

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, December 10, 2007

Call to order: 3:00 p.m.

[Followed by Public Comments/Closed Session]

Reconvene Open Session: 6:30 p.m.

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

Board of Trustees

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



Meeting of the Board of Trustees

December 10, 2007

CALL TO ORDER: 3:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call To Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC 54957)
 - 1. Public Employee Appointment/Employment
 - a. Deputy Chancellor
 - b. Vice Chancellor, Technology and Learning Services
 - c. Vice Chancellor, Human Resources
 - d. President, Irvine Valley College
 - e. Vice President, Student Services, Saddleback College
 - f. Dean, Counseling Services & Special Programs, Saddleback College
 - g. Dean, Fine Arts, Saddleback College
 - h. Dean, Social & Behavioral Sciences, Saddleback College
 - i. Dean, Liberal Arts, and Learning Resources, Saddleback College
 - j. Dean, Bus. Sci., Workforce & Economic Dev., Saddleback College
 - k. Dean, Advanced Tech. & Applied Sciences, Saddleback College
 - l. Dean, Health & Human Svcs. & Emeritus Inst., Saddleback College
 - m. Dean, Math, Science & Engineering, Saddleback College
 - n. Dean, Career Tech. Educ. & Workforce Dev., Irvine Valley College
 - o. Dean of Business & Social Sciences, Irvine Valley College
 - p. Director, CACT
 - q. Assistant Dean, Health Sciences, Human Services & Emeritus Institute, Saddleback College

2. Public Employee Evaluation of Performance
 - a. Deputy Chancellor
 - b. Vice Chancellor, Technology and Learning Services
 - c. Vice Chancellor, Human Resources
 - d. President, Irvine Valley College
 - e. Vice President, Student Services, Saddleback College
 - f. Dean, Counseling Services & Special Programs, Saddleback College
 - g. Dean, Fine Arts, Saddleback College
 - h. Dean, Social & Behavioral Sciences, Saddleback College
 - i. Dean, Liberal Arts, and Learning Resources, Saddleback College
 - j. Dean, Bus. Sci., Workforce & Economic Dev., Saddleback College
 - k. Dean, Advanced Tech. & Applied Sciences, Saddleback College
 - l. Dean, Health & Human Svcs. & Emeritus Inst., Saddleback College
 - m. Dean, Math, Science & Engineering, Saddleback College
 - n. Dean, Career Tech. Educ. & Workforce Dev., Irvine Valley College
 - o. Dean of Business & Social Sciences, Irvine Valley College
 - p. Director, CACT
 - q. Assistant Dean, Health Sciences, Human Services & Emeritus Institute, Saddleback College
 3. Public Employee Discipline/Dismissal/Release (2)
- B. Conference with Labor Negotiators (GC 54957.6)
1. Negotiator – Dr. Raghu Mathur; SOCCCD Faculty Association
 2. Negotiator – Dr. Raghu Mathur; California School Employees Association (CSEA), Chapter 586
 3. Negotiator – Dr. Raghu Mathur; SOCCCD Police Officers Association
- C. Conference with Real Property Negotiators (GC 54956.8)
1. Property – Lease of Portion of Advanced Technology and Education Park (ATEP) Property at 15445 Lansdowne Road, Tustin, CA
Agency Designated Representative – Dr. Raghu Mathur;
Negotiating Parties (1) Camelot Entertainment; (2) CSU-Fullerton; (3) Young Americans; and (4) Chapman University/University College.
Under Negotiation – Price and Terms of Payment
- D. Conference with Legal Counsel (GC 54956.9)
1. Existing Litigation (GC 54956.9[a])
 - a. Crosby v. SOCCCD
 - b. Dobbs v. SOCCCD
 2. Anticipated Litigation/Significant Exposure to Litigation (GC54956.9[b][1] and [3][A]) (2)
 3. Initiation of Litigation (GC 54956.9[c]) (2)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance

Led by Trustee John Williams

2.4 Resolutions/Presentations/Introductions

2.5 Public Comments

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

RECESS TO ANNUAL ORGANIZATIONAL MEETING AND FACILITIES CORPORATION MEETING

RECESS TO BOARD OF TRUSTEES' MEETING.

3.0 REPORTS

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

3.2 **Board Reports**

3.3 **Chancellor's Report**

3.4 **Board Requests for Reports**

4.0 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.

4.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a regular meeting on November 13, 2007 and special meetings held on November 7, and November 27, 2007.

4.2 Saddleback College: Notice of Completion: Construct KSBR Radio Tower

Authorize filing of the Notice of Completion.

- 4.3 **Saddleback College: Award of Bid: Interior Improvements and Casework at the BGS Building**
Approve award of bid and agreement with Macerich Construction, Inc., in the amount of \$345,000.
- 4.4 **Saddleback College : Out-of-State Field Studies Course**
Approve the Biology 176 out-of-state travel to Saguaro National Park, Arizona from March 14 through 19, 2008.
- 4.5 **Saddleback College: Study Abroad Program to Paris, France**
Approve the Saddleback College study abroad program: French Language Studies in Paris, France in the Summer of 2008.
- 4.6 **Saddleback College: Study Abroad Program to Santander, Spain**
Approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the Summer of 2008.
- 4.7 **Irvine Valley College: Change Order Request No. 8: Police and Warehouse Facility**
Approve change order request with Dumarc Corporation increasing the contract amount by \$11,665.97. The total revised contract amount is \$2,000,814.78.
- 4.8 **Irvine Valley College: Notice of Completion: Police and Warehouse Facility**
Approve notice of completion.
- 4.9 **Irvine Valley College: Curriculum Revisions for 2008-09 Academic Year**
Approve proposed changes in curriculum for 2008-09 Academic Year at Irvine Valley College.
- 4.10 **Irvine Valley College: Geography 102, Out-of-State Travel**
Approve out-of-state travel field study program in Geography in Hawaii Volcanoes National Park, Hawaii from July 6 to July 13, 2008.
- 4.11 **Irvine Valley College: Spring 2008 Men and Women's Tennis Teams Out-of-State Travel**
Approve the IVC Men and Women's tennis teams to compete in the Oahu Tennis Championship from April 2 to April 7, 2008 in Honolulu, Hawaii.
- 4.12 **Irvine Valley College: Spring 2008 Music Out-of-State Travel**
Approve two IVC Music students and one faculty member to travel to Las Vegas, Nevada from January 31 to February 3, 2008.
- 4.13 **Saddleback College and Irvine Valley College: Speakers**
Approve honorarium and travel expenses for speakers at Saddleback College and Irvine Valley College.

- 4.14 **SOCCCD: Budget Amendment: Adopt Resolution No. 07-36 to Amend 2007-08 Restricted Child Development Fund**
Adopt resolution.
- 4.15 **SOCCCD: Purchase Orders/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-02156 through P08-02470 amounting to \$1,696,422.61. Approve confirming requisitions dated October 24, 2007 through November 15, 2007 totaling \$53,084.85.
- 4.16 **SOCCCD: Payment of Bills**
Approve Check Nos. 065448 through 066118, processed through the Orange County Department of Education, totaling \$6,160,199.38; Check Nos. 009070 through 009100, processed through Saddleback College Community Education, totaling \$32,855.63; and Check Nos. 008362 through 008376, processed through Irvine Valley College Community Education, totaling \$7,295.50.
- 4.17 **SOCCCD: Transfer of Budget Appropriations**
Approve transfers as detailed.
- 4.18 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve trustee conference travel.
- 4.19 **SOCCCD: Reimbursement to Trustees for Mileage to and from Required Board Meetings**
Approve trustee mileage.
- 4.20 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Approve resolution 07-37.
- 4.21 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Approve resolution 07-38.
- 4.22 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Approve resolution 07-39.
- 4.23 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Approve resolution 07-40.
- 4.24 **SOCCCD: Gifts to the District and Foundations**
Accept of various donated items.
- 4.25 **SOCCCD: October/November 2007 Contracts**
Ratify contracts as listed.

5.0 GENERAL ACTION ITEMS

- 5.1 **SOCCCD: Board Policy Revision: BP 1900 – Alcoholic Beverages**
Approve Board Policy as presented.
- 5.2 **SOCCCD: Board Policy Revision: BP 4002.2 – Electronic Communication**
Approve Board Policy as presented.
- 5.3 **Saddleback College: Recess to Public Hearing – Energy Service Agreements**
Conduct a public hearing on the proposed agreements for energy services.
- 5.4 **Saddleback College : Energy Service Agreements**
Approve agreements for Installation of an Absorption Chiller and Efficiency Upgrades and Operations and Maintenance Services Agreement.
- 5.5 **SOCCCD: 2009-2010 Academic Calendar**
Accept for review and study the proposed 2009-2010 Academic Calendar.
- 5.6 **SOCCCD: Integrated Districtwide and Board of Trustees' Performance Goals for 2007-08**
Accept for review and study the Integrated Districtwide and Board of Trustees' Performance Goals for 2007-08.
- 5.7 **SOCCCD: CSEA Chapter 586 Initial Proposal**
Accept the CSEA's initial proposal for review and study, and set a public hearing on the proposal at the January, 2008 meeting.
- 5.8 **SOCCCD: Academic Personnel Actions**
Approve Academic Employment; Temporary Part-Time/Substitute Staff; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Resignation/Retirement/Conclusion of Employment.
- 5.9 **SOCCCD: Classified Personnel Actions**
Approve New Personnel Appointments; Authorization to Establish and Announce a Classified Position; Change of Status; Out of Class Assignments ; Resignation/Retirement/Conclusion of Employment; Volunteers.

6.0 DISCUSSION ITEM

- 6.1 **Saddleback College and Irvine Valley College: Languages in a Flat World**
Information presented by Dr. Craig Justice, Vice President of Instruction, Irvine Valley College and Dr. Rajen Vurdien, Vice President for Instruction, Saddleback College, on the importance of languages in a flat world.

7.0 INFORMATION ITEMS

- 7.1 **SOCCCD: Report on Compliance with 50% Law During 2007-08**
Status of measures being taken to ensure compliance with 50% Law.
- 7.2 **SOCCCD: Basic Aid Report**
Projected receipts and approved projects.
- 7.3 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.4 **SOCCCD: Monthly Financial Status Report**
This report displays the adopted budget, revised budget and transactions through October 31, 2007.

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.

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

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



**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

**ANNUAL ORGANIZATIONAL MEETING OF THE
BOARD OF TRUSTEES**

6:30 P.M., DECEMBER 10, 2007

AUDITORIUM, ROOM 145, HEALTH SCIENCES/DISTRICT OFFICES BLDG.
SADDLEBACK COLLEGE, 28000 MARGUERITE PARKWAY, MISSION VIEJO, CA 92692

AGENDA

CALL TO ORDER OF ANNUAL ORGANIZATIONAL MEETING

1. ANNUAL ORGANIZATIONAL MEETING

It is recommended that the board take action on each of the items in Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting.

EXHIBIT A. Election of Officers

EXHIBIT B. Appointment of Secretary and Assistant Secretary

EXHIBIT C. Appointment of Trustee Representatives

EXHIBIT D. Establishment of Regular Meeting Dates and Times

EXHIBIT E. Establishment of Agenda Planning Calendar

EXHIBIT F. Approval of Agenda Format

EXHIBIT G. Schedule of Discussion Topics

**RECESS TO SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT FACILITIES CORPORATION MEETING**

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

BACKGROUND

The provisions of Education Code Section 72000 require the governing board of each school and community college district to hold an Annual Organizational Meeting within a prescribed 15-day period. The Orange County Department of Education notified South Orange County Community College District that the 15-day period for 2007 is December 7 through December 21, 2007.

STATUS

This year, the Annual Organizational Meeting of the Board of Trustees will be held on December 10, 2007, for the purpose of electing officers of the board (Exhibit A), appointing a secretary and an assistant secretary of the board (Exhibit B), appointing trustee representatives to various committees and organizations (Exhibit C), establishing regular board meeting dates and times (Exhibit D) establishing an agenda planning calendar (Exhibit E), approving the board meeting agenda format (Exhibit F), and approving schedule of discussion topics (Exhibit G).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees take separate action on Exhibits A through G in order to comply with the requirements of the Annual Organizational Meeting.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES

It is recommended that the board nominate and elect a president, vice president and clerk to a term of office extending until the date of the next annual organizational meeting.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

APPOINTMENT OF SECRETARY AND ASSISTANT SECRETARY
TO THE BOARD OF TRUSTEES

It is recommended that Dr. Raghu P. Mathur be reappointed to the office of Secretary, and that Gary Poertner be reappointed to the office of Assistant Secretary.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

APPOINTMENT OF TRUSTEE REPRESENTATIVES FOR 2008

Representative to the Nominating Committee to the Committee on School District Organization (1) and Alternate Representative (1)

District's Political Action Representative to the Orange County School Boards Association (1)

Liaison to Orange County Community College Trustees Association (1)

Representative to the Orange County Legislative Task Force (1) and Alternate Representative (1)

Representative to the Orange County Transportation Authority: Stakeholders Working Group for South Orange County Major Investment Study (1)

REGULAR MEETINGS OF THE BOARD OF TRUSTEES

Auditorium, Room 145, Health Sciences/District Offices Bldg.,
Saddleback College

January 2008 through December 2008

TUESDAY, JANUARY 22

MONDAY, FEBRUARY 25

MONDAY, MARCH 24

MONDAY, APRIL 28

TUESDAY, MAY 27

MONDAY, JUNE 23

MONDAY, JULY 28

MONDAY, AUGUST 25

MONDAY, SEPTEMBER 22

MONDAY, OCTOBER 27

MONDAY, NOVEMBER 17

MONDAY, DECEMBER 15
(Regular and Organizational Meeting)

Unless otherwise posted, the time of Board of Trustees' meetings will be as follows:

Open Session convened, followed by adjournment to Closed Session	5:00 p.m.
Open Session reconvened	6:00 p.m.
Adjournment	by 9:00 p.m.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

2008 BOARD AGENDA PLANNING CALENDAR

PROPOSED BOARD MEETING DATES	ITEMS FOR CONSIDERATION
January 22, 2008	CCCT Nomination New Curriculum (presented throughout the year as needed) Study Abroad Program (presented throughout the year as needed) Out-of-State Travel for Students (presented throughout the year as needed) Sabbatical Leave Recommendations Institutional Memberships Nonresident Fees
February 25, 2008	Commencement Speakers Instructional and Student Material/Lab Fees, Summer and Fall Semesters Tenure Review Academic Senate Curriculum Review Report
March 24, 2008	CCCT Election 2008-09 College Curriculum Revisions for Catalogs Orange County Teacher of the Year Selection Community Education Programs, Summer Sessions
April 28, 2008	Outstanding Classified Employee Service Award presentation Classified Employees Week Resolution
May 27, 2008	Annual Accreditation Reports 2008-09 Child Development Center Fees Faculty Stipend Approvals, Summer and Fall Semester District/Colleges/ATEP Mission Statements Five-Year Construction Plan – Information
June 23, 2008	Gann Limitation Worksheet Adoption of Tentative Budget Five-Year Construction Plan – Approval Establishment of District Goals Board of Trustees' Self-Evaluation and Evaluation of Chancellor
July 28, 2008	Community Education Programs, Fall Semester Institutional Memberships
August 25, 2008	Adoption of Final Budget
September 22, 2008	Total Expenditures Report of Faculty Stipends for Previous Academic Year Irvine Valley College Student Government Budget Resolutions for Teachers of the Year

Exhibit E

October 27, 2008	Instructional and Student Material/Lab Fees, Spring Semester Proposed New Faculty Positions Chancellor and Presidents Present Evaluations of Academic Administrators Saddleback College Student Government Budget
November 17, 2008	Academic Calendar (Review and Study) Acceptance of District Audit Report Nonresident Fees (Information Item) Community Education Programs, Spring Semester Faculty Stipend Approvals, Spring Semester Renewal or Noticing of Administrators' Contracts
December 15, 2008	Academic Calendar (Approval) Board of Trustees Organizational Meeting Facilities Corporation Annual Meeting



Meeting of the Board of Trustees

[put date here]

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

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

2.3 Pledge of Allegiance

2.4 Resolutions / Presentations / Introductions

2.5 Public Comments

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

3.0 REPORTS

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

- A. Board Reports
- B. Chancellor's Report

4.0 DISCUSSION ITEMS

4.1 Scheduled Discussion Item

4.2 Additional Discussion Item

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.

6.0 GENERAL ACTION ITEMS

6.1 Academic Personnel Actions

6.2 Classified Personnel Actions

6.3 Other Action Items

7.0 REPORTS

7.1 Information Reports

8.0 WRITTEN REPORTS

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

- A. President, Saddleback College
- B. President, Irvine Valley College
- C. Provost, ATEP
- D. Associated Student Governments of SC
- E. Associated Students of IVC
- F. Saddleback College Academic Senate
- G. Irvine Valley College Academic Senate

- H. Faculty Association
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Irvine Valley College Classified Senate
- L. District Services Classified Senate
- M. Police Officers' Association

9.0 ADDITIONAL ITEMS

- 9.1 Items submitted late for Board approval

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

SCHEDULE OF BOARD MEETING DISCUSSION TOPICS
FOR 2008

1. Educational and Facilities Master Plan
2. New Academic and Career Technical Programs
3. Role of Student Learning Outcomes in College Accreditation
4. Accreditation Recommendations and Self-Study Process for 2010
5. Basic Skills/Student Success Initiative
6. Emergency Preparedness
7. Campus Facilities Maintenance Plans
8. Online Certificate and Degree Programs
9. Enrollment Management
10. Institutional Productivity, Effectiveness and Accountability
11. Educational Partnerships
12. Compliance with 50% Law



**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

**FACILITIES CORPORATION
SPECIAL MEETING OF THE BOARD OF DIRECTORS
DECEMBER 10, 2007**

AUDITORIUM, ROOM 145, HEALTH SCIENCES/DISTRICT OFFICES BLDG.
SADDLEBACK COLLEGE, 28000 MARGUERITE PKWY., MISSION VIEJO, CA 92692

AGENDA

CALL TO ORDER

- ELECTION OF DIRECTORS AND OFFICERS**
The President recommends that the Board of Directors elect the same persons holding membership on the South Orange County Community College District Board of Trustees as directors of the South Orange County Community College District Facilities Corporation, to a term of office extending until the date of the next annual organizational meeting. The President further recommends that the Board of Directors elect a president, vice president, secretary, and treasurer to a term of office extending until the date of the next annual organizational meeting.

RECESS TO BOARD OF TRUSTEES' MEETING

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

Minutes from :

November 13, 2007 Meeting of the Board of Trustees (Exhibit A)

November 7, 2007 Special Meetings of the Board of Trustees (Exhibit B)

November 27, 2007 Special Meetings of the Board of Trustees (Exhibit C)

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
November 13, 2007**

CALL TO ORDER: 5:00 P.M.

PRESENT

Members of the Board of Trustees:

David B. Lang, President

Donald P. Wagner, Vice President

Thomas A. Fuentes, Clerk

William O. Jay, Member

Marcia Milchiker, Member

Nancy M. Padberg, Member

John S. Williams, Member

Matthew Reynard, Student Member

Administrative Officers:

Raghu P. Mathur, Chancellor

Gary Poertner, Deputy Chancellor

Andreea Serban, Vice Chancellor, Technology and Learning Services

Robert King, Vice Chancellor, Human Resources

Richard D. McCullough, President, Saddleback College

Glenn Roquemore, President, Irvine Valley College

Robert J. Kopecky, Provost, ATEP

1.0 PROCEDURAL MATTERS

1.1 Call To Order

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

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

1. Public Employee Appointment/Employment

2. Public Employee Evaluation of Performance

a. Deputy Chancellor

b. Vice Chancellor, Technology and Learning Services

- c. Vice Chancellor, Human Resources**
- d. President, Saddleback College**
- e. President, Irvine Valley College**
- f. Provost, Advanced Technology and Education Park**
- g. Vice President, Student Services, Saddleback College**
- h. Director, Research & Planning**
- i. Dean, Counseling Services & Special Programs, Saddleback College**
- j. Dean, Fine Arts, Saddleback College**
- k. Dean, Social & Behavioral Sciences, Saddleback College**
- l. Dean, Liberal Arts, and Learning Resources, Saddleback College**
- m. Dean, Bus. Sci., Workforce & Economic Dev., Saddleback College**
- n. Dean, Advanced Tech. & Applied Sciences, Saddleback College**
- o. Dean, Health & Human Svcs. & Emeritus Inst., Saddleback College**
- p. Dean, Math, Science & Engineering, Saddleback College**
- q. Dean, Career Tech. Educ. & Workforce Dev., Irvine Valley College**
- r. Dean of Business & Social Sciences, Irvine Valley College**
- s. Director, CACT**
- t. Director, Advanced Technology Center**
- u. Assistant Dean, Health Sciences, Human Services & Emeritus Institute, Saddleback College**
- 3. Public Employee Discipline/Dismissal/Release (2)**
- B. Conference with Labor Negotiators (GC 54957.6)**
- 1. Negotiator - Dr. Raghu Mathur; SOCCCD Faculty Association**
- 2. Negotiator - Dr. Raghu Mathur; California School Employees Association (CSEA),**

Chapter 586

C. Conference with Real Property Negotiators (GC 54956.8)

1. Property - Lease of Portion of Advanced Technology and Education Park (ATEP) Property at 15445 Lansdowne Road, Tustin, CA Agency Designated Representative - Dr. Raghu Mathur; Negotiating Parties (1) Camelot Entertainment; (2) CSU-Fullerton - biotech proposal; (3) CSU-Fullerton (entertainment arts/Irvine campus programs); (4) Young Americans; and (5) Chapman University/University College. Under Negotiation - Price and Terms of Payment

D. Conference with Legal Counsel (GC 54956.9)

1. Existing Litigation (GC 54956.9[a])

a. Crosby v. SOCCCD

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

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

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 7-0 vote the Board approved a leave without pay until July 31, 2008 for a classified employee.

2.2 Invocation Led by Trustee Thomas A. Fuentes

2.3 Pledge of Allegiance Led by Trustee Donald P. Wagner

2.4 Resolutions/Presentations/Introductions

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

3.0 REPORTS

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

3.2 Board Reports

Reports were given by Trustees Jay, Padberg, Fuentes, Wagner, Milchiker, Williams and Student Trustee Reynard.

3.3 Chancellor's Report

3.4 Board Requests for Reports

At the request of Trustee Padberg, Items 4.4, 4.7 and 4.9 were pulled. On a motion made by Trustee Fuentes and seconded by Trustee Wagner all remaining items on the consent calendar were unanimously approved.

4.0 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.

4.1 SOCCCD: Board of Trustees Meeting Minutes Approve minutes of regular meeting on October 22, 2007.

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

4.3 Irvine Valley College: Award of Bid: Layout, Design, Printing and Mailing Preparation of Community Education Brochure Approve award of bid to PM Group in the amount of \$38,105.50.

4.4 Irvine Valley College: Change Order Requests: Performing Arts Center/Theater Approve change order request with trade contractors increasing the contract amount by \$19,179.00. The total revised contract amount is \$26,793,899.00

On a motion made by Trustee Williams and seconded by Trustee Wagner this item was approved unanimously.

4.5 Irvine Valley College: Change Order Request No. 7: Police and Warehouse Facility Approve change order request with Dumarc Corporation increasing the contract amount by \$13,579.33. The total revised contract amount is \$1,989,148.81.

4.6 Saddleback College : Amendments to the Agreements for Coffee Cart Services and Cafeteria Services Approve amendments to the agreements to accept the one year renewal with The Drip Coffee and S & B Foods.

4.7 Saddleback College : Adopt Resolution No. 07-35: Intention to Enter into Energy Service Agreements and Public Hearing on Agreements Approve resolution.

On a motion made by Trustee Fuentes and seconded by Trustee Williams this item was approved unanimously.

4.8 ATEP: Change Order Request No. 6: Site Improvements and Signage for the Launch Approve change order request with Los Angeles Engineering, Inc., increasing the contract

amount by \$6,101.41. The total revised contract amount is \$2,240,157.33.

4.9 SOCCCD: Authorization to Send Public Agency Notices Regarding Possible Lease of District's Advanced Technology and Education Park Property and Authorization to Send and Publish Public Notices of Public Hearing Regarding Waiver Request. Authorize staff to disseminate notices.

On a motion made by Trustee Williams and seconded by Trustee Wagner this item was approved unanimously .

4.10 Saddleback College and Irvine Valley College: Speakers Approve honorarium and travel expenses for speakers at Saddleback College and Irvine Valley College.

4.11 SOCCCD: October/November 2007 Contracts Ratify contracts as listed.

4.12 SOCCCD: Purchase Orders/Confirming Requisitions Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-01856 through P08-02155 amounting to \$2,461,234.55. Approve confirming requisitions dated October 3, 2007 through October 23, 2007 totaling \$184,162.46.

4.13 SOCCCD: Payment of Bills Approve Check Nos. 064680 through 065447, processed through the Orange County Department of Education, totaling \$8,140,208.69; Check Nos. 009063 through 009069, processed through Saddleback College Community Education, totaling \$10,996.37; and Check Nos. 008357 through 008361, processed through Irvine Valley College Community Education, totaling \$14,592.82.

4.14 SOCCCD: Budget Amendment: Adopt Resolution No. 07-34 to Amend 2007-08 Restricted Child Development Fund Adopt resolution.

4.15 SOCCCD: Trustees' Requests for Attending Conferences Approve trustee conference travel.

4.16 SOCCCD: Transfer of Budget Appropriations Approve transfers as detailed.

5.0 GENERAL ACTION ITEMS

5.1 Irvine Valley College: 2007-2008 Associated Students Budget Approve Associated Students of Irvine Valley College 2007-08 Budget.

On a motion made by Trustee Fuentes and seconded by Trustee Williams this item was unanimously approved.

5.2 Saddleback College: Associated Student Government Budget 2007-08 Approve Associated Student Government of Saddleback College Budget .

On a motion made by Trustee Fuentes and seconded by Trustee Padberg this item was unanimously approved.

5.3 Saddleback College and Irvine Valley College: 2008-09 Faculty Hiring Approve

announcement of and recruitment for full-time faculty for the 2008-09 academic year at Saddleback College and Irvine Valley College.

On a motion made by Trustee Jay and seconded by Trustee Padberg, the Board on a 6-1 vote approved all lists in this item, with Trustee Wagner opposing.

5.4 SOCCCD: Acceptance of District Annual Audit Report 2006-2007 Accept for review and study.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker it was agreed to extend the meeting by one hour on a 4-3 vote with Trustees Jay, Fuentes and Wagner opposing.

On a motion made by Trustee Jay and seconded by Trustee Williams a motion for acceptance and review of the District Annual Audit Report 2006-07 was approved unanimously.

5.5 SOCCCD: Consultant Contract, Center for Student Success of the Research and Planning Group for California Community Colleges Approve consultant contract with the Center for Student Success of the Research and Planning Group for California Community Colleges to perform research in conjunction with the Career Technical Education (CTE) Pathways to Four-Year Institutions Grant.

On a motion made by Trustee Williams and seconded by Trustee Jay this item was unanimously approved.

5.6 SOCCCD: Academic Personnel Actions Approve Academic Employment; Temporary Part-Time/Substitute Staff; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Resignation/Retirement/Conclusion of Employment.

On a motion made by Trustee Jay and seconded by Trustee Williams this item, as amended, was approved on a 6-1 vote with Trustee Wagner opposing. The amendment noted that under Item I.1. the resignation date is effective May 31, 2008 and retirement effective June 1, 2008.

5.7 SOCCCD: Classified Personnel Actions Approve New Personnel Appointments; Authorization to Establish and Announce a Classified Position; Change of Status; Out of Class Assignments ; Resignation/Retirement/Conclusion of Employment; Volunteers.

On a motion made by Trustee Jay and seconded by Trustee Williams, this item was unanimously approved as amended. The amendments were to Item B.1.A. noting that Carol Kennedy is the wife of Donald Lindboe, Sr. Fiscal and Veterans Specialist, Office of College Fiscal Services, Saddleback College. Item B.1.B. Sonja Wyche is the daughter of Dennis Wyche, Irrigations Systems Specialist, Office, Physical Plant, Saddleback College. Item C.5. Desiree Ortiz is the daughter of Tony Curiel, Warehouse Worker, Delivery Driver, Office of Administrative and Business Systems, District and niece of Joe Curiel, Custodian, Office of Physical Plant, Irvine Valley College. It was further noted that Pos #3773 is a Classified Bargaining Unit position , Range 128, and she will commence on Step 1.

6.0 DISCUSSION ITEM

6.1 SOCCCD: Institutional Effectiveness Discussion regarding Institutional Effectiveness of Saddleback College and Irvine Valley College.

Vice Chancellor Andreea Serban presented a report on Institutional Effectiveness.

6.2 Saddleback College, Irvine Valley College and ATEP: Campus Safety and Security Cameras Saddleback College, Irvine Valley College and ATEP Safety and Security Cameras reports are presented for discussion.

Saddleback College Police Chief Harry Parmer responded to questions from trustees regarding this item.

6.3 SOCCCD: Compliance With 50% Law

Deputy Chancellor Poertner and Director Beth Mueller made a presentation on the 50% Law.

7.0 INFORMATION ITEMS

7.1 Saddleback College and Irvine Valley College: 2006-07 Release Time and/or Stipends Actual expenditures for release time and stipends as identified in the 2006-07 budget.

7.2 SOCCCD: Academic Year 2008-2009 Non-Resident Tuition Fees for Foreign & Out-of-State Students Report displays estimated non-resident related fees based on current information. A recommendation will be submitted to the Board in January 2008 after comparison data is received from the state.

7.3 SOCCCD: Board Discussion Topics Discussion topics for 2008 Board of Trustees Meetings.

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: Quarterly Financial Status Report This report is as of September 30, 2007.

7.7 SOCCCD: Quarterly Investment Report This report is for the quarter ending September 30, 2007.

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

8.0 WRITTEN REPORTS

9.0 ADDITIONAL ITEMS

9.1 Revised Saddleback College: American West Model United Nations Conference Approve out-of-state travel request for up to fifteen students and an advisor November 16 through November 22, 2007 to Las Vegas, Nevada at a cost not to exceed\$ 7,650.00.

On a motion made by Trustee Williams and seconded by Trustee Milchiker this item was unanimously approved.

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

The meeting was adjourned at 9:58 p.m.

Raghu P. Mathur, Secretary

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

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF TRUSTEES
November 27, 2007**

CALL TO ORDER

The open session of the special meeting of the Board of Trustees was called to order by President Lang at 6:00 p.m.

PRESENT

Members of the Board of Trustees:

David B. Lang, President
Donald P. Wagner, Vice President
Thomas A. Fuentes, Clerk
William O. Jay, Member
Marcia Milchiker, Member
Nancy M. Padberg, Member

ABSENT

John S. Williams, Member
Matthew Reynard, Student Trustee

Administrators

Raghu P. Mathur, Ed.D., Chancellor
Gary Poertner, Deputy Chancellor
Andreea Serban, Vice Chancellor, Technology and Learning Services
Richard D. McCullough, President, Saddleback College
Glenn Roquemore, President, Irvine Valley College
Robert J. Kopecky, Provost, ATEP

There were no Public Comments.

RECESS/RECONVENE

The open session was recessed to closed session at 6.02 p.m., with no Public Comments. Also present in closed session were Attorneys Andy Bernstein and Alene Taber, Jackson|DeMarco|Tidus|Petersen|Peckenpaugh, Dante Gumuccio, Public Economics, and David Hunt, Gkk Works. The closed session reconvened to open session at 10:25 p.m.

ACTIONS TAKEN IN CLOSED SESSION

None

The Invocation was led by Trustee Jay

The Pledge of Allegiance was led by Trustee Lang

There were no Public Coments.

3.1 ACTION ITEM

- 3.1 SOCCCD: Exclusive Right to Negotiate Agreement – Third Amendment: Extensions of Periods 2 and 3 of ERNA: Camelot Entertainment Group

On a motion made by Trustee Padberg and seconded by Trustee Wagner the Board approved Extensions of Periods 2 and 3 of ERNA: Camelot Entertainment Group, on a 5-1 vote with Trustee Fuentes opposing.

ADJOURNMENT

The meeting was adjourned at 10:32 p.m.


Raghu P. Mathur, Secretary

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Notice of Completion: Construct KSBR Radio Tower
ACTION: Approval

BACKGROUND

On June 26, 2007, the Board of Trustees approved a contract with R.D. Engineering, of El Cajon, California, for the construction of the KSBR Radio Tower project at Saddleback College for the amount of \$47,803.00 and funded by the KSBR Foundation account and a Federal Grant.

STATUS

The project has been completed. District staff recommends that the District file the Notice of Completion, EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion for the KSBR Radio Tower project, Bid No. 1065, at Saddleback College, EXHIBIT A, and further authorize the release of the retention thirty five (35) days after the date of filing.

Recording Requested
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, hereinafter described, caused improvements to be made to said property to wit: CONSTRUCT KSBR RADIO TOWER AT SADDLEBACK COLLEGE, BID NO. 1065, the contract for the doing of which was heretofore entered into on the 26th day of JUNE, 2007, which contract was made with R.D. ENGINEERING & CONSTRUCTION, INC., El Cajon, California as Contractor; that said improvements were completed on OCTOBER 12, 2007, and accepted by formal action of the governing board of said District on the 10th day of DECEMBER, 2007 that title to said property is vested in the RMV SAN JUAN WATERSHED, LLC of Orange County, California; that the surety for the above-named Contractor is the INSURANCE COMPANY OF THE WEST; that the property hereinafter referred to and on which said improvements were made is described as follows:

KSBR RADIO TOWER FOR SADDLEBACK COLLEGE
29554 ORTEGA HIGHWAY
SAN JUAN CAPISTRANO, CALIFORNIA 92675

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF ORANGE COUNTY

By _____ Dated _____
RAGHU P. MATHUR, Ed.D.
Chancellor

STATE OF CALIFORNIA)

) ss.

COUNTY OF ORANGE)

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

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

That the RMV SAN JUAN WATERSHED, LLC 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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Award of Bid: Interior Improvements and Casework at the BGS Building
ACTION: Approval

BACKGROUND

On November 14, 2006, the Board of Trustees approved \$8,506,000.00 from basic aid to fund the mold abatement and building repairs at the BGS building at Saddleback College. On December 11, 2006, the Board of Trustees approved a contract with Harbor Construction Co., Inc., of Irvine CA., for BGS Building Remediation and Repair for the amount of \$6,564,000.00. The condition and appearance of the existing cabinetry at the first and second floors of the building is such that replacement is required.

STATUS

On September 10, and September 17, 2007, Bid No. 1068 to construct Interior Improvements and Casework for the BGS Building at Saddleback College was advertised. Five (5) contractors responded to the invitation for bids and their bids were opened on October 23, 2007. The lowest bid meeting all specifications was submitted by Macerich Construction, Inc., of Orange, CA. in the amount of \$345,000.00, EXHIBIT A. Staff has reviewed the bid and recommends approval.

Saddleback College will provide funding in the amount of \$127,000.00 and the approved project budget will provide funding in the amount of \$218,000.00.

Funds are available in the approved project budget which is \$8,506,000.00.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 1068 to construct Interior Improvements and Casework for the BGS Building at Saddleback College to Macerich Construction, Inc., for the amount of \$345,000.00 and approve the related agreement, EXHIBIT B.

AGREEMENT

THIS AGREEMENT, dated the 11th day of December, 2007, in the County of Orange, State of California, is by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, (hereinafter referred to as "DISTRICT"), and MACERICH CONSTRUCTION, INC., 1442 E. Lincoln Ave., #337, Orange, CA 92865, (hereinafter referred to as "CONTRACTOR").

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

1. CONTRACTOR agrees to complete the Project known as:

BID NO. 1068
INTERIOR IMPROVEMENTS & CASEWORK AT THE BGS BUILDING
SADDLEBACK COLLEGE

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

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

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

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of (\$345,000.00) Three Hundred Forty Five Thousand and No/100 Dollars.

4. The work shall be commenced on or before the fifth (5th) day after receiving the DISTRICT'S Notice to Proceed and shall be completed within One Hundred (100) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand Dollars (\$1,000.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 63 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 63 of the General Conditions.

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

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

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

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

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

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

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

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

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

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

and

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

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

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

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

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

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

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

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

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

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

DISTRICT

CONTRACTOR

By: _____
Signature

By: _____
Signature

Gary Poertner
Print Name

Print Name

Deputy Chancellor
Title

Title

Contractor's License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Out-Of-State Field Studies Course
ACTION: Approval

BACKGROUND

Field study courses are valuable elements of instructional programs. The South Orange County Community College District encourages this method of instruction. Field study courses are approved by the Board of Trustees in the established curriculum approval process. Board approval is also required each time a field study course is held out-of-state.

STATUS

Biology 176: Biology Field Studies: Saguaro National Park is an approved field studies course. The Division of Mathematics, Science and Engineering requests approval to offer Biology 176 near Tucson, Arizona from March 14 through 19, 2008. This course accommodates 22 students. There is a material fee of \$95.00 for this course. Biology 176: Biology Field Studies: Saguaro National Park will be open to all interested students and students will be enrolled on a first-come-first-serve basis.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Biology 176 out-of-state travel to Saguaro National Park, Arizona from March 14 through 19, 2008.

Saddleback College: Out-of-State Field Studies Course

BIOLOGY 176 – SAGUARO NATIONAL PARK
Breakdown of Student Material Fee for 6-day Field Studies Trip

The breakdown of the \$95 student material is as follows:

Food and Drinks/Supplies	\$60
Campsite/Park Fees	20
Museum/Entrance Fees	12
Contingency	<u>3</u>
Total	\$95

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Study Abroad Program to Paris, France

ACTION: Approval

BACKGROUND

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

STATUS

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: French Language Studies in Paris, France during the summer 2008 semester from July 4 to August 2, 2008. The program will be organized and arranged by the American Institute for Foreign Study (AIFS) for a fee of \$4,845 per student or \$161 per day. The details of the program are summarized in the Study Abroad Program Information Summary in Exhibit A. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in Exhibit C. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: French Language Studies in Paris, France in the summer of 2008 as summarized in Exhibit A, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements in Exhibit B.


SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

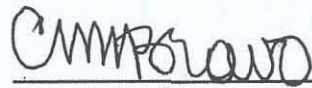
1. PROGRAM					
Location/Destination:		Paris, France		First Trip: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	
Dates: From:		7/4/08	To:	8/2/08	Total No. of Days: 30
Partner Name (Academic Institution):		Paris Langues			
Address:		30 rue Cobanis 75014 Paris			
Contact Person:		Kirsty Isherwood		Telephone No.: 33-1-43-13-1700	
Description of Institution:		Language School by French National Education Ministry			
Includes:	Accredited Instruction	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	Transfer College Units	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	Orientation	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	Books/Supplies	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	Tutors	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	Weekend Study Activities	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	Food	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	Transportation	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
	Lodging	Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
Other:					
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Fees exclude a \$125 refundable damage deposit, passport or visa fees, meals other than those indicated on the itinerary, personal expenses, SACCE tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SOCCCD faculty, U.S. government and airline-imposed departure taxes and fees (estimated at \$299) on airfare and anything not specified.			
Other:		Optional Extra Protection insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90). Optional day excursions for group can be inserted into main proposal for an additional fee of \$55 per student to Chartres and Loire Valley for \$80 per student on enrollment of 20 or more or \$95 per student on enrollment of 15-19.			
2. FACULTY					
Lead Faculty Name:		Bouchra Nadeau (5OSH)			
Coordinates Trip:		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
If No, Explain:					
Travels to Site:		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
Dates: From:		7/4/08	To:	7/5/08	
Teaching Assignment at Program Site:		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
Dates: From:		7/7/08	To:	8/1/08	
Requires Substitute at IVC and/or SC?		Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
Unpaid Faculty Exchange:		Yes:	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>
If Yes, Faculty Name(s) Required:					
Assignments to be Covered:					
Course No.:	Course Title:	Date(s)		Time(s)	
FR 21	Introduction to French Language & Culture	7/7/08 - 8/1/08		M-F, 2-4 p.m.	

3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
FR 1	Elementary French						5
FR 2	Elementary French						5
FR 3	Intermediate French						5
FR 4	Intermediate French						5
FR 10	Intermediate Conversational French						3
FR 999A	French Language Lab						.25
FR 999B	French Language Lab						.25
4. STUDENTS							
Minimum number of students required to make program:						15	
Minimum number of units:						8.25	
Maximum number of units:						8.25	
If this is a repeat program site, what is the average number of units taken per student?							
Other							
5. COSTS							
Student:							
Contracted cost per student: 15-19 \$ 4,995/\$166 per day						\$ 4,845.00	
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>						\$ 161.00	
College:							
Additional costs to the District?				Yes:	No:	<input checked="" type="checkbox"/>	
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$ N/A	
Other Costs						\$ 0	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
Excursions, field trips, tours, and extra curricular activities							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language		
10a.m.	Classes	Classes	Classes	Classes	Classes		
11a.m.							
12 Noon							
1 p.m.							
2 p.m.	Civilization,	Civilization,	Civilization,	Civilization,	Civilization,		
3 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
4 p.m.	Classes	Classes	Classes	Classes	Classes		
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:				Optional extra curricular activities during non-instructional periods			
8. ATTACHMENTS							
1. AIFS Proposal 2. Travel Warnings 3. Consular Information Sheet							

9 REQUIRED SIGNATURES



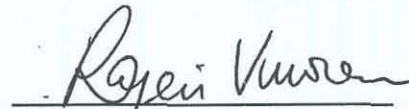
Lead Faculty Member 11/20/07
Date



Department Chair 11/19/07
Date



Division/School Dean 11/19/07
Date



Vice President, Instruction 11/20/07
Date



College President 11/23/07
Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

French Language Studies in Paris, France, Summer, 2008

This Agreement is made this 10th day of December, 2007 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and American Institute for Foreign Study (AIFS) ("TRAVEL CONTRACTOR") located at River Plaza, 9 West Broad Street, Stamford, Connecticut 06902-3788 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TRAVEL CONTRACTOR

Name: American Institute for Foreign Study (AIFS)

Date: _____

By: _____
Paul H. Watson

Title:
Senior Vice President

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

Phone: (800) 727-2437

DISTRICT

South Orange County Community College District

Date: _____

By: _____
Gary L. Poertner

Title:
Deputy Chancellor

Address:
28000 Marguerite Parkway
Mission Viejo, California 92692

Phone: (949) 582-4347



AIFS LONDON PROGRAMME HEADQUARTERS
PROPOSAL FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
(Saddleback College)
4 – WEEK PARIS PARTNERSHIP PROGRAMME – SUMMER 2008

Depart US: Friday 4th July 2008
Arrive Paris: Saturday 5th July 2008
Depart Paris: Saturday 2nd August 2008

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of international airfare (LAX to Paris) and round-trip transfers overseas between the airport and the housing in Paris excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$299) for which for which students will be billed separately. (Please see Airfare Conditions.)
- Accommodation in Paris in twin-bedded rooms in homestays (2 students per homestay sharing a double room) with weekly cleaning and regular linen change.
- Daily continental breakfast in the homestays and five evening meals per week.
- Carte Orange travel pass for use on the métro, RER and buses in the central zone for the duration of the programme
- An orientation programme in Paris consisting of an orientation meeting with AIFS staff, student information packet including comprehensive student handbook, local area information, a welcome reception and half-day sightseeing tour of Paris by private coach with the services of a professional English-speaking guide.
- A day excursion to Versailles including round-trip transportation, entrance with reservation and the services of a professional English-speaking guide.
- A weekly activity to include visits such as the Louvre, Musée D'Orsay, Notre Dame, Seine Boat Tour, walking tour of Latin Quarter, etc.
- An AIFS office on-site in the study centre providing a full-time AIFS programme co-ordinator to work with SOCCCD representative and students, to liaise with homestay families and supervise the allocation of homestays and to provide non-academic support to the programme
- Provision of courses in French language for a total of 60 hours (9am to 12noon, Monday through Friday) at 4 different levels, taught by approved French faculty from Paris Langues language school.
- Provision of a French conversation class taught by approved French faculty from the Paris Langues language school.
- \$50 non-refundable application fee



- Student medical and programme fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the programme and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with SOCCCD named as co-insured for the duration of the programme
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials
- Advance planning services of the AIFS London programme headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

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

- Roundtrip flights between LAX and Paris. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse SOCCCD faculty the student airfare fee of \$1175 once student enrolment has been confirmed.
- AIFS can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Thursday 15th May 2008, and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- AIFS will provide SOCCCD faculty member with housing in a studio or one bedroom apartment.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

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

FEES

Based on an enrolment of 15 to 19 paying student participants with 1 faculty member, for the services specified above, the fee per person is \$4995.



Based on an enrolment of 20 or more paying student participants with 1 faculty member, for the services specified above, the fee per person is \$4845.

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

This fee excludes a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified.

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

OPTIONAL COMPONENTS TO ADD TO OVERALL PROGRAMMME

The following components are optional extras for the group as a whole and can be inserted into the main proposal. They are not for students to select on an individual basis

- Day excursion to Chartres with round-trip transportation, entrance to the cathedral, guided tour and the services of an AIFS tour manager for a supplemental fee of \$55 per student. Faculty are included at no charge.
- Day excursion to the Loire Valley with round-trip transportation by private bus, guided tours of Chambord, Chenonceau and Blois chateaux and the services of an AIFS tour manager for a supplemental fee of \$95 per student on enrolment of 15 to 19, and \$80 per student on enrolment of 20 or more students. Faculty are included at no charge.

OPTIONAL COMPONENTS FOR STUDENTS

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

PROGRAMME APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed programme bookings after Friday 18th April 2008. Therefore AIFS would require SOCCCD to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Friday 18th April 2008. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Thursday 15th May 2008. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.



AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Friday 18th April 2008, but cannot guarantee programme costs after this date.

Students applying after the application deadline date of Friday 18th April 2008 can only be accepted on a space-available basis.

AIRFARE CONDITIONS

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

AIFS cannot arrange airline tickets for students applying after Friday 18th April 2008.

AIFS is financially committed to any confirmed airline seats from Wednesday 26th March 2008 and therefore an airfare review will take place prior to this date. AIFS requests that SOCCCD provide an indication of how many students intend to participate on the programme. However, should SOCCCD subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Wednesday 26th March 2008 and will be able to provide a land only fee.

REFUND POLICY

Should an individual participant withdraw on or before Thursday 15th May 2008 s/he will receive a refund of all fees paid less \$250 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. Should s/he withdraw after Thursday 15th May 2008, but on or before Tuesday 24th June 2008, a refund of all fees paid would be made less \$450 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. No refunds would be possible after Tuesday 24th June 2008.

Students who must withdraw from the programme because of a covered injury or illness will receive a refund of all fees paid less the \$50 non-refundable application fee, a \$100 processing fee and a \$125 insurance premium.

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

It is understood that SOCCCD will not cancel the programme if the necessary minimum number of participants have been enrolled by Friday 18th April 2008.

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

- If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the \$50 non-refundable



application fee, the \$100 processing fee, the \$125 insurance premium and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

AIFS require written acceptance of this proposal as soon as possible in order to prepare programme materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfil your programme requirements. This will enable us to prepare your programme materials accurately. A confirmation in writing is required by Friday 2nd November 2007. This confirmation should be faxed to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT on 203 399 5597.

PROPOSAL ACCEPTED BY _____
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
(Saddleback College)

DATE _____

U.S. Department of State

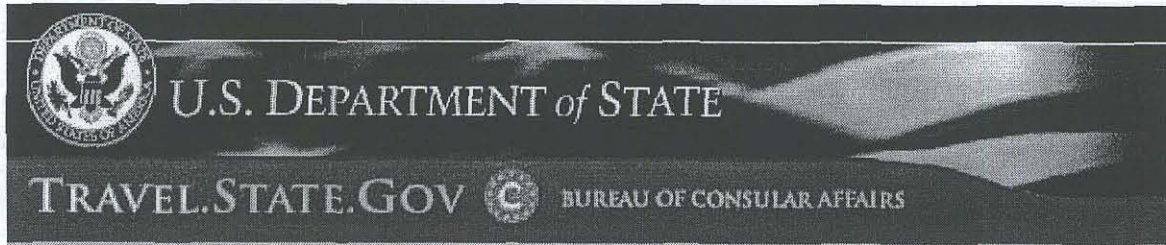
Thursday, November 15, 2007

Current Travel Warnings

Travel Warnings are issued when the State Department recommends that Americans avoid a certain country. The countries listed below are currently on that list. In addition to this list, the State Department issues [Consular Information Sheets](#) for every country of the world with information on such matters as the health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy or consulate in the subject country.

[Eritrea](#) 11/14/2007
[Somalia](#) 11/13/2007
[Nigeria](#) 10/30/2007
[Uzbekistan](#) 10/25/2007
[Sri Lanka](#) 10/19/2007
[Kenya](#) 10/18/2007
[Lebanon](#) 10/17/2007
[Indonesia](#) 10/05/2007
[Yemen](#) 09/24/2007
[Nepal](#) 09/24/2007
[Pakistan](#) 09/21/2007
[Syria](#) 09/18/2007
[Algeria](#) 09/14/2007
[Timor-Leste](#) 09/12/2007
[Sudan](#) 09/06/2007
[Haiti](#) 08/31/2007
[Burundi](#) 08/09/2007
[Central African Republic](#) 08/09/2007
[Iraq](#) 07/23/2007
[Israel, the West Bank and Gaza](#) 07/13/2007
[Saudi Arabia](#) 06/14/2007
[Chad](#) 06/11/2007
[Colombia](#) 06/04/2007
[Côte d'Ivoire](#) 06/01/2007
[Iran](#) 05/31/2007
[Philippines](#) 04/27/2007
[Congo, Democratic Republic of the](#) 04/24/2007
[Afghanistan](#) 04/04/2007

This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein.



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

Consular Information Sheet

France and Monaco

October 11, 2007

COUNTRY DESCRIPTION: France is a developed and stable democracy with a modern economy. Monaco is a developed constitutional monarchy. Tourist facilities are widely available. Read the Department of State Background Notes on France and on Monaco for additional information.

ENTRY/EXIT REQUIREMENTS: A passport is required to enter France and Monaco. A visa is not required for tourist/business stays up to 90 days in France and Monaco. Anyone intending to stay more than 90 days must obtain the appropriate visa issued by one of the French Consulates in the U.S., prior to departure for France. This also applies to anyone considering marriage in France. The 90-day period begins when you enter any of the Schengen group of countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden.

For further information concerning entry requirements for France, travelers may contact the Embassy of France at 4101 Reservoir Road NW, Washington, DC 20007, tel. (202) 944-6000, Email: info@ambafrance-us.org, or the French Consulates General in Atlanta, Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, or San Francisco. For further information on entry requirements to Monaco, travelers may contact the Embassy of the Principality of Monaco, 2314 Wyoming Avenue, N.W. Washington, D.C. 20008, Tel: 202-234-1530, Email: embassy@monaco-usa.org, or the Consulate General of Monaco, 565 Fifth Avenue – 23rd floor, New York, NY 10017, Tel: 212-286-0500, Email: info@monaco-consulate.com For more information visit the Embassy of France web site at www.consulfrance-washington.org or the Embassy of the Principality of Monaco web site at <http://www.monaco-usa.org> for the most current visa information.

Note: Although European Union regulations require that non-EU visitors obtain a stamp in their passport upon initial entry to a Schengen country; many borders are not staffed with officers carrying out this function. If an American citizen wishes to ensure that his or her entry is properly documented, it may be necessary to request a stamp at an official point of entry. Under local law, travelers without a stamp in their passport may be questioned and asked to document the length of their stay in Schengen countries at the time of departure or at any other point during their visit, and could face possible fines or other repercussions if unable to do so.

Find more information about Entry and Exit Requirements pertaining to dual nationality and the prevention of international child abduction. Please refer to our Customs Information to learn more about customs regulations.

SAFETY AND SECURITY: The Government of France maintains a threat rating system known locally as "Vigipirate" it is similar to the U.S. Homeland Security Advisory System. Under this plan, in times of heightened security concerns, the government augments police with armed forces and increases visibility at airports, train and metro stations, and other high-profile locations such as schools, major tourist attractions, and government installations. Over the last year, there have been numerous arrests of suspected Islamic militants involved in various terrorist plots. As with other countries in the Schengen area, *France maintains open borders with its European neighbors*, allowing the possibility of terrorist groups entering/exiting the country with anonymity.

In the past, political assassinations and bombings have occurred in France. The National Front for the Liberation of Corsica (FLNC), as part of its decades-long bombing campaign on the island of Corsica, continues to conduct limited operations in the south of France and on Corsica. In the 1990s there was a wave of bombings and attacks in Paris carried out by Algerian terrorists. Today, numerous radical Islamic groups claim sympathizers within France's large immigrant community, as evidenced by arrests over the last few years.

Although Americans have not been specifically targeted in terrorist attacks in France within the past few years, travelers should maintain vigilance. Immediately report unattended packages observed in public places or any other suspicious activities. French law enforcement authorities are proactive and will respond immediately. If there is a security incident or suspicious package, do not linger in the area to observe.

Although violent civil disorder is rare in France, in the past, student demonstrations, labor protests, and other demonstrations have developed into violent confrontations between demonstrators and police. This was the case in March/April 2006, when a series of large demonstrations took place in central Paris. Several weeks of unrest occurred in the suburbs of Paris, as well as in other French cities and towns, in November 2005. Neither of these periods of disorder exhibited any anti-U.S. sentiment, but it is important to remember that passersby can always suffer collateral damage should demonstrations devolve into violence. Americans are advised to avoid street demonstrations, particularly if riot police are on the scene.

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

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

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

CRIME: While both France and Monaco have relatively low rates of violent crime, a limited number of neighborhoods in the larger French cities merit extra caution. Additionally, although the overall crime rate has fallen slightly in recent years, the violent crime rate has increased. Thieves commonly target vehicles with non-local license plates, and work in or near tourist attractions such as museums,

monuments, restaurants, hotels, beaches, trains, train stations, airports, and subways. Americans in France and Monaco should be particularly alert to pickpockets in train stations and subways. Photocopies of travel documents and credit cards should be kept separate from the originals, and key telephone numbers maintained to contact banks if credit cards are stolen or lost.

Although thieves may operate anywhere, the U.S. Embassy in Paris receives frequent reports of theft from several areas in particular:

Paris: The Paris Police Prefecture has published a pamphlet entitled "Feeling Safe in Paris," which provides practical advice and useful telephone numbers for visitors and can be accessed at http://www.prefecture-police-paris.interieur.gouv.fr/feeling_safe_in_paris.htm. Thieves operate on the rail link (RER) from Charles de Gaulle Airport to downtown Paris, where they prey on jet-lagged, luggage-burdened tourists. In one common ruse, a thief distracts a tourist with a question about directions, while an accomplice steals a momentarily unguarded backpack, briefcase, or purse. Thieves also time their thefts to coincide with train stops so they may quickly exit the car just before the automatic doors close. Travelers may wish to consider taking an airport shuttle bus or taxi from the airport into the city.

Reports of stolen purses, briefcases, and carry-on bags at Charles de Gaulle Airport have been on the rise. Travelers should monitor their bags at all times and never leave them unattended. As thieves commonly target laptop bags, travelers should avoid carrying passports and other valuables in computer bags. One common method involves timing the theft so that while the traveler is busy at the ticket counter, the traveler's shoulder bag is picked up after being placed on the floor. Also be aware that unattended bags are subject to destruction by airport security.

There have been reports of robberies in which thieves on motorcycles reach into a moving car by opening the car door or accessing an open window or even breaking the window to steal purses and other bags visible inside. The same technique is used against pedestrians walking with purses/bags/cameras slung over their street-side shoulder. Those traveling by car should remember to keep the windows up and the doors locked and items that may be attractive to thieves out of sight. Pedestrians are encouraged to walk as far from the street side as possible, and to keep bags slung across the body, with the bag hanging away from the street.

Many thefts occur on the Number One Subway Line, which runs through the center of Paris by many major tourist attractions (including the Grand Arch at La Défense, the Arc de Triomphe, the Champs Elysées, Place de la Concorde, the Louvre, and the Bastille). Pickpockets are especially active on this metro line during the summer months and use a number of techniques. The most common, and unfortunately the most successful, is the simple "bump and snatch," where an individual bumps into the tourist while at the same time reaching into the pockets/purse/bag. Visitors should be particularly careful when metro doors are closing, as this is a favored moment for the less-sophisticated pickpockets to simply grab valuables and jump through the closing doors, leaving the victim helplessly watching as the thief flees. Visitors are encouraged NOT to aggressively confront thieves, who often operate in groups and may become violent if cornered. Simply drawing attention to an attempted theft will most likely stop the operation and cause a tactical withdrawal by the thief.

Gare du Nord train station, where the express trains from the airport arrive in Paris, is also a high-risk area for pocket-picking and theft. Travelers should also beware of thefts that occur on both overnight and day trains, especially on trains originating in Spain, Italy, and Belgium. These involve the theft of valuables while passengers are sleeping, or when the bags are left unattended.

In hotels, thieves target lobbies and breakfast rooms, and take advantage of a minute of inattention to snatch jackets, purses, and backpacks. While many hotels do have safety latches that allow guests to secure their rooms from inside, this feature is not as universal as it is in the United States. If no chain or latch is present, a chair placed up against the door and wedged under the handle is usually an

effective obstacle to surreptitious entry during the night. There are, however, reports of thieves breaking into hotel rooms on lower floors through open windows while the occupants are sleeping. To guard against this, hotel room windows should be kept locked at all times. Whenever possible, valuables should be kept in the hotel safe.

Many Americans have reported thefts occurring in restaurants and nightclubs/bars, where purses are stolen from the back of a chair or from under the table. Again, keep valuables on your person and do not leave them unattended or out of sight. Theft also occurs at the major department stores such as Galeries Lafayette and Printemps where tourists often place wallets, passports, and credit cards on cashier counters during transactions.

Automatic Teller Machines (ATMs) are very common in France and provide ready access to cash, allowing travelers to carry as much money as they need for each day. The rates are competitive with local exchange bureaus, and an ATM transaction is easier than the cashing of travelers' checks. However, crime involving ATMs is increasing. Travelers should not use ATMs in isolated, unlit areas or where loiterers are present. Travelers should be especially aware of persons standing close enough to see the Personal Identification Number (PIN) being entered into the machine. Thieves often conduct successful scams by simply observing the PIN as it is entered and then stealing the card from the user in some other location. If the card becomes stuck, travelers should immediately report it to the bank where the machine is located.

Large criminal operations in Paris involving the use of ATMs that "eat" the user's ATM card have been reported. This most often happens during a weekend or at night when the bank is closed. The frustrated traveler often walks away after unsuccessfully trying to retrieve the card, with plans to return the first day the bank is open. In such cases, a criminal gang has modified the machine using an add-on device equipped with a microchip that records the user's PIN when it is typed in, and also prevents the card from being ejected. The criminal retrieves the card from the device once the visitor departs, downloads the recorded PIN and then goes to other ATMs and withdraws as much cash as possible. ATM users are strongly encouraged to carry a 24-hour emergency number for their ATM card and bank account that will enable the immediate prevention of withdrawals from the account if difficulties occur.

Pigalle is the "adult entertainment district" of Paris. Many entertainment establishments in this area engage in aggressive marketing and charge well beyond the normal rate for drinks. There have been reports of threats of violence to coerce patrons into paying exorbitant beverage tabs. There have also been several violent confrontations between rival gangs in the district, including one in August 2007 one block from the famous Moulin Rouge cabaret. Visitors are encouraged to avoid this area unless touring with a well-organized and reputable tour company.

Normandy: There has been an increase in break-ins and thefts from vehicles in the parking lots at the Normandy beaches and American cemeteries. Valuables should not be left unattended in a car, and locking valuables in the trunk should not be considered a safeguard. Thieves often pry open car trunks to steal bags inside.

Southern France: Theft from cars with unlocked doors or open windows stopped at red lights or caught in slow traffic are very common, particularly along the Riviera of the Nice-Antibes-Cannes area, and in Marseille. Car doors should be kept locked and windows raised at all times to prevent incidents of "snatch-and-grab" thefts. In this type of scenario, the thief is usually a passenger on a motorcycle. Break-ins of parked cars are also fairly common. Valuables should not be left in the car, not even in the trunk, when the vehicle is unattended.

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

U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends, and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed. Under French law, compensation is available to victims of crime committed on French soil under certain circumstances.

See our information on [Victims of Crime](#).

MEDICAL FACILITIES AND HEALTH INFORMATION: Medical care comparable to that found in the United States is widely available.

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

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

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

Roads in France are generally comparable to those in the United States, but traffic engineering and driving habits pose special dangers. Usually, lane markings and sign placements are not as clear as in the United States. Drivers should be prepared to make last-minute maneuvers, as most French drivers do. The French typically drive more aggressively and faster than Americans, and tend to exceed posted speed limits. Right-of-way rules in France may differ from those in the United States. Drivers entering intersections from the right have priority over those on the left (unless specifically indicated otherwise), even when entering relatively large boulevards from small side streets. Many intersections in France are being replaced by traffic circles, where the right-of-way belongs to drivers in the circle.

On major highways, service stations are situated at least every 25 miles. Service stations are not as plentiful on secondary roads in France as they are in the United States. Paris, the capital and largest city in France, has an extensive and efficient public transportation system. The interconnecting system of buses, subways, and commuter rails serves more than 4 million people a day with a safety record comparable to or better than the systems of major American cities. Similar transportation systems are found in all major French cities. Between cities, France is served by an equally extensive rail service, which is reliable. High-speed rail links connect the major cities in France. Many cities are also served by frequent air service.

Please refer to our Road Safety page for more information. Visit the web site of the French and Monegasque National Tourist Office at <http://franceguide.com/>. The website contains specific information concerning French and Monegasque driver's permits, vehicle inspection, road tax, and mandatory insurance.

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

SPECIAL CIRCUMSTANCES: French and Monegasque customs authorities enforce strict regulations concerning temporary importation into or export from France of items such as firearms, antiquities, medications, business equipment, sales samples, and other items. It is advisable to contact the Embassy of France in Washington, D.C., one of France's consulates in the United States, or the Consulate General of Monaco in New York for specific information regarding customs requirements. Please see our [customs regulations](#).

The emergency numbers in France for police, fire, and medical assistance are as follows: 17 (police emergency), 18 (fire department) and 15 (emergency medical/paramedic team/ambulance). In Monaco, the numbers are 17 (police emergency), 18 (fire department) and 9375-2525 (medical/paramedic team/ambulance).

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating French or Monegasque laws, even unknowingly, may be expelled, arrested, or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in France or Monaco are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on [Criminal Penalties](#).

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

REGISTRATION/EMBASSY AND CONSULATE LOCATIONS: Americans living or traveling in France or Monaco are encouraged to register with the nearest U.S. Embassy or Consulate through the State [Department's travel registration web site](#), and to obtain updated information on travel and security within France and Monaco. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in cases of emergency.

The Consular Section of the U.S. Embassy in Paris is located at 4 avenue Gabriel, 75008 Paris (Place de La Concorde, Metro Stop Concorde), tel. 011-33-1-43-12-22-22 or (in France) 01-43-12-22-22; fax: 011-33-1-42-96-28-39 for Passport Services, or fax 011-33-1-42-61-61-40 for Special Consular Services (emergencies). Further information can be obtained at the U.S. Embassy's web site at <http://france.usembassy.gov/>.

The Consulate General in Marseille is located at Place Varian Fry, 13006 Marseille, tel. 011-33-4-91-54-92-00, or (in France) 04-91-54-92-00; fax 011-33-4-91-55-55-56-95 or 011-33-4-91-55-09-47. Web site: <http://france.usembassy.gov/marseille/default.htm>

The Consulate General in Strasbourg is located at 15 Avenue d'Alsace, 67082 Strasbourg, tel. 011-33-3-88-35-31-04 or (in France) 03-88-35-31-04; fax 011-33-3-88-24-06-95.

The Consulate General in Strasbourg does not produce passports on the premises. American citizens in this area whose passports are lost or stolen and have urgent travel needs should contact the U.S. Embassy in Paris. Web site: <http://www.amb-usa.fr/strasbourg/>.

The Consular Agency in Nice is located at 7, Avenue Gustave V, 3rd floor, 06000 Nice, tel. 011-33-4-93-88-89-55 or (in France) 04-93-88-89-55; fax 011-33-4-93-87-07-38. Web site: <http://france.usembassy.gov/marseille/nice.htm>.

The U.S. Government also has consular representation in Bordeaux, Lille, Lyon, Rennes, and Toulouse that provide some services to Americans, by appointment only.

The post in Bordeaux is located at 10 place de la Bourse, 33076 Bordeaux (entry on rue Fernand Philippart); tel. 011-33-5-56-48-63-85 or 05-56-48-63-85 in France; fax: 011-33-5-56-51-61-97. Web site: <http://france.usembassy.gov/bordeaux/default.htm>.

The post in Lille is located at 107, rue Royale, 59000 Lille; tel. 011-33-3-28-04-25-00 or 03-28-04-25-00 in France; fax: 011-33-3-20-74-88-23. Web site: <http://france.usembassy.gov/lille/default.htm>.

The post in Lyon is located at 1, quai Jules Courmont, 69002 Lyon; tel. 011-33-4-78-38- 33-03 or 04-78-38- 33-03 in France; fax: 011-33-4-72-41-71-81. Web site: <http://france.usembassy.gov/lyon/default.htm>.

The post in Rennes is located at 30, quai Duguay Trouin, 35000 Rennes; tel. 011-33-2-23-44-09-60 or 02-23-44-09-60 in France; fax: 011-33-2-99-35-00-92. Web site: <http://france.usembassy.gov/rennes/default.htm>.

The post in Toulouse is located at 25, Allée Jean Jaures, 31000 Toulouse; tel. 011-33-5-34-41-36-50 or 05-34-41-36-50 in France; fax: 011-33-5-34-41-16-19. Web site: <http://france.usembassy.gov/toulouse/default.htm>.

* * *

This replaces the Consular Information Sheet for France and Monaco dated March 7, 2007 to update the sections on Entry/Exit Requirements, Aviation Safety Oversight, Crime, Safety & Security, and Registration/Embassy Location.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Study Abroad Program to Santander, Spain
ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. The college has conducted very successful study abroad programs during the summer semesters in Santander, Spain since 1994. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts and Learning Resources Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Santander, Spain during the summer 2008 semester from July 4 to August 4, 2008. The program will be organized and arranged by the American Institute for Foreign Study (AIFS) for a fee of \$5,095 per student or \$159.22 per day. The details of the program are summarized in the Study Abroad Program Information Summary in Exhibit A. The required Educational Tour/Field Study Contractor Agreement is provided in Exhibit B, which includes evidence of liability insurance of not less than \$5,000,000. The proposal from AIFS is included in Exhibit C. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2008 as summarized in Exhibit A, and directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements in Exhibit B.


SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY


1. PROGRAM									
Location/Destination:		Santander, Spain			First Trip: Yes:		No:		X
Dates: From:		7/4/08		To:		8/4/08		Total No. of Days: 32	
Partner Name (Academic Institution):				Colegio Miguel de Unamuno					
Address:		Calle Cisneros 79D, Santander, Spain							
Contact Person:		Alfredo Miguel de Pablo			Telephone No.: (011) 0034696-932973				
Description of Institution:		College							
Includes:	Accredited Instruction		Yes:	X	No:				
	Transfer College Units		Yes:	X	No:				
	Orientation		Yes:	X	No:				
	Books/Supplies		Yes:	X	No:				
	Tutors		Yes:	X	No:				
	Weekend Study Activities		Yes:	X	No:				
	Food		Yes:	X	No:				
	Transportation		Yes:	X	No:				
	Lodging		Yes:	X	No:				
Other:		AIFS will provide the SOCCCD faculty member with a pay as you go cell phone and 100 Euros of credit. Each student will receive a phone card to the value of 5 Euros.							
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Fees exclude a \$125 refundable damage deposit, passport or visa fees, meals other than those indicated on the itinerary, personal expenses, SOCCCD tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SOCCCD faculty, U.S. government and airline-imposed departure taxes and fees (estimated at \$309) on airfare and anything not specified.							
Other:		Single supplement of \$200 for homestay accommodations in Santander. Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90).							
2. FACULTY									
Lead Faculty Name:		Carmenmara Hernandez-Bravo (8 OSH)							
Coordinates Trip:				Yes:	X	No:			
If No, Explain:									
Travels to Site:				Yes:	X	No:			
Dates: From:		7/4/08			To:		7/5/08		
Teaching Assignment at Program Site:				Yes:	X	No:			
Dates: From:		7/4/08			To:		8/3/08		
Requires Substitute at IVC and/or SC?				Yes:		No:	X		
Unpaid Faculty Exchange:				Yes:		No:	X		
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:				Date(s)			Time(s)	
SPAN 20A	Civilization of Spain Through 1898				7/4/08 – 8/3/08			M – F, 6 – 10 p.m. & Sat, 9 a.m. – 1 p.m.	
Other:									

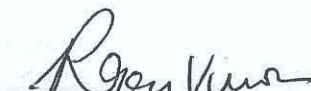
3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:						No. of Units
SPAN 1	Elementary Spanish						5
SPAN 2	Elementary Spanish						5
SPAN 3	Intermediate Spanish						5
SPAN 4	Intermediate Spanish						5
SPAN 6	Intermediate Spanish Grammar & Composition						3
SPAN 10	Intermediate Conversational Spanish						3
SPAN 999A	Spanish Language Lab						.25
SPAN 999B	Spanish Language Lab						.25
4. STUDENTS							
Minimum number of students required to make program:							30
Minimum number of units:							8.25
Maximum number of units:							11.25
If this is a repeat program site, what is the average number of units taken per student?							8.25
Other							
5. COSTS							
Student:							
Contracted cost per student:						\$	5,095.00
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>						\$	159.22
College:							
Additional costs to the District?		Yes:		No:	X		
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	N/A
Other Costs						\$	0
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
Excursions, field trips, tours, and extra curricular activities							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language	Civilization,	Excursions
10a.m.	Classes	Classes	Classes	Classes	Classes	Classes	
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization,	Civilization,	Civilization,	Civilization,	Civilization,		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		Optional extra curricular activities during non-instructional periods					
8. ATTACHMENTS							
<ol style="list-style-type: none"> 1. AIFS Proposal 2. Travel Warnings 3. Consular Information Sheet 							

9. REQUIRED SIGNATURES


Lead Faculty Member Date


Department Chair 11/19/07
Date


Division/School Dean 11/17/07
Date


Vice President, Instruction 11/20/07
Date


College President 11/23/07
Date

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

Spanish Language Studies in Santander, Spain, Summer, 2008

This Agreement is made this 10th day of December, 2007 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and American Institute for Foreign Study (AIFS) ("TRAVEL CONTRACTOR") located at River Plaza, 9 West Broad Street, Stamford, Connecticut 06902-3788 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC TRIP DETAILS."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TRAVEL CONTRACTOR

DISTRICT

Name: American Institute for Foreign Study (AIFS)

South Orange County Community College District

Date: _____

Date: _____

By: _____

Paul H. Watson

By: _____

Gary L. Poertner

Title:

Senior Vice President

Title:

Deputy Chancellor

Address:

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

Address:

28000 Marguerite Parkway
Mission Viejo, California 92692

Phone: (800) 727-2437

Phone: (949) 582-4347



AIFS LONDON PROGRAMME HEADQUARTERS
PROPOSAL FOR SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
(Saddleback College)
4-WEEK SANTANDER PARTNERSHIP PROGRAMME – 2008

Depart US: Friday 4 July 2008
Arrive Madrid: Saturday 5 July 2008
Arrive Santander: Sunday 6 July 2008
Depart Madrid: Monday 4 August 2008

PROGRAMME COMPONENTS INCLUDED IN THE STUDENT FEE:

- A transportation package consisting of international airfare (LAX-Madrid-LAX) and round-trip transfers between the airport and the hotel in Madrid excluding mandatory US government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$309) for which students will be billed separately. (Please see Airfare Conditions.)
- Housing in twin-room homestays with 3 meals per day 7 days a week. Each student will have a bed, study table and adequate lighting. AIFS will provide students with the name, address and phone number of their host family prior to the start of the programme.
- Two nights in Madrid: upon arrival on Saturday 5 July 2008 and at the end of the programme on Sunday 3 August 2008. A moderate priced hotel, double occupancy with continental breakfast included will be used for these dates.
- AIFS representative from the Colegio Miguel de UnaMuno, Santander, Spain to welcome students upon arrival, introduce them to their homestay families and lead an orientation session.
- Tuition at the Colegio Miguel de UnaMuno Monday through Friday for five hours per day. The courses will be required of all students. Tuition will be given by the instructors at the Colegio and the chosen instructors from SOCCCD. SOCCCD will provide any/all additional academic monitoring credits, supporting seminars, etc.
- Extra-curricular, social and cultural activities organized by the Colegio Miguel de Unamuno. These activities typically include cooking classes, guitar concerts, museum visits and cultural walks.
- 3 full day excursions to Santillana del Mar and Comillas, Valle de Pas and Bilbao and the Picos de Europa. All excursions include an English speaking guide and entrance fees.
- A \$15 cultural fee per student built into the programme fee for use by the instructor during the programme.
- \$50 per student to be provided to the lead faculty member for a welcome meal and activities in Madrid such as a city tour and visits to the Prado museum and Royal Palace, to be organised by the SOCCCD instructor.



- A local phone card to the value of 5 Euros for each student.
- \$50 non-refundable application fee
- Student medical and programme fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$10,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the programme and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with SOCCCD named as co-insured for the duration of the programme
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials
- Advance planning services of the AIFS London programme headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

Faculty support services (target enrolment 30 students with 1 faculty member) as listed below:

- Roundtrip flights between Los Angeles and Madrid. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse SOCCCD faculty the student airfare fee once the group has departed the U.S.
- AIFS can arrange air travel for faculty companions if they are traveling on the same flight as the faculty member (either outbound or inbound). Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Thursday 15 May 2008, and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- AIFS will provide the SOCCCD faculty member with a single or double hotel room in Madrid and with a two-bedroom apartment in Santander.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.
- AIFS will provide the SOCCCD faculty member with a pay as you go cellphone and 100 Euros of credit.



Faculty benefits are paid in full for an enrolment of 30 paying students or more, or pro rata for a lower enrolment.

FEES

Based on an enrolment of 30 or more paying student participants with 1 faculty member, for the services specified above, the fee per person is \$5095.

Should SOCCCD wish to run this programme with an enrolment below 30 paying student participants it would be necessary to either add a supplement to the fee above or to remove some components from the programme. AIFS would discuss these options with SOCCCD.

This fee excludes a \$125 refundable damage deposit, passport or visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, textbooks, additional fieldtrips or excursions required by the SOCCCD faculty and anything not specified.

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

OPTIONAL COMPONENTS

- Single Supplement of \$200 for homestay accommodation in Santander
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS insurance brochure.

PROGRAMME APPLICATION PROCEDURE AND BILLING

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

Penalties apply to changed programme bookings after Friday 18 April 2008. Therefore AIFS would require SOCCCD to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Friday 18 April 2008. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Thursday 15 May 2008. Please note that these are not postmark dates, but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Friday 18 April 2008, but cannot guarantee programme costs after this date.

Students applying after the application deadline date of Friday 18 April 2008 can only be accepted on a space-available basis.



AIRFARE CONDITIONS

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

AIFS cannot arrange airline tickets for students applying after Friday 18 April 2008. AIFS is financially committed to any confirmed airline seats from Wednesday 26 March 2008 and therefore an airfare review will take place prior to this date. AIFS requests that SOCCCD provide an indication of how many students intend to participate on the programme. However, should SOCCCD subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Wednesday 26 March 2008 and will be able to provide a land only fee.

REFUND POLICY

Should an individual participant withdraw on or before Thursday 15 May 2008 s/he will receive a refund of all fees paid less \$250 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. Should s/he withdraw after Thursday 15 May 2008, but on or before Tuesday 24 June 2008, a refund of all fees paid would be made less \$450 plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. No refunds would be possible after Tuesday 24 June 2008.

Students who must withdraw from the programme because of a covered injury or illness will receive a refund of all fees paid less the \$50 non-refundable application fee, a \$100 processing fee and a \$125 insurance premium.

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

It is understood that the SOCCCD will not cancel the programme if the necessary minimum number of participants have been enrolled by Friday 18 April 2008.

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

- If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the \$50 non-refundable application fee, the \$100 processing fee, the \$125 insurance premium and any costs incurred flying the student home

ACCEPTANCE OF PROPOSAL

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



materials accurately. A confirmation in writing is required by Monday, 29 October, 2007. This confirmation should be faxed to Sharon Secki, Director of Admissions, AIFS, Partnership Programs in Stamford, CT on 203 399 5597.

PROPOSAL ACCEPTED BY _____
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

DATE _____

U.S. Department of State

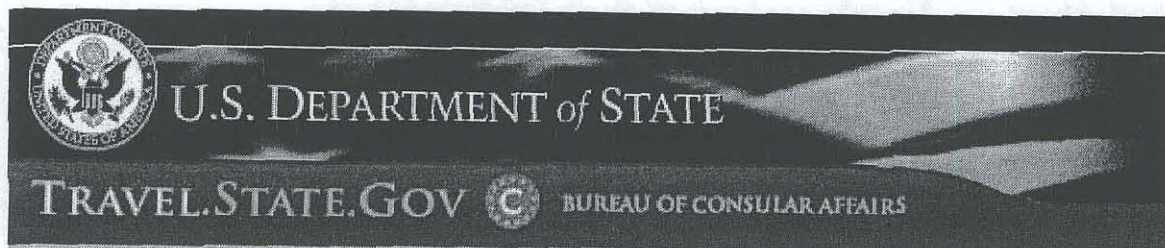
Thursday, November 15, 2007

Current Travel Warnings

Travel Warnings are issued when the State Department recommends that Americans avoid a certain country. The countries listed below are currently on that list. In addition to this list, the State Department issues [Consular Information Sheets](#) for every country of the world with information on such matters as the health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy or consulate in the subject country.

[Eritrea](#) 11/14/2007
[Somalia](#) 11/13/2007
[Nigeria](#) 10/30/2007
[Uzbekistan](#) 10/25/2007
[Sri Lanka](#) 10/19/2007
[Kenya](#) 10/18/2007
[Lebanon](#) 10/17/2007
[Indonesia](#) 10/05/2007
[Yemen](#) 09/24/2007
[Nepal](#) 09/24/2007
[Pakistan](#) 09/21/2007
[Syria](#) 09/18/2007
[Algeria](#) 09/14/2007
[Timor-Leste](#) 09/12/2007
[Sudan](#) 09/06/2007
[Haiti](#) 08/31/2007
[Burundi](#) 08/09/2007
[Central African Republic](#) 08/09/2007
[Iraq](#) 07/23/2007
[Israel, the West Bank and Gaza](#) 07/13/2007
[Saudi Arabia](#) 06/14/2007
[Chad](#) 06/11/2007
[Colombia](#) 06/04/2007
[Côte d'Ivoire](#) 06/01/2007
[Iran](#) 05/31/2007
[Philippines](#) 04/27/2007
[Congo, Democratic Republic of the](#) 04/24/2007
[Afghanistan](#) 04/04/2007

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

Consular Information Sheet

Spain and Andorra

June 07, 2007

COUNTRY DESCRIPTION: Spain and Andorra are both highly developed and stable democracies with modern economies. Spain is a member of NATO and the European Union. For additional information see the Department of State [Background Notes on Spain and Andorra](#).

ENTRY/EXIT REQUIREMENTS: A passport is required for entry into both countries. U.S. citizens can stay without a visa for a tourist/business stay of up to 90 days. That period begins when you enter any of the Schengen countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden. Individuals who enter Spain or Andorra without a visa are not authorized to work. American citizens planning to study in Spain should be aware that Spanish immigration regulations require applications for student visas to be submitted 60 days before anticipated travel to Spain.

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

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

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

See [Entry and Exit Requirements](#) for more information pertaining to dual nationality and the prevention of international child abduction. Please refer to our [Customs Information](#) to learn more about customs regulations.

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

In the deadliest terrorist attack in recent European history, on March 11, 2004, Islamic extremists bombed four commuter trains entering Madrid, causing 191 deaths and over 1,400 injuries. The suspected terrorists and their co-conspirators are being tried in 2007.

The Basque Fatherland and Liberty (ETA) terrorist organization remains active in Spain. ETA declared a ceasefire on March 22, 2006, but on December 30, 2006 bombed one of the parking buildings at Madrid airport killing two people. On June 5, 2007, ETA officially declared an end to the ceasefire as of June 6, 2007. ETA has historically avoided targeting foreigners, directing their attacks against the police, military, local politicians, and Spanish government targets as well as attempts to disrupt transportation and daily life. In addition, bombs have been used as part of criminal extortion of businesses, particularly in the Basque region. However, the risk of being in the "wrong place at the wrong time" in event of an ETA action is a concern for foreign visitors and tourists. U.S. tourists traveling to Spain should remain vigilant, exercise caution, monitor local developments, and avoid demonstrations and other potentially violent situations.

For the latest security information, Americans traveling abroad should regularly monitor the [Department's Internet web site](#) where the current [Travel Warnings and Public Announcements](#), including the [Worldwide Caution Public Announcement](#), can be found.

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

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

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

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

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

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

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

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

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

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

Andorra has a low rate of crime.

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

U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, Consular Officers can help you to understand the local criminal justice process and to find an attorney if needed. Consular Staff are prepared to assist victims of crime in anyway they can.

See our information on [Victims of Crime](#).

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

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

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

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

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

Traffic in Madrid and Barcelona is faster-paced than in U.S. cities and can be unnerving due to unfamiliar signs or motorbikes weaving between traffic lanes. Drivers should always obey the closest traffic light, as there are separate pedestrian lights in the city. Drivers should be alert when driving at night in urban areas, due to the possibility of encountering drivers or pedestrians under the influence of alcohol. Night driving in isolated rural areas can be dangerous, because of farm animals and

poorly marked roads. Rural traffic is generally heavier in July and August as well as during the Christmas and Easter seasons. Traffic regulations in effect in Spain include the prohibition on the use of a mobile phone without a hands-free device while driving a car. There is a fine of 300 euros for violation of this regulation and loss of driving privileges. In addition, all drivers are required to carry a reflective vest and to put it on if they need to stop on the roadside and to use a reflective triangle warning sign for a vehicle stopped on the side of the road. Those renting vehicles are encouraged to check with the rental company about traffic regulations and safety equipment. U.S. Citizens using U.S. issued drivers licenses must obtain International Driving Permits if they plan to drive in Spain. Pedestrians should use designated crossing areas when crossing streets and obey traffic lights.

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

Please refer to our Road Safety page for more information. For specific information concerning Spanish driving permits, vehicle inspection, road tax and mandatory insurance, please contact the Spanish National Tourist Organization offices in New York via the Internet at www.okspain.org. For information about driving in Andorra refer to the Andorran website at <http://www.andorra.ad>.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Spain's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Spain's air carrier operations.

As there is no direct commercial air service between the United States and Andorra, the U.S. Federal Aviation Administration (FAA) has not assessed Andorra's Civil Aviation Authority for compliance with ICAO aviation safety standards.

For more information, travelers may visit the FAA's Internet web site at www.faa.gov/safety/programs_initiatives/oversight/iasa.

SPECIAL CIRCUMSTANCES: It is advisable to contact the Embassy of Spain in Washington, D.C., or one of Spain's consulates in the United States for specific information regarding customs requirements. Spain's customs authorities encourage the use of an ATA (Admission Temporaire/Temporary Admission) Carnet for the temporary admission of professional equipment, commercial samples, and/or goods for exhibitions and fair purposes. ATA Carnet Headquarters, located at the U.S. Council for International Business, 1212 Avenue of the Americas, New York, NY 10036, issues and guarantees the ATA Carnet in the United States. For additional information, please call (212) 354-4480, or send an e-mail to atacarnet@uscib.org, or visit <http://www.uscib.org> for details. Please see our information on Customs Regulations.

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

children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on Criminal Penalties.

CHILDREN'S ISSUES: For information on international adoption of children and international parental abduction, see our web pages on inter-country adoption and international parental child abduction.

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in Spain or Andorra are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department's travel registration website to obtain updated information on travel and security within Spain or Andorra. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency. The U.S. Embassy is located at Serrano 75; telephone (34)(91) 587-2200, and fax (34)(91) 587-2303. U.S. citizens who register in the Consular Section at the U.S. Embassy, Consulate General, or one of the Consular Agencies listed below can obtain updated information on travel and security within Spain or Andorra. Additional information is available through the U.S. Embassy's Internet homepage at <http://madrid.usembassy.gov>.

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

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

- Fuengirola (in Malaga Province), at Avenida Juan Gomez Juanito #8, Edificio Lucia 1C, Fuengirola 29640 Spain, telephone (34)(952) 474-891 and fax (34)(952) 465-189, hours 10:00 a.m. to 2:00 p.m.
- La Coruna, at Canton Grande 6, La Coruna 15003 Spain. Telephone (34)(981) 213-233 and fax (34)(981) 22 28 08). Hours 10:00 a.m. to 1:00 p.m.;
- Las Palmas, at Edificio Arca, Calle Los Martinez de Escobar 3, Oficina 7, Las Palmas, Gran Canaria 35007 Spain. Telephone (34)(928) 222-552 and fax (34)(928) 225-863. Hours 10:00 a.m. to 1:00 p.m.;
- Palma de Mallorca, Edificio Reina Constanza, Porto Pi, 8, 9-D, 07015 Palma de Mallorca 07015 Spain. Telephone (34)(971) 40-3707 or 40-3905 and fax (34)(971) 40-3971. Hours 10:30 a.m. to 1:30 p.m.;
- Seville, at Plaza Nueva 8-8 duplicado, 2nd Floor, Office E-2 No.4, Sevilla, 41101 Spain. NOTE: THIS IS A NEW LOCATION AS OF MARCH 1, 2006. Telephone: (34)(65) 422-8751 and fax (34)(91) 422-0791. Hours: 10:00 a.m. to 1:00 p.m.
- Valencia, at Doctor Romagosa #1, 2-J, 46002, Valencia 46002 Spain. Telephone (34)(96)-351-6973 and fax (34)(96) 352-9565. Hours 10:00 a.m. to 2:00 p.m.

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

* * *

This replaces the Consular Information Sheet dated April 16, 2007, to update sections on Safety and Security and Traffic Safety and Road Conditions.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Change Order Request No. 8: Police and Warehouse Facility

ACTION: Approval

BACKGROUND

On January 16, 2007, the Board of Trustees approved a contract with Dumarc Corporation for construction of the Police and Warehouse Facility at Irvine Valley College for the amount of \$1,908,700.00. Seven change orders were subsequently approved increasing the contract amount to \$1,989,148.81 and extending the contract completion time to 35 days. This project is the second phase of a larger project that includes the already completed Maintenance compound.

STATUS

EXHIBIT A describes the modifications contained in Change Order Request No. 8 for the Police and Warehouse Facility project at Irvine Valley College. Approval of this change order will result in an increase of \$11,665.97 to the contract cost and extend the construction time by 2 calendar days. The revised contract amount will be \$2,000,814.78 and the revised contract time 237 days.

Total change orders are at 4.83% of the contract.

Funds are available in the approved project budget which is \$4,575,000.00, including the already completed Phase I for Maintenance.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Change Order Request No. 8 for the Police and Warehouse project at Irvine Valley College increasing the amount of the contract with Dumarc Corporation by \$11,665.97 and extending the contract time by 2 calendar days with a completion date of November 14, 2007.

**POLICE AND WAREHOUSE FACILITY
AT
IRVINE VALLEY COLLEGE**

CHANGE ORDER No. 7

December 10, 2007

No.	Date	Description	Requested	Status	Days	Amount
31	9/11/2007	Supervision Cost for added time	District	PP		\$10,000.00
37	11/6/2007	Replace extinguisher cabinet doors and cores at locks	District	ATP	2	\$1,665.97

TOTAL THIS CHANGE ORDER	2	\$11,665.97
ORIGINAL CONTRACT AND PRIOR BOARD APPROVED CHANGE ORDERS	235	\$1,989,148.81
REVISED CONTRACT	<u>237</u>	<u>\$2,000,814.78</u>

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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Irvine Valley College: Notices of Completion: Police and Warehouse Facility
ACTION: Approval

BACKGROUND

On January 16, 2007, the Board of Trustees approved a contract with Dumarc Corporation for construction of the Police and Warehouse Facility at Irvine Valley College for the amount of \$1,908,700.00. If the eighth is approved at this meeting, eight change orders were subsequently approved increasing the contract amount to \$2,000,814.78 and extending the contract completion time by 37 days. This project is the second phase of a larger project that includes the already completed Maintenance compound.

STATUS

The project has now been completed and the architect and District staff recommend that the District file Notice of Completion, EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize the filing of the Notices of Completion, attached as EXHIBIT A, for the construction of the Police and Warehouse Facility 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: POLICE AND WAREHOUSE BUILDING AT IRVINE VALLEY COLLEGE, BID NO. 284, the contract for the doing of which was heretofore entered into the 17TH day of JANUARY, 2007, which contract was made with DUMARC CORPORATION as Contractor; that said improvements were completed on the 14TH day of NOVEMBER 2007, and accepted by formal action of the governing board of said District on the 10TH day of DECEMBER 2007, 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 CONTRACTORS BONDING & 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

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.

SUBSCRIBED AND SWORN TO BEFORE ME
this _____ day of _____, 20____.

Notary Public in and for said County and State

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

IRVINE VALLEY COLLEGE
Curriculum changes for 2008/09

SCHOOL	Course ID	Catalog ID	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
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	CIM 225.1	11114.35	CREATIVE SUITE	nc
BS	CIM 251.1	10721.00	DYNAMIC WEB DATABASE MANAGEMENT	dc
BS	CIM 251.1	10721.35	DYNAMIC WEB DATABASE MANAGEMENT	nc
FA	ART 4	715.00	INTRODUCTION TO ART THEORY	assign, desc, lrng obj, moe, tps, txt
GC	CSTU 10	655.00	INTRODUCTION TO COLLEGE STUDY SKILLS	crs id: formerly CSTU 101
HUM	FR 100C	10048.00	BASIC FRENCH PRONUNCIATION	dc
HUM	FR 100C	10048.20	BASIC FRENCH PRONUNCIATION	nc
MC	MATH 2	4595.05	PRE-CALCULUS	assign, desc, lrng obj, moe, rec, tps, txt, val
MC	MATH 3B	4605.00	ANALYTIC GEOMETRY AND CALCULUS II	assign, desc, lrng obj, moe, rec, tps, txt, val
MC	MATH 9	4635.00	FINITE MATHEMATICS	assign, desc, lrng obj, moe, rec, tps, txt, val
MC	MATH 105	4620.00	MATHEMATICS FOR LIBERAL ARTS STUDENTS	assign, desc, lrng obj, moe, rec, tps, txt, val

IRVINE VALLEY COLLEGE
Curriculum changes for 2008/09

SCHOOL	Course ID	Catalog ID	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
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				prereq=prerequisite
				rec=recommended prep
				rpt=repeatability
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
PT	CHEM 108	11110.10	BIOCHEMISTRY FOR HEALTH SCIENCES	dc
SS	PS 3	5730.00	CALIFORNIA GOVERNMENT AND POLITICS	assign, desc, lrng obj, moe, rec, tps, txt
SS	PS 201	9846.00	MODEL UNITED NATIONS	assign, desc, lrng obj, moe, rec, tps, txt
SS	GEOG 102	10848.10	GEOGRAPHY FIELD STUDIES: WESTERN UNITED STATES	nv
SS	AJ 161	3420.00	VICE, NARCOTICS AND ORGANIZED-CRIME CRIME	ti (Organized Crime and Criminal Enterprise in America); assign, desc, lrng obj, moe, tps, txt, rec

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

BACKGROUND

The Board of Trustees is committed to providing high quality education and a full range of performing art opportunities for students. The College encourages academic course-work in conjunction with travel experiences.

STATUS

The Fine Arts Department of Irvine Valley College will be represented in the "Nevada Encounters of New Music" at the University of Nevada in Las Vegas. Two IVC students have been accepted to participate as auditors in the event which will take place from January 31, 2008 to February 3, 2008. The participation in such events will motivate students to work on music compositions which will be performed in the Irvine Valley College Performing Arts Center. The student and faculty costs of \$2,195.00, as shown in Exhibit A, include registration, hotel and food. All costs for the students and their advisor will be paid for out of ASIVC funds. There is no impact on the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel request for Irvine Valley College music students and their advisor to Las Vegas, Nevada from January 31 to February 3, 2008.

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

Irvine Valley College
Spring 2008 Nevada Encounters of New Music Attendance
Out-of-State Travel

<u>Dates</u>	<u>Number of Persons</u>	<u>Location</u>	<u>Cost Estimates per Person</u>	
Jan 31 to Feb 3	2 students/1 faculty	Las Vegas, Nevada	Registration	\$ 125
			Hotel	\$ 447
			Meals	\$ 160
			TOTAL (per person)	\$ 732
			GRAND TOTAL	<u>\$2,195</u>

NO DISTRICT FUNDS WILL BE USED FOR THIS TRAVEL.

ALL FUNDS WILL BE PROVIDED BY ASIVC.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Spring 2008 Men and Women's Tennis Teams
Out-of-State Travel

ACTION: Approval

BACKGROUND

Participation in national conferences and events provides invaluable learning experiences for the students and brings honor and recognition to Irvine Valley College as part of South Orange County Community College District. Out-of-state travel requires approval by the Board of Trustees.

STATUS

Irvine Valley College spring 2008 men and women's tennis teams (up to 20 students and 4 coaches) are requesting approval to travel to Honolulu, Hawaii, from April 2 to 7, 2008, to compete in the Oahu Tennis Championship. Expenses are to be paid from the teams' foundation accounts and are not to exceed a total of \$850 per person, as described in Exhibit A. There is no impact on the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Irvine Valley College tennis teams' travel to Honolulu Hawaii, as described in Exhibit A.

Irvine Valley College
Spring 2008 Men and Women's Tennis Teams
Out-of-State Travel

<u>Dates</u>	<u>Number of Persons</u>	<u>Location</u>	<u>Cost Estimates per Person</u>	
Apr. 2 - 7	20 students/4 coaches	Honolulu, Hawaii	Airfare	\$ 500
			Lodging	\$ 250
			Ground Transportation	\$ 100
			TOTAL (not to exceed)	\$ 850

No District or ASIVC funds will be used for transportation or lodging.
The teams will have sufficient funds in their foundation accounts to cover these expenses.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Irvine Valley College: Geography 102, Out-Of-State Travel Program

ACTION: Approval

BACKGROUND

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

As part of offering education to students, Irvine Valley College is offering an opportunity for students to study the physical and cultural geography of the island of Hawaii. This island includes Kilauea Volcano, which has been erupting continuously since 1983, and four other volcanoes, each of which is rich with geologic and cultural sites. The island contains an extensive heritage of field artifacts and monuments from ancient Hawaiians. Field studies will include visits to study many of these sites.

STATUS

The Irvine Valley College School of Social Sciences proposes to offer a course from 7/6/08 to 7/13/08 in Hawaii as an out-of-state travel program as described in the attached exhibits. A minimum enrollment of 18 students is required, and a maximum of 22 students can be accommodated. The Out-of-State Travel Program Information Summary is presented in Exhibit A. The individual cost breakdown summary and program narrative are presented in Exhibit B. The reservation confirmation from Kilauea Military Camp, which will provide housing during the field studies and which has restaurant and other facilities to support the field studies while in Hawaii, is presented in Exhibit C.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the out-of-state travel field study program in geography as described above.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Hawaii, USA			First Trip: Yes:		No:		X
Dates: From:		7/6/08		To:		7/13/08		Total No. of Days: 7	
Partner Name (Academic Institution):		N/A							
Address:		N/A							
Contact Person:		N/A			Telephone No.:		N/A		
Description of Institution:		N/A							
Includes:	Accredited Instruction		Yes:	X	No:				
	Transfer College Units		Yes:	X	No:				
	Orientation		Yes:	X	No:				
	Books/Supplies		Yes:		No:	X			
	Tutors		Yes:		No:	X			
	Weekend Study Activities		Yes:	X	No:				
	Food		Yes:		No:	X			
	Transportation LOCAL ONLY		Yes:	X	No:				
	Lodging		Yes:	X	No:				
Other:		All instruction by IVC faculty. Dates shown are for class meetings in Hawaii only, meetings at IVC are in Exhibit B. Local transportation during field study will be in rented vans.							
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; all meals; student travel to and from Hawaii.							
Other:		Irvine Valley College tuition/administrative fees, extra protection insurance coverage for increased medical and/or personal effects.							
2. FACULTY									
Lead Faculty Name:		George Brogan (2 OSH); Jodi Titus (2 OSH)							
Coordinates Trip:		Yes:	X	No:					
If No, Explain:									
Travels to Site:		Yes:	X	No:					
Dates: From:		7/6/08			To:		7/13/08		
Teaching Assignment at Program Site:		Yes:	X	No:					
Dates: From:		7/06/07			To:		7/12/07		
Requires Substitute at IVC and/or SC?		Yes:		No:	X				
Unpaid Faculty Exchange:		Yes:		No:	X				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Other:									
3. COURSE(S) OFFERED AT PROGRAM SITE									
Course No.:		Course Title:						No. of Units	

GEOG 102	Geography Field Studies	2.0 Units
	TOTAL	2.0 Units

4. STUDENTS

Minimum number of students required to make program:	18
Minimum number of units:	2.0
Maximum number of units:	2.0
If this is a repeat program site, what is the average number of units taken per student?	N/A
Other – Maximum number of students	22

5. COSTS

Student:	
Contracted cost per student:	\$ 538.00
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>	\$ 67.25
College:	
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If Yes Explain:	
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.	\$ N/A
Other Costs	\$ 0

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

N/A

7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES

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

Exceptions to weekly schedule: N/A

8. ATTACHMENTS

EXHIBIT B – Individual Cost Breakdown Summary and Program Description.

9. REQUIRED SIGNATURES

Jodi Titus
Lead Faculty Member

11-21-07
Date

Cheri Maloney (SC)
Department Chair

11-21-07
Date

Ann Corum
Division/School Dean

11-21-07
Date

Vice President, Instruction

Date

College President

Date

**INDIVIDUAL COST BREAKDOWN SUMMARY
AND PROGRAM DESCRIPTION**

IRVINE VALLEY COLLEGE
SCHOOL OF BUSINESS AND SOCIAL SCIENCES

HONORS GEOGRAPHY 102
OUT-OF-STATE TRAVEL CLASS
GEOGRAPHY FIELD STUDIES

TOTAL COSTS OF FIELD STUDY FOR CLASS

COSTS TO BE PAID BY STUDENTS	
Instructor Airfare (2 instructors, round trip@ \$1,100.00 ea)	\$2,200.00
Instructor food (2 instructors, 8 days, \$32/day)	512.00
Vehicle rental (1 15-passenger van, 2 7-passenger vans, 8 days, \$302.50/day)	2,420.00
Fuel for Vehicles (estimated)	900.00
Dorm Rooms, (24 beds @ \$17/bed/day, 7 days)	2,856.00
Contingency (\$10/student x 22 students)	220.00
Botanical Garden fee (\$10/student x 22 students)	240.00
Hilo Historic Tour (\$7/student x 22 students)	168.00
Tsunami Museum (\$7/student x 22 students)	168.00
TOTAL COST	\$9,684.00
COST PER STUDENT (18 Students)*	\$538.00
APPROXIMATE COSTS NOT INCLUDED	
Student Airfare to and from Hawaii	\$1,100.00
Student food (8 days @ \$32/day)	256.00
Misc. personal costs (souvenirs, film, notebook, etc)	50.00
IVC fees (2.0 units @ \$20/unit)	40.00
TOTAL COSTS NOT INCLUDED	\$1,446.00
GRAND TOTAL**	\$1,984.00

*The cost per student will be charged as a class fee to each student. If for any other reason there are unexpended funds at the end of the field study, each student will be refunded an amount as appropriate. The class can accommodate as many as 22 students, as the dorm room limit is 24, including the two IVC instructors.

**This is the estimated cost for each student enrolled, which includes IVC fees, student travel, food, and personal expenses.

PROGRAM NARRATIVE

PROGRAM DESCRIPTION

This program includes a field class to be held during the summer of 2008. This class is an out-of-state travel class, with field study to be conducted on the big island of Hawaii, and with classroom time to be conducted at the campus of Irvine Valley College and in Hawaii.

Geography 102, Geography Field Studies, is an existing field studies course that has been offered previously. This course in Summer 2008 may be taken as an honors class with 2.0 units of credit, and a minimum of 66.4 hours of instruction as required by existing approved curriculum. This class has no prerequisites.

HAWAIIAN PHYSICAL AND CULTURAL GEOGRAPHY

The island of Hawaii, often termed *The Big Island*, is a wonderland for studying geography in the field. The Island is made of five volcanoes, three of which have erupted in historic time, and one of which has been erupting continuously since 1983. These volcanoes offer a rich environment for study of physical geography. The geography class will promote critical thinking and student growth through classroom time and field observations. In addition to study of an erupting volcano in the field and visits to the 4 other volcanoes, students will be able to study in the field numerous sites that include modern and ancient geologic features, including lava tubes, historic and prehistoric lava flows and ash beds, cinder cones, volcanic craters, a volcanic caldera, gas vents, the world's largest landslides, and glacial features in a tropical setting (at the top of Mauna Kea, the largest mountain in the world). Various rock types will be studied, and coral growth in relation to volcanic materials observed and studied. The class will also be able to visit the Hawaiian Volcano Observatory, operated by the U.S. Geological Survey; the Center for Study of Active Volcanoes on the Hilo Campus of the University of Hawaii, a tropical botanical garden near Hilo, and the Tsunami Museum in Hilo. Classroom time prior to the field study will provide background to the students in preparation for the field study.

Hawaiian cultural resources are generally accessible and reveal details of how ancient Hawaiians lived and interacted. Numerous field sites are available for field study to provoke student interaction, critical thinking, and problem solving. Sites include ancient trails, burial sites, preserved prehistoric footprints buried in volcanic ash, monuments of various types, numerous petroglyph sites, archaeological sites where ancient Hawaiians lived, sacred pools, the City of Refuge, royal fishing grounds, and a royal surfing area.

SCHEDULE

The schedules for these classes will include 67 hours of combined lecture and laboratory instruction time, with both IVC professors meeting all classes. The field portion of the classes will convene at Kilauea Volcano on July 6, 2008, and will end on Kilauea Volcano on the evening of July 12, 2008.

The overall schedule for both classes is as below:

June 23	IVC Organizational meeting/instruction	3 hours
July 6	Evening classroom instruction (Hawaii)	4 hours
July 7	Field instruction	10 hours
July 8	Field instruction	10 hours
July 9	Field instruction	10 hours
July 10	Field instruction	10 hours
July 11	Field instruction	10 hours
July 12	Field instruction	10 hours
July 13	Travel date (Exit from field; no instruction)	
TOTAL INSTRUCTION HOURS		67 hours

VENUE

IVC holds a reservation for 24 dorm-room beds at Kilauea Military Camp (KMC), within Hawaii Volcanoes National Park for July 6 - 13, 2008. KMC is a self-contained facility located about 3 miles from the small town of Volcano, Hawaii, and offers dormitory rooms for educational groups and military personnel. This venue is not open to travel agents or tourists. In addition to dormitory rooms, KMC has a snack bar, a cafeteria, a general store, laundry facilities, and limited recreational facilities (including bowling, indoor miniature golf, pinball machines, and a weight room), a post office, and a gasoline station. KMC is a Joint Forces Recreational Facility. It is walking distance from the Park Headquarters, and the Volcano House hotel and restaurant. It is a short ride from the Hawaiian Volcano Observatory, operated by the U.S. Geological Survey. KMC also has rooms available that can be used for classroom activities.

PROGRAM ENROLLMENT

Students will enroll in the geography class, for a total of 2 units credit, with the option of honors credit. A minimum enrollment of 18 students is required and a maximum of 22 students can be accommodated (room reservations are for a maximum of 24 people, including 2 IVC instructors).

CONTRACTOR AND TRAVEL ARRANGEMENTS

No contractor has been retained to make travel arrangements for this program. KMC is open only to educational groups and military personnel, and does not allow travel agents or tourists to use its facilities. Student travel arrangements to and from Hawaii will be made by each student and paid separately by each student. Field vehicles will be rented through Enterprise. Prof. Titus will make the vehicle arrangements.

The class begins on June 23, 2008, with an organizational meeting on the IVC campus. The field portion of the class will convene in Hilo, Hawaii on July 6, 2008, and students will be released from the field studies in Hilo, Hawaii on the morning of July 13, 2008.

This flexible travel arrangement allows students to travel to and from Hawaii on their own schedules. While in the field, class will be convened at 8 am each morning, and students will be released each day so they may have dinner on their own schedule. Students will be released from the class for dinner, and will not return to class until it is reconvened in the morning after breakfast.

CLASS MEETING SITES

Classroom activities will be conducted at IVC prior to mobilizing for the field study. These pre-trip classroom activities will provide background to the students, in order to direct their studies and problem solving abilities in the field. Each honors student will be assigned a topic for special study in geography.

Field activities in Hawaii will include study of Kilauea Volcano, which is erupting, Mauna Loa Volcano, Hualalai Volcano Mauna Kea Volcano, and Kohala Volcano. Field emphasis will be on Kilauea Volcano, where the KMC facility is located. Field study will include trips to a working Kona coffee plantation, historic walking tour of Hilo, biogeography study at a botanical garden, and environmental hazards study with a visit to historic sites of tsunami damage and to all five climate zones on the island.

IVC INSTRUCTORS

All instruction will be from two existing, full-time Irvine Valley College faculty. Both professors will attend all class meetings of the geography class.

Prof. George Brogan and Prof. Jodi Titus will co-instruct the Geog 102 course. Prof. Brogan is a geologist who has been a full-time professor at IVC since 1997. He has taken prior field geology courses in Hawaii, and has taught prior IVC field study courses in Hawaii in 2003 and 2006. He has been to all of the field study locations that will be studied in the field during this program.

Prof. Jodi Titus also will instruct the field geography course. Prof. Titus is in her third year of full-time instruction in geography at IVC. She has previously taught an IVC field study course in Hawaii in 2006. She has been to all of the field study locations that will be studied in the field during this program.

Marian Sato

From: Marian Sato on behalf of Groups
Sent: Saturday, October 13, 2007 3:08 PM
To: 'brogan@ivc.edu'
Cc: Groups
Subject: GRIP BROGAN 20080706 R24A9F9

Dear Mr. Brogan:

You are confirmed for 5 semi dorms w/ total of 30 beds @ \$16.00 p/bed p/night for Irvine Valley College arriving July 6, 2008 for 7 nights with 22 students and 2 staffed faculty. Just a reminder if the count falls below 19, you will still be charged for 20 beds our minimum to occupy the dormitories.

We have a deposit of \$312.00 on account. If you need to cancel the reservations, please call 30 days prior to arrival for full refund and avoid any penalties and forfeiture of the deposit.

If you have any questions, please feel free to call or email groups department.

Thank you
Marian – for GROUPS DEPT
Tel: (808) 967 8333
Fax: (808) 967 8343
Email: groups@kmc-volcano.com

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

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

Item Submitted By: *Dr. Raghu P. Mathur, Chancellor, Dr. Glenn Roquemore and Dr. Richard C. McCullough, President*

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT//PROVOST

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
1/09/2008	Dr. Wallace Walrod	Present demographic and occupational trends as well as employers' needs and job skills for the service areas of Saddleback College and IVC.	Vice President of Research and Communications, Orange County Business Council	No cost
1/09/2008	Lance Izumi	Current and future opportunities and challenges for California community colleges	Vice President, Board of Governors, California Community Colleges	\$600.00 Travel expenses only.
1/09/2008	Scott Robertson	Musical Performance	Performer	\$475.00

SADDLEBACK COLLEGE

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
Various Mondays in Fall 2007	Sid Mohasseb	Small Business Management	CEO/Venture Farms	No cost
10/8/07	Kent Healy	Marketing	President, Cool Stuff Media	No cost
10/23/07 11/5/07	Jim Chamberlain	Financial Statements	Counselor/SCORE	No cost
10/29/07	Ron Cohen	Small Business Mgmt.	CEO/ZIA Jewelers	No cost
11/8/07	Norm Altshuler	Countertop Material	Sales Representative	No cost
11/1/07 & 11/15/07	Cheryl Bradley	Basic Medical Insurance	Education & Training Medicare Specialist	No cost

11/15/07	Lenny Spargo	Gay, Lesbian, Bisexual Awareness & Related Topics	PFLAG Speakers Bureau: Promotes the health and well-being of gay, lesbian, bi-sexual & transgendered persons, their families & friends through support to cope with an adverse society; education to enlighten an ill-informed public; advocacy to end discrimination and to secure equal civil rights.	No cost
11/28/07	Dr. Paul Bopp	TCA-Proposed Project	Geotechnical Consultant to TCA	No Cost
11/28/07	Jeff Bott	TCA-Proposed Project	Senior Public Affairs Representative for the TCA	No Cost
12/3/07	Jon Avery	DRAFT Coachella Valley Multiple Species Conservation Plan (MSHCP)	Staff biologist with the U.S. Fish and Wildlife Service and key participant in drafting and future implementation of the Coachella Valley MSHCP	No Cost
12/4/07	Jeff Haig	Small Business Development	Former Student/Entrepreneur	No cost
1/24/08	Terrell Fletcher	Peace and Understanding	Senior Pastor, Founder of City Hope Int'l Church. Former running back for San Diego Chargers.	\$2,000 Foundation
3/7/08	Hotosa Ebrahimzadeh, M.D.	"Jump Start Your Health" Saddleback College Women's Conference	Ocean Breeze Medical Group, Family Medicine	No Cost
3/7/08	Dr. Judith Steinouser	"Jump Start Your Health" Saddleback College Women's Conference	Saddleback Community Chiropractor, Laguna Hills	No Cost

IRVINE VALLEY COLLEGE

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)
11/14/07	Ron Wildermuth	O.C. Water	Dir. Communications, OC Water District	No Cost

12/4/07	Maria Poye	Pollution Cleanup	Environmental Engineer, John Wayne Airport	No Cost
12/10	Martin Schwab	Theodor Adorno	Professor of Philosophy, UCI	No Cost

ATEP

Date of Presentation	Speaker Name	Topic	Brief Biography	General Fund Cost (Honorarium/Travel)

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Budget Amendment: Adopt Resolution No. 07-36 to Amend 2007-2008 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 2007/2008 Adopted Budget.

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

Care Allocation for Saddleback College	\$2,268
Care Allocation for Irvine Valley College	(\$3,580)
EOPS Allocation for Saddleback College	\$81,810
EOPS Allocation for Irvine Valley College	\$129,967
CalWORKs Program at Irvine Valley College	\$38,239
TANF Program at Irvine Valley College	\$9,863
Basic Skills- 07/08 Alloc (Spend by 6/2010) for Saddleback	\$1,562
Total Increase to the General Fund	<u>\$260,129</u>
Total Budget Amendment	<u>\$260,129</u>

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 07-30 to amend the 2007/2008 Adopted Budget as indicated in Exhibits A & B

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 07-36

December 10, 2007

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$260,129.00 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	8199	Federal Revenue	\$9,863
01	8622	State Revenue	\$210,465
01	8629	State Revenue	\$39,801
			<hr/>
			\$260,129

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	\$26,523
01	2000	Classified Salaries	\$112,247
01	3000	Fringe Benefits	\$44,288
01	4000	Books and Supplies	\$6,700
01	5000	Other Operating Expenses & Services	\$24,312
01	7000	Capital Outlay	\$46,059
			<hr/>
			\$260,129

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 07-36

December 10, 2007

BUDGET AMENDMENT EXPENDITURE DETAIL

CARE Allocation for Saddleback College

INCOME

01- 8622- 1-022-1-051-000-6310	CARE Allocation for Saddleback	<u>2,268</u>
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EXPENDITURE

01- 1413- 1-022-1-051-000-6310	HR NCLSRM FAC PT: Counseling	36
01- 3120- 1-022-1-051-000-6310	STRS NON-INSTR STAFF: Counseling	1,175
01- 3320- 1-022-1-051-000-6310	OASDI NINST CLASSF: Counseling	28
01- 3360- 1-022-1-051-000-6310	MEDIC NINST EMPLOY: Counseling	142
01- 3520- 1-022-1-051-000-6310	UNEMP NINST STAFF: Counseling	13
01- 3620- 1-022-1-051-000-6310	WCOMP CLSSF STAFF: Counseling	94
01- 5271- 1-022-1-051-000-6310	COMM RELATIONS: Counselling & Guidance	780
		<u>2,268</u>

CARE Allocation for Irvine Valley College

INCOME

01- 8622- 1-022-4-035-000-6310	CARE Allocation for Irvine Valley	<u>(3,580)</u>
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EXPENDITURE

01- 2141- 1-022-4-035-077-6310	RG CLERIC SAL: Counseling	2,754
01- 3220- 1-022-4-035-077-6310	PERS NINST: Counseling	239
01- 3320- 1-022-4-035-077-6310	OASDI NINST CLASSF: Counseling	191
01- 3360- 1-022-4-035-077-6310	MEDIC NINST EMPLOY: Counseling	25
01- 3420- 1-022-4-035-077-6310	BEN NINST CLASSF: Counseling	3,368
01- 3520- 1-022-4-035-077-6310	UNEMP NINST STAFF: Counseling	2
01- 3620- 1-022-4-035-077-6310	WCOMP CLSSF STAFF: Counseling	50
01- 4600- 1-022-4-035-077-6310	NINSTR SUPPLIES: Counseling	500
01- 5270- 1-022-4-035-077-6310	CONFERENCE: Counseling	3,220
01- 5810- 1-022-4-035-077-6310	CONTRACT PRINTING: Counseling	650
01- 5840- 1-022-4-035-077-6310	POSTAGE: Counseling	150
01- 7500- 1-022-4-035-077-6310	STUDENT FIN AID: Counseling	(13,859)
01- 7600- 1-022-4-035-077-6310	OTHER PAYM TO STUDENTS: Counseling	(870)
		<u>(3,580)</u>

EOPS Allocation for Saddleback College

INCOME

01- 8622- 1-023-1-000-000-0000	EOPS Allocation for Saddleback College	<u>81,810</u>
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EXPENDITURE

01- 1412- 1-023-1-051-077-6430	HR NCLSRM FAC OL: EOPS	1,073
01- 1413- 1-023-1-051-077-6430	HR NCLSRM FAC PT: EOPS	7,455
01- 1414- 1-023-1-051-077-6430	HR NCLSRM FAC SUM: EOPS	12,200
01- 2342- 1-023-1-051-077-6430	NON-INSTR CLASS OVERTIME: EOPS	4,000
01- 5269- 1-023-1-051-077-6430	MILEAGE: EOPS	500
01- 5270- 1-023-1-051-077-6430	CONFERENCE: EOPS	4,000
01- 5271- 1-023-1-051-077-6430	COMMUNITY RELATIONS: EOPS	1,500
01- 5810- 1-023-1-051-077-6430	CONTRACT PRINTING: EOPS	2,000
01- 7600- 1-023-1-051-077-6430	OTHER PYMNT TO STUDENTS: EOPS	49,082
		<u>81,810</u>

EOPS Allocation for Irvine Valley College

INCOME

01- 8622- 1-026-4-035-077-6430	EOPS Allocation for Irvine Valley	<u>129,967</u>
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EXPENDITURE

01- 1211- 1-023-4-035-077-6430	RG NCLSRM FAC SAL: EOPS	29,026
01- 1413- 1-023-4-035-077-6430	HR NCLSRM FAC PT: EOPS	4,000
01- 1414- 1-023-4-035-077-6430	HR NCLSRM FAC SUM: EOPS	(32,900)
01- 2141- 1-023-4-035-077-6430	RG CLERIC SAL: EOPS	7,763
01- 2344- 1-023-4-035-077-6430	COMP TIME: EOPS	(1,002)
01- 2383- 1-023-4-035-077-6430	HR STAFF SAL: EOPS	32,920
01- 2383- 1-023-4-035-077-6460	HR STAFF SAL: Student Fin Aid Adm	30,261
01- 3120- 1-023-4-035-077-6430	STRS NON-INSTR STAFF: EOPS	7,720
01- 3320- 1-023-4-035-077-6430	OASDI NINST CLASSF: EOPS	3,576
01- 3320- 1-023-4-035-077-6460	OASDI NINST CLASSF: Student Fin Aid Adm.	60
01- 3360- 1-023-4-035-077-6430	MEDIC NINST EMPLOY: EOPS	1,744
01- 3360- 1-023-4-035-077-6460	MEDIC NINST EMPLOY: Student Fin Aid Adm.	24
01- 3420- 1-023-4-035-077-6430	BEN NINST CLASSF: EOPS	8,831
01- 3430- 1-023-4-035-077-6430	BEN NCLSRM CERT: EOPS	5,827
01- 3520- 1-023-4-035-077-6430	UNEMP NINST STAFF: EOPS	37
01- 3620- 1-023-4-035-077-6430	WCOMP CLSSF STAFF: EOPS	1,352
01- 3620- 1-023-4-035-077-6460	WCOMP CLSSF STAFF: Student Fin Aid Adm.	2,500
01- 4200- 1-023-4-035-077-6430	BKS/MAG/PR: EOPS	200
01- 4580- 1-023-4-035-077-6430	DUPL CHBAC: EOPS	265
01- 4600- 1-023-4-035-077-6430	NINST SUPPLIES: EOPS	4,820

01- 4900-	1-023-4-035-077-6430	AWARDS/REC: EOPS	15
01- 5153-	1-023-4-035-077-6430	CONSULTANT: EOPS	5,000
01- 5269-	1-023-4-035-077-6430	MILEAGE: EOPS	(100)
01- 5270-	1-023-4-035-077-6430	CONFERENCE: EOPS	3,400
01- 5650-	1-023-4-035-077-6430	EQUIP REPR: EOPS	350
01- 5651-	1-023-4-035-077-6430	MAINT AGRM: EOPS	(25)
01- 5810-	1-023-4-035-077-6430	CONTRACT PRINTING: EOPS	1,975
01- 5811-	1-023-4-035-077-6430	CONTRACT SERVICES: EOPS	500
01- 5830-	1-023-4-035-077-6430	ADVERTISING: EOPS	300
01- 5840-	1-023-4-035-077-6430	POSTAGE: EOPS	500
01- 7500-	1-023-4-035-077-6430	STUDENT FIN AID: EOPS	(34,843)
01- 7600-	1-023-4-035-077-6430	OTHER PAYM TO STUDENTS: EOPS	45,871
			<u>129,967</u>

CalWORKs Program at Irvine Valley College

INCOME

01- 8629-	1-026-4-035-000-6310	CalWORKs Program at Irvine Valley	<u>38,239</u>
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EXPENDITURE

01- 2383-	1-026-4-035-000-6460	HR STAFF SAL: Student Fin Aid Adm	37,990
01- 2383-	1-026-4-035-077-6460	HR STAFF SAL: Student Fin Aid Adm	(3,251)
01- 3220-	1-026-4-035-000-6310	PERS NINST: Counseling	(70)
01- 3320-	1-026-4-035-000-6310	OASDI NINST CLASSF: Counselling	(53)
01- 3320-	1-026-4-035-000-6460	OASDI NINST CLASSF: Student Fin Aid Adm	1,300
01- 3360-	1-026-4-035-000-6310	MEDIC NINST CLASSF: Counseling	(3)
01- 3360-	1-026-4-035-000-6460	MEDIC NINST CLASSF: Student Fin Aid Adm	300
01- 3420-	1-026-4-035-000-6310	BEN NINST CLASSF: Counseling	127
01- 3520-	1-026-4-035-000-6460	UNEMP NINST CLASSF: Student Fin Aid Adm	10
01- 3620-	1-026-4-035-000-6310	WCOMP NINST CLASSF: Counselling	(1)
01- 3620-	1-026-4-035-000-6460	WCOMP NINST CLASSF: Student Fin Aid Adm	1,390
01- 4600-	1-026-4-035-000-6310	NINSTR SUPPLIES: Counseling	500
			<u>38,239</u>

TANF Program at Irvine Valley College

INCOME

01- 8199-	1-033-4-035-000-6310	TANF Program at Irvine Valley	<u>9,863</u>
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EXPENDITURE

01- 1211-	1-033-4-035-000-6310	RG NCLSRM FAC CONT: Counseling	7,500
01- 1413-	1-033-4-035-000-6310	HR NCLSRM FAC PT: Counseling	(250)
01- 1414-	1-033-4-035-000-6310	HR NCLSRM FAC SUM: Counseling	(1,617)
01- 2383-	1-033-4-035-000-6310	HR STAFF SAL: Counseling	(750)

01- 3120-	1-033-4-035-000-6310	STRS NON-INSTR STAFF: Counseling	1,691
01- 3360-	1-033-4-035-000-6310	MEDIC NINST EMPLY: Counseling	339
01- 3430-	1-033-4-035-000-6310	BEN NCLSRM CERT: Counseling	2,005
01- 3520-	1-033-4-035-000-6310	UNEMP NINST STAFF: Counseling	55
01- 3620-	1-033-4-035-000-6310	WCOMP CLSSF STAFF: Counseling	200
01- 4600-	1-033-4-035-000-6310	NINSTR SUPPLIES: Counseling	400
01- 5270-	1-033-4-035-000-6310	CONFERENCE: Counseling	279
01- 5810-	1-033-4-035-000-6310	CONTRACT PRINTING: Counseling	(477)
01- 5811-	1-033-4-035-000-6310	CONTRACT SERVICES: Counseling	(190)
01- 7600-	1-033-4-035-000-6310	OTHER PAYM TO STUDENTS: Counselling	678
			<u>9,863</u>

Basic Skills - 07/08 Allocation (Spend by 6/2010) for Saddleback College

INCOME

01- 8629-	1-205-1-000-000-0000	Basic Skills- 07/08 Alloc for Saddleback	<u>1,562</u>
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EXPENDITURE

01- 2383-	1-205-1-022-095-6630	HR SHORTERM SAL: Research/Planning	<u>1,562</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 07-36

December 10, 2007

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 December 10, 2007.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 10th day of December, 2007.

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

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

BACKGROUND

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

STATUS

Purchase orders processed in accordance with the general priorities of the adopted budget and numbered P08-02156 through P08-02470 amounting to \$1,696,422.61 are submitted to the Board of Trustees for approval. Confirming requisitions dated October 24, 2007 through November 15, 2007 totaling \$53,084.85 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 P08-02156 Through P08-02470

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02156	DUNN-EDWARDS CORPORATION	PAINT SUPPLIES	\$4,564.29
P08-02157	IVC BOOKSTORE	BOOKS FOR CONTRACT EDUCATION PROGRAM	\$.00
P08-02158	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$420.00
P08-02159	CA STAGE & LIGHTING	THEATER SENSOR DIMMERS	\$14,177.14
P08-02160	ARENA DISTRIBUTING, INC.	NUTRITIONAL FOOD AND SUPPLIES	\$1,195.00
P08-02161	PASCO SCIENTIFIC	PHYSICS COMPETITIVE EQUIPMENT	\$3,075.93
P08-02162	DELL MARKETING	Cartridge printer	\$169.86
P08-02163	LIU, CHENG-HSIN	Contract: Cheng-Hsin Liu	\$20,000.00
P08-02164	MPC-G	COMPUTER FOR OFFICE OF THE CHANCELLOR	\$2,053.10
P08-02165	RHO, KARIN	879537 SSG SCHOLARSHIP	\$1,000.00
P08-02166	ARMSTRONG, LEE CO. INC.	CONTRACT SERVICES	\$10,399.00
P08-02167	HAITBRINK ASPHALT PAVING, INC.	CONTRACT SERVICES	\$36,750.00
P08-02168	AMER. ASPHALT AND STRIPING, IN	New asphalt pad needed for area in Auto	\$2,420.00
P08-02169	ASI SIGN SYSTEMS, INC.	BUILDINGS CONTRACT SERVICES	\$32,840.00
P08-02170	ASI SIGN SYSTEMS, INC.	SITE IMPROVEMENTS - DESIGN SERVICES	\$52,000.00
P08-02171	INTERSTATE ELECTRIC	Signage Materials	\$116.37
P08-02172	NAT'L LEAGUE FOR NURSING	NATIONAL LEAGUE FOR NURSING MEMBERSHIP	\$1,155.00
P08-02173	HORIZON	GROUND SUPPLIES	\$1,166.12
P08-02174	AACC	Yearly dues for AACC Membership	\$13,325.00
P08-02175	C2 REPROGRAPHICS	REPROGRAPHIC NEEDS FOR IVC BST	\$500.00
P08-02176	NETWORKING SOURCE	Supplies	\$70.06
P08-02177	BURNAM, RUSSELL	#924370-STUDENT SUCCESS GRANT SCHOLARSHI	\$744.00
P08-02178	KINOKUNIYA BOOKSTORE	Instructional materials	\$84.56
P08-02179	ORTEGA TACK AND FEED	FOOD AND SUPPLIES FOR ANIMAL CARE	\$500.00
P08-02180	AMAZON.COM	Instructional DVD	\$22.36
P08-02181	TEUBNER, JAMES	Contract Services	\$100.00
P08-02182	GAMARRA, LOREN I	Guest Artist	\$100.00
P08-02183	DANBARA, TRISHA	#954894-STUDENT SUCCESS GRANT SCHOLARSHI	\$1,000.00
P08-02184	PROVIDEA	Software License/Support	\$1,750.96
P08-02185	COLLEGE ART ASSOC.	Membership Renewal.	\$325.00
P08-02186	SOLINET (S.E. LIB. NETWORK)	Pay for database renewal-Annual Dues.	\$275.00
P08-02187	COMMUNITY COLLEGE LEAGUE OF CA	Renew online database package.	\$4,536.00
P08-02188	MC DANIEL, DEBORAH DENISE	#433852-STUDENT SUCCESS GRANT SCHOLARSHI	\$244.00
P08-02189	RATHBONE, DEBORAH	940244 STUDENT SUCCESS GRANT SCHOLARSHIP	\$244.00
P08-02190	HOME DEPOT	BLANKET PO FOR SUPPLIES AT HOME DEPOT	\$250.00
P08-02191	KAMARA, SHEKU	Contract: Sheku Kamara	\$15,000.00
P08-02192	COASTLINE ROP	Equipment For 3D Modeling Grant	\$50,350.00
P08-02193	COUNCIL OF CHIEF LIBRARIANS	Pay for membership/subscription.	\$150.00
P08-02194	SADDLEBACK VALLEY U.S.D.	TECH PREP EXPENDITURES	\$19,500.00
P08-02195	GALL'S OF LONG BEACH	CAUTION TAPE	\$303.19
P08-02196	CORE SUPPORT SYSTEMS, INC.	APC Preventive Maint/Next-Day Response	\$6,321.00
P08-02197	LAB SAFETY SUPPLY CO.	ELECTRICAL SUPPLIES	\$304.31
P08-02198	INSTYLE	Dept. Resource	\$29.77
P08-02199	CREATION ENGINE	MindManager Pro 7 Software/Support	\$977.61
P08-02200	HARPER'S BAZAAR	Dept. Resource	\$10.00
P08-02201	SEW NEWS	Dept. Resource	\$23.00
P08-02202	THREADS	Dept. Resource	\$32.95
P08-02203	STERLING ARTS SUPPLY	Blanket PO for student supplies	\$500.00
P08-02204	CMH ELECTRONICS	Crimper and RJ-45 plugs	\$135.31
P08-02205	SEPULVEDA BUILDING MATERIALS	CRUSHED GRAVEL	\$244.59
P08-02206	DELL MARKETING	PRINTER CARTRIDGE	\$322.16
P08-02207	OC REGISTER	ADVERTISING	\$320.40
P08-02208	COUNTRY TECHNOLOGY, INC.	FITNESS SPECIALIST SUPPLIES	\$76.56
P08-02209	SEHI PROCOMP COMPUTER PRODUCTS	TRANSFER CENTER HP PRINTER/POSTER MAKER	\$1,233.72
P08-02210	VIATRON SYSTEM, INC.	Viatron Annual Maintenance Agreement	\$8,967.00

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Purchase Order Numbers P08-02156 Through P08-02470

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02211	WELLS FARGO #2078 (DIST TRAVL)	Emp. Degree Verif-Nat. Student Clearingh	\$60.00
P08-02212	APPLE COMPUTER, INC.	Grant Tech. Equipment Hort.	\$3,065.95
P08-02213	CONSOLIDATED ELECTRICAL DIST.	ELECTRICAL SUPPLIES	\$1,009.65
P08-02214	BOUNDTREE MEDICAL	EQUIPMENT FOR EMT PROGRAM	\$1,622.81
P08-02215	MC KESSON GENERAL MEDICAL	medical supplies	\$218.24
P08-02216	APPERSON	Ink Cartridge/Advantage	\$105.35
P08-02217	KOEPSSELL, LISA	#466621 STU SUCCESS SCHOLARSHIP	\$500.00
P08-02218	HERNANDEZ, EDUARDO	Consulting Services for 3D Modeling Gran	\$950.00
P08-02219	STAHL, TRACEY	308409 STUDENT SUCCESS GRANT SCHOLARSHIP	\$244.00
P08-02220	BSD GROUP, INC.	Rational Functional Tester Software	\$13,568.00
P08-02221	DOBSON, PETER	Contract Services	\$720.00
P08-02222	PETERSON, LINDA	Contract Services	\$720.00
P08-02223	B & H PHOTO	Part for bogen tripod	\$59.02
P08-02224	MUSGROVE, ROGER	Curriculum alignment 3D Modeling grant	\$4,475.00
P08-02225	GAUDREAU, JEAN	3D Modeling Grant	\$950.00
P08-02226	HAMILTON, R. THOMAS	3D Modeling Grant	\$800.00
P08-02227	PEOPLE ADMIN, INC.	PeopleAdmin. Annual Svs. Fee	\$21,000.00
P08-02228	SPECTRUM LABORATORY PRODUCTS	MARINE SCI SUPPLIES	\$256.77
P08-02229	RESOURCE BUILDING MATERIALS	DIRT FOR BASEBALL FIELD	\$2,997.62
P08-02230	RAND MATERIAL HANDLING EQUIP.	LADDER, IVC THEATER	\$1,650.85
P08-02231	GRAYBAR ELECTRIC CO.	ELECTRICAL SUPPLIES	\$836.19
P08-02232	TUSTIN CHEVROLET	SMOG CHECK INSPECTION	\$80.20
P08-02233	CCCAA	California Community College Assessment	\$160.00
P08-02234	ISLAND PROMOTIONAL PRODUCTS	Shirts for outreach staff	\$1,055.70
P08-02235	PAULINE'S PROFESSIONAL POTPOUR	Plastic Bags for Outreach Materials	\$2,694.10
P08-02236	MEDCOM, INC., TRAINEX DIV.	PEDIATRIC TRAINING DVD SERIES	\$1,280.84
P08-02237	APPLE COMPUTER, INC.	APPLE SOFTWARE AND EQUIPMENT	\$7,984.28
P08-02238	DELL MARKETING	FIBER CHANNEL CARDS	\$2,245.87
P08-02239	DELL MARKETING	SERVER	\$8,898.00
P08-02240	RIO GRANDE ALBUQUERQUE	ART SUPPLIES	\$604.90
P08-02241	CREATIVE BANNER	Signage Materials	\$56.36
P08-02242	VANTAGE VEHICLE INT'L, INC.	AV Delivery Vehicle	\$16,460.12
P08-02243	CAL'S CAMERAS	Darkroom chemicals	\$180.35
P08-02244	TROXELL COMMUNICATIONS, INC.	AV Equipment	\$4,337.25
P08-02245	FISHER SCIENTIFIC	PHLEBOTOMY SUPPLIES	\$969.07
P08-02246	CCS PRESENTATION	AV Equipment	\$2,479.37
P08-02247	BOARD OF REGISTERED NURSING	SCHOLARSHIPS FOR LICENSURE	\$210.00
P08-02248	AMER. NURSES ASSOC.	TEXTBOOK FOR NURSING FACULTY	\$23.95
P08-02249	APPLE COMPUTER, INC.	SOFTWARE FOR SPECIAL SERVICES	\$2,916.51
P08-02250	LOYAL POINT OF SALE	Cash Register Rolls	\$47.87
P08-02251	MPC-G	Computers for Acctg. Dept.	\$6,156.84
P08-02252	CPT	Uninterruptible Power Systems Prev Maint	\$1,320.00
P08-02253	LAB SAFETY SUPPLY CO.	ANTI-FATIGUE MAT	\$329.71
P08-02254	VWR INTERNATIONAL, INC.	CHEMISTRY SUPPLIES	\$129.55
P08-02255	SHERRY, LEAH	637431 SCHOLARSHIP FROM SSG	\$1,000.00
P08-02256	GANDER-PRINTCO	Departmental Transmittal Pads	\$279.29
P08-02257	BOSCH, ROBERT	AUTOMOTIVE SUPPLIES	\$179.32
P08-02258	DEVISE TECHNICAL PRODUCTS, INC	STORM DRAIN CLEANING	\$1,798.28
P08-02259	W. W. GRAINGER	RESPIRATORS	\$209.04
P08-02260	W MAGAZINE	Dept. Resource	\$16.95
P08-02261	GLAMOUR	Dept. Resource	\$12.00
P08-02262	LUCKY MAGAZINE	Dept. Resource	\$15.00
P08-02263	GQ	Dept. Resource	\$18.00
P08-02264	DETAILS	Dept. Resource	\$9.97
P08-02265	LAGUNA BALLET, INC.	The Nutcracker	\$10,000.00

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Purchase Order Numbers P08-02156 Through P08-02470

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02266	BANNERSANDSIGNNS.NET	Name Plates	\$67.65
P08-02267	COUNTRY TECHNOLOGY, INC.	FITNESS SPECIALIST SUPPLIES	\$840.37
P08-02268	AMAZON.COM	GPSr units for MST Program	\$1,740.59
P08-02269	MC KESSON GENERAL MEDICAL	Paper and disposable sensors for Burdick	\$969.09
P08-02270	B & H PHOTO	Grant Tech. Equipment Hort.	\$3,176.47
P08-02271	SEHI PROCOMP COMPUTER PRODUCTS	BASIC AID COMPETITIVE EQUIPMENT	\$378.61
P08-02272	MC KESSON GENERAL MEDICAL	DIGITAL INFANT SCALE	\$1,004.44
P08-02273	TUSTIN UNIFIED SCHOOL DISTRICT	Instructional Supplies - Tech Prep Progr	\$12,000.00
P08-02274	IRVINE UNIFIED SCHOOL DISTRICT	Contract Services - Tech Prep Program	\$16,400.01
P08-02275	TUSTIN UNIFIED SCHOOL DISTRICT	Contract Services - Tech Prep Program	\$15,079.99
P08-02276	HEALTH DIMENSIONS	Purchase Contract Services from Health D	\$2,800.00
P08-02277	DEWEY'S APPLIANCES	Microbiology Refrigerators	\$1,724.00
P08-02278	CARVETTE, JOHN	Piano tuning	\$125.00
P08-02279	SCANTRON CORPORATION	Scantron forms for student use	\$319.08
P08-02280	RHODES, JULIE	918289 JULIE RHODES SSG SCHOLARSHIP	\$244.00
P08-02281	MC DANIEL, DEBORAH DENISE	433852 SSG SCHOLARSHIP	\$500.00
P08-02282	CONNX SOLUTIONS, INC.	CONNX Data Sync Tool	\$33,071.50
P08-02283	ALERTSITE	AlertSite Monitoring Services	\$5,089.35
P08-02284	QUICK SORT SANTA ANA, INC.	Bulk Mailing Postage	\$1,500.00
P08-02285	GALL'S OF LONG BEACH	UNIFORMS FOR OFFICERS	\$3,000.00
P08-02286	UNIV. HIGH SCHOOL	Ads for University High School Newspaper	\$630.00
P08-02287	CCS GROUP	SPACE INVENTORY UPDATE	\$2,100.00
P08-02288	IBM	HARDWARE FOR EXCHANGE PROJECT	\$167,523.86
P08-02289	SCANTRON CORPORATION	Scantrons for Assessment Center	\$804.52
P08-02290	NASCO WEST INDUSTRIES, INC.	MODELS FOR NURSING	\$1,644.27
P08-02291	MONJARES & WISMAYER GROUP, INC	Job Analysis, SOCCCD	\$903.40
P08-02292	KEENAN & ASSOCIATES	Fine Arts Premium	\$750.00
P08-02293	RICOH AMERICAS CORPORATION	Toner for Ricoh Copier	\$170.63
P08-02294	SOURCE GRAPHICS	Printer for NSF Center	\$3,699.01
P08-02295	SOURCE GRAPHICS	Digital copier/printer system	\$15,233.61
P08-02296	SYSTEMS SOURCE, INC.	chairs	\$3,362.10
P08-02297	BLICK, DICK COMPANY	ART EQUIPMENT	\$491.86
P08-02298	COMPUTERLAND CORPORATE OFFICE	2yr.maintenance for CS3 License-Lenny Sc	\$98.05
P08-02299	PLAYBILL	Playbill Subscription	\$24.00
P08-02300	JON'S FLAG SHOP	FLAGS	\$1,057.03
P08-02301	DELL MARKETING	Purchase of portable projector	\$1,021.40
P08-02302	PRODUPLICATOR.COM	DUPLICATOR/COPIER	\$522.59
P08-02303	SAMY'S CAMERA	Photo supplies	\$861.41
P08-02304	SCIAC	INSTITUTION MEMBERSHIP: SCIAC 07-08	\$75.00
P08-02305	EEDEC	EEDEC Inst. Mbrship	\$200.00
P08-02306	EEDEC	EEDEC Workshop Fees	\$110.00
P08-02307	COMPUTERLAND CORPORATE OFFICE	Software license upgrades - adobe softwa	\$34,669.79
P08-02308	A & E HOME VIDEO	Library Dvds per Tom Weisrock request	\$301.32
P08-02309	APPLE COMPUTER, INC.	Mac Book Pro for Dept. Presentations	\$2,268.14
P08-02310	DELL MARKETING	Monitor with sound bar	\$343.72
P08-02311	POCKET NURSE ENTERPRISES, INC.	SUPPLIES FOR NURSING	\$1,714.28
P08-02312	COAST LEARNING SYSTEMS	Library DVDs per Tom Weisrock request	\$210.11
P08-02313	WINDSTREAM POWER LLC	COMPETITIVE EQUIPMENT	\$1,134.33
P08-02314	BIRMINGHAM, JILL	#492786-J. BIRMINGHAM, SSC SCHOLARSHIP	\$244.00
P08-02315	ALLURE	Dept. Resource	\$12.00
P08-02316	MEN'S VOGUE	Dept. Resource	\$15.00
P08-02317	MEDCO SUPPLY COMPANY	Training Room/Non-instruct equip	\$814.59
P08-02318	WASSERSTROM, JEFFREY	DISTINGUISHED GUEST LECTURE SERIES	\$100.00
P08-02319	JUDGE NETTING, INC.	DRIVING RANGE NET REPLACEMENT COST	\$54,500.00
P08-02320	PC MALL GOV. INC.	Technical Supplies	\$1,004.28

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Purchase Order Numbers P08-02156 Through P08-02470

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02321	DELL MARKETING	60 DELL GX755 DESKTOPS	\$74,024.25
P08-02322	LINKS SIGN LANGUAGE INTERPRETI	Provide Interpreting Services	\$4,800.00
P08-02323	DELL MARKETING	1 LATITUDE D830 LAPTOP	\$1,789.73
P08-02324	CAL'S CAMERAS	PHOTO LAB FEE BASED SUPPLIES	\$246.64
P08-02325	DIVISION OF THE STATE ARCHITEC	DSA PLAN CHECK FEE	\$83,036.28
P08-02326	SAMY'S CAMERA	Photo Lab fee based supplies	\$2,707.07
P08-02327	APPLE COMPUTER, INC.	software	\$158.39
P08-02328	APPLE COMPUTER, INC.	Imacs for downstairs "support" lab	\$25,074.28
P08-02329	APPLE COMPUTER, INC.	2 faculty laptops for presentations and	\$6,325.84
P08-02330	IBM	SAN Fiber Optic Switch Matrix	\$56,608.85
P08-02331	WALLCUR, INC.	SUPPLIES FOR NURSING	\$460.18
P08-02332	STALKER RADAR	INSTRUCTIONAL EQUIPMENT IVC BASEBALL	\$1,820.98
P08-02333	TOMARK SPORTS EQUIPMENT	TOOLS FOR IVC BASEBALL FIELD	\$538.87
P08-02334	U.S. DATA TRUST CORPORATION	Continuous Off-Site Data Backup Service (\$67,500.00
P08-02335	A.D.I.	ALARM NOTIFICATION MANAGER	\$855.85
P08-02336	L & N UNIFORM SUPPLY	SUPPLIES	\$910.93
P08-02337	CDW COMPUTER CENTERS	Keyboard	\$66.72
P08-02338	XEROX CORPORATION	To pay off remaining balance and closing	\$56.19
P08-02339	BHJ INC.	AUTOMOTIVE SUPPLIES	\$175.42
P08-02340	IRVINE TENNIS	TENNIS EQUIPMENT FOR IVC TENNIS	\$2,400.00
P08-02341	IRIS TECHNOLOGIES, INC.	MENS BASKETBALL VIDEO ANALYZER EQUIPMENT	\$4,898.36
P08-02342	COMPUTERLAND CORPORATE OFFICE	ADOBE MAINTENACE PLAN RENEWALS	\$12,454.82
P08-02343	SCIAC	Annual SCIAC Membership Dues 07-08	\$75.00
P08-02344	ALPHAGRAPHICS	FLYERS FOR IVC FALL 2007 DANCE CONCERT.	\$128.00
P08-02345	FULL COMPASS SYSTEMS	Music Supplies	\$568.45
P08-02346	LAKE HILLS COMMUNITY CHURCH	FACILITY USE FOR EMERITUS CLASS	\$2,000.00
P08-02347	ELM NDN	Return to Title IV Funds	\$116.00
P08-02348	COMMUNITY HOUSE, INC.	FACILITY USE FOR EMERITUS CLASS	\$800.00
P08-02349	LAGUNA COUNTRY METHODIST CHURC	FACILITY USE FOR EMERITUS CLASS	\$1,280.00
P08-02350	SEHI PROCOMP COMPUTER PRODUCTS	BLACK AND WHITE LASER PRINTERS	\$9,561.74
P08-02351	SEHI PROCOMP COMPUTER PRODUCTS	Color Printer and Scanner for "support"	\$5,253.89
P08-02352	MAKE MUSIC! INC.	Finale Software - 2008 upgrade	\$1,293.00
P08-02353	EPSON ACCESSORIES, INC.	Signage Materials	\$1,042.60
P08-02354	MERCK AND CO., INC.	vaccine needed for students	\$966.28
P08-02355	ABC-CLIO, INC.	Library books per Tom Weisrock request	\$1,286.80
P08-02356	S & B FOODS	Performing Arts Center Gala Event	\$4,556.94
P08-02357	EBSCO SUBSCRIPTION SERVICE	Annual subscriptions renewal.	\$4,342.76
P08-02358	DELL MARKETING	32 DELL PRECISION COMPUTERS	\$49,582.24
P08-02359	SPORTS ATTACK	INSTRUCTIONAL EQUIPMENT FOR IVC BASEBALL	\$8,772.00
P08-02360	NEWTOUCH GRAPHICS LLC	ATHLETIC SCHEDUL CARD PRINTING	\$1,100.00
P08-02361	PLATESPIN LTD.	Power Convert Software Renewal	\$3,906.25
P08-02362	S & B FOODS	Basic Skills Workshop	\$2,000.00
P08-02363	SPORTS IMPORTS	VOLLEYBALL POLES FOR IVC MEN'S AND WOMEN	\$5,318.71
P08-02364	BRAY, CARLA	Guest Artist	\$400.00
P08-02365	NOEL, BRIAN	Guest Artist	\$400.00
P08-02366	PEPPER, J.W. & SON, INC.	Blanket Purchase order for music	\$1,008.40
P08-02367	TUSTIN UNIFIED SCHOOL DISTRICT	Reimbursement for Bus Expenses	\$260.00
P08-02368	OCLC PACIFIC NETWORK, INC.	Library computer software and database p	\$12,000.00
P08-02369	SOUTH ORANGE CO. COMM. COL. DI	CARE Grants	\$30,000.00
P08-02370	CA POWER PARTNERS, INC	CP MODIFICATION REPAIRS	\$456.87
P08-02371	GARLAND COMPANY, INC.	ROOFING MATERIALS FOR AGB BUILDING	\$34,223.23
P08-02372	COMMUNITY COLLEGE LEAGUE OF CA	Database annual fee per Tom Weisrock req	\$320.00
P08-02373	LIBRARY OF CONGRESS	Class web extension to 1-4 users	\$200.00
P08-02374	DELL MARKETING	DELL SERVER	\$4,943.57
P08-02375	BLIND FACTORY	MINI BLINDS	\$310.00

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PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02376	CALUMET PHOTOGRAPHIC INC	Pola Film	\$197.20
P08-02377	FERGUSON ENTERPRISES, INC.	PLUMBING SUPPLIES	\$1,000.00
P08-02378	B & H PHOTO	DIGITAL CAMERA	\$1,384.46
P08-02379	SCHOOLOUTFITTERS.COM	Modular Computer Carrel	\$710.60
P08-02380	COMPUTERLAND CORPORATE OFFICE	Tech Refresh Software	\$1,066.73
P08-02381	OC REGISTER	ADVERTISING	\$313.28
P08-02382	MC KESSON GENERAL MEDICAL	SUPPLIES FOR NURSING	\$49.99
P08-02383	GERBER, NORA	WORKSHOP PRESENTER	\$846.79
P08-02384	BRUCE, SARA	Panel Presentation	\$50.00
P08-02385	DAMERVAL, JESSIE	Panel presentation	\$50.00
P08-02386	TRUJILLO, ARACELLI	Panel Presentation	\$50.00
P08-02387	BLAIR, DENISE	Workshop presentation	\$210.00
P08-02388	DELL MARKETING	Technology/Hardware	\$674.71
P08-02389	CARVETTE, JOHN	Piano tunings	\$1,225.00
P08-02390	PEREZ-STROUD, LILIANN	Workshop Presenter	\$900.00
P08-02391	MENDOZA, JOSEPH JAY	Workshop Presenter	\$945.00
P08-02392	VERNIER SOFTWARE	Technology, Hardware, line#12, LabProWate	\$1,878.11
P08-02393	VAN EIZENGA, KEN	Contract Services	\$90.00
P08-02394	CARVETTE, JOHN	Contract Services	\$125.00
P08-02395	MC CHESNEY, BOB	Contract Services	\$500.00
P08-02396	SADDLEBACK VALLEY U.S.D.	GIS CTE Grant Expenses	\$8,059.16
P08-02397	ABDOU, MARC	GIS CTE Grant	\$3,000.00
P08-02398	MATCO TOOLS	AUTOMOTIVE SUPPLIES	\$133.04
P08-02399	APPLE COMPUTER, INC.	Apple Computer	\$1,549.45
P08-02400	CDW COMPUTER CENTERS	USB HUB 2.0 4 PORT	\$180.63
P08-02401	SHOMPH, CRYSTAL	TECH. DIR., LIGHT. DESIGN./IVC FALL07 DA	\$2,200.00
P08-02402	PC MALL GOV. INC.	Scan Disk Cruzer Ready Boost USB 2.0	\$118.84
P08-02403	SOCCCD TRUSTEE FOR FEDERAL/STA	Return to Title IV Funds	\$141.00
P08-02404	CA POWER PARTNERS, INC	CP REPAIRS	\$3,047.64
P08-02405	PROAIR	SERVICES	\$6,500.00
P08-02406	PROAIR	SECURITY OFFICES ROOF DUCT	\$3,200.00
P08-02407	SIMONEAU, ROBERT W.	Contract: Robert Simoneau	\$25,000.00
P08-02408	SADDLEBACK GOLF CARS, INC.	GOLF CART MAINTENANCE	\$160.00
P08-02409	AUDIO VISUAL INNOVATIONS, INC.	Football Field PA System	\$34,000.00
P08-02410	VIDEO SERVICE OF AMERICA	Technical Hardware	\$2,709.42
P08-02411	SEHI PROCOMP COMPUTER PRODUCTS	ink needed to print brochures	\$625.36
P08-02412	SEHI PROCOMP COMPUTER PRODUCTS	Color Printer	\$479.19
P08-02413	B & H PHOTO	Darkroom Equipment	\$139.64
P08-02414	CAL'S CAMERAS	DARKROOM SUPPLIES	\$211.97
P08-02415	DELL MARKETING	73 DELL D630 LAPTOPS	\$102,641.57
P08-02416	DISPLAYS2GO	POL/WARHSE LITERATURE DISPLAY	\$264.02
P08-02417	WALTERS VISTA	FLUORESCENT LIGHTING	\$882.30
P08-02418	DELL MARKETING	4 LATITUDE D830 LAPTOPS	\$5,150.45
P08-02419	GORNET, TIM	Contract: Tim Gornet	\$15,000.00
P08-02420	NAT'L COALITION-ADV TECH CTRS	Contract: NCATC	\$18,000.00
P08-02421	WALL STREET JOURNAL	Pay for renewal of newspaper subscriptio	\$249.00
P08-02422	MC KESSON GENERAL MEDICAL	SUPPLIES FOR NURSING	\$1,304.86
P08-02423	BELLCO BIOTECHNOLOGY	MICROBIOLOGY SUPPLIES	\$501.63
P08-02424	FISHER SCIENTIFIC	MAGNIFIERS	\$882.47
P08-02425	COLOMBO, ANGELA	Consultant Agreement for Med. Assistant	\$500.00
P08-02426	IRIS TECHNOLOGIES, INC.	WOMENS BASKETBALL VIDEO ANALYZER EQUIPME	\$4,550.00
P08-02427	FATHE-AAZAM, DONYA	974600 D. FATHE-AAZAM SSG SCHOLARSHIP	\$244.00
P08-02428	SIGMA ALDRICH CHEMICAL CO	BIOLOGY SUPPLIES	\$240.39
P08-02429	HARDY DIAGNOSTICS	MICROBIOLOGY SUPPLIES	\$346.78
P08-02430	MC MASTER CARR SUPPLY COMPANY	PHYSICS SUPPLIES	\$340.04

BOARD OF TRUSTEES PURCHASE ORDER LISTING

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Purchase Order Numbers P08-02156 Through P08-02470

PO #	Vendor Name	Purchase Order Description	Total Cost
P08-02431	DRS. FOSTER & SMITH	AQUA SUPPLIES	\$147.90
P08-02432	CLARK SECURITY PRODUCTS	PADLOCKS FOR TEACHERS CABINETS	\$122.84
P08-02433	KATHCO PRODUCTS	PAPER SUPPLIES FOR CENTER	\$683.28
P08-02434	W. W. GRAINGER	SHOP SUPPLIES	\$499.34
P08-02435	MYERS TIRE SUPPLY	AUTOMOTIVE SUPPLIES	\$209.29
P08-02436	EIEN, EDWARD	STAGE MANAG., LIGHT.ASSIST./IVC FALL07 D	\$2,200.00
P08-02437	AMER. GEOTECHNICAL	PROVIDE GEOTECHNICAL TESTING FOR CONSTRU	\$1,500.00
P08-02438	BATTERY SYSTEMS OF SANTA ANA	CART BATTERY	\$350.72
P08-02439	VOGUE	Dept. Resource	\$12.00
P08-02440	HPL MECHANICAL CONTRACTOR, INC	INSTALL INTERIOR GAS LINE FOR DRYER AT C	\$7,950.00
P08-02441	WEST-LITE SUPPLY CO.	FLUORESCENT LIGHTING	\$547.91
P08-02442	ONE SOURCE DISTRIBUTORS, INC.	FLUORESCENT LIGHTING	\$534.71
P08-02443	MIRAMAR WHOLESALE NURSERY	GROUNDS SUPPLIES	\$2,500.00
P08-02444	JOHN DEERE LANDSCAPES, INC.	IRRIGATION SUPPLIES	\$1,000.00
P08-02445	CLEARFLITE AIR PURIFIERS, INC.	LAB AIR CLEANERS	\$3,749.70
P08-02446	SEHI PROCOMP COMPUTER PRODUCTS	PRINTERS	\$1,112.54
P08-02447	ALLSCRIPTS	medications for student health care	\$360.13
P08-02448	MC KESSON GENERAL MEDICAL	SUPPLIES FOR NURSING	\$69.49
P08-02449	SADDLEBACK APPLIANCES	water filters for classrooms	\$110.21
P08-02450	WARD'S NATURAL SCIENCE	MAGNIFIERS	\$472.38
P08-02451	SHELF MASTER, INC.	STORAGE BINS FOR ELECTRONICS	\$1,188.69
P08-02452	TROXELL COMMUNICATIONS, INC.	Rack Acessories	\$196.11
P08-02453	SEHI PROCOMP COMPUTER PRODUCTS	Printer for Bursar's Office Window	\$1,369.33
P08-02454	COMPUTERLAND CORPORATE OFFICE	CS3 4.0 License	\$369.74
P08-02455	TROXELL COMMUNICATIONS, INC.	2 LAPTOP CARTS	\$3,437.23
P08-02456	COMMUNITY PLAYTHINGS	COMP EQUIPMENT 2007-2008 FOR CDES	\$8,642.85
P08-02457	SEHI PROCOMP COMPUTER PRODUCTS	BASIC AID/COMPETITIVE EQUIPMENT	\$82.45
P08-02458	CABLEORGANIZER.COM	Network cable	\$364.92
P08-02459	TUFNUT WORKS	Security Cables	\$208.85
P08-02460	ALLSCRIPTS	zpacks	\$118.40
P08-02461	S & R ARCHITECTURAL METALS	METAL PIPE HANDRAILS TO MEET CODE REQUIR	\$4,900.00
P08-02462	PHOENIX BUSINESS MACHINES, INC	ALL-IN ONE KIT	\$1,068.31
P08-02463	SPORTS RESOURCE GROUP, INC.	BIOLOGY SUPPLIES	\$533.20
P08-02464	WELLAND, BETTYANN	Workshop Presentation	\$360.00
P08-02465	SCOTT, GUISELE	Workshop Presentation	\$525.00
P08-02466	YAMINSKI, NINA	Workshop Presenter	\$525.00
P08-02467	GRIFFITHS, CELIA	Panel Presentation	\$50.00
P08-02468	LUNDSTROM & ASSOCIATES ARCHITE	MSE LECTURE HALL RENOVATION	\$15,000.00
P08-02469	GM BUSINESS INTERIORS	RACETRACK TABLE FOR POLICE	\$1,992.70
P08-02470	TRI-BEST VISUAL DISPLAY	TACKBOARD	\$168.38

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\$1,696,422.61

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-01211	STINSON, AMY L.	REIMBURSEMENT FOR PARKING, BIG SUR FIELD	\$15.00
RD08-01210	COOPER, SUSAN	Dr. Cooper to attend Conference	\$531.00
RD08-01209	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$470.17
RD08-01208	WEST GROUP	Library law book per Tom Weisrock request	\$121.76
RD08-01207	PEPPER, J.W. & SON, INC.	Music Purchased-Carmen Dominguez	\$53.71
RD08-01206	WINSTON, KATHLEEN	ACNL CONFERENCE	\$1,744.20
RD08-01205		Instructional - fish food	\$20.00
RD08-01204	SCIENTIFIC REFRIGERATION	REPAIR FOR FLAMMABLE REFRIGERATOR	\$872.44
RD08-01203	PLANO, GWEN	Conference = Gwen Plano	\$1,928.25
RD08-01202	PEPPER, J.W. & SON, INC.	Music Purchased	\$239.34
RD08-01200	MICROWEST SOFTWARE SYTEMS, INC	AMMS TRAINING COURSE	\$.00
RD08-01197	WELLS FARGO #3317 (DISTRICT)	Cyberguys.com	\$213.26
RD08-01196	RADDEN, LARRY	Reimburse Larry Radden	\$1,653.34
RD08-01195	BUDDY'S ALL STARS INC.	Golf team uniform supplies	\$955.10
RD08-01194	NUNEZ, MARIA	Reimburse for postage	\$22.00
RD08-01193	KING, TAMARA	Extreme Data Summit Reimbursement	\$121.09
RD08-01192	OAKS, DIANE	Reimbursement for PAC Gala	\$68.94
RD08-01191	OAKS, DIANE	Conference Expenses CCPRO Workshop	\$20.00
RD08-01190	MIDWEST LIBRARY SERVICE	Pay for books.	\$2,736.15
RD08-01189	HOME DEPOT	Black & Decker Gel Laser Drill for ATEP	\$.00
RD08-01188		Mileage/Parking reimbursement for Wendy	\$.00
RD08-01187	ADVANTAGE MARKETING	Marketing/Gifts for Job Fairs	\$2,551.53
RD08-01186	MUSIC THEATRE INTERNATIONAL	Damn Yankees Perusal	\$10.00
RD08-01185	WELLS FARGO #2078 (DIST TRAVL)	TUSTIN COMMUNITY FOUNDATION	\$45.00
RD08-01184	RADDEN, LARRY	Reimbursemnt to Larry Radden	\$596.00
RD08-01183	CA DEPT OF TOXIC SUBSTANCE	EPA FEES	\$313.50
RD08-01182	TIONGSON, EDWIN	Edwin Tiongson to 2008 Phi Rho Pi Confer	\$200.00
RD08-01181		Susan Fesler to 42nd Annual TESOL Conven	\$500.00
RD08-01180		Tony Damico to 2008 Phi Rho Pi Conferenc	\$250.00
RD08-01179		Shaunte Caraballo to 2008 Phi Rho Pi Con	\$250.00
RD08-01178	STOJANOVSKI, JOVAN	Jovan Stojanovski to Southwest Chapter 2	\$500.00
RD08-01177	GROTE, SYLVIE	Silvie Grote to 27th Southwest Chapter A	\$250.00
RD08-01176	LUESEBRINK, MARJORIE	Marjorie Luesebrink to SLSA '07 CODE Con	\$500.00
RD08-01175	ZUCKER, RICHARD	Richard Zucker to AMATYC 33rd Annual Con	\$500.00
RD08-01174	PANGBORN, FRANK	Frank Pangborn to CA Comm College Real E	\$78.80
RD08-01173	OXFORD UNIVERSITY PRESS	Library books per Tom Weisrock request	\$17.16
RD08-01172	WEST GROUP	Library law books per Tom Weisrock reque	\$203.66
RD08-01171	SALEM PRESS, INC.	Library book per Tom Weisrock request	\$154.09
RD08-01170		Reimbursement for Craig Monroe, DMP, ins	\$56.01
RD08-01166	ROCHA, ANNE	Reimbursement for Postage	\$16.25
RD08-01169	FASELER, SHANNON	Reimbursement for Art Gallery Opening	\$65.18
RD08-01168	SIGN WRITE COMPANY	Vinyl Lettering for Art Gallery	\$54.12
RD08-01167	SOUTHWELL, LINDA	Reimbursement	\$32.28
RD08-01165	SO COAST FAMILY MEDI-CENTER	Medical Eval. for HR	\$255.00
RD08-01162	NAT'L COALITION-ADV TECH CTRS	Front Cover - NCATC Newspaper - Fall 200	\$2,500.00
RD08-01161	HIGHER EDUCATION PUBLICATIONS	Higher Education Directory	\$.00
RD08-01160	JACKSON, CORINNE	Employee Enrollment Fee Reimbursement Re	\$40.00
RD08-01159	KING, ROBERT E.	Reimbursement for Battery Backup	\$214.49
RD08-01158	WELLS FARGO #3465 FISCAL-IVC	to purchase for CDC	\$200.00
RD08-01157	MUELLER, HEIDI M.	Reimbursement	\$65.75
RD08-01156	WELLS FARGO #2078 (DIST TRAVL)	Strategic HR	\$90.00
RD08-01154	RICOH AMERICAS CORPORATION	REPAIR RICHO COPIER	\$.00
RD08-01153	S & B FOODS	TECH PREP ADVISORY CONSORTIUM	\$64.11
RD08-01152	S & B FOODS	7 & 8 GRADE GRANT ADVISORY MEETING	\$50.91
RD08-01151	ENVIRONMENTAL SYSTEM PRODUCTS	inline filters	\$15.99
RD08-01150	HIGHER EDUCATION PUBLICATIONS	Publication for HR	\$71.00

BOARD OF TRUSTERS CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-01149	HAAKER EQUIPMENT COMPANY	SWEEPER REPAIRS	\$.00
RD08-01148	PEPPER, J.W. & SON, INC.	Music Purchased	\$329.94
RD08-01147	RADDEN, LARRY	Reimbursement-Larry Radden	\$367.44
RD08-01146	SHERLING, DOROTHY	Reimbursement for TravelDrive, certifica	\$138.93
RD08-01145	RADDEN, LARRY	Reimbursement-Larry Radden	\$166.36
RD08-01144	WELLS FARGO #3317 (DISTRICT)	Office Max	\$134.78
RD08-01143	RENNE, LINDA	Linda Renne to Extreme Data Summit 2007	\$70.81
RD08-01142		Purchased Music	\$.00
RD08-01141	WELLS FARGO #3317 (DISTRICT)	FedEx Kinkos San Clemente (Job Fair Bann	\$239.15
RD08-01140		2008 COMMUNITY COLLEGE FUTURES ASSEMBLY	\$.00
RD08-01139	S & B FOODS	Payment to S&B Foods for continental bre	\$128.22
RD08-01138	OXFORD UNIVERSITY PRESS	Library books per Tom Weisrock request	\$17.16
RD08-01137	COACH AMERICA	Bus for EI Field Trip, 11/15, to SD Muse	\$554.00
RD08-01136	COACH AMERICA	Bus for EI Field Trip, 11/14, to The Get	\$911.00
RD08-01135	DUMAS, PAT	Parking reimbursement	\$20.00
RD08-01134	CIFONE, ROCKY	Reimburse-Rocky C. office supplies	\$16.13
RD08-01133	OFFICE DEPOT	Scan Disk Cruzer Ready Boost USB 2.0 Dri	\$.00
RD08-01132	CASTLE PUBLICATIONS, LTD	Legal Book Updates	\$333.50
RD08-01131	GARCIA, RENEE	American Association of Anthropologists	\$750.00
RD08-01130	RUBEL, ELIZABETH	MacWorld Conference	\$300.00
RD08-01129		NATS Winter Workshop	\$300.00
RD08-01128	HORN IMPROVEMENT	Repair	\$105.00
RD08-01127	RADDEN, LARRY	National Communication Association Confe	\$750.00
RD08-01126		2008 Association of Writers and Writing	\$750.00
RD08-01125	PATTON, KEN	RapidTech Hosting Fee	\$142.80
RD08-01124		International Council on Active Aging Co	\$300.00
RD08-01123	DA CAPO MUSIC	Music Purchased	\$331.31
RD08-01122	EDUCATIONAL MUSIC SERVICE	Music Purchased	\$178.11
RD08-01121	WELLS FARGO #4214 FISCAL-IVC	PURCHASES FOR ELECTRICIAN PROGRAM	\$134.00
RD08-01118	WELLS FARGO #4214 FISCAL-IVC	ZION NAT'L PARK RESERVATIONS: GEOL 170	\$210.00
RD08-01117	WELLS FARGO #4214 FISCAL-IVC	ZION NAT'L PARK RESERVATIONS: GEOL 170	\$115.25
RD08-01116		CART REPAIR	\$.00
RD08-01115	PACIFIC TYPEWRITER & COMM INC.	Repair	\$79.50
RD08-01114		Marquee Repair	\$3,380.00
RD08-01113	WELLS FARGO #4214 FISCAL-IVC	DEATH VALLEY RESERVATIONS: GEOL 186	\$216.00
RD08-01112	XEROX CORPORATION	To pay off remainging balance and close	\$.00
RD08-01111	GRANT, RON	Reimbursement for Classroom Supplies	\$71.90
RD08-01110	XEROX CORPORATION	To pay off remainging balance and close	\$.00
RD08-01109	RADDEN, LARRY	Reimbursement-Larry Radden	\$416.65
RD08-01108	BACKGROUNDS UNLIMITED	Background Invest. for IVC Position	\$1,003.40
RD08-01103	RODGERS & HAMMERSTEIN	South Pac Libretti Vocal Books	\$16.00
RD08-01102	OCB REPROGRAPHICS, INC.	DUPLICATING PLANS FOR CENTRAL PLANT	\$.00
RD08-01101	MILLOVICH, JUNE M.	REIMBURSE SUPPLIES FOR CDES	\$36.27
RD08-01100	ENGLAND, DARREN D.	Employee Enrollment Fee Reimbursement Re	\$30.00
RD08-01099	DET/CHE	Staff Development Conference = Susan Cor	\$709.67
RD08-01098			\$.00
RD08-01097	ALLEN, ROBINA	Postage for Board of Trustee mail	\$18.87
RD08-01096		Honors Student Refreshment Oct 2, 07	\$.00
RD08-01095	MILLOVICH, JUNE M.	REIMBURSE FOR SUPPLIES FOR CDES	\$394.97
RD08-01094		Honor, Refreshment-Oct 2,07	\$.00
RD08-01093	MILLOVICH, JUNE M.	REIMBURSE FOR INSTRUCTIONAL SUPPLIES/CDT	\$275.59
RD08-01092	SADDLEBACK COLLEGE FOUNDATION	Payments for ATAS Student Expenses	\$2,469.25
RD08-01091	NGUYEN, HALEY	Student Supplies	\$149.68
RD08-01090	WELLS FARGO #2078 (DIST TRAVL)	Holiday Inn - Special Board Meeting	\$880.73
RD08-01089	SCHWARTZ, HOLLY	Reimburse instructor for tape dub	\$28.02
RD08-01088	BAKER & TAYLOR ENTERTAINMENT	Library DVDs per Tom Weisrock request	\$51.59

BOARD OF TRUSTEES CONFIRMING REQUISITION LISTING

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Req. #	Vendor Name	Description	Total Cost
RD08-01087	OXFORD UNIVERSITY PRESS	Library books per Tom Weisrock request	\$1,287.00
RD08-01086		Flowers for Vice President Telson	\$.00
RD08-01085	HOGSTEDT, CHRIS	HSA Membership Dues	\$75.00
RD08-01084	EDUCATIONAL MUSIC SERVICE	Music Purchased	\$514.85
RD08-01083	WELLS FARGO #4198 FISCAL-SBC	HIGH SCHOOL ADVISORY	\$150.00
RD08-01082	AUDIO VISUAL INTEGRATION SYST	Classroom AV Repair	\$667.86
RD08-01081	GARCIA, SANTOS	Training	\$740.64
RD08-01080	CRAVEN, ANDREW	Training	\$740.64
RD08-01079	HSU, JEFFREY	Training	\$740.64
RD08-01078	ARBUTHNOT, WILLIAM (BEAU)	Training	\$740.64
RD08-01077	DET/CHE	Dr. Cooper to attend Conference	\$.00
RD08-01076	MIDWEST LIBRARY SERVICE	Pay for books.	\$3,012.97
RD08-01075	BAKER & TAYLOR ENTERTAINMENT	Library DVDs per Tom Weisrock request	\$30.13
RD08-01074			\$.00
RD08-01073	HALL, MARY	CCCSFAAA Conference	\$1,282.15
RD08-01072	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$1,118.63
RD08-01067	WELLS FARGO #4214 FISCAL-IVC	Purchase software	\$399.20
RD08-01066	COOPER, SUSAN	Cost of mailing letter of support	\$16.30
RD08-01065	HONORS TRANSFER COUNCIL	Membership Dues for HTCC	\$90.00
RD08-01064	WELLS FARGO #3317 (DISTRICT)	APC-American power Conversion	\$188.35
RD08-01063	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$771.29
RD08-01062	BAKER & TAYLOR ENTERTAINMENT	Library books per Tom Weisrock request	\$.00
			=====
			\$53,084.85

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 Nos. 065448 through 066118, processed through the Orange County Department of Education, totaling \$6,160,199.38; Checks Nos. 009070 through 009100, processed through Saddleback College Community Education, totaling \$32,855.63; and Check Nos. 008362 through 008376, processed through Irvine Valley College Community Education, totaling \$7,295.50 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 #065448 and 066118

S	Check #	Check Dt	Company Name	Check Amount	Description
O	065448	10/25/07	AARDVARK CLAY AND SUPPLIES	\$1,017.16	ART SUPPLIES
O	065449	10/25/07	ABC ICE HOUSE	\$288.77	Blanket PO for dry ice for lab use
O	065450	10/25/07	ABLE LOCK & KEY	\$130.09	LOCKSMITH SERVICE
O	065451	10/25/07	ACORN MEDIA	\$8,274.73	SOFTWARE
O	065452	10/25/07	JAMES ALBERT SCHOOL OF	\$26,224.88	P.O. needed to pay for Cosmo instruction
O	065453	10/25/07	ALL THE KING'S FLAGS	\$391.12	FLAGS
O	065454	10/25/07	C.T.I./VALUELINE	\$662.21	ARCHITECTURE SUPPLIES
O	065455	10/25/07	AMERICAN MESSAGING	\$26.94	LOST PAGER
O	065456	10/25/07	AMTECH RELIABLE ELEVATOR CO.	\$1,693.33	ELEVATOR SERVICE
O	065457	10/25/07	ANYTIME PRODUCTS	\$3,343.15	DMP Equipment for ATEP
O	065458	10/25/07	APPLE COMPUTER INC.	\$18,355.61	Tech Refresh Equipment - Computer
O	065459	10/25/07	APPLE SCIENTIFIC, INC.	\$800.00	MARINE SCIENCE EQUIPMENT
O	065460	10/25/07	ARMSTRONG MEDICAL INDUSTRIES	\$536.14	Supplies for Paramedic Students
O	065461	10/25/07	ATKINSON, ANDELSON, LOYA, RUND	\$15,310.75	Attorney Services FY 2007/2008
O	065462	10/25/07	AVENTURA SAILING ASSOC.	\$660.00	Blanket PO for rental of sail boats
O	065463	10/25/07	B & H PHOTO	\$826.00	Monitor for control room
O	065464	10/25/07	BAKER & TAYLOR	\$342.18	Library DVDs per Tom Weisrock request
O	065465	10/25/07	THOMAS BARGER	\$480.00	Football Filming Services
O	065466	10/25/07	TORHON BARNES	\$50.00	Panel Presentation
O	065467	10/25/07	BATTERY SPECIALTIES	\$471.17	BATTERIES
O	065468	10/25/07	DAVID BLACK	\$150.00	Contract Services
O	065469	10/25/07	KAREN MIDDLEBROOK BLACK	\$150.00	Contract Services
O	065470	10/25/07	BOUNDTREE MEDICAL	\$100.59	Supplies for Paramedic Students
O	065471	10/25/07	BP ENERGY COMPANY	\$62,530.46	NATURAL GAS PURCHASES
O	065472	10/25/07	ARNOLD BRAY	\$2,000.00	Contract for Legislative Advocacy
O	065473	10/25/07	BRODART CO.	\$169.44	Library supplies
O	065474	10/25/07	CAROLINA BIOLOGICAL SUPPLY	\$3,031.65	PLASTIC SKELETON
O	065475	10/25/07	EMILY JANE CARTER	\$200.00	Guest Artist
O	065476	10/25/07	CCS PRESENTATION SYSTEMS,	\$2,340.86	Projector Remotes
O	065477	10/25/07	RAY CHANDOS	\$474.00	Main Circuit Breakers/Reimbursement
O	065478	10/25/07	CHEAP JOE'S ART STUFF	\$90.36	ART SUPPLIES
O	065479	10/25/07	CINTAS CORPORATION	\$31.93	RENTAL SERVICE AGREEMENT
O	065480	10/25/07	CINTAS DOCUMENT MANAGEMENT	\$90.00	document destruction/paper recycling service
O	065481	10/25/07	COLLICUTT ENERGY SERVICES	\$858.97	DIESEL GENERATOR PARTS & SUPPLIES
O	065482	10/25/07	COMPUTERLAND	\$54,292.50	Microsoft Campus Agreement - Saddleback College
O	065483	10/25/07	CBC RESTAURANT CORP.	\$298.15	SSG ACTIVITY TO PROMOTE COMARDARIE
O	065484	10/25/07	COX COMMUNICATIONS	\$3,926.92	COX COMMUNICATIONS INTERCAMPUS WAN SERVICE
O	065485	10/25/07	CPP, INC.	\$690.68	CAREER ASSESSMENT TESTING MATERIALS
O	065486	10/25/07	SUE CROSS	\$720.00	Contract Services
O	065487	10/25/07	CULLIGAN	\$220.70	Soft Water Service for Microbiology
O	065488	10/25/07	BLACK CORAL HAWAII WHOLESALER	\$135.00	AQUARIUM SUPPLIES AND MAINTENANCE
O	065489	10/25/07	CHILD HEALTH ALERT	\$29.00	sub 10 issues
O	065490	10/25/07	CHURCH ORGANS, INC.	\$54,648.91	BID 291 MUSICAL INSTRUMENTS
O	065491	10/25/07	BNY WESTERN TRUST COMPANY	\$333,299.63	COPS Lease Payments 1996
O	065492	10/25/07	JERILYN CHUMAN	\$52.07	MILEAGE
O	065493	10/25/07	CHERYL CLAVEL	\$17.12	MILEAGE
O	065494	10/25/07	JOHN W. EDWARDS	\$158.30	MILEAGE
O	065495	10/25/07	KNIGHTLIFE	\$500.00	Ad for Foothill High School Newspaper
O	065496	10/25/07	GALLS INC.	\$538.32	Uniforms
O	065497	10/25/07	GANDER-PRINTCO	\$683.14	Two part lined paper for notetaking
O	065498	10/25/07	KORI LEE GARNER	\$15.07	Oversize Mailers for Paragon awards entries.

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #065448 and 066118

S	Check #	Check Dt	Company Name	Check Amount	Description
O	065499	10/25/07	GAYLORD BROTHERS, INC.	\$251.05	Library supplies
O	065500	10/25/07	GLAXOSMITHKLINE PHARMACEUTICAL	\$494.60	vaccines needed for students
O	065501	10/25/07	GOLF VENTURES WEST	\$1,495.44	MOWER/CART PARTS
O	065502	10/25/07	GOODSON MANUFACTURING COMPANY	\$72.70	AUTOMOTIVE SUPPLIES
O	065503	10/25/07	GOVCONNECTION	\$12.89	Four Port USB 2.0 Switch.
O	065504	10/25/07	W. W. GRAINGER	\$101.13	THEATRE SUPPLIES
O	065505	10/25/07	DIANA GRAY	\$715.00	Contract Services
O	065506	10/25/07	RAUL B. GUTIERREZ	\$13.39	MILEAGE
O	065507	10/25/07	HARDY DIAGNOSTICS	\$577.43	MICROBIOLOGY SUPPLIES
O	065508	10/25/07	HITT MARKING DEVICES, INC.	\$48.44	Payroll Beneficiary Stamp
O	065509	10/25/07	HOME DEPOT CREDIT SERVICES	\$1,421.83	MATERIALS AND SUPPLIES
O	065510	10/25/07	HOTSY EQUIPMENT CO.	\$4,448.79	AUTOMOTIVE EQUIPMENT
O	065511	10/25/07	IMAGE PRINTING SOLUTIONS	\$960.05	New lightweight District name badges.
O	065512	10/25/07	INGARDIA BROTHERS PRODUCE, INC.	\$244.42	Groceries for Foods Lab.
O	065513	10/25/07	IRVINE RANCH WATER DIST.	\$1,420.90	Annual General & Royalty fees
O	065514	10/25/07	IRVINE VALLEY COLLEGE BOOKSTOR	\$3,907.98	July EOPS Bookstore Billing
O	065515	10/25/07	IRVINE VALLEY COLLEGE BOOKSTOR	\$423.73	July CARE bookstore billing
O	065516	10/25/07	IRVINE VALLEY COLLEGE BOOKSTOR	\$1,162.51	September CARE bookstore billing
O	065517	10/25/07	JAMES PUBLISHING, INC.	\$178.96	Rainbow directory
O	065518	10/25/07	LAGUNA GRAPHIC ARTS, INC.	\$178.71	DIGITAL PRINTING SERVICES
O	065519	10/25/07	LAGUNA HILLS NURSERY	\$17.82	Instructional Supplies
O	065520	10/25/07	LASERCYCLE USA	\$245.48	OPEN PO FOR LASERCYCLE USA PRINTER SERVICE
O	065521	10/25/07	MICHAEL LEVINE, INC.	\$367.93	Materials and Supplies
O	065522	10/25/07	LYNDA.COM, INC.	\$113.83	DVD:Computer Security-D.Massaró
O	065523	10/25/07	MAIN GRAPHICS	\$1,840.37	Purchase of Two IVC Program Brochures...
O	065524	10/25/07	MC KESSON MEDICAL SURGICAL	\$156.90	medical supplies
O	065525	10/25/07	MEDIA SERVICES 55	\$700.00	Cable advertising
O	065526	10/25/07	MICRO CENTER	\$64.63	Computer Supplies
O	065527	10/25/07	JENNIFER MILLER-SNIDER	\$210.00	Workshop Presenter
O	065528	10/25/07	MOLE-RICHARDSON	\$417.97	LIGHT INSTRUMENT
O	065529	10/25/07	MOUSER ELECTRONICS	\$146.22	ELECTRICAL SUPPLIES
O	065530	10/25/07	ILONA MUSCHENETZ	\$500.00	Contract Services
O	065531	10/25/07	NAEYC	\$500.00	Application Fee
O	065532	10/25/07	NLNAC, INC.	\$1,660.00	NATIONAL LEAGUE FOR NURSING MEMBERSHIP
O	065533	10/25/07	NORMS STUDIO EQUIPMENT, INC.	\$20.78	Replacement Parts for Light Stands
O	065534	10/25/07	MICHAEL O'MEARA	\$11.83	Foam board for mounting photographs.
O	065535	10/25/07	ORANGE COUNTY REGISTER	\$41.79	Newspaper Subscription
O	065536	10/25/07	ONESOURCE DISTRIBUTORS, INC.	\$3,219.76	PARKING LOT POLE LIGHT SUPPLIES
O	065537	10/25/07	ORIENTAL TRADING COMPANY, INC.	\$246.03	SUPPLIES FOR SSG EVENT ON 10/31
O	065538	10/25/07	ORKIN EXTERMINATING, INC.	\$500.00	PEST CONTROL
O	065539	10/25/07	GLOBAL INDUSTRIAL EQUIPMENT	\$5,375.15	MATERIAL NEW IVC WHSE
O	065540	10/25/07	INCENTRA SOLUTIONS OF	\$1,665.00	Sharepoint Project - Professional Services
O	065541	10/25/07	MARK IV COMMUNICATIONS, INC.	\$7,105.36	Fiber optic for Police/Warehouse
O	065542	10/25/07	KEENAN & ASSOCIATES	\$10,050.00	Protected Insurance Program
O	065543	10/29/07	LOS ANGELES ENGINEERING, INC.	\$345,139.51	ATEP SIGNAGE
O	065544	10/29/07	AT & T MOBILITY	\$135.72	2 CELL PHONES AND SERVICE
O	065545	10/29/07	MARK PETERSEN	\$37.46	Reimbursement
O	065546	10/29/07	POSTAL PRIVILEGE, PITNEY-BOWES	\$2,832.00	MAILING SYSTEM LEASE
O	065547	10/29/07	POSITIVE PROMOTIONS INC.	\$935.90	NURSING ACTIVITY PROMOTION
O	065548	10/29/07	LANCE POTTER	\$64.63	INSTRUCTIONAL SUPPLIES
O	065549	10/29/07	PURETEC	\$447.80	SUPPLIES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #
 Selection: Between #065448 and 066118

S	Check #	Check Dt	Company Name	Check Amount	Description
O	065550	10/29/07	RALPHS GROCERY COMPANY	\$114.07	Produce, grocery items, cleaning supplies, etc.
O	065551	10/29/07	RICOH AMERICAS CORPORATION	\$176.00	Annual maintenance agreement Ricoh
O	065552	10/29/07	RISO, INC.	\$1,753.64	Blanket PO to Riso for supplies
O	065553	10/29/07	ROCHESTER INSTITUTE OF TECH.	\$10,076.18	Payment on NSF Subaward - Rochester Inst of Tech
O	065554	10/29/07	S & B FOODS	\$314.11	Payment for Honors Luncheon
O	065555	10/29/07	SAMY'S CAMERA	\$582.93	Lab Supplies
O	065556	10/29/07	SAN DIEGO GAS & ELECTRIC	\$50,581.14	Electric Service Billing for SDG&E
O	065557	10/29/07	SARGENT-WELCH LLC	\$135.79	BIOLOGY SUPPLIES
O	065558	10/29/07	FHEG - SADDLEBACK BOOKSTORE	\$558.22	CARE Fall 2007 Book Voucher Payment
O	065559	10/29/07	FHEG - SADDLEBACK BOOKSTORE	\$2,201.62	CARE Fall 2007 Book Voucher Payment
O	065560	10/29/07	FHEG - SADDLEBACK BOOKSTORE	\$19.61	Saddleback EOPS Bookstore Billing
O	065561	10/29/07	FHEG - SADDLEBACK BOOKSTORE	\$95.36	September CARE bookstore billing
O	065562	10/29/07	SCANTRON CORPORATION	\$78.74	Scantron Forms
O	065563	10/29/07	HOLLY SCHWARTZ	\$28.02	Reimburse faculty member for services
O	065564	10/29/07	JEFFREY SEGAL	\$800.00	Contract Services
O	065565	10/29/07	SEHI PROCOMP COMPUTER	\$789.53	Maint. Kit for HP4050TN
O	065566	10/29/07	SOUTHERN CALIFORNIA EDISON CO.	\$1,836.99	Annual Electric Service
O	065567	10/29/07	SOUTHERN CALIFORNIA EDISON CO.	\$13,762.10	Annual Electric Service
O	065568	10/29/07	SOUTHERN CALIFORNIA EDISON CO.	\$191.96	ELECTRIC SERVICE FOR CACT FACILITY
O	065569	10/29/07	SO. CAL. GAS CO.	\$53.75	Annual Gas Service
O	065570	10/29/07	SO. CAL. GAS CO.	\$527.40	Annual Gas Service
O	065571	10/29/07	SO. CAL. GAS CO.	\$13,265.37	Annual Gas Service
O	065572	10/29/07	SO. ORANGE CO. COMM. COL.DIST	\$546.00	R2T4 Repayment 2007
O	065573	10/29/07	SPECTRUM CHEMICAL MFG. CORP.	\$241.01	PHYSICS SUPPLIES
O	065574	10/29/07	FAWN TANRIVERDI	\$494.12	Supplies for CARE Students
O	065575	10/29/07	KAREN TEMPLETON	\$210.00	Workshop Presentation
O	065576	10/29/07	TIME CLOCK SALES & SERVICE	\$72.84	Time Clock Ribbon for Bus.Svs.
O	065577	10/29/07	EDWIN TIONGSON	\$138.64	Reimbursement
O	065578	10/29/07	TRI-STAR INDUSTRIAL PRODUCTS	\$127.64	AUTOMOTIVE SUPPLIES
O	065579	10/29/07	TROXELL COMMUNICATIONS, INC.	\$1,316.70	Projectors and Lamps
O	065580	10/29/07	TRUELEAF TECHNOLOGIES, INC.	\$46.69	HORTICULTURE SUPPLY
O	065581	10/29/07	ARACELLI TRUJILLO	\$50.00	Panel Presentation
O	065582	10/29/07	TUSTIN AWARDS, INC.	\$925.64	Medallions
O	065583	10/29/07	TUTTLE-CLICK FORD	\$92.08	TRANS. PARTS
O	065584	10/29/07	U.S. GOVT. PRINTING	\$500.00	Deposit account for Govt. docs per Tom Weisrock
O	065585	10/29/07	U.S. NEWS & WORLD REPORT, INC.	\$15.00	US NEWS AND WORLD REPORT MAGAZINE
O	065586	10/29/07	ULINE	\$126.65	GEOLOGY SUPPLIES
O	065587	10/29/07	LUIS MAURICIO VASQUEZ	\$675.00	Workshop Presentation
O	065588	10/29/07	VIDEO SERVICE OF AMERICA	\$620.11	TV Production Supplies
O	065589	10/29/07	VISTA PAINT	\$54.66	PAINT SUPPLIES
O	065590	10/29/07	VWR INTERNATIONAL, INC.	\$596.95	BIOLOGY SUPPLIES
O	065591	10/29/07	WEST PAYMENT CENTER	\$128.86	Westlaw OnLine Research-VCHR
O	065592	10/29/07	WARD'S NATURAL SCIENCE	\$224.63	Live Animals and Lab Materials for Biology
O	065593	10/29/07	WEBEX COMMUNICATIONS, INC.	\$575.00	Software/Online meeting program
O	065594	10/29/07	WESTERN EXTERMINATOR COMPANY	\$895.00	CONTRACT SERVICES
O	065595	10/29/07	WESTERN FARM SUPPLY	\$1,179.00	FERTILIZER
O	065596	10/29/07	WSCA	\$80.00	Institutional Membership
O	065597	10/29/07	WESTERN STATE DESIGN	\$178.02	Equipment Repair
O	065598	10/29/07	DOUGLAS WESTLAKE	\$405.00	Repair of Pianos
O	065599	10/29/07	JACQUELINE WILLIAMS	\$184.00	REIMBURSEMENT FOR FALL 2007 - ART 400 TICKET #9000
O	065600	10/29/07	XEROX CORP.	\$1,344.63	Lease/Maintenance for DocuColor 2045 Printer

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
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S	Check #	Check Dt	Company Name	Check Amount	Description
O	065601	10/29/07	XEROX CORP.	\$11,262.09	PO for DocuTech 6135
O	065602	10/29/07	YALE CHASE MATERIALS	\$2,719.48	CART REPAIRS
O	065603	10/29/07	NINA M. YAMASAKI	\$420.00	Workshop Presenter
O	065604	10/29/07	ZAMPI AND ASSOCIATES	\$6,352.00	Investigative Svs. for HR
O	065605	10/29/07	ZIG-ALIGN	\$101.48	mirror for zig aline
O	065606	10/29/07	RALPHS GROCERY COMPANY	\$501.74	NUTRITIONAL FOOD AND SUPPLIES
O	065607	10/29/07	US FOODS	\$748.47	food and supplies for CDC
O	065608	10/29/07	XEROX CORP.	\$115.60	staples for XEROX at Center
O	065609	10/31/07	HYATT REGENCY	\$329.70	California Chicano-Latino Intersegmental Convocati
O	065610	10/31/07	WELLS FARGO BANK #3465	\$77.35	To use college credit card
O	065611	10/31/07	WELLS FARGO BANK #4214	\$749.93	Credit Card Online Purchase
O	065612	10/31/07	WELLS FARGO BANK #3317	\$2,854.32	CLKBANK*COM
O	065613	10/31/07	WELLS FARGO #2078	\$5,723.39	RMATHUR TO CCLC 11-15-07
O	065614	10/31/07	WELLS FARGO #2078	\$13.00	Emp. Degree Verif-Nat. Student Clearinghouse
O	065615	10/31/07	AT&T/MCI	\$546.60	FAX LINES - TRUSTEES FY 07-08
O	065616	10/31/07	AT&T/MCI	\$3,282.13	Annual P.O. for telephone service
O	065617	10/31/07	AT&T/MCI	\$387.20	Annual P.O. for telephone service
O	065618	10/31/07	AT&T/MCI	\$377.98	Annual P.O. for telephone service
O	065619	10/31/07	AT&T/MCI	\$263.48	Annual P.O. for telephone service
O	065620	10/31/07	AT&T/MCI	\$481.24	Annual P.O. for telephone service
O	065621	10/31/07	AT&T/MCI	\$835.57	Annual P.O. for telephone service
O	065622	10/31/07	AT&T/MCI	\$318.12	Annual P.O. for telephone service
O	065623	10/31/07	AT&T/MCI	\$516.98	Annual P.O. for telephone service
O	065624	10/31/07	AT&T	\$4,849.50	FAX LINES - TRUSTEES FY 07-08
O	065625	11/01/07	JACK APPLEMAN	\$250.00	Jack Appleman to MathFest 2007 Conference
O	065626	11/01/07	ZINA BORATYNEC	\$65.00	REIMBURSEMENT FOR CONFERENCE
O	065627	11/01/07	COMM. COLL. LEAGUE OF CALIF.	\$125.00	Jo Ann Alford-CCC Matriculation Professionals Assn
O	065628	11/01/07	SUSAN M. COOPER	\$147.03	Dr. Cooper to attend CCCAOE Conf.
O	065629	11/01/07	ESTER GRAHAM	\$85.20	Reim.Conf./T. Graham PIHRA
O	065630	11/01/07	RON HASTINGS	\$440.00	Annual CAPED Convention
O	065631	11/01/07	JUDY HENMI	\$60.00	Judy Henmi to UC Counselors Conference
O	065632	11/01/07	MARCIA MILCHIKER	\$1,885.77	MMILCHIKER TO E-LEARN 2007 Conference
O	065633	11/01/07	JOHE MORRIS	\$353.20	UCLA Ackerman Grand Ballroom and Royce Hall
O	065634	11/01/07	BETH MUELLER	\$49.82	Attend ACBO Fall 2007 Conference
O	065635	11/01/07	PAPA PESTICIDE APPLICATORS	\$65.00	CONFERENCE REGISTRATION
O	065636	11/01/07	REGION VIII EOPS DIRECTORS	\$600.00	CARE Conference Registration
O	065637	11/01/07	ANDREEA SERBAN	\$73.00	Travel expenses for Andreea Serban
O	065638	11/01/07	KEITH SHACKLEFORD	\$127.44	CONFERENCE/HS, PE & ATHLETICS DEAN
O	065639	11/01/07	CARYN SUSSMAN	\$150.80	TCDA 2007 Conference
O	065640	11/01/07	ARQUITECTONICA INT'L CORP.	\$3,015.47	ARCHITECTURAL FEES
O	065641	11/01/07	BAKER ELECTRIC, INC.	\$765.22	RELOCATE ELECTRICAL OUTLETS AT PARTIER WALL
O	065642	11/01/07	C.W. DRIVER CONTRACTORS, INC.	\$5,644.00	IVC THEATER CONSTR. MGMT.
O	065643	11/01/07	C2 REPROGRAPHICS	\$106.98	REPROGRAPHIC NEEDS FOR IVC BST
O	065644	11/01/07	DIGITAL SPORTS VIDEO	\$15,247.63	Football Video Network Workstation
O	065645	11/01/07	gkkworks	\$74,546.17	Schematic Design Services Utt Library Renovation
O	065646	11/01/07	POPCORN, INC.	\$1,527.43	TRASH CONTAINERS
O	065647	11/01/07	HALL & FOREMAN, INC.	\$3,229.93	CLOSE OUT, PUNCH LIST AND SURVEY FOR ATEP
O	065648	11/01/07	INLAND BUILDING COMPANIES	\$22,077.00	BID 283, PKG. J
O	065649	11/01/07	JOYCE INSPECTION & TESTING	\$23,716.00	HIRE INSPECTOR FOR MAINT. & POLICE
O	065650	11/01/07	PB AMERICAS, INC.	\$3,387.00	HIRE L.C. CONSULTANT, BUS & TECH INNOV.CTR.
O	065651	11/01/07	PUBLIC ECONOMICS, INC.	\$5,568.75	CONSULTING SERVICES-REDEVELOPMENT

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	065652	11/01/07	RISO, INC.	\$28,062.51	RISO HC5500 Color Printer
O	065653	11/01/07	STANDARD DRYWALL, INC.	\$2,130.00	PATCH DRYWALL AT ELECTRICAL OUTLET RELOCATION
O	065654	11/01/07	STATE WATER RES. CONTROL BOARD	\$474.00	ANNUAL FEE FOR STORM WATER PERMIT
O	065655	11/01/07	STRATA INFORMATION GROUP	\$2,720.00	User-Acceptance Tests for Escape Financial Upgrade
O	065656	11/01/07	TANGRAM INTERIORS	\$20,147.48	FURNITURE FOR ATEP
O	065657	11/01/07	TROXELL COMMUNICATIONS, INC.	\$870.63	AV equipment
O	065658	11/01/07	UCMI, INC.	\$462.00	HIRE PERF. ARTS INSPECTOR
O	065659	11/01/07	UNITED SITE SERVICES	\$678.41	FENCE RENTAL FOR BUSINESS & TECH PROJECT
O	065660	11/01/07	METRO CREEKSIDE CALIFORNIA, LLC	\$6,412.00	LEASE OF CACT FACILITY, IRVINE
O	065661	11/01/07	DARREN ENGLAND	\$40.00	FINGERPRINTING/XRAY
O	065662	11/01/07	KIMBERLY MOUNSEY	\$20.00	FINGERPRINTING
O	065663	11/01/07	KATHLEEN HAYDEN	\$20.00	FINGERPRINTING
O	065664	11/01/07	DONAL YASUKOCHI	\$20.00	FINGERPRINTING
O	065665	11/01/07	AACC	\$13,325.00	Yearly dues for AACC Membership
O	065666	11/01/07	AFFILIATED COMPUTER SERVICES	\$176.20	Contract Svcs from ACS
O	065667	11/01/07	AMAZON.COM	\$20.97	Instructional DVD
O	065668	11/01/07	AMERICAN MEDICAL ASSOCIATION	\$129.19	Library books per Tom Weisrock request
O	065669	11/01/07	APPLE COMPUTER INC.	\$2,527.20	Tech Refresh Equipment - Computer
O	065670	11/01/07	AQUASTAR, INC.	\$59.29	student lab supplies
O	065671	11/01/07	ARTICULATE GLOBAL, INC.	\$1,048.50	Software License for Physiology Lab Program
O	065672	11/01/07	BEE MAN	\$450.00	bee removal
O	065673	11/01/07	DICK BLICK	\$23.47	INTERIOR DESIGN SUPPLIES
O	065674	11/01/07	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	065675	11/01/07	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	065676	11/01/07	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	065677	11/01/07	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	065678	11/01/07	BORDERS & BOOKS	\$56.22	Reference material for astro labs
O	065679	11/01/07	BUDDY'S ALL STARS	\$89.89	Volleyball Class Supplies
O	065680	11/01/07	RUSSELL BURNAM	\$744.00	#924370-STUDENT SUCCESS GRANT SCHOLARSHIP
O	065681	11/01/07	CAROLINA BIOLOGICAL SUPPLY	\$416.36	PRESERVED SPECIMENS
O	065682	11/01/07	CCS PRESENTATION SYSTEMS,	\$7,249.42	Video Projectors
O	065683	11/01/07	CDW GOVERNMENT, INC.	\$168.85	USB Flash Drives.
O	065684	11/01/07	CLASSIC PARTY RENTALS	\$371.25	TABLES FOR TRANSFER DAY
O	065685	11/01/07	COACH AMERICA	\$760.50	Bus for EI Field Trip on 10/11/07 to Huntington.
O	065686	11/01/07	COACH AMERICA	\$911.00	Bus for EI Field Trip on 10/15. Pamme Turner
O	065687	11/01/07	COAST LEARNING SYSTEMS	\$2,040.00	Student enrollment fees for 3 telecourses
O	065688	11/01/07	CCLC/COA	\$100.00	Baseball Statistical Software
O	065689	11/01/07	COMPUTERLAND	\$27,869.50	Microsoft Campus Agreement - Irvine Valley College
O	065690	11/01/07	COUNCIL OF CHIEF LIBRARIANS	\$150.00	Annual Membership to Council of Chief Librarians
O	065691	11/01/07	D.A.S. DISTRIBUTION, INC.	\$361.29	MARINE SCIENCE SUPPLIES
O	065692	11/01/07	DANA POINT FUEL DOCK	\$281.93	P.O. Required to purchase fuel for MST Sail Class
O	065693	11/01/07	TRISHA DANBARA	\$1,000.00	#954894-STUDENT SUCCESS GRANT SCHOLARSHIP
O	065694	11/01/07	DELL MARKETING L.P.	\$25,647.74	EQUIPMENT
O	065695	11/01/07	DELTA BIOLOGICALS	\$320.00	PRESERVED BIOLOGICAL SPECIMENS
O	065696	11/01/07	DEMCO INC.	\$539.63	DVD Storage supplies-Language Lab
O	065697	11/01/07	DEPARTMENT OF JUSTICE	\$900.00	Fingerprinting - HR
O	065698	11/01/07	PETER DOBSON	\$720.00	Contract Services
O	065699	11/01/07	SPARKLETTES	\$31.38	DRINKING WATER FOR ATEP
O	065700	11/01/07	STEPHEN DUBAY	\$95.97	Reimbursement for Internet Services
O	065701	11/01/07	ROGER DUNN GOLF SHOPS	\$951.41	GOLF
O	065702	11/01/07	ECONOMIC ALTERNATIVES, INC.	\$247.91	Annual Maintenance Agreement

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	065703	11/01/07	SCOTT FARTHING	\$384.41	Reimbursement -Music Purchased
O	065704	11/01/07	SHANNON FASELER	\$123.80	Reimbursement
O	065705	11/01/07	TRACI FORD	\$500.00	ID#567462 SSG SCHOLARSHIP
O	065706	11/01/07	PSYCHOLOGICAL CORPORATION, INC	\$260.00	Reim. for Pre-Empl Psy. Eval.
O	065707	11/01/07	EXCHANGE	\$38.00	renewal for CDC
O	065708	11/02/07	LOREN I. GAMARRA	\$100.00	Guest Artist
O	065709	11/02/07	GE CAPITAL	\$900.45	LEASE Agreement - Canon Copiers
O	065710	11/02/07	GOLF VENTURES WEST	\$585.72	MOWER/CART PARTS
O	065711	11/02/07	GREENLEIGH & WONG LLC	\$1,488.00	AV Bulbs
O	065712	11/02/07	HITT MARKING DEVICES, INC.	\$14.55	Customized rubber stamps/Lariat
O	065713	11/02/07	HOME DEPOT CREDIT SERVICES	\$256.19	Home Depot
O	065714	11/02/07	HONORS TRANSFER COUNCIL OF CA	\$90.00	Membership Dues for HTCC
O	065715	11/02/07	IMAGE PRINTING SOLUTIONS	\$14.01	Name Tag for staff
O	065716	11/02/07	IRVINE RANCH WATER DIST.	\$82.56	WATER SERVICE
O	065717	11/02/07	IRVINE RANCH WATER DIST.	\$132.50	WATER SERVICE
O	065718	11/02/07	IRVINE RANCH WATER DIST.	\$85.44	WATER SERVICE
O	065719	11/02/07	IRVINE RANCH WATER DIST.	\$20.96	WATER SERVICE
O	065720	11/02/07	IRVINE RANCH WATER DIST.	\$491.50	Annual Maintenance Agreement
O	065721	11/02/07	IRVINE RANCH WATER DIST.	\$2,436.41	Annual Maintenance Agreement
O	065722	11/02/07	IRVINE RANCH WATER DIST.	\$168.29	Annual Maintenance Agreement
O	065723	11/02/07	IRVINE RANCH WATER DIST.	\$1,459.60	Annual Maintenance Agreement
O	065724	11/02/07	IRVINE RANCH WATER DIST.	\$3,232.49	Annual Maintenance Agreement
O	065725	11/02/07	JAMECO ELECTRONICS	\$189.12	PHYSICS SUPPLIES
O	065726	11/02/07	JOHNSON & ASSOCIATES	\$2,320.00	Tech Assistance-Ad Hoc Work
O	065727	11/02/07	PROTECTED INSURANCE PROGRAM	\$123,864.00	Protected Insurance Program for Schools 07/08
O	065728	11/02/07	KESHET CHAIM DANCE ENSEMBLE	\$6,500.00	Guest performer contract
O	065729	11/02/07	L & N UNIFORM SUPPLY	\$88.51	LAB COATS
O	065730	11/02/07	LAB SAFETY SUPPLY INC.	\$71.52	SAFETY SUPPLIES
O	065731	11/02/07	LEGION WEST PAPER	\$1,563.47	ART SUPPLIES
O	065732	11/02/07	LRP PUBLICATIONS	\$225.00	Newsletter
O	065733	11/02/07	LRP PUBLICATIONS	\$125.50	Referral Materials
O	065734	11/02/07	M & M BOYS, INC.	\$4,766.80	IRRIGATION SUPPLIES
O	065735	11/02/07	MAQUINSAL SEWING MACHINE CO.	\$306.46	Equipment Repair
O	065736	11/02/07	DEBORAH DENISE MC DANIEL	\$244.00	#433852-STUDENT SUCCESS GRANT SCHOLARSHIP
O	065737	11/02/07	Mc GRAW-HILL COMPANIES	\$421.55	Basic Skills Instructional supplies
O	065738	11/02/07	MC KESSON MEDICAL SURGICAL	\$382.39	supplies and vaccines needed for students
O	065739	11/02/07	METRONOME, INC.	\$22,367.08	Tech Refresh - Wireless Project
O	065740	11/02/07	CLIFFORD MEYER	\$335.18	Reimbursement
O	065741	11/02/07	MOORE MEDICAL	\$55.92	Sudafed
O	065742	11/02/07	MOUSER ELECTRONICS	\$86.73	PHYSICS SUPPLIES
O	065743	11/02/07	CITIZENS BUSINESS BANK	\$48,324.55	Viron mechanical retrofit and energy mgt. program
O	065744	11/02/07	MYERS TIRE SUPPLY	\$119.89	AUTOMOTIVE SUPPLIES
O	065745	11/02/07	NLNAC, INC.	\$1,155.00	NATIONAL LEAGUE FOR NURSING MEMBERSHIP
O	065746	11/02/07	NEXUS IS, INC.	\$1,173.12	Supplies
O	065747	11/02/07	ORANGE COUNTY HIGH SCHOOL	\$786.25	Purchase of ads for OC high School of the Arts
O	065748	11/02/07	MARIA PANIAGUA	\$43.90	MILEAGE
O	065749	11/02/07	TAMERA RICE	\$11.00	MILEAGE
O	065750	11/02/07	GLOBAL INDUSTRIAL EQUIPMENT	\$2,678.96	MISC TOOLS FOR THE FAC BLDG
O	065751	11/02/07	GRANICUS, INC.	\$1,075.00	Board Meeting Streaming Video Monthly Support
O	065752	11/02/07	INDUSTRIAL HYGIENE MGMT., INC.	\$2,543.35	INDOOR AIR QUALITY EVALUATION
O	065753	11/05/07	SOLDERMASK INC.	\$14,166.76	3D Rapid Prototyping: Service + parts

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account
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S	Check #	Check Dt	Company Name	Check Amount	Description
O	065754	11/05/07	AT & T MOBILITY	\$63.88	MMILCHIKER CELL PHONE SVC 2007-08
O	065755	11/05/07	OFFICEMAX CONTRACT INC.	\$10,387.29	Office Max Supply Orders 2007/2008
O	065756	11/05/07	P & R PAPER SUPPLY COMPANY	\$1,515.20	Laundry Supplies
O	065757	11/05/07	PACIFIC COAST TECHNICIANS	\$190.00	ESTIMATE REPAIR ULTRASONIC CLEANER
O	065758	11/05/07	PARKWAY LAWNMOWER SHOP	\$569.81	OPEN P.O. FOR SUPPLIES
O	065759	11/05/07	KEN PATTON	\$298.55	Reimbursement Ken Patton
O	065760	11/05/07	PEOPLE ADMIN, INC.	\$21,000.00	PeopleAdmin. Annual Svs. Fee
O	065761	11/05/07	J.W. PEPPER & SON, INC.	\$777.33	Music Purchased
O	065762	11/05/07	PERFECT 10 DISTRIBUTING, INC.	\$205.21	ELECTRICAL SUPPLIES
O	065763	11/05/07	LINDA PETERSON	\$720.00	Contract Services
O	065764	11/05/07	JIM PHANEUF	\$125.85	Reimbursement for Internet Services
O	065765	11/05/07	PROVIDEA	\$1,750.96	Software License/Support
O	065766	11/05/07	QUICK SORT SANTA ANA, INC.	\$820.05	Postage costs
O	065767	11/05/07	DEBORAH RATHBONE	\$244.00	940244 STUDENT SUCCESS GRANT SCHOLARSHIP
O	065768	11/05/07	SEARS ROOFING SERVICE	\$10,375.00	ROOF FOR HAZMAT STORAGE AREA
O	065769	11/05/07	KARIN RHO	\$1,000.00	879537 SSG SCHOLARSHIP
O	065770	11/05/07	JULIE RHODES	\$244.00	#918289-J.RHODES SSG SCHOLARSHIP
O	065771	11/05/07	RICOH BUSINESS SOLUTIONS	\$328.64	PURCHASING/LEASE ON RICOH 2035E
O	065772	11/05/07	ROOF CONSTRUCTION	\$166,532.04	ROOFING REPLACEMENT - PE COMPLEX
O	065773	11/05/07	PRISCILLA ROSS	\$255.00	Reimbursement for microarray chips
O	065774	11/05/07	ROTO-ROOTER SERVICE &	\$31,900.00	BUILDING MAINTENANCE
O	065775	11/05/07	S & B FOODS	\$566.28	PURCHASE OF FOOD FOR MONTHLY BOARD MEETINGS
O	065776	11/05/07	SADDLEBACK GOLF CARS, INC.	\$274.55	REPAIR
O	065777	11/05/07	SADDLEBACK SAND & GRAVEL	\$392.21	GROUNDS SUPPLIES
O	065778	11/05/07	SARGENT-WELCH LLC	\$1,798.56	PHYSICS SUPPLIES
O	065779	11/05/07	SCIENTIFIC REFRIGERATION	\$276.00	Service/Repair of 2 Revco Laboratory Refrigerators
O	065780	11/05/07	SEHI PROCOMP COMPUTER	\$7,635.89	Replacement printer cartridge for classroom
O	065781	11/05/07	SEPULVEDA BUILDING MATERIALS	\$244.59	CRUSHED GRAVEL
O	065782	11/05/07	SETON	\$185.47	Time Sensitive Visitor Name Badges
O	065783	11/05/07	SEW NEWS	\$23.00	Dept. Resource
O	065784	11/05/07	DOROTHY SHERLING	\$18.43	Office Supplies
O	065785	11/05/07	LEAH SHERRY	\$1,000.00	637431 SCHOLARSHIP FROM SSG
O	065786	11/05/07	SARA LEILA SHEYBANI	\$3.29	INSTRUCTIONAL SUPPLIES
O	065787	11/05/07	SHRED-IT	\$115.00	For Shred-it monthly service
O	065788	11/05/07	SIMS WELDING SUPPLY	\$105.92	Gas & supplies-Art Dept.
O	065789	11/05/07	DONNA SNEED	\$47.11	Food & Bev for IVC Tech Prep Mtg
O	065790	11/05/07	SOUTHERN CALIFORNIA EDISON CO.	\$14,647.03	Annual Electric Service
O	065791	11/05/07	SOUTHERN CALIFORNIA EDISON CO.	\$48,463.09	Annual Electric Service
O	065792	11/05/07	SOUTH COAST FAMILY	\$95.00	Medical Eval. for HR
O	065793	11/05/07	SOUTHERN COUNTIES OIL	\$4,904.99	OPEN P.O. FOR DIESEL FUEL
O	065794	11/05/07	SOCCER CENTER	\$3,948.33	APPARREL AND GEAR FOR IVC WOMEN'S SOCCER
O	065795	11/05/07	SOCCER USA	\$394.27	SILK SCREENING FOR WOMEN'S SOCCER UNIFORMS
O	065796	11/05/07	SOLINET	\$275.00	Pay for database renewal-Annual Dues.
O	065797	11/05/07	SPECTRUM CHEMICAL MFG. CORP.	\$448.76	CHEMISTRY SUPPLIES
O	065798	11/05/07	TRACEY STAHL	\$244.00	#308409-STUDENT SUCCESS GRANT SCHOLARSHIP
O	065799	11/05/07	SYSTEMS SOURCE, INC.	\$603.40	Dual-Monitor Arm Brackets
O	065800	11/05/07	TECHNI-TOOL	\$117.14	ELECTRONIC SUPPLIES
O	065801	11/05/07	JAMES TEUBNER	\$100.00	Contract Services
O	065802	11/05/07	TAUNTON DIRECT, INC.	\$32.95	Dept. Resource
O	065803	11/05/07	TORO AIRE	\$259.12	HVAC SUPPLIES
O	065804	11/05/07	TRI-CITIES REFRIGERATION	\$490.77	REPAIR OF HOSHIZAKI ICE MACHINE

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	065805	11/05/07	TURNING TECHNOLOGIES, LLC	\$1,785.23	Computer Supplies
O	065806	11/05/07	TUSTIN CHEVROLET	\$80.20	SMOG CHECK INSPECTION
O	065807	11/05/07	U.S. DATA TRUST CORPORATION	\$2,412.00	Continuous Off-Site Data Backup Service(LiveVault)
O	065808	11/05/07	POSTMASTER	\$594.00	Purchase prepaid Post cards
O	065809	11/05/07	ULTIMATE OFFICE	\$82.54	OFFICE SUPPLIES
O	065810	11/05/07	UNITED SITE SERVICES	\$252.80	PORTABLE TOILETS
O	065811	11/05/07	UNIV. OF TENNESSEE	\$105.00	Update to What Can I Do w/Major
O	065812	11/05/07	VERIZON WIRELESS	\$472.84	BlackBerry solutions data plan
O	065813	11/05/07	VIATRON SYSTEMS, INC.	\$8,967.00	Viatron Annual Maintenance Agreement
O	065814	11/05/07	VICTORY CUSTOM ATHLETIC	\$3,640.52	MEN'S BASKETBALL PRACTICE GEAR
O	065815	11/05/07	VISTA PAINT	\$225.64	PAINT SUPPLIES
O	065816	11/05/07	VWR INTERNATIONAL, INC.	\$456.40	BIOLOGY SUPPLIES
O	065817	11/05/07	W MAGAZINE	\$16.95	Dept. Resource
O	065818	11/05/07	WARD'S NATURAL SCIENCE	\$40.15	Blanket PO for Instructional Supplies
O	065819	11/05/07	W A X I E	\$421.53	janitorial supplies
O	065820	11/05/07	WENGER CORP.	\$3,405.77	Music Stands-Competitive Funds
O	065821	11/05/07	MICHAEL E. WILSON	\$8,471.30	CONSTRUCTION MGMT SERVICES
O	065822	11/05/07	YOURS COMPANY	\$60.00	EMBROIDERY FOR IVC W SOCCER CLOTHING APPAREL
O	065823	11/05/07	SOUTH COAST FAMILY	\$169.65	WORKERS' COMP FIRST AID ACCOUNT
O	065824	11/05/07	U.S. HEALTHWORKS MEDICAL GROUP	\$234.04	WORKERS' COMP FIRST AID ACCOUNT
O	065825	11/07/07	AMERICAN EXPRESS	\$3,602.40	CONF. IN SF FOR VENABLE
O	065826	11/07/07	CCCAA	\$160.00	California Community College Assessment Assn. Mtg
O	065827	11/07/07	JESSICA M. CHA	\$40.00	Reim. Conf/J. Cha/ACHRO Conf.
O	065828	11/07/07	KIM D'ARCY	\$300.00	CA Association of Postsecondary Ed & Disabilities
O	065829	11/07/07	JENNIFER FOROUZESH	\$150.29	COADN CONFERENCE FOR JENNIFER FOROUZESH
O	065830	11/07/07	PAT FREEMAN	\$60.00	Patricia Freeman to UC Counselors Conference
O	065831	11/07/07	EVA HODJERA	\$71.39	CATESOL L.A. Regional Conference
O	065832	11/07/07	HYATT PLACE	\$540.64	Training
O	065833	11/07/07	HYATT PLACE	\$540.64	Training
O	065834	11/07/07	HYATT PLACE	\$540.64	Training
O	065835	11/07/07	HYATT PLACE	\$540.64	Training
O	065836	11/07/07	SANDY JEFFRIES	\$15.00	Reim. Conf/S. Jeffries/ACHRO
O	065837	11/07/07	TONI LAKOW	\$40.00	Reim. Conf-T. Lakow/ACHRO
O	065838	11/07/07	MICHAEL LONG	\$228.39	National Association of Academic Advisors Athletic
O	065839	11/07/07	TEDDI LORCH	\$145.02	Conf-T. Lorch/ACHRO
O	065840	11/07/07	JOSETE NELSON	\$143.17	Practical Pilates
O	065841	11/07/07	ED WARD TACKETT	\$180.00	AACC Conference: Ed Tackett
O	065842	11/07/07	SHARON EILEEN TASH	\$264.30	TYCA-WEST Conference
O	065843	11/07/07	KATHLEEN WINSTON	\$354.06	CONFERENCE FOR KATHLEEN WINSTON
O	065844	11/07/07	SONJA WYCHE	\$136.96	Reim. Conf-S.Wyche/ACHRO
O	065845	11/08/07	MARIANA STEWART	\$1,069.07	REISSUE STALE-DATED CHECK
O	065846	11/08/07	OFFICEMAX CONTRACT INC.	\$6,365.06	Office Max Supply Orders 2007/2008
O	065847	11/08/07	PACIFIC CLIPPINGS	\$68.16	Press clippings
O	065848	11/08/07	PT AND C INC.	\$79.50	Repair
O	065849	11/08/07	PASCO SCIENTIFIC	\$3,075.93	PHYSICS COMPETITIVE EQUIPMENT
O	065850	11/08/07	LILLIANN STROUD	\$180.00	Workshop Presenter
O	065851	11/08/07	PETE'S ROAD SERVICE	\$213.88	AUTO SUPPLIES
O	065852	11/08/07	PLAYBILL	\$24.00	Playbill Subscription
O	065853	11/08/07	PRAXAIR	\$13.15	Annual Maintenance Agreement
O	065854	11/08/07	QUEST DIAGNOSTICS	\$576.99	Blanket for Quest
O	065855	11/08/07	LARRY RADDEN	\$416.65	Reimbursement-Larry Radden

WARRANT REGISTER LISTING

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	065856	11/08/07	RICHARD THE THREAD	\$1,006.61	Materials and supplies
O	065857	11/08/07	RICOH AMERICAS CORPORATION	\$75.80	yearly Ricoh copier Maint. agreement
O	065858	11/08/07	ACCOUNTS RECEIVABLE-AMATEUR	\$16.00	South Pac Libretti Vocal Books
O	065859	11/08/07	S & B FOODS	\$50.00	Catering Invoice for Welcome Day
O	065860	11/08/07	S & B FOODS	\$1,222.32	Food for IVC Classified Senate meeting on 10/11/07
O	065861	11/08/07	SCIAC	\$75.00	INSTITUTION MEMBERSHIP: SCIAC 07-08
O	065862	11/08/07	HELENE SHOTWELL	\$120.00	Workshop Presenter
O	065863	11/08/07	SIEMENS WATER TECHNOLOGIES	\$204.75	Annual Maintenance Agreement
O	065864	11/08/07	SMARDAN SUPPLY - EL MONTE	\$4,945.02	PLUMBING SUPPLIES
O	065865	11/08/07	SO. COAST FIRE PROTECTION	\$1,300.00	Annual Maintenance Agreement
O	065866	11/08/07	SPECTRUM CHEMICAL MFG. CORP.	\$3,204.12	CHEMISTRY SUPPLIES
O	065867	11/08/07	SYSTEMATION	\$10,800.00	Consultant services for IT project mgmt trnt
O	065868	11/08/07	SYSTEMS SOURCE, INC.	\$420.23	INSTRUCTOR CHAIR
O	065869	11/08/07	TISCARENO CATERING*	\$769.50	Catering for 2 day event
O	065870	11/08/07	TUSTIN CHEVROLET	\$93.69	OPEN P.O. FOR SUPPLIES
O	065871	11/08/07	UNITED SITE SERVICES	\$250.93	PORTABLE TOILETS
O	065872	11/08/07	LUIS MAURICIO VASQUEZ	\$1,050.00	Workshop Presentation
O	065873	11/08/07	VIDEO SERVICE OF AMERICA	\$912.94	EQUIPMENT
O	065874	11/08/07	VIDEO SYSTEMS SERVICE	\$674.19	Repair of Video Cameras
O	065875	11/08/07	VWR INTERNATIONAL, INC.	\$822.54	BIOLOGY SUPPLIES
O	065876	11/08/07	WALTERS VISTA	\$107.41	OPEN P.O. FOR SUPPLIES
O	065877	11/08/07	DR. JEFFREY WASSERSTROM	\$100.00	DISTINGUISHED GUEST LECTURE SERIES
O	065878	11/08/07	WEST-LITE SUPPLY CO.	\$3,039.74	ELECTRICAL SUPPLIES
O	065879	11/08/07	XEROX CORP.	\$3,825.78	XEROX COPIER MAINTENANCE/USAGE
O	065880	11/08/07	XEROX CORP.	\$11,709.84	LEASE COPIER
O	065881	11/08/07	XEROX CORP.	\$13,071.29	Lease/Maintenance for Satellite Copiers
O	065882	11/08/07	XEROX CORP.	\$3,302.99	Xerox 7665P for HR
O	065883	11/08/07	ROCKVIEW FARMS	\$343.14	milk delivery for Center
O	065884	11/08/07	SAM'S CLUB	\$260.67	for classroom supplies & snacks for CDC for year
O	065885	11/08/07	SMART & FINAL IRIS CO.	\$591.37	Food and supplies for Center
O	065886	11/08/07	XEROX CORP.	\$55.54	Annual Maintenance Agreement
O	065887	11/08/07	SO. ORANGE CO. COMM. COL. DIST	\$2,452.81	To Reimburse Checking Account Workers' Comp Claims
O	065888	11/08/07	A.D.I.	\$313.75	ELECTRICAL SUPPLIES
O	065889	11/08/07	ADAMS BROTHERS INTERNATIONAL	\$144.90	AUTOMOTIVE SUPPLIES
O	065890	11/08/07	ADCLUB ADVERTISING SERVICE	\$3,295.00	Recruitment/Advertising for SOCCCD
O	065891	11/08/07	ADDLOGIX*	\$276.59	Wireless Transmitter
O	065892	11/08/07	AIRGAS WEST	\$189.56	POOL SUPPLIES
O	065893	11/08/07	A/R CENTRAL BILLING- BOISE	\$1,268.33	Groceries for Foods Lab (summer)
O	065894	11/08/07	AMAZON.COM	\$1,615.40	GPSr units for MST Program
O	065895	11/08/07	AmbironTrustWave	\$675.00	PCI Compliance Validation Services Renewal
O	065896	11/08/07	AMERICAN ASPHALT AND	\$2,420.00	New asphalt pad needed for area in Auto Tech
O	065897	11/08/07	AMER. NURSES ASSOC.	\$23.95	TEXTBOOK FOR NURSING FACULTY
O	065898	11/08/07	AMERICAN SCIENCE & SURPLUS	\$739.45	PHYSICS SUPPLIES
O	065899	11/08/07	JULIE ANDERSON	\$19.96	Open purchase for fish foods and miscel supplies
O	065900	11/08/07	APPLE SCIENTIFIC, INC.	\$413.00	CHEMISTRY SUPPLIES
O	065901	11/08/07	AQUANEERING INC.	\$2,028.73	AquaSci Equipment
O	065902	11/08/07	ARAMARK UNIFORM SERVICES	\$119.60	SHOP RAGS
O	065903	11/08/07	ARROWHEAD DRINKING WATER	\$99.99	Rental of ROHC Water Filtration System
O	065904	11/08/07	AUDIO VISUAL INTEGRATION	\$667.86	Classroom AV Repair
O	065905	11/08/07	AVENTURA SAILING ASSOC.	\$163.11	Blanket PO for rental of sail boats
O	065906	11/08/07	BAKER & TAYLOR	\$1,889.92	Library books per Tom Weisrock request

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S	Check #	Check Dt	Company Name	Check Amount	Description
O	065907	11/08/07	BAMWALL CO.	\$2,885.00	REWORK INTERIOR OFFICES; A-104 A&B
O	065908	11/08/07	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	065909	11/08/07	BOARD OF REGISTERED NURSING	\$105.00	SCHOLARSHIPS FOR LICENSURE
O	065910	11/08/07	BUDDY'S ALL STARS	\$226.58	Softball equipment
O	065911	11/08/07	KRISTEN BUSH	\$1,312.00	Consulting Services: Web Development & Maint.
O	065912	11/08/07	CAMPUS-VOTE/VOTE-NOW	\$407.50	Campus-Vote.com for Academic Senate.
O	065913	11/08/07	CAPISTRANO-LAGUNA BEACH ROP	\$2,182.50	Tech Prep Allocation
O	065914	11/08/07	CAPISTRANO UNIFIED SCHOOL	\$9,750.00	Tech Prep Allocation
O	065915	11/08/07	CAPT	\$620.10	Assessment MBTI Books
O	065916	11/08/07	CARD INTEGRATORS CORPORATION	\$148.83	ID Badge Printer Ribbon
O	065917	11/08/07	CAROLINA BIOLOGICAL SUPPLY	\$122.34	PRESERVED SPECIMENS
O	065918	11/08/07	CARQUEST AUTO PARTS	\$119.17	OPEN P.O. FOR SUPPLIES
O	065919	11/08/07	JOHN CARVETTE	\$125.00	Piano tuning
O	065920	11/08/07	CASTLE PUBLICATIONS, LTD	\$333.50	Updated Law Books for VCHR
O	065921	11/08/07	COMMUNITY COLLEGE LEAGUE OF	\$4,536.00	Renew online database package.
O	065922	11/08/07	CHEVRON & TEXACO CARD SVCS.	\$4,954.09	2007/08 Use of Gasoline by Various Departments
O	065923	11/08/07	CINTAS CORPORATION	\$63.86	document destruction/paper recycling service
O	065924	11/08/07	CINTAS DOCUMENT MANAGEMENT	\$45.00	document destruction/paper recycling service
O	065925	11/08/07	CLARK SECURITY PRODUCTS INC.	\$155.56	OPEN P.O. FOR SUPPLIES
O	065926	11/08/07	CLAVEY RIVER EQUIPMENT	\$316.64	CAMPING SUPPLIES
O	065927	11/08/07	CLOSET WORLD	\$6,041.01	CABINETS FOR DIVISION WORKROOM
O	065928	11/08/07	COACH AMERICA	\$630.50	EMERITUS FIELD TRIP OCT 18, 2007
O	065929	11/08/07	COAST FITNESS REPAIR SHOP	\$600.00	Fitness Equipment Services
O	065930	11/08/07	COASTLINE ROP	\$50,350.00	Equipment For 3D Modeling Grant
O	065931	11/08/07	COLLEGE BOARD	\$1,000.00	Maintenance, upgrade and support
O	065932	11/08/07	SUSAN M. COOPER	\$16.30	Cost of mailing letter of support
O	065933	11/08/07	ARENA DISTRIBUTING, INC.	\$1,194.48	NUTRITIONAL FOOD AND SUPPLIES
O	065934	11/08/07	GALLS INC.	\$2,169.11	Uniforms
O	065935	11/08/07	KORI LEE GARNER	\$30.23	MILEAGE
O	065936	11/08/07	RON GRANT	\$71.90	Reimbursement for Classroom Supplies
O	065937	11/08/07	HACH COMPANY	\$107.42	ENVIRONMENTAL STUDIES SUPPLIES
O	065938	11/08/07	HARPER'S BAZAAR	\$10.00	Dept. Resource
O	065939	11/08/07	HEALTH DIMENSIONS	\$2,800.00	Purchase Contract Services from Health Dimensions
O	065940	11/08/07	HIRSCH PIPE & SUPPLY	\$232.83	PLUMBING/IRRIG. SUPPLIES
O	065941	11/08/07	HOME DEPOT CREDIT SERVICES	\$805.89	Student art supplies
O	065942	11/08/07	HORIZON	\$1,166.05	GROUND SUPPLIES
O	065943	11/08/07	HORN IMPROVEMENT	\$35.00	Instrument repair
O	065944	11/08/07	INGARDIA BROTHERS PRODUCE, INC.	\$185.82	Groceries for Foods Lab.
O	065945	11/08/07	INSTYLE	\$29.77	Dept. Resource
O	065946	11/08/07	INTERSTATE ELECTRIC	\$116.37	Signage Materials
O	065947	11/08/07	IRVINE PIPE & SUPPLY	\$172.53	OPEN P.O. FOR SUPPLIES
O	065948	11/08/07	IRVINE VALLEY COLLEGE BOOKSTOR	\$15,047.63	September EOPS bookstore billing
O	065949	11/08/07	IRVINE VALLEY COLLEGE BOOKSTOR	\$89,783.59	August EOPS Bookstore Billing
O	065950	11/08/07	JOHNSON CONTROLS, INC.	\$3,525.00	REPAIR AND SERVICE TO AIR COND. EQUIP. AT CP
O	065951	11/08/07	JOHNSTONE SUPPLY	\$53.98	HVAC SUPPLIES
O	065952	11/08/07	KEENAN & ASSOCIATES	\$750.00	Fine Arts Premium
O	065953	11/08/07	KNORR SYSTEMS, INC.	\$5,970.15	POOL SUPPLIES
O	065954	11/08/07	LISA KOEPSSELL	\$500.00	#466621 STU SUCCESS SCHOLARSHIP
O	065955	11/08/07	KOSS INTERNATIONAL	\$419.65	ART SUPPLIES
O	065956	11/08/07	KRAMER & LAWSON, INC.	\$450.00	CONTRACT SERVICES
O	065957	11/08/07	LAGUNA BALLET, INC.	\$4,502.00	The Nutcracker

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 Selection: Between #065448 and 066118

S	Check #	Check Dt	Company Name	Check Amount	Description
O	065958	11/08/07	LAGUNA HILLS NURSERY	\$39.50	Instructional Supplies
O	065959	11/08/07	LOYAL POINT OF SALE	\$47.87	Cash Register Rolls
O	065960	11/08/07	LUCKY	\$15.00	Dept. Resource
O	065961	11/08/07	DEBORAH DENISE MC DANIEL	\$500.00	433852 SSG SCHOLARSHIP
O	065962	11/08/07	MC KESSON MEDICAL SURGICAL	\$3,398.75	flu vaccine
O	065963	11/08/07	MC MAHAN DESK	\$5,033.33	CHAIRS FOR CLASSROOMS
O	065964	11/08/07	McMASTER CARR SUPPLY CO.	\$160.29	MAINT. SUPPLIES
O	065965	11/08/07	MONJARES & WISMEYER GROUP, INC	\$903.40	Job Analysis, SOCCCD
O	065966	11/08/07	MOULTON-NIGUEL WATER DIST.	\$8,482.58	Billing for Moulton-Niguel water services
O	065967	11/08/07	MOUNTAIN MEASUREMENT, INC.	\$300.00	MEMBERSHIP TO NCLEX-RN
O	065968	11/08/07	NEWPORT CORP.	\$30,888.09	Optical Tables & Isolation Damping
O	065969	11/08/07	ORANGE CO. BUSINESS JOURNAL	\$1,369.00	Diane Oaks
O	065970	11/08/07	CHURM PUBLISHING CO., INC.	\$1,930.00	Monthly ad insertion in OC Metro Magazine.
O	065971	11/08/07	ORANGE COUNTY REGISTER	\$320.40	ADVERTISING
O	065972	11/08/07	OCE-IMAGISTICS	\$223.64	Payment for toner
O	065973	11/08/07	ONESOURCE DISTRIBUTORS, INC.	\$253.21	ELECTRICAL SUPPLIES
O	065974	11/08/07	OXFORD UNIVERSITY PRESS	\$1,287.00	Library books per Tom Weisrock request
O	065975	11/08/07	POLLY M. SUNDEEN	\$25.80	MILEAGE
O	065976	11/08/07	JUNE M. MILLOVICH	\$275.59	REIMBURSE FOR INSTRUCTIONAL SUPPLIES/CDTC
O	065977	11/08/07	MATERIAL HANDLING SUPPLY, INC.	\$1,386.71	METAL SHELVING
O	065978	11/08/07	AlertSite	\$5,089.35	AlertSite Monitoring Services
O	065979	11/08/07	BAKER ELECTRIC, INC.	\$19,324.80	BID 270 PKG. 16-1 ELECTRICAL
O	065980	11/08/07	CARRIER JOHNSON	\$6,445.24	ARCHITECTURAL SERVICES
O	065981	11/08/07	COMMUNITY NATIONAL BANK	\$2,147.20	BID 270 PKG. 16-1 ELECTRICAL
O	065982	11/08/07	GILBERT & STEARNS, INC.	\$14,850.00	EXTERIOR LIGHTING
O	065983	11/08/07	gkkworks	\$22,699.00	BGS CONSTR. MGMT.
O	065984	11/08/07	GROUND ENGINEERING	\$1,522.50	SHOP FABRICATION INSPECTION
O	065985	11/08/07	HARBOR CONSTRUCTION CO., INC.	\$486,190.00	BID 1060
O	065986	11/08/07	INCENTRA SOLUTIONS OF	\$9,567.50	Engineering & PM Services for Exchange Project
O	065987	11/08/07	LPA, INC.	\$1,935.48	ARCHITECTURAL FEES
O	065988	11/08/07	MC MAHON STEEL COMPANY INC.	\$380,749.00	BID 270, PKG. 05-1
O	065989	11/08/07	MOBILE MODULAR MGMT. CORP.	\$1,183.10	RENTAL OF POLICE TRAILER
O	065990	11/08/07	UCMI, INC.	\$878.50	INSPECTION SERVICES
O	065991	11/08/07	UNITED SITE SERVICES	\$543.72	HOLD TANK FOR POLICE TRAILER
O	065992	11/08/07	WELLS FARGO BANK	\$54,021.00	BID 1060
O	065993	11/09/07	AT&T/MCI	\$1,674.15	Annual P.O. for telephone service
O	065994	11/09/07	AT&T/MCI	\$235.17	TELEPHONE/FAX SERVICE FOR ATEP
O	065995	11/09/07	COLLEGE ART ASSOCIATION	\$325.00	Membership Renewal.
O	065996	11/09/07	COMPUTERLAND	\$128.38	Acrobat Professional Version 8 - license & media
O	065997	11/09/07	CONSOLIDATED ELECTRICAL DIST.	\$15,884.70	ELECTRICAL SUPPLIES
O	065998	11/09/07	CONSOLIDATED ELECTRICAL DIST.	\$2,990.90	OPEN P.O. FOR SUPPLIES
O	065999	11/09/07	CORE SUPPORT SYSTEMS, INC.	\$6,321.00	APC Preventive Maint/Next-Day Response
O	066000	11/09/07	CCL	\$150.00	Pay for membership/subscription.
O	066001	11/09/07	CPD INDUSTRIES	\$540.84	Travel Cases for equipment
O	066002	11/09/07	CROWN VALLEY MARKETPLACE	\$85.00	Groceries for Foods Lab.
O	066003	11/09/07	DALLAS COUNTY COMMUNITY	\$2,700.00	License to broadcast video for BUS 1
O	066004	11/09/07	DANA POINT YACHT MAINTENANCE	\$19.50	Blanket PO for Boston Whaler Monthly Hull Maintena
O	066005	11/09/07	F.A. DAVIS CO.	\$40.49	NURSING TEXTBOOK FOR FACULTY IMPROVEMENT
O	066006	11/09/07	JOHN DEERE LANDSCAPES, INC.	\$2,081.02	IRRIGATION SUPPLIES
O	066007	11/09/07	DELL MARKETING L.P.	\$169.86	Cartridge printer
O	066008	11/09/07	FAIRCHILD PUBLISHING	\$9.97	Dept. Resource

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #
 Selection: Between #065448 and 066118

S	Check #	Check Dt	Company Name	Check Amount	Description
O	066009	11/09/07	ECKX MEDIA GROUP	\$2,000.00	ECKX: WEB portal design/control data
O	066010	11/09/07	ECOLAB PROFESSIONAL PRODUCTS	\$1,493.41	DISINFECTANT
O	066011	11/09/07	EDUCATIONAL MUSIC SERVICE	\$514.85	Music Purchased
O	066012	11/09/07	ARNETTE EDWARDS	\$180.00	Workshop Presenter
O	066013	11/09/07	ELITE COOLING	\$878.63	A/C UNIT RENTAL FOR SSC 210
O	066014	11/09/07	EMBLEM ENTERPRISES	\$366.85	PATCHES FOR POLICE OFFICER REPAIRS
O	066015	11/09/07	EMERGENCY MEDICAL PRODUCTS	\$185.17	Supplies for Paramedic Students
O	066016	11/09/07	ENTERPRISE RENT-A-CAR	\$2,037.20	OPEN P.O. FOR VEHICLE RENTAL
O	066017	11/09/07	EWING IRRIGATION PRODUCTS	\$216.93	OPEN P.O. FOR SUPPLIES
O	066018	11/09/07	EXCELSIOR ELEVATOR CORPORATION	\$650.00	ANNUAL ELEVATOR MAINTENANCE SERVICE
O	066019	11/09/07	EXPERIAN	\$75.00	Contract Svcs from Experian
O	066020	11/09/07	FABRIC LAND	\$461.09	Student Supplies
O	066021	11/09/07	FEDERAL EXPRESS	\$544.82	FEDERAL EXPRESS CHARGES
O	066022	11/09/07	TINA FIETSAM	\$300.00	Workshop Presenter
O	066023	11/09/07	FORMECH INC.	\$6,845.66	Formech MIDI Vacuum Forming Machine
O	066024	11/09/07	FRY'S ELECTRONICS	\$1,538.00	OPEN PO FOR COMPUTER SUPPLIES
O	066025	11/09/07	DAIRY DEPOT	\$76.66	NUTRITIONAL MILK AND DAIRY SUPPLIES
O	066026	11/09/07	DISCOUNT SCHOOL SUPPLY	\$1,495.50	classroom supplies
O	066027	11/09/07	HARROD MANAGEMENT SOLUTIONS,	\$8,750.00	Professional Services:Network Support Services
O	066028	11/09/07	JAELYNE JACSEN	\$50.00	Workshop Facilitator
O	066029	11/09/07	JUPITERIMAGES CORPORATION	\$1,264.45	LIQUID LIBRARY SUBSCRIPTION
O	066030	11/09/07	KINSHIP CENTER	\$200.00	Workshop Presentation
O	066031	11/09/07	J. M. MC CONKEY CO.	\$406.06	HORTICULTURE SUPPLIES
O	066032	11/09/07	MARGI MCNELLY	\$750.00	Workshop Presenter
O	066033	11/09/07	MEN'S VOGUE	\$15.00	Dept. Resource
O	066034	11/09/07	MARCIA MILCHIKER	\$41.95	MMILCHIKER INTERNET 07/08
O	066035	11/09/07	SALLIE MILLER	\$315.00	Workshop Presenter
O	066036	11/09/07	BRIGITTE NICHOLS	\$70.00	Workshop Facilitator
O	066037	11/09/07	NEUDESIC, LLC	\$342,270.00	Student Information System, Contracted Services
O	066038	11/13/07	ACSIG/EDGE	\$36,568.35	Vision Services FY 07/08 Fund 01
O	066039	11/13/07	ACSIG/EDGE	\$111,208.38	Delta Dental FY 07/08 Fund 01
O	066040	11/13/07	HYATT LEGAL	\$6,125.60	Hyatt Legal Benefits
O	066041	11/13/07	PACIFICARE BEHAVIORAL HEALTH	\$2,884.56	Pacificare Behavioral FY 07/08 Fund 01
O	066042	11/13/07	PRINCIPAL LIFE INSURANCE	\$30,627.66	Long-Term Disability Benefits for 2007-2008 FY
O	066043	11/13/07	PRINCIPAL LIFE INSURANCE	\$28,347.40	Life Insurance Benefits 2007/2008 FY
O	066044	11/13/07	SISC III HEALTH BENEFITS	\$875,099.20	SISC (PPO)-Benefits FY 2007/08 Fund 01
O	066045	11/13/07	UNUM LIFE INSURANCE COMPANY	\$1,685.18	UNUM LTC FY 2007/08
O	066046	11/13/07	UNUM LIFE INSURANCE COMPANY	\$2,799.24	UNUM LTC FY 2007/08
O	066047	11/13/07	ACSIG/EDGE	\$3,482.70	Vision Services FY 07/08 Fund 07
O	066048	11/13/07	ACSIG/EDGE	\$10,552.62	Delta Dental FY 07/08 Fund 71
O	066049	11/13/07	SISC III HEALTH BENEFITS	\$193,453.00	Blue Shield (Retiree) Benefits FY 2007/08
O	066050	11/15/07	DIANE BERRY	\$10.00	FINGERPRINTING
O	066051	11/15/07	JOSHUA GARRETSON	\$10.00	FINGERPRINTING
O	066052	11/15/07	KARI GIBSON	\$32.00	FINGERPRINTING
O	066053	11/15/07	A TO Z CIRCUIT BREAKERS	\$38.79	ELECTRICAL SUPPLIES
O	066054	11/15/07	AAA ACCESS SMOG	\$50.00	SMOG TESTING
O	066055	11/15/07	ACTION DOOR REPAIR CORP.	\$5,859.00	DOOR INSTALLATION
O	066056	11/15/07	AIR SOURCE INDUSTRIES, INC.	\$103.46	Blanket for Air Source
O	066057	11/15/07	ALLURE	\$12.00	Dept. Resource
O	066058	11/15/07	AMER. LIBRARY ASSOC.	\$77.00	Library book per Tom Weisrock request
O	066059	11/15/07	APPERSON PRINT MANAGEMENT	\$105.35	Ink Cartridge/Advantage

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #
Selection: Between #065448 and 066118

S	Check #	Check Dt	Company Name	Check Amount	Description
O	066060	11/15/07	APPLE COMPUTER INC.	\$2,916.51	SOFTWARE FOR SPECIAL SERVICES
O	066061	11/15/07	APPLE SCIENTIFIC, INC.	\$268.00	CHEMISTRY SUPPLIES
O	066062	11/15/07	AVACOM	\$160.00	OPEN PO FOR AVACOM PRINTER SERVICE
O	066063	11/15/07	BAKER & TAYLOR	\$47.88	Library DVDs per Tom Weisrock request
O	066064	11/15/07	BAKER & TAYLOR	\$27.96	Library DVDs per Tom Weisrock request
O	066065	11/15/07	BHJ INC.	\$175.42	AUTOMOTIVE SUPPLIES
O	066066	11/15/07	BIO-RAD LABORATORIES, INC.	\$388.37	BIOLOGY INSTRUCTIONAL SUPPLIES
O	066067	11/15/07	JILL BIRMINGHAM	\$244.00	#492786-J. BIRMINGHAM, SSC SCHOLARSHIP
O	066068	11/15/07	BORDERS & BOOKS	\$14.60	Book Order
O	066069	11/15/07	BOUNDTREE MEDICAL	\$756.06	EQUIPMENT FOR EMT PROGRAM
O	066070	11/15/07	CARLA BRAY	\$400.00	Guest Artist
O	066071	11/15/07	BRODART CO.	\$5.93	Library supplies
O	066072	11/15/07	MIKE BROWN GRANDSTANDS, INC.	\$800.00	BASEBALL BLEACHER SEATING
O	066073	11/15/07	CAMPIL FARR SALES	\$1,020.37	HVAC SUPPLIES
O	066074	11/15/07	CAPT	\$464.00	MBTI-Scoring Costs,As Needed
O	066075	11/15/07	CARD INTEGRATORS CORPORATION	\$10,209.88	Photo ID Equipment
O	066076	11/15/07	ROCKY CIFONE	\$16.13	Reimburse-Rocky C. office supplies
O	066077	11/15/07	CLARK SECURITY PRODUCTS INC.	\$194.64	OPEN P.O. FOR SUPPLIES
O	066078	11/15/07	COMMERCIAL LANDSCAPE SUPPLY	\$858.77	GROUNDS SUPPLIES
O	066079	11/15/07	DA CAPO MUSIC	\$331.31	Music Purchased
O	066080	11/15/07	JESSIE DAMERVAL	\$50.00	Panel presentation
O	066081	11/15/07	DANKA OFFICE IMAGING	\$139.20	Annual Maintenance Agreement
O	066082	11/15/07	DELL MARKETING L.P.	\$13,436.18	1 PRECISION LAPTOP
O	066083	11/15/07	DISCOUNT DANCE SUPPLY CO.	\$188.88	DANCE COSTUMES FOR IVC DANCE DEPARTMENT
O	066084	11/15/07	PATRICIA DUMAS	\$48.85	Expense Reimbursement
O	066085	11/15/07	DUNN-EDWARDS CORPORATION	\$745.24	PAINT SUPPLIES
O	066086	11/15/07	EDUCATIONAL MUSIC SERVICE	\$178.11	Music Purchased
O	066087	11/15/07	EEDEC	\$110.00	EEDEC Workshop Fees
O	066088	11/15/07	EEDEC	\$200.00	EEDEC Inst. Mbrship
O	066089	11/15/07	RON ELLISON	\$172.40	Award to Glenn and Raghu
O	066090	11/15/07	ELSEVIER HEALTH SCIENCE	\$75.91	NURSING TEXTBOOK FOR TEACHERS
O	066091	11/15/07	DARREN D. ENGLAND	\$30.00	Employee Enrollment Fee Reimbursement Request
O	066092	11/15/07	FERGUSON ENTERPRISES, INC.	\$367.88	PLUMBING SUPPLIES
O	066093	11/15/07	FISHER SCIENTIFIC	\$609.56	BIOCHEMISTRY SUPPLIES
O	066094	11/15/07	FOREVERLITE INC.	\$750.00	HAZARDOUS WASTE - EXIT SIGN
O	066095	11/15/07	A & M COMMERCIAL SWEEPING,INC	\$400.00	street sweeping for dedication
O	066096	11/15/07	CARRIER JOHNSON	\$3,860.90	HIRE ARCHITECT FOR A-300 REMODEL
O	066097	11/15/07	CLARKE & ASSOCIATES, INC.	\$1,365.20	for signage
O	066098	11/15/07	CONNX SOLUTIONS, INC.	\$30,600.00	CONNX Data Sync Tool
O	066099	11/15/07	DEVISE TECHNICAL PRODUCTS, INC	\$1,798.28	STORM DRAIN CLEANING
O	066100	11/15/07	DIV. OF THE STATE ARCHITECT	\$83,036.28	DSA PLAN CHECK FEE
O	066101	11/15/07	DUMARC CORPORATION	\$228,295.33	BID 284
O	066102	11/15/07	FIRST ENTERPRISE BANK	\$7,495.00	BID 279, PKG. L,PLASTER,BUS & TECH.INNOV.CTR.
O	066103	11/15/07	GILBERT & STEARNS, INC.	\$79,290.00	PKG. U,ELECTRICAL,BID.279 BUS.& TECHN.INNOV.CTR.
O	066104	11/15/07	gkkworks	\$235,686.84	AGMT FOR. BUS. & TECH CTR.
O	066105	11/15/07	HALL & FOREMAN, INC.	\$1,160.67	CLOSE OUT, PUNCH LIST AND SURVEY FOR ATEP
O	066106	11/15/07	HPL MECHANICAL CONTRACTOR,	\$90,563.40	BID 279,PKG. B PLUMBING, BUS. & TECHN INNOV.CTR.
O	066107	11/15/07	JOYCE INSPECTION & TESTING	\$2,926.00	HIRE INSPECTOR FOR MAINT. & POLICE
O	066108	11/15/07	LAMAR SPACE INC.	\$145.46	RENTAL OF TRAILER FOR INSPECTOR
O	066109	11/15/07	MOBILE MODULAR MGMT. CORP.	\$73,800.00	MODULAR CLASSROOM LEASE
O	066110	11/15/07	JESSICA NEEDHAM	\$4,400.00	ARCHITECTURAL SERVICES

WARRANT REGISTER LISTING

Bank Account (COUNTY) - County Account

Sort: Sorted by Warrant #

Selection: Between #065448 and 066118

S	Check #	Check Dt	Company Name	Check Amount	Description
O	066111	11/15/07	PENN CORPORATE RELOCATION	\$45.00	STORAGE
O	066112	11/15/07	PUBLIC ECONOMICS, INC.	\$7,522.50	CONSULTING SERVICES-REDEVELOPMENT
O	066113	11/15/07	RJM DESIGN GROUP, INC.	\$1,376.75	LANDSCAPE ARCHITECT SERVICES
O	066114	11/15/07	SEHI PROCOMP COMPUTER	\$1,233.71	TRANSFER CENTER HP PRINTER/POSTER MAKER
O	066115	11/15/07	TROXELL COMMUNICATIONS, INC.	\$6,305.35	AV equipment
O	066116	11/15/07	UNITED SITE SERVICES OF CA	\$1,094.65	HOLD TANK FOR POLICE TRAILER
O	066117	11/15/07	USS CAL BUILDERS, INC.	\$67,455.00	BID 279, PKG. L, PLASTER, BUS & TECH. INNOV. CTR.
O	066118	11/15/07	WARE DISPOSAL CO., INC.	\$445.72	TRASH COLLECTION SERVICES
				<u>\$6,160,199.38</u>	

FUND SUMMARY

Description	Amount
07 - IVC Community Education F	\$7,295.50
	\$7,295.50

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
BT08-00316	01-5812-0-000-7-014-090-6730	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Human Resources Man	\$8,000.00	
	01-5820-0-000-7-014-090-6730	FNGRPRINT/TB TEST: Human Resources Management		\$900.00
	01-5620-0-000-7-014-090-6730	RENTS & LEASES: Human Resources Management		\$900.00
	01-2383-0-000-7-014-090-6730	HR SHORTTERM SAL: Human Resources Management		\$4,500.00
	01-2346-0-000-7-014-090-6730	NON-INSTR CL SUB: Human Resources Management		\$1,700.00
			<u>\$8,000.00</u>	<u>\$8,000.00</u>
BT08-00318	01-1415-0-608-8-016-000-6625	HR NCLSRM FAC STI: ATEP	\$1,500,000.00	
	01-5153-0-608-8-016-000-6625	CONSULTANT: ATEP	\$1,000,000.00	
	01-6410-0-608-8-016-000-6625	NEW EQUIPMENT: ATEP		\$2,500,000.00
			<u>\$2,500,000.00</u>	<u>\$2,500,000.00</u>
BT08-00330	01-4600-0-000-1-053-087-6120	NON-INSTR SUPPLIES & MATERIALS: Library Services	\$10,000.00	
	01-6300-0-000-1-053-087-6120	LIBRARY BOOKS: Library Services		\$10,000.00
			<u>\$10,000.00</u>	<u>\$10,000.00</u>
BT08-00336	01-6410-0-000-1-056-000-6011	NEW EQUIPMENT: Instructional Dean		\$8,630.00
	01-6220-0-000-1-020-000-6630	BLDG (CNTRCT SRV): Research, Planning & Grants	\$8,630.00	
	01-4300-0-000-1-022-000-4900	INSTR SUPPLIES & MATERIALS: Interdisciplinary Studies	\$5,000.00	
	01-4300-0-000-1-020-000-6630	INSTR SUPPLIES & MATERIALS: Research, Planning & Grants		\$5,000.00
			<u>\$13,630.00</u>	<u>\$13,630.00</u>
BT08-00351	01-5270-0-000-1-057-006-0835	CONFERENCE: Physical Education & Athletics	\$1,500.00	
	01-5620-0-000-1-057-006-0835	RENTS & LEASES: Physical Education & Athletics	\$400.00	
	01-5811-0-000-1-057-006-0835	CONTRACT SERVICES: Physical Education & Athletics	\$4,393.00	
	01-6410-0-000-1-057-006-0835	NEW EQUIPMENT: Physical Education & Athletics	\$283.00	
	01-4580-0-000-1-057-006-0835	DUPL CHBACKS: Physical Education & Athletics	\$2,287.00	
	01-4300-0-000-1-057-006-0835	INSTR SUPPLIES & MATERIALS: Physical Education & Athletics		\$8,863.00
			<u>\$8,863.00</u>	<u>\$8,863.00</u>
BT08-00361	01-5153-1-002-4-080-093-6011	CONSULTANT: Instructional Dean	\$12,270.00	
	01-4300-1-002-4-080-093-6011	INSTR SUPPLIES & MATERIALS: Instructional Dean		\$5,360.00
	01-5271-1-002-4-080-093-6011	COMM RELATIONS: Instructional Dean		\$2,300.00
	01-5811-1-002-4-080-093-6011	CONTRACT SERVICES: Instructional Dean		\$4,610.00
			<u>\$12,270.00</u>	<u>\$12,270.00</u>

South Orange County Community College District
Transfer of Budget Appropriations

Journal Number	Account	Description	From	To
BT08-00362	01-1415-1-006-4-038-000-6011	HR NCLSRM FAC STI: Instructional Dean	\$5,100.00	
	01-1415-1-006-4-080-000-6011	HR NCLSRM FAC STI: Instructional Dean		\$5,100.00
			\$5,100.00	\$5,100.00
BT08-00364	01-6411-2-029-4-037-087-6120	NEW EQUIP TECHNOLOGY: Library Services	\$10,000.00	
	01-5812-2-029-4-037-087-6120	CONTRACT SVCS SOFTWARE LICENSING, MAINT: Library Services		\$10,000.00
			\$10,000.00	\$10,000.00
TOTAL			\$2,567,863.00	\$2,567,863.00

Recommended for Ratification
By The Board of Trustees of South Orange County Community College District

Saddleback College

Journal Number	BT08-00275	BT08-00343
	BT08-00277	BT08-00345
	BT08-00279	BT08-00346
	BT08-00303	BT08-00352
	BT08-00304	BT08-00355
	BT08-00308	BT08-00357
	BT08-00320	BT08-00367
	BT08-00329	BT08-00369
	BT08-00342	

Irvine Valley College

Journal Number	BT08-00278	BT08-00314	BT08-00365
	BT08-00295	BT08-00315	
	BT08-00296	BT08-00333	
	BT08-00305	BT08-00335	
	BT08-00306	BT08-00339	
	BT08-00310	BT08-00360	

District Services

Journal Number	BT08-00341
	BT08-00348

A T E P

Journal Number	BT08-00328
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TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Trustees' Requests for Attending Conferences
ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)
Chronicle Technology Forum Grand Hyatt Tampa Bay Tampa, Florida	February 24 – 26, 2008 (3)	\$3,000.00
Educause Western Regional Conference 2008 San Francisco, CA	March 31, - April 2, 2008 (3)	\$1,800.00

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

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

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

BACKGROUND

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

STATUS

The reimbursement claims indicated on Exhibit A are individual trustees' mileage claims for the months of July, August, September, October, November, 2007.

RECOMMENDATION

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

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

Reimbursement claims for mileage for the months of July, August, September, October and November, 2007 are:

Trustee Fuentes	\$ 74.21
Trustee Jay	\$ 84.39
Trustee Lang	\$133.86
Trustee Milchiker	\$ 42.20
Trustee Padberg	\$139.68
Trustee Wagner	\$144.05
Trustee Williams	\$ 14.55
Student Trustee Kelly	\$ 66.93
Student Trustee Reynard	\$ 69.84

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

Student Trustee Matthew Reynard was absent from two Special Board Meetings on November 7 and November 27, 2007 due to hardship.

RECOMMENDATION

The Chancellor recommends that the board adopt resolution 07-37 (Exhibit A) authorizing payment to Student Trustee Reynard who was unable to attend the Special Board meetings, as noted above, due to hardship.

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 07- 37

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 November 7 and 27, 2007, the Board of Trustees of the South Orange County Community College District held special meetings; and

WHEREAS, Student Trustee Reynard could not be present at the special meetings; and

WHEREAS, it was determined that Student Trustee Reynard's absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Reynard shall be paid at the regular rate of compensation for the special meetings of the Board of Trustees held on November 7 and November 27, 2007.

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 John Williams was absent from Special Board Meetings on November 27 and November 29, 2007 due to hardship.

RECOMMENDATION

The Chancellor recommends that the board adopt resolution 07-38 (Exhibit A) authorizing payment to Trustee Williams who was unable to attend the Special Board meetings, as noted above, due to hardship.

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 07- 38

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 November 27 and November 29, 2007, the Board of Trustees of the South Orange County Community College District held special meetings;
and

WHEREAS, Trustee Williams could not be present at the special meetings;
and

WHEREAS, it was determined that Trustee Williams' absence was due to hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Williams shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on November 27 and 29, 2007.

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 Thomas Fuentes was absent from a Special Board Meeting on November 7, 2007 due to hardship.

RECOMMENDATION

The Chancellor recommends that the board adopt resolution 07-39 (Exhibit A) authorizing payment to Trustee Fuentes who was unable to attend the Special Board meeting, as noted above, due to hardship.

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 07- 39

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 November 7, 2007, the Board of Trustees of the South Orange County Community College District held a special meeting; and

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

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Fuentes shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on November 7, 2007.

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 Donald Wagner was absent from Special Board Meeting on November 29, 2007 due to hardship.

RECOMMENDATION

The Chancellor recommends that the board adopt resolution 07-40 (Exhibit A) authorizing payment to Trustee Wagner who was unable to attend the Special Board meetings, as noted above, due to hardship.

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 07- 40

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 November 29, 2007, the Board of Trustees of the South Orange County Community College District held special meetings; and

WHEREAS, Trustee Wagner could not be present at the special meetings;
and

WHEREAS, it was determined that Trustee Wagner's absence was due to hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Wagner shall be paid at the regular rate of compensation for the special meeting of the Board of Trustees held on November 29, 2007.

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
December 10, 2007

IRVINE VALLEY COLLEGE

Gift	Donated By:
Nikon 35 mm Camera	William T. Cleminshaw 126 W. Yale Loop Irvine, California 92604
Heavy Duty Metal Shelves	Harlan & Susan Arita 48 Waterspout Irvine, California 92620
7 Single and 2 Double Disc DVDs 5 Master Lock Carabiner Locks	Mark Petersen 25670 Cross Creek Drive #B Yorba Linda, California 92887
120 Lunches	Wahoo's Fish Taco/Wing Lam 2855 Pullman Street Santa Ana, California 92705
4 Diamond Club Seats to Los Angeles Angels of Anaheim	Al Martini 37 Agate Irvine, California 92614
Foursome with Golf Carts	Rancho San Joaquin Golf Course Brent Boznanski, General Manager One Ethel Coplen Way Irvine, California 92612
5 Powercard Vouchers	Dave & Buster's, Inc Denise Tran, Special Events 71 Fortune Drive, Suite 960 Irvine, California 92618
1 Pizza a Month for a Year	Lamppost Pizza Marsha Lima 3002 Dow Avenue, Suite 320 Tustin, California 92780
Panasonic Portable DVD/CD Player	The Pepsi Bottling Group Dirk Dambach, Key Account Manager 27717 Aliso Creek Road Aliso Viejo, California 92656
\$50 Gift Card	Collins Flowers, Inc. 2184 South Harbor Blvd. Anaheim, California 92802
Dinner for 2 in Palm Terrace Restaurant & Lounge at Island Hotel Newport Beach	The Island Hotel Barbara Eidson 690 Newport Center Drive Newport Beach, California 92660

DONATIONS
December 10, 2007

6 - Dinner Entrees, Desserts, Non-Alcoholic Beverages and Sampling of Tequilas	Tia Juana's Long Bar & Restaurante 14988 Sand Canyon Avenue #4 Irvine, California 92618
112 Golf Shirts	Quiksilver, Inc. Mark Daly 15202 Graham Street Huntington Beach, California 92649
112 Sunglasses	Oakley, Inc. Janet Schnitzler, Team Sales One Icon Foothill Ranch, California 92610
\$100 Fashion Island Gift Card	The Irvine Company Heidi Jung, Manager 401 Newport Center Drive, Suite A-150 Newport Beach, California 92660
\$30 Gift Certificate	Real Mex Restaurants 5660 Katella Avenue, Suite 100 Cypress, California 90630
\$160 Gift Certificate	Hyatt Regency Irvine Colleen Kareti, General Manager 17900 Jamboree Road Irvine, California 92614
Baseball Signed by Doug DeCinces	Al Tello 17261 Chestnut Irvine, California 92612
5 Cases of Energy Drink, 16 Cases of Beer and 5 Cases of Water	Straub Distributing Company Mark Danner, President 2701 Dow Avenue Tustin, California 92780
Taylor Mack Golf Bag, Dozen Titleist Pro V1 Balls, 3 1-hour Video Swing Lab Lessons with UCI Head Coach Julie Brooks	UC Irvine Women's Golf Crawford Hall Irvine, California 92697
140 \$5 Gift Cards and 150 Foam Cup Holders	Yard House Restaurants, Inc. Jennifer Weerheim, Director 8001 Irvine Center Drive, Suite 1170 Irvine, California 92618
1 Night Stay, Buffet for 2 and Dinner for 2	Barona Creek Golf Club Evonne Darby, Hotel Sales Manager 1932 Wildcat Canyon Road Lakeside, California 92040

DONATIONS
December 10, 2007

SADDLEBACK COLLEGE

Gift	Donated By:
Authentic German Outfit/Men's Costume	Lois Marshall/Patti Peterson 21865 One Fine Place Colfax, California 95713
Fabric Samples	Frank Pitman Designs, Inc. 25802 Jamon Lane Mission Viejo, California 92691
4 Paperback Books	Sylvia Paulin 2 Dry Creek Lane Laguna Hills, California 92653
1 Paperback Book	Ana Maria Cobos 24851 Winterwood Drive Lake Forest, California 92630
20 Hardback & 30 Paperback Books	Stanford I. Storey 29132 Mira Vista Laguna Niguel, California 92677
Costumes for Theatre Arts	Rocco J. Cifone P.O. Box 3329 Mission Viejo, California 92690

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: November/December 2007 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 November/December 2007, 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**

RPM Consultant Group Consultant agreement for contract services to implement GASB 43 & 45 compliance.	\$ 82,500.00
JRS Presentations, Inc. Performance contract for "Comedy Tonight" at McKinney Theatre.	\$ 7,000.00
Yellow Green Productions Consultant agreement to provide performance of Brasil Brazil Extravaganza at McKinney Theatre.	\$ 5,000.00
Links Signs Language Interpreting Services Consultant agreement to provide interpreting services for deaf/hard of hearing.	\$ 4,800.00
Wayne R. Olson Consultant agreement to provide review and comparison of Automotive Program to NATEF Standards.	\$ 3,000.00
Wayne Bergeron Consultant agreement to provide one performance with the Saddleback Big Band.	\$ 2,000.00
Mission Hospital Affiliation agreement to provide clinical training for students.	\$ 0.00

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

Lorrie J. Klein, MD Affiliation agreement to provide clinical training for students.	\$ 0.00
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Lestonnac Free Clinic Affiliation agreement to provide clinical training for students.	\$ 0.00
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RECOMMENDATION

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

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Board Policy Revision: BP 1900 – Alcoholic Beverages
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

One board policy is being presented to the Board for approval. It is: BP 1900 – Alcoholic Beverages. The new language and amendments to the board policy were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Board for Review and Study at the May 21, 2007 Board of Trustees meeting and for approval at the October 22, 2007 Board of Trustees meeting.

Keenan and Associates was also consulted and has provided additional information on serving alcohol on and off campus (Exhibit B).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the following board policy: Board Policy 1900 – Alcoholic Beverages, as shown in Exhibit A.

DRAFT

BOARD POLICY

1900

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

COMMUNITY RELATIONS

ALCOHOLIC BEVERAGES

The Chancellor/or designee is authorized to approve as appropriate and permitted by law the serving of alcoholic beverages at District sites if the alcoholic beverages is for use at foundation fund-raising events.

Alcoholic beverages at District sites are permitted if the alcoholic beverage is for use during a fundraiser held to benefit the College/District/ATEP Foundations that have obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the district (BPC 25608).

Reference:

Business and Professions Code Sections 24045.4, 24045.6, and 25608



901 Calle Amanecer 949 940-1760
Suite 200 949 369-0324 fax
San Clemente, CA 92673 www.keenan.com
License No. 0451271

November 15, 2007

Mr. Gary Poertner
Deputy Chancellor
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: Serving Alcohol On and Off Campus

Dear Mr. Poertner:

In response to the District's question regarding whether or not there is coverage available while serving alcohol on or off campus, please be advised there are no specific exclusions in the SWACC Memorandum of Coverage. One stipulation is that it would have to be during a District, Irvine Valley College Foundation, or Saddleback College Foundation sponsored event.

If the District or either of the Foundations will be sponsoring this event, and will be hiring a caterer, we highly recommend that the District request that the caterer provide them with a Certificate of Insurance, providing evidence of host liquor liability, as well as naming the District, it's Foundations, Board of Trustees, Officers, Agents, and Volunteers as Additional Insureds. The District must try to transfer the risk elsewhere, whenever possible.

Should you have any further questions or concerns, please feel free to contact me at (949) 940-1760, extension 5186.

Sincerely,

A handwritten signature in cursive script that reads "Toni Murlless".

Toni Murlless
Account Manager

cc: Earl Pagal, Office of Risk Management, South Orange County Community College District
Jessica Cha, Risk Management Technician, South Orange County Community College District

South Orange County
Community College District

NOV 26 2007

Office of the Deputy Chancellor

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Board Policy Revision: BP 4000.2 – Electronic Communication
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

One board policy is being presented to the Board for approval. It is: BP 4000.2 – Electronic Communication. The new language and amendments to the board policy were reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council, which was established by Chancellor Mathur, and includes shared governance group representatives.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Board for Review and Study at the September 24, 2007, 2007.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the following board policy: Board Policy 4000.2 – Electronic Communication, as shown in Exhibit A.

DRAFT

BOARD POLICY

4000.2

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

ELECTRONIC COMMUNICATION

CURRENT POLICY

The Board of Trustees of the South Orange County Community College District recognizes that it is important for staff and students to have access to electronic-based research tools and skills through its electronic/digital information network. Such open access is a privilege and requires that individual users act responsibly. The electronic/digital information network consists of (but not limited to) District owned computers, computer networks, electronic mail and voice mail systems, internet services, audio and video conferencing, and related electronic devices such as cellular telephones, facsimile machines and copiers.

The Board recognizes that resources available on the network represent extraordinary learning opportunities and enriching educational materials, but they also offer persons with illegal or unethical motives with avenues for abuse of these resources. It is the policy of this District to restrict access to and use of the electronic/digital information network to students and staff for appropriate academic, professional and institutional purposes. Use of the District's electronic/digital information network for other purposes is not authorized and will constitute grounds for revocation of user privileges, removal of offending material, potential disciplinary action and, in appropriate cases, referral to law enforcement authorities.

There is no right to privacy in the use of the

Adopted: 4-28-97
Revised: 4-26-99
Revised: 2-18-03

REVISED POLICY

The Board of Trustees of the South Orange County Community College District ~~recognizes~~ finds that it is important for staff and students to have access to electronic-based research tools and skills through its electronic/digital information network for educational and work related purposes. Such ~~open~~ access is a privilege and requires that individual users act responsibly. The electronic/digital information network consists of (but is not limited to) District owned computers, computer networks, electronic mail and voice mail systems, internet services, audio and video conferencing, and related electronic devices such as cellular telephones, facsimile machines and copiers.

~~The Board recognizes that resources available on the network represent extraordinary learning opportunities and enriching educational materials, but they also offer persons with illegal or unethical motives with avenues for abuse of these resources. It is the policy of this District to restrict access to and use of the electronic/digital information network to students and staff employees for appropriate academic, professional and institutional educational purposes by students and employees and work-related purposes by employees. Use of the District's electronic/digital information network for other purposes amounting to more than incidental personal use or for other unlawful purposes is not authorized and will can constitute grounds for revocation of user~~

DRAFT

BP-4000.2

District's resources. The District may monitor and access information contained on its resources for investigative and/or administrative purposes, and may take administrative action in response to any violation of this policy, applicable administrative regulation, or other law. The Chancellor is hereby authorized to adopt and implement such administrative regulations to implement this policy.

privileges, removal of offending material, and potential disciplinary action, ~~and, in appropriate cases, referral to law enforcement authorities.~~

There is no right to privacy in the use of the District's resources. The District may monitor and access information contained on its resources for investigative and/or administrative purposes, and may take administrative action in response to any violation of this policy, applicable administrative regulation, or other law. The Chancellor is hereby authorized to adopt and implement such administrative regulations to implement this policy.

Adopted: 4-28-97
Revised: 4-26-99
Revised: 2-18-03

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: Saddleback College: Energy Service Agreements
ACTION: Public Hearing

BACKGROUND

On November 13, 2007, the Board of Trustees approved Resolution No. 07-35 declaring its intention to enter into energy service agreements with California Power Partners, Inc. and set a public hearing for December 10, 2007, regarding these agreements.

STATUS

The Board of Trustees will conduct a public hearing to determine (a) if the terms of the energy service agreement with California Power Partners, Inc. are in the best interest of the District and (b) if the cost of the proposed energy conservation measures will be less than the anticipated marginal cost to the District of electrical and other energy that would have been consumed by the District in the absence of the proposed energy conservation measures.

The District has received the proposed energy service agreement and operations and maintenance services agreement. The public has an opportunity to comment on these proposed agreements.

The projects were approved by the California Community College/Investor Owned Utility (CCC/IOU) for a \$408,891 rebate with a return on the remaining investment of \$1,084,109 realized over 5.2 years.

The operations and services agreement will provide the necessary maintenance to allow the equipment to function at a high efficiency thereby allowing for the realization of the energy savings. Staffing is not otherwise available for this high-level of service.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees conduct a public hearing on the proposed agreements for energy services for Saddleback College.

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

BACKGROUND

Government Code sections 4217.10, et seq., authorizes the Board of Trustees of a community college district to enter into negotiated agreements for the installation and financing of energy conservation measures.

From the Government Code: "Conservation measures" means equipment, maintenance, load management techniques and equipment, or other measures to reduce energy use or make for a more efficient use of energy.

California Power Partners, Inc. (CalPWR) proposed energy conservation projects (EXHIBIT A) including:

- Adding an absorption chiller to supplement the existing cogeneration facilities
- Improving heating, ventilation and air conditioning equipment and switchgear in relationship to the absorption chiller installation
- Modifying the hot water distribution loop

These projects were approved by the California Community College/Investor Owned Utility (CCC/IOU) for a \$408,891 rebate with a return on the remaining investment of \$1,084,109 realized over 5.2 years.

CalPWR's proposal also includes:

- Performing operations and maintenance services for a six year period (EXHIBIT B)

STATUS

The District has received the proposed energy service agreement (EXHIBIT A) and operations and maintenance services agreement (EXHIBIT B). The public has an opportunity to comment on these proposed agreements during the public hearing scheduled for this meeting, November 13, 2007.

The overall cost for EXHIBIT A, proposed energy conservation projects, is estimated at \$1,493,000 and will be funded by Saddleback College's capital outlay budget.

The overall costs for EXHIBIT B, performing operations and maintenance services, are estimated at \$2,011,188.00. This represents an increase of \$228,570 from the previous service agreement and includes costs for the additional equipment added through EXHIBIT A projects. Costs distributed over the six-year service period result in an annual average of \$38,095 and will be funded through Saddleback College's general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve these two agreements for 1) Installation of an Absorption Chiller and Efficiency Upgrades and 2) Operations and Maintenance Services Agreement.

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



September 28, 2007

John Ozurovich
28000 Marguerite Parkway
Mission Viejo, CA 92692

RE: Absorption Chiller and Central Plant Enhancements

Mr. Ozurovich:

We are pleased to be able to provide the attached proposal to provide an absorption chiller to supplement your existing cogeneration system and well as to provide central plant upgrades to improve the performance of the central utilities plant. In preparing this proposal, our goal was to optimize the design to ensure the most advantageous systems can be put in place to deliver the maximum amount of energy and cost savings to the school while also meeting the current and future energy needs of the campus. We are confident that the addition of this absorption chiller and associated upgrades will further enhance the savings achieved with the existing cogen plant. During our analysis of this opportunity, we conducted a review of the existing chiller system and ancillary equipment as well as assessed all known deficiencies related to the existing chiller system. We have included costs to make some repairs and refurbishments as necessary to ensure a reliable infrastructure.

We have also reviewed the McParlane & Associates engineering report dated February 18, 2004 and taken into consideration their comments and recommendations concerning the operation of the Central Plant Cogeneration in conjunction with an absorption chiller.

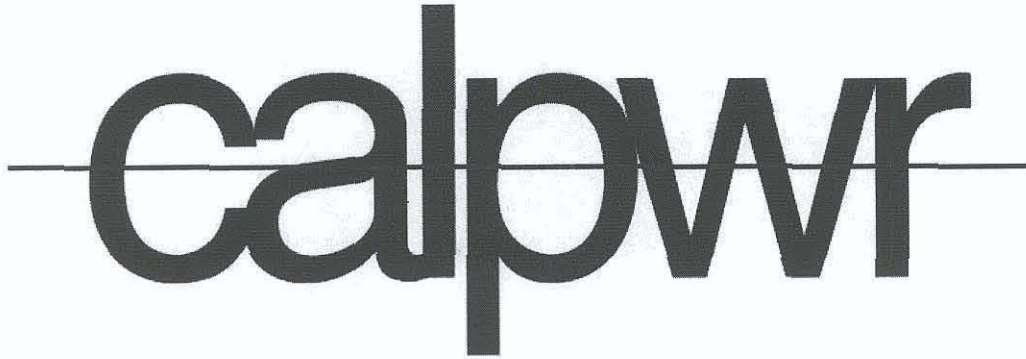
We have enclosed an Executive Summary within this document that covers our findings, recommendations and what we feel would be the best way to proceed. Careful consideration must be given to several issues to ensure that the school receives the maximum benefit from this modification. As always, Calpwr is committed to providing excellent service to Saddleback CC- we hope that our assessment is reflective of our commitment.

After you have had a chance to review this proposal, Joe Silva and myself would like to set up a time to meet with you to discuss our plan in further detail as well as answer any questions you may have.

Sincerely,

T.L. Moore

Tom Moore
President / CEO



Proposal to:

**Saddleback Community
College**

**For
Installation of an Absorbtion Chiller**

Attention:
John Ozurovich
Saddleback Community College
28000 Marguerite Parkway
Mission Viejo, CA 92692
June 12, 2007

Executive Summary

We have completed an engineering analysis of design, equipment sizing, cost and economics for the addition of a nominal 364 ton hot water driven Absorption Chiller at the Central Plant. In addition to this work, we have analyzed and priced a number of smaller efficiency upgrades which will save money or otherwise repair some deficiencies- resulting in a well operating, efficient central plant. We have kept in mind future expansion needs of the campus; both in chilling needs and electrical needs. As part of this proposal, we have investigated the *availability and amounts of rebates and incentives* available from your local utility provider- these rebates total **\$408,891**. The individual amounts and economics associated with these incentives have been secured by Calpwr on your behalf, the amounts of which are shown in our payback calculations.

Absorption Chiller

The proposed Absorption Chiller installation will allow for the production of chilled water for the campus distribution loop by utilizing the waste heat from the *two currently installed and operating Waukesha 750 kW engine generator sets*. The absorption chiller will utilize waste heat from the engine operation to produce approximately 364 tons of chilled water. This heat, in the form of hot water, will fire the absorption chiller. Since this heat is a product of your existing operations and no additional fuel gas will be needed to fire the absorbers, the energy needed for the absorption chillers is essentially free- a direct offset to the electrical energy used to fire your current chillers.

The utility accepted payback calculations for the new absorption chiller are quite favorable- with a **\$110,000** positive yearly cash flow (at today's utility rate) for the project. Installation of this chiller will also qualify for an incentive rebate of **\$293,344** – 30% of the total project cost. The utility incentive is based upon a fairly conservative run-hour profile, which limits the potential savings in their calculation sheet. Based upon our knowledge of the campus and the *run history of the existing chillers*, we anticipate running the new absorption chiller for most of the year. Calpwr's payback calculations show that the potential savings for this chiller is **\$201,600** per year.

The unit we have selected for our preliminary design is one that has a proven track record and is an extremely well built and robust unit. We recommend the installation of a Broad Model BDH150 that will produce 364 tons of chilling with the current hot water capacity supplied by the two (2) Waukesha Engines. This unit will also be capable of producing an additional 150 – 180 tons of chilling if another 750 kW Waukesha is added in the future, providing a total tonnage of between 520 – 540 tons.

Additional controls will be added to the current BOP Cogeneration Control system to allow the operator to optimize the utilization of hot water from the Cogen by supplying it to where it is most needed for cooling or heating.

The unit will be located in the existing chiller room on the existing "Future Chiller Equipment Pad" which is of sufficient size to accommodate the new chiller. We agree with the McParlane report that a decoupling heat exchanger should be added to the chilled water system and this cost has been included in the preliminary scope of supply.

Energy Efficiency Upgrades

We have performed an extensive review of the current central plant, campus utility distribution and building air handling systems. Our goal was to identify areas where we could make cost effective repairs or changes to the existing systems in order to operate the campus more efficiently and with a minimum of future repairs. We developed a list of known and suspected deficiencies as well as developed costs and payback proposals for these repairs. When applicable, we also investigated available incentives from the local gas and electric utilities- these incentives are included within our economic calculations and represent **\$115,547** in rebates to the College.

We have classified six areas of the facility which we focused our improvement investigation. These areas are;

Section One - TES System

Section Two - Hot Water and Chilled Water Campus Loop Efficiency

Section Three - Control System Modifications

Section Four - Hot Water and Chilled Water Loop Control

Section Five - Sand Filter Replacement

Section Six - Building Air Handler Modifications and Repairs

Where possible we have provided cost breakouts and descriptions for various items under these areas of concern. This work and the resultant recommendations were the result of a long, detailed effort and included review of the McParlane Report, Kinetics Corp previous recommendations, Engineering previously commissioned by the College, consultation with the local utility as well as our own detailed investigation.

Absorption Chiller Project Details:

Calpwr proposes to complete the Absorption Chiller project in three phases, with review and acceptance of the proposed work at each phase. This phasing will allow the College the opportunity to review and approve the designs and specifications of the project, giving all parties a clear understanding of scope, equipment and materials selected for the project- without costly change orders during construction.

The Work under the proposed contract shall be divided, generally, into the following phases:

- Phase I – Preliminary Design; to include all work performed under Section 1.
- Phase II – *Project Design and Specification Preparation*; to include all work performed under Section 2
- Phase III – Procurement, Construction/Installation, and Project completion & Start-up; to include all work performed under Section 3.

Section 1 - Preliminary Design

1.1 Design and Procurement Services. Calpwr will be responsible for the design and preparation of general and detailed plans and specifications for a completely functional and operational Project that satisfies all Saddleback CC Project Requirements and performs within the parameters of all Project Standards. Calpwr will also be responsible for procurement of all equipment, materials and labor necessary to complete the project per the final design as approved by the College.

1.2 Design Meetings. Calpwr will meet with representatives of the College for design review during the design process at preliminary (40%), substantially completed (90%), and final (100%) stages of design. The college will be allowed 10 working days to approve the design at each review stage. Throughout the design phases, Calpwr will conduct meetings with College staff to review the technical details, as well as to discuss the results, recommendations, and cost savings. Calpwr and College will also meet, at either's request, as necessary to ensure a successful project.

1.3 Equipment and Technical Specifications. During the design process Calpwr will develop the technical specifications and plans as needed for the procurement, installation and start-up the absorption chiller and all required equipment & appurtenances. Calpwr shall provide submittals, for approval by the College's Staff, of all components of the absorption chiller system and modifications to the existing Central Plant Systems.

1.4 Preliminary Design. The designers will meet with the College to develop a design schedule and strategy. The design strategy shall include:

- Refinement and finalization of the 40% preliminary design and performance criteria.
- Final determination of the type of absorption unit to be purchased.
- Identification of all peripheral systems requiring modification or replacement.
- An estimated project budget including;

- o A binding cost proposal for Phase II design efforts
- o A binding quote for the selected absorber
- o A budget level cost estimated for all other equipment & appurtenances, modifications, installation/construction, and start-up
- o A proposed schedule for the project through start-up

The Calpwr Team shall deliver to the College a technical memorandum incorporating all analyses, results, alternatives, criteria, recommendations, schedules and cost estimates generated during Phase I.

Section 2 - Project Design and Specification Preparation.

2.1 Electrical Design. Calpwr shall prepare a complete and detailed design including complete technical specifications, for all electrical systems associated with installation and operation of the absorption chiller selected in Phase I.

2.2 Civil and Mechanical Design. Calpwr shall prepare a complete and detailed design for the installation and/or modification of all structural and mechanical components and systems required for a completely functional and operational Project that satisfies all project requirements and performs within the parameters of all Project Standards.

2.3 Absorption Control Design and Existing Control Integration. Calpwr shall prepare a complete and detailed absorption control design including all required PLC programming and interconnection drawings required to integrate the absorber operation with the College's existing control system. Calpwr is responsible for providing an absorber control system which meets the College's existing standards and will result in a completely functional and operations Project that satisfies all Project Requirements and performs within the parameters of all Project Standards.

Section 3 - Procurement, Construction & Installation

3.1 Major Equipment Procurement. Calpwr shall order long lead time equipment including, but not limited to, the absorption chiller and related electrical switchgear as soon as possible during Phase II design following College approval of the submittals for the required equipment as specified by the Calpwr.

3.2 Final Design and Cost Estimate. Calpwr will prepare a construction cost estimate for the final design demonstrating the financial feasibility of the Project and deliver a copy of the estimated and final design to the College before the release of *construction drawings*. For those items to be procured by Calpwr from third parties, the construction cost estimate shall include, actual price quotes from sufficient number of bidders to demonstrate that the Calpwr solicited competitive quotes from potential suppliers of labor, materials and supplies.

3.3 Drawings and Specifications. Calpwr will provide College with at least three (3) sets of technical specifications and drawings for the construction of the Project in addition to those produced for Calpwr's use for construction and permit submittals, prior to the commencement of Project construction. Specifications and drawings shall be prepared in MS Word 2000 and AutoCad Version 2005, respectively.

3.4 Construction Cost Proposal. Upon approval of the final design by the College, Calpwr shall submit a binding quote for construction of the Project to cover all equipment, materials and labor required to construct the project per said design. Quote shall include all material and services necessary to provide a completely functional and operational Project that satisfies all Project Requirements and performs within the parameters of all Project Standards.

3.5 Construction Schedule. Prior to the commencement of construction, Calpwr and the College will collaborate on a construction schedule that minimizes disruption of Plant operations and assures that the Project is completed by the date agreed upon by Calpwr and the College

3.6 Construction Services. Construction services will include the procurement and furnishing of all materials, supplies, equipment, labor and machinery required to construct, install, and equip the Project. Calpwr shall be solely responsible for all construction methods and materials as well as for the manner of employment of all labor and equipment and shall monitor, inspect and correct the work solely at its own expense.

3.7 Other Responsibilities. Calpwr's responsibilities shall also include the following:

3.7.1 Operations Manuals. The creation of operations and maintenance manuals covering all elements of the project and including manufacturer's specifications, requirements, recommendations and warranty information. A minimum of three (3) copies shall be provided to the College.

3.7.2 As-Built Specifications and Record Drawings. The preparation and delivery to College of as-built specifications and record drawings of the entire project, as installed, in electronic format using MS Word 2000 and AutoCad Version 2005, respectively.

3.7.3 Start-up & Testing. Calpwr shall perform a factory-approved start-up and performance testing of the system and will verify the testing of the Project's ability to satisfy Performance Standards under all anticipated conditions.

Cost Breakdown

Associated Costs for Phase I – Phase III. Budgetary cost breakdown is detailed on the following page 9.

Phase I:

Phase I costs include all work described in Sections 1.1 through 1.4. Execution of this phase will form the basis of all design criteria for the absorption chiller and final project work scope for related upgrades.

Cost: \$26,850.00 - Binding

Phase II:

Phase II costs include all work described in Sections 2.1 through 2.3. Execution of this phase will deliver a complete 100% design and construction drawing set to the College for final review and approval.

Cost: \$38,500.00 - Binding

Phase III:

Phase III costs will include all work described in Sections 3.1 through 3.7.3. Execution of this phase will deliver a complete and operational absorption chiller system to the College. Actual costs for Phase III work will be finalized upon review and acceptance of design and construction drawings as delivered in Phase III.

Cost: \$734,650.00 - Budgetary

Preliminary Cost Breakdown

Saddleback College - Absorption Chiller			
Major Equipment & Material	Unit	Quantity	Cost
Broad BDH 150 (360 Nominal Tons)	Ea	1	
Chilled Water Loop Pump w/VFD	Ea	1	
Hot Water Pump w/VFD	Ea	1	
Plate & Frame HX	Ea	2	
Motor Starters Cutler-Hammer*	Ea	2	
Water Pipe w/ Fittings/Valves/inst.	Ea	1	
Chilled Water Pipe Insulation	Lot	1	
Major Equipment & Material Total			\$428,631.00
Tax	7.75%		\$33,219.00
Freight and Handling			
Shipping to Site			
Broad Chiller	Ea	1	
Pumps/Mech Equip	Lot	1	
Misc Equipment	Lot	1	
Offloading & Setting	Hr	24	
Crane/Forklift	Task	2	
Rigging	Task	1	
Freight and Handling Total			\$28,750.00
Professional Services			
Electrical Design/Stamping	Ea	1	
Mechanical Design/Stamping	Ea	1	
Structural Design/Stamping	Ea	1	
Misc CAD Work	Ea	1	
Construction Inspections	Ea	1	
O&M Manuals	Hr/Lot	1	
Calpwr Hours	Total	186	
Professional Services Total			\$65,350.00
Construction Services			
Electrical Installation	Ea	1	
Plumbing Installation	Ea	1	
Extend Existing Chiller Pad/ Pit for Tube Removal	Ea	1	

Concrete Pads/Misc.	Ea	1		
Civil/Mounts/Roofing/Supports	Ea	1		
Construction Services Total				\$181,050.00
Calpwr Labor				
Project Management	Ea	1		
Material Run Around	Ea	1		
Misc Insulation Blankets	Ea	1		
Misc Handling	Ea	1		
Site Inspections	Ea	1		
Start Up/Commission	Ea	1		
System Tuning	Ea	1		
Unexpected Malfunctions/De-Bug	Ea	1		
Site Clean-up/Painting	Ea	1		
Calpwr Labor Total				\$44,500.00
Warranty & Service				
Broad	Ea	1		
Service Contract Total				\$18,500.00
			Project Total	\$800,000.00
Summary				
			Material	\$428,631.00
			Material Tax	\$33,219.00
			Freight/Handling	\$28,750.00
			Professional Services	\$65,350.00
			Construction	\$181,050.00
			Calpwr Labor	\$44,500.00
			Warranty & Service	\$18,500.00
			Total w/Tax	\$800,000.00

Facility Upgrade Project Details:

We have performed an extensive review of the current central plant, campus utility distribution and building air handling systems. This study took into account current design and limitations of performance, possible modifications and cost/benefit of associated and possible incentives associated with the proposed changes. The following areas and recommendations associated are the result of our investigation, review and directive of College staff as well as our own experience from performing the current system operations. Calpwr proposes the following upgrades and improvements to the campus utility systems;

Section 1 – TES System

1.1 TES Isolation

Upon further collaborative investigation Calpwr and College Staff concur that this system be left alone until the system condition and replacement cost can be ascertained. Calpwr does support the theory and practice of Thermal Energy Storage although repair of legacy systems such as this is difficult due in part to the maturation and market penetration of the suppliers themselves. As such we have intentionally left any repairs out of this proposal's scope of work.

Section 2 – Hot Water and Chilled Water Campus Loop Efficiency

2.1. CW & HW balancing valves and piping loop balancing

Install new water flow balancing valves to correct HW and CW flow to individual buildings. System will be balanced at the new balancing valves in each building. VFD's in central plant will be adjusted to deliver maximum flow as per original design for each building.

2.2 Eliminate backflow in HWR at central plant

Primary pumps HWP-6 and HWP-7 run continuously and the flow is recorded to vary between 780 and 820 GPM. Secondary pumps HWP-1 and HWP-2 also run continuously and their calculated total flow to the campus is 780 GPM (448 GPM x 80 % x 2 = 780 GPM). The difference in flow between the primary and the secondary loops create a reverse flow condition. This reverse flow reduces the heating capacity of the Co-Gen systems.

The following heating hot water temperatures were observed:

- 163°F - HHWATER return from campus.
- 167°F - HHWATER to Co-Gen heat exchangers.
- 176°F - HHWATER from Co-Gen heat exchangers.
- 175°F - HHWATER supply to campus.

During holiday shut down preliminary work was done to correct this problem. This work would complete the installation of a 3-way valve and piping from discharge to downstream of intake to boilers. Flow in the heat recovery sub loop would then be adjustable to eliminate the backflow condition.

- i. Discharge from heat recovery is connected after intake to boilers so boilers always receive lowest return water temperature
- ii. New 3-way valve allows heat recovery circuit to be decoupled from main loop (same as the boiler circuit is now)

Piping Modifications to Eliminate Backflow in Heating Hot Water Return Loop

Purpose- Increase heating capacity of the heating hot water loop by eliminating a reverse flow condition caused by different flow rates between primary and secondary loops.

Data and Calculations-

Primary Loop Flow Rate = 830 GPM

Secondary Loop = 780 GPM

HHW Supply Temp = 180°F

HHW Return Temp = 163°F

Heating hours per year = 3,066 hours (35% of the year)

Backflow between loops: 830 GPM – 780 GPM = 50 GPM

Heat Loss due to backflow:

50 GPM x (180F – 163F) x 500 = 425 MBTUH

Yearly Loss = 425 MBTUH x 3,066 hours = 1,303,050 MBTU/Yr or 13,030.5 Therms/Yr

Yearly \$ Loss = 13,050.5 Therms/Yr x \$0.80/Therm = **\$10,440.40**

2.3 Improve heating efficiency of pool (Task 1)

Current situation requires 180° F HW from loop to maintain pool. Information received is that pools(s) are not able to maintain desired temperatures at various times. Flow is below design. Reactivate pump and reset flow to 190 GPM as per design. Set diverting valve for full flow to pool.

2.4 Improve heating efficiency of pool (Task 2)

Provide 7 ½ HP VFD for pool pump. VFD controller will monitor pool return water temperature and adjust flow of pump to maintain desired temperature. Modulating 2-way valve will be removed.

2.5 Improve heating efficiency of pool (Task 3)

Disconnect HWS / HWR lines from main piping loop and re-pipe. In revised arrangement these lines will connect to piping from heat recovery inside plant. Entire amount of heat from heat recovery will first be utilized to heat pool. Excess recovered heat not needed by pool would then be used by campus loop and/or new absorption chiller. This will allow heat recovery to fully recover maximum and eliminate radiators from operating.

Piping Modifications for Pool Heating Efficiency

Purpose- Repipe pool heating lines and add flow control to improve pool heating efficiency. Allow cogen system to heat pools during time when campus heating system does not call for heat.

Data and Calculations-

Maximum Campus HVAC Demand = 9,660 MBTU/H

Maximum Pool Heating Demand = 5,500 MBTU/H

Average Pool Heating Demand = 4,125 MBTU/H

Maximum Cogen Heating Hot Water Output = 7,500 MBTU/H (3,750 MBTU/H per engine)

Hours/year that Campus does not Require Heating = 8,760 Hrs/Yr x 65% = 5,694 Hrs/Yr or 237.25 Days

Daily Cogen System Output based upon Run-time and Load-

7,500 MBTU/H for 8 hours per day = 60,000 MBTU

6,750 MBTU/H for 6 hours per day = 40,500 MBTU

5,250 MBTU/H for 5 hours per day = 26,250 MBTU

3,750 MBTU/H for 5 hours per day = 18,750 MBTU

Daily Cogen Heat Output = 145,500 MBTU

Amount of Heat Available to Heat Pool = 145,500 MBTU/Day x 237.25 Days =
34,519,875 MBTU

= 34,520 Therms

Yearly Savings = 34,520 Therms/Yr x \$0.80/Therm = **\$27,616.00**

Section 3 - Control System Modifications

The existing campus facility control system lacks the proper programming and control points to adequately control the campus loop system operation and provide rapid response to campus conditions, resulting in poor control of "loop"

conditions (i.e. – lack of feedback from individual buildings. We propose modification of programming and wiring of the existing Campus BAS system. The intent is to optimize energy usage for all systems with improved monitoring, metering and control with loop feedback. As part of this, existing drawings of mechanical and control systems and sequence of operations would be upgraded.

Control Modifications to Improve System Response

Purpose- Improve temperature control and demand response of water piping loops by adding new control points. The existing campus facility control system lacks the proper programming and control points to adequately control the campus loop system operation and provide rapid response to campus conditions, resulting in poor control of “loop” conditions (i.e. – lack of feedback from individual buildings). The campus distribution loop is controlled by flow via the VFD’s on the pumps. If the chilling demand goes up or down the flow increases or decreases. However the building consumption is controlled by temperature.

Proposed measure will add two differential pressure sensors in each of the campus loops – Hot water and Chilled water. These sensors will be spaced so that we can monitor pressure at equal intervals of the loop. These pressure sensors, in addition to the existing pressure sensor in the loop, will monitor pressure and send their signal to a new control algorithm. This control algorithm will compare the three sensors and the sensor with the highest pressure differential will control the respective pump VFDs. Scope of work will include installation of four new sensors, wiring of the sensors, writing of the new control algorithm and system tuning of both loops.

Also included are control modifications to TAS- South Building, AGB, FA100 & PE100

Data and Calculations-

Average Annual Chilling Demand = 200 ton/hr

Chiller Efficiency = 3.52 kWh/Ref. Ton (RT)

Annual Improvement in Chiller Usage with Tighter Demand Control = 3%

Annual Chilling Demand = 200 Tons/hr x 8760 hrs = 1,752,000 RT/yr

Annual Chiller Consumption = 3.52 kWh/RT x 280% COP x 1,752,000 RT/yr =
2,200,537 kWh/yr

Adder for Pumps, Fans, etc. @ 5% = 2,200,537 kWh/yr x 5% = 2,310,563 kWh/yr

Annual Cost for Chiller (Baseline) @ \$0.12/kWh = 2,310,563 kWh/yr x \$0.12/kWh =
\$277,267.67

Annual Savings @ 3% Response Improvement = \$277,267.67 x 3% = **\$8,318.03**

Section 4 - Hot Water and Chilled Water Loop Control

4.1 Remove building pump(s) from piping loop

This would be done in both HW and CW loops. This will remove the impeller / casing flow restriction now existing since pumps are not being operated. The bypass around the pump will have a balancing valve installed and be able to measure flow in that loop. If there are duplicate pumps (backup), these will be left in place and connected to the piping loop but valved off. Original pumps will be left in place, but no longer connected to the loop. In one case (FA) bypass has already been installed on HW loop, but needs a balancing valve installed.

4.2. Change motorized valve operations & verify correct operation & sequence

All Buildings (except SM, BGS, TAS, PE 300 and PE 400)

Revise the sequence of the tertiary three-way diverting valves and the associated shut-off control valve as follows:

- i. Diverting valve remains open at all times, all flow to building
- ii. Two-way shut off valve to modulate closed upon decrease of demand for heating in the building.

Buildings, BGS, TAS, PE 300, PE 400

Same as above except

- i. Diverting valve to be set so there is always some minimum by pass flow. These are at end of the piping loops and will keep minimum flow in the HW and CW loops

Piping Modifications to Heating Hot Water and Chilled Water at Individual Buildings to Improve Pumping Efficiency

Purpose- Reduce head losses in piping loops by removing restrictions at individual buildings. Remove the non-working building pump(s) from piping loop. This would be done in both HW and CW loops. This will remove the impeller / casing flow restriction now existing since pumps are not being operated.

Buildings BGS, TAS, HS, SSC, FA, PE 100, PE 200, PE 300 and PE 400.

Data and Calculations-

Total System Head Pressure = Head Pressure of Highest & Longest Run

Highest & Longest Run = Health Science (HS) Building

Assumed Pump Efficiency = 84%

System Pressures Measured 5/3/07 by J. Silva & J. Woodward. Pump VFDs bypassed to "Hand" and locked to 100%.

Chilled Water Loop Savings-

HS Chilled Water Building Pump = 225 GPM @ 60' Head

Chilled Water Loop Pumping Power = 300 HP

Chilled Water Loop Head Pressure = 65 PSI = 150' Head

Pressure Drop Measured Across Building Pump = 11PSI x 2.31 = 25.41' Head

Assumed Average Annual Chilled Water Pump Flow Rate = 50%

Chilled Water Loop = 300 HP @ 150' Head (65 PSI) = 2 HP/'Head

Loss of Efficiency = Pressure Drop x HP/ 'Head = 25.41' Head x 2 HP/'Head = 50.82 HP

Consumption Saved (kW) = (HP x 0.746) / Efficiency = (50.82 HP x 0.746) / 84% = 45.133 kW

Annual Consumption Saved (kWh) = Consumption Saved x Annual Hours x Annual Flow Rate

Annual Consumption Saved = 45.133 kW x 8760 Hours x 50% = 197,682.54 kWh

Annual Savings @ \$0.12 per kWh = **\$23,721.90**

Heating Hot Water Loop Savings-

HS Heating Hot Water Building Pump = 50 GPM @ 70' Head

Heating Hot Water Loop Pumping Power = 40 HP

Heating Hot Water Loop Head Pressure = 60 PSI = 138.6' Head

Pressure Drop Measured Across Building Pump = 8.5 PSI x 2.31 = 19.64' Head

Assumed Average Annual Heating Hot Water Pump Flow Rate = 40%

Heating Hot Water Loop = 40 HP @ 138.6' Head (65 PSI) = 0.29 HP/'Head

Loss off Efficiency = Pressure Drop x HP/ 'Head = 19.64' Head x 0.29 HP/'Head = 5.7 HP

Consumption Saved (kW) = (HP x 0.746) / Efficiency = (5.7 HP x 0.746) / 84% = 5.06 kW

Annual Consumption Saved (kWh) = Consumption Saved x Annual Hours x Annual Flow Rate

Annual Consumption Saved = 5.06 kW x 8760 Hours x 40% = 17,730.24 kWh

Annual Savings @ \$0.12 per kWh = **\$2,127.63**

Section 5 – Sand Filter

5.1 Sand Filter Replacement

Remove and replace existing sand filter with similar 10 micron type. The new filter will be sized to meet water flows. A smaller filter will reduce media change out cost while providing adequate filtration.

5.2 Sweeper Piping for Basin(s)

Install piping and nozzles to the bottom of the cooling tower basins to stir up sediment and keep it in suspension to improve the ability of the filters to remove from the water.

Section 6 - Building Air Handler Modifications and Repairs

Purpose- Modify piping and add Variable Speed Drives (VFDs) to air handlers to improve performance and efficiency.

BGS Building

Remove inlet guide vanes and install VFDs on all building air handlers and secure incentive rebate for the installation of 11 VFD's .

TAS Building - South Building

South Building is served by a single variable air volume air handling unit (AH-1) with inlet guide vane control and return air fan. The outside air temperature, at the time of field inspections was 63°F and the DDC control system had the outside air damper of the economizer 100% open The chilled water control valve was approximately 30% open (50% flow).

The heating in the automotive repair area is provided by fan powered unit heaters. Hot water runs continuously through the heaters without any means of control.

- i. Correct the sequence of operation and set points.
- ii. Re-set (zero) all control dampers and valves to ensure accurate control.
- iii. Install shut-off control valve on heating hot water pipe to each forced flow heater.
- iv. Remove inlet guide vane control and Install new 20 HP VFD.

TAS Building - North Building

The North Fan room has a single variable air volume air handling (AH-2) with inlet guide vane control and return air fan unit. The sequence of operation currently switches from the economizer mode to mechanical cooling at 59°F outside air temperature, while the return air temperature is 70°F. It appears that upon a call for cooling the chilled water valve opens (modulate) and the economizer is switched to minimum outside air position. The opportunity to use economizer and improve the air quality of the occupied spaces is missed, which equates to energy waste. Also during the 100% economizer mode the return air damper remains 100% open.

- i. Correct the sequence of operation and set points.
- ii. Re-set (zero) all control dampers and control valves.
- iii. Remove inlet guide vane control and Install new 15 HP VFD.

SSC Building

SSC building is provided with heating and cooling by roof mounted VAV units manufactured by York. Relatively old, these units are fitted with inlet guide vanes (rather than VFD drives) which is an inefficient way of controlling the supply air flow. Units are equipped with economizers and a chilled water coil. At the time of the field investigation most of the units were on mechanical cooling mode (minimum OSA position and chilled water modulating to maintain supply air temperature set point). Heating to each zone is provided by the VAV box reheat coil placed in the ceiling space.

Information on AH-7 indicates that this unit did not use an economizer cycle during low ambient temperature conditions.

- i. Review and evaluate the sequence of operations.
- ii. Reset (zero) all control dampers and control valves actuators.
- v. Remove inlet guide vane controls and Install new VFDs
 - a. AH-1 – 7.5 HP
 - b. AH-2 – 5 HP
 - c. AH-4 – 7.5 HP
 - d. AH-5 – 5 HP
 - e. AH-6 – 7.5 HP
 - f. AH-7 – 7.5 HP
 - g. AH-8 – 5 HP

AGB Building

The building air conditioning systems were recently converted from the single zone package units to VAV units. The air handling units are equipped with economizers, however from the collected data it appears that the economizer control is not working.

- i. Add Enthalpy sensors and revise sequence of operation to include economizer cooling.

LIBRARY Building

The two large built-up air handling systems have been recently retrofitted - new motors with VFD were installed on the supply fans. At the time of field verification, the outside air temperature was 60°F. The outside air damper of the economizer was set at 20 %, and the chilled water valve was 40% open. The control sequence for the air handling unit is cooling the return air, rather than using cooler outside air. The above mentioned figures and control sequence indicate a waste of energy.

- i. Review and revise the sequence of operation for each air handling unit.
- ii. Reset (zero) all control dampers and control valve actuators.

FA 100 Building

The FA 100 Building is served by two multi zone air handlers with variable vane fans – AH-1 & AH-16. AH-1 has no economizer - outside air damper is manually set to 15%. AH-16 has an economizer; however the damper is not in operating condition.

- i. Add an economizer control for AH-1 and repair the economizer for AH-16.
- iii. Revise control sequence of operation to include economizer cooling.
- iv. Add VFDs to AH-1 & AH-16 Fan Motors – 10 HP Each.

FA 200 Building

FA 200 building is served by one multi-zone air handling unit (AH-17) with a variable vane fan. This unit does not have an economizer; however the control valves appear to operate correctly.

- i. Provide an economizer control.
- ii. Revise the control sequence of operation to include economizer cooling.
- iii. Add VFD to AH-17 Fan Motor – 7.5 HP.

FA 300 Building

The FA 300 building is served by one air handling unit, several fan coil units and unit heaters. The associated pump room is located at the end of this building.

At the time of field verification, the outside air temperature was 55°F and the economizer damper was set at 1%, while the chilled water control valve was open 40%.

- i. Revise the control sequence of operation to include economizer cooling.

PE 100 Building

PE-100 building is served by two multi-zone zone units.

AH-1 has preset outside and return air dampers, while AH-2 is a "one-through" unit with no return air and constant flow of outside air. Heating and chilled water control valves were modulating on demand.

The mixing "hot deck - cold deck" dampers appear to be unable to control temperature. A separation sheet metal plate must have fallen or removed, allowing the air to by-pass the heating coil in the unit.

- i. Re-commission the mixing zone damper actuators - reset at zero position.
- ii. Close the undesired air by-pass across the heating coil in AH-1.
- iii. Revise the sequence of operation for AH-1 to take advantage of outside air cooling.

PE 200 Building (Gymnasium)

The gym is served by two single zone air handling units.

At the time of visit the units were in OFF position as the gym was not used. The outside air dampers were found 100% and heating control valve was open too.

Air handling unit HV-1 had the control of the return and the outside air dampers reversed. The outside air damper for HV-2 was frozen.

- i. Revise *sequence of operation* and re-commission the operation of dampers and control valves.
- ii. Repair outside air damper for HV-2

Cost Breakdown – Efficiency Upgrades

1.0	TES Changes (Intentionally left blank)	\$0
2.0	HHW Changes	
	Systems Balancing	9,440
	Central Plant HHW Piping	42,868
	Phase 1 Pool	1,770
	Phase 2 Pool	11,851
	Phase 3 Pool	89,988
	Total Section 2	\$155,917
3.0	Control System Upgrades	\$112,000
4.0	Remove building pump(s) from piping loop (CW & HW)	
	PE 100	7,017
	PE 200	3,606
	PE 300	10,402
	PE 400	4,836
	FA	11,137
	AGB	5,298
	BGS	13,103
	SSC	12,382
	TAS	7,017
	HSB	13,103
	Library	13,103
	SM	-
	Change Motorized Valve Operations	11,424
	Total Section 4	\$112,428
5.0	Sand Filters	
	Replacement Sand Type Filter	166,787
	Electrical wiring / rework	24,952
	Total Section 5	\$191,739
6.0	Air Handlers	
	FA100	4,844
		3,262
	FA200	5,418
	FA300	2,884
		10,136

PE100	3,717
	3,197
PE200	1,316
	1,338
PE300	2,204
PE400	2,288
Total Section 6	\$42,604
Engineering	\$21,700
Project Management	\$58,363
Total	\$692,751

Copies of Page 23 of 25, Exhibit A, of the Calpwr Proposal to Saddleback College
will be available at the board meeting

(In reducing Page 23, in order to fit the 8 ½ x 11 format, the table was unreadable)

General Terms and Acceptance

Terms

These quotes are valid for 120 days. Additional Terms and Conditions as per attached.

PAYMENT SCHEDULE

- 30% Upon Execution of Contract
- Monthly, Based on Progress
- 10% Upon Completion and Acceptance

Acceptance

The previous specifications, pricing and conditions are satisfactory and are hereby accepted as stated. Calpwr is authorized to perform the work as specified and will begin upon receipt of this signed proposal.

Agreed To and Accepted By:	
Signature:	
Name:	
Title:	
Purchase Order Number:	
Date:	
Calpwr, Inc.	
Signature:	
Submitted By:	
Title:	
Proposal #:	0928SBC07
Date:	

CALPWR General Terms & Conditions

A. Warranty

- I. **Equipment and Materials** installed by California Power Partners, Inc. (CALPWR) for Client for this system are warranted by equipment manufacturers, to be free of all defects in material under normal use for one (1) year from the date of installation unless otherwise specified. See Warranty Agreement for additional coverage.
- II. **Labor** provided by CALPWR or its contractors is warranted to be free of all defects for one (1) year from the date of the completion of the System.

B. Attorney's Fees

In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover all costs of suit, including reasonable attorney's fees to be fixed by the Court, in addition to other relief available.

C. Limitation of Actions

Either party may bring no action, regardless of term, including, without limitation, contract and tort actions relating to the Parts and Workmanship provided and performed by CALPWR, more than one (1) year after the cause of action occurs.

D. Payment Terms

Payments are due when invoices are rendered. Invoices remaining unpaid after thirty (30) days from the invoice date shall be assessed interest charges at the rate of one and one-half percent (1.5%) per month. CALPWR reserves the right to suspend all work if Client's account becomes past due. By executing this proposal, you agree to pay ALL costs (legal fees, collection service cost, etc.) we may incur if collection actions are required with respect to our fees. Payment schedule details are on the previous page.

E. Miscellaneous

No responsibility is assumed by CALPWR for delays occasioned by failure of others to meet commitments or for any other reason or cause beyond CALPWR's control. CALPWR has reviewed the buildings and finds them in appropriate condition for installation; however, client shall bear full responsibility for the condition of the building and premises in which the system specified by CALPWR is to be installed, and shall make reasonably necessary repairs to same to accommodate installation of the system.

F. Non-Assignability

The rights and duties of client and CALPWR shall not be assignable by either party.

G. Governing Law

The place of performance of this Agreement is Mission Viejo, California, and this Agreement shall be governed and construed in accordance with the laws of the State of California.



**OPERATIONS AND
MAINTENANCE SERVICES
AGREEMENT**

FOR

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

AT

**SADDLEBACK COLLEGE
28000 Marguerite Parkway
Mission Viejo, CA 92692**

PROPOSAL# 0504SCC07
DATE September 24, 2007
CUSTOMER: South Orange County Community College District
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692
SERVICES PROVIDED AT: Saddleback College
SERVICES TO BE PERFORMED: Operations and Maintenance
PRICE: As Outlined in Attachment "E"
TERM: Date of acceptance by Customer through 5-31-2013
ATTACHMENTS PROVIDED: Attachment "A" "Scope of Work"
Attachment "B" "Equipment Covered"
Attachment "C" "Cogeneration Affidavit"
Attachment "D" "Extended Equipment Warranty"
Attachment "E" "Pricing"

This Operations and Maintenance Agreement together with the Attachments listed below shall constitute the contract (the 'Agreement') between the parties only upon signature in the spaces provided below for the South Orange County Community College District ("District") and California Power Partners, Inc. ("Calpwr").

Contractor:

California Power Partners, Inc

By: _____

Name: _____

Title: _____

Date: _____

Customer:

So. Orange County Community College District

By: _____

Name: _____

Title: _____

Date: _____

Signatories to this Agreement represent and warrant that they are empowered to bind each Party individually and jointly and that they are fully authorized representatives/officers of any corporate entity and/or political subdivision which is a party to this Agreement.

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San Diego, CA 92126
www.calpwr.com

Tel: 858-271-5500

Fax: 858-271-5510

GENERAL PROVISIONS

Article 1. Definitions. The term "Maintenance Services" ("Services") means service, maintenance, repair & monitoring. The term "Agreement" refers to the Operations and Maintenance Agreement. The term "Proposal" refers to the Operations and Maintenance Proposal.

Article 2. Services Provided. (a) Basic Services. The services provided shall consist of those Services specified in the Proposal. In carrying out these Services, Calpwr may utilize the services of consultants, contractors or others. (b) Supplemental Services. In the event District requests that Calpwr provide a service which is not set forth in the Proposal, Calpwr shall provide such service at an additional cost to District. Calpwr shall provide District with an estimate of what the requested service will cost, and following the receipt of the estimate from Calpwr, District shall provide Calpwr with a written authorization for Calpwr to perform the requested service. The written authorization shall include a detailed statement of work and the price to be paid for the requested services. Billing for such supplemental services shall be in accordance with Article 6 of these Terms and Conditions.

Article 3. District Obligations. (a) General. District shall provide Calpwr with i) reasonable access to the Project and ii) information concerning the Project, in each case reasonably necessary to enable Calpwr to perform its obligations under the Agreement. District shall have its authorized representative available at all times while the services are being performed at the Project by Calpwr. District shall exercise appropriate care to avoid damage to any equipment which Calpwr may have at District's Project in order to perform its obligations under the Proposal. District shall be responsible for any and all loss of or damage to such equipment negligently caused by District. (b) Hazardous Materials. District shall retain sole responsibility, as the owner or generator, for the proper identification, remediation, removal and disposal of any PCBs, asbestos, CFCs, or other hazardous materials or wastes as defined in applicable state or federal law or regulation, located at the Project (collectively referred to as "Hazardous Materials"). District shall comply with all applicable federal, state and local laws and regulations with regard to Hazardous Materials. District acknowledges and agrees that Calpwr is not assuming any supervision or control over the removal or disposal of any Hazardous Materials, or over the manner or place of their removal and disposal.

Article 4. Termination. District may, at any time, with reason, terminate this Agreement and compensate Calpwr only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Calpwr. Notice shall be deemed given when received by Calpwr.

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 Calpwr; or (b) any act by Calpwr exposing the District to liability to others for personal injury or property damage; or (c) Calpwr is adjudged a bankrupt, Calpwr makes a general assignment for the benefit of creditors or a receiver is appointed on account of Calpwr's insolvency. Written notice by District shall contain the reasons for such intention to terminate and unless within thirty (30) 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 thirty (30) 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 Calpwr or three days following mailing.

Termination of this Agreement, prior to the end of the term of this Agreement for any reason will void any existing extended equipment warranties provided by Calpwr.

Article 5. Payment. District shall pay Calpwr for providing the Services described in the Agreement at the price or rates specified therein.

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Article 6. Billing. For non-covered repair and maintenance, Calpwr shall invoice District monthly for work performed and materials in place. Invoices are payable upon receipt. Invoices shall be deemed paid when payment is received by Calpwr or three (3) days following mailing. Invoices shall be deemed rendered when delivered to the District personally or three (3) days following the date of mailing. Invoices for which payment has not been received within twenty-five (25) days from the date rendered shall be considered past due and bear interest, on any unpaid balance from the date thereof until the date of payment at a rate equal to the lesser of one percent (1%) per month, or the maximum rate permitted by applicable law.

Article 7. Limitation of Liability and Indemnification. (a) Liabilities. (1) Calpwr's liability on all claims of any kind, whether based on contract, indemnity, warranty, tort (including negligence), strict liability or otherwise for all losses or damages arising out of, connected with, or resulting from the Proposal, or from any goods or services covered by or furnished under the Proposal shall in no case exceed the payment amount specified in the Proposal. (2) Neither party shall be liable to the other party for claims for consequential damages connected with or resulting from performance or non-performance of the Proposal, including, without limitation, claims in the nature of increased costs, lost revenue or profits. (3) If Calpwr furnishes District with advice or assistance concerning any products or systems which is not required pursuant to the Proposal, the furnishing of such advice or assistance will not subject Calpwr to any liability whether in contract, indemnity, warranty, tort (including negligence), strict liability or otherwise. (b) Indemnification. Subject to the provisions of Article 7(a), each party (an "Indemnitor") shall defend, indemnify and hold harmless the other party, its affiliates and contractors and their respective directors, partners, members, shareholders, officers, agents and employees (collectively, the "Indemnitees"), from and against all loss, damage, liability and expense (including court costs and reasonable attorney's fees) resulting from injury to or death of person, including employees of the Indemnitor or any Indemnitee, and from loss to or damage of property, for which any Indemnitee becomes liable, caused by or arising out of the negligent acts or omissions, whether active or passive, of the Indemnitor or anyone employed by the Indemnitor in connection with activities or Services under this Agreement, except such loss, damage, liability or expense as may be caused by the willful conduct or negligence of any Indemnitee. Calpwr's obligation under the foregoing shall include indemnification from any of the foregoing which is caused by the fault or negligence, whether active or passive, of any Contractor retained by Calpwr, including the subcontractors, officers, employees and agents of any such Contractor. District's obligation under the foregoing shall include indemnification from any of the foregoing incurred as a result of any Hazardous Materials at the Project. The obligations of the parties under this article shall survive termination of the Agreement with respect to any claims or liability arising prior to such termination.

Article 8. Warranties. (a) Materials. Calpwr, in procuring any materials or supplies to be installed at the Project, shall obtain standard vendor warranties from the supplier for the benefit of Calpwr, and District. All warranties obtained from suppliers shall be assigned to District. (b) Workmanship. Calpwr shall at all times perform the Services under this Agreement with the degree of skill and care that is required by current good and sound professional procedures and practices, and in conformance with generally accepted industry standards prevailing at the time the Services are performed. Any defect in workmanship related to the work performed by Calpwr which becomes apparent during the warranty period for any equipment or materials installed at the Project shall be corrected to District's satisfaction and at no expense to District.

(c) Warranty Exclusion. The liability and obligations of Calpwr under this Article do not extend to any repairs, adjustments, alterations, replacements or maintenance which may be required as a result of i) District modification of any equipment or materials installed as part of the Services.

Article 9. Miscellaneous. (a) Force Majeure. Neither Calpwr nor District shall be considered to be in default in the performance of its obligations under this Agreement, except obligations to make payments with respect to amounts already accrued, to the extent that performance of any such obligation is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of, and

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not a result of the fault or negligence of, the affected party (a "Force Majeure Event"). A party affected by a Force Majeure Event shall provide written notice to the other party of the circumstances preventing or delaying performance and the expected duration thereof and shall endeavor, to the extent reasonable, to remove the obstacles which prevent performance, and shall resume performance of its obligations as soon as reasonably practicable. (b) Assignment. This Agreement shall inure to the benefit of and bind the respective successors and assigns and successors in title of the parties hereto. No assignment by any party of its rights and obligations hereunder (except for financing purposes), shall be made or become effective without the prior written consent of the other party in each case being obtained, which consent shall not be unreasonably withheld or delayed. (c) Governing Law. The rights of the parties and the construction and effect of this Agreement shall be subject to and determined in accordance with the laws of the State of California, United States of America. (d) Permits. Calpwr shall obtain, at its own expense, any and all permits necessary for it to perform the Services. District shall cooperate with Calpwr and provide information or such other assistance as may be reasonably necessary for Calpwr to obtain any such necessary permits. (e) Taxes. District shall be responsible for any and all tax liability resulting from this Agreement, exclusive of taxes based on Calpwr's net income. (f) Amendments. This Agreement may not be modified or amended except in writing signed by or on behalf of the parties by their duly authorized officers. (g) Complete and Full Agreement. This Agreement constitutes the entire Agreement between the parties relating to the subject matter hereof, and all prior or contemporaneous agreements, offers, requests for proposals, requests for quotations, negotiations, discussions, communications and correspondence with respect to the subject matter hereof are superseded by the acceptance of the Proposal. (h) Notices. Any notice, bill, demand, or request permitted or required under this Agreement shall be delivered in person, transmitted by electronic means with appropriate confirmation, or mailed by certified mail, postage prepaid, return receipt requested, or otherwise confirmed receipt to party at the address as shown on page 1 of this agreement.

ATTACHMENT 'A'

Scope of Work

1. California Power Partners, Inc. (Calpwr) will be responsible for providing Operations and Maintenance to the Saddleback College campus as discussed within this Attachment 'A'. This includes maintenance and operations for equipment as listed within Attachment 'B'.
2. Calpwr understands that everything included within the Operations and Maintenance Agreement is their responsibility.
3. Calpwr shall be responsible for completing the monthly Cogeneration Affidavit (Attachment "C") and submitting the finished form to Southern California Gas Company per the Saddleback College gas representative requirements.
4. Calpwr shall provide all necessary equipment, material, labor and supervision to meet the O&M requirements. Any additional work must be in accordance with all applicable codes and requirements.
5. Calpwr shall include all costs associated with managing, insuring and. developing any subcontracts (if applicable).

SUPPORT SERVICES

1. Energy Reporting:

The District will be able to access selected points of energy information via a Web-Browser-based password protected site. The online energy information tool will provide the following reporting capabilities:

- Energy and Demand Profile
- Calendar Profile Report
- Analyze Energy Usage Patterns
- Utility Billing, Verification and Allocation Reports
- Differential Billing
- Profile Billing
- Temperature and Weather Reporting

Data can also be downloaded directly into Microsoft Excel to enable the District to perform a wide range of additional analysis. The District must provide phone line to data gathering equipment located at each facility. (Dedicated line preferred).

The District will have secure access via the Internet to utility consumption data.. Users are assigned a user name and password that is tied to a level of access. Different levels of access can be provided to different building or groups of buildings.

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2. Warranty:

- Calpwr will provide a warranty claims for mechanical and electrical equipment, as listed in Attachment "B" throughout the term of this agreement. Warranty terms and conditions are described in Attachment "D".
- Calpwr will coordinate and facilitate all warranty claims for all installed control devices located within the Central Plant throughout the term of this agreement.

3. Replacement Parts:

- Calpwr will provide assurance of replacement parts availability for all warranted equipment throughout the term of this agreement.

4. Maintenance and Operations:

- Calpwr will provide full time, in-house operations and service personnel for the operations and service of District generation and chiller equipment and all other equipment set forth in Attachment "B".
- Personnel will be onsite eight hours per day; five days per week, excluding District recognized Holidays.
- Emergency & after hours service will be facilitated via pager service & cell phone, provided by Calpwr.
- Personnel will be trained and certified in the operations of all Central Plant equipment.

5. Operations and Maintenance personnel responsibilities will include, but not limited to:

- Routine start-up & shutdown of provided equipment located in central plant and identified on Attachment "B".
- All repairs, operation and preventative maintenance of Central Plant Equipment and systems identified on Attachment "B".
- Monitoring and adjustment of equipment set points.
- Periodic preventive maintenance of equipment- filters, fluids, oil sampling, belts, etc.
- Coordination of major service intervals- top end, bottom end, rebuild, etc.
- Coordination with District staff for schedules, start-up & shutdown of equipment.
- Monitoring of equipment performance.
- Troubleshooting of equipment malfunctions.
- Written Recommendations of major repairs and/or equipment improvements.

6. District will be required to provide:

- Desk & workstation area for Operations & Service personnel (70 SqFt.)
- Telephone and voicemail at workstation
- Data connection / connection to facility control system
- Secure tool and parts storage area
- 24/7 access to covered equipment
- Daily parking for service personnel
- Primary and secondary contact person for equipment-related issues (24/7)

7. Operations and Maintenance Staff:

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- One certified and Calpwr qualified plant operator — On site 40 hour per week excluding holidays (Staff will adjust schedule to accommodate shutdowns and maintenance), on call 24/7 to handle emergencies.

8. Operations and Maintenance Coverage:

- Engine Generator Sets: 2 Waukesha L7042 GSI 900 RPM Natural Gas Engine Generator Sets and all associated Electrical Switchgear and auxiliary equipment.
- Two Central Plant Main Auxiliary boilers.
- Two York Chillers and associated cooling towers and all associated auxiliary equipment, including pumps, piping, and controls.
- All Switchgear within the Central Plant and other switchgear that is not the responsibility of the Utility.
- Chilled water system located within the Central Plant up to the point of exit and entry to the Central Plant
- Hot water system located within the Central Plant up to the point of exit and entry to the Central Plant.
- All air handling equipment within the Central Plant that will directly affect the operation of the Central Plant Equipment.
- All Controls within the Central Plant that is associated with the covered equipment.
- Air Compression equipment located within the Central Plant.
- Instrumentation associated with the operation of the equipment located within the Central Plant.
- Housekeeping as required keeping the facility and equipment clean, preserved and well organized.
- All hot water and chilled water distribution systems including pumps, piping and controls operated/maintained by Calpwr.
- Newly installed Broad BDH-150 absorption chiller and all ancillary components

9. Exclusions:

- Central plant building and grounds inside and out, with the exception of any physical issue that would adversely affect the operation of the Central Plant.
- Hazardous waste disposal.
- Any failure as defined within this Agreement that would be considered force majeure.
- Any collateral loss to the client of associated equipment or buildings.
- Costs for any labor, materials or service costs for equipment repairs due to malfunction and/or damage due to mishandling, misuse, improper design & installation, incorrect fuel applications, tampering or service done by District staff. Work completed by anyone other than an Authorized Service Provider of specific equipment covered under this service agreement will void warranty work.
- Underground piping to the campus buildings.
- All pre-existing 12KV switchgear and transformers that were on campus prior to the 480V cogeneration system installation.

10. Service Procedures:

- ANNUAL SERVICE INSPECTION — detailed below
- QUARTERLY SERVICE INSPECTION — detailed below

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ANNUAL SERVICE INSPECTION

COOLING SYSTEM INSPECTION

- Pull engine coolant sample & send out for analysis
- Change coolant filter(s)
- Inspect & grease fan drive assembly.
- Visually inspect radiator/heat exchanger for leaks, damage & debris
- Visually inspect condition of hoses. Check connections.
- Record coolant levels & replace/fill as required
- Check sheave & pulley for grooves, replace when necessary
- Check sheave & pulley alignment, adjust when necessary.
- Check belt tension, adjust when necessary
- Inspect belt for evidence of wear, replace when necessary.
- Inspect radiator coolant level & condition.
- Inspect filler cap gaskets & sealing surfaces.
- Inspect water pump for leaks.
- Check jacket water heater operation & thermostat setting

LUBRICATION SYSTEM INSPECTION

- Pull engine oil sample & send out for analysis
- Change engine oil, oil filter(s)
- Cut oil filter(s) open & inspect for debris
- Check oil level & inspect for leaks
- Inspect crankcase breather hose & connections. Note excessive blow-by.

AIR SYSTEM INSPECTION

- Inspect air filter element. Clean/change as necessary. Inspect seals.
- Inspect piping & air filter housings for damage/loose connections.

FUEL SYSTEM INSPECTION

- Change fuel filter(s)
- Check fuel filter housings (primary/secondary) for damage or leaks.
- Drain water from tank or separator. (if valves are installed)
- Check fuel lines for leaks & tight connections. Check line brackets.
- Check governor oil level & inspect/grease controls & linkage.

EXHAUST SYSTEM INSPECTION

- Inspect silencer & piping for damage or leakage. Check supports & rain cap. Inspect exhaust manifold for damaged or missing hardware.
- Inspect exhaust manifold for damaged or missing hardware

GENERATOR SECTION INSPECTION

- Inspect coupling & guards for excessive vibration & loose or missing parts.
- Inspect wiring for loose connections & adequate insulation.
- Inspect slip rings & brushes.
- Grease bearing & check for wear.

STARTER SYSTEM INSPECTION

- Inspect starter motor connections & wiring.
- Record starter motor cranking voltages:
- Check battery charger for proper operation & loose terminals.
- Check battery electrolyte level & specific gravity. Fill as necessary.
- Check & record battery charger amps: & volts:
- Clean & tighten all battery cable connections.

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- Check alternator for unusual noise & proper operation.
- Check starter for unusual noise & amp draw while cranking.

CONTROL PANEL INSPECTION

- Check starter controls auto/manual for proper operation & start ability.
- Test all annunciator panels & system alarms for proper operation.
- Check for loose or broken wires & dirt accumulation.
- Check operation of all illumination & safety lamps.
- Check all gauges & meters & record their readings.
- Check frequency meter for proper engine speed. Adjust as necessary.
- Check generator breaker for proper operation or unusual noise.
- Test operation of automatic parallel system.

GENERAL INSPECTION

- Inspect & lube generator bearing per specifications
- Inspect cabling & wires for wear & all connections for tightness
- Inspect overall condition of generator set
- Inspect vibration isolators for broken springs or damaged cases
- Check louvers for proper operation. Adjust if necessary.
- Inspect rear generator bearing & record air gap between exciter field & armature
- Inspect generator wiring & voltage regulator
- Dispose of used fluids & materials in accordance with EPA regulations

TRANSFER SWITCHES

- Test all automatic transfer switches & generator auto-control (get owner approval)
- Check all wiring for wear and/or damage
- Perform operational test of ATS & record all time frames
- Check indicator lights
- Check synchronization transfer & breakers
- Check all timers for correct values & adjust as required
- Summarize conditions & itemize any repairs required

YORK and BROAD CHILLERS

York Chillers

- Annual oil analyses for both chillers
- Oil changes when required
- Eddy-current analyses of condenser tubes for both chillers on the third year and on an as needed basis, law good engineering practices.

Broad Chiller maintenance

- Quarterly inspections and reporting
- Oil changes when required
- check all operating pressures and temperatures
- tube cleaning evaluation
- evaporator tube cleaning (year three)
- condenser and tube cleaning (year four)
- heating source tube cleaning (year four)
-

COOLING TOWERS

- Annual coupon checks for corrosion
- Drain and clean catch basins
- Meggar tower fan motors
- Clean as necessary to remove scale

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QUARTERLY SERVICE INSPECTION

COOLING SYSTEM INSPECTION

- Visually inspect radiator/heat exchanger for leaks, damage & debris
- Visually inspect condition of piping & hoses. Check connections.
- Check for loose or worn pulleys & lube fan drive.
- Check condition of fan belts. Check tension & adjust as necessary.
- Inspect radiator coolant level & condition. Replace/refill as necessary.
- Inspect filler cap gaskets & sealing surfaces.
- Inspect water pump for leaks.
- Check jacket water heater operation & thermostat setting
- Inspect & grease fan drive assembly
- Inspect all belts for wear

LUBRICATION SYSTEM INSPECTION

- Draw oil sample & send out for testing
- Check oil level & inspect for leaks
- Inspect crankcase breather hose & connections. Note excessive blow-by.

AIR SYSTEM INSPECTION

- Inspect air filter element. Clean/change as necessary. Inspect seals.
- Inspect piping & air filter housings for damage/loose connections.

FUEL SYSTEM INSPECTION

- Check fuel filter housings (primary/secondary) for damage or leaks.
- Drain water from tank or separator. (if valves are installed)
- Check fuel lines for leaks & tight connections. Check line brackets.
- Check governor oil level & inspect/grease controls & linkage.

EXHAUST SYSTEM INSPECTION

- Inspect silencer and piping for damage or leakage. Check supports & rain cap.
- Inspect exhaust manifold for damaged or missing hardware.

GENERATOR SECTION INSPECTION

- Inspect coupling & guards for excessive vibration & loose or missing parts.
- Inspect wiring for loose connections and adequate insulation.
- Inspect slip rings & brushes.
- Grease bearing & check for wear.

STARTER SYSTEM INSPECTION

- Inspect starter motor connections & wiring.
- Record starter motor cranking voltages:
- Check battery charger for proper operation & loose terminals.
- Check battery electrolyte level & specific gravity. Fill as necessary.
- Check & record battery charger amps: & volts:
- Clean & tighten all battery cable connections.
- Check alternator for unusual noise and proper operation.
- Check starter for unusual noise & amp draw while cranking.

CONTROL PANEL INSPECTION

- Check starter controls auto/manual for proper operation & start ability.
- Test all annunciator panels & system alarms for proper operation.
- Check for loose or broken wires & dirt accumulation.
- Check operation of all illumination and safety lamps.
- Check all gauges and meters and record their readings.

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- Check frequency meter for proper engine speed. Adjust as necessary.
- Check generator breaker for proper operation or unusual noise.
- Test operation of automatic parallel system & exercise transfer switches.

GENERAL INSPECTION

- Inspect overall condition of generator set
- Inspect vibration isolators for broken springs or damaged cases
- Check louvers for proper operation. Adjust if necessary.
- Inspect & lube generator bearing per specifications
- Inspect cabling & wires for wear & all connections for tightness
- Inspect rear generator bearing & record air gap between exciter field & armature
- Inspect generator wiring & voltage regulator for wear & damage

TRANSFER SWITCHES

- Test all automatic transfer switches & generator auto-control (get owner approval)
- Check all wiring for wear and/or damage
- Perform operational test of ATS & record all time frames
- Check indicator lights
- Check synchronization transfer & breakers
- Check all timers for correct values & adjust as required
- Summarize conditions & itemize any repairs required

ENGINE NO LOAD RUN TEST

- Test run engine for 30 minutes. Parallel to emergency bus where applicable.
- Check & record oil pressure: _____ and temperature: _____
- Check & record fuel pressure: _____
- Check & record coolant water temperature: _____
- Check & record engine rpm: _____
- Check & record voltage: _____
- Check & record amperage: _____
- Check & record frequency: _____
- Check for leaks or unusual noises.

11. Miscellaneous Charges:

Labor Rates and Miscellaneous Charges for out of scope work

- Standard Labor Rate \$125.00 per hour
- Travel Time \$50.00 per hour
- Truck Charge \$50.00 per call
- Mileage \$0.75 per mile
- Parts Shipping Cost plus 10%
- Labor rates based on normal business hours, 9AM to 5PM Monday thru Friday.

* Labor rates based on normal business hours, 9AM to 5PM Monday thru Friday.

Outside normal working hours Mon.-Friday and Saturday (1.5x): \$187.50/hr

Sundays and Holidays (2x) \$250.00/hr

Labor rates are effective through 12/31/07 and will change annually according to CPI index

California Power Partners, Inc
8525 Arjons Drive, Suite I
San Diego, CA 92126

Tel: 858-271-5500

www.calpwr.com

Fax: 858-271-5510

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ATTACHMENT 'B'

Equipment Asset List

Equipment Name

Description

Serial Number

POWER GENERATION		
Genset #1		
Engine #1	Waukesha L7042 GSI	C-14437/2
Engine Controller #1	Woodward 2301 D	13278905
Synchronizer #1	Bassler BE3-25A	7195
Voltage Regulator #1	Kato K125-10B	81035353-00
Protective Relay #1	SEL 300 G	2003056014
Generator #1	Kato 750 kW 12 kV	15123-02
12 kV Generator Breaker #1	Siemens 15GMI-500-1200-37	MV100434200-2
Generator #1 Ancillaries		
Exhaust Heat Recovery Unit	Cain Unit #1	3956
Plate & Frame HX #1	Ameridex	93945
Radiator #1	Young Touchstone	2905322
VFW (RAD #1)	Allen Bradley	1JAT8XP7
Fluid Cooler #1	Evapco	WO37231
Genset #2		
Engine #2	Waukesha L7042 GSI	C-14437/1
Engine Controller #2	Woodward 2301 D	13262848
Synchronizer #2	Bassler BE3-25A	7194
Voltage Regulator #2	Kato K125-10B	81035353-00
Protective Relay #2	SEL 300G	2003056015
Generator #2	Kato 750 kW 12 kV	15123-01
12 kV Generator Breaker #2	Siemens 15GMI-500-1200-37	MV100434200-1
Generator #2 Ancillaries		
Exhaust Heat Recovery Unit	Cain Unit #2	3957
Plate & Frame HX #2	Ameridex	93944
Radiator #2	Young Touchstone	2905321
VFD (RAD #2)	Allen Bradley	1JAT7KT9
Fluid Cooler #2	Evapco	WO37232
POWER DISTRIBUTION		
SDG&E Main Breaker	Westinghouse VCP-W	92043351
Protective Relay (SDG&E)	SEL 351S	2003099069
Protective Relay	Beckwith	391

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HEATING LOOP		
Hot Water Pump #1	20 HP Motor/488 GPM	CP5811-2
VFD (HWP-1)	Allen Bradley 1336 PLUS II	1JAT7KU1
Hot Water Pump #2	20 HP Motor/488 GPM	CP5811-3
VFD (HWP-2)	Allen Bradley 1336 PLUS II	1JAT7KT8
Hot Water Pump #3	20 HP Motor/488 GPM	CP5811-1
VFD (HWP-3)	Allen Bradley 1336 PLUS II	1JAK9CF6
Hot Water Pump #4	3 HP Motor/488 GPM	CP5182-01
Hot Water Pump #5	3 HP Motor/488 GPM	CP5182-02
Hot Water Pump #6	5 HP Motor/500 GPM	CP5421-02
Hot Water Pump #7	3 HP Motor/465 GPM	CP5421-01
Hot Water Pump #8	5 HP Motor/500 GPM	CP5422-02
Hot Water Pump #9	3 HP Motor/465 GPM	CP5422-01
Boiler #1	Parker 6,300,00 BTU	54547
Boiler #2	Parker 6,300,00 BTU	54546
COOLING LOOP		
Evaporative Cooler #1	Champion 14/21 DD	LC11896
Evaporative Cooler #2	Champion 14/21 DD	LC11877
Evaporative Cooler #3	Champion 14/21 DD	LC11875
Evaporative Cooler #4	Champion 14/21 DD	LC11874
600 ton Chiller	York Centrifugal	SNDM 839220
600 ton Chiller VFD	York Centrifugal	00278HO797
1000 ton Chiller	York Centrifugal	GNDM 120890
Cooling Tower #1	Marley	108719003-NC7221CM-97
Cooling Tower #2	Marley	108719001-NC7221CM-97
Chill Water Pump #1	125 hp motor/2110 GPM	CP5841-02
VFD (CWP-1)	Danfoss VLT 5000	807301Y133
Chill Water Pump #2	125 hp motor/2110 GPM	CP5841-01
VFD (CWP-2)	Danfoss VLT 5000	807501Y133
Chill Water Pump #3	125 hp motor/2110 GPM	CP5841-03
VFD (CWP-3)	Danfoss VLT 5000	807401Y133
Chill Water Pump #4	25 hp motor/2400 GPM	
Chill Water Pump #5	15 hp motor/1440 GPM	CP5831-01
Condenser Water Pump #5	100 hp motor/	97JG6058
Condenser Water Pump #6	100 hp motor/	
Condenser Water Pump #7	100 hp motor/	97JG6059
Sand Filter		Assumes filter will be replaced
Broad Chiller	360 tons	BDH- 150
MISCELLANEOUS		
Air Compressor "A"	Quincy	5065819
Air Compressor "B"	Quincy	5135101



ATTACHMENT "C"
COGENERATION AFFIDAVIT
Monthly Report of Kilowatt-Hours Produced

Account Number: <u>061-608-2100</u>	
Company Name: <u>Saddleback Community College</u>	
Facility Name: (if different) _____	
Facility Address: <u>28000 Marguerite Parkway</u>	
Number	Street
<u>Mission Viejo</u>	<u>CA 92692</u>
City	State Zip Code

ELECTRIC METERS

Generator No. 1 Electric Meter Number	<u>1</u>
Current Meter Read: _____	Date: _____ (1st regular work day this month)
Previous Meter Read: _____	Date: _____ (1st regular work day previous month)
Difference _____	x 1000 = _____ Factor

Generator No. 2 Electric Meter Number	<u>2</u>
Current Meter Read _____	Date: _____ (1st regular work day this month)
Previous Meter Read _____	Date: _____ (1st regular work day previous month)
Difference _____	x 1000 = _____ Factor

No.1 + No.2 = _____ KWH x _____ / 100,000 Btu/therm = _____ THERMS
Btu/kwh (HHV)

GAS METERS

Generator No. 1 Gas Meter Number	<u>1</u>
Current Meter Read _____	Date: _____ (1st regular work day this month)
Previous Meter Read _____	Date: _____ (1st regular work day previous month)
Difference _____	x .0097 = _____ Therms used Factor

Generator No. 2 Gas Meter Number	<u>2</u>
Current Meter Read _____	Date: _____ (1st regular work day this month)
Previous Meter Read _____	Date: _____ (1st regular work day previous month)
Difference _____	x .0097 = _____ Therms used Factor



The electrical output and gas usage shown above was: (check one)

determined from actual meter reads.

estimated by _____

During the period stated above, SoCalGas' Natural Gas Service (either sales or transportation) provided _____% (percent) of our cogeneration systems' fuel requirements.

Completed By: _____ Phone Number () _____
Please Print or Type

Authorized Signature: _____ Date: _____
Title: Director of Facilities and Physical Plant Maintenance

Form must be completed and returned (post-marked) within three (3) days of the current read date shown above. Please mail the completed form to:

FAX (213) 244-8449
(version 8-11-04)

Customer Billing Operations
Mail Location 22C1
Southern California Gas Company
P. O. Box 3249, Terminal Annex
Los Angeles, CA 90051

ATTACHMENT 'D'

EXTENDED EQUIPMENT WARRANTY

Calpwr warrants to Customer that:

For the period from the date of acceptance by Customer until 5/31/2013, the Equipment specified in Attachment "B" will be covered by Calpwr for both materials and labor.

EXCEPTIONS

CALPWR WILL BE RELIEVED OF ALL OBLIGATIONS AND LIABILITY UNDER THE WARRANTY LISTED IN THE PARAGRAPH ABOVE, AND SUCH WARRANTY WILL BE VOID IF:

- A) The Equipment, or parts thereof, have been repaired or altered, without Calpwr's written consent, or in any way, by a party other than Calpwr, that adversely affects the stability or reliability of the Equipment;
- B) The Equipment has been subject to abuse, accident, adverse weather or environmental conditions, alteration, improper use, , neglect, unauthorized modification or service, unusual physical or electrical stress or vandalism. In such event the costs incurred by Calpwr to repair the Equipment will be immediately payable by Customer;
- C) The Equipment has been operated with any accessory, equipment or part not specifically approved by Calpwr; or not manufactured by Calpwr or to Calpwr's design and specifications;

EXCLUSIONS

THE WARRANTY LISTED IN THE FIRST PARAGRAPH ABOVE, SPECIFICALLY EXCLUDES THE FOLLOWING:

Calpwr does not warrant the Equipment to meet the requirements of any building or zoning code of any state, municipality, or other jurisdiction, and Customer assumes all risk and liability whatsoever resulting from the use thereof, whether used singly or in combination with other machines or apparatus.

Calpwr does not warrant the Equipment against damage caused to the Equipment by disruptions to or from the electrical connections or grid to which the Equipment is connected, whether or not such disruptions are caused by other equipment or acts of God or nature.

Calpwr does not warrant the Equipment against any interruptions caused by disruptions to the fuel supply, fuel pressure variations, fuel cleanliness, or variation in the BTU value of the fuel.

Calpwr's Warranty does not cover expenses incurred in investigating performance complaints and faults, unless caused by Calpwr's defective materials or workmanship.

Customer agrees to grant Calpwr access to the Equipment in order for Calpwr to perform warranty service.

In the event of a defect in material or workmanship or noncompliance with Calpwr's specifications concerning the Equipment during the warranty period, Calpwr, upon receiving notice thereof from Customer, will in its discretion promptly repair or replace any defective component. In such case Calpwr will make all such corrections or replacements with reasonable care and dispatch in order that the Equipment involved not be kept out of service longer than necessary. The sole liability of Calpwr under the Warranty contained herein will be the repair and replacement of parts, necessary adjustments, or other repairs required to cure the defect in material and workmanship or noncompliance with Calpwr's specifications. Calpwr will not be held liable for any delays caused by circumstances beyond its control including, without limitation, fire, labor problems, shortage of supplies or materials, *unforeseen difficulties in accessing or servicing the Equipment.*

EXCEPT FOR CALPWR'S WARRANTY EXPRESSLY SET FORTH HEREIN, CALPWR MAKES NO WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.

Calpwr shall not be liable to Customer, any successors in interest or any beneficiary or assignee of this Warranty for any consequential, incidental, indirect, special or punitive damages arising out of this Warranty or any breach

California Power Partners, Inc
8525 Arjons Drive, Suite I
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thereof, or in connection with any product or service, any defect in, or failure of, or malfunction of the product or service hereunder, whether based upon loss or use, lost profits or revenue, interest, lost goodwill, work stoppage, impairment or other goods, loss by reason of shutdown or non-operation, increased expenses of operation, cost of purchase or replacement power or claims of Customer or customers of Customer for service interruption whether or not such loss or damage is based on this Warranty, negligence, indemnity, strict liability or otherwise. In no event will Calpwr's liability in connection with the sale of a product or service to which this Warranty applies exceed the entire amount paid to Calpwr by Customer for such product or service.

Upon signature by both parties, this Proposal, together with the Appendices, shall become a binding agreement between Customer and California Power Partners, Inc. for the Services described herein.

ATTACHMENT 'E' Pricing

Coverage begins from the period of acceptance by customer and ends on May 31, 2013

Quarterly Due Dates: December 1 2007, March 1 2008, June 1 2008, September 1, 2008

<u>Coverage Year</u>	<u>Annual Maintenance w/o new chiller</u>	<u>Quarterly</u>	<u>Monthly</u>	<u>Annual Chiller Maintenance*</u>	<u>Monthly Chiller Maintenance</u>
12/1/2007					
5/31/2008	\$179,345.00	\$44,836.25	\$14,945.42	n/a	
6/1/2008					
5/31/2009	\$287,577.00	\$71,894.25	\$23,964.75	\$7,826.00	\$652.17
6/1/2009					
5/31/2010	\$494,093.00	\$123,523.25	\$41,174.42	\$17,436.00	\$1,453.00
6/1/2010					
5/31/2011	\$405,860.00	\$101,465.00	\$33,821.67	\$18,300.00	\$1,525.00
6/1/2011					
5/31/2012	\$318,466.00	\$79,616.50	\$26,538.83	\$39,212.00	\$3,267.66*
6/1/2012					
5/31/2013	\$323,353.00	\$80,838.25	\$26,946.08	\$19,720.00	\$1,643.33
Total	\$1,908,694.00			\$102,494.00	

Note:

Monthly billing will occur if award of contract starts in a month other than the identified quarterly due dates above. Calpwr will then invoice for a full quarter 30 days prior to the next scheduled quarterly payment.

California Power Partners, Inc
8525 Arjons Drive, Suite I
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*Maintenance for the new chiller will take effect upon successful chiller start up. This monthly amount will be calculated and added to the quarterly payment. Calculations for chiller maintenance are based on start up date of 6/1/08.

* This includes Evaporator tube cleaning, condenser and absorber tube cleaning and heating source tubes cleaning.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: 2009-2010 Academic Calendar
ACTION: **Acceptance for Review and Study**

BACKGROUND

Annually the South Orange County Community College District Academic Calendar Committee convenes to review the development of the academic calendar. During the 2007-08 academic year, representatives from the governance groups studied calendar options for 2009-2010.

STATUS

The District Academic Calendar Committee met on November 5, 2007, and voted to recommend a calendar for 2009-2010 (Exhibit A). The proposed 2009-2010 Academic Calendar meets Education Code requirements, accounts for holidays mandated by the California Community College Chancellor's Office (Exhibit B), and includes classified staff holidays in compliance with Article 10 of the California School Employees Association (CSEA) contract.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the proposed Academic Calendar for 2009-2010 (Exhibit A).

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FALL SEMESTER 2009

SPRING SEMESTER 2010

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

ACADEMIC CALENDAR 2009-2010

Saddleback College • Irvine Valley College
Advanced Technology & Education Park

LEGEND		SUMMARY		
	Classes Not in Session			
	Staff Development Days			
	Final Examinations			
	Sunday Classes Meet			
	Saturday Classes Meet			
	Faculty Contractual Days			
	Classes Not in Session			
	Instructional Days			
●	Holiday, Dist & College Closed			
*	Start of 8-Week Session			
**	Start of 6-Week Session			
†	SC and IVC Commencement			

	Fall	Spring	Total
<i>Instructional Days</i>			
Monday	15	15	30
Tuesday	16	17	33
Wednesday	16	17	33
Thursday	15	16	31
Friday	14	15	29
Subtotal	76	80	156
Staff Development Days	5	4	9
Staff Contractual Days	1	2	3
Finals	5	5	10
Total	87	91	178

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUMMER SESSION 2009

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14

South Orange County Community College District
 SADDLEBACK COLLEGE • IRVINE VALLEY COLLEGE
 ADVANCED TECHNOLOGY & EDUCATION PARK
ACADEMIC CALENDAR 2009-2010

FALL SEMESTER 2009

- August 17-21 (Monday-Friday) Staff Development Days
- August 24 (Monday) Instruction Begins
- * August 24-October 18 (Monday-Sunday)..... 8-Week Session
- September 7 (Monday) Labor Day — Holiday
- * October 19-December 13 (Monday-Sunday) 8-Week Session
- November 13 (Friday)..... Veterans Day — Holiday
- November 26-27 (Thursday/Friday) Thanksgiving — Holiday
- December 14-20 (Monday-Sunday)..... Final Examinations
- December 21 (Monday) Faculty Contractual Day/Classes Not in Session
- December 21-January 10 (Monday-Sunday) Classes Not in Session
- December 23-January 3 (Wednesday-Sunday) District/Colleges Closed
- December 25 (Friday)..... Christmas Day

SPRING SEMESTER 2010

- January 1 (Friday)..... New Year's Day Holiday
- January 5-8 (Tuesday-Friday)..... Staff Development Days
- January 11 (Monday)..... Instruction Begins
- * January 11-March 21 (Monday-Sunday)..... 8-Week Session
- January 18 (Monday)..... Martin Luther King, Jr. — Holiday
- February 12 (Friday) Lincoln's Day — Holiday
- February 15 (Monday) Washington's Day — Holiday
- March 14-20 (Sunday-Saturday)..... Spring Break/Classes Not in Session
- March 19 (Friday) Friday of Spring Break — Holiday
- * March 22- May 12 (Monday-Wednesday) 8-Week Session
- May 13 (Thursday)..... Faculty Contractual Day/Classes Not in Session
- May 14-20 (Friday-Thursday) Final Examinations
- May 21 (Friday) Faculty Contractual Day/Classes Not in Session
- † May 21 (Friday) Irvine Valley College/Saddleback College Commencements

SUMMER SESSION 2010

- ** May 24-July 2 (Monday-Friday) 6-Week Session
- * May 24-July 16 (Monday-Friday) 8-Week Session
- May 31 (Monday)..... Memorial Day — Holiday
- * June 21-August 13 (Monday-Friday) 8-Week Session
- July 5 (Monday)..... Fourth of July — Holiday
- ** July 6-August 13 (Tuesday-Friday)..... 6-Week Session

STATE OF CALIFORNIA

MARSHALL DRUMMOND, CHANCELLOR

**California Community Colleges
System Office**

 1102 Q STREET
 SACRAMENTO, CA 95814-6511
 (916) 445-8752
 HTTP://WWW.CCCCO.EDU


June 25, 2007

TO: District Superintendent/President

FROM: Frederick E. Harris, Assistant Vice Chancellor
College Finance and Facilities Planning Division

SUBJECT: Mandated Holidays for Fiscal Years 2007-08, 2008-09, 2009-10 and 2010-11

Synopsis: A list of the official 2007-08 academic holidays, as specified by Education Code Section 79020, is provided for convenience in establishing your academic calendar. Also, for districts that wish to do long-range planning, included are the dates for fiscal years 2008-09, 2009-10 and 2010-11 holidays, based on the current statute (ECS 79020).

Fiscal Year 2007-08

July 4, 2007	(Wednesday)	Independence Day
September 3, 2007	(Monday)	Labor Day
November 12, 2007	(Monday)	Veterans Day (Observance)
November 22, 2007	(Thursday)	Thanksgiving Day
December 25, 2007	(Tuesday)	Christmas
January 1, 2008	(Tuesday)	New Year's Day
January 21, 2008	(Monday)	Dr. Martin Luther King, Jr. Day
February 8, 11, 12, or 15, 2008	(Friday, Monday, Tuesday, or Friday)	Lincoln Day
February 18, 2008	(Monday)	Washington Day
May 26, 2008	(Monday)	Memorial Day

A college MAY close on March 31, known as "Cesar Chavez Day," and the fourth Friday in September, known as "Native American Day," if the governing board of the district agrees to close the college for that purpose. The district shall continue to maintain the minimum required 175 days of instruction.

If the district does not close for "Cesar Chavez Day" or "Native American Day," appropriate observances should be held in commemoration.

(Continued)

District Superintendent/President (Continued)

-2-

June 25, 2007

Fiscal Year 2008-09

July 4, 2008	(Friday)	Independence Day
September 1, 2008	(Monday)	Labor Day
November 10 or 11, 2008	(Monday or Tuesday)	Veterans Day
November 27, 2008	(Thursday)	Thanksgiving Day
December 25, 2008	(Thursday)	Christmas
January 1, 2009	(Thursday)	New Year's Day
January 19, 2009	(Monday)	Dr. Martin Luther King, Jr. Day
February 6, 12, or 13, 2009	(Friday, Thursday, or Friday)	Lincoln Day
February 16, 2009	(Monday)	Washington Day
May 25, 2009	(Monday)	Memorial Day

Fiscal Year 2009-10

July 3, 2009	(Friday)	Independence Day (Observance)
September 7, 2009	(Monday)	Labor Day
November 9, 11, or 13, 2009	(Monday, Wed. or Friday)	Veterans Day
November 26, 2009	(Thursday)	Thanksgiving Day
December 25, 2009	(Friday)	Christmas
January 1, 2010	(Friday)	New Year's Day
January 18, 2010	(Monday)	Dr. Martin Luther King, Jr. Day
February 12, 2010	(Friday)	Lincoln Day
February 15, 2010	(Monday)	Washington Day
May 31, 2010	(Monday)	Memorial Day

Fiscal Year 2010-11

July 5, 2010	(Monday)	Independence Day (Observance)
September 6, 2010	(Monday)	Labor Day
November 11 or 12, 2010	(Thursday or Friday)	Veterans Day
November 25, 2010	(Thursday)	Thanksgiving Day
December 24, 2010	(Friday)	Christmas (Observance)
December 31, 2010	(Friday)	New Year's Day (Observance)
January 17, 2011	(Monday)	Dr. Martin Luther King, Jr. Day
February 11 or 18, 2011	(Friday or Friday)	Lincoln Day (Observance)
February 21, 2011	(Monday)	Washington Day
May 30, 2011	(Monday)	Memorial Day

Action/Date Requested: Information**Contact:** For holiday or academic calendar configuration questions, call Elias Regalado, Fiscal Services, at (916) 445-1165 or e-mail at eregalad@cccco.edu.

cc: District/College Chief Business Officer
 Chief Instructional Officer
 Dean of Admissions and Records, Registrar
 Chief Information System Officer
 Erik Skinner
 Elias Regalado

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: SOCCCD: Integrated Districtwide and Board of Trustees
Performance Goals for 2007-08

ACTION: Acceptance for Review and Study

BACKGROUND

The Board of Trustees and Chancellor have considered the district, colleges and Advanced Technology Education Park (ATEP) needs in the development of District Goals for implementation by the Chancellor. These goals were adopted by the Board of Trustees at its meeting on July 23, 2007. In addition, the Board of Trustees has developed its own set of performance goals to attain during 2007-08. The Board of Trustees performance goals were identified as a result of facilitation of a special board meeting on Board self-evaluation by Dr. Cindra Smith of Community College League of California (CCLC) on November 7, 2007.

STATUS

The Chancellor works with the College Presidents, ATEP Provost, the Deputy Chancellor and the Vice Chancellors in integration and accomplishment of Districtwide goals with the goals of colleges, ATEP and district service area units, per their strategic plans, as appropriate. The administration appreciates the direction, guidance and support of the Board of Trustees in accomplishment of integrated Districtwide goals through its own set of performance goals (Exhibit A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the Integrated Districtwide and Board of Trustees Performance Goals for 2007-08 as shown in Exhibit A.

**DISTRICTWIDE GOALS
FOR 2007-2008**

1. Promote and support enrollment growth to meet student demand through new programs, distance education, workforce development, and alternative instructional delivery modes.
2. Engage in systematic and integrated strategic planning and budgeting with annual reviews.
3. Follow the Educational and Facilities Master Plan and address preventative maintenance and timely rehabilitation when making resource allocation decisions.
4. Develop ATEP (Advanced Technology & Education Park) through educational and business partnerships and multiple sources of funding.
5. Provide a safe and secure environment supportive of student learning.
6. Continue to promote and strengthen institutional integrity, effectiveness, and accountability consistent with accreditation recommendations.
7. Increase awareness of the colleges and ATEP through community involvement and outreach to strengthen public and legislative advocacy.
8. Provide an entrepreneurial environment that encourages innovation and increases economic development opportunities.
9. Recruit highly qualified and diverse employees and provide them with opportunities to succeed through constructive and timely evaluation and professional development.
10. Ensure that students, faculty and staff are informed of and have access to services, programs, and policies.
11. Promote a positive Districtwide image through respectful and collegial interactions among faculty, staff, students, administrators, trustees and the community.

**BOARD OF TRUSTEES
PERFORMANCE GOALS
FOR 2007- 2008**

1. Establish goals for the Board, District/Colleges/ATEP and CEO.
2. Ensure that Board discussions are focused on substantive policy and critical issues.
3. Read Board agenda items and the Chancellor's Updates and contact the Chancellor, prior to Board meetings, if there are any questions.
4. Ensure board meetings are positive and productive. Practice high standards of civility, respect and communication, including positive body language.
5. Maintain professional and effective Board/Chancellor relationship based on teamwork. Demonstrate support for the Chancellor and other Board members publicly.

TO: Board of Trustees

FROM: Dr. Raghu P. Mathur, Chancellor

RE: Initial Proposal: South Orange County Community College District
CSEA Chapter 586

ACTION: Acceptance For Review and Study

BACKGROUND

Government Code 3547 requires that all initial proposals from an exclusive representative of public school employees shall be presented at a public meeting of the Board of Trustees and shall thereafter be a matter of public record. The District will present its proposal to the Board at the January, 2008 Board meeting. In addition, before collective bargaining may take place, both the initial proposal of the exclusive representative and the community college district shall be made public for a reasonable time so that members of the public have the opportunity to express themselves regarding either initial proposal to the Board of Trustees.

STATUS

The District has received an initial proposal from the CSEA (Exhibit A) to modify, amend, or terminate the Master Agreement and to begin negotiations. A public hearing on this proposal will be held at the January Board meeting.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the CSEA's proposal for review and study, and set a public hearing on the proposal at the regularly scheduled January Board Meeting.

CSEA CHAPTER 586
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 92692

November 19, 2007

Board of Trustees
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Dear Trustees:

With this letter, we are submitting notification that California School Employees Chapter 586 desires to reopen negotiations for the purpose of arriving at a collective bargaining agreement to commence on July 1, 2008. Proposed modifications are detailed on the attached Collective Bargaining Agreement Reopener Proposal.

It is our desire that this proposal be offered for public notice as required by law at the December 10, 2007, meeting of the Board of Trustees. We hope to begin successor negotiations no later than February 15, 2008.

Sincerely,

Shanna Moorhouse, President
CSEA Chapter 586

Mary Williams, Chief Negotiator
CSEA Chapter 586

CSEA CHAPTER 586
REOPENER PROPOSAL TO THE
COLLECTIVE BARGAINING AGREEMENT
ENDING ON JUNE 30, 2008

The following is the entire proposal of California School Employees Chapter 586 with regard to reopening the current collective bargaining agreement, submitted in accordance with Article 21.1 of the current agreement. CSEA proposes to reopen only the following Articles and Sections for the reasons indicated:

Preamble:

Open to change the date of Agreement to coincide with ratification.

ARTICLE 3

Article 3.1.11

Open to increase release time for classified staff in leadership roles.

Article 3.2.1.2

Open to expand the number of committees and task forces on which inclusion of classified representatives is guaranteed.

Article 3.3

Open to increase the number of contracts to be printed.

Article 3.4

Open to discuss modification of current contract language.

Article 3.5

Open to modify current contract language to further protect the work of the bargaining unit.

Article 3.8

Open to modify current contract language to expand the role of a job steward.

ARTICLE 5

Article 5.1

Open to discuss modification of the length of the probationary period for new employees.

Article 5.2

Open to modify current contract language with regard to the distribution of signed evaluations.

ARTICLE 6

Open to revise current contract language to clarify the materials that may be placed in an employee's personnel file.

ARTICLE 7

Open to include language that provides employees an opportunity to participate in an alternative work schedule program during the period of the summer break (last week in May through the second week of August).

Article 7.1.1

Open to include the appropriate Education Code reference.

Article 7.1.2

Open to expand the allowed alternative work schedules employees may elect with administrative approval during the regular academic year.

Open to modify current contract language with regard to the approval process for alternative work schedules.

Article 7.2

Open to modify current contract language with regard to the length of the workday.

Article 7.3

Open to discuss modification of current contract language with regard to adjustments of assigned time.

Article 7.8.2.2

Open to discuss an increase in the number of hours of compensatory time that an employee can accrue.

Article 7.9.1

Open to delete the words "full-time" from current contract language.

Article 7.10.1

Open to discuss modification of current contract language with regard to distribution of overtime.

ARTICLE 8

Article 8.1

Open to discuss modifying the current 6-step salary schedule.

Article 8.4

Open to establish a set notification period before amounts in excess of \$25 can be withheld from an employee's paycheck when an error in payroll processing has been made.

Open to add a requirement that the CSEA president be notified before an employee is docked more than \$50 in pay.

Article 8.6

Open to revise compensation for the 2008-2009, 2009-2010, and 2010-2011 academic years.

Article 8.10 and 8.10.1

Open to discuss modification of the longevity pay schedule and the deletion of Article 8.10.1.

Article 8.11

Open to discuss modification of contract language regarding step increments.

Article 8.12

Open to discuss modification of contract language with regard to initial salary placement.

Article 8.16

Open to add language that will result in a reclassification study for all or part of the bargaining unit prior to negotiations in 2011.

Article 8.17

Open to add language that will allow CSEA to select a limited number of specific bargaining unit positions or families for salary review and possible reallocation on an annual basis.

ARTICLE 9

Article 9.1

Open for modification of the district contribution to the cost of medical insurance for eligible bargaining unit members.

Article 9.3

Open for modification of eligibility requirements.

Article 9.5

Open for modification of retiree benefits.

ARTICLE 10

Article 10.1

Open to omit the date specific data and specify that the 18 holidays will be in accordance with the actions of the BOT based on the recommendations of the District Calendar Committee.

ARTICLE 11

Article 11.6

Open to discuss modification of current language regarding vacation scheduling.

Article 11.7

Open to discuss modification of current language.

ARTICLE 12

Article 12.1

Open to discuss modification of current contract language regarding bereavement leave.

Article 12.7

Open to increase the availability of personal necessity to seven (7) days.

ARTICLE 13

Articles 13.1 and 13.2

Open for modification of the process for appointment through lateral transfer *and/or* promotional opportunity.

Article 13.4

Open to modify the language with regard to medical transfers.

Article 13.6.2

Open to modify current contract language with regard to district initiated transfers.

Article 13.7.5

Open for modification of current language to include employees who voluntarily sought a reduction in classification.

ARTICLE 14

Article 14.4

Open to modify the language with regard to timelines.

ARTICLE 23

Open only for the purpose of any necessary modifications, clarifications, or additions.

Add Contract Sections:

CSEA seeks to negotiate language on the following topics:

- Retirement Incentives
- Educational Incentives
- Reduced workload 5-years prior to retirement
- Health care benefits for employees working fewer than 20-hours/week
- A staffing/workload study

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

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. 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>
Allgood, Maria	¹ BA/Interior Design	Interior Design/SC	I/6	01/14/08
Arguello, Michael	Ph.D./History	History/SC	V/6	03/24/08
Binder, Gerald	Ph.D./Psychology	Psych/Emeritus/SC	V/6	01/14/08
Burns, Connie	MBA/Business Admin.	Accounting/IVC	II/6	01/14/08
Chu, Hencelyn	Ph.D./Microbiology	Biology/SC	V/6	01/14/08
De Anda, Jaime	Ph.D./Biochemistry	Chemistry/SC	V/6	01/14/08
Deppmeier, Bernard	MA/Applied Math	Mathematics/SC	II/6	01/14/08
Esteras, Wendy	MA/Literature	Writing/SC	II/6	01/14/08
Gomez, Diego	MA/Spanish Linguistics	Spanish/IVC	II/6	01/14/08
Gonzalez, Denyee	MA/Anthropology	Anthropology/SC	II/6	03/24/08
Lara, Brandee	MA/Dance	Theatre Arts/IVC	II/6	01/14/08
Lathrop, Michael	MA/English Literature	Writing/IVC	II/6	01/14/08
Muldrow, Howard	MS/Mathematics	Mathematics/SC	II/6	01/14/08
Neubauer, Laura	MA/English	English/SC	II/6	01/14/08
Rodriguez, Rodney	PhD/Comparative Lit.	Writing/IVC	V/6	01/14/08
Ryan, Kenneth	¹ BFA/Mass Com.	Comm. Arts/SC	I/6	01/14/08
Sepehri, Sayyed	¹ MA/Digital Arts	Architecture/SC	II/6	01/14/08
Shaked, Netta	MA/APSYP	Psychology/IVC	II/6	03/24/08
Smith, Thomas	¹ BA/Sociology	Comm. Arts/SC	I/6	01/14/08
Torelli, Catherine	MS/Political Science	Political Sci./IVC	II/6	01/14/08
White, Jerilyn	MA/Human Develop.	Child Develop./SC	II/6	01/14/08
Wirthlin, David	MFA/Writing	Writing/IVC	II/6	01/14/08

EQUIVALENCY

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

¹ Per California Community Colleges State Chancellor's Office this discipline does not require a Master's Degree.

A. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF – Continued

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Miyagi, Yukino	BA/Linguistics	Japanese/IVC	I/6	01/14/08

Equivalency is based on a Bachelor of Arts degree in Business Administration from University of Ryukyus in Okinawa, Japan, and an anticipated Master of Arts degree in Linguistics from California State University, Long Beach, which is due to be granted mid-December, 2007. As well as being a native speaker of Japanese, Yukino has served as a Material Translator for LINC Group, LLC, a Conversation Partner at the American Language Institute, and as a volunteer ESL tutor for the Learning Assistance Center at CSU, Long Beach.

Taylor, Thomas	BS/Transportation Des.	Graphic Design/SC	I/6	01/14/08
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Equivalency is based on a Bachelor of Arts degree in Transportation Design from Art Center College of Design in Pasadena, California and over 20 years as an illustrator, designer and author. Mr. Taylor has had his own business as a designer of custom vehicles and has authored several books on illustration and rendering. He has taught illustration, rendering and visualization at Art Center of Design.

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Dearmin, Terese	MD/Medical Doctor	Physician/SC	DR06	11/15/07

C. AUTHORIZATION TO ELIMINATE ACADEMIC ADMINISTRATOR POSITION AND/OR POSITION NUMBERS

1. DIRECTOR OF RESEARCH AND PLANNING, Pos #2892, Academic Administrative Salary Schedule Range I, Office of Technology and Learning Services, District, seeks authorization to eliminate this full-time Administrator position from its staff complement, effective January 2, 2008. This position is being replaced by the District Director of Research and Planning position, per item B1 of the Classified Personnel Board agenda. (Position approved: December 8, 2003)

D. AUTHORIZATION TO ELIMINATE ACADEMIC FACULTY POSITION AND/OR POSITION NUMBERS

1. ACCOUNTING INSTRUCTOR, Pos #1611, Academic Faculty Salary Schedule, School of Business Sciences, Irvine Valley College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the Accounting and Business Management Instructor position, Pos #3821, presented by Irvine Valley College and approved by the Board of Trustees on November 13, 2007. (Position approved: 1979)

D AUTHORIZATION TO ELIMINATE ACADEMIC FACULTY POSITION AND/OR POSITION NUMBERS

2. AMERICAN SIGN LANGUAGE AND INTERPRETING INSTRUCTOR, Pos #2945, Academic Faculty Salary Schedule, Division of Health Sciences, Human Services and Emeritus Institute, Saddleback College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the Medical Assistant/Phlebotomy Instructor position, Pos #3812, presented by Saddleback College and approved by the Board of Trustees on November 13, 2007. (Position approved: October 26, 2004)
3. ASTRONOMY INSTRUCTOR, Pos #1590, Academic Faculty Salary Schedule, Division of Mathematics, Sciences and Engineering, Saddleback College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the Astronomy/Physics Instructor position, Pos #3822, presented by Saddleback College and approved by the Board of Trustees on November 13, 2007. (Position approved: 1976)
4. BIOLOGY/HORTICULTURE INSTRUCTOR, Pos #1561, Academic Faculty Salary Schedule, Division of Advanced Technology and Applied Sciences, Saddleback College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the Horticulture and Landscape Design Instructor position, Pos #3805, presented by Saddleback College and approved by the Board of Trustees on November 13, 2007. (Position approved: 1975)
5. DSP&S DIRECTOR, Pos #2237, Academic Faculty Salary Schedule, Division of Counseling Services and Special Programs, Saddleback College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the DSPS Coordinator/Counselor position, Pos #3811, presented by Saddleback College and approved by the Board of Trustees on November 13, 2007. (Position approved: June 17, 1996)
6. DRAFTING INSTRUCTOR, Pos #1514, Academic Faculty Salary Schedule, School of Mathematics, Computer Sciences and Engineering, Irvine Valley College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the Mathematics Instructor position, Pos #3824, presented by Irvine Valley College and approved by the Board of Trustees on November 13, 2007. (Position approved: 1983)
7. MATH/COMPUTER SCIENCE INSTRUCTOR, Pos #1624, Academic Faculty Salary Schedule, Division of Mathematics, Sciences and Engineering, Saddleback College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the Mathematics Instructor position, Pos #3816, presented by Saddleback College and approved by the Board of Trustees on November 13, 2007. (Position approved: 1970)

D. AUTHORIZATION TO ELIMINATE ACADEMIC FACULTY POSITION AND/OR POSITION NUMBERS - Continued

8. MATH/COMPUTER SCIENCE INSTRUCTOR, Pos #1718, Academic Faculty Salary Schedule, Division of Mathematics, Sciences and Engineering, Saddleback College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the Mathematics Instructor position, Pos #3818, presented by Saddleback College and approved by the Board of Trustees on November 13, 2007. (Position approved: 1976)
9. PE INSTRUCTOR/HEAD GOLF COACH, Pos #1518, Academic Faculty Salary Schedule, Division of Physical Education, Kinesiology and Athletics, Saddleback College seeks authorization to eliminate this full-time faculty position from its staff complement, effective June 1, 2008. This position is being replaced by the Kinesiology/Head Women's Softball Coach position, Pos #3820, presented by Saddleback College and approved by the Board of Trustees on November 13, 2007. (Position approved: 1979)

E. ADMINISTRATOR CONTRACT EXTENSION

1. The following South Orange County Community College District Administrators are to receive the specified contract extension, effective July 1, 2008.

<u>Administrator</u>	<u>Assignment</u>	<u>Salary Placement</u>	<u>Contract Term/Yr.</u>
Chuman, Jerilyn	Dean, Counseling Svc & Spec Prog/SC	II/6	06/30/2011
Cifone, Rocco	Dean, Fine Arts/SC	II/6	06/30/2011
Cooper, Susan	Dean, Career Tech Ed & Wkforce Dev/IVC	II/6	06/30/2011
Corum, Susan	Dean, Business & Social Sciences/IVC	II/6	06/30/2011
DeShazer, Larry	Director, CACT Grant/AATEP	I/6	06/30/2009
Flanigan, Patricia	Dean, Social & Behavioral Sciences/SC	II/6	06/30/2011
King, Robert	Vice Chancellor, Human Resources/District	IV/4	06/30/2011
O'Connor, Kevin	Dean, Liberal Arts & Learning Resources/SC	II/6	06/30/2011
Patton, Kenneth	Dean, Business Sciences/SC	II/6	06/30/2011
Poertner, Gary	Deputy Chancellor/District	V/6	06/30/2011
Rice, Tamera	Asst. Dean, HSHSE/SC	I/6	06/30/2011
Roquemore, Glenn	President/IVC	II/6	06/30/2011
Serban, Andreea	Vice Chancellor, Tech & Learn Svc/District	IV/3	06/30/2011
Taylor, Donald	Dean, Adv Tech & Applied Sciences/SC	II/6	06/30/2011
Telson, Lise	Vice President, Student Services/SC	II/6	06/30/2011
Wright, James	Dean, Mathematics, Sciences & Eng/SC	II/6	06/30/2011

F. CHANGE OF STATUS

1. RIVAS, DANIEL, ID #1026, Spanish Instructor, Pos #2281, Academic Faculty Salary Range V, Step 30, School of Humanities and Languages, Irvine Valley College, has been given a temporary change in assignment to Interim Dean of Humanities and Fine Arts, Academic Administrator Salary Range II, Step 6, Divisions of Humanities, Languages, and Fine Arts, Irvine Valley College, Effective December 18, 2007. This is a temporary replacement for Karima Feldhus, who resigned.

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 2007/2008 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Adams, Howard	EMS Scheduling/SC	\$ 795.83	01/08/08-05/22/08
Adams, Howard	Chair, Curriculum Comm./SC	6,366.60	01/14/08-05/22/08
Bagwell, Janet	Chair, Reading/SC	1591.65	01/08/08-05/22/08
Bagwell, Janet	Co-coordinator, Reading Lab./SC	795.83	01/08/08-05/22/08
Bander, Carol	Co-chair, ESL Department/SC	1,591.65	01/08/08-05/22/08
Barrows, Morgan	Chair, Institutional Eff. Comm/SC	3,183.30	08/20/07-12/14/07
Barrows, Morgan	Chair, Institutional Eff. Comm/SC	6,336.60	01/14/08-05/22/08
Barrows, Morgan	Chair, Env Stud/Mar Sci Tech/SC	2,387.48	01/08/08-05/22/08
Bleakney, Julia	Co-coordinator, English Comp/SC	1,591.65	01/08/08-05/22/08
Braatz, Timothy	Chair, History/SC	2,387.48	01/14/08-05/22/08
Camelot, Allison	Chair, Sociology/SC	1,193.74	01/14/08-05/22/08
Carroll, Christina	Chair, Computer Science/SC	1,591.65	01/08/08-05/22/08
Cesareo-Silva, C.	Chair, Anthropology/SC	1,193.74	01/14/08-05/22/08
Chattopadhyay, C.	Chair, Emeritus Curriculum/SC	3,183.30	01/21/08-05/22/08
Chin, Lem	Chair, Architecture/Drafting/SC	1,591.65	01/08/08-05/22/08
Cobos, Ana Maria	Chair, Library Services/LAP/SC	3,183.30	01/08/08-05/22/08
Cosgrove, Robert	Past Pres, Academic Senate/SC	2,132.67	08/20/07-12/14/07
Crary, Paul	Chair, Speech/SC	1,591.65	01/14/08-05/22/08
Denton, Suzanne	Chair, CFS/Food & Nutr/SC	1,591.65	01/08/08-05/22/08
Duquette, Jan	Chair, PE & Athletics/SC	6,366.60	01/14/08-05/22/08
Evancoe, Eugene	Chair, Electronic Tech/SC	1,591.65	01/08/08-05/22/08
Fennell, Patrick	Chair, Fine Arts/SC	1,273.32	01/14/08-05/22/08
Fier, Scott	Chair, Chemistry/SC	2,387.48	01/08/08-05/22/08
Forouzesh, Jennifer	Chair, Nursing/SC	3,183.30	01/08/08-05/22/08
Fox, Lindsay	Chair, Fashion/SC	1,591.65	01/08/08-05/22/08
Haeri, Mitchell	Chair, Astronomy & Physics/SC	1,591.65	01/08/08-05/22/08
Hardick, Randy	Chair, EMT/SC	1,591.65	01/08/08-05/22/08
Harrison, Charles	Chair, Hort/Landscape Design/SC	1,591.65	01/08/08-05/22/08
Hastings, Ron	Chair, Adapted Kinesiology/SC	1,425.00	01/14/08-05/22/08
Hernandez-Bravo, C.	Chair, Foreign Language/SC	3,183.30	01/08/08-05/22/08
Hernandez-Bravo, C.	Coordinator, Language Lab/SC	1,591.65	01/08/08-05/22/08
Huntley, Anthony	Co-chair, Biological Sciences/SC	1,193.74	01/08/08-05/22/08
Kiernan, Maria	Chair, Emeritus Fine Arts/SC	1,591.65	01/21/08-05/22/08
Kuykendall, Carolyn	Chair, Humanities & Philo/SC	1,591.65	01/08/08-05/22/08
Kuykendall, Carolyn	Chair, English/SC	4,774.95	01/08/08-05/22/08
Leighton, Ronald	Chair, Photography/SC	1,273.32	01/14/08-05/22/08
Leipzig, Victor	Guest Lecture Series/SC	100.00	02/22/08-02/22/08
Lovett, Margot	Chair, Wom/Gender Studies/SC	1,591.65	01/14/08-05/22/08
Lowe, Leslie	Chair, Emeritus Kinesiology/SC	1,591.65	01/21/08-05/19/08
McLeod, Paul	Advisor, Lariat/SC	3,183.30	01/08/08-05/22/08
Meyer, Cliff	Chair, Automotive Tech/SC	1,591.65	01/08/08-05/22/08
Millovich, June	Chair, Ch Dev/Educ Studies/SC	4,774.95	01/14/08-05/22/08
Myers, Charles	Chair, Communication Arts/SC	1,591.65	01/08/08-05/23/08
Pestolesi, Diane	Asst Director Nursing/SC	1,591.65	01/08/08-05/22/08

G. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Quade, Joyce	Chair, Computer Info Mgt/SC	\$ 4,552.12	01/14/08-05/22/08
Quade, Joyce	Coordinator, IMC Lab/SC	2,626.22	01/14/08-05/22/08
Radden, Larry	Forensics Coach, Speech/SC	4,774.95	01/14/08-05/22/08
Reed, Michael	Chair, Journalism/SC	1,591.65	01/08/08-05/22/08
Renault, Irene	Co-Chair, Reading/SC	1,591.65	01/08/08-05/22/08
Renault, Irene	Co-Coord, Reading Lab/SC	795.83	01/08/08-05/22/08
Repka, James	Chair, Geology/Marine Sci/SC	1,591.65	01/08/08-05/22/08
Rezec, Amira	Chair, Psychology/SC	2,387.48	01/14/08-05/22/08
Rosenberg, Alannah	Chair, Economics/Poli Sci/SC	2,387.48	01/14/08-05/22/08
Schureman, Robert	Asst/Dev. Design/Model/IVC	2,000.00	01/14/08-05/22/08
Seller, Joel	Chair, Music/SC	1,591.65	01/14/08-05/22/08
Smith, Jeanne	Chair, Mathematics/SC	6,366.60	01/08/08-05/22/08
Smith, Kathleen	Chair, ESL/SC	1,591.65	01/08/08-05/22/08
Stevens, Kay	Chair, Medical Assisting/SC	1,591.65	01/08/08-05/22/08
Stevenson, William	Co-Coordinator, English/SC	1,591.65	01/08/08-05/22/08
Tanner, Rita	Chair, Sign Language/SC	3,183.30	01/08/08-05/22/08
Taylor, Karen	Chair, Graphics/SC	1,591.65	01/08/08-05/22/08
Teh, Steve	Chair, Biological Science/SC	1,193.74	01/08/08-05/22/08
Thomas, Arlene	Chair, Int Design/Travel/SC	1,591.65	01/08/08-05/22/08
Vidal-Prudholme, L.	Coordinator, Child Dev Lab/SC	3,000.00	01/14/08-05/22/08
Walsh, Dan	Chair, Geography/GIS/SC	1,591.65	01/14/08-05/22/08
Welc, Martin	Chair, Business/SC	2,546.64	01/14/08-05/22/08
Welc, Martin	Chair, Real Estate/SC	2,069.15	01/14/08-05/22/08
White, Richard	Chair, Art/SC	3,183.30	01/14/08-05/22/08
Williams, Thaddeus	Guest Speaker Series/SC	100.00	04/25/08-04/25/08

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 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount</u>	<u>Effective Date</u>
Appleman, Jack	Guide Program, Basic Skills/IVC	\$ 250.00	08/20/07-12/14/07
Cox, Barbara	Curriculum review/NSF Grant/SC	15,000.00	11/19/07-06/30/08
Gleason, Linda	Mentor, Enrollment Growth/SC	600.00	10/15/07-10/15/07
Goldberg, Patrizia	Curriculum Develop/VTEA/SC	1,000.00	08/20/07-12/16/07
Millovich, June	Project Director/CDES Grant/SC	2,700.00	08/20/07-12/14/07
Millovich, June	Project Director/CDES Grant/SC	1,200.00	09/01/07-04/30/08
Roberts, Mary J.	Reflections XII/Emeritus Inst./SC	600.00	08/20/07-12/16/07

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. MATCHISON, LAUREN, ID #13762, Architecture/Drafting Instructor, Pos #1631, Academic Faculty Salary Range 3, Step 9, Division of Advanced Technology and Applied Science, Saddleback College, resignation effective January 1, 2008. (Permanent Start date: August 16, 2004)
2. MC CULLOUGH, RICHARD, ID #1168, President, Pos #2869, Academic Administrator Salary Range IV, Step 04, Saddleback College, resignation effective June 30, 2008 and retirement effective July 1, 2008. Payment is authorized for any compensated time off. (Permanent Start date: September 9, 1971)
3. SIMPSON, ROBERT SCOTT, ID #13751, Director of Research and Planning, Pos #2892, Academic Administrator Salary Range I, Step 4, Office of Technology and Learning Services, District, resignation effective December 31, 2007. Payment is authorized for any compensated time off. (Permanent Start date: August 4, 2004)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**ITEM: 5.9
DATE: 12/10/07**

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.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

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

- A. ANSALDO, WARREN is to be employed as Senior Laboratory Technician, Mathematics, Sciences and Engineering, Pos #2157, Division of Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 1, 40 hours per week, 12 months per year, effective December 17, 2007. This is a replacement position for Lance Potter, who received a change in status.
- B. DICKINSON, GREGORY is to be employed as Senior Laboratory Technician, Astronomy, Pos #3733, Division of Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Range 130, Step 1, 20 hours per week, 12 months per year, effective November 26, 2007. This is a new position approved by the Board of Trustees on April 23, 2007.
- C. MANDERS, RACHEL is to be employed as Grants Analyst, Pos #3260, School of Career Technology and Workforce Development, Irvine Valley College, Classified Bargaining Unit Salary Range 137, Step 1, 40 hours per week, 12 months per year, effective December 3, 2007. This is a replacement position for Christine Frymire, who resigned.
- D. WANG, YUBO is to be employed as Accounting Assistant, Pos #3388, Office of College Fiscal Services, Irvine Valley College, Classified Bargaining Unit Salary Range 118, Step 1, 40 hours per week, 12 months per year, effective December 5, 2007. This is a replacement position for Madelyn Johnston-Plescia.
- E. WIEDENKOPF, SASHIKO MICHELLE is to be employed as Accounting Assistant, Pos #3751, Office of College Fiscal Services, Saddleback College, Classified Bargaining Unit Salary Range 118, Step 1, 40 hours per week, 12 months per year, effective October 22, 2007. This is a new position approved by the Board of Trustees on June 25, 2007.
- F. WILLIAMS, JAVIER is to be employed as Financial Aid Specialist (Categorical), Pos #3508, Office of Financial Aid, Saddleback College, Classified Bargaining Unit Salary Range 125, Step 1, 40 hours per week, 12 months per year, effective November 27, 2007. This position is categorical funded with employment contingent upon the availability of BFAP fund. This is a replacement position for Hoang-Quyen Dang, 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. (Ratified – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Start Date</u>
Brown, Jerry	Groundskeeper/SC	118/1	11/14/2007
McGee, Lynette	Accompanist/IVC	126/1	11/14/2007
McQuown, Mark	Technical Director/Scenic Designer/SC	132/1	11/06/2007
Reisch, Carla	Ticket Office Operations Mgr./IVC	122/1	11/09/2007
Santy, Earl	Groundskeeper/SC	118/1	10/30/2007

A. NEW PERSONNEL APPOINTMENTS (Continued)

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Ratified – 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>
Abrahams, Lawrence	Coaching Aide/IVC	\$ 15.00	01/01/08-06/30/08
Adhiningrat, Ario	Theater Aide/IVC	10.00	11/16/07-06/30/08
Adams, Brandt	Project Specialist/IVC	8.50	01/01/08-06/30/08
Arndt, Susan	Project Specialist/SC	8.50	01/01/08-06/30/08
Atkins, Kimberly	Clerk - Short Term/SC	11.00	11/01/07-06/30/08
Aydt, Rita	Theatre Aide/SC	9.50	01/01/08-06/30/08
Azar, Mursel	Project Specialist/SC	16.00	01/01/08-06/30/08
Baca-Felix, Francisco	Clerk - Short Term/SC	10.00	01/01/08-06/30/08
Baird, Daniel	Theatre Aide/SC	12.50	01/01/08-06/30/08
Barcnas, Patricia	Clerk - Short Term/IVC	9.00	01/01/08-06/30/08
Bardool, Mohsan	Project Specialist/SC	8.50	01/01/08-06/30/08
Beasley, Ian	Project Specialist/IVC	8.50	01/01/08-06/30/08
Belot, Nicole	Clerk - Short Term/SC	11.50	11/13/07-06/30/08
Bettino, Leslie	Project Specialist/SC	10.50	01/01/08-06/30/08
Booker, Nicholas	Project Specialist/SC	16.00	01/01/08-06/30/08
Brown, Lucy	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
Brown, Marie	Theatre Aide/SC	9.00	01/01/08-06/30/08
Brown, Megan	Theatre Aide/SC	8.50	01/01/08-06/30/08
Buchman, Bruce	Coaching Aide/SC	15.00	01/01/08-06/30/08
¹ Burkholder, John	Coaching Aide/SC	15.00	01/01/08-06/30/08
Burns, Kathy	Clerk - Short Term/SC	10.00	01/01/08-06/30/08
Butcher, Donald	Coaching Aide/SC	15.00	01/01/08-06/30/08
Callian, Ted	ST Campus Sec. Officer/IVC	15.25	10/15/07-06/30/08
Campbell, Christina	Project Specialist/SC	8.50	01/01/08-06/30/08
Cascardo, Matthew	Coaching Aide/SC	15.00	01/01/08-06/30/08
Cervantes, Martha	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
Cho, Nancy	Project Specialist/SC	20.00	01/01/08-06/30/08
Christman, Tyler	Theatre Aide/SC	9.00	11/15/07-06/30/08
Clement, Eddy	Theatre Aide/SC	20.00	01/01/08-06/30/08
Coltrane, Jonathan	Project Specialist/SC	8.50	01/01/08-06/30/08
Cone, Allison	Project Specialist/IVC	8.50	01/01/08-06/30/08
Coon, Ryan	Theatre Aide/SC	9.00	01/01/08-06/30/08
Cooper, Lyda	Clerk - Short Term/SC	12.00	01/01/08-06/30/08
Cordova, Lynne	Project Specialist/SC	14.00	01/01/08-06/30/08
Cornelius, Melissa	Project Specialist/SC	10.50	01/01/08-06/30/08
Costales, Stephen	Coaching Aide/SC	15.00	01/01/08-06/30/08
Dadkhah, Mohammad	Project Specialist/SC	10.50	01/01/08-06/30/08
Dale, Candice	Project Specialist/SC	8.50	01/01/08-06/30/08
Davani, Farideh	Theatre Aide/IVC	9.00	01/01/08-06/30/08
Davila, Judy	Project Specialist/SC	16.00	01/01/08-06/30/08

¹ Brother of David Burkholder, Building Maintenance Worker, Office of Physical Plant, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Ratified – 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>
Davis, Madhava	Coaching Aide/SC	\$ 15.00	01/01/08-06/30/08
de Forest, Alexis	Theatre Aide/SC	8.50	01/01/08-06/30/08
DeLeva, Anthony	Project Specialist/SC	15.50	01/01/08-06/30/08
Draluck, Laurence	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Dutcher-Centers, Serina	Clerk - Short Term/IVC	13.00	01/01/08-06/30/08
Duvinage, Leitha	HR Project Specialist/District	16.00	01/01/08-06/30/08
Dwinell, Patti	Clerk - Short Term/SC	11.00	01/01/08-06/30/08
Ebrahimi, Nazaneen	Project Specialist/IVC	8.50	01/01/08-06/30/08
Elecciri, David	Coaching Aide/SC	15.00	01/01/08-06/30/08
Evans, Vanessa	Theatre Aide/IVC	9.00	01/01/08-06/30/08
Fadaiefard, Mohammad	Project Specialist/IVC	15.50	01/01/08-06/30/08
Fellner, John	Project Specialist/SC	8.50	01/01/08-06/30/08
Fischer, Alice	Clerk - Short Term/IVC	12.00	01/01/08-06/30/08
Fletcher, Jenny	Project Specialist/IVC	8.50	01/01/08-06/30/08
Flippin, Mark	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Follosco, Meryl	Clerk - Short Term/IVC	8.50	01/01/08-06/30/08
Fox, Jill	Clerk - Short Term/SC	11.00	01/01/08-06/30/08
Freitas, Sami	Coaching Aide/SC	15.00	01/01/08-06/30/08
Fuentes, Toni	Project Specialist/SC	20.00	01/01/08-06/30/08
Furuta, Jeanne	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
Gannon, Ashley	Theatre Aide/IVC	9.00	01/01/08-06/30/08
Garber, Shaylene	Theatre Aide/SC	9.00	11/15/07-06/30/08
Gasnell, Matthew	Project Specialist/SC	10.50	11/06/07-06/30/08
Gauthier, Shirley	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
Geer, Marissa	Project Specialist/SC	8.50	01/01/08-06/30/08
Good, Pauline	Theatre Aide/SC	9.50	01/01/08-06/30/08
² Goodman, Mary	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
Graff, William	Project Specialist/SC	20.00	01/01/08-06/30/08
Gray, Daniel	Theatre Aide/SC	9.50	01/01/08-06/30/08
Greene, Wanda	Theatre Aide/SC	10.50	01/01/08-06/30/08
Gross, Rachel	Theatre Aide/SC	9.00	11/15/07-06/30/08
Ground, M.	Coaching Aide/SC	15.00	01/01/08-06/30/08
Grow, Tiffany	Project Specialist/IVC	15.00	01/01/08-06/30/08
Guevara, Jesus	Project Specialist/SC	9.50	01/01/08-06/30/08
Harris, Virginia	Project Specialist/SC	20.00	01/01/08-06/30/08
Hellriegel, John	Project Specialist/SC	16.00	01/01/08-06/30/08
Henmi, Judy	Project Specialist/SC	20.00	11/08/07-06/30/08
Herz, Peter	Theatre Aide/SC	20.00	01/01/08-06/30/08
Higgins, Christopher	Theatre Aide/SC	8.50	01/01/08-06/30/08

² Wife of Richard Goodman, Human Services Instructor, Division of Health Sciences, Human Services & Emeritus Institute, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Ratified – 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>
Hill, Sean	Project Specialist/IVC	\$ 18.00	01/01/08-06/30/08
Hillyer, Marian	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
Hipolite, Dana	Project Specialist/SC	10.50	01/01/08-06/30/08
Holland, Larry	Coaching Aide/SC	15.00	01/01/08-06/30/08
Honeyman, Ilona	Theatre Aide/IVC	8.50	01/01/08-06/30/08
Hosack, Jarel	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Housky, Michael	Project Specialist/SC	20.00	01/01/08-06/30/08
Hungridge, Amber	Project Specialist/SC	8.50	01/01/08-06/30/08
Islas, Jacqueline	Clerk - Short Term/IVC	9.00	01/01/08-06/30/08
Jack, Wendy	Theatre Aide/SC	9.50	01/01/08-06/30/08
Jafar Gholizadeh, Omid	Project Specialist/SC	9.50	01/01/08-06/30/08
Jahed, Shirin	Theater Aide/SC	12.00	11/02/07-06/30/08
Jarema, Veronica	Theatre Aide/SC	9.00	01/01/08-06/30/08
Jensen, Miranda	Clerk - Short Term/IVC	9.00	01/01/08-06/30/08
Jhu, Candice	Project Specialist/SC	20.00	01/01/08-06/30/08
Johnson, Edmond	Coaching Aide/SC	15.00	01/01/08-06/30/08
Johnson, Stephen	Theatre Aide/SC	10.50	01/01/08-06/30/08
Jones, David	Project Specialist/IVC	14.00	01/01/08-06/30/08
Ketcham, Christopher	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Khachikyan, Garegin	Project Specialist/IVC	14.00	01/01/08-06/30/08
Khademi, Pourya	Tutor/IVC	9.50	01/01/08-06/30/08
Kohbodi, Golenaz	Clerk - Short Term/IVC	10.00	01/01/08-06/30/08
Komine, Ayako	Project Specialist/IVC	8.50	01/01/08-06/30/08
Kristjanson, Johann	Project Specialist/SC	10.50	11/06/07-06/30/08
Kurd, Majdi	Project Specialist/IVC	14.00	01/01/08-06/30/08
Lawson, Raphael	Coaching Aide/SC	15.00	01/01/08-06/30/08
LeMire, Natalie	Clerk - Short Term/IVC	10.50	01/01/08-06/30/08
Leong Yu, Rita	Theatre Aide/IVC	8.50	01/01/08-06/30/08
Lin, Joseph	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Lin, Meier	Project Specialist/IVC	9.50	01/01/08-06/30/08
Lindsey, Constance	Project Specialist/SC	20.00	11/16/07-06/30/08
³ Long, Jeffrey	Project Specialist/SC	16.00	01/01/08-06/30/08
Lucas, Richard	Theatre Aide/IVC	12.50	01/01/08-06/30/08
Maier, Charles	Clerk - Short Term/SC	11.00	01/01/08-06/30/08
Marquez, Melissa	Theatre Aide/SC	8.50	01/01/08-06/30/08
Marsden, Pamela	Theatre Aide/SC	10.50	01/01/08-06/30/08
Martin, Mary	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
Massaro, Michael	Project Specialist/SC	8.50	01/01/08-06/30/08
Matthews, Atesha	Project Specialist/ATEP	18.00	01/01/08-06/30/08
Matthews, Brenda	Clerk - Short Term/IVC	9.50	01/01/08-06/30/08
Matthews, JamieAnn	Theatre Aide/SC	8.50	01/01/08-06/30/08

³ Brother of Michael Long, Adjunct Counselor, Division of Counseling Service & Special Programs, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Ratified – 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>
May, Michael	Project Specialist/IVC	\$ 12.50	01/01/08-06/30/08
Mayville, Joseph	Project Specialist/SC	8.50	01/01/08-06/30/08
McConnell, Tracy	Project Specialist/SC	20.00	01/01/08-06/30/08
McDonald, Karin	Clerk - Short Term/SC	11.50	01/01/08-06/30/08
Mendiola, Lucciano	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Meza, Amy	Project Specialist/IVC	9.00	01/01/08-06/30/08
Miller, Matthew	Project Specialist/SC	14.00	01/01/08-06/30/08
Mitchell, Robert	Coaching Aide/SC	15.00	01/01/08-06/30/08
Modak, Cristina	Clerk - Short Term/IVC	8.50	10/19/07-06/30/08
Morales, Jamee	Coaching Aide/SC	15.00	01/01/08-06/30/08
Moreno, Enrique	Project Specialist/SC	13.00	01/01/08-06/30/08
Morra, Travis	Theatre Aide/SC	8.50	01/01/08-06/30/08
⁴ Mullen, Patricia	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
⁵ Muniz, Travis	Theatre Aide/SC	11.50	01/01/08-06/30/08
Muniz Gomez, Gerardo	Project Specialist/SC	9.00	01/01/08-06/30/08
Myers, Ashley	Theatre Aide/SC	10.50	01/01/08-06/30/08
Nakagawa, Yuki	Project Specialist/IVC	8.50	01/01/08-06/30/08
Neubauer, Laura	Project Specialist/SC	9.50	01/01/08-06/30/08
Nguyen, Christine	Project Specialist/SC	10.50	01/01/08-06/30/08
Nocella, Kirsten	Project Specialist/IVC	9.50	09/15/07-06/30/08
Noonen, Ethlean	Theatre Aide/SC	11.50	01/01/08-06/30/08
Norton, Christina	Project Specialist/SC	8.50	01/01/08-06/30/08
Nowland, Judith	Theatre Aide/SC	10.50	01/01/08-06/30/08
Ochiai, Alan	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Ollar, Samuel	Project Specialist/SC	9.00	01/01/08-06/30/08
Omidvar, Mojgan	Clerk - Short Term/IVC	9.00	01/01/08-06/30/08
Pallo, Jody	Theatre Aide/SC	13.00	01/01/08-06/30/08
Park, Esther	Theatre Aide/SC	20.00	01/01/08-06/30/08
⁶ Parmer, Barbara	Clerk - Short Term/SC	12.00	01/01/08-06/30/08
⁷ Patterson, June	Project Specialist/SC	14.00	01/01/08-06/30/08
Pearce, Robert	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Pedroza, Elba	Project Specialist/IVC	8.50	01/01/08-06/30/08
⁸ Pisano, Christina	Coaching Aide/SC	15.00	01/01/08-06/30/08
Pitale, Christopher	Theatre Aide/SC	8.50	01/01/08-06/30/08
Poling, Ellen	Project Specialist/SC	10.50	10/15/07-06/30/08
Poling, Ellen	Clerk, Short-Term/SC	10.50	11/13/07-06/30/08

⁴ Retired from Saddleback College December 30, 1998.

⁵ Son of Harry Snowden, Ticket Office Operations Manager and Mary Snowden, Theatre Aide, Division of Fine Arts, Saddleback College.

⁶ Wife of Harry Parmer, Director of Safety & Security/Chief of Police, Office of Safety & Security, Saddleback College.

⁷ Mother of Dana Manley, Multimedia Technician, Media & Graphics, Office of College Technology, Saddleback College.

⁸ Sister of Angela Pisano, Recreation Leader, Office of Community Education & Contract Services, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Ratified – 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>
Poller, Shannon	Project Specialist/SC	\$ 12.50	01/01/08-06/30/08
Price, Kay	Theatre Aide/SC	9.50	01/01/08-06/30/08
Rajput, Shafi	Theatre Aide/SC	11.50	01/01/08-06/30/08
Rawlins, Antonietta	Project Specialist/SC	8.50	01/01/08-06/30/08
Ready, Richard	Coaching Aide/SC	15.00	01/01/08-06/30/08
Reed, Stephanie	Project Specialist/SC	8.50	01/01/08-06/30/08
Rezaian, Mahta	Project Specialist/IVC	12.50	01/01/08-06/30/08
Robertson, Scott	Theatre Aide/SC	11.50	01/01/08-06/30/08
Roh, Matthew	Theatre Aide/IVC	8.50	01/01/08-06/30/08
Rubio, Kathleen	Clerk - Short Term/IVC	8.50	01/01/08-06/30/08
Russell, Donovan	Coaching Aide/SC	15.00	11/14/07-06/30/08
Schultz, James	Clerk - Short Term/IVC	11.50	01/01/08-06/30/08
Sebold, Margaret	Clerk - Short Term/SC	12.00	01/01/08-06/30/08
Sersea, Valerica	Clerk - Short Term/IVC	8.50	01/01/08-06/30/08
Shadid, Bryan	Coaching Aide/SC	15.00	01/01/08-06/30/08
Shah, Ahmad	Tutor/IVC	9.50	01/01/08-06/30/08
Shalhub, Sonia	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
Shvetsky, Natalya	Project Specialist/IVC	13.00	01/01/08-06/30/08
⁹ Smets, Meredith	Clerk - Short Term/IVC	9.00	01/01/08-06/30/08
Smith, Jason	Project Specialist/IVC	16.00	01/01/08-06/30/08
Smith, Linda	Clerk - Short Term/SC	11.00	01/01/08-06/30/08
Smith, Shannon	Project Specialist/SC	10.50	11/15/07-06/30/08
Smith, Thomas	Project Specialist/ATEP	20.00	01/01/08-06/30/08
¹⁰ Snowden, Marybeth	Theatre Aide/SC	12.50	01/01/08-06/30/08
Snyder, Rick	Coaching Aide/SC	15.00	01/01/08-06/30/08
Soifua, Monalito	Coaching Aide/SC	15.00	01/01/08-06/30/08
Spillane, Jessica	Clerk - Short Term/SC	10.50	01/01/08-06/30/08
Stanley, Keith	Theatre Aide/SC	8.50	01/01/08-06/30/08
Starkey, Sean	Project Specialist/IVC	8.50	01/01/08-06/30/08
Stratton, Carmen	Coaching Aide/SC	15.00	01/01/08-06/30/08
Sutcliffe, Erica	Project Specialist/IVC	14.00	01/01/08-06/30/08
Tenchka, Kathy	Project Specialist/IVC	16.00	10/25/07-06/30/08
Terbeek, Ehren	ST Campus Sec. Officer/SC	15.25	01/01/08-06/30/08
Thompson, Carole	Theatre Aide/SC	10.50	01/01/08-06/30/08
Thornton, Donna	Project Specialist/SC	15.00	01/01/08-06/30/08
Timmins, Danielle	Theatre Aide/SC	9.50	01/01/08-06/30/08

⁹ Daughter of Pamela Kite, Admissions & Records Specialist II, Office of Admissions, Records & Enrollment Services, Irvine Valley College and Daniel Kite, Substitute Electrician, Office of Physical Plant, Irvine Valley College. Sister of David Kite, Graphic Designer, Office of Public Information, Irvine Valley College.

¹⁰ Wife of Harry Snowden, Ticket Office Operations Manager and mother of Travis Muniz, Theatre Aide, Division of Fine Arts, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2007/2008** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Ratified – 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>
Tomlinson, Warren	Project Specialist/SC	\$ 10.50	01/01/08-06/30/08
Turnquist, Barbara	Clerk - Short Term/SC	13.00	01/01/08-06/30/08
¹¹ Uhlman, Diana	Clerk - Short Term/SC	9.50	01/01/08-06/30/08
¹¹ Uhlman, John	ST Campus Sec. Officer/SC	15.25	01/01/08-06/30/08
Van Dyke, Stephanie	Project Specialist/SC	8.50	01/01/08-06/30/08
Varholick, Erick	Project Specialist/SC	10.50	01/01/08-06/30/08
Velasquez, James	Theatre Aide/IVC	8.50	01/01/08-06/30/08
Vexler, Melissa	Theatre Aide/IVC	8.50	01/01/08-06/30/08
Viengvilay, Khambay	Project Specialist/SC	9.50	01/01/08-06/30/08
Vu, Derek	Project Specialist/IVC	8.50	01/01/08-06/30/08
Wilford, Scott	Coaching Aide/SC	15.00	01/01/08-06/30/08
Wilson, Joy	Project Specialist/SC	9.50	01/01/08-06/30/08
Wu, Wei-Yen	Project Specialist/SC	9.00	01/01/08-06/30/08
Yamaguchi, Troy	Coaching Aide/SC	15.00	01/01/08-06/30/08
Yasukochi, Donal	Coaching Aide/SC	15.00	01/01/08-06/30/08
Yi, Ki	Coaching Aide/IVC	15.00	01/01/08-06/30/08
Yovino, Anna	Coaching Aide/IVC	15.00	01/01/08-06/30/08

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2007/2008** academic year.

<u>Name</u>	<u>Start/End Date</u>
Abderezai, Tiam	01/01/08-06/30/08
Abila, Ryan	01/01/08-06/30/08
Afshar, Newsha	11/15/07-06/30/08
Alavi, Seyed	01/01/08-06/30/08
Caldeira, Christian	01/01/08-06/30/08
Callian, Ted	01/01/08-06/30/08
Cheryl, Antoinette	01/01/08-06/30/08
Ciarelli, Felicia	01/01/08-06/30/08
Crane, David	01/01/08-06/30/08
De Leon, Diana	01/01/08-06/30/08
Do, Hong Phuong	01/01/08-06/30/08
Engberg, Christopher	01/01/08-06/30/08
Espinal Guadarrama, Cesar	01/01/08-06/30/08
Farid, Matt	01/01/08-06/30/08
Florentino, Yesenia	01/01/08-06/30/08
Forghani, Kamran	01/01/08-06/30/08

¹¹ Daughter of John Uhlman, Office of Safety and Security, Saddleback College and father of Diana Uhlman, Office of Community & Contract Education, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2007/2008** academic year.

<u>Name</u>	<u>Start/End Date</u>
Francis, Shanta	01/01/08-06/30/08
Gai, Sainan	01/01/08-06/30/08
Garcia, Omayra	01/01/08-06/30/08
Grigorieff, Matthew	01/01/08-06/30/08
Hartman, Sean	01/01/08-06/30/08
Henderson, Toby	01/01/08-06/30/08
Hoang, Don	01/01/08-06/30/08
Hohl, Sebastien	01/01/08-06/30/08
Ito, Yuka	01/01/08-06/30/08
Jhu, Candice	10/15/07-06/30/08
Josey, Raiff	01/01/08-06/30/08
Kim, Dahee	01/01/08-06/30/08
Kim, Jonghyun	01/01/08-06/30/08
Lagrew, David	01/01/08-06/30/08
Leung, Hung Hing	01/01/08-06/30/08
Lin, Yu Chen	01/01/08-06/30/08
Love, Daniel	01/01/08-06/30/08
Madjlessi, Shireen	01/01/08-06/30/08
Marin, Andres	01/01/08-06/30/08
Martinez, Martha	01/01/08-06/30/08
¹² Mastrangelo, Christopher	01/01/08-06/30/08
Matsuda, Nelson	01/01/08-06/30/08
Mboggo, Samuel	01/01/08-06/30/08
McQuillan, Jonathan	01/01/08-06/30/08
Mizuno, Tomohiro	01/01/08-06/30/08
Momen Bellah Fard, Mohammad	01/01/08-06/30/08
Moriarty, Karen	01/01/08-06/30/08
Morrison, Joel	10/11/07-06/30/08
Nguyen, Gia	01/01/08-06/30/08
Nguyen, Tuan	01/01/08-06/30/08
Nolan, Lyndsey	01/01/08-06/30/08
Nouri, Esterela	01/01/08-06/30/08
Nunez, Trent	01/01/08-06/30/08
OConnor, Catherine	01/01/08-06/30/08
¹³ Parra, Michael	01/01/08-06/30/08
Patel, Arshav	01/01/08-06/30/08
Patterson, Reginald	01/01/08-06/30/08
Punche Caiquo, Andre	01/01/08-06/30/08
Radulovici, Mihaela	01/01/08-06/30/08
Rashidi, Atrem	01/01/08-06/30/08

¹² Son of Janice Mastrangelo, Applications Specialist I, Office of College Technology, Saddleback College.

¹³ Son of Lori Parra, Equal Opportunity Program Specialist-Bilingual, Division of Counseling Services & Special Program, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2007/2008** academic year.

<u>Name</u>	<u>Start/End Date</u>
Sadeghieh, Iden	01/01/08-06/30/08
Sadrzadeh, Nava	11/13/07-06/30/08
Sangalang, Kristine	01/01/08-06/30/08
Senkbeil, Susan	01/01/08-06/30/08
Shah, Ashish	01/01/08-06/30/08
Sherry, Richard	11/13/07-06/30/08
Sherwin, Destry	01/01/08-06/30/08
Sledge, Colin	01/01/08-06/30/08
Tavakoli, Azam	01/01/08-06/30/08
Taylor, Jessica	01/01/08-06/30/08
Theis, Jordan	01/01/08-06/30/08
Tipura, Selma	01/01/08-06/30/08
Watson, Jessica	01/01/08-06/30/08

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Acocella, Laura	Model/SC	\$ 18.00/hr	01/01/08-06/30/08
Acosta, Anthony	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Adkins, Mauricette	Tutor/SC	10.00/hr	01/01/08-06/30/08
Adney, Curtis	Community Ed./SC	2,500.00/cs ¹⁴	01/01/08-06/30/08
Amai, Molly	Model/SC	18.00/hr	01/01/08-06/30/08
Andes, Karyn	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Armstrong, Dawn	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Aronstam, Kristina	Senior Lifeguard/SC	12.00/hr	01/01/08-06/30/08
Arquette, Patty	Model/IVC	18.00/hr	01/01/08-06/30/08
Aryabod, Ardeshir	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Asbury, Jason	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
¹⁵ Ayer, Stefanie	Recreation Leader/SC	11.50/hr	01/01/08-06/30/08
¹⁵ Ayer, Whitney	Recreation Leader/SC	10.50/hr	01/01/08-06/30/08
¹⁶ Banerjee, Poulami	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Barendse, Wendy	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Barrantes Castro, Carolina	Tutor/IVC	8.50/hr	01/01/08-06/30/08
Bascom, Chantal	Tutor/SC	8.50/hr	01/01/08-06/30/08
Bauman, Jennifer	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08

¹⁴ Per Course

¹⁵ Stephanie and Whitney Ayer, Office of Community Education & Contract Services, Saddleback College are sisters.

¹⁶ Wife of Saptarshi Chakraborty, Part-time Instructor, School of Mathematics, Computer Sci. & Eng., Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Bedolfe, Tamara	Tutor/SC	\$ 8.50/hr	01/01/08-06/30/08
Bell, John	Cert. Test. Proctor/IVC	12.50/hr	01/01/08-06/30/08
Bernaudo, Et	Tutor/SC	8.50/hr	01/01/08-06/30/08
Biswas, Piyal	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Blackie, Jennifer	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Blackshire, Marcus	Recreation Leader/IVC	14.50/hr	01/01/08-06/30/08
Blanco, Sylvia	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Boehler, Kristen	Senior Lifeguard/SC	11.00/hr	01/01/08-06/30/08
Boenker, Karyn	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
¹⁷ Boland, Christina	Recreation Leader/SC	20.00/hr	01/01/08-06/30/08
¹⁷ Boland, Mary	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Booth, Melissa	Model/SC	18.00/hr	01/01/08-06/30/08
Borujerdpur, Arash	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
Bowers, Deborah	Model/SC	18.00/hr	01/01/08-06/30/08
¹⁸ Brewington, Elizabeth	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
¹⁸ Brewington, H.	Interpreter IV/SC	25.00/hr	01/01/08-06/30/08
¹⁸ Brewington, John	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Brio, Stephen	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Broida, David	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Brown, Nicole	Senior Lifeguard/SC	11.00/hr	01/01/08-06/30/08
Buckman, Andrea	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Buckman, Jennifer	Interpreter III/SC	19.00/hr	01/01/08-06/30/08
Burnett, Richard	Recreation Leader/SC	12.00/hr	01/01/08-06/30/08
Butler, Wendy	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Calabretta-Dawson, Mara	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Carlson, Joseph	Senior Lifeguard/SC	11.00/hr	01/01/08-06/30/08
Carriger, Lisa	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Cassidy, Michael	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Champion, Michael	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Chancellor, Gertrude	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Chang, Mu Sywe	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Chawla, Ajit	Tutor/IVC	8.50/hr	01/01/08-06/30/08
Chi, Chih-Wong	Tutor/SC	8.50/hr	01/01/08-06/30/08
Chiong, Ludivina	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Choi, Young	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Chou, Bill	Tutor/IVC	10.00/hr	01/01/08-06/30/08

¹⁷ Mary and Christine Boland, Office of Community Education & Contract Services, Saddleback College are mother & daughter.

¹⁸ Elizabeth Brewington, also a Temporary Nursing Instructor and John Brewington from the Division of Health Sci, Human Svc., Emeritus Institute, are married; and H. James Brewington, Division of Counseling Services & Special Programs, Saddleback College is brother of John Brewington.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Clark, Evelyn	Model/SC	\$ 18.00/hr	01/01/08-06/30/08
Clem, Cecilia	Tutor/SC	8.50/hr	01/01/08-06/30/08
Cole, Michael	Recreation Leader/SC	12.00/hr	01/01/08-06/30/08
Concialdi, Steve	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Connell, Andrew	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Contreras, Pamela	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Cook, Ahmaad	Recreation Leader/IVC	14.50/hr	01/01/08-06/30/08
Cook, Christopher	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Cook, Derick	Senior Lifeguard/SC	11.50/hr	01/01/08-06/30/08
Cooper, Stacy	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Corlett, Barbara	Tutor/IVC	12.00/hr	01/01/08-06/30/08
¹⁹ Cosmakos, Alex	Senior Lifeguard/SC	12.50/hr	01/01/08-06/30/08
¹⁹ Cosmakos, James	Senior Lifeguard/SC	13.00/hr	01/01/08-06/30/08
¹⁹ Cosmakos, Rachel	Senior Lifeguard/SC	12.50/hr	01/01/08-06/30/08
Crilly, Nick	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Crow, Lindon	Recreation Leader/SC	12.50/hr	01/01/08-06/30/08
Cunningham, Travis	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
Curry, David	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
Dadsetan, Sharareh	Tutor/SC	10.00/hr	01/01/08-06/30/08
Danko, Carolyn	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Davidson-Southall, Wendy	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Davis, Jawan	Recreation Leader/IVC	14.50/hr	01/01/08-06/30/08
Davis, Nancy	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
De Koning, Stacey	Senior Lifeguard/SC	13.50/hr	01/01/08-06/30/08
DeCoudreaux, Aja	Model/IVC	18.00/hr	01/01/08-06/30/08
DelloRusso, Matthew	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
Dempsey, Gene	CACT Ed./ATEP	68.89/hr	01/01/08-06/30/08
Dempsey, Jennifer	Model/SC	18.00/hr	01/01/08-06/30/08
Difilippo, Jennifer	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Dmytrowicz, Mike	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Donobarros Locken, Rosaura	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Doushkina, Valentina	CACT Ed./ATEP	68.89/hr	01/01/08-06/30/08
Dusch, Brian	Senior Lifeguard/SC	11.50/hr	01/01/08-06/30/08
Eastman, Emily	Senior Lifeguard/SC	12.50/hr	01/01/08-06/30/08
Ebat, Maryann	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Edelstein, Tyler	Recreation Aide/SC	9.00/hr	01/01/08-06/30/08
Ellis, Carli	Recreation Aide/SC	10.00/hr	01/01/08-06/30/08
Ellis, Mishel	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Evans, Laura	Tutor/SC	10.00/hr	01/01/08-06/30/08

¹⁹ Alex, James and Rachel Cosmakos, Office of Community Education & Contract Services, Saddleback College are brothers and sister.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Fan, Mei	Tutor/IVC	\$ 8.50/hr	01/01/08-06/30/08
Favilla, Maria Fernanda	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Fedko, John	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Fehr, Gilda	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Felix, Rachel	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Ferrandino, Vinny	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Fiebiger, Jennifer	Tutor/IVC	10.50/hr	01/01/08-06/30/08
Fischer, Staci	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Ford, Traci	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Forder-Millard, Gala	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Fossati, Gino	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Francisco, David	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Fugitt, Jonathan	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Gardner, Valerie	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Geier, Brian	Recreation Aide/SC	10.50/hr	01/01/08-06/30/08
Gharavi, Mina	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Gibson, Grazina	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Gillane, Eric	Senior Lifeguard/SC	11.00/hr	01/01/08-06/30/08
Goddard, Sally	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Goffin, Charles	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Goodman, Eileen	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Goodwin, Derek	Recreation Aide/SC	9.00/hr	01/01/08-06/30/08
Gorman, Ron	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Grace, Klair	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Green, Amanda	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
²⁰ Grove, Courtney	Recreation Aide/SC	10.00/hr	01/01/08-06/30/08
²⁰ Grove, Hailey	Recreation Aide/SC	10.00/hr	01/01/08-06/30/08
Haig, Brian	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Hamm, Christopher	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Hanke, Kathy	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Hannon, Karen	Interpreter IV/SC	25.00/hr	01/01/08-06/30/08
Hardie, Sawyer	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Harriger, James	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Harris-Caldwell, Jeanne	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Hateley, James	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Heiken, Kevin	Recreation Leader/SC	10.50/hr	01/01/08-06/30/08
Herald, Christopher	Recreation Leader/SC	20.00/hr	01/01/08-06/30/08
Hernandez, Jerry	Recreation Leader/IVC	20.00/hr	01/01/08-06/30/08
Hernandez, Racquel	Comm. Ed./IVC	2,500.00/cs	01/01/08-06/30/08
Hetschel, Nicole	Senior Lifeguard/SC	11.50/hr	01/01/08-06/30/08

²⁰ Courtney and Hailey Grove, Office of Community Education & Contract Services, Saddleback College, are sisters.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Hillis, Emily	Recreation Leader/SC	\$ 10.50/hr	01/01/08-06/30/08
²¹ Hilton, Natasha	Recreation Aide/SC	9.00/hr	01/01/08-06/30/08
Hodges, John	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Hoffski, James	Model/SC	18.00/hr	01/01/08-06/30/08
Holaday, Paul	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
²² Holmes, Brooklin	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Hong, Dennis	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Hsu, Shirley	Model/SC	18.00/hr	01/01/08-06/30/08
Huber, Peter	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Hutchinson, Charlene	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Imhoff, Gerarde	Model/SC	18.00/hr	01/01/08-06/30/08
²³ Inomata, Marie	Senior Lifeguard/SC	12.50/hr	01/01/08-06/30/08
²³ Inomata, Sarah	Senior Lifeguard/SC	11.00/hr	01/01/08-06/30/08
Iskander, Brandon	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Iunes, Omar	Recreation Leader/SC	15.00/hr	01/01/08-06/30/08
Iwanski, Ilona	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Jacobs, Michael	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
Jancik, Elisha	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Jarrett, Donald	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Jayakumar, Jillian	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Jeffers, Sarah	Interpreter IV/SC	25.00/hr	01/01/08-06/30/08
Johannsen, Daryl	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Johnson, Katharine	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Jones, Melinda	Model/IVC	18.00/hr	01/01/08-06/30/08
Jordan, Blake	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Jordan, Kyle	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
Juarez, Louis	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Kandel, Marlene	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Kappler, Kenneth	Model/IVC	18.00/hr	01/01/08-06/30/08
Kaufman, Donald	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Kazemi, Farzaneh	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Khooshab, Sahar	Tutor/IVC	8.50/hr	01/01/08-06/30/08
Khoshnevis, Vahid	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Khudatova, Nadezhda	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Kimball, Amanda	Interpreter III/IVC	19.00/hr	01/01/08-06/30/08
King Covault, Kelly	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Klein, Marisa	Senior Lifeguard/SC	11.00/hr	01/01/08-06/30/08

²¹ Son of Carol Hilton, Director of Fiscal Services, Saddleback College.

²² Sister of Britnee Holmes, Substitute Administrative Assistant, Office of Instruction, Saddleback College.

²³ Marie and Sarah Inomata, Office of Community & Contract Education, Saddleback College, are sisters.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Klytta, Kevin	Clinical Skills Spec./SC	\$ 20.00/hr	01/01/08-06/30/08
Knight, Kenneth	Model/SC	18.00/hr	01/01/08-06/30/08
Knopick, Eric	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Kruse, Waylan	Clinical Skills Spec./SC	25.00/hr	01/01/08-06/30/08
Kuganenthira, Thenmoli	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Kumar, Roshan	Cert. Test. Proctor/IVC	10.50/hr	01/01/08-06/30/08
Laird, Alan	Tutor/SC	8.50/hr	01/01/08-06/30/08
Lantz, Marilyn	Recreation Aide/SC	10.50/hr	01/01/08-06/30/08
Larragoiti, Nancy	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Lau, Kevin	Tutor/IVC	12.00/hr	11/05/07-06/30/08
Lawson, Andrew	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
Lawson, Justine	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Lay, Chinami	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Ledbetter, Jeffrey	Recreation Leader/IVC	14.50/hr	01/01/08-06/30/08
²⁴ Lee, Heidi	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Lefevre, Zachary	Aquatics Aide/SC	8.50/hr	01/01/08-06/30/08
Lewis, Kimberely	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
Liljestrand, Anna	Interpreter IV/SC	25.00/hr	01/01/08-06/30/08
Little, Laura	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Lugena, Alan	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Lukovenko, Alexander	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Lundgren, Cherise	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
MacDonald, Donald	Tutor/SC	8.50/hr	01/01/08-06/30/08
Malamut, Jason	Recreation Aide/SC	10.00/hr	01/01/08-06/30/08
Manafi, Sima	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Mancera, Frank	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Mancino, Raymond	Model/SC	18.00/hr	01/01/08-06/30/08
Marabella, Luciana	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Marinotti, Eva	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Martin, Caroline	Recreation Leader/SC	11.00/hr	01/01/08-06/30/08
Martinez, Mark	Model/SC	18.00/hr	01/01/08-06/30/08
Maurer, Joshua	Senior Lifeguard/SC	11.50/hr	01/01/08-06/30/08
May, Jaylen	Model/SC	18.00/hr	01/01/08-06/30/08
McCann, Neal	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
²⁵ McClusky, Katherine	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
McCormack, Gloria	Tutor/IVC	10.00/hr	01/01/08-06/30/08
McDermott, Kimberly	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
McElroy, Erin	Model/SC	18.00/hr	01/01/08-06/30/08

²⁴ Daughter of Florence Lee, Sr. Lab Technician, Computers, Office of Computer Learning Ctr., Irvine Valley College.

²⁵ Daughter of Georganne McClusky, Sr. Administrative Assistant, School of Extended Education, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
McLain, Alexandra	Senior Lifeguard/SC	\$ 11.00/hr	01/01/08-06/30/08
Meadows, Lina	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Medcalf, Van	Model/SC	18.00/hr	01/01/08-06/30/08
²⁶ Mercado, Romeo	Tutor/SC	8.50/hr	01/01/08-06/30/08
Miller, Carrie	Tutor/IVC	11.00/hr	01/01/08-06/30/08
Moeller, MacKenna	Senior Lifeguard/SC	12.50/hr	01/01/08-06/30/08
Montalvo, Patricia	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Moran, Elaine	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Morefield, Michael	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Moshar, Sianoosh	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Mullen, James	Model/IVC	18.00/hr	01/01/08-06/30/08
Myran, Robin	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Nakata, Yukiko	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Nascimento, Genoveva	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Neal, Phyllis	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Nelson, Candy	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Nevett, Devon	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
Newman, Brent	Senior Lifeguard/SC	13.00/hr	01/01/08-06/30/08
Nguyen, Philip	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Nguyen, Phu	Tutor/IVC	8.50/hr	01/01/08-06/30/08
Nguyen, Thao	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Njaka, Aadaeze	Model/SC	18.00/hr	01/01/08-06/30/08
Oberholtzer, Christopher	Senior Lifeguard/SC	10.50/hr	01/01/08-06/30/08
O'Connell, Jalon	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Odabashyan, David	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Olivas, Jude	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
²⁷ Olsen, Sean	Recreation Leader/SC	13.50/hr	01/01/08-06/30/08
²⁷ Olsen, Timothy	Recreation Aide/SC	10.00/hr	01/01/08-06/30/08
Olson, Robert	Comm. Ed./IVC	2,500.00/cs	01/01/08-06/30/08
Ovadia, Nargues	Comm. Ed./IVC	2,500.00/cs	01/01/08-06/30/08
Oye, Bradley	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Padden, Thomas	Clinical Skills Spec./SC	25.00/hr	11/08/07-06/30/08
Padgett, Jeffrey	CACT Ed./ATEP	68.89/hr	01/01/08-06/30/08
Palma Serrano, Nayeli	Recreation Aide/SC	10.50/hr	01/01/08-06/30/08
Pardoen, Brent	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Paretta, Alexandra	Aquatics Aide/SC	8.50/hr	01/01/08-06/30/08
Parks, Timothy	Model/SC	18.00/hr	01/01/08-06/30/08
Patterson, Pamela	Recreation Leader/SC	20.00/hr	01/01/08-06/30/08
Perez, Susana	Tutor/IVC	8.50/hr	01/01/08-06/30/08

²⁶Nephew of Bernadito Santana, Payroll Specialist, Office of Business Services, District.

²⁷ Sean and Timothy Olsen, Office of Community & Contract Education, Saddleback College, are brothers.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Perkins, Kelly	Clinical Skills Spec./SC	\$ 30.00/hr	01/01/08-06/30/08
Pettway, Julian	Recreation Leader/IVC	14.50/hr	01/01/08-06/30/08
Pham, Jenny	Recreation Leader/SC	10.50/hr	01/01/08-06/30/08
²⁸ Pisano, Angela	Recreation Leader/SC	10.50/hr	01/01/08-06/30/08
²⁹ Poertner, Adair	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Pokrajac, Dragan	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Posvar, Danielle	Senior Lifeguard/SC	15.00/hr	01/01/08-06/30/08
Price, Joanna	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Prosper, Charles	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Puckett, Scott	Model/SC	18.00/hr	01/01/08-06/30/08
Purdy, Linda	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Putney, Aimee	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Qari, Masooda	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Quade, Joyce	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Rabideaux, Janice	Model/SC	18.00/hr	01/01/08-06/30/08
Rafia, Apais	Tutor/IVC	10.00/hr	11/15/07-06/30/08
Rios, Maggie	Recreation Aide/SC	10.00/hr	01/01/08-06/30/08
Roberts, Brian	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Roberts, Kimberly	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Robinson, Claudine	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Roche, Joseph	Senior Lifeguard/SC	13.00/hr	01/01/08-06/30/08
Roos, Marissa	Senior Lifeguard/SC	11.00/hr	01/01/08-06/30/08
Rose, Kelli	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Schiff, Maureen	Interpreter IV/SC	25.00/hr	01/01/08-06/30/08
Scodeller, Emil	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Scopellite, Avalon	Recreation Aide/SC	10.00/hr	01/01/08-06/30/08
Scott, John	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Scott, Lauren	Senior Lifeguard/SC	11.50/hr	01/01/08-06/30/08
Shah, Fouzia	Tutor/IVC	9.50/hr	01/01/08-06/30/08
Shaw, Stephanie	Model/SC	18.00/hr	01/01/08-06/30/08
Shea, Jessica	Senior Lifeguard/SC	11.50/hr	01/01/08-06/30/08
Sheikhabaei, Shahriar	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Sherreitt, Joel	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Shilian, Pouneh	Cert. Test. Proctor/IVC	11.50/hr	01/01/08-06/30/08
Shoemaker, Parry	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Shulman, Jennifer	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Silberman, Donn	CACT Ed./ATEP	68.89/hr	01/01/08-06/30/08
Simbulan, Christina	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Simeroth, Leslie	Senior Lifeguard/SC	13.00/hr	01/01/08-06/30/08

²⁸ Sister of Christina Pisano, Coaching Aide, Division of Physical Education and Athletics, Saddleback College.

²⁹ Wife of Gary Poertner, Deputy Chancellor, Office of Administrative and Business Systems, District.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
Skinner, Diane	Interpreter IV/SC	\$ 25.00/hr	01/01/08-06/30/08
Slikker, James	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Smith, Austin	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Smith, Diane	Clinical Skills Spec./SC	25.00/hr	01/01/08-06/30/08
Smith, Kevin	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Smith, Patricia	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Smith, Shadrach	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Sommerville, Derek	Senior Lifeguard/SC	15.00/hr	01/01/08-06/30/08
Soodsaard, Suda	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Sposato, Rebecca	Interpreter IV/IVC	25.00/hr	01/01/08-06/30/08
St Amant, Erik	Recreation Leader/IVC	10.50/hr	01/01/08-06/30/08
Steffensmeier, Mari	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Stellar, C.	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Stevens, Bradley	Recreation Aide/SC	8.50/hr	01/01/08-06/30/08
Stewart, David	Senior Lifeguard/SC	13.50/hr	01/01/08-06/30/08
Sulages, Anna	Interpreter IV/SC	25.00/hr	01/01/08-06/30/08
Summers, Michael	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Suzuki, Shinya	Tutor/IVC	8.50/hr	01/01/08-06/30/08
³⁰ Tabibzadeh, Akbar	Cert. Test. Proctor/IVC	11.50/hr	01/01/08-06/30/08
Taylor, Deborah	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Thompson, Brian	Tutor/SC	8.50/hr	01/01/08-06/30/08
Thompson, Jonathan	Model/SC	18.00/hr	01/01/08-06/30/08
Thompson, Peter	Recreation Leader/SC	10.50/hr	01/01/08-06/30/08
Thorpe, Terry	Comm. Ed./IVC	2,500.00/cs	01/01/08-06/30/08
Tong, Pei	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Torche, Teri	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Trani, Nicholas	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Tsal, David	Tutor/IVC	12.00/hr	01/01/08-06/30/08
Turney, Jason	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Valencia, Danielle	Senior Lifeguard/SC	15.00/hr	01/01/08-06/30/08
Valentine, Michael	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Van Wie, Ryan	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Varker, Michael	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
³¹ Vaughan, Debra	Interpreter III/IVC	19.00/hr	01/01/08-06/30/08
Vitello, Anthony	Clinical Skills Spec./SC	15.00/hr	01/01/08-06/30/08
Wang, Su Fan	Tutor/IVC	8.50/hr	01/01/08-06/30/08

³⁰ Father in-law of Dr. Glenn Roquemore, President, Irvine Valley College and father of Kiana Tabibzadeh, Chemistry Instructor, Irvine Valley College.

³¹ Daughter in-law of Edna Vaughan, Accounting Specialist, Office of Business Services, District, sister in-law of Lisa Austin, Sr. Administrative Assistant, Div. of Health Sci, Human Svc. & Emeritus Institute, Saddleback College and of Paul Eric Austin, Lead Warehouse Worker, Office of Administrative & Business Systems, District.

A. NEW PERSONNEL APPOINTMENTS (Continued)

5. The following individuals are to be employed on a temporary basis, as **Professional Expert (Community and Contract Education)**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2007/2008** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Ratified – 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>
³² Wecklich, Shiloh	Clinical Skills Spec./SC	\$ 20.00/hr	01/01/08-06/30/08
³¹ Wecklich, Steven	Clinical Skills Spec./SC	20.00/hr	01/01/08-06/30/08
Wells, Douglas	Recreation Aide/SC	10.50/hr	01/01/08-06/30/08
Westbrook, Aaron	Senior Lifeguard/SC	11.50/hr	01/01/08-06/30/08
Whidden, Pamela	Model/SC	18.00/hr	01/01/08-06/30/08
Williams, Christopher	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Williams, Natisha	Recreation Leader/SC	11.00/hr	01/01/08-06/30/08
Willis, Ursula	Tutor/SC	8.50/hr	01/01/08-06/30/08
Wood-Cochran, Jan	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Woodhouse, Linda	Clinical Skills Spec./SC	30.00/hr	01/01/08-06/30/08
Worcester, Pamela	Community Ed./SC	2,500.00/cs	01/01/08-06/30/08
Yavari, Shirin	Tutor/IVC	10.00/hr	01/01/08-06/30/08
Yazdanian, Khodadad	Tutor/IVC	9.00/hr	01/01/08-06/30/08
Zavialova, Ludmila	Tutor/IVC	12.00/hr	11/16/07-06/30/08

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED MANAGEMENT POSITION

1. DISTRICT DIRECTOR OF RESEARCH AND PLANNING, Classified Management Salary Range 09, Office of Technology and Learning Services, District seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position, to its complement, effective December 11, 2007. This position is replacing Director of Research and Planning, Pos #2892, to be eliminated per item C1 of the Academic Personnel Board agenda. (Job Description, Attachment 1)

C. ADDITIONAL COMPENSATION

1. DALY, TRACY, ID #13403, District Director Public Affairs and Intergovernmental Relations, Pos #3737, Classified Management Salary Range 08, Step 8, is to be paid a monthly stipend of \$100.00 for mileage allowance, effective January 2, 2008.

D. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

1. LOPEZ, MARIA, ID #1940, International Student Program Specialist, Pos #3342, Classified Bargaining Unit Salary Range 129, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Student Services, Irvine Valley College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective November 14, 2007.

³² Steven and Shiloh Wecklich, Clinical Skills Specialists, Div. of Health Sci, Human Svc. & Emeritus Institute, Saddleback College are husband and wife.

D. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

2. NAWABI, MINA, ID #10437, Senior Counseling Office Assistant, Pos #3469, Classified Bargaining Unit Salary Range 119, Step 4, 40 hours per week, 12 months per year, School of Guidance and Counseling, Irvine Valley College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective November 27, 2007.

E. OUT OF CLASS ASSIGNMENTS

1. COLLINS, HUGH MICHAEL, ID #4831, Stage/Set Carpenter, Pos #3440, Classified Bargaining Unit Salary Range 128, Step 6, 40 hours per week, 12 months per year, Division of Fine Arts, Saddleback College, has been given a temporary change in assignment to Technical Director/Scenic Designer, Pos #3756, Classified Bargaining Unit Salary Range 132, Step 5, 40 hours per week, Division of Fine Arts, Saddleback College, effective May 1, 2007. This is a temporary replacement for Walter Huntoon, who retired.
2. LIU, JOE, ID #14512, Senior Admissions and Records Specialist, Pos #3323, Classified Bargaining Unit Salary Range 126, Step 3, 40 hours per week, Office of Admissions, Records and Student Services, Saddleback College, has been given a temporary change in assignment to Admissions and Records Registrar, Pos #3010, Classified Management Salary Range 07, Step 1, Office of Admissions, Records and Student Services, Irvine Valley College, effective December 10, 2007. This is a temporary replacement for Ruben Guzman, who has been placed in temporary out of class assignment.
3. MUCHIRAHONDO, DORIS, ID #9286, Admissions and Records Specialist I, Pos #2930, Classified Bargaining Unit Salary Range 116, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Student Services, Saddleback College, has been given a temporary change in assignment to Admissions and Records Specialist II, Pos #3228, Classified Bargaining Unit Salary Range 120, Step 5, 40 hours per week, Office of Admissions, Records and Student Services, Saddleback College, effective December 10, 2007. This is a temporary replacement for Evelia Ramirez, who has been placed in temporary out of class assignment.
4. NIKOLENKO, NICHOLAS, ID #4433, Police Officer, Pos #2571, Classified Police Officers Salary Range II, Step 6, 40 hours per week, 12 months per year, Office of Safety and Security, Irvine Valley College, has been given a temporary change in assignment to Police Officer Lead, Pos #2569, Classified Police Officers Salary Range III, Step 6, 40 hours per week, Office of Safety and Security, Irvine Valley College, effective November 7, 2007. This is a temporary replacement for James Venegas, who retired.
5. RAMIREZ, EVELIA, ID #7159, Admissions and Records Specialist II, Pos #3228, Classified Bargaining Unit Salary Range 120, Step 6, 40 hours per week, 12 months per year, Office of Admissions, Records and Student Services, Saddleback College, has been given a temporary change in assignment to Senior Admissions and Records Specialist, Pos #3323, Classified Bargaining Unit Salary Range 126, Step 4, 40 hours per week, Office of Admissions, Records and Student Services, Saddleback College, effective December 10, 2007. This is a temporary replacement for Joe Liu, who has been placed in temporary out of class assignment.

F. LEAVE OF ABSENCE

1. HAMID, MASTOORA, ID #13621, Child Development Specialist, Pos #3344, Classified Bargaining Unit Salary Range 122, Step 4, 27.5 hours per week, 12 months per year, Office of Student Development, Irvine Valley College, has been approved for a leave without pay, effective January 16, 2008 through July 31, 2008.

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BESNARD, MARIA, ID #13897, Director of Student Development, Pos #3031, Classified Management Salary Range 07, Step 5, Office of Student Development, Saddleback College, resignation effective December 31, 2007. Payment is authorized for any compensated time off. (Start date: October 18, 2004)

H. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2007/2008 academic year.

Fine Arts, Saddleback College

Hauk, Jill	Hauk, Krista	Mandala, Alexandra
Mandala, Linda	Mason, Glenda	Mason, Tarah
Morrissey, Ashleigh	Morrissey, Stephanie	Potts, Kevin
Roy, Casey	Skvarna, Nicole	Small, Bonnie
Small, Meghan	Smith, Marie	Smith, Sarah
Solomon, Jessica	Suffridge, Emma	Suffridge, Bonnie
Virgil, Chloe	Virgil, Terri	Weirath, Katie
Weirath, Kim	Zupanski, Morgan	

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

Hargreaves, Zachary

PE, Kinesiology and Athletics, Saddleback College

Anderson, Richard

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

Liang, Kathleen

Learning Assistance Program, Irvine Valley College

Nygaard, Jodie Sawada, Atsuko

ATTACHMENT 1

South Orange County Community College District

DISTRICT DIRECTOR OF RESEARCH AND PLANNING - Classified Management Range 09

DEFINITION

To plan, organize, control, conduct and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety data and information used in assessing institutional effectiveness, planning, accreditation and decision-making, and determining implications of practices, policies, measures and procedures; develop and implement related projects, studies, surveys and reporting systems and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from, and reports to, the Vice Chancellor for Technology and Learning Services. Supervises the staff assigned to the District Office of Research and Planning.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide leadership in the administration of an assigned District-wide area of a community college district, including personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.

Plan, organize, control, conduct and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety data and information used in assessing institutional effectiveness, planning, accreditation and decision-making, and determining implications of practices, policies, measures and procedures.

Coordinate, develop, implement and conduct projects, surveys and studies in support of institutional assessment, planning, research and decision-making; establish and maintain related time lines and priorities; monitor and assist administrators with assuring efficient progress of planning activities; resolve related issues, conflicts and discrepancies in a proper and timely manner.

Coordinate, develop and maintain decision-making support and reporting systems and procedures according to District needs, goals and objectives; determine scope of systems and develop related specifications, designs and tools; develop measures for decision-making; provide training and assistance to administrators and personnel concerning the utilization of systems and measures.

Collaborate with others in determining educational and financial effectiveness, and operational efficiency of various departments, programs and services; provide technical assistance and recommendations in the planning and development of practices, policies, measures and procedures to enhance educational and financial effectiveness, and operational efficiency.

Provide consultation to administrators, personnel, committees and others concerning institutional planning, effectiveness, measurement of student learning outcomes, accreditation and decision-making; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related data, research, projects, reports, studies, systems, practices, measures, programs, policies and procedures.

South Orange County Community College District
Page 2 - District Director of Research and Planning

EXAMPLES OF DUTIES

Prepare a variety of mandated and requested District, State and federal reports related to the Integrated Postsecondary Education Data System (IPEDS), decision support, accreditation, apportionment, California Community Colleges' management information system (MIS), financial activity, students, institutional effectiveness, demographics, programs, enrollment, practices, procedures and assigned activities.

Monitor and keep administrators current concerning demographic and community information and adequacy and effectiveness of District services; develop, maintain and assure integrity of student, staff and program databases for use in reports, *planning and decision-making*; assure mandated data and reports are completed and submitted according to established time lines and requirements.

Provide technical information and assistance to the Vice Chancellor for Technology and Learning Services regarding institutional assessment, research and planning activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Develop, conduct, evaluate and interpret research studies on student learning outcomes consistent with existing accreditation standards.

Train, guide, supervise, support and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group.

Assist the District's colleges with their data needs and methodologies in conducting program review and institutional effectiveness studies as well as other research studies and reports, as needed.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to institutional assessment, research, planning and accreditation; modify projects, studies, functions and procedures to assure compliance with local, State and federal requirements, as appropriate.

Communicate with personnel, administrators and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a computer and a variety of specialized systems and software; participate in developing, selecting and upgrading computer systems as directed; drive a vehicle to conduct work.

Attend, conduct and participate in various meetings and committees; prepare and deliver oral presentations.

Maintain an understanding of current research methodologies and practices, and applications of technology pertaining to the areas of responsibility.

Perform related duties as assigned.

South Orange County Community College District
Page 3 - District Director of Research and Planning

QUALIFICATIONS

Knowledge of:

Planning, organization and direction of institutional assessment, research and planning.

Organization, policies and objectives of projects, surveys and studies used in assessing institutional effectiveness, assisting with planning, accreditation and decision-making, and determining implications of practices, policies, measures and procedures.

Advanced principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Data collection information systems and statistical software.

Computerized and manual data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional assessment, planning, research and decision-making.

Principles, methods and procedures of operating computers and peripheral equipment.

Applicable laws, codes, regulations, policies and procedures.

Survey, study and statistical analysis instruments, techniques and methodology.

District organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety data and information used in assessing institutional effectiveness, assisting with planning, accreditation and decision-making, and determining implications of practices, policies, measures and procedures.

Coordinate, develop, implement and conduct projects, surveys and studies in support of institutional assessment, planning, research and decision-making.

Supervise and evaluate the performance of assigned personnel.

Coordinate, develop and maintain decision-making support and reporting systems and procedures.

South Orange County Community College District
Page 4 - District Director of Research and Planning

QUALIFICATIONS

Ability to

Collaborate with others in determining educational and financial effectiveness, and operational efficiency of various departments, programs and services.

Prepare a variety of mandated and requested District, State and federal reports.

Communicate effectively both orally and in writing.

Write comprehensive technical reports and explain information and data in meaningful and understandable form.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer, peripherals and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

At least six years increasingly responsible experience involving statistical research, review, analysis, interpretation and reporting including work with institutional assessment, research and planning functions.

Training:

A master's degree in education, mathematics, statistics, social sciences or related field.

Licenses and Other Requirements:

Valid California driver's license.

South Orange County Community College District
Page 5 - District Director of Research and Planning

WORKING CONDITIONS:

Work Environment:

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits colleges and other District sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort. Frequently drives a vehicle to conduct work.

Physical Demands:

The incumbent regularly sits for extended periods, walks short distances on a regular basis, travels to various locations to conduct work and attend meetings; uses hands and fingers to operate an electronic keyboard or other office machines; reaches overhead, above the shoulders and horizontally, speaks clearly and distinctly to answer telephones and exchange information; sees to read fine print and other materials and view a computer monitor and keyboard; hear and understands voices over telephone and in person; bends at the waist, kneels or crouches to file and retrieve materials, and lifts, carries, and/or moves objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates November 6, 2007

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Importance of Languages in a Flat World
ACTION: Discussion

BACKGROUND

As part of the schedule of discussion topics for 2007, the staff has prepared a presentation for the SOCCCD Board of Trustees on the importance of languages in a flat world.

STATUS

Dr. Craig Justice, Vice President for Instruction, Irvine Valley College (IVC), and Dr. Rajen Vurdien, Vice President for Instruction, Saddleback College, prepared a report, Exhibit A, on the importance of languages in a flat world. Both Drs. Justice and Vurdien will present additional information on this topic.

The Importance of Languages in a Flat World

Rajen Vurdien, Ph.D.
Vice President for Instruction, Saddleback College

Craig Justice, Ph.D.
Vice President for Instruction, Irvine Valley College

The opening lines of Charles Dickens' A Tale of Two Cities -- "It was the best of times, it was the worst of times..." -- and closing -- "It is a far, far better thing that I do, than I have ever done; it is a far, far better rest that I go to than I have ever known." -- seem to be appropriate to address the subject of Languages in a Flat World. We are living in the best of times with technology helping flatten the world and bringing the best of everything to the whole world. However, it is also the worst of times for languages as linguistic diversity is in danger. More than half of all languages spoken in the world will disappear by 2050. English will continue to dominate the linguistic world as it asserts itself as the language of the world.

Technology, the Internet and sophisticated communication systems have transformed interactions among citizens of the world and have given English the nickname of "Killer Language" (Joshua Fishman of Yeshiva University, formerly of Stanford and New York Universities). The continued growth of English today is perceived as a consequence of and a contributor to globalization. It is interesting to note that all Chinese university graduates have to fulfill an English requirement for graduation. All graduates of Indian universities are fluent in English as most of the instruction is conducted in English. Of the top 50 international business schools (as rated by the Financial Times of London), 44 offer all their courses in English.

Some of the other factors that have contributed to making English the all powerful language that it is include: the growth of international trade and multinational corporations, the ever widening reach of American mass media, the expanding electronic network created by the Internet, the linguistic impact of American songs, dress, food, sports, and recreation. Roughly 80% of all Internet communications are in English.

Added to all this is the fact that there is a growing number of students who go abroad to study in English speaking countries. More than half of the three million plus foreign students who leave their homeland to study abroad are enrolled in five English mother-tongue countries, which are Australia, Ireland, New Zealand, the United Kingdom, and the USA.

This does not mean that other languages will disappear. Regional languages will continue to exist but their influence on the world scene will be limited. Some of the past

dominant languages are seeing their mother countries stepping forward to support the propagation of their languages. France is spending millions and millions of Euros to support the French language and its culture worldwide. The German government continues to fund the 78 Goethe Institutes worldwide. Spain is not doing much because there are roughly 21 countries that have Spanish as their first language. Even Singapore has launched a “Speak Mandarin only” campaign.

Let us now look at the International/Foreign Language programs at Saddleback and Irvine Valley Colleges and address the importance of languages in a flat world. Both Saddleback and Irvine Valley Colleges have had flourishing programs in foreign languages for many years.

Saddleback College currently offers courses in 10 languages, which include in alphabetical order, Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Korean, Persian, and Spanish. The data for Fall 2006 indicate that the number of sections offered for the various languages range from 2 in Arabic to 37 in Spanish. The one section of Korean was cancelled for low enrollment. 2,416 students enrolled in a foreign language course generates 240 FTES, while the lion share goes to Spanish with 1,301 students resulting in 129 FTES. The other languages have fewer than 200 students each. Both success and retention rates are very high averaging 71% and 89%, respectively. Table 1 shows headcounts in the 10 languages at Saddleback College.

Table 1. Student Headcount – Saddleback College

LANGUAGE	Fall 2004	Fall 2005	Fall 2006
ARABIC	93	78	93
CHINESE	104	88	95
FRENCH	261	212	199
GERMAN	146	193	139
HEBREW	44	45	50
ITALIAN	281	289	254
JAPANESE	153	133	140
KOREAN	0	22	0
PERSIAN	92	104	145
SPANISH	1378	1358	1301
Total	2552	2522	2416

Irvine Valley College currently offers courses in four languages which include Chinese, French, Japanese, and Spanish. The data for Fall 2006 indicate that the number of sections offered for the various languages range from 5 in Chinese to 13 in Spanish. 977 students enrolled in a foreign language course, generating 148 FTES. Both Spanish and Japanese have high enrollment, 366 and 320 students respectively. Chinese and French are not too far behind with 166 and 125 students. Both success

and retention rates are very high, averaging 70% and 85%, respectively. Table 2 shows student headcounts in the 4 languages offered at Irvine Valley College.

Table 2. Student Headcount – Irvine Valley College

	Fall 2004	Fall 2005	Fall 2006
Chinese	156	164	166
French	133	137	125
Japanese	242	268	320
Spanish	391	349	366
TOTAL	922	918	977

At both colleges, AA degrees can be earned in foreign languages. At Saddleback College, a student can earn an AA degree in all the languages offered with the exception of Hebrew and Korean. At Irvine Valley College, a student can earn an AA in all the languages offered with the exception of Chinese.

In addition to the above languages, Saddleback College also offers a program in American Sign Language. Table 3 provides information about the American Sign Language program at Saddleback College.

Table 3. American Sign Language – Saddleback College

	Fall 2004	Fall 2005	Fall 2006
Number of Sections	17	19	19
Enrollment	449	465	452
Success	80.0%	80.2%	75.4%
Retention	95.1%	94.2%	92.5%
Awards (degrees & certificates)	9	5	10

In addition to the two colleges, foreign/international languages are also offered at ATEP by IVC and SC. In Fall 2007, seven languages were offered and seven languages will be offered again in Spring 2008.

All this offers the SOCCCD students some very interesting opportunities. If it is the general feeling that English will continue to be the “Killer Language” for the foreseeable future and beyond, SOCCCD may explore the possibilities of partnering with foreign countries, universities to offer exclusive English language training or degrees that will prepare foreign nationals for US universities. Butte College located in Northern California became the first California Community College to sign a partnership with a consortium of Chinese universities to offer English training. The British universities have major language programs established throughout Continental Europe. It would be interesting to open the debate district wide on this topic.

Regarding the promotion of foreign/international languages, there is no doubt that regional languages will continue to flourish in their respective regions. The USA will continue to need US citizens who understand foreign languages and cultures. The colleges should be flexible enough to address the need for the languages that are in demand, especially the regional languages that have a great impact on our region. Study abroad programs should continue to provide US citizens an opportunity to immerse in foreign language cultures and thereby promote a greater technology-based economic competitiveness and better understanding among nations. It is indeed a vibrant period in the history of the world for both English and the non-English languages.

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: SOCCCD: Report on Compliance 50% Law Progress During 2007-2008
ACTION: Information

BACKGROUND

One of the many laws and regulations that affect community colleges is known as the 50% Law. This law requires fifty percent of the District's current expense of education is spent on salaries and benefits of classroom instructors and classified staff that perform services in the classroom under the direction of an instructor. In recent years the percentage in this district declined to be close to 50%.

STATUS

The Chancellor has established an Advisory Council on Compliance with 50% Law to review current spending patterns and make recommendations to raise compliance with this law to a reasonable level. The council provided recommendations to the Chancellor for implementation in 2007-2008 (Exhibit A). Exhibit B is a summary of expenditures that have been identified to be delayed until after June 30th. The estimated 2007-2008 current calculation for the 50% Law is based on the adopted budget. The final calculation will be made using actual expenditure amounts that will not be known until August, after the books are closed for the fiscal year.

The recommendations have been provided by the Director of Fiscal Services and President of each college, the Chancellor for District Services, and ATEP Provost. The implementation of the attached recommendations increases the percentage to 48.79%. Additional expenditure delays amounting to \$3 million will be identified by February 2008. The expenditures targeted will be placed in a separate account for 2007-2008 for purposes of control.

These projections are based on information known to date. Year end actual results will vary, of course, depending on actual operations.

The Board will be provided with another update in January 2008.

50% Law Recommendations for 2007-2008

Although we must recommend changes in pursuit of a satisfactory classroom instruction expense ratio, we must always keep foremost in mind consistency with the mission, goals, and strategic plans of each unit and consider every decision's long-term impact on students.

2007-2008

1. Begin process to hire replacement and new faculty positions.
2. Complete faculty salary negotiations by May 1st.
3. Monitor and control supply and operating expenditures in consideration of 50% Law calculation.
4. Review account coding for every college position. Reassign or split position account coding into instructional object codes as appropriate. Examine activity coding at the *Colleges, District Services, & ATEP* to identify exempted categories such as Economic Development and Outreach.
5. HR will work with colleges to review and revise classified position descriptions to assist in 50% Law calculations when appropriate.
6. Add positions and/or increase hours for instructional aide classified positions.
7. Review all vacancies and new position requests and fill only those critical to the operation of the College/ATEP/District Services as determined by the president/provost/chancellor.
8. District Services will delay hiring new positions requested during budget development.
9. Offer additional classes at ATEP and the colleges for spring 2008 when feasible, thereby increasing classroom expenditures and increase FTES.
10. Do not cancel classes with 10 and above at the discretion of the College Vice Presidents/ATEP Dean of Instruction and Student Services.
11. Except for capital outlay, delay the spending of the board designated \$4M Basic Aid funds for ATEP's future development of programs and staffing.
12. Identify non classroom expenditures that can be appropriately moved to categorical and grant programs. Identify classroom salary and benefit expenditures in categorical and grant programs that can be moved to the unrestricted general fund.
13. Identify and implement energy savings projects that will reduce non classroom expenditures.

50% Law Recommendations for 2007-2008

14. Establish a benchmark for each expenditure unit i.e. Saddleback, IVC, District Services and ATEP, based on 2006-2007 expenditures. For 2007-08 and future budget years each unit is charged with making expenditure decisions which improve its contribution to the district's 50% Law calculation. Details to be determined.
15. Instead of hiring part time faculty to replace full time faculty on reassigned time for work outside of the district (i.e. State Academic Senate, FACCC, CCA), sabbatical leave replacements and OSH banking replacements, hire one year temporary full time faculty. Basic aid funds would be used for this one time classroom expense.
16. At the discretion of the Vice President of Instruction, new Distance Education class sections should be added as appropriate.

50% Law Expenditures to be Delayed for 2007-2008

SADDLEBACK COLLEGE				
Object	Tops	Description	Numerator	Denominator
1000		Academic Salaries	595,525	879,239
2000		Classified Salaries	90,494	1,675,810
3000		Benefits	432,189	1,088,047
4000-5000		Supply & Operating	0	1,350,000
Total Saddleback College			1,118,208	4,993,096
IRVINE VALLEY COLLEGE				
Object	Tops	Description	Numerator	Denominator
1000		Academic Salaries	572,296	799,500
2000		Classified Salaries	0	149,250
3000		Benefits	190,766	316,250
4000-5000		Supply & Operating	0	280,000
Total Irvine Valley College			763,062	1,545,000
ATEP				
Object	Tops	Description	Numerator	Denominator
1000		Academic Salaries	0	1,500,000
2000		Classified Salaries	0	69,782
3000		Benefits	0	27,293
4000-5000		Supply & Operating	0	1,420,000
Total ATEP			0	3,017,075
DISTRICT SERVICES				
Object	Tops	Description	Numerator	Denominator
1000		Academic Salaries	0	2,500
2000		Classified Salaries	0	282,252
3000		Benefits	0	115,218
4000-5000		Supply & Operating	0	258,160
Total District Services			0	658,130
GENERAL EXPENSE (Location 9)				
4000-5000		Supply & Operating	0	190,000
Total General Expense List (Location 9)			0	190,000
SOCCCD GRAND TOTAL			1,881,270 *	10,403,301 **

The 50% Law simulation calculation, based on the 2007-08 budget, indicates \$4.7 million more would need to be spent on instructional salaries as a shift from non instructional items to meet 50%. However, we are already well into the fiscal year and unable to hire additional full time faculty to increase the numerator by year end. The remaining option to achieve 50% is to reduce non instructional expenses (denominator costs) but this requires twice as high an amount.

*When budgets are created they often include amounts for planned or unplanned expenses for the year. The 2007-08 budget includes funds at both colleges for instructional salaries which may not be used in the current year. Since the final calculation is based on actual expenses, not spending in this budget year would lower the estimated calculation widening the amount of non compliance.

**To resolve this matter and achieve compliance, non instructional expenditures will be delayed until next year. This action would affect only the denominator in the calculation. It would require delayed spending of twice the amount of non instructional expenses. Thus the target for expenditure delay must be doubled.

To summarize, actual instructional salary expenses will be less than those budgeted, so the 50% calculation will be even lower. To reach compliance, we will need to delay \$3.0 million more than the \$10.4 million identified above to reach 50%.

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 12/10/07 Total Basic Aid Receipts of \$257.8M less Total Approved Projects in the amount of \$234.4M leaves an estimated uncommitted Basic Aid Fund balance of \$23.4M. EXHIBIT B shows actual and estimated expenditures for Basic Aid Funds through the 2007/2008 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 2007/2008.

The District estimates receipts in future years as follows:

<u>Year</u>	<u>Basic Aid Receipts</u>
2007 – 2008	\$43,490,307
2008 – 2009	\$45,934,846
2009 – 2010	\$49,392,761
2010 – 2011	\$53,091,341
2011 – 2012	\$57,044,652

**South Orange County Community College District
Board Approved Basic Aid Project Distribution
As of December 10, 2007**

	1999-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	Total
Actual Basic Aid Receipts	\$14,869,100	\$13,719,277	\$18,419,919	\$27,356,952	\$40,162,878	\$46,899,203	\$52,896,017	\$214,323,346
Estimated Basic Aid Receipts 2007/08								\$43,490,307
								Total Receipts
								\$257,813,653
								Total Approved Projects
								\$234,385,060
								Estimated Uncommitted Basic Aid Funds
								\$23,428,593

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
2003/04 College Retiree Benefit Liability Contribution				\$964,268	\$1,855,229	\$2,819,497
2003/04 College/District Contributions for Debt Retirement				\$527,929	\$1,015,724	\$1,543,653
2003/04 Special Trustee Election	\$453,867					\$453,867
2004/05 College Retiree Benefit Liability Contribution				\$1,046,634	\$2,008,856	\$3,055,490
2004/05 College/District Contributions for Debt Retirement			\$7,000	\$595,076	\$749,254	\$1,351,330
2004/05 Scheduled Maintenance Project				\$343,000	\$657,000	\$1,000,000
2004/05 Technology Needs for IVC, SC & District			\$665,000	\$1,413,275	\$1,470,140	\$3,548,415
2005/06 Allocation for Salary Schedule Restructure			\$354,301	\$1,422,791	\$2,467,908	\$4,245,000
2005/06 College Instructional Equipment Allocation				\$318,000	\$624,000	\$942,000
2005/06 College Retiree Benefit Liability Contribution				\$1,109,143	\$2,251,896	\$3,361,039
2006/07 College Retiree Benefit Liability Contribution				\$1,535,667	\$3,146,245	\$4,681,912
2007/08 College Retiree Benefit Liability Contribution				\$3,444,000	\$7,056,000	\$10,500,000
2005/06 College/District Contributions for Debt Retirement			\$94,000	\$604,464	\$787,254	\$1,485,718
2005/06 Scheduled Maintenance Project				\$330,000	\$670,000	\$1,000,000
2005/06 Technology Needs for IVC, SC & District			\$732,000	\$1,095,000	\$1,497,203	\$3,324,203
2006/07 Technology Needs for IVC, SC & District			\$800,000	\$1,095,000	\$2,500,000	\$4,395,000
2007/08 Technology Needs for IVC, SC & District		\$100,000	\$1,000,000	\$1,000,000	\$2,000,000	\$4,100,000
ATEP Operating Budget		\$4,553,957				\$4,553,957
ATEP Staffing, Equipment, Program Development		\$4,000,000				\$4,000,000
ATEP Renovation		\$8,160,983				\$8,160,983
ATEP Building Demolition		\$7,000,000				\$7,000,000
ATEP Hangar & Chapel Utilities		\$1,000,000				\$1,000,000
ATEP Site Development Negotiations		\$750,000				\$750,000
College Science Equipment & TV Studio Updates				\$500,000	\$500,000	\$1,000,000
College Sports Facilities				\$896,000	\$817,310	\$1,713,310
COPS Debt Retirement Contribution	\$34,400,000					\$34,400,000
IVC Business & Technology Innovation Center				\$10,182,000		\$10,182,000
IVC Design and Install Entrance from Barranca				\$730,000		\$730,000
*IVC Fine Arts Building				\$0		\$0
IVC Floor Repairs				\$62,500		\$62,500
*IVC Life Sciences Project				\$1,363,000		\$1,363,000
IVC Lot Expansion and Phase 1 of Lot 6				\$1,480,000		\$1,480,000

Approved Projects	District-wide Gen. Exp.	ATEP	District Services	IVC	SC	Total
IVC Maintenance and Police Facility				\$4,575,000		\$4,575,000
IVC Modular Building - AT100				\$370,000		\$370,000
IVC Performing Arts Center				\$17,180,000		\$17,180,000
IVC Utility Service Project				\$416,000		\$416,000
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs				\$514,000		\$514,000
IVC Modular Building Replacement (CEC)				\$200,000		\$200,000
IVC Science Lab Addition & Remodel				\$5,480,000		\$5,480,000
IVC A-300 Building Remodel				\$2,481,000		\$2,481,000
SC Building Repairs Math, Science Engineering Buildings					\$2,337,000	\$2,337,000
SC Building Repairs TAS Building					\$1,956,000	\$1,956,000
**SC Building Repairs/Library Remodel					\$4,829,000	\$4,829,000
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 Final Project Proposals for Library Building Remodel					\$40,000	\$40,000
SC Golf Driving Range Net Replacement					\$300,000	\$300,000
SC Health Science/District Office Building			\$7,018,220		\$8,238,780	\$15,257,000
SC Hire Consultant for Parking/Traffic Study					\$48,500	\$48,500
SC McKinney Theater Lighting and Sound Systems Upgrade					\$1,335,000	\$1,335,000
SC Mold Abatement and Air Quality Improvements					\$9,006,000	\$9,006,000
*SC Science Building (M/S/E annex)					\$2,689,300	\$2,689,300
*SC Science/Applied Science Bldg					\$14,850	\$14,850
SC Temporary Classroom Facilites					\$7,269,285	\$7,269,285
SC McKinney Theater Restroom Remodel					\$2,542,000	\$2,542,000
SOCCCD: Replace HR & Bdgt Dev Systems			\$898,000			\$898,000
SOCCCD: Student Information System Upgrade-Phase I/Phase II			\$14,102,000			\$14,102,000
SOCCCD Districtwide Telephone System	\$4,500,000					\$4,500,000
SOCCCD Fiscal and HR Systems Repl.			\$27,500			\$27,500
SOCCCD Consultant for District Educational & Facilities Master Plan	\$370,010					\$370,010
SOCCCD HR Recruitment Work Plan			\$85,911			\$85,911
SOCCCD: Marketing, Outreach and Recruitment Efforts	\$229,830					\$229,830
SOCCCD Legislative Advocacy Services - Basic Aid	\$120,000					\$120,000
SOCCCD One-time Investment in Enrollment Management	\$100,000					\$100,000
SOCCCD Early Childhood Program	\$60,000					\$60,000
Total Approved Projects	\$40,233,707	\$25,564,940	\$25,783,932	\$63,273,747	\$79,528,734	\$234,385,060

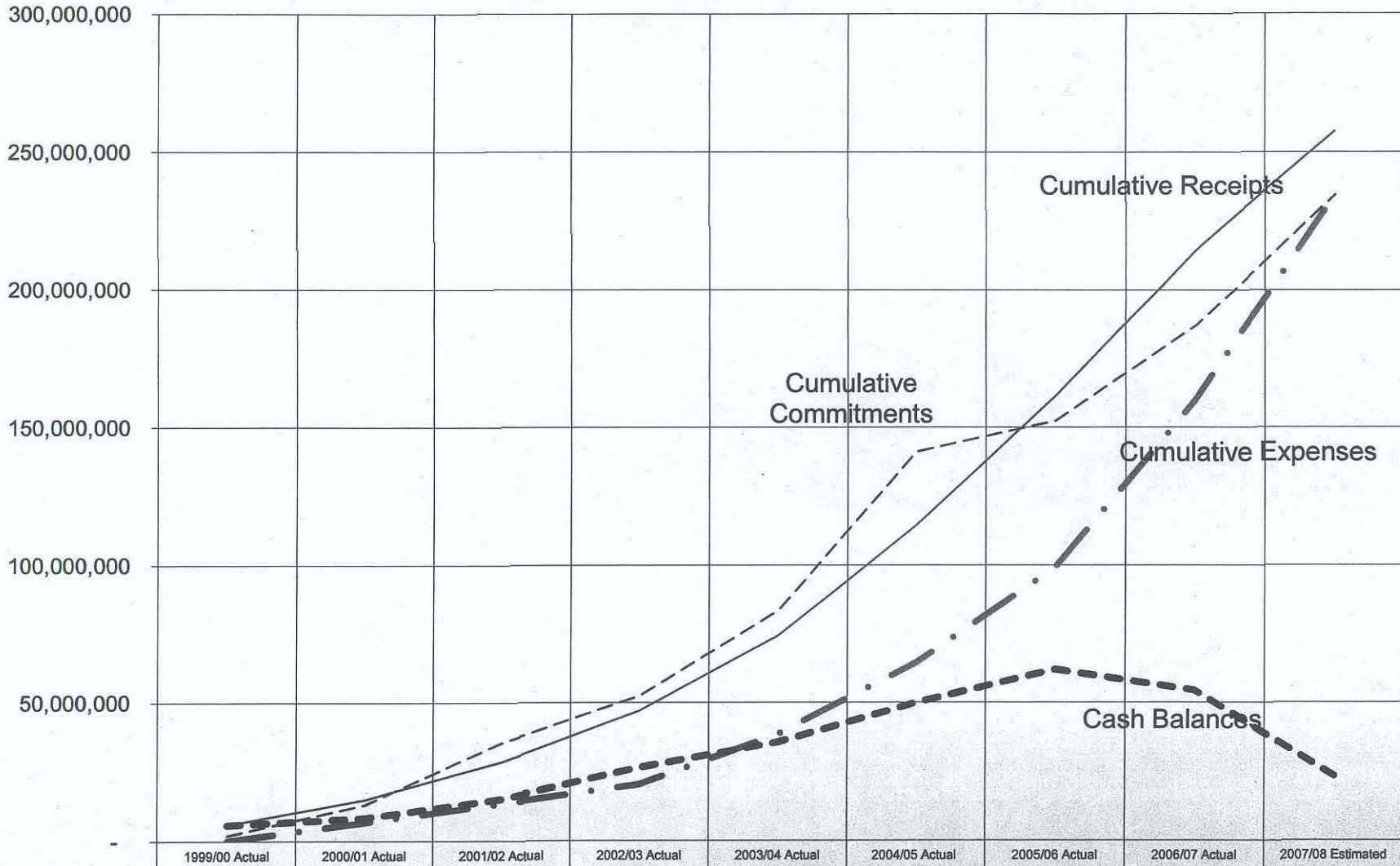
South Orange County Community College District
Expenditure History for Approved Projects

Project Description	Approved Amount	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated	Total	Project Balance	
2004/05 College Scheduled Maintenance Projects	1,000,000						381,124	272,888	345,988	-	1,000,000	-	
2004/05 Technology Needs for IVC, SC, & District	3,548,415						2,394,994	1,140,549	12,872	-	3,548,415	-	
2005/06 Allocation for Salary Schedule Restructure	4,245,000							4,245,000		-	4,245,000	-	
2005/06 College Instructional Equipment Needs	942,000							492,000		450,000	942,000	-	
2005/06 College Scheduled Maintenance Projects	1,000,000							627,312	372,688	-	1,000,000	-	
2005/06 Technology Needs for IVC, SC & District	3,324,203							2,729,203	595,000	-	3,324,203	-	
2006/07 Technology Needs for IVC, SC & District	4,395,000								4,395,000	-	4,395,000	-	
2007/08 Technology Needs for IVC, SC & District	4,100,000									4,100,000	4,100,000	-	
ATEP Operating Budget*	4,553,957						266,981	1,286,976	1,000,000		2,000,000	4,553,957	-
ATEP Staffing, Equipment, Program Development	4,000,000									4,000,000	4,000,000	-	
ATEP Renovation	8,160,983					370,243	630,096	1,478,919	5,681,725	-	8,160,983	-	
ATEP-Building Demolition	7,000,000									7,000,000	7,000,000	-	
ATEP-Hangar & Chapel Utilities	1,000,000									1,000,000	1,000,000	-	
ATEP-Site Development Negotiations	750,000									750,000	750,000	-	
College/District Contributions for Debt Retirement	4,380,701					1,543,653	1,351,330	1,485,718			4,380,701	-	
Debt Retirement Contribution	34,400,000		6,000,000	5,000,000	5,000,000	5,000,000	5,000,000	4,200,000	4,200,000		34,400,000	-	
IVC Business & Technology Innovation Center	10,182,000							25,861	3,160,139	6,996,000	10,182,000	-	
IVC Design and Install Entrance from Barranca	730,000							9,950	720,050	-	730,000	-	
IVC Fine Arts Building	-									-	-	-	
IVC Floor Repairs	62,500						57,458	882	4,160	-	62,500	-	
IVC Life Sciences Project	1,363,000									1,363,000	1,363,000	-	
IVC Lot Expansion and Phase 1 of Lot 6	1,480,000						1,500	222,418	1,256,082	-	1,480,000	-	
IVC Maintenance and Police Facility	4,575,000						90,046	1,575,308	2,704,646	205,000	4,575,000	-	
IVC Modular Building	370,000				303,790	65,666	544			-	370,000	-	
IVC Performing Arts Center	17,180,000					57,850	623,625	4,235,617	12,262,908	-	17,180,000	-	
IVC Science Equip & TV Studio	500,000		215,161	245,745	21,303	17,791				-	500,000	-	
IVC Sports Facilities	896,000		20,671	875,329						-	896,000	-	
IVC Utility Service Project	416,000							125,332	290,668	-	416,000	-	
IVC Remove/Relocate IVC Maint., Police, Whse, & A-500 Bldgs	514,000							35,700	478,300	-	514,000	-	
IVC Modular Bldg Replacement (CEC)	200,000								200,000	-	200,000	-	
IVC Science Lab Addition & Remodel	5,480,000								4,120,000	1,360,000	5,480,000	-	
IVC A-300 Bldg Remodel	2,481,000								158,900	2,322,100	2,481,000	-	
Retiree Benefit Past Service Liability	5,329,628					1,129,408	1,223,940	1,346,334	1,629,946	-	5,329,628	-	
Retiree Benefit Current Year Service Liability	8,588,310					1,690,089	1,831,550	2,014,705	3,051,966	-	8,588,310	-	
Retiree Benefit Current Year Service Liability	10,500,000									10,500,000	10,500,000	-	
SC Building Repairs - Math, Science Engineering Bldg	2,337,000						57,748			2,279,252	2,337,000	-	
SC Building Repairs - TAS Building	1,956,000						26,775	97,135	832,090	1,000,000	1,956,000	-	
SC Building Repairs -Library Remodel	4,829,000						37,892		496,000	4,295,108	4,829,000	-	
SC Demolition of Lower Campus Buildings	1,719,000			11,928	430,115	523,330	15,917	737,255	455		1,719,000	-	
SC-Demolition	1,000,000									1,000,000	1,000,000	-	
SC-Village Remodel	4,130,000									4,130,000	4,130,000	-	
SC Final Project Proposals for Library Building Remodel	40,000						40,000			-	40,000	-	
SC Golf Driving Range Net Replacement	300,000							1,800		298,200	300,000	-	
SC Health Science/District Office Building	15,257,000			29,334	1,076,099	7,151,418	6,786,700	189,994	23,455	-	15,257,000	-	
SC Hire Consultant for Parking/Traffic Study	48,500						24,250		24,250		48,500	-	
SC McKinney Theater Lighting and Sound Systems Upgrade	1,335,000					46,200	1,288,800				1,335,000	-	
SC Mold Abatement and Air Quality Improvements	9,006,000							682,740	3,323,260	5,000,000	9,006,000	-	
SC Science Building (M/S/E annex)	2,689,300									2,689,300	2,689,300	-	
SC Science Equip & TV Studio	500,000		126,720	234,558	124,942	6,593	7,187				500,000	-	
SC Science/Appplied Science Bldg	14,850						14,850				14,850	-	
SC Sports Facilities	817,310		229,943	432,378	60,340	50,603	26,695	17,351			817,310	-	
SC Temporary Classroom Facilities	7,269,285						714	3,729,336	3,539,233		7,269,285	-	
SC McKinney Theater Restroom remodel	2,542,000								168,080	2,373,920	2,542,000	-	
SOCCCD: Replace HR & Bdgt Dev Systems	898,000							350,000	548,000		898,000	-	
SOCCCD: Student Information System Upgrade-Phase I/Phase II	14,102,000								4,802,000	9,300,000	14,102,000	-	
SOCCCD: Districtwide Telephone System	4,500,000					127,271	3,636,911	627,911	107,907		4,500,000	-	
SOCCCD: Fiscal and HR Systems Repl.	27,500							370,010			27,500	-	
SOCCCD: Hire Consultant for District Educational and Facilities M	370,010										370,010	-	
SOCCCD: HR Recruitment Work Plan	85,911						85,911				85,911	-	
SOCCCD: Legislative Advocacy Services - Basic Aid	120,000						24,000	27,000	26,000	43,000	120,000	-	
SOCCCD: Marketing, Outreach and Recruitment Efforts	\$229,830							229,830			229,830	-	
SOCCCD: One time Investment in Enrollment Management	100,000							100,000			100,000	-	
SOCCCD: Early Childhood Program	60,000									60,000	60,000	-	
SOCCCD: Special Trustee Election	453,867					453,867					453,867	-	
Totals	234,385,060	-	6,592,495	6,829,272	7,016,589	18,233,962	25,927,538	34,738,536	60,531,768	74,514,880	234,385,060	-	

	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated
Commitments	2,000,000	11,085,000	22,474,310	17,027,650	30,955,670	57,751,446	11,145,072	34,465,912	47,480,000
Cumulative Commitments	2,000,000	13,085,000	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	234,385,060
Receipts	5,676,800	9,192,300	13,719,277	18,419,919	27,356,952	40,162,878	46,899,203	52,896,017	43,490,307
Cumulative Receipts	5,676,800	14,869,100	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	257,813,653
Cumulative Expenses	-	6,592,495	13,421,767	20,438,356	38,672,338	64,599,876	99,338,412	159,870,180	234,385,060
Cash Balances	5,676,800	9,276,605	15,166,610	26,569,940	35,692,910	49,928,250	62,088,917	64,453,166	23,428,593

EXHIBIT B
Page 1 of 1

**South Orange County Community College District
Basic Aid Receipts, Commitments, Expenses and Cash Balances
(As of December 10, 2007)**



	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Actual	2007/08 Estimated
--- Cumulative Commitments	2,000,000	13,085,000	35,559,310	52,586,960	83,542,630	141,294,076	152,439,148	186,905,060	234,385,060
— Cumulative Receipts	5,676,800	14,869,100	28,588,377	47,008,296	74,365,248	114,528,126	161,427,329	214,323,346	257,813,653
- · - Cumulative Expenses	-	6,592,495	13,421,767	20,438,356	38,672,338	64,599,876	99,338,412	159,870,180	234,385,060
..... Cash Balances	5,676,800	8,276,605	15,166,610	26,569,940	35,692,910	49,928,250	62,088,917	54,453,166	23,428,593

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 December 10, 2007

SADDLEBACK COLLEGE

1. BGS BUILDING REPAIRS.

Remediation and repair work started on January 8, 2007, and is progressing according to schedule. Interior remediation is 100% completed; site and building repair work is progressing and is 90% completed. The new window system has been installed. Several of the newly installed windows failed the initial water testing. The window system fixes are completed and water testing of the windows has resumed. *The contractor is 70% complete with the application of the elastomeric coating system to the exterior of the building surfaces. A recommendation to approve a bid for casework and interior improvements is submitted for board approval at this meeting.* The project is scheduled for completion by the end of February, 2008.

2. JAMES B. UTT LIBRARY REMODEL

The architect has completed the preliminary plans for this project and made the required submittal to the State Chancellor's Office on July 2, 2007. The State Chancellor's Office approved the preliminary drawings and released funding for working drawings. The architects are proceeding with the development of the working drawings. Construction is anticipated to start in September, 2008, and be completed by the end of December, 2009. The overall project budget is \$20,800,000 with a state contribution in excess of \$16,000,000 and a basic aid contribution of \$4,800,000.

3. SCIENCES BUILDING

The architect has completed the FPP which was submitted to the State Chancellor's Office on June 28, 2007, along with the 5-Year Construction Plan.

4. MCKINNEY THEATER RESTROOMS

The architect submitted plans to DSA on April 11, 2007. The Construction Documents were approved by DSA on October 9, 2007. *Meetings were held with college administration and staff to discuss target dates for start of construction pursuant to instruction and performance schedules.* Construction is expected to start in early 2008 and be completed by the end of September, 2008.

5. REMODEL VILLAGE FOR SWING SPACE DURING LIBRARY REMODEL

On June 25, 2007, the Board approved funding in the amount of \$4,130,000 for this project. The Board also approved hiring R2A to provide architectural services. *The Programming Phase of the project is complete. The architect has developed preliminary floor plan layouts based on the finalized space requirements established in the Programming Phase and these layouts are being discussed with faculty, staff and administration.*

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

The architect has submitted additional add service requests. The District has requested written backup to verify agreement of extra costs prior to work commencing. Minor equipment orders remain. Warranty issues will continue through this year following construction completion. To date, total change orders represent 2.75% of the original contract amount.

2. BUSINESS, SCIENCE & TECHNOLOGY

Minor structural steel erection remains. The steel framing contractor *has a majority of the first floor framed.* The electrical and mechanical contractors are *continuing roughing in the pipes and conduit which will be later covered with finishes.* Lightweight concrete is placed at the second floor deck and concrete curbs and temporary sidewalk are also in place. A code change related to fire sprinkler requirements is under review. District Facilities Staff meets with site staff weekly to define furniture and equipment needs. The project was 39% complete at the end of October, 2007. Project completion is anticipated in June, 2008.

3. MAINTENANCE AND POLICE FACILITY

Construction is progressing according to schedule. The project *is complete with only minor punch list items outstanding.* Notice of Completion is being recommended to the Board at this December 2007, meeting. A recommendation to approve change order requests in the amount of \$11,665.97 is being submitted to the Board at this meeting; if approved, total change orders will represent 4.83% of the original contract amount.

4. B-200 SCIENCE LAB ANNEX AND B-239 REMODEL

The architect submitted the completed working drawings to DSA on July 11, 2007. *DSA Access Compliance is requiring additional accessible restroom facilities for this project.* Prior to the costs for addressing the bathrooms, the architect estimates that additional \$1,360,000 will be required to complete this project. Rather than requesting additional funds now, a request will be submitted to the Board after bids are received and the exact amount of the shortfall is known. Construction is scheduled to start in March, 2008, and be completed in February, 2009.

5. A-300 REMODEL FOR MUSIC DEPARTMENT

The College and District completed review of the 100% working drawings and the architects have incorporated the comments into the final drawings. After submittal and approval of drawings by DSA, construction will follow. Construction operations may affect instructional activities in other portions of the building. *District representatives have met with college administration, faculty, and staff to discuss swing space options, scheduling, and logistics for project construction.* This project will be completed by December, 2008.

IRVINE VALLEY COLLEGE

6. LIFE SCIENCES PROJECT

The state chancellor's office has recommended the Life Sciences building for inclusion in the 2008-09 state budget. If approved, preliminary plans for this project could start in September 2008, with a proposed construction completion of late 2011. The state estimates the total cost of this project at \$19,048,000 with \$17,488,000 from the state and \$1,560,000 from local contribution.

ATEP

1. DEVELOPMENT OF ATEP SITE.

Site development work is substantially complete. Punch list items are being addressed. The parking lot handicap stalls are not in compliance with accessibility requirements. *In order to meet slope requirements, the contractor has suggested using concrete instead of asphalt. This proposed change is under review with our civil consultant and the City of Tustin.* Total change orders represent 3.03% of the original contract amount. A recommendation to approve change order requests in the amount of \$6,101.41 is being submitted to the Board at this meeting; if approved, total change orders will represent 3.20% of the original contract amount.

2. ATEP LAUNCH BUILDINGS

ATEP campus was substantially complete in time for the start of fall semester. Punch list items are being addressed. *25% of the windows have been tested for water tightness with a 56% failure. The contractor is undergoing repair. The remaining windows will also be tested.* To date, total change orders represent 3.01% of the original contract amount.

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 October 31, 2007. A review of current revenues and expenditures for the 2007/2008 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 October 31, 2007

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		25,301,766	25,301,766	0	25,301,766
REVENUES:					
Federal Sources	8100-8199	\$ 2,152,459	2,152,459	0	62,532
Other State Sources	8600-8699	22,642,839	22,861,217	218,378	8,179,823
Other Local Sources	8800-8899	163,009,737	163,009,737	0	20,876,383
Total Revenue		187,805,035	188,023,413	218,378	29,118,738
BASIC AID		450,000	450,000	0	0
INCOMING TRANSFERS	8980-8989	241,003	241,003	0	0
TOTAL SOURCES OF FUNDS		<u>213,797,804</u>	<u>214,016,182</u>	<u>218,378</u>	<u>54,420,504</u>
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	61,262,240	61,220,326	(41,914)	17,087,029
Other Staff Salaries	2000-2999	37,432,855	37,339,882	(92,973)	8,171,899
Employee Benefits	3000-3999	33,439,065	33,443,337	4,272	8,666,112
Supplies & Materials	4000-4999	5,182,680	5,083,668	(99,012)	788,486
Services & Other Operating	5000-5999	18,718,039	18,843,598	125,559	5,008,989
Capital Outlay	6000-6999	12,176,943	12,475,682	298,739	1,898,609
Payments to Students	7500-7699	439,231	455,928	16,697	104,313
Total Expenditures		168,651,053	168,862,421	211,368	41,725,437
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	1,975,080	1,975,080	0	484,000
Basic Aid Transfers Out		32,403,771	32,403,771	0	0
Intra Fund Transfers Out	7400-7499	241,003	248,013	7,010	0
Debt Service	7100-7199	395,000	395,000	0	48,325
Total Other Sources (Uses)		35,014,854	35,021,864	7,010	532,325
TOTAL USES OF FUNDS		<u>203,665,907</u>	<u>203,884,285</u>	<u>218,378</u>	<u>42,257,762</u>
ENDING FUND BALANCE		10,131,897	10,131,897	0	12,162,742
Reserve for Economic Uncertainties		8,781,897	8,781,897	0	
Location Reserves for Economic Uncertainties		1,350,000	1,350,000	0	
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	\$ 0

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of October 31, 2007

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		9,619,852	9,619,852	0	9,619,852
REVENUES:					
Unrestricted Budget Allocation		\$ 74,660,580	74,660,580	0	10,140,017
Restricted Budget Allocation		11,680,073	11,680,073	0	4,360,516
Total Revenue		86,340,653	86,340,653	0	14,500,533
BASIC AID		300,000	300,000	0	0
INCOMING TRANSFERS 8980-8989		161,003	161,003	0	0
TOTAL SOURCES OF FUNDS		96,421,508	96,421,508	0	24,120,385
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		37,856,035	37,793,871	(62,164)	10,496,193
Other Staff Salaries 2000-2999		19,821,291	19,757,848	(63,443)	4,263,049
Employee Benefits 3000-3999		16,537,759	16,542,031	4,272	4,783,416
Supplies & Materials 4000-4999		3,653,224	3,559,267	(93,957)	547,077
Services & Other Operating 5000-5999		8,368,799	8,492,775	123,976	1,829,562
Capital Outlay 6000-6999		7,382,139	7,449,748	67,609	1,364,650
Payments to Students 7500-7699		141,258	157,955	16,697	92,033
Total Expenditures		93,760,505	93,753,495	(7,010)	23,375,980
OTHER FINANCING SOURCES/(USES):					
Transfers Out 7300-7399		1,500,000	1,500,000	0	250,000
Other Transfers 7400-7499		161,003	168,013	7,010	0
Debt Service 7100-7199		0	0	0	0
Total Other Sources (Uses)		1,661,003	1,668,013	7,010	250,000
TOTAL USES OF FUNDS		95,421,508	95,421,508	0	23,625,980
LOCATION OPERATING BALANCE		1,000,000	1,000,000	0	494,405
Reserve for Economic Uncertainties		1,000,000	1,000,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of October 31, 2007

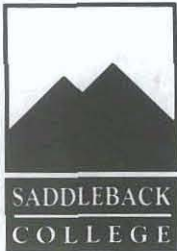
REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Difference	Beg Bal & Receipts/ Expenditures
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		2,823,009	2,823,009	0	2,823,009
REVENUES:					
Unrestricted Budget Allocation		\$ 38,662,628	38,662,628	0	5,497,310
Restricted Budget Allocation		4,980,580	5,195,746	215,166	1,912,745
Total Revenue		43,643,208	43,858,374	215,166	7,410,055
BASIC AID		150,000	150,000	0	0
INCOMING TRANSFERS 8980-8989		80,000	80,000	0	0
TOTAL SOURCES OF FUNDS		<u>46,696,217</u>	<u>46,911,383</u>	<u>215,166</u>	<u>10,233,064</u>
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries 1000-1999		19,157,529	19,177,779	20,250	6,042,118
Other Staff Salaries 2000-2999		10,857,955	10,828,425	(29,530)	2,417,635
Employee Benefits 3000-3999		8,612,151	8,612,151	0	2,614,375
Supplies & Materials 4000-4999		1,102,733	1,101,252	(1,481)	216,098
Services & Other Operating 5000-5999		2,992,876	3,000,613	7,737	926,080
Capital Outlay 6000-6999		2,608,118	2,826,308	218,190	447,395
Payments to Students 7500-7699		297,473	297,473	0	12,280
Total Expenditures		45,628,835	45,844,001	215,166	12,675,981
OTHER FINANCING SOURCES/(USES):					
Transfers Out 7300-7399		242,382	242,382	0	234,000
Other Transfers 7400-7499		80,000	80,000	0	0
Debt Service 7100-7199		395,000	395,000	0	48,325
Total Other Sources (Uses)		717,382	717,382	0	282,325
TOTAL USES OF FUNDS		<u>46,346,217</u>	<u>46,561,383</u>	<u>215,166</u>	<u>12,958,306</u>
LOCATION OPERATING BALANCE		350,000	350,000	0	(2,725,242)
Reserve for Economic Uncertainties		350,000	350,000	0	0
Nondesignated Budget Allocation		\$ 0	\$ 0	\$ 0	0

TO: Board of Trustees
FROM: Dr. Raghu P. Mathur, Chancellor
RE: 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. Richard D. McCullough, President

SUBJECT: REPORT FOR DECEMBER 10, 2007 BOARD OF TRUSTEES'
MEETING

President McCullough was recently appointed to Purdue University's Department of Biological Sciences Advisory Board.

The City of Lake Forest has pledged a \$5,000 donation to the Saddleback College Veterans Memorial. Four other cities have pledged the same amount to the memorial, including Mission Viejo, Laguna Niguel, Laguna Hills, and Dana Point.

Student Services

A representative from California State University Fullerton presented a seminar on the CSUF's Center for Careers in Teaching.

Teacher Preparation Pipeline counselors provided a workshop for the high school and ROP mentor teachers who will be participating in the TPP program next spring.

The Child Development Center will host an annual Holiday Tea for center parents and their families on Thursday, December 13th from 3:30 – 5:00 p.m. It's a special time to gather together, share some baked goods with apple cider and make new friends.

The Child Development Center hosted a Scholastic Book Fair from December 3rd – 7th. Children's books will be offered at reasonable rates.

Family Night was held in the Student Services Center November 28.

Advanced Technology & Applied Science (ATAS)

A'wear'ness Day – volunteer students from culinary arts classes FN 110, FN 240 & FN 244 developed the menu, prepared assorted display and passed appetizers for this special event designed to promote our department.

Family Night – FN 244 prepared trays of cookies to showcase some of the topics covered in our culinary program. Several students volunteered to help promote our program by answering questions of interested parents and potential students.

FN 244 was invited to tour and speak with the owner/baker of Donna B's cookies. Students learned cake decorating techniques and enjoyed samples of professionally prepared bakery items.

FN 140 participated in a walking tour of the Asian Market Place. Students had the opportunity to shop of specialty items and enjoy the atmosphere of a cultural market.

FN 240 toured Chef Toys, an outstanding restaurant supply warehouse. Students were given tips on purchasing major restaurant equipment, kitchen design and set up.

Part time faculty member, John Richards took the MST 101 Aquarium Managers class on field trips to: Cabrillo Marine Aquarium and the Birch Aquarium of Scripps Institute.

Part time faculty member Julie Anderson took the MST 100 Aquarium Systems class to the Aquarium of the Pacific. Perry Hampton, Director of Husbandry, provided the wonderful, in-depth tour for our group.

Part time faculty member, Paul Curtis took the MST 10 Aquaculture class and the MST 205 Water Quality class to: Hubbs-Sea World Fish Hatchery , the Carlsbad Aquafarm (*mussels and seahorses*), Kent SeaTech (*hybrid striped bass*) and Blue Beyond Fisheries (*tilapia fish*)

The Saddleback College Aquarium & Aquaculture Science program, along with our collaborating community colleges, were the front page featured news story, "Farming the Big One," National Community College Weekly, an on-line weekly report.

Part time faculty member Paul Curtis designed a water purifying system for a student enrolled in the Water Quality class whom happens to work with a charity orphanage in Vietnam. The project uses the latest in aquaculture technology and will improve their water resources!

Fine Arts

Audiences enjoyed visiting the beach on November 2-14, when the Department of Theatre Arts presented *Seascape*, an Edward Albee play about married relationships with a twist.

The Roberta Piket Trio, a jazz ensemble from New York, performed on November 3.

On November 3, the Saddleback College Camerata, under the direction of Dr. Scott Farthing, performed choral music at St. Margaret's Episcopal Church in San Juan Capistrano.

American Arts Songs of the Turn of the 20th Century was presented by Dr. Scott Farthing on November 5 in FA 101.

The Art Gallery presented a Chinese art exhibition called *A Brush with Nature* on November 5-21.

At the Concert Hour in Fine Arts 101 on November 15, Del Lago Trio performed their elegant chamber music in a wide variety of styles.

Our Guest Artist Series, which is made possible through the fundraising efforts of the Angels for the Arts, presented *Neshama Stories of the Soul*, a celebration of dance and music, on November 18 in the McKinney Theatre.

The Saddleback College Concert Choir presented choral music based on dance rhythms on November 18.

On November 29, the Saddleback Wind Ensemble performed an evening of music inspired by all things celestial.

The Department of Theatre Arts presented an edgy Christopher Durang play, *Betty's Summer Vacation*, in the Studio Theatre, on November 30 – December 9.

On December 1 & 2, Saddleback College Choirs and Saddleback College Symphony presented *A Feast of Lights* in the McKinney Theatre. A traditional wassail was served.

The Jazz Lab Ensemble performed student compositions on December 3 in the McKinney Theatre.

The Saddleback Big Band presented an early jazz Christmas delighting audiences by getting into the holiday spirit.

Health Sciences & Human Services

At the Magic in Teaching 2 conference on November 1 in Newark, Ca, Diane Pestolesi and Tammy Rice participated in a panel discussion which highlighted Diane's integrative teaching style. Saddleback College was one of the nine nursing programs in the United States selected for the Carnegie Foundation Study of Teaching and Learning in Nursing. Diane Pestolesi, Professor of Nursing, was one of the three Exemplar Teachers identified in the study.

The Saddleback College chapter of the California Nursing Student Association returned from the state convention with many accomplishments to their credit. Chapter President Jamie Sah received the 2007 Scholarship for "CNSA Breakthrough to Nursing." Karen Ritter received the 2007 Association of Nurse Leaders "The Lenihan-Ruh Memorial" Scholarship, and Christina Gorospe received the Best CNSA Newsletter Award.

Emeritus Institute art instructor Maria Kiernan received a Foundation Grant for \$1,544 to purchase art supplies. The Emeritus Institute continues to be a leader in life long learning. The faculty enriches the program with its talents, ambition and commitment.

Sign Language Department Chair Rita Tamer not only passed her comps for her doctorate program, but her article, "Head Movements in the Context of Speech in Arabic, Bulgarian, Korean, and African-American Vernacular English" was recently published.

Dean Kathleen Winston attended the Nursing Honorary Society (Sigma Theta Tau International) Convention in Baltimore, Md. Nov. 2 – 7 and then proceeded on to the American Academy of Nursing in Washington, D. C. Nov. 8 – 10.

Assistant Dean Tamera Rice attended the National Organization for Associate Degree Nursing in Las Vegas, Nov. 8 – 11.

As faculty advisor, Nursing Professor Phillis Kucharski went to Kansas City, Missouri Nov. 14 – 18 to participate in the National Student Nursing Association Midyear Planning Conference.

Physical Education & Athletics

The Gaucho football team qualified for a post-season bowl game for the seventh consecutive season. (Saddleback lost to College of the Canyons 34-24 in the Western State Bowl to finish with a 7-3 overall record.)

Saddleback will host an eight-team men's basketball tournament December 13-15. Game times are 1, 3, 5, and 7 p.m.

Repairs to the gymnasium, including an entirely new floor, were completed recently. The college was not able to use the gymnasium the entire fall semester due to water damage to the gym floor.

Saddleback College Foundation

The City of Lake Forest pledged a \$5,000 donation for the Saddleback College Veterans Memorial. An additional four cities have each pledged \$5,000, including Laguna Hills, Mission Viejo, Dana Point and Laguna Niguel. To commemorate each city's support, a plaque will be engraved on a bench thanking them for their donations.

Received a \$5,000 pledge from the L.S.T. Brothers' Library & Museum

Presentations on Saddleback College and the Veterans Memorial have been made to the Mission Viejo Lions Club, San Juan Capistrano Rotary Club, and Coto De Casa Kiwanis.



OFFICE OF THE PRESIDENT

TO: Chancellor Raghu P. Mathur and Members of the Board of Trustees

FROM: Glenn R. Roquemore, President *ARR*

DATE: November 29, 2007

SUBJECT: **President's Report for the December 10 Board of Trustees Meeting**

Dance Ensemble Presents Public Program

Irvine Valley College Dance Ensemble presents: *Perspectives – The Many Faces of Dance*, a one-of-a-kind presentation featuring the dance students of IVC's performing ensemble alongside dance professionals of Marie de la Palme. The performance will feature the many facets of dance, and it will be held Friday, December 14, at 1 p.m. with a pre-show talk beginning at 12:45 p.m. in the new Performing Arts Center.

Debate Team Competes at Griffin-Mann Invitational

Over the weekend of November 10-11, 2007, the IVC Speech and Debate Team took six students to compete at the Griffin-Mann Invitational at Grossmont College in El Cajon, CA. Three teams advanced to the elimination rounds to earn Bronze Medals. The Open Parliamentary Debate Team of Sammy Al-Shatti and Matt Contorelli was the only undefeated community college team to advance to elimination rounds. In the end, the team earned a Bronze Medal in their division. And, the Junior Parliamentary Debate Team of Michael Rodriguez and Natalie Bui also earned a bronze medal in their division. Michael Rodriguez advanced to the elimination rounds in Novice Extemporaneous Speaking and Novice Impromptu Speaking.

Direct Mail Letter to Irvine High School Parents

IVC direct mailed 3,302 letters to Irvine parents who presently have a 16- or 17-year-old child living at home. This letter promoted IVC's successful transfer rate and important college programs. The initial response to the letter has been extremely positive and a similar letter is planned for Tustin in December.

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

Music Department Holds Concert

IVC's Department of Music continued its fall 2007 Piano Series in the beautiful new Irvine Valley College Performing Arts Center. IVC piano faculty, Janice Park and Daniel Luzko, performed in the venue on Saturday, November 30.

IVC's VOCES Master Chorale and Orchestra Performs

On Tuesday, November 27 in the new Performing Arts Center, IVC's VOCES Master Chorale and Orchestra, conducted by Dean Shepherd, presented Choral Music in the Movies. The Chorale presented great music by: Barber, Mozart, Beethoven, Allegri, Williams and more. Concert movie selections included *Platoon*, *Bridget Jones' Diary*, *Runaway Bride*, *Babe*, *Chariots of Fire* and more.

Swearing-In Ceremonies Held for IVC Police Chief

On November 13, IVC held swearing-in ceremonies for the college's new police chief, Willie Glen. Faculty, staff, and students from IVC joined the community to congratulate and welcome the new chief. Glen comes to IVC from California State University, Fullerton, where he served as a police lieutenant responsible for the crime prevention unit, patrol operations at the Irvine Campus, training, fleet operations, the terrorism liaison office, and public information. Prior to this position, he was a police lieutenant at California State University, San Marcos, and an administrative sergeant at California State University, Long Beach. He received a Bachelor of Science in business and management from the University of Redlands, and an associate degree in general education from El Camino College.



MEMORANDUM

To: Dr. Raghu P. Mathur, Chancellor;
Members of the Board of Trustees

From: Dr. Robert J. Kopecky, Provost

Date: November 27, 2007

Re: **PROVOST REPORT** – December 10, 2007 Board of Trustees Meeting

ATEP Partnership Update

Negotiations and progress continue with Camelot Entertainment, California State University, Fullerton, Chapman University and Young Americans. Provost Kopecky has been working with the partners and attorneys in reviewing 2nd phase ERNA documents.

Program Development

Provost Kopecky and Dean Peterson met with the Orange County Workforce Investment Board to discuss potential program development.

Provost Kopecky is working with Mayor Carolyn Cavecche to develop an advisory board for a potential program in transportation.

Tustin Legacy Update

Provost Kopecky attended a meeting of the Tustin Restoration Advisory board.

Student Services and Instruction

Dean Peterson is working on planning faculty orientation during January's flex week; planning Summer 08 courses; working on upgrades for the design model making & prototyping lab. She also attended a Los Angeles/Orange County workforce leaders mini-conference and toured the Orange County Workforce Investment Board's One Stop Center.

Outreach, Marketing and Public Relations Efforts

An outreach push has been done in partnership with IVC to promote the design model making & prototyping program, including high schools, libraries, one stop centers, and related businesses and industry in the area. Stand alone schedules have also been widely distributed at similar and additional locations in the surrounding area to help promote all spring course offerings.

The website has been upgraded to include program specific pages, complete with supporting industry information and embedded video and student photos to help target market ATEP's two technology programs - CACT and DMP.

Advertising is under way in the Tustin News, Irvine World News and Santa Ana Excelsior (Spanish) and OC Weekly. Online advertising is also being done in targeted and trackable segments on ocregister.com using data collected from Fall 07 enrollment.

Public service announcements continue to be sent weekly to announce registration and highlight various curriculum clusters to the Irvine World News, Tustin News and Tustin Chamber newsletter which distributes to many Tustin area businesses.