, 117, 133, 144, 153, 154, 159, 162, 168, 179, 182 and 200. Approval of these COR's and the credits for the unused allowances will result in a decrease of \$12,433 in the total project cost and the individual trade contractors will be impacted as shown in EXHIBIT B.

The total changes to each of the trade contracts do not exceed the 10% limit allowed by Public Contract Code. Approval of these COR's will bring the revised total contract amount to \$15,165,171.

Funds are available within the approved project budget which is \$22,817,000. The Board approved basic aid funds to partially fund the project.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order Request's numbers 43, 45, 53, 71, 73, 117, 133, 144, 153, 154, 159, 162, 168, 179, 182 and 200 for the Business Sciences and Technology Innovation Center project at Irvine Valley College as described in EXHIBIT A and B and authorize staff to execute the corresponding change orders with each of the trade contractors involved which will result in an decrease of \$12,433 in the total project cost.

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

**September 22, 2008**

<b>COR No.</b>	<b>Date</b>	<b>Description</b>	<b>Requested</b>	<b>Status</b>	<b>Amount</b>
43	10/15/2007	HVAC drain connections not shown on plans (RFI 209)	Arch	APP	\$2,529.00
45	2/20/2008	Add Roof Drain ( RFI 203)	Arch	APP	\$531.00
51	12/11/2007	Add tube steel support at Library Roll-up Door	Arch	APP	\$1,379.00
53	11/10/2007	Repair Toilet Carrier and Lunchroom Drain. Charged to Steel Contractor in Settlement	Owner	APP	\$408.00
71	8/27/2008	Delete portion of casework in Rm 203B	Owner	APP	(\$350.00)
73	4/23/2008	Change Canopy roofing system from ply system to metal (RFI 307)	Arch	APP	(\$1,736.00)
117	2/1/2008	Temp Roofing/Seal Low Roof perimeter	CM	APP	\$3,696.00
133	4/10/2880	Sawcut additional concrete at Entry	Owner	APP	\$1,916.00
144	4/23/2008	Weld lead jacks for G&S and Coutis (charged to other Trades)	CM	APP	\$1,958.00
153	5/23/2008	Change door glazing frames to painted metal	Arch	APP	(\$6,002.00)
154	6/5/2008	Change atrium drain near East entrance	Arch	APP	\$300.00
159	6/11/2008	Credit for paneling in Rms 103/104	Owner	APP	(\$3,136.00)
162	6/6/2008	Relocate drains at Roof Canopies	Arch	APP	\$226.00
168	8/28/2008	Repair Area Drain damaged by Crowner	Owner	APP	\$250.00
179	8/26/2008	Add drawer cabinets in Rm 111 and replace countertop	Owner	APP	\$2,600.00
182	7/31/2008	Relocate 48-inch box tree	Arch	APP	\$1,631.00
200	8/21/2008	Demolition at Student Drop-Off area, sidewalk demo, and smooth grades beyond limits	Owner	APP	\$7,610.00
N/A	9/5/2008	HPL - Pkg B - Allowance Adjustment	Owner	APP	(\$15,000.00)

BUSINESS SCIENCES AND TECHNOLOGY INNOVATION CENTER  
AT  
IRVINE VALLEY COLLEGE

September 22, 2008

COR No.	Date	Description	Requested	Status	Amount
N/A	9/5/2008	Inland Building - Pkg J - Allowance Adjustment	Owner	APP	(\$805.00)
N/A	9/5/2008	Inland Pacific Tile - Pkg M - Allowance Adjustment	Owner	APP	(\$5,000.00)
N/A	9/5/2008	K&Z Cabinet - Pkg I - Allowance Adjustment	Owner	APP	(\$5,000.00)
N/A	9/5/2008	Winegardner - Pkg E - Allowance Adjustment	Owner	APP	(\$438.00)

**TOTAL THESE CHANGE ORDER REQUESTS**

**-\$12,433.00**

Construction of Business Sciences and Technology Innovation Center  
Irvine Valley College  
Bid No. 279  
Board Change Order No. 9  
September 22, 2008

EXHIBIT B

BID PKG #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR# 43	COR# 45	COR# 51	COR# 53	COR# 71	COR# 73	COR# 117	COR# 133	COR# 144	COR# 153	COR# 154	COR# 159	COR# 162	COR# 168	COR# 179	COR# 182	COR# 200	Allowance Adjustment	REVISED CONTRACT AMOUNT	
A	Demolition/Grading	Salsbury Engineering	\$297,000	\$11,537								\$1,916										\$7,610	\$318,063	
B	Plumbing/Site Utilities	HPL Mechanical	\$671,937	\$40,365	\$2,529	\$531		\$408							\$300		\$226	\$250					(\$15,000)	\$701,546
C	Concrete	TB Penick & Sons	\$1,738,000	\$55,195																				\$1,793,195
D	Landscape & Irrigation	FYR (dba Pierre Landscaping)	\$227,200	\$12,104																\$1,631				\$240,935
E	Masonry	Winegardner Masonry	\$289,200	\$8,625																			(\$438)	\$297,387
F	Structural & Misc Metals	Zimkor Industries	\$2,390,000	(\$91,245)																				\$2,298,755
G	Roofing & Waterproofing	Best Roofing	\$349,830	\$6,874					(1,736)		\$3,696		\$1,958											\$360,622
H	Sheet Metal &	Crowner Sheet Metal	\$298,860																					\$298,860
I	Casework & Millwork	K&Z Cabinet	\$146,160						(350)								(3,136)		\$2,600				(\$5,000)	\$140,274
J	Doors & Hardware	Inland Building	\$158,800				\$1,379							(6,002)									(\$805)	\$153,372
K	Aluminum Curtain Wall & Glazing	Moonlight Glass	\$1,272,300	\$25,609																				\$1,297,909
L	Lath, Plaster, Drywall & Batt Insulation	USS Cal Builders	\$2,792,000	\$51,417																				\$2,843,417
M	Ceramic Tile	Inland Pacific Tile	\$86,990																				(\$5,000)	\$81,990
N	Acoustical Ceilings	Martin Integrated Systems	\$217,263																					\$217,263
O	Floor Coverings	The Rouse Company	\$228,000	\$3,121																				\$231,121
P	Painting & Coatings	Saunders & McMillin	\$137,800	\$6,880																				\$144,680
Q	Specialties	Inland Acoustics, Inc.	\$331,400	\$6,859																				\$338,259
R	Hydraulic Elevator	Mitsubishi Electric	\$86,000																					\$86,000
S	Fire Protection Systems	Daart Engineering	\$237,608																					\$237,608
T	HVAC	Couts Heating and Cooling	\$1,187,000	\$23,571																				\$1,210,571
U	Electrical & Low Voltage Systems	Gilbert & Stearns, Inc.	\$1,787,000	\$86,344																				\$1,873,344
<b>TOTAL</b>			<b>\$14,930,348</b>	<b>\$247,256</b>	<b>\$2,529</b>	<b>\$531</b>	<b>1,379</b>	<b>408</b>	<b>(350)</b>	<b>(1,736)</b>	<b>3,696</b>	<b>1,916</b>	<b>1,958</b>	<b>(6,002)</b>	<b>300</b>	<b>(3,136)</b>	<b>226</b>	<b>250</b>	<b>2,600</b>	<b>1,631</b>	<b>7,610</b>	<b>(26,243)</b>	<b>\$15,165,171</b>	

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: Notices of Completion: Business Sciences  
Technology and Innovation Center  
**ACTION:** Approval

---

**BACKGROUND**

On March 27, 2006, the Board of Trustees hired gkkworks for the management of multiple prime contracts for the construction of the Business Sciences Technology and Innovation Center at Irvine Valley College. Four of these contractors have completed their contract work.

**STATUS**

The Construction manager recommends that Notices of Completion be filed for the following contracts:

Package E: **Masonry**, Exhibit A  
Package I: **Casework and Millwork**, Exhibit B  
Package J: **Doors and Hardware**, Exhibit C  
Package M: **Ceramic Tile**, Exhibit D

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize the filing of the Notices of Completion attached as EXHIBITS A, B, C, and D for four contracts for the construction of the Business Sciences Technology and Innovation Center at Irvine Valley College. It is also recommended that the Board authorize the release of retention 35 days after filing.

Recording Requested  
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: MASONRY AT IRVINE VALLEY COLLEGE, BID NO. 279, Package E, the contract for the doing of which was heretofore entered into the 26<sup>TH</sup> day of SEPTEMBER, 2006, which contract was made with WINEGARDNER MASONRY, INC. as Contractor; that said improvements were completed on the 5<sup>TH</sup> day of SEPTEMBER 2008, and accepted by formal action of the governing board of said District on the 22<sup>ND</sup> day of SEPTEMBER, 2008, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CALIFORNIA 92618

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

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA] ] ss.  
COUNTY OF ORANGE ]

DR. RAGHU P. MATHUR, being first duly sworn, deposes and says:

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

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

\_\_\_\_\_  
RAGHU P. MATHUR, Ed.D. Dated \_\_\_\_\_  
Chancellor

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State



Recording Requested  
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: CASEWORK AND MILLWORK AT IRVINE VALLEY COLLEGE, BID NO. 279, Package I, the contract for the doing of which was heretofore entered into the 26<sup>TH</sup> day of SEPTEMBER, 2006, which contract was made with K & Z CABINET CO., INC. as Contractor; that said improvements were completed on the 5<sup>TH</sup> day of SEPTEMBER 2008, and accepted by formal action of the governing board of said District on the 22<sup>ND</sup> day of SEPTEMBER, 2008, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the INSURANCE COMPANY OF THE WEST; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CALIFORNIA 92618

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

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA] ] ss.  
COUNTY OF ORANGE ]

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

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

\_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State

Recording Requested  
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: DOORS AND HARDWARE AT IRVINE VALLEY COLLEGE, BID NO. 279, Package J, the contract for the doing of which was heretofore entered into the 30<sup>TH</sup> day of NOVEMBER, 2006, which contract was made with INLAND BUILDING COMPANIES DIVISION OF INLAND ACCOUSTICS, INC. as Contractor; that said improvements were completed on the 5<sup>TH</sup> day of SEPTEMBER 2008, and accepted by formal action of the governing board of said District on the 22<sup>ND</sup> day of SEPTEMBER, 2008, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the INTERNATIONAL FIDELITY INSURANCE COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CALIFORNIA 92618

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

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA] ] ss.  
COUNTY OF ORANGE ]

DR. RAGHU P. MATHUR, being first duly sworn, deposes and says:

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

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

\_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor Dated \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State

Recording Requested  
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: CERAMIC TILE AT IRVINE VALLEY COLLEGE, BID NO. 279, Package M, the contract for the doing of which was heretofore entered into the 26<sup>TH</sup> day of SEPTEMBER, 2006, which contract was made with INLAND PACIFIC TILE, INC. as Contractor; that said improvements were completed on the 5<sup>TH</sup> day of SEPTEMBER 2008, and accepted by formal action of the governing board of said District on the 22<sup>ND</sup> day of SEPTEMBER, 2008, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above named Contractor is the NORTH AMERICAN SPECIALTY INSURANCE COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CALIFORNIA 92618

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

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA] ] ss.  
COUNTY OF ORANGE ]

DR. RAGHU P. MATHUR, being first duly sworn, deposes and says:

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

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

\_\_\_\_\_  
RAGHU P. MATHUR, Ed.D. Dated \_\_\_\_\_  
Chancellor

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Business Sciences and Technology Innovation Center: Increase Amount for DSA Inspection Services

**ACTION:** Approval

---

**BACKGROUND**

On August 25, 2006, the Board of Trustees approved entering into an agreement with Joyce Inspection for DSA inspection services for the Business Sciences and Technology Innovation Center project on an hourly basis and authorized issuing a purchase order in an amount not to exceed \$230,000.00. On July 28, 2008, the Board of Trustees approved an increase of \$32,000 for additional services to cover inspection services necessary to close out the project.

**STATUS**

Construction of the Irvine Valley College Business Sciences and Technology Innovation Center is wrapping up and there is a need to continue providing inspection services beyond the approved amount. Services will continue to be billed at the agreed rate. Staff recommends increasing the not-to-exceed amount by \$25,000.00 for a revised total of \$287,000.00.

Funds are available from within the approved project budget which is \$22,817,000. The Board approved basic aid funds for partial funding of the project.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve increasing the not-to-exceed amount of the purchase order to Joyce Inspection for the Business Sciences and Technology Innovation Center project by \$25,000.00 for a revised total of \$287,000.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: California Student Nurse Association Conference  
**ACTION:** Approval

---

### **BACKGROUND**

The Saddleback College Nursing Program is committed to providing high quality education and a full range of intellectual activities for the students. California Nursing Students Association (CSNA) is an organization that mentors the professional development of future nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Saddleback College has made a commitment through the years to support activities that enhance effective student leadership. For this activity the student nurses will be participating in leadership activities on a state level.

### **STATUS**

The CSNA Annual Conference will take place in Los Angeles, California. The convention includes programs that specifically explore specialty nursing areas and career issues for nursing students. The students will have the opportunity to hear and discuss health care issues and trends; obtain assistance to pass the National Council Licensure Exam (NCLEX-RN) Exam; obtain information about graduate school opportunities; meet with representatives from health care; and learn how to become more involved with health care issues on a local, state, and national level. The conference will also assist in further enhancing their self confidence to meet the expectations and challenges in profession of nursing.

A group of seventeen students will attend the State Convention. They will be accompanied by Linda Call and Linda Gleason, Faculty Advisors for the Saddleback Chapter of the California Nursing Student Association. The dates of this convention are October 10-12, 2008. Funds for the convention have been approved by the Associated Student Government through the Associated Student body budget in an amount not to exceed \$5,000. There will be no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approves two Nursing Faculty Advisors and up to a maximum of seventeen students to attend the CSNA Annual Conference in Los Angeles, CA October 10-12, 2008, at a cost not to exceed \$5,000.

## Projected expenditures for Faculty &amp; Student Travel for CNSA Convention

		TOTAL
Convention Registration	19 x \$60	\$1140.00
Lodging	5 rooms x 2 days	\$2813.52
Transportation/Parking/Shuttle	4 x \$51	\$204.00
Food	\$20/day for 2 days x 19	\$760.00
NCLEX Review	2 x \$35	\$70.00
		\$4,987.52

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: 2008-2009 Out-Of-State Travel  
**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

Associated Students of Irvine Valley College (ASIVC) seeks approval for participation in conferences and/or competitions during the 2008-2009 academic year. Each conference and/or competition will incur registration fees, meal expenses, travel and lodging costs for the students and their advisor(s) as described in Exhibit A. Funds for the out-of-state travel are included in the 2008-2009 ASIVC Budget. There is no impact on the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the 2008-2009 Out-Of-State Travel request for Irvine Valley College students and their faculty advisor(s) for a total cost not to exceed \$83,543.00.

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

2008-2009

## IRVINE VALLEY COLLEGE OUT-OF-STATE TRAVEL

DATES	CONFERENCE/ COMPETITION	LOCATION	PARTICIPANTS	TOTAL COSTS	COLLEGE GROUP
10/10-12/08	Phi Theta Kappa Nevada-California Leadership Conference	Las Vegas, NV	12 Students 2 Advisors	*\$6,394	Phi Theta Kappa – Honor Society
11/6-9/08	National Chi Tau Epsilon Regional Conference Competition	Boise, ID	15 Students 2 Advisors	*\$11,759	Administration of Justice (AOJ)
11/21-25/08	AM West Model United Nations	Las Vegas, NV	16 Students 1 Advisor	\$5,960	Model United Nations (MUN)
3/26-28/09	College Band Directors National Association Conference (CBDNA)	Austin, TX	1-3 Students 1 Advisor	\$3,500	Wind Symphony
4/5-11/09	National Chi Tau Epsilon National Conference Competition	Jacksonville, FL	17 Students 2 Advisors	*\$21,300	Administration of Justice (AOJ –XTE)
4/5-12/09	2009 National Model United Nations (NMUN) Conference	New York, NY	16 Students 1 Advisor	*\$22,650	Model United Nations (MUN)
4/16-18/09	Phi Theta Kappa International Convention	Dallas, TX	12 Students 2 Advisors	*\$11,980	Phi Theta Kappa (PTK) Honors Society

## Notes:

- \* Co-Curricular programs supplement the ASIVC funds with fund raising activities.
- ◆ Differences in costs can also be affected by differing amounts in registration fees for events.
- ◆ Co-Curricular advisors may choose to take only one advisor in order to take more students to competitions.



**TO:** Board of Trustees

**FROM:** 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**

Up to four Communication Arts students and a Saddleback College faculty member are planning to attend the Collegiate Broadcasters/Associated Collegiate Press/College Media Advisers Conference in Kansas City, Missouri. Dates of the conference, including travel, are from Wednesday October 29, 2008, through Sunday November 2, 2008. Expenses for the conference are estimated to be \$4,946, which will be paid through a \$3,500 appropriation from ASG, a \$750 faculty development grant, and \$616 from the KSBR Foundation Account. An overview of the conference and its associated expenses are detailed in Exhibit A. There will be no impact to the general fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approves the out-of-state travel request for up to four students and a Saddleback College faculty member to attend the Collegiate Broadcasters/Associated Collegiate Press/College Media Advisers Conference from 10/29/08-11/2/08 in Kansas City, Missouri at a total cost not to exceed \$4,946.

South Orange County Community College District

SADDLEBACK COLLEGE

COLLEGIATE BROADCASTERS/ASSOCIATED COLLEGIATE  
PRESS/COLLEGE MEDIA ADVISERS CONFERENCE

LOCATION: Kansas City

DATES: Oct. 29- Nov. 2, 2008

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 4 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	105
Airfare (including fees)	300
Lodging \$158 per night /2 per room X 4	316
Meals (student rate) \$25 x 5 days	125
Ground Transportation	50
Total	896 x 4 students = \$3584

Faculty/Staff member

Registration	130
Airfare	300
Lodging \$158 per night x 4 nights	632
Meals (at employee rate) \$50 x 5	250
Ground Transportation	50
<u>Total faculty/staff</u>	<u>\$1362</u>
Total	\$4946

**TO:** Board of Trustees

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

**RE:** Saddleback College: National Model United Nations Conference

**ACTION:** Approval

---

**BACKGROUND**

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**

Up to a maximum of twelve students and one faculty advisor are planning to attend the 2009 National Model United Nations Conference in New York City. Dates for the conference, inclusive of travel, are from April 4, 2009 through April 10, 2009. Funds for this conference have been approved by the Associated Student Government and funds are available in the Associated Student Body budget in the amount of \$17,297.00 and \$2,000.00 in the Foundation account for a total amount not to exceed \$19,297.00. An overview of the conference and its associated expenses are detailed in Exhibit A. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approves the out-of-state travel request for up to a maximum twelve students and one faculty advisor April 4-10, 2009 in New York City at a cost not to exceed \$19,297.00.

## New York Model United Nations Conference

Location: New York City

Dates of Conference: 4/4/09-4/10/09

Number of Students: max 15

Number of Advisors: 1

### Budget:

Delegate Fees- 15 x \$125	= \$1,875
Institution Fees	= \$200
Advisor Fees	= \$75

Transportation (Air Fare) - \$523x15 = \$7,845

Hotel- \$207x5= \$1,035x 6 nights = \$6,210

Food- \$27x16= \$432/day = \$2,592

Misc. = \$500

Total = \$19,297

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: National Model United Nations Conference  
**ACTION:** Approval

---

**BACKGROUND**

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**

Up to fifteen students and one faculty advisor are planning to attend the 2008 PAXMUN Model United Nations Conference in Las Vegas. Dates for the conference, inclusive of travel, are from November 21, 2008 through November 25, 2008. Funds for this conference have been approved by the Associated Student Government and are available in the Associated Student Body budget in the amount of \$5,200.00 and \$820.00 in the Foundation account for a total amount not to exceed \$6,020.00. An overview of the conference and its associated expenses are detailed in Exhibit A. There is no impact to the general fund.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for up to fifteen students and one faculty advisor November 21-25, 2008 in Las Vegas at a cost not to exceed \$6,020.00.

## Las Vegas Model United Nations Conference

Location: Las Vegas

Dates of Conference: 11/21/08-11/25/08

Number of Students: max 15

Number of Faculty Advisors: 1

### Budget:

Delegate Fees- 15 x 100=	\$1,500.00
Institution Fees=-	\$150.00
Advisor Fees=-	\$100.00

Transportation- \$332.00 (Gas)

Hotel-  $\$150 \times 5 = \$750 \times 3 \text{ nights} =$  \$2,250

Food-  $\$27 \times 11 = \$297/\text{day} =$  \$1,188

Misc. \$500

Total= \$6,020

**TO:** Board of Trustees

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

**RE:** SOCCCD: Study Abroad Program to Guanajuato, Mexico

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Guanajuato, Mexico, during the Spring 2009 semester from December 27, 2008 to January 8, 2009. The program will be organized and arranged by the American Institute for Foreign Study (AIFS) for a fee of \$1,955 per student or \$150.38 per day. Saddleback College solicited additional bids for this program. The proposed program is the best of the three in terms of educational and student services. The details of the program are summarized in the Study Abroad Program Information Summary in Exhibit A. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in Exhibit C. 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, Exhibit D, which is issued by the U.S. Department of State, does not include Mexico.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approves the Saddleback College study abroad program: Spanish Language Studies in Guanajuato, Mexico in the Spring of 2009 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 for coordinating all travel agreements in Exhibit B.

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**STUDY ABROAD PROGRAM INFORMATION SUMMARY**

1. PROGRAM									
Location/Destination:		<b>Guanajuato, Mexico</b>			First Trip: Yes:		<input checked="" type="checkbox"/>	No:	
Dates: From:		<b>12/27/08</b>		To:		<b>1/08/09</b>		Total No. of Days: <b>13</b>	
Partner Name (Academic Institution):									
Address:									
Contact Person:		<b>Pedro Rodriguez</b>			Telephone No.:		<b>52 473 7313056</b>		
Description of Institution:		<b>College</b>							
Includes:	Accredited Instruction		Yes:	<input checked="" type="checkbox"/>	No:				
	Transfer College Units		Yes:	<input checked="" type="checkbox"/>	No:				
	Orientation		Yes:	<input checked="" type="checkbox"/>	No:				
	Books/Supplies		Yes:	<input checked="" type="checkbox"/>	No:				
	Tutors		Yes:	<input checked="" type="checkbox"/>	No:				
	Weekend Study Activities		Yes:	<input checked="" type="checkbox"/>	No:				
	Food		Yes:	<input checked="" type="checkbox"/>	No:				
	Transportation		Yes:	<input checked="" type="checkbox"/>	No:				
	Lodging		Yes:	<input checked="" type="checkbox"/>	No:				
Other:									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)			Fees exclude a \$125 refundable damage deposit, passport or visa fees, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SOCCCD faculty, U.S. government and airline-imposed departure taxes, fees and fuel charges (estimated at \$170), and anything not specified.						
Other:			Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90).						
2. FACULTY									
Lead Faculty Name:		<b>Maria Enciso (3 OSH)</b>							
Coordinates Trip:				Yes:	<input checked="" type="checkbox"/>	No:			
If No, Explain:									
Travels to Site:				Yes:	<input checked="" type="checkbox"/>	No:			
Dates: From:		<b>12/27/08</b>		To:		<b>12/27/08</b>			
Teaching Assignment at Program Site:				Yes:	<input checked="" type="checkbox"/>	No:			
Dates: From:		<b>12/27/08</b>		To:		<b>1/08/09</b>			
Requires Substitute at IVC and/or SC?				Yes:		No:			
Unpaid Faculty Exchange:				Yes:		No:			
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
FRLG 189	Special Topics: Culture of Guanajuato, Mexico						3
4. STUDENTS							
Minimum number of students required to make program:						20	
Minimum number of units:						3	
Maximum number of units:						3	
If this is a repeat program site, what is the average number of units taken per student?							
Other							
5. COSTS							
Student:							
Contracted cost per student:						\$ 1,955.00	
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>						\$ 150.38	
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.						\$ N/A	
Other Costs						\$ 0	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Educational	Educational	Educational	Educational	Educational	Educational	Educational
9 a.m.	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,	Excursions,
10a.m.	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips	Field Trips
11a.m.	& Tours	& Tours	& Tours	& Tours	& Tours	& Tours	& Tours
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:							
8. ATTACHMENTS							
1. AIFS Proposal 2. Travel Warnings 3. Consular Information Sheet							

9. REQUIRED SIGNATURES

CMM Bravo  
Lead Faculty Member

Sept. 4/08  
Date

CMM Bravo  
Department Chair

Sept 4, 08  
Date

[Signature]  
Division/School Dean

9/4/08  
Date

[Signature]  
Vice President, Instruction

9/5/08  
Date

[Signature]  
College President

9-3-08  
Date

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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

*Spanish Language Studies in Guanajuato, Mexico, Spring, 2009*

This Agreement is made this 22nd day of September, 2008 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and American Institute for Foreign Study (AIFS) ("TRAVEL CONTRACTOR") located at River Plaza, 9 West Broad Street, Stamford, Connecticut 06902-3788 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

Name: American Institute for Foreign Study (AIFS)

South Orange County Community College District

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

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

By: \_\_\_\_\_  
Paul H. Watson

By: \_\_\_\_\_  
Gary L. Poertner

Title:  
Senior Vice President

Title:  
Deputy Chancellor

Address:  
River Plaza, 9 West Broad Street  
Stamford, Connecticut 06902-3788

Address:  
28000 Marguerite Parkway  
Mission Viejo, California 92692

Phone: (800) 727-2437

Phone: (949) 582-4347



AIFS LONDON PROGRAM HEADQUARTERS  
PROPOSAL FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
(Saddleback College)  
12 DAY GUANAJUATO PARTNERSHIP PROGRAM – 2008

Depart US: Saturday, December 27, 2008  
Arrive Guanajuato: Sunday, December 28, 2008  
Depart Guanajuato: Thursday, January 8, 2009

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of airfare (LAX – Guanajuato - LAX) and round-trip transfers overseas between the airport and the hotel in Guanajuato excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$170) for which for which students will be billed separately. (Please see Airfare Conditions.)
- Housing in twin rooms in a centrally located tourist class hotel on a bed and breakfast basis in Guanajuato
- Guided walking tour of central Guanajuato on arrival day.
- Welcome group dinner on first evening.
- Full-day excursion by private coach to San Miguel de Allende including Dolores Hidalgo, Atotonilco and La Gruta – English- speaking guide and entrances included.
- Entrances to El Monumental al Pipila, El Teatro Juarez and Museo de las Momias.
- Early group dinner at nearby Guanajuato restaurant on December 31.
- Full-day excursion by private coach to Queretaro with English-speaking guide and entrances to the Convento dela Santa Cruz, Palacio de Gobierno and Cerro de la Campanas.
- Afternoon excursion to Valenciana Mining Village
- Full day excursion to La Reserva Santa Rosa
- Excursion to Archeological Zone of Plazuelas
- \$50 non-refundable application fee
- Student medical and program fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the program 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 program
- 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 program headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

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

- Roundtrip flights between LAX and Guanajuato. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse SOCCCD faculty the student airfare fee once the group has departed the U.S.
- 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 November 7, 2008, 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 a single room in the group hotel on a bed and breakfast basis.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

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

FEES

Based on an enrollment of 20 or more paying student participants with 1 faculty member, for the services specified above, the fee per person is \$1955.

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

This fee excludes a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD



tuition or administrative fees, textbooks, 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 check fee on each check returned by the bank for insufficient funds.

#### OPTIONAL COMPONENTS

- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS program brochure.

#### PROGRAM APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed program bookings after October 10, 2008. Therefore AIFS would require SOCCCD to collect the application forms and deposits of \$450 per student and to forward them to AIFS by October 10, 2008. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by November 7, 2008. 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 October 10, 2008, but cannot guarantee program costs after this date.

Students applying after the application deadline date of October 10, 2008 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 October 10, 2008. AIFS is financially committed to any confirmed airline seats from September 18, 2008 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 program. However, should SOCCCD subsequently decide to offer the program but arrange their own student airfare then AIFS must be notified before September 18, 2008 and will be able to provide a land only fee.

#### REFUND POLICY

Should an individual participant withdraw on or before November 7, 2008 s/he will receive a refund of all fees paid less \$250 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. Should s/he withdraw after November 7, 2008, but on or before December 10, 2008, a refund of all fees paid would be made



less \$450 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. No refunds would be possible after December 10, 2008.

Students who must withdraw from the program 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 \$125 insurance premium.

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.

It is understood that the SOCCCD will not cancel the program if the necessary minimum number of participants have been enrolled by October 10, 2008.

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

- If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
- If the program has started, suspend the program 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 program not completed, less the \$50 non-refundable application fee, the \$100 processing fee, the \$125 insurance premium 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 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 fulfil your program requirements. This will enable us to prepare your program materials accurately. A confirmation in writing is required by August 1, 2008. This confirmation should be faxed 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 \_\_\_\_\_

# U.S. Department of State

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Tuesday, September 2, 2008

## 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.**

Tropical Storms Hanna and Ike 09/02/2008  
Georgia 08/23/2008  
Algeria 08/22/2008  
Kenya 08/22/2008  
Yemen 08/13/2008  
Colombia 08/07/2008  
Congo, Democratic Republic of the 07/23/2008  
Timor-Leste 07/21/2008  
Saudi Arabia 07/09/2008  
Uzbekistan 07/03/2008  
Chad 06/23/2008  
Sri Lanka 06/13/2008  
Iraq 06/13/2008  
Eritrea 06/11/2008  
Côte d'Ivoire 06/09/2008  
Lebanon 05/30/2008  
Somalia 05/20/2008  
Nepal 05/07/2008  
Haiti 04/30/2008  
Burundi 04/22/2008  
Syria 04/15/2008  
Central African Republic 03/25/2008  
Israel, the West Bank and Gaza 03/19/2008  
Sudan 03/14/2008  
Philippines 02/13/2008  
Afghanistan 02/06/2008  
Iran 01/03/2008  
Nigeria 10/30/2007  
Pakistan 09/21/2007

**TO:** Board of Trustees

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

**RE:** SOCCCD: Study Abroad Program to Salamanca, Spain

**ACTION:** Approval

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### **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 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 2009 semester from January 30 to April 12, 2009. The program will be organized and arranged by the American Institute for Foreign Study (AIFS) for a fee of \$6,580 per student or \$90.13 per day. The details of the program are summarized in the Study Abroad Program Information Summary in Exhibit A. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in Exhibit C. 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, Exhibit D, which is issued by the U.S. Department of State, does not include Spain.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approves the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain in the Spring of 2009 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 for coordinating all travel agreements in Exhibit B.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STUDY ABROAD PROGRAM INFORMATION SUMMARY**

1. PROGRAM									
Location/Destination:		<b>Salamanca, Spain</b>			First Trip: Yes:		No:		<b>X</b>
Dates: From:		<b>1/30/09</b>		To:		<b>4/12/09</b>		Total No. of Days: <b>73</b>	
Partner Name (Academic Institution):		<b>Colegio Miguel de Unamuno</b>							
Address:		<b>AVDA Reyes de Espana 25-27, Salamanca, 37008</b>							
Contact Person:		<b>Alfredo Miguel de Pablo</b>			Telephone No.:		<b>(011) 0034696-932973</b>		
Description of Institution:		<b>College</b>							
Includes:	Accredited Instruction		Yes:	<b>X</b>	No:				
	Transfer College Units		Yes:	<b>X</b>	No:				
	Orientation		Yes:	<b>X</b>	No:				
	Books/Supplies		Yes:	<b>X</b>	No:				
	Tutors		Yes:	<b>X</b>	No:				
	Weekend Study Activities		Yes:	<b>X</b>	No:				
	Food		Yes:	<b>X</b>	No:				
	Transportation		Yes:	<b>X</b>	No:				
Lodging		Yes:	<b>X</b>	No:					
Other:									
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Fees exclude a \$125 refundable damage deposit, passport or visa fees, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SOCCCD faculty, U.S. government and airline-imposed departure taxes, fees and fuel charges (estimated at \$705), and anything not specified.							
Other:		Single supplement for home stay accommodation in Salamanca is \$375. Optional extra protection insurance coverage, including increased medial insurance (\$65) and/or personal effects insurance (\$90) as outline in the AIFS program brochure.							
2. FACULTY									
Lead Faculty Name:		<b>Carmenmara Hernandez-Bravo (5 OSH)</b>							
Coordinates Trip:		Yes:	<b>X</b>	No:					
If No, Explain:									
Travels to Site:		Yes	<b>X</b>	No:					
Dates: From:		<b>1/30/09</b>			To:		<b>1/31/09</b>		
Teaching Assignment at Program Site:		Yes	<b>X</b>	No:					
Dates: From:		<b>2/02/09</b>			To:		<b>4/10/09</b>		
Requires Substitute at IVC and/or SC?		Yes		No:	<b>X</b>				
Unpaid Faculty Exchange:		Yes		No:	<b>X</b>				
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:						15	
Minimum number of units:						14.25	
Maximum number of units:						19.50	
If this is a repeat program site, what is the average number of units taken per student?						16.25	
Other							
5. COSTS							
Student:							
Contracted cost per student: 15-19 students \$6,620 (\$90.68/day)				20-24 students		\$ 6,580.00	
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>						\$ 90.13	
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. AIFS Proposal 2. Travel Warnings 3. Consular Information Sheet							

9. REQUIRED SIGNATURES

CMMBrawo  
Lead Faculty Member

Sept 4, 08  
Date

CMMBrawo  
Department Chair

Sept 4, 08  
Date

Ki O. L.  
Division/School Dean

9/4/08  
Date

R. V. V.  
Vice President, Instruction

9/5/08  
Date

J. R. W.  
College President

9/8/08  
Date

Travel Contractor Agreement

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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

*Spanish Language Studies in Salamanca, Spain, Spring, 2009*

This Agreement is made this 22nd day of September, 2008 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and American Institute for Foreign Study (AIFS) ("TRAVEL CONTRACTOR") located at River Plaza, 9 West Broad Street, Stamford, Connecticut 06902-3788 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

Travel Contractor Agreement

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

Travel Contractor Agreement

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

Travel Contractor Agreement

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

Travel Contractor Agreement

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

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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



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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

Name: American Institute for  
Foreign Study (AIFS)

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

By: \_\_\_\_\_  
Paul H. Watson

Title:  
Senior Vice President

Address:  
River Plaza, 9 West Broad Street  
Stamford, Connecticut 06902-3788

Phone: (800) 727-2437

DISTRICT

South Orange County Community  
College District

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

By: \_\_\_\_\_  
Gary L. Poertner

Title:  
Deputy Chancellor

Address:  
28000 Marguerite Parkway  
Mission Viejo, California 92692

Phone: (949) 582-4347



AIFS LONDON PROGRAM HEADQUARTERS  
PROPOSAL FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE SOCCCD  
(Saddleback College)  
10-WEEK SALAMANCA PARTNERSHIP PROGRAM – 2009

Depart US: Friday January 30, 2009  
Arrive Madrid: Saturday, January 31, 2009  
Transfer to Salamanca: Sunday, February 1, 2009  
Transfer to Madrid: Saturday, April 11, 2009  
Depart Madrid: Sunday, April 12, 2009

PROGRAM 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 U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$705) 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 end of program from Salamanca to Madrid and overnight in Madrid.
- Accommodation in Salamanca in homestays (2 students per homestay sharing a double room).
- Three meals per day in homestays, 7 days per week, and weekly laundry service in homestay (additional washes can be arranged at cost with the homestay family).
- An orientation program 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 walking tour of Salamanca.
- Spanish language classes to be held at the Colegio Miguel de Unamuno for four hours per day, Monday through Friday.
- Day excursions by private bus from Salamanca to Segovia/Avila, including entrances to the Alcazar in Segovia and to La Alberca. Excursions are with the services of an English-speaking guide.
- 10-week social and cultural program (events such as cookery lessons, Spanish cinema, museum visits).

- Access to the Student centre at the Colegio Miguel de Unamuno.
- 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 program fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the program 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 program.
- 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 program headquarters.

**FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:**

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

- Roundtrip flights between Los Angeles and Madrid. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse SOCCCD faculty the student airfare fee of \$625 once the group has departed the U.S.
- AIFS can arrange air travel for faculty companions if they are travelling 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 11, 2008, 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 hotels in Madrid (arrival night and night prior to departure) and 10 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 enrollment of 15 paying students or more, or pro rata for a lower enrollment.

### FEES

Based on an enrollment of 15 to 19 paying student participants with 1 faculty administrative visit, for the services specified above, the fee per person is \$6620.

Based on an enrollment of 20-24 paying student participants with 1 faculty administrative visit, for the services specified above, the fee per person is \$6580.

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

This fee excludes a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, textbooks, 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 check fee on each check returned by the bank for insufficient funds.

### OPTIONAL COMPONENTS

- Single Supplement for homestay accommodation in Salamanca is \$375.
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS program brochure.

### PROGRAM APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed program bookings after Friday, November 14, 2008. 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 18, 2008. 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 11, 2008. 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 14, 2008, but cannot guarantee program costs after this date.

Students applying after the application deadline date of Friday, November 14, 2008 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 14, 2008. AIFS is financially committed to any confirmed airline seats from Wednesday, October 22, 2008 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 program. However, should SOCCCD subsequently decide to offer the program but arrange their own student airfare then AIFS must be notified before Wednesday, October 22, 2008 and will be able to provide a land only fee.

#### REFUND POLICY

Should an individual participant withdraw on or before Thursday, December 11, 2008 s/he will receive a refund of all fees paid less \$250 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. Should s/he withdraw after Thursday, December 11, 2008, but on or before Tuesday, January 20, 2009, a refund of all fees paid would be made less \$450 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. No refunds would be possible after Tuesday, January 20, 2009.

Students who must withdraw from the program 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 \$125 insurance premium.

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.

It is understood that SOCCCD will not cancel the program if the necessary minimum number of participants have been enrolled by Wednesday, November 14, 2008.

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 program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the student's home. If students are returned home they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the \$50 non-refundable application fee, the \$100 processing fee, the \$125 insurance premium 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 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 fulfil your program requirements. This will enable us to prepare your program materials accurately. A confirmation in writing is required by Friday, September 12, 2009. This confirmation should be faxed 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 \_\_\_\_\_

# U.S. Department of State

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Tuesday, September 2, 2008

## 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.**

Tropical Storms Hanna and Ike 09/02/2008  
Georgia 08/23/2008  
Algeria 08/22/2008  
Kenya 08/22/2008  
Yemen 08/13/2008  
Colombia 08/07/2008  
Congo, Democratic Republic of the 07/23/2008  
Timor-Leste 07/21/2008  
Saudi Arabia 07/09/2008  
Uzbekistan 07/03/2008  
Chad 06/23/2008  
Sri Lanka 06/13/2008  
Iraq 06/13/2008  
Eritrea 06/11/2008  
Côte d'Ivoire 06/09/2008  
Lebanon 05/30/2008  
Somalia 05/20/2008  
Nepal 05/07/2008  
Haiti 04/30/2008  
Burundi 04/22/2008  
Syria 04/15/2008  
Central African Republic 03/25/2008  
Israel, the West Bank and Gaza 03/19/2008  
Sudan 03/14/2008  
Philippines 02/13/2008  
Afghanistan 02/06/2008  
Iran 01/03/2008  
Nigeria 10/30/2007  
Pakistan 09/21/2007

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Community Education, Fall 2008  
**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

A variety of educational and recreational events have been planned by Saddleback College Community Education to serve the community during Fall Session 2008. Expenses for conducting these courses will be paid from the income from participant fees. The Saddleback College course offerings, presenters, and compensation are outlined in Exhibit A.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approves the Community Education course, presenters, and compensations as presented in Exhibit A.



South Orange County Community College District  
SADDLEBACK COLLEGE  
COMMUNITY EDUCATION NON-CREDIT PROGRAM - FALL Add'l 2008

PROGRAM	COURSE TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Santa Monica Pier and Getty Villa	10/25	Regina Rocha Tours (I)	\$75.00	\$80.00

(E) Employee  
(I) Independent Contractor

**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 or center since the last board meeting. In addition, all travel expenses and/or honorarium must be recommended by the Chancellor or College President and submitted to the Board prior to reimbursement of travel expenses or payment of honorarium.

### **RECOMMENDATION**

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

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b>Date of Presentation</b>	<b>Speaker Name</b>	<b>Topic</b>	<b>Brief Biography</b>	<b>General Fund Cost (Honorarium/Travel)</b>
9/16/08	Rich Khoshaba	Documentation	EMT-Paramedic Clinical Specialist	-0-
9/16/08	Larry Grihalva	Legal & Ethical	EMT-Paramedic, Lawyer	-0-
9/16/08	Sandra Gutierrez	Reading & discussion of her books Teatro Chicana; a collective memoir & selected plays.	Sandra Gutierrez is a practicing physician who was active in Chicana theatre when she was a student in at San Diego State University.	ASG \$250
9/25/08	Tuka Tech	CAD Fashion Design	Presentation of Tuka Tech Software	-0-
9/30/08	Ruth Grubb	Infectious Disease	RN;EMS Manager	-0-
9/30/08	Ken Miller	Weapons of Mass Destruction	Physician Director	-0-
10/1/08	Tara Ritacco, Dianna Kuriyama	Costume Design for Disney Character Costumes and Development	Designers in the industry coming to share experience.	-0-
10/8/08	Mary Kay Bader	Traumatic Brain Injury	Clinical Nurse Specialist	-0-
10/24/08	Meredith Rattay	Burns	Grossman Burn Center, Manager	-0-
10/28/08	Paul Guns	Soft Tissue	EMT-Paramedic, OCFA Captain	-0-
11/6/08	Paul Guns	Environmental Issues	EMT-Paramedic, OCFA Captain	-0-

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Change Order No.1 and Notice of Completion:  
BGS Building Interior Improvements and Casework  
**ACTION:** Approval

---

**BACKGROUND**

On December 10, 2007, the Board of Trustees approved a contract with Macerich Construction, Inc., of Orange, CA, for the construction of the BGS Building Interior Improvements and Casework project at Saddleback College for the amount of \$345,000.00.

**STATUS**

Exhibit A describes the required modifications contained in Change Order No. 1. Approval of this Change Order will result in an increase of \$19,724 in the total project cost. The new project cost will total \$364,724.

Funds are available in the College's Capital Outlay Budget.

In addition, the project has been completed. District staff recommends that the District file the Notice of Completion, EXHIBIT B.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order No.1 in the amount of \$19,724 and authorize the filing of the Notice of Completion for the BGS Building Interior Improvements and Casework project at Saddleback College, EXHIBIT B, and further authorize the release of the retention thirty five (35) days after the date of filing.

**BGS INTERIOR IMPROVEMENTS AND CASEWORK PROJECT  
AT  
SADDLEBACK COLLEGE**

EXHIBIT A  
Page 1 of 1

**September 22, 2008**

<b>COR No.</b>	<b>Date</b>	<b>Description</b>	<b>Requested</b>	<b>Status</b>	<b>Amount</b>
1	9/22/2008	Replace asbestos containing counter top in Sewing Lab. Modify casework: Second and Third Floor Division Offices, IMC attendant station and Anthropology Classroom. Laminate changes in Child Development Classroom, Add locks and hatches.	Owner	APP	\$19,724.00

**TOTAL CHANGE ORDER REQUESTS**

**\$19,724.00**

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

Recording Requested  
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92692  
Attn: Purchasing & Facilities Planning

EXEMPT PER GOVERNMENT CODE 6103

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is Owner of the property hereinafter described, caused improvements to be made to said property to wit: BGS INTERIOR IMPROVEMENTS AND CASEWORK AT SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into on the 10<sup>th</sup> day of DECEMBER 2007, which contract was made with MACERICH CONSTRUCTION, INC. as Contractor; that said improvements were completed on SEPTEMBER 4, 2008, and accepted by formal action of the governing board of said District on the 22nd day of SEPTEMBER, 2008 that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is the AMERICAN CONTRACTORS INDEMNITY COMPANY; that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE  
28000 MARGUERITE PARKWAY  
MISSION VIEJO, CA 92692

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

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

STATE OF CALIFORNIA)  
 ) ss.  
COUNTY OF ORANGE )

DR. RAGHU P. MATHUR, Chancellor, being first duly sworn, deposes and says:

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

That the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, is the owner of said property described in the foregoing notice;

That he has read the foregoing notice and knows the contents thereof and that the facts stated therein are true.

By \_\_\_\_\_ Dated \_\_\_\_\_  
RAGHU P. MATHUR, Ed.D.  
Chancellor

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
State of California

County of \_\_\_\_\_ } ss.

\_\_\_\_\_  
Signature of Notary Public

**TO:** Board of Trustees

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

**RE:** Saddleback College: Donation or Disposal of Furniture from BGS Building

**ACTION:** Approval

---

### **BACKGROUND**

Furniture, previously used for the BGS building, was placed in storage when the building was vacated. The College anticipated that some furniture might be re-used. The College later determined it was in their best interest to replace the furniture. It is currently in storage at a fee of \$2,344/month.

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

### **STATUS**

District, Saddleback and IVC staff met with the auctioneer at the storage facility to review the condition of the furniture. Saddleback staff identified items they would reclaim while IVC determined that no items would meet their needs. The auctioneer evaluated the remaining furniture and determined that the cost of the auction would exceed the value that could be obtained for the furniture and recommends staff contact charitable organizations for possible donation with disposal of all items remaining. There are no remaining funds in the project to support storage for this furniture.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve donation to a charitable organization or disposal of all remaining furniture placed in storage when the BGS building was vacated and empower College maintenance and District warehouse personnel to take this action.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Resolution No. 08-28: Conflict of Interest- Biennial Review  
**ACTION:** Approval

---

**BACKGROUND**

On September 25, 2006, the South Orange County Community College District adopted an amendment to its Conflict of Interest Code as required by Government Code Section 87300 of the Political Reform Act of 1974. Pursuant to Government Code Section 87306.5(b), the Orange County Board of Supervisors (the "County"), as the code reviewing body for the District, has requested that the District conduct a biennial review of its Conflict of Interest Code and, if a change in the Code is necessitated by changed circumstances, submit an amended Code to the County not later than October 1, 2008. The amended code will become effective upon approval by the County.

**STATUS**

Consistent with the advisory opinions issued by the Fair Political Practices Commission, District legal counsel has recommended that Appendix A to the District's existing Conflict of Interest Code be amended as attached as EXHIBIT A (black lined information version) and (final version).

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-28 (EXHIBIT A) and approve the revised Conflict of Interest Code attached, subject to the review and approval by the Orange County Board of Supervisors.



**Resolution No. 08-28**

**Resolution of the Board of Trustees of the  
South Orange County Community College District  
Authorizing Submission of Revised Conflict of Interest Code  
To Board of Supervisors of Orange County for Approval**

**WHEREAS**, Government Code Section 87300 requires the South Orange County Community College District ("District") to adopt and promulgate a Conflict of Interest Code pursuant to the provisions of Title 9, Article 3, Chapter 7 of the Political Reform Act of 1974; and;

**WHEREAS**, the Board of Trustees for the District has adopted a Conflict of Interest Code ("Code") approved by the Board of Supervisors of Orange County in accordance with the Political Reform Act of 1974; and

**WHEREAS**, the District has performed its biennial review of its Code as required by Government Code section 87306.5 to determine if a change in the Code is necessitated by changed circumstances; and

**WHEREAS**, the District desires to amend its Code to ensure continued compliance with the content requirements of Government Code Section 87302; and

**WHEREAS**, the Code revision must be approved by the Board of Supervisors of Orange County in its capacity as the code-reviewing body prior to the revised Code becoming effective pursuant to Government Code Section 87303(c).

**NOW THEREFORE**, the Board of Trustees of the District hereby resolves:

1. That the Chancellor or his designee is hereby authorized and directed to furnish the Board of Supervisors of Orange County for review and approval the proposed Code revision, along with the redline version of the same attached hereto as Exhibits "A" and "B" respectively, and a copy of this Resolution.

2. That upon the approval of the revised Code, said Code shall be deemed adopted by the District.

**APPROVED AND ADOPTED**, by the Board of Trustees of the South Orange County Community College District this 22nd day of September, 2008.

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President, Board of Trustees  
South Orange County Community College District

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Clerk, Board of Trustees  
South Orange County Community College District

**EXHIBIT "A"**  
**AMENDED CONFLICT OF INTEREST CODE**

**EXHIBIT "B"**

**REDLINED CONFLICT OF INTEREST CODE**

## EXHIBIT A

### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

#### CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code Section 81000, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code for the South Orange County Community College District.

Pursuant to Section 4 of the standard code, designated employees and officials shall file statements of economic interest with the South Orange County Community College District. Upon receipt of the statements of the Chancellor and members of the Board of Trustees, the South Orange County Community College District shall make and retain a copy and forward the original of these statements to the Orange County Board of Supervisors. Statements for all other designated employees and officials will be retained by the South Orange County Community College District.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CONFLICT OF INTEREST CODE

APPENDIX A

1.0 FILING OF STATEMENTS

Designated employees and officials shall file statements with the South Orange County Community College District who will make the statements available for public inspection and reproduction. (Government Code Section 81008)

- 1.1 It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 and the disclosable financial interests set forth in Section 3.0 below.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

- Member, Board of Trustees
- Deputy Chancellor
- Vice President, Student Services –IVC
- Vice President, Student Services – SC
- District Director of Fiscal Services

- 1.2 Designated Positions and disclosure categories are as follows:

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>	<u>SCHEDULES ASSOCIATED</u>
<u>District Services</u>		
Chancellor	1,2,3	All
Vice Chancellor/Educational Services	1,2,3	All
Vice Chancellor or Human Resources	1,2,3	All
Vice Chancellor, Technology and Learning Services	1,2,3	All
Provost	1,2,3	All
District Director of Human Resources	2	A-1,A-2,C,D and E
Assistant Director, Human Resources	2	A-1,A-2,C,D and E
Systems Manager (Human Resources Information Systems)	2	A-1,A-2,C,D and E
	<b>DISCLOSURE</b>	<b>SCHEDULES</b>

<u>DESIGNATED POSITIONS</u>	<u>CATEGORIES</u>	<u>ASSOCIATED</u>
Accounting and Budget Manager	2	A-1,A-2,C,D and E
District Director of Facilities Planning/ Purchasing	2,3	All
Assistant Director of Facilities Planning/ Purchasing Manager	2,3	All
Payroll Manager	2	A-1,A-2,C,D and E
Director of Information Technology, Program Analysis	2	A-1,A-2,C,D and E
District Director of Information Technology	2	A-1,A-2,C,D and E
District Director of Public Affairs and Intergovernmental Relations	2	A-1,A-2,C,D and E
District Director of Research & Planning Telecommunication & Network	2	A-1,A-2,C,D and E
Security Manager	2	A-1,A-2,C,D and E
Associate Director, Information Technology- Academic Systems And Special Projects	2	A-1,A-2,C,D and E
Associate Director of Information Technology-Administrative Systems And Services	2	A-1,A-2,C,D and E
Director of Public Information And Marketing (ATEP)	2	A-1,A-2,C,D and E
Campus Coordinator (ATEP)	2	A-1,A-2,C,D and E
Dean of Instruction and Student Services (ATEP)	2	A-1,A-2,C,D and E
Risk Manager	2	A-1,A-2,C,D and E
Systems Manager, Computers & Networking Operating Systems	2	A-1,A-2,C,D and E
Systems Manager (Management Information Systems)	2	A-1,A-2,C,D and E
Manager, Office of the Chancellor & Trustee Services	2	A-1,A-2,C,D, and E
Senior Buyer	2	A-1,A-2,C,D, and E
Buyer	2	A-1,A-2,C,D, and E

**Irvine Valley College**

President	1,2,3	All
Vice President, Instruction	1,2,3	All
Dean of Humanities and Languages, Social Sciences and Library Services	2	A-1,A-2,C,D and E

DISCLOSURE SCHEDULES

<u>DESIGNATED POSITIONS</u>	<u>CATEGORIES</u>	<u>ASSOCIATED</u>
Dean, Health Sciences, Physical Education & Athletics	2	A-1,A-2,C,D and E
Dean of Fine Arts, Business Sciences and College Online Education	2	A-1,A-2,C,D and E
Dean, Math, Science & Engineering	2	A-1,A-2,C,D and E
Dean of Counseling Services	2	A-1,A-2,C,D and E
Director, Technology Services	2	A-1,A-2,C,D and E
Director of Production Management		
Director of Facilities	2,3	All
Facilities Maintenance and Operations Manager	2,3	All
Director, College Foundation	2	A-1,A-2,C,D and E
Director of Extended Education	2	A-1,A-2,C,D and E
Director of Outreach & Community Relations	2	A-1,A-2,C,D and E
Director of Student Development	2	A-1,A-2,C,D and E
Child Development Center Manager	2	A-1,A-2,C,D and E
Director, Financial Aid	2	A-1,A-2,C,D and E
Director, Admissions & Records and Enrollment Services	2	A-1,A-2,C,D and E
Admissions, Records & Enrollment Services Registrar	2	A-1,A-2,C,D and E
Chief of Police	2	A-1,A-2,C,D and E
Deputy Chief of Police	2	A-1,A-2,C,D and E
Director of Fiscal Services	2	A-1,A-2,C,D and E
Director of Public Information and Marketing	2	A-1,A-2,C,D and E
Dean of Career Technical Education and Workforce Development	2	A-1,A-2,C,D and E

**Saddleback College**

President	1,2,3	All
Vice President, Instruction	1,2,3	All
Dean, Business, Science, Vocational Education and Economic Development	2	A-1,A-2,C,D and E
Dean of Fine Arts	2	A-1,A-2,C,D and E
Dean, Counseling Services and Special Programs	2	A-1,A-2,C,D and E
Dean, Liberal Arts & Learning Resources	2	A-1,A-2,C,D and E
Dean, Advanced Technology & Applied Science	2	A-1,A-2,C,D and E

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>	<u>SCHEDULES ASSOCIATED</u>
Dean, Social and Behavioral Science	2	A-1,A-2,C,D and E
Dean, Math, Science and Engineering	2	A-1,A-2,C,D and E
Dean, Health Sciences, Human Services & Emeritus Institute	2	A-1,A-2,C,D and E
Assistant Dean, Health Sciences, Human Services & Emeritus Institute	2	A-1,A-2,C,D and E
Assistant Dean of Counseling Services & Special Programs	2	A-1,A-2,C,D and E
Dean, Physical Education, Kinesiology and Athletics	2	A-1,A-2,C,D and E
Assistant Athletic Director	2	A-1,A-2,C,D and E
Director, College Foundation Advanced Technology Center	2	A-1,A-2,C,D and E
Director	2	A-1,A-2,C,D and E
Director of Emeritus Institute	2	A-1,A-2,C,D and E
Director of Student Development	2	A-1,A-2,C,D and E
Chief of Police	2	A-1,A-2,C,D and E
Deputy Chief of Police	2	A-1,A-2,C,D and E
Director of Performing Arts Operations	2	A-1,A-2,C,D and E
Director, Community Education	2	A-1,A-2,C,D and E
Director, Admissions, Records and Enrollment Services	2	A-1,A-2,C,D and E
Admissions, Records & Enrollment Services Registrar	2	A-1,A-2,C,D and E
Financial Aid Director	2	A-1,A-2,C,D and E
Director of Facilities	2,3	All
Director of Fiscal Services	2	A-1,A-2,C,D and E
Child Development Center Manager	2	A-1,A-2,C,D and E
Director, Instructional Support Services	2	A-1,A-2,C,D and E
Director of Technology Services	2	A-1,A-2,C,D and E
Director, Student Health Center	2	A-1,A-2,C,D and E
Director of Public Information & Marketing	2	A-1,A-2,C,D and E
Central Services Manager	2	A-1,A-2,C,D and E
Facilities Maintenance & Energy Projects Manager	2,3	All
Facilities Maintenance and Operations Manager	2,3	All
Night Custodial Supervisor	2	A-1,A-2,C,D and E



<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>	<u>SCHEDULES ASSOCIATED</u>
Director of College Radio Station Operations	2	A-1,A-2,C,D and E
Director of Learning Assistance	2	A-1,A-2,C,D and E

## 2.0 CONSULTANT

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this Conflict of Interest Code, subject to the following limitations:

The Chancellor may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

## 3.0 OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Subject to the provisions of Government Code Sections 87200 through 87210, an official in this category shall disclose:

- (A) Interests in real property located within the jurisdiction of the District.
- (B) Business positions or investments in business entities or income from sources of the type which plan to do business, are currently doing business, or have done business within the jurisdiction of the District during the previous two (2) years.

## 4.0 DISCLOSURE CATEGORIES

### **Category 1: Designated employees whose duties are broad and undefinable.**

A designated employee in this category shall disclose:

- (1) Interests in real property located within the jurisdiction of the District.
- (2) Business positions or investments in business entities or income from sources of the type which plan to do business, are currently doing business, or have done business with the District within the previous two (2) years.

**Category 2: Designated employees whose duties involve contracting or purchasing.**

A designated employee in either of the two following sub-categories shall disclose:

**(1) *Contracts or makes purchases for entire District or College:***

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which provide services, supplies, materials, machinery or equipment of the type utilized by the District or College.

**(2) *Contracts or makes purchases for specific department:***

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

**Category 3: Designated employees whose decisions may affect real property interests.**

A designated employee in this category shall disclose:

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or school within the previous two (2) years and which engage in land development, construction, or the acquisition, lease or sale of real property and all interests in real property located within the jurisdiction of the District.

## EXHIBIT B

### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

#### CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code Section 81000, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code for the *South Orange County Community College District*.

Pursuant to Section 4 of the standard code, designated employees and officials shall file statements of economic interest with the South Orange County Community College District. Upon receipt of the statements of the Chancellor and members of the Board of Trustees, the South Orange County Community College District shall make and retain a copy and forward the original of these statements to the *Orange County Board of Supervisors*. Statements for all other designated employees and officials will be retained by the South Orange County Community College District.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CONFLICT OF INTEREST CODE

APPENDIX A

1.0 FILING OF STATEMENTS

Designated employees and officials shall file statements with the South Orange County Community College District who will make the statements available for public inspection and reproduction. (Government Code Section 81008)

1.1 It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 and the disclosable financial interests set forth in Section 3.0 below.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

- Member, Board of Trustees
- Deputy Chancellor
- Vice President, Student Services –IVC
- Vice President, Student Services – SC
- District Director of Fiscal Services

1.2 Designated Positions and disclosure categories are as follows:

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>	<u>SCHEDULES ASSOCIATED</u>
<u>District Services</u>		
Chancellor	1,2,3	All
Vice Chancellor/Educational Services	1,2,3	All
Vice Chancellor or Human Resources	1,2,3	All
Vice Chancellor, Technology and Learning Services	1,2,3	All
Provost	1,2,3	All
District Director of Human Resources	2	A-1,A-2,C,D and E
Assistant Director, Human Resources	2	A-1,A-2,C,D and E
Systems Manager (Human Resources Information Systems)	2	A-1,A-2,C,D and E
	<b>DISCLOSURE</b>	<b>SCHEDULES</b>

<u>DESIGNATED POSITIONS</u>	<u>CATEGORIES</u>	<u>ASSOCIATED</u>
Accounting and Budget Manager	2	A-1,A-2,C,D and E
District Director of Facilities Planning/ Purchasing	2,3	All
Assistant Director of Facilities Planning Purchasing Manager	2,3	All
Payroll Manager	2	A-1,A-2,C,D and E
Director of Information Technology, Program Analysis	2	A-1,A-2,C,D and E
District Director of Information Technology	2	A-1,A-2,C,D and E
District Director of <del>Marketing &amp;</del> Public Affairs and Intergovernmental Relations	2	A-1,A-2,C,D and E
Associate Director of Information Technology-Administrative Systems And Services	2	A-1,A-2,C,D and E
District Director of Research & Planning Telecommunication & Network Security Manager	2	A-1,A-2,C,D and E
Associate Director, Information Technology- Academic Systems And Special Projects	2	A-1,A-2,C,D and E
Director of Public Information And Marketing (ATEP)	2	A-1,A-2,C,D and E
Campus Coordinator (ATEP)	2	A-1,A-2,C,D and E
Dean of Instruction and Student Services (ATEP)	2	A-1,A-2,C,D and E
<del>Associate Director of Information Technology—Telecommunication, Networks, Operations and Security</del>	<del>2</del>	<del>A-1,A-2,C,D and E</del>
Risk Manager	2	A-1,A-2,C,D and E
Systems Manager-(Computers & Networking Operating Systems)	2	A-1,A-2,C,D and E
Systems Manager (Management Information Systems)	2	A-1,A-2,C,D and E
Manager, Office of the Chancellor & Trustee Services	2	A-1,A-2,C,D, and E
Senior Buyer	2	A-1,A-2,C,D, and E
Buyer	2	A-1,A-2,C,D, and E

DISCLOSURE SCHEDULES

<u>DESIGNATED POSITIONS</u>	<u>CATEGORIES</u>	<u>ASSOCIATED</u>
<b><u>Irvine Valley College</u></b>		
President	1,2,3	All
Vice President, Instruction	1,2,3	All
Dean, <del>Business &amp; Social Sciences of</del> Humanities and Languages, Social Sciences and Library Services	2	A-1,A-2,C,D and E
Dean, Health Sciences, Physical Education & Athletics	2	A-1,A-2,C,D and E
Dean, <del>Humanities &amp; Fine Arts</del> of Fine Arts, Business Sciences and College Online Education	2	A-1,A-2,C,D and E
Dean, Math, Science & Engineering	2	A-1,A-2,C,D and E
Dean, <del>Advanced Technology &amp;</del> Library Services	2	<del>A-1,A-2,C,D and E</del>
Dean, of Counseling and <del>Library Services</del>	2	A-1,A-2,C,D and E
Director, Technology Services	2	A-1,A-2,C,D and E
Director of Production Management	2	A-1,A-2,C,D and E
Director of Facilities	2,3	All
Facilities Maintenance and Operations Manager	2,3	All
Director, College Foundation	2	A-1,A-2,C,D and E
Director of Extended Education	2	A-1,A-2,C,D and E
Director of Outreach & Community Relations	2	A-1,A-2,C,D and E
Director of Student Development	2	A-1,A-2,C,D and E
Child Development Center Manager	2	A-1,A-2,C,D and E
Director, Financial Aid	2	A-1,A-2,C,D and E
Director, Admissions & Records and Enrollment Services	2	A-1,A-2,C,D and E
Admissions, Records & Enrollment Services Registrar	2	A-1,A-2,C,D and E
Chief of Police	2	A-1,A-2,C,D and E
Deputy Chief of Police	2	A-1,A-2,C,D and E
Director of Fiscal Services	2	A-1,A-2,C,D and E
<del>Advanced Technology Center Director</del>	<del>2</del>	<del>A-1,A-2,C,D and E</del>
Director of Public Information and Marketing	2	A-1,A-2,C,D and E
Dean of Career Technical Education and Workforce Development	2	A-1,A-2,C,D and E

DISCLOSURE SCHEDULES

<u>DESIGNATED POSITIONS</u>	<u>CATEGORIES</u>	<u>ASSOCIATED</u>
<b><u>Saddleback College</u></b>		
President	1,2,3	All
Vice President, Instruction	1,2,3	All
Dean, Business, Science, Vocational Education & Economic Development	2	A-1,A-2,C,D and E
Dean of Fine Arts	2	A-1,A-2,C,D and E
Dean, Counseling Services and Special Programs	2	A-1,A-2,C,D and E
Dean, Liberal Arts & Learning Resources	2	A-1,A-2,C,D and E
Dean, Advanced Technology & Applied Science	2	A-1,A-2,C,D and E
Dean, Social and Behavioral Science	2	A-1,A-2,C,D and E
Dean, Math, Science and Engineering	2	A-1,A-2,C,D and E
Dean, Health Sciences, Human Services & Emeritus Institute	2	A-1,A-2,C,D and E
Assistant Dean, Health Sciences, Human Services & Emeritus Institute	2	A-1,A-2,C,D and E
<del>Assistant Dean, Student Services</del>	<del>2</del>	<del>A-1,A-2,C,D and E</del>
Assistant Dean of Counseling Services & Special Programs	2	A-1,A-2,C,D and E
Dean of, Physical Education, Kinesiology & and Athletics	2	A-1,A-2,C,D and E
Assistant Athletic Director	2	A-1,A-2,C,D and E
Director, College Foundation	2	A-1,A-2,C,D and E
<del>Director, Advanced Technology Center</del> Director	2	A-1,A-2,C,D and E
Director of Emeritus Institute	2	A-1,A-2,C,D and E
Director of Student Development	2	A-1,A-2,C,D and E
Chief of Police	2	A-1,A-2,C,D and E
Deputy Chief of Police	2	A-1,A-2,C,D and E
Director, of Performing Arts Operations	2	A-1,A-2,C,D and E
Director, Community Education	2	A-1,A-2,C,D and E
Director, Admissions, Records and Enrollment Services	2	A-1,A-2,C,D and E
Admissions, Records & Enrollment Services Registrar	2	A-1,A-2,C,D and E
Financial Aid Director	2	A-1,A-2,C,D and E
Director of Facilities	2,3	All
Director of Fiscal Services	2	A-1,A-2,C,D and E
<b>DISCLOSURE SCHEDULES</b>		



<u>DESIGNATED POSITIONS</u>	<u>CATEGORIES</u>	<u>ASSOCIATED</u>
Child Development Center Manager	2	A-1,A-2,C,D and E
Director, Instructional Support Services	2	A-1,A-2,C,D and E
Director of Technology Services	2	A-1,A-2,C,D and E
Director, Student Health Center	2	A-1,A-2,C,D and E
Director of Public Information & Marketing	2	A-1,A-2,C,D and E
Central Services Manager	2	A-1,A-2,C,D and E
Facilities Maintenance & Energy Projects Manager	2,3	All
Facilities Maintenance and Operations Manager	2,3	All
Night Custodial Supervisor	2	A-1,A-2,C,D and E
Director of College Radio Station Operations	2	A-1,A-2,C,D and E
Director of Learning Assistant Assistance	2	A-1,A-2,C,D and E

## 2.0 CONSULTANT

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this Conflict of Interest Code, subject to the following limitations:

The Chancellor may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent of disclosure requirements. *The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.*

## 3.0 OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Subject to the provisions of Government Code Sections 87200 through 87210, an official in this category shall disclose:

- (A) Interests in real property located within the jurisdiction of the District.
- (B) Business positions or investments in business entities or income from sources of the type which plan to do business, are currently doing business, or have done business within the jurisdiction of the District during the previous two (2) years.

## 4.0 DISCLOSURE CATEGORIES

### **Category 1: Designated employees whose duties are broad and undefinable.**

A designated employee in this category shall disclose:

- (1) Interests in real property located within the jurisdiction of the District.
- (2) *Business positions or investments in business entities or income from sources of the type which plan to do business, are currently doing business, or have done business with the District within the previous two (2) years.*

**Category 2: Designated employees whose duties involve contracting or purchasing.**

A designated employee in either of the two following sub-categories shall disclose:

**(1) Contracts or makes purchases for entire District or College:**

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which provide services, supplies, materials, machinery or equipment of the type utilized by the District or College.

**(2) Contracts or makes purchases for specific department:**

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or College within the previous two (2) years and which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

**Category 3: Designated employees whose decisions may affect real property interests.**

A designated employee in this category shall disclose:

Investments and business positions in business entities, or income from sources of the type which plan to do business, are currently doing business, or have done business with the District or school within the previous two (2) years and which engage in land development, construction, or the acquisition, lease or sale of real property and all interests in real property located within the jurisdiction of the District.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting  
**ACTION:** Approval

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**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 Tom Fuentes was absent from the Regular Board Meeting on August 26, 2008 due to illness.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 08-26 (Exhibit A) authorizing payment to Trustee Fuentes 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 08-26**

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 August 26, 2008, the Board of Trustees of the South Orange County Community College District held a regular meeting; and

WHEREAS, Trustee Tom Fuentes could not be present at the regular meeting; and

WHEREAS, it was determined that Trustee Fuentes' absence was due to illness;

NOW, THEREFORE, BE IT RESOLVED that Trustee Fuentes shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on August 26, 2008.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting  
**ACTION:** Approval

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**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**

Student Trustee Hannah Lee was absent from the Regular Board Meeting on August 22, 2008 due to illness.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt resolution 08-27 (Exhibit A) authorizing payment to Student Trustee Lee 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 STUDENT TRUSTEE ABSENT  
FROM BOARD MEETING**

**RESOLUTION 08-27**

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 August 22, 2008, the Board of Trustees of the South Orange County Community College District held a special meeting; and

WHEREAS, Student Trustee Hannah Lee could not be present at the regular meeting; and

WHEREAS, it was determined that Student Trustee Lee's absence was due to illness;

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Lee shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on August 22, 2008.

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

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

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



**TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS**

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
Student Senate General Assembly Fall 2008 San Jose Doubletree Hotel San Jose, CA	October 24- 26, 2008 (3)	\$760.00
Green California Community Colleges Summit Pasadena Convention Center Pasadena, CA	October 8 – 9, 2008 (1)	\$500.00

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

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts

**ACTION:** Approval

---

**BACKGROUND**

On September 24, 2007, the Board of Trustees authorized a list of positions with authority sign documents and contracts in accordance with Section 81655, 81656 and 85232 of the Education Code, Public Contract Code Section 20651 and Board Policy 2100. The Orange County Department of Education requires a current updated list of authorized signatures.

**STATUS**

EXHIBIT B details all authorized designees by position to execute documents and contracts including a brief description of those items. The positions of Vice Chancellor of Human Resources and Vice Chancellor of Technology & Learning Resources has been revised to reflect a change in personnel.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve (EXHIBIT A) authorizing individuals occupying the position listed on EXHIBIT B to be approved as presented.

**AUTHORIZATION OF SIGNATURES**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE SCHOOL DISTRICT**

September 22, 2008

I, Raghu P. Mathur, Secretary, of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 22<sup>nd</sup> day of September, 2008 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Order for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZATION TO SIGN				
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements
Raghu Mathur		X	X	X	X	X
Gary Poertner		X	X	X	X	X
Robert S. Bramucci						X
David P. Bugay					X	X
Beth Mueller		X	X	X	X	X
Brandye D'Lena			X	X	X	X

Pursuant to provisions of Education Code sections 42630-34/85230-34

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

Secretary \_\_\_\_\_  
Raghu P. Mathur

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEE'S DESIGNEES TO  
EXECUTE DOCUMENTS AND CONTRACTS

POSITION

Chancellor	Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Employment Contracts, Collective Bargaining Agreements, Notices of Employment/Changes of Status, Purchase Orders, Travel Authorization/Expense Claims and Payroll Documents (E.C. 81655, 81656 & 85232, Public Contract code 20651)
Deputy Chancellor	Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Employment Contracts, Collective Bargaining Agreements, Notices of Employment/Changes of Status, Purchase Orders, Travel Authorization/Expense Claims and Payroll Documents (E.C. 81655, 81656 & 85232, Public Contract code 20651)
Vice Chancellor, Technology & Learning Resources	Application for Funds and Grants, Travel Reimbursements and Checks
Vice Chancellor, Human Resources	Employment Contracts, Collective Bargaining Agreements, Employment Claim Settlements, Notices of Employment/Change of Status, Travel Reimbursements and Checks
District Director of Fiscal Services	Checks, Claim Settlements, General Contracts, Purchase Orders, Payroll Documents and Travel Reimbursements
Director of Facilities, Planning & Purchasing	Advertise for Bids, Contracts for Supplies and Services within Bid Limits, Purchase Orders and Travel Reimbursements
College and District Classified Management Staff and Academic Administrative Staff	Travel Reimbursements

**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 P09-00814 through P09-01458 amounting to \$3,280,968.94 are submitted to the Board of Trustees for approval. Confirming requisitions dated August 6, 2008 through September 3, 2008 totaling \$90,955.29 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 P09-00814 Through P09-01458

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00814	QUICK SORT LOS ANGELES	Bulk Mailing Postage	\$2,300.00
P09-00815	COMMITTEE ON ACCREDITATION OF	Annual Accreditation Fee for 2007-2009	\$450.00
P09-00816	ACTT	CELSA Site License for ESL Local Scoring	\$209.14
P09-00817	REGENTS - UC SAN DIEGO	Renew MDTP License	\$800.00
P09-00818	PENN CORP. RELOCATION SVCS INC	RELOCATION OF DSPS TO LIBRARY 3RD FLOOR	\$1,464.28
P09-00819	RIDOUT PLASTICS COMPANY, INC.	CHEMISTRY SUPPLIES	\$333.86
P09-00820	GOVCONNECTION	Computer battery back-ups	\$345.06
P09-00821	SMITH PIPE & SUPPLY, INC.	IRRIGATION SUPPLIES	\$1,354.85
P09-00822	SMARDAN SUPPLY - EL MONTE	IRRIGATION SUPPLIES	\$1,092.78
P09-00823	AT&T	TELEPHONE SERVICES	\$250.00
P09-00824	SO COAST A.Q.M.D.	PERMIT APPLICATION	\$505.35
P09-00825	SADDLEBACK COLLEGE BOOKSTORE	BLANKET PO FOR BOOKSTORE	\$6,500.00
P09-00826	CCC	BlackBoard Academic Suite Renewal 08/09	\$172,986.00
P09-00827	CPP, INC.	Skillsone- Online Assessments	\$1,985.00
P09-00828	SOCCLD TRUSTEE FOR FEDERAL/STA	2008-2009 CARE Grants	\$7,000.00
P09-00829	SOCCLD TRUSTEE FOR FEDERAL/STA	2008-2009 EOPS Grants	\$6,090.00
P09-00830	MEDI CALL REPAIR SERVICE, INC.	MAINTENANCE ON EKG MACHINE	\$259.77
P09-00831	HOME DEPOT	Blanket PO for Technology Svc.	\$1,000.00
P09-00832	ATI	ATI TESTING	\$9,540.00
P09-00833	MATERIAL FLOW & CONVEYOR	FASHION SUPPLIES	\$68.76
P09-00834	GUEST ARTISTS	Expenses for Flamenco Gala Event 3/14/09	\$7,950.00
P09-00835	OCEANSIDE PHOTO & TELESCOPE	ASTRO SUPPLIES	\$348.41
P09-00836	FOAM ORDER	ASTRO SUPPLIES	\$100.70
P09-00837	ASSOC WRITING PROGRAMS	AWP Institutional Membership 2008-09	\$405.00
P09-00838	SPECTRUM LABORATORY PRODUCTS	BIOLOGY SUPPLIES	\$1,464.68
P09-00839	TRIARCH INC.	BIOLOGY SUPPLIES	\$101.18
P09-00840	SCIENCE KIT, INC.	BIOLOGY SUPPLIES	\$765.53
P09-00841	APPLE SCIENTIFIC, INC.	BIOLOGY SUPPLIES	\$428.85
P09-00842	SARGENT-WELCH	BIOLOGY SUPPLIES	\$1,067.31
P09-00843	CAROLINA BIOLOGICAL SUPPLY	BIOLOGY SUPPLIES	\$1,131.43
P09-00844	WARD'S NATURAL SCIENCE	BIOLOGY SUPPLIES	\$3,357.40
P09-00845	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$2,043.54
P09-00846	FREY SCIENTIFIC	BIOLOGY SUPPLIES	\$140.83
P09-00847	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$1,766.03
P09-00848	SARGENT-WELCH	PHYSICS SUPPLIES	\$164.70
P09-00849	PASCO SCIENTIFIC	MAINTENANCE SUPPLIES	\$149.77
P09-00850	VAN DER PLOEG, DIANE	Diana Von Der Ploeg/Guest Speaker	\$808.03
P09-00851	LAY, SCOTT	Scott Lay/Guest Speaker	\$808.03
P09-00852	OC REGISTER	AD FOR BID 295	\$462.80
P09-00853	AUDIO VISUAL NOW	AV Replacement Supplies for gym	\$273.88
P09-00854	LRP PUBLICATIONS, INC.	LRP PUBLICATIONS	\$198.00
P09-00855	FIRST SCHOOL MONTESSORI	Child Care Services	\$3,200.00
P09-00856	SAMY'S CAMERA	Ink cartridges for dept. printer	\$484.88
P09-00857	AMAZON.COM	DVD's for Film Studies Classes	\$37.67
P09-00858	VASQUEZ, LUIS MAURICIO	WORKSHOP PRESENTER	\$2,100.00
P09-00859	DHK PLUMBING & PIPING, INC.	F.A. SEWER REPAIR	\$3,550.00
P09-00860	WARD'S NATURAL SCIENCE	Blanket PO for Lab Supplies	\$500.00
P09-00861	WARD'S NATURAL SCIENCE	Blanket PO for Expendable Classroom Supp	\$500.00
P09-00862	MILLER, SALLIE	WORKSHOP PRESENTER	\$1,400.00
P09-00863	DJ ORTHOPEDICS, LLC	Athletic Training Supplies	\$643.83
P09-00864	FREY SCIENTIFIC	PHYSICS SUPPLIES	\$127.53
P09-00865	CAROLINA BIOLOGICAL SUPPLY	PHYSICS SUPPLIES	\$35.56
P09-00866	CAROLINA BIOLOGICAL SUPPLY	ANATOMY SUPPLIES	\$3,117.10
P09-00867	SARGENT-WELCH	ANATOMY SUPPLIES	\$290.72
P09-00868	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$1,283.13

BOARD OF TRUSTEES PURCHASE ORDER LISTING

v4.2

Purchase Order Numbers P09-00814 Through P09-01458

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00869	WARD'S NATURAL SCIENCE	BIOLOGY SUPPLIES	\$219.48
P09-00870	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$604.84
P09-00871	SCIENCE KIT, INC.	BIOLOGY SUPPLIES	\$40.15
P09-00872	FREY SCIENTIFIC	BIOLOGY SUPPLIES	\$213.08
P09-00873	SIGMA ALDRICH CHEMICAL CO	MICROBIOLOGY CHEMICALS	\$211.20
P09-00874	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$4,103.29
P09-00875	COMMUNITY COLLEGE WEEK	Community College Week Publication	\$40.00
P09-00876	SMALL PARTS, INC.	ELECTRONICS SUPPLIES	\$58.77
P09-00877	JAMECO ELECTRONICS	ELECTRONICS SUPPLIES	\$228.52
P09-00878	OC SHERIFF/CORONER	Orange County Sheriff's Radio Costs	\$14,256.00
P09-00879	HITT MARKING DEVICES, INC.	Custom stamps for Theatre Dept	\$26.94
P09-00880	SCANTRON CORPORATION	EQUIPMENT FOR CLASSROOMS	\$7,462.77
P09-00881	BEACH PAVING	PARKING LOT 5 ENTRY	\$18,350.00
P09-00882	ARROWHEAD DRINKING WATER	BLANKET PURCHASE ORDER FOR SUPPLIES	\$400.00
P09-00883	CARQUEST AUTO PARTS	BLANKET PURCHASE ORDER FOR AUTO SUPPLIES	\$500.00
P09-00884	COLLICUTT ENERGY SERVICES	BLANKET PURCHASE ORDER FOR SUPPLIES	\$500.00
P09-00885	SADDLEBACK GOLF CARS, INC.	BLANKET PURCHASE ORDER FOR PARTS	\$500.00
P09-00886	AA EQUIPMENT RENTALS	BLANKET PURCHASE ORDER FOR PARTS	\$2,000.00
P09-00887	HOME DEPOT	BLANKET PURCHASE ORDER FOR SUPPLIES	\$1,000.00
P09-00888	PARKWAY LAWNMOWER SHOP	OPEN PURCHASE ORDER FOR PARTS	\$2,000.00
P09-00889	SOUTHERN COUNTIES OIL CO.	BLANKET PURCHASE ORDER FOR DIESEL FUEL	\$3,000.00
P09-00890	ALLIED REFRIGERATION, INC.	BLANKET PURCHASE ORDER FOR PARTS	\$300.00
P09-00891	CONSOLIDATED ELECTRICAL DIST.	BLANKET PURCHASE ORDER FOR SUPPLIES	\$2,500.00
P09-00892	CLARK SECURITY PRODUCTS	BLANKET PURCHASE ORDER FOR PARTS	\$4,000.00
P09-00893	DUNN-EDWARDS CORPORATION	BLANKET PURCHASE ORDER FOR SUPPLIES	\$2,000.00
P09-00894	HOME DEPOT	BLANKET PURCHASE ORDER FOR SUPPLIES	\$6,500.00
P09-00895	IRVINE PIPE & SUPPLY	BLANKET PURCHASE ORDER FOR PARTS AND SUP	\$3,000.00
P09-00896	JOHNSTONE SUPPLY	OPEN PURCHASE ORDER FOR PARTS	\$1,500.00
P09-00897	MC FADDEN-DALE INDUSTRIAL	BLANKET PURCHASE ORDER FOR PARTS	\$500.00
P09-00898	HAWK LABELING SYSTEMS	BIOLOGY SUPPLIES	\$393.48
P09-00899	MISSION VIEJO GLASS	OPEN PURCHASE ORDER FOR GLASS NEEDS	\$500.00
P09-00900	OCB REPROGRAPHICS, INC.	OPEN PURCHASE ORDER FOR PRINTING SERVICE	\$400.00
P09-00901	OC PUMP CO.	BLANKET PURCHASE ORDER FOR PARTS AND SER	\$650.00
P09-00902	SPECIALIZED BUILDERS HARDWARE	OPEN PURCHASE ORDER FOR PARTS AND SUPPLI	\$100.00
P09-00903	TRANE COMPANY SOUTHERN CALIF	OPEN PURCHASE ORDER FOR PARTS AND SUPPLI	\$1,000.00
P09-00904	U.S. AIR CONDITIONING DIST INC	OPEN PURCHASE ORDER FOR PARTS AND SUPPLI	\$500.00
P09-00905	WALTERS WHOLESALE ELECTRIC	OPEN PURCHASE ORDER FOR PARTS AND SUPPLI	\$2,500.00
P09-00906	REFRIGERATION SUPPLIES DIST.	OPEN PURCHASE ORDER FOR PARTS AND SUPPLI	\$300.00
P09-00907	CINTAS CORPORATION	UNIFORM AND TOWEL SERVICE	\$2,100.00
P09-00908	COMPETITIVE EDGE SOFTWARE, INC	RECORDS MANAGEMENT SOFTWARE	\$1,875.00
P09-00909	CA DEPT INDUSTRIAL RELATIONS	B-300 CONVEYANCE INVOICE	\$105.00
P09-00910	CA DEPT INDUSTRIAL RELATIONS	STUDENT SERVICES CENTER CONVEYANCE INVOI	\$105.00
P09-00911	CA DEPT INDUSTRIAL RELATIONS	B-200 CONVEYANCE INVOICE	\$105.00
P09-00912	CA DEPT INDUSTRIAL RELATIONS	LIBRARY CONVEYANCE INVOICE	\$105.00
P09-00913	SYSTEMS SOURCE, INC.	Panels	\$2,426.19
P09-00914	ELECTRONIX EXPRESS	ELECTRONIC SUPPLIES	\$233.19
P09-00915	HITT MARKING DEVICES, INC.	Customized rubber stamps	\$61.31
P09-00916	AMER. TIME & SIGNAL CO.	CLOCKS	\$1,383.21
P09-00917	BURMINCO	For purchase of items for geology studen	\$3,000.00
P09-00918	EBSCO SUBSCRIPTION SERVICE	Subscription rate adjustment per Tom Wei	\$80.64
P09-00919	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY SUPPLIES	\$355.32
P09-00920	EDMONDS COMMUNITY COLLEGE	Payment for NSF Subaward DUE 0702912	\$68,296.00
P09-00921	KAMARA, SHEKU	CONTRACT: SHEKU KAMARA	\$30,000.00
P09-00922	GORNET, TIM	Contract: Tim Gornet	\$30,000.00
P09-00923	LAYTON, ANDREW C.	CONTRACT: ANDREW LAYTON	\$30,000.00

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Purchase Order Numbers P09-00814 Through P09-01458

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00924	GENEVRO, WILLIAM F.	CONTRACT: WILLIAM F. GENEVRO	\$10,000.00
P09-00925	SIMONEAU, ROBERT W.	CONTRACT: ROBERT SIMONEAU	\$27,800.00
P09-00926	NAT'L COALITION-ADV TECH CTRS	CONTRACT; NCATC	\$15,600.00
P09-00927	WOSCZYNA-BIRCH, KAREN	CONTRACT: KAREN WOSCZYNA-BIRCH	\$14,000.00
P09-00928	COMMUNITY COLLEGE LEAGUE OF CA	Library data base per Tom Weisrock reque	\$1,397.00
P09-00929	XEROX CORPORATION	XEROX MAINTENANCE RENEWAL	\$189.00
P09-00930	SADDLEBACK COLLEGE BOOKSTORE	Textbooks for EOPS Eligible students	\$94,306.00
P09-00931	GUEST ARTISTS	Expenses for performance of "Late Nite C	\$8,150.00
P09-00932	LIU, CHENG-HSIN	Contract: Cheng-Hsin Liu	\$20,000.00
P09-00933	USA MOBILITY	PAGER RENTAL AND MAINTENANCE CONTRACT	\$960.00
P09-00934	WARE DISPOSAL CO., INC.	GREENWASTE	\$35,000.00
P09-00935	TREESMITH ENTERPRISES, INC.	weed abatement at ATEP	\$11,000.00
P09-00936	AT&T	RapidTech - AT&T aircards	\$4,680.00
P09-00937	COMEVO, LLC	On-line Orientation	\$4,500.00
P09-00938	ABDOU, MARC	CHILD DEVELOPMENT GRANT VIDEO	\$5,000.00
P09-00939	CA STAGE & LIGHTING	JANITORIAL SUPPLIES	\$960.60
P09-00940	CHEVRON	2008/09 Use of Gasoline by Various Depar	\$35,757.70
P09-00941	W. W. GRAINGER INC.	SHELVING FOR STORAGE AREA	\$863.58
P09-00942	GRODT, MARLYS & ASSOCIATES	Class Spec-CM Management	\$500.00
P09-00943	AT&T	FAX LINES - TRUSTEES FY 08-09	\$932.59
P09-00944	AT&T	MMILCHIKER CELL PHONE SVC 2008-09	\$613.89
P09-00945	MC MAHAN BUSINESS INTERIORS	SM -FURNITURE	\$2,220.51
P09-00946	PROVIDEA	teleconference service contract	\$1,400.00
P09-00947	JACKSON-HIRSCH, INC.	Purchase instructional supplies.	\$191.32
P09-00948	PACIFIC SAILING	Sailboat Rental to Support MST Classes	\$2,000.00
P09-00949	SHERIFF, DAVID	Rental for Sailboat for MST Classes	\$350.00
P09-00950	DANA POINT FUEL DOCK	Blanket PO for Sailboat Fuel for MST Cla	\$1,200.00
P09-00951	DANA POINT YACHT MAINTENANCE	Blanket PO for Boston Whaler Monthly Hul	\$360.00
P09-00952	SAFE NAVIGATION, INC.	Blanket PO for Instrucional Supplies for	\$500.00
P09-00953	PORT SUPPLY	Blanket PO for Instructional Supplies -	\$1,000.00
P09-00954	NCMPR	Membership Renewal	\$350.00
P09-00955	TIGER DIRECT	NETWORK PATCH CABLES	\$1,257.08
P09-00956	TIGER DIRECT	NETWORK PATCH CABLES	\$1,012.76
P09-00957	STAR MAINTENANCE SUPPLY	CAN LINERS FOR GROUNDS	\$1,739.52
P09-00958	VICTORY CUSTOM ATHLETIC, INC	baseball team uniforms	\$498.36
P09-00959	WAXIE SANITARY SUPPLY	Utility Cart for athletic equipment room	\$136.27
P09-00960	KIRK XPEDX	Paper to make copies	\$174.90
P09-00961	POWERTRON BATTERY CO.	FORKLIFT BATTERY MITSUBISHI	\$71.01
P09-00962	GAYLORD BROTHERS, INC.	Instructional supplies.	\$103.49
P09-00963	EASTEX PRODUCTS, INC.	ELECTRONIC SUPPLIES	\$46.52
P09-00964	BSN SPORTS	Soccer class supplies	\$233.27
P09-00965	AIRGAS SAFETY	ADHESIVE LABELS	\$85.55
P09-00966	XEROX CORPORATION	Maintenance Agreement For ATAS Graphics	\$400.00
P09-00967	XEROX CORPORATION	ANNUAL MAINTENANCE AGREEMENT XEROX	\$1,436.00
P09-00968	R2A ARCHITECTURE	PROVIDE ARCHITECTURAL SERVICES SC VILLAG	\$22,400.00
P09-00969	BARGER, THOMAS	Football Filming Services	\$1,600.00
P09-00970	D4 SOLUTIONS, INC.	Network wiring services	\$1,570.13
P09-00971	OCE	RENTAL AGREEMENT	\$633.60
P09-00972	WAXIE SANITARY SUPPLY	JANITORIL SUPPLIES	\$886.38
P09-00973	OCE	OCE FAX MAINTENANCE AGREEMENT	\$260.00
P09-00974	HEDMAN, F & E	Annual Maintenance:Check Signer	\$430.00
P09-00975	GANDER-PRINTCO	Folding Brochures	\$163.72
P09-00976	COMMUNITY COLLEGE LEAGUE OF CA	Library electronic databases per Tom Wei	\$57,701.68
P09-00977	APPLE COMPUTER, INC.	website server	\$9,380.61
P09-00978	WEBEX COMMUNICATIONS, INC.	Online Meeting Program Software	\$6,900.00



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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-00979	CLARKE & ASSOCIATES, INC.	for signage	\$2,000.00
P09-00980	XEROX CORPORATION	Annual Maintenance: Copier	\$600.00
P09-00981	KEN'S SPORTING GOODS	baseball team uniforms	\$3,851.58
P09-00982	VITAL LINK ED. & BUS. CONSORTIUM	CONTRACT AGREEMENT	\$6,000.00
P09-00983	IMAGE PRINTING SOLUTIONS	ENVELOPES	\$656.50
P09-00984	MICRO CENTER	COMPUTER AND ELECTRONIC SUPPLIES	\$1,500.00
P09-00985	INTEGRA SERVICES INTERNATIONAL	SLS MACHINE UPGRADE	\$13,000.00
P09-00986	GE CAPITAL	LEASE Agreement - Canon Copiers	\$5,500.00
P09-00987	COMPETITIVE EDGE SOFTWARE, INC	Records Management Software	\$3,230.00
P09-00988	JOSSEY-BASS PUBLISHERS	BOOKS FOR ANTHROPOLOGY	\$121.77
P09-00989	REALVOLLEYBALL.COM	WOMEN'S VOLLEYBALL TEAM ORDER	\$2,419.08
P09-00990	CHEAP JOE'S ART STUFF	STUDENT SUPPLIES - FALL 08	\$399.46
P09-00991	DELL MARKETING	PC's for classrooms, etc.	\$10,021.35
P09-00992	JOHN DEERE LANDSCAPES, INC.	IRRIGATION SUPPLIES	\$766.32
P09-00993	HOEFER, INC.	REPLACEMENT ELECTRODE	\$195.25
P09-00994	BRODART CO.	Purchase instructional supplies.	\$27.41
P09-00995	TASTE CATERING, INC.	CATERING	\$872.29
P09-00996	OC PRINTING CO.	TRANSFER CENTER POSTERS	\$1,389.29
P09-00997	GANDER-PRINTCO	Business cards for Kris Murakami.	\$49.57
P09-00998	GALL'S OF LONG BEACH	Police Uniforms and Supplies for Officer	\$3,000.00
P09-00999	ALLSCRIPTS	medication for students	\$83.84
P09-01000	SUN BADGE COMPANY	BADGES	\$3,965.42
P09-01001	L.A. TIMES	Pay for subscription renewal.	\$104.00
P09-01002	ORANGEWOOD CHILDREN'S FOUNDATI	PANEL MEMBER	\$450.00
P09-01003	INACSL	INSTITUTIONAL MEMBERSHIP INACSL	\$200.00
P09-01004	MILLER, DAVID	PANEL PRESENTER	\$50.00
P09-01005	SOCCER CENTER	WOMEN'S SOCCER SUPPLIES	\$399.05
P09-01006	BOB PARRETT CONSTRUCTION, INC.	AGB - INSTALL EXTERIOR ACCESS DOORS	\$2,521.00
P09-01007	A-1 FENCE COMPANY	TENNIS COURT AREA INSTALL NEW LINK FENCE	\$4,680.00
P09-01008	ARROWHEAD DRINKING WATER	Rental of ROHC Water Filtration System	\$517.08
P09-01009	ARMSTRONG, LEE CO. INC.	GROUNDS OFFICE - VINYL TILE INSTALLATION	\$475.00
P09-01010	MILCHIKER, MARCIA	MMILCHIKER INTERNET 08/09	\$500.00
P09-01011	FUENTES, THOMAS A.	TFUENTES INTERNET 08/09	\$500.00
P09-01012	JAY, BILL	WJAY INTERNET 08/09	\$625.00
P09-01013	LANG, DAVID B.	DLANG INTERNET 08/09	\$625.00
P09-01014	PADBERG, NANCY	NPADBERG INTERNET 08/09	\$500.00
P09-01015	WAGNER, DONALD P.	DWAGNER INTERNET 08/09	\$500.00
P09-01016	WILLIAMS, JOHN	JWILLIAMS INTERNET 08/09	\$500.00
P09-01017	S & B FOODS	PURCHASE OF FOOD FOR MONTHLY BOARD MEETI	\$3,800.00
P09-01018	DANA POINT MARINA INN	PAYMENT FOR ROOMS FOR WORKSHOP ATTENDEES	\$12,339.80
P09-01019	GKKWORKS	CONSTR. MGMT AGRMT	\$251,947.00
P09-01020	GKKWORKS	CONSTR. MGMT AGRMT	\$375,537.00
P09-01021	COMMUNITY COLLEGE LEAGUE OF CA	MEMBERSHIP DUES	\$33,022.00
P09-01022	UNISOURCE CORPORATION	JANITORIAL SUPPLIES	\$427.24
P09-01023	P & R PAPER SUPPLY COMPANY	JANITORIAL SUPPLIES	\$414.95
P09-01024	CLEAN SOURCE	JANITORIAL SUPPLIES	\$194.86
P09-01025	MAINTEX	JANITORIAL SUPPLIES	\$219.44
P09-01026	AMER. CHEMICAL & SANITARY SUP.	JANITORIAL SUPPLIES	\$192.23
P09-01027	KATHCO PRODUCTS	JANITORIAL SUPPLIES	\$109.36
P09-01028	BUCKEYE CLEANING CENTER	JANITORIAL SUPPLIES	\$94.91
P09-01029	SIGMA ALDRICH CHEMICAL CO	BIOLOGY SUPPLIES	\$219.71
P09-01030	MOUSER ELECTRONICS	ELECTRONIC SUPPLIES	\$115.43
P09-01031	VWR INTERNATIONAL, INC.	MICROBIOLOGY SUPPLIES	\$787.54
P09-01032	CPP, INC.	Strong Interest Inventory	\$786.06
P09-01033	PEARSON EDUCATION	INSTRUCTIONAL SUPPLIES	\$635.20

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01034	BLIND FACTORY	Window Blinds for the Reading Lab	\$1,347.36
P09-01035	FISHER SCIENTIFIC	REPLACEMENT DISHWASHER	\$7,557.84
P09-01036	PROJECTOR LAMP CENTER	TECHNOLOGY SUPPLIES	\$293.14
P09-01037	PHILADELPHIA SECURITY PRODUCTS	Supplies.	\$25.18
P09-01038	HOME DEPOT	RapidTech - Open PO w/ Home Depot	\$5,000.00
P09-01039	RP GROUP	PLANNING GUIDES	\$37.71
P09-01040	NEXUS IS INC.	Tech Refresh Equipment	\$4,216.40
P09-01041	WESTLAKE, DOUGLAS	Piano tuning services for guest artist e	\$350.00
P09-01042	PACIFIC HIGH REACH	EQUIPMENT RENTAL FOR DRIVING RANGE	\$1,641.95
P09-01043	QUINN RENTAL SERVICES	KNUCKLEBOOM RENTAL FOR DRIVING RANGE	\$1,610.00
P09-01044	AMER. ACADEMY OF PROF. CODERS	AMER. ACADEMY OF PROFESSIONAL CODERS M/S	\$120.00
P09-01045	CAROLINA BIOLOGICAL SUPPLY	HORTICULTURE SUPPLIES	\$405.35
P09-01046	FORESTRY SUPPLIERS, INC.	HORTICULTURE SUPPLIES	\$178.04
P09-01047	H2 ENVIRONMENTAL CONSULTING	PROVIDE PROJECT OVERSIGHT ACM PIPE REMOV	\$4,000.00
P09-01048	ASI SIGN SYSTEMS, INC.	BGS INSTALLATION OF SIGNS	\$646.28
P09-01049	OC PRINTING CO.	Promotional Pencils/Outreach	\$1,090.86
P09-01050	OC PRINTING CO.	Stress Balls	\$853.69
P09-01051	DUNN-EDWARDS CORPORATION	MAINTENANCE SUPPLIES	\$4,890.13
P09-01052	SORIANO ELECTRIC	electrical work	\$5,000.00
P09-01053	NAT'L COUNCIL OF TEACHERS OF M	NCTM membership and journal	\$120.00
P09-01054	INGERSOLL RAND	Tech Refresh - Wireless readers for BTC	\$6,357.58
P09-01055	OC PUMP CO.	EMERGENCY REPAIR B200 COOLING TOWER	\$870.02
P09-01056	MARK IV PRINT COMMUNICATIONS	CABLING SERVICE IN B384,A117, MAINT.BLDG	\$1,829.38
P09-01057	INDUSTRIAL HYGIENE MGMT., INC.	AIR QUALITY EVALUATION CDC YELLOW ROOM	\$4,850.00
P09-01058	RP GROUP	Membership renewal for 2008-2009 RP Grou	\$350.00
P09-01059	COMPUTERLAND CORPORATE OFFICE	Tech Refresh - Software	\$2,126.99
P09-01060	TUSTIN CHAMBER OF COMMERCE	Membership renewal to Tustin Chamber of	\$180.00
P09-01061	RECALL SECURE DEST.SRVS INC.	Shredding Services	\$404.54
P09-01062	SOCCER CENTER	WOMEN'S SOCCER UNIFORMS	\$268.01
P09-01063	STUART, DAVE	DLC RETREAT-AUGUST 14, 2008	\$150.00
P09-01064	LEONARD, A. M., INC.	HORTICULTURE SUPPLIES	\$67.36
P09-01065	DHK PLUMBING & PIPING, INC.	BGS - FURNISH AND INSTALL PLUMBING	\$12,299.06
P09-01066	DHK PLUMBING & PIPING, INC.	HS BUILDING - PLUMBING	\$11,431.00
P09-01067	ANGELOPOULOS, DEMETRI	DJ Services for Welcome Day	\$500.00
P09-01068	SADDLEBACK COLLEGE BOOKSTORE	Textbooks & Supplies for CARE eligible s	\$5,000.00
P09-01069	MATERIAL SALES UNLIMITED	GROUNDS SUPPLIES	\$5,406.90
P09-01070	HOME DEPOT	For Purchasing of misc. Supplies for gre	\$500.00
P09-01071	LEONARD, A. M., INC.	GROUNDS SUPPLIES	\$352.43
P09-01072	GALL'S OF LONG BEACH	SAFETY VESTS	\$2,586.00
P09-01073	A AND S STEEL BUILDINGS CORP.	SHED	\$27,424.34
P09-01074	COACH AMERICA - LOS ANGELES	Charter Bus Services	\$25,000.00
P09-01075	GANDER-PRINTCO	forms/time cards substitute	\$222.83
P09-01076	FILMTOOLS	Chroma Key Paint for Backgrounds	\$158.26
P09-01077	LIBRARY OF CONGRESS	Renewal of Cataloguer's Desktop on the w	\$525.00
P09-01078	SEHI PROCOMP COMPUTER PRODUCTS	Equip for VCHR	\$93.36
P09-01079	G/M BUSINESS INTERIORS	Modular Furniture for Two Instructors	\$3,132.23
P09-01080	QUALITONE INDUSTRIES, INC.	Cables	\$523.62
P09-01081	BRAVO SIGN & DESIGN, INC.	CAMPUS WIDE SIGNAGE PROJECT	\$344,500.00
P09-01082	PACIFIC CLIPPINGS	020496	\$800.00
P09-01083	CA DEPT OF PARKS/RECREATION	Facility fee for volleyball class	\$475.00
P09-01084	MC LOGAN'S SUPPLY CO.	Blanket P.O. for Student Supplies (GC63,	\$1,000.00
P09-01085	COMPUTERLAND CORPORATE OFFICE	ADOBE ACROBAT	\$58.19
P09-01086	GRANICUS, INC.	Board Meeting Streaming Video Monthly Su	\$11,825.00
P09-01087	CDW COMPUTER CENTERS	PGP Encryption Renewal	\$430.95
P09-01088	ERGOCUBE	ERGONOMIC ROLLER MOUSE	\$217.62

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01089	IBM	Tivoli Storage Mgr and RFT Renewal	\$4,188.20
P09-01090	DIVERSIFIED COMPUTER SYSTEMS	Annual Maintenance Renewal for E-Term32	\$1,425.00
P09-01091	OSU BOOKSTORE	Library DVD per Tom Weisrock request	\$19.42
P09-01092	TROXELL COMMUNICATIONS, INC.	AV Supplies	\$439.62
P09-01093	MC MAHAN BUSINESS INTERIORS	SCIENCE MATH - FURNITURE	\$1,848.90
P09-01094	BEE MAN	GYM - REMOVE BEE HIVE INSIDE OF GYM	\$250.00
P09-01095	OC PRINTING CO.	PENS FOR OUTREACH	\$1,599.62
P09-01096	ST. LOUIS COMMUNITY COLLEGE	Payment for NSF Subaward/DUE 0702912	\$47,960.00
P09-01097	PORTLAND COMMUNITY COLLEGE	Payment for NSF Subaward/DUE 0702912	\$37,163.33
P09-01098	UNIV. OF HAWAII	Payment for NSF Subaward/DUE 0702912	\$50,000.00
P09-01099	OCB REPROGRAPHICS, INC.	COPY BGS FLOOR PLANS	\$100.00
P09-01100	OC PRINTING CO.	Promotional 40th anniversary tote bags	\$10,130.59
P09-01101	GRAYBAR ELECTRIC CO.	ELECTRICAL - BGS POWER/COMMUNICATION OUT	\$929.09
P09-01102	WIRED PLANET	Contract District Website maintenance se	\$5,400.00
P09-01103	OC METRO	Monthly ad insertions in OC Metro Magazi	\$17,370.00
P09-01104	AACC	Subscription renewal for AACC Journal.	\$50.00
P09-01105	CAPITOL ENQUIRY	Pocket Directory of the California Legis	\$452.99
P09-01106	COMMUNICATION ARTS	Graphics magazine for District Graphic D	\$53.00
P09-01107	CHRONICLE OF HIGHER EDUCATION	Subscription renewal for Chronicle of Hi	\$82.50
P09-01108	OC BUSINESS JOURNAL	Subscription renewal for OC Business Jou	\$85.00
P09-01109	NAT'L LEAGUE FOR NURSING	BOOK FOR T.RICE	\$69.40
P09-01110	MILLER-SNIDER, JENNIFER	TRAINING ASSISTANT	\$105.00
P09-01111	HITT MARKING DEVICES, INC.	Self Ink Stamp	\$18.96
P09-01112	PBS VIDEO	DVD per Tom Weisrock request	\$39.56
P09-01113	LUNDSTROM & ASSOCIATES ARCHITE	ARCHITECTURAL FEES - A&R REMODEL	\$200.26
P09-01114	ENVISIONTEC, INC.	SUPPLIES FOR PERFACTORY	\$1,813.26
P09-01115	DELL MARKETING	Printer toner cartridge	\$92.11
P09-01116	SKORA ELECTRIC	A&R ELECTRICAL WORK	\$4,285.00
P09-01117	SKORA ELECTRIC	SSC -	\$475.00
P09-01118	BARCLAYS LAW PUBLISHERS	Barclays Official California Code Title	\$532.66
P09-01119	BOB PARRETT CONSTRUCTION, INC.	WET SEAL STOREFRONT WINDOWS AT BGS BUILD	\$2,616.00
P09-01120	WILEY, JOHN & SONS	subscription - department chair	\$99.00
P09-01121	HOME DEPOT	SUPPLIES	\$750.00
P09-01122	ORCHARD SUPPLY HARDWARE	SUPPLIES	\$750.00
P09-01123	YALE CHASE MATERIALS HANDLING	REPAIRS & SUPPLIES	\$4,500.00
P09-01124	YOCUM BUSINESS FURNISHINGS	RECEIVE AND INSTALL 381 STRIVE CHAIRS FO	\$2,437.00
P09-01125	CORPORATE BUSINESS INTERIORS	classroom tables	\$5,872.31
P09-01126	VERIZON	Annual Maint: Broadband Back-up system/E	\$1,140.00
P09-01127	GLOBAL INDUSTRIAL EQUIPMENT	Equipment for the PAC.	\$594.96
P09-01128	HAAKER EQUIPMENT COMPANY	BLANKET P.O. FOR SUPPLIES	\$2,000.00
P09-01129	JUNIOR'S GOLF CARTS, INC.	OPEN P.O. FOR SUPPLIES	\$500.00
P09-01130	HEALY, NED R. & COMPANY	OPEN P.O. FOR SUPPLIES	\$1,000.00
P09-01131	PETROSPECS, INC.	OPEN P.O. FOR SUPPLIES	\$1,000.00
P09-01132	TURF TIRE DISTRIBUTORS	OPEN P.O. FOR PARTS	\$1,000.00
P09-01133	YALE CHASE MATERIALS HANDLING	OPEN P.O. FOR PARTS	\$1,000.00
P09-01134	DELL MARKETING	Tech Supplies	\$699.84
P09-01135	XEROX CORPORATION	Copier relocation	\$996.84
P09-01136	G/M BUSINESS INTERIORS	Stacker Chairs	\$1,520.20
P09-01137	MAIN GRAPHICS	Printing Cost for Accreditation Report	\$5,129.17
P09-01138	GAYLORD BROTHERS, INC.	Purchase instructional supplies.	\$32.84
P09-01139	B & H PHOTO	Audio Visual Equipment for the PAC	\$3,115.05
P09-01140	SOUTHLAND SIGN SUPPLIES	Sign supplies for publications.	\$1,000.00
P09-01141	SOURCE GRAPHICS	SERVICE CONTRACT FOR KIP 3000 PRINTER	\$1,350.00
P09-01142	GANDER-PRINTCO	Printing of district business cards	\$60.34
P09-01143	MEDIA CONTROL SYSTEMS, INC.	Service Contract for Ch. 39 Equipment an	\$1,623.75

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01144	HOKE OUTDOOR ADVERTISING, INC.	TRANSFER CENTER BANNER	\$221.65
P09-01145	CENTURION TECHNOLOGIES, INC.	DRIVESHIELD MAINTENANCE RENEWAL	\$1,086.16
P09-01146	ACADEMIC SUPERSTORE	NEMETSCHKE SOFTWARE	\$452.39
P09-01147	GOENGINEER	SOLIDWORKS SUBSCRIPTION RENEWAL	\$1,474.25
P09-01148	BUDDY'S ALL STARS INC.	soccer team/soccer class supplies	\$300.84
P09-01149	XEROX CORPORATION	ANNUAL MAINTENANCE AGREEMENT XEROX	\$1,700.00
P09-01150	MENDOZA, JOSEPH JAY	WORKSHOP PRESENTER	\$735.00
P09-01151	HAITBRINK ASPHALT PAVING, INC.	parking lot repairs	\$14,175.00
P09-01152	GLAXO SMITH KLINE (GSK)	vaccines needed for students	\$1,494.00
P09-01153	ARMSTRONG, LEE CO. INC.	S/M ROOMS 350-359 NEW FLOORING	\$1,245.00
P09-01154	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	\$15,544.87
P09-01155	CCC	Student's Right to Know Contract	\$3,700.00
P09-01156	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$2,825.23
P09-01157	VERIZON	Annual Maintenance:Emergency Cell Phone	\$360.00
P09-01158	CLARK SECURITY PRODUCTS	computer padlocks	\$739.87
P09-01159	LASER SOURCE	Ink Cartridge	\$50.64
P09-01160	WARD'S NATURAL SCIENCE	HORTICULTURE SUPPLIES	\$313.85
P09-01161	AMER. CHEMICAL & SANITARY SUP.	JANITORIAL SUPPLIES	\$3,713.57
P09-01162	GALE SUPPLY COMPANY	JANITORIAL SUPPLIES	\$1,891.01
P09-01163	MAINTEX	JANITORIAL SUPPLIES	\$1,419.58
P09-01164	UNISOURCE CORPORATION	JANITORIAL SUPPLIES	\$573.15
P09-01165	KATHCO PRODUCTS	JANITORIAL SUPPLIES	\$510.67
P09-01166	STAR MAINTENANCE SUPPLY	JANITORIAL SUPPLIES	\$376.91
P09-01167	PIONEER CHEMICAL CO.	JANITORIAL SUPPLIES	\$319.21
P09-01168	CLEAN SOURCE	JANITORIAL SUPPLIES	\$246.54
P09-01169	DAYSTAR FILTERS	For Astro equipment repair.	\$1,000.00
P09-01170	GRAFIX SHOPPE	GRAPHICS FOR POLICE CAR	\$406.94
P09-01171	CPP, INC.	CAREER ASSESSMENT Strong in Color Prepai	\$1,573.40
P09-01172	GANDER-PRINTCO	New Biz Cards for Tere Fluegeman.	\$38.79
P09-01173	ADAMSON POLICE PRODUCTS	VESTS	\$1,907.18
P09-01174	SOLINET (S.E. LIB. NETWORK)	Pay for database renewal-Annual Dues.	\$275.00
P09-01175	QUICK SORT LOS ANGELES	postage & mailing costs for emeritus per	\$830.55
P09-01176	DELL MARKETING	purchase toner cartridges & drum kits	\$470.80
P09-01177	CINTAS CORPORATION	document destruction/paper recycling for	\$720.00
P09-01178	CA DEPT INDUSTRIAL RELATIONS	ELEVATOR INSPECTION INVOICE	\$ .00
P09-01179	HOME DEPOT	Blanket Order for Home Depot for supplie	\$150.00
P09-01180	ARMSTRONG, LEE CO. INC.	S/M 350-359 NEW FLOORING	\$ .00
P09-01181	HAITBRINK ASPHALT PAVING, INC.	CLEAN UP GREEN WASTE YARD	\$2,500.00
P09-01182	COLLEGE BROADCASTERS, INC.	CBI Membership	\$100.00
P09-01183	OC HEALTH CARE AGENCY	HAZARDOUS MATERIALS BILLING	\$1,079.00
P09-01184	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$1,137.94
P09-01185	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY SUPPLIES	\$997.42
P09-01186	HARLAND TECHNOLOGY SERVICES	Annual Maintenance: Scanner	\$ .00
P09-01187	GALE SUPPLY COMPANY	CUSTODIAL SUPPLIES	\$6,831.35
P09-01188	NU AGE DEVELOPMENT, INC.	FRAME OFFICE WALLS IN B353	\$8,400.00
P09-01189	AMER. LIBRARY ASSOC.	Purchase posters & bookmarks.	\$195.02
P09-01190	OCEANSIDE PHOTO & TELESCOPE	TELESCOPE PARTS	\$85.08
P09-01191	PARK SEED	HORTICULTURE SUPPLIES	\$68.91
P09-01192	MC MASTER CARR SUPPLY COMPANY	SUPPLIES FOR DMP STUDENTS	\$53.93
P09-01193	NEXUS IS INC.	Tech Refresh Equipment	\$3,632.22
P09-01194	INTERSTATE ELECTRIC	Signage Materials	\$1,279.51
P09-01195	SAMY'S CAMERA	Large-format printer supplies	\$851.23
P09-01196	GANDER-PRINTCO	business cards for A&R staff	\$99.13
P09-01197	SKORA ELECTRIC	GOLF DRIVING RANGE - REPLACEMENT BALLAST	\$5,614.00
P09-01198	SAN LUIS VIDEO PUBLISHING	For Instructor Z.Johnson	\$248.99

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01199	MARKERTEK VIDEO SUPPLY	audio adaptors for TV studio	\$92.12
P09-01200	MC MAHAN BUSINESS INTERIORS	BGS FURNITURE	\$188.56
P09-01201	LAGUNA CANVAS PRODUCTS	BGS - INSTALLATION OF AWNINGS OVER VENDI	\$2,607.55
P09-01202	APPLE COMPUTER, INC.	SOFTWARE	\$74.35
P09-01203	A TO Z WHOLESALE FLORAL SUPPLY	Supplies For Floral Design Lab	\$2,000.00
P09-01204	MEADOWS, BEN COMPANY	HORTICULTURE SUPPLIES	\$409.43
P09-01205	HORIZON	MAINTENANCE SUPPLIES	\$1,962.95
P09-01206	SO COAST FIRE PROTECTION	Annual Maintenance: Hazardous Storage Fa	\$300.00
P09-01207	DAHLSTROM & COMPANY	MATERIALS FOR JOB PLACEMENT	\$312.48
P09-01208	GANDER-PRINTCO	business cards for ISC staff	\$99.13
P09-01209	HAWK LABELING SYSTEMS	ADAPTER FOR LABELER	\$71.55
P09-01210	CAROLINA BIOLOGICAL SUPPLY	BIOLOGY SUPPLIES	\$69.94
P09-01211	SMITHY CO	GEOLOGY SUPPLIES	\$187.36
P09-01212	PROGRESSIVE BUSINESS PUBLICATI	AUDIO CONFERENCE	\$199.00
P09-01213	BEE MAN	REMOVE BEE'S FROM SCOREBOARD	\$200.00
P09-01214	SO COAST SAILING TEAM	Blanket Purchase Order for Sailboat Rent	\$2,000.00
P09-01215	FULLMER	Keyboard Tray for the PAC	\$269.38
P09-01216	JMI TELESCOPES	ASTRO EQUIPMENT	\$280.15
P09-01217	RIDDELL/ALL AMERICAN	Football Supplies	\$90.08
P09-01218	G/M BUSINESS INTERIORS	Ergonomic monitor Arms	\$524.20
P09-01219	MEYERS ALLISON LLP	Investigative Svs. for HR	\$20,000.00
P09-01220	NABIH YOUSSEF & ASSOCIATES	SITE VISIT AND ASSESSMENT TAS BLDG.	\$1,000.00
P09-01221	SOCCER CENTER	MEN'S SOCCER GEAR	\$775.87
P09-01222	QUEZADA PRO LANDSCAPE, INC.	EMERGENCY TREE SERVICE	\$1,200.00
P09-01223	HOME DEPOT	Photography supplies	\$500.00
P09-01224	RECORDING FOR BLIND/DYSLEXIC	RECORDING OF THE BLIND&DYSLEXIC MEMBERSHI	\$950.00
P09-01225	XEROX CORPORATION	SERVICE MAINT.	\$549.68
P09-01226	ORKIN EXTERMINATING	PEST CONTROL	\$9,288.00
P09-01227	DELL MARKETING	DELL E6500 LAPTOP	\$1,654.42
P09-01228	GREEN THUMB INTERNATIONAL	To Purchase Misc. Plants and Material Fo	\$300.00
P09-01229	LAGUNA HILLS NURSERY	To Purchase Misc. Plants and Materials F	\$300.00
P09-01230	BJ'S FORKLIFT SERVICE	CONTRACT SERVICES	\$200.00
P09-01231	AMER. PERMALIGHT, INC.	ELECTRICAL SUPPLIES	\$275.54
P09-01232	WEST-LITE SUPPLY CO.	BIOLOGY SUPPLIES	\$132.34
P09-01233	OC REGISTER	ADVERTISING FOR SUMMER SHOWS 08	\$1,075.00
P09-01234	ALLSTEEL INC.	Misc. Equipment for the PAC.	\$2,394.37
P09-01235	ULTIMATE OFFICE	OFFICE SUPPLIES	\$573.41
P09-01236	POWERTRON BATTERY CO.	BATTERIES FOR 2-WAY RADIOS	\$977.79
P09-01237	PSYCHOLOGICAL ASSESSMENT RES.	ASSESSMENT MATERIALS-SDS	\$888.96
P09-01238	CPP, INC.	Firo-B Self-Scorable Assessment	\$542.10
P09-01239	BANNERSANDSIGNS.NET	SIGN	\$19.16
P09-01240	JAMECO ELECTRONICS	PHYSICS SUPPLIES	\$49.14
P09-01241	SIGMA ALDRICH CHEMICAL CO	MICROBIOLOGY SUPPLIES	\$397.48
P09-01242	AARDVARK CLAY AND SUPPLIES	CERAMIC/SCULPTURE SUPPLIES	\$5,428.84
P09-01243	W. W. GRAINGER INC.	ELECTRICAL SUPPLIES	\$331.40
P09-01244	TROXELL COMMUNICATIONS, INC.	MEDIA CART	\$730.55
P09-01245	B & H PHOTO	BIOLOGY SUPPLIES	\$145.46
P09-01246	DUNN-EDWARDS CORPORATION	FOOTBALL FIELD TIPS FOR SPRAYER	\$254.72
P09-01247	SAMY'S CAMERA	Archival binders	\$1,034.40
P09-01248	NUESOFT TECHNOLOGIES, INC.	Nuesoft annual subscription	\$2,100.00
P09-01249	REFRIGERATION SUPPLIES DIST.	HVAC SUPPLIES	\$323.01
P09-01250	OC LONG BEACH CONSORTIUM	MEMBERSHIP FOR NURSING	\$150.00
P09-01251	GANDER-PRINTCO	BUSINESS CARDS	\$49.57
P09-01252	GANDER-PRINTCO	BUSINESS CARDS	\$49.57
P09-01253	PEPPER, J.W. & SON, INC.	File boxes for Music Department	\$143.37

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01254	SCOTT, GUISELLE	WORKSHOP TRAINER	\$735.00
P09-01255	W. W. GRAINGER INC.	HVAC SUPPLIES	\$72.67
P09-01256	GANDER-PRINTCO	BUSINESS CARDS: J.KIL & M.CASSENS	\$99.13
P09-01257	SIGMA ALDRICH CHEMICAL CO	CHEMICALS FOR CHEMSITRY LABS	\$281.22
P09-01258	SWALLOWTAIL GARDEN SEEDS	HORTICULTURE SUPPLIES	\$43.73
P09-01259	OC REGISTER	AD FOR BID 296	\$1,438.24
P09-01260	JOHN DEERE LANDSCAPES, INC.	GROUNDS - SUPPLIES	\$1,236.24
P09-01261	SCANTRON CORPORATION	Scantron Forms for Faculty	\$110.21
P09-01262	COMMONWEALTH TRADING CO., INC.	RAPIDTECH EQUIP/SLA 250/250	\$14,399.00
P09-01263	WHITE CAP INDUSTRIES	TOOL CHESTS	\$730.61
P09-01264	ECONOMIC ALTERNATIVES, INC.	WATER TREATMENT CHEMICALS	\$7,782.45
P09-01265	HITT MARKING DEVICES, INC.	Dept. Resource	\$21.28
P09-01266	WAXIE SANITARY SUPPLY	BGS - INTERIOR TRASH CANS	\$1,184.33
P09-01267	MISSION PRINTING COMPANY	Recruitment brochures for ATEP.	\$937.43
P09-01268	STAR MAINTENANCE SUPPLY	CUSTODIAL SUPPLIES	\$945.70
P09-01269	HITT MARKING DEVICES, INC.	STAMPS FOR ARTICULATION	\$46.22
P09-01270	HOME DEPOT	PURCHASE SUPPLIES AND MATERIALS	\$250.00
P09-01271	FIETSAM, TINA	WORKSHOP PRESENTER	\$3,300.00
P09-01272	MANNING, GREGORY F.	WORKSHOP PRESENTATION	\$120.00
P09-01273	BRUCE, SARA	PANEL PRESENTER	\$50.00
P09-01274	MILLER, DAVID	PANEL PRESENTER	\$50.00
P09-01275	OFFICE MAX	OfficeMax Supply Orders for FY 2008/09	\$310.30
P09-01276	GALE SUPPLY COMPANY	BGS TRASH CANS	\$1,624.33
P09-01277	COMPONENTSOURCE	Infragistics NetAdvantage Software	\$5,247.04
P09-01278	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$265.36
P09-01279	CLEANING MANAGEMENT INSTITUTE	CUSTODIAL INSTRUCTIONAL MANUALS	\$4,677.47
P09-01280	ONE SOURCE DISTRIBUTORS, INC.	ELECTRICAL SUPPLIES	\$600.95
P09-01281	HITT MARKING DEVICES, INC.	Signature stamp	\$33.67
P09-01282	STRATA INFORMATION GROUP	Consulting services	\$3,500.00
P09-01283	GANDER-PRINTCO	business cards for David Bugay, VCHR	\$60.34
P09-01284	BANNERSANDSIGNS.NET	Name Plate Signs	\$116.14
P09-01285	SMARDAN SUPPLY - EL MONTE	PLUMBING SUPPLIES	\$1,587.78
P09-01286	SMARDAN SUPPLY - EL MONTE	ELECTRICAL SUPPLIES	\$318.61
P09-01287	HAUSER & MILLER	STUDENT SUPPLIES - FALL 2008	\$564.63
P09-01288	REACTIVE METALS STUDIO, INC.	STUDETN SUPPLIES - FALL 2008	\$588.60
P09-01289	RIO GRANDE ALBUQUERQUE	STUDENT SUPPLIES - FALL 2008	\$312.27
P09-01290	RYAN HERCO PRODUCTS CORP.	POOL SUPPLIES	\$871.35
P09-01291	OC REGISTER	ONLINE ADVERTISING	\$6,484.00
P09-01292	IMAGE PRINTING SOLUTIONS	purchase of pens with IVC logo	\$1,827.88
P09-01293	ASSN OF GOVERNING BOARD	MEMBERSHIP DUES	\$2,200.00
P09-01294	CAPT	MBTI Answer Sheets	\$207.95
P09-01295	SO COAST A.Q.M.D.	AQMD ANNUAL EMISSIONS FEES	\$6,167.47
P09-01296	MAINTEX	JANITORIAL SUPPLIES	\$ .00
P09-01297	MARSHALL MATERIALS	WASHED PLASTER SAND FOR FOOTBALL FIELD	\$897.71
P09-01298	INDUSTRIAL DISTRIBUTION GROUP	FLASHLIGHTS	\$91.46
P09-01299	CONSOLIDATED ELECTRICAL DIST.	ELECTRICAL - CIRCUIT TRACER	\$736.08
P09-01300	WEST-LITE SUPPLY CO.	ELECTRICAL SUPPLIES	\$296.22
P09-01301	PYRO-COMM SYSTEMS	ELECTRICAL - SMOKE DETECTORS	\$6,509.78
P09-01302	MC KESSON GENERAL MEDICAL	MEDICAL SUPPLIES	\$1,724.56
P09-01303	RK2 SYSTEM, INC.	AQUA SCIENCE SUPPLIES	\$28.28
P09-01304	STAR MAINTENANCE SUPPLY	JANITORIAL SUPPLIES	\$1,086.68
P09-01305	GALE SUPPLY COMPANY	JANITORIAL SUPPLIES	\$538.75
P09-01306	CLEAN SOURCE	JANITORIAL SUPPLIES	\$460.05
P09-01307	AMER. CHEMICAL & SANITARY SUP.	JANITORIAL SUPPLIES	\$155.57
P09-01308	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	\$106.26

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01309	SECURE COMPUTING CORPORATION	Anti-Spam/Anti-Virus Annual Maintenance	\$59,570.00
P09-01310	PEAK TECHNOLOGIES, INC.	Annual Maintenance:Sealer	\$1,668.00
P09-01311	VIATRON SYSTEM, INC.	Annual Maintenance:Paperless processing	\$8,967.00
P09-01312	BROADCAST SUPPLY WORLDWIDE	Pro Tools Software for the PAC.	\$10,002.64
P09-01313	DAY & NIGHT DOOR SERVICE, INC	LOCKER ROOM DOOR OPENERS	\$7,859.70
P09-01314	HPL MECHANICAL CONTRACTOR, INC	REPAIR/REPLACE GAS SERVICE LINE AT CDC	\$7,997.34
P09-01315	TESTOUT CORPORATION	TESTOUT LICENSE RENEWAL	\$6,454.23
P09-01316	DELL MARKETING	4 DELL COMPUTERS	\$5,417.86
P09-01317	HERTZ EQUIPMENT RENTAL	TOOLS FOR GROUNDS CREW - TUMBLWEEDS	\$4,000.00
P09-01318	S & B FOODS	Water for Welcome Booths at IVC	\$1,077.50
P09-01319	SARS SOFTWARE PRODUCTS, INC.	RENEWAL OF SARS SUPPORT	\$5,670.00
P09-01320	WAXIE SANITARY SUPPLY	ATHLETIC EQUIPMENT	\$404.45
P09-01321	MC KESSON GENERAL MEDICAL	flu vaccine for students	\$4,800.00
P09-01322	QUINN RENTAL SERVICES	Boom lift for the Baseball score board	\$1,610.00
P09-01323	SHERRY, LEAH	637431 SHERRY/LEAH SCHOLARSHIP FROM SSG	\$200.00
P09-01324	DELL MARKETING	TO MEET OFFICE NEED OF NEW DEAN	\$156.24
P09-01325	MC MAHAN BUSINESS INTERIORS	BGS - FURNITURE	\$1,368.87
P09-01326	SARS SOFTWARE PRODUCTS, INC.	Software Support	\$5,670.00
P09-01327	CCCCSSAA	CCCCSSAA Institutional Membership	\$300.00
P09-01328	STUDY IN THE USA INC.	payment for ISC Advertising	\$6,775.00
P09-01329	FOSTER CARE AUXILIARY OF OC	WORKSHOP PRESENTER	\$500.00
P09-01330	MILLER-SNIDER, JENNIFER	TRAINING ASSISTANT	\$210.00
P09-01331	CDW COMPUTER CENTERS	Server Hard Drives (Escape/TBD)	\$3,675.59
P09-01332	MC MAHAN BUSINESS INTERIORS	BGS - FURNITURE	\$2,088.04
P09-01333	LEONARD, A. M., INC.	GREENHOUSE SUPPLIES	\$164.79
P09-01334	DISPLAYS2GO	STANCHIONS FOR CHECK IN/OUT	\$235.48
P09-01335	VORTEX INDUSTRIES, INC.	REPAIR SSC ROLL UP DOORS	\$564.67
P09-01336	TUSTIN LOCK & SAFE	KEYS FOR CHEMISTRY LABS	\$500.00
P09-01337	HAITBRINK ASPHALT PAVING, INC.	ASPHALT IMPROVEMENTS - BASEBALL/SCOCER	\$4,680.00
P09-01338	CA ARBORIST	TREE REMOVAL/IRRIGATION INSTALLATION	\$13,275.00
P09-01339	SAFEGUARD BUSINESS SYSTEMS	CHART SUPPLIES	\$86.11
P09-01340	IMAGE PRINTING SOLUTIONS	Window Envelopes for HR	\$279.07
P09-01341	GANDER-PRINTCO	BUSINESS CARDS FOR NEW DEAN	\$49.57
P09-01342	TRUGREEN, LLP	AERATION OF ALL FIVE SPORTS FIELDS	\$3,150.00
P09-01343	PRECISION FLOOR COVERING	A-400 MEN'S RESTROOM FLOOR	\$3,673.19
P09-01344	SAUER, PAUL M.	Marketing CACT Training Courses	\$3,150.00
P09-01345	SWEETWATER SOUND INC.	Music Editing Software licenses	\$4,072.82
P09-01346	GOENGINEER	Solidworks License Drafting Program	\$1,043.63
P09-01347	MONACELLI, BRIAN	Design and construction of laser equipme	\$3,000.00
P09-01348	MATH WORKS, INC.	Matlab software maintenance contract	\$598.32
P09-01349	SPSS, INC.	SPSS License Maintenance	\$2,485.73
P09-01350	PRO LOOK SPORTS CORP.	W's BB practice uniforms	\$1,541.37
P09-01351	JOHNSON & ASSOCIATES	Tech Assistance-Ad Hoc Work	\$4,000.00
P09-01352	MC MAHAN BUSINESS INTERIORS	BGS FURNITURE	\$1,022.28
P09-01353	COLLINS COMPANY	BASEBALL NETTING	\$3,668.90
P09-01354	MC MAHAN BUSINESS INTERIORS	BGS - FURNITURE	\$1,377.48
P09-01355	MC MAHAN BUSINESS INTERIORS	BGS - FURNITURE	\$48.49
P09-01356	PRODUCTION ADVANTAGE	THEATRICAL HAZE MACHINE	\$1,690.07
P09-01357	HAITBRINK ASPHALT PAVING, INC.	ASPHALT IMPROVEMENTS	\$6,850.00
P09-01358	CDW COMPUTER CENTERS	Exchange Email Health Monitoring	\$4,509.34
P09-01359	CONSORTIUM OF SO. CAL COLLEGES	Membership Fee - CSCCU	\$250.00
P09-01360	APPLE COMPUTER, INC.	MAC Laptop for Vice Chanc of T&LS	\$2,500.20
P09-01361	SIGNS PLUS MORE	PROVIDE DIRECTIONAL SIGNS AT SC ART GALL	\$148.70
P09-01362	AMER. PORTABLE STORAGE	RELOCATE CARGO CONTAINER	\$100.00
P09-01363	DAY & NIGHT DOOR SERVICE, INC	SERVICE AND REPAIR ROLL-UP DOORS	\$849.79

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01364	CORINTH FILMS, INC.	Instructional materials	\$80.32
P09-01365	THERMO ELECTRON SCIENTIFIC INS	BIOLOGY SUPPLIES REP AR	\$196.41
P09-01366	IMAGE PRINTING SOLUTIONS	Deposit Advice Forms	\$419.68
P09-01367	TAUNTON DIRECT	Instructor Resource	\$35.27
P09-01368	WELLS FARGO #3317 (DISTRICT)	VENDOR: AMAZON.COM	\$97.50
P09-01369	MARKERTEK VIDEO SUPPLY	Cables, etc for studio/classroom	\$276.80
P09-01370	WORKSAFE TECHNOLOGIES	Technology equipment	\$481.60
P09-01371	NEXUS IS INC.	Technology Equipment	\$43,361.88
P09-01372	DELL MARKETING	Toner Cartridge	\$2,866.04
P09-01373	HAITBRINK ASPHALT PAVING, INC.	SEAL COAT PARKING LOT #5	\$5,425.00
P09-01374	NEXUS IS INC.	Tech Supplies for BST classrooms	\$109.17
P09-01375	JOURNAL OF CHEMICAL EDUCATION	Subscription Renewal	\$165.00
P09-01376	ROTO-ROOTER SERVICE & PLUMBING	ANNUAL STORM DRAIN CLEANING	\$5,360.00
P09-01377	SVM, LP	GAS CARDS FOR STUDENTS	\$3,310.95
P09-01378	ADT SECURITY SYSTEMS	ADT ANNUAL SERVICE CHARGE	\$674.93
P09-01379	SMITH, DANIEL INC.	STUDENT SUPPLIES - FALL 2008	\$431.10
P09-01380	GUEST ARTISTS	Performance of Rockapella 6/12/09	\$17,750.00
P09-01381	OCE	Toner for fax machine	\$223.64
P09-01382	POCKET NURSE ENTERPRISES, INC.	SUPPLIES FOR MEDICAL ASSISTING	\$554.10
P09-01383	ULTIMATE OFFICE	OFFICE SUPPLIES	\$173.92
P09-01384	MISSION VIEJO GLASS	REPLACE DOOR GLASS A-400 BLDG	\$410.00
P09-01385	BROWN, MIKE GRANDSTANDS	Football Stadium Bleacher Rental	\$15,038.00
P09-01386	SEHI PROCOMP COMPUTER PRODUCTS	COLOR PRINTER	\$313.17
P09-01387	MC KESSON GENERAL MEDICAL	medical supplies for student care	\$230.78
P09-01388	KIRK XPEDX	Paper Order	\$1,086.71
P09-01389	CREATIVE BANNER	SIGNAGE MATERIALS	\$132.73
P09-01390	ACCCA	Membership dues for ACCCA	\$360.00
P09-01391	DESIGN SCIENCE, INC.	Site license renewal	\$766.08
P09-01392	COLLEGE SOURCE, INC.	College Source Subscription Renewal	\$839.00
P09-01393	XEROX CORPORATION	MAINTENANCE AGREEMENT FOR XEROX	\$439.92
P09-01394	SO COAST HIGHER EDUCAT. COUN.	SCHEC Membership	\$50.00
P09-01395	DIRECT PAINTING & DECOR. INC.	SOFTBALL FIELD - PAINTING	\$1,350.00
P09-01396	PROAIR	BGS - PAINT BOOTH RELOCATION	\$980.00
P09-01397	HAITBRINK ASPHALT PAVING, INC.	FINE ARTS: REMOVE WOOD STRUCTURE	\$4,850.00
P09-01398	HAITBRINK ASPHALT PAVING, INC.	REMOVE METAL WATER TANK	\$1,500.00
P09-01399	DANA WHARF SPORTFISHING	Charter of boat for marsci20 at-sea lab	\$3,350.00
P09-01400	OFFICE MAX	EMERGENCY PROCEDURE FLIP CHARTS TO POST	\$4,483.05
P09-01401	IMAGE SOURCE, INC.	UPGRADE ASSURANCE FOR A&R SCANNERS	\$8,369.77
P09-01402	FISHER SCIENTIFIC	BIOLOGY SUPPLIES	\$81.10
P09-01403	BOB PARRETT CONSTRUCTION, INC.	BGS-MODIFY PANTRY CABINET	\$1,991.00
P09-01404	BOB PARRETT CONSTRUCTION, INC.	BGS - REMOVE EXISTING PARTITION	\$4,664.00
P09-01405	AMER. GEOTECHNICAL	GEOTECHNICAL FIELD OBSERVATION AND TESTI	\$70,760.00
P09-01406	LASER SOURCE	Toner for A100 fax machine	\$61.42
P09-01407	BLICK, DICK COMPANY	STUDENT ART SUPPLIES	\$346.64
P09-01408	RJT COMPUQUEST	QA Consulting Services	\$70,200.00
P09-01409	GANDER-PRINTCO	Faculty Business Cards	\$247.83
P09-01410	BJ'S FORKLIFT SERVICE	CONTRACT SERVICES - REPAIR ON FORKLIFT	\$724.72
P09-01411	RGP PLANNING & DEVELOPMENT SVC	PLANNING SERVICES FOR AVERY EASEMENT CON	\$11,800.00
P09-01412	DIVISION OF THE STATE ARCHITEC	DSA PLAN CHECK FEE REVISION AT CLOSE OUT	\$6,490.75
P09-01413	RICOH AMERICAS CORPORATION	Toner for Ricoh Copier	\$192.53
P09-01414	KEENAN & ASSOCIATES	EXTENDED INSURANCE ON BSTIC BUILDING	\$1,929.00
P09-01415	CRC CONSULTING GROUP, INC.	ATEP WINDOW TESTING CONSULTANT SERVICES	\$35,000.00
P09-01416	STAR MAINTENANCE SUPPLY	JANITORIAL EQUIPMENT	\$4,568.60
P09-01417	INTERMOUNTAIN LOCK & SECURITY	SAFES FOR PAC	\$652.43
P09-01418	COPYNET OFFICE SOLUTIONS, INC	Dept. Supplies	\$158.20



BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-00814 Through P09-01458

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01419	OCE	Maint. Agreement-OCE Imagistics FAX	\$384.00
P09-01420	UNIQUE MANAGEMENT SERVICES, INC	Book Collection Services	\$218.90
P09-01421	EAGLE COMMUNICATIONS	Two-way Radios for use during Biology Fi	\$589.29
P09-01422	BATTERY WHOLESALE.COM	Replacement batteries for UPS	\$80.08
P09-01423	NACAC PROCESSING	National College Fair Registration April	\$690.00
P09-01424	ROGER DUNN GOLF SHOPS	WOMEN'S GOLF UNIFORMS	\$822.35
P09-01425	GANDER-PRINTCO	Memo Pads for VCHR-goldenrod per attache	\$196.11
P09-01426	SORIANO ELECTRIC	ELECTRICAL PROJECTS	\$6,590.00
P09-01427	VICTORY CUSTOM ATHLETIC, INC	WOMEN'S BASKETBALL UNIFORMS	\$1,255.70
P09-01428	LASER SOURCE	TONER	\$50.64
P09-01429	GANAHL LUMBER	Blanket for Instructor Supplies	\$3,000.00
P09-01430	CA STAGE & LIGHTING	Blanket for instructor supplies	\$4,000.00
P09-01431	DUNN-EDWARDS CORPORATION	Blanket for instructor supplies	\$2,000.00
P09-01432	HOME DEPOT	Blanket for instructor supplies	\$2,000.00
P09-01433	DAZIAN	Blanket for instructor supplies	\$3,000.00
P09-01434	INDUSTRIAL METAL SUPPLY CO.	Blanket for instructor supplies	\$3,000.00
P09-01435	W. W. GRAINGER INC.	Blanket for instructor supplies	\$500.00
P09-01436	MC FADDEN-DALE INDUSTRIAL	Blanket for instructor supplies	\$1,000.00
P09-01437	VER SALES, INC.	Blanket for instructor supplies	\$2,000.00
P09-01438	LEVINE, MICHAEL	Blanket for instructor supplies	\$500.00
P09-01439	RICHARD THE THREAD EMPIRE TAPE	Blanket for instructor supplies	\$500.00
P09-01440	WALTERS WHOLESALE ELECTRIC	Blanket for instructor supplies	\$1,000.00
P09-01441	WARNER BROS. STUDIO	Instructor Supplies	\$1,000.00
P09-01442	WESTERN COSTUME CO.	Instructor supplis	\$1,000.00
P09-01443	THEATRE COMPANY	Instructor supplies	\$1,000.00
P09-01444	THEATRE COMPANY	Blanket instructor supplies	\$1,000.00
P09-01445	CAL STATE UNIV LONG BEACH	Instructor Supplies	\$1,000.00
P09-01446	RYNNING, JAMES	Cash Advance Theatre	\$500.00
P09-01447	ELLISON, RON	Cash Advance	\$500.00
P09-01448	DOWNS, ROSALYN	728939 FOR FSS SCHOLARSHIP	\$386.90
P09-01449	REALVOLLEYBALL.COM	WOMEN'S VOLLEYBALL UNIFORM	\$703.22
P09-01450	YOURS COMPANY	WOMEN'S SOCCER EMBROIDERY	\$43.10
P09-01451	PENN CORP. RELOCATION SVCS INC	RELOCATION SERVICES	\$9,500.00
P09-01452	AUDIO VISUAL INTEGRATION SYST	EQUIPMENT FOR TROXELL 103, 104	\$15,566.64
P09-01453	DELL MARKETING	Dell Backpack	\$49.12
P09-01454	MILLER-SNIDER, JENNIFER	TRAINING ASSISTANT	\$210.00
P09-01455	SCOTT, GUISELLE	WORKSHOP TRAINER	\$315.00
P09-01456	ETHRIDGE, SUE	WORKSHOP TRAINER	\$540.00
P09-01457	MOUSER ELECTRONICS	12V BACKUP BATTERIES	\$2,788.38
P09-01458	NAT'L COMMUNICATION ASSOC.	Membership renewal	\$165.00

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\$3,280,968.94

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-00368	MC CUE, JENNIFER	Reimbursement for supplies	\$104.95
RD09-00367		Reim. for Postage	\$22.96
RD09-00366	COAST FITNESS REPAIR SHOP	Equipment Repair	\$761.21
RD09-00365	S & B FOODS	VC RECEPTION	\$109.91
RD09-00364	BRAMUCCI, ROBERT	Travel expenses for Bob Bramucci	\$515.00
RD09-00363	GRAHAM, ESTER	Reim. E. Graham-PIHRA Conf.	\$ .00
RD09-00362	OC TRANSIT AUTHORITY	Bus Passes for EOPS eligible students	\$8,550.00
RD09-00361	SADDLEBACK COLLEGE BOOKSTORE	Bus Passes for EOPS eligible students	\$2,400.00
RD09-00360	GARANT, DOROTHY	reimburse D. Garant for blank CDs 2008 W	\$17.67
RD09-00359	DALY, TRACY	CONFERENCE FOR TRACY DALY	\$506.37
RD09-00358	S & B FOODS	CATERING FOR VICE CHANCELLOR'S RECEPTION	\$58.19
RD09-00357	RICHARDS, EDMUND	Attend CASBO Workshop	\$235.00
RD09-00356	BRONSON, KAREN	Attend CASBO Workshop	\$270.00
RD09-00355	SECOR, MARK D.V.M.	Veterinary Care for Animals	\$123.00
RD09-00354	DA CAPO MUSIC	Music purchased	\$899.17
RD09-00353	MUELLER, HEIDI M.	Reimbursement	\$77.01
RD09-00352	WEST GROUP	Pay for book updates.	\$142.24
RD09-00351		Pre pay hotel for confernece	\$213.40
RD09-00350	WELLS FARGO #3465 FISCAL-IVC	EMERGENCY CREDIT CARD/WASHER REPAIR/ATHL	\$103.00
RD09-00349	WELLS FARGO #4214 FISCAL-IVC	To purchase Inkjet Cartridge w/credit ca	\$150.00
RD09-00348	MISSION VIEJO RENTALS	stage rental cte night	\$229.80
RD09-00347	HONG, TRAN	Reimburse Tran Hong	\$37.64
RD09-00346	WILLIAMS, JOHN	JWILLIAMS TO GREEN CAL COMM COLL SUMMIT	\$495.00
RD09-00345	WELLS FARGO #4198 FISCAL-SBC	Credit Card purchase	\$680.00
RD09-00344	TRAN, TIFFANY	UC Conference Reimbursement for Tiffany	\$124.00
RD09-00343	TRAN, TIFFANY	CSU Conference Reimbursement-Tiffany Tra	\$132.00
RD09-00342	WELLS FARGO #4198 FISCAL-SBC	E-Z UP DIRECT	\$1,259.91
RD09-00341	S & B FOODS	EOPS/CARE Collaboration Meeting	\$78.66
RD09-00340	COLCLOUGH, BEEP	Conference Attendance	\$1,376.00
RD09-00339	SOLTANI, PARISA	Conference Attendance	\$1,376.00
RD09-00338	S & B FOODS	Breakfast for new faculty orientation	\$270.72
RD09-00337	LEE, STEVE	Conference Attendance	\$1,376.00
RD09-00336	U.S. AIR CONDITIONING DIST INC	PARTS FOR FINE ARTS TICKET OFFICE A/C UN	\$390.63
RD09-00335	TANRIVERDI, FAWN	Conference Attendance	\$1,376.00
RD09-00334	WATERLINE TECHNOLOGIES	POOL VACUUM PARTS	\$97.83
RD09-00333	SHACKLEFORD, KEITH	CONFERENCE/HS, PE & ATHLETICS DEAN/ATHL.	\$920.98
RD09-00332	O'BUCHON, JANINE	O'BUCHON CONF. ATTENDANCE	\$155.00
RD09-00331	PESTOLESI, DIANE	CONFERENCE FOR DIANE PESTOLESI	\$264.00
RD09-00330	RICE, TAMERA	CONFERENCE FOR TAMERA RICE	\$264.00
RD09-00329	WELLS FARGO #4214 FISCAL-IVC	REFILL OF PROPANE TANKS FOR GEOLOGY	\$80.00
RD09-00328	WELLS FARGO #3317 (DISTRICT)	2Checkout.com (2CO.com) or Nucleus Data	\$199.00
RD09-00327	IVC BOOKSTORE	EOPS July bookstore billing	\$3,995.12
RD09-00326	MEYER, CLIFFORD	Reimbursement	\$177.07
RD09-00325	PACIFIC ART GLASS	NEW EQUIPMENT - LAGUNA WOODS VILLAGE CLB	\$ .00
RD09-00324	DORRI, ALI	Reimbursement for emergency purchase.	\$26.93
RD09-00323	RADDEN, LARRY	Reimbursement	\$1,170.61
RD09-00322	DE AGUERO, WALT	Reimbursement Walt DeAguro	\$75.41
RD09-00321	S & B FOODS	508 COMPLIANCE TRAINING WORKSHOP	\$223.52
RD09-00320	GILMAN, SANDRA	Settlement - Gilman	\$750.00
RD09-00319	FARTHING, SCOTT	Reimbursement	\$283.50
RD09-00318	REGION VIII CARE CONFERENCE	Region VIII CARE Conference	\$750.00
RD09-00317	GREEN TECHNOLOGY	GREEN CA COMMUNITY COLLEGE SUMMIT	\$195.00
RD09-00316	ATI	ATI TESTING	\$14,063.00
RD09-00315	MATHUR, RAGHU P.	RMATHUR TO OCBC 09 ECONOMIC FORECAST CON	\$125.00
RD09-00314	OXFORD UNIVERSITY PRESS	Library book per Tom Weisrock request	\$10.31
RD09-00313	MORRIS, JOHE	REIMBURSE JOHE MORRIS	\$32.31

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-00312	BURNETT, TOD A.	Reim. - SC President, Tod Burnett	\$5,752.78
RD09-00311	BAKER & TAYLOR ENTERTAINMENT	Library dvd per Tom Weisrock request	\$25.85
RD09-00310	GARANT, ERIC	Reimbursement	\$78.77
RD09-00309	HOIST SERVICE CO., INC.	air hose repair	\$440.00
RD09-00308	OC SCHOOL BOARD ASSOCIATION	RMATHUR TO OCSBA DINNER MEETING	\$51.00
RD09-00307	OC SCHOOL BOARD ASSOCIATION	RMATHUR TO OCSBA DINNER MEETING	\$51.00
RD09-00306	S & B FOODS	508 COMPLIANCE IN-SERVICE 8/20/2008	\$ .00
RD09-00305	MILLOVICH, JUNE M.	reimburse cdes grant expense	\$159.37
RD09-00304	TAMIALIS, BARBARA	Expenses related to CDES grant	\$725.41
RD09-00303	HERNANDEZ-BRAVO, CARMENMARA	Reimburse C.Hernandez Bravo for EOPS/CAR	\$200.00
RD09-00302	WELLS FARGO #3317 (DISTRICT)	Micro Center	\$230.53
RD09-00300	DE LA PALME MULROY, MARIE	Marie de la Palme to Floor-Barre Cert. S	\$1,635.00
RD09-00299			\$ .00
RD09-00298	MC GEE, MOIRA	Moira McGee to Bowers Museum, Staff Deve	\$22.75
RD09-00297	WELLS FARGO #3465 FISCAL-IVC	WAXIE - WASTEBASKETS FOR BSTIC	\$450.00
RD09-00296	CITY OF SANTA ANA	Training	\$70.00
RD09-00295	PARRA, LORI	Conference Attendance for Lori Parra	\$1,518.70
RD09-00294	GUY, GEORGINA	Conference Attendance for Georgina Guy	\$1,863.27
RD09-00293	BALTIERRA, JUANITA	Conference Attendance for Juanita Baltie	\$1,618.70
RD09-00292	WELLS FARGO #4198 FISCAL-SBC	TAPCO	\$ .00
RD09-00291	MAIN, DAUNE	Reimbursement for office supplies.	\$66.22
RD09-00290	PANIAGUA, MARIA	Conference Attendance for Maria Paniagua	\$1,518.70
RD09-00289	HUNTLEY, ANTHONY	Reimbursement to A.Huntley for departmen	\$88.11
RD09-00288	KENNY'S AUTO UPHOLSTERY	labor on seat modification repair uphols	\$275.00
RD09-00287		Graphics Installation	\$300.00
RD09-00286	SO COAST FAMILY MEDI-CENTER	Pre-Employment Medical Eval-Police Offic	\$440.00
RD09-00285	BURNETT, TOD A.	Reimbursement	\$950.00
RD09-00284	DA CAPO MUSIC	Music purchased	\$1,639.99
RD09-00283		Pay for book.	\$47.50
RD09-00282	REALVOLLEYBALL.COM	WOMEN'S VOLLEYBALL SHORTS	\$243.22
RD09-00281	LEDBETTER, CARLA	Reimbursement for office supply - Carla	\$3.99
RD09-00280	WELLS FARGO #4198 FISCAL-SBC	Registration for Fondation conference	\$350.00
RD09-00279	A-1 AWARDS	name plates for President	\$37.93
RD09-00278	S & B FOODS	CATERING FOR CHANCELLOR'S OPENING SESSIO	\$441.29
RD09-00277	RYBOLD, GARY	Conference Gary Rybold PSCFA 2008	\$400.00
RD09-00276	TACKETT, ED WARD	REIMBURSEMENT FOR SUPPLIES/RAPIDTECH	\$79.64
RD09-00275	WELLS FARGO #3465 FISCAL-IVC	Human Concepts (software)	\$ .00
RD09-00274	SUAREZ, MATT	fuel for grounds work	\$35.15
RD09-00273	NORMS REFRIGERATION	Equip. Repair	\$312.69
RD09-00272	AKERS, ANNE	Reimbursement for Senior Day	\$31.74
RD09-00271	LORCH, TEDDI	Conf-T. Lorch	\$935.70
RD09-00270	MILLER, FRANCES	Conf-F. Miller	\$860.70
RD09-00269	GRAHAM, ESTER	Conf-E. Graham	\$935.70
RD09-00268	BUGAY, DAVID	Conf-David Bugay	\$1,010.70
RD09-00267	DEPT OF GENERAL SERVICES	DGS FEE FOR USE OF CMAS CONTRACT	\$7.21
RD09-00266	PLANO, GWEN	Reimbursement = DLC Retreat	\$107.06
RD09-00265	S & B FOODS	Payment of S&B Foods	\$ .00
RD09-00264	IVC BOOKSTORE	Purchase 20 Notebooks with IVC Logo on f	\$79.60
RD09-00263	RICE, TAMERA	reimbursement conference T. Rice	\$ .00
RD09-00262	ABC-CLIO, INC.	Library book per Tom Weisrock request	\$47.19
RD09-00261	GOLDEN RAIN FOUNDATION	USE OF LWV CLUBHOUSE #3	\$732.00
RD09-00260	DITCH WITCH OF SO. CALIFORNIA	PARTS FOR DITCH WITCH	\$170.00
RD09-00259	GRAHAM, ESTER	Reim. Ettie Graham	\$30.00
RD09-00258	CONGRESSIONAL QUARTERLY	Pay for books.	\$179.65
RD09-00257	DURAN, RACHAEL	539620 SCHOLARSHIP FOR DURAN	\$200.00
RD09-00256	MUDGE, CHRISTINE	SCHOLARSHIP FOR C.MUDGE	\$200.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-00255	GARCIA, KIMBERLY DENISE	SCHOLARSHIP FOR K.GARCIA	\$200.00
RD09-00254	BAKER & TAYLOR ENTERTAINMENT	Library DVD per Tom Weisrock request	\$34.47
RD09-00245	KERR, DEBRA	Expense Reimbursement	\$103.21
RD09-00244	AAA ELECTRIC MOTOR SALES	REPLACEMENT MOTOR	\$302.81
RD09-00243	BURNETT, TOD A.	Reim. candidate-Tod Burnett	\$351.11
RD09-00242	ABC-CLIO, INC.	Library book per Tom Weisrock request	\$47.19
RD09-00241	OC HEALTH CARE AGENCY	08/09 ANNUAL CUPA FEE	\$661.00
RD09-00240	MILLER, SUSAN	REIMBURSEMENT - SUMMER 2008 - FN 400 - T	\$ .00
RD09-00239	EDUCATIONAL MUSIC SERVICE	Music purchased	\$177.83
RD09-00238	SEMER, LYNN	REIMBURSEMENT - SUMMER 2008 - FN 400 - T	\$209.21
RD09-00237	WELLS FARGO #2078 (DIST TRAVL)	BAJA FRESH-DLC RETREAT	\$611.27
RD09-00236	WELLS FARGO #3317 (DISTRICT)	amazon.com	\$32.40
RD09-00235	WELLS FARGO #3317 (DISTRICT)	Successories - Administrator/manager awa	\$179.94
RD09-00234	WENZEL, DIANE	Reimbursement for keys to the Dana Point	\$48.61
RD09-00233	RICHARDS, JOHN	Reimbursement for replacement part to ji	\$31.35
RD09-00232	WELLS FARGO #3317 (DISTRICT)	CVS Pharmacy Photo Dept.for photo finish	\$12.90
RD09-00231	BRODET, MATT	Reimburse staff member for blank DVD's	\$31.78
RD09-00230	ROQUEMORE, GLENN	Registration: Glenn Roquemore Green Summ	\$270.00
RD09-00229	GOWARD, BARBARA	Barbara Goward to Basic Skills Summer In	\$25.00
RD09-00228	BURT, JOSEPH RONALD	REIMBURSEMENT J.BURT SKILLS SUMMER INST.	\$25.00
RD09-00227	HEINZE, A. CELESTE	Celeste Heinze to Basic Skills Summer In	\$25.00
RD09-00226	EVANS, JULIE	Julie Evans to Basic Skills Summer Insti	\$25.00
RD09-00225	PSYCHOLOGICAL CORPORATION, INC	Pre-Employ Psy Eval-HR	\$520.00
RD09-00224	WELLS FARGO #4198 FISCAL-SBC	DALTILE COMPANY - REPLACEMENT TILE PIECE	\$782.48
C48958	WELLS FARGO #2078 (DIST TRAVL)	RD09-00146/JOHN WILLIAMS	\$550.00
RD09-00223	MANDERS, RACHEL	Reimbursement for grant mailing cost	\$46.81
RD09-00222	OC REGISTER	ADVERTISING	\$ .00
RD09-00221	FONG, KAREN	Reimbursement	\$33.00
RD09-00220	DALY, TRACY	REIMBURSEMENT FOR TRACY DALY	\$ .00
RD09-00219	WATERLINE TECHNOLOGIES	POOL SUPPLIES	\$21.01
RD09-00218	INTEGRA SERVICES INTERNATIONAL	RAPIDTECH SUPPLIES	\$2,143.60
RD09-00217	COUTTS LIBRARY SERVICES, INC.	Library book per Tom Weisrock request	\$172.40
RD09-00216		REIMBURSEMENT FOR NURSING ORIENTATION	\$ .00
RD09-00215	CWLA	CONFERENCE REGISTRATION	\$210.00
RD09-00211	UNIV. OF CAL., L.A. (UCLA)	UCLA Conference Center - Saddleback Grea	\$5,115.00
RD09-00210	NORTH ORANGE CO.COM.COL.DIST.	TRAINING REGISTRATION	\$150.00
RD09-00209	CHANDOS, RAY	REIMBURSEMENT FOR ELECTRONICS SUPPLIES	\$305.91
RD09-00208	FACTS ON FILE	Library book per Tom Weisrock request	\$87.79
RD09-00207	GRODT, MARLYS & ASSOCIATES	Class Spec - CM Management Positions	\$1,000.00
RD09-00206	EDWARDS, JOHN W.	REIMBURSEMENT	\$223.64
RD09-00205	GLEN, WILL	Reimbursement to pay for supplies	\$ .00
RD09-00204	SADDLEBACK COLLEGE BOOKSTORE	July Saddleback Bookstore Billing	\$218.73
			=====
			\$90,955.29

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

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**BACKGROUND**

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

**STATUS**

Checks No. 073691 through 074349, processed through the Orange County Department of Education, totaling \$4,193,174.40; and Checks No. 009333 through 009362, processed through Saddleback College Community Education, totaling \$231,553.83; and Checks No. 008473 through 008481, processed through Irvine Valley College Community Education, totaling \$40,772.89 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 #073691 and 074349

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073691	8/06/08	AMERICAN EXPRESS	\$51.50	Reimb. Candidate-L. Benson
O	073692	8/06/08	WILL GLEN	\$378.42	CRIMINAL INVESTIGATION TRAINING
O	073693	8/06/08	GREEN TECHNOLOGY	\$165.00	R.MATHUR TO GREEN CACC SUMMIT
O	073694	8/06/08	ZANE JOHNSON	\$750.00	Conference Reimbursement
O	073695	8/06/08	VIVIAN NGUYEN	\$226.50	CONFERENCE FOR VIVIAN NGUYEN
O	073696	8/06/08	VALERIE SENIOR	\$243.50	CONFERENCE FOR VALERIE SENIOR
O	073697	8/06/08	UNIV OF CALIFORNIA, LOS ANGELES	\$60.00	UC Conference Registration
O	073698	7/06/08	DAVE STUART	\$150.00	DLC RETREAT-AUGUST 14, 2008
O	073699	8/07/08	AT & T MOBILITY	\$125.01	MMILCHIKER CELL PHONE SVC 2008-09
O	073700	8/07/08	AT&T/MCI	\$1,688.93	Annual:Telephone Service
O	073701	8/07/08	AT&T	\$1,652.28	Annual P.O. for telephone service
O	073702	8/07/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN
O	073703	8/07/08	OFFICEMAX CONTRACT INC.	\$2,382.98	Office Max Supply Orders 2008/2009
O	073704	8/07/08	PACIFIC CLIPPINGS	\$59.00	020496
O	073705	8/07/08	PT AND C INC.	\$69.50	Non instructional Repair
O	073706	8/07/08	BOB PARRETT CONSTRUCTION	\$2,521.00	AGB - INSTALL EXTERIOR ACCESS DOORS
O	073707	8/07/08	PENN CORPORATE RELOCATION	\$10,882.67	BGS MOVE BACK INTO BLDG
O	073708	8/07/08	LILLIANN PEREZ-STROUD	\$180.00	WORKSHOP PRESENTER
O	073709	8/07/08	PORT SUPPLY	\$43.56	Blanket PO for Instructional Supplies - MST Class
O	073710	8/07/08	POWERTRON BATTERY CO.	\$71.00	FORKLIFT BATTERY MITSUBISHI
O	073711	8/07/08	PRAXAIR	\$13.15	Annual Maintenance: Nitrogen Cylinders
O	073712	8/07/08	PROAIR CONSTRUCTION SVCS. INC.	\$1,000.00	AC inspection and service
O	073713	8/07/08	RECALL SECURE DESTRUCTION	\$390.24	Shredding of Documents
O	073714	8/07/08	REFRIGERATION SUPPLIES DIST.	\$35.56	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	073715	8/07/08	UCSD	\$800.00	Renew MDTP License
O	073716	8/07/08	PENNY SKAFF	\$109.78	Reimbursement to P.Skaff for 7/8 Bootcamp
O	073717	8/07/08	DONNA SNEED	\$10.62	Reimbursement for Health and Lifestyle Cost
O	073718	8/07/08	SOUTHERN CALIFORNIA EDISON	\$52,347.84	Annual Electric Service
O	073719	8/07/08	SOUTHERN CALIFORNIA EDISON	\$184.32	ELECTRIC SERVICE ATEP
O	073720	8/07/08	SOUTHERN CALIFORNIA EDISON	\$3,299.66	ELECTRIC SERVICE ATEP
O	073721	8/07/08	SOUTHWEST MATERIAL HANDLING,	\$27,502.11	WAREHOUSE FORKLIFT
O	073722	8/07/08	SPECTRUM CHEMICAL MFG. CORP.	\$687.58	BIOLOGY SUPPLIES
O	073723	8/07/08	TREESMITH ENTERPRISES, INC.	\$11,000.00	weed abateman at ATEP
O	073724	8/07/08	TRI-AD	\$415.00	Admin. & Banking Svcs. for FSA 08/09
O	073725	8/07/08	TROKELL COMMUNICATIONS, INC.	\$3,810.68	DVD Players
O	073726	8/07/08	VERIZON WIRELESS	\$399.84	VERIZON Wireless Aircards/PDA Service
O	073727	8/07/08	VIDEO SERVICE OF AMERICA	\$1,257.89	VIDEO EQUIPMENT FOR FOOTBALL PRO
O	073728	8/07/08	VISTA PAINT	\$258.23	PAINT SUPPLIES
O	073729	8/07/08	VWR INTERNATIONAL, INC.	\$1,651.51	BIOLOGY SUPPLIES
O	073730	8/07/08	WARE DISPOSAL CO., INC.	\$14,577.77	GREENWASTE
O	073731	8/07/08	WEBEX COMMUNICATIONS, INC.	\$575.00	Online Meeting Program Software
O	073732	8/07/08	WEST-LITE SUPPLY CO.	\$2,967.72	ELECTRICAL SUPPLIES
O	073733	8/07/08	DOUGLAS WESTLAKE	\$220.00	Piano tuning services for guest artist events
O	073734	8/07/08	XEROX CORP.	\$799.77	DocuTech 6135 Lease/Maintenance
O	073735	8/07/08	XEROX CORP.	\$2,999.16	Annual Maintenance: Copier
O	073736	8/07/08	XEROX CORP.	\$10,700.25	XEROX COPIER
O	073737	8/07/08	XEROX CORP.	\$5,024.55	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	073738	8/07/08	SO. ORANGE CO. COMM. COL. DIST	\$1,364.00	Reimburse Checking Account Workers' Comp Claims
O	073739	8/07/08	SALLY LEONARD	\$15.00	FINGERPRINTING
O	073740	8/07/08	MARC ABDOU	\$5,000.00	CHILD DEVELOPMENT GRANT VIDEO
O	073741	8/07/08	AIRGAS WEST	\$165.45	CO2 FOR SWIMMING POOL

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #073691 and 074349

S	Check #	Check Dt	Company Name	Check Amount	Description
O	073742	8/07/08	A/R CENTRAL BILLING- BOISE	\$63.41	Groceries for Foods Lab.
O	073743	8/07/08	JOANN ALFORD	\$97.43	Reimbursement for food
O	073744	8/07/08	ALL ELECTRONICS CORP.	\$148.30	ELECTRONICS SUPPLIES
O	073745	8/07/08	AMBER MARINE	\$748.81	Repair work for the Whaler motor
O	073746	8/07/08	AMERICAN ACADEMY OF	\$120.00	AMER. ACADEMY OF PROFESSIONAL CODERS M/S
O	073747	8/07/08	AMER. AIR FILTER INT'L (AAF)	\$383.12	HVAC SUPPLIES - AIR FILTERS
O	073748	8/07/08	AMER. PORTABLE STORAGE	\$7,510.17	PORTABLE STORAGE
O	073749	8/07/08	DEMETRI ANGELOPOULOS	\$500.00	DJ Services for Welcome Day
O	073750	8/07/08	ARROWHEAD DRINKING WATER	\$43.09	Rental of ROHC Water Filtration System
O	073751	8/07/08	ASSESSMENT TECHNOLOGIES	\$9,540.00	ATI TESTING
O	073752	8/07/08	AV NOW, INC.	\$273.88	AV Replacement Supplies for gym
O	073753	8/07/08	AVACOM	\$449.85	OPEN PO FOR AVACOM PRINTER SERVICE
O	073754	8/07/08	BAMWALL CO.	\$4,675.00	CLASSROOM PARTITION IN A-200
O	073755	8/07/08	LAURA BENSON	\$191.57	Reimb. Candidate-L. Benson
O	073756	8/07/08	BIOPAC SYSTEMS, INC.	\$225.50	PHYSIOLOGY SUPPLIES
O	073757	8/07/08	BOUNDTREE MEDICAL	\$34.00	Supplies for Paramedic Students
O	073758	8/07/08	MATT BRODET	\$42.83	Reimburse staff member for various supplies
O	073759	8/07/08	BUDDY'S ALL STARS	\$4,729.80	W's SC Warmups/all sports
O	073760	8/07/08	TOD BURNETT	\$667.35	Reim. Candidate-Tod Burnett
O	073761	8/07/08	CALIFORNIA POWER PARTNERS, INC.	\$3,133.80	SWIMMING POOL VALVE REPLACEMENT
O	073762	8/07/08	FOUNDATION FOR CCC	\$172,986.00	BlackBoard Academic Suite Renewal 08/09
O	073763	8/07/08	COMMUNITY COLLEGE LEAGUE OF	\$1,397.00	Library data base per Tom Weisrock request
O	073764	8/07/08	COMMUNITY COLLEGE LEAGUE OF	\$57,701.68	Library electronic databases per Tom Weisrock
O	073765	8/07/08	CINTAS CORPORATION	\$39.20	UNIFORM AND TOWEL SERVICE
O	073766	8/07/08	CLARKE & ASSOCIATES, INC.	\$256.06	for signage
O	073767	8/07/08	COMEVO, LLC	\$4,500.00	On-line Orientation
O	073768	8/07/08	CONSOLIDATED ELECTRICAL DIST.	\$198.58	BLANKET PURCHASE ORDER FOR SUPPLIES
O	073769	8/07/08	CONSUMERS PIPE - FONTANA	\$125.29	HVAC SUPPLIES
O	073770	8/07/08	COX COMMUNICATIONS, INC	\$4,294.04	COX Communications Intercampus WAN service
O	073771	8/07/08	DANKA OFFICE IMAGING	\$19.23	MAINTENANCE - CANON COPIER
O	073772	8/07/08	DE NAULT'S TRUE VALUE	\$299.55	SUPPLIES
O	073773	8/07/08	JOHN DEERE LANDSCAPES, INC.	\$1,621.04	IRRIGATION - SUPPLIES
O	073774	8/07/08	DEMCO INC.	\$155.55	Purchase instructional supplies.
O	073775	8/07/08	EAGLE COMMUNICATIONS	\$68.96	Tech Supply
O	073776	8/07/08	EDMONDS COMMUNITY COLLEGE	\$6,150.67	Payment for NSF Subaward DUE 0702912
O	073777	8/07/08	EDUCAUSE LOCKBOX	\$2,560.00	Educause Annual Membership
O	073778	8/07/08	ELECTRONIC PRODUCTS, INC.	\$299.00	Calculators for Accounting
O	073779	8/07/08	ELECTRONIX EXPRESS	\$58.50	ELECTRONIC SUPPLIES
O	073780	8/07/08	EWING IRRIGATION PRODUCTS	\$614.56	OPEN P.O. FOR SUPPLIES
O	073781	8/07/08	EXCELSIOR ELEVATOR CORPORATION	\$812.50	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	073782	8/07/08	FEDERAL EXPRESS	\$125.21	FEDERAL EXPRESS CHARGES
O	073783	8/07/08	KEENAN & ASSOCIATES	\$345.48	KEENAN & ASSOCIATES REFUND, WORKER'S COMP
O	073784	8/07/08	DAIRY DEPOT	\$37.40	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	073785	8/07/08	G/M BUSINESS INTERIORS	\$13,768.21	Ergonomic chairs for the campus
O	073786	8/07/08	GALLS INC.	\$622.06	Police Uniforms and Supplies for Officers
O	073787	8/07/08	GALLUP PRESS BOOKS	\$581.80	Strength Quest - individual
O	073788	8/07/08	GE CAPITAL	\$1,800.90	LEASE Agreement - Canon Copiers
O	073789	8/07/08	SIBYLLE GEORGIANNA	\$63.64	MILEAGE
O	073790	8/07/08	GOVCONNECTION	\$329.76	Computer battery back-ups
O	073791	8/07/08	W. W. GRAINGER	\$39.43	BUILDING MAINTENANCE SUPPLIES
O	073792	8/07/08	KELLY GRIMES	\$360.00	WORKSHOP PRESENTER

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	073793	8/07/08	HARBOR FREIGHT TOOLS CO.	\$145.56	TOOLS
O	073794	8/07/08	F & E HEDMAN	\$430.00	Annual Maintenance:Check Signer
O	073795	8/07/08	HIRSCH PIPE & SUPPLY	\$573.47	PLUMBING & IRRIGATION SUPPLIES
O	073796	8/07/08	HOEFER, INC.	\$183.00	REPLACEMENT ELECTRODE
O	073797	8/07/08	HOLLANDER GLASS, INC.	\$245.33	STUDENT SUPPLIES - FALL 2008
O	073798	8/07/08	HOME DEPOT CREDIT SERVICES	\$1,030.77	MATERIALS AND SUPPLIES
O	073799	8/07/08	HOSPIRA WORLDWIDE, INC.	\$6,468.26	INFUSION SYSTEMS FOR NURSING
O	073800	8/07/08	JOHNSTONE SUPPLY	\$45.30	OPEN PURCHASE ORDER FOR PARTS
O	073801	8/07/08	K-LOG COMPANY	\$422.00	DISPLAYS FOR SBS/BGS
O	073802	8/07/08	KLINGER EDUCATIONAL PRODUCTS	\$3,847.00	COMPETITIVE EQUIPMENT
O	073803	8/07/08	LOS ANGELES TIMES	\$104.00	Pay for subscription renewal.
O	073804	8/07/08	LIBRARY OF CONGRESS	\$525.00	Renewal of Cataloguer's Desktop on the web.
O	073805	8/07/08	LIEBERT CASSIDY WHITMORE	\$2,500.00	Membership Subscript. for HR
O	073806	8/07/08	LUMUX LIGHTING, INC.	\$17.46	TRANSFORMER 12V LAMP
O	073807	8/07/08	MATERIAL SALES UNLIMITED	\$5,406.90	GROUNDS SUPPLIES
O	073808	8/07/08	JENNIFER MC CUE	\$450.00	Reimbursement
O	073809	8/07/08	MC MAHAN DESK	\$105,477.29	BGS FURNITURE
O	073810	8/07/08	MC MAHAN DESK	\$97,966.38	BGS FURNITURE
O	073811	8/07/08	MEDCO SUPPLY COMPANY	\$14.55	Athletic Training Supplies
O	073812	8/07/08	MICRO CENTER	\$91.51	COMPUTER AND ELECTRONIC SUPPLIES
O	073813	8/07/08	MARCIA MILCHIKER	\$41.95	MMILCHIKER INTERNET 08/09
O	073814	8/07/08	DANIELLE MILLER	\$250.00	862243-SCHOLARSHIP FOR STUDENT
O	073815	8/07/08	CITIZENS BUSINESS BANK	\$51,462.05	Viron mechanical retrofit and energy mgt. program
O	073816	8/07/08	NASFAA	\$1,879.00	NASFAA Membership
O	073817	8/07/08	NATIONAL COUNCIL OF TEACHERS	\$120.00	NCTM membership and journal
O	073818	8/07/08	NCMPR	\$350.00	Membership Renewal
O	073819	8/07/08	NORTH STATE ENVIRONMENTAL	\$2,847.13	BID.....5YR CONTRACT
O	073820	8/07/08	ORANGE CO. AUDITOR-CONTROLLER	\$45.00	Range Fees
O	073821	8/07/08	OCE-IMAGISTICS	\$72.80	RENTAL AGREEMENT
O	073822	8/07/08	KEENAN & ASSOCIATES	\$13,450.00	Loss Control/Risk Mgmt. Agreement
O	073823	8/07/08	APPLE COMPUTER INC.	\$67,831.33	Tech Refresh - computers
O	073824	8/07/08	DELL MARKETING L.P.	\$39,702.28	Tech Refresh Computers
O	073825	8/07/08	JOYCE INSPECTION & TESTING	\$5,920.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	073826	8/07/08	LEWIS CONSULTING GROUP	\$5,000.00	ATEP Project
O	073827	8/07/08	THE NATELSON DALE GROUP, INC.	\$1,855.00	ATEP Project
O	073828	8/07/08	ORANGE CO. PUMP CO.	\$870.02	EMERGENCY REPAIR B200 COOLING TOWER
O	073829	8/07/08	TROXELL COMMUNICATIONS, INC.	\$2,453.47	Communication equipment
O	073830	8/07/08	VALIANT MUSIC SUPPLY, INC.	\$4,264.00	Flip music boards
O	073831	8/08/08	WELLS FARGO BANK #3317	\$484.45	Office Max
O	073832	8/08/08	WELLS FARGO #2078	\$3,381.48	GreenFax/Meixler (Recruitment)
O	073833	8/12/08	ACSIG/EDGE	\$111,208.38	Delta Dental FY 08/09 Fund 01
O	073834	8/12/08	ACSIG/EDGE	\$36,523.70	Vision Services FY 08/09 Fund 01
O	073835	8/12/08	HYATT LEGAL	\$6,133.20	Hyatt Legal Benefits
O	073836	8/12/08	PACIFICARE BEHAVIORAL HEALTH	\$2,884.56	Pacificare Behavioral FY 08/09 Fund 01
O	073837	8/12/08	PRINCIPAL LIFE INSURANCE	\$28,118.40	Life Insurance Benefitis 2008/2009 FY
C	073838	8/12/08	PRINCIPAL LIFE INSURANCE	\$-30,142.94	Long-Term Disability Benefits for 2008-2009 FY
O	073839	8/12/08	SISC III HEALTH BENEFITS	\$873,976.20	SISC (PPO)-Benefits FY 2008/09 Fund 01
O	073840	8/12/08	UNUM LIFE INSURANCE COMPANY	\$3,660.20	UNUM LTC FY 2008/09
O	073841	8/12/08	UNUM LIFE INSURANCE COMPANY	\$6,765.30	UNUM LTC FY 2008/09
O	073842	8/12/08	ACSIG/EDGE	\$9,605.59	Delta Dental FY 08/09 Fund 71
O	073843	8/12/08	ACSIG/EDGE	\$3,170.15	Vision Services FY 08/09 Fund 07



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S	Check #	Check Dt	Company Name	Check Amount	Description
O	073844	8/12/08	SISC III HEALTH BENEFITS	\$195,413.00	Blue Shield (Retiree) Benefits FY 2008/09
O	073845	8/13/08	PRINCIPAL LIFE INSURANCE	\$30,412.94	Long-Term Disability Benefits for 2008-2009 FY
O	073846	8/13/08	ALVAREZ & MARSAL	\$10,147.50	ATEP Project
O	073847	8/13/08	APPLE COMPUTER INC.	\$2,752.40	Tech Refresh - computers
O	073848	8/13/08	DELL MARKETING L.P.	\$31,571.54	Tech Refresh Computers
O	073849	8/13/08	DSE ARCHITECTURE, INC.	\$14,456.41	FOR BGS MOLD PROJECT
O	073850	8/13/08	PENN CORPORATE RELOCATION	\$45.00	STORAGE
O	073851	8/13/08	R2A ARCHITECTURE	\$64,988.11	NEW RESTROOMS FOR MCKINNEY THEATER ARCHITECT
O	073852	8/13/08	TIGER DIRECT	\$1,167.10	NETWORK PATCH CABLES
O	073853	8/13/08	TROXELL COMMUNICATIONS, INC.	\$24,794.68	BTIC Classroom equipment
O	073854	8/13/08	LAURA ABRAMS	\$31.04	MILEAGE
O	073855	8/13/08	GALLS INC.	\$10.78	Open PO - Uniforms
O	073856	8/13/08	GANDER-PRINTCO	\$1,490.54	Blanket PO to Gander for Shrinkwrap and Bindery
O	073857	8/13/08	W. W. GRAINGER	\$694.19	BUILDING MAINTENANCE SUPPLIES
O	073858	8/13/08	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	073859	8/13/08	GRAYBAR ELECTRIC CO.	\$1,049.56	TECH REFRESH SUPPLIES
O	073860	8/13/08	MARLYS GRODT & ASSOCIATES	\$500.00	Class Spec-CM Management
O	073861	8/13/08	HAWK LABELING SYSTEMS	\$365.89	BIOLOGY SUPPLIES
O	073862	8/13/08	CRAIG HAYWARD	\$358.26	Reim. Candidate-Craig Hayward
O	073863	8/13/08	PATTY HELTON	\$46.10	MILEAGE
O	073864	8/13/08	HITT MARKING DEVICES, INC.	\$88.25	Custom stamps for Theatre Dept
O	073865	8/13/08	HOME DEPOT CREDIT SERVICES	\$1,745.72	BLANKET PURCHASE ORDER FOR SUPPLIES
O	073866	8/13/08	INACSL	\$200.00	INSTITUTIONAL MEMBERSHIP INACSL
O	073867	8/13/08	IRVINE PIPE & SUPPLY	\$1,021.59	PLUMBING SUPPLIES
O	073868	8/13/08	CANDY KINCAID	\$55.44	MILEAGE
O	073869	8/13/08	KIRK	\$174.90	Paper to make copies
O	073870	8/13/08	KLINGER EDUCATIONAL PRODUCTS	\$76.00	PHYSICS SUPPLIES
O	073871	8/13/08	GARY L. KUSUNOKI	\$15.00	Pnnual Maintenance: Citation hearings
O	073872	8/13/08	LAGUNA GRAPHIC ARTS, INC.	\$37.71	DIGITAL PRINTING SERVICES
O	073873	8/13/08	TONI LAKOW	\$46.10	MILEAGE
O	073874	8/13/08	LOOMIS, FARGO & CO., INC	\$604.02	Armored Car Service 08/09
O	073875	8/13/08	LUNDSTROM & ASSOCIATES	\$108.10	ARCHITECTURAL FEES - A&R REMODEL
O	073876	8/13/08	LORI MANGELS	\$61.47	MILEAGE
O	073877	8/13/08	MEDCO SUPPLY COMPANY	\$46.20	Athletic Training Supplies
O	073878	8/13/08	MERCK & CO., INC.	\$2,792.58	vaccines required by students
O	073879	8/13/08	MID-AMERICA SPORTS ADVANTAGE	\$474.95	GROUNDS SUPPLIES
O	073880	8/13/08	MISSION PRINTING COMPANY	\$4,687.13	Fall '08 Performing Arts brochure
O	073881	8/13/08	MOULTON-NIGUEL WATER DIST.	\$16,352.00	Billing for Moulton-Niguel water services
O	073882	8/13/08	BETH MUELLER	\$22.17	MILEAGE
O	073883	8/13/08	AUGUSTINE NAVARRO	\$180.00	WORKSHOP PRESENTER
O	073884	8/13/08	ORANGE CO. AUDITOR-CONTROLLER	\$15.00	Range Fees
O	073885	8/13/08	CHURM PUBLISHING CO., INC.	\$490.00	Monthly ad insertions in OC Metro Magazine.
O	073886	8/13/08	ORANGE COUNTY REGISTER	\$1,751.52	AD FOR RES. LEASE OF PROPERTY STRAWBERRIES
O	073887	8/13/08	OCE-USA, INC.	\$126.34	Annual Maintenance:Copier
O	073888	8/13/08	ONESOURCE DISTRIBUTORS, INC.	\$1,282.54	BUS SHELTER - REPLACE FIXTURES
O	073889	8/13/08	ORKIN INC.	\$782.00	ANNUAL MAINTENANCE: Bug Control
O	073890	8/13/08	NUTRITION PERSPECTIVES	\$10.00	Dept. Resource
O	073891	8/13/08	TANISHA WASHINGTON	\$53.06	MILEAGE
O	073892	8/13/08	ORKIN INC.	\$90.00	Annual Maintenance: Bug Control
O	073893	8/13/08	JESSICA M. CHA	\$14.13	MILEAGE
O	073894	8/13/08	MC MAHAN DESK	\$71,819.25	SCIMATH LECTURN HALL THEAT. SEATING

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O	073895	8/14/08	A AND S STEEL BUILDINGS CORP.	\$10,000.00	SHED
O	073896	8/14/08	A TO Z CIRCUIT BREAKERS	\$102.37	ELECTRICAL SUPPLIES
O	073897	8/14/08	A-1 AWARDS	\$583.90	Name plate for Audra DiPadova
O	073898	8/14/08	A-1 FENCE COMPANY	\$1,569.00	FENCING FOR BASEBALL FIELD
O	073899	8/14/08	ADAMSON POLICE PRODUCTS	\$1,054.87	Video Recorder
O	073900	8/14/08	ALLSCRIPTS, INC	\$83.84	medication for students
O	073901	8/14/08	AMERICAN TIME & SIGNAL CO.	\$1,290.60	CLOCKS
O	073902	8/14/08	ANTHEM SPORTS, LLC	\$162.84	GROUNDS SUPPLY
O	073903	8/14/08	APPLE SCIENTIFIC, INC.	\$270.00	BIOLOGY SUPPLIES
O	073904	8/14/08	ARAMARK UNIFORM SERVICES	\$27.70	SHOP RAGS
O	073905	8/14/08	THOMSON-WEST/BARCLAYS	\$532.66	Barclays Official California Code Title 5
O	073906	8/14/08	BatteryWholesale.com	\$76.45	BATTERIES
O	073907	8/14/08	BICSI	\$232.00	telecommunications standards
O	073908	8/14/08	ARNOLD BRAY	\$2,000.00	Legislative Advocacy
O	073909	8/14/08	BSN SPORTS	\$233.27	Soccer class supplies
O	073910	8/14/08	BUDDY'S ALL STARS	\$2,661.15	W Basketball team equipment
O	073911	8/14/08	STATE OF CALIFORNIA/PARKS	\$475.00	Facility fee for volleyball class
O	073912	8/14/08	CAROLINA BIOLOGICAL SUPPLY	\$35.56	PHYSICS SUPPLIES
O	073913	8/14/08	COMMUNITY COLLEGE LEAGUE OF	\$33,022.00	MEMBERSHIP DUES
O	073914	8/14/08	CDW GOVERNMENT, INC.	\$430.95	PGP Encryption Renewal
O	073915	8/14/08	CENGAGE LEARNING	\$33.00	Royalties
O	073916	8/14/08	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
O	073917	8/14/08	CLEAN SOURCE	\$194.86	JANITORIAL SUPPLIES
O	073918	8/14/08	COLAD GROUP, LLC	\$3,887.06	Outreach Pocket Folders
O	073919	8/14/08	CAAHEP	\$450.00	Annual Accreditation Fee for 2007-2009
O	073920	8/14/08	CONSOLIDATED ELECTRICAL DIST.	\$3,753.45	BLANKET PURCHASE ORDER FOR SUPPLIES
O	073921	8/14/08	COPYNET OFFICE SOLUTIONS, INC	\$425.00	Maint. for CopyStar
O	073922	8/14/08	COX MEDIA, INC.	\$3,498.40	CABLE ADVERTISING
O	073923	8/14/08	CPP, INC.	\$1,985.00	Skillsone- Online Assessments
O	073924	8/14/08	CPS SECURITY SOLUTIONS	\$4,428.00	SECURITY SERVICES
O	073925	8/14/08	DANKA OFFICE IMAGING	\$162.50	Annual Maintenance: Copier
O	073926	8/14/08	DANKA OFFICE IMAGING	\$162.50	Annual Maintenance: Copier
O	073927	8/14/08	DANKA OFFICE IMAGING	\$140.77	Annual Maintenance: Copier
O	073928	8/14/08	DANKA OFFICE IMAGING	\$146.16	Annual Maintenance: EOPS Copier
O	073929	8/14/08	DE NAULT'S TRUE VALUE	\$30.43	For purchase of material and tools
O	073930	8/14/08	DIVERSIFIED COMPUTER SYSTEMS	\$1,425.00	Annual Maintenance Renewal for E-Term32
O	073931	8/14/08	SPARKLETT'S	\$835.83	Bottled water service
O	073932	8/14/08	ELITE COOLING	\$4,771.50	RENTING 10 A/C UNITS FOR 3RD FL. BGS BLDG.
O	073933	8/14/08	EWING IRRIGATION PRODUCTS	\$134.97	OPEN P.O. FOR SUPPLIES
O	073934	8/14/08	FACTS ON FILE	\$87.79	Library book per Tom Weisrock request
O	073935	8/14/08	FEDERAL EXPRESS	\$102.97	FEDERAL EXPRESS CHARGES
O	073936	8/14/08	FRY'S ELECTRONICS	\$897.02	OPEN PO FOR COMPUTER SUPPLIES
O	073937	8/14/08	S & B FOODS	\$305.53	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
O	073938	8/14/08	TASTE CATERING, INC.	\$872.29	CATERING
O	073939	8/14/08	CAMINOS FLAMENCOS	\$2,700.00	Expenses for Flamenco Gala Event 3/14/09
O	073940	8/14/08	MC MAHAN DESK	\$7,438.91	BGS FURNITURE
O	073941	8/14/08	STATE OF CALIFORNIA	\$1,944.00	07/08 AWARD REFUND CREDIT MATRICULATION
O	073942	8/14/08	AT & T MOBILITY	\$296.40	RapidTech - AT&T aircards
O	073943	8/14/08	AT&T/MCI	\$31.08	Annual P.O. for telephone service
O	073944	8/14/08	AT&T	\$324.62	Annual P.O. for telephone service
O	073945	8/14/08	CHEZ NAZ BAKERY	\$221.10	Lunch costs for two day event

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account  
 Sort: Sorted by Warrant #  
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S	Check #	Check Dt	Company Name	Check Amount	Description
O	073946	8/14/08	OFFICEMAX CONTRACT INC.	\$5,844.46	Office Max Supply Orders 2008/2009
O	073947	8/14/08	PACIFIC HIGH REACH	\$1,641.95	EQUIPMENT RENTAL FOR DRIVING RANGE
O	073948	8/14/08	PARKWAY LAWNMOWER SHOP	\$71.09	OPEN PURCHASE ORDER FOR PARTS
O	073949	8/14/08	PASCO SCIENTIFIC	\$219.03	MAINTENANCE SUPPLIES
O	073950	8/14/08	PC MALL GOV. INC.	\$920.87	INSTRUCTIONAL SUPPLIES
O	073951	8/14/08	PENN CORPORATE RELOCATION	\$4,739.93	RELOCATION OF DSPS TO LIBRARY 3RD FLOOR
O	073952	8/14/08	DAN PHAM	\$17.24	Reimbursement for hardware
O	073953	8/14/08	PHIPPS & BIRD	\$28.56	BIOLOGY SUPPLIES
O	073954	8/14/08	PRESQUE ISLE CULTURES	\$100.00	MICROBIOLOGY SUPPLIES
O	073955	8/14/08	PSYCHOLOGICAL CORPORATION, INC	\$520.00	Pre-Employ Psy Eval-HR
O	073956	8/14/08	PURETEC	\$483.60	EQUIPMENT MAINTENANCE & SUPPLIES
O	073957	8/14/08	ALL-PAK, INC.	\$235.83	BIOLOGY SUPPLIES
O	073958	8/14/08	QUEST DIAGNOSTICS	\$181.96	Blanket for Quest Diagnostics
O	073959	8/14/08	QUINN RENTAL SERVICES	\$416.53	KNUCKLEBOOM RENTAL FOR DRIVING RANGE
O	073960	8/14/08	RECALL SECURE DESTRUCTION	\$64.73	Shredding Account Documents 08/09
O	073961	8/14/08	REFRIGERATION SUPPLIES DIST.	\$438.11	HVAC SUPPLIES
O	073962	8/14/08	RIDDELL ALL AMERICAN	\$4,482.47	Football Equipment Reconditioning
O	073963	8/14/08	THE RP GROUP	\$350.00	Membership renewal for 2008-2009 RP Group
O	073964	8/14/08	RR SYSTEMS, INC.	\$958.00	STORAGE OF 324 VIRCO CHAIRS FOR BGS CLASSROOMS
O	073965	8/14/08	SAMY'S CAMERA	\$7,564.69	Filters & spotting dye sheets
O	073966	8/14/08	SAN DIEGO GAS & ELECTRIC	\$1,928.19	Electric Service Billing for SDG&E
O	073967	8/14/08	HOWARD D. SANCHEZ	\$817.67	Reim. Candidate-Howard Sanchez
O	073968	8/14/08	SARGENT-WELCH LLC	\$1,345.12	PHYSICS EQUIPMENT
O	073969	8/14/08	SADDLEBACK GOLF DRIVING RANGE	\$3,752.55	Golf Team Supplies
O	073970	8/14/08	SEHI PROCOMP COMPUTER PRODUCTS	\$183.42	HP laser toner cartridge.
O	073971	8/14/08	SHER MUSIC CO.	\$26.66	BOOK FOR JAZZ COURSES
O	073972	8/14/08	SKORA ELECTRIC	\$475.00	SSC -
O	073973	8/14/08	SO. CAL. GAS CO.	\$10,908.48	PO for gas transmission service.
O	073974	8/14/08	SO. CAL. GAS CO.	\$15.98	NATURAL GAS
O	073975	8/14/08	SOUTHERN COUNTIES OIL	\$5,106.05	FUEL
O	073976	8/14/08	SOUTHLAND SIGN SUPPLIES	\$523.30	Sign supplies for publications.
O	073977	8/14/08	SOUTHWEST MATERIAL HANDLING	\$12,100.33	FORKLIFT
O	073978	8/14/08	SPECTRUM CHEMICAL MFG. CORP.	\$264.57	PHYSICS SUPPLIES
O	073979	8/14/08	SUNTAMERS WINDOW TINTING	\$1,379.00	A&R WINDOW TINTING
O	073980	8/14/08	TERMITE TERRY PEST CONTROL	\$3,830.00	Bee removal as needed
O	073981	8/14/08	TIGER DIRECT	\$919.74	NETWORK PATCH CABLES
O	073982	8/14/08	TRANE	\$104.64	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	073983	8/14/08	TRANSPORT SPECIALTIES, INC.	\$1,175.00	CONTAINER MOVE
O	073984	8/14/08	TRI DIM FILTER CORPORATION	\$179.94	HVAC SUPPLIES - AIR FILTERS
O	073985	8/14/08	TRIARCH INC.	\$101.17	BIOLOGY SUPPLIES
O	073986	8/14/08	TROXELL COMMUNICATIONS, INC.	\$422.38	DVD Players
O	073987	8/14/08	TUSTIN CHAMBER OF COMMERCE	\$180.00	Membership renewal to Tustin Chamber of Commerce
O	073988	8/14/08	U.S. AIR CONDITIONING	\$8.23	HVAC SUPPLIES
O	073989	8/14/08	US MARKERBOARD	\$633.83	Letters for directory boards
O	073990	8/14/08	LUIS MAURICIO VASQUEZ	\$675.00	WORKSHOP PRESENTER
O	073991	8/14/08	VERIZON WIRELESS	\$75.55	Annual Maint: Broadband Back-up system/Email
O	073992	8/14/08	VWR INTERNATIONAL, INC.	\$1,553.66	MICROBIOLOGY SUPPLIES
O	073993	8/14/08	WARE DISPOSAL CO., INC.	\$2,310.03	Annual Maintenance: Trash removal
O	073994	8/14/08	WATERLINE TECHNOLOGIES	\$21.01	POOL SUPPLIES
O	073995	8/14/08	W A X I E	\$509.29	JANITORIL SUPPLIES
O	073996	8/14/08	WEBEX COMMUNICATIONS, INC.	\$1,725.00	Online meeting program software

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O	073997	8/14/08	WEST-LITE SUPPLY CO.	\$119.60	ELECTRICAL SUPPLIES
O	073998	8/14/08	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES
O	073999	8/14/08	JOHN WILEY & SONS, INC.	\$99.00	subscription - department chair
O	074000	8/14/08	MICHAEL E. WILSON	\$10,075.00	CONSTRUCTION MGMT SERVICES
O	074001	8/14/08	WIRED PLANET	\$300.00	Contract District Website maintenance services.
O	074002	8/14/08	XEROX CORP.	\$1,368.83	LEASE COPIER
O	074003	8/14/08	YALE CHASE MATERIALS	\$493.05	CART PARTS
O	074004	8/14/08	OFFICEMAX CONTRACT INC.	\$70.91	Office Max Supply Orders 2008/2009
O	074005	8/14/08	SMART & FINAL IRIS CO.	\$456.86	For food and supplies for the CDC.
O	074006	8/14/08	XEROX CORP.	\$41.13	Annual Maintenance: Copier
O	074007	8/14/08	SO. ORANGE CO. COMM. COL. DIST	\$1,000.00	Reimburse SOCCCD Checking
O	074008	8/14/08	GREEN TECHNOLOGY	\$165.00	Green CA College Summit Conference Fee-C. Justice
O	074009	8/14/08	GREEN TECHNOLOGY	\$165.00	Conference Attendance for Rajen Vurdien
O	074010	8/14/08	ALLAN MAC DOUGALL	\$328.59	Reimbursement for TTAC Mtg-Sacramento-2/27/08
O	074011	8/14/08	KEN PATTON	\$1,422.70	Ken Patton/SFF Symposium/Austin, TX
O	074012	8/15/08	GCS SERVICE, INC.	\$523.25	Equip. Repair
O	074013	8/15/08	ALLAN M. HOFFMAN	\$606.79	Reim. Candidate-Allan Hoffman
O	074014	8/15/08	OSU BOOKSTORE	\$18.45	Library DVD per Tom Weisrock request
C	074015	8/19/08	HALL & FOREMAN, INC.	-\$9,990.22	PROVIDE SURVEYING SERVICES FOR QUAD IMPROVEMENT
C	074016	8/19/08	GIZIEL LEFTWICH	-\$60.00	Employee Enrollment Fee Reimbursement Request
O	074017	8/20/08	ABC-CLIO, INC.	\$47.19	Library book per Tom Weisrock request
O	074018	8/20/08	ADCLUB ADVERTISING SERVICE	\$940.98	Recruitment/Advertising for SOCCCD
O	074019	8/20/08	AIRGAS SAFETY, INC.	\$85.55	ADHESIVE LABELS
O	074020	8/20/08	AMERICAN CHEMICAL SOCIETY	\$177.95	A Guide to Classroom Instruction for Adjunct Facul
O	074021	8/20/08	JULIE ANDERSON	\$36.60	Blanket PO for purchase of fish food & supplies
O	074022	8/20/08	BORDERS & BOOKS	\$279.48	Book materials.
O	074023	8/20/08	BRODART CO.	\$27.41	Purchase instructional supplies.
O	074024	8/20/08	BUDDY'S ALL STARS	\$2,469.90	Cross Country Uniform Supplies
O	074025	8/20/08	CALIFORNIA STAGE/LIGHTING, INC	\$960.60	JANITORIAL SUPPLIES
O	074026	8/20/08	CARDINAL HEALTH	\$71.12	ALARIS SYSTEMS FOR NURSING
O	074027	8/20/08	CAROLINA BIOLOGICAL SUPPLY	\$411.34	ANATOMY SUPPLIES
O	074028	8/20/08	CCS PRESENTATION SYSTEMS, INC	\$3,207.16	Bulbs
O	074029	8/20/08	CELEBRITY CLEANERS	\$279.09	Open PO Laundry for Lab Coats
O	074030	8/20/08	CHEAP JOE'S ART STUFF	\$370.73	STUDENT SUPPLIES - FALL 08
O	074031	8/20/08	THE CHRONICLE OF HIGHER	\$82.50	Subscription renewal for Chronicle of Higher Ed.
O	074032	8/20/08	CLARK SECURITY PRODUCTS INC.	\$354.02	LOCKSMITH SUPPLIES
O	074033	8/20/08	COLLEGE BROADCASTERS, INC.	\$100.00	CBI Membership
O	074034	8/20/08	COLLINS COMPANY	\$2,956.00	BACKSTOP PADDING
O	074035	8/20/08	COMPETITIVE EDGE SOFTWARE, INC	\$5,105.00	Records Management Software
O	074036	8/20/08	COMPREHENSIVE CONTROL SYSTEMS,	\$8,619.00	Annual Maintenance:Copy control
O	074037	8/20/08	COMPUTERLAND	\$58.19	ADOBE ACROBAT
O	074038	8/20/08	CONSUMERS PIPE - FONTANA	\$9.16	HVAC SUPPLIES
O	074039	8/20/08	COUTTS LIBRARY SERVICES, INC.	\$172.40	Library book per Tom Weisrock request
O	074040	8/20/08	COX COMMUNICATIONS, INC	\$3,885.08	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	074041	8/20/08	CPP, INC.	\$1,573.40	CAREER ASSESSMENT Strong in Color Prepaid
O	074042	8/20/08	CSK AUTO, INC.	\$350.90	AUTOMOTIVE SUPPLIES
O	074043	8/20/08	CULLIGAN	\$109.10	Open PO soft water service
O	074044	8/20/08	DANA POINT FUEL DOCK	\$95.42	Blanket PO for Sailboat Fuel for MST Classes
O	074045	8/20/08	JOHN DEERE LANDSCAPES, INC.	\$766.32	IRRIGATION SUPPLIES
O	074046	8/20/08	DELL MARKETING L.P.	\$92.11	Printer toner cartridge
O	074047	8/20/08	DELTA PRINTING SOLUTIONS,	\$11,368.77	2008-2009 IVC Catalog Printing

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	074048	8/20/08	FILMTOOLS	\$158.26	Chroma Key Paint for Backgrounds
O	074049	8/20/08	FISHER SCIENTIFIC	\$7,701.13	CHEMISTRY SUPPLIES
O	074050	8/20/08	KAREN FONG	\$33.00	Reimbursement
O	074051	8/20/08	FORESTRY SUPPLIERS, INC.	\$165.99	HORTICULTURE SUPPLIES
O	074052	8/20/08	FREEWAY AUTO SUPPLY	\$489.05	TRANSPORTATION SUPPLIES
O	074053	8/20/08	FREEWAY AUTO SUPPLY	\$98.77	TRANSPORTATION SUPPLIES
O	074054	8/20/08	FREY SCIENTIFIC	\$315.60	BIOLOGY SUPPLIES
O	074055	8/20/08	DEPARTMENT OF GENERAL SERVICES	\$7.21	DGS FEE FOR USE OF CMAS CONTRACT
O	074056	8/20/08	AT & T MOBILITY	\$11.83	TELEPHONE SERVICES
O	074057	8/20/08	AT&T/MCI	\$8,090.78	FAX LINES - TRUSTEES FY 08-09
O	074058	8/20/08	AT&T	\$4,372.96	Annual:Telephone Service
O	074059	8/20/08	OFFICEMAX CONTRACT INC.	\$5,570.60	Office Max Supply Orders 2008/2009
O	074060	8/20/08	P & R PAPER SUPPLY COMPANY	\$414.95	JANITORIAL SUPPLIES
O	074061	8/20/08	PACIFIC ART GLASS	\$23.43	STUDENT SUPPLIES - FALL 2008
O	074062	8/20/08	PEARSON EDUCATION ESL	\$511.17	INSTRUCTIONAL SUPPLIES
O	074063	8/20/08	PENN CORPORATE RELOCATION	\$4,384.00	BGS MOVE BACK INTO BLDG
O	074064	8/20/08	JIM PHANEUF	\$125.85	Reimbursement for Internet Services
O	074065	8/20/08	PHILADELPHIA SECURITY	\$23.98	Supplies.
O	074066	8/20/08	PRAXAIR	\$41.12	Emergency supplies
O	074067	8/20/08	PROGRESSIVE BUSINESS	\$199.00	AUDIO CONFERENCE
O	074068	8/20/08	PROJECTOR LAMP CENTER	\$259.99	TECHNOLOGY SUPPLIES
O	074069	8/20/08	ALL-PAK, INC.	\$66.66	BIOLOGY SUPPLIES
O	074070	8/20/08	QUEST DIAGNOSTICS	\$807.25	purchase laboratory testing for students
O	074071	8/20/08	QUEZADA PRO LANDSCAPE, INC.	\$1,200.00	EMERGENCY TREE SERVICE
O	074072	8/20/08	QUICK SORT LOS ANGELES	\$830.55	postage & mailing costs for emeritus permits
O	074073	8/20/08	QUINN RENTAL SERVICES	\$873.26	KNUCKLEBOOM RENTAL FOR DRIVING RANGE
O	074074	8/20/08	R2A ARCHITECTURE	\$2,030.55	VIL 1 - DESIGN OF PROPOSED PHOTOGRAPHY WET LAB
O	074075	8/20/08	REALVOLLEYBALL.COM	\$2,404.03	WOMEN'S VOLLEYBALL TEAM ORDER
O	074076	8/20/08	BONNIE RENNIE	\$60.00	Sign Interpreter Services
O	074077	8/20/08	JOHN RICHARDS	\$31.35	Reimbursement for replacement part to jig saw
O	074078	8/20/08	RICOH AMERICAS CORPORATION	\$47.62	LEASE OF 1013 COPIER LOCATED IN MAIL ROOM
O	074079	8/20/08	RICOH AMERICAS CORPORATION	\$65.34	Annual maintenance agreement Ricoh
O	074080	8/20/08	THE RP GROUP	\$35.00	PLANNING GUIDES
O	074081	8/20/08	SARGENT-WELCH LLC	\$424.80	ANATOMY SUPPLIES
O	074082	8/20/08	SCIENCE KIT, INC.	\$166.90	BIOLOGY SUPPLIES
O	074083	8/20/08	SEHI PROCOMP COMPUTER PRODUCTS	\$93.36	Equip for VCHR
O	074084	8/20/08	SHRED-IT	\$240.00	For Shred-it monthly service
O	074085	8/20/08	SIGMA ALDRICH CHEMICAL CO.	\$219.71	BIOLOGY SUPPLIES
O	074086	8/20/08	ROBERT W. SIMONEAU	\$9,120.00	CONTRACT: ROBERT SIMONEAU
O	074087	8/20/08	SKORA ELECTRIC	\$5,614.00	GOLF DRIVING RANGE - REPLACEMENT BALLASTS
O	074088	8/20/08	SOUTHERN CALIFORNIA EDISON	\$2,612.54	Annual Electric Service
O	074089	8/20/08	SOUTHERN CALIFORNIA EDISON	\$14,977.03	Annual Electric Service
O	074090	8/20/08	SOUTHERN CALIFORNIA EDISON	\$28,156.83	Annual Electric Service
O	074091	8/20/08	SOCCER CENTER	\$399.05	WOMEN'S SOCCER SUPPLIES
O	074092	8/20/08	SOLINET	\$275.00	Pay for database renewal-Annual Dues.
O	074093	8/20/08	SPECTRUM CHEMICAL MFG. CORP.	\$653.58	BIOLOGY SUPPLIES
O	074094	8/20/08	TIGER DIRECT	\$19.98	NETWORK PATCH CABLES
O	074095	8/20/08	TROXELL COMMUNICATIONS, INC.	\$866.31	AV Screens
O	074096	8/20/08	UNISOURCE WORLDWIDE INC.	\$152.99	JANITORIAL SUPPLIES
O	074097	8/20/08	VERIZON WIRELESS	\$35.06	Annual Maintenance:Emergency Cell Phone Service
O	074098	8/20/08	VITAL LINK EDUCATION AND	\$6,000.00	CONTRACT AGREEMENT

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O	074099	8/20/08	VWR INTERNATIONAL, INC.	\$263.14	MICROBIOLOGY SUPPLIES
O	074100	8/20/08	WARD'S NATURAL SCIENCE	\$39.75	MICROBIOLOGY SUPPLIES
O	074101	8/20/08	W A X I E	\$9,973.68	JANITORIL SUPPLIES
O	074102	8/20/08	DIANE WENZEL	\$48.61	Reimbursement for keys to the Dana Point Lockers
O	074103	8/20/08	XEROX CORP.	\$778.67	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	074104	8/20/08	RPM CONSULTANT GROUP	\$4,250.00	GASB 43 & 45 Compliance
O	074105	8/20/08	RICHARD SNEED	\$289.20	Reimburse Medicare Premiums
O	074106	8/20/08	AAA ELECTRIC MOTOR SALES	\$275.10	MOTOR FOR A/C #13 ON LRC
O	074107	8/20/08	APPLE COMPUTER INC.	\$760.50	Tech Refresh - computers
O	074108	8/20/08	DELL MARKETING L.P.	\$10,021.35	PC's for classrooms, etc.
O	074109	8/20/08	INCENTRA SOLUTIONS	\$24,130.00	IT Software Engineering/Development Services
O	074110	8/20/08	JOYCE INSPECTION & TESTING	\$7,252.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	074111	8/20/08	KI (KRUEGER INTERNATIONAL)	\$37,976.41	CHAIRS FOR PHASE ONE FURNITURE
O	074112	8/20/08	BOB PARRETT CONSTRUCTION	\$2,616.00	WET SEAL STOREFRONT WINDOWS AT BGS BUILDING
O	074113	8/20/08	PROVIDEA	\$1,400.00	teleconference service contract
O	074114	8/20/08	PUBLIC ECONOMICS, INC.	\$6,577.50	CONSULTING SERVICES-REDEVELOPMENT
O	074115	8/20/08	R2A ARCHITECTURE	\$7,478.43	PROVIDE A&E SERVICES FOR VILLAGE SWING SPACE
O	074116	8/20/08	RJT COMPUQUEST	\$5,200.00	QA Consulting Services
O	074117	8/20/08	SOURCE GRAPHICS	\$1,350.00	SERVICE CONTRACT FOR KIP 3000 PRINTER
O	074118	8/20/08	TROXELL COMMUNICATIONS, INC.	\$3,052.57	Communication equipment
O	074119	8/21/08	GANDER-PRINTCO	\$4,954.35	Receipt Books
O	074120	8/21/08	GAYLORD BROTHERS, INC.	\$97.22	Instructional supplies.
O	074121	8/21/08	GOLF VENTURES WEST	\$77.98	MOWER AND CART PARTS
O	074122	8/21/08	W. W. GRAINGER	\$1,098.52	BUILDING MAINTENANCE SUPPLIES
O	074123	8/21/08	GRAYBAR ELECTRIC CO.	\$929.09	ELECTRICAL - BGS POWER/COMMUNICATION OUTLET POLE
O	074124	8/21/08	HALL & FOREMAN, INC.	\$9,990.22	PROVIDE SURVEYING SERVICES FOR QUAD IMPROVEMENT
O	074125	8/21/08	HITT MARKING DEVICES, INC.	\$18.96	Self Ink Stamp
O	074126	8/21/08	HOME DEPOT CREDIT SERVICES	\$1,454.91	MAINT/GROUNDS/CUST. SUPPLIES
O	074127	8/21/08	HSACCC	\$75.00	Institutional membership dues HSACCC
O	074128	8/21/08	INCENTRA SOLUTIONS	\$4,625.00	Exchange deployment and troubleshooting support
O	074129	8/21/08	INTEGRA SERVICES	\$2,143.60	pAPIDTECH SUPPLIES
O	074130	8/21/08	IRVINE PIPE & SUPPLY	\$687.21	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	074131	8/21/08	JACKSON-HIRSCH, INC.	\$178.76	Purchase instructional supplies.
O	074132	8/21/08	JAMECO ELECTRONICS	\$228.52	ELECTRONICS SUPPLIES
O	074133	8/21/08	JOHNSTONE SUPPLY	\$10.80	SUPPLIES FOR MAINTENANCE
O	074134	8/21/08	KENNY'S AUTO UPHOLSTERY	\$500.00	TRUCK BENCH SEAT REPAIR
O	074135	8/21/08	GARY L. KUSUNOKI	\$90.00	Hearing Examiner
O	074136	8/21/08	GIZIEL LEFTWICH	\$60.00	Employee Enrollment Fee Reimbursement Request
O	074137	8/21/08	A. M. LEONARD, INC.	\$394.56	HORTICULTURE SUPPLIES
O	074138	8/21/08	LIEBERT CASSIDY WHITMORE	\$7,379.25	Attorney Services FY 2007/2008
O	074139	8/21/08	MARSHALL MATERIALS	\$897.71	WHITE PLASTER SAND
O	074140	8/21/08	MC KESSON MEDICAL SURGICAL	\$1,560.00	Flu shots
O	074141	8/21/08	McMASTER CARR SUPPLY CO.	\$53.93	SUPPLIES FOR DMP STUDENTS
O	074142	8/21/08	MEYERS ALLISON LLP	\$618.75	Investigative Svs. for HR
O	074143	8/21/08	SACRAMENTO STATE/CALWORKS 2008	\$325.00	Conference Attendance
O	074144	8/21/08	LA/ORANGE ENVIRONMENTAL	\$150.00	TRAINING REGISTRATION
O	074145	8/21/08	SCHOOLSFIRST FCU	\$175.00	CONFERENCE REGISTRATION
O	074146	8/21/08	REGENTS OF UNIV OF CALIFORNIA	\$60.00	Conference Attendance
O	074147	8/21/08	REGENTS OF THE UNIV. OF CALIF	\$5,115.00	UCLA Conference Center - Saddleback Great Staff
O	074148	8/21/08	APPLE COMPUTER INC.	\$1,574.24	website server
O	074149	8/21/08	MARTIN INTEGRATED SYSTEMS	\$31,375.80	FOR PKG. N, ACOUSTICAL CEILINGS, BID 279

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O	074150	8/21/08	NEUDESIC, LLC	\$223,327.50	Student Information System, Year 3
O	074151	8/21/08	RGP PLANNING & DEVELOPMENT	\$24,963.77	ATEP Project
O	074152	8/22/08	SCHOOLSFIRST FCU	\$35.00	CONFERENCE REGISTRATION
O	074153	8/22/08	GALLS INC.	\$814.33	Open PO - Uniforms
O	074154	8/22/08	KIMBERLY GARCIA	\$200.00	SCHOLARSHIP FOR K.GARCIA
O	074155	8/22/08	GAYLORD BROTHERS, INC.	\$31.11	Purchase instructional supplies.
O	074156	8/22/08	GLAXOSMITHKLINE PHARMACEUTICAL	\$1,494.00	vaccines needed for students
O	074157	8/22/08	GOLDEN RAIN FOUNDATION	\$732.00	USE OF LWV CLUBHOUSE #3
O	074158	8/22/08	HIRSCH PIPE & SUPPLY	\$330.18	PLUMBING & IRRIGATION SUPPLIES
O	074159	8/22/08	HOME DEPOT CREDIT SERVICES	\$113.07	RapidTech - Open PO w/ Home Depot
O	074160	8/22/08	TRAN HONG	\$15.21	MILEAGE
O	074161	8/22/08	IBM CORPORATION	\$4,188.20	Tivoli Storage Mgr and RFT Renewal
O	074162	8/22/08	IRVINE RANCH WATER DIST.	\$10,515.18	Annual Water Service
O	074163	8/22/08	JOHNSON & ASSOCIATES	\$500.00	Base Salary Survey
O	074164	8/22/08	KATHCO PRODUCTS	\$510.67	JANITORIAL SUPPLIES
O	074165	8/22/08	DEBRA KERR	\$103.21	Expense Reimbursement
O	074166	8/22/08	MAINTEX	\$350.08	JANITORIAL SUPPLIES
O	074167	8/22/08	RACHEL MANDERS	\$46.81	Reimbursement for grant mailing cost
O	074168	8/22/08	MICRO CENTER	\$340.37	Blanket PO for Micro Center
O	074169	8/22/08	MID-AMERICA SPORTS ADVANTAGE	\$306.90	GROUNDS SUPPLIES
O	074170	8/22/08	DAVID MILLER	\$50.00	PANEL PRESENTER
O	074171	8/22/08	SALLIE MILLER	\$230.00	WORKSHOP PRESENTER
O	074172	8/22/08	JENNIFER MILLER-SNIDER	\$105.00	TRAINING ASSISTANT
O	074173	8/22/08	3M	\$4,608.00	Service Contract
O	074174	8/22/08	MOUSER ELECTRONICS	\$108.67	ELECTRONIC SUPPLIES
O	074175	8/22/08	CHRISTINE MUDGE	\$200.00	SCHOLARSHIP FOR C.MUDGE
O	074176	8/22/08	NLNAC, INC.	\$59.95	BOOK FOR T.RICE
O	074177	8/22/08	NUESOFT TECHNOLOGIES, INC.	\$2,100.00	Nuesoft annual subscription
O	074178	8/22/08	ORANGE CO. AUDITOR-CONTROLLER	\$15.00	Annual Maintenance: Range Fees
O	074179	8/22/08	ORANGE CO. HEALTH CARE AGENCY	\$1,079.00	HAZARDOUS MATERIALS BILLING
O	074180	8/22/08	ORANGE COUNTY REGISTER	\$1,075.00	ADVERTISING FOR SUMMER SHOWS 08
O	074181	8/22/08	OCE-USA, INC.	\$119.08	Annual Maintenance:Copier
O	074182	8/22/08	OCE-IMAGISTICS	\$126.08	PITNEY-BOWES FAX MACHINE RENTAL
O	074183	8/22/08	OCLC, INC.	\$542.52	Annual Maintenance:Library Data Processing
O	074184	8/22/08	ORKIN INC.	\$1,442.00	PEST CONTROL
O	074185	8/25/08	GANDER-PRINTCO	\$319.27	Blanket PO to Gander for Shrinkwrap and Bindery
O	074186	8/25/08	GRACE TRAINING SUPPLY	\$9,304.50	SUPPLIES FOR NURSING SKILLS LAB
O	074187	8/25/08	HAWK LABELING SYSTEMS	\$66.90	ADAPTER FOR LABELER
O	074188	8/25/08	HOME DEPOT CREDIT SERVICES	\$407.99	Blanket PO for Technology Svc.
O	074189	8/25/08	IRVINE RANCH WATER DIST.	\$497.74	WATER SERVICE
O	074190	8/25/08	JAMECO ELECTRONICS	\$49.14	PHYSICS SUPPLIES
O	074191	8/25/08	MARKERTEK VIDEO SUPPLY	\$92.12	audio adaptors for TV studio
O	074192	8/25/08	ORANGE CO. AUDITOR-CONTROLLER	\$2,805.00	Surcharge Parking Citations
O	074193	8/25/08	ORANGE CO. AUDITOR-CONTROLLER	\$1,705.00	Annual Maintenance:Citations
O	074194	8/25/08	ORANGE CO. AUDITOR-CONTROLLER	\$15.00	Annual Maintenance: Range Fees
O	074195	8/25/08	ORANGE COUNTY REGISTER	\$6,484.00	ONLINE ADVERTISING
O	074196	8/25/08	SOUTH COAST AIR QUALITY	\$6,167.47	AQMD ANNUAL EMISSIONS FEES
O	074197	8/26/08	AAA ELECTRIC MOTOR SALES	\$302.81	REPLACEMENT MOTOR
O	074198	8/26/08	AGILYSYS INC	\$47,464.42	SIS Infrastructure Build-Out
O	074199	8/26/08	APPLE COMPUTER INC.	\$74.35	SOFTWARE
O	074200	8/26/08	AUSTIN-FOUST ASSOCIATES, INC.	\$2,742.50	ATEP Project -

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #073691 and 074349

S	Check #	Check Dt	Company Name	Check Amount	Description
O	074201	8/26/08	CENTURION TECHNOLOGIES, INC.	\$1,086.16	DRIVESHIELD MAINTENANCE RENEWAL
O	074202	8/26/08	COMMERCE WEST BANK	\$22,619.87	BID NO.1071, F.A. RESTRM EXPANSION
O	074203	8/26/08	CRC CONSULTING GROUP, INC.	\$3,900.00	PROFESSIONAL SERVICES FOR WATER TESTING ATEP WINDO
O	074204	8/26/08	gkkworks	\$88,896.00	AGMT FOR. BUS. & TECH CTR.
O	074205	8/26/08	GLOBAL INDUSTRIAL EQUIPMENT	\$564.12	Equipment for the PAC.
O	074206	8/26/08	H2 ENVIRONMENTAL CONSULTING	\$1,250.00	PROVIDE PROJECT OVERSIGHT ACM PIPE REMOVAL
O	074207	8/26/08	HAITBRINK ASPHALT PAVING,	\$14,175.00	parking lot repairs
O	074208	8/26/08	JANUS CORPORATION	\$5,975.00	REMOVE TRANSITE PIPE SADDLEBACK COLLEGE
O	074209	8/26/08	JRH CONSTRUCTION COMPANY, INC.	\$203,578.90	BID NO.1071, F.A. RESTRM EXPANSION
O	074210	8/26/08	LAMAR SPACE INC.	\$145.46	RENTAL OF TRAILER FOR INSPECTOR
O	074211	8/26/08	NEXUS IS, INC.	\$4,216.40	Tech Refresh Equipment
O	074212	8/26/08	PSOMAS	\$2,100.00	ATEP Project
O	074213	8/26/08	SARS SOFTWARE PRODUCTS, INC.	\$5,670.00	RENEWAL OF SARS SUPPORT
O	074214	8/26/08	TESTOUT CORPORATION	\$6,454.23	TESTOUT LICENSE RENEWAL
O	074215	8/26/08	UNITED SITE SERVICES OF CA,	\$51.40	FENCE RENTAL FOR BUSINESS & TECH PROJECT
O	074216	8/26/08	WENGER CORPORATION	\$8,740.00	Music move from A308 to B309
O	074217	8/27/08	DARRELL DEETER	\$800.00	Conference Reimbursement
O	074218	8/27/08	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
O	074219	8/27/08	W. W. GRAINGER	\$376.92	ELECTRICAL SUPPLIES
O	074220	8/27/08	MARLYS GRODT & ASSOCIATES	\$1,000.00	Class Spec - CM Management Positions
O	074221	8/27/08	JOHNSON & ASSOCIATES	\$2,343.75	Tech Assistance-Ad Hoc Work
O	074222	8/27/08	LOS ANGELES TIMES	\$21.16	LA TIMES SUBSCRIPTION
O	074223	8/27/08	LASER SOURCE	\$50.64	Ink Cartridge
O	074224	8/27/08	DAUNE MAIN	\$66.22	Reimbursement for office supplies.
O	074225	8/27/08	MAINTEX	\$1,288.94	JANITORIAL SUPPLIES
O	074226	8/27/08	GREGORY F. MANNING	\$120.00	WORKSHOP PRESENTATION
O	074227	8/27/08	MARK IV COMMUNICATIONS, INC.*	\$1,829.38	CABLING SERVICE IN B384,A117, MAINT.BLDG.
O	074228	8/27/08	BEN MEADOWS COMPANY	\$384.10	HORTICULTURE SUPPLIES
O	074229	8/27/08	MICRO CENTER	\$95.83	Blanket PO for Micro Center
O	074230	8/27/08	DAVID MILLER	\$50.00	PANEL PRESENTER
O	074231	8/27/08	BRIAN MONACELLI	\$3,000.00	Design and construction of laser equipment
O	074232	8/27/08	BOUCHRA NADEAU	\$300.00	Conference Reimbursement
O	074233	8/27/08	ED WARD TACKETT	\$100.00	Ed Tackett/SFF Symposium/Austin, TX
O	074234	8/27/08	CALIFORNIA POWER PARTNERS, INC.	\$124,581.51	ENERGY CONSERVATION PROJECTS
O	074235	8/27/08	MACERICH CONSTRUCTION, INC.	\$31,662.00	BGS CABINET PROJECT
O	074236	8/28/08	AT&T/MCI	\$14.21	FAX LINES - TRUSTEES FY 08-09
O	074237	8/28/08	AT&T	\$68.05	Annual:Telephone Service
O	074238	8/28/08	OFFICEMAX CONTRACT INC.	\$5,440.07	Office Max Supply Orders 2008/2009
O	074239	8/28/08	PARKWAY LAWNMOWER SHOP	\$215.79	OPEN PURCHASE ORDER FOR PARTS
O	074240	8/28/08	PUBLIC BROADCASTING SERVICE	\$37.26	DVD per Tom Weisrock request
O	074241	8/28/08	PEAK TECHNOLOGIES, INC.	\$3,336.00	Annual Maintenance:Sealer
O	074242	8/28/08	PENN CORPORATE RELOCATION	\$19,754.77	BGS MOVE BACK INTO BLDG
O	074243	8/28/08	PHOENIX GROUP INFORMATION SYS.	\$558.30	Annual Maintenance: Citation Fees
O	074244	8/28/08	PORT SUPPLY	\$150.85	Blanket PO for Instructional Supplies - MST Class
O	074245	8/28/08	ALL-PAK, INC.	\$269.15	BIOLOGY SUPPLIES
O	074246	8/28/08	QUALITONE INDUSTRIES, INC.	\$797.55	Cables
O	074247	8/28/08	QUICK SORT LOS ANGELES	\$816.37	Postage costs
O	074248	8/28/08	R.M. SYSTEMS, INC.	\$2,640.00	AnnualContract for alarm
O	074249	8/28/08	RALPHS GROCERY COMPANY	\$55.43	Open PO groceries
O	074250	8/28/08	RECORDING FOR THE BLIND &	\$950.00	RECORDING OFTHE BLIND&DYSLEXIC MEMBERSHIP RENEWAL
O	074251	8/28/08	RICOH AMERICAS CORPORATION	\$65.34	Annual maintenance agreement Ricoh



WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #073691 and 074349

S	Check #	Check Dt	Company Name	Check Amount	Description
O	074252	8/28/08	SAN LUIS VIDEO PUBLISHING	\$248.99	For Instructor Z.Johnson
O	074253	8/28/08	SARGENT-WELCH LLC	\$100.27	PHYSICS SUPPLIES
O	074254	8/28/08	PAUL M. SAUER	\$3,150.00	Marketing CACT Training Courses
O	074255	8/28/08	SCIENCE KIT, INC.	\$40.15	BIOLOGY SUPPLIES
O	074256	8/28/08	LEAH SHERRY	\$200.00	637431 SHERRY/LEAH SCHOLARSHIP FROM SSG
O	074257	8/28/08	SIGMA ALDRICH CHEMICAL CO.	\$183.37	MICROBIOLOGY SUPPLIES
O	074258	8/28/08	SO. CAL. GAS CO.	\$140.11	Annual Gas Service
O	074259	8/28/08	SO. CAL. GAS CO.	\$20,283.03	Annual Gas Service
O	074260	8/28/08	SO. CAL. GAS CO.	\$1,280.92	Annual Gas Service
O	074261	8/28/08	SOUTH COAST FAMILY	\$440.00	Pre-Employment Medical Eval-Police Officers
O	074262	8/28/08	SOCCER CENTER	\$268.01	WOMEN'S SOCCER UNIFORMS
O	074263	8/28/08	SPECTRUM CHEMICAL MFG. CORP.	\$542.77	CHEMISTRY SUPPLIES
O	074264	8/28/08	STAR MAINTENANCE SUPPLY	\$1,739.52	CAN LINERS FOR GROUNDS
O	074265	8/28/08	STUDY IN THE USA INC.	\$6,775.00	payment for ISC Advertising
O	074266	8/28/08	SWALLOWTAIL GARDEN SEEDS	\$43.73	HORTICULTURE SUPPLIES
O	074267	8/28/08	TERRA UNIVERSAL, INC.	\$3,034.30	SINK
O	074268	8/28/08	TOMARK SPORTS EQUIPMENT	\$240.14	SUPPLIES FOR IVC ATHLETIC DEPT.
O	074269	8/28/08	TUTTLE-CLICK FORD	\$291.85	TRANSPORTATION PARTS
O	074270	8/28/08	UNISOURCE WORLDWIDE INC.	\$573.15	JANITORIAL SUPPLIES
O	074271	8/28/08	USA MOBILITY	\$15.30	PAGER RENTAL AND MAINTENANCE CONTRACT
O	074272	8/28/08	VERIZON WIRELESS	\$277.44	Cell Phone Service
O	074273	8/28/08	VWR INTERNATIONAL, INC.	\$154.37	PHYSICS SUPPLIES
O	074274	8/28/08	W A X I E	\$3,919.08	JANITORIL SUPPLIES
O	074275	8/28/08	WEST-LITE SUPPLY CO.	\$127.93	BIOLOGY SUPPLIES
O	074276	8/28/08	WITT COMPANY	\$1,827.90	Maintenance for HC5500 Printer
O	074277	8/28/08	WORKPLACE RESOURCE	\$4,134.15	HEALTH SCIENCE - PLATFORM BENCHES
O	074278	8/28/08	XEROX CORP.	\$1,344.63	Lease/Maint. for DocuColor 2045 Printer
O	074279	8/28/08	XEROX CORP.	\$397.54	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	074280	8/28/08	RALPHS GROCERY COMPANY	\$287.73	NUTRITIONAL FOOD AND SUPPLIES
O	074281	8/28/08	OFFICEMAX CONTRACT INC.	\$310.30	OfficeMax Supply Orders for FY 2008/09
O	074282	8/28/08	AA EQUIPMENT RENTALS	\$289.18	BLANKET PURCHASE ORDER FOR PARTS
O	074283	8/28/08	AAA ACCESS SMOG	\$100.00	SMOG TESTING
O	074284	8/28/08	ABC-CLIO, INC.	\$47.19	Library book per Tom Weisrock request
O	074285	8/28/08	ACTT	\$209.14	CELSA Site License for ESL Local Scoring
O	074286	8/28/08	ADCLUB ADVERTISING SERVICE	\$1,024.00	Recruitment/Advertising for SOCCCD
O	074287	8/28/08	AIR CLEANING TECHNOLOGY	\$2,200.00	Maint. for Exhaust System
O	074288	8/28/08	AMERICAN PERMALIGHT, INC.	\$275.54	ELECTRICAL SUPPLIES
O	074289	8/28/08	LEE ARMSTRONG CO., INC.	\$1,245.00	S/M ROOMS 350-359 NEW FLOORING
O	074290	8/28/08	ARROWHEAD DRINKING WATER	\$51.41	BLANKET PURCHASE ORDER FOR SUPPLIES
O	074291	8/28/08	ATKINSON, ANDELSON, LOYA,	\$28,983.23	Attorney Services FY 2008/2009
O	074292	8/28/08	REZA AZARMSA	\$600.95	Reim. Candidate-Reza Azarmsa
O	074293	8/28/08	B & P SERVICES, INC.	\$8,165.00	ROOM B320 EXHAUST SYSTEM
O	074294	8/28/08	BAKER & TAYLOR	\$31.99	Library DVD per Tom Weisrock request
O	074295	8/28/08	BEE MAN	\$250.00	GYM - REMOVE BEE HIVE INSIDE OF GYM
O	074296	8/28/08	BP ENERGY COMPANY	\$112,396.69	NATURAL GAS PURCHASES
O	074297	8/28/08	MATT BRODET	\$31.78	Reimburse staff member for blank DVD's
O	074298	8/28/08	BUDDY'S ALL STARS	\$663.74	Volleyball team supplies
O	074299	8/28/08	BURMINCO	\$2,218.04	Student rock & mineral supplies
O	074300	8/28/08	TOD BURNETT	\$351.11	Reim. candidate-Tod Burnett
O	074301	8/28/08	CAROLINA BIOLOGICAL SUPPLY	\$3,506.03	BIOLOGY SUPPLIES
O	074302	8/28/08	CINTAS DOCUMENT MANAGEMENT	\$47.25	document destruction/paper recycling for A&R

WARRANT REGISTER LISTING

Bank Account (COUNTY ) - County Account

Sort: Sorted by Warrant #

Selection: Between #073691 and 074349

S	Check #	Check Dt	Company Name	Check Amount	Description
O	074303	8/28/08	CLARK SECURITY PRODUCTS INC.	\$75.56	BLANKET PURCHASE ORDER FOR PARTS
O	074304	8/28/08	CLARKE & ASSOCIATES, INC.	\$264.16	for signage
O	074305	8/28/08	CLEAN SOURCE	\$246.54	JANITORIAL SUPPLIES
O	074306	8/28/08	COASTAL CLEANING MANAGEMENT	\$7,565.65	BGS - GENERAL CLEANING SERVICES
O	074307	8/28/08	COPYNET OFFICE SOLUTIONS, INC	\$457.00	Annual Maintenance: Copier
O	074308	8/28/08	DANA POINT MARINA INN	\$12,339.80	PAYMENT FOR ROOMS FOR WORKSHOP ATTENDEES
O	074309	8/28/08	DELL MARKETING L.P.	\$470.80	purchase toner cartridges & drum kits
O	074310	8/28/08	DEPARTMENT OF JUSTICE	\$332.00	Fingerprinting - HR
O	074311	8/28/08	SPARKLETTS	\$36.88	DRINKING WATER FOR ATEP
O	074312	8/28/08	DUNN-EDWARDS CORPORATION	\$4,890.13	MAINTENANCE SUPPLIES
O	074313	8/28/08	RACHAEL DURAN	\$200.00	539620 SCHOLARSHIP FOR DURAN
O	074314	8/28/08	EDUCATIONAL MUSIC SERVICE	\$177.83	Music purchased
O	074315	8/28/08	EDMUND SCIENTIFICS	\$113.84	PHYSICS SUPPLIES
O	074316	8/28/08	JOHN W. EDWARDS	\$223.64	REIMBURSEMENT
O	074317	8/28/08	ELECTRONIX EXPRESS	\$217.50	ELECTRONIC SUPPLIES
O	074318	8/28/08	ERGO CUBE	\$217.62	ERGONOMIC ROLLER MOUSE
O	074319	8/28/08	EWING IRRIGATION PRODUCTS	\$765.03	OPEN P.O. FOR SUPPLIES
O	074320	8/28/08	EXPERIAN	\$77.00	Contract Svcs - Experian
O	074321	9/02/08	WELLS FARGO BANK #4198	\$2,528.00	SUPPLIES FOR COUNSELING INSERVICE
O	074322	9/02/08	WELLS FARGO BANK #3465	\$211.31	Bursar's Credit Card Fee
O	074323	9/02/08	WELLS FARGO BANK #4214	\$45.00	bursar's Credit Card Fee
O	074324	9/02/08	WELLS FARGO BANK #3317	\$395.06	Cyberguys.com
O	074325	9/02/08	WELLS FARGO #2078	\$3,301.53	JWILLIAMS TO EDUCAUSE CONFERENCE
O	074326	9/03/08	ACHRO/AAO	\$150.00	Conf-T. Lorch
O	074327	9/03/08	ACHRO/EEO	\$75.00	Conf-F. Miller
O	074328	9/03/08	ACHRO/EEO	\$20.00	Conf-F. Miller
O	074329	9/03/08	ACHRO/EEO	\$20.00	Conf-T. Lorch
O	074330	9/03/08	ACHRO/EEO	\$150.00	Conf-E. Graham
O	074331	9/03/08	ACHRO/EEO	\$20.00	Conf-E. Graham
O	074332	9/03/08	ACHRO/EEO	\$150.00	Conf-David Bugay
O	074333	9/03/08	ACHRO/EEO	\$20.00	Conf-David Bugay
O	074334	9/03/08	AMERICAN EXPRESS	\$2,298.00	CONFERENCE FOR TAMERA RICE
O	074335	9/03/08	CCCEOPSA	\$475.00	Conference Attendance for Juanita Baltierra
O	074336	9/03/08	CCCEOPSA	\$475.00	Conference Attendance for Georgina Guy
O	074337	9/03/08	CCCEOPSA	\$475.00	Conference Attendance for Maria Paniagua
O	074338	9/03/08	CCCEOPSA	\$475.00	Conference Attendance for Lori Parra
O	074339	9/03/08	CITY OF SANTA ANA	\$70.00	Training
O	074340	9/03/08	APRIL CUNNINGHAM	\$2,145.00	Conference Reimbursement
O	074341	9/03/08	IMAGE SOURCE, INC.	\$11,143.63	ATIfiler software service contract
O	074342	9/03/08	MOIRA MC GEE	\$22.75	Moira McGee to Bowers Museum, Staff Development
O	074343	9/03/08	ORANGE COUNTY SCHOOL BOARDS	\$51.00	RMATHUR TO OCSBA DINNER MEETING
O	074344	9/03/08	ORANGE COUNTY SCHOOL BOARDS	\$51.00	RMATHUR TO OCSBA DINNER MEETING
O	074345	9/03/08	LARRY RADDEN	\$1,170.61	Reimbursement
O	074346	9/03/08	WESTIN HOTEL	\$448.71	Conference Attendance for Juanita Baltierra
O	074347	9/03/08	WESTIN HOTEL	\$598.28	Conference Attendance for Georgina Guy
O	074348	9/03/08	WESTIN HOTEL	\$448.71	Conference Attendance for Maria Paniagua
O	074349	9/03/08	WESTIN HOTEL	\$448.71	Conference Attendance for Lori Parra

\$4,193,174.40

FUND SUMMARY

Description	Amount
01 - General Fund	\$2,719,916.65
12 - Child Development Fund	\$984.03
40 - Capital Outlay Fund	\$1,243,717.65
68 - Self-Insurance Fund	\$15,828.13
71 - Retiree Benefit Fund	\$212,727.94
	<u>\$4,193,174.40</u>

WARRANT REGISTER LISTING

Bank Account (SC-CMED ) - Saddleback Community Ed  
 Sort: Sorted by Warrant #  
 Selection: Between #009333 and 009362

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009333	8/08/08	KID'S GYM INC.	\$2,500.00	Com. Ed. Presenter
O	009334	8/15/08	GREGORY J. ATWOOD	\$960.00	Com. Ed. Presenter
O	009335	8/15/08	FARLA BINDER	\$316.80	Com. Ed. Presenter
O	009336	8/15/08	CSNP, INC.	\$35.00	Proctor Exam Fees
O	009337	8/15/08	COMPUTRAX, INC.	\$1,360.00	Com. Ed. Presenter
O	009338	8/15/08	EDUCATION TO GO	\$52.00	Com. Ed. Presenter - Online Classes
O	009339	8/15/08	KAYLAA FOX	\$1,890.00	Com. Ed. Presenter
O	009340	8/15/08	ESTELLA GARRISON	\$326.00	Purchase of non-instructional supplies
O	009341	8/15/08	NICOLE HETSCHEL	\$20.00	SADDLEBACK COMMUNITY EDUCATION LIVE SCAN REIMBURSE
O	009342	8/15/08	ALAN LUGENA	\$33.49	Instructional supplies for Art Classes
O	009343	8/15/08	DAN MIKELS	\$2,215.00	Com. Ed. Presenter
O	009344	8/15/08	MOVIES BY KIDS, ORANGE COUNTY	\$6,240.00	Com.Ed. Presenter
O	009345	8/15/08	OFFICEMAX CONTRACT INC.	\$552.29	Office Max Supply Orders 2008/2009
O	009346	8/15/08	SECURE LIVE SCAN	\$105.00	Secure Live Scan for Summer staff
O	009347	8/15/08	SOUTH ORANGE COUNTY COMMUNITY	\$113,541.64	Reimbursement for Salaries, Benefits, etc.
O	009348	8/15/08	NICK TRANI	\$41.99	Reimbursement for Summer 08 Supplies
O	009349	8/15/08	LINDA WOOD	\$12.60	Reimbursment for Postage of Catalog Postage Check
O	009350	8/15/08	NOESS LLC	\$996.00	Com. Ed. Presenteer
O	009351	8/21/08	APRIL CRESSLER	\$87.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009352	8/21/08	DESTINATION SCIENCE	\$10,335.90	Com. Ed. Presenter
O	009353	8/21/08	DESTINATION SCIENCE	\$7,511.20	Com. Ed. Presenter
O	009354	8/21/08	DESTINATION SCIENCE	\$3,813.50	Com. Ed. Presenter
O	009355	8/21/08	KID'S GYM INC.	\$13,204.87	Com. Ed. Presenter
O	009356	8/21/08	KID'S GYM INC.	\$10,946.90	Com. Ed. Presenter
O	009357	8/21/08	KID'S GYM INC.	\$14,272.04	Com. Ed. Presenter
O	009358	8/21/08	MAD SCIENCE OF ORANGE COUNTY	\$7,198.00	Com. Ed. Presenter
O	009359	8/29/08	DESTINATION SCIENCE	\$4,273.60	Com. Ed. Presenter
O	009360	8/29/08	EDUCATION TO GO	\$1,545.75	Com. Ed. Presenter - Online Classes
O	009361	8/29/08	KID'S GYM INC.	\$38.75	Purchase of non-instructional supplies
O	009362	8/29/08	SOUTHWEST OFFSET PRINTING CO.	\$27,128.51	Printing of Com. Ed. Catalogs
				\$231,553.83	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$231,553.83
	<u>\$231,553.83</u>

WARRANT REGISTER LISTING

Bank Account (IVC-CMED) - IVC Community Ed  
 Sort: Sorted by Warrant #  
 Selection: Between #008473 and 008481

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008473	8/08/08	MAD SCIENCE OF ORANGE COUNTY	\$2,332.40	Contract instructor Payment for IVC Comm. Ed.
O	008474	8/08/08	WORKSHOPS ON WELLNESS	\$422.50	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY EDUCATIO
O	008475	8/15/08	EDUCATION TO GO	\$790.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008476	8/15/08	GATLIN EDUCATION SERVICES	\$1,495.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008477	8/20/08	ADVANCED TUTORING	\$24,226.20	IVC Community Education presenter 2008-09
O	008478	8/20/08	MAD SCIENCE OF ORANGE COUNTY	\$1,915.90	Contract instructor Payment for IVC Comm. Ed.
O	008479	8/20/08	U.S. POSTAL SERVICE	\$7,055.89	Postage for Comm.Ed brochure Sum.&Fa.'08 & Spr'09
O	008480	8/29/08	GATLIN EDUCATION SERVICES	\$1,495.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008481	8/29/08	ROGER E. MINKLE	\$1,040.00	Payment for Contract Instructor 2008-09
				<u>\$40,772.89</u>	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$40,772.89
	<u>\$40,772.89</u>

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

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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



South Orange County Community College District  
Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BT09-00009	01-5811-0-000-4-025-068-6599	NON-INSTR SUPPLIES & MATERIALS: Matriculation & Student Asse	\$21,000.00	
	01-2483-0-000-4-081-045-6110	BOOKS/MAGAZINE & PERIODICALS: Matriculation & Student Assess		\$21,000.00
			<u>\$21,000.00</u>	<u>\$21,000.00</u>
BT09-00011	01-5810-2-021-1-026-083-6460	CONTRACT PRINTING: Student Financial Aid Admin	\$8,432.00	
	01-2141-2-021-1-026-083-6460	RG CLERIC SAL: Student Financial Aid Admin		\$8,432.00
			<u>\$8,432.00</u>	<u>\$8,432.00</u>
BT09-00017	01-1415-1-006-1-050-009-0506	HR NCLSRM FAC STI: Business Management	\$9,882.00	
	01-1415-1-006-1-054-033-1230	HR NCLSRM FAC STI: Nursing	\$1,859.00	
	01-3120-1-006-1-050-009-0506	STRS NON-INSTR STAFF: Business Management	\$324.00	
	01-5269-1-006-1-050-009-0506	MILEAGE: Business Management	\$200.00	
	01-5270-1-006-1-050-009-0506	CONFERENCE: Business Management	\$155.00	
	01-4300-1-006-1-054-033-1250	INSTR SUPPLIES & MATERIALS: Emergency Medical Technology		\$8,000.00
	01-5271-1-006-1-052-044-0959	COMM RELATIONS: Marine Science Technology		\$3,500.00
	01-5811-1-006-1-054-033-1208	CONTRACT SERVICES: Medical Assisting		\$920.00
			<u>\$12,420.00</u>	<u>\$12,420.00</u>
BT09-00018	01-4300-1-006-1-050-000-6011	Instructional Supply: Instructional Deans	\$551.00	
	01-4580-1-006-1-050-000-6011	DUPL CHBACKS: Instructional Dean	\$200.00	
	01-4600-1-006-1-050-000-6011	NON-INSTR SUPPLIES & MATERIALS: Instructional Dean	\$665.00	
	01-5270-1-006-1-050-000-6011	CONFERENCE: Instructional Dean	\$5,793.00	
	01-5840-1-006-1-050-000-6011	POSTAGE: Instructional Dean	\$120.00	
	01-4300-1-006-1-054-033-1208	INSTR SUPPLIES & MATERIALS: Medical Assisting		\$7,000.00
	01-4600-1-006-1-052-000-6011	NON-INSTR SUPPLIES & MATERIALS: Instructional Dean		\$329.00
				<u>\$7,329.00</u>
BT09-00020	40-6411-1-671-1-040-061-0799	NEW EQUIP TECHNOLOGY: Other Computer and Information Science	\$646,000.00	
	40-4212-1-671-1-040-061-0799	SOFTWARE (UNDER \$200): Other Computer and Information Scienc		\$10,000.00
	40-4300-1-671-1-040-061-0799	INSTR SUPPLIES & MATERIALS: Other Computer and Information S		\$5,000.00
	40-5811-1-671-1-040-061-0799	CONTRACT SERVICES: Other Computer and Information Science		\$21,000.00
	40-5812-1-671-1-040-061-0799	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Other Computer and		\$600,000.00
	40-6412-1-671-1-040-061-0799	SOFTWARE: Other Computer and Information Science		\$10,000.00
			<u>\$646,000.00</u>	<u>\$646,000.00</u>

Journal Number	Account	Description	From	To
BT09-00021	40-4212-2-671-1-040-061-0799	SOFTWARE (UNDER \$200): Other Computer and Information Scienc	\$822.00	
	40-4300-2-671-1-040-061-0799	INSTR SUPPLIES & MATERIALS: Other Computer and Information S	\$1,322.00	
	40-5811-2-671-1-040-061-0799	CONTRACT SERVICES: Other Computer and Information Science	\$100,000.00	
	40-5812-2-671-1-040-061-0799	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Other Computer and	\$58,674.00	
	40-6412-2-671-1-040-061-0799	SOFTWARE: Other Computer and Information Science	\$2,332.00	
	40-6411-2-671-1-040-061-0799	NEW EQUIP TECHNOLOGY: Other Computer and Information Science		\$163,150.00
			<u>\$163,150.00</u>	<u>\$163,150.00</u>
BT09-00029	01-7600-1-023-4-035-077-6430	Other Payments To Students: Eops	\$6,000.00	
	01-7600-1-022-4-035-077-6310	Other Payments To Students: Counseling	\$500.00	
	01-5270-1-023-4-035-077-6430	CONFERENCE: Eops		\$6,000.00
	01-5270-1-022-4-035-077-6310	CONFERENCE: Counseling		\$500.00
			<u>\$6,500.00</u>	<u>\$6,500.00</u>
BT09-00035	01-5811-0-000-1-021-080-6510	CONTRACT SERVICES: Physical Plant: Building Maint & Repairs	\$5,100.00	
	01-6410-0-000-1-021-080-6510	NEW EQUIPMENT: Physical Plant:bldg Maint		\$5,100.00
			<u>\$5,100.00</u>	<u>\$5,100.00</u>
BT09-00038	01-4300-1-006-1-052-004-0201	INSTR SUPPLIES & MATERIALS: Architecture & Architectural Tec	\$1,132.00	
	01-5811-1-006-1-051-075-4930	CONTRACT SERVICES: General Studies(App Psy,Pre-coll Math &	\$5,469.00	
	01-5812-1-006-1-052-004-0201	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Architecture & Arch	\$14,678.00	
	01-6410-1-006-1-054-033-1230	NEW EQUIPMENT: Nursing	\$6,192.00	
	01-5811-1-006-1-052-011-0604	CONTRACT SERVICES		\$27,471.00
			<u>\$27,471.00</u>	<u>\$27,471.00</u>
BT09-00039	01-1415-1-006-1-054-033-1230	HR NCLSRM FAC STI: Nursing	\$4,581.00	
	01-4300-1-006-1-058-036-1305	Instructional Supply: Human Development	\$2,368.00	
	01-4300-1-006-1-050-000-6011	Instructional Supply: Instructional Deans	\$551.00	
	01-5271-1-006-1-052-044-0959	COMM RELATIONS: Marine Science Technology		\$3,500.00
	01-5811-1-006-1-054-033-1230	CONTRACT SERVICES: Nursing		\$4,000.00
			<u>\$7,500.00</u>	<u>\$7,500.00</u>
<b>TOTAL</b>			<b>\$904,902.00</b>	<b>\$904,902.00</b>

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Recommended for Ratification

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

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**Saddleback College**

<b>Journal Number</b>	BT09-00003	BT09-00022	BT09-00044
	BT09-00004	BT09-00027	BT09-00049
	BT09-00005	BT09-00032	
	BT09-00006	BT09-00036	
	BT09-00015	BT09-00037	

**Irvine Valley College**

<b>Journal Number</b>	BT09-00008
	BT09-00010
	BT09-00042
	BT09-00043

**District Services**

<b>Journal Number</b>	BT09-00054
	BT09-00055

**A T E P**

**Journal Number**

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

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**BACKGROUND**

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees "receives and administers gifts to the District." The division or office within the college receiving the donated item reviews all gifts. Additionally, the Chancellor's Cabinet reviews the utility and appropriateness of the donated gift as to possible personnel or related cost factors.

**STATUS**

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

**RECOMMENDATION**

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

**DONATIONS**  
**September 22, 2008**

**ATEP**

Gift	Donated By:
Mirror and telescope (40" diameter)	JPL/NASA Jet Propulsion Laboratory/National Aeronautics and Space Administration 4800 Oak Grove Drive Pasadena, California 91109

**SADDLEBACK COLLEGE**

Gift	Donated By:
3 Books	Nicholas Shaw 28581 Murrelet Laguna Niguel, California 92677
3 Books	Susan Bliss c/o Saddleback College
50 Books	Catherine Ellis 21762 Newvale Drive Lake Forest, California 92630
11 Boxes of trade Publications	Kaiser Design Group 22565 Charwood Circle Lake Forest, California 92630
Tools	Charlie Myers 26741 Calle Juanita Capistrano Beach, California 92624
20 Books	Stanford I. Storey 29132 Mira Vista Laguna Niguel 92677
20 Books	Emily Hua 16527 Edna Place Covina, California 91722

**TO:** Board of Trustees

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

**RE:** SOCCCD: August/September 2008 Contracts

**ACTION:** Ratification

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**BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During August/September 2008, the following contracts were reviewed and approved by the Deputy Chancellor, in consultation with the Chancellor, following review by legal counsel, when appropriate.

**CONTRACTOR NAME****CONTRACT AMOUNT**

R2A Architecture Architectural Services Agreement to complete 3 preliminary plans to solve several issues with the MSE building and the Library.	\$ 77,260.00
American Geotechnical, Inc. Consultant Agreement to provide testing and inspection services for the Fine Arts Restroom Expansion at Saddleback College.	\$ 70,760.00
RJT Compuquest Consultant Agreement to provide QA expertise on the deployment of SIS Core Records & Student Accts modules.	\$ 70,200.00
RGP Planning & Development Services Consultant Agreement to provide services for the development at ATEP. On February 20, 2008 the board approved a contract for \$226,000.00 and since that time an additional contract for \$80,000 was issued.	\$ 61,620.00
Lewis Consulting Group Consultant Agreement to provide representation before the Orange County Board of Supervisors, Orange County Sheriff's Department, City of Tustin officials and other stakeholders on matters relating to the development of ATEP.	\$ 15,000.00

Coast Community College District Tech Prep Regional Coordination Grant Agreement to provide Curriculum development with high school, ROP and college representatives.	\$ 15,000.00
RGP Planning and Development Services Agreement to provide drainage investigation and issue resolution options identification for the Saddleback College.	\$ 11,400.00
Trustwave Agreement to provide compliance validation services for the Payment Card Industry data Security Standard.	\$ 8,100.00
Mike Brown Grandstands, Inc. Contract for rental of seating at baseball facility at Saddleback College.	\$ 6,000.00
Mobile Modular Management Corporation Rental Agreement renewal for interim housing (17) at Saddleback College.	\$ 5,712.00
In-N-Out Burger Cookout Confirmation Agreement for fundraiser at IVC.	\$ 4,500.00
LPA Professional Services Authorization to provide services in correcting the natural gas service for the theater project at IVC.	\$ 2,400.00
CSU Fullerton Auxiliary Services Corporation Amendment No. 1 to consultant agreement to extend completion date by 12 months for the Regional and State Economic Report for the ATEP project.	\$ 0
Polsinelli Engagement Letter to provide representation relating to general Employee benefit matters and filing of private letter rulings with the IRS. Keenan and Associates has agreed to pay any fees.	\$ 0
Orange County Transportation Authority Pass Sellers Agreement to allow Saddleback College EOPS department to sell bus passes.	\$ 0
Orange County United Way Affiliation agreement to provide internship for students.	\$ 0
Step Up Recovery Affiliation agreement to provide internship for students.	\$ 0

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

Kramer Center at Newport Beach Affiliation agreement to provide internship for students.	\$	0
New Life Treatment Center Affiliation agreement to provide internship for students.	\$	0
Halfway Homes, Inc. Affiliation agreement to provide internship for students.	\$	0

**RECOMMENDATION**

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



**TO:** Board of Trustees

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

**RE:** Irvine Valley College: 2008-2009 Associated Students Budget

**ACTION:** Approval

---

### **BACKGROUND**

The Associated Students of Irvine Valley College (ASIVC) has developed their budget for the 2008-2009 academic year. Funding for the budget has been derived through the sale of ASIVC activity stickers, bookstore and food service commissions, plus programs and events. This budget has been established to fund student activities that are educational, social, and supportive of student clubs and co-curricular programs. In addition, the budget provides funding for student scholarships.

### **STATUS**

The 2008-2009 budget of ASIVC has been developed. This budget has been approved by the Associated Students of Irvine Valley College. The College Council reviewed and endorsed forwarding the 2008-2009 ASIVC Budget for approval by the Board of Trustees.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the budget of the Associated Students of Irvine Valley College as shown in Exhibit A.

Exhibit A

# IRVINE VALLEY COLLEGE

## **Associated Students of Irvine Valley College 2008-2009 Budget**

## **2008-2009 ASIVC BUDGET PROJECTED INCOME**

### **ITEM NAME**

BOOKSTORE COMMISSIONS	\$ 350,000.00
FOOD COMMISSIONS	\$ 25,000.00
ASIVC ACTIVITY STICKER SALES	\$ 25,000.00
COCA-COLA COMMISSIONS	\$ 8,000.00
MISCELLANEOUS INCOME	\$ <u>1,000.00</u>
<b>TOTAL PROJECTED INCOME</b>	<b>\$ 409,000.00</b>
<b>UNRESTRICTED BEGINNING BALANCE</b>	<b>\$ 147,815.00</b>
<b>TOTAL AVAILABLE FOR ALLOCATION</b>	<b>\$ 556,815.00</b>

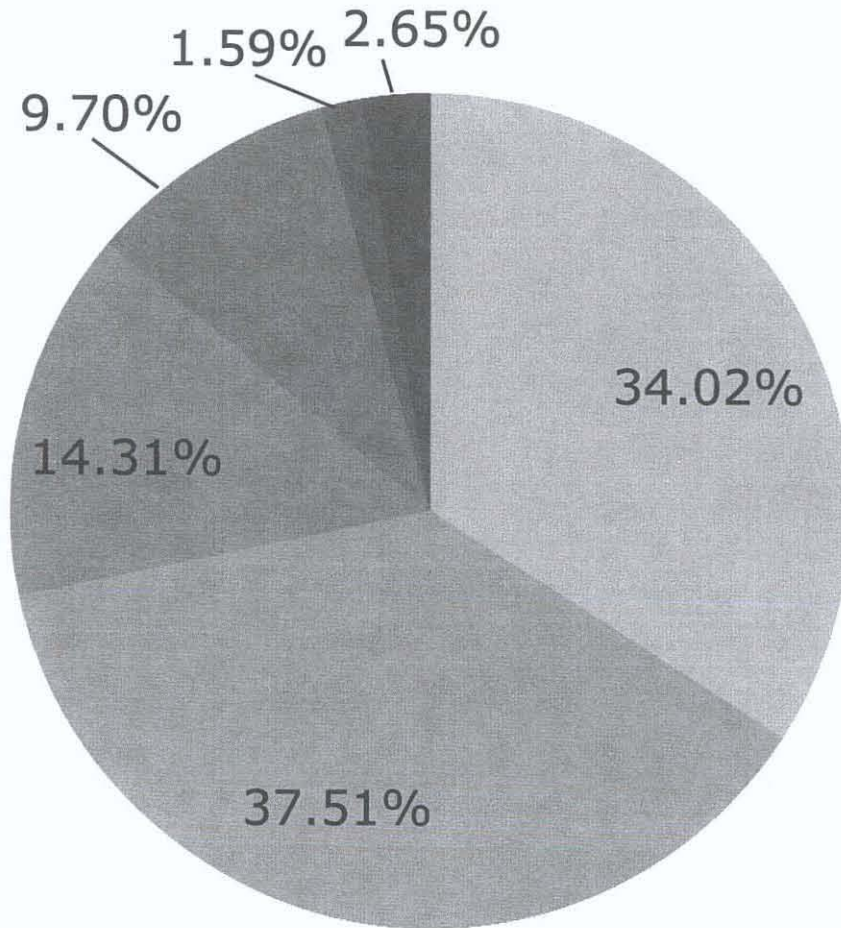
## **2008-2009 ASIVC ALLOCATED FUNDS**

### **PROGRAM ALLOCATIONS**

STUDENT GOVERNMENT	\$ 184,078.00
CO-CURRICULAR	\$ 212,600.00
PROGRAM GRANTS	\$ 81,137.00
SCHOLARSHIPS	\$ 55,000.00
CLUBS/ ORGANIZATIONS	\$ 9,000.00
INVESTMENTS	<u>\$ 15,000.00</u>

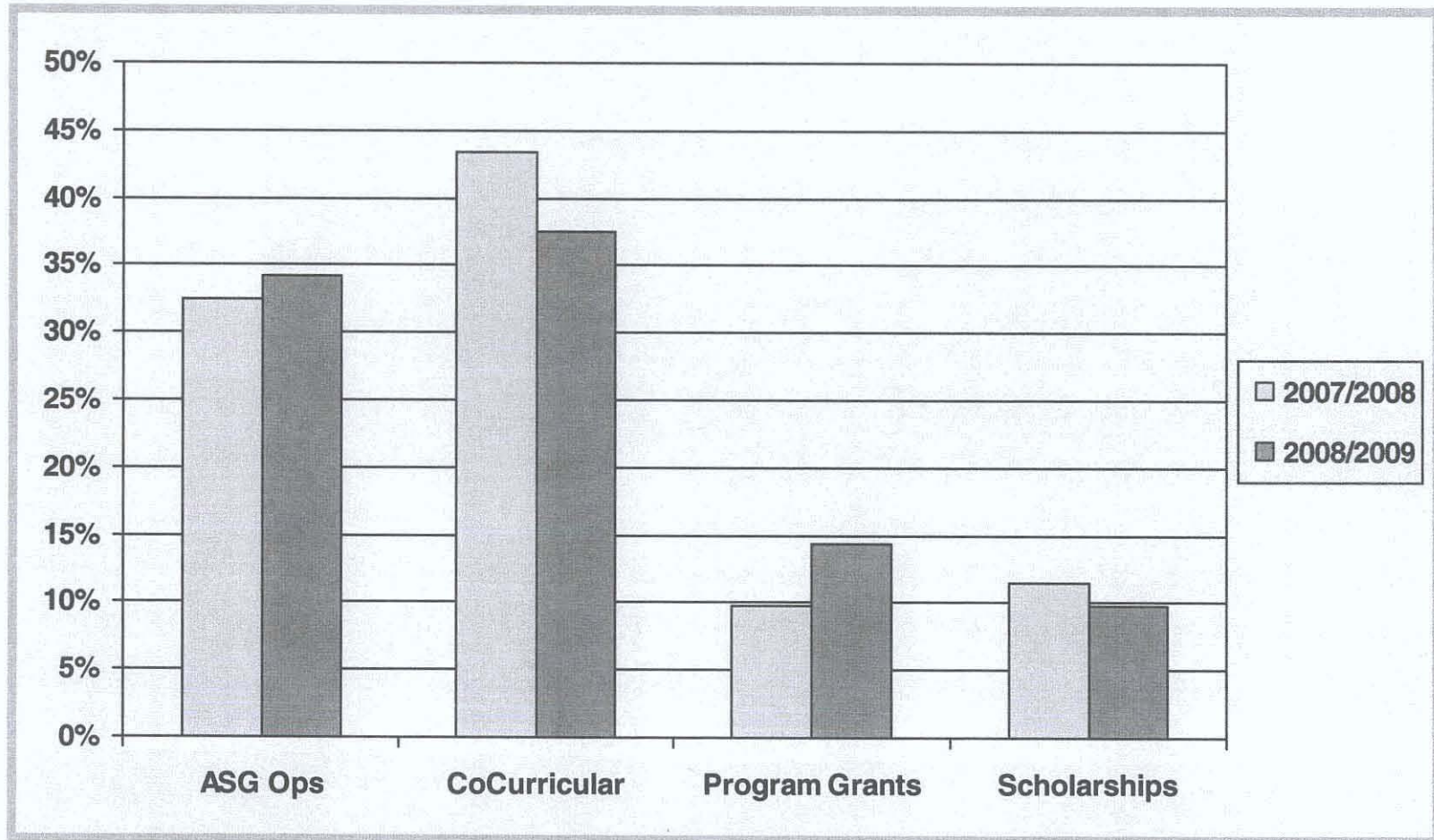
**TOTAL ALLOCATED FUNDS      \$ 556,815.00**

Irvine Valley College  
2008/2009  
ASIVC Program Allocations



- Student Government  
\$184,078
- Co-Curricular  
\$212,600
- Program Grants  
\$81,137
- Scholarships \$55,000
- Clubs/Organizations  
\$9,000
- Investments \$15,000

Irvine Valley College  
2007/2008 vs. 2008/2009  
Budget Allocations



**STUDENT GOVERNMENT OPERATIONS**

<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ALLOCATION</u></b>
96-4600-D-M01-4-036-000-0000	OFFICE SUPPLIES	\$ 8,000.00
96-4580-D-M01-4-036-000-0000	DUPLICATING	\$ 300.00
96-5269-D-M01-4-036-000-0000	MILEAGE	\$ 150.00
96-5163-D-M01-4-036-000-0000	STUDENT LOUNGE WORKER	\$ 7,000.00
96-4730-D-M01-4-036-000-0000	STUDENT HOST FUND	\$ 1,000.00
96-5991-D-M01-4-036-000-0000	STUDENT UNION UTILITIES	\$ 15,500.00
96-5811-D-M22-4-036-000-0000	CONTRACT SERVICES	\$ 9,000.00
96-5999-D-M01-4-036-000-0000	OFFICE ASSISTANT	\$ 45,000.00
96-6410-D-M01-4-036-000-0000	STUDENT OFFICE EQUIPMENT	\$ 10,000.00
96-5650-D-M01-4-036-000-0000	EQUIPMENT REPAIRS	\$ 3,000.00
96-4720-D-M01-4-036-000-0000	BANQUET	<u>\$ 1,000.00</u>
	SUB-TOTAL	\$ 99,950.00

(continued next page)

**STUDENT GOVERNMENT OPERATIONS**

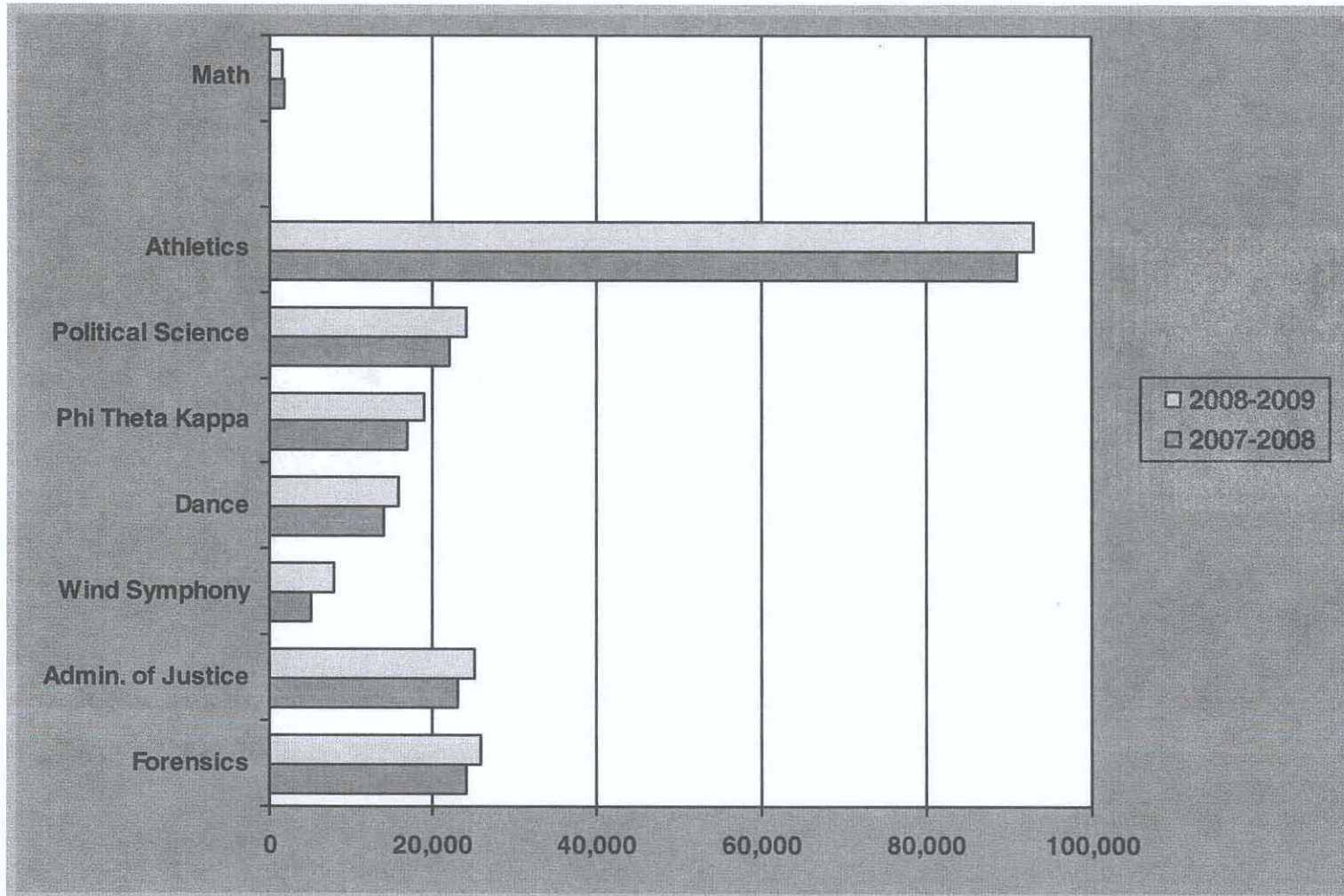
<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ALLOCATION</u></b>
(continued from previous page)	SUB-TOTAL	\$ 99,950.00
96-5270-D-M01-4-036-000-0000	CONFERENCES	\$ 10,000.00
96-4720-D-M15-4-036-000-0000	SCHOLARSHIP RECEPTION	\$ 6,000.00
96-4710-D-M01-4-036-000-0000	COMMENCEMENT RECEPTION	\$ 6,000.00
96-4710-D-M95-4-036-000-0000	ASIVC EVENTS/HOMECOMING	\$ 9,000.00
96-4900-D-M01-4-036-000-0000	AWARDS	\$ 2,000.00
96-5811-D-M91-4-036-000-0000	ELECTIONS	\$ 500.00
96-5271-D-M36-4-036-000-0000	CHARITABLE ACTIVITIES	\$ 500.00
96-7900-D-M01-4-036-000-0000	CONTINGENCY	\$ 17,128.00
96-5173-D-M01-4-036-000-0000	GUEST SPEAKERS	\$ 6,000.00
96-5830-D-M01-4-036-000-0000	PUBLICITY/PROMOTION	\$ 2,500.00
96-7400-D-M01-4-036-000-0000	ATHLETIC PLAY-OFF RESERVE	\$ 15,000.00
96-4710-D-N13-4-036-000-0000	MULTICULTURAL DAYS	\$ 9,500.00
	<b>TOTAL</b>	<b>\$ 184,078.00</b>



**CO-CURRICULAR PROGRAMS**

<b><u>ACCOUNT NUMBERS</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ALLOCATION</u></b>
96-5270-E-M42-4-077-006-0000	ATHLETICS	\$ 93,000.00
96-5270-F-N02-4-079-002-0000	POLITICAL SCIENCE	\$ 24,000.00
96-5270-D-M34-4-036-000-0000	PHI THETA KAPPA	\$ 19,000.00
96-5270-F-M64-4-077-006-0000	DANCE	\$ 16,000.00
96-5270-D-N18-4-070-084-0000	WIND SYMPHONY	\$ 8,000.00
96-5270-F-N01-4-079-002-0000	ADMIN. OF JUSTICE	\$ 25,000.00
96-5270-F-M72-4-070-055-0000	FORENSICS	\$ 26,000.00
96-5270-F-N34-4-081-045-0000	MATHEMATICS	\$ <u>1,600.00</u>
	<b>TOTAL</b>	<b>\$212,600.00</b>

Irvine Valley College  
Co-Curricular Program Allocations  
2007/2008 vs. 2008/2009



Irvine Valley College  
 Associated Students of Irvine Valley College  
 2008-2009 Allocations

**PROGRAM GRANTS**

<b><u>ACCOUNT NUMBERS</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ALLOCATION</u></b>
96-4710-D-N12-4-073-086-0000	TRANSFER CENTER	\$ 2,650.00
96-5811-D-N09-4-035-075-0000	ADAPTIVE PE	\$ 1,500.00
96-4710-D-N10-4-035-075-0000	SUPPORT SERVICES	\$ 5,100.00
96-5830-D-N21-4-070-084-0000	CHORAL MUSIC ADVERTISING	\$ 2,000.00
96-5830-D-N24-4-070-084-0000	THEATER DEPT ADVERTISING	\$ 9,000.00
96-4600-D-N25-4-036-067-0000	CHILD DEVELOPMENT CENTER	\$ 1,000.00
96-5830-D-N28-4-036-000-0000	MUSIC RECITAL ADVERTISING	\$ 3,000.00
96-4720-D-M11-4-036-000-0000	SENIOR DAY	\$ 7,000.00
96-5270-D-N20-4-070-084-0000	COLLEGE CHORUS	\$ 5,000.00
96-5620-D-N20-4-070-084-0000	CHORAL MUSIC RENTALS	\$ 2,000.00
96-4730-D-M93-4-036-000-0000	ART GALLERY/EXHIBITION	\$ 1,500.00
96-4600-D-N33-4-036-000-0000	HONORS PROGRAM	\$ 2,000.00
96-7500-D-N15-4-020-000-0000	PERFORMING ARTS CENTER	\$18,000.00
96-7600-D-N37-4-074-038-0000	STUDY ABROAD	\$ 6,000.00
96-4730-D-M01-4-036-074-0000	COUNSELING CENTER	\$ 400.00
96-5270-D-N29-4-058-053-0000	ECONOMICS	\$ 500.00
96-5811-D-N27-4-034-089-0000	CAMPUS POLICE/CALL BOX EQUIP.	\$ 3,807.00
96-5270-F-M80-4-070-041-0000	JOURNALISM	\$ 6,000.00
	<b>TOTAL</b>	<b>\$ 81,137.00</b>

**SCHOLARSHIPS**

<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ALLOCATION</u></b>
96-7600-D-M01-4-036-000-0000	SCHOLARSHIPS	\$55,000.00

**CLUBS/ORGANIZATIONS**

<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ALLOCATION</u></b>
96-5999-D-M01-4-036-000-0000	CLUBS	\$9,000.00

**INVESTMENTS**

<b><u>ACCOUNT NUMBER</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ALLOCATION</u></b>
96-9150-O-J01-4-036-000-0000	INVESTMENTS	\$15,000.00

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Award of Bid: A300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B239 Conversion

**ACTION:** Approval

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### **BACKGROUND**

On May 26, 2006, the Board approved funding from basic aid for the B200 Science Lab Annex and B239 Remodel. On February 20, 2008, the Board of Trustees approved increasing the B200 / B239 project funding to address adding accessible toilets as directed by the Division of the State Architect. On September 25, 2006, the Board approved funding from basic aid for the A300 Theater Secondary Effects Renovation.

### **STATUS**

On August 7, 2008, and August 14, 2008, Bid No. 296, A300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B239 Conversion at Irvine Valley College, was advertised. Fifty contracting firms joined the District for the pre-bid walk. Sixteen prequalified to bid the projects. Eleven contractors provided bids to the District on September 9, 2008. The apparent low bidder for B200, Minco Construction, withdrew their bids due to an accounting error. The lowest bid for A300 meeting all specification requirements was submitted by Cavecche Engineering and Construction Company, in the amount of \$1,073,882, Exhibit A. The lowest bid for B200 meeting all specification requirements was submitted by PCN3, Inc., in the amount of \$3,523,000, Exhibit A. Staff has reviewed the bids and recommends approval.

Funds are available in the approved basic aid project budgets which are \$2,481,000 for A300 and \$6,980,000 for B200.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 296 at Irvine Valley College to construct A300 Theater Secondary Effects Remodel to Cavecche Engineering and Construction Company, in the amount of \$1,073,882 and B200 Science Lab Annex and B239 Conversion to PCN3, Inc., in the amount of \$3,523,000 and approve the respective agreements, Exhibit B and Exhibit C.

South Orange County Community College District

Bid No. 296 (A300 Remodel and B200 Science Lab Annex at Irvine Valley College)

Bid Results

<u>PREQUALIFIED CONTRACTORS</u>	<u>A-300</u>	<u>B-200</u>	<u>A300/B200</u>
Angeles Contractors			5,779,000.00
* Cavecche Engineering and Construction	1,073,882.00		
Rober Clapper Construction Services			5,734,700.00
CTP Construction, Inc.			6,717,000.00
Hanan Construction Company			5,707,000.00
<del>Harbor Construction Co., Inc.</del>			
Jaynes Corporation of California	1,573,617.00	4,706,835.00	6,110,027.00
JRH Construction			
Minco Construction	1,877,000.00	<del>477,000.00</del>	6,555,000.00
* PCN3, Inc.		3,523,000.00	
<del>PW Construction</del>			
<del>SMC Construction Company</del>			
T & Y Construction Inc.	1,200,000.00	3,950,000.00	5,000,000.00
USS CalBuilders, Inc.	1,868,000.00	5,028,000.00	6,896,000.00
<del>Weeger Brothers</del>			
Western Alta Construction, Inc.			6,717,800.00
Lowest Individual Values:	1,073,882.00	477,000.00	5,000,000.00
* Lowest Responsible, Responsive Bidder	1,073,882.00	3,523,000.00	4,596,882.00

## AGREEMENT

THIS AGREEMENT, dated the 23<sup>RD</sup> day of September, 2008, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT" ), and Cavecche Engineering and Construction Co., Inc., 4215 Katella Avenue, Los Alamitos, CA 90720, 562/924-5250, (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as:

BID NO. 296

A300 REMODEL AT IRVINE VALLEY COLLEGE

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

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

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of **One Million Seventy Three Thousand Eight Hundred Eighty Two and No/100 Dollars (\$1,073,882.00)**.

4. The work shall be commenced on or before the Fifth (5) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within Two Hundred Forty (240) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of Fifteen Hundred and No/100 Dollars (\$1,500.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

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

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

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

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

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or



employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

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

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

and

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

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

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

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

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

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

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

DISTRICT

CONTRACTOR

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

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

Gary Poertner  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

## AGREEMENT

THIS AGREEMENT, dated the 23<sup>RD</sup> day of September, 2008, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT" ), and PCN3, INC., 6285 E. Spring St., #291, Long Beach, CA 90808, 562/493-4124, (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as:

BID NO. 296

B200 SCIENCE LAB ANNEX AT IRVINE VALLEY COLLEGE

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

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

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of **Three Million Five Hundred Twenty Three Thousand and No/100 Dollars (\$3,523,000.00)**.

4. The work shall be commenced on or before the Fifth (5) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within Three Hundred Eighty (380) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of Fifteen Hundred and No/100 Dollars (\$1,500.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

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

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

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

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

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or

employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

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

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

and

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

Property Damage Insurance in an amount not less than	\$1,000,000
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Course of Construction Insurance without exclusion or limitation in an amount not less than	\$1,000,000
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Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

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

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

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

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

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

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

DISTRICT

CONTRACTOR

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

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

\_\_\_\_\_  
Gary Poertner  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Business Sciences and Technology Innovation Center: Furniture Acquisition, Phase II

**ACTION:** Approval

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### **BACKGROUND**

On February 20, 2008, the Board approved hiring LPA as the furniture consultant for the Business Sciences and Technology Innovation Center. On April 28, 2008, the Board approved contracts to furnish nine classrooms for fall, 2008. All other spaces remain to be furnished.

LPA met with District and College staff for four months to define the college staff's furniture preferences for phase two furnishings of a three phased approach. The equipment budget, established on a room by room basis, was referenced and maintained throughout this process.

California Government Code Section 6502 allows public agencies to take advantage of common contracting powers through the use of joint powers authority. These contracts have been competitively solicited by a lead public jurisdiction in accordance with public purchasing rules and regulations.

### **STATUS**

Staffs' furniture selections were reviewed with numerous local vendors. Each vendor provided the District with a proposal using public contracts available to them. LPA and District staff worked with vendors to fine tune the multitude of details and followed this effort by evaluating the best available pricing. The four local vendors selected as being the most competitive were Systems Source, OM Workspace, IOS and Virco (Exhibit A).

Contract language contained in the County of San Bernardino, the County of Orange and the CMAS contracts, permits the District to purchase furniture from these resources. 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 Phase II will not exceed \$510,000. Contracts will be allowed after approval of the State budget as much of the funding is coming from the State equipment allowance. A portion will be provided by the District's basic aid match. The approved project budget is \$22,817,000.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the purchase of office and classroom furniture from Systems Source, OM Workspace, IOS and Virco as shown in Exhibit A for the Business Sciences and Technology Innovation Center in an amount not to exceed \$510,000.



**SYSTEM SOURCE**

DEALER	PROPOSAL #	LOCATION	PROPOSAL DATE	PHASE	MANUF	CONTRACT	DESCRIPTION	TOTAL	FREIGHT	TAX	TOTAL
System Source	159894	Office 111	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 20,464.12	\$ 246.00	\$ 1,605.03	\$ 22,315.15
System Source	159895	Office 111A	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 5,341.74	\$ 58.63	\$ 418.53	\$ 5,818.90
System Source	159904	Office 111 Conf	08.28.08	II	Knoll	County of San Bernadino	Conference Table	\$ 871.72	\$ 10.49	\$ 68.37	\$ 950.58
System Source	159896	Office 112	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 41,246.38	\$ 500.81	\$ 3,235.41	\$ 44,982.60
System Source	159902	Boardroom 101A	08.28.08	II	Knoll	County of San Bernadino	Conference Table	\$ 1,826.50	\$ 21.71	\$ 143.24	\$ 1,991.45
System Source	159903	Dean's Conf 203D	08.28.08	II	Knoll	County of San Bernadino	Conference Table	\$ 1,826.50	\$ 21.71	\$ 143.24	\$ 1,991.45
System Source	159897	Computer Lab 209	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 1,448.66	\$ 21.19	\$ 113.91	\$ 1,583.76
System Source	159898	Lab 210	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 11,752.54	\$ 213.01	\$ 927.33	\$ 12,892.88
System Source	159899	Lab 214	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 17,463.50	\$ 292.96	\$ 1,376.13	\$ 19,132.59
System Source	159900	Lab 216	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 17,770.03	\$ 299.26	\$ 1,400.37	\$ 19,469.66
System Source	159890	Adjunct Office	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 2,663.18	\$ 35.70	\$ 209.16	\$ 2,908.04
System Source	159892	Dean's Office	08.28.08	II	Knoll	County of San Bernadino	Dividends/Autostrata desk	\$ 9,278.85	\$ 109.23	\$ 727.58	\$ 10,115.66
System Source	159901	Dean's Suite WS	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 12,360.12	\$ 140.30	\$ 968.78	\$ 13,469.20
System Source	159893	Faculty Offices	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 109,187.06	\$ 1,237.11	\$ 8,557.87	\$ 118,982.04
System Source	159891	MRC Offices	08.28.08	II	Knoll	County of San Bernadino	Dividend Workstations	\$ 12,203.06	\$ 151.21	\$ 957.46	\$ 13,311.73
							<b>PRODUCT ONLY</b>	<b>\$ 265,703.96</b>	<b>\$ 3,359.32</b>	<b>\$ 20,852.40</b>	<b>\$ 289,915.68</b>
									<b>Project Mgmt/Design</b>		<b>\$ 18,750.00</b>
									<b>Installation</b>		<b>\$ 7,524.18</b>
											<b>\$ 316,189.87</b>

**OM WORKSPACE**

DEALER	PROPOSAL #	LOCATION	PROPOSAL DATE	PHASE	MANUF	CONTRACT	DESCRIPTION	TOTAL	FREIGHT	TAX	TOTAL
OM Workspace	45715	First Floor	09.02.08	II	Teknion/ Human Scale	County of San Bernadino	Workstations, Tables, Ergo Products (includes install)	\$ 119,290.30		\$ 9,245.00	\$ 128,535.30
OM	44343										\$ -
								\$ 119,290.30	\$ -	\$ 9,245.00	\$ 128,535.30
										DESIGN / PM	\$ 3,500.00
										Installation	\$ 2,551.25
											\$ 134,586.55

**IOS**

DEALER	PROPOSAL #	LOCATION	PROPOSAL DATE	PHASE	MANUF	CONTRACT	DESCRIPTION	TOTAL	FREIGHT	TAX	TOTAL
IOS	11085	Faculty Offices/Dean Suite	9/3/2008	II	Highmark/ Stylex	County of Orange	Task / Lounge Seating	\$ 42,443.53	\$ 443.15	\$ 3,323.72	\$ 46,210.40
								\$ 42,443.53	\$ 443.15	\$ 3,323.72	\$ 46,210.40
										Installation	\$ 1,731.00
											\$ 47,941.40

**VIRCO**

DEALER	PROPOSAL #	LOCATION	PROPOSAL DATE	PHASE	MANUF	CONTRACT	DESCRIPTION	TOTAL	FREIGHT	TAX	TOTAL
VIRCO	30047	Net Work Lab 115	09.10.08	II	Virco	CMAS	Stools	\$ 676.50		\$ 52.43	\$ 728.93
								\$ 676.50	\$ -	\$ 52.43	\$ 728.93
										Installation	\$ 210.00
											\$ 938.93

**GRAND TOTAL      \$ 499,656.74**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Award of Bid: Village Swing Space Renovation  
**ACTION:** Approval

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**BACKGROUND**

On June 27, 2007, the Board of Trustees approved \$4,126,000.00 from basic aid to fund the remodel village to accommodate the Library, Information Technology, and Photography project at Saddleback College.

**STATUS**

On June 25 and July 2, 2008, Bid No. 1081 for Village Swing Space Renovation at Saddleback College was advertised. Bids were opened on August 20, 2008. The apparent low bidder was TBC Contractors Corporation of Anaheim, California. The contractor requested to withdraw their bid due to an accounting error. In compliance with Public Contract Code Section 5103, the District accepted this request.

The next apparent low bidder was Timberline Construction, Inc., of Westminster, California. Their bid was found to be non-responsive as it did not include the required bid bond.

The lowest bid meeting all specification requirements was submitted by JRH Construction Co., Inc. of Tustin, California in the amount of \$1,327,000.00, EXHIBIT A.

Staff has reviewed the bid and recommends approval.

Funds are available from Board approved basic aid funds of \$4,126,000.00.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Bid No. 1081 for Village Swing Space Renovation at Saddleback College to JRH Construction Co., Inc., for the amount of \$1,327,000.00 and approve the related agreement, EXHIBIT B.

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

**BID NO. 1081  
VILLAGE SWING SPACE RENOVATION  
SADDLEBACK COLLEGE**

**SEPTEMBER 22, 2008**

<u>VENDORS</u>	<u>AMOUNT</u>
TBC CONSTRUCTION CORP. Anaheim, CA	\$ 990,620.00
TIMERLINE CONSTRUCTION, INC Westminster, CA	1,252,561.44
* JRH CONSTRUCTION CO. Tustin, CA	1,327,000.00 *
De La SECUREA, INC. Orange, CA	1,327,340.00
TEI -TECH CONSTRUCTION, INC. Anaheim, CA	1,335,000.00
PUB CONSTRUCTION, INC.	1,343,888.00

**\*RECOMMENDED AWARD**

**AGREEMENT**

THIS AGREEMENT, dated the 23<sup>rd</sup> day of September, 2008, in the County of Orange, State of California, is by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, (hereinafter referred to as "DISTRICT" ), and JRH CONSTRUCTION COMPANY, INC., 1185 Warner Ave., Tustin, CA 92780 (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as:

**BID NO. 1081  
VILLAGE SWING SPACE RENOVATION  
AT SADDLEBACK COLLEGE**

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

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

date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Million Three Hundred Twenty Seven Thousand and No/100 Dollars (\$1,327,000.00).

4. The work shall be commenced on or before the fifth (5th) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within One Hundred and Twenty (120) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of Two Thousand Dollars (\$2,000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

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

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

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

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

7. The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the CONTRACTOR, either directly or by independent contract,

The CONTRACTOR, at CONTRACTOR'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

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

Public Liability Insurance for injuries  
including accidental death, to any one  
person in an amount not less than \$1,000,000.00

and

Subject to the same limit for each  
person on account of one accident,  
in an amount not less than \$1,000,000.00

Property Damage Insurance  
in an amount not less than \$1,000,000.00

Course of Construction  
Insurance without exclusion  
or limitation in an  
amount not less than \$1,000,000.00

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

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

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

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

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not



inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

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

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

DISTRICT

CONTRACTOR

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

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

Gary Poertner  
Print Name

\_\_\_\_\_  
Print Name

Deputy Chancellor  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Replace Track Surface  
**ACTION:** Approval

---

### **BACKGROUND**

The existing track surface at the Saddleback College stadium needs replacement. The surface was last replaced over seven years ago. This project was reviewed and prioritized by the college's shared governance process and is listed in the college's Scheduled Maintenance Plan. The proposed track surface has a proven record of durability for over 20 years without replacement.

Public Contract Code sections 10298 and 10299 authorize local government agencies and school districts to use California Multiple Award Schedules (CMAS) agreements without competitive bidding for an administrative fee of 1.98% of the value of the order. CMAS contracts offer a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive.

### **STATUS**

On July 28, 2008, college representatives received a proposal (Exhibit A) from Sport Surfaces Distributing, Inc. to replace the track surface for a total cost, including options of \$682,300. Purchase and installation of the track surface will be made within the term of the agreement established by CMAS Contract # 4-07-78-0033A in an amount not to exceed \$700,000.

Funds are available from Board approved Basic Aid funds.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the contract to purchase and install the new track surface with Sport Surfaces Distributing, Inc. in the amount not to exceed \$700,000 utilizing CMAS Contract # 4-07-78-0033A.



Certified MONDO Track Builders  
2655 Pan American Frwy. NE, Ste E  
Albuquerque, New Mexico 87107  
Toll Free 877-395-1978 Fax 505-243-2975  
**CMAS Contract # 4-07-78-0033A**  
**CA. License # 840671 exp. 6/30/10**  
www.sport-surfaces.com

July 28, 2009

John Ozurovich, Director of Facilities and Physical Plant  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635  
jozurovich@saddleback.edu

Re: Running Track Resurfacing

Dear Mr. Ozurovich:

We will furnish the material, labor, and equipment for the renovation and resurfacing of the running track at Saddleback College.

The scope of work includes:

1. Remove and dispose of existing synthetic running track surface.
2. Furnish and install approximately 47,367sf of 14mm Mondo Super-X Performance synthetic running track surface on an eight 42" lane track, high jump pad, two long jump/triple jump runways with pit covers, one pole vault runway and landing pad, and one Javelin throw area and approach.
3. ±300 sqft attic stock material to be delivered to the client for future repairs and /or high stress area replacement.
4. The material colors shall be selected from any of the manufacturer's standard colors, or two alternating lane colors at no additional cost.
5. Application of track and field striping and event markings and standard certification by registered surveyor or engineer, including provision of line marking calculations and as-built drawing, all per rules of the sport including 3 sets of 30" single-color lane numbers
6. Furnish new concrete curb on interior side of high jump pad.
7. Relocate entrance gate to center on javelin runway.
8. Re-establish grade and re-sod area surrounding pole vault runway and landing pad to eliminate encroachment onto runway and pad and to drain to existing area drains.
9. Option 1: Inlaid exchange zones (3) for 400 meter relay.
10. Option 2: Mondotrack 13mm SX in lieu of 14mm Super-X Performance.
11. Tax.
12. 100% Payment and Performance bonds.
13. Prevailing wage.

The cost for the work through CMAS contract #4-07-78-0033A is:

CMAS Part #	Description	Qty	Unit	Price	Total
G-3305-035	14mm Super X	47,367	Sq. Ft.	\$ 10.20	\$ 483,143.40
G-3405-028	Painted Line Striping	13,470	Lin. Ft.	\$ 0.55	\$ 7,408.50
G-3505-012	Remove polyurethane	45,883	Sq. Ft.	\$ 2.04	\$ 93,601.32
G-3505-009	CA Sales tax on material			7.75%	\$ 25,808.19
G-3505-036	Clear, grub, and haul	2,500	Sq. Ft.	\$ 2.33	\$ 5,825.00
G-3505-050	Sod (RS Means 32-92-23.1-0700)	2,500	Sq. Ft.	\$ 0.89	\$ 2,225.00
G-3505-050	Gate (RS Means 32-31-13.20-2400)	14	Lin. Ft.	\$350.00	\$ 4,900.00
G-3505-052	Freight	157,637	Lbs.	\$ 0.23	\$ 36,256.60
	Discount				\$ (16,647.00)
G-3505-047	Bond			2.50%	\$ 16,478.99
					\$ 659,000.00

OPTION 1: Inlaid 400 meter relay exchange zones: ADD: \$8,400.00

OPTION 2: 13mm Mondotrack SX in lieu of 14mm Mondo Super-X: ADD: \$14,900.00

Mondo's standard warranty conditions, 5 years on the synthetic surface and 1 year on the line markings and all other works, will apply. Installation will be performed by expert specialized proprietary Mondo certified installers assisted by general laborers.

Substrate; soil; asphalt and concrete work, leveling and repairs; drainage systems; and supply or installation of in-ground and other track and field equipment, are not included.

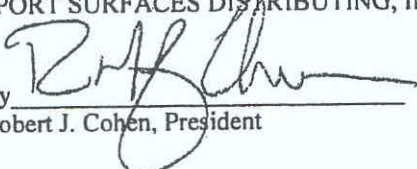
Work to begin November/December 2008, conclude in January/February 2009.

This proposal is valid for 30 days after date hereof.

Yours truly,

SPORT SURFACES DISTRIBUTING, INC.

By

  
Robert J. Cohen, President

**ACCEPTANCE:**

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

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

SOCIO-ECONOMICS *****	1) DVBE: NO COMMODITY EQUIPMENT	2) SMALL BUSINESS: NO *****
BRAND-3M		BRAND-WIREMOLD
CERTIFIED-BICSI		CERTIFIED-RCDD
SERVICE-NETWORK CABLING		SERVICE-TELECOMMUN CABLING
WIRE-CABLE (VARIOUS)		WIRE-COMMUNICATION (COMPONENT)
WIRE-COMMUNICATION (COPPER)		WIRE-COMMUNICATION (FIBER)

**SPECTRUM INSTITUTIONAL FURNITURE A-Z INDEX**

CONTRACT: 4-08-71-0045B	SUPPLEMENT #:	TERM:01/01/2008 - 12/31/2011
CALL: SALES DEPARTMENT		AT: (800) 235-1262 EXT:2131
SOCIO-ECONOMICS *****	1) DVBE: NO COMMODITY EQUIPMENT	2) SMALL BUSINESS: NO *****
BRAND-SPECTRUM		FURNITURE-EDP
FURNITURE-LECTERN		FURNITURE-MISC SEATING
FURNITURE-MISC TABLES		FURNITURE-WORK STATIONS

**SPORT SURFACES DISTRIBUTING I A-Z INDEX**

CONTRACT: 4-07-78-0033A	SUPPLEMENT #:	TERM:08/23/2007 - 04/30/2009
CALL: SHELI KEYES		AT: (877) 395-1978 EXT:N/A
SOCIO-ECONOMICS *****	1) DVBE: NO COMMODITY EQUIPMENT	2) SMALL BUSINESS: NO *****
<u>BRAND-MONDO</u>		FLOOR COV-MATS/MATTING
FLOOR COV-RUBBER SHEETING/TILE		FLOOR COV-SPORT FLOORING
FLOOR COV-SYNTHETIC TURF		FLOOR COV-VINYL SHEETING/TILE

**SPORTWALL INTERNATIONAL INC A-Z INDEX**

CONTRACT: 4-07-78-0037A	SUPPLEMENT #:	TERM:12/27/2007 - 06/30/2010
CALL: TOM WEST		AT: (805) 745-5559 EXT:125
SOCIO-ECONOMICS *****	1) DVBE: NO COMMODITY EQUIPMENT	2) SMALL BUSINESS: NO *****
RECREATIONAL-EXERCISE/FITNESS		RECREATIONAL-SPORTING GOODS

**SRI CONSULTING BUSINESS INTEL A-Z INDEX**

CONTRACT: 4-08-03-0321A	SUPPLEMENT #:	TERM:07/08/2008 - 01/31/2012
CALL: BILL GUNS		AT: (650) 859-5386 EXT:N/A
SOCIO-ECONOMICS *****	1) DVBE: NO NON-IT SERVICE	2) SMALL BUSINESS: NO *****
BUS CONSULT-ACTIVITY BASE MGMT		BUS CONSULT-BUSINESS PLANNING
BUS CONSULT-PROGRAM DESIGN		BUS CONSULT-PROJECT MGMT
BUS CONSULT-STRATEGIC PLANNING		BUS SRVC-FACILITATION

**STATE NET A-Z INDEX**

**TO:** Board of Trustees

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

**RE:** SOCCCD: Telecommunication Services (CALNET)

**ACTION:** Approval

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### **BACKGROUND**

Since 2000, the District has purchased long distance telephone services through the CALNET 1 program offered by the State of California. The CALNET 1 program provided discounted pricing for telecommunication services such as Voice-over-Internet (VoIP) telephone service. Advantages of participating in the CALNET 1 program were competitive pricing and the ability to add or remove services throughout the contract duration as the telecommunications needs of the District evolved. The colleges paid for existing services through general fund accounts. The CALNET 1 program has been superseded by the CALNET 2 program. The District's current contract under the CALNET 1 program will expire on December 4, 2008.

### **STATUS**

On January 30, 2007, the State of California entered into two Master Service Agreements (MSAs) for Voice, Data, and Video Services and for Long Distance and Network Based Services (CALNET 2) with SBC Global Services, Inc. dba AT&T Global Services. These agreements were competitively bid by the state and offer a full suite of telecommunication services at competitive prices, with the state reviewing pricing and service annually to ensure that rates and services remain competitive. The Master Service Agreements with SBC Global Services, Inc. dba AT&T Global Services and supplemental information are attached as Exhibits A, B, C, D, and E. The District may utilize such agreements pursuant to Public Contract Code sections 10298 and 10299.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the award of a contract to SBC Global Services, Inc. dba AT&T Global Services pursuant to the State of California Department of Technology Services Master Service Agreements (MSAs): MSA1 – 5-06-58-20 Voice, Data and Video Services, and MSA2 – 5-06-58-21 Long Distance and Network Based Services, for District telecommunication services. The Chancellor further recommends that the Board of Trustees delegate authority to the Chancellor or his designee to execute all appropriate documents that are in the best interest of the District to effectuate this approval.

## EXHIBIT A-2

### AUTHORIZATION TO ORDER UNDER STATE CONTRACT

SBC Global Services, Inc., dba AT&T Global Services on behalf of Pacific Bell Telephone Company, dba AT&T California ("AT&T" or "Contractor") and the State of California ("State") have entered into a Contract for California Integrated Information Network (CALNET) 2 ("CALNET 2") MSA 1 Services dated January 30, 2007 ("Contract"), for a term of five (5) years. The State may, at its sole option, elect to extend the Contract term for up to two (2) additional periods of one (1) year each. Pursuant to the Contract, which is incorporated herein by reference, any public agency, as defined in Government Code section 11541, is allowed to order services and products ("Services") solely as set forth in the Contract.

A non-State public agency (herein "Non-State Agency") shall also be required to complete and submit this Authorization to Order Under State Contract (ATO) prior to ordering Services. A description of the Service(s), applicable rates and charges and the specific terms and conditions under which the Service(s) will be provided to a Non-State Agency are fully set forth in the Contract. Access to the Contract is available at [www.stnd.dts.ca.gov](http://www.stnd.dts.ca.gov).

**South Orange County Community College District** ("Non-State Agency") desires to order Service(s), and Contractor agrees to provide such Service(s), as identified in the State of California, Telecommunications Service Request (STD. 20), pursuant to the terms and conditions and rate tables contained in the Contract.

1. This ATO shall become effective upon execution by Non-State Agency, Contractor, and the Department of Technology Services, Statewide Telecommunications and Network Division (DTS/STND) ("Effective Date"). No Service(s) shall be ordered by Non-State Agency or provided by Contractor until this ATO has been executed by both parties and approved by DTS/STND.
2. With respect to Services ordered under this ATO, as authorized on Attachment 1, Non-State Agency hereby agrees to obtain such Services exclusively through the Contract and this ATO for a two (2) year commitment period, starting with the Effective Date of the ATO, provided that such commitment does not extend beyond the Term of the Contract, including any extension periods. Any new Services added to an existing ATO shall not extend the two (2) year commitment period previously agreed upon on the ATO.
3. Upon expiration of the two (2) year commitment period, this ATO shall continue in effect through the remainder of the Term of the Contract, unless terminated by Non-State Agency. The Non-State Agency will automatically continue to receive Services at Contract terms and conditions when the two year commitment period ends, and may add, delete or change Services without penalty or additional commitment periods (unless a specific Service requires a term per the Contract).
4. Non-State Agency may terminate this ATO, for specific Service(s) or in total, prior to termination of the Contract, by providing the Contractor with thirty (30) calendar days' written notice of cancellation.

If Non-State Agency elects to terminate Service prior to completion of the two (2) year commitment period, a termination charge may apply. The termination charge may not exceed sixty-five percent (65%) of the Non-State Agency's average monthly bill for the disconnected Service(s), multiplied by the number of full months remaining in the two (2) year commitment period. If

Service(s) are terminated after the two (2) year commitment period, no termination liability shall apply.

5. No termination charge will be assessed when Non-State Agency transfers Service(s) to a like Service offered under this Contract, or from one CALNET 2 MSA to another, if the Contractor is the same for both MSAs, or is affiliated with the Contractor for the other MSA.
6. By executing this ATO, Non-State Agency agrees to subscribe to, and Contractor agrees to provide Service(s), in accordance with the terms and conditions of this ATO and the Contract. Upon execution of this ATO by Non-State Agency and Contractor, Contractor shall deliver this ATO to DTS/STND for review and approval.
7. The DTS/STND will provide Contract management and oversight, and upon request by the Non-State Agency or Contractor, will advocate to resolve any Contract service issues. The ATO, and any resulting STD. 20, is a Contract between the Non-State Agency and the Contractor. The State will not represent the Non-State Agency in resolution of litigated disputes between the parties.
8. Non-State Agency, upon execution of this ATO, certifies that Non-State Agency understands that Contractor and the State may, from time to time and without Non-State Agency's consent, amend the terms and conditions of the Contract thereby affecting the terms of service Non-State Agency receives from Contractor.
9. Non-State Agency, upon execution of this ATO, certifies that it has reviewed the terms and conditions, including the rates and charges, of the Contract.
10. Non-State Agency, upon execution of this ATO, certifies the Non-State Agency understands that billing invoices for Service(s) subscribed to under the Contract are subject to review and/or audit by the State, pursuant to provisions of the Contract.
11. All Service(s) ordered under this ATO will be submitted using the STD. 20, signed by the Non-State Agency's authorized signatory. Any additions or deletions to Service(s) shall likewise be accomplished by submission of a STD. 20, noting changes.
12. Non-State Agency may, by placing Service orders issued by its duly authorized representative with Contractor, order any of the Service(s) listed in the Contract. Contractor shall bill Non-State Agency, and Non-State Agency shall pay Contractor according to the terms and conditions and rate tables set forth in the Contract for such Service(s).
13. If, for any fiscal year during the term of this ATO, funds are not appropriated to enable the Non-State Agency to continue paying for services, or universal service discounts are not received, the Non-State Agency may terminate impacted Service(s) without penalty.
14. Whenever any notice or demand is given under this Contract to Contractor or Non-State Agency, the notice shall be in writing and addressed to the following:



Non-State Agency:

Contractor:

South Orange County Community College District

AT&T

28000 Marguerite Parkway

610 Sequoia Pacific Blvd.

Mission Viejo, Ca 92692

Sacramento, CA 95814

Attn:

Attn: Contract Program Manager

Notices delivered by overnight courier service shall be deemed delivered on the day following mailing. Notices mailed by U.S. Mail, postage prepaid, registered or certified with return receipt requested, shall be deemed delivered five (5) State business days after mailing. Notices delivered by any other method shall be deemed given upon receipt.

IN WITNESS WHEREOF, the parties hereto have caused this ATO to be executed on the date shown below by their respective duly authorized representatives:

CONTRACTOR	NON-STATE AGENCY
By: Authorized Signature	By: Authorized Signature
Printed Name and Title of Person Signing	Printed Name and Title of Person Signing
Date Signed:	Date Signed:

Approved By:  
 Department of Technology Services,  
 Statewide Telecommunications and Network Division

By: Authorized Signature
Printed Name and Title of Person Signing
Date Signed:

South Orange County Community College District

MSA 1 ATTACHMENT 1

Selected Services	Voice Services - Core Services Products	Customer Initials
<input checked="" type="checkbox"/>	<b>Bus Access Lines</b>	
<input type="checkbox"/>	<b>Central Office Exchange Basic Services (Centrex)</b>	
<input checked="" type="checkbox"/>	<b>Central Office Trunk Services (SuperTrunk/PBX/DID)</b>	
<input type="checkbox"/>	<b>Locally Based Automatic Call Distribution (ACD) (Available Option w/C2 Centrex)</b>	
<input type="checkbox"/>	<b>Interactive Voice Response (IVR)</b>	
<input type="checkbox"/>	<b>Specialized Call Routing (Call Router)</b>	
<input type="checkbox"/>	<b>Computer Telephone Integration (CTI) (Compucall)</b>	
<input type="checkbox"/>	<b>Voice Mail Services (Available Option w/C2 Exchange Svcs)</b>	
Selected Services	Data Services - Core Services Products	Customer Initials
<input checked="" type="checkbox"/>	<b>Data Transmission Services (Analog Service, Carrier DS0 (ADN),Carrier DS1 (Hicap/T1),Carrier DS3)</b>	
<b>Custom ATO Required</b>	<b>Gigabit Ethernet Metropolitan Area Network (MAN) (GigaMAN, MON, OPT-E-MAN, CSME,EPLS-WAN, ESS-MAN)</b>	<b>Custom ATO Required</b>
<input type="checkbox"/>	<b>Multi Protocol Label Switching (MPLS) (AVPN, Network Based Firewall, ANIRA )</b>	
<b>Custom ATO Required</b>	<b>Synchronous Optical Network (SONET) (Point-Point SONET, Ethernet-over SONET, SONET Ring ICB)</b>	<b>Custom ATO Required</b>
<input type="checkbox"/>	<b>ISDN (BRI)</b>	
<input checked="" type="checkbox"/>	<b>ISDN (PRI) (PBX/DID)</b>	
<input type="checkbox"/>	<b>Switched 56/Switched Digital Services (SDS)</b>	
<input type="checkbox"/>	<b>Frame Relay &amp; ATM (Managed or Non Managed)</b>	
<input type="checkbox"/>	<b>Internet</b>	
<input type="checkbox"/>	<b>DSL Agency Hosted (DSL)</b>	
<input type="checkbox"/>	<b>DSL DSL Virtual Private Network (AVPN, Network Based Firewall, ANIRA)</b>	
<input type="checkbox"/>	<b>Enhanced Centrex VDNA</b>	
Included Services	Other Services - Core Services Products	Automatic Coverage
	<b>IntraLata Calling (Local Usage Zone 1 - 3) (Included on C2 Exchange Services)</b>	
	<b>Bldg. Wiring Services (Automatic Service Coverage on C2 Svcs) Jacks/Wiring Inside Wire Repair Plan(Voice)(If subscribed to) Inside Wire Repair Plan(Data)(If subscribed to)</b>	

## EXHIBIT A-2

### AUTHORIZATION TO ORDER UNDER STATE CONTRACT

SBC Global Services, Inc., dba AT&T Global Services on behalf of Pacific Bell Telephone Company, dba AT&T California ("AT&T" or "Contractor") and the State of California ("State") have entered into a Contract for California Integrated Information Network (CALNET) 2 ("CALNET 2") MSA 2 Services dated January 30, 2007 ("Contract"), for a term of five (5) years. The State may, at its sole option, elect to extend the Contract term for up to two (2) additional periods of one (1) year each. Pursuant to the Contract, which is incorporated herein by reference, any public agency, as defined in Government Code section 11541, is allowed to order services and products ("Services") solely as set forth in the Contract.

A non-State public agency (herein "Non-State Agency") shall also be required to complete and submit this Authorization to Order Under State Contract (ATO) prior to ordering Services. A description of the Service(s), applicable rates and charges and the specific terms and conditions under which the Service(s) will be provided to a Non-State Agency, are fully set forth in the Contract. Access to the Contract is available at [www.stnd.dts.ca.gov](http://www.stnd.dts.ca.gov).

**South Orange County Community College District** ("Non-State Agency") desires to order Service(s), and Contractor agrees to provide such Service(s), as identified in the State of California, Telecommunications Service Request (STD. 20), pursuant to the terms and conditions and rate tables contained in the Contract.

1. This ATO shall become effective upon execution by Non-State Agency, Contractor, and the Department of Technology Services, Statewide Telecommunications and Network Division (DTS/STND) ("Effective Date"). No Service(s) shall be ordered by Non-State Agency or provided by Contractor until this ATO has been executed by both parties and approved by DTS/STND.
2. With respect to Services ordered under this ATO, as authorized on Attachment 1, Non-State Agency hereby agrees to obtain such Services exclusively through the Contract and this ATO for a two (2) year commitment period, starting with the Effective Date of the ATO, provided that such commitment does not extend beyond the Term of the Contract, including any extension periods. Any new Services added to an existing ATO shall not extend the two (2) year commitment period previously agreed upon on the ATO.
3. Upon expiration of the two (2) year commitment period, this ATO shall continue in effect through the remainder of the Term of the Contract, unless terminated by Non-State Agency. The Non-State Agency will automatically continue to receive Services at Contract terms and conditions when the two year commitment period ends, and may add, delete or change Services without penalty or additional commitment periods (unless a specific Service requires a term per the Contract).
4. Non-State Agency may terminate this ATO, for specific Service(s) or in total, prior to termination of the Contract, by providing the Contractor with thirty (30) calendar days' written notice of cancellation.

If Non-State Agency elects to terminate Service prior to completion of the two (2) year commitment period, a termination charge may apply. The termination charge may not exceed sixty-

five percent (65%) of the Non-State Agency's average monthly bill for the disconnected Service(s), multiplied by the number of full months remaining in the two (2) year commitment period. If Service(s) are terminated after the two (2) year commitment period, no termination liability shall apply.

5. No termination charge will be assessed when Non-State Agency transfers Service(s) to a like Service offered under this Contract, or from one CALNET 2 MSA to another, if the Contractor is the same for both MSAs, or is affiliated with the Contractor for the other MSA.
6. By executing this ATO, Non-State Agency agrees to subscribe to, and Contractor agrees to provide Service(s), in accordance with the terms and conditions of this ATO and the Contract. Upon execution of this ATO by Non-State Agency and Contractor, Contractor shall deliver this ATO to DTS/STND for review and approval.
7. The DTS/STND will provide Contract management and oversight, and upon request by the Non-State Agency or Contractor, will advocate to resolve any Contract service issues. The ATO, and any resulting STD. 20, is a Contract between the Non-State Agency and the Contractor. The State will not represent the Non-State Agency in resolution of litigated disputes between the parties.
8. Non-State Agency, upon execution of this ATO, certifies that Non-State Agency understands that Contractor and the State may, from time to time and without Non-State Agency's consent, amend the terms and conditions of the Contract thereby affecting the terms of service Non-State Agency receives from Contractor.
9. Non-State Agency, upon execution of this ATO, certifies that it has reviewed the terms and conditions, including the rates and charges, of the Contract.
10. Non-State Agency, upon execution of this ATO, certifies the Non-State Agency understands that billing invoices for Service(s) subscribed to under the Contract are subject to review and/or audit by the State, pursuant to provisions of the Contract.
11. All Service(s) ordered under this ATO will be submitted using the STD. 20, signed by the Non-State Agency's authorized signatory. Any additions or deletions to Service(s) shall likewise be accomplished by submission of a STD. 20, noting changes.
12. Non-State Agency may, by placing Service orders issued by its duly authorized representative with Contractor, order any of the Service(s) listed in the Contract. Contractor shall bill Non-State Agency, and Non-State Agency shall pay Contractor according to the terms and conditions and rate tables set forth in the Contract for such Service(s).
13. If, for any fiscal year during the term of this ATO, funds are not appropriated to enable the Non-State Agency to continue paying for services, or universal service discounts are not received, the Non-State Agency may terminate impacted Service(s) without penalty.
14. Whenever any notice or demand is given under this Contract to Contractor or Non-State Agency, the notice shall be in writing and addressed to the following:

Non-State Agency:

Contractor:

South Orange County Community College District

AT&T

28000 Marguerite Parkway

610 Sequoia Pacific Blvd.

Mission Viejo, Ca 92692

Sacramento, CA 95814

Attn:

Attn: Contract Program Manager

Notices delivered by overnight courier service shall be deemed delivered on the day following mailing. Notices mailed by U.S. Mail, postage prepaid, registered or certified with return receipt requested, shall be deemed delivered five (5) State business days after mailing. Notices delivered by any other method shall be deemed given upon receipt.

IN WITNESS WHEREOF, the parties hereto have caused this ATO to be executed on the date shown below by their respective duly authorized representatives:

CONTRACTOR	NON-STATE AGENCY
By: Authorized Signature	By: Authorized Signature
Printed Name and Title of Person Signing	Printed Name and Title of Person Signing
Date Signed:	Date Signed:

Approved By:  
Department of Technology Services,  
Statewide Telecommunications and Network Division

By: Authorized Signature
Printed Name and Title of Person Signing
Date Signed:

SOUTH ORANGE COUNTY COMMUNI COLLEGE DISCTRICT  
2 ATTACHMENT 1

MSA

Selected Services	Long Distance - Voice Services	Customer Initials
X	Long Distance Calling Services (Includes Intralata Toll)	
<input type="checkbox"/>	900 Services	
<input type="checkbox"/>	Automatic Call Distributor (ACD) Services	
<input type="checkbox"/>	Network Based Interactive Voice Response (IVR) Services	
<input type="checkbox"/>	Computer Telephone Integration (CTI) for Network Based ACD	
<input type="checkbox"/>	Toll Free Services	
<input type="checkbox"/>	International Toll Free Services	
<input type="checkbox"/>	Calling Card Services	
<input type="checkbox"/>	Pre-Paid Calling Services	
<input type="checkbox"/>	Network Audio Conferencing Service	
<input type="checkbox"/>	Network Conferencing (Web Conferencing)	
<b>Included Services</b>	<b>Other Services - Long Distance Voice Services</b>	<b>Automatic Coverage</b>
	Bldg. Wiring Services (Automatic Service Coverage on C2 Svcs) Jacks/Wiring	

STATE OF CALIFORNIA  
**TELECOMMUNICATIONS SERVICE REQUEST**

(Attach additional information as needed)

1. AGENCY REQUEST NO.

2. DATE

08/25/2008

<b>3. REQUEST IS FOR:</b>	<input checked="" type="checkbox"/> SERVICE	<input type="checkbox"/> EQUIPMENT (needs a Form 65)	<input type="checkbox"/> OTHER		
<b>4. AGENCY INFORMATION</b>	DEPARTMENT South Orange County Community College District	DIVISION, BUREAU, ETC.	PERSON TO CONTACT FOR ACCESS Jeff Dorsz		
	E-MAIL ADDRESS jdorsz@socccd.org	TELEPHONE NO. (949) 582-4308	FAX NO. (949) 347-1284		
	ADDRESS OF PRESENT SERVICE (Include City, Zip Code, Room #'s) 28000 Marguerite Pkwy Mission Viejo, Ca 92692	ADDRESS OF REQUESTED SERVICE (Include City, Zip Code, Room #'s) 28000 Marguerite Pkwy Mission Viejo, Ca 92692			
	BILLING ADDRESS (Include City, Zip Code, Room #'s) 28000 Marguerite Pkwy, Mission Viejo, Ca 92692		C60 Account Number		
	TELEPHONE NUMBER(S) INVOLVED 949-582-4500	UTILITY PRIMARY BILL NO.	REQUESTED DATE OF SERVICE	GENERAL SERVICES AGENCY CODE	
<b>5. ELIGIBILITY</b>	Must complete <u>Authorization to Order (ATO)</u> to obtain eligibility prior to first Form 20 request				
	<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> NON-PROFIT & TAX -SUPPORTED	<input type="checkbox"/> LOCAL GOVERNMENT (i.e. city, county)		
<b>6. CHECK TYPE OF REQUEST</b> (Describe in Section 7)	<input checked="" type="checkbox"/> BUSINESS SERVICE		<input type="checkbox"/> CENTREX SERVICE		
	<input type="checkbox"/> SINGLE LINE	<input type="checkbox"/> KEY SYSTEM	<input type="checkbox"/> SINGLE LINE (s) <input type="checkbox"/> ISDN (Integrated Services Digital Network)		
	<input type="checkbox"/> PBX	<input type="checkbox"/> TRUNKS	<input type="checkbox"/> ACD (Automatic Call Distribution)		
	<input type="checkbox"/> DATA SERVICE		<input type="checkbox"/> CALNET CALLING CARD (Include TD-907)	<input checked="" type="checkbox"/> LONG DISTANCE SERVICE	<input type="checkbox"/> LOCAL TOLL SERVICE
	<input type="checkbox"/> CELLULAR TELEPHONE		<input type="checkbox"/> OTHER (Please Describe)		
<input type="checkbox"/> DGS-TD MASTER CONSULTING CONTRACT					
<b>7. ADDITIONAL INFORMATION</b>	BRIEFLY DESCRIBE PRESENT SERVICE (Attach page as needed) South Orange County Community College District has Long Distance Service with another company.		BRIEFLY DESCRIBE SERVICE REQUESTED (Attach page as needed.) South Orange County Community College District would like to migrate their Long Distance Service to Calnet 2.		
	SERVING UTILITY Verizon				
	TOTAL COST OF REQUESTED SERVICE		METHOD OF ACQUISITION		
	RECURRING	NON-RECURRING	<input type="checkbox"/> PURCHASE	<input type="checkbox"/> INSTALLMENT PURCHASE	
		<input type="checkbox"/> RENT	<input type="checkbox"/> OTHER (Describe)		
<b>8. CATR/ATR INFORMATION</b>	NAME (PLEASE PRINT)		E-MAIL ADDRESS	TELEPHONE NO.	
	ADDRESS		CITY	STATE	
			STATE	ZIPCODE	
	TITLE		PUBLIC: (    )		
			DATE		
SIGNATURE "This request complies with SAM Chapter 4500, and state telecommunications policies."					



LETTER OF AGENCY – SLAMMING PROTECTION
AUTHORIZATION TO IMPLEMENT
PREFERRED TELECOMMUNICATIONS UTILITY SLAMMING PROTECTION
BUSINESS CUSTOMERS

Customer Billing Name: South Orange County Community College District Telephone No: 949-582-4500
[Customer Billing Name] [Customer's Telephone Number]

Service Address: 28000 Marguerite Parkway
[Service Address Line 1]

Billing Address: 28000 Marguerite Parkway
[Billing Address Line 1]

[Service Address Line 2]

Suite 200
[Billing Address Line 2]

Mission Viejo, Ca 92692
[City, State and Zip Code]

Mission Viejo, Ca 92692
[City, State and Zip Code]

By signing this form, you are requesting that AT&T place Slamming protection on your local toll and/or long distance service(s). While this slamming protection is in place, no changes will be made to your telecommunications service providers(s). The purpose of slamming protection is to deter "slamming" (the switching of your telephone service to a carrier without your authorization). You may lift the slamming protection at any time by calling AT&T at 1-866-402-7667 or by sending a [AT&T Business Office Telephone Number]

written request to AT&T to Attention: Mari Clem Leeper, 200 West Center Street Promenade, Suite 615, Anaheim, Ca 92805.

[AT&T Sales personnel business address]

Your written request should be signed and dated and should include a statement that you wish the slamming protection to be lifted. It should also include your service address (and mailing address if different), a listing of the telephone numbers affected, and the services covered by the slamming protection (local toll and/or long distance service(s)). After the slamming protection is lifted, you may request a change to a new telecommunications service provider. Separate procedures for verification of your request to change your telecommunications service provider will apply at the time, in accordance with state or federal law.

You may add or lift slamming protection at any time at no charge.

Please complete the following for each service for which you are requesting slamming protection for:

- 1. I authorize AT&T to implement slamming protection for the telephone number(s) listed below for local toll service.

AT&T \_\_\_\_\_
Current Preferred Local Toll Company

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 2. I authorize AT&T to implement slamming protection for the telephone number(s) listed below for long distance service.

AT&T \_\_\_\_\_
Current Preferred Long Distance Company

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



The numbers listed below represent the billing telephone number(s) which will have Slamming Protection as specified above. This change applies to all working telephone numbers associated with the billing telephone numbers shown below, unless stated otherwise or unless you notify us otherwise. If more space is needed, please attach a separate list. The person signing below must initial each additional page.

Telephone numbers to be changed:

<u>See Attachment #1</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that I have read and understand this Protection Letter. I further certify that I am at least eighteen years of age, and that I am authorized to change companies for services to the telephone numbers listed above.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Authorized Name (PRINT): \_\_\_\_\_

Company Billing Name (For businesses only): South Orange County Community College District

Company Billing Address: 28000 Marguerite Parkway  
Mission Viejo, Ca 92692

Telephone number of individual authorized to make this change(s): \_\_\_\_\_

<b>For Administrative Purposes Only:</b>	
Mail to:	_____
	_____
	_____
	_____
Or FAX to:	_____



LETTER OF AGENCY FOR ACCESS TO CURRENT PROVIDER TELEPHONE RECORDS

South Orange County Community College District
28000 Marguerite Pkwy
Mission Viejo, Ca 92692

Attention: AT&T

I have on this date entered into an agreement with AT&T Telco1 and/or AT&T LD2, subsidiaries of AT&T Inc. to become our new telephone/circuit service provider. I understand and agree that AT&T Telco/and or AT&T LD is the carrier that will set the rates for our new telephone/circuit service.

Under the terms of this letter, I do hereby authorize AT&T Telco and/or AT&T LD to take the steps necessary to immediately access any and all records that are in AT&T Telco and/or AT&T LD possession, or that are provided by my current provider, or any other telephone/circuit service provider pertaining to my existing telephone and/or circuit service that are needed to discuss conversion to AT&T Telco and/or AT&T LD service. This Letter of Agency does not authorize AT&T Telco and/or AT&T LD to change my telephone/circuit service provider.

This authorization does not prevent our company from acting on its own behalf when it is necessary.

Customer indicates type of Migration by initialing in the applicable space below.

x Full Migration Partial Migration

I understand and agree that for Full Migration, this authorization applies to the working telephone numbers and/or circuit numbers, together with related features, listed below: (Each individual working telephone number must be listed for a Full Migration.) For Partial Migration, this authorization only applies to the individual working telephone and/or circuit numbers, together with related features, that are listed below:

\_See Attachment #1

Multiple horizontal lines for listing telephone numbers and features.

1 "AT&T Telco" means the applicable local telephone company subsidiary of AT&T Inc.: Southwestern Bell Telephone Company doing business as one of the following AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, and AT&T Texas; Pacific Bell Telephone Company d/b/a AT&T California; Nevada Bell Telephone Company d/b/a AT&T Nevada; Illinois Bell Telephone Company d/b/a AT&T Illinois; Indiana Bell Telephone Company, Incorporated d/b/a AT&T Indiana; Michigan Bell Telephone Company d/b/a AT&T Michigan; The Ohio Bell Telephone Company d/b/a AT&T Ohio; Wisconsin Bell, Inc. d/b/a AT&T Wisconsin; The Southern New England Telephone Company d/b/a AT&T Connecticut; BellSouth Telecommunications, Inc. doing business as one of the following AT&T Southeast, AT&T Alabama, AT&T Florida, AT&T Georgia, AT&T Kentucky, AT&T Louisiana, AT&T Mississippi, AT&T North Carolina, AT&T South Carolina, and AT&T Tennessee; AT&T Communications of the Southern States, LLC; TC Systems, Inc.; SBC Long Distance, LLC; or BellSouth Long Distance, Inc.

2 "AT&T LD" means: the applicable long distance company subsidiary of AT&T Inc.: SNET America, Inc. d/b/a AT&T Long Distance East; SBC Long Distance, LLC d/b/a AT&T Long Distance; or BellSouth Long Distance, Inc. d/b/a AT&T Long Distance Service, or TC Systems, Inc.



If additional space is needed to list telephone and/or circuit numbers, please attach a separate page. The person signing below must initial each additional page attached to this Letter of Agency.

Subscribers selecting the electronic signature option agree: an electronic Letter of Agency shall for all legal purposes be considered a "writing"; any name or symbol of Subscriber affixed to or contained in the electronic Letter of Agency shall be deemed to be the Subscriber's valid signature expressing its intent to be bound; any electronic Letter of Agency shall be deemed to comply with any applicable state law governing electronic signatures, electronic writings and/or electronic records; any electronic Letter of Agency printed from files or records (including electronic files) obtained in a normal course of business shall be deemed an original and the admissibility thereof shall not be contested under any applicable best evidence rule or otherwise. Subscriber is solely responsible for taking all proper security and other procedures necessary to ensure that all transmissions of the electronic Letter of Agency are authorized and correct. AT&T Telco and/or AT&T LD is not responsible for any incorrect information contained in an electronic Letter of Agency (including, without limitation, any failure to receive an electronic Letter of Agency), and Subscriber is bound by any electronic Letter of Agency received by AT&T Telco and/or AT&T LD unless Subscriber notifies AT&T Telco and/or AT&T LD, in writing within five (5) days of the date of the signature that the signature is in error.

Subscriber understands that the signature or electronic signature below on this Letter of Agency constitutes the Subscriber's agreement under this Letter of Agency and the applicable tariffs; the signatory must have authority to commit the Subscriber to the Letter of Agency.

I certify that I have read and understand the above Letter of Agency. I further certify that I am at least 18 years of age and authorized to grant access to the records on the telephone and/or circuit numbers listed above.

<b>SUBSCRIBER: (Full Legal Business Name)</b> South Orange County Community College District	<b>If mailing, mail to:</b>
<b>By: (Signature)</b> <i>(Customer completes)</i>	<b>If emailing, email form to:</b>
<b>Print Name</b> <i>(Customer completes)</i>	<b>Complete ONE of the following for identification.</b>
<b>Title:</b> <i>(Customer completes)</i>	<b>Customer Date of Birth (MM/DD/YYYY):</b>
<b>Telephone Number of individual authorized to act on behalf of customer:</b>	<b>Customer Federal Employment Identification Number (EIN):</b>
<b>If applicable, name of individual authorized to act for customer:</b>	<b>Last 4 digits of Customer Social Security Number:</b>
<b>Relationship to customer:</b>	<b>Customer Mother's Maiden Name:</b>
<b>Date</b> <i>(Customer completes)</i>	

For information regarding this change please contact:



LETTER OF AGENCY/AUTHORIZATION FOR CHANGE OF PROVIDERS

South Orange County Community College District
28000 Marguerite Pkwy
Mission Viejo, Ca 92692

- I understand that I can only pre-subscribe to one local dial tone provider, one intraLATA ("in-state", Connecticut) toll provider and one interLATA ("out-of-state", Connecticut) long distance provider for each working telephone number that is billed to me.
I also understand that the primary inter-LATA ("out-of-state", Connecticut) long distance carrier may be different from the primary intra-LATA ("in-state", Connecticut) long distance carrier or primary local exchange carrier and that the primary intra-LATA ("in-state", Connecticut) long distance carrier may be different from the primary local exchange carrier.
I understand that AT&T Telco1 and/or AT&T LD2 may have different calling areas, rates and charges than my current telephone company, and I am willing to be billed accordingly.
I authorize AT&T Telco and/or AT&T LD to act as our agent to take the steps necessary to switch providers.

Customer indicates type of Migration by initialing in the applicable space below.

x Full Migration Partial Migration

I understand and agree that for Full Migration, this authorization applies to the working telephone numbers and/or circuit numbers, together with related features, listed below: (Each individual working telephone number must be listed for a Full Migration.) For Partial Migration, this authorization only applies to the individual working telephone and/or circuit numbers, together with related features, that are listed below:

See Attachment # 1

If additional space is needed to list telephone and/or circuit numbers please attach a separate page. The person signing below must initial each additional page attached to this letter of agency/authorization.

(Required for Florida and Louisiana only: List Plan/Package Information)

Plan/Package/Service Name:

Plan/Package/Service Rate: (See Attached)

Terms and Conditions of Plan: (See Attached)

By initialing here and signing below, I authorize AT&T Telco to become my new local exchange carrier in place of my current telecommunications carrier. I authorize AT&T Telco to act as my agent to make this change happen and direct my current telecommunications carrier to work with AT&T Telco to make the change.

1 "AT&T Telco" means the applicable local telephone company subsidiary of AT&T Inc.: Southwestern Bell Telephone Company doing business as one of the following AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, and AT&T Texas; Pacific Bell Telephone Company d/b/a AT&T California; Nevada Bell Telephone Company d/b/a AT&T Nevada; Illinois Bell Telephone Company d/b/a AT&T Illinois; Indiana Bell Telephone Company, Incorporated d/b/a AT&T Indiana; Michigan Bell Telephone Company d/b/a AT&T Michigan; The Ohio Bell Telephone Company d/b/a AT&T Ohio; Wisconsin Bell, Inc. d/b/a AT&T Wisconsin; The Southern New England Telephone Company d/b/a AT&T Connecticut; BellSouth Telecommunications, Inc. doing business as one of the following AT&T Southeast, AT&T Alabama, AT&T Florida, AT&T Georgia, AT&T Kentucky, AT&T Louisiana, AT&T Mississippi, AT&T North Carolina, AT&T South Carolina, and AT&T Tennessee; AT&T Communications of the Southern States, LLC; TC Systems, Inc.; SBC Long Distance, LLC; or BellSouth Long Distance, Inc.

2 "AT&T LD" means the applicable long distance company subsidiary of AT&T Inc.: TC Systems, Inc; SNET America, Inc. d/b/a AT&T Long Distance East; SBC Long Distance, LLC d/b/a AT&T Long Distance; or BellSouth Long Distance, Inc. doing business as one of the following AT&T Long Distance Service or BellSouth Long Distance Service, Inc.



x \_\_\_\_\_ By initialing here and signing below, I authorize **AT&T LD and/or AT&T Telco** to become my new **intra-LATA ("in-state", Connecticut) long distance** carrier in place of my current telecommunications carrier. I authorize AT&T Telco

and/or AT&T LD to act as my agent to make this change happen and direct my current telecommunications carrier to work with AT&T Telco and/or AT&T LD to make the change.

x \_\_\_\_\_ By initialing here and signing below, I authorize **AT&T LD** to become my new **inter-LATA ("out-of-state", Connecticut) long distance** carrier in place of my current telecommunications carrier. I authorize AT&T Telco and/or AT&T LD to act as my agent to make this change happen and direct my current telecommunications carrier to work with AT&T Telco and/or AT&T LD to make the change.

Subscribers selecting the electronic signature option agree: an electronic Letter of Agency/Authorization shall for all legal purposes be considered a "writing;" any name or symbol of Subscriber affixed to or contained in the electronic Letter of Agency/Authorization shall be deemed to be the Subscriber's valid signature expressing its intent to be bound; any electronic Letter of Agency/Authorization shall be deemed to comply with any applicable state law governing electronic signatures, electronic writings and/or electronic records; any electronic Letter of Agency/Authorization printed from files or records (including electronic files) obtained in a normal course of business shall be deemed an original and the admissibility thereof shall not be contested under any applicable best evidence rule or otherwise. Subscriber is solely responsible for taking all proper security and other procedures necessary to ensure that all transmissions of the electronic Letter of Agency/Authorization are authorized and correct. AT&T Telco and/or AT&T LD is not responsible for any incorrect information contained in an electronic Letter of Agency/Authorization (including, without limitation, any failure to receive an electronic Letter of Agency/Authorization), and Subscriber is bound by any electronic Letter of Agency/Authorization received by AT&T Telco and/or AT&T LD unless Subscriber notifies AT&T Telco and/or AT&T LD, in writing within five (5) days of the date of the signature that the signature is in error.

Subscriber understands that the signature or electronic signature below on this Letter of Agency/Authorization constitutes the Subscriber's agreement under this Letter of Agency/Authorization and the applicable tariffs; the signatory must have authority to commit the Subscriber to the Letter of Agency/Authorization.

I certify that I have read and understand the above Letter of Agency/Authorization. I further certify that I am at least 18 years of age and authorized to change companies for services to the telephone numbers listed above.

**I understand that I may be required to pay a one time charge per line to switch providers. If I later wish to return to my current service provider, I may be required to pay a reconnection charge to that company.** I understand that by signing this document I am authorizing a change in my current telecommunication provider.

<b>SUBSCRIBER: (Full Legal Business Name)</b> South Orange County Community College District	<b>If mailing, mail to:</b>
<b>By: (Signature)</b> <i>(Customer completes)</i>	<b>If emailing, email form to:</b>
<b>Print Name</b> <i>(Customer completes)</i>	<b>Complete ONE of the following for identification.</b>
<b>Title</b> <i>(Customer completes)</i>	<b>Customer Date of Birth (MM/DD/YYYY):</b>
<b>Telephone Number of individual authorized to act on behalf of customer:</b>	<b>Customer Federal Employment Identification Number (EIN):</b>
<b>If applicable, name of individual authorized to act for customer:</b>	<b>Last 4 digits of Customer Social Security Number:</b>
<b>Relationship to customer:</b>	<b>Customer Mother's Maiden Name:</b>
<b>Date</b> <i>(Customer completes)</i>	



I understand that by signing this document I am authorizing a change in my current telecommunication provider.

**For information regarding this change please contact:**

Mari Clem T. Leeper

714-284-2202

Account Manager – Public Sector

AT&T

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP 3340 – Cellular Telephone/Personal Digital Assistant Usage, BP 1500 – Naming of College Facilities, BP 3500 – Claims Against the District, BP 3102 – Investment Policy

**ACTION:** Discussion/Approval

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### **BACKGROUND**

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

### **STATUS**

Seven board policies are being presented to the board for "Discussion/Approval." The new language and amendments to the board policies were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Cabinet on August 14, 2008 for review and recommendation to the Chancellor, and to the Board of Trustees for review and study at the August 26, 2008 board meeting.

### **RECOMMENDATION**

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

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3340

BUSINESS

## CELLULAR TELEPHONE/PERSONAL DIGITAL ASSISTANT USAGE

- I. The Chancellor or designee shall establish an Administrative Regulation relating to the reimbursement an allowance for the use of a cellular telephone/Personal Digital Assistant (PDA) in conjunction with District business.

- A. Board of Trustees

The SOCCCD Board of Trustees may be reimbursed for their District Business use of a cellular telephone. Requests for reimbursement shall be submitted to the Chancellor. ~~District Business Services.~~ The reimbursement shall not exceed \$65 per month.

- B. Employees of the District

The Chancellor/~~or~~ College Presidents may designate employees to receive an ~~annual~~ monthly allowance for the use of a cellular telephone or personal digital assistant. The allowance shall not exceed \$65 per month for a cellular telephone or \$130 per month for a personal data device. Employees experiencing high usage may request a high usage allowance upon proper documentation as required in AR3340. ~~\$50 per month.~~



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

**1500**  
COMMUNITY  
RELATIONS

NAMING OF COLLEGE FACILITIES

It is within the legal purview of the Board of Trustees to name campus buildings and other facilities based upon information provided by the chancellor, following an appropriate nomination and review process. The naming of facilities can have philosophical and practical value to the institution from the standpoint of identity and community and regional pride.

Procedures shall be established to assure that the name of campus buildings and other facilities will be consistent in style and application. General guidelines to be applied to the process of naming campus buildings include the following:

1. Consideration of geographic location of facilities, including prominent landmarks and geographical features or community names.
2. Consideration of names with historic or cultural significance in the region.
3. Extraordinary financial support of the college to further its programs, activities or capital construction.
4. Extraordinary contribution to the college and its students by an individual, group or organization other than college staff.
5. Extraordinary individual or organizational service to the community served by the college, not necessarily the college alone.
6. Extraordinary and/or long-standing service by a former member of the faculty, staff, student body, administration or Board of Trustees to the students and programs of Irvine Valley College, ~~and/or~~ Saddleback College, and/or Advanced Technology and Education Park (ATEP).
7. Other extraordinary reasons as determined by the Board of Trustees.

The District reserves the right to change the name of college facilities at any time.

*Reference:*

*California Education Code, Section 72000*

Adopted: 12-12-83  
Revised: 3-07-88  
Revised: 4-26-99  
Revised: 9-29-03

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

**3500**  
BUSINESS

CLAIMS AGAINST THE DISTRICT PROCEDURE

~~Pursuant to the authority contained in Section 935 of the California Government Code, the following claims procedures are established for those claims against the South Orange County Community College District for money or damages not now governed by State or local laws:~~

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.
- Lawsuits or other type of legal process shall be served to the Chancellor or his/her designee.

[See Administrative Regulation 3500 – Claims Procedure]

Reference:

Education Code Section 72502;  
Government Code Sections 900 et seq.; 910

1. Employee Claims

Adopted: 2-24-76  
Revised: 5-23-88  
Revised: 10-18-93  
Revised: 4-26-99  
Revised: 9-29-03

— Notwithstanding the exceptions contained in Section 905 of the California Government Code, all claims by public officers or employees for fees, salaries, wages, overtime pay, holiday pay, compensating time off, vacation pay, sick leave pay, and any other expenses or allowances claimed due from the district, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the California Government Code. Such claims shall further be subject to the provisions of Section 945.4 of the California Government Code relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

2. Contract and Other Claims

— In addition to the requirement of Subsection (1) of this section, and notwithstanding the exemptions set forth in Section 905 of the California Government Code, all claims against the District for damages or money, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the California Government Code. Such claims shall further be subject to the provisions of Section 945.4 of the California Government Code relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

The District claim form (FS#36) shall be used in the submission of all claims against the District (Calif. Gov. Code, Sections 910, 901.2 et. seq.).

Adopted: 2-24-76  
Revised: 5-23-88  
Revised: 10-18-93  
Revised: 4-26-99  
Revised: 9-29-03

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

**3102**  
BUSINESS

INVESTMENT POLICY

The Chancellor is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600, et seq.

Investments shall be made based on the following criteria:

The preservation of principal shall be of primary importance.

The investment Program must remain sufficiently flexible to permit the District to meet all operating requirements.

Transactions should be avoided that might impair public confidence.

Purpose:

~~To establish a policy for investment of District funds in accordance with applicable federal, state, and local laws, rules and regulations, and prudent money management practices.~~

Policy:

~~The primary investment objective is to maintain the safety and liquidity of District funds. Secondary to the safety of funds will be the attainment of maximum yield by investing funds in money instruments within the restrictions of Government Code, Sections 53600 and 53601. The District will not invest in inverse floaters, reverse repurchase agreements, range notes, interest only strips, or any other speculative money instrument. The District will not relinquish these fiscal rights and responsibilities to any other governmental entity.~~

Responsibility:

~~The Chancellor and his/her designee are charged with the responsibility to ensure the safety and liquidity of district funds by implementing this investment policy. The Chancellor or designee is authorized to periodically transfer from the Orange County Treasury, by law the initial depository of all funds received by the District, the necessary funds not immediately needed for operations to the Local Investment Agency Fund (LAIF) pool so as to maximize yield and liquidity.~~

The District's Chief Fiscal Officer must provide the Chancellor and the Board of Trustees with, at least, the required quarterly and annual report on investments as specified by Government Code Section 53646.

## INVESTMENT POLICY

### Deposits of Proceeds from the Issuance of Debt:

~~The District shall not issue debt for the sole purpose of generating funds for investment. However, the District can issue debt for the purposes of meeting short term cash flow needs and to fund capital projects.~~

~~In order to provide operational funds during the first six months of a given fiscal year, the District may issue short term debt in the form of Tax Revenue Anticipation Notes (TRANS). Proceeds from this short term debt will be deposited with a trustee as provided by the trust agreement that is the normal requirement of said debt instrument. The same guideline is applicable when issuing long term debt such as Certificates of Participation (COPS) as it may be required from time to time for capital outlay purposes and if approved by the Board of Trustees.~~

### Changes to Investment Policy:

This policy will be reviewed annually to ensure its consistency with the objectives of safety, yields, and possible changes in applicable laws and financial trends. Any proposed amendments will be presented to the Board for review prior to approval.

### Financial Professional's Compliance with Investment Policy:

All private investment advisors/managers, legal counsel, or any other financial professionals employed or retained by the District including without limitation financial advisors, underwriters, bond counsel, and disclosure counsel must review this policy and sign the statement of compliance confirming that they have reviewed this investment policy and will fully comply with its requirements.

[See Administrative Regulation 3102-Investments]

### Reference:

Government Code Section 53600 et seq.

Adopted: 9-16-96  
Revised: 4-26-99  
Revised: 9-29-03

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.8**  
**DATE: 09/22/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Classified Employee Layoff, Saddleback College  
**ACTION:** Approval/Ratification

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**BACKGROUND**

As a result of anticipated reductions in the college budgets in state funding, it is necessary to reduce one classified position through layoff.

**STATUS**

The classified position in Exhibit A shall be reduced as of November 7, 2008. Order of layoff shall be determined in accordance with the collective bargaining agreement.

**RECOMMENDATIONS**

The Chancellor recommends the Board of Trustees approve the reduction and/or discontinuance of classified services shown in Exhibit A.

South Orange County Community College District

GOVERNING BOARD  
RESOLUTION 08-30

CLASSIFIED LAYOFF RESOLUTION

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be reduced, as of November 7, 2008, due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Lab Technician, Communications Arts Pos #3924 – Saddleback College Classified Range 122</i>	<i>8 hours / day 11 months/year</i>	<i>Reduced in Hours 2.8 hours per day (14.0 hours per week)</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of hours are to be reduced for this classified position and/or employee and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement (“Agreement”) between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employee pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on November 7, 2008, subject to negotiations to the extent required by law.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 22nd day of September, 2008 by the following vote.

\_\_\_\_\_  
Donald P. Wagner, President

\_\_\_\_\_  
John S. Williams, Vice President

\_\_\_\_\_  
Thomas A. Fuentes, Clerk

\_\_\_\_\_  
William O. Jay, Member

\_\_\_\_\_  
David B. Lang, Member

\_\_\_\_\_  
Marcia Milchiker, Member

\_\_\_\_\_  
Nancy Padberg, Member

\_\_\_\_\_  
Dr. Raghu P. Mathur, Chancellor  
and Secretary to the Governing Board

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.9**  
**DATE: 09/22/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Classified Employee Layoff  
**ACTION:** Approval/Ratification

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**BACKGROUND**

As a result of anticipated reductions in the college budgets in state funding, it is necessary to reduce one classified position through layoff.

**STATUS**

The classified position in Exhibit A shall be reduced as of November 7, 2008. Order of layoff shall be determined in accordance with the collective bargaining agreement.

**RECOMMENDATIONS**

The Chancellor recommends the Board of Trustees approve the reduction and/or discontinuance of classified services shown in Exhibit A.



South Orange County Community College District

GOVERNING BOARD  
RESOLUTION 08-29

CLASSIFIED LAYOFF RESOLUTION

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified position be reduced, as of November 7, 2008, due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Graphic Designer Pos #3895 – District Classified Range 130</i>	<i>8 hours / day 12 months/year</i>	<i>Reduction in Hours 6 hours per day (30 hours per week)</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of hours are to be reduced for this classified position and/or employee and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement (“Agreement”) between the District and the California School Employees Association – Chapter 586.
2. That the Chancellor, or his designee, is directed to give notice of layoff to the affected classified employee pursuant to the requirements of law and the Agreement.
3. That said layoff shall become effective on November 7, 2008, subject to negotiations to the extent required by law.
4. That employee laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and the Agreement, Article 17.

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 22nd day of September, 2008 by the following vote.

\_\_\_\_\_  
Donald P. Wagner, President

\_\_\_\_\_  
John S. Williams, Vice President

\_\_\_\_\_  
Thomas A. Fuentes, Clerk

\_\_\_\_\_  
William O. Jay, Member

\_\_\_\_\_  
David B. Lang, Member

\_\_\_\_\_  
Marcia Milchiker, Member

\_\_\_\_\_  
Nancy Padberg, Member

\_\_\_\_\_  
Dr. Raghu P. Mathur, Chancellor  
and Secretary to the Governing Board

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.10  
DATE: 09/22/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

Those academic personnel actions shown in Exhibit A 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 EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)**

A. WOLKEN, MATTHEW, is to be employed as Drafting/CADD Instructor, Pos #3892, School of Mathematics, Sciences and Engineering, Irvine Valley College, effective August 18, 2008. Approximate Salary Placement: Class I, Step 6. This is a new position approved by the Board of Trustees on June 24, 2008. (See Attachment 1)

**B. 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>
Borella, Maxwell	MS/Geology	Geology/SC	II/6	08/25/08
Farinella, Ralph	MD/Medicine	Physician/SC	DR07	09/02/08
Goulding, Carrie	MA/English	English/IVC	II/6	08/25/08
Harack, Katrina	PhD/English	English/IVC	V/6	08/25/08
Henderson, Marie C.	MA/French	French/SC	II/6	08/25/08
Johnson, Lori	MA/French	French/SC	II/6	08/25/08
Julian, Gregory	MA/Counseling	Counseling/SC	II/6	08/25/08
Lacy, David	MA/English	Writing/IVC	II/6	08/25/08
McMillan, Wendy	MS/Counseling	Counseling/SC	II/6	08/25/08
Melendez, Robert	MA/Psychology	Counseling/SC	II/6	08/25/08
Mickey, David	MFA/Sound Design	Theatre Arts/SC	II/6	08/25/08
Oropeza, Raymond	MA/Biol. Sciences	Biology/SC	II/6	08/25/08
Romero, Amanda	MS/Ed. Counseling	Counseling/SC	II/6	08/25/08
Seekins, M. Elizabeth	MA/French	French/SC	II/6	08/25/08
Tucker, Murl	PhD/Psychology	Counseling/SC	V/6	08/25/08
Wilson, Jeffrey	MA/English w/ESL	ESL/IVC	II/6	08/25/08
Zardeneta, Deborah	MA/Spanish	Spanish/SC	V/6	08/25/08

**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.

**B. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1) (Continued)

**EQUIVALENCY**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
<sup>1</sup> Akhter, Summer	MA/Anthropology	Arabic/SC	II/6	08/25/08

Equivalency is based on a Master of Arts degree in Anthropology from New York University in New York, New York. Ms. Akhter is a native speaker of Arabic and has been an instructor at the American Language Center at the United States Embassy in Damascus, Syria. Ms. Akhter is a Fulbright Grant Fellow and has conducted research in Syria in addition to studying Advanced Arabic at the University of Damascus. Ms. Akhter's expertise in Arabic language and culture has been furthered by her ethnographic studies in Lebanon, and her work as Editor-in-Chief of an Arabic magazine in Syria.

Allen, Jonelle	HS Diploma	Theatre Arts/SC	I/6	08/25/08
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Equivalency is based on Ms. Allen's extensive professional career in film, television, and theatre. Ms. Allen is the recipient of the N.A.A.C.P. Imagine Award and received a Tony nomination for Best Actress in a Musical titled, *Two Gentlemen of Verona*. Ms. Allen has taught at the University of California, Irvine and at the California Conservatory of the Arts, and has directed theatre productions in New York and California. In addition, she has over a twenty year career as a professional actress and director.

Burns, Kathryn	BA/Drama	Emeritus (Fitness)/IVC	I/6	08/25/08
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Equivalency is based on a Bachelor of Arts degree in Drama from the University of California, Irvine, and her extensive experience in the instruction of yoga and fitness classes for adults. Ms. Burns has been teaching yoga and health-related classes for adults for over thirty years, and continues to provide private instruction on a daily basis. She holds a Yoga Instruction Certificate from Yoga Works and is a certified Holistic Health Practitioner in the state of California.

Campbell, John	HS Diploma	Music/IVC	I/6	08/25/08
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Equivalency is based on over forty years of professional experience as a bassoonist. from 1969 to 1974, Mr. Campbell served as principal bassoon of the Calgary Philharmonic in Canada. Currently a freelance player in Los Angeles, he serves as principal bassoon with the Chamber Orchestra of the South Bay, Culver City Symphony, Marina Del Rey Symphony, Peninsula Symphony, and the Carson Symphony. As a commercial performer he can be heard on the soundtracks of works such as *Young Frankenstein*, *Blazing Saddles*, *The Lion King* and *Mickey's Christmas Carol*. Mr. Campbell has instructed bassoon at Chapman University, California State University, Long Beach, California State University, Los Angeles, and Biola University.

<sup>1</sup> Daughter of Khaver Akhter, Sr. Administrative Assistant, Division of Liberal Arts & Learning Resources, Saddleback College.

**B. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1) (Continued)

**EQUIVALENCY**

<sup>2</sup>Collins, Hugh                      AA/Theater                      Theater/IVC                      I/6                      08/25/08

Equivalency is based on an Associate Degree in Theater from Fullerton College, and over thirty-five years of experience in professional theater as a scenic designer, lighting designer, make-up artist, and performer. Mr. Collins has worked on over two hundred theatrical productions throughout his career. He is currently working full time as a Classified Bargaining Unit employee for the Division of Fine Arts at Saddleback College. In this position, he supervises and participates in the construction, painting, and management of all scenic elements of the theatrical productions. Mr. Collins is a returning part-time adjunct faculty member to the District, having taught Theater courses previously at Saddleback College.

Falencki, Thaddeus                      HS Diploma                      Admin. of Justice/IVC                      I/6                      08/25/08

Equivalency is based on twenty-three years of experience as a Police Officer with the Laguna Beach Police Department. For the past eight years, Officer Falencki has been a California State certified firearms instructor with expertise in the safety and use of numerous weapons. Officer Falencki has taught at the Criminal Justice Training Center of Golden West College for the past ten years. He is a member of the California Rangemasters Association, the National Tactical Officers Association, and the California Tactical Officers Association, and is a certified Glock Firearms Armorer. Officer Falencki meets the qualifications set by the State of California's Commission of Peace Officer Standards and Training (P.O.S.T.) to teach firearms.

Hall, Timothy                      HS Diploma                      Music/IVC                      I/6                      08/25/08

Equivalency is based on over twenty years of experience as a professional trumpet player and private instructor. Mr. Hall has performed in a variety of ensembles including Los Angeles Chamber Orchestra, Los Angeles Opera, Orange County's Pacific Symphony, Opera Pacific, California Philharmonic, Long Beach Opera, Pasadena Symphony, Glendale Symphony, and many others, and has toured the United States, Europe, and Asia with various groups. Mr. Hall co-owns The Music Stand teaching studio in Laguna Niguel, California, and is a current faculty member at Chapman University Conservatory of Music.

Martinez-Ingel, Lauren                      MS/Counseling                      Physical Ed/IVC                      II/6                      08/25/08

Equivalency is based upon a Master of Science degree in Psychology from California State University, Fullerton. Mrs. Martinez-Ingel has been a personal trainer and group exercise instructor for health clubs and a group fitness instructor for a local corporation. Mrs. Martinez-Ingel is a certified Spinning Instructor through Madd Dogg Athletics and Aerobics Fitness Association of America certified in Primary Group Exercise.

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<sup>2</sup> Full-time Sr. Laboratory Technician, Theatre Arts /Carpentry, Division of Fine Arts, Saddleback College. Temporary adjunct faculty hours/pay subject to a blended pay rate.

**B. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1) (Continued)

**EQUIVALENCY**

Neves, Douglas                      PhD/Geology              Marine Science/IVC              V/6              08/25/08

Equivalency is based upon a doctorate in Geology from Washington State University in Pullman, Washington, a Master of Science degree in Geology from Utah State University in Ogden, Utah, and a Bachelor of Science degree in Geology from Weber State College in Ogden, Utah. He also has earned a Associate of Arts degree in Humanities & Languages from Saddleback College. Mr. Neves has taught lecture and laboratory courses in Geology, Earth Science, and Oceanography at Cypress College, El Camino College, and Weber State University.

Patterson, Pamela                      BA/Adapted Kin.      Adapted Kinesiology/SC              I/6              08/25/08

Equivalency is based upon completed course work toward a Master of Arts degree in Recreation Administration at California State University, Long Beach (degree anticipated for May, 2009), and a Bachelor of Arts degree in Adapted Kinesiology from California State University, Long Beach. Ms. Patterson has previous experience teaching and developing group as well as individual exercise programs. She is currently interning while working as an Adapted Kinesiology Aide and a Recreation Aide/Leader at Saddleback College in Counseling Services and Special Programs and Kinesiology, Physical Education and Athletics.

<sup>3</sup>Ward, Janice                      BS/Org. Behavior      Business/SC                      I/6              08/25/08

Equivalency is based upon a Bachelor of Science degree in Organizational Behavior from the University of San Francisco. Ms. Ward was employed as Career Placement Officer for Saddleback College, who retired in 2002, and was a Part-Time Faculty, teaching Business Science courses at Saddleback College.

**C. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the **2008/2009** fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Bessette, Nancy	Back-up on Accred. Report/SC	\$ 2,200.00	08/01/08-10/15/08
Camelot, Allison	Chair, Wm. & Gender Stud's/SC	1,591.65	08/25/08-12/22/08
Cosgrove, Robert	Co-Chair, Accred. Report/SC	5,200.00	08/01/08-10/15/08
Deeter, Darrell	Auto. Tech. training tapes/SC	750.00	08/25/08-12/22/08
Dominguez, Carmen	Chair, Accreditation Report/SC	10,000.00	08/01/08-10/15/08
Fong, Fleur	Chair, Emer. Institute Prog./IVC	3,183.30	08/25/08-12/22/08
Mikolajczak, Michaelyn	Vice Pres. Academic Senate/SC	3,183.30	08/25/08-12/22/08
Perez, Lawrence	DE Basic Skill Initiative/Math/SC	3,183.30	08/25/08-12/22/08
Reisch, Carla	Coordinator, Theatre & Music/IVC	2,546.64	08/25/08-12/22/08
Ridnor, Rachel	Co-Coordinator, SLO/SC	3,183.00	08/25/08-12/22/08

<sup>3</sup> Retired from Saddleback College under PERS in 2002.

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

- 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 **2008/2009** fiscal year.

<u>Name</u>	<u>Assignment/Project</u>	<u>Effective Dates</u>
Atkinson, Dawn	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Beasley, James	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Benson, Madelyn	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Bodnar, Coral	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Hildebrand, Colleen	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Kukkonen, Noreen	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Livote, Michelle	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Luther, Barbara	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Man, Georgina	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Polloczek, Paul	Reading ESL/Challenge Essays/SC	05/25/08-08/15/08
Polloczek, Paul	Reading ESL/Challenge Essays/SC	08/25/08-12/22/08
Sims, Larry	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Stevenson, William	Reading ESL/Challenge Essays/SC	05/25/08-08/15/08
Stevenson, William	Reading ESL/Challenge Essays/SC	08/25/08-12/22/08
Stern, Susan	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Striedter, Anna	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Woodruff, Sandra	ESL Assessment/Writing Sample/IVC	08/25/08-12/22/08
Ziehm, Carol	Reading ESL/Challenge Essays/SC	05/25/08-08/15/08
Ziehm, Carol	Reading ESL/Challenge Essays/SC	08/25/08-12/22/08

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

- It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for **2008/2009** fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Hagen, Gerard	Performance/Foundation/SC	\$ 200.00	09/08/08-09/08/08
Johnson, Paul	Performance/Foundation/SC	235.00	09/08/08-09/08/08
Pinter, Gerald	Performance/Foundation/SC	235.00	09/08/08-09/08/08
Rosenn, Tristen	Performance/Foundation/SC	200.00	09/08/08-09/08/08
Stout, Ronald	Performance/Foundation/SC	300.00	09/08/08-09/08/08

**E. WORKLOAD BANKING**

- RILEY, WILLIAM, ID #1005, Fine Arts Instructor, Pos #1662, Division of Fine Arts, Saddleback College is requesting a leave of absence for the Spring, 2009 Semester, based on the equivalent of 15 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2004-2007, in compliance with the Workload Banking Program.

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

- WINSTON, KATHLEEN, ID #13157, Nursing Instructor, Pos #3806, Division of Health Sciences, Human Services and Emeritus Institute, Saddleback College, resignation effective August 19, 2008. Payment is authorized for any compensated time off. (Probationary Hire date: August 18, 2008; Initial Hire Date: September 2, 2003)

**G. LEAVE OF ABSENCE**

1. MCMULLEN, SEAN, ID #10537, Theatre Arts Instructor, Pos #2838, full-time Faculty Salary Column V, Step 10, 10 months per year, School of Fine Arts, Irvine Valley College, is on administrative leave of absence with pay and benefits effective August 26, 2008.



**ATTACHMENT 1**

NAME: WOLKEN, MATTHEW

POSITION: DRAFTING/CADD INSTRUCTOR  
Irvine Valley College  
Full-Time, Tenure Track

EDUCATION:

B.S. MECHANICAL ENGINEERING  
University of California, Irvine  
Irvine, CA

EXPERIENCE:

Mr. Wolken has been an Adjunct Faculty for Irvine Valley College teaching Drafting since January, 2007 and a CAD Instructor, PC based CAD in 2D and 3D, for ITT Technical Institute teaching classes in architectural and mechanical CAD, full-time in Henderson, NV from September 2003 through September 2006, and part-time in Anaheim, CA from September 2006 to present. He has also been employed with Sensorex, Garden Grove, CA, as Design Engineer from September 1999 through October 2003; Accuracy, Sunnyvale, CA, as Manufacturing Engineer from January 1999 through June 1999; Masimo Corporation as Manufacturing Engineer from September 1997 through October 1998; and for Rockwell International, Anaheim, CA, where he served a six month internship as a Sophomore at University of California, Irvine, CA in 1995, and as a employee during the summer from June, 1996 through September, 1996.

LICENSES AND CERTIFICATES:

- Certificate (ITT + SABA) - Advanced Teaching Techniques, received March 10, 2005.
- Certificate (Autodesk) - Autocad 2004 Proficiency, received June 15, 2004.
- Certificate (University of Arizona) - Microelectronics in Technology, received February 26, 1998.

AWARDS AND ACKNOWLEDGMENTS:

- Teacher of the Year in 2005 at ITT Technical Institute, Henderson NV
- Recipient of three years of top student reviews for faculty at ITT Technical Institute, Henderson NV

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 6.11  
DATE: 09/22/08**

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Classified Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A 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. ABEYTA, REBECCA is to be employed as Applications Specialist II, Pos #3146, Classified Bargaining Unit Salary Range 136, Step 1, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, effective September 8, 2008. This is a replacement position for Rhodel Swaniker, who resigned.
  - b. TOSCANO, HSUEH LIN is to be employed as Accompanist, Pos #3622, Classified Bargaining Unit Salary Range 126, Step 1, 11 hours per week, 10 months per year, School of Fine Arts, Irvine Valley College, effective September 8, 2008. This is a replacement position for Dean Shepherd, who received a change in status.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Esparza, Joaquin	Custodian/SC	113/1	08/25/08
Greer, Deanna	Lab. Technician, Life/Physical Sci/IVC	122/1	08/15/08
Laudadio, Eileen	Accounting Specialist/Dist.	124/1	09/02/08
Martin, Karen	Ticket Office Operations Manager/IVC	122/1	09/02/08
Mboggo, Samuel	Lab. Technician, Life/Physical Sci/IVC	122/1	08/15/08
McGinley, Andrea	Executive Assistant/SC	133/1	08/26/08
Olariu, Mariana	Custodian/SC	113/1	08/15/08
Oyzin, Joanna	Library Assistant III/SC	121/1	08/26/08
Oyzin, Joanna	Library Assistant II/SC	119/1	08/26/08
Oyzin, Joanna	Library Assistant I/SC	115/1	08/26/08
Robertson, Scott	Ticket Office Operations Manager/SC	122/1	08/19/08
Saber, Ardan	Financial Aid Specialist/IVC	125/1	09/05/08

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
Alexander, Rachel	Coaching Aide/IVC	\$ 15.00	08/25/08-12/31/08
Anthony, Jared	Adapted Kinesiology Aide/IVC	9.00	09/02/08-12/31/08
Baird, Daniel	Theater Aide/SC	18.00	08/26/08-12/31/08
Carson, Taryn	Project Specialist/SC	16.00	08/15/08-12/31/08
Contreras, Karina	TPP Aide/SC	10.00	09/05/08-12/31/08
Frayne, Dennis	TPP Aide/SC	10.00	09/04/08-12/31/08
Garcia Luz, Beatriz	Clerk, Short-Term/SC	10.00	09/04/08-12/31/08
Gau, Mary	Project Specialist/SC	16.00	08/19/08-12/31/08

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2008/2009** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Start/End Date</u>
<sup>1</sup> Gilliam, Aaron	Project Specialist/SC	\$ 14.00	08/25/08-12/31/08
Grote, Silvie	Adapted Kinesiology Aide/IVC	11.50	08/22/08-12/31/08
Hay, Joe	Coaching Aide/SC	15.00	08/26/08-12/31/08
Hernandez, Joany	TMD Aide/SC	16.00	09/04/08-12/31/08
Hill, Malia	Project Specialist/SC	18.00	08/26/08-12/31/08
Hyde, Heidi	Theater Aide/SC	12.00	08/14/08-12/31/08
Jahan, Adam	TMD Aide/SC	16.00	09/04/08-12/31/08
Jauregui, Brenda	TPP Aide/SC	10.00	09/03/08-12/31/08
Jimenez, Belen	Coaching Aide/SC	15.00	09/02/08-12/31/08
Khani, Maryam	Project Specialist/SC	15.50	09/02/08-12/31/08
Koulias, Bethany	TPP Aide/SC	10.00	08/25/08-12/31/08
Ledbetter, Jeff	Adapted Kinesiology Aide/IVC	9.00	08/25/08-12/31/08
LeMire, Natalie	Clerk, Short-Term/IVC	13.00	08/15/08-12/31/08
Miller, Michael	TPP Aide/SC	10.00	08/25/08-12/31/08
Newberry, Daniel	Coaching Aide/SC	15.00	08/26/08-12/31/08
Novak, Mary	Clerk, Short-Term/SC	12.00	08/15/08-12/31/08
Oliver, Andrea	TPP Aide/SC	10.00	09/02/08-12/31/08
Quintino, Aldo	TPP Aide/SC	10.00	09/04/08-12/31/08
Regan, Jacqueline	TPP Aide/SC	10.00	08/25/08-12/31/08
Rizzo, Frank	Coaching Aide/SC	15.00	09/02/08-12/31/08
Schramm, Derik	Project Specialist/SC	20.00	09/04/08-12/31/08
Stark, Anthony	Project Specialist/SC	18.00	09/05/08-12/31/08
Stratton, Carmen	Coaching Aide/SC	15.00	09/04/08-12/31/08
Thom, Bethany	Coaching Aide/SC	15.00	08/14/08-12/31/08
Wilson, Cheri	TMD Aide/SC	10.50	09/02/08-12/31/08

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2008/2009** academic year.

<u>Name</u>	<u>Start/End Date</u>
Alexandrova, Irina	09/02/08-06/30/09
Atwood, Brian	09/04/08-06/30/09
Hoang, Long	09/05/08-06/30/09
Morley, Michael	08/12/08-06/30/09
Shahrokh, Zaman	09/03/08-06/30/09
So, Ka Chun	09/03/08-06/30/09
Thongsuk, Soh	08/14/08-06/30/09
Todd, Larissa	09/02/08-06/30/09
Whaling, Jeremy	09/03/08-06/30/09

<sup>1</sup> Son of Shirelle Owens-Gilliam, Temporary, Substitute Human Resources Assistant, Office of Human Resources, District.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2008/2009** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed</u>	<u>Start/End Date</u>
Ahmadi, Zahra	Tutor/SC	\$ 10.00/hr	09/04/08-06/30/09
Churchwell, Pamela	Tutor/IVC	12.00/hr	08/15/08-06/30/09
Constable, Alyssa	Model/SC	22.00/hr	11/08/08-06/30/09
Hamagami, Mariko	Tutor/IVC	9.00/hr	08/27/08-06/30/09
Karden, Kendra	Model/SC	22.00/hr	09/04/08-06/30/09
Kristianto, Kenny	Tutor/IVC	12.00/hr	08/15/08-06/30/09
Tupper, Linda	Clinical Skills Spec./SC	30.00/hr	09/03/08-06/30/09

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

1. ADMINISTRATIVE ASSISTANT, Pos #3434, Classified Bargaining Unit Salary Range 121, Office of Instruction, Saddleback College seeks authorization to eliminate this part-time, 29 hours per week, 11 months per year position from its staff complement effective October 1, 2008. (Position approved: February 27, 2006)
2. ADMINISTRATIVE ASSISTANT, Pos #3425, Classified Bargaining Unit Salary Range 121, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement effective October 1, 2008. (Position approved: February 27, 2006)
3. FACILITIES MAINTENANCE AND OPERATIONS MANAGER, Pos #3144, Classified Management Salary Range 07, Office of Physical Plant, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective September 1, 2008. (Position approved October 24, 2005)
4. GRAPHIC DESIGNER, Pos #3484, Classified Bargaining Unit Salary Range 130, Office of the Chancellor, District seeks authorization to eliminate this full-time, 30 hours per week, 12 months per year position from its staff complement effective September 23, 2008. (Position approved: February 27, 2006) This item is contingent upon the approval by the Board of Trustees on item D1C of this agenda.
5. LABORTORY TECHNICIAN, COMMUNICATION ARTS, Pos #3301, Classified Bargaining Unit Salary Range 122, Division of Advanced Technology and Applied Sciences, Saddleback College seeks authorization to eliminate this part-time, 26 hours per week, 11 months per year position from its staff complement effective July 1, 2008. (Position approved: February 27, 2006) This item is contingent upon the approval by the Board of Trustees on item D1B of this agenda.

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

1. CURRICULUM ASSISTANT, Classified Bargaining unit Salary Range 121, Office of Instruction, Saddleback College seeks authorization to establish and announce this part-time 29 hours per week, 12 months per year position to its staff complement effective September 23, 2008. (See Exhibit B, Attachment 1)
2. FACILITIES MAINTENANCE AND OPERATIONS MANAGER, Classified Management Salary Range 07, Office of Physical Plant, Irvine Valley College seeks authorization to establish a full-time, 40 hours per week plus 5% shift differential, 12 months per year position to its staff complement, effective August 25, 2008. (See Exhibit B, Attachment 2)
3. GRAPHIC DESIGNER, Classified Bargaining Unit Salary Range 130, Office of the Chancellor, District seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement effective July 1, 2008. This item is contingent upon the approval by the Board of Trustees on items D1C of this agenda. (See Exhibit B, Attachment 3)
4. LABORATORY TECHNICIAN, COMMUNICATION ARTS, Classified Bargaining Unit Salary Range 122, Division of Advanced Technology and Applied Sciences, Saddleback College seeks authorization to establish a full-time, 40 hours per week, 11 months per year position to its staff complement effective July 1, 2008. This item is contingent upon the approval by the Board of Trustees on items D1B of this agenda. (See Exhibit B, Attachment 4)
5. SENIOR ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Range 127, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement effective September 23, 2008. (See Exhibit B, Attachment 5)

**D. CHANGE OF STATUS**

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
  - a. FAIN, TRICIA, ID #14834, Administrative Assistant, Pos #3425, Classified Bargaining Unit Salary Range 121, Step 3, 40 hours per week, 12 months per year, has been given a change in status to Foundation Specialist, Pos #3328, Classified Bargaining Unit Salary Range 128, Step 1, Office of College Foundation, Saddleback College, 40 hours per week, 12 months per year, effective August 20, 2008. This is a replacement position for Cynthia Griego-Sands.
  - b. GREENE, SCOTT, ID #12380, Lab Technician, Communication Arts, Pos #3301, Classified Bargaining Unit Salary Range 122, Step 6, 26 hours per week, 11 months per year, Division of Advanced Technology and Applied Sciences, Saddleback College, is to given a permanent change in hours to 40 hours per week, 11 months per year, pursuant to Article 7.3 of the CSEA contract effective July 1, 2008.
  - c. O'MEARA, MICHAEL, ID #14715, Graphic Designer, ID #3484, Public Information, Office of the Chancellor, District, Classified Bargaining Unit Salary Range 130, Step 4, 30 hours per week, 12 months per year is to be given a permanent change in hours to 40 hours per week, 12 months per year, pursuant to Article 7.3 of the C.S.E.A. contract, effective July 1, 2008.

**D. CHANGE OF STATUS**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - d. RODGERS, ANTHONY, ID #13685, Facilities, Maintenance and Operations Manager, ID #3144, Office of Physical Plant, Irvine Valley College, Classified Management Salary Range 07, Step 4, 40 hours per week, 12 months per year, has received a change in work schedule and is to be compensated a 5% shift differential per month pursuant to Board Policy 4208, effective August 25, 2008.

**E. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION**

1. ALIZADEH, SHOLEH, ID #8525, Re-Entry/Women's Center Services Officer, Pos #3218, Classified Bargaining Unit Salary Range 129, Step 6, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective September 11, 2008.
2. BANDERAS, MISAEEL, ID #12883, Central Services Specialist, Pos #2714, Classified Bargaining Unit Salary Range 121, Step 6, 40 hours per week, 12 months per year, Purchasing, Office of Administrative and Business Systems, District is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective September 2, 2008.
3. MARTINEZ MARTINEZ, JORGE, ID #14193, Warehouse Worker, Pos #2653, Classified Bargaining Unit Salary Range 120, Step 4, 40 hours per week, 12 months per year, Purchasing, Office of Administrative and Business Systems, District is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective September 2, 2008.

**F. OUT OF CLASS ASSIGNMENTS**

1. AFSHARI, MARYAM, ID #12385, Counseling Office Assistant, Pos #3552, Classified Bargaining Unit Salary Range 115, Step 5, 29 hours per week, 12 months per year, CALWORKs Categorical funded, Division of Counseling Services and Special Programs, Saddleback College, has been given a temporary change in assignment to Counseling Office Assistant, Pos #3238, Classified Bargaining Unit Salary Range 115, Step 5, 29 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, effective September 15, 2008. This is a temporary replacement for Rosann Rios, who is in a temporary reassignment.
2. ARAUJO, ROBERTO, ID #13594, Lead Custodian, Pos #3379, Classified Bargaining Unit Salary Range 119, Step 3, 40 hours per week, 12 months per year, Facilities Custodial, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Night Custodial Supervisor, Pos #3043, Classified Management Salary Range 04, Step 1, 40 hours per week, Office of Physical Plant, Saddleback College, effective August 25, 2008. This is a temporary replacement for Anthony Rodgers, who has received a permanent change in status.

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

1. ARREOLA, JOSE, ID #1888, Groundskeeper, Pos #2794, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been extended in a temporary out of class assignment as Building Maintenance Worker, Classified Bargaining Unit Salary Range 124, Step 5, 40 hours per week, Office of Physical Plant, Saddleback College, effective August 1, 2008 through December 30, 2008. This is a temporary replacement for Dave Burkholder, who is on leave.
2. BENAVIDES, BARBARA, ID #10699, Transfer Center Specialist, Pos #3262, Classified Bargaining Unit Salary Range 123, Step 1, 40 hours per week, 11 months per year, Division of Counseling Services and Special Programs, Saddleback College, has been given a temporary change in assignment to Senior Transfer Center Specialist, Classified Bargaining Unit Salary Range 129, Step 1, 40 hours per week, Division of Counseling Services and Special Programs, Saddleback College, effective September 15, 2008. This is a temporary placement for a new position approved by the Board of Trustees on July 28, 2008.
3. IRWIN, DELORES, ID #14048, Accounting Specialist, Pos #3718, Classified Bargaining Unit Salary Range 124, Step 4, 40 hours per week, 12 months per year, Office of Administrative and Business Services, District, has been given a temporary change in assignment to Senior Accounting Specialist, Pos #3715, Classified Bargaining Unit Salary Range 128, Step 3, 40 hours per week, Office of Administrative and Business Services, District, effective August 20, 2008. This is a temporary replacement for Marie Clark.
4. ORTIZ, DESIREE, ID #14245, Senior Accounting Specialist, Pos #3773, a temporary out of class assignment, Classified Bargaining Unit Salary Range 128, Step 1, 40 hours per week, Foundation, Office of the President, Irvine Valley College, has returned to permanent assignment as Accounting Assistant, Pos #3481, Classified Bargaining Unit Salary Range 118, Step 4, 40 hours per week, 12 months per year, Office of College Fiscal Services, Irvine Valley College, effective September 1, 2008.
5. PIFER, DON, ID #2237, Custodian, Pos #1404, Classified Bargaining Unit Salary Range 113, Step 1, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Lead Custodian, Classified Bargaining Unit Salary Range 119, Step 1, 40 hours per week, Office of Physical Plant, Saddleback College, effective August 25, 2008 through January 30, 2009. This is a temporary replacement for Roberto Araujo, who has received a temporary change in status.
6. POHL, JUDITH, ID #1904, Office Assistant, Pos #3453, Classified Bargaining Unit Salary Range 113, Step 2, 40 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, has been given a temporary change in assignment to Transfer Center Specialist, Classified Bargaining Unit Salary Range 123, Step 1, 40 hours per week, Division of Counseling Services and Special Programs, Saddleback College, effective September 15, 2008. This is a temporary replacement for Barbara Benavides, who is on a temporary reassignment.
7. RIOS, ROSANN, ID #13733, Counseling Office Assistant, Pos #3238, Classified Bargaining Unit Salary Range 115, Step 4, 29 hours per week, 12 months per year, Division of Counseling Services and Special Programs, Saddleback College, has been given a temporary change in assignment to Office Assistant, Pos #3453, Classified Bargaining Unit Salary Range 113, Step 5, 40 hours per week, Division of Counseling Services and Special Programs, Saddleback College, effective September 15, 2008. This is a temporary replacement for Judith Pohl, who is on a temporary reassignment.



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

8. SAVIO, BELINDA, ID #11319, Executive Assistant to the Office of the President, Pos #3011, a temporary out of class assignment, Classified Management Salary Range 04, Step 4, 40 hours per week, Office of the President, Irvine Valley College, has returned to permanent assignment as Executive Assistant to the Vice Chancellor, Pos #3162, Classified Management Salary Range 04, Step 4, 40 hours per week, 12 months per year, Office of Human Resources, District effective, August 11, 2008.

**G. LEAVE OF ABSENCE**

1. JONES, RUSSELL, ID #4438, Groundskeeper, Pos #2797, Facilities Grounds, Saddleback College, Classified Bargaining Unit Salary Range 118, Step 6, 40 hours per week, 12 months per year, unpaid leave, with benefits for three months was approved to be rescinded. This leave was initially approved by the Board of Trustees on July 28, 2008.
2. NGUYEN, MICHELLE, ID #4911, Health Office Assistant, Pos #3473, Student Health Center, Office of Student Development, Irvine Valley College, Classified Bargaining Unit Salary Range 115, Step 6, 16 hours per week, 10 months per year, has been approved for an unpaid leave, without Health benefits from September 15, 2008 through January 9, 2009.
3. SALDANA, VERONICA, ID #16099, Ticket Office Operations Manager, Pos #3780, Classified Bargaining Unit Salary Range 122, Step 2, 20 hours per week, 12 months per year, School of Fine Arts, Irvine Valley College, is on administrative leave of absence with pay effective August 28, 2008.
4. STENSKE, KARL, ID #15987, Director of Production Management, Pos #3771, Classified Management Salary Range 07, Step 2, 40 hours per week, 12 months per year, School of Fine Arts, Irvine Valley College, is on administrative leave of absence with pay and benefits effective August 28, 2008.

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

1. UNSWORTH, SAMANTHA, ID #13473, Financial Aid Specialist, Pos #3856, Classified Bargaining Unit Salary Range 125, Step 3, 40 hours per week, 12 months per year, Office of Financial Aid, Irvine Valley College, resignation effective September 2, 2008. Payment is authorized for any compensated time off. (Initial Hire date: January 2, 2004; Permanent Hire date: October 23, 2006)

**I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2008/09 academic year.

Community Education, Saddleback College

Brown, Michael

DSPS, Counseling Services and Special Programs, Saddleback College

Clark, Sandi

Environmental Studies/Advanced Technology and Applied Technology, Saddleback College

Abernethy, Brandon	Aclaro, Matt	Andersen, Eleni	Arce, Brian
Archer, Michael	Ashen, Marinna	Bagdasarians, Kevin	Baldrige, Danielle
Ball, Gina	Barber, Vickie	Barnes, Devon	Beck, Kaitie
Beckman, Jennifer	Bennett, Taylor	Bickerstaff, Josh	Bilsley, Kevin

I. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2008/09 academic year.

Environmental Studies/Advanced Technology and Applied Technology, Saddleback College

Blyleven, Shannon	Boggio, Joseph	Bozeman, Alex	Bramlette, Brandon
Brodhag, Julie	Brown, Shane	Brunner, Alysse	Bunn, Thomas
Burnap, Allison	Burris, Matthew	Cadiz, Lorenzo	Cady, Mackenzie
Caldera, Angela	Chaim, Susan	Chan, Jonathan	Christian, Sloan
Cordova, Jeremy	Caden, Craig	Cudlie, John	Cuero, Margot
Cueras, Mary Lynn	Currie, Daniel	Dailey, Sean	Davila, Gabriel
Denison, Christi	Dirks, Brendan	Dobbs, Cameron	Domingue, Valentino
Donawerth, Sarah	Dowell, Jacob	Driver, Carlos	Dunstan, William
Elconin, Alexandra	Evans, Grant	Evangelista, Edgar	Everett, Traci
Fernandez, Jacob	Fernandez, Kimberly	Feverly, Alex	Fitzgerald, Megan
Franco, Josh	Fuller, Travis	Fuller, Trevor	Garcia, Nicholas
Garcia, Richard	Garig-Meyer, Andrew	Gersen, Mark	Ghammachi, Dan
Gil, Steven	Gley, Debbie	Graff, Allyson	Gray, Jennifer
Greenwood, Nicole	Griffin, James	Gugliuzza, Patricia	Gurovich, Sofya
Hattori, Toyoaki	Hayden, Christopher	Healy, Bethany	Heinsbergen, Jackie
Heng, Bopharath	Henggeler, Herb	Hernandez, Greg	Herring, Matthew
Hinrichser, Ben	Holdt, Laurie	Hoops, Michelle	Horton, Margaret
Hoyt, Carrie	Hoyt, Robert	Humphrey, Angela	Humphrey, Sandra
Hunter, Austin	James, Genevieve	Jennings, Nick	Johanson, Sayer
Keene, Ariana	Kennedy, Hannah	Key, Jeffrey	Khansari, Nazanin
Kirkwood, Matt	Klamecki, Brian	Konier, Blair	Koon, Garrett
Kotsiris, Shana	Kreuz, Sarah	Kulick, Amanda	Kulick, Lindsay
Laflin, Cory	Lam, Edwin	Lamb, Justin	Lander, Thesla
Leier, Christopher	Leon, Nadine	Lipinski, Dan	Lister, Jordan
Lockshaw, Emily	Lopacki, Elizabeth	Lopez, Alexander	Maleszewski,
PaulinaNaciel, Demi	Narsh, Eric	Marshall, Ryan	Massur, Layne
Matthes, Brandon	McMullin, Brae	McRoberts, Colin	Medina, Michael
Melkonian, Andrew	Miller, Melissa	Mills, William	Mitchell, Bruce
Mizay, Courtney	Mockett, Ashley	Moshfegh, Barbode	Moreno, Vanessa
Morris, Mark	Nastasia, Victor	Newman, Aaron	Nguyen, Matthew
Nold, Roger	Norris, Devon	Ochoa, Zelene	O'Malley, Michael
Pacheco, Gabriel	Paddock, Robert	Passwater, Tamira	Paulsen, Emily
Pedersen-Jauch, Erik	Perkoski, Kristin	Pikula, Elise	Ponce, Ryan
Porzuczek, Paul	Poss, Jeff	Pyles, Meghan	Query, Cole
Rabbass, Elise	Ralston, James	Reiter, Sheryl	Reynolds, Jim
Rife, Ryan	Rios, Mario	Ritoch, Scarlett	Roy, Austin
Ruiz, Nicholas	Sadler, Ian	Santellan, Ashley	Schmidt, Marc
Sciotto, Ashley	Seek, Jessica	Shah, Ankita	Shanley, Colton
Sharifat, Arshia	Shidaki Cole	Simmons, Griffin	Simpson, Joseph
Singh, Jasmine	Sorenson, Dane	Stefanovich, Caleb	Suarez, Jacob
Sutton, Devin	Swanstrom, Eric	Szymanski, Adam	Tedesco, Adriel
Therrien, Paige	Thomas, Gwentyth	Thornton, James	Todd, Jessica
Toloui, Farid	Tran, Hung	Vargas, Paul	Vartanian, Sophie
Vasquez, Chaelyn	Wada, Fumi	Ward, Ryan	Warren, Andrea
Weatherholt, Doug	Wells, Kelsey	Wells, Mark	West, Christine
Wheeler, Ben	Williams, Brooke	Williams, Matthew	Wilson, Sean
Williamson, Cassandra	Wolfe, Ivy	Wong, Geoffrey	Wyman-Dill, Robyn
Zevallos, Paola			

I. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2008/09 academic year.

Fine Arts, Saddleback College

Dickmann, Kaitlin	Dickmann, Patti	Espinosa, May	Isen, Thalia
Furgo, Adam	Hank, Jill	Hank, Sheridan	Herring, Jennifer
Krause, Loren	Herring, Jessica	Lugo, Celia	Lugo, Lauren
Mandala, Alexandra	Mandala, Linda	Mandala, Teresa	Sadeghi, Emilia
Stamos, Alexia	Stamos, Stephanie	Stamos, Suzanne	

KSBR, Advanced Technology and Applied Science, Saddleback College

Armstrong, Linda	Bergeson, Gary	Borja, Chris	Boyer, Gary
Bridgeford, Bill	Brinkerhoff, Sherry	Buchanan, Jeremy	Burnett, Rick
Clark, Carman	Cogswell, Enid	Collins, Miles	Crawford, Brett
Crow, Phyllis	Davies, Lex	Davila, Judy	Ellis, Julie
Flutcht, Julia	Goodman, Bob	Guzman-Corzo, Omar	Harmon, Nicholas
Hurt, Robert	Inman, Ryan	Lane, Patrick	Maher, Thomas
Manena, Jennifer	Marolf, Ted	Melvin, Kevin	Milligan, Jeff
Minter, Thomas	Moore, Kara	Mooring, Donald	Naimo, Jack
Orlandos, Bradley	Otto, Jim	Perez, Andres	Perez, Sylvia
Pollock, Norm	Poorman, Penny	Potts, Kevin	Shab, Donald
Sherbanee, Cassandra	Smith, Taelor	Smith, Blake	Stimson, Larry
Thews, Kevin	Thornton, Donna	Truman, Josh	Weaver, Wynn

Kinesiology, Physical Education and Athletics, Saddleback College

Anderson, Richard	Banis, Samuel	Caley, John	Gemmell, Paul
Gerloff, Marlene	Gerloff, Milton	Knox, Curt	Moazzami, Ali
Peterson, Danny			

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Anderson, Doris	Ewing, Hal	Hoffman, Margaret	Houssainy, Sammy
Lamanuzzi, Brenda	Lindblad, Vicki	Lindblad, Jim	Schnittger, Roberta
Volz, Donald			

Liberal Arts and Learning Resources, Saddleback College

Garcia Lua, Beatriz

Mathematics, Science and Engineering, Saddleback College

Chilver, Niki	Murray, Ashley	Pelivan, Yusuf	Zigan, Katrina
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School of Mathematics, Science and Engineering, Irvine Valley College

Huang, Ximeng

School of Fine Arts, Irvine Valley College

Gerson, Jessica	Good, Sonseeahray	Gadd, Richard	Hunt, Linda
Mullhill, Caroline			

School of Humanities and Languages, Irvine Valley College

Chao, Catherine	Hyodo, Kene	Makino, Akiko	Miyagi, Akiko
Morita, Ryo	Razban, Erin	Sonoyama Yoshie	

I. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2008/09 academic year.

School of Life Sciences, Irvine Valley College  
Park, Chung

School of Physical Sciences and Technology, Irvine Valley College  
Parhizkari, Gila

School of Social and Behavioral Sciences, Irvine Valley College  
Razban, Erin

Office Public Information and Marketing, Irvine Valley College  
Leong Yu, Rita

Office of Special Programs and Services, Irvine Valley College  
Castron, Marc                      Rezaian, Mahta

School of Physical Education and Athletics, Irvine Valley College  
Brown, Richard                  Franklin, Katie                  Goss, John  
McLaughlin, Scott              Najera, Hector                  Ward, Kevin

Goule , Christopher

**ATTACHMENT 1****CURRICULUM ASSISTANT – Classified Bargaining Unit Salary Range 121**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision from the appropriate administrator performs a variety of responsible instructional assistance and support functions within the curriculum office; assists higher level staff in the curriculum office with projects such as college catalogue production, curriculum processes, and MIS State reporting; performs general administrative, secretarial, and clerical assistance duties in support of administrative, academic, and classified staff.

May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or higher-level classified staff member..

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of general secretarial, clerical, and administrative support duties for curriculum office; relieve higher level curriculum office staff of a variety of clerical, technical, and administrative details.
2. Perform administrative support duties to assist higher level curriculum office staff in meeting reporting requirements, functional responsibilities, and research objectives; assist in coordinating the work of the curriculum office; assist in developing timelines to meet production and State reporting deadlines; develop the curriculum presentation calendar and catalogue production calendar; monitor and inform higher level curriculum office staff and others of essential timelines; assist in coordinating 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.
3. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments.
4. Facilitate communications between assigned supervisor, other administrators, students, academic and classified staff, other offices, educational institutions, public agencies, and the general public; interact and relay information, questions, and decisions regarding curriculum processes.
5. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
6. Order office supplies and materials as directed; assure their timely receipt and storage; assure proper functioning of office equipment.
7. Answer telephones and respond to routine questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

Curriculum Assistant - Continued

8. Train and provide work direction to assigned student workers, clerical assistants, and other staff as assigned.
9. Establish and maintain complex, interrelated filing systems including confidential files; collect, compile, and record narrative, statistical, and financial data and other information; research and verify information as requested.
10. Type, format, proofread, duplicate, and distribute a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; type from rough draft, verbal instructions, or transcribing machine recordings; compose correspondence related to area of assignment.
11. Receive mail and identify and refer matters to the administrator in order of priority.
12. Utilize various computer applications and software packages; maintain and generate reports from a database or network system; assist in the production of the college catalogue, curriculum/catalogue, and/or class schedule Board agenda items.
13. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
14. May assist curriculum office in budget activities including tracking budget activity and resolving budget issues and problems; process and prepare time sheets for signature; post, monitor, and track invoices and other expenditures; process budget/expense transfers; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment.
15. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of business letter writing.

Principles and practices used to establish and maintain files and information retrieval systems.

College curriculum revision process and procedures

Principles, practices and procedures of fiscal, statistical, and administrative record keeping.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

Basic research methods and techniques.

Work organization and basic office management principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Curriculum Assistant - Continued

**Ability to:**

Learn and understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment and personal initiative.

Compile information and write reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.

Type or enter data at a speed necessary for successful job performance.

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise administrative and financial records.

Implement and maintain filing systems.

Independently compose and prepare routine correspondence and memoranda.

Train and provide work direction to others.

Establish, review, and revise office work priorities.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work effectively with minimal supervision.

Curriculum Assistant - Continued

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

**EDUCATION AND EXPERIENCE GUIDELINES** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college-level coursework or specialized training in business administration, secretarial science, or a related field.

**Experience:**

Two years of increasingly responsible secretarial and clerical experience preferably in an educational environment.

**License or Certificate:**

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.



**ATTACHMENT 2**

**FACILITIES MAINTENANCE AND OPERATIONS MANAGER - Classified Management Salary Range 05**

DEFINITION

To plan, organize, coordinate and manage the assigned facilities maintenance and operations programs, services and activities at a community college, including the timely preventive, routine and emergency maintenance of buildings, grounds, vehicles and equipment; train, supervise, schedule and deploy maintenance and operations staff to ensure adequate coverage; assist in preparing and administering assigned budgets; ensure compliance with District policies and applicable State and federal regulations related to facilities maintenance and operations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of College Facilities. Exercises functional and technical supervision over assigned maintenance and operations personnel.

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

Plan, organize, coordinate and manage assigned facilities maintenance and operations programs, services and activities, ensuring compliance with District policies and State and federal legal requirements.

Schedule and deploy assigned maintenance personnel, including building maintenance workers, grounds maintenance workers and specialists such as irrigation specialist, locksmith, painters, pool maintenance workers, automotive technicians and grounds equipment operators to perform preventive, routine and emergency repair and maintenance of College facilities; coordinate and schedule the set up and breakdown of areas used for special events hosted on campus.

Working with contracted consultants, plan, organize, coordinate and implement staff training and safety meetings to ensure a safe, comfortable learning and working environment for students, faculty and staff.

Assign grounds and irrigation staff to prepare and maintain sports fields, maintain campus grounds and repair grounds equipment; ensure that sports fields and campus grounds are maintained in a manner that does not interfere with campus and sports activities and schedules.

Manage the repair and maintenance of all tagged and untagged vehicles owned by assigned college or colleges; supervise the scheduling of vehicle use by District or College employees.

Manage annual budget; prepare cost estimates, recommendations and justifications regarding budget requests; manage expenditures according to District policies and applicable regulations.

Train, supervise and evaluate the performance of assigned technical and support personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.

Coordinate activities with other campus functions; serve on campus committees, task forces and other work groups; provide expertise concerning facilities maintenance and operations.

Facilities Maintenance and Operations Manager – Continued

EXAMPLES OF DUTIES

Maintain, review and certify the accuracy of data regarding assigned programs; prepare and submit a variety of statistical and narrative reports; ensure compliance with District policies as well as State and federal laws related to assignment; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits.

Communicate with students, instructors, counselors, college and District administrators, support personnel, contractors, vendors, service providers, representatives of State and federal agencies, and others to coordinate departmental activities.

Maintain current knowledge of the regulations, codes and policies for facilities maintenance, including computer hardware and software enhancements.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Materials, methods, practices and equipment used to maintain buildings, grounds and other campus facilities.

Materials, methods, practices, machinery and equipment used to maintain swimming pools.

Building trades and California construction codes.

Occupational hazards and OSHA safety standards.

Principles and practices of construction plan and specification preparation.

District and College policies and State and federal laws and regulations related to assigned program.

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 applicable software programs, including database management, spreadsheet, word processing and specialized software.

Planning and organizational skills.

Facilities Maintenance and Operations Manager – Continued

QUALIFICATIONS

Ability to:

Plan, organize, coordinate and manage facilities maintenance and operations programs and services.

Work effectively with others to achieve common goals.

Maintain current knowledge of building and grounds maintenance and vehicle and equipment maintenance.

Read and interpret construction plans and specifications.

Negotiate with vendors and contractors.

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

Interpret and apply applicable State and federal laws and regulations related to areas of assignment.

Maintain the security of confidential materials.

Train, 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.

Collect, compile and analyze data.

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

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

Facilities Maintenance and Operations Manager – Continued

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 experience in facilities maintenance, building trades, grounds maintenance or closely related field, including at least three years of experience in a supervisory capacity.

Training:

Equivalent to a high school diploma supplemented by specialized training in civil engineering, construction technology, personnel supervision or closely related field.

Licenses or 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 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 outside frequently with exposure to adverse weather conditions, including sun, wind and rain, and exposure to dirt, dust, uneven terrain and construction or maintenance equipment. Incumbents are subject to contact with students and staff, frequent interruptions, noise from machinery or equipment and demanding timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands:

Incumbents regularly sit for long periods, walk or stand for extended periods; travel to various locations to attend meetings and conduct work; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms, bend at the waist, stoop or kneel or crouch to inspect work; speak clearly and distinctly to answer telephones and to provide information; see to read fine print, diagrams, schematics, and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 50 pounds.

Prepared: 09-29-2005 (M. Grodt & Assoc.)

Approved by the Board of Trustees 10/24/2005

**ATTACHMENT 3****GRAPHIC DESIGNER – CLASSIFIED BARGAINING UNIT SALARY RANGE 130**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under general supervision of assigned supervisor and/or graphics staff, produces a variety of publication, graphic design, and instructional graphics; assists other staff in the design of publications and materials; coordinates and participates in the production of the annual schedule of classes and student handbook, involving computer applications, graphic design, concept development, and layout; performs a variety of duties related to the production of signage; operates and maintains a variety of equipment used in the production of graphic materials; and performs a variety of technical duties relative to assigned area.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level class within the Graphic Designer series. Employees within this class are distinguished from the Senior Graphic Designer in that the latter assumes responsibility for coordinating and producing the most complex graphic design materials and serving as a lead worker on assigned projects. Employees at the Graphic Designer level have the ability to work independently and are fully aware of the operating procedures and policies of the work unit.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Design, compose, and produce a variety of publication, graphic design, and instructional graphic materials including brochures, posters, fliers, newsletters, logos, signs, program announcements and related materials; create and cut mats; mount and laminate artwork.
2. Assist administrative, classified, and certificated staff in designing, composing and producing graphic materials as necessary.
3. Utilize and maintain a computer and a wide variety of graphic software, graphic techniques, desktop publishing techniques, production equipment and supplies to assist in preparing and/or designing layouts and producing graphic materials; ensure proper storage and backup of computer files; recommend new systems and software to improve production quality.
4. Coordinate schedule of classes edits and updates with College staff; resolve design problems; advise College and District staff of effective reproduction and layout techniques for assigned publications.
5. Assist in the establishment of production schedules and priorities to meet deadlines; monitor and track projects to ensure proper and timely completion of assigned publications.
6. Assist in determining work to be completed by outside vendors for assigned publications; assist in preparing project specifications and in selecting appropriate vendor; assist in working with vendors to ensure proper reproduction quality of publications.
7. Assist in press checks and final runs for assigned publications.
8. As assigned, meet with College departments to coordinate the production of College publications including the annual schedule of classes and student handbook; participate in designing, updating, formatting, and proofing of the schedule; compose bid specifications; interface with vendors; attend press checks.

## Graphic Designer - Continued

REPRESENTATIVE DUTIES

9. Use a variety of equipment in the production of signage and visuals.
10. Convert various graphic images and publications for alternative platforms including the internet and television.
11. Provide technical direction to classroom video tapings; operate video cameras and electronic editing systems; edit taped footage; insert graphic edits.
12. Photograph various personnel and campus events; operate and maintain a variety of equipment including cameras, lenses, enlargers, and duplicating machines; produce photographs and slides.
13. Participate in developing and maintaining an archive storage system for college and/or district photograph/transparency and document materials; organize, categorize, protect, house, archive and maintain all past and current college/district historic materials; ensure materials are available for staff and outside resources; prepare materials for web page, print, and display purposes.
14. Operate a variety of audio and stereo equipment in order to monitor, record, and duplicate music.
15. Operate a variety of graphic and printing equipment and machines including cameras, copiers, scanners, computers, and printers.
16. Train and provide technical work direction of part time and student assistants; schedule and review activities to ensure that work is completed in a timely and appropriate manner; monitor and verify timecards for processing; provide or coordinate staff training; work with employees to correct deficiencies.
17. Perform a variety of administrative duties including maintaining files and records; calculate the cost to be billed to each client after completion of publications using the department's established price list; complete invoices for submission to clients.
17. Serve as liaison with clients, students, staff, vendors other departments, and the general public; respond to inquiries in person and over the phone; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
18. Serve as liaison with clients, students, staff, vendors other departments, and the general public; respond to inquiries in person and over the phone; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
19. Assist in ordering and maintaining inventories of supplies, materials, and equipment; schedule and pick-up deliveries; requisition service and repairs from designated vendor; perform routine repairs and maintenance on equipment; arrange new product demonstrations.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of visual communication, graphic design, and print production.

Principles and practices of graphic composition, design, illustration, and production.

Basic operational characteristics of desktop publishing and graphics materials and tools used in the area of assignment.

Graphic Designer - Continued

QUALIFICATIONS

Knowledge of:

Methods and techniques of page layout, drawing, sign layout, and photo manipulation software.

Operation and use of design and graphic equipment including cameras, computers, printers, plotters, and scanners.

Principles and procedures of recordkeeping.

English usage, spelling, grammar, and punctuation.

Ability to:

Plan and organize assigned publications to ensure quality publications are completed in a timely and cost effective manner.

Compose, design, and develop a variety of instructional graphics including posters, flyers, and signs.

Perform desktop publishing functions utilizing applicable computer software and graphics materials.

Manipulate images, design, and layout printed materials.

Operate a variety of design, scanning, computer and camera equipment.

Work independently in the absence of supervision.

Understand and carry out oral and written instructions.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in graphic design, visual communications, or a related field.

Graphic Designer - Continued

Experience:

Two years of increasingly responsible experience in the development of graphic materials for visual communication.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; work with graphic design equipment and machinery; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Johnson & Associates - June, 2005

Board of Trustees Approved – February 27, 2006

Updated – March 19, 2007 *Johnson & Associates*



**ATTACHMENT 4****LAB TECHNICIAN, COMMUNICATION ARTS – Classified Bargaining Unit Salary Range 122**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction from an assigned instructor, assists in the preparation of materials and demonstrations for an assigned instructional area; operates and demonstrates use of specialized equipment, supplies and materials; provides assistance to students within the assigned subject area; and maintains the general cleanliness of the assigned laboratory.

**DISTINGUISHING CHARACTERISTICS**

Positions in the Lab Technician class are distinguished from the Senior Lab Technician by the level of responsibility assumed. In comparison to the Senior Lab Technician, positions at this level are assigned to less complex labs, have less exposure to hazardous or otherwise dangerous materials, and limited involvement in budget activities and ordering of supplies and equipment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assist instructors in developing instructional materials; prepare study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments; may assist in grading exams and maintaining related records.
2. Prepare for laboratory demonstrations; set up laboratory apparatus; assist students in the use of a variety of laboratory equipment and instruments including audio-mixing boards, video cameras and recorders, editing components and other equipment; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate proper care and cleaning procedures for laboratory equipment.
3. Provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving problems.
4. Maintain a clean and safe learning environment; clean floors, table tops, desks and furniture; perform routine and minor repairs on laboratory equipment; maintain, clean and test assigned equipment.
5. Troubleshoot and assist in performing routine maintenance and minor repairs on cameras, recorders, generators, lighting, mixing boards and monitors.
6. Check out equipment including video tapes and machines, cassettes, headphones, cords and other materials; inspect equipment and materials for proper condition upon return.
7. Assist in coordinating the production of televised programs including talk shows, travel shows, magazine format shows and others.
8. Assist in the development of written scripts and stories, and the production of film projects including providing information according to industry standards.
9. Review publications, journals and literature to stay abreast of changing communication technologies and philosophies related to assigned area of responsibility.
10. Obtain guest speakers as requested for assigned classroom instruction; maintain correspondence with guest speakers for future engagements.
11. Participate in the ordering and maintenance of supplies, materials and equipment; store, discard and rotate materials according to standard procedures; receive, assemble and test new equipment.
12. Respond to inquiries and requests for information; answer phones; relay messages for faculty and staff.

Lab Technician, Communication Arts – Continued

13. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics of laboratory apparatus, equipment and materials pertaining to assigned laboratory and subject area.

Theories and applications of the assigned subject matter.

Principles and practices of laboratory operations.

Proper methods of storing equipment, materials and supplies used within the assigned laboratory.

Principles and practices of television and journalism production.

Principles and technologies used in designing and producing televised productions.

Principles and procedures of record keeping and filing.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Occupational hazards and standard safety practices.

**Ability to:**

Assist in the preparation of instructional materials and demonstrations for an assigned subject area.

Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.

Operate and demonstrate the proper use of specialized equipment, supplies and materials.

Provide assistance to students on matters related to assigned laboratories.

Operate, understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.

Maintain the cleanliness of assigned laboratory.

Interpret and apply department policies, procedures, rules and regulations.

Ensure adherence to safe work practices and procedures.

Maintain an adequate inventory of materials for instructional programs.

Communicate clearly and concisely, both orally and in writing.

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

Lab Technician, Communication Arts – Continued

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to two years of college level course work in radio T.V., broadcasting or a related field.

**Experience:**

Two years of increasingly responsible experience working with radio-T.V. production equipment and broadcasting.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Work is performed primarily in a laboratory setting; may be exposed to noise, dust; work with laboratory equipment and apparatus. At least minimal environmental controls to assure health and comfort.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

**ATTACHMENT 5**

**SENIOR ADMINISTRATIVE ASSISTANT** – Classified Bargaining Unit Salary Range 127  
*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, performs the full range of administrative, secretarial, and clerical assistance in support of assigned complex program in a large business, instructional, or student services division; or serves as secondary administrative support for a larger office, such as a Vice President's office or the President's office. May receive direction from a Vice-President if assigned to provide specialized, independent secondary support in that office. May receive direction from the President or Executive Assistant to the President if assigned to provide specialized, independent secondary support in that office. May receive functional supervision, technical training, and work direction from an academic bargaining unit program supervisor or an executive assistant.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other levels of the Administrative Assistant series in that the Senior Administrative Assistant is the experienced, journey-level classification of the series. Incumbents are assigned to perform the full range of complex administrative support, secretarial, and clerical duties independently for a large/complex business, instructional, or student services program. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participate in the administration of the office to which assigned; assist supervisor in meeting reporting requirements, functional responsibilities, and research objectives; provide responsible and complex secretarial and administrative support and confidential assistance, relieving the supervisor of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities promoted by the District, college, or program area.
2. Plan and organize administrative office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; review, update, and inform the supervisor and others of essential timelines; discuss and review calendar of events on a regular basis with supervisor to assure timely coordination of office activities and status of assigned projects; develop schedules related to division/department activities and services.
3. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for department staff; process conference reimbursement and other requests.
4. Participate in the orientation and training of new classified and academic employees when assigned; assign, schedule, train, and provide work direction to lower-level office staff and student workers as assigned; prioritize work assignments; review and validate completed work for accuracy; determine the necessity for and assign substitute classified and/or academic personnel as needed.
5. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.

## Senior Administrative Assistant – Continued

6. Coordinate and oversee specialized functions or projects independently, as assigned including special event planning and implementation; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
7. Answer telephones and respond to questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
8. Serve as liaison between assigned supervisor and the College president, vice presidents, administrative staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
9. Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.
10. Assist supervisor in the preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to administrator for control of expenditures; assist in resolving budget issues and problems; interact with others regarding deposits; process budget/expense transfers; recommend budget revisions.
11. Recommend expenditures for office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures; process and prepare time sheets for signature.
12. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
13. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for administrator's approval.
14. Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.
15. Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports involving classified, academic, and administrative payroll and attendance, budget, production and cost records, inventory, manuals, and updated resource materials.
16. Receive mail and identify and refer matters to the administrator in order of priority.
17. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
18. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
19. Interact with South Orange County Community College District, Irvine Valley College, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.

Senior Administrative Assistant – Continued

20. When assigned to an instructional division: develop, proof, and submit schedule of classes; direct the process for development of new course/curriculum and/or program offerings and assist in keeping current programs up-to-date; manage and coordinate use of facilities assigned to the division; assist in processes and procedures to facilitate the submission of grades and attendance records in accordance with guidelines and time schedules to meet established deadlines including to serve as contact point and liaison with Admissions and Records.
21. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned division or department.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.

Work organization and office management principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Processes, procedures, and practices of budget preparation and administration.

Principles, practices, and procedures of business letter writing.

Principles and procedures used in complex, inter-related record keeping.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices and procedures of complex fiscal, statistical, and administrative research and report preparation.

Statistical procedures and mathematical concepts.

Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

Understand the organization and operation of the assigned division and/or department as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Senior Administrative Assistant – Continued

Perform responsible and difficult administrative duties involving the use of independent judgment and personal initiative.

Oversee and participate in the management of the administrative functions and operations of the assigned office.

Establish, review, and revise office work priorities.

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

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Type or enter data at a speed necessary for successful job performance.

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Participate in the preparation and administration of assigned budgets.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise administrative and financial reports.

Implement and maintain filing systems.

Independently compose and prepare correspondence and memoranda.

Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently and effectively in the absence of supervision.

Senior Administrative Assistant – Continued

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

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

**EDUCATION AND EXPERIENCE GUIDELINES** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to two years of college level course work or specialized training in public administration, business administration, secretarial science, or a related field.

**Experience:**

Three years of increasingly responsible experience as an administrative assistant or secretary, preferably in an administrative office of a public agency or in an educational environment, including some experience in a lead capacity.

**License or Certificate:**

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.



**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Irvine Valley College: 2008 Accreditation Progress Report Draft  
**ACTION:** Information

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**BACKGROUND**

On January 31, 2008, Irvine Valley College was evaluated as an accredited institution by the Accrediting Commission for Community and Junior Colleges (ACCJC). As part of this accreditation reaffirmation process, a Progress Report on three recommendations is due October 15, 2008.

**STATUS**

Since the beginning of 2008, Irvine Valley College has been engaged in a comprehensive effort to provide the necessary responses as requested by ACCJC in its letter dated January 31, 2008. This effort includes analysis of Irvine Valley College processes relative to the three recommendations. The accreditation review process requires that the Board of Trustees be fully apprised of the College's efforts related to the three recommendations, both in its content and its process of development, and certifies that the document accurately reflects the College findings. The Board of Trustees participates in the validation of the 2008 Accreditation Progress Report Draft, Exhibit A, due to ACCJC on October 15, 2008.

**AGENDA ITEM 7.1**

**IRVINE VALLEY COLLEGE: 2008 ACCREDITATION PROGRESS REPORT DRAFT**

This Report referenced as Exhibit A may be viewed in hard copy at:

Archive Room, Room 334  
Office of the Chancellor  
Health Sciences/District Offices Building  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College: Focused Midterm Report Draft  
**ACTION:** Information

---

### **BACKGROUND**

At its meeting on January 9, 2008, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, evaluated Saddleback College as an accredited institution. As part of this accreditation reaffirmation process, a Focused Midterm Report on three recommendations is due by October 15, 2008.

### **STATUS**

Saddleback College has been engaged in a comprehensive effort to provide the necessary response as requested by the Accrediting Commission for Community and Junior Colleges (ACCJC) in its letter dated January 31, 2008. This effort includes analysis of Saddleback College relative to the three recommendations. Central to this effort is the self-study document that reflects Saddleback College's progress. The accreditation review process requires that the Board of Trustees be fully apprised of Saddleback College's efforts to satisfy the ACCJC three recommendations that the Focused Midterm Report Draft (Exhibit A) accurately reflects Saddleback College findings.

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

**AGENDA ITEM 7.2:**

**SADDLEBACK COLLEGE: 2008 ACCREDITATION PROGRESS REPORT DRAFT**

This Report referenced as Exhibit A may be viewed in hard copy at:

Archive Room, Room 334  
Office of the Chancellor  
Health Sciences/District Offices Building  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Saddleback College and IVC: 2007-08 Reassigned Time and Stipends  
**ACTION:** Information

---

### **BACKGROUND**

At the Board of Trustees meeting of July 26, 1999, the board approved "College Guidelines for Reassigned Time and/or Stipends." The guidelines require that the colleges limit annual expenditures for reassigned time and/or stipends to 2.4 percent of the colleges' unrestricted general fund budget for object account categories 1100, 1200, and 1300.

### **STATUS**

Saddleback College and Irvine Valley College have compiled information from the final budgets for 2007-08. Exhibit A, Saddleback College, and Exhibit B, Irvine Valley College, represent the unrestricted budgets for object account categories 1100, 1200, and 1300, and the total expenditures for stipends and reassigned time. As shown in Exhibit A, Saddleback College calculates the annual expenditures for reassigned time and/or stipends to be 1.63 percent of the unrestricted general fund budget. As shown in Exhibit B, Irvine Valley College calculates the annual expenditures for reassigned time and/or stipends to be 2.22 percent of the unrestricted general fund budget.

**Saddleback College  
 Analysis of Reassigned Time and Stipends  
 2007-2008 Fiscal Year**

**Unrestricted Budget**

**Budget for Academic Object Codes :**

1100	\$	19,061,634
1200	\$	4,185,463
1300	\$	11,263,455
Total	\$	34,510,552
<b>2.4% of Total Budget</b>	<b>\$</b>	<b>828,253</b>

**Expenditures:**

	Summer 2007	Fall 2007	Spring 2008	Total	
Stipends	\$ 18,895	\$ 193,643	\$ 205,612	\$ 418,150	
Reassigned Time	\$ -	\$ 79,380	\$ 64,416	\$ 143,796	
<b>Total Expenditures</b>	<b>\$ 18,895</b>	<b>\$ 273,023</b>	<b>\$ 270,028</b>	<b>\$ 561,946</b>	<b>1.63%</b>

undated Reassigned Time\* \$ - \$ 49,687 \$ 9,230 \$ 58,917

\*President SOCCDF, Chief Negotiator, Negotiators, Grievance Chair, Paramedic Program Chair

**Irvine Valley College**  
**Analysis of Reassigned Time and Stipends**  
**2007-08**

Exhibit B

**Unrestricted Budget**

**Budget For Academic Object Codes:**

1100	8,797,741
1200	2,483,419
1300	<u>6,455,788</u>
Total	\$17,736,948
<b>2.4% of Total</b>	<b>\$425,687</b>

**Expenditures:**

	<b>Summer 2006</b>	<b>Fall 2006</b>	<b>Spring 2007</b>	<b>Total</b>
Stipends	\$19,636	\$85,121	\$85,045	\$189,803
Reassigned Time*	<u>\$0</u>	<u>\$102,265</u>	<u>\$102,265</u>	<u>\$204,530</u>
<b>Total Expenditures</b>	<b>\$19,636</b>	<b>\$187,386</b>	<b>\$187,310</b>	<b>\$394,333</b> <span style="border: 1px solid black; padding: 2px;">2.22%</span>
Mandated Reassigned Time**	0	\$56,119	\$56,119	\$112,237.23

\*Reassigned Time Includes:

Academic Senate positions, Chair of Committee on Courses, Director of Honors Programs

\*\*Mandated Reassigned Time Includes: Chief Negotiator, Grievance Chair, and Treasurer.

Excludes: Banked OSH, Sabbatical, and Reassignment to CA State Faculty-Director C-ID Project, and Reassigned to FACCC.

**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 8/31/08 Total Basic Aid Estimated Receipts of \$312.4M less Total Approved Projects in the amount of \$279.1M leaves an estimated uncommitted Basic Aid Fund balance of \$33.3M. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2008/2009 fiscal year. It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding. EXHIBIT C shows in chart form estimated cumulative receipts, Board commitments, actual expenses, and cash balances through 2008/2009.

The District estimates receipts in future years as follows:

<b><u>Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2008 – 2009	\$47,398,334
2009 – 2010	\$48,708,717
2010 – 2011	\$47,982,019
2011 – 2012	\$47,229,084
2012 – 2013	\$46,425,138



**South Orange County Community College District  
Board Approved Basic Aid Project Distribution  
As of September 22, 2008**

	1999-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	Total
Actual Basic Aid Receipts	\$28,588,377	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$50,692,873	\$265,016,219
Estimated Basic Aid Receipts 2008/09								\$47,398,334
								<b>Total Receipts</b> \$312,414,553
								<b>Total Approved Projects</b> \$279,098,709
								<b>Uncommitted Basic Aid Funds</b> \$33,315,844

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
College Instructional Equipment Allocation				\$468,000	\$924,000	\$1,392,000
College Retiree Benefit Liability Contribution				\$8,264,662	\$16,653,276	\$24,917,938
College/District Contributions for Debt Retirement			\$101,000	\$1,727,469	\$2,552,232	\$4,380,701
College Scheduled Maintenance Projects				\$1,673,000	\$3,327,000	\$5,000,000
Campus Appearance Improvement				\$335,000	\$665,000	\$1,000,000
Technology Needs for IVC, SC & District		\$200,000	\$5,297,000	\$5,203,275	\$8,667,343	\$19,367,618
ATEP Operating Budget		\$6,703,957				\$6,703,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation/Temp Bldgs		\$15,034,576				\$15,034,576
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$2,750,000				\$2,750,000
ATEP Development		\$2,750,000				\$2,750,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$830,000		\$830,000
IVC Fine Arts Building				\$3,200,000		\$3,200,000
IVC Floor Repairs				\$58,340		\$58,340
IVC Life Sciences Project				\$7,468,000		\$7,468,000
IVC Lot Expansion and Phase 1 of Lot 6/Barranca Entrance				\$1,480,000		\$1,480,000
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC 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

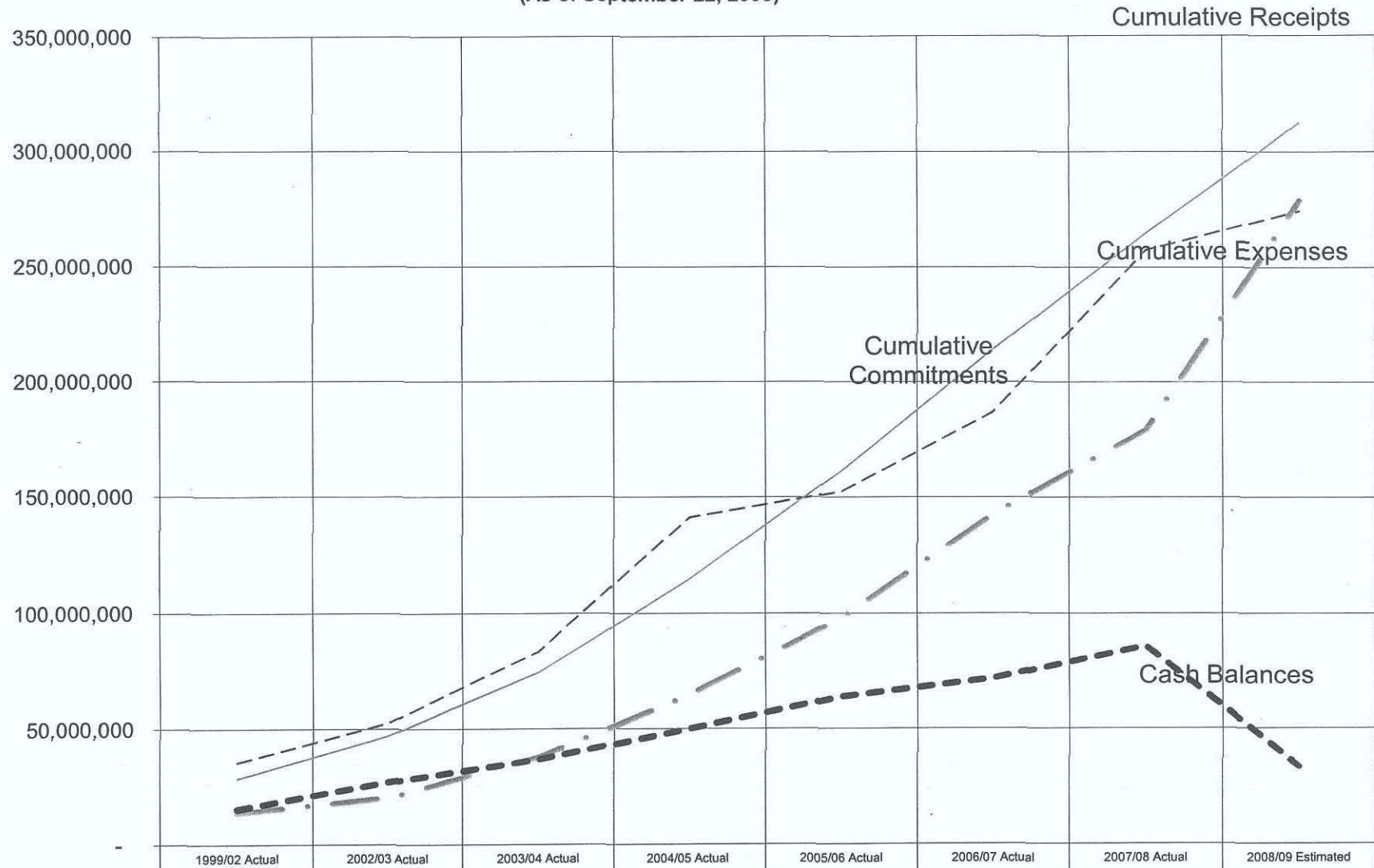
Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
SC M/S/E Bldg, Soil, & Slab Repairs					\$2,337,000	\$2,337,000
SC M/S/E Plaza Repair					\$2,300,000	\$2,300,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
SC Building Repairs/Library Remodel					\$4,869,000	\$4,869,000
SC Demolition of Lower Campus Buildings					\$1,719,000	\$1,719,000
SC Demolition 2007/08					\$1,000,000	\$1,000,000
SC Village Remodel					\$4,130,000	\$4,130,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,012,875		\$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)					\$7,206,300	\$7,206,300
SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SC Loop Road					\$2,100,000	\$2,100,000
SOCCCD Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,499,498					\$4,499,498
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD Legislative Advocacy Services - Basic Aid	\$150,000					\$150,000
SOCCCD Enrollment Mgmt, Mktg, Outreach & Recruitment Efforts	\$329,830					\$329,830
SOCCCD Additional 1% Contingency	\$1,278,101					\$1,278,101
SOCCCD Special Trustee/General Election Expense	\$1,326,427					\$1,326,427
<b>Total Approved Projects</b>	<b>\$42,353,866</b>	<b>\$39,438,533</b>	<b>\$27,878,587</b>	<b>\$76,481,939</b>	<b>\$92,945,784</b>	<b>\$279,098,709</b>

South Orange County Community College District  
Expenditure History for Approved Projects

Project Description	Approved Amount	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated	Total	Project Balance
College Scheduled Maintenance Projects	5,000,000				381,124	900,200	431,327	441,875	2,845,473	5,000,000	-
College Scheduled Maintenance Projects						4,245,000		-	-	4,245,000	-
2005/06 Allocation for Salary Schedule Restructure	4,245,000										-
2005/06 College Instructional Equipment Needs	1,392,000					438,461	41,503	828,311	83,724	1,392,000	-
Technology Needs for IVC, SC & District	19,367,618				2,394,995	3,580,783	3,176,825	1,375,000	8,838,015	19,367,618	-
Campus Appearance Improvement IVC & SC	1,000,000								1,000,000	1,000,000	-
ATEP Operating Budget*	6,703,957				266,981	706,587	1,119,887	1,843,283	2,767,219	6,703,957	-
ATEP Staffing, Equipment, Program Development	4,000,000								4,000,000	4,000,000	-
ATEP Renovation	15,034,576			370,243	630,096	1,035,239	3,838,068	1,318,978	7,841,951	15,034,576	-
ATEP Building Demolition	7,000,000								7,000,000	7,000,000	-
ATEP Hangar & Chapel Utilities	1,000,000								1,000,000	1,000,000	-
ATEP Site Development Negotiations	2,750,000						12,066	887,067	1,850,868	2,750,000	-
ATEP Development	2,750,000							565,425	2,184,575	2,750,000	-
College/District Contributions for Debt Retirement - COPS	4,380,701			1,543,653	1,351,330	1,485,718				4,380,701	-
Debt Retirement Contribution	34,400,000	11,000,000	5,000,000	5,000,000	5,000,000	4,200,000	4,200,000			34,400,000	-
IVC Business & Technology Innovation Center	10,182,000					25,860	981,852	5,563,594	3,610,693	10,182,000	-
IVC Design and Install Entrance from Barranca	830,000					9,950			820,050	830,000	-
IVC Fine Arts Building	3,200,000							61,163	3,138,837	3,200,000	-
IVC Floor Repairs	58,340				57,458	882				58,340	-
IVC Life Sciences Project	7,468,000								7,468,000	7,468,000	-
IVC Lot Expansion and Phase 1 of Lot 6	1,480,000				1,500	222,418	1,183,432	69,409	3,241	1,480,000	-
IVC Maintenance and Police Facility	4,575,000				90,046	1,575,308	1,412,747	1,475,172	21,727	4,575,000	-
IVC Modular Building	370,000		303,790	65,666	544					370,000	-
IVC Performing Arts Center	17,180,000			57,850	623,625	4,235,617	10,727,931	1,137,271	397,705	17,180,000	-
IVC Science Equip & TV Studio	500,000	449,721	21,303	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	35,343	514,000	-
IVC Modular Bldg Replacement (CEC)	197,402						200,000		(2,598)	197,402	-
IVC Science Lab Addition & Remodel	6,980,000						276,823	86,014	6,617,163	6,980,000	-
IVC A-300 Bldg Remodel	2,481,000						49,177	94,785	2,337,037	2,481,000	-
IVC Early College Program	60,000							19,626	40,374	60,000	-
Retiree Benefits	24,917,938			2,819,497	3,055,490	3,361,039	4,681,912	10,500,000	500,000	24,917,938	-
SC M/S/E Bldg, Soil, & Slab Repairs	2,337,000				57,748		9,684	61,163	2,208,405	2,337,000	-
SC M/S/E Plaza Repairs	2,300,000								2,300,000	2,300,000	-
SC Building Repairs - TAS Building	1,956,000				26,775	97,135	28,465		1,803,624	1,956,000	-
SC Building Repairs - Library Remodel	4,869,000			40,000	37,892		48,725	(42,151)	4,784,534	4,869,000	-
SC Demolition of Lower Campus Buildings	1,719,000	11,928	430,115	523,330	15,917	737,255			455	1,719,000	-
SC Demolition	1,000,000								1,000,000	1,000,000	-
SC-Village Remodel	4,130,000							244,229	3,885,771	4,130,000	-
SC Golf Driving Range Nef Replacement	300,000					1,800	43,400	46,600	208,200	300,000	-
SC Health Science/District Office Building	15,251,655	15,888	728,996	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	310,546	9,006,000	-
SC New Science Building (M/S/E annex)	7,206,300						29,595		7,176,705	7,206,300	-
SC Science Equip & TV Studio	500,000	372,465	124,942	2,501	92					500,000	-
SC Science/Applied Science Bldg	14,850				14,850					14,850	-
SC Sports Facilities	817,310	662,321	60,340	55,964	26,695	11,990				817,310	-
SC Temporary Classroom Facilities	7,269,285				714	3,729,338	3,341,007	105,308	92,918	7,269,285	-
SC McKinney Theater Restroom remodel	2,542,000						162,708	105,248	2,274,044	2,542,000	-
SC Loop Road	2,100,000								2,100,000	2,100,000	-
SOCCCD: Replace HR & Bdgt Dev Systems	898,000					208,797	672,943		16,260	898,000	-
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000						3,515,073	5,304,918	5,282,009	14,102,000	-
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	150,000			12,000	26,000	26,000	26,000	36,000	24,000	150,000	-
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	1,326,427			453,867					872,560	1,326,427	-
Totals	279,098,709	13,408,323	6,669,486	17,551,038	26,990,393	33,079,254	44,780,282	36,508,373	100,111,560	279,098,709	-

	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated
Commitments	35,559,310	17,027,650	30,955,670	57,751,446	11,145,072	34,465,912	70,908,593	16,768,056
Cumulative Commitments	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	274,581,709
Receipts	28,588,377	18,419,919	27,356,952	40,162,878	46,899,203	52,896,017	50,692,873	47,398,334
Cumulative Receipts	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	312,414,553
Cumulative Expenses	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,776	178,987,149	279,098,709
Cash Balances	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	86,029,070	33,315,844

**South Orange County Community College District  
Basic Aid Receipts, Commitments, Expenses and Cash Balances  
(As of September 22, 2008)**



	1999/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Estimated
--- Cumulative Commitments	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	257,813,653	274,581,709
— Cumulative Receipts	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	265,016,219	312,414,553
... Cumulative Expenses	13,408,323	20,077,809	37,628,847	64,619,240	97,698,494	142,478,776	178,987,149	279,098,709
----- Cash Balances	15,180,054	26,930,487	36,736,401	49,908,886	63,728,835	71,844,570	86,029,070	33,315,844

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

## FACILITIES PLAN STATUS REPORT September 22, 2008

### SADDLEBACK COLLEGE

#### 1. BGS BUILDING REPAIRS.

The Notice of Completion documents for the Remediation and Repair of the BGS Building Project were approved by the Board in June. This project was completed with no change orders to the original contract amount. *The Notice of Completion and final change order are being presented to the Board at this September meeting for the Casework and Interior Improvements Project. All necessary activities were complete for student occupancy as planned.*

#### 2. JAMES B. UTT LIBRARY REMODEL

The DSA approved construction documents have been sent to the State Chancellor's Office and they have released the project to bid. Swing space needs must be completed before construction start. The overall project budget is \$20,800,000 with a state contribution of \$16,139,000 and a basic aid contribution of \$4,800,000.

#### 3. SCIENCES BUILDING

The architect has submitted the FPP to the State Chancellor's Office on June 28, 2007. The FPP has been approved, however the FPP must be resubmitted this year and re-compete for funding due to the expectation that there will be no bond. This will set the construction schedule back by one year. *Per Board agreement, the Sciences Building will be relocated to parking lot #7 for the new FPP submittal.* The State Chancellor's Office has not yet assigned funding to this project. 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 \$20,586,000 proposed as funded through basic aid.

#### 4. MCKINNEY THEATER RESTROOMS (Fine Arts Restrooms)

The Notice to Proceed was issued commencing construction on June 23, 2008. *The contractor is continuing to work on the underground and site improvement portions of the project. Footings are scheduled for construction this month with the masonry portion of the work to follow.* Construction is on schedule and is expected to be completed by the end of February, 2009.

#### 5. REMODEL VILLAGE FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding \$4,130,000 for this project and hiring R2A to provide architectural services. *The advertisement and bidding process is complete and a recommendation to award the construction contract is before the Board this month. Construction is scheduled to start after contract award at the September, Board meeting, and be completed in February, 2009.*

## 6. MATH/SCIENCES/ENGINEERING BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. Because of the expectation that there will be no bond this year, the FPP submittal will be reviewed as an IPP submittal setting the schedule back by one year. 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. The State Chancellor's Office is preparing for the funding request to the Legislative Analyst's Office.

## 7. LOOP ROAD

The Board approved funding for the Loop Road project during the March board meeting. Currently, the project is estimated at \$2,100,000 which is believed to be an inadequate amount. Staff will *recommend* an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$2,100,000 funded through basic aid.

## 8. M/S/E PLAZA RENNOVATION

Uneven settlement under the plaza area between the Library and the Math/ Science/ Engineering building has resulted in slab heaving, cracking and water penetration at the M/S/E building. R2A Architects have been enlisted to provide three options toward the design solution. Design is expected to commence in *September* 2008.

## IRVINE VALLEY COLLEGE

### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Minor equipment orders remain. Warranty issues are being reviewed in earnest as the one year period following construction completion is coming to a close. Outstanding warranty issues include audio, electrical, seating and stage floor items. Total change orders represent 2.75% of the original contract amount.

### 2. BUSINESS SCIENCES & TECHNOLOGY INNOVATION CENTER

The building is 99% complete. Punch list and *minor close out activities* are underway. A potential code change related to fire sprinkler requirements is under review. DSA field inspector has requested additional calculations for the mounting detail on the glazing at the library. *Mullions must be added to the glazing detail in the Library/Resource room. This work will be complete prior to occupancy of this space in the spring.* District Facilities staff *met* with site staff weekly to define furniture and equipment needs. *Proposals for the Phase II furniture purchase are presented at this, September, Board meeting. A portion of the trade contracts will be presented at this, September Board meeting for Notice of Completion.* Total change orders represent 1.57% of the original contract amount.

## IRVINE VALLEY COLLEGE

### 3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

The Board approved funding for additional accessible restroom facilities February 20, 2008. The advertising and bidding process is underway with a scheduled bid opening on September 9, 2008. Construction is scheduled to start after contract award at the September board meeting, and be completed in October, 2009. The overall project budget is \$6,980,000 funded through basic aid.

### 4. A-300 REMODEL FOR MUSIC DEPARTMENT

The advertising and bidding process is underway with a scheduled bid opening on September 9, 2008. Construction is scheduled to start after contract award at the September board meeting, and be completed in July, 2009. The overall project budget is \$2,484,000 funded through basic aid.

### 5. LIFE SCIENCES PROJECT

The state chancellor's office has recommended the Life Sciences building for inclusion in the 2008-09 state budget. Architectural selection is anticipated to begin fall of 2008. The overall project budget is \$24,628,000 with \$17,488,000 from the state and \$7,468,000 funded through basic aid.

### 6. FINE ARTS BUILDING

The District submitted a final project proposal to the State Chancellor's Office on June 30, 2008. Because of the expectation that there will be no bond this year, the FPP submittal will be reviewed as an IPP submittal setting the schedule back by one year. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$38,229,000 with \$28,305,000 anticipated from the state and \$9,924,000 proposed as funded through basic aid.

### 7. BARRANCA ENTRANCE

The Board approved funding for the Barranca Entrance project during the March board meeting. *Staff has initiated conversation with Edison to obtain the additional easement.* Currently, the project is estimated at \$830,000 which is believed to be an inadequate amount. Staff will recommend an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$830,000 funded through basic aid.



## ATEP

### 1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. The contractor is in the process of developing remediation measures having received the final report. *Repair procedures have been accepted and the District is awaiting the contractor's coordination schedule.* 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. Documents will be forwarded to the City of Tustin for their approval and the Department of the Navy's approval.*

### 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. Upon final review by the City, documents will be ready for bid.

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: List of Board Requested Reports  
**ACTION:** Information

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### **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**

<b>Date Report Requested</b>	<b>Report Topic</b>	<b>Board Member Requesting Report</b>	<b>Report Due Date</b>	<b>Report Prepared By:</b>	<b>Date Submitted to the Board of Trustees</b>
6/24/08	Policy for Naming Buildings	Trustee Fuentes	September 2008	Gary Poertner	August 2008

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

**STATUS**

The reports display the adopted budget, revised budget, and transactions through August 31, 2008. A review of current revenues and expenditures for the 2008/2009 fiscal year shows that they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of August 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		32,823,629	32,823,629	0	32,823,629
REVENUES:					
Federal Sources	8100-8199	\$ 2,339,290	2,339,290	0	56,284
Other State Sources	8600-8699	20,714,307	20,714,307	0	1,684,906
Other Local Sources	8800-8899	171,107,649	171,107,649	0	14,413,051
Total Revenue		194,161,246	194,161,246	0	16,154,241
BASIC AID		450,000	450,000	0	0
INCOMING TRANSFERS	8980-8989	230,088	230,088	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>227,664,963</b>	<b>227,664,963</b>	<b>0</b>	<b>48,977,870</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	64,283,621	64,271,880	(11,741)	2,382,086
Other Staff Salaries	2000-2999	38,655,321	38,684,753	29,432	2,878,349
Employee Benefits	3000-3999	30,471,246	30,470,922	(324)	4,080,673
Supplies & Materials	4000-4999	6,167,978	6,178,556	10,578	311,521
Services & Other Operating	5000-5999	19,213,075	19,181,504	(31,571)	2,990,947
Capital Outlay	6000-6999	11,217,556	11,227,682	10,126	273,663
Payments to Students	7500-7699	418,033	411,533	(6,500)	1,050
Total Expenditures		170,426,830	170,426,830	0	12,918,289
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	1,350,015	1,350,015	0	0
Basic Aid Transfers Out		42,567,933	42,567,933	0	0
Intra Fund Transfers Out	7400-7499	230,088	230,088	0	0
Debt Service	7100-7199	405,000	405,000	0	51,462
Total Other Sources (Uses)		44,553,036	44,553,036	0	51,462
<b>TOTAL USES OF FUNDS</b>		<b>214,979,866</b>	<b>214,979,866</b>	<b>0</b>	<b>12,969,751</b>
<b>ENDING FUND BALANCE</b>		<b>12,685,097</b>	<b>12,685,097</b>	<b>0</b>	<b>36,008,119</b>
Reserve for Economic Uncertainties		9,585,097	9,585,097	0	
Location Reserves for Economic Uncertainties		3,100,000	3,100,000	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

**SADDLEBACK COLLEGE**  
General Fund Income and Expenditure Summary  
As of August 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		11,838,359	11,838,359	0	11,838,359
REVENUES:					
Unrestricted Budget Allocation		\$ 76,293,985	76,293,985	0	6,039,322
Restricted Budget Allocation		10,900,214	10,900,214	0	1,881,140
Total Revenue		87,194,199	87,194,199	0	7,920,462
BASIC AID		300,000	300,000	0	0
INCOMING TRANSFERS 8980-8989		160,365	160,365	0	0
<b>TOTAL SOURCES OF FUNDS</b>		<b>99,492,923</b>	<b>99,492,923</b>	<b>0</b>	<b>19,758,821</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries 1000-1999		40,134,552	40,122,811	(11,741)	1,416,070
Other Staff Salaries 2000-2999		20,142,306	20,150,738	8,432	1,534,017
Employee Benefits 3000-3999		17,402,379	17,402,055	(324)	913,431
Supplies & Materials 4000-4999		4,319,971	4,335,049	15,078	228,264
Services & Other Operating 5000-5999		8,425,902	8,404,331	(21,571)	1,024,026
Capital Outlay 6000-6999		5,874,093	5,884,219	10,126	143,369
Payments to Students 7500-7699		183,355	183,355	0	1,050
Total Expenditures		96,482,558	96,482,558	0	5,260,227
OTHER FINANCING SOURCES/(USES):					
Transfers Out 7300-7399		350,000	350,000	0	0
Other Transfers 7400-7499		160,365	160,365	0	0
Debt Service 7100-7199		0	0	0	0
Total Other Sources (Uses)		510,365	510,365	0	0
<b>TOTAL USES OF FUNDS</b>		<b>96,992,923</b>	<b>96,992,923</b>	<b>0</b>	<b>5,260,227</b>
<b>LOCATION OPERATING BALANCE</b>		<b>2,500,000</b>	<b>2,500,000</b>	<b>0</b>	<b>14,498,594</b>
Reserve for Economic Uncertainties		2,500,000	2,500,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

**IRVINE VALLEY COLLEGE**  
General Fund Income and Expenditure Summary  
As of August 31, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
<b>SOURCES OF FUNDS</b>				
LOCATION BEGINNING BALANCE	4,390,923	4,390,923	0	4,390,923
REVENUES:				
Unrestricted Budget Allocation	\$ 40,157,208	40,157,208	0	3,025,992
Restricted Budget Allocation	5,049,910	5,049,910	0	771,383
Total Revenue	45,207,118	45,207,118	0	3,797,375
BASIC AID	150,000	150,000	0	0
INCOMING TRANSFERS	8980-8989 69,723	69,723	0	0
<b>TOTAL SOURCES OF FUNDS</b>	<b>49,817,764</b>	<b>49,817,764</b>	<b>0</b>	<b>8,188,298</b>
<b>USES OF FUNDS</b>				
EXPENDITURES:				
Academic Salaries	1000-1999 20,803,438	20,803,438	0	817,956
Other Staff Salaries	2000-2999 11,355,987	11,376,987	21,000	816,766
Employee Benefits	3000-3999 9,482,482	9,482,482	0	472,917
Supplies & Materials	4000-4999 1,237,430	1,232,930	(4,500)	68,247
Services & Other Operating	5000-5999 3,320,952	3,310,952	(10,000)	549,764
Capital Outlay	6000-6999 2,055,962	2,055,962	0	62,984
Payments to Students	7500-7699 234,678	228,178	(6,500)	0
Total Expenditures	48,490,929	48,490,929	0	2,788,634
OTHER FINANCING SOURCES/(USES):				
Transfers Out	7300-7399 252,112	252,112	0	0
Other Transfers	7400-7499 69,723	69,723	0	0
Debt Service	7100-7199 405,000	405,000	0	51,462
Total Other Sources (Uses)	726,835	726,835	0	51,462
<b>TOTAL USES OF FUNDS</b>	<b>49,217,764</b>	<b>49,217,764</b>	<b>0</b>	<b>2,840,096</b>
LOCATION OPERATING BALANCE	600,000	600,000	0	5,348,202
Reserve for Economic Uncertainties	600,000	600,000	0	0
Nondesignated Budget Allocation	\$ 0	\$ 0	\$ 0	0

**TO:** Board of Trustees  
**FROM:** Dr. Raghu P. Mathur, Chancellor  
**RE:** Written Reports  
**ACTION:** None

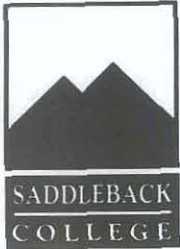
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**Written Reports**

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

President, Saddleback College  
President, Irvine Valley College  
Acting Associate Provost, ATEP  
Associated Student Government of SC  
Associated Students of IVC  
Saddleback College Academic Senate  
Irvine Valley College Academic Senate  
Faculty Association  
California School Employees Association  
Saddleback College Classified Senate  
Irvine Valley College Classified Senate  
District Services Classified Senate  
Police Officers' Association





## MEMORANDUM

TO: Members of the Board of Trustees  
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, Saddleback College President

SUBJECT: REPORT FOR SEPTEMBER 22, 2008 BOARD OF TRUSTEES'  
MEETING

The Saddleback College community will be celebrating the college's 40<sup>th</sup> anniversary on September 22<sup>nd</sup> and 23<sup>rd</sup>. On the 22<sup>nd</sup>, the college will kick off the celebration at the Board of Trustees meeting with a video presentation, proclamations from local elected officials, and a resolution honoring Professor Bob Parsons, who has taught at Saddleback College for 40 years. On September 23<sup>rd</sup>, the college will celebrate with a barbecue from noon to 2 p.m. in the quad. Students, faculty, and staff will participate in a 1968-era game show featuring trivia on the college's history, and music from that era will be played. From 10 to 11 a.m. on the 23<sup>rd</sup>, 40<sup>th</sup> anniversary cupcakes will be distributed to students, faculty, and staff.

On September 11<sup>th</sup>, the Saddleback College community remembered the victims of 9/11/01 and honored the heroic first responders who made the ultimate sacrifice to save the lives of their fellow citizens. Campus Police Chief Harry Parmer served as Master of Ceremonies. Paramedic program student Adam Miller, also a veteran of the Iraq War, spoke about his experiences of living in a post-9/11 world. Students in the paramedic program were present in their uniforms. Saddleback College was honored to have Chancellor Raghu Mathur and members of the Board of Trustees participate in the ceremony.

Dr. Tod A Burnett was humbled by the generosity of Dr. Raghu Mathur and the Board of Trustees, who hosted a reception on September 17<sup>th</sup> to welcome him as Saddleback College's new president. The reception was held at Tijeras Creek Golf Club in Rancho Santa Margarita. Numerous local officials were in attendance, as well as students, faculty, and staff. Board of Trustees Clerk Tom Fuentes served as the Master of Ceremonies, and speakers included Dr. Mathur, Academic Senate President Bob Cosgrove, Classified Senate President Mary Williams, and Associated Student Government President Kalin Kelly.

### *Student Services*

Student Health Services offered flu vaccine clinics on Monday September 22<sup>nd</sup>, and will again on Friday September 26<sup>th</sup> for students, faculty and staff.

The Transfer Center conducted TAG (Transfer Admission Guarantee) Workshops on Tuesday, September 9; Wednesday, September 10; and Thursday, September 11; to help students interested in applying to one of the following University of California campuses: UC Davis; UC Irvine; UC Merced, UC Riverside; UC Santa Barbara; and UC Santa Cruz. The TAG (Transfer Admission Guarantee) Program offers on-the-spot provisional admission to well-qualified students from participating California community colleges who meet the selection criteria and application procedures. Workshop topics covered included: The definition of TAG, who qualifies for TAG, TAG Procedures, and who does not qualify for TAG.

The Transfer Center held "TAG – You're In!" Quad Sits on Monday, September 8; Tuesday, September 9; Wednesday, September 10; Thursday, September 11; and Friday, September 12. Transfer Center Counselors were available to answer student questions regarding TAG (Transfer Admission Guarantee) selection criteria and application procedures.

Representatives from CSU Fullerton; CSU Fullerton (CCT – Center for Careers in Teaching); UC Irvine; UC Los Angeles; and UC San Diego visited the Transfer Center during the month of September. Students were able to make individual appointments with representatives to discuss admission criteria and to obtain additional information about the visiting universities.

The Transfer Center hosted an Evening College Fair on Tuesday, September 9 and a College Fair on Tuesday, September 23 in the Student Services Center (SSC) Quad. Students were able to obtain information from various CSU (California State University), UC (University of California), Private and Independent Universities regarding admission requirements and academic programs.

The Transfer Center held the following workshops in September: "How to Transfer to a UC" on September 24, and "How to Transfer to a CSU" on Tuesday, September 30. These workshops were geared towards students with 24 units or less and helped students: \*Select the school to which they would like to transfer; \*Choose the courses that will support students' transfer plans; and \*Begin the steps that will lead them to success in transferring.

The Transfer Center helped coordinate the Transfer Workshop for Students with Disabilities on Wednesday, September 24. The topics included: \*Four-Year college and university programs and support services for students with disabilities; \*Special admission procedures; and \*Transfer and graduation issues.

### **Student Development**

Tuesday, 9/2 – Welcome BBQ & Clubs Rush

Thursday, 9/11 – 9/11 Film Screening, BGS 254

Friday, 9/19 – ASG Leadership Retreat, 2:00-7:00pm

Tuesday, 9/23 – 40<sup>th</sup> Anniversary Gaucho BBQ

Tuesday & Wednesday, 9/23 – 9/24 – ASG Blood Drive

9/22-9/30 – Homecoming Campaigning & Voting

All September – Voter Registration and Non-partisan Voter Education

### ***Fine Arts***

Joey Sellers and comrades performed at Concert Hour on September 4<sup>th</sup> at noon to a packed house in Fine Arts 101. Admission was free.

The Saddleback Jazz Faculty wowed the audience with a lively concert in the McKinney Theatre on September 8<sup>th</sup> at 8pm.

The art gallery presented Lisa Folino's photography and poems September 17<sup>th</sup>-October 9<sup>th</sup>. An artist reception was held on September 16<sup>th</sup>.

Jazz Studies presented A Night for Nile on September 20<sup>th</sup> at 8 p.m. in the McKinney Theatre. Jazz artists came together to raise awareness for MRSA (Superbug) with Joe DeRenzo (former Saddleback student) & Friends headlining the concert.

Jazz guest artist Cosmologic performed their original compositions in the McKinney Theatre on September 26.

The Shangri-La Chinese Acrobats performed their spectacular acrobatic feats in the McKinney Theatre on September 28 at 8pm to a nearly sold-out audience.

### ***Health Sciences, Human Services, and Emeritus Institute***

The Emeritus Institute held their Fine and Decorative Arts Show beginning September 15<sup>th</sup> and running through November 7, 2008 in the library. An opening reception was held. Quality student pieces of art, sculpture, glassware and ceramics were displayed.

The Nursing program began their fall semester with 233 excited and anxious students. Students will be using new practice skills modules emulating real life health scenarios. They will also be practicing their skills here in the skills lab using mannequins with simulated clinical experiences. We have also added 80 classroom response "clickers" so instructors can get real time answers from students. This and much more is all thanks to new technology equipment.

### ***Saddleback College Foundation***

The Foundation is spearheading a campaign to raise funds for the Veterans Memorial by selling “personalized bricks” at the site. During the first two weeks, 40 bricks were sold, raising more than \$4,000.

\$10,000 was donated to establish two new endowment scholarships.

### ***Marketing & Public Relations***

Press releases were sent to the media and college community on the college’s 40<sup>th</sup> anniversary celebration, the September 11<sup>th</sup> commemoration ceremony, and a reading of “Teatro Chicana” sponsored by the Anthropology Speaker Series.

Advertising efforts continue to be made to promote enrollment. Online ads are appearing on OCRegister.com, OCVarsity.com, and MyOCHigh.com, advertisements are on three bus lines of the Orange County Transit Authority, and a television spot is being aired on Cox Cable channels.

**TO:** Chancellor Raghu P. Mathur and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, President

**DATE:** September 11, 2008

**SUBJECT: President's Report for the September 22 Board of Trustees Meeting**

### **Fall Career and Transfer Fair**

The fall Career and Transfer Fair will be held on Tuesday, September 30 from 10:00 a.m. to 1:00 p.m. in the Student Services Quad area. There will be approximately twenty colleges and universities present to answer general questions about their school. Students will have the opportunity to learn about admission requirements and transfer information. Employers from local businesses will be available to speak to students about career and job opportunities.

### **Channel 4 KNBC Features IVC in Olympic Coverage**

On August 20, Irvine Valley College Volleyball Coach Tom Pestolesi was interviewed by NBC Channel 4 reporter Patrick Healy. In the interview, Pestolesi shared several stories about volleyball gold medalist Misty May-Treanor, who is a former assistant coach at Irvine Valley College. Tom has known Misty for many years; he was her volleyball coach and teacher at Newport Harbor High School.

### **9/11 Commemoration Ceremony**

The IVC community commemorated the seventh anniversary of 9/11 on Thursday, September 11, 2008 from 12:00 to 12:30 p.m. in the IVC Performing Arts Center. Guest speakers included Irvine Police Chief David Maggard, Jr. and Orange County Sheriff Sandra Hutchens. The Irvine Police Honor Guard presented the colors, and Trustee Tom Fuentes served as the master of ceremonies. The ceremony also included a moment of silence in commemoration of the lives lost on this day.

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

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### **16<sup>th</sup> Annual Tonya Reed Gardner Recital**

On Saturday, September 6, the IVC music department presented the 16th Annual Tonya Reed Gardner Memorial Endowed Music Scholarship Benefit Recital on the IVC Performing Arts Center main stage. The recital featured performances by the 2008 scholarship recipients as well as past scholarship recipients. The 2008 scholarship recipients included: Jenise Chou, piano; Raul Hernandez, piano; Joshua Mills, composition, and Sukhmander Singh, voice. All proceeds from the recital benefited the endowment.

### **IVC Piano Faculty Artist Recital**

On Sunday, September 21 at 4 p.m., the IVC Department of Music will present its annual fall piano faculty artist recital. The concert will feature Christine Azzoni Dow, pianist with guest artists Sandra Azzoni Wood, violin and Elizabeth Moulton, cello.

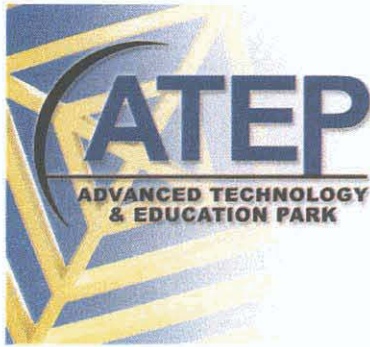
### **Emeritus Showcase Planned**

On Saturday, September 27 from 10 a.m. to 2 p.m. in the IVC Performing Arts Center, the IVC Emeritus Institute will host its 5<sup>th</sup> annual Emeritus Institute. The event will include music and dance performances, live big band & swing music, a barbershop quartet, fitness demonstrations, cooking demonstrations, country line dancing, art & quilt exhibits, a refreshments booth, a silent auction and opportunity drawing, and free giveaways.

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Raghu P. Mathur, Ed.D., Chancellor; Glenn R. Roquemore, Ph.D., President, Irvine Valley College

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## MEMORANDUM

TO: Chancellor Raghu P. Mathur  
Members of the Board of Trustees

FROM: Tracy Daly, Acting Associate Provost

DATE: September 12, 2008

RE: Report for the September 22, 2008 Board of Trustees Meeting

### ENROLLMENT

At census count, enrollment was at 799. With more eight week classes coming up, the final headcount will be over 800 students, doubling Fall 2007 enrollment. Thanks go to the Saddleback College and Irvine Valley College outreach and marketing efforts, ATEP marketing efforts, and the wonderful spirit of customer service from the ATEP faculty and staff who ensure a positive experience for all students. There are 62 sections of classes this fall and so far 72 sections are planned for spring semester.

### CAMPUS AND FACILITIES

Saddleback College maintenance crews assisted in completing removal of weeds throughout the campus. The hiring process continued for IVC police officers to provide 24/7 security coverage to ATEP. ATEP's computer lab has grown to 36 seats and provides both Windows Vista and Macintosh environments, and supports classes in Adobe Photoshop, AutoCAD, SolidWorks, and other industry leading software. District Facilities Planning is coordinating demolition of the remaining buildings on the 68 acre campus (except for the chapel).

### MARKETING AND OUTREACH EFFORTS

A full page ad was put in the main news section of the *OC Register* congratulating ATEP on doubling its enrollment in one year to 800. Online advertising continued on community news pages in Tustin, Irvine and Santa Ana as well as the main news, science and technology pages of [ocregister.com](http://ocregister.com), [ocvarsity.com](http://ocvarsity.com), [myochigh.com](http://myochigh.com) and others. Flash ads and special landing pages run and that data is currently being analyzed and incorporated into future advertising decisions. Four targeted bookmarks are being distributed in libraries, one stop centers, in classes and on campus to promote counseling services.

### **MASTER DEVELOPMENT**

Thanks to the Orange County Film Commission, two meetings have been held with entertainment industry professionals. All in attendance are contributing data to document the market for a motion picture studio complex at ATEP and specific learning opportunities for students within the communication and entertainment arts programs at the colleges. All in attendance expressed willingness to write letters of support for the long range academic plan.

Additional letters of support of support are being gathered from Orange County education, entertainment and economic development organizations.

### **EDUCATION PARTNERS**

IVC President Glenn R. Roquemore, Dr. Cathie Peterson (ATEP Dean of Instruction and Student Services) and Dr. Don Busche (ATEP Director of Education) met with the University of California, Irvine Director of Nursing. While UCI is actively pursuing an articulation agreement with SC for nursing students, the university is interested in exploring the development of a nursing simulation laboratory. Concordia University's nursing program is also interested in participating in a "sim lab" to help their students meet the challenges of adequate clinical training time. Meetings were also held with CSU Fullerton and Tustin High School to discuss educational partnerships.

### **STUDENT PROFILES**

The basic photonics cycle of two CACT courses on optics and lasers was completed in August by 14 students, both industry employees and new entry-level students. Two of the new students, upon their CACT certification, were hired as product development technicians by Raytheon Aerospace Company in El Segundo. The CACT course cycle involves 130 hours of lectures and hands-on training in CACT facilities at ATEP. CACT is the acronym for Centers for Applied Competitive Technologies, an economic and workforce development program of the California Community Colleges.