

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, October 27, 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

October 27, 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 (5 cases)

- B. Conference with Labor Negotiators (GC 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Negotiations Update: Negotiator – Dr. Raghu Mathur;
 - b. Leave Requests (1)

 - 2. California School Employees Association (CSEA), Chapter 586:
 - a. Negotiations Update: Negotiator – Dr. Raghu Mathur
 - b. Leave Requests (2)

- C. Conference with Real Property Negotiators (GC 54956.8)
 - 1. Lease of District Property – Advanced Technology and Education Park (ATEP)
Agency Designated Representative – Dr. Raghu Mathur; Negotiating parties: Janez Group; Under negotiation: Price and terms of payment.

 - 2. Lease of Property by District – 15661 Red Hill Ave, Tustin and 1400 & 1420 Reynolds Avenue, Irvine. Agency Designated Representative – Dr. Raghu Mathur and Royce A. Sharf, Studley; Negotiating parties: Colliers International and C B Richard Ellis (CBRE); 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 [b][3][A]) (5 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 Thomas A. Fuentes

2.3 Pledge of Allegiance

Led by Trustee William O. Jay

2.4 Resolutions / Presentations / Introductions

Resolution: Janine O'Buchon, Full-Time Professor of the Year
Saddleback College

Resolution: Mildred Landecker, Part-Time Professor of the Year
Saddleback College

Resolution: John Licitra, Full-Time Professor of the Year
Irvine Valley College

Resolution: Jennifer Bailly, Part-Time Professor of the Year
Irvine Valley College

Resolution: Pam Schader, Emeritus Professor of the Year
Irvine Valley College

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)
 - Report on Sustainability/Green Technology

4.0 **DISCUSSION ITEM**

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 September 22, 2008.

5.2 **Saddleback College: Student Nurse Organization: Faculty and Student Out-of-State Travel**

Approve out-of-state travel to the NSNA Midyear Conference in Reno, Nevada for a maximum of five students and one Nursing faculty member not to exceed \$4,017.29

5.3 **Saddleback College: Student Out-of-State Travel**

Approve out-of-state travel to the American College Dance Festival in Salt Lake City, Utah for a maximum of two students and one faculty advisor not to exceed \$2,855.00.

5.4 **Saddleback College: Spring 2009 Revised Laboratory Fees**

Approve proposed revisions to the Spring 2009 Laboratory Fees.

5.5 **Saddleback College: Early Childhood Mentor**

Approve participation in the Orange County Regional Early Childhood Mentor Program.

- 5.6 **Saddleback College: Amendment to Increase Contract Services with R2A Architecture: Communication Arts Swing Space Project**
Approve amendment to Architectural Services agreement with R2A Architecture for the Communication Arts Swing Space project increasing the fee in the amount of \$12,550.00. Total revised contract amount is \$181,785.00.
- 5.7 **Saddleback College: Amendment to Increase Contract Services with R2A Architecture: PE-100 Demolition and Design**
Approve amendment to Architectural Services agreement with R2A Architecture for the PE-100 Demolition and Design project increasing the fee in the amount of \$3,500.00. The total revised contract amount is \$156,159.00.
- 5.8 **Saddleback College: Donated Equipment**
Approve donation of computers to the Saddleback Valley Unified School District, Orange County, California.
- 5.9 **Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year**
Approve proposed changes in curriculum for the 2009-10 academic year.
- 5.10 **Irvine Valley College: 2009 Out-of-State Travel**
Approve out-of-state travel for Dance Program to Akron, Ohio for 20 students and two advisors not to exceed \$13,200.00.
- 5.11 **Irvine Valley College: Child Development Training Consortium**
Approve agreement with Yosemite Community College District for participation in the 2008-09 Child Development Training Consortium.
- 5.12 **Irvine Valley College: Substitution of Subcontractor: A300 Theater Secondary Effects Remodel**
Approve the removal of The Power Connection Co. and its substitution by Sabco Electric, Inc.
- 5.13 **Irvine Valley College: Amendment to Furniture Consultation Services: Business Sciences and Technology Innovation Center**
Approve amendment to LPA's scope of work in the amount of \$9,900.00. total revised contract amount is \$67,320.
- 5.14 **Irvine Valley College: A300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B239 Conversion: Hire DSA Inspector of Record**
Approve agreement with Joyce Inspections in an amount of \$215,064.00.

- 5.15 **Irvine Valley College: A300 Theater Secondary Effects: Contract Amendment No. 1 for Increased Services**
Approve Amendment No. 1 with Carrier Johnson in the amount of \$26,260.00. Total revised contract amount is \$168,260.00.
- 5.16 **Irvine Valley College: B200 Science Lab Annex and B239 Conversion: Contract Amendment No. 2 for Increased Services**
Approve amendment no. 2 with Carrier Johnson in the amount of \$81,741.00. Total revised contract amount is \$428,488.00.
- 5.17 **Irvine Valley College: Change Order Requests: Business Sciences and Technology Innovation Center**
Approve change order requests with various trade contractors decreasing the contract amount by \$53,312.00. The revised total contract amount is \$15,111,859.00.
- 5.18 **Irvine Valley College: Notice of Completion: Business Sciences Technology and Innovation Center**
Approve authorizing the filing of the notice of completion.
- 5.19 **Saddleback College and Irvine Valley College: Faculty Hiring 2009-10**
Approve announcement of and recruitment for full-time faculty positions, contingent upon funding, at Saddleback College and Irvine Valley College.
- 5.20 **Saddleback College and Irvine Valley College: Spring 2009 Community Education Programs**
Approve the Community Education courses, presenters, and compensation.
- 5.21 **ATEP: Donate Equipment**
Approve donation of property to Orange County Rescue Mission Village of Hope.
- 5.22 **SOCCCD: Speakers**
Approve honorarium for speakers for the District and Saddleback College.
- 5.23 **SOCCCD: Subcontractor Agreement**
Approve subcontracting agreement between North Orange County Community College District and SOCCCD for an amount reimbursable up to \$5,000.00.
- 5.24 **SOCCCD: Auction No. 54 – Surplus Property**
Approve the sale of surplus property and hire a private auction firm to conduct the auction and to dispose of items not sold at the auction.

- 5.25 **SOCCCD: Amendment to Include ATEP in Trash Collection Contract Services**
Approve Amendment No. 1 to trash collection services agreement with Ware Disposal for the addition of trash collection services at the ATEP campus.
- 5.26 **SOCCCD: Award of Cisco Network Equipment for Office Core Network Upgrade**
Approve purchase of Cisco Network equipment from Metronome, Inc. in the amount of \$96,939.60.
- 5.27 **SOCCCD: Claims Against the District: Grace Minck**
Reject claim and refer to the District's insurance administrator for processing.
- 5.28 **SOCCCD: Resolution 08-32: Authorization of Payment to Trustee Absent From Meeting**
Approve payment to Trustee Milchiker who was unable to attend Board Meeting due to family illness.
- 5.29 **SOCCCD: Purchase Orders/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P09-01459 through P09-01931 amounting to \$2,310,355.72. Approve confirming requisitions dated September 4, 2008 through October 7, 2008 totaling \$195,496.01.
- 5.30 **SOCCCD: Payment of Bills**
Approve Check Nos. 074350 through 075361 processed through the Orange County Department of Education, totaling \$5,390,503.81; and Check Nos. 009363 through 009388, processed through Saddleback College Community Education, totaling \$32,005.73; and Check Nos. 008482 through 008494, processed through Irvine Valley College Community Education, totaling \$58,618.04.
- 5.31 **SOCCCD: Budget Amendment: Adopt Resolution No. 08-33 to Amend 2008-09 Restricted General Fund**
Adopt resolution to amend the 2008-09 adopted budget.
- 5.32 **SOCCCD: Transfer of Budget Appropriations**
Ratify as detailed in the report.
- 5.33 **SOCCCD: Gifts to the District and Foundation**
Approve acceptance of various donated items.
- 5.34 **SOCCCD: September/October 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 **Saddleback College: Sciences Building: Basic Aid Funding**
Approve \$10,549,700 to provide a 40% match for the Saddleback College Sciences Building.
- 6.3 **SOCCCD: Naming of Health Sciences Building, Room 145, Saddleback College**
Approve naming the Health Sciences Building, Room 145, as the Ronald Reagan Board of Trustees Room.
- 6.4 **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**
Approve board policies.
- 6.5 **Academic Personnel Actions**
Approve New Personnel Appointments, Academic Administrator Reassignment, Authorization to Abolish Academic Administrative Positions and/or Position Numbers, Authorization to Establish and Announce an Academic Administrative Position, Authorization to Change Organization Reporting Structure, Change of Status, Additional Compensation: General Fund, Additional Compensation: Categorical Fund, Workload Banking, Resignation/Retirement/Conclusion of Employment.
- 6.6 **Classified Personnel Actions**
Approve New Personnel Appointments, Authorization to Eliminate Classified Positions and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Authorization to Establish, Fill and Eliminate Permanent Classified Positions, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.7 **SOCCCD: Classified Employee Layoff**
Approve the reduction in hours and/or discontinuance of classified services.
- 6.8 **SOCCCD: Classified Employee Layoff, Saddleback College**
Approve the reduction in hours and/or discontinuance of classified services.

- 6.9 **SOCCCD: Invocation**
Approve retainer agreement for legal counsel to assist in matters involving invocation at Board meetings and College/District functions.
- 6.10 **Saddleback College: Replace Track Surface**
Approve contract to purchase and install new track surface with Sport Surfaces Distributing, Inc. in an amount not to exceed \$700,000.

7.0 **REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Strategic Plan for Reducing Textbook Costs**
Information on plans for reducing textbook costs for Saddleback College and Irvine Valley College students.
- 7.2 **SOCCCD: 50% Law Compliance Report**
Report on District compliance with the 50% Law
- 7.3 **SOCCCD: Basic Aid Report**
Projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.5 **SOCCCD: List of Board Requested Reports**
List of reports requested by members of the Board.
- 7.6 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through August 31, 2008.
- 7.7 **SOCCCD: Quarterly Financial Status Report**
Report is as of September 30, 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

OCTOBER 27, 2008

JANINE O'BUCHON

SADDLEBACK COLLEGE FULL-TIME PROFESSOR OF THE YEAR
2008-2009

Whereas, Janine O'Buchon, a professor of nursing at Saddleback College, has been named the 2008-2009 Full-Time Professor of the Year by a vote of students and colleagues; and

Whereas, to keep her nursing skills current, Janine O'Buchon works as a bedside nurse, allowing her to be in the environment where her students use the same technologies, policies, and procedures; and

Whereas, Janine O'Buchon's students commend her respectful, pleasant, and friendly teaching style, and her unending patience when answering questions and explaining concepts in new ways to ensure that they are understandable; and

Whereas, to promote deeper analytical thinking, Janine O'Buchon encourages students to map their idea processes and engages them in multi-layered discussions to expand their understanding of their future profession; and

Whereas, Janine O'Buchon promised herself that she would be the best professor she could be, just as she promised herself that she would be the best nurse she could be when she began her career; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Janine O'Buchon for her outstanding dedication and well-deserved recognition by students and faculty as Saddleback College 2008-2009 Full-Time Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Hannah Hee Eun Lee, Student Member

Raghu P. Mathur, Ed.D., Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

OCTOBER 27, 2008

MILDRED LANDECKER

SADDLEBACK COLLEGE PART-TIME PROFESSOR OF THE YEAR
2008-2009

*W*hereas, Mildred Landecker, a professor of music at Saddleback College's Emeritus Institute, has been named the 2008-2009 Part-Time Professor of the Year by a vote of students and colleagues; and

*W*hereas, at the age of 94, Mildred Landecker is in her 30th year of teaching music at Saddleback College's Emeritus Institute, where she is known for her quick wit, enthusiasm, and extensive knowledge; and

*W*hereas, Mildred Landecker's students quickly acquire the same love of music that she demonstrates in the classroom; and

*W*hereas, Mildred Landecker attended the Julliard School and New York University, and gave voice and piano lessons in her private studio at Carnegie Hall to celebrities including Shari Lewis, Hal Linden, and Diahann Carroll; and

*W*hereas, students of Mildred Landecker praise her inspiring teaching style; 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 Mildred Landecker for her outstanding dedication and well-deserved recognition by students and faculty as Saddleback College 2008-2009 Part-Time Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Hannah Hee Eun Lee, Student Member

Raghu P. Mathur, Ed.D., Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

OCTOBER 27, 2008

JOHN LICITRA

IRVINE VALLEY COLLEGE FULL-TIME PROFESSOR OF THE YEAR
2008-2009

Whereas, John Licitra, a counselor in the School of Guidance and Counseling at Irvine Valley College since 1991, has been voted as the 2008-2009 Full-Time Professor of the Year by his students and colleagues; and

Whereas, John Licitra, a counselor at IVC, created and managed IVC's first transfer/mentor program, Making Transfer Easy (MTE), designed primarily to promote transfer among underrepresented and at-risk students; and

Whereas, John Licitra was also the El Toro Marine Base counselor and assisted military personnel and families pursuing their educational and career. He was so well liked by his students that some of the combat pilots in his class offered to teach him how to fly!

Whereas, John Licitra has served Irvine Valley College and the South Orange County Community College District with great distinction and excellence in teaching for 17 years showing a "tireless commitment" to academic excellence; and

Whereas, John Licitra is highly respected by his colleagues and is recognized by his students for "service and dedication to the college;" therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate John Licitra as Outstanding Full-Time Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

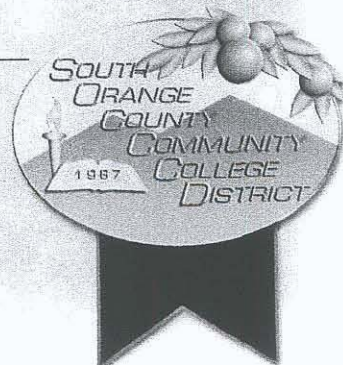
David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Hannah Hee Eun Lee, Student Member

Raghu P. Mathur, Ed.D., Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

OCTOBER 27, 2008

JENNIFER BAILLY

IRVINE VALLEY COLLEGE PART-TIME PROFESSOR OF THE YEAR
2008-2009

Whereas, Jennifer Bailly, a professor of Economics in the School of Social and Behavioral Sciences at Irvine Valley College since 2002, has been voted as the 2008-2009 Part-Time Professor of the Year by her students and colleagues; and

Whereas, Jennifer Bailly has taught a variety of IVC's Economics course offerings, and her students find her teaching style inspiring and motivating; and

Whereas, Jennifer Bailly motivated one student to write, "Jennifer has demonstrated to me an extraordinary interest and passion for teaching."

Whereas, Jennifer Bailly has served Irvine Valley College and the South Orange County Community College District with great distinction and excellence in teaching for six years showing a "tremendous commitment" to academic excellence; and

Whereas, Jennifer Bailly is highly respected by her colleagues and is recognized by her students for tutoring and encouragement; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Jennifer Bailly as Outstanding Part-Time Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Hannah Hee Eun Lee, Student Member

Raghu P. Mathur, Ed.D., Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
OCTOBER 27, 2008

PAM SCHADER

IRVINE VALLEY COLLEGE EMERITUS PROFESSOR OF THE YEAR
2008 - 2009

Whereas, Pam Schader, a professor of art in the Emeritus Institute at Irvine Valley College for 20 years, has been voted as the 2008-2009 Emeritus Professor of the Year by her students and colleagues for her tremendous contribution to students and art education; and

Whereas, Pam Schader, a professional artist and art educator, has taught a variety of arts course offerings, and her students find her teaching style inspiring and motivating; and

Whereas, Pam Schader has previously been the recipient of the Walker Fund for Art Education, Bank of America Fine Arts Achievement Award and Art Instructor of the Year Award, and continues to motivate and inspire her students with her passion for teaching and love of art; and

Whereas, Pam Schader is highly respected by her colleagues and is also recognized as Founder and President of Art4Kids, Inc. which gives art materials to children in distress worldwide, and is also admired as a mom to a son and daughter, both accomplished artists; and

Whereas, Pam Schader has served Irvine Valley College and the South Orange County Community College District with great distinction and excellence in teaching, as apparent from one nominating student who wrote, "Pam maintains a positive, encouraging attitude which encourages and promotes growth." Another student wrote, "She has taught me how to color outside of the lines;" therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Pam Schader as Outstanding Emeritus Professor of the Year.

Donald P. Wagner, President

John S. Williams, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

David B. Lang, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

Hannah Hee Eun Lee, Student Member

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

BACKGROUND

At the direction of the Board of Trustees, each month an item, specifically designed for discussion, is placed on the board agenda. The topic for September was enrollment management. Due to the number of presentations on the September docket, this discussion topic was postponed until the October 2008 meeting.

STATUS

In addition to the report provided, Exhibit A, Dr. Robert Bramucci, Vice Chancellor, Technology and Learning Services, SOCCCD; Dr. Rajen Vurdien, Vice President for Instruction, Lise Telson, Vice President for Student Services, Jennie McCue, Director of Public Information and Marketing, Saddleback College; Dr. Craig Justice, Vice President of Instruction, Dr. Gwen Plano, Vice President of 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.

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

Minutes from :

September 22, 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
September 22, 2008**

CALL TO ORDER: 5:00 P.M.

Members of the Board of Trustees

PRESENT:

Donald P. Wagner, President
John S. Williams, Vice President
Thomas A. Fuentes, Clerk
William O. Jay, Member
David B. Lang, Member
Nancy Padberg, Member
Hannah Lee, Student Member

ABSENT:

Marcia Milchiker, 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; 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 40th 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

Trustees Jay, Padberg, Fuentes, Williams, Lang and Student Trustee Hannah Lee gave reports.

B. Chancellor's Report

Chancellor Mathur gave a report.

C. Board Requests for Report(s)

a. Cell Phones Issued by the District, including the Trustees and Their Use.

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

b. Travel Expenditures by Trustees and Monthly Stipend Payments before and After the 25,000 FTES and Above.

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

c. Compliance with 50% Law

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

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.

This item was rescheduled to be presented at the October meeting of the Board of Trustees.

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

Trustee Lang requested Item 5.1 be pulled, and Trustee Fuentes requested Item 5.18 be pulled. On a motion made by Trustee Williams and seconded by Trustee Jay the remaining items were approved on a 6-0 vote.

5.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of a regular meeting on August 26, 2008.

On a motion made by Trustee Lang and seconded by Trustee Wagner, this item was approved on a 5-0 vote, with Trustee Fuentes temporarily absent, and with the following amendment: Item 6.3 of the August 26, 2008 meeting reflects a 4-2 vote to table the item with Trustees Wagner and Lang opposing.

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.

This item was approved on a 5-0 vote with Trustee Fuentes temporarily absent.

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.

A motion made by Trustee Lang and seconded by Trustee Padberg to table this item until the October board meeting was approved on a 6-0 vote.

A motion made by Trustee Jay and seconded by Trustee Williams to extend the meeting to 9:30 p.m. was approved on a 6-0 vote.

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.

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

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.

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

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.

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

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.

This item was pulled at the request of Administration.

6.6 SOCCCD: Telecommunication Services (CALNET) Approve the master service agreements to renew participation in the CALNET2 Program for district telecommunications services.

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

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.

On a motion made by Trustee Williams and seconded by Trustee Fuentes this item was approved for discussion and to be returned to the October Board meeting for approval on a 6-0 vote.

6.8 SOCCCD: Classified Employee Layoff, Saddleback College Approve the reduction and/or discontinuance of classified services.

A motion made by Trustee Lang and seconded by Trustee Fuentes to defer this item until the October Board Meeting was approved on a 6-0 vote.

6.9 SOCCCD: Classified Employee Layoff Approve the reduction and/or discontinuance of classified services.

A motion made by Trustee Lang and seconded by Trustee Fuentes to defer this item until the October Board Meeting was approved on a 6-0 vote.

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.

On a motion made by Trustee Fuentes and seconded by Trustee Jay this item was approved on a 6-0 vote.

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.

On a motion made by Trustee Fuentes and seconded by Trustee Jay this item was approved on a 6-0 vote with the following amendments: Items C.3, C.4, D.1.b., and D.1.c were pulled.

On a motion made by Trustee Jay and seconded by Trustee Williams to extend the meeting until 9:45 p.m. was approved.

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.

A motion made by Trustee Lang and seconded by Trustee Padberg to extend the meeting to 10:00 p.m. was approved on a 6-0 vote.

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

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

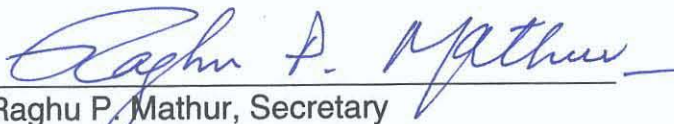
L. District Services Classified Senate

M. Police Officers' Association

Saddleback College President Tod Burnett, Irvine Valley College President Roquemore, ATEP Acting Associate Provost Tracy Daly, IVC Academic Senate President Wendy Gabriella, SC Academic Senate President Bob Cosgrove, Saddleback College Classified Senate President Mary Williams, Irvine Valley College Classified Senate Representative Susan Sweet gave reports.

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

The meeting was adjourned at 10:00p.m.


Raghu P. Mathur, Secretary

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College: Student Nurse Organization: Faculty and Student Out-of-State Travel

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. CNSA (California Nursing Students Association) and NSNA (National Student Nurses Association) are organizations which mentor the professional development of future nurses and facilitate 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 national level.

STATUS

The (NSNA) National Student Nurses Association's 57th Annual Midyear Conference will take place in Reno, Nevada. 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 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. Specifically the students would be able to attend a resolution writing workshop that would help to enable them to represent Saddleback College on an issue concerning nationalized standards for the reporting of hospital acquired infections.

In addition the students will be involved in learning more about the Breakthrough to Nursing Project which helps to mentor prospective nursing students, as well as, promote more visibility of nursing students in the community. The conference will also assist in further enhancing their self confidence to meet the expectations and challenges in the world of the profession of nursing.

A maximum of five students and one Faculty Advisor are planning to attend the Saddleback College Chapter of the California Nursing Student Association (CNSA). The dates of this convention are November 12-16, 2008. Funds for the convention have been approved by the Associated Student Government and funds are available in the Associated Student body budget in an amount not to exceed \$ 4,017.29.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel to the NSNA Midyear Conference in Reno, Nevada for a maximum of five students and one Nursing Faculty in an amount not to exceed \$4,017.29.

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

Projected expenditures for Faculty & Student Travel for CNSA Convention

		TOTAL
Airfare	6 x \$300.00	\$1,800.00
Convention Registration	5 Students x \$65.00, 1 Faculty x \$70.00	\$395.00
Lodging	3 Rooms	\$1,082.79
Food	\$27/day for 4 days x 6	\$648.00
Supplies		\$50.00
Duplication		\$41.50
Total		\$4,017.29

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

BACKGROUND

The Saddleback College Dance Department is committed to offering high quality educational opportunities to its students and has made a commitment through the years to support activities that enhance effective student leadership. Participation in national conferences and/or competitions provides invaluable learning experiences for students and brings recognition to Saddleback College.

STATUS

A maximum of two students and one faculty advisor are planning to attend the 2009 American College Dance Festival in Salt Lake City, Utah next spring. Dates for the festival, inclusive of travel, are from March 15 through March 21, 2009. Funds for the festival have been approved by the Associated Student Government and funds are available in the Associated Student body budget in an amount not to exceed \$2,855 for institutional registration fee, participants enrollment fees, travel costs hotel and meals. An overview of the conference related expenses is detailed in Exhibit A. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for a maximum of two students and one faculty advisor to attend the American College Dance Festival from March 16-20, 2009, in Salt Lake City, Utah at a total cost not to exceed \$2,855.

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

2009 American College Dance Festival

Location: Salt Lake City, Utah

Dates of Festival: March 16 through March 20, 2009

Number of Students: Two

Number of Advisors: One

Budget:

Institutional Registration Fee=	\$250
Individual Enrollment Fee \$100 x 3 =	\$300 total
Adjudication Fee=	\$100
Travel costs, estimated at \$300 per person=	\$900
Hotel costs for 5 nights x 2 rooms, est.	\$900
Meal costs at \$27 per diem per person, 5 days: <u>\$405</u>	
TOTAL	\$2,855.00

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Spring 2009 Revised Laboratory Fees
ACTION: Approval

BACKGROUND

The Board of Trustees annually approves changes in instructional, materials, laboratory, and field studies fees. Such fees are charged in compliance with the California Education Code and state regulations to support the cost of specialized materials, supplies, and activities. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

STATUS

Saddleback College proposes to revise the Spring 2009 Laboratory Fees as outlined in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed revisions to the Spring 2009 Laboratory Fees as presented in Exhibit A.

South Orange County Community College District

SADDLEBACK COLLEGE
Spring 2009 Revised Laboratory Fees

<u>Course</u>	<u>Cat. I.D.</u>	<u>Title</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Purpose</u>
<u>ADVANCED TECHNOLOGY AND APPLIED SCIENCE</u>					
CA 232	430722.05	Non-Linear Editing I	25.00	15.00	Mini DV tapes
FN 110	338010.00	Food Prep Essentials	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 120	338020.00	Contemporary Meals	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 140	338030.00	Cultural Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 142	338040.00	Classical Cuisine	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 172	338130.00	Catering	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 173	338140.00	Catering and Banquets	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 220	338160.10	Country French Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 221	430744.00	French Cuisine	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 222	338180.00	Chinese Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 223	338190.00	Asian Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 226	338195.00	Mexican Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 227	429856.00	Mediterranean Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 228	428946.00	Italian Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 230	338197.00	Vegetarian Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 232	429456.00	Lite Cuisine	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 236	429564.00	American Reg. Foods	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 240	429854.00	Intro to Culinary Art	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 242	429883.00	Modrn Garde Mangr Cold	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 243	434015.00	Modrn Garde Mangr Hot	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 244	430233.00	Baking Basics	55.00	65.00	Produce, meats, staples, paper goods, etc.
FN 245	430235.00	Specialty Baking	55.00	65.00	Produce, meats, staples, paper goods, etc.
MFG 202	433716.00	Industrial Materials	70.00	4.00	Materials/supplies
MST 214B	512410.05	Adv Cruising	185.00	205.00	Sailing vessel rental, fuel, mooring fee
MST 215	428952.00	Vessel Command & Orgn	185.00	205.00	Sailing vessel rental, fuel

BUSINESS SCIENCE, VOCATIONAL EDUCATION & ECONOMIC DEVELOPMENT

CIM 1	192010.05	Intro Comptr Inf Sys	3.00	-0-	
CIM 2A	192280.05	Bus Prog I: Vis Basic	3.00	-0-	
CIM 2B	192280.25	Bus Prog II: Vis Basic	3.00	-0-	
CIM 6A	429336.00	Busn Program I: C++	3.00	-0-	
CIM 7A	430488.00	Busn Program: JAVA – Beg	3.00	-0-	
CIM 7B	430488.05	Busn Program: JAVA – Adv	3.00	-0-	
CIM 10	500260.25	Intro to Info Sytems	3.00	-0-	
CIM 112	192300.05	Microsoft Office	3.00	-0-	
CIM 120	192265.00	Computer Literacy	3.00	-0-	
CIM 121A	192290.05	Keybdg for Comp: Beg	3.00	-0-	
CIM 121B	192290.40	Keybdg for Comp: Inter	3.00	-0-	
CIM 171	431690.00	Windows Command Line	3.00	-0-	
CIM 172	431691.00	UNIX/LINUX	3.00	-0-	
CIM 174	431692.00	Comp Oper Sys: Windows	3.00	-0-	
CIM 174A	429849.00	Windows – Beg	3.00	-0-	

CIM 174B	429849.05	Windows – Inter	3.00	-0-
CIM 205A	429892.00	Intro SQL and MySQL	3.00	-0-
CIM 205B	433416.00	Web 2.0 Applications	3.00	-0-
CIM 213A	431069.00	Off Skills – Ofc Proc	3.00	-0-
CIM 213B	431070.00	Off Skills – Keybrding	3.00	-0-
CIM 213D	431072.00	Off Skills – Windows	3.00	-0-
CIM 213E	431073.00	Off Skills – Word Proc	3.00	-0-
CIM 213F	431074.00	Off Skills – Spreadsh	3.00	-0-
CIM 213G	431998.00	Off Skills – Dsktp Pres	3.00	-0-
CIM 213H	431999.00	Off Skills – Database	3.00	-0-
CIM 213J	432591.00	Off Skills – Dsktp Publ	3.00	-0-
CIM 214	431695.00	Work Processing: Word	3.00	-0-
CIM 214A	192360.05	Word Proc: Word – Beg	3.00	-0-
CIM 214B	192360.35	Word Proc: Word – Adv	3.00	-0-
CIM 216	431697.00	Spreadsheets: Excel	3.00	-0-
CIM 216A	612000.20	Spreadshts: Excel – Beg	3.00	-0-
CIM 216B	612000.35	Spreadshts: Excel – Int	3.00	-0-
CIM 216C	612000.40	Spreadshts: Excel – Adv	3.00	-0-
CIM 218	431698.00	Database: Access	3.00	-0-
CIM 221	433078.00	MS Project	3.00	-0-
CIM 223A	430472.00	Quickbooks – Beg	3.00	-0-
CIM 223B	430472.05	Quickbooks – Adv	3.00	-0-
CIM 225	432603.00	Web Development: PHP	3.00	-0-
CIM 227	429605	Internet & Web Essntl	3.00	-0-
CIM 229A	430750.00	Bus Graphics – Beg	3.00	-0-
CIM 229B	430750.10	Bus Graphics – Adv	3.00	-0-
CIM 230	192492.10	Bus Pres: Powerpoint	3.00	-0-
CIM 246	430460.00	VB for Applic – Excel	3.00	-0-
CIM 248	430486.00	VB for Applic – Access	3.00	-0-
CIM 249	430871.00	Admin Windows Clients	3.00	-0-
CIM 251	192398.00	Intro to Networking	3.00	-0-
CIM 252	429296.00	Netwk Essentials/Tech	3.00	-0-
CIM 253	430435.00	Supporting Win Server	3.00	-0-
CIM 254	430434.00	Win Server Active Dir	3.00	-0-
CIM 256	432334.00	UNIX/LINUX Sys Admin	3.00	-0-
CIM 257	432335.00	Netwk Security Admin	3.00	-0-
CIM 257	432335.15	Netwk Security Admin	3.00	-0-
CIM 258	432336.00	Adv Ntwk/ Sec Admin	3.00	-0-
CIM 259	430469.00	Windows Infrastructure	3.00	-0-
CIM 260A	432589.00	MS ASP.Net – Beg	3.00	-0-
CIM 260B	432589.05	MS ASP.Net – Adv	3.00	-0-
CIM 264A	432007.00	Web Animatr: Flash Beg	3.00	-0-
CIM 264B	432007.05	Web Animatr: Flash Int	3.00	-0-
CIM 264C	432776.00	Flash/Actionscript – Beg	3.00	-0-
CIM 264D	432776.25	Flash Sites and Hacks	3.00	-0-
CIM 264D	432776.20	Flash Sites and Hacks	3.00	-0-
CIM 268	432023.00	Web Adv Media Integr	3.00	-0-
CIM 269A	432013.00	Javascript – Beg	3.00	-0-
CIM 269B	432013.05	Javascript/XML/AJAX	3.00	-0-
CIM 271A	433032.00	Web Dev: XHTML – Beg	3.00	-0-
CIM 271B	433032.20	Web Dev: XHTML – Adv	3.00	-0-
CIM 272A	430446.00	Web 2.0 Desgn: CSS – Beg	3.00	-0-
CIM 272B	430446.20	Web Design – Inter	3.00	-0-
CIM 274A	431658.00	Photoshop – Beg	3.00	-0-
CIM 274B	431658.20	Photoshop – Adv	3.00	-0-
CIM 275	432016.00	Web Marketing	3.00	-0-
CIM 277	431702.00	E-Comm/Web Site Design	3.00	-0-

CIM 278A	431703.00	Dreamweaver – Beg	3.00	-0-
CIM 278A	431703.20	Dreamweaver – Adv	3.00	-0-
CIM 279	431704.00	Info Security fund	3.00	-0-
CIM 281	432596.00	Macromedia Fireworks	3.00	-0-
CIM 282	433075.00	Netwk Defns/Cntrmsrs	3.00	-0-
CIM 283	433076.00	Info Security Mgmt	3.00	-0-
CIM 284	433077.00	Security+	3.00	-0-
CIM 286	433418.00	Intro Computer Games	3.00	-0-
CIM 287	433995.00	Business Prog – C#	3.00	-0-
CIM 288	433988.00	Intel Data Rptg	3.00	-0-
CIM 291A	432237.00	MCSE Exam Prep IX	3.00	-0-
CIM 291B	432339.00	MCSE Exam Prep X	3.00	-0-
CIM 291C	432329.00	MCSE Exam Prep XI	3.00	-0-
CIM 291D	432330.00	MCSE Exam Prep XII	3.00	-0-
CIM 291E	432331.00	MCSE Exam Prep XIII	3.00	-0-
CIM 291F	432332.00	MCSE Exam Prep XIV	3.00	-0-
CIM 297	433756.00	Intr CISCO Ntwrk Dev	3.00	-0-

FINE ARTS

ART 50	102010.05	Painting	-0-	15.00	Paints, solvents, paper
ART 51	102010.10	Painting II	-0-	15.00	Paints, solvents, paper
ART 52	102010.15	Painting III	-0-	15.00	Paints, solvents, paper

HEALTH SCIENCES & HUMAN SERVICES & EMERITUS INSTITUTE

N 162	639500.00	Success TRNS Prof NSG	68.00	113.00	lab supplies/testing fees
N 170	639010.00	Nursing Process Lab	193.00	264.00	lab supplies/testing fees
N 172	639110.00	Med-Surg Nursing Lab	156.25	167.25	lab supplies/testing fees
N173	431713.00	NSG Care Child Family Lab	76.00	123.50	lab supplies/testing fees
N176	639410.00	Advanced Nursing Lab	129.00	139.00	lab supplies/testing fees

EMERITUS INSTITUTE

ART 31XB	970579.00	Int Intarsia (EI)	5.00	-0-	
ART 36XA	970600.00	Jewelry Metal Fabrication – Beg EI	10.00	15.00	Materials/supplies
ART 36XB	970605.00	Jewelry Metal Fabrication – Int EI	10.00	15.00	Materials/supplies
ART 36XC	971012.00	Jewelry Metal Fabrication – Adv EI	10.00	15.00	Materials/supplies
ART 39XA	970606.00	Jewelry Design, Lost Wax – Beg EI	5.00	15.00	Materials/supplies
ART 39XB	970605.75	Jewelry Design, Lost Wax – Int EI	10.00	15.00	Materials/supplies
ART 61XA	972550.00	Beg Lapidary (EI)	5.00	-0-	
ART 61XB	972545.00	Int Lapidary (EI)	5.00	-0-	
BIO 226X	433749.00	Birds of World EI	2.00	-0-	Materials/supplies
PHOT 40X	971035.10	Beg Digital Show Presentations-EI	-0-	5.00	Materials/supplies
	971035.20	Beg Digital Show Presentations-EI	-0-	5.00	Materials/supplies
PHOT 50XA	971037.10	Beg Digital Photography-EI	-0-	5.00	Materials/supplies
	971037.20	Beg Digital Photography-EI	-0-	5.00	Materials/supplies
PHOT 59XA	971043.10	Int Digital Photography (EI)	-0-	5.00	Materials/supplies
	971043.20	Int Digital Photography (EI)	-0-	5.00	Materials/supplies
PHOT 59XB	971045.10	Adv Color Printing (EI)	-0-	5.00	Materials/supplies
	971045.20	Adv Color Printing (EI)	-0-	5.00	Materials/supplies

KINESIOLOGY & ATHLETICS

KNES 47	680080.00	Lifeguard Training	8.00	5.00	First Aid card for cert.
KNES 67	432770.00	Lifetime Fitness	3.00	Delete	
RED 104	746040.00	Campg & Outdoor Ed	.10	25.00	Materials/supplies

LIBERAL ARTS & LEARNING RESOURCES

No Changes

MATHEMATICS, SCIENCE & ENGINEERING

No Changes

SOCIAL & BEHAVIORAL SCIENCES

No Changes

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Early Childhood Mentor Program
ACTION:

BACKGROUND

During the past twelve years, Saddleback College has participated in the California Early Childhood Mentor Program, funded by the California Department of Education and administered through San Francisco Community College District. This grant is delivered by more than seventy community colleges through regional programs. The purpose of the grant is to recruit and select experienced early childhood educators and directors to be mentors to student teachers and novice directors.

STATUS

Saddleback College has been asked to participate in this grant again as a member of the Orange County Regional Early Childhood Mentor Program for the period of September 1, 2008 through June 30, 2010. The grant requires individual contracts between all colleges in the regional program and the San Francisco College District as shown in Exhibit A. Participation in this program will have no fiscal impact on the Saddleback College general fund budget.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the participation of Saddleback College in the Orange County Regional Early Childhood Mentor Program as shown in Exhibit A.

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

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

AGREEMENT

CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

This Agreement, dated for reference purposes only, September 1, 2008, is entered into by and between: the San Francisco Community College District (SFCCD), hereinafter known as the "District," on behalf of its California Early Childhood Mentor Program, hereinafter known as the "Mentor Program," and Saddleback College/South Orange County Community College District, hereinafter known as "Contractor".

This agreement is entered into pursuant to San Francisco Community College District Board of Trustees Resolution No. 080625-B11.

Appropriation or Grant Number 8079

RECITALS:

Whereas, the San Francisco Community College District has applied for and has received a grant from the California State Department of Education (Resolution 080625-B11) for the purposes of operating a Mentor Program; and

Whereas, the SFCCD has received authorization from its Board of Trustees to enter into agreements with California community colleges to provide such services as: coordinating and offering an adult supervision course and seminars for mentors and directors; coordinating and developing mentoring programs; offering honoraria for faculty working with the college mentoring program; providing books and other instructional materials for mentors; and printing and copying mentor materials.

Now, Therefore, the parties agree as follows:

1. **TERM:** The term of this Agreement shall commence on September 1, 2008 and terminate June 30, 2010 except as otherwise set forth in this agreement.
2. **SERVICES TO BE RENDERED BY CONTRACTOR:** The services to be rendered are incorporated by reference as in attachment A. If any terms of the attachment and this Agreement are in conflict, this Agreement shall prevail.
3. **PAYMENT:** Invoice to be submitted and payment as a stipend to be made by District to Contractor shall be as set forth in Attachment A.
4. **INDEPENDENT CONTRACTOR:** The parties agree that with regard to this Agreement, Contractor is an independent contractor and not an employee of the District.

Any terms in this Agreement or its attachments referring to direction from the District shall be construed as providing for direction as to policy and the result of work only, and not as to the means by which such a result is obtained.

5. **EXPENSES FOR EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES:** Contractor shall supply, at no cost or charge to District, all equipment, tools, materials, and/or supplies to accomplish the services agreed to be performed unless otherwise provided in this agreement; District shall not be liable to Contractor for any expenses paid or incurred by Contractor not provided for in this agreement unless otherwise agreed to in advance in writing.
6. **ASSIGNMENT:** Contractor shall not assign this Agreement nor the consideration payable under this Agreement without the written consent of the District.

7. **TERMINATION**: District may terminate this Agreement for District's convenience and without cause at any time by giving the other parties written notice of such termination. The notice shall specify the date upon which the termination becomes effective. In the event of such termination, Contractor shall be paid for his/her services that have been performed to the satisfaction of the District under this Agreement, up to the date of termination. Any payment by District shall be conditioned on Contractor providing to the District any and all materials required by District related to the services rendered.

8. **WRITTEN NOTICE**: All notices required or permitted to be given by this Agreement shall be deemed given when personally delivered to the recipient thereof or two (2) days after it has been mailed by certified mail, return receipt requested, postage prepaid, and addressed to the parties.

Any party by a written notice to the other parties may change the address of notice or the names of the persons or parties to receive written notice.

9. **GOVERNING LAW**: This Agreement shall be construed in accordance with and governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of the Agreement shall be in San Francisco.

10. **SEVERABILITY**: If any term, provision, covenant, or condition of the Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

11. **NON-WAIVER**: The failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

12. **NO AUTHORITY TO BIND DISTRICT**: Contractor has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create the relationship of agent, servant, employee, partnership or joint venture with the District.

13. **AMENDMENTS**: No amendment to this Agreement shall be effective unless it is in writing and signed by all parties.

14. **CONFLICT OF INTEREST**: Contractor states that it is familiar with provisions of Section 87100 et seq. of the Government Code and certifies that it does not know of any facts which constitute a violation of said provisions. In the event contractor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Contractor agrees it shall notify District of such information.

15. **DAMAGES**: Contractor shall be responsible for any and all damages resulting in whole or in part from Contractor's acts or omissions.

16. **INDEMNIFICATION**: Contractor shall defend and indemnify and hold harmless the District, its officers, and/or its employees from any and all claims, loss, damage, injury and liability of every kind, nature and description including those from or on behalf of employees of the Contractor, arising directly or indirectly from Contractor's performance of this Agreement, including but not limited to, the use of facilities or equipment provided by District or others, regardless of the active or passive negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on District, its officers, and/or its employees except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement and except where such claim, loss, damage, injury or liability is the result of the sole negligence or sole willful misconduct of District, its officers, and/or its employees.

Contractor specifically acknowledges and agrees that it has an independent obligation to defend the District, its officers, and/or its employees from any claim which actually or potentially falls within this indemnification provision even if such claim is or may be groundless, fraudulent or false.

Contractor's obligations under this section 16 shall survive the termination of this Agreement.

17. **COMPLIANCE WITH LAWS AND REGULATIONS:** Contractor shall keep informed of all laws and governmental regulations that may affect its obligations. It shall observe and comply with, and shall cause all its agents, employees, consultants, and subcontractors to observe and comply with all said laws and regulations, including obtaining business permits and licenses that may be required to carry out the work to be performed under this Agreement.

18. **LIABILITY OF DISTRICT:** District's obligations under this Agreement shall be limited to the payment of the compensation as provided for in Section 3 of this Agreement but shall also include activities as provided for in Attachment A. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

19. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, District and Contractor shall not unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. District and Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. District and Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as it set forth in full. District and Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

20. **BUDGET CONTINGENCY:** This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the Fiscal Year(s) covered by this agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this agreement in any manner.

21. **ENTIRE AGREEMENT/MODIFICATION:** This writing sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This Agreement may be modified only by a written document executed and approved in the same manner as this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in triplicate on the date specified immediately adjacent to their signatures below.

"District"

"Contractor"

By: Stephen J. Herman
Chief Administrative Services Officer
Signature of SFCCD person authorized to execute agreement

By: _____
Signature

Print Name: Stephen J. Herman

Print Name: _____

Title: Chief Administrative Services Officer

Title: _____

Date: September 1, 2008

Address: _____

Date: _____

Recommended By:

Signature: Linda Olivenbaum

Print Name: Linda Olivenbaum

Title: Director, California Early Childhood Mentor Program

Address: 50 Phelan Avenue, S-10

San Francisco, CA 94112

Date: September 1, 2008

Approved as to Form by: Ronald Lee, General Counsel



Attachment A
Saddleback College/South Orange County
Community College District
September 1, 2008 – June 30, 2010

Santa Ana College will take the lead in the Orange Regional Early Childhood Mentor Program. In addition to Santa Ana College, the Orange Regional Early Childhood Mentor Program includes four colleges: Fullerton, Irvine Valley, Orange Coast and Saddleback. The Regional Program requires individual contracts between all five colleges and the San Francisco Community College District.

A. San Francisco Community College District on behalf of the California Early Childhood Mentor Program shall provide the following resources for implementation of the Contractor's program, subject to the District's approval:

1. Updated materials and assistance to facilitate implementation of the program including a *Program Manual*, an In-Service Training Resource Guide, reporting forms and one-on-one technical assistance.
2. Travel expenses for the Contractor's Local, Regional and College Coordinators to attend two statewide meetings to discuss program elements, the status of implementation and materials. Travel expenses must be within state guidelines and limits as specified in the *Program Manual* and as may reasonably be revised by the District.
3. \$1,000 (up to half of which will be billable in the '08-'09 contract year) for the Contractor's College Coordinator. The Contractor's Coordinator may be paid directly by the San Francisco Community College District in the sole discretion of the District. The District reserves the right to withhold and/or reduce the Coordinator payment if responsibilities listed in Section B are not fulfilled in a timely manner.
4. \$300 (up to half of which will be billable in the '08-'09 contract year) for printing and copying costs for program implementation or Mentor materials. The Contractor's Coordinator may be reimbursed directly by the San Francisco Community College District in the sole discretion of the District.

B. Contractor as a college agrees to designate a Regional Coordinator. The Coordinator shall be responsible for the following activities:

Selection and Re-Certification

1. Promoting the program on campus and in the community.
2. Enrolling teachers and providers in the Mentor Teacher/Adult Supervision Course, based on the syllabus provided in the *Program Manual* and as may reasonably be revised by the District. The Contractor as a college agrees to enroll students and to issue credit. The Contractor also agrees that it will accrue no ADA when instructional costs are reimbursed. Students pay tuition if they are receiving credit.
3. Recruiting qualified child care providers and directors from the community who may be interested in becoming Mentors.

4. Modifying and distributing Mentor and Director Mentor applications and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
5. Assuring compliance with selection criteria for Mentor Teachers and Director Mentors as set forth in Sections D and E below.
6. Adhering to the Policy on the Mentor Option in Campus Labs as currently described in the *Program Manual* and as may reasonably be revised by the District.
7. Modifying and distributing Mentor and Director Mentor Re-Certification applications, and establishing appropriate application deadlines as currently described in the *Program Manual* and as may reasonably be revised by the District.
8. Appointing a Selection Committee of up to 15 members. The Selection Committee shall include community college instructors, center directors, teachers and other child care practitioners who represent all sectors of the regional child development community (e.g., Head Start, preschool, subsidized, non-profit). The Selection Committee should reflect the diversity of program types, ethnicities and language capacities in the community.
9. Training Selection Committee Members in the use of the Harms and Clifford Scales: the Early Childhood Environment Rating Scale-Revised (ECERS-R), the Infant/Toddler Environment Rating Scale-Revised (ITERS-R), the School-Age Care Environment Rating Scale (SACERS), and Family Child Care Environment Rating Scale-Revised (FCCERS-R). Training Selection Committee Members in the use of the Program Administration Scale (PAS).
10. Serving as a Selection Committee Member as currently described in the *Program Manual* and as may reasonably be revised by the District. Such service is *optional* for local college or Regional Coordinators but **mandatory** for college Coordinators in a Region.
11. Scheduling meetings for the Selection Committee to review Mentor applications, evaluate applicants' centers or classroom sites, and to make final selections by **June 1st of each contract year**.
12. Notifying all New and Re-Certification applicants to inform them of final decisions as soon as possible after the final Selection Committee meeting.
13. Petitioning the District in writing that Mentor pool size be increased in an academic year. In such cases, determination will be made by Mentor Program staff based on current statewide allocations and student placement rates at the local college.
14. Maintaining eligibility requirements for Mentor Teachers in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.
15. Maintaining eligibility requirements for Director Mentors in accordance with program policy as currently described in the *Program Manual* and as may reasonably be revised by the District.

Professional Growth

16. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar for Mentors to combine informal discussion of issues they confront in supervising student teachers with further study of supervision issues, leadership and mentoring skills.

17. Facilitating or arranging for facilitation of a 1-2 unit credit-optional monthly Seminar or continuing course for directors to study administrative issues, quality improvement strategies, leadership development and mentoring issues.
18. Providing Mentor and Director Seminar Instructors with the *Growing Leaders In-Service Training Resource Guide* and other necessary instructional materials as supplied by the District.
19. Ensuring that instructors for the Mentor and Director Seminars are regularly evaluated in accordance with college policies.
20. Supporting Mentor In-Service Training activities with Mentor materials and other appropriate funding where available.
21. Approving In-Service Training Contracts for annual Professional Development activities for Mentor Teachers as currently described in the *Program Manual* and as may reasonably be revised by the District.

Placements and Stipend Activities

22. Working within the college's administrative procedures to institutionalize the Mentor Program. This includes seeking curriculum committee approval for courses, including program information in the college catalog and course schedule, and establishing load credit for practicum instructors who support placements with Mentors.
23. Providing the District with official course outlines for all courses in which students may be placed with Mentors.
24. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
25. Overseeing student placements with Mentors to ensure only one student will be in the Mentor's classroom at a time.
26. Approving the following as currently described in the *Program Manual* and as may reasonably be revised by the District:
 - Mentor-protégé contracts for Post-Practicum placements;
 - Mentor-student contracts for Individual Student Mentoring;
 - Hourly Mentoring Record stipends for short-term mentoring services;
 - Director Mentor-protégé director contracts for Director placements;
 - Hourly Director Mentoring Record stipends for short-term mentoring services
27. Approving Practicum, Post-Practicum, Individual Student Mentoring Contracts and Mentoring Record hours for use with TANF-CDC students as currently described in the *Program Manual* subject to the guidelines on Mentor Usage Limitation as set forth by the TANF-CDC Program and as may reasonably be revised by the District.
28. Serving, if requested and willing, as a Field Trainer as currently described in the *Program Manual* and as may reasonably be revised by the District.

Payments

29. Maintaining records of all costs and disbursements and reporting these monthly to the District in a timely and accurate manner.

30. Submitting authorizations to pay all stipends within 30 days following the end of the placement.
31. Submitting all fiscal reporting and requests for reimbursement to the District no later than **June 15th of each contract year.**
32. Acknowledging that the Coordinator's payment may be withheld and/or reduced if reporting is not accomplished in a timely manner.
33. Applying for and utilizing Additional Funding to Support Instructional Costs for an Adult Supervision Course if appropriate.
34. Applying for and utilizing Supplemental Support Funding for Large Area Programs if appropriate.
35. Applying for and utilizing Supplemental Support Funding for the Director Mentor Component if appropriate.
36. Providing full reporting on the use of any Supplemental Support Funding as currently described in the *Program Manual* and as may reasonably be revised by the District.

Evaluations

37. Facilitating program evaluation.
38. Encouraging completion of Student Evaluation of Mentor Teacher, Director Mentor Contract Self-Evaluation, Director Mentor Contract Evaluation: Protégé, and Director Seminar Evaluation Forms by program participants.

Agreements and Reports

39. Completing and submitting to the District Quarterly Reports as follows:
 - First Quarter: August 1 to October 15, due **October 15th of each contract year**
 - Second Quarter: October 16 to January 15, due **January 15th of each contract year**
 - Third Quarter: January 16, to April 15, due **April 15th of each contract year**
40. Completing and submitting to the District all Annual Reporting materials on or before **June 15th of each contract year.**

Mentor Program Meetings

41. Attending all required Coordinator meetings and/or being responsible for acquiring and understanding the information and materials presented at these meetings.
42. Selecting eligible participants for the annual Mentor Institute.
43. If the college is participating in the TANF-CDC Program, collaborating with the Child Development Training Consortium Campus Coordinator, TANF-CDC Program Facilitator, and TANF-CDC CalWORKS Liaison two times per semester.

Maintaining Records

44. Keeping records on each Mentor's placement history, student evaluations of the Mentor, the Mentor's application and re-certification, and stipend amounts. Keeping comparable records for each Director Mentor.
45. Maintaining program data and records in archives for seven years.

- C. Contractor will designate a College Coordinator to perform the following functions:
1. Placing students with Mentors, acting as intermediary between the student and Mentor, and monitoring the Mentors' work. The college agrees to offer the placement with a Mentor as an alternative to the existing practicum course(s).
 2. Collecting student evaluations of Mentors and providing the Regional Coordinator—in a timely and accurate manner—with any data necessary for the monthly, quarterly or annual reports.
 3. Serving on the regional *Selection Committee*.
 4. Facilitating the evaluation of the statewide program by assisting with the scheduling of observations and follow up.
 5. If the college is participating in the Temporary Assistance for Needy Families Child Development Careers Program (TANF-CDC), collaborate with the Child Development Training Consortium Campus Coordinator, TANF-CDC Program Facilitator, and TANF-CDC CalWORKs Liaison two times per semester.
- D. Contractor shall insure that Classroom Mentor applicants shall complete the following requirements in order to be considered for selection:
1. A college level Early Childhood training program that included an Early Childhood practicum supervised by a college instructor for credit. Candidates must submit a transcript proving completion of this requirement.
 2. The two-unit Mentor Teacher/Adult Supervision Course, as described in Sections B.2 and C in this Attachment.
 3. Two years of experience as a classroom teacher or family child care provider.
 4. Eligibility for the Master Teacher Level, or higher, of the California Child Development Permit.
 5. The Mentor Application (see *Program Manual*) which includes information on the applicant's educational background and experience, a personal statement, a transcript proving completion of the practicum as part of her/his Early Childhood education and the Harms and Clifford rating sheet from her/his self-review. The Application also includes a "supervisor's agreement" to support the candidate's application and participation as a Mentor. As public elementary school teachers have their own mentoring program, they are not eligible to participate in the California Early Childhood Mentor Program.
 6. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status by members of the Mentor Selection Committee and direct observation of teaching practices, or completion of a site review and self study using the appropriate Harms and Clifford Scale (ECERS-R, ITERS-R, SACERS or FCCERS-R).
- E. Contractor shall ensure that Director Mentor applicants shall complete the following requirements in order to be considered for selection:
1. Three years of experience as a director or site supervisor in a child development program (current or prior).
 2. Successful completion of a Director Mentor Institute as currently described in the *Program Manual* and as may be reasonably revised by the District.

3. The Director Mentor Application (see *Program Manual*) which includes information on the applicant's educational background, experience, statement of program philosophy, selection of items for Program Administration Scale (PAS) review, and references.
 4. A site review of the center's National Association for the Education of Young Children (NAEYC) accreditation status and completion of a site review by members of the Mentor Selection Committee using the Program Administration Scale (PAS) interview.
- F. Contractor agrees to provide the following resources for implementation of the program:
1. Facilities for the Mentor Teacher/Adult Supervision Course, Selection Committee training and meetings, the Mentor Seminar and the Director Seminar as currently described in the *Program Manual* and as may be reasonably revised by the District.
 2. Funds for program costs in excess of amounts provided in Section A of this agreement.
- G. Contractor agrees that in cases where active Mentors from other Regional or Local Mentor Programs wish to apply to this college's program, acceptance and selection will be at the discretion of this college's Selection Committee based on space availability and other selection criteria.
- H. District reserves the right to withdraw the resources listed in Section A for non-performance of activities and requirements listed in Sections B through G. Written notice of such withdrawal—and a procedure and timeline to appeal such a decision—will be provided to Contractor.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Amendment to Increase Contract Services with R2A Architecture: Communication Arts Swing Space Project
ACTION: Approval

BACKGROUND

On May 27, 2008, the Board of Trustees approved an agreement with R2A Architecture to provide architectural services for the Communication Arts Swing Space project at Saddleback College for a fee of \$169,235.00.

STATUS

During the design of this project, analysis of the existing building electrical service indicated a shortfall of electrical service power to the building for the intended use as studio functions. Design of a new electrical service feed, new building panels and power distribution within the building is required. Also, the college has decided to locate the strength training program currently housed in the Gaucho Strength Center to an outdoor area adjacent to the existing facility. Design of this area is required. The Architect has requested a revision of the fee schedule to reflect the additional scope of architectural services as well as electrical consultant services.

The revised schedule of fees will increase the total fee by \$12,550.00 for a total contract amount of \$181,785.00. EXHIBIT A is Amendment No. 1 to the agreement that incorporates these changes.

Funds are available in the project account to cover this amendment.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, to the Architectural Services agreement with R2A Architecture for the Communication Arts Swing Space project increasing the fee in the amount of \$12,550.00. The total revised contract amount is \$181,785.00.

**AMENDMENT NO. 1
TO ARCHITECTURAL SERVICES AGREEMENT
FOR COMMUNICATION ARTS SWING SPACE PROJECT
AT
SADDLEBACK COLLEGE**

OCTOBER 23, 2008

THIS AMENDMENT shall modify the original agreement dated May 28, 2008, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and R2A ARCHITECTURE, 2900 Bristol Street, Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article I, paragraph 3, establishes the term of the agreement at thirty six (36) months from the date of the agreement; and

WHEREAS, the term will expire on May 28, 2011; and

WHEREAS, the scope of services has been increased to include a new interim outdoor strength training area and required upgrades to building electrical distribution system; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT" and Electrical consultants; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to produce a reasonably complete and accurate set of construction documents for the additional scope of services described herein and further described in the "CONSULTANT's" proposal of services dated October 7, 2008 issued until the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$12,550.00.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

R2A Architecture

By: _____

Gary Poertner

By: _____

Title: Deputy Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Amendment to Increase Contract Services with R2A Architecture: PE-100 Demolition and Design
ACTION: Approval

BACKGROUND

On May 27, 2008, the Board of Trustees approved an agreement with R2A Architecture to provide architectural services for the PE-100 Demolition and Design project at Saddleback College for a fee of \$152,659.00.

STATUS

During the design of this project, analysis of the existing building electrical service indicated a shortfall of electrical power to the building for the intended use. Design of a new electrical service feed, new building panels and power distribution within the building is required. The Architect has requested a revision of the fee schedule to reflect the additional scope of architectural services as well as electrical consultant services.

The revised schedule of fees will increase the total fee by \$3,500.00 for a total contract amount of \$156,159.00. EXHIBIT A is Amendment No. 1 to the agreement that incorporates these changes.

Funds are available in the project account to cover this amendment.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, to the Architectural Services agreement with R2A Architecture for the PE-100 Demolition and Design project increasing the fee in the amount of \$3,500.00. The total revised contract amount is \$156,159.00.

**AMENDMENT NO. 1
TO ARCHITECTURAL SERVICES AGREEMENT
FOR PE-100 DEMOLITION AND DESIGN PROJECT
AT
SADDLEBACK COLLEGE**

OCTOBER 23, 2008

THIS AMENDMENT shall modify the original agreement dated May 28, 2008, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and R2A ARCHITECTURE, 2900 Bristol Street, Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article I, paragraph 3, establishes the term of the agreement at thirty six (36) months from the date of the agreement; and

WHEREAS, the term will expire on May 28, 2011; and

WHEREAS, the scope of services has been increased to include required upgrades to building electrical distribution system; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT" and Electrical consultants; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to produce a reasonably complete and accurate set of construction documents for the additional scope of services described herein and further described in the "CONSULTANT's" proposal of services dated October 7, 2008 issued until the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$3,500.00.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

R2A Architecture

By: _____

Gary Poertner

By: _____

Title: Deputy Chancellor

Title: _____

Date: _____

Date: _____

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

BACKGROUND

Saddleback College has identified a list of computers (*Exhibit A*) for surplus.

Education Code 81450.5 states: Notwithstanding Sections 81450 and 81452, a community college district may, without providing the notice required by Section 81450, exchange for value, sell for cash, or donate any personal property belonging to the district if all of the following criteria are met:

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

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

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

STATUS

The adult education program at Saddleback Valley Unified School District (SVUSD) has expressed a desire for the computers that are listed in Exhibit A.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the donation of computers listed in Exhibit A to the Saddleback Valley Unified School District, Orange County, California.

The computers listed below are currently in the District Warehouse as surplus. The Saddleback Valley Unified School District Adult Education program offers computer repair classes that would benefit from having these computers.

Property Items	Old Saddleback #	New SOCCCD#
Micron Computer		005115
Micron Computer		005688
Micron Computer		008063
Micron Computer		005322
Micron Computer		008101
Micron Computer		005463
Micron Computer		008167
Micron Computer		008176
Micron Computer		005659
Micron Computer		008170
Micron Computer		008047
Micron Computer		008152
Micron Computer		008126
Micron Computer		005816
Micron Computer		008024
Micron Computer		008107
Micron Computer		008139
Micron Computer		008109
Micron Computer		000323
Micron Computer		005290
Micron Computer		005689
Micron Computer		008037
Micron Computer		005652
Micron Computer		005829
Micron Computer		005138
Micron Computer		008148
Micron Computer		005702
Micron Computer		001627
Micron Computer		008124
Micron Computer		000320
Micron Computer		005690
Micron Computer		005703
Micron Computer		008146
Micron Computer		005287
Micron Computer		005660
Micron Computer		008143
Micron Computer		005676
Micron Computer		005009
Micron Computer		008100

Micron Computer		005462
Micron Computer		002376
Micron Computer		008174
Micron Computer	Serial # 3100471-001	
Dell XPS Computer		001110
Power PC Computer		003035
Power PC Computer		001473
Power PC Computer	30792	

Mark Schifflbein
Director of Technology Services

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Curriculum Revisions for the 2009-10 Academic Year

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

IRVINE VALLEY COLLEGE
Curriculum changes for 2009/10

SCHOOL	CRSD ID	CATID	TITLE	ACTION TAKEN					
			KEY CODE	assign=assignments c/l w/+ cross-listed with (and list the other crs id) co=corequisite crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12 dc=delete course desc=description dv=delete version of course hrs=hours lim=limitation lmg obj=learning objectives moe=methods of eval nc=new course nv=new version of existing course prereq=prerequisite rec=recommended prep rpt=repeatability sam = sam code sr=scheduled review is for courses that are scheduled for review and there are no revisions ti=title top = TOP Code tps=topics txt=text-required for all courses numbered 1-299 un=units val=validation					
BS	CIM 100	9716.00	INTRO TO COMPUTERS, KEYBOARDING AND DOCUMENT PROCESSING	rpt*					
BS	CIM 100A	1795.05	COMPUER KEAYBOARDING AND DOCUMENT PROCESSING I	rpt*					
BS	CIM 100B	1800.10	COMPUER KEAYBOARDING AND DOCUMENT PROCESSING II	rpt*					
BS	CIM 101A	1805.10	DOCUMENT PROCESSING I	rpt*					
BS	CIM 101B	1810.10	DOCUMENT PROCESSING II	rpt*					
BS	CIM 104.1	1830.05	DOS FOR TECHNICAL SUPPORT PROFESSIONALS	rpt*					
BS	CIM 107.1	1860.10	INTRODUCTION TO PERSONAL COMPUTER APPLICATIONS	rpt*					
BS	CIM 203.1	9104.00	INTRODUCTION TO WINDOWS	rpt*					
BS	CIM 206.1	9625.00	A+ HARDWARE CONCEPTS	rpt*					
BS	CIM 208.1	11111.00	A+ OPERATING SYSTEMS PREPARATION	rpt*					
BS	CIM 210.1	1835.05	WORD PROCESSING I	rpt*					
BS	CIM 210.2	1837.00	WORD PROCESSING II	rpt*					
BS	CIM 210.3	9838.00	WORD PROCESSING III-CERTIFICATION	rpt*					
BS	CIM 212.1	145.20	SPREADSHEETS I	rpt*					
BS	CIM 212.2	150.40	SPREADSHEETS II	rpt*					
BS	CIM 212.3	9102.10	SPREADSHEETS III-CERTIFICATION	rpt*					
BS	CIM 214.1	1850.05	DATABASE I	rpt*					
BS	CIM 214.2	1851.00	DATABASE II	rpt*					
BS	CIM 220.1	10388.00	DIGITAL SCANNING AND CAPTURE	rpt*					
BS	CIM 221.1	1855.10	IMAGE EDITING I	rpt*					
BS	CIM 221.2	10389.00	IMAGE EDITING II	rpt*					
BS	CIM 222.1	10413.00	DIGITAL ILLUSTRATION I	rpt*					
BS	CIM 223.1	10414.00	INTEGRATING VECTOR AND BITMAP IMAGES	rpt*					
BS	CIM 224.1	10390.00	MOTION GRAPHICS I	rpt*					
BS	CIM 225.1	11143.00	CREATIVE SUITE	rpt*					
BS	CIM 230.1	1834.00	DIGITAL PUBLISHING I	rpt*					
BS	CIM 230.2	1836.00	DIGITAL PUBLISHING II	rpt*					
BS	CIM 231	11115.00	PDF PUBLISHING	rpt*					
BS	CIM 240.1	9267.00	INTRODUCTION TO THE INTERNET	rpt*					
BS	CIM 241.1	9614.00	CREATING A WEB PAGE I	rpt*					
BS	CIM 242.1	10393.00	2D ANIMATION I	rpt*					

IRVINE VALLEY COLLEGE
Curriculum changes for 2009/10

SCHOOL	CRSD ID	CATID	TITLE	KEY CODE	ACTION TAKEN						
				assign=assignments							
				c/l w/+ cross-listed with (and list the other crs id)							
				co=corequisite							
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12							
				dc=delete course							
				desc=description							
				dv=delete version of course							
				hrs=hours							
				lim=limitation							
				lrng obj=learning objectives							
				moe=methods of eval							
				nc=new course							
				nv=new version of existing course							
				prereq=prerequisite							
				rec=recommended prep							
				rpt=repeatability							
				sam = sam code							
				sr=scheduled review is for courses that are scheduled for review and there are no revisions							
				ti=title							
				top = TOP Code							
				tps=topics							
				txt=text-required for all courses numbered 1-299							
				un=units							
				val=validation							
BS	CIM 242.2	10394.00	2D ANIMATION II	rpt*							
BS	CIM 242.3	10416.00	2D ANIMATION III	rpt*							
BS	CIM 243.1	10395.00	WEB AUTHORING I	rpt*							
BS	CIM 243.2	10392.00	WEB AUTHORING II	rpt*							
BS	CIM 244.1	10417.00	WEB PAGE USABILITY AND STRUCTURE	rpt*							
BS	CIM 245.1	9107.00	DIGITAL SOUND AND VIDEO	rpt*							
BS	CIM 246.1	10420.00	3D ANIMATION I	rpt*							
BS	CIM 251.1	11145.00	DYNAMIC WEB DATABASE MANGEMENT	rpt*							
BS	CIM 260.1	9215.00	NETWORKING I	rpt*							
BS	CIM 260.2	9087.00	NETWORKING II	rpt*							
BS	CIM 260.4	10712.00	FUNDAMENTALS OF WIRELESS NETWORKING	rpt*							
BS	CIM 261.1	10714.00	FUNDAMENTALS OF LINUX	rpt*							
BS	CIM 263.1	10409.00	INTERNETWORKING TECHNOLOGIES I	rpt*							
BS	CIM 263.2	10410.00	INTERNETWORKING TECHNOLOGIES II	rpt*							
BS	CIM 263.3	10411.00	INTERNETWORKING TECHNOLOGIES III	rpt*							
BS	CIM 263.4	10412.00	INTERNETWORKING TECHNOLOGIES IV	rpt*							
BS	CIM 263.5	10731.00	FUNDAMENTALS OF CISCO PIX FIREWALL	rpt*							
BS	CIM 264.1	10573.00	FUNDAMENTALS OF NETWORK SECURITY	rpt*							
BS	CIM 264.5	10711.00	HARDENING THE INFRASTRUCTURE	rpt*							
BS	CIM 264.6	10732.00	NETWORK DEFENSE AND COUNTERMEASURES	rpt*							
BS	CIM 266.1	11183.00	FUNDAMENTALS OF INTERNET PROTOCOL TELEPHONY I	rpt*							
BS	CIM 270.1	11112.00	FUNDAMENTALS OF COMPUTER SECURITY FOR HOME USERS	rpt*							
HP	DNCE 6	9923.00	BALLET I	rpt*							
HP	DNCE 6	9923.05	BALLET I	nv (top, sam)*							
HP	DNCE 6	9923.11	BALLET I	dc*							
HP	DNCE 6	9923.15	BALLET I	nv (top, sam)*							
HP	DNCE 7	11102.00	BALLET II	dc*							
HP	DNCE 7	11102.05	BALLET II	nv (top, sam)*							
HP	DNCE 7	11102.10	BALLET II	dc*							
HP	DNCE 7	11102.15	BALLET II	nv (top, sam)*							
HP	DNCE 12	9927.00	MODERN DANCE I	dc*							

IRVINE VALLEY COLLEGE
Curriculum changes for 2009/10

SCHOOL	CRSD ID	CATID	TITLE	KEY CODE	ACTION TAKEN					
				assign=assignments						
				c/l w/+ cross-listed with (and list the other crs id)						
				co=corequisite						
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12						
				dc=delete course						
				desc=description						
				dv=delete version of course						
				hrs=hours						
				lim=limitation						
				lmg obj=learning objectives						
				moe=methods of eval						
				nc=new course						
				nv=new version of existing course						
				prereq=prerequisite						
				rec=recommended prep						
				rpt=repeatibility						
				sam = sam code						
				sr=scheduled review is for courses that are scheduled for review and there are no revisions						
				ti=title						
				top = TOP Code						
				tps=topics						
				txt=text-required for all courses numbered 1-299						
				un=units						
				val=validation						
HP	DNCE 12	9927.05	MODERN DANCE I	nv (top, sam)*						
HP	DNCE 12	9927.10	MODERN DANCE I	dc*						
HP	DNCE 12	9927.15	MODERN DANCE I	nv (top, sam)*						
HP	DNCE 13	11104.00	MODERN DANCE II	dc*						
HP	DNCE 13	11104.05	MODERN DANCE II	nv (top, sam)*						
HP	DNCE 13	11104.10	MODERN DANCE II	dc*						
HP	DNCE 13	11104.15	MODERN DANCE II	nv (top, sam)*						
HP	DNCE 17	9932.00	JAZZ DANCE I	dc*						
HP	DNCE 17	9932.05	JAZZ DANCE I	nv (top, sam)*						
HP	DNCE 17	9932.10	JAZZ DANCE I	dc*						
HP	DNCE 17	9932.15	JAZZ DANCE I	nv (top, sam)*						
HP	DNCE 18	11106.00	JAZZ DANCE II	dc*						
HP	DNCE 18	11106.05	JAZZ DANCE II	nv (top, sam)*						
HP	DNCE 18	11106.10	JAZZ DANCE II	dc*						
HP	DNCE 18	11106.15	JAZZ DANCE II	nv (top, sam)*						
HP	DNCE 22	9938.00	TAP DANCE I	dc*						
HP	DNCE 22	9938.05	TAP DANCE I	nv (top, sam)*						
HP	DNCE 22	9938.10	TAP DANCE I	dc*						
HP	DNCE 22	9935.15	TAP DANCE I	nv (top, sam)*						
HP	DNCE 23	11108.10	TAP DANCE II	dc*						
HP	DNCE 23	11108.15	TAP DANCE II	nv (top, sam)*						
HP	DNCE 23	11108.00	TAP DANCE II	dc*						
HP	DNCE 23	11108.05	TAP DANCE II	nv (top, sam)*						
HP	DNCE 30	9936.00	AFRICAN DANCE I	dc*						
HP	DNCE 30	9936.05	AFRICAN DANCE I	nv (top, sam)*						
HP	DNCE 30	9936.10	AFRICAN DANCE I	dc*						
HP	DNCE 30	9936.15	AFRICAN DANCE I	nv (top, sam)*						
HP	DNCE 33	10584.00	MIDDLE EASTERN DANCE	dc*						
HP	DNCE 33	10584.10	MIDDLE EASTERN DANCE	nv (top, sam)*						
HP	DNCE 50	9815.00	CONDITIONING FOR DANCE	dc*						
HP	DNCE 50	9815.05	CONDITIONING FOR DANCE	nv (top, sam)*						
HP	DNCE 50	9815.10	CONDITIONING FOR DANCE	dc*						
HP	DNCE 50	9815.15	CONDITIONING FOR DANCE	nv (top, sam)*						
HP	DNCE 55	9941.00	CHOREOGRAPHY I	dc*						
HP	DNCE 55	9941.05	CHOREOGRAPHY I	nv (top, sam)*						
HP	DNCE 65	9949.00	DANCE REHEARSAL AND PERFORMANCE	dc*						

IRVINE VALLEY COLLEGE
Curriculum changes for 2009/10

SCHOOL	CRSD ID	CATID	TITLE	KEY CODE	ACTION TAKEN						
				assign=assignments							
				c/l w/+ cross-listed with (and list the other crs id)							
				co=corequisite							
				crs id=course id, please list new crs id if being changed, eg crs id to BLAH 12							
				dc=delete course							
				desc=description							
				dv=delete version of course							
				hrs=hours							
				lim=limitation							
				lmg obj=learning objectives							
				moe=methods of eval							
				nc=new course							
				nv=new version of existing course							
				prereq=prerequisite							
				rec=recommended prep							
				rpt=repeatability							
				sam = sam code							
				sr=scheduled review is for courses that are scheduled for review and there are no revisions							
				ti=title							
				top = TOP Code							
				tps=topics							
				txt=txt-required for all courses numbered 1-299							
				un=units							
				val=validation							
HP	DNCE 65	9949.05	DANCE REHEARSAL AND PERFORMANCE	nv (top, sam)*							
HP	DNCE 65	9949.10	DANCE REHEARSAL AND PERFORMANCE	dc*							
HP	DNCE 65	9949.25	DANCE REHEARSAL AND PERFORMANCE	nv (top, sam)*							
HP	DNCE 65	9949.15	DANCE REHEARSAL AND PERFORMANCE	dc*							
HP	DNCE 65	9949.30	DANCE REHEARSAL AND PERFORMANCE	nv (top, sam)*							
HP	DNCE 65	9949.20	DANCE REHEARSAL AND PERFORMANCE	dc*							
HP	DNCE 65	9949.35	DANCE REHEARSAL AND PERFORMANCE	nv (top, sam)*							
HP	DNCE 77	9801.00	DANCE HISTORY: TWENTIETH CENTURY	dc*							
HP	DNCE 77	9801.05	DANCE HISTORY: TWENTIETH CENTURY	nv (top, sam)*							
HP	DNCE 85	9942.00	MUSIC FOR DANCE	dc*							
HP	DNCE 85	9942.05	MUSIC FOR DANCE	nv (top, sam)*							
HP	PE 20	5450.10	BEGINNING GOLF	assign, desc, hrs, lmg obj, moe, tps, txt							
HP	PE 20	5450.05	BEGINNING GOLF	assign, desc, lmg obj, moe, tps, txt							
HP	PE 22	5450.30	INTERMEDIATE GOLF	assign, desc, hrs, lmg obj, moe, tps, txt							
HP	PE 22	5450.25	INTERMEDIATE GOLF	assign, desc, lmg obj, moe, tps, txt							
HP	PE 23	5450.50	ADVANCED GOLF	assign, desc, lmg obj, moe, tps, txt							

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: 2008-09 Out-Of-State Travel

BACKGROUND

The Board of Trustees approved out-of-state travel at the September 22, 2008 meeting for all programs except Dance. Information for the Dance Program was not available until recently, and we seek approval for their travel. 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 out-of-state travel for the Dance Program during the 2008-2009 academic year. The dates and location of the competition for the Dance Program were not available at the time of the first agenda item. We now have the information. The competition will incur registration fees, meal expenses, and 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 for the Dance Program for Irvine Valley College students and their advisor(s) for a total cost not to exceed \$13,200.00.

2008-2009

IRVINE VALLEY COLLEGE OUT-OF-STATE STUDENT TRAVEL

DATES	CONFERENCE/ COMPETITION	LOCATION	PARTICIPANTS	TOTAL COSTS	COLLEGE GROUP
3/18-21/09	American College Dance Festival Association (ACDFA) Northeast Regional Conference	Akron, Ohio	20 Students 2 Advisors	*\$13,200	Dance Ensemble
Not to exceed \$13,200					

Notes:

- * Co-Curricular programs supplement the ASIVC funds with fund raising activities.
- ◆ Costs may vary for some Co-Curricular programs because IVC coordinates with other colleges to share rooms and team concepts.
- ◆ Differences in costs also can 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: Irvine Valley College: Child Development Training Consortium

ACTION: Approval

BACKGROUND

Funded by the California Department of Education, the Child Development Training Consortium was created in 1982-83 to address the critical shortage of qualified child care workers in the State of California. Administered through an agreement with the Yosemite Community College District, the Consortium provides financial resources to 95 community colleges by assisting students in meeting the educational requirements of any of the Child Development Permits. Irvine Valley College joined the Consortium in spring 2000 and has participated for eight and one-half years. During this time approximately 600 students have received reimbursements for study based on successful completion of semester units in Human Development.

STATUS

The Department of Human Development, Irvine Valley College, seeks to continue participation in the Child Development Training Consortium for the academic year 2008-2009. Approval of this agreement, as presented in Exhibit A, will provide services to students, including reimbursement of tuition, tutoring, childcare expenses, and textbooks. The agreement was approved by Yosemite Community College District on September 1, 2008 and forwarded to Irvine Valley College on September 10, 2008. The agreement will run through July 31, 2008. There will be no impact on general funds.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement, as presented in Exhibit A, with Yosemite Community College District for participation in the Child Development Training Consortium for 2008-2009.

**CHILD DEVELOPMENT TRAINING CONSORTIUM
2008-2009 INSTRUCTIONAL AGREEMENT
AGREEMENT NUMBER 08-09 - 3867**

This Agreement is made and entered into this 1st day of September, 2008, by and between the Yosemite Community College District, Child Development Training Consortium, hereafter called the YCCD/CDTC, and Irvine Valley College, hereafter called the CONTRACTOR.

WITNESSETH: That the CONTRACTOR for and in consideration of the covenants, conditions, agreements, and stipulations of the YCCD/CDTC hereinafter expressed, does hereby agree to furnish to the YCCD/CDTC services as follows:

I. STATEMENT OF WORK

- A. The CONTRACTOR will designate a Campus Coordinator. The Campus Coordinator will be responsible to prepare and submit all required reports, coordinate all Consortium activities for the CONTRACTOR, and be readily available to assist students enrolling in the program. The Campus Coordinator is expected to attend two (2) YCCD/CDTC sponsored meetings at YCCD/CDTC expense. The YCCD/CDTC must be notified in writing within fifteen (15) calendar days of any change in Campus Coordinators.
- B. The CONTRACTOR will generate up to 300 units of college credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new or renew a currently held Child Development Permit. Enrolled units must be completed between July 1, 2008, and June 30, 2009. Physical education courses and general work experience courses are excluded. Child development work experience and remedial courses are included.
- C. The CONTRACTOR will make good faith efforts to recruit and employ qualified faculty who reflect the ethnic makeup of the student population.
- D. The CONTRACTOR will provide appropriate community college courses, which:
 1. Meet the requirements of the Child Development Permit Matrix (included in this Agreement as *Appendix A*) and/or child care licensing regulations.
 2. Are degree or certificate applicable.
 3. Are offered for credit with the possible exception of remedial courses.
 4. Are transferable whenever possible.
 5. Are available to family child care providers and employees of child care/development programs serving infants through school-age children.
 6. Are responsive to local community needs.

- E. The CONTRACTOR will enroll students who meet the YCCD/CDTC eligibility criteria, numbered 1 through 5 below. Student eligibility must be verified each semester/term using the Participant Profile.
1. Student must be seeking a new or maintaining a currently held Child Development Permit, **AND**
 2. At the time of enrollment, the student must be employed by a child care/development program including licensed family child care and out-of-school care. Center-based programs must be licensed or eligible for an exemption according to Department of Social Services (DSS) regulations. Licensed exempt centers are limited to the following: on school site, parents on site, military, tribal, employment agency, parks and recreation, adult ed/child care, home based program and before/after school program. Employment in a kindergarten classroom is also acceptable, **AND**
 3. Student employment must directly benefit children and/or families. The employment experience must be acceptable to the California Commission on Teacher Credentialing for purposes of obtaining a Child Development Permit, even if experience is not required for the permit, **AND**
 4. Student must work in the state of California.
 5. Unlicensed, exempt, in-home child care providers are not eligible.

- F. The CONTRACTOR will enroll eligible students according to the following three priorities:

*California Department of Education, Child Development Division (CDE/CDD)
Priorities for Enrollment:*

- | | |
|------------|--|
| Priority 1 | Employees of all direct-funded CDE/CDD programs including center-based programs and family child care network programs or center-based programs with satellite family child care providers. This also includes co-located Head Start Programs. |
| Priority 2 | Employees of any program, center-based or licensed family child care homes, that serve children on a voucher basis for Alternative Payment services. |
| Priority 3 | Employees of all other programs including center-based and licensed family child care homes. |

Within each priority group listed above, priority will be given to students fulfilling the requirements for an Assistant or Associate Teacher or Teacher Child Development Permit.

Local Priorities for Enrollment

The local YCCD/CDTC Advisory Committee may establish additional priorities. However, the CDE/CDD priorities listed above must be met before local

priorities can be implemented. Local priorities are encouraged to meet local needs within the context of the CDE/CDD priorities.

- G. The CONTRACTOR will establish a new or use an existing Advisory Committee to solicit input on local needs, courses to be offered and approve the student eligibility and payment policies.
1. The Advisory Committee will make a good faith effort to represent the local child care labor market by including the following program representatives: the Campus Coordinator; one community college child development instructor, one CEC Mentor Coordinator, one TANF-CDC Program Facilitator, one TANF-CDC CalWORKs Liaison, one family child care provider; one representative of a child care program funded by the California Department of Education, Child Development Division (CDE/CDD); one representative of a private-for-profit child care program; one representative of a private-non-profit child care program; one representative of the local Resource and Referral program; one college student majoring in child development; one representative from the Local Child Care and Development Planning Council; and one representative from the county-level Children and Families Commission, and one representative from the local CARES and/or AB212 programs.
 2. The Advisory Committee will meet a minimum of once each semester/term.
 3. Both meetings must be properly documented with agendas and minutes, which must be submitted by specified due dates.
- H. The CONTRACTOR will complete an annual needs study of the local service area to determine the greatest needs of individuals seeking new or maintaining currently held Child Development Permits. Information collected should include:
1. Description of eligible students to be served
 2. Special circumstances or unique challenges and characteristics of eligible students
 3. Description of agencies/programs that will benefit
 4. Area strengths
 5. Area needs
 6. Description of most needed courses including topics, times, locations and preferred language of instruction.
- I. The CONTRACTOR will provide student grade documentation to YCCD/CDTC upon request for audit purposes.
- J. The CONTRACTOR will ensure that all required reports and documents are submitted to YCCD/CDTC by the due dates specified. Report titles and due

dates are included in this Agreement as *Appendix B - 2008-2009 Required Reports and Time Lines*. All reports should be submitted to the Child Development Training Consortium, 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351.

- K. The CONTRACTOR will ensure that no full-time equivalent (FTE) will be collected for courses that are funded with YCCD/CDTC funds.
- L. The CONTRACTOR will ensure collaboration (if applicable) with CEC Mentor Coordinator, TANF-CDC Program Facilitator and TANF-CDC CalWORKs liaison two times per semester. This collaboration will include sharing program services and promote integration of services for student success.

II. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2008, to and including June 30, 2009. Enrolled units must be completed between July 1, 2008, and June 30, 2009. All allowable expenditures must be encumbered by June 30, 2009.

III. BUDGET AND ALLOWABLE EXPENSES

- A. By October 17, 2008, a 2008-2009 budget based on the funding authorized in this Agreement must be on file with the YCCD/CDTC. A YCCD/CDTC supplied format must be used.
- B. The CONTRACTOR will submit a revised budget to the YCCD/CDTC for approval due to the following two circumstances:
 - 1. When planned expenditures in any of the **major expense categories** (direct services, support services, or administration) exceed the approved budget by more than ten percent (10%).
 - 2. And when planned expenditures in any of the **line items** exceed the approved budget by more than twenty-five (25)%.
- C. The CONTRACTOR will administer the program budget in accordance with YCCD/CDTC budget development guidelines available in the Campus Coordinator Handbook on page 42. The CONTRACTOR will ensure that all program expenditures are reasonable, necessary, and allowable.
- D. The CONTRACTOR will not exceed approved California Department of Education travel reimbursement rates for travel charged to this program. Approved CDE rates are available in the Campus Coordinator Handbook on page 46.
- E. The CONTRACTOR will not expend YCCD/CDTC funds on food, equipment, donations, or gifts. Equipment is defined as a fixed asset that does not lose its identity when removed from its location and is not changed materially or consumed immediately (typically, within a year) by use. Equipment has relatively permanent value and its purchase increases the value of the physical property such as furniture, vehicles, machinery, computers and furnishings that are not integral parts of the building or the building system.

- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in subsequent years.

IV. PAYMENT FOR SERVICES

- A. In consideration of the performance of the foregoing in a satisfactory manner, the YCCD/CDTC agrees to pay the CONTRACTOR an amount not to exceed \$7,500.00. The amount of total payments to the CONTRACTOR will be the lesser of program earnings, the amount authorized by this Agreement, or actual expenditures. Any over-payments of more than \$100.00 made by YCCD/CDTC to the CONTRACTOR must be refunded to YCCD/CDTC by June 30, 2009. Checks should be made payable to YCCD.
- B. The CONTRACTOR will be paid \$25.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph IB. Units for physical education and general work experience classes are excluded. Units for remedial courses and child development work experience are included.
- C. YCCD/CDTC will issue progress payments to CONTRACTOR upon receipt of properly completed documentation including an original 2008-2009 Participant Profile for each enrolled student for each semester/term.
- D. YCCD/CDTC will withhold any payment until all required documentation has been received to substantiate enrolled units.
- E. YCCD/CDTC will make final payment to CONTRACTOR upon satisfactory completion of services as described herein. The final expenditure report is due no later than June 30, 2009. A Budget Narrative Form will be required as an addendum to the Final Expenditure Report.

V. RETENTION OF RECORDS AND AUDITS

The CONTRACTOR will retain all programmatic and fiscal records for a minimum of five (5) full years from the date of final payment under this Agreement. The CONTRACTOR will make these records available to YCCD/CDTC upon request for audit purposes during the progress of the work and for five (5) years following final payment. The federal audit number for this project is 93.575042.

VI. CONTRACT AMENDMENTS

This Agreement may be amended with mutual written consent of both parties and the approval of the California Department of Education, Child Development Division.

VII. 30 DAY TERMINATION NOTICE

It is mutually agreed that either party may terminate this Agreement by giving thirty (30) calendar days advance written notice.

VIII. FUND AVAILABILITY

Funding of this Agreement is contingent upon appropriation and availability of funds from the California Department of Education, Child Development Division. The YCCD/CDTC is funded with federal Child Care and Development Quality Improvement funds.

IX. NONDISCRIMINATION CLAUSE

- A. During the performance of this Agreement, CONTRACTOR will not unlawfully discriminate, harass, or allow harassment against any employee or student because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), sexual orientation, or marital status. CONTRACTOR will ensure that the evaluation and treatment of employees and student participants are free from such discrimination and harassment.
- B. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated there under.
- C. By signing this Agreement, the CONTRACTOR ensures that it will comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability.

X. INDEPENDENT CONTRACTORS

It is understood that this is an Agreement by and between independent contractors and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, or joint venture.

XI. HOLD HARMLESS CLAUSE

Both the CONTRACTOR and YCCD/CDTC agree to hold harmless, defend, and indemnify the other party, and the officers, employees, boards, volunteers, and agents of the other party from and against any and all losses, claims or expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of activities of the parties to this Agreement or the activities of either party's boards, officers, agents, employees, or volunteers. The provisions of this indemnity agreement do not, however, apply to any damages or losses caused by the negligence of the other party or any of its officers, employees, boards, volunteers, or agents.

XII. ACKNOWLEDGMENT

The CONTRACTOR will acknowledge the support of the YCCD/CDTC when publicizing the work performed under this Agreement. Materials developed with funds from this Agreement shall contain an acknowledgment of the use of federal Child Care and Development Quality Improvement funds received from the California Department of Education, Child Development Division.

XIII. DRUG-FREE WORKPLACE

The CONTRACTOR certifies compliance with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace.

IX. NON-PERFORMANCE OF TERMS OF INSTRUCTIONAL AGREEMENT

If the CONTRACTOR fails to fulfill the terms of this Instructional Agreement, the CONTRACTOR will be placed on informal probation for the period of one year. If the CONTRACTOR fails to fulfill the terms of the Instruction Agreement while on informal probation, a Probationary Instructional Agreement will be issued in the second year. If the CONTRACTOR fails to fulfill the terms of the Probationary Instructional Agreement, no further Instructional Agreements will be issued to CONTRACTOR.

AGREED TO BY:

CONTRACTOR Authorizing Signature:	
Printed Name of Person Signing:	
Title of Person Signing:	
Date:	

Yosemite Community College District

Authorizing Signature:	
Printed Name of Person Signing:	Teresa Scott
Title of Person Signing:	Executive Vice Chancellor/Fiscal Services, YCCD
Date:	

Attachments for reference: Appendix A - Child Development Permit Matrix
Appendix B - 2008-2009 Required Reports and Time Lines

Return **two** Instructional Agreements with **original signatures** to:
Gail Brovont, Child Development Training Consortium
1620 North Carpenter Road, Suite C-16, Modesto, CA 95351
For questions, call (209) 572-6086

For CDTC Use Only: Date Rcvd: _____ To D.O: _____ From D.O.: _____ To CONTRACTOR: _____

Child Development Permit Matrix - with Alternative Qualification Options Indicated

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Assist in the care, development and instruction of children in a child care and development program under the supervision of an Associate Teacher or above.	105 hours of professional growth*****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential. CDA Credential must be earned in California	May provide service in the care, development and instruction of children in a child care and development program; and supervise an Assistant Permit holder and an Aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above.	105 hours of professional growth*****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 6 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above. Also may serve as a coordinator of curriculum and staff development in a child care & development program.	105 hours of professional growth*****
Site Supervisor	Option 1: AA (or 60 units) which includes: <ul style="list-style-type: none"> • 24 ECE/CD units with core courses** • 16 GE units* • 6 administration units • 2 adult supervision units 	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	May supervise a child care and development program operating at a single site; provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: <ul style="list-style-type: none"> • 24 ECE/CD units with core courses** • 6 administration units • 2 adult supervision units 	Site Supervisor status and one program year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; or Option 4: Master's Degree in ECE/CD or Child/Human Development	May supervise a child care and development program operated in a single site or multiple-sites; provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation of matrix available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in the core areas of child/human growth & development and child/family/community.

***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

****A valid Multiple Subject or a Single Subject in Home Economics.

*****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6085 for assistance in locating an advisor.

This matrix was prepared by the Child Development Training Consortium, www.childdevelopment.org. Call (209) 572-6080 for a permit application.

09/07

Appendix B

Child Development Training Consortium 2008-2009 Required Reports and Time Lines

Report/Documentation	Due Date
Instructional Agreement	As soon as possible
Professional Growth Advisor Project Training/Networking Documentation Transmittal and Invoice Sheet	Within two weeks following the training/networking sessions or by June 30, 2009.
Participant Profiles and Transmittal Summary and Detail Sheets	Summer '08 Term: September 26, 2008 Fall '08 Term: October 17, 2008 Winter/Spring '09 Term: March 20, 2009
Student Evaluation Composite (submit online)	Summer '08 Term: October 10, 2008 Fall '08 Term: February 20, 2009 Winter/Spring '09 Term: June 30, 2009
2008-2009 Program Budget (submit online)	October 17, 2008
Student Eligibility and Payment Policies	December 12, 2008
Advisory Committee Meeting Documents	Fall '08 Term February 20, 2009 Spring '09 Term June 30, 2009
Coordinator Invoice	Summer/Fall '08 Term: February 20, 2009 Winter/Spring '09 Term: June 30, 2009
Child Development Instructional Staff Profile Composite	March 20, 2009
Course Offering Matrix of Non-Traditional Child Development and CDTC Funded Courses	March 20, 2009
2009-2010 Designation of Campus Coordinator and Agreement Specifications	June 15, 2009
Year-End Report Narrative	June 30, 2009
Final Expenditure Report (submit online) / Final Expenditure Narrative (submit hardcopy)	June 30, 2009

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Substitution of Subcontractor: A300 Theater
Secondary Effects Remodel

ACTION: Approval

BACKGROUND

On September 25, 2006, the Board approved funding from basic aid for the A300 Theater Secondary Effects Renovation. On September 22, 2008 the Board approved a construction contract with Cavecche Engineering and Construction Company, in the amount of \$1,073,882.

Chapter 4, Section 4107 of the California Public Contract Code known as the "Subletting and Subcontracting Fair Practices Act," requires that in all public contracts, the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The acceptable reasons for requesting substitutions provided in Public Contract Code Section 4107 include, "...when the listed subcontractor fails to execute a written contract."

STATUS

Cavecche Engineering and Construction Company, the general contractor for the A300 Theater Secondary Effects Renovation project at Irvine Valley College has informed the District that the listed electrical subcontractor, The Power Connection Co., is unable to perform the work and has asked to be released of its obligation. Cavecche Engineering and Construction Company recommends that Sabco Electric Inc., be accepted as its replacement, EXHIBIT A. In accordance with Section 4107 of the Government Code, a certified letter notifying The Power Connection Co., of this request was sent on September 16, 2008, EXHIBIT B.

Funds are available in the approved basic aid project budgets which are \$2,481,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the removal of The Power Connection Co. and its substitution by Sabco Electric Inc., as subcontractor on the A300 Theater Secondary Effects Renovation project at Irvine Valley College.

8 SEP 17 P1:03

EXHIBIT A
Page 1 of 2

09/16/09

Brandye K. D'Lena
Director of Facilities Planning & Purchasing
South Orange County Community College District
28000 N. Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County Community College District
A-300 Project

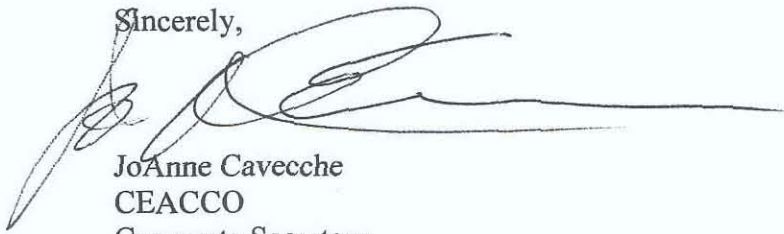
Dear Ms. D'Lena:

We are requesting a substitute of the Electrical Subcontractor on the A-300 Project for the Irvine Valley College. We are requesting to substitute The Power Connection Co., 10254 Bannockburn Drive, Los Angeles, CA 90064 for Sabco Electric Inc., 7309 Varna Avenue, North Hollywood, CA 91605.

I am attaching a letter from The Power Connection Co., Inc. withdrawing from the project.

Thank you for your consideration in this matter.

Sincerely,



JoAnne Cavecche
CEACCO
Corporate Secretary

Federal Express 8664 8483 9381

The Power Connection Co, Inc.

Mark Wilson OWNER

10254 Bannockburn Dr. LA CA 90064 Phone (310) 845-9791 Fax (310) 845-9591 State Lic# 744755

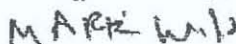
Cavecche Construction Co.

September 15, 2008

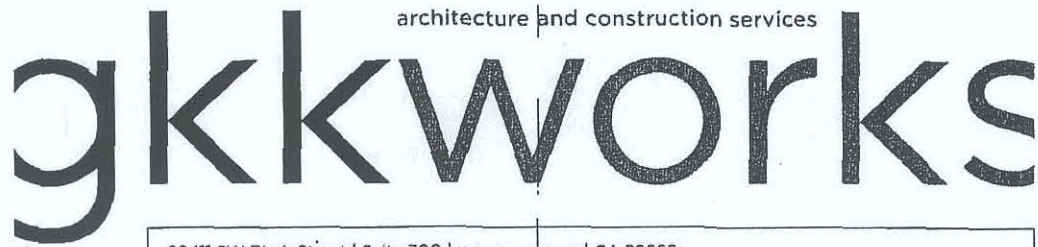
Dear Sir,

This letter is written to inform you that due to our heavy workload we are withdrawing our bid of the Irvine Valley College project. We apologize for any inconvenience that this may cause.

Respectfully,



Mark Wilson



20411 SW Birch Street | Suite 300 | NEWPORT BEACH | CA 92660
949 250 1500 | 949 955 2708 FAX | www.gkkworks.com

Project Memorandum

Via Registered Mail

Date: September 16, 2008

To: Mr. Mark Wilson, The Power Connection Co., Inc.
From: Mike Golden, gkkworks

Subject: Cavecche Engineering Request to Substitute Listed Subcontractor

Re: A-300 Music Department Renovation
Irvine Valley College

The Construction Manager, gkkworks, on behalf and at the direction of the Owner, South Orange County Community College District, makes this required Notice.

The Power Connection Co., Inc. was a listed subcontractor of the apparent low bidder, Cavecche Engineering & Construction Co., on the South Orange County Community College District project at Irvine Valley College called the "A-300 Music Department Renovation". The Bid Opening was on September 9, 2008.

Cavecche Engineering has requested a substitution of the listed subcontractor; replacing The Power Connection Co with another electrical contractor. The Subletting and Subcontracting Fair Practices Act, Public Contracting Code Section 4100-4114, requires the Owner to notify the listed subcontractor of the substitution request. This Project Memorandum is the required notification.

Under the Act, the listed subcontractor has five days to respond with any objection to the substitution. Make any objection or confirm The Power Connection Co's approval of the substitution to:

gkkworks – attn: Mike Golden
c/o Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618

Correspondence relative to the substitution request is attached for your reference. If you have any questions, please call me at (949) 653-0548.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Amendment to Furniture Consultation Services:
Business Sciences and Technology Innovation Center
ACTION: Approval

BACKGROUND

On October 27, 2004, the Board of Trustees approved an agreement with LPA to provide architectural services for the Business Sciences and Technology Innovation Center at Irvine Valley College for 7.5% of the construction costs.

Additional services were approved on February 20, 2008, for furniture and equipment procurement for an amount of \$57,420.

The delay in State budget approval resulted in the need to phase the furniture installation. Phase I is installed. Phase II is complete, approved by the Board and ready for order upon receipt of the State release of funds.

LPA has provided the requested furniture services and beyond. With the phasing of the furniture procurement, it has been necessary to increase the number of meetings with staff, spend extra time with furniture manufacturers, coordinate increased sample deliveries, and investigate/recommend multiple contracts.

STATUS

One installation has been coordinated to date with two major delivery periods remaining. LPA has requested an additional \$9,900 to complete the phased procurement and installation.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the amendment, EXHIBIT A, to LPA's scope of work for an amount of \$9,900 at the Business Sciences and Technology Innovation Center at Irvine Valley College. The total revised contract amount is \$67,320.00.

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

**AMENDMENT
TO ARCHITECTURAL SERVICES AGREEMENT
FOR BUSINESS SCIENCES AND TECHNOLOGY INNOVATION CENTER
AT
IRVINE VALLEY COLLEGE**

OCTOBER 23, 2008

THIS AMENDMENT shall modify the original agreement dated September 29, 2004, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and LPA Inc., 5161 California Avenue, Suite 100, Irvine, California, 92612, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at 7.5% of the construction cost; and

WHEREAS, the scope of services has been increased to include Furniture Consultation Services; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT"; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services required to completely procure furniture and equipment as described in the "CONSULTANT's" proposal of services dated September 25, 2008 and issued after the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN: \$9,900.00.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONSULTANT"
LPA Inc.

By: _____

Gary Poertner

Title: Deputy Chancellor

Date: _____

By: _____

Title: _____

Date: _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: A300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B239 Conversion: Hire DSA Inspector of Record

ACTION: Approval

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.

California Administrative Code, Title 21, Division of the State Architect Regulations (DSA), requires that the District employ a qualified inspector of record for all DSA approved projects.

STATUS

DSA determined that A300 would require a Class 3 inspector and B200 would require a Class 2 inspector. Staff estimated cost for these two inspectors would equal approximately \$300,000. DSA approved the use of Tod Robinson, Class 1 inspector with Joyce Inspection for both projects. Joyce Inspection has provided a proposal of \$215,064 for Mr. Robinson's services on both projects.

Staff recommends hiring Tod Robinson of Joyce Inspections for the A300 and B200 projects.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with Joyce Inspections, to provide DSA Inspector of Record Services for the A300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B239 Conversion projects at Irvine Valley College for the amount of \$215,064.00.

**CONSULTANT AGREEMENT
INSPECTOR OF RECORD SERVICES**

**A300 THEATER SECONDARY EFFECTS REMODEL AND B200 SCIENCE LAB
ANNEX AND B239 CONVERSION**

This AGREEMENT is hereby entered into between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and JOYCE INSPECTIONS & TESTING, Inc., 371 Magnolia Street, Costa Mesa, California 92627, (949) 650-8892, hereinafter referred to as "CONSULTANT."

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

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. Services to be provided by CONSULTANT: Inspector of Record services as required by Section 34 of the California Administrative Code, Title 21, Public Works, for the construction of the A300 Theater Secondary Effects Remodel and B200 Science Lab Annex and B239 Conversion at Irvine Valley College.

2. **Term.** CONSULTANT shall commence providing services under this AGREEMENT on or about October 28, 2008, and will diligently perform as required until completion of the project which is anticipated to be finished by November 1, 2009.

3. **Compensation.** DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT upon satisfactory completion of the services.

CONTRACTOR will perform the services on an hourly basis at Eighty Seven & 00/100 Dollars/hour (\$87.00/hr) for a contract amount of Two Hundred Fifteen Thousand and Sixty Four dollars and 00/100 (\$215,064).

4. Expenses. DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT

5. Independent Contractor. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT's employees.

6. Materials. CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. Originality of Services. CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source, except that submitted to CONSULTANT by DISTRICT as a basis for such services.

8. Copyright/Trademark/Patent. CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission, except CONSULTANT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

9. Termination. DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged a bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT's insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

10. Hold Harmless. CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim

or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

(a) any injury to or death of any person(s), or damage to or loss of any property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm or corporation employed by the CONSULTANT, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this AGREEMENT, whether said injury or damage occurs either on or off DISTRICT's property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and/or

(b) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this AGREEMENT.

11. **Insurance.** Pursuant to Section 10, CONSULTANT agrees to carry a comprehensive general and automobile liability insurance with limits of One Million & no/100 Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONSULTANT and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than March 5, 2006, CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONSULTANT agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policy.

12. **Assignment.** The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT.

13. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

14. Permits/Licenses. CONSULTANT and all CONSULTANT's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

15. Employment with Public Agency. CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

16. Entire Agreement/Amendment. This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

17. Affirmative Action Employment. CONSULTANT agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

18. Non Waiver. The failure of DISTRICT or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. **Notice.** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Gary Poertner

CONSULTANT:

Joyce Inspections, Inc.
371 Magnolia Street
Costa Mesa, CA 92627
Attn: John Joyce

20. **Severability.** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. **Governing Law.** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

THIS AGREEMENT IS ENTERED INTO THIS 28th DAY OF OCTOBER, 2008.

South Orange County Community College District

Joyce Inspections

By: _____
Signature

By: _____
Signature

Gary Poertner, Deputy Chancellor
Typed Name/Title

Typed Name/ Title

33-0935399
Taxpayer
Identification Number

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: A300 Theater Secondary Effects: Contract Amendment No. 1 for Increased Services
ACTION: Approval

BACKGROUND

On October 30, 2006, the Board approved hiring Carrier Johnson as the architect for the *Irvine Valley College A300 Theater Secondary Effects* project for a fee equal to 10% of the construction cost or \$142,000.

STATUS

During the design process, it was determined to be in the best interest of the District to relocate a wall and obtain the advice of an acoustician. Additional services include 1) design for the relocation of electrical, fire alarm and HVAC control panels, 2) an acoustician, 3) a structural engineer and 4) associated reimbursables.

These requirements are beyond the existing scope of architectural services and staff recommends a revision of fee to reflect these additional services in the amount of \$26,260 for a total fee of \$168,260.

Funds are available in the approved basic aid project budget which is \$2,481,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve amendment No.1 in the amount of \$26,260, EXHIBIT A, with Carrier Johnson to provide additional architectural services for the *Irvine Valley College A300 Theater Secondary Effects* project for a total fee of \$168,260.

**AMENDMENT NO. 1
TO ARCHITECTURAL SERVICES AGREEMENT
FOR A300 THEATER SECONDARY EFFECTS
AT
IRVINE VALLEY COLLEGE**

OCTOBER 27, 2008

THIS AMENDMENT shall modify the original agreement dated November 1, 2006, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Carrier Johnson, 275-B McCormick Avenue, Costa Mesa, CA 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at 10% of the construction cost; and

WHEREAS, the scope of services has been increased to include 1) relocation of electrical, fire alarm and HVAC control panels, 2) acoustical consulting services, 3) structural consulting services, 4) additional reimbursables ; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT"; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services described in the "CONSULTANT's" proposal of services dated March 15, 2008, April 24, 2008, and September 6, 2008, and issued after the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:

1. Relocation of Electrical, Fire Alarm and HVAC Control Panels	\$6,040
2. Acoustical Consulting Services	\$8,320
3. Structural Consulting Services	\$4,900
4. Allowance for additional Reimbursables	\$7,000
Total this Amendment	\$26,260

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Carrier Johnson

By: _____

Gary Poertner

By: _____

Title: Deputy Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: B200 Science Lab Annex and B239 Conversion:
Contract Amendment No.2 for Increased Services

ACTION: Approval

BACKGROUND

On July 24, 2006, the Board of Trustees approved the selection of Carrier Johnson as architect for the Irvine Valley College B200 Science Lab Annex and B239 Conversion project for a fee equal to 8.5% of the construction cost or an estimated fee of \$302,177. Amendment #1 for \$44,530 was previously approved for a total estimated contract amount of \$346,707.

The original agreement provided for additional design services if significant changes were required on the Project.

STATUS

It is determined in the best interest of the District to modify the original scope with the following services 1) Chemical classification of hazardous materials to meet the requirements of the Orange County Fire Authority (OCFA) and associated design, 2) Additional meetings, design changes, and evaluation of alternatives to resolve faculty programming issues and 3) Modification to the allocation for reimbursable expenses.

These requirements are beyond the original scope of architectural services and staff recommends a revision of fee to reflect these additional services in the amount of \$81,741 for a total fee of \$428,448.

Funds are available in the approved basic aid project budget which is \$6,980,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve amendment no. 2 in the amount of \$81,741, EXHIBIT A, with Carrier Johnson to provide additional architectural services for the Irvine Valley College B200 Science Lab Annex and B239 Conversion project for a total fee of \$428,488.

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

**AMENDMENT NO. 2
TO ARCHITECTURAL SERVICES AGREEMENT
FOR B200 SCIENCE LAB ANNEX AND B239 CONVERSION
AT
IRVINE VALLEY COLLEGE**

OCTOBER 27, 2008

THIS AMENDMENT shall modify the original agreement dated July 24, 2006, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Carrier Johnson, 275-B McCormick Avenue, Costa Mesa, CA 92626, hereinafter referred to as "CONSULTANT."

WHEREAS, Article IX, paragraph 9 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article VIII, paragraph 1, establishes the compensation of the agreement at 8.5% of the construction cost; and

WHEREAS, the scope of services has been increased to include 1) Chemical classification of hazardous materials to meet the requirements of the Orange County Fire Authority (OCFA) and associated design, and 2) Additional meetings, design changes, and evaluation of alternatives to resolve faculty programming issues and 3) adjustment to the reimbursable allowance; and

WHEREAS, this additional scope requires increased services by the "CONSULTANT"; and

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

1. Article VIII, paragraphs 1 and 2, of the agreement shall be modified as follows: "The DISTRICT" shall compensate the "CONSULTANT" for services described in the original agreement and services described in the "CONSULTANT's" proposal of services dated November 3, 2006, July 1, 2007, and July 7, 2008, and issued after the date of this amendment as follows:

FIXED FEE FOR ALL SERVICES AS DESCRIBED HEREIN:

1. Chemical classification of hazmat to meet requirements of OCFA and associated design (AS2)	\$17,870
2. Additional meetings to resolve Faculty programming issues (AS3)	\$36,871
3. Allowance for additional Reimbursables (AS4 & Adjustment)	\$27,000
Total this Amendment	\$81,741

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Carrier Johnson

By: _____

Gary Poertner

By: _____

Title: Deputy Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

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

ACTION: Approval

BACKGROUND

On March 27, 2006, the Board of Trustees hired gkkworks for the management of multiple prime contracts for the construction of the Business Sciences and Technology Innovation Center at Irvine Valley College. 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 \$234,823 for a revised contract amount of \$15,165,171.

STATUS

Exhibit A describes the required modifications contained in Change Order Requests (COR) numbers 65, 95, 99, 100, 101, 102, 138, 140, 141, 143, 156, 160, 164, 169, 174, 175, 180, 185, 194, 195, 196, 197, 201, 206, 207, 208, 211, 218, 219, 220, 222, 224, and 225. Approval of these COR's and the credits for the unused allowances will result in an decrease of \$53,312 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 \$15,111,859.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request's numbers 65, 95, 99, 100, 101, 102, 138, 140, 141, 143, 156, 160, 164, 169, 174, 175, 180, 185, 194, 195, 196, 197, 201, 206, 207, 208, 211, 218, 219, 220, 222, 224, and 225 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 \$53,312 in the total project cost.

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

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

EXHIBIT A
Pg. 1 of 3

October 27, 2008

COR No.	Date	Description	Requested	Status	Amount
65	4/23/2008	Change brick veneer backing to DensShield	Arch	APP	\$736.00
95	3/3/2008	b/c from Crowner - Repair 2F clerestory damaged by Superior	Arch	APP	(\$3,261.00)
99	6/3/2008	Cut and Grind angle gusset - RFI 342	Arch	APP	\$614.00
100	6/3/2008	Weld extension to Roof Access Ladder	Arch	APP	\$1,015.00
101	6/3/2008	Furnish guardrails under Stairs 1 & 2	Arch	APP	\$5,215.00
102	4/9/2008	Add epoxy finish at Stairs	Arch	APP	\$6,950.00
138	7/24/2008	b/c from Martin for t-bar wire/post repair	Arch	APP	(\$5,721.00)
138	7/24/2008	Repair ceiling wires (b/c USS Cal)	Arch	APP	\$5,721.00
140	4/17/2008	Add access panels for HVAC - b/c to Coutts	Arch	APP	\$591.00
141	4/17/2008	Add access panels for Elec - b/c to G&S	Arch	APP	\$989.00
141	4/17/2008	b/c USS Cal - provide access panels	Arch	APP	(\$989.00)
143	4/18/2008	Rework stucco at Steel Blades	Arch	APP	\$3,737.00
156	7/31/2008	Extend underslab conduit pathways at Fixed Seating in Rooms 103/104	Arch	APP	\$7,105.00
160	6/18/2008	Exterior soffit change from perforated panels to break metal	Arch	APP	(\$2,539.00)
164	6/18/2008	Remove carpet and float between Library feature wall panels	Arch	APP	\$356.00
169	6/20/2008	Modify 2F floorboxes for A/V components	Arch	APP	\$2,636.00
174	6/5/2008	Remove angle clip at wall edge to provide flat surface for VCT installation	Arch	APP	\$1,124.00
175	6/5/2008	Patch walls at various changes	Arch	APP	\$1,305.00

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

October 27, 2008

COR No.	Date	Description	Requested	Status	Amount
180	7/2/2008	b/c Rouse - Repair flooring in Room 111	Owner	APP	(\$1,187.00)
180	7/2/2008	Replace damaged Forbo in Rm 111	Owner	APP	\$1,187.00
185	6/30/2008	Relocate light poles from behind PAC to Lawn Area	Owner	APP	\$635.00
194	6/12/2008	Repaint ductwork from CCD 7 work	Arch	APP	\$223.00
195	6/12/2008	Mask walls for Fixed Seating Rework	Arch	APP	\$225.00
196	6/12/2008	b/c from Saunders & McMillin for extra painting after wall patching	Arch	APP	(\$8,153.00)
196	6/12/2008	b/c to USS Cal for painting wall repairs	Arch	APP	\$8,153.00
197	6/12/2008	Misc pickup and repaint - settlement	Arch	APP	\$2,500.00
201	7/11/2008	Change from keyed to button for Elevator Call	Owner	APP	\$2,334.00
206	10/27/2008	Add emergency backup to Restroom Lighting	Arch	APP	\$1,932.00
207	10/20/2008	Repair Light Pole damaged by Pierre - b/c to Pierre	Arch	APP	\$1,253.00
208	6/30/2008	Remove/Reinstall Room 103/104 Lights to allow extension of ceiling	Owner	APP	\$1,267.00
211	7/11/2008	Add handrails at 2-step stairs at front entrance	Arch	APP	\$3,813.00
218	4/24/2008	Credit for CPI access enclosures (NEMA boxes)	Arch	APP	(\$848.00)

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

October 27, 2008

COR No.	Date	Description	Requested	Status	Amount
219	9/23/2008	Add shims to level Exit Signs	Arch	APP	\$1,634.00
220	9/23/2008	Add switch for separate control of projection screens in Rooms 103/104	Owner	APP	\$515.00
222	4/23/2008	Reframe door headers to create slope for Roofing change at Canopies	Arch	APP	\$3,946.00
224	10/2/2008	Flat topped drain grates	Arch	APP	\$677.00
225	10/8/2008	Credit for deleted waterproofing	Arch	APP	(\$12,353.00)
N/A	10/8/2008	Adjustment for Unallocated Allowance	Owner	APP	(\$31,558.00)
N/A	10/8/2008	Adjustment for Unallocated Allowance	Owner	APP	(\$10,000.00)
N/A	10/8/2008	Adjustment for Unallocated Allowance	Owner	APP	(\$35,091.00)
N/A	10/8/2008	Adjustment for Unallocated Allowance	Owner	APP	(\$5,000.00)
N/A	10/8/2008	Adjustment for Unallocated Allowance	Owner	APP	(\$5,000.00)

TOTAL THESE CHANGE ORDER REQUESTS

-\$53,312.00

Construction of Business and Technology Innovation Center
 Irvine Valley College
 Bid No. 279
 Board Change Order No. 10
 October 27, 2008

BID PKG. #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	Previously Approved COR's	COR# 65	COR# 95	COR# 99	COR# 100	COR# 101	COR# 102	COR# 138	COR# 140	COR# 141	COR# 143
A	Demolition/Grading	Salsbury Engineering	\$297,000	\$21,063										
B	Plumbing/Site Utilities	HPL Mechanical	\$671,937	\$29,609										
C	Concrete	TB Penick & Sons	\$1,738,000	\$55,195										
D	Landscape & Irrigation	FYR (dba Pierre Landscaping)	\$227,200	\$13,735										
E	Masonry	Winegardner Masonry	\$289,200	\$8,187										
F	Structural & Misc Metals	Zimkor Industries	\$2,390,000	(\$91,245)			\$614	\$1,015	\$5,215					
G	Roofing & Waterproofing	Best Roofing	\$349,830	\$10,792										
H	Sheet Metal & Flashings	Crowner Sheet Metal	\$298,860											
I	Casework & Millwork	K&Z Cabinet	\$146,160	-\$5,886										
J	Doors & Hardware	Inland Building	\$158,800	-\$5,428										
K	Aluminum Curtain Wall & Glazing	Moonlight Glass	\$1,272,300	\$25,609										
L	Lath, Plaster, Drywall & Batt Insulation	USS Cal Builders	\$2,792,000	\$51,417	\$736	(3,261)					(5,721)	\$591	\$989	\$3,737
M	Ceramic Tile	Inland Pacific Tile	\$86,990	-\$5,000										
N	Acoustical Ceilings	Martin Integrated Systems	\$217,263								\$5,721			
O	Floor Coverings	The Rouse Company	\$228,000	\$3,121						\$6,950				
P	Painting & Coatings	Saunders & McMillin	\$137,800	\$6,880										
Q	Specialties	Inland Acoustics, Inc.	\$331,400	\$6,859										
R	Hydraulic Elevator	Mitsubishi Electric	\$86,000											
S	Fire Protection Systems	Daart Engineering	\$237,608											
T	HVAC	Couts Heating and Cooling	\$1,187,000	\$23,571										
U	Electrical & Low Voltage Systems	Gilbert & Stearns, Inc.	\$1,787,000	\$86,344									(989)	
	TOTAL		\$14,930,348	\$234,823	\$736	(3,261)	614	1,015	5,215	6,950	0	591	0	3,737

Construction of Business and Technology Innovation Center
Irvine Valley College
Bid No. 279
Board Change Order No. 10
October 27, 2008

Exhibit B
Page 2 of 4

BID PKG. #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	COR# 156	COR# 160	COR# 164	COR# 169	COR# 174	COR# 175	COR# 180	COR# 185	COR# 194	COR# 195	COR# 196
A	Demolition/Grading	Salsbury Engineering	\$297,000											
B	Plumbing/Site Utilities	HPL Mechanical	\$671,937											
C	Concrete	TB Penick & Sons	\$1,738,000											
D	Landscape & Irrigation	FYR (dba Pierre Landscaping)	\$227,200											
E	Masonry	Winegardner Masonry	\$289,200											
F	Structural & Misc Metals	Zimkor Industries	\$2,390,000											
G	Roofing & Waterproofing	Best Roofing	\$349,830											
H	Sheet Metal & Flashings	Crowner Sheet Metal	\$298,860											
I	Casework & Millwork	K&Z Cabinet	\$146,160											
J	Doors & Hardware	Inland Building	\$158,800											
K	Aluminum Curtain Wall & Glazing	Moonlight Glass	\$1,272,300											
L	Lath, Plaster, Drywall & Batt Insulation	USS Cal Builders	\$2,792,000					\$1,124	\$1,305					(8,153)
M	Ceramic Tile	Inland Pacific Tile	\$86,990											
N	Acoustical Ceilings	Martin Integrated Systems	\$217,263		(2,539)									
O	Floor Coverings	The Rouse Company	\$228,000			\$356				\$1,187				
P	Painting & Coatings	Saunders & McMillin	\$137,800									\$223	\$225	\$8,153
Q	Specialties	Inland Acoustics, Inc.	\$331,400											
R	Hydraulic Elevator	Mitsubishi Electric	\$86,000											
S	Fire Protection Systems	Daart Engineering	\$237,608											
T	HVAC	Couts Heating and Cooling	\$1,187,000											
U	Electrical & Low Voltage Systems	Gilbert & Stearns, Inc.	\$1,787,000	\$7,105			\$2,636			(1,187)	\$635			
	TOTAL		\$14,930,348	7,105	(2,539)	356	2,636	1,124	1,305	0	635	223	225	0

Construction of Business and Technology Innovation Center
Irvine Valley College
Bid No. 279
Board Change Order No. 10
October 27, 2008

Exhibit B
Page 3 of 4

BID PKG. #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	COR# 197	COR# 201	COR# 206	COR# 207	COR# 208	COR# 211	COR# 218	COR# 219	COR# 220	COR# 222	COR# 224
A	Demolition/Grading	Salsbury Engineering	\$297,000											
B	Plumbing/Site Utilities	HPL Mechanical	\$671,937											\$677
C	Concrete	TB Penick & Sons	\$1,738,000											
D	Landscape & Irrigation	FYR (dba Pierre Landscaping)	\$227,200											
E	Masonry	Winegardner Masonry	\$289,200											
F	Structural & Misc Metals	Zimkor Industries	\$2,390,000						\$3,813					
G	Roofing & Waterproofing	Best Roofing	\$349,830											
H	Sheet Metal & Flashings	Crowner Sheet Metal	\$298,860											
I	Casework & Millwork	K&Z Cabinet	\$146,160											
J	Doors & Hardware	Inland Building	\$158,800											
K	Aluminum Curtain Wall & Glazing	Moonlight Glass	\$1,272,300											
L	Lath, Plaster, Drywall & Batt Insulation	USS Cal Builders	\$2,792,000										\$3,946	
M	Ceramic Tile	Inland Pacific Tile	\$86,990											
N	Acoustical Ceilings	Martin Integrated Systems	\$217,263											
O	Floor Coverings	The Rouse Company	\$228,000											
P	Painting & Coatings	Saunders & McMillin	\$137,800	\$2,500										
Q	Specialties	Inland Acoustics, Inc.	\$331,400											
R	Hydraulic Elevator	Mitsubishi Electric	\$86,000		\$2,334									
S	Fire Protection Systems	Daart Engineering	\$237,608											
T	HVAC	Coats Heating and Cooling	\$1,187,000											
U	Electrical & Low Voltage Systems	Gilbert & Stearns, Inc.	\$1,787,000			\$1,932	\$1,253	\$1,267		(\$848)	\$1,634	\$515		
	TOTAL		\$14,930,348	2,500	2,334	1,932	1,253	1,267	3,813	(848)	1,634	515	3,946	677

Construction of Business and Technology Innovation Center
 Irvine Valley College
 Bid No. 279
 Board Change Order No. 10
 October 27, 2008

BID PKG. #	BID PACKAGE DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	COR# 225	Allowance Adjustment	REVISED CONTRACT AMOUNT
A	Demolition/Grading	Salsbury Engineering	\$297,000			\$318,063
B	Plumbing/Site Utilities	HPL Mechanical	\$671,937			\$702,223
C	Concrete	TB Penick & Sons	\$1,738,000			\$1,793,195
D	Landscape & Irrigation	FYR (dba Pierre Landscaping)	\$227,200			\$240,935
E	Masonry	Winegardner Masonry	\$289,200			\$297,387
F	Structural & Misc Metals	Zimkor Industries	\$2,390,000		(\$31,558)	\$2,277,854
G	Roofing & Waterproofing	Best Roofing	\$349,830	(12,353)	(\$10,000)	\$338,269
H	Sheet Metal & Flashings	Crowner Sheet Metal	\$298,860			\$298,860
I	Casework & Millwork	K&Z Cabinet	\$146,160			\$140,274
J	Doors & Hardware	Inland Building	\$158,800			\$153,372
K	Aluminum Curtain Wall & Glazing	Moonlight Glass	\$1,272,300			\$1,297,909
L	Lath, Plaster, Drywall & Batt Insulation	USS Cal Builders	\$2,792,000		(\$35,091)	\$2,803,619
M	Ceramic Tile	Inland Pacific Tile	\$86,990			\$81,990
N	Acoustical Ceilings	Martin Integrated Systems	\$217,263			\$220,445
O	Floor Coverings	The Rouse Company	\$228,000			\$239,614
P	Painting & Coatings	Saunders & McMillin	\$137,800		(\$5,000)	\$150,781
Q	Specialties	Inland Acoustics, Inc.	\$331,400			\$338,259
R	Hydraulic Elevator	Mitsubishi Electric	\$86,000			\$88,334
S	Fire Protection Systems	Daart Engineering	\$237,608		(\$5,000)	\$232,608
T	HVAC	Couts Heating and Cooling	\$1,187,000			\$1,210,571
U	Electrical & Low Voltage Systems	Gilbert & Stearns, Inc.	\$1,787,000			\$1,887,297
		TOTAL	\$14,930,348	(12,353)	(86,649)	\$15,111,859

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Notice 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. The Board previously approved filing the Notice of Completion for four contractors.

STATUS

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

Package B: **Plumbing/Site Utilities**, Exhibit A
Package F: **Structural and Miscellaneous** Exhibit B
Package L: **Lath, Plaster, Drywall, Batt Insulation** Exhibit C
Package R: **Hydraulic Elevator** Exhibit D
Package S: **Fire Protection Systems** Exhibit E

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notices of Completion attached as EXHIBITS A, B, C, D and E, for five 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: PLUMBING/SITE UTILITIES AT IRVINE VALLEY COLLEGE, BID NO. 279, Package B, the contract for the doing of which was heretofore entered into the 26TH day of SEPTEMBER, 2006, which contract was made with HPL MECHANICAL CONTRACTORS, INC. as Contractor; that said improvements were completed on the 10TH day of OCTOBER 2008, and accepted by formal action of the governing board of said District on the 27TH day of OCTOBER, 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: STRUCTURAL AND MISCELLANEOUS AT IRVINE VALLEY COLLEGE, BID NO. 279, Package F, the contract for the doing of which was heretofore entered into the 26TH day of SEPTEMBER, 2006, which contract was made with ZIMCOR INDUSTRIES, INC. as Contractor; that said improvements were completed on the 10TH day of OCTOBER 2008, and accepted by formal action of the governing board of said District on the 27TH day of OCTOBER, 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 WESTERN SURETY 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:

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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: LATH, PLASTER, DRYWALL, BATT INSULATION AT IRVINE VALLEY COLLEGE, BID NO. 279, Package L, the contract for the doing of which was heretofore entered into the 26TH day of SEPTEMBER, 2006, which contract was made with USS CAL BUILDERS, INC. as Contractor; that said improvements were completed on the 10TH day of OCTOBER 2008, and accepted by formal action of the governing board of said District on the 27TH day of OCTOBER, 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 ARCH 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

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: HYDRAULIC ELEVATOR AT IRVINE VALLEY COLLEGE, BID NO. 279, Package R, the contract for the doing of which was heretofore entered into the 26TH day of SEPTEMBER, 2006, which contract was made with MITSUBISHI ELECTRIC & ELECTRONICS USA; as Contractor; that said improvements were completed on the 10TH day of OCTOBER 2008, and accepted by formal action of the governing board of said District on the 27TH day of OCTOBER, 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 FIDELITY AND DEPOSIT COMPANY OF MARYLAND; 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: FIRE PROTECTION SYSTEMS AT IRVINE VALLEY COLLEGE, BID NO. 283, Package S, the contract for the doing of which was heretofore entered into the 30TH day of NOVEMBER, 2006, which contract was made with DAART ENGINEERING COMPANY, INC. as Contractor; that said improvements were completed on the 10TH day of OCTOBER 2008, and accepted by formal action of the governing board of said District on the 27TH day of OCTOBER, 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 DEVELOPERS SURETY AND INDEMNITY 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: Saddleback College and Irvine Valley College: 2009-10 Faculty Hiring

ACTION: Approval

BACKGROUND

Saddleback College and Irvine Valley College are dedicated to serving the educational needs of its students and community. The colleges best serve constituents by providing quality lower-division, transfer, vocational, basic skills, and community education courses. A high priority in advancing the mission of Saddleback College and Irvine Valley College is to increase the number of qualified, full-time faculty at both colleges.

STATUS

Through the collegial consultation process at Saddleback College, 27 full-time tenure track new and replacement faculty positions have been identified as a priority for the 2009-2010 academic year. The president reviewed the recommended position list and presents it for board approval as Exhibit A. The 27 positions shown in Exhibit A will be filled contingent upon available funding.

Irvine Valley College, through its collegial consultation process, has identified 10 full-time faculty positions for the 2009-10 academic year. These positions will be filled contingent upon available funding. The 10 positions recommended are listed in priority order on Exhibit B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the announcement of and recruitment for full-time positions, contingent upon funding, at Saddleback College and Irvine Valley College for the 2009-10 academic year as presented in Exhibits A and B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
POSITION REQUEST LIST

FACULTY POSITIONS FOR 2009 - 2010 ACADEMIC YEAR

Saddleback College
 Irvine Valley College

DISCIPLINE/SUB-DISCIPLINE	DIVISION/SCHOOL	TENURE STATUS		POSITION TYPE		% FTE	FUNDING SOURCE
		Tenure Track	Temporary	New	Replacement		
1. Disabled Students & Program & Services	Counseling & Special Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	Categorical
2. Forensics	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
3. English	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
4. English	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
5. Humanities	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
6. Astronomy/Physics	Math, Science & Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
7. Men's Basketball Coach	P.E./Kinesiology & Athletics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	General Fund
8. Biology	Math, Science & Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
9. English Composition #1	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
10. Chemistry Instructor	Math, Science & Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
11. Sociology	Social & Behavioral Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
12. Aquarium & Aquaculture Science	Advance Tech. & Applied Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
13. Spanish/Arabic	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
14. Child Dev. & Educational Studies	Social & Behavioral Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund
15. Matriculation Coordinator/Counselor	Counseling & Special Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	Categorical
16. Culinary Arts Instructor	Advance Tech. & Applied Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	Categorical
17. Music/Music Technology	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	Categorical
18. Cinema/Television/Radio	Advance Tech. & Applied Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	General Fund

19. Women's Track & Cross Country Coach	P.E./Kinesiology & Athletics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
20. Art Instructor 2D & 3D Design	Fine Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 Categorical
21. Cataloging Technology Librarian	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
22. Journalism Publications	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
23. Nursing	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
24. Medical Laboratory Technician/Phlebotomy	Health Science & Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
25. English Composition #2	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
26. Basic Skills Coordinator	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund
27. Spanish/Italian	Liberal Arts & Learning Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 General Fund

APPROVALS:

Roger Vunnes 10/17/08
Vice President Date

Carol S. Zito 10/20/08
President Date

Chancellor Date

Robert C. [Signature] 10/17/08
Academic Senate President Date

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
IRVINE VALLEY COLLEGE
POSITION REQUEST LIST
FACULTY HIRING FOR 2009-2010 ACADEMIC YEAR**

PRIORITY	DISCIPLINE/ SUB DISCIPLINE	DIVISION/SCHOOL	TENURE STATUS		POSITION TYPE		% FTE	TIER 1, 2 or 3
			Tenure Track	Temporary	New	Replacement		
1	Counselor	Guidance and Counseling	X			X	100	1
2	Librarian	Library Services	X		X		100	2
3	Journalism	Humanities & Languages	X		X		100	3
4	Counselor	Guidance and Counseling	X			X	100	1
5	Film Studies	Humanities & Languages	X		X		100	2
6	Art History/ Museum Studies	Fine Arts	X		X		100	3
7	Physics	Physical Sciences & Technologies	X			X	100	1
8	Business Science	Business Sciences	X		X		100	2
9	Electronics	Physical Sciences & Technologies	X		X		100	3
10	Music/Keyboard	Fine Arts	X		X		100	2

Craig Justice 10/09/08

 Vice President of Instruction Date

Alan K. Rogum 10/13/08

 College President Date

Wendy Faberida 10/09/08

 Academic Senate, President Date

 Chancellor Date

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Saddleback College and IVC: Spring 2009 Community Education Programs

ACTION: Approval

BACKGROUND

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

STATUS

A variety of educational and recreational events have been planned by the Saddleback College and Irvine Valley College Community Education departments for the Spring Semester 2009. Expenses for conducting these courses will be paid by income from participant fees. The Saddleback College and Irvine Valley College course offerings, presenters, and compensation are outlined in Exhibit A (Saddleback College) and Exhibit B (Irvine Valley College).

RECOMMENDATION

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

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

PROGRAM	COURSE TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	ABC's of Charting the Market	2/24	Don Jarrett (E)	50% net	\$ 49.00
	Acrylic/Oil Painting Workshop	1/24 - 5/16	Alan Lugena (E)	50% net	\$87 - 97
	Acting for the Camera	2/6 - 5/22	Acting Express Productions (I)	50% net	\$ 175.00
	Architectural Treasure, Union Station	2/28	Regina Rocha Tours (I)	\$53.00	\$68.00
	Are You the Next American Inventor?	2/24	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	Become A Substitute Teacher	2/7	Charles Prosper (E)	50% net	\$ 37.00
	Beg. And Intermediate Watercolor Workshop	1/28 - 5/13	Alan Lugena (E)	50% net	\$87 - 97
	Beg. Medical Insurance Billing I	3/28	Terry Rowen & Assoc. (I)	50% net	\$125 - 255
	Beg. Medical Insurance Billing II	3/29	Terry Rowen & Assoc. (I)	50% net	\$120- 255
	Beginning Blues Harmonica	3/31	David Broida (I)	40% gross	\$ 45.00
	Botanical Drawing Ink Workshop	1/29 - 4/28	Alan Lugena (E)	50% net	\$67 - 97
	Botanical Drawing Workshop	1/26 - 5/11	Alan Lugena (E)	50% net	\$77 - 97
	Botanical Watercolor Workshop	1/29 - 5/14	Alan Lugena (E)	50% net	\$87 - 97
	Bride & Groom's First Dance	1/16	Kaylaa Fox (I)	40-45% gross	\$ 30.00
	Build Your Own Web Site For \$5 A Month	4/11	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	California Notary Loan Signing Specialist	1/17 - 4/19	CSNP (I)	40% gross	\$ 80.00
	California Notary Public	1/17 - 4/19	CSNP (I)	40% gross	\$ 80.00
	California Notary Public (Online)	1/17 - 4/19	CSNP (I)	50% gross	\$ 80.00
	Calligraphy Workshop	1/27 - 5/12	Alan Lugena (E)	50% net	\$87 - 97
	Clutterology	1/31	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	Coaching, Consulting, & Training	4/25	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	Color Theory & Application Workshop	3/30 - 4/27	Alan Lugena (E)	50% net	\$67
	Commercial Real Estate Investing - Adv	3/26 - 4/9	Robert Kehiayan (I)	50% net	\$ 39.00
	Create a 2nd Income with A Home	1/31	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	Creative Décor - Chic Home Workshop	2/18 - 2/25	Carrie Bachmayer (E)	50% net	\$ 49.00
	Dance Classes	1/23 - 5/1	Kaylaa Fox (I)	40-45% gross	\$ 50.00
	Digital Scrapbooking	3/1 - 6/7	Randeleigh Harris(I)	50% net	\$ 59.00
	Discover Croatia	11/2 - 11/12	Collette Vacation (I)	90% gross	\$3,279.00
	Drawing Workshop	1/26 - 3/2	Alan Lugena (E)	50% net	\$77
	European Experience	Ongoing	Joe Calwell (I)	95% gross	\$ 4,500

(E) Employee

(I) Independent Contractor

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

PROGRAM	COURSE TITLE	DATES	PRESENTER	HONORARIA	FEE
	Feng Shui	2/24	Kartar Diamond (I)	50% net	\$ 49.00
	Financial Strategies For A Prosperous	3/10 - 3/24	David Brown (I)	50% net	\$49.00
	Finding the Best Loans for Investment Prop.	2/8	Stephen Dexter (I)	50% net	\$ 49.00
	Finding Your Soul Mate	2/7	Alexander Avila (I)	50% net	\$ 49.00
	Getting More From Digital Camera	1/24 - 4/4	Parry Shoemaker (E)	50% net	\$ 69.00
	Getting Started in Digital Photography	1/24 - 4/4	Parry Shoemaker (E)	50% net	\$ 59.00
	Getting Your Kids to Listen	3/5	Andrea Heiden (E)	50% net	\$ 35.00
	Golf Clinics for Adults	1/25 - 4/19	Emil Scodeller (E)	50% net	\$ 97.00
	Grand Canyon Shakespearean Festival	6/25 - 6/30	Loretta DuBois (I)	\$1100-1380 pp	\$1150 - 1430
	Guitar (Beg & Interm)	1/12 - 5/4	Ron Gorman (E)	60% net	\$ 90.00
	Healthy Harmonica: Songs and Rhythms	3/31	David Broida (E)	40% gross	\$ 19.00
	How to Be Your Own Private Investigator	2/11	Jim Harriger (E)	50% net	\$ 39.00
	How to Become a Mystery Shopper	1/31	Elaine Moran (E)	50% net	\$ 49.00
	How to Make Gift Baskets for Fun & Profit	2/28	Michelle Bergquist (I)	50% net	\$ 129.00
	How to Sell on Ebay	2/12 - 3/18	Frances Greenspan (I)	50% net	\$ 65.00
	How to Sell On eBay: Creating An eBay Store	3/5 - 3/25	Frances Greenspan (I)	50% net	\$ 45.00
	Hypnosis Certification	1/24 - 1/25	Balaji Nettimi (I)	50% net	\$799
	Investment Strategies	3/16 - 3/30	Charlie Goffin (E)	50% net	\$ 39.00
	Latin Aerobics	1/4 - 6/1	Sandra Casado (I)	50% net	\$50.00
	Make Money In Today's Real Estate Market	1/18	Marshall Reddick (I)	50% net	\$ 49.00
	Make Up 101: Beauty Application	1/31 - 4/24	Christina Gaudy (I)	50% net	\$ 90.00
	Making a Fortune Purchasing REO Foreclosed	5/30	Marshall Reddick Seminars (I)	50% net	\$ 49.00
	Mastering Your Money	1/27 - 3/21	Jalon O'Connell (E)	50% net	\$ 49.00
	Motorcycle Rider Training	1/3 - 5/24	Saddleback Rider Training (I)	Rates Per Day	\$100-235/day
	On-Line Courses	Ongoing	Education To Go (I)	\$29-\$200 p.p.	\$89 - 250
	Palm Springs Aerial Tramway	1/31	Regina Rocha Tours (I)	\$69.00	\$84.00
	PC Boot Camp	1/17 - 2/1	Computrax (I)	50% net	\$ 275.00
	PC Boot Camp - Adv. Topics	4/26 - 5/3	Computrax (I)	50% net	\$ 105.00
	PC Boot Camp Access in Two Days	2/6 - 2/13	Computrax (I)	50% net	\$ 105.00
	PC Boot Camp Express	4/3 - 4/24	Computrax (I)	50% net	\$ 180.00

(E) Employee

(I) Independent Contractor

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

PROGRAM	COURSE TITLE	DATES	PRESENTER	HONORARIA	FEE
	PC Boot Camp More Photoshop Magic	5/1 - 5/8	Computrax (I)	50% net	\$ 105.00
	PC Boot Camp Photoshop Magic	1/23 - 4/5	Computrax (I)	50% net	\$ 105.00
	PC Boot Camp Spectacular PowerPoint	3/27	Computrax (I)	50% net	\$ 95.00
	PC Boot Camp Spectacular PowerPoint	4/4	Computrax (I)	50% net	\$ 45.00
	Piano Made Easy Series	4/4	Robert Laughlin (I)	50% net	\$45 - 75
	Picture Framing (Beg & Adv)	3/7	Susan Unoura (I)	50% net	\$49 - 55
	Plein Air Landscape Watercolor Workshop	1/30 - 5/15	Alan Lugena (E)	50% net	\$77
	Portrait Watercolor Workshop	1/27 - 5/10	Alan Lugena (E)	50% net	\$87
	Power Entertaining	1/20	Farla Binder (I)	50% net	\$ 49.00
	Professional Speaking for the Clueless	1/31	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	Profiting With Fixer-Uppers	2/7	Marshall Reddick Seminars (I)	50% net	\$ 49.00
	Retail Cosmetics 101	1/28	Christina Gaudy (I)	50% net	\$ 90.00
	Santa Barbara Your Way	3/22	Regina Rocha Tours (I)	\$59.00	\$74.00
	Self-Publishing for the Clueless	3/2	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	Smart Steps to Starting A Business Series	3/2 - 3/30	Michelle Berquist (I)	50% net	\$ 175.00
	Speed Spanish	2/3 - 3/3	Dan Mikels (I)	50% net	\$ 59.00
	Stained Glass for Beginners	1/17 - 4/22	Greg Atwood (I)	50% gross	\$ 120.00
	Start Med. Insurance Billing	3/28 - 3/29	Terry Rowen & Assoc. (I)	50% net	\$55 - 255
	Supervisor's Series	2/17 - 4/14	Irv Gamal (I)	50% net	\$57 - 365
	Survival Skills In the Office	3/2	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	The 99 Cent Gourmet	2/24	Rounds, Miller & Assoc. (I)	50% net	\$ 39.00
	The French Connection	2/12 - 5/14	Claudine Robinson (E)	50% net	\$ 59.00
	The Secret Revealed	2/14	Charles Prosper (E)	50% net	\$ 37.00
	The Top 15 Laws of Real Estate Investing	2/7	Stephen Dexter (I)	50% net	\$ 49.00
	Trains of the Colorado Rockies	7/25 - 8/2	Collette Vacations (I)	90% gross	\$2,479.00
	Transform Your Dream Into Reality	3/5	Andrea Heiden (E)	50% net	\$ 35.00
	Travel Photography	1/24 - 5/3	Ralph Velasco (I)	50% net	\$ 69.00
	What Were You Born to Do?	3/1	Curtis Adney (E)	50% net	\$ 55.00

(E) Employee

(I) Independent Contractor

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

PROGRAM.	COURSE TITLE	DATES	PRESENTER	HONORARIA	FEE
CFK	Acting for the Young Performer	2/6 - 5/22	Acting Express Productions (I)	50% net	\$ 75.00
	Digital Scrapbooking for Youth	3/1 - 3/22	Randeleigh Harris(I)	50% net	\$ 60.00
	Guitar for Kids (Beg & Interm)	2/14 - 3/14	Ron Gorman (E)	50% net	\$ 90.00
	Make Up Tips For Teens	1/31	Christina Gaudy (I)	50% net	\$ 65.00
	Musical Theatre Workshop	3/6 - 3/27	Acting Express Productions (I)	50% net	\$ 75.00
	Natural A's	3/1	Curtis Adney (E)	50% net	\$ 49.00
	Piano for Children	1/22 - 6/4	Pam Worcester (E)	\$400	\$150.00
	Youth Golf Clinics	1/3 - 6/1	Chris Hearld (E) & Chris Cooke (E)	45% gross	\$ 70.00

(E) Employee
(I) Independent Contractor

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

COURSE TITLE	DATES	INSTRUCTOR	HONORARIA	FEE
2-Day Film School	1/5-5/24/09	Dov Simens	50% gross	\$395
ABC 's of Stock Chart Analysis	1/5-5/24/09	Donald Jarrett	50% gross	\$59
Academic Enrichment Courses	1/5-5/24/09	Marta Shea	50% gross	\$39-\$59
Art Courses	1/5-5/24/09	Robyn Scott	50% gross	\$79-\$109
Art Courses	1/5-5/24/09	Sima Ranjbar	50% gross	\$35-\$250
Art Courses	1/5-5/24/09	Mina Asadirad	50% gross	\$60-\$79
Beauty Courses	1/5-5/24/09	Cynthia Sliwa	50% gross	\$39-\$49
Beauty Courses	1/5-5/24/09	Betty Netherly	50% gross	\$25-\$49
Business Courses	1/5-5/24/09	Thomas Jones	50% gross	\$200
Business Courses	1/5-5/24/09	Gwen Earle	50% gross	\$39-\$59
Business Courses	1/5-5/24/09	John Robbins	50% gross	\$59-\$2,595
Business Courses	1/5-5/24/09	John Spiers	50% gross	\$29-\$299
Business Courses	1/5-5/24/09	Asim Khan	50% gross	\$39-\$89
Business Management Courses	1/5-5/24/09	Gene Konstant	50% gross	\$44-\$69
Career Workshops	1/5-5/24/09	Brenda Arnold	50% gross	\$59
Career Workshops	1/5-5/24/09	Sue McCullough	60% gross	\$59
Career Workshops	1/5-5/24/09	Greta Rice	50% gross	\$59
Career Workshops	1/5-5/24/09	Jame Eibler	50% gross	\$29
Career Workshops	1/5-5/24/09	Ellen Gibran-Hesse	50% gross	\$49-\$79
Coaching Seminar	1/5-5/24/09	Nick Davidson	50% gross	\$59-\$99
College Planning Courses	1/5-5/24/09	Jayne Ruane	65% gross	\$40
Computer Courses	1/5-5/24/09	Vazi Okhandiar	60% gross	\$119-\$399
Computer Courses	1/5-5/24/09	Robert Band	50% gross	\$79
Computer Courses	1/5-5/24/09	Robert Cohen	50% gross	\$49-\$99
Computer Courses	1/5-5/24/09	Rob Young	50% gross	\$199
Computer Courses	1/5-5/24/09	Robert Wyman	50% gross	\$49-\$159
Dance Workshops	1/5-5/24/09	Diki Shields	50% gross	\$49-\$199
E-Bay Workshops	1/5-5/24/09	Carolyn Jacinto	50% gross	\$25-\$1009
Environmental Courses	1/5-5/24/09	William Roley	50% gross	\$49-\$199
Fiber Optics Courses	1/5-5/24/09	Bob Ballard	50% gross	\$79-\$499
Financial Courses	1/5-5/24/09	Jim Wigen	50% gross	\$49
Financial Courses	1/5-5/24/09	Daniel DePercin	50% gross	\$79-\$359
Food Service Courses	1/5-5/24/09	Kellie Nicholson	50% gross	\$49-\$109
Grant Writing Seminar	1/5-5/24/09	John Drew	60% gross	\$95
Health Wellness Courses	1/5-5/24/09	Randy Snyder	60% gross	\$150-\$2,500
Health Wellness Courses	1/5-5/24/09	Jackie Ovadia	50% gross	\$39-\$99
Home Inspection Training	ongoing	Mary Jo Gdovin	IVC receives \$15-\$150*pp	\$30-\$995
Internet and Web Certificate Courses	ongoing	Rich Talmo	IVC gets \$300*pp	\$99-\$4,500
Internet and Web Courses	ongoing	Rich Talmo	IVC gets \$29-\$160 *pp	\$49-\$1,299
Internet and Web Courses	ongoing	Bill Hess	IVC gets 50% of course fees *pp	\$99-\$1,000
Internet Courses	1/5-5/24/09	Tony Davis	50% gross	\$185-\$1,759
Internet Web Courses	ongoing	Jim Kline	IVC gets 50% of course fees *pp	\$500-\$5,000
Law Courses	1/5-5/24/09	Ron Shreves	50% gross	\$55

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Leadership Courses	1/5-5/24/09	Jon Forrest	50% gross	\$49-\$79
Legal Courses	1/5-5/24/09	Gary Knippa	50% gross	\$1,289
Medical Training Courses	1/5-5/24/09	Theda Cooley	50% gross	\$499
Medical Training Courses	1/5-5/24/09	Alice Chegia	50% gross	\$2,099
Music Courses	1/5-5/24/09	Justin Ivey	50% gross	\$49-\$99
Notary Courses	1/5-5/24/09	Han (Merlina) Combs	40% gross	\$69
Parenting Courses	1/5-5/24/09	Gem Montes	50% gross	\$39-\$69
Parenting Courses	1/5-5/24/09	Andrea Heiden	50% gross	\$49-\$69
Personal Enrichment Courses	1/5-5/24/09	Debbi Harper	50% gross	\$49-\$99
Personal Enrichment Courses	1/5-5/24/09	Veeder South	50% gross	\$49-\$79
Personal Enrichment Courses	1/5-5/24/09	Alexander Avila	50% gross	\$59-\$99
Photography Courses	1/5-5/24/09	Julie Price	50% gross	\$49-\$89
Plumbing Courses	1/5-5/24/09	Bill Moore	50% gross	\$59-\$299
Reading/Writing/Test Prep Courses	1/5-5/24/09	Ioan Sersea	50% gross	\$99-\$175
Real Estate Appraisal Courses	1/5-5/24/09	Les Levitan	50% gross	\$60
Real Estate Courses	1/5-5/24/09	Marshall Reddick	35% gross	\$49-\$79
Real Estate Courses	1/5-5/24/09	Pat Larkin	50% gross	\$39-\$69
Real Estate Courses	1/5-5/24/09	Seewing Yee	50% gross	\$49-\$89
Restraurant Classes	1/5-5/24/09	Michael Lao	50% gross	\$39-\$49
Retirement Planning Courses	1/5-5/24/09	Andrew Gordon	IVC gets \$20 *pp, \$5 for guest	\$49-\$54
Retirement Planning Courses	1/5-5/24/09	Rod Kamps	IVC gets \$30 *pp, \$2.50 for guest	\$59-\$64
Safety Courses	1/5-5/24/09	Sabrina Bradley	65% gross	\$25-\$50
Screenwriting Courses	1/5-5/24/09	Mark Sevi	50% gross	\$75-\$150
Self Defense Courses	1/5-5/24/09	Michael Christopher	50% gross	\$99
Social Dance Courses	1/5-5/24/09	Kaylaa Fox	60% gross	\$50-\$60
Social Dance Courses	1/5-5/24/09	Sandra Casado	60% gross	\$59-\$99
Tennis	1/5-5/24/09	Vincent Allegre	IVC gets 20% *pp	\$60-\$250
Tennis	1/5-5/24/09	Ivan Collas	50% gross	\$45-\$150
Testing Skills Courses	1/5-5/24/09	Kathy Song	50% gross	\$59-\$119
Theater Workshop	1/5-5/24/09	Hattie Fishburne	50% gross	\$99-\$299
Theater/Performance	1/5-5/24/09	Robert Conrad	60% gross	\$59-\$99
Travel	ongoing	Eliza McGinn	IVC gets 10% of each booking *pp	\$500-\$4,500
Travel	ongoing	Edward Williams	IVC gets \$50-\$200 per booking *pp	\$500-\$4,500
Wedding Planning Courses	1/5-5/24/09	Mary Ross	50% gross	\$99-\$1,099
Writing Courses	1/5-5/24/09	Maryann Easley	50% gross	\$175
Writing Courses	1/5-5/24/09	Frances Berman	50% gross	\$49-\$229

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: ATEP: Equipment Donation
ACTION: Approval

BACKGROUND

In 2004, the conveyance was completed of part of the former Marine Corps Air Station-Tustin to the South Orange County Community College District. Included in the property transfer was a variety of kitchen equipment located in the Enlisted Mess Hall Building #184.

Equipment has been offered to both colleges with minor disbursement of some items. The remaining equipment is expected to be disposed of when the building is demolished or renovated.

Public contract code 81452(c) states "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

The Orange County Rescue Mission Village of Hope in Tustin, California is a non-profit charitable organization serving Orange County. Their services include feeding the less fortunate of the county. They have identified the following equipment as useful to their program and have agreed to remove the items at no cost to the district:

- | | |
|-----------------------------|---|
| 2 80-gallon cooking vessels | 2 Shelving units |
| 2 Wheeled bakery racks | 1 Lot of miscellaneous
tableware: Utensils; dishes |

RECOMMENDATION

The Chancellor recommends that the Board of Trustees find this property to be of insufficient value to defray the costs of arranging a sale and approve the donation of same to the Orange County Rescue Mission Village of Hope.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: 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

DISTRICT

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
1/7/09	Pamela Cox Otto	Two Year Colleges: Trends, Marketing and Student Experience	CEO, Interact Communications Inc	\$5,000 general fund
				-0-
				-0-
				-0-
				-0-

SADDLEBACK COLLEGE

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
9/29/08	Kathleen DesCoteaux	Role of United Way in Human Services; Student internship opportunities	United Way Program Director	-0-
9/30/08	Jon Avery	Establishing Protected Areas	A Biologist for the County of San Diego for 5 years, and a Fish and Wildlife Biologist for the US fish and Wildlife Service since 1994.	-0-
10/9/08	Miss Melahat Rafiei Khwaja	Importance in getting involved in the government, Democratic issues, and Propositions	Political Director of the Democratic Party of Orange County, also served as Campaign Director for Congressional Candidate Jim Brandt (46 th CD).	-0-
10/9/08	Steve Young	BaRock the Vote	26 years as a trial Attorney in Orange County and in more than	-0-

			125 jury trials, Steve has worked tirelessly for those forgotten by the system. Steve's commitment to justice and his dedication to the people of his community make him a strong, clear voice for all residents of California's 48 th District.	
10/13/08	Molly Hogan	Job Opportunities	Currently working in field of Vintage	-0-
10/27/08	Christin Sheehe & Mrs. Sheehe	Private Historical Garment Collection	Sharing History and access to family's private clothing collection.	-0-
10/28/08	Dr. Lezlee Hinesmon-Matthews	Title of Talk: "Politics Made Me Do It: Race & Voter Intimidation in Modern Presidential Elections"	Graduated from the University of California, Los Angeles with a Ph.D. in Urban Planning	\$400.
Various dates to be scheduled from 10/1/08 to 6/30/09	Debora Martin	National Association for the Education of Young Children Accreditation Topics	Debora Martin is a program specialist for the CA Reading and Literature Project through the university of California, Irvine. She received her B.S. degree in Child and Adolescent Studies from Cal State Fullerton.	\$500 – CDC Budget \$500 – ASG
10/28/08	Kathleen DesCoteaux	Role of United Way in Human Services; Student internship opportunities	United Way Program Director	-0-

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

BACKGROUND

North Orange County Community College District (NOCCCD) received a renewable grant in 2001-2002 of Economic Development augmentation funds from the State Chancellor's Office to fund the continuation of an Orange County Multimedia Center. The grant, entitled "New Media/Multimedia/Entertainment Centers," includes South Orange County Community College District (SOCCCD) in consortium with Cypress College, Fullerton College, and the NOCCCD Adult Education Center. The 2008-2009 funding for SOCCCD will assist Irvine Valley College in expanding its capacity for multimedia training and education.

STATUS

The primary responsibilities of Irvine Valley College will be to provide workshops in new media technology, assist SOCCCD faculty with curriculum development, and assist in the surveying of new media company employment skills and training needs in Orange County. A subcontractor agreement has been negotiated between NOCCCD and SOCCCD wherein the District shall be reimbursed for expenses in an amount not to exceed \$5,000.00. The agreement term is July 1, 2008 through June 30, 2009.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the subcontracting agreement between North Orange County Community College District and South Orange County Community College District for an amount reimbursable up to \$5,000.00 as shown in Exhibit A.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

SUBGRANTEE AGREEMENT

THIS SUBGRANTEE AGREEMENT, entered into by and between South Orange County Community College District – Irvine Valley College, 28000 Marguerite Parkway, Mission Viejo, CA 92692, hereinafter referred to as Subgrantee, and the North Orange County Community College District, hereinafter referred to as DISTRICT.

WHEREAS the mission of the California Community Colleges Economic Development Program, California Government Code Section 88500, shall include but not be limited to the following: to advance California's economic growth and global competitiveness through quality education and services focusing on continuous work force improvement, technology deployment, and business development; to coordinate a community college response to meet statewide work force needs that attracts, retains, and expands businesses; to optimize access to community colleges' economic development services; and to develop strategic public and private sector partnerships.

WHEREAS the Chancellor's Office, California Community Colleges has provided funds to the DISTRICT for support of the Multimedia & Entertainment Centers, Grant Agreement #08-310-010.

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

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS the DISTRICT and Subgrantee mutually agree that Subgrantee is specially qualified for and shall provide special services to the DISTRICT for the New Media/Multimedia/Entertainment Centers Project and agree to the following:

1. STATEMENT OF WORK

Participation in the New Media/Multimedia/Entertainment Centers Project, Grant Agreement #08-310-010 funded by the Chancellor's Office, California Community Colleges. Subgrantee will carry out responsibilities as outlined in the Annual Workplan submitted to the Chancellor's Office, California Community Colleges, which is attached hereto as **Exhibit A** and incorporated by reference. **DISTRICT acknowledges that Subgrantee's obligations pursuant to this agreement and Exhibit A may only be performed by Irvine Valley College, and no other college of the South Orange County Community College District.** Subgrantee agrees that performance under this agreement shall be performed within the California Community Colleges Chancellor's Office, Economic Development Request for Applications, 2008-09 Instructions Terms and Conditions, which is incorporated herein by reference. Any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized. **All performance shall be completed by June 30, 2009, except that the final invoice shall be due July 1, 2009.**

2. TERM

The term of this agreement is for the period of **July 1, 2008 through June 30, 2009**.

3. CONTINGENCY OF FUNDS

Subgrantee acknowledges that approval of and funding for this Agreement is contingent upon the Chancellor's Office, California Community Colleges approval, receipt of funds from, and obligation of funds by, the Chancellor's Office, California Community Colleges to DISTRICT. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, DISTRICT shall notify Subgrantee immediately and in writing. Immediately upon such notice Subgrantee shall modify or cease operations as directed by DISTRICT. If modification of Subgrantee's operations hereunder is preferable to cessation of such operations, within thirty (30) days of said written notice, DISTRICT and Subgrantee shall negotiate necessary modifications to this Agreement and/or reimbursement of costs incurred hereunder.

4. PAYMENTS AND INVOICING

The DISTRICT, under the terms of this agreement, shall reimburse Subgrantee for expenses, a total amount not to exceed five thousand dollars, (**\$5,000**). Subgrantee shall assume all other expenses incurred in connection with the performance of this agreement, and the DISTRICT shall not be responsible for payment of any such expenses. Subgrantee shall submit invoices for the reimbursement of expenses. Invoices shall include a copy of the general ledger that details the expenditures in which Subgrantee desires reimbursement. Subgrantee shall also submit a detailed match report with the final invoice. The matching amount may not be provided from funds available under this funding source, but may include the direct cost of services provided by state or local programs. Documentation of such support for expenditures designated as matching funds or in-kind contributions must be the same as for expenditures of these funds. Subgrantee shall maintain accurate and complete records for a minimum of five (5) years after final payment under the grant agreement.

5. INDEPENDENT STATUS OF SUBGRANTEE

While engaged in carrying out and complying with any of the terms and conditions of this agreement, Subgrantee shall act in an independent capacity and not as an officer, agent or employee of the DISTRICT or of the State of California.

6. WORKERS' COMPENSATION INSURANCE

Subgrantee shall provide workers' compensation insurance or self-insure its services for all of its employees who will be engaged in the performance of this agreement and agrees to furnish to the DISTRICT satisfactory evidence thereof at any time the DISTRICT may request.

7. INDEMNIFICATION

Subgrantee shall hold harmless and indemnify the DISTRICT and its Board of Trustees, and all officers, employees, and agents thereof from any and all claims or actions that are brought because of damages, costs or expenses in law or equity that may at any time arise because of injuries to any persons or damage

to any property arising by reason of, or in the course of, the performance of this agreement by Subgrantee. Subgrantee shall also, at its own expense, cost, or risk, defend any and all such actions, suits, or other legal proceedings that may be brought or instituted against the DISTRICT, its Board of Trustees, or officers, employees, or agents thereof, and pay or satisfy any judgment that may be rendered against the DISTRICT, its Board of Trustees or officers, employees, or agents thereof in any such action, suit or legal proceedings arising out of the performance of this agreement by Subgrantee.

8. PRODUCTS AND DELIVERABLES

- a. Each deliverable to be provided under this Subgrantee agreement shall be submitted to and approved by the District and/or State Grant Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the District and/or State Grant Project Monitor prior to distribution.
- b. All products resulting from this Subgrantee agreement in whole or in part shall reference the Chancellor's Office, California Community Colleges and the specific funding source.
- c. All references to the project shall include the phrase, "funded in part by the Chancellor's Office, California Community Colleges."

9. INTELLECTUAL PROPERTY, INVENTIONS, AND NEW TECHNOLOGIES

- a. Any ideas, concepts, know-how or techniques relating to intellectual property and applied technologies, developed during the course of this agreement, can only be used by the District or the State in any way they may deem appropriate unless specifically exempted in writing.
- b. All inventions, discoveries or improvements of the intellectual property and applied technologies developed pursuant to this agreement, shall be the property of the State.
- c. The Chancellor's Office of the California Community Colleges shall retain for state purposes limited intellectual property rights. This limited right is a royalty-free, nonexclusive, non-transferable, irrevocable license, for governmental use of any knowledge, data, know-how, and materials (including devices and prototypes) conceived and first actually reduced to practice during the term of the grant. The Chancellor's Office of the California Community Colleges shall retain for state purposes patent rights for all inventions conceived during the term of the grant.

10. COPYRIGHT

The copyright to all materials produced as a result of this agreement shall belong to the State of California. Subgrantee assigns all rights, title and interest, including the copyright to any works created pursuant to this agreement, to the State. All technical communications and records originated or prepared by the Subgrantee pursuant to this agreement including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Subgrantee's administrative communications and records relating to this agreement, shall be delivered to the DISTRICT and shall become the exclusive property of the State and may be copyrighted by the State.

11. REAL PROPERTY AND EQUIPMENT

Where allowed by the funding source, real property and equipment (as defined in the California Community Colleges Budget and Accounting Manual, page 4.64) procured with these Grant funds will be used for the purpose of this project in accordance with the following:

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Subgrantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The Subgrantee will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.
- b. If the real property or equipment is not needed full time for the purposes of this Agreement, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of this Agreement throughout the term of this Agreement.
- c. Upon completion or termination of the Subgrantee Agreement, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the DISTRICT and/or Chancellor's Office.

12. CURRICULUM DEVELOPMENT

If this Subgrantee Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses initiated or substantially modified as a result of activities supported by this Subgrantee Agreement must comply with all applicable provisions of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (commencing with section 55000), including but not limited to, section 55002, which defines standards for degree-applicable credit, non-degree-applicable credit, and noncredit courses. All such courses must be reviewed through the appropriate processes as described in the Program and Course Approval Handbook published by the Chancellor's Office. If they are stand-alone courses not covered by one of the blanket approval categories in the Handbook, they must be submitted to the Chancellor's Office for approval before being offered.
- b. All programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this funding must be approved at the appropriate level and through the appropriate process as described in subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (Commencing with section 55000) and the Program and Course Approval Handbook published by the Chancellor's Office. In general, any new degree major, and any certificate that requires 18 semester units or 27 quarter units or more of coursework, must be approved by the Chancellor's Office before it is initiated or substantially modified.

13. AUDIT

Subgrantee shall be subject to the examination and audit by the State Auditor or the DISTRICT or its representatives anytime during the grant period, and for a period of five (5) years after final payment under the grant agreement. Subgrantee agrees to obtain an audit of the funds received under this agreement consistent with the requirements of Government Code Section 88500. The audit shall adhere to generally accepted accounting principles, and shall include, but not necessarily be limited to, determining Subgrantee's compliance with all state laws and regulations concerning each of the following: (a) procedures for subcontracts or grant amendments, (b) procurement procedures, (c) travel authorization, (d) hiring procedures, and (e) appropriate use of fiscal agents. This audit shall be completed by a certified public accountant.

14. SUBCONTRACTS/SUBGRANTS

Prior written approval for any subsequent tier subcontracts must be obtained from the State Project Monitor.

15. NONDISCRIMINATION CLAUSE

During the performance of this agreement, Subgrantee shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), age (over 40), marital status, denial of family care leave, sexual orientation, political affiliation, or position in a labor dispute. Subgrantee shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this agreement by reference and made a part hereof as if set forth in full. Subgrantee shall give written notice of its obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Subgrantee shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated there under by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.).

Subgrantee shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

16. PARTICIPATION IN GRANT-FUNDED ACTIVITIES

During the performance of this agreement, Subgrantee shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in, any program or activity funded under this agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability.

Programs funded under this agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors.

17. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

By signing this agreement, Subgrantee assures District that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et. seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

Subgrantee shall, upon request by any person, make any materials produced with the funds generated by this agreement available in Braille, large print, electronic text, or other appropriate alternate format. Subgrantee shall establish policies and procedures to respond to such requests in a timely manner.

All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Subgrantee, whether purchased, leased or provided under some other arrangement for use in connection with this agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.

Design of computer or web-based instructional materials shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

Subgrantee shall respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et. seq.

Subgrantee shall indemnify, defend, and hold harmless District and Chancellor's Office, its officers, agents, and employees, from any and all claims by persons resulting from the failure to comply with the requirements of this section.

18. DRUG-FREE WORKPLACE CERTIFICATION

By signing this agreement, the Subgrantee hereby certifies under penalty of perjury under the laws of the State of California that the Subgrantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The organization's policy of maintaining a drug-free workplace;
 - iii. Any available counseling, rehabilitation, and employee assistance programs; and
 - iv. Penalties that may be imposed upon employees for drug abuse violations.

- c. Every employee who work on this agreement will:
 - i. Receive a copy of the Grantee's drug-free policy statement; and,
 - ii. Agree to abide by the terms of the Subgrantee's policy statement as a condition of this Agreement.

Failure to comply with these requirements may result in suspension of payments under this agreement or the termination of this agreement or both.

19. TERMINATION

Either party may at its option, terminate this agreement at any time upon giving 30 days advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, DISTRICT shall pay Subgrantee for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Subgrantee have been avoided, but not in excess of the maximum payable under this agreement. In such event, Subgrantee agrees to relinquish possession of equipment purchased for this project to DISTRICT, or Subgrantee may, with approval of DISTRICT, purchase said equipment.

20. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Subgrantee agrees to comply with 45 CFR Part 76, Appendix B – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions.

In addition, Subgrantee certifies by signing this agreement, to the best of his or her knowledge and belief, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

21. PROGRAM CONTACT INFORMATION

All program related questions and communication should be addressed to:

Christie A. Campbell
North Orange County Community College District
School of Continuing Education/TDI
Orange County Digital Media Center
Multimedia & Entertainment Initiative
1830 W. Romneya Drive
Anaheim, CA 92801
(714) 808-4617

22. NOTICES

All notices and other communications required or permitted to be given hereunder shall be deemed given when delivered in person or mailed by regular mail addressed to the recipient at the address specified below, unless that party shall have given such written notice of change of address to the sending party:

Subgrantee Contact:

District Contact:

Dr. Karima Feldhus, Director
Fine Arts, Business Sciences & College Online Education
South Orange County Community
College District
Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618
(714) 480-7300

Claudette Dain
District Director, Fiscal Affairs
North Orange County Community
College District
1830 W. Romneya Drive
Anaheim, CA 92801
(714) 808-4751

IN WITNESS WHEREOF, said parties have executed this agreement as of the date written below.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

By: 

By: _____

Gary Poertner

Claudette Dain

Title: Deputy Chancellor

Title: District Director, Fiscal Affairs

Date: 9-25-08

Date: _____

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Auction No. 54-Surplus Property
ACTION: Approval

BACKGROUND

The Facilities Planning and Purchasing department accumulates surplus supplies, equipment, materials and other items including "lost and found" merchandise from various departments at the warehouse on both campuses. Items, which are determined to be of no usable value to the District, are then aggregated for disposal. Board Policy 3600 requires that the Board of Trustees authorize the disposal of surplus or obsolete supplies and equipment no longer suitable for district purposes.

STATUS

The items described in the attached EXHIBIT A have been found no longer suitable for district or college use. It is recommended that a public auction be held in accordance with the requirements of Education Code No. 81450 (b). All items will be sold to the highest bidder upon the completion of the auction.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the sale of surplus property, Auction No. 54; authorize the Director of Facilities Planning and Purchasing to hire a private auction firm to conduct the auction, and to dispose of items not sold at the auction.

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
1	1990 FORD CROWN VICTORIA AUTO	PKG. LOT	SEDAN	3596
2	1991 CHEVROLET CARGO VAN	PKG. LOT	VAN	3624
3	ELECTRIC CART	PKG. LOT	E-Z-GO	
4	LOT - 1 MISCELLANEOUS OFFICE TYPE FURNITURE, DESKS, CABINETS AND CHAIRS	PKG. LOT		
5	1-HP LASERJET 4 PRINTER, 1-HP LASER JET PRINTER, 1 - PITNEY BOWES FAX.	A - 5	1300N 9820	3410
	1-MICRON COMPUTER, LOT-1 CPU MICE CABLES, SPEAKERS & MONITOR STANDS			1653
	1-SCANTRON, LOT-12 CPU KEYBOARDS		ES2010	8017
	1-HP LASERJET PRINTER, 1-HP LASER JET PRINTER, 1 - POLAROID CAMERA,		2100 1100	
	1-VERTEX RADIO, 1-JVC VIDEO CAMERA		VX-510U	3010
	1 - FIJUTSU DUPLEX SCANNER, LOT - 9 ZIP DISCS, 1 - HP SCANJET SCANNER,		M3093DE 5550C	
	1- JVC VHS, 1-IBM WHEELWRITER - 5,		HR-A591U	
	1 - HP PRINTER, 1 - ADC MONITOR,			3208
	1-MAGNAVOX VHS, 1-CASSETTE DECK,		TEAC	
	LOT - 6 MISC. COMP. MONITORS, LOT- 2 MICRON FLAT SCREEN MONITORS,			
	LOT - 8 MICRON COMPUTERS,			8050, 5377, 8049, 8153, 8038,
	LOT-1 HP DESKJET 932C PRINTER,			8025, 5673, 3019
	LOT - 2 HP LASERJET PRINTERS.			3410, 3416
	1-DELL LAPTOP INSPIRATION COMP.,		7000	3238
	1-MICRON PC LAPTOP COMPUTER		N950	5634
6	LOT- 24 MISC.COMPUTER MONITORS	A - 4		
7	LOT - 14 DELL PENT. COMPUTERS,	A - 8	GX-270/280	7704, 6954, 7705, 7703, 7706,
	LOT - 7 DELL KEYBOARDS			6955, 6967, 6898, 6900, 6970,
				7805, 7802, 7808, 7783
8	LOT - 1 POWER SUPPLY, LOT - 1 CPU MICE, LOT-1 POWER SUPPLY, 1-MOTOR	A-8 / A-9		4859
	LOT-6 MISC. COMP., LOT-5 KEYBOARDS		210-05R	4843, 4844, 4832
	LOT-4 MONITORS, LOT-2 CELESTRON,			4861
	LOT-1 TRIPOD, LOT-2 POTENTIOMETER			
	LOT-3 SPECTROMETERS, 2-PENDILUMS			
	1-PLANO INTERFEROMETER, 1 - LASER,		400	4864
	2-SPEAKERS, LOT -2 MIRRORS, LOT - 1 VIDEO SYSTEM, 1-AMPLIFIER, 1-MOTOR			
	ROTATOR, LOT-6 MICRON COMPUTERS			3490, 5055, 8340, 5977, 5853,
	1-TRANSPORT MICRON LAPTOP COMP.			9280, 8004
	LOT - 2 HP PRINTERS, LOT-2 SCANNERS		HP	3435, 3771
	1 - SERVER, 1 - HP FAX, 1 - FUJITSU		MS-16	52,097,579
	SCANNER, 1 - DISC ARRAY			
9	LOT-4 HANGING SPEAKERS, 1-KARAOKE	A-10	FLECO	
	MACHINE, LOT-2 LASER DISK MACHINES		PIONEER	
	1-POLYCOM CLARITY, 1-SATELITE REC.,		GI	1396
	1-RESEARCH ANTENNA CONTROLER,			
	1-CONTROL MODULE, LOT-4SPEAKERS,		OMNI	1395

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1-CALIFONE CASSETTE,3-VHS PLAYERS	A-10	SHARP	
	LOT - 2 DELL COMPUTER MONITORS,			
	LOT-4 PANASONIC VHS, LOT - 4 COMP.		PUM-1368	
	SPEAKERS,1-KODAKSLIDE PROJECTOR		760H	
	1-TECHNICS CD PLAYER, 1-DENNON CD		SL-P770	
	PLAYER, 2 - ULTRAK VIDEO MONITORS,		DN-600F	
	LOT-2 REALISTIC STEREO TUNERS,		TM-150	
	1 - INTENSIFIER VIEWER, 2-MAGNAVOC		7800	3696
	CD PLAYERS, 1-PACIFIC RADIO MIXER		CDB610	
	POWER SUPPLY, LOT - 2 PANASONIC			
	VIDEO MONITORS, 1-MIRRO ASSEMBLY		ANALECT	
	3-INFINITY SERVER,LOT-2 IBM SERVER			5210, 3847, 3848
	LOT - 2 BRANSONIC CLEANERS,			
	1 - SYNC TEXTRONIX GENERATOR,			153
	1 - IBM WHEELWRITER, 2-SPEAKERS,		10	
	1-HICKOK GENERATOR,1-MICROPHONE			
	1-SPECTROPHOTOMETER,1-REALISTIC		340	1571
	CASSETTE PLAYER, LOT - 5 FIREWALL		SCP-31	
	APPLIANCE, 1 - 10 BASE T - HUB,		GB-1000R	8194, 8195, 5527, 5528, 2839
	1 - SMART SWITCH,1-OTARI REEL DECK		MX-5050	2398
	1-WIRELESS NADY RECEIVER SYSTEM		49R	
10	LOT - 17 MISC. COMPUTER MONITORS,	A-11		
	LOT- 2 HP PRINTERS,1 EPSON PRINTER		C3167A	1696, 2666
	1-HP PRINTER,1 - BOX MISC.CABLES,		C7061A	5151
	1-HP PRINTER,LOT-4 CPU KEYBOARDS		C4172A	1668
	1-HP PRINTER, 1-HP DESKJET PRINTER,		2100TN	1667
	LOT - 2 CPU FIRE ALARMS,			111, 826
	LOT - 10 MICRON COMPUTERS,			5644, 5670, 5658, 5541, 5751,
				5646, 1133, 5903, 1563, 1131
	1 - HP LASERJET 5 PRINTER,			1678
	1 - MACINTOSH SE COMPUTER			1472
11	LOT - 4 DELL PENT. COMPUTERS,	A-14	GX-150	6381, 6083, 6101, 6084
	LOT - 13 DELL PENT. COMPUTERS,		GX-270	6919, 7654, 7589, 6910, 6902,
				6971, 7677, 6901, 6899, 6897,
				7682, 7680, 7679
	LOT - 2 DELL PENT. COMPUTERS,		GX-280	7777, 7766
	LOT - 5 DELL PENT. COMPUTERS,		GX-240	6807, 6797, 6778, 6794, 6793
	LOT - 1 DELL PENT. COMPUTER,		GX-260	6841
	LOT - 1 DELL PENT. COMPUTER,		GX-400	4471
	1-MICRON MILLENNIA PENT COMPUTER		MME	7578
	1-ACT PENT. CLONE COMPUTER,			6652
	1-MICRON TRANSPORT LAPTOP COMP.,		GX3	5979
	1-MICRON MILLENNIA PENT COMPUTER			6751
	LOT - 3 APPLE COMPUTERS,		G4	6852, 6847
	1 - TI EXTENSA LAPTOP COMPUTER,		570CD	6874
	1-MICRON TRANSPORT LAPTOP COMP.,		XKE	
	LOT - 2 HP LASERJET PRINTERS,		5000	6696, 7243
	LOT - 2 DELL LASER PRINTERS,		1700N	
	LOT - 5 HP LASERJET PRINTERS,			
	LOT - 6 MISC. COMPUTER MONITORS,			

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	LOT - 1 BOX MISC. KEYBOARDS & MICE	A-14		
	1-DELL MONITOR STAND, 1-CTX COMP.,			
	1 - CANNON SCSI CONTROLLER,		F234900	
	1 - HP LASERJET PRINTER,		8150N	6753
	1 - APC SMART UPS 1500,			
	LOT - 2 APPLE COMPUTERS, 1-APPLE		G3	
	QUADRA 800 COMPUTER,1-PANASONIC		AG-1310P	
	VCR, 1-PANASONIC TV/VCR,1-EPSON		PV-C1321	
	PRINTER, 1-PROMAX CD WRITER,		CDRW-4X6X	
	1-LACIE SCSI CD WRITER, 1 - BOX MISC.			
	CABLES & COMPUTER PARTS.			
12	LOT - 14 DELL PENT. COMPUTERS,	A-15		6274, 6802, 6695, 6692, 6895, 7597, 7584, 7750, 6239, 6279, 6441, 6310, 6764, 6781
	LOT - 2 DELL POWER EDGE SERVERS,		2500	6137, 6071
	LOT - 3 APPLE COMPUTERS,		G4	7275, 6035, 6036
	LOT - 2 MICRON TRANSPORT LAPTOPS,		ZX	7102, 7103
	LOT - 3 HP LASERJET PRINTERS,			
	1 - APPLE 21" COMPUTER MONITOR,			
	LOT - 4 SHARP CASSETTE RECORDERS		RD-767AV	
	LOT-3AUDIOTRONIC TAPE RECORDERS		153	
	2-BOXES DELL COMPUTER CABLES,			
	1 - MAGNAVOX VCR,1-PANASONIC VCR,			
	LOT-1 MISC. HUBS AND SWITCHES,			
	LOT - 2 APC SMART UPS, LOT - 8 MISC.		700	
	COMPUTER MONITORS,1-HP FAX,		900	
	LOT - 4 VARIOUS OPTICLE DRIVES			
14	1-MICRON CPU, 1- PAPER SHREDER,	A-16	4202	
	1-CRC CLONE COMPUTER,1-APPLE CPU		386	4814
	1-DELL OPTIPLEX PENT 4 COMPUTER,		GX-270	6969
	1-APPLE POWER COMPUTER,		7600/132	4306
	1 - HP LASERJET PRINTER,1 - EPSON		4M	7265
	PRINTER, 2-PHOTOSMART PRINTERS,		1115	
	1-HP DESKJET PRINTER, 1 - HP FAX,		692C	
	1-DELL SCANNER, 1 - DIGITAL MODEM,		DECTALK	
	LOT - 3 ALPHASMART KEYBOARDS,			
	LOT - 3 MICROTEK SCANNERS,		5600 / V310	
	1 - INTELLIKEYS KEYBOARD,			
	LOT-25 BOXES MISC.COMPUTER PARTS			
	CABLES & ZIP DRIVES,LOT-5 MONITORS			
	1 - APPLR LASERWRITER PRINTER,		16/1600 PS	
	LOT - 11 DELL COMPUTERS,		GX 270/280	6843, 7765, 6932, 6935, 6795, 6771, 6769, 7786, 7787, 7775, 6483
	LOT-10 NEC DATA PROJECTORS,		MT-1055	6358, 6351, 6356, 6348, 6614, 6631, 6364, 6360, 6359, 6350
	1 - SHARP PRINTER/SCANNER,		SF-2314	2886
	LOT-6 APPLE POWERMAC COMPUTERS		G4	6040, 6051, 6055, 6024, 6025
	1 - MICRON CLIENT PRO COMPUTER,			4246
	1 - MICRON SENSPRO LAPTOP COMP.		850	6881

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
15	LOT - 36 MISC. COMPUTER MONITORS	A-17		
16	LOT - 12 APPLE COMPUTER MONITORS	A-18		
17	LOT - 14 HP LASERJET PRINTERS	A-18		1728, 1717, 1713, 1715, 1736, 1725, 1723, 1819, 1806, 1802, 1721, 1752, 1903, 2737
	1 - MICRON COMPUTER			5658
18	LOT-2 BLUELINER BLUEPRINT MACHINE.	B-2 / B-3	2000	5533, 1183
	LOT - 2 MICROSCOPES,1 - PRINTER,			529
	LOT - 3 HP PRINTERS, LOT - 9 MICRON			564
	COMPUTERS, 1 - XIP168 MTOWER,			483, 487, 485, 643, 484, 1746, 3193, 3142, 5021
	LOT - 14 GST CELERON COMPUTERS		500/600	537, 535, 541, 540, 534, 539, 538, 542, 548, 547, 546, 544, 543, 545
19	1-SONY 36" TRINITRON TV, 1 - SONY 27"	B-4	KV	2765
	TV, 1 - JC PENNY 19" TV,		KV-2781R	
	1- ZENITH 27" TV,1-27"RCA TV MONITOR		H2746DT	
	1 - EMERSON 20" TV, 1 - RCA 20" TV,		TS2041D	
	1 - TOSHIBA TV, 1 - PHILIPS 27"TV,		CF916	
	1 - PHILIPS 25" TV,		PL9125	
	LOT - 4 IBM WHEELWRITERS,		5/10/2015	
	LOT - 4 MICRON COMPUTERS,			1543, 1690, 5249
	1-IMAGISTICS 9930 FAX, 1 SHARP FAX,			
	1-HP DESKJET PRINTER,3-HP SCANNER		890C	
	LOT - 2 STUDIO STAR SCANNERS,		AGFA	
	LOT - 2 IBM SELECTRIC TYPEWRITERS,		II	
	1 - EPSON PRINTER, 1 - HP PRINTER,		LX80	
	1 - APPLE MAC COMPUTER,			1060
	1 - APPLE COMPUTER & MONITOR		DISC II	
20	1 - BUHL OVERHEAD PROJECTOR,	B-9	2963	
	LOT - 5 DELL GX COMPUTERS,			6371, 7658, 7795, 7763,
	LOT-2 MICRON MILLENNIA COMPUTERS			2930, 2852
	1 - MICRON SENSPRO LAPTOP COMP.		680	6744
	1 - HP LAPTOP COMPUTER, 1-HP LASER		PP2180	
	JET PRINT./SCANNER, 1-DIGITALLA30N		1100A	
	PRINTER, 1-PANASONIC PROJECTOR,			7639
	LOT - 5 APC SMART UPS, LOT - 7 MISC.		1400	
	BOXES OF KEYBOARDS & COMP.PARTS			
21	29 - DELL & 2-SONY COMP. MONITORS,	B-10		
	LOT-4 APC UPS,1-PROMAX HARD DRIVE			
	1 - DELL COMPUTER, 1 - APPLE POWER		GX-270	6905
	MAC COMPUTER,LOT - 5 MONITORS,		7600/132	4307
	LOT - 5 SHARP DATA PROJECTORS,			4766, 7068, 4818, 4273
	1-PHILIPS PROSCREEN PROJECTOR,		4650	4156
	1 - NEC DATA PROJECTOR,		MT-1055	6365
	1 - DELL COMPUTER,		GX-150	6001
	LOT - 2 EIKI OVERHEAD PROJECTORS,		392	
	LOT - 3 SHARP TAPE RECORDERS,		RD-767AV	
	LOT - 3 POWER SUPPLIES,			1518
	1-FUJITSU COPIER, 1-APPLE PRINTER,			6020, 7221

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1-LOGICACHE CLONE CPU, 1-MONITOR,	B-10		
	2-APC RACK KITS, 1-APPLE CARTRIDGE			
22	LOT - 22 DELL COMPUTER MONITORS,	B-11		
	LOT - 1 BOX MISC. KEYBOARDS & MICE,			
	LOT - 16 APPLE COMPUTERS,		G4 / G5	6045, 6039, 6031, 6022, 6056, 6033, 6034, 6047, 6037, 6624, 7890, 7891, 7892
	1 - DELL DELLERON COMPUTER,			
23	LOT - 36 MISC. COMPUTER MONITORS,	B-16		
	LOT - 3 BOXES OF COMPUTERS PARTS			
	APPLE KEYBOARDS AND MICE,			
	1 - ALADDIN ERSA SCANNER, 1 - HP			
	SCANJET SCANNER		3P	
24	LOT - 21 DELL COMPUTER MONITORS,	B-17		
	1 - DELL PENT. COMPUTER		GX-400	6596
25	LOT - 30 APPLE I MAC COMPUTERS,	B-18		10356, 10357, 10354, 10359, 10376, 10382, 10363, 10350, 10347, 10378, 10383, 10364, 10340, 10339, 10338, 10361, 10351, 10346, 10343, 10345, 10344, 10355, 7097, 7899, 7906, 7896, 7897, 7909, 7902, 7908
	LOT - 2 APPLE MONITORS			
26	1-STENTURA STENOGRAPH, 1-JVC VHS,	A-3	400SRT	5497
	1-JVC VHS, 1-PANASONIC RECORDER,		HR-A591U	157
	1-TOSHIBA VCR, 1-BOX OF MISC. MICE		M-472	
	KEYBOARDS & SPEAKERS, 1-MICRON			1453
	COMPUTER, 1 - HP FAX MACHINE,		PSC950XI	
	1 - PANASONIC VIDEO CASSETTE,		AG-1150	
	1 - PIONEER LASER DISC, 1 - WINBELL		DVL-919	
	CORDLESS MIC RECEIVER, 1-SANSUI		WM-728	
	RECEIVER, 2 - BOXES MISC. PARTS,		S-X700	
	RECORDERS & SPEAKERS, 1-HP DESK			
	JET PRINTER, 1-HITACHI MONITOR, 1-HP		C2678A	
	DESKJET, 2-BERINA 930 SEWING MACH.		990CXI	
	1 - MICROTEK SCANMAKER		1800	
27	LOT - 16 AUSJENA MICROSCOPES,	B-3		
	1 - ACCU-STAT ANALYZER,			
	1 - ELECTROPHORESIS CHAMBER,			
	1 - GELMAN TABLETOP TRANSFORMER,		38286	
	1 - SONY VIDEO CAMERA AND CASE,		CCD-SP7	
	1 - MAGELLAN NAVIGATOR & PARTS		GPS 300	
28	1-MANNEQUIN, LOT-1 OFFICE SUPPLIES	B-2		
29	1 - PROXIMA PROJECTOR,	B-5	DP 6860	5514
	LOT - 7 SHARP PROJECTORS,		PG-D120U	2113, 2314, 2761, 712, 1316, 100
	1 - EPSON PROJECTOR,		EMP-830	12043
	1 - EIKI PROJECTOR,		LC-XNB2U	
	2 - PHILLIPS PROJECTORS,		LC1041	759, 769
	1 - SHARP PROJECTOR,		XG-NV6XU	

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	1 - HITACHI PROJECTOR,	B-5	CP-X445	9440
	2 - HITACHI LAPTOP COMPUTERS,		HESP100DS	5503, 2727
	1 - EVEREX LAPTOP COMPUTER,			5486
	1 - RADIO MIXER, 1 - CARVIN MIXER,			3063, 3501
	2 - AUDIO CARTS, 2-4X5 CAMERA/CASE,			5538, 5539
	1 - BOX OF MISCELLANEOUS PARTS.			
30	LOST & FOUND ITEMS, LOT - 32 BOXES OF MISC. CLOTHING, SUNGLASSES, JEWELRY, SKIS & POLES, NOTEBOOKS, COMPACT DISCS, BOOKS, BACKPACKS, SCHOOL SUPPLIES, CELLPHONES, MISC. PURSES, SEWING SUPPLIES, MISC. PARTS, UMBRELLAS, WATCHES, 1-BICYCLE	B-12		
31	1 - SONY 32" TRINITRON TV & CART, LOT-1 MISC. OFFICE SUPPLIES	WH-2	KV-32S25	
32	1 - MARINER POOL CLEANER, LOT-4 MSA ULTRALITE AIR MASK UNITS	WH-O		703 834, 835, 836
	1 - GREAT LAKES COMPUTER RACK,			5074
	1 - RICOH COLOR COPIER, 1 - MASTER DECKING MACHINE, 1 - ICE MAKER,			2723 1178, 1918
	1 - UPRIGHT PLATFORM LIFT,			3961
	1 - AIRLESS PAINT SPRAYER,			2565
	1-DRY CLEAN ANTI-FREEZE RECYCLER		ARS-18	232
	1 - REFRIGERANT RECOVERY SYSTEM,		17400	250
	1-KOOLKARE REFRIGERANT RECYCLER		EEAC104	237
	1-SOUIX TOOL VALVE GRINDING WORK BENCH, 1 - PHYSIOGRAPH, 2-VACUUM DESSICATORS, 1-WATER BATH SHAKER		1650	292 2659
	1-TOP LOAD BALANCE, 1 - ROTATOR,			
	1 - PHYSIOGRAPH, 1 - LIGHT TABLE,		PMP-4A	2661
	1-COMPUTER TABLE, 1-RANAR DRYER,			468
	1-DRAFTING TABLE, 1-BOOTH DISPLAY,			
	1 - LINOTRONIC IMAGE SETTER,		230	1231
	1 - RAN WOOD CHIPPER / SHREDDER,			3947
	1 - SDI SPRAYING DEVICE,			2941
	1 - JOHN DEERE AMT UTILITY VEHICLE,		626	3942
	LOT - 3 EZ GO ELECTRIC CARTS,			3963, 6712
	1 - TAYLOR DUNN ELECTRIC CART,			3940
	5 - REFRIGERATORS, LOT - 2 BERKEY COLOR TRAN FOLLOW SPOT LIGHTS,			8086, 8312 2535, 2536
	1 - LANIER COPIER / PRINTER,			1877
	1 - PERCISION ALIGNMENT MACHINE,		HUNTER	862
	1 - LINE LAZER FIELD STRIPER LD,			3558
	1-SEVEN BLADE FRONT THROW GRASS MOWER, 1 - BROY HILL FERTILIZER SPRAYER, 1-BILLY GOAT LEAF BLOWER			
	1 - ATLAS DIAGNOSTIC SCOPE,		AMA-12	
	2- KAWASAKI GRASS MOWERS, 1-STEEL MEDIA CABINET, 2-HILL-ROM PATIENT			

#	DESCRIPTION	LOCATION	MODEL	INVENTORY #
	TRANSFER DEVICES,1-REFRIGERATOR,	WH-O	GE	
	1-REFRIGERATOR, LOT-1 WALL PARTS,			
	1-YARD VACUUM, 1 WARMER UNIT,			
	1-FREEZER UNIT, 1-CRAFTSMAN TINES,			
	1-GLASSWARE WASHER,LOT-15 SMALL			
	& MEDIUM SIZED AQUARIUM TANKS,			
	1-SCOREBOARD,LOT-14 BAND SHELLS,		WENGER	
	1-MUSIC ORGAN,LOT-5 WOOD MIRROR		BALDWIN	
	1 - ALLEN ORGAN,1-PORTABLE STAGE,		AC-2593	
	LOT-15 METAL LOCKERS,LOT-48 METAL			
	FILE CABINETS, LOT-14 WOOD DESKS,			
	LOT - 12 WOODEN SHELVING UNITS,			
	LOT-17 MISC. WATER COOLERS,1-MAIL			
	SORTER, LOT-37 MISC. OFFICE CHAIRS,			
	LOT-17 SCREENS,1-LEG SQT. MACHINE		DALITE	
	1-LEG CURL MACHINE, 1-LEGG PRESS			
	MACHINE,LOT-2 LASER DISK MACHINES			
	1-WEIGHT SCALE, 1-MAIL BAG RACK,		DETECTO	
	LOT-6 TABLES,2-PRESSURE MACHINES			
	LOT - 17 MICROSCOPES, 1 - TRIPOD,			
	LOT - MISC. AUDIO & SPEAKER PARTS,			
	1 - WRANGLER FLOOR MACHINE,			
	1-TECTRIX STATION BIKE,1 - MONARK			
	STATIONARY BIKE, 2 - AUDIO RACKS,		817	
	LOT-3 MUSIC STANDS,LOT-5 SCREENS,			
	LOT-1 MISC. SCIENCE PHYSIOGRAPHS,			
	METERS, TIMERS OXYGEN MONITORS,			
	SCOPES/PARTS,LOT-1 MISC.LIGHTING			
	PARTS, LOT-1 PRINTING SUPPLIES AND			
	PARTS, LOT-1 PORTS AND SPEAKERS,			
	1-INCUBATOR AND SCIENCE PARTS,			
	LOT- 1 MISC. PARTS AND HOT PLATES,			
	1-GREY METAL CABINET, 1 - GLASS			
	NOTICE BOARD, 1-COMPUTER DESK,			
	1-RICOH COPY MACHINE, 5-PORTABLE			3015
	SCREENS, 1-GLASSWARE WASHER,		HEINIKEI	1664
	1 - HP LASERJET PRINTER, LOT-2 TOOL		5SIMX	3425
	BOXES, 1-INCUBATOR, 1-MANNEQUIN,			
	1 - POWERTRIM EDGER, LOT - 1 CPU			
	MONITOR STANDS, 1-BOOTH DISPLAY.			

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Amendment to Include ATEP in Trash Collection Contract Services

ACTION: Approval

BACKGROUND

On May 21, 2007, the Board of Trustees approved an agreement with Ware Disposal to provide trash collection services for Saddleback and Irvine Valley Colleges.

STATUS

ATEP has been using Ware Disposal services outside of the contract agreement and at a higher rate. Ware Disposal has agreed to amend their contract with the District to include the services they are providing at the ATEP campus.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1, EXHIBIT A, to the Trash Collection Services agreement with Ware Disposal for the addition of trash collection services at the ATEP campus.

**AMENDMENT NO. 1
TO TRASH COLLECTION SERVICES AGREEMENT
WITH
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

OCTOBER 23, 2008

THIS AMENDMENT shall modify the original agreement dated July 1, 2007, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and Ware Disposal Company Inc., P.O. Box 8206, Newport Beach, CA, 92658, hereinafter referred to as "CONTRACTOR."

WHEREAS, Article XIV, of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

WHEREAS, Article I, paragraph 1, establishes the scope of services to include Saddleback College and Irvine Valley College locations; and

WHEREAS, the ATEP campus is in need of collection services; and

WHEREAS, the scope of services has been increased to include services at the ATEP campus; and

WHEREAS, this additional scope requires increased services by the "CONTRACTOR"; and

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

1. Article I, paragraphs 1, of the agreement shall be modified as follows: "The trash collection services CONTRACTOR hereby agrees to provide trash collection services at Saddleback/Irvine Valley/ATEP Colleges during the term of this Agreement, including providing bins, picking up and disposing of trash as called for in the Notice Calling for Bids Request for Bids, Bid Form and as agreed herein.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONTRACTOR"
Ware Disposal, Inc.

By: _____
Gary Poertner

By: _____

Title: Deputy Chancellor

Title: _____

Date: _____

Date: _____

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Award of Cisco Network Equipment for Office Core Network Upgrade
ACTION: Approval

BACKGROUND

In July 2008, the Board of Trustees approved basic aid technology refresh funds to add network capacity to the District core network to accommodate ever increasing network demands for business services and instructional applications. This hardware purchase is the first phase of the network core upgrade project.

STATUS

District staff has determined that it would be in the best interest of the District to purchase the Cisco network equipment from Metronome Inc. of Irvine, California, by purchasing off the California Multiple Award Schedule (CMAS), Contract No. 3-05-70-1868C.

The purchase price for the equipment is \$96,939.60 including sales tax, EXHIBIT A.

Funds are available from Basic Aid in the project account.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the purchase of Cisco Network equipment from Metronome, Inc. using CMAS, for the amount of \$96,939.60.



QUOTE

Metronome, Inc.
 2154 Michelson Dr., Suite A - Irvine, CA 92612 -
 Phone: 714-429-0031 - Fax:
 Email:

Date	Quote #
09/30/08	BJCSQ1384

Sold To: South Orange County Community C
 Jeff Dorsz
 28000 Marguerite Parkway
 Mission Viejo, Ca 92692
 US

Phone: 949-582-4331
Fax: 949-347-1284

Ship To: South Orange County Community C
 Jeff Dorsz
 28000 Marguerite Parkway
 Mission Viejo, Ca 92692
 US

Phone: 949-582-4331
Fax: 949-347-1284

Cisco Systems Partner of the Year for Innovation 2004, 2005 & 2006 - Awarded 2007
 California Multiple Awards Schedule Participant (CMAS)
 CMAS Product Contract# : 3-05-70-1868C
 CMAS Services Contract# : 3-05-70-1868B
 Disabled Veteran Business Enterprise (DVBE) - CMAS Program Fees Waived !!! (3% of Bid)
 Designated Small Business (SB)
 Western States Contracting Alliance (WSCA) Contract# : 7-08-70-13

Terms	Rep	P.O. Number	Ship Via
NET 30	BriantBates		

Ln #	Qty	Manufacturer	Description	Unit Price	Ext. Price
1			CORE NETWORK UPGRADE : Upgrade District Office 3750s & District 6513s (IDF Side)		
2	3	WS-C3750E-24PD-S	Cisco Catalyst 3750E 24Port 10/100/ 1000 POE +2 10GE(X2) 750W IPB S/W	\$6,485.85	\$19,457.55
3	2	WS-X6716-10G-3C=	Cisco Catalyst 6500 16Port 10Gigabit Ethernet w/DFC3C Req X2	\$25,200.00	\$50,400.00
4	16	X2-10GB-SR=	Cisco 10GB BASE-SR X2 Module - 26meters over FDDI - grade multitmode fiber and 300meters over 50um 2000MHz*km multimode fiber.	\$1,256.85	\$20,109.60
				SubTotal	\$89,967.15
				Sales Tax	\$6,972.45
				Shipping	\$0.00
				Total	\$96,939.60

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Claim Against the District: Grace Minck
ACTION: Approval

BACKGROUND

Ms. Grace Minck claims that she was injured at the Saddleback College campus on April 17, 2008 when she stepped onto a carpeted access cover in the floor and tripped at the Fine Arts building area.

STATUS

On September 10, 2008, Ms. Minck filed a claim against South Orange County Community College District for damages.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees reject the claim of Ms. Minck dated September 10, 2008 and refer it to the District's insurance administrator for processing.

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

BACKGROUND

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

STATUS

Trustee Marcia Milchiker was absent from a Regular Board Meeting on September 22, 2008 due to a family illness.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 08-32 (Exhibit A) authorizing payment to Trustee Milchiker who was unable to attend the regular Board meeting, as noted above, due to a family 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 08-32

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

WHEREAS, Trustee Marcia Milchiker could not be present at the regular meeting; and

WHEREAS, it was determined that Trustee Milchiker's absence was due to a family illness;

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

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 P09-001459 through P09-01931 amounting to \$2,310,355.72 are submitted to the Board of Trustees for approval. Confirming requisitions dated September 4, 2008 through October 7, 2008 totaling \$195,496.01 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 P09-01459 Through P09-01931

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01459	POWER SOLUTIONS LLC	BACKUP UPS BATTERIES FOR SADDLEBACK SWIT	\$11,765.87
P09-01460	CPP, INC.	Firo-B Self-Scorable Assessment	\$626.52
P09-01461	TISCARENO CATERING	CATERING FOR WORKSHOP EVENT	\$899.37
P09-01462	PHYSICS CURRICULUM/INSTRUCTION	Physics Fundamentals BOOK Co	\$60.80
P09-01463	CHENG & TSUI	Instructional Supplies-Lang.Lab.	\$352.88
P09-01464	UC REGENTS	BOOK FOR CLASS-PRENURSING	\$87.16
P09-01465	PROAIR	VIL 03 - REPLACE AND INSTALL TWO 5-TON C	\$36,525.00
P09-01466	GANDER-PRINTCO	Bus.Cards for Liz Cipres & DSPS	\$99.13
P09-01467	W. W. GRAINGER INC.	FAN FOR CDC YELLOW ROOM	\$55.59
P09-01468	TROXELL COMMUNICATIONS, INC.	Bulbs	\$3,266.98
P09-01469	GANDER-PRINTCO	Business cards for J. San Juan	\$49.57
P09-01470	SPORT & CYCLE TEAM ATHLETICS	BASKETBALLS FOR MENS BBALL TEAM	\$452.23
P09-01471	MEDCO SUPPLY COMPANY	SHOULDER STABILIZER FOR MEN'S BASKETBALL	\$319.77
P09-01472	SCANTRON CORPORATION	ParSystem Maintenance Renewal	\$1,276.24
P09-01473	VILLA FORD	maintenance truck	\$11,632.72
P09-01474	FIELD'S PIANOS & ORGANS	Basic Aid Pianos	\$62,585.51
P09-01475	MAIN GRAPHICS	5,000 Art Calendars	\$3,971.02
P09-01476	BIG SKY LOGOS & EMBROIDERY	WOMEN'S VOLLEYBALL SOCKS	\$344.37
P09-01477	SEHI PROCOMP COMPUTER PRODUCTS	Printer for Kevin O' Connor	\$419.84
P09-01478	PEARSON EDUCATION	SUPPLIES	\$649.44
P09-01479	DAHLSTROM & COMPANY	MATERIALS FOR JOB PLACEMENT	\$578.08
P09-01480	HAITBRINK ASPHALT PAVING, INC.	grounds cleanup	\$2,800.00
P09-01481	FULL COMPASS SYSTEMS	Antennas	\$70.47
P09-01482	GANDER-PRINTCO	Printing of refund forms for Bursar's	\$292.54
P09-01483	NOTHING BUT AIR	Supplies for 40th anniversary	\$234.00
P09-01484	OAK HILL PUBLISHING COMPANY	Constitution booklets	\$588.75
P09-01485	SUN BADGE COMPANY	Flat Badges	\$1,425.99
P09-01486	OC REGISTER	ADVERTISING	\$34,000.00
P09-01487	SCHLAIFER'S ENAMELING SUPPLY	STUDENT SUPPLIES - FALL 2008	\$83.06
P09-01488	SUMMIT RACING EQUIPMENT	AUTOMOTIVE SUPPLIES	\$230.43
P09-01489	EBERHARD EQUIPMENT	equipment rental for grounds work	\$4,000.00
P09-01490	BROWN, MIKE GRANDSTANDS	Baseball Bleacher Seating	\$6,000.00
P09-01491	NATURE'S COLLECTIBLES	PALEONTOLOGY SUPPLIES	\$90.60
P09-01492	SNAP-ON TOOLS CORP.	AUTOMOTIVE TOOLS	\$1,105.58
P09-01493	COMPUTERLAND CORPORATE OFFICE	Microsoft Campus Agreement - Irvine Vall	\$28,633.00
P09-01494	COMPUTERLAND CORPORATE OFFICE	Microsoft Campus Agreement - Saddleback	\$56,023.50
P09-01495	CONCEPT MEDIA	CD FOR NURSING	\$240.11
P09-01496	CAROLINA BIOLOGICAL SUPPLY	LAB SUPPLIES	\$82.91
P09-01497	W. W. GRAINGER INC.	REPLACEMENT MOTOR	\$258.92
P09-01498	APPLE COMPUTER, INC.	CAMCORDERS FOR NURSING	\$2,154.73
P09-01499	TERRA UNIVERSAL, INC.	MOVEABLE CASEWORK FROM A300 PROJECT, TER	\$51,648.29
P09-01500	MOORE MEDICAL CORP.	Over the counter meds	\$131.73
P09-01501	MC KESSON GENERAL MEDICAL	Medical supplies	\$509.96
P09-01502	OC PRINTING CO.	40th Anniversary t-shirts	\$4,264.55
P09-01503	J & R CORPORATE SALES	Stereo & DVD equipment	\$1,323.83
P09-01504	FITNESS WHOLESALE, INC.	Thera-Bands for Dorothy Garant	\$57.00
P09-01505	RR SYSTEMS, INC.	PROVIDE RELOCATION SERVICES FOR LRC MOVE	\$33,200.00
P09-01506	BOB PARRETT CONSTRUCTION, INC.	AGB - REPLACE GLASS AT MAIN ENTRY	\$1,410.00
P09-01507	G/M BUSINESS INTERIORS	CHAIR FOR NEW FACULTY	\$313.55
P09-01508	WELLS FARGO #4198 FISCAL-SBC	RAPIDTECH EQUIP/OXYGEN MONITOR	\$.00
P09-01509	GOVCONNECTION	Flash drives for lab use	\$79.69
P09-01510	RIO GRANDE ALBUQUERQUE	STUDENT ART SUPPLIES	\$346.71
P09-01511	BUDDY'S ALL STARS INC.	SOCCER CLASS Scrimmage Vests	\$86.12
P09-01512	LA MOTTE CHEMICAL PRODUCTS CO	BIOLOGY SUPPLIES	\$65.95
P09-01513	SEHI PROCOMP COMPUTER PRODUCTS	New Computer Printer/Accessories	\$445.95

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01514	W. W. GRAINGER INC.	SAFETY SUPPLIES	\$32.20
P09-01515	TECHSMITH INC.	Camtasia Studio/SnagIt Software	\$1,079.06
P09-01516	METRONOME, INC.	Cisco Equip for Network Upgrade	\$14,766.77
P09-01517	US MARKERBOARD	LETTERS FOR DIRECTORY BOARD	\$65.27
P09-01518	TROXELL COMMUNICATIONS, INC.	BID 295 AV PROJECTIONS SYSTEM	\$89,262.04
P09-01519	SPSS, INC.	SPSS SmartViewer Web Server Renewal	\$623.25
P09-01520	HONORS TRANSFER COUNCIL	Membership Dues for HTCC	\$90.00
P09-01521	WARD'S NATURAL SCIENCE	ANTHROPOLOGY SUPPLIES	\$143.74
P09-01522	BOB PARRETT CONSTRUCTION, INC.	HEALTH SCIENCE - ENTRY DOOR REPAIR	\$6,691.00
P09-01523	SEHI PROCOMP COMPUTER PRODUCTS	LCD Monitor for Accounting Mgr	\$476.00
P09-01524	EBSKO SUBSCRIPTION SERVICE	Pay for subscriptions.	\$58.18
P09-01525	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES	\$97.14
P09-01526	GANDER-PRINTCO	Business cards for Robert J. Kopecky.	\$49.57
P09-01527	SONIC FOUNDRY	Tech. Equipment- Tech Refresh	\$27,182.11
P09-01528	COLLEGE ART ASSOC.	Membership Renewal.	\$340.00
P09-01529	ELSEVIER	JOURNAL SUBSCRIPTION	\$328.64
P09-01530	H2O SPOT TEAM OUTFITTER	Water Polo Uniforms	\$721.10
P09-01531	CACCRAO	CACCRAO membership	\$200.00
P09-01532	MEDCO SUPPLY COMPANY	ANKLE BRACES FOR MEN'S BASKETBALL TEAM	\$868.23
P09-01533	VICTORY CUSTOM ATHLETIC, INC	MEN'S BASKETBALL PRACTICE GEAR	\$2,641.93
P09-01534	LRP PUBLICATIONS, INC.	FERPA SUBSCRIPTION	\$125.00
P09-01535	IRVINE HIGH SCHOOL	Irvine HS Girl/Boy Basketball Program 20	\$125.00
P09-01536	SOCCER CENTER	MEN'S SOCCER UNIFORMS	\$1,233.60
P09-01537	GANAHL LUMBER	Blanket orders for student supplies	\$100.00
P09-01538	HOME DEPOT	Student art supplies	\$250.00
P09-01539	STERLING ARTS SUPPLY	Blanket order for student supplies	\$450.00
P09-01540	HITT MARKING DEVICES, INC.	Signature stamp	\$33.67
P09-01541	HYDRO-SCAPE PRODUCTS, INC.	Supplies For Irrigation Lab	\$300.00
P09-01542	WALL STREET JOURNAL	Annual subscription renewal.	\$376.05
P09-01543	MESA GOLF CARTS	electric cart maintenance	\$2,000.00
P09-01544	PRONINE	BASEBALLS FOR PITCHING MACHINE	\$324.93
P09-01545	SEHI PROCOMP COMPUTER PRODUCTS	Ergonomic Equip - Jim Laurie	\$162.32
P09-01546	MC KESSON GENERAL MEDICAL	medical supplies	\$276.94
P09-01547	BLICK, DICK COMPANY	STUDENT ART SUPPLIES	\$114.26
P09-01548	QUAGGA CORPORATION	PLANTRONICS EARLOOPS FOR CS55 HEADSETS	\$50.50
P09-01549	TOTAL COMPENSATION SYSTEMS INC	Actuarial Valuation	\$1,000.00
P09-01550	JUPITERIMAGES CORPORATION	LIQUID LIBRARY SUBSCRIPTION RENEWAL	\$2,799.01
P09-01551	MITCHELL 1	MITCHELL ON DEMAND SUBSCRIPTION	\$999.00
P09-01552	SEHI PROCOMP COMPUTER PRODUCTS	FAX-4100E	\$314.06
P09-01553	LAGUNA CLAY CO.	CERAMIC SUPPLIES	\$874.93
P09-01554	OCB REPROGRAPHICS, INC.	COPY BGS FLOOR PLANS	\$224.12
P09-01555	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY SUPPLIES	\$5,619.41
P09-01556	FISHER SCIENTIFIC	CHEMISTRY SUPPLIES	\$2,295.90
P09-01557	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$485.50
P09-01558	OFFICE DEPOT	DRY ERASE BOARD	\$273.87
P09-01559	GANDER-PRINTCO	Business Cards	\$148.70
P09-01560	MARLA'S MANIA	100 Name Badges	\$1,142.15
P09-01561	ULINE, INC.	CARDBOARD MAILERS	\$419.13
P09-01562	SPORTS FIELD INSTALLATION	BASEBALL FIELD RENOVATION	\$41,000.00
P09-01563	WAXIE SANITARY SUPPLY	GROUNDS SUPPLIES	\$570.21
P09-01564	MOBILE MODULAR MGMT. CORP.	New Lease for Modular Classrooms	\$156,920.00
P09-01565	SOLINET (S.E. LIB. NETWORK)	Pay for LexisNexis - database renewal.	\$6,893.47
P09-01566	COLLEGE ADMINISTRATION PUBLICA	PAVELA REPORT SUBSCRIPTION	\$185.00
P09-01567	ENERGY TECHNOLOGIES INT'L	BGS - BUILDING CONTROLS	\$15,160.00
P09-01568	HITT MARKING DEVICES, INC.	Library supplies	\$48.00

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01569	PENINSULA PRIDE	WOMEN'S BASKETBALL PRACTICE GEAR	\$1,355.50
P09-01570	TOMARK SPORTS EQUIPMENT	WHEEL FOR MEN'S BASEBALL BATTING CAGE	\$185.88
P09-01571	SEHI PROCOMP COMPUTER PRODUCTS	2 HP LASERJET P2015DN PRINTERS	\$756.41
P09-01572	DIRECT PAINTING & DECOR. INC.	AGB - PAINT WALLS & DOORS	\$5,735.00
P09-01573	SADDLEBACK SAND & GRAVEL	GROUNDS - SAND BAGS	\$527.98
P09-01574	TIJERAS CREEK GOLF CLUB	Fee for use of Golf course for womens go	\$450.00
P09-01575	CINEMA SECRETS, INC.	Blanket PO for make-up supplies	\$850.00
P09-01576	PITNEY-BOWES SUPPLY	POSTAGE	\$30,000.00
P09-01577	INTERSTATE ELECTRIC	Supplys for 40th Anniversary	\$201.06
P09-01578	CREATIVE BANNER	Needed for 40th anniv.celebration	\$149.91
P09-01579	AMBIRON TRUST WAVE	PCI Compliance Validation Services Renew	\$8,100.00
P09-01580	MELISSA DATA CORPORATION	Software Renewal-Data Quality COM Object	\$5,930.48
P09-01581	S & B FOODS	Payment to S&B Foods	\$1,155.00
P09-01582	NEW TOUCH GRAPHICS LLC	500 Vet Tower Brochures	\$571.08
P09-01583	MICHAEL WOLF INTERIORS INC.	PROVIDE WINDOW SHADES FOR BGS BUILDING	\$7,364.86
P09-01584	ASCOLTA TRAINING COMPANY, INC	Cisco Network Training Classes for Jim L	\$5,539.12
P09-01585	CAL'S CAMERAS	Wipes for Photography Department	\$268.21
P09-01586	MONKEY SPORTS, INC.	BASEBALLS FOR BASEBALL TEAM	\$2,948.04
P09-01587	SADDLEBACK APPLIANCES	based on 2004 order, purchasing may ajus	\$137.70
P09-01588	CHRONICLE OF HIGHER EDUCATION	Subscription to Chronicle of Higher ed	\$35.00
P09-01589	ESCAPE TECHNOLOGY, INC.	Escape Upgrade (OL5) Implementation	\$93,500.00
P09-01590	OCB REPROGRAPHICS, INC.	CONTRACT SERVICES	\$393.29
P09-01591	HOKE OUTDOOR ADVERTISING, INC.	40th Anniversary Banners	\$2,124.58
P09-01592	OC REGISTER	Renewal of subscription for OC Register.	\$271.59
P09-01593	MODERN POSTCARD	Printing of postcards for art gallery	\$148.43
P09-01594	FOSTER CARE AUXILIARY OF OC	WORKSHOP PRESENTER	\$120.00
P09-01595	H2O SPOT TEAM OUTFITTER	W WP 08	\$1,218.44
P09-01596	AMER. CHEMICAL SOCIETY	Copies of, "A Guide to Classroom Instruc	\$239.19
P09-01597	GUITAR CENTER	INSTRUCTIONAL SUPPLIES	\$257.86
P09-01598	GANDER-PRINTCO	Duplicate notetaker paper for DSPS stude	\$435.31
P09-01599	DEMING, MERRILL A.	Strengths Quest Training for Exec Counci	\$650.00
P09-01600	CASBO	Membership-CASBO	\$687.00
P09-01601	MONJARES & WISMEYER GROUP, INC	Job Analysis, SOCCCD	\$1,037.50
P09-01602	EEDEC	EEDEC Inst. Mbrship	\$250.00
P09-01603	DUNN-EDWARDS CORPORATION	ATHLETIC FIELD PAINT	\$4,890.13
P09-01604	LEONARD, A. M., INC.	GROUNDS SUPPLIES	\$607.58
P09-01605	W. W. GRAINGER INC.	ELECTRICAL SUPPLIES	\$1,310.16
P09-01606	QUALITONE INDUSTRIES, INC.	Mic Accessories	\$307.45
P09-01607	AARDVARK CLAY AND SUPPLIES	GLOVES	\$158.99
P09-01608	SEHI PROCOMP COMPUTER PRODUCTS	Printer cartridge replacement	\$166.63
P09-01609	LAB SAFETY SUPPLY CO.	SAFETY SUPPLIES	\$302.90
P09-01610	CONSOLIDATED PLASTICS CO., INC	ART SUPPLIES	\$110.97
P09-01611	LEGION WEST PAPER	ART SUPPLIES	\$1,146.37
P09-01612	BLICK, DICK COMPANY	ART SUPPLIES	\$398.78
P09-01613	CAROLINA BIOLOGICAL SUPPLY	PHYSICS SUPPLIES	\$542.41
P09-01614	WEISS HEADWEAR	BASEBALL TEAM UNIFORMS	\$894.78
P09-01615	GOODWILL INDUSTRIES OF OC	Sign Language interpreting services for	\$5,000.00
P09-01616	DHK PLUMBING & PIPING, INC.	For plumbing and compressor work	\$3,000.00
P09-01617	US DIGITAL MEDIA INC.	CDs, sleeves, and label ink for Accred.	\$256.00
P09-01618	TROXELL COMMUNICATIONS, INC.	Media Equipment for President's Office	\$761.79
P09-01619	TROXELL COMMUNICATIONS, INC.	Tech Refresh Equipment	\$1,344.72
P09-01620	DELL MARKETING	Dell Toner	\$612.02
P09-01621	DELL MARKETING	Printer Cartridges	\$151.46
P09-01622	COVINGTON ENGINEERING CORP.	GEOLOGY SUPPLIES	\$403.85
P09-01623	FISHER SCIENTIFIC	BIOLOGY SUPPLIES FOR LAB CLASS EXERCISES	\$541.00

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01624	MC KESSON GENERAL MEDICAL	Latex gloves	\$128.88
P09-01625	TRI-STATE ELECTRONIC CORP.	INSTRUCTIONAL SUPPLIES	\$479.40
P09-01626	RAND McNALLY & CO.	MOON GLOBE	\$107.39
P09-01627	LAMAR SPACE INC.	TRAILER FOR INSPECTOR OF RECORD ON A300/	\$2,300.00
P09-01628	CCCCIO	2008-2009 CCCCCIO Membership Dues	\$300.00
P09-01629	HERCULES PORTABLE POWER, INC.	GENERATOR MAINT	\$5,795.58
P09-01630	OC REGISTER	ONLINE ADVERTISING	\$7,559.00
P09-01631	DEPT OF GENERAL SERVICES	FEEES FOR CMAS CONTRACTS	\$776.87
P09-01632	MOBILE MODULAR MGMT. CORP.	Annual contract: Portable classroom	\$11,982.00
P09-01633	JACC	Annual Institutional Membership to JACC	\$300.00
P09-01634	L.A. TIMES	ADVERTISING	\$826.00
P09-01635	VICTORY CUSTOM ATHLETIC, INC	BASEBALL UNIFORMS	\$6,117.97
P09-01636	SWEETWATER SOUND INC.	Software for Music Dept.	\$5,499.34
P09-01637	HAMPTON TEDDER ELECTRIC CO.	ELECTRICAL STUDY-SHORT CIRCUIT DEVICE EV	\$28,750.00
P09-01638	ARMSTRONG, LEE CO. INC.	AGB - CARPET TILE REPLACEMENT	\$26,500.00
P09-01639	DHK PLUMBING & PIPING, INC.	MANHOLE REPAIRS & REPAIR SEWER PIPING	\$64,120.00
P09-01640	NACUA PUBLICATIONS	Publication, Legal Issues in DE	\$48.49
P09-01641	CA STAINLESS MFG	Darkroom cleaner	\$150.72
P09-01642	LAB SAFETY SUPPLY CO.	POOL-SPILL CONTAINMENT PLATFORMS	\$1,710.07
P09-01643	SPECTRUM LABORATORY PRODUCTS	INSTRUCTIONAL SUPPLIES	\$238.13
P09-01644	DOOLEY ENTERPRISES, INC.	Ammunition	\$1,637.80
P09-01645	SEW TRUE SUPPLY	FASHION SUPPLIES	\$157.19
P09-01646	MEN'S VOGUE	Dept. Resource	\$10.00
P09-01647	DETAILS	Dept. Resource	\$9.97
P09-01648	GQ	Dept. Resource	\$10.00
P09-01649	ALLURE	Dept. Resource	\$12.00
P09-01650	COSMOPOLITAN	Dept. Resource	\$15.00
P09-01651	HARPER'S BAZAAR	Dept. Resource	\$8.00
P09-01652	INSTYLE	Dept. Resource	\$29.77
P09-01653	W MAGAZINE	Dept. Resource	\$29.90
P09-01654	GLAMOUR	Dept. Resource	\$16.00
P09-01655	LUCKY MAGAZINE	Dept. Resource	\$10.00
P09-01656	VOGUE	Dept. Resource	\$12.00
P09-01657	SEW NEWS	Dept. Resource	\$21.98
P09-01658	THREADS	Dept. Resource	\$32.95
P09-01659	FOSTER CARE AUXILIARY OF OC	WORKSHOP PRESENTER	\$.00
P09-01660	WEATHERWAX, KATHY	WORKSHOP TRAINER	\$420.00
P09-01661	ONE SOURCE DISTRIBUTORS, INC.	ELECTRICAL SUPPLIES	\$975.10
P09-01662	BARCLAYS LAW PUBLISHERS	BARCLAYS OFFICIAL CALIFORNIA CODE	\$266.33
P09-01663	OCE	REPLACEMENT FOR OLD FAX MACHINE	\$3,181.86
P09-01664	JOHN DEERE LANDSCAPES, INC.	GROUND - SUPPLIES	\$682.60
P09-01665	APPLE COMPUTER, INC.	Equipment replacement	\$53.86
P09-01666	BRACKEN, NANCY	Blanket Purchase Order	\$500.00
P09-01667	FRENCH, SAMUEL INC.	Royalty Deposit Fee	\$800.00
P09-01668	ART SUPPLY WAREHOUSE	Blanket for Theatre supplies	\$200.00
P09-01669	VWR INTERNATIONAL, INC.	BIOCHEMISTRY SUPPLIES	\$109.25
P09-01670	BACK STAGE/WEST	Annual renewal for BackStage West	\$89.00
P09-01671	BIO-RAD LABORATORIES, INC.	BIOCHEMISTRY SUPPLIES	\$1,396.51
P09-01672	HARBOR FREIGHT TOOLS	RAPIDTECH-POWDER COAT OVEN	\$464.10
P09-01673	W. W. GRAINGER INC.	RAPIDTECH SUPPLIES-OIL	\$219.94
P09-01674	CAROLINA BIOLOGICAL SUPPLY	BIOCHEMISTRY SUPPLIES	\$183.13
P09-01675	INTEGRATED DNA TECHNOLOGIES	BIOLOGY SUPPLIES	\$93.63
P09-01676	OCE	OCE FAX MAINTENANCE AGREEMENT	\$323.25
P09-01677	OC REGISTER	24 Weeks subscription - Orange County Re	\$36.00
P09-01678	HICKS, BOB TURF EQUIPMENT CO.	BLADES FOR LAWN EDGER	\$76.37

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PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01679	DEWEY'S APPLIANCES	REFRIGERATOR	\$429.92
P09-01680	SIMS WELDING SUPPLY	Supplies & gas for Art Department	\$300.00
P09-01681	HOME DEPOT	Art Department supplies	\$348.99
P09-01682	GALE SUPPLY COMPANY	SOAP DISPENSERS	\$107.21
P09-01683	TEXACO INC.	2008/09 Gasoline Usage by Various Depart	\$5,150.00
P09-01684	HONORS TRANSFER COUNCIL	Membership Dues-HTCC	\$90.00
P09-01685	CARD INTEGRATORS CORPORATION	Photo ID Cleaning Supplies	\$150.77
P09-01686	VWR INTERNATIONAL, INC.	BIOLOGY SUPPLIES/CLASS LAB EXERCISES	\$56.08
P09-01687	TROXELL COMMUNICATIONS, INC.	Cable	\$176.98
P09-01688	BSN SPORTS	STRENGTH LAB EQUIPMENT	\$1,181.96
P09-01689	INTERACT COMMUNICATIONS, INC.	Interact Marketing Research Project.	\$89,000.00
P09-01690	GOVCONNECTION	HARD DISKS FOR RAPIDTECH	\$780.97
P09-01691	DIVERSIFIED BUSINESS SERVICES	MEN'S BASKETBALL SHIRTS	\$528.57
P09-01692	SOCCER CENTER	WOMEN'S SOCCER GEAR	\$2,580.80
P09-01693	FRENCH, SAMUEL INC.	Royalty Fees	\$3,650.00
P09-01694	GREAT WESTERN SANITARY SUPPLY	TOWEL DISPENSERS	\$383.59
P09-01695	ALBERT, JAMES SCHOOL OF COSMET	Blanket P.O. to pay for Cosmo classes	\$110,000.00
P09-01696	LAKE FOREST BEAUTY COLLEGE, INC	Blanket P.O. needed to pay for Cosmo cla	\$220,000.00
P09-01697	SANDLER BROS.	JANITORIAL SUPPLIES	\$97.57
P09-01698	SEHI PROCOMP COMPUTER PRODUCTS	HP Ink Cartridge for Printer	\$1,144.31
P09-01699	Q-PLUS	RAPIDTECH - SOFTWARE	\$16,163.52
P09-01700	SMALL PARTS, INC.	ELECTRONICS SUPPLIES	\$58.77
P09-01701	OC REGISTER	Lariat printing & delivery charges.	\$15,000.00
P09-01702	CARVETTE, JOHN	Piano tuner for Chancellor's Opening Ses	\$200.00
P09-01703	LABCONCO CORPORATION	BIOLOGY SUPPLIES	\$551.84
P09-01704	CARVETTE, JOHN	Piano tunnings	\$1,300.00
P09-01705	U.S. POSTMASTER	Postage for Spring Schedule of Classes	\$29,185.34
P09-01706	TISCARENO CATERING	CATERING FOR WORKSHOP EVENT	\$751.56
P09-01707	NEW TOUCH GRAPHICS LLC	ATHLETICS SCHEDULE CARD PRINTING	\$1,013.00
P09-01708	COMPUTERLAND CORPORATE OFFICE	Software for organic chemistry.	\$114.36
P09-01709	TEACHING STRATEGIES, INC.	ASSESSMENT MATERIALS FOR SC CHILD DEVELO	\$666.28
P09-01710	FRAMES BY MAIL	Purchase supplies for LC Classification	\$243.04
P09-01711	SCANTRON CORPORATION	Class Climate Scanners, Support, and Mai	\$8,998.00
P09-01712	ADORAMA CAMERA	Retouching kit	\$24.21
P09-01713	ORKIN EXTERMINATING	PEST CONTROL	\$125.00
P09-01714	COMMUNITY COLLEGE LEAGUE OF CA	Online database renewal.	\$874.82
P09-01715	LASER SOURCE	Printer Cartridge	\$156.24
P09-01716	PRINTECH, INC.	Pocket Folders	\$2,436.07
P09-01717	EAGLE COMMUNICATIONS	Headsets for Theatre communication	\$809.76
P09-01718	UNIV. HIGH SCHOOL	Ads for University High School Newspaper	\$810.00
P09-01719	HEALTH DIMENSIONS	Purchase Contract Services from Health D	\$2,800.00
P09-01720	TOTAL C S TEAM, INC.	RAPIDTECH SLA UPGRADE	\$34,378.63
P09-01721	G/M BUSINESS INTERIORS	OFFICE SUPPLIES	\$87.36
P09-01722	MERCURY DOCUMENT IMAGING CO.	Copier Service Contract	\$265.00
P09-01723	RAD SOFTWARE	Software Upgrade	\$304.43
P09-01724	BROWN BEAR SOFTWARE	TRIPLE SYNC/ICAL LICENSES	\$545.00
P09-01725	RALPHS GROCERY CO.	TO PURCHASE GEOLOGY SUPPLIES	\$250.00
P09-01726	RALPHS GROCERY CO.	TO PURCHASE GEOLOGY FIELD TRIP SUPPLIES	\$250.00
P09-01727	IRVINE HIGH SCHOOL	Irvine High School Citadel (Yearbook) Ad	\$170.00
P09-01728	MODERN POSTCARD	Senior Day 09 Postcards (8000)	\$1,197.60
P09-01729	WOODBIDGE HIGH SCHOOL	Ad for Woodbridge HS Basketball	\$250.00
P09-01730	JOYCE INSPECTION & TESTING	CONSULTANT AGRMT	\$60,000.00
P09-01731	SKORA ELECTRIC	REPAIR PRES. OFFICE AGB	\$4,000.00
P09-01732	HAITBRINK ASPHALT PAVING, INC.	FOOTBALL FIELD	\$3,700.00
P09-01733	DW CONSULTANTS, INC.	Payment needed for consultant for Lighti	\$1,000.00

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P09-01459 Through P09-01931

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01734	SPORTS FACILITIES GROUP, INC.	SCOREBOARD MAINT.	\$2,650.00
P09-01735	SPORTS FACILITIES GROUP, INC.	GYM BLEACHERS	\$3,200.00
P09-01736	SPORTS FACILITIES GROUP, INC.	INSPECT. BASKETBALL BACKSTOPS	\$2,625.00
P09-01737	MC NELLY, MARGIE	WORKSHOP PRESENTER	\$1,080.00
P09-01738	PENN CORP. RELOCATION SVCS INC	STORAGE LECTURE HALL SEATING	\$2,361.00
P09-01739	DAKTRONICS	REPLACEMENT MODULE FOR LED MARQUEE	\$1,302.11
P09-01740	MESA ENERGY SYSTEMS, INC.	REPLACE OLD AC256 IOU PANELS,ROUTE SYSTE	\$52,985.00
P09-01741	OC REGISTER	ADVERTISING	\$142.40
P09-01742	OC REGISTER	ADVERTISING	\$156.64
P09-01743	MAIN GRAPHICS	Program Flyers for Outreach	\$1,050.81
P09-01744	BATTERY SYSTEMS OF SANTA ANA	CART BATTERIES	\$2,002.88
P09-01745	ECOLAB INC.	FASHION SUPPLIES	\$204.93
P09-01746	BOB PARRETT CONSTRUCTION, INC.	PRESIDENT'S OFFICE RENOVATION	\$16,357.00
P09-01747	ARMSTRONG, LEE CO. INC.	SSC FLOORING	\$47,225.00
P09-01748	R2A ARCHITECTURE	PHOTOGRAPHY WEB LAB	\$84,950.00
P09-01749	W. W. GRAINGER INC.	RAPIDTECH SUPPLIES	\$471.20
P09-01750	FABRIC LAND	FASHION SUPPLIES	\$2,005.00
P09-01751	PARKWAY LAWNMOWER SHOP	HEDGE TRIMMER	\$517.15
P09-01752	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES/LAB CLASS EXERCISES	\$256.67
P09-01753	LAMA BOOKS	Resource Guide	\$31.94
P09-01754	TRITON TEAM STORE	MEN'S BASKETBALL ORDER	\$6,003.41
P09-01755	BRAND ATHLETICS	WOMEN'S BASKETBALL GEAR	\$5,068.45
P09-01756	CURTIS 1000	Official Transcript Envelopes	\$553.53
P09-01757	FISHER SCIENTIFIC	BIOCHEMISTRY SUPPLIES	\$272.67
P09-01758	FREEMAN MFG & SUPPLY CO	RAPIDTECH SUPPLIES	\$1,475.66
P09-01759	SPORTS IMPORTS	EQUIPMENT FOR HART GYMNASIUM	\$7,039.10
P09-01760	QUICK CAPTION, INC.	Captioning services for Hearing impaired	\$1,500.00
P09-01761	OC REGISTER	ADVERTISING	\$1,505.20
P09-01762	PROAIR	COLLEGE LANDSCAPE	\$5,250.00
P09-01763	MC MAHAN BUSINESS INTERIORS	pencil trays for staff desks	\$48.42
P09-01764	QUEZADA PRO LANDSCAPE, INC.	REMOVE IVY	\$1,350.00
P09-01765	TOMARK SPORTS EQUIPMENT	BASKETBALL EQUIPMENT FOR THE HART GYMNAS	\$1,785.33
P09-01766	PENN CORP. RELOCATION SVCS INC	SURPLUS FURNITURE REMOVAL AND DISPOSAL	\$6,136.00
P09-01767	CLARKE & ASSOCIATES, INC.	BOARD PLAQUE FOR BSTIC BUILDING	\$1,297.58
P09-01768	PENN CORP. RELOCATION SVCS INC	REMOVAL OF SURPLUS VILLAGE CLASSROOM FUR	\$6,897.10
P09-01769	WILLIAMS RECORDING	Blanket purchase order for music recordi	\$2,800.00
P09-01770	ARMSTRONG, LEE CO. INC.	FLOORING	\$1,832.50
P09-01771	WARD'S NATURAL SCIENCE	BIOLOGY SUPPLIES/LAB CLAS EXERCISES	\$116.91
P09-01772	MICRO FORMAT, INC.	required CA security prescription pad	\$336.55
P09-01773	TURF TIRE DISTRIBUTORS	TIRES FOR ELECTRIC CART	\$43.10
P09-01774	TRAFFIC CONTROL SERVICE, INC.	PARKING LOT PAINT	\$870.65
P09-01775	LIBRARY ADVANTAGE	Purchase security strips for books.	\$293.15
P09-01776	GAYLORD BROTHERS, INC.	Easy Bind Book Tape.	\$44.36
P09-01777	RIP-TIE	Rip-Tie supplies for Photo Dept	\$206.47
P09-01778	WILEY, JOHN & SONS	Reference Materials for Environ. Studies	\$25.49
P09-01779	DATAMAX O'NEIL PRINTER SUPPLIE	Paper	\$711.15
P09-01780	ARCOA INDUSTRIES	GROUNDS - EZ REACHER	\$61.55
P09-01781	STOVER SEED COMPANY	GRASS SEED AND BLEND	\$1,729.39
P09-01782	ENTERPRISE RENT-A-CAR	OPEN P.O. FOR VEHICLE RENTAL	\$6,000.00
P09-01783	DEMCO INC.	Purchase labels for books.	\$73.14
P09-01784	CPP, INC.	Strong Interest Assessments College	\$3,475.00
P09-01785	RJM DESIGN GROUP, INC.	ARCHITECT AGREEMT FOR ATEP	\$15,420.00
P09-01786	NAPA AUTO PARTS	WASHER FLUID FOR ART DEPT	\$1,091.94
P09-01787	PITNEY-BOWES SUPPLY	SUPPLIES	\$330.27
P09-01788	MC KESSON GENERAL MEDICAL	McKesson order	\$297.97

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Purchase Order Numbers P09-01459 Through P09-01931

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01789	TELETROL SYSTEMS, INC.	HVAC SUPPLIES	\$2,442.04
P09-01790	ASW EXPRESS	FASHION SUPPLIES	\$188.38
P09-01791	NASCO WEST INDUSTRIES, INC.	FASHION SUPPLIES	\$36.65
P09-01792	ZARIT, CHARLES	FASHION SUPPLIES	\$68.83
P09-01793	OC DEPT OF EDUCATION	Dept of Education Directory	\$34.73
P09-01794	WOOD, SANDRA	Contract Services	\$300.00
P09-01795	MOULTON, ELIZABETH SUSAN	Contract Services	\$300.00
P09-01796	CAMPUS CONCERTS	Contract Services	\$1,995.00
P09-01797	AEBERSOLD JAMEY JAZZ, INC.	Book for jazz courses	\$17.85
P09-01798	BARNARD, LTD.	STILL LIFE PAINTING OBJECTS	\$469.94
P09-01799	HORIZON	GROUNDS SUPPLIES	\$471.95
P09-01800	ELECTRIC MARINE	Blanket PO for Sailboat Rental & related	\$750.00
P09-01801	FISHER SCIENTIFIC	CHEMISTRY GLASSWARE & SUPPLIES	\$2,238.27
P09-01802	INVITROGEN CORPORATION	BIOCHEMISTRY SUPPLIES	\$246.46
P09-01803	PAULINE'S PROFESSIONAL POTPOUR	Plastic Bags for Outreach Materials	\$1,886.75
P09-01804	KAPCO LIBRARY PRODUCTS	Purchase instructional supplies.	\$38.34
P09-01805	CDW COMPUTER CENTERS	forensics writeblock, flash drives, vide	\$1,101.61
P09-01806	GANDER-PRINTCO	BUSINESS CARDS: D. BRADSHAW	\$49.57
P09-01807	STARPATH SCHOOL OF NAVIGATION	Student Materials for MST218	\$1,050.56
P09-01808	CCC	State Budget Workshop 2008-2009	\$247.00
P09-01809	ADN DIRECTORS OF SO. CAL.	ADN MEMBERSHIP	\$100.00
P09-01810	AMER. GRIP INC.	Flags/Nets for student use	\$466.80
P09-01811	HITT MARKING DEVICES, INC.	SUPPLIES	\$167.28
P09-01812	GRAPHAIDS INC-DANIELS	FASHION SUPPLIES	\$362.81
P09-01813	TOMARK SPORTS EQUIPMENT	MEN'S SOCCER LAUNDRY BAGS	\$376.65
P09-01814	TESORO HIGH SCHOOL	Advertising	\$200.00
P09-01815	HAMERNIK, KURT	Contract Services	\$150.00
P09-01816	KEENAN & ASSOCIATES	D&O w/ OPEB Liability	\$30,561.00
P09-01817	HACKER, CHRISTOPHER	594116 CHRIS HACKER/SCHLP FROM SSG	\$200.00
P09-01818	W. W. GRAINGER INC.	SHOP SUPPLIES	\$1,052.39
P09-01819	WESTERN EXTERMINATOR COMPANY	ANTS	\$150.00
P09-01820	SYSTEMS SOURCE, INC.	replacement chair arms	\$90.20
P09-01821	OCB REPROGRAPHICS, INC.	CONTRACT SERVICES	\$151.87
P09-01822	H2 ENVIRONMENTAL CONSULTING	HAZ MATERIALS TESTING FOR A300 ADJACENT	\$606.00
P09-01823	SPECTRUM LABORATORY PRODUCTS	CHEMISTRY GLASSWARE & SUPPLIES	\$410.51
P09-01824	GANDER-PRINTCO	TIME CARDS	\$211.73
P09-01825	ACE AERIAL PHOTOGRAPHY	CAMPUS AERIAL PHOTO	\$662.66
P09-01826	LRP PUBLICATIONS, INC.	Yearly subscription to Ferpa Answer Book	\$125.50
P09-01827	GEMPLER'S	GREENHOUSE SUPPLIES	\$547.86
P09-01828	BIO-RAD LABORATORIES, INC.	BIOLOGY SUPPLIES/LAB CLASSES	\$869.00
P09-01829	NEW TOUCH GRAPHICS LLC	Printing cost for Accred. Report	\$1,855.10
P09-01830	PARK CENTER REALTY ADVISORS	APPRAISAL	\$4,000.00
P09-01831	COASTLINE ROP	Reimbursement to CROP for Tech Prep gran	\$5,000.00
P09-01832	IRVINE UNIFIED SCHOOL DISTRICT	Reimbursement to IUSD for Tech Prep purc	\$6,000.00
P09-01833	TUSTIN UNIFIED SCHOOL DISTRICT	Reimbursement to TUSD for Tech Prep purc	\$6,000.00
P09-01834	SADDLEBACK VALLEY U.S.D.	Reimbursement to El Toro High for Tech P	\$6,000.00
P09-01835	GANDER-PRINTCO	business cards	\$50.64
P09-01836	ESSENCE ENTERTAINMENT	Contract Services	\$4,000.00
P09-01837	ACUSHNET COMPANY	GOLF BALLS FOR WOMEN'S GOLF TEAM	\$357.11
P09-01838	CHICK'S SPORTING GOODS	WOMEN'S SOCCER	\$1,013.54
P09-01839	SPORTS UNLIMITED	MEN'S SOCCER PRACTICE GEAR/ SHIRTS	\$3,467.61
P09-01840	YELLOW PAGES, INC.	Yellow Pages	\$390.00
P09-01841	BUDDY'S ALL STARS INC.	VB Game Balls	\$85.43
P09-01842	MILLER-SNIDER, JENNIFER	TRAINING ASSISTANT	\$525.00
P09-01843	INCENTRA SOLUTIONS	MS infrastructure assistance	\$10,000.00

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Purchase Order Numbers P09-01459 Through P09-01931

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01844	BATTERY SUPPLY COMPANY	UPS REPLACEMENT BATTERIES	\$69.80
P09-01845	BEACH PAVING	CONCRETE WALKWAYS	\$2,070.00
P09-01846	PSYCHOLOGICAL CORPORATION, INC	WAIS-fourth edition/DSPS testing materia	\$1,953.00
P09-01847	RITE INC.	FIELD PAINT	\$1,319.94
P09-01848	ARMSTRONG, LEE CO. INC.	FLOORING	\$12,788.00
P09-01849	WEISS, STEVE	Cymbal stands	\$150.62
P09-01850	ULINE, INC.	AV Supplies	\$171.38
P09-01851	XEROX CORPORATION	staples for copy machine	\$227.66
P09-01852	BLICK, DICK COMPANY	DRAFTING SUPPLIES	\$202.61
P09-01853	IMAGE PRINTING SOLUTIONS	Promotional Items for Outreach	\$6,530.09
P09-01854	WOODBRIDGE HIGH SCHOOL	Ad for Woodbridge High School Newspaper	\$650.00
P09-01855	XEROX CORPORATION	maintenance kit for color copier	\$199.64
P09-01856	ATI	ATI TESTING	\$1,494.00
P09-01857	JONES & BARTLETT PUBLISHERS	EMT Instructional Supplies	\$161.66
P09-01858	KIRK XPEDX	REPLENISH PAPER/SALMON	\$1,250.98
P09-01859	SO CAL GAS CO.	AGRMT WITH GAS CO.	\$1,835.36
P09-01860	SUREFIRE, LLC	BATTERIES	\$242.74
P09-01861	AAMCO TRANSMISSION	CONTRACT SERVICES	\$2,717.03
P09-01862	ARMSTRONG, LEE CO. INC.	REPAIR CARPET	\$650.00
P09-01863	CHEFS' TOYS	FASHION SUPPLIES	\$639.96
P09-01864	OC REGISTER	PRINT ADVERTISING	\$1,957.83
P09-01865	ISC BIOEXPRESS	BIOCHEMISTRY SUPPLIES	\$233.15
P09-01866	TOMARK SPORTS EQUIPMENT	BASEBALL EQUIPMENT FOR THE FIELD	\$11,877.00
P09-01867	PELLA, TED	PHYSIO LAB SUPPLIES	\$136.07
P09-01868	MC KESSON GENERAL MEDICAL	medical supplies needed for pa tient car	\$1,413.58
P09-01869	BONE CLONES, INC.	COMPETITIVE EQUIP/ANTHROPOLOGY	\$8,291.36
P09-01870	MC KESSON GENERAL MEDICAL	Latex gloves	\$64.43
P09-01871	EWD	STATEWIDE ECONOMIC & WORKFORCE MARKETING	\$500.00
P09-01872	MONACELLI, BRIAN	OPTICS DEMONSTRATION FOR CACT PRODUCT CE	\$3,150.00
P09-01873	SAUER, PAUL M.	PLAN & DRAFT CACT RENEWABLE ENERGY PROGR	\$4,800.00
P09-01874	U.S. POSTMASTER	POSTAGE	\$2,316.30
P09-01875	ABC SCHOOL EQUIPMENT, INC.	BULLETIN BOARDS	\$5,912.00
P09-01876	MICHAEL WOLF INTERIORS INC.	SHADES/BGS	\$3,236.76
P09-01877	DIRECT PAINTING & DECOR. INC.	PAINTING	\$6,975.00
P09-01878	MAQUINSAL SEWING MACHINE CO.	Service of equip. for move back to BGS	\$2,643.95
P09-01879	HOKE OUTDOOR ADVERTISING, INC.	Banners and stands	\$605.56
P09-01880	PULSE UNIFORM	NURSING SUPPLIES	\$181.15
P09-01881	FISHER SCIENTIFIC	EQUIPMENT FOR COOLING TOWER	\$318.93
P09-01882	JOHNSON FLOORING, INC.	REFINISH GYM FLOOR	\$6,470.00
P09-01883	GANDER-PRINTCO	Bus. Cards - L. Mangels	\$81.18
P09-01884	VIDEO SERVICE OF AMERICA	Headphones for Math Module classes	\$116.04
P09-01885	LEAGUE FOR INNOVATION	LEAGUE INNOV. 08/09 MEMB. DUES/CHANCELO	\$950.00
P09-01886	MOLE-RICHARDSON	Parts for lighting fixtures	\$290.44
P09-01887	CORPORATE BUSINESS INTERIORS	Lateral File-T. Lorch	\$829.96
P09-01888	SCANTRON CORPORATION	Supplies for EMT students	\$572.21
P09-01889	OCLC PACIFIC NETWORK, INC.	Library electronic books per Tom Weisroc	\$2,727.37
P09-01890	PAULINE'S PROFESSIONAL POTPOUR	Mechanical Pencils for Outreach Efforts	\$1,475.81
P09-01891	GOPHER SPORTS EQUIPMENT	balls for yoga class/Besette	\$135.25
P09-01892	ELECTRONIC DISPLAYS, INC.	electronic display clock PE 600	\$490.46
P09-01893	H2 ENVIRONMENTAL CONSULTING	FOR CONSULTANT AGRMT	\$1,002.00
P09-01894	U.S. POSTMASTER	Postage for mailing Spring 2009 IVC clas	\$22,600.00
P09-01895	GOVCONNECTION	Three 5-port Ethernet switches.	\$77.63
P09-01896	LAB SAFETY SUPPLY CO.	SAFETY SUPPLIES	\$221.18
P09-01897	ECONOMIC ALTERNATIVES, INC.	EQUIPMENT FOR COOLING TOWER	\$2,200.91
P09-01898	SMITH, DANIEL INC.	ART SUPPLIES	\$595.86

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Purchase Order Numbers P09-01459 Through P09-01931

PO #	Vendor Name	Purchase Order Description	Total Cost
P09-01899	RIO GRANDE ALBUQUERQUE	JEWELRY MAKING SUPPLIES	\$967.29
P09-01900	U.S. PLASTICS CO.	PLASTIC PAILS	\$797.37
P09-01901	HACH COMPANY	AQUA SCI SUPPLIES	\$267.01
P09-01902	A-1 AWARDS	Trophy	\$74.35
P09-01903	NAT'L ASSN OF COLL & EMPLOYEES	NACELink Network for Gaucho Jobs	\$1,500.00
P09-01904	OC SCHOOL BOARD ASSOCIATION	OCSBA 08/09 MEMBER DUES/BOT	\$125.00
P09-01905	OC REGISTER	AD FOR PROPOSAL	\$576.72
P09-01906	KIRK XPEDX	Paper to make copies	\$514.24
P09-01907	ASG MUSIC	Music preparation services	\$175.00
P09-01908	VWR INTERNATIONAL, INC.	PHYSIO LAB SUPPLIES	\$360.27
P09-01909	ARTSCENE	Subscription renewal	\$525.00
P09-01910	ONE SOURCE DISTRIBUTORS, INC.	ELECTRICAL SUPPLIES	\$1,057.67
P09-01911	HOME DEPOT	Blanket purchase order for Home Depot su	\$500.00
P09-01912	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	\$308.38
P09-01913	NAT'L ASSN OF BROADCASTERS	NAB Membership Renewal	\$360.00
P09-01914	SCANTRON CORPORATION	REPLENISH SUPPLIES	\$214.05
P09-01915	MARSAN TURF & IRRIGATION SUPP.	IRRIGATION SUPPLIES	\$1,663.66
P09-01916	CONTEMPORARY CONTROL SYSTEMS	HVAC EQUIPMENT	\$252.44
P09-01917	ECONOLITE CONTROL PRODUCTS, IN	ELECTRICAL SUPPLIES	\$216.58
P09-01918	NEW TOUCH GRAPHICS LLC	Accred. Manual Covers & Tabs	\$3,274.07
P09-01919	COMMUNITY COLLEGE LEAGUE OF CA	2008 Community College Directory.	\$41.79
P09-01920	MISSION PRINTING COMPANY	Fast Facts Brochure Update Printing.	\$296.31
P09-01921	SHIFFLER EQUIPMENT SALES, INC.	DOOR HINGES	\$121.28
P09-01922	IMAGE GALLERY	Bogen photography accessories	\$99.21
P09-01923	ORIENTAL TRADING COMPANY, INC.	SUPPLIES FOR SSG EVENT	\$359.60
P09-01924	QUAGGA CORPORATION	REPLACEMENT HEADPIECE AND BATTERY	\$130.75
P09-01925	GANDER-PRINTCO	Bursar's envelopes	\$78.12
P09-01926	WARD'S NATURAL SCIENCE	MARINE SCIENCE LAB MATERIALS	\$226.01
P09-01927	ONE SOURCE DISTRIBUTORS, INC.	ELECTRICAL SUPPLIES	\$485.90
P09-01928	NASCO WEST INDUSTRIES, INC.	PHYSICS SUPPLIES	\$152.66
P09-01929	OC FARM SUPPLY	HORTICULTURE SUPPLIES	\$204.50
P09-01930	OC REGISTER	ONLINE ADVERTISING	\$3,159.00
P09-01931	OC REGISTER	ADVERTISING	\$2,500.00
			=====
			\$2,310,355.72

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Req. #	Vendor Name	Description	Total Cost
RD09-00655			\$.00
RD09-00654	SOUTH ORANGE CO. COMM. COL. DI	Reimburse Revolving Fund	\$7,784.06
RD09-00653	CA DEPT INDUSTRIAL RELATIONS	WHEELCHAIR LIFT CONVEYANCE INVOICE	\$105.00
RD09-00652		FOR CALIBRATION AND SERVICE OF IR INSTRU	\$4,000.00
RD09-00650	ELSEROAD, ARLEEN	reimbursement to Arleen Elseroad	\$28.00
RD09-00648	HILDEN, ERIC	Conference for Eric Hilden	\$25.00
RD09-00647	PHOENIX BUSINESS MACHINES, INC	Toner waste container for Xerox Phaser p	\$190.72
RD09-00646	ADRENALINE SPORTS APPAREL	MEN'S VOLLEYBALL T-SHIRTS AND HATS	\$637.45
RD09-00645	ADRENALINE SPORTS APPAREL	WOMEN'S VOLLEYBALL PRACTICE ORDER	\$897.23
RD09-00644	TELLO, AL	reimbursement to Al Tello for supplies p	\$100.00
RD09-00643	ADRENALINE SPORTS APPAREL	WOMEN'S VOLLEYBAL APPAREL	\$752.31
RD09-00642	HOLMES, BRITNEE	Reimbursement	\$26.92
RD09-00641	MC CUE, JENNIFER	Reimbursement for supplies	\$45.19
RD09-00640	PETERSON, CATHIE	REIMBURSEMENT	\$22.00
RD09-00639	DALY, TRACY	REIMBURSEMENT	\$22.00
RD09-00638	MUELLER, HEIDI M.	Reimbursement	\$140.00
RD09-00637	AVALON TENT & PARTY	President's/Principal's Breakfast	\$160.42
RD09-00636	ADRENALINE SPORTS APPAREL	MEN'S VOLLEYBALL T-SHIRTS	\$267.76
RD09-00635	ADRENALINE SPORTS APPAREL	WOMEN'S VOLLEYBALL JERSEY/JACKETS	\$729.58
RD09-00634	WESTERN FIELD ORNITHOLOGISTS	MATERIALS FOR FALL 2008 BIO 420 - BIRDS	\$29.39
RD09-00633	GATEWOOD, DAVID D.	CONFERENCE FOR DAVID GATEWOOD	\$400.00
RD09-00621	DE SARACHO, MARIANA	REIMBURSEMENT FOR CAL POLY POMONA CONFERE	\$30.00
RD09-00620	MIKOLAJCZAK, MIKI	REIMBURSEMENT FOR CAL POLY POMONA CONFERE	\$30.00
RD09-00619	TIME CLOCK SALES & SERVICE	REPAIR COSTS - DATE/TIME STAMPER	\$99.31
RD09-00618	SCHADER, PAM	REIMBURSEMENT FOR SUMMER 2008 - ART 405,	\$212.15
RD09-00617	CONRAD, ROBERT	REIMBURSEMENT - ROBERT CONRAD - MATERIAL	\$50.00
RD09-00616	POWER FORD TUSTIN	Payment for Smog check and certificate/P	\$89.97
RD09-00615	MINEO, DONALD	Conference for Don Mineo	\$25.00
RD09-00614	SOUTHWELL, LINDA	Reimbursement	\$127.68
RD09-00613	MIDWEST LIBRARY SERVICE	Pay for books.	\$.00
RD09-00612	DAVIES, SIMON	WOMEN'S SOCCER GOALIE GLOVES	\$150.82
RD09-00611	OC PRINTING CO.	Postcards for Career Fair Nov. 5	\$350.00
RD09-00610	POHL, JUDI	REIMBURSEMENT FOR CAL POLY POMONA CONFERE	\$30.00
RD09-00609	MC CUE, JENNIFER	Reimbursement for supplies	\$432.99
RD09-00608	SANCHEZ, SYLVIA	Staff Reimbursement	\$95.00
RD09-00607	WELLS FARGO #4214 FISCAL-IVC	ACCJC & Ped Ex	\$350.00
RD09-00606	S & B FOODS	TECH PREP CONSORTIUM MEETING	\$74.89
RD09-00605			\$.00
RD09-00604	GREEN TECHNOLOGY	CONFERENCE FOR ANTHONY RODGERS	\$225.00
RD09-00603	PETERSON, CATHIE	CONFERENCE FOR CATHIE PETERSON	\$135.00
RD09-00602	BUSCHE, DON	CONFERENCE FOR DONALD BUSCHE	\$135.00
RD09-00601	SADDLEBACK COLLEGE BOOKSTORE	Saddleback bookstore billing	\$144.61
RD09-00600	WILLIAMS, JOHN	Travel expenses for John S. Williams	\$575.00
RD09-00599	HOLMES, BRITNEE	Conference for Britnee Holmes	\$501.06
RD09-00598	SELLERS, JOEY	Reimbursement	\$1,406.41
RD09-00597	SADDLEBACK COLLEGE BOOKSTORE	Gift Cards from SC Bookstore	\$.00
RD09-00596		FUNDS RETURNED TO STATE	\$48,979.00
RD09-00595	DALY, TRACY	CONFERENCE FOR TRACY DALY	\$145.00
RD09-00594	DENTON, SUZANNE D.	Reimbursement to faculty	\$31.46
RD09-00593	NGUYEN, HALEY	Reimbursement to faculty	\$28.74
RD09-00592	MATTOS, DANIEL	Reimbursement to faculty	\$32.46
RD09-00591	MC GROARTY, DIANE	Reimbursement to faculty	\$46.29
RD09-00590	THOMAS, ARLENE	Reimbursement for Dept. Supplies	\$64.39
RD09-00589	INCIONG, DENICE	Conference expenses for Denice Inciong	\$92.00
RD09-00588	BRAMUCCI, ROBERT	Workshop expenses for R Bramucci	\$75.00
RD09-00587	WELLS FARGO #4198 FISCAL-SBC	OFFICE MAX	\$42.29

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Req. #	Vendor Name	Description	Total Cost
RD09-00586			\$.00
RD09-00585	INCIONG, DENICE	Conf reimb expenses for D Inciong	\$435.00
RD09-00584	COWLEY, SCOTT	PAPA SEMINAR	\$70.00
RD09-00582	TORABI, SHOUKA	Conference Attendace for Shouka Torabi	\$400.00
RD09-00581	ORTEGA, NICOLE	Conference Attendace for Nicole Ortega	\$17.55
RD09-00580	ECONOMIC ALTERNATIVES, INC.	EQUIPMENT FOR COLLING TOWER	\$.00
RD09-00578	SHATTINGER MUSIC	Music purchased	\$146.22
RD09-00577	LEE, HANNAH H.E.	STUDENT GENERAL ASSEMBLY CONFERENCE	\$800.00
RD09-00576		EQUIPMENT REPAIR	\$.00
RD09-00575	IVC	EMERITUS ENROLLMENT FOR SPRING 2008	\$332.00
RD09-00574	CARON, LIONEL	Flashforward 2008 Conference	\$250.00
RD09-00573	LIVING IT UP	Living It Up-Health Fair	\$2,500.00
RD09-00572		ATEP Project	\$.00
RD09-00571	NELSON, JEFF	Reimbursement for lab supplies	\$70.00
RD09-00570	COWLEY, SCOTT	reimburse staff member conference attend	\$560.00
RD09-00569	S & B FOODS	CATERING FOR DLC Meeting	\$153.71
RD09-00568	RICOH AMERICAS CORPORATION	MAINTENANCE SERVICE FOR COPIER MACHINE	\$.00
RD09-00567	WEST GROUP	Library book per Tom Weisrock request	\$134.69
RD09-00566	ROGERS, CHUCK	Reimbursement	\$86.19
RD09-00565	MAQUINSAL SEWING MACHINE CO.	Equip. Repair & Dept. Supplies	\$1,093.49
RD09-00564	MAQUINSAL SEWING MACHINE CO.	Service of equip. for move back to BGS	\$.00
RD09-00563	BUDDY'S ALL STARS INC.	PE Class Supplies	\$139.30
RD09-00562	CLARK SECURITY PRODUCTS	CONFERENCE FOR DEAN LE BEAU	\$500.00
RD09-00561	U.S. POSTMASTER	POSTAGE SHORTAGE	\$30.38
RD09-00555	WELLS FARGO #3317 (DISTRICT)	Apple Store.com	\$32.31
RD09-00554	GAYLE'S EMBROIDERY	MEN'S BASKETBALL EMBROIDERY	\$280.00
RD09-00553	VENTURA, JAN	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00552	FRANCISCO, DAVID	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00551	JACOBS, PAULA	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00550	WELLS FARGO #4214 FISCAL-IVC	JOSHUA TREE NATIONAL PARK CAMPSITE RESER	\$180.00
RD09-00549	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$88.25
RD09-00548	LOWE, LESLEY	REIMBURSEMENT - INSTRUCTOR SUPPLY	\$96.96
RD09-00547	WILLIAMS, MARY	conference attendance for Mary Williams	\$1,115.00
RD09-00546	3D RAPID PROTOTYPING	RAPIDTECH SUPPLIES	\$1,034.40
RD09-00545	POTRATZ, RICHARD	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00544	BALTIERRA, JUANITA	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00543	NUSSENBAUM, SHARON	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00542	MC CARTHY, MARYANN	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00541	HYATT CORPORATION	conference expenses	\$682.08
RD09-00540	BARR, PAMELA JAN	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00539	WILLIAMS, MARY	conference registration	\$1,567.08
RD09-00538	S & B FOODS	Fee for refreshments for Accreditation M	\$60.34
RD09-00537	SCHULDt, TYLER	Tyler Schuldt/ATE PRINCIPAL INV CONF	\$548.00
RD09-00536	GRAFF, WILL	Will Graff/ATE PRINCIPAL INV. CONF	\$548.00
RD09-00535	DE SARACHO, MARIANA	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00534	ALFORD, JOANN	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00533	FASELER, SHANNON	Reimbursement to Gallery Director	\$140.02
RD09-00532	SHERIFF, DAVID	Reimbursement for Instructional Supplies	\$.00
RD09-00531	DE SHAZER, LARRY	CONFERENCE FOR LARRY DESHAZER	\$640.00
RD09-00530	AUDIO VISUAL INTEGRATION SYST	Projector Install	\$.00
RD09-00529		service for Voyager Balance	\$.00
RD09-00528	LEE, STEVE	Staff Reimbursement	\$121.51
RD09-00527	WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	\$1,506.31
RD09-00526	UNITED SITE SERVICES OF CA, IN	TRASH BOXES	\$287.42
RD09-00525	A-1 AWARDS	NAMEPLATES FOR BOARD ROOM	\$30.17
RD09-00524	ECONOMIC ALTERNATIVES, INC.	EQUIPMENT FOR COOLING TOWER	\$.00

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-00523	WELLS FARGO #4214 FISCAL-IVC	Coil binding of Accreditation Reports	\$200.00
RD09-00522	DUBAY, STEPHEN	Reimbursement for VMWorld in Las Vegas	\$2,865.66
RD09-00521	TECO PIANO MOVERS	Piano moving services	\$150.00
RD09-00520	KOBATA, SARAH	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00519	PARKS, MONICA	Conference reimbursement-C.A.P.E.D.	\$1,676.01
RD09-00518	RACHMAN, JENNIFER	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00517	LERMAN, CAROL	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00516	KLUNDER, JAYNE	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00515	MIKOLAJCZAK, MIKI	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00514	NELSON, TERENCE	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00513	GUERRERO, JORGE	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00512	BENAVIDES, BARBARA A.	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00511	POHL, JUDI	REIMBURSEMENT FOR UC CONFERENCE	\$60.00
RD09-00510	ROQUEMORE, GLENN	CONFERENCE FOR GLENN ROQUEMORE	\$60.00
RD09-00509	DE SHAZER, LARRY	CONFERENCE FOR LARRY DESHAZER	\$807.88
RD09-00508	QUEZADA PRO LANDSCAPE, INC.	REMOVE IVY	\$.00
RD09-00507	XEROX CORPORATION	Xerox 7750-color printer supplies	\$444.20
RD09-00506	TACKETT, ED WARD	REIMBURSEMENT FOR SUPPLIES	\$114.90
RD09-00505	WASTE MANAGEMENT OF ORANGE CO	TRASH REMOVAL	\$36,387.08
RD09-00504	SOLTANI, PARISA	Staff reimbursement	\$.00
RD09-00503	HAITBRINK ASPHALT PAVING, INC.	RECONFIGURE F.A. PARKING LOT AT MCKINNEY	\$1,750.00
RD09-00502	BANES, SHERRI J.	Sherri Banes - ATE PRINCIPAL INV CONF	\$1,095.03
RD09-00501	WELLS FARGO #4214 FISCAL-IVC	To purchase an image for the accreditati	\$219.00
RD09-00500	BESSETTE, NANCY N.	Expense Reimbursement	\$81.67
RD09-00499	TAYLOR, DON	Conference requisition for Don Taylor	\$923.00
RD09-00498	BESTWAY LAUNDRY SOLUTIONS	WASHER REPAIR/IVC ATHLETICS	\$85.00
RD09-00497	DALY, TRACY	CONFERENCE FOR TRACY DALY	\$55.27
RD09-00496	SWACC	2008/2009 SWACC Member Risk Management F	\$9,660.00
RD09-00495	PEPPER, J.W. & SON, INC.	Music purchased	\$297.50
RD09-00494	EDUCATIONAL MUSIC SERVICE	Music purchased	\$66.59
RD09-00493	COACH AMERICA - LOS ANGELES	Bus for EMERITUS INSTITUE Field Trip- Ma	\$1,057.65
RD09-00492	COLLINS COMPANY	REPAIR SERVICES FOR IVC TENNIS BALL MACH	\$535.00
RD09-00491	WELLS FARGO #4198 FISCAL-SBC	FAIRVIEW FORD - ESTIMATE AND TOW	\$216.00
RD09-00490	LAGUNA WOODS VILLAGE POTTERS	PAYMENT TO LWV POTTERS & SCULPTORS	\$4,155.00
RD09-00489			\$.00
RD09-00488	WELLS FARGO #3317 (DISTRICT)	Newegg.com	\$142.39
RD09-00487	OCE	FAX MACHINE REPAIRS	\$.00
RD09-00485	DUMAS, PAT	CONFERENCE FOR PATRICIA DUMAS	\$.00
RD09-00481	FARNSWORTH, ROBERT	Reimbursement needed to instructor, R.Fa	\$35.59
RD09-00480	FLUEGEMAN, TERESA	TFlegeman to OCBC 2008 Workforce Dev. C	\$85.00
RD09-00479	CANON BUSINESS SOLUTIONS, INC.	Replace Lightbulb for Canon Microfilm Re	\$87.45
RD09-00478	FLANIGAN, PATRICIA K.	CONFERENCE FOR P. FLANIGAN FOR SBS	\$475.00
RD09-00477	S & B FOODS	REGION 8 CONSORTIUM MEETING	\$176.55
RD09-00476	OC SHERIFF/CORONER	Training	\$1,036.00
RD09-00475	PEPPER, J.W. & SON, INC.	Music purchased	\$125.92
RD09-00474	RADDEN, LARRY	Reimbursement	\$476.94
RD09-00473	ROQUEMORE, GLENN	Conference for Glenn Roquemore	\$500.00
RD09-00472	CASPER PIANO SERVICE	Keyboard repairs	\$90.00
RD09-00471	ELSEROAD, ARLEEN	reimbursement for purchase of nameplate	\$8.61
RD09-00470	GIBBON, KEVIN	Reimbursement	\$26.93
RD09-00469	MEYER, CLIFFORD	Reimbursement	\$120.39
RD09-00468	JUSTICE, CRAIG	Conference Registration for Craig Justic	\$175.00
RD09-00467	VINO LOGOS	Women's team equipment bags	\$1,507.33
RD09-00466	TAMIALIS, BARBARA	REIMBURSE CDES FOR POSTERS	\$157.14
RD09-00465	CAPISTRANO SEWING MACHINE CO.	Equip. Repair	\$617.48
RD09-00464	RICHARDS, JOHN	Reimbursement for Instructional Supplies	\$127.97

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-00463	MIKOLAJCZAK, MIKI	Conference for Miki Mikolajczak	\$676.06
RD09-00462	WALSH, DAN	Conference for Dan Walsh	\$676.06
RD09-00461	DOMINGUEZ, CARMEN	Conference for Carmen Dominguez	\$676.06
RD09-00460	COSGROVE, ROBERT	Conference for Bob Cosgrove	\$676.06
RD09-00459	YANNI, NORMA	NAFSA-ANNUAL CONFERENCE	\$1,835.61
RD09-00458			\$.00
RD09-00457	LASER SOURCE	Non instructional repair	\$60.00
RD09-00456	CUNNINGHAM, APRIL	Conference for April Cunningham	\$676.06
RD09-00442	WELLS FARGO #4198 FISCAL-SBC	VIRTUAL TRAINING CO.,ONLINE UNIVERSITY L	\$250.00
RD09-00441	ANDERSON, JULIE	Fee Based Supplies	\$153.40
RD09-00440	ZANDONELLA, MARK	Conference for Mark Zandonella	\$1,025.00
RD09-00439	PACIFIC COAST TECHNICIANS	EQUIPMENT REPAIR	\$391.13
RD09-00438	TACKETT, ED WARD	Ed Tackett/NCATC Dayton, OH Oct 2008	\$1,667.41
RD09-00437	PATTON, KEN	Ken Patton/NCATC Dayton, OH Oct 2008	\$1,805.41
RD09-00436	DAVERSA, JOHN	Music purchased	\$180.00
RD09-00435	GATEWOOD, DAVID D.	CONFERENCE FOR DAVID GATEWOOD	\$60.00
RD09-00434	DEPT OF GENERAL SERVICES	DGS FEE FOR CMAS USE	\$8.08
RD09-00433	GRANT, RON	Reimbursement for Instructional Supplies	\$107.75
RD09-00432	MC CUE, JENNIFER	Reimbursement for supplies	\$51.07
RD09-00431	S & B FOODS	TRANSFER CENTER EVENING COLLEGE FAIR	\$.00
RD09-00430	COACH AMERICA - LOS ANGELES	Bus for Emeritus Institute Field Trip on	\$914.17
RD09-00429	S & B FOODS	TRANSFER CENTER COLLEGE FAIR	\$.00
RD09-00428	DA CAPO MUSIC	Music purchased	\$748.96
RD09-00427	DAVIS-ALLEN, LISA	Reimbursement	\$54.11
RD09-00426	FASELER, SHANNON	Reimbursement	\$48.47
RD09-00425	SSP AUTO EQUIPMENT, INC.	A.C. machine repair	\$382.35
RD09-00424	ALL TECH SERVICE	AV Repair	\$175.00
RD09-00423	MINEO, DONALD	Conference for Don Mineo	\$705.07
RD09-00422	BRAMUCCI, ROBERT	Travel expenses for Bob Bramucci	\$788.00
RD09-00421			\$.00
RD09-00420	ROQUEMORE, GLENN	Attendance at NCCCF Conference 10/15-10/	\$.00
RD09-00419	TELLO, AL	Attendance at NCCCF Conference 10/15-10/	\$.00
RD09-00418	STONE, DOUGLAS R.	Music purchased	\$215.50
RD09-00417	JACOBSEN, KAREN	Reimbursement to K. Jacobsen for instr.s	\$38.79
RD09-00416	PATTON, KEN	Ken Patton - ATE Principal Investigators	\$1,595.03
RD09-00415	TACKETT, ED WARD	Ed Tackett/ATE Principal Investigators C	\$1,408.03
RD09-00414	MUELLER, BETH	Registration to attend ACBO 2008 Fall Co	\$1,272.46
RD09-00413	MATHUR, RAGHU P.	Travel expenses for Raghu Mathur	\$515.00
RD09-00412	ZIMBALIST, JACQUELINE	Employee Enrollment Fee Reimbursement Re	\$60.00
RD09-00411	SALEM PRESS, INC.	Library books per Tom Weisrock request	\$1,026.86
RD09-00410	SEMANIK, JOYCE	Reimbursement for software	\$49.95
RD09-00409	ROSENKRANS, JANE	Jane Rosenkrans, Toner Reinbursement	\$79.72
RD09-00408	A-1 AWARDS	Name plate for Presidents picture	\$7.00
RD09-00407	SINGH, RAJBIR	Employee Enrollment Fee Reimbursement Re	\$100.00
RD09-00406			\$.00
RD09-00405	GATEWOOD, DAVID D.	CONFERENCE FOR DAVID GATEWOOD	\$860.79
RD09-00404	WELLS FARGO #2078 (DIST TRAVL)	EDD Hire a Vet/USSI/US VETS	\$350.00
RD09-00403	O'CONNOR, KEVIN	ACCCA Board Mtg. reimbursment- Kevin O'C	\$494.84
RD09-00402	HUNTLEY, ANTHONY	Reimbursement to A.Huntley for items pur	\$40.08
RD09-00401	CHRONICLE OF HIGHER EDUCATION	Subscription Chronicle of Higher Educati	\$.00
RD09-00400	WELLS FARGO #3465 FISCAL-IVC	Dept. of Social Services	\$1,200.00
RD09-00399	S & B FOODS	Lunch for Accreditation Task Force	\$111.38
RD09-00398	OCE	FAX MACHINE REPAIRS	\$43.00
RD09-00397	DIAZ, FRANCES	Frances Diaz to attend CSU-Counselor Con	\$95.00
RD09-00396	COACH AMERICA - LOS ANGELES	Bus for Emeritus Institute Field Trip 9/	\$922.35
RD09-00395	BAKER & TAYLOR ENTERTAINMENT	Library book per Tom Weisrock request	\$45.04

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD09-00394	ARS ENTERPRISES, INC.	Repair services,Consolidated Autoclave,S	\$1,080.63
RD09-00393	S & B FOODS	President's Breakfast for faculty	\$2,047.25
RD09-00392	S & B FOODS	President's Breakfast for Classified	\$1,791.34
RD09-00391	S & B FOODS	Refreshments for Accreditation Meeting	\$60.34
RD09-00390	S & B FOODS	Refreshments for Accreditation meeting	\$60.34
RD09-00389	S & B FOODS	Refreshments for Accreditation Meeting	\$60.34
RD09-00388	S & B FOODS	Refreshments for Accreditation Meeting	\$60.34
RD09-00387	WAXIE SANITARY SUPPLY	MAINTENANCE - TRASH CONTAINERS	\$799.27
RD09-00386	WELLS FARGO #4198 FISCAL-SBC	EQUIPMENT FOR RAPIDTECH	\$538.96
RD09-00385	MATHUR, RAGHU P.	RMATHUR TO OCBC 2008 Workforce Dev Confe	\$60.00
RD09-00384	BURNETT, TOD A.	Reimbursement	\$370.29
RD09-00383	ABC-CLIO, INC.	Library book per Tom Weisrock request	\$47.19
RD09-00382	BURNETT, TOD A.	Registration	\$1,752.00
RD09-00381	TAMIALIS, BARBARA	CDES SUPPLIES REIMBURSEMENT	\$1,042.64
RD09-00380	SCHUREMAN, ROBERT ALLEN	CorelDraw Software purchase for DMP comp	\$438.52
RD09-00379	PLANO, GWEN	Reimbursement Conference Expense	\$288.33
RD09-00378			\$.00
RD09-00377	ENGELS, MICHAEL	Conference for MICHAEL ENGELS	\$174.22
RD09-00376	ACCUITY	ACH Participant Directory	\$239.00
RD09-00375	SHATTINGER MUSIC	Music purchased	\$303.35
RD09-00374		Membership dues for HTCC	\$.00
RD09-00373	TANRIVERDI, FAWN	Regional Advisory meeting/Reimbursement	\$432.61
RD09-00372	HILDEN, ERIC	Conference for ERIC HILDEN	\$224.22
RD09-00371	CIFONE, ROCKY	Reimbursement	\$38.66
RD09-00370	COUTTS LIBRARY SERVICES, INC.	Library book per Tom Weisrock request	\$350.20
RD09-00369	WESTERN FIELD ORNITHOLOGISTS	ORDERED BY INSTRUCTOR - RECEIVED	\$53.80
			=====
			\$195,496.01

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

BACKGROUND

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

STATUS

Checks No. 074350 through 075361, processed through the Orange County Department of Education, totaling \$5,390,503.81; and Checks No. 009363 through 009388, processed through Saddleback College Community Education, totaling \$32,005.73; and Checks No. 008482 through 008494, processed through Irvine Valley College Community Education, totaling \$58,618.04 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 #074350 and 075361

S	Check #	Check Dt	Company Name	Check Amount	Description
O	074350	9/04/08	ENTOURAGE TALENT ASSOCIATES,	\$7,500.00	Performance of Rockapella 6/12/09
O	074351	9/04/08	IAI PRESENTATIONS	\$4,250.00	Expenses for Shangri-la Acrobats Event 09/28/08
O	074352	9/04/08	PACIFIC SAILING LLC	\$1,452.00	Sailboat Rental to Support MST Classes
O	074353	9/04/08	PAYAM-E-ASHENA	\$200.00	Advertising for 2008/2009
O	074354	9/04/08	PENN CORPORATE RELOCATION	\$6,405.86	BGS MOVE BACK INTO BLDG
O	074355	9/04/08	J.W. PEPPER & SON, INC.	\$143.37	File boxes for Music Department
O	074356	9/04/08	LILIANN PEREZ-STROUD	\$300.00	WORKSHOP PRESENTER
O	074357	9/04/08	PHOENIX GROUP INFORMATION SYS.	\$1,055.96	Citation Management
O	074358	9/04/08	PIONEER CHEMICAL CO.	\$319.21	JANITORIAL SUPPLIES
O	074359	9/04/08	REACTIVE METALS STUDIO	\$477.99	STUDETN SUPPLIES - FALL 2008
O	074360	9/04/08	REALVOLLEYBALL.COM	\$243.22	WOMEN'S VOLLEYBALL SHORTS
O	074361	9/04/08	RIO GRANDE ALBUQUERQUE	\$291.89	STUDENT SUPPLIES - FALL 2008
O	074362	9/04/08	RUSCO, INC.	\$31,615.00	New Lockers-Approved Comp. Equip.
O	074363	9/04/08	SAFE NAVIGATION, INC.	\$351.86	Blanket PO for Instrucional Supplies for MST Class
O	074364	9/04/08	SAMY'S CAMERA	\$1,644.70	Photography supplies
O	074365	9/04/08	SARGENT-WELCH LLC	\$64.43	PHYSICS SUPPLIES
O	074366	9/04/08	SARS SOFTWARE PRODUCTS, INC.	\$5,670.00	Software Support
O	074367	9/04/08	FHEG - SADDLEBACK BOOKSTORE	\$218.73	July Saddleback Bookstore Billing
O	074368	9/04/08	SCANTRON CORPORATION	\$105.50	Scantron Forms for Faculty
O	074369	9/04/08	SCIENCE KIT, INC.	\$13.25	BIOLOGY SUPPLIES
O	074370	9/04/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	074371	9/04/08	SIGMA ALDRICH CHEMICAL CO.	\$214.11	MICROBIOLOGY SUPPLIES
O	074372	9/04/08	SMARDAN SUPPLY - EL MONTE	\$262.65	ELECTRICAL SUPPLIES
O	074373	9/04/08	SMITH PIPE & SUPPLY, INC.	\$1,354.85	IRRIGATION SUPPLIES
O	074374	9/04/08	SORIANO ELECTRIC	\$4,571.75	electrical work
O	074375	9/04/08	SPECTRUM CHEMICAL MFG. CORP.	\$327.16	CHEMISTRY SUPPLIES
O	074376	9/04/08	SVM, LP	\$3,310.95	GAS CARDS FOR STUDENTS
O	074377	9/04/08	ED WARD TACKETT	\$79.64	REIMBURSEMENT FOR SUPPLIES/RAPIDTECH
O	074378	9/04/08	TERMITE TERRY PEST CONTROL	\$150.00	Bee removal as needed
O	074379	9/04/08	TRANE	\$297.09	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	074380	9/04/08	TRI DIM FILTER CORPORATION	\$39.46	HVAC SUPPLIES - AIR FILTERS
O	074381	9/04/08	TRI-AD	\$921.00	Admin. & Banking Svcs. for FSA 08/09
O	074382	9/04/08	U.S. AIR CONDITIONING	\$390.63	PARTS FOR FINE ARTS TICKET OFFICE A/C UNIT
O	074383	9/04/08	ULTIMATE OFFICE	\$535.62	OFFICE SUPPLIES
O	074384	9/04/08	UNIQUE MANAGEMENT SERVICES	\$218.90	Book Collection Services
O	074385	9/04/08	VERIZON WIRELESS	\$416.76	VERIZON Wireless Aircards/PDA Service
O	074386	9/04/08	VWR INTERNATIONAL, INC.	\$630.70	CHEMISTRY SUPPLIES
O	074387	9/04/08	WARD'S NATURAL SCIENCE	\$297.98	BIOLOGY SUPPLIES
O	074388	9/04/08	WATERLINE TECHNOLOGIES	\$97.83	POOL VACUUM PARTS
O	074389	9/04/08	W A X I E	\$2,271.73	JANITORIAL SUPPLIES
O	074390	9/04/08	WHITE CAP INDUSTRIES	\$641.33	TOOL CHESTS
O	074391	9/04/08	MICHAEL E. WILSON	\$9,775.00	CONSTRUCTION MGMT SERVICES
O	074392	9/04/08	WorkSafe Technologies	\$469.34	Technology equipment
O	074393	9/04/08	XEROX CORP.	\$799.77	DocuTech 6135 Lease/Maintenance
O	074394	9/04/08	XEROX CORP.	\$8,293.65	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	074395	9/04/08	XEROX CORP.	\$9,368.50	DocuTech 6135 Lease/Maintenance
O	074396	9/04/08	XEROX CORP.	\$175.17	ANNUAL MAINTENANCE AGREEMENT XEROX
O	074397	9/04/08	SAM'S CLUB	\$151.25	Classroom supplies & snacks for the CDC children.
O	074398	9/04/08	CMRE FINANACIAL SERVICES, INC.	\$75.00	WORKERS' COMP FIRST AID ACCOUNT
O	074399	9/04/08	SO. ORANGE CO. COMM. COL. DIST	\$1,575.07	Reimburse Checking Account Workers' Comp Claims
O	074400	9/04/08	BASTIEN AND ASSOCIATES	\$13,438.79	ATEP Project

WARRANT REGISTER LISTING

Bank Account (COUNTY) ~ County Account

Sort: Sorted by Warrant #

Selection: Between #074350 and 075361

S	Check #	Check Dt	Company Name	Check Amount	Description
O	074401	9/04/08	CARRIER JOHNSON	\$11,074.76	HIRE ARCHITECT FOR A-300 REMODEL
O	074402	9/04/08	DIV. OF THE STATE ARCHITECT	\$6,490.75	DSA PLAN CHECK FEE REVISION AT CLOSE OUT
O	074403	9/04/08	ENVIRON	\$9,044.81	ATEP Project
O	074404	9/04/08	JOYCE INSPECTION & TESTING	\$10,786.00	INSPECTOR AGRMT FOR F.A. RESTROOM
O	074405	9/04/08	KEENAN & ASSOCIATES	\$1,929.00	EXTENDED INSURANCE ON BSTIC BUILDING
O	074406	9/04/08	LPA, INC.	\$6,345.00	ARCHITECTURAL SERVICES
O	074407	9/04/08	THE NATELSON DALE GROUP, INC.	\$44,910.00	ATEP Project
O	074408	9/04/08	NEUDESIC, LLC	\$183,058.50	Student Information System, Year 3
O	074409	9/04/08	RJT COMPUQUEST	\$5,200.00	QA Consulting Services
O	074410	9/04/08	TROXELL COMMUNICATIONS, INC.	\$2,550.45	Communication equipment
O	074411	9/04/08	TSUCHIYAMA & KAINO	\$955.00	HS Bldg HVAC Heat Load Increase
O	074412	9/04/08	UNITED SITE SERVICES OF CA,	\$997.63	FENCE RENTAL
O	074413	9/05/08	DANKA OFFICE IMAGING	\$11,113.20	Maintenance : Canon Copiers
O	074414	9/05/08	DHK PLUMBING & PIPING, INC.	\$12,299.06	BGS - FURNISH AND INSTALL PLUMBING
O	074415	9/05/08	DMG/PARTS DIVISION	\$3,239.61	PARTS TO REPAIR BGS AIR HANDLER
O	074416	9/05/08	SANDRA GILMAN	\$750.00	Settlement - Gilman
O	074417	9/05/08	INDUSTRIAL TECHNICAL SERVICES	\$835.73	COOLING FAN REPAIR
O	074418	9/05/08	INTERSTATE ELECTRIC	\$1,279.51	Signage Materials
O	074419	9/05/08	IRVINE VALLEY COLLEGE	\$3,995.12	EOPS July bookstore billing
O	074420	9/05/08	JMI TELESCOPES	\$260.00	ASTRO EQUIPMENT
O	074421	9/05/08	JOHNSON FLOORING, INC.	\$6,000.00	GYM FLOOR - MAINTENANCE
O	074422	9/05/08	LAWNMOWERS ETC.	\$42.68	BLADE SHARPENING/GROUNDS
O	074423	9/05/08	CARLA LEDBETTER	\$3.99	Reimbursement for office supply - Carla Ledbetter
O	074424	9/05/08	LIEBERT CASSIDY WHITMORE	\$15,873.40	Attorney Services FY 2008/2009
O	074425	9/05/08	MC KESSON MEDICAL SURGICAL	\$4,012.05	flu vaccine for students
O	074426	9/05/08	MICRO CENTER	\$177.76	Blanket PO for Micro Center
O	074427	9/05/08	JUNE M. MILLOVICH	\$159.37	reimburse cdes grant expense
O	074428	9/05/08	JOHE MORRIS	\$32.31	REIMBURSE JOHE MORRIS
O	074429	9/05/08	NACAC PROCESSING	\$690.00	National College Fair Registration April 19, 2009
O	074430	9/05/08	AUGUSTINE NAVARRO	\$180.00	WORKSHOP PRESENTER
O	074431	9/05/08	ORANGE COUNTY PRINTING	\$10,904.65	Promotional 40th anniversary tote bags
O	074432	9/05/08	OXFORD UNIVERSITY PRESS	\$10.31	Library book per Tom Weisrock request
O	074433	9/05/08	SAN DIEGO GAS & ELECTRIC	\$2,176.06	Electric Service Billing for SDG&E
O	074434	9/05/08	SOUTHERN CALIFORNIA EDISON	\$224.99	ELECTRIC SERVICE ATEP
O	074435	9/05/08	SOUTHERN CALIFORNIA EDISON	\$3,814.84	ELECTRIC SERVICE ATEP
O	074436	9/05/08	SOUTHERN CALIFORNIA EDISON	\$51,111.06	Annual Electric Service
O	074437	9/05/08	GALE SUPPLY COMPANY	\$4,054.09	JANITORIAL SUPPLIES
O	074438	9/05/08	GALLS INC.	\$152.84	Police Uniforms and Supplies for Officers
O	074439	9/05/08	GANDER-PRINTCO	\$552.23	Blanket PO to Gander for Shrinkwrap and Bindery
O	074440	9/05/08	ERIC GARANT	\$78.77	Reimbursement
O	074441	9/05/08	SIBYLLE GEORGIANNA	\$1,001.31	REGISTRATION FOR S. Georgianna - APA Conv.
O	074442	9/05/08	ESTER GRAHAM	\$78.48	EEOC Seminar-Ettie Graham
O	074443	9/05/08	W. W. GRAINGER	\$315.08	MAINTENANCE SUPPLIES
O	074444	9/05/08	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	074445	9/05/08	GREEN TECHNOLOGY	\$195.00	JWILLIAMS TO GREEN CAL COMM COLL SUMMIT
O	074446	9/05/08	HAAKER EQUIPMENT COMPANY	\$613.48	BLANKET P.O. FOR SUPPLIES
O	074447	9/05/08	HAUSER & MILLER	\$546.28	STUDENT SUPPLIES - FALL 2008
O	074448	9/05/08	HIRSCH PIPE & SUPPLY	\$326.35	PLUMBING & IRRIGATION SUPPLIES
O	074449	9/05/08	HITT MARKING DEVICES, INC.	\$53.87	Dept. Resource
O	074450	9/05/08	HOKE OUTDOOR ADVERTISING, INC.	\$221.65	TRANSFER CENTER BANNER
O	074451	9/05/08	HORIZON	\$1,256.10	ANNUAL

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	074452	9/05/08	IMAGE PRINTING SOLUTIONS	\$646.50	ENVELOPES
O	074453	9/05/08	IRVINE PIPE & SUPPLY	\$844.26	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	074454	9/05/08	JOHNSTONE SUPPLY	\$49.07	SUPPLIES FOR MAINTENANCE
O	074455	9/05/08	COURTYARD CHICO	\$213.40	Conference expenses
O	074456	9/05/08	MARSHALL MATERIALS	\$497.10	CLEAN DIRT FOR FOOTBALL FIELD
O	074457	9/05/08	MARSHALL MATERIALS	\$895.98	WASHED PLASTER SAND FOR FOOTBALL FIELD
O	074458	9/05/08	JOSEPH JAY MENDOZA	\$735.00	WORKSHOP PRESENTER
O	074459	9/05/08	MARCIA MILCHIKER	\$41.95	MMILCHIKER INTERNET 08/09
O	074460	9/05/08	JENNIFER MILLER-SNIDER	\$210.00	TRAINING ASSISTANT
O	074461	9/05/08	MOUSER ELECTRONICS	\$2.60	ELECTRONIC SUPPLIES
O	074462	9/05/08	NORMS REFRIGERATION	\$312.69	Equip. Repair
O	074463	9/05/08	NORTH STATE ENVIRONMENTAL	\$769.32	BID.....5YR CONTRACT
O	074464	9/05/08	ORANGE CO. HEALTH CARE AGENCY	\$661.00	08/09 ANNUAL CUPA FEE
O	074465	9/05/08	OC/LB CONSORTIUM	\$150.00	MEMBERSHIP FOR NURSING
O	074466	9/05/08	ORANGE COUNTY PRINTING	\$1,179.86	TRANSFER CENTER POSTERS
O	074467	9/05/08	OCE-IMAGISTICS	\$223.64	Toner for fax machine
O	074468	9/08/08	CHEVRON AND TEXACO BUSINESS	\$1,336.06	2008/09 Use of Gasoline by Various Departments
C	074469	9/08/08	KEENAN & ASSOCIATES	\$-166,222.00	Protected Insurance Program for Schools 08/09
O	074470	9/08/08	PIPS	\$166,222.00	Protected Insurance Program for Schools 08/09
O	074471	9/08/08	WELLS FARGO #2078	\$3,301.53	JWILLIAMS TO EDUCAUSE CONFERENCE
O	074472	9/10/08	A TO Z CIRCUIT BREAKERS	\$39.04	ELECTRICAL SUPPLIES
O	074473	9/10/08	A-1 AWARDS	\$166.26	NAMEPLATES FOR BOARD ROOM
O	074474	9/10/08	AAA ACCESS SMOG	\$50.00	SMOG TESTING
O	074475	9/10/08	ACUTA	\$557.00	ACUTA Membership 2008-2009
O	074476	9/10/08	ADCLUB ADVERTISING SERVICE	\$809.00	Recruitment/Advertising for SOCCCD
O	074477	9/10/08	ADT SECURITY SYSTEMS INC.	\$674.93	ADT ANNUAL SERVICE CHARGE
O	074478	9/10/08	AIRGAS WEST	\$368.33	CO2 FOR SWIMMING POOL
O	074479	9/10/08	ANNE AKERS	\$31.74	Reimbursement for Senior Day
O	074480	9/10/08	AMERICAN CHEMICAL & SANITARY	\$192.23	JANITORIAL SUPPLIES
O	074481	9/10/08	AMER. PORTABLE STORAGE	\$100.00	RELOCATE CARGO CONTAINER
O	074482	9/10/08	AMTECH ELEVATOR SERVICES	\$1,693.33	ELEVATOR SERVICE
O	074483	9/10/08	ASSN OF GOVERNING BOARD	\$2,200.00	MEMBERSHIP DUES
O	074484	9/10/08	ASSESSMENT TECHNOLOGIES	\$14,063.00	ATI TESTING
O	074485	9/10/08	BAKER & TAYLOR	\$23.99	Library dvd per Tom Weisrock request
O	074486	9/10/08	BANNERSANDSIGNS.NET	\$19.16	SIGN
O	074487	9/10/08	BUDDY'S ALL STARS	\$6,981.89	soccer team/partial Soccer class
O	074488	9/10/08	KRISTEN BUSH	\$928.00	Consulting Services: Web Development & Maint.
O	074489	9/10/08	CAROLINA BIOLOGICAL SUPPLY	\$542.11	BIOLOGY SUPPLIES
O	074490	9/10/08	RAY CHANDOS	\$305.91	REIMBURSEMENT FOR ELECTRONICS SUPPLIES
O	074491	9/10/08	CINTAS CORPORATION	\$59.60	UNIFORM AND TOWEL SERVICE
O	074492	9/10/08	CLARK SECURITY PRODUCTS INC.	\$2,015.94	LOCKSMITH SUPPLIES
O	074493	9/10/08	CLEANING MANAGEMENT INSTITUTE	\$4,655.94	CUSTODIAL INSTRUCTIONAL MANUALS
O	074494	9/10/08	COLLEGIATE DIRECTORIES, INC.	\$55.95	Athletics Directory
O	074495	9/10/08	COMPONENTSOURCE	\$5,247.04	Infragistics NetAdvantage Software
O	074496	9/10/08	CONSOLIDATED ELECTRICAL DIST.	\$58.76	BLANKET PURCHASE ORDER FOR SUPPLIES
O	074497	9/10/08	CONSUMERS PIPE - FONTANA	\$536.49	HVAC SUPPLIES
O	074498	9/10/08	CPP, INC.	\$542.10	Firo-B Self-Scorable Assessment
O	074499	9/10/08	CULLIGAN	\$5.00	Open PO soft water service
O	074500	9/10/08	DANA POINT FUEL DOCK	\$576.85	Blanket PO for Sailboat Fuel for MST Classes
O	074501	9/10/08	JOHN DEERE LANDSCAPES, INC.	\$348.31	GROUNDS SUPPLIES
O	074502	9/10/08	DELL MARKETING L.P.	\$856.08	Tech Supplies

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O	074503	9/10/08	DOW DIVERSIFIED	\$5,868.25	Wall cabinets 244 & 246
O	074504	9/10/08	ROSALYN DOWNS	\$386.90	728939 FOR FSS SCHOLARSHIP
O	074505	9/10/08	ECONOMIC ALTERNATIVES, INC.	\$347.91	Annual Maintenance:Water Treatment
O	074506	9/10/08	EWING IRRIGATION PRODUCTS	\$162.24	Open Purchase for Instructional Plumbing
O	074507	9/10/08	EXCELSIOR ELEVATOR CORPORATION	\$812.50	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	074508	9/10/08	SCOTT FARTHING	\$283.50	Reimbursement
O	074509	9/10/08	FEDERAL EXPRESS	\$37.38	FEDERAL EXPRESS CHARGES
O	074510	9/10/08	TINA FIETSAM	\$600.00	WORKSHOP PRESENTER
O	074511	9/10/08	FISHER SCIENTIFIC	\$9,232.91	CHEMISTRY SUPPLIES
O	074512	9/10/08	FOSTER CARE AUXILIARY OF OC	\$500.00	WORKSHOP PRESENTER
O	074513	9/10/08	FREEWAY AUTO SUPPLY	\$41.10	Emergency supplies
O	074514	9/10/08	FREY SCIENTIFIC	\$127.53	PHYSICS SUPPLIES
O	074515	9/10/08	FRY'S ELECTRONICS	\$270.27	OPEN PO FOR COMPUTER SUPPLIES
O	074516	9/10/08	BLACK CORAL HAWAII WHOLESALER	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	074517	9/10/08	DAIRY DEPOT	\$44.88	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	074518	9/10/08	CLARK SECURITY PRODUCTS INC.	\$1,099.94	DOOR CLOSER
O	074519	9/11/08	ACADEMIC SUPERSTORE	\$452.39	NEMETSCHKE SOFTWARE
O	074520	9/11/08	AGILYSYS INC	\$450.00	SAN Data Storage Infrastructure
O	074521	9/11/08	ALVAREZ & MARSAL	\$12,217.50	ATEP Project
O	074522	9/11/08	AMERICAN GEOTECHNICAL	\$11,477.04	GEOTECHNICAL FIELD OBSERVATION AND TESTING
O	074523	9/11/08	B & H PHOTO	\$2,686.00	Audio Visual Equipment for the PAC
O	074524	9/11/08	DELL MARKETING L.P.	\$2,532.30	DELL E6500 LAPTOP
O	074525	9/11/08	GoEngineer	\$1,508.50	SOLIDWORKS SUBSCRIPTION RENEWAL
O	074526	9/11/08	H2 ENVIRONMENTAL CONSULTING	\$4,800.00	FOR HAZ MATERIAL AGRMT.
O	074527	9/11/08	LIMONTA & LIMONTA CLEANING INC	\$12,374.00	CLEANING SERVICE FOR CLOSE OUT PHASE OF BTIC CONST
O	074528	9/11/08	LEWIS CONSULTING GROUP	\$5,000.00	ATEP Project
O	074529	9/11/08	RJM DESIGN GROUP, INC.	\$2,537.66	ARCHITECT AGRMT
O	074530	9/11/08	SIGNS PLUS MORE	\$148.70	PROVIDE DIRECTIONAL SIGNS AT SC ART GALLERY
O	074531	9/11/08	TRC	\$9,140.00	BGS - ACCESS CONTROL SYSTEM DESIGN
O	074532	9/11/08	WARE DISPOSAL CO., INC.	\$1,603.22	TRASH COLLECTION SERVICES
O	074533	9/11/08	YOCUM BUSINESS FURNISHINGS	\$4,800.00	PHASE ONE FURNITURE FOR BSTIC
O	074534	9/11/08	AT & T MOBILITY	\$53.04	MMILCHIKER CELL PHONE SVC 2008-09
O	074535	9/11/08	AT&T/MCI	\$1,801.08	DATA LINES AT ATEP
O	074536	9/11/08	AT&T	\$1,721.72	Annual P.O. for telephone service
O	074537	9/11/08	CARMENMARA HERNANDEZ-BRAVO	\$132.61	Reimburse C.Hernandez Bravo for EOPS/CARE Mtg
O	074538	9/11/08	OFFICEMAX CONTRACT INC.	\$12,107.64	Office Max Supply Orders 2008/2009
O	074539	9/11/08	PACIFIC CLIPPINGS	\$59.00	020496
O	074540	9/11/08	PARK SEED WHOLESALE, INC.	\$33.90	HORTICULTURE SUPPLIES
O	074541	9/11/08	PEARSON EDUCATION ESL	\$132.22	INSTRUCTIONAL SUPPLIES
O	074542	9/11/08	PENN CORPORATE RELOCATION	\$878.24	BGS MOVE BACK INTO BLDG
O	074543	9/11/08	PRAXAIR	\$42.29	Emergency supplies
O	074544	9/11/08	PSYCHOLOGICAL ASSESSMENT	\$829.44	ASSESSMENT MATERIALS-SDS
O	074545	9/11/08	RECALL SECURE DESTRUCTION	\$137.81	Shredding of Documents
O	074546	9/11/08	RICOH AMERICAS CORPORATION	\$183.99	Toner for Ricoh Copier
O	074547	9/11/08	RIDDELL ALL AMERICAN	\$87.12	Football Supplies
O	074548	9/11/08	RK2 SYSTEMS, INC.	\$28.28	AQUA SCIENCE SUPPLIES
O	074549	9/11/08	JAMES L. RYNNING	\$500.00	Cash Advance Theatre
O	074550	9/11/08	S & B FOODS	\$308.97	508 COMPLIANCE TRAINING WORKSHOP
O	074551	9/11/08	SADDLEBACK GOLF CARS, INC.	\$212.96	BLANKET PURCHASE ORDER FOR PARTS
O	074552	9/11/08	SAFEGUARD BUSINESS SYSTEMS	\$85.18	CHART SUPPLIES
O	074553	9/11/08	SARGENT-WELCH LLC	\$464.93	BIOLOGY SUPPLIES

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	074554	9/11/08	FHEG SADDLEBACK BOOKSTORE	\$600.00	Bus Passes for EOPS eligible students
O	074555	9/11/08	FHEG SADDLEBACK BOOKSTORE	\$1,800.00	Bus Passes for EOPS eligible students
O	074556	9/11/08	LYNN SEMER	\$209.21	REIMBURSEMENT - SUMMER 2008 - FN 400 - TICKET #619
O	074557	9/11/08	SHATTINGER MUSIC	\$303.35	Music purchased
O	074558	9/11/08	SIEMENS WATER TECHNOLOGIES	\$113.36	Annual Contract: Deionized Water Tanks
O	074559	9/11/08	SMARDAN SUPPLY - EL MONTE	\$1,587.78	PLUMBING SUPPLIES
O	074560	9/11/08	SOUTH COAST HIGHER EDUCATION	\$50.00	SCHEC Membership
O	074561	9/11/08	SOUTHERN COUNTIES OIL	\$5,003.86	FUEL
O	074562	9/11/08	SOCCER CENTER	\$775.87	MEN'S SOCCER GEAR
O	074563	9/11/08	SPECTRUM CHEMICAL MFG. CORP.	\$61.55	BIOLOGY SUPPLIES
O	074564	9/11/08	SUMMIT RACING EQUIPMENT	\$214.70	AUTOMOTIVE SUPPLIES
O	074565	9/11/08	TAUBENPOST, INC*	\$1,169.57	NCOA process for Fall 08 Perf. Arts brochure
O	074566	9/11/08	UNISOURCE WORLDWIDE INC.	\$274.25	JANITORIAL SUPPLIES
O	074567	9/11/08	UNITED SITE SERVICES OF CA,	\$264.07	PORTABLE TOILETS
O	074568	9/11/08	Diane Van der Ploeg	\$457.93	Diana Von Der Ploeg/Guest Speaker
O	074569	9/11/08	VIATRON SYSTEMS, INC.	\$8,967.00	Annual Maintenance:Paperless processing
O	074570	9/11/08	VICTORY CUSTOM ATHLETIC	\$498.36	baseball team uniforms
O	074571	9/11/08	VISTA PAINT	\$448.88	PAINT SUPPLIES
O	074572	9/11/08	WARE DISPOSAL CO., INC.	\$18,094.96	GREENWASTE
O	074573	9/11/08	W A X I E	\$799.27	MAINTENANCE - TRASH CONTAINERS
O	074574	9/11/08	WEST-LITE SUPPLY CO.	\$296.96	ELECTRICAL SUPPLIES
O	074575	9/11/08	WESTERN FIELD ORNITHOLOGISTS	\$53.80	ORDERED BY INSTRUCTOR - RECEIVED
O	074576	9/11/08	XEROX CORP.	\$624.57	LEASE COPIER
O	074577	9/11/08	OFFICEMAX CONTRACT INC.	\$750.47	Office Max Supply Orders 2008/2009
O	074578	9/11/08	ROCKVIEW FARMS	\$482.76	For milk for the CDC children.
O	074579	9/11/08	MARK SECOR, D.V.M., INC.	\$123.00	Veterinary Care for Animals
O	074580	9/11/08	SMART & FINAL IRIS CO.	\$51.01	For food and supplies for the CDC.
O	074581	9/11/08	BARBARA TAMIALIS	\$1,042.64	CDES SUPPLIES REIMBURSEMENT
O	074582	9/11/08	US FOODS	\$699.53	For food and supplies for the CDC.
O	074583	9/11/08	SO. ORANGE CO. COMM. COL. DIST	\$22,225.40	Reimburse SOCCCD Checking
O	074584	9/11/08	CASBO	\$205.00	Attend CASBO Workshop
O	074585	9/11/08	CASBO	\$205.00	Attend CASBO Workshop
O	074586	9/11/08	CCCEOPSA	\$475.00	Conference Attendance
O	074587	9/11/08	CROWNE PLAZA HOTEL SFO	\$265.80	CONFERENCE/HS, PE & ATHLETICS DEAN/ATHL. DIRECTOR
O	074588	9/11/08	GREEN TECHNOLOGY	\$195.00	GREEN CA COMMUNITY COLLEGE SUMMIT
O	074589	9/11/08	GREEN TECHNOLOGY	\$195.00	Registration: Glenn Roquemore Green Summit
O	074590	9/11/08	LITTLE COMPANY OF MARY	\$95.00	O'BUCHON CONF. ATTENDANCE
O	074591	9/11/08	TEDDI LORCH	\$59.37	EEOC Seminar-Teddi Lorch
O	074592	9/11/08	MYRTLE BEACH MARRIOTT RESORT &	\$375.96	CONFERENCE FOR TAMERA RICE
O	074593	9/11/08	N-OADN NATIONAL OFFICE	\$395.00	CONFERENCE FOR TAMERA RICE
O	074594	9/11/08	REGION VIII EOPS DIRECTORS	\$750.00	Region VIII CARE Conference
O	074595	9/11/08	KAREN TAYLOR	\$340.00	Conference Reimbursement
O	074596	9/12/08	ARAMARK UNIFORM SERVICES	\$27.70	SHOP RAGS
O	074597	9/12/08	GWEN PLANO	\$107.06	Reimbursement = DLC Retreat
O	074598	9/12/08	S & B FOODS	\$924.83	HR Com.Rel.
O	074599	9/12/08	S & B FOODS	\$638.69	Com. Rel.-EEO/Staff Diversity
O	074600	9/15/08	ACSIG/EDGE	\$38,532.95	Vision Services FY 08/09 Fund 01
O	074601	9/15/08	ACSIG/EDGE	\$117,161.14	Delta Dental FY 08/09 Fund 01
O	074602	9/15/08	HYATT LEGAL	\$6,475.20	Hyatt Legal Benefits
O	074603	9/15/08	PACIFICARE BEHAVIORAL HEALTH	\$3,045.21	Pacificare Behavioral FY 08/09 Fund 01
O	074604	9/15/08	PRINCIPAL LIFE INSURANCE	\$32,248.70	Long-Term Disability Benefits for 2008-2009 FY

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	074605	9/15/08	PRINCIPAL LIFE INSURANCE	\$29,862.20	Life Insurance Benefitis 2008/2009 FY
O	074606	9/15/08	SISC III HEALTH BENEFITS	\$923,925.20	SISC (PPO)-Benefits FY 2008/09 Fund 01
O	074607	9/15/08	UNUM LIFE INSURANCE COMPANY	\$1,492.40	UNUM LTC FY 2008/09
O	074608	9/15/08	UNUM LIFE INSURANCE COMPANY	\$3,103.50	UNUM LTC FY 2008/09
O	074609	9/15/08	ACSIG/EDGE	\$3,080.85	Vision Services FY 08/09 Fund 07
O	074610	9/15/08	ACSIG/EDGE	\$9,335.01	Delta Dental FY 08/09 Fund 71
O	074611	9/15/08	SISC III HEALTH BENEFITS	\$191,363.00	Blue Shield (Retiree) Benefits FY 2008/09
O	074612	9/15/08	LAURA ABRAMS	\$31.04	MILEAGE
O	074613	9/15/08	GANDER-PRINTCO	\$159.47	Printing of district business cards
O	074614	9/15/08	SIBYLLE GEORGIANNA	\$16.02	MILEAGE
O	074615	9/15/08	GoEngineer	\$1,008.36	Solidworks License Drafting Program
O	074616	9/15/08	GOLF VENTURES WEST	\$151.27	MOWER AND CART PARTS
O	074617	9/15/08	ESTER GRAHAM	\$43.14	MILEAGE
O	074618	9/15/08	KELLY GRIMES	\$360.00	WORKSHOP PRESENTER
O	074619	9/15/08	HAITBRINK ASPHALT PAVING,	\$3,750.00	CLEAN UP GREEN WASTE YARD
O	074620	9/15/08	HARBOR FREIGHT TOOLS CO.	\$55.86	TOOLS
O	074621	9/15/08	HARDY DIAGNOSTICS	\$286.70	MICROBIOLOGY SUPPLIES
O	074622	9/15/08	PATTY HELTON	\$37.88	MILEAGE
O	074623	9/15/08	HERTZ EQUIPMENT RENTAL	\$2,243.36	TOOLS FOR GROUNDS CREW - TUMBLWEEDS
O	074624	9/15/08	HEWLETT PACKARD	\$14.40	HP/Alpha System Maintenance Agreement
O	074625	9/15/08	HITT MARKING DEVICES, INC.	\$46.22	STAMPS FOR ARTICULATION
O	074626	9/15/08	HOME DEPOT CREDIT SERVICES	\$1,691.24	MAINT/GROUNDS/CUST. SUPPLIES
O	074627	9/15/08	HOME DEPOT CREDIT SERVICES	\$668.17	Blanket PO for Athletic Dept. Supplies
O	074628	9/15/08	HONORS TRANSFER COUNCIL	\$90.00	Membership Dues for HTCC
O	074629	9/15/08	ANTHONY HUNTLEY	\$88.11	Peimbursement to A.Huntley for department purchase
O	074630	9/15/08	IMAGE PRINTING SOLUTIONS	\$1,827.88	purchase of pens with IVC logo
O	074631	9/15/08	INTERMOUNTAIN LOCK & SECURITY	\$544.49	BLANKET P.O. FOR MAINTENANCE SUPPLIES
O	074632	9/15/08	IRVINE HIGH SCHOOL	\$125.00	Irvine HS Girl/Boy Basketball Program 2008-09
O	074633	9/15/08	IRVINE PIPE & SUPPLY	\$95.56	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	074634	9/15/08	JOHNSTONE SUPPLY	\$171.74	SUPPLIES FOR MAINTENANCE
O	074635	9/15/08	JOURNAL OF CHEMICAL EDUCATION	\$165.00	Subscription Renewal
O	074636	9/15/08	PIPS	\$166,222.00	Protected Insurance Program for Schools 08/09
O	074637	9/15/08	CANDY KINCAID	\$55.44	MILEAGE
O	074638	9/15/08	KIRK	\$1,082.14	Paper Order
O	074639	9/15/08	LOS ANGELES TIMES	\$11.20	LA TIMES SUBSCRIPTION
O	074640	9/15/08	LASER SOURCE	\$61.42	Toner for A100 fax machine
O	074641	9/15/08	LAYTON TECHNOLOGY, INC.	\$595.00	Software Update
O	074642	9/15/08	A. M. LEONARD, INC.	\$154.50	GREENHOUSE SUPPLIES
O	074643	9/15/08	TEDDI LORCH	\$28.76	MILEAGE
O	074644	9/15/08	RACHEL MANDERS	\$44.59	MILEAGE
O	074645	9/15/08	LORI MANGELS	\$127.11	MILEAGE
O	074646	9/15/08	MARK IV COMMUNICATIONS, INC.*	\$9,926.73	Tech Refresh - data drops
O	074647	9/15/08	MARKERTEK VIDEO SUPPLY	\$257.76	Cables, etc for studio/classroom
O	074648	9/15/08	MATH WORKS, INC.	\$598.32	Matlab software maintenance contract
O	074649	9/15/08	JAKE MUNNS	\$61.47	MILEAGE
O	074650	9/15/08	MICHAEL O'MEARA	\$43.06	MILEAGE
O	074651	9/15/08	WENDY RAYBURN	\$27.95	MILEAGE
O	074652	9/15/08	UNIV. OF ILLINOIS PRESS	\$47.50	Pay for book.
O	074653	9/15/08	JESSICA M. CHA	\$14.13	MILEAGE
O	074654	9/18/08	AT & T MOBILITY	\$63.44	2 CELL PHONES AND SERVICE
O	074655	9/18/08	CITY OF TUSTIN	\$550.00	MCAS SUBLEASE CITY OF TUSTIN

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	074656	9/18/08	OFFICEMAX CONTRACT INC.	\$6,897.38	Office Max Supply Orders 2008/2009
O	074657	9/18/08	PHOENIX BUSINESS MACHINES,	\$500.00	RICOH: Maint Renewal IT Copier - Aficio 3235C
O	074658	9/18/08	PHOENIX GROUP INFORMATION SYS.	\$463.78	Citation Management
O	074659	9/18/08	RESERVE ACCOUNT (\$30,000.00	POSTAGE
O	074660	9/18/08	POCKET NURSE ENTERPRISES, INC.	\$516.68	SUPPLIES FOR MEDICAL ASSISTING
O	074661	9/18/08	PRAXAIR	\$13.49	Annual Maintenance: Nitrogen Cylinders
O	074662	9/18/08	PURETEC	\$483.60	EQUIPMENT MAINTENANCE & SUPPLIES
O	074663	9/18/08	REALVOLLEYBALL.COM	\$703.22	WOMEN'S VOLLEYBALL UNIFORM
O	074664	9/18/08	RECALL SECURE DESTRUCTION	\$152.25	Shredding Services
O	074665	9/18/08	RICOH AMERICAS CORPORATION	\$65.34	Annual maintenance agreement Ricoh
O	074666	9/18/08	JANE ROSENKRANS	\$79.72	Jane Rosenkrans, Toner Reimbursement
O	074667	9/18/08	S & B FOODS	\$4,401.71	Breakfast for new faculty orientation
O	074668	9/18/08	SALEM PRESS, INC.	\$1,026.86	Library books per Tom Weisrock request
O	074669	9/18/08	SCANTRON CORPORATION	\$1,276.24	ParSystem Maintenance Renewal
O	074670	9/18/08	SCHLAIFER'S ENAMELING	\$72.89	STUDENT SUPPLIES - FALL 2008
O	074671	9/18/08	SCIENCE KIT, INC.	\$582.92	BIOLOGY SUPPLIES
O	074672	9/18/08	JOYCE SEMANIK	\$49.95	Reimbursement for software
O	074673	9/18/08	SIEMENS WATER TECHNOLOGIES	\$180.60	Annual Service& Deionized Water System
O	074674	9/18/08	SIGMA ALDRICH CHEMICAL CO.	\$281.22	CHEMICALS FOR CHEMSITRY LABS
O	074675	9/18/08	SMARDAN SUPPLY - EL MONTE	\$55.94	ELECTRICAL SUPPLIES
O	074676	9/18/08	DANIEL SMITH, INC.	\$242.34	STUDENT SUPPLIES - FALL 2008
O	074677	9/18/08	SO. CAL. GAS CO.	\$18.93	NATURAL GAS
O	074678	9/18/08	SOLINET	\$6,893.47	Pay for LexisNexis - database renewal.
O	074679	9/18/08	SPECTRUM CHEMICAL MFG. CORP.	\$181.06	BIOLOGY SUPPLIES
O	074680	9/18/08	SPSS, US INC.	\$623.25	SPSS SmartViewer Web Server Renewal
O	074681	9/18/08	SSP AUTO EQUIPMENT	\$382.35	A.C. machine repair
O	074682	9/18/08	STERLING ARTS SUPPLY	\$33.88	Blanket order for student supplies
O	074683	9/18/08	AMY L. STINSON	\$110.00	REIMBURSEMENT FOR GEO FIELD TRIP RESERVATIONS
O	074684	9/18/08	THE TAUNTON PRESS	\$34.40	Instructor Resource
O	074685	9/18/08	TIJERAS CREEK GOLF CLUB	\$450.00	Fee for use of Golf course for womens golf
O	074686	9/18/08	TOTAL COMPENSATION SYSTEMS	\$1,000.00	Actuarial Valuation
O	074687	9/18/08	TUSTIN LOCK & SAFE	\$48.20	KEYS FOR CHEMISTRY LABS
O	074688	9/18/08	U.S. DATA TRUST CORPORATION	\$1,428.00	Continuous Off-Site Data Backup Service(LiveVault)
O	074689	9/18/08	UC REGENTS	\$87.16	BOOK FOR CLASS-PREURSING
O	074690	9/18/08	ULTIMATE OFFICE	\$163.23	OFFICE SUPPLIES
O	074691	9/18/08	USA MOBILITY	\$57.56	PAGER RENTAL AND MAINTENANCE CONTRACT
O	074692	9/18/08	VEOLIA ES TECHNICAL	\$5,058.59	Annual Maintenance: Waste Removal
O	074693	9/18/08	VERIZON WIRELESS	\$261.02	Annual Maintenance:Emergency Cell Phone Service
O	074694	9/18/08	VWR INTERNATIONAL, INC.	\$106.45	MICROBIOLOGY SUPPLIES
O	074695	9/18/08	WALL STREET JOURNAL	\$376.05	Annual subscription renewal.
O	074696	9/18/08	WALTERS WHOLESALE ELECTRIC	\$312.43	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	074697	9/18/08	WARD'S NATURAL SCIENCE	\$152.58	Open PO Live
O	074698	9/18/08	W A X I E	\$1,325.03	BGS - INTERIOR TRASH CANS
O	074699	9/18/08	WEST PAYMENT CENTER	\$142.24	Pay for book updates.
O	074700	9/18/08	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES
O	074701	9/18/08	WIRED PLANET	\$337.50	Contract District Website maintenance services.
O	074702	9/18/08	XEROX CORP.	\$3,317.50	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	074703	9/18/08	JACQUELINE ZIMBALIST	\$60.00	Employee Enrollment Fee Reimbursement Request
O	074704	9/18/08	OFFICEMAX CONTRACT INC.	\$106.76	Office Max Supply Orders 2008/2009
O	074705	9/18/08	XEROX CORP.	\$35.56	Annual Maintenance: Copier
O	074706	9/18/08	G/M BUSINESS INTERIORS	\$36,548.97	Window covers for A&R lobby & second phase windows

WARRANT REGISTER LISTING

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O	074707	9/18/08	RON GRANT	\$107.75	Reimbursement for Instructional Supplies
O	074708	9/18/08	HAITBRINK ASPHALT PAVING,	\$10,725.00	SEAL COAT PARKING LOT #5
O	074709	9/18/08	NATASHA HILTON	\$43.68	MILEAGE
O	074710	9/18/08	HOIST SERVICE, INC.	\$440.00	air hose repair
O	074711	9/18/08	HOKE OUTDOOR ADVERTISING, INC.	\$2,124.58	40th Anniversary Banners
O	074712	9/18/08	HOME DEPOT CREDIT SERVICES	\$470.25	BLANKET PURCHASE ORDER FOR SUPPLIES
O	074713	9/18/08	TRAN HONG	\$37.64	Reimburse Tran Hong
O	074714	9/18/08	LASER SOURCE	\$50.64	PONER
O	074715	9/18/08	LOOMIS, FARGO & CO., INC	\$731.49	Armored Car Service 08/09
O	074716	9/18/08	MAIN GRAPHICS	\$3,971.02	5,000 Art Calendars
O	074717	9/18/08	MARLA'S MANIA	\$1,142.15	P00 Name Badges
O	074718	9/18/08	TRACY MC CONNELL	\$76.75	MILEAGE
O	074719	9/18/08	JENNIFER MC CUE	\$51.07	Reimbursement for supplies
O	074720	9/18/08	ANITA MC DONALD	\$22.96	Reim. for Postage
O	074721	9/18/08	MC KESSON MEDICAL SURGICAL	\$226.51	medical supplies for student care
O	074722	9/18/08	MC MAHAN DESK	\$41,731.16	BGS FURNITURE
O	074723	9/18/08	MEDIA CONTROL SYSTEMS, INC.	\$1,616.25	Service Contract for Ch. 39 Equipment and software
O	074724	9/18/08	JENNIFER MILLER-SNIDER	\$210.00	TRAINING ASSISTANT
O	074725	9/18/08	MISSION PRINTING COMPANY	\$937.43	Recruitment brochures for ATEP.
O	074726	9/18/08	MOULTON-NIGUEL WATER DIST.	\$12,120.56	Billing for Moulton-Niguel water services
O	074727	9/18/08	HEIDI M. MUELLER	\$77.01	Reimbursement
O	074728	9/18/08	NATURE'S COLLECTIBLES	\$90.60	PALEONTOLOGY SUPPLIES
O	074729	9/18/08	NEXUS IS, INC.	\$106.58	Tech Supplies for BST classrooms
O	074730	9/18/08	NORTH STATE ENVIRONMENTAL	\$9,202.95	BID.....5YR CONTRACT
O	074731	9/18/08	NOTHING BUT AIR	\$600.00	Purchase of balloons for Welcome Day Booths
O	074732	9/18/08	ORANGE CO. AUDITOR-CONTROLLER	\$3,635.00	Surcharge Parking Citations
O	074733	9/18/08	ORANGE CO. AUDITOR-CONTROLLER	\$1,505.00	Annual Maintenance:Citations
O	074734	9/18/08	CHURM PUBLISHING CO., INC.	\$245.00	Monthly ad insertions in OC Metro Magazine.
O	074735	9/18/08	ORANGE COUNTY PRINTING	\$1,203.00	Promotional Pencils/Outreach
O	074736	9/18/08	ORANGE COUNTY REGISTER	\$2,290.00	ADVERTISING
O	074737	9/18/08	ORANGE COUNTY REGISTER	\$16.00	OC REGISTER SUBSCRIPTION
O	074738	9/18/08	ORANGE CO. TRANSIT AUTHORITY	\$8,550.00	Bus Passes for EOPS eligible students
O	074739	9/18/08	OCE-USA, INC.	\$1,745.02	Maintenance Agreement: Copiers
O	074740	9/18/08	OCE-IMAGISTICS	\$52.80	RENTAL AGREEMENT
O	074741	9/18/08	OCEANSIDE PHOTO & TELESCOPE	\$85.66	TELESCOPE PARTS
O	074742	9/18/08	ORANGWOOD CHILDREN'S	\$100.00	PANEL MEMBER
O	074743	9/18/08	ORKIN INC.	\$721.00	PEST CONTROL
O	074744	9/18/08	ORKIN INC.	\$782.00	ANNUAL MAINTENANCE: Bug Control
O	074745	9/18/08	HELEN OSZ	\$26.47	MILEAGE
O	074746	9/18/08	SHIRELLE L. OWENS-GILLIAM	\$7.52	MILEAGE
O	074747	9/18/08	ORKIN EXTERMINATING, INC.	\$180.00	Annual Maintenance: Bug Control
O	074748	9/18/08	MISSION VIEJO GLASS	\$410.00	REPLACE DOOR GLASS A-400 BLDG
O	074749	9/18/08	KEENAN & ASSOCIATES	\$6,063.60	Claims Management Open PO
O	074750	9/18/08	BEST CONTRACTING SERVICES, INC	\$6,399.90	PK G, ROOFING & WATERPROOFING, BUS. & TECH.
O	074751	9/18/08	CDW GOVERNMENT, INC.	\$3,675.59	Server Hard Drives (Escape/TBD)
O	074752	9/18/08	COMMERCE WEST BANK	\$21,666.35	BID NO.1071, F.A. RESTRM EXPANSION
O	074753	9/18/08	CROWNER SHEET METAL PRODUCTS	\$11,903.17	PKG.H, SHEET METAL, BID 279, IVC.
O	074754	9/18/08	ENTERPRISE SECURITY, INC.	\$1,670.00	Service to door access system in HS Bldg
O	074755	9/18/08	G/M BUSINESS INTERIORS	\$1,520.20	Stacker Chairs
C	074756	9/18/08	GILBERT & STEARNS, INC.	\$-26,192.43	PKG. U, ELECTRICAL, BID.279 BUS. & TECHN, INNOV. CTR.
O	074757	9/18/08	gkkworks	\$34,812.00	CONSTR. MGMT AGRMT

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O	074758	9/18/08	HERK EDWARDS	\$26,661.00	BID 270 PKG. 12-1
O	074759	9/18/08	HPL MECHANICAL CONTRACTOR,	\$7,394.55	REPAIR/REPLACE GAS SERVICE LINE AT CDC
O	074760	9/18/08	IMAGE SOURCE, INC.	\$8,369.77	UPGRADE ASSURANCE FOR A&R SCANNERS
O	074761	9/18/08	INCENTRA SOLUTIONS	\$23,532.00	IT Software Engineering/Development Services
O	074762	9/18/08	JACKSON, DE MARCO, TIDUS,	\$138,542.10	ATEP Legal Professional Services
O	074763	9/18/08	JOYCE INSPECTION & TESTING	\$5,494.50	INSPECTOR AGRMT FOR F.A. RESTROOM
O	074764	9/18/08	JRH CONSTRUCTION COMPANY, INC.	\$194,997.14	BID NO.1071, F.A. RESTRM EXPANSION
O	074765	9/18/08	K & Z CABINET CO., INC.	\$18,854.00	PKG. I, BID 279 BUS.& TECH INNOV. CTR. IVC.
O	074766	9/18/08	KONSORTUM 1	\$1,900.00	Data Center UPS/HVAC Upgrade
O	074767	9/18/08	LIMONTA & LIMONTA CLEANING INC	\$7,626.00	CLEANING SERVICE FOR CLOSE OUT PHASE OF BTIC CONST
O	074768	9/18/08	NEUDESIC, LLC	\$106,309.00	Student Information System, Year 3
O	074769	9/18/08	NEXUS IS, INC.	\$43,361.88	Technology Equipment
O	074770	9/18/08	POWER SOLUTIONS LLC	\$11,765.87	BACKUP UPS BATTERIES FOR SADDLEBACK SWITCHES
O	074771	9/18/08	PUBLIC ECONOMICS, INC.	\$12,056.25	CONSULTING SERVICES-REDEVELOPMENT
O	074772	9/18/08	R2A ARCHITECTURE	\$117,872.98	NEW RESTROOMS FOR MCKINNEY THEATER ARCHITECT
O	074773	9/18/08	RJT COMPUQUEST	\$5,740.00	QA Consulting Services
C	074774	9/18/08	SAUNDERS & McMILLIN, INC.	\$-46,204.20	BID 279,BUS. & TECH. PKG.P PAINTING
O	074775	9/18/08	UNITED SITE SERVICES OF CA,	\$2,391.57	FENCE RENTAL FOR BUSINESS & TECH PROJECT
O	074776	9/18/08	VORTEX INDUSTRIES, INC.	\$564.67	REPAIR SSC ROLL UP DOORS
O	074777	9/18/08	NABIH YOUSSEF & ASSOCIATES	\$998.91	SITE VISIT AND ASSESSMENT TAS BLDG.
O	074778	9/18/08	SAN DIEGO GAS & ELECTRIC	\$9,418.19	Electric Service Billing for SDG&E
O	074779	9/18/08	SOUTHERN CALIFORNIA EDISON	\$15,975.42	Annual Electric Service
O	074780	9/18/08	SOUTHERN CALIFORNIA EDISON	\$29,031.65	Annual Electric Service
O	074781	9/18/08	SOUTHERN CALIFORNIA EDISON	\$2,689.69	Annual Electric Service
O	074782	9/18/08	SO. CAL. GAS CO.	\$11,892.53	PO for gas transmission service.
O	074783	9/18/08	SO. CAL. GAS CO.	\$903.67	Annual Gas Service
O	074784	9/18/08	SO. CAL. GAS CO.	\$11,725.07	Annual Gas Service
O	074785	9/18/08	SO. CAL. GAS CO.	\$27.72	Annual Gas Service
O	074786	9/18/08	WARE DISPOSAL CO., INC.	\$2,326.99	TRASH REMOVAL SERVICES
O	074787	9/19/08	A-1 AWARDS	\$7.00	Name plate for Presidents picture
O	074788	9/19/08	A-1 FENCE COMPANY	\$4,680.00	TENNIS COURT AREA INSTALL NEW LINK FENCE
O	074789	9/19/08	ABC ICE HOUSE	\$27.14	INSTRUCTIONAL SUPPLIES
O	074790	9/19/08	ABC-CLIO, INC.	\$47.19	Library book per Tom Weisrock request
O	074791	9/19/08	ACCUITY	\$239.00	ACH Participant Directory
O	074792	9/19/08	ADCLUB ADVERTISING SERVICE	\$3,289.00	Recruitment/Advertising for SOCCCD
O	074793	9/19/08	AFFILIATED COMPUTER SERVICES	\$192.15	Contract Svcs - ACS
O	074794	9/19/08	ALL TECH SERVICE	\$175.00	AV Repair
O	074795	9/19/08	AmbironTrustWave	\$675.00	PCI Compliance Validation Services Renewal
O	074796	9/19/08	AMERICAN CHEMICAL & SANITARY	\$2,209.79	JANITORIAL SUPPLIES
O	074797	9/19/08	JULIE ANDERSON	\$216.73	Blanket PO for purchase of fish food & supplies
O	074798	9/19/08	APPLE COMPUTER INC.	\$228.38	MAC Laptop for Vice Chanc of T&LS
O	074799	9/19/08	ARAMARK UNIFORM SERVICES	\$77.05	SHOP RAGS
O	074800	9/19/08	ARROWHEAD DRINKING WATER	\$118.49	Rental of ROHC Water Filtration System
O	074801	9/19/08	ARS ENTERPRISES	\$1,073.25	Repair services,Consolidated Autoclave,SSR-2A-PB
O	074802	9/19/08	GREAT EQUALIZER, INC	\$2,769.56	Cisco Network Training Classes for Jim Lozano
O	074803	9/19/08	GREAT EQUALIZER, INC	\$2,769.56	Cisco Network Training Classes for Jim Lozano
O	074804	9/19/08	BAKER & TAYLOR	\$45.00	Library book per Tom Weisrock request
O	074805	9/19/08	THE BEE MAN	\$595.00	REMOVE BEE'S FROM SCOREBOARD
O	074806	9/19/08	BJ'S FORKLIFT SERVICE	\$686.25	CONTRACT SERVICES - REPAIR ON FORKLIFT
O	074807	9/19/08	THE BLIND FACTORY	\$1,347.36	Window Blinds for the Reading Lab
O	074808	9/19/08	ARNOLD BRAY	\$2,000.00	Legislative Advocacy

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O	074809	9/19/08	BRIGGS CORPORATION	\$1,015.91	CHARTING EQUIPMENT FOR NURSING
O	074810	9/19/08	MIKE BROWN GRANDSTANDS, INC.	\$1,000.00	Baseball Bleacher Seating
O	074811	9/19/08	SARA BRUCE	\$50.00	PANEL PRESENTER
O	074812	9/19/08	BUDDY'S ALL STARS	\$7,450.65	Softball team supplies
O	074813	9/19/08	BUDDY'S ALL STARS	\$2,956.06	Football Team Supplies
O	074814	9/19/08	TOD A. BURNETT	\$4,981.30	Reim. - SC President, Tod Burnett
O	074815	9/19/08	KRISTEN BUSH	\$880.00	Consulting Services: Web Development & Maint.
O	074816	9/19/08	BUTTE-GLENN COMM. COLL. DIST.	\$4,699.00	Refund CCC Live Caption Program Award
O	074817	9/19/08	CALIFORNIA ARBORIST	\$5,575.00	TREE REMOVAL/IRRIGATION INSTALLATION
O	074818	9/19/08	CAROLINA BIOLOGICAL SUPPLY	\$66.65	BIOLOGY SUPPLIES
O	074819	9/19/08	4C2S2A	\$300.00	CCCCSSAA Institutional Membership
O	074820	9/19/08	CHRONICLE OF HIGHER EDUCATION	\$35.00	Subscription to Chronicle of Higher ed
O	074821	9/19/08	ROCKY CIFONE	\$38.66	Reimbursement
O	074822	9/19/08	CINTAS CORPORATION	\$89.40	UNIFORM AND TOWEL SERVICE
O	074823	9/19/08	CLARK SECURITY PRODUCTS INC.	\$795.75	LOCKSMITH SUPPLIES
O	074824	9/19/08	CLEAN SOURCE	\$460.05	JANITORIAL SUPPLIES
O	074825	9/19/08	COAST FITNESS REPAIR SHOP	\$1,361.21	Equipment Repair
O	074826	9/19/08	COLLEGE ADMINISTRATION PUBLICA	\$185.00	PAVELA REPORT SUBSCRIPTION
O	074827	9/19/08	COLLEGE ART ASSOCIATION	\$340.00	Membership Renewal.
O	074828	9/19/08	COLLEGE SOURCE, INC.	\$839.00	College Source Subscription Renewal
O	074829	9/19/08	COMPACT DATA WORKS, INC.	\$449.00	BacPac License for workgroup VMS
O	074830	9/19/08	CONCEPT MEDIA	\$240.11	CD FOR NURSING
O	074831	9/19/08	CONGRESSIONAL QUARTERLY	\$176.65	Pay for books.
O	074832	9/19/08	CONSOLIDATED ELECTRICAL DIST.	\$411.34	BLANKET PURCHASE ORDER FOR SUPPLIES
O	074833	9/19/08	COPYNET OFFICE SOLUTIONS, INC	\$159.67	Dept. Supplies
O	074834	9/19/08	CORINTH FILMS, INC.	\$74.90	Instructional materials
O	074835	9/19/08	COUTTS LIBRARY SERVICES, INC.	\$350.20	Library book per Tom Weisrock request
O	074836	9/19/08	COX COMMUNICATIONS, INC	\$4,294.04	COX Communications Intercampus WAN service
O	074837	9/19/08	COX MEDIA, INC.	\$3,505.35	Cable advertising
O	074838	9/19/08	CPP, INC.	\$786.07	Strong Interest Inventory
O	074839	9/19/08	CPS SECURITY SOLUTIONS	\$9,081.50	SECURITY SERVICES
O	074840	9/19/08	CREATIVE BANNER ASSEMBLIES	\$147.90	SIGNAGE MATERIALS
O	074841	9/19/08	CULLIGAN	\$2.50	Open PO soft water service
O	074842	9/19/08	DA CAPO MUSIC	\$1,648.13	Music purchased
O	074843	9/19/08	DAHLSTROM & COMPANY	\$290.00	MATERIALS FOR JOB PLACEMENT
O	074844	9/19/08	DANA POINT YACHT MAINTENANCE	\$31.75	Blanket PO for Boston Whaler Monthly Hull Cleaning
O	074845	9/19/08	DAY & NIGHT DOOR SERVICE, INC	\$849.79	SERVICE AND REPAIR ROLL-UP DOORS
O	074846	9/19/08	GOODWILL INDUSTRIES OF	\$14,503.75	Provide Interpreting Svcs for Stds w/disabilities
O	074847	9/19/08	DELL MARKETING L.P.	\$2,915.18	Dell Backpack
O	074848	9/19/08	DESIGN SCIENCE, INC.	\$766.08	Site license renewal
O	074849	9/19/08	ALI DORRI	\$76.93	Reimbursement for emergency purchase.
O	074850	9/19/08	ROGER DUNN GOLF SHOPS	\$822.35	WOMEN'S GOLF UNIFORMS
O	074851	9/19/08	EBERHARD EQUIPMENT	\$2,328.41	equipment rental for grounds work
O	074852	9/19/08	EBSCO SUBSCRIPTION SERVICE	\$51.95	Pay for subscriptions.
O	074853	9/19/08	EBSCO SUBSCRIPTION SERVICE	\$6.23	Pay for subscriptions.
O	074854	9/19/08	RON ELLISON	\$500.00	Cash Advance
O	074855	9/19/08	EnvisionTEC, Inc.	\$1,813.26	SUPPLIES FOR PERFACTORY
O	074856	9/19/08	ERGONOMIC COMFORT DESIGN, INC.	\$4,281.34	SEATING FOR DISTANCE EDUCATION OFFICE
O	074857	9/19/08	SUE ETHRIDGE	\$540.00	WORKSHOP TRAINER
O	074858	9/19/08	EWING IRRIGATION PRODUCTS	\$26.68	OPEN P.O. FOR SUPPLIES
O	074859	9/19/08	EXPERIAN	\$77.00	Contract Svcs - Experian

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	074860	9/19/08	FABRIC LAND	\$56.01	Student Supplies for Summer Class
O	074861	9/19/08	FEDERAL EXPRESS	\$451.62	FEDERAL EXPRESS CHARGES
O	074862	9/19/08	FISHER SCIENTIFIC	\$1,755.74	CHEMISTRY SUPPLIES
O	074863	9/19/08	FREEWAY AUTO SUPPLY	\$885.76	TRANSPORTATION SUPPLIES
O	074864	9/19/08	FULL COMPASS SYSTEMS	\$70.47	Antennas
O	074865	9/19/08	S & B FOODS	\$116.37	VC RECEPTION
O	074866	9/19/08	DAIRY DEPOT	\$37.40	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	074867	9/19/08	GALE SUPPLY COMPANY	\$6,831.35	CUSTODIAL SUPPLIES
O	074868	9/19/08	GOLF VENTURES WEST	\$1,260.64	MOWER AND CART PARTS
O	074869	9/19/08	W. W. GRAINGER	\$329.19	BUILDING MAINTENANCE SUPPLIES
O	074870	9/19/08	HARDY DIAGNOSTICS	\$105.70	MICROBIOLOGY SUPPLIES
O	074871	9/19/08	INCENTRA SOLUTIONS	\$2,127.50	Exchange deployment and troubleshooting support
O	074872	9/19/08	INDUSTRIAL DISTRIBUTION GROUP	\$94.74	FLASHLIGHTS
O	074873	9/19/08	JOHNSTONE SUPPLY	\$40.08	OPEN PURCHASE ORDER FOR PARTS
O	074874	9/19/08	KATHCO PRODUCTS	\$109.36	JANITORIAL SUPPLIES
O	074875	9/19/08	KEN'S SPORTING GOODS	\$3,851.58	baseball team uniforms
O	074876	9/19/08	LIEBERT CASSIDY WHITMORE	\$13,405.60	Attorney Services FY 2008/2009
O	074877	9/19/08	LINKS SIGN LANGUAGE	\$762.50	Provide Interpreting Services
O	074878	9/19/08	LRP PUBLICATIONS, INC.	\$125.00	FERPA SUBSCRIPTION
O	074879	9/19/08	JENNIFER MC CUE	\$104.95	Reimbursement for supplies
O	074880	9/19/08	MOORE MEDICAL CORP.	\$131.73	Over the counter meds
O	074881	9/19/08	OCB REPROGRAPHICS, INC.	\$393.29	CONTRACT SERVICES
O	074882	9/19/08	ACBO	\$285.00	Registration to attend ACBO 2008 Fall Conf.
O	074883	9/19/08	CCCEOPSA	\$475.00	Conference Attendance
O	074884	9/19/08	CCCEOPSA	\$475.00	Conference Attendance
O	074885	9/19/08	CCCEOPSA	\$475.00	Conference Attendance
O	074886	9/19/08	COMMUNITY COLLEGE LEAGUE OF	\$475.00	Travel expenses for Raghu Mathur
O	074887	9/19/08	EMBASSY SUITES	\$473.46	Registration to attend ACBO 2008 Fall Conf.
O	074888	9/19/08	GILBERT & STEARNS, INC.	\$26,192.43	PKG. U,ELECTRICAL,BID.279 BUS.& TECHN.INNOV.CTR.
C	074889	9/19/08	INLAND ACOUSTICS, INC.	\$-76,635.99	PKG.Q,MISC.BID 279,BUS.& TECH. INNOV. CTR.
O	074890	9/19/08	SAUNDERS & McMILLIN, INC.	\$46,204.20	BID 279,BUS. & TECH. PKG.P PAINTING
O	074891	9/24/08	AT&T/MCI	\$7,080.81	FAX LINES - TRUSTEES FY 08-09
O	074892	9/24/08	AT&T	\$4,831.23	FAX LINES - TRUSTEES FY 08-09
O	074893	9/24/08	THOMSON REUTERS BARCLAYS	\$266.33	BARCLAYS OFFICIAL CALIFORNIA CODE
O	074894	9/24/08	OFFICEMAX CONTRACT INC.	\$5,371.48	Office Max Supply Orders 2008/2009
O	074895	9/24/08	PACIFIC COAST TECHNICIANS	\$391.13	EQUIPMENT REPAIR
O	074896	9/24/08	PARKWAY LAWNMOWER SHOP	\$29.08	OPEN PURCHASE ORDER FOR PARTS
O	074897	9/24/08	PEARSON EDUCATION ESL	\$637.61	SUPPLIES
O	074898	9/24/08	PENN CORPORATE RELOCATION	\$2,036.25	RELOCATION SERVICES
O	074899	9/24/08	J.W. PEPPER & SON, INC.	\$423.42	Music purchased
O	074900	9/24/08	LILLIANN PEREZ-STROUD	\$300.00	WORKSHOP PRESENTER
O	074901	9/24/08	PRECISION FLOOR COVERING	\$3,673.18	A-400 MEN'S RESTROOM FLOOR
O	074902	9/24/08	PRODUCTION ADVANTAGE	\$1,570.85	THEATRICAL HAZE MACHINE
O	074903	9/24/08	PRONINE	\$324.93	BASEBALLS FOR PITCHING MACHINE
O	074904	9/24/08	QUAGGA CORPORATION	\$50.50	PLANTRONICS EARLOOPS FOR CS55 HEADSETS
O	074905	9/24/08	QUEST DIAGNOSTICS	\$1,315.20	purchase laboratory testing for students
O	074906	9/24/08	QUEZADA PRO LANDSCAPE, INC.	\$24,855.00	WEED ABATEMENT AND TREE SERVICE
O	074907	9/24/08	QUICK SORT LOS ANGELES	\$945.60	Postage costs
O	074908	9/24/08	RALPHS GROCERY COMPANY	\$51.75	TO PURCHASE SUPPLIES FOR BIO. LAB CLASS EXERCISES
O	074909	9/24/08	REFRIGERATION SUPPLIES DIST.	\$323.01	HVAC SUPPLIES
O	074910	9/24/08	JOHN RICHARDS	\$127.97	Reimbursement for Instructional Supplies

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	074911	9/24/08	RICOH AMERICAS CORPORATION	\$47.62	LEASE OF 1013 COPIER LOCATED IN MAIL ROOM
O	074912	9/24/08	RIO GRANDE ALBUQUERQUE	\$316.27	STUDENT ART SUPPLIES
O	074913	9/24/08	S & B FOODS	\$60.34	Refreshments for Accreditation Meeting
O	074914	9/24/08	SAMY'S CAMERA	\$183.18	Large-format printer supplies
O	074915	9/24/08	SARGENT-WELCH LLC	\$63.29	BIOLOGY SUPPLIES
O	074916	9/24/08	ROBERT ALLEN SCHUREMEN	\$438.52	CorelDraw Software purchase for DMP computers/ATEP
O	074917	9/24/08	SCIENCE KIT, INC.	\$2.46	BIOLOGY SUPPLIES
O	074918	9/24/08	GUISELLE SCOTT	\$1,050.00	WORKSHOP TRAINER
O	074919	9/24/08	SECURE COMPUTING CORPORATION	\$64,467.80	Anti-Spam/Anti-Virus Annual Maintenance Renewal
O	074920	9/24/08	SEHI PROCOMP COMPUTER PRODUCTS	\$638.32	LCD Monitor for Accounting Mgr
O	074921	9/24/08	SEW NEWS	\$21.98	Dept. Resource
O	074922	9/24/08	SHRED-IT	\$240.00	For Shred-it monthly service
O	074923	9/24/08	RAJBIR SINGH	\$100.00	Employee Enrollment Fee Reimbursement Request
O	074924	9/24/08	SMALL PARTS, INC.	\$55.04	ELECTRONICS SUPPLIES
O	074925	9/24/08	DANIEL SMITH, INC.	\$157.75	STUDENT SUPPLIES - FALL 2008
O	074926	9/24/08	SNAP-ON INDUSTRIAL	\$1,027.75	AUTOMOTIVE TOOLS
O	074927	9/24/08	STAR MAINTENANCE SUPPLY	\$2,032.38	CUSTODIAL SUPPLIES
O	074928	9/24/08	DOUGLAS R. STONE	\$200.00	Music purchased
O	074929	9/24/08	MATT SUAREZ	\$35.15	fuel for grounds work
O	074930	9/24/08	SWACC	\$9,660.00	2008/2009 SWACC Member Risk Management Fund
O	074931	9/24/08	SWEETWATER	\$3,779.88	Music Editing Software licenses
O	074932	9/24/08	TECHSMITH CORP	\$1,001.95	Camtasia Studio/SnagIt Software
O	074933	9/24/08	THREADS	\$32.95	Dept. Resource
O	074934	9/24/08	NORMAN A TRAUB	\$15,142.92	Invest. Svs.
O	074935	9/24/08	TROXELL COMMUNICATIONS, INC.	\$3,266.98	Bulbs
O	074936	9/24/08	TURF TIRE DISTRIBUTORS	\$784.42	OPEN P.O. FOR PARTS
O	074937	9/24/08	U.S. POSTAL SERVICE	\$29,185.34	Postage for Spring Schedule of Classes
O	074938	9/24/08	ULINE	\$409.67	CARDBOARD MAILERS
O	074939	9/24/08	VERIZON WIRELESS	\$481.48	VERIZON Wireless Aircards/PDA Service
O	074940	9/24/08	VOGUE	\$12.00	Dept. Resource
O	074941	9/24/08	VWR INTERNATIONAL, INC.	\$1,213.79	CHEMISTRY SUPPLIES
O	074942	9/24/08	W MAGAZINE	\$29.90	Dept. Resource
O	074943	9/24/08	WARD'S NATURAL SCIENCE	\$243.60	BIOLOGY SUPPLIES
O	074944	9/24/08	WEBEX COMMUNICATIONS, INC.	\$578.30	Online Meeting Program Software
O	074945	9/24/08	MARY WILLIAMS	\$157.55	Reimburse staff member for supplies & food
O	074946	9/24/08	WORLDWIDE RECOVERY	\$154.00	TRANSPORTATION SERVICE PARTS
O	074947	9/24/08	XEROX CORP.	\$1,344.63	Lease/Maint. for DocuColor 2045 Printer
O	074948	9/24/08	XEROX CORP.	\$616.71	Lease/Mtce Agmet for 15 Xerox Walk-up Copiers
O	074949	9/24/08	OFFICEMAX CONTRACT INC.	\$379.40	Office Max Supply Orders 2008/2009
O	074950	9/24/08	RALPHS GROCERY COMPANY	\$449.71	NUTRITIONAL FOOD AND SUPPLIES
O	074951	9/24/08	BARBARA TAMIALIS	\$157.14	REIMBURSE CDES FOR POSTERS
O	074952	9/24/08	US FOODS	\$353.65	For food and supplies for the CDC.
O	074953	9/24/08	RPM CONSULTANT GROUP	\$4,353.55	GASB 43 & 45 Compliance
O	074954	9/25/08	BARBARA TAMIALIS	\$725.41	Expenses related to CDES grant
O	074955	9/25/08	APPLE COMPUTER INC.	\$7,790.74	website server
O	074956	9/25/08	AUSTIN-FOUST ASSOCIATES, INC.	\$5,832.50	ATEP Project
O	074957	9/25/08	BROADCAST SUPPLY WORLDWIDE	\$9,290.00	Pro Tools Software for the PAC.
C	074958	9/25/08	CALIFORNIA POWER PARTNERS, INC.	\$-71,963.75	ENERGY CONSERVATION PROJECTS
O	074959	9/25/08	CDW GOVERNMENT, INC.	\$4,185.00	Exchange Email Health Monitoring
O	074960	9/25/08	COMERICA BANK	\$6,500.00	PKG.C CONCRETE, BUS. & TECH INNOV.CTR. BID 279
O	074961	9/25/08	CRC CONSULTING GROUP, INC.	\$262.50	PROFESSIONAL SERVICES FOR WATER TESTING ATEP WINDO

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	074962	9/25/08	DAART ENGINEERING CO., INC.	\$83.70	BID NO. 283, PKG. S
O	074963	9/25/08	DELL MARKETING L.P.	\$4,398.22	4 DELL COMPUTERS
O	074964	9/25/08	FIRST ENTERPRISE BANK	\$2,100.00	BID 279, PKG. L, PLASTER, BUS & TECH. INNOV. CTR.
O	074965	9/25/08	FYR LANDSCAPING, INC.	\$135,360.00	BID 279, PKG. D, LANDSCAPE, BUS & TECH INNOV. CTR.
O	074966	9/25/08	G/M BUSINESS INTERIORS	\$923.53	FURNITURE
O	074967	9/25/08	gkkworks	\$5,806.21	Project: ATEP
O	074968	9/25/08	HAITBRINK ASPHALT PAVING,	\$13,280.00	RECONFIGURE F.A. PARKING LOT AT MCKINNEY THEATER
O	074969	9/25/08	INDUSTRIAL HYGIENE MGMT., INC.	\$4,850.00	AIR QUALITY EVALUATION CDC YELLOW ROOM
O	074970	9/25/08	INLAND BUILDING COMPANIES	\$24,972.35	BID 283, PKG. J
O	074971	9/25/08	INLAND PACIFIC TILE, INC.	\$349.12	BID 279, PKG. M, CERAMIC TILE, BUS & TECH INNOV. CTR.
O	074972	9/25/08	JUPITERIMAGES CORPORATION	\$2,799.01	LIQUID LIBRARY SUBSCRIPTION RENEWAL
O	074973	9/25/08	K & Z CABINET CO., INC.	\$5,389.00	PKG. I, BID 279 BUS. & TECH INNOV. CTR. IVC.
O	074974	9/25/08	MARTIN INTEGRATED SYSTEMS	\$10,896.30	FOR PKG. N, ACOUSTICAL CEILINGS, BID 279
O	074975	9/25/08	METRONOME, INC.	\$14,766.77	Cisco Equip for Network Upgrade
O	074976	9/25/08	MITCHELL1	\$999.00	MITCHELL ON DEMAND SUBSCRIPTION
O	074977	9/25/08	MOONLIGHT GLASS CO., INC.	\$97,699.05	BID 279, PKG. K, ALUMINUM CURTAIN WALL BUS & TECH.
O	074978	9/25/08	T.B. PENICK & SONS, INC.	\$58,500.00	PKG. C CONCRETE, BUS. & TECH INNOV. CTR. BID 279
O	074979	9/25/08	SAUNDERS & McMILLIN, INC.	\$5,874.30	BID 279, BUS. & TECH. PKG. P PAINTING
O	074980	9/25/08	SEHI PROCOMP COMPUTER PRODUCTS	\$756.41	2 HP LASERJET P2015DN PRINTERS
O	074981	9/25/08	SORIANO ELECTRIC	\$2,148.20	ELECTRICAL PROJECTS
O	074982	9/25/08	UNION BANK OF CALIFORNIA	\$15,040.00	BID 279, PKG. D, LANDSCAPE, BUS & TECH INNOV. CTR.
O	074983	9/25/08	UNITED SITE SERVICES OF CA,	\$522.60	FENCE RENTAL
O	074984	9/25/08	USS CAL BUILDERS, INC.	\$18,900.00	BID 279, PKG. L, PLASTER, BUS & TECH. INNOV. CTR.
O	074985	9/25/08	RED DIGITAL CAMERA COMPANY	\$51,526.81	Professional Digital Camera for Filmmaking
O	074986	9/25/08	A TO Z WHOLESALE FLORAL SUPPLY	\$211.19	Supplies For Floral Design Lab
O	074987	9/25/08	AARDVARK CLAY AND SUPPLIES	\$158.99	GLOVES
O	074988	9/25/08	JAMES ALBERT SCHOOL OF	\$24,877.13	Blanket P.O. to pay for Cosmo classes
O	074989	9/25/08	A/R CENTRAL BILLING- BOISE	\$1,536.79	Groceries for Foods Lab.
O	074990	9/25/08	ALLURE	\$12.00	Dept. Resource
O	074991	9/25/08	ALA STORE	\$182.00	Purchase posters & bookmarks.
O	074992	9/25/08	AMTECH ELEVATOR SERVICES	\$1,693.33	ELEVATOR SERVICE
O	074993	9/25/08	JULIE ANDERSON	\$254.12	Fee Based Supplies
O	074994	9/25/08	APPLE SCIENTIFIC, INC.	\$128.00	BIOLOGY SUPPLIES
O	074995	9/25/08	ARAMARK UNIFORM SERVICES	\$77.87	SHOP RAGS
O	074996	9/25/08	ASW EXPRESS	\$2,295.74	ART SUPPLIES
O	074997	9/25/08	ATKINSON, ANDELSON, LOYA,	\$20,509.97	Attorney Services FY 2008/2009
O	074998	9/25/08	AVACOM	\$45.00	OPEN PO FOR AVACOM PRINTER SERVICE
O	074999	9/25/08	B & H PHOTO	\$135.00	BIOLOGY SUPPLIES
O	075000	9/25/08	BACK STAGE/WEST	\$89.00	Annual renewal for BackStage West
O	075001	9/25/08	BatteryWholesale.com	\$76.35	Replacement batteries for UPS
O	075002	9/25/08	BEACH PAVING	\$8,550.00	PARKING LOT 5 ENTRY
O	075003	9/25/08	BESTWAY LAUNDRY SOLUTIONS	\$85.00	WASHER REPAIR/IVC ATHLETICS
O	075004	9/25/08	BJ'S FORKLIFT SERVICE	\$150.00	CONTRACT SERVICES
O	075005	9/25/08	DICK BLICK	\$346.63	STUDENT ART SUPPLIES
O	075006	9/25/08	BP ENERGY COMPANY	\$217,430.71	NATURAL GAS PURCHASES
O	075007	9/25/08	MIKE BROWN GRANDSTANDS, INC.	\$15,038.00	Football Stadium Bleacher Rental
O	075008	9/25/08	BUDDY'S ALL STARS	\$86.12	SOCCER CLASS Scrimmage Vests
O	075009	9/25/08	CACCRAO	\$200.00	CACCRAO membership
O	075010	9/25/08	CAPISTRANO SEWING MACHINE CO	\$617.48	Equip. Repair
O	075011	9/25/08	CAPT	\$194.00	MBTI Answer Sheets
O	075012	9/25/08	CAROLINA BIOLOGICAL SUPPLY	\$82.91	LAB SUPPLIES

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	075013	9/25/08	CASBO	\$687.00	Membership-CASBO
O	075014	9/25/08	ROBERT F. CASPER	\$90.00	Keyboard repairs
O	075015	9/25/08	COMMUNITY COLLEGE LEAGUE OF	\$874.82	Online database renewal.
O	075016	9/25/08	CINEMA SECRETS, INC.	\$320.51	Blanket PO for make-up supplies
O	075017	9/25/08	CINTAS CORPORATION	\$29.80	UNIFORM AND TOWEL SERVICE
O	075018	9/25/08	CLARK SECURITY PRODUCTS INC.	\$279.42	LOCKSMITH SUPPLIES
O	075019	9/25/08	COACH AMERICA	\$2,141.05	Charter Bus Services
O	075020	9/25/08	COASTLINE COMMUNITY COLLEGE	\$300.00	Annual Membership fee for CISCO Networking Academy
O	075021	9/25/08	COLLEGE BOARD	\$16,154.00	Annual Maintenance, Power Faids
O	075022	9/25/08	COLLINS COMPANY	\$535.00	REPAIR SERVICES FOR IVC TENNIS BALL MACHINE
O	075023	9/25/08	COMMONWEALTH TRADING CO., INC.	\$13,130.70	RAPIDTECH EQUIP/SLA 250/250
O	075024	9/25/08	CONSOLIDATED ELECTRICAL DIST.	\$306.47	ELECTRICAL SUPPLIES
O	075025	9/25/08	CONSOLIDATED ELECTRICAL DIST.	\$1,076.90	ELECTRICAL - CIRCUIT TRACER
O	075026	9/25/08	CONSORTIUM OF SO. CALIFORNIA	\$250.00	Membership Fee - CSCCU
O	075027	9/25/08	CORPORATE BUSINESS INTERIORS	\$5,873.83	classroom tables
O	075028	9/25/08	COSMOPOLITAN	\$15.00	Dept. Resource
O	075029	9/25/08	COVINGTON ENGINEERING CORP.	\$403.85	GEOLOGY SUPPLIES
O	075030	9/25/08	COX COMMUNICATIONS, INC	\$3,885.08	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	075031	9/25/08	CPS SECURITY SOLUTIONS	\$4,756.00	SECURITY SERVICES
O	075032	9/25/08	CREATIVE BANNER ASSEMBLIES	\$143.17	Needed for 40th anniv.celebration
O	075033	9/25/08	DAHLSTROM & COMPANY	\$246.50	MATERIALS FOR JOB PLACEMENT
O	075034	9/25/08	DAHLSTROM & COMPANY	\$290.00	MATERIALS FOR JOB PLACEMENT
O	075035	9/25/08	DANKA OFFICE IMAGING	\$162.50	Annual Maintenance: Copier
O	075036	9/25/08	DANKA OFFICE IMAGING	\$162.50	Annual Maintenance: Copier
O	075037	9/25/08	JOHN DAVERSA	\$180.00	Music purchased
O	075038	9/25/08	LISA DAVIS-ALLEN	\$54.11	Reimbursement
O	075039	9/25/08	WALT DE AGUERO	\$75.41	Reimbursement Walt DeAguero
O	075040	9/25/08	DE NAULT'S TRUE VALUE	\$18.93	SUPPLIES
O	075041	9/25/08	GOODWILL INDUSTRIES OF	\$240.00	Provide Interpreting Svcs for Stds w/disabilities
O	075042	9/25/08	MERRILL A. DEMING	\$650.00	Strengths Quest Training for Exec Council
O	075043	9/25/08	DEPARTMENT OF JUSTICE	\$160.00	Fingerprinting - HR
O	075044	9/25/08	DITCH WITCH OF SOUTHERN CALIF	\$196.19	PARTS FOR DITCH WITCH
O	075045	9/25/08	DJ ORTHOPEDICS, LLC	\$593.70	Athletic Training Supplies
O	075046	9/25/08	SPARKLETT'S	\$46.26	DRINKING WATER FOR ATEP
O	075047	9/25/08	SPARKLETT'S	\$880.75	Bottled water service
O	075048	9/25/08	EAGLE COMMUNICATIONS	\$516.49	Two-way Radios for use during Biology Field Studie
O	075049	9/25/08	EASTEX PRODUCTS, INC.	\$45.75	ELECTRONIC SUPPLIES
O	075050	9/25/08	ECONOMIC ALTERNATIVES, INC.	\$624.62	WATER TREATMENT CHEMICALS
O	075051	9/25/08	EDUCATIONAL MUSIC SERVICE	\$66.59	Music purchased
O	075052	9/25/08	EEDEC	\$250.00	EEDEC Inst. Mbrship
O	075053	9/25/08	ENERGY TECHNOLOGIES INT'L	\$15,160.00	BGS - BUILDING CONTROLS
O	075054	9/25/08	EWING IRRIGATION PRODUCTS	\$236.81	OPEN P.O. FOR SUPPLIES
O	075055	9/25/08	ROBERT FARNSWORTH	\$35.59	Reimbursement needed to instructor, R.Farnsworth
O	075056	9/25/08	SHANNON FASELER	\$48.47	Reimbursement
O	075057	9/25/08	FEDERAL EXPRESS	\$75.93	FEDERAL EXPRESS CHARGES
O	075058	9/25/08	TINA FIETSAM	\$300.00	WORKSHOP PRESENTER
O	075059	9/25/08	FISHER SCIENTIFIC	\$11.57	BIOLOGY SUPPLIES
O	075060	9/25/08	FITNESS WHOLESALE, INC.	\$57.00	Thera-Bands for Dorothy Garant
O	075061	9/25/08	FOSTER CARE AUXILIARY OF OC	\$120.00	WORKSHOP PRESENTER
O	075062	9/25/08	FREEWAY AUTO SUPPLY	\$171.97	Emergency supplies
O	075063	9/25/08	SAMUEL FRENCH	\$800.00	Royalty Deposit Fee

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

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Selection: Between #074350 and 075361

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075064	9/25/08	FRY'S ELECTRONICS	\$242.32	OPEN PO FOR COMPUTER SUPPLIES
O	075065	9/25/08	AMERICAN ASSOCIATION OF	\$50.00	Ken Patton - ATE Principal Investigators Conf
O	075066	9/25/08	CCCAOE	\$320.00	CONFERENCE FOR DAVID GATEWOOD
O	075067	9/25/08	COMMUNITY COLLEGE LEAGUE OF	\$440.00	Conference for Glenn Roquemore
O	075068	9/25/08	COMMUNITY COLLEGE LEAGUE OF	\$475.00	CONFERENCE FOR P. FLANIGAN FOR SBS
O	075069	9/25/08	HOLIDAY INN ON THE BAY	\$357.98	CONFERENCE FOR DAVID GATEWOOD
O	075070	9/25/08	KEVIN O'CONNOR	\$494.84	ACCCA Board Mtg. reimbursement- Kevin O'Connor
O	075071	9/25/08	ORANGE CO. BUSINESS COUNCIL	\$60.00	CONFERENCE FOR DAVID GATEWOOD
O	075072	9/25/08	ORANGE CO. SHERIFF/CORONER	\$1,036.00	Training
O	075073	9/25/08	OMNI SHOREHAM HOTEL	\$245.03	Ken Patton - ATE Principal Investigators Conf
O	075074	9/25/08	OMNI SHOREHAM HOTEL	\$245.03	Ed Tackett/ATE Principal Investigators Conf
O	075075	9/25/08	GWEN PLANO	\$288.33	Reimbursement Conference Expense
O	075076	9/25/08	LARRY RADDEN	\$476.94	Reimbursement
O	075077	9/25/08	FAWN TANRIVERDI	\$432.61	Regional Advisory meeting/Reimbursement
O	075078	9/25/08	LUCY BROWN	\$19.80	MILEAGE
O	075079	9/25/08	G/M BUSINESS INTERIORS	\$68.83	Office supplies
O	075080	9/25/08	GANDER-PRINTCO	\$639.51	BUSINESS CARDS FOR NEW DEAN
O	075081	9/25/08	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
O	075082	9/25/08	KEVIN GIBBON	\$26.93	Reimbursement
O	075083	9/25/08	GLAMOUR	\$16.00	Dept. Resource
O	075084	9/25/08	GOODWILL INDUSTRIES OF	\$4,080.00	Interpreting Services Fees
O	075085	9/25/08	GOVCONNECTION	\$79.69	Flash drives for lab use
O	075086	9/25/08	GQ	\$10.00	Dept. Resource
O	075087	9/25/08	W. W. GRAINGER	\$1,847.15	BUILDING MAINTENANCE SUPPLIES
O	075088	9/25/08	GREEN THUMB INTERNATIONAL	\$88.10	To Purchase Misc. Plants and Material For Labs.
O	075089	9/25/08	HAITBRINK ASPHALT PAVING,	\$10,050.00	REMOVE METAL WATER TANK
O	075090	9/25/08	HARPER'S BAZAAR	\$8.00	Dept. Resource
O	075091	9/25/08	HEALTH DIMENSIONS	\$2,800.00	Purchase Contract Services from Health Dimensions
O	075092	9/25/08	HERCULES PORTABLE POWER, INC.	\$1,480.00	GENERATOR MAINT
O	075093	9/25/08	HIRSCH PIPE & SUPPLY	\$279.67	PLUMBING & IRRIGATION SUPPLIES
O	075094	9/25/08	HITT MARKING DEVICES, INC.	\$81.67	Signature stamp
O	075095	9/25/08	HOME DEPOT CREDIT SERVICES	\$774.72	Emergency supplies
O	075096	9/25/08	TRAN HONG	\$16.03	MILEAGE
O	075097	9/25/08	HONORS TRANSFER COUNCIL OF CA	\$90.00	Membership Dues-HTCC
O	075098	9/25/08	ANTHONY HUNTLEY	\$40.08	Reimbursement to A.Huntley for items purchased
O	075099	9/25/08	IMAGE PRINTING SOLUTIONS	\$669.77	Deposit Advice Forms
O	075100	9/25/08	INGARDIA BROTHERS PRODUCE, INC.	\$964.65	Groceries for Foods Lab.
O	075101	9/25/08	INSTYLE	\$29.77	Dept. Resource
O	075102	9/25/08	INTERMOUNTAIN LOCK & SECURITY	\$162.16	BLANKET P.O. FOR MAINTENANCE SUPPLIES
O	075103	9/25/08	INTERSTATE ELECTRIC	\$201.06	Supplys for 40th Anniversary
O	075104	9/25/08	IRVINE RANCH WATER DIST.	\$11,580.01	WATER SERVICE
O	075105	9/25/08	J & R CORPORATE SALES	\$1,236.64	Stereo & DVD equipment
O	075106	9/25/08	JACC	\$300.00	Annual Institutional Membership to JACC
O	075107	9/25/08	KAREN JACOBSEN	\$38.79	Reimbursement to K. Jacobsen for instr.supplies
O	075108	9/25/08	JOHNSTONE SUPPLY	\$129.30	SUPPLIES FOR MAINTENANCE
O	075109	9/25/08	LOS ANGELES TIMES	\$826.00	ADVERTISING
O	075110	9/25/08	LA MOTTE CHEMICAL PRODUCTS CO	\$61.61	BIOLOGY SUPPLIES
O	075111	9/25/08	LAB SAFETY SUPPLY INC.	\$283.48	SAFETY SUPPLIES
O	075112	9/25/08	LAGUNA CLAY CO.	\$874.93	CERAMIC SUPPLIES
O	075113	9/25/08	LAGUNA WOODS VILLAGE POTTERS	\$4,155.00	PAYMENT TO LWV POTTERS & SCULPTORS
O	075114	9/25/08	LASER SOURCE	\$60.00	Non instructional repair

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	075115	9/25/08	LAWNMOWERS ETC.	\$305.68	BLADE SHARPENING/GROUNDS
O	075116	9/25/08	LEGION WEST PAPER	\$1,146.37	ART SUPPLIES
O	075117	9/25/08	LUCKY	\$10.00	Dept. Resource
O	075118	9/25/08	MC KESSON MEDICAL SURGICAL	\$3,315.78	medical supplies
O	075119	9/25/08	MEDCO SUPPLY COMPANY	\$1,188.00	SHOULDER STABILIZER FOR MEN'S BASKETBALL PLAYER
O	075120	9/25/08	MERCURY DOCUMENT IMAGING CO.	\$265.00	Copier Service Contract
O	075121	9/25/08	CLIFFORD MEYER	\$232.79	Peimbursement
O	075122	9/25/08	MICRO CENTER	\$150.84	COMPUTER AND ELECTRONIC SUPPLIES
O	075123	9/25/08	MARCIA MILCHIKER	\$44.99	MMILCHIKER INTERNET 08/09
O	075124	9/25/08	SALLIE MILLER	\$180.00	PORKSHOP PRESENTER
O	075125	9/25/08	MODERN POSTCARD	\$1,346.03	Senior Day 09 Postcards (8000)
O	075126	9/25/08	MONJARES & WISMeyer GROUP, INC	\$1,037.50	Job Analysis, SOCCCD
O	075127	9/25/08	MONKEY SPORTS, INC.	\$2,948.04	BASEBALLS FOR BASEBALL TEAM
O	075128	9/25/08	RAMON MONTIEL	\$28.96	MILEAGE
O	075129	9/25/08	NACUA PUBLICATIONS	\$45.00	Publication, Legal Issues in DE
O	075130	9/25/08	AUGUSTINE NAVARRO	\$180.00	WORKSHOP PRESENTER
O	075131	9/25/08	NU AGE DEVELOPMENT, INC.	\$8,400.00	FRAME OFFICE WALLS IN B353
O	075132	9/25/08	OAK HILL PUBLISHING COMPANY	\$550.00	Constitution booklets
O	075133	9/25/08	ORANGE COUNTY REGISTER	\$7,559.00	ONLINE ADVERTISING
O	075134	9/25/08	OCB REPROGRAPHICS, INC.	\$60.88	COPY BGS FLOOR PLANS
O	075135	9/25/08	OCE-USA, INC.	\$2,171.78	Maintenance Agreement: Copiers
O	075136	9/25/08	OCE-IMAGISTICS	\$118.22	FAX MACHINE REPAIRS
O	075137	9/25/08	OCLC, INC.	\$533.60	Annual Maintenance:Library Data Processing
O	075138	9/25/08	OFFICE DEPOT	\$273.87	PRY ERASE BOARD
O	075139	9/25/08	ORKIN INC.	\$125.00	PEST CONTROL
O	075140	9/25/08	SHIRELLE L. OWENS-GILLIAM	\$7.79	MILEAGE
O	075141	9/25/08	S & B FOODS	\$1,023.63	Water for Welcome Booths at IVC
O	075142	9/25/08	DON TAYLOR	\$14.00	PARKING
C	075143	9/29/08	ELECTRIC MARINE	\$-554.81	Blanket PO for Sailboat Rental & related MST Expen
O	075144	9/29/08	ELECTRIC MARINE	\$554.81	Blanket PO for Sailboat Rental & related MST Expen
O	075145	9/29/08	HYATT REGENCY CENTURY PLAZA	\$419.85	Conference for Don Mineo
O	075146	9/29/08	ICDC	\$97.00	Conference for MICHAEL ENGELS
O	075147	9/29/08	ICDC	\$97.00	Conference for ERIC HILDEN
O	075148	9/29/08	ICDC	\$158.00	Conference for Don Mineo
O	075149	9/30/08	CALIFORNIA COMMUNITY COLLEGE	\$85.00	State Budget Workshop 2008-2009
O	075150	9/30/08	CALIFORNIA COMMUNITY COLLEGE	\$85.00	State Budget Workshop 2008-2009
O	075151	10/01/08	AMERICAN ASSOCIATION OF	\$50.00	Sherri Banes - ATE PRINCIPAL INV CONF
O	075152	10/01/08	ACADEMIC SENATE FOR	\$325.00	Conference for Bob Cosgrove
O	075153	10/01/08	ACADEMIC SENATE FOR	\$325.00	Conference for April Cunningham
O	075154	10/01/08	ACADEMIC SENATE FOR	\$325.00	Conference for Carmen Dominguez
O	075155	10/01/08	ACADEMIC SENATE FOR	\$325.00	Conference for Miki Mikolajczak
O	075156	10/01/08	ACADEMIC SENATE FOR	\$325.00	Conference for Dan Walsh
O	075157	10/01/08	2007 CPPA CONFERENCE	\$550.00	Conference for Mark Zandonella
O	075158	10/01/08	CCCAOE	\$295.00	Conference requisition for Don Taylor
O	075159	10/01/08	COUNCIL FOR RESOURCE DEVELOP.	\$535.00	conference registration
O	075160	10/01/08	FAIRFIELD INN WACO SOUTH	\$203.38	CONFERENCE FOR LARRY DESHAZER
O	075161	10/01/08	HILTON LOS ANGELES	\$385.32	Conference for Mark Zandonella
O	075162	10/01/08	HILTON HAWAIIAN VILLAGE	\$891.20	NAFSA-ANNUAL CONFERENCE
O	075163	10/01/08	HYATT REGENCY	\$682.08	conference registration
O	075164	10/01/08	NAFSA REGION I & XII	\$249.00	NAFSA-ANNUAL CONFERENCE
O	075165	10/01/08	ORANGE CO. BUSINESS COUNCIL	\$60.00	CONFERENCE FOR GLENN ROQUEMORE

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	075166	10/01/08	OMNI SHOREHAM HOTEL	\$490.06	conference attendance for Mary Williams
O	075167	10/01/08	OMNI SHOREHAM HOTEL	\$245.03	Sherri Banes - ATE PRINCIPAL INV CONF
O	075168	10/01/08	THE WESTIN BONAVENTURE HOTEL	\$251.06	Conference for Bob Cosgrove
O	075169	10/01/08	THE WESTIN BONAVENTURE HOTEL	\$251.06	Conference for April Cunningham
O	075170	10/01/08	THE WESTIN BONAVENTURE HOTEL	\$251.06	Conference for Carmen Dominguez
O	075171	10/01/08	THE WESTIN BONAVENTURE HOTEL	\$251.06	Conference for Miki Mikolajczak
O	075172	10/01/08	THE WESTIN BONAVENTURE HOTEL	\$251.06	Conference for Dan Walsh
O	075173	10/01/08	CALIFORNIA POWER PARTNERS, INC.	\$71,963.75	ENERGY CONSERVATION PROJECTS
O	075174	10/01/08	CALIFORNIA POWER PARTNERS, INC.	\$86,005.80	ENERGY CONSERVATION PROJECTS
O	075175	10/02/08	WELLS FARGO BANK #4198	\$3,110.87	Credit Card purchase
O	075176	10/02/08	WELLS FARGO BANK #4214	\$142.94	To purchase Inkjet Cartridge w/credit card.
O	075177	10/02/08	WELLS FARGO BANK #3317	\$733.95	Micro Center
O	075178	10/02/08	WELLS FARGO #2078	\$2,531.26	SHIFT 4, MO.CHARGES
O	075179	10/02/08	A TO Z CIRCUIT BREAKERS	\$53.88	ELECTRICAL SUPPLIES
O	075180	10/02/08	ADAMSON POLICE PRODUCTS	\$6,417.60	TACTICAL VESTS
O	075181	10/02/08	ADVANTA ENERGY	\$1,800.00	ENERGY SERVICING AGREEMENT
O	075182	10/02/08	AIR SOURCE INDUSTRIES, INC.	\$111.44	Blanket for Air Source Industries, Inc.
O	075183	10/02/08	AIRGAS WEST	\$120.49	CO2 FOR SWIMMING POOL
O	075184	10/02/08	ARROWHEAD DRINKING WATER	\$43.09	BLANKET PURCHASE ORDER FOR SUPPLIES
O	075185	10/02/08	BAKER & TAYLOR	\$88.25	Library book per Tom Weisrock request
O	075186	10/02/08	BANNERSANDSIGNS.NET	\$116.14	Name Plate Signs
O	075187	10/02/08	THOMAS BARGER	\$480.00	Football Filming Services
O	075188	10/02/08	BIO-RAD LABORATORIES, INC.	\$1,396.51	BIOCHEMISTRY SUPPLIES
O	075189	10/02/08	DICK BLICK	\$513.04	STUDENT ART SUPPLIES
O	075190	10/02/08	BUDDY'S ALL STARS	\$530.13	Football Team Supplies
O	075191	10/02/08	DEPARTMENT OF GENERAL SERVICES	\$776.87	FEES FOR CMAS CONTRACTS
O	075192	10/02/08	ARLEEN ELSEROAD	\$8.61	reimbursement for purchase of nameplate
O	075193	10/02/08	S & B FOODS	\$267.33	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
O	075194	10/02/08	BLACK CORAL HAWAII WHOLESALER	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	075195	10/02/08	DEPARTMENT OF GENERAL SERVICES	\$8.08	DGS FEE FOR CMAS USE
O	075196	10/02/08	KAZUMITSU TARUI	\$35.00	REIMBURSE TB TEST
O	075197	10/02/08	DORINA IACINO TAN	\$35.00	EMPLOYEE TB TEST
O	075198	10/02/08	3D RAPID PROTOTYPING	\$1,034.40	RAPIDTECH SUPPLIES
O	075199	10/02/08	AT & T MOBILITY	\$298.21	MMILCHIKER CELL PHONE SVC 2008-09
O	075200	10/02/08	AT&T/MCI	\$60.39	DATA LINES AT ATEP
O	075201	10/02/08	AT&T	\$49.39	Annual P.O. for telephone service
O	075202	10/02/08	OFFICEMAX CONTRACT INC.	\$2,400.37	Office Max Supply Orders 2008/2009
O	075203	10/02/08	PENN CORPORATE RELOCATION	\$669.50	BGS MOVE BACK INTO BLDG
O	075204	10/02/08	PHOENIX GROUP INFORMATION SYS.	\$210.06	Annual Maintenance: Citation Fees
O	075205	10/02/08	PHYSICS CURRICULUM &	\$57.00	Physics Fundamentals BOOK Copy
O	075206	10/02/08	PROAIR CONSTRUCTION SVCS. INC.	\$980.00	BGS - PAINT BOOTH RELOCATION
O	075207	10/02/08	QUEZADA PRO LANDSCAPE, INC.	\$1,350.00	REMOVE IVY
O	075208	10/02/08	SADDLEBACK APPLIANCES	\$137.70	based on 2004 order, purchasing may ajust
O	075209	10/02/08	SAFEWAY INC/PAVILIONS	\$156.93	Groceries for Foods Lab.
O	075210	10/02/08	SARGENT-WELCH LLC	\$22.63	BIOLOGY SUPPLIES
O	075211	10/02/08	FHEG - SADDLEBACK BOOKSTORE	\$947.99	BLANKET PO FOR BOOKSTORE
O	075212	10/02/08	SEHI PROCOMP COMPUTER PRODUCTS	\$627.23	COLOR PRINTER
O	075213	10/02/08	SHELF MASTER, INC.	\$403.94	GEOLOGY & PHYSICS SUPPLIES
O	075214	10/02/08	SHRED-IT	\$120.00	For Shred-it monthly service
O	075215	10/02/08	STAR MAINTENANCE SUPPLY	\$376.91	JANITORIAL SUPPLIES
O	075216	10/02/08	AMY L. STINSON	\$20.00	REIMBURSEMENT FOR GEO FIELD TRIP RESERVATIONS

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O	075217	10/02/08	ED WARD TACKETT	\$85.11	REIMBURSEMENT FOR SUPPLIES
O	075218	10/02/08	TECO PIANO MOVERS	\$150.00	Piano moving services
O	075219	10/02/08	TESORO HIGH SCHOOL	\$200.00	Advertising
O	075220	10/02/08	TISCARENO CATERING	\$899.37	CATERING FOR WORKSHOP EVENT
O	075221	10/02/08	TRANE	\$572.05	OPEN PURCHASE ORDER FOR PARTS AND SUPPLIES
O	075222	10/02/08	TROXELL COMMUNICATIONS, INC.	\$116.38	Media Equipment for President's Office
O	075223	10/02/08	UNITED SITE SERVICES OF CA,	\$375.06	PORTABLE TOILETS
O	075224	10/02/08	UNIVERSITY HIGH SCHOOL	\$810.00	Ads for University High School Newspaper
O	075225	10/02/08	US MARKERBOARD	\$61.55	LETTERS FOR DIRECTORY BOARD
O	075226	10/02/08	VWR INTERNATIONAL, INC.	\$32.90	CHEMISTRY SUPPLIES
O	075227	10/02/08	WASTE MANAGEMENT OF ORANGE CO	\$36,387.08	TRASH REMOVAL
O	075228	10/02/08	W A X I E	\$1,773.49	BGS - INTERIOR TRASH CANS
O	075229	10/02/08	KATHY WEATHERWAX	\$420.00	WORKSHOP TRAINER
O	075230	10/02/08	WEST PAYMENT CENTER	\$134.69	Library book per Tom Weisrock request
O	075231	10/02/08	WESTERN EXTERMINATOR COMPANY	\$150.00	ANTS
O	075232	10/02/08	DOUGLAS WESTLAKE	\$495.00	Piano tuning & repair services
O	075233	10/02/08	WOODBIDGE HIGH SCHOOL	\$250.00	Ad for Woodbridge HS Basketball
O	075234	10/02/08	XEROX CORP.	\$344.83	Blanket PO for Xerox Specialty Supplies
O	075235	10/02/08	SAM'S CLUB	\$219.22	Classroom supplies & snacks for the CDC children.
O	075236	10/02/08	SMART & FINAL IRIS CO.	\$52.33	For food and supplies for the CDC.
O	075237	10/02/08	G/M BUSINESS INTERIORS	\$8,652.81	Office Furniture Quote 45511
O	075238	10/02/08	GANAHL LUMBER	\$55.34	Blanket orders for student supplies
O	075239	10/02/08	GANDER-PRINTCO	\$245.68	Memo Pads for VCHR-goldenrod per attached sample
O	075240	10/02/08	DOROTHY GARANT	\$17.67	reimburse D. Garant for yoga balls for KNES 28 cls
O	075241	10/02/08	GOLF VENTURES WEST	\$1,121.98	MOWER AND CART PARTS
O	075242	10/02/08	W. W. GRAINGER	\$405.72	BUILDING MAINTENANCE SUPPLIES
O	075243	10/02/08	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	075244	10/02/08	GREAT WESTERN SANITARY	\$383.59	TOWEL DISPENSERS
O	075245	10/02/08	GREEN THUMB INTERNATIONAL	\$9.67	To Purchase Misc. Plants and Material For Labs.
O	075246	10/02/08	H2O SPOT TEAM OUTFITTER	\$1,218.44	p WP 08
O	075247	10/02/08	CHRISTOPHER HACKER	\$200.00	594116 CHRIS HACKER/SCHLP FROM SSG
O	075248	10/02/08	KURT HAMERNIK	\$150.00	Contract Services
O	075249	10/02/08	HARDY DIAGNOSTICS	\$307.15	MICROBIOLOGY SUPPLIES
O	075250	10/02/08	BOB HICKS TURF EQUIPMENT CO.	\$76.37	BLADES FOR LAWN EDGER
O	075251	10/02/08	HOME DEPOT CREDIT SERVICES	\$219.73	MAINT/GROUNDS/CUST. SUPPLIES
O	075252	10/02/08	HORIZON	\$1,962.18	MAINTENANCE SUPPLIES
O	075253	10/02/08	INTERMOUNTAIN LOCK & SECURITY	\$27.16	BLANKET P.O. FOR MAINTENANCE SUPPLIES
O	075254	10/02/08	IRVINE PIPE & SUPPLY	\$24.44	BLANKET PURCHASE ORDER FOR PARTS AND SUPPLIES
O	075255	10/02/08	JOHNSTONE SUPPLY	\$77.14	OPEN PURCHASE ORDER FOR PARTS
O	075256	10/02/08	KOCH FILTER CORPORATION	\$28.45	HVAC SUPPLIES - AIR FILTERS
O	075257	10/02/08	LAGUNA HILLS NURSERY	\$39.39	To Purchase Misc. Plants and Materials For Labs.
O	075258	10/02/08	A. M. LEONARD, INC.	\$234.95	GROUNDS SUPPLIES
O	075259	10/02/08	LESLEY LOWE	\$96.96	REIMBURSEMENT - INSTRUCTOR SUPPLY
O	075260	10/02/08	LRP PUBLICATIONS, INC.	\$125.50	Yearly subscription to Ferpa Answer Book
O	075261	10/02/08	MAIN GRAPHICS	\$1,050.81	Program Flyers for Outreach
O	075262	10/02/08	MARK IV COMMUNICATIONS, INC.*	\$20,245.75	Tech Refresh
O	075263	10/02/08	MC KESSON MEDICAL SURGICAL	\$1,440.00	Flu shots
O	075264	10/02/08	MARGI MC NELLY	\$1,080.00	WORKSHOP PRESENTER
O	075265	10/02/08	MELISSA DATA CORPORATION	\$5,930.48	Software Renewal-Data Quality COM Object Suite
O	075266	10/02/08	MICRO CENTER	\$409.38	COMPUTER AND ELECTRONIC SUPPLIES
O	075267	10/02/08	SALLIE MILLER	\$390.00	WORKSHOP PRESENTER

WARRANT REGISTER LISTING

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O	075268	10/02/08	ELIZABETH SUSAN MOULTON	\$300.00	Contract Services
O	075269	10/02/08	ONESOURCE DISTRIBUTORS, INC.	\$277.07	ELECTRICAL SUPPLIES
O	075270	10/02/08	LIVING IT UP	\$2,500.00	piving It Up-Health Fair
O	075271	10/02/08	AMERICAN GEOTECHNICAL	\$8,341.00	GEOTECHNICAL FIELD OBSERVATION AND TESTING
O	075272	10/02/08	COUTS HEATING & COOLING, INC.	\$18,315.00	BID 279,PKG. T,HVAC, BUS & TECH INNOV CTR.
O	075273	10/02/08	TRACY DALY	\$51.73	REIMBURSEMENT FOR TRACY DALY
O	075274	10/02/08	ENVIRON	\$15,362.13	ATEP Project
O	075275	10/02/08	gkkworks	\$1,350.00	BGS CONSTR. MGMT.
O	075276	10/02/08	H2 ENVIRONMENTAL CONSULTING	\$606.00	HAZ MATERIALS TESTING FOR A300 ADJACENT SPACES
O	075277	10/02/08	INLAND ACOUSTICS, INC.	\$76,635.99	PKG.Q,MISC.BID 279,BUS.& TECH. INNOV. CTR.
O	075278	10/02/08	INTERMOUNTAIN LOCK & SECURITY	\$527.98	SAFES FOR PAC
O	075279	10/02/08	JOYCE INSPECTION & TESTING	\$29,439.00	INSPECTOR OF RECORD SERVICES
O	075280	10/02/08	LEWIS CONSULTING GROUP	\$5,000.00	ATEP Project
O	075281	10/02/08	NEUDESIC, LLC	\$155,027.50	Student Information System, Year 3
O	075282	10/02/08	R2A ARCHITECTURE	\$15,931.45	PROVIDE ARCHITECTURAL SERVICES SC VILLAGE
O	075283	10/02/08	RGP PLANNING & DEVELOPMENT	\$33,604.06	ATEP Project
O	075284	10/02/08	RJM DESIGN GROUP, INC.	\$1,583.16	ARCHITECT AGRMT
O	075285	10/02/08	RJT COMPUQUEST	\$6,240.00	QA Consulting Services
O	075286	10/02/08	RR SYSTEMS, INC.	\$1,900.00	PROVIDE RELOCATION SERVICES FOR LRC MOVE SC
O	075287	10/02/08	SONIC FOUNDRY	\$25,245.00	Tech. Equipment- Tech Refresh
O	075288	10/02/08	SORIANO ELECTRIC	\$1,811.25	ELECTRICAL PROJECTS
O	075289	10/02/08	TROXELL COMMUNICATIONS, INC.	\$1,663.66	BID 295 AV PROJECTIONS SYSTEM
O	075290	10/02/08	TSUCHIYAMA & KAINO	\$1,480.00	HS Bldg HVAC Heat Load Increase
O	075291	10/02/08	UNION BANK OF CALIFORNIA	\$2,035.00	BID 279,PKG. T,HVAC, BUS & TECH INNOV CTR.
O	075292	10/02/08	UNITED SITE SERVICES OF CA,	\$538.86	FENCE RENTAL
O	075293	10/03/08	ACADEMIC SENATE FOR	\$250.00	Conference for Britnee Holmes
O	075294	10/03/08	ACADEMIC SENATE FOR	\$100.00	STUDENT GENERAL ASSEMBLY CONFERENCE
O	075295	10/03/08	JOANN ALFORD	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075296	10/03/08	JUANITA BALTIERRA	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075297	10/03/08	PAMELA JAN BARR	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075298	10/03/08	BARBARA A. BENAVIDES	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075299	10/03/08	MARIA BESNARD	\$231.27	UC COUNSELOR CONFERENCE 2008: UC RIVERSIDE (CC)
O	075300	10/03/08	CA CMTY COLLEGE ASSESSMNT ASSN	\$40.00	Conference expenses for Denice Inciong
O	075301	10/03/08	COMMUNITY COLLEGE LEAGUE OF	\$175.00	Conference Registration for Craig Justice.
O	075302	10/03/08	SCOTT COWLEY	\$560.00	reimburse staff member conference attendance
O	075303	10/03/08	MARIANA DE SARACHO	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075304	10/03/08	TAM DO	\$60.00	Reimbursement for registration fees
O	075305	10/03/08	STEPHEN DUBAY	\$2,865.66	Reimbursement for VMWorld in Las Vegas
O	075306	10/03/08	JORGE GUERRERO	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075307	10/03/08	RUSSELL HAMILTON	\$501.67	Conference expenses
O	075308	10/03/08	IEEE/LEOS	\$640.00	CONFERENCE FOR LARRY DESHAZER
O	075309	10/03/08	PAULA JACOBS	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075310	10/03/08	JAYNE KLUNDER	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075311	10/03/08	STEVE LEE	\$133.13	Reimburse for Registration fees
O	075312	10/03/08	CAROL LERMAN	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075313	10/03/08	MARYANN MCCARTHY	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075314	10/03/08	TERENCE NELSON	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075315	10/03/08	SHARON NUSSEMBAUM	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075316	10/03/08	PAPA	\$70.00	PAPA SEMINAR
O	075317	10/03/08	RICHARD POTRATZ	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075318	10/03/08	JENNIFER RACHMAN	\$60.00	REIMBURSEMENT FOR UC CONFERENCE

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #074350 and 075361

S	Check #	Check Dt	Company Name	Check Amount	Description
O	075319	10/03/08	GARY RYBOLD	\$400.00	Conf. Reimb.Gary RyboldPSCFA 2008
O	075320	10/03/08	FAWN TANRIVERDI	\$60.00	Staff reimbursement for registration fees
O	075321	10/03/08	JAN VENTURA	\$60.00	REIMBURSEMENT FOR UC CONFERENCE
O	075322	10/03/08	THE WESTIN BONAVENTURE HOTEL	\$251.06	Conference for Britnee Holmes
O	075323	10/03/08	WELLS FARGO BANK #3465	\$531.95	WAXIE - WASTEBASKETS FOR BSTIC
O	075324	10/03/08	WELLS FARGO BANK #3465	\$1,200.00	Dept. of Social Services
O	075325	10/06/08	JEANNE BARNHILL	\$11.57	MILEAGE
O	075326	10/06/08	ANNE FITZGERALD	\$26.91	MILEAGE
O	075327	10/06/08	GALLS INC.	\$646.49	SAFETY VESTS
O	075328	10/06/08	GANDER-PRINTCO	\$584.01	Duplicate notetaker paper for DSPS students
O	075329	10/06/08	GAYLE'S EMBROIDERY	\$280.00	MEN'S BASKETBALL EMBROIDERY
O	075330	10/06/08	CONSTANCE HARRINGTON	\$32.21	MILEAGE
O	075331	10/06/08	HOME DEPOT CREDIT SERVICES	\$398.53	BLANKET PURCHASE ORDER FOR SUPPLIES
O	075332	10/06/08	LESLIE HUMPHREY	\$51.16	MILEAGE
O	075333	10/06/08	IRVINE HIGH SCHOOL CITADEL	\$170.00	Irvine High School Citadel (Yearbook) Ad
O	075334	10/06/08	JOHN WILEY & SONS INC.	\$101.32	BOOKS FOR ANTHROPOLOGY
O	075335	10/06/08	KENNY'S AUTO UPHOLSTERY	\$275.00	labor on seat modification repair upholstery rip
O	075336	10/06/08	LAB SAFETY SUPPLY INC.	\$1,609.35	POOL-SPILL CONTAINMENT PLATFORMS
O	075337	10/06/08	LASER SOURCE	\$156.24	Printer Cartridge
O	075338	10/06/08	MEN'S VOGUE	\$10.00	Dept. Resource
O	075339	10/06/08	MOBILE MODULAR MGMT. CORP.	\$18,450.00	Annual contract: Portable classroom
O	075340	10/06/08	RAMON MONTIEL	\$59.57	ATEP
O	075341	10/06/08	BETH MUELLER	\$15.37	MILEAGE
O	075342	10/06/08	NAPA AUTO PARTS	\$1,091.94	WASHER FLUID FOR ART DEPT
O	075343	10/06/08	NATIONAL COMMUNICATION ASSOC.	\$165.00	Membership renewal
O	075344	10/06/08	NEW TOUCH GRAPHICS LLC	\$1,855.10	Printing cost for Accred. Report
O	075345	10/06/08	MARGARET NIELSEN	\$107.33	MILEAGE
O	075346	10/06/08	ORANGE COUNTY REGISTER	\$142.40	ADVERTISING
O	075347	10/06/08	ORANGE COUNTY REGISTER	\$156.64	ADVERTISING
O	075348	10/06/08	ORANGE COUNTY REGISTER	\$1,438.24	AD FOR BID 296
O	075349	10/06/08	ORANGE COUNTY REGISTER	\$1,505.20	ADVERTISING
O	075350	10/06/08	ORANGE COUNTY REGISTER	\$271.59	Renewal of subscription for OC Register.
O	075351	10/06/08	ORANGE CO. TREASURER	\$309.04	Annual Mandatory Assessments
O	075352	10/06/08	OCB REPROGRAPHICS, INC.	\$375.99	CONTRACT SERVICES
O	075353	10/06/08	OCE-IMAGISTICS	\$456.00	Maint. Agreement-OCE Imagistics FAX
O	075354	10/06/08	OCEANSIDE PHOTO & TELESCOPE	\$272.99	ASTRO SUPPLIES
O	075355	10/06/08	ONESOURCE DISTRIBUTORS, INC.	\$786.47	BUS SHELTER - REPLACE FIXTURES
O	075356	10/06/08	ORKIN INC.	\$782.00	ANNUAL MAINTENANCE: Bug Control
O	075357	10/06/08	JOHN ROBINSON	\$69.16	MILEAGE
O	075358	10/06/08	DOROTHY SHERLING	\$73.53	MILEAGE
O	075359	10/06/08	MY TRUONG	\$31.81	MILEAGE
O	075360	10/06/08	KEENAN & ASSOCIATES	\$30,561.00	D&O w/ OPEB Liability
O	075361	10/06/08	CAMPUS CONCERTS	\$1,995.00	Contract Services

\$5,390,503.81

FUND SUMMARY

<u>Description</u>	<u>Amount</u>
01 - General Fund	\$3,073,818.92
12 - Child Development Fund	\$6,786.71
40 - Capital Outlay Fund	\$2,038,001.57
68 - Self-Insurance Fund	\$33,203.20
71 - Retiree Benefit Fund	\$238,693.41
	<u>\$5,390,503.81</u>

WARRANT REGISTER LISTING

Bank Account (SC-CMED) - Saddleback Community Ed
 Sort: Sorted by Warrant #
 Selection: Between #009363 and 009388

S	Check #	Check Dt	Company Name	Check Amount	Description
O	009363	9/09/08	SMART BUSINESS RESULTS, INC.	\$1,037.18	Com Ed Presenter
O	009364	9/12/08	LIANG JOE	\$95.00	SADDLEBACK COMMUNITY EDUCATION REFUND
O	009365	9/12/08	LORETTA DU BOIS TOURS	\$10,604.00	Com. Ed. Presenter
O	009366	9/12/08	KID'S GYM INC.	\$8.19	Purchase of non-instructional supplies
O	009367	9/12/08	MARSHALL REDDICK SEMINARS	\$204.50	Com. Ed. Presenter
O	009368	9/12/08	SADDLEBACK COLLEGE	\$5,000.00	College For Kids Parking Fees
O	009369	9/12/08	SIGNS PLUS MORE	\$145.47	Payment for Junior Gaucho Banners
O	009370	9/19/08	PARRY SHOEMAKER	\$28.00	SADDLEBACK COMM EDUCATION LIVE SCAN REIMBURSEMENT
O	009371	9/19/08	CSNP, INC.	\$90.00	Proctor Exam Fees
O	009372	9/19/08	HAILEY GROVE	\$140.00	Reimbursement of Lifeguard Training
O	009373	9/19/08	BROOKLIN HOLMES	\$140.00	Reimbursement of Lifeguard Training
O	009374	9/19/08	HANNAH LAWSON	\$107.00	Reimbursement of Lifeguard Training
O	009375	9/19/08	MARICA MACKEY	\$145.00	Reimbursement of Lifeguard Training
O	009376	9/19/08	REGINA ROCHA TOURS	\$2,448.00	Com. Ed. Tour Guide
O	009377	9/19/08	SADDLEBACK COLLEGE FOUNDATION	\$280.00	Sponsoring of SB Veteran's Memorial
O	009379	9/26/08	CSNP, INC.	\$960.00	Com.Ed. Presenter - Classroom
O	009380	9/26/08	EMED COMPANY, INC.	\$73.24	No Smoking Signs
O	009381	9/26/08	KID'S GYM INC.	\$5,167.74	Com. Ed. Presenter
O	009382	9/26/08	LORETTA DU BOIS TOURS	\$1,214.00	Com. Ed. Presenter
O	009383	9/26/08	FARLA BINDER	\$60.00	Com. Ed. Presenter
O	009384	9/26/08	EDUCATION TO GO	\$2,501.75	Com. Ed. Presenter - Online Classes
O	009385	10/03/08	COMPUTRAX, INC.	\$800.00	Com. Ed. Presenter
O	009386	10/03/08	FENG SHUI SOLUTIONS	\$289.50	Community Education Presenter
O	009387	10/03/08	INSIGHT SYSTEMS GROUP, INC.	\$336.16	Com. Ed. Presenter
O	009388	10/03/08	MARSHALL REDDICK SEMINARS	\$131.00	Com. Ed. Presenter
				<u>\$32,005.73</u>	

FUND SUMMARY

Description	Amount
09 - SC Community Education Fu	\$32,005.73
	\$32,005.73

WARRANT REGISTER LISTING

Bank Account (IVC-CMED) - IVC Community Ed
 Sort: Sorted by Warrant #
 Selection: Between #008482 and 008494

S	Check #	Check Dt	Company Name	Check Amount	Description
O	008482	9/12/08	KAYLAA FOX	\$90.00	Independent Contractor for IVC Comm. Ed. Classes
O	008483	9/12/08	GATLIN EDUCATION SERVICES	\$1,495.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008484	9/19/08	AUTHOR-IN-SCHOOLS	\$437.50	IVC Community Education presenter 2008-09
O	008485	9/19/08	EDUCATION TO GO	\$675.00	CONTRACT INSTRUCTOR PAYMENT FOR COMMUNITY ED.
O	008486	9/19/08	SOUTH ORANGE COUNTY COMMUNITY	\$12,316.78	Salaries & benefits for April 1-June 30, 2006
O	008487	9/19/08	SOUTH ORANGE COUNTY COMMUNITY	\$14,368.12	SALARIES & BENEFITS FOR JANUARY - MARCH, 2006
O	008488	9/26/08	ABBAS MAHMOOD	\$6.00	IVC COMMUNITY EDUCATION REFUND
O	008489	9/26/08	MOVIES BY KIDS, ORANGE COUNTY	\$8,417.50	Contract Instructor Payment for IVC Comm. Ed
O	008490	9/26/08	OFFICEMAX CONTRACT INC.	\$184.77	Office Max Supply Orders 2008/2009
O	008491	9/26/08	THE PM GROUP, INC.	\$14,770.37	Community education Brochure for 2008-09
O	008492	10/03/08	A.G. WEALTH MANAGEMENT	\$812.00	Contract Instructor Payment for Comm. Ed 2006-07
O	008493	10/03/08	GATLIN EDUCATION SERVICES	\$4,785.00	ONLINE INSTRUCTIONAL SERVICES - COMMUNITY EDUCATIO
O	008494	10/03/08	HIGHER APPLICATIONS	\$260.00	Independent Contractor for IVC Comm. Ed. Classes
				<u>\$58,618.04</u>	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$58,618.04
	<u>\$58,618.04</u>

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Budget Amendment: Adopt Resolution No. 08-33 to Amend 2008-2009 Restricted General Fund
ACTION: Approval

BACKGROUND

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

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the 2008/2009 Adopted Budget.

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

VTEA (Perkins) Title I-C at Saddleback College	\$119,187
VTEA (Perkins) Title I-C at Irvine Valley College	\$7,778
Teacher Preparation Pipeline Grant at Irvine valley College	<u>\$225,000</u>
Total Increase to the General Fund	<u>\$351,965</u>
Total Budget Amendment	<u>\$351,965</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 08-33 to amend the 2008/2009 adopted budget as indicated in Exhibits A & B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 08-33

October 27, 2008

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$351,965.00 is assured to said District in excess of the amounts required to finance the total proposed budget expenditures and transfers for the current fiscal year from sources listed in Title 5 of the California Code of Regulations, Section 58199.5 as follows:

<u>Fund</u>	<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
01	8170	State Revenue	\$126,965
01	8690	Local Revenue	\$225,000
			<hr/>
			\$351,965

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

<u>Fund</u>	<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
01	1000	Academic Salaries	\$117,120
01	2000	Classified Salaries	\$107,972
01	3000	Fringe Benefits	\$31,814
01	4000	Books and Supplies	\$7,900
01	5000	Other Operating Expenses & Services	\$97,159
01	6000	Other Operating Expenses & Services	-\$10,000
			<hr/>
			\$351,965

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 08-33

October 27, 2008

BUDGET AMENDMENT EXPENDITURE DETAIL

VTEA (Perkins) Title I-C at Saddleback College

INCOME

01- 8170-	1-006-1-038-000-6011	VTEA (Perkins) Title I-C at Saddleback	<u>119,187</u>
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EXPENDITURE

01- 1413-	1-006-1-051-074-6310	Temporary Non-Clsrm Faculty PT	12,000
01- 2453-	1-006-1-052-026-0302	Instructional Classified, Hourly Assign	6,000
01- 2453-	1-006-1-052-044-0959	Instructional Classified, Hourly Assign	10,000
01- 2453-	1-006-1-058-036-1305	Instructional Classified, Hourly Assign	5,000
01- 2483-	1-006-1-052-017-1303	Temp Short-Term Staff (Instr), Hourly	16,000
01- 2483-	1-006-1-061-075-6420	Temp Short-Term Staff (Instr), Hourly	4,687
01- 3120-	1-006-1-058-036-1305	STRS- Non Instructional Staff	3,000
01- 5270-	1-006-1-052-000-6011	Conferences/Travel	10,000
01- 5270-	1-006-1-061-075-6420	Conferences/Travel	4,000
01- 5271-	1-006-1-050-009-0506	Dist Supported Community Event	5,000
01- 5271-	1-006-1-058-036-1305	Dist Supported Community Event	3,000
01- 5811-	1-006-1-050-009-0506	Contract Services	10,000
01- 5811-	1-006-1-052-011-0604	Contract Services	24,500
01- 5811-	1-006-1-061-075-6420	Contract Services	<u>6,000</u>
			<u>119,187</u>

VTEA (Perkins) Title I-C at Irvine Valley College

INCOME

01- 8170-	1-006-4-080-093-6011	VTEA (Perkins) Title I-C at Irvine Valley	100,778
01- 8170-	1-006-4-080-000-6011	VTEA (Perkins) Title I-C at Irvine Valley	<u>(93,000)</u>
			<u>7,778</u>

EXPENDITURE

01- 1413-	1-006-4-080-093-6310	Temporary Non-Clsrm Faculty PT	8,000
01- 1413-	1-006-4-080-000-6011	Temporary Non-Clsrm Faculty PT	(18,000)
01- 1415-	1-006-4-080-093-0303	Temp Non-Clsrm Fac, Stipend & Proj	2,250

01-	1415-	1-006-4-080-093-0502	Temp Non-Clsrm Fac, Stipend & Proj	1,500
01-	1415-	1-006-4-080-093-0504	Temp Non-Clsrm Fac, Stipend & Proj	2,060
01-	1415-	1-006-4-080-093-0708	Temp Non-Clsrm Fac, Stipend & Proj	4,500
01-	1415-	1-006-4-080-093-0835	Temp Non-Clsrm Fac, Stipend & Proj	2,725
01-	1415-	1-006-4-080-093-0956	Temp Non-Clsrm Fac, Stipend & Proj	2,700
01-	1415-	1-006-4-080-093-1006	Temp Non-Clsrm Fac, Stipend & Proj	4,500
01-	1415-	1-006-4-080-093-1008	Temp Non-Clsrm Fac, Stipend & Proj	2,700
01-	1415-	1-006-4-080-093-1099	Temp Non-Clsrm Fac, Stipend & Proj	4,500
01-	1415-	1-006-4-080-093-1222	Temp Non-Clsrm Fac, Stipend & Proj	4,500
01-	1415-	1-006-4-080-093-1402	Temp Non-Clsrm Fac, Stipend & Proj	4,500
01-	1415-	1-006-4-080-093-6310	Temp Non-Clsrm Fac, Stipend & Proj	10,000
01-	1415-	1-006-4-080-000-6011	Temp Non-Clsrm Fac, Stipend & Proj	(18,557)
01-	2483-	1-006-4-080-093-1030	Temp Short-Term Staff (Instr), Hourly	11,000
01-	2383-	1-006-4-080-000-6011	Temp STerm Staff (Non-Instr), Hourly	(11,000)
01-	2483-	1-006-4-080-093-6110	Temp Short-Term Staff (Instr), Hourly	10,500
01-	2483-	1-006-4-080-000-6011	Temp Short-Term Staff (Instr), Hourly	(10,500)
01-	3430-	1-006-4-080-093-6011	H&W- Academic Non Clsrm Staff ...	(8,005)
01-	5999-	1-006-4-080-093-6021	Allocated but not distributed	8,005
01-	4300-	1-006-4-080-093-0502	Instr Supp & Mat (less than \$200 ...)	1,500
01-	4300-	1-006-4-080-000-6011	Instr Supp & Mat (less than \$200 ...)	(1,600)
01-	4580-	1-006-4-080-093-6011	In-house Duplicatng, Printing & Graphics	300
01-	4580-	1-006-4-080-000-6011	In-house Duplicatng, Printing & Graphics	(300)
01-	4600-	1-006-4-080-093-6011	Non-Instr Supp & Mat (less \$200 ...)	500
01-	4600-	1-006-4-080-000-6011	Non-Instr Supp & Mat (less \$200 ...)	(500)
01-	5269-	1-006-4-080-093-6011	Mileage Expense	300
01-	5269-	1-006-4-080-000-6011	Mileage Expense	(300)
01-	5270-	1-006-4-080-093-6011	Conferences/Travel	4,000
01-	5270-	1-006-4-080-000-6011	Conferences/Travel	(4,000)
01-	5271-	1-006-4-080-093-6011	Dist Supported Community Event	2,000
01-	5271-	1-006-4-080-000-6011	Dist Supported Community Event	(2,000)
01-	5650-	1-006-4-080-093-0835	Equipment Repair	3,000
01-	5650-	1-006-4-080-000-6011	Equipment Repair	(3,000)
01-	5840-	1-006-4-080-093-6011	Postage	200
01-	5840-	1-006-4-080-000-6011	Postage	(200)
01-	5891-	1-006-4-080-093-6720	Indirect Charges	5,038
01-	5891-	1-006-4-080-000-6011	Indirect Charges	(5,038)
01-	6411-	1-006-4-080-000-6011	New Equipment - Technology	<u>(10,000)</u>
				<u>7,778</u>

Teacher Preparation Pipeline Grant at Irvine Valley College

INCOME

01- 8690-	1-203-4-080-093-6310	Tchr Prep Pipeline Grant at Irvine Valley	<u>225,000</u>
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EXPENDITURE

01- 1313-	1-203-4-080-093-6310	Temp Clsrm Faculty PT Assignments	31,442
01- 1414-	1-203-4-080-093-6310	Temp Non-Clsrcm Fac, Summer	11,000
01- 1415-	1-203-4-080-093-6310	Temp Non-Clsrcm Fac, Stipend & Proj	44,800
01- 2141-	1-203-4-080-093-6310	Reg Cler/Secr Staff (Non-Instr) Contract	39,385
01- 2342-	1-203-4-080-093-6310	Non-Instr Calssified, Overtime	6,000
01- 2346-	1-203-4-080-093-6310	Non-Instr Calssified, Substitute	5,700
01- 2383-	1-203-4-080-093-6310	Temp STerm Staff (Non-Instr), Hourly	15,200
01- 3110-	1-203-4-080-093-6310	STRS- Instructional Staff	7,197
01- 3120-	1-203-4-080-093-6310	STRS- Non Instructional Staff	5,469
01- 3210-	1-203-4-080-093-6310	PERS- Instructional Staff	3,100
01- 3220-	1-203-4-080-093-6310	PERS- Non Instructional Staff	6,130
01- 3310-	1-203-4-080-093-6310	OASDI- Instructional Staff	5,409
01- 3320-	1-203-4-080-093-6310	OASDI- Non Instructional Staff	4,110
01- 3350-	1-203-4-080-093-6310	MEDICARE- Instructional Staff	1,265
01- 3360-	1-203-4-080-093-6310	MEDICARE- Non Instructional Staff	961
01- 3510-	1-203-4-080-093-6310	UNEMP INS- Instructional Staff	262
01- 3520-	1-203-4-080-093-6310	UNEMP INS- Non Instructional Staff	199
01- 3610-	1-203-4-080-093-6310	WORK COMP- Instructional Staff	1,544
01- 3620-	1-203-4-080-093-6310	WORK COMP- Non Instructional Staff	1,173
01- 4300-	1-203-4-080-093-6310	Instr Supp & Mat (less than \$200 ...)	2,500
01- 4580-	1-203-4-080-093-6310	In-house Duplicating, Printing & Graphics	3,500
01- 4600-	1-203-4-080-093-6310	Non-Instr Supp & Mat (less than \$200 ...)	2,000
01- 5269-	1-203-4-080-093-6310	Mileage Expense	500
01- 5270-	1-203-4-080-093-6310	Conferences/Travel	6,500
01- 5271-	1-203-4-080-093-6310	Dist Supported Community Event	2,800
01- 5810-	1-203-4-080-093-6310	Contracted Printing- Off Campus	3,700
01- 5811-	1-203-4-080-093-6310	Contract Services	3,000
01- 5830-	1-203-4-080-093-6310	Advertising	1,000
01- 5840-	1-203-4-080-093-6310	Postage	500
01- 5891-	1-203-4-080-093-6310	Indirect Charges	8,654
			<u>225,000</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 08-33

October 27, 2008

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Dr. Raghu P. Mathur, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on October 27, 2008.

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

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

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

South Orange County Community College District

Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BT09-00073	01-6411-1-006-1-052-004-0201	NEW EQUIP TECHNOLOGY: Architecture	\$84,931.00	
	01-2453-1-006-1-052-044-0959	INSTR CL HOURLY: Marine Science Technology		\$14,580.00
	01-3120-1-006-1-052-044-0959	STRS NON-INSTR STAFF: Marine Science Technology		\$2,771.00
	01-4300-1-006-1-052-044-0959	INSTR SUPPLIES & MATERIALS: Marine Science Technology		\$4,000.00
	01-5270-1-006-1-052-007-0948	CONFERENCE: Automotive Technology		\$3,000.00
	01-5271-1-006-1-050-009-0506	COMM RELATIONS: Business Management		\$6,500.00
	01-5811-1-006-1-050-009-0506	CONTRACT SERVICES: Business Management		\$12,000.00
	01-5811-1-006-1-054-033-1208	CONTRACT SERVICES: Medical Assisting		\$7,080.00
	01-6411-1-006-1-052-011-0604	NEW EQUIP TECHNOLOGY		\$35,000.00
				<u>\$84,931.00</u>
BT09-00086	01-5811-1-607-7-015-000-6780	CONTRACT SERVICES: Management Information Systems	\$3,397.00	
	01-6411-1-607-7-015-000-6780	NEW EQUIP TECHNOLOGY: Management Information Systems	\$12,528.00	
	01-5651-1-607-7-015-000-6780	MAINT AGREEMNT: Management Information Systems		\$12,959.00
	01-6412-1-607-7-015-000-6780	SOFTWARE (Over \$200): Management Information Systems		\$2,966.00
			<u>\$15,925.00</u>	<u>\$15,925.00</u>
BT09-00096	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	\$230,000.00	
	01-5811-0-000-4-025-068-6599	CONTRACT SERVICES: Physical Plant: Other Operation & Maint	\$184,700.00	
	01-5999-0-000-4-022-000-6620	BALANCING ACCOUNT: Executive College Admin(Pres & Vice Pres		\$414,700.00
			<u>\$414,700.00</u>	<u>\$414,700.00</u>
BT09-00099	01-5811-0-000-8-016-079-6550	CONTRACT SERVICES: Physical Plant: Grounds Maint. & Repairs	\$6,500.00	
	01-2342-0-000-8-016-079-6550	NON-INSTR CLASS, OT: Physical Plant: Grounds Maint. & Repair		\$6,500.00
			<u>\$6,500.00</u>	<u>\$6,500.00</u>
BT09-00101	01-2151-2-100-1-050-000-4900	RG TECH SAL: Interdisciplinary Studies	\$84,929.00	
	01-3220-2-100-1-050-000-4900	PERS NON-INSTR STAFF: Interdisciplinary Studies	\$12,000.00	
	01-5270-2-100-1-050-000-4900	CONFERENCE: Interdisciplinary Studies	\$1,000.00	
	01-5271-2-100-1-050-000-4900	COMM RELATIONS: Interdisciplinary Studies	\$5,000.00	
	01-4600-2-100-1-050-000-4900	NON-INSTR SUPPLIES & MATERIALS: Interdisciplinary Studies		\$5,000.00
	01-5811-2-100-1-050-000-4900	CONTRACT SERVICES: Interdisciplinary Studies		\$34,000.00
	01-6410-2-100-1-050-000-4900	NEW EQUIPMENT: Interdisciplinary Studies		\$45,000.00
	01-6411-2-100-1-050-000-4900	NEW EQUIP TECHNOLOGY: Interdisciplinary Studies		\$1,000.00
	01-6412-2-100-1-050-000-4900	SOFTWARE: Interdisciplinary Studies		\$17,929.00
			<u>\$102,929.00</u>	<u>\$102,929.00</u>
BT09-00111	01-6410-0-000-4-025-000-6599	NEW EQUIPMENT: Physical Plant: Other Operation & Maint	\$108,803.00	
	01-6120-2-045-4-025-000-6599	SITE (CNTRCT SRV): Physical Plant: Other Operation & Maint	\$8,140.00	
	01-5651-2-045-4-025-000-6599	MAINT AGREEMNT: Physical Plant: Other Operation & Maint		\$8,140.00
	01-6120-0-000-4-025-068-6599	SITE (CNTRCT SRV): Physical Plant: Other Operation & Maint		\$108,803.00
			<u>\$116,943.00</u>	<u>\$116,943.00</u>
BT09-00113	01-4300-2-074-4-025-000-4900	INSTR SUPPLIES & MATERIALS: Interdisciplinary Studies	\$26,200.00	
	01-6300-0-000-4-037-087-6120	LIBRARY BOOKS: Library Services	\$12,000.00	
	01-6410-1-225-4-025-000-4900	NEW EQUIPMENT: Interdisciplinary Studies	\$8,800.00	
	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services		\$12,000.00
	01-6300-1-225-4-037-087-6120	LIBRARY BOOKS: Library Services		\$8,800.00
	01-6300-2-074-4-037-087-6120	LIBRARY BOOKS: Library Services		\$26,200.00
			<u>\$47,000.00</u>	<u>\$47,000.00</u>

Journal Number	Account	Description	From	To	
BT09-00115	01-4600-0-000-1-051-066-6470	NON-INSTR SUPPLIES & MATERIALS: Student Job Placement Svcs	\$574.00		
	01-5811-0-000-1-051-066-6470	CONTRACT SERVICES: Job Placement Services	\$1,000.00		
	01-5814-0-000-1-051-065-6499	CONTR SVCS(FEE): Other Student Services	\$7,996.00		
	01-4200-0-000-1-051-066-6470	BOOKS/MAGAZINE & PERIODICALS: Student Job Placement Svcs		\$300.00	
	01-4535-0-000-1-051-065-6499	SUBSCRIPTION: Other Student Services		\$500.00	
	01-4580-0-000-1-051-065-6499	DUPL CHBACKS: Other Student Services		\$500.00	
	01-4580-0-000-1-051-066-6470	DUPL CHBACKS: Job Placement Services		\$300.00	
	01-5270-0-000-1-051-065-6499	CONFERENCE: Other Student Services		\$180.00	
	01-5651-0-000-1-051-065-6499	MAINT AGREEMNT: Other Student Services		\$1,000.00	
	01-5810-0-000-1-051-065-6499	CONTRACT PRINTING: Other Student Services		\$500.00	
	01-5812-0-000-1-051-066-6470	CONTRACT SVS SOFTWARE LICENSING, MAINT: Student Job Placeme		\$1,090.00	
	01-5840-0-000-1-051-065-6499	POSTAGE: Other Student Services		\$500.00	
	01-5840-0-000-1-051-066-6470	POSTAGE: Job Placement Services		\$300.00	
	01-6410-0-000-1-051-065-6499	NEW EQUIPMENT: Other Student Services		\$3,226.00	
	01-6410-0-000-1-051-066-6470	NEW EQUIPMENT: Student Job Placement Svcs		\$674.00	
	01-6411-0-000-1-051-065-6499	NEW EQUIP TECHNOLOGY: Other Student Services		\$500.00	
				<u>\$9,570.00</u>	<u>\$9,570.00</u>

Journal Number	Account	Description	From	To	
BT09-00116	01-2383-1-006-1-052-004-0201	HR SHORTERM SAL: Architecture & Architectural Technology	\$9,800.00		
	01-2453-1-006-1-051-075-4930	INSTR CL HOURLY: General Studies(App Psy,Pre-coll Math &	\$7,525.00		
	01-4300-1-006-1-050-000-6011	Instructional Supply: Instructional Deans	\$1,630.00		
	01-4300-1-006-1-052-004-0201	INSTR SUPPLIES & MATERIALS: Architecture & Architectural Tec	\$2,908.00		
	01-5840-1-006-1-052-004-0201	POSTAGE: Architecture & Architectural Technology	\$649.00		
	01-1413-1-006-1-051-074-6310	HR NCLSRM FAC PT: Counseling & Guidance		\$7,000.00	
	01-3120-1-006-1-051-074-6310	STRS NON-INSTR STAFF: Counseling & Guidance		\$3,000.00	
	01-4600-1-006-1-052-000-6011	NON-INSTR SUPPLIES & MATERIALS: Instructional Dean		\$1,671.00	
	01-5270-1-006-1-052-000-6011	CONFERENCE: Instructional Dean		\$1,259.00	
	01-5270-1-006-1-052-007-0948	CONFERENCE: Automotive Technology		\$3,000.00	
	01-5271-1-006-1-050-009-0506	COMM RELATIONS: Business Management		\$1,500.00	
	01-5271-1-006-1-052-026-0302	COMM RELATIONS: Environmental Studies		\$1,508.00	
	01-5811-1-006-1-050-009-0506	CONTRACT SERVICES: Business Management		\$2,000.00	
	01-5812-1-006-1-051-065-6499	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Other Student Svs.		\$1,500.00	
	01-5840-1-006-1-050-000-6011	POSTAGE: Instructional Dean		\$74.00	
				<u>\$22,512.00</u>	<u>\$22,512.00</u>

Journal Number	Account	Description	From	To
BT09-00117	01-6411-1-006-1-052-004-0201	NEW EQUIP TECHNOLOGY: Architecture	\$12,059.00	
	01-2483-1-006-1-051-075-6420	HR INSTR STRM SAL: DSPS		\$3,313.00
	01-3120-1-006-1-051-075-6420	STRS NON-INSTR STAFF: DSPS		\$2,000.00
	01-4600-1-006-1-052-017-1306	NON-INSTR SUPPLIES & MATERIALS: Nutrition & Food		\$2,000.00
	01-5270-1-006-1-051-075-6420	CONFERENCE: DSPS		\$700.00
	01-5811-1-006-1-051-075-6420	CONTRACT SERVICES: DSPS		\$4,000.00
	01-5840-1-006-1-050-000-6011	POSTAGE: Instructional Dean		\$46.00
				<u>\$12,059.00</u>

Journal Number	Account	Description	From	To
BT09-00127	40-5812-2-671-4-041-061-6780	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Management Info	\$75,000.00	
	40-6412-2-671-4-041-061-6780	SOFTWARE: Management Information Systems	\$150,000.00	
	40-6411-2-671-4-041-061-6780	NEW EQUIP TECHNOLOGY: Management Information Systems		\$225,000.00
			<u>\$225,000.00</u>	<u>\$225,000.00</u>

Journal Number	Account	Description	From	To
BT09-00132	01-5811-0-000-1-021-080-6510	CONTRACT SERVICES: Physical Plant: Building Maint & Repairs		\$50,000.00
	01-6410-0-000-1-021-078-6530	NEW EQUIPMENT: Physical Plant:custodial		\$24,500.00
	01-5592-0-000-1-025-000-6570	NATURAL GAS: Physical Plant: Utilities	\$50,000.00	
	01-6410-0-000-1-025-000-4900	NEW EQUIPMENT: Interdisciplinary Studies	\$24,500.00	
			<u>\$74,500.00</u>	<u>\$74,500.00</u>

Journal Number	Account	Description	From	To
BT09-00140	01-1413-0-000-8-022-000-6310	HR NCLSRM FAC PT: Counseling & Guidance	\$5,517.00	
	01-2161-0-000-8-016-000-6771	RG SVMANT SAL: Safety & Security	\$35,000.00	
	01-4300-0-000-8-022-000-4900	INSTR SUPPLIES & MATERIALS: Interdisciplinary Studies	\$774.00	
	01-5811-0-000-8-016-000-6625	CONTRACT SERVICES: ATEP	\$938.00	
	01-5811-0-000-8-016-079-6550	CONTRACT SERVICES: Physical Plant: Grounds Maint. & Repairs	\$6,344.00	
	01-1414-0-000-8-022-000-6011	HR NCLSRM FAC SUM: Instructional Dean		\$5,517.00
	01-4610-0-000-8-016-079-6550	GASOLINE/FUEL: Physical Plant: Grounds Maint. & Repairs		\$100.00
	01-5620-0-000-8-016-079-6550	RENTS & LEASES: Physical Plant: Grounds Maint. & Repairs		\$6,244.00
	01-5810-0-000-8-016-000-6625	CONTRACT PRINTING: ATEP		\$938.00
	01-5811-0-000-8-016-000-6771	CONTRACT SERVICES: Safety & Security		\$35,000.00
	01-6410-0-000-8-022-000-4900	NEW EQUIPMENT: Interdisciplinary Studies		\$774.00
			<u>\$48,573.00</u>	<u>\$48,573.00</u>

Journal Number	Account	Description	From	To	
BT09-00147	01-4300-1-006-1-054-033-1250	INSTR SUPPLIES & MATERIALS: Emergency Medical Technology	\$4,219.00		
	01-5271-1-006-1-052-044-0959	COMM RELATIONS: Marine Science Technology	\$3,500.00		
	01-6411-1-006-1-052-004-0201	NEW EQUIP TECHNOLOGY: Architecture	\$67,004.00		
	01-1312-1-006-1-058-036-1305	HR CLSSRM FAC OL: Human Development		\$6,400.00	
	01-1313-1-006-1-058-036-1305	HR CLSSRM FAC PT: Human Development		\$1,600.00	
	01-2453-1-006-1-052-026-0302	INSTR CL HOURLY: Environmental Studies		\$4,000.00	
	01-2453-1-006-1-052-044-0959	INSTR CL HOURLY: Marine Science Technology		\$4,580.00	
	01-2453-1-006-1-058-036-1305	INSTR CL HOURLY: Human Development		\$14,900.00	
	01-2483-1-006-1-052-017-1303	HR INSTR STRM SAL: Fashion		\$4,274.00	
	01-3120-1-006-1-052-017-1303	STRS NON-INSTR STAFF: Fashion		\$2,838.00	
	01-3120-1-006-1-052-026-0302	STRS NON-INSTR STAFF: Environmental Studies		\$1,200.00	
	01-3120-1-006-1-052-044-0959	STRS NON-INSTR STAFF: Marine Science Technology		\$2,771.00	
	01-3120-1-006-1-058-036-1305	STRS NON-INSTR STAFF: Human Development		\$600.00	
	01-4300-1-006-1-052-044-0959	INSTR SUPPLIES & MATERIALS: Marine Science Technology		\$4,000.00	
	01-4300-1-006-1-054-033-1230	INSTR SUPPLIES & MATERIALS: Nursing		\$5,632.00	
	01-5271-1-006-1-058-036-1305	COMM RELATIONS: Human Development		\$1,319.00	
	01-5811-1-006-1-052-011-0604	CONTRACT SERVICES		\$3,500.00	
	01-5811-1-006-1-054-033-1208	CONTRACT SERVICES: Medical Assisting		\$7,080.00	
	01-5811-1-006-1-058-036-1305	CONTRACT SERVICES: Human Development		\$2,500.00	
	01-6411-1-006-1-052-011-0604	NEW EQUIP TECHNOLOGY		\$7,529.00	
				<u>\$74,723.00</u>	<u>\$74,723.00</u>
BT09-00149	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	\$7,000.00		
	01-4600-0-000-4-022-000-6620	NON-INSTR SUPPLIES & MATERIALS: Executive College Admin(Pres		\$750.00	
	01-5810-0-000-4-022-000-6620	CONTRACT PRINTING: Executive College Admin(Pres & Vice Pres		\$5,500.00	
	01-5811-0-000-4-022-000-6620	CONTRACT SERVICES: Executive College Admin(Pres & Vice Pres		\$750.00	
				<u>\$7,000.00</u>	<u>\$7,000.00</u>
BT09-00151	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	\$28,000.00		
	01-2383-0-026-4-035-000-6460	HR SHORTERM SAL: Student Financial Aid Admin		\$28,000.00	
			<u>\$28,000.00</u>	<u>\$28,000.00</u>	
BT09-00153	01-1412-0-000-4-073-074-6310	HR NCLSRM FAC OL: Counseling	\$194,000.00		
	01-2141-0-000-4-025-000-6773	RG CLERIC SAL: Purchasing & Distribution	\$124,000.00		
	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	\$44,000.00		
	01-1413-0-000-4-073-074-6310	HR NCLSRM FAC PT: Counseling		\$318,000.00	
	01-1414-0-000-4-073-074-6310	HR NCLSRM FAC SUM: Counseling		\$44,000.00	
			<u>\$362,000.00</u>	<u>\$362,000.00</u>	
BT09-00156	01-5811-0-000-4-025-068-6599	CONTRACT SERVICES: Physical Plant: Other Operation & Maint	\$23,400.00		
	01-1413-0-000-4-073-074-6310	HR NCLSRM FAC PT: Counseling		\$23,400.00	
			<u>\$23,400.00</u>	<u>\$23,400.00</u>	
BT09-00160	01-5811-0-000-8-016-000-6625	CONTRACT SERVICES: ATEP	\$6,000.00		
	01-4600-0-000-8-016-080-6510	NON-INSTR SUPPLIES & MATERIALS: Physical Plant: Building Mai		\$6,000.00	
			<u>\$6,000.00</u>	<u>\$6,000.00</u>	
BT09-00174	01-1413-2-021-1-026-000-6460	HR NCLSRM FAC PT: Student Financial Aid Admin	\$497.00		
	01-2383-2-021-1-026-000-6460	HR SHORTERM SAL: Student Financial Aid Admin	\$4,520.00		
	01-1414-2-021-1-026-000-6460	HR NCLSRM FAC SUM: Student Financial Aid Admin		\$5,017.00	
				<u>\$5,017.00</u>	<u>\$5,017.00</u>
BT09-00182	01-4600-0-000-4-025-062-6772	NON-INSTR SUPPLIES & MATERIALS: Transportation Services	\$9,598.00		
	01-2383-0-004-4-026-083-6460	HR SHORTERM SAL: Student Financial Aid Admin		\$9,598.00	
			<u>\$9,598.00</u>	<u>\$9,598.00</u>	
BT09-00192	01-5811-2-050-1-034-089-6950	CONTRACT SERVICES: Parking	\$30,000.00		
	01-2342-2-050-1-034-089-6950	NON-INSTR CLASS, OT: Parking		\$30,000.00	
			<u>\$30,000.00</u>	<u>\$30,000.00</u>	
BT09-00184	01-4300-1-006-1-054-033-1230	INSTR SUPPLIES & MATERIALS: Nursing	\$8,000.00		
	01-1415-1-006-1-054-033-1230	HR NCLSRM FAC STI: Nursing		\$7,184.00	
	01-3120-1-006-1-054-033-1230	STRS NON-INSTR STAFF: Nursing		\$434.00	
	01-3360-1-006-1-054-033-1230	MEDIC NINST EMPLY: Nursing		\$58.00	
	01-3520-1-006-1-054-033-1230	UNEMP NINST STAFF: Nursing		\$12.00	
	01-3620-1-006-1-054-033-1230	WCOMP NON-INSTRUCTIONAL: Nursing		\$71.00	
	01-6410-1-006-1-054-033-1230	NEW EQUIPMENT: Nursing		\$241.00	
	01-5811-1-006-1-054-033-1230	CONTRACT SERVICES: Nursing	\$4,000.00		
	01-5270-1-006-1-054-033-1230	CONFERENCE: Nursing		\$4,000.00	
				<u>\$4,000.00</u>	<u>\$4,000.00</u>
				<u>\$12,000.00</u>	<u>\$12,000.00</u>

Journal Number	Account	Description	From	To			
BT09-00202	01-2131-2-100-1-050-000-4900 01-5830-2-100-1-050-000-4900 01-6412-2-100-1-050-000-4900	INSTR SUPPLIES & MATERIALS: Emergency Medical Technology COMM RELATIONS: Marine Science Technology NEW EQUIP TECHNOLOGY: Architecture	\$14,400.00				
				\$2,400.00			
				\$12,000.00			
			<u>\$14,400.00</u>	<u>\$14,400.00</u>			
BT09-00206	01-2141-2-021-1-026-083-6460 01-2383-2-021-1-026-000-6460 01-2141-2-021-1-026-000-6460 01-3220-2-021-1-026-083-6460 01-3320-2-021-1-026-083-6460 01-3360-2-021-1-026-083-6460 01-3420-2-021-1-026-083-6460 01-3520-2-021-1-026-083-6460 01-3620-2-021-1-026-083-6460	RG CLERIC SAL: Student Financial Aid Admin HR SHORTERM SAL: Student Financial Aid Admin RG CLERIC SAL: Student Financial Aid Admin PERS NON-INSTR STAFF: Student Financial Aid Admin OASDI NINST CLSSF: Student Financial Aid Admin MEDIC NINST EMPLY: Student Financial Aid Admin BENS NINST CLSSF: Student Financial Aid Admin UNEMP NINST STAFF: Student Financial Aid Admin WCOMP NON-INSTRUCTIONAL: Student Financial Aid Admin	\$3,054.00				
			\$4,383.00				
				\$4,383.00			
				\$218.00			
				\$143.00			
				\$33.00			
				\$2,613.00			
				\$7.00			
				\$40.00			
				<u>\$7,437.00</u>	<u>\$7,437.00</u>		
			BT09-00207	01-2453-1-024-1-051-101-4930 01-3310-1-024-1-051-101-4930 01-3350-1-024-1-051-101-4930 01-3510-1-024-1-051-101-4930 01-3610-1-024-1-051-101-4930	INSTR CL HOURLY: General Studies(App Psy,Pre-coll Math & OASDI INSTR CLSSF: General Studies(App Psy,Pre-coll Math & MEDIC INSTR EMPLY: General Studies(App Psy,Pre-coll Math & UNEMP INSTR STAFF: General Studies(App Psy,Pre-coll Math & WCOMP INSTRUCTIONAL: General Studies(App Psy,Pre-coll Math &	\$6,367.00	
	\$4,061.00						
	\$950.00						
	\$197.00						
	\$1,159.00						
	<u>\$6,367.00</u>	<u>\$6,367.00</u>					
BT09-00212	01-2141-1-021-4-026-083-6460 01-5830-2-021-4-026-083-6460 01-2383-1-021-4-026-083-6460 01-2383-2-021-4-026-083-6460	RG CLERIC SAL: Student Financial Aid Admin ADVERTISING: Student Financial Aid Admin HR SHORTERM SAL: Student Financial Aid Admin HR SHORTERM SAL: Student Financial Aid Admin	\$4,290.00				
			\$9,408.00				
				\$4,290.00			
				\$9,408.00			
				<u>\$13,698.00</u>	<u>\$13,698.00</u>		
BT09-00216	01-5999-0-000-4-022-000-6620 01-4600-0-000-4-070-069-1001 01-5620-0-000-4-070-069-1001 01-5810-0-000-4-070-069-1001 01-5811-0-000-4-070-069-1001 01-5812-0-000-4-070-069-1001 01-5840-0-000-4-070-069-1001	BALANCING ACCOUNT: Executive College Admin(Pres & Vice Pres NON-INSTR SUPPLIES & MATERIALS: Fine Arts, General RENTS & LEASES: Fine Arts, General CONTRACT PRINTING: Fine Arts, General CONTRACT SERVICES: Fine Arts, General CONTRACT SVCS SOFTWARE LICENSING, MAINT: Fine Arts, General POSTAGE: Fine Arts, General	\$118,500.00				
				\$75,000.00			
				\$9,000.00			
				\$5,000.00			
				\$20,000.00			
				\$4,500.00			
				\$5,000.00			
				<u>\$118,500.00</u>	<u>\$118,500.00</u>		
			BT09-00218	01-5999-0-000-4-022-000-6620 01-2483-0-000-4-077-049-1008 01-4300-0-000-4-077-006-6960 01-5811-0-000-4-077-049-1008	BALANCING ACCOUNT: Executive College Admin(Pres & Vice Pres HR INSTR STRM SAL: Dance INSTR SUPPLIES & MATERIALS: Student Cocurricular Activities CONTRACT SERVICES: Dance	\$96,500.00	
							\$9,000.00
	\$70,000.00						
	\$17,500.00						
	<u>\$96,500.00</u>	<u>\$96,500.00</u>					
BT09-00223	01-1313-2-089-1-054-033-1230 01-5270-2-089-1-054-033-1230	HR CLSSRM FAC PT: Nursing CONFERENCE: Nursing	\$5,088.00				
				\$5,088.00			
			<u>\$5,088.00</u>	<u>\$5,088.00</u>			
BT09-00224	01-2342-0-000-1-025-000-6830 01-4600-0-000-1-025-000-6830	NON-INSTR CLASS, OT: Community Use of Facilities NON-INSTR SUPPLIES & MATERIALS: Community Use of Facilities	\$8,000.00				
				\$8,000.00			
			<u>\$8,000.00</u>	<u>\$8,000.00</u>			
BT09-00226	01-1415-1-204-4-022-000-4930 01-2483-1-204-4-081-045-6110	HR NCLSRM FAC STI: General Studies(App Psy,Pre-coll Math & HR INSTR STRM SAL: Learning Centers (non ADA-generating)	\$10,000.00				
				\$10,000.00			
			<u>\$10,000.00</u>	<u>\$10,000.00</u>			
TOTAL			\$2,018,870.00	\$2,018,870.00			

Recommended for Ratification

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

Saddleback College

Journal Number	BT09-00056	BT09-00136	BT09-00193
	BT09-00057	BT09-00138	BT09-00204
	BT09-00065	BT09-00142	BT09-00210
	BT09-00070	BT09-00145	BT09-00215
	BT09-00071	BT09-00148	BT09-00217
	BT09-00106	BT09-00150	BT09-00220
	BT09-00118	BT09-00164	BT09-00221
	BT09-00119	BT09-00165	BT09-00222
	BT09-00120	BT09-00166	BT09-00227
	BT09-00124	BT09-00169	
	BT09-00125	BT09-00171	
	BT09-00128	BT09-00172	
	BT09-00133	BT09-00180	
	BT09-00135	BT09-00183	

Irvine Valley College

Journal Number	BT09-00062	BT09-00098	BT09-00143
	BT09-00063	BT09-00107	BT09-00175
	BT09-00074	BT09-00109	BT09-00178
	BT09-00076	BT09-00112	BT09-00198
	BT09-00080	BT09-00121	BT09-00200
	BT09-00088	BT09-00126	BT09-00208
	BT09-00090	BT09-00130	BT09-00209

District Services

Journal Number	BT09-00155
	BT09-00161
	BT09-00191
	BT09-00199

A T E P

Journal Number	BT09-00058
	BT09-00084

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

DONATIONS
October 27, 2008

SADDLEBACK COLLEGE

Gift	Donated By:
2 Metal Fairway Woods	Rocky Cifone P.O. Box 3329 Mission Viejo, California 92690
15 Cases Instant Ocean, Case Filter Cartridges, 1 Magnum Pro Canister Filter, 5 Sea Testers, 4 Sea Clone Protein Skimmers, 6 boxes of Filter Cartridges	United Pet Group Inc. 7794 Five Mile Road, Suite 190 Cincinnati, Ohio 45230
Accordian	Mary Kecske 27793 Ruisenor Mission Viejo, California 92692
Baldwin Upright Piano	Leath L. Miller 27931 Via De Costa San Juan Capistrano, California 92675

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Gift	Donated By:
Wheelchair	Ralph E. Goeke 11701 Barclay Drive Garden grove, California 92841

IRVINE VALLEY COLLEGE

Gift	Donated By:
Precision board and urethane tooling foam (8,560 lbs)	Chuck Miller, President Coastal Enterprises P.O. Box 4875 Orange, California 92863
Modeling Clay, tec clay (approximately 1 ton)	Kolb America Mark Malewitz 1300 Packard Drive Howell, Michigan 48843

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: September/October 2008 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: for contracts involving bid limits the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$65,000 for equipment, supplies and maintenance projects. During September/October 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**

Interact Communications, Inc. Consultant Agreement to provide marketing research of community needs, intake process and student experience.	\$ 89,000.00
SADA Systems, Inc. Agreement to set up student e-mail accounts.	\$ 44,345.00
Edmonds Community College Subaward Agreement relating to Rapid Tech project.	\$ 35,600.00
University of Hawaii Subaward Agreement relating to Rapid Tech project.	\$ 25,000.00
St. Louis Community College Subaward Agreement relating to Rapid Tech project.	\$ 23,766.00
Portland Community College Subaward Agreement relating to Rapid Tech project.	\$ 19,949.00
RJM Design Group Architectural Services Agreement to provide ATEP monument/signage improvements.	\$ 15,420.00
Mike Brown Grandstands, Inc. Contract to provide rental of grandstands.	\$ 15,038.00

Claus Hecht, MD Consultant Agreement to assess paramedic program course, Both written and skills examinations, revising program, etc.	\$ 11,000.00
Incentra Solutions-West Contract to provide systems engineering services.	\$ 10,000.00
DEAFinitely Professional Interpreting Services Consultant Agreement to provide interpreting services.	\$ 5,000.00
Tree Lawn Artists, Inc. Domestic Agreement to provide the Saddleback Big Band performance at McKinney Theatre.	\$ 5,000.00
Quick Caption Consultant Agreement to provide interpreting services.	\$ 5,000.00
Samuel French, Inc. License Agreement for performance at Irvine Valley College.	\$ 4,450.00
Health Dimensions Exhibitor Agreement to provide a marketing training seminar.	\$ 2,800.00
Southern California Gas Company Agreement for Collectible Work to install regulators on lines.	\$ 1,835.36
H2 Environmental Consulting Services, Inc. Consultant agreement to provide hazardous materials project Monitoring services at IVC.	\$ 1,002.00
Incentra Solutions Amendment No. 1 to extend the completion date to October 2008.	\$ 0
Medieval Times Ticket Rate Agreement to provide discounted performance rates.	\$ 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. The 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. The 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.

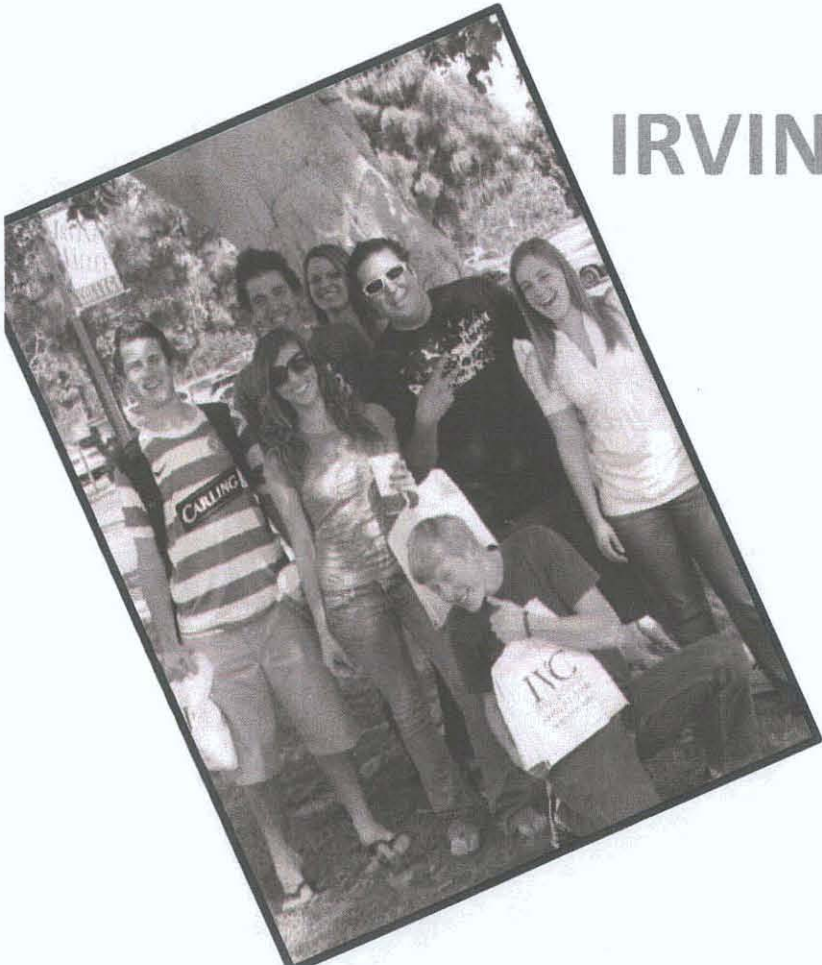
RECOMMENDATION

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

**ASSOCIATED STUDENTS
OF
IRVINE VALLEY COLLEGE**

2008-2009 Budget



2008 – 2009 ASIVC BUDGET

<u>BEGINNING BALANCE:</u>	\$147,815
<u>ANTICIPATED ONGOING INCOME:</u>	
BOOKSTORE COMMISSIONS	\$350,000 (guaranteed)
FOOD COMMISSIONS	\$ 25,000 (guaranteed)
ASIVC ACTIVITY STICKER SALES	\$ 25,000
COCA-COLA COMMISSIONS	\$ 8,000 (guaranteed)
MISCELLANEOUS INCOME	<u>\$ 1,000</u>
TOTAL INCOME	\$409,000
<u>AVAILABLE FUNDS FOR ALLOCATION:</u>	\$ 556,815

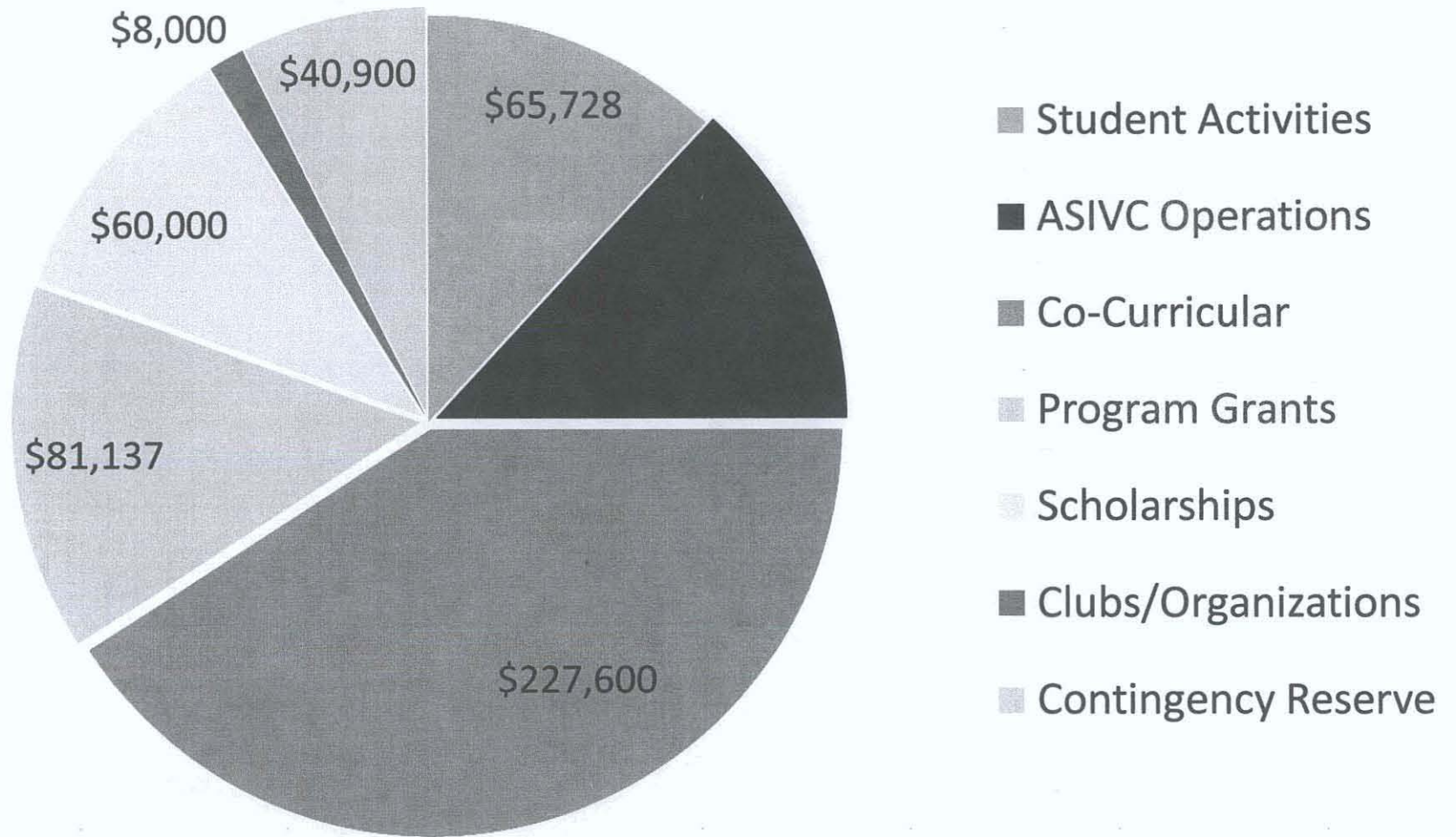
BEGINNING BALANCE COMPONENTS

CONTINGENCY		\$ 12,695
UNANTICIPATED INCOME AND SAVINGS		\$135,120
Bookstore Commission	\$71,000	
ASG stickers	\$23,000	
Psi Beta	\$10,400	
Performing Arts Center	\$10,000	
ASG carpeting	\$10,000	
Miscellaneous (cafeteria, rental fees, etc)	\$10,720	
		<hr/>
		\$147,815

ASIVC ALLOCATED FUNDS

<u>PROGRAM</u>	<u>ALLOCATIONS</u>
STUDENT ACTIVITIES	\$ 65,728
ASIVC OPERATIONS	\$ 73,450
CO-CURRICULAR PROGRAMS	\$ 227,600
PROGRAM GRANTS	\$ 81,137
SCHOLARSHIPS	\$ 60,000
CLUBS	\$ 8,000
CONTINGENCY RESERVES (10%)	\$ 40,900
TOTAL ALLOCATED FUNDS	\$ 556,815

ASIVC ALLOCATED FUNDS



ASIVC STUDENT ACTIVITIES**FUNCTION****ALLOCATION**

ASIVC CONFERENCES	\$ 8,728
SCHOLARSHIP RECEPTION	\$ 6,000
COMMENCEMENT RECEPTION	\$ 6,000
ASIVC EVENTS/HOMECOMING	\$ 6,000
AWARDS	\$ 1,000
PHOTO ID	\$ 5,000
ELECTIONS	\$ 500
STUDENT HOST FUND	\$ 1,000
STUDENT UNION UTILITIES	\$ 15,500
CHARITABLE ACTIVITIES	\$ 500
FACULTY GUEST SPEAKERS	\$ 6,000
PUBLICITY/PROMOTION	\$ 2,500
MULTICULTURAL DAYS	\$ 7,500
TOTAL	\$65,728

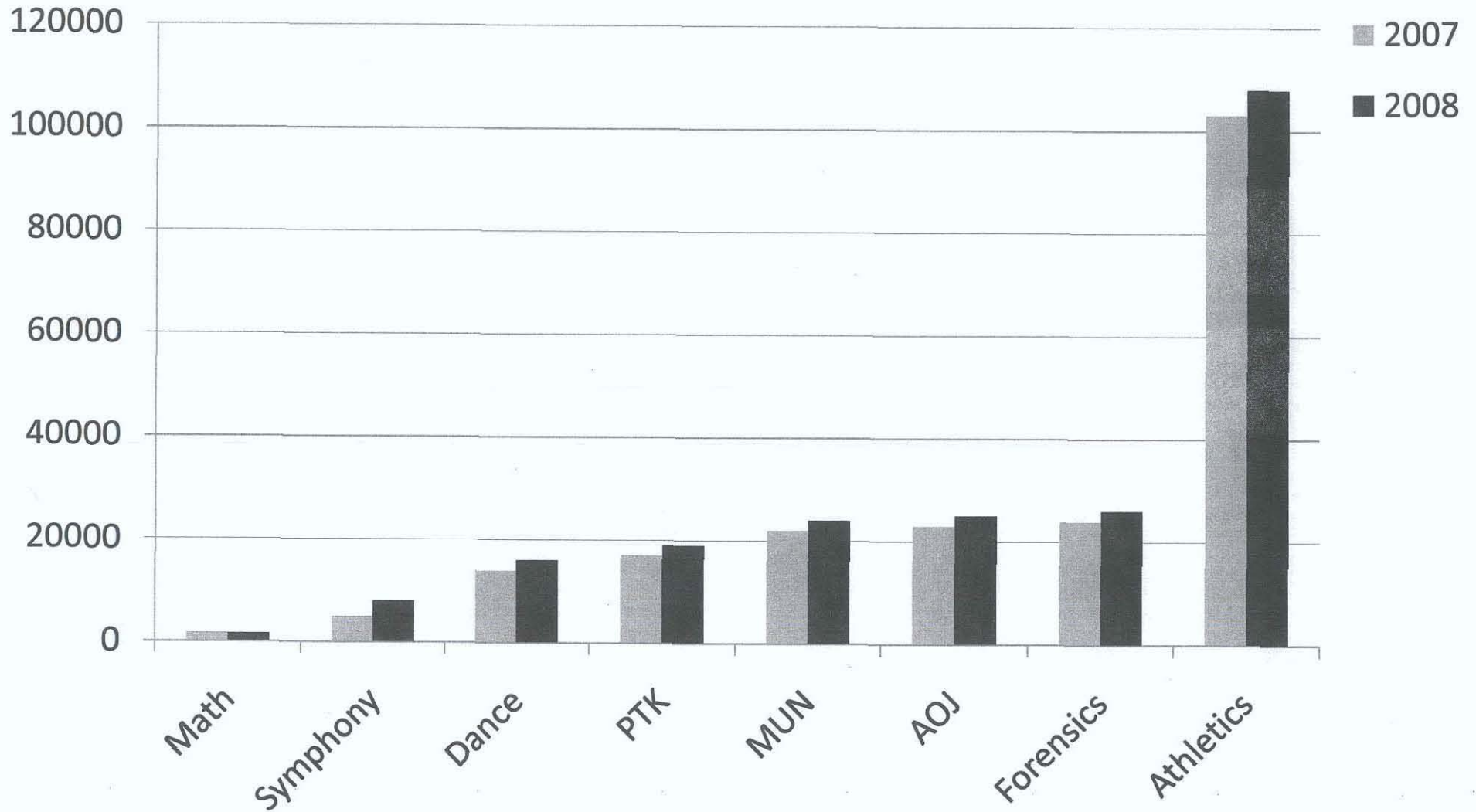
ASIVC OPERATIONS**DESCRIPTION****ALLOCATION**

OFFICE SUPPLIES	\$ 3,000
DUPLICATING	\$ 300
MILEAGE	\$ 150
STUDENT LOUNGE WORKER	\$ 7,000
CONTRACT SERVICES	\$ 9,000
OFFICE ASSISTANT	\$ 40,000
STUDENT CAFETERIA EQUIPMENT	\$ 10,000
EQUIPMENT REPAIRS	\$ 3,000
BANQUET	<u>\$ 1,000</u>
TOTAL	\$ 73,450

ASIVC CO-CURRICULAR PROGRAMS**DESCRIPTION****ALLOCATION**

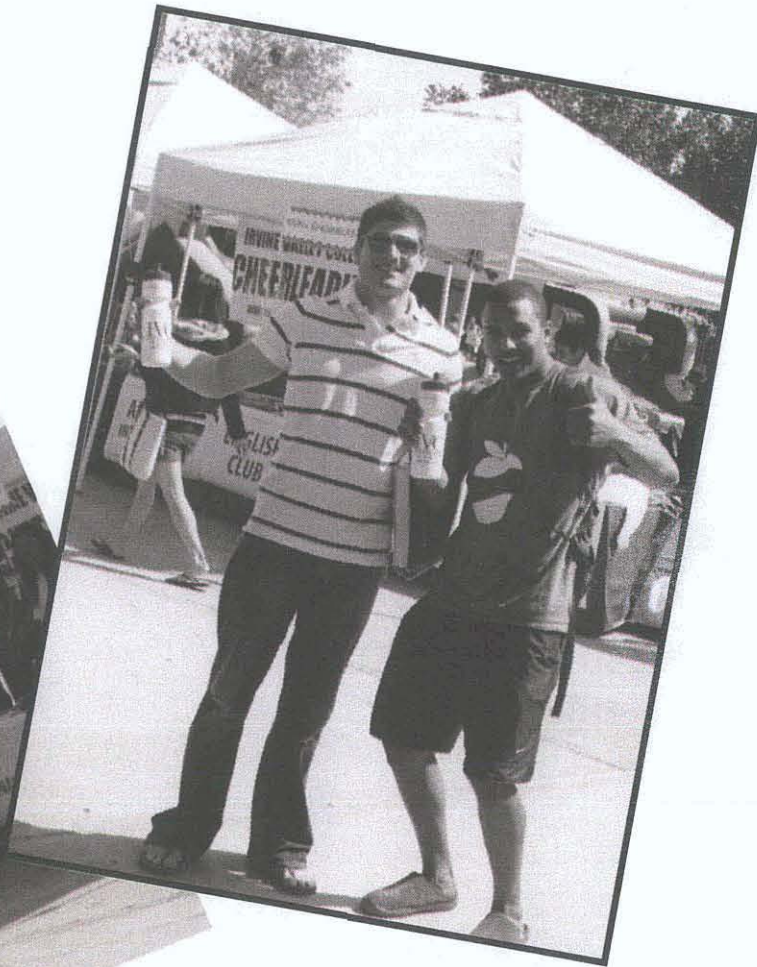
ATHLETICS	\$108,000
POLITICAL SCIENCE	\$ 24,000
PHI THETA KAPPA	\$ 19,000
DANCE	\$ 16,000
WIND SYMPHONY	\$ 8,000
ADMIN. OF JUSTICE	\$ 25,000
FORENSICS	\$ 26,000
MATHEMATICS	<u>\$ 1,600</u>
TOTAL	\$227,600

CO-CURRICULAR PROGRAM ALLOCATIONS 2007/2008 vs. 2008/2009



ASIVC PROGRAM GRANTS

<u>PROGRAM</u>	<u>ALLOCATION</u>
TRANSFER CENTER	\$ 2,650
ADAPTIVE PE	\$ 1,500
SUPPORT SERVICES	\$ 5,100
CHORAL MUSIC ADVERTISING	\$ 2,000
THEATER DEPT ADVERTISING	\$ 9,000
CHILD DEVELOPMENT CENTER	\$ 1,000
MUSIC RECITAL ADVERTISING	\$ 3,000
SENIOR DAY	\$ 7,000
COLLEGE CHORUS	\$ 5,000
CHORAL MUSIC RENTALS	\$ 2,000
ART GALLERY/EXHIBITION	\$ 1,500
HONORS PROGRAM	\$ 2,000
PERFORMING ARTS CENTER	\$18,000
STUDY ABROAD SCHOLARSHIPS	\$ 6,000
COUNSELING CENTER	\$ 400
ECONOMICS	\$ 500
CAMPUS POLICE/CALL BOX EQUIPMENT	\$ 3,807
JOURNALISM	\$ 6,000
TOTAL	\$ 81,137



QUESTIONS?

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Sciences Building: Basic Aid Funding
ACTION: Approval

BACKGROUND

On August 26, 2008, the Board of Trustees approved \$4,517,000 for the Saddleback Sciences Building project. The August agenda item indicated that the Board had previously approved \$11,870,000. Upon further review, staff has determined that the Board had previously approved \$2,689,300 for a total Board approved basic aid allocation of \$7,206,300.

The State Chancellor's office is requiring that all FPPs approved last year be re-submitted and re-compete for funding. The total cost of the Saddleback Sciences Building Project is estimated at \$44,390,000 with a request for 60% State funding of \$26,634,000 and a 40% local contribution of \$17,756,000.

STATUS

The CCS group, our FPP consultant, develops FPP submittals for numerous Districts statewide and has a good understanding what it takes to successfully compete for State funding. CCS recommends that the District match equal 40% in order to improve our ability to compete for State funding. To meet this amount, an additional \$10,549,700 is need from Basic Aid.

Basic Aid has money available for an allocation to the Sciences Building of this amount.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve \$10,549,700 to provide a 40% match for the Saddleback College Sciences Building with a total project cost of \$44,390,000.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Naming of Health Sciences Building, Room 145,
Saddleback College

ACTION: Approval

BACKGROUND

According to Board Policy 1500 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.

STATUS

Ronald Reagan, 40th President of the United States of America, who dedicated Saddleback College forty years ago, and in recognizing that no greater national leader has ever had a role in the history of our community college district, the Chancellor was authorized by the Board of Trustees to send a letter to Mrs. Ronald Reagan, seeking her permission in dedicating the Health Sciences and District Services Building, Room 145, Saddleback College to the memory of her husband, President Ronald Reagan, and naming the room the Ronald Reagan Board of Trustees Room. Mrs. Reagan responded to the letter graciously giving her permission to allow Room 145 to carry President Ronald Reagan's name.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve naming the Health Sciences Building, Room 145, as the *Ronald Reagan Board of Trustees Room*.

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

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: Approval

BACKGROUND

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

STATUS

Four board policies are being presented to the board for "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 and discussion/approval at the September 22, 2008 board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve 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

1500

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

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 types 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 reports 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 periodically, as needed, 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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Academic Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibit A and Exhibit B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibit A and Exhibit B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ADMINISTRATIVE EMPLOYMENT

A. OWENS, ROGER, is to be employed as Dean, Fine Arts, Business Sciences and College Online Education, Pos #3852, Academic Administrator Salary Range II, Step 1, Schools of Fine Arts, Business Sciences and College Online Education, Irvine Valley College, effective January 5, 2009. (See Attachment 1)

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Ath, Yontha	Ph.D/Math	Math/IVC	V/6	01/12/09
Bettino, Leslie	MA/Counseling	Counseling/SC	II/6	01/12/09
Falcetti, Phillip	MA/Public Health	Hum. Service/SC	II/6	01/12/09
Firestone, Amanda	MS/Nursing	Nursing/SC	II/6	01/12/09
Guerra, Ferdinando	MA/Econ./Int'l Rel.	Economics/SC	II/6	01/12/09
McGuire, William	MFA/Drama	Theatre Arts/SC	II/6	01/12/09
Meinhold, Gail	MS/Food & Nutrition	Foods & Nutrition/SC	II/6	01/12/09
Pearson, Keir	MFA/Film Production	TV & Film Dir/SC	II/6	01/12/09
Prewitt, Dezzie	MS/Economics	Economics/SC	II/6	01/12/09
¹ Rudmann, Brent	MA/History	History/IVC	II/6	01/12/09
Sanchez-Reenan, E	PhD/Sociology	Sociology/IVC	V/6	01/12/09
Torres, Ty	MA/Communication	Speech & Forensics/SC	II/6	01/12/09
Trevino, Daniel	MA/Theatre	Theatre Arts/SC	II/6	01/12/09

3. 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>
Hare, Matthew	Ph.D/Music	Music/SC	V/6	08/25/08
Strand, Eric	PhD/English	English/IVC	V/6	08/25/08

¹ Son of Bari Rudmann, DSP&S Counselor, Division of Special Programs & Services, Irvine Valley College; Son of Jerald Rudmann, Psychology Instructor, School of Social & Behavioral Sciences, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Escandon, Paul	HS Diploma	Comm. Arts/SC	I/6	01/12/09

Equivalency is based on coursework completed in Film/TV at Saddleback College; Digital Media at Palomar College, San Marcos, CA; two years General Education at Chaffey College, Alta Loma, CA; and the Apple Certified Trainer Program, Apple Certified Professional. Mr. Escandon is an Apple Certified Trainer, Final Cut Pro 6 and Apple Certified Trainer, Final Cut Pro 6. He is an Adjunct Professor teaching web design classes with strong motion graphics components at John Paul the Great Catholic University, San Diego, CA since Fall 2007, and has been the Lead Editor/Senior Web Producer for the Outdoor Channel, since 2005. Mr. Escandon also has over four years of experience in video editing and web/graphic design for Oremus Productions and Can-Do Organization.

Famiglietti, Catherine	Ph.D./Civil Engin.	Math./IVC	V/6	01/12/09
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Equivalency is based on a Doctorate degree in Civil Engineering from Princeton University, Princeton, New Jersey, and six years of experience teaching Mathematics at the University of California, Irvine, CA. Dr. Famiglietti's has been teaching a range of courses in Mathematics at the University of California, Irvine, since 2001. She has also taught College, Algebra and Mathematics at Austin Community College in Austin, Texas from September, 1994 through August, 2001. Dr. Famiglietti was the recipient of the Outstanding Professor awards for 2006/2007 from the School of Physical Sciences, at the University of California, Irvine.

² Fong, Sharon	BA/Political Sci.	Emeritus/IVC	I/6	09/29/08
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Equivalency is based on a Bachelor of Arts degree in Political Science, and extensive past experience in the use of and instruction in technology, including web-site development, internet applications, and publication design. Ms. Fong has been consulting and teaching adults, volunteers and seniors for the past two decades and has experience in consulting and one-on-one instruction. She has continued to improve and update her education through certificate programs and provides private instructional services.

² Emergency Hire.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Glaudini, John	BA/Liberal Arts	Theatre/SC	I/6	01/12/09

Equivalency is based on a Bachelor of Arts degree in Liberal Arts from California State University, Long Beach, California and experience teaching for the California Conservatory of Art since September, 2005. Mr. Glaudini has been a Musical Director for Musical Theatre West, Long Beach, California since March, 2006; a Musician for Emily Grishman Music Prep, New York, New York from March, 1998 through December, 2003; and a Musician for Livent, New York, New York from January, 1996 through December, 1999. Overall, Mr. Glaudini has worked as a professional theatre musician in New York City for the past ten years, on and off Broadway, as well as regionally at locations such as Denver Center, Florida Stage, and Goodspeed Musicals.

Mages, Daniel	MA/World Religions	Philosophy/SC	II/6	08/25/08
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Equivalency is based upon a Master of Art degree in World Religions and Ethics from Claremont School of Theology, Claremont, California and a Bachelor of Art degree in Biblical Studies from The Master's College in Santa Clarita, California. Mr. Mages also attended Fuller Theological Seminary in Pasadena, California, received a Clear Teaching Credential in English from California State University, San Bernardino. He has been teaching since June 2001 for various school districts. Mr. Mages is currently teaching for Riverside Unified School District and Val Verde School District as a substitute for High School English and Language development.

Mohasseb, Saeed	MS/Engineering	Business/SC	II/6	08/25/08
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Equivalency is based upon a Master of Science and a Bachelor of Science degree in Industrial and Systems Engineering from University of Southern California, Los Angeles. Mr. Mohasseb was the founder of Anabasis, Inc., a management education and strategy consulting firm which merged into Anabasis-Straub. Mr. Mohasseb is the Managing Director of Venture Farm LLC, an early stage funding firm; and was Chief Executive Officer and President of Vital Source, Inc., a global distributor of electrical components.

O'Neill, Mary	PhD/Religion	Philosophy/SC	V/6	08/25/08
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Equivalency is based upon a doctorate in Philosophy of Religion from Claremont Graduate University, Claremont, California; a Master of Arts degree in Theology from St. Michael's College in Colchester, Vermont; and a Bachelor of Science degree in Education from Brentwood College in Brentwood, New York. Dr. O'Neill taught Philosophy and Religious Studies at Chaffey College for twenty-one years until her retirement in 2007.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

EQUIVALENCY

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Stanton, Jordan	MA/History	Political Science/IVC	II/6	10/20/08

Equivalency is based upon a Master of Arts degree in History from the University of California, Irvine; a Master of Arts degree in Latin American Studies from the University of Chicago; and a Bachelor of Arts degree in History and Latin American Studies from the University of Illinois, Champaign. Mr. Stanton's undergraduate and graduate coursework included political science classes as well as classes in history, economics and Latin American studies with a cross-disciplinary focus on political topics. Mr. Stanton also has teaching experience at the high school and university levels.

Wehr, Martine	JD/Law	Human Services/SC	V/6	01/12/09
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Equivalency is based upon a Juris Doctorate degree in Law from Whittier Law School, Costa Mesa, and a Bachelor of Art degree in Psychology and Social Behavior from University of California, Irvine. Ms. Wehr is the director of Juvenile Consulting Services LLC, Laguna Niguel, a company that focuses on at-risk youth, and teaches parent education and anger management for AJ Novick Group, Laguna Beach.

Willhoft, Yi-Chun	HS Diploma	Emeritus/IVC	I/6	08/25/08
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Equivalency is based upon extensive experience in the instruction of Pilates and fitness classes. Ms. Willhoft has taught fitness for older adults as well as at local health clubs. Ms. Willhoft earned a group exercise instructor certificate from 24-Hour Fitness and is certified by LA Fitness in indoor cycling. Ms. Willhoft has been a Yoga Instructor at The Racquet Club, Laguna Niguel, California since 2004.

B. ACADEMIC ADMINISTRATOR REASSIGNMENT

- FELDHUS, KARIMA, Dean, Fine Arts, Business Sciences and College Online Education, Pos #3852, Academic Administrator Salary Range II, Step 5, Schools of Fine Arts, Business Sciences and College Online Education, Irvine Valley College, is to be reassigned to Dean, Humanities & Languages, Social Sciences, and Library Services, Academic Administrator Salary Range II, Step 5, Schools of Humanities & Languages, Social Sciences, and Library Services, Irvine Valley College, effective January 1, 2009.

C. AUTHORIZATION TO ABOLISH ACADEMIC ADMINISTRATIVE POSITIONS AND/OR POSITION NUMBERS

- DEAN OF HEALTH SCIENCE, HUMAN SERVICES AND EMERITUS INSTITUTE, Pos #2354, Division of Health Science, Human Services and Emeritus Institute, Saddleback College, seeks authorization to eliminate this full-time Academic Administrative position, Category II, from its staff complement, effective November 1, 2008.

D. AUTHORIZATION TO ESTABLISH AND ANNOUNCE AN ACADEMIC ADMINISTRATIVE POSITION

1. DEAN OF HEALTH SCIENCE AND HUMAN SERVICES, Academic Administrator Salary Schedule Category II, Division of Health Science and Human Services, Saddleback College, seeks authorization to establish and announce this full-time, Academic Administrative position within its staff complement, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021, effective November 1, 2008. This position reports to the Vice President of Instruction. (See Exhibit B, Attachment 1)

E. AUTHORIZATION TO CHANGE ORGANIZATION REPORTING STRUCTURE

1. Saddleback College seeks authorization to change the organization reporting structure for the faculty and staff of the Health Science and Human Services departments from the Dean of Health Science, Human Services and Emeritus Institute, to begin reporting to the Dean of Health Sciences and Human Services, effective November 1, 2008.
2. Saddleback College seeks authorization to change the organization reporting structure for the faculty and staff of the Emeritus Institute department from the Dean of Health Science, Human Services and Emeritus Institute, to begin reporting to the Vice President of Instruction, effective November 1, 2008.

F. CHANGE OF STATUS

1. **ADMINISTRATIVE EMPLOYMENT**

- a. RICE, TAMERA, ID #11848, Interim Dean of Health Science, Human Services and Emeritus Institute, Pos #3893, Division of Health Sciences, Human Services and Emeritus Institute, Saddleback College, Academic Salary Schedule Category II, Step 5, is to be given a change of status to Interim Dean of Health Science and Human Services, Saddleback College, Academic Salary Schedule Category II, Step 5, effective November 1, 2008, pursuant to reorganization as defined in Title V Education Regulation, Section (c), Recruitment 53021. This is a new position pending approval by the Board of Trustees.

G. 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>
Barrows, Morgan	SLO Review/SC	\$ 6,367.00	09/10/08-12/21/08
Massaro, Dixie	Dev. Orientation-Online Course/IVC	1,500.00	07/01/08-08/15/08
Mikolajczak, Miki	Vice President, Academic Senate/SC	1,061.00	08/25/08-12/21/08

H. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2007/2008 and 2008/2009 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Bennett, Michael	New Program Dev./VTEA/IVC	\$ 2,250.00	08/25/08-12/21/08
Bradshaw, Donald	New Program Dev./VTEA/IVC	750.00	08/25/08-12/21/08
Cavazzi, Deidre	Winter Dance Concert/ASG/IVC	1,200.00 ³	08/25/08-11/30/08
Clark, Katherine	Dev. Eng. Norm/Basic Skills/IVC	\$ 3,400.00	08/25/08-12/21/08
Culhane, James	Dev. Eng. Norm/Basic Skills/IVC	3,400.00	08/25/08-12/21/08
Davis Allen, Lisa	New Program Dev./VTEA/IVC	2,000.00	08/25/08-12/21/08
Davies, Simon	New Program Dev./VTEA/IVC	1,500.00	08/25/08-12/21/08
De La Palme, Marie	New Program Dev./VTEA/IVC	200.00	08/25/08-12/21/08
Ellis, Wendy	New Program Dev./VTEA/IVC	200.00	08/25/08-12/21/08
Erbas-White, Ilkner	Dev. Math/Basic Skills/IVC	5,100.00	08/25/08-12/21/08
Etter, William	Dev. Eng. Diag./Basic Skills/IVC	3,400.00	08/25/08-12/21/08
Guy, Georgina	Coordinator, CalWORKs/TANF/SC	3,549.00	08/04/08-12/23/08
Jensen, Dianne	Editor, Int. Voice/Foundation/SC	500.00	10/01/08-12/21/08
Jones, Monik	New Program Dev./VTEA/IVC	200.00	08/25/08-12/21/08
Kaufman, Jefferey	New Program Dev./VTEA/IVC	2,250.00	08/25/08-12/21/08
Loftus, Nicole	Online Training/SBS Found./SC	1,000.00	06/30/08-08/01/08
⁴ Mathur, Roopa	New Program Dev./VTEA/IVC	1,125.00	08/25/08-12/21/08
⁴ Mathur, Roopa	Project Director/MNE Grant/IVC	2,500.00	08/25/08-12/21/08
McCaughy, Colin	New Program Dev./VTEA/IVC	1,125.00	08/25/08-12/21/08
McKim, Brett	Coordinate Model Prog/VTEA/IVC	1,350.00	08/25/08-12/21/08
Meyer, Kurt	Dev. Eng. Diag./Basic Skills/IVC	3,400.00	08/25/08-12/21/08
Nielsen, Margaret	Business Coach/VTEA/SC	3,750.00	08/25/08-12/21/08
Rabun, Timothy	New Program Dev./VTEA/IVC	2,500.00	08/25/08-12/21/08
Ryals, Kay	Dev. Eng. Dept./Basic Skills/IVC	6,800.00	08/25/08-12/21/08
Scharf, Michelle	CTE Programs/Tech Prep/IVC	2,000.00	11/01/08-12/21/08
Tharpe, Loretta	Phlebotomy Prog. Dev./VTEA/SC	3,183.30	07/01/08-08/15/08
Tinervia, Joseph	Coaching Students/VTEA/SC	1,826.00	08/25/08-12/21/08

I. WORKLOAD BANKING

1. BENSON, MADELYN, ID #1174, ESL Instructor, Pos #1470, School of Humanities and Languages, Irvine Valley College, is requesting a leave of absence for the Fall, 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.

³ Request revision to previous stipend for \$800.00 approved by the Board of Trustees on May 27, 2008 for added program.

⁴ Not related to Dr. Raghu Mathur, Chancellor.

J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

1. AGNEW, PRISCILLA, ID #1171, Philosophy Instructor, Pos #1454, Division of Liberal Arts and Learning Resources, Saddleback College, Academic Faculty Salary Class V, Step 30, resignation effective September 12, 2008, retirement effective September 13, 2008. (Permanent hire date: August 22, 1977)
2. HOOPER, GAIL A., ID #1312, Learning Disabilities Instructor, Pos #2337, Division of Counseling Services and Special Programs, Saddleback College, Academic Faculty Salary Class III, Step 20, resignation effective January 1, 2009, retirement effective January 2, 2009. (Permanent hire date: November 1, 1985)
3. SIEGEL, LINDA, ID #1056, Psychology Instructor, Division of Social and Behavioral Sciences, Saddleback College, Academic Faculty Salary Class V, Step 29, was approved for STRS disability allowance effective April 1, 2005; final separation from employment effective June 30, 2008, under Education Code Section 87789. (Permanent hire date: August 19, 1986)

ATTACHMENT 1

NAME: ROGER OWENS

POSITION: DEAN, FINE ARTS, BUSINESS SCIENCES, &
COLLEGE ONLINE EDUCATION
IRVINE VALLEY COLLEGE

EDUCATION:

Ph.D. English
University of CA, San Diego, CA

M.B.A. Management
Pepperdine University, Malibu, CA

B.A. English
University of CA, Berkeley, CA

EXPERIENCE:

Dr. Owens has been the Dean of Communications and Fine Arts Division at Grossmont College, San Diego from 2005 to the present. Prior to this time, he was employed for five years as Program Director at the University of California, Irvine where he taught business communications courses at UC Irvine Extension to international students and directed an internship program that placed students in local businesses. Also at UC Irvine, as Assistant to the Dean of the Graduate School of Management, he worked closely with Orange County Business executives as Vice Chairman of the Sterling Council of Orange County to support excellence in business operations. He also served as Program Director at Palm Springs Virtual University from 1999 to 2000, where he directed an all-online and distance education program to address the needs of an under-served community.

ATTACHMENT 1

**DEAN, HEALTH SCIENCES AND HUMAN SERVICES - Academic Administrator Salary Schedule
Category II**

EDUCATIONAL QUALIFICATIONS

Minimum Qualifications:

Education:

- Master's Degree or higher from an accredited college or university in one of the following disciplines: nursing, nursing education or administration.

Experience:

- At least two (2) years experience, within the last of 5 years, of administrative or management experience in academic divisions, sections or schools within a community college and/or four-year college or university, with emphasis on nursing, health sciences or human services.
- Minimum of one (1) year successful postsecondary administrative or supervisory experience in health sciences and human services or a discipline area reasonably related to this position.
- At least three (3) years successful classroom teaching experience in a health science or human services program in higher education.
- At least one (1) year experience as a registered nurse providing direct patient care.
- Equivalent experience and/or education as determined by the Board of Registered Nursing program directors.
- Evidence of experience managing complex budgets with an emphasis on managing part-time faculty scheduling.
- Strong written and oral communication skills
- Evidence of experience overseeing a diverse student body from a broad economic and social sector with varied ethnic backgrounds and needs.

Desirable Qualifications:

Preference will be given to those candidates demonstrating a high level of professional expertise on the basis of:

Education:

- Masters degree in Registered Nursing and/or Ph. D. or Ed. D degree.

Experience:

- Administrative leadership experience in the development, organization, and management of a wide variety of instructional programs.
- Assistant Director in an ADN program.
- Prior success in obtaining outside funding sources and developing and implementing innovative grant programs and follow-up reporting.

Knowledge of:

- Evidence of an understanding of and experience with the principles of shared governance.
- Community college system.
- Trends in health sciences and human services.
- Team oriented leadership style and knowledge of management techniques that encourage creativity, improve efficiency and increase productivity.
- Application of technology to enhance and support instruction and to deliver education through innovative delivery modes, including distance learning.

Ability to:

- Communicate effectively with college faculty, staff, students and members of the community.
- Interact with and develop relationships with health care agencies.
- Advocate for the division's programs and needs.
- Resolve conflicts and solve problems.
- Plan, evaluate and supervise delivery of instructional programs and strategies.
- Analyze and apply laws, rules and regulations involving programs, staff and students.
- Represent the college at the community, state and national levels.
- Interpret health care agency contracts, while protecting the interests of the college and its programs.
- Interpret and report on occupational and labor market data collected from and disseminated to federal, state and local agencies.
- Assist in the development and implementation of technology-based solutions to curriculum and instructional issues.
- Develop and administer complex budgets at the division level.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Under the direction of the Vice President for Instruction, the Dean of Health Sciences and Human Services is responsible for planning, organizing, and supervising all aspects of the division such as:

- Direct and evaluate the instructional programs and departments assigned to the division, which include the following: emergency medical technology, nursing, health sciences, human services, medical assistant, nursing, paramedic, and sign language.
- Participate in the selection of new faculty and classified staff members for the division.
- Supervise and evaluate probationary and tenured members of the faculty and classified staff in keeping with the policies of the Board of Trustees and administrative procedures.
- Participate in shared governance and appropriate advisory committee meetings.
- Interface with the community and external, local and state agencies in all matters of community relations and academic affairs associated with the division.
- Lead the Division in visioning its mission, planning, and programs.
- In consultation with Academic Chairs, faculty, and classified staff, performing the following duties as they relate to the division: develop the schedule of classes; manage the assigned facilities; prepare long-range plans, and statements of goals and objectives; develop, submit, and manage the annual budget requests for equipment, supplies, and personnel; direct and approve curriculum development; direct the acquisition, maintenance, and use of instructional equipment; and maintain an equipment-replacement plan.
- Manage and coordinate the daily operations of the Nursing department in accordance with District policies, legal and regulatory requirements, and sound educational principles and practices.
- Upon consultation with division and department chairs, recommend and direct submission of budgets, monitor assigned program budgets, initiate special funding requests; make recommendations concerning the need and priority for capital equipment and technology; supervise and approve nursing department budget expenditures. Seek additional fund sources, grant development and management expenditures of said monies in collaboration with the director of nursing grants.

- *Serve as Director of Nursing.*
- Provide required reports for program and college accreditation. This includes accreditation reports for the registered nursing, phlebotomy, CAN/HHA programs. This includes the BRN and NLN accreditation reports and annual surveys. Assure currency of continuing education license.
- Prepare long-range plans and statements of goals and objectives; develop, determine and facilitate department policies; interpret program requirements and objectives to other college departments.
- Monitor the use and needs of specialized labs, facilities and equipment for the nursing skills labs; supervise the ordering, inventorying, maintenance and storage of supplies and equipment.
- Submit and manage the annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan.
- Coordinate and facilitate the resolution of student, faculty and staff conflicts and problems.
- Administer and implement District policies, procedures, regulations; assist in implementing contract provision negotiated by the Governing Board and recognized bargaining units.
- Work with faculty and the Vice President for Instruction to develop schedule of courses to meet the needs of students and District requirements; assist in timely and accurate attendance reporting for all courses in the division; review and make necessary adjustments to catalog information relevant to programs; and assure compliance with BRN rules and regulations.
- Promote the development of new or revised curriculum; recommend and implement the new programs; encourage the development and use of a broad range of teaching strategies, new technologies and delivery modes; provide input in review selection of textbooks; participate in public information activities to promote and publicize instructional programs. Assist faculty to update curriculum in keeping with societal, community, technological, demographic and College changes.
- Collaborate with faculty and staff to conduct program planning, analysis, and review of division instructional and extracurricular programs within all programs and departments.
- Supervise faculty assignments and oversee workload for full- and part-time faculty in compliance with Education Code, Union contract, BRN rules and regulations; evaluate nursing faculty and classified staff in the Nursing Department and provide opportunities for and promote staff development.
- Represent the Nursing programs and the College as a member of local and regional health committees and boards. Participate in professional organizations in nursing education.
- Oversee the development and maintenance of clinical contracts with service agencies used for student clinical placements. Liaison with clinical agencies in the planning and coordinating of clinical facilities.
- Act as a resource to the community regarding nursing education and health care issues; interface with the community and external agencies in all matters of community relations and academic affairs associated with the division.

Page 4 - Dean, Health Sciences and Human Services

- Maintain a current knowledge of issues and trends in Nursing and interpret these issues, trends and reforms to faculty, students and the community; serve as an advocate for the nursing programs and ADN education.
- Facilitate preparation of application and brochure describing program; assist with screening student applications to the program; and develop studies with regard to follow-up data on graduates of the program.
- Serve as counselor, advisory and advocate to students; work with College services, such as financial aid, tutoring, counseling and other programs and services for students; assure faculty compliance with nursing programs and college policies affecting students.
- Perform other duties as assigned.

Finalized by Marlys Grodt, October 13, 2008.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A and Exhibit B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. ALVAREZ, STEFANIE is to be employed as Administrative Assistant, Pos #3700, Classified Bargaining Unit Salary Range 121, Step 2, Office of Instruction, Irvine Valley College, 20 hours per week, 10 months per year, effective October 6, 2008. This is a replacement position for Raven Lamber, who resigned.
 - b. BIEN, ROBIN is to be employed as Child Development Specialist, Pos #3298, Classified Bargaining Unit Salary Range 122, Step 1, Child Development Center, Office of Student Services, Saddleback College, 27.5 hours per week, 12 months per year, effective October 9, 2008. This is a replacement position for Marcela Garcia, who retired.
 - c. ANDERSON, SUZANNE is to be employed as Senior Administrative Assistant, Pos #3355, Classified Bargaining Unit Salary Range 127, Step 2, Division of Mathematics, Sciences and Engineering, Saddleback College, 40 hours per week, 12 months per year, effective October 1, 2008. This is a replacement position for Daune Main, who received a change in status.
 - d. GILMAN, JULIA is to be employed as Child Development Specialist, Pos #3779, Classified Bargaining Unit Salary Range 122, Step 1, Child Development Center, Office of Student Services, Saddleback College, 27.5 hours per week, 12 months per year, effective October 1, 2008. This is a replacement position for Patricia Buss, who resigned.
 - e. SONG, SOKHA is to be employed as Human Resources Assistant, Pos #3464, Classified Bargaining Unit Salary Range 121, Step 1, Office of Human Resources, District, 40 hours per week, 12 months per year, effective September 22, 2008. This is a replacement position for Jacqueline Zimbalist, 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>
Choi, Hyun	Accompanist/SC	126/1	09/17/08
Chu, Fannie	Child Development Specialist/IVC	122/1	09/22/08
Chu, Fannie	Sr. Child Development Specialist/IVC	128/1	09/22/08
Dioguardi, Joseph	Building Maintenance Worker/IVC	124/1	09/09/08
Fahimi, Kimia	Lab. Technician, Life Science/IVC	122/1	09/08/08
Gordon, Dennis	Sr. Accounting Specialist/IVC	128/1	09/08/08
Kirsten, Dona	Administrative Assistant/SC	121/1	09/15/08
Medina, Jorge	Groundskeeper/IVC	118/1	09/25/08
Purkey, Lynne	Admissions & Records Specialist I/IVC	116/1	09/05/08
Taylor, Patric	Director, Production Management/IVC	L07/1	09/22/08
Vail, Debra	Health Center Nurse/SC	135/1	09/23/08

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>
Acker, Curtis	TPP Aide/SC	\$ 10.00	09/23/08-12/31/08
Anthony, Sarah	TPP Aide/SC	10.00	09/22/08-12/31/08
Azizi, Omar	Project Specialist/SC	20.00	09/25/08-12/31/08
Belardes, Yvonne	Clerk, Short-Term/SC	10.00	09/11/08-12/31/08
Bernal, Robert	Coaching Aide/SC	15.00	09/22/08-12/31/08
Blair, Adam	TMD Aide/SC	20.00	09/25/08-12/31/08
Boutte, Ronda	TMD Aide/SC	15.00	09/17/08-12/31/08
Bremer, Laura	TPP Aide/SC	10.00	09/11/08-12/31/08
Brotherton, Eric	TPP Aide/SC	10.00	09/25/08-12/31/08
Brown, Stephanie	TPP Aide/SC	10.00	09/10/08-12/31/08
Burns, Samantha	TPP Aide/SC	10.00	09/25/08-12/31/08
Cabrera, Enrique	TPP Aide/SC	10.00	09/11/08-12/31/08
Campos, Diana	TPP Aide/SC	10.00	09/17/08-12/31/08
Carneal, Christina	TPP Aide/SC	10.00	09/17/08-12/31/08
Carneal, Christopher	TPP Aide/SC	10.00	09/17/08-12/31/08
Christman, Tyler	TMD Aide/SC	9.50	09/15/08-12/31/08
Dadivas, Bianca	TPP Aide/SC	10.00	09/25/08-12/31/08
Dai, Fariba	Clerk, Short-Term/IVC	12.00	09/23/08-12/31/08
DeGrignon, Jean	Project Specialist/District	20.00	09/22/08-12/31/08
Donohue, Sean	TMD Aide/SC	20.00	09/25/08-12/31/08
Geach, Raymond	TPP Aide/SC	10.00	09/30/08-12/31/08
Gleizer, Jennifer	Project Specialist/SC	20.00	09/30/08-12/31/08
Gonzalez, Guillermo	TPP Aide/SC	10.00	09/17/08-12/31/08
Grichine, John	TPP Aide/SC	10.00	09/08/08-12/31/08
Hamada, Brian	TMD Aide/IVC	8.50	09/22/08-12/31/08
Harms, Sheryl	TPP Aide/SC	10.00	09/11/08-12/31/08
Hepburn, Destiny	TPP Aide/SC	10.00	09/22/08-12/31/08
Hunn, Amanda	TMD Aide/SC	9.00	09/25/08-12/31/08
Keene, Daniel	TPP Aide/SC	10.00	09/17/08-12/31/08
Kokesch, Aaron	TMD Aide/IVC	20.00	09/22/08-12/31/08
Lehrer, Richard	TPP Aide/SC	10.00	09/11/08-12/31/08
Long, David	TPP Aide/SC	10.00	09/23/08-12/31/08
Margel, Scott	Project Specialist/SC	9.50	07/08/08-12/31/08
Metz, Jessica	TPP Aide/SC	10.00	09/09/08-12/31/08
Prietto, Selina	TPP Aide/SC	10.00	09/10/08-12/31/08
Reynolds, Sean	TPP Aide/SC	10.00	09/17/08-12/31/08
Ricard, Rachel	TPP Aide/SC	10.00	09/25/08-12/31/08
Roach, Dana	Coaching Aide/SC	15.00	09/11/08-12/31/08
Schumacher, Amber	TPP Aide/SC	10.00	09/11/08-12/31/08
Sison, Christian	Project Specialist/SC	9.00	09/09/08-12/31/08
Slater, Jackie	Coaching Aide/SC	15.00	09/17/08-12/31/08
Stewart, Sean	TPP Aide/SC	10.00	09/11/08-12/31/08
Swoope, Charlie	TPP Aide/SC	10.00	09/22/08-12/31/08
Tindall, Alexis	Project Specialist/SC	20.00	09/17/08-12/31/08

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>
Trumbo, Eric	TPP Aide/SC	\$ 10.00	09/11/08-12/31/08
Ward, Meagan	TPP Aide/SC	10.00	09/25/08-12/31/08
Winfrey, Sarah	TMD Aide/SC	8.50	09/17/08-12/31/08
Yaghobi, Siamackreza	TPP Aide/SC	10.00	09/30/08-12/31/08

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>
DeLemos, Amelou	09/09/08-06/30/09
Perez, Denise	09/11/08-06/30/09
Saguban, Shedney	09/23/08-06/30/09

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>
Enet, Lill	Tutor/SC	\$ 8.50/hr	09/15/08-06/30/09

B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS

1. APPLICATIONS SPECIALIST II, Pos #3146, Classified Bargaining Unit Salary Range 136, Office of Admission, Records and Enrollment Services, Saddleback College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective November 1, 2008. (Position approved: October 24, 2005)
2. COUNSELING OFFICE ASSISTANT, Pos #3552, Classified Bargaining Unit Salary Range 115, a CALWORKs Categorical funded position, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to eliminate this part-time, 29 hours per week, 12 months per year position from its staff complement due to a reduction of funding effective November 1, 2008. (Position approved: February 27, 2006)
3. DEPUTY CHIEF OF POLICE/ASSISTANT DIRECTOR SAFETY AND SECURITY, Pos #3055, Classified Management Salary Range 06, Office of Safety and Security, Irvine Valley College, seeks authorization to eliminate this full-time, 40 hours per week, 12 month per year position from its staff complement, effective November 1, 2008. (Position approved: August 30, 2004)

B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS - Continued

4. SENIOR ADMISSIONS AND RECORDS SPECIALIST, Pos #3320, Classified Bargaining Unit Salary Range 126, Office of Admission, Records and Enrollment Services, Saddleback College, seeks authorization to eliminate this full-time, 40 hours per week, 8 months per year position from its staff complement, effective November 1, 2008. (Position approved: February 27, 2006) This item is contingent upon approval by the Board of Trustees of item C4 of this agenda.

C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. ADMISSIONS AND RECORDS SYSTEMS SPECIALIST, Classified Salary Bargaining Unit Salary Range 126, Office of Admission, Records and Enrollment Services, Saddleback College, seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective October 28, 2008. (See Exhibit B, Attachment 1)
2. CLERICAL ASSISTANT – CATEGORICAL FUNDED, Classified Bargaining unit Salary Range 113, Division of Business Sciences, Vocational Education and Economic Development, Saddleback College seeks authorization to establish and this part-time 24 hours per week, 12 months per year position to its staff complement effective October 28, 2008. This position is funded by the Rapid Tech four year grant beginning August, 2007, with employment in this position is contingent upon the availability of these funds. (See Exhibit B, Attachment 2)
3. GROUNDSKEEPER, Classified Bargaining unit Salary Range 118, Administration, Advanced Technology and Education Park seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement effective November 1, 2008. (See Exhibit B, Attachment 3)
4. POLICE OPERATIONS LIEUTENANT, Classified Management Salary Range 06, Office of Safety and Security, Irvine Valley College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement effective October 28, 2008. (See Exhibit B, Attachment 4)
5. SENIOR ADMISSIONS AND RECORDS SPECIALIST, Classified Salary Bargaining Unit Salary Range 126, Office of Admission, Records and Enrollment Services, Saddleback College, seeks authorization to establish a full-time, 40 hours per week, 12 months per year position to its staff complement, effective October 28, 2008. (See Exhibit B, Attachment 5)

D. AUTHORIZATION TO CHANGE A CLASSIFIED POSITION

1. ADMISSIONS AND RECORDS SPECIALIST I – BILINGUAL, Pos #2741, Classified Salary Bargaining Unit Salary Range 116, with a 2% bilingual compensation, Office of Admission, Records and Enrollment Services, Saddleback College, a full-time, 40 hours per week, 12 months per year position, seeks authorization to change this position only to Admissions and Records Specialist I – Bilingual Preferred, granted additional compensation of 2% of the base salary only 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 October 20, 2008. (See Exhibit B, Attachment 6)

E. AUTHORIZATION TO ESTABLISH, FILL AND ELIMINATE PERMANENT CLASSIFIED POSITIONS

1. CLASSIFIED EMPLOYMENT

- a. GREENE, SCOTT, ID #12380, Laboratory 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 be given a permanent change of status to Laboratory Technician, Communication Arts, Pos #3924, a new position, Division of Advanced Technology and Applied Sciences, Saddleback College, Classified Bargaining Unit Salary Range 122, Step 6, 40 hours per week, 11 months per year, pursuant to Article 7.3 of the CSEA contract effective July 1, 2008. Position ID #3301 is to be eliminated upon approval by the Board of Trustee of this agenda item.
- b. O'MEARA, MICHAEL, ID #14715, Graphic Designer, Pos #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 of status to Graphic Designer, a new position, Pos #3895, Public Information, Office of the Chancellor, District, Classified Bargaining Unit Salary Range 130, Step 4, 40 hours per week, 12 months per year, pursuant to Article 7.3 of the C.S.E.A. contract, effective June 1, 2008. Position ID #3484 is to be eliminated upon approval by the Board of Trustee of this agenda item.

F. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. AKERS, LEWIS, ID #3277, Laboratory Technician, Life/Physical Sciences, Pos #3923, Classified Bargaining Unit Salary Range 122, Step 6, 40 hours per week, 12 months per year, 5% Shift differential, School of Mathematics, Sciences and Engineering, Irvine Valley College, is to be employed as Senior Laboratory Technician, Life/Physical Sciences, Pos #2480, Classified Bargaining Unit Salary Range 130, Step 3, 40 hours per week, 12 months per year, School of Mathematics, Sciences & Engineering, Irvine Valley College, effective October 6, 2008. This is a replacement position for Elizabeth Hernandez, who resigned.
- b. ALVAREZ, STEFANIE, ID #13181, Administrative Assistant, Pos #3700, Classified Bargaining Unit Salary Range 121, Step 2, 20 hours per week, 10 months per year, Office of Instruction, Irvine Valley College has been given a temporary increase in hours to 29 hours per week effective October 6, 2008 through November 30, 2008.
- c. BRONSON, KAREN, ID #2553, Accounting Systems Specialist, Pos #2693, Classified Bargaining Unit Salary Range 132, Step 6, 40 hours per week, 12 months per year, Office of Business Services, District, is to be employed as Accounting Systems Specialist, Pos #3918, Classified Bargaining Unit Salary Range 132, Step 6, 40 hours per week, 12 months per year, Office of College Fiscal Services, Saddleback College, effective October 1, 2008. This is a new position approved by the Board of Trustees on April 28, 2008.

F. CHANGE OF STATUS - Continued

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - d. LEOWIDJAJA, SILVERIUS, ID #14272, Admission and Records Specialist I-Bilingual, Pos #2741, Classified Bargaining Unit Salary Range 116, Step 4, plus 2% bilingual stipend, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, is to be employed as Admissions and Records Specialist III, Pos #3394, Classified Bargaining Unit Salary Range 122, Step 3, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, effective October 20, 2008. This is a replacement position for David Chang, who resigned.
 - e. RICHARDS, JOHN, ID #14873, Laboratory Technician, Environmental Studies, Pos #3588, Classified Bargaining Unit Salary Range 122, Step 3, 20 hours per week, 12 months per year, Advanced Technology and Applied Science, Saddleback College has been given a temporary increase in hours to 29 hours per week due to Perkins (VTEA) grant funding, effective September 1, 2008 through June 30, 2009.
 - f. SILGAILIS, STEVEN, ID #15658, Office Assistant, Pos #3149, Classified Bargaining Unit Salary Range 113, Step 2, 25 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College has been given a temporary increase in hours to 40 hours per week effective October 6, 2008 through October 31, 2008.
 - g. ZAKARYAN, KARINE, ID #11437, Admissions and Records Specialist I, Classified Bargaining Unit Salary Range 116, Step 4, 28 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College has been given a temporary increase in hours to 37.5 hours per week, effective September 15, 2008 through October 3, 2008.

G. OUT OF CLASS ASSIGNMENTS

1. CHA, JESSICA, ID #12376, Risk Management Specialist, Pos #3391, Classified Bargaining Unit Salary Range 125, Step 6, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Senior Administrative Assistant, Pos #3302, Classified Bargaining Unit Salary Range 127, Step 6, 40 hours per week, Office of Physical Plant, Saddleback College, effective October 2, 2008. This is a temporary reassignment to replace Carol Kennedy-Lindboe, who resigned.
2. HIXON, LORNA, ID #1833, Senior Administrative Assistant, Pos #3396, Classified Bargaining Unit Salary Range 127, Step 6, plus 22% longevity, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Human Resources Associate, Pos #3058, Classified Management Range 2, Step 10, 40 hours per week, Office of Human Resources, District, effective October 7, 2008. This is a temporary reassignment to replace Sandy Jefferies, who was given a change in status.

G. OUT OF CLASS ASSIGNMENTS - Continued

3. JAMES, MICHAEL, ID #5136, Facilities Maintenance and Operations Manager, Pos #3022, Classified Management Salary Range 5, Step 10, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, has been given a temporary change in assignment to Acting Director of Facilities, Pos #3036, Classified Management Salary Range 9, Step 1, Office of Physical Plant, Saddleback College, effective October 6, 2008 through October 26, 2008. This is a temporary reassignment to replace John Ozurovich, who is on leave.
4. MCGANN, KATHLEEN, ID #10794, Admissions & Records Specialist I, Pos #2727, Classified Bargaining Unit Salary Range 116, Step 6, 25 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Saddleback College, is to be given a temporary change in assignment to Admissions & Records Specialist I - Bilingual Preferred, Pos #2741, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, Office of Admissions, Records and Enrollment Services, Saddleback College, effective October 20, 2008. This is a temporary reassignment to replace Silverius Leowidjaja, who received a change in status.
5. NGUYEN, THANH, ID #8500, Admissions and Records Specialist I, Pos #2736, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Enrollment Services, Irvine Valley College, has been given a temporary change in assignment to Admissions and Records Specialist II, Pos #3264, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, Office of Admissions, Records and Enrollment Services, Irvine Valley College, effective September 15, 2008 through October 3, 2008. This is a temporary reassignment to replace Pamela Kite, who is on leave.
6. RAMIREZ, RUBEN, ID #15317, Human Resources Specialist, Pos #3540, Classified Bargaining Unit Salary Range 127, Step 3, 40 hours per week, 12 months per year, Office of Human Resources, District, has been given a temporary change in assignment to Risk Management Specialist, Pos #3391, Classified Bargaining Unit Salary Range 125, Step 5, 40 hours per week, Office of Human Resources, District, effective October 2, 2008. This is a temporary reassignment to replace Jessica Cha, who is on a temporary reassignment.
7. SILGAILIS, STEVEN, ID #15658, Disabled Student Program Specialist, Pos #3341, this is a temporary out of class assignment, Classified Bargaining Unit Salary Range 123, Step 1, 40 hours per week, School of Guidance and Counseling, Irvine Valley College, is to return to permanent assignment as Office Assistant, Pos #3149, Classified Bargaining Unit Salary Range 113, Step 2, School of Guidance and Counseling, Irvine Valley College, effective October 6, 2008.
8. STAGGS, CYNTHIA, ID #14142, Accounting Specialist, Pos #3714, Classified Bargaining Unit Salary Range 124, Step 5, 40 hours per week, 12 month per year, Office of Business Services, District, has been given a temporary change in assignment to Senior Accounting Specialist, Pos #3715, Classified Bargaining Unit Salary Range 128, Step 4, 40 hours per week, Office of Business Services, District, effective October 1, 2008 through November 11, 2008. This is a temporary reassignment to replace a vacant position.

H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. ABEYTA, REBECCA, ID #16390, 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 resignation effective September 24, 2008. (Probationary Start date: September 8, 2008)
2. GEORGIANNA, SIBYLLE, ID #14889, Research and Planning Analyst, Pos #3201, Classified Bargaining Unit Salary Range 137, Step 3, 40 hours per week, 12 months per year, Office of the President, Irvine Valley College resignation effective October 1, 2008. Payment is authorized for any compensated time off. (Permanent Hire date: June 1, 2006)
3. KENNEDY-LINDBOE, CAROL, ID #11924, Senior Administrative Assistant, Pos #3302, Classified Bargaining Unit Salary Range 127, Step 2, 40 hours per week, 12 months per year, Office of the President, Irvine Valley College resignation effective October 1, 2008. Payment is authorized for any compensated time off. (Initial Hire date: August 28, 2001; Probationary Start date: October 29, 2007)

I. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Advanced Technology and Applied Science, Saddleback College

Galcher, Leo	Hopkins, Val	Marshall, Jason
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Environmental Studies, Advanced Technology and Applied Sciences, Saddleback College

Adame, Kaitlyn	Ayling, Amanda	Ceja, Rafael
Clark, Karen	Ebel, Eric	Gee, Eric

Environmental Studies, Advanced Technology and Applied Sciences, Saddleback College

Goodstein, Jesse	Gorman, Joyce	Inman, Natalie
Lacey, Tyler	Manville, Gregory	Noury, Omar
Reynolds, Dana	Rogers-Wright, Ismail	Schaul, Casara
Schubel, Nathan	Singh, Jasmine	Stebbins, J. Patrick
Stromsness, Michael	Temori, Samar	Tofani, Jennifer
Vu, Vinhton	Wagner, Chase	

Adapted Kinesiology, Counseling Services and Special Programs, Saddleback College

Branson, Krysta	Brown, Catherine	Brynn, Jushn
Chawla, Nisha	Filtz, Henry	Filtz, Nicole
Fowler, Zach	Godinez, Veronica	Gutierrez, Crystal
Halterman, Roger	Harney, Barbara	Jackson, Sarunas
Jenkins, Cornell	Jones, Andre	Knopick, Eric
Lavering, Melanie	Macali, Pamela	Madrid, Janet
Mayville, Joseph	Moshenko, Brianna	Rios, Patricia
Simpson, Gloria	Sutton, Susan	Torres, Carlos
Walker, Karen	Wayne, Linda	Webster, Perry
Wilson, Malik	Woods, Aaron	

I. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

Fine Arts, Saddleback College

Abadie, Jason	Gardner, Adam	Gaskey, Steve
Heath, Matthew	Hyden, Lisa	Kennedy, Lani
Lauer, Ian	Marks, Holli	Matthews, Daniel
Moreno, Rodrigo	Pierson, Carrie	Razo, Virginia
Sorrentino, Jenna	Stangl, Robert	VanDenBroek, Karen

Kinesiology, Physical Education and Athletics, Saddleback College
Quon, Michelle

Learning Assistance Program, Liberal Arts and Learning Resources, Saddleback College

Adkins, Mauricette	Alani, Mantasadat	Boustany, Shohreh
Denecour, Ron	Enet, Lill	Ghaffari, Ardeshir
Hoveida, Hamidreza	Karlan, Bruce	Kashfi, Amir
Martin, Dennis	Moshinsky, Benson	Prestidge, Sarah
Riley, Carson	Salemi, Eduardo	Samantha, Arundhati
Shaffer, Robert	Silva, William	Topper, Caitlyn
White, Alan	Winfrey, Nick	

Mathematics, Sciences and Engineering, Saddleback College

Burney, Bob	Cairns, Heidi	Meade, Kyle
Shaw, Georgie		

Social and Behavioral Sciences, Saddleback College

Schwuttle, Ursula

International Students, Admission, Records & Enrollment Svc., Irvine Valley College

Lee, Jinhwa

School of Fine Arts, Irvine Valley College

Beckman, Frances	Clayman, Bradley	Fisher, Judy
Hamilton, Angelique	Heineman, Anne	Isobe, Takako
Joslyn, Nancy	Mobedshahi, Noushin	Swon, Linda
Vanhake, Rose Marie	Webster, Ruth Anne	

School of Humanities and Languages, Irvine Valley College

Hansen, Jessica

Learning Assistance Program, School of Humanities and Languages, Irvine Valley College

Alam, Nasreen	Chawla, Adit Singh	Chawla, Permjit
Escoe, David	Hiruta, Sho	Khooshab, Negar
Makino, Akiko	Mar, David	Park, Chung
Shichi, Mami		

School of Library Services, Irvine Valley College

Gousseva, Elza	Pereira, Paula
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I. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2008/2009 academic year.

School of Life Sciences, Irvine Valley College

Carter, Beth Nawabi, Yama Preston, David

School of Health Sciences, Physical Education and Athletics, Irvine Valley College

Arthur, Paul Gella, Francisco Grimsley, Angeline
Guillen, Edgar Ki, Steve Levenson, Fabienne
Lipetsky, Anatoly Peralta, Kimberly Wang, Diane
Yi, Ki

ADMISSIONS AND RECORDS SYSTEM SPECIALIST – Classified Bargaining Unit Salary Range 126

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 assigned supervisory or management staff, directs, oversees, and participates in the daily functions of the Admissions & Records information processing unit including personal computer support and training, network mapping and troubleshooting related to standard operations, applications, system, or equipment malfunctions, web page maintenance and support, and creation of online documentation methods and procedures related to data processing functions and ATI imaging system; and performs a variety of technical duties relative to the assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Direct and oversee the daily workload of the Admissions & Records information processing unit; provide lead supervision to assigned staff; prioritize and coordinate work assignments; monitor and review activities to ensure that work is completed in a timely and accurate manner; perform the most complex information processing duties.
2. Evaluate operations and activities of the information processing unit; recommend improvements and modifications; prepare various reports on operations and activities.
3. Create production schedule and review with supervisor; review production schedule with staff; run production reports and ad hoc reports; run lists, rosters, labels, permits, diplomas, certificates, and awards on a routine basis and as requested; review for accuracy and conformity with standards; ensure delivery of material; revise existing reports and generate new reports.
4. Run data procedures for commencement; coordinate and review files with evaluation staff and graphics department; prepare mail merge for diplomas and other awards.
5. Run disqualification utilities and in-lieu procedures for incomplete grading; check for proper rollover of grades on transcripts.
6. Provide management and staff with specific reporting information; extract data from files for manipulation with advanced macros; develop data utility queries to extract reports or labels for various departments; run output que interface to re-direct procedures to different print ques.
7. Create and maintain databases; track and provide backup and system support.
8. Update Admissions and Records web page content; maintain and develop online documentation for unit functions and ATI imaging systems.
9. Assign profiles for ATI imaging system; provide support to staff operating scanner; contact and resolve problems with ATI help desk; utilize SQL commands to extract ATI data; maintain identifications.
10. Ping and trace router servers to determine IP address and communication interruption paths at specific network junctions; isolate and communicate problem to District Information Technology or Saddleback College Innovation and Technology Center staff.
11. Act as liaison with District Information Technology, Saddleback College Innovation and Technology Center, and appropriate vendors.
12. Ensure equipment is in good working order; set up computer hardware for employees as requested and map to all peripheral devices; troubleshoot network disconnections and perform minor repairs to correct mechanical problems; prepare work orders of a technical nature as necessary.

REPRESENTATIVE DUTIES

13. Provide technical support and training to Admissions and Records staff regarding equipment, applications, and system malfunctions; provide training and technical assistance for personnel on information technology equipment; answer questions and provide information and support to students, faculty, and staff on Admissions and Records technical issues including those regarding server and personal computer issues; investigate complaints and recommend corrective action regarding office activities.
14. Maintain a variety of records and files; maintain records related to problems including information regarding files affected, corrective action taken, resolution, and escalation; update records of information processing equipment usage and location.
15. Follow through with all necessary reporting, testing, and printing of data related to commencement, Awards Management system, nursing database, and others.
16. Maintain proper data backup and storage procedures.
17. Analyze clerical unit operations and provide recommendations on where state of the art improvements can be made to reduce workload and repetitive tasks by implementing streamlined procedures.
18. Maintain documentation on Admissions and Records automated functions including procedures manual.
19. Order, inventory, and maintain supplies and equipment; analyzes inventory levels for forms and cartridges; ensures adequacy of supplies to meet demands.
20. Serve as liaison with warehouse personnel, matriculation department, and other staff as necessary.
21. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.
22. Assist as needed in processing applications, adds/drops, and transcripts; process transactions, collect money, issue receipts; balance cash draw; process all other student requests.
23. 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 computer system support program area.

Computer systems and software applications; knowledge of those used in an admissions and records office at a community college is desirable.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

WAN and LAN technologies, FTP protocols, parallel and serial ports, routers, repeaters, terminators, and general data communication principles.

Principles and techniques used in Web page maintenance including HTML coding, FTP file transfers, and related applications such as Dreamweaver or Frontpage.

SQL query clauses.

Database design understanding and principles.

Personal computer configuration and peripheral equipment capabilities.

Principles and procedures relating to information processing and record keeping.

Procedures and techniques of data entry and retrieval.

Methods and standards used in processing College paperwork.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles and techniques used in public relations including methods and techniques of proper counter, receptionist, and telephone etiquette.

Basic mathematical concepts.

Knowledge of:

Work organization principles and practices.
English usage, grammar, spelling, punctuation, and vocabulary.
Principles of lead supervision and training.

Ability to:

Learn admissions, records, enrollment, and registration policies and procedures for a community college.
Organize and manage multiple projects simultaneously.
Perform basic analysis of computer related problems and determine best resolution.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Maintain and update a web site.
Create tables, user forms, web access pages, and queries to extract data for reporting and calculations.
Understand the organization and operation of the functional area as necessary to assume assigned responsibilities.
Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
Independently perform information processing duties and activities of a general and specialized nature in support of the assigned Admissions and Records functions.
Lead, organize, and review the work of assigned staff.
Analyze problems and identify alternative solutions.
Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines.
Develop recommendations for problematic areas and implement and monitor changes.
Respond to requests and inquiries from students, staff, or the general public; effectively present information in person or on the telephone to students, staff, or the public.
Use sound judgment in recognizing scope of authority.
Type or enter data at a speed necessary for successful job performance.
Maintain filing and record-keeping systems.
Exercise good judgment in maintaining information, records, and reports.
Plan and organize work to meet schedules and changing deadlines.
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.
Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in management information systems, computer information systems, or a related field.

Page 4 - Admissions and Records System Specialist

Experience:

Three years of increasingly responsible information technology experience including experience in an environment that has personal computers, web interfaces, and administrative or mainframe systems.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

CLERICAL ASSISTANT - CATEGORICAL FUNDED, Classified Salary Range 113

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision from assigned supervisory or management staff, performs a variety of clerical and administrative office support functions and duties of a general or specialized nature in support of the assigned grant funded program; maintains a variety of files and records; and provides information and assistance to students, faculty, staff, and the general public. May receive technical training and work direction from an academic bargaining unit program supervisor, an executive assistant, or an administrative assistant.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from similar classifications in that the position assigned to this class is categorically funded, not financed by District funds. The incumbent works with students and faculty to implement the activities of a grant program. Duties include assisting faculty and classified staff by performing administrative support and clerical functions that further the goals of the grant program and support division-wide activities and duties. Incumbents at this level typically receive instruction or assistance as new or unusual situations arise, and need to learn the operating procedures and policies of the work unit.

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. Serve as receptionist for assigned grant funded program; receive office and telephone callers; provide material and information in response to requests for information related to program; convey telephone messages; refer callers to appropriate staff for further assistance as needed.
2. Verify and review materials, applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information.
3. Type, word process, and proofread a variety of documents and forms including general correspondence, agendas, reports, and memoranda from rough draft, recordings, or verbal instruction; disseminate information as appropriate.
4. Maintain accurate and up-to-date files and records for assigned program; develop and monitor various logs, accounts, and files for current and accurate information; verify accuracy of information, researching discrepancies and recording information; organize and maintain filing systems.
5. Perform a variety of routine clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; compile information and data for statistical and financial reports; check and tabulate data.
6. Receive, sort, and distribute incoming and outgoing correspondence.
7. Provide program information to students and faculty; assist in preparing program materials; receive, sort, and deliver materials.
8. May prepare a variety of documents for publications and marketing pieces including brochures, flyers, event programs, and related materials.
9. Maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare and deliver requisitions, purchase orders, and work order forms.

REPRESENTATIVE DUTIES

10. Maintain calendar of activities, meetings, and various events for assigned staff; coordinates activities with others.
11. Schedule and prepare for a variety of meetings; prepare and distribute agendas; make arrangements for facility usage; attend meetings related to assigned program; take and prepare minutes as assigned; disseminate information as appropriate.
12. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
13. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
14. Provide back up clerical support to other staff within the assigned area.
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.

Basic principles of business letter writing and basic report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.

Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply general administrative and office policies and procedures.

Learn the methods and standards used in processing College paperwork.

Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office.

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.

Page 3 - Clerical Assistant - Categorical Funded

Ability to:

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Exercise good judgment in maintaining information, records, and reports.

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 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.

Experience:

Two years of general clerical or office experience preferably involving extensive public contact.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting, typically at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Prepared by Johnson and Associates: June, 2006
Approved by the Board of Trustees – June 26, 2006

GROUNDSKEEPER – Classified Bargaining Unit Salary Range 118

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from higher level supervisory and/or management staff, performs a variety of semi-skilled and skilled duties in the development, maintenance and repair of landscaped areas, athletic fields, and related facilities and open spaces of a community college campus; assists in the maintenance and repair of irrigation systems; operates and maintains a variety of hand and power tools and equipment; and performs a variety of general maintenance work relative to assigned area of responsibility. May receive functional supervision, technical training and work direction from a higher-level groundskeeper.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Groundskeeper series. Employees within this class are distinguished from the Grounds Specialist in that the latter has primary responsibility for specialized duties including the installation, maintenance, and repair of irrigation systems. This class is distinguished from the Lead Groundskeeper in that the latter position serves as a lead worker over lower level groundskeeping staff. Employees at the Groundskeeper level are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Participate in a variety of landscape maintenance duties including watering, mowing, weeding, trimming, edging, renovating and fertilizing lawns. Participate in planting, watering and maintaining landscaped areas consisting of bushes, trees, flowers and shrubs; re-seed, plant and maintain new grass and plants; trim and prune bushes, trees and shrubs; stake trees as necessary. Rake leaves and/or clear debris from walks, fields, courts, parking lots and other open areas using a blower; load, remove and dispose of trimmings and cuttings; pick-up trash; empty trash receptacles and transport rubbish to the local landfill. Safely apply herbicides, fungicides and pesticides according to established rules and procedures; maintain records of fertilizers and chemicals used. Participate in preparing, maintaining and painting athletic fields for a variety of sporting events. Operate a variety of heavy equipment and other maintenance equipment such as dump trucks, backhoes, front loaders, and power tools such as mowers, edgers and blowers; ensure adherence to established safety procedures. Perform preventative maintenance to vehicles, equipment, and tools; make minor adjustments and repairs; report the need for major repairs and maintenance. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Utilize proper safety precautions related to all work performed. Assist in the maintenance and repair of the District's irrigation system; change and adjust heads; maintain controllers and assist in large irrigation system installation and maintenance projects. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a grounds maintenance program. Methods, tools, materials and equipment used in comprehensive grounds maintenance program. Methods and techniques of mowing, edging, pruning and trimming a variety of lawns, shrubs and trees. Operational characteristics of grounds maintenance equipment and tools used in the area of assignment. Common insecticides, pesticides and herbicides and their application. Occupational hazards and standard safety practices. Basic sprinkler operation and maintenance. Principles and practices of record keeping. Pertinent federal, state, and local codes, laws, and regulations pertaining to the application of various insecticides, pesticides and herbicides.

Ability to:

Perform a variety of maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas. Operate a variety of tools, equipment and vehicles used in grounds maintenance work. Perform grounds maintenance work in accordance with established schedules and in preparation for special events. Care for and maintain plants, shrubs, flowers, turf and trees. Assist in the maintenance and repair of the District's irrigation system including installing, operating, maintaining and making minor repairs and adjustments to automatic sprinkler systems. Safely and effectively apply fertilizers, pesticides and herbicides. Learn NCAA Athletic Field rules and Measurements. Learn local water district and health department laws and guidelines involving reclaimed water usage. Perform heavy manual labor. Understand and follow oral and written instructions. Mix, pour and finish concrete as needed. Apply insecticides and herbicides to assure insect and weed control when authorized. Ensure adherence to safe work practices and procedures. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES –

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in grounds maintenance.

Experience:

One year of grounds maintenance experience.

License or Certificate:

Possession of a valid California driver's license and proof of insurability. Some positions in this class may be required to attend Forklift Training and obtain certification. Some positions in this class may be required to attend Pesticide Application Training, involving requirements, safety and training, and obtain certification. Some positions in this class may be required to attend Heavy and Power Equipment Training and obtain certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Occasional exposure to risks controlled by safety precautions.

Physical:

Primary functions require sufficient physical ability and mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

ATTACHMENT 4

POLICE OPERATIONS LIEUTENANT - Classified Management Salary Range 06

DEFINITION

To directly manage the day-to-day college-wide operations of the Irvine Valley Police Department and participate with the Chief of Police in planning, developing, organizing, coordinating, directing, reviewing and evaluating police, security, emergency response, disaster preparedness, parking control and revenue generation programs, services, operations, activities and processes to protect the lives and property of students, faculty, staff and the College; participate in ensuring the protection of College personnel and facilities in accordance with federal, State and local laws, codes and regulations as well as College public safety policies and procedures; train, supervise and evaluate the performance of assigned personnel; prevent, deter and suppress unlawful activity by implementing community-oriented and problem-oriented policing strategies and techniques for the College, including the direction, coordination and review of policies and procedures for the physical security of building and equipment for the College and other assigned grounds or properties owned, operated, controlled or administered by the College or District; coordinate assigned activities with other departments and with local law enforcement agencies and Federal and State agencies, as required; participate in preparing and administering annual program budgets; provide highly responsible and highly complex staff assistance to the Chief of Police as assigned and performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. Exercises direct supervision of police and security subordinate staff.

DUTIES AND RESPONSIBILITIES

Act as an overall assistant to the Chief of Police and may act as temporary head of the Department in the Chief's absence; manage the day-to day operations and activities of the Irvine Valley College Police Department according to Departmental policies and procedures.

Performs supervisory duties, general law enforcement and patrol duties in uniform, without limitations, to meet Department staffing needs; supervise all assigned personnel, protect life and property and enforce all pertinent laws within the jurisdiction of the department; act as Incident Commander during critical emergency situations on District property.

Provide overall guidance and coordination of Department personnel in matters pertaining to criminal investigations and prepares special reports; conduct administrative investigations and investigate other relevant disciplinary issues as assigned by the Chief of Police;

Work closely with members of the campus administration, the faculty, the students, or representatives of local public safety agencies in the implementation of policies, procedures or agreements pertaining to program operations.

May provide interpretations of campus public safety policies and regulations to members of the campus community, representatives of local agencies or members of the general public.

Coordinate the Department's involvement in special events held on the campuses.

Page 2 - Police Operations Lieutenant

Supervise the performance of uniformed Patrol Officers, Dispatch Staff, Community Services Officers (CSOs), non-sworn civilian office support staff and other personnel assigned to the Department by evaluating their work and providing on-the-job training as appropriate.

Coordinate criminal investigation of crimes committed on the IVC campus, and interact with representatives of the Irvine Police Department to monitor and assist, when necessary, the investigation of Part 1 crimes handled by that department.

Develop campus crime prevention programs for students, faculty and staff, using contemporary strategies to provide awareness and prevention of criminal activity on campus

Update, implement and manage the Department Training Plan to ensure contemporary training standards for police officers, dispatchers and civilian employees; conduct annual 'training needs assessment'; coordinate the Department's Field Training Program and the Dispatch Communications Training Program; provide field training as needed.

Coordinate Department programs such as the Community Services Officer (CSO) Program.

Coordinate the California Law Enforcement Telecommunications Systems (CLETS) and Criminal Justice Information Center (CJIC) information systems and Computer-Aided Dispatch (CAD) software, and oversee Departmental compliance with property and evidence statutes set forth in the CA Evidence Code.

Ensure that officers comply with Department firearms and range qualification requirements.

Perform related duties and responsibilities as assigned.

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 as a police officer with a California law enforcement agency, or prior supervisory role in an education-based law enforcement organization.

Education/Training:

Bachelor's degree or an equivalent combination of education and experience from which similar knowledge, skills and ability may be acquired. ("Equivalent combination" means that two years of supervisory related experience can be considered as equivalent to one year of college education). One year experience in emergency response to terrorism related to homeland security, anti-terrorism and/or weapons of mass destruction is highly desirable.

Licenses, certificates, and other requirements:

P.O.S.T Advanced Certificate

P.O.S.T. Supervisory Certificate or the ability to qualify for or obtain the certificate

P.O.S.T. Management Certificate or the ability to complete the P.O.S.T. Management course within the mandated time period established by P.O.S.T.

Page 3 - Police Operations Lieutenant

A valid California driver's license.

A valid CPR and First Aid Certificate issued by the Red Cross or other authorized health agency by completion of probationary period.

NOTE: COPIES OF ALL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.

Medical/Psychological Testing and Background Check:

Must successfully pass a medical examination, a psychological test and a thorough background investigation, pursuant to California Government Code Section 1031, to comply with the standards established by the California Commission on P.O.S.T.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Law enforcement and campus security principles, practices and techniques including patrol procedures, investigations, crime prevention and the collection and preservation of evidence.

Laws, rules and regulations pertaining to the laws of search and seizure, arrest, legal rights of citizens, and court procedures.

Laws, rules and regulations pertaining to traffic and crowd control, records management, care and custody of persons, and property and environmental protection.

Principles, practices and techniques used in crime prevention, including physical security, loss control and executive protection.

State and federal laws and regulations related to assigned program, including training and certification requirements for law enforcement officers and support staff and the specific laws, codes and regulations related to search and seizure, arrest and the chain of evidence.

Planning and organization principles.

Record-keeping, evidence and report-writing methods.

Skills and Abilities:

Meet standards specified by the Commission on Peace Officers Standards and Training (P.O.S.T.).

Train, supervise, discipline and evaluate personnel.

Determine appropriate actions in emergency situations.

Enforce laws, rules and regulations and conduct investigations.

Analyze situations accurately and take appropriate action.

Establish and maintain effective and cooperative working relationships with others.

Page 4 - Police Operations Lieutenant

Plan, organize, coordinate and supervise assigned work.

Collect, compile and analyze information.

Communicate and work effectively with others, both orally and in writing, to achieve common goals.

Use standard word processing software as well as CLETS and CJIC information systems.

Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Human relation skills to resolve confrontation, affect behavior of others, facilitate small group processes, supervise the work of others and review performance, and convey a positive image of the organization.

Operate and maintain emergency police equipment such as firearms, Taser, OC spray, shotgun, patrol rifle, baton and handcuffs.

Operate a computer and assigned office equipment.

Administer first aid in emergency situations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Duties are performed primarily in an office environment, often while sitting at a desk or computer workstation. An incumbent is frequently subject to attending scenes of accidents, crimes or major incidents and meetings at various locations within the College and its community. Incumbent is subject to contact with others, frequent interruptions, and demanding timelines. At least minimal environmental controls are required to assure health and comfort. This position is assigned to work an evening shift, Monday through Friday, and may need to work weekends as assigned. Required to be on call to the College 24 hours a day, 7 days a week.

Physical Demands:

Incumbent regularly stands and sits for long periods; walks short distances on a regular basis; travels to direct the investigation of crimes, accidents and/or incidents; attends meetings and conducts work at various locations within the College, community, or District; uses hands and fingers to operate an electronic keyboard or other office machines; sees to read fine print and operate computer; hears to understand voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds. Must meet the physical requirements necessary to safely and effectively perform assigned duties.

SENIOR ADMISSIONS AND RECORDS SPECIALIST – Classified Bargaining Unit Salary Range 126

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 assigned supervisory or management staff, performs a variety of advanced level technical duties in support of Admissions and Records program activities including evaluation of residency applications or serving as regular lead during registration; prepares a variety of records and reports; and responds to difficult questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Admissions and Records Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including evaluating residency applications and serving as regular lead during registration. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide customer service; address and provide solutions to customer problems and concerns; respond to questions and requests from students and the general public; serve as technical resource; provide information regarding admissions and records procedures and functions.
2. Evaluate admissions applications for residency requirements and determine residence status according to state and federal law and District policies; verify integrity of and validate residency reclassification requests; advise and assist students through the reclassification process.
3. Compile residency data; maintain computerized database for residence statistics; prepare and provide statistical reports.
4. Lead, plan, train, and review the work of staff responsible for registration procedures; participate in performing the most complex work of the unit including to analyze complex registration problems and recommend/take effective course of action.
5. Oversee daily counter operations as assigned; register new and continuing students; assist students having difficulty using the automated registration systems; make enrollment changes for students; collect and post fees for student registrations and debts; issue receipts and identification cards. prepare cash drawers; count and collect monies through daily transactions from cash drawers and registers; prepare receipts; evaluate and analyze student accounting statements and problems; correct statements as necessary; work with Financial Aid Office in recalculating student fees; maintain integrity of hardware and software at the admission counter; maintain and manage forms necessary for the operations of the counter.
6. Instruct students in correct procedures for completion of forms and applications; review completed forms for completeness and accuracy; process applications and forms; review and determine status of applications and forms.
7. Research, follow-up on, and make recommendations/decisions pertaining to student petitions and related matters; correspond with students regarding issues.
8. Analyze illegal repeat report; recommend student to be dropped from classes.
9. Verify eligibility and credit attained for classes completed by exam or advanced placement.

REPRESENTATIVE DUTIES

10. Provide outreach to high schools.
11. Determine the accuracy of K-12 student forms and applications according to state and District regulations.
12. Maintain appropriate documentation and records; compile and maintain copies of appropriate information; enter information into appropriate database.
13. Compute statistical data; compile and prepare various reports and lists.
14. Interview, recommend the hiring of, train and supervise staff and student assistants including during registration process; develop schedules for assigned staff.
15. Prepare procedural manuals; update procedural manual with changes made to programs and new office requirements; provide recommendations for changes in operations and procedures.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of an Admissions and Records program area.
- Principles of lead supervision and training.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the state education code.
- District policies and requirements regarding admissions and records, residency evaluation, appeal resolution, and other general admissions and records requirements.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles, practices, and procedures of record keeping.
- Business letter writing and basic report preparation.
- Methods and standards used in processing College paperwork.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles and techniques used in public relations including methods and techniques of proper counter, receptionist, and telephone etiquette.
- Basic mathematical concepts.
- Basic accounting procedures.
- Work organization principles and practices.
- English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Understand the organization and operation of the assigned Admissions and Records functional area as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Independently perform the most difficult specialized office support, clerical, and technical duties and activities of a general and specialized nature in support of the assigned Admissions and Records functions.
- Lead, organize, and review the work of assigned staff.
- Evaluate residency status of incoming students.
- Research and evaluate information.
- Analyze problems and identify alternative solutions.
- Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines.
- Develop recommendations for problematic areas and implement and monitor changes.

REPRESENTATIVE DUTIES

Respond to requests and inquiries from students, staff, or the general public; effectively present information in person or on the telephone to students, staff, or the public.
Resolve conflicts and deal effectively with difficult people.
Balance accounting ledgers and prepare monies for deposit.
Use sound judgment in recognizing scope of authority.
Type or enter data at a speed necessary for successful job performance.
Maintain filing and record-keeping systems.
Exercise good judgment in maintaining information, records, and reports.
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 with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical or office related training or course work.

Experience:

Three years of increasingly responsible technical and clerical experience related to admissions and records functions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

ADMISSIONS AND RECORDS SPECIALIST I – BILINGUAL PREFERRED – Classified
Bargaining Unit Salary Range 116

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision from assigned supervisory or management staff, performs a variety of routine technical and clerical duties in support of the Admissions and Records functions including in the areas of student registration and admissions and records data and information input, retrieval, and maintenance; responds to questions and requests for information from students, staff, and the general public received by phone, e-mail, or in-person; and preferred to communicate in a designated second language with limited-English speaking students as necessary.

DISTINGUISHING CHARACTERISTICS

Classifications within the Admissions and Records Specialist series are distinguished from each other by the diversity and complexity of assigned duties and level of responsibility. Positions assigned to the Admissions and Records Specialist I – Bilingual Preferred are required to speak English and preferred to speak an additional designated second language while performing the more routine/less complex duties that are of a more limited scope than those assigned to positions at higher levels within the series including assisting students in filing various forms.

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. Communicate in English or, if bilingual, a designated second language to help prospective, new, or returning students to understand the College's admissions, registration, and enrollment policies, requirements, procedures, timelines, and forms and to assist them with the accurate and timely completion of such forms.
2. Respond to telephone, email, and personal inquiries regarding registration, application, residency, high school permits, telephone and internet registration and applications, transcripts, and course schedules; disperse forms and answer general information questions; refer complex questions to higher-level admissions and records staff.
3. Receive application forms; review for accuracy; input into computer terminal; assign identification number; schedule appointments.
4. Accept transcripts, verification forms, reclass of residency forms, and related forms; receive special petition forms including general petitions, illegal repeat forms, readmission after dismissal forms, applications for certificates or Associate degree, and other forms; process special request for registration; accept and process student data changes.
5. Make matriculation appointments and refer questions regarding the matriculation process and testing results to the Matriculation Office.
6. Assist students in filling out transcript request forms, add/drop cards, petitions, grade requests, and other Admissions and Records forms; input information into computer terminal.
7. Collect fees; input/post charges, cash/check/bankcard transactions/payments, and other information to student accounts; issue receipts; close out and balance registers; prepare monies for bank deposit by reconciling funds and closing accounting pages.
8. Process on-line registration, drops, and adds; respond to inquiries made through the web pages.
9. Monitor enrollment of courses; notify students of filled, canceled, or changed classes.
10. Receive grades and grade changes from instructors.

Page 2 - Admissions and Records Specialist I – Bilingual Preferred

11. Process, scan, and input student documents into the document imaging management system; prioritize the scanning of documents; separate documents by type and prepare documents for scanning; scan, index, and post documents and information including applications, residency documentation, incoming transcripts, high school permits, evaluations, petitions, test scores, and other documents; review scanned materials for accuracy and clarity; file or dispose of documents when posted; troubleshoot basic system problems as necessary.
12. Retrieve, open, sort, and distribute mail for the department; respond to inquiries related to assigned area.
13. Order, stock, and maintain office supplies including needed forms; file and stock class schedules, applications, data change forms, add and drop forms, and related forms; maintain counter inventory sheets.
14. May assist in the training of new specialists in various procedures including counter, scanning, and related procedures and processes.
15. Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
16. Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.
17. 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:

A designated second language is preferred.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of record keeping.

Basic principles and practices used to establish and maintain files and information retrieval systems.

Basic principles and techniques used in public relations including methods and techniques of proper counter, receptionist, and telephone etiquette.

Basic mathematical concepts.

Basic accounting procedures.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Learn and understand the organization and operation of the assigned program area 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.

Learn the methods and standards used in processing College paperwork.

Perform a variety of office support and clerical duties and activities of a general and specialized nature for an assigned office.

Respond to requests and inquiries from students, staff, or the general public; effectively present information in person or on the telephone to students, staff, or the public.

Balance accounting ledgers and prepare monies for deposit.

Use sound judgment in recognizing scope of authority.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing and record-keeping systems.

Ability to:

Exercise good judgment in maintaining information, records, and reports.

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.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Communicate clearly and concisely, both orally and in writing in English and, if bilingual, a designated second language.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized office-related training or course work.

Experience:

Two years of general clerical experience including one year of customer service experience involving the operation of a computer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.7
DATE: 10/27/08

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Classified Employee Layoff
ACTION: Approval/Ratification

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 December 11, 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 in hours 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 December 11, 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 40 hours/week</i>	<i>Reduction in Hours 2 hours per day x5 days/wk = 10 hours/week (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 December 11, 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 27th day of October, 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: 6.8
DATE: 10/27/08

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Classified Employee Layoff, Saddleback College
ACTION: Approval/Ratification

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 December 11, 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 in hours 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 December 11, 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 (40 hours/week)</i>	<i>Reduced in Hours 2.8 hours per day x 5 days/wk = 14 hours/week (26 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 December 11, 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 27th day of October, 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

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

BACKGROUND

Our District was founded in 1967. For every year except one in the ensuing more than 40 years, the Board has opened its meetings with invocations. Trustees have offered these invocations and used the opportunity to do so for traditional prayers, moments of silence, and words of inspiration.

STATUS

The legal propriety of continued invocations has been challenged by some faculty members. The District has consulted with several legal counsels in this regard and believes that we need to employ a legal counsel to further advise us in this matter on a continuing basis. It is recommended that the Board of Trustees employ John Eastman as our legal counsel for the aforementioned purpose. Mr. Eastman currently serves as the Dean of Law School at Chapman University.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the retainer agreement, as shown in Exhibit A, to engage John Eastman as our legal counsel in matters involving Invocation at Board meetings and College/District functions.

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

**Legal Services Agreement
of the Center for Constitutional Jurisprudence**

1. The Center for Constitutional Jurisprudence ("Center" or "CCJ") is the public legal services sector of the Constitutional Jurisprudence Clinic program of Chapman University School of Law and operates as an educational, litigation and public advocacy center for constitutional law and jurisprudence. Founded in 1999 as the public interest litigation arm of The Claremont Institute for the Study of Statesmanship and Political Philosophy, and hence designated also as The Claremont Institute Center for Constitutional Jurisprudence, the Center provides legal representation and litigation support through the work of attorneys, law students and others in cases of constitutional significance, engaging in strategic efforts to promote the principles of the American Founders to their rightful, preeminent authority and influence in public affairs and law.
2. Subject to the terms of this Legal Services Agreement ("Agreement") and applicable law, CCJ, through the Constitutional Jurisprudence Clinic and associated attorneys, is hereby engaged to provide legal services and representation, as described herein, by and for the following Client(s): the South Orange County Community College District ("SOCCCD" or "District") and its governing board.
3. CCJ will represent and advise Client concerning the following legal matters and related issues: invocations at meetings of the SOCCCD governing board and opening remarks at District sponsored events challenged as invocations or as otherwise unlawful.
4. Client agrees to cooperate fully with CCJ, to provide information and documentation upon request, to be available for any legal procedures or proceedings, and to perform all actions which CCJ and its attorneys may request in their judgment as necessary or useful to the legal representation of Client. Client will confer with CCJ before making any public statements concerning the subject matter covered by this Agreement. CCJ and its associated attorneys have made no representations or promises concerning the outcome of any legal procedures or proceedings.
5. Client will not be charged for the legal services provided by CCJ law students or by CCJ attorneys and faculty for supervision of students. Client acknowledges that CCJ will undertake this representation in affiliation with several independent attorneys who work with the CCJ in an "of counsel" relationship. Client will be charged monthly for costs incurred and legal services provided by these CCJ affiliated attorneys at their customary hourly rates, currently as follows: John Eastman (\$525/hour); Anthony Caso (\$425/hour); David Llewellyn (\$425/hour); Karen Lugo (\$325/hour); and other paralegal and support personnel at market rates. These rates will then be discounted by 50%, with payment of the amount discounted contingent on the award of attorneys fees to Client in any successful litigation defense. Client further acknowledges that any award

of attorney fees or costs to Client by judicial action or settlement of any matters covered by this Agreement, if any, are the property of CCJ and its associated attorneys after reimbursement to Client of any direct monetary expenditures, including prior payment of any fees. CCJ may, in its discretion, obtain contributions from any lawful sources for legal costs or attorney fees associated with the pro bono representation of Client in the matters subject to this Agreement without notice to or authorization from Client.

6. Client authorizes CCJ and its attorneys to use descriptions and non-confidential documentation related to this matter in public and private statements by or on behalf of CCJ or its attorneys. The names of CCJ, its legal counsel and agents, and their *opinions, writings, work product* and other expression, may be used by Client only with express authorization by CCJ. No statement, work product or other expression by CCJ, its attorneys or agents may be used to support or oppose (a) any candidate for public office, at any time, nor (b) any pending legislation or grass roots lobbying advocacy without the express permission of CCJ and the author of the work product or other expression.

7. Except as otherwise provided herein, CCJ and Client will use their best efforts to maintain confidentiality in their relationship, advice and work product.

8. At the conclusion of the representation of Client by CCJ in this matter, Client will reclaim all documents and other items provided to CCJ, or they will be destroyed after being held for the time period provided by law.

9. This agreement is governed by the laws of the State of California and the United States of America. Any disputes subject to the rules of the California Bar Association must be resolved according its procedures. Judicial venue will be exclusively in the Superior Court of Orange County, California.

10. CCJ and Client may modify this Agreement by a writing signed by authorized representatives of the parties, and either CCJ or Client may terminate this Agreement by written notice, subject to completion of all outstanding duties and subject to court approval when required.

Date:

Date:

South Orange County Community
College District
By:

Center for Constitutional Jurisprudence
By:

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

BACKGROUND

Saddleback College's existing track surface needs replacement. The surface was replaced over seven years ago. This project was reviewed and prioritized by the college's collegial consultation 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 order's value. CMAS contracts have been assessed to be competitive.

STATUS

On July 28, 2008, the College 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.

College administration and staff have met and determined that this project is a priority and recommend the Board of Trustees approve this contract.

Funding for this project will be provided through the College's Scheduled Maintenance Fund.

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.

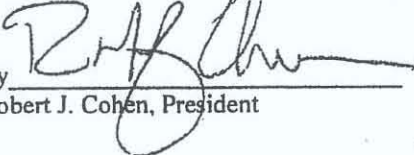
Substrate; soil; asphalt and concrete work, leveling and repairs; drainage systems; and supply or installation of in-ground and other track and field equipment, are not included.

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	2) SMALL BUSINESS: NO *****
COMMODITY EQUIPMENT		
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 FURNIT 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	2) SMALL BUSINESS: NO *****
COMMODITY EQUIPMENT		
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	2) SMALL BUSINESS: NO *****
COMMODITY EQUIPMENT		
<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	2) SMALL BUSINESS: NO *****
COMMODITY EQUIPMENT		
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	2) SMALL BUSINESS: NO *****
NON-IT SERVICE		
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: Saddleback College and IVC: Strategic Plan for Reducing Textbook Costs

ACTION: Information

BACKGROUND

A request was made for a report to the SOCCCD Board of Trustees on a strategic plan for reducing textbook costs.

STATUS

Dr. Robert Bramucci, Vice Chancellor for Technology and Learning Services; Dr. Gwen Plano, Vice President of Student Services, Irvine Valley College; and Lise Telson, Vice President for Student Services, Saddleback College, prepared a report on the colleges' strategic plans for reducing textbook costs, which is presented as Exhibit A.

Saddleback College

Strategic Plan for Reducing the High Cost of Textbooks

Christina Andrews, Saddleback College Student, Associated Student Government Senator

Audra DiPadova, Director of Student Development

Lise Telson, Vice President for Student Services

Background

As the cost of college textbooks increases at an alarming rate, textbook affordability has become a paramount concern for community colleges. Regarding her office's report on textbook affordability, California State Auditor Elaine Howle wrote that "increases in textbook prices have significantly outpaced median household income, which makes it more likely that some students will forgo or delay attending college because of the financial burden that postsecondary education imposes."¹ She maintains that "at the California Community Colleges, the cost of textbooks was nearly 60 percent of a full-time student's total education cost in academic year 2007-08."²

Saddleback College is addressing the problem of the high cost of textbooks in a variety of ways:

1. For most students, purchasing used books has proven to be the most cost-effective method of accessing course materials. Last year alone, students saved \$533,000 by purchasing used books. In addition, \$535,000 was paid to students through the bookstore's buyback program.

However, the best way to ensure the availability of used books is to ensure faculty submit their book adoptions in a timely manner. To this end, twice per semester the Saddleback College Bookstore Committee issues a letter to all faculty (see attached) reminding them of the importance of timely book adoptions each semester and the effects that any delay will have on students.

2. In September 2008, the Saddleback College Foundation and Associated Student Government (ASG) each donated \$5,000 to fund a new "Emergency Book Loan Program" with the goal of buying books for the Library's Reserve Section. Recommendations for the textbook "wish list" are requested of deans and department chairs. Requirements include that books must be used for high-enrollment classes, be used for three consecutive semesters, and must not be removed from the Library.
3. Faculty are encouraged to contact their publishers for an extra desk/instructor copy of each textbook to be donated to the Library or used on a case-by-case basis in class.
4. The Bookstore Committee and Follett bookstore management involve the Academic Senate to directly facilitate communication with faculty.
5. The Bookstore Committee closely evaluates Follett's pricing policy.

¹ California State Auditor. "Affordability of College Textbooks." Bureau of State Audits Web Page. <http://www.bsa.ca.gov/pdfs/reports/2007-116.pdf> (Last accessed, 8 October 2008).

² Ibid., page 1.

Recommendations for the Future

1. The Saddleback College ASG and Foundation will be asked to consider contributing annually to the "Emergency Book Loan Program," thus building reserves in the Library and accounting for edition changes.
2. The Saddleback College Bookstore is instituting a Book Rental Program, to be in place no later than the Fall of 2009. If feasible, program expansion should be supported as recommended by the Bookstore Committee.
3. Faculty will commit, whenever possible, to use any edition for as long as pedagogically possible.
4. Reminders of the importance of timely book adoptions will be sent to faculty more often. In addition, department chairs will be encouraged to commit to enforcing departmental early adoption policies.
5. Course readings should be encouraged wherever pedagogically possible.
6. Within five years, a CSU-led effort called the "Digital Marketplace," which will offer online resources such as an open-source digital library, should be available.

Conclusion

Saddleback College is committed to ensuring students' access to textbooks and therefore higher education. It is imperative that we adhere to our strategic plan and further, seize any viable emerging opportunities to provide lower-cost textbooks for our students (the Saddleback College Associated Student Government (ASG) and Foundation did just that when they committed a total of \$10,000 to the "Emergency Book Loan Program" in September of 2008). We must be thoughtful and diligent in researching new ideas and formulating plans to reduce the costs of textbooks. The Saddleback College Bookstore Committee, comprised of students, faculty, staff and administrators, is fully committed to this important project.

Dear Faculty,

Access to used books saves students money. Timely book adoptions by faculty result in more used books available for our students. Please note that it is only when books are adopted in a timely manner that the bookstore is able to source texts from the used book market.

Last year students saved \$533,000 by purchasing used books. In addition, \$535,000 was paid to students through the bookstore's buyback program.

What you can do:

- Whenever possible, and not pedagogically restrictive, please be sure to use the same edition of your required books from year to year.
- Please remember to work with your textbook sales representatives to get instructor copies for the reserve section of the Library. Students who are unable to purchase all of their books at once and/or are waiting for their first financial aid award rely on books available in the Library in order to complete their assigned reading.

Did you know...

Profits from the Saddleback College Bookstore fund our Associated Student Government (ASG) program, which in turn supports a number of college programs and activities. All of these directly benefit our students!

Programs and activities include:

- Student participation in professional conferences (such as the California Nursing Students' Association, CNSA)
- Intercollegiate Athletics
- Performing Arts
- The Forensics Team
- Scholarships
- Student Clubs & Organizations (such as the Model United Nations)
- Red Ribbon Day
- The Lariat

Follett Higher Education Group, the Saddleback College Bookstore vendor, provides rewards to both students and Saddleback College. Follett:

- Developed the *Buyback Gift Card Program* where students earn 10% off future store purchases after selling back their books.
- Initiated the *Bookknow Program* that notifies students when books are available for classes in which they have registered and the book adoptions have not been received.
- Integrated an online book order process with the Saddleback College online registration program.

Please share this information with your students; we hope you will continue to support the Saddleback College Bookstore.

Best regards,

Irvine Valley College

Student Development Response to the Board of Trustees Helping Students with Textbook Costs

The Associated Students of Irvine Valley College (ASIVC) is committed to helping students reduce textbook costs. To that end, in 2005 they launched an online program called *The Book Exchange*, modeled after a program at the University of Utah, to assist students in selling or trading their used textbooks. *The Book Exchange* has been successful, and ASIVC plans to expand the program to reach more students.

In addition, ASIVC works with our College bookstore partner, Follett, to encourage student savings in a variety of ways:

1. Researching Book Rental programs.
2. Considering book coupon incentives that would apply to the purchase of books.
3. Negotiating a 5%-10% textbook discount for ASG Activity Sticker holders.
4. Asking faculty to consider use the same texts for longer periods so students can purchase used books at a greater savings.
5. Encouraging faculty to meet textbook ordering deadlines, which leads to more used books being available for students to purchase.
6. Asking faculty to consider changing publishers if a publishing firm changes editions yearly.
7. Suggesting to faculty that they limit bundled book packaging, because once the package is opened it cannot be sold back.
8. Researching the web for sites that have textbooks online for students to download.
9. Encouraging Follett's efforts with EBooks.
10. Advising students of their option to purchase from online bookstores (e.g., Amazon.com, half.com, Books.com).
11. Considering providing textbooks to ASIVC elected/appointed officers, which they would return at the end of each semester so as to create a Library of textbooks for ASG Activity Sticker holders to check out for the semester.
12. Encouraging students and faculty to donate textbooks to the IVC and ASIVC libraries.
13. Researching best practices from other colleges.

In summary, used books are currently the number one way students can save on textbook expenses, and Follett embraces the buyback of used books for resale (in fact, 44% of Follett's business is used books). Follett also encourages faculty who are changing to new edition textbooks to use the book for at least 3-5 years, which allows students to either (1) resell the book through the Book Exchange program or (2) sell the book back to Follett.

In order for students to get "top dollar" for their used books, faculty must meet Textbook Ordering Deadlines. Follett will always buy used books back; however, the price depends on whether the textbook will be used the next semester. If faculty book orders arrive after the deadline, Follett does not know whether the book will be reused or not so a lower buyback price is offered to students.

Finally, there are new book stores located close to Irvine Valley and Saddleback College that cater to our students. These stores advertise a 10% savings on all books sold to IVC students, and IVC allows the off-site stores to post on campus so that students know they have options. Additionally, web sites such as Textbookrevolution.org, The Internet Public Library (www.ipl.org), Bartleby.com and Google Scholar all offer resources for free textbooks on the Internet. There is a movement to launch the first commercial open textbook publisher, Flat World Knowledge, by January, 2009. Flat World Knowledge will offer free online textbooks written by faculty that can be printed and bound; costs will be about \$25 for black and white versions and \$35-\$39 for full-color copies.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: 50% Law Compliance Report
ACTION: Information

BACKGROUND

At the August 27, 2008 board meeting, Trustee Padberg requested a report on the District compliance with the 50% Law.

STATUS

There has been no year when the District has been out of compliance with the 50% Law. The calculation for fiscal year 2006-2007 was 50.03% and the calculation for this past fiscal year, 2007-2008, is 51.65%. No consultant has ever been hired to assist with compliance for the 50% Law. As required by the State Chancellor's Office the District's independent auditing firm of Vicenti, Lloyd, and Stutzman examines and verifies the details of the calculation as part of the annual financial audit.

EXHIBIT A and B provide analysis of compliance with the 50% Law for 2006-2007 and 2007-2008, as reported on the Annual Financial and Budget Report (CCFS-311).

SUPPLEMENTAL DATA

For Actual Year: 2006-07

S11 GENERAL FUND - UNRESTRICTED SUBFUND

Object Category	State Use Only (EDP)	ECS 84362(a) Instructional Salary Costs (AC 0100-5900 and AC 6110) (1)	ECS 84362(b) Total (AC 0100 - 6799) (2)
Academic Salaries (CA 1000):			
Instructional Salaries (CA 1100 and 1300)	407	39,631,039	41,010,956
Noninstructional Salaries (CA 1200 and 1400)	408		8,439,379
Subtotal Academic Salaries	409	39,631,039	49,450,335
Classified Salaries (CA 2000):			
Noninstructional Salaries (CA 2100 and 2300)	411		22,710,639
Instructional Aides (CA 2200 and 2400)	416	2,357,380	2,722,929
Subtotal Classified Salaries	419	2,357,380	25,433,568
Employee Benefits (CA 3000)	429	12,470,674	26,588,687
Supplies and Materials (CA 4000)	435		1,428,866
Other Operating Expenses and Services (CA 5000)	449	269,720	9,836,254
Equipment Replacement (CA 6400 Equipment, subsidiary "Replacement")	451		
TOTAL (409 + 419 + 429) and (435 + 449 + 451)	459	54,728,813	112,737,710
Less Exclusions for Current Expense of Education	469		3,344,775
TOTALS for ECS 84362, 50 Percent Law (459 - 469))	470	54,728,813	109,392,935
Percentage of CEE (EDP 470, col. 1 divided by EDP 470, col. 2)	471	50.03%	100.00%
50 Percent of Current Expense of Education (50% of EDP 470, col. 2)	472		54,696,467
Nonexempted Deficiency from second preceding fiscal year	473		
Amount Required to be Expended for Salaries of Classroom instructors (472 + 473)	474		54,696,467

SUPPLEMENTAL DATA

For Actual Year: 2007-08

S11 GENERAL FUND - UNRESTRICTED SUBFUND

Object Category	State Use Only (EDP)	ECS 84362(a) Instructional Salary Costs (AC 0100-5900 and AC 6110) (1)	ECS 84362(b) Total (AC 0100 - 6799) (2)
Academic Salaries (CA 1000):			
Instructional Salaries (CA 1100 and 1300)	407	42,413,558	42,993,533
Noninstructional Salaries (CA 1200 and 1400)	408		8,706,459
Subtotal Academic Salaries	409	42,413,558	51,699,992
Classified Salaries (CA 2000):			
Noninstructional Salaries (CA 2100 and 2300)	411		23,370,297
Instructional Aides (CA 2200 and 2400)	416	2,770,002	3,101,311
Subtotal Classified Salaries	419	2,770,002	26,471,608
Employee Benefits (CA 3000)	429	10,759,823	22,603,513
Supplies and Materials (CA 4000)	435		1,703,710
Other Operating Expenses and Services (CA 5000)	449	350,341	9,879,509
Equipment Replacement (CA 6400 Equipment, subsidiary "Replacement")	451		
TOTAL (409 + 419 + 429) and (435 + 449 + 451)	459	56,293,724	112,358,332
Less Exclusions for Current Expense of Education	469		3,357,551
TOTALS for ECS 84362, 50 Percent Law (459 - 469))	470	56,293,724	109,000,781
Percentage of CEE (EDP 470, col. 1 divided by EDP 470, col. 2)	471	51.65%	100.00%
50 Percent of Current Expense of Education (50% of EDP 470, col. 2)	472		54,500,390
Nonexempted Deficiency from second preceding fiscal year	473		
Amount Required to be Expended for Salaries of Classroom instructors (472 + 473)	474		54,500,390

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 9/30/08 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:

<u>Year</u>	<u>Basic Aid Receipts</u>
2008 – 2009	\$47,398,334
2009 – 2010	\$48,708,717
2010 – 2011	\$47,982,019
2011 – 2012	\$47,229,084
2012 – 2013	\$46,425,138

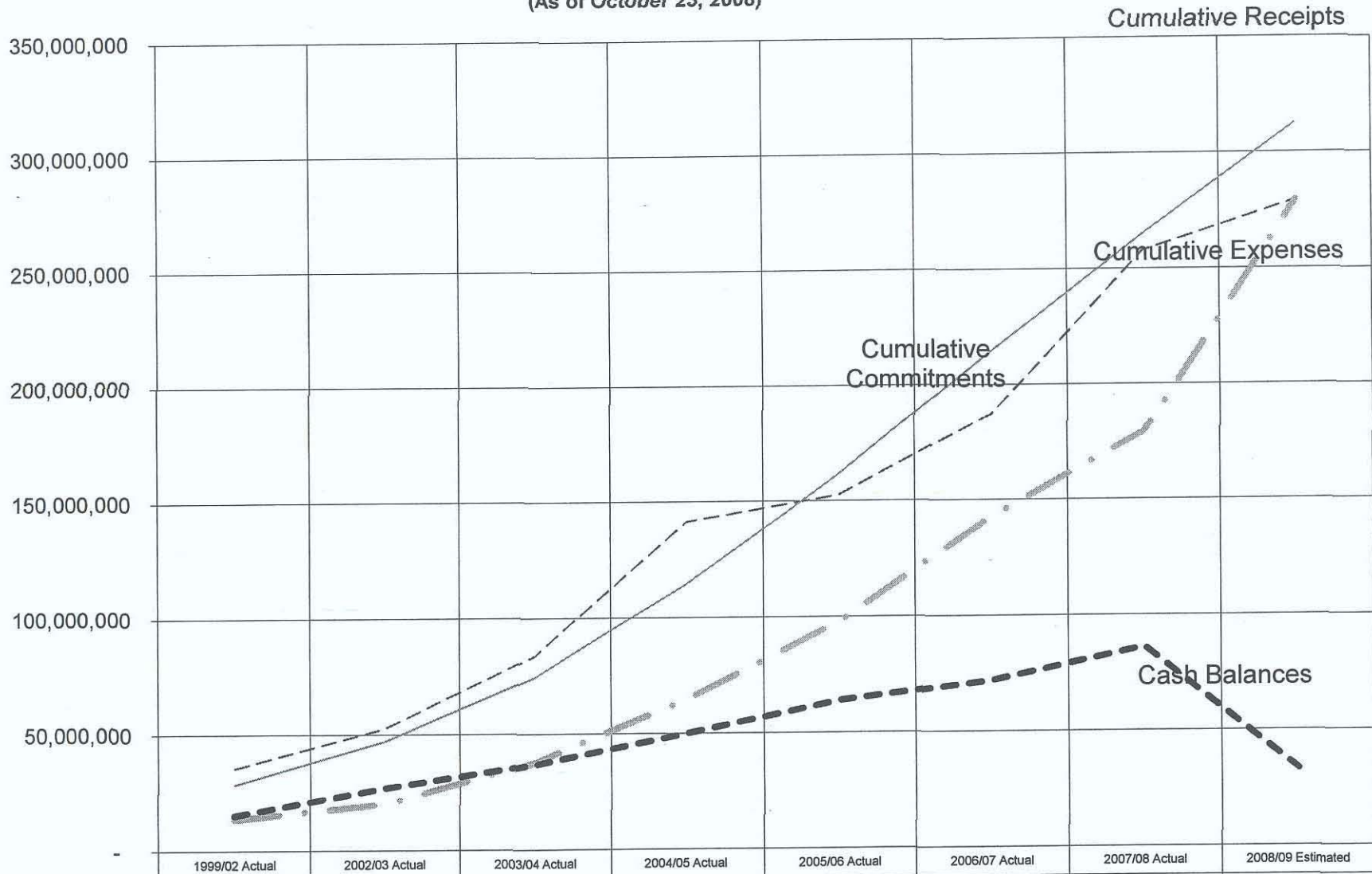
**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of October 23, 2008**

	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
							Total Receipts	\$312,414,553
							Total Approved Projects	\$279,098,709
							Uncommitted Basic Aid Funds	\$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/Barrance 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
Total Approved Projects	\$42,353,866	\$39,438,533	\$27,878,587	\$76,481,939	\$92,945,784	\$279,098,709

South Orange County Community College District
Basic Aid Receipts, Commitments, Expenses and Cash Balances
 (As of October 23, 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	279,098,709
— 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

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 October 27, 2008

SADDLEBACK COLLEGE

1. 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.

2. SCIENCES BUILDING

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008 to re-compete for funding. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$48,279,000 with \$27,693,000 anticipated from the state and \$20,586,000 proposed as funded through basic aid.

3. 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. *About 60% of the new concrete sidewalks and plaza areas have been completed. Footings are completed and the masonry building walls and columns are being constructed. The new concrete ADA path of travel walkway from the lower parking lot is constructed.* Construction is on schedule and is expected to be completed by the end of February, 2009.

4. REMODEL 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 *was approved by the Board last month.* Construction is scheduled to be completed in February, 2009. *The Gaucho Strength Center and PE-100 projects are under design.*

5. MATH/SCIENCES/ENGINEERING BUILDING

The District re-submitted the *initial* project proposal to the State Chancellor's Office on *September 30, 2008.* Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated at \$28,716,000 with \$18,000,000 anticipated from the state and \$10,716,000 proposed as funded through basic aid.

6. LOOP ROAD

The Board approved funding for the Loop Road project during the March board meeting. Currently, the project is estimated at \$2,100,000 which is believed to be an inadequate amount. *This project is included in the recent Request for Qualifications and Proposals for Architectural services.* Staff will recommend an architectural firm to design and

estimate this project and will bring updates to the Board in the future. The overall project budget is \$2,100,000 funded through basic aid.

7. M/S/E PLAZA 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 *underway*.

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 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. Mullions have been added to the glazing in the Library/Resource room. District Facilities staff met with site staff weekly to define furniture and equipment needs. Proposals for the Phase *III* furniture purchase are presented at this, October, Board meeting. A portion of the trade contracts will be presented at this, October Board meeting for Notice of Completion. Total change orders represent 1.57% of the original contract amount.

3. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

The Board approved funding for additional accessible restroom facilities February 20, 2008. *Mobilization for construction is underway with completion scheduled in October, 2009.* The overall project budget is \$6,980,000 funded through basic aid.

4. A-300 REMODEL FOR MUSIC DEPARTMENT

Mobilization for construction is underway with completion scheduled 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 provided the District with approval to move forward with design. This project is included in the recent Request for Qualifications and Proposals for Architectural services. Staff is planning to recommend an architectural firm to the Board at the November meeting.* 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. *This project is included in the recent Request for Qualifications and Proposals for Architectural services.* Staff will recommend an architectural firm to design and estimate this project and will bring updates to the Board in the future. The overall project budget is \$830,000 funded through basic aid.

ATEP

1. ATEP RENOVATION

ATEP campus was substantially complete in time for the start of fall 2008/09 semester. All windows have been tested for water tightness with a 62% failure rate. 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 were forwarded to the City of Tustin; *comments have been received and are under review.*

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

BACKGROUND

At the June 21, 2005 board meeting, members of the Board of Trustees requested a listing of reports requested by the board for the past six months. The listing is to include: date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. At the July 19, 2005 board meeting, it is requested that this six-month report be a standing item on every board agenda, with old information dropped off and new requests added.

STATUS

The Board report listing (EXHIBIT A) for the past six months is coordinated and prepared by the Office of the Deputy Chancellor.

This report is intended to answer the questions of the South Orange County Community College District Board of Trustees. In the event, additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
LISTING OF BOARD REPORTS REQUESTED**

Date Report Requested	Report Topic	Board Member Requesting Report	Report Due Date	Report Prepared By:	Date Submitted to the Board of Trustees
9/22/08	50% Law Compliance	Trustee Padberg	October 2008	Gary Poertner Beth Mueller	October 27, 2008
9/22/08	Trustee Expenditures	Trustee Padberg	November 2008	Gary Poertner Beth Mueller	
9/22/08	Trustee Cell Phones Expenses	Trustee Williams	November 2008	Gary Poertner Beth Mueller	
6/24/08	Policy for Naming Buildings	Trustee Fuentes	September 2008	Gary Poertner	August 26, 2008

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) for the two colleges and the District are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance.

STATUS

The reports display the adopted budget, revised budget, and transactions through September 30, 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 September 30, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		32,823,629	32,823,629	0	32,823,629
REVENUES:					
Federal Sources	8100-8199	2,339,290	2,339,290	0	56,284
Other State Sources	8600-8699	20,714,307	20,714,307	0	1,735,135
Other Local Sources	8800-8899	171,107,649	171,107,649	0	18,413,465
Total Revenue		194,161,246	194,161,246	0	20,204,884
BASIC AID		450,000	450,000	0	0
INCOMING TRANSFERS	8980-8989	230,088	230,088	0	0
TOTAL SOURCES OF FUNDS		<u>227,664,963</u>	<u>227,664,963</u>	<u>0</u>	<u>53,028,513</u>
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	64,283,621	64,469,819	186,198	12,225,404
Other Staff Salaries	2000-2999	38,655,321	38,498,655	(156,666)	5,866,380
Employee Benefits	3000-3999	30,471,246	30,474,816	3,570	6,935,076
Supplies & Materials	4000-4999	6,167,978	5,848,248	(319,730)	511,671
Services & Other Operating	5000-5999	19,213,075	19,543,898	330,823	4,079,985
Capital Outlay	6000-6999	11,217,556	11,176,495	(41,061)	454,073
Payments to Students	7500-7699	418,033	414,899	(3,134)	19,912
Total Expenditures		170,426,830	170,426,830	0	30,092,501
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	850,015	850,015	0	484,000
Basic Aid Transfers Out		43,067,933	43,067,933	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	535,462
TOTAL USES OF FUNDS		<u>214,979,866</u>	<u>214,979,866</u>	<u>0</u>	<u>30,627,963</u>
ENDING FUND BALANCE		12,685,097	12,685,097	0	22,400,550
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		<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

SADDLEBACK COLLEGE
General Fund Income and Expenditure Summary
As of September 30, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS				
LOCATION BEGINNING BALANCE	11,838,359	11,838,359	0	11,838,359
REVENUES:				
Unrestricted Budget Allocation	76,293,985	76,293,985	0	7,636,650
Restricted Budget Allocation	10,900,214	10,900,214	0	2,109,924
Total Revenue	87,194,199	87,194,199	0	9,746,574
BASIC AID	300,000	300,000	0	0
INCOMING TRANSFERS 8980-8989	160,365	160,365	0	0
TOTAL SOURCES OF FUNDS	99,492,923	99,492,923	0	21,584,933
USES OF FUNDS				
EXPENDITURES:				
Academic Salaries 1000-1999	40,134,552	40,137,350	2,798	7,425,698
Other Staff Salaries 2000-2999	20,142,306	20,090,140	(52,166)	3,100,231
Employee Benefits 3000-3999	17,402,379	17,405,949	3,570	3,758,521
Supplies & Materials 4000-4999	4,319,971	4,329,771	9,800	379,344
Services & Other Operating 5000-5999	8,425,902	8,497,889	71,987	1,630,681
Capital Outlay 6000-6999	5,874,093	5,834,558	(39,535)	267,427
Payments to Students 7500-7699	183,355	186,901	3,546	15,698
Total Expenditures	96,482,558	96,482,558	0	16,577,600
OTHER FINANCING SOURCES/(USES):				
Transfers Out 7300-7399	350,000	350,000	0	250,000
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	250,000
TOTAL USES OF FUNDS	96,992,923	96,992,923	0	16,827,600
LOCATION OPERATING BALANCE	2,500,000	2,500,000	0	4,757,333
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 September 30, 2008

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		4,390,923	4,390,923	0	4,390,923
REVENUES:					
Unrestricted Budget Allocation		40,157,208	40,157,208	0	3,843,531
Restricted Budget Allocation		5,049,910	5,049,910	0	884,394
Total Revenue		45,207,118	45,207,118	0	4,727,925
BASIC AID		150,000	150,000	0	0
INCOMING TRANSFERS	8980-8989	69,723	69,723	0	0
TOTAL SOURCES OF FUNDS		49,817,764	49,817,764	0	9,118,848
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	20,803,438	20,986,838	183,400	4,353,889
Other Staff Salaries	2000-2999	11,355,987	11,280,087	(75,900)	1,701,890
Employee Benefits	3000-3999	9,482,482	9,482,482	0	2,077,623
Supplies & Materials	4000-4999	1,237,430	902,623	(334,807)	110,172
Services & Other Operating	5000-5999	3,320,952	3,547,726	226,774	800,104
Capital Outlay	6000-6999	2,055,962	2,063,175	7,213	105,537
Payments to Students	7500-7699	234,678	227,998	(6,680)	4,213
Total Expenditures		48,490,929	48,490,929	0	9,153,428
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	252,112	252,112	0	234,000
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	285,462
TOTAL USES OF FUNDS		49,217,764	49,217,764	0	9,438,890
LOCATION OPERATING BALANCE		600,000	600,000	0	(320,042)
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: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a *Quarterly Financial Status Report* based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly Financial Status Report, as of *September 30, 2008*, for the 2008/09 fiscal year is attached (EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICEQuarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q1) Sep 30, 2008

District: (890) SOUTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	152,922,213	168,463,854	177,706,923	176,693,134
A.2	Other Financing Sources (Object 8900)	250,000	85,022	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	153,172,213	168,548,876	177,706,923	176,693,134
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	109,096,586	117,782,460	120,989,151	147,947,202
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	40,666,330	52,839,132	47,257,511	44,434,664
B.3	Total Unrestricted Expenditures (B.1 + B.2)	149,762,916	170,621,592	168,246,662	192,381,866
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	3,409,297	-2,072,716	9,460,261	-15,688,732
D.	Fund Balance, Beginning	17,576,987	20,986,284	18,913,568	28,373,829
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	17,576,987	20,986,284	18,913,568	28,373,829
E.	Fund Balance, Ending (C. + D.2)	20,986,284	18,913,568	28,373,829	12,685,097
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14%	11.1%	16.9%	6.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	20,044	22,969	24,196	24,196
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds				12,775,294
H.2	Cash, borrowed funds only				0
H.3	Total Cash (H.1+ H.2)	4,495,603	20,147,854	30,119,630	12,775,294

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	176,693,134	176,693,134	17,082,255	9.7%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	176,693,134	176,693,134	17,082,255	9.7%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	147,947,202	147,947,202	27,243,676	18.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	44,434,664	44,434,664	535,462	1.2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	192,381,866	192,381,866	27,779,138	14.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-15,688,732	-15,688,732	-10,696,883	
L	Adjusted Fund Balance, Beginning	28,373,829	28,373,829	28,373,829	
L.1	Fund Balance, Ending (C. + L.2)	12,685,097	12,685,097	17,676,946	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.6%	6.6%		

V. Has the district settled any employee contracts during this quarter? NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Management	Academic	Classified

(Specify) YYYY-YY	Permanent				Temporary		Total Cost Increase	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES
 CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
 CERTIFY QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q1) Sep 30, 2008

District: (890) SOUTH ORANGE

Your Quarterly Data is ready for certification.
 Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name:

CBO Phone:

CBO Signature:

Date Signed:

Chief Executive Officer Name:

CEO Signature:

Date Signed:

Electronic Cert Date:

District Contact Person

Name:

Title:

Telephone:

Fax:

E-Mail:

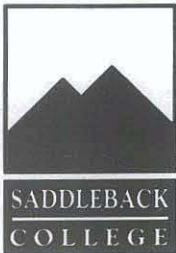
California Community Colleges, Chancellor's Office
 1102 Q Street Sacramento, California 95814-6511
 Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@ccccc.edu
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TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Written Reports
ACTION: None

Written Reports

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

President, Saddleback College
President, Irvine Valley College
Provost, ATEP
Associated Student Government of SC
Associated Students of IVC
Saddleback College Academic Senate
Irvine Valley College Academic Senate
Faculty Association
California School Employees Association
Saddleback College Classified Senate
Irvine Valley College Classified Senate
District Services Classified Senate
Police Officers' Association



MEMORANDUM

TO: Members of the Board of Trustees
Dr. Raghu P. Mathur, Chancellor

FROM: Dr. Tod A. Burnett, Saddleback College President

SUBJECT: REPORT FOR OCTOBER 27, 2008 BOARD OF TRUSTEES'
MEETING

Saddleback College's Accreditation Progress Report was signed by the Accreditation Task Force and sent to the Western Association of Schools and Colleges. The task force was made up of the following faculty, staff and administrators: Trustee David B. Lang, English Professor Dr. Bob Cosgrove, Music Professor Dr. Carmen Dominguez, Vice President of Instruction Dr. Rajen Vurdien, Educational Program Director Dr. Don Busche, Dean of Math, Science, and Engineering Dr. Jim Wright, Political Science Professor and Faculty Association President Lee Haggerty, Director of Fiscal Services Carol Hilton, Grants Analyst and Classified Senate President Mary Williams, Professor of Environmental Studies Dr. Morgan Barrows, Automotive Technology Professor Cliff Meyer, Associate Professor of Sociology Rachel Ridnor, Curriculum Specialist Linda Bashor, District Director of Research and Planning Denice Inciong, Research Specialist Shouka Torabi, Dean of Social and Behavioral Sciences Dr. Patti Flanigan, Nursing Professor Diane Pestolesi, Student Development Senior Administrative Assistant Connie McClain, Community & Contract Education Specialist Brooke Lange, Research and Planning Analyst Nicole Ortega, and EMT Professor/Curriculum Chair Howard Adams.

Dr. Burnett sent out the first edition of the President's Gaucho Gazette, which was emailed district-wide. The Gazette, a bi-monthly online newsletter, serves to inform district employees of news and events at Saddleback College.

Dr. Tod Burnett visited Rancho Mission Viejo on October 9th, where he met with Dan Kelley, Vice President of Rancho Mission Viejo, and Charlie Ware, Director of Government Relations and a members of the Saddleback College Foundation Board of Governors. A discussion took place about the possibility of opening a Rancho Mission Viejo museum or library on the Saddleback College campus.

Dr. Burnett attended the Saddleback College Homecoming game on Saturday, October 4th, where he met the college's Alumnus of the Year, Filmmaker, Actor, and Historian Clark Jarrett.

Student Services

The Saddleback College Child Development Center hosted an annual Open House on Thursday, October 23rd from 6:30 – 7:30 p.m. Many children and their families were in attendance.

On October 8th & 9th the Child Development Center hosted picture day for all of the children enrolled at the center.

The Special Services Department provided outreach at the Disability Employment Awareness Fair hosted by Saddleback Valley Unified School District and the City of Laguna Hills on October 15th. The Special Services Department joined with other schools, businesses and companies in recognizing the abilities, skills and contributions of American workers with disabilities and providing resources for the special needs community.

The Special Services Department presented a workshop at the California Association for Postsecondary Education and Disability (CAPED) convention held October 7 – 11, 2008 in San Francisco, CA. The convention draws over 500 participants. Dr. Kim 'd Arcy presented a workshop on Internship Development: Finding more qualified Learning Disability Specialists.

Students with Asperger's Syndrome meet every Thursday in a support group supported by the Special Services Department. The group is very successful with a large number of students participating.

On Transfer Day, October 22, over 50 colleges and universities visited Saddleback College to talk to students about transferring to a four year college/university. UCLA, UC Berkeley, USC, and San Diego State University are giving workshops about the transfer admission requirements to their schools.

Workshops - Transfer Center counselors have begun teaching CSU and UC application workshops and How to Transfer To Private and Out-of-State Colleges and Universities. Other workshops that are co-sponsored by the Transfer Center are How To Write A Personal Statement, From Here To There: Advance Practice Nursing Workshop, CSUF Teaching Information Seminar, and Transfer Workshop For Students with Disabilities.

College Representative Visits – UC Davis and UC Riverside have scheduled campus visits to Saddleback College. Students can make appointments to talk to college admissions officers. UC Irvine and CSU Fullerton have weekly campus visits during the fall semester.

Transfer Admission Guarantee (TAG)- Transfer Counselors are writing TAG contracts for students interested in transferring to designated UC campuses (UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, and UC Santa Cruz). These contracts guarantee admission to these colleges, if the student meets the designated criteria.

Campus Tour- In October students took a campus tour to UC Irvine. Students were given information about the different schools and admission requirements. Students are also given a tour of the campus.

The Emeritus Institute held their Fine and Decorative Arts Show beginning September 15th 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.

Advanced Technology & Applied Science Division

The Advanced Technology and Applied Science division has increased, in the past two years, over 17% in FTES. We are offering distance education classes in many of our Career Technical Departments. We are preparing to move Communication Arts from the James B. Utt Library building to the lower campus. This move will involve moving Channel 39 TV and the studio as well as labs and classrooms. We hope to expand CTE offerings in the near future at the ATEP location.

Business Science Division

Again this fall, the Business Science Division is one of the most productive on campus with a WSCH/FTE at 618. We continue on focusing on productivity while trying to increase enrollment. We are also very pleased with the strong enrollment in our new "Entrepreneurial Business program at ATEP. We expect this strong enrollment to grow as word of the quality of the program spreads.

Fine Arts Division

Our construction project in the Fine Arts Complex is on schedule. With numerous signage and a new tram, we were able to accommodate large audiences to our busy performance month of October, which included a piano and cello performance in FA101 and in the McKinney Theatre, a fundraiser for Vocal Music; the Saddleback Wind Ensemble's performance; the Symphony Orchestra presenting Living Piano: Journey through Time; and a Jazz Lab concert presented by Joey Seller's Jazz Studies program.

Also, we are thrilled to report sold-out performances of the Department of Theatre Art's production of *Charley's Aunt* in the Studio Theatre.

On October 2nd, Saddleback College faculty member Norman Weston and award-winning cellist Sarah Fiene performed at Concert Hour at noon to a full-house in Fine Arts 101. Admission was free.

Dr. Scott Farthing conducted An Evening of American Art Song as a fundraiser for Vocal Music at Saddleback College on October 6th at 8pm in FA 101.

On October 8th at 8pm, the Saddleback Big Band performed a concert in the McKinney Theatre.

The Saddleback Wind Ensemble presented its first concert of the fall season on October 10th at 8pm in the McKinney Theatre.

The Department of Theatre Arts' production of *Charley's Aunt* (October 10-19) was sold out one week prior to opening night. This rollicking farce was presented in the Studio Theatre.

On October 11th, the Saddleback Symphony Orchestra presented *Living Piano: Journey Through Time* at 8pm in the McKinney Theatre.

Jazz Lab with jazz trumpeter John Daversa presented a rousing performance on October 13th at 8pm in the McKinney Theatre.

The Saddleback College Community Chorale presented *The Testament of Freedom* on October 18th at 8pm at the Presbyterian Church of the Master in Mission Viejo.

On October 25th the Saddleback College Choir performed *Baroque and Beyond Choral Classics* at 7:30pm at the Anaheim United Methodist Church.

Social & Behavioral Science Division

Under the direction and support of Nicole Loftus and Allison Camelot, Professors of Sociology, the Division of Social and Behavioral Sciences is actively embracing and incorporating Service Learning Program as an integral part of student learning and success. Service Learning is when community service is integrated into the class curriculum with other academic course work. Students apply the academic topics covered in the classroom to real world situations which encourages additional thought and evaluation skills, as well as serves the community's various needs. Service Learning also helps students to develop a sense a community and civic responsibility. During Summer 2008, the Division offered an online workshop on Service Learning to all college faculty. We are following up this workshop with our own emphasis on Service Learning in such departments as Sociology, Political Science, History, and Child Development and Educational Studies.

Health Science, Human Services & Emeritus Divisions

The 18th annual Red Ribbon Celebration and Career Fair will be held on October 29. The event was co-sponsored by the Human Services Programs and the Associated Student Government. Sixty agencies represented various fields in correction, substance abuse treatment and education, victim and family services and related Human Services Programs. Several other events which occurred this month were: the Paramedic accreditation site visit was held October 6th and 7th, a workshop on Advanced Nursing Practice and transfer options was held October 8th, nursing students hosted a Crazy Costume Halloween Contest on October 29th, and sixty new students have been admitted to the January 2009 freshman nursing class.

Liberal Arts Division

The Liberal Arts and Learning Resources Division is continuing its preparations for the closing of the College Library building while it undergoes its much-anticipated renovation. While the building is undergoing its make-over, several important LA/LR areas will be located in the Village: the College Library, the LAP, and the Writing Center.

Math, Science & Engineering Division

Saddleback College students from the Chemistry 3 (Fundamental Chemistry) class and associate faculty member Sanda Sun joined other chemistry students from Orange County Community Colleges to celebrate National Chemistry Week sponsored by the American Chemical Society on Sunday, October 12, 2008. Demonstrations and hands-on chemistry activities were set up for about two thousand children and their families at the Santa Ana Zoo from 10:00 a.m. – 3:00 p.m. Special invitations were sent to the local schools, newspapers and radio.

Saddleback College Foundation

The Orange County Association with membership of 10,000 Realtors pledged \$25,000 to the Saddleback College Veterans Memorial.

The Foundation welcomes the college and community to join in support at its annual gala to celebrate the colleges' 40th anniversary, November 1, at the Mission Viejo Country Club, 6:00 p.m. Guests will be transported aboard an on land cruise ship and invited to join in on gaming, dining stations, and lounge act and ship store. Reservations are \$125 each and can be made by calling the foundation office.

The college foundation received donations of a piano and golf cart.

Marketing & Public Relations

Press releases were sent out promoting the 40th Anniversary Foundation Gala, the Women's Leadership Conference webcast, and eight-week classes.

The Public Information & Marketing Department is working with the District and Interact Communications to implement a community needs phone survey and a student gap survey. The phone survey was initiated during the month of October and will provide insight on the college's brand identity, quality of programs, and educational value.



OFFICE OF THE PRESIDENT

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President *GRR*

DATE: October 16, 2008

SUBJECT: **President's Report for the October 27 Board of Trustees Meeting**

IVC ASG Joins Saddleback in Hurricane Relief Effort

The Associated Student Government of Saddleback College raised \$4,087 for hurricane relief efforts from ticket sales at the Saturday, September 27th football game against Mt. San Antonio College. The funds, which were matched by Irvine Valley College's Associated Student Government, will be donated to the American Red Cross and Operation USA. The total \$8,247.25 donation includes additional voluntary contributions given to Saddleback College's Associated Student Government during the football game.

Fifth Annual Emeritus Institute Showcase Held

The fifth annual Emeritus Institute Showcase was held Saturday, September 27. For the first time, this year's event was held in the new Performing Arts Center. This free and popular event offered the community an opportunity to meet faculty and view the results of many Emeritus classes. The event included music and dance performances, a quilt exhibit, studio art shows, cooking demonstrations, and informational displays about computer classes.

British Debate Team Visits IVC

On October 6, the British National Debate Team participated in a lively public debate with the Irvine Valley College Debate Team. The debate topic was: Should the U.S. construct nuclear power plants? This is the sixth time a British team has visited Irvine Valley College. Prior to the debate, greetings were given by two British-born special guests: Stephen Blythe, who is president of Blytheco (a Laguna Hills-based software sales company) and Shaun Robinson, who is general manager of the Hilton Costa Mesa.

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

\$21,000 Gift from Charter 100

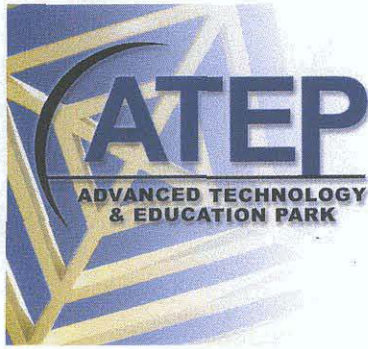
The Irvine Valley College Foundation received a \$21,000 gift from Charter 100, a philanthropic women's community organization. This generous gift will be used to establish a new scholarship endowment, which will receive a 50 percent match from The Bernard Osher Foundation. In doing so, Charter 100's gift will become a \$31,500 endowment that will provide annual scholarships, in perpetuity, to assist low-income students. IVC is the first community college in Orange County to take advantage of the \$25 million in matching funds provided by the Osher Foundation.

IVC Piano Faculty Artist Recital

On Saturday, October 11, the Irvine Valley College Music Department Master Chorale presented *American Voices – A Concert of American Folk Music, American Composers and American Poets*. Texts by Agee, Dickinson, Teasdale; Music by Barber, Billings, Luboff, Hogan. The Irvine Valley College Master Chorale was conducted by Dr. Matthew Tresler and accompanied by Dean Shepherd. The concert was held on the main stage of IVC Performing Arts Center. This was the first production conducted by IVC's new Choral Director, Dr. Matthew Tresler.

IVC Wind Symphony Concert

On October 12, the IVC Wind Symphony performed with the CSU Fullerton Wind Symphony together in concert on the main stage of the IVC Performing Arts Center. The concert featured the premiere of a new composition, yet to be titled, by Joshua Mills.



MEMORANDUM

TO: Chancellor Raghu P. Mathur
Members of the Board of Trustees

FROM: Tracy Daly, Acting Associate Provost

DATE: October 15, 2008

RE: Report for the October 27, 2008 Board of Trustees Meeting

FALL ENROLLMENT, PLANNING FOR SPRING

The most recent headcount is 852 students. The spring schedule features 70 classes from Irvine Valley College and Saddleback College.

CAMPUS AND FACILITIES

The hiring process continues for IVC police officers to provide 24/7 security coverage to ATEP. District Facilities Planning has submitted plans to the City of Tustin to begin demolition of structures on 67 acres of the campus (except for the chapel), and is responding to City comments. Staff is coordinating repairs and installation of lighting to the 100 space parking lot adjacent to the Village of Hope. Lighting needs throughout the campus are being evaluated from a security perspective by IVC Chief of Police Will Glenn. Solar powered lights are being researched in terms of costs and environmental sustainability.

All ATEP staff have completed the basic training of SEMS (Standardized Emergency Management System), NIMS (National Incident Management System) and ICS (Incident Command System) taught by Chief Glenn. A full-time groundkeeper position has been requested to address the continual weed abatement and upkeep of the unoccupied 67 acres of the campus.

NEW EDUCATION PROGRAMS AND PARTNER PROGRESS

Dr. Kevin O'Connor, Saddleback College Dean of Liberal Arts and Learning Resources, has initiated an Academic Foundations Summer Institute at ATEP. This basic skills effort will combine the resources of both colleges and focus on a cohort of up to 25 students from the Tustin area. Saddleback College will provide the English, reading and English as a Second Language (ESL) courses while IVC will provide the math courses and tutoring support. From IVC, the initial effort is being coordinated by Dr. Craig Justice and Dr. Kathleen Schrader.

NEW EDUCATION PROGRAMS AND PARTNER PROGRESS (Continued)

The South Coast Apartment Association has approached ATEP with an identified a training need for apartment maintenance technicians. A local program advisory committee has been formed and ATEP is collaborating with Saddleback College on course development. Permission has been granted to use The National Apartment Association Education Institute existing curriculum. Program completers will be eligible to take the national Certified Apartment Maintenance Technician examination.

Dr. Larry DeShazer, Director of the Center for Applied Competitive Technologies (CACT @ ATEP), is collaborating with the Saddleback College environmental studies program to offer workshops and courses at ATEP.

Meetings with the Tustin Unified School District continue and involve Dr. David Gatewood, the Acting Dean of Workforce Education at IVC, the Tustin High School Principal, the Tustin Unified School District's Director of Curriculum and Dr. Cathie Peterson, ATEP's Dean of Instruction and Student Services. The purpose of these conversations is to focus on the formation of an advanced technology advisory committee that will explore ways to partner to provide education and career pathways into high tech areas to TSUSD students. Dr. Cathie Peterson and Dr. Don Busche, ATEP Educational Program Director, met with the Interim Vice President of Undergraduate Education at CSU Fullerton to discuss enrollment processes and procedures as the development of the ATEP campus continues.

MASTER DEVELOPMENT

Seventeen letters have been received in support of the long range academic plan for ATEP that will be submitted to the City of Tustin. The plan includes an educational campus and motion picture studio complex with learning opportunities for students.

MARKETING AND OUTREACH EFFORTS

The spring schedule of classes was completed and has been forwarded to the printer. The schedule will be inserted into IVC and Saddleback College schedules and mailed to homes later this fall.

STUDENT PROFILE

Eric had a lucrative career with a local payroll company but dreamed of designing products that would make life better. While browsing through the fall schedule, he discovered the DMP program and signed up. Tustin-based ADM Works, a design and development facility which creates prototypes for companies within the automotive, amusement park, architectural, and military environments, came to ATEP to recruit a person for their 3D modeling department. During his first interview, Eric was hired on the spot. He said, "ATEP has allowed me to work in a really cool job that most people have no idea even exists."

To: Members of the Board of Trustees
From: Bob Cosgrove, Academic Senate
Date: October 14, 2008
Re.: Recent Resolutions presented, debated,
approved

At the October 1 Academic Senate meeting,
members present approved 3 resolutions
unanimously.

Resolution #1: purview of the faculty. The content
and mode of delivery of all courses is the purview
of the faculty and the Academic Senate.

Resolution #2: presentation to the BOT of a letter
and analysis by Communication Arts by Charles
Meyers.

Resolution #3: decision making process for
relocating programs, departments or divisions from
SC be transparent and include all FT and PT
faculty, classified staff, students, division deans and
all college governance groups.

Saddleback College Academic Senate
Resolution for Department Chairs & Faculty

Whereas curriculum and program development are the purview of the faculty and Academic Senate,

Whereas § 53203 of Title 5 of the California Code of Regulations states that where the governing board elects to rely upon the advice and judgment of the Academic Senate, the recommendations of the senate will be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted,

Whereas the Saddleback College Department Chair Handbook states that department chair duties and responsibilities include the following: Drafting a schedule of classes each semester and summer for the department; recommending staffing for all class sections in the department; recommending curriculum development and revisions within the department; monitoring class enrollments and making recommendations for closing or opening class sections in the department,

Whereas SOCCCD Board Policy 2100.2, Role And Scope of Authority of the Academic Senates, states "the academic senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards",

Whereas SOCCCD Board Policy 2100.1, Delegation of Authority to the Academic Senate, states the Board of Trustees will rely primarily upon the advice and counsel of the Academic Senate with regards to curriculum, including placing courses within disciplines,

Whereas SOCCCD Board Policy 2100.1, Delegation of Authority to the Academic Senate, states the Board of Trustees will rely primarily upon the advice and counsel of the Academic Senate with regards to college governance structures, as related to faculty roles,

Whereas the SOCCCD Academic Employee Master Agreement states each faculty member shall "take responsibility for curriculum and program development, updates, and technical/program reviews",

Whereas the SOCCCD Academic Employee Master Agreement recognizes the Division Deans have the "Right of Assignment", this right only pertains to the faculty workload and is silent relative to the mode of delivery,

Whereas the Academic Senate recognizes that modes of instructional delivery (i.e. lecture, small group discussions, or online instruction as limited examples) are the purview of the full-time faculty in delivering student preparation and success,

Be it resolved the Deans implement the governance model used by the SOCCCD Board of Trustees. [BP 2100.1] provides that the district will accept the

Saddleback College Academic Senate
Resolution for Department Chairs & Faculty

recommendations of the Academic Senate regarding academic and professional matters, and, pursuant to CCR Title V, 53203(1), will normally accept "the recommendations of the senate [...] and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted." Implementing this model, the Deans will accept the recommendations of the department chairs and faculty relative to course offerings, including the mode of instructional delivery.

Approved 10/1/08

Saddleback College Academic Senate
Resolutions

Nancy Bessette moved, it was seconded by Kimberly Stankovich and passed by unanimous voice vote that the Senate President or his designee share with the Board of Trustees at their next scheduled meeting the "Communication Arts Facilities Use Analysis" and cover letter written by Charles Myers.

Nancy Bessette moved, it was seconded by Jeanne Smith and passed by unanimous voice vote that the decision making process for relocating programs, departments, or divisions from Saddleback College be transparent and include full time faculty, part time faculty, classified staff, students, division deans and all college governance groups (e.g., Academic Senate, Classified Senate, and Associated Student Government).

By consensus, the Senators directed the Senate President to share these resolutions and their context with the College President and the Board of Trustees.

Approved 10/1/08